



CITY
OF
SOUTH SAN FRANCISCO
CALIFORNIA



**PROPOSED BIENNIAL
OPERATING BUDGET &
CAPITAL IMPROVEMENT
PROGRAM
FISCAL YEARS 2017-19**

Cover Photos by Billy Hustace Photography

CITY OF SOUTH SAN FRANCISCO, CALIFORNIA



FISCAL YEAR 2017-19
PROPOSED BIENNIAL OPERATING BUDGET

MEMBERS OF THE CITY COUNCIL:

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Pradeep Gupta, Ph.D

Vice Mayor

Liza Normandy

Council Members

Mark N. Addiego

Richard A. Garbarino

Karyl Matsumoto

CITY OFFICIALS:

City Manager

Mike Futrell

Assistant City Manager

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City Treasurer

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City Clerk

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OFFICE OF THE CITY MANAGER

CITY COUNCIL 2017

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

MIKE FUTRELL, CITY MANAGER

Mayor, Vice Mayor, and Councilmembers:

We present to you the City of South San Francisco's FY 2017-19 Proposed Biennial Operating Budget.

INTRODUCTION

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

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

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

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

- Strengthening each other and the organization through dedication and teamwork;
- Recognizing and Respecting diversity and encouraging opinions of the community and workforce;
- Committing to Excellence and Service;
- Encouraging creativity and supporting problem solving;

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

The City was mindful of these and other priorities as the FY 2017-19 Proposed Biennial Operating Budget was developed and will pursue the following FY 2017-18 **Strategic Initiatives**:

- Maintain, Train and Support a High Performance Team;
- Build and Maintain a Sustainable City:
 - Robust recreation & learning programs, with top tier public parks, art and green spaces;
 - Excellent bike paths, pedestrian ways, and other multi-modal transportation options;
 - Greenhouse gas, water and energy reduction, implementing the Climate Action Plan; and
 - Full range of employment and housing options.
- Highly skilled Police, Fire, Emergency Medical Service and Emergency Management Program;
- Robust internal and external communications strategy;
- Vibrant and healthy Downtown; and
- Strong, active neighborhood associations, non-profits, service clubs and volunteer opportunities.

BUDGET OVERVIEW

The City of South San Francisco, the Industrial City, has a rich history of adapting to shifts in business, and yet staying true to its industrial heritage. The City's origins were rooted in livestock-related industries, and transitioned to shipbuilding to support two world wars. The 1950's brought modern industrial parks to the East of 101 area, where freight forwarding, light industries and other airport-related businesses thrived. The addition of Genentech in 1976 earned the city the moniker of "Birthplace of Biotechnology". Today, the City is home to over 200 biotech companies and is the Biotechnology Capital of the World.

The FY 2017-19 Proposed Biennial Operating Budget reflects the versatility, depth and resilience of the local economy. The City's major tax revenue sources, Property Tax, Sales Tax and Transient Occupancy Tax (TOT), continue to grow at a steady and sustainable rate, while new residential and commercial developments broaden the City's tax base.

Growth in assessed value of the City's secured properties is a major driver of property tax revenues, and is a barometer of the real estate market in South San Francisco and the greater San Francisco Peninsula. Higher sales tax revenues reflect refined estimates for Measure W, the

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transactions and use tax passed by South San Francisco voters in November 2015. Sustained higher TOT revenues are supported by vibrant tourism, high average room rates and high occupancy rates. However, the primary catalyst for higher TOT revenues is the addition of new hotels projected to come online over the next two years.

Permit revenues are projected to sustain the current market response to pent up demand for residential and commercial development, with 1,450 housing units and 3.5 million square feet of commercial development expected to enter the permit issuance phase over the next two years.

Employee compensation represents 42 percent of the City's total budget. Similar to other full service cities, the cost of employee pensions and healthcare pose a challenge to long-term financial sustainability. The City contracts with the California Public Employees' Retirement System (CalPERS), the largest public pension fund in the United States, to provide pension benefits for its employees. Sixty-five percent of CalPERS' pension costs are paid by investment returns provided by its sizeable portfolio, currently valued at \$323 billion. In December 2016, the CalPERS Board of Administration reduced its discount rate from 7.5 percent to 7.0 percent, which will impact all local government agencies that contract with CalPERS for pension benefits.

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

GENERAL FUND

The FY 2017-18 Proposed Operating Budget for the General Fund is balanced, with total revenues at \$111.6 million and \$110.5 million in expenditures. In FY 2018-19, the General Fund is projected to be balanced, with total revenues of \$117.3 million and \$112.1 million in expenditures.

REVENUE ASSUMPTIONS

Property Tax

Property tax revenues are projected to increase by \$2.6 million, or 11.2 percent, driven by an increase of 4.5 percent in assessed value for the City's secured property tax roll and the City's share of Successor Agency property projected to be sold in FY 2017-18.

Sales Tax

Measure W, a half-cent transactions and use tax, has now been in place for 12 consecutive months. Measure W year-to-date tax receipts have served to refine the City's estimates for

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future tax revenues, and serve as the principal driver behind total sales tax revenues increasing by \$2.3 million compared to the FY 2016-17 Adopted Budget.

Transient Occupancy Tax (TOT)

TOT revenues continue to exceed budget assumptions and reflect vibrant tourism in the Bay Area. In FY 2015-16, TOT revenues reached \$13.4 million, breaking the record for the third consecutive year in a row. Occupancy rates remain high at 82.3 percent, while average room rates are currently at \$157 per night. TOT revenues are projected to increase by \$1.7 million in FY 2017-18, and an additional \$1.0 million in FY 2018-19, largely due to additional hotels that are slated to open over the next two years.

Commercial Parking Tax

Commercial Parking Tax revenues are also expected to increase over the next two years, accounting for expansion of two long-term parking facilities. Revenues are projected to increase by \$700,000 in FY 2017-18 and an additional \$1.1 million in FY 2018-19.

Permit Revenues

Residential and commercial development continues to flourish in response to post recession pent up demand. Building and fire permit revenues are projected to reach \$9.2 million in FY 2017-18, an increase of \$820,000, primarily due to commercial developments in the East of 101 area that will enter the permit issuance and plan check phase.

Business License

Business license revenues are projected to increase by \$159,700 or 12.3 percent, given the historical nexus between greater permit activity and an increased number of licensed contractors applying for business licenses.

EXPENDITURE ASSUMPTIONS

CalPERS Retirement Benefits

The City participates in the California Public Employees' Retirement System (CalPERS) to provide pension benefits to its employees. The benefit is funded largely by contributions from the City, while the employee pays a portion. The amount which the City is required to contribute is determined by CalPERS' actuaries on an annual basis. In December 2016, the CalPERS Board of Administration reduced the discount rate from 7.5 to 7.0 percent, which will impact both the normal cost, which represents the cost of one year of service, and the Unfunded Accrued Liability (UAL), which reflects the cost of past service. Normal cost is expected to increase by five percent, while the UAL is expected to increase by 40 percent. The discount rate reduction will begin in FY 2018-19 and phase in over a three year period. CalPERS amortizes the impact of assumption changes over 20 years, with an initial ramp up period of five years. The net result is that the full impact of the discount rate reduction will not be completed until FY 2025-26. The first phase in period is reflected in the projected employee costs for FY 2018-19, which are projected to increase by \$2.4 million compared to FY 2017-18.

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Healthcare Benefits

According to the City's Other Post-Employment Benefits (OPEB) actuary, healthcare premiums are projected to continue to increase by five percent each year over the next five years. This growth trend is largely due to the greater market competition created the Affordable Care Act (ACA). In the event the federal government repeals the ACA, the premium growth assumption will most likely change.

Measure W

The FY 2017-19 Proposed Biennial Operating Budget includes \$9.1 million in appropriations of Measure W funds. Of this total, \$3.0 million is to support Year 2 of the City's 5-Year Paving Plan, and the majority of the remaining \$6.1 million is allocated to the Community Civic Center for architectural and project management services.

ACKNOWLEDGEMENTS

Preparation of the FY 2017-19 Proposed Biennial Operating Budget Document reflects the dedicated efforts of the Finance Department and staff from the operating departments. We extend our thanks for the contributions made in the preparation of this document.

Respectfully Submitted,



Mike Futrell
City Manager



Richard Lee
Director of Finance

INTRODUCTORY SECTION

CITY OF SOUTH SAN FRANCISCO



South San Francisco, California "The Industrial City" has a population of 65,451¹, a land area of 9.14 square miles and was incorporated on September 19, 1908. South San Francisco is located approximately eight miles south of Downtown San Francisco and is adjacent to the northern border of the San Francisco International Airport and San Bruno, South of the cities of Brisbane and Daly City and the Town of Colma, and East of the City of Pacifica.

The City occupies the basin and portions of the sides of a broad valley formed by the San Bruno Mountains on the north and the Coast Range on the west. Most of the valley faces adjacent San Francisco Bay. South San Francisco has mild

winters and dry cool summers. The hills to the west shield the City from much of the fog that prevails in neighboring areas.

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

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



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

¹ California Department of Finance Population Estimates for Cities, Counties, and the State — January 1, 2016 and 2017

INTRODUCTORY SECTION

As heavy industry moved out of the area, it was replaced by light industry and hotels serving the San Francisco International Airport. In 1976, Herb Boyer and Bob Swanson founded Genentech in order to explore ways of using recombinant DNA technology to create breakthrough medicines. This was the beginning of the biotech industry and earned South San Francisco the title of “Birthplace of Biotechnology”. Since that time, many other biotech firms as well as large development projects such as the Gateway, Oyster Point Business Park and Bay West Cove have moved into the area. Today there are over 200 biotechnology firms in South San Francisco earning the City the title of “Biotechnology Capital of the World.”

EMPLOYMENT

Employment in South San Francisco includes manufacturing, retail, professional/scientific services, health care and administration. There are an estimated 68,612 people who work for South San Francisco businesses with a total payroll of \$6.6 billion.² The City has a large employment base in the biotechnology field located east of US Highway 101. A listing of top City employers may be found in the Miscellaneous Section on page K-7.

SCHOOLS

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

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

PARKS & RECREATION

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

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

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

PUBLIC TRANSPORTATION

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

In 2015, the City was awarded a \$49 million grant from the San Mateo County Transportation Authority to relocate its Caltrain Station closer to the downtown area. Construction on the new Caltrain Station is expected to start in Fall 2017 and finish in 2019, achieving a major milestone of the City's Downtown Station Area Plan.

The Ferry Terminal at Oyster Point Marina opened to the public June 4, 2012. This new commuter option makes weekday trips from Oakland and Alameda. At Oyster Point, there are shuttle services that will take commuters to the business areas in South San Francisco.

STRUCTURE OF GOVERNMENT

City Council – 5 members, elected to 4-Year Terms

The governing body of South San Francisco is the City Council, which establishes local law and policies through enactment of ordinances and resolutions. The Council also determines how the City shall obtain and spend funds, appoints members to all advisory municipal activities and represents the City by serving on Regional and County committees and boards whose policies may impact South San Francisco (i.e., Association of Bay Area Governments and Metropolitan Transportation Commission). The Council provides direction for the City Manager and acts as the formal governing body of the Successor Agency to the RDA (formerly the RDA Board of Directors). The Council position is a part-time, salaried position.

City Clerk – Elected to a 4-Year Term

The City Clerk is the archivist of City records and, as such, maintains records and prepares the minutes of Council proceedings. Additional responsibilities include providing information to the general public and staff through research of City records, administering municipal elections and processing initiative recalls and referendum petitions. The Clerk also processes Conflict of Interest Statements for designated employees, Council members and candidates for Council seats. This is a full-time, salaried position.

City Treasurer – Elected to a 4-Year Term

The City Treasurer is responsible for investing City funds to achieve the maximum return on deposits. Reports identifying amounts and types of investment instruments are provided quarterly to the City Council. The duties of this position include coordinating financial transactions, in cooperation with the Director of Finance, and preparation of property tax assessments, upon individual requests from residents. This is a part-time, salaried position.

INTRODUCTORY SECTION

City Manager – Appointed by City Council

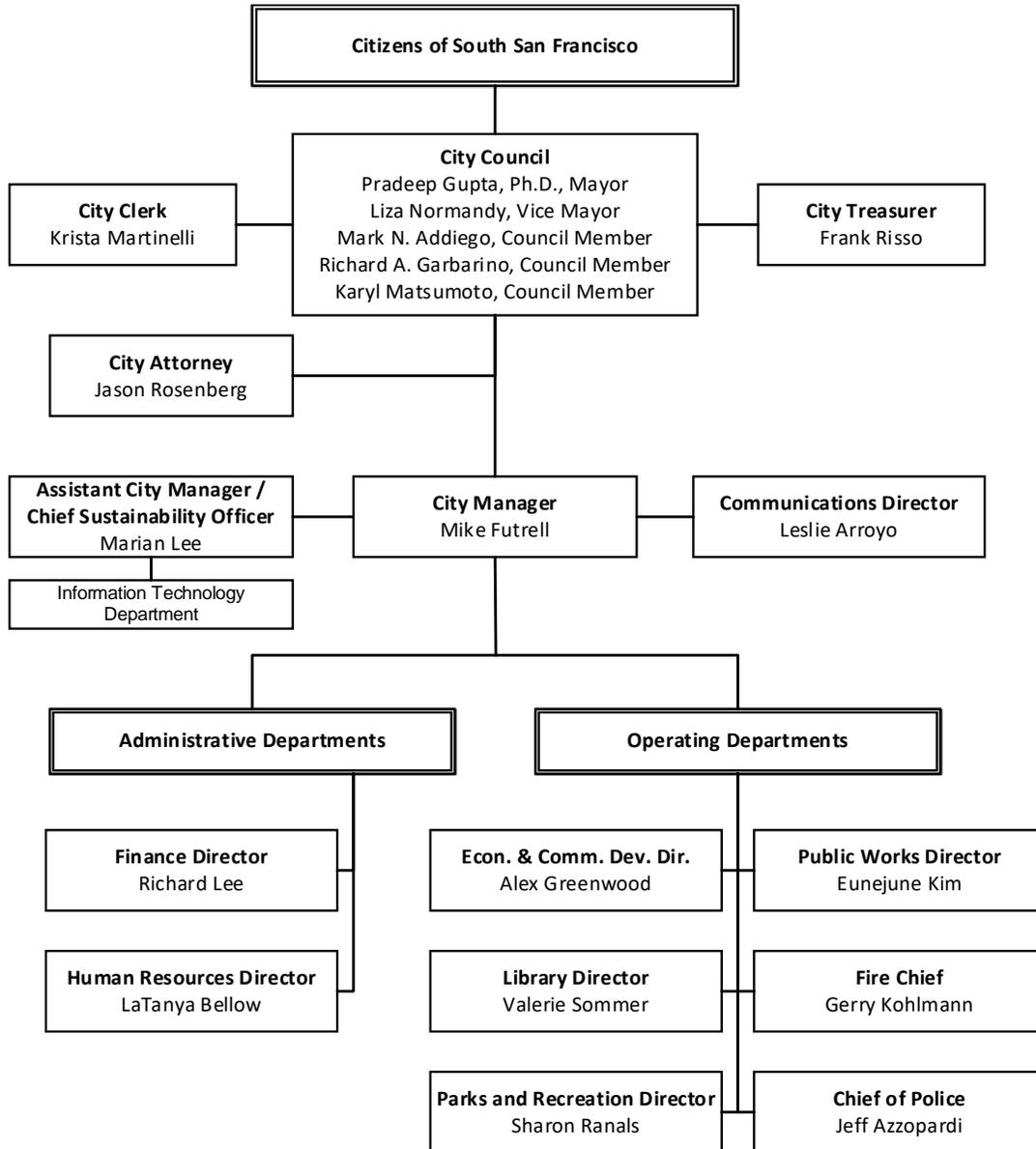
The City Manager is the Chief Administrative Officer of the City and is appointed by the City Council. The City Manager provides, in accordance with City Council policies, overall administration and direction for the City organization. This position also serves as the Executive Director of the Successor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

City Attorney – Appointed by City Council

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

ORGANIZATIONAL CHART: CITY OF SOUTH SAN FRANCISCO

Organization Chart 1: City of South San Francisco



BUDGET DOCUMENT AND PROCESS

BUDGET DOCUMENT

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

1. **Transmittal:** Provides a general overview of the financial outlook for the coming fiscal year;
2. **Introductory:** Provides demographic and statistical information about the City; summarizes the operational, financial and accounting structure of the City and identifies the appropriations limit as required by the State of California Constitution Article XIII B;
3. **Operating Funds Summary:** Summarizes and aggregates all appropriated City funds including expenditures and revenues;
4. **General Fund:** Outlines the largest and main operating fund of the City;
5. **Department Pages:** Represents the City's organizational units and summarizes major activities for each department;
6. **Governmental Funds:** Provides summaries of revenues and expenditures of governmental funds other than the General Fund, including special revenue funds;
7. **Debt Obligations:** Provides an overview of City issued debt and amount the City pays to debt service;
8. **Proprietary Funds:** Summarizes the City's business type activities, including the Sewer Enterprise Fund, Parking District Fund, and Storm Water Fund;
9. **Internal Services Funds:** Summarizes funds used by the City that finance internal City functions such as equipment replacement, health and retirement benefits, and information technology;
10. **Position Budget:** Lists position titles and position Full Time Equivalents (FTE) by fund and by department; and
11. **Miscellaneous:** Provides Financial Policies, Reserves Policy, Resolutions presented to the City Council, demographic and statistical tables, glossary of acronyms and terms found in the budget document.

BUDGET ACCOUNTING

In accordance with the Governmental Accounting Standards Board (GASB), the City's budgeted funds are grouped into three fund types; governmental, proprietary, and fiduciary. Within each type, funds are further classified into the following categories; agency, CIP, debt service, enterprise, internal service, and special revenue. Additionally, the funds are divided between major and non major. For budgeting purposes, a major fund represents a fund or fund category that has revenues or expenditures that equals more than ten percent of the City's entire appropriated budget. This budget document will focus in more detail on the General Fund, as it is the main operating fund of the City.

The City budgets and accounts for governmental funds on a modified accrual basis, except for encumbrances and the Capital Improvement Fund. This means that revenues are recognized when measurable and available. As an example, when the City issues an accounts receivable invoice, the revenue is recognized even though the cash has not been deposited in the bank. The City considers revenues reportable if they are collected within sixty days of year end. All expenditure appropriations lapse at the fiscal year end.

The City budgets and accounts for Proprietary Funds on a full accrual basis.

Encumbrances are considered expenditures in the year of the purchase order issuance. If the encumbrance is unused at year end, it is re-appropriated the following year.

FY 2017-19 is the first budget cycle that presents two years of operating budget to the City Council, which represents a shift from the City's prior practice of budgeting for a single fiscal year. This budget method alternates focus between the operating budget in year one, and the Capital Improvement Plan in year two. The first fiscal year of the biennial term will be presented to the City Council for adoption as the Operating Budget, and the second year will be presented as a Business Plan.

The Capital Improvement Fund is adopted on a multi-year project basis where funds for specific projects receive an annual appropriation and any unused appropriation may be re-appropriated the following year.

The Operating Budget is adopted by the City Council for the fiscal year. The fiscal year begins on July 1 and ends June 30. Appropriations are controlled at the line item level. CIP project budgets are adopted and controlled at the project level. From the start of the fiscal year, the expenditure amounts stated as adopted become appropriations to the various City departments. The City Council may amend the budget by resolution during the fiscal year.

The resolution to adopt the operating budget presented to the City Council (found in the Miscellaneous Section page K-5) includes the guidelines of how the budget may be increased without a resolution approved by the City Council. To summarize the guidelines outlined in the resolution; the Director of Finance may increase the expense and revenue budgets where there is a zero net impact on the fund and the City Manager may authorize the transfer of budget

INTRODUCTORY SECTION

amounts between projects within the same fund. All other budgetary changes after the budget adoption are subject to approval by the City Council.

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

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

Revenue Types

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

Expenditure Types:

1. **Salaries & Benefits:** These are expenditures for employee salaries, health benefits, retirement benefits, insurance, and other miscellaneous benefits;

INTRODUCTORY SECTION

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

BUDGET PROCESS

The process to develop the biennial operating budget begins in the middle of the current fiscal year. Over a period of six months, the Finance Department collaborates with the City Council, City Manager, and department executives to formulate and refine budget projections for the upcoming fiscal year. The following Budget Process outlines the steps in budget preparation.

BUDGET PROCESS

Table 1: Budget Process

Month	Description
December	Finance Department begins current fiscal year mid-year analysis. Finance Department updates revenue and expenditure projections for the upcoming fiscal year.
January	City Manager and Director of Finance meet to discuss trends, look at financial projections, identify budget issues, and develop budget goals for upcoming fiscal year. Finance Department creates budget targets for Departments based on City Manager’s goals.
February	City Manager begins discussions with department heads for preliminary budget projections by department.
March	Finance Department refines revenue forecasts for the current fiscal year. Uses revenue forecasts to develop updated upcoming fiscal year revenue assumptions. Finance Department collaborates with Human Resources to update personnel and benefit budget forecasts. Finance Department gives departments their employee benefits costs. Departments enter budget requests and minor maintenance project requests in finance system.
April	Finance Department develops revenue and expenditure scenarios for upcoming fiscal year based on input from meetings with the City Manager. City Manager reviews new budget requests with Finance Department. Finance Department works with Engineering Division to identify and forecast funding sources and new appropriation amounts for CIP projects.
May	Finance Department presents the proposed budget to the Budget Standing Committee of the City Council (BSC) at study session. Finance Department revises budget based on BSC feedback, then presents the proposed budget to the City Council at a subsequent study session.
June	Finance Department prepares proposed budget and makes any final adjustments based on feedback from the City Council and updated revenue projections and information from the State and County. Finance Department presents proposed budget at the last regularly scheduled City Council meeting in June. Engineering Division separately proposes new appropriations for CIP projects to City Council. City Council adopts proposed operating budget and through a separate resolution, adopts CIP appropriations for upcoming fiscal year.
July	July 1 starts the new fiscal year.

APPROPRIATIONS LIMITS

In 1979, California voters approved Proposition 4, known as the Gann Appropriations Limit (Gann Limit). The Gann Limit is part of California State Constitution Article XIII B. The Gann Limit sets an annual appropriation limit on the amount of tax proceeds to all California municipalities. In addition to limits of tax proceeds, the Gann Limit limits the amount of money a city can appropriate based on the previous year appropriations plus a per capita personal income (CPI) change and a percent population change. Since its initial passage, the Gann Limit has been modified through various propositions. The most recent modification was approved by the voters in 1990 under Proposition 111. Proposition 111 exempted some appropriations such as Redevelopment money and changed the calculation formula, which greatly increased the appropriations limit. Currently, the City of South San Francisco uses the California Department of Finance statistics of CPI and percent population change to formulate the Gann Limit for the City for each fiscal year.

Schedule 1: Appropriations Limit – FY 2017-18

Fiscal Year	CPI/Personal Income % Change	Population % Change	Change Factor	Cumulative Change Factor	Appropriation Limit
2012-13	3.77	0.98	4.79	456.48	108,108,321
2013-14	5.12	1.51	6.71	493.82	115,362,390
2014-15	(0.23)	0.79	0.56	497.14	116,008,419
2015-16	3.82	0.68	4.53	524.19	121,263,600
2016-17	5.37	0.43	5.82	560.52	128,321,142
2017-18	3.69	0.11	3.80	585.62	133,197,345

	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Proceeds of Tax	55,987,430	59,134,424	62,981,924	75,222,871	82,850,044
Appropriations Subject to Limit	55,987,430	59,134,424	62,981,924	75,222,871	82,850,044
Current Limit	115,362,390	116,008,419	121,263,600	128,321,142	133,197,345
Amount Under L	59,374,960	56,873,995	58,281,677	53,098,271	50,347,302

The City of South San Francisco is currently \$50 million under the Gann Appropriations limit.

OPERATING FUNDS SUMMARY

OPERATING FUNDS SUMMARY

OPERATING FUNDS DESCRIPTIONS

GOVERNMENTAL FUNDS

Major Governmental Funds

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

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

Non Major Governmental Funds

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

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

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

Gas Tax – Accounts for State monies received and expended for street or storm drain improvements, repairs, engineering, and administration under Streets and Highway Code Sections 2103, 2105, 2106, 2107, 2107.5 and Road Rehabilitation Act of 2017. Includes sales tax on gasoline received from the State's Traffic Congestion Relief Fund.

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

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

Consolidated Impact Fee Funds – Accounts for various Mitigation Fee Act funds, including the East of 101 Traffic Impact Fees, East of 101 Sewer Impact Fees, Child Care Impact Fee,

OPERATING FUNDS SUMMARY

and the Public Safety Impact Fee. These funds cannot be used for operations, and serve as funding sources for capital improvement projects.

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

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

PROPRIETARY FUNDS

Major Proprietary Funds

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

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

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

Non Major Proprietary Funds

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

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

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

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

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

OPERATING FUNDS SUMMARY

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

OPERATING FUND TITLES AND TYPES

All of the funds in the following list are appropriated by the City Council. The Internal Service Funds are paid through charges to departments in all other funds.

Table 2: Operating Fund Titles & Types

Fund Title	Type	Category
Major Funds		
General Fund	Governmental	General Fund
Sewer Enterprise Fund	Proprietary	Enterprise
Parking District Fund	Proprietary	Enterprise
Storm Water Fund	Proprietary	Enterprise
Non Major Funds		
City Housing Fund	Governmental	Special Revenue
City Programs Special Revenue Fund	Governmental	Special Revenue
Common Greens Maintenance District Funds	Governmental	Special Revenue
Community Development Block Grant Fund	Governmental	Special Revenue
Developer Deposits	Governmental	Special Revenue
Gas Tax Fund	Governmental	Special Revenue
Measure A 1/2 Sales Tax Fund	Governmental	Special Revenue
Solid Waste Reduction Fund	Governmental	Special Revenue
Supplemental Law Enforcement Services Fund	Governmental	Special Revenue
Capital Infrastructure Fund	Governmental	CIP Fund
City Service (Garage) Fund	Proprietary	Internal Service Fund
Self Insurance Fund	Proprietary	Internal Service Fund
Health & Benefits Fund	Proprietary	Internal Service Fund
Equipment Replacement Fund	Proprietary	Internal Service Fund
Information Technology Fund	Proprietary	Internal Service Fund
PEG Access Fund	Proprietary	Special Revenue

OPERATING FUNDS SUMMARY

RELATIONSHIP BETWEEN FUNDS & DEPARTMENTS

Some operating departments use funds other than the General Fund for departmental activities.

Table 3: Relationships between Funds & Departments

Fund /Department	Finance	ECD	Fire	Info. Tech.	Library	Parks & Rec.	Police	Public Works
Major Funds								
General Fund	❖	◆	◆		◆	◆	◆	◆
Sewer Enterprise	❖							◆
Parking District	❖							◆
Storm Water	❖							◆
Non Major Funds								
City Housing	❖	◆						
City Programs Special Revenue	❖		◆		◆	◆	◆	
Common Greens	❖					◆		
Community Development Block Grant	❖	◆						
Developer Deposits	❖	◆						
Gas Tax	❖							◆
Measure A 1/2 Sales Tax	❖							◆
Solid Waste Reduction	❖							◆
Supplemental Law Enforcement Svcs	❖						◆	
Capital Infrastructure	❖	◆	◆		◆	◆	◆	
City Service (Garage)	❖							◆
Self Insurance	◆							
Health & Benefits	◆							
Equipment Replacement	❖			◆				◆
Information Technology	❖			◆				
PEG Access	❖			◆				

- ◆ Department monitors operating budget
- ❖ Provides financial reports to City Administration and City Council

OPERATING FUNDS SUMMARY

APPROPRIATED FUNDS SUMMARY

The City's total proposed FY 2017-18 appropriated budget, including transfers between funds, totals \$196.4 million in revenue and \$208.2 million in expenditures. Projected appropriations for FY 2018-19 are \$216.8 million in revenue and \$220.2 million in expenditures*.

Schedule 2: Revenues & Expenditures Summary

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues	\$ 146,094,874	\$ 155,486,340	\$ 190,260,654	\$ 196,443,602	\$ 216,815,142	\$ 61,328,803
Expenditures	133,728,865	161,379,968	216,033,864	208,247,202	220,212,301	58,832,333
Net	\$ 12,366,009	\$ (5,893,628)	\$ (25,773,210)	\$ (11,803,600)	\$ (3,397,158)	\$ 2,496,470

* Funds above exclude the following:

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

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

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

OPERATING FUNDS SUMMARY

REVENUES & OTHER FINANCING SOURCES

FY 2017-18 proposed revenues, not including transfers from other funds, are estimated at \$173.5 million. This is a 24.8 percent increase compared to the FY 2016-17 Adopted Budget. Tax revenue is projected to increase by \$6.6 million or nine percent, primarily due to the Measure W half-cent transactions and use tax, which became effective on April 1, 2016. Hotel taxes are expected to increase by 13 percent, largely due to new hotels projected to open over the next two years. Commercial Parking Tax revenues are expected to increase by 20.6 percent to \$5.2 million in anticipation of long term parking lot expansions. Property tax revenues are expected to increase by six percent over the FY 2016-17 Adopted Budget. The City's tax revenues serve as indicators of a healthy local economy. License and Permit revenue is expected to increase by \$820,700 over the FY 2016-17 Adopted Budget, reflecting the robust development climate in South San Francisco.

Schedule 3: Citywide Revenues by Type

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenue Types:						
Taxes	\$ 64,267,621	\$ 69,734,325	\$ 71,464,325	\$ 76,296,642	\$ 79,642,715	\$ 6,562,317
Franchise Fees	4,165,991	4,185,000	4,185,000	4,125,000	4,125,000	(60,000)
Licenses & Permits	6,896,895	8,411,713	8,411,713	9,232,477	12,072,049	820,764
Fines & Forfeitures	798,756	843,500	843,500	823,500	823,500	(20,000)
Intergovernmental	12,115,785	13,141,193	18,520,679	20,884,813	14,844,330	7,743,620
Charges for Services	37,157,718	38,577,649	40,938,521	39,912,274	44,211,813	1,334,625
Use of Money & Property	4,508,729	3,412,500	5,812,500	6,901,863	5,730,459	3,489,363
Other Financing Sources	-	-	8,518,917	13,800,000	24,800,000	13,800,000
Other Revenues	7,104,747	766,867	787,367	1,526,428	1,518,171	759,561
Subtotal	\$ 137,016,241	\$ 139,072,747	\$ 159,482,521	\$ 173,502,997	\$ 187,768,037	\$ 34,430,250
Transfer In	9,078,632	16,413,593	30,778,133	22,940,605	29,047,105	12,633,512
Total Revenues	\$ 146,094,874	\$ 155,486,340	\$ 190,260,654	\$ 196,443,602	\$ 216,815,142	\$ 61,328,803

* Revenues above exclude the following:

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

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

Internal Service fund revenue funded by operating department budgets

OPERATING FUNDS SUMMARY

DISCUSSION OF MAJOR REVENUE CHANGES

Taxes: The increase in tax revenues reflects growth in the City existing tax base, as well as new developments that will expand the City's tax base. The City's primary tax revenues are Property Tax, Sales Tax and Transient Occupancy Tax.

Property Tax revenues are primarily driven by changes in assessed value. Based on information from the San Mateo County Assessor, the City's assessed value on its secured tax roll is projected to increase by 4.5 percent for FY 2017-18.

Growth in Sales Tax revenues reflects a more refined revenue projection for tax revenues from Measure W, a half-cent transaction and use tax that was approved by South San Francisco voters in November 2015. Initially projected at \$7.0 million per year, Measure W revenues are projected to be \$9.2 million in FY 2017-18, and \$9.3 million in FY 2018-19.

Over the next two fiscal years, Transient Occupancy Tax (TOT) revenues are projected to increase by \$2.7 million over the FY 2016-17 Adopted Budget, largely due to new hotels that are slated to open. In addition, the TOT primary indicators continue to confirm a vibrant tourism industry in the San Francisco Bay Area: Through TOT receipts received for March 2017, the average room rate remained high at \$157, and the average occupancy rate was at 82 percent. In 2016, passenger traffic at San Francisco International Airport reached 53.1 million, breaking the previous year's record for the seventh consecutive year.

Licenses and Permits: In FY 2017-18, permit revenues are expected to be \$820,000 more than the current year adopted budget, which reflects residential and commercial developments that are expected to be issued building permits over the next two years. Over 1,500 housing units are slated for construction to address the high demand for housing in the Bay Area. The City projects 3.7 million square feet of biotechnology research and development buildings to be constructed over the next two years.

Intergovernmental: Revenues are expected to increase by \$7.7 million, largely due to a \$3.0 million grant from the San Mateo County Transportation Authority's Measure A Highway Program to fund the environmental phase of the Produce Avenue/Utah Avenue capital improvement project. In addition, the City is slated to receive \$2.5 million in reimbursement grant funds from Caltrans for a storm water trash capture capital improvement project at Orange Memorial Park.

Charges for Services: Revenues from service fees are projected to increase by \$1.3 million compared to the current year adopted budget, principally due to proposed increases in sewer service charges. The increased rate is needed to pay for significant capital improvement projects to improve wet weather capacity and replace digesters that are over sixty years old.

