

CITY OF SOUTH SAN FRANCISCO CALIFORNIA



ADOPTED OPERATING BUDGET & CAPITAL IMPROVEMENT PLAN FISCAL YEAR 2016-17

Cover Photos by Billy Hustace Photography

CITY OF SOUTH SAN FRANCISCO, CALIFORNIA



FISCAL YEAR 2016-17
ADOPTED OPERATING BUDGET

MEMBERS OF THE CITY COUNCIL:

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Vice Mayor

Pradeep Gupta, Ph.D

Council Members

Richard A. Garbarino

Karyl Matsumoto

Liza Normandy

CITY OFFICIALS:

City Manager

Mike Futrell

Assistant City Manager

Marian Lee

City Treasurer

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City Clerk

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OFFICE OF THE CITY MANAGER

CITY COUNCIL 2016

MARK N. ADDIEGO, MAYOR
PRADEEP GUPTA, VICE MAYOR
RICHARD A. GARBARINO, 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 2016-17 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;
- Encouraging skill development and professional growth.

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The City was mindful of these and other priorities as the 2016-17 budget was developed and will pursue the following FY 2016-17 **Strategic Initiatives**:

- Support highly skilled Police, Fire, Emergency Medical Service and Emergency Management departments;
- Build and maintain a Sustainable City through:
 - 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 strength of the local economy is reflected through continued growth through the City's major revenue sources – Property tax, Sales tax and Transient Occupancy Tax (TOT). Growth in assessed value of the City's secured properties is a major driver of property tax revenues, and is a barometer of the real estate market in South San Francisco and the greater San Francisco Peninsula. Sales tax revenues reflect the passage of Measure W as well as a robust business climate, and TOT revenues continue to exceed previous trends. Permit revenues reflect a historic level of development, with significant projects projected to enter the plan check and permit issuance phases valued at over \$1.0 billion. Unemployment levels in South San Francisco are at historic lows, representative of an active local workforce. Although the current economic climate is favorable, City staff actively monitors market indicators and prudently positions the City to respond to the next recession or economic crisis.

Employee compensation represents 55 percent of the City's total budget. Similar to other full service cities, the cost of employee pensions and healthcare pose a challenge to long-term financial sustainability. The City contracts with the California Public Employees' Retirement System (CalPERS), the largest public pension fund in the United States, to provide pension benefits for its employees. Sixty-five percent of CalPERS' pension costs are paid by investment returns provided by its sizeable portfolio, currently valued at \$290 billion. The CalPERS Board of Administration recently amended its Risk Mitigation Plan to reduce the volatility of its investment returns, which will gradually decrease the actuarial assumption for investment return from 7.5 percent to 6.5 percent. The impact to participating agencies will be higher contribution rates, while mitigating the burden of investment losses and tempering the impact of investment gains.

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

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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.

GENERAL FUND

The FY 2016-17 General Fund Adopted Budget is balanced, with total revenues at \$104.8 million and total expenditures at \$103.0 million. Recurring revenues are projected to increase by 12.4 percent while recurring expenditures are projected to grow by 7.8 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 \$1.2 million, or 4.8 percent, driven by an increase of 4.0 percent in assessed value for the City's secured property tax roll.

Sales Tax

The passage of Measure W, a half-cent transactions and use tax, is the primary driver behind an increase of \$6.6 million compared to the prior year adopted budget.

Transient Occupancy Tax (TOT) | Commercial Parking Tax

TOT revenues continue to exceed budget assumptions and reflect vibrant tourism in the Bay Area. TOT revenues hit an all-time high of \$11.1 million in FY 2013-14 and \$12.9 million in FY 2014-15. TOT receipts through February 2016 are \$0.5 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 78.7 percent, while average room rates increased by 8 percent to \$145 per night. 2016-17 Adopted Budget TOT revenues are \$13.1 million, \$1.1 million or 9.2 percent more than the prior year adopted budget.

Commercial Parking Tax revenues typically move in parallel trends with TOT, and are projected to increase by \$471 thousand or 16.2 percent to \$3.4 million.

Franchise Fees

Revenues from franchise fees are projected to increase by \$716 thousand, totaling \$4.1 million in FY 2016-17. The increase aligns revenues with current trends and reflects the impact of a full year of operations for a vehicle sharing business that began in late 2014.

Permit Revenues | Business License

Building and fire permit revenues are projected to reach \$8.4 million, an increase of \$4.5 million primarily due to developments valued at over \$1.0 billion that will enter the permit issuance and plan check phase in FY 2016-17. **Business license** revenues are projected to increase by \$100,000 or 8.3 percent, given the historical nexus between greater permit activity and an increased number of licensed contractors applying for business licenses.

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Revenue from Other Agencies

Intergovernmental revenue is projected to increase by \$425 thousand, reflecting approval of the City's application for Measure A grant funds to continue operations of the South City Shuttle for the next two years by the San Mateo County Transportation Authority.

Charges for Services

The City of South San Francisco Police Department no longer assigns officers to the San Mateo County Narcotics Task Force. As such, revenues are projected to decrease by \$185 thousand.

Transfers In

The FY 2016-17 Adopted Budget includes \$4.5 million in one-time items funded by the City's Infrastructure Reserve, which reflect finance and budgeting best practices of using one-time revenues as a funding source for one-time appropriations. This practice fosters long-term financial sustainability, ensuring that growth of the City's recurring operating expenditures are paced by the growth of its recurring revenues.

EXPENDITURE ASSUMPTIONS

CalPERS Retirement Benefits

The City participates in the California Public Employees' Retirement System (CalPERS) to provide pensions to its employees. 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 2016-17, the employer pension contribution rate for miscellaneous employees is increasing from 25.053% to 27.822%, while the employer contribution rate for safety employees is increasing from 40.741% to 43.678%. The net impact as a result of the increase in employer pension contribution rate is an increase of \$1.3 million for all operating funds.

Healthcare Benefits

As a result of favorably negotiated rates and premium cost sharing through labor negotiations, the City's cost of healthcare benefits is projected to decrease by \$914 thousand. According to the City's Other Post-Employment Benefits (OPEB) actuary, healthcare premiums are projected to increase over the next five years, albeit at a declining rate as a result of the impact from the Affordable Health Care Act.

Contract Plan Check Services

In order to support the accelerated development climate in FY 2016-17, the City Council approved agreements for contract plan check services in the amount of \$4.0 million. The augmented service levels will ensure timely response while maintaining agile staffing that can be adjusted based on market demand.

Measure W

The FY 2016-17 Adopted Budget includes \$5.5 million in appropriations of Measure W funds. \$3.0 million is to support Year 1 of the City's 5-Year Paving Plan, and the remaining \$2.5

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million is allocated to the PUC Project for design, project management and financial advisor services.

ACKNOWLEDGEMENTS

Preparation of the FY 2016-17 Operating Budget Document reflects the dedicated efforts 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
Director of Finance

INTRODUCTORY SECTION

CITY OF SOUTH SAN FRANCISCO



South San Francisco, California "The Industrial City" has a population of 64,585¹, a land area of 9.14 square miles and was incorporated on September 19, 1908. South San Francisco is located approximately eight miles south of Downtown San Francisco and is adjacent to the northern border of the San Francisco Airport and San Bruno, South of the cities of Brisbane and Daly City and the Town of Colma, and East of the City 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. 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 was the driving force for, and the economic support behind, the 1908 merger and incorporation of these two areas into the City of South San Francisco.

At the time of incorporation, the population totaled 1,989 and there were 14 major industries in South San Francisco. 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. 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

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

INTRODUCTORY SECTION

medicines. This was the beginning of the biotech industry and earned South San Francisco the title of “Birthplace of Biotechnology”. Since that time, many other biotech firms as well as large development projects such as the Gateway, Oyster Point Business Park and Bay West Cove have moved into the area. Today there are over 210 biotechnology firms in South San Francisco earning the City the title of “Biotechnology Capital of the World.”

EMPLOYMENT

Employment in South San Francisco includes manufacturing, retail, professional/scientific services, health care and administration. There are an estimated 68,612 people who work for South San Francisco businesses with a total payroll of \$6.6 billion.² The City has a large employment base in the biotechnology field located east of US Highway 101. A listing of top City employers may be found in the Miscellaneous Section on page L-34.

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, 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, 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

² US Census Bureau, [2014 Zip Business Patterns](#)

INTRODUCTORY SECTION

Transit (BART) that connects commuters to the San Francisco Airport, San Francisco and East Bay destinations including Oakland, Fremont and Concord.

In 2015, the City was awarded a \$49 million grant from the San Mateo County Transportation Authority to relocate its Caltrain Station closer to the downtown area, achieving a major milestone of the City's Downtown Station Area Plan.

The 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.

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.

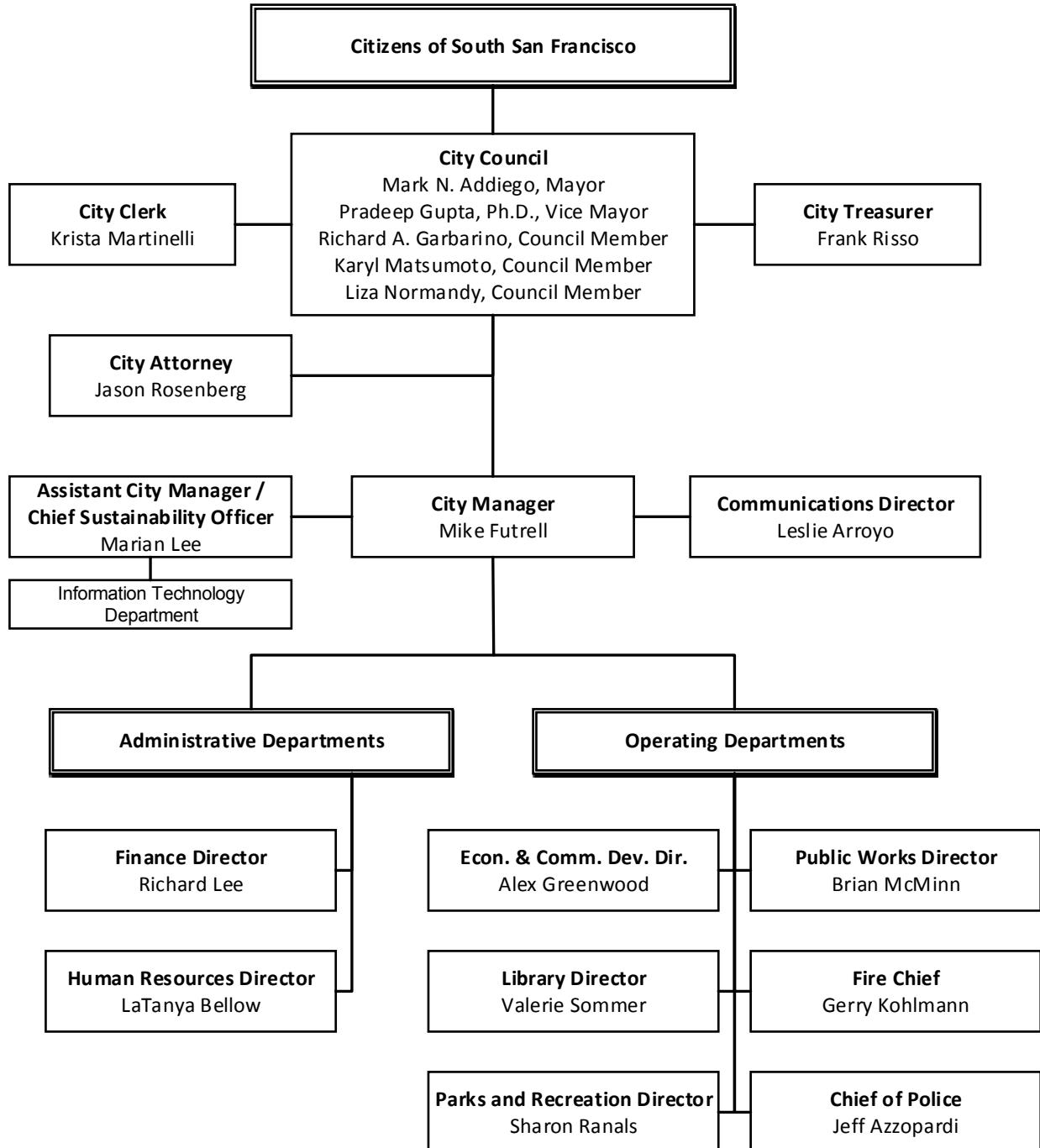
INTRODUCTORY SECTION

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: CITY OF SOUTH SAN FRANCISCO

Organization Chart 1: City of South San Francisco



BUDGET DOCUMENT AND PROCESS

BUDGET DOCUMENT

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

1. **Transmittal:** Provides a general overview of the financial outlook for the coming fiscal year;
2. **Introductory:** Provides demographic and statistical information about the City; summarizes the operational, financial and accounting structure of the City and identifies the appropriations limitations as required by the State of California Constitution Article XIIB;
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 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 Full Time Equivalents (FTE) by fund and by department;
11. **Miscellaneous:** Provides the Master Fee Schedule changes, Financial Policies, Reserves Policy, Resolutions presented to the City Council, demographic and statistical tables, glossary of acronyms and terms found in the budget document.

BUDGET ACCOUNTING

In accordance with the Governmental Accounting Standards Board (GASB), the City's budgeted funds are grouped into three fund types; governmental, proprietary, and fiduciary. Within each type, funds are further classified into the following categories; agency, CIP, debt service, enterprise, internal service fund, and special revenue. Additionally, the funds are divided between major and non major. For budgeting purposes, a major fund represents a fund or fund category that has revenues or expenditures that equals more than ten percent of the City's 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 L-9) 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 SECTION

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 reflects internal transfers between funds. Some revenues such as Gas Tax are deposited into a special revenue fund then 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 SECTION

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
December	Finance Department begins current fiscal year mid-year analysis. Finance Department updates revenue and expenditure projections for the upcoming fiscal year.
January	City Manager and Finance Director 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.
February	City Manager begins discussions with department heads for preliminary budget projections by department.
March	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 their employee benefits costs. Departments enter budget requests and minor maintenance project requests in finance system.
April	Finance Department develops revenue and expense scenarios for upcoming fiscal year based on input from meetings with 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.
May	Finance Department presents the proposed budget to the City Council Budget Subcommittee at study session. Finance Department revises budget based on Subcommittee feedback, then presents the proposed budget to the City Council at a subsequent study session.
June	Finance Department prepares proposed budget and makes any final adjustments based on feedback from the City Council and updated revenue projections and information from the State and County. Finance Department presents proposed budget at the last regularly scheduled 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.
July	July 1 starts the new fiscal year.

APPROPRIATIONS LIMITS

In 1979, California voters approved Proposition 4, known as the Gann Appropriations Limit (Gann Limit). The Gann Limit is part of 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 limits the amount 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 2016-17

Fiscal Year	CPI/Personal		Population % Change	Change Factor	Cumulative Change Factor	Appropriation Limit
	Income % Change	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	
2016-17	5.37	0.43	5.82	560.52	128,321,142	

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Proceeds of Taxes	48,570,889	55,987,430	59,134,424	62,981,924	75,222,871
Appropriations Subject to Limit	48,570,889	55,987,430	59,134,424	62,981,924	75,222,871
Current Limit	108,108,321	115,362,390	116,008,419	121,263,600	128,321,142
Amount Under Limit	59,537,432	59,374,960	56,873,995	58,281,677	53,098,271

The City of South San Francisco is currently \$53 million under the Gann Appropriations limit.

OPERATING FUNDS SUMMARY

OPERATING FUNDS SUMMARY

OPERATING FUNDS DESCRIPTIONS

GOVERNMENTAL FUNDS

Major Governmental Funds

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

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

Non Major Governmental Funds

City Housing Fund – Accounts for Housing Successor activities for low and moderate area median income (AMI).

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 the City's regular 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 areas where new business development has shown a need for sewer system improvements.

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, transit improvement and traffic congestion relief.

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.

OPERATING FUNDS SUMMARY

Parks-in-Lieu Fee Funds – These funds account for fees paid by residential developers that 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 fee funds that include payments from developers to fund the improvement of the City infrastructure in the areas of traffic congestion reduction, childcare facilities, and public safety.

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 information technology services provided to City departments.

OPERATING FUNDS SUMMARY

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 2015-16 or FY 2016-17 is included in the list below.

Table 2: Operating Fund Titles & Types

Fund Title	Type	Category
Major Funds		
General Fund	Governmental	General Fund
Capital Improvement Funds	Governmental	CIP
Sewer Enterprise Fund	Proprietary	Enterprise
Parking District Fund	Proprietary	Enterprise
Storm Water Fund	Proprietary	Enterprise
Non Major Funds		
Child Care Impact Fee Fund	Governmental	Special Revenue
City Housing Fund	Governmental	Special Revenue
City Programs Special Revenue Fund	Governmental	Special Revenue
City Service Fund	Proprietary	Internal Service Fund
Common Greens Maintenance District Funds	Governmental	Special Revenue
Community Development Block 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
Equipment Replacement Fund	Proprietary	Internal Service Fund
Federal Aviation Grant Fund	Governmental	Special Revenue
Gas Tax Fund	Governmental	Special Revenue
Health & Benefits Fund	Proprietary	Internal Service Fund
Information Technology Fund	Proprietary	Internal Service Fund
Measure A 1/2 Sales Tax Fund	Governmental	Special Revenue
Oyster Point Impact Fee Fund	Governmental	Special Revenue
Park-in-Lieu Fees Funds	Governmental	Special Revenue
PEG Access Fund	Proprietary	Special Revenue
Public Safety Impact Fee Fund	Governmental	Special Revenue
Self Insurance Fund	Proprietary	Internal Service Fund
Sewer Capacity Charge Fund	Governmental	CIP
Solid Waste Reduction Fund	Governmental	Special Revenue
Supplemental Law Enforcement Services Fund	Governmental	Special Revenue

The City's FY 2014-15 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. Departments funded only with the General Fund are not listed below.

Table 3: Relationships between Funds & Departments

Fund /Department	Finance	ECD	Fire	Info. Tech.	Library	Parks & Rec.	Police	Public Works
Major Funds								
Capital Improvement	❖							◆
Sewer Enterprise	❖							◆
Parking District	❖							◆
Storm Water	❖							◆
Non Major Funds								
Child Care Impact Fee	❖					◆		
City Housing	❖	◆						
City Programs Special Revenue	❖		◆		◆	◆	◆	
City Service (Garage)	❖							◆
Common Greens	❖					◆		
Community Development Block Grant	❖	◆						
Developer Deposits	❖	◆						
East of 101 Sewer Impact Fees	❖							◆
East of 101 Traffic Impact Fees	❖							◆
Equipment Replacement	❖			❖				◆
Federal Aviation Grant	❖	◆						
Gas Tax	❖							◆
Health & Benefits	◆							
Information Technology	❖			◆				
Measure A 1/2 Sales Tax	❖							◆
Oyster Point Impact Fee	❖							◆
Park-in-Lieu Fees	❖					◆		◆
PEG Access	❖			◆				
Public Safety Impact Fee	❖		◆				◆	
Self Insurance	◆							
Sewer Capacity Charge	❖							◆
Solid Waste Reduction	❖							◆
Supplemental Law Enforcement Svcs	❖						◆	

◆ Direct Responsibility

❖ Assistance Role (Finance Department provides for all funds)

OPERATING FUNDS SUMMARY

REVENUES & OTHER FINANCING SOURCES

FY 2016-17 revenues, not including transfers from other funds, are estimated to come in at \$161.7 million. This is a 9.8 percent increase compared to the FY 2015-16 Adopted Budget. Tax revenue is projected to increase by \$9.6 million or 16 percent, primarily due to the Measure W half-cent transactions and use tax, which became effective on April 1, 2016. Hotel taxes are expected to increase by 9.2% and property tax revenues are expected to increase by 4.6% over the FY 2015-16 Adopted Budget, both indicators of a healthy local economy. License and Permit revenue is expected to increase by \$4.5 million over the FY 2015-16 Adopted Budget, reflecting developments valued at over \$1.0 billion that will be entering the plan check and permit issuance phase in FY 2016-17.

Schedule 3: Citywide Revenues by Type

	Actual 2014-15	Adopted 2015-16	Amended 2015-16	Projected FY 2014-15	Adopted 2016-17	Change from Adopted 2015-16
Revenue Types:						
Taxes	\$ 59,182,471	\$ 60,119,461	\$ 64,351,561	\$ 64,351,561	\$ 69,734,325	\$ 9,614,864
Franchise Fees	3,922,300	3,469,000	3,469,000	3,469,000	4,185,000	716,000
Licenses & Permits	4,795,159	3,876,854	5,294,854	5,294,854	8,411,713	4,534,859
Fines & Forfeitures	1,223,513	843,500	843,500	843,500	843,500	-
Intergovernmental	10,662,807	9,537,321	15,364,940	15,364,940	13,141,193	3,603,872
Charges for Services	37,757,781	35,940,503	36,901,003	36,901,003	38,617,649	2,677,146
Use of Money & Property	3,878,286	3,556,500	3,556,500	3,556,500	3,696,500	140,000
Other Financing Sources	-	8,300,000	8,300,000	8,800,000	-	(8,300,000)
Other Revenues	27,926,422	21,642,462	21,730,362	21,730,362	23,095,581	1,453,119
Subtotal	\$ 149,348,739	\$ 147,285,601	\$ 159,811,720	\$ 160,311,720	\$ 161,725,461	\$ 14,439,860
Transfer In	20,757,345	9,603,301	23,315,293	23,315,293	16,663,593	7,060,292
Total Revenues	\$ 170,106,084	\$ 156,888,902	\$ 183,127,013	\$ 183,627,013	\$ 178,389,054	\$ 21,500,152

* Revenues 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.

OPERATING FUNDS SUMMARY

DISCUSSION OF MAJOR REVENUE CHANGE

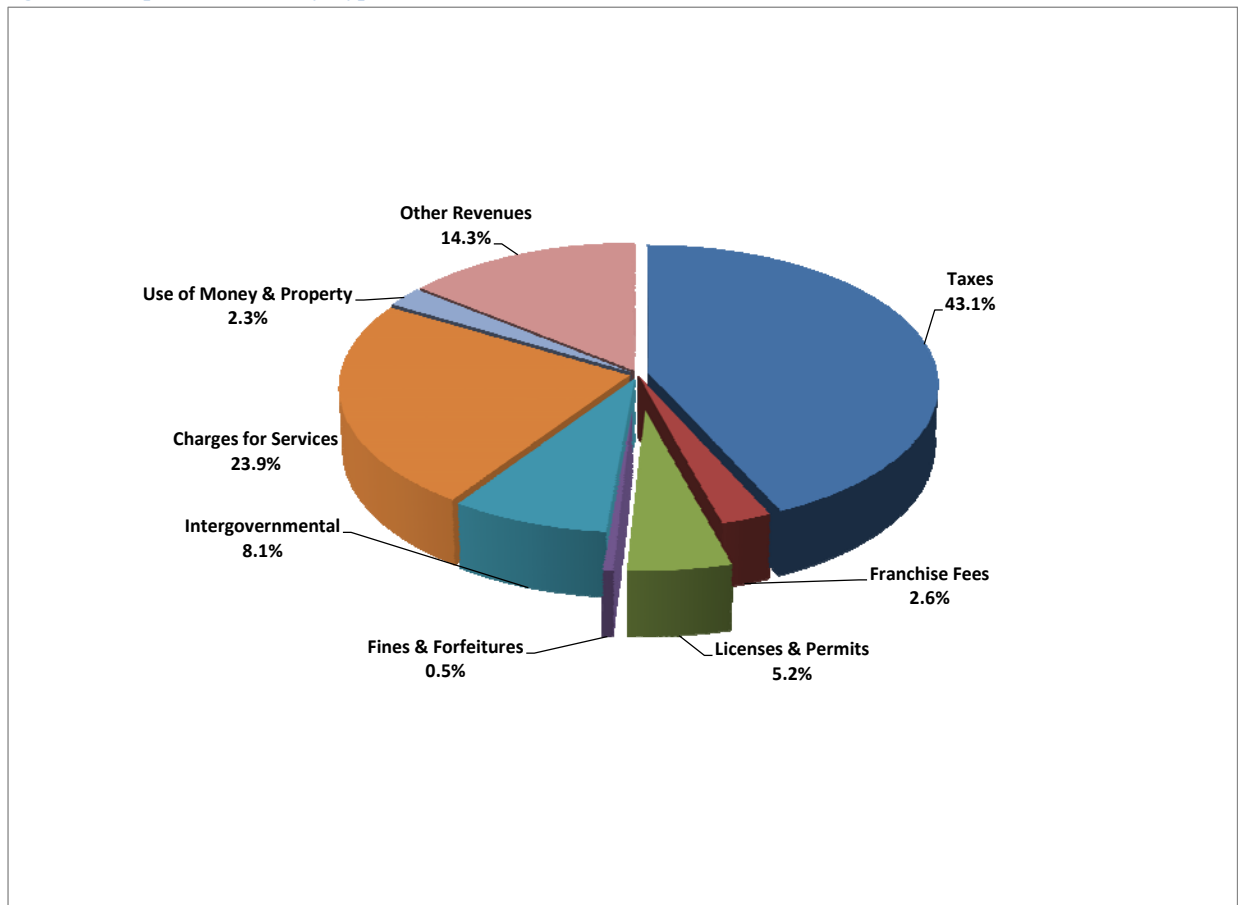
Taxes: The increase in tax revenues comes primarily from sales tax, reflecting Measure W, a half cent transactions and use tax, which was approved by South San Francisco voters in November 2015.

Franchise Fees: The increase aligns the budget closer to current historical trends and accounts for a full year of operations for a new vehicle sharing business.

Licenses and Permits: The increase is indicative of the current development climate in South San Francisco. Several major developments valued at over \$1.0 billion are projected to enter the plan check and permit issuance phase in FY 2016-17.

Other Revenues: The decrease is primarily due to one-time revenues in the FY 2015-16 Adopted Budget within the City Housing Fund for a housing development.

Figure 1: Adopted Revenues by Type



OPERATING FUNDS SUMMARY

REVENUES BY FUND

Schedule 4: Citywide Revenues by Fund

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
General Fund	\$ 87,255,718	\$ 84,633,054	\$ 92,571,580	\$ 92,571,580	\$104,808,125	\$ 20,175,071
Park In-Lieu Fee Zone 2 Fund	3,584	-	-	219	-	-
Park In-Lieu Fee Zone 4 Fund	7,959	-	-	3,797	-	-
Gas Tax Fund	2,141,135	1,640,570	1,640,570	1,640,570	1,615,736	(24,834)
Measure A Fund	1,315,276	1,425,000	1,425,000	1,465,192	1,493,995	68,995
Federal Aviation Grant Fund	-	4,000	4,000	4,000	4,000	-
Community Development Block Grant	249,668	650,626	650,626	650,626	658,758	8,132
Common Greens	1,570,788	1,389,805	1,389,805	1,487,653	1,389,805	-
City Housing Fund	1,254,279	786,000	786,000	786,000	307,000	(479,000)
Solid Waste Reduction	180,000	180,000	180,000	180,000	180,000	-
Supplemental Law Enforcement Services	99,183	100,000	100,000	100,000	100,000	-
Dvlpr Funded Planning & Enginr	552,809	-	-	1,307,405	-	-
City Programs Special Rev Fund	1,758,546	-	-	23,838	-	-
Capital Improvements	17,176,216	7,711,000	25,434,267	25,434,267	13,252,380	5,541,380
Genentench Prepaid Capital Projects	1,049,547	-	-	269,155	-	-
Sewer Enterprise Fund	26,163,726	34,239,395	35,315,712	26,986,092	29,101,541	(5,137,854)
Parking District Fund	831,703	710,000	710,000	713,308	710,000	-
Sewer Capacity Charges	213,972	200,000	200,000	1,706,518	200,000	-
Storm Water Fund	1,835,029	1,935,000	1,935,000	1,937,000	1,535,000	(400,000)
City Service Fund	1,652,286	1,650,000	1,650,000	1,650,000	1,650,000	-
Self Insurance Fund	5,384,717	3,851,518	3,851,518	3,746,865	4,382,743	531,225
Benefits Fund	12,313,466	11,633,400	11,633,400	13,565,693	12,673,914	1,040,514
Equipment Replacement	1,780,548	1,772,632	1,772,632	1,772,632	1,949,155	176,523
Information Technology	2,118,937	2,246,902	2,246,902	2,246,902	2,246,902	-
PEG Equipment & Access	183,690	130,000	130,000	141,235	130,000	-
Gateway Assessment District	-	-	-	-	-	-
E. Of 101 Sewer Impact Fees Fund	472,461	-	-	526,303	-	-
E. Of 101 Traffic Impact Fees	1,462,604	-	-	1,664,782	-	-
Public Safety Impact Fee	228,138	-	-	262,498	-	-
Child Care Impact Fees Fund	496,507	-	-	353,389	-	-
Oyster Point Interchange Impact Fees Fund	353,592	-	-	656,730	-	-
	\$170,106,084	\$156,888,902	\$183,627,012	\$183,854,249	\$178,389,054	\$ 21,500,152

OPERATING FUNDS SUMMARY

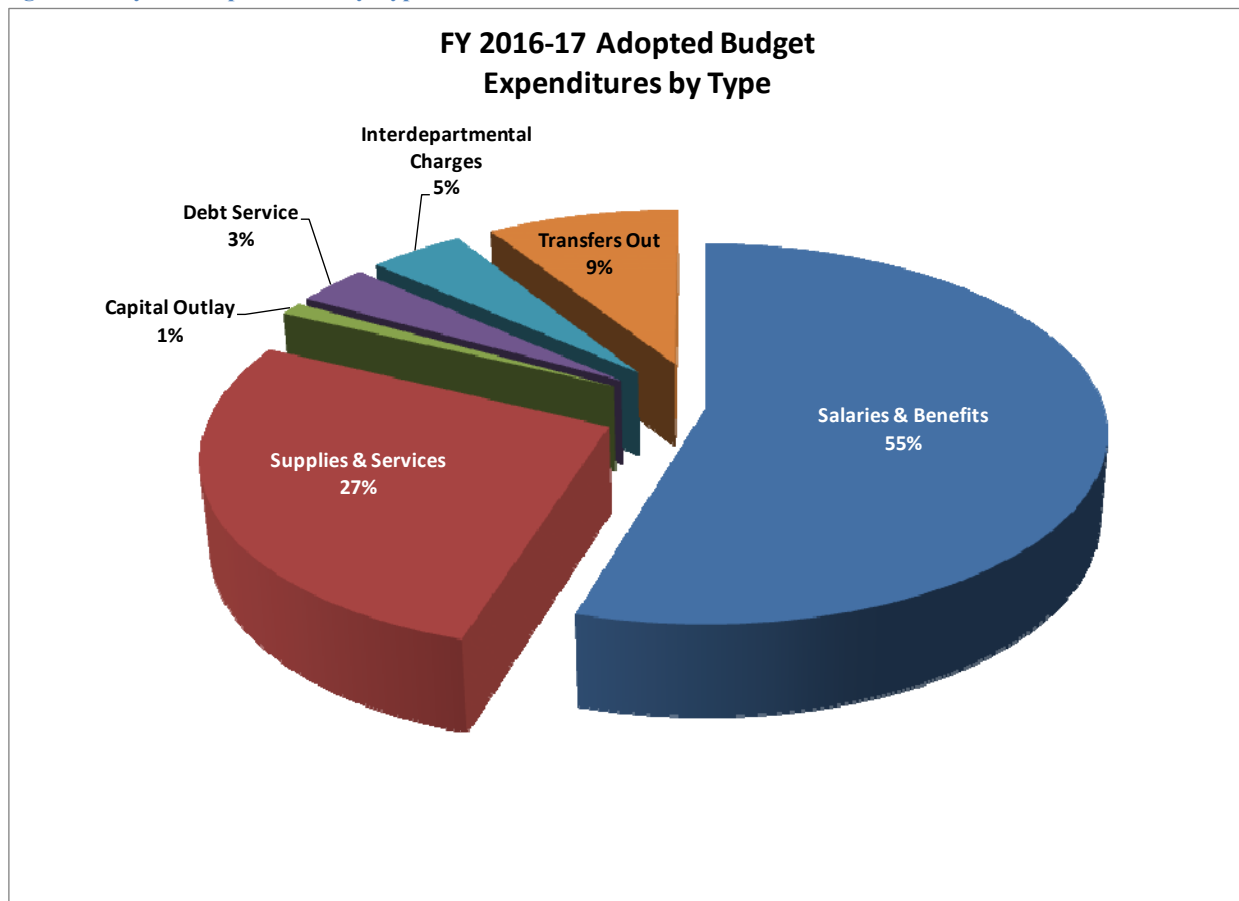
EXPENDITURES

Overall, the City's expenditures, excluding transfers to other funds, are projected to increase by 10.3 percent, or \$17.2 million, compared to the FY 2015-16 Adopted Budget.

Schedule 5: Citywide Expenditures by Type

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from Adopted 2015-16
Expenditure Types:						
Salaries & Benefits	\$ 87,153,238	\$ 92,413,272	\$ 93,582,071	\$ 93,582,071	\$100,889,992	\$ 8,476,720
Supplies & Services	37,405,925	49,139,200	79,079,603	79,079,603	50,656,527	1,517,327
Capital Outlay	4,478,055	2,176,000	3,234,854	3,234,854	1,976,802	(199,198)
Debt Service	2,304,998	6,337,895	6,337,895	6,337,895	6,337,305	(590)
Interdepartmental Charge	7,692,935	7,811,579	7,811,579	7,811,579	8,247,273	435,694
Transfers Out	20,745,693	9,603,301	23,255,009	23,255,009	16,664,289	7,060,988
	\$159,780,843	\$167,481,247	\$213,301,011	\$213,301,011	\$184,772,188	\$ 17,290,941

Figure 2: Citywide Expenditures by Type



OPERATING FUNDS SUMMARY

DISCUSSION OF MAJOR EXPENDITURE CHANGES

The increase in salaries and benefits is primarily attributed to salary increases as part of the City's labor negotiations and increases in pension contribution rates for both safety and miscellaneous employees.

Supplies and services are projected to increase as a result of the contract plan check services needed to support the current accelerated development climate.

Interdepartmental charges have been increased to set aside additional funds within the City's Equipment Replacement Fund for computer hardware. In addition, the allocated amount charged for equipment replacement has been increased to align equipment replacement reserves with a recent physical inventory.

Transfers in are projected to increase, reflecting support for one-time appropriations from the City's Infrastructure Reserve.

OPERATING FUNDS SUMMARY

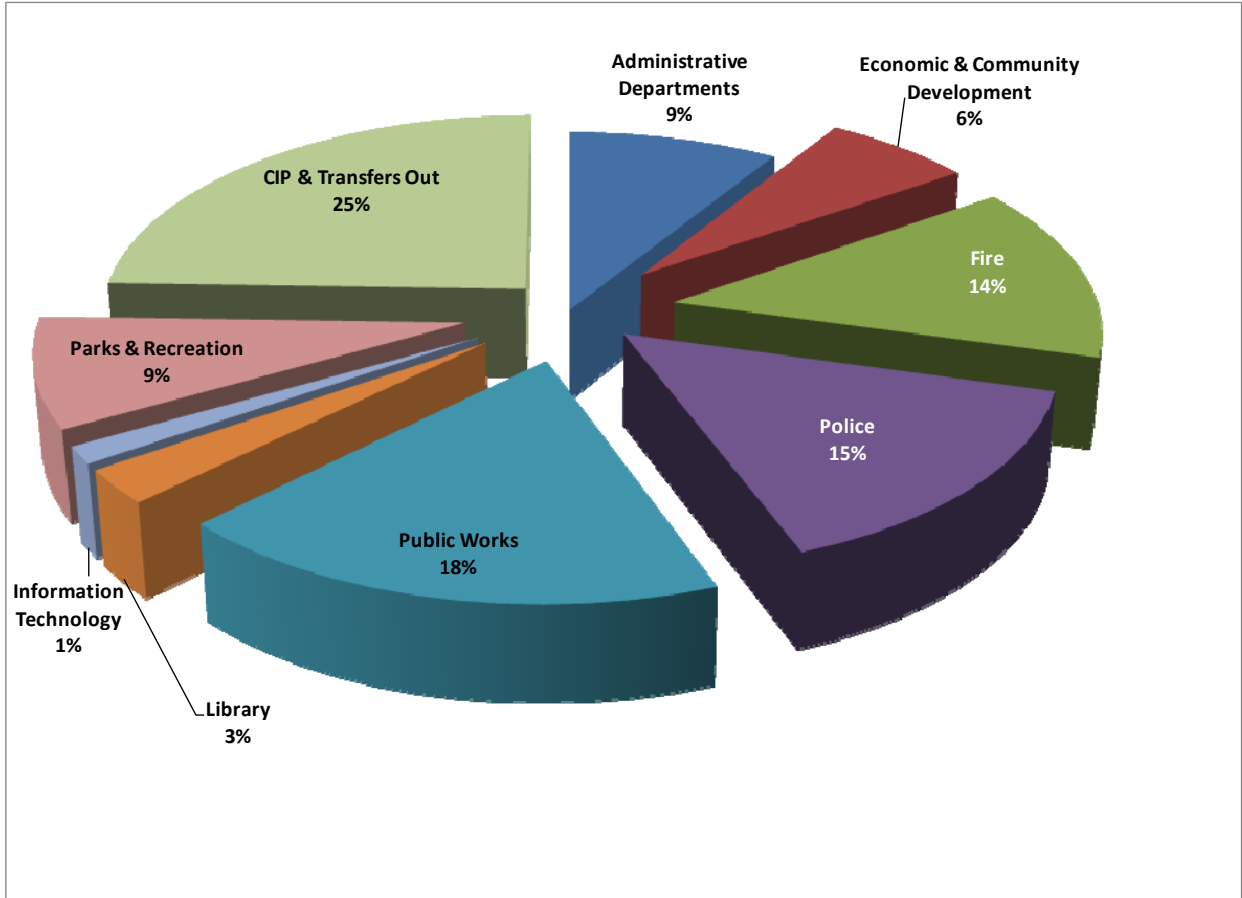
EXPENDITURES BY FUND

Schedule 6: Citywide Expenditures by Fund

	2014-15	2015-16	2015-16	2015-16	2016-17	Change from
	Actual	Adopted	Amended	Projected	Adopted	2015-16 Adopted
Expenditures:						
General Fund	\$ 86,503,600	\$ 84,517,601	\$ 92,304,723	\$ 92,304,723	\$102,989,055	\$ 18,471,455
Park In-Lieu Fee Zone 2 Fund	496,051	-	94,185	94,185	-	-
Park In-Lieu Fee Zone 4 Fund	216,707	500,000	610,485	610,485	-	(500,000)
Gas Tax Fund	2,920,689	2,179,605	3,463,799	3,463,799	1,591,301	(588,304)
Measure A Fund	1,238,365	2,096,000	3,666,287	3,666,287	1,509,836	(586,164)
Federal Aviation Grant Fund	-	-	-	-	-	-
Community Development Block Grant	307,413	685,184	800,499	800,499	693,758	8,574
Common Greens	1,352,561	1,701,996	1,778,422	1,778,422	1,609,250	(92,746)
City Housing Fund	(55,317)	2,059,185	2,088,686	2,088,686	977,800	(1,081,385)
Solid Waste Reduction	320,920	629,750	960,467	960,467	329,750	(300,000)
Supplemental Law Enforcement Services	99,183	100,000	100,000	100,000	100,000	-
Dvlpr Funded Planning & Enginr	556,310	-	131,718	131,718	-	-
City Programs Special Rev Fund	1,504,844	101,696	1,741,478	1,741,478	717,643	615,947
Capital Improvements	10,143,022	7,711,000	25,957,338	25,957,338	13,252,380	5,541,380
Genentench Prepaid Capital Projects	1,049,547	-	1,799,387	1,799,387	-	-
Capital Infrastructure Reserve Fund	-	1,186,000	1,810,900	1,810,900	4,806,952	3,620,952
Sewer Enterprise Fund	23,743,596	36,480,282	41,834,025	41,834,025	29,293,891	(7,186,392)
Parking District Fund	742,660	698,977	1,218,874	1,218,874	641,153	(57,824)
Sewer Capacity Charges	2,500	2,500	2,500	2,500	2,500	-
Storm Water Fund	1,240,554	2,604,025	2,857,816	2,857,816	1,864,682	(739,344)
City Service Fund	1,585,038	1,553,961	1,553,961	1,553,961	1,543,021	(42,017)
Self Insurance Fund	5,298,181	3,125,000	3,345,000	3,345,000	3,680,738	(1,617,443)
Benefits Fund	13,954,329	12,929,000	12,929,000	12,929,000	13,394,342	(559,987)
Equipment Replacement	1,952,514	3,039,139	4,657,695	4,657,695	2,331,419	378,905
Information Technology	1,893,490	2,249,198	2,821,187	2,821,187	2,442,700	549,210
Peg Equipment & Access	3,385	-	196,500	196,500	90,000	86,615
Gateway Assessment District	23,156	-	636,844	636,844	-	(23,156)
E. Of 101 Sewer Impact Fees Fund	18,691	2,500	49,317	49,317	302,500	283,809
E. Of 101 Traffic Impact Fees	2,313,680	1,202,500	3,711,209	3,711,209	302,500	(2,011,180)
Public Safety Impact Fee	-	123,648	123,648	123,648	302,517	302,517
Child Care Impact Fees Fund	2,500	2,500	2,500	2,500	2,500	-
Oyster Point Interchange Impact Fees Fund	352,674	-	52,561	52,561	-	(352,674)
	\$159,780,843	\$167,481,247	\$213,301,011	\$213,301,011	\$184,772,188	\$ 17,290,941

OPERATING FUNDS SUMMARY

Figure 3: Adopted Expenditures by Department



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 accounts for public services such as police, fire, library, parks & recreation, economic and community development, and city administration.

Schedule 7: General Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues						
Property Taxes	\$ 20,646,129	\$ 21,869,357	\$ 21,869,357	\$ 21,869,357	\$ 23,264,539	\$ 1,395,182
ERAF Refund from County	2,433,729	2,444,500	2,444,500	2,233,926	2,222,250	(222,250)
Sales Tax	15,284,012	16,530,436	17,832,436	17,832,436	23,105,336	6,574,900
Transient Occupancy Tax	12,947,474	12,000,000	13,371,600	13,371,600	13,100,000	1,100,000
Business License	1,357,031	1,200,000	1,200,000	1,320,647	1,300,000	100,000
Commercial Parking Tax	3,149,134	2,912,863	2,912,863	2,912,863	3,383,400	470,537
Franchise Fees	3,743,656	3,344,000	3,344,000	3,344,000	4,060,000	716,000
Building and Fire Permits	4,795,159	3,876,854	5,294,854	5,294,854	8,411,713	4,534,859
Motor Vehicle License & In-Lieu	5,551,651	5,385,045	5,385,045	5,770,060	5,770,060	385,015
Revenue from Other Agencies	1,986,116	984,842	2,269,521	2,269,521	1,024,896	40,054
Charges for Services	7,330,000	7,420,843	7,351,843	7,351,843	7,235,843	(185,000)
Administrative Charges	1,365,265	1,365,265	1,365,265	1,365,265	1,365,265	-
Fines	1,221,413	838,500	838,500	838,500	838,500	-
Interest & Rent	2,865,351	2,931,500	2,931,500	2,931,500	3,071,500	140,000
Transfers In & Other	2,579,597	1,529,049	2,553,996	2,553,996	6,654,823	5,125,774
Add Prior Year Committed Reserves	N/A	N/A	3,994,820			
Total Revenues	\$ 87,255,718	\$ 84,633,054	\$ 94,960,100	\$ 91,260,368	\$ 104,808,125	\$ 20,175,071

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Budget Expenditures						
City Council	\$ 221,157	\$ 237,768	\$ 237,768	\$ 259,120	\$ 204,499	\$ (33,270)
City Clerk	426,410	691,304	751,304	751,304	647,864	(43,439)
City Treasurer	102,577	131,193	131,193	109,871	123,340	(7,853)
City Attorney	861,748	782,578	782,578	782,578	802,002	19,424
City Manager	1,223,158	1,588,362	1,653,580	1,568,916	1,926,245	337,883
Finance	1,982,912	2,027,713	2,054,183	2,090,530	2,477,795	450,082
Non-Departmental	1,075,053	1,013,535	1,233,998	1,233,998	973,973	(39,562)
Human Resources	1,266,565	1,475,848	1,527,383	1,412,617	1,458,009	(17,840)
Economic & Community Dev	4,246,016	5,731,979	6,603,156	5,268,037	10,331,488	4,599,509
Fire	21,247,987	21,754,722	22,532,364	21,736,632	25,689,589	3,934,868
Police	23,512,557	24,959,424	25,856,509	24,958,195	27,104,498	2,145,074
Public Works	4,564,493	3,912,331	4,881,588	4,577,732	4,975,860	1,063,529
Library	4,247,645	4,607,218	4,925,054	4,531,847	5,051,647	444,429
Parks & Recreation	11,826,409	13,903,626	14,010,914	12,479,716	14,553,266	649,640
CIP	2,552,911	1,200,000	3,837,720	6,745,000	6,668,980	5,468,980
Transfers Out/Other	7,146,000	500,000	505,000	500,000	-	(500,000)
Total Expenditures	\$ 86,503,600	\$ 84,517,601	\$ 91,524,292	\$ 89,006,092	\$ 102,989,055	\$ 18,471,455

Net Surplus / (Deficit) \$ 2,254,277 \$ 1,819,069

20% of operating revenues \$ 17,741,274 \$ 19,743,746

Beginning balance \$ 18,151,454

Amount needed to fully fund reserves \$ 1,592,292

Remaining surplus to be transferred to Infrastructure Reserves \$ 226,777

GENERAL FUND

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 ensure 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.

The FY 2016-17 Adopted Budget meets this target, with General Fund Reserves at \$19.7 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 2016-17 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. The 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

General Fund Reserve for Economic Contingencies:

The Reserves Policy provides for a reserve of 7% of 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 susceptible to relocation, due to the type of business operation, and by considering the proportion of business to business and cyclical sales taxes that comprise South San Francisco's revenue base.

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, which occurred in the 2000s. By setting aside reserves for revenue fluctuations, services would not be immediately cut while a more comprehensive budget strategy can be put together, or until a new sales tax generator comes to town.

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 surplus funds to pay down these liabilities over time, which are no different than debt from a financial standpoint. Two liabilities in need of continued funding are:

The City Council approved investing \$13.5 million in the California Employer's Retiree Benefit Trust (CERBT) in FY 2013-14, and an ongoing annual appropriation of \$250,000.

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. Renewed attention and investment in the City's parks, buildings, and facilities, streets, and storm water facilities is needed over the next five years.

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 set aside reserves to address the City's critical infrastructure needs through the adopted reserves policy. Those reserves are still under Council's purview, and could be tapped for any valid City budgeting purpose.

GENERAL FUND

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 64 percent of total revenues, which include: property taxes, sales taxes, transient occupancy tax (TOT), parking tax and business license tax.

Total General Fund revenues are projected to be \$104.8 million in FY 2016-17. Excluding \$9.6 million in one-time revenues, the FY 2016-17 Adopted Budget is 12.5 percent higher than the prior year adopted budget. Revenues from property tax are expected to be 4.8 percent more than the FY 2015-16 adopted budget. Sales tax revenues are projected to increase \$6.6 million as a result of the passage of Measure W, a half cent transactions and use tax. Record breaking passenger traffic at San Francisco International Airport (SFO) reflects robust San Francisco Bay Area tourism. Given South San Francisco's proximity to SFO, TOT revenues are on pace to break a third consecutive record due to a sustained trend of high room rates and occupancy rates. As such, TOT revenues are forecast to increase by 9.2 percent in 2016-17 compared to the prior year adopted budget.

The following is a description of the City's four main revenue sources 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 assessed on property and equipment. Secured property taxes are assessed on unmovable assets like real estate; unsecured property taxes are assessed on movable assets such as large equipment, boats and planes.

Property taxes are administered through the County of San Mateo, which collects and distributes the payments. Property taxes paid by South San Francisco residents are allocated as follows: 17% to the General Fund¹, 45% to public schools, 22% to the County of San Mateo, 7% to the Former Redevelopment Agency and the remainder is allocated to special districts.

The City's Redevelopment Agency (RDA) was dissolved in accordance with ABx1 26 as of January 31, 2012. 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 revenues. 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

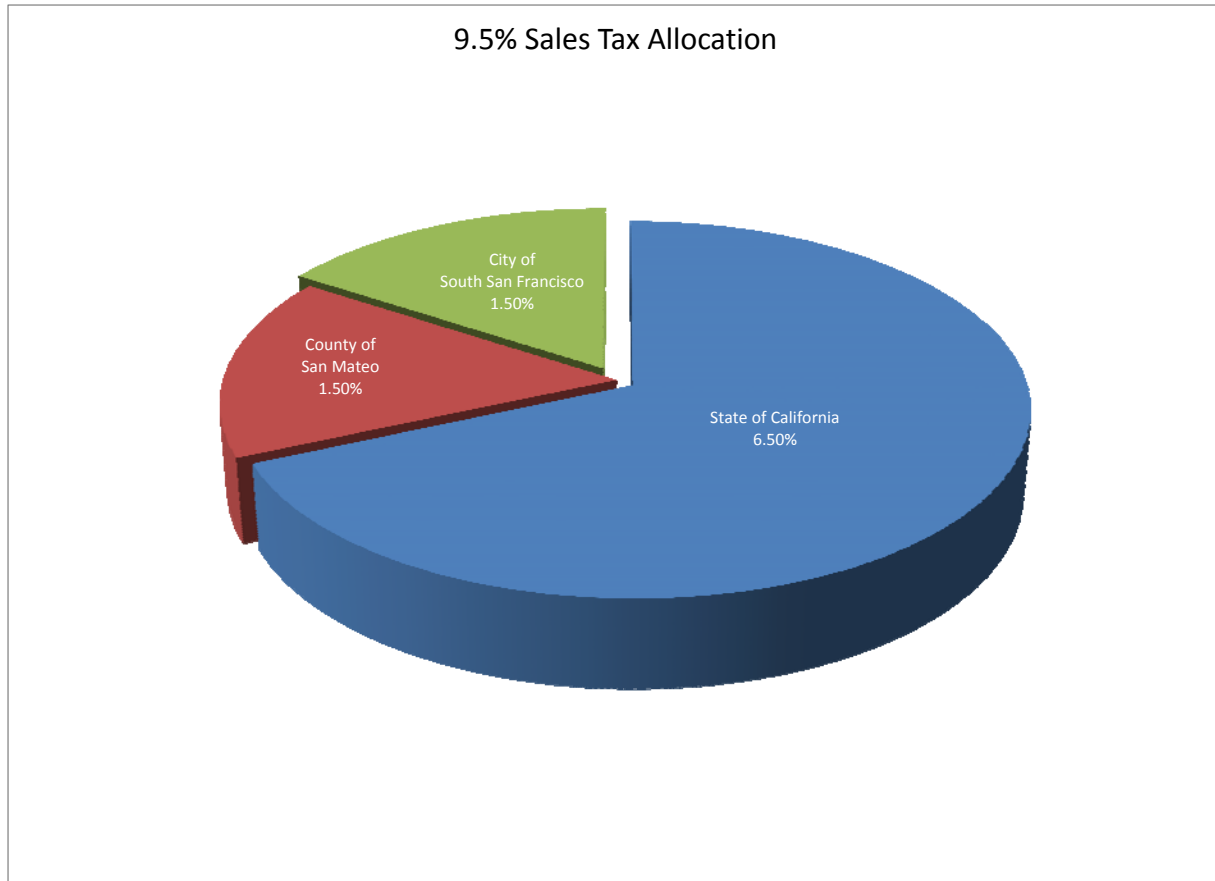
Sales & Use taxes are collected by businesses on purchases and submitted to the State of California, which distributes sales tax revenues back to cities. The local tax rate for South San

¹ San Mateo County Treasurer Tax Collector. <http://www.sanmateocountytaxcollector.org/whereYourTaxesGo.html>

GENERAL FUND

Francisco is 9.50%, 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 0.5% to support various county facilities and services. In November 2015, South San Francisco voters approved Measure W, a half cent transactions and use tax, which is directly allocated to the City.

Figure 4: Sales Tax Allocation



Budgeting Sales & Use Tax:

The City contracts with a professional consultant that provides quarterly updates of sales tax revenue and future year forecasts. Their projections are based on current and prior year data, assumptions on growth or decline and any known adjustments 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 also referred to as the tourist tax given that 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

GENERAL FUND

the South San Francisco Conference Center, and monitors San Francisco International Airport passenger traffic trends.

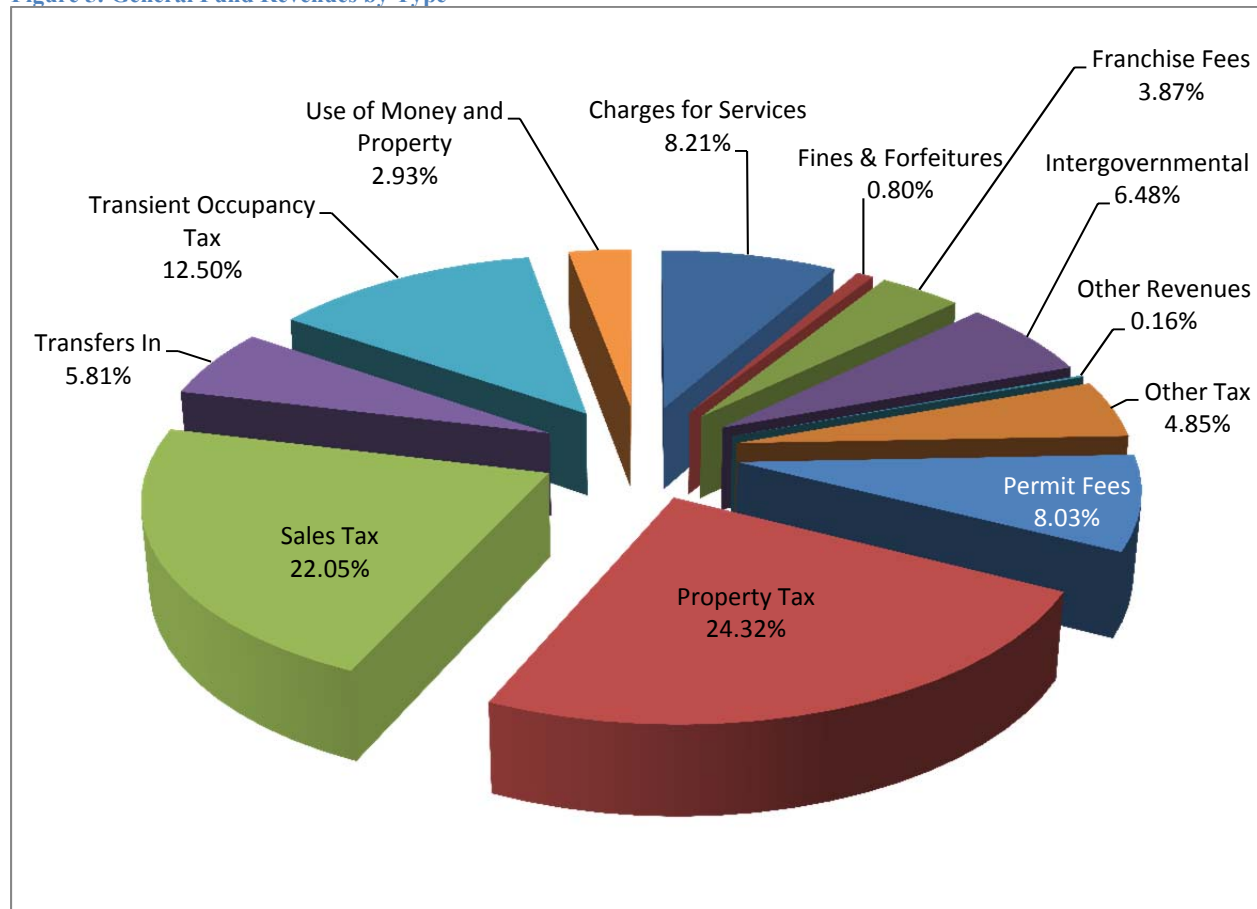
BUILDING & FIRE PERMITS

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 local economic health.

Budgeting Building & Fire Permits:

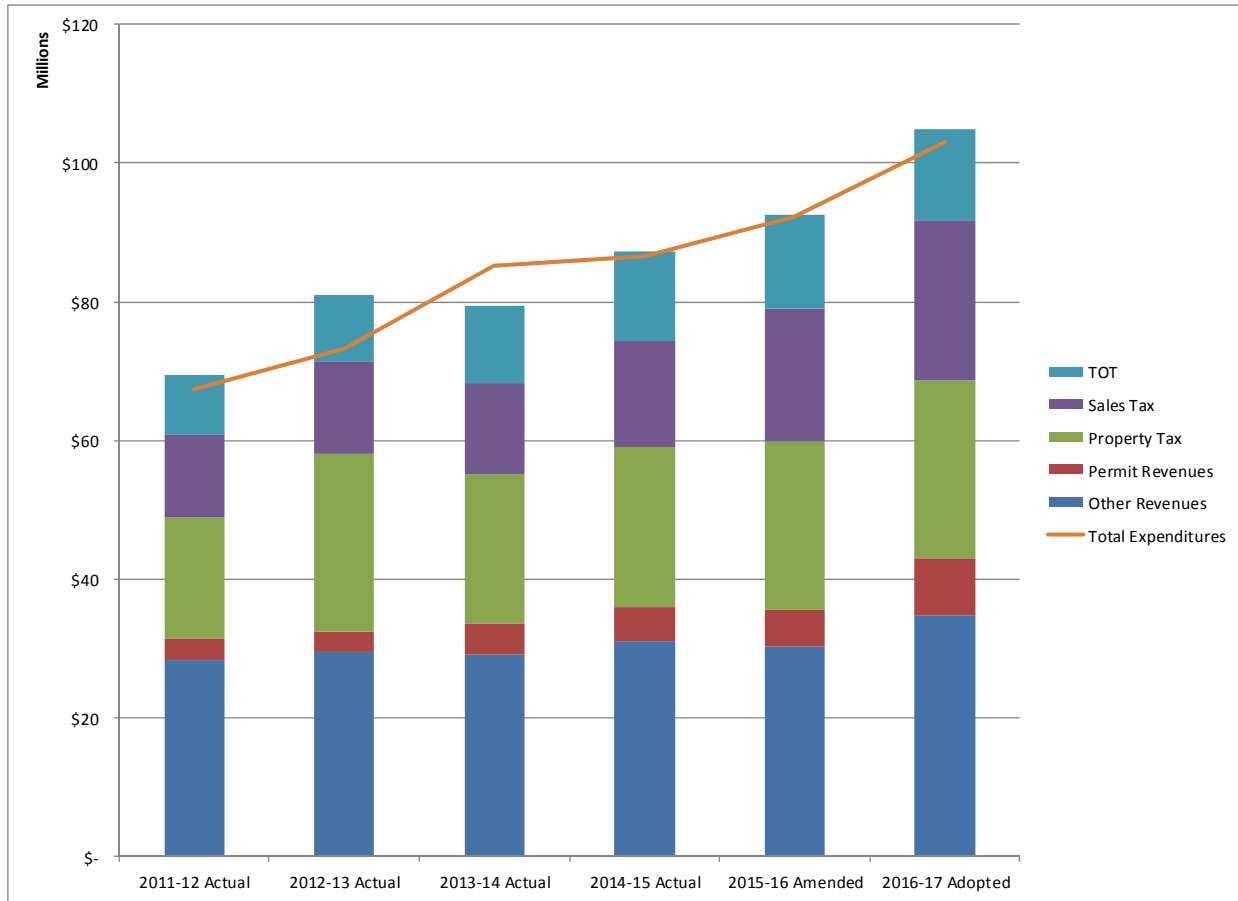
The City communicates between the Finance Department, Building Division and the Fire Department to review volume of plan checks and permit issuance in the current year and to discuss any known plans for future permit activity.

