



City of South San Francisco Fiscal Year 2021-22 Adopted Budget



Adopted version

Last updated 12/18/21





TABLE OF CONTENTS

Introduction	4
Transmittal Letter	5
History of City	9
Demographics	12
Mission, Values and Strategic Priorities	16
Financial Policies	17
Budget Overview	19
About the Budget	20
Budget Process and Timeline	21
Fund Structure	23
Appropriations Limit	28
Operating Budget Adoption Resolution	29
Funding Sources	30
City-wide Revenues by Type	31
Fund Summaries	37
FY2022 Expenditures by Fund	38
Governmental - Major Funds	48
General Fund (100)	49
Measure W (101)	60
Developer Deposits (270)	63
Capital Improvements (510)	65
Capital Infrastructure Reserve Fund (513)	68
Capital Improvements - Civic campus Phase I Bond-funded (515)	70
Capital Improvements - Civic Campus Phase I non-Bond funded (516)	78
Capital Improvements – Street Pavement Bond-funded (517)	83
Capital Improvements – Solar Roof Bond-funded (518)	85
Capital Improvements – Civic Campus Phase II Bond-funded (519)	87
Governmental - non-Major Funds	89
Park In-Lieu Fees Fund (206/207/209)	90
Gas Tax Fund (210)	92
Measure A-1/2 Transportation Sales Tax (211)	95
Road Maintenance & Rehab (SB1) (212)	98
Smc Measure W 1/2 Cent Sales Tax (213)	101
Community Development Block Grant (222)	104
Common Greens Maintenance Districts (231/232/233/234),	108
City Housing Fund (241)	111
Solid Waste Reduction (250)	115
Supplemental Law Enforcement Services (260)	117
City Programs Special Revenue Fund (280)	119
Sewer Capacity Charges (730)	121
Consolidated Impact Fees (820/830/810)	123
Proprietary - Major Funds	128
Sewer Enterprise Fund (710)	129
Parking District Fund (720)	134
Storm Water Fund (740)	137
Proprietary - non-Major Funds	141
City Service Fund (781)	142
Self Insurance Fund (782)	144
Benefits Fund (783)	147
Equipment Replacement (784)	150
Information Technology (785)	154
Special Revenue Fund (786)	158
Departments	160
Departments Overview	161
City Council	164



City Treasurer	167
City Clerk	169
City Attorney	173
City Manager	177
Finance	181
Non-Departmental	185
Human Resources	187
Economic and Community Development	191
Fire Department	196
Police Department	199
Public Works	203
Library	211
Information Technology (IT)	217
Parks and Recreation	221
Capital Improvement Program	228
Executive Summary	229
One year plan	231
Debt	237
Debt Management Policy	238
Debt Service Obligations	240
Appendix	241
Capital Improvement Plan Requests	242
Glossary	344



INTRODUCTION





Transmittal Letter

CITY COUNCIL 2021: MARK ADDIEGO, MAYOR; MARK NAGALES, VICE MAYOR; FLOR NICOLAS, COUNCILMEMBER; EDDIE FLORES, COUNCILMEMBER; JAMES COLEMAN, COUNCILMEMBER; MIKE FUTRELL, CITY MANAGER

Mayor, Vice Mayor, and Councilmembers:

We present to you the City of South San Francisco's FY 2021-22 Adopted Operating Budget.

INTRODUCTION

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

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

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

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

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

The City was mindful of these and other priorities as the FY 2021-22 Adopted Operating Budget was developed and will pursue the following **Strategic Initiatives**:

- **Recover from Global Pandemic** – Economic recovery, housing stabilization, bridging the digital divide, support for impacted residents, promoting and maintaining health
- **Workforce Development** -- Attract, Train, Support and Retain a High Performance City Staff Team, without which no other initiative is possible.
- **Quality of Life** -- Build and Maintain a Sustainable City, grounded in racial and social equity:
 - Active recreation & learning programs, with top-tier library, parks, art and green spaces;
 - Excellent bike paths, pedestrian ways, and multi-modal transportation options;
 - Robust environmental and sustainability programs;
 - Full range of housing and learning options;
- **Public Safety** -- Skilled Police, Fire, Emergency Medical Service, Emergency Management and Public Works
- **Financial Stability** -- Ensure thriving and resilient city economy, bolstered by sustainable and diverse revenues; responsible stewardship of taxpayer funds; and well-managed system of checks/balances, transparency and accountability, managed well
- **Community Connections** – Community anchored by active volunteer organizations, vibrant community and civic events, tied together through strong city communications;

BUDGET SUMMARY

The City of South San Francisco, the Industrial City, has a rich history of adapting to shifts in business, and yet staying true to its industrial heritage. The City's origins were rooted in livestock-related industries, and transitioned to shipbuilding to support two world wars. The 1950's brought modern industrial parks to the East of 101 area, where freight forwarding, light



industries and other airport-related businesses thrived. The addition of Genentech in 1976 earned the city the moniker of “Birthplace of Biotechnology”. Today, the City is home to over 200 biotech companies and is the Biotechnology Capital of the World.

In early 2020, the world was faced with the Covid-19 pandemic. It was unclear at that time how long it would last and when vaccines would be developed that would allow a return to normal life for citizens, businesses and all levels of government. The City of South San Francisco, like most municipal governments, saw large negative impacts to certain revenue streams including Transient Occupancy Tax (TOT) and Sales Tax, which necessitated curtailing expenditures, all the while trying to enhance services for the most vulnerable in the community. These included food drives, Covid-19 testing events, rental assistance programs, Census outreach and vaccination events. The City has been able to be a leader in the region in providing these extraordinary and necessary services partly due to its strong financial footing. Fortunately, the combination of a history of sound fiscal decision-making; a decade of prosperity stemming from robust growth, especially in the biotechnology sector; high cash reserves/liquidity levels; and an agile and flexible budgeting process has allowed the City to adapt to the changing conditions better than most in preserving jobs and services, while enhancing support for community members.

In 2017, the City made the strategic shift away from a one-year operating budget cycle to a two-year (biennial) operating budget cycle as biennial budgeting generally requires a longer commitment of policy direction and funding levels. However, the significant level of uncertainty caused by the pandemic which continued through FY2020-21 and into the FY2021-23 budget season led to the decision to propose a one-year budget for FY2021-22 with a view to returning to a biennial budget cycle once the level of uncertainty subsides and the economy shows signs of stabilization.

The FY 2021-22 Adopted Operating Budget was developed during a unique and challenging environment yet reflects the versatility, depth and resilience of the local economy. Despite the Covid-19 pandemic, Property Tax, the City’s largest tax revenue source, continues to grow at a steady rate with property prices remaining high, while new residential and commercial developments broaden the City’s tax base. Sales tax revenues are rebounding as restrictions are eased and more people are vaccinated against Covid-19, and TOT revenue is expected to increase in FY2021-22 compared to FY2020-21 actuals.

During the first half of 2021, the City was allocated \$12.3 million in American Rescue Plan (ARP) federal stimulus funds, as part of the federal government’s response to the impacts of the Covid-19 pandemic. Half of this amount was received in June. The remaining half is due in June 2022. As projects are identified and determined eligible in accordance with the US Treasury’s official guidance, the projects will be taken to Council for consideration and appropriation.

Even during the pandemic, the City continued to see significant development activity which has provided revenue through impact fees, and license and permit fees and has acted to offset the declines seen in other revenue streams. The pace of development is expected to continue through the FY2021-22 budget cycle with new housing developments, continued expansion east of 101 with the Kilroy Oyster Point redevelopment, the Gateway Business Park, a new Safeway at 180 El Camino Real, and a new Mercedes Benz dealership, to name just a few. When complete, these projects also add to the assessed value of property within the City which ultimately increases property tax revenue.

Employee compensation represents approximately 40 percent of the City’s total budget (excluding interdepartmental charges and interfund transfers) and 79% of the City’s General Fund budget (excluding interfund transfers). 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, valued at \$469 billion at the end of FY2020-21. In December 2016, the CalPERS Board of Administration reduced its discount rate from 7.5 percent to 7.0 percent, which has impacted all local government agencies that contract with CalPERS for pension benefits, resulting in higher pension contributions. It is anticipated that the discount rate may be lowered further in the near future, further raising costs to cities. During FY2021-22, the City will be assessing options, such as a Section 115 trust, to help achieve financial sustainability with regards to pension-related liabilities.

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

GENERAL FUND



The FY 2021-22 General Fund Operating Budget revenues are \$110.3 million and expenditures are \$113.1 million (excluding carryover purchase orders), giving rise to a \$2.8 million deficit as the City continues to rebound from the economic impacts of the Covid-19 pandemic. This shortfall will be funded from the remainder of the large surplus experienced in FY2019-20 and/or the federal stimulus available through the American Rescue Plan (ARP) Act.

REVENUE ASSUMPTIONS

Property Tax

Property tax serves as the City's largest revenue source, and is shaped by Proposition 13, which limits the annual property tax to one percent of the assessed value of land and property, and limits the annual increase in assessed value to two percent. Excluding revenues from excess Educational Revenue Augmentation Fund (ERAF) and property tax in lieu of Vehicle Licensing Fee (VLF), property tax revenues are projected to increase by \$3.4 million, a 11.1 percent increase over the FY 2020-21 adopted budget. The trend is largely driven by an increase in current year secured property assessed value. The increase in assessed value is driven by rising property values in the rebounding economy, new properties entering the tax roll and the reassessment of existing properties due to building improvements.

Sales Tax

Sales tax revenues are projected to increase to \$19.5 million in FY 2021-22, a \$2.6 million or 15.6 percent increase compared to the adopted FY 2020-21 budget. The General Fund sales tax does not include Measure W, a transactions and use tax approved by South San Francisco voters in November 2015. This is accounted for in a separate fund outside the City's main General Fund.

Transient Occupancy Tax (TOT)

In November 2018, the South San Francisco voters approved Measure FF, a measure that gradually increased the Transient Occupancy Tax (TOT) from 10 percent to 14 percent. On January 1, 2021, TOT increased to 14 percent. The adopted FY2021-22 TOT budget is \$7.1 million which is \$1.2 million or 20% higher than the FY2020-21 adopted TOT budget, which saw a 65% drop in TOT revenues as a direct result of Covid-19 impacts. As vaccination rates increase and travel restrictions ease, regional and international travel is rebounding and hotel occupancy rates are rising although it may be some time before TOT returns to its pre-pandemic level.

Permit Revenues

Residential and commercial development continues to flourish despite the Covid-19 pandemic as demand for housing remains strong. License and permit revenues are projected to reach \$16.5 million in FY 2021-22, an increase of \$1.5 million compared to the FY2020-21 adopted budget.

EXPENDITURE ASSUMPTIONS

Salaries

The City's adopted FY2021-22 operating budget includes a three percent salary increase following recently completed negotiations with the various Memorandum of Understanding (MOU) bargaining units. Including an expected increase in contributions to CalPERS, salaries and benefits costs are budgeted at \$88.7 million (excludes IT which is budgeted outside of the General Fund) which an increase of \$3.6 million compared to the FY2020-21 adopted budget.

CalPERS Retirement Benefits

The City participates in the California Public Employees' Retirement System (CalPERS) to provide pension benefits to its employees. The benefit is funded largely by contributions from the City, while the employee pays a portion. The amount which the City is required to contribute is determined by CalPERS' actuaries on an annual basis. In December 2016, the CalPERS Board of Administration reduced the discount rate from 7.5 to 7.0 percent, which impacted both the normal cost, which represents the cost of one year of service of active CalPERS members, and the Unfunded Accrued Liability (UAL), which reflects the cost of past service of active members that is currently unfunded. Normal cost is expected to increase by 5 percent to \$7.9 million, while the UAL is expected to increase by 14 percent to \$15.9 million (Miscellaneous and Safety plans combined). The discount rate reduction began in FY 2018-19 and was phased in over a three year period. CalPERS amortizes the impact of assumption changes over 20 years, with an initial ramp up period of five years. The net result is that the full impact of the discount rate reduction will not be completed until FY 2025-26.

Measure W

The FY 2021-22 Adopted Operating Budget includes \$12.7 million in Measure W revenues, an increase of \$0.3 million compared to the FY2020-21 adopted budget. The increase represents the underlying strength in the South San Francisco economy as it rebounds from the Covid-19 pandemic. The planned expenditures of Measure W include \$8.3 million in debt service payments for the 2020A bonds issued to finance the construction of the new Community Civic Campus (CCC) and \$0.4 million in direct funding of the CCC Capital Improvement Project.



CONCLUSION

South San Francisco remains financially strong, with a large industrial base anchored by the world's largest biotechnology research center, and with a AAA-rated credit rating affirmed just recently by Standard and Poor's rating agency. The breadth and depth of the economic downturn associated with COVID-19, however, continues to make a sustained impact on the City's finances. The FY2021-22 adopted budget is a conservative approach at this time with minimal reliance on city reserves to preserve the City's ability to respond over time to other negative economic periods as well as to fund critical infrastructure projects necessary throughout the City.

The adopted General Fund budget for FY 2021-22 provides city departments sufficient resources to maintain an excellent level of service for the coming fiscal year. Staff intends to revisit the FY 2021-22 budget with City Council when the audit for the current fiscal year is available (beginning 2022) and adjust the budget as necessary based upon tax receipts and other economic data indicators available at that time.

ACKNOWLEDGEMENTS

Preparation of the FY 2021-22 Adopted 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



Janet Salisbury
Director of Finance

History of South San Francisco



South San Francisco, California, "The Industrial City," has a population of 67,408^[1]; 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 International 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 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 200 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. The City has a large employment base in the biotechnology field located east of US Highway 101, which swells the city population to more than 84,000 during the workday.

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, and licensed pre-school; enrichment and exercise courses; leisure and care for seniors; facilities for private events and meetings; public art and cultural experiences; and youth and adult sports programs.

Public Transportation

The City is in the crossroads of multiple types of public transportation. The City operates a free community shuttle, the South City Shuttle. Additionally, 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; and the Bay Area Rapid Transit (BART) that connects commuters to the San Francisco Airport, San Francisco and East Bay destinations including Oakland, Fremont and Concord.

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. Construction on the new Caltrain Station began in Fall 2017 and is expected to finish in 2021, achieving a major milestone for the City's Downtown Station Area Plan.

The Ferry Terminal at Oyster Point Marina opened to the public on June 4, 2012. This 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 and boards whose policies may impact South San Francisco (i.e., Association of 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 Redevelopment Agency (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 Director of Finance. 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 City Council policies, overall administration and direction for the City organization. This position also serves as the Executive Director of the Successor Agency to the RDA and as the Director of Emergency Services. This is a full-time, salaried position.

City Attorney – Appointed by City Council

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

[1] California Department of Finance Population Estimates for Cities, Counties, and the State — January 1, 2018 and 2019



Population Overview



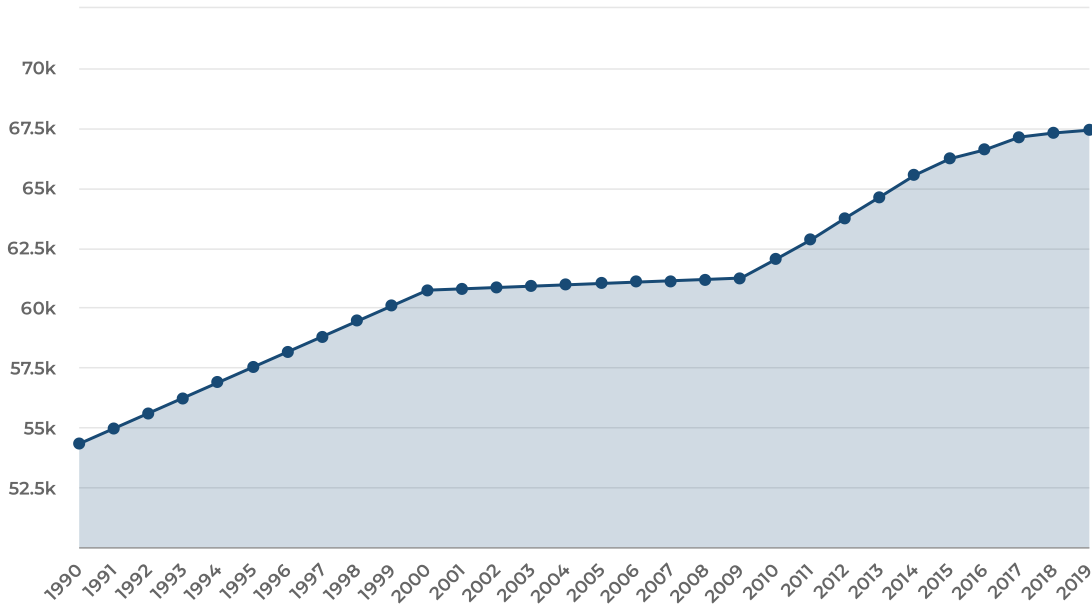
TOTAL POPULATION

67,408

▲ **.2%**
vs. 2018

GROWTH RANK

252 out of **482**
Municipalities in California



* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.



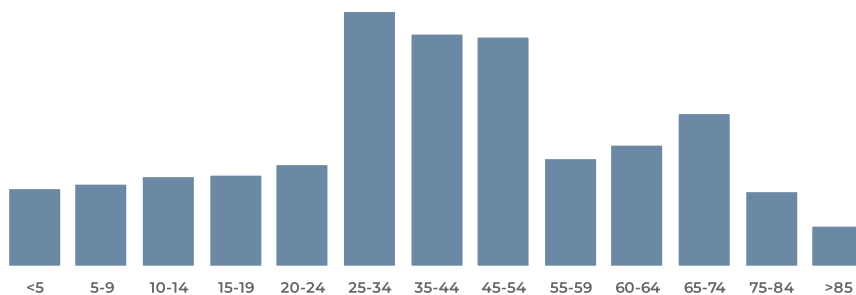
DAYTIME POPULATION

84,044

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

POPULATION BY AGE GROUP



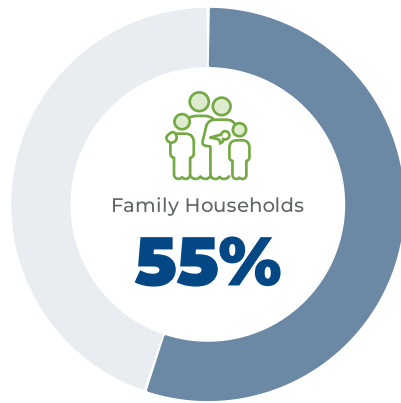
* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

Household Analysis

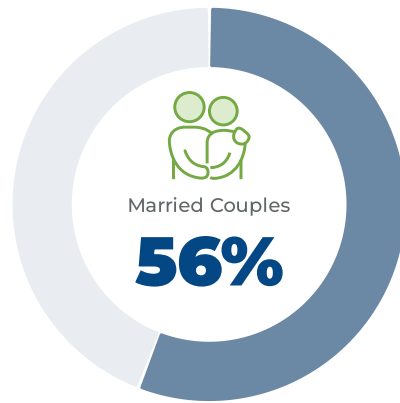
TOTAL HOUSEHOLDS

21,330

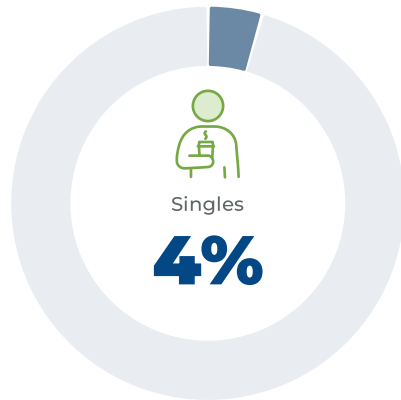
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



▲ 11%
higher than state average



▲ 12%
higher than state average



▼ 17%
lower than state average

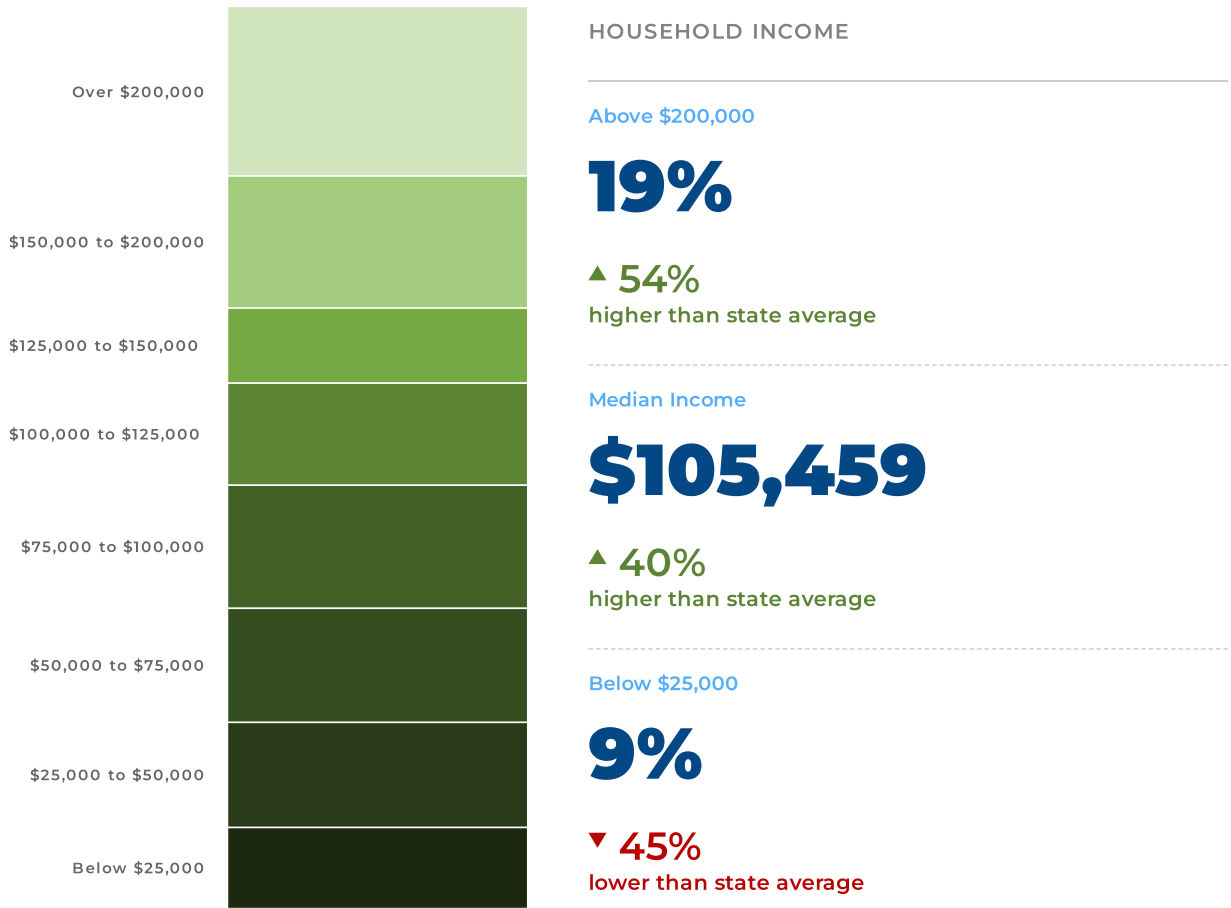


▼ 27%
lower than state average

** Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census*

Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.

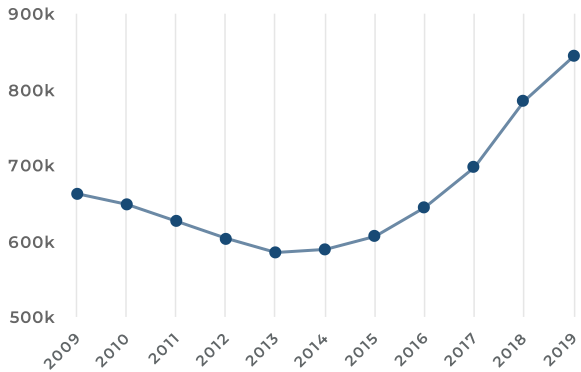


* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census

Housing Overview



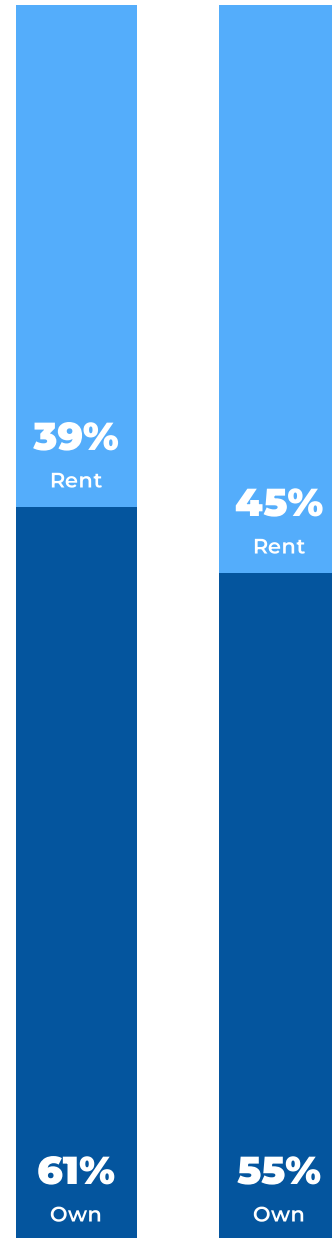
2019 MEDIAN HOME VALUE
\$844,000



* Data Source: 2019 US Census Bureau
 (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

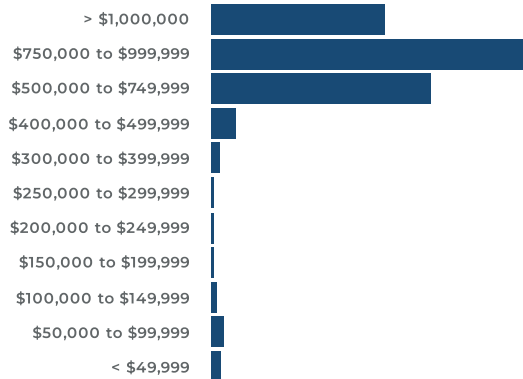
HOME OWNERS VS RENTERS

South San Francisco State Avg.



* Data Source: 2019 US Census Bureau
 (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

HOME VALUE DISTRIBUTION



* Data Source: 2019 US Census Bureau
 (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.



Mission, Values and Strategic Priorities

The Industrial City: Industrious, entrepreneurial, innovative...home to big thinkers changing the world!

Our 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.

Core Values

We are committed to:

- **Strengthening** each other and the organization through dedication and teamwork.
- **Recognizing** and Respecting diversity and encouraging opinions of the community and workforce.
- **Excellence** and Service in everything we do.
- **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.

Strategic Priorities:

- **Recover from Global Pandemic** – Economic recovery, housing stabilization, bridging the digital divide, support for impacted residents, promoting and maintaining health.
- **Workforce Development** -- Attract, Train, Support and Retain a High Performance City Staff Team, without which no other initiative is possible.
- **Quality of Life** -- Build and Maintain a Sustainable City, grounded in racial and social equity:
 - Active recreation & learning programs, with top-tier library, parks, art and green spaces;
 - Excellent bike paths, pedestrian ways, and multi-modal transportation options;
 - Robust environmental and sustainability programs;
 - Full range of housing and learning options.
- **Public Safety** -- Skilled Police, Fire, Emergency Medical Service, Emergency Management and Public Works.
- **Financial Stability** -- Ensure a thriving and resilient city economy, bolstered by sustainable and diverse revenues; responsible stewardship of taxpayer funds; and well-managed system of checks/balances, transparency and accountability, managed well.
- **Community Connections** – Community anchored by active volunteer organizations, vibrant community and civic events, tied together through strong city communications.



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 the 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 \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_04&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_04&frames=on)

[Chapter 4.08 GAS TAX STREET IMPROVEMENT FUND \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_08&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_08&frames=on)

[Chapter 4.12 TRANSFER OF CITY TAX FUNCTIONS TO COUNTY \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_12&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_12&frames=on)

[Chapter 4.16 SALES AND USE TAX \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_16&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_16&frames=on)

[Chapter 4.20 TRANSIENT OCCUPANCY TAX \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_20&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_20&frames=on)

[Chapter 4.22 COMMERCIAL PARKING TAX \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_22&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_22&frames=on)

[Chapter 4.24 REAL PROPERTY TRANSFER TAX \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_24&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_24&frames=on)

[Chapter 4.28 REVOLVING FUND \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_28&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_28&frames=on)

[Chapter 4.32 CLAIMS FOR MONEY, DAMAGES, AND REFUNDS \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_32&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_32&frames=on)

[Chapter 4.36 TRANSACTIONS AND USE TAX \(http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_36&frames=on\)](http://qcode.us/codes/southsanfrancisco/view.php?topic=4-4_36&frames=on)

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 City 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.

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 (GFOA) Best Practices Recommendation for General Fund Reserves states that at a minimum, two months of operating revenues should 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 the following reserves that reside outside the General Fund:

The **Infrastructure and Facilities Replacement Reserve** was created to address critical infrastructure replacement and/or deferred facility improvements.

The **CalPERS Stabilization Reserve** was created to address volatility with CalPERS, the entity with which City contracts for employee pension benefits.

These 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 that \$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.

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.



BUDGET OVERVIEW



About the Budget

Budget Document

The City usually prepares a biennial budget as a management tool to plan and control the City's revenues and operational expenditures over the two-year fiscal period, where a fiscal year begins July 1st and ends the following June 30th. However, for FY2021-22, due to continued uncertainty caused by the Covid-19 pandemic and its impact on revenue sources and City activities, the decision was made to produce a one-year budget, with a view to potentially returning to a two-year budget for FY2022-23/2023-24. In June 2021, the City moved away from the manually intensive process of creating a physical budget book document and implemented the new and more user-friendly online and interactive Cleargov budget platform. This new platform includes all information typically found in a traditional budget book including a transmittal letter from the City Manager, historical and demographic information about the city, statement of values and strategic priorities, details of the budget process, overview of the budget, department summaries, fund summaries, revenue and expenditure breakdowns, capital improvement plan details and details of debt outstanding.

Budget Basis

In accordance with the Governmental Accounting Standards Board (GASB), the City's funds are grouped into three fund types; governmental, proprietary, and fiduciary. Each fund type is divided into major and non-major where a major fund represents a fund or fund category that has revenues and expenditures that equal more than ten percent of the City's entire appropriated budget. Each fund is further classified into the following categories; general fund, special revenue, CIP, enterprise and internal service. This budget document will focus in 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. Expenditures are recognized when the liability is incurred, except for the interest in general long-term obligations which is recorded when due. 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, unless no longer needed, in which case the purchase order is closed, the encumbrance is removed and the unused amount flows back to fund balance.

The Capital Improvement Fund is adopted on a multi-year project basis but reviewed each year during the normal budget cycle when adjustments can be made to existing projects and new projects introduced. Funds for specific projects receive an annual appropriation and any unused appropriation is rolled forward to the following year unless the budget is no longer needed.



Budget Process and Timeline

Budget Process

The Operating Budget, laid out by department and by major fund, is first presented in May to the Budget Standing Committee (BSC) which is made up of two City council members who review the initial proposal. Following input from the BSC, any required updates are made prior to a Study Session where the updated operating budget is presented to the full City Council with an opportunity for public input. Any additional changes are incorporated following the Study Session and prior to final adoption of the budget at a regular City Council meeting in June, whereupon amounts stated in the budget documents presented to Council become appropriations for the various City departments and funds. Appropriations are controlled at the individual account level. CIP project budgets are adopted and controlled at the project level. 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 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 Director of Finance may increase the expense and revenue budgets where there is a zero net impact on the fund and the City Manager may authorize the transfer of budget amounts between projects within the same fund. All other budgetary changes after the budget adoption are subject to approval by the City Council.

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

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

Revenue Types

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:** Includes 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.

Budget Timeline



The process to develop the biennial operating budget begins in the middle of the current fiscal year. Over a period of 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 table outlines the steps in preparation of a typical one-year budget.

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 Director of Finance 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 expenditure 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 Budget Standing Committee of the City Council (BSC) at study session. Finance Department revises budget based on BSC 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.

Fund Structure

The City of South San Francisco's accounting system is split into a number of different funds, each of which has a different purpose and created to account for revenues and expenditures restricted by federal or state law, or specific programs enacted by council, or unrestricted for general use. Each fund is classified in accordance with guidance from the Governmental Accounting Standards Board (GASB) into Governmental, Proprietary or Fiduciary, which determines its accounting treatment, and further classified into major/non-major funds based on the percentage of city-wide revenues and expenditures accounted for within the fund. Many of these funds are also budgeted in addition to the City's main General Fund. Details of the budget for each of these funds is included in the Fund Summaries section of the adopted budget. A list of the City's budgeted funds are given below.

Governmental Funds

Major Governmental Funds

General Fund – The General Fund is always considered a major fund. It accounts for all financial resources except those accounted for in other funds and provides services traditionally associated with government such as administration, public safety, library, parks and recreation and maintenance outside of those accounted for in other funds. Revenues include property tax, sales tax, transient occupancy tax, licenses and permits, charges for services, grants, rents, interest income and donations.

Measure W - Accounts for revenue from a transactions and use tax approved by South San Francisco voters in November 2015. Revenues in this fund primarily fund debt service on bond issuances related to large capital improvement projects such as the new Civic Center Campus, Street Rehabilitation and Solar Roof Installation at the City's corporation yard.

Developer Deposit Fund – Accounts for deposits from developers to pay for services required to review planning applications. Primary reserves include General Plan Maintenance Reserve and Permit Program Maintenance Reserve.

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.

Capital Infrastructure Fund – Accounts for funds to address city-wide infrastructure liabilities generated during the Great Recession.

Capital Improvements - Civic Campus Phase I Bond-funded - Accounts for the bond-funded element of Phase I of the Civic Center Campus design and construction capital improvement project.

Capital Improvements - Civic Campus Phase I non-Bond-funded - Accounts for the non-bond funded element of Phase I of the Civic Center Campus design and construction capital improvement project.

Capital Improvements - Street Pavement Bond-funded - Accounts for the street pavement rehabilitation capital improvement projects that are funded by bond issuance.

Capital Improvements - Solar Rooves Bond-funded - Accounts for the solar roof installation capital improvement project funded by bond issuance.

Capital Improvements - Civic Campus Phase II Bond-funded - Accounts for Phase II of the Civic Center Campus construction and solar roof installation capital improvement project that is bond-funded.

Non Major Governmental Funds

Park-in-Lieu Fees Fund - Accounts for fees received in-lieu of park land dedication in proposed residential subdivision developments. Fees received into this fund can only be used for acquiring land and developing new park and recreation facilities or for rehabilitation of existing parks and related facilities.

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, 2107.5 and Road Rehabilitation Act of 2017. 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.

Road Maintenance & Rehabilitation Act (SB1) Fund - Accounts for receipt and expenditure of funds from the state that are used solely towards the rehabilitation of streets within the City.

Measure W: ½ Cent Congestion Relief and Road Repair Fund – This is a new fund for FY19-20 that accounts for the half-cent sales tax approved by San Mateo County voters in November 2018. The City receives a portion of the sales tax receipts for road repair.

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 property tax allocation.

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

Solid Waste Reduction 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.

Supplemental Law Enforcement Fund - Accounts for the receipt and expenditure of funds from the state via the county of San Mateo to be spent on front-line law enforcement services.

City Programs Fund – Accounts for funds and donations that are dedicated for specific City Departments or programs. Primary reserves include Asset Seizure and Project Read.

Sewer Capacity Charge Fund - Accounts for sewer capacity charges paid by users that connect to sewer facilities for the first time and by users who increase their sanitary sewer usage. Fees can be used to fund the replacement or upgrade of sewer infrastructure within the City.

Consolidated Impact Fee Funds – Accounts for various Mitigation Fee Act funds, including the East of 101 Traffic Impact Fees, East of 101 Sewer Impact Fees, Child Care Impact Fee, Bicycle and Pedestrian Impact Fee, Park Land Acquisition Fee, Park Construction Fee, and the Public Safety Impact Fee. These funds cannot be used for operations, and serve as funding sources for capital improvement projects.

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.



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

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

Equipment Replacement Fund – 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.

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

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 Titles and Types

All of the funds in the following table are appropriated by the City Council. They are categorized into Governmental and Proprietary funds in line with the GASB fund classifications, classified into major and non-major funds, and further sub-categorized into general fund, enterprise fund, special revenue fund, CIP fund or internal service fund. The Internal Service Funds are paid through charges to departments in all other funds.

Operating Fund Titles and Types		
Fund Title	Fund #	Category
Governmental Funds		
Major Funds		
General Fund	100	General Fund
Measure W	101	General Fund
Developer Deposits Fund	270	Special Revenue
Capital Improvements	510	CIP Fund
Capital Infrastructure Fund	513	CIP Fund
Capital Improvements - Civic Campus Phase I Bond-funded	515	CIP Fund
Capital Improvements - Civic Campus Phase I non-Bond funded	516	CIP Fund
Capital Improvements - Street Pavement Bond-funded	517	CIP Fund
Capital Improvements - Solar Rooves Bond-funded	518	CIP Fund
Capital Improvements - Civic Campus Phase II Bond-funded	519	CIP Fund
non-Major Funds		
Park-In-Lieu Fees Fund	206-209	Special Revenue
Gas Tax Fund	210	Special Revenue
Measure A 1/2 Cent Sales Tax Fund	211	Special Revenue
Road Maintenance & Rehabilitation Act (SB1) Fund	212	Special Revenue
San Mateo County Measure W 1/2 Cent Sales Tax Fund	213	Special Revenue
Community Development Block Grant Fund	222	Special Revenue
Common Greens Maintenance District Funds	231-234	Special Revenue
City Housing Fund	241	Special Revenue
Solid Waste Reduction Fund	250	Special Revenue
Supplemental Law Enforcement Services	260	Special Revenue
City Programs Fund	280	Special Revenue
Sewer Capacity Charge Fund	730	Special Revenue
Consolidated Impact Fees Fund	290, 805, 806, 810, 820-825, 830, 840	Special Revenue
Proprietary Funds		
Major Funds		
Sewer Enterprise Fund	710	Enterprise
Parking District Fund	720	Enterprise
Storm Water Fund	740	Enterprise
non-Major Funds		
City Services Fund	781	Internal Service Fund
Self Insurance Fund	782	Internal Service Fund
Health & Benefits Fund	783	Internal Service Fund
Equipment Replacement Fund	784	Internal Service Fund
Information Technology Fund	785	Internal Service Fund
PEG Access Fund	786	Special Revenue



Relationships between Funds and Departments

Some operating departments use funds other than the General Fund for departmental activities as shown in the table below.

Fund / Department	Finance	HR	ECD	Fire	Police	Public Works	Library	IT	Parks & Rec.
Governmental Funds									
Major Funds									
General Fund	x/o	o	o	o	o	o	o		o
Measure W	x/o								
Developer Deposits Fund	x/o		o						
Capital Improvements	x/o					o			
Capital Infrastructure Fund	x/o		o	o	o	o	o		o
Capital Improvements - Civic Campus Phase I Bond-funded	x/o					o			
Capital Improvements - Civic Campus Phase I non-Bond funded	x/o					o			x/o
Capital Improvements - Street Pavement Bond-funded	x/o					o			
Capital Improvements - Solar Rooves Bond-funded	x/o					o			
Capital Improvements - Civic Campus Phase II Bond-funded	x/o					o			
non-Major Funds									
Park-In-Lieu Fees Fund	x		o						o
Gas Tax Fund	x/o					o			
Measure A 1/2 Cent Sales Tax Fund	x/o					o			
Road Maintenance & Rehabilitation Act (SB1) Fund	x/o					o			
San Mateo County Measure W 1/2 Cent Sales Tax Fund	x/o					o			
Community Development Block Grant Fund	x		o						
Common Greens Maintenance District Funds	x								o
City Housing Fund	x		o						
Solid Waste Reduction Fund	x					o			
Supplemental Law Enforcement Services	x/o				o				
City Programs Fund	x			o	o		o		o
Sewer Capacity Charge Fund	x					o			
Consolidated Impact Fees Funds	x/o		o	o	o	o	o		o
Proprietary Funds									
Major funds									
Sewer Enterprise Fund	x/o					o			
Parking District Fund	x/o					o			
Storm Water Fund	x/o					o			
non-Major funds									
City Services Fund	x/o					o			
Self Insurance Fund	x/o	o							
Health & Benefits Fund	x/o	o							
Equipment Replacement Fund	x/o					o		o	
Information Technology Fund	x							o	
PEG Access Fund	x							o	

- o Department monitors operating budget
- x Provides financial reports to departments and City Council



Appropriations Limit

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 III. Proposition III exempted some appropriations such as Redevelopment money and changed the calculation formula, which greatly increased the appropriations limit. Currently, the City of South San Francisco uses the California Department of Finance statistics of CPI and percent population change to formulate the Gann Limit for the City for each fiscal year.

The City is currently \$70.5 million under the Gann Appropriations limit as can be seen from the table below

Appropriations Limit - FY 2021-22						
Fiscal Year	CPI/Personal		Change Factor	Cumulative		Appropriation Limit
	Income % Change	Population % Change		Change Factor	Change Factor	
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	
2017-18	3.69	0.11	3.80	585.62	133,197,345	
2018-19	3.67	0.49	4.18	614.28	138,764,994	
2019-20	3.85	0.04	3.89	642.07	144,162,953	
2020-21	3.73	0.98	4.75	677.31	151,010,693	
2021-22	5.73	(0.88)	4.80	714.63	158,259,206	

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-22
Proceeds of Taxes	82,850,044	85,548,494	92,903,301	83,865,039	87,751,448
Appropriations Subject to Limit	82,850,044	85,548,494	92,903,301	83,865,039	87,751,448
Current Limit	133,197,345	138,764,994	144,162,953	151,010,693	158,259,206
Amount Under Limit	50,347,302	53,216,501	51,259,652	67,145,654	70,507,758



Operating Budget Adoption Resolution

On June 23rd, 2021, the City Council adopted the proposed FY2021-22 operating budget. Attached below is the resolution that memorializes the action taken by Council.



FUNDING SOURCES



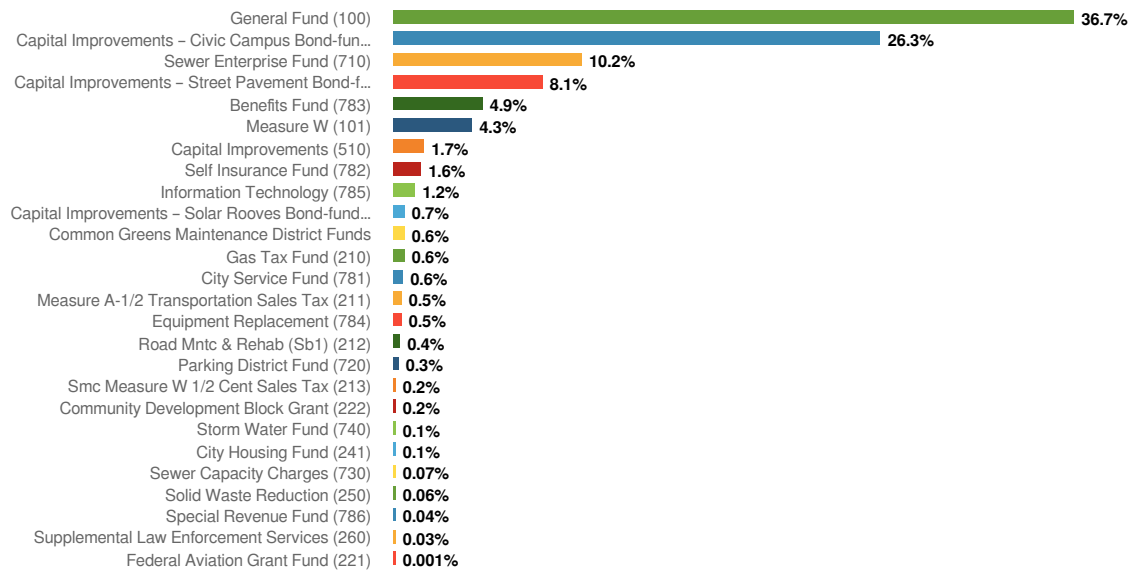
FY2022 City-wide Adopted Budget Revenues

Excludes transfers in and unbudgeted funds.

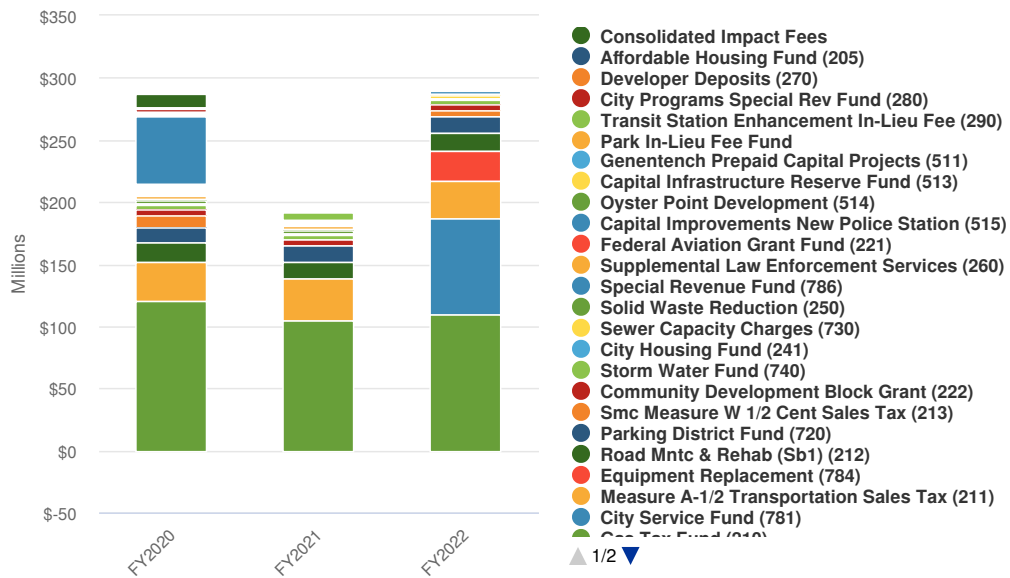
\$297,114,237 **\$104,438,235**
 (54.20% vs. prior year)

FY2022 Adopted Budget Revenues by Fund

Revenues by Fund



Adopted Revenue vs. Historical by Fund



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
General Fund (100)	\$120,450,139	\$104,108,598	\$105,284,198	\$109,076,478	4.8%
Total General Fund (100):	\$120,450,139	\$104,108,598	\$105,284,198	\$109,076,478	4.8%
Measure W (101)	\$11,704,090	\$12,708,000	\$12,708,000	\$12,708,000	0%
Total Measure W (101):	\$11,704,090	\$12,708,000	\$12,708,000	\$12,708,000	0%
Affordable Housing Fund (205)	\$165,835	\$0	\$0	\$0	0%
Total Affordable Housing Fund (205):	\$165,835	\$0	\$0	\$0	0%
Park In-Lieu Fee Fund					
Park In-Lieu Fee Zone 1 Fund (206)	\$7	\$0	\$0	\$0	0%
Park In-Lieu Fee Zone 2 Fund (207)	\$462	\$0	\$0	\$0	0%
Park In-Lieu Fee Zone 4 Fund (209)	\$1,710,842	\$0	\$0	\$0	0%
Total Park In-Lieu Fee Fund:	\$1,711,311	\$0	\$0	\$0	0%
Gas Tax Fund (210)	\$1,847,931	\$2,004,358	\$2,004,358	\$1,901,008	-5.2%
Total Gas Tax Fund (210):	\$1,847,931	\$2,004,358	\$2,004,358	\$1,901,008	-5.2%
Road Mntc & Rehab (Sb1) (212)	\$1,232,227	\$1,209,685	\$1,209,685	\$1,300,000	7.5%
Total Road Mntc & Rehab (Sb1) (212):	\$1,232,227	\$1,209,685	\$1,209,685	\$1,300,000	7.5%
Measure A-1/2 Transportation Sales Tax (211)	\$1,976,746	\$1,552,755	\$1,552,755	\$1,552,755	0%
Total Measure A-1/2 Transportation Sales Tax (211):	\$1,976,746	\$1,552,755	\$1,552,755	\$1,552,755	0%

Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Smc Measure W 1/2 Cent Sales Tax (213)	\$719,787	\$600,000	\$600,000	\$600,000	0%
Total Smc Measure W 1/2 Cent Sales Tax (213):	\$719,787	\$600,000	\$600,000	\$600,000	0%
Federal Aviation Grant Fund (221)	\$28,257	\$4,000	\$4,000	\$4,000	0%
Total Federal Aviation Grant Fund (221):	\$28,257	\$4,000	\$4,000	\$4,000	0%
Community Development Block Grant (222)	\$465,268	\$570,000	\$1,394,525	\$573,254	0.6%
Total Community Development Block Grant (222):	\$465,268	\$570,000	\$1,394,525	\$573,254	0.6%
Common Greens Maintenance District Funds					
West Park Maint Dist 3 (231)	\$951,250	\$863,573	\$863,573	\$915,387	6%
Stonegate Ridge Maint (232)	\$346,399	\$289,232	\$289,232	\$306,586	6%
Willow Gardens Maint (233)	\$99,143	\$81,768	\$81,768	\$83,974	2.7%
West Park Maint Dist 1&2 (234)	\$628,136	\$564,060	\$564,060	\$597,904	6%
Total Common Greens Maintenance District Funds:	\$2,024,928	\$1,798,633	\$1,798,633	\$1,903,851	5.8%
City Housing Fund (241)	\$310,800	\$307,000	\$307,000	\$307,000	0%
Total City Housing Fund (241):	\$310,800	\$307,000	\$307,000	\$307,000	0%
Solid Waste Reduction (250)	\$206,295	\$180,000	\$180,000	\$180,000	0%
Total Solid Waste Reduction (250):	\$206,295	\$180,000	\$180,000	\$180,000	0%
Supplemental Law Enforcement Services (260)	\$160,337	\$100,000	\$100,000	\$100,000	0%
Total Supplemental Law Enforcement Services (260):	\$160,337	\$100,000	\$100,000	\$100,000	0%
Developer Deposits (270)	\$1,500,404	\$0	\$0	\$0	0%
Total Developer Deposits (270):	\$1,500,404	\$0	\$0	\$0	0%
City Programs Special Rev Fund (280)	\$2,223,547	\$0	\$0	\$0	0%
Total City Programs Special Rev Fund (280):	\$2,223,547	\$0	\$0	\$0	0%
Transit Station Enhancement In-Lieu Fee (290)	\$704,280	\$0	\$0	\$0	0%
Total Transit Station Enhancement In-Lieu Fee (290):	\$704,280	\$0	\$0	\$0	0%
Sewer Capacity Charges (730)	\$2,297,395	\$200,000	\$200,000	\$200,000	0%
Total Sewer Capacity Charges (730):	\$2,297,395	\$200,000	\$200,000	\$200,000	0%
Consolidated Impact Fees	\$10,857,449	\$0	\$0	\$0	0%



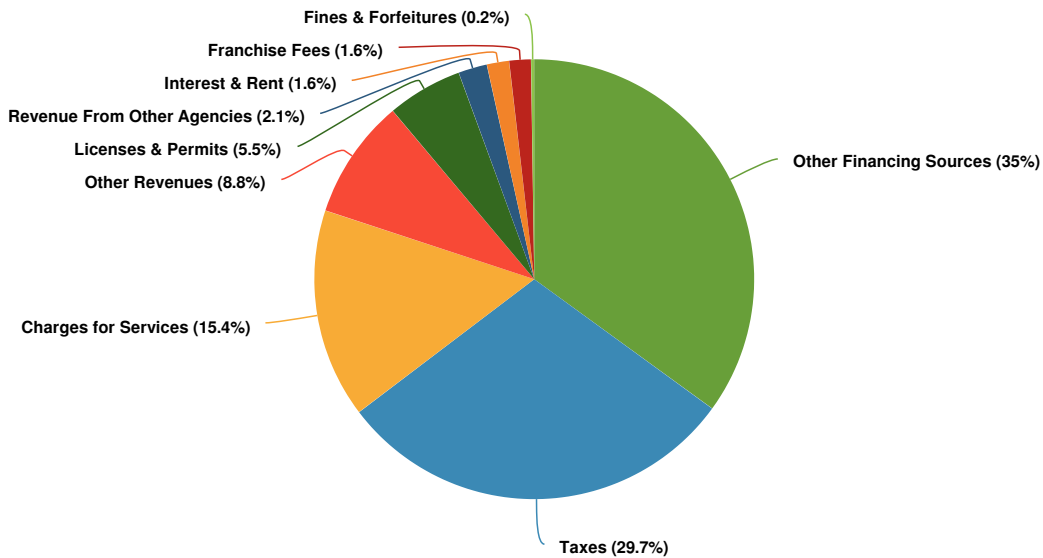
Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Total Consolidated Impact Fees:	\$10,857,449	\$0	\$0	\$0	0%
Capital Improvements (510)	\$9,182,032	-\$64,422	\$13,587,640	\$4,999,000	-7,859.8%
Total Capital Improvements (510):	\$9,182,032	-\$64,422	\$13,587,640	\$4,999,000	-7,859.8%
Genentech Prepaid Capital Projects (511)	\$7,172	\$0	\$0	\$0	0%
Total Genentech Prepaid Capital Projects (511):	\$7,172	\$0	\$0	\$0	0%
Capital Infrastructure Reserve Fund (513)	\$1,061,572	\$0	\$0	\$0	0%
Total Capital Infrastructure Reserve Fund (513):	\$1,061,572	\$0	\$0	\$0	0%
Oyster Point Development (514)	\$543,050	\$0	\$0	\$0	0%
Total Oyster Point Development (514):	\$543,050	\$0	\$0	\$0	0%
Capital Improvements New Police Station (515)	\$54,154,531	\$57,615	\$57,615	\$0	-100%
Total Capital Improvements New Police Station (515):	\$54,154,531	\$57,615	\$57,615	\$0	-100%
Capital Improvements – Street Pavement Bond-funded (517)		\$0	\$0	\$24,000,000	N/A
Total Capital Improvements – Street Pavement Bond-funded (517):		\$0	\$0	\$24,000,000	N/A
Capital Improvements – Solar Rooves Bond-funded (518)		\$0	\$0	\$2,000,000	N/A
Total Capital Improvements – Solar Rooves Bond-funded (518):		\$0	\$0	\$2,000,000	N/A
Capital Improvements – Civic Campus Bond-funded (519)		\$0	\$0	\$78,000,000	N/A
Total Capital Improvements – Civic Campus Bond-funded (519):		\$0	\$0	\$78,000,000	N/A
Sewer Enterprise Fund (710)	\$31,807,110	\$33,842,850	\$64,235,081	\$30,252,292	-10.6%
Total Sewer Enterprise Fund (710):	\$31,807,110	\$33,842,850	\$64,235,081	\$30,252,292	-10.6%
Parking District Fund (720)	\$1,135,777	\$905,000	\$905,000	\$905,000	0%
Total Parking District Fund (720):	\$1,135,777	\$905,000	\$905,000	\$905,000	0%
Storm Water Fund (740)	\$1,034,811	\$6,415,000	\$14,362,002	\$443,000	-93.1%
Total Storm Water Fund (740):	\$1,034,811	\$6,415,000	\$14,362,002	\$443,000	-93.1%
City Service Fund (781)	\$1,724,413	\$1,741,923	\$1,741,923	\$1,741,923	0%



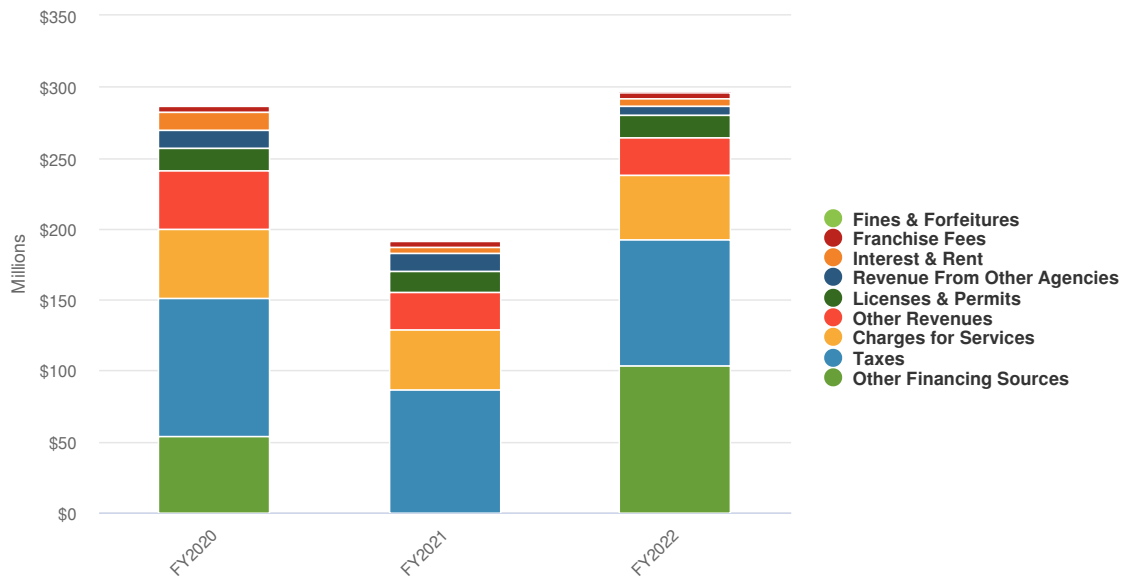
Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Total City Service Fund (781):	\$1,724,413	\$1,741,923	\$1,741,923	\$1,741,923	0%
Self Insurance Fund (782)	\$5,210,969	\$4,634,604	\$4,634,604	\$4,634,604	0%
Total Self Insurance Fund (782):	\$5,210,969	\$4,634,604	\$4,634,604	\$4,634,604	0%
Benefits Fund (783)	\$15,764,695	\$14,437,572	\$14,421,821	\$14,437,572	0%
Total Benefits Fund (783):	\$15,764,695	\$14,437,572	\$14,421,821	\$14,437,572	0%
Equipment Replacement (784)	\$1,698,779	\$1,533,573	\$1,533,573	\$1,465,242	-4.5%
Total Equipment Replacement (784):	\$1,698,779	\$1,533,573	\$1,533,573	\$1,465,242	-4.5%
Information Technology (785)	\$3,381,131	\$3,699,259	\$3,740,010	\$3,699,259	0%
Total Information Technology (785):	\$3,381,131	\$3,699,259	\$3,740,010	\$3,699,259	0%
Special Revenue Fund (786)	\$209,932	\$130,000	\$130,000	\$130,000	0%
Total Special Revenue Fund (786):	\$209,932	\$130,000	\$130,000	\$130,000	0%
Total:	\$287,503,002	\$192,676,002	\$246,692,423	\$297,114,237	54.2%

FY2022 Adopted Budget Revenues by Type

Revenues by Type



FY2022 Budget Revenues vs. Historical by Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Taxes	\$97,492,576	\$86,220,681	\$87,308,420	\$88,145,440	2.2%
Franchise Fees	\$4,756,509	\$4,725,000	\$4,725,000	\$4,725,000	0%
Licenses & Permits	\$15,900,501	\$14,995,496	\$14,995,496	\$16,453,166	9.7%
Fines & Forfeitures	\$816,755	\$794,249	\$794,249	\$681,975	-14.1%
Revenue From Other Agencies	\$12,608,237	\$11,807,390	\$34,735,066	\$6,261,031	-47%
Charges for Services	\$48,631,843	\$43,264,506	\$48,326,797	\$45,727,762	5.7%
Interest & Rent	\$12,520,775	\$4,630,409	\$4,630,409	\$4,892,545	5.7%
Other Financing Sources	\$54,147,530	\$0	\$24,954,465	\$104,000,000	N/A
Other Revenues	\$40,628,276	\$26,238,272	\$26,222,521	\$26,227,318	0%
Total Revenue Source:	\$287,503,002	\$192,676,002	\$246,692,423	\$297,114,237	54.2%

FUND SUMMARIES





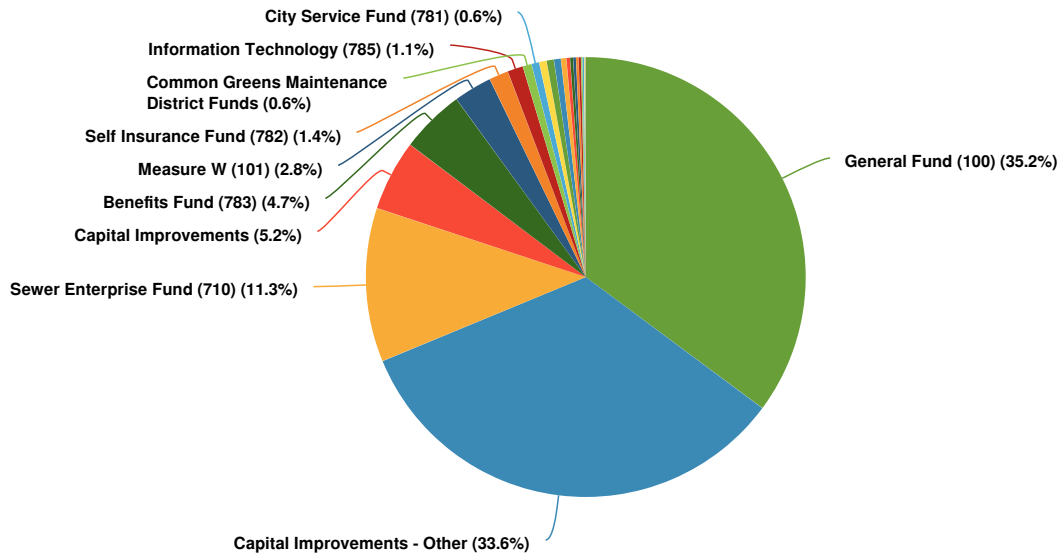
FY2022 Expenditures by Fund

Summary

The City of South San Francisco is projecting \$317.48M of revenue in FY2022, which represents a 15.6% decrease over the prior year. Budgeted expenditures are projected to decrease by 26% or \$120.5M to \$342.47M in FY2022.

FY2022 Adopted Budget Expenditures by Fund

Expenditures by Fund



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
General Fund (100)					
Salaries And Benefits	\$85,198,957	\$85,080,017	\$85,991,229	\$88,735,624	4.3%
Supplies And Services	\$16,333,732	\$14,670,904	\$22,270,126	\$15,802,672	7.7%
Capital Outlay	\$0	\$0	\$60,000	\$0	0%
Interdepartmental	\$7,110,914	\$7,455,578	\$7,455,578	\$7,387,247	-0.9%
Transfers	\$13,851,629	\$5,009,171	\$8,029,073	\$1,125,000	-77.5%
Total General Fund (100):	\$122,495,231	\$112,215,669	\$123,806,006	\$113,050,543	0.7%
Measure W (101)					
Salaries And Benefits	\$0	\$0	\$315,151	\$393,090	N/A
Supplies And Services	\$0	\$0	\$12,675	\$0	0%
Transfers	\$10,790,573	\$3,434,200	\$33,587,438	\$8,646,783	151.8%
Total Measure W (101):	\$10,790,573	\$3,434,200	\$33,915,264	\$9,039,873	163.2%



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Affordable Housing Fund (205)					
Salaries And Benefits	\$0	\$138,797	\$138,797	\$156,247	12.6%
Supplies And Services	\$0	\$0	\$1,050,000	\$0	0%
Transfers	\$4,687,200	\$0	\$0	\$0	0%
Total Affordable Housing Fund (205):	\$4,687,200	\$138,797	\$1,188,797	\$156,247	12.6%
Park In-Lieu Fee Fund					
Park In-Lieu Fee Zone 4 Fund (209)					
Supplies And Services	\$500,000	\$0	\$500,000	\$0	0%
Transfers	\$208,054	\$0	\$1,332,778	\$0	0%
Total Park In-Lieu Fee Zone 4 Fund (209):	\$708,054	\$0	\$1,832,778	\$0	0%
Total Park In-Lieu Fee Fund:	\$708,054	\$0	\$1,832,778	\$0	0%
Gas Tax Fund (210)					
Transfers	\$1,930,295	\$1,802,805	\$2,486,329	\$1,754,648	-2.7%
Total Gas Tax Fund (210):	\$1,930,295	\$1,802,805	\$2,486,329	\$1,754,648	-2.7%
Road Mntc & Rehab (Sb1) (212)					
Transfers	\$857,975	\$1,400,000	\$3,315,253	\$1,700,000	21.4%
Total Road Mntc & Rehab (Sb1) (212):	\$857,975	\$1,400,000	\$3,315,253	\$1,700,000	21.4%
Measure A-1/2 Transportation Sales Tax (211)					
Transfers	\$2,585,598	\$978,558	\$4,202,484	\$330,927	-66.2%
Total Measure A-1/2 Transportation Sales Tax (211):	\$2,585,598	\$978,558	\$4,202,484	\$330,927	-66.2%
Smc Measure W 1/2 Cent Sales Tax (213)					
Transfers	\$124,864	\$600,000	\$775,136	\$600,000	0%
Total Smc Measure W 1/2 Cent Sales Tax (213):	\$124,864	\$600,000	\$775,136	\$600,000	0%
Federal Aviation Grant Fund (221)					
Supplies And Services	\$28,257	\$0	\$0	\$0	0%
Total Federal Aviation Grant Fund (221):	\$28,257	\$0	\$0	\$0	0%
Community Development Block Grant (222)					
Salaries And Benefits	\$729	\$61,535	\$61,535	\$0	-100%
Supplies And Services	\$424,050	\$343,424	\$1,753,757	\$367,461	7%
Transfers	\$256,904	\$0	\$43,096	\$0	0%
Total Community Development Block Grant (222):	\$681,683	\$404,959	\$1,858,388	\$367,461	-9.3%
Common Greens Maintenance District Funds					



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
West Park Maint Dist 3 (231)					
Salaries And Benefits	\$363,811	\$706,461	\$706,461	\$564,480	-20.1%
Supplies And Services	\$278,888	\$355,775	\$398,719	\$355,775	0%
Interdepartmental	\$156,364	\$159,419	\$106,580	\$159,419	0%
Total West Park Maint Dist 3 (231):	\$799,063	\$1,221,655	\$1,211,760	\$1,079,674	-11.6%
Stonegate Ridge Maint (232)					
Salaries And Benefits	\$57,296	\$136,201	\$136,201	\$112,380	-17.5%
Supplies And Services	\$37,793	\$54,271	\$61,981	\$54,271	0%
Interdepartmental	\$51,549	\$52,544	\$35,336	\$52,544	0%
Total Stonegate Ridge Maint (232):	\$146,638	\$243,016	\$233,518	\$219,195	-9.8%
Willow Gardens Maint (233)					
Salaries And Benefits	\$7,566	\$15,995	\$15,995	\$15,855	-0.9%
Supplies And Services	\$30,372	\$50,373	\$57,994	\$50,373	0%
Interdepartmental	\$10,812	\$10,992	\$7,877	\$10,992	0%
Total Willow Gardens Maint (233):	\$48,750	\$77,359	\$81,866	\$77,220	-0.2%
West Park Maint Dist 1&2 (234)					
Salaries And Benefits	\$97,337	\$328,434	\$328,434	\$303,628	-7.6%
Supplies And Services	\$151,638	\$253,729	\$283,239	\$253,729	0%
Interdepartmental	\$118,239	\$120,435	\$86,019	\$120,435	0%
Total West Park Maint Dist 1&2 (234):	\$367,214	\$702,598	\$697,692	\$677,792	-3.5%
Total Common Greens Maintenance District Funds:	\$1,361,665	\$2,244,628	\$2,224,836	\$2,053,880	-8.5%
City Housing Fund (241)					
Salaries And Benefits	\$28,655	\$249,648	\$249,648	\$203,089	-18.7%
Supplies And Services	\$253,827	\$462,800	\$3,229,512	\$462,800	0%
Interdepartmental	\$5,491	\$5,600	\$3,701	\$5,600	0%
Total City Housing Fund (241):	\$287,973	\$718,049	\$3,482,861	\$671,489	-6.5%
Solid Waste Reduction (250)					
Supplies And Services	\$22,835	\$110,150	\$223,802	\$110,150	0%
Interdepartmental	\$21,522	\$21,952	\$14,507	\$21,952	0%
Transfers	\$21,006	\$0	\$121,258	\$0	0%
Total Solid Waste Reduction (250):	\$65,363	\$132,102	\$359,567	\$132,102	0%
Supplemental Law Enforcement Services (260)					
Salaries And Benefits	\$60,337	\$0	\$0	\$0	0%
Transfers	\$100,000	\$100,000	\$100,000	\$100,000	0%
Total Supplemental Law Enforcement Services (260):	\$160,337	\$100,000	\$100,000	\$100,000	0%



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Developer Deposits (270)					
Salaries And Benefits	\$2,038	\$186,078	\$186,078	\$581,305	212.4%
Supplies And Services	\$324,169	\$0	\$98,353	\$0	0%
Transfers	\$281,265	\$0	\$1,248,726	\$0	0%
Total Developer Deposits (270):	\$607,472	\$186,078	\$1,533,157	\$581,305	212.4%
City Programs Special Rev Fund (280)					
Supplies And Services	\$223,901	\$0	\$0	\$0	0%
Transfers	\$0	\$49,848	\$49,848	\$0	-100%
Total City Programs Special Rev Fund (280):	\$223,901	\$49,848	\$49,848	\$0	-100%
Transit Station Enhancement In-Lieu Fee (290)					
Transfers	\$259,315	\$0	\$939,895	\$0	0%
Total Transit Station Enhancement In-Lieu Fee (290):	\$259,315	\$0	\$939,895	\$0	0%
Sewer Capacity Charges (730)					
Interdepartmental	\$2,745	\$2,800	\$1,850	\$2,800	0%
Transfers	\$6,468,460	\$0	\$3,794,783	\$0	0%
Total Sewer Capacity Charges (730):	\$6,471,205	\$2,800	\$3,796,633	\$2,800	0%
Consolidated Impact Fees					
Salaries And Benefits	\$0	\$70,530	\$70,530	\$82,333	16.7%
Supplies And Services	\$23,406	\$0	\$514,096	\$41,634	N/A
Debt Service	\$1,210,000	\$0	\$0	\$0	0%
Interdepartmental	\$8,235	\$8,399	\$5,550	\$8,399	0%
Transfers	\$2,525,266	\$18,920,152	\$35,570,409	\$1,530,925	-91.9%
Total Consolidated Impact Fees:	\$3,766,906	\$18,999,081	\$36,160,586	\$1,663,291	-91.2%
Capital Improvements					
Capital Improvements (510)					
Salaries And Benefits	\$200,409	-\$488,129	-\$348,129	\$0	-100%
Supplies And Services	\$25,631,559	\$22,957,132	\$84,622,900	\$16,742,370	-27.1%
Total Capital Improvements (510):	\$25,831,967	\$22,469,004	\$84,274,771	\$16,742,370	-25.5%
Total Capital Improvements:	\$25,831,967	\$22,469,004	\$84,274,771	\$16,742,370	-25.5%
Capital Improvements - Other					
Capital Infrastructure Reserve Fund (513)					
Supplies And Services	\$7,000	\$0	\$1,638,521	\$0	0%
Transfers	\$1,698,620	-\$18,342	\$5,630,817	\$3,930,000	-21,525.8%



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Total Capital Infrastructure Reserve Fund (513):	\$1,705,620	-\$18,342	\$7,269,338	\$3,930,000	-21,525.8%
Oyster Point Development (514)					
Supplies And Services	\$6,707,956	\$0	\$228,506	\$0	0%
Total Oyster Point Development (514):	\$6,707,956	\$0	\$228,506	\$0	0%
Capital Improvements New Police Station (515)					
Supplies And Services	\$7,550,023	\$57,615	\$57,615	\$0	-100%
Total Capital Improvements New Police Station (515):	\$7,550,023	\$57,615	\$57,615	\$0	-100%
Capital Improvements Civic Campus Phase (516)					
Supplies And Services	\$0	\$0	\$15,000,000	\$0	0%
Total Capital Improvements Civic Campus Phase (516):	\$0	\$0	\$15,000,000	\$0	0%
Capital Improvements – Street Pavement Bond-funded (517)					
Supplies And Services		\$0	\$0	\$24,000,000	N/A
Total Capital Improvements – Street Pavement Bond-funded (517):		\$0	\$0	\$24,000,000	N/A
Capital Improvements – Solar Rooves Bond-funded (518)					
Supplies And Services		\$0	\$0	\$2,000,000	N/A
Total Capital Improvements – Solar Rooves Bond-funded (518):		\$0	\$0	\$2,000,000	N/A
Capital Improvements – Civic Campus Bond-funded (519)					
Supplies And Services		\$0	\$0	\$78,000,000	N/A
Total Capital Improvements – Civic Campus Bond-funded (519):		\$0	\$0	\$78,000,000	N/A
Total Capital Improvements - Other:	\$15,963,598	\$39,273	\$22,555,459	\$107,930,000	274,722.5%
Sewer Enterprise Fund (710)					
Salaries And Benefits	\$11,515,571	\$10,429,727	\$10,429,727	\$10,061,614	-3.5%
Supplies And Services	\$38,122,600	\$24,500,503	\$71,924,635	\$18,179,221	-25.8%
Capital Outlay	-\$25,678,072	\$0	\$0	\$0	0%
Debt Service	\$710,007	\$5,706,504	\$5,706,504	\$5,707,241	0%
Interdepartmental	\$1,589,299	\$1,638,077	\$1,245,800	\$1,638,077	0%
Transfers	\$0	\$0	\$0	\$800,000	N/A
Total Sewer Enterprise Fund (710):	\$26,259,405	\$42,274,811	\$89,306,666	\$36,386,153	-13.9%



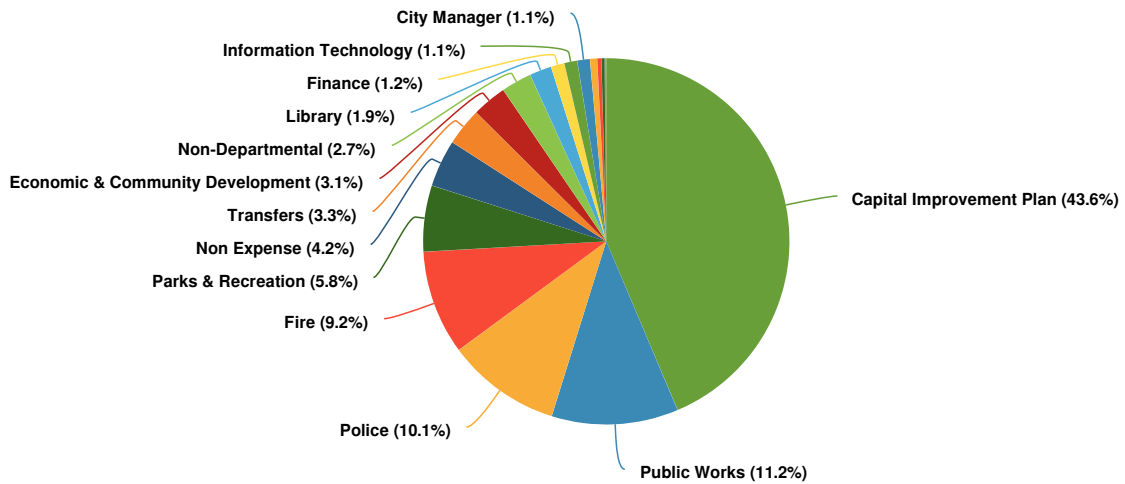
Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Parking District Fund (720)					
Salaries And Benefits	\$306,174	\$394,060	\$394,060	\$246,129	-37.5%
Supplies And Services	\$444,891	\$196,292	\$1,090,745	\$346,292	76.4%
Capital Outlay	\$253,826	\$0	\$0	\$0	0%
Interdepartmental	\$113,918	\$116,159	\$77,831	\$116,159	0%
Transfers	\$22,566	\$0	\$2,434	\$0	0%
Total Parking District Fund (720):	\$1,141,374	\$706,511	\$1,565,070	\$708,581	0.3%
Storm Water Fund (740)					
Salaries And Benefits	\$751,227	\$780,836	\$780,836	\$913,013	16.9%
Supplies And Services	\$1,179,749	\$6,272,775	\$14,742,560	\$329,688	-94.7%
Capital Outlay	-\$768,203	\$0	\$0	\$0	0%
Interdepartmental	\$51,282	\$52,233	\$31,367	\$52,233	0%
Total Storm Water Fund (740):	\$1,214,055	\$7,105,845	\$15,554,763	\$1,294,934	-81.8%
City Service Fund (781)					
Salaries And Benefits	\$579,359	\$735,040	\$735,040	\$846,127	15.1%
Supplies And Services	\$1,111,134	\$968,150	\$977,080	\$988,150	2.1%
Interdepartmental	\$27,519	\$29,219	\$29,219	\$29,219	0%
Total City Service Fund (781):	\$1,718,012	\$1,732,408	\$1,741,338	\$1,863,495	7.6%
Self Insurance Fund (782)					
Salaries And Benefits	\$920,492	\$650,000	\$650,000	\$650,000	0%
Supplies And Services	\$4,136,699	\$3,909,596	\$3,909,596	\$3,909,596	0%
Total Self Insurance Fund (782):	\$5,057,191	\$4,559,596	\$4,559,596	\$4,559,596	0%
Benefits Fund (783)					
Salaries And Benefits	\$15,622,673	\$15,135,442	\$15,135,442	\$15,132,891	0%
Supplies And Services	\$167,413	\$10,000	\$10,000	\$10,000	0%
Total Benefits Fund (783):	\$15,790,086	\$15,145,442	\$15,145,442	\$15,142,891	0%
Equipment Replacement (784)					
Supplies And Services	-\$174,416	\$0	\$94,092	\$350,000	N/A
Capital Outlay	\$857,838	\$735,000	\$1,705,860	\$350,000	-52.4%
Debt Service	\$284,167	\$215,837	\$215,837	\$147,506	-31.7%
Transfers	\$31,589	\$0	\$11,747	\$0	0%
Total Equipment Replacement (784):	\$999,177	\$950,837	\$2,027,536	\$847,506	-10.9%
Information Technology (785)					
Salaries And Benefits	\$1,486,170	\$1,631,965	\$1,631,965	\$1,675,719	2.7%
Supplies And Services	\$1,416,281	\$2,001,817	\$2,573,355	\$2,006,817	0.2%



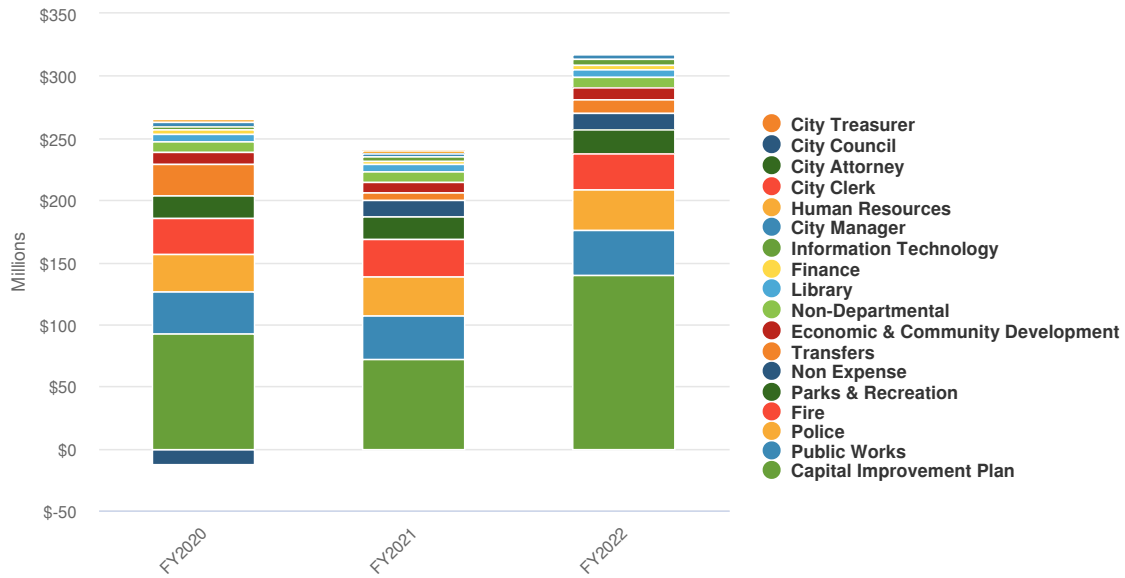
Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Interdepartmental	\$10,444	\$10,469	\$10,469	\$10,469	0%
Total Information Technology (785):	\$2,912,895	\$3,644,251	\$4,215,789	\$3,693,005	1.3%
Total:	\$254,981,630	\$242,035,553	\$462,974,248	\$321,373,098	32.8%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function

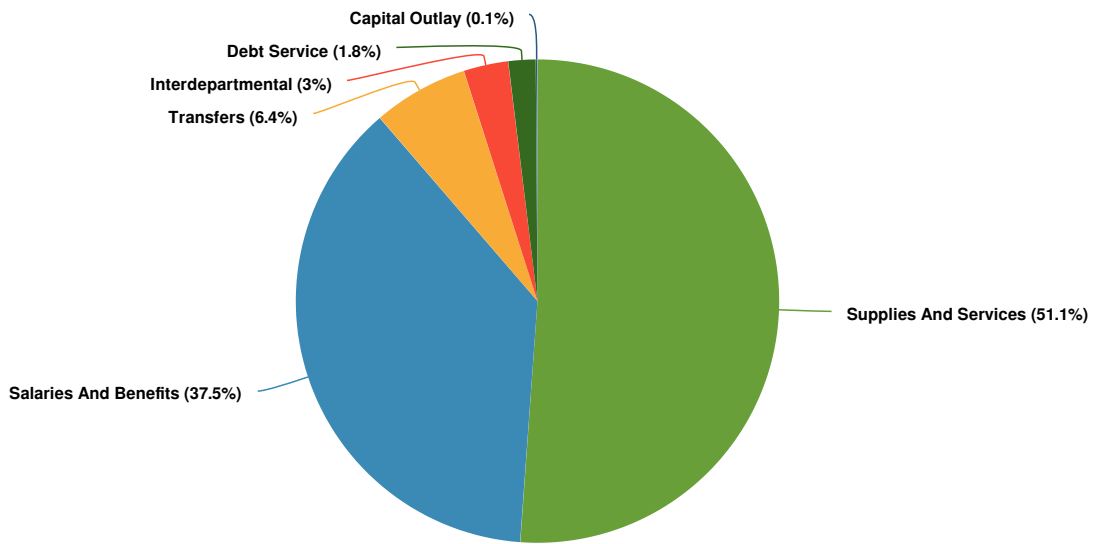


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
City Council	\$258,413	\$284,561	\$292,426	2.8%	2.8%
City Clerk	\$978,451	\$1,096,594	\$1,151,844	5%	5%
City Treasurer	\$151,725	\$145,524	\$160,245	10.1%	10.1%
City Attorney	\$1,009,371	\$910,049	\$910,049	0%	0%
City Manager	\$4,139,610	\$2,163,106	\$3,607,557	66.8%	66.8%
Finance	\$3,222,657	\$3,239,292	\$3,807,781	17.5%	17.5%
Human Resources	\$1,672,700	\$1,779,644	\$2,042,597	14.8%	14.8%
Non-Departmental	\$8,878,913	\$8,520,348	\$8,664,442	1.7%	1.7%
Economic & Community Development	\$9,040,583	\$8,514,910	\$9,847,906	15.7%	15.7%
Fire	\$28,616,133	\$29,978,036	\$29,549,700	-1.4%	-1.4%
Police	\$30,327,293	\$31,882,490	\$32,386,774	1.6%	1.6%
Public Works	\$33,724,502	\$35,412,481	\$35,972,678	1.6%	1.6%
Library	\$5,940,870	\$6,048,132	\$6,221,935	2.9%	2.9%
Information Technology	\$2,912,895	\$3,644,251	\$3,693,005	1.3%	1.3%
Parks & Recreation	\$18,522,597	\$17,899,533	\$18,782,907	4.9%	4.9%
Capital Improvement Plan	\$92,662,883	\$71,812,919	\$140,215,157	95.3%	95.3%
Transfers	\$25,483,488	\$5,311,751	\$10,644,913	100.4%	100.4%
Non Expense	-\$12,561,455	\$13,391,930	\$13,421,183	0.2%	0.2%
Total Expenditures:	\$254,981,630	\$242,035,553	\$321,373,098	32.8%	32.8%

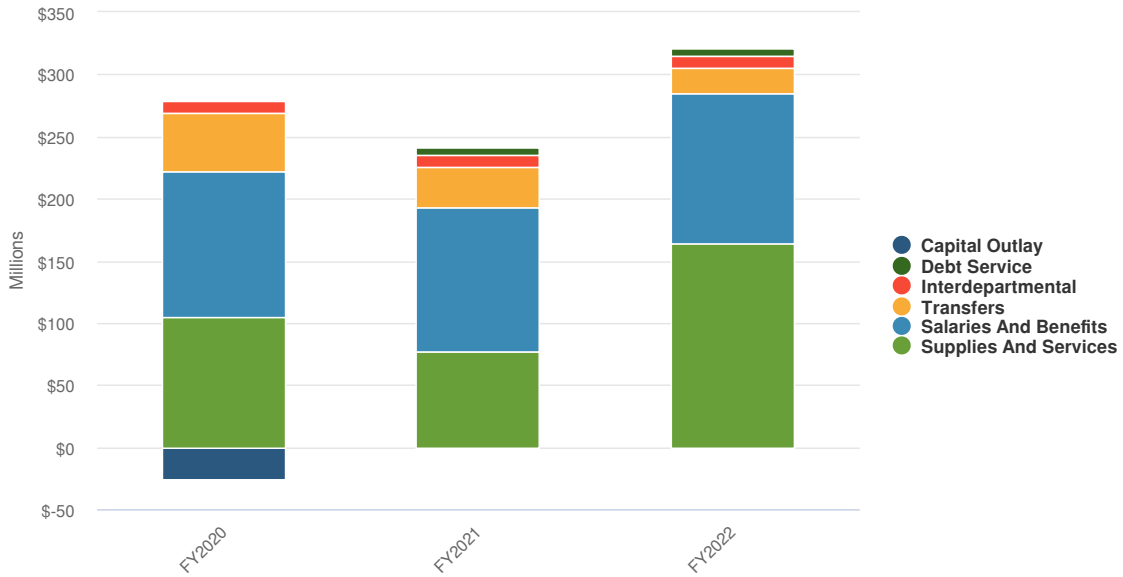


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Salaries And Benefits	\$117,198,801	\$116,242,638	\$120,673,524	3.8%	3.8%
Supplies And Services	\$104,933,754	\$77,175,306	\$164,360,999	113%	113%
Capital Outlay	-\$25,334,612	\$735,000	\$350,000	-52.4%	-52.4%
Debt Service	\$2,204,175	\$5,922,341	\$5,854,747	-1.1%	-1.1%
Interdepartmental	\$9,278,331	\$9,683,875	\$9,615,544	-0.7%	-0.7%
Transfers	\$46,701,180	\$32,276,392	\$20,518,283	-36.4%	-36.4%
Total Expense Objects:	\$254,981,630	\$242,035,553	\$321,373,098	32.8%	32.8%





Governmental - Major Funds

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.