Over the course of the current fiscal year, staff has worked with a professional firm to conduct a comprehensive review of its user fees. The results of the fee study are following a similar time

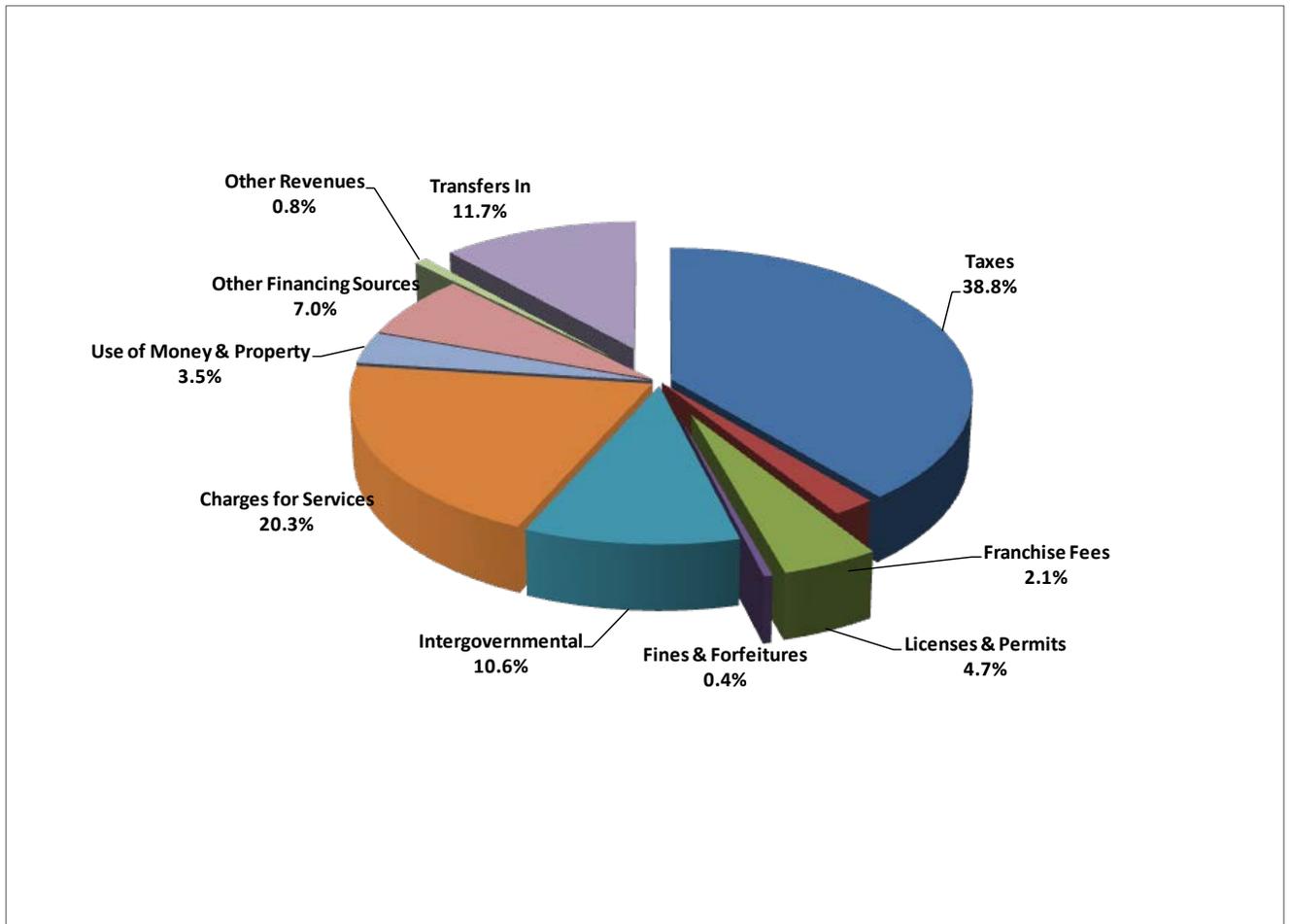
OPERATING FUNDS SUMMARY

line to that of the operating budget, thus any City Council approval of rate changes for user fees are not reflected in the FY 2017-19 Proposed Biennial Operating Budget.

Use of Money and Property: The increase reflects one-time revenues from a land conveyance transaction that is expected to take place over the next two years.

Other Financing Sources: The FY 2017-19 Proposed Biennial Operating Budget reflects \$28.6 million in anticipated loan proceeds to finance various capital improvements at the City's Water Quality Control Plant.

Figure 1: Revenues by Type (includes all revenue sources)



OPERATING FUNDS SUMMARY

REVENUES BY FUND

Schedule 4: Citywide Revenues by Fund

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues:						
General Fund	\$ 94,613,575	\$ 104,808,125	\$ 110,284,497	111,606,968	\$ 117,282,497	\$ 6,798,843
Affordable Housing Trust Fund	31,399	-	-	-	-	-
Gas Tax Fund	1,847,357	1,615,736	1,615,736	2,062,271	2,825,137	446,535
Measure A Fund	1,462,290	1,493,995	1,493,995	1,493,995	1,493,995	-
Federal Aviation Grant Fund	-	4,000	4,000	4,000	4,000	-
Community Development Block Grant	422,170	658,758	658,758	506,437	495,000	(152,321)
Common Greens	1,660,959	1,389,805	1,389,805	1,558,558	1,583,227	168,754
City Housing Fund	416,115	307,000	307,000	307,000	307,000	-
Solid Waste Reduction	188,649	180,000	180,000	180,000	180,000	-
Supplemental Law Enforcement Service:	139,450	100,000	100,000	100,000	100,000	-
Dvlpr Funded Planning & Enginr	1,403,173	-	2,000	-	-	-
City Programs Special Rev Fund	1,282,824	-	-	1,000,000	1,000,000	1,000,000
Capital Improvements	8,397,657	13,252,380	30,638,990	27,925,500	25,121,000	14,673,120
Genentech Prepaid Capital Projects	269,155	-	-	-	-	-
Capital Infrastructure Reserve Fund	507,476	-	-	1,220,600	-	-
Sewer Enterprise Fund	25,615,246	29,101,541	38,021,715	43,438,273	60,853,286	14,336,732
Parking District Fund	875,211	710,000	1,410,000	875,000	905,000	165,000
Sewer Capacity Charges	1,777,053	200,000	200,000	200,000	200,000	-
Storm Water Fund	1,361,746	1,535,000	2,124,159	3,835,000	4,335,000	2,300,000
PEG Equipment & Access	196,340	130,000	130,000	130,000	130,000	-
	\$ 142,467,843	\$ 155,486,340	\$ 188,560,654	\$ 196,443,602	\$ 216,815,142	\$ 39,736,662

OPERATING FUNDS SUMMARY

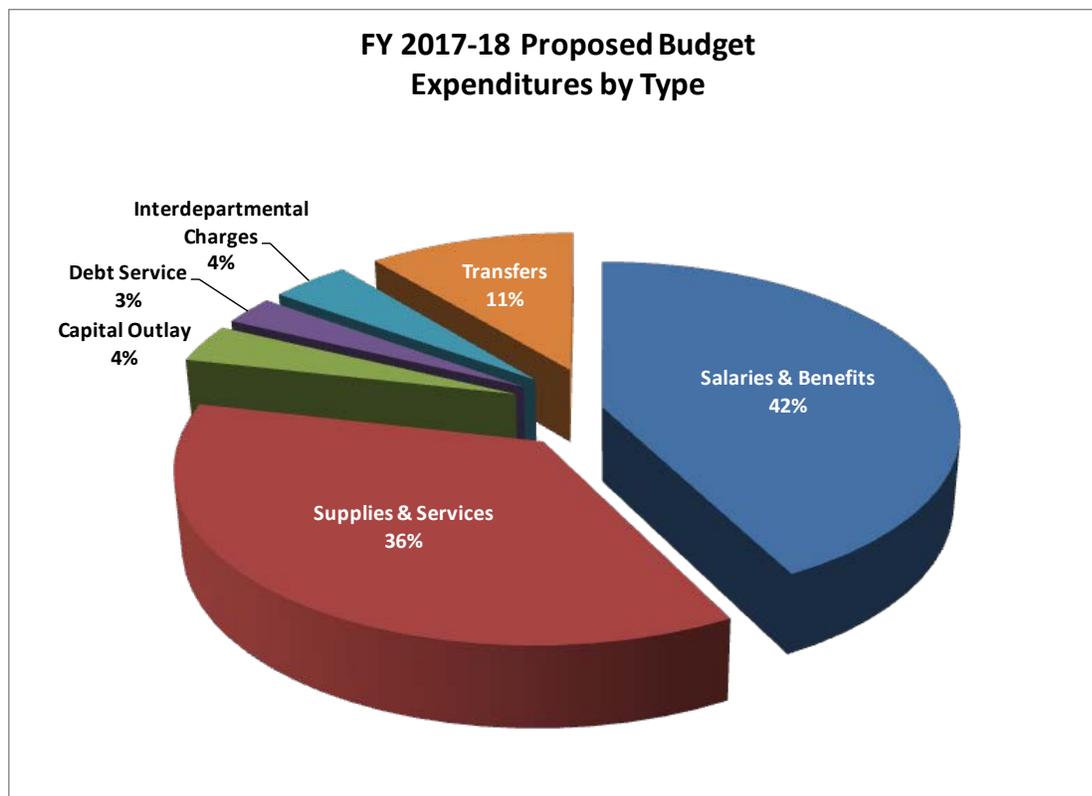
EXPENDITURES

Overall, the City's expenditures, including transfers to other funds, are projected to increase by 29.0 percent, or \$46.9 million, compared to the FY 2016-17 Adopted Budget.

Schedule 5: Citywide Expenditures by Type

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017- 18 from 2016- 17 Adopted
Expenditure Types:						
Salaries & Benefits	\$ 78,587,593	\$ 84,863,706	\$ 85,860,839	\$ 88,000,315	\$ 92,272,212	\$ 3,136,609
Supplies & Services	33,195,473	45,440,213	84,537,918	75,506,348	92,702,861	30,066,135
Capital Outlay	(911,017)	588,646	1,036,016	7,610,201	276,000	7,021,555
Debt Service	1,862,947	5,705,886	5,705,886	5,709,526	5,707,526	3,640
Interdepartmental Charges	7,784,160	8,217,228	8,217,228	8,661,578	8,588,783	444,350
Transfers	13,209,709	16,564,289	30,675,977	22,759,234	20,664,919	6,194,945
	\$ 133,728,865	\$ 161,379,968	\$ 216,033,864	\$ 208,247,202	\$ 220,212,301	\$ 46,867,234

Figure 2: Citywide Expenditures by Type



OPERATING FUNDS SUMMARY

DISCUSSION OF MAJOR EXPENDITURE CHANGES

The increase in salaries and benefits is primarily attributed to salary increases as part of the City's labor negotiations and increases in pension contribution rates for both safety and miscellaneous employees, reflecting CalPERS' discount rate reduction from 7.5 percent to 7.0 percent.

Supplies and services are projected to increase by \$30.0 million, which reflects the City's robust Capital Improvement Plan (CIP). The FY 2017-19 Proposed CIP includes \$9.1 million in projected costs for the City's Community Civic Campus, primarily for master architect services. The CIP also includes \$20.6 million in sewer system capital improvements.

Interdepartmental charges have been increased in Information Technology and City Administration, accounting for increases in employee costs and various hardware/software costs.

The increase of \$6.2 million in transfers out reflects support of the Community Civic Campus and various Parks CIP projects.

OPERATING FUNDS SUMMARY

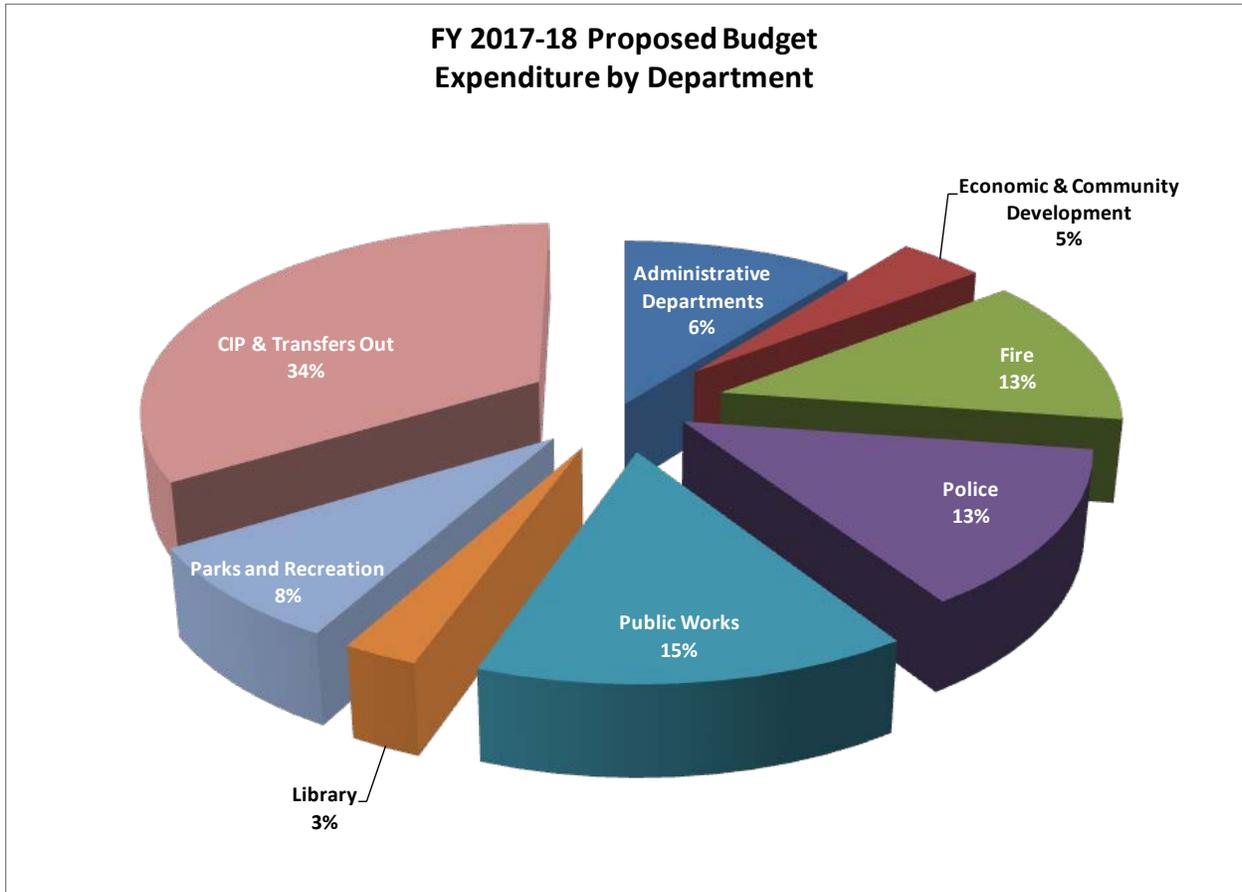
EXPENDITURES BY FUND

Schedule 6: Citywide Expenditures by Fund

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Expenditures:						
General Fund	\$ 92,877,764	\$ 102,989,055	\$ 110,282,774	\$ 110,990,252	\$ 112,100,123	\$ 8,001,197
Park In-Lieu Fee Zone 2 Fund	92,333	-	1,852	-	-	-
Park In-Lieu Fee Zone 4 Fund	37,825	-	572,660	3,007,000	4,630,000	3,007,000
Gas Tax Fund	2,063,932	1,591,301	2,927,493	2,116,301	2,416,301	525,000
Measure A Fund	2,587,442	1,509,836	2,581,163	1,650,000	1,406,836	140,164
Federal Aviation Grant Fund	-	-	500	-	-	-
Community Development Block Grant	529,258	693,758	928,406	578,485	578,485	(115,273)
Common Greens	1,309,425	1,609,250	1,777,771	1,528,124	1,574,485	(81,126)
City Housing Fund	491,672	977,800	978,030	542,978	543,133	(434,822)
Solid Waste Reduction	370,692	329,750	924,567	130,338	130,944	(199,412)
Supplemental Law Enforcement Services	139,450	100,000	100,000	100,000	100,000	-
Dvlpr Funded Planning & Enginr	562,866	-	218,650	2,603,124	307,500	2,603,124
City Programs Special Rev Fund	912,550	717,643	1,849,405	642,201	623,000	(75,442)
Transit Station Enhancement In-Lieu Fee	-	-	-	400,000	-	400,000
Capital Improvements	8,538,734	13,252,380	31,025,750	28,450,599	25,775,230	15,198,219
Genentech Prepaid Capital Projects	269,155	-	1,530,232	-	-	-
Capital Infrastructure Reserve Fund	527,812	4,806,952	6,090,040	5,242,915	-	435,963
Sewer Enterprise Fund	18,528,384	29,293,891	44,968,392	45,398,778	64,471,392	16,104,887
Parking District Fund	895,275	641,154	1,311,073	903,084	1,431,969	261,930
Sewer Capacity Charges	2,500	2,500	2,500	2,575	2,652	75
Storm Water Fund	1,299,261	1,864,682	3,016,632	3,656,556	4,112,294	1,791,875
PEG Equipment & Access	133,892	90,000	209,117	-	-	(90,000)
Gateway Assessment District	161,625	-	475,220	-	-	-
E. Of 101 Sewer Impact Fees Fund	7,216	302,500	344,601	2,575	2,652	(299,925)
E. Of 101 Traffic Impact Fees	477,573	302,500	3,536,136	292,575	2,652	(9,925)
Public Safety Impact Fee	116,862	302,517	325,837	6,167	-	(296,350)
Child Care Impact Fees Fund	2,500	2,500	2,500	2,575	2,652	75
Oyster Point Interchange Impact Fees Fund	656,000	-	52,561	-	-	-
	\$ 133,591,996	\$ 161,379,968	\$ 216,033,864	\$ 208,247,202	\$ 220,212,301	\$ 46,867,234

OPERATING FUNDS SUMMARY

Figure 3: Expenditures by Department (All Fund Sources)



GENERAL FUND

GENERAL FUND

GENERAL FUND SUMMARY

The General Fund is the main fund of the City's operating budget. The fund accounts for public services such as police, fire, library, parks & recreation, economic and community development, and city administration.

Schedule 7: General Fund Summary

Revenues	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	2017-18 Change from 2016-17 Adopted
Property Taxes	\$ 22,543,734	\$ 23,264,539	\$ 24,194,539	\$ 25,876,064	\$ 25,245,958	\$ 2,611,525
ERAF Refund from County	2,233,926	2,222,250	2,222,250	2,222,250	2,222,250	-
Sales Tax	17,710,425	23,105,336	23,105,336	25,448,309	25,984,830	2,342,973
Transient Occupancy Tax	13,442,951	13,100,000	13,500,000	14,800,000	15,834,000	1,700,000
Business License	1,375,875	1,300,000	1,300,000	1,459,665	1,503,455	159,665
Commercial Parking Tax	3,252,356	3,383,400	3,583,400	4,083,400	5,200,000	700,000
Franchise Fees	3,982,092	4,060,000	4,060,000	4,000,000	4,000,000	(60,000)
Building and Fire Permits	6,896,895	8,411,713	8,411,713	9,232,477	12,072,049	820,764
Motor Vehicle License & In-Lieu	5,770,060	5,770,060	6,133,160	6,388,372	6,580,023	618,312
Revenue from Other Agencies	2,063,600	1,024,896	2,476,868	636,170	1,012,170	(388,726)
Charges for Services	7,294,607	7,235,843	7,307,843	7,538,078	7,550,726	302,235
Administrative Charges	1,365,265	1,365,265	1,365,265	1,395,923	1,437,801	30,658
Fines	791,756	838,500	838,500	818,500	818,500	(20,000)
Interest & Rent	3,079,978	3,071,500	4,771,500	5,260,263	5,309,459	2,188,763
Transfers In & Other	2,810,057	6,654,823	6,985,323	2,447,496	2,511,276	(4,207,327)
Total Revenues	\$ 94,613,575	\$ 104,808,125	\$ 110,255,697	\$ 111,606,968	\$ 117,282,497	\$ 6,798,843
<i>Plus Prior Year Committed Reserves</i>	-	-	5,369,290	2,440,861	-	-
Total Resources	\$ 94,613,575	\$ 104,808,125	\$ 115,624,987	\$ 114,047,829	\$ 117,282,497	\$ 6,798,843

Budget Expenditures	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	2017-18 Change from 2016-17 Adopted
City Council	\$ 268,134	\$ 204,499	\$ 204,499	\$ 246,918	\$ 277,103	\$ 42,420
City Clerk	646,517	647,864	717,864	642,681	791,217	(5,184)
City Treasurer	118,788	123,340	123,340	130,861	132,817	7,521
City Attorney	782,389	802,002	1,184,002	913,092	913,092	111,090
City Manager	1,735,427	1,926,245	2,785,715	1,960,599	1,809,649	34,354
Finance	2,186,649	2,477,795	2,482,457	2,595,665	2,495,924	117,870
Non-Departmental	1,108,496	973,973	1,155,102	1,080,967	972,498	106,994
Human Resources	1,468,781	1,458,009	1,553,044	1,625,221	1,532,234	167,212
Economic & Community Dev	6,144,860	10,331,488	11,157,200	7,256,025	9,176,971	(3,075,463)
Fire	24,058,472	25,689,589	26,213,560	26,373,610	27,389,948	684,020
Police	25,319,520	27,104,498	27,297,457	27,864,737	28,900,992	760,239
Public Works	5,025,903	4,975,860	5,396,340	4,324,509	4,824,100	(651,351)
Library	4,681,186	5,051,647	5,379,595	5,361,133	5,619,384	309,486
Parks & Recreation	13,234,028	14,553,266	15,393,661	15,584,340	16,079,913	1,031,074
CIP	1,587,763	6,668,980	9,218,937	12,809,294	10,684,282	6,140,314
Transfers Out/Other	4,510,851	-	-	1,720,600	500,000	1,720,600
Total Expenditures	\$ 92,877,764	\$ 102,989,055	\$ 110,262,774	\$ 110,490,252	\$ 112,100,123	\$ 7,501,197

Net Surplus / (Deficit) \$ 3,557,577 \$ 5,182,374

Calculated Reserve Requirement (20% of operating revenues)	22,455,065	23,089,878
Beginning Reserve balance	20,713,082	22,455,065
Amount needed to fund reserves at 20%	1,741,983	634,814
Remaining surplus to be transferred to Infrastructure Reserves	907,797	2,273,780
Remaining surplus to be transferred to CalPERS Stabilization Reserve	907,797	2,273,780

GENERAL FUND

GENERAL FUND RESERVES

GENERAL FUND RESERVE POLICIES

Purpose:

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

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

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

The FY 2017-19 Proposed Biennial Operating Budget meets this target, with projected General Fund Reserves at \$22.4 million, or 20% of revenues. Funds in excess of these requirements will continue to be earmarked for paying down long term liabilities, such as pension liabilities or for Infrastructure and Facilities Replacement needs (which are also considered liabilities in accounting). The City's Reserve Policy is also consistent with an April 2014 survey of California cities. In accordance with governmental accounting standards, these types of liabilities (OPEB, Infrastructure) are often recorded in funds other than the General Fund, and excess funds accumulated in the General Fund are earmarked in other dedicated funds to comply with accompanying accounting principles. While the FY 2017-19 Proposed Biennial Operating Budget includes appropriations to address critical deferred maintenance issues identified in the Parks Master Plan, the Council will determine use of these reserves to address the remaining issues from the Parks Master Plan as well as the Facilities Master Plan. Council will continue, however, to have full budget authority to utilize these funds for any critical City purpose.

General Fund Reserve for Emergencies:

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

GENERAL FUND

General Fund Reserve for Economic Contingencies:

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

Policy

A Reserves Policy should address local fluctuations in revenue and revenue shifts by the State, which would negatively impact the City's revenue base. Due to the passage of Proposition 1A in 2004, revenue shifts by the State are no longer as critical a risk as economic downturns.

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

Excess Funds

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

Pension Volatility

The California Public Employees' Retirement System (CalPERS) has over 3,000 employers, 1.8 million members, and \$323 billion in assets, making it the largest public pension trust fund in the United States. CalPERS has adjusted a number of its actuarial assumptions in recent years that adversely impacted the pension contribution rate, including demographic, mortality, and most recently, return on investment.

In the prior year, the CalPERS Board of Administration adopted a Risk Mitigation Policy that addressed investment return volatility and lowered the investment portfolio risk. The long-term policy serves to gradually reduce CalPERS' discount rate from 7.5 to 6.5 percent (long-term return on investment). For every four percent above the expected rate of return, the discount rate would be lowered by five basis points (0.05 percent). In order for the discount rate to reach 6.5 percent under the Risk Mitigation Policy, actual return on investment will be required to exceed the discount rate by four percent for 20 years.

In December 2016, faced with a mature pension system, a diminishing active to retiree ratio, low interest rate environment and mounting political pressure, the CalPERS Board approved a discount rate reduction from 7.5 to 7.0 percent over a three year period beginning FY 2017-18. CalPERS amortizes its actuarial changes over a 20 year period, using a five year ramp up, 10

GENERAL FUND

year plateau and five year ramp down methodology. As such, the full impact of the discount rate reduction will take eight years. At full impact, the discount rate reduction is projected to increase normal cost by five percent, and the Unfunded Accrued Liability (UAL) by 40 percent. Further, CalPERS is currently conducting a capital markets study, expected to be completed in February 2018. The study may indicate that the discount rate should be lower – perhaps as low as six percent.

In recognition of the challenges that the City faces with CalPERS' pension volatility, the City Council established a CalPERS Stabilization Reserve at the end of FY 2015-16.

Infrastructure Liability

During hard economic times, not only have services and programs been scaled back, but the ongoing investment in infrastructure maintenance and replacement needed to keep City facilities well-functioning for the public have been deferred. Ongoing investment in the City's parks, buildings, and facilities, streets, and storm water facilities is needed over the next five years.

Reserves for retiree health, workers' compensation and general liabilities have long been established in the City. Beginning in the 2014-15 fiscal year, the Council set aside reserves to address the City's critical infrastructure needs through the adopted reserves policy. Those reserves are still under Council's purview, and could be tapped for any valid City budgeting purpose.

GENERAL FUND REVENUES

The City's General Fund receives its revenue from taxes, permit fees, charges for services, grants and other sources. Taxes account for 66 percent of total revenues, which include: property taxes, sales taxes, transient occupancy tax (TOT), parking tax and business license tax.

Total General Fund revenues are projected to be \$111.6 million in FY 2017-18. Revenues from property tax are expected to be 11.2 percent more than the FY 2016-17 Adopted Budget. Sales tax revenues are projected to increase \$2.3 million, reflecting a more refined estimate of Measure W revenues, as the half-cent transactions and use tax has now been in place for 12 consecutive months. The following data metrics serve as primary indicators for Transient Occupancy Tax (TOT) revenues:

- Passenger traffic at San Francisco International Airport;
- Average room rate; and
- Average occupancy rate.

As such, TOT revenues are forecast to increase by 13 percent in 2017-18 compared to the prior year adopted budget.

GENERAL FUND

The above indicators continue to sustain at high levels, reflective of vibrant tourism in the San Francisco Bay Area. However, the primary drivers of the projected increase in TOT revenues are the additional hotels that are expected to open over the next two years.

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

PROPERTY TAXES

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

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

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

Budgeting Property Taxes:

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

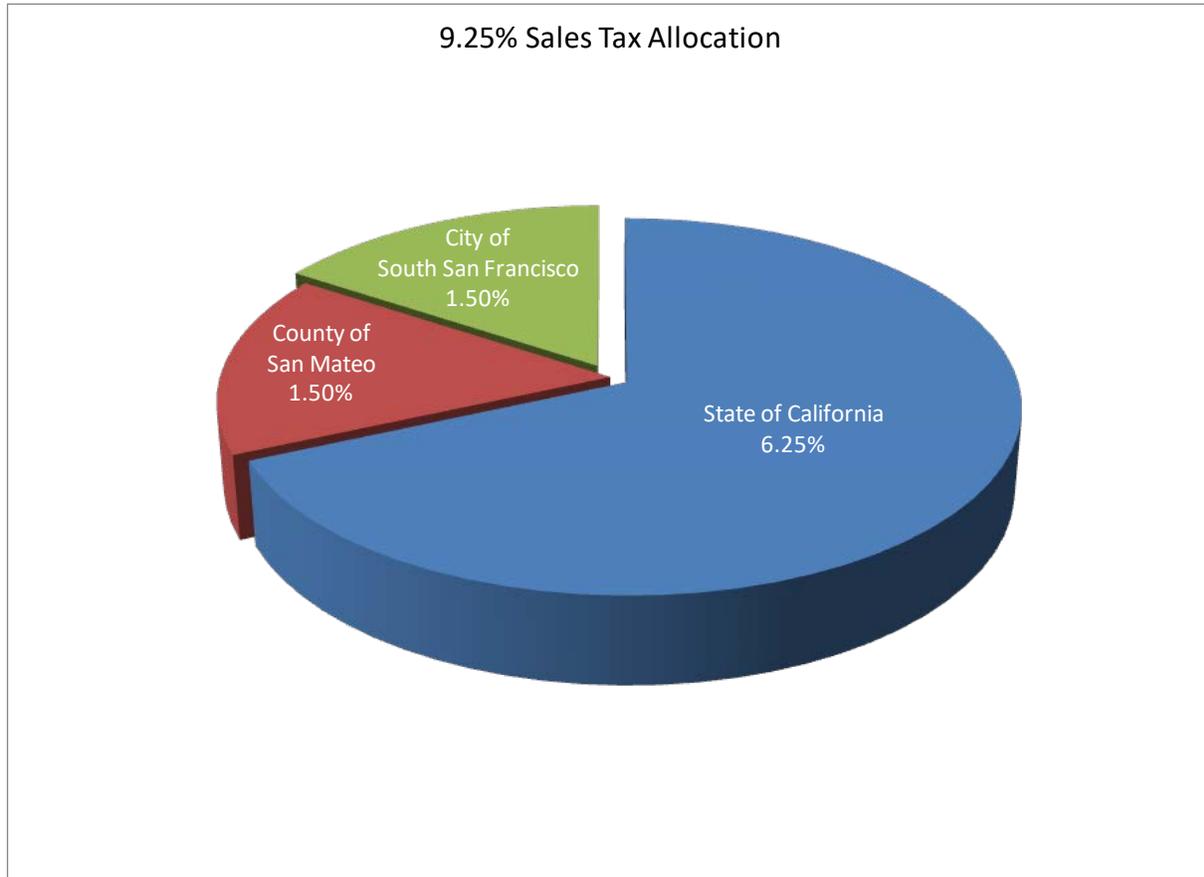
SALES & USE TAX

Sales & Use taxes are collected by businesses on purchases and submitted to the State of California, which distributes sales tax revenues back to cities. The local tax rate for South San Francisco is 9.25%, comprised of the State levy of 7.25% (of which the City receives 1.0%) and the County levy of 1.5%, 1.0% of which is for use on public transportation and street improvement projects (also called Measure A) and 0.5% to support various county facilities and services. In November 2015, South San Francisco voters approved Measure W, a half cent transactions and use tax, which is directly allocated to the City.

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

GENERAL FUND

Figure 4: Sales Tax Allocation



Budgeting Sales & Use Tax:

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

TRANSIENT OCCUPANCY TAX (TOT)

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

Budgeting Transient Occupancy Tax:

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

BUILDING & FIRE PERMITS

These are permits issued to developers and builders for construction or improvement of new property. The volume and value of the permits help the City identify any future large

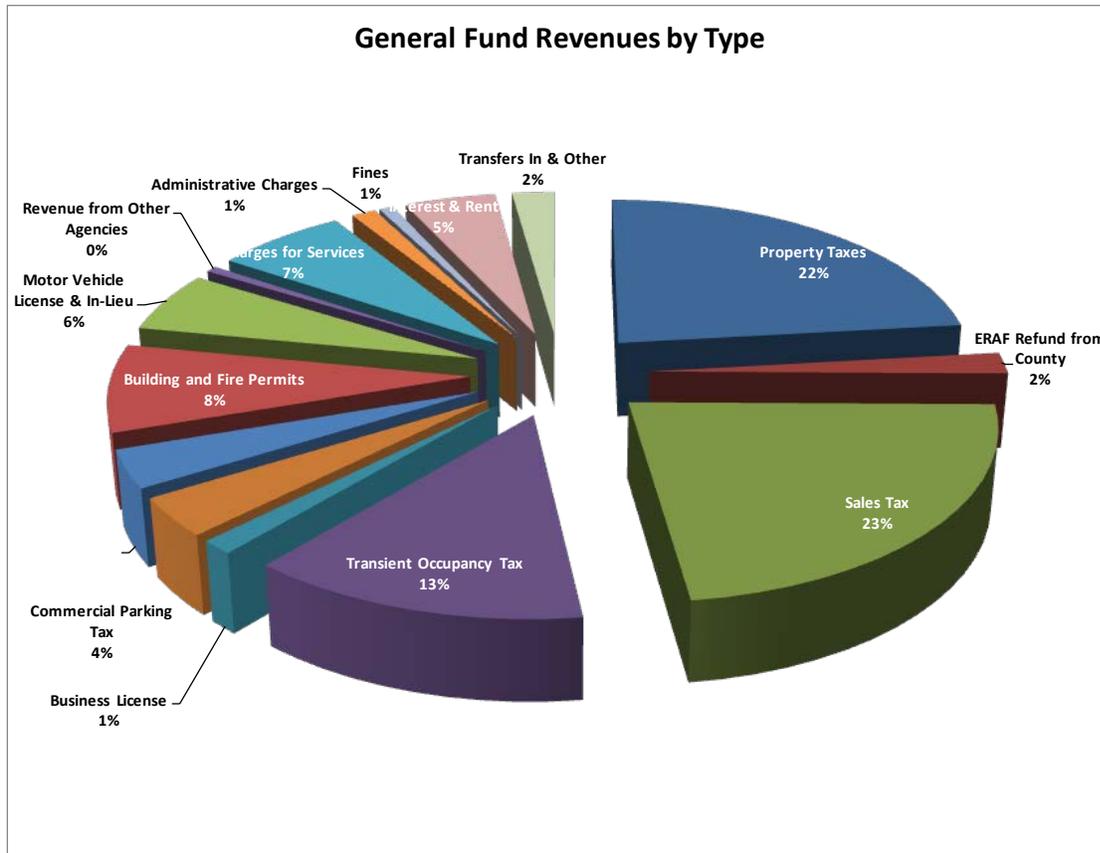
GENERAL FUND

developments that may have an impact on property tax and sales tax. They are also general indicators of local economic health.