Figure 5: General Fund Revenues by Type



GENERAL FUND

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

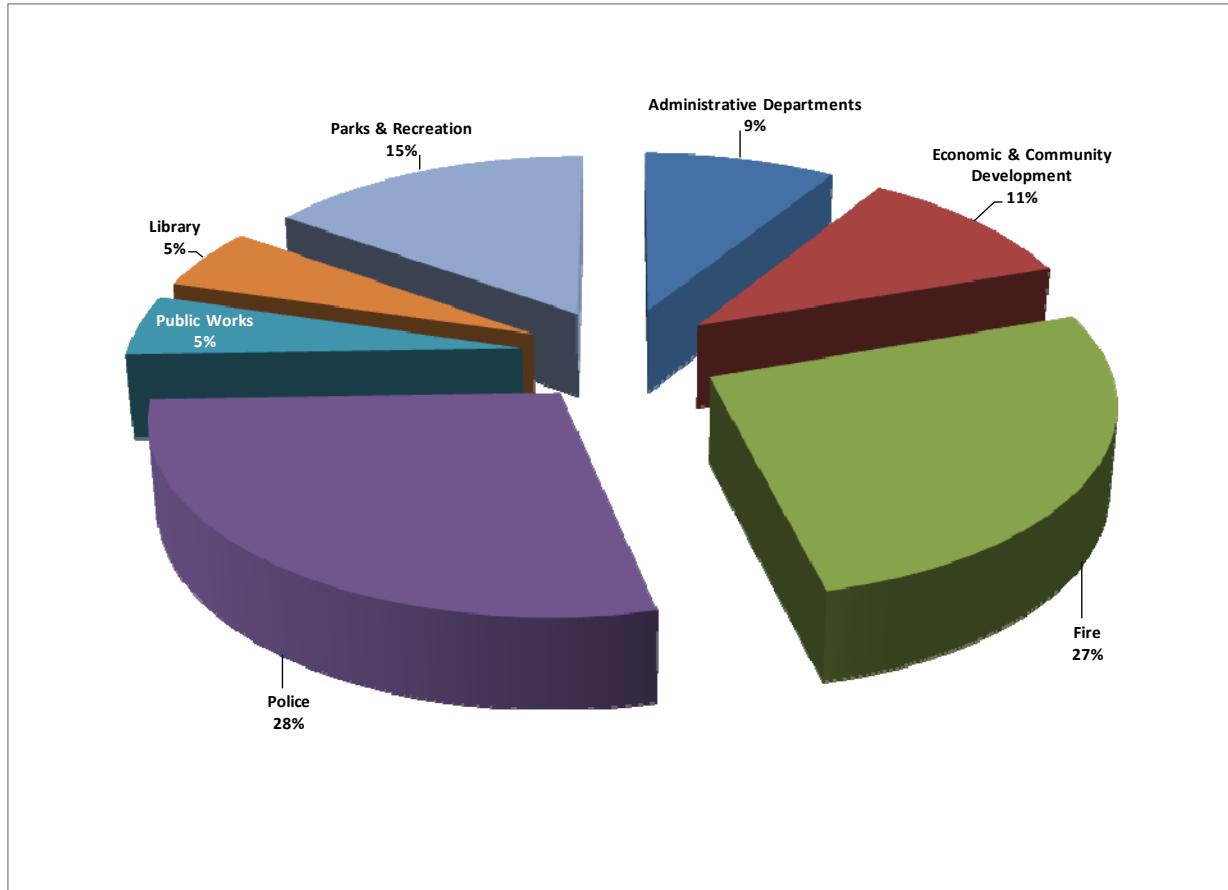


GENERAL FUND

GENERAL FUND EXPENDITURES

The General Fund expenditures are monitored and tracked at the line item level. Public safety activities (Police and Fire) account for 55% of all General Fund Expenditures. Administrative departments such as Finance, Human Resources and the City Manager account for 9% of all General Fund Expenditures.

Figure 7: Adopted General Fund Expenditures by Department



GENERAL FUND

Schedule 8: General Fund Expenditures by Department

Department	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
City Council	\$ 221,157	\$ 237,768	237,768	\$ 237,768	\$ 204,499	\$ (33,270)
City Clerk	426,410	691,304	751,304	751,304	647,864	(43,439)
City Treasurer	102,577	131,193	131,193	131,193	123,340	(7,853)
City Attorney	861,748	782,578	782,578	782,578	802,002	19,424
City Manager	1,223,158	1,588,362	1,653,580	1,653,580	1,926,245	337,883
Finance	1,982,912	2,027,713	2,112,683	2,112,683	2,477,795	450,082
Non-Departmental	1,075,053	1,013,535	1,233,998	1,233,998	973,973	(39,562)
Human Resources	1,266,565	1,475,848	1,527,383	1,527,383	1,458,009	(17,840)
Economic & Community Development	4,246,016	5,731,979	7,350,153	7,350,153	10,331,488	4,599,509
Fire	21,247,987	21,754,722	22,434,498	22,434,498	25,689,589	3,934,868
Police	23,512,557	24,959,424	25,856,509	25,856,509	27,104,498	2,145,074
Public Works	4,564,493	3,912,331	4,906,588	4,906,588	4,975,860	1,063,529
Library	4,247,645	4,607,218	4,969,354	4,969,354	5,051,647	444,429
Parks & Recreation	11,826,409	13,903,626	14,014,414	14,014,414	14,553,266	649,640
Total	\$ 76,804,689	\$ 82,817,601	\$ 87,962,003	\$ 87,962,003	\$ 96,320,075	\$ 13,502,475

Note: Excludes Transfers Out

GENERAL FUND

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 9: General Fund Administrative Allocations

Fund	Adopted 2016-17
Common Greens Maintenance Districts	
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
Sewer Enterprise Fund	
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
Total	\$ 1,355,265

GENERAL FUND

PERSONNEL COSTS

In FY 2016-17, General Fund personnel costs are projected to be \$73.5 million, and represent over 71 percent of total General Fund expenditures. The Board of Administration for the California Public Employee Retirement System (CalPERS) recently adopted a new Risk Mitigation Plan that will gradually shift the expected rate of return on its investments from 7.5 percent to 6.5 percent. The net impact will increase the employer pension contribution rate, which will pose a challenge to the City's financial sustainability. In addition, healthcare premiums are projected to increase over the next five years, although the rate of increase is projected to incrementally decline due to the impact of the Affordable Care Act.

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 miscellaneous 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.

In January 2013, the State of California Public Employees' Pension Reform Act (PEPRA) took effect, which created additional pension tiers for those hired on or after January 1, 2013. The new tiers were 2.0% at 62 for miscellaneous employees and 2.7% at 57 for safety employees.

The impact of the reduced benefit tiers on the City's long term liabilities for pension and retiree medical benefits are expected to come to fruition in approximately 20 years, as the employees under these new benefit tiers begin to retire.

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 infrastructure and facility maintenance to mitigate the impact of the Great Recession. The FY 2016-17 Adopted Budget includes \$1.2 million in General Fund support for the annual capital improvement program, indicative of the current economic climate.

OTHER POST EMPLOYMENT BENEFITS (OPEB)

The City's most recent actuarial study estimates the City's total OPEB liability at \$66 million, a seven percent decrease from the prior actuarial valuation, which reflects investment into the California Employers' Retirement Benefit Trust (CERBT). The FY 2016-17 Adopted Budget includes \$250,000 as an ongoing contribution from the General Fund to CERBT to further reduce the City's OPEB liability.

GENERAL FUND

CONCLUSION

The City takes steps each budget year to balance the demand for services and staffing levels with maintaining adequate General Fund reserves. While the FY 2016-17 Adopted Budget is balanced, the City will continue to monitor economic indicators for the next recession, and evaluate revenue and expenditure trends. The City's finances are prudent, sound and proactively positioned to respond to economic ebb and flow.

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DEPARTMENTAL PAGES

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 investment of City funds. Administrative support is provided by the Finance Department. The City Treasurer is an elected official.

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

City Manager – This department is responsible for the implementation of City Council direction 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 administrative support to the City Treasurer.

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 purchasing and maintaining City computers, phones, faxes, etc. This department maintains the City’s network and intranet.

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.

DEPARTMENT PAGES

Police – This department is responsible for 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 to meet the informational and educational needs of the City.

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 and boards whose policies may impact South San Francisco (i.e. ABAG, MTC). The Council provides direction for the City Manager and sits as the Board of Directors to RDA Successor Agency.

ELECTIONS:

Five members are elected to four-year 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.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17:

No significant resource level changes are included.

DEPARTMENT PAGES

Organization Chart 2: City Council

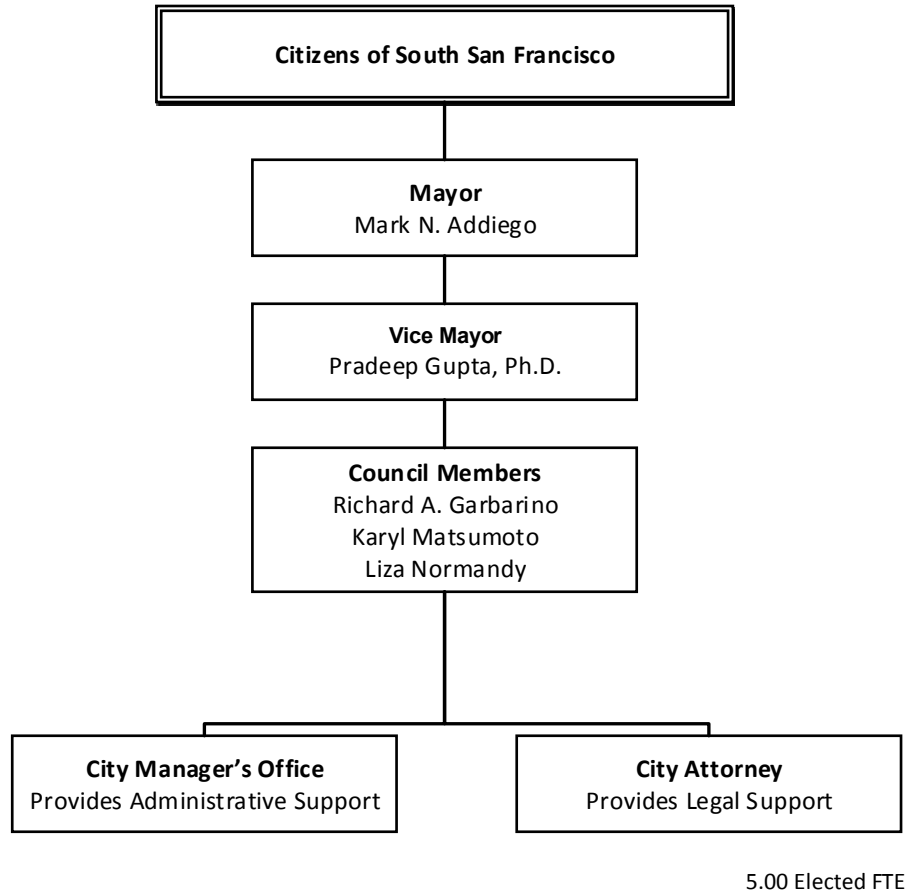


Table 4: City Council Position Listing

City Council			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from
Elected	E110	Elected City Council Member	5.00	5.00	5.00	0.00
TOTAL FTE - City Council			5.00	5.00	5.00	0.00

DEPARTMENTAL PAGES

Schedule 10: City Council Expenditures

General Fund	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
PAYROLL	\$ 135,775	\$ 169,811	\$ 169,811	\$ 169,811	\$ 128,582	\$ (41,230)
SUPPLIES & SERVICES	58,656	38,857	38,857	55,861	47,419	8,562
INTERDEPARTMENTAL CHARGES	26,725	29,100	29,100	29,100	28,498	(602)
Total Expenditures	\$ 221,157	\$ 237,768	\$ 237,768	\$ 254,772	\$ 204,499	\$ (33,270)

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Supplies & Services:

- \$3,600 Office Supplies
- \$350 Books and Publications
- \$500 Postage and Mail Supplies
- \$1,500 Miscellaneous (Citizen's Academy, Citizen's Watch events)
- \$4,000 IT Purchases
- \$7,000 Phone Service
- \$250 Copier Service

Promotional

- \$3,000 Special Event Attendance (Peninsula Lions Awards, SSF Rotary Mardi Gras, Chamber of Commerce Taste of SSF, etc.)

Dues, Meetings

- \$5,300 US Conference of Mayors
- \$3,800 Council of Cities Meetings, including SFO Event
- \$2,700 Council Reorganization Event
- \$2,350 Council Retreat
- \$1,300 League of California Cities Events
- \$800 Meeting Attendance Mileage
- \$600 Council Meetings
- \$1,200 Other Meetings (Biotech Summit, Police Survivors, Friends of Parks and Rec)

Travel & Conferences

- \$5,300 Council Travel Expenses
- \$2,600 League of CA Cities Event Registration
- \$1,300 Robo Business Conference

Positions:

- None

Other:

- None

CITY TREASURER



MISSION

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

RESPONSIBILITIES

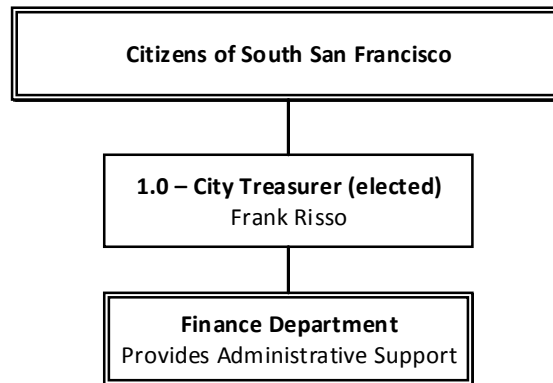
The City Treasurer is charged with:

- 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.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17:

No significant resource level changes are included.

Organization Chart 3: City Treasurer



1.00 Elected FTE

- Existing Filled Position(s)
- Existing Upgraded Position(s)
- Existing Vacant Position(s)
- Newly Requested Positions

DEPARTMENT PAGES

Table 5: City Treasurer Position Listing

City Treasurer			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Elected	E105	Elected City Treasurer	1.00	1.00	1.00	0.00
TOTAL FTE - City Treasurer			1.00	1.00	1.00	0.00

Schedule 11: City Treasurer Expenditures

CITY TREASURER

General Fund	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
PAYROLL	\$ 41,747	\$ 47,322	\$ 47,322	\$ 49,222	\$ 39,355	\$ (7,967)
SUPPLIES & SERVICES	58,934	81,800	81,800	58,577	82,200	400
INTERDEPARTMENTAL CHARGES	1,896	2,071	2,071	2,071	1,785	(286)
Total Expenditures	\$ 102,577	\$ 131,193	\$ 131,193	\$ 109,871	\$ 123,340	\$ (7,853)

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- \$80,000 Investment portfolio management services
- \$2,200 California Municipal Treasurers' Association (CMTA) training and membership dues

Positions:

- None

Other:

- None

CITY CLERK



MISSION:

The primary purpose of the City Clerk's Department 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 and its seven (7) Standing Committees, 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 functions ancillary to this purpose by administering democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. 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 AND BY:

- Performing all legislative duties for the legislative bodies identified above pursuant to state and local government requirements, including: (1) Managing projected agenda items; (2) Noticing public hearings; (3) Preparing and publishing the agendas; (4) Finalizing and retaining resolutions and ordinances; (5) Preparing minutes for presentation to the legislative agency at issue.
- Maintaining relationships with staff for the legislative agencies identified above, which includes day to day meetings and interactions permitting information flow in a regular and consistent manner.
- Managing both the physical and electronic records retention program and goals for the City.
- Managing Elections and Fair Political Practices Commission (FPPC) matters for the City.
- Representing the City at public events.
- Administering the City's Public Records Act Program.
- Representing the City on City Clerk and Election related Boards.
- Attesting City and local documents.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2015-16:

- Managed and implemented roll-out of Legistar Automated Agenda Management System. The system empowered staff to ensure the accuracy of legislative reporting and compliance with California law in the most efficient way currently available to government entities;
- Managed and implemented establishment of WebQA Public Records Act Request Automation, making submission of and receipt of information related to Public Records

DEPARTMENT PAGES

Act Requests more efficient and accessible to the public. The system also increased staff visibility to requests and compliance tracking;

- Managed the 2015 Municipal Election;
- Completed preliminary staffing plan for the City Clerk's Office to meet increased workflow and enhanced record of Office Policies and Procedures; and
- Orchestrated placement of City's inactive records at a secure off-site records storage facility to achieve security, safety and efficiency related goals.

OBJECTIVES FOR FISCAL YEAR 2016-17:

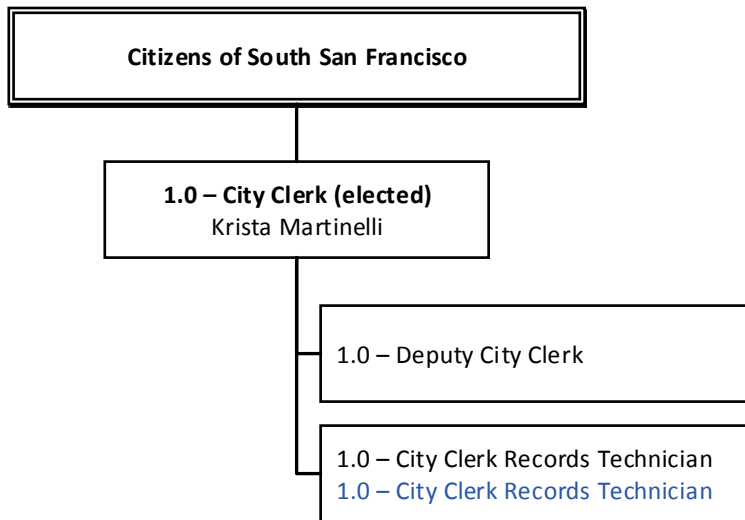
- Audit Records Retention Schedule to assist Departments with conversion to electronic records retention. Continue to work with Departments to convert records retained in physical storage at the Corporation Yard to electronic format in line with the statewide movement towards electronic availability of records;
- Develop Electronic Portal for FPPC Filings;
- Assist Council with audit and update of the City Council Handbook;
- Assume responsibility for maintenance of Administrative Instructions;
- Streamline legislative processing functions via implementation of Legistar Automated Agenda Management System and work with Council and staff to adjust the system to best suit the needs of the City, legislative bodies, and staff; and
- Assess impact of automated efficiencies against City Clerk Staffing Plan.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17:

- \$7,000 for annual maintenance of WebQA, the City's Automated Public Records Act Program;
- \$8,814 for annual maintenance of Legistar Automated Agenda Management System; and
- \$5,000 for staff training to permit training of new employees and maintain awareness of current laws, rules and regulations affecting the Office of the City Clerk.

DEPARTMENT PAGES

Organization Chart 4: City Clerk



1.00 Elected FTE

3.00 FTE

- Existing Filled Position(s)
- Existing Upgraded Position(s)
- Existing Vacant Position(s)
- Newly Requested Positions

Table 6: City Clerk Position Listing

City Clerk			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Elected - FT	E100	Elected City Clerk	1.00	1.00	1.00	0.00
SUBTOTAL - Elected			1.00	1.00	1.00	0.00
Full Time	O285	Assistant City Clerk	1.00	1.00	0.00	-1.00
Full Time	O320	Deputy City Clerk	1.00	1.00	1.00	0.00
Full Time	O415	City Clerk Records Technician	0.00	1.00	2.00	1.00
SUBTOTAL - Full Time			2.00	3.00	3.00	0.00
TOTAL FTE - City Clerk			3.00	4.00	4.00	0.00

DEPARTMENT PAGES

Schedule 12: City Clerk Expenditures

CITY CLERK

General Fund	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
PAYROLL	\$ 373,728	\$ 500,230	\$ 500,230	\$ 500,230	\$ 568,239	\$ 68,010
SUPPLIES & SERVICES	20,082	155,589	215,589	91,820	49,403	(106,186)
INTERDEPARTMENTAL CHARGES	32,601	35,485	35,485	35,485	30,222	(5,263)
Total Expenditures	\$ 426,410	\$ 691,304	\$ 751,304	\$ 627,535	\$ 647,864	\$ (43,439)

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- \$7,000 annual maintenance of City's Automated Public Records Act Compliance System.
- \$8,800 annual maintenance of Legistar agenda management system.
- \$5000 training through League of California Cities City Clerk's Association and International Institute of Municipal Clerks. Trainings include compliance related matters, including, but not limited to, elections, campaign finance reporting, CA Public Records Act and Brown Act.

Positions:

- \$15,000 Records Tech reclass for the former Assistant City Clerk Position.

Other:

- None.

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, 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 2015-16 ACCOMPLISHMENTS:

- Assisted City staff with the implementation of the Downtown Station Area Specific Plan and related environmental review;
- Provided legal support and guidance on proper election procedures for the Measure W ballot initiative and assisted City staff with the preparation, drafting and adoption of the ordinance enacting the transaction and use tax;
- Provided legal analysis and options to City staff and Council regarding Downtown revitalization initiatives;
- Assisted Planning Division with the preparation and negotiation of a Development Agreement, environmental review and entitlements for the Clear Channel digital billboard project, the Sares-Regis residential development project, the City Ventures residential project and Rotary senior affordable housing project;

DEPARTMENT PAGES

- Assisted City staff with the drafting and preparation of a Joint Powers Agreement for the implementation of the Peninsula Clean Energy community choice aggregation program;
- Assisted City staff with the implementation of the Long Range Property Management Plan and the disposition of Successor Agency properties;
- Assisted City staff with the preparation and adoption of the Parks and Recreation Master Plan and the Library Strategic Plan;
- Provided continuing support and advice to the South San Francisco Conference Center Authority;
- Manage and oversee outside counsel in the defense of litigation against the City;
- Provided guidance and assisted City staff with the preparation of compliance documentation for State of California waste disposal regulations;
- Coordinated with Finance Department to update the City's Purchasing Guidelines;
- 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; and
- Assisted staff with the preparation, drafting and adoption of ordinances to implement City goals, including the following:
 - an ordinance requiring the installation of video surveillance camera systems at certain categories of businesses within the City;
 - an ordinance governing the installation and use of video surveillance camera systems on City property;
 - an ordinance revising the City's inclusionary housing regulations;
 - an ordinance repealing and replacing the City's ordinance regulating massage parlors and massage services; and
 - an ordinance amending the City's existing park fee ordinance for subdivision development projects and a new ordinance implementing a Parkland Acquisition Fee and Park Construction Fee for new residential rental development projects.

FY 2016-17 OBJECTIVES:

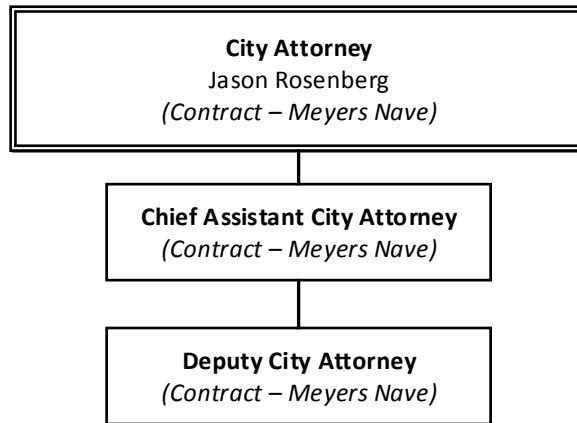
- Continue to assist City Council with downtown and business development initiatives;
- Assist City staff with Caltrain relocation efforts;
- Assist City staff with the continued implementation of the Downtown Station Area Specific Plan;
- Assist City staff with updates to internal city policies and provide training on implementation;
- Update the City's standard agreements and conduct training with staff on contracting procedures;
- Continue to assist City staff with the preparation, negotiation, environmental review and entitlement process for residential and commercial development projects; and
- Continue to assist City staff with the preparation, drafting and adoption of new ordinances.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17

No significant resource level changes are included.

DEPARTMENT PAGES

Organization Chart 5: City Attorney



Schedule 13: City Attorney Expenditures

CITY ATTORNEY

General Fund	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
SUPPLIES & SERVICES	\$ 851,250	\$ 771,000	\$ 771,000	\$ 749,762	\$ 791,111	\$ 20,111
INTERDEPARTMENTAL CHARGES	10,498	11,578	11,578	11,578	10,891	(687)
Total Expenditures	\$ 861,748	\$ 782,578	\$ 782,578	\$ 761,340	\$ 802,002	\$ 19,424

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- \$690,000 for Legal Services

Positions:

- None

Other:

- None

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 2015-16:

- Passed Measure W, providing funding for a new Police Operation Center, a new combined Library and Community Center, improved street repair and maintenance and consideration of a new fire station.
- Worked with Speaker Pro Tempore Kevin Mullin to legislatively fund the city parking garage, saving the City \$8.2 million.
- Closed out FY14-15 with savings of \$3.9 million and increased budget reserves by \$6.9 million.
- Designated Sign Hill as a Priority Conservation Area, and raised funds towards dedication of additional areas of Sign Hill as permanent open space.
- Improved the downtown area with new holiday decorations and outdoor holiday music, installation of new parking meters, bike racks, banners and trash receptacles, and the addition of two year-round bike patrol officers to improve safety.
- Planned and successfully executed a robust presence at BIO2016 in San Francisco, including a bus tour of South San Francisco, a biotech breakfast, a reception for biotech firms, an expanded exhibit hall booth and partnering meetings.
- Expanded communications and engagement efforts, including a new city-wide newsletter, a renewed Citizens Academy, public safety town hall meetings, Coffee with the City Manager events, a Biotech Workforce Summit, the first ever Biotech Town Hall, a City Birthday Party and robust social media engagement on Facebook, Twitter, Instagram and Nextdoor.
- Facilitated the City's joining of Peninsula Clean Energy, providing the promise of cleaner energy for residents.

DEPARTMENT PAGES

- Initiated robust employee engagement, holding 16 employee town hall meetings, launching a new employee INTRAnet and began a new succession development effort providing career pathing and training to employees.
- Created the City's first Underground Utility District focused on Spruce Avenue.

OBJECTIVES FOR FISCAL YEAR 2016-17:

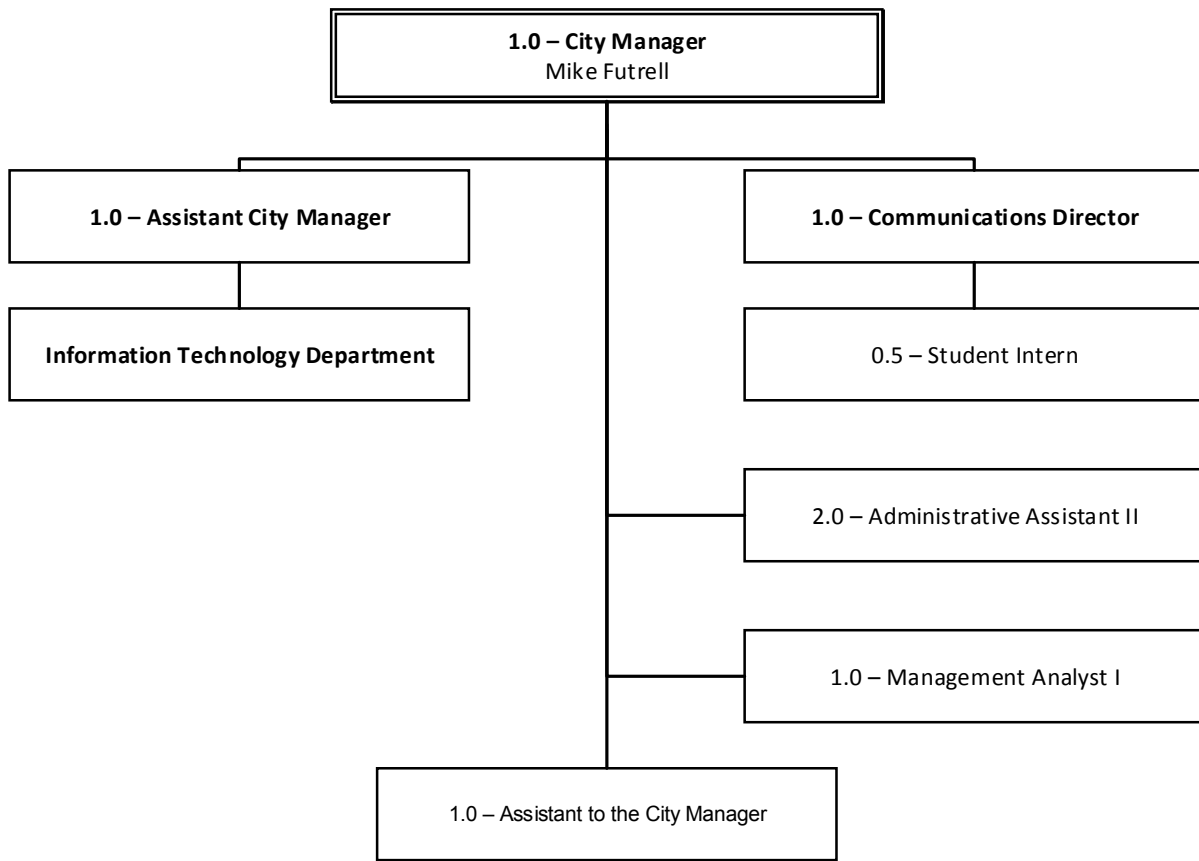
- Maintain, Train and Support a High Performance Team.
- Move forward the design of a new Police Operation Center, new Fire Station and new combined Library and Community Center, working with Council and the new Measure W Oversight Committee to deliver on the promises of Measure W.
- Start construction of the new South San Francisco Caltrain Station, working with the San Mateo County Transit District.
- Create a new plan for Oyster Point Park and Marina, working collaboratively with City Council, the San Mateo County Harbor District, developers, businesses and residents.
- Continue to work with the Oversight Board to develop, sell or transfer former Redevelopment Agency assets.
- Advance 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.
- Coordinate with developers, businesses and residents to successfully navigate the robust construction expected in the city.
- Improve the internal operations of city government, setting strategies in place to operate more efficiently, effectively and economically, leading to higher customer satisfaction and a stronger financial position for the city.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17:

No significant resource level changes are included.

DEPARTMENT PAGES

Organization Chart 6: City Manager



8.00 FTE

- Existing Filled Position(s)
- Existing Upgraded Position(s)
- Existing Vacant Position(s)
- Newly Requested Positions

Table 7: City Manager Position Listing

City Manager			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N115	City Manager	1.00	1.00	1.00	0.00
Full Time	N100	Assistant City Manager	1.00	1.00	1.00	0.00
Full Time	N180	Assistant to the City Manager	0.00	1.00	1.00	0.00
Full Time	N190	Communications Director	1.00	1.00	1.00	0.00
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	2.00	2.00	0.00
Full Time	(TBD)	Social Media Coordinator	1.00	0.00	0.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
Hourly	X280	Student Intern	0.00	0.50	0.50	0.00
SUBTOTAL Hourly			0.00	0.50	0.50	0.00
TOTAL FTE - City Manager			7.00	7.50	7.50	0.00

DEPARTMENT PAGES

Schedule 14: City Manager Expenditures

CITY MANAGER

General Fund	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from FY 2015-16 Adopted
PAYROLL	\$ 962,221	\$ 1,458,863	\$ 1,458,863	\$ 1,458,863	\$ 1,623,004	\$ 164,141
SUPPLIES & SERVICES	229,647	95,874	161,091	197,146	271,890	176,016
INTERDEPARTMENTAL SERVICES	31,289	33,625	33,625	33,625	31,351	(2,274)
Total Expenditures	\$ 1,223,158	\$ 1,588,362	\$ 1,653,580	\$ 1,689,634	\$ 1,926,245	\$ 337,883

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- \$81,000 Graphic design for banners/signage, printing and distribution of mailers and newsletters and subscription fees for communications technology.
- \$68,000 City history initiative including a history video, kiosk, and history brochure with markers downtown.
- \$60,000 grant writing and procurement services
- \$57,000 Travel and Conferences
- \$10,000 City Birthday party
- \$5,000 Staff Development

Other:

- None.

FINANCE DEPARTMENT



MISSION STATEMENT:

The Finance Department provides financial and risk management services to City departments, including payment to vendors, payroll, financial reporting and risk mitigation. To that end, the department: Leads fiscal accountability efforts and ensures stewardship of the use of City funds, assures collection of tax revenues 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 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;
- Monitoring cash flow for City needs in order to support prudent investment of City funds by City Treasurer.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2015-16:

- Successfully completed RFP processes for general liability risk pools, independent audit, and Transient Occupancy and Parking Tax audit and financial advisor services, promoting due diligence and ensuring that the City receives high quality service at a competitive rate;
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Governmental Finance Officers Association (GFOA).
- Continued to refine and improve the 5-year financial forecast to drive long-term financial decisions, including labor negotiations, the midyear budget and staffing requests.

OBJECTIVES FOR FISCAL YEAR 2016-17:

- Add program numbers to revenue account strings to allow departments to assess department revenues against expenditures (income statement);
- Lead Measure W bond issuance process, working with the City’s financial advisor to evaluate debt issuance options, and aligning with priorities, objectives and resources provided through Measure W.

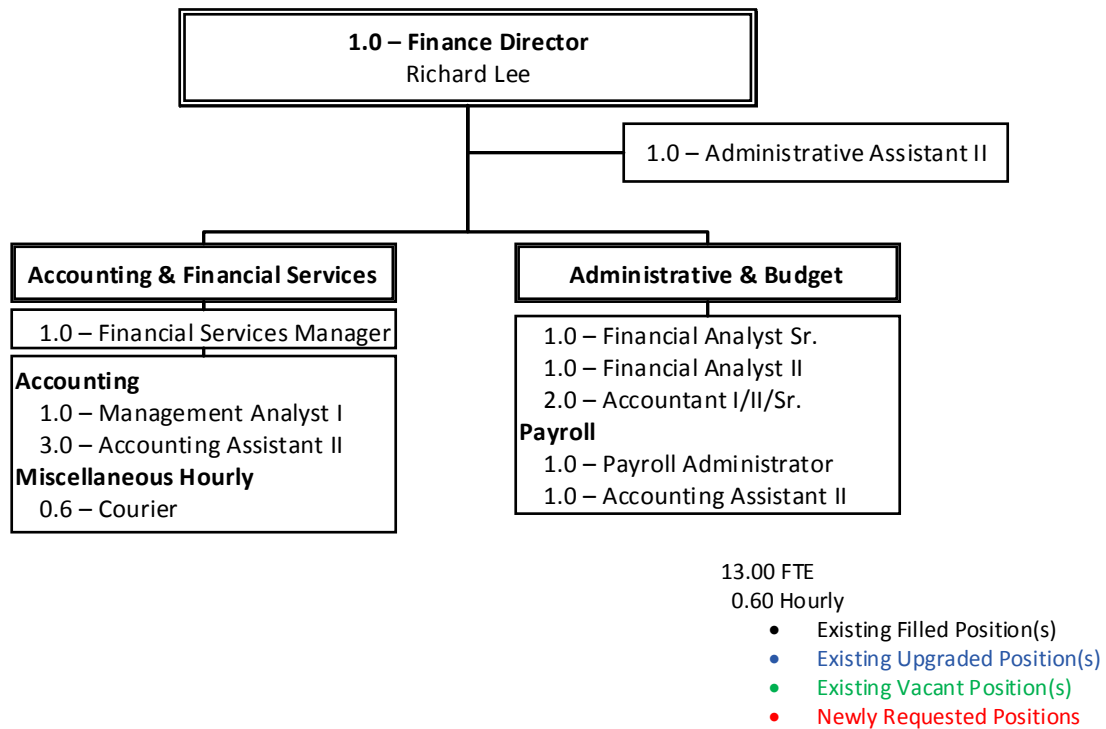
DEPARTMENT PAGES

- Collaborate with the Human Resources Department to implement a new Human Capital Management system in January 2017. The new system will modernize the City’s recruitment, employee management and payroll processes.
- Submit the FY 2016-17 Adopted Budget document to the Government Finance Officers Association (GFOA) in consideration for their Distinguished Budget Presentation Award.
- Provide training to staff on the City’s Purchasing Policy pursuant to the revised Administrative Instruction and the South San Francisco Municipal Code.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17

No significant resource level changes are included.

Organization Chart 7: Finance Department



DEPARTMENT PAGES

Table 8: Finance Department Position Listing

Finance			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N145	Director of Finance	1.00	1.00	1.00	0.00
Full Time	M770	Financial Services Manager	2.00	1.00	1.00	0.00
Full Time	M615	Senior Financial Analyst	1.00	1.00	1.00	0.00
Full Time	M610	Financial Analyst II	1.00	1.00	1.00	0.00
Full Time	O405	Data Business Systems Specialist	1.00	0.00	0.00	0.00
Full Time	M570	Management Analyst I	0.00	1.00	1.00	0.00
Full Time	M625	Senior Accountant	1.00	1.00	1.00	0.00
Full Time	M100	Accountant I	1.00	1.00	1.00	0.00
Full Time	A225	Accounting Assistant II	2.00	4.00	4.00	0.00
Full Time	M785	Payroll Administrator	1.00	1.00	1.00	0.00
Full Time	O315	Administrative Assistant I	1.00	0.00	0.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			13.00	13.00	13.00	0.00
Hourly	X280	Miscellaneous Hourly	0.60	0.60	0.60	0.00
SUBTOTAL Hourly			0.60	0.60	0.60	0.00
TOTAL FTE - Finance			13.60	13.60	13.60	0.00

Schedule 15: Finance Department Expenditures

FINANCE							
General Fund	2014-15	2015-16	2015-16	2015-16	2016-17	Change from	
	Actual	Adopted	Amended	Projected	Adopted	2015-16	
						Adopted	
PAYROLL	\$ 1,481,108	\$ 1,680,142	\$ 1,680,142	\$ 1,711,340	\$ 1,792,183	\$ 112,041	
SUPPLIES & SERVICES	285,281	119,014	145,484	142,957	473,798	354,784	
INTERDEPARTMENTAL SERVICES	216,523	228,557	228,557	228,557	211,814	(16,743)	
Total Expenditures	\$ 1,982,912	\$ 2,027,713	\$ 2,054,183	\$ 2,082,853	\$ 2,477,795	\$ 450,082	

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- \$100,000 for Cost Allocation Plan & Fee Study
- \$250,000 for new Human Capital Management System
- \$5,000 for GASB 68 actuarial valuation from CalPERS

Positions:

- None.

Other:

- None.

DEPARTMENT PAGES

NON-DEPARTMENTAL

Non-Departmental are 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 16: Non-Departmental Expenditures

NON-DEPARTMENTAL					
General Fund	Adopted 2015-16	Adopted 2016-17	Change from Adopted 2015-16	% Change	
Contractual Services					
Animal Control	\$ 555,453	\$ 558,265	\$ 2,812	0.5%	
C/CAG	59,342	60,302	960	1.6%	
C/CAG Congestion Relief	162,255	161,990	(265)	(0.2%)	
Grant Consulting	-	60,000	60,000	0.0%	
Other Contractual Services	113,000	-	(113,000)	(100.0%)	
Subtotal Contractual Services	\$ 890,050	\$ 840,557	\$ (49,493)	(5.6%)	
Dues, Meetings					
ABAG	\$ 13,024	\$ 13,024	\$ -	0.0%	
Airport Roundtable	1,500	750	(750)	(50.0%)	
International City/County Mngmnt Assoc.	1,400	1,400	-	0.0%	
LAFCO	12,533	10,727	(1,806)	(14.4%)	
League of CA Cities	19,883	18,438	(1,445)	(7.3%)	
Municipal Mngmnt Assoc. of Northern CA	100	-	(100)	(100.0%)	
National League of Cities	5,400	5,400	-	0.0%	
Peninsula Conflict Resolution Center	19,492	19,492	-	0.0%	
Sister Cities International	680	765	85	12.5%	
SMC Sustainable Book	4,000	4,000	-	0.0%	
SSF Chamber of Commerce	2,520	2,520	-	0.0%	
Peninsula TV	20,000	20,000	-	0.0%	
Other	500	-	(500)	(100.0%)	
Subtotal Dues, Meetings	\$ 101,032	\$ 96,516	\$ (4,516)	(4.5%)	
Other Expenditures					
Administrative Departments Workshop	\$ -	\$ 1,500	\$ 1,500	0.0%	
Biotech Industry Town Hall	-	5,900	5,900	0.0%	
Boards and Commissions	-	2,600	2,600	0.0%	
Chamber Expo Event	-	250	250	0.0%	
Citizens Academy	-	8,000	8,000	0.0%	
Council Reorganization Event	-	500	500	0.0%	
Executive Retreat, Employee THs & Recognition	-	3,300	3,300	0.0%	
Miscellaneous	1,840	-	(1,840)	(100.0%)	
Promotional	16,000	12,000	(4,000)	(25.0%)	
Phone	400	800	400	100.0%	
Postage -Printing	1,213	200	(1,013)	(83.5%)	
Sister Cities Event & Supplies	-	1,000	1,000	0.0%	
Water	-	850	850	0.0%	
Subtotal Other Expenditures	\$ 19,453	\$ 36,900	\$ 17,447	89.7%	
Special Program Expenditure					
Special Program Expenditure	3,000	-	(3,000)	(100.0%)	
Subtotal Special Program Expenditures	\$ -	\$ -	\$ (3,000)	0.0%	
Total Expenditures	\$ 1,013,535	\$ 973,973	\$ (57,009)	(5.6%)	

DEPARTMENTAL CHANGES & HIGHLIGHTS:

- City Birthday, City Newsletter allocated to Communications division

HUMAN RESOURCES DEPARTMENT



Mission Statement:

The Human Resources Department serves as a cooperative and engaged partner in supporting the City's goals and values. We are committed to working strategically and mutually with departments to provide programs and services that create a work environment of achievement, continuous improvement, employee empowerment and teamwork.

Human Resources will support its mission to the City through:

- Benefits and Wellness;
- Classification and Compensation;
- Employee Relations;
- Information Management and Regulatory Compliance;
- Labor Negotiations;
- Training and Development; and
- Recruitment and Selection

Accomplishment /Initiative Highlights in Fiscal Year 2015-16:

- Completed labor negotiations for 2014-2017 contracts;
- Implemented employee medical premium cost sharing;
- Developed and implemented Performance Review Program Guidelines;
- Established a Bi-monthly Management Forum;
- Transitioned to electronic oral panelist materials to automate candidate review and scoring process;
- Partnered with the South San Francisco Chamber of Commerce to host the second annual Job Fair promoting local and regional jobs for the City of South San Francisco and our business community;
- Introduced Teen Engagement and Employment, a summer youth work program;
- Coordinated implementation of the City's first style guide to further consistency and professionalism in all written materials;
- Wellness Committee was revitalized:
 - Wellness Champions were appointed from each department with a goal of working together towards a healthier Team SSF; and
 - Healthcare and Wellness event was held on May 25, 2016;
- Streamlined the pre-employment and offer letter process;

DEPARTMENT PAGES

- Updated the Administrative Instruction document regarding recruitment and selection process of new hires:
 - Workflow charts standardized; and
 - Hiring forms are available, fillable and standardized;
- Established a formal Take Our Daughters & Sons to Work Day;
- Established a digital document management system;
- Completed 62 recruitments, including key positions for several City departments:
 - Economic and Development Housing Manager;
 - Maintenance Program Manager –Facilities;
 - Assistant to the City Manager;
 - Assistant Library Director;
 - Deputy Fire Chief; and
 - Assistant City Manager;
- Transitioned Medical After Retirement Plan (MARA) vendor from ICMA-RC to Genesis Employee Benefits reducing employee fees and matching investment funds to 457 plan; and
- Operated Workers Compensation Program in compliance with State Law and in a fiscally responsible manner:
 - Ensured the claims of injured were handled in a fair and timely manner to implement return to work options and retirement options where mandated due to disability.

Objectives for Fiscal Year 2016-17:

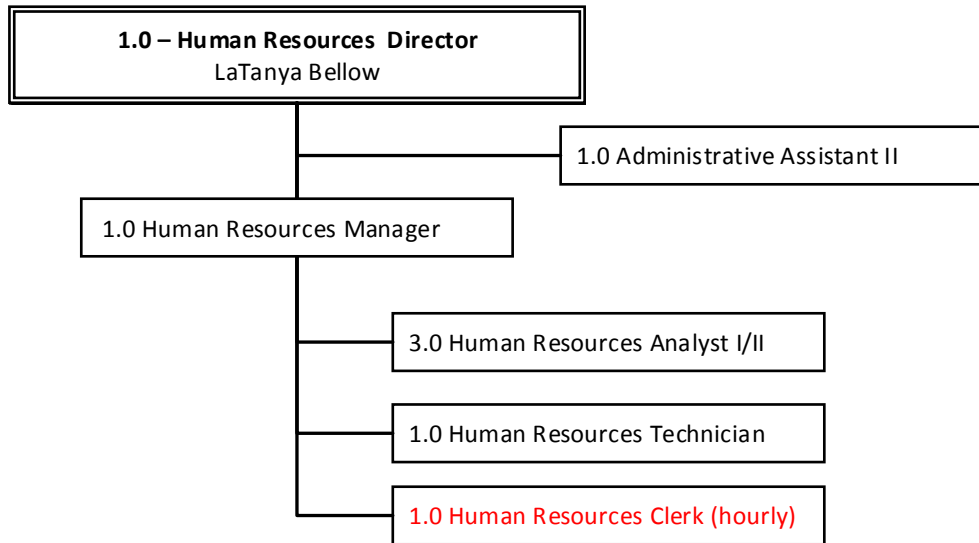
- Implement final phase of Human Capital Management System;
- Complete Succession Development to include Individual Development Plans for each employee engaged in the succession pipeline;
- Create and publish a City recruitment video;
- Implement Employee Recognition Program;
- Finalize employee On Boarding process;
- Create a robust Worksafe program to reduce on the job injuries; and
- Implement a Return to Work Program.

Budget Highlights for Fiscal Year 2016-17

- \$60,272 for hourly Human Resources Clerk to assist on numerous projects.

DEPARTMENT PAGES

Organization Chart 8: Human Resources Department



- 7.00 FTE
1.00 Hourly
- Existing Filled Position(s)
 - Existing Upgraded Position(s)
 - Existing Vacant Position(s)
 - Newly Requested Positions

Table 9: Human Resources Department Position Listing

Human Resources			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N130	Director Of Human Resources	1.00	1.00	1.00	0.00
Full Time	M270	Human Resources Analyst II	2.00	2.00	2.00	0.00
Full Time	O265	Human Resources Technician	2.00	1.00	1.00	0.00
Full Time	M271	Sr. Human Resources Analyst	1.00	0.00	0.00	0.00
Full Time	M775	Human Resources Manager	1.00	1.00	1.00	0.00
Full Time	M700	Human Resources Analyst I	0.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	0.00	1.00	1.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
Hourly	X310	Human Resources Clerk	1.00	0.00	1.00	1.00
SUBTOTAL Hourly			1.00	0.00	1.00	1.00
TOTAL FTE - Human Resources			8.00	7.00	8.00	1.00

DEPARTMENT PAGES

Schedule 17: Human Resources Department Expenditures

HUMAN RESOURCES

General Fund	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
PAYROLL	\$ 872,966	\$ 1,103,179	\$ 1,103,179	\$ 1,130,187	\$ 1,275,525	\$ 172,345
SUPPLIES & SERVICES	329,815	302,461	353,996	212,222	115,461	(187,000)
INTERDEPARTMENTAL SERVICES	63,783	70,208	70,208	70,208	67,023	(3,185)
Total Expenditures	\$ 1,266,565	\$ 1,475,848	\$ 1,527,383	\$ 1,412,617	\$ 1,458,009	\$ (17,840)

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- \$24,000 for staff development
- \$55,000 for professional services for consultants, studies, and training

Positions:

- \$60,000 for hourly clerk (1.0 FTE) to support and assist numerous projects

Other:

- None

ECONOMIC & COMMUNITY DEVELOPMENT

MISSION STATEMENT:



The Economic & Community Development Administration Division provides the support and resources necessary to promote and maintain quality development and economic vitality within the City. It oversees the regulatory functions necessary to assure excellent customer service and balanced, high-quality growth and development within the City.

THE DEPARTMENT SUPPORTS ITS MISSION THROUGH THE ACTIVITIES OF THREE DIVISIONS:

- The Economic Development & Housing Division is responsible for: business attraction and retention programs; implementation of the Long Range Property Management Plan (LRPMP); economic analysis; affordable housing programs; Downtown development and merchant support; negotiating and managing real estate development projects; management of the Community Development Block Grant (CDBG) program (including administering residential revitalization and social service grants, creating affordable housing opportunities for low and moderate income families, etc.) and other projects and programs related to creating jobs, investment, and affordable housing for South San Francisco.
- The Planning Division assists the Planning Commission and City Council in guiding the physical growth and development of the City. Planning staff provide the highest degree of customer service to City residents, business owners, prospective developers, design and environmental professionals, and other public agencies seeking information regarding land development and land use issues in the City. The Planning Division is also responsible for helping residents and businesses benefit from new energy efficient technologies, working to secure federal, state and regional “green” grants, carrying out the Climate Action Plan and collaborating with various City departments to lower operating costs by retrofitting and upgrading facilities.
- The Building Division ensures public safety, health and welfare through the effective administration and enforcement of our local ordinances and the California Building Codes. The division enforces building, plumbing, mechanical, and electrical installations as well as accessibility and energy compliance. In the event of an emergency or disaster, the division performs damage assessments of all structures. The division also maintains accurate property and permit records for structures within South San Francisco.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2015-16:

- Approval of the Long Range Property Management Plan;
- Approval of four major downtown housing projects that will generate a combined 506 units of housing (including 100 affordable units);
- Approval of building permits and commencement of construction of HCP's 884,000 square foot "Cove at Oyster Point" biotechnology campus;
- Approval of building permits and commencement of construction of the AC Marriott Hotel and Fairfield Inn;
- Approval of a new Costco Business Center, Seafood City, and other major retail projects.
- Approval and construction of food preparation facilities for Acme Bread, the Munchery, and other food businesses;
- Intensive work for the BIO International Conference and several other biotechnology-focused events, as part of an ongoing business attraction & expansion strategy for the City's biotechnology industry;
- Initiation of a new affordable housing project at the city-owned parking lot at Maple & Miller Streets in Downtown;
- Approval of the City's Action Plan for the Community Development Block Grant (CDBG) Program – with official recognition by the U.S. Department of Housing and Urban Development (HUD) commending South San Francisco for its exceptional administration of CDBG funds;
- Intensive work to support the planning and approval process for several major life science campus developments, including Genesis Towers (which has commenced construction), Gateway of Pacific, and the Landing at Oyster Point;
- Intensive work to support the Downtown Merchants, including administration of eight successful façade grant projects, installation of Downtown Holiday Decorations and musical performances, and ongoing collaborations with the Chamber of Commerce;
- Recognition by the American Planning Association of the "Award of Merit" for the City's Downtown Station Area Specific Plan;
- Processing of 2,243 permits allowing more than \$1 billion of new construction and \$8,297,000 of permit fee revenue;
- Facilitation of business attraction and expansion projects that generated 4,520 new jobs.
- Exceeding 2,500 "likes" on the department's Facebook page;
- Approval of an agreement with Clear Channel for a digital billboard and removal of static billboards from the neighborhood;
- Expedited plan review and inspection to make possible the attraction of Verily Life Sciences to South San Francisco (which will ultimately bring 1,000 new jobs);
- Completion of renovations and modernization of the Permit Center;
- Redesign of the department's website; and
- Attraction of the annual conference of the California Association of Local Economic Development.

OBJECTIVES FOR FISCAL YEAR 2016-17:

- Continue business attraction, retention, and expansion efforts;
- Continue outstanding customer service efforts to expedite planning approvals and building permits for time sensitive projects;
- Implement online building permit submittal and plan review;

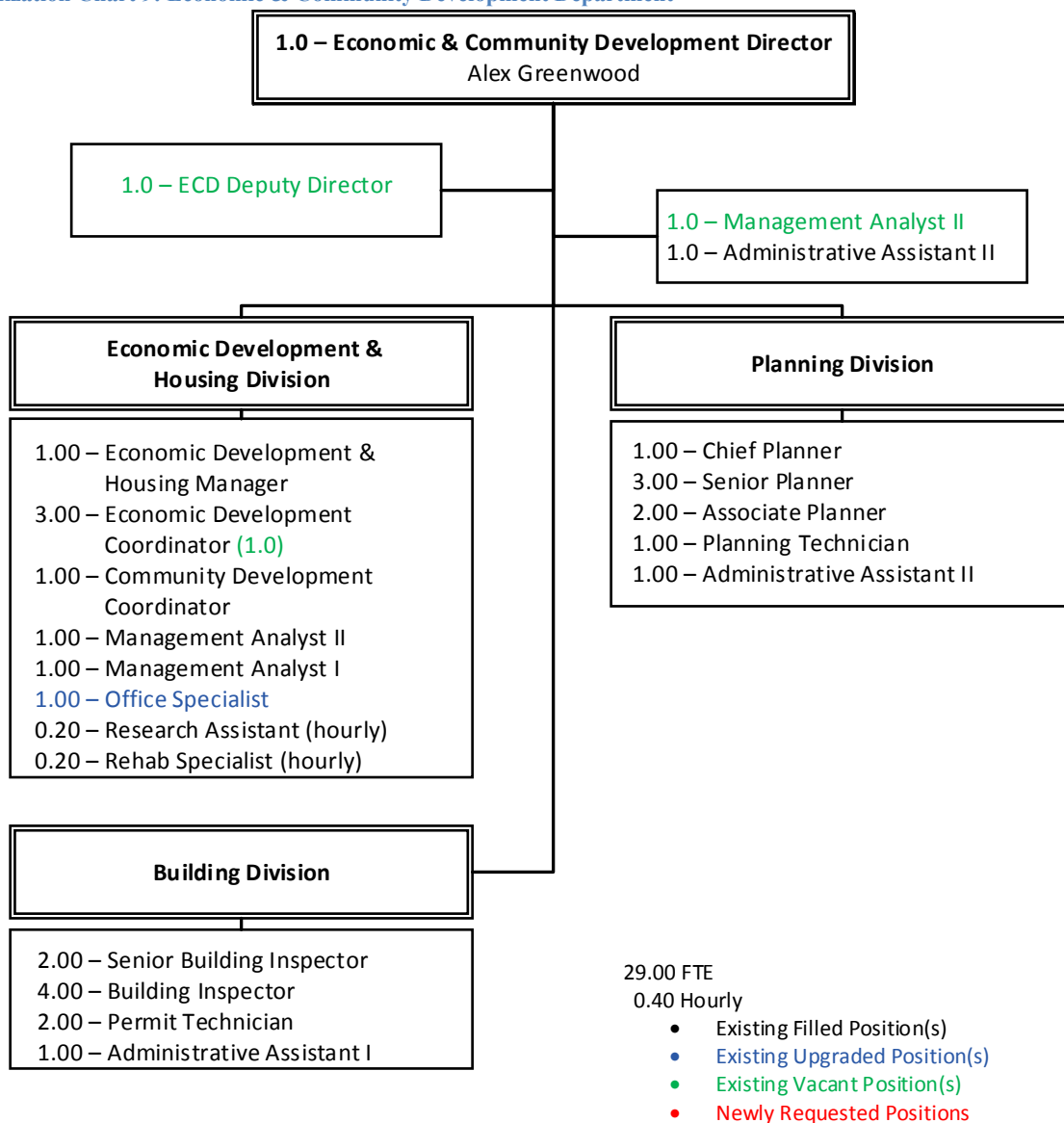
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- Continue attraction/retention efforts for biotechnology industry, including the BIO International Convention and other initiatives;
- Continue efforts to support Downtown development and business attraction;
- Implement the LRPMP, including the marketing and sale of 200 Linden, the PUC properties, and other strategic opportunity sites; and
- Support planning efforts for a civic campus at the intersection of Chestnut & El Camino Real.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17:

- Prior to approval of the FY 2016-17 budget, the department received approval for the addition of one Management Analyst II and one Economic Development Coordinator Position.

Organization Chart 9: Economic & Community Development Department



DEPARTMENT PAGES

Table 10: Economic & Community Development Department Position Listing

ECD			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N140	Director of ECD	1.00	1.00	1.00	0.00
Full Time	(TBD)	ECD Deputy Director	0.00	1.00	1.00	0.00
Full Time	M125	Associate Planner	2.00	2.00	2.00	0.00
Full Time	M145	Manager of Economic Development & Housing	1.00	1.00	1.00	0.00
Full Time	M155	Chief Planner	1.00	1.00	1.00	0.00
Full Time	M185	Economic Development Coordinator	2.00	3.00	3.00	0.00
Full Time	M725	Community Development Coordinator	1.00	1.00	1.00	0.00
Full Time	M210	Chief Building Official	1.00	0.00	0.00	0.00
Full Time	M335	Sr. Planner	3.00	3.00	3.00	0.00
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	0.00	2.00	2.00	0.00
Full Time	A462	Planning Technician	1.00	1.00	1.00	0.00
Full Time	A460	Permit Technician	2.00	2.00	2.00	0.00
Full Time	A400	Sr. Building Inspector	1.00	2.00	2.00	0.00
Full Time	A135	Building Inspector	5.00	4.00	4.00	0.00
Full Time	O315	Administrative Assistant I	2.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	1.00	2.00	2.00	0.00
Full Time	A295	Office Specialist	0.75	0.75	1.00	0.25
SUBTOTAL Full Time			25.75	28.75	29.00	0.25
Hourly	X280	Miscellaneous Hourly - Research Assistant	0.20	0.20	0.20	0.00
Hourly	X280	Miscellaneous Hourly - Rehab Specialist	0.20	0.20	0.20	0.00
SUBTOTAL Hourly			0.40	0.40	0.40	0.00
TOTAL FTE - ECD			26.15	29.15	29.40	0.25

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Schedule 18: Economic & Community Development Department Expenditures

ECD DEPARTMENT SUMMARY

General Fund	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Building Insp. Permits	\$ 1,507,925	\$ 1,479,660	\$ 2,897,660	\$ 1,800,000	\$ 4,766,046	\$ 3,286,386
Building Plan Check	447,902	58,516	58,516	884,000	623,846	565,330
Building Plan Check Exp.	277,452	100,000	100,000	233,277	564,673	464,673
Building Plan Check In Hs	389,156	537,958	537,958	537,958	623,848	85,890
Electrical Permit	207,146	157,025	157,025	211,573	250,000	92,975
Plumbing Permit	94,946	98,673	98,673	98,673	125,000	26,327
Mechanical Permit	100,853	92,068	92,068	96,604	130,000	37,932
Bldg. Special Inspection	8,212	2,665	2,665	2,665	2,500	(165)
Energy Plan Check	131,887	135,889	135,889	135,889	150,000	14,111
Genentech Bldg. Insp.	76,510	45,000	45,000	45,000	10,000	(35,000)
Charges for Services	106,682	86,190	86,190	166,190	86,190	-
Total Revenues	\$ 3,348,672	\$ 2,793,644	\$ 4,211,644	\$ 4,211,829	\$ 7,332,103	\$ 4,538,459
Expenditures:						
Salaries & Benefits	\$ 2,684,250	\$ 4,055,510	\$ 4,077,810	\$ 4,077,810	\$ 4,641,418	\$ 585,907
Supplies & Services	1,351,348	1,453,583	3,022,460	3,022,460	5,476,291	4,022,708
Interdepartmental Charges	210,418	222,886	222,886	222,886	213,779	(9,107)
Total Expenditures	\$ 4,246,016	\$ 5,731,979	\$ 7,323,156	\$ 7,323,156	\$ 10,331,488	\$ 4,599,509

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- \$4,050,000 for contractors to provide plan check reviews/inspections and services. Expenses to be offset by plan check revenue.
- \$100,000 for consultants to provide ALTA surveys, appraisal services and environmental reports for disposition of City & Successor Agency parcels
- \$100,000 for computer software upgrades to make the permitting program accessible to customers on the internet.
- \$92,500 for downtown station area specific plan EIR.
- \$200,000 for East of 101 Area residential analysis.
- \$75,000 for attendance at the 2017 BIO Conference in San Diego.

FIRE DEPARTMENT



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; and
- Fire Administration.

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2015-16:

- Improved Disaster Preparedness and Emergency Management processes, including development of an earthquake response policy and creation of damage assessment routes;
- Participated in various training and Emergency Operations Center (EOC) exercises such as:
 - Operation 501 Exercise at Levi Stadium with California Task Force 3;
 - Countywide BART drill with Colma FD, BART, and BART PD;
 - SSFFD and SSFPD successfully implemented our first active shooter training;
 - Conducted two Unified Command/Communication EOC exercises; and
 - American Red Cross shelter operation training for City employees and CERT members;

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- Completed a total of 7,540 hours of training;
- Realigned Emergency Operations Center (EOC) management staffing to assign primary and back-up responsibilities, and train EOC staff to operate more effectively in the EOC;
- Over 7,000 Community Emergency Response Team (CERT) volunteer and training hours;
- Piloted “high performance” CPR training per the San Mateo County Emergency Medical Services (EMS) guidelines to increase sudden cardiac arrest survival rates;
- SSFFD staff conducted CPR, AED and fire safety training for South San Francisco residential and business community members;
- Completed a Request for Proposal and transitioned to a new ambulance billing provider;
- Partnered with Public Works to remove vehicles and training props from the 296 South Airport Boulevard Urban Search & Rescue training site in preparation for Caltrain station relocation;
- Worked with Information Technology to implement additional technology in Incident Management and EMS processes;
- Partnered with Human Resources to conduct recruitments for Management Analyst, Safety Inspector, Accounting Assistant II, Deputy Fire Chief, Battalion Chief and Paramedic/Firefighter;
- Partnered with the California Fire Fighter Joint Apprenticeship Committee to expedite the development of a larger Paramedic/Firefighter eligibility list;
- Fire personnel responded to 6,502 incidents in calendar year (CY) 2015, a 1.0% increase over CY 2014. Incidents included 196 fires, 4,547 emergency medical calls, 149 hazardous conditions and more than 1,600 various incidents ranging from simple to complex;
- SSFFD ambulances transported 3,993 patients;
- Addressed 728 new Municipal Code complaints and closed 962 Code Enforcement cases;
- Conducted 1946 renewable permit, life safety and construction inspections; and
- More than \$3.6 million (FY14-15) in revenue collected for Ambulance Transport, Fire Prevention Inspections, Code Enforcement, Plan Check and safety classes.

