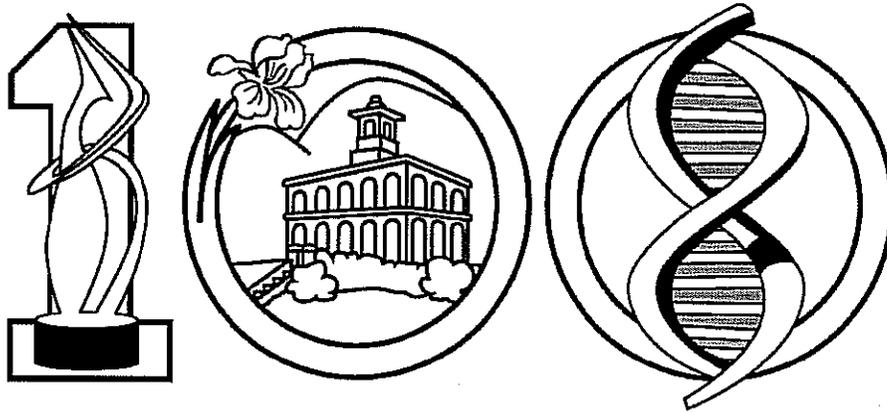
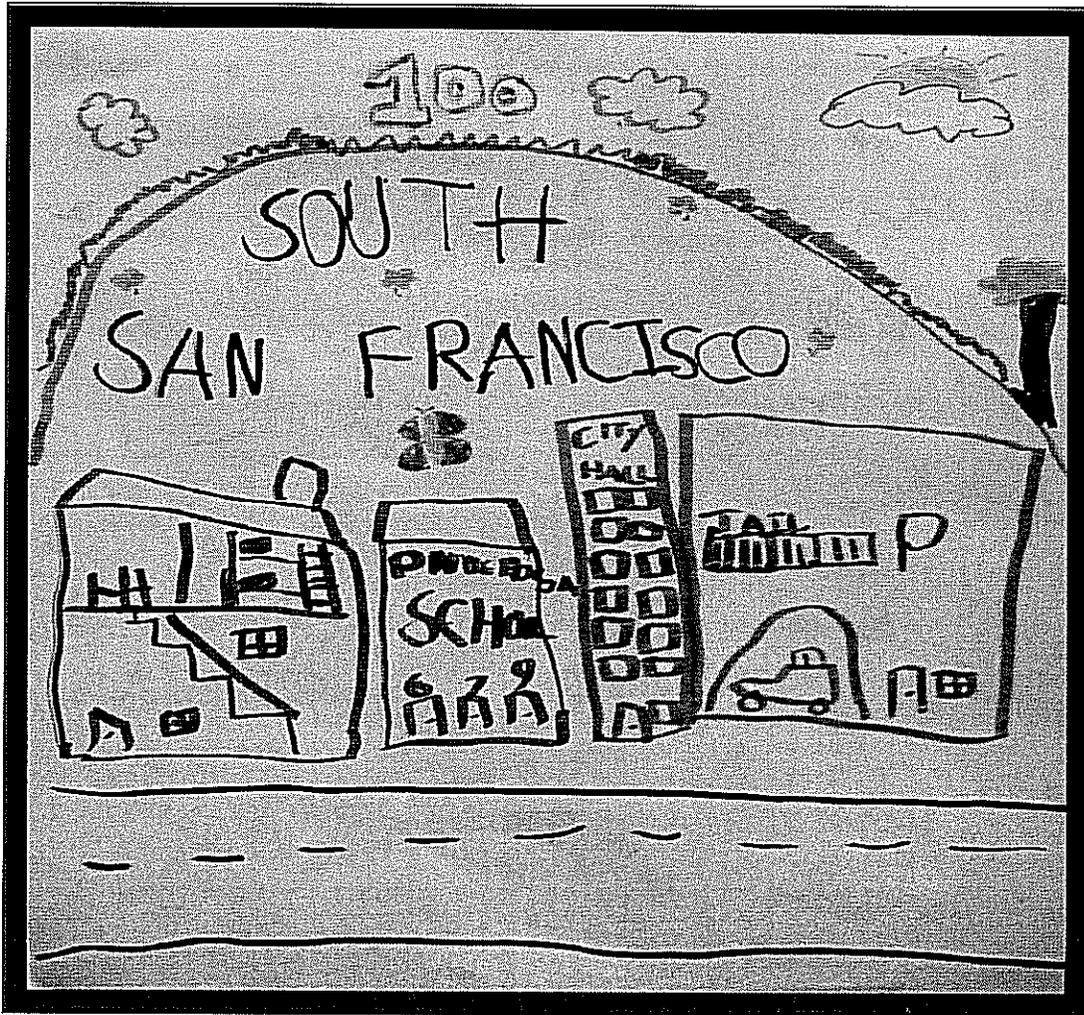


THE CITY OF SOUTH SAN FRANCISCO



CENTENNIAL YEAR



Adopted Operating Budget 2008-09

CITY OF SOUTH SAN FRANCISCO



2008 - 2009

ADOPTED OPERATING BUDGET

MEMBERS OF THE CITY COUNCIL

Pedro Gonzalez
Mayor

Karyl Matsumoto
Vice Mayor

Richard A. Garbarino
Council Member

Kevin Mullin
Council Member

Mark N. Addiego
Council Member

City Officials

Barry M. Nagel
City Manager

Krista Martinelli-Larson
City Clerk

Steven T. Mattas
City Attorney

Richard Battaglia
City Treasurer

Adopted by the City Council June 25, 2008

Cover Provided by Sophia Clemente, Kindergartner at Ponderosa Elementary School

**ADOPTED OPERATING BUDGET FY 2008-09
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City of South San Francisco
Highlights of 2008-09 Adopted General Fund Budget
Executive Summary

OVERALL

The City is expecting decreases to several of its major sources of revenue in 2008-09. As we continue to brace ourselves during an economic downturn, we can expect a prolonged drop in construction activity in 08-09, and accordingly, we will see a reduction in building permits and in sales tax revenue generated by construction sales. In addition, Ron Price Motors has pulled out of the City, and health premiums and gasoline prices continue to escalate. Finally, the State has not yet settled on a clear solution to its budget crisis, and although its current proposal seems favorable to cities, it is possible that one or more sources of city revenue may become vulnerable to cuts. We have factored in a midrange hit to the General Fund from the eventual State budget.

REVENUE ASSUMPTIONS

Taxes

- 08-09 Sales Taxes: assumes 2% growth except for the following:
 - Includes sales tax revenue from Lowe's beginning in 08-09, and excludes Ron Price Motors.
 - A **\$500K decrease in construction sales** is factored in, due to an overall drop in construction, which is a large portion of our sales taxes.
- 08-09 Property Taxes: increased by 4% (based on recent County projections).
- Hotel Taxes: assumes modest overall growth of \$150,000, reflecting the strength of the local hospitality industry.
- Parking Taxes: includes a **full year of revenue from SFO** each year, providing an additional \$550,000.
- The Business License Tax increase goes into effect 1/1/09, providing another \$400,000.

Other

- A continued decline in building permits is expected due to the downturn. While the Building Division reports continued building activity east of 101, there has been a decline in tenant improvements in buildings, which is a more lucrative revenue source than is shell construction.
- An additional \$150,000 in Gas Tax funds will be transferred to the Storm Drain Fund, to cover rising operating expenses. This reduces the General Fund's share of Gas Tax, which is used to reimburse the General Fund for street maintenance expenses. The Storm Drain Fund's revenue is capped, and this will continue to be an issue over time, which staff identified in the long term financial forecast over the past two years.

EXPENDITURE ASSUMPTIONS

- 08-09 Salaries & Benefits: a 1% overall increase is factored in to provide cushion, but it requires holding the line with bargaining units.
- Health increase figures amount to a 10.5% average increase. Blue Shield rates rose by almost 20%, while Kaiser rates rose just under 2%.
- Gasoline prices continue rising: the 08-09 budget assumes an increase of \$200,000, affecting especially Fire, Public Works, Parks, and Police.

2008-09 Budget Highlights

Executive Summary

Page 2 of 4

- A \$500,000 draw on General Fund reserves is factored in to pay for a portion of our Retiree Health liability.
- \$400,000 is included for potential State budget hits by the time the budget is adopted this summer (see below).

MAJOR BUDGET CHANGES (Department Level)

Fire

- BLS service is increased from a 12-hour to 24-hour service (due to the increased number of service requests during off-hours).
 - The net contribution of increased BLS Revenues is projected at \$275,000 (to go toward paramedic expenses).
- 2 contract Safety Inspectors (Code Enforcement) are converted to permanent, and the frozen Safety Inspector III position is restored: net increase of \$200,000.
- The above changes result in a net contribution of \$75,000 toward paramedic expenses.

Police

- Restoration of the Police "vacancy factor":
 - As part of 04-05 budget cuts, Finance factored in a 5% vacancy (-\$400,000) for Patrol. The 08-09 budget restores that, adding \$400,000, or the equivalent of 3 Police Officers. This will allow the Chief to hire and deploy his entire staffing, without impacting overtime negatively.
- Addition of 1 Dispatcher (beginning January 2009):
 - Increase in 08-09 is \$44,400 (not including \$400K above); in 09-10 the cost would be \$89,000.
- The Police Chief has several other Police staffing augmentation options which could be considered in future years, if the budget allows.
- The ABAG liability insurance premium is increased by \$100,000 for recent litigation activity specific to the Police Department.

Parks & Recreation

- Part-time staffing hours are increased for the new Orange Park Recreation building.
 - Total cost is \$36,000; this would be offset by increased rental revenues.
- The contract for medians and Linear Park maintenance is increased by \$200,000.
 - An additional \$100,000 is factored in for 09-10, as additional phases are completed.
- Minor Capital Outlay:
 - Start-up costs for the new Orange Park building include audio-visual equipment, facility rental equipment, kitchen supplies, and computer and office supplies (\$15,000 total).
 - The supplies and contracted services budget for the new Orange Park building includes the costs of HVAC service, maintenance of fire suppression systems, and cleaning supplies (\$24,000 total).
 - Hillside Athletic Lights (\$5,000), and a new pool cover for Orange Park pool (\$5,100).
- Budget changes funded by Common Greens Fund (not General Fund):
 - Position upgrade: 1 Parks Maintenance Worker becomes a Maintenance Craftswoman, at a miniscule cost change.

- A vehicle purchase accompanies the position upgrade: \$15,000.

Clerk

- The following changes are part of the City Clerk's effort to professionalize her office:
 - Title change: Administrative Assistant II becomes Deputy City Clerk (there is no increased cost here, as the position is already in the budget).
 - The frozen Office Specialist position is restored, with a title change to Assistant City Clerk. To offset the cost, three hourly positions are removed, resulting in no net increase for unfreezing the position.

Economic and Community Development

- Restoration of the frozen Assistant Building Official: this would be offset by reducing the budget for contract plan check services.
- Current year (07/08) staff changes:
 - Increase of one position, called the Economic and Community Development Coordinator, funded by RDA (no change to General Fund). A former Senior Planner has already shifted from Planning to fill this position.
 - The Associate Planner position is currently flexibly staffed with a Senior Planner position. Flexible staffing means that a candidate may be hired at either level, and/or may be promoted from the lower classification to the higher classification after a certain level of experience and expertise has been reached.

Finance

- Two changes are adopted that will save the City money, will provide more internal advancement opportunities, and will not result in a net position increase:
 - First, new classifications are created for a Senior Accountant and a Senior Financial Analyst that will create promotional opportunities within the department, and will allow for those positions to supervise other staff. Those positions will be flexibly staffed along with the Accountant II and the Financial Analyst II.
 - Second, the vacant Assistant Finance Director position is dropped, and replaced with a Budget and Financial Manager, at a slightly lower compensation package. That position serves as a division head, and is able to act on the Director's behalf in his absence.

Human Resources

- Flexible staffing implementation is adopted, with no net position increase:
 - Creation of a Senior Human Resources Analyst classification, with no additional net staff added. This is a flexibly staffed position with the Human Resources Analyst II.

City Manager

- The Executive Assistant to the City Manager is changing bargaining groups, to enhance the recognition of the position. The change allows for bilingual pay and the \$1,000 annual Executive Health benefit, but the position does not receive a car allowance.

City Attorney

- An increased budget for attorney services reflects an increase in litigation in recent years. In 07-08, the budget was amended at midyear by \$200,000; the 08-09 budget maintains this increase.

2008-09 Budget Highlights
Executive Summary
Page 4 of 4

- Additional \$115,000 is added to reflect slight increase in attorney rates. Currently, the City of South San Francisco pays a lower rate than Meyers Nave's other comparable clients in the Bay Area: this increase brings the rates closer, but still under, that average.

Information Technology

- Increases for annual software & maintenance:
 - The IT department budget allows for specialized software programs for departments city-wide; it also absorbs the annual costs associated with maintaining the software. The total increase in 08-09 is \$178,000; it is allocated both city-wide and to specific departments for areas such as GIS, LaserFiche, and CRW (permitting).

Departmental shifts

- Formal organizational changes within the following departments (no cost):
 - Engineering moves from Economic & Community Development to Public Works.
 - Parks Maintenance and Building Maintenance move from Public Works to Parks & Recreation.

CIP HIGHLIGHTS

- The 08-09 CIP includes a total of \$1.4 million appropriated from the General Fund, and includes the following projects:
 - Small, visible community projects: city-wide playground improvements; tennis courts painting; bocce courts; downtown street lighting; park fence replacements; MSB atrium.
 - Large, visible community projects: Train station (funded by RDA); first phase of Junipero Serra tree remediation.
 - Preventative Maintenance: Citywide roof repairs; HVAC repairs, includes painting.
 - Other: Police evidence room renovation; main library minor improvements.

STATE BUDGET CUTS

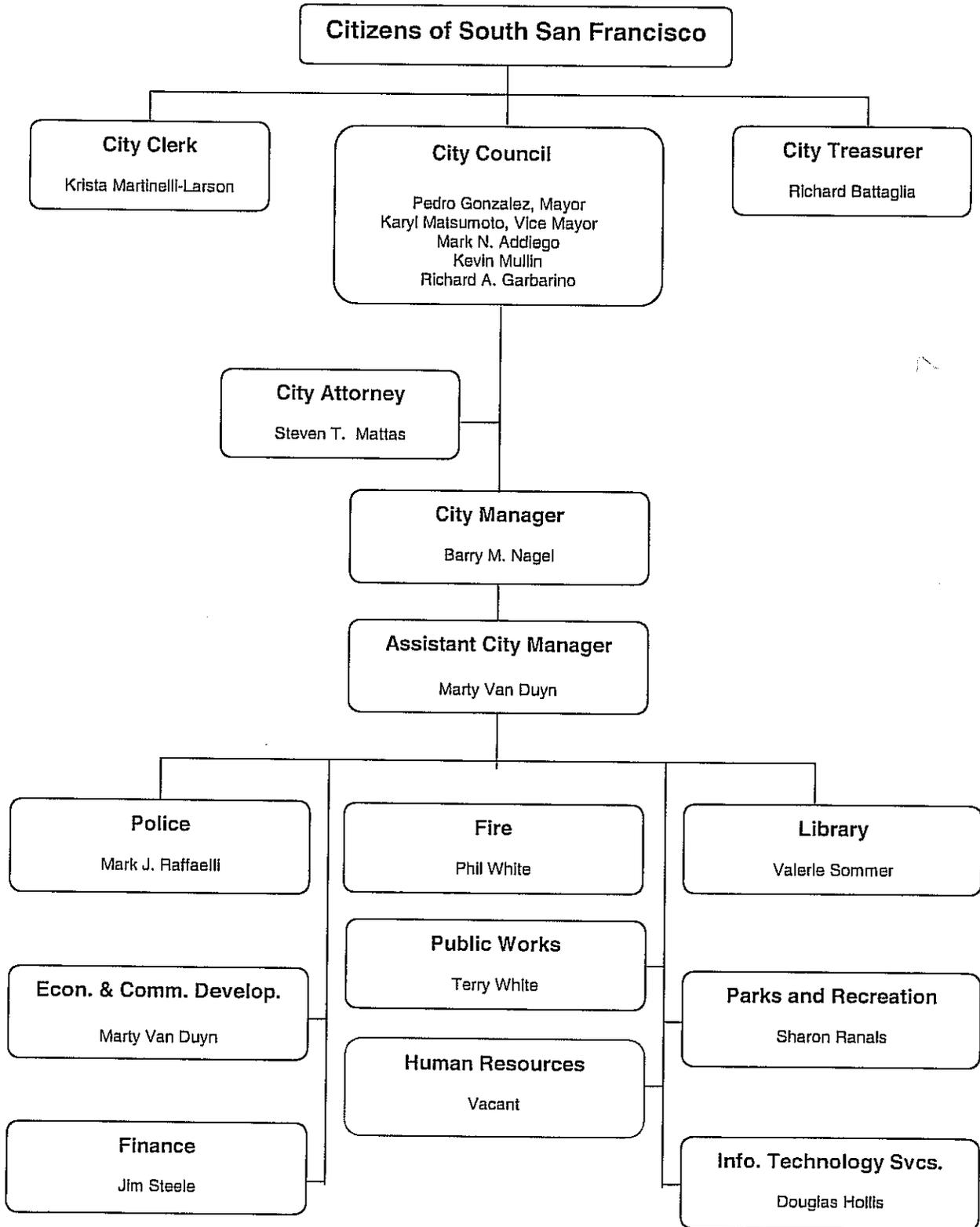
- The Governor's May Revise was issued recently: it shows no impact to cities' general funds, and some impact to transportation funds. Instead, it includes extensive reductions to California health and welfare programs. However, it is unlikely that the legislature will approve such broad cuts to health and welfare, as Senator Yee briefed the Council on May 28. The final budget could therefore have some impact to cities. **\$400,000 is factored in** the 08/09 budget just in case the legislature reduces Vehicle License Fees, or decides to revisit public safety sales taxes, as was suggested by the Legislative Analyst's Office, to offset counties' higher costs for health and welfare.

RESERVES

- A **\$2.0 million draw** on reserves is factored in to fund the CIP and retiree health liability:
 - This is still in compliance with the City's reserve policy.
 - Total reserves are projected at \$13.7 million; Undesignated Reserve at \$4.1 million.

CITY OF SOUTH SAN FRANCISCO

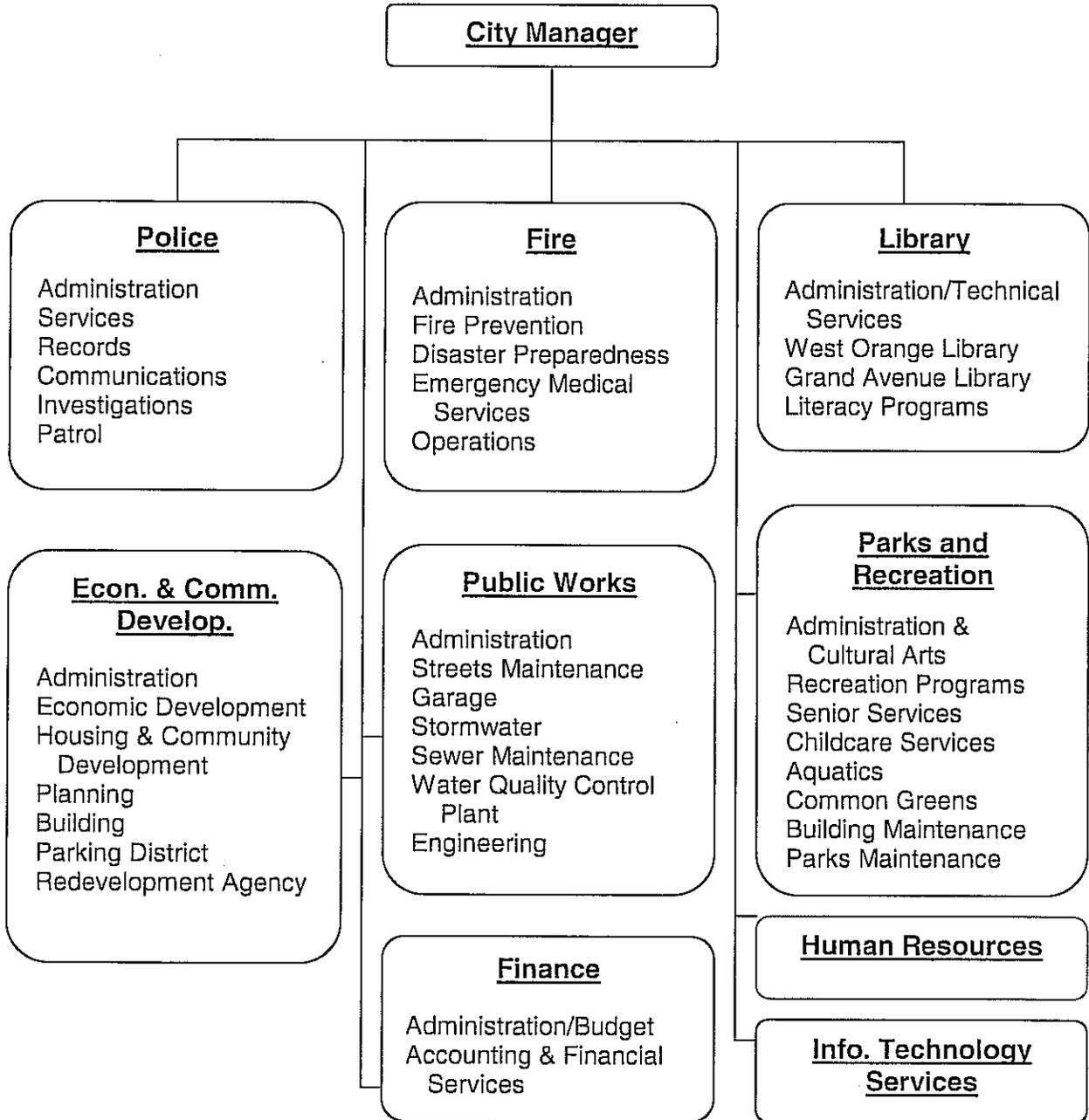
Organization Chart, 2008-2009



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CITY OF SOUTH SAN FRANCISCO

Department/Division Organization Chart, 2008-2009



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**Total General Fund Operating and Capital Budget,
& Projected Changes to General Fund Reserves**

	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Midyear 2007-08	Adopted 2008-09
Net Operating Budget Impact (from Table I)	6,249,308	\$ 5,235,045	\$ 641,146	\$ 552,325	\$ 146,341
Less Transfers to Capital Projects:	(471,129)	(826,253)	(1,030,300)	(1,914,411)	(1,403,500)
Less Transfers to Retiree Health Fund				(1,000,000)	(500,000)
Less Transfers to Debt Service	(130,000)	(243,305)	(150,000)	(210,000)	(210,000)
= Net Impact on General Fund Reserves	<u>\$ 5,648,179</u>	<u>\$ 4,165,487</u>	<u>\$ (539,154)</u>	<u>\$ (2,572,086)</u>	<u>\$ (1,967,159)</u>
General Fund Reserves Projection					
I. Discretionary Reserves/ Liquid Reserves Available					
Emergencies	1,200,000	1,291,000	1,244,000	1,258,000	1,290,000
Economic Contingencies	4,211,000	4,517,000	4,354,000	4,402,000	4,515,000
Designated for future Economic Development and Capital Projects	4,950,000	5,610,000	3,504,700	4,256,589	3,695,589
Undesignated Reserve	<u>5,890,360</u>	<u>5,261,260</u>	<u>6,992,929</u>	<u>5,671,893</u>	<u>4,120,734</u>
Subtotal, Discretionary (Available) Reserves	<u>\$ 16,251,360</u>	<u>\$ 16,679,260</u>	<u>\$ 16,095,629</u>	<u>\$ 15,588,482</u>	<u>\$ 13,621,323</u>
II. Non-Discretionary Reserves/ Reserves Already Committed					
Encumbrances	408,357	677,478			
Advances to Other Funds					
Inventory and Other	45,210	55,425	45,210	45,210	45,210
Appropriated Capital Projects	335,364	793,615			
Subtotal, Non Discretionary (Committed) Reserves	<u>\$ 788,931</u>	<u>1,526,518</u>	<u>45,210</u>	<u>45,210</u>	<u>45,210</u>
Total General Fund Reserves	<u>\$ 17,040,291</u>	<u>18,205,778</u>	<u>16,140,839</u>	<u>15,633,692</u>	<u>13,666,533</u>

**City of South San Francisco
Adopted 2008-09 General Fund Budget
Compliance with Reserves Policy**

SUMMARY:

A summary of General Fund Reserves is listed below.