Governmental Funds have been divided into Major and non-Major classifications. The Governmental Major funds consists of the General fund, Measure W fund, Developer Deposits fund, Capital Infrastructure fund and Capital Improvement Funds.



General Fund (100)

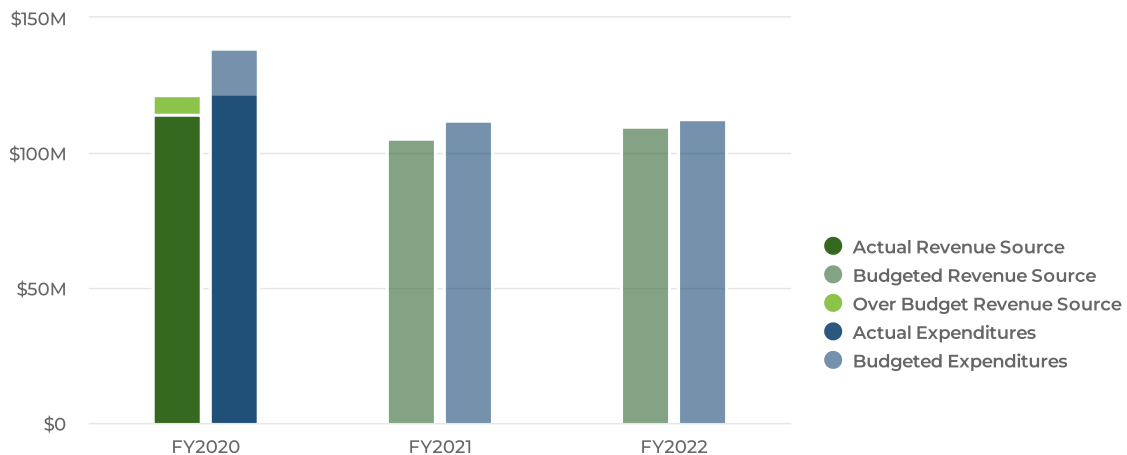
The General Fund is the main fund of the City's operating budget. The fund accounts for revenues such as property tax, sales tax, transient occupancy tax, licenses and permits, charges for services, grants, rents, interest income and donations, and public services delivered by departments such as Police, Fire, Library, Parks & Recreation, Economic & Community Development, and City Administration, outside of those accounted for in other specific funds.

Summary

The FY 2021-22 General Fund Adopted Operating Budget revenues are \$110.3 million and expenditures are \$113.1 million (excluding carryover purchase orders), giving rise to a \$2.8 million deficit primarily driven by economic impacts of the COVID-19 pandemic. This shortfall will be funded from the remainder of the large surplus experienced in FY2019-20 and/or the federal stimulus available through the American Rescue Plan (ARP) Act.

South San Francisco remains financially strong, with a large industrial base anchored by the world's largest biotechnology research center, and with a AAA-rated credit rating affirmed just recently by Standard and Poor's rating agency. The breadth and depth of the economic downturn associated with COVID-19, however, continues to make a sustained impact on the City's finances. The FY2021-22 adopted budget a conservative budget approach at this time with minimal reliance on city reserves to preserve the City's ability to respond over time if the economic downturn deepens further as well as to fund critical infrastructure projects necessary throughout the City.

The adopted General Fund budget for FY 2021-22 provides city departments sufficient resources to maintain an excellent level of service for the coming fiscal year. Staff intends to revisit the FY 2021-22 budget with City Council when the audit for the current fiscal year is available (likely February 2022) and adjust the budget as necessary based upon tax receipts and other economic data indicators available at that time.

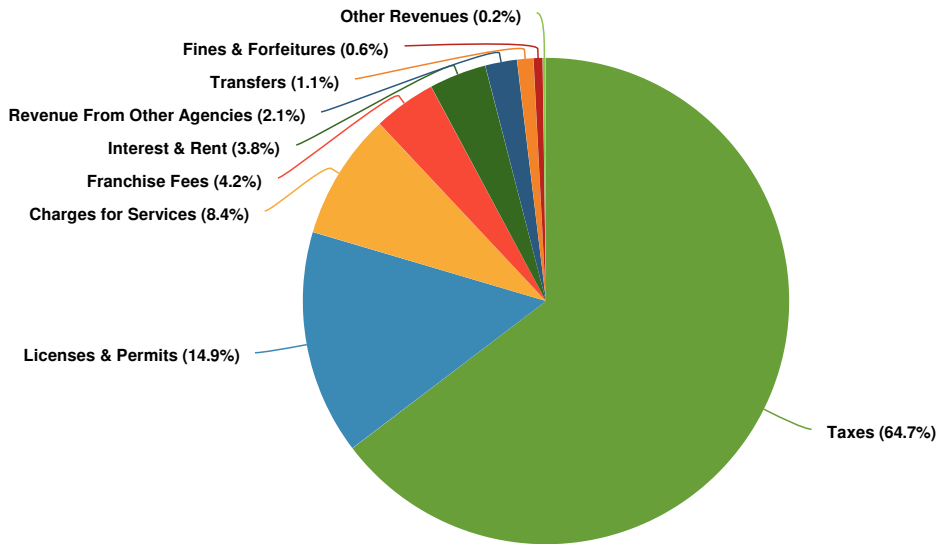


FY2021-22 Adopted Budget Revenues by Source

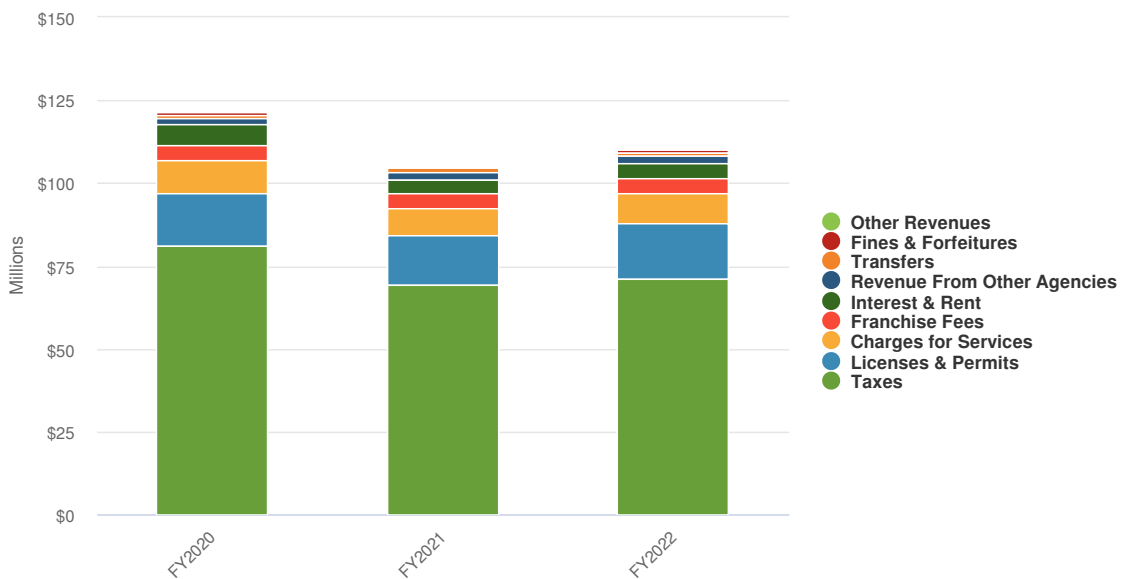
The City's General Fund receives its revenue from taxes, licenses and permit fees, charges for services, grants and other sources, as shown by the pie chart below. Taxes account for 65 percent of total revenues, which include property taxes, sales taxes, transient occupancy tax (TOT), parking tax and business license tax. The City of South San Francisco is projecting \$110.26 million of revenue in FY2021-22, which represents a 2.4% increase, or \$2.6 million, over the prior year's adjusted budget.

The charts and table below provide visual representations of how the FY2021-22 adopted General Fund revenue budget is made up and is followed by a discussion of the trends and changes within the main revenue categories.

Adopted FY2021-22 Revenues by Source



FY2021-22 Adopted Budget Revenues vs Historical by Source



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Taxes	\$81,050,899	\$69,486,293	\$70,574,032	\$71,305,834	2.6%
Franchise Fees	\$4,594,577	\$4,600,000	\$4,600,000	\$4,600,000	0%
Licenses & Permits	\$15,900,501	\$14,995,496	\$14,995,496	\$16,453,166	9.7%
Fines & Forfeitures	\$814,355	\$789,249	\$789,249	\$676,975	-14.2%
Revenue From Other Agencies	\$1,626,529	\$2,222,769	\$3,260,630	\$2,325,338	4.6%
Charges for Services	\$9,978,676	\$8,011,656	\$7,061,656	\$9,287,470	15.9%
Interest & Rent	\$6,313,195	\$3,827,794	\$3,827,794	\$4,194,976	9.6%
Other Revenues	\$171,406	\$175,341	\$175,341	\$232,718	32.7%
Transfers	\$1,302,436	\$1,314,915	\$2,402,855	\$1,187,080	-9.7%
Total Revenue Source:	\$121,752,575	\$105,423,513	\$107,687,052	\$110,263,558	4.6%



FY2021-22 Adopted Budget - Revenue Commentary

Below is a discussion of the main revenue categories in the FY2021-22 adopted budget.

Property Tax

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: 18% to the city's General Fund, 45% to public schools, 25% to the County of San Mateo, 10% to special districts and 2% to former Redevelopment Agencies.

The City's Redevelopment Agency (RDA) was dissolved in accordance with ABx1 26 as of January 31, 2012. Any property tax increment generated in the former RDA project areas is distributed by the County of San Mateo to the local taxing entities.

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.

FY2021-22 Adopted Budget - Property tax remains the City's largest revenue component and is projected to be \$41.1 million in FY2021-22. Property tax revenues have increased at an annual rate of 6% per year over the last seven years, redolent of a booming economy and a high rate of development. However, included in the figures is the property tax in lieu of Vehicle Licensing Fees (VLF). While projecting a 6% growth rate in secured and unsecured property taxes, the overall growth in projections is tempered by the risk of further reductions of non-basic aid schools in the County which results in reduced amounts of VLF flowing to the cities and county, such as the \$3.7 million shortfall seen in FY2020-21.

Sales 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. Since July 1, 2019 the local tax rate for South San Francisco has been 9.75%. The sales tax is comprised of the State levy of 7.25% (of which the City receives 1.0%) the remaining 2.5% is as follows:

- San Mateo County – Measure K 0.5% for county essential services
- San Mateo County Transit District – 0.5% for transportation
- San Mateo County Transportation Authority – Measure A 0.5% for street and transportation improvements
- San Mateo County Transportation Authority – Measure W 0.5% for congestion relief and road repair
- South San Francisco - Measure W 0.5% for City essential services

FY2021-22 Adopted Budget - Sales tax revenue (without Measure W proceeds) is expected to increase to \$19.5 million or by 5.7% as the economy recovers from the acute effects of the pandemic. The sales tax forecast is provided by the City's sales tax consultant as the best estimate available at the time of writing.

Transient Occupancy Tax (TOT)

TOT is also referred to as the tourist tax, given that local residents do not typically stay in local hotels. Since January 1, 2021, the TOT rate has been 14 percent January 2021, charged when a guest stays at a hotel located within the City. The City closely monitors TOT returns from the hotels, including information on occupancy and average room rates. To develop the budget, the City uses prior year actual data, discusses any future booking trends with the South San Francisco Conference Center, and monitors San Francisco International Airport passenger traffic trends.

FY2021-22 Adopted Budget - TOT revenue grew by 22% from March 2019 to March 2020, but was the hardest hit revenue source by the COVID-19 pandemic and associated travel restrictions. While domestic leisure travel shows signs of recovery, the City's TOT revenue, which is highly dependent on business travel, remains beleaguered. It is expected that high levels of global immunizations may be a necessary threshold for business/international travel to resume to pre-pandemic levels. When setting the FY2020-21 budget, the original TOT projection was \$7.9 million—a dramatic decline from the \$17.0 million actually collected in the non-COVID fiscal year of 2018-19. However, by mid-year review, it was evident that the local hotel industry would not recover as shelter-in-place mandates were re-instated throughout much of California in the last quarter of 2020. As a result, the TOT revenue projection for FY2020-21 was further reduced to \$5.9 million. Given the trend of monthly TOT



collections through the budget process, a 20% recovery in the local hotel industry was projected for FY2021-22, giving rise to a TOT budget of \$7.1 million.

Licenses and Permit

This revenue category includes 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. The data is also a good indicator of local economic health. To assist in developing the budget projection, the Finance Department reviews volume of plan checks and permit issuance in the current year with the Building Division and the Fire Department and discusses any known plans for future permit activity.

FY2021-22 Adopted Budget - License and Permit revenue has increased year-over-year since 2015. For FY 2021-22, the adopted budget is \$16.5 million, a 9.7% increase on FY2020-21 adjusted budget, indicative of the robust rate of development expected, especially east of 101.

Charges for Services

This category consists of revenues generated from charges for various services provided by the City. These include emergency services provided by the Fire Department, dispatch services provided to other cities by the Police Department and the many courses, classes and programs provided by the Parks and Recreation department such as swim classes, child care programs and picnic/facility rentals.

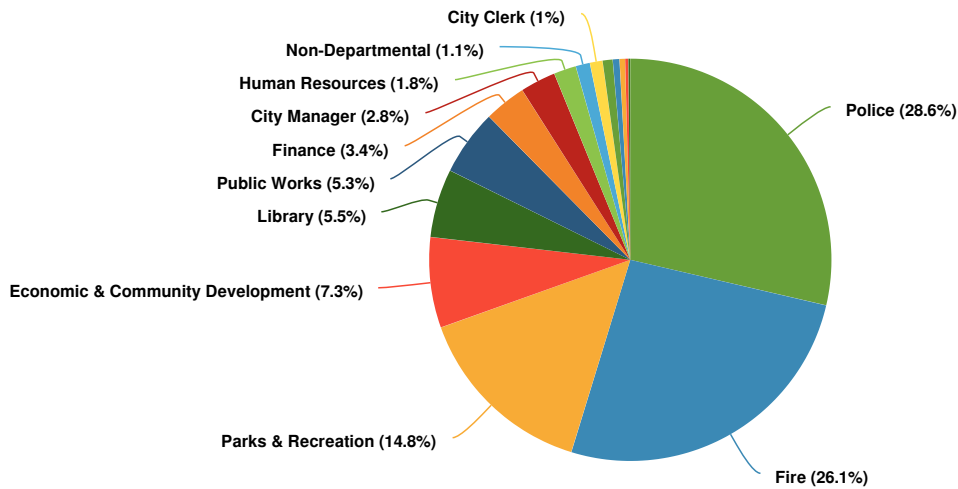
FY2021-22 Adopted Budget - Charges for Services revenues, second only to TOT, have suffered the most as a result of the pandemic. During FY2020-21, projections were \$7.0 million, an approximate 25% decline on previous years, largely due to the Covid-19-induced limitations affecting programming in Parks and Recreation. For FY2021-22, the adopted budget assumes a recovery to pre-COVID levels of \$9.3 million taking into account nominal increases in overall charges as well as the expectation of pent-up demand for recreation activities in the coming year.

Expenditures by Department

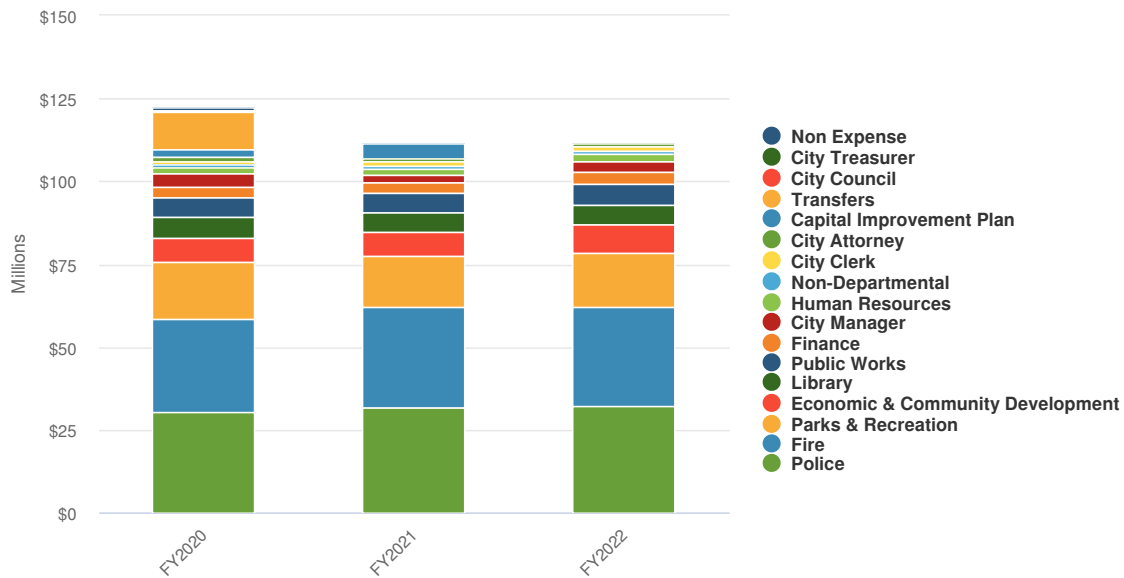
The City budgets its General Fund expenditures by operating department. Public safety activities (Police and Fire) account for 55 percent of all General Fund expenditures. Administrative departments such as Finance, Human Resources and the City Manager account for 9 percent of expenditures. The Information Technology department is budgeted and administered in its own fund, separate from the General Fund and is therefore not included in this summary discussion. The FY2021-22 General Fund expenditure budget is \$113.05 million which represents a decrease of \$10.76 million, or 8.7%, compared to the prior year.

The charts and tables below provide graphical representations and summaries of the make-up of the FY2021-22 adopted General Fund budget, followed by a discussion of the main trends and changes.

FY2021-22 Adopted Budget Expenditures by Department



FY2021-22 Adopted Budget Expenditures by Department vs Historical

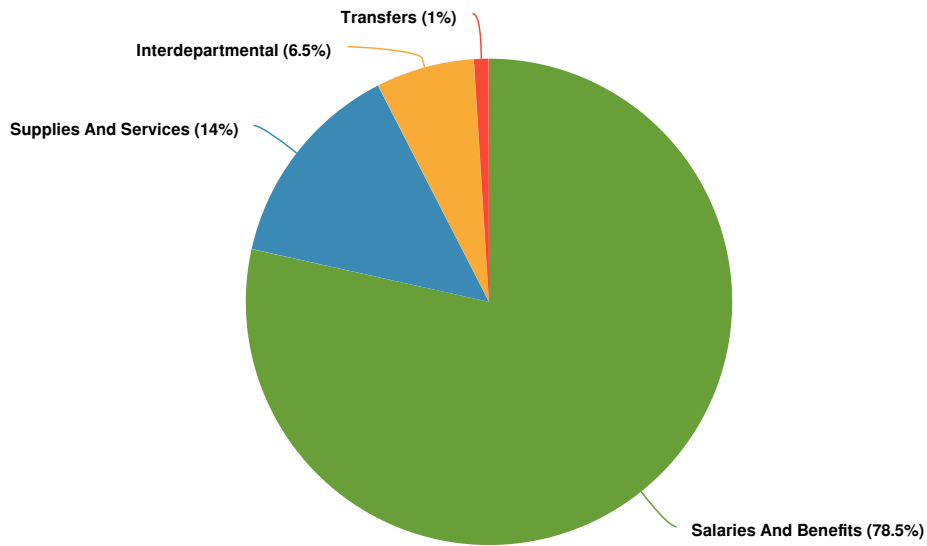


Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
City Council	\$258,413	\$284,561	\$284,561	\$292,426	2.8%
City Clerk	\$978,451	\$1,096,594	\$1,096,594	\$1,151,844	5%
City Treasurer	\$151,725	\$145,524	\$145,524	\$160,245	10.1%
City Attorney	\$1,009,371	\$910,049	\$910,049	\$910,049	0%
City Manager	\$4,139,610	\$2,163,106	\$5,102,255	\$3,214,467	48.6%
Finance	\$3,222,657	\$3,239,292	\$3,639,552	\$3,807,781	17.5%
Human Resources	\$1,672,700	\$1,779,644	\$2,031,503	\$2,042,597	14.8%
Non-Departmental	\$1,016,272	\$1,044,277	\$1,111,402	\$1,294,252	23.9%
Economic & Community Development	\$7,669,328	\$7,205,824	\$9,606,747	\$8,227,651	14.2%
Fire	\$28,138,052	\$29,978,036	\$31,010,490	\$29,508,065	-1.6%
Police	\$30,190,064	\$31,882,490	\$32,020,240	\$32,386,774	1.6%
Public Works	\$6,156,204	\$5,774,064	\$5,935,686	\$5,978,429	3.5%
Library	\$5,940,870	\$6,048,132	\$6,237,144	\$6,221,935	2.9%
Parks & Recreation	\$17,130,307	\$15,654,905	\$16,019,164	\$16,729,027	6.9%
Capital Improvement Plan	\$2,198,176	\$4,509,171	\$7,529,073	\$625,000	-86.1%
Transfers	\$11,653,453	\$500,000	\$500,000	\$500,000	0%
Non Expense	\$969,577	\$0	\$626,021	\$0	0%
Total Expenditures:	\$122,495,231	\$112,215,669	\$123,806,006	\$113,050,543	0.7%

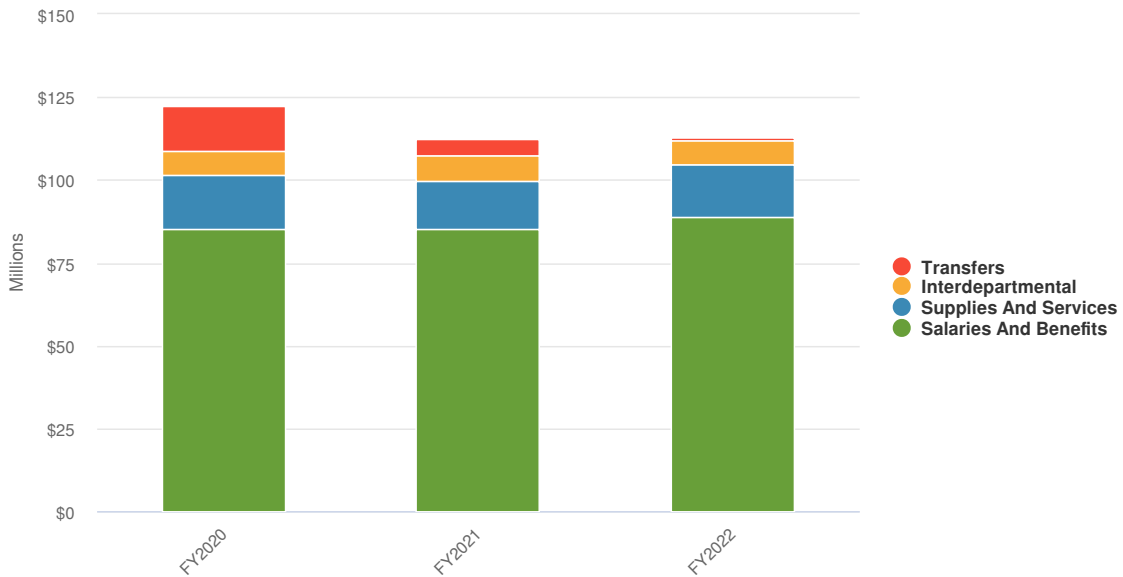


FY2021-22 Adopted Budget Expenditures by Type

FY2021-22 Adopted Budget Expenditures by Type



FY2021-22 Adopted Budget Expenditures by Expense Type vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$85,198,957	\$85,080,017	\$85,991,229	\$88,735,624	4.3%



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Supplies And Services	\$16,333,732	\$14,670,904	\$22,270,126	\$15,802,672	7.7%
Capital Outlay	\$0	\$0	\$60,000	\$0	0%
Interdepartmental	\$7,110,914	\$7,455,578	\$7,455,578	\$7,387,247	-0.9%
Transfers	\$13,851,629	\$5,009,171	\$8,029,073	\$1,125,000	-77.5%
Total Expense Objects:	\$122,495,231	\$112,215,669	\$123,806,006	\$113,050,543	0.7%



FY2021-22 Adopted Budget - Expenditures Commentary

Below is a detailed explanation of the main trends, changes and assumptions within the different expenditure type categories (salaries and benefits, supplies and services, interdepartmental charges, capital improvement program transfers) in the FY2021-22 adopted General Fund expenditure budget. Further description and analysis is shown by individual department within the department summaries section of the budget book.

Salaries and Benefits

Overall salaries and benefits costs are budgeted to increase in FY2021-22 by \$2.7 million, or 3.2%, when compared to the prior year's adjusted budget. Salaries and benefits is the largest expenditure category of the adopted General Fund expenditure budget - accounting for 79% of the total. The Finance Department conducted a thorough audit of every full-time and part-time regular position in each department to understand the fully loaded cost burden. In developing the payroll budget, there was careful consideration of known compensation increases under the City's multiple Memorandums of Understanding with its various bargaining units, along with assumed increases in healthcare costs and other fringe benefits. The salaries and benefits budget does include budget for vacant positions with the assumption that those positions will be filled in short order. It does not include budget for those positions shown as frozen.

The salaries and benefits costs take into consideration the City's required annual Unfunded Accrued Liability (UAL) payment to CalPERS. The UAL payment is a City obligation and is based on an amortization schedule provided by CalPERS and is calculated based upon how much money is with CalPERS versus how much is required to pay pension benefits for all current and future retirees. The total UAL obligation for FY2021-22 is \$16.2 million. This is a \$2.0 million increase from the FY2020-21 UAL payment of \$14.1 million.

The salaries and benefits budget does not take into consideration vacation cash outs or other one-time extraordinary costs as it is expected that with natural vacancies, the proposed budgets should be able to absorb these intermittent costs.

The following are the net position additions to the FY2021-22 budget:

- City Manager's Office - addition of 1.0 full-time equivalent (FTE) hourly staff member to provide additional administrative and programmatic support.
- Economic & Community Development (ECD) Department - addition of 1.0 FTE hourly staff member to provide additional programmatic support. With the working title of a "Community Development Assistant," the employee will support ECD in such efforts as the establishment of the Economic Mobility Hub and other mission-critical projects.
- Finance Department - addition of a Financial Analyst II. Total headcount within the Finance Department has not increased in at least 12 years. In the meantime, the City's budget has increased dramatically in both size (the General Fund budget is twice what it was in FY2009-10) and complexity. The Financial Analyst II is necessary from a resiliency/succession planning standpoint as well as to provide vital support necessary to implement a new Enterprise Resource Planning platform.
- Public Works - Up to four part-time Engineering interns have been part of the Public Works Department, but were historically hired as backfill for vacancies. In light of the increased workload in the department, the Engineering internship program will be fully funded for FY2021-22. The 1.85 FTE for Miscellaneous Hourly shown in the Public works Department Summary positions table reflects four part-time hourly interns necessary for the fiscal year.

There are several position re-classifications included in the FY2021-22 budget. These are noted in the Department Summaries. The positions listings in the Department Summaries section show all positions within each department. However, the operating expenditures shown are limited to the General Fund. As is the case for operating departments such as ECD, Public Works, and Parks and Recreation, there are salaries and benefits, and operating costs that are carried in other City funds.

Supplies & Services

Unless otherwise noted as budget restoration in the department summaries, supplies and services reductions adopted as part of the overall cost-cutting measures in FY2020-21 will remain in FY2021-22.

All budget decision packages submitted by departments that were incorporated into the budget adopted by Council are carefully noted within the department summaries section of the budget.

Interdepartmental Charges



Interdepartmental Charges are expenditures that are accounted for in the General Fund (and other funds as necessary) and summarily transferred out to fund "internal services". 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. The table below summarizes the General Fund administrative allocations charged out to other funds.

The largest internal service fund is for the IT department. While this is accounted for in its own separate fund, the cost to fund IT services is calculated and then charged to the various funds across the City, of which the General Fund is the largest component. This is an example of the General Fund receiving costs from another fund as opposed to charging out to other funds.

Capital Improvement Program (CIP)

The FY2021-22 adopted budget includes \$625,000 in General Fund support for the annual capital improvement program. The projects being funded are listed below:

- \$400,000 – Repair sections of pathway at Westborough Park
- \$100,000 – Electrical system upgrade to City Hall
- \$ 50,000 – South Linden Storm Drain project
- \$ 75,000 – Sound Wall project

General Fund Administrative Allocations	
Fund	FY2021-22 Adopted Budget
Common Green Maintenance Districts	
West Park 1 & 2	101,472
West Park 3	155,791
Stonegate	50,736
Willow Gardens	9,184
City Housing Fund	5,600
Solid Waste Fund	21,952
Sewer Enterprise Fund	
Sewer Maintenance Division	79,711
Water Quality Control Plant	952,435
Parking District Fund	113,007
Sewer Capacity Charges	2,800
Storm Water Fund	16,800
E. of 101 Sewer Impact Fees Fund	2,800
E. of 101 Traffic Impact Fees Fund	2,800
Child Care Impact Fees Fund	2,800
TOTAL	1,517,887



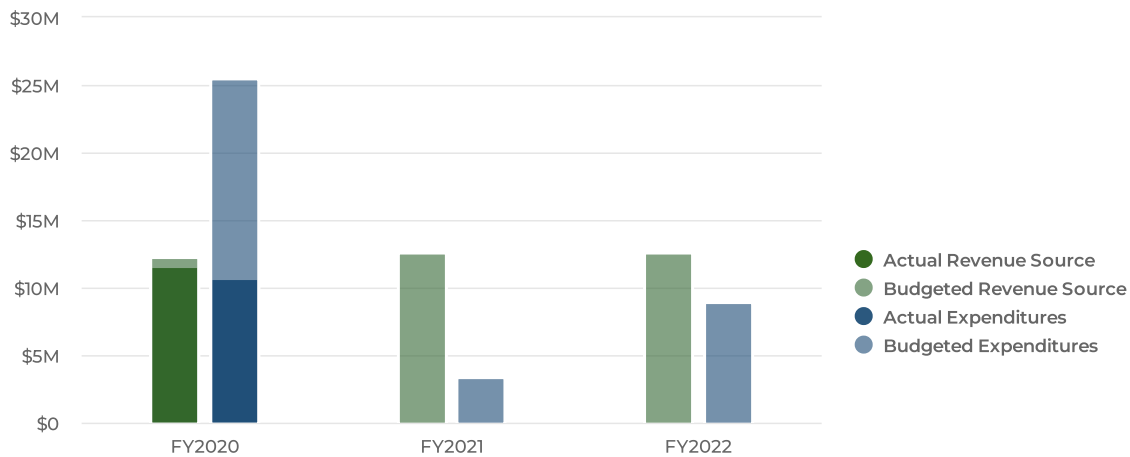


Measure W (101)

This fund is used to account for revenues and expenditures associated with the Measure W local half-cent sales tax ballot measure passed by South San Francisco voters in November 2015 that went into effect in April, 2016. The adoption of Measure W ensures that the City of South San Francisco will be able to maintain and enhance locally controlled City services that the community cares about and has come to expect – including construction of public facilities such as the new police and fire stations, and the new civic center campus; enhanced neighborhood police patrols and reduced 911 response times, street maintenance and pothole repair, and other essential services.

Summary

The City of South San Francisco FY2021-22 adopted budget includes \$12.7 million of Measure W revenue in FY2021-22, which is flat compared to the prior year. Budgeted expenditures are projected to be \$9.04 million in FY2021-22.



Revenues by Source

The FY2021-22 adopted budget includes \$12.7 million in Measure W revenues which is flat compared to last year. Prior to the COVID-19 pandemic, Measure W revenues were increasing in line with general sales taxes as the local and broader economy expanded. However, restrictions put in place in response to the pandemic in FY2019-20 led to a drop in Measure W revenues that year. Revenues began to recover in FY2020-21, reaching \$10.5 million in total, as vaccination coverage improved and infection rates declined. Given the current economic recovery which is expected to continue into FY2021-22, an adopted budget of \$12.7 million seems reasonable.

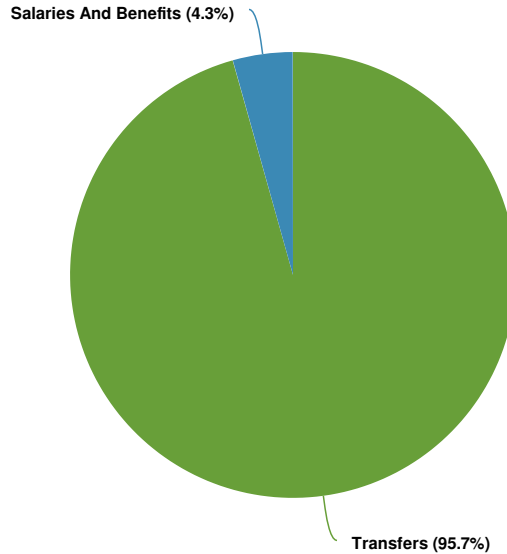
Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Taxes	\$11,704,090	\$12,708,000	\$12,708,000	\$12,708,000	0%
Total Revenue Source:	\$11,704,090	\$12,708,000	\$12,708,000	\$12,708,000	0%

Expenditures by Expense Type

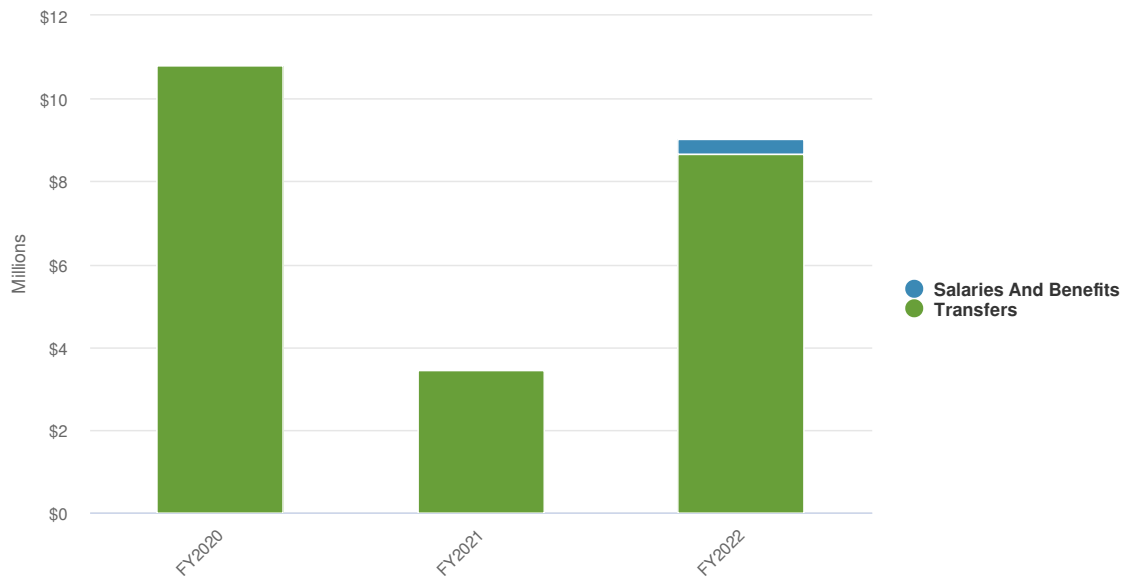
Measure W funds are unrestricted and can be used for a broad range of applications. Since the measure passed, funds have contributed directly to capital improvement projects such as Phase I and II of the new Civic Center Campus development which includes a new police station, library, parks and recreation facilities and council chambers.

The City issued \$53.8 million in bonds in FY2019-20 and a further \$104 million in FY2020-21 to help fund design and construction of the civic center as well as an expanded street rehabilitation program and installation of solar rooves at the new Civic Center and City corporation yard. Revenues generated from the Measure W sales tax will be the prime source for servicing the bond repayments which are budgeted to be \$8.3 million in FY2021-22 (shown as Transfers in the pie chart below - transfers out to the debt service fund from which payments are ultimately made). The remainder of the \$9 million FY2021-22 adopted expenditure budget consists of \$0.4 million in direct contributions to the civic center capital improvement project and \$0.3 million in salaries and benefits costs to fund the Director of Capital Projects position which is 100% dedicated to the Civic Center campus capital project. The bar chart below shows a considerable drop in Measure W expenditures when compared to the FY2020-21 adjusted budget. This is due to 31 million in additional Measure W fund appropriations in FY2020-21 for the civic campus project and the street rehabilitation program, much of which remained unspent in FY2020-21 and will be rolled forward into FY2021-22.

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$0	\$0	\$315,151	\$393,090	N/A
Supplies And Services	\$0	\$0	\$12,675	\$0	0%
Transfers	\$10,790,573	\$3,434,200	\$33,587,438	\$8,646,783	151.8%
Total Expense Objects:	\$10,790,573	\$3,434,200	\$33,915,264	\$9,039,873	163.2%

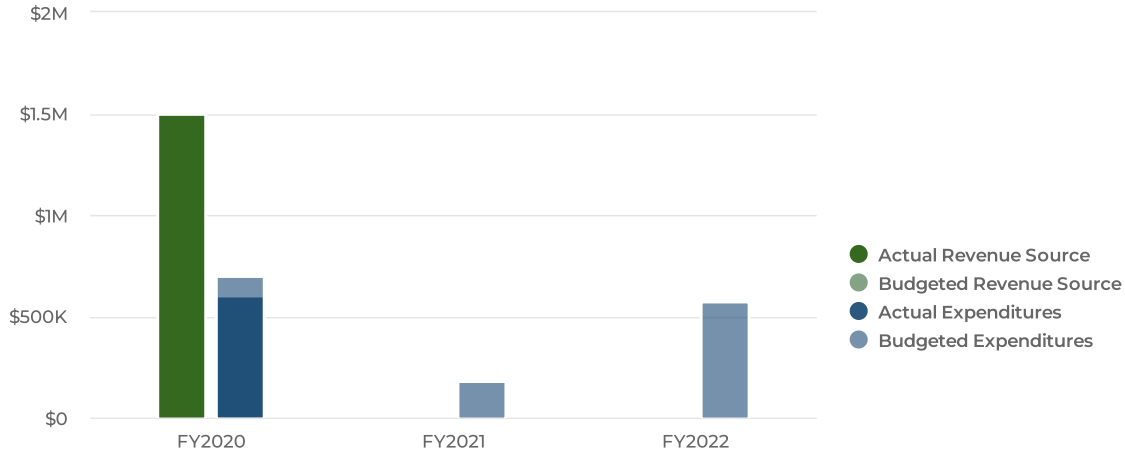


Developer Deposits (270)

This fund accounts for deposits paid by developers for review of planning applications. Principal reserves include The General Plan Maintenance Reserve and the Permit Program Maintenance Reserve.

Summary

FY2021-22 expenditures are budgeted to decrease by 62.1% to \$0.6 million in FY2021-22 to reflect the absence of transfers out to fund the capital improvement program. No revenue is budgeted in FY2021-22.



Expenditures by Function

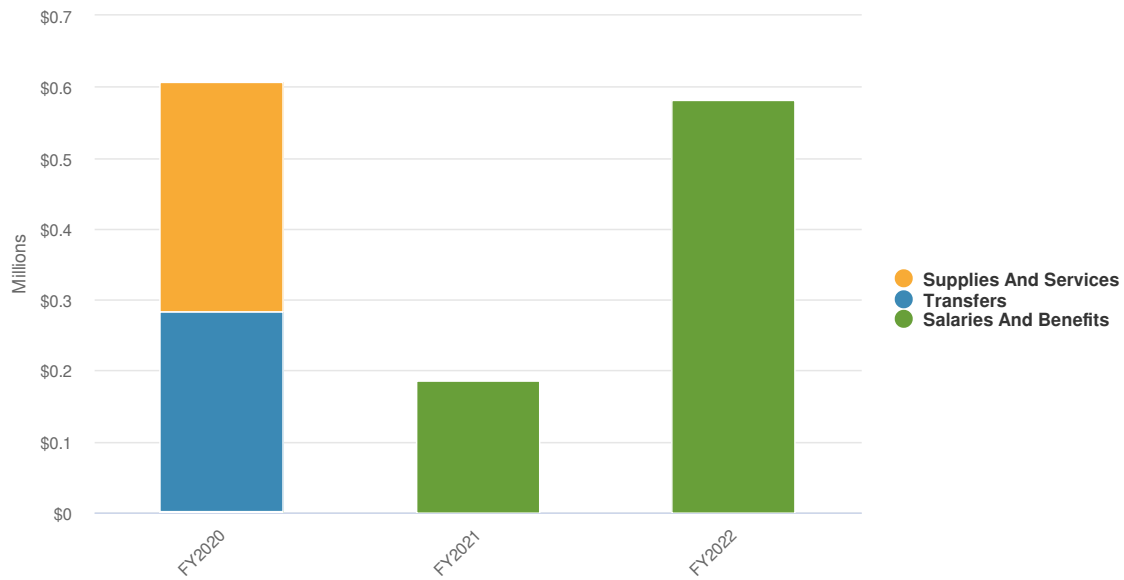
The table below shows that 100% of the Developer Deposits FY2021-22 expenditure fund budget will be spent by the Economic & Community Development (ECD) department.

Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Economic & Community Development	\$326,207	\$186,078	\$284,431	\$581,305	212.4%
Capital Improvement Plan	\$122,955	\$0	\$301,532	\$0	0%
Transfers	\$158,310	\$0	\$947,194	\$0	0%
Total Expenditures:	\$607,472	\$186,078	\$1,533,157	\$581,305	212.4%

Expenditures by Expense Type

The following bar chart and table show that 100% of the FY2021-22 adopted expenditure budget will be spent on salaries and benefits. This reflects the work done by employees within the ECD department for this particular fund.

Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$2,038	\$186,078	\$186,078	\$581,305	212.4%
Supplies And Services	\$324,169	\$0	\$98,353	\$0	0%
Transfers	\$281,265	\$0	\$1,248,726	\$0	0%
Total Expense Objects:	\$607,472	\$186,078	\$1,533,157	\$581,305	212.4%

Changes and Highlights

None



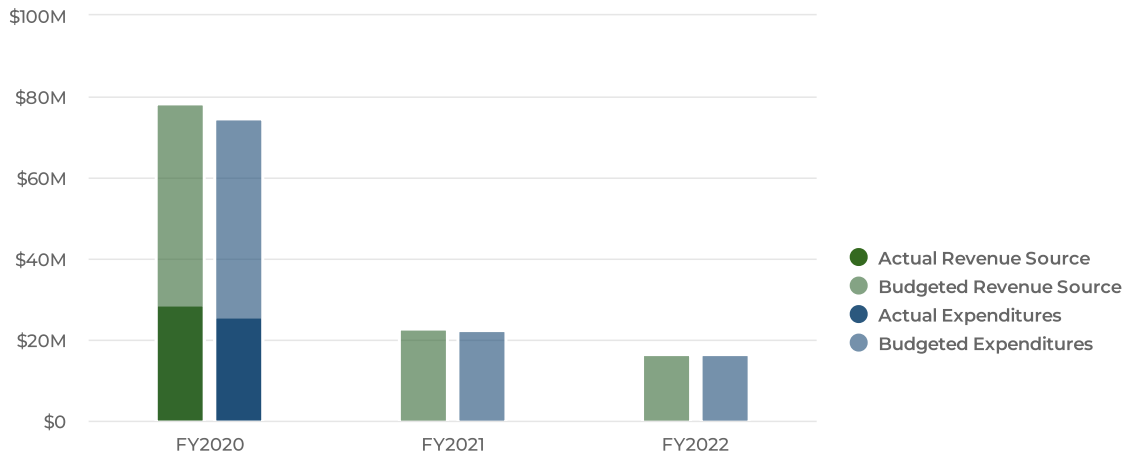
Capital Improvements (510)

The Capital Improvement Program (CIP) Fund (fund 510) is the main CIP fund where expenses for the majority of CIP projects 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 2021-21 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 2020-21 closing process and the carry forward budgets will then be reflected as part of the FY 2021-22 adjusted budget.

Summary

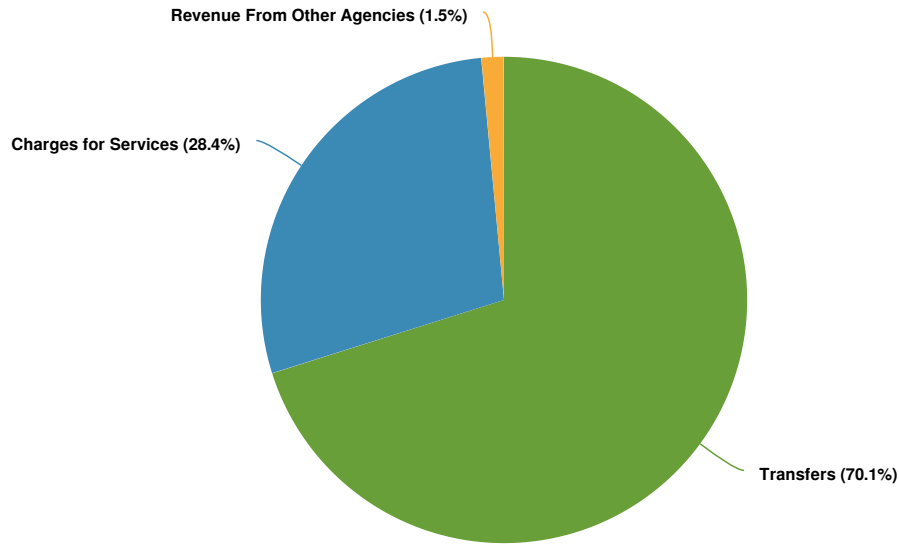
The FY2021-22 adopted budget includes \$16.7 million of revenue in the Capital Improvements Program (CIP), fund from various sources. Budgeted expenditures are projected to match revenues at \$16.7 million.



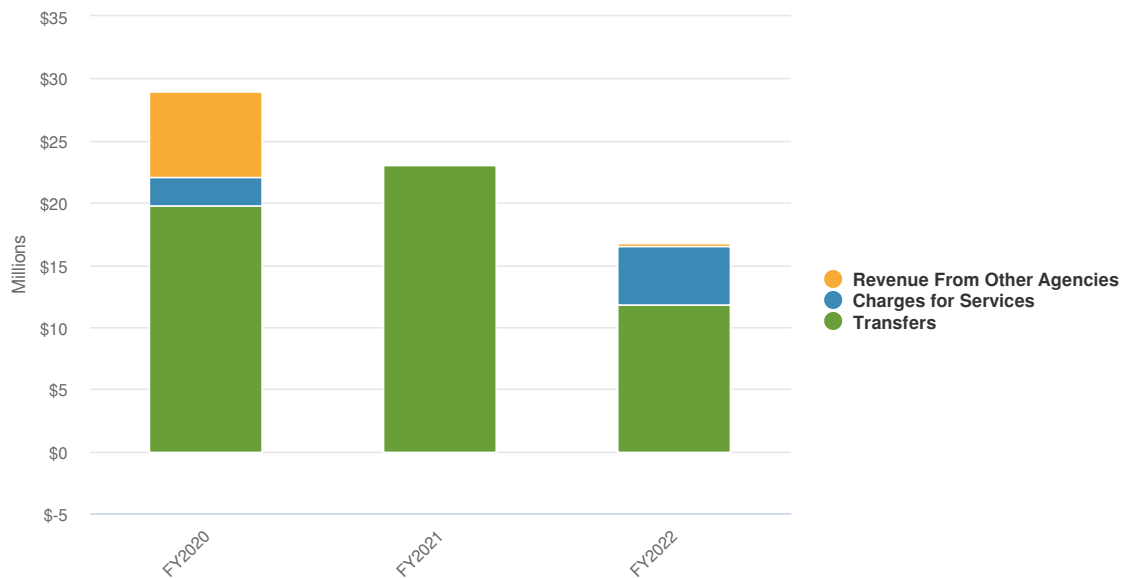
Revenues by Source

As the pie chart below shows, the majority of funding for this fund CIP program is transfers from other funds (70%) such as Impact Fee funds, the Sewer fund, Measure A, Gas Tax, the General Fund, Measure W and the American Rescue Plan Act fund. 28% is classified as Charges for Services from third parties and a small amount (1.5%) is through grants from other governmental agencies.

FY2021-22 Adopted Budget Revenues by Source



FY2021-22 Adopted Budget Revenues by Source vs Historical



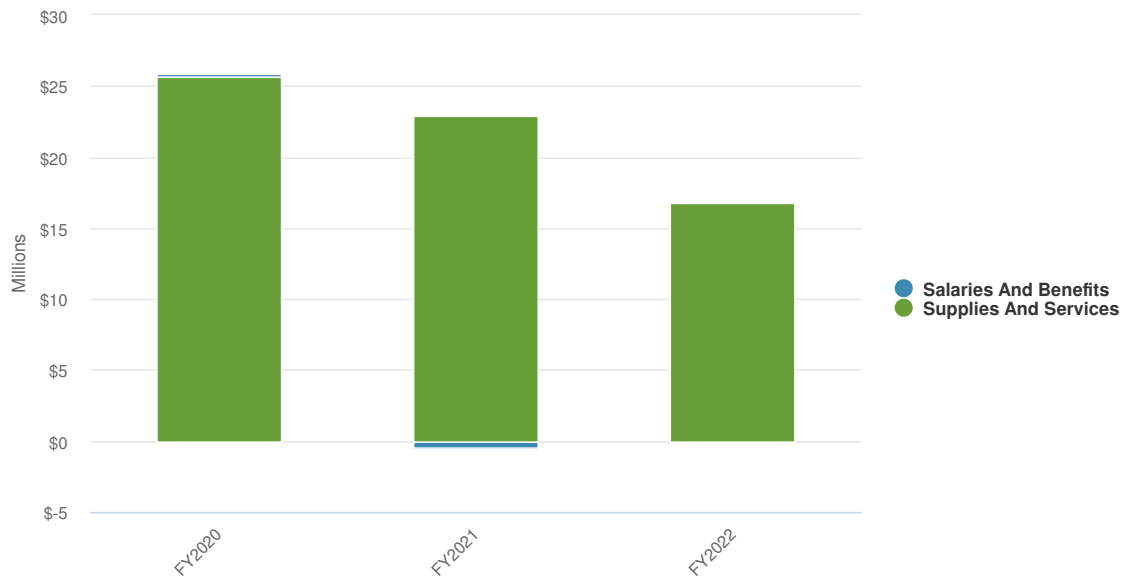
The FY2021-22 adopted budget for this fund shows a large drop compared to the FY2020-21 adjusted budget (as can be seen from the bar chart above) due to the latter including carryover budgets for CIP projects from previous years and additional budget amendments made during the fiscal year. Much of that is not spent during the year due to the multi-year nature of CIP projects and will be rolled forward into FY2021-22 and beyond as the projects progress and funds are spent.

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Revenue From Other Agencies	\$6,974,570	-\$64,422	\$249,000	-486.5%	-486.5%
Charges for Services	\$2,207,462	\$0	\$4,750,000	N/A	N/A
Transfers	\$19,817,723	\$23,021,554	\$11,743,370	-49%	-49%
Total Revenue Source:	\$28,999,755	\$22,957,132	\$16,742,370	-27.1%	-27.1%

Expenditures by Expense Type

Budgeted expenditures for this fund generally match the funding when the budget is adopted to maintain a balanced fund. During the closing process of the previous fiscal year, prior year appropriations are rolled over and can be spent on the various CIP projects when needed. Additional budget amendments can also occur during the year allowing additional expenditures from this fund.

FY2021-22 Adopted Budget Expenditures by Type vs. Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$200,409	-\$488,129	\$0	-100%	-100%
Supplies And Services	\$25,631,559	\$22,957,132	\$16,742,370	-27.1%	-27.1%
Total Expense Objects:	\$25,831,967	\$22,469,004	\$16,742,370	-25.5%	-25.5%

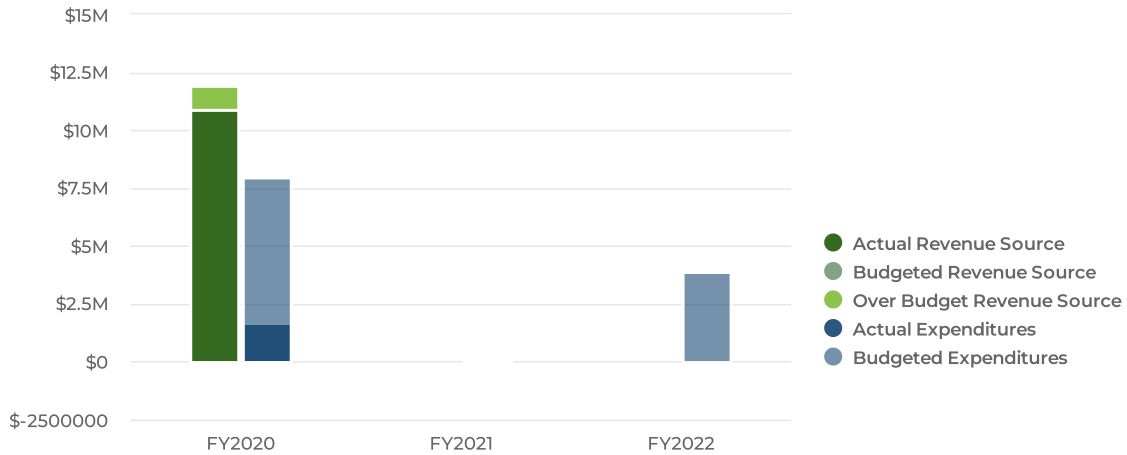


Capital Infrastructure Reserve Fund (513)

The City employed a number of strategies to mitigate the financial impact of the Great Recession; one of which was to defer building and facility maintenance. A recent analysis indicated that city-wide infrastructure liabilities were created as a result of the recession mitigation strategy. The Capital Infrastructure Reserve was created at the end of Fiscal Year 2013-14 to address these city-wide infrastructure maintenance liabilities. The reserve is funded by surplus General Fund revenue that is allocated by City Council.

Summary

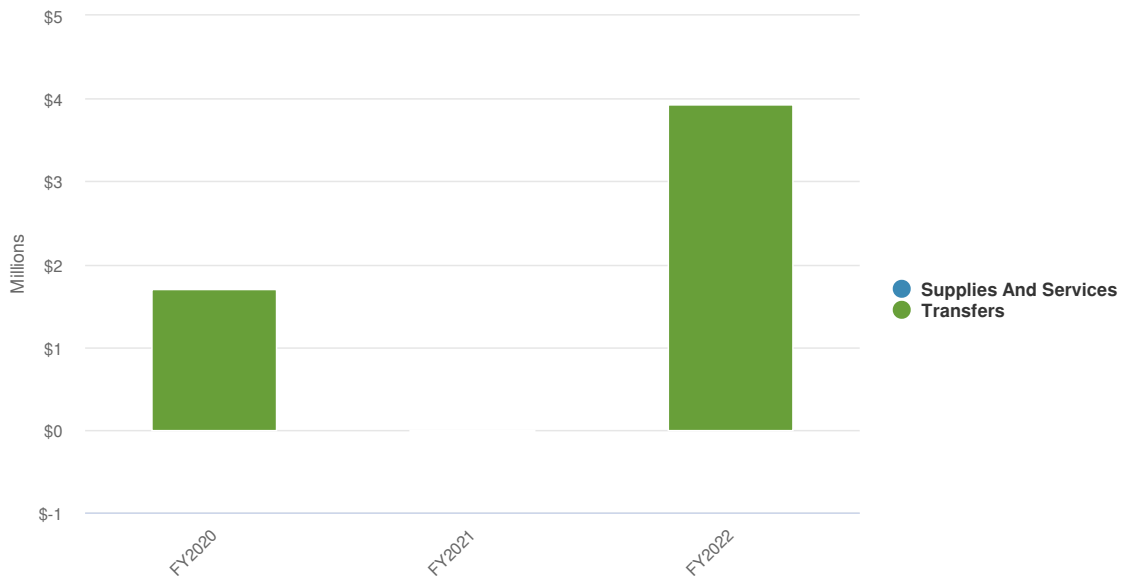
The FY2021-22 adopted budget includes no anticipated addition to the Capital Infrastructure Reserve fund (fund 513). Adopted budget expenditures are \$3.9 million which is 46% lower than the FY2020-21 adjusted budget.



Expenditures by Expense Type

The Capital Infrastructure Reserve fund holds a Fund Balance that allows Council to provide funding to strategic capital projects as part of the budget as well as on an as-needed basis during the year by Budget Amendment. The FY2021-22 adopted budget of \$3.9 million consists of transfers from the Infrastructure Reserve fund to the main CIP fund (fund 510) to provide funding for The Terrabay Gym HVAC replacement project, the City pool replacement project and the Grand Boulevard Phase 3 project.

FY2021-22 Adopted Budget Expenditures by Expense Type vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Supplies And Services	\$7,000	\$0	\$0	0%	0%
Transfers	\$1,698,620	-\$18,342	\$3,930,000	-21,525.8%	-21,525.8%
Total Expense Objects:	\$1,705,620	-\$18,342	\$3,930,000	-21,525.8%	-21,525.8%



Capital Improvements - Civic campus Phase I Bond-funded (515)

Summary

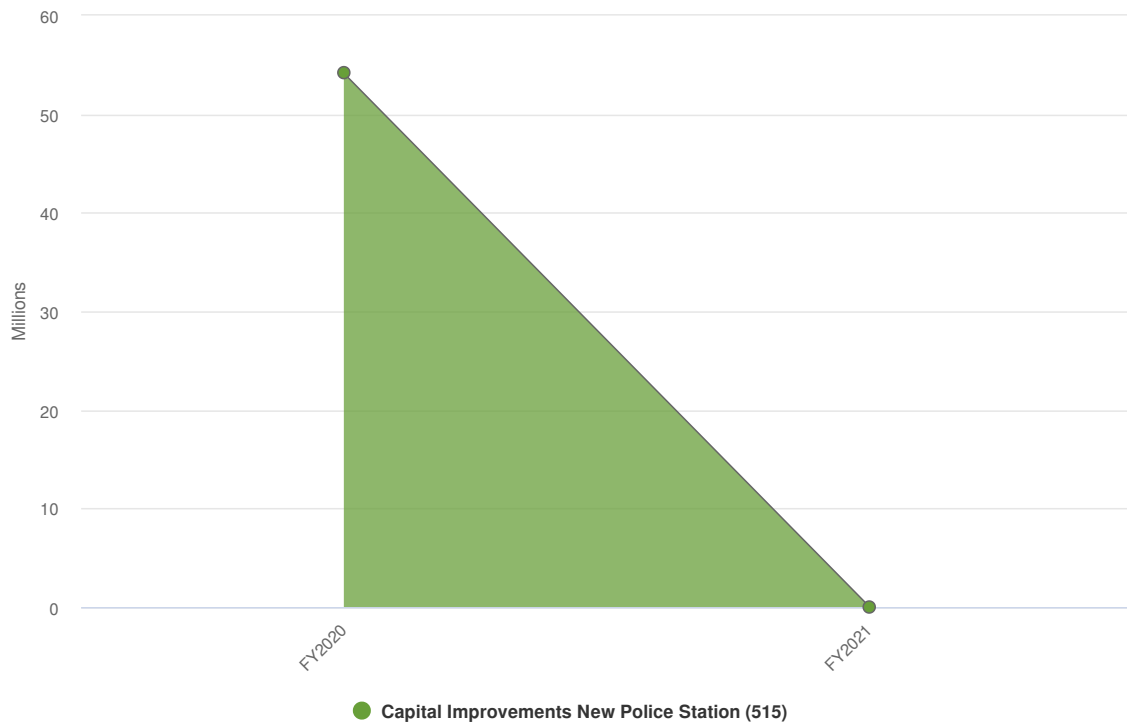
The City of South San Francisco is projecting N/A of revenue in FY2022, which represents a 100% decrease over the prior year. Budgeted expenditures are projected to decrease by 100% or \$57.62K to N/A in FY2022.



Revenue by Fund

2022 Revenue by Fund

Budgeted and Historical 2022 Revenue by Fund

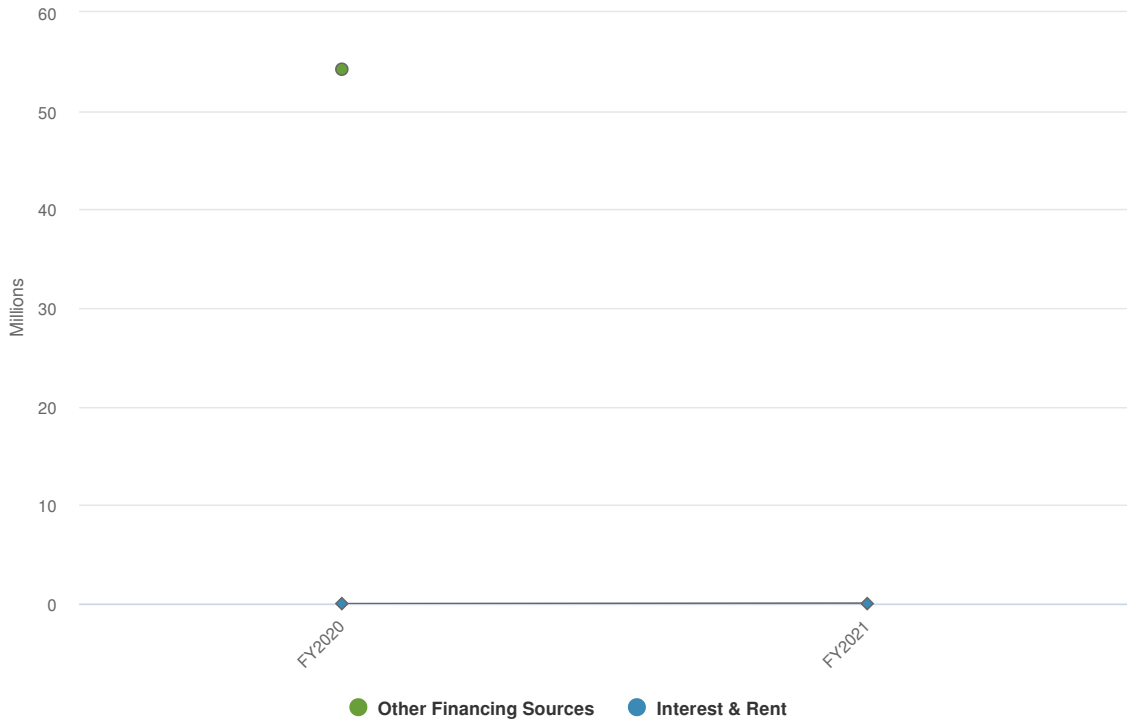


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Capital Improvements New Police Station (515)	\$54,154,531	\$57,615	\$0	-100%	-100%
Total Capital Improvements New Police Station (515):	\$54,154,531	\$57,615	\$0	-100%	-100%

Revenues by Source

Projected 2022 Revenues by Source

Budgeted and Historical 2022 Revenues by Source



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)

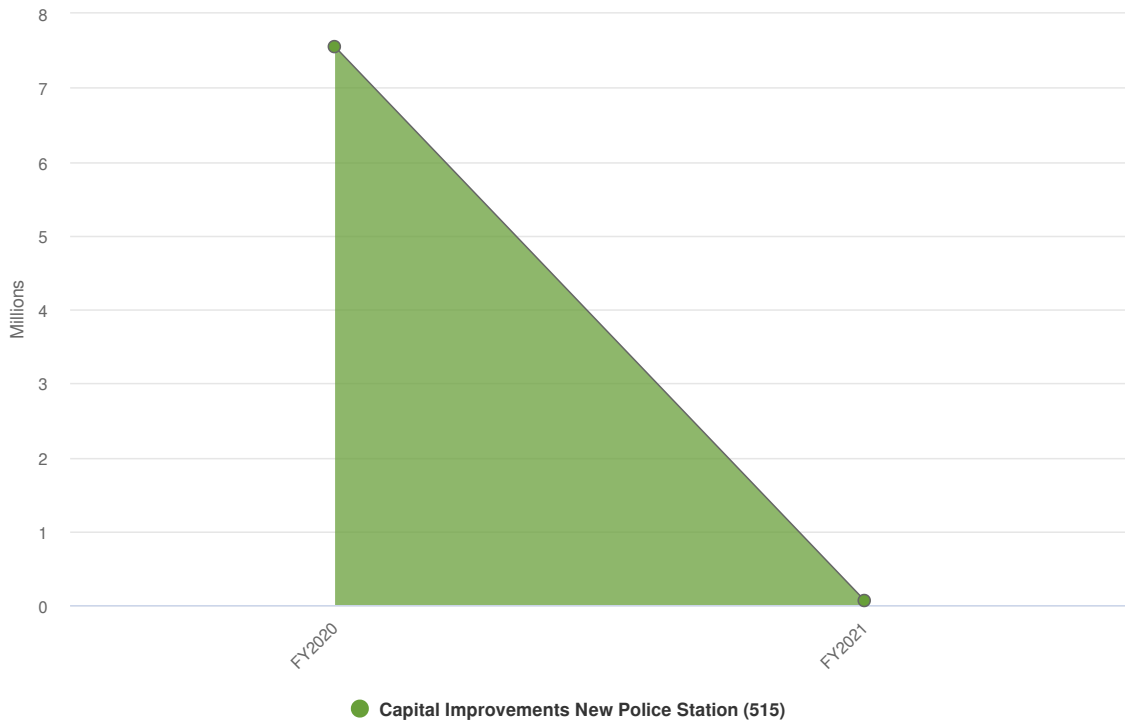


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Interest & Rent	\$7,001	\$57,615	\$0	-100%	-100%
Other Financing Sources	\$54,147,530	\$0	\$0	0%	0%
Total Revenue Source:	\$54,154,531	\$57,615	\$0	-100%	-100%

Expenditures by Fund

2022 Expenditures by Fund

Budgeted and Historical 2022 Expenditures by Fund

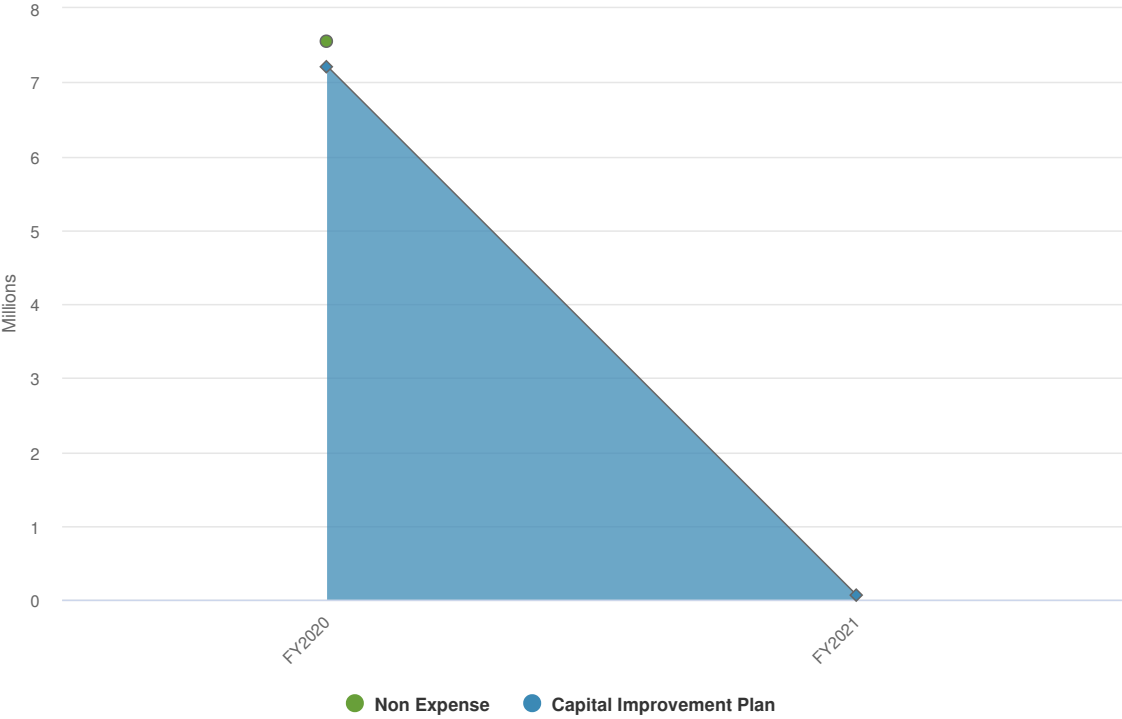


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Capital Improvements New Police Station (515)	\$7,550,023	\$57,615	\$0	-100%	-100%
Total Capital Improvements New Police Station (515):	\$7,550,023	\$57,615	\$0	-100%	-100%

Expenditures by Function

Budgeted Expenditures by Function

Budgeted and Historical Expenditures by Function



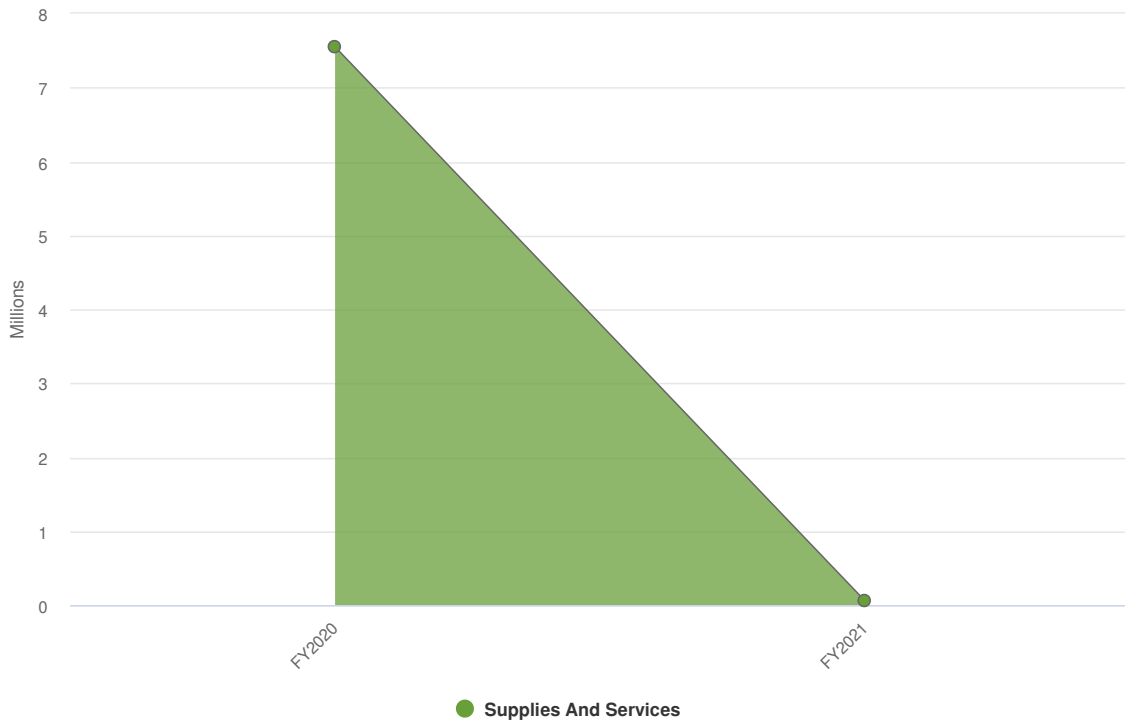
Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Capital Improvement Plan	\$7,218,033	\$57,615	\$0	-100%	-100%
Non Expense	\$331,990	\$0	\$0	0%	0%
Total Expenditures:	\$7,550,023	\$57,615	\$0	-100%	-100%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Supplies And Services	\$7,550,023	\$57,615	\$0	-100%	-100%
Total Expense Objects:	\$7,550,023	\$57,615	\$0	-100%	-100%



Capital Improvements - Civic Campus Phase I non-Bond funded (516)

Revenue by Fund

2022 Revenue by Fund

Budgeted and Historical 2022 Revenue by Fund

Revenues by Source

Projected 2022 Revenues by Source

Budgeted and Historical 2022 Revenues by Source



Expenditures by Fund

2022 Expenditures by Fund

Budgeted and Historical 2022 Expenditures by Fund



Expenditures by Function

Budgeted Expenditures by Function

Budgeted and Historical Expenditures by Function



Expenditures by Expense Type

Budgeted Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



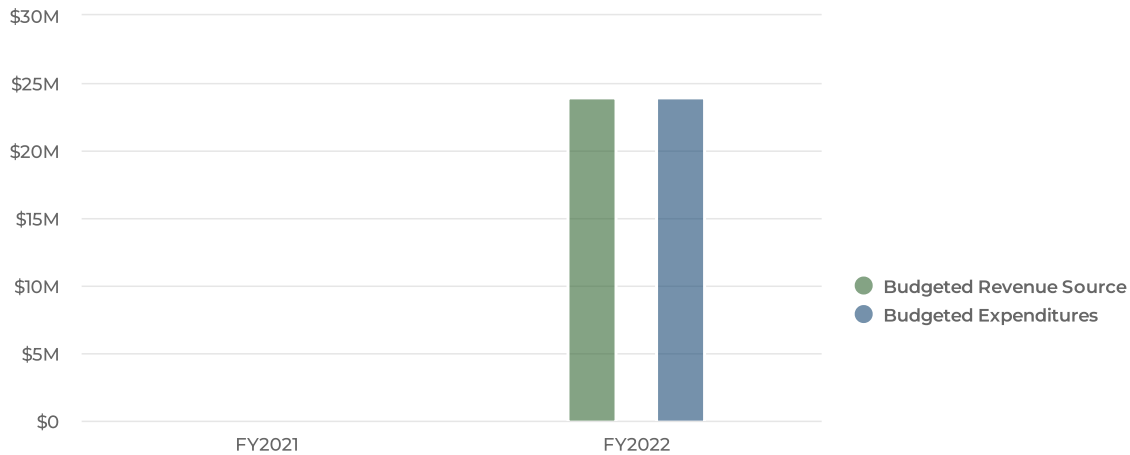


Capital Improvements – Street Pavement Bond-funded (517)

Capital Improvement - Street Pavement is funded by \$24 million of municipal bonds issued in June 2021. This fund was created in FY2021-22 to fund miscellaneous new and existing projects such as the 2020 Pavement Rehabilitation (ST2202), 2021 Pavement Rehabilitation (ST2203), and 2022 West of 101 Pavement Rehabilitation project (ST2204).

Summary

The FY2021-22 adopted budget includes \$24 million of bond revenue. Budgeted expenditures are projected to be \$24 million although a significant portion of this will likely be carried over into future years as the the CIP projects continue.



Revenues by Source

100% of the funding in this CIP fund is from "other funding sources" per the table below, specifically bond issuance.

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source				
Other Financing Sources	\$0	\$24,000,000	N/A	N/A
Total Revenue Source:	\$0	\$24,000,000	N/A	N/A

Expenditures by Function

The full \$24 million has been budgeted in FY2021-22 although some of the expenditures will be rolled over to future years as the street rehabilitation projects continue over multi-year period. The tables below shows that 100% of the expenditures will be on supplies and services for the Capital Improvement Program.

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures				
Capital Improvement Plan	\$0	\$24,000,000	N/A	N/A
Total Expenditures:	\$0	\$24,000,000	N/A	N/A

Expenditures by Expense Type

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects				
Supplies And Services	\$0	\$24,000,000	N/A	N/A
Total Expense Objects:	\$0	\$24,000,000	N/A	N/A

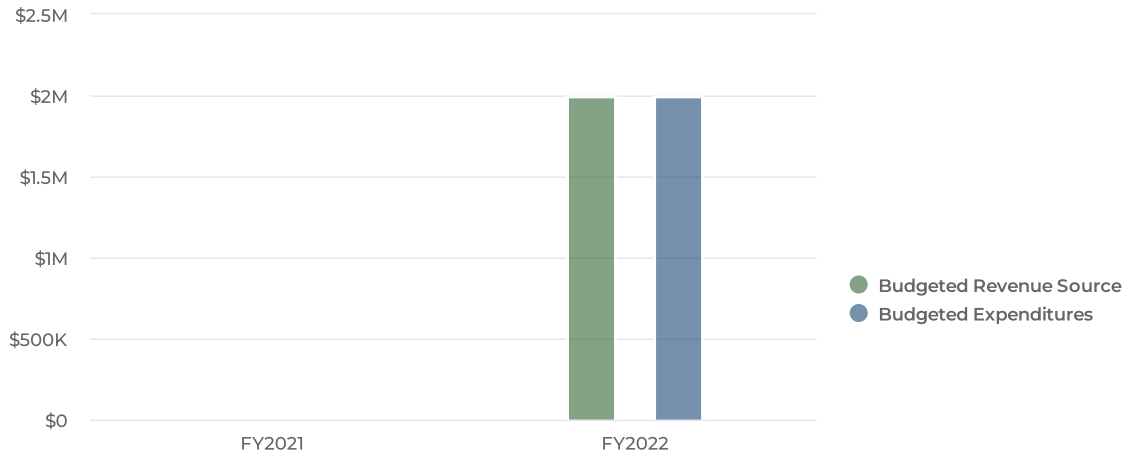


Capital Improvements – Solar Rooves Bond-funded (518)

Capital Improvement - Solar Roof fund is funded by \$2 million of municipal bonds issued in June 2021. This fund was created in FY2021-22 to fund a CIP project to design and install a solar roof on the City's corporation yard on N. Canal street (pf2202).