OBJECTIVES FOR FISCAL YEAR 2016-17:

- Continue to update department policies and procedures;
- Continue to evaluate scope and depth of department services;
- 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;
- Utilize regional opportunities and develop in-house exercises to reinforce EOC staff training and demonstrate communications and logistics capabilities;
- 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;

DEPARTMENT PAGES

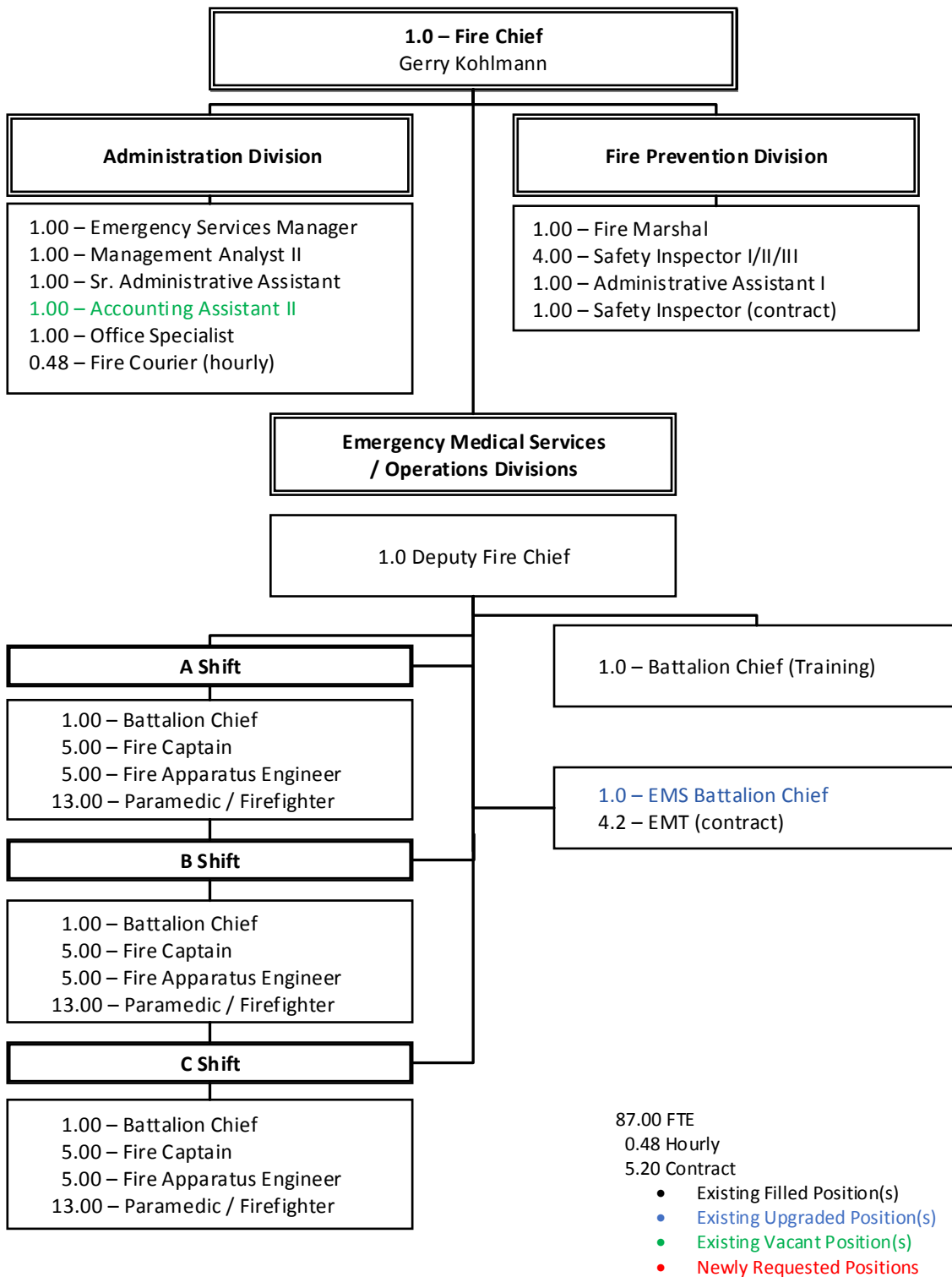
- Work with IT to implement additional technology in Incident Management and EMS processes;
- Digitize final Fire Prevention plans for a more expedited retrieval process;
- Develop and implement a policy for SSFFD and SSFPD response to violent incidents/multi-casualty incidents;
- Continue policy and procedure development as well as standard operating guide development; and
- Continue to foster and support professional development for Suppression staff.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17:

- Emergency Management exercises will continue that involve citywide staff and their Emergency Operations Center responsibilities;
- Purchase of 60 Fire Department portable radios valued at \$132,000;
- Replace EMS portable computers to allow for documentation of emergency medical services calls for service and support of Fire Prevention actions taken by Department personnel;
- Continue to provide staff development training opportunities to Fire line staff through the Training Division's expanded training budget;
- Utilization of new ambulance billing contractor will yield greater definition in ambulance revenue tracking;
- Anticipate higher than average staff hiring and promotional activities; and
- Placement of new ambulance and quintuple (quint) fire apparatus into service.

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Organization Chart 10: Fire Department



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Table 11: Fire Department Position Listing

Fire			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N150	Fire Chief	1.00	1.00	1.00	0.00
Full Time	M110	Deputy Fire Chief	1.00	1.00	1.00	0.00
Full Time	M780	Emergency Services Manager	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M410	Fire Marshal	1.00	1.00	1.00	0.00
Full Time	M390	Fire Battalion Chief (56 Hours)	3.00	3.00	3.00	0.00
Full Time	M205	Fire Battalion Chief (40 Hours)	1.00	1.00	2.00	1.00
Full Time	B120	Fire Apparatus Engineer	15.00	15.00	15.00	0.00
Full Time	B100	Fire Captain	15.00	15.00	15.00	0.00
Full Time	B125	Firefighter	1.00	0.00	0.00	0.00
Full Time	B130	Paramedic / Firefighter	38.00	39.00	39.00	0.00
Full Time	B185	EMS Captain	1.00	1.00	0.00	-1.00
Full Time	B200	Safety Inspector I	4.00	1.00	1.00	0.00
Full Time	B195	Safety Inspector II	0.00	3.00	3.00	0.00
Full Time	O315	Administrative Assistant I	1.00	1.00	1.00	0.00
Full Time	O340	Sr. Administrative Assistant	1.00	1.00	1.00	0.00
Full Time	A225	Accounting Assistant II	0.00	1.00	1.00	0.00
Full Time	A295	Office Specialist	0.00	1.00	1.00	0.00
SUBTOTAL Full Time			85.00	87.00	87.00	0.00
FT Contract	X181	Safety Inspector	1.00	1.00	1.00	0.00
FT Contract	X281	Emergency Medical Technician	0.00	4.20	4.20	0.00
SUBTOTAL FT Contract			1.00	5.20	5.20	0.00
Hourly	X540	Fire Courier	0.48	0.48	0.48	0.00
SUBTOTAL Hourly			0.48	0.48	0.48	0.00
TOTAL FTE - Fire			86.48	92.68	92.68	0.00

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Schedule 19: Fire Department Expenditures

FIRE DEPARTMENT FUND SUMMARY

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
FIRE CONSTRUCTION PERMITS	\$ 106,137	\$ 80,000	\$ 80,000	\$ 94,450	\$ 80,000	\$ -
FIRE PREVENTION FEES	609,924	400,000	400,000	476,442	400,000	-
FIRE PREVENTION INSPECTION FEES	233,224	200,000	200,000	200,000	200,000	-
RENEWABLE FIRE PERMITS	173,551	200,000	200,000	200,000	200,000	-
SPECIAL ACTIVITY FIRE PERMITS	4,625	3,500	3,500	6,875	3,500	-
ADMINISTRATIVE CITATION FINES	151,502	80,000	80,000	80,000	80,000	-
INTERGOVERNMENTAL	17,105	25,000	529,834	529,834	25,000	-
CHARGES FOR SERVICES	5,804	4,857	4,857	5,956	4,857	-
OTHER REVENUES	28,435	40,000	40,000	55,323	40,000	-
PARAMEDIC SERVICE FEES	1,802,887	1,700,000	1,700,000	1,700,000	1,700,000	-
BLS TRANSPORT SERVICE	276,797	250,000	250,000	250,000	250,000	-
Total Revenues	\$ 3,409,990	\$ 2,983,357	\$ 3,488,191	\$ 3,598,880	\$ 2,983,357	\$ -
Expenditures:						
PAYROLL	\$ 18,719,360	\$ 19,300,182	\$ 19,779,287	\$ 19,748,723	\$ 22,798,129	\$ 3,497,947
SUPPLIES & SERVICES	1,076,499	1,032,315	1,232,986	969,720	1,142,286	109,971
CAPITAL OUTLAY	-	-	-	-	-	-
INTERDEPARTMENTAL CHARGES	1,452,129	1,422,225	1,422,225	1,503,881	1,749,174	326,950
Total Expenditures	\$ 21,247,987	\$ 21,754,722	\$ 22,434,498	\$ 22,222,324	\$ 25,689,589	\$ 3,934,868

DEPARTMENTAL CHANGES & HIGHLIGHTS:

- \$158,400 Dispatching services from San Mateo County;
- \$116,700 Hazmat services from San Mateo County;
- \$109,500 Ambulance Billing Services;
- \$175,000 Ambulance supplies;
- \$52,000 Portable Computer Replacement;
- \$98,200 Portable Radios;
- \$30,000 Staff development

POLICE DEPARTMENT



MISSION STATEMENT:

We are committed to proactively reducing crime, enhancing public safety, and addressing quality of life issues through education, enforcement and community partnerships in order to make a better South San Francisco.

VISION:

We will maintain the highest educational standards in all aspects of our duties and continually work with the community to develop a relationship built on trust and respect. We will serve the citizens of South San Francisco in the most courteous, efficient and professional manner possible.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Providing more than 40 programs and services to our community;
- Gang Resistance Education and Training (GREAT) for 450 5th grade students;
- Numerous Middle School / High School Classes on cyber-bullying / digital safety;
- 33 juveniles participated in Neighborhood Enhancement Action Team (Project NEAT); and
- High school juniors and seniors participated in the Every 15 Minutes DUI education program.

ACCOMPLISHMENT / INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2015-16:

- Operation Red Tidings – SSFPD Investigators received the prestigious U;S; Attorney’s Office Director’s Award;
- Bally’s Homicide conviction and sentencing completed;
- Human trafficking arrests by SSFPD led to the first convictions of its kind in San Mateo County history;
- Passing of several new municipal code ordinances (Video cameras / downtown smoking / massage regulations);
- Adoption of Automated License Plate Readers (ALPR’s) on patrol vehicles;

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- Established 2nd year-round bike patrol officer position;
- Officer position created in the Criminal Investigation Bureau;
- Started participation in the San Mateo County Tactical Flight Officer program;
- Neighborhood Response Team (Sergeant / Corporal / 2 Officers):
 - Continued mission – enforcement, intelligence, community relationship building;
 - 134 arrests (16 gang related arrests);
 - Completed 599 field interrogation cards (33 gang related F.I.'s); and
 - Validated 20 gang members;
- Office of Traffic Safety traffic and DUI enforcement grants. The grant for the 2015 / 2016 year was \$150,000. This is the 8th year of the OTS grant partnership – we have received \$1,079,500 to date;
- Team Building Workshop for command staff / supervisors:
 - Development of strategic / succession plans to guide the future of the Department; and
 - Development of new Department mission statement and vision;
- Hosted 3 Public Safety Town Hall Meetings and a Coffee with the Chief event;
- Hosted 2 Youth Police Academies and 2 Hispanic Community Academies;
- Creation of SSFPD Social Media Team; and
- Creation of SSFPD Recruiting Team and completion of recruiting video;

OBJECTIVES FOR FISCAL YEAR 2016-2017

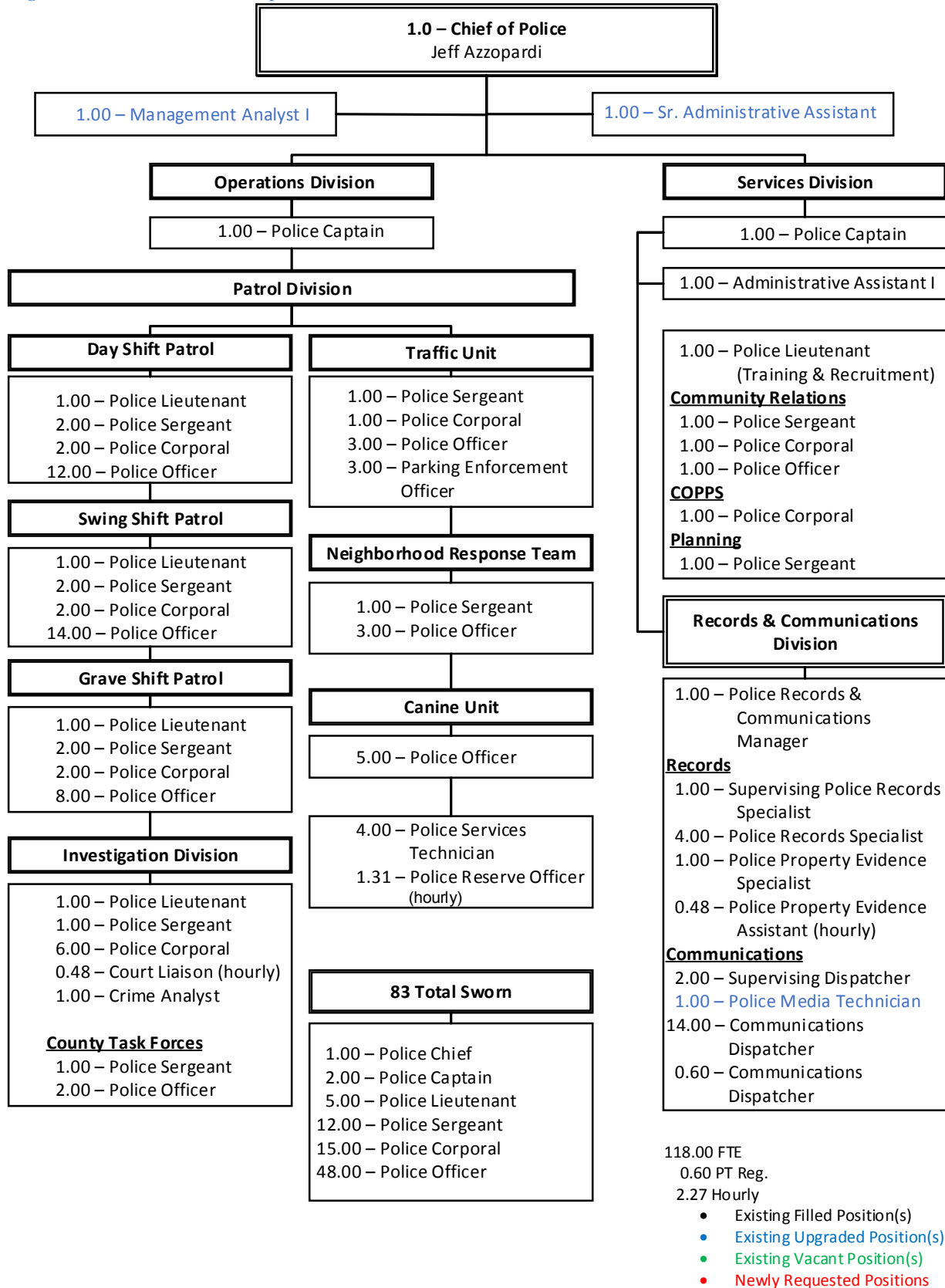
- Continue to build a robust Police Department by filling all vacancies;
- Ongoing planning for future Police Operations Center;
- Continue partnership with the Drug Enforcement Agency (DEA) Task Force;
- Continue implementation of Next-Generation 911 compliant system to accept future Text to 911 program; and
- Adoption and filling of new positions (Senior Administrative Assistant, Management Analyst, Media Technician).

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17:

- Upgrade administrative staff classifications to align with job duties; and
- Decrease 1.0 FTE Supervising Dispatcher, create new Police Media Technician classification.

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Organization Chart 11: Police Department



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Table 12: Police Department Position Listing

Police			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N155	Police Chief	1.00	1.00	1.00	0.00
Full Time	M765	Deputy Police Chief	1.00	0.00	0.00	0.00
Full Time	M280	Police Captain	1.00	2.00	2.00	0.00
Full Time	M275	Police Lieutenant	5.00	5.00	5.00	0.00
Full Time	C165	Police Sergeant	12.00	12.00	12.00	0.00
Full Time	C100	Police Corporal	15.00	15.00	15.00	0.00
Full Time	C115	Police Officer	48.00	48.00	48.00	0.00
Full Time	M285	Police Records & Comm. Manager	1.00	1.00	1.00	0.00
Full Time	C200	Supervising Police Records Spec.	1.00	1.00	1.00	0.00
Full Time	C110	Police Property/ Evidence Specialist	1.00	1.00	1.00	0.00
Full Time	C180	Sr. Police Records Specialist	2.00	0.00	0.00	0.00
Full Time	C105	Police Records Specialist	3.00	4.00	4.00	0.00
Full Time	C210	Crime Analyst	0.00	1.00	1.00	0.00
Full Time	A365	Supervising Dispatcher	3.00	3.00	2.00	-1.00
Full Time	A150	Communications Dispatcher	14.00	14.00	14.00	0.00
Full Time	C175	Parking Enforcement Officer	3.00	3.00	3.00	0.00
Full Time	C125	Police Service Technician	4.00	4.00	4.00	0.00
Full Time	(TBD)	Police Media Technician	0.00	0.00	1.00	1.00
Full Time	O310	Administrative Assistant II	1.00	1.00	0.00	-1.00
Full Time	O315	Administrative Assistant I	1.00	2.00	1.00	-1.00
Full Time	O340	Sr. Administrative Assistant	0.00	0.00	1.00	1.00
Full Time	M570	Management Analyst I	0.00	0.00	1.00	1.00
SUBTOTAL Full Time			117.00	118.00	118.00	0.00
PT Regular	A150	Communications Dispatcher	0.60	0.60	0.60	0.00
SUBTOTAL PT Regular			0.60	0.60	0.60	0.00
Hourly	X190	Police Property/Evidence Assistant	0.48	0.48	0.48	0.00
Hourly	X193	Police Court Liaison	0.48	0.48	0.48	0.00
Hourly	X325	Police Reserve Officer	1.31	1.31	1.31	0.00
SUBTOTAL Hourly			2.27	2.27	2.27	0.00
TOTAL FTE - Police			119.87	120.87	120.87	0.00

DEPARTMENT PAGES

Schedule 20: Police Department Expenditures

POLICE DEPARTMENT GENERAL FUND SUMMARY

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from FY 2015-16 Adopted
Revenues						
Revenues:						
ALARM REGISTRATION FEE	\$ 57,342	\$ 47,300	\$ 47,300	\$ 54,058	\$ 47,300	\$ -
FINES & FORFEITURES	1,069,911	758,500	758,500	758,500	758,500	-
POST REIMBURSEMENT	28,395	46,923	46,923	46,923	46,923	-
POLICE COUNTY TASK FORCE	90,000	250,000	250,000	250,000	90,000	(160,000)
POLICE DEPARTMENT SERVICES	165,831	305,000	305,000	309,082	305,000	-
COMMUNICATIONS SVC-COLMA, BRSBN	102,758	92,000	92,000	104,617	92,000	-
POLICE RECOVERY CHARGES	55,370	2,500	2,500	24,346	2,500	-
RESTITUTION DAMAGES	2,240	2,000	2,000	2,000	2,000	-
PACIFICA DISPATCH SERVICES	620,595	620,000	620,000	620,000	620,000	-
Total Revenues	\$ 2,192,442	\$ 2,124,223	\$ 2,124,223	\$ 2,169,525	\$ 1,964,223	\$ (160,000)
Expenditures:						
PAYROLL	\$ 20,760,228	\$ 22,013,506	\$ 22,665,726	\$ 22,015,807	\$ 24,106,142	\$ 2,092,636
SUPPLIES & SERVICES	1,276,415	1,213,156	1,458,021	1,383,743	1,270,956	57,800
INTERDEPARTMENTAL CHARGES	1,475,914	1,732,762	1,732,762	1,559,100	1,727,400	(5,362)
Total Expenditures	\$ 23,512,557	\$ 24,959,424	\$ 25,856,509	\$ 24,958,651	\$ 27,104,498	\$ 2,145,074

DEPARTMENTAL CHANGES & HIGHLIGHTS:

- \$77,500 Counseling services;
- \$56,800 Radio maintenance services;
- \$199,000 telecommunications engineering and police tech management services;
- \$68,400 Phone service;
- \$87,900 San Mateo County Narcotics Task Force;
- \$35,000 Parking citation processing;
- \$91,500 Message switching/CLETS
- \$12,500 Domestic violence counseling services;
- \$20,000 First Chance Program;
- \$200,000 San Mateo County Forensic Lab fees;
- \$73,100 Staff development

PUBLIC WORKS DEPARTMENT



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; and
- Rehabilitating and improving the City's infrastructure through the Capital Improvement Program.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2015-2016:

- Rehabilitated pavement on Grandview Drive and DNA Way;
- Completed parks projects in Buri Buri, Winston Manor and Clay Park;
- Completed the Los Cerritos Safe Routes to School project;
- Installed new traffic signals at the Mission/Evergreen and Grand/Magnolia intersections;
- Negotiated a shared services agreement with the San Mateo County Flood Control District;
- Maintained Public Works mutual aid agreement with local agencies;
- Upgraded parking meters installation in downtown to accept credit card payments;
- Completed Traffic Signal Master Plan;
- Rehabilitated 2 ½ miles of sanitary sewer line with pipe lining;

DEPARTMENT PAGES

- Replaced a second aeration blower at the Water Quality Control Plant with a projected annual energy savings of \$46,000;
- Completed the Junipero Serra Boulevard Asphalt Repair/Root Barrier Project;
- Completed the City's first Storm Drain Master Plan;
- Received \$3.0 million in grant funding for the US Highway 101/Produce Avenue Interchange Project's approval and environmental document;
- Received approval and funding of \$360,000 from the County of San Mateo's Transportation Authority to extend South City Shuttle operations for another two years;
- Completed the Highway 101 Off Ramp Projects at South Airport Boulevard, Grand Avenue and Oyster Point Boulevard; and
- Grand Avenue Improvements to enhance sidewalks, pavement, and overall appeal:
 - Replaced street name signs with new signs with larger font; and
 - Installed new trash cans and bike racks.

GOALS FOR FISCAL YEAR 2016-2017:

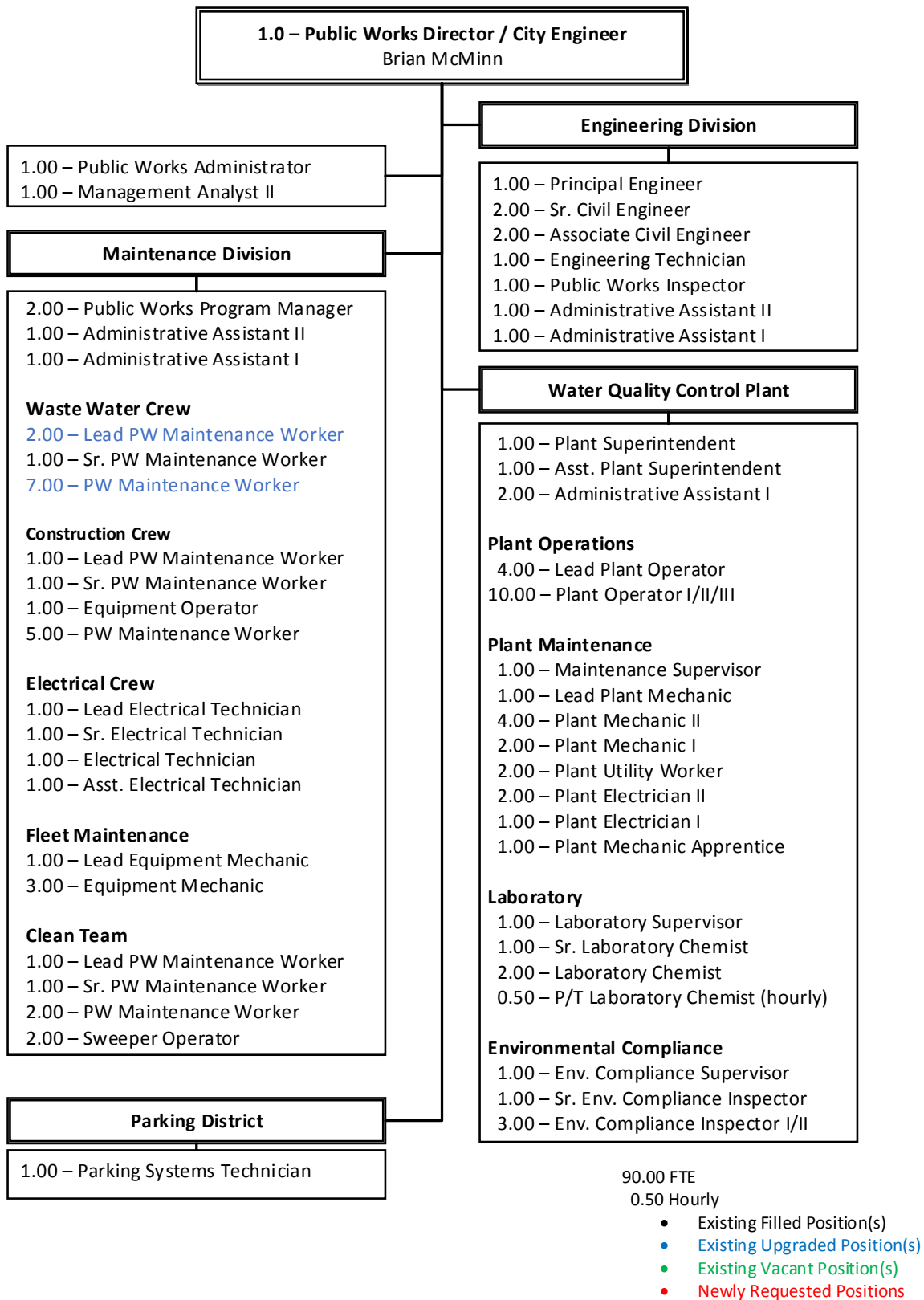
- Implement recommendations for Downtown Parking Management Plan from completed Parking Study;
- Complete downtown streetscape improvements including:
 - Preservation and painting of decorative light poles and signal masts; and
 - Caltrain Plaza improvement design;
- Installation of new storm grates on bike paths;
- Maintain shared services with the following agencies:
 - North Bayside System Unit (NBSU);
 - Colma Creek Flood Control District; and
 - Signal maintenance in Brisbane, Colma and San Bruno; street sweeping in Brisbane;
- Update and adopt new sewer lateral and sidewalk programs/ordinances;
- Continue departmental training programs for operations, safety, and project delivery;
- Update Hazard Mitigation Plan:
 - Debris Management Plan;
- Maintain and improve community shuttle service experience;
- Expand social media outreach efforts to enhance community interaction;
- Complete the following projects and plans at the Water Quality Control Plant:
 - Complete bio-solids storage hopper preservation and coating;
 - Replace high voltage electrical transformers; and
 - Plan and implement actions to meet 2016-2017 Municipal Regional Permit regulations;
- Identify cost savings in the fleet through the utilization of alternative fuel vehicles and fleet right sizing strategies;
- Develop and implement departmental performance management plan; and
- Continue with the Street Improvement program that will:
 - Construct new ADA curb ramps; and
 - Maintain overall network Pavement Condition Index of 75 for city streets.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17:

- Upgrade Public Works Maintenance Worker to Lead Public Works Maintenance Worker.

DEPARTMENT PAGES

Organization Chart 12: Public Works Department



DEPARTMENT PAGES

Table 13: Public Works Department Position Listing

Public Works			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N160	Director Of Public Works/City Eng	1.00	1.00	1.00	0.00
Full Time	M755	Asst. Public Works Director	1.00	0.00	0.00	0.00
Full Time	M795	Public Works Administrator	0.00	1.00	1.00	0.00
Full Time	M760	Principal Engineer	1.00	1.00	1.00	0.00
Full Time	M340	Sr Civil Engineer	2.00	2.00	2.00	0.00
Full Time	M115	Associate Civil Engineer	2.00	2.00	2.00	0.00
Full Time	A167	Engineering Technician	1.00	1.00	1.00	0.00
Full Time	M750	Public Works Program Manager	2.00	2.00	2.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	A500	Sr. Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A370	Sweeper Operator	2.00	2.00	2.00	0.00
Full Time	A200	Lead Public Works Maintenance Worker	3.00	3.00	4.00	1.00
Full Time	A360	Sr. Public Works Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A275	Public Works Maintenance Worker	15.00	15.00	14.00	-1.00
Full Time	A345	Lead Equipment Mechanic	1.00	1.00	1.00	0.00
Full Time	A335	Lead Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A160	Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A120	Assistant Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A310	Public Works Inspector	1.00	1.00	1.00	0.00
Full Time	A175	Equipment Operator	1.00	1.00	1.00	0.00
Full Time	A170	Equipment Mechanic	3.00	3.00	3.00	0.00
Full Time	M355	Plant Superintendent	1.00	1.00	1.00	0.00
Full Time	M465	Assistant Plant Superintendent	1.00	1.00	1.00	0.00
Full Time	M745	WQCP Maint Super	1.00	1.00	1.00	0.00
Full Time	M450	Environmental Compliance Supervisor	1.00	1.00	1.00	0.00
Full Time	M220	Laboratory Supervisor	1.00	1.00	1.00	0.00
Full Time	D190	Lead Plant Operator	4.00	4.00	4.00	0.00
Full Time	D180	Lead Plant Mechanic	1.00	1.00	1.00	0.00
Full Time	D170	Sr. Laboratory Chemist	1.00	1.00	1.00	0.00
Full Time	D160	Sr. Environmental Compliance Inspector	1.00	1.00	1.00	0.00
Full Time	D155	Environmental Compliance Inspector II	3.00	3.00	3.00	0.00
Full Time	D200	Plant Operator III	0.00	8.00	8.00	0.00
Full Time	D150	Plant Operator II	8.00	0.00	0.00	0.00
Full Time	D145	Plant Operator I	2.00	2.00	2.00	0.00
Full Time	D140	Plant Electrician II	2.00	2.00	2.00	0.00
Full Time	D135	Plant Mechanic II	4.00	4.00	4.00	0.00
Full Time	D125	Plant Utility Worker	2.00	2.00	2.00	0.00
Full Time	D120	Laboratory Chemist	2.00	2.00	2.00	0.00
Full Time	D105	Plant Electrician I	1.00	1.00	1.00	0.00
Full Time	D130	Plant Mechanic I	2.00	2.00	2.00	0.00
Full Time	D220	Plant Mechanic, Apprentice	0.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	0.00	2.00	2.00	0.00
Full Time	O315	Administrative Assistant I	5.00	4.00	4.00	0.00
Full Time	A295	Office Specialist	1.00	0.00	0.00	0.00
Full Time	A245	Parking Meter Service Worker	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			89.00	90.00	90.00	0.00
Hourly	X545	Laboratory Chemist	0.50	0.50	0.50	0.00
Hourly	X570	Consultant	0.24	0.00	0.00	0.00
SUBTOTAL Hourly			0.74	0.50	0.50	0.00
TOTAL FTE - Public Works			89.74	90.50	90.50	0.00

DEPARTMENT PAGES

Schedule 21: Public Works Department Expenditures

PUBLIC WORKS DEPARTMENT SUMMARY

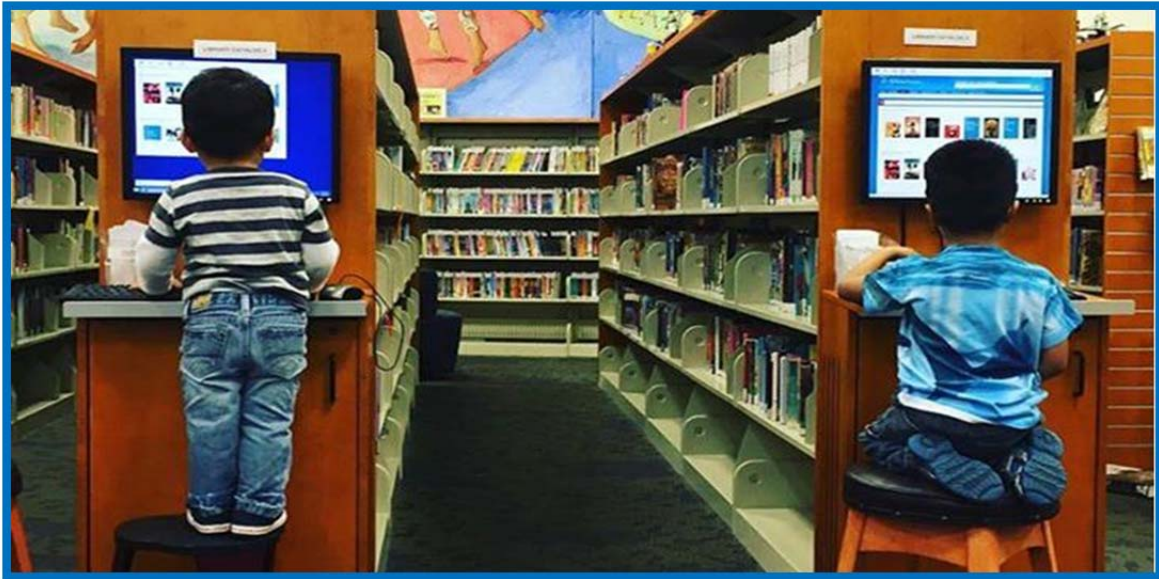
General Fund	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Grading/Other Permits	\$ 359,492	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ -
Misc. Public Works Fees	8,021	5,000	5,000	5,000	5,000	-
Intergovernmental	175,025	142,000	721,834	721,834	510,768	368,768
Charges for Services	3,075	10,000	10,000	10,000	10,000	-
Transfers In	36,576	-	48,535	48,535	121,836	121,836
Total Revenues	\$ 582,189	\$ 387,000	\$ 1,015,369	\$ 1,015,369	\$ 877,604	\$ 490,604
Expenditures:						
Salaries & Benefits	\$ 2,301,143	\$ 2,246,624	\$ 2,274,128	\$ 2,274,128	\$ 2,489,613	\$ 242,989
Supplies & Services	1,368,192	782,839	1,724,592	1,724,592	1,500,309	717,470
Interdepartmental Charges	895,159	882,868	882,868	882,868	985,937	103,069
Total Expenditures	\$ 4,564,494	\$ 3,912,331	\$ 4,881,588	\$ 4,881,588	\$ 4,975,860	\$ 1,063,529

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- \$487,000 for two year operation of South City Shuttle, 75% funded by County Grant
- \$50,000 for sidewalk replacement grant program to provide financial assistance to homeowners to repair sidewalks
- \$15,000 for new reflective personal protective gear for Public Works maintenance staff
- \$120,000 to design tide/flood gates near SFO
- \$100,000 for painting railroad bridge at South Airport Boulevard

LIBRARY DEPARTMENT



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 2015-16:

- Technology: Technology training, collections, and programs were increased throughout the Library this fiscal year. New Science, Technology, Engineering, Art, and Math (STEAM) programming was added including: STEAM for Young Children, Science Club, Lego Club, and MakerSpace Make & Take monthly programs. Teen Tech Week 2016 featured presenters from the IT field who gave hands-on demonstrations on various topics such as virtual reality technology, coding, and gaming. Over 375 adults participated in CLC computer classes and drop-in sessions improving their navigation skills, internet searching, and computer software skills. At the Main Library, 3D printers, Adobe Ink & Slides, Fitbits, and iPads are available for circulation, and MakerSpace equipment is available for patron use during all open hours.

DEPARTMENT PAGES

- **E-Services:** The e-book budget for Peninsula Library System was doubled to provide increased availability of popular titles. The number of social media contacts on Facebook, Instagram, Pinterest, and Twitter were increased to a total of 2,566 followers, a 56% increase for the year. The Library acquired educational research databases for culture, language, technology, and travel.
- **Programming, Collections, and Community Engagement:** Programming for all ages and interests continues to be a priority of the Library. In this fiscal year, the Library has held approximately 1,640 programs with a total attendance of over 51,100 people. Reading Circles, the LSTA funded project at CLC which uses the SIPPS curriculum to improve children’s decoding skills for reading, has reached 63 students. The SSF Speaker Series was initiated, highlights included authors David Talbot, C.W. Gortner, James Nestor, Oliver Wang, and Robert Balmanno. Community engagement and outreach has been a focus of Children’s Services this year as staff members host weekly visits from SSFUSD classes, make regular visits to daycares and schools, and provide Pop-up Storytimes at parks, businesses, and community events. Adult and children’s collections expanded to include Tagalog books, and new cultural interest collections were established at the Main Library. Reorganization of collections into genres: Fantasy, Horror, Romance and Parent-Teacher collections. The Children’s Department updated the collection at the Main Library, resulting in a circulation increase of 3.5% month to month over last year.
- **Facilities:** Construction on the Grand Avenue Library began in September 2015. The Branch is expected to reopen September 2016. A data wiring project at the Main Library was completed, expanding the ability to provide technology classes in the auditorium as well as providing connectivity in meeting rooms and staff areas. The Library actively participated in Measure W planning along with Finance, Police, Fire, Parks and Recreation, and ECD.
- **Partnerships:** The Library established a partnership with the Bay Area STEM Ecosystem which is part of a nationwide network “among major STEM institutions... The goal of the Ecosystem is to create collective impact through cross-sector collaboration that results in equity and access to STEM resources in order to ensure that all Bay Area young people are equipped with the skills and knowledge to be college and career ready in the 21st century and beyond.” Partnered with Second Harvest Food Bank to offer the Food for Fines food drive program and collected over 4,450 pounds of food for needy families during the holiday season. Established a partnership with the SSFUSD to place a special education program intern at the Library to learn work and social skills.

OBJECTIVES FOR FISCAL YEAR 2016-17:

- **Facilities:** The Grand Avenue Library remodel will be completed and the facility reopened for service. Staff members will continue to work on the New Main Library development plan in collaboration with City Departments, including Finance, Parks and Recreation, Economic and Community Development, and Public Works.
- **Programs, Collections and Community Engagement:** Implement key elements of the Strategic Plan in order to provide targeted services, programs and collections to the

DEPARTMENT PAGES

diverse SSF community. Continue expanding MakerSpace programming including technology-based training and project building for children and teens utilizing Raspberry Pi and Arduinos. A programming plan will be developed for the newly reopened Grand Avenue Library including technology training. Build attendance and interest in adult programming, increasing program attendance for this category by 20%. An opening day collection reflecting community interests and needs will be selected and purchased for Grand Avenue Library. Development of the foreign language book collections at the Main Library will be continued and non-reservable copies of popular books and DVDs will be added to the collection to allow faster access to in-demand materials. Build partnerships and standardize processes for volunteer and intern programs encompassing different age levels in order to expand community engagement opportunities at the Library.

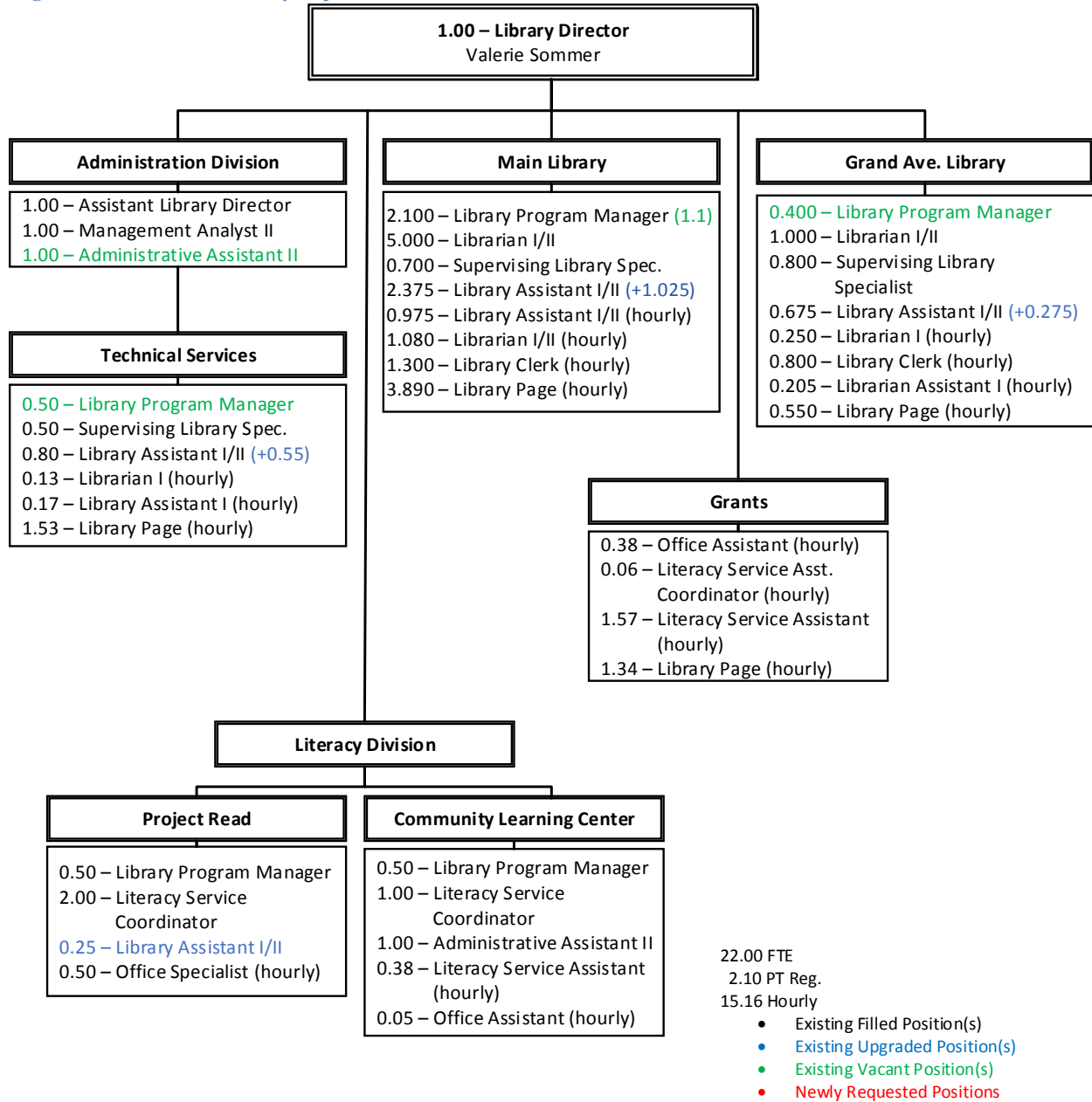
- **Staff Development:** Implement staff trainings to strengthen after school programming in the areas of science, computer literacy, math, and language arts. Opportunities will include reviewing the SIPPS (Systematic Instruction in Phonological Awareness, Phonics and Sight Words) curriculum, basic coding, and fun science activities taught by the Science Action Club of the California Academy of Science. Continue staff training in technology skills to enable programming expansion.
- **E-Services:** Participate in the development of a new web site for the City of South San Francisco including evaluating and revising the information and resources presented on the Library page. Continue to develop and expand social media campaign, increasing total followers by 20%. Develop a plan for adding digital services such as movies and magazines to the library collection. Increase e-book circulation by 20%.
- **Partnership:** Continue to take a leading role in the Bay Area STEM Ecosystem to establish partnerships in South San Francisco and expand to other Bay Area counties. Partner with the South San Francisco Unified School on the Big Lift Summer Camp program relocated this year from Grand Avenue Library to local schools. Continue efforts with History Initiative Committee to promote local history and provide engaging historical activities and displays. Establish a partnership with the South San Francisco Unified School District (SSFUSD) Adult Education program to expand Project Read's reach by 20% in South San Francisco. Expand collaboration on English as a Second Language (ESL) and Citizenship classes with the SSFUSD Adult Education program in alignment with the U.S. Citizenship and Immigration Services (USCIS) to prepare permanent residents for naturalization and promote civic integration through increased knowledge of English, U.S. history, and civics. Expand partnership with SSFUSD to place up to 5 special education students per year in intern positions at the library.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17

- Upgrade of part-time regular Library Assistant I classification to Library Assistant II

DEPARTMENT PAGES

Organization Chart 13: Library Department



DEPARTMENT PAGES

Table 14: Library Department Position Listing

Library			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N110	Library Director	1.00	1.00	1.00	0.00
Full Time	M640	Assistant Library Director	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M235	Library Program Manager	4.00	4.00	4.00	0.00
Full Time	A445	Literacy Services Coordinator	3.00	3.00	3.00	0.00
Full Time	A670	Supervising Library Specialist	2.00	2.00	2.00	0.00
Full Time	A240	Librarian II	4.00	5.00	5.00	0.00
Full Time	A215	Library Assistant II	1.00	2.00	2.00	0.00
Full Time	A210	Librarian I	0.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	0.00	2.00	2.00	0.00
Full Time	O315	Administrative Assistant I	2.00	0.00	0.00	0.00
SUBTOTAL Full Time			19.00	22.00	22.00	0.00
PT Regular	A240	Librarian II	0.80	0.00	0.00	0.00
PT Regular	A215	Library Assistant II	0.00	0.00	2.10	2.10
PT Regular	A220	Library Assistant I	2.75	2.10	0.00	-2.10
SUBTOTAL PT Regular			3.55	2.10	2.10	0.00
Hourly	X210	Librarian I	1.26	1.26	1.26	0.00
Hourly	X220	Library Assistant I	1.35	1.35	1.35	0.00
Hourly	X235	Library Clerk	2.10	2.10	2.10	0.00
Hourly	X250	Library Page	7.31	7.31	7.31	0.00
Hourly	X415	Office Specialist	0.50	0.50	0.50	0.00
Hourly	X440	Office Assistant	0.43	0.43	0.43	0.00
Hourly	X655	Literacy Services Asst. Coord.	0.06	0.06	0.06	0.00
Hourly	X665	Literacy Services Asst. I	1.95	1.95	1.95	0.00
Hourly	X670	Librarian II	0.20	0.20	0.20	0.00
SUBTOTAL Hourly			15.16	15.16	15.16	0.00
TOTAL FTE - Library			37.71	39.26	39.26	0.00

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Schedule 22: Library Department Expenditures

LIBRARY

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from FY 2015-16 Adopted
Revenues:						
CALIFORNIA LIBRARY LITERACY GRANT	\$ 55,070	\$ 50,000	\$ 50,000	\$ 64,016	\$ 50,000	\$ -
CA LIBRARY SVCS ACT & FOUNDTNS	178,443	116,000	270,926	270,926	100,000	(16,000)
LOCAL LIBRARY GRANT	36,611	20,000	20,000	20,000	20,000	-
LIBRARY FOUNDATION	5,470	-	-	452	-	-
COUNTY LIBRARY GRANT	168,310	78,000	95,786	147,562	7,000	(71,000)
LIBRARY MISCELLANEOUS REVENUE	64,941	68,000	68,000	68,000	68,000	-
Total Revenues	\$ 508,845	\$ 332,000	\$ 504,712	\$ 570,956	\$ 245,000	\$ (87,000)
Expenditures:						
PAYROLL	\$ 3,003,001	\$ 3,437,717	\$ 3,462,690	\$ 3,199,402	\$ 3,891,300	\$ 428,610
SUPPLIES & SERVICES	830,570	719,924	1,110,259	882,869	757,913	(352,345)
INTERDEPARTMENTAL CHARGES	414,074	449,577	449,577	449,577	402,434	(47,143)
Total Expenditures	\$ 4,247,645	\$ 4,607,218	\$ 5,022,525	\$ 4,531,847	\$ 5,051,647	\$ 29,122

DEPARTMENTAL CHANGES & HIGHLIGHTS:

- \$102,200 Pre-processing library materials/PLS central automation;
- \$90,200 PLAN shared cost;
- \$157,000 Books, publications, library materials;
- \$110,800 Audio/Video materials

INFORMATION TECHNOLOGY DEPARTMENT



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; and 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; and
- Maintaining the backup of data and systems

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2015-2016:

- Received 2015 Municipal Information System Association of California (MISAC) Excellence Award;
- IT System:
 - Upgraded Storage Attached Network (SAN) to latest software;
 - Upgraded City Systems Event and Incident Management Appliance for improved logging and alerting cyber-attacks, malware and viruses;
 - Expanded City Wi-Fi hotspots and migrated Wi-Fi to newer Wi-Fi equipment;
 - Upgraded City Intranet to improve internal communications and information sharing;
 - Upgraded broadcasting equipment;

DEPARTMENT PAGES

- Developed Public, Educational and Government Access (PEG) Channel program schedule; and
- Provided day-to-day IT support for all departments;
- Department Project Support:
 - Police Department new license plate reader software and cameras in two police cars;
 - Fire Department transition to new ambulance billing company;
 - Park and Recreation Department payment server to the Cloud;
 - Library Department management of cable installation in Main Library;
 - City Clerk Department implementation of Public Records Request (WebQA) and Agenda Management software (Legistar);
 - New City zoning map;
 - GIS-based downtown development/construction map;
 - City neighborhood map; and
 - Initiated internal support of City phone system; and
- Town of Hillsborough Support:
 - Provided day-to-day IT support for all departments; and
 - New Police Department Dispatch application.

Objectives for Fiscal Year 2016-2017:

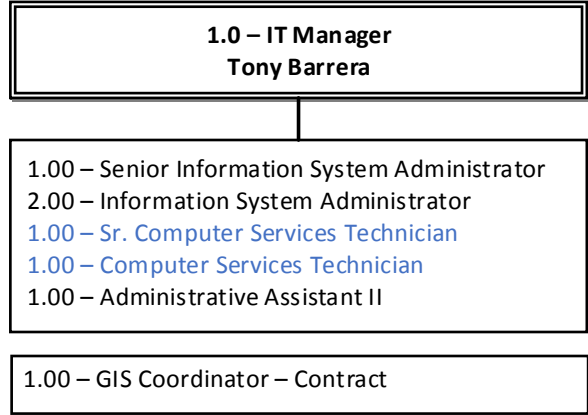
- IT System:
 - Begin IT strategic plan effort with internal Innovation Committee;
 - Upgrade City Chamber audio / visual equipment;
 - Upgrade Wi-Fi security and expand wireless infrastructure;
 - Build applications designed for phone and tablet use;
 - Expand 10 Gigabit network infrastructure and increase low bandwidth sites;
 - Setup email archiving consistent with City email retention policy;
 - Replace server infrastructure and storage infrastructures;
 - Phone audit to identify all phone numbers for VoIP project, and identify cost saving;
 - Stream PEG channel on City website;
 - Day-to-day IT support for all departments; and
 - Assess existing IT costs for reduction and efficiencies;
- Department Project Support:
 - Redesign www.ssf.net;
 - Online payment for Business License and Permits;
 - Grand Library IT installation;
 - Centennial Trail video pilot project to deter graffiti activity;
 - Virtualize old finance system for historical purposes; and
 - Expand Geographic Information System (GIS) functionality; and
- Provide Town of Hillsborough with day-to-day IT Support.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17

- Upgrade Computer Services Technician to Senior Computer Services Technician.

DEPARTMENT PAGES

Organization Chart 14: Information Technology Department



7.00 FTE

1.00 Contract

- Existing Filled Position(s)
- Existing Upgraded Position(s)
- Existing Vacant Position(s)
- Newly Requested Positions

Table 15: Information Technology Department Position Listing

Info Technology			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N165	Chief Innovation Officer	1.00	0.00	0.00	0.00
Full Time	M805	Information Technology Manager	0.00	1.00	1.00	0.00
Full Time	M650	Information Systems Administrator	2.00	2.00	2.00	0.00
Full Time	O525	Computer Services Technician	2.00	2.00	1.00	-1.00
Full Time	(TBD)	Sr. Computer Services Technician	0.00	0.00	1.00	1.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
Full Time	M790	Senior Information Systems Administrator	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
FT Contract	X570	GIS Coordinator	0.00	1.00	1.00	0.00
SUBTOTAL FT Contract			0.00	1.00	1.00	0.00
TOTAL FTE - Info Technology			7.00	8.00	8.00	0.00

DEPARTMENT PAGES

Schedule 23: Information Technology Department Expenditures

INFORMATION TECHNOLOGY

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
CHARGES FOR SERVICES	\$ 57,044	\$ 40,000	\$ 40,000	\$ 47,289	\$ 40,000	\$ -
USE OF MONEY & PROPERTY	3,501	14,000	14,000	2,211	14,000	-
OTHER REVENUES	1,982,117	2,192,902	2,192,902	2,192,903	2,192,902	-
TRANSFERS	76,275	-	-	-	-	-
Total Revenues	\$ 2,118,937	\$ 2,246,902	\$ 2,246,902	\$ 2,242,402	\$ 2,246,902	\$ -
Expenditures:						
PAYROLL	\$ 1,105,493	\$ 1,280,939	\$ 1,206,939	\$ 1,103,397	\$ 1,386,041	\$ 105,103
SUPPLIES & SERVICES	781,445	958,582	1,604,571	831,526	1,045,582	87,000
INTERDEPARTMENTAL CHARGES	6,552	9,677	9,677	7,282	11,077	1,400
Total Expenditures	\$ 1,893,490	\$ 2,249,198	\$ 2,821,187	\$ 1,942,205	\$ 2,442,700	\$ 193,503
Surplus/(Deficit)	\$ 225,447	\$ (2,296)	\$ (574,285)	\$ 300,197	\$ (195,798)	\$ (193,503)
Fund Balance & Reserves	\$ 369,663	\$ 367,367	\$ (204,622)	\$ 669,860	\$ 474,062	\$ 106,695

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- None

Positions:

- \$13,000 to upgrade classification of Computer Services Technician to Sr. Computer Services Technician

Other:

- \$80,000 to replace Storage Area Network, which houses City data
- \$50,000 for video storage

PARKS & RECREATION DEPARTMENT



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; and
- Sponsoring recreation and enrichment programs that meet community needs, address childhood obesity and promote wellness, enhance the quality of life for the participants and stimulate economic and community development.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2015-16:

- Completed the Parks and Recreation Master Plan, including a Biological Resource Assessment of Sign Hill and identification of deferred park maintenance needs, which was approved by the Parks and Recreation Commission in June of 2015, and adopted by the City Council in July of 2015;
- With the passage of Measure W sales tax in November of 2015, and the possibility of a new Community Center and Library to replace existing facilities, collaborated on creating a vision for potential of new civic campus and co-located Community Center/Library to serve current and future generations of residents;
- Planned and implemented new recreation programs that bridge gaps in service as identified in the Parks and Recreation Master Plan;
- Began instruction at the new, grant-funded Big Lift “Little Steps” licensed preschool at the Community Learning Center in order to improve school readiness and literacy;
- Expanded upon the Full of Fun Program for young people with special needs to include monthly outings and structured activities;
- Offered Sunday programs at the Orange Memorial Pool to address the community’s aquatics safety and wellness needs;
- Hosted many successful community events, including a new large-scale Concert in the Park event and movie night series;

- Won the Silicon Valley Water Conservation Award for Greenscape Management, recognizing the Parks Division's efforts to reduce water usage in city-maintained landscapes and enhancing the City's continued water conservation practices in City parks and facilities;
- Supporting the City's water and energy conservation efforts, the Facilities Maintenance division installed lighting motion sensors, low energy bulbs, and low flow flush valves in the restrooms;
- Amended Chapters 13.28 and 13.30 of the Municipal Code pertaining to City trees to promote environmental stewardship, stay current with best practices in urban forestry, and implement more efficient and streamlined tree maintenance strategies;
- Amended Chapter 19.24 and added Chapter 8.67 of the Municipal Code to revise the Park-in-lieu Fees collected for residential subdivisions, and added a Park-in-lieu Fee for multi-family rental residential developments;
- Initiated a study of the swimming pool at Orange Memorial Park to assess existing conditions and capital needs;
- In collaboration with the Engineering division, the Parks Division participated in completion of design documents and implementation of renovation of four City parks: Buri Buri Park, Clay Avenue Park, Francisco Terrace Playlot, and Winston Manor Park, as well as demolition of the Greenhouse on the Mazzanti property behind Orange Memorial Park;
- Established a newly structured Facilities Maintenance division including filling a new position for a Facilities Maintenance Manager, and hiring a new Facilities Maintenance Supervisor;
- The Facilities Maintenance division transitioned to a quarterly schedule for HVAC preventative maintenance program through a third party contract and also established a quarterly schedule for a floor cleaning/waxing program using in-house resources;
- The Facilities Maintenance division developed and implemented an emergency power and water shut off plan and identified all key valve locations; and
- Filled a number of other key staff positions, including Management Analyst II, Preschool Teacher, Recreation Coordinator, Assistant Childcare Supervisor, Childcare Office Specialist, Senior Building Maintenance Custodian, three Parks Maintenance Workers, and two Groundspersons.

OBJECTIVES FOR FISCAL YEAR 2016-17:

The 2016-17 operating budget makes strides toward meeting community programming demand and restoring maintenance operations. Guided by the findings in the Parks and Recreation Master Plan and facilities condition and needs assessment in City-owned parks and facilities, staff has already begun to address some of the findings and is developing a long-range plan to prioritize programming and maintenance needs year to year. After filling a number of key positions in 2015-16, the Department is working to implement new programs, events, and operational strategies to improve service delivery.

- Encourage and support citizen engagement and volunteer involvement in Parks and Recreation programs and facilities through the Parks and Recreation Commission, Cultural Arts Commission, Beautification Committee, Improving Public Places, Adopt a

DEPARTMENT PAGES

Park, Senior Advisory Committee, AARP Tax Assistance Program, co-sponsored groups, and volunteers in various parks and recreation programs.

- Address community needs in the vision for a new Community Center, co-located with the Public Library, and support development of the design and building specifications for the Center and surrounding civic campus;
- Support Early Childhood Education by actively supporting the strategies of the regional Big Lift initiative, including Attendance, Preschool, Parent Engagement, and Summer Learning;
- Expand STEAM recreation class offerings, including coding, math, science, music, and technology classes;
- Expand upon existing Senior Services programs, with new health, wellness, and leisure classes and outings for those ages 50 years and older;
- Create improved marketing plan for recreation programs, including a redesigned Activity Guide which goes out to all households in the city;
- Expand upon the 2015 event series with improved event offerings, including a larger Concert in the Park;
- Conversion of the Butterfly Meeting Room into a dance studio space, which will house the SSF Civic Ballet and allow for expanded number of students and appropriate space for higher levels of instruction;
- Complete the feasibility study of renovating, expanding, or replacing the Orange Pool facility;
- Solidify and execute a minor maintenance plan for all City-owned buildings that will prioritize and address immediate and preventive maintenance needs with the goal of maximizing the useful life of existing facilities and equipment, and slowing the growth of deferred maintenance projects;
- Support Public Works in the development of a short and long term Capital Improvement Plan for facilities and parks;
- In collaboration with Engineering division, the Parks Division is participating in several CIP projects: Grand Avenue Library Remodel Landscaping, Alta Loma Playground Renovation and Pathway Improvements, Brentwood Park Improvements, Francisco Terrace Playlot Improvements, Willow Gardens Playground Replacement, Adult Fitness Equipment Installation, Water Savings Upgrade Study, OMP Grandstand Replacement, Buri Buri Park Playground Improvements, Gateway Assessment District Medians Project, and the Gateway Monument Signage Project at US 101/South Airport;
- Collaborate with other city departments and agencies to reduce graffiti and vandalism;
- Encourage staff development and build a more cohesive team environment and create a culture of innovation and continuous improvement, and actively participate in city-wide leadership and succession development initiatives;
- Continue to provide robust recreation programs, with top tier public parks, facilities, art, and green spaces which distinguish South San Francisco locally and regionally.