Fund/Reserve	Reserve Target Recommendation	Status as of 2008-09 Budget/ Does Reserve Fall within Target Recommendation?
General Fund/ Reserve for Emergencies	\$1.29 million/ 2% of General Fund operating budget	\$1.29 million/Meets Target
General Fund/Economic Contingencies	\$4.5 million/7% of General Fund operating budget	\$4.5 million/Meets target
General Fund/Undesignated Reserve	\$3.2 million minimum/5% of General Fund operating budget. No maximum set.	\$4.1 million/Exceeds minimum, within Policy guidelines.
General Fund/ Reserve for Future Economic Development & Capital Projects	No target. Reserve is a result of the Downtown Redevelopment Fund paying back some advances to the City.	\$3.69 million/Exceeds minimum, within Policy guidelines.
Designated for Post-Employment Health Benefits (in Benefits Fund)	No policy set. As a result of a change in accounting standards, the City (along with all public sector entities) will need to begin reporting on its liability for post-retirement health benefits beginning in 2008-09.	Post-employment health liability has been estimated at between \$30 - \$42 million, depending on the discount rate (interest earnings) used. Staff proposes setting aside \$0.5 million during 2008-09, for a total set-aside of \$4.5 million.

**Adopted
Budget 2008-09
General Fund Administrative Departments**

General Fund Administrative Depts.	Actual 2005-06	Adopted Budget 2006-07	Amended Budget 2006-07	Actual 2006-07	Adopted Budget 2007-08	Midyear Budget 2007-08	Adopted Budget 2008-09
City Attorney	651,213	452,858	452,858	634,485	474,308	\$674,308	\$788,023
City Clerk	325,032	350,068	369,929	308,801	406,258	\$406,258	\$403,163
City Council	184,611	206,807	206,807	152,523	202,886	\$202,886	\$201,992
City Manager	662,423	688,615	691,012	702,390	728,312	\$760,681	\$745,172
City Treasurer	37,241	38,699	38,699	38,079	41,067	\$41,067	\$42,472
Finance	1,478,402	1,639,163	1,690,837	1,558,974	1,694,720	\$1,783,841	\$1,782,414
Human Resources	782,076	\$918,189	959,048	912,814	947,450	\$969,097	\$1,019,500
Non-Departmental (1)	761,346	864,015	864,015	750,308	914,773	\$914,773	\$864,374
Total	4,882,344	5,158,414	5,273,205	5,058,374	5,409,774	5,752,911	5,847,110

(1) Non-Departmental includes stipends to the Housing Authority

CITY OF SOUTH SAN FRANCISCO OPERATING BUDGET, 2008-09

**ADOPTED GENERAL FUND OPERATING BUDGET
2008-09 REVENUE DETAIL**

OPERATING REVENUES	Actual Revenues 2005-06	Actual Revenues 2006-07	Adopted Budget 2007-08	Midyear Projection	Adopted 2008-09
Secured Property Tax	10,769,138	11,996,664	12,615,768	13,141,647	13,667,313
Unsecured Property Tax	236,609	361,651	450,000	399,483	415,462
Supplemental-Secured	811,177	701,398	550,000	550,000	550,000
Other Property Taxes	53,600	24,446	20,000	20,000	20,800
Property Tax Appeal					(100,000)
County Administration Fee	(93,661)	(147,484)	(148,000)	(156,796)	(163,068)
All other		55,434			
PROPERTY TAX SUBTOTAL	11,776,863	12,992,109	13,487,768	13,954,334	14,390,507
County ERAF Refund	1,871,955	1,410,472	750,000	1,311,000	780,000
TOTAL PROPERTY TAX	13,648,818	14,402,581	14,237,768	15,265,334	15,170,507
Sales & Use	9,065,854	9,289,996	9,810,000	9,141,034	9,381,922
Sales Tax Audit Findings	(12,425)	(43,748)	(10,000)	(44,000)	(44,000)
Public Safety Sales Tax	306,788	306,497	300,000	300,000	250,000
Prop 57 Sales Tax Flip	2,891,067	3,200,673	3,270,000	3,047,011	3,127,307
Franchise Fees	2,808,554	3,087,912	3,300,000	3,100,000	3,250,000
Peg Access	49,949	49,296	50,000	50,000	63,000
Transient Occupancy--8%	4,861,963	5,296,919	5,250,000	5,600,000	5,733,333
Transient Occupancy--1%	607,745	662,115	650,000	700,000	716,667
Real Property Transfer	462,317	485,733	475,000	475,000	475,000
TOTAL OTHER TAXES	21,041,813	22,335,393	23,095,000	22,369,046	22,953,229
Business Licenses	614,516	622,000	600,000	627,000	1,052,000
Commercial Parking Tax	1,140,846	1,124,927	1,200,000	1,756,637	2,306,637
Building Permits	2,624,141	3,858,417	3,245,000	2,745,000	2,500,000
Grading & Public Works Permits	186,142	318,205	280,000	280,000	280,000
Fire Permits	744,159	675,193	750,000	710,000	710,000
Code Enforcement DB Mgmt Fee	32,207	31,339	30,000	30,000	30,000
Bldg Special Inspection		3,741		-	
10% Energy Plan Check		26,824		-	
Genentech Bldg Check/Inspection		40,865		-	
Special Activity Fire Permits		9,750		-	
Microfilming-Fire		4,514		-	
Marbella Insp Fee		6,385		-	
Mclellan Inspection		(89)		-	
Health and Safety		14,086		-	
TOTAL LICENSES AND PERMITS	5,342,010	6,736,157	6,105,000	6,148,637	6,878,637
Traffic & Court Fines	792,882	797,709	950,000	950,000	950,000
Library Fines	66,033	75,763	75,000	75,000	80,000
Administrative Citation Fines	30,170	170,056	100,000	100,000	110,000
TOTAL FINES & FORFEITURES	889,085	1,043,528	1,125,000	1,125,000	1,140,000
Note: Many grants are budgeted during the year as notification comes in)					
Federal Grant	201,845	1,719	-	245,993	-
State Grant	3,883	50,159	-	-	-
Library Local Government Grants		-	-	-	-
Increase library grant charges		-	-	-	-
Library Foundation	24,214	35,691	24,200	24,200	21,600
Ca. Library Literacy Grant	68,723	124,332	40,000	40,000	36,000
Library County Grants	2,700	18,650	28,300	28,300	28,300
Ca. Library Service Act	449,172	448,684	371,500	371,500	421,000
Senior Citizens Grant	115,576	132,131	120,500	120,500	120,500
State Booking Fee Reimbursement	-	164,838	-	-	-

CITY OF SOUTH SAN FRANCISCO OPERATING BUDGET, 2008-09

**ADOPTED GENERAL FUND OPERATING BUDGET
2008-09 REVENUE DETAIL**

OPERATING REVENUES	Actual Revenues 2005-06	Actual Revenues 2006-07	Adopted Budget 2007-08	Midyear Projection	Adopted 2008-09
Other State Revenue (AB 1396)		-		-	-
Property Tax in lieu of MVLFF	3,047,162	4,206,799	4,438,000	4,438,000	4,615,520
Motor Vehicle License Fees	1,413,586	411,098	350,000	350,000	400,000
Clean Air Funds		-		-	-
Trailer Coach License Fee		-		-	-
POST Reimbursement	25,577	50,542	18,000	18,000	18,000
Homeowner Tax Relief	125,507	126,336	130,000	130,000	130,000
Mandate Cost Reimbursement	196,817	354,804	100,000	100,000	50,000
Traffic Signal Maintenance	11,058	18,397	1,500	1,500	1,500
Off Highway Vehicle Fees	2,321	-	2,000	2,000	2,000
Property Abatement Reimbursement	-	7,782	-	-	-
Summer Youth Employment	-	-	500	500	500
REAL (Prop 49) After School Program		1,263	135,000	135,000	135,000
FRESH (Kaiser Grant/Childhood Obesity)			30,000	30,000	30,000
Intergovt. Program Reimbursement	285,816	-	-	-	-
Disaster Recovery	9,317	113,561	-	-	-
Other Agencies	-	8,253	5,000	5,000	5,000
TOTAL FROM OTHER AGENCIES	5,983,276	6,275,039	5,794,500	6,040,493	6,014,920
City Forces General	18,374	32,141	22,000	22,000	22,000
County Task Force Reimbursement	275,628	273,564	243,000	243,000	198,000
Police Service Charges	333,004	372,148	250,000	250,000	250,000
Dispatch Service-Colma	85,129	89,412	90,000	90,000	90,000
Police Recovery Charges	34,668	35,695	40,000	40,000	40,000
Fire Service Fees	1,945	3,954	5,000	5,000	5,000
Paramedic Service Fees (ALS)	1,235,083	1,219,027	1,200,000	1,200,000	1,200,000
BLS Transport Service Fees	377,688	523,226	450,000	450,000	881,000
Paramedic Intern Training	2,400	3,500	-	-	-
Restitution Damages	4,219	2,184	2,000	2,000	2,000
IT Services	-	-	-	-	-
Large Development Reimbursement	262,108	689,708	-	-	-
Engineering Fees	-	-	500	500	500
Planning Fees	250,571	192,381	175,000	175,000	175,000
Microfilm-Building	52,059	83,537	50,000	50,000	50,000
Developer Reimbursement	102	34,764	200	200	200
Passport Processing Fee	23,400	27,355	20,000	20,000	20,000
Other Reimbursement	2,359	272,842	5,000	5,000	5,000
Building Rental Fees	341,055	322,080	342,000	342,000	378,000
Playground Programs	11,200	8,830	11,500	11,500	11,500
Aquatic Programs	304,997	309,768	326,000	326,000	326,000
Sports/Athletics	171,743	186,241	221,000	221,000	221,000
Special Classes/Events	515,061	504,429	564,000	564,000	579,000
Child Care Programs	1,171,354	1,170,303	1,111,000	1,111,000	1,116,000
Adult Day Care	167,044	192,151	164,000	164,000	164,000
Senior Programs	48,294	57,568	60,500	60,500	60,500
Community Gardens	1,908	1,876	2,000	2,000	2,000
Sale of Printed Material	2,315	2,261	5,000	5,000	5,000
Miscellaneous Library Charges	13,498	14,720	14,500	14,500	14,500
Library DVD rental fee	27,812	40	-	-	-
S. Airport/Unlited Parking	1,503	2,572	2,000	2,000	2,000
City Administrative Fees	1,986,774	2,018,500	2,119,000	2,119,000	2,225,000
TOTAL CHARGES - CURRENT SVCS	7,723,294	8,646,777	7,495,200	7,495,200	8,043,200
Rent	2,451,944	2,591,304	2,528,020	2,528,020	2,586,281
Cell Rental	75,051	102,533	75,000	75,000	100,000
Interest Income Investment	765,216	981,924	750,000	850,000	650,000
Interest Income Miscellaneous	2,279	3,707	-	-	-
Unrealized Gains/Losses	(54,909)	66,204	-	-	-

CITY OF SOUTH SAN FRANCISCO OPERATING BUDGET, 2008-09

**ADOPTED GENERAL FUND OPERATING BUDGET
2008-09 REVENUE DETAIL**

OPERATING REVENUES	Actual Revenues 2005-06	Actual Revenues 2006-07	Adopted Budget 2007-08	Midyear Projection	Adopted 2008-09
TOTAL USE OF MONEY & PROPERTY	3,239,581	3,745,672	3,353,020	3,453,020	3,336,281
Sale of Unclaimed Property		3,036		-	-
Claims Settlement	-	388	-	-	-
Jury Duty		8		-	-
Sale of Property	3,720	28,137		-	-
Miscellaneous Donations	2,703	30,000		-	-
Communications Charges	80,981	85,000	89,250	89,250	93,710
Deposits Over/Under				-	-
Miscellaneous Revenue	90,062	204,807	5,000	5,000	50,000
TOTAL OTHER REVENUES	177,466	351,376	94,250	94,250	143,710
SUBTOTAL	58,045,343	63,536,523	61,299,738	61,990,980	63,680,484
INTERFUND TRANSFERS:					
Gas Tax	1,055,378	837,386	836,000	836,000	686,000
Redevelopment Funds	-	-	-	-	70,000
Federal Grants Fund	197,201	89,022	26,500	26,500	26,500
CDBG Fund	35,000	35,000	35,000	35,000	33,249
Donation/Trust Accounts	-	-	-	-	-
Parking District Fund	-	-	-	-	-
Measue A		31,712		-	-
Health and Benefits Fund	1,000,000			-	-
Self Insurance Fund	-	-	-	-	-
Spec Revenue Funds (Day in the Park):	6,000			-	-
TOTAL FUND TRANSFERS	2,293,579	993,120	897,500	897,500	815,749
TOTAL GENERAL FUND	60,338,922	64,529,643	62,197,238	62,888,480	64,496,233

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Adopted Budget 2008-09

General Fund Administrative Allocation to other Funds, 2008-09

Fund Description	2007-2008 Adopted	2008-09 Adopted	Change	% Change
Aircraft Noise Insulation Program (ANIP)*	10,500	11,000	500	4.8%
Community Development Block Grant (CDBG) *	33,600	10,000	(23,600)	-70.2%
West Park Maintenance Districts 1&2	68,250	72,000	3,750	5.5%
West Park Maintenance District 3	65,100	68,000	2,900	4.5%
Stonegate Maintenance District	64,050	67,000	2,950	4.6%
Willow Gardens Maintenance District	65,100	68,000	2,900	4.5%
Solid Waste Fund	17,850	19,000	1,150	6.4%
Redevelopment Agency (non-housing)	874,650	620,144	(254,506)	-29.1%
Low Mod Housing		315,206		
Sewer Maintenance	63,000	66,150	3,150	5.0%
Water Quality Control Plant	740,250	790,000	49,750	6.7%
Parking District Fund	93,450	98,000	4,550	4.9%
Storm Water Fund	2,625	-	(2,625)	-100.0%
Fund 44, Bond Redemption	2,625	2,500	(125)	-4.8%
Fund 87, Non Obligated Bonds	2,625	2,500	(125)	-4.8%
Fund 26, East of 101 Traffic Improvements	2,625	2,500	(125)	-4.8%
Conference Center	12,700	13,000	300	2.4%
Total	2,119,000	2,225,000	100,500	5.0%

*ANIP and CDBG charged according to OMB regulations from DMG

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GANN APPROPRIATIONS LIMIT, 2008-09

GANN Appropriations Limit - Cumulative Percent Growth

	CPI / Personal Income % Change	Population % Change	Change Factor	Cumulative Change Factor	Appropriation Limit
1978-79	--- base year ---				
1979-80	10.17	0.23	10.42	10.42	21,453,172
1980-81	12.11	1.33	13.60	25.44	24,371,032
1981-82	9.12	0.74	9.93	37.90	26,790,463
1982-83	6.79	0.59	7.42	48.13	28,778,332
1983-84	2.35	0.32	2.68	52.09	29,548,877
1984-85	4.74	1.72	6.54	62.05	31,481,825
1985-86	3.74	0.60	4.36	69.12	32,855,201
1986-87	2.30	0.48	2.79	73.84	33,772,203
1987-88	3.47	1.39	4.91	82.37	35,429,821
1988-89	4.66	0.51	5.19	91.84	37,269,963
1989-90	5.19	1.21	6.46	104.24	39,678,646
1990-91	4.21	1.26	5.52	115.52	41,870,116
1991-92	4.14	1.56	5.76	127.95	44,283,754
1992-93	(0.64)	1.83	1.18	130.63	44,805,544
1993-94	2.72	1.62	4.38	140.74	46,769,848
1994-95	0.71	1.54	2.26	146.19	47,827,283
1995-96	4.72	0.27	5.00	158.50	50,219,960
1996-97	4.67	0.79	5.50	172.71	52,980,497
1997-98	4.67	0.77	5.48	187.65	55,881,688
1998-99	4.15	2.23	6.47	206.26	59,498,655
1999-2000	4.53	2.75	7.40	228.94	63,903,388
2000-01	4.91	2.42	7.45	253.44	68,663,438
2001-02	7.82	0.85	8.74	284.33	74,664,622
2002-03	(1.27)	0.11	-1.16	279.87	73,798,513
2003-04	2.31	0.17	2.48	289.29	75,628,716
2004-05	3.28	0.43	3.72	303.77	78,442,104
2005-06	5.26	1.16	6.48	329.94	83,525,152
2006-07	3.96	0.69	4.68	350.06	87,434,129
2007-08	4.42	0.96	5.42	374.45	92,173,059
2008-09	4.29	2.25	6.64	405.96	98,293,350

Note: 1987-88 to 1990-91 based on County population growth
 1991-92 based on City growth
 1992-93 and 1993-94 based on County growth
 1994 -95 through 2000-01 based on City growth, California per capita income
 2000-01 through current based on state Department of Finance statistics

Appropriations Subject to Limit

	2004 - 2005	2005 - 2006	2006 - 2007	2007 - 2008	2008-2009
Proceeds of Taxes	34,324,300	34,482,381	39,271,119	41,809,768	47,060,893
Appropriations Subject to Limit	34,324,300	34,482,381	39,271,119	41,809,768	47,060,893
Current Limit	78,442,104	83,525,152	87,434,129	92,173,059	98,293,350
Amount Under Limit	44,117,804	49,042,771	48,163,010	50,363,291	51,232,457

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CITY ATTORNEY

Contract Legal Services

CITY ATTORNEY DEPARTMENT

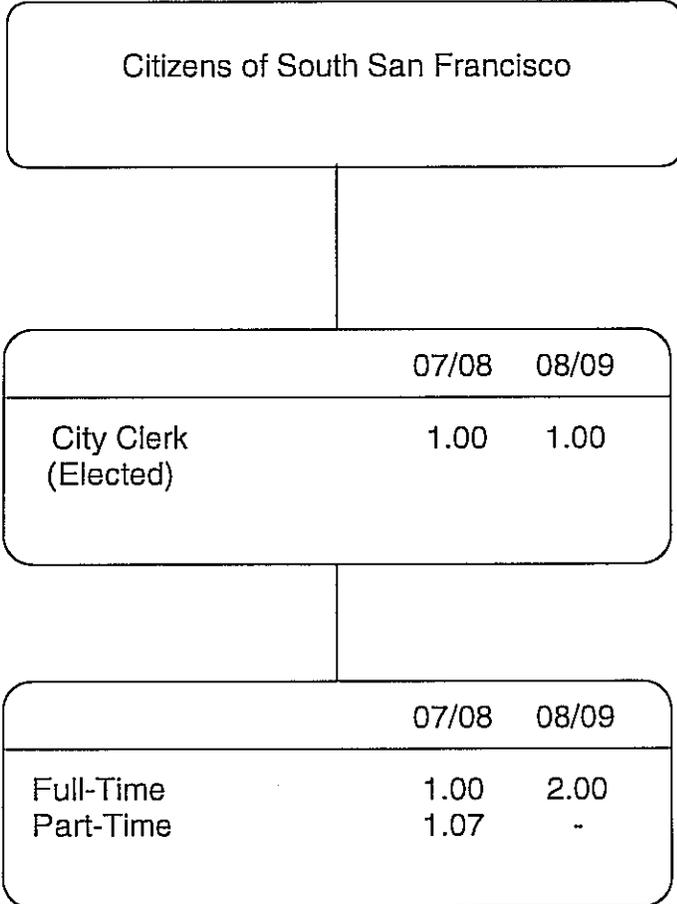
Source of Funds: General Fund

Department Budget (04)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	-	-	-	-	-	-	
Materials & Services	634,485	474,308	674,308	498,023	788,023	290,000	58.2%
Capital Outlay							
Total	634,485	474,308	674,308	498,023	788,023	290,000	58.2%

Resource or program/Service level changes:

The adopted budget adds \$200,000 to cover litigation expenses, consistent with the adjustment made midyear in 2007-08. Also, the Attorney's average hourly compensation rate is being adjusted upwards, to a rate closer to what other clients pay.

CITY CLERK DEPARTMENT



City Clerk Department

MISSION

The South San Francisco City Clerk's Office strives to be a vital part of local government and is committed to serving as the link between residents, local governing bodies and agencies of government at other levels. The City Clerk's Office pledges to be ever mindful of its neutrality and impartiality with respect to local government matters and to place service of the public as its first priority.

ACCOMPLISHMENTS

Overall focus for 2007-2008 included reviewing, assessing and evaluating the state of the various functions under the charge of the Office of the City Clerk.

Insurance records assessed and organized and electronic insurance log created.

Electronic Conflict of Interest log created.

Loyalty Oath Records updated.

Updated Board and Commission recruiting process, including development of new questions for applicants.

State of Laserfiche electronic records management system analyzed.

City Hall re-designated as a polling place.

OBJECTIVES

Overall focus for 2008-2009 includes an emphasis on "Professionalizing the Office" of the City Clerk.

Seek City Clerk related training for staff.

Voter education/outreach in advance for the 2008 Presidential Election.

Streamline and enhance records management system, including, but not limited to, renaming Laserfiche files for the purpose of facilitating more efficient inter-department use and maximizing the value of the investment in the system.

Assess and potentially update document retention schedule.

Implement Agenda Manager Software to streamline public noticing function of the office.

Pursue acquisition of Granicus Software to enhance public accessibility to live and/or recorded video feed of City Council meetings and improve efficiency and accuracy of minutes recording.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

The following position changes are proposed, at no net cost to the General Fund;

- Change the title of the Administrative Assistant to Deputy City Clerk.
- Convert hourly positions to a new Assistant City Clerk classification.

Both of these changes will assist with professionalizing the office.

Materials and Services is proposed at a higher amount than was projected a year ago, reflecting higher usage of the Information Technology Department's services.

CITY CLERK DEPARTMENT

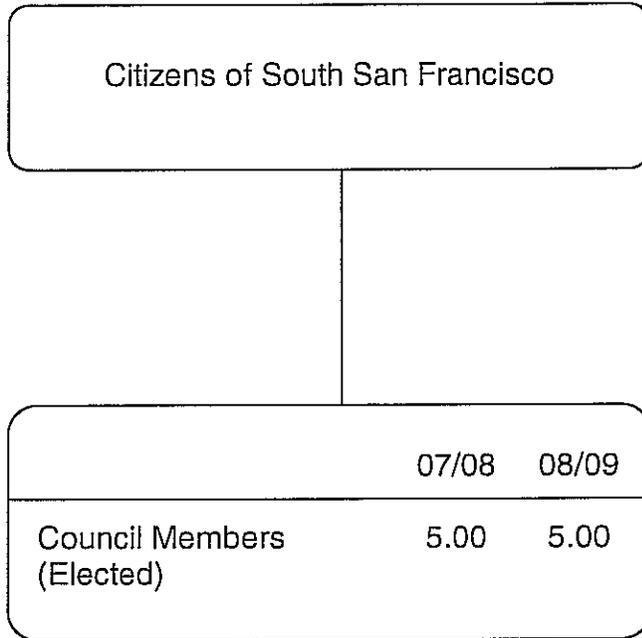
Source of Funds: General Fund

Department Budget (02)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	241,514	310,986	310,986	329,645	328,039	(1,606)	-0.5%
Materials & Services	67,578	95,272	95,272	53,225	75,124	21,899	41.1%
Capital Outlay							
Debt Service & Other							
Total	309,093	406,258	406,258	382,870	403,163	20,293	5.3%

Total General Fund Budget	403,163
Passport Processing Fee Revenue	20,000
Net General Fund Contribution	383,163

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Elected Official (City Clerk)	1.00	1.00	1.00
Full Time	1.00	1.00	2.00
Part Time	1.07	1.07	-
Total	3.07	3.07	3.00

CITY COUNCIL



CITY COUNCIL DEPARTMENT

Source of Funds:				General Fund			
Department Budget (01)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	93,368	105,040	105,040	111,342	111,696	354	0.3%
Materials & Services	59,746	97,846	97,846	98,824	90,296	(8,528)	-8.6%
Capital Outlay							
Debt Service & Other							
Total	153,114	202,886	202,886	210,166	201,992	(8,174)	-3.9%

CITY MANAGER DEPARTMENT

	07/08	08/09
City Manager	0.80	0.80

ADMINISTRATION	07/08	08/09
Full-Time	2.90	2.90

Note – 0.3 Positions charged to the Redevelopment Agency. These positions are reflected in the Redevelopment Agency budget and are not included in the above numbers. The Assistant City Manager is also the Department Head of the Economic and Community Development Department and is reflected in that budget.

City Manager Department

MISSION

The City Manager and staff assigned to this area are charged with general administration and management of the City, community relations, ombudsmanship, numerous special projects, City Council coordination, implementation and Council programs, lobbying activities, interagency coordination and other duties as determined by the City Council. This office also provides a resource for general information for the citizens of South San Francisco as well as City staff.

ACCOMPLISHMENTS

Developed a two year budget plan that was approved by Council for the 2007-2008 and the 2008-2009 fiscal years.

Have scheduled Financial Outlook sessions, along with Finance Director, to update City employees on ongoing efforts to manage our long-term finances and budget issues.

Acquired the BART right of way property from the Public Utilities Commission (PUC), as well as a portion of the Cal Water property and the Ron Price building.

Have completed the design work on the downtown parking structure and have designated the project's architect.

Continued to work with staff on the issue of succession planning and the creation of a succession plan for Executive Management and Mid-management level staff.

Phase II of the Wet Weather program has been completed.

Phase 1 of the Centennial Way Linear Park is complete and ground has been broken for Phases 2 and 3.

The Orange Memorial Park Recreation Building was completed.

The design development and funding of the South San Francisco Caltrain station continues to move forward.

Completed the Oyster Point Land-Use study.

OBJECTIVES

Continue to work toward long-term financial stability, including mid to long-range financial forecasts.