Summary

The FY2021-22 adopted budget includes \$2 million of bond revenue. Budgeted expenditures are also \$2 million - part of this may be rolled over into the following year depending on project progress.



Revenues by Source

100% of the funding in this CIP fund is from "other funding sources" per the table below, specifically bond issuance.

The table below

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source				
Other Financing Sources	\$0	\$2,000,000	N/A	N/A
Total Revenue Source:	\$0	\$2,000,000	N/A	N/A

Expenditures by Function

\$2 million has been budgeted in FY2021-22 for this project although some of the expenditures may be rolled over to future years depending on the progress of the solar roof design and installation project. The tables below shows that 100% of the expenditures will be on supplies and services for the Capital Improvement Program.

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)



Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures				
Capital Improvement Plan	\$0	\$2,000,000	N/A	N/A
Total Expenditures:	\$0	\$2,000,000	N/A	N/A

Expenditures by Expense Type

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects				
Supplies And Services	\$0	\$2,000,000	N/A	N/A
Total Expense Objects:	\$0	\$2,000,000	N/A	N/A



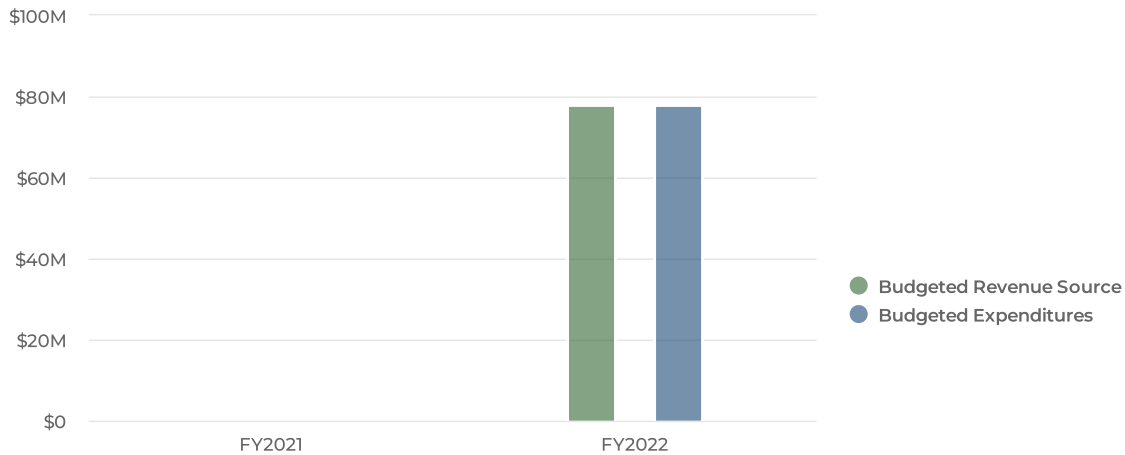


Capital Improvements – Civic Campus Phase II Bond-funded (519)

Capital Improvement - Civic Campus Phase II fund is funded by \$78 million of municipal bonds issued in June 2021. This fund was created in FY2021-22 to fund a CIP project (pf2103) to complete phase II of the new Civic Center Campus which includes construction of a new library, parks and recreation facility, council chambers, a police operations and 911 dispatch center and fire station.

Summary

The FY2021-22 adopted budget for this fund includes \$78 million of bond revenue. Budgeted expenditures are projected to be \$78 million although a significant portion of this will likely be carried over into future years as the CIP project continues.



Revenues by Source

100% of the funding in this CIP fund is from "other funding sources" per the table below, specifically bond issuance.

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source				
Other Financing Sources	\$0	\$78,000,000	N/A	N/A
Total Revenue Source:	\$0	\$78,000,000	N/A	N/A

Expenditures by Function

\$78 million has been budgeted in FY2021-22 for this project although some of the expenditures may be rolled over to future years depending on the progress of the Civic Center Campus Phase II project. The tables below shows that 100% of the expenditures will be on supplies and services for the Capital Improvement Program.

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)



Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures				
Capital Improvement Plan	\$0	\$78,000,000	N/A	N/A
Total Expenditures:	\$0	\$78,000,000	N/A	N/A

Expenditures by Expense Type

Name	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects				
Supplies And Services	\$0	\$78,000,000	N/A	N/A
Total Expense Objects:	\$0	\$78,000,000	N/A	N/A



Governmental - non-Major Funds

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.

Governmental Funds have been divided into Major and non-Major classifications. The Governmental non-Major funds consists of the Park-In-Lieu funds, Gas Tax fund, Measure A fund, Road Maintenance & Rehabilitation Act (SB1) fund, Measure W, Community Development Block Grant fund, Common Greens Maintenance District funds, City Housing fund, Solid waste Reduction fund, Supplemental Law Enforcement fund, City Programs fund, Sewer Capacity Charge fund, and Consolidated Impact Fees fund.



Park In-Lieu Fees Fund (206/207/209)

The City's ordinance, as authorized by the Quimby Act, requires park land dedication in proposed residential subdivision or 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. The fees may only be used for acquiring land and developing new park and recreation facilities, or for the rehabilitation and enhancement of existing neighborhood parks, community parks, and recreational facilities.

Summary

The FY2021-22 adopted budget includes no revenue or expenditures for this fund.



Revenues by Source

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Charges for Services	\$1,600,000	\$0	\$0	0%	0%
Interest & Rent	\$111,311	\$0	\$0	0%	0%
Transfers	\$1,000,000	\$0	\$0	0%	0%
Total Revenue Source:	\$2,711,311	\$0	\$0	0%	0%

Expenditures by Fund

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Park In-Lieu Fee Fund					
Park In-Lieu Fee Zone 4 Fund (209)	\$708,054	\$0	\$0	0%	0%



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Total Park In-Lieu Fee Fund:	\$708,054	\$0	\$0	0%	0%

Expenditures by Function

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Capital Improvement Plan	\$208,054	\$0	\$0	0%	0%
Non Expense	\$500,000	\$0	\$0	0%	0%
Total Expenditures:	\$708,054	\$0	\$0	0%	0%

Expenditures by Expense Type

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Supplies And Services	\$500,000	\$0	\$0	0%	0%
Transfers	\$208,054	\$0	\$0	0%	0%
Total Expense Objects:	\$708,054	\$0	\$0	0%	0%

Changes and Highlights

None



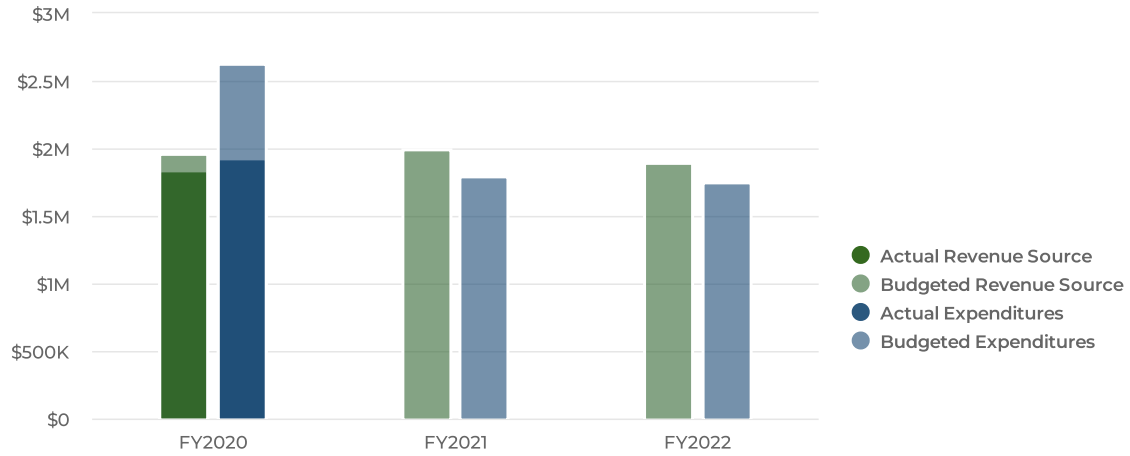


Gas Tax Fund (210)

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, storm, sidewalk maintenance, and other related improvements.

Summary

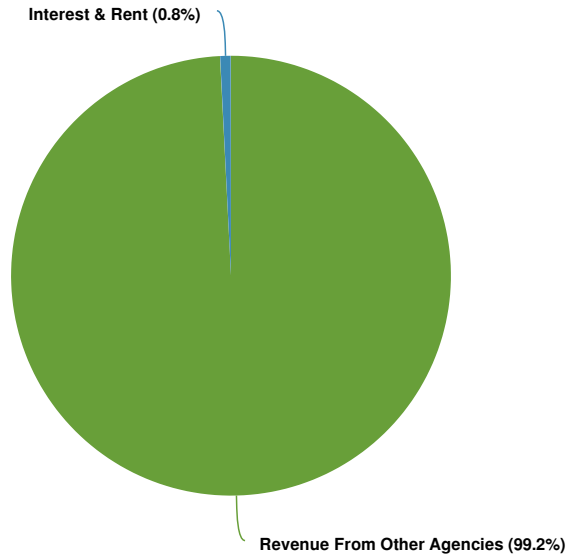
The FY2021-22 adopted budget includes \$1.9 million of revenue in the Gas Tax fund, which represents a 5.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 29.4% to \$1.75 million.



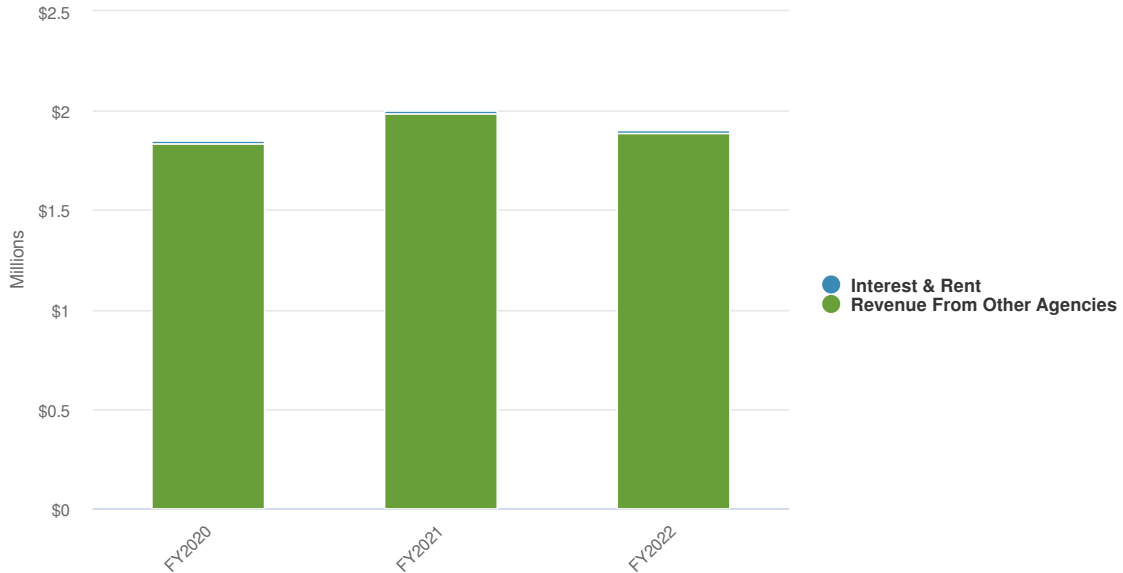
Revenues by Source

The charts below show that the vast majority of the FY2021-22 adopted budget revenue is received from other agencies, namely the State of California which is responsible for distributing a city's share of taxes received from the purchases of gasoline at fuel stations by consumers.

Projected 2022 Revenues by Source



FY2021-22 Adopted Budget Revenues by Source vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					

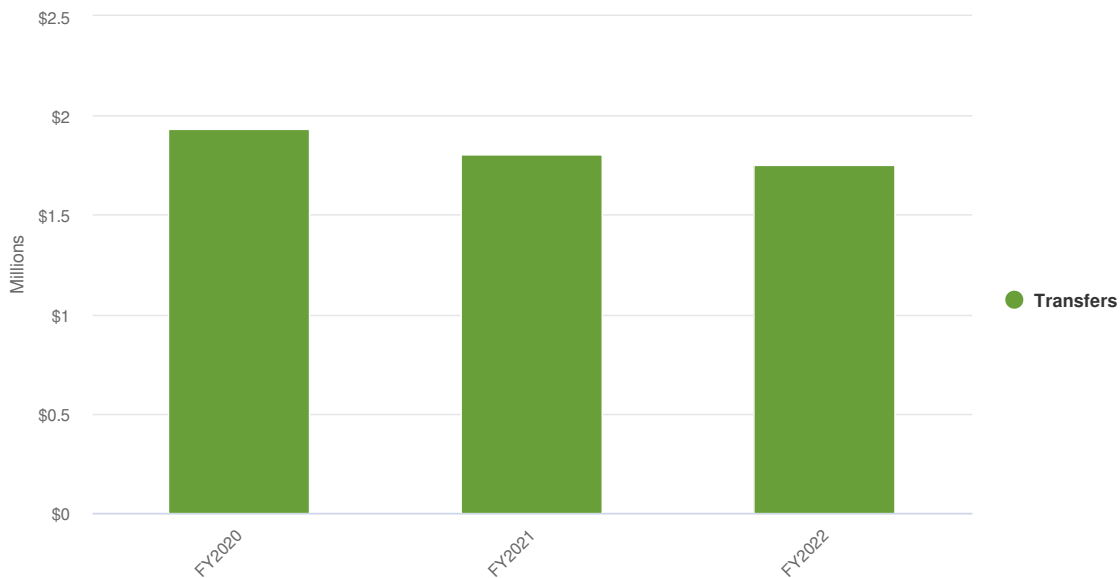


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue From Other Agencies	\$1,832,109	\$1,989,358	\$1,886,008	-5.2%	-5.2%
Interest & Rent	\$15,822	\$15,000	\$15,000	0%	0%
Total Revenue Source:	\$1,847,931	\$2,004,358	\$1,901,008	-5.2%	-5.2%

Expenditures by Expense Type

The charts and table below shows that 100% of the \$1.75 million FY2021-22 adopted budget expenditures are transfers out to other funds. \$164,000 of this is for CIP projects including the Survey Monument restoration project (st2002) and the HSIP Curb Ramp Improvements project (tr2202). \$920,000 is budgeted for a transfer out to the General Fund and \$670,000 as a transfer out as a general subsidy to the City's Storm Water fund which relies on the revenue for Storm Water operations and related capital projects.

FY2021-22 Adopted Budget Expenditures vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Transfers	\$1,930,295	\$1,802,805	\$1,754,648	-2.7%	-2.7%
Total Expense Objects:	\$1,930,295	\$1,802,805	\$1,754,648	-2.7%	-2.7%

Changes and Highlights

None



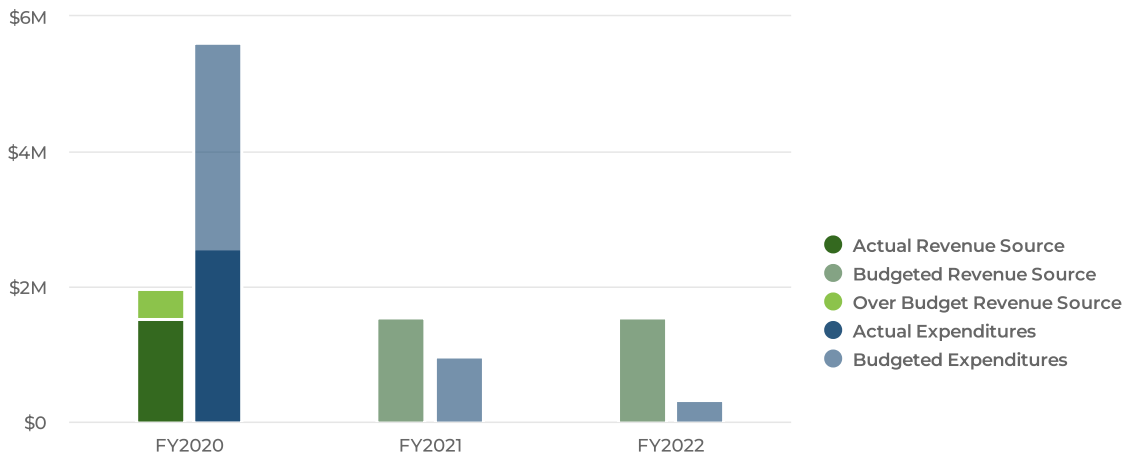


Measure A-1/2 Transportation Sales Tax (211)

Measure A is a voter approved half-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 revenue generated is distributed by the County and funds are to be used for roads and traffic improvements, and the South City Shuttle.

Summary

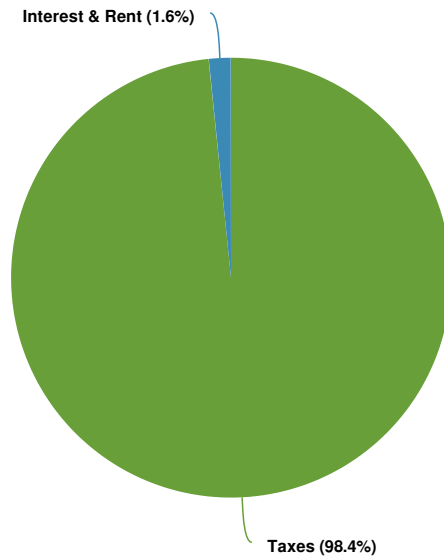
The FY2021-21 adopted budget for the Measure A fund is \$1.55 million which is flat compared to the prior year. Budgeted expenditures are projected to decrease by 92.1% or \$3.87M to \$330.93K in FY2022.



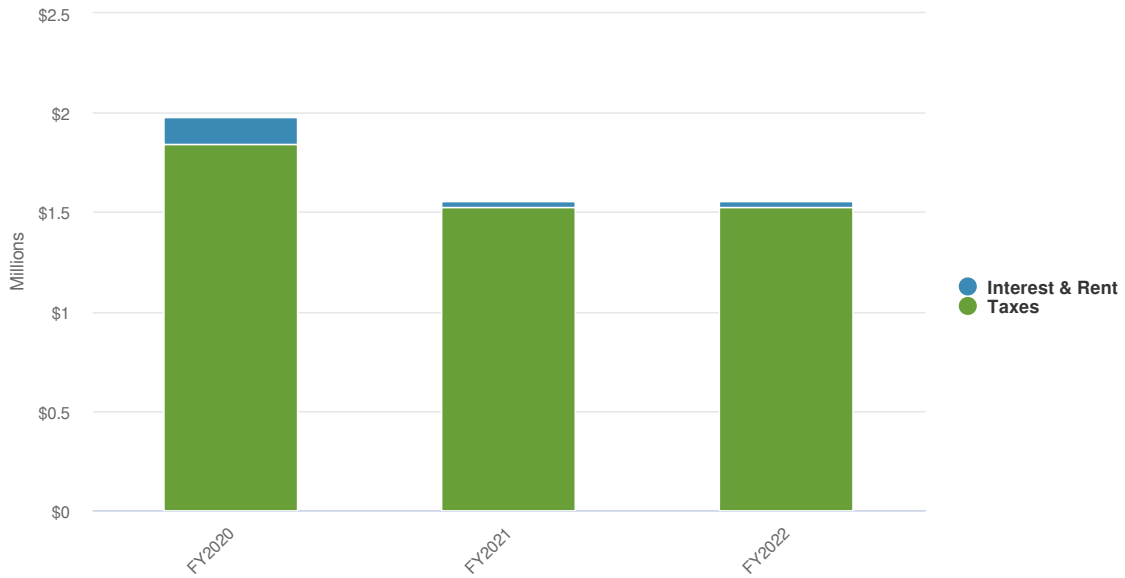
Revenues by Source

The charts and table below show that revenue in the Measure A fund is received mostly from taxes, in this case a specific half-cent sales tax. The amount budgeted to be received in FY2021-22 is flat compared to the prior year.

Projected 2022 Revenues by Source



Budgeted and Historical 2022 Revenues by Source



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					

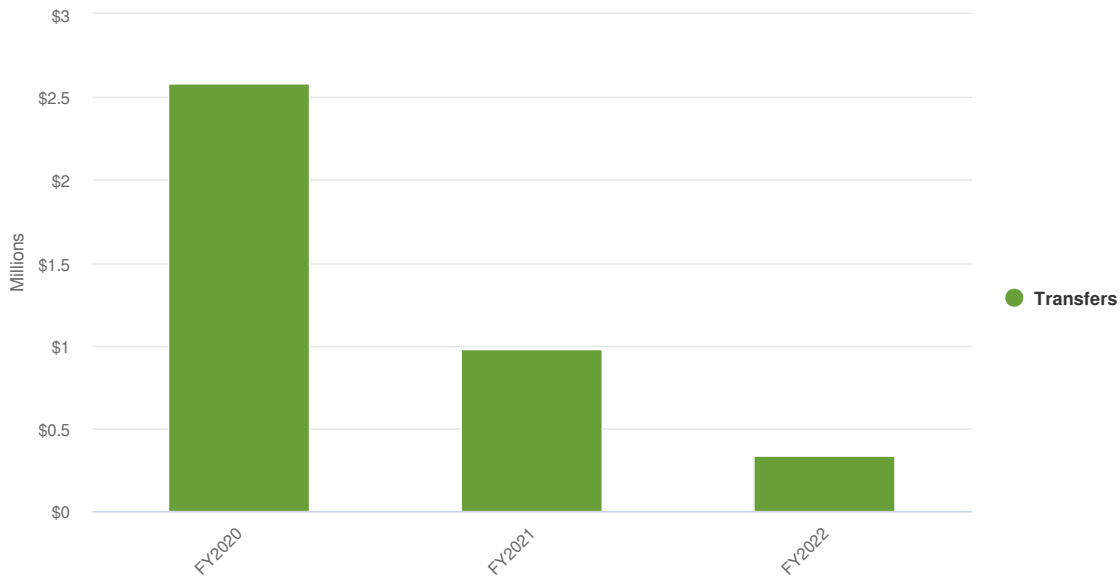


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Taxes	\$1,844,007	\$1,527,755	\$1,527,755	0%	0%
Interest & Rent	\$132,739	\$25,000	\$25,000	0%	0%
Total Revenue Source:	\$1,976,746	\$1,552,755	\$1,552,755	0%	0%

Expenditures by Expense Type

\$330k is included in the FY2021-22 adopted budget for Measure A expenditures all of which are transfers out to other funds. \$166k of these transfers is on operation of the South City Shuttle. The remaining \$164k is for Capital Improvement Program projects including the Commercial and Spruce Signalized Intersection project (tr1801) and the Phase I of the Grand Boulevard project (st1403). Compared to the prior year adjusted budget, the FY2021-22 adopted expenditure budget appears way down but this is due to the rollover of project expenditure budgets from the previous years into FY2020-21.

FY2021-22 Adopted Budget Expenditures vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Transfers	\$2,585,598	\$978,558	\$330,927	-66.2%	-66.2%
Total Expense Objects:	\$2,585,598	\$978,558	\$330,927	-66.2%	-66.2%

Changes and Highlights

\$166,475.00 - South City Shuttle Program (Measure A- City match)



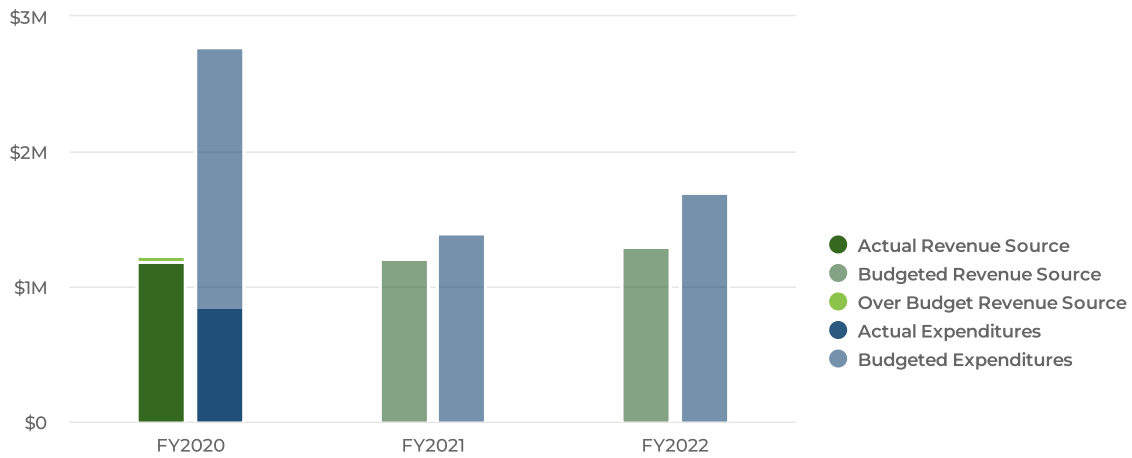


Road Maintenance & Rehab (SB1) (212)

Senate Bill (SB) 1, Chapter 5, Statutes of 2017, created the Road Maintenance and Rehabilitation Program to address deferred maintenance of the California State Highway system and the local street and road system. These funds may be used for basic road maintenance, rehabilitation, and critical safety projects within the local streets and roads system.

Summary

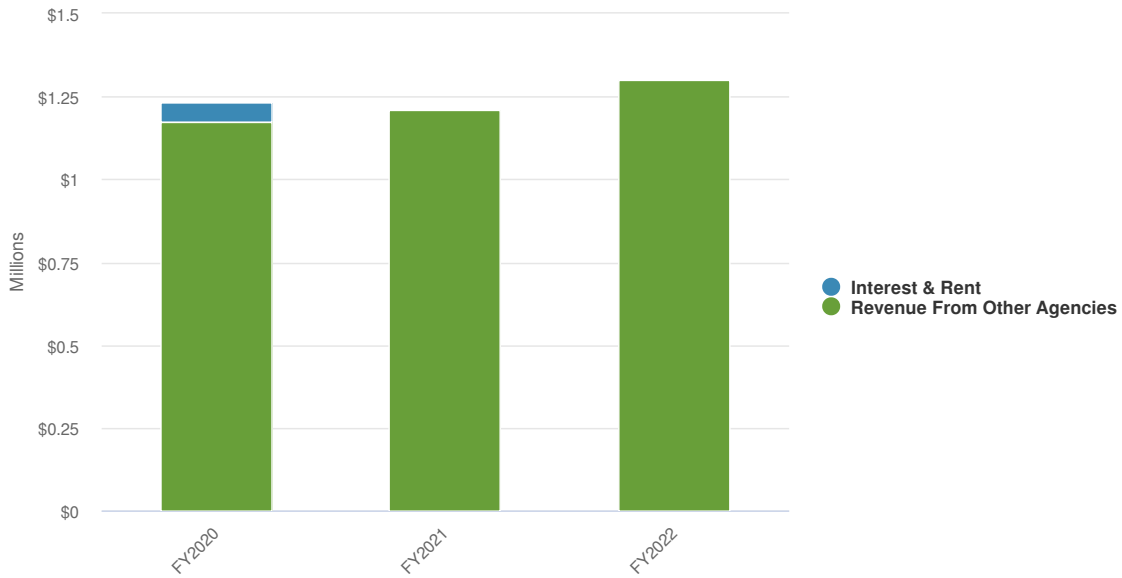
The FY2021-22 adopted budget for this fund includes \$1.3 million of revenue, which represents a 7.5% increase over the prior year. Budgeted expenditures in FY2021-22 are projected to decrease by 48.7% to \$1.7 million



Revenues by Source

\$1.3 million in revenue is expected to be received by the SB1 fund in FY2021-22 which is a slight increase on the prior year. 100% of the revenue is received directly from the state of California to fund streets and roads improvement programs..

Budgeted and Historical 2022 Revenues by Source

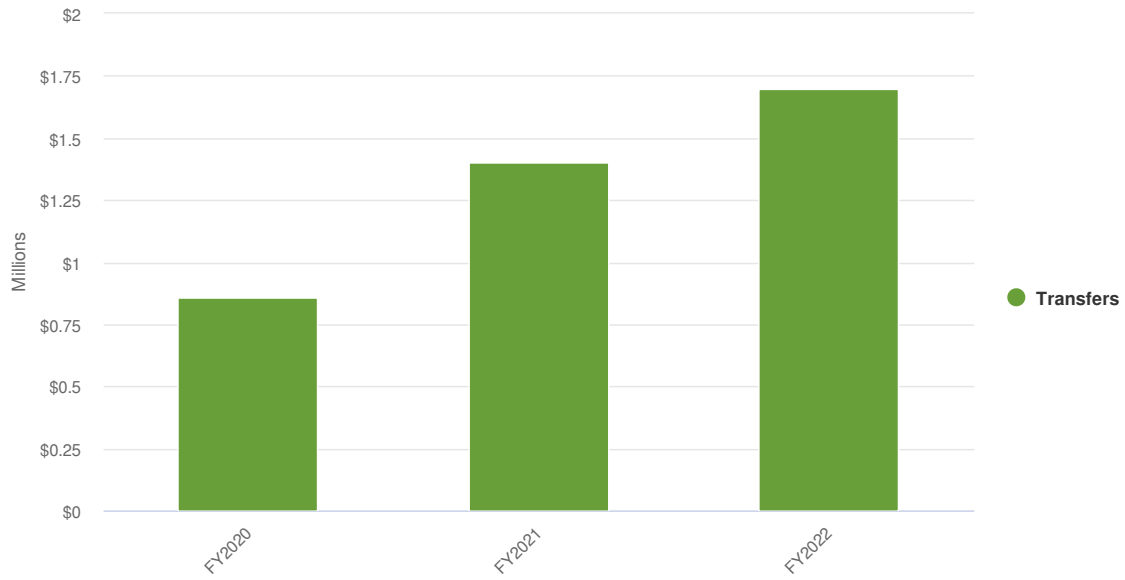


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Revenue From Other Agencies	\$1,172,241	\$1,209,685	\$1,300,000	7.5%	7.5%
Interest & Rent	\$59,986	\$0	\$0	0%	0%
Total Revenue Source:	\$1,232,227	\$1,209,685	\$1,300,000	7.5%	7.5%

Expenditures by Expense Type

The \$1.7 million of expenditures in the FY2021-22 adopted budget are transfers out of the SB1 fund to contribute to capital projects, including the South Linden Avenue Grade Separation project (st1004), Phase III of the Grand Boulevard project (st1807), the Street Pavement Rehabilitation projects (st2104 and st2106) and the 2022 West of 101 Pavement Rehabilitation project (st2107). The adopted budget transfers are \$300k greater than those in the prior year. The remaining expenditures in FY2020-21 consist of rollovers of unspent project budgets from previous years.

FY2021-22 Adopted Budget Expenditures vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Transfers	\$857,975	\$1,400,000	\$1,700,000	21.4%	21.4%
Total Expense Objects:	\$857,975	\$1,400,000	\$1,700,000	21.4%	21.4%

Changes and Highlights

None

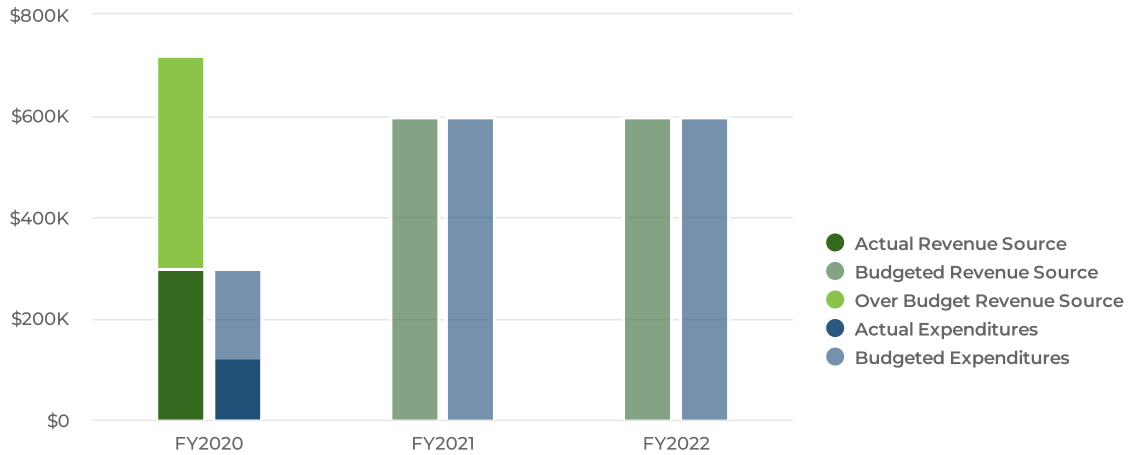


Smc Measure W 1/2 Cent Sales Tax (213)

San Mateo County Measure W is a half-cent sales tax in San Mateo County for congestion relief and road repair. The measure was approved in by San Mateo County voters in November 2018. The sales tax revenues generated are distributed by the county and a portion of the funds is received by cities, calculated on a specific formula basis.

Summary

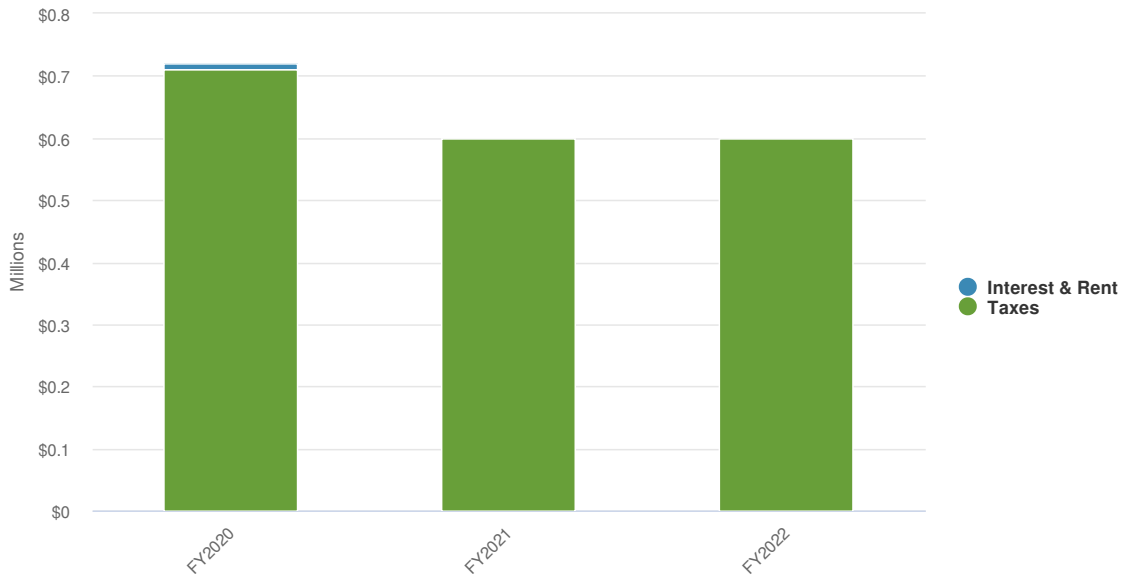
The FY2021-22 adopted budget for this fund includes \$0.6 million of revenue, which is flat compared to the prior year. Budgeted expenditures are projected to decrease by 22.6% to \$0.6 million in FY2021-22.



Revenues by Source

The chart and table below show \$0.6 million budgeted in tax revenue to be received by this fund from San Mateo County in FY2021-22 which equals the amount budgeted in the prior year.

Budgeted and Historical 2022 Revenues by Source

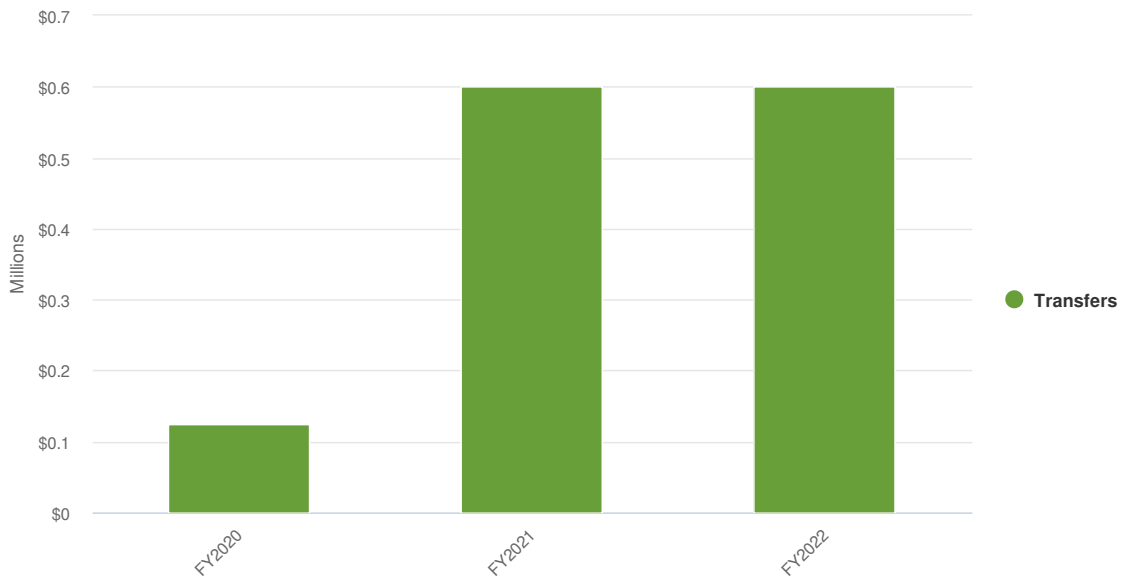


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Taxes	\$709,951	\$600,000	\$600,000	0%	0%
Interest & Rent	\$9,836	\$0	\$0	0%	0%
Total Revenue Source:	\$719,787	\$600,000	\$600,000	0%	0%

Expenditures by Expense Type

The \$0.6 million of expenditures in the FY2021-22 adopted budget for this fund are transfers out to fund the 2022 Pavement Rehabilitation project (st2107).

FY2021-22 Adopted Budget Expenditures vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Transfers	\$124,864	\$600,000	\$600,000	0%	0%
Total Expense Objects:	\$124,864	\$600,000	\$600,000	0%	0%

Changes and Highlights

None

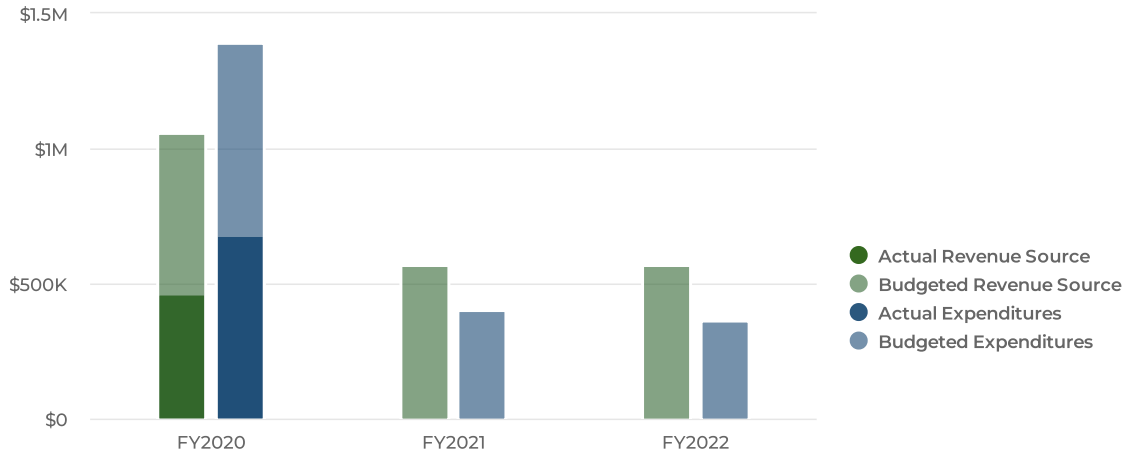


Community Development Block Grant (222)

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

Summary

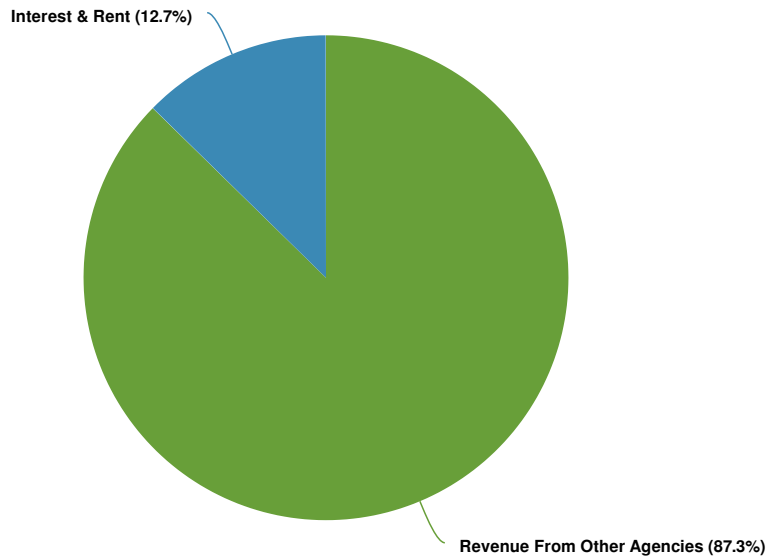
The FY2021-22 adopted budget in the CDBG fund includes \$0.6 million of revenue, which represents a 58.9% decrease over the prior year. Budgeted expenditures are projected to decrease by 80.2% to \$0.4 million when compared to the prior year adjusted budget



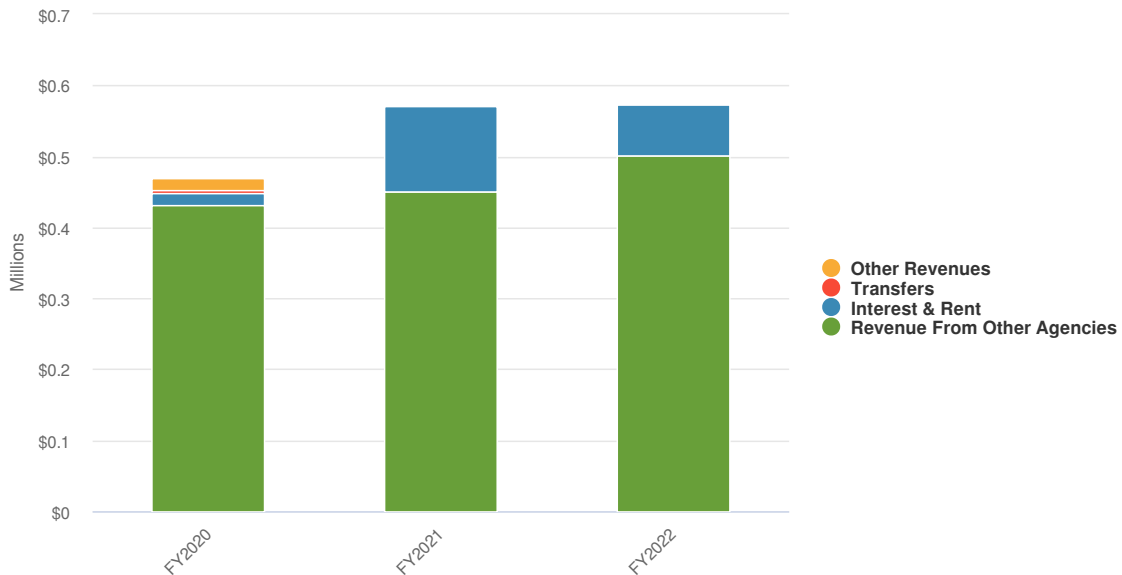
Revenues by Source

As can be seen in the pie chart below, the majority of revenues in the FY20-21 adopted budget are projected to come from the Department of Housing and Urban Development. The remainder (13% of the budgeted revenue) comes from an allocation of interest income on the City's investments and interest payments on small loans made by the fund in years past for eligible recipients. Compared to the prior year's adjusted budget, budgeted revenue is down due to \$0.6 million (categorized as Charges for Services) received by this fund in FY2020-21 as part of the federal financial assistance provided by the Coronavirus Aid, Relief and Economic Security (CARES) Act.

Projected 2022 Revenues by Source



FY20-21 Adopted Budget Revenue by Source vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Revenue From Other Agencies	\$431,519	\$450,000	\$700,000	\$500,685	11.3%
Charges for Services	\$0	\$0	\$574,525	\$0	0%
Interest & Rent	\$17,577	\$120,000	\$120,000	\$72,569	-39.5%
Other Revenues	\$16,171	\$0	\$0	\$0	0%
Transfers	\$3,453	\$0	\$0	\$0	0%
Total Revenue Source:	\$468,721	\$570,000	\$1,394,525	\$573,254	0.6%

Expenditures by Function

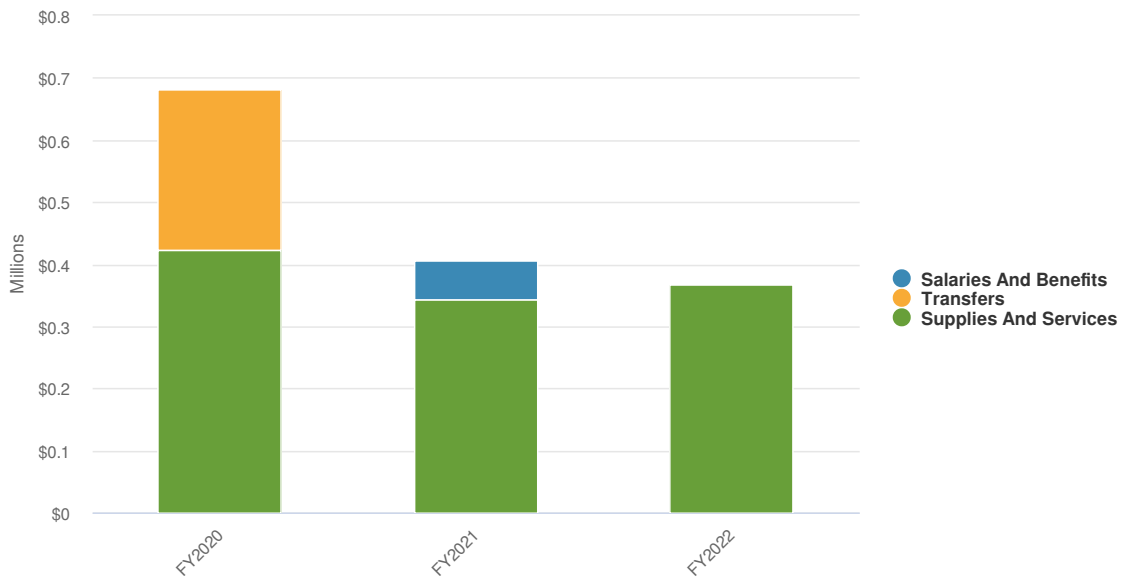
The charts and tables below show that the \$0.4 million of adopted budget expenditures in will be spent within the Economic and Community Development department on supplies and services in FY2021-22, more specifically on grants to local non-profit organizations working to improvement housing within the City, and on professional services to support the program. The comparatively high level of expenditure in the FY2020-21 adjusted budget included the CARES Act funds (\$0.6 million) and a portion allocated to salaries and benefits to City employees working for this fund.

Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Economic & Community Development	\$436,779	\$404,959	\$1,815,292	\$367,461	-9.3%
Capital Improvement Plan	\$256,904	\$0	\$43,096	\$0	0%
Non Expense	-\$12,000	\$0	\$0	\$0	0%
Total Expenditures:	\$681,683	\$404,959	\$1,858,388	\$367,461	-9.3%

Expenditures by Expense Type



FY2021-22 Adopted Budget Expenditures by Expense Type vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$729	\$61,535	\$61,535	\$0	-100%
Supplies And Services	\$424,050	\$343,424	\$1,753,757	\$367,461	7%
Transfers	\$256,904	\$0	\$43,096	\$0	0%
Total Expense Objects:	\$681,683	\$404,959	\$1,858,388	\$367,461	-9.3%

Changes and Highlights

None

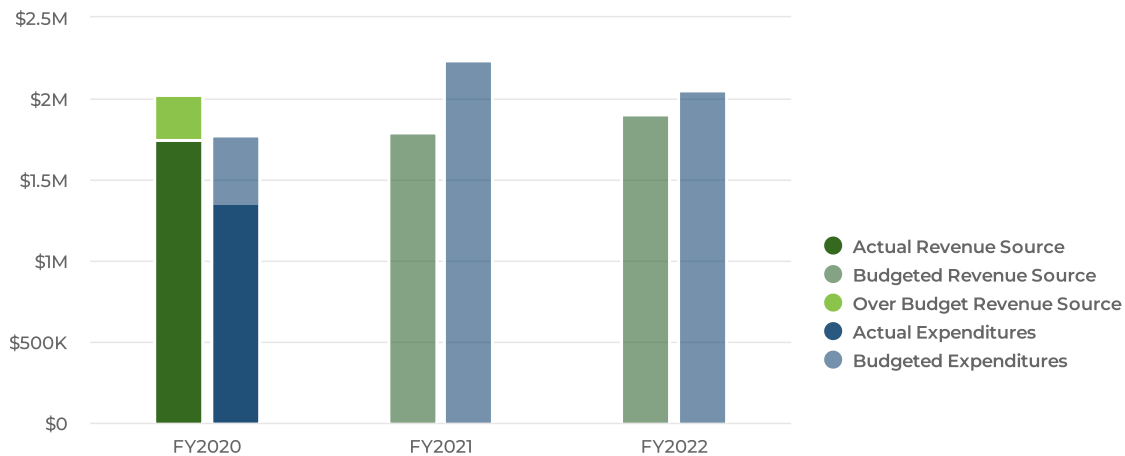


Common Greens Maintenance Districts (231/232/233/234)

There are four Common Greens Maintenance Districts within the City: West Park 3 (fund 231), Stonegate Ridge (fund 232), Willow Gardens (fund 233), and West Par 1&2 (fund 234). 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. Provides for sidewalk, parks and tree maintenance within each of the maintenance districts.

Summary

The FY2021-22 adopted budget includes \$1.9 million of revenue for these four funds, which represents a 5.8% increase over the prior year. Expenditures are budgeted to decrease by 7.7% to \$2.1 million in FY2021-22.



Revenues by Source

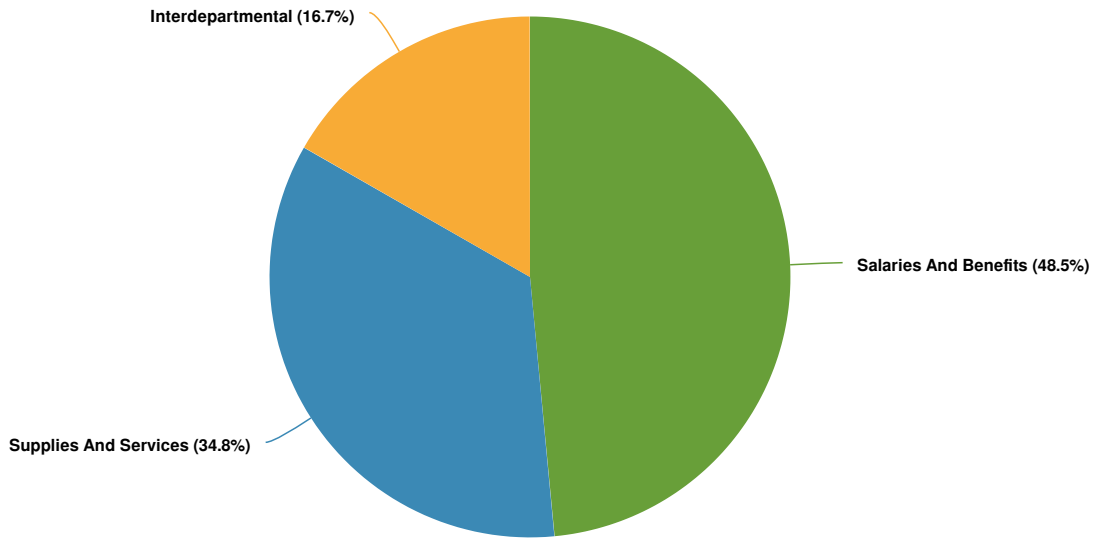
The \$1.9 million of adopted budget revenues in these four maintenance district funds is through taxation, i.e. a portion of the property tax levy on property parcels paid by property owners. Property tax revenue in general is projected to be higher in FY2021-22 compared to the prior year. As a result, these maintenance district funds will also see an increase in property tax revenue.

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Taxes	\$2,024,928	\$1,798,633	\$1,903,851	5.8%	5.8%
Total Revenue Source:	\$2,024,928	\$1,798,633	\$1,903,851	5.8%	5.8%

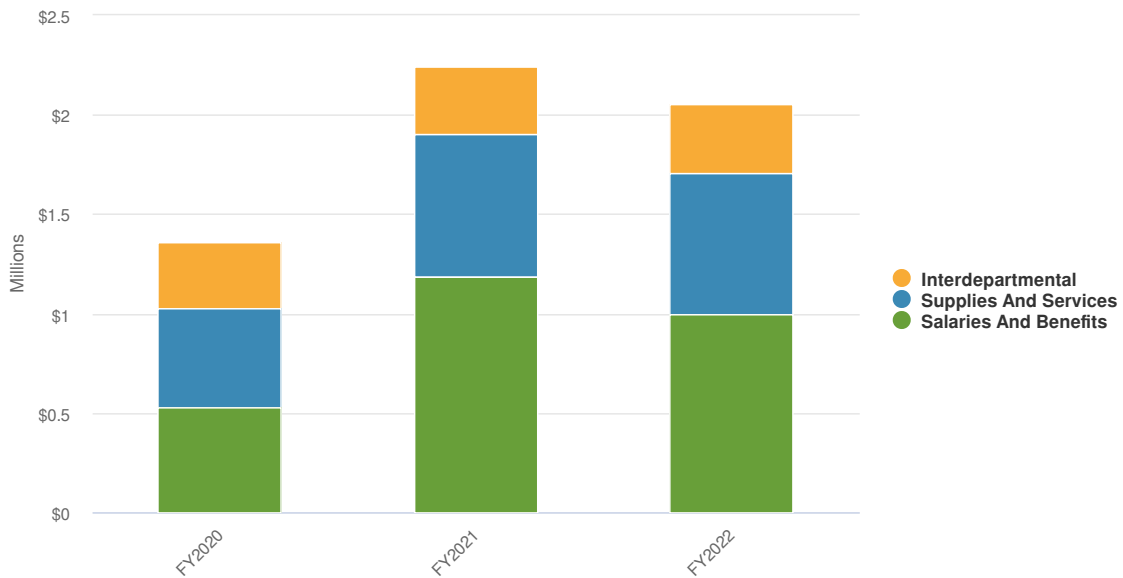
Expenditures by Expense Type

The charts and tables below show that the majority of the FY2021-22 expenditure budget (49%) within these four maintenance district funds will be on salaries and benefits of City staff working to help maintain these districts. 35% will be on supplies and services to support that work with the remainder (16%) on interdepartmental charges such as general administration overhead.

Budgeted Expenditures by Expense Type



FY2021-22 Adopted Budget Expenditures by Expense Type vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$526,010	\$1,187,091	\$996,343	-16.1%	-16.1%
Supplies And Services	\$498,690	\$714,148	\$714,148	0%	0%
Interdepartmental	\$336,964	\$343,389	\$343,389	0%	0%
Total Expense Objects:	\$1,361,665	\$2,244,628	\$2,053,880	-8.5%	-8.5%

Changes and Highlights

None



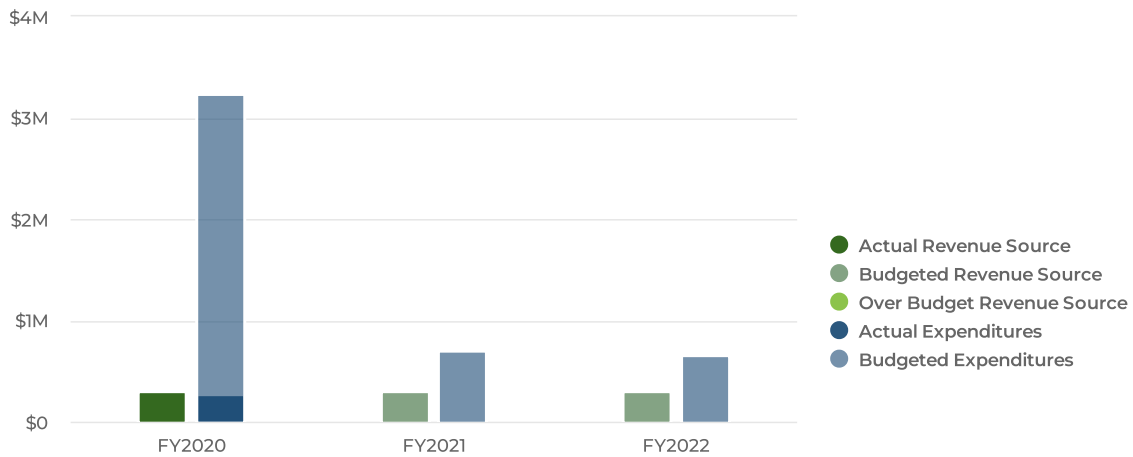


City Housing Fund (241)

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 is funded by either one-time grants or by the General Fund.

Summary

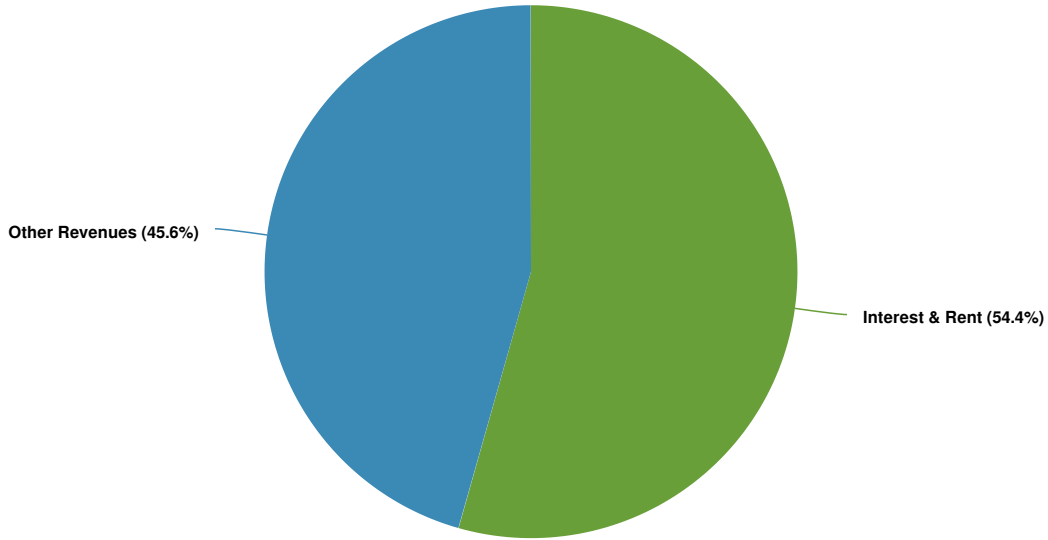
The FY2021-22 adopted budget includes \$307,000 of revenue in the City Housing Fund which is flat compared to the prior year. Budgeted expenditures are projected to decrease by 80.7% to \$671,000 in FY2021-22.



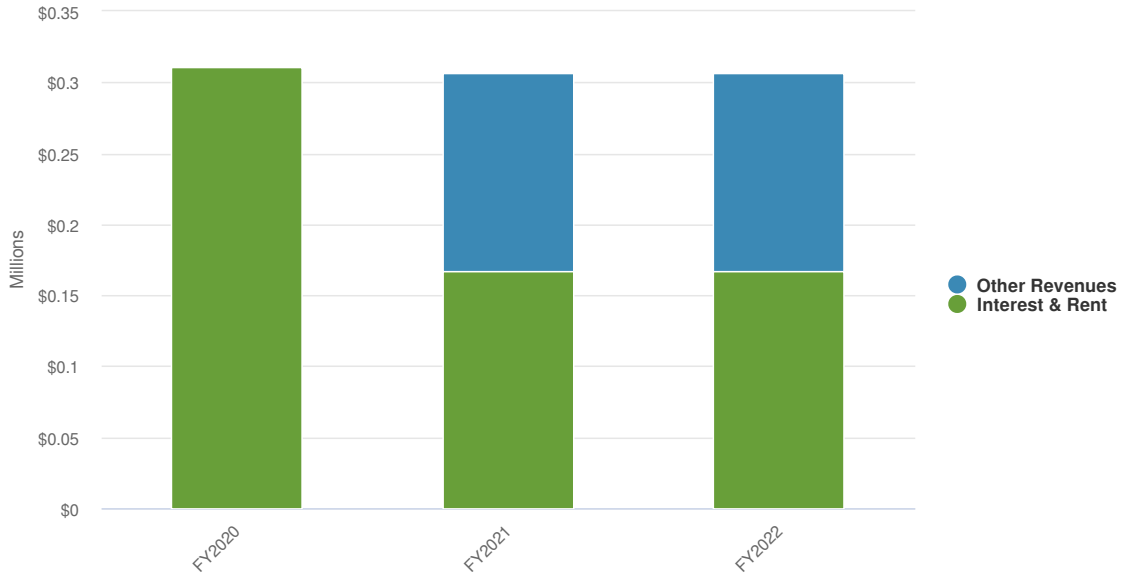
Revenues by Source

The pie chart below shows that 54% of the FY2021-22 revenue is budgeted to come from interest income and rental payments while 46% is due to be received from loan repayments. Compared to the prior year, adopted budget revenues have remained flat.

Projected 2022 Revenues by Source



FY2021-22 Adopted Budget Revenue by Source vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					

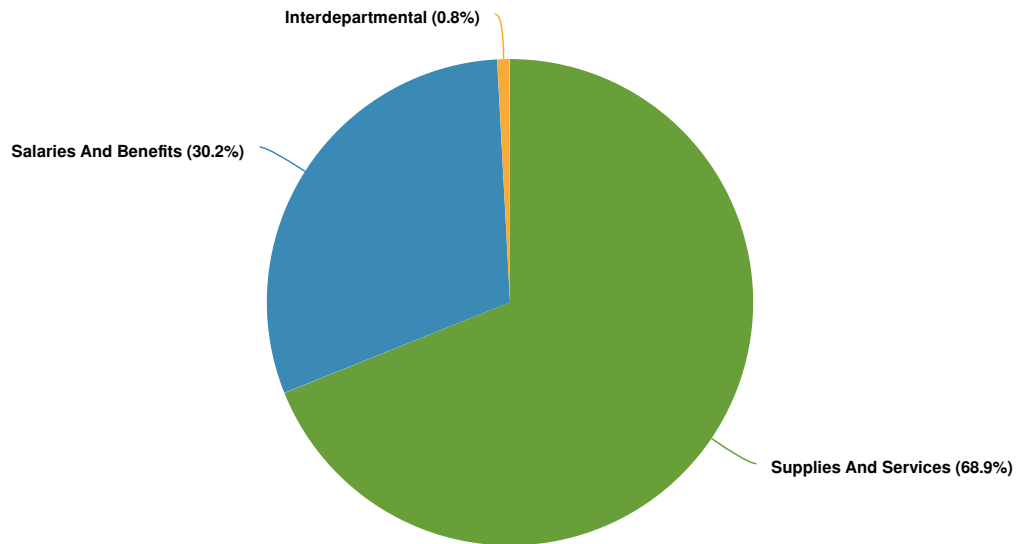


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Interest & Rent	\$310,800	\$167,000	\$167,000	0%	0%
Other Revenues	\$0	\$140,000	\$140,000	0%	0%
Total Revenue Source:	\$310,800	\$307,000	\$307,000	0%	0%

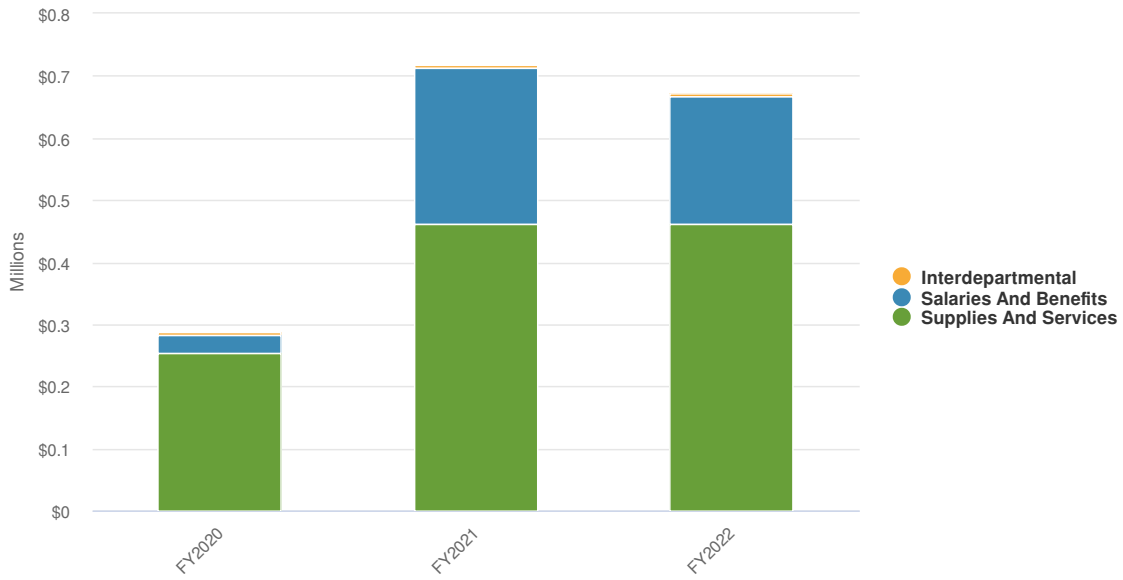
Expenditures by Expense Type

In FY2021-22, 30% of the adopted expenditure budget will be spent on salaries and benefits of City employees working on the programs related to the City Housing fund. 69% of the budget will be on supplies and services expenditures to support that work with just 1% on general City administrative overhead. The FY2020-21 adjusted budget shown in the bar chart below included a \$2.5 million rolled over purchase order to provide a loan to a developer for construction of affordable housing units within the City, hence the large drop in budgeted expenditures in FY2021-22.

Budgeted Expenditures by Expense Type



FY2021-22 Adopted Budget Expenditures by Expense Type vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$28,655	\$249,648	\$203,089	-18.7%	-18.7%
Supplies And Services	\$253,827	\$462,800	\$462,800	0%	0%
Interdepartmental	\$5,491	\$5,600	\$5,600	0%	0%
Total Expense Objects:	\$287,973	\$718,049	\$671,489	-6.5%	-6.5%

Changes and Highlights

None

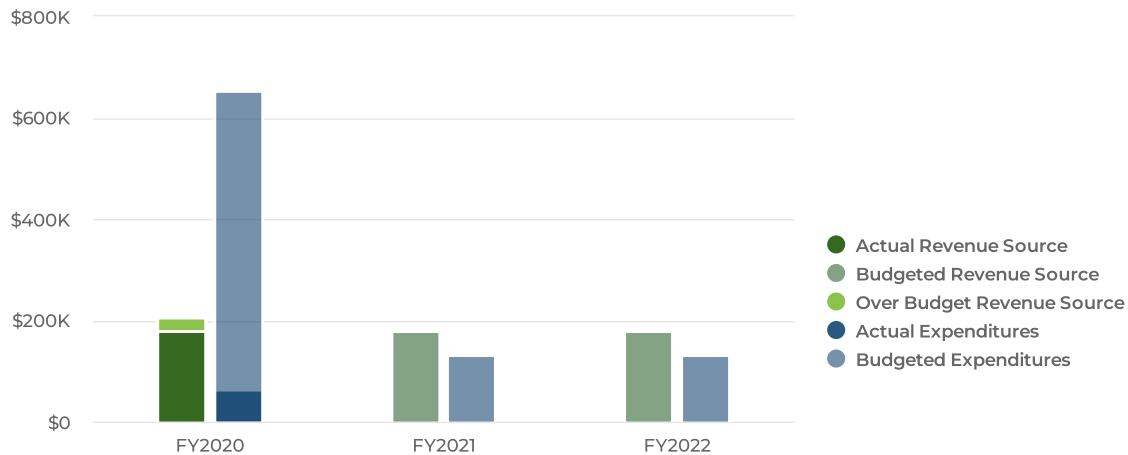


Solid Waste Reduction (250)

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.

Summary

The FY2021-22 adopted budget includes revenue of \$180,000 in the Solid Waste Reduction fund, which is flat when compared to the adjusted budget of the prior year. Budgeted expenditures are projected to decrease by 63.3% to \$132,000.



Revenues by Source

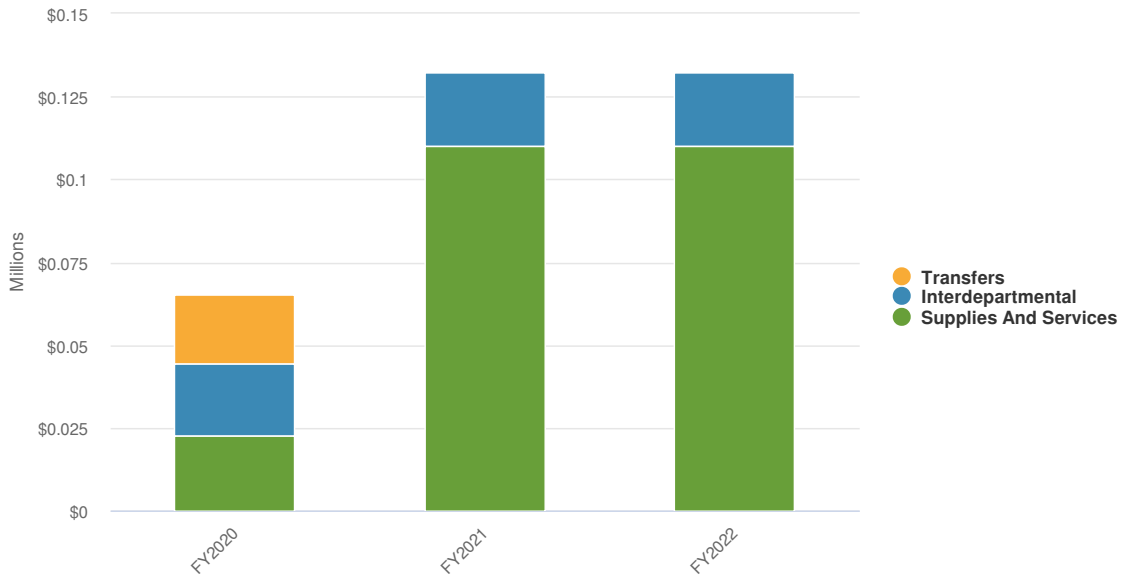
Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Charges for Services	\$206,295	\$180,000	\$180,000	\$180,000	0%
Total Revenue Source:	\$206,295	\$180,000	\$180,000	\$180,000	0%

Expenditures by Function

Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Public Works	\$44,357	\$132,102	\$238,309	\$132,102	0%
Capital Improvement Plan	\$21,006	\$0	\$121,258	\$0	0%
Total Expenditures:	\$65,363	\$132,102	\$359,567	\$132,102	0%

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Supplies And Services	\$22,835	\$110,150	\$223,802	\$110,150	0%
Interdepartmental	\$21,522	\$21,952	\$14,507	\$21,952	0%
Transfers	\$21,006	\$0	\$121,258	\$0	0%
Total Expense Objects:	\$65,363	\$132,102	\$359,567	\$132,102	0%

Changes and Highlights

None



Supplemental Law Enforcement Services (260)

The Citizens Option for Public Safety (COPS) program was adopted in 1996. Under the provisions of Government Code Section 30061, a percentage of the funds are allocated to counties and cities, based upon population, for law enforcement services. Each city is required to deposit the funds into a separate Supplemental Law Enforcement Services Fund so that these funds are not intermingled with General Fund dollars and must be spent on front-line law enforcement services.

Summary

The FY2021-22 adopted budget includes \$100,000 of revenue in this fund which is flat compared to the prior year. Budgeted expenditures are projected to remain at \$100,000 in FY2021-22.



Revenues by Source

Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Taxes	\$158,699	\$100,000	\$100,000	\$100,000	0%
Interest & Rent	\$1,638	\$0	\$0	\$0	0%
Total Revenue Source:	\$160,337	\$100,000	\$100,000	\$100,000	0%

Expenditures by Fund

Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Supplemental Law Enforcement Services (260)	\$160,337	\$100,000	\$100,000	\$100,000	0%
Total Supplemental Law Enforcement Services (260):	\$160,337	\$100,000	\$100,000	\$100,000	0%



Changes and Highlights

None



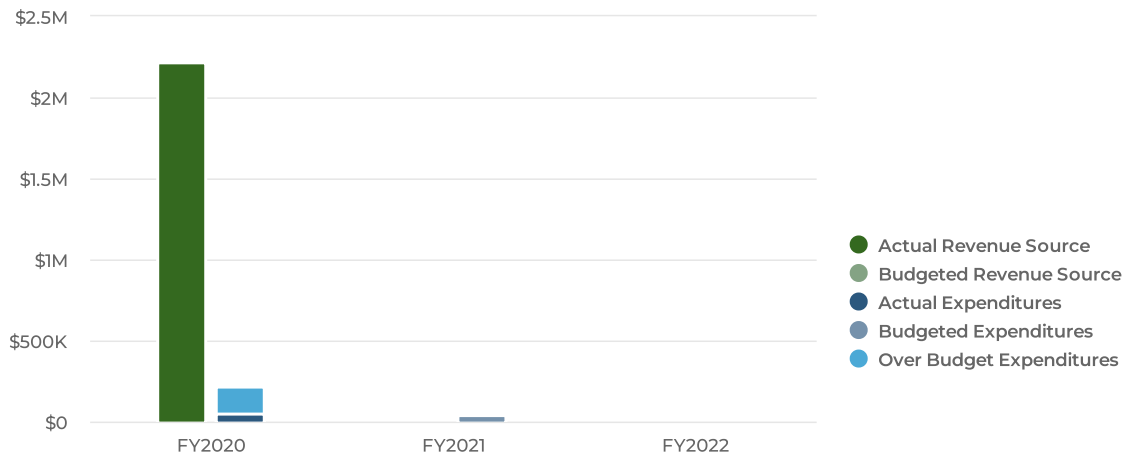


City Programs Special Revenue Fund (280)

This fund accounts for donations and other accounts that are dedicated to a particular program. Principal reserves reflect the Police Department's participation in the Department of Justice's Asset Seizure Program and the Library Department's Project Read Program.

Summary

The FY2021-22 adopted budget includes no revenue or expenditure budget.



Revenue by Fund

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Adopted Budget (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
City Programs Special Rev Fund (280)	\$2,223,547	\$0	\$0	0%	0%
Total City Programs Special Rev Fund (280):	\$2,223,547	\$0	\$0	0%	0%

Revenues by Source

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Adopted Budget (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Charges for Services	\$65,652	\$0	\$0	0%	0%
Interest & Rent	\$156,140	\$0	\$0	0%	0%
Other Revenues	\$2,001,755	\$0	\$0	0%	0%

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Total Revenue Source:	\$2,223,547	\$0	\$0	0%	0%

Expenditures by Fund

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
City Programs Special Rev Fund (280)	\$223,901	\$49,848	\$0	-100%	-100%
Total City Programs Special Rev Fund (280):	\$223,901	\$49,848	\$0	-100%	-100%

Expenditures by Function

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Transfers	\$0	\$49,848	\$0	-100%	-100%
Non Expense	\$223,901	\$0	\$0	0%	0%
Total Expenditures:	\$223,901	\$49,848	\$0	-100%	-100%

Expenditures by Expense Type

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Supplies And Services	\$223,901	\$0	\$0	0%	0%
Transfers	\$0	\$49,848	\$0	-100%	-100%
Total Expense Objects:	\$223,901	\$49,848	\$0	-100%	-100%

Changes and Highlights

None



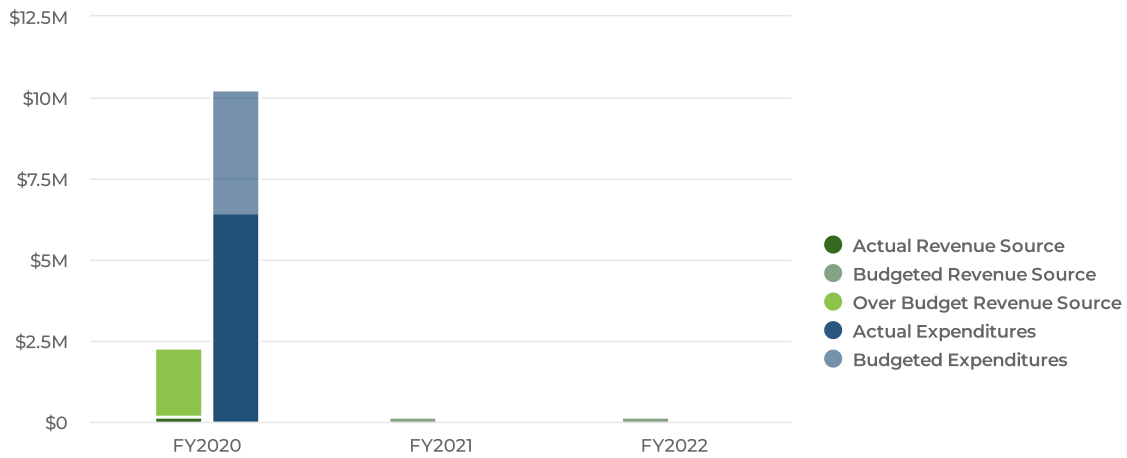


Sewer Capacity Charges (730)

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 only charged to areas receiving sewer service from the City (fee collection excludes the Westborough area that receives sewer service from Daly City). The fees collected assist with funding for required replacements, upgrades, and construction of sewer infrastructure not funded by other sources. This fund provides revenue to cover the costs associated with providing collection and treatment capacity for new and expanding development not funded by the East of 101 Sewer Impact Fee Program.

Summary

The FY2021-22 adopted budget includes \$200,000 of revenue in this fund which is flat compared to last year. Budgeted expenditures are negligible at \$2,000 which is a 99% reduction compared to the FY2020-21 adjusted budget.



Revenues by Source

In the FY2021-22 adopted revenue budget, \$200,000 in sewer capacity charges are projected to be received which represents no change when compared to the prior year, as shown in the table below.

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Interest & Rent	\$261,987	\$0	\$0	0%	0%
Other Revenues	\$2,035,408	\$200,000	\$200,000	0%	0%
Total Revenue Source:	\$2,297,395	\$200,000	\$200,000	0%	0%

Expenditures by Function

Expenditures projected in the FY2021-22 adopted budget are negligible compared to those in FY2019-20 actual and the FY2020-21 adjusted budget as shown in the bar chart below. All of the expenditures in those years were transfers to other funds for capital improvements program projects or direct funding of CIP projects from the Sewer Capacity Charge fund such as the Pump Station #2 upgrade to accommodate growth in "The Cove" area of the City.

Budgeted and Historical Expenditures by Function



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Public Works	\$2,745	\$2,800	\$2,800	0%	0%
Capital Improvement Plan	\$705,217	\$0	\$0	0%	0%
Transfers	\$5,763,243	\$0	\$0	0%	0%
Total Expenditures:	\$6,471,205	\$2,800	\$2,800	0%	0%

Changes and Highlights

None





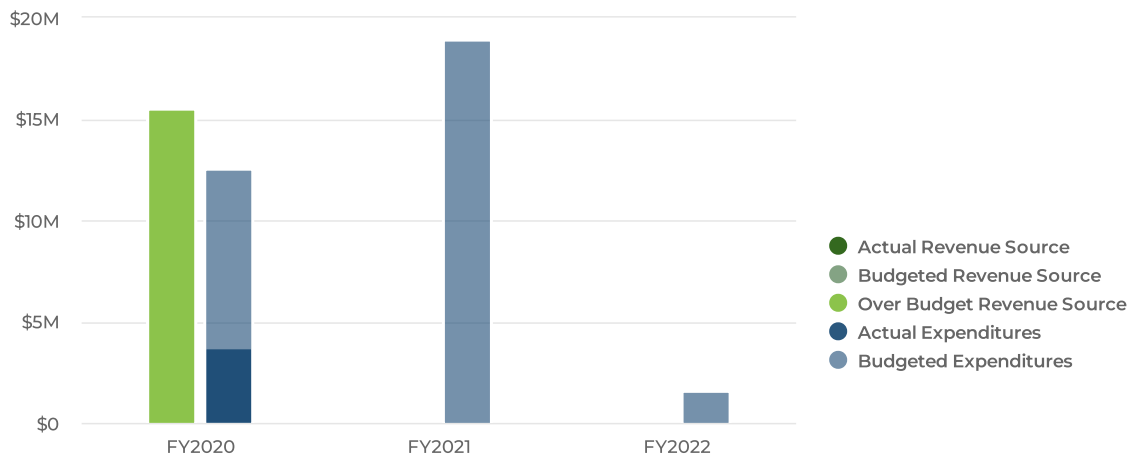
Consolidated Impact Fees (820/830/810)

These fees are collected from developers to mitigate the impact of the new developments on the community. The Consolidated Impact Fee Fund includes Transit Station Enhancement in-Lieu Fee (Fund 290), Parkland Acquisition Fee (Fund 805), Park Construction Fee (Fund 806), East of 101 Sewer Impact Fee (Fund 810), East of 101 Traffic Impact Fee (Fund 820), Public Safety Impact Fee (Fund 821), Bicycle and Pedestrian Impact Fee (Fund 822), Commercial Linkage Impact Fee (Fund 823), Library Impact Fee (Fund 824), Citywide Traffic Impact Fee (Fund 825), Childcare Impact fee (830), and Oyster Point Interchange Impact Fee (Fund 840).

Effective November 22, 2020, an amendment to some existing impact fees such as Childcare and Public Safety Impact fees was adopted. A new Library Impact fee was established and the Transportation Impact Fee was implemented to replace the East of 101 Traffic Impact fees and the Bicycle and Pedestrian Impact fees, ensuring that the Citywide impact is accounted for and not limited to a certain geographical area nor by the type of transportation. The Development Impact Study was approved by the City Council.