Budgeting Building & Fire Permits:

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

Figure 5: General Fund Revenues by Type

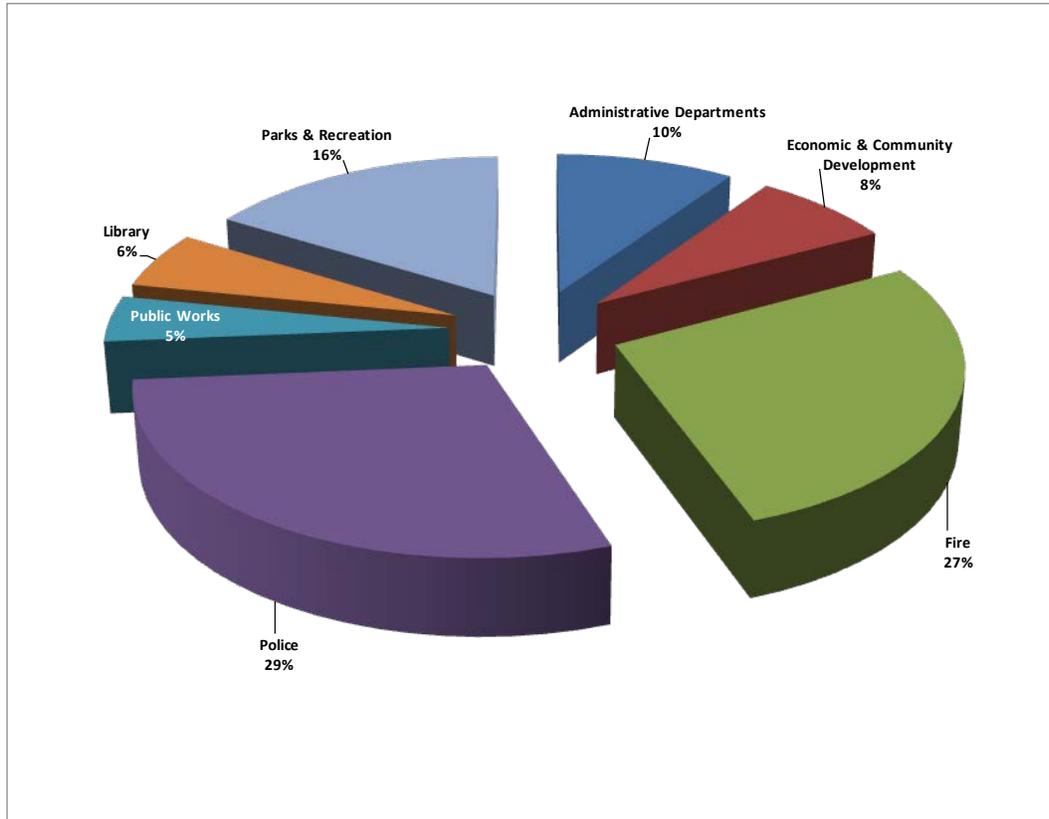


GENERAL FUND EXPENDITURES

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

GENERAL FUND

Figure 6: General Fund Expenditures by Department (excludes Transfers Out)



Schedule 8: General Fund Expenditures by Department

Department	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 of 2016-17 Adopted
City Council	\$ 268,134	\$ 204,499	204,499	\$ 246,918	\$ 277,103	\$ 42,420
City Clerk	646,517	647,864	717,864	642,681	791,217	(5,184)
City Treasurer	118,788	123,340	123,340	130,861	132,817	7,521
City Attorney	782,389	802,002	1,184,002	913,092	913,092	111,090
City Manager	1,733,568	1,926,245	2,785,715	1,960,599	1,809,649	34,354
Finance	2,186,649	2,477,795	2,482,457	2,595,665	2,495,924	117,870
Non-Departmental	1,108,496	973,973	1,155,102	3,521,828	972,498	2,547,855
Human Resources	1,468,781	1,458,009	1,553,044	1,625,221	1,532,234	167,212
Economic & Community Development	6,144,860	10,331,488	11,157,200	7,256,025	9,176,971	(3,075,463)
Fire	24,058,472	25,689,589	26,213,560	26,373,610	27,389,948	684,020
Police	25,319,520	27,104,498	27,297,457	27,864,737	28,900,992	760,239
Public Works	5,025,903	4,975,860	5,396,340	4,324,509	4,824,100	(651,351)
Library	4,681,186	5,051,647	5,399,595	5,361,133	5,619,384	309,486
Parks & Recreation	13,234,028	14,553,266	15,393,661	15,584,340	16,079,913	1,031,074
Total	\$ 86,777,291	\$ 96,320,075	\$ 101,063,837	\$ 98,401,219	\$ 100,915,841	\$ 2,081,144

Note: Excludes Transfers Out

GENERAL FUND

ADMINISTRATIVE ALLOCATIONS

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

Schedule 9: General Fund Administrative Allocations

Fund	2017-18 Proposed	2018-19 Projected
<i>Common Greens Maintenance Districts</i>		
West Park 1 & 2	93,318	96,118
West Park 3	143,273	147,571
Stonegate	46,659	48,059
Willow Gardens	8,446	8,699
City Housing Fund	5,150	5,305
Solid Waste Reduction	20,188	20,794
<i>Sewer Enterprise Fund</i>		
Sewer Maintenance Division	73,306	75,505
Water Quality Control Plant	875,906	902,183
Parking District Fund	103,927	107,045
Sewer Capacity Charges	2,575	2,652
Storm Water Fund	15,450	15,914
E. Of 101 Sewer Impact Fees Fund	2,575	2,652
E. Of 101 Traffic Impact Fees	2,575	2,652
Child Care Impact Fees Fund	2,575	2,652
Total	\$ 1,395,923	\$ 1,437,801

GENERAL FUND

PERSONNEL COSTS

In FY 2017-18, General Fund personnel costs are projected to be \$76.4 million, and represent over 69 percent of total General Fund expenditures. The increase over the FY 2016-17 Adopted Budget reflects the projected increases in salaries from pending labor negotiations, increases in health premiums, and increase in CalPERS pension contributions.

The City's Other Post-Employment Benefits (OPEB) actuary indicates in their most recent Government Accounting Standards Board (GASB) Statement No. 45 Actuarial Valuation that healthcare premiums are projected to continue to steadily increase over the next five years, although the rate of increase is projected to incrementally decline due to the impact of the Affordable Care Act (ACA). In the event that the federal government repeals the ACA, healthcare premiums will most likely increase significantly due to the reduction in market competition.

In March 2010, as a long-term budget balancing solution, the City restructured its benefits plan to include a second tier for new employees. In that tier, pensions are calculated at 2.0% at 60 for miscellaneous employees and 3.0% at 55 for safety employees. Instead of the City committing to pay retiree's medical premiums, the City contributes 1.5% into a fund for employees to keep for retirement medical costs.

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

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

In December 2016, the California Public Employees' Retirement System (CalPERS) Board of Administration approved a reduction of its discount rate from 7.0 to 7.5 percent. The reduction will be phased in over a three year period beginning in FY 2018-19. Given CalPERS methodology for amortizing changes in actuarial assumptions, it will take eight years for the full impact of the discount rate reduction to take effect.

NON-SUSTAINABLE REDUCTIONS

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

GENERAL FUND

In prior years, the City reduced its investment in infrastructure and facility maintenance to mitigate the impact of the Great Recession. The FY 2017-19 Proposed Biennial Operating Budget includes \$1.2 million in General Fund support for the annual capital improvement program, indicative of the current economic climate.

OTHER POST EMPLOYMENT BENEFITS (OPEB)

The City's most recent actuarial study estimates the City's total OPEB liability at \$58 million, a twelve percent decrease from the prior actuarial valuation, which reflects ongoing investment into the California Employers' Retirement Benefit Trust (CERBT). The FY 2017-19 Proposed Biennial Operating Budget includes \$250,000 as an ongoing contribution from the General Fund to CERBT to further reduce the City's OPEB liability.

CONCLUSION

The City takes steps each budget year to balance the demand for services and staffing levels with maintaining adequate General Fund reserves. While the FY 2017-19 Proposed Biennial Operating Budget is balanced, the City will continue to monitor economic indicators for the next recession, and evaluate revenue and expenditure trends. The City's finances are prudent, sound and proactively positioned to respond to economic ebb and flow.

DEPARTMENTAL PAGES

DEPARTMENTS OVERVIEW

BUDGETED CITY DEPARTMENTS

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

Administrative Departments

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

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

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

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

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

Finance – This department accounts for the City’s finances, prepares the budget, processes payroll, pays vendors, and administers risk management. It also files all state and federally mandated financial reports, manages the City’s banking contracts and provides administrative support to the City Treasurer.

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

Information Technology – This department is in charge of purchasing and maintaining City computers, phones, fax machines, etc. This department maintains the City’s network and intranet.

Operating Departments

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

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

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

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

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

Parks and Recreation – This department provides for the physical, cultural and emotional well-being of the City, ensures the effective and safe use of the physical resources of the City, and maintains City facilities and parks.

CITY COUNCIL



MISSION:

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

ELECTIONS:

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

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-19:

No significant resource level changes are included.

The Community Outreach Program brings together residents, businesses and advocacy groups in order to assist the elderly, persons with special needs, disadvantaged youth, and veterans and members of the military. Activities of the Community Outreach Program strive to:

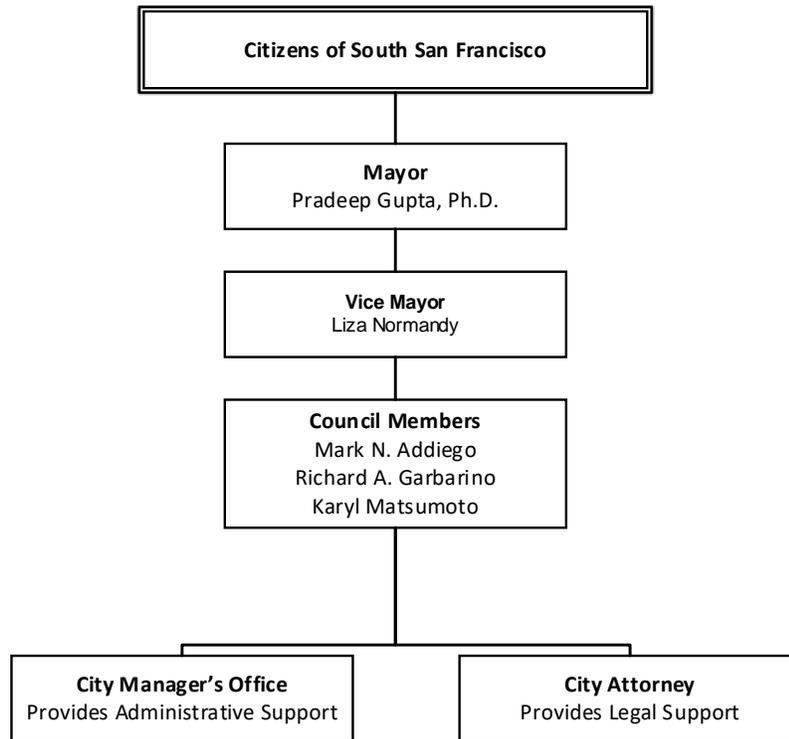
- Reduce the sense of isolation for the elderly who are at risk of loneliness which can lead to increased risk of illness and/or injury;
- Teach persons with special needs and their caregivers how persons with special needs can care for themselves, including seeking safety in an emergency;
- Provide disadvantaged youth with necessary supplies for academic success, including school supplies and backpacks; and
- Participate in activities to honor individuals who have served or are currently serving America's military.



All support of the Community Outreach Program received is greatly appreciated, and goes directly to providing services to Community Outreach Program recipients.

The budget resolution includes language to authorize an appointed standing committee of the City Council to appropriate and expend the current balance and prospective donation revenues for purposes consistent with the above efforts.

Organization Chart 2: City Council



5.00 Elected FTE

Table 4: City Council Position Listing

City Council	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Elected	E110	Elected City Council Member	5.00	5.00	5.00	0.00
TOTAL FTE - City Council			5.00	5.00	5.00	0.00

Schedule 10: City Council Expenditures

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
All Operating Funds						
PAYROLL	\$ 178,356	\$ 128,582	\$ 128,582	\$ 165,434	\$ 195,619	\$ 36,852
SUPPLIES & SERVICES	60,679	47,419	48,919	48,919	48,919	1,500
INTERDEPARTMENTAL CHARGES	29,100	28,498	28,498	32,565	32,565	4,067
Total Expenditures	\$ 268,134	\$ 204,499	\$ 205,999	\$ 246,918	\$ 277,103	\$ 42,419

DEPARTMENTAL CHANGES & HIGHLIGHTS:

- Increase in payroll costs primarily due to increase in City Council monthly stipend from \$500 to \$1000 effective December 2018. and increase in medical premium costs.

CITY TREASURER



MISSION

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

RESPONSIBILITIES

The City Treasurer is charged with:

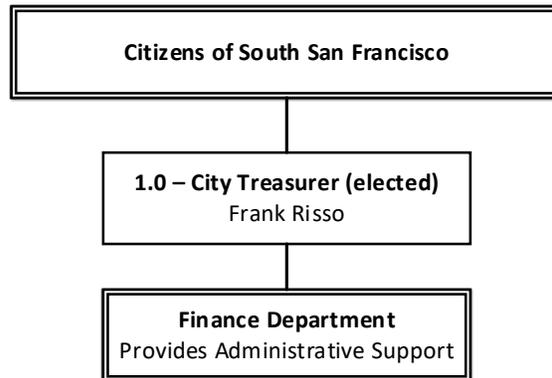
- Investing City funds to achieve the maximum return on deposits;
- Producing quarterly reports to identify amounts and types of investment instruments;
- Coordinating financial transactions in cooperation with the Director of Finance; and
- Preparing property tax assessments for residents upon request.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-18:

No significant resource level changes are included.

DEPARTMENTAL PAGES

Organization Chart 3: City Treasurer



1.00 Elected FTE

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

Table 5: City Treasurer Position Listing

City			2016-17	2017-18	2018-19	Change of 2017-18
Treasurer	Job Code	Position Title	Actual	Proposed	Projected	from 2016-17
Elected	E105	Elected City Treasurer	1.00	1.00	1.00	0.00
TOTAL FTE - City Treasurer			1.00	1.00	1.00	0.00

Schedule 11: City Treasurer Expenditures

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-18
All Operating Funds	Actual	Adopted	Amended	Proposed	Projected	from 2016-17 Adopted
PAYROLL	\$ 50,400	\$ 39,355	\$ 39,355	\$ 46,583	\$ 48,539	\$ 7,228
SUPPLIES & SERVICES	66,317	82,200	82,200	82,200	82,200	-
INTERDEPARTMENTAL CHARGES	2,071	1,785	1,785	2,078	2,078	293
Total Expenditures	\$ 118,788	\$ 123,340	\$ 123,340	\$ 130,861	\$ 132,817	\$ 7,521

DEPARTMENTAL CHANGES & HIGHLIGHTS:

- None

CITY CLERK



MISSION STATEMENT:

The primary purpose of the City Clerk's Department is to serve as the conduit between the residents of the City of South San Francisco and local government legislative agencies, including the South San Francisco City Council and its seven (7) Standing Committees, the South San Francisco Successor Agency to the former Redevelopment Agency and the Oversight Board to the Successor Agency. The Clerk's Office also performs functions ancillary to this purpose by administering democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The Office strives to meet these duties efficiently, courteously, neutrally and in a manner that is above all else in the best interests of the Citizens of South San Francisco.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH AND BY:

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

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2016-17:

- Completed the Special SB 415 Election Mailing.
- Began implementation of the staffing plan for the City Clerk's Office to meet increased workflow and enhanced record of Office Policies and Procedures.

DEPARTMENTAL PAGES

- Streamlined legislative processing functions via implementation of Legistar Automated Agenda Management System and worked with Council and staff to adjust the system to best suit the needs of the City, legislative bodies, and staff.
- Assessed impact of automated efficiencies against City Clerk Staffing Plan.
- Assisted Council with audit and update of the City Council Handbook.
- Audited Records Retention Schedule to assist Departments with conversion to electronic records retention. Continued to work with Departments to convert records retained in physical storage at the Corporation Yard to electronic format in line with the statewide movement towards electronic availability of records.

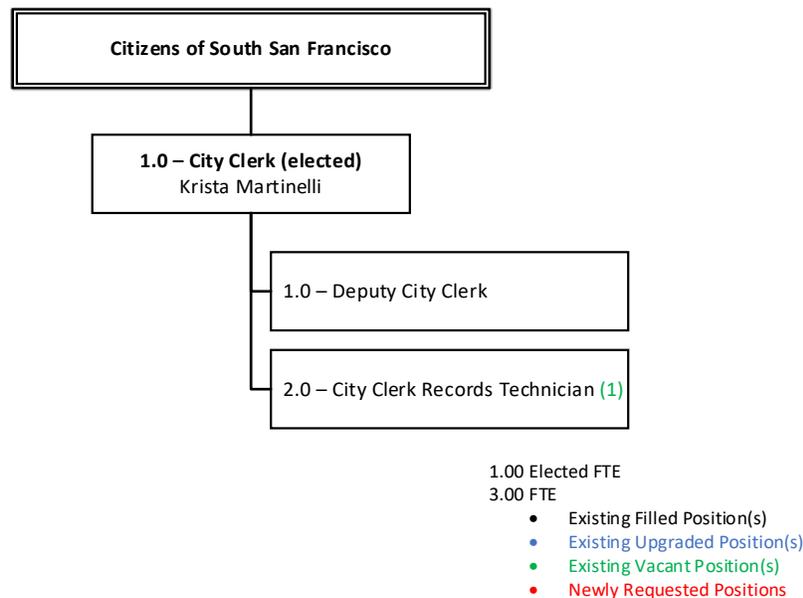
OBJECTIVES FOR FISCAL YEAR 2017-18:

- Update the Boards and Commission Handbook.
- Develop Procedure Manual for City Clerk's Office.
- Develop Electronic Portal for FPPC Filings.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-18:

- \$12,000 for annual maintenance of Automated FPPC Filings.
- \$10,000 for staff training to permit training of employees and maintain awareness of current laws, rules and regulations affecting the Office of the City Clerk.

Organization Chart 4: City Clerk



DEPARTMENTAL PAGES

Table 6: City Clerk Position Listing

City Clerk	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change to 2017-18 from 2016-17
Elected - FT	E100	Elected City Clerk	1.00	1.00	1.00	0.00
SUBTOTAL - Elected			1.00	1.00	1.00	0.00
Full Time	O320	Deputy City Clerk	1.00	1.00	1.00	0.00
Full Time	O415	City Clerk Records Technician	2.00	2.00	2.00	0.00
SUBTOTAL - Full Time			3.00	3.00	3.00	0.00
TOTAL FTE - City Clerk			4.00	4.00	4.00	0.00

Schedule 12: City Clerk Expenditures

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
All Operating Funds						
PAYROLL	\$ 514,305	\$ 568,239	\$ 568,239	\$ 555,597	\$ 579,133	\$ (12,642)
SUPPLIES & SERVICES	96,728	49,403	120,903	52,003	177,003	2,600
INTERDEPARTMENTAL CHARGES	35,485	30,222	30,222	35,080	35,080	4,858
Total Expenditures	\$ 646,517	\$ 647,864	\$ 719,364	\$ 642,681	\$ 791,217	\$ (5,184)

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- None

Expenditures FY 2017-18:

- None

Expenditures FY 2018-19:

- \$125,000 Election 2018

CITY ATTORNEY



MISSION STATEMENT:

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

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

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

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2016-17:

- Assisted City staff with implementation of Measure W initiatives, including design and planning of the proposed Community Civic Campus Project.
- Assisted City staff with the implementation of the Long Range Property Management Plan and the disposition of Successor Agency properties.
- Assisted City staff with research and analysis regarding implementation of Adult Use of Marijuana Act (AUMA), including drafting and approval of a temporary urgency ordinance establishing a moratorium on outdoor cultivation of marijuana and commercial marijuana activity.
- Assisted City staff with review, negotiation and approval of the assignment of interests from Oyster Point Ventures to Oyster Point Development under the applicable Disposition and Development Agreement and Development Agreement.
- Assisted City staff with the negotiation and drafting of a Purchase and Sale Agreement as well as preparation of related environmental review and entitlements for the Residential Development Project at 178-190 Airport Boulevard.
- Assisted City staff with the preparation, implementation and approval of the park fee ordinance.

DEPARTMENTAL PAGES

- Assisted Planning Division with the preparation and processing of a General Plan Amendment, Specific Plan Amendment, Zoning Ordinance Amendment, associated entitlements and environmental review for the revised Genesis Campus Project at One and Two Tower Place.
- Assisted Planning Division with the preparation and processing of entitlements and environmental review for several projects, including the following:
 - B40 Office/R&D Building and the new Childcare Facility Building on the Genentech Campus;
 - a new 151-room Hotel Project at 550 Gateway Boulevard;
 - the BioMed R&D Campus Project at 475 Eccles Avenue;
- Assisted with facilitating the close of escrow on the land conveyances under the Sares Regis Purchase and Sale Agreement.
- Assisted staff with the preparation, drafting and adoption of ordinance updating the City's sign regulations to ensure compliance with federal law.
- Assisted staff with the preparation, drafting and adoption of ordinance prohibiting smoking in multi-family residential developments.
- Provided continuing support and advice to the South San Francisco Conference Center Authority.
- Manage and oversee outside counsel in the defense of litigation against the City.
- Provided citywide staff trainings on contract formation procedures and best practices in coordination with the Finance Department.
- Provided support to Police Department through the prosecution of Municipal Code violations, abatement of deadly weapons through court proceedings, and protection of confidential police records.

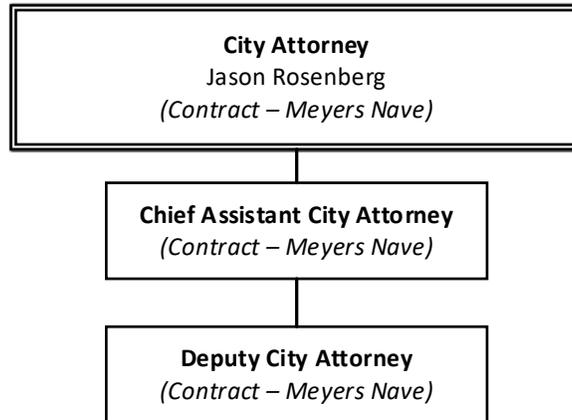
OBJECTIVES FOR FISCAL YEAR 2017-18:

- Continue to assist City Council with downtown and business development initiatives.
- Provide in-depth training on legal topics and requirements to staff and Boards and Commissions.
- Continue to assist City staff with implementation of the Long Range Property Management Plan and the disposition of Successor Agency properties.
- Continue to assist City staff with implementation of Measure W initiatives.
- Continue to assist City with implementation of the AUMA, including research and analysis of developing law, and drafting of necessary ordinances.
- Assist City staff with Caltrain relocation efforts.
- Assist City staff with updates to internal city policies and provide training on implementation.
- Continue to assist City staff with the preparation, negotiation, environmental review and entitlement process for residential and commercial development projects.
- Continue to assist City staff with the preparation, drafting and adoption of new ordinances.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-18

No significant resource level changes are included.

Organization Chart 5: City Attorney



Schedule 13: City Attorney Expenditures

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-
All Operating Funds	Actual	Adopted	Amended	Proposed	Projected	18 from 2016-17 Adopted
SUPPLIES & SERVICES	770,811	791,111	1,173,111	900,650	900,650	\$ 109,539
INTERDEPARTMENTAL CHARGE	11,578	10,891	10,891	12,442	12,442	1,551
Total Expenditures	\$ 782,389	\$ 802,002	\$ 1,184,002	\$ 913,092	\$ 913,092	\$ 111,090

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- None

Expenditures FY 2017-18:

- \$109,500 increase to account for additional expenditures related to general legal services

Expenditures FY 2018-19:

- None

CITY MANAGER



MISSION STATEMENT:

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

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2016-17:

- Moved forward toward design and construction of a new Police Operation Center, a new combined Library and Community Center, and new fire station; and began implementation of an expanded street repair and maintenance program; all under the Measure W initiative.
- Moved forward the redevelopment of Oyster Point Park and Marina, gaining approval of a new partner in Oyster Point Development.
- Completed final design of a new Caltrain station, and supported the project through construction bids.
- Maintained robust employee engagement, holding 12 employee town hall meetings, updating the new employee INTRANet and kicking off LEAP, a new succession development effort providing career pathing and training to employees.

OBJECTIVES FOR FISCAL YEAR 2017-18:

- Maintain, Train and Support a High Performance Team.
- Move forward the design of a new Police Operation Center, new Fire Station and new combined Library and Community Center, working with Council and the new Measure W Oversight Committee to deliver on the promises of Measure W.
- Start construction of the new South San Francisco Caltrain Station, working with the San Mateo County Transit District.

DEPARTMENTAL PAGES

- Start construction of the redevelopment of Oyster Point Park and Marina, working collaboratively with Oyster Point Development, City Council, the San Mateo County Harbor District, developers, businesses and residents.
- Continue to work with the Oversight Board to develop, sell or transfer former Redevelopment Agency assets.
- Coordinate with developers, businesses and residents to successfully navigate the robust construction throughout the city.
- Improve the internal operations of city government, setting strategies in place to operate more efficiently, effectively and economically, leading to higher customer satisfaction and a stronger financial position for the city.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-18:

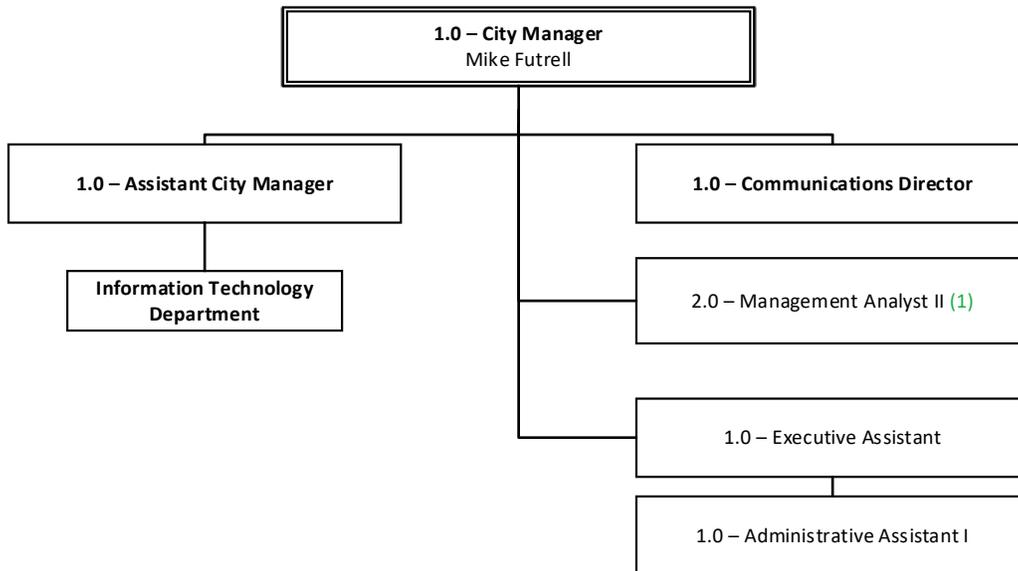
- Staff changes include the removal of 1.0 FTE Assistant to the City Manager and 1.0 FTE Management Analyst I, with the addition of 2.0 FTE Management Analyst II

FY2017-18 SERVICE LEVEL CHANGES

- The City Manager's office's Communications efforts will include \$60,500 to cover the cost of street banners, the History Initiative and Biotech/Downtown Business newsletters.

DEPARTMENTAL PAGES

Organization Chart 6: City Manager



7.00 FTE

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

Table 7: City Manager Position Listing

City Manager	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N115	City Manager	1.00	1.00	1.00	0.00
Full Time	N100	Assistant City Manager	1.00	1.00	1.00	0.00
Full Time	N180	Assistant to the City Manager	1.00	0.00	0.00	(1.00)
Full Time	N190	Communications Director	1.00	1.00	1.00	0.00
Full Time	M570	Management Analyst I	1.00	0.00	0.00	(1.00)
Full Time	M560	Management Analyst II	0.00	2.00	2.00	2.00
Full Time	O315	Administrative Assistant I	0.00	1.00	1.00	1.00
Full Time	O310	Administrative Assistant II	2.00	0.00	0.00	(2.00)
Full Time	O310	Executive Assistant to the City Manager (O410)	0.00	1.00	1.00	1.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
Hourly	X280	Student Intern	0.50	0.00	0.00	(0.50)
SUBTOTAL Hourly			0.50	0.00	0.00	(0.50)
TOTAL FTE - City Manager			7.50	7.00	7.00	(0.50)

DEPARTMENTAL PAGES

Schedule 14: City Manager Expenditures

All Operating Funds	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
PAYROLL	\$ 1,411,627	\$ 1,623,004	\$ 1,620,537	\$ 1,520,750	\$ 1,557,294	\$ (102,254)
SUPPLIES & SERVICES	288,316	271,890	824,527	405,090	217,190	133,200
INTERDEPARTMENTAL CHARGES	33,625	31,351	31,351	34,759	34,759	3,408
Total Expenditures	\$ 1,733,568	\$ 1,926,245	\$ 2,476,415	\$ 1,960,599	\$ 1,809,243	\$ 34,354

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- Payroll reflects removal of: 1.0 FTE Management Analyst I, 0.5 FTE Student Intern, 1.0 FTE Assistant to the City Manager, 2.0 FTE Administrative Assistant II
- Payroll reflects addition of: +2.0 FTE Management Analyst II, +1.0 Executive Assistant and +1.0 FTE Administrative Assistant I

Expenditures FY 2017-18:

- \$20,000 Street Banners
- \$30,000 History Initiative
- \$10,500 Biotech/Downtown Business Newsletters
- \$2,700 Communications Intern
- \$10,000 Employee Newsletter
- \$100,000 New Markets Tax Credits Program

Expenditures FY 2018-19:

- None

FINANCE DEPARTMENT



MISSION STATEMENT:

The Finance Department provides financial and risk management services to City departments, including financial planning and analysis, accounts payable, payroll, accounting and risk mitigation. The department leads fiscal accountability efforts and ensures stewardship of the use of City funds and appropriations through the creation and implementation of policies and procedures. The department ensures timely and accurate collection of Transient Occupancy Taxes and Business Licenses Taxes.

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

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

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2016-17:

- Received the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation from the Governmental Finance Officers Association (GFOA);
- Expanded the five year financial forecast to a ten year financial forecast to provide additional insight into operational costs that have long-term financial implications;
- Streamlined the renewal process for business licenses by implementing an online software solution; and
- Served as primary staff liaison to the newly formed Measure W Citizens' Oversight Committee.