Address crime suppression, particularly among youth.

Develop a Master Plan for the recently acquired PUC property and adjacent parcels of land.

Update Zoning Ordinance.

Work with WETA to complete the Ferry Terminal at Oyster Point.

Begin construction of Miller Avenue parking structure.

Complete Phase 2 and 3 of Centennial Way Linear Park.

Increase the City's efforts in the area of sustainability.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

Salaries and benefits is proposed at a lower amount than was projected with the two year budget a year ago, as a one year wage freeze is proposed for 2008-09 to accommodate revenue declines during this economic downturn.

Materials and Services is proposed at a higher amount than was projected a year ago, reflecting higher usage of the Information Technology Department's services.

CITY MANAGER DEPARTMENT

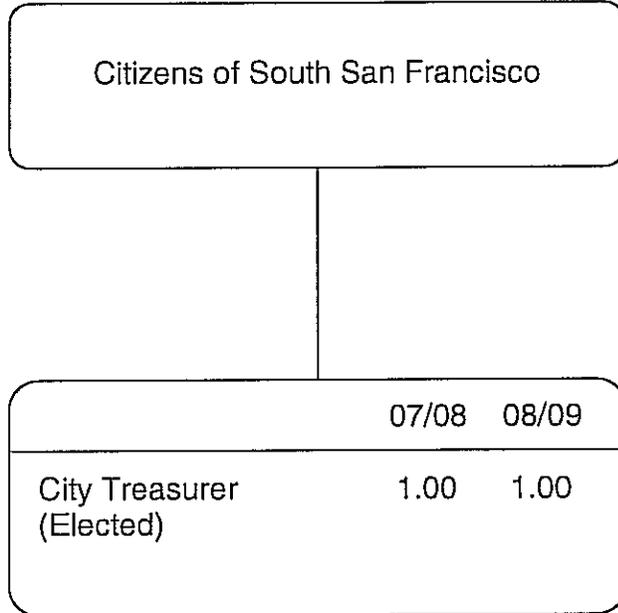
Source of Funds: General Fund

Department Budget (05)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	634,743	628,446	628,446	666,153	637,596	(28,557)	-4.3%
Materials & Services	70,313	99,866	132,235	100,865	107,576	6,711	6.7%
Capital Outlay							
Debt Service & Other							
Total	705,056	728,312	760,681	767,018	745,172	(21,846)	-2.8%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	3.70	3.70	3.70
Total	3.70	3.70	3.70

* For the 2008-09 budget, 0.3 full-time positions are charged to the RDA.

CITY TREASURER



CITY TREASURER DEPARTMENT

Source of Funds: General Fund

Department Budget (03)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	32,631	35,091	35,091	37,196	36,442	(754)	-2.0%
Materials & Services	5,449	5,976	9,976	6,036	6,030	(6)	-0.1%
Capital Outlay							
Debt Service & Other							
Total	38,079	41,067	45,067	43,232	42,472	(760)	-1.8%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Elected Official (City Treasurer)	1.00	1.00	1.00

FINANCE DEPARTMENT

	07/08	08/09
Director of Finance	1.00	1.00

ADMINISTRATION/BUDGET		
	07/08	08/09
Full-Time	2.00	3.00

ACCOUNTING		
	07/08	08/09
Full-Time	8.90	7.90

Note – 1 Financial Analyst position is charged to the Redevelopment Agency, and 0.1 Senior Accountant position is charged to other funds. These positions are included in the Redevelopment Agency and other funds' budgets, and are not included in the above numbers.

Finance Department

MISSION

To provide financial services to all the departments of the City.

To provide fiscal accountability and adequate control over the use of City funds and appropriations.

To assure collection of funds due the City from such sources as Transient Occupancy Taxes and Business Licenses.

To provide financial planning and reporting services for a more informed budgeting process.

ACCOMPLISHMENTS

Backfilled for two staff members to support the new Payroll/Human Resources system implementation.

Supported City efforts to place two measures on the ballot in November 2007, which passed, adding \$1.4 million to the General Fund. Worked with Attorney's Office to fine tune the ordinance changes for the ballot, and made presentations to the Chamber of Commerce.

Held three risk management oversight committee meetings of City departments, and secured grant funding for the Police Department for implementing the Lexipol software system, which is an update of the general orders. Also secured taser funding for Police. Worked closely with the Fire Department and Attorney's Office to implement fire training tower risk management policies to limit the City's exposure to lawsuits from other agencies.

Implemented required infrastructure-reporting requirement in Citywide financial statements.

Participated with City Manager in updates to employees on budget situation in Spring.

Began cross training program for new staff, after a 50% turnover in employees. Prioritized mission critical activities as we continue to recruit new employees.

OBJECTIVES

Continue to monitor the financial health of the Sewer Fund as it undertakes the multi-year Wet Weather program, and evaluate financial impact on rates of recycled water project.

Assist Redevelopment Agency with evaluating development options on PUC properties.

Continue to work with Information Technology, Human Resources, and user departments to complete implementation of the new Human Resources/Payroll system, the first phase in a two phase project to transition to a modern financial system to better meet the City's information needs. Financial system implementation will follow the payroll phase in 2009-10.

Restructure Finance management responsibilities to better leverage employee skills and create logical career paths for future employee development.

Continue to cross train new staff, and prioritize critical financial activities until all staffing is in place and trained, and an adequate supervisory structure is in place.

Work collaboratively with Human Resources to ensure their transition to additional employee database maintenance under the new system is successful.

Recommend a retiree health benefit trust option for the City Council to consider. A trust fund can earn more return, reducing the City's longer term funding needs.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

Salaries and benefits is proposed at a lower amount than was projected with the two year budget a year ago, as a one year wage freeze is proposed for 2008-09 to accommodate revenue declines during this economic downturn. Three management positions are being restructured at no net cost, and with no net position increase. This will be accomplished through: eliminating the vacant Assistant Finance Director and adding instead a Budget Manager; and creating Senior Accountant and Senior Financial Analyst classifications to allow for additional career growth opportunities that include supervision.

Materials and Services is proposed at a higher amount than was projected a year ago, reflecting higher usage of the Information Technology Department's services.

FINANCE DEPARTMENT

Source of Funds: General Fund

Department Budget (06)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	1,242,292	1,418,361	1,338,361	1,498,790	1,422,594	(76,196)	-5.1%
Materials & Services	395,251	276,359	445,480	280,051	359,820	79,769	28.5%
Capital Outlay	-	-	-	-	-	-	
Debt Service & Other	-	-	-	-	-	-	
Total	1,637,543	1,694,720	1,783,841	1,778,841	1,782,414	3,573	0.2%

Total General Fund Budget	1,778,841
Business License Database Fee Revenue	<u>30,000</u>
Net General Fund Contribution	1,748,841

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	11.90	11.90	11.90
Total	11.90	11.90	11.90

FINANCE DEPARTMENT

ADMINISTRATION/BUDGET AND RISK MANAGEMENT DIVISION

The purpose of this Division is to oversee the department, prepare the annual budget, monitor revenues, prepare financial projections, support the City Treasurer in investment oversight, administer the City's risk management program, and manage the financial and debt planning functions.

Source of Funds: General Fund

Admin/Budget/Risk Mgmt Division Budget (061)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	417,506	467,281	446,281	490,645	479,399	(11,246)	-2.3%
Materials & Services	112,999	23,220	73,220	24,381	23,083	(1,298)	-5.3%
Capital Outlay							
Debt Service & Other							
Total	530,505	490,501	519,501	515,026	502,482	(12,544)	-2.4%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	3.00	3.00	3.50
Total	3.00	3.00	3.50

FINANCE DEPARTMENT

ACCOUNTING AND FINANCIAL SERVICES

The purpose of the Division is to keep the City's books in compliance with accounting standards, provide access to accounting reports for departments, prepare annual financial reports and other mandated reports, account for payroll costs and issue payroll checks and reports, issue vendor checks, manage the City's legacy financial system through a contract with the host agency, the City of Redwood City, pay debt service, project cash flow for the City Treasurer, monitor the City's fixed assets, and monitor revenue and expenditures for the City's capital improvement program.

Source of Funds: General Fund

Accounting Division Budget (062)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	%
				Projected 2008-09	2008-09	From Originally Projected	Change
Salaries & Benefits	824,786	951,080	892,080	1,008,145	943,195	(64,950)	-6.4%
Materials & Services	282,252	253,139	372,260	255,670	336,737	81,067	31.7%
Capital Outlay							
Debt Service & Other							
Total	1,107,038	1,204,219	1,264,340	1,263,815	1,279,932	16,117	1.3%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	8.90	8.90	8.40
Total	8.90	8.90	8.40

HUMAN RESOURCES DEPARTMENT

	07/08	08/09
Director	1.00	1.00

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	07/08	08/09
Full-Time	4.00	4.00

Human Resources Department

MISSION

To anticipate and respond to the diverse needs of employees, their families, other City departments, and the public by providing quality customer-oriented services and resources; to assist City staff in accomplishing their goals and objectives in a safe, professional, efficient, creative, and cooperative manner; to establish and maintain professional, progressive, equitable, and consistent personnel practices and procedures in accordance with federal, state, local, and City rules, regulations, procedures, and requirements; to attract, retain, promote, and recognize qualified and competent persons based on merit and fitness.

ACCOMPLISHMENTS

Labor Relations: Began contract negotiations with all bargaining units to be completed in the year 2009-2010.

Recruitment and Examination: Processed approximately over 50 recruitments of new employees while conducting a variety of recruitments and continued to modify our program for those hard-to-fill positions.

Classification and Compensation: Reviewed and updated 5 job descriptions to meet the needs of the departments.

Policies and Procedures: Updated the nepotism policy and equipment issuance policies.

OBJECTIVES

Human Resources Information System (HRIS): Implementation of employee database with direct link or downloading capabilities from the payroll system before the end of year.

Recruitment and Examination: Continue to improve, refine, and streamline recruitment and exam processes; reduce recruitment time from recruitment closing to final eligible employment list provided by at least an additional 5%.

Occupational Health and Safety: Conduct safety inspections and coordinate disaster preparedness together with Public Works Department and Safety Committee.

HUMAN RESOURCES DEPARTMENT

Communication: Develop and continue to implement a comprehensive Intranet web page that can be used by all City employees for a variety of HR-related information; actively participate in the enhancement project of the City's website and intranet.

Employee Relations: Begin and finalize negotiations with all bargaining units.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

Salaries and benefits is proposed at a higher amount than was projected with the two year budget a year ago, as final salary surveys for 2007-08 included higher adjustments for Human Resource Analysts, based on the market.

Materials and Services is proposed at a lower amount than was projected a year ago, reflecting lower usage of the Information Technology Department's services.

HUMAN RESOURCES DEPARTMENT

Source of Funds: General Fund

Department Budget (09)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	591,616	651,422	651,422	690,507	724,242	33,735	4.9%
Materials & Services	325,023	296,028	317,675	298,988	295,258	(3,730)	-1.2%
Capital Outlay							
Debt Service & Other							
Total	916,639	947,450	969,097	989,495	1,019,500	30,005	3.0%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	5.00	5.00	5.00
Part-Time	-	-	-
Total	5.00	5.00	5.00

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

	07/08	08/09
Director	1.00	1.00



	07/08	08/09
Full-Time	5.00	5.00

Information Technology Department

MISSION

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.

ACCOMPLISHMENTS

McAfee Enterprise virus protection process

Created a faster and better method to protect our computers from viruses.

Improved security for the network

Purchased a network security appliance. This device will allow the City to block inappropriate web sites from being accessed.

Hillsborough contract

Contracted with the Town of Hillsborough to provide first, second and third line support for the town's workstations, servers, telecom, documentation, management and strategic planning.

Fiber Ring – Orange Park

As part of the Orange Park building project, the building is connected to the City network.

Disaster Recovery plan

Expanded the current disaster recovery plan for the City's Information Technology infrastructure.

Permitting web site for the public

Purchased setup and tested the CRW permitting software web site.

OBJECTIVES

GIS (Geographical Information System)

Create a plan for deployment and educate staff on usage of the tools.

LaserFiche

Provide leadership, maintenance and structure for the existing departments. Bring one additional department online. *(Pending Funding)*

Disaster Recovery

To review the servers and see if we can consolidate them using Virtualization. This will help us be more "green" and maybe more efficient.

Strategic Plan

Update the current Information Technology Strategic plan.

Complete implementation of the Payroll/HR system, and begin the implementation of the new Financial system.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

Salaries and benefits is proposed at a lower amount than was projected with the two year budget a year ago, as a one year wage freeze is proposed for 2008-09 to accommodate revenue declines during this economic downturn.

Materials and Services is proposed at a higher amount than was projected a year ago, reflecting a more realistic budgeting of ongoing software maintenance costs in support of departmental services, such as the LaserFiche record storage system, the Geographic Information System (GIS), and the CRW Building Permit System.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

Source of Funds:

Charges to Departments: 1,545,081

PEG Revenue 50,000

Charges to Other Agencies: 8,000

Department Budget (16)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	583,601	868,351	868,351	920,452	852,663	(67,789)	-7.4%
Materials & Services	898,318	549,578	789,945	554,634	732,762	178,128	32.1%
Capital Outlay	21,812	-	-				
Debt Service & Other	-	-	-				
Transfers out to CIP	-	150,000	150,000				
Total	1,503,731	1,567,929	1,808,296	1,475,086	1,585,425	110,339	7.5%

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

Source of Funds: City Services Fund

Info Technology Services Division Budget (161, 163)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	583,601	868,351	868,351	920,452	852,663	(67,789)	-7.4%
Materials & Services	859,394	505,554	745,921	510,610	688,738	178,128	34.9%
Capital Outlay	21,812						
Debt Service & Other							
Transfers out to CIP		75,000	75,000				
Total	1,464,807	1,448,905	1,689,272	1,431,062	1,541,401	110,339	7.7%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	6.00	6.00	6.00
Part-Time			
Total	6.00	6.00	6.00

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

Source of Funds: City Services Fund

Telephone Maintenance Budget (162)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Materials & Services	38,924	44,024	44,024	44,024	44,024	-	0.0%
Capital Outlay							
Debt Service & Other							
Transfers out to CIP		75,000	75,000				
Total	38,924	119,024	119,024	44,024	44,024	-	0.0%

NON-DEPARTMENTAL

NON - DEPARTMENTAL

NON-DEPARTMENTAL

The mission of the Non-Departmental section is to meet City requirements that are not related to a particular department.

Source of Funds: General Fund

Department Budget (071, 213)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits *	3,427	4,494	4,494	4,764	4,501	(263)	-5.5%
Materials & Services	844,461	1,026,779	1,086,779	913,322	859,873	(53,449)	-5.9%
Capital Outlay							
Debt Service & Other							
Total	847,888	1,031,273	1,091,273	918,086	864,374	(53,712)	-5.9%

* Housing Authority

NON-DEPARTMENTAL, 2008-09

Non - Departmental, 2008-09

Account #	ORGANIZATION/PROGRAM SUPPORTED	Adopted 2007-08	Adopted 2008-09
4210	Animal Control	458,500	408,500
4220	Professional Tech. Services – Gov't • C/CAG • C/CAG Congestion Relief Plan	54,723 166,325	54,723 166,325
4301	Office Supplies • Newsletter • Printing • Business Cards	3,000 24,430 12,000 2,000	3,000 24,430 12,000 2,000
4307	Postage	20,213	20,213
4310	Dues, Meetings, Mileage • Peninsula Conflict • League of CA Cities • ABAG • Airport Community Round Table • Chamber of Commerce • SAMCEDA • Peninsula T.V. • SAMCAT (Cable TV oversight) • LAFCO	17,000 18,690 10,300 1,302 2,500 10,300 43,050 2,756 8,048	17,000 18,690 10,750 1,302 2,500 10,300 43,050 2,756 8,048
4365	Maintenance/Operating Equipment • Phones/Computers for Council Chambers • Non-Departmental Equipment	5,000 1,000	5,000 1,000
4380	Promotional – TOT Allocation • Chamber of Commerce • Plymire-Schwarz Museum and Fire Museum	25,000 6,000	25,000 6,000
4399	Misc.	10,000	10,000
4410	Phone Service	8,142	7,286
21310	Housing Authority	4,494	4,501
	Total	914,773	864,374

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ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

		07/08	08/09
Assistant City Manager		.60	.60
ECONOMIC DEVELOPMENT			
		07/08	08/09
Full-Time		.15	.15
ADMINISTRATION			
		07/08	08/09
Full-Time		.30	.30
PLANNING			
		07/08	08/09
Full-Time		6.00	6.00
Part-Time		.50	.50
BUILDING			
		07/08	08/09
Full-Time		9.80	10.80
HOUSING AND COMMUNITY DEVELOPMENT			
		07/08	08/09
Full-Time		2.55	2.55
PARKING DISTRICT			
		07/08	08/09
Full-Time		2.00	2.00
REDEVELOPMENT AGENCY			
		07/08	08/09
EC&D Staff		3.55	4.55
Other City Staff		7.90	7.90

Economic and Community Development Department

MISSION

The Economic and Community Development department's mission is the preservation and improvement of the physical and economic condition of the South San Francisco community. The department provides the administrative oversight that contributes to the successful completion of the goals, objectives and daily operation of the divisions of Economic Development, Redevelopment, Planning, Housing and Community Development, Building, and Parking District. Each division provides high quality municipal services to all residents, businesses and industries and promotes safe living and working environments to maintain standards and enhance the quality of life for the community.

ACCOMPLISHMENTS

Redevelopment:

- Acquired a residential duplex unit at 213 Miller Avenue.
- Completed construction and lease up of units at BRIDGE Housing's Grand Oak Apartments at Oak and Grand Avenues.
- Recaptured the right of way and completed Oak Avenue street reconstruction from Oak and Grand Avenues to Mission Road with new trees, sidewalks, gutters and driveways.
- Completed construction at 380 Alta Vista property for addition to low and moderate housing inventory.
- Acquired former Hot Shots Café at 211 Baden Avenue.
- Completed negotiations for purchase of Cal Water and PUC sites. Closed escrow on PUC lands and administrative building on Cal Water site.
- Acquired Ron Price Dealership on Chestnut Avenue for potential future redevelopment.

Building:

- Increased in house plan review to 30%, an increase of 15%.
- Performed 97% of all requested inspections within 24 hours of request.
- Worked together with other Annex divisions on streamlining the plan review process.

Housing and Community Development:

- Completed new construction of four homeowner units for very low income families developed by Habitat for Humanity.

- Adopted new federally mandated Five Year Consolidated Plan for Housing and Economic and Community Development.

Planning:

- The City adopted the Genentech R&D Overlay District Ordinance, certified the Genentech Master Environmental Impact Report, and approved the Ten Year Facilities Master Plan update.
- Facilitated award of contract for preparation of downtown parking structure design and subsequent entitlement process.
- Prepared Exclusive Negotiating Rights Agreement for potential development of Central Fire Station.
- Awarded consultant contract and initiated Zoning Ordinance update.
- Completed Oyster Point Marina Concept Plan.

Parking District:

- Awarded preliminary design contract and initiated design work for parking structure on 300 block of Miller Avenue.
- Resurfaced or resealed nine parking lots.
- On going maintenance of parking meters.
- Installed new computerized, solar powered pay stations in six parking lots.

OBJECTIVES

Redevelopment:

- Undertake Implementation Plan update for Agency review.
- Initiate Downtown Master Plan for Agency adoption.
- Implement Downtown Improvement Program.
- Acquire land required for development of pedestrian walkway and plaza to the new train station.

Building:

- Implement online Trackit with our permit system.

Housing and Community Development:

- Implement new property management software and train staff and outside management agent.

Planning:

- Prepare the Zoning Ordinance for review by the City Council and Planning Commission.

- Continue to develop the division's web presence by making public information readily available.
- Initiate the preparation of comprehensive guidelines for future development in downtown.
- Facilitate the preparation of a Master Land Use Plan to guide future development on the PUC properties.
- Issue Request for Proposals to undertake General Plan update.

Parking District:

- Complete design of parking garage on 300 Miller Avenue.
- Modify parking fee structure (meters and permit) to assist in financing for parking garage.
- Resurface four additional parking lots.
- Continue installation of solar powered, computerized pay stations.

Economic Development:

- Locate temporary "green technology incubator" with an automobile emphasis in the former Ron Price site.
- Management of Master Land Use Plan for PUC lands.
- Facilitate General Plan and land use management for development proposals.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

The Engineering Division has been moved to the Public Works Department. A new position was added this year, funded by the Redevelopment Agency, Economic and Community Development Coordinator. For 2008-09, it is proposed that the previously frozen Assistant Building Official be restored. There will be no net cost to the General Fund, as contract plan check services will be reduced to offset the increase.

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

Source of Funds:

General Fund	3,060,610
CDBG Fund	880,941
Parking Fund	378,006

Department Budget (10)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	2,637,489	3,203,806	2,790,158	2,958,628	2,938,584	(20,044)	-0.7%
Materials & Services	3,071,585	1,602,704	1,733,653	1,347,108	1,347,724	616	0.0%
Capital Outlay	-	67,500	67,500	-	-	-	
Debt Service & Other	-	34,249	34,249	-	33,249	33,249	
Total	5,709,074	4,908,259	4,625,560	4,305,736	4,319,557	13,821	0.3%

Total General Fund Budget	3,060,610 **
Administrative and Facility Costs	710,000
Planning Fees	175,000
Building and Grading Fees	2,500,000
Other Fees	50,200
Total Fee Revenue	2,725,200
Net General Fund Contribution **	1,045,410

* Redevelopment Funds are listed in the "Other Funds" section of the budget document and are not included in the Total Department budget here and on the next few pages.

** Direct Costs Only, Prior to facility costs and city administrative costs, est. at \$710,000

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

ADMINISTRATION

The Economic and Community Development Department provides the administrative oversight that contributes to the successful completion of the goals, objectives and daily operation of the following Divisions; Economic Development, Redevelopment Agency, Housing and Community Development, Planning, Building, Engineering and the Parking District.

Source of Funds: General Fund

Administration Division Budget (101)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	136,101	189,035	189,035	200,377	195,637	(4,740)	-2.4%
Materials & Services	103,277	101,337	114,734	102,350	130,095	27,745	27.1%
Capital Outlay							
Debt Service & Other							
Total	239,378	290,372	303,769	302,727	325,732	23,005	7.6%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	0.90	0.90	0.90
Total	0.90	0.90	0.90

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

ECONOMIC DEVELOPMENT

The Economic Development Division provides the support and resources necessary to promote and maintain quality development within the City and improves the processing and regulatory functions necessary to assure continued growth and development with in the City.

Source of Funds: General Fund

Economic Development Budget (102)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	18,981	22,409	22,409	23,754	22,219	(1,535)	-6.5%
Materials & Services	8,000	21,292	21,292	21,505	21,292	(213)	-1.0%
Capital Outlay							
Debt Service & Other							
Total	26,981	43,701	43,701	45,259	43,511	(1,748)	-3.9%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	0.15	0.15	0.15
Total	0.15	0.15	0.15

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING

The Planning Division is responsible for administration and implementation of the South San Francisco General Plan and Zoning Code. The Division also provides primary staff support for the Planning Commission, Parking Place Commission, and Design Review Board. The Division processes over 400 applications or plan reviews per year, ranging from small residential room additions to major biotech developments involving hundreds of thousands of square feet of new buildings.

Source of Funds: General Fund

Planning Division Budget (104)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	686,632	817,767	817,767	866,833	827,595	(39,238)	-4.5%
Materials & Services	1,199,806	281,680	626,927	284,497	289,989	5,492	1.9%
Capital Outlay	-	7,500	7,500	-	-	-	
Debt Service & Other							
Total	1,886,438	1,106,947	1,452,194	1,151,330	1,117,584	(33,746)	-2.9%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	6.00	6.00	6.00
Part Time	0.50	0.50	0.50
Total	6.50	6.50	6.50

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING INSPECTION

The Building Division is responsible for enforcing the State Building Codes. This is accomplished by providing plan review, field inspections and issuing Certificates of Occupancy. Our inspectors are responsible for ensuring the elements of a structure meet or exceed the minimum requirements for health and life safety of the occupants and the structure. Our permit counter is open during all hours of operation to issue construction permits, provide over the counter plan review, answer questions and offer guidance to the customer. We also maintain the history of permitted construction activities for the City.

Source of Funds: General Fund

Building Inspection Division Budget (105)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	General Fund			
				Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	982,522	1,250,106	1,250,106	1,325,112	1,386,652	61,540	4.6%
Materials & Services	1,054,586	329,940	331,690	333,239	187,131	(146,108)	-43.8%
Capital Outlay						-	
Debt Service & Other						-	
Total	2,037,108	1,580,046	1,581,796	1,658,351	1,573,783	(84,568)	-5.1%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	9.80	9.80	10.80
Total	9.80	9.80	10.80

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

PARKING

The Parking District manages and maintains all public parking in the Downtown Area by servicing electronic meters, monitoring parking lot usage, providing parking surveys, and addressing any concerns or suggestions by the downtown merchants and general public. It is funded from parking meter and parking permit fees.