Summary

The City of South San Francisco is projecting N/A of revenue in FY2022, which represents a 0% increase over the prior year. Budgeted expenditures are projected to decrease by 91.2% or \$17.34M to \$1.66M in FY2022.



Revenue by Fund

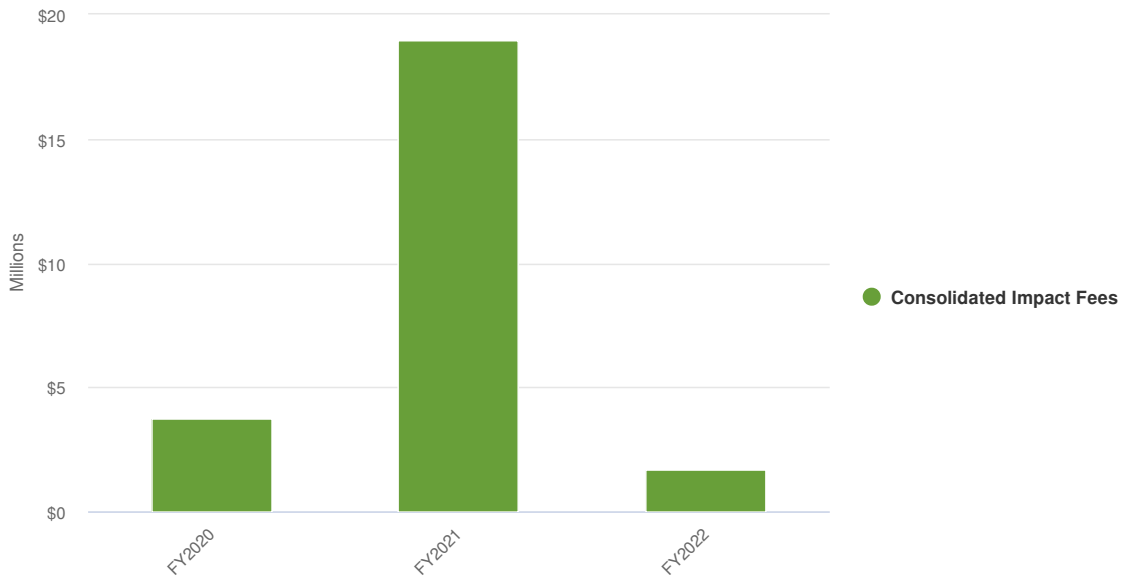
Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Consolidated Impact Fees	\$15,544,649	\$0	\$0	0%	0%
Total Consolidated Impact Fees:	\$15,544,649	\$0	\$0	0%	0%

Revenues by Source

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Interest & Rent	\$1,604,692	\$0	\$0	0%	0%
Other Revenues	\$9,252,757	\$0	\$0	0%	0%
Transfers	\$4,687,200	\$0	\$0	0%	0%
Total Revenue Source:	\$15,544,649	\$0	\$0	0%	0%

Expenditures by Fund

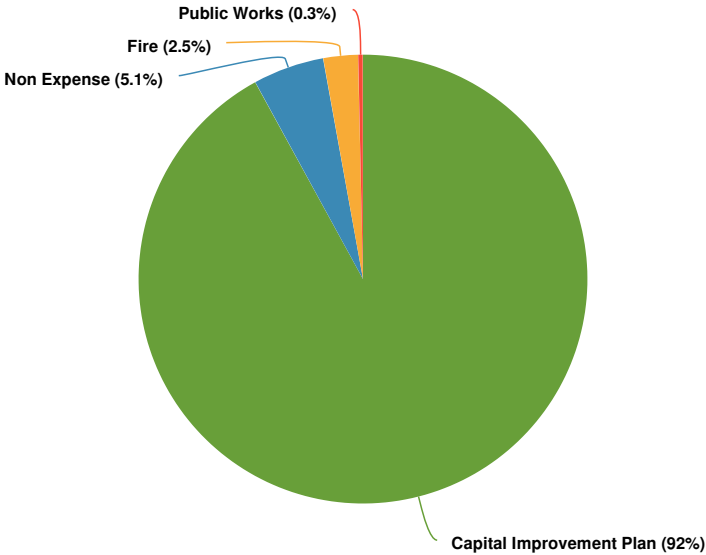
Budgeted and Historical 2022 Expenditures by Fund



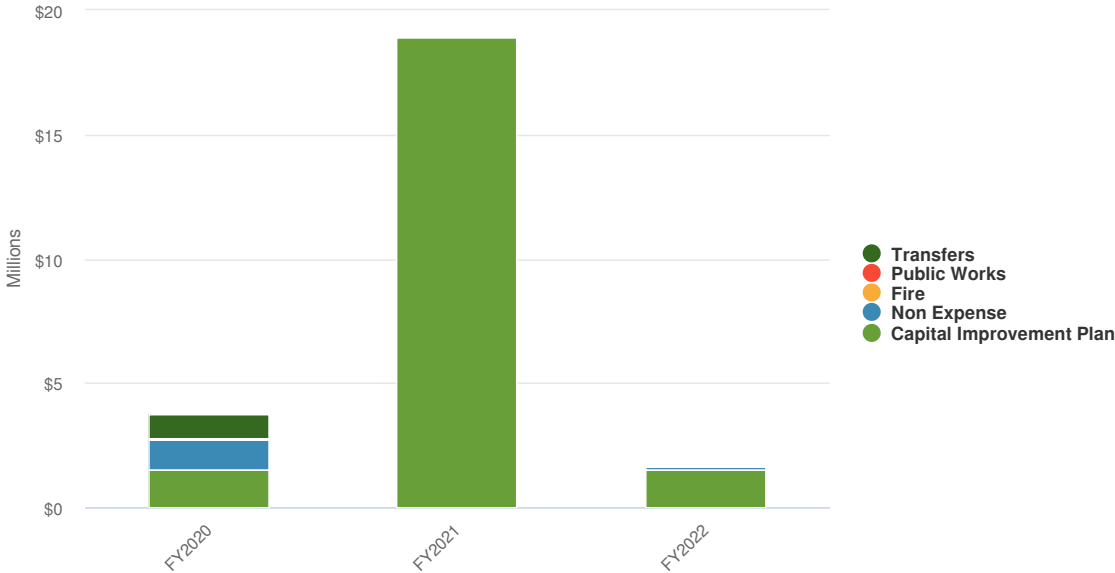
Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Consolidated Impact Fees	\$3,766,906	\$18,999,081	\$1,663,291	-91.2%	-91.2%
Total Consolidated Impact Fees:	\$3,766,906	\$18,999,081	\$1,663,291	-91.2%	-91.2%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



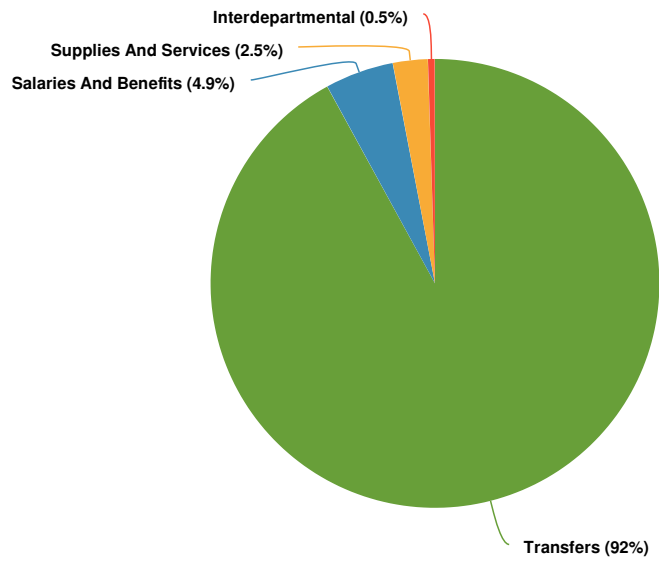
Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Fire	\$23,406	\$0	\$41,634	N/A	N/A



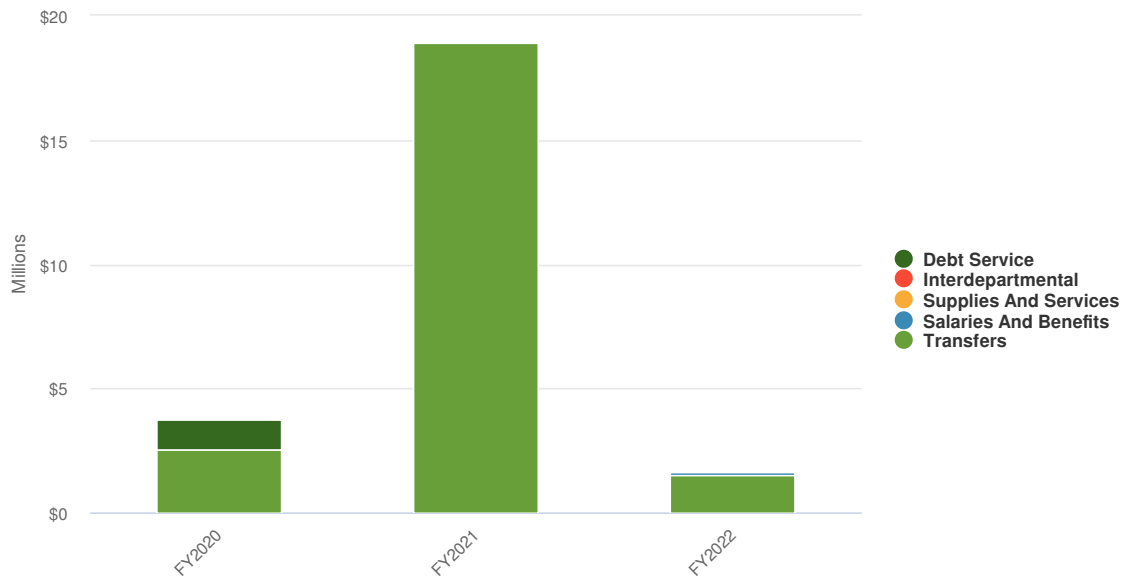
Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Public Works	\$5,490	\$5,599	\$5,599	0%	0%
Capital Improvement Plan	\$1,511,033	\$18,903,000	\$1,530,925	-91.9%	-91.9%
Transfers	\$1,014,232	\$17,152	\$0	-100%	-100%
Non Expense	\$1,212,745	\$73,330	\$85,132	16.1%	16.1%
Total Expenditures:	\$3,766,906	\$18,999,081	\$1,663,291	-91.2%	-91.2%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$0	\$70,530	\$82,333	16.7%	16.7%
Supplies And Services	\$23,406	\$0	\$41,634	N/A	N/A
Debt Service	\$1,210,000	\$0	\$0	0%	0%
Interdepartmental	\$8,235	\$8,399	\$8,399	0%	0%
Transfers	\$2,525,266	\$18,920,152	\$1,530,925	-91.9%	-91.9%
Total Expense Objects:	\$3,766,906	\$18,999,081	\$1,663,291	-91.2%	-91.2%

Changes and Highlights

\$28,538.00 - CAD Portable Tablets

\$12,420.00 - Lucas cardiac arrest compression devices (7)



Proprietary - Major Funds

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

The Proprietary fund is further classified into Major and non-Major funds. The Proprietary Major Funds consist of the Sewer Enterprise fund, the Parking District fund and the Storm Water fund.

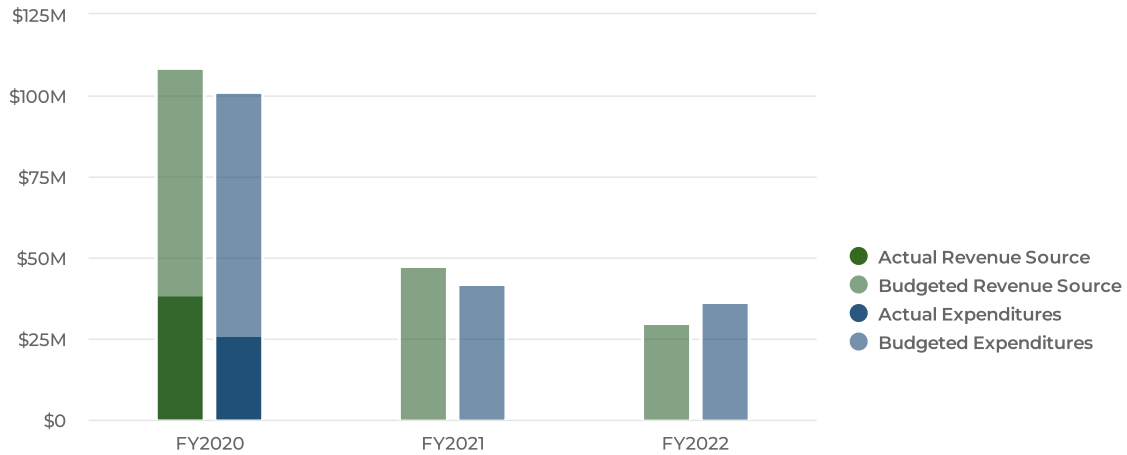


Sewer Enterprise Fund (710)

The Sewer Enterprise Fund is used to operate the systems for the Water Quality Control Plant (WQCP) including sewer collection lines and pump stations. This fund also covers Sanitary Sewer type capital projects that upgrade and improve the WQCP. This fund is classified as a Proprietary or Enterprise fund since it is run similar to that of a private sector business where activities within the fund are funded by charges to users of the system.

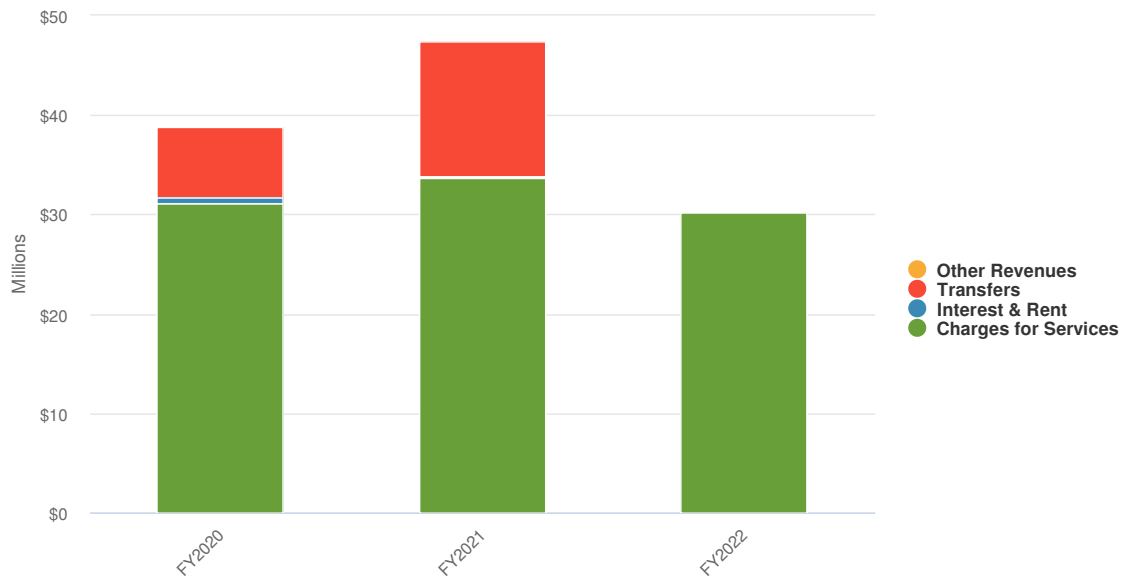
Summary

The FY2021-22 adopted budget for the Sewer fund includes \$30.3 million of revenue, which represents a 70.4% decrease over the prior year's adjusted budget. Budgeted expenditures are projected to decrease by 59.3% to \$36.4 million in FY2021-22.



Revenues by Source

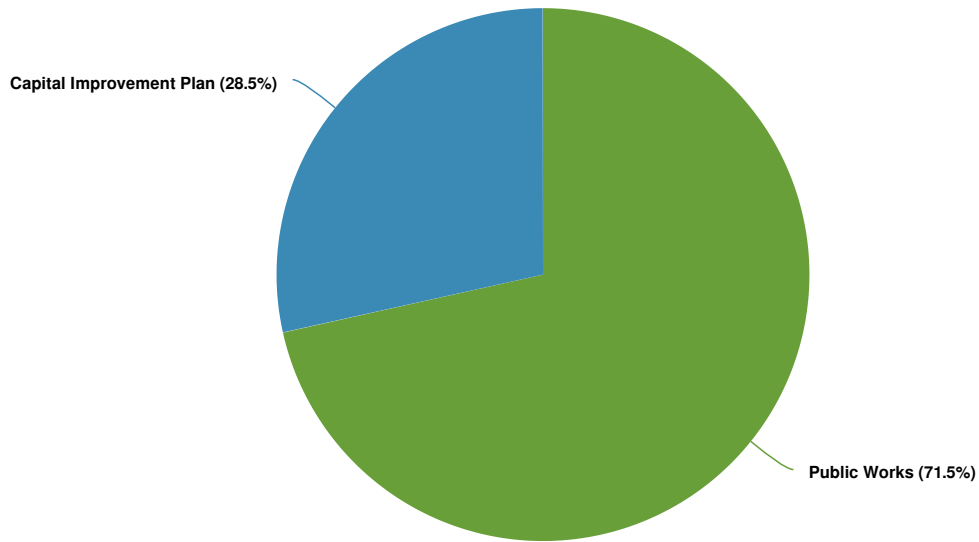
FY2021-22 Adopted Budget Revenues by Source vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Charges for Services	\$31,157,931	\$33,732,850	\$30,142,292	-10.6%	-10.6%
Interest & Rent	\$623,256	\$110,000	\$110,000	0%	0%
Other Revenues	\$25,923	\$0	\$0	0%	0%
Transfers	\$6,985,457	\$13,638,448	\$0	-100%	-100%
Total Revenue Source:	\$38,792,567	\$47,481,298	\$30,252,292	-36.3%	-36.3%

Expenditures by Function

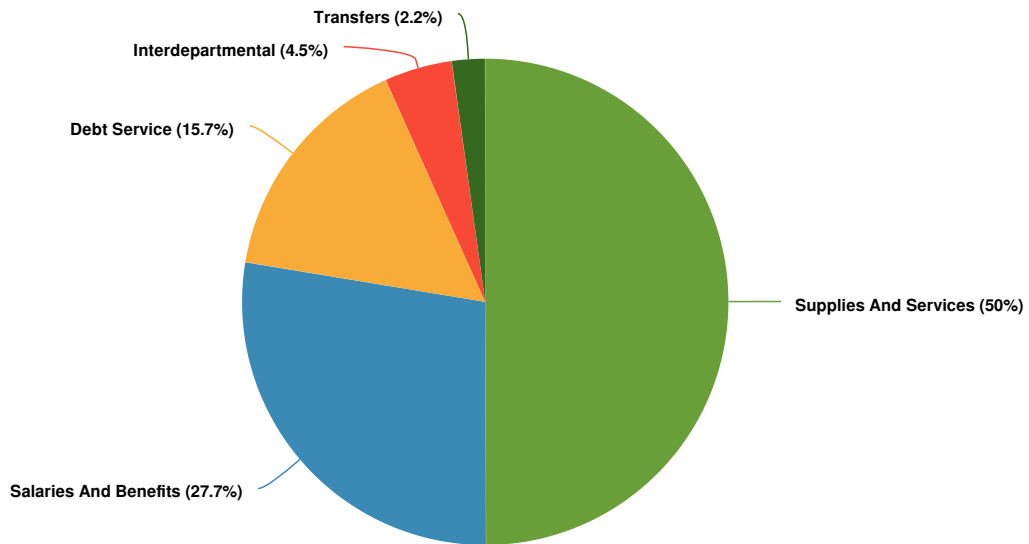
Budgeted Expenditures by Function



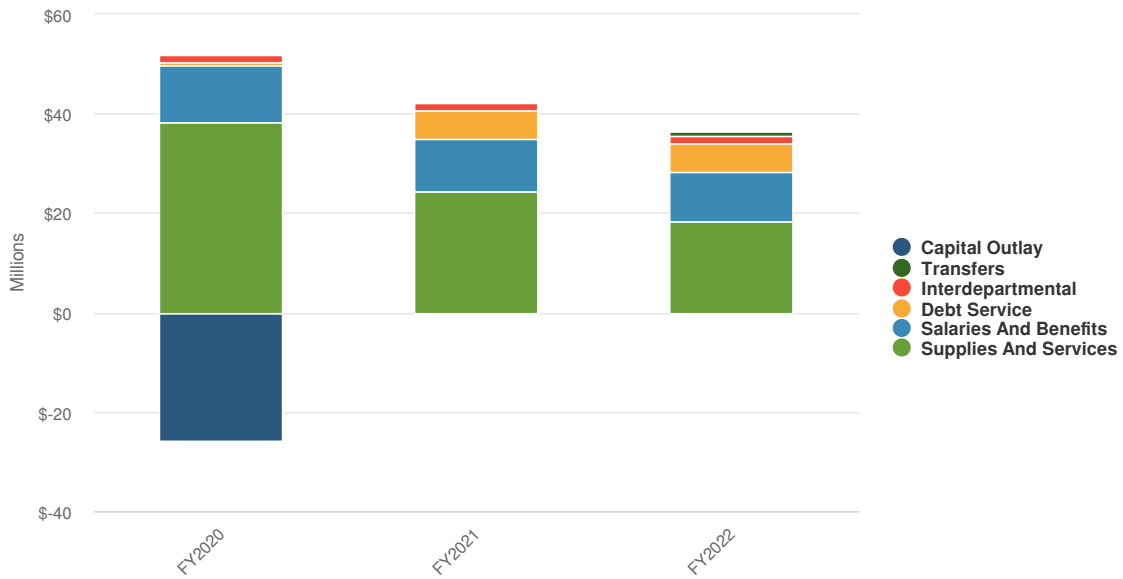
Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Public Works	\$24,049,068	\$25,896,239	\$26,026,153	0.5%	0.5%
Capital Improvement Plan	\$30,511,207	\$16,378,572	\$10,360,000	-36.7%	-36.7%
Non Expense	-\$28,300,871	\$0	\$0	0%	0%
Total Expenditures:	\$26,259,405	\$42,274,811	\$36,386,153	-13.9%	-13.9%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



FY2021-22 Adopted Budget Expenditures by Expense Type vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Salaries And Benefits	\$11,515,571	\$10,429,727	\$10,061,614	-3.5%	-3.5%
Supplies And Services	\$38,122,600	\$24,500,503	\$18,179,221	-25.8%	-25.8%
Capital Outlay	-\$25,678,072	\$0	\$0	0%	0%
Debt Service	\$710,007	\$5,706,504	\$5,707,241	0%	0%
Interdepartmental	\$1,589,299	\$1,638,077	\$1,638,077	0%	0%
Transfers	\$0	\$0	\$800,000	N/A	N/A
Total Expense Objects:	\$26,259,405	\$42,274,811	\$36,386,153	-13.9%	-13.9%

Changes and Highlights

- \$50,000 - City Sewer Main Spot repairs (one-time)
- \$250,000 - Lower City Sewer lateral Reparis (one-time)
- \$160,000 - Increased cost of polymer for WQCP (one-time)
- \$37,290 - Increased cost of sodium bisulfite for WQCP (one-tim



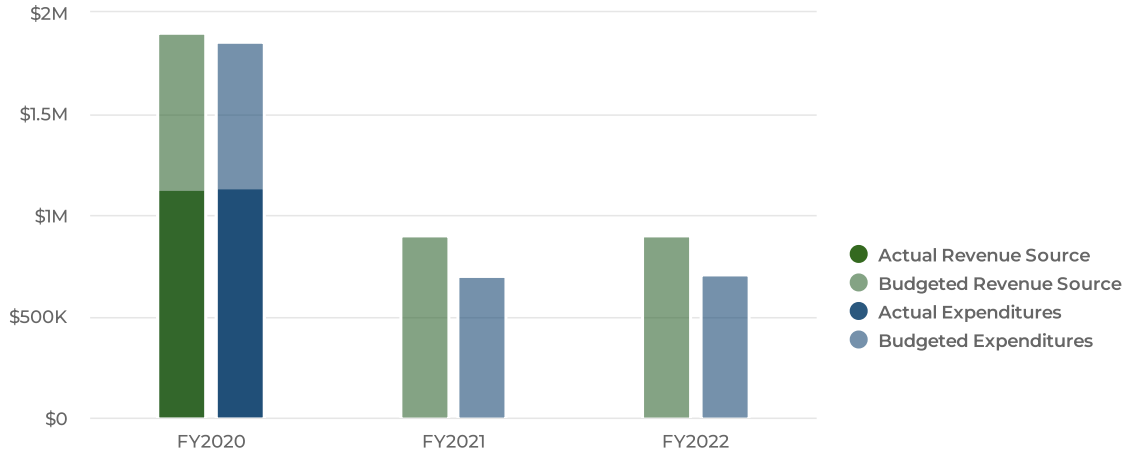


Parking District Fund (720)

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 within the South San Francisco Parking District No.1.

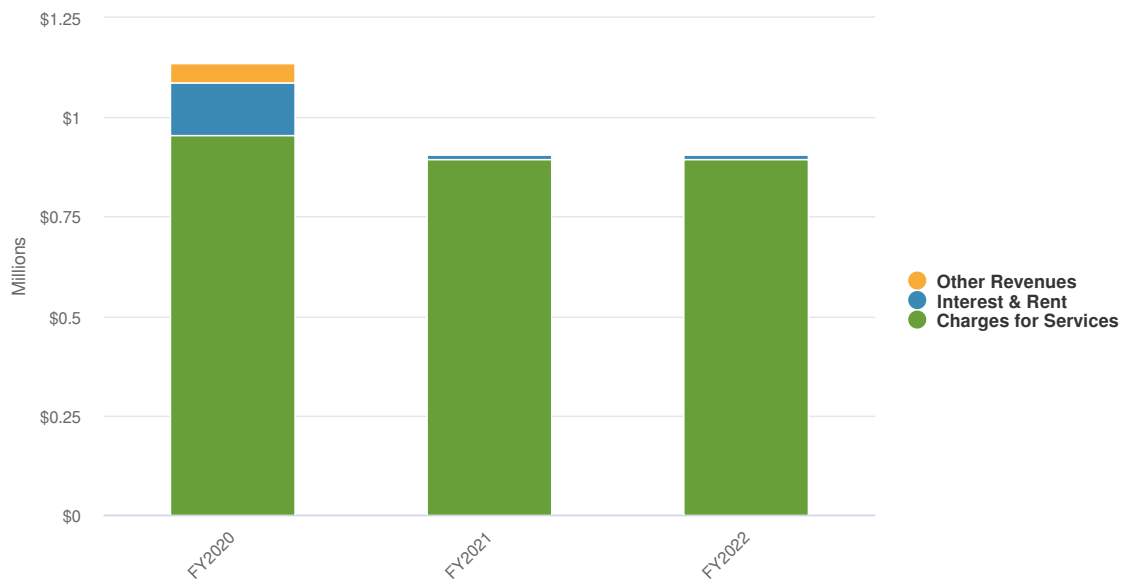
Summary

The City of South San Francisco is projecting \$905K of revenue in FY2022, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0.3% or \$2.07K to \$708.58K in FY2022.



Revenues by Source

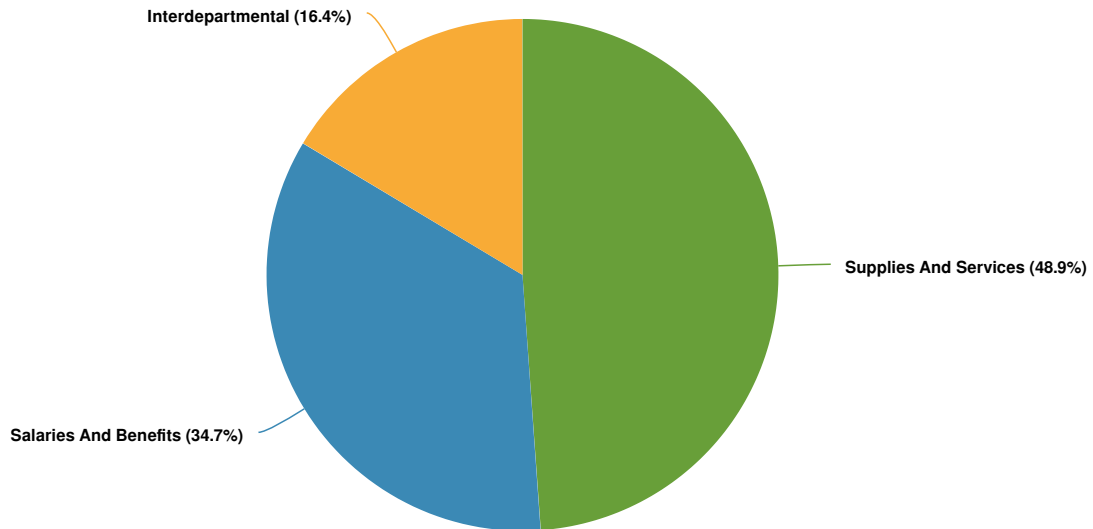
FY2021-22 Adopted Budget Revenue by Source vs Historical



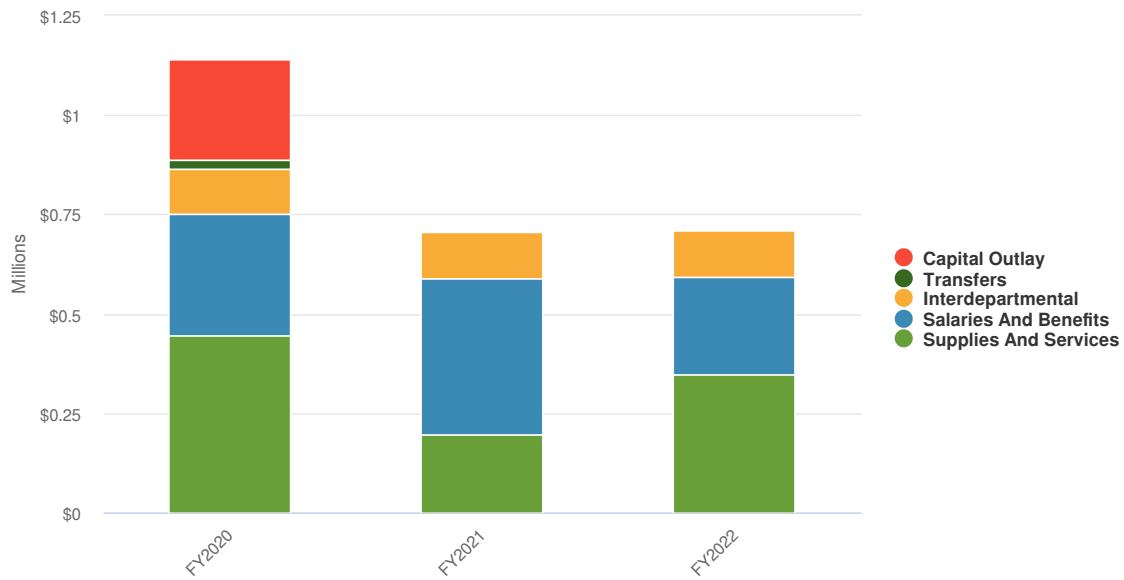
Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Charges for Services	\$956,221	\$895,000	\$895,000	0%	0%
Interest & Rent	\$132,556	\$10,000	\$10,000	0%	0%
Other Revenues	\$47,000	\$0	\$0	0%	0%
Total Revenue Source:	\$1,135,777	\$905,000	\$905,000	0%	0%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



FY2021-22 Adopted Budget Expenditures by Expense Type vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$306,174	\$394,060	\$246,129	-37.5%	-37.5%
Supplies And Services	\$444,891	\$196,292	\$346,292	76.4%	76.4%
Capital Outlay	\$253,826	\$0	\$0	0%	0%
Interdepartmental	\$113,918	\$116,159	\$116,159	0%	0%
Transfers	\$22,566	\$0	\$0	0%	0%
Total Expense Objects:	\$1,141,374	\$706,511	\$708,581	0.3%	0.3%

Changes and Highlights

- \$100,000.00 - Upgrade of parking meters from 2G to 4G network (one-time)
- \$ 50,000.00 - Ongoing Lease of Bigbelly Units in Downtown (one-time)



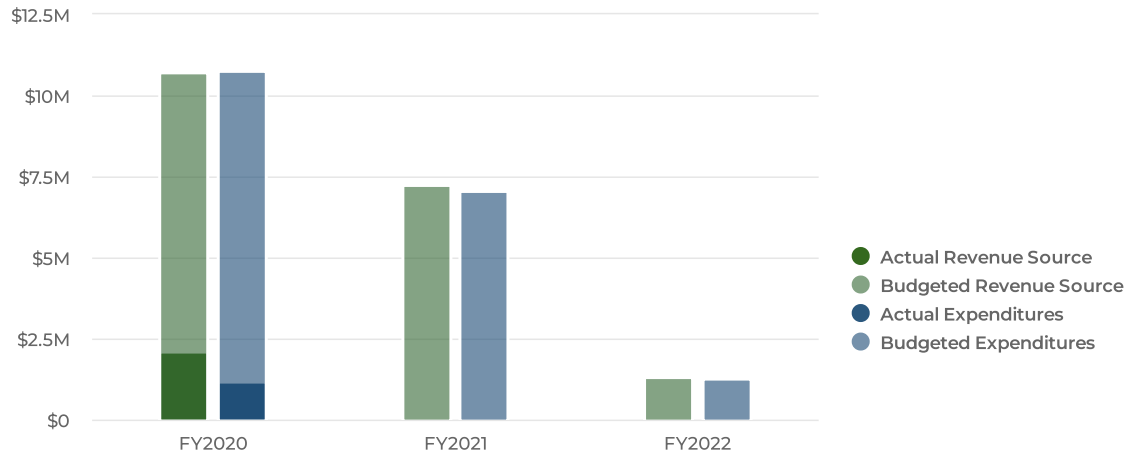


Storm Water Fund (740)

The Storm Water Fund is used to comply with the City's Municipal Regional Permit (MRP) as part of Federal and State regulations regarding water runoff.

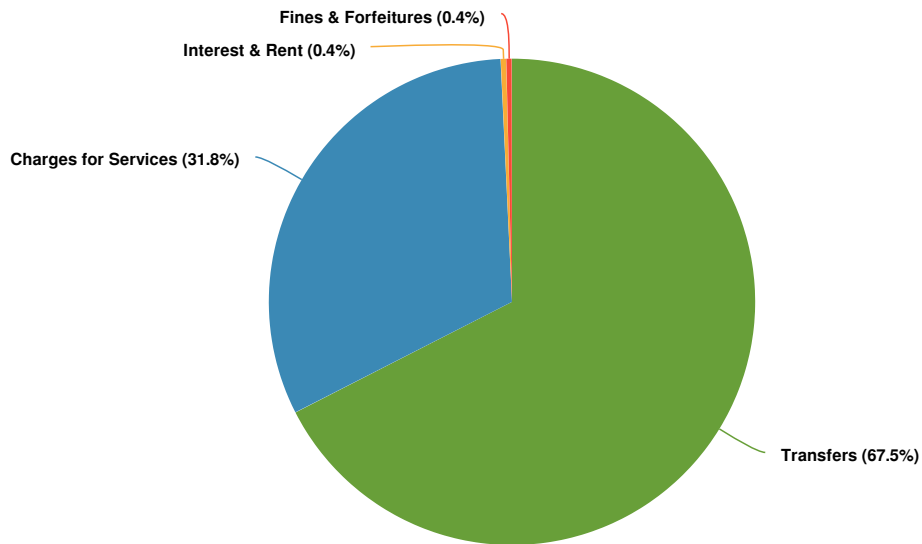
Summary

The City of South San Francisco is projecting \$1.36M of revenue in FY2022, which represents a 81.3% decrease over the prior year. Budgeted expenditures are projected to decrease by 81.8% or \$5.81M to \$1.29M in FY2022.

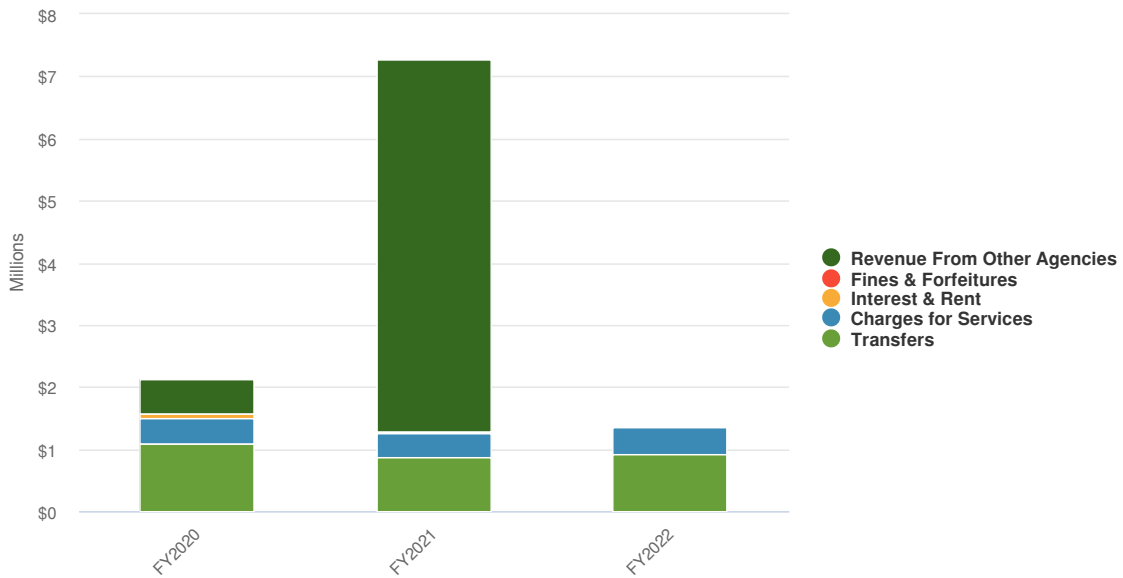


Revenues by Source

Projected 2022 Revenues by Source



FY2021-22 Adopted Budget Revenue by Source vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Fines & Forfeitures	\$2,400	\$5,000	\$5,000	0%	0%
Revenue From Other Agencies	\$552,998	\$6,000,000	\$0	-100%	-100%

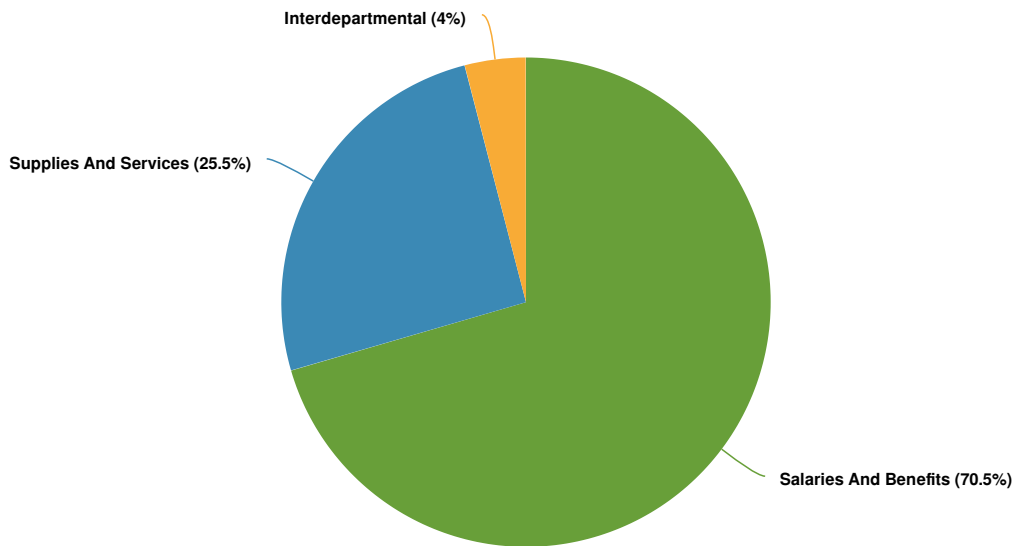


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Charges for Services	\$410,307	\$405,000	\$433,000	6.9%	6.9%
Interest & Rent	\$69,106	\$5,000	\$5,000	0%	0%
Transfers	\$1,097,756	\$863,087	\$920,000	6.6%	6.6%
Total Revenue Source:	\$2,132,567	\$7,278,087	\$1,363,000	-81.3%	-81.3%

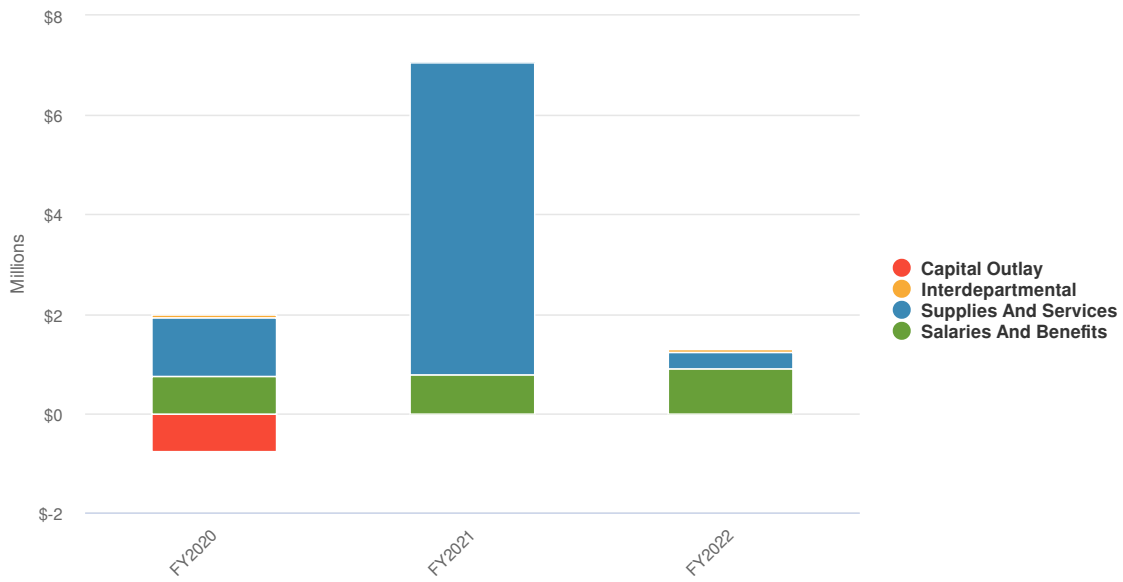
Expenditures by Expense Type

The costs of complying with the MRP 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. And a few years later, the General Fund began to supplement the Storm Water Fund in addition to the Gas Tax Fund.

Budgeted Expenditures by Expense Type



FY2021-22 Adopted Budget Expenditures by Expense Type vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$751,227	\$780,836	\$913,013	16.9%	16.9%
Supplies And Services	\$1,179,749	\$6,272,775	\$329,688	-94.7%	-94.7%
Capital Outlay	-\$768,203	\$0	\$0	0%	0%
Interdepartmental	\$51,282	\$52,233	\$52,233	0%	0%
Total Expense Objects:	\$1,214,055	\$7,105,845	\$1,294,934	-81.8%	-81.8%

Changes and Highlights

No additional CIP projects planned in FY2021-22



Proprietary - non-Major Funds

The Propriety fund is further classified into Major and non-Major funds. The Proprietary non-Major funds consist of the City Service fund, Self Insurance fund, Health and benefit fund, Equipment Replacement fund, Information Technology fund, and PEG Access fund.

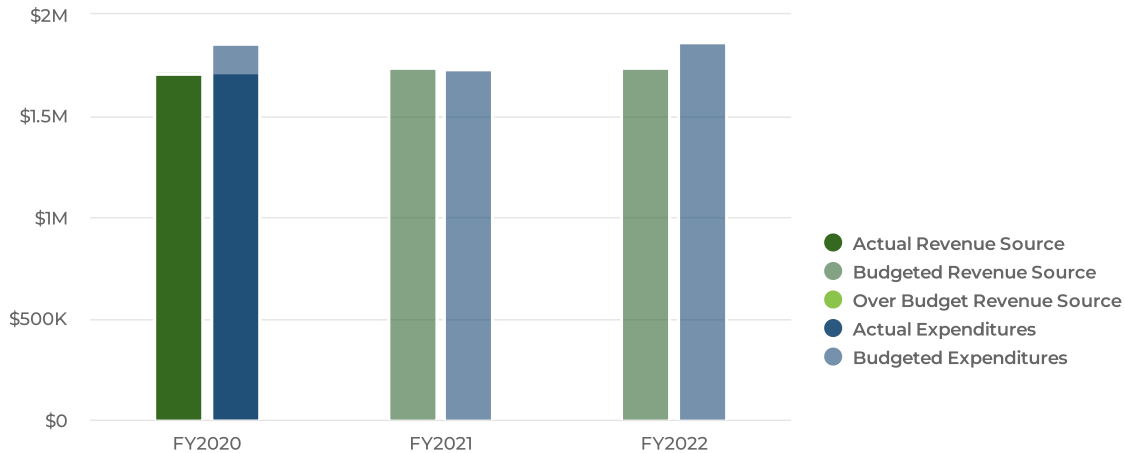


City Service Fund (781)

The City Services 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.

Summary

The FY2021-22 adopted budget includes \$1.7 million of revenue in this fund which is flat compared to the prior year. Budgeted expenditures are projected to increase by 7% to \$1.9 million in FY2021-22.



Revenues by Source

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Interest & Rent	\$16,643	\$0	\$0	0%	0%
Other Revenues	\$1,707,770	\$1,741,923	\$1,741,923	0%	0%
Total Revenue Source:	\$1,724,413	\$1,741,923	\$1,741,923	0%	0%

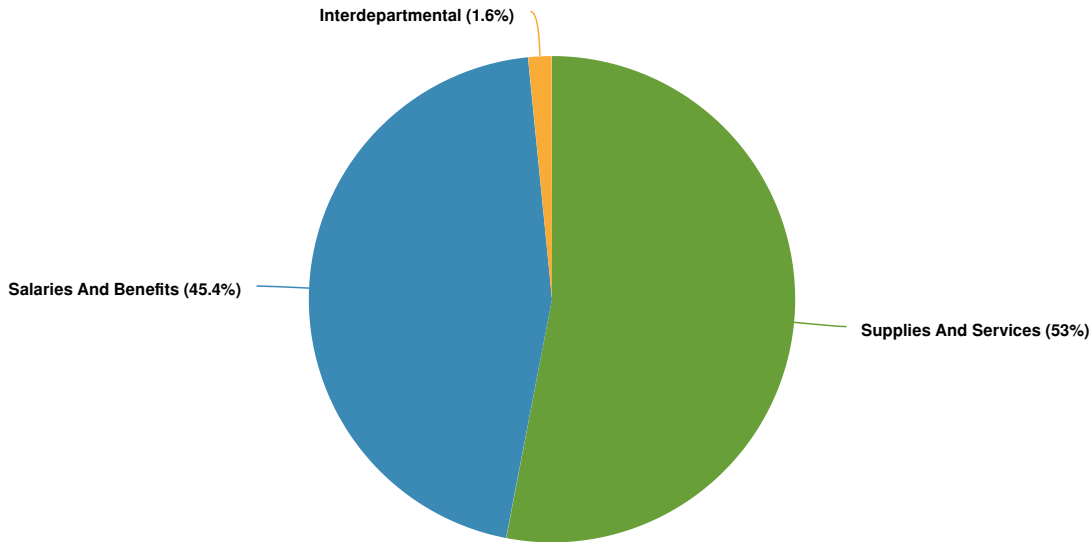
Expenditures by Function

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Public Works	\$1,718,012	\$1,732,408	\$1,863,495	7.6%	7.6%
Total Expenditures:	\$1,718,012	\$1,732,408	\$1,863,495	7.6%	7.6%

Expenditures by Expense Type

45% of the FY21-22 adopted budget expenditures are salaries and benefits costs related to Public Works employees working on activities related to this fund. 53% of expenditures within this fund are budgeted to be spent on supplies and services to support that work. Compared to the prior year, expenditures related to work done by Public Works employees is budgeted to increase by approximately \$120,000,

FY2021-22 Adopted Budget Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$579,359	\$735,040	\$846,127	15.1%	15.1%
Supplies And Services	\$1,111,134	\$968,150	\$988,150	2.1%	2.1%
Interdepartmental	\$27,519	\$29,219	\$29,219	0%	0%
Total Expense Objects:	\$1,718,012	\$1,732,408	\$1,863,495	7.6%	7.6%

Changes and Highlights

\$20,000 - Activation of Telematics fleet tracking service for Street Sweepers (one-time)



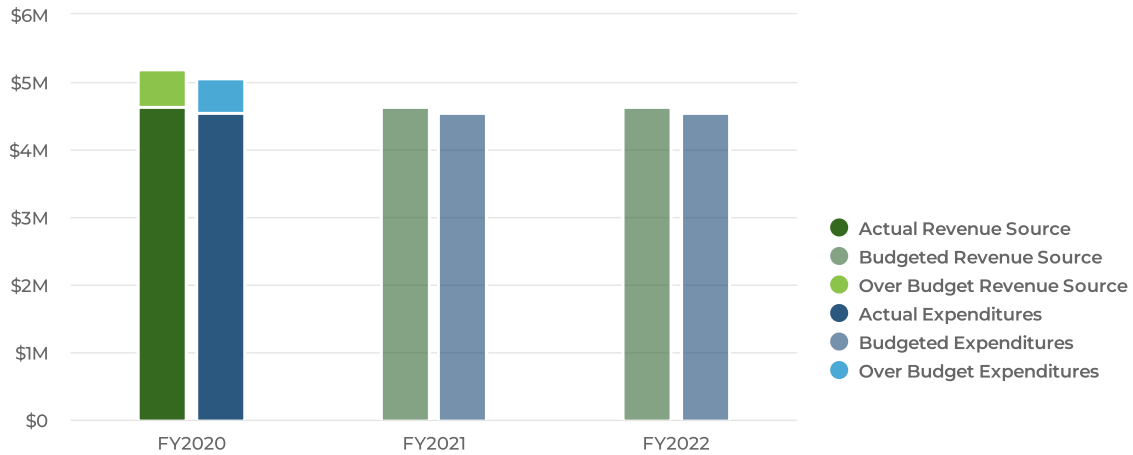
Self Insurance Fund (782)

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).

Actuarial studies 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.

Summary

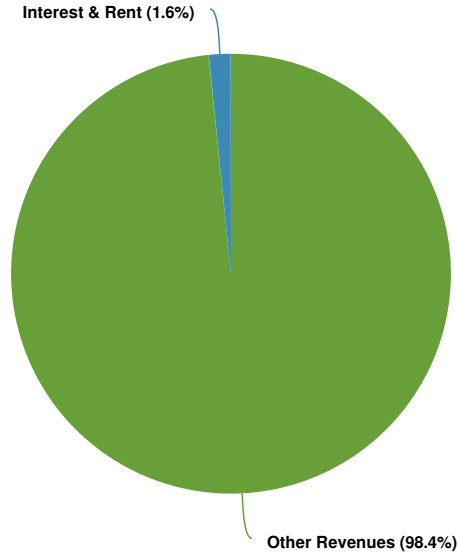
The FY2021-22 adopted budget includes \$4.63 million of revenue within this fund, which is flat compared to the prior year. Budgeted expenditures in FY2021-22 are \$4.56 million which is flat compared to FY2020-21.



Revenues by Source

98% of the FY2021-22 adopted budget revenues in this fund come from other funds in relation to workers' compensation (\$3.3 million) and liability insurance charges (\$1.2 million). 2% is budgeted to be received from interest income derived from the City's investments which is allocated across the different funds.

FY2021-22 Adopted Budget Revenues by Source



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Revenue From Other Agencies	\$18,271	\$0	\$0	0%	0%
Interest & Rent	\$544,451	\$75,000	\$75,000	0%	0%
Other Revenues	\$4,648,247	\$4,559,604	\$4,559,604	0%	0%
Total Revenue Source:	\$5,210,969	\$4,634,604	\$4,634,604	0%	0%

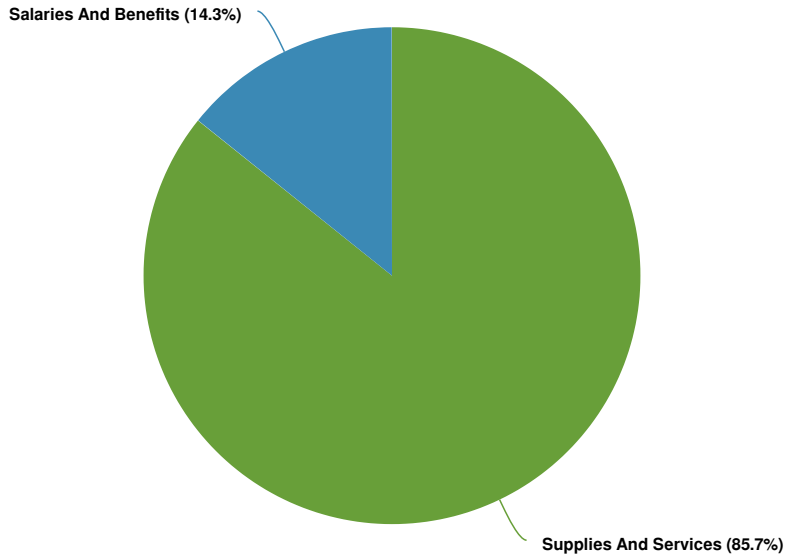
Expenditures by Function

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					
Non-Departmental	\$5,057,191	\$4,559,596	\$4,559,596	0%	0%
Total Expenditures:	\$5,057,191	\$4,559,596	\$4,559,596	0%	0%

Expenditures by Expense Type

The majority of FY2021-22 adopted budget expenditures related to supplies and services (86%) which includes \$1.2 million budgeted for liability insurance premium, \$2.3 million for workers' compensation claims and \$0.4 million for legal services. 14% is budgeted for salaries and benefits related expenditures, in this case 0.7 million for injury pay.

FY2021-22 Adopted Budget Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$920,492	\$650,000	\$650,000	0%	0%
Supplies And Services	\$4,136,699	\$3,909,596	\$3,909,596	0%	0%
Total Expense Objects:	\$5,057,191	\$4,559,596	\$4,559,596	0%	0%

Changes and Highlights

None

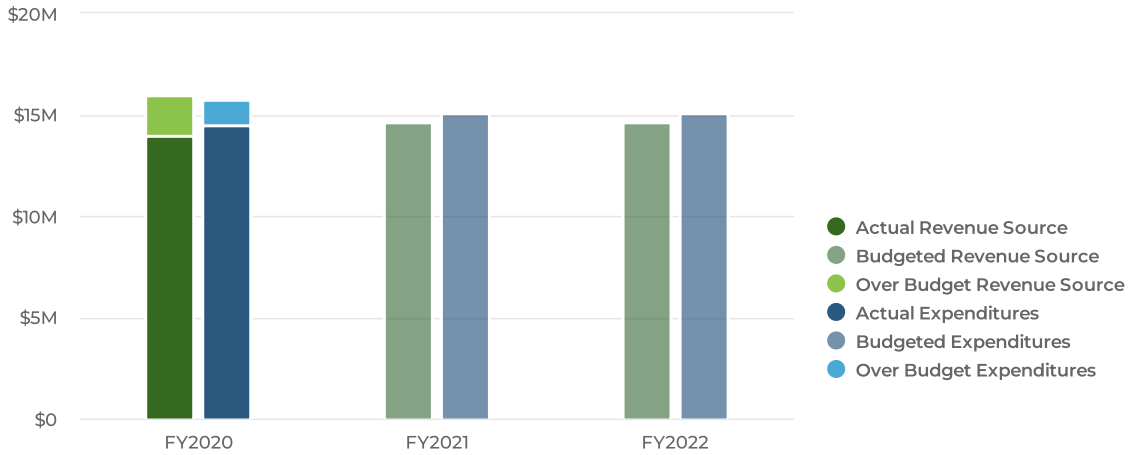


Benefits Fund (783)

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.

Summary

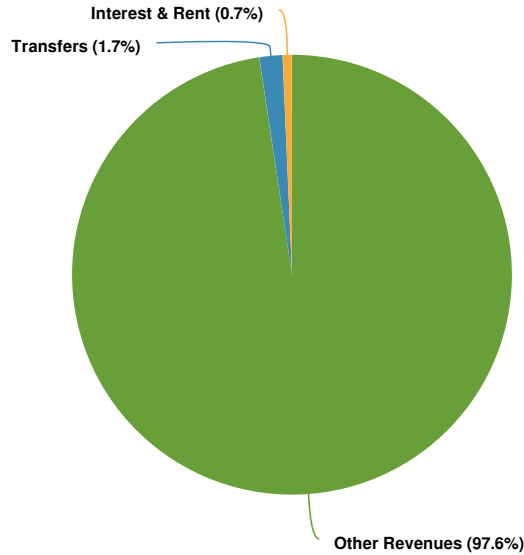
The FY2021-22 adopted budget includes \$14.69 million of revenue collected in this fund, which represents a minimal 0.1% increase over the prior year. Budgeted expenditures are projected to remain mostly flat at \$15.14 million in FY2021-22.



Revenues by Source

The majority of the FY21-22 adopted budget revenues in this fund (98%), as shown in the pie chart below, will come from charges to the other funds for accrued employee leave; health, dental and vision charges; retiree health charges, etc. A small amount (almost 2% - \$250,000) is received from the General Fund through a general transfer, and a small amount is received as interest income on the City's investments which is allocated proportionately across all funds.

FY2021-22 Adopted Budget Revenues by Source



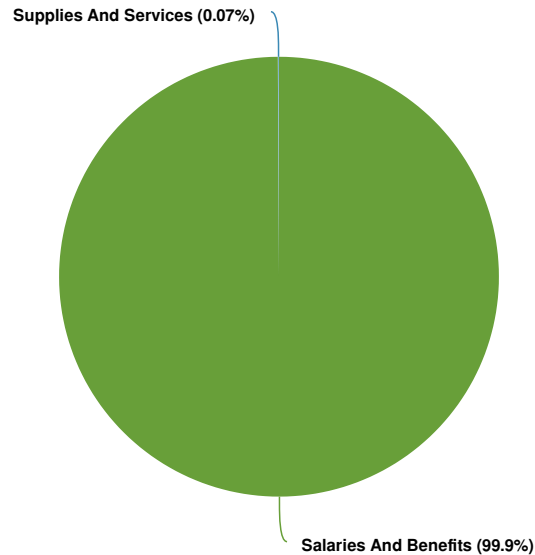
There is a negligible increase of just \$16,000 in the FY2021-22 adopted revenue budget when compared to the prior year.

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Charges for Services	\$969	\$0	\$0	0%	0%
Interest & Rent	\$419,185	\$100,000	\$100,000	0%	0%
Other Revenues	\$15,344,542	\$14,337,572	\$14,337,572	0%	0%
Transfers	\$250,000	\$250,000	\$250,000	0%	0%
Total Revenue Source:	\$16,014,695	\$14,687,572	\$14,687,572	0%	0%

Expenditures by Expense Type

Virtually all expenditures in the FY2021-22 adopted budget are salaries and benefits related. Approximately 85% of these expenses are projected to be paid to vendors for health, dental and vision related services (\$8.9 million) and retiree health services (\$3.8 million). Other more minor expenses include vacation and sick pay paid out to employees and Medicare rebates paid to retirees.

FY2021-22 Adopted Budget Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$15,622,673	\$15,135,442	\$15,132,891	0%	0%
Supplies And Services	\$167,413	\$10,000	\$10,000	0%	0%
Total Expense Objects:	\$15,790,086	\$15,145,442	\$15,142,891	0%	0%

Changes and Highlights

None

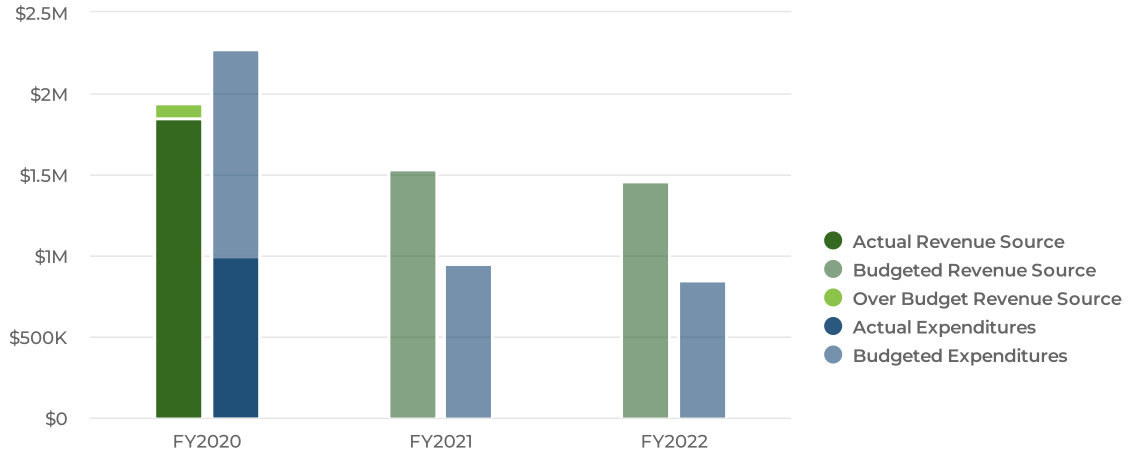


Equipment Replacement (784)

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.

Summary

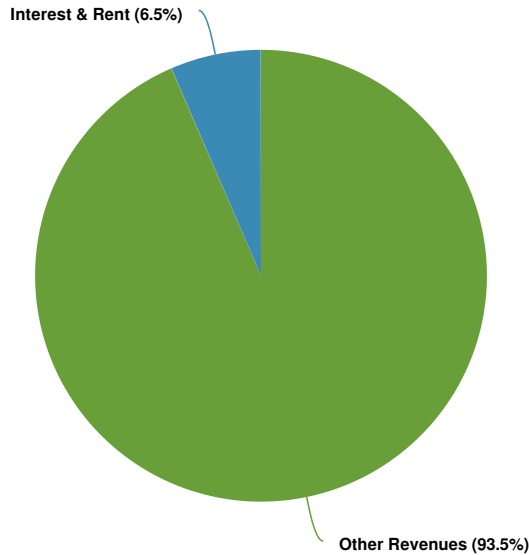
The FY2021-22 adopted budget includes \$1.47 million of revenue to be collected by this fund, which represents a 26.1% decrease over the prior year. Budgeted expenditures are projected to decrease by 58.2% \$0.8 million in FY2021-22.



Revenues by Source

The majority of FY2021-22 adopted budget revenues in this fund are classified as "Other Revenues", which like the other internal service funds, consist of charges to other City funds such as the General Fund and Sewer fund for the replacement of vehicles, equipment and computer hardware. A small amount of interest income (\$90,000) is also budgeted to be received by this fund in FY2021-22. Compared to the prior year, total revenue are budgeted to be 26% less because the budget does not include a transfer in from the Capital Infrastructure Reserve fund and Public safety Impact Fee fund as it was in FY2020-21.

FY2021-22 Adopted Budget Revenues by Source



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Interest & Rent	\$191,876	\$95,000	\$95,000	0%	0%
Other Revenues	\$1,506,904	\$1,438,573	\$1,370,242	-4.7%	-4.7%
Transfers	\$250,000	\$0	\$0	0%	0%
Total Revenue Source:	\$1,948,779	\$1,533,573	\$1,465,242	-4.5%	-4.5%

Expenditures by Function

Compared to the FY2020-21 adopted budget, there is small decrease in the FY2021-22 adopted expenditures of \$103,000 due to a plan to replace fewer vehicles and reduced Fire department vehicles-related capital lease payments due to one of those lease terms having come to an end. The FY2020-21 adjusted budget includes approximately \$1 million of rolled over purchase orders for various vehicles. The table below shows 100% of the expenditures accounted for in the non-departmental category as opposed to a specific department.

Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expenditures					

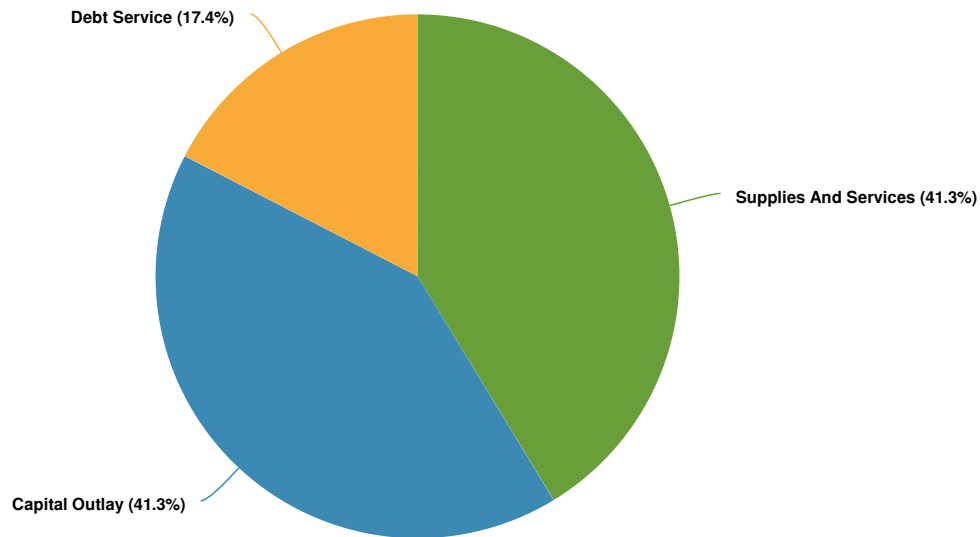


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Non-Departmental	\$359,879	\$950,837	\$847,506	-10.9%	-10.9%
Economic & Community Development	\$7,559	\$0	\$0	0%	0%
Fire	\$454,675	\$0	\$0	0%	0%
Police	\$76,892	\$0	\$0	0%	0%
Public Works	\$37,958	\$0	\$0	0%	0%
Parks & Recreation	\$30,626	\$0	\$0	0%	0%
Capital Improvement Plan	\$31,589	\$0	\$0	0%	0%
Total Expenditures:	\$999,177	\$950,837	\$847,506	-10.9%	-10.9%

Expenditures by Expense Type

The pie chart below shows 17% of expenditures in the FY2021-22 adopted budget going towards capital lease payments, 41% on actual capital items such as vehicles and equipment and 41% on supplies and services on "non-capital equipment" which is small equipment that doesn't meet the City's capital equipment thresholds.

FY2021-22 Adopted Budget Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Supplies And Services	-\$174,416	\$0	\$350,000	N/A	N/A
Capital Outlay	\$857,838	\$735,000	\$350,000	-52.4%	-52.4%
Debt Service	\$284,167	\$215,837	\$147,506	-31.7%	-31.7%



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Transfers	\$31,589	\$0	\$0	0%	0%
Total Expense Objects:	\$999,177	\$950,837	\$847,506	-10.9%	-10.9%

Changes and Highlights

\$100,000 - Computer Replacement

\$250,000 - Police Department in-car computer

Planned Vehicle Purchases

Department	Vehicle #	Make/Model	Replacement Vehicle	Costs
Finance	127	2006 Ford Explorer	BOLT EUV or Similar	38,000.00
			Pacifica PHEV or BOLT EUV or Similar	40,000.00
City Council	106	2011 Ford Fusion		
Police	006	2014 Ford Police Interceptor Explorer	Ford Interceptor	60,000.00
Police	016	2015 Ford Police Interceptor Explorer	Ford Interceptor	60,000.00
Police	018	2011 Ford Crown Victoria	Dodge Charger	55,000.00
Police	022	2011 Ford Crown Victoria	TBD Investigative	40,000.00
Parks (Facilities)	634	1998 Nissan P60KLP Forklift	Forklift	30,000.00
Fire	126	1999 Chevrolet Malibu	BOLT EUV or Similar	38,000.00
PW- Code enforcement 121		2010 Ford Fusion	BOLT EUV or Similar	38,000.00
PW- Code enforcement 123		2009 Ford Fusion	BOLT EUV or Similar	38,000.00
Total Vehicle Replacement FY2021-22				437,000.00



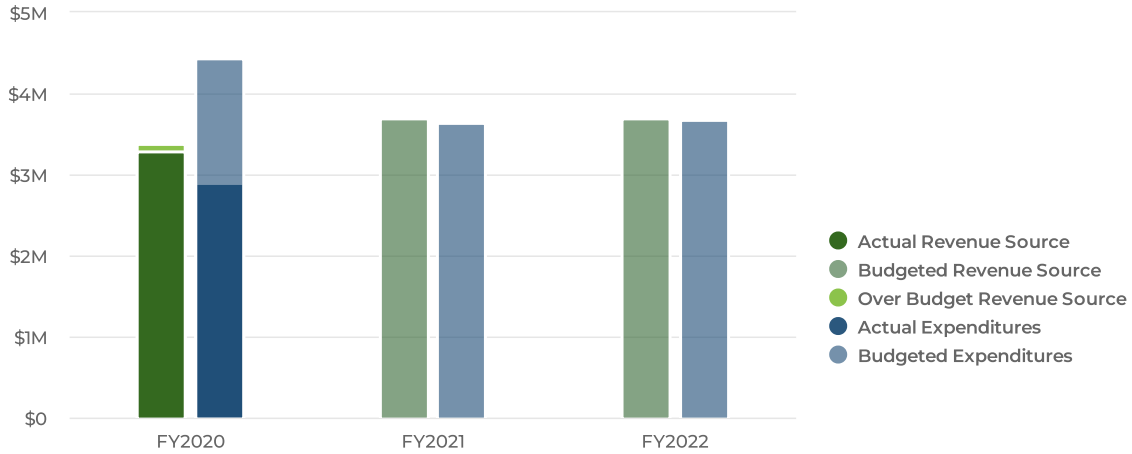


Information Technology (785)

The Information Technology (IT) 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 Department manages this fund. In addition to in-house IT services, the IT Department provides services to the Town of Hillsborough to further regional consolidation efforts.

Summary

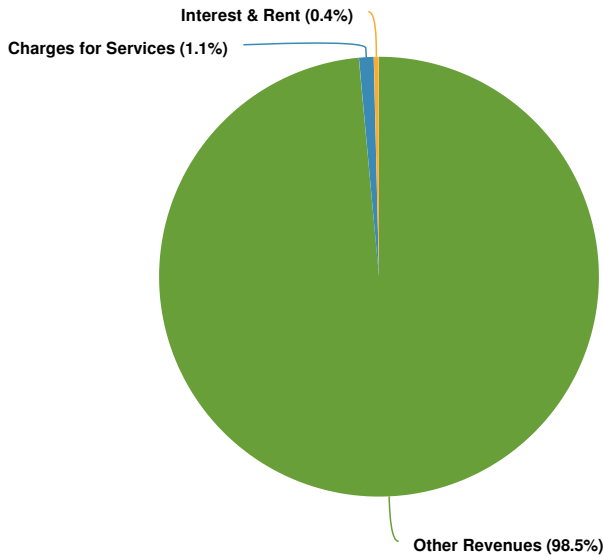
The FY2021-22 adopted budget includes \$3.7 million of revenue in the IT fund, which represents a 1.1% decrease over the prior year. Budgeted expenditures are projected to decrease by 12.4% to \$3.7 million in FY2021-22.



Revenues by Source

The pie chart below shows that, in the FY2021-22 adopted budget, the majority of the revenue in the UT fund come from "Other Revenues" or in other words, charges to the other City funds that receive services from the IT department. \$40,000 is budgeted to be received for external IT services provided to the Town of Hillsborough during FY2021-22 and small amount for interest income from the City's investments. Total revenues are more or less flat compared the prior year.

FY2021-22 Adopted Budget Revenues by Source

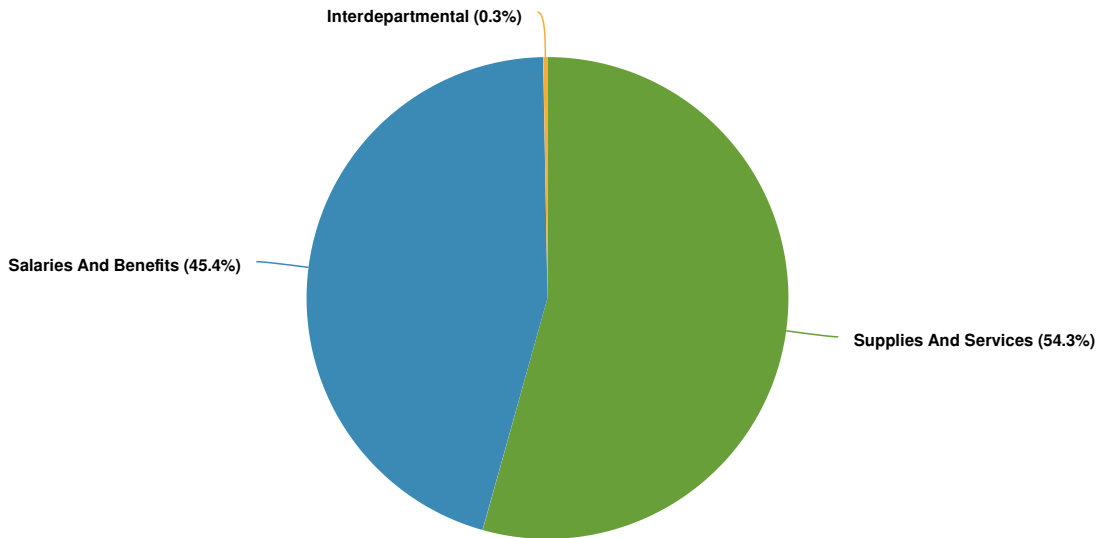


Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Charges for Services	\$88,311	\$40,000	\$40,000	0%	0%
Interest & Rent	\$55,259	\$14,000	\$14,000	0%	0%
Other Revenues	\$3,237,561	\$3,645,259	\$3,645,259	0%	0%
Total Revenue Source:	\$3,381,131	\$3,699,259	\$3,699,259	0%	0%

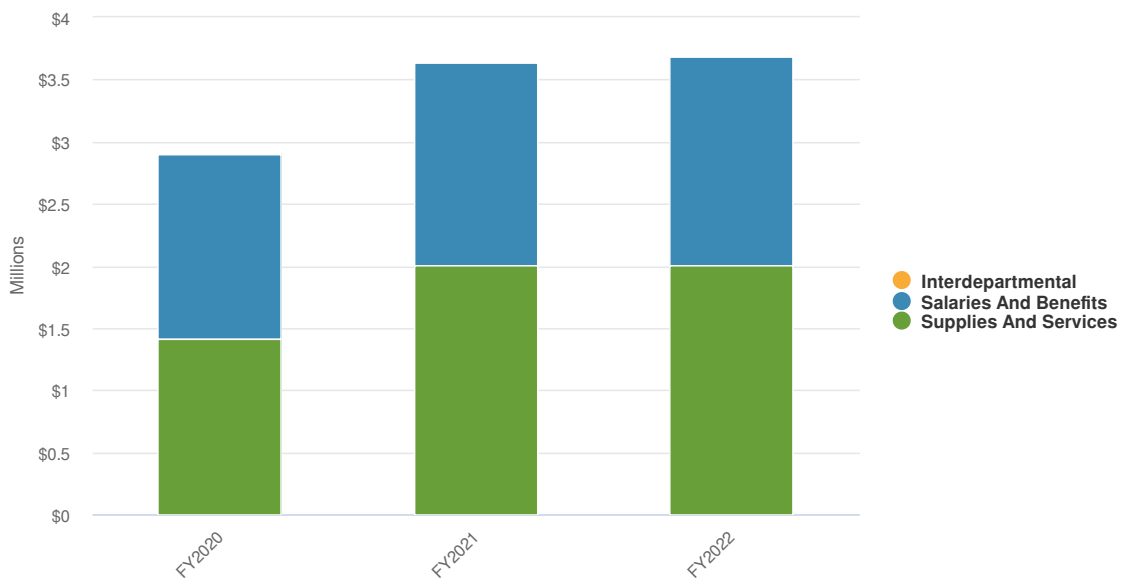
Expenditures by Expense Type

The pie chart below shows that almost half of the IT departments FY2021-22 expenditure budget is projected to be spent on salaries and benefits. the majority of the remaining budget will be spent on supplies and services to support that work. There is a negligible increase (\$44,000) in salaries and benefits costs compared to the prior year. Supplies and services have dropped compared to the prior year's adjusted budget but this is primarily due to the inclusion of rolled over purchase orders in the FY2020-21 adjusted budget. Compared to the prior year adopted budget, supplies and services are more or less flat.

FY2021-22 Adopted Budget Expenditures by Expense Type



FY2021-22 Adopted Budget Expenditures by Expense Type vs Historical



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$1,486,170	\$1,631,965	\$1,675,719	2.7%	2.7%
Supplies And Services	\$1,416,281	\$2,001,817	\$2,006,817	0.2%	0.2%
Interdepartmental	\$10,444	\$10,469	\$10,469	0%	0%
Total Expense Objects:	\$2,912,895	\$3,644,251	\$3,693,005	1.3%	1.3%

Changes and Highlights

- \$ 40,000 - Automated License Plate Reader camera project (increase)
- \$ 50,000 - Cybersecurity plan (increase)
- \$ 60,000 - Mail to cloud (reduction)
- \$ 25,000 - Video Management System (reduction)

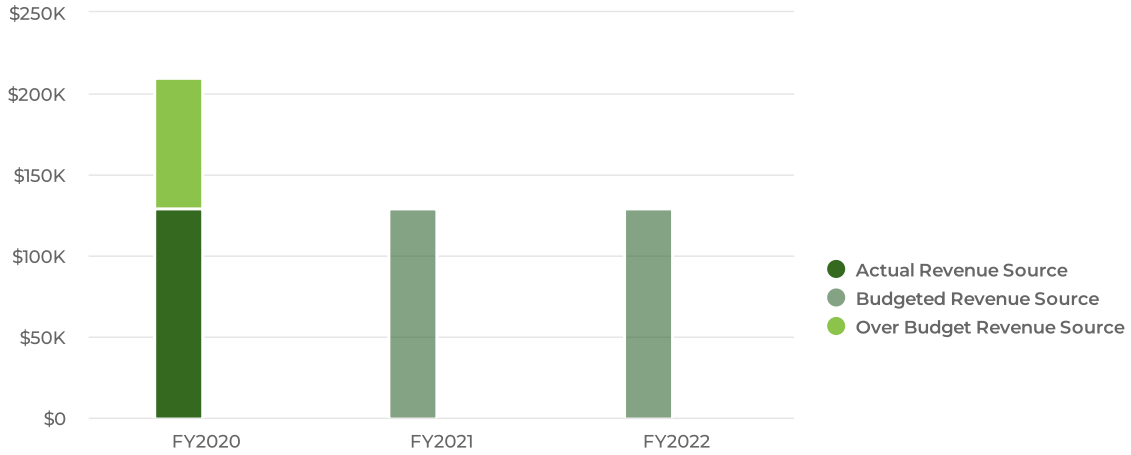


Special Revenue Fund (786)

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.

Summary

The FY2021-22 adopted budget includes \$130,000 of revenue in this fund, which is flat compared to the prior year. Budgeted expenditures are also projected to be flat compared to the prior year.

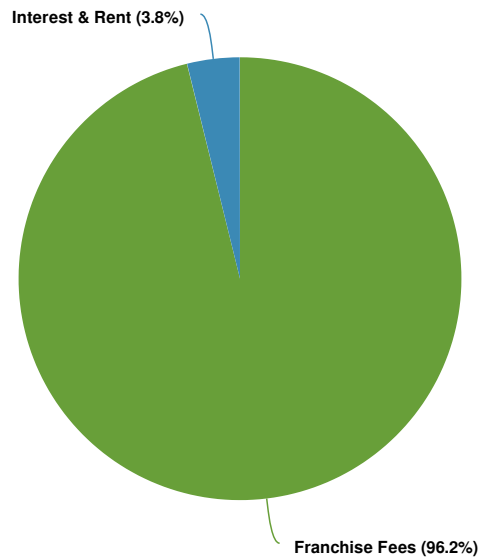


Revenues by Source

The pie chart below shows that 96% of the FY2021-22 adopted revenue budget in this fund is projected to be franchise fees, received from AT&T, Comcast and Wave/Astound. The remaining revenue budget is a share of interest income from the City's investments.

There are no expenditures budgeted in FY2021-22.

FY2021-22 Adopted Budget Revenues by Source



Name	FY2020 Actual	FY2021 Adopted Budget	FY2022 Adopted Budget	FY2021 Adopted Budget vs. FY2022 Budgeted (% Change)	FY2021 Adopted vs. FY2022 Adopted (% Change)
Revenue Source					
Franchise Fees	\$161,932	\$125,000	\$125,000	0%	0%
Interest & Rent	\$48,000	\$5,000	\$5,000	0%	0%
Total Revenue Source:	\$209,932	\$130,000	\$130,000	0%	0%

Changes and Highlights

None

DEPARTMENTS



Departments Overview

BUDGETED CITY DEPARTMENTS

The City of South San Francisco is organized into eight administrative departments and six operating departments with one non-departmental classification used for miscellaneous charges that cannot be attributed to a specific department. Each department is summarized individually in the following pages. Below is a list of departments within the City:

Administrative Departments

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

City Attorney – 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 – responsible for the implementation of City Council direction and community outreach.

Finance – 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 (HR) – responsible for the recruitment and support of employees, maintenance of benefits, succession development, employee training, and labor negotiations.

Information Technology (IT) – in charge of acquiring and maintaining the City's IT infrastructure.

Operating Departments

Economic and Community Development – oversees planning and building functions, the Successor Agency to the Re-Development Agency (RDA), and general issues relating to the development of the economy and support of the community within the City.

Fire - responsible for the protection of life and property in the event of an emergency within the City.

Police – responsible for public safety to support quality of life within the City.