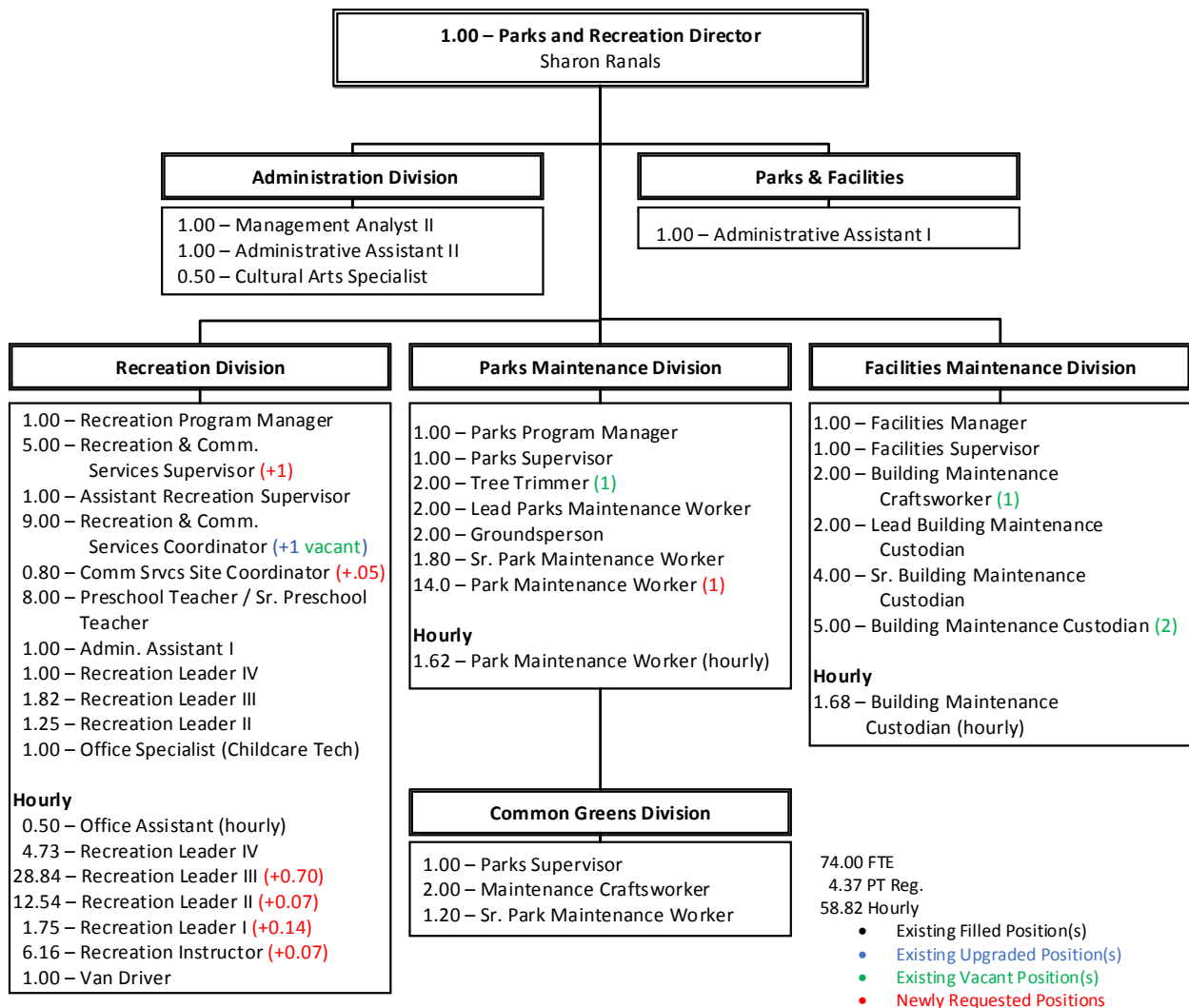
BUDGET HIGHLIGHTS FOR FISCAL YEAR 2016-17:

- Renewed funding to address deferred maintenance in parks and facilities through the Minor Maintenance Program;
- Communications and technology improvements to improve coordination across the Department;

DEPARTMENT PAGES

- At the Orange Pool, additional hourly staff and training in order to improve the quality of programs and employee and patron safety;
- Additional funding for an improved and wider-reaching Concert in the Park event, planned for September 2016;
- \$50,000 dedicated to fund the purchase and installation of public works of art;
- Purchase and implementation of new software to manage program registration, facility use, and process nearly \$4,000,000 in annual program revenues over the counter and online.

Organization Chart 15: Parks and Recreation Department



DEPARTMENT PAGES

Table 16: Parks & Recreation Department Position Listing

Parks & Recreation			Actual	Actual	Adopted	Change
		Position Title	2014-15	2015-16	2016-17	from 2015-16
Full Time	N175	Director Of Parks & Recreation	1.00	1.00	1.00	0.00
Full Time	M750	Parks Program Manager	1.00	1.00	1.00	0.00
Full Time	M750	Recreation Program Manager	1.00	1.00	1.00	0.00
Full Time	M750	Facilities Manager	1.00	1.00	1.00	0.00
Full Time	M800	Assistant Recreation Supervisor	0.00	1.00	1.00	0.00
Full Time	A295	Office Specialist	0.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M255	Public Works Supervisor	3.00	3.00	3.00	0.00
Full Time	M530	Rec & Comm Svcs Coordinator	8.00	8.00	9.00	1.00
Full Time	M295	Rec & Comm Svcs Supervisor	4.00	4.00	5.00	1.00
Full Time	A640	Comm Svcs Site Coordinator	1.00	1.00	0.00	-1.00
Full Time	A515	Recreation Leader IV	1.00	1.00	1.00	0.00
Full Time	A495	Preschool Teacher I	6.00	8.00	4.00	-4.00
Full Time	(TBD)	Preschool Teacher II	0.00	0.00	4.00	4.00
Full Time	A375	Tree Trimmer	2.00	2.00	2.00	0.00
Full Time	A280	Maintenance Craftworker	2.00	2.00	2.00	0.00
Full Time	A195	Lead Parks Maintenance Worker	2.00	2.00	2.00	0.00
Full Time	A350	Senior Parks Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A250	Parks Maintenance Worker	12.00	13.00	14.00	1.00
Full Time	A505	Groundsperson	2.00	2.00	2.00	0.00
Full Time	A465	Building Maintenance Craftworker	2.00	2.00	2.00	0.00
Full Time	A190	Lead Building Maintenance Custodian	2.00	2.00	2.00	0.00
Full Time	A320	Sr. Building Maintenance Custodian	3.00	4.00	4.00	0.00
Full Time	A140	Building Maintenance Custodian	5.00	5.00	5.00	0.00
Full Time	O315	Administrative Assistant I	2.00	2.00	2.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			66.00	72.00	74.00	2.00
PT Regular	A640	Comm Svcs Site Coordinator	0.75	0.75	0.80	0.05
PT Regular	A650	Cultural Arts Specialist	0.50	0.50	0.50	0.00
PT Regular	A610	Recreation Leader II	1.25	1.25	1.25	0.00
PT Regular	A620	Recreation Leader III	1.82	1.82	1.82	0.00
SUBTOTAL PT Regular			4.32	4.32	4.37	0.05
Hourly	X555	Hourly, Van Driver	1.00	1.00	1.00	0.00
Hourly	X185	Hourly, Building Maintenance Custodian	1.68	1.68	1.68	0.00
Hourly	X440	Hourly, Office Assistant	1.00	0.50	0.50	0.00
Hourly	X300	Hourly, Park Maintenance Worker	1.62	1.62	1.62	0.00
Hourly	X350	Hourly, Recreation Instructor	5.41	6.09	6.16	0.07
Hourly	X360	Hourly, Recreation Leader I	1.09	1.61	1.75	0.14
Hourly	X365	Hourly, Recreation Leader II	11.47	12.47	12.54	0.07
Hourly	X370	Hourly, Recreation Leader III	24.52	28.14	28.84	0.70
Hourly	X375	Hourly, Recreation Leader IV	4.73	4.73	4.73	0.00
SUBTOTAL Hourly			52.52	57.84	58.82	0.98
TOTAL FTE - Parks & Recreation			122.84	134.16	137.19	3.03

DEPARTMENT PAGES

Schedule 24: Parks and Recreation Department Expenditures

PARKS AND RECREATION FUND SUMMARY

	Actual 2014-15	Adopted 2015-16	Amended 2015-16	Projected 2015-16	Adopted 2016-17	Change from Adopted 2015-16
Revenues:						
PICNIC/FACILITY RENTAL FEES	\$ 483,219	\$ 405,720	\$ 405,720	\$ 439,284	\$ 405,720	\$ -
AQUATICS PROGRAMS	379,506	451,675	451,675	303,611	451,675	-
SWIMTEAM	5,000	5,250	5,250	3,333	5,250	-
SPORTS	79,501	60,542	60,542	56,987	60,542	-
SPECIAL CLASSES/EVENTS	501,830	522,375	522,375	511,607	522,375	-
CHILD CARE PROGRAMS	2,053,474	2,324,600	2,255,600	2,265,192	2,324,600	-
ADULT DAY CARE	155,166	130,800	130,800	139,901	130,800	-
COMMUNITY GARDENS	2,405	2,000	2,000	1,033	2,000	-
SENIOR PROGRAM FEES	14,639	17,600	17,600	13,955	17,600	-
CO-SPONSORSHIP FEES	850	250	250	2,533	250	-
ARTIST STUDIO RENTALS	35,179	18,734	18,734	21,834	18,734	-
Total Revenues	\$ 3,710,769	\$ 3,939,546	\$ 3,870,546	\$ 3,759,272	\$ 3,939,546	\$ -
Expenditures:						
PAYROLL	\$ 8,197,315	\$ 9,897,338	\$ 9,933,038	\$ 9,226,842	\$ 10,556,155	\$ 658,817
SUPPLIES & SERVICES	2,918,198	3,289,696	3,361,285	2,510,057	3,236,122	(53,574)
INTERDEPARTMENTAL CHARGES	710,896	716,591	716,591	742,817	760,989	44,398
Total Expenditures	\$ 11,826,409	\$ 13,903,626	\$ 14,010,914	\$ 12,479,716	\$ 14,553,266	\$ 649,640

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- Add 1.0 FTE Parks Maintenance Worker to restore pre-recession service levels
- Add 1.0 FTE Recreation and Community Services Supervisor dedicated to oversight of the Aquatics program

Programs & Services:

- \$50,000 Restore Public Art
- \$67,200 Concert in the Park
- \$90,000 Replace Recreation Management Software
- \$694,800 Gas & Electricity
- \$268,000 Landscaping services;
- \$320,700 Water;
- \$250,000 Facilities Minor Maintenance;

DEBT OBLIGATIONS

DEBT OBLIGATIONS

DEBT SERVICE OBLIGATIONS

As of July 1, 2016, the City will have \$46.8 million of outstanding debt. 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 25: Legal Debt Limit

Assessed Valuation [1]	16,373,523,079
Bonded Debt Limit (3.75% of assessed value)	614,007,115
Less Debt Subject to Limit	-
Legal Bonded Debt Limit	614,007,115

[1] Source: San Mateo County Assessor Office FY 2015-16 Combined Roll
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 outstanding debt through the issuance of bonds, notes, leases, and loans. The following lists 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 commenced one year after project completion. WQCP user fees support the debt service payments. \$39.4 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. \$3.9 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. \$1.3 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 2016. The

DEBT OBLIGATIONS

Successor Agency will continue to pay the annual debt service on the bonds until the first call date.

Capital Leases

In addition to the bonds, notes, and loans, the City has also entered into long-term capital leases with various financing agencies. The capital leases are used to purchase vehicles and equipment when 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, Public Works vehicles and equipment. Below is a list of the vehicles and equipment lease-purchased with remaining balances. The capital lease payments are made by the General Fund.

- **2008 Two Fire Engines** – Projected balance \$260,154, due 7/16/18.
- **2010 Two Fire Engines** – Projected balance \$558,395, due 12/31/20.
- **2011 Two Rescue Ambulances** – Projected balance \$131,959, due 12/20/17.
- **2013 Fire Quint** – Projected balance \$937,135, due 5/23/23.
- **2014 Sweeper** – Projected balance \$351,355, 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 facility improvements. 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 2016-17 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 2015-16 closing process and the carry forward budgets will then be reflected as part of the FY 2016-17 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 in FY 2013-14. An additional \$6.1 million was transferred in from the General Fund in FY 2014-15.

Schedule 26: Capital Improvement Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Intergovernmental	\$ 785,440	\$ 900,000	\$ 5,395,140	\$ 5,395,140	\$ 4,098,180	\$ 3,198,180
Other Revenue	351,721	-	579,000	579,000	250,000	250,000
Trsfers In for CIP Expenses	9,893,055	5,625,000	17,649,228	17,649,228	8,644,200	3,019,200
Trsfers In for Infrastructure Rsrv	6,146,000	-	-	-	-	-
Total Revenues	\$ 17,176,216	\$ 6,525,000	\$ 23,623,368	\$ 23,623,368	\$ 12,992,380	\$ 6,467,380
Expenditures:						
Salaries & Benefits	\$ 417,638	\$ -	\$ -	\$ 400,000	\$ -	\$ -
Supplies & Services	9,725,384	7,711,000	25,957,338	25,557,338	13,252,380	5,541,380
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	\$ 10,143,022	\$ 8,311,000	\$ 25,957,338	\$ 25,957,338	\$ 13,252,380	\$ 5,541,380
Surplus/(Deficit)	7,033,194	(1,186,000)	(2,333,970)	(2,333,970)	(260,000)	926,000
Fund Balance	\$ 18,166,820	\$ 16,980,820	\$ 15,832,850	\$ 15,832,850	\$ 15,572,850	\$ (1,407,970)
Infrastructure Reserve	17,658,721	16,472,721	15,847,821	15,847,821	15,587,821	(884,900)
ADA Improvements Reserve	594,555	594,555	-	-	-	(594,555)
Net fund Balance*	\$ (86,456)	\$ (86,456)	\$ (14,971)	\$ (14,971)	\$ (14,971)	\$ 71,485

GOVERNMENTAL FUNDS

CITY HOUSING FUND

Up until Redevelopment Agencies were abolished in FY 2011-12 by the State of California under ABx1 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 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 27: City Housing Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2014-15 Adopted
Revenues:						
Housing Rental Revenue	\$ 265,610	\$ 130,000	\$ 130,000	\$ 148,027	\$ 130,000	\$ -
Investment Income and Loan Interest	66,568	37,000	37,000	37,000	37,000	-
Equity Sharing	-	15,000	15,000	-	15,000	-
Miscellaneous	922,100	479,000	479,000	479,000	-	(479,000)
Loan Repayments	1,247,290	125,000	125,000	125,000	125,000	-
Total Revenues	\$ 2,501,568	\$ 786,000	\$ 786,000	\$ 789,027	\$ 307,000	\$ (479,000)
Expenditures:						
Housing Operating Expenses	\$ 733,819	\$ 517,800	\$ 547,071	\$ 547,071	\$ 527,800	\$ 10,000
636 El Camino Retail Work	326,703	450,000	450,230	450,230	450,000	-
Brookwood Development	-	1,091,385	1,091,385	1,091,385	-	(1,091,385)
Total Expenditures	\$ 1,060,522	\$ 2,059,185	\$ 2,088,686	\$ 2,088,686	\$ 977,800	\$ (1,081,385)
Surplus/(Deficit)	1,441,046	(1,273,185)	(1,302,686)	(1,299,659)	(670,800)	602,385
Ending Fund Balance	\$ 2,142,687	\$ 869,502	\$ 840,001	\$ 843,028	\$ 172,228	\$ (697,274)
Escrow Account with Fiscal Agent	433,723	-	-	-	-	-
Available Fund Balance	\$ 1,708,964	\$ 869,502	\$ 840,001	\$ 843,028	\$ 172,228	\$ (697,274)

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- One-time only funds for Brookwood Development in FY 2015-16

Positions:

- None

Other:

- None

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 the 1% Property Tax levy 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.

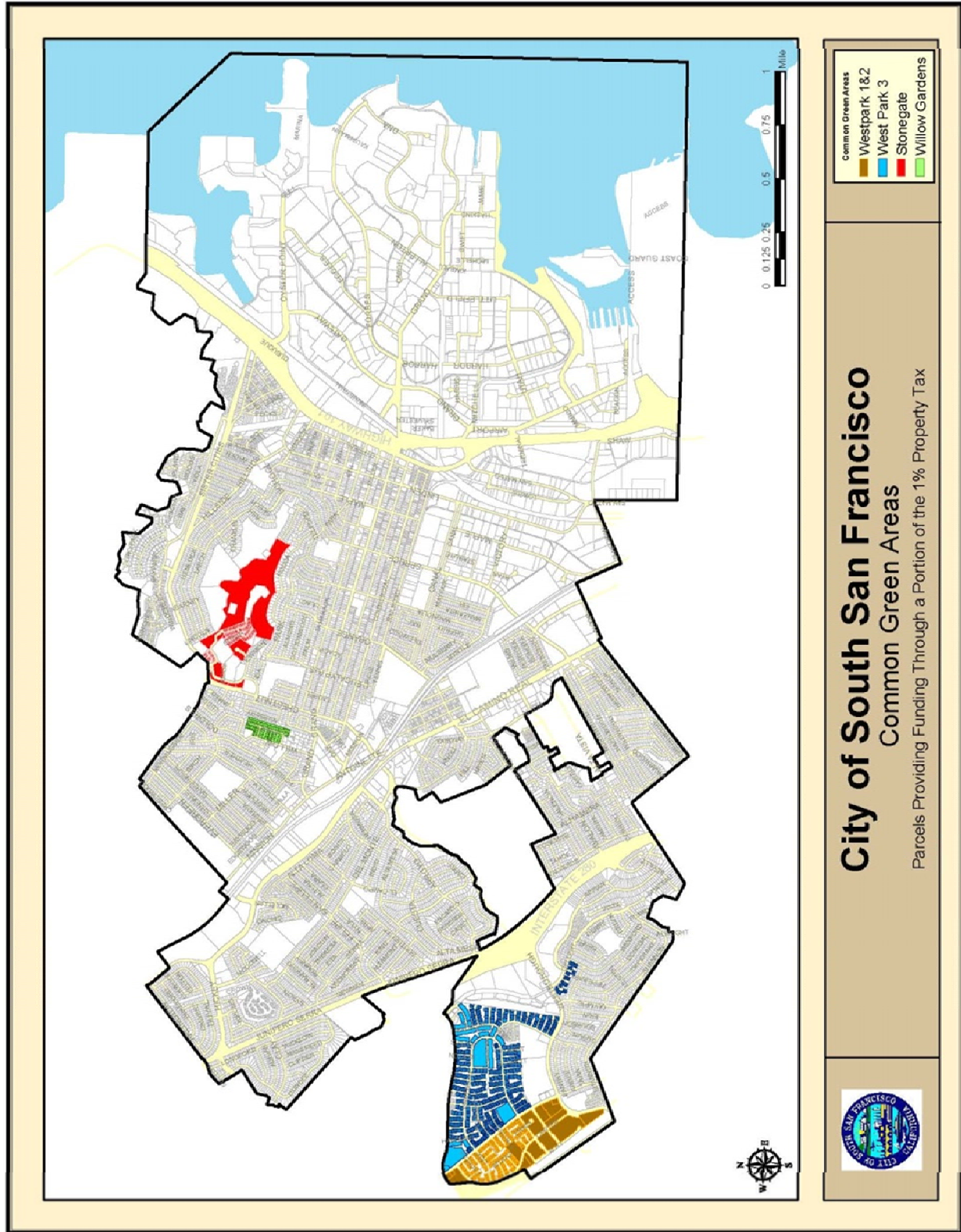
The revenue from the property tax provides for sidewalk, parks and tree maintenance within each of the maintenance districts. Some CIP projects within the maintenance districts are funded through these funds.

Schedule 28: Common Greens Maintenance District Funds Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
WEST PARK MAINT DIST 3	\$ 751,777	\$ 683,075	\$ 683,075	\$ 623,894	\$ 683,075	\$ -
STONEGATE RIDGE MAINT	260,377	232,446	232,446	229,305	232,446	-
WILLOW GARDENS MAINT	80,766	47,601	47,601	74,143	47,601	-
WEST PARK MAINT DIST 1&2	477,868	426,683	426,683	401,482	426,683	-
Total Revenues	\$ 1,570,788	\$ 1,389,805	\$ 1,389,805	\$ 1,328,825	\$ 1,389,805	\$ -
Expenditures						
WEST PARK MAINT DIST 3	\$ 828,607	\$ 876,659	\$ 876,659	\$ 743,261	\$ 873,700	\$ (2,959)
STONEGATE RIDGE MAINT	133,652	193,738	193,738	164,019	187,727	(6,011)
WILLOW GARDENS MAINT	54,540	197,852	274,278	84,722	107,148	(90,704)
WEST PARK MAINT DIST 1&2	335,762	433,746	433,746	316,552	440,674	6,928
Total Expenditures	\$ 1,352,561	\$ 1,701,996	\$ 1,778,422	\$ 1,308,554	\$ 1,609,250	\$ (92,746)
Surplus/(Deficit)	\$ 218,227	\$ (312,191)	\$ (388,617)	\$ 20,271	\$ (219,445)	\$ 92,746
Reserve for CIP/PO	\$ (77,557)					
Difference	\$ 1,271					

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 27, 2016, the City Council approved the following appropriations for CDBG.

Schedule 29: Community Development Block Grant Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Intergovernmental	\$ 219,169	\$ 415,864	\$ 415,864	\$ 415,864	\$ 427,323	\$ 11,459
Prog. Inc. (Loan Repayments)	111,241	35,000	35,000	35,000	35,000	-
Use of Money & Property	30,499	-	-	-	-	-
Other Revenues	-	8,762	8,762	8,762	11,437	2,675
Prior Year Prog. Inc. & Uncommitted Funds	-	226,000	226,000	226,000	219,998	(6,002)
Total Revenues	\$ 360,909	\$ 685,626	\$ 685,626	\$ 685,626	\$ 693,758	\$ 8,132
Expenditures:						
Salaries & Benefits	\$ 81,990	\$ 101,927	\$ 101,927	\$ 101,927	\$ 100,001	\$ (1,926)
Supplies & Services	200,023	583,257	603,099	603,099	593,757	10,500
Trnsfrs Out to Cap. Imprvmnt	25,400	-	95,473	95,473	-	-
Total Expenditures	\$ 307,413	\$ 685,184	\$ 800,499	\$ 800,499	\$ 693,758	\$ 8,574
Surplus/(Deficit)	53,496	442	(114,873)	(114,873)	-	(442)
Fund Balance	\$ 1,004,770	\$ 1,005,212	\$ 889,897	\$ 889,897	\$ 889,897	\$ (115,315)

GOVERNMENTAL FUNDS

CONSOLIDATED GRANT FUNDS

This fund summary combines smaller special revenue grant funds. These funds were set up 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 30: Consolidated Grant Funds Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from Adopted 2015-16
Revenues:						
Taxes	\$ 98,753	\$ 100,000	\$ 100,000	\$ 154,018	\$ 100,000	\$ -
Intergovernmental	(6,067)	-	-	-	-	-
Use of Money & Property	6,497	4,000	4,000	4,983	4,000	-
Subtotal	99,183	104,000	104,000	159,000	104,000	-
Transfers In	-	-	-	-	-	-
Total Revenues	\$ 99,183	\$ 104,000	\$ 104,000	\$ 159,000	\$ 104,000	\$ -
Expenditures:						
Salaries & Benefits	\$ 99,183	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Supplies & Services	-	-	-	-	-	-
Interdepartmental Charges	-	-	-	-	-	-
Subtotal	99,183	100,000	100,000	100,000	100,000	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	\$ 99,183	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Surplus/(Deficit)	-	4,000	4,000	59,000	4,000	-
Fund Balance	\$ 860,437	\$ 864,437	\$ 864,437	\$ 995,723	\$ 868,437	\$ 4,000

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.

\$165,297 has been appropriated in the Public Safety Impact Fee Fund for a portion of the costs to purchase portable radios, wildland protective equipment and portable computers for the Fire Department, as well as, mobile audio visual cameras, a base radio repeater, microwave radio and the replacement of DC power systems for radios for the Police Department.

Schedule 31: Consolidated Impact Fee Funds Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from Adopted 2015-16
Revenues:						
Use of Money & Property	\$ 72,028	\$ -	\$ -	\$ 40,897	\$ -	\$ -
Other Revenues	2,468,813	-	-	2,896,501	-	-
Subtotal	2,540,841	-	-	2,937,398	-	-
Transfers In	-	-	-	-	-	-
Total Revenues	\$ 2,540,841	\$ -	\$ -	\$ 2,937,398	\$ -	\$ -
Expenditures:						
Supplies & Services	\$ -	\$ 123,648	\$ 176,209	\$ 120,663	\$ 70,294	\$ (53,354)
Capital Outlay	-	-	-	-	95,003	-
Debt Service	352,674	-	-	-	-	-
Interdepartmental Charges	5,000	5,000	5,000	6,111	5,000	-
Subtotal	357,674	128,648	181,209	126,774	170,297	(53,354)
Transfers Out	2,311,180	1,200,000	3,708,709	449,060	437,220	(762,780)
Total Expenditures	\$ 2,668,854	\$ 1,328,648	\$ 3,889,919	\$ 575,833	\$ 607,517	\$ (721,131)
Surplus/(Deficit)	(128,013)	(1,328,648)	(3,889,919)	2,361,565	(607,517)	
Fund Balance	\$ 8,761,209	\$ 7,432,561	\$ 4,871,290	\$ 9,794,126	\$ 4,263,773	\$ (3,168,788)

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.

For Fiscal Year 2016-2017, \$300,000 of the East of 101 Sewer Impact Fee Fund has been appropriated for Capital Improvement Projects.

Schedule 32: East of 101 Sewer Impact Fee Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Use of Money & Property	\$ 12,837	\$ -	\$ -	\$ 11,135	\$ -	\$ -
Other Revenues	459,624	-	-	517,952	-	-
Subtotal	472,461	-	-	529,087	-	-
Transfers In	-	-	-	-	-	-
Total Revenues	\$ 472,461	\$ -	\$ -	\$ 529,087	\$ -	\$ -
Expenditures:						
Interdepartmental Charges	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Transfers Out	16,191	-	46,817	46,817	300,000	-
Total Expenditures	\$ 18,691	\$ 2,500	\$ 49,317	\$ 49,317	\$ 302,500	\$ -
Surplus/(Deficit)	453,770	(2,500)	(49,317)	479,770	(302,500)	-
Fund Balance	\$ 1,788,039	\$ 1,785,539	\$ 1,738,722	\$ 2,267,809	\$ 1,965,309	\$ 179,770

CHANGES & HIGHLIGHTS

- \$300,000 for CIP Projects

GOVERNMENTAL FUNDS

GAS TAX FUND

Gas Tax is the City's share 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 2016-17 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 33: Gas Tax Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Tax Revenue						
HUTA 2103-2107 (Gas Tax)	\$ 1,888,883	\$ 1,395,570	\$ 1,395,570	\$ 1,395,570	\$ 1,357,736	\$ (37,834)
Measure M	237,614	230,000	230,000	230,000	243,000	13,000
Use of Money & Property	14,638	15,000	15,000	15,000	15,000	-
Total Revenues	\$ 2,141,135	\$ 1,640,570	\$ 1,640,570	\$ 1,640,570	\$ 1,615,736	\$ (24,834)
Expenditures:						
Transfer to General Fund	\$ 1,017,062	\$ 920,605	\$ 1,311,293	\$ 1,311,293	\$ 921,301	\$ 696
Street Maint/Gen Eng Services		699,008	699,008	699,008	699,008	-
Congestion Relief		221,597	221,597	221,597	222,293	696
MMP Expenditures		-	390,688	390,688	-	-
Transfer to Stormwater	670,000	670,000	670,000	670,000	670,000	-
Transfer for CIP Projects	1,233,627	589,000	1,482,506	1,482,506	-	(589,000)
Total Expenditures	\$ 2,920,689	\$ 2,179,605	\$ 3,463,799	\$ 3,463,799	\$ 1,591,301	\$ (588,304)
Surplus/(Deficit)	(779,554)	(539,035)	(1,823,229)	(1,823,229)	24,435	563,470
adjustment to match balance sheet	7,416					
Fund Balance	\$ 1,533,754	\$ 994,719	\$ (289,474)	\$ (289,474)	\$ (265,039)	\$ (1,259,759)

CHANGES & HIGHLIGHTS:

- No Gas Tax funding for CIP projects in FY 2016-17 due to lower revenues

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 34: Measure A Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Taxes	\$ 1,295,185	\$ 1,400,000	\$ 1,400,000	\$ 1,440,192	\$ 1,468,995	\$ 68,995
Use of Money & Property	20,091	25,000	25,000	25,000	25,000	-
Total Revenues	\$ 1,315,276	\$ 1,425,000	\$ 1,425,000	\$ 1,465,192	\$ 1,493,995	\$ 68,995
Expenditures:						
Transfers to General Fund	\$ 36,576	\$ -	\$ 57,435	\$ 57,435	\$ 121,836	\$ 121,836
Transfers to Capital Improvement	1,201,789	2,096,000	3,608,852	3,608,852	1,388,000	(708,000)
Total Expenditures	\$ 1,238,365	\$ 2,096,000	\$ 3,666,287	\$ 3,666,287	\$ 1,509,836	\$ (586,164)
Surplus/(Deficit)	76,911	(671,000)	(2,241,287)	(2,201,096)	(15,841)	655,159
Fund Balance	\$ 2,441,348	\$ 1,770,348	\$ 200,061	\$ 240,252	\$ 224,412	\$ (1,545,936)

CHANGES & HIGHLIGHTS:

- \$277,00 for street rehabilitation CIP projects
- \$121,836 for two-year funding of South City Shuttle; the other 75% of service expenses paid by county grant
- \$500,000 for Grand Boulevard Project (Chestnut to Arroyo Way)
- \$300,000 for South Airport Boulevard Bridge Replacement

GOVERNMENTAL FUNDS

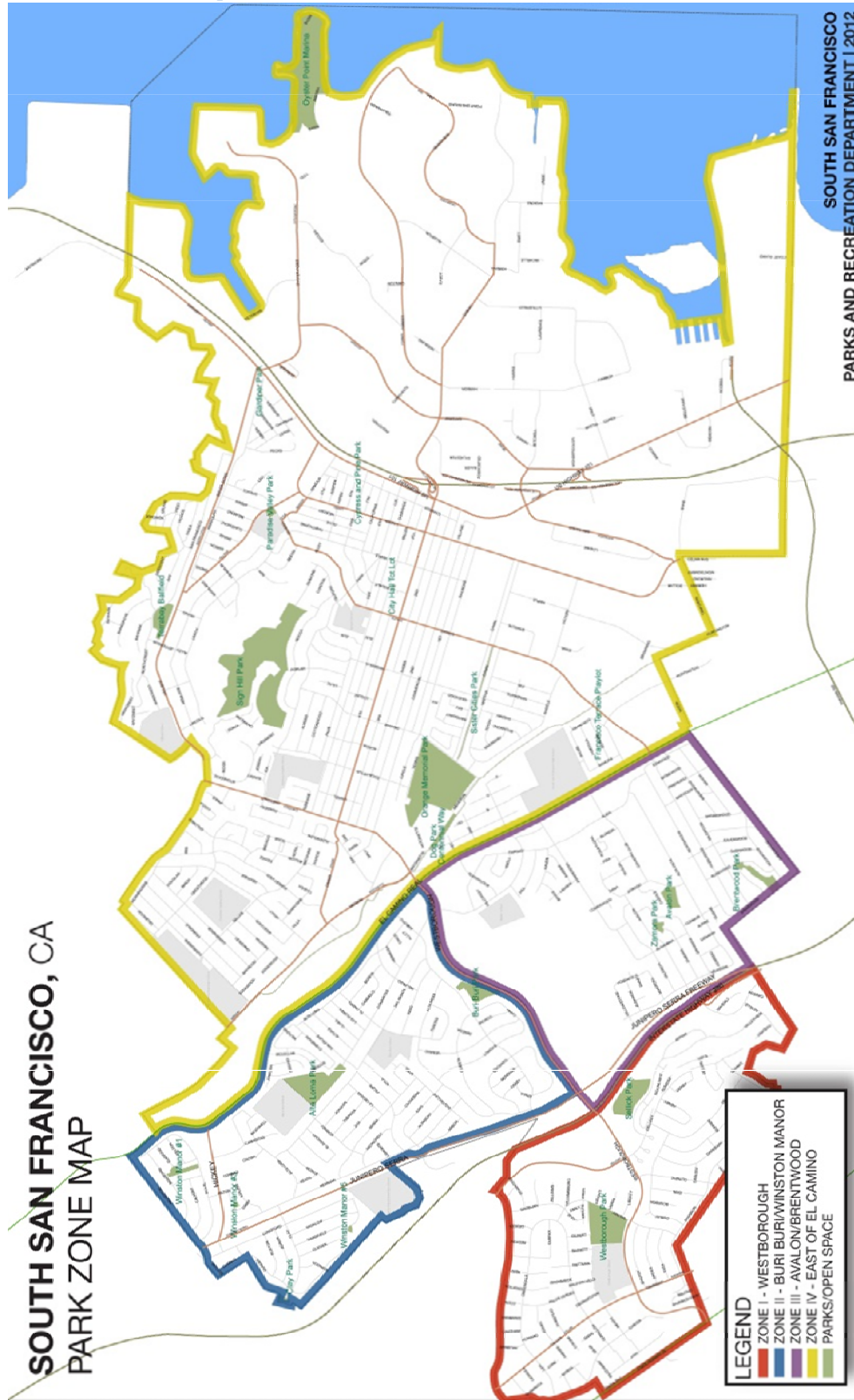
PARK-IN-LIEU FEES FUND

The City's Park-In-Lieu fee provisions were amended in FY 2015-16. Existing Chapter 19.24 of the Municipal Code, under the authority of the Quimby Act, requires parkland dedication in adopted residential subdivisions or payment of an in-lieu fee. A new Chapter 8.67 was added to the Municipal Code under the authority of the Mitigation Fee Act. The new ordinance imposes a new Parkland Acquisition Fee and Park Construction Fee for residential rental development projects and certain types of projects not otherwise subject to the Quimby Act. These fee requirements are a condition of approval for 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 35: Park-in-Lieu Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
INTEREST INCOME-INVESTMENTS	\$ 11,417	\$ -	\$ -	\$ 5,355	\$ -	\$ -
UNREALIZED GAINS/LOSSES	126	-	-	-	-	-
Total Revenues	\$ 11,543	\$ -	\$ -	\$ 5,355	\$ -	\$ -
Expenditures:						
TRANSFERS	\$ 712,758	\$ 500,000	\$ 704,670	\$ 133,693	\$ -	\$ (500,000)
Total Expenditures	\$ 712,758	\$ 500,000	\$ 704,670	\$ 133,693	\$ -	\$ (500,000)
Surplus/(Deficit)	(701,215)	(500,000)	(704,670)	(128,339)	-	500,000

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 36: Solid Waste Management Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Service Charges	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ -
Total Revenues	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ -
Expenditures:						
Operating Expenses	\$ 117,098	\$ 129,750	\$ 204,289	\$ 204,289	\$ 129,750	\$ -
Transfers to General Fund	-	-	60,000	60,000	-	-
Transfers for Capital Improvement	203,822	500,000	696,178	696,178	200,000	(300,000)
Total Expenditures	\$ 320,920	\$ 629,750	\$ 960,467	\$ 960,467	\$ 329,750	\$ (300,000)
Surplus/(Deficit)	(140,920)	(449,750)	(780,467)	(780,467)	(149,750)	300,000
Fund Balance	\$ 676,969	\$ 227,219	\$ 167,219	\$ 167,219	\$ 17,469	\$ (209,750)

GOVERNMENTAL FUNDS

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 37: Sewer Capacity Charge Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Sewer Capacity Charges	\$ 210,189	\$ 200,000	\$ 200,000	\$ 1,654,669	\$ 200,000	\$ -
Use of Money & Property	3,783	-	-	-	-	-
Subtotal	213,972	200,000	200,000	1,654,669	200,000	-
Transfers In						
Total Revenues	\$ 213,972	\$ 200,000	\$ 200,000	\$ 1,654,669	\$ 200,000	\$ -
Expenditures:						
Interdepartmental Charges	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Subtotal	2,500	2,500	2,500	2,500	2,500	-
Transfers Out	-	-	-	-	-	-
Total Expenditures	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Surplus/(Deficit)	211,472	197,500	197,500	1,652,169	197,500	-
Fund Balance	\$ 538,369	\$ 735,869	\$ 735,869	\$ 2,190,538	\$ 2,388,038	\$ 1,652,169

GOVERNMENTAL FUNDS

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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 57.14 FTE positions allocated to this fund.

Schedule 38: Sewer Enterprise Fund Summary

SEWER FUND

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
SSF Service Charge Revenue	\$ 19,758,128	\$ 20,066,346	\$ 20,066,346	\$ 20,066,346	\$ 21,280,000	\$ 1,213,654
Other Agency Share of O&M Expenses	4,296,052	4,549,061	4,549,061	4,549,061	5,286,759	737,698
Other Agency CIP Reimbursement	815,863	1,346	1,030,846	1,030,846	941,760	940,414
Other Agency Loan Pymt Reimb	1,048,022	1,048,022	1,048,022	1,048,022	1,048,022	-
Grants & CIP Contributions from Others	-	29,620	29,620	-	-	(29,620)
Interest/Other Income	228,385	245,000	245,000	245,000	245,000	-
SRF Loan Proceeds for CIP	-	8,300,000	8,300,000	-	-	(8,300,000)
Transfers In	16,191	-	46,817	46,817	300,000	300,000
Total Revenues	\$ 26,162,641	\$ 34,239,395	\$ 35,315,712	\$ 26,986,092	\$ 29,101,541	\$ (5,137,854)
Expenditures:						
Operating Expenses	\$ 16,186,945	\$ 18,373,806	\$ 18,724,951	\$ 18,724,951	\$ 19,267,905	\$ 894,099
Debt Service	5,633,310	5,706,476	5,706,476	5,706,476	5,705,886	(590)
CIP Budgeted Expenditures	2,880,290	12,400,000	17,402,573	9,102,573	4,320,100	(8,079,900)
Transfers Out	1,029	-	24	24	-	-
Total Expenses	\$ 24,701,574	\$ 36,480,282	\$ 41,834,025	\$ 33,534,025	\$ 29,293,891	\$ (7,186,391)
Surplus/(Deficit)	\$ 1,461,067	\$ (2,240,887)	\$ (6,518,313)	\$ (6,547,933)	\$ (192,350)	\$ 2,048,537
Ending Fund Balance	\$ 16,400,835	\$ 14,159,948	\$ 9,882,522	\$ 9,852,902	\$ 9,660,553	\$ (4,499,395)

Capital Reserves [1]	3,829,000	3,983,000	3,983,000	3,983,000	4,028,000	154,000
Operating Reserves [2]	3,868,007	4,215,276	4,215,276	4,215,276	4,333,833	347,269

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 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.

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 2.59 FTE positions budgeted, including the budget for the Parking Place Commission.

Schedule 39: Parking District Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Charges for Services:						
Parking Permit Fees	\$ 98,795	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ -
Parking Meter Fees	664,249	555,000	555,000	555,000	555,000	-
Miller Ave Parking Garage	56,007	50,000	50,000	53,308	50,000	-
Interest/Other Income	12,652	10,000	10,000	10,000	10,000	-
Total Revenues	\$ 831,703	\$ 710,000	\$ 710,000	\$ 713,308	\$ 710,000	\$ -
Expenditures:						
Payroll	\$ 281,180	\$ 246,348	\$ 246,348	\$ 246,348	\$ 339,876	\$ 93,528
Supplies & Services	98,668	347,947	867,843	867,843	196,292	(151,655)
Interdepartmental Charges	103,726	104,682	104,682	104,682	104,986	304
Total Expenditures	\$ 483,574	\$ 698,977	\$ 1,218,873	\$ 1,218,873	\$ 641,154	\$ (57,824)
Surplus/(Deficit)	\$ 348,129	\$ 11,023	\$ (508,873)	\$ (505,565)	\$ 68,846	\$ (57,824)
Fund Balance	\$ 1,640,870	\$ 1,651,893	\$ 1,131,997	\$ 1,135,305	\$ 1,204,151	\$ (447,742)
Reserve for Elevator Replacement				-	480,000	480,000
Available Fund Balance	\$ 1,640,870	\$ 1,651,893	\$ 1,131,997	\$ 1,135,305	\$ 724,151	\$ (927,742)

FUND CHANGES & HIGHLIGHTS:

- Amended the City's Reserve Policy to set aside \$480,000 for Miller Garage elevator replacement cost.

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 FTE positions budgeted for 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 40: Storm Water Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Administrative Fines	\$ 2,100	\$ 5,000	\$ 5,000	\$ 7,000	\$ 5,000	\$ -
Service Charges	405,537	405,000	405,000	405,000	405,000	-
Transfer In from Gas Taxes/Measure M	670,000	670,000	670,000	670,000	670,000	-
Transfer In from General Fund	750,000	250,000	250,000	250,000	250,000	-
Transfer in for CIP Projects	-	600,000	600,000	600,000	200,000	(400,000)
Interest and Other	7,317	5,000	5,000	5,000	5,000	-
Total Revenues	\$ 1,834,954	\$ 1,935,000	\$ 1,935,000	\$ 1,937,000	\$ 1,535,000	\$ (400,000)
Expenditures:						
Operating Expenses	\$ 1,072,243	\$ 1,649,025	\$ 1,669,709	\$ 1,435,922	\$ 1,664,682	\$ 15,656
Capital Improvements	168,311	955,000	1,188,107	1,188,107	200,000	(755,000)
Total Expenditures	\$ 1,240,554	\$ 2,604,025	\$ 2,857,816	\$ 2,624,029	\$ 1,864,682	\$ (739,344)
Surplus/(Deficit) adjustment to match GL	\$ 594,400 43,201	\$ (669,025)	\$ (922,816)	\$ (687,029)	\$ (329,682)	\$ 339,344
Fund Balance	\$ 1,162,577	\$ 493,552	\$ 239,761	\$ 475,548	\$ 145,866	\$ (347,686)

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 performed vehicle maintenance work for the Cities of Millbrae and Daly City to further regional consolidation efforts. The fund budgets 4.6 FTEs in the Public Works Department.

Schedule 41: City Service (Garage) Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
USE OF MONEY & PROPERTY	\$ 2,286	\$ -	\$ -	\$ 853	\$ -	\$ -
OTHER REVENUES	1,650,000	1,650,000	1,650,000	1,650,000	1,650,000	-
TRANSFERS	-	-	-	-	-	-
Total Revenues	\$ 1,652,286	\$ 1,650,000	\$ 1,650,000	\$ 1,650,853	\$ 1,650,000	\$ -
Expenditures:						
PAYROLL	\$ 670,796	\$ 618,069	\$ 618,069	\$ 784,772	\$ 605,903	\$ (12,167)
SUPPLIES & SERVICES	897,226	918,150	918,150	790,825	918,150	\$ -
CAPITAL OUTLAY	580	-	-	-	-	\$ -
INTERDEPARTMENTAL CHARGES	16,437	17,742	17,742	17,742	18,968	\$ 1,226
Total Expenditures	\$ 1,585,038	\$ 1,553,961	\$ 1,553,961	\$ 1,593,339	\$ 1,543,021	\$ (10,940)
Surplus/(Deficit)	\$ 67,248	\$ 96,039	\$ 96,039	\$ 57,514	\$ 106,979	\$ 10,940
adjustment to match balance sheet	546					
Fund Balance	\$ 168,670	\$ 264,709	\$ 264,709	\$ 226,183	\$ 333,163	\$ 68,454

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 replacement costs.

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 2016-17.

Schedule 42: Equipment Replacement Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
USE OF MONEY & PROPERTY	\$ 102,916	\$ 95,000	\$ 95,000	\$ 37,618	\$ 95,000	\$ -
LEASE FINANCING & CHARGES TO DEPTS	1,677,632	1,677,632	1,677,632	1,046,213	1,854,155	176,523
TRANSFERS	-	-	-	-	-	-
Total Revenues	\$ 1,780,548	\$ 1,772,632	\$ 1,772,632	\$ 1,083,831	\$ 1,949,155	\$ 176,523
Expenditures:						
SUPPLIES & SERVICES	\$ (418,641)	\$ 507,720	\$ 819,830	\$ 601,226	\$ 211,844	\$ (295,876)
CAPITAL OUTLAY	718,028	1,900,000	2,958,854	490,433	1,388,156	(511,844)
DEBT SERVICE	631,419	631,419	631,419	494,538	631,419	-
TRANSFERS	1,021,708	-	247,592	247,592	100,000	100,000
Total Expenditures	\$ 1,952,514	\$ 3,039,139	\$ 4,657,695	\$ 1,833,789	\$ 2,331,419	\$ (707,720)
Surplus/(Deficit)	\$ (171,966)	\$ (1,266,507)	\$ (2,885,063)	\$ (749,958)	\$ (382,264)	\$ 884,243
adjustment to match balance sheet	890,431					
Fund Balance	\$ 2,658,688	\$ 1,392,181	\$ (226,375)	\$ 1,908,730	\$ 1,526,466	\$ 134,285

FUND CHANGES & HIGHLIGHTS:

- \$41,000 to replace Wildfire Personal Protective clothing for Fire personnel, as current clothing is 10 years old
- \$91,500 to replace radio systems equipment, since current equipment is 12 years old
- \$95,000 to replace Police Department Storage Area Network Server

INTERNAL SERVICE FUNDS

Schedule 43: Planned Vehicle & Equipment Purchases FY 2016-17

DEPARTMENT	VEHICLE #	MAKE	REPLACEMENT VEHICLE	ESTIMATED REPLACEMENT COST
City Manager				
No Vehicle Replacement Recommended				
ECD				
	130	2000 Chevy Blazer	Ford Explorer or Similar	\$34,000
Finance				
No Vehicle Replacement Recommended				
Fire				
	503	2000 Spartan Gladiator	Spartan Gladiator or Equivalent	\$700,000 (lease)
	514	2005 Chevy 1500	Ford F150 Super Cab or Equivalent	\$42,000
	517	2005 Ford Expedition	Ford Explorer	\$43,000
Information Technology				
No Vehicle Replacement Recommended				
Library				
No Vehicle Replacement Recommended				
Parks and Recreation				
	139	2000 Chevy Impala	Ford Escape or similar	\$30,000
		Addition to the Fleet - New Vehicle	Ford F150 Pick up or Similar	\$28,000
		Addition to the Fleet - New Vehicle	Ford F150 Service Body	\$35,000
Police				
	TBD	Crown Victoria	Ford Interceptor SUV	\$43,000
	TBD	Crown Victoria	Ford Interceptor SUV	\$43,000
	TBD	Crown Victoria	Ford Interceptor SUV	\$43,000
	TBD	Ford Fusion	TBD Unmarked Investigations	\$35,000
	TBD	Ford Fusion	TBD Unmarked Investigations	\$35,000
	45	Harley Davidson	Harley Davidson - FLHTP	\$30,000
	46	Harley Davidson	Harley Davidson - FLHTP	\$30,000
	TBD	Go-4 Interceptor	Go-4 Interceptor	\$42,000
Public Works				
	207	2001 Chevy 3500	Ford F350 Truck or Similar	\$45,000
	253	1991 Chevy 2500	Ford F250 Truck or Similar	\$40,000
Total Estimated Vehicle Replacement Cost				\$598,000

INTERNAL SERVICE FUNDS

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 44: Health & Benefits Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
CHARGES FOR SERVICES	\$ 5,558	\$ -	\$ -	\$ 2,461	\$ -	\$ -
USE OF MONEY & PROPERTY	34,956	100,000	100,000	15,279	100,000	-
OTHER REVENUES	12,022,952	11,283,400	11,283,400	13,297,953	12,323,914	1,040,514
TRANSFERS	250,000	250,000	250,000	250,000	250,000	-
Total Revenues	\$ 12,313,466	\$ 11,633,400	\$ 11,633,400	\$ 13,565,693	\$ 12,673,914	
Expenditures:						
PAYROLL	\$ 13,932,396	\$ 12,919,000	\$ 12,919,000	\$ 12,935,664	\$ 13,384,342	\$ 465,342
SUPPLIES & SERVICES	21,933	10,000	10,000	1,695	10,000	-
Total Expenditures	\$ 13,954,329	\$ 12,929,000	\$ 12,929,000	\$ 12,937,359	\$ 13,394,342	\$ 465,342
Surplus/(Deficit)	(1,640,863)	(1,295,600)	(1,295,600)	628,335	(720,428)	575,172
Fund Balance	\$ 2,358,043	\$ 1,062,443	\$ 1,062,443	\$ 2,986,378	\$ 2,265,949	\$ 2,265,949

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 to further regional consolidation efforts. This fund budgets 8.0 FTEs in the IT department.

Schedule 45: Information Technology Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
CHARGES FOR SERVICES	\$ 57,044	\$ 40,000	\$ 40,000	\$ 47,289	\$ 40,000	\$ -
USE OF MONEY & PROPERTY	3,501	14,000	14,000	2,211	14,000	-
OTHER REVENUES	1,982,117	2,192,902	2,192,902	2,192,903	2,192,902	-
TRANSFERS	76,275	-	-	-	-	-
Total Revenues	\$ 2,118,937	\$ 2,246,902	\$ 2,246,902	\$ 2,242,402	\$ 2,246,902	\$ -
Expenditures:						
PAYROLL	\$ 1,105,493	\$ 1,280,939	\$ 1,206,939	\$ 1,103,397	\$ 1,386,041	\$ 105,103
SUPPLIES & SERVICES	781,445	958,582	1,604,571	831,526	1,045,582	87,000
INTERDEPARTMENTAL CHARGES	6,552	9,677	9,677	7,282	11,077	1,400
Total Expenditures	\$ 1,893,490	\$ 2,249,198	\$ 2,821,187	\$ 1,942,205	\$ 2,442,700	\$ 193,503
Surplus/(Deficit)	\$ 225,447	\$ (2,296)	\$ (574,285)	\$ 300,197	\$ (195,798)	\$ (193,503)
Fund Balance & Reserves	\$ 369,663	\$ 367,367	\$ (204,622)	\$ 669,860	\$ 474,062	\$ 106,695

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Programs & Services:

- None

Positions:

- \$13,000 to upgrade classification of Computer Services Technician to Sr. Computer Services Technician

Other:

- \$80,000 to replace Storage Area Network, which houses City data
- \$50,000 for video storage
- \$20,000 Internet service redundancy

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY PEG ACCESS FUND

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

Schedule 46: Information Technology PEG Access Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
Franchise Fees	178,644	125,000	125,000	137,923	125,000	-
Use of Money & Property	5,046	5,000	5,000	5,000	5,000	-
Total Revenues	183,690	130,000	130,000	142,923	130,000	-
Expenditures:						
Supplies & Services	3,385	-	196,500	196,500	90,000	90,000
Total Expenditures	3,385	-	196,500	196,500	90,000	90,000
Surplus/(Deficit)	180,305	130,000	(66,500)	(53,577)	40,000	(90,000)
Fund Balance	689,290	819,290	622,790	635,713	675,713	(143,577)

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 Pooled Liability Assurance Network (ABAG PLAN).

Based on biennial actuarial studies that determine the amount of reserves needed to have an adequate level of confidence that the city would be able to fund the maximum amount of claims, the City maintains adequate cash reserves within the fund on an ongoing basis.

Schedule 47: Self Insurance Fund Summary

	2014-15 Actual	2015-16 Adopted	2015-16 Amended	2015-16 Projected	2016-17 Adopted	Change from 2015-16 Adopted
Revenues:						
CHARGES FOR SERVICES	\$ (3,029)	\$ -	\$ -	\$ (3,029)	\$ -	\$ -
USE OF MONEY & PROPERTY	87,826	75,000	75,000	77,520	75,000	-
OTHER REVENUES	4,299,920	3,776,518	3,776,518	3,672,374	4,307,743	531,225
TRANSFER TO WORKERS COMP FUND	1,000,000	-	-	-	-	-
Total Revenues	\$ 5,384,717	\$ 3,851,518	\$ 3,851,518	\$ 3,746,865	\$ 4,382,743	\$ 531,225
Expenditures:						
PAYROLL	\$ 1,201,541	\$ 650,000	\$ 650,000	\$ 794,364	\$ 650,000	\$ -
SUPPLIES & SERVICES	3,883,453	2,475,000	2,695,000	3,901,505	3,030,738	555,738
INTERDEPARTMENTAL CHARGES	213,187	-	-	(26,743)	-	-
Total Expenditures	\$ 5,298,181	\$ 3,125,000	\$ 3,345,000	\$ 4,669,125	\$ 3,680,738	\$ 555,738
Surplus/(Deficit)	86,536	726,518	506,518	(922,260)	702,005	(24,513)
Fund Balance	\$ 12,368,776	\$ 13,095,294	\$ 12,875,294	\$ 11,446,515	\$ 12,148,520	\$ (946,774)

INTERNAL SERVICE FUNDS

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POSITION BUDGET

POSITION BUDGET

SUMMARY OF POSITION BUDGET AND PERSONNEL COSTS

The FY 2016-17 Operating Budget approved by City Council has 557.0 FTE positions citywide. Of those positions, 461 FTEs are full-time with benefits. Benefits include City paid medical, dental, health, life insurance, retirement¹, retiree health², 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 12 holidays and 1 floating holiday. Employees also have the option of contributing to a deferred compensation retirement account.

The FY 2016-17 budget allocates 84% of all employees to the General Fund, with the remainder of budgeted employees allocated to other operating funds.

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

Table 17: Benefit Costs per FTE

Benefit Costs for 1.0 FTE	FY 2015-16	FY 2016-17	Difference
Health/Dental/Vision	18,205	16,180	(2,025)
Retiree Health (pay-as-you-go)	6,474	6,605	131
OPEB	13.2%	13.2%	0.0%
PERS			
<i>Safety Employee</i>	40.74%	43.68%	2.94%
<i>Non-Safety</i>	25.05%	27.82%	2.77%
Medicare	1.45%	1.45%	0.00%
FICA	6.20%	6.20%	0.00%
Workers Compensation			
<i>Office</i>	293	294	1
<i>Other</i>	574	398	(176)
<i>Public Works</i>	4,330	4,742	412
<i>Police</i>	9,174	9,221	47
<i>Fire</i>	20,823	23,973	3,150
Miscellaneous Benefits	1,041	1,127	86

Notes:

¹ The City has a three-tiered retirement system. Any employee hired after April 23, 2010, but before January 1, 2013, participates in the second tier for which miscellaneous employees are subject to the 2% at 60 pension benefit formula and the public safety employees receive the 3.0% at 55 pension benefit formula. Employees hired on or after January 1, 2013 participate in the third tier, for which miscellaneous employees are subject to the 2% at 62 pension benefit formula and safety employees are subject to the 2.7% at 57 pension benefit formula.

² Any employee in the second or third tier does not have retiree health insurance. Instead the City contributes 1.5 percent of salary to a retiree health savings account.

POSITION BUDGET

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

The health, dental, and vision insurance costs listed above represent average costs per 1.0 budgeted FTE. The actual costs that the City pays for each employee may be lower or higher depending on the insurance plan, either Blue Shield or Kaiser, and whether the employee's insurance coverage is at the single, 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 \$6,605 listed above represents the amount per 1.0 FTE that is charged to departments and that the City pays for retiree health insurance.