Source of Funds: Parking District Fund

Parking Division Budget (106)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	229,453	194,497	194,497	207,227	197,318	(9,909)	-4.8%
Materials & Services	123,177	175,798	184,348	177,556	180,688	3,132	1.8%
Capital Outlay	-	60,000	60,000	-	-	-	
Debt Service & Other							
Total	352,630	430,295	438,845	384,783	378,006	(6,777)	-1.8%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	2.00	2.00	2.00
Total	2.00	2.00	2.00

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

HOUSING & COMMUNITY DEVELOPMENT

The major functions of the Housing and Community Development Division are; administering the CDBG program including fiscal reporting requirements, administering residential revitalization and social service grants, managing the First Time Homebuyers Program, creating affordable housing opportunities for low and moderate income families, and implementing the Inclusionary Housing Ordinance. The Division consists of the Director, Administrative Assistant, Office Specialist and two consultants.

Source of Funds: CDBG Fund

Housing & Community Dev. Budget (103)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	290,628	316,344	316,344	335,325	309,163	(26,162)	-7.8%
Materials & Services	235,229	423,724	454,662	427,961	538,529	110,568	25.8%
Capital Outlay	-	-	-	-	-	-	
Transfer Out to General Fund	-	34,249	34,249	-	33,249	33,249	
Total	525,857	774,317	805,255	763,286	880,941	117,655	15.4%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	2.55	2.55	2.55
Total	2.55	2.55	2.55

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

ENGINEERING

The major functions of the Engineering Division are to administer the City's Capital Improvement Program, manage major projects such as the Wet Weather Program, Oyster Point Hook Ramps, New Fire Station 61 and the New South San Francisco Community Center, function as the City's Traffic Engineer, lead the Traffic Advisory Committee, lead the Bicycle/Pedestrian Advisory Committee, apply for various Federal and State funds for public improvements and public facilities improvements, provide assistance to other City departments, administer and issue all types of permits on any public works projects and work within the public right-of-way, provide the public with information regarding property and engineering matters, and review information pertaining to all developments within the City.

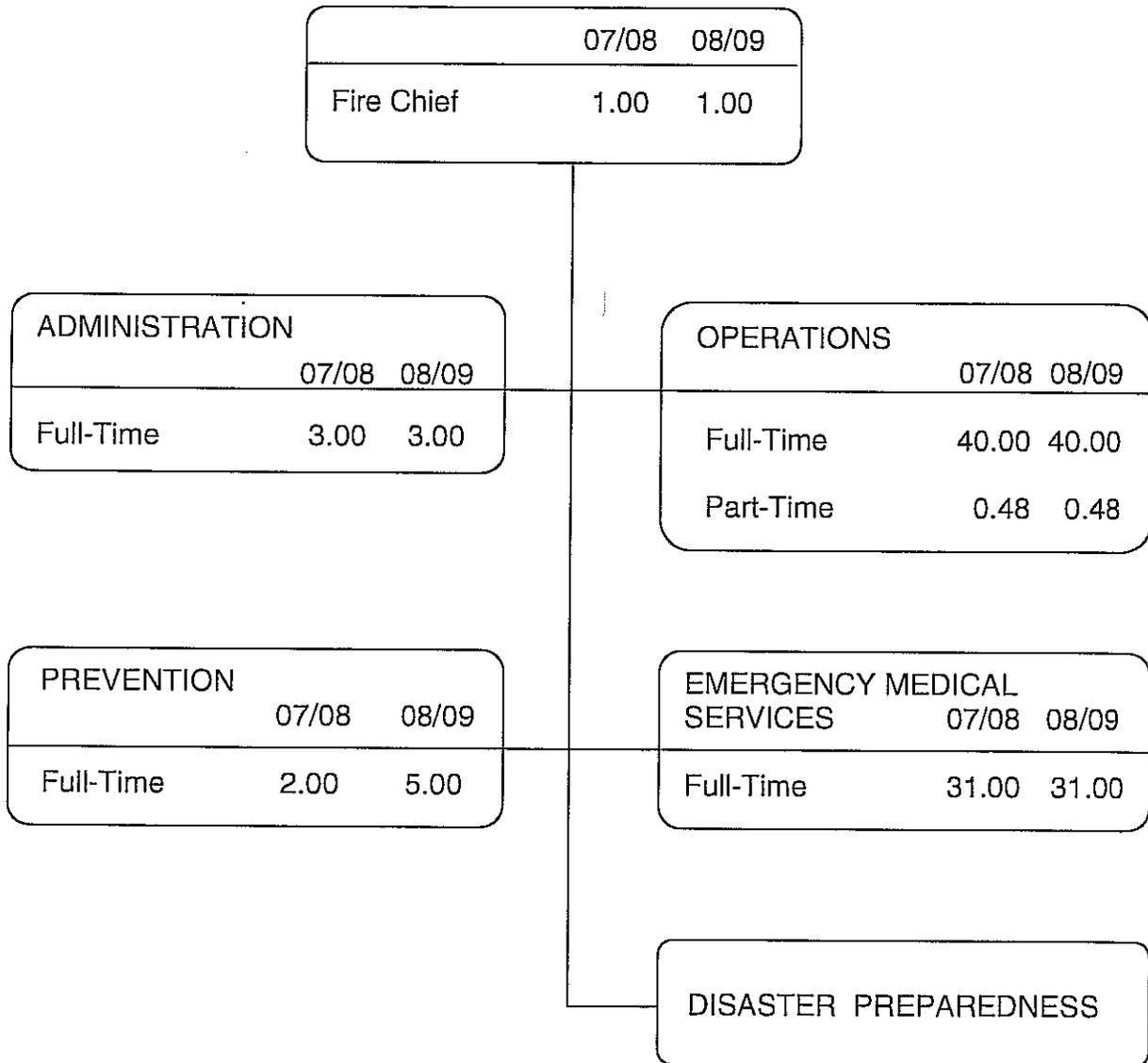
As of mid-year 2007-08, the Engineering Division has moved from the Economic and Community Development Department to the Public Works Department.

Source of Funds: General Fund

Engineering Division Budget (131, 132 in GF)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	293,173	413,648	-				
Materials & Services	347,506	268,933	-				
Capital Outlay							
Debt Service & Other							
Total	640,679	682,581	-				

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time Charged to General Fund	2.90		
Full-Time Charged to Other Funds	3.78		
Total	6.68		

FIRE DEPARTMENT



Note – 2 Safety Inspector positions are charged to the Redevelopment Agency. These positions are reflected in the Redevelopment Agency budget and are not included in the above numbers.

Fire Department

MISSION

The South San Francisco Fire Department is an all-risk emergency services organization committed to protecting the people, environment, property and quality of neighborhoods within the City of South San Francisco from the effects of fires, natural and man-made disasters, hazardous material incidents, medical emergencies or hazards created by substandard construction or violations of the municipal code.

This will be accomplished through strategic planning and management, prevention, hazard mitigation, disaster preparedness, prompt and efficient response of emergency personnel and equipment, creation of inter-agency agreements with neighboring public and private emergency service providers for our mutual benefit, comprehensive public education, fire and municipal code enforcement.

ACCOMPLISHMENTS

The department received the Lead Safe for Kids grant from the EPA in the amount of \$100,000. These funds allow the Department to expand and continue to provide lead poisoning awareness, educational programs and recognition events for the children of South San Francisco.

Presented community emergency response team training (CERT) to over 48 residents.

In cooperation with the Parks and Recreation Department, a Junior Fire Academy was offered to children ages 9 to 11 as well as children ages 12 to 14.

In cooperation with the Alisa Ann Ruch Burn Foundation and Genentech Inc., the Fire Department helped raise over \$38,000 to aid burn victim survivors and their families.

In cooperation with the Alisa Ann Ruch Burn Foundation, Genentech Inc. and the South San Francisco School District, the Department presented to over 5,000 school children an interactive burn prevention program that taught participants how to recognize hazards in the home, what to do in the event a fire occurs as well as how to care for burns and other health and safety topics.

OBJECTIVES

Minimize operating costs where feasible; develop better cost recovery for services the Fire Department provides to the community and businesses and/or to increase revenues where possible.

Continue the implementation of an integrated Basic Life Support (BLS) ambulance dispatch, electronic patient care reporting and patient billing records management system that contributes to the efficient entry of important patient care and billing information, regulatory compliance and enhanced cost recovery.

Continue the implementation of integrated electronic fire prevention, fire inspection and code enforcement records management system that can be used by safety inspectors and engine company personnel that contributes to the efficient entry of important building, inspection, hazard and billing information, regulatory compliance and enhanced cost recovery.

Continue the implementation of a community emergency response program throughout the City that trains citizens and businesses to put out small fires, search for and rescue victims safely, treat the sick and injured, organize themselves and spontaneous volunteers to be effective, and collect disaster intelligence to support the Fire, Police and Public Works Department efforts.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

Basic Life Support ambulance service (BLS) is being expanded to a 24 hour a day operation, with all higher costs paid for by increased fee revenue.

In order to better address code enforcement issues on a more consistent basis, the following staffing changes are proposed:

- A frozen Safety Inspector III will be restored, and two contract Inspectors will be converted to regular positions.

These changes are the reason for the higher salary and benefit budget than projected in the two year budget a year ago.

Materials and Services is proposed at a higher amount than was projected a year ago, reflecting several changes:

- Higher gasoline costs.
- Higher costs to run BLS service 24 hours a day, offset by program revenues.
- A reduction in contract safety inspection services.

FIRE DEPARTMENT

Source of Funds: General Fund

General Fund: 13,713,207

Fee Revenues: 2,896,000

Department Budget (11)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	13,089,848	13,454,887	13,879,757	14,262,179	14,456,593	194,414	1.4%
Materials & Services	1,883,746	1,954,526	1,918,726	1,974,071	2,033,543	59,472	3.0%
Capital Outlay	73,233	-	79,662	-	-	-	
Debt Service & Other	119,072	119,071	119,071	120,262	119,071	(1,191)	-1.0%
Total	15,165,899	15,528,484	15,997,216	16,356,512	16,609,207	252,695	1.5%

Total General Fund Budget	16,609,207
Paramedic Transport Fees	1,200,000
Non-emergency Transport Fees (BLS)	881,000
Fire Permit, Inspection, and Prevention Fees	810,000
All Other	<u>5,000</u>
Total Fee Revenue	2,896,000
Net General Fund Contribution *	13,713,207
* Includes Measure I Special Tax	142,222

FIRE DEPARTMENT

ADMINISTRATION

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

Source of Funds: General Fund

Administration Division Budget (111)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	
				Projected 2008-09	2008-09	From Originally Projected	% Change
Salaries & Benefits	689,586	729,890	729,890	773,683	760,483	(13,200)	-1.7%
Materials & Services	362,123	452,343	452,343	456,866	406,169	(50,697)	-11.1%
Capital Outlay							
Debt Service & Other							
Total	1,051,709	1,182,233	1,182,233	1,230,549	1,166,652	(63,897)	-5.2%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	4.00	4.00	4.00
Total	4.00	4.00	4.00

FIRE DEPARTMENT

FIRE PREVENTION

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

Source of Funds:				General Fund			
				Fee Revenue:		810,000	
Fire Prevention Division Budget (112)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	413,253	308,941	531,941	327,477	703,106	375,629	114.7%
Materials & Services	382,827	373,858	373,858	377,597	181,046	(196,551)	-52.1%
Capital Outlay	73,233	-	-	-	-	-	
Debt Service & Other							
Total	869,313	682,799	905,799	705,074	884,152	179,078	25.4%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	2.00	2.00	5.00
Total	2.00	2.00	5.00

FIRE DEPARTMENT

DISASTER PREPAREDNESS

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

Source of Funds: General Fund

Disaster Preparedness Division Budget (113)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits							
Materials & Services	108,462	103,018	103,018	104,048	116,359	12,311	11.8%
Capital Outlay							
Debt Service & Other							
Total	108,462	103,018	103,018	104,048	116,359	12,311	11.8%

FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES

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

Source of Funds: General Fund

Fee Revenue: 2,081,000

Emergency Medical Services Division Budget (116)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	5,437,894	4,737,191	4,887,061	5,021,422	4,928,438	(92,984)	-1.9%
Materials & Services	343,649	502,863	502,863	507,892	719,169	211,277	41.6%
Capital Outlay							
Debt Service & Other	111,304	111,303	111,303	112,416	111,303	(1,113)	-1.0%
Total	5,892,847	5,351,357	5,501,227	5,641,730	5,758,910	117,180	2.1%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	31.00	31.00	31.00
Total	31.00	31.00	31.00

FIRE DEPARTMENT

OPERATIONS

The Operations Division is responsible for the prompt and efficient response of personnel and equipment to the scene of an emergency. These emergencies include fires, hazardous materials incidents, caring for and transporting the sick or injured, natural and manmade disasters as well as incidents involving weapons of mass destruction. This is accomplished by a network of five fire stations strategically located within the community to minimize response times to the emergency scene once the call for assistance has been received. Each fire station has at least one fire engine staffed by three firefighting personnel. Two of the fire engines also have a permanently fixed aerial ladder that can reach heights up to 75 feet to assist in the rescue of occupants trapped on the upper floors of a building. Two of the fire stations house fire rescue ambulances that are staffed by two firefighter/paramedics.

Source of Funds: General Fund

Operations Division Budget (117)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	6,549,114	7,678,865	7,730,865	8,139,597	8,064,566	(75,031)	-0.9%
Materials & Services	686,686	522,444	486,644	527,668	610,800	83,132	15.8%
Capital Outlay	-	-	79,662	-	-	-	
Debt Service & Other	7,768	7,768	7,768	7,846	7,768	(78)	-1.0%
Total	7,243,568	8,209,077	8,304,939	8,675,111	8,683,134	8,023	0.1%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	40.00	40.00	40.00
Part-Time	0.48	0.48	0.48
Total	40.48	40.48	40.48

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LIBRARY DEPARTMENT

		07/08	08/09
Director		1.00	1.00
ADMINISTRATIVE & TECHNICAL SERVICES			
		07/08	08/09
Full-Time		4.11	4.11
Part-Time		2.53	2.53
MAIN LIBRARY			
		07/08	08/09
Full-Time		7.72	7.57
Part-Time		8.33	9.31
GRAND AVENUE LIBRARY			
		07/08	08/09
Full-Time		3.22	3.37
Part-Time		1.35	1.90
LITERACY DIVISION			
		07/08	08/09
Full-Time		6.40	6.40
Part-Time		4.02	4.02

Note – 0.6 Community Learning Center positions are charged to the Redevelopment Agency and are reflected in the Redevelopment Agency budget. These positions are not included in the above numbers.

Library Department

MISSION

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.

ACCOMPLISHMENTS

Promoted New Main Library initiative through articles in local newsletters and newspapers, a bookmark-of-the-month promotional contest and word of mouth marketing through the Ad Hoc New Main Library Citizens Committee.

Increased marketing and awareness of library services in the community through the creation of marquee display terminals in both libraries and through participation in the Citizen's Academy, Farmers Market, Day in the Park, the Senior Health Fair, the school district's Kindergarten Night, Library Legislative Day, Learning Wheels visits, and the Project Read Trivia Challenge.

Extended Library service hours by 15 hours a week, adding back Saturday hours at Grand Avenue Library and Thursday mornings at the Main Library.

Increased circulation of library materials by 11.7% over last year, jumping to 670,000 items checked out by library patrons.

Launched new interactive website, at www.ssflibrary.net, featuring Web 2.0 features such as a book review blog, polls, RSS feeds, an Instant Messaging service and more.

Increased programming through new and creative classes, workshops and events by expanding the number of author talks in the mystery series; holding multiple events for the One Book/One Community program featuring Isabel Allende's *Daughter of Fortune*; adding a *Bouncing Babies* program in Spanish; offering parenting workshops on interactive read aloud techniques; featuring local teen bands in several popular rock concerts; creating Hogwarts School of Witchcraft and Wizardry to celebrate the publication of the seventh Harry Potter book; offering Citizenship classes at the Community Learning Center, resulting in 41 community members becoming new United States citizens; increasing the service hours of the CLC Homework Club by over 100%, serving 3rd to 5th grade students every school day until 6:00pm.

LIBRARY DEPARTMENT

Improved the scope the collection, including the expansion of the classic and silent DVD collection, and updated the examination preparation, job search, college applications and consumer medical areas of our collection.

Received over \$525,000 in grants and donations.

Community volunteers, including two AmeriCorps members, donated over 30,000 hours of service to Library programs. According to the *Independent Sector* website, the value of volunteer time is estimated at \$19.51 per hour, which would bring the dollar value of Library volunteer hours to \$585,300.

OBJECTIVES

Continue the development of the current and future direction of library programs, services, facilities and collections.

New Main Library Campaign: Support the Ad Hoc New Main Library Citizens Committee in their planning, promotional and outreach efforts.

Facilities: Make the best use of current facilities by maintaining the library for staff and patrons, upgrading the technology and improving accessibility for users.

Staffing: Provide quality customer service through a centralized, one-desk operation at the Main Library to include reference, children's and circulation services. Provide support for staff through high-interest and creative workshops that will impact customer services and future library directions.

Collection: Maintain and develop the collection for the changing needs of our diverse community.

Programs: Enhance and expand programs to reach current and new users and to provide for the entertainment and information needs of our patrons. Participate in and promote this year's One Book/One Community, San Mateo Reads, programs featuring Dave Eggers' *What is the What* and the new family summer reading program, We Read Together, featuring Francisco Jimenez's *The Circuit*.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

Salaries and benefits is proposed at a lower amount than was projected with the two year budget a year ago, as a one year wage freeze is proposed for 2008-09 to accommodate revenue declines during this economic downturn.

LIBRARY DEPARTMENT

Materials and Services is proposed at a lower amount than was projected a year ago, reflecting a lower usage of the Information Technology Department's services.

LIBRARY DEPARTMENT

Source of Funds:	General Fund
General Fund:	3,905,521
Grants, Fees and Other Revenue:	632,900

Department Budget (15)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	3,185,899	3,476,969	3,451,969	3,566,817	3,469,482	(97,335)	-2.7%
Materials & Services	1,238,057	1,095,537	1,133,338	1,150,314	1,068,939	(81,375)	-7.1%
Capital Outlay	-	8,300	8,300	-	-	-	
Debt Service & Other							
Total	4,423,956	4,580,806	4,593,607	4,717,131	4,538,421	(178,710)	-3.8%

Total General Fund Budget	4,538,421
Library Fines	80,000
Grants	506,900
Miscellaneous Revenue	14,500
Community Development Block Grant Transfers (SSF and Daly City)	31,500
Total Fees and Grants	632,900
Net General Fund Contribution *	3,905,521
* Includes Measure I Special Tax	142,200

LIBRARY DEPARTMENT

ADMINISTRATION & TECHNICAL SERVICES

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

Source of Funds: General Fund

Administration Division Budget (151)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	740,709	807,484	797,484	847,858	837,313	(10,545)	-1.2%
Materials & Services	315,042	289,117	284,117	303,573	318,405	14,832	4.9%
Capital Outlay							
Debt Service & Other							
Total	1,055,751	1,096,601	1,081,601	1,151,431	1,155,718	4,287	0.4%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	5.11	5.11	5.11
Part-Time	2.53	2.53	2.53
Total	7.64	7.64	7.64

LIBRARY DEPARTMENT

MAIN LIBRARY

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

Source of Funds: General Fund

Main Library Budget (152)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted 2008-09	Change	% Change
				Projected 2008-09		From Originally Projected	
Salaries & Benefits	1,157,864	1,351,764	1,341,764	1,384,702	1,311,101	(73,601)	-5.3%
Materials & Services	564,484	478,313	513,313	502,229	402,420	(99,809)	-19.9%
Capital Outlay		8,300	8,300				
Debt Service & Other							
Total	1,722,348	1,838,377	1,863,377	1,886,931	1,713,521	(173,410)	-9.2%

Positions Budget *	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	7.72	7.72	7.57
Part-Time	8.33	8.33	9.31
Total	16.05	16.05	16.88

* Due to the increase in hours at the Grand Avenue Library, the Library Department has shifted .15 full-time positions to the Grand Avenue facility, and added .98 part-time positions to the Main Library.

LIBRARY DEPARTMENT

GRAND AVENUE LIBRARY

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

Source of Funds: General Fund

Grand Avenue Division Budget (153)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	352,001	457,862	452,862	431,405	451,306	19,901	4.6%
Materials & Services	120,384	133,648	133,648	140,330	147,654	7,324	5.2%
Capital Outlay							
Debt Service & Other							
Total	472,385	591,510	586,510	571,735	598,960	27,225	4.8%

Positions Budget *	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	3.22	3.22	3.37
Part-Time	1.35	1.35	1.90
Total	4.57	4.57	5.27

* Due to the increase in hours at the Grand Avenue Library, the Library Department has shifted .15 positions from Main Library, and added .55 part-time positions to the Grand Avenue facility.

LIBRARY DEPARTMENT

LITERACY

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

Source of Funds: General Fund

Literacy Division Budget (154)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	935,322	859,859	859,859	902,852	869,762	(33,090)	-3.7%
Materials & Services	238,147	194,459	202,260	204,182	200,460	(3,722)	-1.8%
Capital Outlay							
Debt Service & Other							
Total	1,173,469	1,054,318	1,062,119	1,107,034	1,070,222	(36,812)	-3.3%

Positions Budget *	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	6.40	6.40	6.40
Part-Time	4.02	4.02	4.02
Total	10.42	10.42	10.42

* For the 2008-09 budget, 0.6 FTE of full-time staff is charged to RDA.

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POLICE DEPARTMENT

		07/08	08/09
Police Chief		1.00	1.00
ADMINISTRATION			
		07/08	08/09
Full-Time		1.00	1.00
SERVICES			
		07/08	08/09
Full-Time		8.00	8.00
INVESTIGATIONS			
		07/08	08/09
Full-Time		11.00	11.00
Part-Time		0.48	0.48
PATROL			
		07/08	08/09
Full-Time		66.00	66.00
Part-Time		2.69	2.69
RECORDS			
		07/08	08/09
Full-Time		8.00	8.00
Part-Time		0.48	0.48
COMMUNICATIONS			
		07/08	08/09
Full-Time		12.20	13.00

Note - 2 Police Officer positions are charged to the Redevelopment Agency for Downtown patrol, and 1 Parking Enforcement Officer position is charged to the Parking Fund. These positions are reflected in those budgets, and are not included in the above numbers.

Police Department

MISSION

Provide for the protection of life, property and the promotion of peace and order in the community through the enforcement of applicable laws and the facilitation of proactive community involvement.

ACCOMPLISHMENTS

The Police Department was able to maintain and continue all of the more than 40 programs and services the Department provide to the community. Some highlights are:

- 70 Juveniles participated in our Neighborhood Enhancement Action Team (N.E.A.T.) Program, an alternative to legal action for minor violations of the law.
- \$40,000 raised in donations to sustain our Summer Youth Work program, Scholarship Fund, and for the 4th production of the "Every 15 Minutes" program (education of high school aged students about the dangers of drinking and driving).
- Continuation of the Citizens academy, both in English and Spanish with a total of 43 graduates.

The Close Circuit Camera System (DVR) within the police building and interview rooms was upgraded further. Current technology allows the officers to record interviews to a DVD in "real time." This upgrade saves a significant amount of time.

A \$125,000 "multi-agency" (Northern San Mateo County) grant from the Department of Alcohol Beverage Control (ABC) allows the Department to conduct Inspections, Juvenile Decoys, and Shoulder Tap Operations aimed at all ABC establishments.

Once again, the Department plays a major role in the organization and participation in County-wide Gang Task Force that is operational full time for 16 weeks in the summer and then one week per month during the rest of the year. This is a collaborative effort involving all San Mateo County Police agencies, the Sheriff's Department, Probation and State Parole where an average of 25 law enforcement personnel are assigned throughout the county focused on gang enforcement.

POLICE DEPARTMENT

Developed a computerized tracking system that allows officers to enter their daily activities in order to document / monitor officer productivity.

Streamlined the long-standing "Service Assessment" procedure making it a more effective tool.

GPS units were placed in a number of patrol cars. This technology is being evaluated and the goal of the program is to enhance officer safety.

Executed an agreement with Lexipol for an automated police policy software system, with a grant from ABAG. This system will help manage internal policy and procedures manual, including the Department's General Orders. The Lexipol system will provide immediate updates that result from State and Federal court decisions. Are in the processes of transferring all policies to the Lexipol format.

OBJECTIVES

Continue to implement and support the Back to Basics strategy that focuses on key department programs by requiring regular reports to the Administration. This will meet the goal of the program in assuring that all personnel know what is expected of them as their basic job and that appropriate accountability for performance is in place throughout the Department. To further enhance this accountability, the Department adopted a "Standard Expectations" document to measure proactive productivity for officers and is in the process of updating the daily activities document.

The Gang Resistance Education and Training (G.R.E.A.T.) program's emphasis is on gang recognition and prevention. Like DARE, this program is presented to 5th graders. More than 600 students receive this training yearly. The Department has started a pilot program at Parkway Heights Middle School targeting 7th graders.