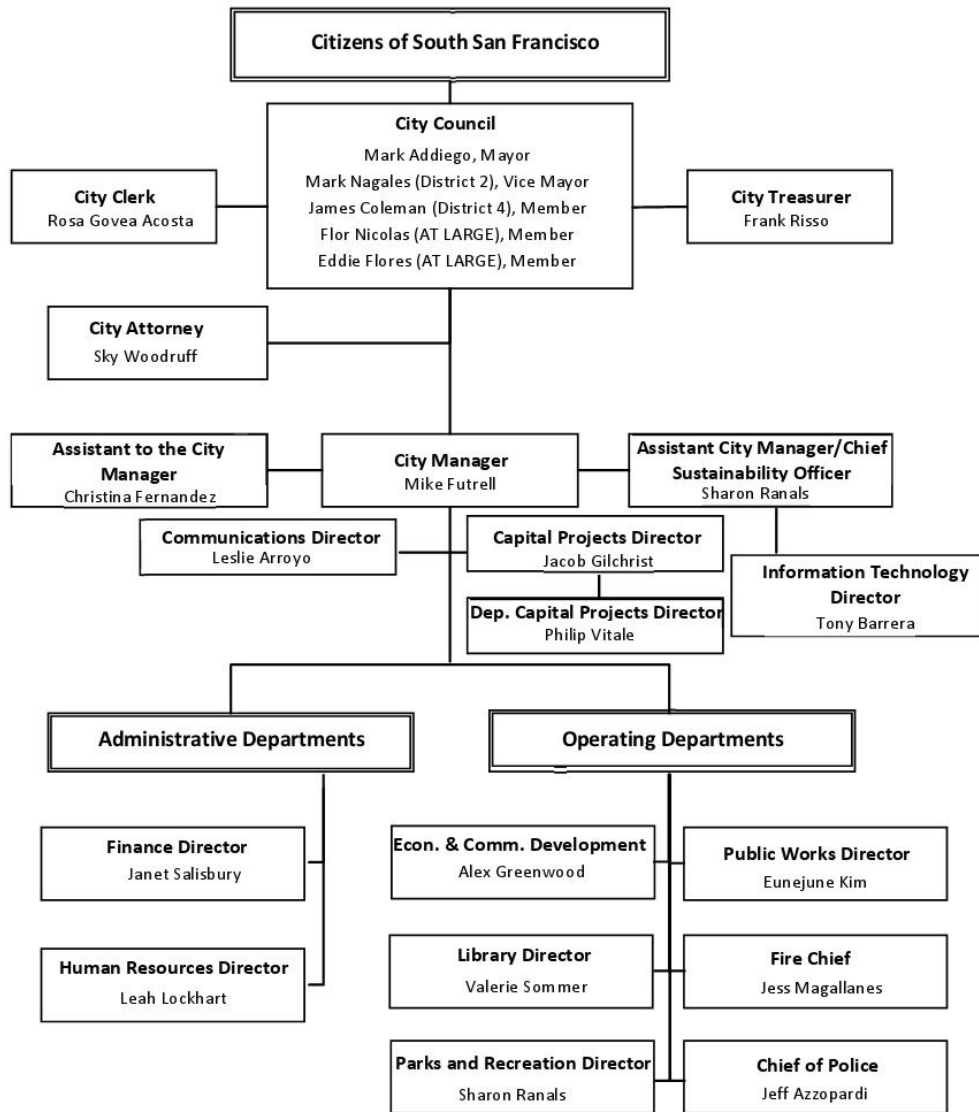
Library – provides access to materials such as books, magazines, DVDs, as well as programs and services to meet the informational and educational needs of the City.

Public Works – maintains City infrastructure, the Water Quality Control Plant and the City's fleet of vehicles and large equipment, and oversees the Parking District. Manages the Capital Improvement Program, Traffic Advisory Committee, Right of Way and Environmental Inspections.

Parks and Recreation – 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 of South San Francisco Organizational Chart



FY2021-22 Adopted Budget Full-time Equivalent (FTE) Summary by Department

Department	Elected	Full Time	P/T Regular	Hourly	Total FTE
City Council	5.00	-	-	-	5.00
City Treasurer	1.00	-	-	-	1.00
City Clerk	1.00	4.00	-	-	5.00
City Manager	-	9.00	-	2.00	11.00
Finance	-	15.00	-	0.30	15.30
Human Resources	-	7.00	-	-	7.00
Economic & Community Development	-	30.00	-	1.40	31.40
Fire	-	87.00	-	6.49	93.49
Police	-	118.00	0.60	3.49	122.09
Library	-	22.00	2.40	13.75	38.15
Public Works	-	92.00	-	2.35	94.35
Parks and Recreation	-	78.00	3.56	68.88	150.44
Information Technology	-	7.00	-	-	7.00
TOTAL	7.00	469.00	6.56	98.66	581.22

IMPORTANT NOTE ABOUT THE DEPARTMENT BUDGET HEREIN

The budget information in the following department summary pages reflect budgetary figures for the General Fund only unless otherwise noted. A portion of the payroll and operating costs for select departments may be budgeted in other funds as appropriate based upon dedicated programmatic revenue streams.

The position data herein reflects all positions within the department regardless of whether those positions are fully costed within the General Fund.



City Council

Mission Statement: 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.

City Council Responsibilities

- Act as the governing body of South San Francisco
- Establish local law and policies through the enactment of ordinances and resolutions
- Determines how the City shall obtain and spend funds
- Appoints members to advisory municipal activities
- Represent the City by serving on regional and County committees and boards whose policies may affect South San Francisco
- Directs the City Manager and sits as the Successor Agency Board of Directors

Elections:

The City Council has five members. Elections occur in even-numbered years. Three members are elected together, and the other two are elected in the next election. The Council selects the Mayor and Vice Mayor from its members in non-election years.

Election 2022

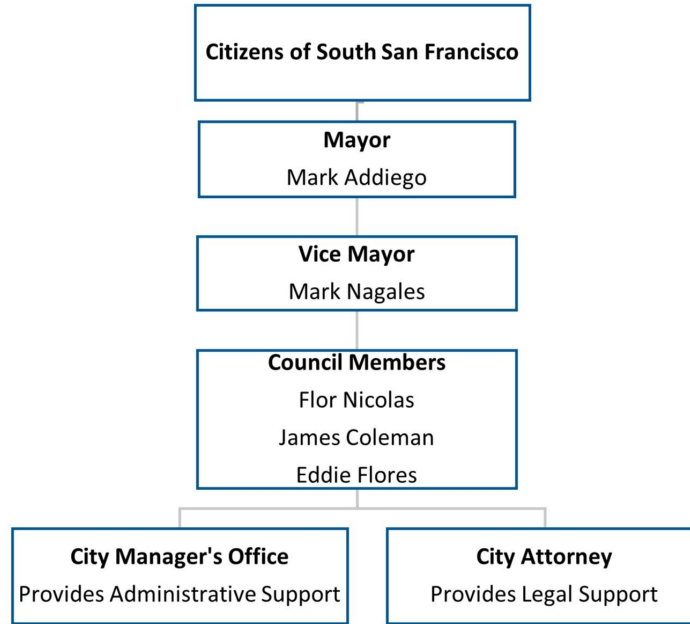
The City's Council election cycle has three Councilmembers up for election in 2022. That cycle will continue with two districts up for election in 2024, and three districts in 2026.

Candidates for City Council must live in, and be a registered voter in, the City Council District in which that candidate is seeking election at the time nomination papers are issued to that candidate pursuant to Government Code Section 34882 and Elections Code Section 10227.

District	Name	Title	Term	Election Year
At Large	Mark Addiego	Mayor	4-year term	November 2022
District 2	Mark Nagales	Vice Mayor	4-year term	November 2024
At Large	Eddie Flores	Councilmember	4-year term	November 2022
District 4	James Coleman	Councilmember	4-year term	November 2024
At Large	Buenaflo Nicolas	Councilmember	4-year term	November 2022



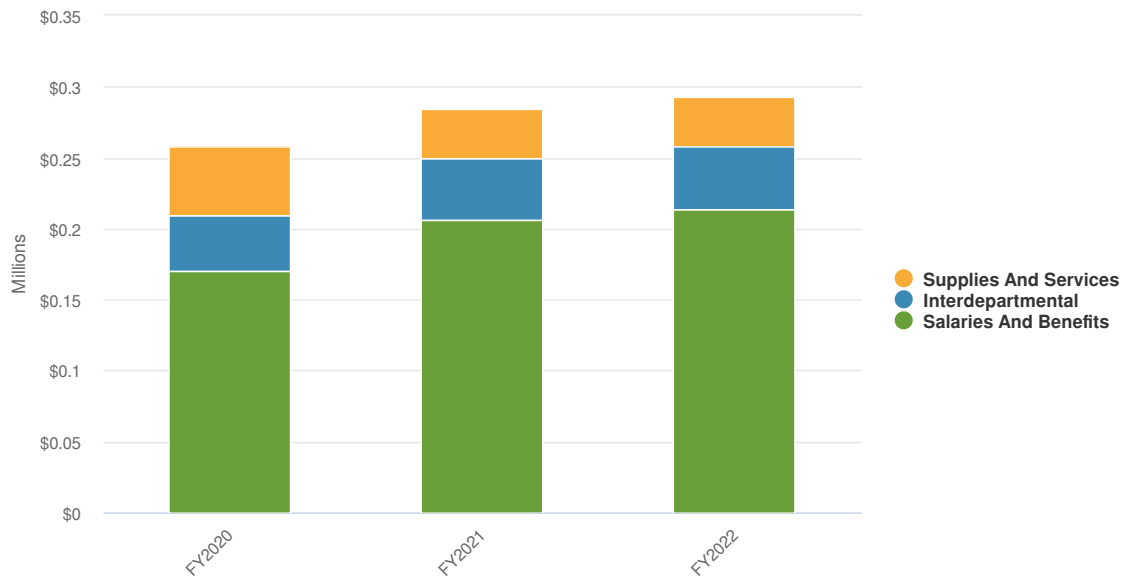
Organizational Chart



FY2022 Expenditures Summary

\$292,426 **\$7,866**
(2.76% vs. prior year)

FY2022 Adopted Budget Expenditures vs. Historical by Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$170,212	\$205,970	\$205,970	\$213,836	3.8%
Supplies And Services	\$48,661	\$34,819	\$34,819	\$34,819	0%
Interdepartmental	\$39,540	\$43,772	\$43,772	\$43,772	0%
Total Expense Objects:	\$258,413	\$284,561	\$284,561	\$292,426	2.8%

Positions Summary

Position	Job Code	Position Title	2020-21 Actual	Status	2021-22 Plan	Change of 2021-22 from 2020-21
Elected	E110	Elected City Council Member	5.00	Filled	5.00	0.00
TOTAL FTE - City Council			5.00		5.00	0.00

FY2021-22 Changes & Highlights:

Positions

- No changes

Expenditures

- No changes



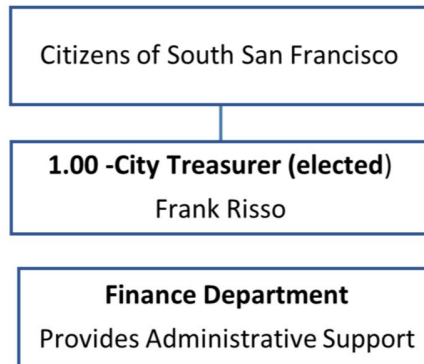
City Treasurer

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

Responsibilities:

- Invest City funds to achieve the maximum return on deposits
- Produce quarterly reports to identify amounts and types of investment instruments
- Coordinate financial transactions in cooperation with the Director of Finance

Organizational Chart

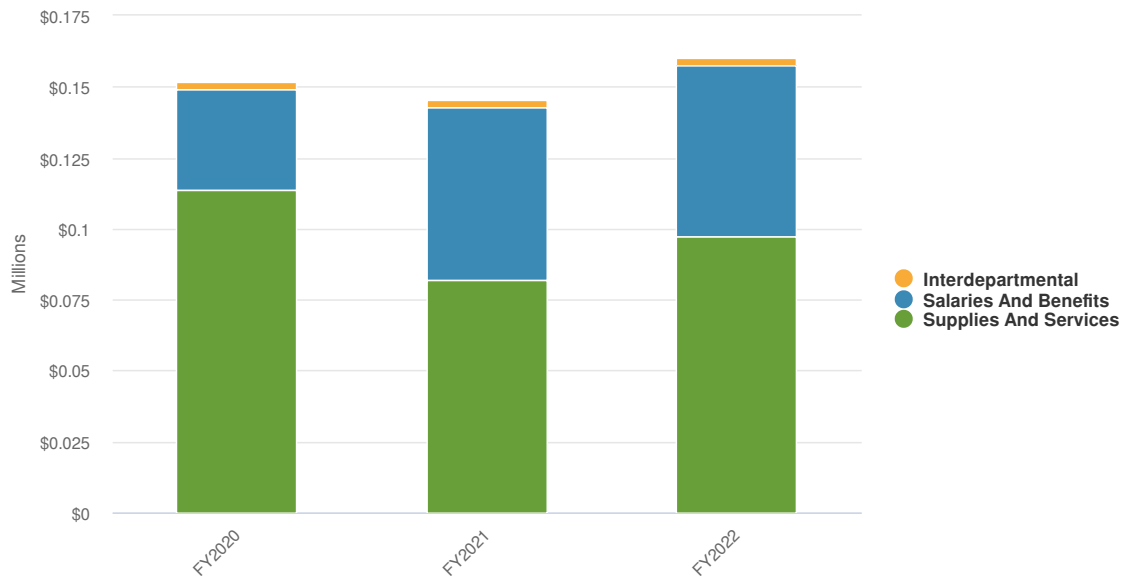


Expenditures Summary

\$160,245 **\$14,721**
(10.12% vs. prior year)



FY2022 Adopted Budget Expenditures vs. Historical by Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$35,449	\$60,435	\$60,435	\$60,156	-0.5%
Supplies And Services	\$113,693	\$82,200	\$82,200	\$97,200	18.2%
Interdepartmental	\$2,584	\$2,889	\$2,889	\$2,889	0%
Total Expense Objects:	\$151,725	\$145,524	\$145,524	\$160,245	10.1%

Positions Summary

Position	Job Code	Position Title	2020-21 Actual	Status	2021-22 Plan	Change of 2021-22 from 2020-21
Elected	E105	Elected City Treasurer	1.00	Filled	1.00	0.00
TOTAL FTE - City Treasurer			1.00		1.00	0.00

FY2021-22 Changes & Highlights:

Positions

No changes

Expenditures

\$15,000 – The City’s asset manager is paid on a percentage basis, dependent on the investment portfolio. Increase in funds is to offset increased costs associated with managing the investment portfolio.



City Clerk

Mission Statement: The City Clerk serves as a steward of the democratic process and is a liaison between the City Council and members of the public. She is a partner in democracy, providing information and ensuring transparency. The City Clerk is an elected representative of the people and serves a four-year term with legal responsibilities described in California Government Code Sections 40800, et seq., the Elections Code, and City ordinance.

The City Clerk ensures all council actions comply with federal, state, and local statutes, including the Political Reform Act, the Brown Act, and the Public Records Act. Further, as Clerk of the Council and Successor Agency, the City Clerk maintains legislative materials for these legislative bodies. The Clerk serves as the archivist of City records and maintains custody of the City seal. 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 residents of South San Francisco.

The Department supports its mission to the City through:

- Performing all legislative duties for the legislative bodies of the City Council, South San Francisco Successor Agency to the former Redevelopment Agency and its thirteen (13) Standing Committees 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 Citywide Records Management Program, legislative history, contracts, archives, and election activities in a variety of forms (paper and electronic).
- Serving as Elections Official issuing nomination papers to potential candidates and assisting with measures, initiatives or referendums.
- Serving as Compliance Officer for Campaign Statements and Statements of Economic Interests as required by the Political Reform Act and administered by the Fair Political Practices Commission.
- Coordinating citywide Board and Commission recruitments, maintaining member records pursuant to the Maddy Act, maintaining policies/procedures and resources, and communicating with staff liaisons and the public.
- Service Agent for the City regarding subpoenas and summons.
- Administering the City's Public Records Act Program providing information and responding to requests for public records information as required under California Public Records Act;
- Attesting City and local documents.
- Maintaining codification of ordinances ensuring publication to the South San Francisco Municipal Code.
- Serve as U.S. Passport Acceptance Agency for processing of passport applications.
- Provide Notary Public Services to internal customers and the community.
- Administering Oaths of Office to City elected officials, employees, and appointed officials.
- Managing the City Clerk's departmental budget for Council approval.
- Serves as Department Head for the Office of the City Clerk, managing staff and day-to-day operations.
- Representing the City on City Clerk and Election related Boards.
- Representing the City at Public Events.

Accomplishment Highlights in Fiscal Year 2020-21:

- Provide accurate and timely minutes for sixty-nine (69) regular and special meetings.
- Responded to 388 Public Records request as required under the California Public Records Act.
- Implemented use of SouthTech/Granicus software for online filing of Fair Political Practices Commission Conflict of interest (Form 700) for designated filers.
- Implemented use of SouthTech/Granicus software for online filing of Fair Political Practices Commission Campaign Disclosure Statements for candidates and elected officials.
- Implemented Notary Public services to the public.
- Launched Passport Services to the community by successfully becoming a U.S. Passport Acceptance Agency.
- Restructured the City Clerk's office to increase staffing and improve services.
- Successfully implemented virtual meetings and enhanced access via Zoom due to the COVID-19 pandemic.
- Successfully implemented Granicus e-Comment feature for improved community access.
- Assisted with the implementation of DocuSign for processing of city documents electronically.
- Conducted 2020 Municipal Election for Districts 2 and 4 in accordance with the California Elections Code including candidate orientations and processing of three (3) candidates, election results and Annual Council Reorganization.
- Conducted 2021 City Council recruitment to fill At-Large vacancy processing applications for twenty (20) applicants and assisted with the onboarding.



- Continued to oversee and coordinate the placement of City's inactive records at a secure records storage facility to achieve security, safety and efficiency related goals.
- Successfully audited the City's Records Retention Schedule and Citywide Records Management Program.

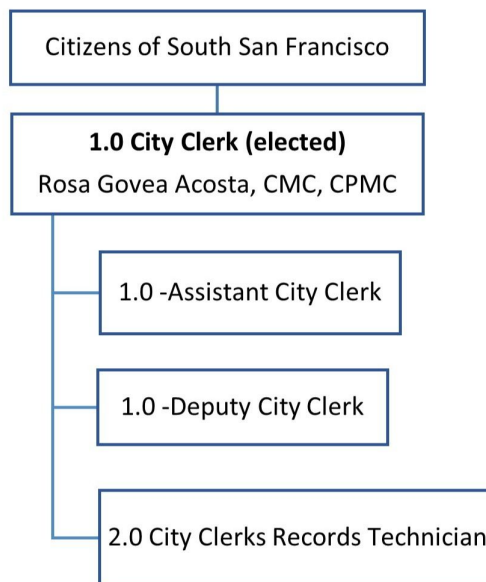
Objectives for Fiscal Year 2021-22:

- Successfully conduct the 2021 Redistricting process by April 17, 2022.
- Implement electronic portal for filing of mandated ethics training (AB1234) for elected officials, appointed members, and designated filers.
- Assist Council with audit and update of the City Council Handbook.
- Continue to assist Departments with conversion of physical records to electronic form.
- Update the City's Records Retention schedule in line with the statewide movement towards electronic availability of records.
- Evaluate the City Clerk's Office process and procedures to improve efficiency to the public.
- Increase community outreach to increase knowledge of the City Clerk's office and improve transparency.

Budget Highlights for Fiscal Year 2021-2022

- \$6,000 for staff training and professional development in order to obtain designations as Certified Municipal Clerk (CMC) and certification as Master Municipal Clerk (MMC).
- \$7,000 for yearly maintenance of WebQA, the City's Automated Public Records Act Program.
- \$8,814 for yearly maintenance of Legistar, the City's Automated Agenda Management System
- \$9,100 for yearly maintenance of SouthTech/Granicus the City's electronic financial disclosure software Disclosure Docs (Form 700), CampaignDocs and Ethics Training (AB1234).
- One-time \$100,000 funding to support the 2021 Redistricting Plan including community outreach, advertising, and consultant costs.

Organizational Chart



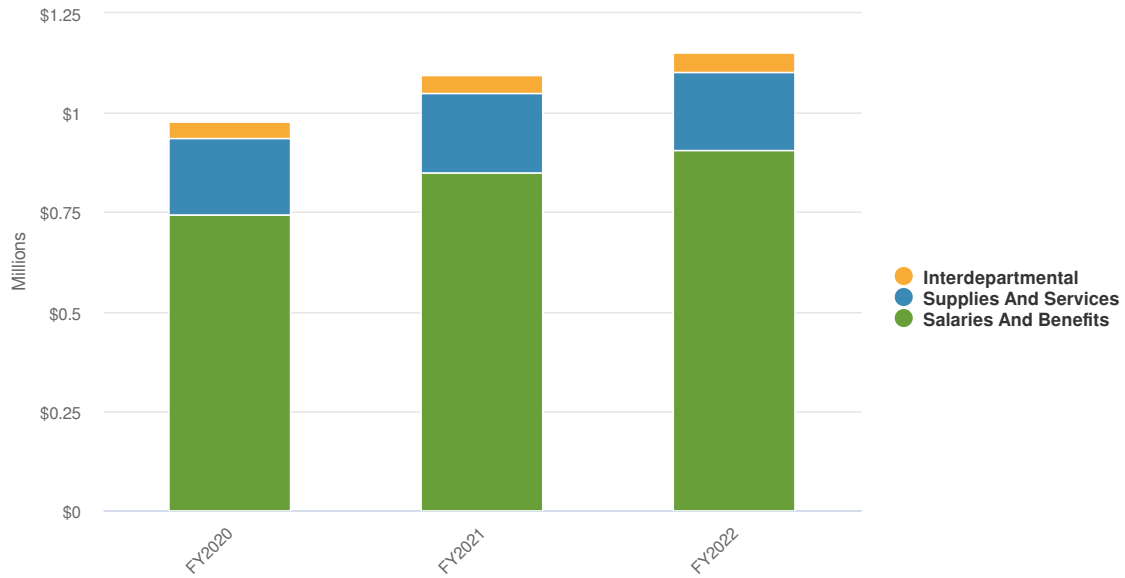
Expenditures Summary



\$1,151,844 (\$55,250 per year)

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$745,390	\$849,578	\$849,578	\$904,828	6.5%
Supplies And Services	\$189,602	\$198,503	\$198,503	\$198,503	0%
Interdepartmental	\$43,459	\$48,513	\$48,513	\$48,513	0%
Total Expense Objects:	\$978,451	\$1,096,594	\$1,096,594	\$1,151,844	5%



Positions Summary

Position	Job Code	Position Title	2020-21 Actual	Status	2021-22 Plan	Change of 2021-22 from 2020-21
Elected-FT	E100	Elected City Clerk	1.00	Filled	1.00	0.00
SUBTOTAL Elected			1.00		1.00	0.00
Full Time	M830	Assistant City Clerk	1.00	Filled	1.00	0.00
Full Time	O320	Deputy City Clerk	1.00	Filled	1.00	0.00
Full Time	O415	City Clerk Records Technician	1.00	Filled	1.00	0.00
Full Time	O415	City Clerk Records Technician	1.00	Vacant	1.00	0.00
SUBTOTAL Full Time			4.00		4.00	0.00
TOTAL FTE - City Clerk			5.00		5.00	0.00

FY2021-22 Changes & Highlights:

Positions

- No changes

Expenditures

- No changes

City Attorney

Mission Statement: The City Attorney is directly appointed by the City Council. The City Attorney represents and advises the City Council, Boards and Commissions, and officers and employees of the City in all matters of law pertaining to their respective offices and official activities. The City Attorney prepares all proposed ordinances, resolutions and amendments, prepares or approves the form of all other legal documents and represents the City in litigation to which the City is a party. The City Attorney, whose services are retained by the City through a contract relationship, is responsible for the following services:

- Providing legal advice and information to the Council and staff;
- Preparing legislation and legal documents;
- Reviewing contracts, leases and agreements;
- Providing legal defense and advice to 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

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2019-20 and 2020-21:

- Assisted City staff with multiple aspects of the Civic Campus Project, including recovery of the former Pet Club property for the new police station; advice regarding procurement of construction of the police station and parks and recreation buildings and related contracts and materials; drafting and reviewing agreements with other public agencies for acquisition of property interests; and identification of remnant parcels necessary for project and strategizing for acquisition of same.
- Assisted City staff and consultants with the issuance of bonds for the Civic Campus project and other projects funded by Measure W.
- Assisted City staff with the negotiation of agreements with the selected developer for the PUC Site and preparation of approvals for the project and related environmental analysis; continued coordination with staff on necessary actions for the final transfer of the property to the selected developer for the project.
- Continued to assist City staff with development of the General Plan update and processing of new development projects in anticipation of the update.
- Assisted City staff with the City's response to COVID-19, including:
 - Providing legal analysis and research related to multiple personnel policies as Federal and State regulations changes;
 - Advising regarding the requirements and exceptions of Federal, State, and County regulations on City operations;
 - Application of Federal, State, and County regulations to business operations;
 - Interpretation of the force majeure provisions of multiple agreements and review of force majeure provisions to provide extensions for development projects.
 - Preparation of MOU with the County of San Mateo relating to administration of vaccination site in the City.
- Worked with City staff on developing and drafted a commercial eviction moratorium, including an extension and relationship to State regulations; worked with City staff on development and implementation of financial assistance programs for tenants and landlords, including drafting of program agreements; assisted City staff with the development and implementation of other programs to assist residents during COVID.
- Drafted a hazard pay ordinance for grocery and drug store workers.
- Assisted City staff with the implementation of the Long Range Property Management Plan and the disposition of Successor Agency properties and other City properties.
- Assisted City staff with the finalization of the mixed-use Residential Development Project at 200 Linden Avenue and 212-216 Baden Avenue (Hisense REUS, LLC) for 97 condominium units and 6,500 sq. ft. of ground floor commercial space, including determination that project could receive certificate of completion, determination that project had satisfied all requirements of agreements with the City; review of documents for sale of units and coordination with developer's legal counsel.
- Worked with City staff and prepared multiple documents for the sale of property as part of the development at 201-219 Grand Avenue and 418 Linden Avenue to create 86 affordable housing units by ROEM Development Corporation.
- Worked with City staff to update template documents for affordable housing regulatory agreements and disposition of former Redevelopment Agency properties.
- Assisted staff with emergency procurement issues to address immediate and medium-term repairs to and restoration of Sign Hill caused by the fire.
- Assisted staff with the preparation of the Genentech Master Plan and related CEQA document and with the negotiation, preparation, and approval of the new Development Agreement between the City and Genentech.



- Assisted City staff with the preparation, implementation and approval of updates to the parks, childcare, public safety, and library development impact fees; creation of a new citywide transportation impact fee; and creation of a public art requirement for new development, with the option to pay a fee in lieu of providing public art.
- Assisted staff with the formation of an Oyster Point community facilities district to fund maintenance of public improvements provided as part of the Kilroy development; negotiated, drafted, and reviewed agreements with Kilroy related to the project and CFD.
- The City Attorney's Office continued to assist with the Oyster Point Development Project, including:
 - Oversight Board approval of FY 21-22 ROPS of the Successor Agency;
 - Transfer of Development Rights between City and Kilroy for Phases ID – IVD; and
 - Parcel Map for Phase IC regarding the reconstruction and dedication of Oyster Point Blvd. and Marina Blvd., and related easement preservation/street dedication issues.
- Worked closely with the Economic Development and Planning Divisions to negotiate and prepare development project applications for approval, including preparing environmental documentation, drafting exclusive negotiating rights agreements (ENRA), development agreements, purchase and sale agreements, and processing entitlements. The following list is a sampling of some of the projects that we assisted with:
 - ENRA regarding proposed hotel development at Oyster Point with Ensemble Investments;
 - Approval of residential development at 428 and 432 Baden Avenue;
 - Approval of residential development located at 410 Noor Avenue;
 - Evaluation of Density Bonus Request by residential development project at 645 Baden Avenue;
 - Approval of 5-story hotel at 915 Airport Boulevard;
 - Approval of R&D/Office project at 751 Gateway Boulevard;
 - Approval and Response to related CEQA appeals regarding hotel project at 840 El Camino Real;
 - Review and approval of purchase and sale agreement for 432 Baden Ave. property; and
 - Preparation of Environmental Impact Report and assistance with related documents for the 30 Tanforan Ave./Southline development project.
- Drafted or worked with staff on drafting the following ordinances and assisted staff in processing them for adoption:
 - Disposable Food Service Ware Ban;
 - Sidewalk and Street Vendor Regulations;
 - Tenant Displacement and Tenant Protections;
 - Building Codes Update;
 - Minimum Wage;
 - Flavored Tobacco Ban;
 - Short Term Vacation Rentals Regulations;
 - Accessory Dwelling Unit Regulations;
 - Open Trench Notification and Dig Once Process;
 - Repeal of bicycle license requirement;
 - Safe firearms storage;
 - Use of digital signatures to increase efficiency in processing contracts, particularly for remote work during the COVID pandemic;
 - Creation of Youth Commission;
 - Creation of public safety board, as recommended by Commission on Racial and Social Equity;
 - Revisions to the existing accessory dwelling unit (ADU) regulations; and
 - Amendments to the City's local building codes to adopt Reach Codes for all-electric buildings and electric vehicle parking and charging.
- Assisted staff with the provision of certain public services and other public works projects, including the following:
 - Funding Agreement with C/CAG for the Smart Corridor Expansion project;
 - Purchase of conduits and related facilities for the Smart Corridor Expansion project;
 - Shared Maintenance Services MOU with the San Mateo Flood and Sea Level Rise and Flood Resiliency District for the maintenance of Colma Creek;
 - Access Agreement with the San Mateo Flood and Sea Level Rise and Flood Resiliency District regarding the Orange Memorial Park Storm Water Capture Project; and
 - Various Outside Sewer Services agreements for Country Club Park area.
- Assisted staff with continued efforts to promote expansion of telecommunications technology in the City and enforcing the City's current telecommunications regulations, including the following:
 - Successful negotiation of a public-private partnership (P3) with Verizon Wireless, including a Dark Fiber and Conduit Use Agreement and a Small Cell Master License Agreement and
 - Consideration of various Small Cell Wireless Facilities applications and appeals.
- Assisted staff with 543 public records act requests in 2020. The City saw a 22% increase in records requests from 2019. The number of requests in 2021 appears to be similar so far.
- 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.



- Updated administrative instructions regarding gifts to support the new library at Civic Campus and signing contracts.
- Provided citywide staff trainings on the Brown Act, AB 1234, and sexual harassment prevention.
- 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, including responding to public records requests pursuant to SB 1421 (2018).

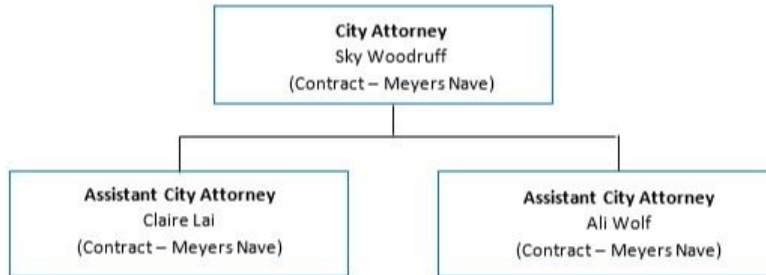
OBJECTIVES FOR FISCAL YEAR 2021-22:

- Continue to assist City Council with downtown and business development initiatives.
- Provide in-depth training on legal topics and requirements to staff and Boards and Commissions.
- Continue to assist City staff with implementation of the Long Range Property Management Plan and the disposition of Successor Agency properties.
- Continue to assist City staff with the delivery of the Civic Campus project and the implementation of other Measure W initiatives.
- Continue to assist Staff with implementation of objective design review criteria and compliance with SB 35 and Housing Accountability Act, as well as with anticipated initiatives to develop options for encouraging development of affordable housing.
- Continue to assist City with implementation of ordinances implementing new programs listed above.
- Assist City staff with General Plan update and CEQA compliance, as well as with proposed development proposed in anticipation of preferred alternative land use scenario for update.
- Assist City staff with updates to internal city policies and provide training on implementation.
- Continue to assist City staff with the preparation, negotiation, environmental review and entitlement process for residential and commercial development projects.
- Continue to assist City staff with the preparation, drafting and adoption of new ordinances.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2021-22

No significant resource level changes are included.

Organizational Chart



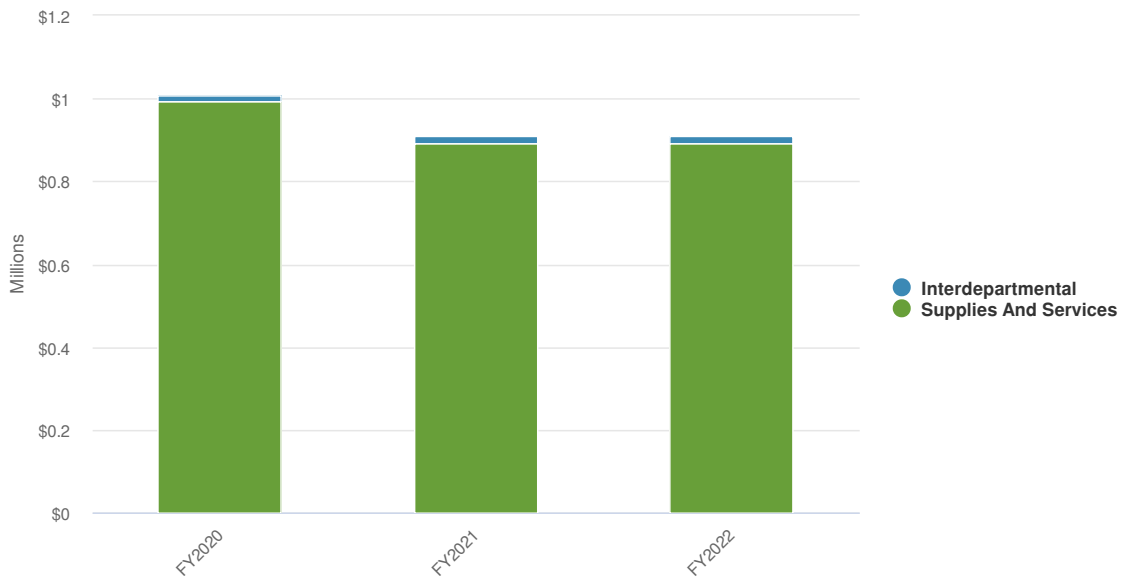
Expenditures Summary

\$910,049 **\$0**
 (0.00% vs. prior year)

Expenditures by Expense Type



FY2022 Adopted Budget Expenditures vs. Historical by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Supplies And Services	\$994,086	\$893,150	\$893,150	\$893,150	0%
Interdepartmental	\$15,285	\$16,899	\$16,899	\$16,899	0%
Total Expense Objects:	\$1,009,371	\$910,049	\$910,049	\$910,049	0%

FY2021-22 Changes & Highlights:

Expenditures

- No changes

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. The City Manager's office is responsible for implementation of City Council policy, programs, and activities, city-wide communications, community relations, ombudsman ship, numerous special projects, lobbying activities, interagency coordination and other duties as determined by the City Council. An additional function assumed under the City Manager's office in 2019 was the creation of a Capital Projects Department, tasked with the delivery of high-profile capital projects which involve significant public input. The City Manager's office also provides a resource for general information for the citizens of South San Francisco. City personnel report to the City Manager.

Accomplishment Highlights in Fiscal Year 2020-21:

- Responded to the Covid-19 Pandemic, including the internal response – closure of city facilities, remote working policies, care for city employees – and the external response – food and rental assistance, Covid-19 testing and vaccine sites, and more. Prolonged activation of the Emergency Operations Center to assist City personnel, residents and the community response to the challenges of COVID-19.
- Established a Covid-19 Business Recovery team in partnership with the Chamber of Commerce and the City's Economic and Community Development Department to implement Outdoor Dining; Landlord Assistance; capping restaurant delivery charges; Small Business Loans/Grants; Economic Mobility programs to include entrepreneur and business support and workforce training; Shop Local program; information distribution through the City's website and town hall business meetings via Zoom.
- Implemented social services, in conjunction with other City departments, to assist residents experiencing hardships, including: hosted food and flu shot drive-through events, walk-up Covid testing events, and established Flor's Food Program in conjunction with Rocko's Produce; operation of in-person preschool and learning hubs for the children of essential workers; technology enhancements to bridge the digital divide; rental assistance and eviction moratoriums; food distribution; volunteer coordination and dispatch; Covid-19 testing sites, legislation of hazard pay for grocery and drug store workers; approval of an Economic Mobility program; and information distribution through the City's website, all-city newsletters, social media, and multiple community town meetings via Zoom.
- Took proactive action to reduce expenditures by freezing vacancies and making targeted reductions to balance the city's budget in response to reduced revenue created by the Covid-19 crisis. Identified and procured state and federal reimbursement for emergency-related activities in response to COVID-19, including the procurement of Personal Protective Equipment (PPE) and multiple food distribution events.
- Responded proactively to rising awareness of social and racial inequities, establishing a Commission on Social and Racial Equity, hiring a Management Fellow, and identifying specific strategies to address inequities; hosted a Black Lives Matter flag raising ceremony; managed peaceful protests in the wake of George Floyd's death; partnered with San Mateo County on a pilot program to embed a mental health clinician in the Police Department to respond to selected 911 calls that involve mental health issues.
- Continued development of a new General Plan, providing the City's vision for the next twenty years.
- Continued progress on the design, bidding, and start of construction for the Civic Campus managed by the Capital Projects team, with a very successful AAA rating for the city and bond sale; secured two large corporate donations totaling \$3.5M; came in \$28M under the engineer's estimate for the Library and Parks and Recreation building; construction in progress for both the Police Operations and 911 Center and the Library/P&R Building.
- Began construction of the Stormwater Capture/Sports Field replacement project at Orange Memorial Park.
- Completed construction and re-opened Gardiner Park, a tot lot and basketball court in the historic Peck's Lot neighborhood. Engaged the community in the design of a mural to be installed within the park.
- Finalized a deal with BART to use and maintain an additional eight acres of BART property to complement Centennial Trail and add health and recreation opportunities along the trail corridor.
- Continued partnership with Caltrans on the construction of the Caltrain station at the end of Grand Avenue, including selection of significant public art at the Plaza and Tunnel.
- Welcomed two new City Council members elected through first-ever District elections, James Coleman and Eddie Flores.
- Census 2020 program was successful by hiring community outreach staff, supporting them with technology and providing incentives to make sure all residents were counted.
- Designed a Guaranteed Income pilot project for City Council consideration and continue to seek potential administrative and fiscal partners.
- Continued participation in developing public improvements at Oyster Point, starting construction on new restrooms, beach, elevated Bay Trail, Bayfront park, and a recreation area. In collaboration with the San Mateo County Harbor District, continue to provide an enjoyable recreational experience for our community and residents at the Oyster Point Marina. Completed the formation of the Oyster Point Community Facilities District.



- Continued development of the Youth Advisory Council program which is on-track to become a Commission in 2021.
- Continued partnership with the Army Corps of Engineers on a Project Management Plan for a Sea Level Rise Impact Feasibility Study.
- Initiated the feasibility study to shore-up and enhance The Spit at Oyster point.

Objectives For Fiscal Year 2021-22

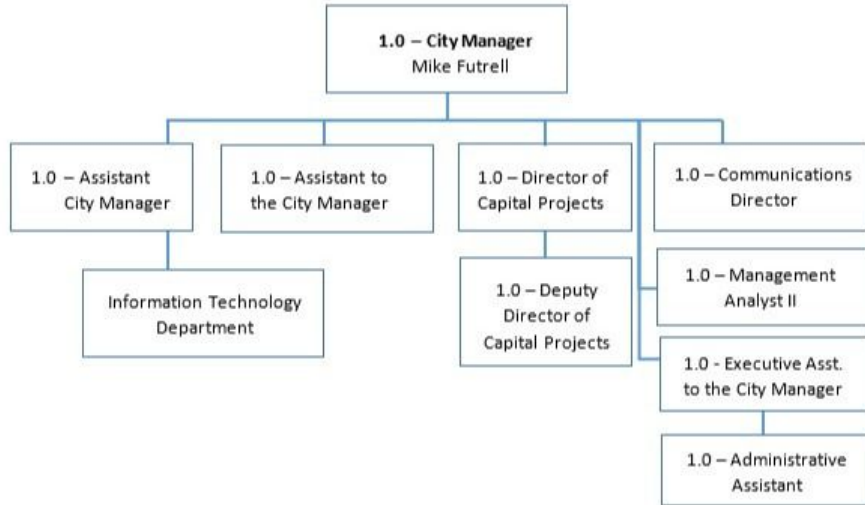
- Continue Covid-19 recovery efforts, including economic recovery, housing stabilization, bridging the digital divide, support for impacted residents and businesses, and promoting and maintaining health, including providing support for local Covid-19 vaccination sites. Resume operation of City operations and public services as the rate of Covid-19 infections decline and the County moves through safety tiers.
- Maintain the City's financial health. Prioritize significant projects, identify funding sources, including city reserves, state, and federal relief dollars, and develop a five-year spending plan for delivery of important capital and public service projects.
- Complete construction of the Police Operations Center, with occupancy projected by Fall 2021, and ensure successful relocation of the Police Department and 911 Operations from the Municipal Services Building to the Civic Campus.
- Complete a Childcare Master Plan, construct an additional pre-school building in Westborough, and begin design of conversion of the Orange Avenue Library to a pre-school when the Library relocates to the Civic Campus in 2023, so that a preschool option will one day be available for all South San Francisco children.
- Engage the community through public and stakeholder meetings in an update to the Orange Memorial Park Master Plan, factoring in completed and in-progress improvements to the park since the last Park Master Plan of 2007.
- Centennial Trail Vision Plan for the maintenance and development rights to the BART right-of-way running through South San Francisco. The Vision Plan shall be developed in three phases; survey work, community engagement and design.
- Continue development of The Spit Feasibility Study examining engineering, programming and architecture to shore up the capped landfill to address inundation and flooding with an opportunity to bring additional water transportation and support amenities to the area.
- Initiate the redesign to replace the aged single-pool facility at Orange Park with a new, state-of-the-art indoor aquatic center. Target start construction 2022.
- Continue to move the General Plan forward towards completion.
- Shepherd the Youth Advisory Council to a full Youth Commission.
- Successfully complete negotiations with relevant city employee labor groups.
- Develop a city-wide Sustainability Committee and implement Climate Action Plan initiatives.
- Continue community outreach and resident/business engagement via social media, printed newsletters, Town Hall events, and other social events.

Budget Highlights for Fiscal Year 2021-2022

- Add funding for two Community Navigators and three Promotores, supporting the Community Resource Center.
- Extend the term of Racial and Social Equity fellowship for an additional year.
- Add funding for the implementation of an updated and more robust Climate Action Plan with an emphasis on intradepartmental collaboration on all sustainability initiatives.



Organizational Chart

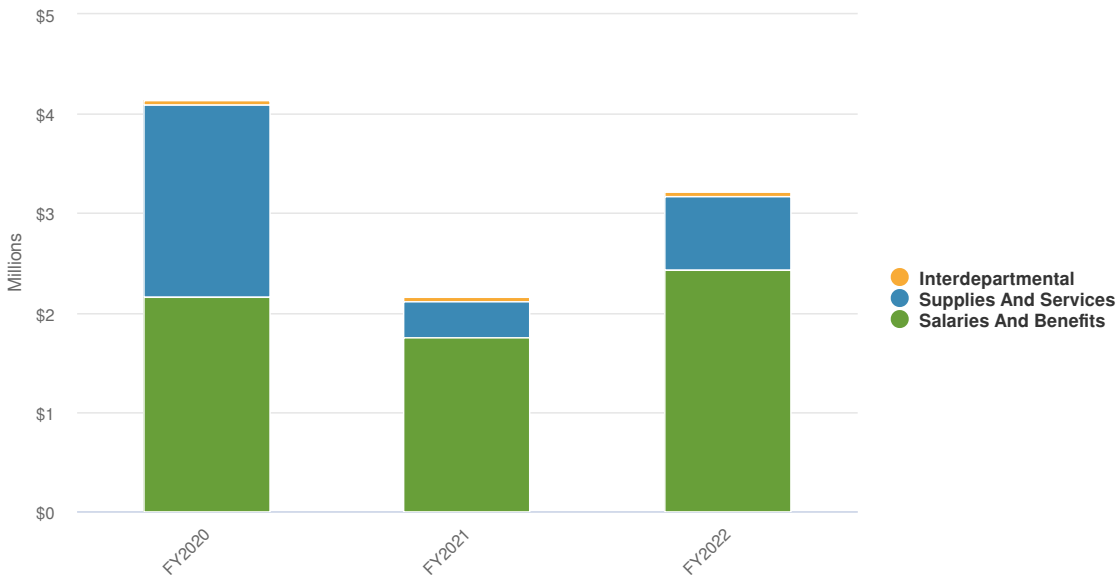


Expenditures Summary

\$3,214,467 **\$1,051,361**
 (48.60% vs. prior year)

Expenditures by Expense Type

FY2022 Adopted Budget Expenditures vs. Historical by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$2,164,964	\$1,746,225	\$1,996,225	\$2,437,586	39.6%
Supplies And Services	\$1,934,170	\$372,737	\$3,061,886	\$732,737	96.6%
Interdepartmental	\$40,477	\$44,144	\$44,144	\$44,144	0%
Total Expense Objects:	\$4,139,610	\$2,163,106	\$5,102,255	\$3,214,467	48.6%

Positions Summary

Position	Job Code	Position Title	2020-21 Actual	Status	2021-22 Plan	Change of 2021-22 from 2020-21
Full Time	N115	City Manager	1.00	Filled	1.00	0.00
Full Time	N100	Assistant City Manager	1.00	Filled	1.00	0.00
Full Time	N180	Assistant to the City Manager	1.00	Filled	1.00	0.00
Full Time	N190	Communications Director	1.00	Filled	1.00	0.00
Full Time	N190	Capital Projects Director	1.00	Filled	1.00	0.00
Full Time	N190	Deputy Capital Projects Director	1.00	Filled	1.00	0.00
Full Time	M560	Management Analyst II	1.00	Frozen	1.00	0.00
Full Time	O310	Executive Assistant to the City Manager	1.00	Filled	1.00	0.00
Full Time	O315	Administrative Assistant I	1.00	Filled	1.00	0.00
SUBTOTAL Full Time			9.00		9.00	0.00
Hourly	X270	Misc. Hrly – Racial & Social Equity Fellow	1.00	Filled	1.00	1.00
Hourly	X270	Miscellaneous Hourly	0.00	Filled	1.00	1.00
SUBTOTAL Hourly			1.00		2.00	1.00
TOTAL FTE - City Manager			10.00		11.00	1.00

FY2021-22 Changes & Highlights:

Positions

- Increase 1.0 FTE Miscellaneous Hourly employee

Expenditures

- \$150,000 Continuation of Diversity, Equity, Inclusion efforts
- \$100,000 Community survey
- \$60,000 Lobbying services
- \$50,000 Restore partial BIO Conference budget
- \$50,000 Restore travel and conference budget
- \$25,000 Environmental sustainability program seed funding
- \$20,000 Lead for America Fellow
- \$5,000 Community chest
- **\$460,000 TOTAL**



Finance

Mission Statement: The Finance Department provides critical financial services citywide, setting the fiscal accountability and policy controls over the use of City funds. It leads the fiscal accountability efforts and ensures the responsible and legal use of City funds through thoughtful appropriations and implementation and management of policies and procedures. It is responsible for numerous vital City services, including maintaining the City's accounting system, managing payroll and purchasing procedures, issuing business licenses, managing parking districts, and collecting occupancy taxes and other City fees. Other services include financial planning and analysis, risk mitigation and debt issuance via the capital markets.

The Department supports its mission to the City through:

- Budgeting and accounting for financial transactions to ensure optimal management of City revenues and appropriations, and accurate recording and reporting of financial transactions in accordance with regulations and standards;
- Building multi-year forecasts to assist effective financial decision-making and future application of resources;
- Managing payment of vendors and City employees to effect continued provision of City services and programs, and avoid delays to public projects;
- Receiving and accurately recording revenues from various sources to ensure funds are available to support City projects and programs;
- Tracking the City's cash flow needs to support prudent investment of funds by the City Treasurer;
- Establishing strong internal controls to maintain control of, and accountability for, City funds;
- Managing the City's annual financial audit and production of the Annual Financial Report in conjunction with the City's independent auditors;
- Issuing bonds to fund capital projects; and
- Managing and maintaining the City's Business License program.

Accomplishment Highlights in Fiscal Year 2020-21:

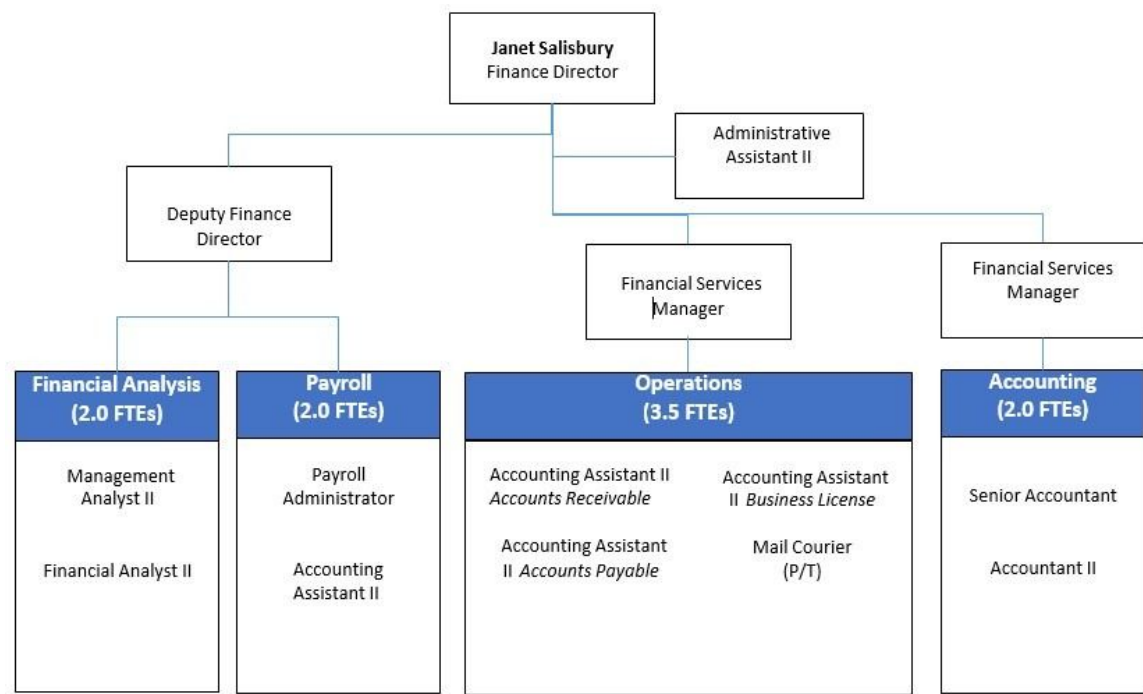
- Assisted in the creation of the City's first Community Facilities District at Oyster Point and led the RFP and selection of underwriter process for upcoming related bond issuance.
- Led issuance of \$86,410,000 Lease Revenue Bonds, Series 2021A to fund phase two of the Community Civic Campus construction project (\$76 million), the City's street paving program (\$24 million) and the installation of solar panels at the Civic Campus and Corporation Yard (\$4 million); priced bonds at historically low interest levels.
- Maintained the City's AAA bond rating (S&P).
- Provided continued monitoring of budgets throughout a very volatile economic environment and pivoted and adapted strategy to adjust to changing conditions.
- Updated Council on current year budget in both October 2020 and in February 2021 to respond to the economic impacts of the pandemic.
- Led deep-dive on the City's Investment Policy including meeting with the Ad Hoc Committee in first half of FY 2020-21.
- Reviewed and selected a web-based Budget Book software solution to provide a more user-friendly and interactive experience for users and to achieve efficiencies during the budget collation and review process.
- Received a clear audit for the 2019-20 fiscal year from the City's auditors and produced the City's Annual Financial Report; awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association.
- Applied for reimbursement of Covid-related Emergency Protective Measures expenses incurred by the City during the course of the Covid-19 pandemic and received approximately \$241,000 from the Federal Emergency Management Agency (FEMA).
- Completed of Impact Fee study to re-establish nexus for City's existing impact fees and to identify new potential fees.
- Led additional training and enhancements on the City's HR/Payroll system as well as conducting training for Finance team on Advanced Budgeting.
- Hired new Deputy Finance Director, Financial Services Manager and in the process of hiring Financial Analyst II vacancies.
- Created and issued a Request for Proposals for a Municipal Advisor to assist in the development of options for addressing the City's pension liabilities.
- Conducted full validation of employee positions by department to ensure control of payroll costs and coordinated the FY2021-22 budget development process.
- Led the development of the FY2021-22 Operating Budget.

Objectives for Fiscal Year 2021-22:



- Complete a Request for Proposals (RFP) for a new Enterprise Resource Planning (ERP) software to replace the City's existing aging platform and to enhance the City's financial and accounting functions.
- Issuance of Oyster Point Community Facility District bonds.
- Continuation of Business License Tax update project.
- Launch of new web-based Cleargov Budget Book.
- Obtain GFOA Distinguished Budget Presentation Award.
- Obtain GFOA Certificate of Excellence in Financial Reporting.
- Achieve clean financial audit for FY 2020-21.
- Implement new Governmental Accounting Standards Board (GASB) Accounting Pronouncements.
- Continue to track Covid-related expenses and seek reimbursement from FEMA.
- Create pension strategy to mitigate rising Unfunded Actuarial Liabilities for both Safety and Miscellaneous employees, including evaluation of Section 115 Trust and/or capital markets solutions such as the issuance of Pension Obligation Bonds.

Organizational Chart

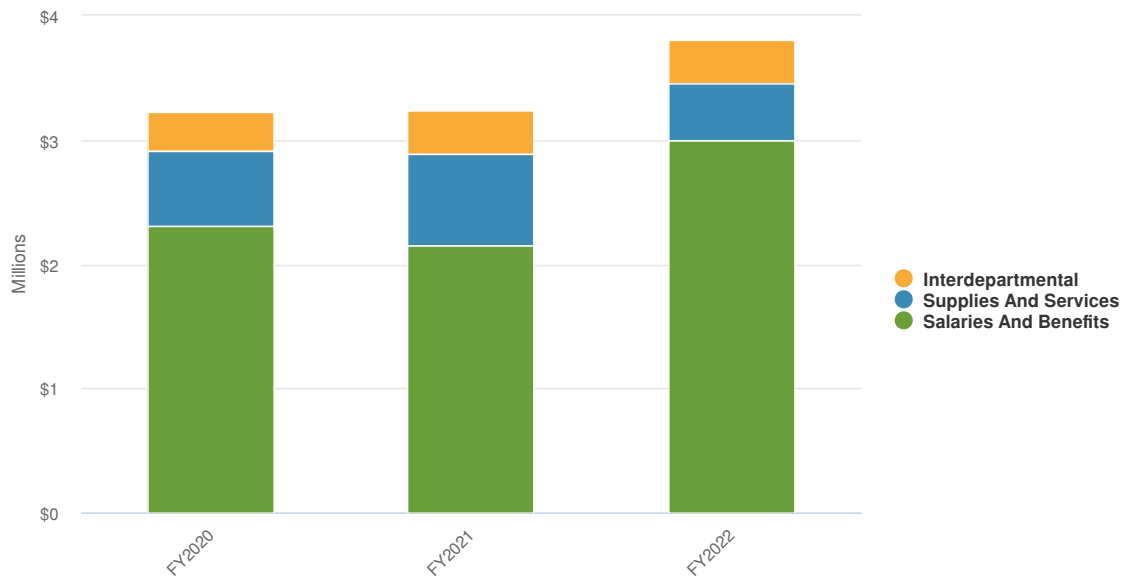


Expenditures Summary

\$3,807,781
\$568,489
(17.55% vs. prior year)

Expenditures by Expense Type

FY2022 Adopted Budget Expenditures vs. Historical by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$2,312,209	\$2,149,949	\$2,224,949	\$2,993,438	39.2%
Supplies And Services	\$600,357	\$742,798	\$1,068,058	\$467,798	-37%
Interdepartmental	\$310,091	\$346,545	\$346,545	\$346,545	0%
Total Expense Objects:	\$3,222,657	\$3,239,292	\$3,639,552	\$3,807,781	17.5%

Positions Summary

Position	Job Code	Position Title	2020-21		2021-22	Change of
			Actual	Status	Plan	2021-22 from 2020-21
Full Time	N145	Director of Finance	1.00	Filled	1.00	0.00
Full Time	M845	Deputy Finance Director	1.00	Filled	1.00	0.00
Full Time	M770	Financial Services Manager	2.00	Filled	2.00	0.00
Full Time	M610	Financial Analyst II	1.00	Vacant	2.00	1.00
Full Time	M625	Senior Accountant	1.00	Filled	1.00	0.00
Full Time	M620	Accountant II	1.00	Filled	1.00	0.00
Full Time	M785	Payroll Administrator	1.00	Filled	1.00	0.00
Full Time	M560	Management Analyst II	1.00	Filled	1.00	0.00
Full Time	A225	Accounting Assistant II	4.00	Filled	4.00	0.00
Full Time	O310	Administrative Assistant II	1.00	Filled	1.00	0.00
SUBTOTAL Full Time			14.00		15.00	1.00
Hourly	X370	Mail Courier	0.60	Filled	0.30	-0.30
SUBTOTAL Hourly			0.60		0.30	-0.30
TOTAL FTE – Finance			14.60		15.30	0.70

FY 2021-22 Changes & Highlights:

Positions

- o 1.0 FTE Management Analyst II on loan from City Manager's Office through FY2021-22
- o Increase 1.0 FTE Financial Analyst II
- o Decrease 0.3 FTE Mail Courier

Expenditures

- o \$25,000 increase in Professional Services due to increased scope of financial audit
- o **\$25,000 TOTAL**

Non-Departmental

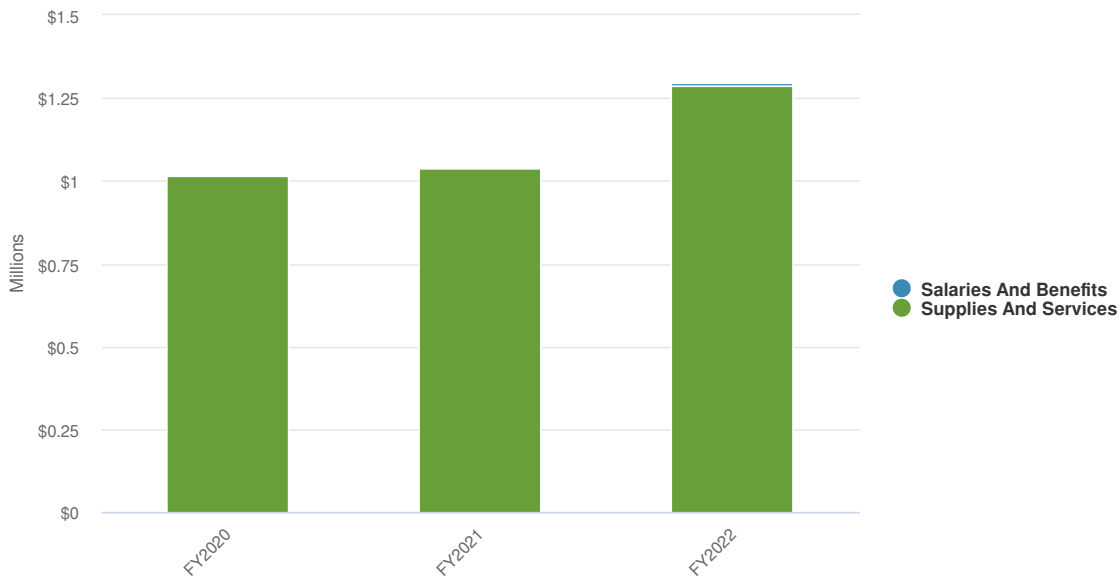
Non-departmental are General Fund expenditures that benefit the city as a whole, and that do not fit into one particular department, including Animal Control services, C/CAG, and grant writing consulting services.

Expenditures Summary

\$1,294,252 **\$249,975**
(23.94% vs. prior year)

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$2,170	\$6,785	\$6,785	\$6,760	-0.4%
Supplies And Services	\$1,014,102	\$1,037,492	\$1,104,617	\$1,287,492	24.1%
Total Expense Objects:	\$1,016,272	\$1,044,277	\$1,111,402	\$1,294,252	23.9%



FY 2021-22 Changes & Highlights:

- \$250,000 increase in Other Contractual Services for the contingency budget

\$250,000 TOTAL



Human Resources

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 support a culture of achievement, continuous improvement, safety, employee empowerment, and teamwork.

The Department supports its mission to the City through:

- Benefits and Wellness Programs
- Classification and Compensation
- Employee and Labor Relations
- Information Management and Regulatory Compliance
- Employee Development and Engagement
- Recruitment and Selection
- Safety and Workers Compensation

Accomplishment Highlights in Fiscal Year 2020-21:

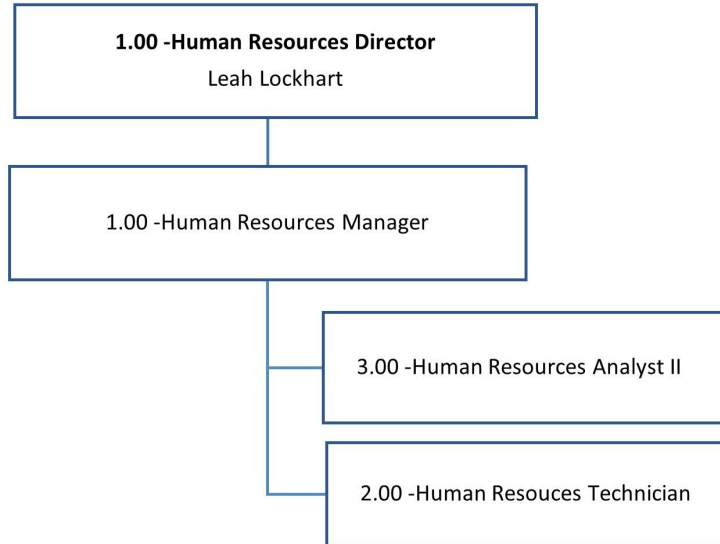
- Developed, implemented and maintained a City-wide COVID-19 Prevention Program in accordance with CDC and Cal-OSHA guidelines
- Developed and implemented employee policies, procedures, and resources for COVID-19 screening, testing, vaccination, notification and reporting
- Developed and implemented a Youth Summer Internship Program and selected 15 summer interns from South San Francisco high schools
- Completed labor negotiations four successor MOUs with four bargaining units
- Conducted RFP and selected new vendors for employee benefits and services such as Employee Assistance Program, FSA administration, and retiree health administration
- Implemented diversity, equity and inclusion training for City employees

Objectives for Fiscal Year 2021-22:

- Complete Labor Negotiations for MOUs expiring July 1, 2022.
- Continue to maintain COVID-19 Prevention policies and procedures in accordance with State and Federal guidelines.
- Implement LEAP Leadership Academy executive session and 360-degree assessments.
- Resume in-person training and continue online training through the Regional Training and Development Program.
- Expand Youth Summer Internship Program to include placements with local employers.
- Implement employee services and enhancements to support financial education, student loan assistance, and retirement planning.
- Implement outreach and hiring strategies to ensure a highly-qualified and diverse workforce.



Organizational Chart

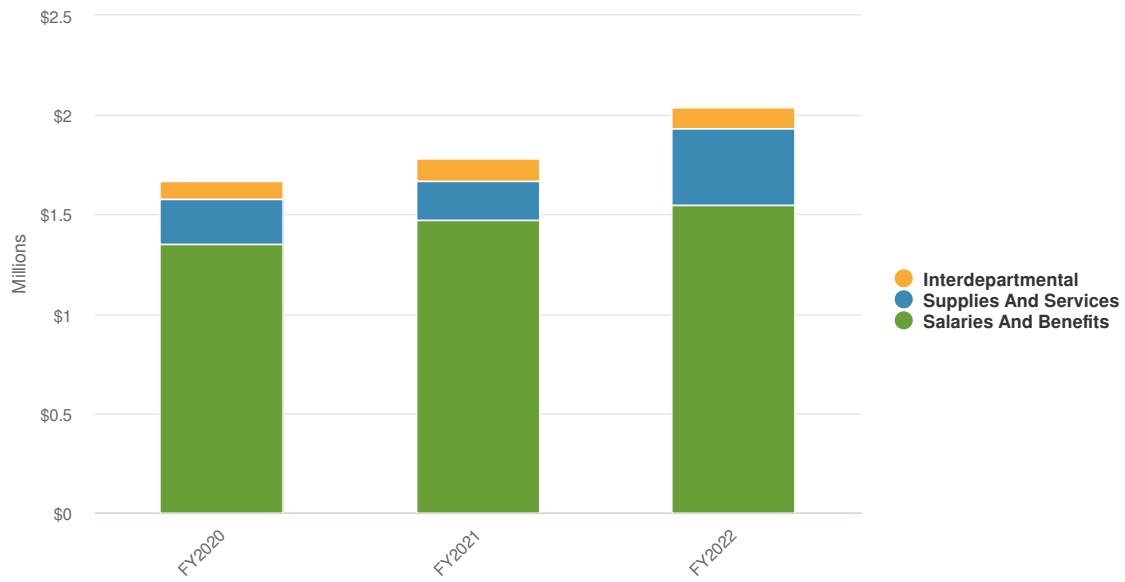


Expenditures Summary

\$2,042,597 **\$262,953**
(14.78% vs. prior year)

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$1,349,044	\$1,474,719	\$1,474,719	\$1,547,671	4.9%
Supplies And Services	\$226,682	\$196,461	\$448,320	\$386,461	96.7%
Interdepartmental	\$96,974	\$108,465	\$108,465	\$108,465	0%
Total Expense Objects:	\$1,672,700	\$1,779,644	\$2,031,503	\$2,042,597	14.8%

Positions Summary

Position	Job Code	Position Title	2020-21		2021-22		Change of 2021-22 from 2020-21
			Actual	Status	Plan		
Full Time	N130	Director of Human Resources	1.00	Filled	1.00		0.00
Full Time	M270	Human Resources Analyst II	3.00	Filled	3.00		0.00
Full Time	O265	Human Resources Technician	2.00	Filled	2.00		0.00
Full Time	M775	Human Resources Manager	1.00	Filled	1.00		0.00
SUBTOTAL Full Time			7.00		7.00		0.00
TOTAL FTE - Human Resources			7.00		7.00		0.00

FY 2021-22 Changes and Highlights:

Positions

- o No changes

Expenditures

- o \$100,000 Du-All safety consultant
- o \$100,000 Labor negotiations consultant
- o \$30,000 LEAP executive training.
- o **\$230,000 TOTAL**

Economic and Community Development

Mission Statement: The Department of Economic and Community Development is responsible for the preservation and improvement of the physical and economic conditions of the South San Francisco Community. The Department provides the administrative oversight that contributes to the successful completion of the goals, objectives, and daily operations of the Division of Economic Development, Redevelopment, Building, Planning, Housing and Community Development.

The Department supports its mission to the City through:

- Promote and maintain quality development and economic vitality.
- Build a beautiful city and foster high-quality urban design through the management of the General Plan and other land use plans, regulations, and initiatives.
- Oversee the regulatory functions in a way that assures balanced, high-quality development and safeguards life, property, and public welfare in buildings. Ensure that projects conform to plans and conditions when they are built.
- Support local businesses and foster a vibrant, balanced source of jobs for local residents.
- Achieve the highest level of customer service through teamwork, dedication, initiative, innovation, and continuous learning, training and adoption of best practices.
- Maintain a work culture that is professional, supportive, trusting, honest, fast-paced, fun, genuine, and respectful.

Accomplishment Highlights in Fiscal Year 2020-21:

- **Permit Center:** In 2020, the Building Division issued 1,806 building permits and completed a total of 13,604. 84 projects were submitted to planning and processed. 350 plan-checks were completed. 300 business licenses were processed.
- **City Revenue:** In 2020, ECD facilitated major projects that generated \$787.4 million in new construction. These projects generated \$9.2 million/per year in property tax revenue and \$600,000/year in sales tax revenue. One-time building permit revenue was \$25,375,702.22.
- **Major Projects & Initiatives:**
 - **COVID Recovery Initiatives included:** Renter assistance program (116 households assisted), Small Business Recovery Loans (47 businesses assisted), SAMCEDA restaurant Loans (26 businesses assisted), COVID hazard pay for grocery/pharmacy workers, extensive work to distribute information to businesses, hold online business events, and provide direct business assistance.
 - **ECD successfully facilitated major projects that are now under construction,** such as: Genentech Master Plan, Oyster Point - Phase 1 (Stripe and Cytokinetics), Gateway of Pacific – Phase 1 (AbbVie), Genentech Building 50, ROEM affordable construction at Grand & Linden, 201 Haskins ARE R&D Facility, Mercedes Benz dealership, 998 El Camino Real multi-family housing, and 150 Airport Boulevard multi-family housing, and Caltrain Plaza enhancements.
 - **Completed projects include:** 200 Linden, DoubleTree Hotel, and Oakmont Meadows.
 - ECD is managing or supporting projects that will shape the next wave of development, including: The General Plan Update, Southline Project, L37/KASA (PUC) housing development, Genentech Master Plan, Oyster Point, Civic Community Campus, Oyster Point Hotel, Old Firehouse, new Downtown parking garage, Gellert Square, 432 Baden
- **Job Creation & Business Attraction/Retention:** Approved and launched economic mobility initiatives for Workforce Development and for Small Business & Entrepreneurial Center. Approximately 650 jobs retained or created as a result of ECD-facilitated projects. Continued partnerships with San Francisco State University, San Mateo County SBDC, SAMCEDA, MANEX, SF Made, and the SSF Chamber of Commerce to support local business.
- **Sustainability, Social Services & Housing:** Over 90 housing calls received and referred to services and housing. 3 new “below market rate” (BMR) sales (Bayview 22), 2 existing BMR condominiums resold to income-qualifying buyers (Gellert), and 9 refinances of BMR units. Developed BMR manual. 19 new BMR units through the 200 Linden project. 84 new BMR units now under construction through the Grand & Linden project. Completed annual Housing Successor Report. More than 420 households served by programs funded by CDBG. Funding for Irish Town Green. New reach codes (electrification & EV charging stations) for new residential. Enhanced shop local program including vouchers to allow income restricted households to purchase essential services.
- **Department Work Environment, Staff Development & "Back of House":** During 2020, ECD achieved several successes with staff training/development mainly online: All building inspectors completed International Code Council training and recertification and California Building Officials (CALBO) trainings. Planning and EDH staff participated in multiple trainings such as CA State Density Bonus, Housing Leadership Day, ULI Housing and Construction Webinars, Effective Public Speaking, and National & California Planning Conferences. Planning had a successful continuation of the rollout of online application processing under COVID-19 and hosted “ask a planner” lunch hour opportunities.
- **Marketing & Community Engagement:** During 2020, ECD organized more than 50 community meetings (e.g., PUC Site, General Plan, etc.); participated in all City Council, Planning Commission, Traffic Safety Commission, Parking



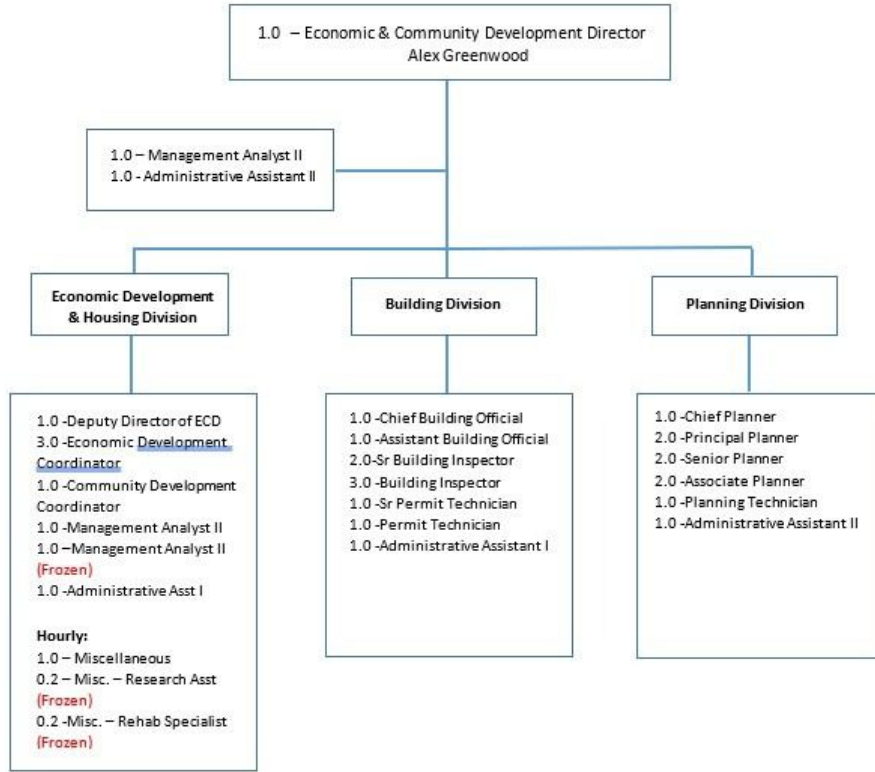
Place Commission, & BPAC meetings; provided content for one City resident newsletter; updated the ECD website; increased viewership of ECD's Facebook page to 6,079 "likes"; facilitated the City's construction coordination committee; created 52 weekly ECD Updates and 52 weekly "In the News"; and championed several efforts to improve cross-divisional communication/coordination.

Objectives for Fiscal Year 2021-22:

1. Continue with further training and education for staff. Obtain new staff certifications.
2. Increase customer satisfaction.
3. Efficiency Improvements:
 - Improvement of online permitting software to resolve staff technical concerns to reach the department goal of providing a 100% digital submittals and paperless environment. Develop process to view digitally approved plan on portable devices (i.e. ipads, laptops, etc.)
 - Online Impact Fee Calculator for Public
 - Zoning Administrator Role
 - Staff Training (CEQA, Conferences, ICC courses)
 - Preliminary Deposit for All Divisions – Update in Fee Study
 - Implement regular meeting with Building, Planning, and Engineering to improve communication
4. General Plan Update:
 - Bike & Pedestrian Master Plan, E-101 Transportation Plan, Planning for ECR/Chestnut, Measure W & PUC Site / Civic Center, City Hall Master Plan effort, Brentwood Shopping Center traffic calming and planning, Downtown street plan, TO/RD Zoning District
 - CAC Meetings
 - Start developing an Economic Development Strategy
5. Continue to process preliminary and active entitlement applications
6. Caltrain Station Coordination
7. Downtown:
 - Continue the Downtown Development Coordination Team Outreach
 - Streetscape Design (Active CIP Project with Engineering)
 - Business Recruitment and streetscape activation
8. CDBG, Housing and Housing Successor:
 - Spend CDBG funds in a timely manner.
 - Clean up portfolio of BMR properties and loans.
9. Business Attraction and Retention:
 - Continue business retention and expansion strategy.
 - Consider business incentives and/or grants.
 - Increase and improve coordination and collaboration with the Chamber.
 - Gather and maintain fresh economic data.
10. Solicit and contract with new on-call consultants and solicit bench of qualified brokers.
11. Improve cost recovery process (provide metric for cost recovery).
12. Lunch and learns/Broker Breakfasts/Town halls: business retention and expansion programs; pro forma analysis; and other topics as needed.
13. Work toward a more digital workplace (less printing, copying, storing paper files).
14. Continue implementing LRPMP and Housing Investment Plan (HIP).



Organizational Chart

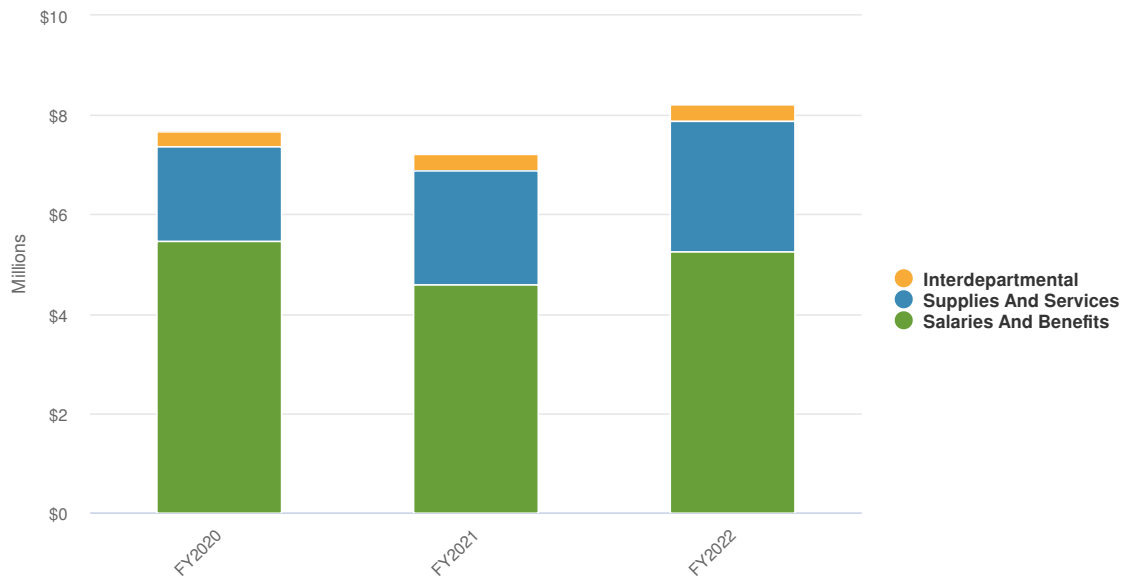


Expenditures Summary

\$8,227,651 **\$1,021,827**
(14.18% vs. prior year)

Expenditures by Expense Type

FY2022 Adopted Budget vs. Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$5,461,642	\$4,577,900	\$4,577,900	\$5,264,926	15%
Supplies And Services	\$1,910,924	\$2,300,408	\$4,641,331	\$2,635,208	14.6%
Capital Outlay	\$0	\$0	\$60,000	\$0	0%
Interdepartmental	\$296,763	\$327,516	\$327,516	\$327,516	0%
Total Expense Objects:	\$7,669,328	\$7,205,824	\$9,606,747	\$8,227,651	14.2%

ECD	Job Code	Position Title	2020-21		2021-22		Change of 2021-22 from 2020-21
			Actual	Status	Plan		
Full Time	N140	Director of ECD	1.00	Filled	1.00	0.00	
Full Time	M145	ECD Deputy Dir/ Manager of ECD & Housing	1.00	Filled	1.00	0.00	
Full Time	M125	Associate Planner	2.00	Filled	2.00	0.00	
Full Time	M210	Chief Building Official	1.00	Filled	1.00	0.00	
Full Time	M155	Chief Planner	1.00	Filled	1.00	0.00	
Full Time	M185	Economic Development Coordinator	3.00	Filled	3.00	0.00	
Full Time	M725	Community Development Coordinator	1.00	Filled	1.00	0.00	
Full Time	M215	Assistant Building Official	1.00	Filled	1.00	0.00	
Full Time	M590	Principal Planner	1.00	Filled	2.00	1.00	
Full Time	M335	Senior Planner	2.00	Filled	1.00	-1.00	
Full Time	M335	Senior Planner	1.00	Vacant	1.00	0.00	
Full Time	M570	Management Analyst I	1.00	Filled	0.00	-1.00	
Full Time	M560	Management Analyst II	1.00	Filled	2.00	1.00	
Full Time	M560	Management Analyst II	1.00	Frozen	1.00	0.00	
Full Time	A462	Planning Technician	1.00	Filled	1.00	0.00	
Full Time	A700	Senior Permit Technician	1.00	Filled	1.00	0.00	
Full Time	A460	Permit Technician	1.00	Filled	1.00	0.00	
Full Time	A400	Senior Building Inspector	2.00	Filled	2.00	0.00	
Full Time	A135	Building Inspector	3.00	Filled	3.00	0.00	
Full Time	O315	Administrative Assistant I	2.00	Filled	2.00	0.00	
Full Time	O310	Administrative Assistant II	2.00	Filled	2.00	0.00	
SUBTOTAL Full Time			30.00		30.00	0.00	
Hourly	X280	Miscellaneous Hourly	0.00	Filled	1.00	1.00	
Hourly	X280	Miscellaneous Hourly-Research Assistant	0.20	Frozen	0.20	0.00	
Hourly	X280	Miscellaneous Hourly-Rehab Specialist	0.20	Frozen	0.20	0.00	
SUBTOTAL Hourly			0.40		1.40	0.00	
TOTAL FTE- ECD			30.40		31.40	1.00	

FY 2021-22 Changes & Highlights:

Positions

- Upgraded 1.0 FTE Management Analyst I to Management Analyst II
- Upgraded 1.0 FTE Senior Planner to Principal Planner
- Increase 1.0 FTE Miscellaneous Hourly employee

Expenditures

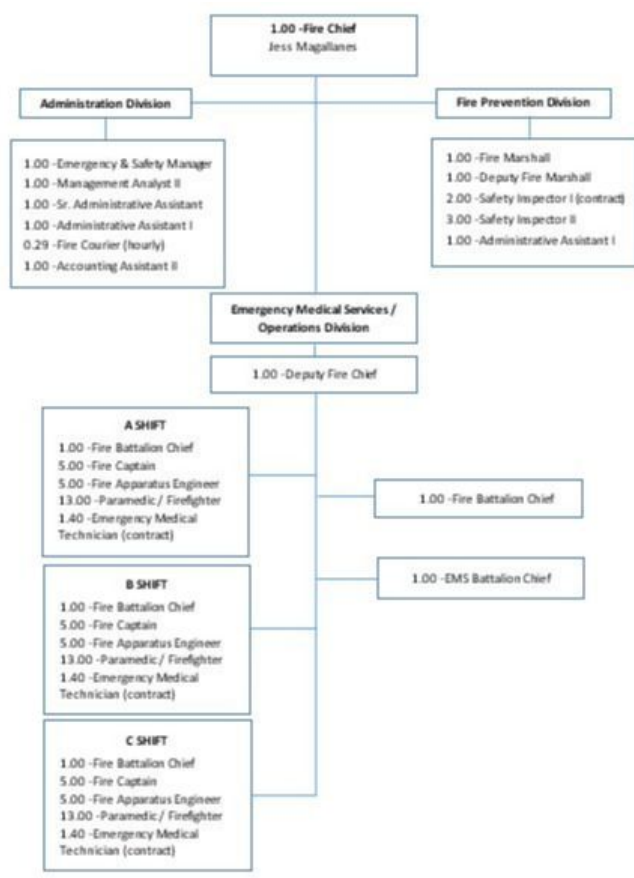
- \$294,800 for Year 1 Holiday lights (expansion to citywide, refurbishment of existing lights, production of new lights, installation and de-installation)
- \$40,000 Kitchell CEM for ongoing construction co-ordination and management services for public projects.
- **\$334,800 TOTAL**

Fire Department

Mission Statement: The South San Francisco Fire Department exists to protect people, property and the environment from the impacts of fire, medical emergencies, the release of hazardous materials and natural or human caused disasters. We will work to prevent injury and damage through education, fire prevention and fire/ life safety code enforcement.