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

POSITION BUDGET

AFSCME – This is the largest bargaining unit of the City, which includes Parks and Public Works Maintenance Workers. There are 135.27 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 BY DEPARTMENT

Table 18: Position Budget by Department

CITY COUNCIL

City Council			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Elected	E110	Elected City Council Member	5.00	5.00	5.00	0.00
TOTAL FTE - City Council			5.00	5.00	5.00	0.00

CITY TREASURER

City Treasurer			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Elected	E105	Elected City Treasurer	1.00	1.00	1.00	0.00
TOTAL FTE - City Treasurer			1.00	1.00	1.00	0.00

CITY CLERK

City Clerk			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Elected - FT	E100	Elected City Clerk	1.00	1.00	1.00	0.00
SUBTOTAL - Elected			1.00	1.00	1.00	0.00
Full Time	O285	Assistant City Clerk	1.00	1.00	0.00	-1.00
Full Time	O320	Deputy City Clerk	1.00	1.00	1.00	0.00
Full Time	O415	City Clerk Records Technician	0.00	1.00	2.00	1.00
SUBTOTAL - Full Time			2.00	3.00	3.00	0.00
TOTAL FTE - City Clerk			3.00	4.00	4.00	0.00

POSITION BUDGET

CITY MANAGER

City Manager			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N115	City Manager	1.00	1.00	1.00	0.00
Full Time	N100	Assistant City Manager	1.00	1.00	1.00	0.00
Full Time	N180	Assistant to the City Manager	0.00	1.00	1.00	0.00
Full Time	N190	Communications Director	1.00	1.00	1.00	0.00
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	2.00	2.00	0.00
Full Time	(TBD)	Social Media Coordinator	1.00	0.00	0.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
Hourly	X280	Student Intern	0.00	0.50	0.50	0.00
SUBTOTAL Hourly			0.00	0.50	0.50	0.00
TOTAL FTE - City Manager			7.00	7.50	7.50	0.00

FINANCE

Finance			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N145	Director of Finance	1.00	1.00	1.00	0.00
Full Time	M770	Financial Services Manager	2.00	1.00	1.00	0.00
Full Time	M615	Senior Financial Analyst	1.00	1.00	1.00	0.00
Full Time	M610	Financial Analyst II	1.00	1.00	1.00	0.00
Full Time	O405	Data Business Systems Specialist	1.00	0.00	0.00	0.00
Full Time	M570	Management Analyst I	0.00	1.00	1.00	0.00
Full Time	M625	Senior Accountant	1.00	1.00	1.00	0.00
Full Time	M100	Accountant I	1.00	1.00	1.00	0.00
Full Time	A225	Accounting Assistant II	2.00	4.00	4.00	0.00
Full Time	M785	Payroll Administrator	1.00	1.00	1.00	0.00
Full Time	O315	Administrative Assistant I	1.00	0.00	0.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			13.00	13.00	13.00	0.00
Hourly	X280	Miscellaneous Hourly	0.60	0.60	0.60	0.00
SUBTOTAL Hourly			0.60	0.60	0.60	0.00
TOTAL FTE - Finance			13.60	13.60	13.60	0.00

POSITION BUDGET

HUMAN RESOURCES

Human Resources			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N130	Director Of Human Resources	1.00	1.00	1.00	0.00
Full Time	M270	Human Resources Analyst II	2.00	2.00	2.00	0.00
Full Time	O265	Human Resources Technician	2.00	1.00	1.00	0.00
Full Time	M271	Sr. Human Resources Analyst	1.00	0.00	0.00	0.00
Full Time	M775	Human Resources Manager	1.00	1.00	1.00	0.00
Full Time	M700	Human Resources Analyst I	0.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	0.00	1.00	1.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
Hourly	X310	Human Resources Clerk	1.00	0.00	1.00	1.00
SUBTOTAL Hourly			1.00	0.00	1.00	1.00
TOTAL FTE - Human Resources			8.00	7.00	8.00	1.00

ECONOMIC & COMMUNITY DEVELOPMENT

ECD			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N140	Director of ECD	1.00	1.00	1.00	0.00
Full Time	(TBD)	ECD Deputy Director	0.00	1.00	1.00	0.00
Full Time	M125	Associate Planner	2.00	2.00	2.00	0.00
Full Time	M145	Manager of Economic Development & Housing	1.00	1.00	1.00	0.00
Full Time	M155	Chief Planner	1.00	1.00	1.00	0.00
Full Time	M185	Economic Development Coordinator	2.00	3.00	3.00	0.00
Full Time	M725	Community Development Coordinator	1.00	1.00	1.00	0.00
Full Time	M210	Chief Building Official	1.00	0.00	0.00	0.00
Full Time	M335	Sr. Planner	3.00	3.00	3.00	0.00
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	0.00	2.00	2.00	0.00
Full Time	A462	Planning Technician	1.00	1.00	1.00	0.00
Full Time	A460	Permit Technician	2.00	2.00	2.00	0.00
Full Time	A400	Sr. Building Inspector	1.00	2.00	2.00	0.00
Full Time	A135	Building Inspector	5.00	4.00	4.00	0.00
Full Time	O315	Administrative Assistant I	2.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	1.00	2.00	2.00	0.00
Full Time	A295	Office Specialist	0.75	0.75	1.00	0.25
SUBTOTAL Full Time			25.75	28.75	29.00	0.25
Hourly	X280	Miscellaneous Hourly - Research Assistant	0.20	0.20	0.20	0.00
Hourly	X280	Miscellaneous Hourly - Rehab Specialist	0.20	0.20	0.20	0.00
SUBTOTAL Hourly			0.40	0.40	0.40	0.00
TOTAL FTE - ECD			26.15	29.15	29.40	0.25

POSITION BUDGET

FIRE

Fire			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N150	Fire Chief	1.00	1.00	1.00	0.00
Full Time	M110	Deputy Fire Chief	1.00	1.00	1.00	0.00
Full Time	M780	Emergency Services Manager	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M410	Fire Marshal	1.00	1.00	1.00	0.00
Full Time	M390	Fire Battalion Chief (56 Hours)	3.00	3.00	3.00	0.00
Full Time	M205	Fire Battalion Chief (40 Hours)	1.00	1.00	2.00	1.00
Full Time	B120	Fire Apparatus Engineer	15.00	15.00	15.00	0.00
Full Time	B100	Fire Captain	15.00	15.00	15.00	0.00
Full Time	B125	Firefighter	1.00	0.00	0.00	0.00
Full Time	B130	Paramedic / Firefighter	38.00	39.00	39.00	0.00
Full Time	B185	EMS Captain	1.00	1.00	0.00	-1.00
Full Time	B200	Safety Inspector I	4.00	1.00	1.00	0.00
Full Time	B195	Safety Inspector II	0.00	3.00	3.00	0.00
Full Time	O315	Administrative Assistant I	1.00	1.00	1.00	0.00
Full Time	O340	Sr. Administrative Assistant	1.00	1.00	1.00	0.00
Full Time	A225	Accounting Assistant II	0.00	1.00	1.00	0.00
Full Time	A295	Office Specialist	0.00	1.00	1.00	0.00
SUBTOTAL Full Time			85.00	87.00	87.00	0.00
FT Contract	X181	Safety Inspector	1.00	1.00	1.00	0.00
FT Contract	X281	Emergency Medical Technician	0.00	4.20	4.20	0.00
SUBTOTAL FT Contract			1.00	5.20	5.20	0.00
Hourly	X540	Fire Courier	0.48	0.48	0.48	0.00
SUBTOTAL Hourly			0.48	0.48	0.48	0.00
TOTAL FTE - Fire			86.48	92.68	92.68	0.00

POSITION BUDGET

POLICE

Police			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N155	Police Chief	1.00	1.00	1.00	0.00
Full Time	M765	Deputy Police Chief	1.00	0.00	0.00	0.00
Full Time	M280	Police Captain	1.00	2.00	2.00	0.00
Full Time	M275	Police Lieutenant	5.00	5.00	5.00	0.00
Full Time	C165	Police Sergeant	12.00	12.00	12.00	0.00
Full Time	C100	Police Corporal	15.00	15.00	15.00	0.00
Full Time	C115	Police Officer	48.00	48.00	48.00	0.00
Full Time	M285	Police Records & Comm. Manager	1.00	1.00	1.00	0.00
Full Time	C200	Supervising Police Records Specl.	1.00	1.00	1.00	0.00
Full Time	C110	Police Property/ Evidence Specialist	1.00	1.00	1.00	0.00
Full Time	C180	Sr. Police Records Specialist	2.00	0.00	0.00	0.00
Full Time	C105	Police Records Specialist	3.00	4.00	4.00	0.00
Full Time	C210	Crime Analyst	0.00	1.00	1.00	0.00
Full Time	A365	Supervising Dispatcher	3.00	3.00	2.00	-1.00
Full Time	A150	Communications Dispatcher	14.00	14.00	14.00	0.00
Full Time	C175	Parking Enforcement Officer	3.00	3.00	3.00	0.00
Full Time	C125	Police Service Technician	4.00	4.00	4.00	0.00
Full Time	(TBD)	Police Media Technician	0.00	0.00	1.00	1.00
Full Time	O310	Administrative Assistant II	1.00	1.00	0.00	-1.00
Full Time	O315	Administrative Assistant I	1.00	2.00	1.00	-1.00
Full Time	O340	Sr. Administrative Assistant	0.00	0.00	1.00	1.00
Full Time	M570	Management Analyst I	0.00	0.00	1.00	1.00
SUBTOTAL Full Time			117.00	118.00	118.00	0.00
PT Regular	A150	Communications Dispatcher	0.60	0.60	0.60	0.00
SUBTOTAL PT Regular			0.60	0.60	0.60	0.00
Hourly	X190	Police Property/Evidence Assistant	0.48	0.48	0.48	0.00
Hourly	X193	Police Court Liaison	0.48	0.48	0.48	0.00
Hourly	X325	Police Reserve Officer	1.31	1.31	1.31	0.00
SUBTOTAL Hourly			2.27	2.27	2.27	0.00
TOTAL FTE - Police			119.87	120.87	120.87	0.00

POSITION BUDGET

PUBLIC WORKS

Public Works			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N160	Director Of Public Works/City Eng	1.00	1.00	1.00	0.00
Full Time	M755	Asst. Public Works Director	1.00	0.00	0.00	0.00
Full Time	M795	Public Works Administrator	0.00	1.00	1.00	0.00
Full Time	M760	Principal Engineer	1.00	1.00	1.00	0.00
Full Time	M340	Sr Civil Engineer	2.00	2.00	2.00	0.00
Full Time	M115	Associate Civil Engineer	2.00	2.00	2.00	0.00
Full Time	A167	Engineering Technician	1.00	1.00	1.00	0.00
Full Time	M750	Public Works Program Manager	2.00	2.00	2.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	A500	Sr. Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A370	Sweeper Operator	2.00	2.00	2.00	0.00
Full Time	A200	Lead Public Works Maintenance Worker	3.00	3.00	4.00	1.00
Full Time	A360	Sr. Public Works Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A275	Public Works Maintenance Worker	15.00	15.00	14.00	-1.00
Full Time	A345	Lead Equipment Mechanic	1.00	1.00	1.00	0.00
Full Time	A335	Lead Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A160	Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A120	Assistant Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A310	Public Works Inspector	1.00	1.00	1.00	0.00
Full Time	A175	Equipment Operator	1.00	1.00	1.00	0.00
Full Time	A170	Equipment Mechanic	3.00	3.00	3.00	0.00
Full Time	M355	Plant Superintendent	1.00	1.00	1.00	0.00
Full Time	M465	Assistant Plant Superintendent	1.00	1.00	1.00	0.00
Full Time	M745	WQCP Maint Super	1.00	1.00	1.00	0.00
Full Time	M450	Environmental Compliance Supervisor	1.00	1.00	1.00	0.00
Full Time	M220	Laboratory Supervisor	1.00	1.00	1.00	0.00
Full Time	D190	Lead Plant Operator	4.00	4.00	4.00	0.00
Full Time	D180	Lead Plant Mechanic	1.00	1.00	1.00	0.00
Full Time	D170	Sr. Laboratory Chemist	1.00	1.00	1.00	0.00
Full Time	D160	Sr. Environmental Compliance Inspector	1.00	1.00	1.00	0.00
Full Time	D155	Environmental Compliance Inspector II	3.00	3.00	3.00	0.00
Full Time	D200	Plant Operator III	0.00	8.00	8.00	0.00
Full Time	D150	Plant Operator II	8.00	0.00	0.00	0.00
Full Time	D145	Plant Operator I	2.00	2.00	2.00	0.00
Full Time	D140	Plant Electrician II	2.00	2.00	2.00	0.00
Full Time	D135	Plant Mechanic II	4.00	4.00	4.00	0.00
Full Time	D125	Plant Utility Worker	2.00	2.00	2.00	0.00
Full Time	D120	Laboratory Chemist	2.00	2.00	2.00	0.00
Full Time	D105	Plant Electrician I	1.00	1.00	1.00	0.00
Full Time	D130	Plant Mechanic I	2.00	2.00	2.00	0.00
Full Time	D220	Plant Mechanic, Apprentice	0.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	0.00	2.00	2.00	0.00
Full Time	O315	Administrative Assistant I	5.00	4.00	4.00	0.00
Full Time	A295	Office Specialist	1.00	0.00	0.00	0.00
Full Time	A245	Parking Meter Service Worker	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			89.00	90.00	90.00	0.00
Hourly	X545	Laboratory Chemist	0.50	0.50	0.50	0.00
Hourly	X570	Consultant	0.24	0.00	0.00	0.00
SUBTOTAL Hourly			0.74	0.50	0.50	0.00
TOTAL FTE - Public Works			89.74	90.50	90.50	0.00

POSITION BUDGET

LIBRARY

Library			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N110	Library Director	1.00	1.00	1.00	0.00
Full Time	M640	Assistant Library Director	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M235	Library Program Manager	4.00	4.00	4.00	0.00
Full Time	A445	Literacy Services Coordinator	3.00	3.00	3.00	0.00
Full Time	A670	Supervising Library Specialist	2.00	2.00	2.00	0.00
Full Time	A240	Librarian II	4.00	5.00	5.00	0.00
Full Time	A215	Library Assistant II	1.00	2.00	2.00	0.00
Full Time	A210	Librarian I	0.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	0.00	2.00	2.00	0.00
Full Time	O315	Administrative Assistant I	2.00	0.00	0.00	0.00
SUBTOTAL Full Time			19.00	22.00	22.00	0.00
PT Regular	A240	Librarian II	0.80	0.00	0.00	0.00
PT Regular	A215	Library Assistant II	0.00	0.00	2.10	2.10
PT Regular	A220	Library Assistant I	2.75	2.10	0.00	-2.10
SUBTOTAL PT Regular			3.55	2.10	2.10	0.00
Hourly	X210	Librarian I	1.26	1.26	1.26	0.00
Hourly	X220	Library Assistant I	1.35	1.35	1.35	0.00
Hourly	X235	Library Clerk	2.10	2.10	2.10	0.00
Hourly	X250	Library Page	7.31	7.31	7.31	0.00
Hourly	X415	Office Specialist	0.50	0.50	0.50	0.00
Hourly	X440	Office Assistant	0.43	0.43	0.43	0.00
Hourly	X655	Literacy Services Asst. Coord.	0.06	0.06	0.06	0.00
Hourly	X665	Literacy Services Asst. I	1.95	1.95	1.95	0.00
Hourly	X670	Librarian II	0.20	0.20	0.20	0.00
SUBTOTAL Hourly			15.16	15.16	15.16	0.00
TOTAL FTE - Library			37.71	39.26	39.26	0.00

POSITION BUDGET

INFORMATION TECHNOLOGY

Info Technology			2014-15	2015-16	2016-17	Change
	Job Code	Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N165	Chief Innovation Officer	1.00	0.00	0.00	0.00
Full Time	M805	Information Technology Manager	0.00	1.00	1.00	0.00
Full Time	M650	Information Systems Administrator	2.00	2.00	2.00	0.00
Full Time	O525	Computer Services Technician	2.00	2.00	1.00	-1.00
Full Time	(TBD)	Sr. Computer Services Technician	0.00	0.00	1.00	1.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
Full Time	M790	Senior Information Systems Administrator	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
FT Contract	X570	GIS Coordinator	0.00	1.00	1.00	0.00
SUBTOTAL FT Contract			0.00	1.00	1.00	0.00
TOTAL FTE - Info Technology			7.00	8.00	8.00	0.00

POSITION BUDGET

PARKS & RECREATION

Parks & Recreation			2014-15	2015-16	2016-17	Change
		Position Title	Actual	Actual	Adopted	from 2015-16
Full Time	N175	Director Of Parks & Recreation	1.00	1.00	1.00	0.00
Full Time	M750	Parks Program Manager	1.00	1.00	1.00	0.00
Full Time	M750	Recreation Program Manager	1.00	1.00	1.00	0.00
Full Time	M750	Facilities Manager	1.00	1.00	1.00	0.00
Full Time	M800	Assistant Recreation Supervisor	0.00	1.00	1.00	0.00
Full Time	A295	Office Specialist	0.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M255	Public Works Supervisor	3.00	3.00	3.00	0.00
Full Time	M530	Rec & Comm Svcs Coordinator	8.00	8.00	9.00	1.00
Full Time	M295	Rec & Comm Svcs Supervisor	4.00	4.00	5.00	1.00
Full Time	A640	Comm Svcs Site Coordinator	1.00	1.00	0.00	-1.00
Full Time	A515	Recreation Leader IV	1.00	1.00	1.00	0.00
Full Time	A495	Preschool Teacher I	6.00	8.00	4.00	-4.00
Full Time	(TBD)	Preschool Teacher II	0.00	0.00	4.00	4.00
Full Time	A375	Tree Trimmer	2.00	2.00	2.00	0.00
Full Time	A280	Maintenance Craftworker	2.00	2.00	2.00	0.00
Full Time	A195	Lead Parks Maintenance Worker	2.00	2.00	2.00	0.00
Full Time	A350	Senior Parks Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A250	Parks Maintenance Worker	12.00	13.00	14.00	1.00
Full Time	A505	Groundsperson	2.00	2.00	2.00	0.00
Full Time	A465	Building Maintenance Craftworker	2.00	2.00	2.00	0.00
Full Time	A190	Lead Building Maintenance Custodian	2.00	2.00	2.00	0.00
Full Time	A320	Sr. Building Maintenance Custodian	3.00	4.00	4.00	0.00
Full Time	A140	Building Maintenance Custodian	5.00	5.00	5.00	0.00
Full Time	O315	Administrative Assistant I	2.00	2.00	2.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			66.00	72.00	74.00	2.00
PT Regular	A640	Comm Svcs Site Coordinator	0.75	0.75	0.80	0.05
PT Regular	A650	Cultural Arts Specialist	0.50	0.50	0.50	0.00
PT Regular	A610	Recreation Leader II	1.25	1.25	1.25	0.00
PT Regular	A620	Recreation Leader III	1.82	1.82	1.82	0.00
SUBTOTAL PT Regular			4.32	4.32	4.37	0.05
Hourly	X555	Hourly, Van Driver	1.00	1.00	1.00	0.00
Hourly	X185	Hourly, Building Maintenance Custodian	1.68	1.68	1.68	0.00
Hourly	X440	Hourly, Office Assistant	1.00	0.50	0.50	0.00
Hourly	X300	Hourly, Park Maintenance Worker	1.62	1.62	1.62	0.00
Hourly	X350	Hourly, Recreation Instructor	5.41	6.09	6.16	0.07
Hourly	X360	Hourly, Recreation Leader I	1.09	1.61	1.75	0.14
Hourly	X365	Hourly, Recreation Leader II	11.47	12.47	12.54	0.07
Hourly	X370	Hourly, Recreation Leader III	24.52	28.14	28.84	0.70
Hourly	X375	Hourly, Recreation Leader IV	4.73	4.73	4.73	0.00
SUBTOTAL Hourly			52.52	57.84	58.82	0.98
TOTAL FTE - Parks & Recreation			122.84	134.16	137.19	3.03

CAPITAL IMPROVEMENT PLAN

CAPITAL IMPROVEMENT PLAN

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List of Abbreviations

ADA	Americans with Disabilities Act
ATP	Active Transportation Program
CEQA	California Environmental Quality Act
CIP	Capital Improvement Program
HBP	Highway Bridge Program
HSIP	Highway Safety Improvement Program
HVAC	Heating, Ventilation, and Air Conditioning
FY	Fiscal Year
MSB	Municipal Services Building
MTC	Metropolitan Transportation Commission
NBSU	North Bayside System Unit
NPDES	National Pollutant Discharge Elimination System
PWE	Public Works Engineering
RDA	Redevelopment Agency
SIF	Sewer Impact Fees
SLPP	State-Local Partnership Program
SRF	State Water Resources Control Board Revolving Loan Funds
SR2S	Safe Route to Schools
SWRCB	State Water Resources Control Board
TDA	Transportation Development Act
TIF	Traffic Impact Fees
WQCP	Water Quality Control Plant

Executive Summary

The Capital Improvement Plan (CIP) is the City of South San Francisco's short and long term plan for projects related to the community's infrastructure including its streets, storm drains, sanitary sewers, public facilities, parks, and traffic control devices. The CIP provides a link between the City's General Plan, various master planning documents, and budget; and provides a means for planning, scheduling, and implementing capital improvement projects over the next five years.

In preparing this document, the Public Works Department (PW) focused on projects that will improve the reliability and safety of the City's infrastructure and that will meet the requirements of Clean Water Act mandates including the National Pollutant Discharge Elimination System (NPDES) permits for storm water and wastewater management.

CIP Process

The CIP is created in a series of steps that engage various forecasting methods and use planning documents and infrastructure studies as guide for new project needs. Request forms include a project scope, justification, funding source(s), budget, status update (if an existing project), completion date, and on-going operations/maintenance impacts.

PW staff performs the initial evaluations and gathers missing information from the department heads before meeting with the City Manager. Next, a draft CIP is presented by PW to the Budget Subcommittee. Subcommittee members consist of two City Council members. Typically, the subcommittee meets once in conjunction with the City's budget presentation by the Finance Department. After the subcommittee's recommendations are incorporated, a second draft is presented to the entire City Council at a study session along with the annual budget.

Prior to going to City Council for final approval, the CIP is presented to the Planning Commission. The Planning Commission must review the CIP and find it consistent with the City's General Plan.

The development of the CIP is not a project, as defined in the California Environmental Quality Act (CEQA). Therefore, an environmental review is not required for its adoption. However, individual projects listed herein may be subject to CEQA. Environmental reviews will be conducted at the appropriate times during implementation of those projects.

Funding Sources

The FY 2016-17 CIP totals \$44.2 million including \$17.7 million in newly requested appropriations and \$26.4 million in remaining appropriations from prior years. There are 22 new project requests and 16 projects requesting additional appropriations. Of the new funding \$4 million is coming from grants and \$5.5 million from Measure W. Notably, the City's share of gas tax revenues from the state has dramatically decreased to the point where the City's gas tax revenues will go toward supporting maintenance and operations with no additional funds available for the CIP.

On Going Maintenance and Operations Impact

The majority of the new and ongoing projects listed in this CIP result in improvement and/or replacement of existing facilities and equipment. In some cases, the operations and maintenance efforts and costs stay the same. Installation of some new equipment, results in reduced energy costs due to higher efficiency. Reduced maintenance effort and costs are also realized where new equipment will not need replacement parts during the first several years of its use. New operations and maintenance costs are however required where projects result in the installation of new equipment and facilities where none previously existed.

City operations and maintenance staff continually review existing and upcoming requirements and make as-needed changes to their staffing and budgets in order to accommodate the needs of the City's ever-changing infrastructure.

Conclusion

The FY 2016-17 Capital Improvement Program encompasses ongoing and new investments in the City's infrastructure and operations, with an emphasis on cost efficiency, proactive management, and regulatory compliance. This document provides City Council and the public with a summary of the projects that Public Works will be managing during the next fiscal year for the continual betterment of all residents, businesses, and visitors of South San Francisco.

Summary of FY 2016-17 Appropriations Requests

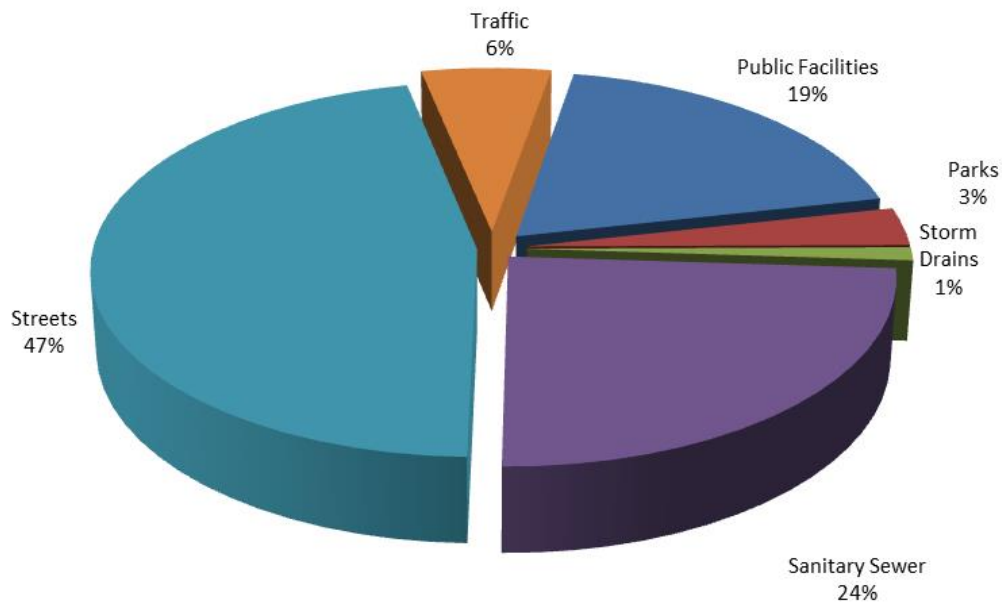
The total new appropriations requests are \$17.7 million bringing the total value of the CIP to \$44.2 million. There are 22 new projects requests totaling \$7.3 million and 16 additional appropriations requests from existing projects totaling \$10.4 million. Of the new funding \$4 million is coming from grants and \$5.5 million from Measure W. The remaining active projects in the CIP do not require any additional funding at this time.

Total New Appropriations Requests by Project Type

Project Type	Count	Remaining Appropriations as of March 2016	FY16-17 New Request	Total Appropriations FY16-17	Approximate Out Year Appropriation Requests*
Public Facilities	21	3,155,000	3,346,000	6,501,000	24,942,000
Parks	9	1,441,000	580,000	2,021,000	8,948,000
Storm Drains	7	1,067,000	200,000	1,267,000	61,805,000
Sanitary Sewer	18	14,626,000	4,320,000	18,946,000	27,345,000
Streets	18	3,277,000	8,246,000	11,523,000	17,992,000
Traffic	16	2,876,000	1,080,000	3,956,000	5,100,000
Total	89	26,442,000	17,772,000	44,214,000	146,132,000

* These are the approximate, anticipated appropriations needed to complete new and existing projects for the four years following FY2016-17

Chart 1: Total New Appropriations Requests by Project Type



Project Types

CIP projects are tracked by project type and individual project. There are a total of 89 projects divided between the project types which include:

Public Facilities: These 21 projects will renovate, construct and otherwise improve city buildings. These improvements include; replacing HVAC systems, and making facilities more accessible.

Parks: These 9 projects will replace and improve playgrounds and walkways City owned public spaces.

Storm Drain: These 7 projects will repair and improve storm drains to reduce pollution that runs off into the San Francisco Bay.

Sanitary Sewer: These 18 projects will improve the infrastructure at the Water Quality Treatment Plant and improve and rehabilitate sewer lines within the City.

Streets: These 18 projects will repair bridges, resurface streets, improve medians and sidewalks, and upgrade streetlights.

Traffic: These 16 projects focus on key intersections within the City to provide improved pedestrian safety, traffic calming and better bicycle rider safety on City streets.

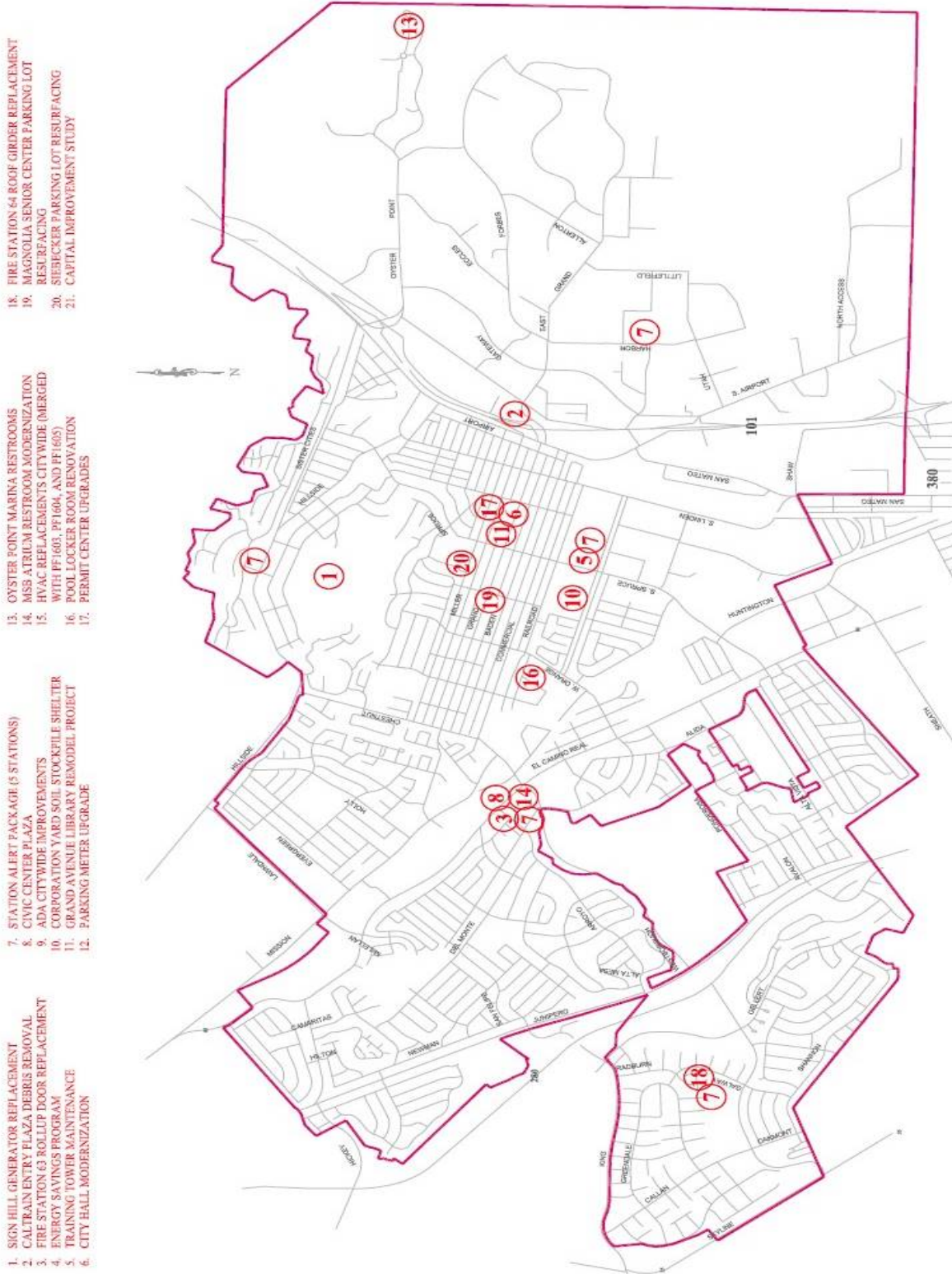
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Public Facilities Projects



Public Facilities Project Locations

PUBLIC FACILITIES



Public Facilities Project Listing

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CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

1. Sign Hill Generator Replacement

New Appropriations Request

Project Number pf1506

Project Scope This project will replace the Sign Hill generator, which powers all public safety communications in the event of a power outage. The additional funding request will add HVAC, improve fuel tank, and install insulation.

Project Justification The existing generator is old and replacement parts are difficult to obtain. Additionally, new radio equipment and its HVAC system will require more power to maintain acceptable levels of temperature and humidity.

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Other - Equip Replace	160,000	100,000					260,000
							-
							-
							-
Total Funding Sources	160,000	100,000	-	-	-	-	260,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	101,100						101,100
Construction	5,300	143,600					148,900
Contingency		10,000					10,000
Total Expenditures	106,400	153,600	-	-	-	-	260,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 53,600

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

2. Caltrain Entry Plaza Debris Removal

New Project Request

Project Number pf17-01

Project Scope This project will remove between 250-500 tons of concrete and other materials from the South San Francisco Caltrain entry plaza site in preparation for Caltrain station relocation and improvement project.

Project Justification The South San Francisco Fire Department used the site as a search and rescue training grounds. The site is ready to be vacated for the Caltrain entry plaza project.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		20,000					20,000
							-
							-
							-
Total Funding Sources	-	20,000	-	-	-	-	20,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		3,000					3,000
Construction		15,000					15,000
Contingency		2,000					2,000
Total Expenditures	-	20,000	-	-	-	-	20,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

3. Fire Station 63 Rollup Door Replacement

New Project Request

Project Number pf17-02

Project Scope This project will redesign and replace the rollup door on the garage at Fire Station 63.

Project Justification The door was replaced in 2013. Due to design limitations the door was identified as a safety hazard. The weight of the door is supported vertically by a cable. If the cable breaks, the door is too heavy to manually lift.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		100,000					100,000
							-
							-
							-
Total Funding Sources	-	100,000	-	-	-	-	100,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		10,000					10,000
Construction		80,000					80,000
Contingency		10,000					10,000
Total Expenditures	-	100,000	-	-	-	-	100,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

4. Energy Savings Program

New Project Request

Project Number pf17-03

Project Scope This project will audit all city facilities and create a plan to design and install energy efficiency measures.

Project Justification Energy efficiency projects at city facilities will save money on electrical costs and reduce greenhouse gas emissions. This will contribute towards meeting the goals of the Climate Action Plan.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		50,000					50,000
Other - Private Financing			5,000,000				5,000,000
							-
							-
Total Funding Sources	-	50,000	5,000,000	-	-	-	5,050,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		50,000					100,000
Design							-
Construction			4,500,000				4,500,000
Contingency			450,000				450,000
Total Expenditures	-	50,000	4,950,000	-	-	-	5,050,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

5. Training Tower Maintenance

New Project Request

Project Number pf17-04

Project Scope This project will make repairs to the Fire Station 61 Training Tower including replacement of deteriorated and corroded beams, guardrail installation at all roof levels, repair of burn room stainless steel trim around room fire insulation as well as replacement of any missing fasteners.

Project Justification Fire Training Tower was built in 2006. In 2015 assessment of the tower revealed several high priority repairs that are needed in order to comply with National Fire Protection Association (NFPA) training structure standards.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		238,080					238,080
Other - PSIF		81,920					81,920
							-
							-
Total Funding Sources	-	320,000	-	-	-	-	320,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		20,000					20,000
Construction		280,000					280,000
Contingency		20,000					20,000
Total Expenditures	-	320,000	-	-	-	-	320,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

6. City Hall Modernization

New Project Request

Project Number pf17-05

Project Scope This project will study and determine the types of security upgrades that are needed to the City Clerk's Office and the Finance Department. Other phases may include a comprehensive needs and deferred maintenance needs study of the City Hall building. Areas of modernization include updating the Finance Department, City Clerk Office, breakroom, City Manager's Office, replacing HVAC, installing an energy management system, replacing roof, and pneumatic controls. The first year will fully develop scope with construction in the following years.

Project Justification The needs of the city hall building continue to expand with additional staff. The HVAC system and roof are nearing end of useful life.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		40,000	125,000	200,000	1,350,000		1,715,000
							-
							-
							-
Total Funding Sources	-	40,000	125,000	200,000	1,350,000	-	1,715,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study			125,000				125,000
Design				200,000			200,000
Construction		40,000			1,200,000		1,240,000
Contingency					150,000		150,000
Total Expenditures	-	40,000	125,000	200,000	1,350,000	-	1,715,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

7. Station Alert Package (5 Stations)

New Project Request

Project Number pf17-06

Project Scope This project will upgrade the alerting system at five (5) Fire Stations. The systems will maintain compliance with County Public Safety Communications System.

Project Justification The fire station alert package is the technology hardware installed in each fire station that connects to San Mateo County Public Safety Communications (PSC). PSC sends signals and radio broadcasts via this system to alert the appropriate fire units to respond to incidents. The current hardware is obsolete and repair parts are no longer manufactured.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		160,900					160,900
Other - PSIF		55,300					55,300
							-
							-
Total Funding Sources	-	216,200	-	-	-	-	216,200

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		2,500					2,500
Design		15,000					15,000
Construction		188,700					188,700
Contingency		10,000					10,000
Total Expenditures	-	216,200	-	-	-	-	216,200

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

8. Civic Center Plaza

New Project Request

Project Number pf17-07

Project Scope This project will design and construct a new civic center including a new Library, Community Center, Police Station, and Fire Station.

Project Justification The police station is seismically unsafe and does not meet the current Police Department needs. The Library and Recreation Departments can benefit by providing joint meeting space and have facilities that meet the current community needs.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure W		2,500,000					2,500,000
							-
							-
							-
Total Funding Sources	-	2,500,000	-	-	-	-	2,500,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		900,000	1,600,000				2,500,000
Construction							-
Contingency							-
Total Expenditures	-	900,000	1,600,000	-	-	-	2,500,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

9. ADA Citywide Improvements

Project Number pf1404

Project Scope This project will design and construct ADA improvements at several City facilities, streets, and pathways. These locations were identified in a Citywide ADA transition plan and from complaints from the public.

Project Justification ADA improvements are essential to improve the quality of life of City residents, and to reduce complaints and potential injuries resulting from outdated and/or damaged public accessways.

Project Manager Program Management/Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
ADA Funds	630,000						630,000
							-
							-
							-
Total Funding Sources	630,000	-	-	-	-	-	630,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	54,000	19,000					73,000
Construction	148,000	386,000					534,000
Contingency		23,000					23,000
Total Expenditures	202,000	428,000	-	-	-	-	630,000

Balance Forward 428,000

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

10. Corporation Yard Soil Sockpile Shelter

Project Number pf1406

Project Scope This project will construct a roof over the soil stockpiles at the Corporation Yard, 550 North Canal Street.

Project Justification The existing stockpiles are exposed to weather and contribute to soil runoff during a storm. The stockpiles need to be sheltered from the weather by constructing a roof as a best management practice to remain compliant with the Municipal Regional Storm Water Permit issued by the state Regional Water Quality Control Board.

Project Manager Program Management/Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Storm Water	155,000						155,000
							-
							-
							-
Total Funding Sources	155,000	-	-	-	-	-	155,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	34,300						34,300
Construction	29,300	81,400					110,700
Contingency		10,000					10,000
Total Expenditures	63,600	91,400	-	-	-	-	155,000

Balance Forward 91,400

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

11. Grand Avenue Library Remodel Project

Project Number pf1413

Project Scope Remodel and upgrade the 8,000 square foot main floor of the Grand Avenue Library.

Project Justification This is a unique opportunity to upgrade the infrastructure, equipment, and furnishings to create a more welcoming, fun, and interactive library space for the community. The project will allow us to expand group study, meeting, and program areas; create engaging and interactive children's learning spaces, showcase our high interest collections, and add infrastructure to support additional computers.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	596,500						596,500
Grant - SMC Measure A	900,000						900,000
Other - Donations	150,000						150,000
Infrastructure Reserves	609,000						609,000
ADA Funds	100,000						100,000
Total Funding Sources	2,355,500	-	-	-	-	-	2,355,500

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	190,300						190,300
Construction	1,050,200	795,400					1,845,600
ADA Construction	100,000						100,000
Contingency	19,600	200,000					219,600
Total Expenditures	1,360,100	995,400	-	-	-	-	2,355,500

Note: Out year expenditures are estimates and subject to change

Balance Forward 995,400

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

12. Parking Meter Upgrade

Project Number pf1502

Project Scope This project will replace existing coin operated parking meters with new meters that incorporate card reading capability.

Project Justification Smarter meters will provide more convenient options for motorists as well as increase the efficiency of parking enforcement.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Other - Parking District	522,000						522,000
							-
							-
							-
Total Funding Sources	522,000	-	-	-	-	-	522,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	3,000						3,000
Construction	176,900	322,100					499,000
Contingency		20,000					20,000
Total Expenditures	179,900	342,100	-	-	-	-	522,000

Balance Forward 342,100

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

13. Oyster Point Marina Restrooms

Project Number pf1505

Project Scope This project will construct new restrooms at the Oyster Point Marina near the ferry terminal.

Project Justification Genentech agreed to fund a new public restroom building at Oyster Point as part of a development agreement.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Other - Developer	250,000						250,000
Infrastructure Reserves	100,000						100,000
							-
							-
Total Funding Sources	350,000	-	-	-	-	-	350,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	4,000						4,000
Construction	287,000	39,000					326,000
Contingency		20,000					20,000
Total Expenditures	291,000	59,000	-	-	-	-	350,000

Balance Forward 59,000

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

14. MSB Atrium Restroom Modernization Project

Project Number pf1509

Project Scope This project will remodel and modernize the outdated restrooms with ADA accessible amenities and water saving fixtures.

Project Justification The MSB Atrium restrooms were constructed when the building was first opened to the public. Since then, modest improvements have been done in a piecemeal fashion. The upgraded layout and new fixtures will be ADA compliant, low maintenance, and water and energy efficient.

Project Manager Program Management/Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	195,000						195,000
							-
							-
							-
Total Funding Sources	195,000	-	-	-	-	-	195,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	108,100						108,100
Construction		86,900					86,900
Contingency							-
Total Expenditures	108,100	86,900	-	-	-	-	195,000

Balance Forward 86,900

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

15. HVAC Replacements Citywide (Merged with pf1603, pf1604, and pf1505)

Project Number pf1602

Project Scope This project will replace the HVAC units and Grand Avenue Library, Fire Station 61, replace the condensing unit at the Main Library, and the heat tower at Magnolia Senior Center.

Project Justification The HVAC units are past their estimated useful life.

Project Manager Robert Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	411,000						411,000
							-
							-
							-
Total Funding Sources	411,000	-	-	-	-	-	411,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	39,200						39,200
Construction		303,800					303,800
Contingency		68,000					68,000
Total Expenditures	39,200	371,800	-	-	-	-	411,000

Balance Forward 371,800

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

16. Pool Locker Room Renovation

Project Number pf1601

Project Scope This project is phase two of the 2014-15 shower room improvements, and consists of the following work: Install epoxy flooring; replace aged and rusting lockers; install ADA furnishings; replace ceiling material with water-resistant "green board;" replace restroom plumbing fixtures with new commercial low-flow alternatives; install new restroom partitions; apply new paint throughout the space.

Project Justification The pool is one of the most heavily used public facilities in the City. The existing locker rooms are in very poor condition and need substantial upgrades to be easier to maintain and to meet customers' needs. The floors are difficult to clean, and are prone to mildew and algae growth. The wood slat ceiling is damaged from significant dry rot and needs to be replaced. There are various ADA issues in the locker rooms that would also be addressed.

Project Manager Robert Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Park-In-Lieu Z4	370,000						370,000
General Fund	10,000						10,000
							-
							-
Total Funding Sources	380,000	-	-	-	-	-	380,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	69,800						69,800
Construction		280,000					280,000
Contingency		30,200					30,200
Total Expenditures	69,800	310,200	-	-	-	-	380,000

Balance Forward 310,200

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

17. Permit Center Upgrades

Project Number pf1606

Project Scope Upgrade the Planning and Building spaces in the Permit Center with new work stations and security measures.

Project Justification The Planning and Building Division front counters were last upgraded in 1996 when the Permit Center was created. The upgrade would create a modern workspace for staff, improve security, and demonstrate our commitment to service to our customers.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	354,100						354,100
							-
							-
							-
Total Funding Sources	354,100	-	-	-	-	-	354,100

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	2,400						2,400
Construction	307,500	29,900					337,400
Contingency	14,300						14,300
Total Expenditures	324,200	29,900	-	-	-	-	354,100

Balance Forward 29,900

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

18. Fire Station 64 Roof Girder Replacement

Project Number pf1608

Project Scope This project will replace wood roof girders at Fire Station 64.

Project Justification Two existing wood roof girders have decayed and are not able to reliably perform their task of supporting roof framing.

Project Manager Robert Hahn

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	250,000						250,000
							-
							-
							-
Total Funding Sources	250,000	-	-	-	-	-	250,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	27,300						27,300
Construction		192,700					192,700
Contingency		30,000					30,000
Total Expenditures	27,300	222,700	-	-	-	-	250,000

Balance Forward 222,700

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

19. Magnolia Senior Center Parking Lot Resurfacing

Project Number pf1609

Project Scope This project will resurface and restripe the Magnolia Senior Center Parking Lot.

Project Justification The parking lot has not been resurfaced for several years. Extensive wear is evident.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	75,000						75,000
							-
							-
							-
Total Funding Sources	75,000	-	-	-	-	-	75,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		5,000					5,000
Construction		65,000					65,000
Contingency		5,000					5,000
Total Expenditures	-	75,000	-	-	-	-	75,000

Balance Forward 75,000

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

20. Siebecker Parking Lot Resurfacing

Project Number pf1610

Project Scope Resurface and restripe the parking lot at the Siebecker Center.

Project Justification The existing parking lot is in poor condition. Past attempts at resealing were inadequate, making slurry overlay or grinding and repaving necessary.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	75,000						75,000
							-
							-
							-
Total Funding Sources	75,000	-	-	-	-	-	75,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		5,000					5,000
Construction		65,000					65,000
Contingency		5,000					5,000
Total Expenditures	-	75,000	-	-	-	-	75,000

Balance Forward 75,000

CAPITAL IMPROVEMENT PLAN – PUBLIC FACILITIES PROJECTS

21. Capital Improvement Study

Project Number pf1611

Project Scope This project is to prepare the annual Capital Improvement Study for the entire City.

Project Justification A year document to outline the various City projects in the Capital Improvement Program must be prepared for City Council's review and approval.

Project Manager Justin Lovell

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	15,000						15,000
							-
							-
							-
Total Funding Sources	15,000	-	-	-	-	-	15,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	1,000	14,000					15,000
Design							-
Construction							-
Contingency							-
Total Expenditures	1,000	14,000	-	-	-	-	15,000

Balance Forward 14,000

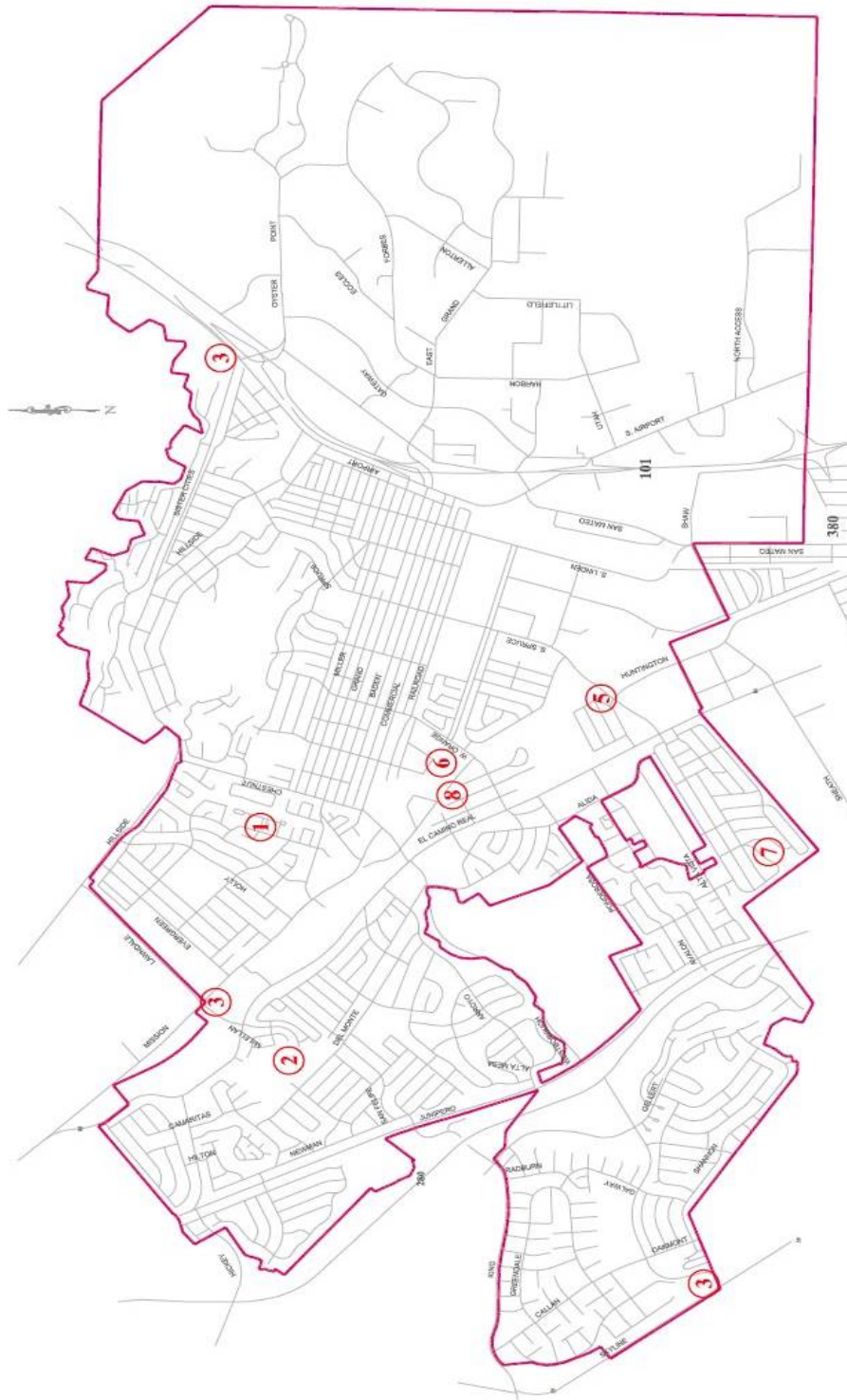
Parks Projects



Parks Projects Locations

PARKS

- 1. WILLOW GARDENS PLAYGROUNDS REPLACEMENT
- 2. ALTA LOMIA PARK PLAYGROUND RENOVATION AND PATHWAY IMPROVEMENTS
- 3. GATEWAY MONUMENT SIGNS
- 4. SIGN HILL IMPROVEMENTS
- 5. FRANCISCO TERRACE PLAYGROUND REPLACEMENT
- 6. ORANGE MEMORIAL PARK SPORTS FIELD GRANDSTAND CONVERSION
- 7. BRENTWOOD PARK RENOVATION AND PATHWAY IMPROVEMENTS
- 8. ADULT FITNESS EQUIPMENT INSTALLATION
- 9. WATER SAVING UPGRADE STUDY (CITYWIDE)



Parks Projects Listing

New Projects and Appropriations

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8. Adult Fitness Equipment Installation.....	43
9. Water Saving Upgrade Study.....	44

CAPITAL IMPROVEMENT PLAN – PARKS PROJECTS

1. Willow Gardens Playgrounds Replacement

New Appropriations Request

Project Number pk1401

Project Scope This project will study, design, and replace the playground structures in the Willow Gardens area.

Project Justification Due to the aged playground structure at this site, a replacement is in order. Improvements will enhance this site's appeal and improve its safety as a viable play lot for children. There is no existing structure as it was vandalized and removed.

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	300						300
Other - Common Greens	230,000	50,000					280,000
							-
							-
Total Funding Sources	230,300	50,000	-	-	-	-	280,300

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	1,700						1,700
Design	63,000						63,000
Construction		201,900					201,900
Contingency		13,700					13,700
Total Expenditures	64,700	215,600	-	-	-	-	280,300

Note: Out year expenditures are estimates and subject to change

Balance Forward 165,600

CAPITAL IMPROVEMENT PLAN – PARKS PROJECTS

2. Alta Loma Playground Renovation Pathway Improvements

New Appropriations Request

Project Number pk1502

Project Scope This project will design and construct new playground equipment and surfacing. ADA compliant pathways will also be constructed.

Project Justification The existing playground equipment has reached the end of its useful life. The pathways are distressed and need repair.

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Infrastructure Reserves	200,000	180,000					380,000
ADA Funds	59,800						59,800
							-
							-
Total Funding Sources	259,800	180,000	-	-	-	-	439,800

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	68,900						68,900
Construction		281,100					281,100
ADA Construction		59,800					59,800
Contingency		30,000					30,000
Total Expenditures	68,900	370,900	-	-	-	-	439,800

Note: Out year expenditures are estimates and subject to change

Balance Forward 190,900

CAPITAL IMPROVEMENT PLAN – PARKS PROJECTS

3. Gateway Monument Signs (Merged with pk1503)

New Project Request

Project Number pk17-01

Project Scope This project will design all gateway monument signs at all remaining locations and construct gateway signs at the following locations: Mission and McLean, Westborough and Skyline, and Sister Cities at Airport.

Project Justification In 2013 the South San Francisco Gateway Master Plan Study was completed. An advisory committee was formed as part of the study which included; Councilmember Matsumoto, two Parks & Recreation Commission members, a member of the Beautification Committee and City staff. The study identified 12 entry points within the City where the installation of gateway monument signs will be visible and welcoming addition as vehicles enter the City.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	380,000						380,000
Other - Developer Fees		250,000					250,000
							-
							-
Total Funding Sources	380,000	250,000	-	-	-	-	630,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	118,000	117,000					235,000
Construction	121,000	235,000					356,000
Contingency		39,000					39,000
Total Expenditures	239,000	391,000	-	-	-	-	630,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 141,000

CAPITAL IMPROVEMENT PLAN – PARKS PROJECTS

4. Sign Hill Improvements

New Project Request

Project Number pk17-02

Project Scope This project will begin tree maintenance and make trail improvements on Sign Hill.

Project Justification Trees and trails at Sign Hill have not consistently been maintained due to funding constraints. Dead trees need to be removed to create a fire clearance of 30 feet from private property.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		100,000	200,000	200,000			500,000
							-
							-
							-
Total Funding Sources	-	100,000	200,000	200,000	-	-	500,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		10,000					10,000
Design		25,000					25,000
Construction		55,000	180,000	180,000			415,000
Contingency		10,000	20,000	20,000			50,000
Total Expenditures	-	100,000	200,000	200,000	-	-	500,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – PARKS PROJECTS

5. Francisco Terrace Playground Replacement

Project Number pk1204

Project Scope This project will replace the existing playground equipment with age-appropriate equipment that is compliant with current playground standards. This project will improve ADA accessibility from the entrance off of Francisco Drive and S. Spruce Avenue. This project will also repalce a failing retaining wall

Project Justification Playground equipment needs replacement and ADA issues need to be addressed.

Project Manager Eric Evans

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2014-15	Out years				Total
			FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	
Park-in-Lieu Z4	218,100						218,100
							-
							-
							-
Total Funding Sources	218,100	-	-	-	-	-	218,100

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2014-15	Estimated Exp FY 2015-16	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Total
Preliminary Study							-
Design	22,300						22,300
Construction	136,100	59,700					195,800
Contingency							-
	158,400	59,700	-	-	-	-	218,100

Balance Forward 59,700

CAPITAL IMPROVEMENT PLAN – PARKS PROJECTS

6. Orange Memorial Park Sports Field Grandstand Conversion

Project Number pk1402

Project Scope Conduct a preliminary study and phasing plan, with community input, to consider replacement options for the bleachers located at the Orange Memorial Park baseball and softball fields. The study will also address public safety issues.

Project Justification The grandstand has been repaired annually for the past 10-12 years. Given staff repair resources, the grandstand will continue to deteriorate faster than the City can paint and repair the planks.

Project Manager Samantha Haimovich

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Park-in-Lieu Z4	86,800		119,000				205,800
							-
							-
							-
Total Funding Sources	86,800	-	119,000	-	-	-	205,800

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study			500				500
Design			5,000				5,000
Construction			190,000				190,000
Contingency			10,000				10,000
Total Expenditures	-	-	205,500	-	-	-	205,500

Balance Forward 86,800

CAPITAL IMPROVEMENT PLAN – PARKS PROJECTS

7. Brentwood Park Renovation and Pathway Improvements

Project Number pk1501

Project Scope This project will install a new retaining wall, play equipment, and ADA compliant pathway. The existing tennis courts will also be renovated.

Project Justification The existing tennis courts are cracked and require resurfacing. The pathways are distressed and the play equipment has reached the end of its useful life.

Project Manager Program Management

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Infrastructure Reserves	274,500						274,500
ADA Funds	76,200						76,200
General Fund	323,800						323,800
Grant - Baseball	67,600						67,600
Total Funding Sources	742,100	-	-	-	-	-	742,100

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	105,300						105,300
Construction		576,800					576,800
ADA Construction		76,200					
Contingency		60,000					60,000
Total Expenditures	105,300	713,000	-	-	-	-	742,100

Balance Forward 636,800

CAPITAL IMPROVEMENT PLAN – PARKS PROJECTS

8. Adult Fitness Equipment Installation

Project Number pk1601

Project Scope Installation of four pieces of Adult Fitness equipment in two locations on City-maintained property, four along Centennial Way near the existing Dog Park, and four on the Bay Trail at the segment owned and maintained by the City, between the Colma Creek Bridge and Haskins Way.

Project Justification The City has identified a need and community interest in integrating healthy living related amenities into City parks and open spaces. Fitness equipment in these locations would enhance the fitness opportunities of these existing pedestrian trails.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Park-In-Lieu Z4	60,000						60,000
							-
							-
							-
Total Funding Sources	60,000	-	-	-	-	-	60,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		6,000					6,000
Design		3,000					3,000
Construction		48,000					48,000
Contingency		3,000					3,000
Total Expenditures	-	60,000	-	-	-	-	60,000

Balance Forward 60,000

CAPITAL IMPROVEMENT PLAN – PARKS PROJECTS

9. Water Saving Upgrade Study

Project Number pk1602

Project Scope This project is to fund improvements to the irrigation infrastructure in city parks and civic landscaping. The project would identify and implement high-priority replacement of broken or inefficient irrigation equipment at various sites, specifically targeting obsolete irrigation controllers and inefficient spray heads, replacing them with “smart” or weather-based controllers and high-efficiency irrigation emitters and/or drip irrigation systems.

Project Justification The ongoing drought requires that the City take steps to reduce its overall water consumption

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	100,000						100,000
							-
							-
							-
Total Funding Sources	100,000	-	-	-	-	-	100,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Design							-
Construction							-
Contingency							-
Total Expenditures	-	100,000	-	-	-	-	100,000

Balance Forward 100,000

Storm Drain Projects



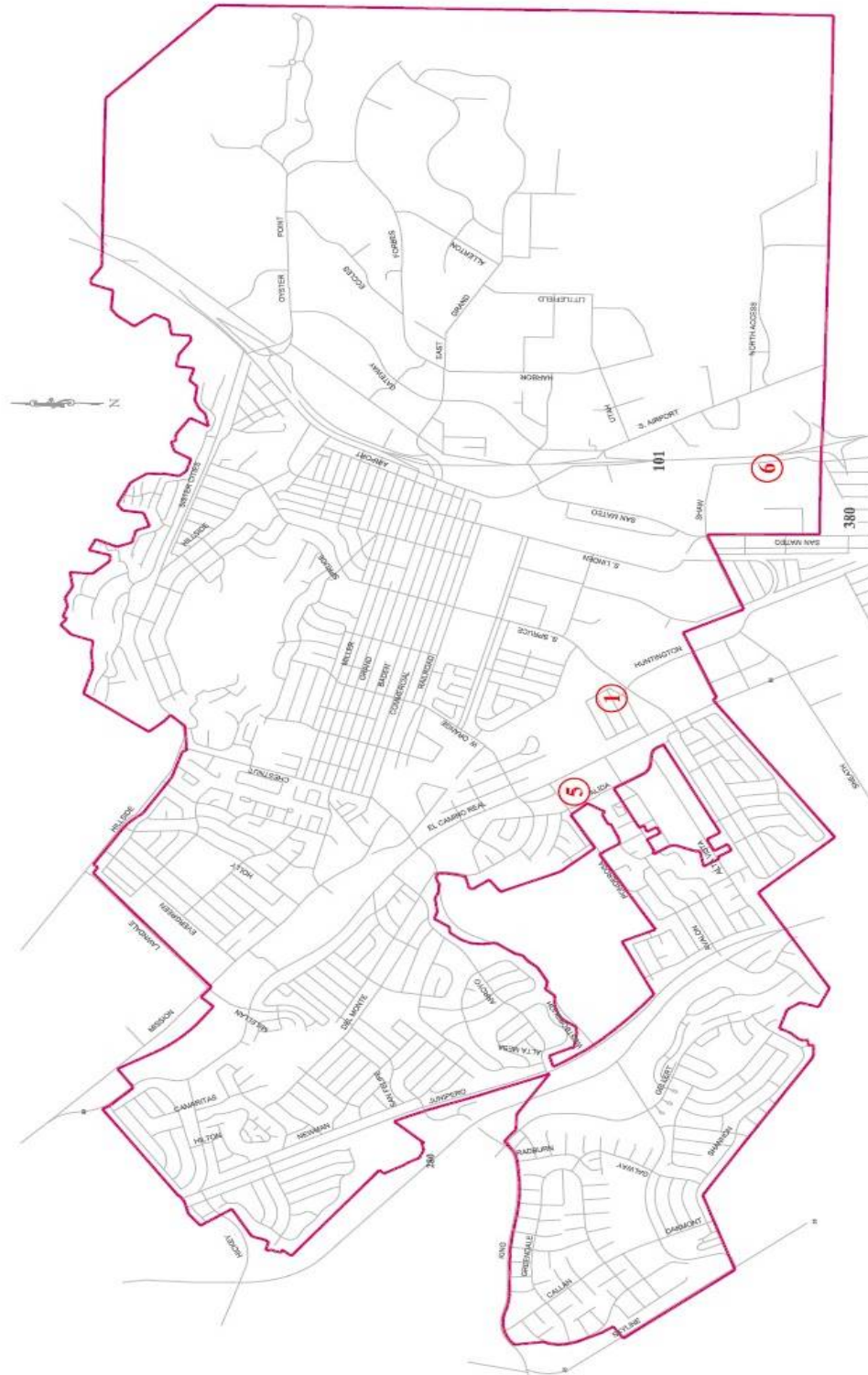
Storm Drain Projects Locations

STORM DRAINS

- 5. ALIDA WAY STORM DRAIN REHABILITATION
- 6. SHAW ROAD STORM LINE BYPASS
- 7. GREEN INFRASTRUCTURE PLANNING STUDY

- 3. STORM WATER PUMP STATION RENOVATIONS (CITYWIDE)
- 4. STORM WATER TRASH CAPTURE DEVICES

- 1. FRANCISCO TERRACE STORM DRAIN EVALUATION AND IMPROVEMENTS
- 2. STORM DRAIN MASTER PLAN (CITYWIDE)



Storm Drain Projects Listing

New Project and Additional Appropriations

1. Francisco Terrace Storm Drain Evaluation and Improvements 48

On-Going Projects

2. Storm Drain Master Plan 49
3. Storm Water Pump Station Renovations 50
4. Storm Water Trash Capture Devices 51
5. Alida Way Storm Drain Rehabilitation..... 52
6. Shaw Road Storm Line By-Pass 53
7. Green Infrastructure Planning Study..... 54

CAPITAL IMPROVEMENT PLAN – STORM DRAIN PROJECTS

1. Francisco Terrace Storm Drain Evaluation and Improvements

New Project Request

Project Number sd17-01

Project Scope This project will result in refined prioritization of upgrades of the City's storm drain system and selection of the highest priority areas and projects including the Francisco Terrace neighborhood. Selected projects will then move forward into design and construction.

Project Justification The Storm Drain Master Plan is a planning document that provides general information on deficiencies and prioritization of repair. The information is not, however, specific enough to select projects and begin design. More focused work is necessary to select projects that should move forward for completion during the next few years.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		200,000	1,000,000	3,500,000	2,500,000		7,200,000
							-
							-
							-
Total Funding Sources	-	200,000	1,000,000	3,500,000	2,500,000	-	7,200,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		200,000					200,000
Design			750,000				750,000
Construction				3,000,000	2,530,000		5,530,000
Contingency				360,000	360,000		720,000
Total Expenditures	-	200,000	750,000	3,360,000	2,890,000	-	7,200,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – STORM DRAIN PROJECTS

2. Storm Drain Master Plan

Project Number sd1002

Project Scope This project will evaluate the City's storm drain system, identify deficiencies, define a range of possible solutions, and provide recommended improvement projects for future CIPs.

Project Justification The plan will help identify improvements that will allow the City to meet the requirements of the Storm Water Permit and prevent flooding.

Project Manager Eric Evans/ Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Gas Tax	75,000						75,000
Other - Solid Waste	400,000						400,000
							-
							-
Total Funding Sources	475,000	-	-	-	-	-	475,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	415,900	59,100					475,000
Construction							-
Contingency							-
Total Expenditures	415,900	59,100	-	-	-	-	475,000

Balance Forward 59,100

CAPITAL IMPROVEMENT PLAN – STORM DRAIN PROJECTS

3. Storm Water Pump Station Renovations

Project Number sd1301

Project Scope This project will upgrade capacity of various storm water pump stations.

Project Justification The increased capacity of pump stations will decrease street flooding during heavy rainfall.

Project Manager Program Management/Sam Bautista

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Storm Water	260,000						260,000
							-
							-
							-
Total Funding Sources	260,000	-	-	-	-	-	260,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	56,500						56,500
Construction	142,000	61,500					203,500
Contingency							-
Total Expenditures	198,500	61,500	-	-	-	-	260,000

Balance Forward 61,500

CAPITAL IMPROVEMENT PLAN – STORM DRAIN PROJECTS

4. Storm Water Trash Capture Devices

Project Number sd1401

Project Scope This project will identify, install and place stormwater trash capture devices to improve waterways and comply with permit requirements.

Project Justification Section C.10.a.i of the City's storm water permit requires a viable work plan to show how the City will achieve a 70% reduction in trash loads flowing to Colma Creek by June 30, 2017. This plan will identify the most effective locations and costs for trash capture devices.

Project Manager Sam Bautista/ Robert Hahn/ Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Storm Water	75,000						75,000
Other - Solid Waste	500,000						500,000
General Fund			2,000,000	2,000,000	1,500,000		5,500,000
							-
Total Funding Sources	575,000	-	2,000,000	2,000,000	1,500,000	-	6,075,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		30,000					30,000
Design		50,000					50,000
Construction		445,000	1,800,000	1,800,000	1,400,000		5,445,000
Contingency		50,000	200,000	200,000	100,000		550,000
Total Expenditures	-	575,000	2,000,000	2,000,000	1,500,000	-	6,075,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 575,000

CAPITAL IMPROVEMENT PLAN – STORM DRAIN PROJECTS

5. Alida Way Storm Drain Rehabilitation

Project Number sd1601

Project Scope This project will rehabilitate 220 lineal feet of 48" storm drain line along Alida Way (under St. Veronica school playground).

Project Justification The storm drain line is in need of rehabilitation due to failures in the line.