Continue with the Downtown Bicycle Patrol and the Street Enforcement Team (SET) programs to help keep the recent upsurge of gang related activities under control with our no tolerance policy.

Personnel continue to be assigned to San Mateo County Regional Task Forces during the year: (County Narcotics Task Force, and Vehicle Theft Task Force). Participation in these task forces is an important component of our budget since most of the costs for the officer positions are reimbursed to the department.

Efforts are ongoing with Caltrans to install the Red Light Photo Enforcement plan within strategically researched intersections.

POLICE DEPARTMENT

Project H.E.R.O. (Help Eliminate Repeat Offenders) was developed with the assistance of the San Mateo County Probation Department & the Pacific Graduate School of Psychology. This program, which included two years of planning, places officers with juveniles as "adult mentors" / positive role models. 15 officers have signed up to take part and training will occur in May 2008.

Complete transferring of all policies and procedures into the computerized Lexipol system format.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

The Police staffing budget is being augmented to meet rising demand for public safety services. The equivalent of three police officer positions were frozen in prior years' budget cuts, which was accomplished through building in a vacancy factor into the Police Budget. That factor is now being eliminated, meaning the department will be able to hire 3 additional officers. In addition, one Communications Dispatcher (.8 FTE) is being added to keep up with rising demands for calls for service.

Even with the position increases above, salaries and benefits is proposed at a lower amount than was projected with the two year budget a year ago, as a one year wage freeze is proposed for 2008-09 to accommodate revenue declines during this economic downturn.

Materials and Services is proposed at a higher amount than was projected a year ago, reflecting higher gasoline costs.

POLICE DEPARTMENT

Source of Funds:

General Fund:	19,428,219
Supplemental Law Enforcement Fund (C.O.P.S.)	120,000

Department Budget (12)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	15,770,544	16,561,216	16,561,216	17,305,876	16,715,006	(590,870)	-3.4%
Materials & Services	2,269,917	2,552,405	2,552,405	2,680,026	2,833,213	153,187	5.7%
Capital Outlay							
Debt Service & Other							
Total	18,040,460	19,113,621	19,113,621	19,985,902	19,548,219	(437,683)	-2.2%

Total General Fund Budget	19,428,219
Parking and Traffic Fines	950,000
Police Service Charges	250,000
Reimbursement from County	198,000
Communication Services to Other Cities	90,000
Communication Services to non-General Fund Programs	93,710
Police Recovery Charges	<u>40,000</u>
Total Fee Revenue	<u>1,621,710</u>
Net General Fund Contribution *	17,806,509
* Includes Measure I Special Tax	142,200

POLICE DEPARTMENT

ADMINISTRATION

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

Source of Funds: General Fund

Administration Division Budget (121)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	%
				Projected 2008-09	2008-09	From Originally Projected	Change
Salaries & Benefits	398,459	394,244	394,244	413,956	395,434	(18,522)	-4.5%
Materials & Services	218,144	197,930	197,930	207,827	219,535	11,708	5.6%
Capital Outlay							
Debt Service & Other							
Total	616,603	592,174	592,174	621,783	614,969	(6,814)	-1.1%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	2.00	2.00	2.00
Total	2.00	2.00	2.00

POLICE DEPARTMENT

SERVICES

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

Source of Funds: General Fund

Services Division Budget (122)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected	Adopted	Change From	% Change
				2008-09	2008-09	Originally Projected	
Salaries & Benefits	1,119,189	1,414,281	1,414,281	1,484,995	1,397,639	(87,356)	-5.9%
Materials & Services	96,436	96,340	96,340	101,157	92,612	(8,545)	-8.4%
Capital Outlay							
Debt Service & Other							
Total	1,215,625	1,510,621	1,510,621	1,586,152	1,490,251	(95,901)	-6.0%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	8.00	8.00	8.00
Total	8.00	8.00	8.00

POLICE DEPARTMENT

RECORDS

Responsible for processing and filing all police reports and distributing them as necessary to the district attorney, allied agencies and the public. Records personnel also greet all citizens who respond to the station, as well as answer all business phone lines and take care of their requests. Records personnel do fingerprinting of individuals, and insure compliance with State, and Federal mandates related to police operations and retention of reports. Records also have the responsibility of the evidence function within the department.

Source of Funds: General Fund

Records Division Budget (123)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	707,511	821,656	821,656	862,739	838,401	(24,338)	-2.8%
Materials & Services	79,411	79,968	79,968	83,966	92,757	8,791	10.5%
Capital Outlay							
Debt Service & Other							
Total	786,922	901,624	901,624	946,705	931,158	(15,547)	-1.6%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	8.00	8.00	8.00
Part-Time	0.48	0.48	0.48
Total	8.48	8.48	8.48

POLICE DEPARTMENT

COMMUNICATIONS

Responsible for handling all 911 emergency calls and dispatching police units as required and performing all related requests for information via State and Federal data basis. Insures prompt response to medical and fire related emergencies, coordinates multi-agency responses to emergencies and handles all business call related calls when records section is closed. Dispatch also provides dispatch services for Colma PD at night.

Source of Funds: General Fund

Communications Division Budget (124)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	1,507,367	1,571,395	1,571,395	1,649,965	1,579,614	(70,351)	-4.3%
Materials & Services	423,690	439,633	439,633	461,615	475,159	13,544	2.9%
Capital Outlay							
Debt Service & Other *							
Total	1,931,057	2,011,028	2,011,028	2,111,580	2,054,773	(56,807)	-2.7%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	12.20	12.20	13.00
Part-Time	-	-	
Total	12.20	12.20	13.00

POLICE DEPARTMENT

INVESTIGATIONS

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

Source of Funds: General Fund

Investigations Division Budget (126)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	2,265,009	1,956,796	1,956,796	2,054,636	1,935,665	(118,971)	-5.8%
Materials & Services	94,999	93,900	93,900	98,595	101,441	2,846	2.9%
Capital Outlay							
Debt Service & Other							
Total	2,360,007	2,050,696	2,050,696	2,153,231	2,037,106	(116,125)	-5.4%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	11.00	11.00	11.00
Part-Time	0.48	0.48	0.48
Total	11.48	11.48	11.48

POLICE DEPARTMENT

PATROL

Under the direction of a Police Captain, is responsible of the primary law enforcement activities in the City and is the first respond to all police related emergencies. This division incorporates all of the Patrol Officers, Traffic Unit and K-9 units and the gang officers as well as the Police Reserves.

Source of Funds:

General Fund	12,299,962
Supplemental Law Enforcement Fund (C.O.P.S.)	120,000

Patrol Division Budget (127)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	9,773,009	10,402,844	10,402,844	10,839,585	10,568,253	(271,332)	-2.5%
Materials & Services	1,357,237	1,644,634	1,644,634	1,726,866	1,851,709	124,843	7.2%
Capital Outlay							
Debt Service & Other							
Total	11,130,246	12,047,478	12,047,478	12,566,451	12,419,962	(146,489)	-1.2%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	66.00	66.00	66.00
Part-Time	2.69	2.69	2.69
Total	68.69	68.69	68.69

After the 2005-06 budget, two officers are charged to RDA, and one parking enforcement officer is charged to the parking fund.

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PUBLIC WORKS DEPARTMENT

		07/08	08/09
Director		1.00	1.00
STREET MAINTENANCE & TRAFFIC SAFETY		07/08	08/09
Full-Time	15.70	15.80	
FLEET MAINTENANCE		07/08	08/09
Full-Time	5.15	5.15	
ENGINEERING		07/08	08/09
General Fund	2.90	2.90	
Other Funds	2.78	2.78	
STORM WATER		07/08	08/09
Full-Time	.77	.77	
SEWER MAINTENANCE		07/08	08/09
Full-Time	9.15	9.15	
STORMWATER DRAINAGE		07/08	08/09
Full-Time	4.55	4.55	
WATER QUALITY CONTROL		07/08	08/09
Full-Time	37.85	37.85	
Part-Time	.74	.74	

Note - 1 Parks Maintenance Worker position is charged to the Redevelopment Agency. This position is reflected in the Redevelopment Agency budget and is not included in the above numbers.

Public Works Department

MISSION

To maintain the City's streets, vehicles, infrastructure, Water Quality Control Plant (WQCP) and other physical assets to insure the quality of life, public safety, and use of the City infrastructure are at their best at all times. Process sewage, storm water runoff, control debris, and comply with environmental regulations. Create and carry out the Capital Improvement Program and be ready to assist all other departments with their needs.

ACCOMPLISHMENTS

- Lateral Replacement Program installed 150 new laterals.
- Reduced sidewalk waiting list by 40%.
- Installed new storm lines and pumps on Shaw Road to reduce flooding.
- Upgraded pumps at Airport underpass. Installed a new wet well/manhole with pump to reduce the flooding problems in this area.
- Identified all manholes and storm drains throughout the City.
- Implemented new mapping system through Geographic Information System (GIS) and Global Positioning System (GPS).
- Developed a new Computer Maintenance Management System.
- Repaired post slurry seal streets to reduce project cost.
- Increased sewer cleaning schedule.
- Built and installed the lighted "100" on Sign Hill.
- Reduced sewer overflows.
- Trained all responsible personnel on proper reporting methods for the State of California.
- Repaired 55 sewer lines citywide.
- Maintained nine traffic signals for the City of Brisbane.
- Repainted parking lot stalls at City Hall and parks.
- Replace HID fixtures with energy efficient fluorescent lights at Orange Library.
- Replace "signal ahead" sign lighting with fluorescent lights and add photocells so they only work at night.
- Complete last phase of Westborough street lighting upgrade.
- Replaced street light poles in the Brentwood area as an ongoing scheduled program.
- Install video detection at various intersections (which lowers asphalt maintenance and improves traffic flow).
- Install thermoplastic instead of paint at high traffic areas, which last longer than paint.

- Purchase "Green Vehicles" including five Ford Escape Hybrid vehicles, three Electric GEM vehicles and a propane sweeper.
- Dedicate two Fire Stations to run on Bio-diesel. Purchase three patrol cars with the capability to run on ethanol.
- Implement five-year alternative fuel plan.
- Fabricate three specialty trailers one for hauling shoring, one for mobile welder and one for mobile 8" pump.
- Completed construction for 130 / 148 Beacon Street Trench Repair Project.
- Completed construction for Wet Weather Phase II- Central and Western Areas.
- Completed construction for Bart Linear Park Phase I.
- Completed construction for Lindenville Pump Station Improvement.
- Completed Right of Way and Design for the new South San Francisco Caltrain Station.
- Completed construction of Pumps Station No. 4 (East of 101).
- Created a new Traffic Calming Program.
- Complied with Federal and State *Clean Water Act* requirements for the control, treatment, and disposal of residential, commercial, and industrial wastewater (9 million gallons per day) generated in South San Francisco and San Bruno.

OBJECTIVES

In the 2008/2009 fiscal year the Public Works Department will:

- Reduce sidewalk replacement list.
- Continue to develop our new computerized maintenance management system.
- Continue to reduce Sanitary Sewer overflows.
- Continue to develop our new mapping system (GIS).
- Continue to research energy efficient ways to reduce electrical cost.
- Complete construction for Bart Linear Park Phase II, Caltrain Station, Lindenville Storm Drainage Improvement Phase, Miller Avenue Parking Structure, Recycle Water Study, Water Quality Control Plant Outfall, Street Resurfacing Project and Genentech Sanitary Sewer Improvements.
- Worked with the Finance Department to update the Sewer Rate Plan.
- Analyze the financial feasibility of a recycled water project along with the Finance Department.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

2008-09 will be the final year of the planned 5 year rate increase program for the Sewer Fund. Rates will be increased 9%, as planned, to meet the requirements of the Wet Weather capital program, which was largely funded from State Loan proceeds.

The Engineering Division has been moved to the Public Works Department from Economic and Community Development. Parks Maintenance and Building Maintenance have been moved to the Recreation Department, which is now called Parks and Recreation.

Salaries and benefits is proposed at a lower amount than was projected with the two year budget a year ago, as a one year wage freeze is proposed for 2008-09 to accommodate General Fund revenue declines.

Materials and Services is proposed at a higher amount than was projected a year ago, reflecting higher gasoline costs and a higher usage of the Information Technology Department's services.

PUBLIC WORKS DEPARTMENT

Source of Funds:

General Fund *	3,754,335
Garage Internal Service Fund	1,536,399
Sewer Fund	19,165,452
Solid Waste Fund	170,616
Traffic Impact Fee Fund	2,500
Storm Water Fund	826,479
Federal Aviation Grant Fund	19,171
* Includes Measure I Special Tax	142,200

Department Budget (14)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	11,054,714	12,655,477	8,850,679	9,391,048	9,224,972	(166,076)	-1.8%
Materials & Services	13,645,809	11,950,091	10,199,139	9,769,194	10,210,266	441,072	4.5%
Capital Outlay	-	138,000	185,519	124,230	203,000	78,770	63.4%
Debt Service & Other	2,054,006	5,831,714	5,831,714	6,362,031	5,836,714	(525,317)	-8.3%
Total	26,754,529	30,575,282	25,067,051	25,646,502	25,474,952	(171,550)	-0.7%

PUBLIC WORKS DEPARTMENT

STREETS MAINTENANCE

This Division is responsible to maintain the City's infrastructure including but not limited to, sidewalks, curbs and gutters, guard rails, fences, bridge structures, asphalt streets, parking lots, traffic signals, street lights, street signs, and painted legends. The Division performs emergency repairs on a 24/7 basis and assists other departments as needed.

Source of Funds: General Fund

Streets Maintenance Budget (145)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	1,430,628	1,754,684	1,754,684	1,859,965	1,764,488	(95,477)	-5.1%
Materials & Services	1,395,004	1,152,294	1,152,294	1,163,817	1,216,123	52,306	4.5%
Capital Outlay							
Debt Service & Other	31,714	31,714	31,714	32,031	31,714	(317)	-1.0%
Total	2,857,346	2,938,692	2,938,692	3,055,813	3,012,325	(43,488)	-1.4%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	15.70	15.80	15.80
Part-Time	-	-	-
Allocation of Public Works Director	0.10	0.10	0.10
Total	15.80	15.90	15.90

PUBLIC WORKS DEPARTMENT

ENGINEERING

The major functions of the Engineering Division are to administer the City's Capital Improvement Program, manage major projects such as the Wet Weather Program, Oyster Point Hook Ramps, New Fire Station 61 and the New South San Francisco Community Center, function as the City's Traffic Engineer, lead the Traffic Advisory Committee, lead the Bicycle/Pedestrian Advisory Committee, apply for various Federal and State funds for public improvements and public facilities improvements, provide assistance to other City departments, administer and issue all types of permits on any public works projects and work within the public right-of-way, provide the public with information regarding property and engineering matters, and review information pertaining to all developments within the City.

As of mid-year 2007-08, the Engineering Division has moved from the Economic and Community Development Department to the Public Works Department.

Source of Funds:	General Fund	742,010
	Solid Waste Fund	170,616
	Traffic Impact Fee Fund	2,500
	Sewer Fund	69,450
	Federal Aviation Grant Fund	19,171

Engineering Division Budget (131, 132 in GF)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits			413,648	447,795	575,232	127,437	28.5%
Materials & Services			503,374	262,734	428,515	165,781	63.1%
Capital Outlay					-		
Debt Service & Other					-		
Total	-	-	917,022	710,529	1,003,747	293,218	41.3%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time Charged to General Fund	2.90	2.90	2.90
Full-Time Charged to Other Funds	2.78	2.78	2.78
Allocation of Public Works Director	-	0.25	0.25
Total	5.68	5.93	5.93

PUBLIC WORKS DEPARTMENT

SEWER MAINTENANCE

The Sewer Maintenance Division is responsible to maintain the City's sanitary sewer system, which includes main lines within the street and within other properties. Maintenance includes flushing, rodding, jetting, and repair of broken lines, T.V. work, and manhole maintenance. 24 hours, 7 day a week emergency stand by for work is provided and reporting of spills and mandated procedures are important elements of work to protect public health.

Source of Funds: Sewer Fund

Sewer Maintenance Budget (143)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected	Adopted	Change From Originally Projected	% Change
				2008-09	2008-09		
Salaries & Benefits	742,589	1,020,765	1,020,765	1,082,011	1,028,891	(53,120)	-4.9%
Materials & Services	340,852	597,765	597,765	603,743	470,850	(132,893)	-22.0%
Capital Outlay							
Debt Service & Other	3,907						
Total	1,087,349	1,618,530	1,618,530	1,685,754	1,499,741	(186,013)	-11.0%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	9.15	9.15	9.15
Part-Time	-	-	-
Allocation of Public Works Director	0.35	0.35	0.35
Total	9.50	9.50	9.50

PUBLIC WORKS DEPARTMENT

STORMWATER DRAINAGE

The Division was established to maintain the City's storm drainage infrastructure and to respond to the mandate imposed by the Federal Government (The Clean Water Act) as monitored by the Regional Water Quality Control Board to lessen pollution to the Bay. The purpose of the program is to reduce storm water pollution and damage to streets and structures.

Source of Funds: Stormwater Fund

Stormwater Drainage Division Budget (144)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	%
				Projected 2008-09	2008-09	From Originally Projected	Change
Salaries & Benefits	388,988	508,304	508,304	538,802	512,809	(25,993)	-4.8%
Materials & Services	145,069	146,189	146,189	147,651	147,757	106	0.1%
Capital Outlay							
Debt Service & Other							
Total	534,057	654,493	654,493	686,453	660,566	(25,887)	-3.8%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	4.55	4.55	4.55
Part-Time	-	-	-
Allocation of Public Works Director	0.10	0.10	0.10
Total	4.65	4.65	4.65

PUBLIC WORKS DEPARTMENT

GARAGE

The City Garage provides fleet maintenance service to the City's fleet of vehicles and mechanical equipment. Services, including scheduled preventive maintenance, required safety and smog inspections, emergency repairs, and equipment modifications are performed as necessary to ensure equipment is suitable for use and departmental users have reliable vehicles and equipment. This Division also supervises the cleaning of City streets.

Source of Funds: City Services Fund

Fleet Maintenance Division Budget (149)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected	Adopted	Change	%
				2008-09	2008-09	From Originally Projected	Change
Salaries & Benefits	583,325	597,272	597,272	633,108	608,748	(24,360)	-3.8%
Materials & Services	728,854	720,290	729,711	727,493	927,651	200,158	27.5%
Capital Outlay	-	-	-	-	-	-	-
Debt Service & Other	-	-	-	-	-	-	-
Total	1,312,179	1,317,562	1,326,983	1,360,601	1,536,399	175,798	12.9%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	5.15	5.15	5.15
Part-Time	-	-	-
Allocation of Public Works Director	0.05	0.05	0.05
Total	5.20	5.20	5.20

PUBLIC WORKS DEPARTMENT

WATER QUALITY CONTROL STORMWATER

The Stormwater Program is in response to a mandate imposed by the Federal Clean Water Act and the Regional Water Quality Control Board. The purpose of the program is to prevent stormwater pollution and protect the water quality of the San Francisco Bay and Pacific Ocean.

Source of Funds: Stormwater Fund

Stormwater Division Budget (138)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	%
				Projected 2008-09	2008-09	From Originally Projected	Change
Salaries & Benefits	83,026	104,928	104,928	111,224	108,437	(2,787)	-2.5%
Materials & Services	66,511	59,965	59,965	60,565	57,476	(3,089)	-5.1%
Capital Outlay	-	-	-	-	-	-	-
Debt Service & Other	-	-	-	-	-	-	-
Total	149,538	164,893	164,893	171,788	165,913	(5,875)	-3.4%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	0.77	0.77	0.77
Part-Time			
Total	0.77	0.77	0.77

PUBLIC WORKS DEPARTMENT

WATER QUALITY CONTROL

The purpose of the Water Quality Control Plant is to provide control, treatment, and disposal of residential, commercial, and industrial wastewater generated in South San Francisco, San Bruno, and parts of Colma, Daly City, Millbrae and Burlingame.

Source of Funds: Sewer Fund

Water Quality Control Budget (139)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Sewer Fund		Change From Originally Projected	% Change
				Originally Projected 2008-09	Adopted 2008-09		
Salaries & Benefits	3,915,948	4,451,078	4,451,078	4,718,143	4,626,367	(91,776)	-1.9%
Materials & Services	8,415,408	6,661,219	7,009,840	6,803,191	6,961,894	158,703	2.3%
Capital Outlay	-	123,000	185,519	124,230	203,000	78,770	63.4%
Debt Service & Other	2,018,384	5,800,000	5,800,000	6,330,000	5,805,000	(525,000)	-8.3%
Total	14,349,741	17,035,297	17,446,438	17,975,564	17,596,261	(379,303)	-2.1%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	37.85	37.85	37.85
Part-Time	0.74	0.74	0.74
Allocation of Public Works Director	0.15	0.15	0.15
Total	38.74	38.74	38.74

PUBLIC WORKS DEPARTMENT

FACILITIES

The Facilities Division (formerly Building Maintenance) provides custodial, preventive maintenance services, and necessary building and related equipment repairs and replacements for all City facilities. These include interior and exterior work. The Division also performs a variety of tasks, which includes furniture moving, set ups, recycling, and many miscellaneous tasks as required.

As of mid-year 2007-08, the Facilities Division has moved from the Public Works Department to the Parks and Recreation Department.

Facilities Division Budget (147)	Source of Funds:			General Fund			
	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits	1,294,841	1,396,339					
Materials & Services	897,998	961,166					
Capital Outlay		15,000					
Debt Service & Other							
Total	2,192,839	2,372,505					

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	14.44		
Part-Time			
Allocation of Public Works Director	0.10		
Total	14.54		

PUBLIC WORKS DEPARTMENT

COMMON GREENS

This Division is responsible to maintain the common landscaped areas and special property tax District grounds, which include 64 acres at West Park 1, 2, & 3, Stonegate Ridge, Willow Gardens, and Greenview Commons. Maintenance includes contract services for mowing, edging, trimming, debris removal, and repair of sprinkler heads. In-house staff manages irrigation systems, walkway lights, trees, sidewalks, steps, playgrounds, graffiti, benches, picnic tables, and Capital Improvement Projects. They also respond to customer service request.

As of mid-year 2007-08, the Common Greens Division has moved from the Public Works Department to the Parks and Recreation Department.

Source of Funds:

Common Greens Special Property Tax Fund

Common Greens Budget (148)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted 2008-09	Change	% Change
				Projected 2008-09		From Originally Projected	
Salaries & Benefits	851,829	798,671					
Materials & Services	588,412	681,583					
Capital Outlay	-	-					
Debt Service & Other	-	-					
Total	1,440,242	1,480,254					

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	7.14		
Part-Time			
Total	7.14		

PUBLIC WORKS DEPARTMENT

PARKS MAINTENANCE

The Division is responsible to maintain the City's 170 acres of Parks, 18,500 City trees, park facilities, landscaping, street medians, Sign Hill, School play fields, playgrounds, public buildings, and recreational areas of public enjoyment. They perform all routine, preventative, and replacement maintenance that includes mowing, irrigation, trimming, fertilizing, painting, cutting, and restroom services.

As of mid-year 2007-08, the Parks Maintenance Division has moved from the Public Works Department to the Parks and Recreation Department.