The Department supports its mission to our community through:

Organizational Chart



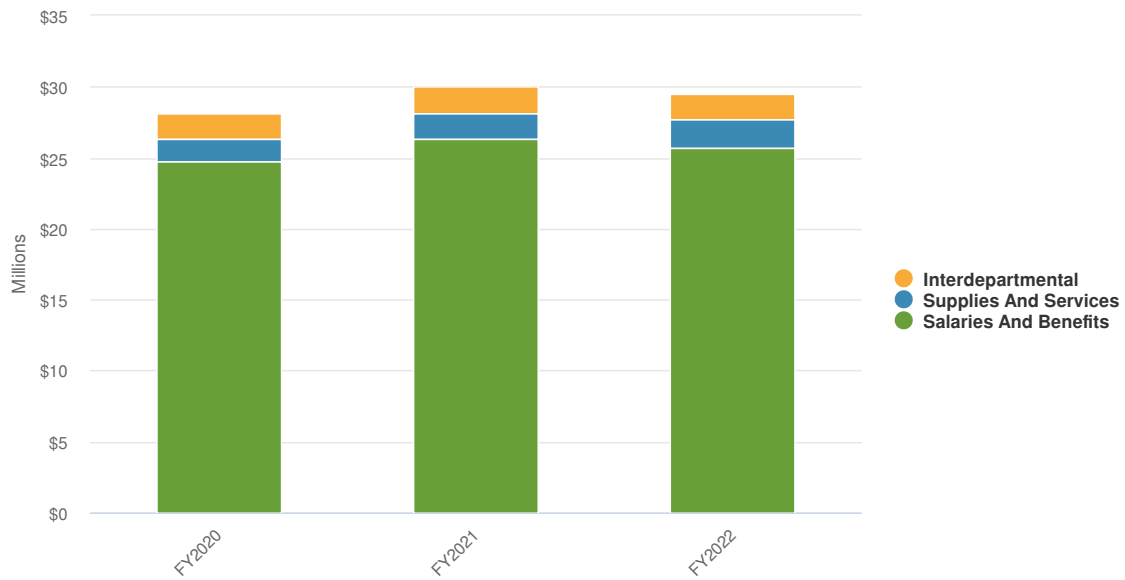
Expenditures Summary

\$29,508,065 - \$469,971
 (-1.57% vs. prior year)

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$24,772,075	\$26,370,512	\$26,567,762	\$25,703,062	-2.5%
Supplies And Services	\$1,516,152	\$1,741,947	\$2,577,151	\$2,007,758	15.3%
Interdepartmental	\$1,849,825	\$1,865,577	\$1,865,577	\$1,797,246	-3.7%
Total Expense Objects:	\$28,138,052	\$29,978,036	\$31,010,490	\$29,508,065	-1.6%

Position	Job Code	Position Title	2020-21		2021-22		Change of 2021-22 from 2020-21
			Actual	Status	Plan		
Full Time	N150	Fire Chief	1.00	Filled	1.00	0.00	
Full Time	M110	Deputy Fire Chief	1.00	Filled	1.00	0.00	
Full Time	M780	Emergency and Safety Manager	1.00	Filled	1.00	0.00	
Full Time	M560	Management Analyst II	1.00	Filled	1.00	0.00	
Full Time	M410	Fire Marshal	1.00	Filled	1.00	0.00	
Full Time		Deputy Fire Marshal	1.00	Frozen	1.00	0.00	
Full Time	M390	Fire Battalion Chief (56 Hours)	3.00	Filled	3.00	0.00	
Full Time	M205	Fire Battalion Chief (40 Hours)	2.00	Filled	2.00	0.00	
Full Time	B120	Fire Apparatus Engineer	15.00	Filled	15.00	0.00	
Full Time	B100	Fire Captain	15.00	Filled	15.00	0.00	
Full Time	B130	Paramedic Firefighter	38.00	Filled	38.00	0.00	
Full Time	B130	Paramedic Firefighter	1.00	Vacant	1.00	0.00	
Full Time	B195	Safety Inspector II	3.00	Filled	3.00	0.00	
Full Time	O315	Administrative Assistant I	1.00	Filled	2.00	1.00	
Full Time	O340	Sr Administrative Assistant	1.00	Frozen	1.00	0.00	
Full Time	A225	Accounting Assistant II	1.00	Filled	1.00	0.00	
Full Time	A295	Office Specialist	1.00	Filled	0.00	-1.00	
SUBTOTAL Full Time			87.00		87.00	0.00	
FT Contract	X181	Safety Inspector	2.00	Filled	2.00	0.00	
FT Contract	X281	Emergency Medical Technician	4.20	Filled	4.20	0.00	
SUBTOTAL FT Contract			6.20		6.20	0.00	
Hourly	X540	Fire Courier	0.48	Filled	0.29	-0.19	
SUBTOTAL Hourly			0.48		0.29	-0.19	
Total FTE – Fire			93.68		93.49	-0.19	

FY 2021-22 Changes & Highlights:

Positions:

- Decrease 0.19 FTE Fire Courier (Hourly)
- Office Specialist position upgraded to Administrative Assistant I position

Expenditures:

- \$150,000 Quality Assurance Fee (SB 523) for MediCal ambulance transports
- \$133,000 to purchase seven Lucas cardiac arrest compression devices
- \$64,000 contribution to San Mateo County Public Safety Communications (HazMat/OES)
- \$42,000 to purchase six mobile tablets for use with the new County Computer Automated Dispatching (CAD) system
- \$17,000 to purchase two Bullard T3X thermal imaging cameras
- \$15,000 for ongoing staff and certified State Fire training fees
- \$10,000 for miscellaneous fixture improvements at various fire stations
- **\$431,000 TOTAL**

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 ethical 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:

- Citizen's Academy program, presented since 1998
- Community Academy program in Spanish, presented since 2000
- Youth Academy program for children, 10 to 14, presented since 2015
- Gatepath Academy program, presented since 2017
- Established Summer Youth Academy-2018
- Providing more than 40 community outreach 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
- Juvenile diversion through participation in Neighborhood Enhancement Action Team (Project NEAT)
- High school juniors and seniors participated in the Every 15 Minutes DUI education program
- Police Explorer program designed to encourage teenagers and young adults to actively participate in the police department and give back to their community
- National Night Out program to allow community members to interact with police officers

Accomplishment / Initiative Highlights in Fiscal Years 2020-2021:

- Neighborhood Response Team (Sergeant / Corporal / 2 Officers)
 - Continued mission – enforcement, intelligence, community relationship building
- Downtown Bike Patrol (2 Officers)
 - Continued mission – addressing quality of life issues in the Downtown area
 - Worked extensively with the Homeless Outreach Team to assist transient / less-fortunate individuals to find housing and obtain social services
- Awards received:
 - Officer Adam Kerrigan - Valor Award (Administered CPR to save citizen)
 - Corporal Matt O'Connor - Service Award ("Beat the Heat" fundraiser)
- Office of Traffic Safety traffic and DUI enforcement grants. The grant for the 2020-2021 year was \$112,000. This is the 12th year of the OTS grant partnership – we have received \$1,451,806 to date.
- Completed Crisis Intervention Training for the majority of sworn Department personnel
- Continued seamless law enforcement operations through Covid-19 pandemic, to include assisting with numerous food distribution projects, fulfilling mandated training through remote learning, and expansion of on-line reporting.

Objectives For Fiscal Years 2021-2022:

- Maintain staffing levels and retain high quality employees
- Complete construction and facilitate moving into the new Police Operations Center
- Continue partnership with the Drug Enforcement Agency (DEA) Task Force
- Initial implementation of Racial and Identity Profiling Act requirements per CA AB953
- Initial implementation of Community Wellness and Crisis Response Team

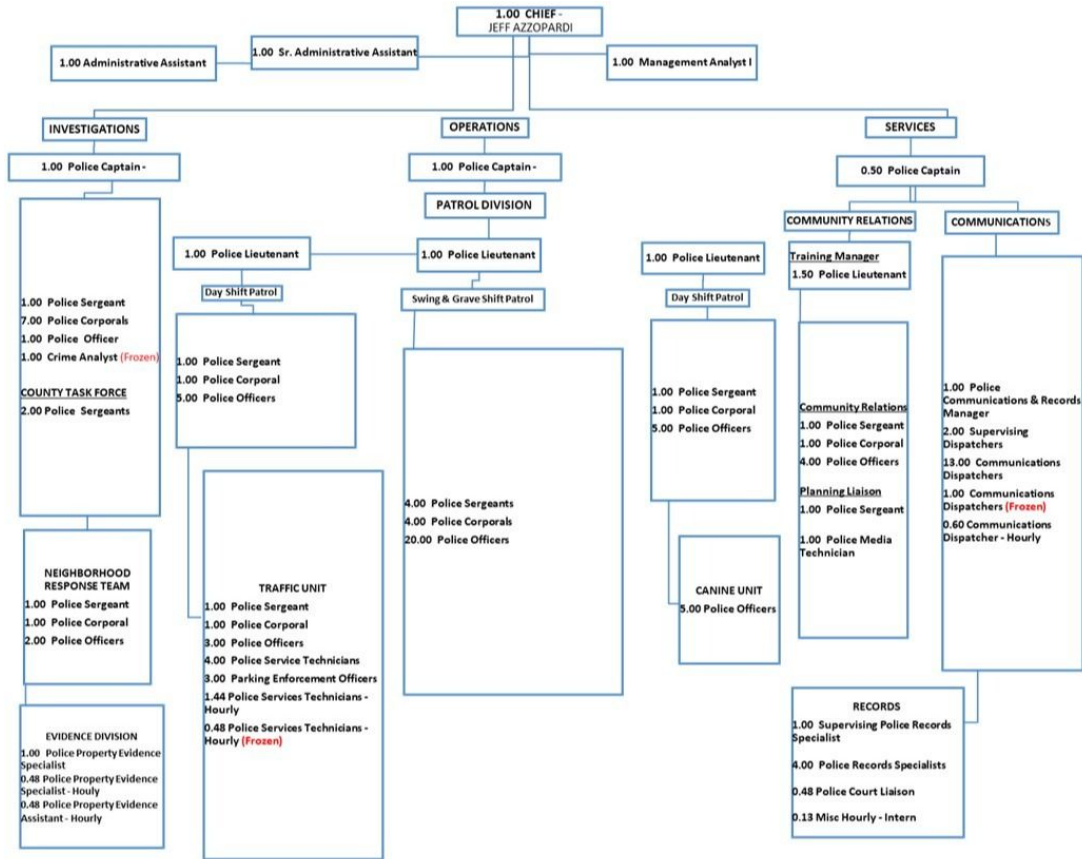


- Administer the Alcohol Beverage Control (ABC) grant

Budget Highlights For Fiscal Year 2021-2022:

- Department body-camera replacement purchase valued at \$242,238
- Implement hardware / software requirements for Racial and Identity Profiling Act reporting
- Utilize DOJ asset-seizure funds to source furniture, fixtures and electronics for new Police Operations Center
- Develop emergency contingency dispatch program with San Mateo County Public Safety Communications

Organizational Chart



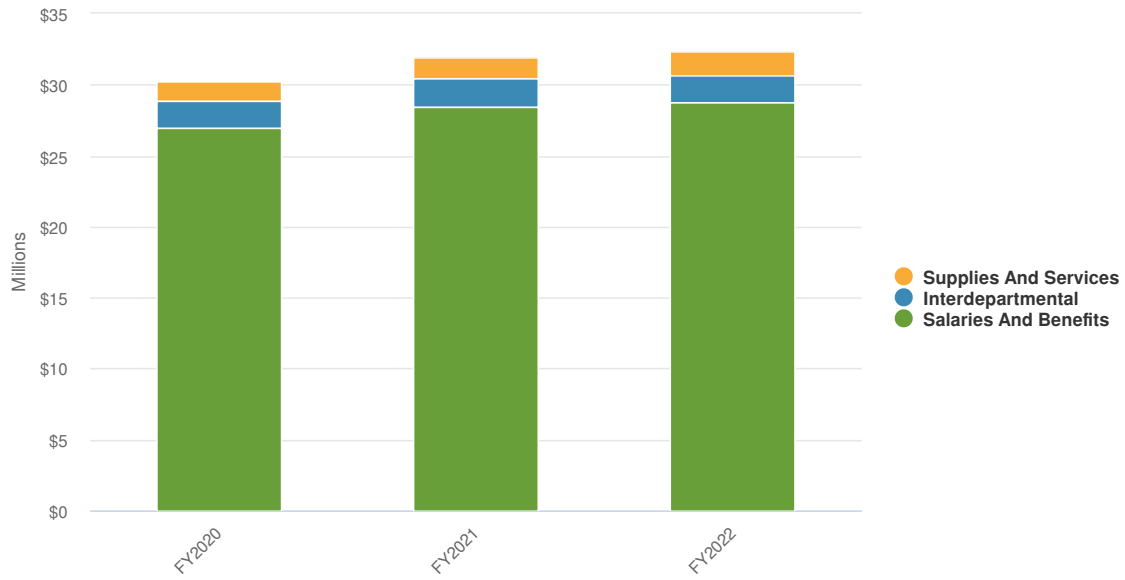
Expenditures Summary

\$32,386,774
\$504,283
 (1.58% vs. prior year)

Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$26,974,827	\$28,475,130	\$28,575,330	\$28,724,489	0.9%
Supplies And Services	\$1,323,975	\$1,436,707	\$1,474,257	\$1,691,631	17.7%
Interdepartmental	\$1,891,261	\$1,970,653	\$1,970,653	\$1,970,653	0%
Total Expense Objects:	\$30,190,064	\$31,882,490	\$32,020,240	\$32,386,774	1.6%

Position	Job Code	Position Title	2020-21 Actual	Status	2021-22 Plan	Change of 2021-22 from 2020-21
Full Time	N155	Police Chief	1.00	Filled	1.00	0.00
Full Time	M280	Police Captain	3.00	Filled	2.50	-0.50
Full Time	M275	Police Lieutenant	4.00	Filled	4.50	0.50
Full Time	C165	Police Sergeant	13.00	Filled	13.00	0.00
Full Time	C100	Police Corporal	16.00	Filled	16.00	0.00
Full Time	C115	Police Officer	44.00	Filled	44.00	0.00
Full Time	C115	Police Officer	2.00	Vacant	2.00	0.00
Full Time	M285	Police Records & Comm. Manager	1.00	Vacant	1.00	0.00
Full Time	C200	Supervising Police Records Specialist	1.00	Filled	1.00	0.00
Full Time	C110	Police Property/ Evidence Specialist	1.00	Filled	1.00	0.00
Full Time	C105	Police Records Specialist	4.00	Filled	4.00	0.00
Full Time	C210	Crime Analyst	1.00	Frozen	1.00	0.00
Full Time	A365	Supervising Dispatcher	2.00	Filled	2.00	0.00
Full Time	A150	Communications Dispatcher	13.00	Filled	13.00	0.00
Full Time	A150	Communications Dispatcher	1.00	Frozen	1.00	0.00
Full Time	C175	Parking Enforcement Officer	2.00	Filled	2.00	0.00
Full Time	C175	Parking Enforcement Officer	1.00	Vacant	1.00	0.00
Full Time	C220	Police Media Technician	1.00	Filled	1.00	0.00
Full Time	X125	Police Service Technician	4.00	Filled	4.00	0.00
Full Time	O340	Senior Administrative Assistant	1.00	Filled	1.00	0.00
Full Time	M570	Management Analyst I	1.00	Filled	1.00	0.00
Full Time	O315	Administrative Assistant I	1.00	Filled	1.00	0.00
SUBTOTAL Full Time			118.00		118.00	0.00
PT Regular	X445	Communications Dispatcher	0.60	Filled	0.60	0.00
SUBTOTAL PT Regular			0.60		0.60	0.00
Hourly	X280	Miscellaneous Hourly	0.13	Filled	0.13	0.00
Hourly	X125	Police Service Technician	1.52	Filled	1.44	-0.08
Hourly	X125	Police Service Technician	0.48	Frozen	0.48	0.00
Hourly	X190	Police Property/ Evidence Assistant	0.48	Filled	0.96	0.48
Hourly	X193	Police Court Liaison	0.48	Filled	0.48	0.00
Hourly	X325	Police Reserve Officer	1.31	Vacant	0.00	-1.31
SUBTOTAL Hourly			4.40		3.49	-0.91
TOTAL FTE - Police			123.00		122.09	-0.91

FY 2021-22 Changes & Highlights:

Positions:

- Decrease 0.50 FTE Police Capitan
- Increase 0.50 FTE Police Lieutenant
- Decrease 0.08 FTE Police Service Technician (Hourly)
- Increase 0.48 FTE Police Property/Evidence Assistant (Hourly)
- Decrease 1.31 FTE Police Reserve Officer

Expenditures:

- \$242,238 Police Body Cameras Replacement Cycle
- \$74,836 Racial and Identity Profiling Act (RIPA)
- \$44,850 Restore Police Department Training Budget that was reduced in FY 2021
- **\$361,924 TOTAL**



Public Works

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

Accomplishment Highlights in Fiscal Year 2020-21:

Engineering Division – FY 2020-21 Accomplishments

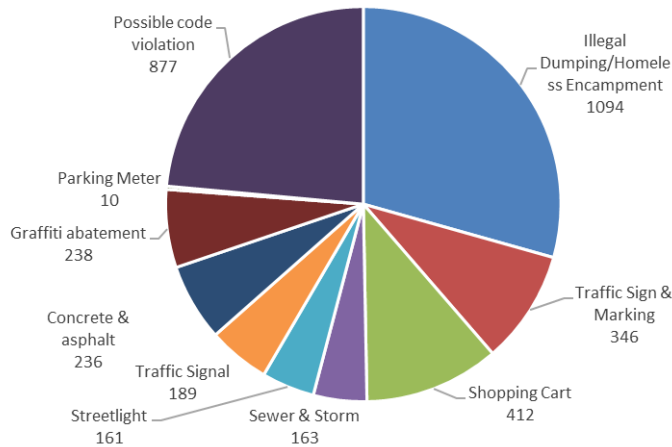
- Completed installation of 4.2 miles Class II and III bicycle lanes as part of the Bike Lane Gap Closure Project (tr1903 & tr1907).
- Completed installation of three new monument signs throughout the gateways of the City (pk1701).
- Completed installation of median improvements along El Camino Real between Noor Ave and Spruce Ave (st1805).
- Entered on-call contracts with 79 consultants for Architectural, Engineering and Other Professional Services.
- Held a virtual community meeting to discuss the improvements along the El Camino Real Corridor.
- Completed Pavement Rehabilitation of 20,778 square yards of arterial and collector streets.
- Completed Street Surface Seal Pavement Maintenance of 351,046 squared yards of arterial, collector and residential streets.
- Completed Replacement of 60 non-ADA-compliant curb ramps with ADA compliant curb ramps.
- Completed installation of 19 speed humps on residential streets and 4 Speed Feedback Signs on residential streets to improve traffic calming.
- Completed installation of two sets of Rectangular Rapid Flashing Beacon at crosswalks located nearby schools.
- Entered on-call contracts with two consultants for Land Development Engineering.
- Recorded three outside Service Agreements for future unincorporated property annexations.
- Completed installation of city's first protected bikeway as part of North Access Public Access Improvement (st1806).
- Completed the North Access Road Public Improvement Project (st1806).
- Received the AWP Project of the Year Award for North Access Road Public Improvement Project (st1806).
- Complete overhaul of Engineering permit forms.
- Complete overhaul of Engineering Standard Details.
- Entered Cost-Sharing Agreement for Water Quality Control Plant Sea Level Rise Project with US Army Corps of Engineers (ss1802).
- Adopted Citywide Transportation Impact Fee.
- Completed remodel of Fire Station 64 Dormitory and bathrooms to include better equipment storage, increase the number of beds in the dormitory, improve privacy and allow for gender-specific accommodations.
- Completed the design of the Orange Memorial Park Stormwater Capture Project (SD1801)
- Completed the design of the SSF Smart Corridors Expansion Project (TR2002)
- Awarded C/CAG's TFCA grant to install new traffic signal detection equipment with the ability to detect bicyclists.
- Successfully negotiated the City's first bill of sale agreement through the City's Dig Once Policy to install 11 miles of underground conduit for future use, which will enable the City to more easily and cheaply install fiber by threading it through existing conduits to build out the City's network and expand Wi-Fi access citywide.
- Began installation of an automated traffic signal performance measures (ATSPM) system with funding provided by MTC through the IDEA grant

Maintenance Division – FY 2020-21 Accomplishments

- Completed evaluation and implementation of city's street sweeping schedule to improve efficiency and performance.
- Awarded grant funding from SMC Transportation Authority for operations of Free South City Shuttle until June 30, 2022 and have continued safe and successful operations.
- Launched new and free app providing real-time data and location of Free South City Shuttle for its riders.
- Installation of 10 BigBelly smart and solar waste and recycling units in the downtown area to streamline operations and collection efficiencies, maintain city's sustainable practices and reduce carbon footprint.
- Inspected city-owned storm drain inlets and verified inlet markings were legibly labeled with an appropriate pollution prevention message, in compliance with the City's Municipal Regional Permit. Installed 1,040 new "Flows to Bay" medallions.
- Inspected and serviced 132 laterals.
- Adjusted maintenance staff to increase the level of service to meet downtown's needs
- Implement use of battery-packed leaf blowers to decrease greenhouse emissions.
- Flushed 264,874 linear feet (50.17 miles) of sanitary sewer main for blockage prevention.
- Removed and replaced 47 tons of asphalt
- Filled 103 potholes
- Collected over 1,300 cubic yards of debris from street sweepers



- Completed 22 Traffic Advisory Committee requests
- Installed 11 outdoor dining sites along Grand Avenue and Linden Avenue
- Assisted in five city food drives - staff was responsible for setting up/removing traffic control devices. Unloading of food and assisted with distribution.
- Addressed 4,102 requests for service from the public (see breakdown below).



Water Quality Control Plant (WQCP) Division – FY 2020-21 Accomplishments

- Achieved all compliance regulations set forth by our National Pollutant Discharge Elimination System (NPDES) and pretreatment programs, in specific, compliance with the Clean Water Act (CWA).
- Achieved construction completion goal of 50% of the 49-million-dollars capital improvement Wet Weather-Digesters Project to enhance and improve its conservation, recovery, and energy infrastructure as well as increased capacity and facilities to meet NPDES permit regulations. This project includes upgrades and new construction of the following.
 - Secondary Clarifier No. 4
 - Modification to the Mixed Liquor Channel
 - Modification to Aeration Basins No. 5 through No. 9
 - Storm Water Pump Station No. 4 and No. 5
 - Replacement of Digester No. 1
 - Demolition of Digester No. 2
 - Modifications to Digester No. 3
 - Modifications to Digester Controls Building No. 1 and No. 2
 - Addition of Recuperating Thickening System
 - Digester No. 1 Sludge Transfer Sump
 - Digester Draining Pump Station
 - Digester Gas Conditioning System
 - Modification of Air Floatation Thickener Equipment Building
- Achieved construction completion goal of 99% of the 2-million-dollar capital improvement investment project to replace and enhance the Sodium Hypochlorite Facility. This project includes upgrades and new construction of the following.
 - Replacement of three Sodium Hypochlorite storage tanks
 - Replacement of various metering pumps
 - Installation of new plastic process piping
 - Installation of new heated safety eyewash stations to meet disinfection regulations with our National Pollutant Discharge Elimination System (NPDES)
- Achieved construction completion goal of 99% of the 3.5-million-dollar capital improvement to replace and upgrade the WQCP Switchgear & Cogeneration Controls. This project includes upgrades of the following:
 - New Main Power Service
 - Replacements for Motor Control Center B
 - Replacement of Switchboard K-2
 - Upgrades to Switchboard K
 - Creation of electrical Interconnection of MCC-S with MCC-S1
 - Installation of a new power meter network for Switchboard

- Achieved construction completion goal of 75% of the 6.4-million-dollar capital improvement to upgrade Sanitary Sewer Pump Station No. 2. This project includes upgrades of the following:
 - Replacing two existing 20 HP pumps with three 25 HP submersible pumps
 - Upsizing pump motors and replacing the motor control center
 - Adding new programmable logic controllers with auto-dialers and a telemetry connection to the City's Supervisor Control and Data Acquisition (SCADA) control system
 - Installing new variable frequency drives
 - Relocating and enlarging the wet well
 - Installing a new standby generator outdoors to replace the existing, outdated indoor unit.
- Achieved construction completion goal of 99% to upgrade Sanitary Sewer Pump Station No. 1 in partnership with Garney Construction. This project includes upgrades of the following:
 - Completely a brand-new station including wet well, pumps, force main, and standby generator.
 - Added programmable logic controllers with auto-dialers and a telemetry connection to the City's Supervisor Control and Data Acquisition (SCADA) control system
 - Installed variable frequency drives
- Achieved construction completion goal of 25% of the 7.8-million-dollar capital improvement to provide Plant-Wide Coating and Corrosion Protection. This project includes upgrades of the following:
 - Provide re-coating and corrosion protection to over 1,000 individual components, including structural supports, equipment, electrical boards and wiring, pumps, pipes, valves, and vaults in 46 buildings/process units and 13 pump stations.
 - The purpose of this project is to prolong the useful life of the WQCP's system components, meet service expectations and regulatory requirements, and safeguard the system's safety and reliability.
- Continued to revise the Facilities Master Plan to create and complete a capital improvement project to upgrade the Dewatering and Biosolids Facility, create of a Food Waste and Fats, Oils, and Grease receiving station, and replace the Cogeneration Engine with a larger, more efficient unit to meet the goal of 100% energy neutrality by 2025. This goal will save the WQCP approximately \$960,000 a year in electricity costs; reduce Biosolids sludge hauling costs from approximately 1-million dollars-per-year to \$300,000, and meet Senate Bill 1383 regulations to reduce organic loadings to landfills.
- Explored partnerships with South Bayside Waste Management Authority and South San Francisco Scavenger companies to trial and receive food waste onsite to reduce organic loadings to landfills while creating a more sustainable methane fuel to power the WQCP's Cogeneration to reduce electricity demand costs and dependence on PG&E electricity.
- Continued to develop and upgrade an online Operations and Maintenance Manual for all staff to utilize to more efficiently access information to diagnose and troubleshoot WQCP plant and station equipment.
- Refurbished of all Sanitary Sewer pump station sewer grinder systems.
- Performed preventative maintenance and refurbishment of all Influent, Effluent, and pump stations sewage pumps.
- Calibrated and adjust all WQCP and Sanitary Sewer pump stations flow meters to meet NPDES permit requirements.
- Continued Bayworks Partnership for Training and Resource Exchange Program.
- Continued Community Outreach efforts with WQCP plant tours, at the City's Farmers Market and annual Citizens Academy.
- Continued wastewater, safety, and career development training for division staff.

FY 2021-22 Public Works Objectives

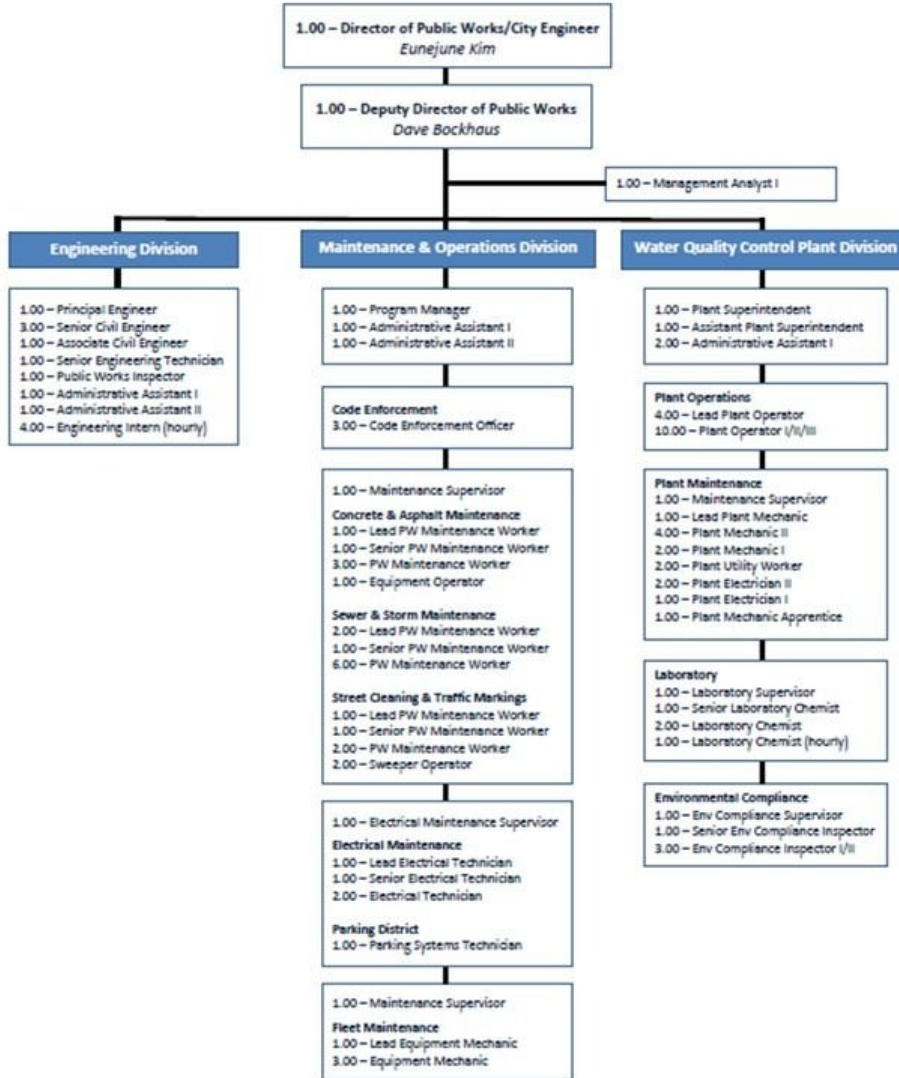
- Begin construction of Orange Memorial Park Storm Water Capture Project.
- Begin construction of the West Orange Ave and Hillside Blvd Pedestrian Crossing Enhancements Project (tr2001).
- Begin construction of the Oyster Point Blvd and East Grand Ave Corridor Improvements Project (tr1602).
- Begin construction of the Caltrain Access & Bay Trail Gap Closure Project (st2003).
- Begin construction of the Grand Ave and Airport Blvd Streetscape Improvement Project (st1801).
- Complete the study of the Local Road Safety Plan (tr2103).
- Continue to improve the City's signal infrastructure through adaptive traffic signals control system and improved technologies.
- Continue city's Pavement Management Program to rehabilitate city streets.
- Complete Caltrain Station Enhancement (st1603).
- Complete South Airport Belle Aire Public Access Improvement (st2004).
- Complete Sewer Master Plan (ss1801).
- Complete evaluation and implementation of city's street sweeping schedule to improve efficiency and performance.
- Begin purchasing of EV passenger vehicles in support of city and county's zero emission guidelines and goals.
- Increase public outreach efforts of Free South City Shuttle service to SSF community.



- Adopt SB 1383 Organics Recycling ordinance to achieve reductions in the statewide emissions of short-lived climate pollutants.
- Strive to proactively address community preservation issues through the code enforcement process by:
 - Improving system to help regulate short-term rentals in SSF
 - Working diligently with ECD to develop effective process when addressing unpermitted construction cases
 - Continuing building positive relationships with residents in the SSF community
- Continue application of safety practices in all department operations and maintaining low injury occurrences.
- Continue adoption of technology in city vehicles to improve efficiencies.
- Propose implementation of Point of Sale Sewer Lateral Ordinance.
- Continue design of South Linden Avenue Grade Separation Project with San Bruno.
- Propose a Citywide Transportation Impact Fee.
- Continue meeting all compliance regulations set forth by our National Pollutant Discharge Elimination System (NPDES) and pretreatment programs, in specific, compliance with the Clean Water Act (CWA).
 - Continue to develop and upgrade an online Operations and Maintenance Manual for all staff to utilize to more efficiently access information to diagnose and troubleshoot WQCP plant and station equipment.



Organizational Chart

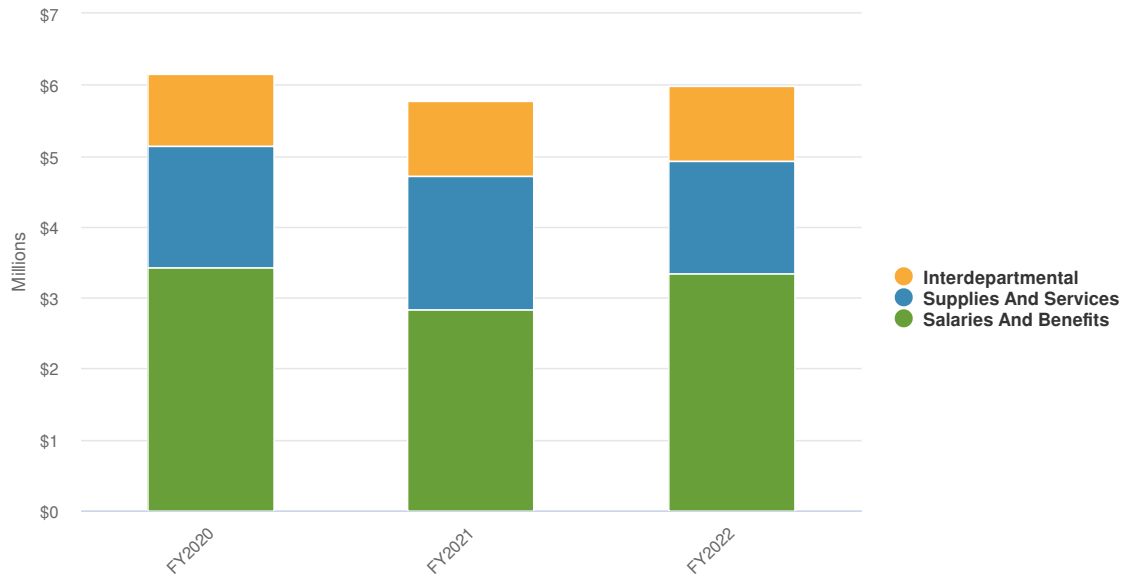


Expenditures Summary

\$5,978,429 **\$204,366**
 (3.54% vs. prior year)

Expenditures by Expense Type

FY2022 Adopted Budgeted vs. Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$3,431,272	\$2,825,654	\$2,825,654	\$3,339,119	18.2%
Supplies And Services	\$1,705,428	\$1,888,426	\$2,050,049	\$1,579,326	-16.4%
Interdepartmental	\$1,019,505	\$1,059,984	\$1,059,984	\$1,059,984	0%
Total Expense Objects:	\$6,156,204	\$5,774,064	\$5,935,686	\$5,978,429	3.5%

Position	Job Code	Position Title	2020-21		2021-22 Plan	Change of 2021-22 from 2020-21
			Actual	Status		
Full Time	N160	Director of Public Works/City Eng	1.00	Filled	1.00	0.00
Full Time	M820	Deputy Public Works Director	1.00	Filled	1.00	0.00
Full Time	M760	Engineer- Principal	1.00	Filled	1.00	0.00
Full Time	M340	Engineer- Senior	3.00	Filled	3.00	0.00
Full Time	M115	Engineer- Associate	1.00	Filled	1.00	0.00
Full Time	A168	Engineering Technician- Senior	1.00	Filled	1.00	0.00
Full Time	M750	Program Manager	1.00	Filled	1.00	0.00
Full Time	M570	Management Analyst I	0.00	Frozen*	1.00	1.00
Full Time	M560	Management Analyst II	1.00	Frozen	0.00	-1.00
Full Time	A500	Electrical Technician- Senior	1.00	Filled	1.00	0.00
Full Time	A370	Sweeper Operator	1.00	Filled	1.00	0.00
Full Time	A370	Sweeper Operator	1.00	Vacant	1.00	0.00
Full Time	A200	Public Works Maintenance Worker - Lead	4.00	Filled	4.00	0.00
Full Time	A360	Public Works Maintenance Worker- Sr	3.00	Filled	3.00	0.00
Full Time	A275	Public Works Maintenance Worker	9.00	Filled	9.00	0.00
Full Time	A275	Public Works Maintenance Worker	1.00	Frozen	1.00	0.00
Full Time	A275	Public Works Maintenance Worker	1.00	Vacant	1.00	0.00
Full Time	A345	Equipment Mechanic – Lead	1.00	Vacant	1.00	0.00
Full Time	A335	Electrical Technician – Lead	1.00	Filled	1.00	0.00
Full Time	A160	Electrical Technician	1.00	Filled	1.00	0.00
Full Time	A160	Electrical Technician	1.00	Frozen	1.00	0.00
Full Time	M255	Maintenance Supervisor	2.00	Filled	2.00	0.00
Full Time	M835	Electrical Maintenance Supervisor	1.00	Filled	1.00	0.00
Full Time	A310	Public Works Inspector	1.00	Vacant	1.00	0.00
Full Time	A175	Equipment Operator	1.00	Frozen	1.00	0.00
Full Time	A170	Equipment Mechanic	3.00	Vacant	3.00	0.00
Full Time	M355	Plant Superintendent	1.00	Filled	1.00	0.00
Full Time	M465	Assistant Plant Superintendent	1.00	Filled	1.00	0.00
Full Time	M745	Plant Maintenance Supervisor	1.00	Filled	1.00	0.00
Full Time	M450	Environmental Compliance Supervisor	1.00	Filled	1.00	0.00
Full Time	M220	Laboratory Supervisor	1.00	Filled	1.00	0.00
Full Time	D190	Plant Operator – Lead	4.00	Filled	4.00	0.00
Full Time	D180	Plant Mechanic – Lead	1.00	Filled	1.00	0.00
Full Time	D170	Laboratory Chemist -Senior	1.00	Filled	1.00	0.00
Full Time	D160	Environmental Compliance Inspector- Sr	1.00	Filled	1.00	0.00
Full Time	D155	Environmental Compliance Inspector II	2.00	Filled	2.00	0.00
Full Time	D210	Environmental Compliance Inspector I	1.00	Filled	1.00	0.00
Full Time	D200	Plant Operator III	6.00	Filled	6.00	0.00
Full Time	D150	Plant Operator II	2.00	Filled	2.00	0.00
Full Time	D145	Plant Operator I	2.00	Filled	2.00	0.00
Full Time	D135	Plant Mechanic II	3.00	Filled	3.00	0.00
Full Time	D135	Plant Mechanic II	1.00	Vacant	1.00	0.00
Full Time	D130	Plant Mechanic I	2.00	Filled	2.00	0.00
Full Time	D140	Plant Electrician II	2.00	Filled	2.00	0.00
Full Time	D105	Plant Electrician I	1.00	Filled	1.00	0.00
Full Time	D125	Plant Utility Worker	1.00	Filled	1.00	0.00
Full Time	D125	Plant Utility Worker	1.00	Vacant	1.00	0.00
Full Time	D120	Laboratory Chemist	2.00	Filled	2.00	0.00
Full Time	D220	Plant Mechanic, Apprentice	1.00	Vacant	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	Filled	2.00	0.00
Full Time	O315	Administrative Assistant I	4.00	Filled	4.00	0.00
Full Time	A145	Code Enforcement Officer	2.00	Filled	2.00	0.00
Full Time	A145	Code Enforcement Officer	1.00	Vacant	1.00	0.00
Full Time	A245	Parking System Technician	1.00	Filled	1.00	0.00
SUBTOTAL Full Time			92.00		92.00	0.00
Hourly	X280	Miscellaneous Hourly (Interns)	0.00	Filled	1.85	1.85
Hourly	X545	Laboratory Chemist	0.50	Filled	0.50	0.00
SUBTOTAL Hourly			0.50		2.35	1.85
TOTAL - Public Works			92.50		94.35	1.85

* Marked as frozen but will be open to recruitment in exchange for freezing of future vacancy.

FY 2021-22 Changes & Highlights:

Positions

- Downgrade 1.0 FTE Management Analyst II to Management Analyst I; position frozen but subject to recruitment in exchange for vacant position
- Unfreeze 1.0 Senior Electrical Technician filled through promotion
- 1.0 FTE Sweeper Operator will start recruitment around September 2021



- Increase 1.85 FTE Miscellaneous Hourly (Engineering Interns)

Expenditures

- \$50,000 for Grant Administration
 - \$120,000 Bi-annual Clean-up Days
 - **170,000 TOTAL**
-
- \$665,900 South City Shuttle Program for FY2021-22 reflected in Expenditures total



Library

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

The Department supports its mission to the City through:

- Instruction, assistance and access to informational, recreational and educational resources via the library's print, audio visual, electronic and local history collections
- Customer service-oriented and patron-centered programs and services
- Partnerships with local businesses, agencies, schools and residents, working together to meet the needs of our community
- Promotion of literacy and lifelong learning through educational programs, classes, reference services and collections
- Promotion of school success, youth development and the joy of reading
- Bridging the digital divide by providing access to STEM equipment, tools, techniques and learning opportunities

Accomplishment Highlights in Fiscal Year 2020-21:

- **Modification of core library services** to comply with State and County pandemic restrictions, including Curbside Service, Books by mail, reference and Tech Drop In by phone.
- **Community Learning Center Computer Lab**, which first opened in May 2020, completed 283 appointments between July and December. Participants filed unemployment insurance claims, looked for jobs, printed supporting documents for financial assistance applications, emailed to medical/ social services, and learned how to navigate Distance Learning.
- **Programming continued virtually** with storytimes and computer classes held regularly on Facebook Live and Zoom.
- Completed over 8,000 **curbside** appointments and **mail delivery** requests.
- The Main Library served as a **29-day Vote Center**, welcoming nearly 3,000 people to participate in the democratic process.
- A **Voter Engagement** team, funded by a County grant, performed outreach in South San Francisco, achieving an increase in voter turnout of more than six percent, higher than that State and County averages.
- Library personnel staffed the City's **Census Outreach** team, achieving a response rate of 79.9%.
- Contacted more than 3,000 residents aged 55 and over by phone and countless others online to **provide critical information on COVID-19**, part of a Countywide grant-funded outreach project.
- Implemented and expanded **in-person learning hub** at the Community Learning Center to support 40 students through the SSFUSD's Distance Learning model.
- Led the **San Mateo 101 Express Lanes Equity Study Community Partner Program**, gathering input from residents on transportation needs.
- **New library and recreation center** progress: Completed design development phase and began construction phase.
- Celebrated the **history of South San Francisco's City Hall** with a commemorative video, while also engaging the children with a "Build your own future City Hall" project and musical birthday party.
- Implemented the Bringing the Library to You California Initiative/ Out-of-School Time grant by offering a **Teen Volunteer and Career Workshop** as well as trainings on Mental Health and Social Emotional Learning for the Library, Parks and Recreation, Boys and Girls Clubs of North San Mateo County, and other partners from the SSF Community Collaborative for Children's Success.
- Completed an ongoing **"Book to Action" program series for caregivers**, with seminars on self-care, stress management, Alzheimer's, and more.
- Checked out **Memory Kits** to aid caregivers and families in providing mental stimulation to members experiencing dementia or Alzheimer's, funded by a State Library grant.
- **Strengthened Wi-Fi coverage at Main Library** to extend throughout parking lot, providing access to the internet that was lost with the public closure of library buildings.
- The Library's Annual **Summer Learning Challenge** was made virtual, with dozens of activities, books, and craft kits made available to kids and families for at-home participation. More than 2,000 children participated in this new online format.
- Partnered with South San Francisco Unified School District (SSFUSD) and San Mateo County Library (SMCL) in supporting the **Big Lift Inspiring Summers (BLIS)** program and embedding a library staff member as a Coach in the Spruce Elementary School BLIS site.
- **Adapted Family Literacy Services** in-person model to remote workshop delivery by training low income/ literacy families to use video conference tool and by delivering literacy materials. 229 touchpoints/ average of 23 families participated in workshop series where staff modeled read-aloud techniques for children and guests shared community resources.



- **Distributed 2,000 activity kits to families** through a partnership with the school district's meal distribution sites.
- **Curated distance-learning resources** through the website and social media to help families with educating their children at home.
- **Established new readers' advisory services** for adults (ReadThis!) and kids (Read This!, Jr.) with personalized book recommendations from librarians.
- **Launched new virtual clubs for youth and adults**, including Girls Who Code, Choose Your Own Adventure, First Chapter Book Club, and Cookbook Club.
- **Added more digital content** by acquiring new e-books, using a State Library grant.

Objectives for Fiscal Year 2021-22:

*indicates a City-wide initiative

- **Partnerships**

Grow volunteerism at the library through partnerships with local community groups.

- **Big Lift Inspiring Summers**

Continue supporting the BLIS, summer learning partnership, with SSFUSD and SMCL.

- **Citizens' Academy***

Plan for and participate in this year's anticipated Citizen's Academy.

- **City Hall Centennial-plus-one***

Participate in the planning of this fall's anticipated City Hall Centennial-plus-one celebration.

- **Collections RFP**

Finalize and publish a Request for Proposal for collection services, bringing recommendation for award(s) of contract to City Council.

- **Digital collections upgrade**

Pending budget approval, implement a digital collections upgrade to expand access to online books, magazines, television and film for South San Francisco residents.

- **Disaster response training***

Participate in the anticipated City disaster response training and incorporate lessons learned within the department.

- **Distance support for in-person library services**

Implement a mobile checkout application for contactless item checkout as well as chat and screen sharing services for support of in-library computer use

- **Employee wellness and recognition committee***

Participate in the anticipated citywide effort and incorporate committee work within the department.

- **Farmer's Market relocated to downtown***

Participate in weekend events at the Farmer's Market by providing programming and collections on site.

- **History brochure***

Participate in the planned City effort to produce a local history brochure.

- **Literacy Services in-person services**

Continue implementing our plan for safe and effective reopening of all Project Read and CLC in-person programs in order to increase services to the community while meeting department and grant goals.

- **Martin Elementary School centennial video**

Produce a short video on the history of Martin Elementary School as it celebrates 100 years of educating students.

- **New Library construction planning***

Participate in the planning of the construction of the new library and recreation center.

- **Onboarding and orientation of city employees***

Participate in this anticipated City initiative and incorporate committee work back at the department.

- **Poetry engagement**

In partnership with Youth Advisory Council, develop a program or series of programs highlighting the work of poets of South San Francisco.

- **Recovery of library in-person services***

Re-establish in-person browsing of collections at Main and Grand Avenue libraries.

- **Safety recognition program***

Participate in the anticipated safety recognition program as needed.



- **Social media growth***

Grow social media audiences through additional staff training and development on the use of social media.

- **Student Success Initiative**

Continue to partner with the school district to issue new library cards to groups of elementary school students.

- **SSF Commission on Racial and Social Equity***

Participate in the work of the City commission as needed while implementing related projects at the department, including an audit of the book collections.

- **SSF Gives fundraising campaign***

Continue fundraising for the New Library and Parks and Recreation Center construction, programs, and equipment through the SSF Gives capital campaign.

- **Summer Jobs Program for Youth***

Establish a position at the library for one of the participants of this City program.

- **Summer internships***

Establish positions at the library for several participants of this City program.

- **Summer Learning Program**

Offer a robust summer learning program for the young readers of South San Francisco, relying on virtual gatherings and take-home activities.

- **Vaccine Outreach***

Pending additional funding, continue the work performed this year as part of the San Mateo County partnership to educate the residents of South San Francisco on vaccinations.

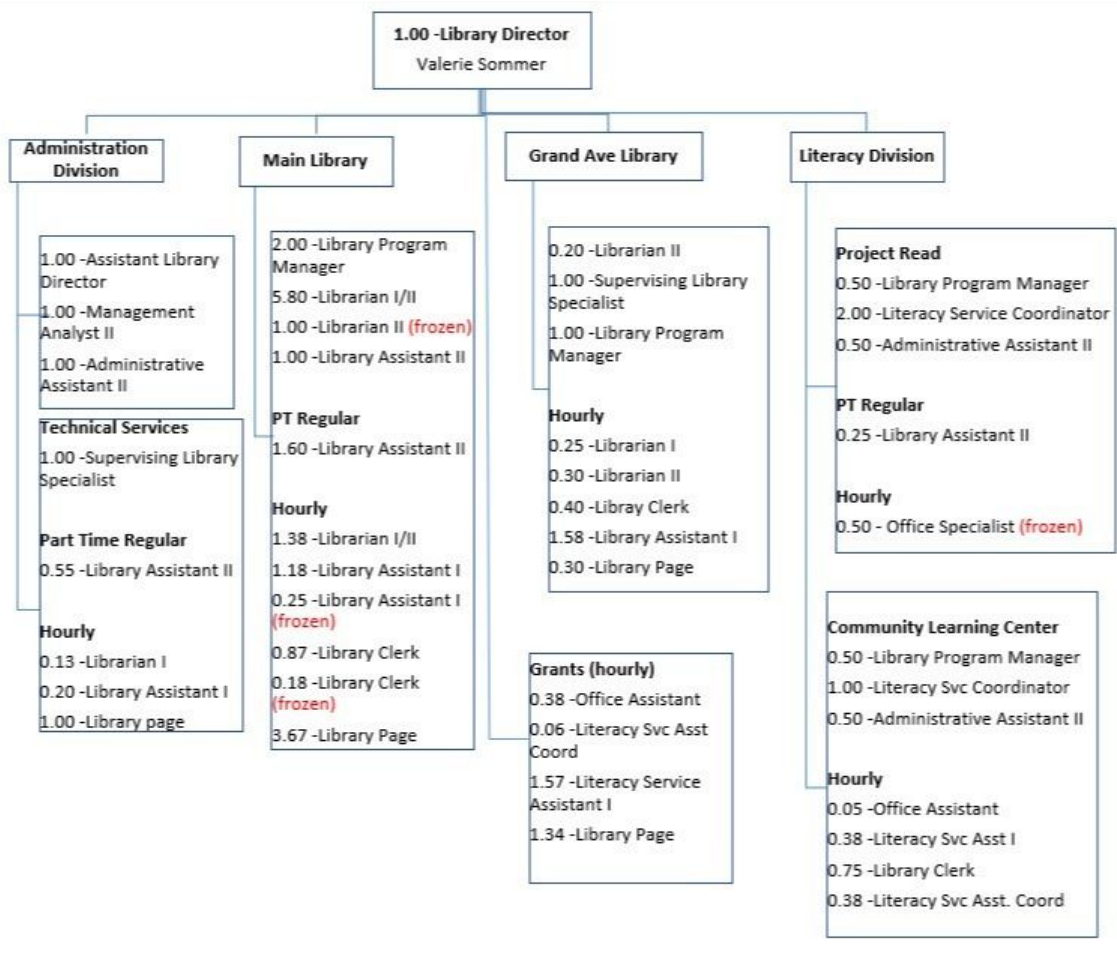
- **Volunteer Income Tax Assistance**

Serve 200 households of SSF and surrounding communities through Project Read's VITA grant site, which is partially supported through a grant from the United Way Bay Area.

Budget Highlights for Fiscal Year 2021-2022

- Expand in-library programs and services while maintaining popular virtual programs
- Continue to enhance digital collections and support patron accessibility and usage
- Support SSFUSD students by adapt CLC Learning Hub hours and activities in alignment with school schedules and curriculum
- Continue New Main Library, Parks and Recreation Center fundraising and promotion campaign; complete of FF&E selection for new facility

Organizational Chart

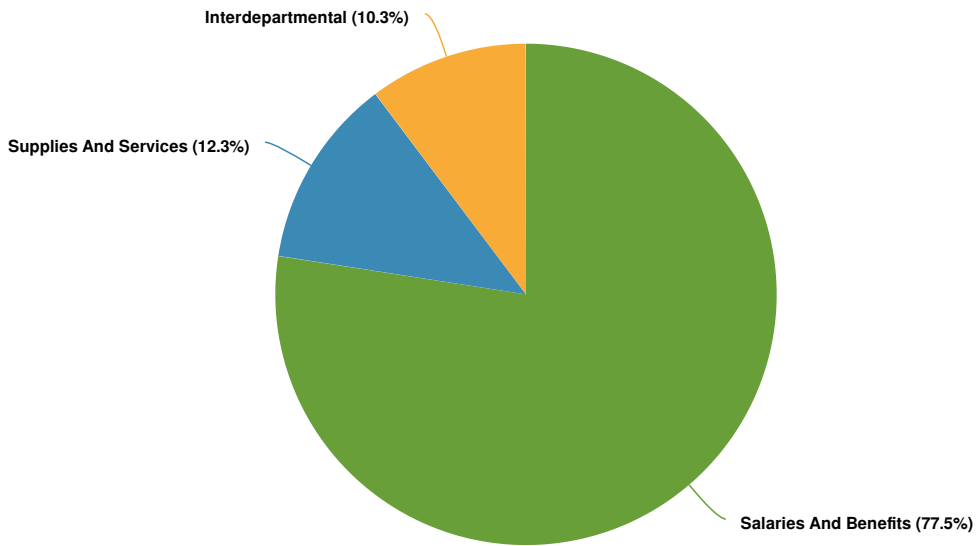


Expenditures Summary

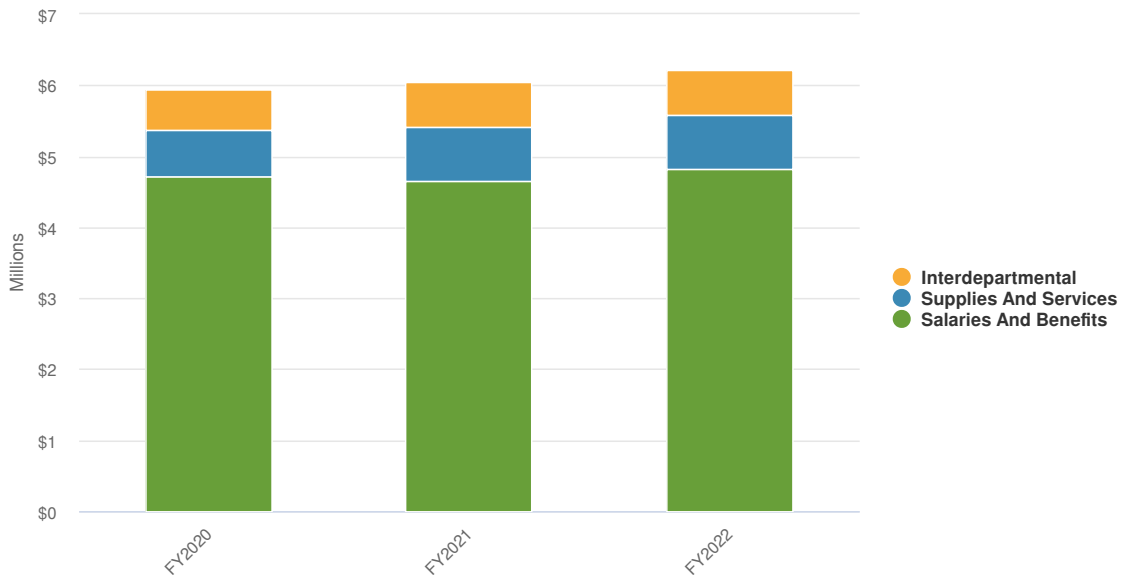
\$6,221,935 **\$173,803**
(2.87% vs. prior year)

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$4,721,310	\$4,654,426	\$4,750,472	\$4,819,409	3.5%



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Supplies And Services	\$645,580	\$755,392	\$848,359	\$764,212	1.2%
Interdepartmental	\$573,980	\$638,314	\$638,314	\$638,314	0%
Total Expense Objects:	\$5,940,870	\$6,048,132	\$6,237,144	\$6,221,935	2.9%

Positions Summary

Position	Job Code	Position Title	2020-21		2021-22	Change of 2021-22 from 2020-21
			Actual	Status	Plan	
Full Time	N110	Library Director	1.00	Filled	1.00	0.00
Full Time	M640	Assistant Library Director	1.00	Filled	1.00	0.00
Full Time	M560	Management Analyst II	1.00	Filled	1.00	0.00
Full Time	M235	Library Program Manager	3.00	Filled	3.00	0.00
Full Time	M500	Literacy Program Manager	1.00	Filled	1.00	0.00
Full Time	A445	Literacy Services Coordinator	2.00	Filled	2.00	0.00
Full Time	A445	Literacy Services Coordinator	1.00	Vacant	1.00	0.00
Full Time	A670	Supervising Library Specialist	2.00	Filled	2.00	0.00
Full Time	A240	Librarian II	1.00	Filled	1.00	0.00
Full Time	A240	Librarian II	3.00	Filled	3.00	0.00
Full Time	A240	Librarian II	1.00	Frozen	1.00	0.00
Full Time	A240	Librarian II	1.00	Filled	1.00	0.00
Full Time	A210	Librarian I	1.00	Filled	1.00	0.00
Full Time	A215	Library Assistant II	1.00	Filled	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	Filled	2.00	0.00
SUBTOTAL Full Time			22.00		22.00	0.00
PT Regular	A215	Library Assistant II	2.40	Filled	2.40	0.00
Full Time	SUBTOTAL PT Regular		2.40		2.40	0.00
Hourly	X210	Librarian I	1.26	Filled	1.26	0.00
Hourly	X220	Library Assistant I	2.96	Filled	2.96	0.00
Hourly	X220	Library Assistant I	0.25	Frozen	0.25	0.00
Hourly	X235	Library Clerk	2.02	Filled	2.02	0.00
Hourly	X235	Library Clerk	0.18	Frozen	0.18	0.00
Hourly	X250	Library Page	4.97	Filled	4.97	0.00
Hourly	X415	Office Specialist- Hourly	0.50	Frozen	0.50	0.00
Hourly	X440	Office Assistant- Hourly	0.05	Filled	0.05	0.00
Hourly	X655	Literacy Services Asst. Coord.	0.38	Filled	0.38	0.00
Hourly	X665	Literacy Services Asst. I	0.38	Vacant	0.38	0.00
Hourly	X670	Librarian II	0.80	Filled	0.80	0.00
SUBTOTAL Hourly			13.75		13.75	0.00
TOTAL FTE - Library			38.15		38.15	0.00

FY 2021-22 Changes & Highlights:

Positions

- Upgraded 1.0 FTE Librarian I to Librarian II (per MOU)

Expenditures

- \$5,320 Mobile Check out App
- \$3,500 Computer Lab and Wired Classrooms Safety setup
- **\$8,820 TOTAL**



Information Technology (IT)

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

The Department supports its mission to the City through:

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

Accomplishment Highlights in Fiscal Year 2020-21:

- Expanded City Public Wi-Fi to Orange Park Bocce and Tennis Courts, Westborough Park and Grand Avenue between Spruce and Airport Boulevard. In addition, the City partnered with San Mateo County to expand public Wi-Fi in areas where students lack Internet service.
- Upgraded Network equipment; Migrated existing phone system to a new Unified Communication Voice over IP system, deployed over 400 handsets, migrated to new voicemail system and SIP trunk delivery;
- Partnered with Public Works to document City fiber optic network and re-terminate fiber optics cables in new cabinet for the Adaptive Signaling Project. Worked with vendor to install new servers, firewalls and installation of new adaptive signaling software with metric application to reduce traffic flow throughout the City;
- Implemented a new permitting and business license system for Building, Planning, Fire, Engineering, and Finance departments. Worked closely with staff to ensure the online portal was functional and available during City office closures;
- Established a Public Private Partnership with a cellular service carrier to install small cell towers to provide 5G technology throughout South San Francisco;
- Collaborated with the Fire Department and Public Works on the Station 64 remodel to install new equipment;
- Upgraded many departmental applications and enterprise servers to improve security, reliability and recovery;
- Assisted the Police Department with migration of cold case digital files to a new web-based application;
- Continued to build GIS maps to support departmental requirements to display critical information including, Small Cell Permit Application Tracking Map, District Election Look-up online map, Traffic Advisory Committee Requests and Traffic Count Data;
- Responded to California COVID-19 Shelter in place order and implemented virtual meetings, expanded remote access for City Staff for business continuity, deployed digital signatures and supported staff and virtual meetings. Setup Council Chambers for hybrid meetings in preparation for the return of in-person meetings;
- Collaborated with Police and Fire departments to apply for a CARES Act Grant, the City was awarded \$40,751 for Police laptops, Fire vehicle iPads and apparatus sanitizing equipment;
- Collaborated with the Fire Department to upgrade the Emergency Operations Center audio video equipment to a new video wall;
- Work with staff and contractors to design, procure equipment, initiate agreements, and prepare for installation of equipment to the new Police Station;
- Initiated migration of on-premise email to a cloud-based system to improve security and reliability;
- Continued to improve the City's cybersecurity posture by implementing new defenses;
- Continued to provide technical support to the Town of Hillsborough.

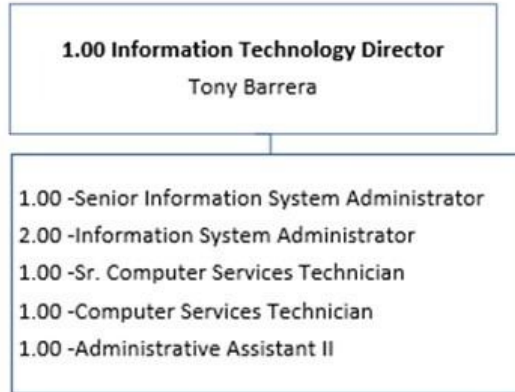
Objectives for Fiscal Year 2021-22:

- IT System
 - Complete Email migration to the cloud;
 - Complete Unified Communication Voice over IP project;
 - Continue to expand public Wi-Fi at selected areas;
 - Replace the City video management system and upgrade camera equipment;
 - Continue to provide day-to-day IT support for all departments;
 - Continue to assess existing IT costs for reduction and efficiencies.
- Department Project Support



- o Continue to expand Geographic Information System (GIS) functionality with open data layers, interactive maps;
- o Continue to assist departments with digitizing documents;
- o Collaborate with the Police Department to place automated license plate reader cameras at ingress and egress areas of South San Francisco;
- o Develop a Broadband Master Plan;
- o Develop a Cybersecurity Master Plan;
- o Move Police department to new building;
- o Replace computer equipment as needed;
- o Partner with Facilities Department to expand access controls for entry and security of City buildings.

Organizational Chart

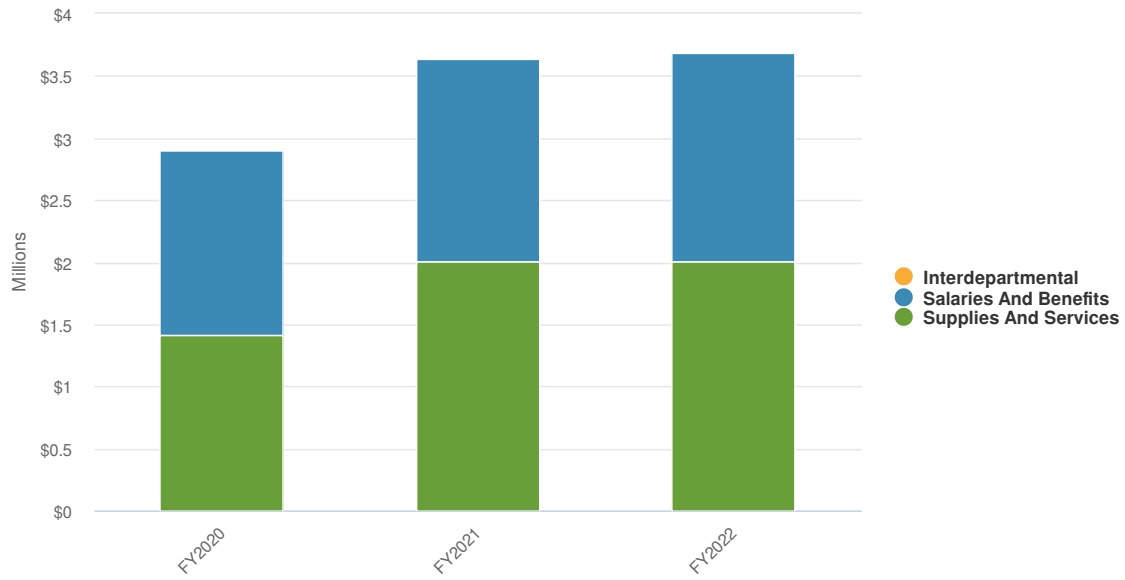


Expenditures Summary

\$3,693,005 **\$48,754**
 (1.34% vs. prior year)

Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adopted vs. FY2022 Adopted (% Change)
Expense Objects					
Salaries And Benefits	\$1,486,170	\$1,631,965	\$1,631,965	\$1,675,719	2.7%
Supplies And Services	\$1,416,281	\$2,001,817	\$2,573,355	\$2,006,817	0.2%
Interdepartmental	\$10,444	\$10,469	\$10,469	\$10,469	0%
Total Expense Objects:	\$2,912,895	\$3,644,251	\$4,215,789	\$3,693,005	1.3%

			2020-21		2021-22	Change of
Position	Job Code	Position Title	Actual	Status	Plan	from 2020-21
Full Time	N165	Information Technology Director	1.00	Filled	1.00	0.00
Full Time	M650	Information Systems Administrator	2.00	Filled	2.00	0.00
Full Time	M790	Senior Information Systems Admin	1.00	Filled	1.00	0.00
Full Time	O310	Administrative Assistant II	1.00	Filled	1.00	0.00
Full Time	O525	Computer Services Technician	1.00	Filled	1.00	0.00
Full Time	O530	Senior Computer Services Technician	1.00	Filled	1.00	0.00
SUBTOTAL Full Time			7.00		7.00	0.00
TOTAL FTE - Information Technology			7.00		7.00	0.00

FY 2021-22 Changes & Highlights:

Positions

- o No changes

Expenditures

- o \$40,000 Automated License Plate Reader project
- o \$50,000 [Cybersecurity Plan](#)
- o **\$90,000 TOTAL**

NOTE: The Information Technology Department is not budgeted in the General Fund. The budget shown above will be reflected in Fund 785 – Information Technology Internal Service Fund.

Parks and Recreation

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

The Department Supports its Mission to the City Through the Activities of Three Divisions:

- **Parks Division** - Creating and maintaining parks and open spaces that are safe, clean, and sustainable while engaging the public with educational opportunities about South San Francisco's outdoor resources;
- **Facilities Division** - Managing and maintaining public buildings that are functional, active, and efficient;
- **Recreation Division** - Sponsoring recreation and enrichment programs that meet community needs, address childhood obesity and promote wellness, create a culture of curiosity and learning, enhance the quality of life for the participants, and stimulate economic and community development.

Accomplishment / Initiative Highlights in Fiscal Year 2020-21:

While the COVID-19 pandemic and subsequent fiscal constraints significantly impacted the second half of fiscal year 2020-21, the Parks and Recreation Department is proud of its accomplishments in the face of these challenges. The following list represents only some of the fiscal year highlights, including some initiatives that showcase the essential role that parks and recreation professionals, spaces, and services have played in response to the pandemic.

- Provided essential nutrition and food relief efforts for thousands of residents, particularly seniors, through partnerships with San Mateo County, Second Harvest Food Bank, and the city-operated food box program;
- Safely operated full day programs for children of essential workers including: licensed preschool, distance and expanded learning programs for school-age children, and summer camps;
- Provided facilities that supported essential services including: five Red Cross Blood Drives, two food drives, flu vaccine clinics, voting centers, CPR trainings, and an evacuation/cooling center for those displaced by the Diamond Fire;
- Prepared and maintained City spaces for public use during a global pandemic through weekly playground sanitization, increased sanitation of public restrooms and common areas, upgrade to high grade HVAC filters, and installation of sneeze guards in City offices and reception areas;
- Supported healthy and active residents by offering various recreational opportunities such as tennis courts, lap swim, and open gym by reservation; virtual and in-person classes; and sports camp clinics;
- Hosted innovative and safe community events including: a Halloween themed drive-in movie, virtual Thanksgiving 5K Fun Run, Winter Wonderland window displays, Wreath Workshop, remote Valentine's for the Troops, and the Easter Bunny Photo-Hop;
- Introduced new programs encouraging community members to explore our parks through the launch of Agents of Discovery, guided Sculpture Garden audio tours, and the mobile Park to Park program;
- Provided opportunities for community members to safely volunteer through virtual California Coastal Clean Up Day;
- Supported the Cultural Arts Commission with the installation of two new sculptures: *Rusty Orb*, and *The Giraffe*; assisted with hosting three virtual art shows: *Día de Muertos/Day of the Dead* general art exhibit, *Living in Virtual Times* photography exhibit, and *Celebrating Earth Day* youth art exhibit;
- Expanded communication opportunities with aging adults through increased publication and distribution of the Senior Connections newsletter, and by conducting thousands of wellness and socialization calls;
- Provided free tax service to older adults using a multi-step (drop-off/pick up) tax preparation procedure in partnership with the AARP Tax-Aide Program;
- Contributed to the City's efforts in improving our urban footprint through the planting of over 100 trees city-wide, as well as the planting of over 6,000 lupine seeds across Sign Hill to serve as hosts for the endangered mission blue butterfly;
- Began the second year of a two-year grant from San Mateo County Measure K funds totaling \$75,600 for invasive weed removal and volunteer engagement on Sign Hill;
- Awarded \$135,000 grant from the Priority Conservation Area for restoration work and creating a comprehensive master plan for Sign Hill; allowing continued restoration efforts and planning Sign Hill's trail realignment, conservation efforts, and a general overall management plan for the entire hill;
- Responded to the October 2020 Sign Hill Fire with erosion control measures, dead and damaged tree removals, and hydroseeding with native seed blends to restore the hill and make it more resilient to heavy rains and future fires;
- Adopted maintenance responsibility for South San Francisco Unified School District's Buri Buri School Ballfield, making this newly renovated park amenity open to the public;
- Completed the citywide Urban Forest Master Plan which will serve as the guiding document for urban forest management and tree care for the next 15 years,



- Maintained and updated City facilities through the refinishing of the Municipal Services Building Social Hall hardwood floors, replacement of pipes and restoration of the tile flooring of Fire Station 65 showers, remodeling of the Joseph A. Fernekes Recreation Building reception area, upgrade of the Magnolia Senior Center with interior wall repairs and painting, and completion of an LED lighting retrofit project at the Corporation Yard;
- Natural Resource Specialist, Emma Lewis, was awarded the prestigious award of "Young Leader" by Bay Nature for their 2021 Local Hero Awards for her work with the City's Sign Hill Stewards program;
- Recreation Supervisor, Erin O'Brien, was elected at California Parks and Recreation Society District 4 Director At Large;
- City Council adopted an art impact fee ordinance that has the potential to expand public art opportunities in South San Francisco;
- Initiated master plan efforts for Orange Memorial Park, childcare, and public art to inform future renovation and expansion opportunities;
- Began planning the construction of a new preschool in the Westborough neighborhood that has the potential to improve neighborhood park amenities.

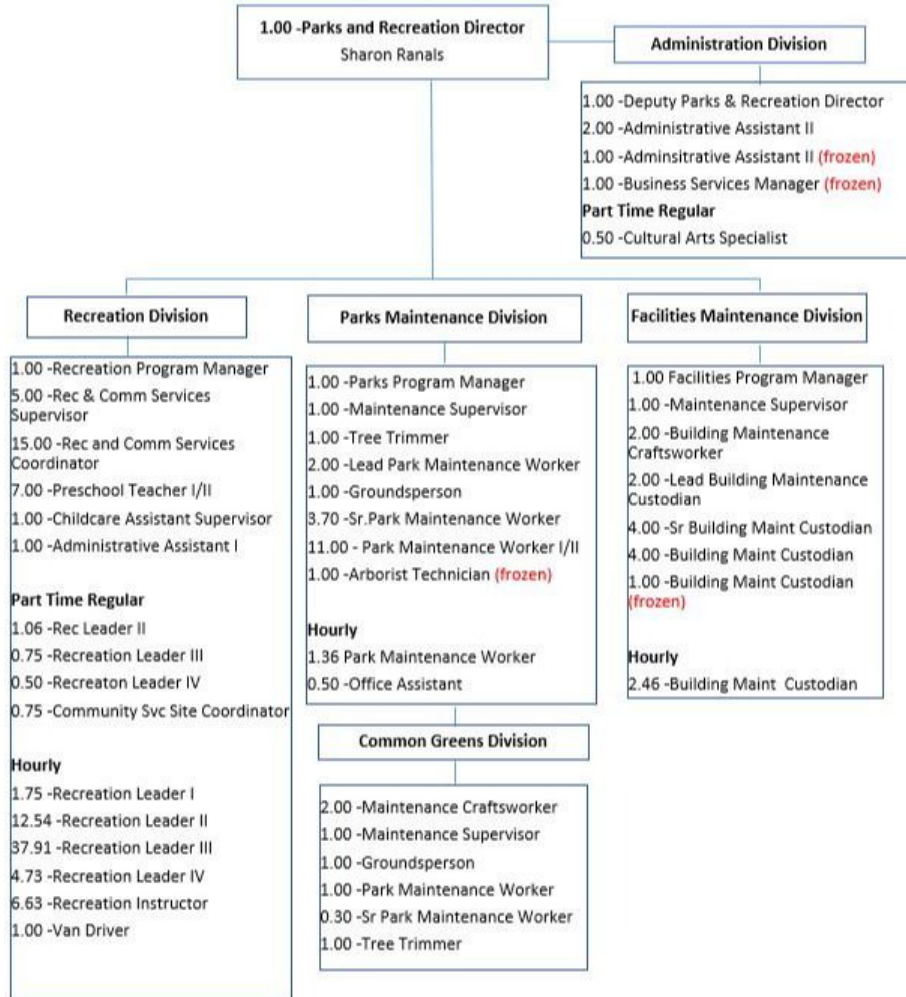
Objectives For Fiscal Year 2021-22:

In FY 2021-22, the Parks and Recreation Department looks forward to restoring and improving upon its pre-COVID-19 pandemic operations, carrying forward valuable lessons learned during the pandemic to streamline operations and better serve the community. In addition, the Department hopes to build its capacity in order to meet the needs of several new initiatives and program expansion opportunities listed below.

- Continue COVID-19 preventative measures following public health guidance and best practices to maximize the health and safety of staff and community members;
- Restore fiscal year 2020-2021 budget reductions and frozen positions related to the COVID-19 pandemic;
- Secure funding required to maintain new/expanding areas of maintenance and programming such as Oyster Point, the new Westborough Preschool and other potential childcare expansion opportunities, and the new Community Civic Campus that will include a new Police Department, and community center/library building;
- Complete master plan efforts for Orange Memorial Park, childcare, and public art, which began in fiscal year 2020-2021, and prioritize and secure funding to initiate projects identified by each master plan;
- Complete design for Orange Park Ballfields in coordination with Capital Programs Department;
- Continue upgraded of City facilities with energy efficient lighting, sensors on bathroom fixtures, refreshed flooring, fresh paint and carpets;
- Expanded the energy management system for efficient operation of public buildings;
- Expanded cost reduction and sustainability efforts through new building recycling stations;
- Expanded the access control management system for more security and efficient operation of public buildings; and
- Replace the HVAC system, lower roof and install an Energy Management System in Terrabay Gym facility.



Organizational Chart



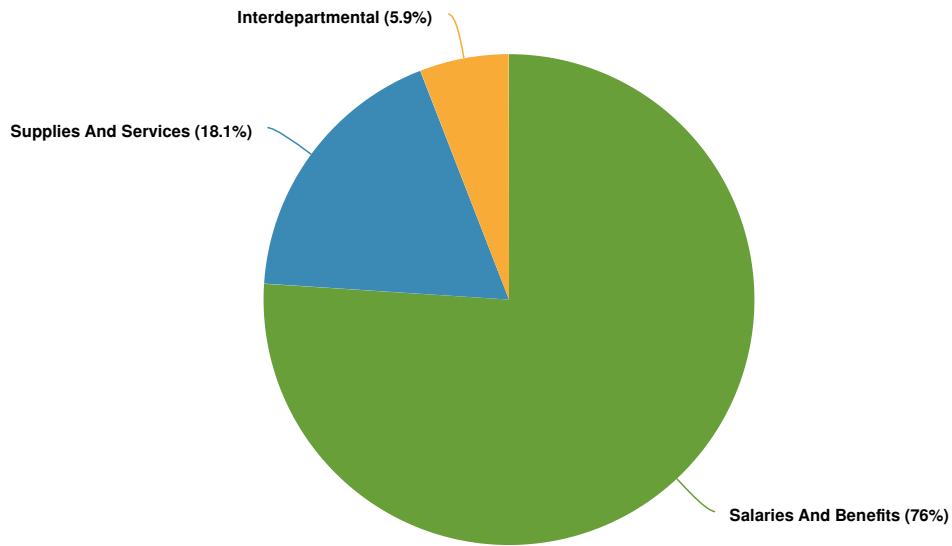
Expenditures Summary

\$16,729,027 **\$1,074,122**
 (6.86% vs. prior year)

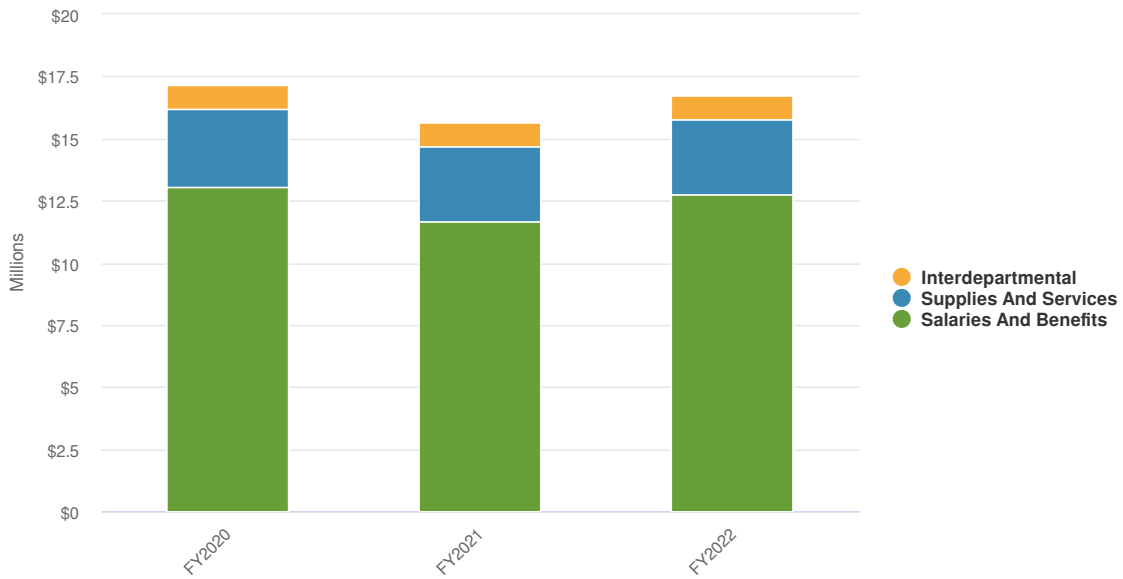


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2021 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adjusted Budget vs. FY2022 Budgeted (% Change)
Expense Objects					



Name	FY2021 Actual	FY2021 Adopted Budget	FY2021 Adjusted Budget	FY2022 Adopted Budget	FY2021 Adjusted Budget vs. FY2022 Budgeted (% Change)
Salaries And Benefits	\$11,140,961	\$11,682,736	\$11,735,452	\$12,720,344	8.4%
Supplies And Services	\$2,011,183	\$2,989,863	\$3,301,407	\$3,026,377	-8.3%
Interdepartmental	\$814,330	\$982,306	\$982,306	\$982,306	0%
Total Expense Objects:	\$13,966,474	\$15,654,905	\$16,019,164	\$16,729,027	4.4%



Positions Summary

Position	Job Code	Position Title	2020-21		2021-22		Change of
			Actual	Status	Plan	from 2020-21	
Full Time	M845	Deputy Director of Parks & Recreation	1.00	Filled	1.00	0.00	
Full Time	M750	Program Manager- Parks	1.00	Filled	1.00	0.00	
Full Time	M750	Program Manager – Rec	1.00	Filled	1.00	0.00	
Full Time	M750	Program Manager - Facilities	1.00	Filled	1.00	0.00	
Full Time	M800	Assistant Recreation Supervisor	1.00	Filled	1.00	0.00	
Full Time	M825	Business Manager	1.00	Frozen	1.00	0.00	
Full Time	M255	Parks & Recreation Supervisor- Parks	2.00	Filled	2.00	0.00	
Full Time	M255	Parks & Recreation Supervisor- Facilities	1.00	Filled	1.00	0.00	
Full Time	M530	Rec & Comm Svcs Coordinator	12.00	Filled	12.00	0.00	
Full Time	M530	Rec & Comm Svcs Coordinator	2.00	Filled	2.00	0.00	
Full Time	M530	Rec & Comm Svcs Coordinator	1.00	Filled	0.00	-1.00	
Full Time	M295	Rec & Comm Svcs Supervisor	5.00	Filled	5.00	0.00	
Full Time	A495	Preschool Teacher I	2.00	Filled	2.00	0.00	
Full Time	A680	Preschool Teacher II	4.00	Filled	4.00	0.00	
Full Time	A680	Preschool Teacher II	2.00	Filled	2.00	0.00	
Full Time	A375	Tree Trimmer	1.00	Filled	1.00	0.00	
Full Time	A375	Tree Trimmer	1.00	Vacant	1.00	0.00	
Full Time	A280	Maintenance Craft Worker	2.00	Filled	2.00	0.00	
Full Time	A195	Lead Parks Maintenance Worker	2.00	Filled	2.00	0.00	
Full Time	A350	Senior Parks Maintenance Worker	3.00	Filled	3.00	0.00	
Full Time	A350	Senior Parks Maintenance Worker	1.00	Filled	1.00	0.00	
Full Time	A250	Parks Maintenance Worker	11.00	Filled	11.00	0.00	
Full Time	A250	Parks Maintenance Worker	1.00	Vacant	1.00	0.00	
Full Time	TBD	Arborist Technician	1.00	Frozen	1.00	0.00	
Full Time	A505	Groundsperson	2.00	Filled	2.00	0.00	
Full Time	A465	Building Maintenance Crafts Worker	2.00	Filled	2.00	0.00	
Full Time	A190	Lead Building Maintenance Custodian	2.00	Filled	2.00	0.00	
Full Time	A320	Sr Building Maintenance Custodian	4.00	Filled	4.00	0.00	
Full Time	A140	Building Maintenance Custodian	3.00	Filled	3.00	0.00	
Full Time	A140	Building Maintenance Custodian	1.00	Filled	1.00	0.00	
Full Time	A140	Building Maintenance Custodian	1.00	Frozen	1.00	0.00	
Full Time	O315	Administrative Assistant I	1.00	Filled	1.00	0.00	
Full Time	O310	Administrative Assistant II	1.00	Filled	1.00	0.00	
Full Time	O310	Administrative Assistant II	1.00	Vacant	1.00	0.00	
Full Time	O310	Administrative Assistant II	1.00	Frozen	1.00	0.00	
SUBTOTAL Full Time			79.00		78.00	-1.00	
PT Regular	A640	Community Services Site Coordinator	0.05	Filled	0.75	0.70	
PT Regular	A650	Cultural Arts Specialist	0.50	Filled	0.50	0.00	
PT Regular	A610	Recreation Leader II	1.06	Filled	1.06	0.00	
PT Regular	A620	Recreation Leader III	0.75	Filled	0.75	0.00	
PT Regular	A515	Recreation Leader IV	0.50	Filled	0.50	0.00	
SUBTOTAL PT Regular			2.86		3.56	0.70	
Hourly	X555	Hourly, Van Driver	1.00		1.00	0.00	
Hourly	X185	Hourly, Building Maintenance Custodian	2.46		2.46	0.00	
Hourly	X440	Hourly, Office Assistant	0.50		0.50	0.00	
Hourly	X300	Hourly, Park Maintenance Worker	1.36		1.36	0.00	
Hourly	X350	Hourly, Recreation Instructor	6.63		6.63	0.00	
Hourly	X360	Hourly, Recreation Leader I	1.75		1.75	0.00	
Hourly	X365	Hourly, Recreation Leader II	12.54		12.54	0.00	
Hourly	X370	Hourly, Recreation Leader III	37.91		37.91	0.00	
Hourly	X375	Hourly, Recreation Leader IV	4.73		4.73	0.00	
SUBTOTAL Hourly			68.88		68.88	0.00	
TOTAL FTE - Parks & Recreation			150.74		150.44	-0.30	

FY 2021-22 Changes & Highlights:

Positions:

- o Decrease 1.0 FTE Recreation & Community Services Coordinator
- o Increase 0.70 FTE Community Services Site Coordinator

Expenditures:

- o \$2,698 Movie Night in the Park
- o \$60,690 Various Budget Restoration across P&R Programs
- o \$5,000 Printing of P&R Activity Guide
- o \$42,000 Fire Station 65 Roof and Cooling System Repair/Install
- o \$67,000 Dubuque Mural, Airport Bridge, Caltrain Mural



- \$163,630 Restoration of Minor Maintenance Fund for Parks and Facilities
- **\$341,018 TOTAL**



CAPITAL IMPROVEMENT PROGRAM



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 categorized into the following six project types:

- Public Facilities - projects to renovate, construct, and improve city buildings and infrastructure.
- Parks - projects to replace and improve playgrounds, renovate baseball fields, and expand parks at city-owned public spaces.
- Storm drains - projects to repair and improve storm drains and install green infrastructure to reduce pollution run-off into the San Francisco Bay.
- Sanitary sewers - projects to maintain the Water Quality Control Plant (WQCP), Collection System Pumps Stations, and sanitary sewer lines within the City.
- Streets - projects to study the feasibility of proposed roadway and rail extensions, repair bridges, resurface streets, and improve medians and sidewalks.
- Traffic - projects to focus on arterials, corridors, and key intersections within the City including adaptive traffic signals to provide better traffic flow, improve pedestrian safety, traffic calming, and better bicycle rider safety on city streets.