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Gas Tax	100,000						100,000
							-
							-
							-
Total Funding Sources	100,000	-	-	-	-	-	100,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		15,000					15,000
Construction		75,000					75,000
Contingency		10,000					10,000
Total Expenditures	-	100,000	-	-	-	-	100,000

Balance Forward 100,000

CAPITAL IMPROVEMENT PLAN – STORM DRAIN PROJECTS

6. Shaw Road Storm Line By-Pass

Project Number sd1602

Project Scope To significantly reduce the risk of flooding in front of properties along 300 block of Shaw road, this project will install approximately 2000 feet of pipe to help convey excess water to the Shaw Road pump station.

Project Justification Frequent flooding in the 300 block of Shaw Road can be greatly reduced by this relatively inexpensive project.

Project Manager Eric Evans

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Storm Water	75,000						75,000
General Fund			305,000				305,000
							-
							-
Total Funding Sources	75,000	-	305,000	-	-	-	380,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study			15,000				15,000
Design			80,000				80,000
Construction				255,000			255,000
Contingency				30,000			30,000
Total Expenditures	-	-	95,000	285,000	-	-	380,000

Balance Forward 75,000

CAPITAL IMPROVEMENT PLAN – STORM DRAIN PROJECTS

7. Green Infrastructure Planning Study

Project Number sd1603

Project Scope National Pollutant Discharge Elimination System (NPDES) provision C.3.j requires all permittees to develop a Green Infrastructure framework for governing body approval by June 2016. This project will result in a report that prioritizes and maps project locations in the City where existing impervious surfaces can be replaced with permeable material.

Project Justification Permit compliance and planning of future CIPs

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Storm Water	200,000						200,000
							-
							-
							-
Total Funding Sources	200,000	-	-	-	-	-	200,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	3,200	196,800					200,000
Design							-
Construction							-
Contingency							-
Total Expenditures	3,200	196,800	-	-	-	-	200,000

Balance Forward 196,800

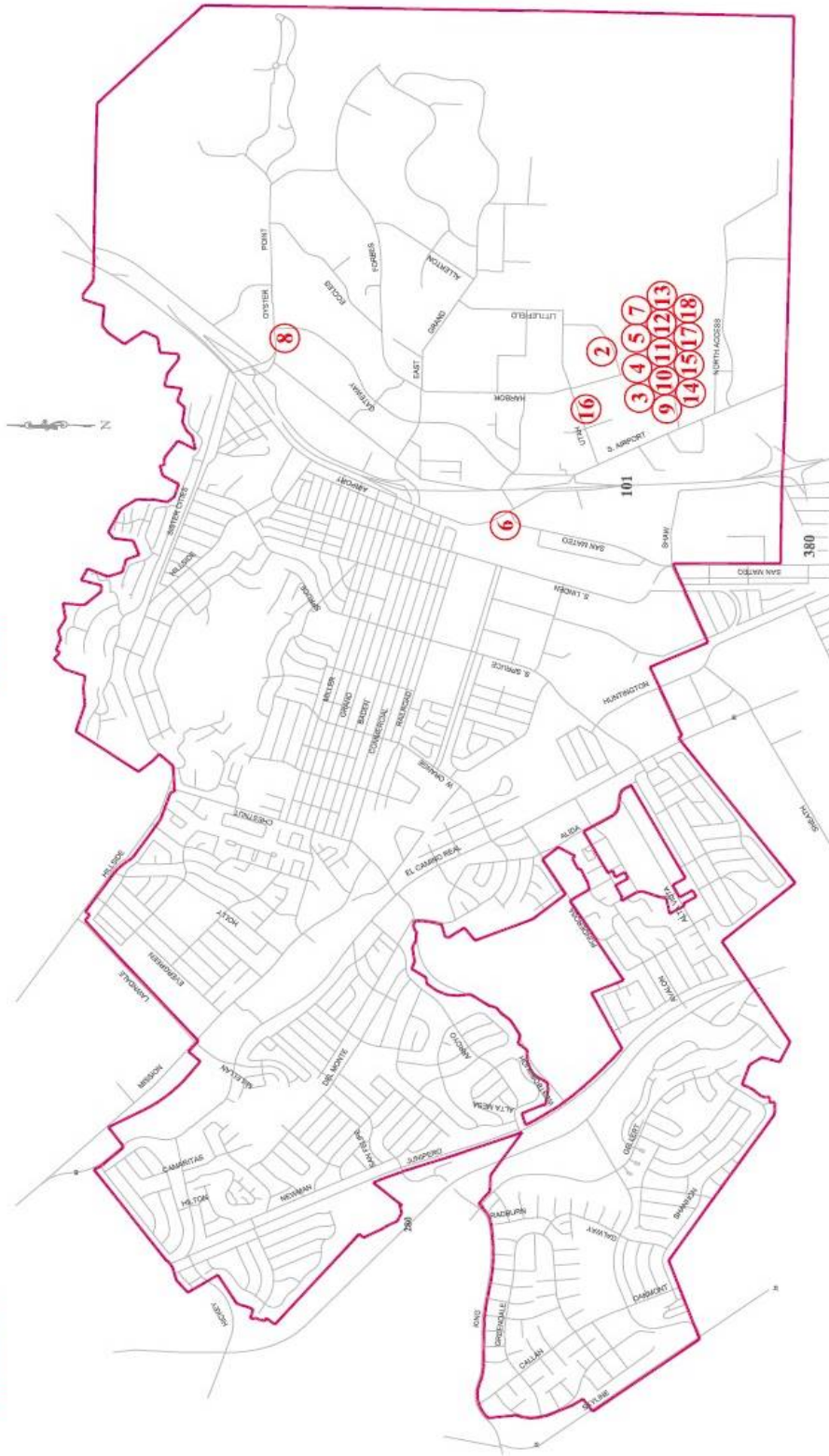
Sanitary Sewer Projects



Sanitary Sewer Projects Locations

SANITARY SEWER

- 1. SANITARY SEWER REHABILITATION LITTLEFIELD AVENUE (SOUTH) SANITARY SEWER SUB TRUNK REPAIR/UPGRADE
- 2. WQCP DIGESTER AND WET WEATHER IMPROVEMENTS PROJECTS (COMBINED WITH SS1309)
- 3. PLANT-WIDE INDUSTRIAL RECOATING PROGRAM
- 4. VACTOR-SWEEPER WASTE RECEIVING STATION IMPROVEMENTS
- 5. SEWER PUMP STATION NO. 9 VARIABLE FREQUENCY DRIVE (VFD) REPLACEMENT
- 6. WATER QUALITY CONTROL PLANT MAINTENANCE BUILDING ROOF REPLACEMENT
- 7. PUMP STATION #2 UPGRADE
- 8. WATER QUALITY CONTROL PLANT SECONDARY CLARIFIERS NO. 1 AND 2 REHABILITATION
- 9. WQCP EFFLUENT STORAGE BASIN LINEAR REPLACEMENT
- 10. WATER QUALITY CONTROL PLANT SWITCHGEAR AND COGENERATION CONTROLS UPGRADE
- 11. RECYCLED WATER FINANCIAL FEASIBILITY STUDY
- 12. WQCP SOLAR PHOTOVOLTAIC SYSTEM
- 13. WATER QUALITY CONTROL PLANT FLOW MONITORING
- 14. TURBO BLOWER #2 AT WQCP
- 15. PUMP STATION #4 FORCE MAIN CONTINGENCY PIPES UNDER UTAH AVENUE
- 16. WQCP WEB-BASED MONITORING PROJECTS
- 17. SODIUM HYPOCHLORITE STORAGE TANK REPLACEMENT



Sanitary Sewer Projects Listing

New Project and Additional Appropriations

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17. WQCP Web Based Monitoring Projects.....	74
18. Sodium Hypochlorite Storage Tank Replacement Project.....	75

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

1. Sanitary Sewer Rehabilitation

New Appropriations Request

Project Number ss1009

Project Scope This project includes point repairs and the installation of liners in existing sewer mains to prevent root intrusion and reduce sewage leakage into the ground.

Project Justification The project will prevent root intrusion into the City’s sewer mains, help prevent blockages and spills, and will reduce overall future maintenance costs.

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	1,550,800	775,000	575,000	575,000	575,000	575,000	4,625,800
							-
							-
							-
Total Funding Sources	1,550,800	775,000	575,000	575,000	575,000	575,000	4,625,800

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	95,800	50,000	25,000	25,000	25,000	25,000	245,800
Construction	1,455,000	650,000	500,000	500,000	500,000	500,000	4,105,000
Contingency		75,000	50,000	50,000	50,000	50,000	275,000
Total Expenditures	1,550,800	775,000	575,000	575,000	575,000	575,000	4,625,800

Note: Out year expenditures are estimates and subject to change

Balance Forward -

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

2. Littlefield Avenue (South) Sanitary Sewer Sub Trunk Repair/Upgrade

New Appropriations Request

Project Number ss1023

Project Scope This project will replace approximately 1350 feet of this sewer sub trunk.

Project Justification Maintenance staff have records of sewer flow problems in this area of Littlefield Avenue.

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	5,000	120,000					125,000
Sewer Impact Fees	63,500						63,500
							-
							-
Total Funding Sources	68,500	120,000	-	-	-	-	188,500

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	700						700
Design	25,800	25,000					50,800
Construction		118,200					118,200
Contingency		18,800					18,800
Total Expenditures	26,500	162,000	-	-	-	-	188,500

Note: Out year expenditures are estimates and subject to change

Balance Forward 42,000

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

3. WQCP Digester and Wet Weather Improvements Projects (Combined with ss1308)

New Appropriations Request

Project Number ss1301

Project Scope This project consists of replacement of digesters #1 and #2 and retrofit #3 at the Water Quality Control Plant. Additionally the project is comprised of wet weather improvements that will upgrade the wastewater treatment plant processes by modifying the aeration basins and channels, constructing an additional secondary clarifier, constructing new storm water pump stations, installing electric/automatic gates on the flow splitting structures, and installing new mechanisms at the existing clarifiers.

Project Justification The Water Quality Control Plant is in need of an upgrade on several of its processes to comply with new National Pollutant Elimination Discharge System permit requirements.

Project Manager Eric Evans

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	1,848,700	621,200					2,469,900
San Bruno Share	680,900	228,800					909,700
Other - State Loan	8,300,000			9,500,000	7,500,000		25,300,000
							-
Total Funding Sources	10,829,600	850,000	-	9,500,000	7,500,000	-	28,679,600

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	2,045,200	889,400					2,934,600
Construction			4,600,000	10,250,000	8,600,000		23,450,000
Contingency			500,000	750,000	1,045,000		2,295,000
Total Expenditures	2,045,200	889,400	5,100,000	11,000,000	9,645,000	-	28,679,600

Note: Out year expenditures are estimates and subject to change

Balance Forward 8,784,400

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

4. Plant-Wide Industrial Re-Coating Program

New Appropriations Request

Project Number ss1307

Project Scope This project will result in new paint and protective coatings on buildings and pipes at the Water Quality Control Plant (WQCP).

Project Justification The WQCP needs to maintain and protect several of its buildings and equipment by painting them with the proper coating.

Project Manager Eric Evans

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	139,700	335,300	558,800				1,033,800
San Bruno Share	53,000	127,200	211,920				392,120
NBSU	7,300	17,600	29,280				54,180
							-
Total Funding Sources	200,000	480,100	800,000	-	-	-	1,480,100

NBSU - North Bayside Systems Unit.

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	11,100						11,100
Construction		589,000	725,000				1,314,000
Contingency		80,000	75,000				155,000
Total Expenditures	11,100	669,000	800,000	-	-	-	1,480,100

Note: Out year expenditures are estimates and subject to change

Balance Forward 188,900

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

5. Vactor-Sweeper Waste Receiving Station Improvements

New Appropriations Request

Project Number ss1503

Project Scope This project is to design improvements to the Water Quality Control Plant’s vactor station to decrease silt and solids levels.

Project Justification A preliminary engineering study showed that increased use of the Vactor Waste Receiving Station by street sweepers has resulted in high silt and solids levels in discharge waste streams. Large amounts of trash and grit entering the Vactor waste receiving station clog pipes and drains. Dirt, grit, and silt accumulation results in excessive inorganic loadings to the primary treatment train and anaerobic digesters resulting in more frequent and costly cleaning schedules.

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	58,500	54,800	303,300				416,600
San Bruno Share	21,500	20,200	111,700				153,400
							-
							-
Total Funding Sources	80,000	75,000	415,000	-	-	-	570,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	26,500						26,500
Design		53,500					53,500
Construction			440,000				440,000
Contingency			50,000				50,000
Total Expenditures	26,500	53,500	490,000	-	-	-	570,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 53,500

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

6. Sewer Pump Station No. 9 Variable Frequency Drive (VFD) Replacement

New Appropriations Request

Project Number ss1602

Project Scope Replace four (4) variable frequency drives for sanitary sewage pumps.

Project Justification The existing Variable Frequency Drives (VFDs) were installed in 2002. Staff is beginning to experience decreased reliability and failures. Replacement parts are very difficult to find because the original equipment manufacturer has gone out of business. Replacing these VFDs with more efficient and reliable models will significantly improve conditions while greatly reducing the risk of sanitary sewer overflows.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	100,000	50,000					150,000
							-
							-
							-
Total Funding Sources	100,000	50,000	-	-	-	-	150,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		15,000					15,000
Construction		125,000					125,000
Contingency		10,000					10,000
Total Expenditures	-	150,000	-	-	-	-	150,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 100,000

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

7. Water Quality Control Plant Maintenance Building Roof Replacement

New Project Request

Project Number ss17-01

Project Scope This project will assess the condition of the existing roof and prescribe needed repairs or replace.

Project Justification The maintenance building was constructed as part of the 1999 plant expansion project. Several leaks have developed in the foam roofing material.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise		36,540	328,860				365,400
San Bruno Share		13,460	121,140				134,600
							-
							-
Total Funding Sources	-	50,000	450,000	-	-	-	500,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		10,000					10,000
Design		40,000					40,000
Construction			400,000				400,000
Contingency			50,000				50,000
Total Expenditures	-		450,000	-	-	-	500,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

8. Pump Station #2 Upgrade

New Project Request

Project Number ss17-02

Project Scope This project will design the necessary upgrades to the pump station to accommodate the new growth in "The Cove" area. Construction to occur in the next fiscal year.

Project Justification This project is identified in the East of 101 Sewer Master Plan.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Impact Fees		300,000	2,200,000				2,500,000
							-
							-
							-
Total Funding Sources	-	300,000	2,200,000	-	-	-	2,500,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		300,000					300,000
Construction			2,000,000				2,000,000
Contingency			200,000				200,000
Total Expenditures	-	300,000	2,200,000	-	-	-	2,500,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

9. Water Quality Control Plant Secondary Clarifiers No. 1 and 2 Rehabilitation

New Project Request

Project Number ss17-03

Project Scope This project will remove and replace drive mechanism and center columns, repair concrete tank structure, and abrasively blast and recoat tank interior and exterior.

Project Justification The Water Quality Control Plant was originally constructed in 1965, with a condition assessment completed in 2015. Consultant recommended replacement of drive mechanisms, which have become structurally deficient, and repair and recoating of concrete structure to ensure reliable operation.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise		650,400					650,400
San Bruno Share		239,600					239,600
							-
							-
Total Funding Sources	-	890,000	-	-	-	-	890,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		10,000					10,000
Construction		800,000					800,000
Contingency		80,000					80,000
Total Expenditures	-	890,000	-	-	-	-	890,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

10. Water Quality Control Plant Effluent Storage Basin Liner Replacement

New Project Request

Project Number ss17-04

Project Scope This project will design and replace effluent storage basin liner with new membrane.

Project Justification The Water Quality Control Plant effluent storage basin was constructed in 2005. Periodic inspections have revealed moderate to severe ultraviolet light (UV) damage to the lining membrane.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise		36,500	350,800				387,300
San Bruno Share		13,500	129,200				142,700
							-
							-
Total Funding Sources	-	50,000	480,000	-	-	-	530,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		50,000					50,000
Construction			440,000				440,000
Contingency			40,000				40,000
Total Expenditures	-	50,000	480,000	-	-	-	530,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

11. Water Quality Control Plant Switchgear and Cogeneration Controls Upgrade

New Project Request

Project Number ss17-05

Project Scope This state of the art project will design, construct and replace automatic switchgear and cogeneration controls in Blower Building No. 1.

Project Justification The original K1/K2 switchgear and cogeneration controls where installed during the 1992 plant expansion project. Parts are no longer available for servicing this equipment. Upgrading the controls would also allow the cogeneration system to operate while the plant is on standby generators, thus reducing the extending our run time. This upgrade will replace the obsolete analog switchgear and cogeneration controls providing more reliable operation during utility power outages.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise		496,900					496,900
San Bruno Share		183,100					183,100
							-
							-
Total Funding Sources	-	680,000	-	-	-	-	680,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		50,000					50,000
Construction		570,000					570,000
Contingency		60,000					60,000
Total Expenditures	-	680,000	-	-	-	-	680,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

12. Recycled Water Financial Feasibility Study

Project Number ss1007

Project Scope This project will evaluate the financial viability and benefits of using recycled water.

Project Justification The use of recycled water will reduce the demand of water from local wells and from the Hetch Hetchy reservoir.

Project Manager Brian McMinn

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	224,800						224,800
							-
							-
							-
Total Funding Sources	224,800	-	-	-	-	-	224,800

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	105,400	119,400					224,800
Design							-
Construction							-
Contingency							-
Total Expenditures	105,400	119,400	-	-	-	-	224,800

Balance Forward 119,400

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

13. WQCP Solar Photovoltaic System

Project Number ss1205

Project Scope Construction of a solar photovoltaic carport system at the WQCP.

Project Justification This project will provide the WQCP with a sustainable source of electricity and will reduce electrical costs.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	1,005,400						1,005,400
San Bruno Share	370,400						370,400
							-
							-
Total Funding Sources	1,375,800	-	-	-	-	-	1,375,800

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	176,200						176,200
Construction	5,000	1,194,600					1,199,600
Contingency							-
Total Expenditures	181,200	1,194,600	-	-	-	-	1,375,800

Balance Forward 1,194,600

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

14. Water Quality Control Plant Flow Monitoring

Project Number ss1306

Project Scope This project will monitor the effluent flow from the North Bayside System Unit (NBSU) users. Additional equipment needs to be purchased to monitor the flows.

Project Justification This project is needed to ensure that NBSU users are in compliance with flow requirements per the agreement.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	48,500						48,500
San Bruno Share	32,400						32,400
NBSU	69,100						69,100
							-
Total Funding Sources	150,000	-	-	-	-	-	150,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design							-
Construction	133,500	16,500					150,000
Contingency							-
Total Expenditures	133,500	16,500	-	-	-	-	150,000

Balance Forward 16,500

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

15. Turbo Blower #2 at WQCP

Project Number ss1501

Project Scope This project would design and purchase all appurtenances for an additional Turbo Blower at the WQCP.

Project Justification There is an existing Turbo Blower at the WQCP which provides energy cost savings. The new Turbo Blower is more efficient than the existing blower.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	696,400						696,400
San Bruno Share	256,500						256,500
							-
							-
Total Funding Sources	952,900	-	-	-	-	-	952,900

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	18,200						18,200
Construction	886,600	15,300					901,900
Contingency	32,800						32,800
Total Expenditures	937,600	15,300	-	-	-	-	952,900

Balance Forward 15,300

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

16. Pump Station #4 Force Main Contingency Pipes Under Utah Avenue

Project Number ss1502

Project Scope This project will design and construct an additional force main from Pump Station #4 to the WQCP.

Project Justification There is one existing force main from Pump Station #4. An additional force main will provide redundancy in the event the existing force main breaks or needs maintenance.

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	3,800,000		3,300,000				7,100,000
							-
							-
							-
Total Funding Sources	3,800,000	-	3,300,000	-	-	-	7,100,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	74,000	126,000					200,000
Construction			6,300,000				6,300,000
Contingency			600,000				600,000
Total Expenditures	74,000	126,000	6,900,000	-	-	-	7,100,000

Balance Forward 3,726,000

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

17. WQCP Web Based Monitoring Projects

Project Number ss1504

Project Scope This will create web portals to remotely monitor operations at the Water Quality Control Plant.

Project Justification Part of the web based monitoring is required as part of the installation of the solar photovoltaic system. The system will also increase system reliability and problem response time at the plant.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	296,800						296,800
							-
							-
							-
Total Funding Sources	296,800	-	-	-	-	-	296,800

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	258,000	38,800					296,800
Construction							-
Contingency							-
Total Expenditures	258,000	38,800	-	-	-	-	296,800

Balance Forward 38,800

CAPITAL IMPROVEMENT PLAN – SANITARY SEWER PROJECTS

18. Sodium Hypochlorite Storage Tank Replacement Project

Project Number ss1601

Project Scope This project will replace 3 existing sodium hypochlorite tanks, which provide disinfection to treated wastewater before discharge into the bay.

Project Justification The original storage tanks were installed in 1995. In 2008 the tanks began to leak product and were repaired using a liners. The contractor who installed the liners advised that the tanks should be replaced within the next five to eight years. The tanks have began to leak again and have reached the end of their useful life.

Project Manager Eric Evans

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Sewer Enterprise	365,000	(98,300)	194,100				460,800
San Bruno Share		98,300	205,900				304,200
							-
							-
Total Funding Sources	365,000	-	400,000	-	-	-	765,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	18,600	67,200					85,800
Construction			619,200				619,200
Contingency			60,000				60,000
Total Expenditures	18,600	67,200	679,200	-	-	-	765,000

Balance Forward 346,400

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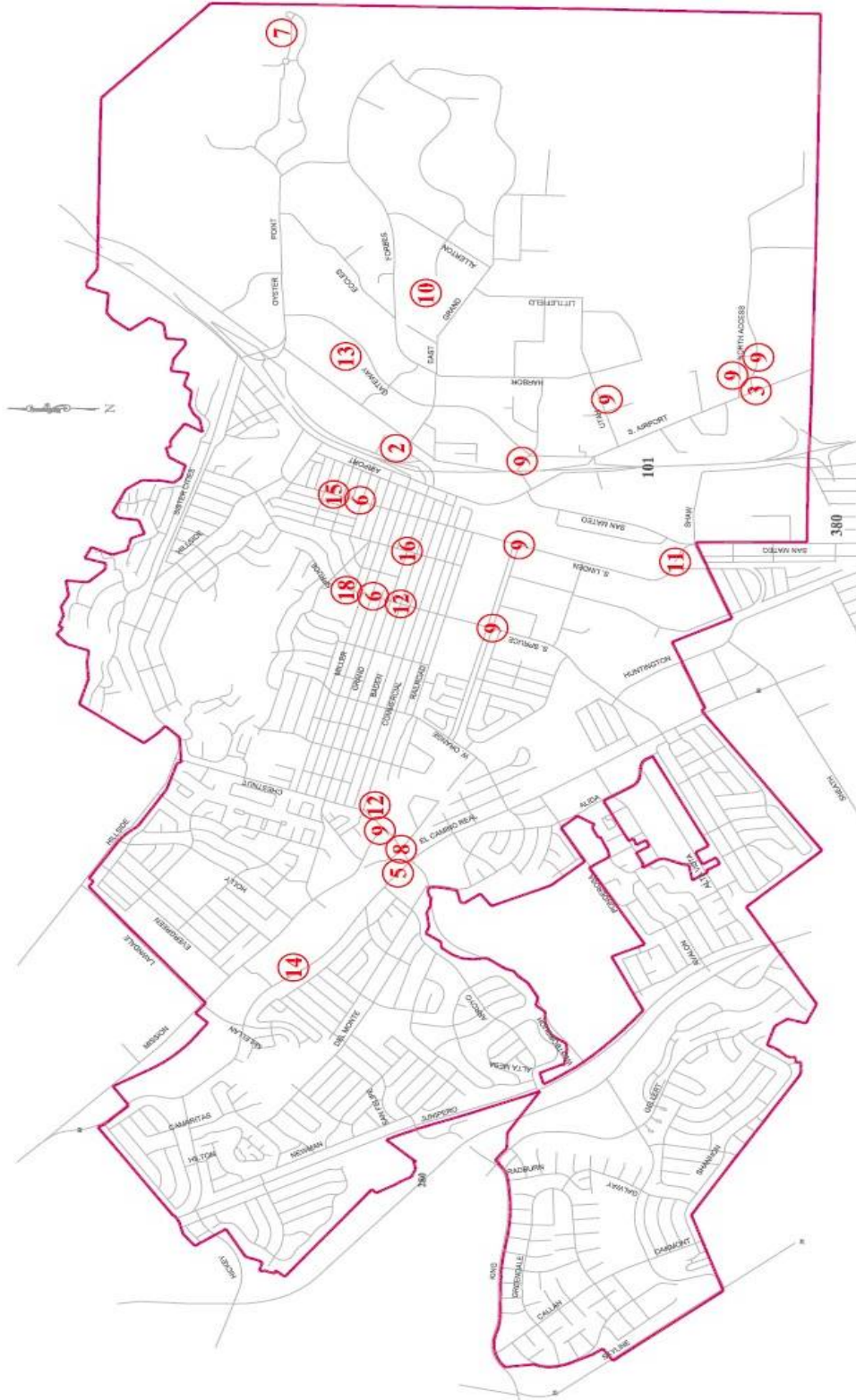
Streets Projects



Streets Projects Locations

STREETS

- 1. STREET REHABILITATION PROGRAM
- 2. DUBOUE AVENUE AND EAST GRAND AVENUE IMPROVEMENTS
- 3. SOUTH AIRPORT BOULEVARD BRIDGE REPLACEMENT
- 4. CITYWIDE SIDEWALK GAP CLOSURE PROJECT
- 5. GRAND BOULEVARD PROJECT (CHESTNUT TO ARROYO WAY) NEW APPROPRIATIONS REQUEST
- 6. LINDEN AVENUE/SPRUCE AVENUE TRAFFIC CALMING IMPROVEMENTS
- 7. OYSTER POINT MARINA PARKING LOT PONDING WATER MITIGATION
- 8. UNDERGROUND UTILITIES DISTRICT (GUD) RULE 20A FOR ANTONETTE LANE
- 9. BRIDGE PREVENTATIVE MAINTENANCE PROGRAM
- 10. EAST OF 101 PUBLIC AMENITIES & RIGHT OF WAY STUDY
- 11. SOUTH LINDEN AVENUE GRADE SEPARATION
- 12. UNDERGROUND UTILITY DISTRICT—RULE 20A
- 13. GATEWAY ASSESSMENT IMPROVEMENT PROJECT
- 14. GRAND BOULEVARD PROJECT (KAISER WAY TO MCLELLAN DRIVE)
- 15. LINDEN AVENUE COMPLETE STREETS (CALIFORNIA TO ASPEN) PEDESTRIAN AND BIKE SAFETY IMPROVEMENTS
- 16. GRAND AVENUE SIDEWALK AND PLAZAS IMPROVEMENT PROJECT
- 17. PAINT RESTRIPING OF CITY STREETS
- 18. SPRUCE AVENUE PEDESTRIAN SAFETY IMPROVEMENTS PROJECT



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CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

1. Street Rehabilitation Program

New Appropriations Request

Project Number st1201

Project Scope This project will resurface various City streets.

Project Justification Road surfaces deteriorate over time and need rehabilitation to improve its condition.

Project Manager Bob Hahn/ Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure A	1,647,900	277,000	1,000,000	1,000,000	1,000,000	1,000,000	5,924,900
Gas Tax	514,200		1,000,000	1,000,000	1,000,000	1,000,000	4,514,200
Measure W		3,000,000	3,000,000	670,000	670,000	670,000	8,010,000
							-
Total Funding Sources	2,162,100	3,277,000	5,000,000	2,670,000	2,670,000	2,670,000	18,449,100

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	62,000	75,000	50,000	50,000	50,000	50,000	337,000
Construction	1,985,000	3,002,000	3,002,500	3,002,500	3,002,500	3,002,500	16,997,000
Contingency	115,100	200,000	200,000	200,000	200,000	200,000	1,115,100
Total Expenditures	2,162,100	3,277,000	3,252,500	3,252,500	3,252,500	3,252,500	18,449,100

Note: Out year expenditures are estimates and subject to change

Balance Forward -

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

2. Dubuque Avenue and East Grand Avenue Improvements

New Appropriations Request

Project Number st1203

Project Scope The project will eliminate the reverse grade and island on Dubuque at East Grand Avenue

Project Justification These improvements will make the intersection more safe for vehicles turning onto Dubuque Avenue.

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure A	120,000	35,000					155,000
							-
							-
Total Funding Sources	120,000	35,000	-	-	-	-	155,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	400	10,400					10,800
Design	25,900	5,900					31,800
Construction		90,000					90,000
Contingency		22,400					22,400
Total Expenditures	26,300	128,700	-	-	-	-	155,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 93,700

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

3. South Airport Boulevard Bridge Replacement

New Appropriations Request

Project Number st1301

Project Scope The project will replace the South Airport Boulevard bridge at North Access Road.

Project Justification Bridge inspection by Caltrans resulted in a reduced load rating for the bridge and requires replacement.

Project Manager Bob Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Grants - HBP	360,760	2,726,180	1,067,330				4,154,270
Measure A	104,050	300,000	134,180				538,230
							-
							-
Total Funding Sources	464,810	3,026,180	1,201,510	-	-	-	4,692,500

HBP - Highway Bridge Program.

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	73,530						73,530
Design	332,670	126,300					458,970
Construction		580,000	3,100,000				3,680,000
Contingency		50,000	430,000				480,000
Total Expenditures	406,200	756,300	3,530,000	-	-	-	4,692,500

Note: Out year expenditures are estimates and subject to change

Balance Forward **58,610**

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

4. Citywide Sidewalk Gap Closure Project

New Appropriations Request

Project Number st1402

Project Scope This project will construct sidewalks where there are gaps in the City's sidewalk system. These locations were identified during the development of the City's Pedestrian Master Plan.

Project Justification The project closes gaps in the existing pedestrian infrastructure, creating opportunities for increased pedestrian trips between existing and future destinations, as well as dramatically increasing safety.

Project Manager Bob Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Grant - TOD Incentive	357,000						357,000
Measure A	100,000	75,000					175,000
							-
							-
Total Funding Sources	457,000	75,000	-	-	-	-	532,000

TOD - Transient Oriented Development Incentive

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	28,900	1,100					30,000
Construction		448,800					448,800
Contingency		53,200					53,200
Total Expenditures	28,900	503,100	-	-	-	-	532,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 428,100

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

5. Grand Boulevard Project (Chestnut to Arroyo Way)

New Appropriations Request

Project Number st1403

Project Scope

This project will improve El Camino Real between Chestnut Avenue and Arroyo Way by installing enhanced pedestrian crossings, with corner curb bulb outs and median refuges, expanded bus stop/waiting areas, and a new landscaped median.

Project Justification

The project improves an important gateway to the City of South San Francisco and helps set the stage for planned transit-oriented, mixed-use development along the frontage, as envisioned in the City's 2011 El Camino Real/Chestnut Avenue Area Plan.

Project Manager

Eric Evans

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Grants - OBAG TLC	1,000,000						1,000,000
Measure A	155,000	500,000					655,000
							-
							-
Total Funding Sources	1,155,000	500,000	-	-	-	-	1,655,000

OBAG TLC - One Bay Area Grant, Transportation for Livable Communities.

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	286,850		-	-	-	-	286,850
Construction		1,238,150					1,238,150
Contingency		130,000					130,000
Total Expenditures	286,850	1,368,150	-	-	-	-	1,655,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 868,150

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

6. Linden Avenue/Spruce Avenue Traffic Calming Improvements

New Appropriations Request

Project Number st1602

Project Scope The project will design improvements along Linden Avenue from Aspen Avenue Miller Avenue and Spruce from Lux to Miller. Elements include new intersection bulb-outs with Low Impact Development (LID) treatments and landscaping, high visibility crosswalks, ADA curb ramps, pedestrian crossings, median pedestrian refuge islands, and installation of a Class II bike lane with signage.

Project Justification Linden and Spruce Avenues are identified in the Pedestrian Master Plan as a priority project. It is an integral part of the City's Downtown Station Area Plan.

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure A	140,000						140,000
Grant - ATP Cycle 2		868,000					868,000
							-
							-
Total Funding Sources	140,000	868,000	-	-	-	-	1,008,000

ATP - Active Transportation Program

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	39,700	40,000					79,700
Construction			858,600				858,600
Contingency			69,700				69,700
Total Expenditures	39,700	40,000	928,300	-	-	-	1,008,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 100,300

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

7. Oyster Point Marina Parking Lot Ponding Water Mitigation

New Project Request

Project Number st17-01

Project Scope This project will overlay approximately 30,000 square feet of asphalt parking lot that is subject to ponding water after raining.

Project Justification To provide a short term solution to prevent ponding water after raining per the State Water Board permit requirements.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Other - Solid Waste		200,000					200,000
							-
							-
							-
Total Funding Sources	-	200,000	-	-	-	-	200,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		20,000					20,000
Construction		165,000					165,000
Contingency		15,000					15,000
Total Expenditures	-	200,000	-	-	-	-	200,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

8. Underground Utilities District (UUD) Rule 20A for Antoinette Lane

New Project Request

Project Number st17-02

Project Scope This project will establish an Underground Utilities District (UUD) on Antoinette Lane from Peninsula Pine Apartments to terminus. Project extends approximately 1,200 linear feet and will cost approximately \$1.3 million. Antoinette Lane adjoins the Centennial Trail, a public recreation area, and will adjoin a future civic area.

Project Justification The City plans to develop the PUC site located at ECR/Chestnut. Overhead lines must be undergrounded prior to development.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		110,000	65,000				175,000
							-
							-
							-
Total Funding Sources	-	110,000	65,000	-	-	-	175,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		110,000	65,000				175,000
Design							-
Construction							-
Contingency							-
Total Expenditures	-	110,000	65,000	-	-	-	175,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

9. Bridge Preventative Maintenance Program

New Project Request

Project Number st17-03

Project Scope This project will conduct preventative maintenance on ten (10) city bridges including: Colma Creek Bridge at Produce Avenue, Colma Canal Bridge at Linden Avenue, Two bridges over San Bruno Channel over N. Access Road, Colma Creek Bridge at Spruce Avenue, Colma Creek Bridge at Chestnut Avenue, Colma Creek Bridge at Utah Avenue, Grand Avenue and San Bruno Channel over Access Road.

Project Justification State highway grant funds are available to pay the costs of the bridge preventative maintenance program

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Infrastructure Reserves		80,000					80,000
							-
							-
							-
Total Funding Sources	-	80,000	-	-	-	-	80,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		15,000					15,000
Construction		60,000					60,000
Contingency		5,000					5,000
Total Expenditures	-	80,000	-	-	-	-	80,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

10. East of 101 Public Amenities & Right-of-Way Study

New Project Request

Project Number st17-04

Project Scope This project will analyze the East of 101 area to determine improvements to the right-of-way to facilitate efficient transit and provide public amenities to create a "campus-feel".

Project Justification This project is a priority for the development of the East of 101 and can be used to attract other funding in the future.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure A		75,000	325,000				400,000
							-
							-
							-
Total Funding Sources	-	75,000	325,000	-	-	-	400,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		75,000	325,000				400,000
Design							-
Construction							-
Contingency							-
Total Expenditures	-	75,000	325,000	-	-	-	400,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

11. South Linden Avenue Grade Separation

Project Number st1004

Project Scope This project will provide coordination for the South Linden Grade Separation.

Project Justification This is the last remaining at-grade Caltrain/Union Pacific railroad crossing in South San Francisco. Separating the vehicles and trains will prevent crossing accidents and improve traffic flow.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Gas Tax	150,000						150,000
Measure A	32,900						32,900
							-
							-
Total Funding Sources	182,900	-	-	-	-	-	182,900

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	2,300	180,600					182,900
Design							-
Construction							-
Contingency							-
Total Expenditures	2,300	180,600	-	-	-	-	182,900

Note: Out year expenditures are estimates and subject to change

Balance Forward 180,600

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

12. Underground Utility District – Rule 20A

Project Number st1204

Project Scope This project will underground overhead utility wires on Spruce Avenue and Chestnut Avenue. A new street lighting system will need to be designed and constructed.

Project Justification Undergrounding of overhead utility wires will enhance the area.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Gas Tax	170,000						170,000
							-
							-
							-
Total Funding Sources	170,000	-	-	-	-	-	170,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	81,300	88,700					170,000
Construction							-
Contingency							-
Total Expenditures	81,300	88,700	-	-	-	-	170,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 88,700

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

13. Gateway Assessment Improvement Project

Project Number st1302

Project Scope Improve areas of the Gateway Assessment District.

Project Justification This project will utilize remaining Gateway Assessment District funds to improve roadways, landscaping, and signals in the District.

Project Manager Bob Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Other - Gateway District	660,000						660,000
							-
							-
							-
Total Funding Sources	660,000	-	-	-	-	-	660,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	101,000						101,000
Construction		500,000					500,000
Contingency		59,000					59,000
Total Expenditures	101,000	559,000	-	-	-	-	660,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 559,000

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

14. Grand Boulevard Project (Kaiser Way to McLellan Drive)

Project Number st1502

Project Scope

This project will improve El Camino Real between Kaiser Way and the South San Francisco BART station by installing enhanced pedestrian crossings, with corner curb bulbouts and median refuges, expanded bus stop/waiting areas, and a new landscaped median.

Project Justification

The project improves an important gateway to the City of South San Francisco and helps set the stage for planned transit-oriented, mixed-use development along the frontage, as envisioned in the City's 2011 El Camino Real/Chestnut Avenue Area Plan. It will create opportunities for increased pedestrian trips between existing and future destinations, as well as increase safety.

Project Manager Eric Evans

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure A	110,000		1,000,000				1,110,000
Grant - TCSP			1,990,000				1,990,000
							-
							-
Total Funding Sources	110,000	-	2,990,000	-	-	-	3,100,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	11,600						11,600
Design	7,000	91,400					98,400
Construction			2,700,000				2,700,000
Contingency			290,000				290,000
Total Expenditures	18,600	91,400	2,990,000	-	-	-	3,100,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 91,400

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

15. Linden Avenue Complete Streets (California to Aspen) Pedestrian & Bike Safety Improvements

Project Number st1601

Project Scope The project will improve Linden Avenue from California Avenue to Aspen Avenue. Elements include new intersection bulb-outs with Low Impact Development (LID) treatments and landscaping, high visibility crosswalks, ADA curb ramps, ped xings, median ped refuge islands, and installation of a Class II bike lane with signage.

Project Justification Linden Avenue is identified in the Pedestrian Master Plan as a priority project. It is an integral part of the City's Downtown Station Area Plan.

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure A	80,000						80,000
Grant - TDA	400,000						400,000
							-
							-
Total Funding Sources	480,000	-	-	-	-	-	480,000

TDA - Transportation Development Act

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		80,000					80,000
Construction		400,000					400,000
Contingency							-
Total Expenditures	-	480,000	-	-	-	-	480,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 480,000

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

16. Grand Avenue Sidewalk & Plazas Improvement Project

Project Number st1603

Project Scope This project will design wider sidewalks and plazas along Grand Avenue from Airport Boulevard to Spruce Avenue. Construction will occur in future Fiscal Years.

Project Justification This project is supported by the Downtown Station Specific Plan. Widened sidewalks and plazas are envisioned along Grand Avenue to benefit pedestrians and businesses.

Project Manager Patrick Caylao/ Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	138,500						138,500
Infrastructure Reserves	2,500						2,500
							-
							-
Total Funding Sources	141,000	-	-	-	-	-	141,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	3,700						3,700
Design	2,100	135,200					137,300
Construction							-
Contingency							-
Total Expenditures	5,800	135,200	-	-	-	-	141,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 135,200

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

17. Paint Restriping of City Streets

Project Number st1604

Project Scope This project will restripe fading street markings of lanes, text, and arrows.

Project Justification Project will make streets safer for drivers and pedestrians.

Project Manager Eric Evans

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Gas Tax	80,000		100,000	100,000	100,000	100,000	480,000
							-
							-
							-
Total Funding Sources	80,000	-	100,000	100,000	100,000	100,000	480,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design							-
Construction	26,200	53,800	100,000	100,000	100,000	100,000	480,000
Contingency							-
Total Expenditures	26,200	53,800	100,000	100,000	100,000	100,000	480,000

Note: Out year expenditures are estimates and subject to change

Balance Forward	53,800
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CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

18. Spruce Avenue Pedestrian Safety Improvements Project

Project Number st1605

Project Scope Along Spruce Avenue, from Lux Ave. to Miller Ave., this project will install edge line striping, traffic calming medians, high visibility xwalk, staggered landscaped bulbouts, and crosswalk striping.

Project Justification Implementation of the City's Pedestrian Master Plan.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	139,000						139,000
							-
							-
							-
Total Funding Sources	139,000	-	-	-	-	-	139,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		139,000					139,000
Construction							-
Contingency							-
Total Expenditures	-	139,000	-	-	-	-	139,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 139,000

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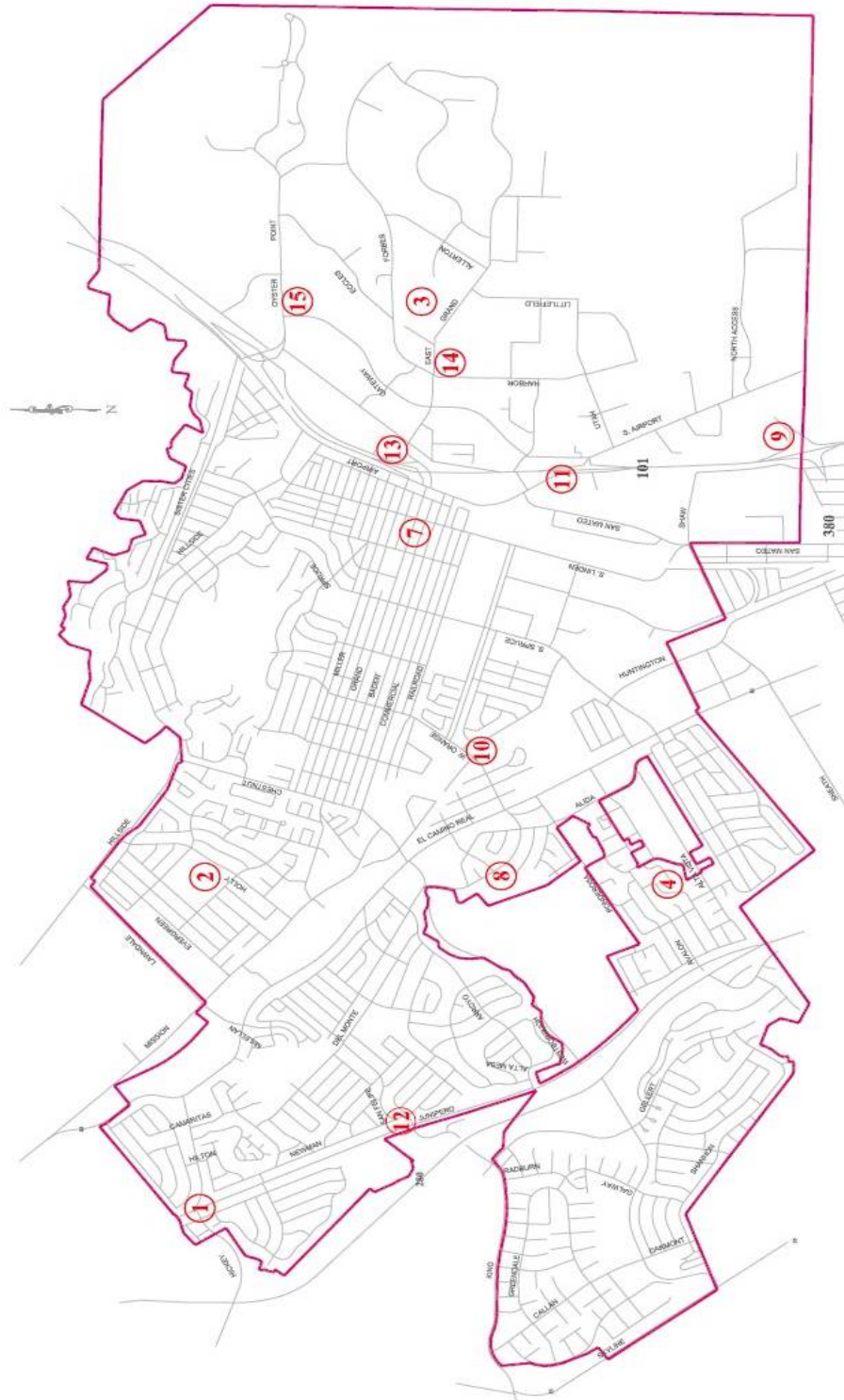
Traffic Projects



Traffic Project Locations

TRAFFIC

- 1. HICKEY BOULEVARD AND JUNIFERO SERRA BOULEVARD PEDESTRIAN AND INTERSECTION SAFETY IMPROVEMENTS
- 2. SUNSHINE GARDENS SAFETY AND CONNECTIVITY IMPROVEMENT PROGRAM
- 3. EAST OF 101 TRAFFIC MODEL UPDATE
- 4. AYALON-SRENTWOOD PARK NEIGHBORHOOD TRAFFIC STUDY
- 5. TRAFFIC IMPACT FEE STUDY
- 6. BICYCLE DATABASE
- 7. DOWNTOWN TRUCK RESTRICTION PROJECT
- 8. FAIRWAY DRIVE AND WEST ORANGE AVENUE TRAFFIC CALMING IMPROVEMENTS
- 9. I-580 CONGESTION IMPROVEMENTS
- 10. WEST ORANGE AVENUE/CENTENNIAL WAY PEDESTRIAN BEACON
- 11. I-580 PRODUCE AVENUE INTERCHANGE PROJECT
- 12. JUNIFERO SERRA AND KING DRIVE INTERSECTION IMPROVEMENTS
- 13. SOUTH SAN FRANCISCO CALTRAIN PEDESTRIAN AND BICYCLE UNDERPASS PLANNING PROJECT
- 14. EAST GRAND FROM GATEWAY TO FORBES INTERSECTION IMPROVEMENTS
- 15. OYSTER POINT/GATEWAY/VETERANS INTERSECTION IMPROVEMENTS
- 16. MISCELLANEOUS TRAFFIC IMPROVEMENTS



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CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

1. Hickey Boulevard and Junipero Serra Boulevard Pedestrian and Intersection Safety Improvements

New Appropriations Request

Project Number tr1601

Project Scope The initial funding will bring the project to 35% design, helping the city secure grant funds to bring the project to construction. The scope includes the design and installation of curb extensions, improved crosswalks, modification of pedestrian pushbuttons, advanced pedestrian crossing signage, median refuges, and new sidewalks extending to the Colma City Limits.

Project Justification The project has been identified in the City's Pedestrian Master Plan as a top priority project.

Project Manager Eric Evans

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	30,000	50,000					80,000
							-
							-
							-
Total Funding Sources	30,000	50,000	-	-	-	-	80,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	23,900	56,100					80,000
Construction							-
Contingency							-
Total Expenditures	23,900	56,100	-	-	-	-	80,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 6,100

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

2. Sunshine Gardens Safety and Connectivity Improvement Program

New Project Request

Project Number tr17-01

Project Scope This project will install traffic safety measures for pedestrians and bicyclist including the installation of advanced stop bars, high visibility ladder crosswalks, median pedestrian refuge islands, advanced yield lines, edge lines, and new ADA compliant curb ramps, and a Class 3 bikeway along Holly Avenue between Mission Road and Hillside Boulevard.

Project Justification This project was identified in the Pedestrian and Bicycle Master Plan.

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Appropriation Prior Years	Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Grant - Measure A		504,000					504,000
Measure A		126,000					126,000
							-
							-
Total Funding Sources	-	630,000	-	-	-	-	630,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design		100,000					100,000
Construction			484,000				484,000
Contingency			46,000				46,000
Total Expenditures	-	100,000	530,000	-	-	-	630,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

3. East of 101 Traffic Model Update

New Project Request

Project Number tr17-02

Project Scope This project is to update the existing collection of data East of 101 Traffic Model to create new baseline information.

Project Justification This project is needed to help City staff and developers with traffic analysis of the East of 101 area. The current model is seven (7) years old and project traffic to 2040. This will also take into consideration residential land uses.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Traffic Impact Fees		300,000					300,000
							-
							-
							-
Total Funding Sources	-	300,000	-	-	-	-	300,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		300,000					300,000
Design							-
Construction							-
Contingency							-
Total Expenditures	-	300,000	-	-	-	-	300,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

4. Avalon-Brentwood Park Neighborhood Traffic Study

New Project Request

Project Number tr17-03

Project Scope This project will analyze the traffic circulation within the Avalon-Brentwood Park neighborhood.

Project Justification This project will measure and analyze traffic circulation due to the installation of traffic calming devices in the neighborhood.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	New Appropriation	Out years				Total
	Prior Years	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund		100,000					100,000
							-
							-
							-
Total Funding Sources	-	100,000	-	-	-	-	100,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		100,000					100,000
Design							-
Construction							-
Contingency							-
Total Expenditures	-	100,000	-	-	-	-	100,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

5. Traffic Impact Fee Study

Project Number tr1013

Project Scope This project will update the East of 101 Traffic Impact Fee.

Project Justification The existing Traffic Impact Fee has not been updated since 2007. New projects to facilitate development in the east of 101 area and more information about existing traffic impacts need to be incorporated into the existing fee.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Traffic Impact Fees	515,400						515,400
							-
							-
							-
Total Funding Sources	515,400	-	-	-	-	-	515,400

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	409,200	106,200					515,400
Design							-
Construction							-
Contingency							-
Total Expenditures	409,200	106,200	-	-	-	-	515,400

Balance Forward 106,200

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

6. Bicycle Database

Project Number tr1201

Project Scope This project will establish and maintain bicycle data. Data will be collected on a yearly basis as a minimum and will include: bicycle user counts, analysis of bicycle collision rates and locations, review of facility conditions, and other information as deemed pertinent by the City's Bicycle and Pedestrian Advisory Committee (BPAC). A report will be prepared and presented to the BPAC for review on an annual basis in order to make recommendations for improving bike safety, maintaining existing facilities, and constructing new facilities.

Project Justification The adoption of the Bicycle Master Plan directs collection of pertinent bicycle data in order to assist the BPAC in annual reviews, promote safety, and aid in grant applications.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Gas Tax	35,000		25,000	25,000	25,000	25,000	135,000
Measure A	35,000						35,000
							-
							-
Total Funding Sources	70,000	-	25,000	25,000	25,000	25,000	170,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	45,100	24,900	25,000	25,000	25,000	25,000	170,000
Design							-
Construction							-
Contingency							-
Total Expenditures	45,100	24,900	25,000	25,000	25,000	25,000	170,000

Balance Forward 24,900

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

7. Downtown Truck Restriction Project

Project Number tr1202

Project Scope This project will implement the truck restriction policy for the City's Downtown Area. Trucks will be restricted along Airport Boulevard between Sister Cities Boulevard and San Mateo Avenue. The project will coordinate efforts with Caltrans and affected businesses, and conduct the required Environmental Documents and Traffic Studies.

Project Justification Trucks cause excessive congestion in the downtown area. Traffic flow will improve with the elimination of trucks in this area.

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure A	65,000						65,000
Gas Tax	50,000						50,000
							-
							-
Total Funding Sources	115,000	-	-	-	-	-	115,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	81,900	33,100					115,000
Implementation							-
Contingency							-
Total Expenditures	81,900	33,100	-	-	-	-	115,000

Balance Forward 33,100

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

8. Fairway Drive & West Orange Avenue Traffic Calming Improvements

Project Number tr1302

Project Scope This project will remove the existing temporary orange delineators at West Orange Avenue/Fairway Drive near the library and install 6 to 8-inch high asphalt berms to direct traffic from making illegal right turns from Fairway Drive onto West Orange Avenue into opposing traffic.

Project Justification The project prevents vehicles from making illegal right turns, thereby increasing safety for vehicular and pedestrian traffic at the intersection.

Project Manager Patrick Caylao/ Eric Evans

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure A	30,000						30,000
							-
							-
							-
Total Funding Sources	30,000	-	-	-	-	-	30,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	5,800	8,900					14,700
Construction	4,900	10,400					15,300
Contingency							-
Total Expenditures	10,700	19,300	-	-	-	-	30,000

Balance Forward 19,300

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

9. I-380 Congestion Improvements

Project Number tr1401

Project Title I-380 Congestion Improvements

Project Scope Overall, the project will construct improvements along the I-380 corridor to relieve peak hour congestion. This phase will be for preliminary planning and engineering which includes traffic surveys, topographic mapping, feasibility studies, alternatives analysis, utility evaluation, environmental evaluation, geometric analysis, structural evaluation, geotechnical evaluation, conceptual plans, and interagency coordination.

Project Justification The City applied for and received \$500,000 in Measure A funding for the project which will be administered by the Transportation Authority (TA). Funding is required for staff time to coordinate with the TA and affected agencies.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Measure A	25,000						25,000
							-
							-
							-
Total Funding Sources	25,000	-	-	-	-	-	25,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study	100	24,900					25,000
Design							-
Construction							-
Contingency							-
Total Expenditures	100	24,900	-	-	-	-	25,000

Balance Forward 24,900

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

10. West Orange Avenue/Centennial Way Pedestrian Beacon

Project Number tr1402

Project Scope This project will construct flashing beacons on West Orange Avenue at Centennial Way.

Project Justification The existing in-ground lights are in constant disrepair and the activation bollards frequently are hit by vehicles. This project will install flashing overhead beacons and remove the in-ground lights.

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Gas Tax	150,000						150,000
Measure A	44,700						44,700
							-
							-
Total Funding Sources	194,700	-	-	-	-	-	194,700

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	45,600	9,100					54,700
Construction	2,900	137,100					140,000
Contingency							-
Total Expenditures	48,500	146,200	-	-	-	-	194,700

Balance Forward 146,200

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

11. US-101 Produce Avenue Interchange Project [TIF #39]

Project Number tr1404

Project Scope The ultimate project will construct a new interchange on US-101 at Produce Avenue. The interchange includes constructing a new overcrossing connecting Utah Avenue on the east side of US-101 to San Mateo Avenue on the west side of US-101. The project will allow for reconfiguration of the existing southbound ramps at Produce Avenue and Airport Boulevard, as well as incorporation of the northbound off/on ramps at South Airport Boulevard into the interchange design.

Project Justification This will provide improved traffic circulation in the area and a much needed east/west connection over US-101 for vehicles, bicycles, and pedestrians.

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Traffic Impact Fees	30,700						30,700
Grants - Measure A Hwy	500,000						500,000
Gas Tax	150,000						150,000
							-
Total Funding Sources	680,700	-	-	-	-	-	680,700

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	425,700	255,000					680,700
Construction							-
Contingency							-
Total Expenditures	425,700	255,000	-	-	-	-	680,700

Balance Forward 255,000

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

12. Junipero Serra and King Drive Intersection Improvements

Project Number tr1501

Project Scope This project will install signal mast arms and a speed feedback sign, realign medians, and update island and curb ramps at the Junipero Serra and King Drive intersection.

Project Justification This project will improve the intersection to reduce the number of accidents and improve bicycle and pedestrian safety.

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Grants - HSIP	849,300						849,300
Measure A	94,500						94,500
							-
							-
Total Funding Sources	943,800	-	-	-	-	-	943,800

HSIP- Highway Safety Improvement Program.

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	255,100						255,100
Construction		688,700					688,700
Contingency							-
Total Expenditures	255,100	688,700	-	-	-	-	943,800

Balance Forward 688,700

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

13. South San Francisco Caltrain Pedestrian and Bicycle Underpass Planning Project

Project Number tr1503

Project Scope This project will study the feasibility of segregating the pedestrian and bicycle tunnel from other planned improvements at the South San Francisco Caltrain Station.

Project Justification Overall station improvements are on hold. If the tunnel can be built in advance, the community will benefit from it without having to wait for the improved station.

Project Manager Eric Evans/ Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Grant - SR2T	200,000						200,000
Measure A	100,000						100,000
							-
							-
Total Funding Sources	300,000	-	-	-	-	-	300,000

SR2T - Safe Route to Transit Grant

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design	37,900						37,900
Construction		242,100					242,100
Contingency		20,000					20,000
Total Expenditures	37,900	262,100	-	-	-	-	300,000

Balance Forward 262,100

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

14. East Grand from Gateway to Forbes Intersection Improvemtns

Project Number tr1602

Project Scope The project will design improvements at the East Grand Avenue/Gateway Avenue and East Grand Avenue/Forbes Boulevard intersections.

Project Justification As identified in the Traffic Improvement Plan (East of 101), the intersections as currently configured do not handle traffic as efficiently as is needed.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Traffic Impact Fees	600,000						600,000
							-
							-
							-
	600,000	-	-	-	-	-	600,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		50,000					50,000
Design		550,000					550,000
Construction							-
Contingency							-
Total Expenditures	-	600,000	-	-	-	-	600,000

Balance Forward 600,000

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

15. Oyster Point/Gateway/Veteran’s Intersection Improvements

Project Number tr1603

Project Scope The project is the design phase to improve the Oyster Point Blvd. crosses Gateway Blvd. and Veteran's Blvd.

Project Justification As identified in the Traffic Improvement Plan (East of 101), the intersections as currently configured do not handle traffic as efficiently as is needed.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
Traffic Impact Fees	600,000						600,000
							-
							-
							-
Total Funding Sources	600,000	-	-	-	-	-	600,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study		50,000					50,000
Design		550,000					550,000
Construction							-
Contingency							-
Total Expenditures	-	600,000	-	-	-	-	600,000

Balance Forward 600,000

CAPITAL IMPROVEMENT PLAN – TRAFFIC PROJECTS

16. Miscellaneous Traffic Improvements

Project Number tr1604

Project Scope This project is to address any traffic related issues in the City, such as striping, signs, traffic signals, etc.

Project Justification This project's budget is to pay for any traffic related issues that arise from TAC or during other traffic issue.

Project Manager Lawrence Henriquez

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2016-17	Out years				Total
			FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
General Fund	150,000						150,000
							-
							-
							-
Total Funding Sources	150,000	-	-	-	-	-	150,000

Expenditures	Prior Years Exp	Estimated Exp FY 2016-17	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Total
Preliminary Study							-
Design							-
Construction	40,200	109,800					150,000
Contingency							-
Total Expenditures	40,200	109,800	-	-	-	-	150,000

Balance Forward 109,800

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Appendix 1: Funding Sources

GENERAL FUND

The City's general fund revenues come from a variety of sources including but not limited to property tax revenues, sales taxes, motor vehicle in-lieu fees, transient occupancy taxes, revenues from other agencies, franchise fees, business license fees, commercial parking taxes, permits, charges for services, fines, etc. More information on this funding source is available in the City's operating budget.

GAS TAX (HIGHWAY USER TAX)

Gas taxes are generated from the \$0.18 per gallon State excise tax on motor vehicle fuel sold in California. Prior to 2010, the City also received Proposition 42 funding which included a portion of the 6% sales tax on fuel. Beginning in 2010, the legislature approved a swap and eliminated the sales tax on fuel, and substituted it with a \$0.173 per gallon gas excise tax resulting in no planned changes to revenues in the Gas Tax Fund. The State Board of Equalization administers the tax and the State controller distributes the proceeds to cities and counties using formulas based on population and lane-miles of maintained roadways. The use of gas tax funds is limited to research, planning, construction, improvement, and maintenance and operation of public street and public transit guide ways including storm drainage facilities.

GRANTS

Revenues from grants are generated through various grants received from Federal and State governments or other governmental agencies. Examples of grant funding for projects include the Federal Highway Safety Improvement Program and State Transportation Development Act. Grants fund a variety of transportation related improvements, safety improvements, and energy efficient improvements. Use of these grant funds is restricted to the specific project or purpose for which the grant was given.

MEASURE A

Measure A fund revenues are generated from a countywide one-half cent sales tax for transportation improvements approved by voters in 2004 and expiring at the end of 2033. The program is administered by the San Mateo County Transportation Authority. Measure A is used for a broad spectrum of transportation related projects and programs as approved by voters in the 2004 ballot measure.

OTHER

Other funding sources include:

Developer Contributions

This is a contribution from Genentech to fund improvements on Forbes Boulevard. This improvement is part of the Genentech Master Plan.

East of 101 Sewer Impact Fees

The fees are paid by new development at the time of building permit issuance. Development impact fees must be used to fund improvements that mitigate the impacts of new development

as identified in the nexus study supporting the fee program. Sewer Impact Fees pay for sewer infrastructure improvements east of 101.

Gateway Assessment District

The assessment district was set up several years ago to improve the project area’s infrastructure including streets, storm drainage, sewers, and landscaping. Revenues were generated from a property assessment collected on the property tax bill. This funding represents the remaining assessments that were collected.

North Bayside System Unit (NBSU)

The Water Quality Control Plant (WQCP) provides secondary treatment to NBSU members including Millbrae, Burlingame, and San Francisco airport. San Bruno, as a co-owner of the WQCP is also a member of NBSU. NBSU members pay a portion of CIP projects related to providing wastewater treatment and discharge at the WQCP.