OBJECTIVES FOR FISCAL YEAR 2017-18:

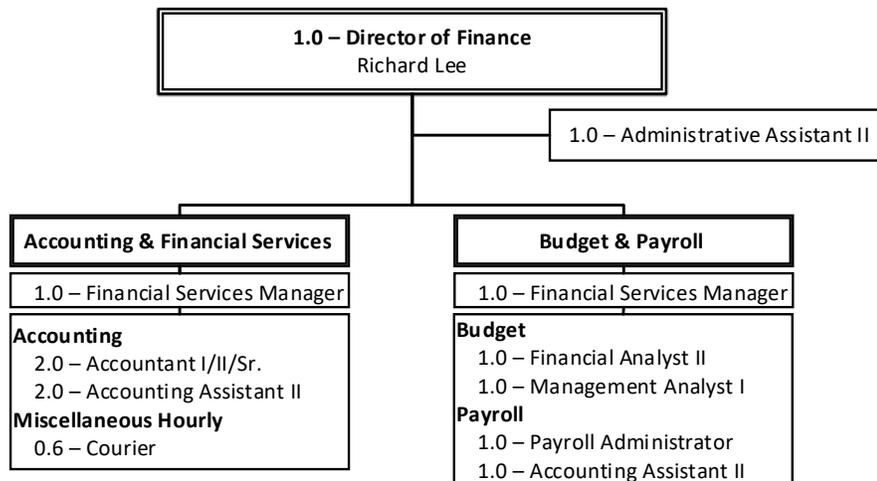
DEPARTMENTAL PAGES

- Seek out and identify operational efficiencies and other mitigating solutions to address the long term impact of pension costs;
- Complete a request for proposals for commercial banking services, and should a new vendor be selected, complete the full transition to the new bank;
- Explore employment of one or more Community Facilities Districts (CFD) to finance maintenance, operation and/or construction of public spaces and facilities;
- Set foundation for issuance of public bonds supporting construction of the new Community Civic Campus; and
- Identify contract management software solutions to enhance the City’s contract management efforts.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-18

- No significant resource level changes are included.

Organization Chart 7: Finance Department



12.00 FTE
0.60 Hourly

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

DEPARTMENTAL PAGES

Table 8: Finance Department Position Listing

Finance	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N145	Director of Finance	1.00	1.00	1.00	0.00
Full Time	M770	Financial Services Manager	2.00	2.00	2.00	0.00
Full Time	M613	Financial Analyst II (M570)	1.00	1.00	1.00	0.00
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	M625	Senior Accountant	1.00	1.00	1.00	0.00
Full Time	M620	Accountant II	1.00	1.00	1.00	0.00
Full Time	A225	Accounting Assistant II	4.00	3.00	3.00	(1.00)
Full Time	M785	Payroll Administrator	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			13.00	12.00	12.00	(1.00)
Hourly	X280	Miscellaneous Hourly	0.60	0.60	0.60	0.00
SUBTOTAL Hourly			0.60	0.60	0.60	0.00
TOTAL FTE - Finance			13.60	12.60	12.60	(1.00)

Schedule 15: Finance Department Expenditures

All Operating Funds	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
PAYROLL	\$ 1,757,426	1,792,183.29	\$ 1,752,183	\$ 2,023,643	\$ 2,123,903	\$ 231,460
SUPPLIES & SERVICES	182,387	473,797.65	524,460	325,298	125,298	(148,500)
INTERDEPARTMENTAL CHARGES	228,557	211,814.00	211,814	246,724	246,724	34,910
Total Expenditures	\$ 2,168,370	\$ 2,477,795	\$ 2,488,457	\$ 2,595,665	\$ 2,495,925	\$ 117,870

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- None

Expenditures FY2017-18:

- \$50,000 Finance Office Redesign
- \$150,000 Fire Department Services Review

Expenditures FY2018-19:

- None

NON-DEPARTMENTAL

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

Schedule 16: Non-Departmental Expenditures

All Operating Funds	Adopted	Proposed	Projected	Change of 2017-18	
	2016-17	2017-18	2018-19	from 2016-17 Adopted	% Change
Payroll					
Intern	-	\$ 7,642	\$ 6,970	7,642	0.0%
	\$ -	7,642	6,970	7,642	0.0%
Contractual Services					
Animal Control	\$ 558,265	\$ 573,437	\$ 590,640	\$ 15,172	2.7%
C/CAG	60,302	57,845	57,845	(2,457)	(4.1%)
C/CAG Congestion Relief	161,990	158,677	158,677	(3,313)	(2.0%)
Grant Consulting	60,000	60,000	60,000	-	0.0%
Safety Program	-	125,000	-	125,000	0.0%
Subtotal Contractual Services	\$ 840,557	\$ 974,959	\$ 867,162	\$ 134,402	16.0%
Dues, Meetings					
ABAG	\$ 13,024	\$ 13,024	\$ 13,024	\$ -	0.0%
Airport Roundtable	750	750	750	-	0.0%
International City/County Mngmnt Assoc.	1,400	1,400	1,400	-	0.0%
LAFCO	10,727	10,727	10,727	-	0.0%
League of CA Cities	18,438	18,438	18,438	-	0.0%
National League of Cities	5,400	5,400	5,400	-	0.0%
Peninsula Conflict Resolution Center	19,492	19,492	19,492	-	0.0%
Sister Cities International	765	765	765	-	0.0%
SMC Sustainable Book	4,000	4,000	4,000	-	0.0%
SSF Chamber of Commerce	2,520	2,520	2,520	-	0.0%
Peninsula TV	20,000	20,000	20,000	-	0.0%
Subtotal Dues, Meetings	\$ 96,516	\$ 96,516	\$ 96,516	\$ -	0.0%
Other Expenditures					
Phone	800	800	800	-	0.0%
Postage -Printing	200	200	200	-	0.0%
Water	850	850	850	-	0.0%
Subtotal Other Expenditures	\$ 1,850	\$ 1,850	\$ 1,850	\$ -	0.0%
Total Expenditures	\$ 938,923	\$ 1,080,967	\$ 972,498	\$ 142,044	15.1%

DEPARTMENTAL CHANGES & HIGHLIGHTS:

- None

Expenditures FY 2017-18:

- \$125,000 Safety Program
- \$7,642 Internship

Expenditures FY 2018-19:

- \$6,970 Internship

HUMAN RESOURCES DEPARTMENT



MISSION STATEMENT:

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

HUMAN RESOURCES WILL SUPPORT ITS MISSION TO THE CITY THROUGH:

- Benefits and the Wellness Committee
- Classification and Compensation
- Employee Relations
- Information Management and Regulatory Compliance
- Labor Negotiations and Relations
- Training and Development
- Recruitment and Selection
- Workers Compensation and Safety

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2016-2017:

- Completed 55 recruitments, including key positions for several City departments:
 - Public Works Director
 - Information Technology Manager
- Supported the two-year, 17-point action plan of the Succession Development Program Initiative:
 - Received the Northern California Chapter, International Public Management Association award for excellence in Human Resources for the succession Development Program.
 - Coordinated the Succession Development Committee responsible for:
 - Program Branding: Leadership, Education and Advancement Planning, LEAP

- Establishing the LEAP intranet page
- Launched an All-Star Recognition Program
- Coordinated access to department-led webinars for ICMA
- Improved Employee Engagement, Recruitment and Retention:
 - Bi-monthly Management Forum with various topics for career development. Highlights include:
 - Brain Types and Working Styles
 - Dealing with Difficult People
 - Working in Teams
 - Expanded Youth Engagement:
 - TEE–Teen Engagement and Employment summer youth work program
 - Next Generation Committee Regional Internship Program
 - Established Year round training:
 - San Mateo County Regional Training and Development Consortium
 - Liebert Cassidy and Whitmore Employment Relations Consortium
 - Safety and DOT Trainings
 - Reasonable Suspicion Training for non-DOT drivers
 - Sexual Harassment Prevention Training
 - Ethics Training
 - Active Wellness Committee:
 - Wellness Health Fair
 - Lunch and Learns
 - Events such as Breast Cancer Awareness Month
 - Promoted Pink Thursdays in October
 - Supported San Mateo Medical Center SSF Clinic’s breast health outreach by donating \$410 raised through the 2016 Pink Thursday t-shirt fundraiser.
- Began the process of installing a new Human Capital Management (HCM) System:
 - Measured and assessed City-wide resources used in personnel administration, payroll and timekeeping processes; conducted a Request for Proposal (RFP); and engaged a City-wide, inter-departmental team in the vendor selection process.
 - Council approved the contract to Personnel Data Systems (PDS), Inc. for the replacement of the HR/Payroll/Timekeeping system.
 - Council approved the contract for Wise Consulting to assist with the implementation process of the new HCM system.
 - City’s tactical team is working on set-up, data conversation and testing with a projected rollout date of October 2017.
- Expanded and reinvigorated the City Safety Program:
 - On-boarded Safety Officer Consultant Services
 - Published and maintain a Safety Training Calendar on the Intranet

DEPARTMENT PAGES

- Implemented a Return To Work Program:
 - Engaged the services of Norm Peterson & Associates to establish and implement a Return-to-Work Program.
 - Helped employees safely return to work, while saving Total Temporary Disability (TTD) payments of approximately \$66,887.

OBJECTIVES FOR FISCAL YEAR 2017-2019:

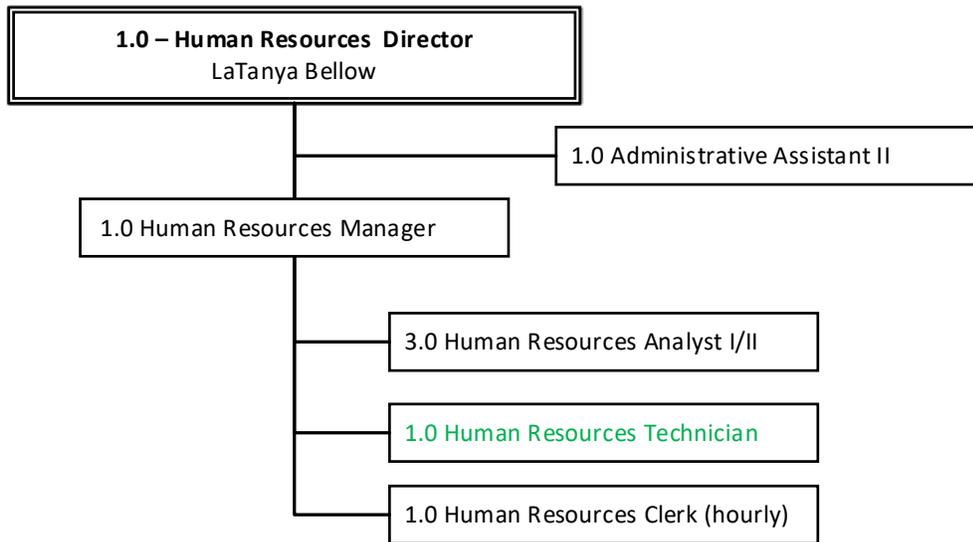
- Labor Negotiations and MOU contract updates
- Implement HCM payroll and human resources system
- Continue to support the LEAP succession development program in all departments
- Further define and implement a more thorough employee on-boarding program
- Enhance the employee recognition program
- Create and publish a City recruitment video
- Explore the use of 360 degree evaluation program for managers

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-2019:

- Safety Program
- Succession Development Program Initiative –phase two
- HCM: PDS and WISE
- HR Clerk/Consultant
- City-wide Training and Engagement Efforts
- Recruitments

DEPARTMENT PAGES

Organization Chart 8: Human Resources Department



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

Table 9: Human Resources Department Position Listing

Human Resources	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N130	Director Of Human Resources	1.00	1.00	1.00	0.00
Full Time	M270	Human Resources Analyst II	2.00	2.00	2.00	0.00
Full Time	O265	Human Resources Technician	1.00	1.00	1.00	0.00
Full Time	M775	Human Resources Manager	1.00	1.00	1.00	0.00
Full Time	M700	Human Resources Analyst I	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
Hourly	X310	Human Resources Clerk	1.00	1.00	0.00	0.00
SUBTOTAL Hourly			1.00	1.00	0.00	0.00
TOTAL FTE - Human Resources			8.00	8.00	7.00	0.00

DEPARTMENT PAGES

Schedule 17: Human Resources Department Expenditures

All Operating Funds	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
PAYROLL	\$ 1,180,854	\$ 1,275,525	\$ 1,275,525	\$ 1,327,192	\$ 1,276,705	\$ 51,667
SUPPLIES & SERVICES	217,719	115,461	212,496	219,961	177,461	104,500
INTERDEPARTMENTAL CHARGES	70,208	67,023	67,023	78,068	78,068	11,045
Total Expenditures	\$ 1,468,781	\$ 1,458,009	\$ 1,555,044	\$ 1,625,221	\$ 1,532,234	\$ 167,212

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- None

Expenditures FY 2017-18:

- \$65,000 Recruitment Search Firm Services
- \$5,000 Bi-Annual Job Fair
- \$22,000 Class & Comp Studies
- \$52,500 Succession Development Program
- \$60,200 HR Clerk to support Human Capital Management System implementation

Expenditures FY 2018-19:

- \$30,000 Recruitment Search Firm Services
- \$32,000 Class & Comp Studies

ECONOMIC & COMMUNITY DEVELOPMENT



MISSION STATEMENT:

The Economic & Community Development Department promotes and maintains quality development and economic vitality within the City, and it oversees the regulatory functions necessary to assure excellent customer service and balanced, high-quality growth and development within the City. The department supports its mission through the activities of three divisions:

- The Economic Development & Housing Division is responsible for: business attraction and retention; implementation of the Long Range Property Management Plan (LRPMP); economic analysis; affordable housing programs; Downtown development and merchant support; negotiating and managing development projects; management of the Community Development Block Grant (CDBG) program; and other projects and programs related to creating jobs, investment, and affordable housing for South San Francisco.
- The Planning Division assists the Planning Commission and City Council in guiding the physical growth and development of the City. Planning staff provide information, analysis and support regarding land development and land use issues in the City. The Planning Division also helps implement the City's Climate Action Plan.
- The Building Division ensures public safety, health and welfare through the effective administration and enforcement of our local ordinances and the California Building Codes. In the event of an emergency or disaster, the division performs damage assessments of all structures. The division also maintains accurate property and permit records for structures within South San Francisco.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2016-17:

- Processed 2,200 permits allowing more than \$432 million of new construction and \$3,551,012 of permit fee revenue.
- Facilitated business attraction and expansion projects that generated about 800 new jobs.
- Completed the transfer of the Oyster Point Development Agreement to a new development team: Oyster Point Development, LLC – thus paving the way for a \$1 billion, 2.3 million square foot development on 42 acres of waterfront property.
- Completed the sale of Successor Agency property and commenced construction for the 260-unit Sares-Regis downtown housing project (the largest private investment in Downtown history, with a project budget of \$140 million).

DEPARTMENT PAGES

- Completed the developer selection process and executed an Exclusive Negotiating Rights Agreement (ENRA) with ROEM for the 84-unit Grand & Linden project.
- Approved the sale of city property at 178-190 Airport Blvd. in order to facilitate a 147-unit private housing development on adjacent property at 150 Airport Blvd.
- Completed the developer selection process and executed an ENRA with Hisense/OMNI for a 97-unit mixed used use condo/retail development at 200 Linden.
- Launched the City's new Zoning Search Website as well as the Development and Construction Map Website.
- Successfully launched the first phase of electronic permitting, including: online permitting for contractors; inspectors equipped with tablets for field work (electronic correction notices, code check, plan review, etc.); and implemented electronic plan review for commercial permits.
- Implemented a successful City presence at the BIO 2016 conference. The City had its own booth. The City held 24 scheduled meetings with biotech companies (not including the impromptu meetings that occurred at the booth) that resulted in 14 potential business opportunities. The City also hosted a bus tour, and a breakfast event that was attended by 79 biotech business representatives. The breakfast event featured a panel discussion moderated by Ron Leuty of the SF Business Times and featuring four biotech leaders: Bill Newell (Sutro Biopharma), James Sabry (Genentech), Rick Winningham (Theravance), and Lesley Stolz (JLABS).
- Approval of the City's Action Plan for the Community Development Block Grant (CDBG) Program. Funded 80 ADA ramp upgrades at key intersections in the City with CDBG funding. Provided funding to 14 non-profits who assist foster youth, homeless, the elderly, disabled and people who housing related legal issues with CDBG funding. Resurfaced Brentwood playlot with rubberized surfacing using CDBG Funds
- Formed and facilitated the Construction Coordination Committee
- Intensive work to support the planning and approval process for several major life science campus developments, including Genentech Buildings 31 and 40, Genesis Towers, 475 Eccles, and the Landing at Oyster Point.
- Intensive work to support the Downtown Merchants, including administration of four successful façade grant projects, installation of Downtown Holiday Decorations, and ongoing collaborations with the Chamber of Commerce.
- Resolved longstanding legal property issues for the Willow Gardens affordable housing project.
- Sale of City residential property at 380 Alta Vista.
- Fully executed the compensation agreement with all Taxing Entities for Long Range Property Management Plan (LRPMP) properties, allowing properties to be transferred to the City.
- Final approval of the 81-unit Rotary Senior Affordable Housing Project.
- Facilitated an affordable housing lottery for the City Ventures project, which awarded seven affordable units to qualifying applicants.
- Provided real estate services in support of the Measure W-funded Civic campus project.
- Issued developer RFQs for two high-profile opportunity sites: (a) a hotel at the Oyster Point site, and (b) a mixed-use residential development at the PUC Site
- Researched, managed, and processed advanced planning projects, including revisions to the Accessory Dwelling Unit regulations and Retail Marijuana regulations
- Entitled Costco Business Center (old Levitz site).

DEPARTMENT PAGES

- Processed approximately 100 Planning applications for signs, residential additions, commercial/industrial improvements, use permits and other entitlements.

OBJECTIVES FOR FISCAL YEAR 2017-18:

- Continue business attraction, retention, and expansion efforts.
- Continue outstanding customer service efforts to expedite planning approvals and building permits for time sensitive projects.
- Complete the 100% implementation of online building permit submittal and plan review.
- Continue attraction/retention efforts for biotechnology industry, including the BIO International Convention and other initiatives.
- Continue efforts to support Downtown development and business attraction.
- Plan and pursue major real estate developments on strategic opportunity sites within the city, such as: 200 Linden, the PUC properties, Sares Regis Phase 2, the Grand & Linden project, and other projects.
- Support planning efforts for a civic campus at the intersection of Chestnut & El Camino Real.
- Update the Citywide Residential Design Guidelines.
- Continue to work on Downtown Streetscape Enhancements.
- Begin the initial planning and organization work needed to begin a comprehensive General Plan Update Process starting in 2018-19.
- Assist with updating the Bicycle and Pedestrian Plan.
- Complete the update of the Chestnut/ECR Plan.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-19:

Expenditures FY2017-18:

- \$75,000 BIO Conference
- \$183,000 Building Plan Reviewer; cost offset by permit revenues
- \$150,000 Citywide Multi-Modal Transportation Plan; funded by General Plan Maintenance reserve (non-General Fund)
- \$105,000 Housing/ECD Consultant
- \$10,000 Staff Training and Development
- \$40,000 Phase III of Holiday Decorations
- \$20,000 Monitors/Equipment for Building Department
- \$8,800 Cost Difference for Principal Planner
- \$2,000 Printing Services for Building Division
- \$203,000 Professional Services for PUC/Oyster Point
- \$15,100 Cost difference for Senior Permit Technician
- \$80,000 Audit & Compliance Process of DA and TDM

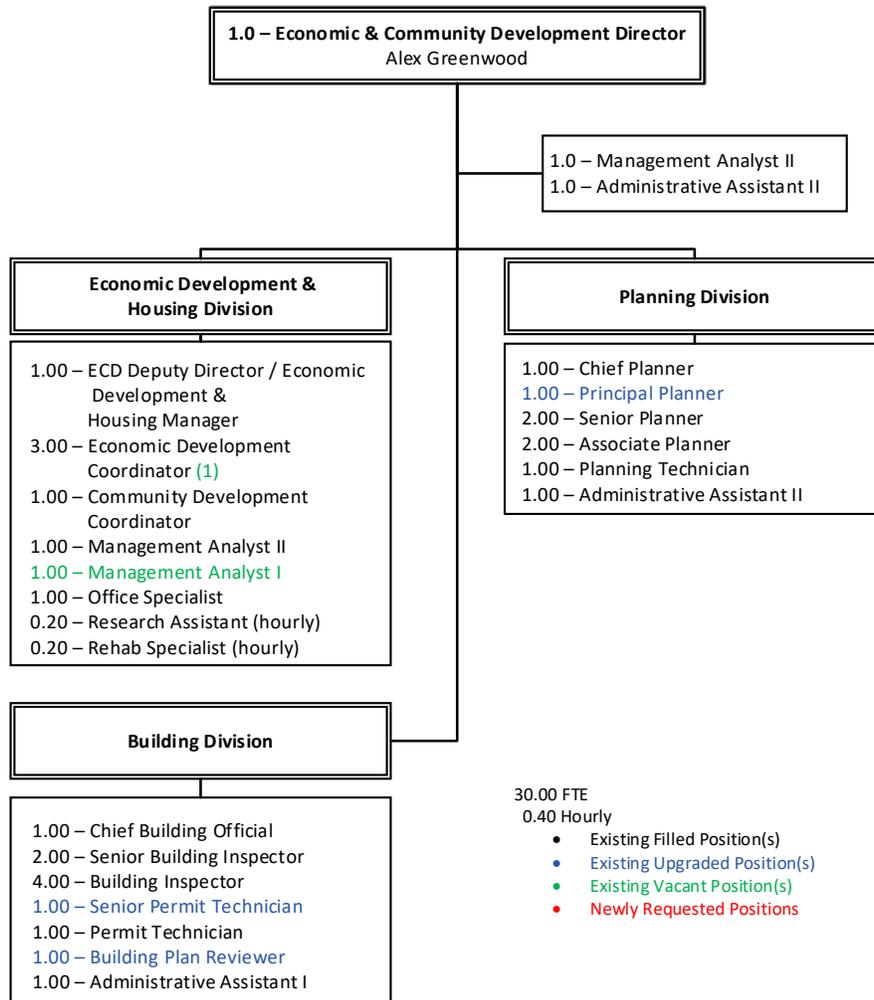
Expenditures FY2018-19:

- \$75,000 BIO Conference
- \$194,000 Building Plan Reviewer; cost offset by permit revenues
- \$150,000 Citywide Multi-Modal Transportation Plan; funded by General Plan Maintenance reserve (non-General Fund)
- \$105,000 Housing/ECD Consultant

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- \$10,000 Staff Training and Development
- \$40,000 Phase IV of Holiday Decorations
- \$65,000 Mobility Study/CEQA/Urban Design Services
- \$2.0 million Plan Review Consultant Services
- \$9,700 Cost difference for Principal Planner
- \$2,000 Printing Services for Building Division
- \$15,100 Cost difference for Senior Permit Technician

Organization Chart 9: Economic & Community Development Department



DEPARTMENT PAGES

Table 10: Economic & Community Development Department Position Listing

ECD	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N140	Director of ECD	1.00	1.00	1.00	0.00
Full Time	M145	ECD Deputy Director / Manager of Economic Development & Housing	1.00	1.00	1.00	0.00
Full Time	M125	Associate Planner	2.00	2.00	2.00	0.00
Full Time	M210	Chief Building Official	1.00	1.00	1.00	0.00
Full Time	M155	Chief Planner	1.00	1.00	1.00	0.00
Full Time	M185	Economic Development Coordinator	3.00	3.00	3.00	0.00
Full Time	M725	Community Development Coordinator	1.00	1.00	1.00	0.00
Full Time	M590	Principal Planner	0.00	1.00	1.00	1.00
Full Time	M335	Senior Planner	3.00	2.00	2.00	(1.00)
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	2.00	2.00	2.00	0.00
Full Time	A462	Planning Technician	1.00	1.00	1.00	0.00
Full Time	TBD	Senior Permit Technician	0.00	1.00	1.00	1.00
Full Time	A460	Permit Technician	2.00	1.00	1.00	(1.00)
Full Time	A400	Sr Building Inspector	2.00	2.00	2.00	0.00
Full Time	A135	Building Inspector	4.00	4.00	4.00	0.00
Full Time	TBD	Building Plan Reviewer	0.00	1.00	1.00	1.00
Full Time	O315	Administrative Assistant I	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	2.00	2.00	0.00
Full Time	A295	Office Specialist	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			29.00	30.00	30.00	1.00
Hourly	X280	Miscellaneous Hourly - Research Assistant	0.20	0.20	0.20	0.00
Hourly	X280	Miscellaneous Hourly - Rehab Specialist	0.20	0.20	0.20	0.00
SUBTOTAL Hourly			0.40	0.40	0.40	0.00
TOTAL - ECD			29.40	30.40	30.40	1.00

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Schedule 18: Economic & Community Development Department Expenditures

General Fund	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues:						
Building Insp. Permits	\$ 2,309,687	\$ 4,766,046	\$ 4,766,046	\$ 3,400,562	\$ 4,728,675	\$ (1,365,484)
Building Plan Check	1,203,842	623,846	623,846	806,935	818,718	183,089
Building Plan Check Exp.	402,186	564,673	564,673	2,210,365	3,073,639	1,645,692
Building Plan Check In Hs	399,532	623,848	623,848	216,745	300,862	(407,103)
Electrical Permit	304,287	250,000	250,000	433,489	601,723	183,489
Plumbing Permit	134,505	125,000	125,000	216,745	300,861	91,745
Mechanical Permit	143,417	130,000	130,000	216,745	300,861	86,745
Bldg. Special Inspection	3,548	2,500	2,500	2,500	2,500	-
Energy Plan Check	254,287	150,000	150,000	552,591	768,410	402,591
Genentech Bldg. Insp.	43,053	10,000	10,000	10,000	10,000	-
Charges for Services	246,629	86,190	94,990	86,190	86,190	-
Other Revenues		11,437	11,437	-	-	(11,437)
Total Revenues	\$ 5,444,972	\$ 7,343,540	\$ 7,352,340	\$ 8,152,867	\$ 10,992,439	\$ 809,327
Expenditures:						
Salaries & Benefits	3,769,916	\$ 4,801,419	\$ 4,801,419	\$ 5,096,451	\$ 5,410,397	\$ 295,032
Supplies & Services	3,661,083	6,982,848	8,116,028	1,916,631	3,523,631	\$ (5,066,217)
Capital Outlay	261,659	-	-	-	-	-
Interdepartmental Charges	227,886	218,779	218,779	242,943	242,943	\$ 24,164
Total Expenditures	\$ 7,920,543	\$ 12,003,046	\$ 13,136,226	\$ 7,256,025	\$ 9,176,971	\$ (4,747,021)

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- Add 1.0 FTE Building Plan Reviewer; cost offset by permit revenues
- Add 1.0 FTE Senior Permit Technician
- Subtract 1.0 FTE Permit Technician
- Add 1.0 FTE Principal Planner
- Subtract 1.0 FTE Senior Planner

Expenditures FY2017-18:

- \$125,000 BIO Conference
- \$183,000 Building Plan Reviewer; cost offset by permit revenues
- \$150,000 Citywide Multi-Modal Transportation Plan; funded by General Plan Maintenance reserve (non-General Fund)
- \$105,000 Housing/ECD Consultant
- \$10,000 Staff Training and Development
- \$40,000 Phase III of Holiday Decorations
- \$20,000 Monitors/Equipment for Building Department
- \$8,800 Cost Difference for Principal Planner
- \$2,000 Printing Services for Building Division
- \$203,000 Professional Services for PUC/Oyster Point
- \$15,100 Cost difference for Senior Permit Technician
- \$80,000 Audit & Compliance Process of DA and TDM

Expenditures FY2018-19:

- \$75,000 BIO Conference
- \$194,000 Building Plan Reviewer; cost offset by permit revenues
- \$150,000 Citywide Multi-Modal Transportation Plan; funded by General Plan Maintenance reserve (non-General Fund)
- \$105,000 Housing/ECD Consultant
- \$10,000 Staff Training and Development
- \$40,000 Phase IV of Holiday Decorations
- \$65,000 Mobility Study/CEQA/Urban Design Services
- \$2.0 million Plan Review Consultant Services
- \$9,700 Cost difference for Principal Planner
- \$2,000 Printing Services for Building Division
- \$15,100 Cost difference for Senior Permit Technician

FIRE DEPARTMENT



MISSION STATEMENT:

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

THE DEPARTMENT SUPPORTS ITS MISSION TO OUR COMMUNITY THROUGH:

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

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2016-17:

- Fire personnel responded to 6,754 incidents in calendar year (CY) 2016, a 3.4 percent increase over CY 2015. Incidents included 172 fires, 4,682 emergency medical calls, 132 hazardous conditions and more than 1,750 various incidents ranging from simple to complex.
- SSFFD ambulances transported 4,056 patients.
- Addressed 995 new Municipal Code complaints and closed 989 Code Enforcement cases.
- Conducted 483 renewable permit, life safety and construction inspections.
- Update of and formal adoption of Local Hazard Mitigation Plan.

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- Participated in various training and Emergency Operations Center (EOC) exercises, such as:
 - Hosted site for two technical rope rescue drills for the county.
 - Participated in two quarterly Red Cap drills at San Francisco International Airport (SFO).
 - Participated in the annual disaster drill at SFO.
 - Participated in the County OES “Train on the Train” Active Shooter drill at SSF Caltrain station.
 - Participated in the National Association of State Boating Law Administrators Boat Operator regional training class.
 - Participated in Urban Shield marine operations exercise.
 - Participated in San Francisco Bay Fleet Week.
 - Hosted two State Fire Marshal Technical Rope Rescue Courses for San Mateo County.
 - Participated in Bay Area Urban Shield Marine rescue training.
 - Participated in Bay Area Regional UASI Rescue Boat Operator Course.
 - American Red Cross shelter operation training for Community Emergency Response Team (CERT) members.
 - Silver Dragon X EOC community information distribution exercise.
 - Yellow Command Point of Distribution logistics exercise.
 - CERT Incident Command System training.
 - Delivered CERT Academy to community members.
- Completed a total of 12,759 hours of training.
- Realigned EOC management staffing to assign primary and back-up responsibilities, and train EOC staff to operate more effectively in the EOC.
- Over 7,100 CERT volunteer and training hours.
- Increased sudden cardiac arrest survival rates through implementation of “high performance” CPR training per the San Mateo County Emergency Medical Services guidelines.
- SSFFD staff conducted CPR, AED and fire safety training for South San Francisco residential and business community members.
- Modified Fire Prevention Week delivery to address elementary schools and high schools in alternating years.
 - Provided Hands Only CPR and Bleeding Control training to more than 1500 students at El Camino, South San Francisco and Baden high schools.
- Placement of new 103 foot quintuple (quint) fire apparatus into service including operator orientation and training.
- Placement of new 2016 Rescue Ambulance into service.
- Placed 51 fire department portable radios into service providing the latest technology.
- Replaced 41 sets of wildland firefighting personal protective equipment.
- Replaced the department’s cache of atmospheric gas monitoring equipment.
- Replaced 12 ruggedized laptop computers for use during incidents.

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- Promoted one Deputy Chief, two Battalion Chiefs and hired 6 new Paramedic/ Firefighters.
- Hosted a Fire Department “Open House” to give safety information to SSF residents.
- Hosted two E-waste events, allowing citizens to dispose of electronics for free and recovering funds for planting trees with the Community Preservation Task Force
- Partnered with Human Resources to conduct recruitments for; Accounting Assistant II; Office Specialist; Administrative Assistant I; Paramedic/Firefighter; and conducting a Fire Captain promotional exam.
- More than \$3.3 million (FY 2016-17) in revenue collected for Ambulance Transport, Fire Prevention Inspections, Code Enforcement, Plan Check and safety classes. (need to validate prior to publication)

OBJECTIVES FOR FISCAL YEAR 2017-18:

- Continue to work toward accreditation of the Fire Department, Emergency Medical Services, and Emergency Preparedness, through;
 - Revising and adopting department policies and procedures.
 - Evaluating current and future department services.
 - Promoting professional development training and education.
- Utilize regional opportunities and develop in-house exercises to reinforce EOC staff training and demonstrate communications and logistics capabilities.
- Work with IT to implement additional technology in Incident Management and EMS processes.
- Ongoing digitizing of final Fire Prevention plans for a more expedited retrieval process.
- Develop and implement a policy for SSFFD and SSFPD response to violent incidents/multi-casualty incidents.