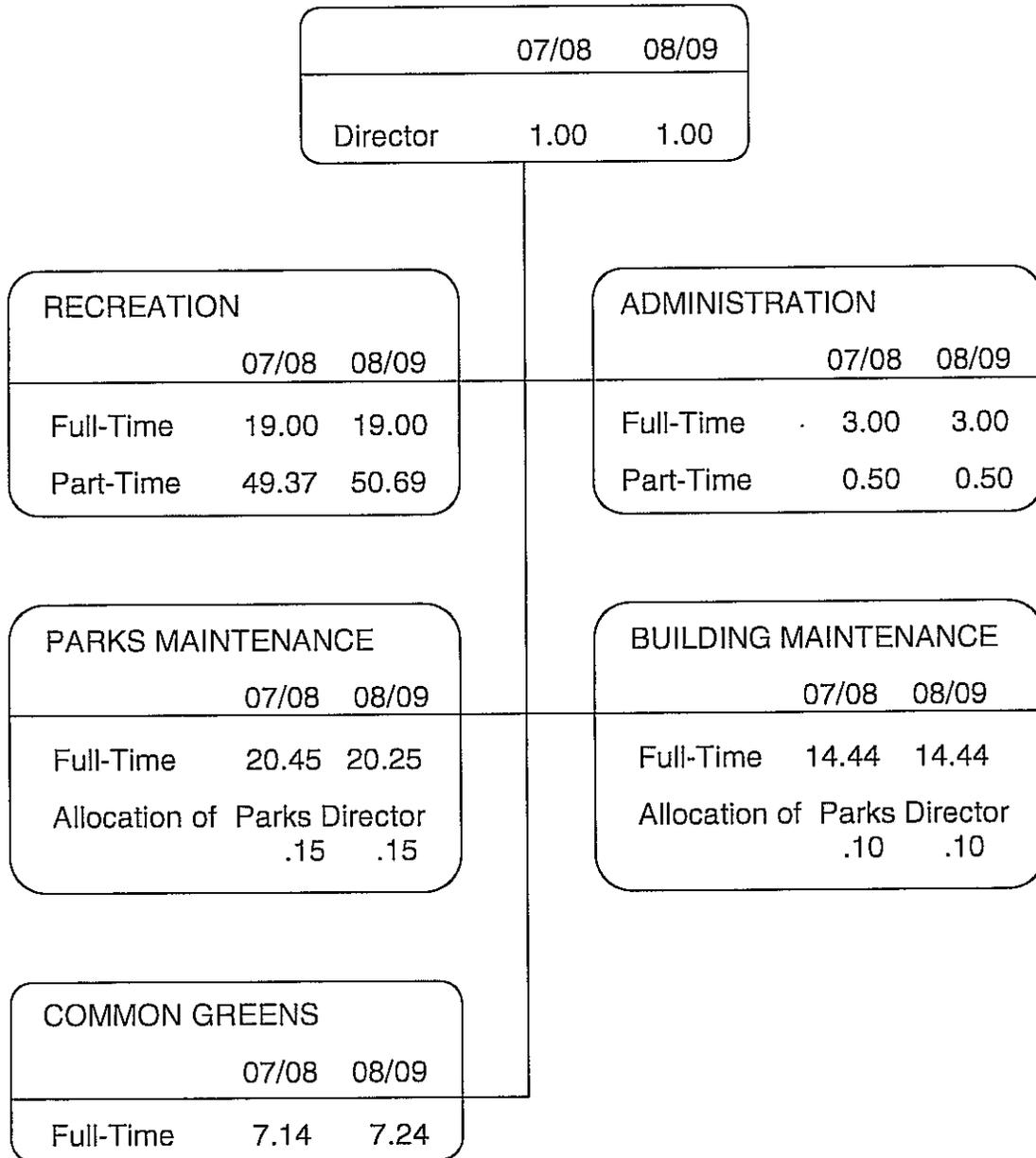
Source of Funds: General Fund

Parks Maintenance Division Budget (146)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted 2008-09	Change	% Change
				Projected 2008-09		From Originally Projected	
Salaries & Benefits	1,763,539	2,023,436					
Materials & Services	1,067,700	969,620					
Capital Outlay							
Debt Service & Other							
Total	2,831,239	2,993,056					

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	20.45		
Part-Time	-		
Allocation of Public Works Director	0.15		
Total	20.60		

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PARKS AND RECREATION DEPARTMENT



Note - 1 Parks Maintenance Worker position is charged to the Redevelopment Agency, so is not included in the above numbers.

Parks and Recreation

MISSION

The Parks and Recreation Department provides opportunities for physical, cultural, and social well being; ensures effective development, scheduling, use, and maintenance of public facilities, parks, and open space; and delivers services in a timely, efficient, and cost-effective manner. The Department provides staff support to the City Council, Parks and Recreation and Cultural Arts Commissions. Citizen advisory boards include the Senior Advisory Board, the Beautification Committee, and Youth Baseball Advisory Board.

ACCOMPLISHMENTS

Parks and Facility Maintenance were under the Public Works Department until February of 2008, when they were reorganized with Recreation and Community Services to form the Parks and Recreation Department in 2008-09.

RECREATION DIVISION

Completed Phase I of Centennial Way (Tanforan to Orange Avenue) and coordinated opening; awarded \$350,000 through the Environmental Enhancement and Mitigation Program of the State of California Resources Agency and \$210,000 from the Safe Routes to School program toward construction of Phase II/III (Orange Avenue to the South San Francisco BART Station), bringing total grant funding to date for this project to \$5,145,000.

Oversaw construction and completion of the Orange Memorial Park Recreation Building project; coordinated grand opening, occupancy, staffing, and programming of the new facility.

Received \$135,000 in funding from the Proposition 49 After School Education and Safety grant to continue after school program in two elementary schools; maintained full enrollment at two preschool, three after school, and two summer camp sites, exceeding revenue targets; developed curriculum and implemented two week summer camp program for special needs youth ages 15-22; received \$25,000 in funding from Kaiser Permanente to continue and expand the FRESH (Fitness, Recreation, Education, Socialization, Health) program, aimed at the prevention of childhood obesity.

Participated in design and delivery of Centennial activities to commemorate the City's 100th birthday in 2008; coordinated the July 4th Celebration; assisted with Multi-Cultural event; coordinated the City Centennial Poster Contest for South San Francisco youth grades kindergarten through twelve; processed ticket sales for all Centennial Events, including Giants Night, Gala Ball, and Multi-Cultural event.

PARKS DIVISION

Installed irrigation and landscape for Orange Memorial Park Recreation Building project.

Installed six playground structures in the Westborough Common Greens.

Renovated MSB parking lot (El Camino Real side) due to water intrusion.

Modified Grand Avenue landscape for street light concrete bases.

Installed Elks Club landscape and retaining wall.

Improved City Hall irrigation system.

Developed Master Plan for Junipero Serra Boulevard tree remediation phased renovation.

Responded to a major storm on January 4, 2008, which required two months of city-wide tree debris clean up tasks.

Renovated the Orange Memorial Park soccer field.

Coordinated Eagle Scout project at Alta Loma School, and Girl Scout project at Zamora Park.

Upgraded Buri-Buri Park retaining wall.

Installed gardens at Westborough and Siebecker Center Preschools.

Installed landscape at 380 Alta Vista.

Repaired gates at Buri Buri Park and Southwood School.

Built the Centennial Cascade Sculpture.

BUILDING MAINTENANCE DIVISION

Prepared City Hall Annex roof plan and specifications for replacement.
Replaced MSB Community Room and Atrium automatic sliding doors.

Renovated Main Library kitchen.

Completed city facility roof survey.

Converted storage space at the Maintenance Building to create two new offices for the Senior Civil Engineer and Public Works Inspector.

Replaced Communication Center carpets.

Installed earthquake seismic bracing for the Uninterruptible Power System (UPS) Communication Center Servers.

OBJECTIVES FOR 2008-09

Integrate Parks, Recreation, and Facility Maintenance Divisions under the Parks and Recreation Department to form effective and functional team.

Oversee construction of Phase II/III of the Centennial Way Linear Park.

Initiate capital improvement for Westborough Park picnic shelter, restrooms, and upper playground using park-in-lieu fees, incorporating public input.

Oversee construction of batting cages at Southwood Ballfield.

Implement city facility upgrades, including Police Station exterior ADA access ramp; Main Library basement restrooms to ADA compliance; City Hall chiller replacement; replace City Hall Annex roof; retrofit Main Library, Magnolia Center and MSB lighting systems.

Oversee ongoing Loan Art Program at Orange Park Sculpture Garden; facilitate continued acquisition of public art as funds allow, including a sculpture to commemorate the city's 100th Birthday in 2008, and pursue private and corporate donations.

Improve administrative operations to include implementation of City Works Maintenance Management software system, and expand recycling in city facilities.

Implement parks and median improvements to include replacing five Common Greens playground structures; renovate Common Greens Stonegate Area;

manage City-wide tree reforestation (pruning, removals, planting); continue phased renovation of Junipero Serra Boulevard Median.

Assume maintenance of Centennial Way and the Orange Memorial Park Recreation Building.

RESOURCE OR PROGRAM/SERVICE LEVEL CHANGES

The Building Maintenance and Parks Divisions have been transferred to Recreation from Public Works. Recreation's new title is Parks and Recreation.

Salaries and benefits is proposed at a lower amount than was projected with the two year budget a year ago, as a one year wage freeze is proposed for 2008-09 to accommodate revenue declines during this economic downturn. However, additional part time dollars were added to staff the new Recreation building, offset by program revenues. Finally, a Parks Maintenance Worker position is being changed to a Maintenance Craftworker, funded by Common Greens, with minimal cost impact.

Materials and Services is proposed at a higher amount than was projected a year ago, reflecting higher gasoline costs, as well as new funding to maintain the Linear Park. In addition, the cost of maintaining medians throughout the City is expected to increase with a new bid, so funds have been added for that purpose.

Capital outlay dollars are being added to fund Hillside athletic field lights, a new pool cover for the Orange Park pool, and a vehicle for the Maintenance Craftworker funded by Common Greens.

PARKS AND RECREATION DEPARTMENT

Source of Funds:

General Fund	10,711,990
Grants and Program Revenue	3,115,000
Common Greens & Landscape Maintenance Fund	1,523,736

Department Budget (17)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted 2008-09	Change	% Change
				Projected 2008-09		From Originally Projected	
Salaries & Benefits	4,021,298	4,246,903	7,736,678	8,794,989	8,326,779	(468,210)	-5.3%
Materials & Services	906,374	891,524	2,773,301	3,575,552	3,868,822	293,270	8.2%
Capital Outlay	-	20,000	20,000	-	40,125	40,125	
Debt Service & Other	-	-	-	-	-	-	
Total	4,927,672	5,158,427	10,529,979	12,370,541	12,235,726	(134,815)	-1.1%

Total General Fund Budget	10,711,990
Childcare/Playground Programs	1,122,500
Classes	564,000
Aquatic Programs	326,000
Sports/Athletics	221,000
Senior Programs	224,500
Rentals	342,000
Grants	<u>315,000</u>
Total Fee Revenue	3,115,000
Net General Fund Contribution *	7,596,990
* Includes Measure I Special Tax	142,200

PARKS AND RECREATION DEPARTMENT

ADMINISTRATION

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

Source of Funds: General Fund

Administration Division Budget (171)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	
				Projected 2008-09	2008-09	From Originally Projected	% Change
Salaries & Benefits	574,057	596,482	596,482	626,306	550,073	(76,233)	-12.2%
Materials & Services	247,998	232,541	237,101	244,168	254,232	10,064	4.1%
Capital Outlay	-	-	-	-	15,000	15,000	
Debt Service & Other							
Total	822,054	829,023	833,583	870,474	819,305	(51,169)	-5.9%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	3.00	3.00	3.00
Part-Time	0.50	0.50	0.50
Allocation of Parks & Recreation Directc	1.00	0.75	0.75
Total	4.50	4.25	4.25

PARKS AND RECREATION DEPARTMENT

RECREATION

There are several programs within this division: Recreation Management, which includes day to day operation of activity registration, general supervision, clerical, and office support; Aquatics; Picnic and Facility Rentals; Adult Day Care and Senior Services, including nutrition and transportation; Childcare, including pre-school and before and after school care; Sports, youth, middle school sports programs, and adults; Cultural Arts; and Special Classes and Events. City facilities operated include Terrabay Gymnasium, the Municipal Services Building, Orange Memorial Park Swimming Pool and Recreation Building, Magnolia Center, Westborough Recreation Building and Pre-School, and Siebecker Pre-School.

Source of Funds: General Fund

Recreation Division Budget (172)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits	3,447,241	3,650,421	3,650,421	3,832,942	3,603,048	(229,894)	-6.0%
Materials & Services	658,376	658,983	658,983	691,932	660,921	(31,011)	-4.5%
Capital Outlay		20,000	20,000		10,125	10,125	
Debt Service & Other							
Total	4,105,617	4,329,404	4,329,404	4,524,874	4,274,094	(250,780)	-5.5%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	19.00	19.00	19.00
Part-Time	46.37	50.69	50.69
Total	65.37	69.69	69.69

PARKS AND RECREATION DEPARTMENT

PARKS MAINTENANCE

The Division is responsible to maintain the City's 170 acres of Parks, 18,500 City trees, park facilities, landscaping, street medians, Sign Hill, School play fields, playgrounds, public buildings, and recreational areas of public enjoyment. They perform all routine, preventative, and replacement maintenance that includes mowing, irrigation, trimming, fertilizing, painting, cutting, and restroom services.

As of mid-year 2007-08, the Parks Maintenance Division has moved from the Public Works Department to the Parks and Recreation Department.

Source of Funds: General Fund

Parks Maintenance Division Budget (146)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted	Change	% Change
				Projected 2008-09	2008-09	From Originally Projected	
Salaries & Benefits			2,023,436	2,144,842	2,039,035	(105,807)	-4.9%
Materials & Services			991,051	979,316	1,214,000	234,684	24.0%
Capital Outlay							
Debt Service & Other							
Total			3,014,487	3,124,158	3,253,035	128,877	4.1%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	20.45	20.25	20.25
Part-Time	-	-	-
Allocation of Public Works Director	0.15		
Allocation of Parks & Recreation Director	-	0.15	0.15
Total	20.60	20.40	20.40

PARKS AND RECREATION DEPARTMENT

BUILDING MAINTENANCE

The Building Maintenance Division provides custodial, preventive maintenance services, and necessary building and related equipment repairs and replacements for all City facilities. These include interior and exterior work. The Division also performs a variety of tasks, which includes furniture moving, set ups, recycling, and many miscellaneous tasks as required.

As of mid-year 2007-08, the Building Maintenance Division has moved from the Public Works Department to the Parks and Recreation Department.

Source of Funds: General Fund

Building Maintenance Division Budget (147)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally	Adopted 2008-09	Change	% Change
				Projected 2008-09		From Originally Projected	
Salaries & Benefits			1,466,339	1,344,308	1,325,087	(19,221)	-1.4%
Materials & Services			886,166	970,778	1,040,469	69,691	7.2%
Capital Outlay							
Debt Service & Other							
Total			2,352,505	2,315,086	2,365,556	50,470	2.2%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	14.44	14.44	14.44
Part-Time			
Allocation of Public Works Director	0.10		
Allocation of Parks & Recreation Director	-	0.10	0.10
Total	14.54	14.54	14.54

PARKS AND RECREATION DEPARTMENT

COMMON GREENS

This Division is responsible to maintain the common landscaped areas and special property tax District grounds, which include 64 acres at West Park 1, 2, & 3, Stonegate Ridge, Willow Gardens, and Greenview Commons. Maintenance includes contract services for mowing, edging, trimming, debris removal, and repair of sprinkler heads. In-house staff manages irrigation systems, walkway lights, trees, sidewalks, steps, playgrounds, graffiti, benches, picnic tables, and Capital Improvement Projects. They also respond to customer service request.

As of mid-year 2007-08, the Common Greens Division has moved from the Public Works Department to the Parks and Recreation Department.

Source of Funds:

Common Greens Special Property Tax Fund

Common Greens Budget (148)	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
Salaries & Benefits			798,671	846,591	809,536	(37,055)	-4.4%
Materials & Services			684,317	689,358	699,200	9,842	1.4%
Capital Outlay			-	-	15,000	15,000	
Debt Service & Other			-	-	-	-	
Total			1,482,988	1,535,949	1,523,736	(12,213)	-0.8%

Positions Budget	Adopted 2007-08	Projected 2008-09	Adopted 2008-09
Full-Time	7.14	7.24	7.24
Part-Time			
Total	7.14	7.24	7.24

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REDEVELOPMENT AGENCY, 2008-09

MERGED REDEVELOPMENT PROJECT AREA SUMMARY

Summary of Revenues and Expenditures

	Actual 2006-07	Adopted 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted 2008-09	% Change From Originally Projected
REVENUES						
<u>Gross Tax Increment Allocated</u>						
Gateway	7,465,681	7,250,173	7,915,718	7,398,173	8,173,154	10.5%
Shearwater	3,202,423	3,269,828	3,847,502	3,335,952	3,334,927	-0.03%
Downtown	10,145,145	10,272,947	12,631,731	10,647,424	12,602,501	18.4%
El Camino	2,915,991	2,985,835	3,256,943	3,101,934	3,954,947	27.5%
Subtotal	23,729,239	23,778,783	27,651,894	24,483,483	28,065,529	14.63%
Less ERAF shift	-	-	-	-	(3,800,000)	
Adjustments: Appeals & Settlements	2,217,703		(753,117)	-	(280,655)	-50.8%
Adjustments: County Admin & Other	(164,858)	(180,719)	(438,416)	(186,074)	(280,655)	
Rent	162,592	50,000	103,331	500,000	105,000	-79.0%
Interest & Other	2,531,644	1,400,000	1,273,529	1,463,000	1,274,000	-12.9%
TOTAL SOURCES OF FUNDS:	28,476,319	25,048,065	27,837,222	26,260,409	25,363,874	-3.4%
EXPENDITURES						
Redevelopment Activities	2,053,551	4,075,260	2,606,574	3,850,733	4,357,835	13.2%
Capital Outlay	14,029	52,000	36,506	-	61,000	
Debt Service	3,103,991	5,127,480	5,127,480	5,115,751	5,115,751	0.0%
Special Projects					900,000	
County Settlement	689,481	900,000	823,872	117,867	850,000	621.2%
Transfers to Low/Moderate Income Housing Fund	4,600,681	5,005,757	5,379,755	5,196,697	5,583,106	7.4%
<u>Pass Through Payments to Taxino Entities</u>						
Gateway	203,466	231,088	324,034	268,282	463,043	72.6%
Shearwater	825,987	864,421	966,515	884,607	884,294	0.0%
Downtown	2,261,955	2,542,675	3,072,717	2,648,481	3,049,710	15.1%
El Camino	245,826	258,643	254,941	274,894	317,467	15.5%
Subtotal, Pass Through Payments	3,537,234	3,896,827	4,618,208	4,076,264	4,714,514	15.7%
Capital Projects, Carryover from Prior Year		8,079,181	10,730,674			
Capital Projects, Current	59,650	11,403,000	7,684,000	1,255,000	1,235,800	-1.5%
Total Capital Projects	59,650	19,482,181	18,414,674	1,255,000	1,235,800	-1.5%
TOTAL USES OF FUNDS:	14,058,618	38,539,504	37,007,069	19,612,312	22,818,006	16.3%
Excess of Revenues over (under) Expenditures	14,417,701	(13,491,440)	(9,169,847)	6,648,097	2,545,867	-61.7%
Prior Year Audit Adjustment						
Fund Balance	41,338,627	27,847,187	32,168,780		34,714,647	
Reserved for Loans Receivable	206,094		506,094		806,094	
Designated for Capital Projects	8,163,360		-			
Reserved for Advances to Other Funds	12,200,215		29,631,519		29,631,519	
All Other Reserved Funds	348,606					
Unreserved / Undesignated Fund Balance	20,420,352		2,031,167		4,277,034	
Bond-funded Capital Projects:	2,187,039		23,598,202		3,000,000	
Uncommitted Bond Funds On Hand:	40,865,550		1,799,532		399,532	

Resource or program/Service level changes in 2008-09:

- 1) The RDA is funding the addition of a new position, the Economic and Community Development Coordinator.
- 2) Special Projects include Downtown Loans and Improvements, and the El Camino and PUC Master Plan Study.

REDEVELOPMENT AGENCY, 2008-09

LOW & MODERATE HOUSING
Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Adopted 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted 2008-09	% Change From Originally Projected
REVENUES						
Transfers In from Redevelopment Project Areas	4,600,681	5,005,757	5,379,755	5,196,697	5,583,106	7.4%
Interest & Other	1,867,141	460,000	392,327	480,700	300,000	-37.6%
Misc. Revenue / Rent	143,200	150,000	102,229	150,000	100,000	-33.3%
Total Revenues:	6,611,022	5,615,757	5,874,312	5,827,397	5,983,106	2.7%
USES OF FUNDS						
Program Expenditures	821,706	3,199,125	1,235,687	3,391,073	3,499,154	3.2%
Capital Outlay					-	
County Settlement	359,332	2,640,668	750,000		180,000	
Debt Service	278,952	345,591	345,591	348,235	348,235	0.0%
Housing Capital Projects (TI-funded)		5,069,302	5,564,542		-	
Housing Capital Projects (Bond-funded)	700,930		2,186,682		-	
Total Uses of Funds:	2,160,920	11,254,685	10,082,502	3,739,308	4,027,389	7.7%
Excess of Revenues over (under) Expenditures	4,450,102	(5,638,928)	(4,208,190)	2,088,089	1,955,717	-6.3%
Allowance for Uncollectible Loans						
Fund Balance	20,224,635	12,723,592	16,016,445		17,972,161	
Less:						
Loan Commitments to Mid Pen and Other	1,026,632		1,026,632		1,026,632	
Loans Receivable	4,823,786		4,542,971		4,743,000	
Bond Funds, End of Year	2,137,276		-		-	
All Other Reserved Funds	6,373,740		150,000		-	
Unreserved / Undesignated Fund Balance	5,863,200		10,296,842		12,202,529	

LOW & MODERATE INCOME HOUSING FUND

Information Only: Planning and Administrative Budget
 Conformance with Health and Safety Code
 (Refer to Budget Adoption Resolution)

The Housing Fund obtains funding through the transfer of 20% of the proceeds of property tax increment from each of the Redevelopment Project areas, as required by State Redevelopment Law. The Health and Safety Code Section 33334.3(d) states that it is the intent of the State Legislature that Housing Funds be used to the fullest extent possible toward the production, improvement, or preservation of affordable housing, with planning and administrative expenditures kept at reasonable levels. The following identifies the total planning and administrative costs included in the adopted 2008-09 budget. As part of the budget adoption resolution, the City Council and Redevelopment Agency Board certify that the costs shown here are not an unreasonable amount to be spent on planning and administrative expenses, and that these costs are necessary to incur in order to foster the production, improvement, or preservation of affordable housing:

Low/Moderate Housing Funds, 2008-09		5,983,106
	Adopted 2008-09	% of Low Mod Housing Funds
Program Staff Costs:	66,031	1.1%
Advertising, Printing, Supplies, Meetings, Insurance Other Support Costs:	73,870	1.2%
Legal, Financial, Computer, Human Resource, and Other City Administrative Support for Housing:	315,206	5.3%
All Other Planning and Administrative Costs:	371,341	6.2%
Total Costs, not directly providing housing:	826,448	13.8%

* Legal, accounting, budget, human resources, utilities, computer, and building maintenance support costs provided to the Housing Fund.

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Sewer Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Adopted 2007-08	Amended 2007-08	Projected Actual 2007-08	Originally Projected 2008-09	Adopted 2008-09	Change From Originally Projected	% Change
REVENUES								
Operations:								
Charges for Services	11,930,593	13,740,000	13,740,000	13,740,000	15,053,000	14,976,600	-76,400	-0.5%
Other Cities	6,074,671	4,945,000	4,945,000	4,945,000	5,093,500	5,093,500	0	0.0%
Connection Fees and Other	1,621,190	610,000	610,000	610,000	610,000	610,000	0	0.0%
State Revolving Loan & Bond Funds	1,796,153	9,411,186	9,411,186	9,411,186				
Due from State for State Revolving Loan								
Developer Fees	1,913,871	9,510,000	9,510,000	8,385,000	1,200,000	200,000	-1,000,000	-83.3%
Interest/Other Income	141,234	90,000	90,000	90,000	60,000	150,000	90,000	150.0%
Transfer In		100,000	100,000	100,000				
Advances from Redevelopment Agency	-	3,200,000	7,700,000	7,700,000				
Total Revenues and Other Sources of Funding:	23,477,712	41,606,186	46,106,186	44,981,186	22,016,500	21,030,100	(986,400)	-2.4%
EXPENDITURES								
Operating Expenses	11,085,700	12,928,441	12,928,441	12,928,441	13,574,863	13,112,814	-462,049	-3.4%
Debt Service	4,739,026	5,800,000	5,800,000	5,800,000	6,330,000	5,805,000	-525,000	-8.3%
Capital Expenditures	2,984,574	16,054,465	25,010,319	25,010,319	1,295,000	1,073,000	-222,000	-17.1%
Transfers Out to CIP	23,320	4,452,355	367,753	367,753		151,800	151,800	
Net Changes to Balance Sheet, Year End	4,540,265							
Total Expenditures	23,372,885	39,235,261	44,106,513	44,106,513	21,199,863	20,142,614	-1,057,249	-5.0%
Net Income	104,827	2,370,925	1,999,673	874,673	816,637	887,486		
Total Fund Balance	3,545,294	5,916,219	5,544,967	4,419,967	6,732,856	5,307,453		
Emergency Capital Repairs Reserve	1,828,000	3,921,562	2,809,562	2,809,562	2,809,562	3,601,333		
Advances from Redevelopment Agency *	-	3,200,000	7,700,000	7,700,000	8,046,500	7,931,000		
Reserved for East of 101 Sewer Projects	3,085,835	2,910,835	3,085,835	3,035,835	1,002,646	3,052,085		
Undesignated Reserve, End of Year	(1,368,541)	(4,116,178)	(350,430)	(1,425,430)	(2,135,786)	(1,345,965)		

Capital Improvement Projects include key East of 101 Infrastructure improvements that will be funded through development fees over the next 3-5 years as development occurs. Advances from the Redevelopment Agency will allow the Sewer Fund to complete these projects up front to facilitate development. All advances will be paid back over approximately 5 years with interest.

2008-09 is the last of an approved 5 year rate program that was used to fund the Wet Weather program. Over the next 6 months, staff will be reviewing the funding needs for the next five years, and folding the necessary rate increases into the next year's budget.