PARK IN-LIEU FEES

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

SEWER ENTERPRISE FUND

The majority of the revenues in this fund are generated by a service fee that is collected for the City’s cost to operate the sanitary sewer service system which includes gravity collection lines (pipes in the street), pump stations, a wastewater treatment plant and a disposal system. The fee is collected on the property tax bill (with some direct billing also occurring) and pays the City portion of the costs of the projects in the CIP. Since the City co-owns the treatment plant with the City of San Bruno, San Bruno also reimburses the City of South San Francisco for their share of the treatment plant CIP expenditures. Other secondary participants in the treatment plant include the cities of Millbrae and Burlingame, and the San Francisco Airport. The City also has a sewer capacity charge that generates revenues to fund 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.

STATE REVOLVING FUND

The California State Water Resources Control Board’s Clean Water State Revolving Fund program offers low cost financing for a wide variety of water quality projects. The City is in the process of formalizing arrangements to receive this financing for major improvements at the Water Quality Control Plant in order to replace aging structures, increase reliability, and remain in compliance with wastewater treatment regulations.

STORM WATER FUND

The majority of the revenues in this fund are generated by a service fee that is collected for the City’s cost to operate the storm water system in compliance with state and federal regulations. The fee is collected on the property tax bill and pays a portion of the City costs to provide this service.

TRAFFIC IMPACT FEES

The City has several development impact fee programs that fund new development's share of the construction and acquisition of infrastructure/facilities. The fees are paid by new development at the time of building permit issuance. Development impact fees must be used to fund improvements that mitigate the impacts of new development as identified in the nexus study supporting the fee program. Traffic Impact Fees fund projects to improve the traffic flow in the area east of 101.

Summary of Funding Sources

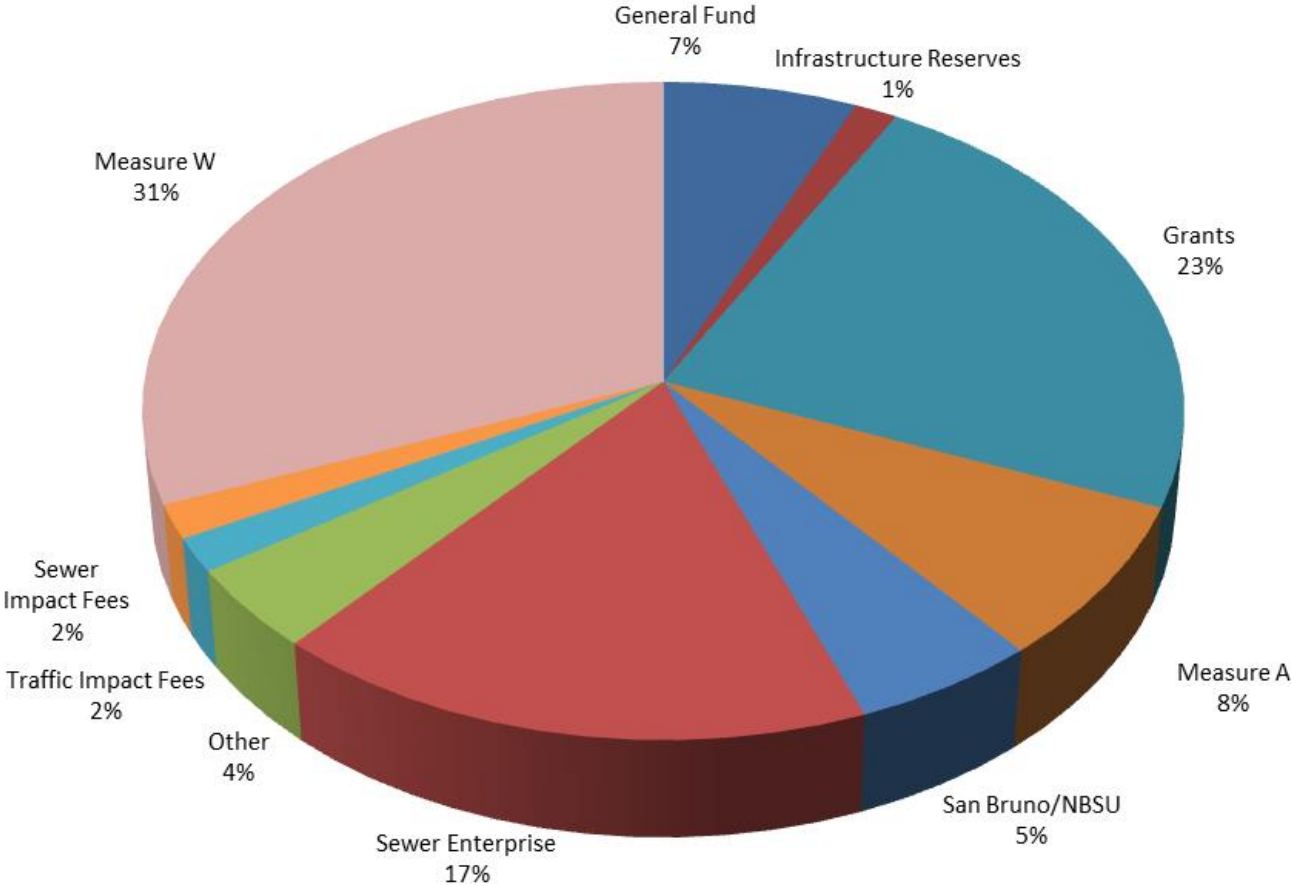
Funding sources represent the resources used to complete CIP projects. Unspent appropriation at the end of the fiscal year do not expire, instead the remaining appropriation is carried forward and made available to be spent in the following fiscal year. Projects tend to take several years to complete design, obtain proper permits and clearances with state agencies, and finish construction. A detailed table of projects listed by funding source can be found in the appendix of this document.

Total Appropriations by Funding Source

Funding Source	Remaining Appropriations as of March 2016	FY16-17 New Appropriations Request	Total Appropriations FY16-17	Approximate Out Year Appropriation Requests*
General Fund	2,329,000	1,169,000	3,498,000	41,641,000
Infrastructure Reserves	866,000	260,000	1,126,000	-
ADA Funds	564,000	-	564,000	-
Gas Tax	706,000	-	706,000	4,500,000
Grants	2,606,000	4,098,000	6,704,000	3,057,000
Measure A	812,000	1,388,000	2,200,000	10,459,000
San Bruno/NBSU	539,000	942,000	1,481,000	809,000
Sewer Enterprise	5,745,000	3,078,000	8,823,000	7,336,000
Other	9,920,000	737,000	10,657,000	22,000,000
Storm Water	500,000	-	500,000	49,000,000
Traffic Impact Fees	1,306,000	300,000	1,606,000	-
Sewer Impact Fees	42,000	300,000	342,000	2,200,000
Park-in-Lieu Z4	507,000	-	507,000	119,000
Measure W	-	5,500,000	5,500,000	5,010,000
Total	26,442,000	17,772,000	44,214,000	146,131,000

* These are the approximate, anticipated appropriations needed to complete new and existing projects for the four years following FY2016-17

Chart 2: Total FY 2016-17 Appropriations by Funding Source



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Appendix 2: FY 2016-17 CIP Summary by Project Type

Charts begin on next page.

CAPITAL IMPROVEMENT PLAN – APPENDIX 2

Number	Existing Project Title	Remaining Appropriation as of March 2016	FY16-17 New Appro. Request	FY17-18	FY18-19	FY19-20	FY20-21	Total
Public Facilities Projects								
pf1506	x Sign Hill Generator Replacement	53,600	100,000	-	-	-	-	153,600
pf17-01	Caltrain Entry Plaza Debris Removal	-	20,000	-	-	-	-	20,000
pf17-02	Fire Station 63 Rollup Door Replacement	-	100,000	-	-	-	-	100,000
pf17-03	Energy Savings Program	-	50,000	5,000,000	-	-	-	5,050,000
pf17-04	Training Tower Maintenance	-	320,000	-	-	-	-	320,000
pf17-05	City Hall Modernization	-	40,000	125,000	200,000	1,350,000	-	1,715,000
pf17-06	Station Alert Package (5 Stations)	-	216,200	-	-	-	-	216,200
pf17-07	Civic Center Plaza	-	2,500,000	-	-	-	-	2,500,000
pf1404	x ADA Citywide Improvements	428,000	-	-	-	-	-	428,000
pf1406	x Corporation Yard Soil Stockpile Shelter	91,400	-	-	-	-	-	91,400
pf1413	x Grand Avenue Library Remodel Project	995,400	-	-	-	-	-	995,400
pf1502	x Parking Meter Upgrade	342,100	-	-	-	-	-	342,100
pf1505	x Oyster Point Marina Restrooms	59,000	-	-	-	-	-	59,000
pf1509	x MSB Atrium Restroom Modernization Project	86,900	-	-	-	-	-	86,900
pf1601	x Pool Locker Room Renovation	310,200	-	-	-	-	-	310,200
pf1602	x HVAC Replacements Citywide (Merged with pf1603, pf1604, and pf1505)	371,800	-	-	-	-	-	371,800
pf1606	x Permit Center Upgrades	29,900	-	-	-	-	-	29,900
pf1608	x Fire Station 64 Roof Girder Replacement	222,700	-	-	-	-	-	222,700

CAPITAL IMPROVEMENT PLAN – APPENDIX 2

Number	Existing Project Title	Remaining Appropriation as of March 2016	FY16-17 New Appro. Request	FY17-18	FY18-19	FY19-20	FY20-21	Total
pf1609	x Magnolia Senior Center Parking Lot Resurfacing	75,000	-	-	-	-	-	75,000
pf1610	x Siebecker Parking Lot Resurfacing	75,000	-	-	-	-	-	75,000
pf1611	x Capital Improvement Study	14,000	-	-	-	-	-	14,000
various	Future Public Facilities Projects (HVAC, Roof Replacement, etc)	-	-	11,685,000	2,194,000	2,194,000	2,194,000	18,267,000
Subtotal Public Facilities Projects		3,155,000	3,346,000	16,810,000	2,394,000	3,544,000	2,194,000	31,443,000
Parks Projects								
pk1401	x Willow Gardens Playgrounds Replacement	165,600	50,000	-	-	-	-	215,600
pk1502	x Alta Loma Park Playground Renovation & Pathway Improvements	190,900	180,000	-	-	-	-	370,900
pk17-01	Gateway Monument Signs (Merged with pk1503)	141,000	250,000	-	-	-	-	391,000
pk17-02	Sign Hill Improvements	-	100,000	200,000	-	-	-	500,000
pk1204	x Francisco Terrace Playground Replacement	59,700	-	-	-	-	-	59,700
pk1402	x Orange Memorial Park Sports Field Grandstand Conversion	86,800	-	119,000	-	-	-	205,800
pk1501	x Brentwood Park Renovation and Pathway Improvements	636,800	-	-	-	-	-	636,800
pk1601	x Adult Fitness Equipment Installation	60,000	-	-	-	-	-	60,000
pk1602	x Water Saving Upgrade Study	100,000	-	-	-	-	-	100,000
various	Future Parks Projects	-	-	1,400,000	5,000,000	629,000	1,400,000	8,429,000
Subtotal Parks Projects		1,441,000	580,000	1,719,000	5,200,000	629,000	1,400,000	10,969,000
Storm Drain Projects								
sd17-01	Francisco Terrace Storm Drain Evaluation and Improvements	-	200,000	1,000,000	3,500,000	2,500,000	-	7,200,000

CAPITAL IMPROVEMENT PLAN – APPENDIX 2

Number	Existing Project Title	Remaining Appropriation as of March 2016	FY16-17 New Appro. Request	FY17-18	FY18-19	FY19-20	FY20-21	Total
sd1002	x Storm Drain Master Plan Implementation	59,100	-	-	-	-	-	59,100
sd1301	x Storm Water Pump Station Renovations	61,500	-	-	-	-	-	61,500
sd1401	x Storm Water Trash Capture Devices	575,000	2,000,000	2,000,000	1,500,000	-	-	6,075,000
sd1601	x Alida Way Storm Drain Rehabilitation	100,000	-	-	-	-	-	100,000
sd1602	x Shaw Road Storm line By-Pass	75,000	305,000	-	-	-	-	380,000
sd1603	x Green Infrastructure Planning Study	196,800	-	-	-	-	-	196,800
various	Future Storm Drain Projects	-	3,000,000	13,000,000	18,000,000	15,000,000	-	49,000,000
Subtotal Storm Drain Projects		1,067,000	200,000	18,500,000	22,000,000	15,000,000	15,000,000	63,072,000
Sanitary Sewer Projects								
ss1009	x Sanitary Sewer Rehabilitation	-	775,000	575,000	575,000	575,000	575,000	3,075,000
ss1023	x Littlefield Avenue (South) Sanitary Sewer Sub Trunk Repair/Upgrade	42,000	120,000	-	-	-	-	162,000
ss1301	x WQCP Digester and Wet Weather Improvements Projects (Combined with ss1308)	8,784,400	850,000	9,500,000	7,500,000	-	-	26,634,400
ss1307	x Plant-Wide Industrial Re-Coating Program	188,900	480,100	-	-	-	-	1,469,000
ss1503	x Vactor-Sweeper Waste Receiving Station Improvements	53,500	75,000	-	-	-	-	543,500
ss1602	x Sewer Pump Station No. 9 Variable Frequency Drive (VFD) Replacement	100,000	50,000	-	-	-	-	150,000
ss17-01	Water Quality Control Plant Maintenance Building Roof Replacement	-	50,000	450,000	-	-	-	500,000
ss17-02	Pump Station #2 Upgrade	-	300,000	2,200,000	-	-	-	2,500,000
ss17-03	Water Quality Control Plant Secondary Clarifiers No. 1 and 2 Rehabilitation	-	890,000	-	-	-	-	890,000
ss17-04	Water Quality Control Plant Effluent Storage Basin Liner Replacement	-	50,000	480,000	-	-	-	530,000
ss17-05	Water Quality Control Plant Switchgear and Cogeneration Controls Upgrade	-	680,000	-	-	-	-	680,000
ss1007	x Recycled Water Financial Feasibility Study	119,400	-	-	-	-	-	119,400

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CAPITAL IMPROVEMENT PLAN – APPENDIX 2

Number	Existing Project Title	Remaining Appropriation as of March 2016	FY16-17 New Appro. Request	FY17-18	FY18-19	FY19-20	FY20-21	Total
ss1205	x WQCP Solar Photovoltaic System	1,194,600	-	-	-	-	-	1,194,600
ss1306	x Water Quality Control Plant Flow Monitoring	16,500	-	-	-	-	-	16,500
ss1501	x Turbo Blower #2 at WQCP	15,300	-	-	-	-	-	15,300
ss1502	x Pump Station #4 Force Main Design/Contingency Pipes Under Utah Avenue	3,726,200	-	-	-	-	-	7,026,200
ss1504	x WQCP Web Based Monitoring Projects	38,800	-	-	-	-	-	38,800
ss1601	x Sodium Hypochlorite Storage Tank Replacement Project	346,400	-	-	-	-	-	746,400
Subtotal Sanitary Sewer Projects		14,626,000	4,320,100	8,620,000	10,075,000	8,075,000	575,000	46,291,000
Streets Projects								
st1201	x Street Rehabilitation Program	-	3,277,000	5,000,000	2,670,000	2,670,000	2,670,000	16,287,000
st1203	x Dubuque Avenue & East Grand Avenue Improvements	93,700	35,000	-	-	-	-	128,700
st1301	x South Airport Boulevard Bridge Replacement	58,610	3,026,180	1,201,510	-	-	-	4,286,300
st1402	x Citywide Sidewalk Gap Closure Project	428,100	75,000	-	-	-	-	503,100
st1403	x Grand Boulevard Project (Chestnut to Arroyo Way)	868,150	500,000	-	-	-	-	1,368,150
st1602	x Linden Avenue/Spruce Avenue Traffic Calming Improvements	100,300	868,000	-	-	-	-	968,300
st17-01	Oyster Point Marina Parking Lot Ponding Water Mitigation	-	200,000	-	-	-	-	200,000
st17-02	Underground Utilities District (UUD) Rule 20A for Antoinette Lane	-	110,000	65,000	-	-	-	175,000
st17-03	Bridge Preventative Maintenance Program	-	80,000	-	-	-	-	80,000
st17-04	East of 101 Public Amenities & Right-of-Way Study	-	75,000	325,000	-	-	-	400,000
st1004	x South Linden Avenue Grade Separation	180,600	-	-	-	-	-	180,600
st1204	x Underground Utility District - Rule 20A	88,700	-	-	-	-	-	88,700
st1302	x Gateway Assessment Improvement Project	559,000	-	-	-	-	-	559,000

CAPITAL IMPROVEMENT PLAN – APPENDIX 2

Number	Existing Project Title	Remaining Appropriation as of March 2016	FY16-17 New Appro. Request	FY17-18	FY18-19	FY19-20	FY20-21	Total
st1502	x Grand Boulevard Project (Kaiser Way to McLellan Drive)	91,400	-	2,990,000	-	-	-	3,081,400
st1601	x Linden Avenue Complete Streets (California to Aspen), Pedestrian & Bike Safety Improvements	480,000	-	-	-	-	-	480,000
st1603	x Grand Avenue Sidewalk & Plazas Improvement Project	135,200	-	-	-	-	-	135,200
st1604	x Paint Restriping of City streets	53,800	-	100,000	100,000	100,000	100,000	453,800
st1605	x Spruce Avenue Pedestrian Safety Improvements Project	139,000	-	-	-	-	-	139,000
Subtotal Streets Projects			8,246,000	2,770,000	2,770,000	2,770,000	2,770,000	29,514,000
Traffic Projects								
tr1601	x Hickey Boulevard and Junipero Serra Boulevard Pedestrian and Intersection Safety Improvements	6,100	50,000	-	-	-	-	56,100
tr17-01	Sunshine Gardens Safety and Connectivity Improvement Program	-	630,000	-	-	-	-	630,000
tr17-02	East of 101 Traffic Model Update	-	300,000	-	-	-	-	300,000
tr17-03	Avalon-Brentwood Park Neighborhood Traffic Study	-	100,000	-	-	-	-	100,000
tr1013	x Traffic Impact Fee Study	106,200	-	-	-	-	-	106,200
tr1201	x Bicycle Database	24,900	-	25,000	25,000	25,000	25,000	124,900
tr1202	x Downtown Truck Restriction Project	33,100	-	-	-	-	-	33,100
tr1302	x Fairway Drive & West Orange Avenue Traffic Calming Improvements	19,300	-	-	-	-	-	19,300
tr1401	x I-380 Congestion Improvements	24,900	-	-	-	-	-	24,900
tr1402	x West Orange Avenue/Centennial Way Pedestrian Beacon	146,200	-	-	-	-	-	146,200
tr1404	x US-101 Produce Avenue Interchange [TIF #39]	254,960	-	-	-	-	-	254,960
tr1501	x Junipero Serra and King Drive Intersection Improvements	688,700	-	-	-	-	-	688,700

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CAPITAL IMPROVEMENT PLAN – APPENDIX 2

Number	Existing Project Title	Remaining Appropriation as of March 2016	FY16-17 New Appro. Request	FY17-18	FY18-19	FY19-20	FY20-21	Total
tr1503	x South San Francisco Caltrain Station Pedestrian and Bicycle Underpass Planning Project	262,100	-	-	-	-	-	262,100
tr1602	x E. Grand from Gateway to Forbes Intersection Improvements	600,000	-	-	-	-	-	600,000
tr1603	x Oyster Point / Gateway / Veteran's Intersection Improvements	600,000	-	-	-	-	-	600,000
tr1604	x Miscellaneous Traffic Improvements	109,800	-	-	-	-	-	109,800
various	Future Pedestrian/Bicycle Improvement Projects	-	-	1,000,000	1,000,000	1,000,000	2,000,000	5,000,000
Subtotal Traffic Projects		2,876,000	1,080,000	1,025,000	1,025,000	1,025,000	2,025,000	9,056,000
Total		26,442,000	17,772,000	44,161,000	39,964,000	38,043,000	23,964,000	190,346,000

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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 Proposed Operating Budget. These fees are charged for direct City services, and can be approved via a resolution by the City 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 are being presented to the City Council as part of its regular Council meeting on June 22, 2016.

Table 19: Master Fee Schedule Changes

	CURRENT	APPROVED	CHANGE	NOTE
Economic & Community Development Department				
Parking Meter Rates and Time Limits				
Entire Section moved to Public Works and format changed				See Public Works
Fire Department				
Fire Service EMS Training				
ALS I *	\$1,733.00	\$1,950.00	\$217.00	Increase
ALS II *	\$1,733.00	\$1,950.00	\$217.00	Increase
BLS (Emergency) *	\$1,410.00	\$1,950.00	\$510.00	Increase
Mileage (All levels)	\$35.00	\$50.00	\$15.00	Increase
Oxygen	\$100.00	\$120.00	\$20.00	Increase
*Supplies included in base rate				
First-Aid / CPR / AED Classes for Non-residents	\$75.00	\$100.00 Per person	\$25.00 Per Person	Increase
First-Aid / CPR Classes Provided for SSF Businesses	\$55.00			REMOVE
Pediatric CPR/AED		\$55.00 Per Person	\$55.00 Per Person	New Fee
Heartsaver CPR/AED		\$50.00 Per person	\$50.00 Per Person	New Fee
Pediatric First Aid/CPR/AED		\$120.00 Per person	\$120.00 Per Person	New Fee
EMT Refresher Course		\$800.00 Per person	\$800.00 Per Person	New Fee
EMT Certification Class		\$1,600.00 Per person	\$1,600.00 Per Person	New Fee
Miscellaneous Fire Prevention Fees				
Microfilming	5%			REMOVE
Plan Digitizing Fee		5%		New Fee
Library Department				
Fines for Overdue Materials				
Adult Materials, Books, Audio, Video, Magazines, DVDs, etc.	\$0.25 Daily			Only applies to Adult Borrowers
Children's Materials – Books, Audio, Video, Magazines, DVDs etc.	\$0.15 Daily			Only applies to Adult Borrowers
Lost, Replacement Charges				
Library Card Replacement – non refundable	\$1.00 Each			REMOVED

MISCELLANEOUS SECTION

Public Works Department				
	Minimum Hourly Rate	Maximum Hourly Rate	Set Hourly Rate	*subject to change
Parking Meter Rates and Time Limits				
Parking meters and lots operate Monday through Saturday, from 9 AM to 6 PM, Minimum purchase with credit card \$1.00				
Grand Avenue	\$0.50	\$3.00	\$0.75	↑1 hour
Maple Avenue (200 and 300 blocks)	\$0.50	\$3.00	\$0.75	↑2 hours
Linden Avenue (200 and 300 blocks)	\$0.50	\$3.00	\$0.75	↑2 hours
Cypress Avenue (200 and 300 blocks)	\$0.50	\$3.00	\$0.75	↑2 hours
Baden Avenue (300 block)	\$0.50	\$3.00	\$0.75	↑2 hours
Miller Avenue, Linden to Maple	\$0.50	\$3.00	\$0.50	↑2 hours
Miller Avenue, Airport to Linden	\$0.50	\$3.00	\$0.50	↑2 hours
Airport Boulevard, Lux Avenue	\$0.50	\$3.00	\$0.50	↑2 hours
Cypress Avenue (400 and 500 blocks)	\$0.50	\$3.00	\$0.50	↑2 hours
Linden Avenue (100 and 400 blocks)	\$0.50	\$3.00	\$0.50	↑2 hours
24 minute spaces (per 3 minutes)			\$0.10	
Metered Spaces in Parking Lot Numbers (per hour):				
#1	\$0.50	\$3.00	\$0.75	↑5 hours
#4	\$0.50	\$3.00	\$0.75	↑2 hours
#2 (west)	\$0.50	\$3.00	\$0.75	↑2 hours
#5 (west)	\$0.50	\$3.00	\$0.75	↑2 hours
#12	\$0.50	\$3.00	\$0.75	↑2 hours
#15	\$0.50	\$3.00	\$0.75	↑2 hours
#3	\$0.50	\$3.00	\$0.50	↑2 hours
#16	\$0.50	\$3.00	\$0.50	↑ 2 hours
#11	\$0.50	\$3.00	\$0.50	↑ 10 hours
Miller Parking Garage				
Metered Spaces	\$0.50	\$0.50	\$0.50	Per hour
Daily Permit	\$1.50	\$3.00	\$1.50	Per day
Monthly Permit	\$20.00	\$40.00	\$20.00	Per month
Annual Permit	\$220.00	\$440.00	\$220.00	Per year, January - December

MISCELLANEOUS SECTION

	CURRENT		APPROVED		CHANGE		NOTE
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident	
Parks and Recreation Department							
Aquatic Classes							
Family Swim (1 to 5 swimmers)	\$5.50	\$5.50	Per Family Admission	\$5.50	\$5.50	Per Family Admission	Limit on Family size
Additional Swimmer(s)				\$2.25	\$2.25	Per Admission	New Fee
Swim Lessons							
Child Lessons							
Saturday	\$11.75		Per Hour	\$12.35		Per Hour	Remove
Weekday	\$9.40		Per Hour	\$9.90		Per Hour	Remove
Child Lessons (Group)				\$12.35		Per Hour	New Fee
Semi-Private Lessons							
Saturday	\$23.00		Per Hour	\$24.15		Per Hour	REMOVE
Weekday	\$18.40		Per Hour	\$19.30		Per Hour	REMOVE
Semi-Private & Private Lessons							
Semi-Private (Child or Adult)				\$24.15		Per Hour	New Fee
Private (Child or Adult)				\$36.00		Per Hour	New Fee
Drop in Aqua Zumba				\$5.00		Per Class	New Fee
Aqua Zumba				\$5.40		Per Hour	New Fee
Water Safety Instructor:	\$105.00	\$120.00	Per Session	\$190.00	\$205.00	Per Session	Increase – includes books & materials
Lifeguard Training:	\$105.00	\$120.00	Per Session	\$190.00	\$205.00	Per Session	Increase – includes books & materials
Jr. Lifeguard Camp							
Jr. Lifeguard Camp				\$100.00	\$115.00	Per Session	New Fee
Sports Programs and Facilities							
Bocce Ball Permit Fee							
Assessed to private events not co-sponsored by the city				\$75.00		Per Permit	New Fee
Children's Classes							
Ballet Combo Class				\$5.42		Per hour	New Fee
Clarinet / Saxophone (Private)				\$34.28		Per hour	New Fee
Drama				\$4.57		Per hour	New Fee
Mariachi Music				\$4.88		Per hour	New Fee
Piano (Private)	\$8.56		Per 15 min				REMOVE
Soccer Tots				\$5.51		Per hour	New Fee
Ukulele (Group)				\$6.98		Per hour	New Fee
Adult Classes							
Argentine Tango	\$6.72		Per hour				REMOVE
Ballroom Dance Sport	\$6.46		Per hour				REMOVE
Ballroom Dance (Tango, Salsa, Swing)				\$6.72		Per hour	New Fee
Ballet Combo Class				\$5.42		Per hour	New Fee
Karate (1x week)				\$5.00		Per hour	New Fee
Foreign Language				\$6.46		Per hour	New Fee
Mandarin	\$6.46		Per hour				REMOVE
Salsa Dance	\$5.62		Per hour				REMOVE
Silk Painting	\$3.31		Per hour				REMOVE
Swing Dance	\$5.57		Per hour				REMOVE
Other Services							
Contractual Classes Service Fee	\$20.00		Per Person				REMOVE
Contractual Classes Service Fee				\$5.00 - \$25.00		Sliding Fee	New Fee
Drop-in Dance Fees – Social Hall (Tu/Th/Fri)	\$5.00						REMOVE
Drop-In Senior Class Fees				\$5.00		Per Class	New Fee

MISCELLANEOUS SECTION

Seniors Program Field Trip Fee (Out of Town)			\$5.00	Per Ride			New Fee
Protected Tree Permit	\$100.00	Per Permit	\$100.00	Per Tree			Increase
Children's Classes late pick-up fees	\$3.00	Per Minute	\$5.00	Per Minute	\$2.00	Per Minute	Increase

MISCELLANEOUS SECTION

FINANCIAL POLICIES

The City of South San Francisco's budget and financial policies are the basic guidelines for management of the City's fiscal operations. These fiscal policies are established through Municipal Code, Administrative Instructions, and a Reserves Policy that incorporates best practices from the Government Finance Officers' Association (GFOA) and ensures consistency with other California cities.

MUNICIPAL CODE

Title 4 REVENUE AND FINANCE

Chapter 4.04 PURCHASING SYSTEM

Chapter 4.08 GAS TAX STREET IMPROVEMENT FUND

Chapter 4.12 TRANSFER OF CITY TAX FUNCTIONS TO COUNTY

Chapter 4.16 SALES AND USE TAX

Chapter 4.20 TRANSIENT OCCUPANCY TAX

Chapter 4.22 COMMERCIAL PARKING TAX

Chapter 4.24 REAL PROPERTY TRANSFER TAX

Chapter 4.28 REVOLVING FUND

Chapter 4.32 CLAIMS FOR MONEY, DAMAGES, AND REFUNDS

Chapter 4.36 TRANSACTIONS AND USE TAX

ADMINISTRATIVE INSTRUCTIONS

No. 1 ~ Purchasing Procedures

No. 2 ~ Travel and Training Policy and Reimbursement of Expenses

No. 4 ~ Budget Transfer Requests

No. 5 ~ Budget Amendment Resolutions

No. 6 ~ Use of City Credit Cards

No. 7 ~ Project Accounting, Reporting, & Claims for Grant Reimbursement

No. 8 ~ Delegation of Purchasing Authority

RESERVES POLICY

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 ensure consistency with other California cities.

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.

MISCELLANEOUS SECTION

RESERVES POLICY

The City's Reserves Policy provides guidance to establish and maintain reserve levels for specific operating funds.

GENERAL FUND

Reserve for Emergencies

Commit two percent of General Fund operating revenues. This would cover one week of operations, and would be used to cover unanticipated costs from catastrophic losses from natural disasters or accidents such as earthquakes, fire, pipeline explosions, or flooding, or other major calamities that require the activation of the Emergency Operations Center.

Reserve for Economic Contingencies

Commit seven percent of General Fund operating revenues. The reserve would be available to mitigate impact of local fluctuations in revenue due to local economic conditions and business relocations to the City's budget.

Reserve for Future Economic Development Projects

The Council designated \$3.6 million in funds in January 2003 that had been paid back to the General Fund by the Redevelopment Agency for prior period advances from the City. Those funds are committed for investments in economic development and/or outreach efforts that will result in revenue growth to the General Fund over time.

Government Finance Officers Association (GFOA) Best Practices Recommendation

The Government Finance Officers Association Best Practices Recommendation for General Fund Reserves states that at a minimum, two months of operating revenues be held in reserves to fund the types of contingencies already in the City's Reserves Policy (above).

Therefore, the General Fund **Unrestricted Reserve** will be the difference between 2 months of revenues and the Reserves funded above.

Excess Funds

Funds in excess of the Reserves Policy above will be deposited in an **Infrastructure and Facilities Replacement Reserve**, outside the General Fund, to address critical infrastructure replacement and/or deferred facility improvements. The funds are still under City Council purview, and could be used for any valid City budgeting purpose.

EQUIPMENT REPLACEMENT FUND

Vehicle Replacement Reserve

A recent analysis of the City's vehicle fleet indicated \$2.0 million is needed on an annual basis to build up replacement costs for vehicles based on useful life and maintenance costs. Staff recommends that the City maintain at least 75% of the annual replacement costs in reserves to ensure a fully functioning and well maintained fleet.

MISCELLANEOUS SECTION

PARKING DISTRICT FUND

Maintenance Reserve

The estimated cost to replace the elevators at the Miller Parking Garage is \$480,000. Staff recommends that the City maintain that amount in reserves within the Parking District Fund.

RESOLUTIONS TO THE COUNCIL



City of South San Francisco

P.O. Box 711 (City Hall,
400 Grand Avenue)
South San Francisco, CA

Resolution: RES 76-2016

File Number: 16-253

Enactment Number: RES 76-2016

RESOLUTION APPROVING THE FISCAL YEAR 2016-17 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 2016-17 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 2016-17 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 2016-17 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 2016-17 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.

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to increase

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budgeted revenues and expenses in departments for transaction that have a net zero impact such as donations and pass-through transactions. Said transactions will have no net impact on Reserves, as revenue will offset expenses.

BE IT FURTHER RESOLVED that the fiscal year 2016-17 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 2015-16 into fiscal year 2016-17 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 2015-16 or prior years if so allowed under the terms of the grant.

BE IT FURTHER RESOLVED that the staffing levels for each department, as detailed in the

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fiscal year 2016-17 Operating Budget are hereby approved.

BE IT FURTHER RESOLVED that the salary schedule set forth in Exhibit A changes are approved effective July 1, 2016.

BE IT FURTHER RESOLVED that the following job reclassifications are approved effective June 22, 2016:

Current Job Classification	New Job Classification	Note
Assistant City Clerk	City Clerk Records Technician	
EMS Captain	EMS Battalion Chief	
Police Admin Assistant II	Senior Administrative Assistant	
Police Administrative Assistant I	Management Analyst I	
Police Services Technician	Police Media Technician	
Recreation & Comm Svcs Manager	Program Manager	

BE IT FURTHER RESOLVED that the following salary schedule changes are approved effective June 22, 2016:

JOB TITLE/ Bargaining Unit	PAY RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Police Media Technician PO Non-Sworn	Hourly Rate	26.24	27.55	28.93	30.39	31.90
Paramedic Firefighter Recruit (40 Hours) IAFF	Hourly Rate	44.00				
Preschool Teacher II AFSCME	Hourly Rate	20.96	22.01	23.11	24.27	25.48
Senior Computer Services Technician Teamsters Confidential	Hourly Rate	36.99	38.84	40.78	42.82	44.96

BE IT FURTHER RESOLVED that the Director of Finance is hereby authorized and directed to carry forward unspent fiscal year 2015-16 unencumbered non-recurring project budgets in the Operating Budget, such as litigation projects.

* * * * *

At a meeting of the City Council on 6/22/2016, a motion was made by Richard Garbarino, seconded by Pradeep Gupta, that this Resolution be approved. The motion passed.

Yes: 5 Councilmember Normandy, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Gupta, and Mayor Addiego

Attest by



 Krista Martinelli

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EXHIBIT A

EXECUTIVE MANAGEMENT SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	PAY RATE	Minimum	Control Point	Maximum
ASSISTANT CITY MANAGER	N100	01-JUL-2016	Hourly Rate	98.96	108.86	119.75
			Bi-Weekly Rate	7917.09	8708.80	9579.68
			Monthly	17153.70	18869.07	20755.97
ASSISTANT TO THE CITY MANAGER	N180	01-JUL-2016	Hourly Rate	57.59	63.35	69.69
			Bi-Weekly Rate	4607.27	5068.00	5574.80
			Monthly	9982.42	10980.67	12078.73
CHIEF INNOVATION OFFICER	N165	01-JUL-2016	Hourly Rate	83.92	92.31	101.54
			Bi-Weekly Rate	6713.45	7384.80	8123.28
			Monthly	14545.82	16000.40	17600.44
CITY MANAGER	N115	24-JUN-2015	Hourly Rate		116.37	
			Bi-Weekly Rate		9309.60	
			Monthly		20170.80	
COMMUNICATIONS DIRECTOR	N190	01-JUL-2016	Hourly Rate	83.92	92.31	101.54
			Bi-Weekly Rate	6713.45	7384.80	8123.28
			Monthly	14545.82	16000.40	17600.44
ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR	N140	01-JUL-2016	Hourly Rate	85.79	94.37	103.81
			Bi-Weekly Rate	6863.27	7549.60	8304.56
			Monthly	14870.42	16357.47	17993.21
FINANCE DIRECTOR	N145	01-JUL-2016	Hourly Rate	85.79	94.37	103.81
			Bi-Weekly Rate	6863.27	7549.60	8304.56
			Monthly	14870.42	16357.47	17993.21
FIRE CHIEF	N150	01-JUL-2016	Hourly Rate	95.75	105.32	115.85
			Bi-Weekly Rate	7659.64	8425.60	9268.16
			Monthly	16595.88	18255.47	20081.01

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JOB TITLE	JOB CODE	ADOPTION DATE	PAY RATE	Minimum	Control Point	Maximum
HUMAN RESOURCES DIRECTOR	N130	01-JUL-2016	Hourly Rate	83.92	92.31	101.54
			Bi-Weekly Rate	6713.45	7384.80	8123.28
			Monthly	14545.82	16000.40	17600.44
LIBRARY DIRECTOR	N110	01-JUL-2016	Hourly Rate	83.92	92.31	101.54
			Bi-Weekly Rate	6713.45	7384.80	8123.28
			Monthly	14545.82	16000.40	17600.44
PARKS & RECREATION DIRECTOR	N175	01-JUL-2016	Hourly Rate	84.02	92.42	101.66
			Bi-Weekly Rate	6721.45	7393.60	8132.96
			Monthly	14563.15	16019.47	17621.41
POLICE CHIEF	N155	01-JUL-2016	Hourly Rate	94.59	104.05	114.46
			Bi-Weekly Rate	7567.27	8324.00	9156.40
			Monthly	16395.76	18035.33	19838.87
PUBLIC WORKS DIRECTOR/CITY ENGINEER	N160	01-JUL-2016	Hourly Rate	85.24	93.76	103.14
			Bi-Weekly Rate	6818.91	7500.80	8250.88
			Monthly	14774.30	16251.73	17876.91

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CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ACCOUNTANT I	M100	01-JUL-2016	MID MGMT	Hourly Rate	3461	3634	3817	4007	4208			
				Bi-Weekly Rate	2768.80	2907.20	3053.60	3205.60	3366.40			
				Monthly	5999.07	6298.93	6616.13	6945.47	7293.87			
ACCOUNTANT II	M620	01-JUL-2016	MID MGMT	Hourly Rate	3805	3996	4196	4406	4627			
				Bi-Weekly Rate	3044.00	3196.80	3356.80	3524.80	3701.60			
				Monthly	6595.33	6926.40	7273.07	7637.07	8020.13			
ACCOUNTANT, SENIOR	M625	01-JUL-2016	MID MGMT	Hourly Rate	4187	4396	4615	4846	5088			
				Bi-Weekly Rate	3349.60	3516.80	3692.00	3876.80	4070.40			
				Monthly	7257.47	7619.73	7999.33	8399.73	8819.20			
ACCOUNTING ASSISTANT I	A480	01-JUL-2016	AFSCME	Hourly Rate	2213	2325	2441	2564	2691			
				Bi-Weekly Rate	1770.40	1860.00	1952.80	2051.20	2152.80			
				Monthly	3835.87	4030.00	4231.07	4444.27	4664.40			
ACCOUNTING ASSISTANT II	A225	01-JUL-2016	AFSCME	Hourly Rate	2434	2555	2683	2817	2957			
				Bi-Weekly Rate	1947.20	2044.00	2146.40	2253.60	2365.60			
				Monthly	4218.93	4428.67	4650.53	4882.80	5125.47			
ACCOUNTING ASSISTANT II - HOURLY	X100	01-JUL-2016	HOURLY	Hourly Rate	2434	2555	2683	2817	2957			
				Bi-Weekly Rate	1947.20	2044.00	2146.40	2253.60	2365.60			
				Monthly	4218.93	4428.67	4650.53	4882.80	5125.47			
ADMINISTRATIVE ASSISTANT I	O315	01-JUL-2016	CONFID	Hourly Rate	2703	2838	2980	3130	3286			
				Bi-Weekly Rate	2162.40	2270.40	2384.00	2504.00	2628.80			
				Monthly	4685.20	4919.20	5165.33	5425.33	5695.73			
ADMINISTRATIVE ASSISTANT I - HOURLY	X110	01-JUL-2016	HOURLY	Hourly Rate	2703	2838	2980	3130	3286			
				Bi-Weekly Rate	2162.40	2270.40	2384.00	2504.00	2628.80			
				Monthly	4685.20	4919.20	5165.33	5425.33	5695.73			
ADMINISTRATIVE ASSISTANT II	O310	01-JUL-2016	CONFID	Hourly Rate	2848	2989	3139	3296	3462			
				Bi-Weekly Rate	2278.40	2391.20	2511.20	2636.80	2769.60			
				Monthly	4936.53	5180.93	5440.93	5713.07	6000.80			
ADMINISTRATIVE ASSISTANT II - HOURLY	X130	01-JUL-2016	HOURLY	Hourly Rate	2848	2989	3139	3296	3462			
				Bi-Weekly Rate	2278.40	2391.20	2511.20	2636.80	2769.60			
				Monthly	4936.53	5180.93	5440.93	5713.07	6000.80			
ADMINISTRATIVE ASSISTANT, SENIOR	O340	01-JUL-2016	CONFID	Hourly Rate	2990	3140	3297	3463	3636			
				Bi-Weekly Rate	2392.00	2512.00	2637.60	2770.40	2908.80			
				Monthly	5182.67	5442.67	5714.80	6002.53	6302.40			
BUILDING INSPECTOR	A135	01-JUL-2016	AFSCME	Hourly Rate	3792	3982	4182	4391	4610			
				Bi-Weekly Rate	3033.60	3185.60	3345.60	3512.80	3688.00			
				Monthly	6572.80	6902.13	7248.80	7611.07	7990.67			
BUILDING INSPECTOR - HOURLY	X595	01-JUL-2016	HOURLY	Hourly Rate	3792	3982	4182	4391	4610			
				Bi-Weekly Rate	3033.60	3185.60	3345.60	3512.80	3688.00			
				Monthly	6572.80	6902.13	7248.80	7611.07	7990.67			

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CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
BUILDING INSPECTOR, SENIOR	A400	01-JUL-2016	AFSCME	Hourly Rate	41.42	43.49	45.66	47.95	50.34			
				Bi-Weekly Rate	3313.60	3479.20	3652.80	3836.00	4027.20			
				Monthly	7179.47	7538.27	7914.40	8311.33	8725.60			
BUILDING MAINTENANCE CRAFTSWORKER	A465	01-JUL-2016	AFSCME	Hourly Rate	29.29	30.76	32.30	33.92	35.61			
				Bi-Weekly Rate	2343.20	2460.80	2584.00	2713.60	2848.80			
				Monthly	5076.93	5331.73	5598.67	5879.47	6172.40			
BUILDING MAINTENANCE CUSTODIAN	A140	01-JUL-2016	AFSCME	Hourly Rate	21.52	22.59	23.72	24.91	26.15			
				Bi-Weekly Rate	1721.60	1807.20	1897.60	1992.80	2092.00			
				Monthly	3730.13	3915.60	4111.47	4317.73	4532.67			
BUILDING MAINTENANCE CUSTODIAN - HOURLY	X185	01-JUL-2016	HOURLY	Hourly Rate	21.52	22.59	23.72	24.91	26.15			
				Bi-Weekly Rate	1721.60	1807.20	1897.60	1992.80	2092.00			
				Monthly	3730.13	3915.60	4111.47	4317.73	4532.67			
BUILDING MAINTENANCE CUSTODIAN, LEAD	A190	01-JUL-2016	AFSCME	Hourly Rate	27.25	28.61	30.05	31.54	33.11			
				Bi-Weekly Rate	2180.00	2288.80	2404.00	2523.20	2648.80			
				Monthly	4723.33	4959.07	5208.67	5466.93	5739.07			
BUILDING MAINTENANCE CUSTODIAN, SENIOR	A320	01-JUL-2016	AFSCME	Hourly Rate	23.69	24.87	26.12	27.42	28.80			
				Bi-Weekly Rate	1895.20	1989.60	2089.60	2195.60	2304.00			
				Monthly	4106.27	4310.80	4527.47	4752.80	4992.00			
BUILDING OFFICIAL ASSISTANT	M215	01-JUL-2016	MID MGMT	Hourly Rate	50.23	52.74	55.38	58.14	61.06			
				Bi-Weekly Rate	4018.40	4219.20	4430.40	4651.20	4884.80			
				Monthly	8706.53	9141.60	9599.20	10077.60	10583.73			
CHILDCARE ASSISTANT SUPERVISOR	M800	01-JUL-2016	MID MGMT	Hourly Rate	29.41	30.88	32.42	34.04	35.75			
				Bi-Weekly Rate	2352.80	2470.40	2593.60	2723.20	2860.00			
				Monthly	5097.73	5352.53	5619.47	5900.27	6196.67			
CITY CLERK	E100	01-JUL-2016	ELECT	Hourly Rate	49.47	51.95	54.55	57.28	60.14			
				Bi-Weekly Rate	3957.60	4156.00	4364.00	4582.40	4811.20			
				Monthly	8574.80	9004.67	9455.33	9928.53	10424.27			
CITY CLERK RECORDS TECHNICIAN	O415	01-JUL-2016	CONFID	Hourly Rate	28.48	29.90	31.40	32.97	34.62			
				Bi-Weekly Rate	2278.40	2392.00	2512.00	2637.60	2769.60			
				Monthly	4936.53	5182.67	5442.67	5714.80	6000.80			
CITY COUNCIL MEMBER	E110	01-FEB-2013	ELECT	Hourly Rate								
				Bi-Weekly Rate	230.40							
				Monthly	499.20							
CITY PLANNER	M155	01-JUL-2016	MID MGMT	Hourly Rate	57.53	60.40	63.43	66.60	69.93			
				Bi-Weekly Rate	4602.40	4832.00	5074.40	5328.00	5594.40			
				Monthly	9971.87	10469.33	10994.53	11544.00	12121.20			

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CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
COMMUNICATIONS DISPATCHER	A150	01-JUL-2016	AFSCME	Hourly Rate	31.09	32.64	34.27	35.99	37.79			
				Bi-Weekly Rate	2487.20	2611.20	2741.60	2879.20	3023.20			
				Monthly	5388.93	5657.60	5940.13	6238.27	6550.27			
COMMUNICATIONS DISPATCHER - HOURLY	X445	25-JUN-2010	HOURLY	Hourly Rate	41.09							
				Bi-Weekly Rate	3287.20							
				Monthly	7122.27							
COMMUNICATIONS DISPATCHER, SUPERVISING	A365	01-JUL-2016	AFSCME	Hourly Rate	35.72	37.51	39.39	41.35	43.41			
				Bi-Weekly Rate	2857.60	3000.80	3151.20	3308.00	3472.80			
				Monthly	6191.47	6501.73	6827.60	7167.33	7524.40			
COMMUNITY DEVELOPMENT COORDINATOR	M725	01-JUL-2016	MID MGMT	Hourly Rate	37.31	39.16	41.13	43.19	45.35			
				Bi-Weekly Rate	2984.80	3132.80	3290.40	3455.20	3628.00			
				Monthly	6467.07	6787.73	7129.20	7486.27	7860.67			
COMMUNITY DEVELOPMENT SPECIALIST	A660	01-JUL-2016	AFSCME	Hourly Rate	35.58	37.35	39.21	41.17	43.23			
				Bi-Weekly Rate	2846.40	2988.00	3136.80	3293.60	3458.40			
				Monthly	6167.20	6474.00	6796.40	7136.13	7493.20			
COMMUNITY SERVICES SITE COORDINATOR	A640	01-JUL-2016	AFSCME	Hourly Rate	21.53	22.61	23.75	24.94	26.19			
				Bi-Weekly Rate	1722.40	1808.80	1900.00	1995.20	2095.20			
				Monthly	3731.87	3919.07	4116.67	4322.93	4539.60			
COMMUNITY SERVICES SITE COORDINATOR - HOURLY	X660	01-JUL-2016	HOURLY	Hourly Rate	21.53	22.61	23.75	24.94	26.19			
				Bi-Weekly Rate	1722.40	1808.80	1900.00	1995.20	2095.20			
				Monthly	3731.87	3919.07	4116.67	4322.93	4539.60			
COMPUTER SERVICES TECHNICIAN	O525	01-JUL-2016	CONFID	Hourly Rate	36.29	38.10	40.01	42.01	44.10			
				Bi-Weekly Rate	2903.20	3048.00	3200.80	3360.80	3528.00			
				Monthly	6290.27	6604.00	6935.07	7281.73	7644.00			
COMPUTER SERVICES TECHNICIAN, SENIOR	O530	01-JUL-2016	CONFID	Hourly Rate	38.10	40.01	42.00	44.10	46.31			
				Bi-Weekly Rate	3048.00	3200.80	3360.00	3528.00	3704.80			
				Monthly	6604.00	6935.07	7280.00	7644.00	8027.07			
CONSULTANT - HOURLY	X570	24-APR-2015	HOURLY	Hourly Rate	10.00				125.00			
				Bi-Weekly Rate	800.00				10000.00			
				Monthly	1733.33				21666.67			
CRIME ANALYST	C210	01-JUL-2016	PO NONSWORN	Hourly Rate	38.23	40.14	42.15	44.26	46.46			
				Bi-Weekly Rate	3058.40	3211.20	3372.00	3540.80	3716.80			
				Monthly	6626.53	6957.60	7306.00	7671.73	8053.07			
CULTURAL ARTS SPECIALIST	A650	01-JUL-2016	AFSCME	Hourly Rate	29.38	30.85	32.38	34.01	35.71			
				Bi-Weekly Rate	2350.40	2468.00	2590.40	2720.80	2856.80			
				Monthly	5092.53	5347.33	5612.53	5895.07	6189.73			

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JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CULTURAL ARTS SPECIALIST - HOURLY	X650	01-JUL-2016	HOURLY	Hourly Rate	29.38	30.85	32.38	34.01	35.71			
				Bi-Weekly Rate	2350.40	2468.00	2590.40	2720.80	2856.80			
				Monthly	5092.53	5347.33	5612.53	5895.07	6185.73			
DATABASE BUSINESS SYSTEMS SPECIALIST	O405	01-JUL-2016	CONFD	Hourly Rate	28.48	29.89	31.39	32.96	34.62			
				Bi-Weekly Rate	2278.40	2391.20	2511.20	2636.80	2769.60			
				Monthly	4936.53	5180.93	5440.93	5713.07	6000.80			
DEPUTY CITY CLERK	O320	01-JUL-2016	CONFD	Hourly Rate	31.33	32.90	34.55	36.27	38.08			
				Bi-Weekly Rate	2506.40	2632.00	2764.00	2901.60	3046.40			
				Monthly	5430.53	5702.67	5988.67	6286.80	6600.53			
DEPUTY ECD DIR/CITY BUILDING OFFICIAL	M210	01-JUL-2016	MID MGMT	Hourly Rate	61.43	64.50	67.71	71.09	74.64			
				Bi-Weekly Rate	4914.40	5160.00	5416.80	5687.20	5971.20			
				Monthly	10647.87	11180.00	11736.40	12322.27	12937.60			
ECONOMIC DEVELOPMENT & HOUSING MANAGER	M145	01-JUL-2016	MID MGMT	Hourly Rate	57.53	60.40	63.43	66.60	69.93			
				Bi-Weekly Rate	4602.40	4832.00	5074.40	5328.00	5594.40			
				Monthly	9971.87	10469.33	10994.53	11544.00	12121.20			
ECONOMIC DEVELOPMENT COORDINATOR	M185	01-JUL-2016	MID MGMT	Hourly Rate	49.64	52.13	54.73	57.46	60.35			
				Bi-Weekly Rate	3971.20	4170.40	4378.40	4596.80	4828.00			
				Monthly	8604.27	9035.87	9486.53	9959.73	10460.67			
ELECTRICAL TECHNICIAN	A160	01-JUL-2016	AFSCME	Hourly Rate	35.74	37.52	39.40	41.36	43.44			
				Bi-Weekly Rate	2859.20	3001.60	3152.00	3308.80	3475.20			
				Monthly	6194.93	6503.47	6829.33	7169.07	7529.60			
ELECTRICAL TECHNICIAN, ASSISTANT	A120	01-JUL-2016	AFSCME	Hourly Rate	26.36	27.69	29.07	30.53	32.05			
				Bi-Weekly Rate	2108.80	2215.20	2325.60	2442.40	2564.00			
				Monthly	4569.07	4799.60	5038.80	5291.87	5555.33			
ELECTRICAL TECHNICIAN, LEAD	A335	01-JUL-2016	AFSCME	Hourly Rate	44.07	46.28	48.60	51.03	53.58			
				Bi-Weekly Rate	3525.60	3702.40	3888.00	4082.40	4286.40			
				Monthly	7638.80	8021.87	8424.00	8845.20	9287.20			
ELECTRICAL TECHNICIAN, SENIOR	A500	01-JUL-2016	AFSCME	Hourly Rate	39.20	41.16	43.21	45.37	47.65			
				Bi-Weekly Rate	3136.00	3292.80	3456.80	3629.60	3812.00			
				Monthly	6794.67	7134.40	7489.73	7864.13	8259.33			
EMERGENCY MEDICAL SERVICES CAPTAIN	B185	01-JUL-2016	IAFF	Hourly Rate	57.26	60.11	63.12	66.28	69.60			
				Bi-Weekly Rate	4580.80	4808.80	5049.60	5302.40	5568.00			
				Monthly	9925.07	10419.07	10940.80	11488.53	12064.00			
EMERGENCY MEDICAL TECHNICIAN - HOURLY	X281	01-JAN-0001	HOURLY	Hourly Rate	16.00	16.80	17.64	18.52	19.44			
				Bi-Weekly Rate	1280.00	1344.00	1411.20	1481.60	1555.20			
				Monthly	2773.33	2912.00	3057.60	3210.13	3369.60			

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EMERGENCY SERVICES MANAGER	M780	01-JUL-2016	MID MGMT	Hourly Rate	39.34	41.30	43.37	45.55	47.82			
				Bi-Weekly Rate	3147.20	3304.00	3469.60	3644.00	3825.60			
				Monthly	6818.93	7158.67	7517.47	7895.33	8288.80			
EMS BATTALION CHIEF	M420	01-JUL-2016	PSM FIRE 80	Hourly Rate	67.76	71.15	74.71	78.45	82.37			
				Bi-Weekly Rate	5421.16	5692.22	5976.83	6275.68	6589.46			
				Monthly	11745.86	12333.15	12949.81	13597.30	14277.16			
ENGINEER, ASSOCIATE	M115	01-JUL-2016	MID MGMT	Hourly Rate	47.13	49.49	51.97	54.57	57.29			
				Bi-Weekly Rate	3770.40	3959.20	4157.60	4365.60	4583.20			
				Monthly	8169.20	8578.27	9008.13	9458.80	9930.27			
ENGINEER, PRINCIPAL	M760	01-JUL-2016	MID MGMT	Hourly Rate	61.43	64.50	67.71	71.09	74.64			
				Bi-Weekly Rate	4914.40	5160.00	5416.80	5687.20	5971.20			
				Monthly	10647.87	11180.00	11736.40	12322.27	12937.60			
ENGINEER, SENIOR	M340	01-JUL-2016	MID MGMT	Hourly Rate	56.09	58.90	61.84	64.93	68.17			
				Bi-Weekly Rate	4487.20	4712.00	4947.20	5194.40	5453.60			
				Monthly	9722.27	10209.33	10718.93	11254.53	11816.13			
ENGINEERING TECHNICIAN	A167	01-JUL-2016	AFSCME	Hourly Rate	29.51	30.98	32.54	34.17	35.87			
				Bi-Weekly Rate	2360.80	2478.40	2603.20	2733.60	2869.60			
				Monthly	5115.07	5369.87	5640.27	5922.80	6217.47			
ENVIRONMENTAL COMPLIANCE INSPECTOR - HOURLY	X465	01-JUL-2016	HOURLY	Hourly Rate	35.76	37.54	39.43	41.41	43.47			
				Bi-Weekly Rate	2860.80	3003.20	3154.40	3312.80	3477.60			
				Monthly	6198.40	6506.93	6834.53	7177.73	7534.80			
ENVIRONMENTAL COMPLIANCE INSPECTOR I	D210	01-JUL-2016	WQCP OP ENG	Hourly Rate	35.76	37.54	39.43	41.41	43.47			
				Bi-Weekly Rate	2860.80	3003.20	3154.40	3312.80	3477.60			
				Monthly	6198.40	6506.93	6834.53	7177.73	7534.80			
ENVIRONMENTAL COMPLIANCE INSPECTOR II	D155	01-JUL-2016	WQCP OP ENG	Hourly Rate	39.34	41.30	43.37	45.54	47.81			
				Bi-Weekly Rate	3147.20	3304.00	3469.60	3643.20	3824.80			
				Monthly	6818.93	7158.67	7517.47	7893.60	8287.07			
ENVIRONMENTAL COMPLIANCE INSPECTOR, SENIOR	D160	01-JUL-2016	WQCP OP ENG	Hourly Rate	44.35	46.57	48.89	51.35	53.91			
				Bi-Weekly Rate	3548.00	3725.60	3911.20	4108.00	4312.80			
				Monthly	7687.33	8072.13	8474.27	8900.67	9344.40			
ENVIRONMENTAL COMPLIANCE SUPERVISOR	M450	01-JUL-2016	MID MGMT	Hourly Rate	46.13	48.43	50.86	53.41	56.07			
				Bi-Weekly Rate	3690.40	3874.40	4068.80	4272.80	4485.60			
				Monthly	7995.87	8394.53	8815.73	9257.73	9718.80			
EQUIPMENT MECHANIC	A170	01-JUL-2016	AFSCME	Hourly Rate	30.47	31.98	33.58	35.27	37.03			
				Bi-Weekly Rate	2437.60	2558.40	2686.40	2821.60	2962.40			
				Monthly	5281.47	5543.20	5820.53	6113.47	6418.53			
EQUIPMENT MECHANIC - HOURLY	X510	01-JUL-2016	HOURLY	Hourly Rate	30.47	31.98	33.58	35.27	37.03			
				Bi-Weekly Rate	2437.60	2558.40	2686.40	2821.60	2962.40			
				Monthly	5281.47	5543.20	5820.53	6113.47	6418.53			

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EQUIPMENT MECHANIC, LEAD	A345	01-JUL-2016	AFSCME	Hourly Rate	32.98	34.63	36.37	38.19	40.10			
				Bi-Weekly Rate	2638.40	2770.40	2909.60	3055.20	3206.00			
				Monthly	5716.53	6004.13	6619.60	6950.67				
EQUIPMENT OPERATOR	A175	01-JUL-2016	AFSCME	Hourly Rate	30.55	32.06	33.67	35.36	37.12			
				Bi-Weekly Rate	2444.00	2564.80	2693.60	2828.80	2965.60			
				Monthly	5295.33	5557.07	5836.13	6129.07	6434.13			
EXECUTIVE ASSISTANT TO THE CITY MANAGER	O410	01-JUL-2016	CONFD	Hourly Rate	35.00	36.75	38.58	40.52	42.55			
				Bi-Weekly Rate	2800.00	2940.00	3086.40	3241.60	3404.00			
				Monthly	6066.67	6370.00	6687.20	7023.47	7375.33			
FINANCIAL ANALYST I	M600	01-JUL-2016	MID MGMT	Hourly Rate	34.61	36.34	38.17	40.07	42.08			
				Bi-Weekly Rate	2768.80	2907.20	3053.60	3205.60	3366.40			
				Monthly	5999.07	6298.93	6616.13	6945.47	7293.87			
FINANCIAL ANALYST II	M610	01-JUL-2016	MID MGMT	Hourly Rate	38.05	39.96	41.96	44.06	46.27			
				Bi-Weekly Rate	3044.00	3196.80	3356.80	3524.80	3701.60			
				Monthly	6595.33	6926.40	7273.07	7637.07	8020.13			
FINANCIAL ANALYST, SENIOR	M615	01-JUL-2016	MID MGMT	Hourly Rate	41.87	43.96	46.15	48.46	50.88			
				Bi-Weekly Rate	3349.60	3516.80	3692.00	3876.80	4070.40			
				Monthly	7257.47	7619.73	7999.33	8399.73	8819.20			
FINANCIAL SERVICES MANAGER	M770	01-JUL-2016	MID MGMT	Hourly Rate	53.82	56.52	59.34	62.32	65.43			
				Bi-Weekly Rate	4305.60	4521.60	4747.20	4985.60	5234.40			
				Monthly	9328.80	9796.80	10285.60	10802.13	11341.20			
FIRE APPARATUS ENGINEER	B120	01-JUL-2016	IAFF	Hourly Rate	34.00	35.70	37.48	39.36	41.32			
				FF 112 BW	3808.00	3998.40	4197.76	4408.32	4627.84			
				FF 112 Monthly	8250.67	8663.20	9095.15	9551.36	10026.99			
FIRE BATTALION CHIEF (40 HOURS)	M205	01-JUL-2016	PSM FIRE 80	Hourly Rate	67.76	71.15	74.71	78.45	82.37			
				Bi-Weekly Rate	5421.16	5692.22	5976.83	6275.68	6589.46			
				Monthly	11745.86	12333.15	12949.81	13597.30	14277.16			
FIRE BATTALION CHIEF (56 HOURS)	M390	01-JUL-2016	PSM FIRE 112	Hourly Rate	48.40	50.82	53.36	56.03	58.83			
				FF 112 BW	5421.16	5692.22	5976.83	6275.68	6589.46			
				FF 112 Monthly	11745.86	12333.15	12949.81	13597.30	14277.16			
FIRE CAPTAIN	B100	01-JUL-2016	IAFF	Hourly Rate	37.20	39.07	41.01	43.06	45.21			
				FF 112 BW	4166.40	4375.84	4593.12	4822.72	5063.52			
				FF 112 Monthly	9027.20	9480.99	9951.76	10449.23	10970.96			
FIRE CHIEF, DEPUTY	M110	01-JUL-2016	PSM FIRE 80	Hourly Rate	78.86	82.81	86.95	91.30	95.86			
				Bi-Weekly Rate	6309.14	6624.60	6955.83	7303.62	7668.80			
				Monthly	13669.80	14353.30	15070.96	15824.51	16615.73			
FIRE COURIER - HOURLY	X540	01-JUL-2016	HOURLY	Hourly Rate	17.85	18.75	19.67	20.65	21.69			
				Bi-Weekly Rate	1428.00	1500.00	1573.60	1652.00	1735.20			
				Monthly	3094.00	3250.00	3409.47	3579.33	3759.60			