DEPARTMENT PAGES

- Continue working toward a program aimed at reducing chronic exposure of carcinogens for our members, both in the station environment and on emergency scenes.
- Develop specifications for and order a new fire engine to replace the department's oldest apparatus

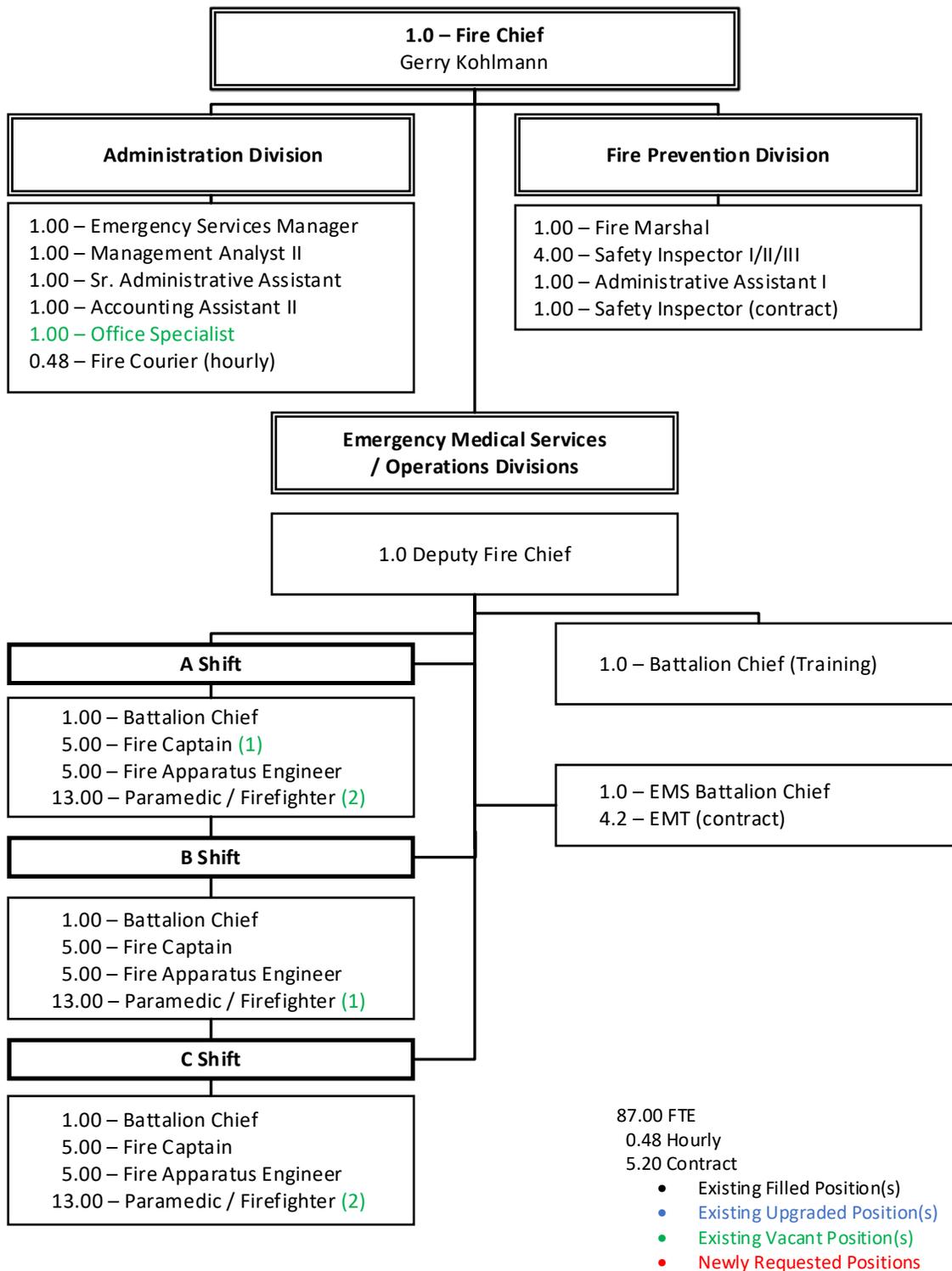


BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-18:

- Stabilize and maximize ambulance transport revenues.
- Expand local recruiting and hiring efforts, including reconfiguring fire department youth programs and outreach opportunities.
- Provide staff development training opportunities.
- Participate in citywide Safety and Leadership programs.
- Revise the City's Emergency Operations Plan.
- Emergency Management exercises will continue that involve citywide staff and their Emergency Operations Center responsibilities.
- Work with Fleet Management to develop specifications for replacement fire apparatus.
- Continue to identify and project future equipment needs to allow for replacement on a predictable schedule.
- Focus on firefighter wellness and injury prevention.
- Participate in Measure W project activities.
- Implement defined employee Technical Rescue certification criteria
- Enhance Urban Search & Rescue capabilities through State certified courses for SFFD personnel

DEPARTMENT PAGES

Organization Chart 10: Fire Department



DEPARTMENT PAGES

Table 11: Fire Department Position Listing

Fire	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N150	Fire Chief	1.00	1.00	1.00	0.00
Full Time	M110	Deputy Fire Chief	1.00	1.00	1.00	0.00
Full Time	M780	Emergency and Safety Manager	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M410	Fire Marshal	1.00	1.00	1.00	0.00
Full Time	M390	Fire Battalion Chief (56 Hours)	3.00	3.00	3.00	0.00
Full Time	M205	Fire Battalion Chief (40 Hours)	2.00	2.00	2.00	0.00
Full Time	B120	Fire Apparatus Engineer	15.00	15.00	15.00	0.00
Full Time	B100	Fire Captain	15.00	15.00	15.00	0.00
Full Time	B130	Paramedic / Firefighter	39.00	39.00	39.00	0.00
Full Time	B200	Safety Inspector I	1.00	1.00	1.00	0.00
Full Time	B195	Safety Inspector II	3.00	3.00	3.00	0.00
Full Time	O315	Administrative Assistant I	1.00	1.00	1.00	0.00
Full Time	O340	Sr. Administrative Assistant	1.00	1.00	1.00	0.00
Full Time	A225	Accounting Assistant II	1.00	1.00	1.00	0.00
Full Time	A295	Office Specialist	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			87.00	87.00	87.00	0.00
FT Contract	X181	Safety Inspector	1.00	1.00	1.00	0.00
FT Contract	X281	Emergency Medical Technician	4.20	4.20	4.20	0.00
SUBTOTAL FT Contract			5.20	5.20	5.20	0.00
Hourly	X540	Fire Courier	0.48	0.48	0.48	0.00
SUBTOTAL Hourly			0.48	0.48	0.48	0.00
TOTAL - Fire			92.68	92.68	92.68	0.00

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Schedule 19: Fire Department Expenditures

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-18 from 2016-17
All Operating Funds	Actual	Adopted	Amended	Proposed	Projected	Adopted
FIRE CONSTRUCTION PERMITS	\$ 146,622	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
FIRE PREVENTION FEES	970,307	400,000	400,000	400,000	400,000	-
FIRE PREVENTION INSPECTION FEES	133,741	200,000	200,000	200,000	200,000	-
RENEWABLE FIRE PERMITS	98,679	200,000	200,000	200,000	200,000	-
SPECIAL ACTIVITY FIRE PERMITS	9,250	3,500	3,500	3,500	3,500	-
ADMINISTRATIVE CITATION FINES	51,943	80,000	80,000	80,000	80,000	-
INTERGOVERNMENTAL	691,352	25,000	365,000	25,000	25,000	-
CHARGES FOR SERVICES	7,432	4,857	4,857	4,857	4,857	-
OTHER REVENUES	40,695	40,000	40,000	40,000	40,000	-
PARAMEDIC SERVICE FEES	1,698,552	1,700,000	1,700,000	1,750,000	1,750,000	50,000
BLS TRANSPORT SERVICE	181,003	250,000	250,000	250,000	250,000	-
Total Revenues	\$ 4,029,576	\$ 2,983,357	\$ 3,323,357	\$ 3,033,357	\$ 3,033,357	\$ 50,000
Expenditures:						
Salaries & Benefits	21,535,790	\$ 22,798,129	\$ 23,138,129	\$ 23,135,142	\$ 24,268,594	\$ 337,013
Supplies & Services	1,217,318	1,212,580	1,427,051	1,412,330	1,334,040	199,750
Capital Outlay	253,805	40,920	40,920	-	-	-
Interdepartmental Charges	1,422,225	\$ 1,749,175	1,749,175	1,832,305	1,787,313	83,130
Total Expenditures	\$ 24,429,138	\$ 25,800,803	\$ 26,355,274	\$ 26,379,777	\$ 27,389,948	\$ 619,893

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- None

Expenditures FY 2017-18:

- \$105,100 Structural Collapse Rescue, Rope Rescue and Boat Rescue Courses - Overtime and Course Cost
- \$46,200 for Powerload System for Rescue 63; funded by developer contribution
- \$37,500 for Thermal Imaging Camera Replacement; funded by developer contribution
- \$17,900 for Specialized Commercial dryers for Firefighter PPEs
- \$18,200 for Radiation Dosimeters; funded by developer contribution
- \$13,600 Intergovernmental Contractual Services
- \$27,900 Phone and Data
- \$21,100 Software Licenses and Maintenance
- \$59,500 Personal Protective Equipment replacement
- \$6,000 Station Budget Increases
- \$12,000 Fire Prevention Staff Development Materials Increase
- \$62,500 for EMS Ambulance Services
- \$37,600 Staff Development
- \$30,000 Training Overtime
- \$8,000 US&R Supplies for Training
- \$45,000 Hiring/Promotional Process
- \$6,000 Mattress Replacement

Expenditures FY 2018-19:

- \$117,900 Structural Collapse Rescue, Rope Rescue and Boat Rescue Courses - Overtime and Course Cost
- \$37,500 for Thermal Imaging Camera Replacement; funded by developer contribution
- \$17,900 for Specialized Commercial dryers for Firefighter PPEs
- \$27,900 Phone and Data
- \$21,100 Software Licenses and Maintenance
- \$6,000 Station Budget Increases
- \$6,000 Mattress Replacement
- \$49,500 Personal Protective Equipment replacement
- \$66,000 for EMS Ambulance Services
- \$37,600 Staff Development
- \$30,000 Training Overtime
- \$8,000 US&R Supplies for Training
- \$45,000 Hiring/Promotional Process

POLICE DEPARTMENT



MISSION STATEMENT:

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

VISION:

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

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Citizen’s Academy program, presented since 1998;
- Community Academy program in Spanish, presented since 2000;
- Youth Academy program for children 10 to 14, presented since 2015;
- Gang Resistance Education and Training (GREAT) program for 5th grade students;
- Numerous Middle School / High School classes on cyber-bullying / digital safety;
- Neighborhood Enhancement Action Team (Project NEAT) juvenile diversion program for first-time offenders;
- Summer Youth Work program for “at risk” youth;
- Every 15 Minutes DUI prevention education program for high school students;
- Social Media used to share crime trends and safety tips;
- Police Explorer program designed to encourage teenagers and young adults to actively participate in the police department and give back to their community;
- National Night Out program to allow community members to interact with police officers.

ACCOMPLISHMENT / INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2016-17:

- Chief Azzopardi received the prestigious POST Executive Certificate from California Police Officers Standards and Training Executive Director Manny Alvarez.

DEPARTMENT PAGES

- Hosted sessions of the Citizens' Police Academy, Hispanic Community Academy and the Youth Police Academy;
- Creation of a Citizens' Dog Walker Watch crime prevention program;
- Began implementation of a new Body-Worn Camera system for all officers;
- Operation Pill Nation – SSFPD Task Force Officer received the prestigious Organized Crime Drug Enforcement Task Force National Award for an Outstanding Investigation for the Pacific Region;
- SSFPD Detectives received the prestigious U.S. Attorney's Director's Award For Superior Performance related to their work in a gang-homicide investigation;
- Neighborhood Response Team (Sergeant / Corporal / 2 Officers):
 - Continued mission – enforcement, intelligence, community relationship building
 - 110 arrests (30 gang related arrests);
 - Completed 704 field interrogation cards (276 gang related F.I.'s); and
 - Validated 60 gang members;
- Downtown Bike Patrol (2 Officers):
 - Continued mission – addressing of quality of life issues in the Downtown area;
 - Worked extensively with the Homeless Outreach Team to assist transient / less-fortunate individuals to find housing and obtain social services;
- Command Staff Retreat:
 - Continued development of strategic / succession plans to guide the future of the Department;
- Development of an internal Gang Intelligence Unit to develop / share information on local street gangs and work collaboratively on gang investigations;
- Office of Traffic Safety traffic and DUI enforcement grants. The grant for the 2016 / 2017 year was \$70,000. This is the 9th year of the OTS grant partnership – we have received \$1,149,500 to date.

OBJECTIVES FOR FISCAL YEAR 2017-18:

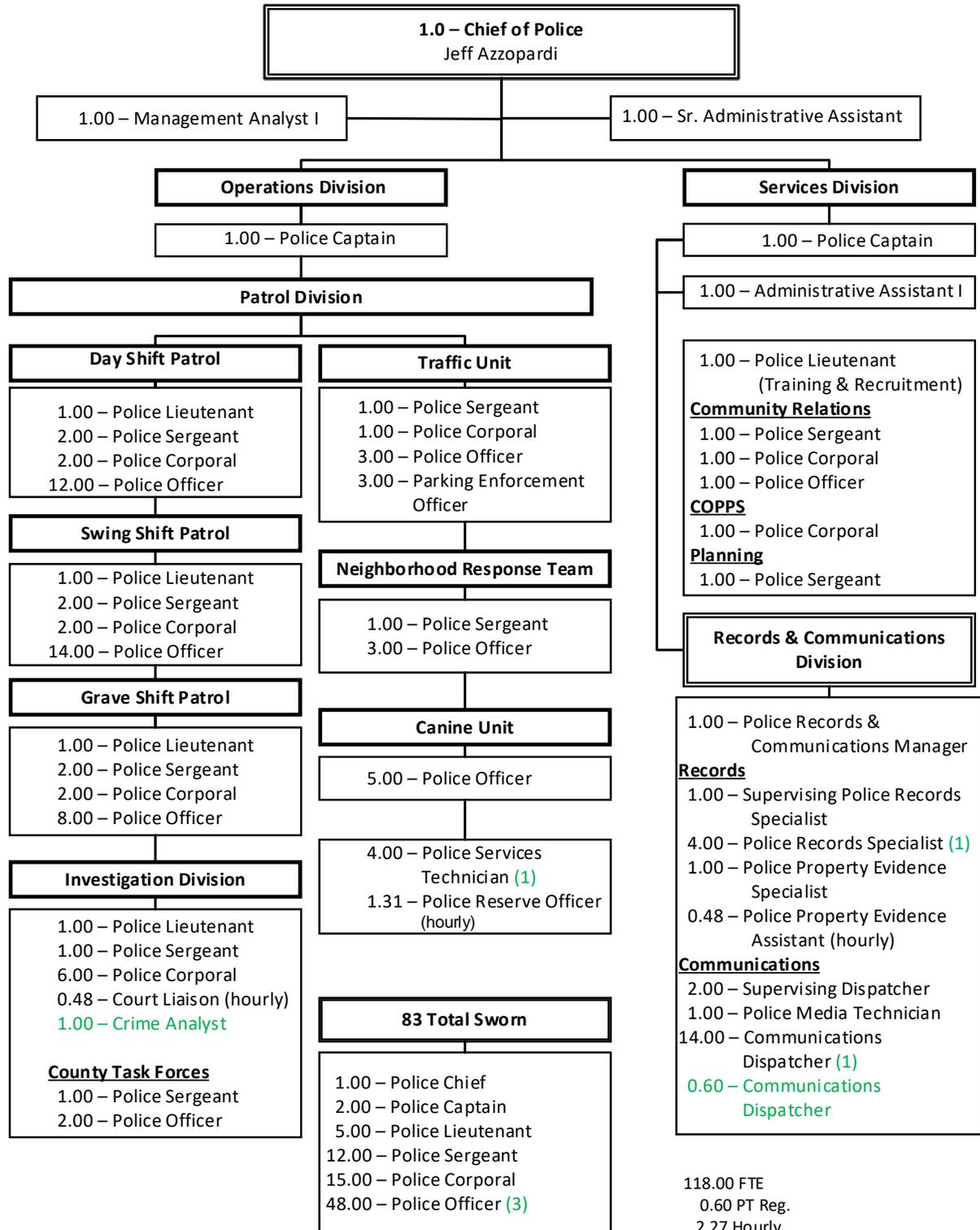
- Continue to build a robust Police Department by filling all vacancies;
- Ongoing planning for future Police Operations Center;
- Continue partnership with the Drug Enforcement Agency DEA Task Force;
- Continue implementation of Next-Generation 911 complaint system to accept future Text to 911 program;
- Continue full implementation of the new Body-Worn Camera system and development of digital evidence submission to the District Attorney's Office;
- Involvement in community meetings to educate citizens on immigration enforcement issues.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-18:

- Department Taser replacement purchase valued at \$130,000;
- Renew dispatch service agreements with the City of Pacifica and Town of Colma;
- Develop emergency contingency dispatch program with the San Mateo Police Department.

DEPARTMENT PAGES

Organization Chart 11: Police Department



118.00 FTE
0.60 PT Reg.
2.27 Hourly

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

DEPARTMENT PAGES

Table 12: Police Department Position Listing

Police	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N155	Police Chief	1.00	1.00	1.00	0.00
Full Time	M280	Police Captain	2.00	2.00	2.00	0.00
Full Time	M275	Police Lieutenant	5.00	5.00	5.00	0.00
Full Time	C165	Police Sergeant	12.00	12.00	12.00	0.00
Full Time	C100	Police Corporal	15.00	15.00	15.00	0.00
Full Time	C115	Police Officer	48.00	48.00	48.00	0.00
Full Time	M285	Police Records & Comm. Manager	1.00	1.00	1.00	0.00
Full Time	C200	Supervising Police Records Specialist	1.00	1.00	1.00	0.00
Full Time	C110	Police Property/ Evidence Specialist	1.00	1.00	1.00	0.00
Full Time	C105	Police Records Specialist	4.00	4.00	4.00	0.00
Full Time	C210	Crime Analyst	1.00	1.00	1.00	0.00
Full Time	A365	Supervising Dispatcher	2.00	2.00	2.00	0.00
Full Time	A150	Communications Dispatcher	14.00	14.00	14.00	0.00
Full Time	C175	Parking Enforcement Officer	3.00	3.00	3.00	0.00
Full Time	C125	Police Service Technician	4.00	4.00	4.00	0.00
Full Time	C220	Police Media Technician	1.00	1.00	1.00	0.00
Full Time	O340	Senior Administrative Assistant	1.00	1.00	1.00	0.00
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	O315	Administrative Assistant I	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			118.00	118.00	118.00	0.00
Part Time Regular	A150	Communications Dispatcher	0.60	0.60	0.60	0.00
SUBTOTAL PT Regular			0.60	0.60	0.60	0.00
Hourly	X190	Police Property/Evidence Assistant	0.48	0.48	0.48	0.00
Hourly	X193	Police Court Liaison	0.48	0.48	0.48	0.00
Hourly	X325	Police Reserve Officer	1.31	1.31	1.31	0.00
SUBTOTAL Hourly			2.27	2.27	2.27	0.00
TOTAL - Police			120.87	120.87	120.87	0.00

DEPARTMENT PAGES

Schedule 20: Police Department Expenditures

All Operating Funds	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017- 18 from 2016-17 Adopted
ALARM REGISTRATION FEE	\$ 55,933	\$ 47,300	\$ 47,300	\$ 47,300	\$ 47,300	\$ -
FINES & FORFEITURES	739,812	758,500	758,500	738,500	738,500	(20,000)
POST REIMBURSEMENT	21,587	46,923	46,923	20,000	20,000	(26,923)
POLICE COUNTY TASK FORCE	8,703	90,000	90,000	90,000	90,000	-
POLICE DEPARTMENT SERVICES	311,984	305,000	305,000	305,000	305,000	-
COMMUNICATIONS SVC-COLMA,BRSBN	105,169	92,000	92,000	92,000	92,000	-
POLICE RECOVERY CHARGES	29,311	2,500	2,500	25,000	25,000	22,500
RESTITUTION DAMAGES	2,643	2,000	2,000	2,000	2,000	-
PACIFICA DISPATCH SERVICES	620,765	620,000	620,000	632,400	645,048	12,400
Total Revenues	\$ 1,895,906	\$ 1,964,223	\$ 1,964,223	\$ 1,952,200	\$ 1,964,848	\$ (12,023)
Expenditures:						
Salaries & Benefits	22,370,733	\$ 24,206,142	\$ 24,273,142	\$ 24,386,923	\$ 25,647,325	\$ 180,781
Supplies & Services	1,355,476	1,270,956	1,347,863	1,483,639	1,460,157	212,683
Capital Outlay	10,658	409,882	596,982	-	-	-
Interdepartmental Charges	1,732,762	\$ 1,727,400	1,727,400	1,793,510	1,793,510	66,110
Total Expenditures	\$ 25,469,629	\$ 27,614,380	\$ 27,945,387	\$ 27,664,073	\$ 28,900,992	\$ 459,575

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- None

Expenditures FY 2017-18:

- \$30,200 for Mobile Ticketing Devices & Hardware Support
- \$4,500 Telecommunications Engineering Associates
- \$3,100 Lexipol Daily Training Bulletin
- \$13,600 StarVista/First Chance Increase

Expenditures FY 2018-19:

- \$11,200 Mobile Ticketing Systems Hardware Support
- \$13,600 StarVista/First Chance Increase
- \$3,100 Lexipol Daily Training Bulletin

PUBLIC WORKS DEPARTMENT



MISSION STATEMENT:

The Public Works Department maintains the City infrastructure, runs the Water Quality Control Plant, provides maintenance for the City's vehicles and large equipment, and oversees the Parking District.

In partnership with our diverse community, we proudly support and sustain the environment and infrastructure through responsiveness, innovation and professionalism. The Public Works Department supports its mission to the City through:

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

FISCAL YEAR 2016-17 ACCOMPLISHMENTS/INITIATIVE HIGHLIGHTS:

- Completed the Renovation of the Grand Avenue Library;
- Installed ADA Curb Ramps in various locations in the City;
- Obtained \$3M grant for continued studies for the US 101 Produce Avenue; \$1M grant for the Grand Boulevard Initiative (Arroyo Drive to BART Drive); \$440K grant for the installation of a new traffic signal at Spruce Avenue and Commercial Avenue; \$367k grant for the South City Shuttle
- South City Shuttle received an Award of Merit as part of the MTC Excellence in Motion awards.
- Completed the Los Cerritos West Orange Avenue Safety Improvement Project;

DEPARTMENT PAGES

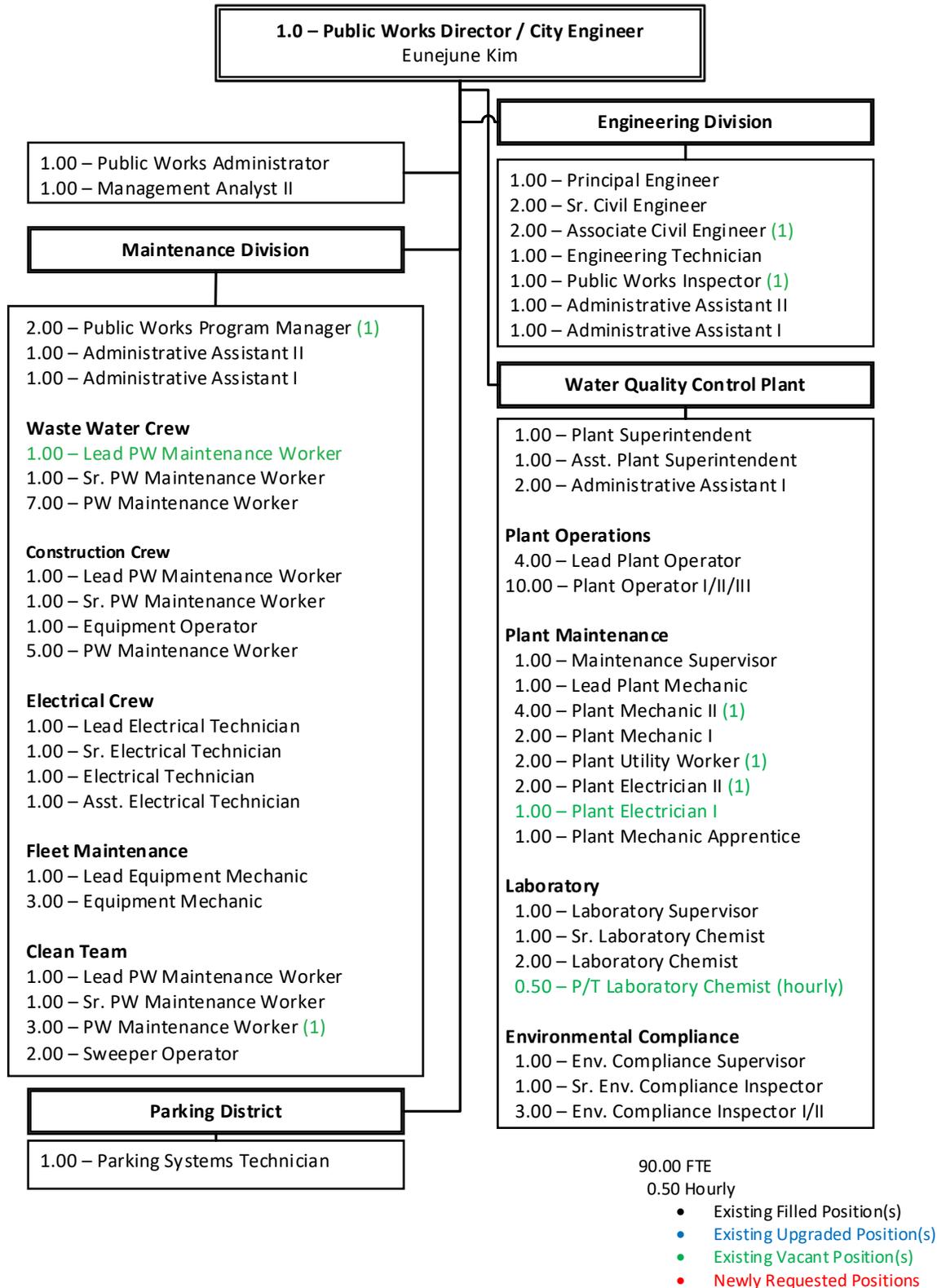
- Implemented recommendations for Downtown Parking Management Plan from completed Parking Study, including Smart Meter Pilot in downtown
- Completed downtown streetscape improvements including:
 - Preservation and painting of decorative light poles and signal masts; and
 - Caltrain Plaza improvement design.
- Maintained Public Works mutual aid agreement with local agencies;
- Entered new services agreement with San Mateo Flood Control District to improve appearance of Colma Creek in SSF.
- Expanded and improved social media outreach efforts to enhance community interaction;
- Implemented successful Adopt-a-Storm Drain Program with over 100 storm drains adopted throughout town by its residents;
- Completed first Citywide Spring Clean Up event – 718 vehicles visited and dumped trash at Corporation Yard site;
- Completed LED Street Lighting Pilot Study in Pecks Lot using 2700 kelvin street lights;
- Completion of Fleet Right Sizing Study to identify possible vehicle reductions and opportunities to utilize alternative fuels; and
- Purchased and installed a second turbo blower to improve reliability, redundancy, and lower the overall operating cost of the WQCP.
- Completed joint project between the City and the National Oceanic and Atmospheric Administration, to obtain early warning flood stage information for the community. There were no violations in 2016 of regulatory permit requirements;
- All emergency generators at all generator equipped pump stations and at the treatment plant were serviced and load tested for reliability.

FISCAL YEAR 2017-18 GOALS:

- Finish design and start construction of the Wet Weather and Digester Improvements Project
- Maintain 100% compliance with our NPDES permit
- Implement on-demand app payment and online for hourly and permit parking
- Install vehicle counting system at the Miller Avenue Garage.
- Begin construction of the Grand Boulevard Initiative project on El Camino Real from Chestnut Avenue to Arroyo Drive.
- Purchase and install CIP project management software to improve the efficiencies of project delivery.
- Obtain an additional two years of grant funding for South City Shuttle operations
- Complete electric vehicle master planning to be competitive for electric vehicle charging station grants.
- Continue with the Street Improvement program that will:
 - Construct new ADA curb ramps
 - Maintain overall network Pavement Condition Index of 75 for city streets
- Install monitoring system at select sewer man hole covers to remotely monitor sewer flows

DEPARTMENT PAGES

Organization Chart 12: Public Works Department



DEPARTMENT PAGES

Table 13: Public Works Department Position Listing

Public Works	Job Code	Position Title	2016-17	2017-18	2018-19	Change of 2017-18
			Actual	Proposed	Projected	from 2016-17
Full Time	N160	Director Of Public Works/City Eng	1.00	1.00	1.00	0.00
Full Time	M795	Public Works Administrator	1.00	1.00	1.00	0.00
Full Time	M760	Principal Engineer	1.00	1.00	1.00	0.00
Full Time	M340	Sr Civil Engineer	2.00	2.00	2.00	0.00
Full Time	M115	Associate Civil Engineer	2.00	2.00	2.00	0.00
Full Time	A167	Engineering Technician	1.00	1.00	1.00	0.00
Full Time	M750	Public Works Program Manager	2.00	2.00	2.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	A500	Sr Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A370	Sweeper Operator	2.00	2.00	2.00	0.00
Full Time	A200	Lead Public Works Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A360	Sr Public Works Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A275	Public Works Maintenance Worker	15.00	15.00	15.00	0.00
Full Time	A345	Lead Equipment Mechanic	1.00	1.00	1.00	0.00
Full Time	A335	Lead Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A120	Assistant Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A160	Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A310	Public Works Inspector	1.00	1.00	1.00	0.00
Full Time	A175	Equipment Operator	1.00	1.00	1.00	0.00
Full Time	A170	Equipment Mechanic	3.00	3.00	3.00	0.00
Full Time	M355	Plant Superintendent	1.00	1.00	1.00	0.00
Full Time	M465	Assistant Plant Superintendent	1.00	1.00	1.00	0.00
Full Time	M745	WQCP Maintenance Supervisor	1.00	1.00	1.00	0.00
Full Time	M450	Environmental Compliance Supervisor	1.00	1.00	1.00	0.00
Full Time	M220	Laboratory Supervisor	1.00	1.00	1.00	0.00
Full Time	D190	Lead Plant Operator	4.00	4.00	4.00	0.00
Full Time	D180	Lead Plant Mechanic	1.00	1.00	1.00	0.00
Full Time	D170	Sr Laboratory Chemist	1.00	1.00	1.00	0.00
Full Time	D160	Sr Environmental Compliance Inspector	1.00	1.00	1.00	0.00
Full Time	D155	Environmental Compliance Inspector II	3.00	3.00	3.00	0.00
Full Time	D200	Plant Operator III	8.00	8.00	8.00	0.00
Full Time	D145	Plant Operator I	2.00	2.00	2.00	0.00
Full Time	D140	Plant Electrician II	2.00	2.00	2.00	0.00
Full Time	D135	Plant Mechanic II	4.00	4.00	4.00	0.00
Full Time	D125	Plant Utility Worker	2.00	2.00	2.00	0.00
Full Time	D120	Laboratory Chemist	2.00	2.00	2.00	0.00
Full Time	D105	Plant Electrician I	1.00	1.00	1.00	0.00
Full Time	D130	Plant Mechanic I	2.00	2.00	2.00	0.00
Full Time	D220	Plant Mechanic, Apprentice	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	2.00	2.00	0.00
Full Time	O315	Administrative Assistant I	4.00	4.00	4.00	0.00
Full Time	A245	Parking System Technician	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			90.00	90.00	90.00	0.00
Hourly	X545	Laboratory Chemist	0.50	0.50	0.50	0.00
SUBTOTAL Hourly			0.50	0.50	0.50	0.00
TOTAL - Public Works			90.50	90.50	90.50	0.00

DEPARTMENT PAGES

Schedule 21: Public Works Department Expenditures

All Operating Funds	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues:						
License and Permits	\$ -	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	-
Intergovernmental	-	510,768	543,768	145,261	520,261	(365,507)
Charges for Services	-	10,000	10,000	10,000	10,000	-
Transfers In	-	121,836	121,836	-	125,000	(121,836)
Total Revenues	\$ -	\$ 877,604	\$ 910,604	\$ 390,261	\$ 890,261	\$ 12,657
Expenditures:						
Salaries & Benefits	\$ 13,235,169	\$ 13,625,313	\$ 13,584,401	\$ 12,973,163	\$ 13,630,293	\$ (652,150)
Supplies & Services	9,402,080	11,646,061	12,800,140	10,657,829	11,073,025	(988,233)
Capital Outlay	3,813,898	276,000	631,270	276,000	276,000	-
Debt Service	1,206,947	5,705,886	5,705,886	5,709,526	5,707,526	3,640
Interdepartmental Charges	2,533,762	2,682,496	2,682,496	2,776,214	2,739,428	93,718
Total Expenditures	\$ 30,191,856	\$ 33,935,756	\$ 35,404,194	\$ 32,392,732	\$ 33,426,271	\$ (509,485)

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- none

Expenditures FY2017-18:

- \$18,500 Additional sewage pump grinder in Station no. 8
- \$10,000 Maintenance division staff training and development
- \$75,000 CIP tracking software
- \$14,000 Sewer monitoring equipment
- \$22,000 Maintenance of signs and traffic marking to meet minimum federal reflectivity guidelines
- \$8,900 Street cleaning supplies
- \$25,000 Additional signalized intersections and flashing beacons maintenance
- \$25,000 Streets, Parks and Facility lighting upgrade to energy saving LED
- \$50,000 EV charging stations feasibility study and master plan
- \$50,000 Install emergency generator back up connection at MSB
- \$50,000 Backup generator inspection and load testing
- \$50,000 Asphalt repairs needed due to recent storm

Expenditures FY2018-19:

- \$18,500 Additional sewage pump grinder in Station no. 8
- \$10,000 Maintenance division staff training and development
- \$500,000 South City Shuttle 2018-2020 operations; funded by SMCTA(74%), SSF Measure A(25%) and \$5,000 Kaiser grant
- \$22,000 Maintenance of signs and traffic marking to meet minimum federal reflectivity guidelines
- \$8,900 Street cleaning supplies
- \$25,000 Additional signalized intersections and flashing beacons maintenance
- \$25,000 Streets, Parks and Facility lighting upgrade to energy saving LED
- \$50,000 Backup generator inspection and load testing
- \$45,000 CCTV equipment

LIBRARY DEPARTMENT



MISSION STATEMENT:

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

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

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

ACCOMPLISHMENT HIGHLIGHTS IN FISCAL YEAR 2016-17:

- MakerSpace and Technology Learning Centers were established in each library facility.
- Educational technology events included Coding for Kids, Hack the Future and visits to local schools to support their STEM initiatives.
- A new health technology collection featuring FitBits and other devices has been popular.
- The number of social media followers on Facebook, Instagram, and Twitter grew to 3,123, an increase of approximately 20% for the year.
- Zinio magazines and Ancestry.com were added to the digital resource collection.