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

City staff considers the following criteria when selecting projects for inclusion in the CIP:

- Grant funded projects requiring a city contribution
- Previously approved projects under construction or contract
- Projects required for regulatory compliance
- Projects to maintain or upgrade existing City infrastructure
- Projects with no general fund allocations
- Projects requested by the community or city departments
- Projects that can be reasonably delayed, are complete, or no longer necessary

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 operating budget presentation by the Finance Department. After the subcommittee's recommendations are incorporated, a second CIP draft is presented to the entire City Council at a study session along with the annual operating 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.

Appropriations

The adopted FY2021-22 CIP totals \$284.1 million including \$130.3 million in newly adopted appropriations and \$153.8 million in remaining appropriations from prior years. There are 122 projects within the FY2021-22 five-year plan - 20 new projects with FY2021-22 adopted appropriations, 22 previously approved projects with adopted appropriations in FY2021-22, 24 previously approved projects with appropriation requests for FY2022-23 and beyond, and 56 previously approved projects that are



continuing using previously approved appropriations and no additional appropriations (adopted in FY2021-22 or requested for future years). The following pages summarize appropriations over the next five years - those adopted in the FY2021-22 budget year and the requests for future years (FY2022-23 to 2025-26). Details of each individual project are also included.

Funding Sources

The adopted FY2021-22 CIP is funded by a wide range of different sources and funds used depend on the nature of the project. The City applies for external grant funding, wherever possible, from federal, state and local agencies; uses bond financing if financially appropriate and feasible for large public facilities construction projects; employs revenues generated from various development impact fees; and transfers funding from other city funds (including the General Fund) and City reserves when needed and appropriate. Local tax measures also contribute to capital projects including Measure A, Measure W (city and county) and Gas Tax. For FY2021-22, the majority of the funding will be through bond financing (\$104 million) which will be used for the new Community Civic Campus, City road rehabilitation, and solar roof installation at the City Corporation Yard and Police Station. The pie charts on the following pages show the split of the FY2021-22 capital commitment by funding source and by project type.

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 2021-22 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 and beyond for the continual betterment of all residents, businesses, and visitors of South San Francisco.



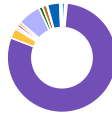
Capital Improvement Program - 1-Year: FY2021-22

Total Capital Requested

\$130,302,370

46 Capital Improvement Projects

Total Funding Requested by Source



American Recovery Plan (1%)	\$1,120,000.00
Childcare Impact Fees (0%)	\$250,000.00
General Fund (0%)	\$625,000.00
Bonds/Loans (79%)	\$104,000,000.00
Infrastructure Reserves (3%)	\$3,930,000.00
Successor Agency Funds (1%)	\$750,000.00
Measure W (0%)	\$358,950.00
Other Impact Fees (1%)	\$1,000,000.00
Park Land Construction (1%)	\$1,000,000.00
Sewer Enterprise (7%)	\$8,938,496.00
East of 101 Traffic Impact Fees (-1%)	\$-719,075.0000
San Bruno / NBSU (1%)	\$1,421,504.00
Road Maintenance Acct (SB1) (1%)	\$1,700,000.00
Measure A (0%)	\$164,452.00
Gas Tax (0%)	\$164,043.00
Other Funding Sources (4%)	\$4,750,000.00
SMC Measure W (0%)	\$600,000.00
Grants (0%)	\$249,000.00
TOTAL	\$130,302,370.00

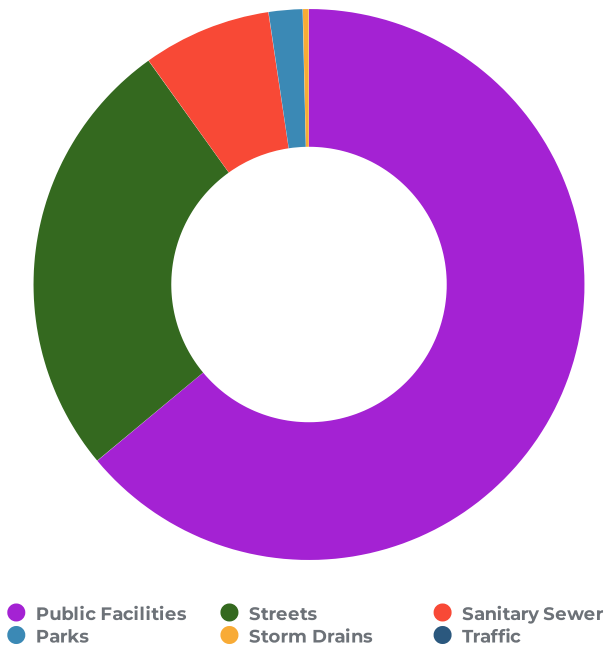
Total FY2021-22 Appropriations by Project Type (\$)

The following table and pie chart show the FY2021-22 adopted appropriations for capital improvement projects split by project type. Public Facilities capital projects account for the largest proportion of project funding (\$83.7 million or 64% of total appropriations), followed by Streets projects which account for \$34.2 million or 26% of approved funding. The majority of the projects within these categories will be financed through the issuance of municipal bonds.

Project Type	Count	Remaining Appropriations as of March 2021	FY21-22 Appropriations	Total Appropriations
Public Facilities	32	39,458,198	83,688,950	123,147,000
Parks	33	5,255,158	2,600,000	7,855,000
Storm Drains	13	13,912,963	470,000	14,383,000
Sanitary Sewer	17	45,563,538	9,860,000	55,424,000
Streets	38	25,266,440	34,209,495	59,476,000
Traffic	26	24,350,394	(526,075)	23,824,000
Total	159	153,806,692	130,302,000	284,109,000

[1] Note: This is the estimated remaining appropriations as of March 31, 2021. This amount is subject to change based on FY 2020-21 year end results.

Total FY2021-22 Appropriations by Project Type (%)



Capital Improvement Plan Requests

Itemized Requests for 2022

pf2002 The Spit/Oyster Point Sea Level Rise Protection **\$1,000,000**

Oyster Point Marina Water-Taxi Ferry Terminal (Phase 1) – engineering and design work to upgrade Oyster Point peninsula. The improvements will eliminate flooding over landfill and help mitigate the impacts of sea level rise. Regraded...

pf2101 Westborough Pre-K Design and Construction **\$250,000**

The City would like to construct a new licensed preschool facility to serve this growing need in the community. Childcare Impact Fees would fund the design and construction of a new facility, which the Parks and Recreation Department would...

pf2201 City Hall Fire Alarm / Electrical Modernization **\$100,000**

Funding for additional electrical circuits to support outdoor decorative lighting and Electrical Vehicle chargers

pf2202 Solar Roof at City Corporation Yard **\$2,000,000**

Project will design and install solar panels at the City's Corporation Yard

pf2203 Terrabay Gymnasium HVAC Replacement **\$530,000**

Project will replace the HVAC at the Terrabay Gymnasium

pf2204 Oyster Point Phase 2C Sea Level Rise Improvements **\$150,000**

Address sea level rise for Oyster Point Phase 2C

pf2205 Oyster Point Phase 2C Parking Lot Improvements **\$150,000**

Parking lot improvements for Oyster Point Phase 2C

pf2206 Oyster Point Phase 2C Landscape Improvements **\$150,000**

Landscape improvements for Oyster Point Phase 2C

pf2207 Bond Portion - Library, Parks & Recreation - Phase II **\$78,000,000**

Bond Portion of pf2103

pf1707 Community Civic Campus **\$358,950**

This project will design a new Community Civic Campus that includes a new library, parks & recreation facility, council chamber, a police operations & 911 dispatch center and a new fire station. Related to pf2103 and pf2207 projects.

pf2003 Police Operations & 911 Dispatch Center **\$1,000,000**

This project will construct a new Police Operations & 911 Dispatch Center at the site of former Pet Club at the corner of Antoinette Lane and Chestnut Avenue. The current Police Station does not meet current building code requirements for...

pk1402 Orange Memorial Park Sports Field Renovation **\$1,000,000**

Resulting from many years of overuse, the ballfields are due for renovation. The grandstand bleachers are in a constant state of disrepair and should be replaced with lower maintenance bleachers. This project will be divided into two phases:...

pk2201 Replace City Pool Complex **\$1,200,000**

Replace City Pool Complex

pk2202 Westborough Park Pathways **\$400,000**

The Westborough Park renovation was completed in 2012. At that time, non-ADA compliant upper pathways in poor condition west of the park connecting to the baseball field were not addressed. This project was identified as an out year request in the...



sd2002 South Linden Storm Drain Repairs	\$100,000
Line storm drain pipe repair at South Linden Avenue and San Mateo Avenue.	
sd2201 Francisco Terrace Flood Protection Levy	\$120,000
Flood protection improvements in the vicinity of Terrace Drive. A floodwall is proposed to extend along the property line from Terrace Dr to the elevated bike/pedestrian trail which parallels the BART alignment. A recent hydrological study...	
sd2202 Colma Creek Oak Avenue Ped Bridge	\$250,000
Demolition of existing Colma Creek pedestrian bridge at Oak Avenue and construction of a new pedestrian bridge within the vicinity that will not impede the Colma Creek flood flows. The FEMA Flood Insurance Rate Map covering Colma Creek north...	
ss1307 Plant-Wide Industrial Re-Coating Program	\$2,000,000
This project will result in new paint and protective coatings on buildings and pipes at the Water Quality Control Plant (WQCP).	
ss1802 Sea Level Rise Study and Planning at WQCP	\$3,850,000
Plan, develop strategies, design, and eventually construct sea level rise mitigation at the Water Quality Control Plant. This project will protect the infrastructure at the Water Quality Control Plant for sea level rise. This project is lead...	
ss2001 Sanitary Sewer Rehabilitation	\$3,500,000
The project will prevent root intrusion into the City's sewer mains, help prevent blockages and spills, and will reduce overall future maintenance costs.	
ss2201 Country Club Park Sewer Master Plan	\$210,000
District level study for sewer service expansion into the Country Club Park neighborhood studying collection and conveyance system and tie-in into the existing West of 101 Sewer System. The project would include topographical and utility surveys,...	
ss2202 Oyster Point Pump Station	\$300,000
Oyster Point Pump Station	
st1004 South Linden Avenue Grade Separation	\$400,000
This project will provide coordination for the South Linden Grade Separation. This is the last remaining at-grade Caltrain/Union Pacific railroad crossing in South San Francisco. Separating the vehicles and trains will prevent crossing...	
st1403 Grand Boulevard Project Phase 1 (Chestnut to Arroyo Way)	\$25,000
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 refuge, expanded bus stop/waiting areas, and a new landscaped median. The...	
st1806 North Access Road Bike and Pedestrian Improvements	-\$78,505
This project will widen approximately 1,000 feet of bike and pedestrian pathways on North Access Road beginning at South Airport Boulevard.	
st1807 Grand Boulevard Project Phase 3 (Arroyo Drive to Kaiser Way)	\$2,900,000
This project will improve El Camino Real between Arroyo Drive and Kaiser Way by installing enhanced pedestrian crossings, with corner curb bulbouts and median refuges, expanded bus stop/ waiting areas, and a new landscaped median. The project...	
st1904 Underground Utilities District (UUD) Rule 20A for Mission Road	\$4,000,000
Establish an Underground Utility District on Mission Road from Grand Avenue to connect with underground utilities at the South San Francisco BART south entrance. This district would extend approximately 2,000 linear feet and would use...	



st2002 Survey Monument (On Going)	\$100,000
Survey monument restoration citywide. Board for Professional Engineers, Land Surveyors, and Geologists has notified the City to proactively replace survey monuments citywide that were previously destroyed.	
st2003 Caltrain to East Grand Bike Gap Closure	\$300,000
This project will connect the Caltrain Station Poletti Plaza to the bike facilities at East Grand Avenue installing a shared-use asphalt path, modifying the Grand/East Grand intersection for high visibility crosswalks, and removing the right turn...	
st2004 South Airport / Belle Aire Improvements	\$538,000
Add RRFBs at S. Airport / Marco intersection. Modify the A. Airport / Belle Aire intersection to add a crosswalk and pedestrian refuge at the south leg and new bike boxes. Convert the existing bike lanes on Belle Aire to full green bike lanes. Add...	
st2104 PMP - 2020 Pavement Rehabilitation	\$150,000
This project will rehabilitate various City streets in accordance with the City's pavement management program.	
st2106 PMP - 2021 Pavement Rehabilitation	\$300,000
This project will rehabilitate various City streets in accordance with the City's pavement management program.	
st2107 PMP - 2022 West of 101 Pavement Rehabilitation	\$1,500,000
This project will rehabilitate various City streets in accordance with the City's pavement management program.	
st2201 JS Soundwall Feasibility Study	\$75,000
JS Soundwall Feasibility Study	
st2202 Bond Portion - 2020 Pavement Rehabilitation	\$3,100,000
Bond Portion of st2104	
st2203 Bond Portion - 2021 Pavement Rehabilitation	\$2,700,000
Bond Portion of st2106	
st2204 Bond Portion - 2022 West of 101 Rehabilitation	\$18,200,000
Bond Portion of st2107	
tr1404 Utah Ave Over Crossing Project (f.k.a: US-101 Produce Avenue Interchange [TIF #39])	\$3,250,000
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...	
tr1602 Oyster Point and East Grand Corridor Improvements	-\$5,100,000
The project will design improvements at the East Grand Avenue/Gateway Avenue and East Grand Avenue/Forbes Boulevard intersections. As identified in the Traffic Improvement Plan (East of 101), the current intersection configurations do not...	
tr1702 East of 101 Traffic Model Update	-\$116,888
This project is to update the existing collection of data IN THE East of 101 Traffic Model to create new baseline information and incorporate updated planning information. This project is needed to help City staff and developers with traffic...	
tr1801 Commercial and Spruce Signalized Intersection	\$207,000
This project will signalize the intersection at Spruce Avenue and Commerical Avenue which will improve the intersection traffic flow to reduce the number of accidents and improve bicycle and pedestrian safety.	



tr2102 DNA Way at E. Grand Ave and Allerton Ave at E. Grand Ave Signalized Intersections **\$350,000**

DNA Way - New signal modification - add one right turn lane on SB DNA Way, one through lane on NB DNA Way, add left turn and through-left lanes on EB Grand Ave, signal interconnect installation. Allerton Ave - Add one through lane on E. Grand...

tr2201 Grand Avenue Off-Ramp Realignment **\$750,000**

Preliminary studies and feasibility to realign the Grand Ave Off-Ramp

tr2202 HSIP Curb Ramp Improvements **\$324,000**

This project improves pedestrian crossing experience by bringing the existing non-ADA compliant curb ramps up to current standards and replacing old and faded crosswalks with high-visibility, thermoplastic striping at 6 unsignalized Intersections...

tr2203 E101 Transit Shelter and Bulbout Grant from MTC **\$55,056**

The project would provide new bus stops in South San Francisco's biotechnology hub to enable more efficient shuttle operations and expanded SamTrans service in the area. This project would add 11 new on-street bus/shuttle stops, upgrade two...

tr1013 Traffic Impact Fee Study **-\$245,243**

The existing Traffic Impact Fee has not been updated since 2007. Information about existing traffic impacts as well as new projects facilitating development in the east of 101 area need to be incorporated into the existing fee. This project...

Total: \$130,302,370



DEBT



Debt Management Policy

This Debt Management Policy (the “Debt Policy”) of the City of South San Francisco (the “Issuer”) was approved by the Issuer’s City Council on September 6, 2017 through resolution 107-2017. The Debt Policy may be amended by the City Council as it deems appropriate from time to time in the prudent management of the debt of the Issuer. This Debt Policy applies to the Issuer and all subordinate entities of the Issuer for which the City Council serves as the governing board.

Findings

This Debt Policy is intended to comply with Government Code Section 8855(i), effective on January 1, 2017, and shall govern all debt undertaken by the Issuer. The Issuer hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the Issuer’s sound financial position.
- Ensure the Issuer has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the Issuer’s credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the Issuer.
- Ensure that the Issuer’s debt is consistent with the Issuer’s planning goals and objectives and capital improvement program or budget, as applicable.

Policies

Purposes For Which Debt May Be Issued

(i) Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the Issuer.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the Issuer and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

(c) The Issuer may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the City Council.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- The Issuer estimates that sufficient revenues will be available to service the debt through its maturity.
- The Issuer determines that the issuance of the debt will comply with the applicable state and federal law.

(ii) Short-term debt. Short-term debt may be issued to provide financing for the Issuer’s operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the Issuer may undertake lease-purchase financing for equipment.

(iii) Financings on Behalf of Other Entities. The Issuer may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of Issuer. In such cases, the Issuer shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

Types of Debt

The following types of debt are allowable under this Debt Policy:

- general obligation bonds
- bond or grant anticipation notes
- lease revenue bonds, certificates of participation and lease-purchase transactions
- other revenue bonds and certificates of participation
- tax and revenue anticipation notes
- land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- tax increment financing to the extent permitted under state law
- conduit financings, such as financings for affordable rental housing and qualified 501c3 organizations



The Issuer may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

Debt shall be issued as fixed rate debt unless the Issuer makes a specific determination as to why a variable rate issue would be beneficial to the Issuer in a specific circumstance.

Relationship of Debt to Capital Improvement Program and Budget

The Issuer is committed to long-term capital planning. The Issuer intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the Issuer's capital budget and the capital improvement plan.

The Issuer shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The Issuer shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The Issuer shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the Issuer's public purposes.

The Issuer shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The Issuer shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

Policy Goals Related to Planning Goals and Objectives

The Issuer is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The Issuer intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the Issuer's annual operations budget.

It is a policy goal of the Issuer to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The Issuer will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the Issuer to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the Issuer shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The Issuer will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12,
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the Issuer's investment policies as they relate to the investment of bond proceeds.

Proceeds of debt will be held either (a) by a third-party trustee, which will disburse such proceeds to the Issuer upon the submission of one or more written requisitions, or (b) by the Issuer, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the Issuer.

Debt Service Obligations

The City has outstanding debt through the issuance of bonds, loans and leases. The following sections describe all debt issued by the City for which balances remain outstanding:

Water Quality Control Plant

- **1999, 2004, 2008 State Water Resources Control Board Loans** – Original debt: \$78,144,286; 2.4% to 2.6% interest rate; 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. Of the total, \$13.4 million of the principal is outstanding.
- **2005D Water and Wastewater Revenue Bonds** – Original debt: \$6,000,000, 2.75% to 5.0% interest rate, due October 1, 2026. 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. Of the total, \$2.0 million of the principal is outstanding.
- **2018 State Water Resources Control Board Loan** - Original debt: \$53,403,000, 1.8% interest rate, due October 3, 2042. The loan proceeds are being used for the WQCP Wet Weather and Digester project. Loan proceeds have been issued over time as projects progressed. Debt service payments are due to commence on October 3, 2023, one year after project completion. WQCP user fees support the debt service payments. The full amount drawn down remains outstanding.

Civic Center Campus, Streets, Solar

- **2020A Lease Revenue Bonds** - Original debt: \$43,905,000; premium received: \$10,242,530; 4 - 5% interest rate; due June 1, 2046. The bonds were used for Phase I of the Civic Center Campus project consisting of the planning and construction of a new Police Station and Dispatch Center for the City of South San Francisco. Measure W sales tax revenue will fund the repayments.
- **2021A Lease Revenue Bonds** - Original debt: \$86,410,000; premium received: \$18,116,565; 4% interest rate; due June 1, 2046. \$78,000,000 of the bond proceeds are to be used for Phase II of the Civic Center Campus project consisting of the design and construction of the new library, parks and recreation center, council chambers and landscaping of the immediate surrounding area. \$24,000,000 will be used for road pavement rehabilitation throughout the City, and \$2,000,000 will be used for solar roof installation at the City's Corporation Yard. Measure W sales tax revenue will fund the repayments.

Successor Agency

- **2007 Loans Payable to Successor Agency** - As of June 30, 2021, the Oyster Point Interchange Impact Fees Fund owed the Successor Agency for developer fees for the Flyover and Hookramps Capital projects that were completed in prior years. The outstanding balance of \$3,595,152 will be paid off from future developer impact fees collected by the City.

Capital Leases

In addition to the bonds and loans, the City enters into long-term capital leases with various financing agencies from time to time 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. The City currently has one capital lease outstanding (see below for remaining balance and lease completion date). The debt service payments associated with this lease is reflected in the FY 2021-22 Adopted Operating Budget. The capital lease payments are made by the General Fund.

- **2013 Fire Quint** – Projected balance \$258,529, due 5/23/2023.



APPENDIX



CAPITAL IMPROVEMENT PLAN REQUESTS



pf2002 The Spit/Oyster Point Sea Level Rise Protection

Oyster Point Marina Water-Taxi Ferry Terminal (Phase 1) – engineering and design work to upgrade Oyster Point peninsula. The improvements will eliminate flooding over landfill and help mitigate the impacts of sea level rise. Regraded land to support building a new commuter ferry terminal.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2002

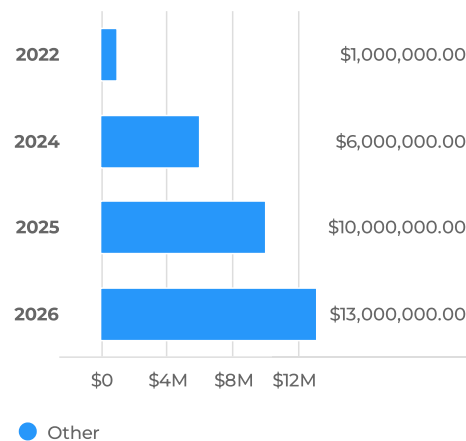
Request Details			
Project Manager	Matthew Ruble	Funding to Date	\$700,000
Expenditures to Date	\$7,763	Existing / New Project	Existing project
Project Category	Public Facilities project		

Capital Cost

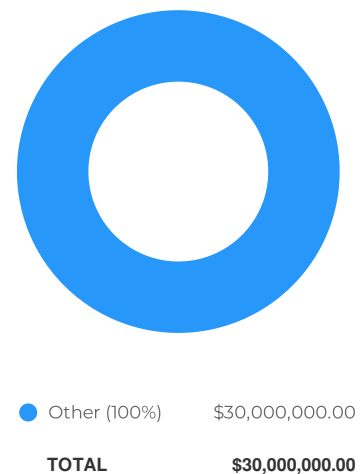
FY2022 Budget
\$1,000,000

Total Budget (all years)
\$30M

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

Capital Cost	FY2022	FY2024	FY2025	FY2026
Other	\$1,000,000	\$6,000,000	\$10,000,000	\$13,000,000
Total	\$1,000,000	\$6,000,000	\$10,000,000	\$13,000,000

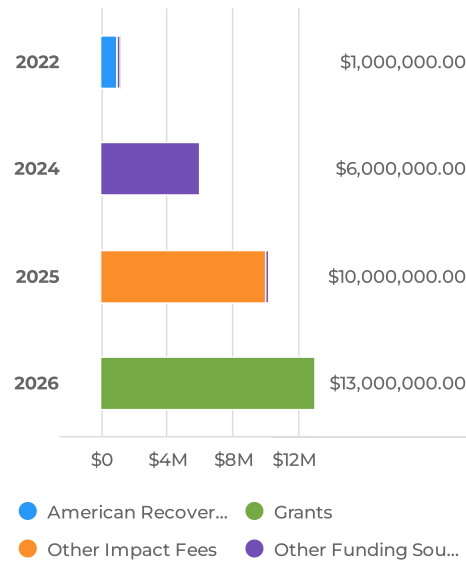


Funding Sources

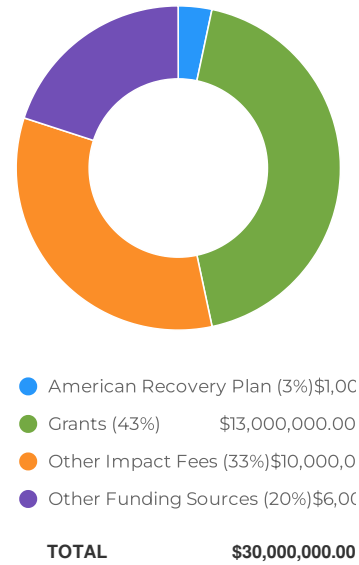
FY2022 Budget
\$1,000,000

Total Budget *(all years)*
\$30M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown				
Funding Sources	FY2022	FY2024	FY2025	FY2026
American Recovery Plan	\$1,000,000			
Grants				\$13,000,000
Other Impact Fees			\$10,000,000	
Other Funding Sources		\$6,000,000		
Total	\$1,000,000	\$6,000,000	\$10,000,000	\$13,000,000

pf2101 Westborough Pre-K Design and Construction

The City would like to construct a new licensed preschool facility to serve this growing need in the community. Childcare Impact Fees would fund the design and construction of a new facility, which the Parks and Recreation Department would operate. Staff is projecting the site would serve 40 children, however, design will confirm the size and scope of the building.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2101

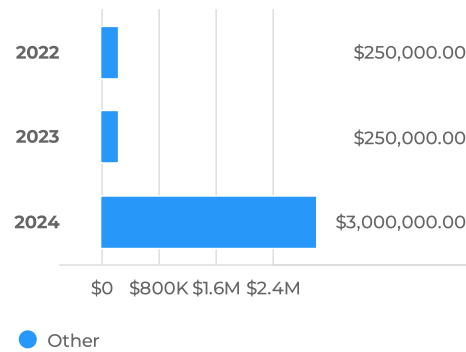
Request Details			
Project Manager	TBD	Funding to Date	\$5,500,000
Expenditures to Date	\$13,400	Existing / New Project	Existing project
Project Category	Public Facilities project		

Capital Cost

FY2022 Budget
\$250,000

Total Budget (all years)
\$3.5M

Capital Cost by Year



Capital Cost for All Years



Other (100%)	\$3,500,000.00
TOTAL	\$3,500,000.00

Capital Cost Breakdown			
Capital Cost	FY2022	FY2023	FY2024
Other	\$250,000	\$250,000	\$3,000,000
Total	\$250,000	\$250,000	\$3,000,000

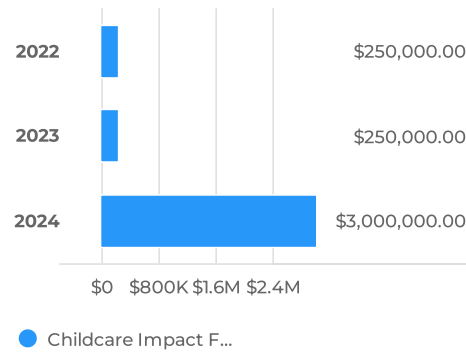


Funding Sources

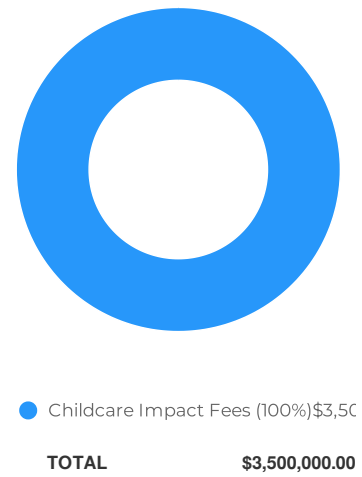
FY2022 Budget
\$250,000

Total Budget *(all years)*
\$3.5M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024
Childcare Impact Fees	\$250,000	\$250,000	\$3,000,000
Total	\$250,000	\$250,000	\$3,000,000

pf2103 Library, Parks & Recreation - Phase II

This project will design a new Community Civic Campus that includes a new library, parks & recreation facility, council chamber, a police operations & 911 dispatch center and a new fire station. The project also includes construction cost for the library, parks & recreational facility.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2103

Request Details			
Project Manager	Jacob Gilchrist	Funding to Date	\$15,000,000
Expenditures to Date	\$7,506,007	Existing / New Project	Existing project
Project Category	Public Facilities project		

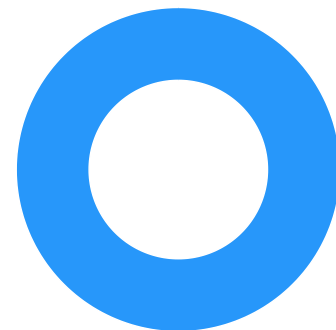
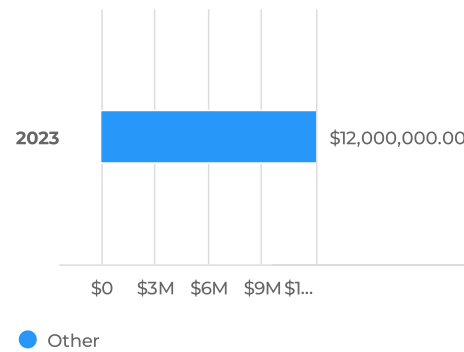
Capital Cost

Capital Cost by Year

Capital Cost for All Years

Total Budget (all years)

\$12M



Other (100%)	\$12,000,000.00
TOTAL	\$12,000,000.00

Capital Cost Breakdown	
Capital Cost	FY2023
Other	\$12,000,000
Total	\$12,000,000

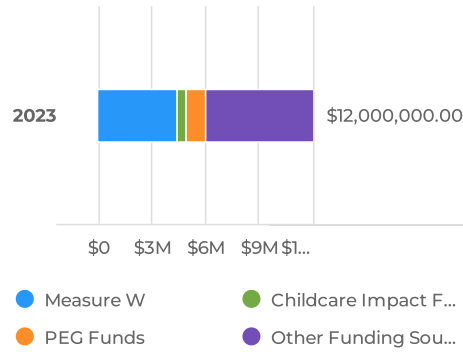


Funding Sources

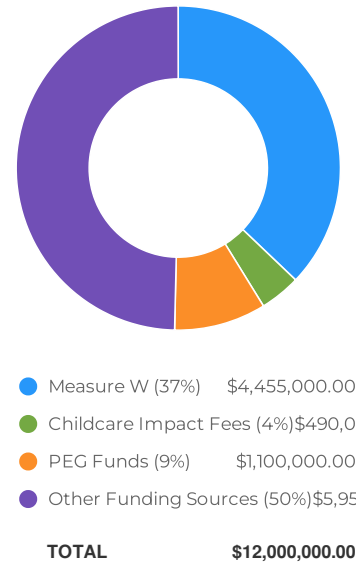
Total Budget (all years)

\$12M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2023
Measure W	\$4,455,000
Childcare Impact Fees	\$490,000
PEG Funds	\$1,100,000
Other Funding Sources	\$5,955,000
Total	\$12,000,000

pf2201 City Hall Fire Alarm / Electrical Modernization

Funding for additional electrical circuits to support outdoor decorative lighting and Electrical Vehicle chargers

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2201

Request Details			
Project Manager	Dave Bockhaus	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Public Facilities project		

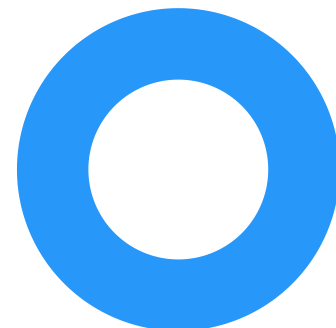
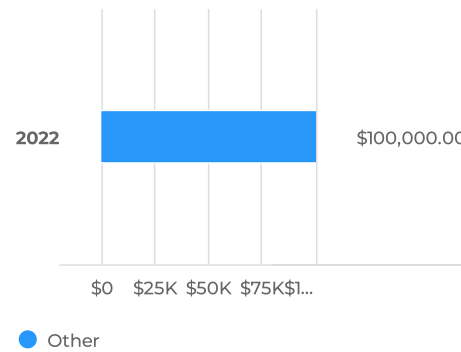
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$100,000

Total Budget (all years)
\$100K



Other (100%)	\$100,000.00
TOTAL	\$100,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$100,000
Total	\$100,000

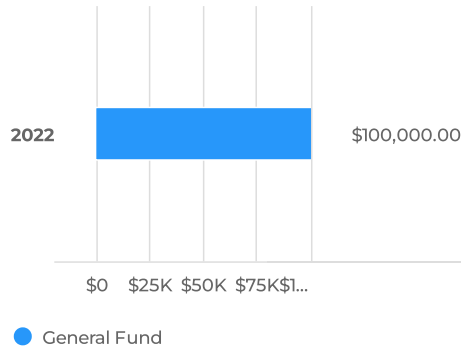


Funding Sources

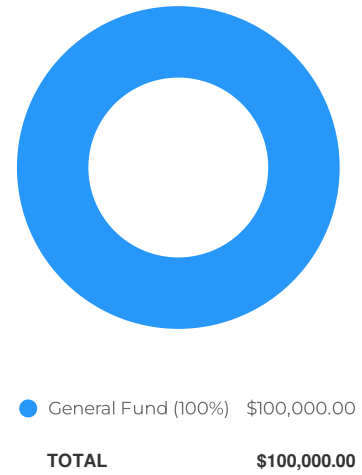
FY2022 Budget
\$100,000

Total Budget *(all years)*
\$100K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$100,000
Total	\$100,000

pf2202 Solar Roof at City Corporation Yard

Project will design and install solar panels at the City's Corporation Yard

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2202

Request Details			
Project Manager	Jacob Gilchrist	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Public Facilities project		

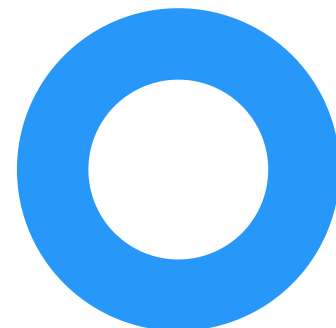
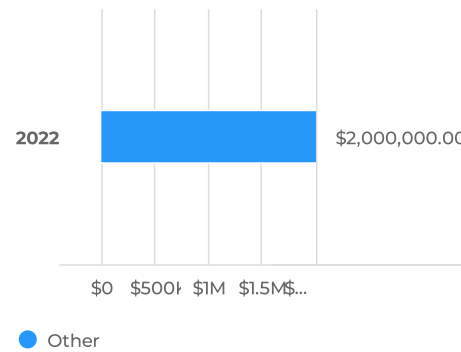
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$2,000,000

Total Budget *(all years)*
\$2M



Other (100%)	\$2,000,000.00
TOTAL	\$2,000,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$2,000,000
Total	\$2,000,000

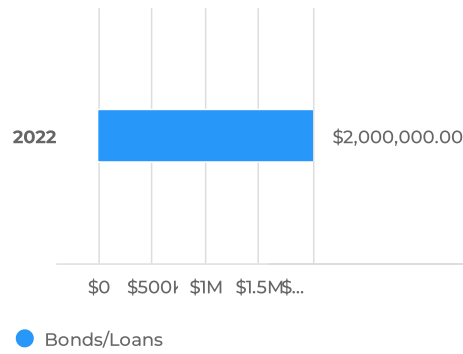


Funding Sources

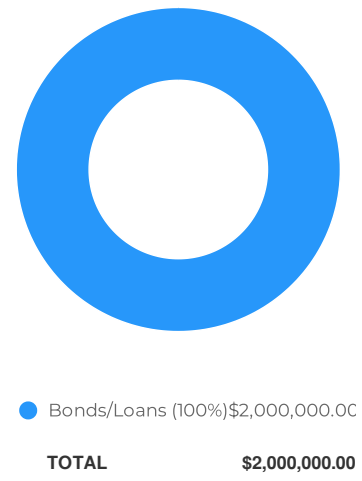
FY2022 Budget
\$2,000,000

Total Budget *(all years)*
\$2M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Bonds/Loans	\$2,000,000
Total	\$2,000,000

pf2203 Terrabay Gymnasium HVAC Replacement

Project will replace the HVAC at the Terrabay Gymnasium

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2203

Request Details			
Project Manager	Greg Mediati	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Public Facilities project		

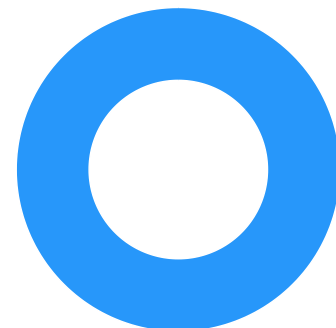
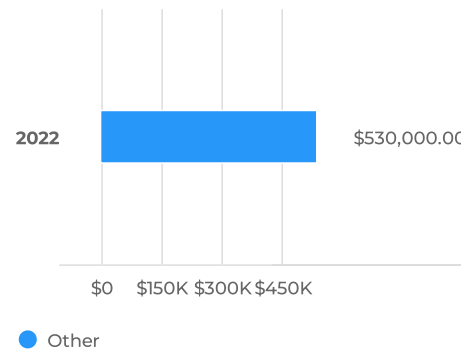
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$530,000

Total Budget *(all years)*
\$530K



Other (100%)	\$530,000.00
TOTAL	\$530,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$530,000
Total	\$530,000

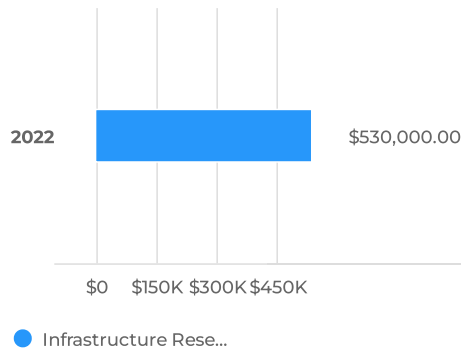


Funding Sources

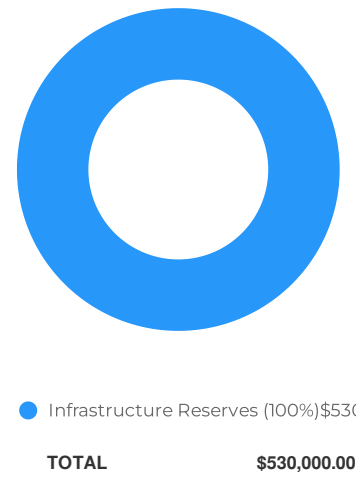
FY2022 Budget
\$530,000

Total Budget *(all years)*
\$530K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Infrastructure Reserves	\$530,000
Total	\$530,000

pf2204 Oyster Point Phase 2C Sea Level Rise Improvements

Address sea level rise for Oyster Point Phase 2C

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2204

Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Public Facilities project		

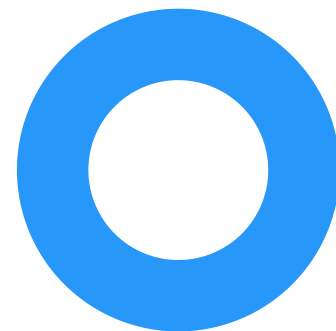
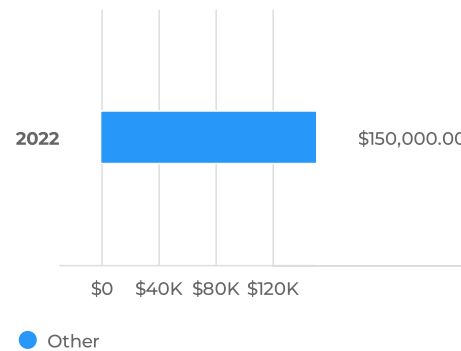
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$150,000

Total Budget *(all years)*
\$150K



Other (100%)	\$150,000.00
TOTAL	\$150,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$150,000
Total	\$150,000

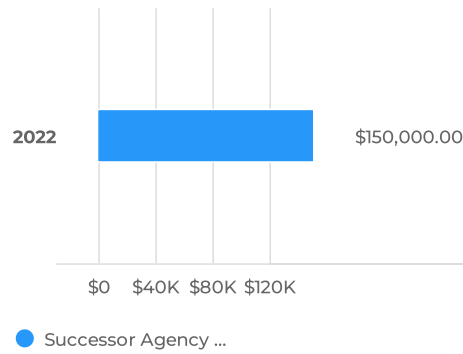


Funding Sources

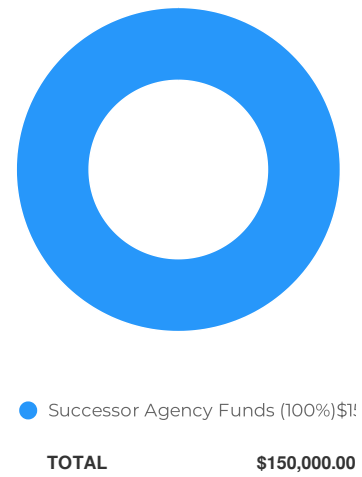
FY2022 Budget
\$150,000

Total Budget *(all years)*
\$150K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Successor Agency Funds	\$150,000
Total	\$150,000

pf2205 Oyster Point Phase 2C Parking Lot Improvements

Parking lot improvements for Oyster Point Phase 2C

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2205

Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Public Facilities project		

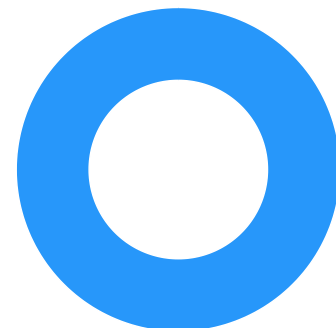
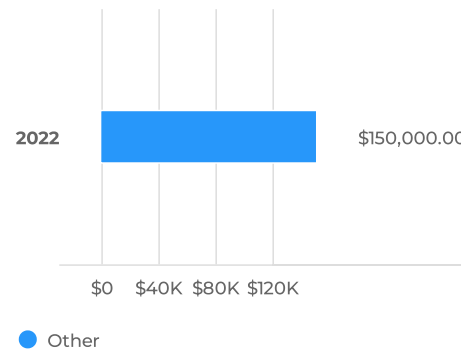
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$150,000

Total Budget (all years)
\$150K



Other (100%)	\$150,000.00
TOTAL	\$150,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$150,000
Total	\$150,000

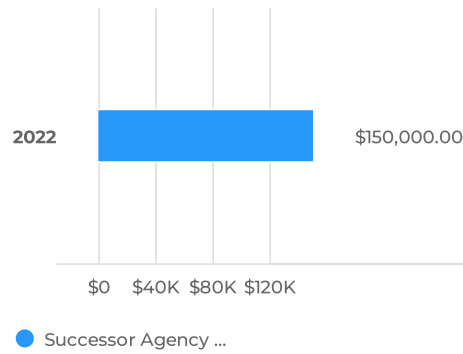


Funding Sources

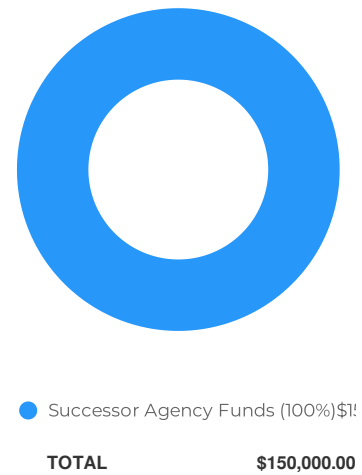
FY2022 Budget
\$150,000

Total Budget *(all years)*
\$150K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Successor Agency Funds	\$150,000
Total	\$150,000

pf2206 Oyster Point Phase 2C Landscape Improvements

Landscape improvements for Oyster Point Phase 2C

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2206

Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Public Facilities project		

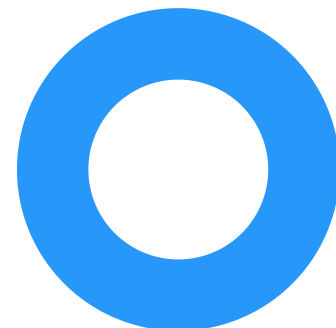
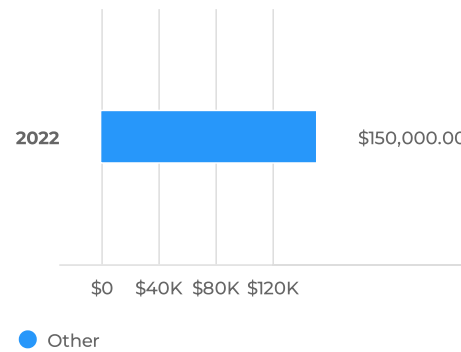
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$150,000

Total Budget (all years)
\$150K



Other (100%)	\$150,000.00
TOTAL	\$150,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$150,000
Total	\$150,000

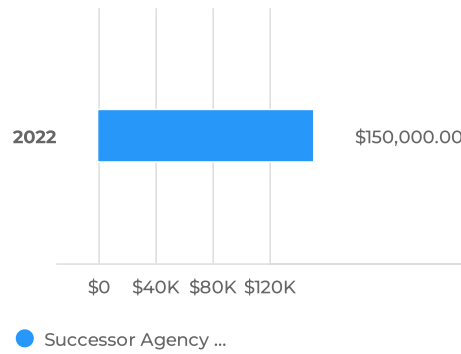


Funding Sources

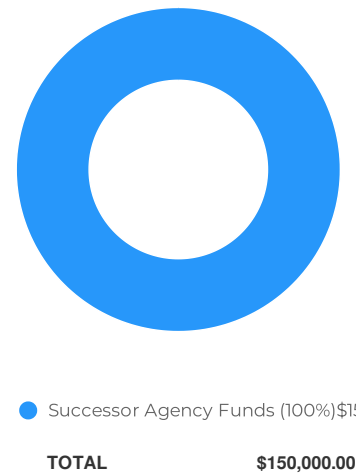
FY2022 Budget
\$150,000

Total Budget *(all years)*
\$150K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Successor Agency Funds	\$150,000
Total	\$150,000

pf2207 Bond Portion - Library, Parks & Recreation - Phase II

Bond Portion of pf2103

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2207

Request Details			
Project Manager	Jacob Gilchrist	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Public Facilities project		

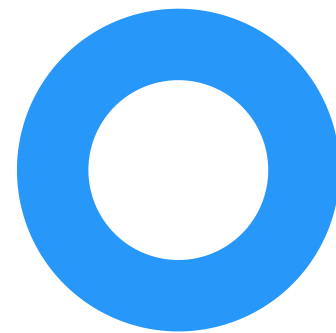
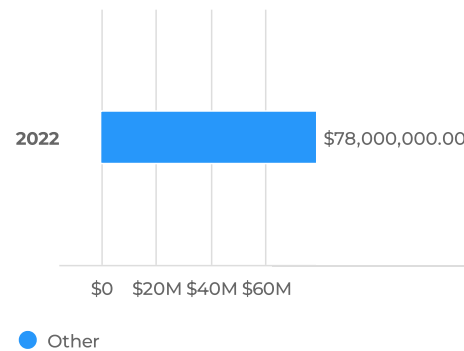
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$78,000,000

Total Budget (all years)
\$78M



Other (100%)	\$78,000,000.00
TOTAL	\$78,000,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$78,000,000
Total	\$78,000,000

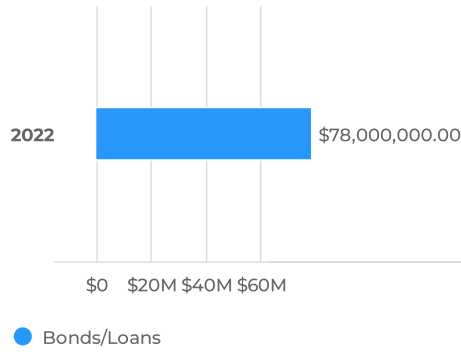


Funding Sources

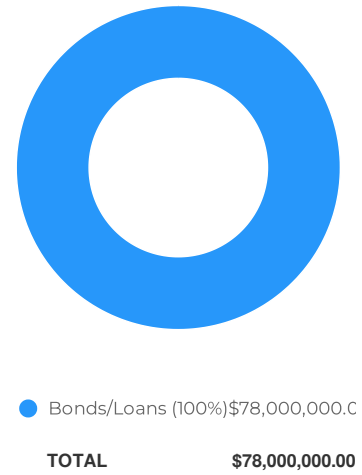
FY2022 Budget
\$78,000,000

Total Budget *(all years)*
\$78M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Bonds/Loans	\$78,000,000
Total	\$78,000,000

pf1707 Community Civic Campus

This project will design a new Community Civic Campus that includes a new library, parks & recreation facility, council chamber, a police operations & 911 dispatch center and a new fire station. Related to pf2103 and pf2207 projects.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf1707

Request Details			
Project Manager	Jacob Gilchrist	Funding to Date	\$33,583,435
Expenditures to Date	\$23,425,422	Existing / New Project	Existing project
Project Category	Public Facilities project		

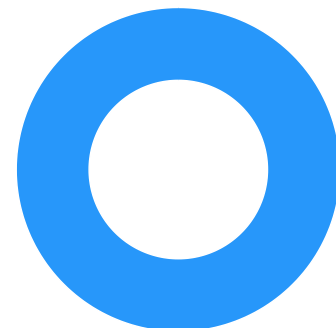
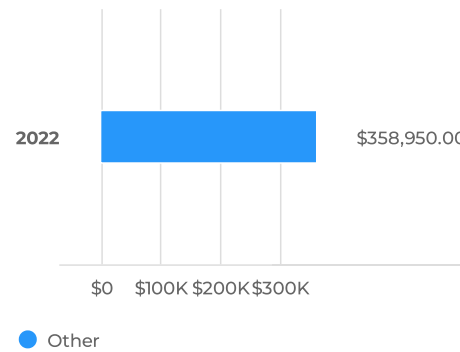
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$358,950

Total Budget (all years)
\$358.95K



Other (100%)	\$358,950.00
TOTAL	\$358,950.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$358,950
Total	\$358,950

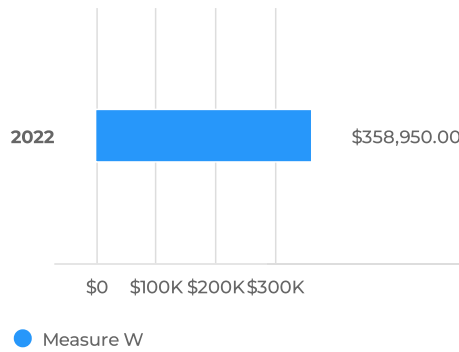


Funding Sources

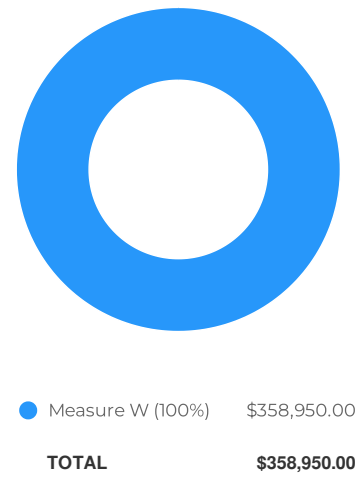
FY2022 Budget
\$358,950

Total Budget *(all years)*
\$358.95K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Measure W	\$358,950
Total	\$358,950

pf1704 Training Tower Maintenance

Fire Training Tower 61 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. This project will make repairs to the 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.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf1704

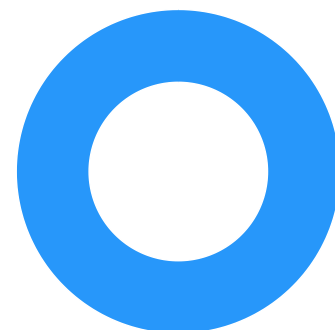
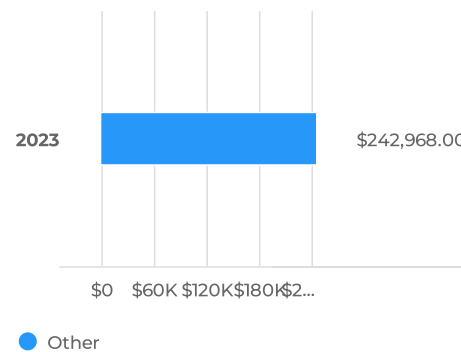
Request Details			
Project Manager	Jason Hallare	Funding to Date	\$74,032
Expenditures to Date	\$29,402	Existing / New Project	Existing project
Project Category	Public Facilities project		

Capital Cost

Capital Cost by Year

Capital Cost for All Years

Total Budget *(all years)*
\$242.968
K



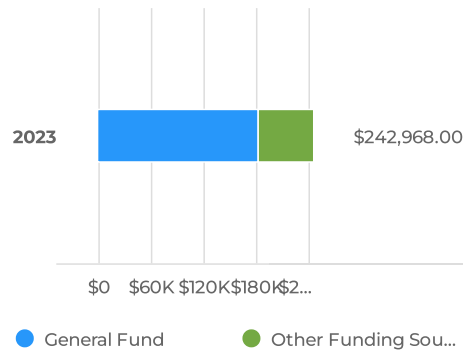
Other (100%)	\$242,968.00
TOTAL	\$242,968.00

Capital Cost Breakdown	
Capital Cost	FY2023
Other	\$242,968
Total	\$242,968

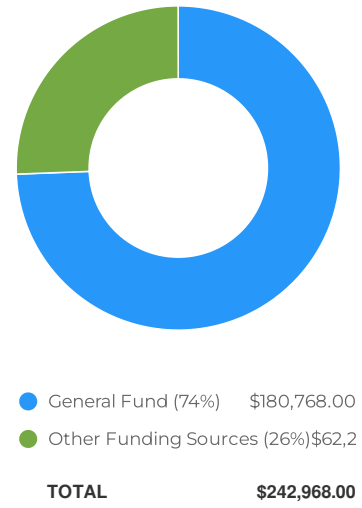
Funding Sources

Total Budget *(all years)*
\$242.968 K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2023
General Fund	\$180,768
Other Funding Sources	\$62,200
Total	\$242,968



pf1705 City Hall Security Upgrades

The upgrades are modest improvements that will enhance the security of the City Hall building for the employees and visitors. This project will implement priority one security upgrades of the recently completed security study. Upgrades will include installation of security cameras, panic alarms, improved fencing around HVAC system and upgrading existing doors with new locks and hardware.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf1705

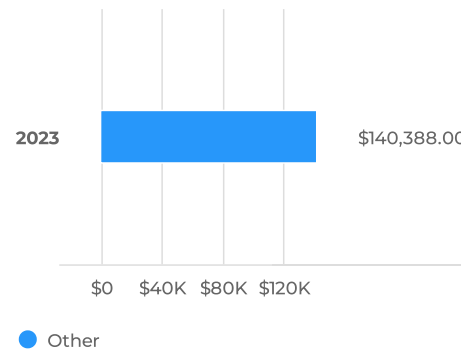
Request Details			
Project Manager	Brian Crume	Funding to Date	\$165,704
Expenditures to Date	\$80,614	Existing / New Project	Existing project
Project Category	Public Facilities project		

Capital Cost

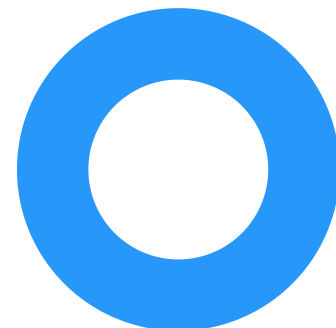
Capital Cost by Year

Total Budget (all years)

\$140.388K



Capital Cost for All Years



Other (100%)	\$140,388.00
TOTAL	\$140,388.00

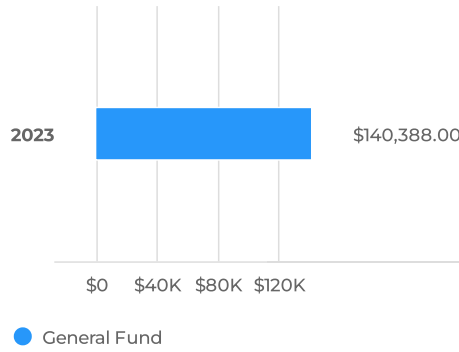
Capital Cost Breakdown	
Capital Cost	FY2023
Other	\$140,388
Total	\$140,388



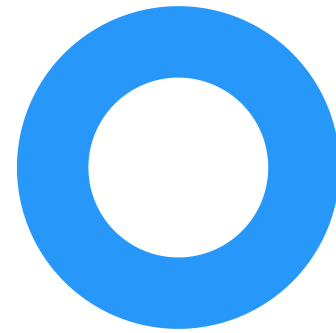
Funding Sources

Total Budget *(all years)*
\$140.388K

Funding Sources by Year



Funding Sources for All Years



● General Fund (100%) \$140,388.00

TOTAL \$140,388.00

Funding Sources Breakdown	
Funding Sources	FY2023
General Fund	\$140,388
Total	\$140,388

pf2003 Police Operations & 911 Dispatch Center

This project will construct a new Police Operations & 911 Dispatch Center at the site of former Pet Club at the corner of Antoinette Lane and Chestnut Avenue. The current Police Station does not meet current building code requirements for essential facilities and does not meet the current Police Department needs. The new facility will reduce police emergency response times and enhance public safety by providing a state-of-the-art Emergency Response Center.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pf2003

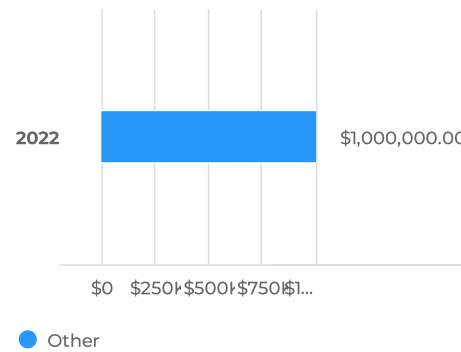
Request Details			
Project Manager	Jacob Gilchrist	Funding to Date	\$53,857,615
Expenditures to Date	\$40,764,402	Existing / New Project	Existing project
Project Category	Public Facilities project		

Capital Cost

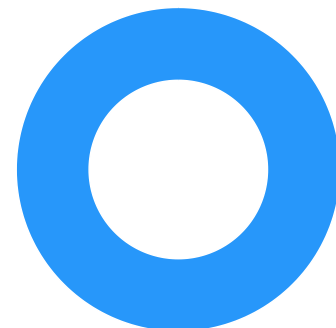
Capital Cost by Year

FY2022 Budget
\$1,000,000

Total Budget (all years)
\$1M



Capital Cost for All Years



Other (100%)	\$1,000,000.00
TOTAL	\$1,000,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$1,000,000
Total	\$1,000,000

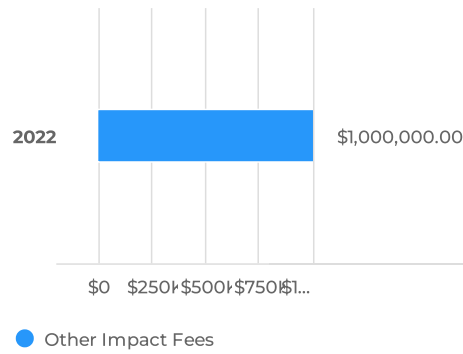


Funding Sources

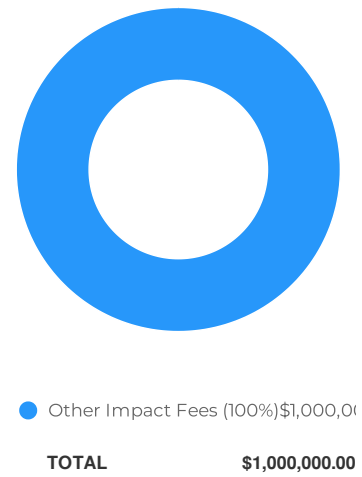
FY2022 Budget
\$1,000,000

Total Budget *(all years)*
\$1M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Other Impact Fees	\$1,000,000
Total	\$1,000,000

pk1402 Orange Memorial Park Sports Field Renovation

Resulting from many years of overuse, the ballfields are due for renovation. The grandstand bleachers are in a constant state of disrepair and should be replaced with lower maintenance bleachers. This project will be divided into two phases: Phase 1 will include the perimeter improvements of the baseball and softball field including replacement of grandstands, fencing, and pathway improvements. Phase 2 will include turf, irrigation, and other field improvement needs.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pk1402

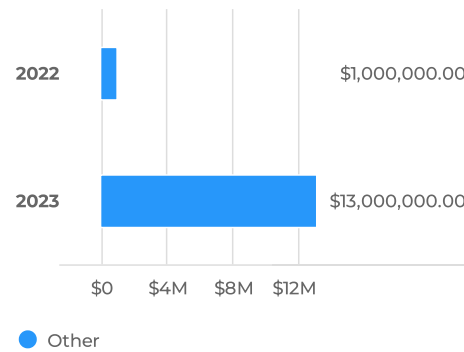
Request Details			
Project Manager	Jacob Gilchrist	Funding to Date	\$1,150,000
Expenditures to Date	\$282,750	Existing / New Project	Existing project
Project Category	Parks project		

Capital Cost

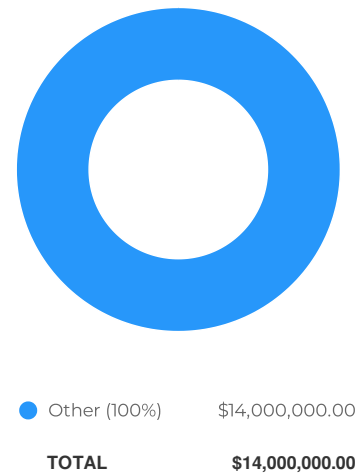
FY2022 Budget
\$1,000,000

Total Budget (all years)
\$14M

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

Capital Cost	FY2022	FY2023
Other	\$1,000,000	\$13,000,000
Total	\$1,000,000	\$13,000,000

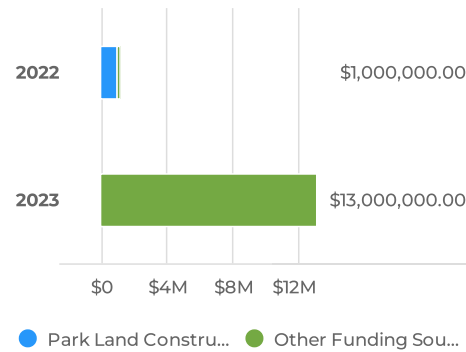


Funding Sources

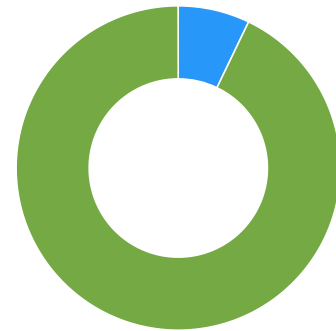
FY2022 Budget
\$1,000,000

Total Budget *(all years)*
\$14M

Funding Sources by Year



Funding Sources for All Years



● Park Land Construction (7%) \$1,000,000
 ● Other Funding Sources (93%) \$13,000,000

TOTAL \$14,000,000

Funding Sources Breakdown		
Funding Sources	FY2022	FY2023
Park Land Construction	\$1,000,000	
Other Funding Sources		\$13,000,000
Total	\$1,000,000	\$13,000,000

pk2201 Replace City Pool Complex

Replace City Pool Complex

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pk2201

Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Parks project		

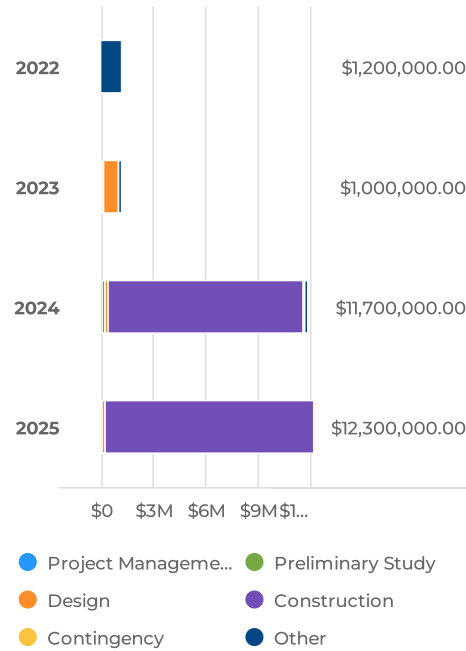


Capital Cost

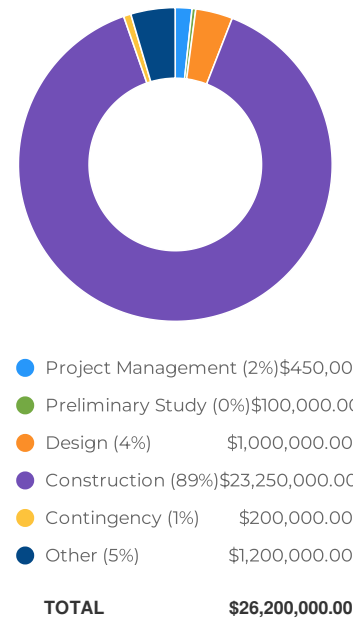
FY2022 Budget
\$1,200,000

Total Budget (all years)
\$26.2M

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

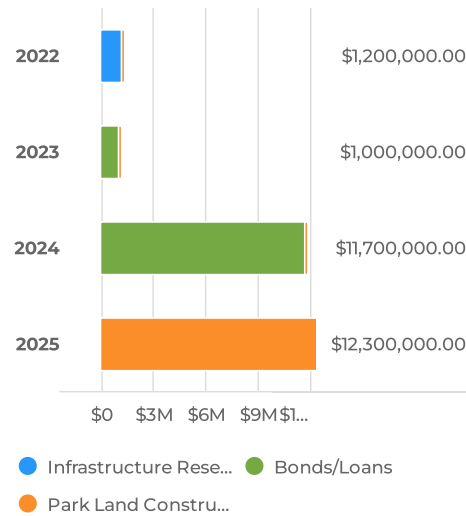
Capital Cost	FY2022	FY2023	FY2024	FY2025
Project Management		\$50,000	\$200,000	\$200,000
Preliminary Study		\$100,000		
Design		\$850,000	\$150,000	
Construction			\$11,250,000	\$12,000,000
Contingency			\$100,000	\$100,000
Other	\$1,200,000			
Total	\$1,200,000	\$1,000,000	\$11,700,000	\$12,300,000

Funding Sources

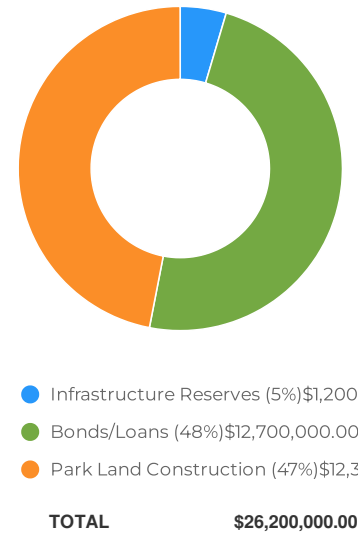
FY2022 Budget
\$1,200,000

Total Budget (all years)
\$26.2M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024	FY2025
Infrastructure Reserves	\$1,200,000			
Bonds/Loans		\$1,000,000	\$11,700,000	
Park Land Construction				\$12,300,000
Total	\$1,200,000	\$1,000,000	\$11,700,000	\$12,300,000

pk2202 Westborough Park Pathways

The Westborough Park renovation was completed in 2012. At that time, non-ADA compliant upper pathways in poor condition west of the park connecting to the baseball field were not addressed. This project was identified as an out year request in the 2015-2016 FY CIP project list. This project would improve some existing pathways at Westborough Park by construction of ADA compliant pathways.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	pk2202

Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Parks project		

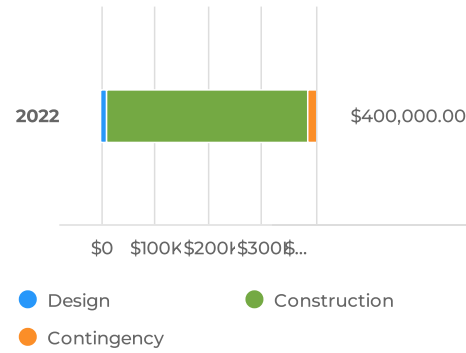


Capital Cost

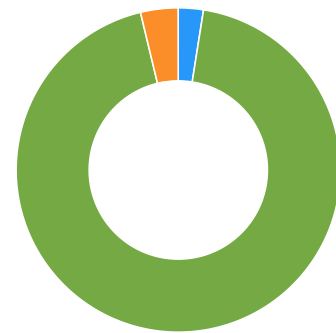
FY2022 Budget
\$400,000

Total Budget *(all years)*
\$400K

Capital Cost by Year



Capital Cost for All Years



Design (3%)	\$10,000.00
Construction (94%)	\$375,000.00
Contingency (4%)	\$15,000.00
TOTAL	\$400,000.00

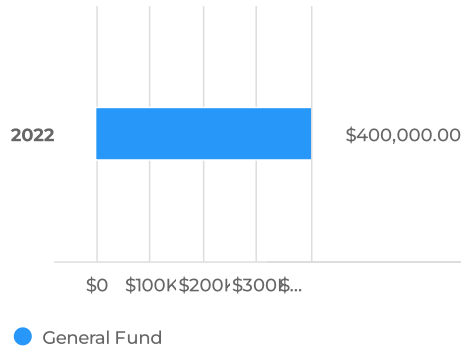
Capital Cost Breakdown	
Capital Cost	FY2022
Design	\$10,000
Construction	\$375,000
Contingency	\$15,000
Total	\$400,000

Funding Sources

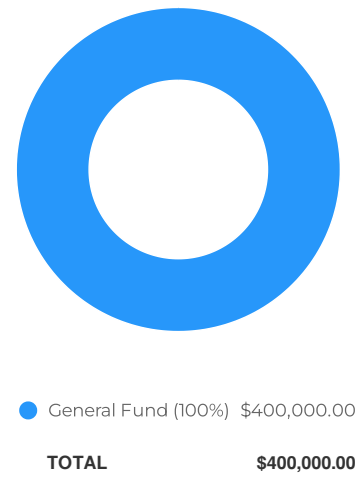
FY2022 Budget
\$400,000

Total Budget *(all years)*
\$400K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$400,000
Total	\$400,000

sd2002 South Linden Storm Drain Repairs

Line storm drain pipe repair at South Linden Avenue and San Mateo Avenue.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	sd2002

Request Details			
Project Manager	Louis Langle	Funding to Date	\$140,156
Expenditures to Date	\$0	Existing / New Project	Existing project
Project Category	Storm Drains project		

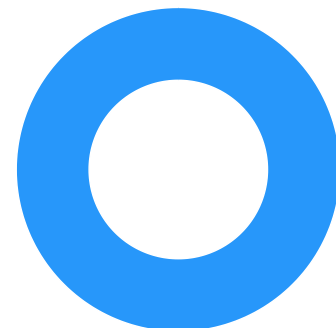
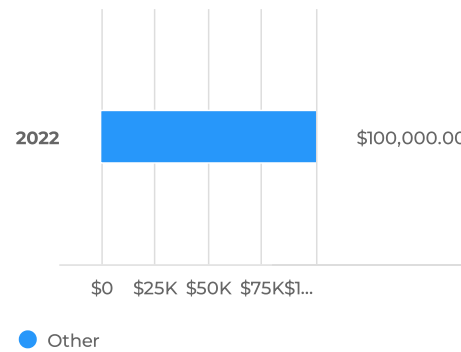
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$100,000

Total Budget (all years)
\$100K



Other (100%)	\$100,000.00
TOTAL	\$100,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$100,000
Total	\$100,000

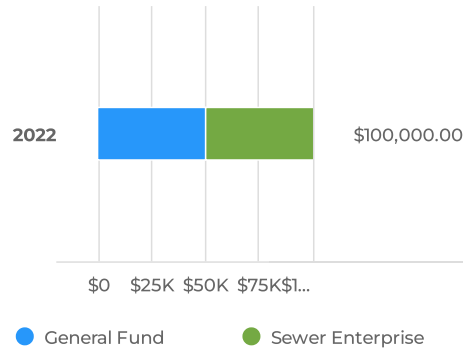


Funding Sources

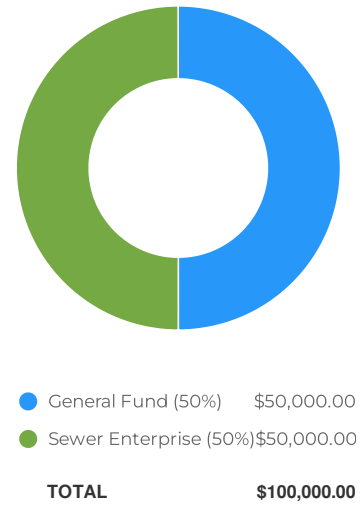
FY2022 Budget
\$100,000

Total Budget *(all years)*
\$100K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$50,000
Sewer Enterprise	\$50,000
Total	\$100,000

sd2201 Francisco Terrace Flood Protection Levy

Flood protection improvements in the vicinity of Terrace Drive. A floodwall is proposed to extend along the property line from Terrace Dr to the elevated bike/pedestrian trail which parallels the BART alignment. A recent hydrological study has determined that additional protection from overland flows in the southeast corner of the neighborhood is required.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	sd2201

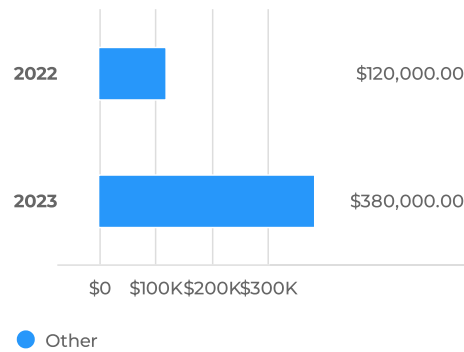
Request Details			
Project Manager	Jason Hallare	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Storm Drains project		

Capital Cost

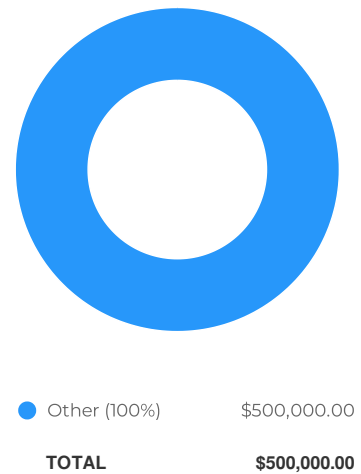
FY2022 Budget
\$120,000

Total Budget (all years)
\$500K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown		
Capital Cost	FY2022	FY2023
Other	\$120,000	\$380,000
Total	\$120,000	\$380,000

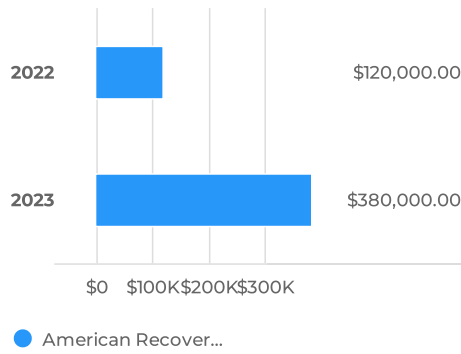


Funding Sources

FY2022 Budget
\$120,000

Total Budget *(all years)*
\$500K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown		
Funding Sources	FY2022	FY2023
American Recovery Plan	\$120,000	\$380,000
Total	\$120,000	\$380,000

sd2202 Colma Creek Oak Avenue Ped Bridge

Demolition of existing Colma Creek pedestrian bridge at Oak Avenue and construction of a new pedestrian bridge within the vicinity that will not impede the Colma Creek flood flows. The FEMA Flood Insurance Rate Map covering Colma Creek north of Chestnut Avenue was last updated in 2012. The PUC Mission development project had performed a LOMR study of Colma Creek to take a detailed look at the area's flood risk and determined that the existing pedestrian bridge at Oak Avenue impedes the full flow of the Colma Creek channel due to the design. A redesign and reconstructed pedestrian bridge may alleviate the issues of flooding caused by the existing pedestrian bridge.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	sd2202

Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Storm Drains project		

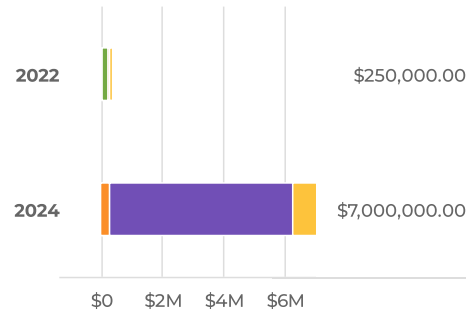


Capital Cost

FY2022 Budget
\$250,000

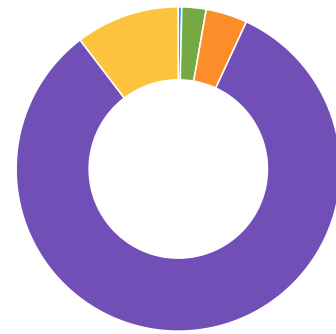
Total Budget (all years)
\$7.25M

Capital Cost by Year



- Project Management
- Preliminary Study
- Design
- Construction
- Contingency

Capital Cost for All Years



- Project Management (0%) \$25,000
 - Preliminary Study (2%) \$175,000.00
 - Design (4%) \$300,000.00
 - Construction (83%) \$6,000,000.00
 - Contingency (10%) \$750,000.00
- TOTAL \$7,250,000.00**

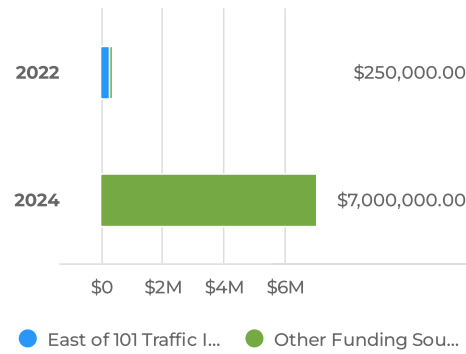
Capital Cost Breakdown		
Capital Cost	FY2022	FY2024
Project Management	\$25,000	
Preliminary Study	\$175,000	
Design	\$50,000	\$250,000
Construction		\$6,000,000
Contingency		\$750,000
Total	\$250,000	\$7,000,000

Funding Sources

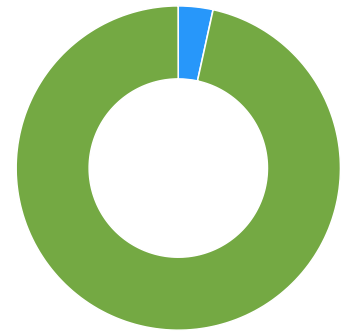
FY2022 Budget
\$250,000

Total Budget *(all years)*
\$7.25M

Funding Sources by Year



Funding Sources for All Years



● East of 101 Traffic Impact Fees (3%)
 ● Other Funding Sources (97%)\$7,000,000.00