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

Parking District Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Operations:								
Parking Fees	449,836	468,297	468,297	542,267	468,297	542,267	73,970	15.8%
Interest and Other	41,691	27,000	27,000	27,000	27,000	27,000	-	0.0%
Advance from RDA		10,000,000	10,000,000	9,250,000				
Total Revenues	491,527	10,495,297	10,495,297	9,819,267	495,297	569,267	73,970	14.9%
EXPENDITURES								
Operating Expenses	352,629	431,295	500,609	500,609	389,860	378,006	(11,854)	-3.0%
Transfers Out					-			
Capital Outlay		10,060,000	10,060,000	10,060,000	-			
Debt Service								
Total Expenditures	352,629	10,491,295	10,560,609	10,560,609	389,860	378,006	(11,854)	-3.0%
Net Income	138,898	4,002	(65,312)	(741,342)	105,437	191,261		
Undesignated Fund Equity *	782,381	786,383	717,069	41,039	891,820	232,299		
Advances from Other Funds			10,000,000	9,250,000	9,250,000	9,250,000		

* Net of Fixed Assets

The Parking District is borrowing funds from the Redevelopment Agency for a period of up to 20 years to pay for a new Parking Garage on Miller Ave. The Agency will be paid back from parking permit and parking meter revenues, which will need to be raised over time to pay for the loan costs.

Storm Water Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Operations:								
Service Charges	413,085	446,000	446,000	415,000	450,000	415,000	(35,000)	-7.8%
Transfer In from Gas Taxes	200,000	200,000	200,000	200,000	200,000	150,000	(50,000)	-25.0%
Interest and Other	10,410	5,745	5,745	5,745	5,800	5,800	-	0.0%
Total Revenues	623,495	651,745	651,745	620,745	655,800	570,800	(85,000)	-13.6%
EXPENDITURES								
Operating Expenses	683,456	819,386	819,386	607,800	860,355	826,481	(33,874)	-4.1%
Projected Budget Savings					(50,000)		50,000	
Total Expenditures	683,456	819,386	819,386	607,800	810,355	826,481	16,126	(0)
Net Income	(59,961)	(167,641)	(167,641)	12,945	(154,555)	(255,681)		
Undesignated Fund Equity *	130,864	(36,777)	(36,777)	143,809	(191,332)	(111,872)		

* (Net of Fixed Assets)

The Stormwater Fund has a capped revenue stream, so additional funding from the Gas Tax Fund is being used to supplement the Stormwater Fund in 2008-09. This trend, and possible additional resources from the General Fund, will continue without a new revenue source.

SPECIAL REVENUE FUNDS, 2008-09

Gas Tax Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Adopted Budget 2007-08	Amended 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Gas Tax	1,163,133	1,162,000	1,162,000	1,150,000	1,162,000	1,150,000	(12,000)	-1.0%
San Mateo County Traffic Congestion Relief	456,859	150,000	150,000	457,000	150,000	150,000	-	0.0%
C/CAG		59,800	59,800		59,800	59,800	-	0.0%
Prop 1B Grant			1,007,000	1,007,000			-	
Interest/other Income	87,085	50,000	50,000	50,000	35,000	35,000	-	0.0%
Total Revenues	1,707,077	1,421,800	2,428,800	2,664,000	1,406,800	1,394,800	(12,000)	-0.9%
EXPENDITURES								
Transfers Out to General Fund for Street Main/Gen Engineering	686,000	686,000	686,000	686,000	686,000	536,000	(150,000)	-21.9%
Transfers Out to General Fund for Congestion Relief	151,386	150,000	150,000	150,000	150,000	150,000	-	0.0%
Transfer Out to Stormwater Fund	200,000	200,000	200,000	200,000	200,000	250,000	50,000	25.0%
Transfers Out to CIP Fund	604,382	533,000	2,335,000	2,335,000	500,000	461,500	(38,500)	-7.7%
Total Expenditures	1,641,768	1,569,000	3,371,000	3,371,000	1,536,000	1,397,500	(138,500)	-9%
Net Income	65,308	(147,200)	(942,200)	(707,000)	(129,200)	(2,700)		
Designated for Future Street Improvement Capital Projects	1,577,078	1,429,878	634,878	870,078		867,378		

Gas Tax Funding is distributed by the State of California and used for street and storm drain improvements.

SPECIAL REVENUE FUNDS, 2008-09

Measure A Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Adopted Budget 2007-08	Amended 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Measure A Sales Tax	1,049,415	1,051,452	1,051,452	1,051,452	1,072,481	1,075,000	2,519	0.2%
Interest and Other	57,971	50,000	50,000	50,000	50,000	50,000	-	0.0%
Total Revenues	1,107,386	1,101,452	1,101,452	1,101,452	1,122,481	1,125,000	2,519	0.2%
EXPENDITURES								
Transfer Out to General Fund	31,712							
Transfers Out to CIP Fund for Street Improvement Projects	1,781,843	1,246,000	1,620,305	1,275,548	1,135,000	1,149,333	14,333	1.3%
Transfer Out to Sewer Fund			100,000	100,000			-	
Total Expenditures	1,813,555	1,246,000	1,720,305	1,375,548	1,135,000	1,149,333	14,333	1.3%
Net Income	(706,169)	(144,548)	(618,853)	(274,096)	(12,519)	(24,333)		
Designated for Future Street Improvement Capital Projects	669,141	524,593	50,288	395,045	382,526	370,712		

Measure A Sales Tax Dollars are distributed by the County of San Mateo to be used for road and traffic improvements.

Community Development Block Grant Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Adopted Budget 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	%
							Change
REVENUES							
CDBG Entitlement	722,268	616,661	616,661	598,161	594,766	(3,395)	-0.6%
HOME Investment Partnership		16,674	16,674	17,000	16,175	(825)	-4.9%
Interest / Other Income	11,226	40,800	9,554	10,000	122,800	112,800	1128.0%
Prior Year Allocation Carry-over		200,000	200,000	100,000	200,000	100,000	100.0%
Total Revenues	733,494	874,135	842,889	725,161	933,741	108,580	15.0%
EXPENDITURES							
CDBG Program Expenditures	525,857	740,068	574,066	763,286	847,692	84,406	11.1%
Transfers Out - General Fund	35,000	34,249	34,249	34,000	33,249	(751)	-2.2%
Transfers Out - Capital Projects						-	
Prior Year Allocation for New Loans		200,000	200,000	100,000		(100,000)	-100.0%
Total Expenditures	560,857	974,317	808,315	897,286	880,941	(16,345)	-1.8%
Net Income	172,637	(100,182)	34,574	(172,125)	52,800	152,982	-88.9%
Fund Balance, July 1	1,364,841		1,537,478		1,572,052		
Fund Balance, June 30	1,537,478		1,572,052		1,624,852		
Reserved for Loans Receivable	1,116,443		1,268,165		1,398,165		
Advances to Other Funds	346,748		346,748		346,748		
Designated for CDBG Programs *	74,287		(42,861)		(120,061)		

*Negative fund balance reflects lag in funding from CDBG (reimbursement basis).

Common Greens Maintenance Districts

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Adopted Budget 2007-08	Amended 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Property Taxes	1,283,103	1,287,000	1,287,000	1,273,377	1,351,000	1,278,000	(73,000)	-5.4%
Interest		5,000	5,000	5,000	5,000	5,000	-	
Total Revenues	1,283,103	1,292,000	1,292,000	1,278,377	1,356,000	1,283,000	(73,000)	-5.4%
EXPENDITURES								
Maintenance Expenditures	1,440,260	1,480,254	1,482,988	1,334,689	1,528,000	1,523,736	4,264	0.3%
Transfers Out to Capital Impr Fund	145,654	570,000	902,105	902,105	445,000	540,000	(95,000)	-21.3%
Total Expenditures	1,585,914	2,050,254	2,385,093	2,236,794	1,973,000	2,063,736	(90,736)	-4.6%
Net Income	(302,811)	(758,254)	(1,093,093)	(958,417)	(617,000)	(780,736)	17,736	
Designated for Common Greens Maintenance and Capital Improvements	2,404,528	1,646,274	1,311,435	1,446,111	1,029,274	665,375		

Solid Waste Fund

Summary of Revenues, Expenditures, and Changes in Fund Balance

	Actual 2006-07	Adopted Budget 2007-08	Amended 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Franchise Fee Revenue	158,881	173,325	173,325	173,325	173,325	177,000	3,675	2.1%
Total Revenues	158,881	173,325	173,325	173,325	173,325	177,000	3,675	2.1%
EXPENDITURES								
Operating Expenditures	149,134	169,331	182,819	152,819	170,000	170,616	616	0.4%
Transfers Out to Capital Impr Fund	73,332		214,157	214,157				
Total Expenditures	222,466	169,331	396,976	366,976	170,000	170,616	616	0.4%
Net Income	(63,585)	3,994	(223,651)	(193,651)	3,325	6,384	3,059	
Designated for Other Solid Waste Reduction Purposes	669,141	458,978	445,490	475,490	448,815	481,874		

The Solid Waste Fund is funded from Garbage Franchise Fees received from the South San Francisco Scavenger Company. Funding is used to pay for monitoring and remediation costs associated with the closed Oyster Point landfill.

Miscellaneous Other Special Revenue Funds

Summary of Revenues, Expenditures, and Net Income

	Day in the Park	Commute Reduction Programs	HR Consortium	Total Adopted 2008-09
REVENUES				
Donations	80,000	6,500		86,500
Raffle Ticket Sales	30,000			30,000
Other City Contributions			29,000	29,000
Total Revenues	110,000	6,500	29,000	145,500
EXPENDITURES				
Day in the Park	110,000			110,000
Downtown Dasher		6,500		6,500
Joint City Human Resources Expenses			29,000	29,000
Total Expenditures	110,000	6,500	29,000	145,500
Net Income	-	-	-	-

Vehicle Maintenance (City Garage)

Summary of Revenues and Expenditures

	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Charges to Departments	1,449,866	1,316,394	1,316,394	1,316,394	1,369,050	1,547,218	178,168	13.0%
Total Revenues	1,449,866	1,316,394	1,316,394	1,316,394	1,369,050	1,547,218	178,168	13.0%
EXPENDITURES								
Salaries & Benefit	583,325	680,382	680,382	588,295	633,108	608,748	(24,360)	-3.8%
Materials & Services	828,068	765,304	774,725	877,932	727,493	927,651	200,158	27.5%
Capital Outlay		-	-		-	-		
Total Expenditures	1,411,393	1,445,686	1,455,107	1,466,227	1,360,601	1,536,399	175,798	12.9%
Excess of Revenues over Expenditures	38,473	(129,292)	(138,713)	(149,833)	8,449	10,820		
Undesignated Reserve End of Year	68,544	(60,748)	(70,169)	(81,289)	76,993	(70,469)		

Gasoline costs are expected to increase \$200,000 from the 2007-08 to the 2008-09 budget, and charges to departments have been raised accordingly.

Equipment Replacement Fund

Summary of Revenues and Expenditures

	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Operating Budget Charges:								
Equipment	224,862	288,765	288,765	288,765	294,540	355,545	61,005	20.7%
Vehicles	661,084	455,400	455,400	455,400	478,170	477,600	(570)	-0.1%
Lease Proceeds		906,000	906,000	906,000	175,000	180,000	5,000	2.9%
Interest & Other Income	196,651	110,000	110,000	110,000	110,000	95,000	(15,000)	-13.6%
Total Revenues	1,082,597	1,760,165	1,760,165	1,760,165	1,057,710	1,108,145	50,435	4.8%
EXPENDITURES								
Vehicle Replacement	515,871	532,000	532,000	532,000	532,000	596,852	64,852	12.2%
Equipment Replacement	567,217	543,150	565,150	565,150	543,150	247,980	(295,170)	-54.3%
Lease Purchase (Vehicles)		906,000	906,000	906,000	175,000	180,000	5,000	2.9%
Transfer Out to Capital Improvement Fund	330,312		342,688	342,688	-	105,400		
Total Expenditures	1,413,400	1,981,150	2,345,838	2,345,838	1,250,150	1,130,232	(225,318)	-18.0%
Excess of Revenues over Expenditures	(330,803)	(220,985)	(585,673)	(585,673)	(192,440)	(22,087)		
Undesignated Reserve	1,017,379	796,394	431,706	431,706	824,939	409,619		

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 needs.

* Adjusted for net effects of depreciation and transfer of assets to balance sheet for CAFR

EQUIPMENT REPLACEMENT FUND
APPROVED VEHICLE PURCHASES, 2008-09

Department / Division	Veh #	Vehicle to be Replaced	Estimated Replacement Cost in 08-09	
City Manager	114	SEDAN	\$ 25,000	Replace w/ hybrid
Fire (ALS)	505	Freightliner	\$ 180,000	Lease Purchase
Police	1	FORD CROWN VICTORIA	\$ 40,000	
Police	5	FORD CROWN VICTORIA	\$ 40,000	
Police	7	FORD EXPEDITION	\$ 40,000	Replace w/ Crown Victoria
Police (Canine)	14	FORD CROWN VICTORIA	\$ 30,000	
Police	18	FORD CROWN VICTORIA	\$ 30,000	
Police (Communications)	755	SIGN HILL GENERATOR	\$ 60,000	Carryover from 07-08
Training	265	FORD VAN 15 PASSENGER	\$ 20,000	
St. Maint & Traffic Safety Adm	145	MALIBU	\$ 20,000	Replace w/ small p/u (F Ranger)
St. Maint & Traffic Safety Adm	223	GMC 1500	\$ 20,000	Replace w/ small p/u (F Ranger)
St. Maint & Traffic Safety Adm	274	GMC SIERRA	\$ 20,000	Replace w/ small p/u (F Ranger)
Street Maintenance	601	BOBCAT	\$ 60,000	
Street Cleaning	728	PRESSURE WASHER	\$ 8,852	
Streets	205	GMC VAN	\$ 25,000	
Street Tree Maintenance	612	EX CHIPPER	\$ 60,000	
Library Maintenance	756	W.O. KOHLER GENERATOR	\$ 30,000	Carryover from 07-08
Library Maintenance	757	W.O. KOHLER GENERATOR	\$ 30,000	Carryover from 07-08
Westborough Bldg Maint	221	GMC 1500	\$ 18,000	
Westborough Bldg Maint	258	GMC 1500	\$ 20,000	
Total, Equipment Replacement Fund:			\$ 776,852	
Other Funds:				
WQCP Adm	238	Utility Body P/U	\$ 30,000	
WQCP Adm	203	CHEVY VAN	\$ 19,000	
Total, Other Funds:			\$ 49,000	

EQUIPMENT REPLACEMENT FUND

DEFERRED VEHICLE REPLACEMENTS

Department / Division	Veh #	Vehicle (Eligible for Replacement; to be Deferred)	Estimated Replacement Cost in 08-09	
City Council	106	SEDAN / SMALL SUV HYBRID	\$ 30,000	
Finance / Mail	127	CHEVY BLAZER	\$ 25,000	
Fire	217	Chevy S-10	\$ 16,000	Code Enforcement
Fire	259	GMC 3500	\$ 24,600	
Police	3	FORD CROWN VICTORIA	\$ 30,000	
Police	4	FORD CROWN VICTORIA	\$ 30,000	
Police	10	FORD CROWN VICTORIA	\$ 30,000	
Police	12	FORD CROWN VICTORIA	\$ 30,000	
Police	44	KAWASAKI	\$ 30,000	
Police	405	INTERCEPTOR 2	\$ 30,000	Parking Enforcement
Streets	701	TITAN PAINT LINER	\$ 5,000	
Streets	746	CARSON TRAILER	\$ 5,000	
Streets	747	LINE MASTER	\$ 17,000	
Parks	200	GMC SONOMA	\$ 17,000	
Parks	204	DODGE 4X4	\$ 17,775	
Parks	216	GMC 2500	\$ 22,000	
Parks	239	GMC SIERRA	\$ 18,000	
Parks	256	GMC 1500	\$ 17,600	
Parks	260	GMC 2500	\$ 20,000	
Parks	273	JOHN DEERE GATOR	\$ 9,000	
Parks	625	MADVAC	\$ 30,000	
Parks	635	MAD VAC VACUUM	\$ 30,135	
Streets	261	GMC 3500 HD	\$ 31,000	
Streets	262	GMC 2500	\$ 27,000	
MSB Maintenance	246	GMC 1500	\$ 20,000	
Total, Deferred Vehicles			\$ 562,110	

EQUIPMENT REPLACEMENT FUND
APPROVED EQUIPMENT PURCHASES, 2008-09

Department / Division	Equipment to be Purchased	Estimated Replacement Cost in FY 08-09
City Clerk	1 Laserjet Printer	\$ 1,950
Finance	6 PC's	\$ 12,000
ECD	1 Laserjet Printer	\$ 1,950
Building	3 PC's	\$ 6,000
Building	Ricoh Scanner/Printer	\$ 1,950
Fire	6 PCs	\$ 12,000
Fire	2 HP Printers	\$ 3,900
Police	6 Laserjet Printers	\$ 12,000
Police	1 HP Color LJ Printer	\$ 3,900
Police	ARGGIS V9 & LICENSES - MAPPING S/W	\$ 14,530
Police	RIMS Server #1	\$ 3,000
Police	RIMS Server #2	\$ 3,000
Police	Rims Server #3 - DUAL XEON 3GHZ RAID SERVER	\$ 25,000
Police	Rims Server #4 - DUAL XEON 3GHZ RAID SERVER	\$ 25,000
Police	2 HP DTN 4600 Printers	\$ 6,800
Police	11 Notebooks	\$ 22,400
Police	PALM IR 250 W/75MM INFRARED LENS	\$ 10,700
Police	Parking Management System (Radix Handheld)	\$ 9,100
St. Maint & Traffic Safety Adm	4 PC's	\$ 8,000
Parks & Recreation	12 PC's	\$ 26,000
Parks & Recreation (Parks Adm)	1 PC	\$ 2,000
Library	6 PC's	\$ 16,800
Library	1 Webserver & DHCP Server	\$ 3,000
Library	Self Check Computer Unit	\$ 17,000
Total, Equipment Replacement Fund:		\$ 247,980
Other Funds:		
IT	Network Equipment	\$ 17,627
IT	HP PROLIANT DL380 G4 SERVER	\$ 4,400
IT	HP PROLIANT DL380 G4 SERVER	\$ 5,100
Public Works	IMPACH HAMMER W/CUTTER	\$ 14,810
Public Works	PRESSURE WASHER	\$ 5,300
City Garage	1 PC	\$ 2,000
City Garage	1 HP Printer	\$ 1,950
WQCP	SCADA Software upgrade	\$ 20,000
WQCP	4 PC's	\$ 10,000
Total, Other Funds:		\$ 81,187

EQUIPMENT REPLACEMENT FUND

DEFERRED EQUIPMENT REPLACEMENT

Department / Division	Purchases to be Deferred *	Estimated Cost
Police Adm	Rims Computer Aided Dispatch Software & Training	\$ 353,195
Police Adm	Software Engineering Service for RIMS	\$ 5,250
Police Adm	4 HP Printers	\$ 7,800
Police Adm	5 PCs w/20" LCD	\$ 10,000
Library	Projector & Screen	\$ 3,300
Library	Viewsonic Projector	\$ 3,896
Library	Powerlite Projector	\$ 1,900
Library	14 PC's	\$ 28,000
Library	Microfilm Scanner	\$ 8,300
Library	Color Scanner	\$ 1,400
Library	Microprinter/Reader	\$ 5,300
Library	4 HP Printers	\$ 7,800
Total, Deferred Equipment Replacement		\$ 436,141

* The items listed above are eligible for replacement based on their age, but the department has deferred replacing them, as they are still functional.

**Information Technology
Operating Budget**

	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Charges to Departments Interest & Other Income	1,218,922	1,286,354	1,286,354	1,286,354	1,421,062	1,501,057	(79,995)	-5.6%
Charges to Other Agencies	32,340	10,000	10,000	22,000	10,000	10,000	-	0.0%
Other Revenue	-	-	-	-	-	-	-	-
Total Revenues	1,251,262	1,296,354	1,296,354	1,308,354	1,431,062	1,511,057	(79,995)	-5.6%
EXPENDITURES								
Salaries & Benefit	519,335	868,351	625,531	325,531	920,452	852,663	67,789	7.4%
Materials & Services	596,914	505,554	505,554	605,554	510,610	688,738	(178,128)	-34.9%
Transfers Out to Capital Impr Fund	395	75,000	268,120	268,120	-	-	-	-
Total Expenditures	1,116,644	1,448,905	1,399,205	1,199,205	1,431,062	1,541,401	(110,339)	-7.7%
Excess of Revenues over Expenditures	134,618	(152,551)	(102,851)	109,149	-	(30,340)	-	-
Undesignated Reserve End of Year	268,779	116,228	165,928	377,928	268,779	347,588	-	-

Funds are set aside from charges to departments to pay for needed Information Technology upgrades.

INTERNAL SERVICE FUNDS 2008-09

Telephone System Maintenance & Replacement

	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Charges to Departments Interest & Other Income	44,024	44,024	44,024	44,024	44,024	44,024	-	0.0%
Total Revenues	44,024	44,024	44,024	44,024	44,024	44,024	-	0.0%
EXPENDITURES								
Materials & Services	38,924	44,024	44,024	44,024	44,024	44,024	-	0.0%
Transfers Out to Capital Impr Fund		75,000	75,000	75,000				
Total Expenditures	38,924	119,024	119,024	119,024	44,024	44,024	-	0.0%
Excess of Revenues over Expenditures	5,100	(75,000)	(75,000)	(75,000)	-	-		
Undesignated Reserve	80,000	5,000	5,000	5,000	5,000	5,000		

Note: Dollars reserved in this fund are set aside for future replacement of the citywide phone system.
Existing expenses are for phone maintenance costs. A phone upgrade is occurring in 2007-08.

Self Insurance Fund

Summary of Revenues and Expenditures

	Actual 2006-07	Adopted Budget 2007-08	Amended 2007-08	Projected 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
REVENUES								
Charges to Departments	2,474,485	2,515,464	2,515,464	2,515,464	2,641,237	2,641,237	-	0%
Interest Income	123,686	60,000	60,000	60,000	60,000	60,000	-	0%
Insurance Rebate	186,331				-			
Other								
Transfer In								
Total Revenue	2,784,501	2,575,464	2,575,464	2,575,464	2,701,237	2,701,237	-	0%
EXPENDITURES								
Injury Pay	398,093	310,000	310,000	310,000	323,950	432,966	109,016	33.7%
Claims Defense & Management	212,850	250,000	250,000	325,000	260,000	325,000	65,000	25.0%
Insurance Premiums	700,035	850,594	850,594	850,594	893,124	1,030,000	136,876	15.3%
Workers Compensation Claims	883,709	990,000	990,000	884,000	1,079,100	1,016,600	(62,500)	-5.8%
Liability Claims	172,366	250,000	250,000	100,000	262,500	110,000	(152,500)	-58.1%
Claims Settlement							-	
Total Expenses	2,367,053	2,650,594	2,650,594	2,469,594	2,818,674	2,914,566	95,892	3.4%
Excess of Revenues over/(under) Expenses	417,449	(75,130)	(75,130)	105,870	(117,437)	(213,329)		
Cash Balance, End of Year	2,388,587	2,313,457	2,313,457	2,494,457	2,196,020	2,281,128		
Estimated Liabilities	3,275,000	3,275,000	3,275,000	3,525,000	3,275,000	3,571,990		
Cash as a % of Liabilities	73%	71%	71%	71%	67%	64%		

The City has a policy to have at least 50% of its projected liabilities for workers' compensation and general liability on hand as cash. The proposed 2008-09 budget and funding is within this guideline.

Health and Benefits Internal Service Fund
Summary of Revenues and Expenditures

	Actual 2006-07	Adopted Budget 2007-08	Amended 2007-08	Originally Projected 2008-09	Adopted Budget 2008-09	Change From Originally Projected	% Change
Revenues							
Benefit Charges to Departments	1,982,091	2,265,194	2,265,194	2,491,713	2,495,000	3,287	0.1%
Leave Accrual Charges to Departments	315,063	306,616	306,616	325,000	367,000	42,000	12.9%
Insurance Refund	3,844	-	-			-	
Transfers In from Other Funds for Retiree Health Liability			4,000,000		500,000	500,000	
Total Revenue	2,300,998	2,571,810	6,571,810	2,816,713	3,362,000	545,287	
Expenditures:							
Vacation payouts	406,615	470,496	470,496	491,668	495,000	3,332	0.7%
Sick Leave payouts	127,328	122,304	122,304	127,808	128,000	192	0.2%
Accrued Vac/Sick Leave	72,029	46,800	46,800	48,906	50,000	1,094	2.2%
Dental and Vision	664,305	520,416	520,416	543,835	641,055	97,220	17.9%
Retiree Health Insurance	1,186,840	1,490,880	1,490,880	1,714,512	1,854,438	139,926	8.2%
Unemployment Insurance	15,743	41,600	41,600	43,472	43,472	-	0.0%
All Other	74,754	26,000	26,000	27,170	27,170	-	0.0%
Total Expenditures	2,547,614	2,718,496	2,718,496	2,997,371	3,239,134	241,763	8.1%
Excess of Revenues over Expenditures	(246,616)	(146,686)	3,853,314	(180,658)	122,866	303,524	
Reserved for Retiree Health Benefit Liability *			4,000,000		4,500,000		
Fund Balance	\$595,228	448,542	448,542	267,884	71,408		

Funds are being accumulated to pay down the retiree health liability, currently estimated at \$42 million. An actuarial analysis will be updated for this liability during 2008-09, and a future funding plan will be proposed to the City Council. GASB 45 applies to South San Francisco in 2008-009, and that will be the first year that retiree health liabilities will need to be reported on the year end financial statements.