DEPARTMENT PAGES

- Staff projects holding 1,379 programs with 35,019 attendees. Highlights include Comic Arts Fest, Asian Pacific American Heritage Month Tea programs, a historical film screening, and multi-lingual story times.
- Emphasized the “A” in STEAM by offering a variety of arts programs, such as Textile Tuesdays for adults and “make and take” craft programs for children.
- Children’s Services and Learning Wheels made regular visits to local schools and provided Pop-up Story times at parks, businesses, and community events.
- Foreign language collection expanded to include Chinese, Japanese, Tagalog and Portuguese, for both adults and children; children’s story times increased to nine programs per week, including sessions in Chinese, Japanese, Portuguese and Spanish.
- A special collection for children and families on learning styles and interpersonal skills was established.
- Grand Avenue Library celebrated 100 years of service on August 15, 2016 and reopened after a major renovation on October 15, 2016.
- Staff is actively planning the New Main Library and Community Center.
- The Library continued a partnership with the Bay Area STEM Ecosystem, with a goal of “collective impact through cross-sector collaboration that results in equity and access to STEM.”
- The Library & Second Harvest Food Bank partnered in offering the Food for Fines program, collecting over 5,250 pounds of food for needy families during the holiday season.
- The Library continued to support development of youth by providing summer opportunities to 16 interns.
- Partnering with South San Francisco Unified School District (SSFUSD) and County of San Mateo, the Library served 278 children at Big Lift Inspiring Summers, a five-week camp to help Kindergarten and first grade students improve their reading skills.
- The Main Library was an Early Voting Center for the November 2016 election, with 2,685 votes cast on site; library staff hosted “Get Out the Vote” booths in the libraries, in front of City Hall, at the City Birthday Event and at the Farmers’ Market.

OBJECTIVES FOR FISCAL YEARS 2017-18 and 2018-19:

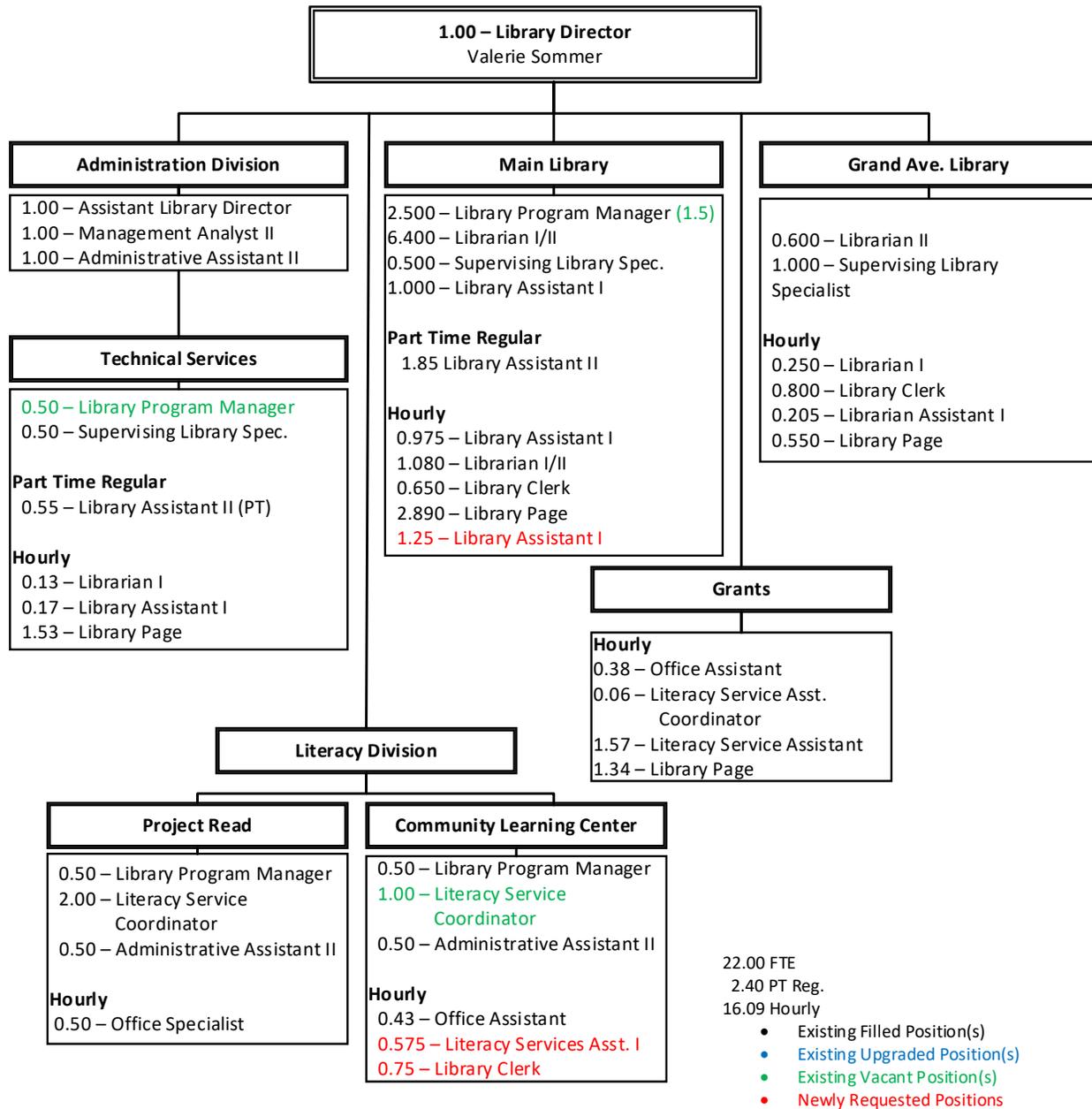
- Staff will continue to plan the New Main Library and Community Center in collaboration with City staff. The timeline for 2017-18 includes selection of a design professional.
- Staff will continue to offer lectures, arts and craft programs, and food and drink tastings especially focused on our local culture.
- A digital literacy curriculum to teach adults and children the basics of using computers and the internet will be expanded.
- Invest in digital media collections, including acquiring a subscription to a streaming video platform for movies and television.
- Expand summer outreach and school-year efforts focusing on registering people for library cards, while gathering input on services and collections.
- Continue developing collections and programs to enhance opportunities for cultural enrichment, including expanding offerings in Spanish, Tagalog, Chinese, Japanese and Portuguese languages.

DEPARTMENT PAGES

- A staff training curriculum will be instituted to boost capacity for technology and science-related instruction, utilizing “digital badges” to recognize the development of new skills.
- Continue to offer a wide variety of professional development opportunities via the LEAP intranet site.
- Utilize the City’s new website to provide extensive information on library services, collections and programs, including local history.
- Expand social media presence to include a book review blog, a technology services blog and a Facebook page for the Grand Ave. Branch Library.
- Focus on developing partnerships that support the library’s efforts in STEM education, workforce development, literacy, and issues surrounding diversity and immigration.
- Continue to participate in the Bay Area STEM Ecosystem, who will host a summer series of interactive educational events at the Community Learning Center, featuring organizations such as CuriOdyssey and California Academy of Sciences.
- Expand the Big Lift Inspiring Summer program to three local schools in partnership with South San Francisco Unified School and County of San Mateo.
- Continue to work with civic groups and leaders to promote local history, including the development of a local history walk.
- Build our partnership with the SSFUSD Adult Education program to expand Project Read’s reach by 20% in South San Francisco and to offer additional English as a Second Language (ESL) and Citizenship classes.

DEPARTMENT PAGES

Organization Chart 13: Library Department



DEPARTMENT PAGES

Table 14: Library Department Position Listing

Library	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N110	Library Director	1.00	1.00	1.00	0.00
Full Time	M640	Assistant Library Director	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M235	Library Program Manager	4.00	4.00	4.00	0.00
Full Time	A445	Literacy Services Coordinator	3.00	3.00	3.00	0.00
Full Time	A670	Supervising Library Specialist	2.00	2.00	2.00	0.00
Full Time	A240	Librarian II	6.00	6.00	6.00	0.00
Full Time	A215	Library Assistant II	1.00	1.00	1.00	0.00
Full Time	A210	Librarian I	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	2.00	2.00	0.00
SUBTOTAL Full Time			22.00	22.00	22.00	0.00
PT Regular	A215	Library Assistant II	2.40	2.40	2.40	0.00
SUBTOTAL PT Regular			2.40	2.40	2.40	0.00
Hourly	X210	Librarian I	1.26	1.26	1.26	0.00
Hourly	X220	Library Assistant I	1.35	2.60	2.60	1.25
Hourly	X235	Library Clerk	2.10	2.20	2.20	0.10
Hourly	X250	Library Page	7.31	6.31	6.31	(1.00)
Hourly	X415	Office Specialist	0.50	0.50	0.50	0.00
Hourly	X440	Office Assistant	0.81	0.81	0.81	0.00
Hourly	X655	Literacy Services Asst. Coord.	0.06	0.64	0.64	0.58
Hourly	X665	Literacy Services Asst. I	1.57	1.57	1.57	0.00
Hourly	X670	Librarian II	0.20	0.20	0.20	0.00
SUBTOTAL Hourly			15.16	16.09	16.09	0.93
TOTAL FTE - Library			39.56	40.49	40.49	0.93

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Schedule 22: Library Department Expenditures

All Operating Funds	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues:						
FEDERAL GRANT	\$ 46,143	\$ -	\$ 5,807	\$ -	\$ -	\$ -
STATE GRANT	110,199	-	-	-	-	-
CALIFORNIA LIBRARY LITERACY GRANT	64,016	50,000	50,000	64,016	64,016	14,016
CA LIBRARY SVCS ACT & FOUNDTNS	80,002	100,000	246,994	100,000	100,000	-
LOCAL LIBRARY GRANT	9,000	20,000	20,000	20,000	20,000	-
LIBRARY FOUNDATION	952	-	9,853	-	-	-
COUNTY LIBRARY GRANT	108,280	7,000	93,233	7,000	7,000	-
LIBRARY MISCELLANEOUS REVENUE	-	68,000	68,000	40,000	40,000	(28,000)
Total Revenues	\$ 418,592	\$ 245,000	\$ 493,886	\$ 231,016	\$ 231,016	\$ (13,984)
Expenditures:						
PAYROLL	\$ 3,327,302	\$ 3,891,300	\$ 4,003,164	\$ 4,105,292	\$ 4,377,542	\$ 374,378
SUPPLIES & SERVICES	904,307	757,913	1,016,497	791,800	777,800	(238,697)
INTERDEPARTMENTAL CHARGES	449,577	402,434	402,434	464,041	464,041	61,607
Total Expenditures	\$ 4,681,186	\$ 5,051,647	\$ 5,422,095	\$ 5,361,133	\$ 5,619,384	\$ 197,288

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- Add 0.75 FTE CLC Library Clerk
- Add 0.575 FTE Literacy Services Assistant Coordinator-CLC
- Add 1.25 FTE Library Assistant I (offset cost by eliminating 1 FTE Library Page & .65 FTE Library Clerk)
- Remove 1.0 FTE Library Page
- Remove 0.65 FTE Library Clerk

Expenditures FY2017-18:

- \$18,499 for 1.25 FTE Library Assistant I
- \$38,730 for .575 FTE Literacy Services Assistant Coordinator-CLC
- \$25,558 for .75 FTE Library Clerk-CLC
- \$30,000 Books and Video collections
- \$15,000 Streaming Content
- \$1,000 Community Outreach Mi-Fi service
- \$10,000 Historic Preservation grant
- \$4,000 Library Conference
- \$4,100 Self check EMV Maintenance

Expenditures FY2018-19:

- \$18,499 for 1.25 FTE Library Assistant I
- \$38,961 for .575 FTE Literacy Services Assistant Coordinator-CLC
- \$25,567 for .75 FTE Library Clerk-CLC
- \$1,000 Community Outreach Mi-Fi service
- \$4,100 Self check EMV Maintenance

INFORMATION TECHNOLOGY DEPARTMENT



MISSION STATEMENT:

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

THE DEPARTMENT SUPPORTS ITS MISSION TO THE CITY THROUGH:

- Training city staff on use of software
- Upgrading software applications to keep current
- Network security
- Using technology to advance the business of City Government
- Maintaining the backup of data and systems
- Work collaboratively with other governmental agencies, businesses and residents to improve technology and internet accessibility in South San Francisco.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2016-17:

- Received 2016 Municipal Information System Association of California (MISAC) Excellence Award
- Improved IT Systems:
 - Started IT strategic plan effort with internal Innovation Committee;
 - Upgrade Wi-Fi security and expand wireless infrastructure;
 - Built applications designed for phone and tablet use;
 - Upgraded server and storage infrastructures;
 - Collaborated with Finance and Building departments to implement online payments for business license renewals and permit applications;
 - Installed Centennial Trail video surveillance to deter graffiti activity;
 - Virtualize old finance system for historical purposes;

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- Partnered with Public Works to develop an interactive Adopt-a-Drain website;
- Partnered with Communication Department to develop an interactive garage sale website for the annual City garage sale event;
- Implemented cybersecurity training for end users;
- Continued day-to-day IT support for all departments;

- Department Project Support
 - Partnered with the Police Department to install new body and vehicle cameras;
 - Worked with the Fire Department to replace 12 vehicle laptops allowing for documentation of emergency medical services calls;
 - Replaced 13 departmental copiers;
 - Worked with the Library Department finalizing the installation of Grand Library computer and phone systems before opening day;
 - Worked with the Communication Department to redesign City webpage.

- Provided Town of Hillsborough IT Support Through a Joint MOU:
 - Day-to-Day IT support for all departments;
 - Implement automatic failover between site locations;
 - Collaborated with all the departments and consultants to help develop an IT Strategic plan.

OBJECTIVES FOR FISCAL YEAR 2017-18:

- Relocate the IT Department to the Miller Garage
- Improve IT Systems:
 - Purchase and Install cameras at departments accepting credit transactions for PCI compliance;
 - Replace network switch equipment to prepare for future phone system upgrades and provide better network performance;
 - Develop and implement strategies to improve network redundancy;
 - Utilize Cloud Technologies for disaster recovery;
 - Improve business processes by digitizing internal and online forms;
 - Upgrade City Chamber audio / visual equipment;
 - Continue to improve network infrastructure and increase low bandwidth sites;
 - Implement new initiatives derived from the IT Strategic plan and innovation committee;
 - Day-to-day IT support for all departments;
 - Continue to assess existing IT costs for reduction and efficiencies.
- Department Project Support
 - Continue to expand Geographic Information System (GIS) functionality with open data layers, interactive maps; and
 - Assist with departmental digitizing projects.
- Continue to provide technical support to The Town of Hillsborough

OBJECTIVES FOR FISCAL YEAR 2018-19:

- IT System

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- Purchase and implement a new Email environment;
 - Collaborate with departments to upgrade existing permitting and business license system;
 - Collaborate with departments to upgrade existing document imaging system and assist police department digitizing efforts.
- Department Project Support
 - Continue to expand Geographic Information System (GIS) functionality with open data layers and interactive maps;
 - Continue to assist with departments with digitizing projects

FY 2017-18 BUDGET CHANGES & HIGHLIGHTS:

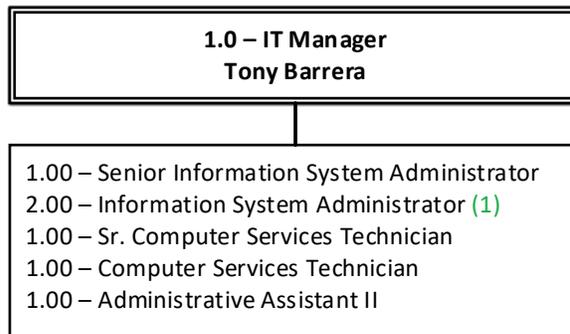
- Subtract 1.0 FTE Contract GIS Coordinator
- \$50,000 Network Switch Replacement
- \$42,000 Citywide Copier Replacement Phase II
- \$50,000 IT Department Relocation Expenses
- \$12,000 Cloud Based Backup
- \$150,000 GIS Services
- \$100,000 Phone Replacement Phase I

FY 2018-19 BUDGET CHANGES & HIGHLIGHTS:

- \$20,000 Citywide Copier Replacement Phase III
- \$50,000 Digital Forms & Signatures
- \$35,000 Email Upgrade
- \$30,000 Software Annual Cost Increase
- \$120,000 CRW Upgrade for ECD, funded by Permit Program Maintenance Reserve (non-General Fund)
- \$120,000 RIO Laserfiche upgrade for Police Department, funded by Asset Seizure (non-General Fund)
- \$12,000 Cloud Based Backup
- \$150,000 GIS Services
- \$100,000 Phone Replacement Phase II

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Organization Chart 14: Information Technology Department



6.00 FTE

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

Table 15: Information Technology Department Position Listing

	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	M805	Information Technology Manager	1.00	1.00	1.00	0.00
Full Time	M650	Information Systems Administrator	2.00	2.00	2.00	0.00
Full Time	M790	Senior Information Systems Administrator	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
Full Time	O525	Computer Services Technician	1.00	1.00	1.00	0.00
Full Time	O530	Senior Computer Services Technician	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
FT Contract	X570	GIS Coordinator	1.00	0.00	0.00	(1.00)
SUBTOTAL FT Contract			1.00	0.00	0.00	(1.00)
TOTAL FTE - Information Technology			7.00	6.00	6.00	(1.00)

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Schedule 23: Information Technology Department Expenditures

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of
Revenues	Actual	Adopted	Amended	Proposed	Projected	2017-18 from 2016-17 Adopted
CHARGES FOR SERVICES	\$ 45,701	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
USE OF MONEY & PROPERTY	12,028	14,000	14,000	14,000	14,000	-
OTHER REVENUES	2,192,903	2,192,902	2,192,902	2,584,770	2,584,770	391,868
TRANSFERS IN	-	-	-	-	240,000	-
Total Revenues	\$ 2,250,631	\$ 2,246,902	\$ 2,246,902	\$ 2,638,770	\$ 2,878,770	\$ 391,868
Expenditures						
PAYROLL	\$ 1,068,138	\$ 1,386,041	\$ 1,316,041	\$ 1,250,070	\$ 1,313,513	\$ (135,971)
SUPPLIES & SERVICES	919,830	1,045,582	1,773,698	1,382,082	1,472,582	336,500
INTERDEPARTMENTAL CHARGES	9,677	11,077	11,077	11,077	11,077	-
Total Expenditures	\$ 1,997,645	\$ 2,442,700	\$ 3,100,817	\$ 2,643,229	\$ 2,797,173	\$ 200,529
Surplus/(Deficit)	\$ 252,987	\$ (195,798)	\$ (853,915)	\$ (4,459)	\$ 81,597	\$ 191,339
Cash Balance	\$ 826,945	\$ 631,146	\$ (26,970)	\$ (31,429)	\$ 50,169	

FY 2017-18 CHANGES & HIGHLIGHTS:

- Subtract 1.0 FTE Contract GIS Coordinator
- \$50,000 Network Switch Replacement
- \$42,000 Citywide Copier Replacement Phase II
- \$50,000 IT Department Relocation Expenses
- \$12,000 Cloud Based Backup
- \$100,000 Phone Replacement Phase I
- \$150,000 GIS Services

FY 2018-19 CHANGES & HIGHLIGHTS:

- \$20,000 Citywide Copier Replacement Phase III
- \$50,000 Digital Forms & Signatures
- \$35,000 Email Upgrade
- \$30,000 Software Annual Cost Increase
- \$120,000 CRW Upgrade for ECD, funded by Permit Program Maintenance Reserve (non-General Fund)
- \$120,000 RIO Laserfiche upgrade for Police Department, funded by Asset Seizure (non-General Fund)
- \$12,000 Cloud Based Backup
- \$100,000 Phone Replacement Phase II

PARKS & RECREATION DEPARTMENT



MISSION STATEMENT:

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

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

- **Parks Division** - Creating and sustaining parks and open spaces that are safe, clean, and sustainable;
- **Facilities Division** - Managing and maintaining public buildings that are functional, active, and efficient; and
- **Recreation Division** - Sponsoring recreation and enrichment programs that meet community needs, address childhood obesity and promote wellness, create a culture of curiosity and learning, enhance the quality of life for the participants, and stimulate economic and community development.

ACCOMPLISHMENT/INITIATIVE HIGHLIGHTS IN FISCAL YEAR 2016-17:

- Expanded STEAM recreation class offerings, including coding, math, music, and technology classes, which were enjoyed by over 1,000 participants;
- Expanded existing senior programs with new health, wellness, and leisure classes and outings for individuals 50 years and older;
- Improved marketing of recreation programs, including a redesigned Activity Guide which is mailed to all households in the city. In the past year, over 6,500 tots, youth, teens, adults, and seniors participated in various special classes, and over 4,000 participated in aquatics classes that are offered through the Activity Guide;
- Expanded the 2015 event series with enhanced event offerings, including a larger Concert in the Park;
- Converted the Butterfly meeting room at the Municipal Services Building into a dance studio space, which houses the department’s Civic Ballet and allows for increased enrollment and appropriate space for higher levels of instruction. Since the conversion we have hired 1 new ballet instructor, offered 5 new dance classes, and served 724 students (an enrollment increase of 140 participants);

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- Completed a feasibility study of renovating, expanding, or replacing the Orange Pool facility, which is open 7 days per week and receives over 64,000 visits from patrons each year for swimming lessons, lap and recreation swimming, party rentals, and fitness classes;
- Refreshed the restrooms at the Municipal Services Building to improve appearance and functionality;
- Solidified and executed a minor maintenance plan for all City-owned buildings that will prioritize and address immediate and preventive maintenance needs with the goal of maximizing the useful life of existing facilities and equipment, and slowing the growth of deferred maintenance projects. In 2016, over 185,600 people were served through meeting space reservations and rentals in City facilities;
- In collaboration with Engineering division, Parks division participated in several CIP projects: Grand Avenue Library Remodel Landscaping, Alta Loma Playground Renovation and Pathway Improvements, Brentwood Park Improvements, Francisco Terrace Playlot Improvements, Willow Gardens Playground Replacement, Water Savings Upgrade Study, evaluation of OMP Grandstand Replacement, Buri Buri Park Playground Improvements, Gateway Assessment District Medians Project, and the proposed Gateway Monument Signage Project at US 101/South Airport;
- Collaborated with other city departments and agencies to reduce graffiti and vandalism;
- Childcare program participated in Bay Area Stem Ecosystem Initiative, which seeks to nurture and scale effective STEM learning opportunities for all young people;
- In collaboration with the Community Learning Center Homework Club, the REAL Program participated in the grant-funded Science Action Club (SAC) and Hands On/Minds On Science program. 27 third, fourth and fifth grade students from REAL Martin Elementary Program and 26 third, fourth, and fifth grade students from REAL Los Cerritos Elementary Program participate in Makers Space curriculum to support the SAC and Hands On/Minds On Science Program;
- Collaborated with the SSF Police Department for the Youth Academy. 21 fifth grade students that attend our licensed and grant-funded after school programs will be participating this year for the Police Youth Academy;
- Safe Routes to School Grant was utilized by the Childcare program to plan School Wide Assemblies for Los Cerritos Elementary School and Spring Camp. The grant was also used to purchase a bike blender as well as to implement activities in all of the after school programs for International Walk To School Day, Earth Day, and Bike to School Day;
- Recreation staff participated in San Mateo County Coalition for Safe Schools and Communities Big 5 School Emergency Guidelines. The team is in the process of developing an action plan for department's childcare programs and locations;
- Summer swimming program was offered at El Camino High School, in partnership with the South San Francisco Unified School District;
- Several pieces of ornamental art were acquired, including a pair of bronze cranes installed on the island on Hickey at Junipero Serra; a rusted steel dragon for the corner

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- of Westborough and West Orange; and five new mural boxes were painted by community volunteers;
- Richard Holt received a state-wide award as the Outstanding Parks and Recreation Commissioner from the California Association of Parks and Recreation Commissioners and Board Members (CAPRCBM); and
- Supported the city-wide *Live Healthy, Be Healthy* initiative by hosting the *Parks Alive! Streets Alive!* community event, allowing residents to try popular fitness classes and a host of other health and wellness activities.

OBJECTIVES FOR FISCAL YEAR 2017-18:

- Address community needs in the vision for a new Community Center, co-located with the Public Library, and support development of the design and building specifications for the Center and surrounding civic campus;
- Continue to expand offerings at the Magnolia Center that will benefit both the emerging baby boomer and traditional senior populations;
- Continue to implement new STEAM and enrichment programs for youth to support a culture of learning and innovation;
- Seek funding sources and begin to develop strategies for replacing the Orange Pool;
- Implement a new Recreation Management System software, which is used to process class, sports, and aquatics program registrations, manage camps and childcare programs, schedule facility rentals, meetings, and maintenance activities, organize league activities, and membership management. Over \$4 million in revenue is collected through this software each year;
- Support Public Works in the development of a short and long term Capital Improvement Plan for facilities and parks, including improvements for playgrounds, baseball and soccer fields, Oyster Point public areas, and continued implementation of the Orange Memorial Park Master Plan;
- Encourage and support citizen engagement and volunteer involvement in Parks and Recreation programs and facilities through the Parks and Recreation Commission, Cultural Arts Commission, Beautification Committee, Friends of Parks and Recreation, Improving Public Places, Adopt a Park, Senior Advisory Committee, AARP Tax Assistance Program, co-sponsored groups, and volunteers in various parks and recreation programs;
- Encourage staff development and build a more cohesive team environment, create a culture of innovation and continuous improvement, and actively participated in city-wide leadership and succession development initiatives;
- Continue to provide robust recreation programs, with top tier public parks, facilities, art, and green spaces which distinguish South San Francisco locally and regionally;
- Facilities Maintenance division will add quarterly HVAC preventative maintenance program for the Grand Library, quarterly fire sprinkler preventative maintenance program for all City buildings, and develop and implement an emergency response profile and plan in case of fire or flood damage; and

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- Facilities Maintenance division is continuing to implement energy and water conservation efforts with lighting motion sensors, low energy blubs and low flow flush valves in restrooms.

BUDGET HIGHLIGHTS FOR FISCAL YEAR 2017-18:

- Additional funding was requested for the Childcare program to cover the rising cost of supplies and services such as snacks, licensing fees, field trip transportation and admission fees, and staff costs to provide more specialized summer camps geared towards STEAM (Science, Technology, Engineering, Art, and Math) activities;
- Implementation of a recreation management system to manage program registration, facility use, and process nearly \$4 million in annual program revenues over the counter and online;
- Improved programmed maintenance is planned for infrastructure in City facilities; and
- Expansion of the After School Recreation Program at Buri Buri Elementary School by 40 children and at Monte Verde Elementary School by 50 children in order to meet the needs of families on the waiting list as requested by the school district.

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Table 16: Parks & Recreation Department Position Listing

	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N175	Director Of Parks & Recreation	1.00	1.00	1.00	0.00
Full Time	M750	Program Manager- Parks	1.00	1.00	1.00	0.00
Full Time	M750	Program Manager - Rec	1.00	1.00	1.00	0.00
Full Time	M750	Program Manager- Facilities	1.00	1.00	1.00	0.00
Full Time	M800	Assistant Recreation Supervisor	1.00	1.00	1.00	0.00
Full Time	(TBD)	Landscape Architect	0.00	1.00	1.00	1.00
Full Time	A295	Office Specialist	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M255	Parks & Recreation Supervisor- Parks	1.00	1.00	1.00	0.00
Full Time	M255	Parks & Recreation Supervisor- Facilities	2.00	2.00	2.00	0.00
Full Time	M530	Rec & Comm Svcs Coordinator	9.00	10.00	10.00	1.00
Full Time	M295	Rec & Comm Svcs Supervisor	5.00	5.00	5.00	0.00
Full Time	A515	Recreation Leader IV	1.00	1.00	1.00	0.00
Full Time	A495	Preschool Teacher I	4.00	4.00	4.00	0.00
Full Time	A680	Preschool Teacher II	4.00	4.00	4.00	0.00
Full Time	A375	Tree Trimmer	2.00	2.00	2.00	0.00
Full Time	A280	Maintenance Craft worker	2.00	2.00	2.00	0.00
Full Time	A195	Lead Parks Maintenance Worker	2.00	2.00	2.00	0.00
Full Time	A350	Senior Parks Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A250	Parks Maintenance Worker	14.00	14.00	14.00	0.00
Full Time	A505	Groundsperson	2.00	2.00	2.00	0.00
Full Time	A465	Building Maintenance Crafts worker	2.00	2.00	2.00	0.00
Full Time	A190	Lead Building Maintenance Custodian	2.00	2.00	2.00	0.00
Full Time	A320	Sr Building Maintenance Custodian	4.00	4.00	4.00	0.00
Full Time	A140	Building Maintenance Custodian	5.00	5.00	5.00	0.00
Full Time	O315	Administrative Assistant I	2.00	1.00	1.00	-1.00
Full Time	O310	Administrative Assistant II	1.00	2.00	2.00	1.00
SUBTOTAL Full Time			74.00	76.00	76.00	2.00
PT Regular	A640	Community Services Site Coordinator	0.80	0.80	0.80	0.00
PT Regular	A650	Cultural Arts Specialist	0.50	0.50	0.50	0.00
PT Regular	A610	Recreation Leader II	1.25	1.25	1.25	0.00
PT Regular	A620	Recreation Leader III	1.82	1.82	1.82	0.00
SUBTOTAL PT Regular			4.37	4.37	4.37	0.00
Hourly	X555	Hourly, Van Driver	1.00	1.00	1.00	0.00
Hourly	X185	Hourly, Building Maintenance Custodian	1.68	2.08	2.08	0.40
Hourly	X440	Hourly, Office Assistant	0.50	0.50	0.50	0.00
Hourly	X300	Hourly, Park Maintenance Worker	1.62	1.62	1.62	0.00
Hourly	X350	Hourly, Recreation Instructor	6.16	6.16	6.16	0.00
Hourly	X360	Hourly, Recreation Leader I	1.75	1.75	1.75	0.00
Hourly	X365	Hourly, Recreation Leader II	12.54	12.54	12.54	0.00
Hourly	X370	Hourly, Recreation Leader III	28.84	33.54	33.54	4.70
Hourly	X375	Hourly, Recreation Leader IV	4.73	4.73	4.73	0.00
SUBTOTAL Hourly			58.82	63.92	63.92	5.10
TOTAL FTE - Parks & Recreation			137.19	144.29	144.29	7.10

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Schedule 24: Parks and Recreation Department Expenditures

All Operating Funds	Change of					
	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	2017-18 from 2016-17 Adopted
Revenues:						
PICNIC/FACILITY RENTAL FEES	\$ -	\$ 405,720	\$ 405,720	\$ 426,006	\$ 426,006	\$ 20,286
AQUATICS PROGRAMS	-	451,675	451,675	369,000	369,000	(82,675)
SWIM TEAM	-	5,250	5,250	5,513	5,513	263
SPORTS	-	60,542	60,542	63,569	63,569	3,027
SPECIAL CLASSES/EVENTS	-	522,375	522,375	548,494	548,494	26,119
CHILD CARE PROGRAMS	-	2,324,600	2,256,600	2,620,730	2,620,730	296,130
ADULT DAY CARE	-	130,800	130,800	137,340	137,340	6,540
COMMUNITY GARDENS	-	2,000	2,000	2,500	2,500	500
SENIOR PROGRAM FEES	-	17,600	17,600	18,480	18,480	880
CO-SPONSORSHIP FEES	-	250	250	1,500	1,500	1,250
ARTIST STUDIO RENTALS	-	18,734	18,734	10,000	10,000	(8,734)
INTERGOVERNMENTAL	-	185,000	740,862	172,388	172,388	(12,612)
OTHER REVENUES	-	-	20,500	-	-	-
Total Revenues	\$ -	\$ 4,124,546	\$ 4,632,908	\$ 4,375,519	\$ 4,375,519	\$ 263,585
Expenditures:						
PAYROLL	\$ 10,274,181	\$ 11,220,418	\$ 11,741,154	\$ 12,137,635	\$ 12,795,819	\$ 917,217
SUPPLIES & SERVICES	3,198,802	3,820,270	4,152,429	3,826,272	3,726,272	6,002
CAPITAL OUTLAY	19,313	-	-	25,000	-	25,000
INTERDEPARTMENTAL CHARGES	1,022,566	1,071,828	1,071,828	1,123,556	1,132,307	51,728
Total Expenditures	\$ 14,514,861	\$ 16,112,516	\$ 16,965,411	\$ 17,112,464	\$ 17,654,398	\$ 999,948

DEPARTMENTAL CHANGES & HIGHLIGHTS:

Positions:

- Add 1.0 FTE Landscape Architect
- Upgrade 1.0 FTE from Administrative Assistant I to Administrative Assistant II
- Add 1.0 FTE Recreation and Community Services Program Coordinator
- Add 4.0 FTE Recreation Leader III (hourly)
- Add .40 FTE Building Maintenance Custodian (hourly)
- Add .70 FTE Recreation Leader III (hourly)

Expenditures FY2017-18:

- \$192,595 New added position- 1.0 FTE Landscape Architect
- \$4,942 Upgrade Administrative Assistant 1 to Administrative Assistant II
- \$14,252 Phone Service/Communications and Technology improvements
- \$9,660 Parks and Maintenance staff uniform/safety shoe allowance
- \$3,500 Street Tree Maintenance
- \$67,230 Concert in the Park
- \$27,578 Equipment replacement for Recreation programs and improving the City's Leisure Guide
- \$28,515 Aquatic Program Improvements (Staff training, books & uniforms)
- \$5,000 Start up costs for new recreation classes
- \$74,350 for Parks maintenance increase water consumption
- \$132,500 Recreation Management System Replacement and Software Maintenance
- \$6,000 Big Lift Program support
- \$21,700 Childcare Program licensing, staff development and supplies
- \$15,000 Summer camp program operating costs (leases and admissions) and special programs for people with disabilities
- \$50,000 Facilities minor programmed maintenance
- \$25,000 Baseball In field maintenance tool
- \$96,764 for the expansion of Buri Buri's Before and After School program (projected to increase Childcare revenue by \$107,700); net cost (\$10,936)
- \$169,069 for the expansion of Monte Verde's Before and After School Program (projected to increase Childcare revenue by \$143,600); net cost \$25,469

Expenditures FY2018-19:

- \$201,252 New position- 1.0 FTE Landscape Architect
- \$4,942 Upgrade Administrative Assistant 1 to Administrative Assistant II
- \$14,252 Phone Service/Communications and Technology improvements
- \$9,660 Parks and Maintenance staff uniform/safety shoe allowance
- \$3,500 Street Tree Maintenance
- \$67,230 Concert in the Park
- \$27,578 Equipment replacement for Recreation programs and improving the City's Leisure Guide
- \$28,515 Aquatic Program Improvements (Staff training, books & uniforms)
- \$5,000 Start up costs for new recreation classes
- \$6,000 Big Lift Program support
- \$21,700 Childcare Program licensing, staff development and supplies
- \$15,000 Summer camp program operating costs (leases and admissions) and special programs for people with disabilities
- \$50,000 Facilities minor programmed maintenance
- \$74,350 for Parks maintenance increase water consumption
- \$96,764 for the expansion of Buri Buri's Before and After School program (projected to increase Childcare revenue by \$107,700); net cost (\$10,936)
- \$169,069 for the expansion of Monte Verde's Before and After School Program (projected to increase Childcare revenue by \$143,600); net cost \$25,469

DEBT OBLIGATIONS

DEBT OBLIGATIONS

DEBT SERVICE OBLIGATIONS

As of July 1, 2017, the City will have \$41.3 million of outstanding debt. The City has no formal debt policy. Debt service is backed through revenue proceeds either through tax increment dollars from the former Redevelopment Agency or sewer usage charges from the Sewer Enterprise fund.