TOTAL **\$7,250,000.00**

Funding Sources Breakdown

Funding Sources	FY2022	FY2024
East of 101 Traffic Impact Fees	\$250,000	
Other Funding Sources		\$7,000,000
Total	\$250,000	\$7,000,000

ss1307 Plant-Wide Industrial Re-Coating Program

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

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	ss1307

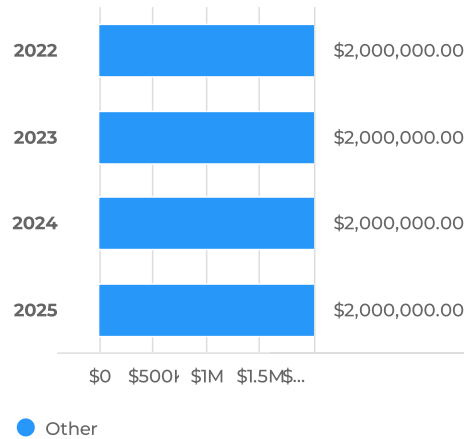
Request Details			
Project Manager	Third party consultant	Funding to Date	\$6,712,851
Expenditures to Date	\$1,150,706	Existing / New Project	Existing project
Project Category	Sanitary Sewer project		

Capital Cost

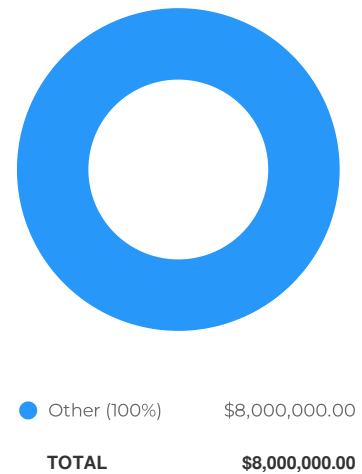
FY2022 Budget
\$2,000,000

Total Budget *(all years)*
\$8M

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024	FY2025
Other	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Total	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000

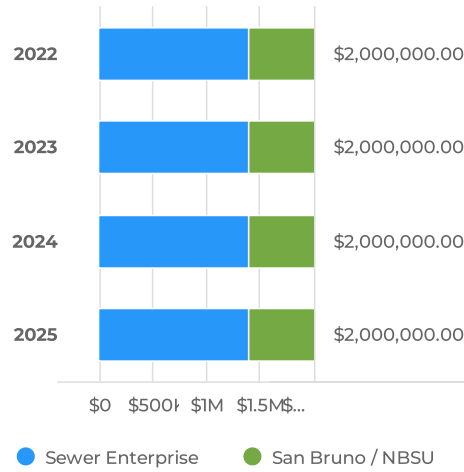


Funding Sources

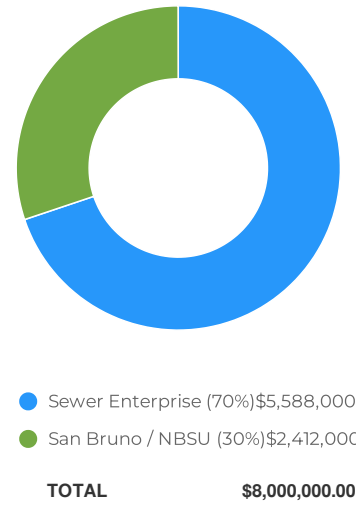
FY2022 Budget
\$2,000,000

Total Budget (all years)
\$8M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown				
Funding Sources	FY2022	FY2023	FY2024	FY2025
Sewer Enterprise	\$1,397,000	\$1,397,000	\$1,397,000	\$1,397,000
San Bruno / NBSU	\$603,000	\$603,000	\$603,000	\$603,000
Total	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000

ss1802 Sea Level Rise Study and Planning at WQCP

Plan, develop strategies, design, and eventually construct sea level rise mitigation at the Water Quality Control Plant. This project will protect the infrastructure at the Water Quality Control Plant for sea level rise. This project is lead by the US Army Corps of Engineers as a CAP 103 Project. The City provides cost-sharing funding and other support to USACE.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	ss1802

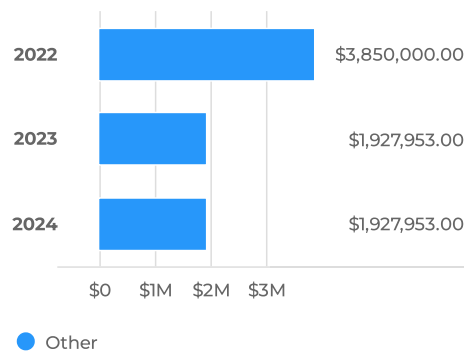
Request Details			
Project Manager	Jason Hallare	Funding to Date	\$1,003,572
Expenditures to Date	\$376,478	Existing / New Project	Existing project
Project Category	Sanitary Sewer project		

Capital Cost

FY2022 Budget
\$3,850,000

Total Budget (all years)
\$7.706M

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024
Other	\$3,850,000	\$1,927,953	\$1,927,953
Total	\$3,850,000	\$1,927,953	\$1,927,953

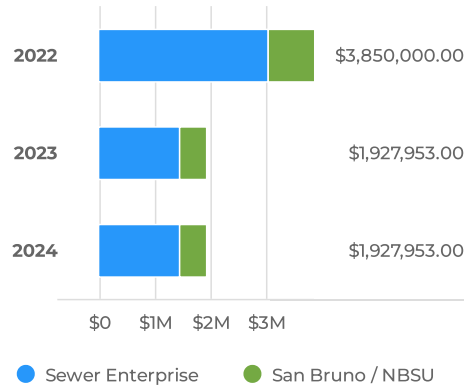


Funding Sources

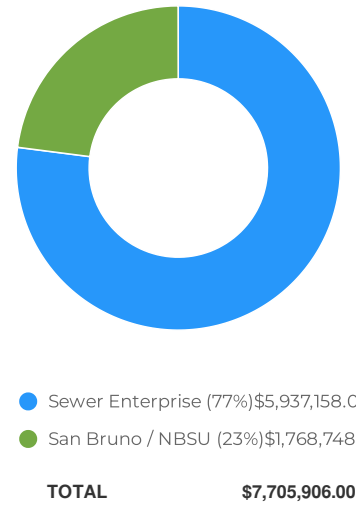
FY2022 Budget
\$3,850,000

Total Budget (all years)
\$7.706M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown			
Funding Sources	FY2022	FY2023	FY2024
Sewer Enterprise	\$3,031,496	\$1,452,831	\$1,452,831
San Bruno / NBSU	\$818,504	\$475,122	\$475,122
Total	\$3,850,000	\$1,927,953	\$1,927,953

ss2001 Sanitary Sewer Rehabilitation

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

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	ss2001

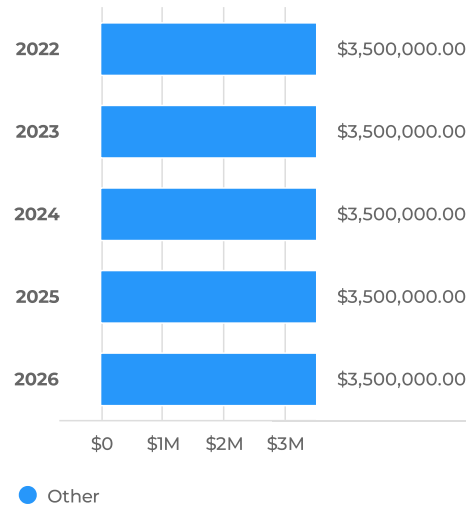
Request Details			
Project Manager	Jeffrey Chou	Funding to Date	\$2,075,000
Expenditures to Date	\$27	Existing / New Project	Existing project
Project Category	Sanitary Sewer project		

Capital Cost

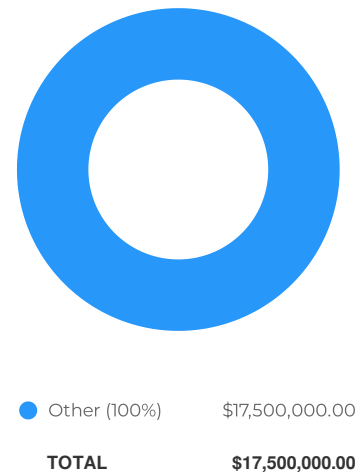
FY2022 Budget
\$3,500,000

Total Budget (all years)
\$17.5M

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024	FY2025	FY2026
Other	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000
Total	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000

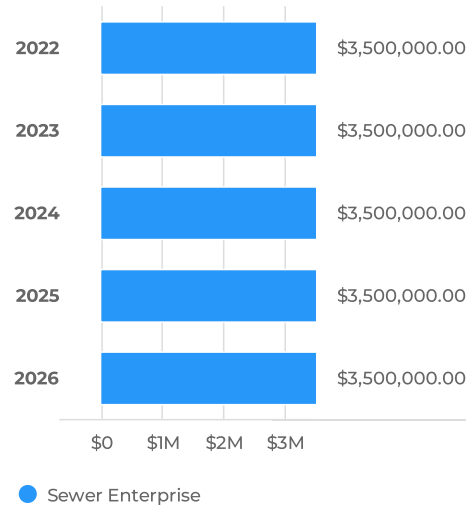


Funding Sources

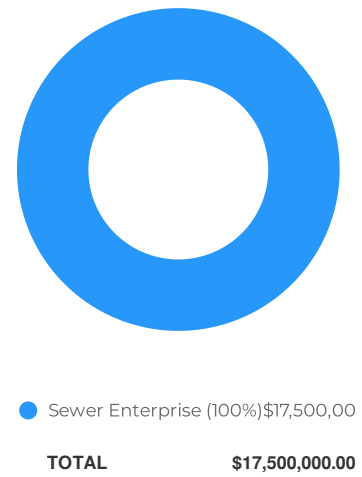
FY2022 Budget
\$3,500,000

Total Budget *(all years)*
\$17.5M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown					
Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026
Sewer Enterprise	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000
Total	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000

ss2201 Country Club Park Sewer Master Plan

District level study for sewer service expansion into the Country Club Park neighborhood studying collection and conveyance system and tie-in into the existing West of 101 Sewer System. The project would include topographical and utility surveys, sewer modeling, and analysis.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	ss2201

Request Details			
Project Manager	Jason Hallare	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Sanitary Sewer project		

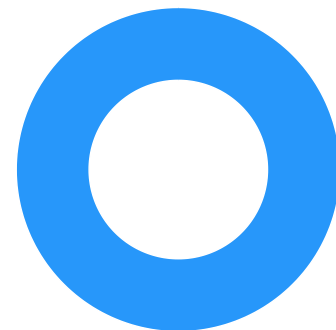
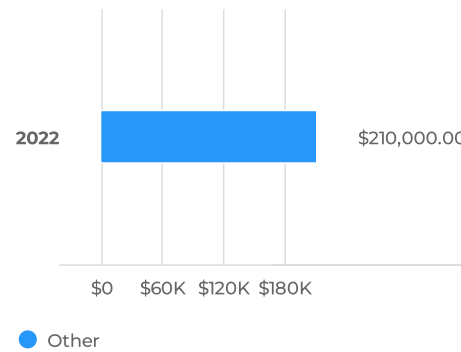
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$210,000

Total Budget *(all years)*
\$210K



Other (100%)	\$210,000.00
TOTAL	\$210,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$210,000
Total	\$210,000

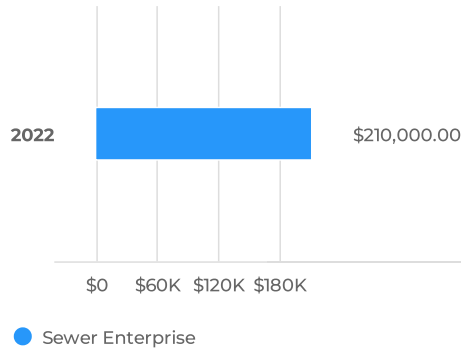


Funding Sources

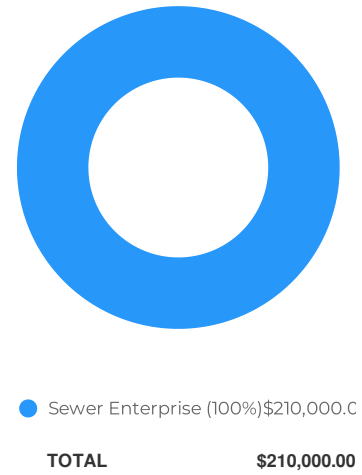
FY2022 Budget
\$210,000

Total Budget *(all years)*
\$210K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Sewer Enterprise	\$210,000
Total	\$210,000

ss2202 Oyster Point Pump Station

Oyster Point Pump Station

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	ss2202

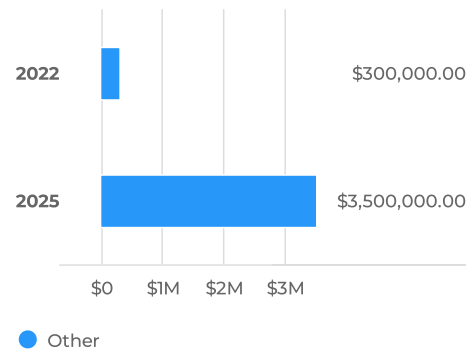
Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Sanitary Sewer project		

Capital Cost

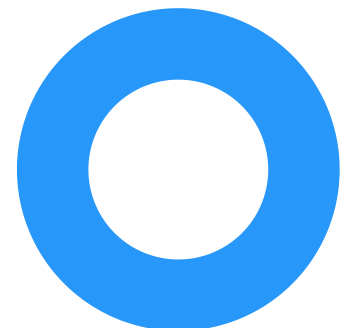
FY2022 Budget
\$300,000

Total Budget (all years)
\$3.8M

Capital Cost by Year



Capital Cost for All Years



Other (100%)	\$3,800,000.00
TOTAL	\$3,800,000.00

Capital Cost Breakdown		
Capital Cost	FY2022	FY2025
Other	\$300,000	\$3,500,000
Total	\$300,000	\$3,500,000

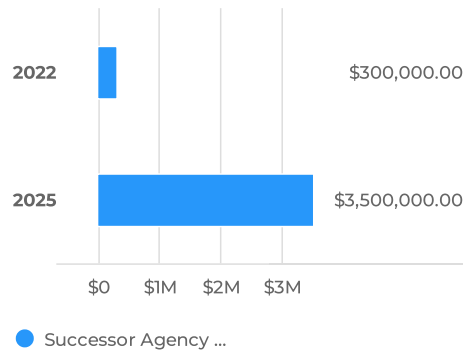


Funding Sources

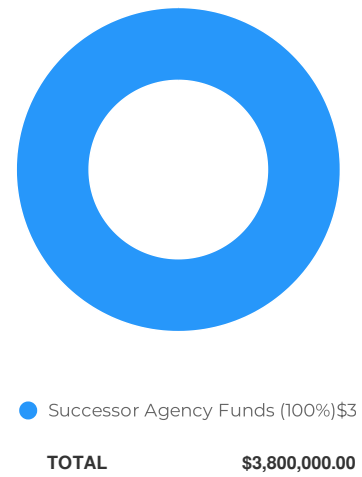
FY2022 Budget
\$300,000

Total Budget *(all years)*
\$3.8M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown		
Funding Sources	FY2022	FY2025
Successor Agency Funds	\$300,000	\$3,500,000
Total	\$300,000	\$3,500,000

st1004 South Linden Avenue Grade Separation

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

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st1004

Request Details			
Project Manager	Bianca Liu	Funding to Date	\$242,773
Expenditures to Date	\$150,208	Existing / New Project	Existing project
Project Category	Streets project		

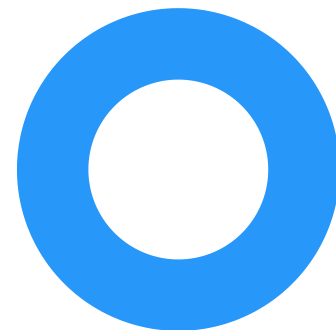
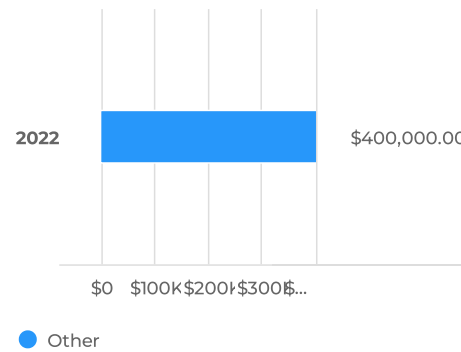
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$400,000

Total Budget (all years)
\$400K



Other (100%)	\$400,000.00
TOTAL	\$400,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$400,000
Total	\$400,000

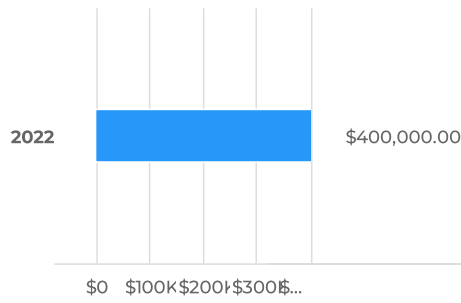


Funding Sources

FY2022 Budget
\$400,000

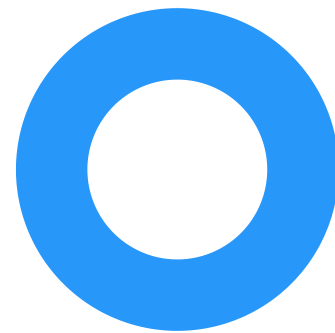
Total Budget *(all years)*
\$400K

Funding Sources by Year



● Road Maintenance ...

Funding Sources for All Years



● Road Maintenance Acct (SB1) (100%)

TOTAL **\$400,000.00**

Funding Sources Breakdown	
Funding Sources	FY2022
Road Maintenance Acct (SB1)	\$400,000
Total	\$400,000

st1403 Grand Boulevard Project Phase 1 (Chestnut to Arroyo Way)

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 refuge, expanded bus stop/waiting areas, and a new landscaped median. 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.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st1403

Request Details			
Project Manager	Matthew Ruble	Funding to Date	\$2,911,083
Expenditures to Date	\$2,364,532	Existing / New Project	Existing project
Project Category	Streets project		

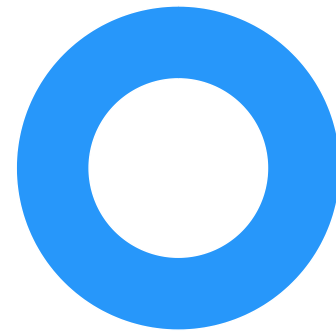
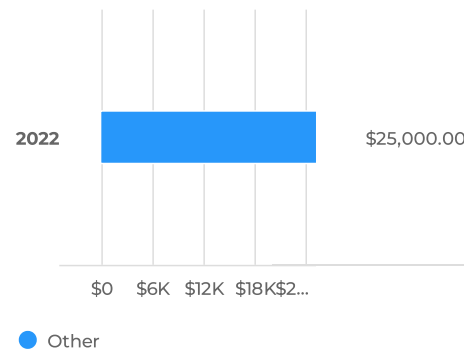
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$25,000

Total Budget *(all years)*
\$25K



Other (100%)	\$25,000.00
TOTAL	\$25,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$25,000
Total	\$25,000

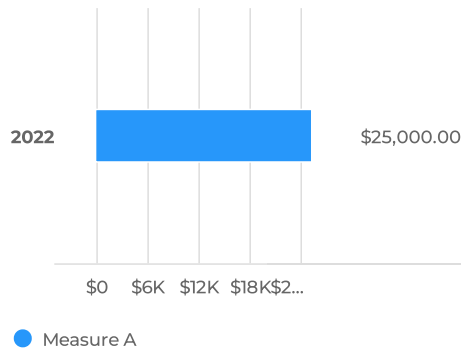


Funding Sources

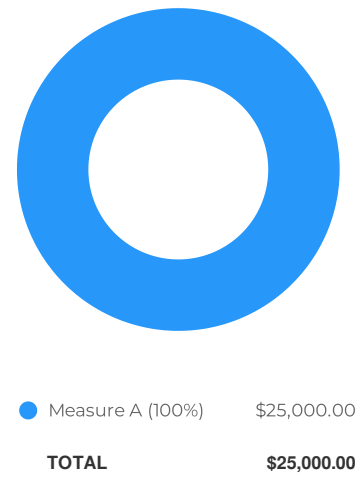
FY2022 Budget
\$25,000

Total Budget *(all years)*
\$25K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Measure A	\$25,000
Total	\$25,000

st1806 North Access Road Bike and Pedestrian Improvements

This project will widen approximately 1,000 feet of bike and pedestrian pathways on North Access Road beginning at South Airport Boulevard.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st1806

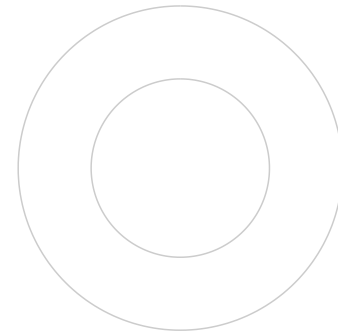
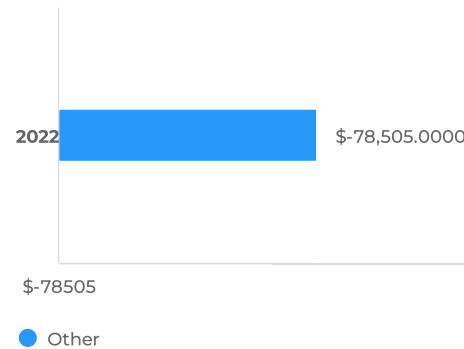
Request Details			
Project Manager	Jason Hallare	Funding to Date	\$812,333
Expenditures to Date	\$726,334	Existing / New Project	Existing project
Project Category	Streets project		

Capital Cost

Capital Cost by Year

Capital Cost for All Years

Total Budget *(all years)*
\$-78505



Other	\$-78,505.0000
TOTAL	\$-78,505.0000

Capital Cost Breakdown	
Capital Cost	FY2022
Other	-\$78,505
Total	-\$78,505

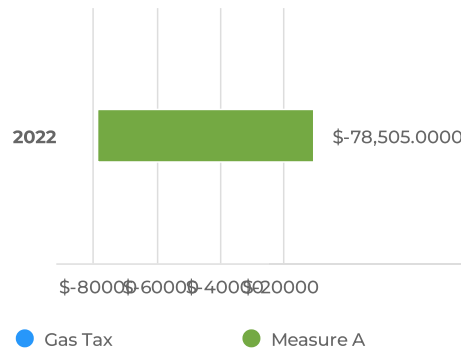


Funding Sources

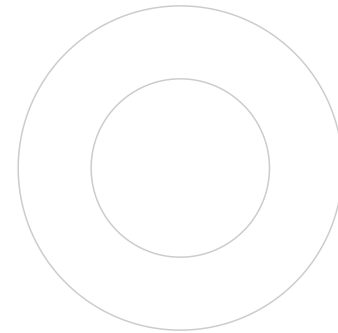
Total Budget (all years)

\$-78505

Funding Sources by Year



Funding Sources for All Years



Gas Tax	\$-10,957.0000
Measure A	\$-67,548.0000
TOTAL	\$-78,505.0000

Funding Sources Breakdown

Funding Sources	FY2022
Gas Tax	-\$10,957
Measure A	-\$67,548
Total	-\$78,505

st1807 Grand Boulevard Project Phase 3 (Arroyo Drive to Kaiser Way)

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

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st1807

Request Details			
Project Manager	Jeffrey Chou	Funding to Date	\$1,495,106
Expenditures to Date	\$162,629	Existing / New Project	Existing project
Project Category	Streets project		

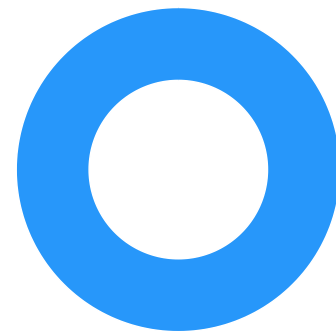
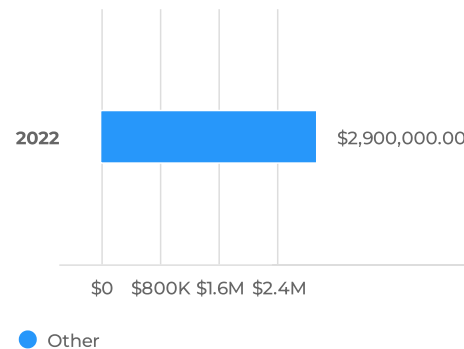
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$2,900,000

Total Budget *(all years)*
\$2.9M



Other (100%)	\$2,900,000.00
TOTAL	\$2,900,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$2,900,000
Total	\$2,900,000

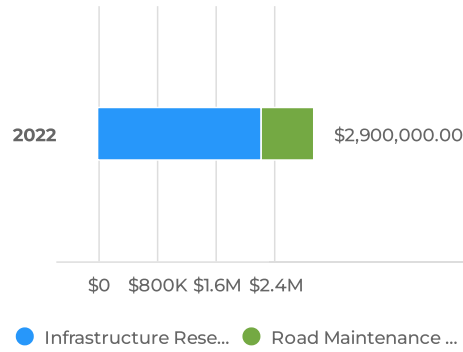


Funding Sources

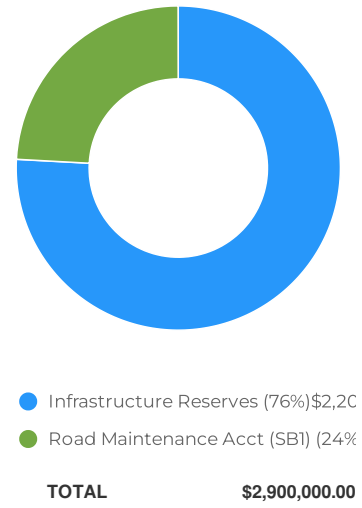
FY2022 Budget
\$2,900,000

Total Budget *(all years)*
\$2.9M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Infrastructure Reserves	\$2,200,000
Road Maintenance Acct (SBI)	\$700,000
Total	\$2,900,000

st1904 Underground Utilities District (UUD) Rule 20A for Mission Road

Establish an Underground Utility District on Mission Road from Grand Avenue to connect with underground utilities at the South San Francisco BART south entrance. This district would extend approximately 2,000 linear feet and would use approximately \$3.75 million of the City's Rule 20 credits. Mission Road is a major collector street, carrying a heavy volume of traffic to the BART station.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st1904

Request Details			
Project Manager	Third party consultant	Funding to Date	\$427,845
Expenditures to Date	\$69,173	Existing / New Project	Existing project
Project Category	Streets project		

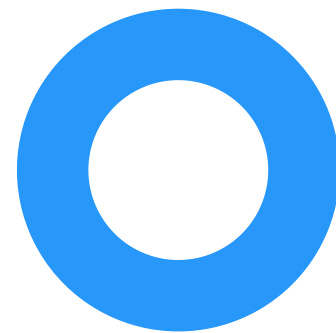
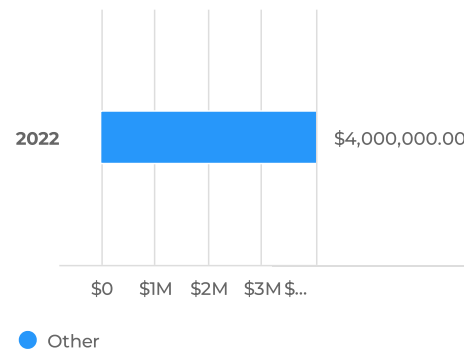
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$4,000,000

Total Budget (all years)
\$4M



Other (100%)	\$4,000,000.00
TOTAL	\$4,000,000.00

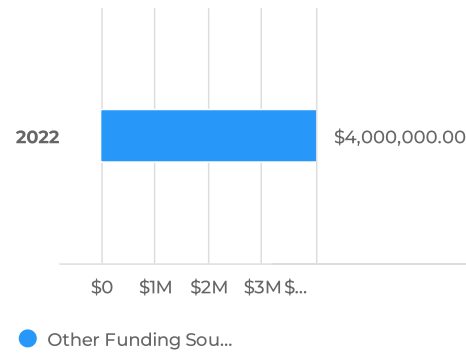
Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$4,000,000
Total	\$4,000,000

Funding Sources

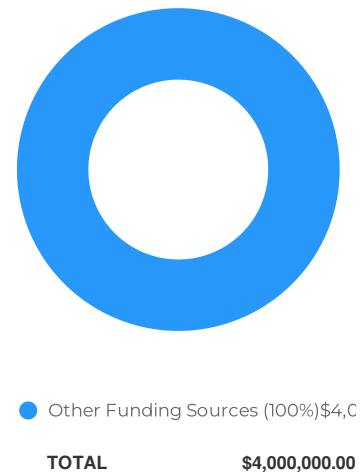
FY2022 Budget
\$4,000,000

Total Budget *(all years)*
\$4M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Other Funding Sources	\$4,000,000
Total	\$4,000,000

st2002 Survey Monument (On Going)

Survey monument restoration citywide. Board for Professional Engineers, Land Surveyors, and Geologists has notified the City to proactively replace survey monuments citywide that were previously destroyed.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2002

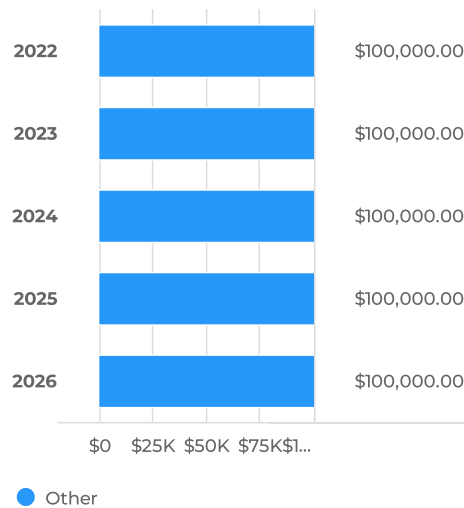
Request Details			
Project Manager	Angel Torres	Funding to Date	\$150,000
Expenditures to Date	\$16,329	Existing / New Project	Existing project
Project Category	Streets project		

Capital Cost

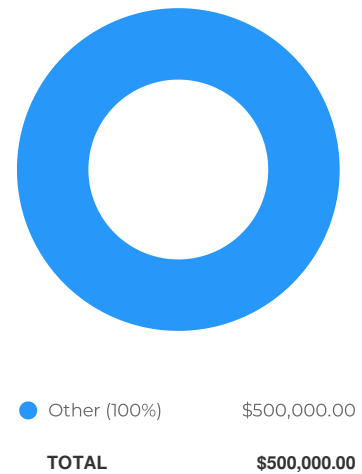
FY2022 Budget
\$100,000

Total Budget (all years)
\$500K

Capital Cost by Year



Capital Cost for All Years



Capital Cost Breakdown

Capital Cost	FY2022	FY2023	FY2024	FY2025	FY2026
Other	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Total	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

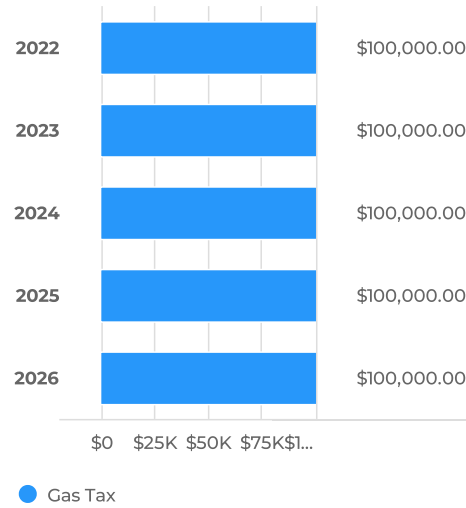


Funding Sources

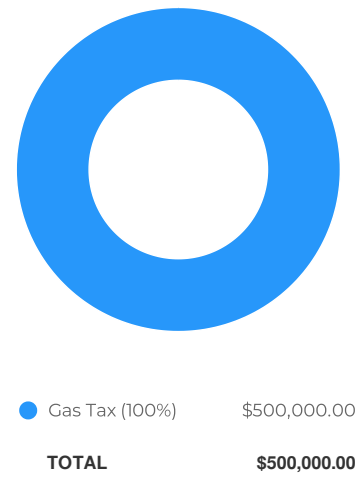
FY2022 Budget
\$100,000

Total Budget *(all years)*
\$500K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown

Funding Sources	FY2022	FY2023	FY2024	FY2025	FY2026
Gas Tax	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Total	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

st2003 Caltrain to East Grand Bike Gap Closure

This project will connect the Caltrain Station Poletti Plaza to the bike facilities at East Grand Avenue installing a shared-use asphalt path, modifying the Grand/East Grand intersection for high visibility crosswalks, and removing the right turn slip lane at Grand/East Grand. This project is supported by the Bike & Pedestrian Master Plan.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2003

Request Details			
Project Manager	Jeffrey Chou	Funding to Date	\$1,685,000
Expenditures to Date	\$175,190	Existing / New Project	Existing project
Project Category	Streets project		

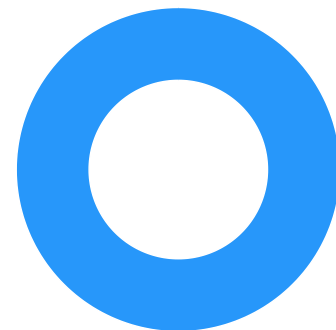
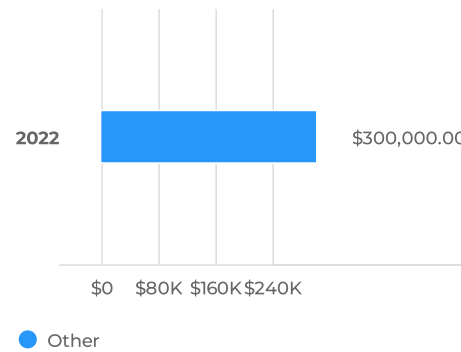
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$300,000

Total Budget (all years)
\$300K



Other (100%)	\$300,000.00
TOTAL	\$300,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$300,000
Total	\$300,000

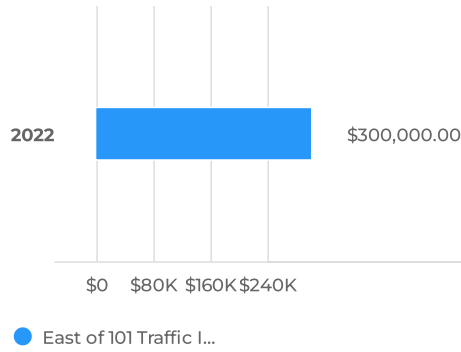


Funding Sources

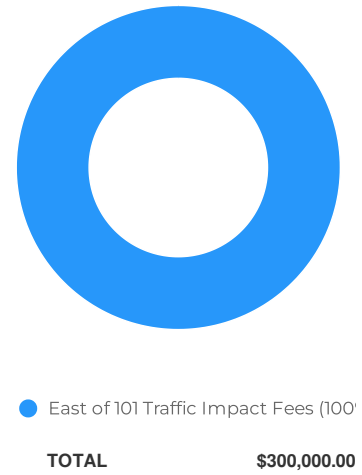
FY2022 Budget
\$300,000

Total Budget *(all years)*
\$300K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
East of 101 Traffic Impact Fees	\$300,000
Total	\$300,000

st2004 South Airport / Belle Aire Improvements

Add RRFBs at S. Airport / Marco intersection. Modify the A. Airport / Belle Aire intersection to add a crosswalk and pedestrian refuge at the south leg and new bike boxes. Convert the existing bike lanes on Belle Aire to full green bike lanes. Add green skips in front of the driveways on S. Airport bike lanes. Improves the safety and connectivity of pedestrians and cyclists along S. Airport Blvd and Belle Aire Rd. These improvements are also identified by BCDC as a requirement that the City must complete.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2004

Request Details			
Project Manager	Jason Hallare	Funding to Date	\$518,000
Expenditures to Date	\$113,461	Existing / New Project	Existing project
Project Category	Streets project		

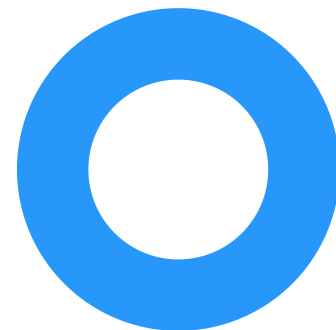
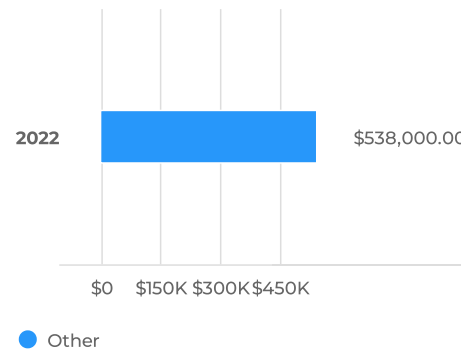
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$538,000

Total Budget (all years)
\$538K



Other (100%)	\$538,000.00
TOTAL	\$538,000.00

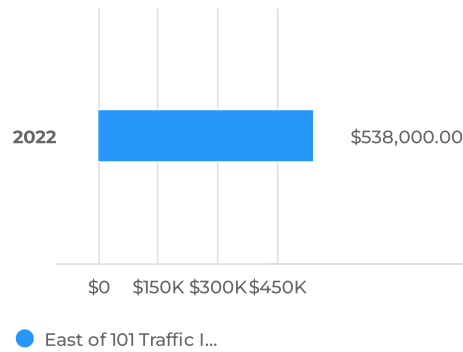
Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$538,000
Total	\$538,000

Funding Sources

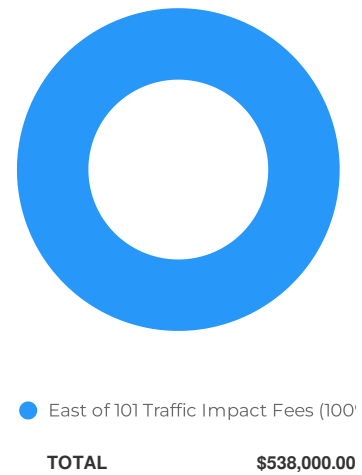
FY2022 Budget
\$538,000

Total Budget *(all years)*
\$538K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
East of 101 Traffic Impact Fees	\$538,000
Total	\$538,000

st2104 PMP - 2020 Pavement Rehabilitation

This project will rehabilitate various City streets in accordance with the City's pavement management program.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2104

Request Details			
Project Manager	Angel Torres	Funding to Date	\$1,667,000
Expenditures to Date	\$7,342	Existing / New Project	Existing project
Project Category	Streets project		

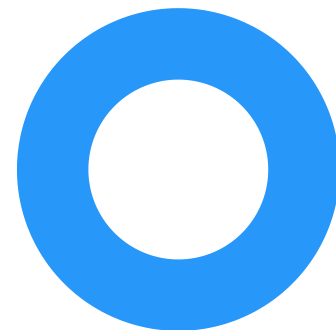
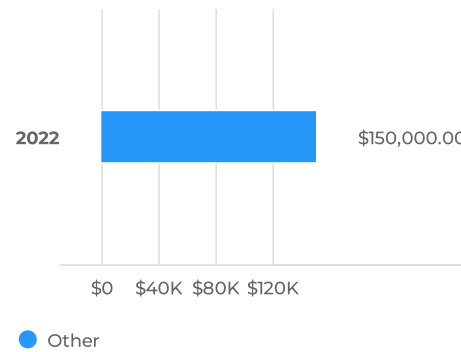
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$150,000

Total Budget (all years)
\$150K



Other (100%)	\$150,000.00
TOTAL	\$150,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$150,000
Total	\$150,000

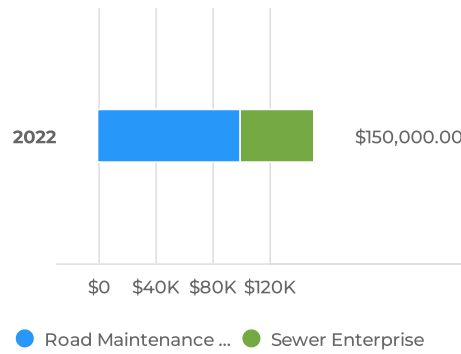


Funding Sources

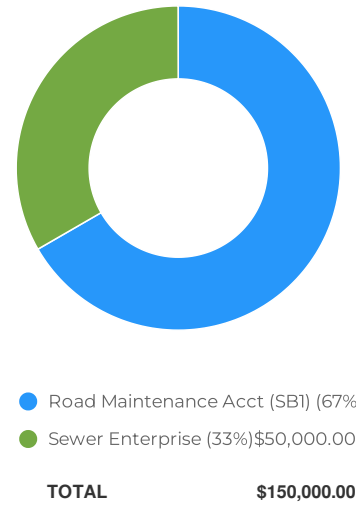
FY2022 Budget
\$150,000

Total Budget *(all years)*
\$150K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Road Maintenance Acct (SB1)	\$100,000
Sewer Enterprise	\$50,000
Total	\$150,000

st2106 PMP - 2021 Pavement Rehabilitation

This project will rehabilitate various City streets in accordance with the City's pavement management program.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2106

Request Details			
Project Manager	Angel Torres	Funding to Date	\$200,000
Expenditures to Date	\$174,520	Existing / New Project	Existing project
Project Category	Streets project		

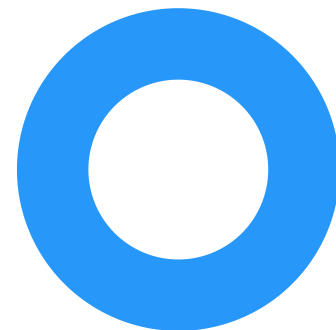
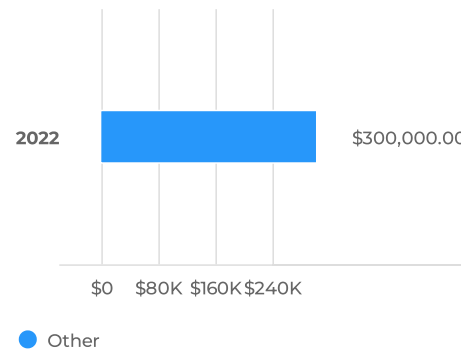
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$300,000

Total Budget (all years)
\$300K



Other (100%)	\$300,000.00
TOTAL	\$300,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$300,000
Total	\$300,000

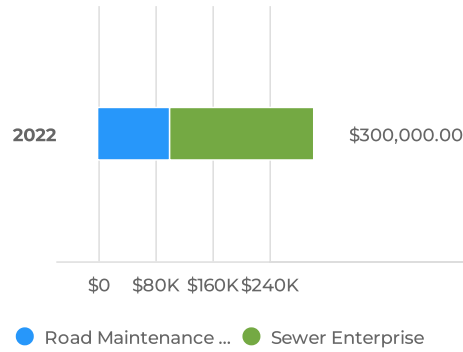


Funding Sources

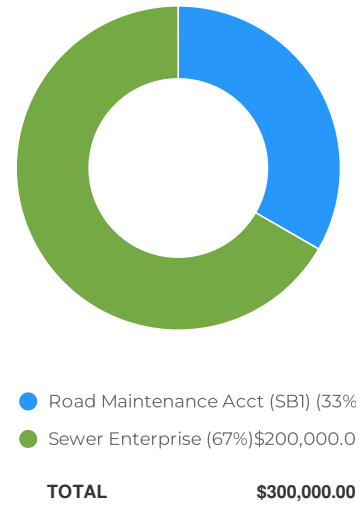
FY2022 Budget
\$300,000

Total Budget *(all years)*
\$300K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Road Maintenance Acct (SB1)	\$100,000
Sewer Enterprise	\$200,000
Total	\$300,000

st2107 PMP - 2022 West of 101 Pavement Rehabilitation

This project will rehabilitate various City streets in accordance with the City's pavement management program.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2107

Request Details			
Project Manager	Angel Torres	Funding to Date	\$500,000
Expenditures to Date	\$0	Existing / New Project	Existing project
Project Category	Streets project		

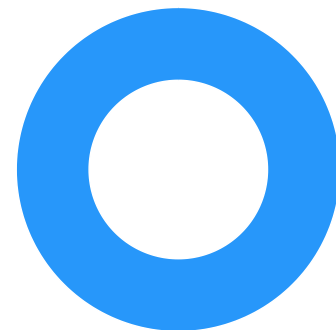
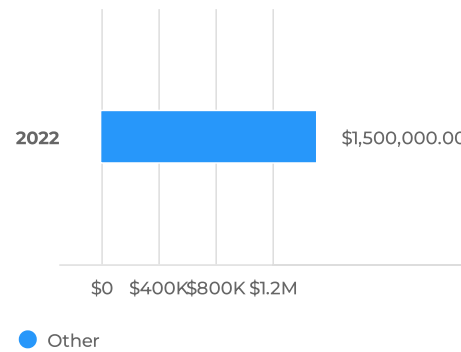
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$1,500,000

Total Budget (all years)
\$1.5M



Other (100%)	\$1,500,000.00
TOTAL	\$1,500,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$1,500,000
Total	\$1,500,000

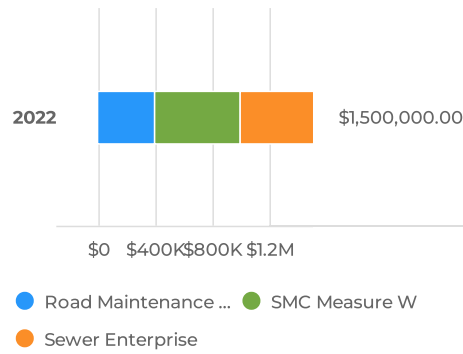


Funding Sources

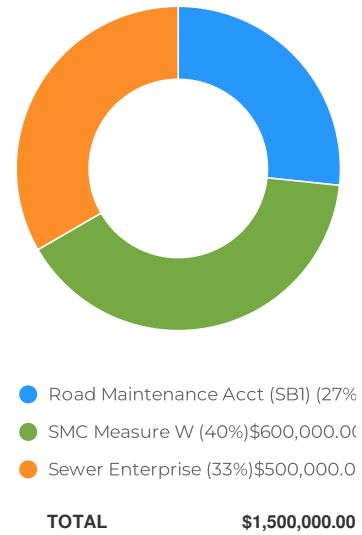
FY2022 Budget
\$1,500,000

Total Budget *(all years)*
\$1.5M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Road Maintenance Acct (SB1)	\$400,000
SMC Measure W	\$600,000
Sewer Enterprise	\$500,000
Total	\$1,500,000

st2201 JS Soundwall Feasibility Study

JS Soundwall Feasibility Study

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2201

Request Details			
Project Manager	TBD	Funding to Date	TBD
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Streets project		

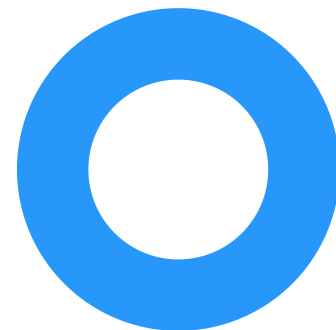
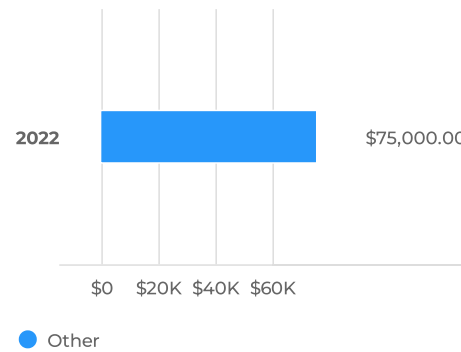
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$75,000

Total Budget (all years)
\$75K



Other (100%)	\$75,000.00
TOTAL	\$75,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$75,000
Total	\$75,000

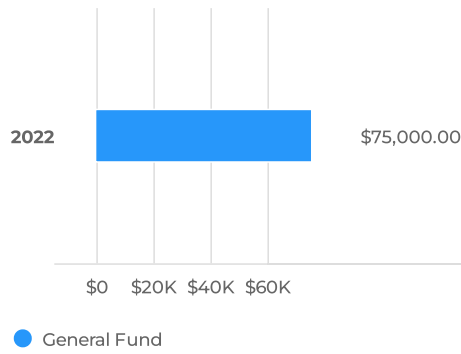


Funding Sources

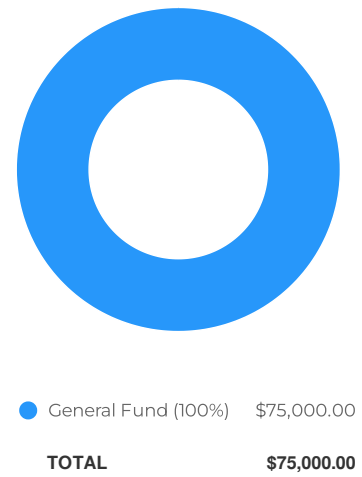
FY2022 Budget
\$75,000

Total Budget *(all years)*
\$75K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
General Fund	\$75,000
Total	\$75,000

st2202 Bond Portion - 2020 Pavement Rehabilitation

Bond Portion of st2104

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2202

Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Streets project		

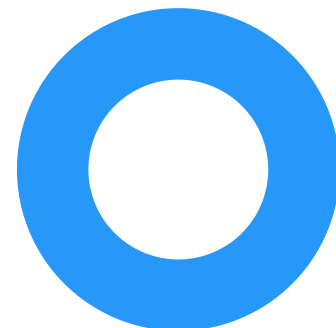
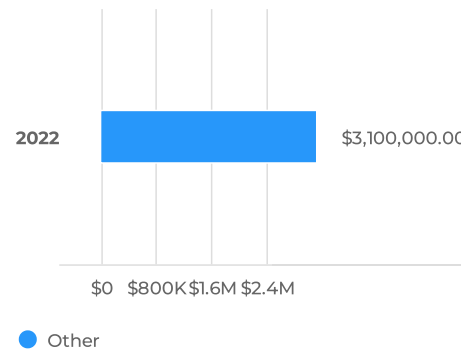
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$3,100,000

Total Budget *(all years)*
\$3.1M



Other (100%)	\$3,100,000.00
TOTAL	\$3,100,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$3,100,000
Total	\$3,100,000

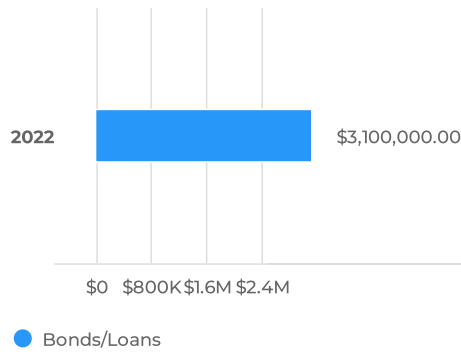


Funding Sources

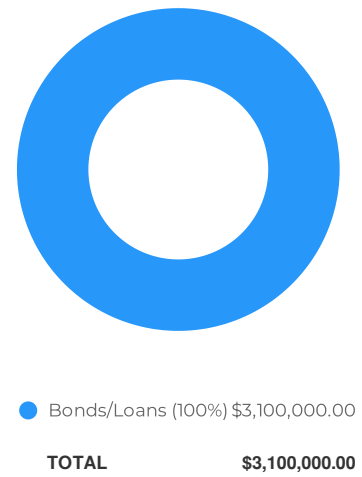
FY2022 Budget
\$3,100,000

Total Budget *(all years)*
\$3.1M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Bonds/Loans	\$3,100,000
Total	\$3,100,000

st2203 Bond Portion - 2021 Pavement Rehabilitation

Bond Portion of st2106

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2203

Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Streets project		

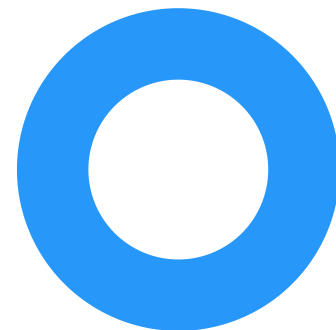
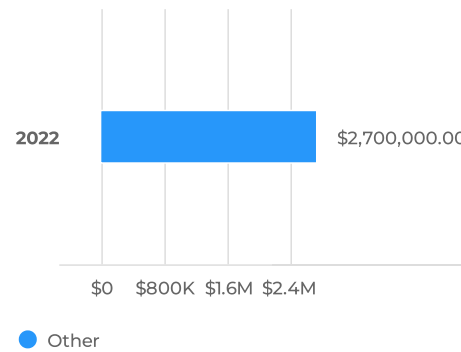
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$2,700,000

Total Budget *(all years)*
\$2.7M



Other (100%)	\$2,700,000.00
TOTAL	\$2,700,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$2,700,000
Total	\$2,700,000

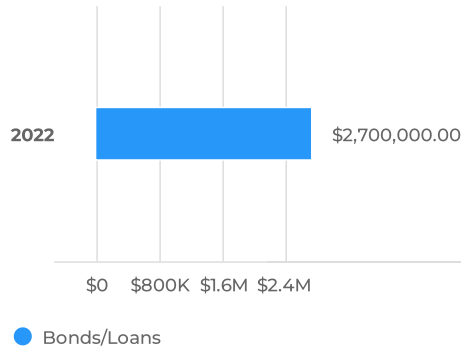


Funding Sources

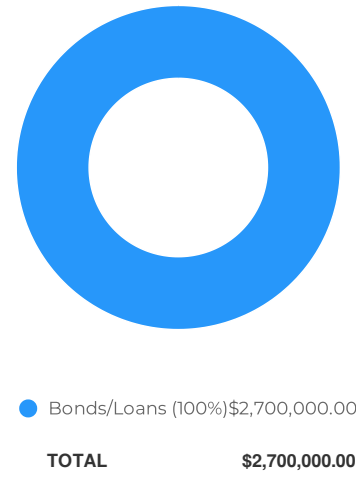
FY2022 Budget
\$2,700,000

Total Budget *(all years)*
\$2.7M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Bonds/Loans	\$2,700,000
Total	\$2,700,000

st2204 Bond Portion - 2022 West of 101 Rehabilitation

Bond Portion of st2107

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	st2204

Request Details			
Project Manager	TBD	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Streets project		

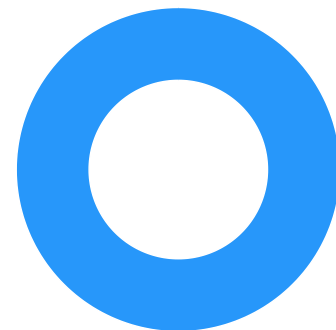
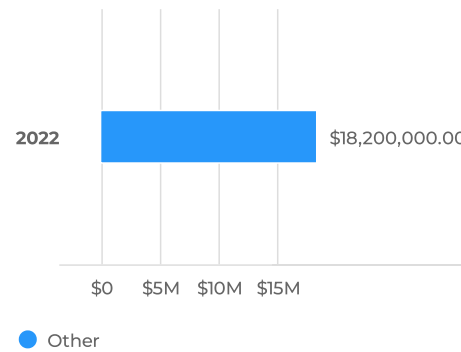
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$18,200,000

Total Budget *(all years)*
\$18.2M



Other (100%)	\$18,200,000.00
TOTAL	\$18,200,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$18,200,000
Total	\$18,200,000

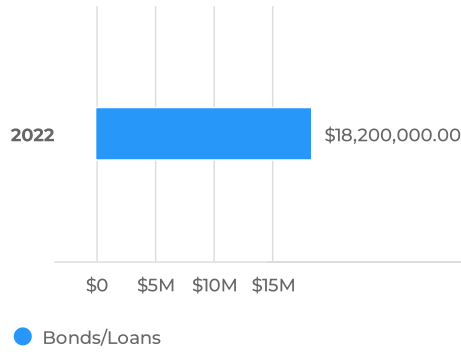


Funding Sources

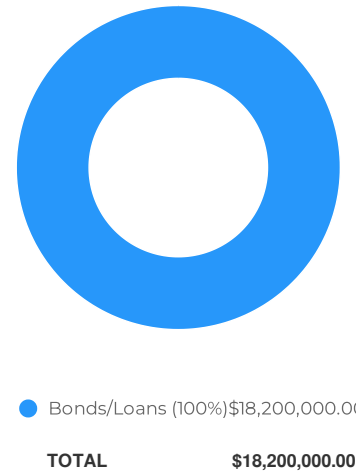
FY2022 Budget
\$18,200,000

Total Budget *(all years)*
\$18.2M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Bonds/Loans	\$18,200,000
Total	\$18,200,000

tr1404 Utah Ave Over Crossing Project (f.k.a: US-101 Produce Avenue Interchange [TIF #39])

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 improve access between 101 and Produce Avenue and Airport Boulevard. This phase of the project consists of the Project Approval and Environmental Document (PA/ED). Future phases will be final design and construction.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	tr1404

Request Details			
Project Manager	Matthew Ruble	Funding to Date	\$3,820,660
Expenditures to Date	\$2,513,220	Existing / New Project	Existing project
Project Category	Traffic project		

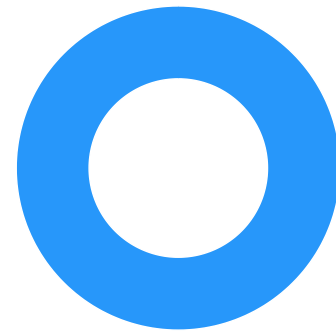
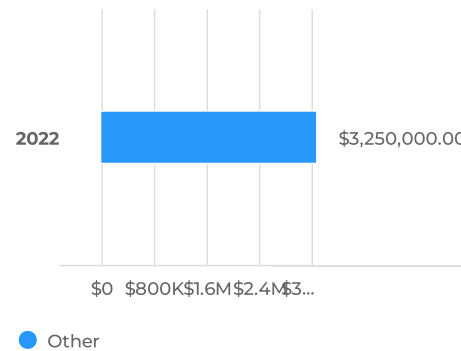
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$3,250,000

Total Budget (all years)
\$3.25M



Other (100%)	\$3,250,000.00
TOTAL	\$3,250,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$3,250,000
Total	\$3,250,000

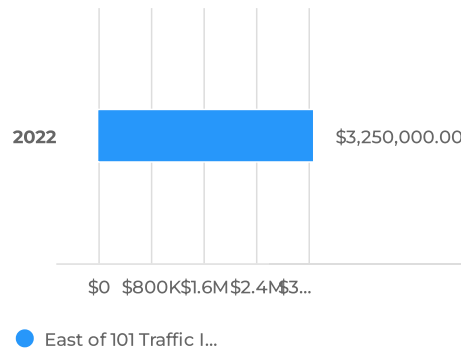


Funding Sources

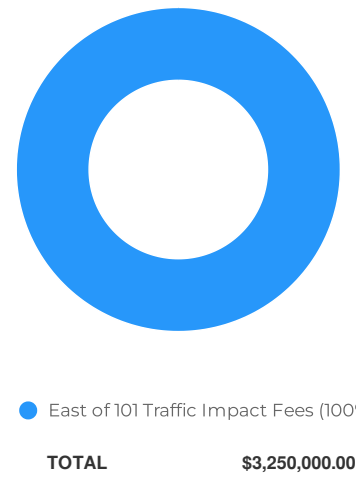
FY2022 Budget
\$3,250,000

Total Budget *(all years)*
\$3.25M

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
East of 101 Traffic Impact Fees	\$3,250,000
Total	\$3,250,000

tr1602 Oyster Point and East Grand Corridor Improvements

The project will design improvements at the East Grand Avenue/Gateway Avenue and East Grand Avenue/Forbes Boulevard intersections. As identified in the Traffic Improvement Plan (East of 101), the current intersection configurations do not handle traffic as efficiently as needed.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	tr1602

Request Details			
Project Manager	Jeffrey Chou	Funding to Date	\$5,799,207
Expenditures to Date	\$240,845	Existing / New Project	Existing project
Project Category	Traffic project		

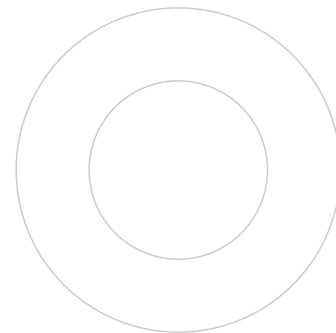
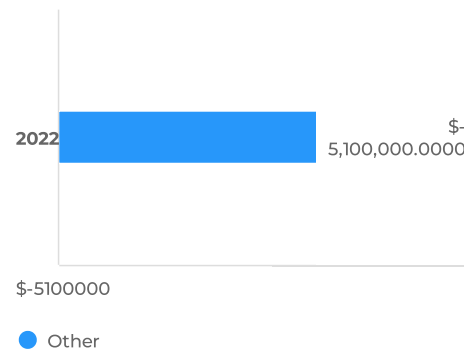
Capital Cost

Capital Cost by Year

Capital Cost for All Years

Total Budget (all years)

\$-5100000



Other	\$-5,100,000.0000
TOTAL	\$-5,100,000.0000

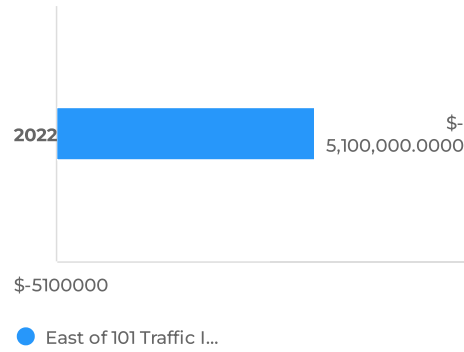
Capital Cost Breakdown	
Capital Cost	FY2022
Other	-\$5,100,000
Total	-\$5,100,000



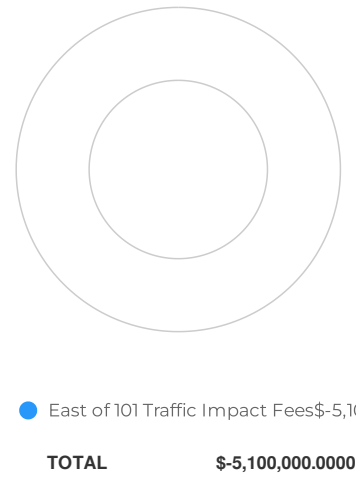
Funding Sources

Total Budget *(all years)*
\$-5100000

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
East of 101 Traffic Impact Fees	-\$5,100,000
Total	-\$5,100,000

tr1702 East of 101 Traffic Model Update

This project is to update the existing collection of data IN THE East of 101 Traffic Model to create new baseline information and incorporate updated planning information. 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. This project will also take residential land uses into consideration.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	tr1702

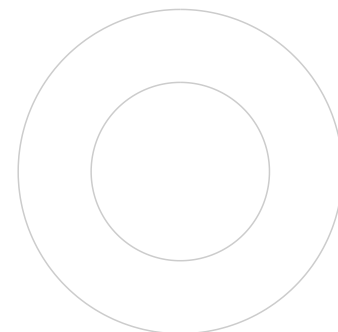
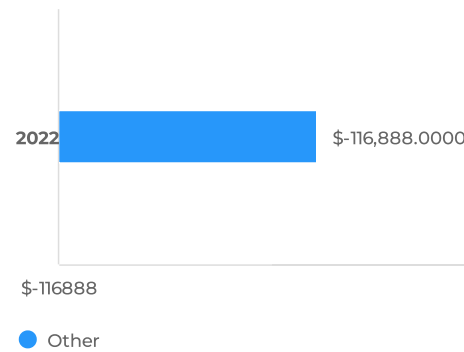
Request Details			
Project Manager	Matthew Ruble	Funding to Date	\$450,000
Expenditures to Date	\$333,112	Existing / New Project	Existing project
Project Category	Traffic project		

Capital Cost

Capital Cost by Year

Capital Cost for All Years

Total Budget (all years)
\$-116888



Other	-\$116,888.0000
TOTAL	-\$116,888.0000

Capital Cost Breakdown	
Capital Cost	FY2022
Other	-\$116,888
Total	-\$116,888

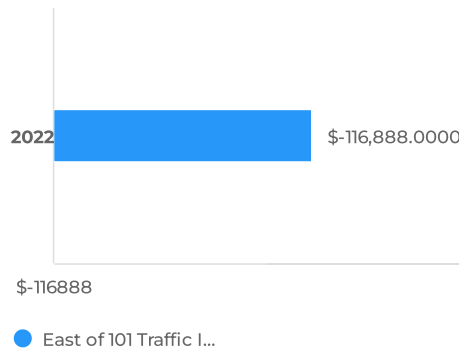


Funding Sources

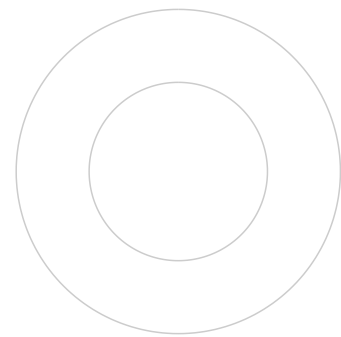
Total Budget (all years)

-\$116888

Funding Sources by Year



Funding Sources for All Years



● East of 101 Traffic Impact Fees-\$116

TOTAL **-\$116,888.0000**

Funding Sources Breakdown

Funding Sources	FY2022
East of 101 Traffic Impact Fees	-\$116,888
Total	-\$116,888

tr1801 Commercial and Spruce Signalized Intersection

This project will signalize the intersection at Spruce Avenue and Commercial Avenue which will improve the intersection traffic flow to reduce the number of accidents and improve bicycle and pedestrian safety.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	tr1801

Request Details			
Project Manager	Angel Torres	Funding to Date	\$1,275,000
Expenditures to Date	\$169,318	Existing / New Project	Existing project
Project Category	Traffic project		

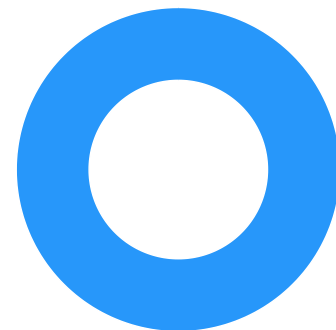
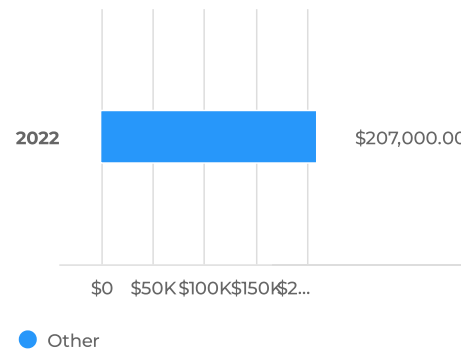
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$207,000

Total Budget (all years)
\$207K



Other (100%)	\$207,000.00
TOTAL	\$207,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$207,000
Total	\$207,000

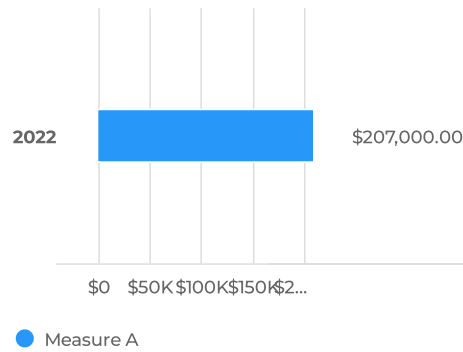


Funding Sources

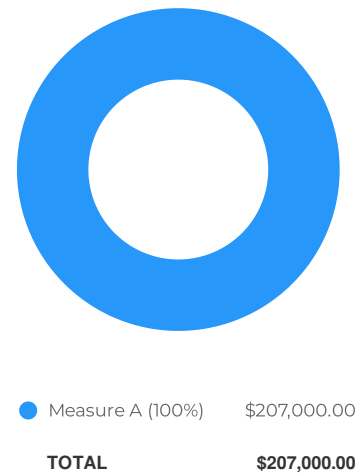
FY2022 Budget
\$207,000

Total Budget *(all years)*
\$207K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Measure A	\$207,000
Total	\$207,000

tr2102 DNA Way at E. Grand Ave and Allerton Ave at E. Grand Ave Signalized Intersections

DNA Way - New signal modification - add one right turn lane on SB DNA Way, one through lane on NB DNA Way, add left turn and through-left lanes on EB Grand Ave, signal interconnect installation. Allerton Ave - Add one through lane on E. Grand Ave., New signal modification, install dedicated left-turn lane from EV Grand Ave. to Allerton Ave., signal interconnect installation.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	tr2102

Request Details			
Project Manager	Jeffrey Chou	Funding to Date	\$3,500,000
Expenditures to Date	\$6,475	Existing / New Project	Existing project
Project Category	Traffic project		

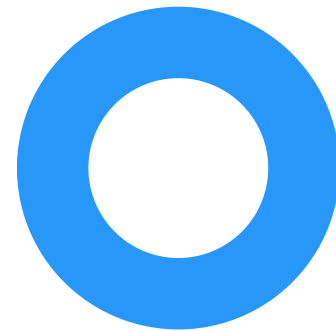
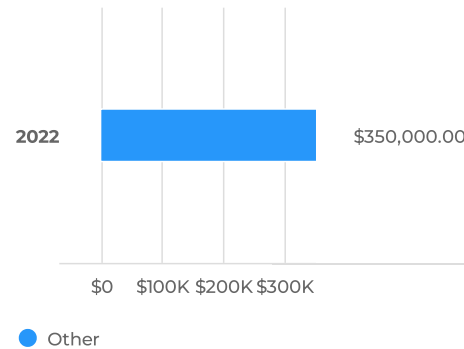
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$350,000

Total Budget *(all years)*
\$350K



Other (100%)	\$350,000.00
TOTAL	\$350,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$350,000
Total	\$350,000

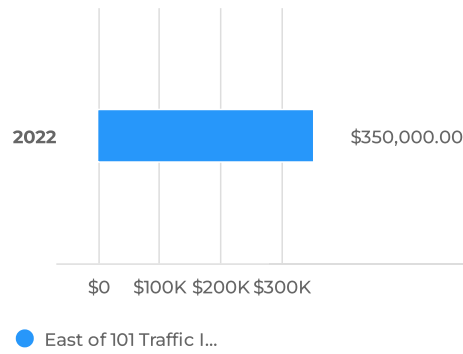


Funding Sources

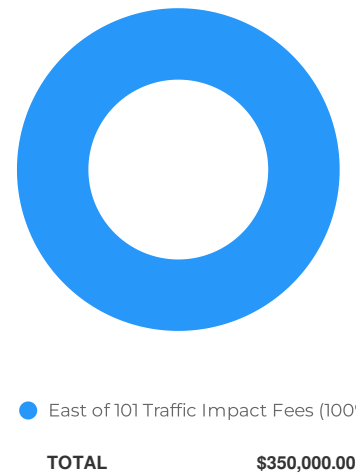
FY2022 Budget
\$350,000

Total Budget *(all years)*
\$350K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
East of 101 Traffic Impact Fees	\$350,000
Total	\$350,000

tr2201 Grand Avenue Off-Ramp Realignment

Preliminary studies and feasibility to realign the Grand Ave Off-Ramp

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	tr2201

Request Details			
Project Manager	Bianca Liu	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Traffic project		

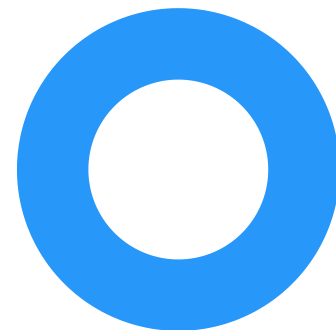
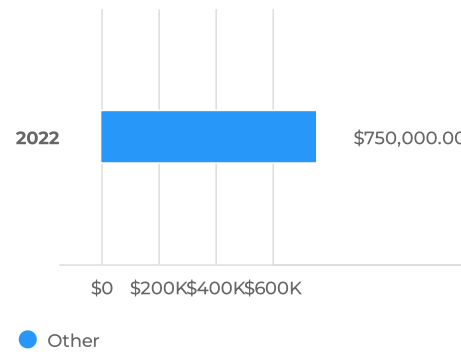
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$750,000

Total Budget (all years)
\$750K



Other (100%)	\$750,000.00
TOTAL	\$750,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$750,000
Total	\$750,000

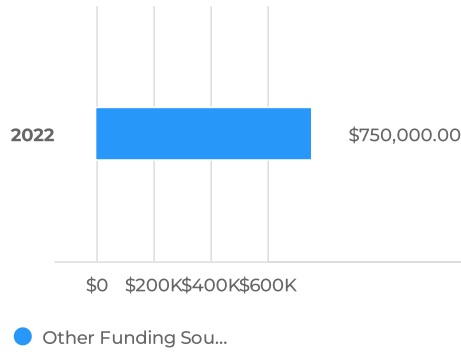


Funding Sources

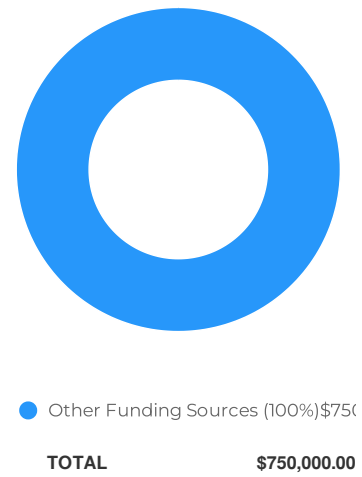
FY2022 Budget
\$750,000

Total Budget *(all years)*
\$750K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Other Funding Sources	\$750,000
Total	\$750,000

tr2202 HSIP Curb Ramp Improvements

This project improves pedestrian crossing experience by bringing the existing non-ADA compliant curb ramps up to current standards and replacing old and faded crosswalks with high-visibility, thermoplastic striping at 6 unsignalized Intersections along Olive Avenue, Linden Avenue, and Walnut Avenue.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	tr2202

Request Details			
Project Manager	Bianca Liu	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Traffic project		

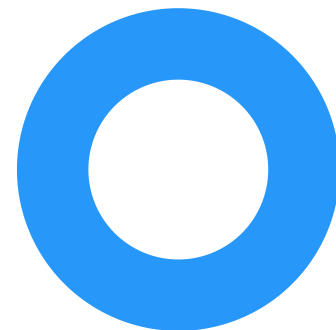
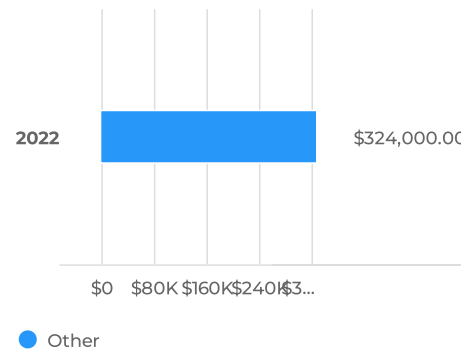
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$324,000

Total Budget (all years)
\$324K



Other (100%)	\$324,000.00
TOTAL	\$324,000.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$324,000
Total	\$324,000

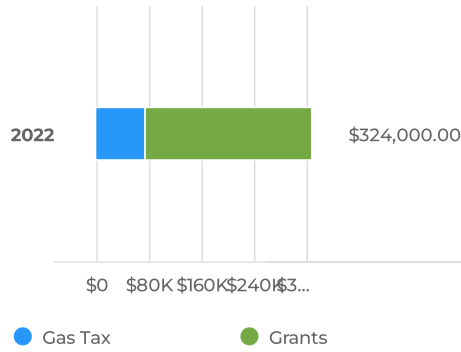


Funding Sources

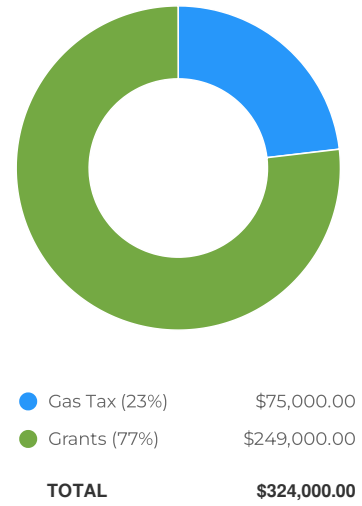
FY2022 Budget
\$324,000

Total Budget *(all years)*
\$324K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
Gas Tax	\$75,000
Grants	\$249,000
Total	\$324,000

tr2203 E101 Transit Shelter and Bulbout Grant from MTC

The project would provide new bus stops in South San Francisco's biotechnology hub to enable more efficient shuttle operations and expanded SamTrans service in the area. This project would add 11 new on-street bus/shuttle stops, upgrade two existing stops, and enhance sidewalks and crosswalks in a growing employment center that generally lacks bus stop facilities. These upgrades will improve safe access to jobs.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	tr2203

Request Details			
Project Manager	Chris Espiritu	Funding to Date	\$0
Expenditures to Date	\$0	Existing / New Project	New project
Project Category	Traffic project		

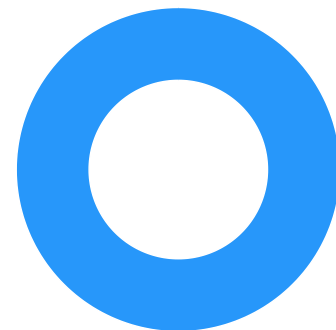
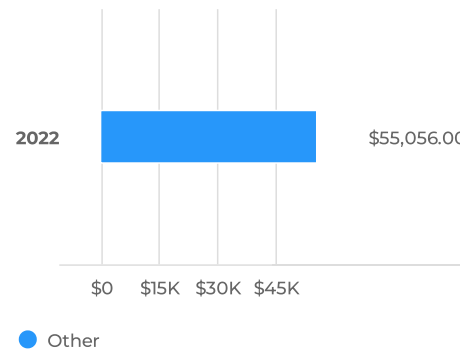
Capital Cost

Capital Cost by Year

Capital Cost for All Years

FY2022 Budget
\$55,056

Total Budget (all years)
\$55.056K



Other (100%)	\$55,056.00
TOTAL	\$55,056.00

Capital Cost Breakdown	
Capital Cost	FY2022
Other	\$55,056
Total	\$55,056

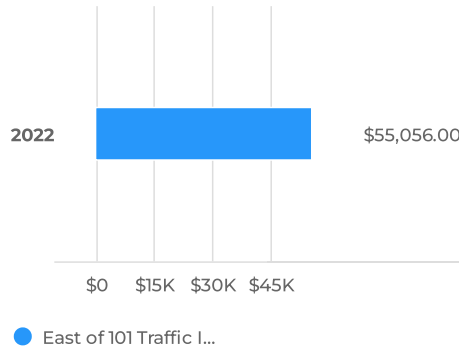


Funding Sources

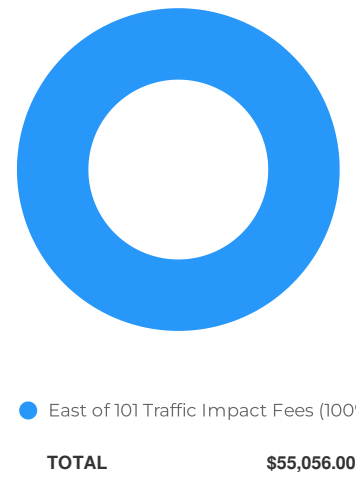
FY2022 Budget
\$55,056

Total Budget *(all years)*
\$55.056K

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
East of 101 Traffic Impact Fees	\$55,056
Total	\$55,056

tr1013 Traffic Impact Fee Study

The existing Traffic Impact Fee has not been updated since 2007. Information about existing traffic impacts as well as new projects facilitating development in the east of 101 area need to be incorporated into the existing fee. This project will update the East of 101 Traffic Impact Fee formula.

Submitted By	Paul Harris
Request Owner	Paul Harris
Department	Capital Improvement Plan
Type	Capital Improvement
Project Number	tr1013

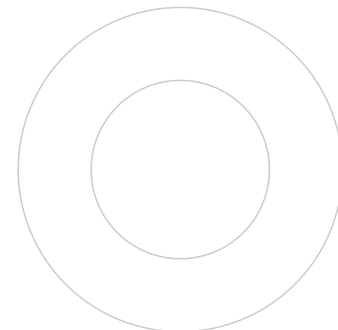
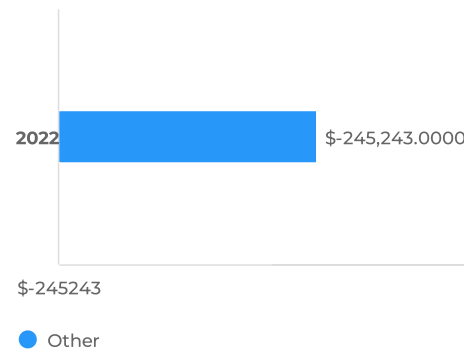
Request Details			
Project Manager	Matthew Ruble	Funding to Date	\$715,356
Expenditures to Date	\$470,113	Existing / New Project	Existing project
Project Category	Traffic project		

Capital Cost

Capital Cost by Year

Capital Cost for All Years

Total Budget (all years)
\$-245243



Other	-\$245,243.0000
TOTAL	-\$245,243.0000

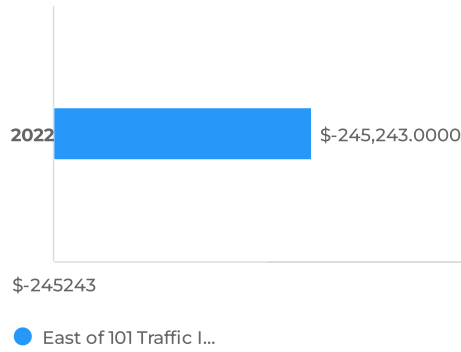
Capital Cost Breakdown	
Capital Cost	FY2022
Other	-\$245,243
Total	-\$245,243



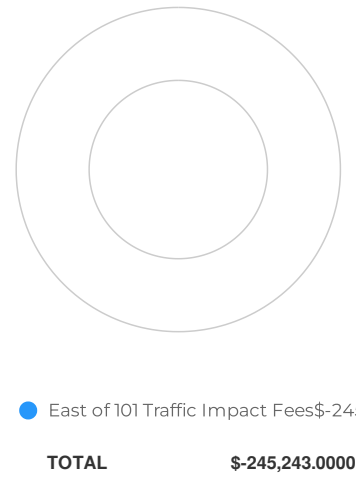
Funding Sources

Total Budget *(all years)*
\$-245243

Funding Sources by Year



Funding Sources for All Years



Funding Sources Breakdown	
Funding Sources	FY2022
East of 101 Traffic Impact Fees	-\$245,243
Total	-\$245,243

Glossary

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.



Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery—direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the



"surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.



Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of



the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Title Foreclosure: The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