* This Reserve was moved from the General Fund during 2007-08

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SUMMARY OF BUDGETED POSITIONS		<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	Change
		Adopted	Adopted	Adopted	Adopted	

Administrative Departments

City Clerk

O310	Administrative Assistant II	1.00	1.00	1.00	-	(1.00)
	Assistant City Clerk	-	-	-	1.00	1.00
E100	City Clerk	1.00	1.00	1.00	1.00	-
	Deputy City Clerk	-	-	-	1.00	1.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		2.00	2.00	2.00	3.00	1.00
<i>Part-Time Hourly Positions</i>						
X415	P/T Office Specialist	1.07	1.07	1.07	-	(1.07)
<i>Department Total</i>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		3.07	3.07	3.07	3.00	(0.07)

City Manager

O305	Administrative Aide	1.00	1.00	1.00	1.00	-
N100	Assistant City Manager (In ECD)	-	-	-	-	-
N180	Assistant to the City Manager	1.00	1.00	1.00	1.00	-
N115	City Manager	1.00	1.00	1.00	1.00	-
M550	Executive Assistant to City Manager	1.00	1.00	1.00	1.00	-
<i>Department Total</i>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		4.00	4.00	4.00	4.00	-

Human Resources

N130	Director of Human Resources	1.00	1.00	1.00	1.00	-
M270	Human Resources Analyst II / Senior Human Resources Analyst	3.00	3.00	3.00	3.00	-
O265	Human Resources Technician	-	-	1.00	1.00	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		4.00	4.00	5.00	5.00	-
<i>Part-Time Hourly Positions</i>						
R310	Human Resources Clerk	0.81	0.81	-	-	-
X440	Office Assistant	-	-	-	-	-
<i>Subtotal for Part-Time Positions</i>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		0.81	0.81	-	-	-
<i>Department Total</i>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		4.81	4.81	5.00	5.00	-

E105	City Treasurer	1.00	1.00	1.00	1.00	-
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Finance

M620	Accountant I / II / Senior Accountant	2.00	2.00	2.00	2.00	-
A225	Accounting Assistant II	4.00	4.00	4.00	4.00	-
O310	Administrative Assistant II	1.00	1.00	1.00	1.00	-
M105	Assistant Director of Finance	1.00	1.00	1.00	-	(1.00)
	Budget and Financial Manager	-	-	-	1.00	1.00
A455	Courier	1.00	1.00	1.00	1.00	-
N145	Director of Finance	1.00	1.00	1.00	1.00	-
M610	Financial Analyst I / II / Senior Financial Analyst	2.00	2.00	2.00	2.00	-
M540	Financial Services Supervisor	1.00	1.00	1.00	1.00	-
<i>Department Total</i>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		13.00	13.00	13.00	13.00	-

Information Technology

O310	Administrative Assistant II	1.00	1.00	1.00	1.00	-
N165	Director of Information Technology	1.00	1.00	1.00	1.00	-
A525	Information Systems Technician	2.00	2.00	2.00	2.00	-
M650	System Administrators	2.00	2.00	2.00	2.00	-
<i>Department Total</i>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		6.00	6.00	6.00	6.00	-

SUMMARY OF BUDGETED POSITIONS		<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	
		Adopted	Adopted	Adopted	Adopted	Change

Operating Departments

Economic and Community Development

Economic Development and Planning Division

O310	Administrative Assistant II	2.00	2.00	2.00	2.00	-
N100	Assistant City Manager	1.00	1.00	1.00	1.00	-
M125 / M335	Associate Planner / Senior Planner (flexible staffing)	1.00	1.00	3.00	5.00	2.00
M155	City Planner	1.00	1.00	1.00	1.00	-
M725	Community Development Coordinator	1.00	1.00	1.00	1.00	-
	Economic Development Coordinator	-	-	-	1.00	1.00
M145	Manager of Housing and Redevelopment	1.00	1.00	1.00	1.00	-
A295	Office Specialist	1.75	1.95	0.95	0.95	-
A245	Parking Meter Collector/Repairer	1.00	1.00	1.00	1.00	-
A460	Planning Technician	-	-	1.00	1.00	-
M590	Principal Planner	1.00	1.00	-	-	-
M335	Senior Planner (shown with Assoc Planner)	2.00	2.00	2.00	-	(2.00)

12.75 12.95 13.95 14.95 1.00

Part-Time Hourly Positions

X415	P/T Office Specialist	-	-	0.50	0.50	-
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E&CD Subtotal

12.75 12.95 14.45 15.45 1.00

Building Division

O315	Administrative Assistant I	1.00	1.00	1.00	1.00	-
	Assistant Building Official	-	-	-	1.00	1.00
A135	Building Inspector	5.00	5.00	5.00	5.00	-
M210	City Building Official	1.00	1.00	1.00	1.00	-
A295	Office Specialist	1.00	1.00	1.00	1.00	-
A460	Permit Technician	1.00	1.00	1.00	1.00	-
A400	Senior Building Inspector	1.00	1.00	1.00	1.00	-

Building Subtotal

10.00 10.00 10.00 11.00 1.00

Engineering Division *

O315	Administrative Assistant I (moved to Public Works)	1.00	1.00	1.00	-	(1.00)
M115	Associate Engineer (moved to Public Works)	1.00	1.00	2.00	-	(2.00)
M430	City Engineer (moved to Public Works)	1.00	1.00	1.00	-	(1.00)
A167	Engineering Technician (moved to Public Works)	1.00	1.00	1.00	-	(1.00)
M340	Senior Engineer (moved to Public Works)	1.00	2.00	2.00	-	(2.00)

Engineering Subtotal

5.00 6.00 7.00 - (7.00)

Department Total

27.75 28.95 31.45 26.45 (5.00)

* Oversight of the Engineering Division has been moved from the Economic and Community Development Department to the Public Works Department.

SUMMARY OF BUDGETED POSITIONS

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	Change
	Adopted	Adopted	Adopted	Adopted	
Fire					
O315 Administrative Assistant I	1.00	1.00	1.00	1.00	-
M205 Battalion Chief (40 Hours)	1.00	1.00	1.00	1.00	-
M390 Battalion Chief (shift)	3.00	3.00	3.00	3.00	-
M110 Deputy Fire Chief	1.00	1.00	1.00	1.00	-
B185 EMS Captain	-	-	1.00	1.00	-
B185 EMS Coordinator	1.00	1.00	-	-	-
B120 Fire Apparatus Engineer	15.00	15.00	15.00	15.00	-
B100 Fire Captain	15.00	15.00	15.00	15.00	-
N150 Fire Chief	1.00	1.00	1.00	1.00	-
M410 Fire Marshall	1.00	1.00	1.00	1.00	-
B125 Firefighter	6.00	6.00	6.00	6.00	-
M560 Management Analyst II	-	-	1.00	1.00	-
B130 Paramedic / Firefighter *	30.00	30.00	30.00	30.00	-
B200 Safety Inspector I	2.00	2.00	2.00	4.00	2.00
Safety Inspector III	-	-	-	1.00	1.00
O340 Senior Administrative Assistant	1.00	1.00	1.00	1.00	-
	78.00	78.00	79.00	82.00	3.00
<i>Part-Time Hourly Positions</i>					
X540 Courier	0.48	0.48	0.48	0.48	-
	78.48	78.48	79.48	82.48	3.00
<i>Department Total</i>					

* In addition to the total count shown, authority to overhire by three in this position has been granted to the City Manager. No additional dollars have been added for these potential overhires.

SUMMARY OF BUDGETED POSITIONS			<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	Change
			Adopted	Adopted	Adopted	Adopted	
Library							
O315	Administrative Assistant I		3.00	3.00	3.00	3.00	-
M640	Assistant Library Director		1.00	1.00	1.00	1.00	-
M580	Circulation Supervisor		1.00	1.00	-	-	-
A240	Librarian II		4.00	4.00	4.00	4.00	-
A215	Library Assistant II		3.00	3.00	3.00	3.00	-
N110	Library Director		1.00	1.00	1.00	1.00	-
M235	Library Program Manager		4.00	4.00	5.00	5.00	-
M500	Literacy Program Manager		2.00	2.00	2.00	2.00	-
A445	Literacy Services Coordinator	(1.5 grant-funded)	3.00	3.00	3.00	3.00	-
R630	Local History Specialist		-	-	0.05	0.05	-
O330	Management Assistant		1.00	1.00	-	-	-
M570	Management Analyst I		-	-	1.00	1.00	-
			23.00	23.00	23.05	23.05	-
<i>Part-Time Hourly Positions</i>							
R210	Librarian I		0.50	0.50	0.50	0.50	-
R240	Librarian II		1.25	1.25	1.35	1.35	-
X670	Librarian II		-	-	0.40	0.40	-
R220	Library Assistant I		2.75	2.75	3.00	3.00	-
X220	Library Assistant I		0.76	0.76	1.11	1.11	-
R215	Library Assistant II		0.50	0.50	0.50	0.50	-
X235	Library Clerk		0.19	0.19	0.32	0.32	-
X250	Library Pages	(partial grant funding)	7.60	7.60	7.90	7.90	-
X665	Literacy Services Assistant I	(partial grant funding)	1.86	1.86	1.95	1.95	-
X655	Literacy Services Coordinator	(partial grant funding)	0.06	0.06	0.06	0.06	-
X440	Office Assistant	(partial grant funding)	0.68	0.68	0.68	0.68	-
<i>Subtotal for Part-Time Positions</i>			16.15	16.15	17.76	17.76	-
<i>Department Total</i>			39.15	39.15	40.81	40.81	-

SUMMARY OF BUDGETED POSITIONS			2005-2006	2006-2007	2007-2008	2008-2009	Change
			Adopted	Adopted	Adopted	Adopted	
Parks and Recreation *							
O315	Administrative Assistant I	(formerly in Public Works)	-	-	-	1.00	1.00
O310	Administrative Assistant II	(.05 formerly in Public Works)	1.00	1.00	1.00	1.05	0.05
A465	Building Maintenance Craftworker	(formerly in Public Works)	-	-	-	2.00	2.00
A140	Building Maintenance Custodian	(formerly in Public Works)	-	-	-	6.00	6.00
A425	Community Services Site Coordinator		3.00	-	-	-	-
N175	Director of Recreation and Community Services		1.00	1.00	1.00	1.00	-
A505	Groundsperson	(formerly in Public Works)	-	-	-	2.00	2.00
A190	Lead Building Maintenance Custodian	(formerly in Public Works)	-	-	-	2.00	2.00
A195	Lead Park Maintenance Worker	(formerly in Public Works)	-	-	-	1.85	1.85
A280	Maintenance Craftworker	(formerly in Public Works)	-	-	-	2.00	2.00
A295	Office Specialist		2.00	2.00	2.00	2.00	-
A250	Park Maintenance Worker	(13.85 formerly in Public Works,	-	-	-	12.85	12.85
A495	Preschool Teacher		5.00	5.00	5.00	5.00	-
M255	Public Works Supervisor (Building Maintenance)	(formerly in Public Works)	-	-	-	1.00	1.00
M255	Public Works Supervisor (Electrical)	(formerly in Public Works)	-	-	-	0.40	-
M255	Public Works Supervisor (Parks)	(formerly in Public Works)	-	-	-	2.00	2.00
M715	Recreation & Community Services Manager		1.00	1.00	1.00	1.00	-
M530	Recreation & Community Services Program Coordinator		2.00	5.00	5.00	5.00	-
M295	Recreation & Community Services Supervisor		6.00	6.00	6.00	6.00	-
A515	Recreation Leader IV		1.00	1.00	1.00	1.00	-
A320	Senior Building Maintenance Custodian	(formerly in Public Works)	-	-	-	3.00	3.00
A350	Senior Park Maintenance Worker	(formerly in Public Works)	-	-	-	2.00	2.00
M360	Superintendent of Parks and Facilities Maintenance	(formerly in Public Works)	-	-	-	1.00	1.00
A375	Tree Trimmer	(formerly in Public Works)	-	-	-	3.00	3.00
A510	Van Driver		1.00	1.00	1.00	1.00	-
			23.00	23.00	23.00	65.15	42.15
<i>Part-Time Hourly Positions</i>							
R660	Community Services Site Coordinator	(partial grant funding)	0.50	0.50	2.25	2.50	0.25
R650	Cultural Arts Specialist		0.50	0.50	0.50	0.50	-
X350	Recreation Instructor		5.42	5.42	5.42	5.42	-
X360	Recreation Leader I		1.09	1.09	1.09	1.09	-
R365	Recreation Leader II		1.25	1.25	1.25	1.25	-
X365	Recreation Leader II	(partial grant funding)	10.85	10.85	11.57	11.57	-
R370	Recreation Leader III		5.16	5.16	4.12	4.12	-
X370	Recreation Leader III	(partial grant funding)	16.16	16.16	16.88	18.08	1.20
R375	Recreation Leader IV		0.22	0.22	0.22	0.22	-
X375	Recreation Leader IV	(partial grant funding)	4.16	4.16	4.64	4.51	(0.13)
X370	Sports Coach		1.92	1.92	1.92	1.92	-
<i>Subtotal for Part-Time Positions</i>			47.23	47.23	49.87	51.19	1.32
<i>Department Total</i>			70.23	70.23	72.87	116.34	43.47

* Oversight of the Parks and Building Maintenance Divisions has been moved from Public Works to the Parks and Recreation Department.

SUMMARY OF BUDGETED POSITIONS		<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	Change
		Adopted	Adopted	Adopted	Adopted	
Police						
N155	Chief of Police	1.00	1.00	1.00	1.00	-
M280	Police Captain	2.00	2.00	2.00	2.00	-
M275	Police Lieutenant	5.00	5.00	5.00	5.00	-
C165	Police Sergeant	10.00	10.00	10.00	10.00	-
C100	Police Corporal	15.00	15.00	15.00	15.00	-
C115	Police Officer *	43.00	46.00	46.00	46.00	-
C175	Parking Enforcement Officer	3.00	3.00	3.00	3.00	-
C125	Police Service Technician	4.00	4.00	4.00	4.00	-
C180	Senior Police Records Specialist	4.00	4.00	4.00	4.00	-
C105	Police Records Specialist	4.00	4.00	4.00	4.00	-
C110	Police Property & Evidence Specialist	1.00	1.00	1.00	1.00	-
M290	Police Records Manager	1.00	1.00	1.00	1.00	-
M165	Communications Manager	1.00	1.00	1.00	1.00	-
A365	Supervising Communications Dispatcher	2.00	2.00	2.00	2.00	-
A150	Communications Dispatcher *	8.80	9.20	9.20	10.00	0.80
O340	Senior Administrative Assistant	1.00	1.00	1.00	1.00	-
O315	Administrative Assistant I	1.00	1.00	1.00	1.00	-
		106.80	110.20	110.20	111.00	0.80
<i>Part-Time Hourly Positions</i>						
X193	Court Liaison	0.48	0.48	0.48	0.48	-
X190	Police Evidence Clerk	0.48	0.48	0.48	0.48	-
X325	Police Reserve Officer	1.31	1.31	1.31	1.31	-
X405	School Crossing Guard	1.38	1.38	1.38	1.38	-
<i>Subtotal for Part-Time Positions</i>		3.65	3.65	3.65	3.65	-
<i>Department Total</i>		110.45	113.85	113.85	114.65	0.80

* Due to the long lead-time needed to recruit and train new Officers, in addition to the total count shown, authority to overhire by three in this position has been granted to the City Manager. No additional dollars have been added for these potential overhires.

SUMMARY OF BUDGETED POSITIONS			<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	Change
			Adopted	Adopted	Adopted	Adopted	
Public Works *							
O315	Administrative Assistant I	(1 moved to Parks & Rec)	2.00	2.00	2.00	1.00	(1.00)
O310	Administrative Assistant II	(.05 moved to Parks & Rec)	1.00	1.00	1.00	0.95	(0.05)
A465	Building Maintenance Craftworker	(moved to Parks & Rec)	2.00	2.00	2.00	-	(2.00)
A140	Building Maintenance Custodian	(moved to Parks & Rec)	6.00	6.00	6.00	-	(6.00)
N160	Director of Public Works		1.00	1.00	1.00	1.00	-
A160	Electrical Technician		2.00	2.00	2.00	2.00	-
A170	Equipment Mechanic		3.00	3.00	3.00	3.00	-
A175	Equipment Operator		1.00	1.00	2.00	2.00	-
A505	Groundsperson	(moved to Parks & Rec)	2.00	2.00	2.00	-	(2.00)
A190	Lead Building Maintenance Custodian	(moved to Parks & Rec)	2.00	2.00	2.00	-	(2.00)
A335	Lead Electrical Technician		1.00	1.00	1.00	1.00	-
A345	Lead Equipment Mechanic		1.00	1.00	1.00	1.00	-
A195	Lead Park Maintenance Worker	(1.85 moved to Parks & Rec)	3.00	2.00	2.00	0.15	(1.85)
A200	Lead Public Works Maint. Worker		3.00	4.00	4.00	4.00	-
A280	Maintenance Craftworker	(moved to Parks & Rec)	1.00	1.00	1.00	-	(1.00)
A250	Park Maintenance Worker	(13.85 moved to Parks & Rec)	14.00	15.00	15.00	1.15	(13.85)
A310	Public Works Inspector		1.00	1.00	1.00	1.00	-
A275	Public Works Maintenance Worker		7.00	7.00	9.00	9.00	-
M255	Public Works Supervisor	(1 moved to Parks & Rec)	2.00	2.00	2.00	1.00	(1.00)
M255	Public Works Supervisor (Building Maintenance)	(moved to Parks & Rec)	1.00	1.00	1.00	-	(1.00)
M255	Public Works Supervisor (Electrical)	(.4 moved to Parks & Rec)	-	1.00	1.00	0.60	(0.40)
M255	Public Works Supervisor (Garage)		1.00	1.00	1.00	1.00	-
M255	Public Works Supervisor (Parks)	(moved to Parks & Rec)	2.00	1.00	1.00	-	(1.00)
A320	Senior Building Maintenance Custodian	(moved to Parks & Rec)	3.00	3.00	3.00	-	(3.00)
M340	Senior Engineer		-	1.00	1.00	1.00	-
A350	Senior Park Maintenance Worker	(moved to Parks & Rec)	2.00	2.00	2.00	-	(2.00)
A360	Senior Public Works Maint. Worker		4.00	4.00	3.00	3.00	-
M360	Superintendent of Parks and Facilities Maintenance	(moved to Parks & Rec)	1.00	1.00	1.00	-	(1.00)
M630	Superintendent of Public Works		1.00	1.00	1.00	1.00	-
A370	Sweeper Operator		2.00	2.00	2.00	2.00	-
A375	Tree Trimmer	(moved to Parks & Rec)	3.00	3.00	3.00	-	(3.00)
			75.00	77.00	79.00	36.85	(42.15)
<i>Part-Time Hourly Positions</i>							
X570	Greenhouse Manager		0.37	-	-	-	-
Subtotal			75.37	77.00	79.00	36.85	(42.15)
Engineering Division							
O315	Administrative Assistant I	(formerly in ECD)	-	-	-	1.00	1.00
M115	Associate Engineer	(formerly in ECD)	-	-	-	2.00	2.00
M430	City Engineer	(formerly in ECD)	-	-	-	1.00	1.00
A167	Engineering Technician	(formerly in ECD)	-	-	-	1.00	1.00
M340	Senior Engineer	(formerly in ECD)	-	-	-	2.00	2.00
Engineering Subtotal			-	-	-	7.00	7.00

* Oversight of the Parks and Building Maintenance Divisions has been moved from Public Works to the Parks and Recreation Department.

SUMMARY OF BUDGETED POSITIONS

2005-2006 2006-2007 2007-2008 2008-2009
 Adopted Adopted Adopted Adopted Change

WQCP & Stormwater Division

O315	Administrative Assistant I	2.00	2.00	2.00	2.00	-
D100	Apprentice Operator I	1.00	1.00	1.00	1.00	-
M465	Assistant WQCP Superintendent	1.00	1.00	1.00	1.00	-
D120	Chemist	2.00	2.00	2.00	2.00	-
M450	Environmental Compliance Coordinator	1.00	-	-	-	-
D155	Environmental Compliance Inspector	2.00	2.00	2.00	2.00	-
D180	Lead WQCP Mechanic	2.00	2.00	2.00	2.00	-
A295	Office Specialist	1.00	0.80	0.80	0.80	-
D150	Operator II	13.00	13.00	13.00	13.00	-
D105	Plant Electrician I (Assistant Plant Electrician)	1.00	1.00	1.00	1.00	-
D140	Plant Electrician II (Plant Electrician)	2.00	2.00	2.00	2.00	-
D130	Plant Mechanic I (Assistant Plant Mechanic)	2.00	2.00	2.00	2.00	-
D135	Plant Mechanic II (Plant Mechanic)	4.00	4.00	4.00	4.00	-
D160	Senior Environmental Compliance Inspector	1.00	1.00	1.00	1.00	-
M355	Superintendent of Water Quality	1.00	1.00	1.00	1.00	-
M735	Technical Services Supervisor	-	1.00	1.00	1.00	-
D125	Utility Worker	2.00	2.00	2.00	2.00	-

38.00 37.80 37.80 37.80 -

Part-Time Hourly Positions

X110	Administrative Assistant I	-	-	-	-	-
X545	Laboratory Chemist	0.50	0.50	0.50	0.50	-
X440	Office Assistant	-	-	-	-	-
X570	WQCP Consultant	0.24	0.24	0.24	0.24	-

Subtotal for Part-Time Positions

0.74 0.74 0.74 0.74 -

WQCP Subtotal

38.74 38.54 38.54 38.54 -

Department Total

114.11 115.54 117.54 82.39 (35.15)

Total City:

Total Full Time	401.55	407.95	414.00	420.80	6.80
Total Part Time Hourly	70.50	70.13	74.07	74.32	0.25

GRAND TOTAL 472.05 478.08 488.07 495.12 7.05

SUMMARY OF FROZEN POSITIONS

The following positions were frozen as part of the prior years' budget processes in order to maintain budget balance over the longer term:

<u>Department</u>	<u>Positions</u>	<u>2007-08 Budget</u>	<u>2008-09 Adopted Changes</u>	<u>Cumulative Change (Total Frozen)</u>
City Clerk	Office Specialist (Part-time)	0.57		0.57
	Office Specialist (Full-time)	(1.00)	1.00	0.00
		(0.43)	1.00	0.57
City Manager	Director of Community Outreach	(1.00)		(1.00)
Information Tech	Support Coordinator	(1.00)		(1.00)
	Information Technology Manager	(1.00)		(1.00)
	PC Technician	(1.00)		(1.00)
		(3.00)	-	(3.00)
Finance	Accounting Assistant II	(1.00)		(1.00)
E&CD	Associate Planner	-		
	Assistant Building Official	(1.00)	1.00	0.00
		(1.00)	1.00	0.00
Fire	Safety Inspector III	(1.00)	1.00	0.00
	Fire Inspector II	(3.00)		(3.00)
	Administrative Assistant II	(1.00)		(1.00)
	Battalion Chief	(1.00)		(1.00)
	Management Analyst II	-		0.00
		(6.00)	1.00	(5.00)
Library	Part-Time Hours (as FTEs)	(5.69)		(5.69)
Recreation	Superintendent of Recreation	(1.00)		(1.00)
	Pre-School Teacher	(2.00)		(2.00)
	Community Services Site Coordinator	(1.00)		(1.00)
	Part-Time Hours (as FTEs)	(7.10)		(7.10)
		(11.10)	-	(11.10)
Police	Police Services Technician	(1.00)		(1.00)
	Police Records Specialist	(1.00)		(1.00)
	Communications Dispatcher *	(0.60)	0.60	0.00
		(2.60)	0.60	(2.00)
Engineering	Associate Engineer	-		0.00
	Assistant Engineer	(1.00)		(1.00)
	Director of Public Works	(1.00)		(1.00)
	Development Review Coordinator	(1.00)		(1.00)
	Part-Time CIP Project Engineer	(0.48)		(0.48)
		(3.48)	-	(3.48)
Public Works	Building Maintenance Custodian	(1.00)		(1.00)
	Equipment Mechanic	(1.00)		(1.00)
	Parks Maintenance Worker			
	Public Works Maintenance Worker	(4.00)		(4.00)
	Lead PW Maintenance Worker	(1.00)		(1.00)
	Senior PW Maintenance Worker	(2.00)		(2.00)
	Senior Electrical Technician	(1.00)		(1.00)
	Groundsperson	(1.00)		(1.00)
	Equipment Operator	-		0.00
		(11.00)	-	(11.00)
TOTAL FROZEN POSITIONS		(46.30)	3.60	(42.70)

* Not counting 1.0 Dispatcher position eliminated with shift of Fire Dispatch Services to County Fire Dispatch.

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