Schedule 25: Legal Debt Limit

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

[1] Source: San Mateo County Assessor Office FY 2016-17 Combined Roll

http://smcare.org/assessor/homeownerresources/tax_rolls.asp

*Current year not available yet.

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

DEBT OBLIGATIONS

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

- **1999, 2004, 2008 State Water Resources Control Board Loans** – Original debt: \$77,999,366, 2.4% to 3.0%, due 8/1/22, 4/30/26, 7/15/28. These loans were used to improve and expand the City’s Water Quality Control Plant (WQCP). Loan proceeds were issued as projects progressed. Debt service payment commenced one year after project completion. WQCP user fees support the debt service payments. Of the total, \$35.1 million of principal outstanding.
- **2005D Water and Wastewater Revenue Bonds** – Original debt: \$6,000,000, 2.75% to 5.0%, due April 30, 2026. The City participated in a pooled bond sale. The bonds were used to finance sewer system capital improvement projects. The debt service is paid from the net revenues of the City’s Sewer Enterprise Fund. Of the total, \$3.6 million of principal outstanding.
- **2003 Revenue Bonds** – Original debt: \$5,865,000, 2.25% to 4.0%, due 9/1/18. The City of South San Francisco Capital Improvement Financing Authority issued these bonds to finance improvements on the South San Francisco Conference Center. The debt service payments come from a \$2.50 per day hotel room tax. These obligations are not

DEBT OBLIGATIONS

recorded as part of the City's government debt. Of the total, \$900,000 of principal outstanding.

Capital Leases

In addition to the bonds, notes, and loans, the City has also entered into long-term capital leases with various financing agencies. The capital leases are used to purchase vehicles and equipment when it makes more financial sense for the City to pay for these over time rather than using upfront cash. The purchases tend to be Fire apparatuses, Public Works vehicles and equipment. The City anticipates entering into capital lease purchases for two new fire engines over the next two fiscal years at a projected cost of \$700,000 each. The lease proceeds, capital lease purchases, and debt service payment are reflected in the FY 2017-19 Proposed Biennial Operating Budget. Below is a list of the vehicles and equipment lease-purchased with remaining balances. The capital lease payments are made by the General Fund.

- **2008 Two Fire Engines** – Projected balance \$159,173, due 7/16/18.
- **2010 Two Fire Engines** – Projected balance \$442,659, due 12/31/20.
- **2011 Two Rescue Ambulances** – Projected balance \$44,768, due 12/20/17.
- **2013 Fire Quint** – Projected balance \$813,559, due 5/23/23.
- **2014 Sweeper** – Projected balance \$213,364, due 10/17/18.

DEBT OBLIGATIONS

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GOVERNMENTAL FUNDS

GOVERNMENTAL FUNDS

GOVERNMENTAL FUNDS OVERVIEW

Governmental Funds are designated for revenues and expenses that are classified as government type activities. These activities, which are financed primarily through taxes, provide infrastructure improvements including housing rehabilitation, traffic improvements, land improvements, park facilities and public facility improvements. The General Fund is the main Governmental Fund, which was presented separately.

CITY HOUSING FUND

Up until Redevelopment Agencies were abolished in FY 2011-12 by the State of California under ABx1 26, the City set aside 20% of Redevelopment property taxes to fund the provision of new affordable housing units, as well as the operation and maintenance of housing stock that the Redevelopment Agency had already funded. That fund was formerly called the Low/Moderate Income Housing Fund. With its source of funding thus abolished, the City Council voted to take on the operations of the former housing units by becoming the Successor Housing Agency to the Low/Moderate Income Housing Fund. The City Housing Fund is funded primarily from the rental revenues received by the City for those occupied housing units. Any shortfall between the rents received and the operations and maintenance costs of those housing units are funded by either one time grants or by the General Fund.

Schedule 26: City Housing Fund Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-18
	Actual	Adopted	Amended	Proposed	Projected	from 2016-17
Revenues						Adopted
Housing Rental Revenue	\$ 188,363	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ -
Investment Income and Loan Interest	76,194	37,000	37,000	37,000	37,000	-
Equity Sharing	-	15,000	15,000	15,000	15,000	-
Miscellaneous	135,679	-	-	-	-	-
Loan Repayments	280,675	125,000	125,000	125,000	125,000	-
Total Revenues	\$ 680,911	\$ 307,000	\$ 307,000	\$ 307,000	\$ 307,000	\$ -
Expenditures						
Salaries and Benefits	\$ 80,955	\$ 60,000	\$ 60,000	\$ 75,000	\$ 75,000	\$ 15,000
Supplies and Services	401,683	912,800	912,800	462,800	462,800	(450,000)
Interdepartmental Charges	5,000	5,000	5,000	5,150	5,305	150
Total Expenditures	\$ 487,637	\$ 977,800	\$ 977,800	\$ 542,950	\$ 543,105	\$ (435,000)
Surplus/(Deficit)	193,274	(670,800)	(670,800)	(235,950)	(236,105)	
Ending Fund Balance	\$ 2,251,071	\$ 1,580,271	\$ 1,580,271	\$ 1,344,321	\$ 1,108,216	

GOVERNMENTAL FUNDS

COMMON GREENS MAINTENANCE DISTRICT FUNDS

There are four Common Greens Maintenance Districts within the City: West Park 1&2, West Park 3, Stonegate Ridge, and Willow Gardens. The areas cover approximately 2,600 residential parcels. The funding for these maintenance districts comes from a portion of the 1% Property Tax levy on the assessed value paid by the parcel owners. The property tax that funds these maintenance districts is diverted from the City's portion of property taxes that would otherwise go to the General Fund.

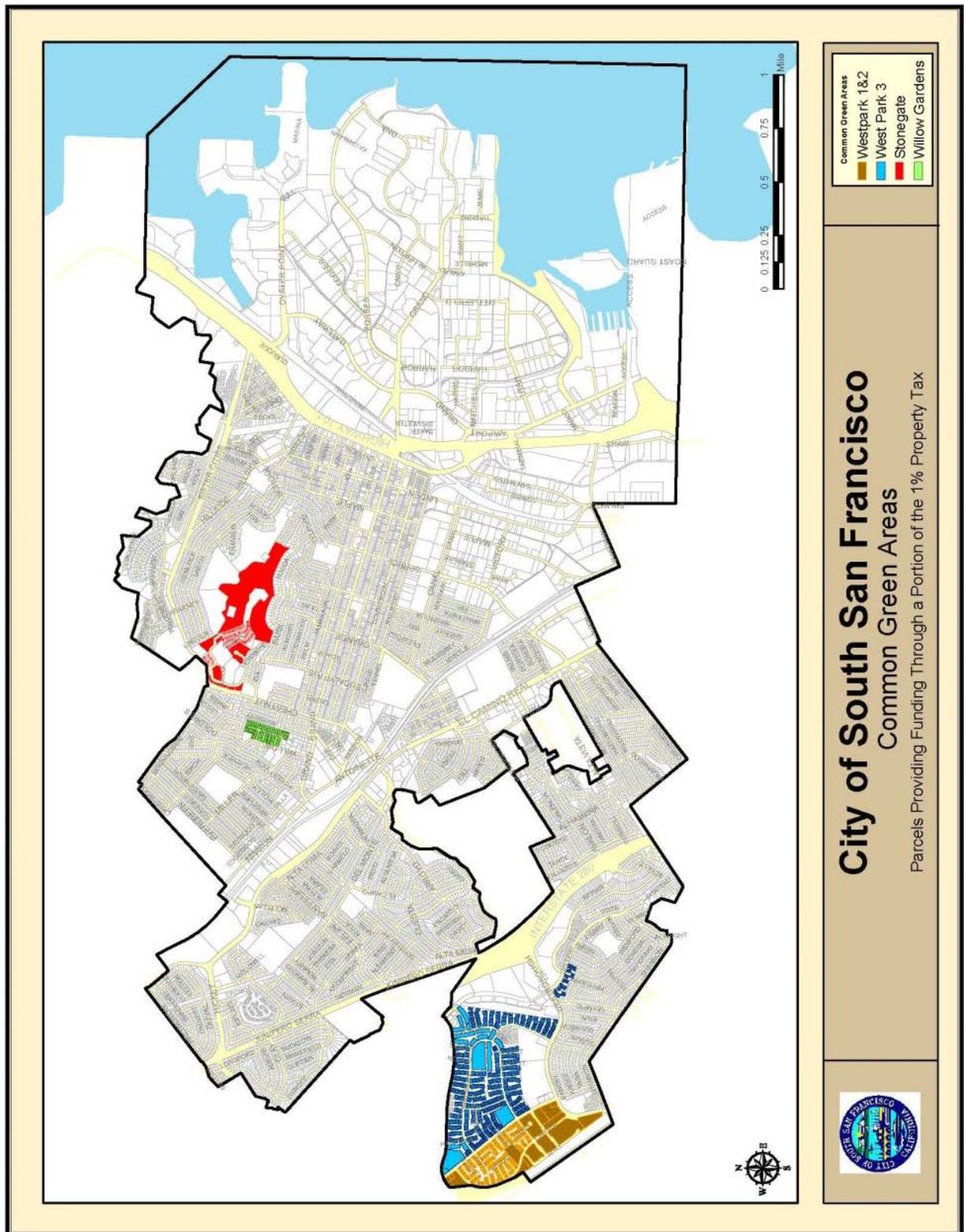
The revenue from the property tax provides for sidewalk, parks and tree maintenance within each of the maintenance districts. Some CIP projects within the maintenance districts are funded through these funds.

Schedule 27: Common Greens Maintenance District Funds Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-18
Revenues	Actual	Adopted	Amended	Proposed	Projected	from 2016-17 Adopted
WEST PARK MAINT DIST 3	\$ 790,798	\$ 683,075	\$ 683,075	\$ 822,429	\$ 847,098	\$ 139,354
STONEGATE RIDGE MAINT	277,510	232,446	232,446	232,446	232,446	(0)
WILLOW GARDENS MAINT	88,277	47,601	47,601	77,000	77,000	29,399
WEST PARK MAINT DIST 1&2	504,374	426,683	426,683	426,683	426,683	-
Total Revenues	\$ 1,660,959	\$ 1,389,805	\$ 1,389,805	\$ 1,558,558	\$ 1,583,227	\$ 168,753
Expenditures						
WEST PARK MAINT DIST 3	\$ 730,542	\$ 873,700	\$ 873,700	\$ 825,444	\$ 849,218	\$ (48,256)
STONEGATE RIDGE MAINT	161,856	187,727	187,727	198,110	206,606	10,383
WILLOW GARDENS MAINT	88,828	107,148	275,670	58,927	59,886	(48,222)
WEST PARK MAINT DIST 1&2	328,199	440,674	440,674	445,644	458,774	4,969
Total Expenditures	\$ 1,309,425	\$ 1,609,250	\$ 1,777,771	\$ 1,528,124	\$ 1,574,485	\$ (81,126)
Surplus/(Deficit)	\$ 351,534	\$ (219,445)	\$ (387,966)	\$ 30,435	\$ 8,742	\$ 249,880
Reserve for CIP/PO			\$ 168,521			
Fund Balance	\$ 1,911,017	\$ 1,691,572	\$ 1,691,572	\$ 1,722,007	\$ 1,730,749	

GOVERNMENTAL FUNDS

Figure 7: Common Greens Maintenance District Map



GOVERNMENTAL FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT

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

The City Council annually determines the allocation of the CDBG funds. On April 26, 2017, the City Council approved the following appropriations for the CDBG Program.

Schedule 28: Community Development Block Grant Fund Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of FY
Revenues	Actual	Adopted	Amended	Proposed	Projected	2017-18 from 2016-17 Adopted
INTERGOVERNMENTAL	\$ 338,412	647,321	647,321	415,000	415,000	(232,321)
LOAN REPAYMENTS	74,361	-	-	80,000	80,000	80,000
OTHER PROGRAM REVENUES	9,397	11,437	11,437	11,437	-	-
Total Revenues	\$ 422,170	\$ 658,758	\$ 658,758	\$ 506,437	\$ 495,000	\$ (152,321)
Expenditures						
PAYROLL	\$ 89,892	\$ 100,001	\$ 100,001	\$ 81,535	\$ 81,535	\$ (18,466)
SUPPLIES & SERVICES	439,223	593,757	733,075	496,950	496,950	(96,807)
TRANSFERS OUT TO CAPITAL IMPROVEMENT	143	-	95,330	-	-	-
Total Expenditures	\$ 529,258	\$ 693,758	\$ 928,406	\$ 578,485	\$ 578,485	\$ (115,273)
Surplus/(Deficit)	\$ (107,089)	\$ (35,000)	\$ (269,648)	\$ (72,048)	\$ (83,485)	\$ (37,048)
Plus reserve for carry over purchase orders			\$ 139,318			
Fund Balance & Reserves	\$ 113,056	\$ 78,056	\$ (52,274)	\$ 6,008	\$ (5,429)	\$ (42,477)

GOVERNMENTAL FUNDS

GAS TAX FUND

Gas Tax is the City's share of the state tax on gas purchases. The funding is distributed by the State of California and is used for street and related improvements.

The Measure M San Mateo County Vehicle Registration Fee generates \$243,000 in annual revenues, which is transferred out to the Storm Water Fund to supplement the cost of increased storm water regulations. The FY 2017-19 Gas Tax revenues reflect passage of the Road Repair & Accountability Act of 2017, which are projected to provide an additional \$438,800 in FY 2017-18 and \$1.2 million in FY 2018-19.

Schedule 29: Gas Tax Fund Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of
Revenues	Actual	Adopted	Amended	Proposed	Projected	2017-18 from 2016-17 Adopted
Tax Revenue						
HUTA 2103-2107 (Gas Tax)	\$ 1,467,524	\$ 1,357,736	\$ 1,357,736	\$ 1,431,827	\$ 1,457,688	\$ 74,091
Measure M	357,328	243,000	243,000	243,000	243,000	-
Road Repair & Accountability Act (2017)	-	-	-	372,444	1,109,449	372,444
Use of Money & Property	22,505	15,000	15,000	15,000	15,000	-
Total Revenues	\$ 1,847,357	\$ 1,615,736	\$ 1,615,736	\$ 2,062,271	\$ 2,825,137	\$ 446,535
Expenditures						
Transfer to General Fund	\$ 1,273,263	\$ 921,301	\$ 921,301	\$ 921,301	\$ 921,301	\$ -
Transfer to Stormwater	670,000	670,000	770,000	670,000	670,000	-
Transfer for CIP Projects	120,669		1,236,192	525,000	825,000	525,000
Total Expenditures	\$ 2,063,932	\$ 1,591,301	\$ 2,927,493	\$ 2,116,301	\$ 2,416,301	\$ 525,000
Surplus/(Deficit)	\$ (216,575)	\$ 24,435	\$ (1,311,757)	\$ (54,030)	\$ 408,836	\$ (78,465)
Plus reserve for carryover CIP			1,361,837			
Fund Balance	\$ (113,060)	\$ (88,625)	\$ (62,980)	\$ (117,010)	\$ 291,826	

GOVERNMENTAL FUNDS

MEASURE A ½ CENT SALES TAX FUND

Measure A is a voter approved ½ cent sales tax in San Mateo County. The measure was approved in 1988 and expired in 2008. In 2004, the voters of San Mateo County reauthorized Measure A through 2033. The sales tax revenues generated are distributed by the County of San Mateo and funds are to be used for road and traffic improvements. This fund is used to fund capital projects.

As with any tax related measure, the City has seen swings in the amount of Measure A funds available due to the volatile nature of the regional economy.

Schedule 30: Measure A Fund Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of
Revenues	Actual	Adopted	Amended	Proposed	Projected	2017-18 from 2016-17 Adopted
Taxes	\$ 1,412,863	\$ 1,468,995	\$ 1,468,995	\$ 1,468,995	\$ 1,468,995	\$ -
Use of Money & Property	49,427	25,000	25,000	25,000	25,000	-
Total Revenues	\$ 1,462,290	\$ 1,493,995	\$ 1,493,995	\$ 1,493,995	\$ 1,493,995	\$ -
Expenditures						
Transfers to General Fund	\$ 49,917	\$ 121,836	\$ 121,836	\$ -	\$ 121,836	\$ (121,836)
Transfers to Capital Improvement	2,537,525	1,388,000	2,459,327	1,650,000	1,285,000	262,000
Total Expenditures	\$ 2,587,442	\$ 1,509,836	\$ 2,581,163	\$ 1,650,000	\$ 1,406,836	\$ 140,164
Surplus/(Deficit)	\$ (1,125,153)	\$ (15,841)	\$ (1,087,168)	\$ (156,005)	\$ 87,159	\$ (140,164)
Reserve for carryover CIP			1,045,682			
Fund Balance	\$ 196,256	\$ 180,415	\$ 154,770	\$ (1,235)	\$ 85,924	

FY2017-18 CHANGES & HIGHLIGHTS

*\$1.6 million transfer to CIP is to cover Grand Boulevard Phase II (Kaiser Way and McLellan Dr)

GOVERNMENTAL FUNDS

SOLID WASTE MANAGEMENT FUND

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

Schedule 31: Solid Waste Management Fund Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-18
Revenues	Actual	Adopted	Amended	Proposed	Projected	from 2016-17 Adopted
CHARGES FOR SERVICES	\$ 188,649	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ -
Total Revenues	\$ 188,649	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	
Expenditures						
PAYROLL	\$ 4,742	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES	157,041	110,150	138,097	110,150	110,150	(27,947)
INTERDEPARTMENTAL CHARGES	19,600	19,600	19,600	20,188	20,794	588
TRANSFERS	189,308	200,000	766,870	-	-	(766,870)
Total Expenditures	\$ 370,692	\$ 329,750	\$ 924,567	\$ 130,338	\$ 130,944	\$ (199,412)
Surplus/(Deficit)	\$(182,043)	\$(149,750)	\$(744,567)	\$ 49,662	\$ 49,056	\$ 199,412
Plus reserve for carry over purchase orders			\$ 534,817			
Fund Balance	\$ 230,826	\$ 81,076	\$ 21,076	\$ 70,738	\$ 119,794	\$ (10,338)

GOVERNMENTAL FUNDS

CAPITAL IMPROVEMENT FUND

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

The FY 2017-19 Proposed Budget reflects new appropriations and no prior year carry forward appropriations. The final actual amount of carry forward appropriations will be finalized as part of the FY 2016-17 closing process and the carry forward budgets will then be reflected as part of the FY 2017-18 amended budget.

Schedule 32: Capital Improvement Fund Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-18
Revenues	Actual	Adopted	Amended	Proposed	Projected	from 2016-17 Adopted
Intergovernmental	\$ 2,131,810	\$ 4,098,180	\$ 7,642,593	\$ 8,898,000	\$ 1,027,000	\$ 4,799,820
Other revenues	507,476					-
Other Financing Sources	-		218,917	-	-	-
Transfers In for CIP Expenses	6,161,203	8,904,200	22,527,480	19,027,500	24,094,000	10,123,300
Transfers In from Infrastructure Reserves						-
Total Revenues	\$ 8,800,488	\$ 13,002,380	\$ 30,388,990	\$ 27,925,500	\$ 25,121,000	\$ 14,923,120
Expenditures						
Salaries and Benefits	\$ 401,492					\$ -
Supplies and Services	8,137,242	13,252,380	31,025,750	27,845,773	\$ 25,120,859	\$ 14,593,393
Total Expenditures	\$ 8,538,734	\$ 13,252,380	\$ 31,025,750	\$ 27,845,773	\$ 25,120,859	\$ 14,593,393
Surplus/(Deficit)	\$ 261,754	\$ (250,000)	\$ (636,760)	\$ 79,727	\$ 141	\$ 329,727
Committed reserves for rollover encumbrances	-	-	4,184,439	-	4,184,439	-
Fund Balance	\$ 367,023	\$ 117,023	\$ 3,914,702	\$ 3,994,429	\$ 8,179,010	
Infrastructure Reserve	10,316,270	5,889,318	5,769,318	-	5,769,318	
Caltrain station relocation project	5,900,000	5,900,000	7,200,000		7,200,000	
ADA Improvement Reserve	386,758	173,704	173,704		173,704	

GOVERNMENTAL FUNDS

CONSOLIDATED IMPACT FEE FUNDS

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

\$690,000 will be transferred out for \$400,000 from the Transit Station Enhancement In-Lieu for CIP and \$290,000 from East of 101 Traffic Impact Fee Fund to CIP.

Schedule 33: Consolidated Impact Fee Funds Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-
Revenues	Actual	Adopted	Amended	Proposed	Projected	18 from 2016-17
						Adopted
Revenues:						
Use of Money & Property	\$ 163,108	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues	2,897,786	-	-	-	-	-
Subtotal	\$ 3,060,894	\$ -				
Transfers In	-	-	-	-	-	-
Total Revenues	\$ 3,060,894	\$ -				
Expenditures						
Supplies & Services	\$ 116,862	\$ 70,294	\$ 122,855	\$ 6,167	\$ -	\$ (70,294)
Capital Outlay	-	95,003	118,323	-	-	-
Debt Service	656,000	-	-	-	-	-
Interdepartmental Charges	5,000	5,000	5,000	5,150	5,304	304
Subtotal	\$ 777,861	\$ 170,297	\$ 246,178	\$ 11,317	\$ 5,304	\$ (69,990)
Transfers Out	475,073	437,220	3,670,856	690,000	-	(437,220)
Total Expenditures	\$ 1,252,934	\$ 607,517	\$ 3,917,035	\$ 701,317	\$ 5,304	\$ (602,213)
Surplus/(Deficit)	\$ 1,807,960	\$ (607,517)	\$ (3,917,035)	\$ (701,317)	\$ (5,304)	
Fund Balance	\$ 10,569,169	\$ 9,961,652	\$ 6,652,134	\$ 5,950,817	\$ 5,945,513	\$ (4,016,139)

GOVERNMENTAL FUNDS

CITY PROGRAMS FUND

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

Schedule 34: City Programs Fund Summary

Revenues	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017- 18 from 2016-17 Adopted
Revenues:						
Charges for Service	\$ 110,595	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Money and Property	72,582					
Other Revenues	1,094,647			1,000,000	1,000,000	1,000,000
Subtotal	\$ 1,277,824	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Transfers In	5,000	-	-	-	-	-
Total Revenues	\$ 1,282,824	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Expenditures						
Supplies & Services	\$ 395,750	\$ -	\$ -	\$ 13,000	\$ 3,000	\$ 3,000
Capital Outlay	-	217,643	226,423	2,129,201	-	-
Subtotal	\$ 395,750	\$ 217,643	\$ 226,423	\$ 2,142,201	\$ 3,000	\$ 3,000
Transfers Out	516,800	500,000	1,622,982	500,000	620,000	120,000
Total Expenditures	\$ 912,550	\$ 717,643	\$ 1,849,405	\$ 2,642,201	\$ 623,000	\$ (94,643)
Surplus/(Deficit)	\$ 370,274	\$ (717,643)	\$ (1,849,405)	\$ (1,642,201)	\$ 377,000	
Fund Balance	\$ 4,194,556	\$ 3,476,913	\$ 2,345,151	\$ 702,949	\$ 1,079,949	

GOVERNMENTAL FUNDS

CAPITAL INFRASTRUCTURE FUND

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

Schedule 35: Capital Infrastructure Fund Summary

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues						
USE OF MONEY & PROPERTY	\$ 305,480	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUES	201,996	-	-	-	-	-
TRANSFERS IN	-	-	2,417,092	2,128,397	2,151,720	(288,695)
Total Revenues	\$ 507,476	\$ -	\$ 2,417,092	\$ 2,128,397	\$ 2,151,720	
Expenditures						
SUPPLIES & SERVICES	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000
CAPITAL OUTLAY				2,502,915		2,502,915
TRANSFERS OUT	527,812	4,546,952	8,949,673	2,240,000	-	(2,306,952)
Total Expenditures	\$ 527,812	\$ 4,546,952	\$ 8,949,673	\$ 5,742,915	\$ -	\$ 1,195,963
Surplus/(Deficit)	(20,336)	(4,546,952)	(6,532,581)	(3,614,518)	2,151,720	
Fund Balance	\$ 10,316,270	\$ 5,769,318	\$ 3,783,689	\$ 169,171	\$ 2,320,891	

2017-18 CHANGES & HIGHLIGHTS

- *\$1.0 million to fund Down Payment Assistance Program
- *\$2.2 million to support Capital Improvement Program
- *\$2.5 million to purchase land for Community Civic Campus

MAJOR PROPRIETARY FUNDS

MAJOR PROPRIETARY FUNDS

PROPRIETARY FUNDS OVERVIEW

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

SEWER ENTERPRISE FUND

The Sewer Enterprise Fund is used to operate the systems for the Water Quality Control Plant (WQCP) including sewer lines and pump stations. This fund also covers Sanitary Sewer type capital projects that upgrade and improve the WQCP. There are 60.4 FTE positions allocated to this fund.

Schedule 36: Sewer Enterprise Fund Summary

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues						
SSF Service Charge Revenue	\$ 19,515,093	\$ 21,280,000	\$ 21,280,000	\$ 21,704,080	\$ 24,602,709	\$ 424,080
Other Agency Share of O&M Expenses	4,443,579	5,286,759	5,286,759	5,535,171	5,911,605	\$ 248,412
Other Agency CIP Reimbursement	261,164	941,760	1,519,832	1,241,000	1,974,000	\$ 299,240
Other Agency Loan Pymt Reimb	1,048,022	1,048,022	1,048,022	1,048,022	1,254,972	\$ -
Grants & CIP Contributions from Others	-	-	-	-	-	\$ -
Interest/Other Income	342,672	245,000	245,000	110,000	110,000	\$ (135,000)
SRF Loan Proceeds for CIP (debt)			8,300,000	13,800,000	24,800,000	\$ 13,800,000
Transfers In	4,716	300,000	342,101	-	2,200,000	\$ (300,000)
Total Revenues	\$ 25,615,246	\$ 29,101,541	\$ 38,021,715	\$ 43,438,273	\$ 60,853,286	\$ 14,336,732
Expenditures						
Operating Expenses	\$ 14,785,734	\$ 19,267,905	\$ 19,946,451	\$ 19,049,252	\$ 19,565,866	(218,653)
Debt Service	1,206,947	5,705,886	5,705,886	5,709,526	5,707,526	3,640
CIP Budgeted Expenditures	2,519,693	4,320,100	19,314,566	20,640,000	39,198,000	10,224,000
Transfers Out	16,010	-	1,489	-	-	-
Total Expenses	\$ 18,528,384	\$ 29,293,891	\$ 44,968,392	\$ 45,398,778	\$ 64,471,392	\$ 16,104,887
Surplus/(Deficit)	\$ 7,086,862	\$ (192,350)	\$ (6,946,677)	\$ (1,960,505)	\$ (3,618,106)	\$ (1,768,155)
Ending Cash Balance	\$ 17,408,025	\$ 17,215,676	\$ 10,461,348	\$ 8,500,843	\$ 4,882,738	

Capital Reserves [1]	3,829,000	3,983,000	3,983,000
Operating Reserves [2]	3,868,007	4,066,973	4,066,973

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

Reflects new sewer fees to be presented to the City Council.

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

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

FY2017-18 CHANGES & HIGHLIGHTS:

* \$18,500 Sewage Pump Station No. 8 Sewage Grinder Rebuild

* \$10,000 Maintenance Division Training

* \$50,000 CCTV Equipment

* \$14,000 Sewer Monitoring Equipment

* \$59.8 million CIP - Wet weather capacity and digester replacement; \$38.6 in projected loan proceeds

MAJOR PROPRIETARY FUNDS

PARKING DISTRICT FUND

The Parking District Fund receives its revenue from the collection of parking fees from City owned parking meters, parking lots and the sale of parking permits. This fund has 4.39 FTE positions budgeted, including the budget for the Parking Place Commission.

Schedule 37: Parking District Fund Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-18 from 2016-17
Revenues	Actual	Adopted	Amended	Proposed	Projected	Adopted
Charges for Services:						
Parking Permit Fees	\$ 116,885	\$ 95,000	\$ 95,000	\$ 100,000	\$ 110,000	\$ 5,000
Parking Meter Fees	646,079	555,000	555,000	685,000	700,000	130,000
Miller Ave Parking Garage	80,235	50,000	50,000	80,000	85,000	30,000
Interest/Other Income	32,012	10,000	10,000	10,000	10,000	-
Sale of Real/Personal Property	-	-	700,000	-	-	-
Total Revenues	\$ 875,211	\$ 710,000	\$ 1,410,000	\$ 875,000	\$ 905,000	\$ 165,000
Expenditures						
Payroll	\$ 268,371	\$ 339,876	\$ 339,876	\$ 307,177	\$ 322,945	\$ (32,698)
Supplies & Services	265,159	196,292	866,211	487,893	997,893	291,601
Capital Outlay	257,063	-	-	-	-	-
Interdepartmental Charges	104,682	104,986	104,986	108,013	111,131	3,027
Total Expenditures	\$ 895,275	\$ 641,154	\$ 1,311,073	\$ 903,084	\$ 1,431,969	\$ 261,930
Surplus/(Deficit) adj. to match balance sheet	\$ (20,064)	\$ 68,846	\$ 98,927	\$ (28,084)	\$ (526,969)	\$ 426,930
Ending Cash Balance	\$ 1,912,780	\$ 1,981,626	\$ 2,080,553	\$ 2,052,469	\$ 1,525,500	

FY 2017-18 CHANGES & HIGHLIGHTS:

* \$100,000 Miller Parking Garage Improvements

* Reflects new parking fees as presented in Budget Subcommittee Meeting

MAJOR PROPRIETARY FUNDS

STORM WATER FUND

The Storm Water Fund is used to comply with Federal and State regulations regarding storm drain run off. There are 4.8 FTE positions budgeted for this fund.

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

Primary revenue other than transfers is through a levy on property owners. This revenue source is capped and can only be increased through a ballot measure.