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FIRE MARSHAL	M410	01-JUL-2016	PSM FIRE 80	Hourly Rate	66.31	69.63	73.11	76.77	80.61			
				Bi-Weekly Rate	5304.80	5570.40	5848.80	6141.60	6448.80			
				Monthly	11493.73	12069.20	12672.40	13306.80	13972.40			
GROUNDPERSON	A505	01-JUL-2016	AFSCME	Hourly Rate	27.81	29.20	30.65	32.19	33.80			
				Bi-Weekly Rate	2224.80	2336.00	2452.00	2575.20	2704.00			
				Monthly	4820.40	5061.33	5312.67	5579.60	5858.67			
HUMAN RESOURCES ANALYST I	M700	01-JUL-2016	MID MGMT	Hourly Rate	34.55	36.27	38.07	39.98	41.98			
				Bi-Weekly Rate	2764.00	2901.60	3045.60	3198.40	3358.40			
				Monthly	5988.67	6286.80	6598.80	6929.87	7276.53			
HUMAN RESOURCES ANALYST II	M270	01-JUL-2016	MID MGMT	Hourly Rate	37.98	39.88	41.87	43.96	46.15			
				Bi-Weekly Rate	3038.40	3190.40	3349.60	3516.80	3692.00			
				Monthly	6583.20	6912.53	7257.47	7619.73	7999.33			
HUMAN RESOURCES ANALYST, SENIOR	M271	01-JUL-2016	MID MGMT	Hourly Rate	41.78	43.87	46.06	48.36	50.79			
				Bi-Weekly Rate	3342.40	3509.60	3684.80	3868.80	4063.20			
				Monthly	7241.87	7604.13	7983.73	8382.40	8803.60			
HUMAN RESOURCES CLERK - HOURLY	X310	01-JUL-2016	HOURLY	Hourly Rate	27.03	28.38	29.80	31.30	32.86			
				Bi-Weekly Rate	2162.40	2270.40	2384.00	2504.00	2628.80			
				Monthly	4685.20	4919.20	5165.33	5425.33	5695.73			
HUMAN RESOURCES MANAGER	M775	01-JUL-2016	MID MGMT	Hourly Rate	53.92	56.63	59.45	62.44	65.55			
				Bi-Weekly Rate	4313.60	4530.40	4756.00	4995.20	5244.00			
				Monthly	9346.13	9815.87	10304.67	10822.93	11362.00			
HUMAN RESOURCES TECHNICIAN	O265	01-JUL-2016	CONFID	Hourly Rate	28.48	29.89	31.39	32.96	34.62			
				Bi-Weekly Rate	2278.40	2391.20	2511.20	2636.80	2769.60			
				Monthly	4936.53	5180.93	5440.93	5713.07	6000.80			
HUMAN RESOURCES TECHNICIAN - HOURLY	X265	01-JUL-2016	HOURLY	Hourly Rate	28.48	29.89	31.39	32.96	34.62			
				Bi-Weekly Rate	2278.40	2391.20	2511.20	2636.80	2769.60			
				Monthly	4936.53	5180.93	5440.93	5713.07	6000.80			
INFORMATION SYSTEMS ADMINISTRATOR	M650	01-JUL-2016	MID MGMT	Hourly Rate	49.69	52.17	54.78	57.53	60.39			
				Bi-Weekly Rate	3975.20	4173.60	4382.40	4602.40	4831.20			
				Monthly	8612.93	9042.80	9495.20	9971.87	10467.60			
INFORMATION SYSTEMS ADMINISTRATOR, SENIOR	M790	01-JUL-2016	MID MGMT	Hourly Rate	52.16	54.77	57.53	60.39	63.41			
				Bi-Weekly Rate	4172.80	4381.60	4602.40	4831.20	5072.80			
				Monthly	9041.07	9493.47	9971.87	10467.60	10991.07			
INFORMATION TECHNOLOGY MANAGER	M805	01-JUL-2016	MID MGMT	Hourly Rate	54.90	57.65	60.53	63.56	66.73			
				Bi-Weekly Rate	4392.00	4612.00	4842.40	5084.80	5338.40			
				Monthly	9516.00	9992.67	10491.87	11017.07	11566.53			
LABORATORY CHEMIST	D120	01-JUL-2016	WQCP OP ENG	Hourly Rate	39.55	41.53	43.61	45.79	48.07			
				Bi-Weekly Rate	3164.00	3322.40	3488.80	3663.20	3845.60			
				Monthly	6855.33	7198.53	7559.07	7936.93	8332.13			

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LABORATORY CHEMIST - HOURLY	X545	01-JUL-2016	HOURLY	Hourly Rate	39.55	41.53	43.61	45.79	48.07			
				Bi-Weekly Rate	3164.00	3322.40	3488.80	3663.20	3845.60			
				Monthly	6855.33	7198.53	7559.07	7936.93	8332.13			
LABORATORY CHEMIST, SENIOR	D170	01-JUL-2016	WQCP OP ENG	Hourly Rate	45.68	47.96	50.37	52.88	55.53			
				Bi-Weekly Rate	3654.40	3836.80	4029.60	4230.40	4442.40			
				Monthly	7917.87	8313.07	8730.80	9165.87	9625.20			
LABORATORY SUPERVISOR	M220	01-JUL-2016	MID MGMT	Hourly Rate	47.73	50.12	52.62	55.25	58.03			
				Bi-Weekly Rate	3818.40	4009.60	4209.60	4420.00	4642.40			
				Monthly	8273.20	8687.47	9120.80	9576.67	10058.53			
LIBRARIAN I	A210	01-JUL-2016	AFSCME	Hourly Rate	28.30	29.73	31.21	32.76	34.41			
				Bi-Weekly Rate	2264.00	2378.40	2496.80	2620.80	2752.80			
				Monthly	4905.33	5153.20	5409.73	5678.40	5964.40			
LIBRARIAN I - HOURLY	X210	01-JUL-2016	HOURLY	Hourly Rate	28.30	29.73	31.21	32.76	34.41			
				Bi-Weekly Rate	2264.00	2378.40	2496.80	2620.80	2752.80			
				Monthly	4905.33	5153.20	5409.73	5678.40	5964.40			
LIBRARIAN II	A240	01-JUL-2016	AFSCME	Hourly Rate	31.15	32.70	34.34	36.06	37.86			
				Bi-Weekly Rate	2492.00	2616.00	2747.20	2884.80	3028.80			
				Monthly	5399.33	5668.00	5952.27	6250.40	6562.40			
LIBRARIAN II - HOURLY	X670	01-JUL-2016	HOURLY	Hourly Rate	31.15	32.70	34.34	36.06	37.86			
				Bi-Weekly Rate	2492.00	2616.00	2747.20	2884.80	3028.80			
				Monthly	5399.33	5668.00	5952.27	6250.40	6562.40			
LIBRARY ASSISTANT I	A220	01-JUL-2016	AFSCME	Hourly Rate	22.23	23.34	24.51	25.74	27.02			
				Bi-Weekly Rate	1778.40	1867.20	1960.80	2059.20	2161.60			
				Monthly	3853.20	4045.60	4248.40	4461.60	4683.47			
LIBRARY ASSISTANT I - HOURLY	X220	01-JUL-2016	HOURLY	Hourly Rate	22.23	23.34	24.51	25.74	27.02			
				Bi-Weekly Rate	1778.40	1867.20	1960.80	2059.20	2161.60			
				Monthly	3853.20	4045.60	4248.40	4461.60	4683.47			
LIBRARY ASSISTANT II	A215	01-JUL-2016	AFSCME	Hourly Rate	24.54	25.77	27.07	28.42	29.84			
				Bi-Weekly Rate	1963.20	2061.60	2165.60	2273.60	2387.20			
				Monthly	4253.60	4466.80	4692.13	4926.13	5172.27			
LIBRARY ASSISTANT II - HOURLY	X225	01-JUL-2016	HOURLY	Hourly Rate	24.54	25.77	27.07	28.42	29.84			
				Bi-Weekly Rate	1963.20	2061.60	2165.60	2273.60	2387.20			
				Monthly	4253.60	4466.80	4692.13	4926.13	5172.27			
LIBRARY CLERK - HOURLY	X235	24-APR-2015	HOURLY	Hourly Rate	13.78	14.47	15.19	15.95	16.75			
				Bi-Weekly Rate	1102.40	1157.60	1215.20	1276.00	1340.00			
				Monthly	2388.53	2508.13	2632.93	2764.67	2903.33			
LIBRARY DIRECTOR, ASSISTANT	M640	01-JUL-2016	MID MGMT	Hourly Rate	53.45	56.11	58.92	61.86	64.95			
				Bi-Weekly Rate	4276.00	4488.80	4713.60	4948.80	5196.00			
				Monthly	9264.67	9725.73	10212.80	10722.40	11258.00			

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LIBRARY PAGE - HOURLY	X250	24-APR-2015	HOURLY	Hourly Rate	10.00	10.50	11.03	11.58	12.16			
				Bi-Weekly Rate	800.00	840.00	882.40	926.40	972.80			
				Monthly	1733.33	1820.00	1911.87	2007.20	2107.73			
LIBRARY PROGRAM MANAGER	M235	01-JUL-2016	MID MGMT	Hourly Rate	42.36	44.49	46.72	49.06	51.50			
				Bi-Weekly Rate	3388.80	3559.20	3737.60	3924.80	4120.00			
				Monthly	7342.40	7711.60	8098.13	8503.73	8926.67			
LIBRARY SPECIALIST, SUPERVISING	A670	01-JUL-2016	AFSCME	Hourly Rate	29.06	30.51	32.04	33.64	35.33			
				Bi-Weekly Rate	2324.80	2440.80	2563.20	2691.20	2826.40			
				Monthly	5037.07	5288.40	5553.60	5830.93	6123.87			
LITERACY PROGRAM MANAGER	M500	01-JUL-2016	MID MGMT	Hourly Rate	42.36	44.49	46.72	49.06	51.50			
				Bi-Weekly Rate	3388.80	3559.20	3737.60	3924.80	4120.00			
				Monthly	7342.40	7711.60	8098.13	8503.73	8926.67			
LITERACY SERVICES ASSISTANT COORDINATOR - HOURLY	X655	01-JUL-2016	HOURLY	Hourly Rate	24.54	25.77	27.07	28.42	29.84			
				Bi-Weekly Rate	1963.20	2061.60	2165.60	2273.60	2387.20			
				Monthly	4253.60	4466.80	4692.13	4926.13	5172.27			
LITERACY SERVICES ASSISTANT I - HOURLY	X665	01-JUL-2016	HOURLY	Hourly Rate	22.23	23.34	24.51	25.74	27.02			
				Bi-Weekly Rate	1778.40	1867.20	1960.80	2059.20	2161.60			
				Monthly	3853.20	4045.60	4248.40	4461.60	4683.47			
LITERACY SERVICES COORDINATOR	A445	01-JUL-2016	AFSCME	Hourly Rate	31.97	33.57	35.25	37.01	38.87			
				Bi-Weekly Rate	2557.60	2685.60	2820.00	2960.80	3109.60			
				Monthly	5541.47	5818.80	6110.00	6415.07	6737.47			
MAINTENANCE CRAFTSWORKER	A280	01-JUL-2016	AFSCME	Hourly Rate	29.29	30.76	32.30	33.92	35.61			
				Bi-Weekly Rate	2343.20	2460.80	2584.00	2713.60	2848.80			
				Monthly	5076.93	5331.73	5598.67	5879.47	6172.40			
MAINTENANCE PROGRAM MANAGER	M750	01-JUL-2016	MID MGMT	Hourly Rate	48.63	51.07	53.61	56.29	59.12			
				Bi-Weekly Rate	3890.40	4085.60	4288.80	4503.20	4729.60			
				Monthly	8429.20	8852.13	9292.40	9756.93	10247.47			
MAINTENANCE SUPERVISOR	M255	01-JUL-2016	MID MGMT	Hourly Rate	38.85	40.78	42.83	44.96	47.20			
				Bi-Weekly Rate	3108.00	3262.40	3426.40	3596.80	3776.00			
				Monthly	6734.00	7068.53	7423.87	7793.07	8181.33			
MANAGEMENT ANALYST I	M570	01-JUL-2016	MID MGMT	Hourly Rate	37.18	39.05	40.99	43.04	45.20			
				Bi-Weekly Rate	2974.40	3124.00	3279.20	3443.20	3616.00			
				Monthly	6444.33	6768.67	7104.93	7460.27	7834.67			
MANAGEMENT ANALYST II	M560	01-JUL-2016	MID MGMT	Hourly Rate	40.90	42.95	45.09	47.34	49.71			
				Bi-Weekly Rate	3272.00	3436.00	3607.20	3787.20	3976.80			
				Monthly	7089.33	7444.67	7815.60	8205.60	8616.40			
MEMBER, CULTURAL ARTS COMMISSION	X164	30-MAY-2008	BD CMS	Hourly Rate	50.00							

MISCELLANEOUS SECTION

CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
MEMBER, DESIGN REVIEW BOARD	X155	01-JAN-0001	BD CMS	Hourly Rate	50.00							
MEMBER, HISTORICAL COMMISSION	X165	01-JAN-0001	BD CMS	Hourly Rate	50.00							
MEMBER, HOUSING AUTHORITY COMMISSION	X175	01-JAN-0001	BD CMS	Hourly Rate	50.00							
MEMBER, LIBRARY BOARD	X230	01-JAN-0001	BD CMS	Hourly Rate	50.00							
MEMBER, PARKING PLACE COMMISSION	X295	01-JAN-0001	BD CMS	Hourly Rate	50.00							
MEMBER, PARKS & RECREATION COMMISSION	X285	01-JAN-0001	BD CMS	Hourly Rate	50.00							
MEMBER, PERSONNEL BOARD	X305	01-JAN-0001	BD CMS	Hourly Rate	50.00							
MEMBER, PLANNING COMMISSION	X315	01-JAN-0001	BD CMS	Hourly Rate	50.00							
MISCELLANEOUS HOURLY	X280	24-APR-2015	HOURLY	Hourly Rate	10.00				80.00			
				Bi-Weekly Rate	800.00				6400.00			
				Monthly	1733.33				13866.67			
OFFICE ASSISTANT - HOURLY	X440	01-JUL-2016	HOURLY	Hourly Rate	20.85	21.89	22.99	24.14	25.35			
				Bi-Weekly Rate	1668.00	1751.20	1839.20	1931.20	2028.00			
				Monthly	3614.00	3794.27	3984.93	4184.27	4394.00			
OFFICE SPECIALIST	A295	01-JUL-2016	AFSCME	Hourly Rate	22.93	24.08	25.29	26.55	27.88			
				Bi-Weekly Rate	1834.40	1926.40	2023.20	2124.00	2230.40			
				Monthly	3974.53	4173.87	4383.60	4602.00	4832.53			
OFFICE SPECIALIST - HOURLY	X415	01-JUL-2016	HOURLY	Hourly Rate	22.93	24.08	25.29	26.55	27.88			
				Bi-Weekly Rate	1834.40	1926.40	2023.20	2124.00	2230.40			
				Monthly	3974.53	4173.87	4383.60	4602.00	4832.53			
PARAMEDIC FIREFIGHTER	B130	01-JUL-2016	IAFF	Hourly Rate	34.00	35.70	37.48	39.36	41.32			
				FF 112 BW	3808.00	3998.40	4197.76	4408.32	4627.84			
				FF 112 Monthly	8250.67	8663.20	9095.15	9551.36	10026.99			

MISCELLANEOUS SECTION

CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADDITIONAL DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PARK MAINTENANCE WORKER	A250	01-JUL-2016	AFSCME	Hourly Rate	24.76	26.00	27.30	28.65	30.10			
				Bi-Weekly Rate	1980.80	2080.00	2184.00	2292.00	2408.00			
				Monthly	4291.73	4506.67	4732.00	4966.00	5217.33			
PARK MAINTENANCE WORKER - HOURLY	X300	01-JUL-2016	HOURLY	Hourly Rate	24.76	26.00	27.30	28.65	30.10			
				Bi-Weekly Rate	1980.80	2080.00	2184.00	2292.00	2408.00			
				Monthly	4291.73	4506.67	4732.00	4966.00	5217.33			
PARK MAINTENANCE WORKER, LEAD	A195	01-JUL-2016	AFSCME	Hourly Rate	29.47	30.94	32.49	34.11	35.82			
				Bi-Weekly Rate	2357.60	2475.20	2599.20	2728.80	2865.60			
				Monthly	5108.13	5362.93	5631.60	5912.40	6208.80			
PARK MAINTENANCE WORKER, SENIOR	A350	01-JUL-2016	AFSCME	Hourly Rate	26.52	27.85	29.24	30.70	32.24			
				Bi-Weekly Rate	2121.60	2228.00	2339.20	2456.00	2579.20			
				Monthly	4596.80	4827.33	5068.27	5321.33	5588.27			
PARKING ENFORCEMENT OFFICER	C175	01-JUL-2016	PO NONSWORN	Hourly Rate	22.75	23.89	25.09	26.35	27.66			
				Bi-Weekly Rate	1820.00	1911.20	2007.20	2108.00	2212.80			
				Monthly	3943.33	4140.93	4348.93	4567.33	4794.40			
PARKING ENFORCEMENT OFFICER - HOURLY	X180	01-JUL-2016	HOURLY	Hourly Rate	22.75	23.89	25.09	26.35	27.66			
				Bi-Weekly Rate	1820.00	1911.20	2007.20	2108.00	2212.80			
				Monthly	3943.33	4140.93	4348.93	4567.33	4794.40			
PARKING SYSTEM TECHNICIAN	A245	01-JUL-2016	AFSCME	Hourly Rate	29.47	30.94	32.49	34.11	35.82			
				Bi-Weekly Rate	2357.60	2475.20	2599.20	2728.80	2865.60			
				Monthly	5108.13	5362.93	5631.60	5912.40	6208.80			
PAYROLL ADMINISTRATOR	M785	01-JUL-2016	MID MGMT	Hourly Rate	36.34	38.17	40.07	42.08	44.19			
				Bi-Weekly Rate	2907.20	3053.60	3205.60	3366.40	3535.20			
				Monthly	6298.93	6616.13	6945.47	7293.87	7659.60			
PERMIT TECHNICIAN	A460	01-JUL-2016	AFSCME	Hourly Rate	33.51	35.18	36.96	38.80	40.74			
				Bi-Weekly Rate	2680.80	2814.40	2956.80	3104.00	3259.20			
				Monthly	5808.40	6097.87	6406.40	6725.33	7061.60			
PFF RECRUIT (40 hours)	B135	01-JUL-2016	IAFF	Hourly Rate	45.32							
				Bi-Weekly Rate	3625.60							
				Monthly	7855.47							
PLANNER, ASSOCIATE	M125	01-JUL-2016	MID MGMT	Hourly Rate	37.31	39.16	41.13	43.19	45.35			
				Bi-Weekly Rate	2984.80	3132.80	3290.40	3455.20	3628.00			
				Monthly	6467.07	6787.73	7129.20	7486.27	7860.67			
PLANNER, ASSOCIATE - HOURLY	X125	01-JUL-2016	HOURLY	Hourly Rate	37.31	39.16	41.13	43.19	45.35			
				Bi-Weekly Rate	2984.80	3132.80	3290.40	3455.20	3628.00			
				Monthly	6467.07	6787.73	7129.20	7486.27	7860.67			
PLANNER, PRINCIPAL	M590	01-JUL-2016	MID MGMT	Hourly Rate	49.64	52.13	54.73	57.46	60.35			
				Bi-Weekly Rate	3971.20	4170.40	4378.40	4596.80	4828.00			
				Monthly	8604.27	9035.87	9486.53	9959.73	10460.67			

MISCELLANEOUS SECTION

CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PLANNER, SENIOR	M335	01-JUL-2016	MID MGMT	Hourly Rate	46.22	48.52	50.93	53.49	56.16			
				Bi-Weekly Rate	3697.60	3881.60	4074.40	4279.20	4492.80			
				Monthly	8011.47	8410.13	8827.87	9271.60	9734.40			
PLANNER, SENIOR - HOURLY	X335	01-JUL-2016	HOURLY	Hourly Rate	46.22	48.52	50.93	53.49	56.16			
				Bi-Weekly Rate	3697.60	3881.60	4074.40	4279.20	4492.80			
				Monthly	8011.47	8410.13	8827.87	9271.60	9734.40			
PLANNING TECHNICIAN	A462	01-JUL-2016	AFSCME	Hourly Rate	33.51	35.18	36.95	38.79	40.73			
				Bi-Weekly Rate	2680.80	2814.40	2956.00	3103.20	3258.40			
				Monthly	5808.40	6097.87	6404.67	6723.60	7059.87			
PLANT ELECTRICIAN I	D105	01-JUL-2016	WQCP OP ENG	Hourly Rate	34.62	36.35	38.16	40.08	42.09			
				Bi-Weekly Rate	2769.60	2908.00	3052.80	3206.40	3367.20			
				Monthly	6000.80	6300.67	6614.40	6947.20	7295.60			
PLANT ELECTRICIAN I - HOURLY	X500	01-JUL-2016	HOURLY	Hourly Rate	34.62	36.35	38.16	40.08	42.09			
				Bi-Weekly Rate	2769.60	2908.00	3052.80	3206.40	3367.20			
				Monthly	6000.80	6300.67	6614.40	6947.20	7295.60			
PLANT ELECTRICIAN II	D140	01-JUL-2016	WQCP OP ENG	Hourly Rate	38.08	39.99	41.98	44.08	46.30			
				Bi-Weekly Rate	3046.40	3199.20	3358.40	3526.40	3704.00			
				Monthly	6600.53	6931.60	7276.53	7640.53	8025.33			
PLANT MAINTENANCE SUPERVISOR	M745	01-JUL-2016	MID MGMT	Hourly Rate	47.52	49.90	52.41	55.02	57.76			
				Bi-Weekly Rate	3801.60	3992.00	4192.80	4401.60	4620.80			
				Monthly	8236.80	8649.33	9084.40	9536.80	10011.73			
PLANT MECHANIC - HOURLY	X355	01-JUL-2016	HOURLY	Hourly Rate	31.84	33.42	35.10	36.85	38.70			
				Bi-Weekly Rate	2547.20	2673.60	2808.00	2948.00	3096.00			
				Monthly	5518.93	5792.80	6084.00	6387.33	6708.00			
PLANT MECHANIC I	D130	01-JUL-2016	WQCP OP ENG	Hourly Rate	31.84	33.42	35.10	36.85	38.70			
				Bi-Weekly Rate	2547.20	2673.60	2808.00	2948.00	3096.00			
				Monthly	5518.93	5792.80	6084.00	6387.33	6708.00			
PLANT MECHANIC II	D135	01-JUL-2016	WQCP OP ENG	Hourly Rate	35.03	36.78	38.61	40.54	42.58			
				Bi-Weekly Rate	2802.40	2942.40	3088.80	3243.20	3406.40			
				Monthly	6071.87	6375.20	6692.40	7026.93	7380.53			
PLANT MECHANIC, APPRENTICE	D220	01-JUL-2016	WQCP OP ENG	Hourly Rate	27.68	29.80	31.93	34.05	36.19	38.33	40.45	42.58
				Bi-Weekly Rate	2214.40	2384.00	2554.40	2724.00	2895.20	3066.40	3236.00	3406.40
				Monthly	4797.87	5165.33	5534.53	5902.00	6272.93	6643.87	7011.33	7380.53
PLANT MECHANIC, ASSISTANT - HOURLY	X135	01-JUL-2016	HOURLY	Hourly Rate	28.65	30.09	31.60	33.18	34.83			
				Bi-Weekly Rate	2292.00	2407.20	2528.00	2654.40	2786.40			
				Monthly	4966.00	5215.60	5477.33	5751.20	6037.20			
PLANT MECHANIC, LEAD	D180	01-JUL-2016	WQCP OP ENG	Hourly Rate	39.50	41.47	43.54	45.72	48.01			
				Bi-Weekly Rate	3160.00	3317.60	3483.20	3657.60	3840.80			
				Monthly	6846.67	7188.13	7546.93	7924.80	8321.73			

MISCELLANEOUS SECTION

CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PLANT OPERATOR I	D145	01-JUL-2016	WQCP OP ENG	Hourly Rate	30.50	32.03	33.63	35.32	37.07			
				Bi-Weekly Rate	2440.00	2562.40	2690.40	2825.60	2965.60			
				Monthly	5286.67	5511.87	5829.20	6122.13	6425.47			
PLANT OPERATOR I - CONTRACT FT	X145	01-JUL-2016	HOURLY	Hourly Rate	30.50	32.03	33.63	35.32	37.07			
				Bi-Weekly Rate	2440.00	2562.40	2690.40	2825.60	2965.60			
				Monthly	5286.67	5511.87	5829.20	6122.13	6425.47			
PLANT OPERATOR I - HOURLY	X140	01-JUL-2016	HOURLY	Hourly Rate	30.50	32.03	33.63	35.32	37.07			
				Bi-Weekly Rate	2440.00	2562.40	2690.40	2825.60	2965.60			
				Monthly	5286.67	5511.87	5829.20	6122.13	6425.47			
PLANT OPERATOR II	D150	01-JUL-2016	WQCP OP ENG	Hourly Rate	33.56	35.23	37.00	38.84	40.79			
				Bi-Weekly Rate	2684.80	2818.40	2960.00	3107.20	3263.20			
				Monthly	5817.07	6106.53	6413.33	6732.27	7070.27			
PLANT OPERATOR II - HOURLY	X530	01-JUL-2016	HOURLY	Hourly Rate	33.56	35.23	37.00	38.84	40.79			
				Bi-Weekly Rate	2684.80	2818.40	2960.00	3107.20	3263.20			
				Monthly	5817.07	6106.53	6413.33	6732.27	7070.27			
PLANT OPERATOR III	D200	01-JUL-2016	WQCP OP ENG	Hourly Rate	35.23	37.00	38.84	40.79	42.83			
				Bi-Weekly Rate	2818.40	2960.00	3107.20	3263.20	3426.40			
				Monthly	6106.53	6413.33	6732.27	7070.27	7423.87			
PLANT OPERATOR, APPRENTICE	D100	01-JUL-2016	WQCP OP ENG	Hourly Rate	26.51	28.55	30.60	32.64	34.68			
				Bi-Weekly Rate	2120.80	2284.00	2448.00	2611.20	2774.40			
				Monthly	4595.07	4948.67	5304.00	5657.60	6011.20			
PLANT OPERATOR, LEAD	D190	01-JUL-2016	WQCP OP ENG	Hourly Rate	38.75	40.70	42.73	44.87	47.11			
				Bi-Weekly Rate	3100.00	3256.00	3418.40	3589.60	3768.80			
				Monthly	6716.67	7054.67	7406.53	7777.47	8165.73			
PLANT SUPERINTENDENT	M355	01-JUL-2016	MID MGMT	Hourly Rate	55.37	58.15	61.06	64.12	67.31			
				Bi-Weekly Rate	4429.60	4652.00	4884.80	5129.60	5384.80			
				Monthly	9597.47	10079.33	10583.73	11114.13	11667.07			
PLANT SUPERINTENDENT, ASSISTANT	M465	01-JUL-2016	MID MGMT	Hourly Rate	51.58	54.16	56.87	59.71	62.69			
				Bi-Weekly Rate	4126.40	4332.80	4549.60	4776.80	5015.20			
				Monthly	8940.53	9387.73	9857.47	10349.73	10866.27			
PLANT UTILITY WORKER	D125	01-JUL-2016	WQCP OP ENG	Hourly Rate	27.91	29.30	30.77	32.30	33.93			
				Bi-Weekly Rate	2232.80	2344.00	2461.60	2584.00	2714.40			
				Monthly	4837.73	5078.67	5333.47	5598.67	5881.20			
PLANT UTILITY WORKER - HOURLY	X490	01-JUL-2016	HOURLY	Hourly Rate	27.91	29.30	30.77	32.30	33.93			
				Bi-Weekly Rate	2232.80	2344.00	2461.60	2584.00	2714.40			
				Monthly	4837.73	5078.67	5333.47	5598.67	5881.20			
POLICE CAPTAIN	M280	01-JUL-2016	PSM POLICE	Hourly Rate	74.76	78.50	82.42	86.54	90.88			
				Bi-Weekly Rate	5980.80	6280.00	6593.20	6923.20	7270.40			
				Monthly	12958.40	13606.67	14286.13	15000.27	15752.53			

MISCELLANEOUS SECTION

CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
POLICE CHIEF, DEPUTY	M765	01-JUL-2016	PSM POLICE	Hourly Rate Bi-Weekly Rate Monthly	78.44 6275.20 13596.27	82.37 6589.60 14277.47	86.49 6919.20 15738.67	90.80 7264.00 15738.67	95.35 7628.00 16527.33			
POLICE COMMUNICATIONS & RECORDS MANAGER	M285	01-JUL-2016	MID MGMT	Hourly Rate Bi-Weekly Rate Monthly	50.73 4058.40 8793.20	53.26 4260.00 9231.73	55.92 4473.60 9692.80	58.71 4696.80 10176.40	61.65 4932.00 10686.00			
POLICE CORPORAL	C100	01-JUL-2016	PO SWORN	Hourly Rate Bi-Weekly Rate Monthly	51.96 4156.80 9006.40	53.25 4260.00 9230.00	54.60 4368.00 9464.00	55.96 4476.80 9699.73				
POLICE COURT LIAISON - HOURLY	X193	01-JUL-2016	HOURLY	Hourly Rate Bi-Weekly Rate Monthly	24.40 1952.00 4229.33	25.63 2050.40 4442.53	26.90 2152.00 4662.67	28.24 2259.20 4894.93	29.65 2372.00 5139.33			
POLICE LIEUTENANT	M275	01-JUL-2016	PSM POLICE	Hourly Rate Bi-Weekly Rate Monthly	65.60 5248.00 11370.67	68.89 5511.20 11940.93	72.33 5786.40 12537.20	75.95 6076.00 13164.67	79.75 6380.00 13823.33			
POLICE MEDIA TECHNICIAN	C220	01-JUL-2016	PO NONSWORN	Hourly Rate Bi-Weekly Rate Monthly	27.03 2162.40 4685.20	28.38 2270.40 4919.20	29.80 2384.00 5165.33	31.30 2504.00 5425.33	32.86 2628.80 5695.73			
POLICE OFFICER	C115	01-JUL-2016	PO SWORN	Hourly Rate Bi-Weekly Rate Monthly	38.81 3104.80 6727.07	41.53 3322.40 7198.53	44.42 3553.60 7699.47	47.54 3803.20 8240.27	50.87 4069.60 8817.47			
POLICE PROPERTY/EVIDENCE SPECIALIST	C110	01-JUL-2016	PO NONSWORN	Hourly Rate Bi-Weekly Rate Monthly	26.42 2113.60 4579.47	27.73 2218.40 4806.53	29.12 2329.60 5047.47	30.57 2445.60 5298.80	32.09 2567.20 5562.27			
POLICE PROPERTY/EVIDENCE ASSISTANT - HOURLY	X190	01-JUL-2016	HOURLY	Hourly Rate Bi-Weekly Rate Monthly	24.40 1952.00 4229.33	25.63 2050.40 4442.53	26.90 2152.00 4662.67	28.24 2259.20 4894.93	29.65 2372.00 5139.33			
POLICE RECORDS SPECIALIST	C105	01-JUL-2016	PO NONSWORN	Hourly Rate Bi-Weekly Rate Monthly	24.40 1952.00 4229.33	25.63 2050.40 4442.53	26.90 2152.00 4662.67	28.24 2259.20 4894.93	29.65 2372.00 5139.33			
POLICE RECORDS SPECIALIST - HOURLY	X191	01-JUL-2016	HOURLY	Hourly Rate Bi-Weekly Rate Monthly	24.40 1952.00 4229.33	25.63 2050.40 4442.53	26.90 2152.00 4662.67	28.24 2259.20 4894.93	29.65 2372.00 5139.33			
POLICE RECORDS SPECIALIST, SENIOR	C180	01-JUL-2016	PO NONSWORN	Hourly Rate Bi-Weekly Rate Monthly	25.70 2056.00 4454.67	26.98 2158.40 4676.53	28.33 2266.40 4910.33	29.74 2379.20 5154.93	31.23 2498.40 5413.20			
POLICE RECORDS SPECIALIST, SUPERVISING	C200	01-JUL-2016	PO NONSWORN	Hourly Rate Bi-Weekly Rate Monthly	28.07 2245.60 4865.47	29.47 2357.60 5108.13	30.94 2475.20 5362.93	32.48 2598.40 5629.87	34.10 2728.00 5910.67			

MISCELLANEOUS SECTION

CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
					PO NONSWORN	PO NONSWORN	PO NONSWORN	PO NONSWORN	PO NONSWORN	PO NONSWORN	PO NONSWORN	PO NONSWORN	PO NONSWORN
POLICE RECRUIT	C190	01-JUL-2016	PO NONSWORN	Hourly Rate	38.05								
				Bi-Weekly Rate	3044.00								
				Monthly	6595.33								
POLICE RESERVE OFFICER - HOURLY	X325	25-JUN-2010	HOURLY	Hourly Rate	41.76								
				Bi-Weekly Rate	3340.80								
				Monthly	7238.40								
POLICE SERGEANT	C165	01-JUL-2016	PO SWORN	Hourly Rate	55.76	57.17	58.59	60.05	61.55				
				Bi-Weekly Rate	4460.80	4573.60	4687.20	4804.00	4924.00				
				Monthly	9665.07	9909.47	10155.60	10408.67	10668.67				
POLICE SERVICE TECHNICIAN	C125	01-JUL-2016	PO NONSWORN	Hourly Rate	25.10	26.36	27.68	29.07	30.52				
				Bi-Weekly Rate	2008.00	2108.80	2214.40	2325.60	2441.60				
				Monthly	4350.67	4569.07	4797.87	5038.80	5290.13				
POLICE SERVICE TECHNICIAN - HOURLY	X192	01-JUL-2016	HOURLY	Hourly Rate	25.10	26.36	27.68	29.07	30.52				
				Bi-Weekly Rate	2008.00	2108.80	2214.40	2325.60	2441.60				
				Monthly	4350.67	4569.07	4797.87	5038.80	5290.13				
PRESCHOOL TEACHER I	A495	01-JUL-2016	AFSCME	Hourly Rate	19.62	20.61	21.64	22.72	23.85				
				Bi-Weekly Rate	1569.60	1648.80	1731.20	1817.60	1908.00				
				Monthly	3400.80	3572.40	3750.93	3938.13	4134.00				
PRESCHOOL TEACHER I - HOURLY	X690	01-JUL-2016	HOURLY	Hourly Rate	19.62	20.61	21.64	22.72	23.85				
				Bi-Weekly Rate	1569.60	1648.80	1731.20	1817.60	1908.00				
				Monthly	3400.80	3572.40	3750.93	3938.13	4134.00				
PRESCHOOL TEACHER II	A680	01-JUL-2016	AFSCME	Hourly Rate	21.59	22.67	23.80	25.00	26.24				
				Bi-Weekly Rate	1727.20	1813.60	1904.00	2000.00	2099.20				
				Monthly	3742.27	3929.47	4125.33	4333.33	4548.27				
PRESCHOOL TEACHER II - HOURLY	X680	01-JUL-2016	HOURLY	Hourly Rate	21.59	22.67	23.80	25.00	26.24				
				Bi-Weekly Rate	1727.20	1813.60	1904.00	2000.00	2099.20				
				Monthly	3742.27	3929.47	4125.33	4333.33	4548.27				
PUBLIC WORKS ADMINISTRATOR	M795	01-JUL-2016	MID MGMT	Hourly Rate	47.87	50.27	52.78	55.42	58.20				
				Bi-Weekly Rate	3829.60	4021.60	4222.40	4433.60	4656.00				
				Monthly	8297.47	8713.47	9148.53	9606.13	10088.00				
PUBLIC WORKS ASSISTANT DIRECTOR/CITY ENGINEER	M755	01-JUL-2016	MID MGMT	Hourly Rate	70.56	74.09	77.80	81.69	85.76				
				Bi-Weekly Rate	5644.80	5927.20	6224.00	6535.20	6860.80				
				Monthly	12230.40	12842.27	13485.33	14159.60	14865.07				
PUBLIC WORKS INSPECTOR	A310	01-JUL-2016	AFSCME	Hourly Rate	37.92	39.82	41.82	43.91	46.10				
				Bi-Weekly Rate	3033.60	3185.60	3345.60	3512.80	3686.00				
				Monthly	6572.80	6902.13	7248.80	7611.07	7990.67				
PUBLIC WORKS MAINTENANCE WORKER	A275	01-JUL-2016	AFSCME	Hourly Rate	24.76	26.00	27.30	28.65	30.10				
				Bi-Weekly Rate	1980.80	2080.00	2184.00	2292.00	2408.00				
				Monthly	4291.73	4506.67	4732.00	4966.00	5217.33				

MISCELLANEOUS SECTION

CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
PUBLIC WORKS MAINTENANCE WORKER - HOURLY	X345	01-JUL-2016	HOURLY	Hourly Rate	24.76	26.00	27.30	28.65	30.10			
				Bi-Weekly Rate	1980.80	2080.00	2184.00	2292.00	2408.00			
				Monthly	4291.73	4506.67	4732.00	4966.00	5217.33			
PUBLIC WORKS MAINTENANCE WORKER, LEAD	A200	01-JUL-2016	AFSCME	Hourly Rate	29.47	30.94	32.49	34.11	35.82			
				Bi-Weekly Rate	2357.60	2475.20	2599.20	2728.80	2865.60			
				Monthly	5108.13	5362.93	5631.60	5912.40	6208.80			
PUBLIC WORKS MAINTENANCE WORKER, SENIOR	A360	01-JUL-2016	AFSCME	Hourly Rate	26.52	27.85	29.24	30.70	32.24			
				Bi-Weekly Rate	2121.60	2228.00	2339.20	2456.00	2579.20			
				Monthly	4596.80	4827.33	5068.27	5321.33	5588.27			
RECREATION & COMMUNITY SERVICES PROG COOR - HOURLY	X700	01-JUL-2016	HOURLY	Hourly Rate	27.20	28.55	29.97	31.49	33.06			
				Bi-Weekly Rate	2176.00	2284.00	2397.60	2519.20	2644.80			
				Monthly	4714.67	4948.67	5194.80	5458.27	5730.40			
RECREATION & COMMUNITY SERVICES PROGRAM COORD	M530	01-JUL-2016	MID MGMT	Hourly Rate	27.20	28.55	29.97	31.49	33.06			
				Bi-Weekly Rate	2176.00	2284.00	2397.60	2519.20	2644.80			
				Monthly	4714.67	4948.67	5194.80	5458.27	5730.40			
RECREATION & COMMUNITY SERVICES SUPERVISOR	M295	01-JUL-2016	MID MGMT	Hourly Rate	38.85	40.78	42.83	44.96	47.20			
				Bi-Weekly Rate	3108.00	3262.40	3426.40	3596.80	3776.00			
				Monthly	6734.00	7068.53	7423.87	7793.07	8181.33			
RECREATION INSTRUCTOR - HOURLY	X350	24-APR-2015	HOURLY	Hourly Rate	10.00				35.00			
				Bi-Weekly Rate	800.00				2800.00			
				Monthly	1733.33				6066.67			
RECREATION LEADER I - HOURLY	X360	24-APR-2015	HOURLY	Hourly Rate	10.00	10.50	11.03	11.58	12.16			
				Bi-Weekly Rate	800.00	840.00	882.40	926.40	972.80			
				Monthly	1733.33	1820.00	1911.87	2007.20	2107.73			
RECREATION LEADER II	A610	01-JUL-2016	AFSCME	Hourly Rate	11.74	12.33	12.95	13.60	14.28			
				Bi-Weekly Rate	939.20	986.40	1036.00	1088.00	1142.40			
				Monthly	2034.93	2137.20	2244.67	2357.33	2475.20			
RECREATION LEADER II - HOURLY	X365	01-JUL-2016	HOURLY	Hourly Rate	11.74	12.33	12.95	13.60	14.28			
				Bi-Weekly Rate	939.20	986.40	1036.00	1088.00	1142.40			
				Monthly	2034.93	2137.20	2244.67	2357.33	2475.20			
RECREATION LEADER III	A620	01-JUL-2016	AFSCME	Hourly Rate	13.72	14.41	15.13	15.88	16.69			
				Bi-Weekly Rate	1097.60	1152.80	1210.40	1270.40	1335.20			
				Monthly	2378.13	2497.73	2622.53	2752.53	2892.93			
RECREATION LEADER III - HOURLY	X370	01-JUL-2016	HOURLY	Hourly Rate	13.72	14.41	15.13	15.88	16.69			
				Bi-Weekly Rate	1097.60	1152.80	1210.40	1270.40	1335.20			
				Monthly	2378.13	2497.73	2622.53	2752.53	2892.93			

MISCELLANEOUS SECTION

CITY OF SOUTH SAN FRANCISCO SALARY SCHEDULE

JOB TITLE	JOB CODE	ADOPTION DATE	UNIT	PAY RATE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RECREATION LEADER IV	A515	01-JUL-2016	AFSCME	Hourly Rate Bi-Weekly Rate Monthly	17.85 1428.00 3094.00	18.75 1500.00 3250.00	19.67 1573.60 3409.47	20.65 1652.00 3579.33	21.69 1735.20 3759.60			
RECREATION LEADER IV - HOURLY	X375	01-JUL-2016	HOURLY	Hourly Rate Bi-Weekly Rate Monthly	17.85 1428.00 3094.00	18.75 1500.00 3250.00	19.67 1573.60 3409.47	20.65 1652.00 3579.33	21.69 1735.20 3759.60			
SAFETY INSPECTOR - HOURLY	X181	25-JUN-2010	HOURLY	Hourly Rate Bi-Weekly Rate Monthly	26.99 2159.20 4678.27	28.34 2267.20 4912.27	29.76 2380.80 5158.40	31.25 2500.00 5416.67	32.81 2624.80 5687.07			
SAFETY INSPECTOR I	B200	01-JUL-2016	IAFF	Hourly Rate Bi-Weekly Rate Monthly	45.31 3624.80 7853.73	47.59 3807.20 8248.93	49.97 3997.60 8661.47	52.46 4196.80 9093.07	55.09 4407.20 9548.93			
SAFETY INSPECTOR II	B195	01-JUL-2016	IAFF	Hourly Rate Bi-Weekly Rate Monthly	49.84 3987.20 8638.93	52.32 4185.60 9068.80	54.95 4396.00 9524.67	57.69 4615.20 9999.60	60.56 4844.80 10497.07			
SAFETY INSPECTOR III	B190	01-JUL-2016	IAFF	Hourly Rate Bi-Weekly Rate Monthly	54.39 4351.20 9427.60	57.10 4568.00 9897.33	59.97 4797.60 10394.80	62.96 5036.80 10913.07	66.13 5290.40 11462.53			
SWEEPER OPERATOR	A370	01-JUL-2016	AFSCME	Hourly Rate Bi-Weekly Rate Monthly	28.83 2306.40 4997.20	30.27 2421.60 5246.80	31.79 2543.20 5510.27	33.37 2669.60 5784.13	35.04 2803.20 6073.60			
TECHNICAL SERVICES SUPERVISOR	M735	01-JUL-2016	MID MGMT	Hourly Rate Bi-Weekly Rate Monthly	48.40 3872.00 8389.33	50.83 4066.40 8810.33	53.37 4269.60 9250.80	56.04 4483.20 9713.60	58.84 4707.20 10198.93			
TREE TRIMMER	A375	01-JUL-2016	AFSCME	Hourly Rate Bi-Weekly Rate Monthly	29.69 2375.20 5146.27	31.19 2495.20 5406.27	32.74 2619.20 5674.93	34.37 2749.60 5957.47	36.09 2887.20 6255.60			
VAN DRIVER	A510	01-JUL-2016	AFSCME	Hourly Rate Bi-Weekly Rate Monthly	15.16 1212.80 2627.73	15.91 1272.80 2757.73	16.72 1337.60 2898.13	17.55 1404.00 3042.00	18.43 1474.40 3194.53			
VAN DRIVER - HOURLY	X555	01-JUL-2016	HOURLY	Hourly Rate Bi-Weekly Rate Monthly	15.16 1212.80 2627.73	15.91 1272.80 2757.73	16.72 1337.60 2898.13	17.55 1404.00 3042.00	18.43 1474.40 3194.53			



City of South San Francisco

P.O. Box 711 (City Hall,
400 Grand Avenue)
South San Francisco, CA

Resolution: RES 77-2016

File Number: 16-254

Enactment Number: RES 77-2016

RESOLUTION APPROVING CHANGES TO THE MASTER FEE SCHEDULE FOR FISCAL YEAR 2016-2017 FOR FEES FOR SERVICES FOR THE CITY OF SOUTH SAN FRANCISCO.

WHEREAS, staff recommends modification to the Master Fee Schedule for the 2016-17 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.

* * * * *

At a meeting of the City Council on 6/22/2016, a motion was made by Liza Normandy, seconded by Richard Garbarino, that this Resolution be approved. The motion passed.

Yes: 5 Councilmember Normandy, Councilmember Garbarino, Councilmember Matsumoto, Vice Mayor Gupta, and Mayor Addiego

Attest by



Krista Martinelli

MISCELLANEOUS SECTION

EXHIBIT A

PROPOSED CHANGES – MASTER FEE SCHEDULE
FISCAL YEAR 2016-17

	CURRENT	PROPOSED	CHANGE	NOTE
Economic & Community Development Department				
<i>Parking Meter Rates and Time Limits</i>				
Entire Section moved to Public Works and format changed				See Public Works
Fire Department				
<i>Fire Service EMS Training</i>				
ALS I *	\$1,733.00	\$1,950.00	\$217.00	Increase
ALS II *	\$1,733.00	\$1,950.00	\$217.00	Increase
BLS (Emergency) *	\$1,410.00	\$1,950.00	\$510.00	Increase
Mileage (All levels)	\$35.00	\$50.00	\$15.00	Increase
Oxygen	\$100.00	\$120.00	\$20.00	Increase
*Supplies included in base rate				
First-Aid / CPR / AED Classes for Non-residents	\$75.00	\$100.00 Per person	\$25.00 Per Person	Increase
First-Aid / CPR Classes Provided for SSF Businesses	\$55.00			REMOVE
Pediatric CPR/AED		\$55.00 Per Person	\$55.00 Per Person	New Fee
Heartsaver CPR/AED		\$50.00 Per person	\$50.00 Per Person	New Fee
Pediatric First Aid/CPR/AED		\$120.00 Per person	\$120.00 Per Person	New Fee
EMT Refresher Course		\$800.00 Per person	\$800.00 Per Person	New Fee
EMT Certification Class		\$1,600.00 Per person	\$1,600.00 Per Person	New Fee
<i>Miscellaneous Fire Prevention Fees</i>				
Microfilming	5%			REMOVE
Plan Digitizing Fee		5%		New Fee
Library Department				
<i>Fines for Overdue Materials</i>				
Adult Materials, Books, Audio, Video, Magazines, DVDs, etc.	\$0.25 Daily			Only applies to Adult Borrowers
Children's Materials – Books, Audio, Video, Magazines, DVDs etc.	\$0.15 Daily			Only applies to Adult Borrowers

MISCELLANEOUS SECTION

PROPOSED CHANGES – MASTER FEE SCHEDULE
FISCAL YEAR 2016-17

	CURRENT	PROPOSED	CHANGE	NOTE
Lost, Replacement Charges				
Library Card Replacement – non refundable	\$1.00 Each			REMOVED

Public Works Department				
	Minimum Hourly Rate	Maximum Hourly Rate	Set Hourly Rate	*subject to change
Parking Meter Rates and Time Limits				
Parking meters and lots operate Monday through Saturday, from 9 AM to 6 PM, Minimum purchase with credit card \$1.00				
Grand Avenue	\$0.50	\$3.00	\$0.75	↑1 hour
Maple Avenue (200 and 300 blocks)	\$0.50	\$3.00	\$0.75	↑2 hours
Linden Avenue (200 and 300 blocks)	\$0.50	\$3.00	\$0.75	↑2 hours
Cypress Avenue (200 and 300 blocks)	\$0.50	\$3.00	\$0.75	↑2 hours
Baden Avenue (300 block)	\$0.50	\$3.00	\$0.75	↑2 hours
Miller Avenue, Linden to Maple	\$0.50	\$3.00	\$0.50	↑2 hours
Miller Avenue, Airport to Linden	\$0.50	\$3.00	\$0.50	↑2 hours
Airport Boulevard, Lux Avenue	\$0.50	\$3.00	\$0.50	↑2 hours
Cypress Avenue (400 and 500 blocks)	\$0.50	\$3.00	\$0.50	↑2 hours
Linden Avenue (100 and 400 blocks)	\$0.50	\$3.00	\$0.50	↑2 hours
24 minute spaces (per 3 minutes)			\$0.10	
Metered Spaces in Parking Lot Numbers (per hour):				
#1	\$0.50	\$3.00	\$0.75	↑5 hours
#4	\$0.50	\$3.00	\$0.75	↑2 hours
#2 (west)	\$0.50	\$3.00	\$0.75	↑2 hours
#5 (west)	\$0.50	\$3.00	\$0.75	↑2 hours
#12	\$0.50	\$3.00	\$0.75	↑2 hours
#15	\$0.50	\$3.00	\$0.75	↑2 hours

MISCELLANEOUS SECTION

PROPOSED CHANGES – MASTER FEE SCHEDULE
FISCAL YEAR 2016-17

#3	\$0.50	\$3.00	\$0.50	↑ 2 hours
#16	\$0.50	\$3.00	\$0.50	↑ 2 hours
#11	\$0.50	\$3.00	\$0.50	↑ 10 hours
Miller Parking Garage				
Metered Spaces	\$0.50	\$0.50	\$0.50	Per hour
Daily Permit	\$1.50	\$3.00	\$1.50	Per day
Monthly Permit	\$20.00	\$40.00	\$20.00	Per month
Annual Permit	\$220.00	\$440.00	\$220.00	Per year, January - December

MISCELLANEOUS SECTION

PROPOSED CHANGES – MASTER FEE SCHEDULE
FISCAL YEAR 2016-17

	CURRENT			PROPOSED			CHANGE		NOTE
	Resident	Non-Resident		Resident	Non-Resident		Resident	Non-Resident	
Parks and Recreation Department									
Aquatic Classes									
Family Swim (1 to 5 swimmers)	\$5.50	\$5.50	Per Family Admission	\$5.50	\$5.50	Per Family Admission			Limit on Family size
Additional Swimmer(s)				\$2.25	\$2.25	Per Admission	\$2.25	\$2.25	Per Admission New Fee
Swim Lessons									
Child Lessons									
Saturday	\$11.75		Per Hour	\$12.35		Per Hour	\$0.60		Per Hour Remove
Weekday	\$9.40		Per Hour	\$9.90		Per Hour	\$0.50		Per Hour Remove
Child Lessons (Group)				\$12.35		Per Hour			New Fee
Semi-Private Lessons									
Saturday	\$23.00		Per Hour	\$24.15		Per Hour	\$1.15		Per Hour REMOVE
Weekday	\$18.40		Per Hour	\$19.30		Per Hour	\$0.90		Per Hour REMOVE
Semi-Private & Private Lessons									
Semi-Private (Child or Adult)				\$24.15		Per Hour	\$24.15		Per Hour New Fee
Private (Child or Adult)				\$36.00		Per Hour	\$36.00		Per Hour New Fee
Drop in Aqua Zumba				\$5.00		Per Class	\$5.00		Per Class New Fee
Aqua Zumba				\$5.40		Per Hour	\$5.40		Per Hour New Fee
Water Safety Instructor:	\$105.00	\$120.00	Per Session	\$190.00	\$205.00	Per Session	\$85.00	\$85.00	Per Session Increase – includes books & materials
Lifeguard Training:	\$105.00	\$120.00	Per Session	\$190.00	\$205.00	Per Session	\$85.00	\$85.00	Per Session Increase – includes books & materials

MISCELLANEOUS SECTION

PROPOSED CHANGES – MASTER FEE SCHEDULE
FISCAL YEAR 2016-17

	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>	
Jr. Lifeguard Camp			\$100.00	\$115.00 Per Session	\$100.00	\$115.00 Per Session	New Fee
Sports Programs and Facilities							
Bocce Ball Permit Fee							
Assessed to private events not co-sponsored by the city			\$75.00	Per Permit	\$75.00	Per Permit	New Fee
Children's Classes							
Ballet Combo Class			\$5.42	Per hour			New Fee
Clarinet / Saxophone (Private)			\$34.28	Per hour			New Fee
Drama			\$4.57	Per hour			New Fee
Mariachi Music			\$4.88	Per hour			New Fee
Piano (Private)	\$8.56	Per 15 min					REMOVE
Soccer Tots			\$5.51	Per hour			New Fee
Ukulele (Group)			\$6.98	Per hour			New Fee
Adult Classes							
Argentine Tango	\$6.72	Per hour					REMOVE
Ballroom Dance Sport	\$6.46	Per hour					REMOVE
Ballroom Dance (Tango, Salsa, Swing)			\$6.72	Per hour			New Fee
Ballet Combo Class			\$5.42	Per hour			New Fee
Karate (1x week)			\$5.00	Per hour			New Fee
Foreign Language			\$6.46	Per hour			New Fee
Mandarin	\$6.46	Per hour					REMOVE
Salsa Dance	\$5.62	Per hour					REMOVE
Silk Painting	\$3.31	Per hour					REMOVE
Swing Dance	\$5.57	Per hour					REMOVE
Other Services							
Contractual Classes Service Fee	\$20.00	Per Person					REMOVE
Contractual Classes Service Fee			\$5.00 - \$25.00	Sliding Fee			New Fee
Drop-in Dance Fees – Social Hall (Tu/Th/Fri)	\$5.00						REMOVE
Drop-In Senior Class Fees			\$5.00	Per Class			New Fee

MISCELLANEOUS SECTION

PROPOSED CHANGES – MASTER FEE SCHEDULE FISCAL YEAR 2016-17

Seniors Program Field Trip Fee (Out of Town)			\$5.00	Per Ride				New Fee
Protected Tree Permit	\$100.00	Per Permit	\$100.00	Per Tree				Increase
Children's Classes late pick-up fees	\$3.00	Per Minute	\$5.00	Per Minute	\$2.00	Per Minute		Increase

MISCELLANEOUS SECTION

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 20: South San Francisco Demographics

Area Population and Population Density

Total Population ⁴	64,585
Land Area in Square Miles ¹	9.14
Population Per Square Mile (Land Area)	7,066

Population Age and Sex Characteristics¹

% of Total Population	
Male	49.4%
Female	50.6%
Median Age (years)	39.1
Average Household Size	3.01
Average Family Size	3.45
Persons Under 5 Years	6.2%
Persons 5 – 19 Years	21.7%
Persons 20 – 64 Years	59%
Persons Age 65+	13.1%

Race Detail¹

% 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%

Sources:

¹ United States Census Bureau: 2010-2014 American Community Survey 5-Year Estimates

² United States Census Bureau: 2012 Economic Census, 2012 Economic Census of Island Areas, and 2012 Non-employer Statistics.

³ City of South San Francisco: Business License Database

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

MISCELLANEOUS SECTION

Housing Tenure¹

Occupied Housing Units	21,631
Owner-Occupied Housing Units	12,918
Population in Owner-Occupied Units	39,399
Average Household size	3.05
Renter-Occupied Housing Units	8,713
Population in Renter-Occupied Units	25,964
Average Household Size	2.98

Housing Occupancy¹

Total Housing Units	22,678
Occupied Housing Units	21,631
Vacant Housing Units	1,047
For Rent	39.20%
Rented, Not Occupied	1.40%
For Sale Only	19.00%
Sold, Not Occupied	10.70%
For Seasonal, Recreational, or Occasional Use	0.00%
All Other Vacancies	25.80%
Vacancy Rate	
Homeowner Vacancy Rate	0.3%
Rental Vacancy Rate	4.3%

Median Income Comparison¹

2014 Median Household Income	78,101
2013 Median Household Income	76,785

Top 10 Employers in South San Francisco³

GENENTECH, INC
 LAYTON CONSTRUCTION CO INC
 ONYX PHARMACEUTICALS INC.
 LIFE TECHNOLOGIES CORPORATION
 COSTCO WHOLESALE (2 Stores)
 AMGEN SAN FRANCISCO LLC
 SUCCESSFACTORS, INC.
 SBM SITE SERVICES, LLC
 WAVE DIVISON HOLDINGS LLC
 TOBI.COM, LLC

Sources:

¹United States Census Bureau: 2010-2014 American Community Survey 5-Year Estimates

² United States Census Bureau: 2012 Economic Census, 2012 Economic Census of Island Areas, and 2012 Non-employer Statistics.

³ City of South San Francisco: Business License Database

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

MISCELLANEOUS SECTION

CLASS OF WORKER¹

Private wage and salary workers	78.90%
Government workers	15.40%
Self-employed in own not incorporated business workers	5.60%
Unpaid family workers	0.10%

OCCUPATION¹

Management, business, science, and arts occupations	35.20%
Service occupations	20.19%
Sales and office occupations	27.02%
Natural resources, construction, and maintenance occupations	6.75%
Production, transportation, and material moving occupations	11.02%

MEANS OF TRANSPORTATION TO WORK¹

Car, truck, or van	81.60%
Drove alone	67.80%
Carpooled	13.80%
In 2-person carpool	10.20%
In 3-person carpool	1.70%
In 4-or-more person carpool	1.90%
Workers per car, truck, or van	1.10%
Public transportation (excluding taxicab)	11.00%
Walked	3.30%
Bicycle	0.80%
Taxicab, motorcycle, or other means	0.70%
Worked at home	2.60%

INDUSTRY¹

Agriculture, forestry, fishing & hunting, and mining	0.25%
Construction	4.10%
Manufacturing	7.20%
Wholesale trade	3.28%
Retail trade	11.25%
Transportation and warehousing, and utilities	8.18%
Information	2.04%
Finance & insurance, & real estate & rental & leasing	8.19%
Professional, scientific, mng, admin. & waste mng. services	12.01%
Educational services, and health care and social assistance	21.39%
Arts, entertainment, recreation, accommodation & food services	11.01%
Other services, except public administration	6.35%
Public administration	4.77%

Sources:

¹United States Census Bureau: 2009-2013 American Community Survey 5-Year Estimates

²United States Census Bureau: 2012 Economic Census, 2012 Economic Census of Island Areas, and 2012 Non-employer Statistics.

³City of South San Francisco: Business License Database

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

MISCELLANEOUS SECTION

Economy-Wide Key Statistics²

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
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
Transportation and warehousing (104)	278	1,512,144	288,173	5,778
Information	28	N	511,366	3,439
Finance and insurance	60	N	22,022	461
Real estate and rental and leasing	76	132,081	27,104	666
Professional, scientific, & tech. services	191	1,235,712	693,105	4,329
Admin, support, waste mngmt. & remed. svcs	126	401,999	174,045	5,143
Educational services	12	25,376	21,225	224
Health care and social assistance	186	402,443	212,880	3,052
Arts, entertainment, and recreation	19	18,511	5,629	231
Accommodation and food services	204	316,221	82,263	3,673
Other services (except public administration)	123	150,164	50,458	1,401

a 0 to 19 employees

(104) Railroad transportation and U.S. Postal Service are out of scope for the 2012 Economic Census

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

N Not available or not comparable

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

Sources:

¹ United States Census Bureau: 2009-2013 American Community Survey 5-Year Estimates

² United States Census Bureau: 2012 Economic Census, 2012 Economic Census of Island Areas, and 2012 Non-employer Statistics.

³ City of South San Francisco: Business License Database

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

MISCELLANEOUS SECTION

GLOSSARY

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

Appropriations – The amount of money 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.

CalPERS – The California Public Employees’ Retirement System; the City provides contributions to CalPERS for employee defined benefit pension costs; each year. CalPERS provides an annual actuarial valuation with the pension contribution rates for the next fiscal year, which factors in various actuarial assumptions for mortality, the City the required contribution based on age and number of employees.

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; expenditures are charged to the department and the funds are recorded in 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.

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.

MISCELLANEOUS SECTION

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).

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 – Expenditures that are charged 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 medical benefits for qualified employees who have retired from the City.

Projected – The projected amount of expenditures or revenues for the City before the close of the fiscal 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.

MISCELLANEOUS SECTION

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, Parking District Fund and Equipment Replacement Fund.

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

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