Schedule 38: Storm Water Fund Summary

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues						
Administrative Fines	\$ 7,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Service Charges	405,105	405,000	405,000	405,000	405,000	-
Transfer In from Gas Taxes/Measure M	670,000	670,000	670,000	670,000	670,000	-
Transfer In from General Fund	250,000	250,000	250,000	250,000	250,000	-
Transfer in for CIP Projects	10,841	200,000	789,159			(200,000)
Interest and Other Income	18,800	5,000	5,000	5,000	5,000	-
Caltrans Reimbursement -OMP Capture				2,500,000	3,000,000	2,500,000
Total Revenues	\$ 1,361,746	\$ 1,535,000	\$ 2,124,159	\$ 3,835,000	\$ 4,335,000	\$ 2,300,000
Expenditures						
Operating Expenses	\$ 1,244,641	\$ 1,664,682	\$ 1,683,145	\$ 1,076,556	\$ 1,112,294	\$ (588,125)
Capital Improvement Projects	54,620	200,000	1,333,487	2,580,000	3,000,000	2,380,000
Total Expenditures	\$ 1,299,261	\$ 1,864,682	\$ 3,016,632	\$ 3,656,556	\$ 4,112,294	\$ 1,791,875
Surplus/(Deficit)	\$ 62,485	\$ (329,682)	\$ (892,473)	\$ 178,444	\$ 222,706	\$ 508,125
Ending Cash Balance	\$ 1,044,295	\$ 714,613	\$ 151,822	\$ 330,265	\$ 552,971	

FY2017-18 CHANGES & HIGHLIGHTS:

Orange Memorial Park Storm Water Trash Capture CIP project in FY 2017-18 and 2018-19; Fully reimbursable by Caltrans.

INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS OVERVIEW

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

CITY SERVICES FUND

The City Services Fund is used to pay for in-house vehicle maintenance on City owned vehicles. The Fleet Maintenance Division of the Public Works Department manages the budget for this fund. The fund receives its revenues by charging departments for the services rendered on an actual invoice basis. In recent years, the Fleet Management Division performed vehicle maintenance work for the Cities of Millbrae and Daly City to further regional consolidation efforts. The fund budgets 4.4 FTEs in the Public Works Department.

Schedule 39: City Service (Garage) Fund Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-18
Revenues	Actual	Adopted	Amended	Proposed	Projected	from 2016-17 Adopted
USE OF MONEY & PROPERTY	\$ 5,872	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUES	1,644,662	1,650,000	1,650,000	1,650,000	1,650,000	-
Total Revenues	\$ 1,650,534	\$ 1,650,000	\$ 1,650,000	\$ 1,650,000	\$ 1,650,000	\$ -
Expenditures						
PAYROLL	\$ 749,991	\$ 605,903	\$ 605,903	\$ 619,989	\$ 641,697	\$ 14,087
SUPPLIES & SERVICES	796,247	918,150	918,150	1,018,150	968,150	100,000
CAPITAL OUTLAY	580	-	-	-	-	-
INTERDEPARTMENTAL CHARGES	17,742	18,968	18,968	20,433	20,433	1,465
Total Expenditures	\$ 1,564,559	\$ 1,543,021	\$ 1,543,021	\$ 1,658,573	\$ 1,630,280	\$ 115,552
Surplus/(Deficit)	85,975	106,979	106,979	(8,573)	19,720	
Ending Cash Balance	\$ 350,836	\$ 457,815	\$ 457,815	\$ 449,243	\$ 468,962	

FY 2017-18 CHANGES & HIGHLIGHTS:

\$50,000 Backup Generator Inspections
 \$50,000 Emergency Generator Backup Connection MSB

FY 2018-19 CHANGES & HIGHLIGHTS:

\$50,000 Backup Generator Inspections

INTERNAL SERVICE FUNDS

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund is used to accumulate funds for replacement of equipment and vehicles. Departments are charged an annual replacement charge to cover future equipment replacement costs.

The Equipment Replacement Fund pays for the Fire Department's capital leases. The Fire Department will be charged directly for the debt service budgeted for FY 2017-19.

Schedule 40: Equipment Replacement Fund Summary

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues						
Use of Money & Property	\$ 84,336	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ -
Other Financing Sources				700,000	700,000	
Interdepartmental Charges	1,678,461	1,854,155	1,854,155	1,864,358	1,746,503	10,203
Total Revenues	\$ 1,762,796	\$ 1,949,155	\$ 1,949,155	\$ 2,659,358	\$ 2,541,503	\$ 10,203
Expenditures						
Supplies & Services	\$ (71,606)	\$ 211,844	\$ 810,093	\$ 246,844	\$ 176,844	\$ 35,000
Capital Outlay	723,168	1,388,156	3,239,651	1,200,000	1,200,000	(188,156)
Debt Service	631,419	631,419	631,419	641,621	523,766	10,202
Transfers Out	108,923	100,000	288,669	-	-	(100,000)
Total Expenditures	\$ 1,391,904	\$ 2,331,419	\$ 4,969,831	\$ 2,088,465	\$ 1,900,610	\$ (242,954)
Surplus/(Deficit) adjustment to match balance sheet	\$ 370,892	\$ (382,264)	\$ (3,020,676)	\$ 570,892	\$ 640,892	\$ 253,156
Cash Balance	\$ 3,499,649	\$ 3,117,385	\$ 478,973	\$ 1,049,865	\$ 1,690,757	
FY 2017-18 CHANGES & HIGHLIGHTS:						
<ul style="list-style-type: none"> • \$50,000 EV Charging Stations Feasibility Study • \$80,000 Computer hardware replacement • \$700,000 Lease proceeds for purchase of new fire engine 						

INTERNAL SERVICE FUNDS

Schedule 41: Planned Vehicle & Equipment Purchases FY 2017-19

FY2017-18					
Department	Vehicle #	Current Vehicle	Assignment	Recommended Replacement Vehicle	Estimated Replacement Cost
Police					
	TBD	Crown Victoria	Patrol	Ford Police Utility	\$45,000
	TBD	Crown Victoria	Patrol	Ford Police Utility	45,000
	TBD	Crown Victoria	Patrol	Ford Police Utility	45,000
	TBD	Ford Fusion	Investigations	TBD	35,000
	TBD	Ford Fusion	Investigations	TBD	35,000
	45	Harley Davidson Motorcycle	Traffic	Harley Davidson Motorcyc	30,000
Fire					
	108	Chevy Malibu	Code Enforcement	Ford Explorer	40,000
	126	Chevy Malibu	Fire Admin	Spartan Fire Engine	
	512	Spatan Fire Engine	Fire Suppression	(Lease Purchase -	50,000
Public Works					
	327	Electrical Trouble Truck	Streets - Electrical	Electrical Trouble Truck	125,000
ECD					
	103	Chevy Malibu	Building	Ford Explorer	35,000
Total Vehicle Replacement FY 2017-18 \$					485,000

FY2018-19					
Department	Vehicle #	Current Vehicle	Assignment	Recommended Replacement Vehicle	Estimated Replacement Cost
Police					
	TBD	Crown Victoria	Patrol	Ford Police Utility	\$ 45,000
	TBD	Crown Victoria	Patrol	Ford Police Utility	45,000
	TBD	Crown Victoria	Patrol	Ford Police Utility	45,000
	TBD	Ford Fusion	Investigations	TBD	35,000
	TBD	Ford Fusion	Investigations	TBD	35,000
	41	Harley Davidson Motorcycle	Traffic	Harley Davidson Motorcycle	30,000
Fire					
	515	International Ambulance	Ambulance / ALS	(TBD) Ambulance (Lease Purchase - 350,000)	35,000
	217	Chevy S-10	Code Enforcement	F150 or Similar	30,000
ECD					
	134	Ford Taurus	Building	Ford Explorer	35,000
Parks and Recreation					
	131	Ford 500	Facilities Manager	Ford Escape	32,000
	222	GMC Sierra	Facilities Maintenance	Ford F150	30,000
	247	Chevy 1500	Facilities Maintenance	Ford F250 with Tailgate Lift	40,000
Public Works					
	235	Chevy 3500 Service Body	Streets	Ford F350 Service Body	60,000
Total Vehicle Replacement FY 2018-19 \$					497,000

INTERNAL SERVICE FUNDS

HEALTH & BENEFITS FUND

This fund collects charges from departments and is used to pay benefit providers for active and retiree health, dental, vision insurance and other miscellaneous benefits.

Schedule 42: Health & Benefits Fund Summary

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues						
Charges for Services	\$ 2,648	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Money & Property	45,545	100,000	100,000	100,000	100,000	-
Other Revenues	14,282,721	12,323,914	12,323,914	12,573,533	13,235,490	249,619
Transfers	4,240,000	250,000	250,000	250,000	250,000	-
Total Revenues	\$ 18,570,914	\$ 12,673,914	\$ 12,673,914	\$ 12,923,533	\$ 13,585,490	\$ 249,619
Expenditures						
Payroll	\$ 13,750,332	\$ 13,384,342	\$ 13,384,342	\$ 14,178,012	\$ 14,908,907	\$ 793,670
Supplies & Services	4,958	10,000	10,000	10,000	10,000	-
Total Expenditures	\$ 13,755,290	\$ 13,394,342	\$ 13,394,342	\$ 14,188,012	\$ 14,918,907	\$ 793,670
Surplus/(Deficit)	4,815,624	(720,428)	(720,428)	(1,264,479)	(1,333,418)	(544,051)
Cash Balance	\$ 8,277,424	\$ 7,556,996	\$ 7,556,996	\$ 6,292,517	\$ 4,959,099	

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY FUND

The Information Technology Fund is funded through an allocation charge to departments for the maintenance and upkeep of the City's computers, telephones, servers, copiers, scanners, Citywide software, etc. The Information Technology (IT) Department manages this fund. In addition to in-house IT services, the IT Department provides IT services to the Town of Hillsborough to further regional consolidation efforts. This fund budgets 6.0 FTEs in the IT department.

Schedule 43: Information Technology Fund Summary

	2015-16	2016-17	2016-17	2017-18	2018-19	Change of 2017-18 from 2016-17
Revenues	Actual	Adopted	Amended	Proposed	Projected	Adopted
CHARGES FOR SERVICES	\$ 45,701	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
USE OF MONEY & PROPERTY	12,028	14,000	14,000	14,000	14,000	-
OTHER REVENUES	2,192,903	2,192,902	2,192,902	2,584,770	2,584,770	391,868
TRANSFERS IN	-	-	-	-	240,000	-
Total Revenues	\$ 2,250,631	\$ 2,246,902	\$ 2,246,902	\$ 2,638,770	\$ 2,878,770	\$ 391,868
Expenditures						
PAYROLL	\$ 1,068,138	\$ 1,386,041	\$ 1,316,041	\$ 1,250,070	\$ 1,313,513	\$ (135,971)
SUPPLIES & SERVICES	919,830	1,045,582	1,773,698	1,382,082	1,472,582	336,500
INTERDEPARTMENTAL CHARGES	9,677	11,077	11,077	11,077	11,077	-
Total Expenditures	\$ 1,997,645	\$ 2,442,700	\$ 3,100,817	\$ 2,643,229	\$ 2,797,173	\$ 200,529
Surplus/(Deficit)	\$ 252,987	\$ (195,798)	\$ (853,915)	\$ (4,459)	\$ 81,597	\$ 191,339
Cash Balance	\$ 826,945	\$ 631,146	\$ (26,970)	\$ (31,429)	\$ 50,169	

FY 2017-18 CHANGES & HIGHLIGHTS:

- Subtract 1.0 FTE Contract GIS Coordinator
- \$50,000 Network Switch Replacement
- \$42,000 Citywide Copier Replacement Phase II
- \$50,000 IT Department Relocation Expenses
- \$12,000 Cloud Based Backup
- \$100,000 Phone Replacement Phase I
- \$150,000 GIS Services

FY 2018-19 CHANGES & HIGHLIGHTS:

- \$20,000 Citywide Copier Replacement Phase III
- \$50,000 Digital Forms & Signatures
- \$35,000 Email Upgrade
- \$30,000 Software Annual Cost Increase
- \$120,000 CRW Upgrade for ECD, funded by Permit Program Maintenance Reserve (non-General Fund)
- \$120,000 RIO Laserfiche upgrade for Police Department, funded by Asset Seizure (non-General Fund)
- \$12,000 Cloud Based Backup
- \$100,000 Phone Replacement Phase II

INTERNAL SERVICE FUNDS

INFORMATION TECHNOLOGY PEG ACCESS FUND

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

Schedule 44: Information Technology PEG Access Fund Summary

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues						
FRANCHISE FEES	\$ 183,899	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ -
USE OF MONEY & PROPERTY	12,441	5,000	5,000	5,000	5,000	-
Total Revenues	\$ 196,340	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	
Expenditures						
SUPPLIES & SERVICES	\$ 133,892	\$ 90,000	\$ 209,117	\$ -	\$ -	\$ (209,117)
Total Expenditures	\$ 133,892	\$ 90,000	\$ 209,117	\$ -	\$ -	\$ (90,000)
Surplus/(Deficit)	62,448	40,000	(79,117)	130,000	130,000	90,000
Cash Balance	\$ 746,589	\$ 786,589	\$ 667,472	\$ 797,472	\$ 927,472	

SELF-INSURANCE FUND

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

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

Schedule 45: Self Insurance Fund Summary

	2015-16 Actual	2016-17 Adopted	2016-17 Amended	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17 Adopted
Revenues						
Charges for Services	\$ (2,801)	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Money & Property	204,649	75,000	75,000	75,000	75,000	-
Other Revenues	4,693,481	4,307,743	4,307,743	4,307,743	4,307,743	-
Total Revenues	\$ 4,895,329	\$ 4,382,743	\$ 4,382,743	\$ 4,382,743	\$ 4,382,743	\$ -
Expenditures						
Payroll	\$ 804,124	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ -
Supplies & Services	3,964,279	3,030,738	3,030,738	3,333,816	3,818,560	303,078
Interdepartmental Charges	(20,058)	-	-	-	-	-
Total Expenditures	\$ 4,748,346	\$ 3,680,738	\$ 3,680,738	\$ 3,983,816	\$ 4,468,560	\$ 303,078
Surplus/(Deficit)	146,984	702,005	702,005	398,927	(85,817)	(303,078)
Cash Balance	\$ 12,376,456	\$ 13,078,461	\$ 13,078,461	\$ 13,477,388	\$ 13,391,571	

INTERNAL SERVICE FUNDS

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POSITION BUDGET

POSITION BUDGET

SUMMARY OF POSITION BUDGET AND PERSONNEL COSTS

The FY 2017-19 Proposed Biennial Operating Budget has 562.83 FTE positions citywide. Of those positions:

- 7.0 FTE elected officials;
- 458 FTE full time employees;
- 5.2 FTE full time contract employees;
- 7.37 FTE part time regular employees; and
- 85.26 FTE hourly employees.

Benefits include City paid medical, dental, health, life insurance, retirement¹, retiree health², workers' compensation, unemployment, short term and long term disability. In addition to paid benefits, full-time employees earn between 15-25 vacation days and 12 sick days a year plus 12 holidays and 1 floating holiday. Employees also have the option of contributing to a deferred compensation retirement account.

The FY 2017-19 Proposed Biennial Operating Budget allocates 84% of all employees to the General Fund, with the remainder of budgeted employees allocated to other operating funds.

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

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

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

POSITION BUDGET

Table 17: Benefit Costs per FTE

Benefit Costs for 1.0 FTE	FY 2016-17	FY 2017-18	Difference
Health/Dental/Vision	16,180	17,431	1,251
Retiree Health (pay-as-you-go)	6,605	7,123	518
OPEB	13.2%	13.2%	0.0%
PERS			
Safety Employee	43.68%	46.50%	2.8%
Non-Safety	27.82%	29.19%	1.4%
Medicare	1.45%	1.45%	-
FICA	6.20%	6.20%	-
Workers Compensation			
Office	294	233	(61)
Other	398	432	34
Public Works	4,742	5,114	372
Police	9,221	8,361	(860)
Fire	23,973	24,426	453
Miscellaneous Benefits	1,127	1,175	48

Notes:

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

The health, dental, and vision insurance costs listed above represent average costs per 1.0 budgeted FTE. The actual costs that the City pays for each employee may be lower or higher depending on the insurance plan, either Blue Shield or Kaiser, and whether the employee's insurance coverage is at the single, dual, or family rate.

As noted in the Health & Benefit Fund summary, the City uses a pay-as-you-go method to pay for current retiree health insurance. The \$7,123 listed above represents the amount per 1.0 FTE that is charged to departments and that the City pays for retiree health insurance.

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

POSITION BUDGET

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

SOUTH SAN FRANCISCO BARGAINING UNITS

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

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

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

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

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

Executive – This unit includes the department heads.

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

AFSCME – This is the largest bargaining unit of the City, which includes Parks and Public Works Maintenance Workers. There are 135.27 FTEs budgeted in this unit. Many of the Part-Time regular benefited employees belong to this bargaining unit.

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

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

POSITION BUDGET

POSITION BUDGET BY DEPARTMENT

Table 18: Position Budget by Department

CITY COUNCIL

City Council	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Elected	E110	Elected City Council Member	5.00	5.00	5.00	0.00
TOTAL FTE - City Council			5.00	5.00	5.00	0.00

CITY TREASURER

City Treasurer	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Elected	E105	Elected City Treasurer	1.00	1.00	1.00	0.00
TOTAL FTE - City Treasurer			1.00	1.00	1.00	0.00

CITY CLERK

City Clerk	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change to 2017-18 from 2016-17
Elected - FT	E100	Elected City Clerk	1.00	1.00	1.00	0.00
SUBTOTAL - Elected			1.00	1.00	1.00	0.00
Full Time	O320	Deputy City Clerk	1.00	1.00	1.00	0.00
Full Time	O415	City Clerk Records Technician	2.00	2.00	2.00	0.00
SUBTOTAL - Full Time			3.00	3.00	3.00	0.00
TOTAL FTE - City Clerk			4.00	4.00	4.00	0.00

POSITION BUDGET

CITY MANAGER

			2016-17	2017-18	2018-19	Change of
City Manager	Job Code	Position Title	Actual	Proposed	Projected	2017-18 from 2016-17
Full Time	N115	City Manager	1.00	1.00	1.00	0.00
Full Time	N100	Assistant City Manager	1.00	1.00	1.00	0.00
Full Time	N180	Assistant to the City Manager	1.00	0.00	0.00	(1.00)
Full Time	N190	Communications Director	1.00	1.00	1.00	0.00
Full Time	M570	Management Analyst I	1.00	0.00	0.00	(1.00)
Full Time	M560	Management Analyst II	0.00	2.00	2.00	2.00
Full Time	O315	Administrative Assistant I	0.00	1.00	1.00	1.00
Full Time	O310	Administrative Assistant II	2.00	0.00	0.00	(2.00)
Full Time	O310	Executive Assistant to the City Manager (O410)	0.00	1.00	1.00	1.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
Hourly	X280	Student Intern	0.50	0.00	0.00	(0.50)
SUBTOTAL Hourly			0.50	0.00	0.00	(0.50)
TOTAL FTE - City Manager			7.50	7.00	7.00	(0.50)

FINANCE

			2016-17	2017-18	2018-19	Change of
Finance	Job Code	Position Title	Actual	Proposed	Projected	2017-18 from 2016-17
Full Time	N145	Director of Finance	1.00	1.00	1.00	0.00
Full Time	M770	Financial Services Manager	2.00	2.00	2.00	0.00
Full Time	M613	Financial Analyst II (M570)	1.00	1.00	1.00	0.00
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	M625	Senior Accountant	1.00	1.00	1.00	0.00
Full Time	M620	Accountant II	1.00	1.00	1.00	0.00
Full Time	A225	Accounting Assistant II	4.00	3.00	3.00	(1.00)
Full Time	M785	Payroll Administrator	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			13.00	12.00	12.00	(1.00)
Hourly	X280	Miscellaneous Hourly	0.60	0.60	0.60	0.00
SUBTOTAL Hourly			0.60	0.60	0.60	0.00
TOTAL FTE - Finance			13.60	12.60	12.60	(1.00)

POSITION BUDGET

HUMAN RESOURCES

Human Resources	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N130	Director Of Human Resources	1.00	1.00	1.00	0.00
Full Time	M270	Human Resources Analyst II	2.00	2.00	2.00	0.00
Full Time	O265	Human Resources Technician	1.00	1.00	1.00	0.00
Full Time	M775	Human Resources Manager	1.00	1.00	1.00	0.00
Full Time	M700	Human Resources Analyst I	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
Hourly	X310	Human Resources Clerk	1.00	1.00	0.00	0.00
SUBTOTAL Hourly			1.00	1.00	0.00	0.00
TOTAL FTE - Human Resources			8.00	8.00	7.00	0.00

ECONOMIC & COMMUNITY DEVELOPMENT

ECD	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N140	Director of ECD	1.00	1.00	1.00	0.00
Full Time	M145	ECD Deputy Director / Manager of Economic Development & Housing	1.00	1.00	1.00	0.00
Full Time	M125	Associate Planner	2.00	2.00	2.00	0.00
Full Time	M210	Chief Building Official	1.00	1.00	1.00	0.00
Full Time	M155	Chief Planner	1.00	1.00	1.00	0.00
Full Time	M185	Economic Development Coordinator	3.00	3.00	3.00	0.00
Full Time	M725	Community Development Coordinator	1.00	1.00	1.00	0.00
Full Time	M590	Principal Planner	0.00	1.00	1.00	1.00
Full Time	M335	Senior Planner	3.00	2.00	2.00	(1.00)
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	2.00	2.00	2.00	0.00
Full Time	A462	Planning Technician	1.00	1.00	1.00	0.00
Full Time	TBD	Senior Permit Technician	0.00	1.00	1.00	1.00
Full Time	A460	Permit Technician	2.00	1.00	1.00	(1.00)
Full Time	A400	Sr Building Inspector	2.00	2.00	2.00	0.00
Full Time	A135	Building Inspector	4.00	4.00	4.00	0.00
Full Time	TBD	Building Plan Reviewer	0.00	1.00	1.00	1.00
Full Time	O315	Administrative Assistant I	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	2.00	2.00	0.00
Full Time	A295	Office Specialist	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			29.00	30.00	30.00	1.00
Hourly	X280	Miscellaneous Hourly - Research Assistant	0.20	0.20	0.20	0.00
Hourly	X280	Miscellaneous Hourly - Rehab Specialist	0.20	0.20	0.20	0.00
SUBTOTAL Hourly			0.40	0.40	0.40	0.00
TOTAL - ECD			29.40	30.40	30.40	1.00

POSITION BUDGET

FIRE

			2016-17	2017-18	2018-19	Change of
Fire	Job Code	Position Title	Actual	Proposed	Projected	2017-18 from 2016-17
Full Time	N150	Fire Chief	1.00	1.00	1.00	0.00
Full Time	M110	Deputy Fire Chief	1.00	1.00	1.00	0.00
Full Time	M780	Emergency and Safety Manager	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M410	Fire Marshal	1.00	1.00	1.00	0.00
Full Time	M390	Fire Battalion Chief (56 Hours)	3.00	3.00	3.00	0.00
Full Time	M205	Fire Battalion Chief (40 Hours)	2.00	2.00	2.00	0.00
Full Time	B120	Fire Apparatus Engineer	15.00	15.00	15.00	0.00
Full Time	B100	Fire Captain	15.00	15.00	15.00	0.00
Full Time	B130	Paramedic / Firefighter	39.00	39.00	39.00	0.00
Full Time	B200	Safety Inspector I	1.00	1.00	1.00	0.00
Full Time	B195	Safety Inspector II	3.00	3.00	3.00	0.00
Full Time	O315	Administrative Assistant I	1.00	1.00	1.00	0.00
Full Time	O340	Sr. Administrative Assistant	1.00	1.00	1.00	0.00
Full Time	A225	Accounting Assistant II	1.00	1.00	1.00	0.00
Full Time	A295	Office Specialist	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			87.00	87.00	87.00	0.00
FT Contract	X181	Safety Inspector	1.00	1.00	1.00	0.00
FT Contract	X281	Emergency Medical Technician	4.20	4.20	4.20	0.00
SUBTOTAL FT Contract			5.20	5.20	5.20	0.00
Hourly	X540	Fire Courier	0.48	0.48	0.48	0.00
SUBTOTAL Hourly			0.48	0.48	0.48	0.00
TOTAL - Fire			92.68	92.68	92.68	0.00

POSITION BUDGET

POLICE

Police	Job Code	Position Title	2016-17 Actual	2017-18 Proposed	2018-19 Projected	Change of 2017-18 from 2016-17
Full Time	N155	Police Chief	1.00	1.00	1.00	0.00
Full Time	M280	Police Captain	2.00	2.00	2.00	0.00
Full Time	M275	Police Lieutenant	5.00	5.00	5.00	0.00
Full Time	C165	Police Sergeant	12.00	12.00	12.00	0.00
Full Time	C100	Police Corporal	15.00	15.00	15.00	0.00
Full Time	C115	Police Officer	48.00	48.00	48.00	0.00
Full Time	M285	Police Records & Comm. Manager	1.00	1.00	1.00	0.00
Full Time	C200	Supervising Police Records Specialist	1.00	1.00	1.00	0.00
Full Time	C110	Police Property/ Evidence Specialist	1.00	1.00	1.00	0.00
Full Time	C105	Police Records Specialist	4.00	4.00	4.00	0.00
Full Time	C210	Crime Analyst	1.00	1.00	1.00	0.00
Full Time	A365	Supervising Dispatcher	2.00	2.00	2.00	0.00
Full Time	A150	Communications Dispatcher	14.00	14.00	14.00	0.00
Full Time	C175	Parking Enforcement Officer	3.00	3.00	3.00	0.00
Full Time	C125	Police Service Technician	4.00	4.00	4.00	0.00
Full Time	C220	Police Media Technician	1.00	1.00	1.00	0.00
Full Time	O340	Senior Administrative Assistant	1.00	1.00	1.00	0.00
Full Time	M570	Management Analyst I	1.00	1.00	1.00	0.00
Full Time	O315	Administrative Assistant I	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			118.00	118.00	118.00	0.00
Part Time Regular	A150	Communications Dispatcher	0.60	0.60	0.60	0.00
SUBTOTAL PT Regular			0.60	0.60	0.60	0.00
Hourly	X190	Police Property/Evidence Assistant	0.48	0.48	0.48	0.00
Hourly	X193	Police Court Liaison	0.48	0.48	0.48	0.00
Hourly	X325	Police Reserve Officer	1.31	1.31	1.31	0.00
SUBTOTAL Hourly			2.27	2.27	2.27	0.00
TOTAL - Police			120.87	120.87	120.87	0.00

POSITION BUDGET

PUBLIC WORKS

Public Works	Job Code	Position Title	2016-17	2017-18	2018-19	Change of 2017-18
			Actual	Proposed	Projected	from 2016-17
Full Time	N160	Director Of Public Works/City Eng	1.00	1.00	1.00	0.00
Full Time	M795	Public Works Administrator	1.00	1.00	1.00	0.00
Full Time	M760	Principal Engineer	1.00	1.00	1.00	0.00
Full Time	M340	Sr Civil Engineer	2.00	2.00	2.00	0.00
Full Time	M115	Associate Civil Engineer	2.00	2.00	2.00	0.00
Full Time	A167	Engineering Technician	1.00	1.00	1.00	0.00
Full Time	M750	Public Works Program Manager	2.00	2.00	2.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	A500	Sr Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A370	Sweeper Operator	2.00	2.00	2.00	0.00
Full Time	A200	Lead Public Works Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A360	Sr Public Works Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A275	Public Works Maintenance Worker	15.00	15.00	15.00	0.00
Full Time	A345	Lead Equipment Mechanic	1.00	1.00	1.00	0.00
Full Time	A335	Lead Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A120	Assistant Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A160	Electrical Technician	1.00	1.00	1.00	0.00
Full Time	A310	Public Works Inspector	1.00	1.00	1.00	0.00
Full Time	A175	Equipment Operator	1.00	1.00	1.00	0.00
Full Time	A170	Equipment Mechanic	3.00	3.00	3.00	0.00
Full Time	M355	Plant Superintendent	1.00	1.00	1.00	0.00
Full Time	M465	Assistant Plant Superintendent	1.00	1.00	1.00	0.00
Full Time	M745	WQCP Maintenance Supervisor	1.00	1.00	1.00	0.00
Full Time	M450	Environmental Compliance Supervisor	1.00	1.00	1.00	0.00
Full Time	M220	Laboratory Supervisor	1.00	1.00	1.00	0.00
Full Time	D190	Lead Plant Operator	4.00	4.00	4.00	0.00
Full Time	D180	Lead Plant Mechanic	1.00	1.00	1.00	0.00
Full Time	D170	Sr Laboratory Chemist	1.00	1.00	1.00	0.00
Full Time	D160	Sr Environmental Compliance Inspector	1.00	1.00	1.00	0.00
Full Time	D155	Environmental Compliance Inspector II	3.00	3.00	3.00	0.00
Full Time	D200	Plant Operator III	8.00	8.00	8.00	0.00
Full Time	D145	Plant Operator I	2.00	2.00	2.00	0.00
Full Time	D140	Plant Electrician II	2.00	2.00	2.00	0.00
Full Time	D135	Plant Mechanic II	4.00	4.00	4.00	0.00
Full Time	D125	Plant Utility Worker	2.00	2.00	2.00	0.00
Full Time	D120	Laboratory Chemist	2.00	2.00	2.00	0.00
Full Time	D105	Plant Electrician I	1.00	1.00	1.00	0.00
Full Time	D130	Plant Mechanic I	2.00	2.00	2.00	0.00
Full Time	D220	Plant Mechanic, Apprentice	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	2.00	2.00	0.00
Full Time	O315	Administrative Assistant I	4.00	4.00	4.00	0.00
Full Time	A245	Parking System Technician	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			90.00	90.00	90.00	0.00
Hourly	X545	Laboratory Chemist	0.50	0.50	0.50	0.00
SUBTOTAL Hourly			0.50	0.50	0.50	0.00
TOTAL - Public Works			90.50	90.50	90.50	0.00

POSITION BUDGET

LIBRARY

			2016-17	2017-18	2018-19	Change of
Library	Job Code	Position Title	Actual	Proposed	Projected	2017-18 from 2016-17
Full Time	N110	Library Director	1.00	1.00	1.00	0.00
Full Time	M640	Assistant Library Director	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M235	Library Program Manager	4.00	4.00	4.00	0.00
Full Time	A445	Literacy Services Coordinato	3.00	3.00	3.00	0.00
Full Time	A670	Supervising Library Specialist	2.00	2.00	2.00	0.00
Full Time	A240	Librarian II	6.00	6.00	6.00	0.00
Full Time	A215	Library Assistant II	1.00	1.00	1.00	0.00
Full Time	A210	Librarian I	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	2.00	2.00	2.00	0.00
SUBTOTAL Full Time			22.00	22.00	22.00	0.00
PT Regular	A215	Library Assistant II	2.40	2.40	2.40	0.00
SUBTOTAL PT Regular			2.40	2.40	2.40	0.00
Hourly	X210	Librarian I	1.26	1.26	1.26	0.00
Hourly	X220	Library Assistant I	1.35	2.60	2.60	1.25
Hourly	X235	Library Clerk	2.10	2.20	2.20	0.10
Hourly	X250	Library Page	7.31	6.31	6.31	(1.00)
Hourly	X415	Office Specialist	0.50	0.50	0.50	0.00
Hourly	X440	Office Assistant	0.81	0.81	0.81	0.00
Hourly	X655	Literacy Services Asst. Coord	0.06	0.64	0.64	0.58
Hourly	X665	Literacy Services Asst. I	1.57	1.57	1.57	0.00
Hourly	X670	Librarian II	0.20	0.20	0.20	0.00
SUBTOTAL Hourly			15.16	16.09	16.09	0.93
TOTAL FTE - Library			39.56	40.49	40.49	0.93

POSITION BUDGET

INFORMATION TECHNOLOGY

			2016-17	2017-18	2018-19	Change of
			Actual	Proposed	Projected	2017-18 from 2016-17
Job Code	Position Title					
Full Time	M805	Information Technology Manager	1.00	1.00	1.00	0.00
Full Time	M650	Information Systems Administrator	2.00	2.00	2.00	0.00
Full Time	M790	Senior Information Systems Administrator	1.00	1.00	1.00	0.00
Full Time	O310	Administrative Assistant II	1.00	1.00	1.00	0.00
Full Time	O525	Computer Services Technician	1.00	1.00	1.00	0.00
Full Time	O530	Senior Computer Services Technician	1.00	1.00	1.00	0.00
SUBTOTAL Full Time			7.00	7.00	7.00	0.00
FT Contract	X570	GIS Coordinator	1.00	0.00	0.00	(1.00)
SUBTOTAL FT Contract			1.00	0.00	0.00	(1.00)
TOTAL FTE - Information Technology			7.00	6.00	6.00	(1.00)

POSITION BUDGET

PARKS & RECREATION

			2016-17	2017-18	2018-19	Change of 2017-18
	Job Code	Position Title	Actual	Proposed	Projected	from 2016-17
Full Time	N175	Director Of Parks & Recreation	1.00	1.00	1.00	0.00
Full Time	M750	Program Manager- Parks	1.00	1.00	1.00	0.00
Full Time	M750	Program Manager - Rec	1.00	1.00	1.00	0.00
Full Time	M750	Program Manager- Facilities	1.00	1.00	1.00	0.00
Full Time	M800	Assistant Recreation Supervisor	1.00	1.00	1.00	0.00
Full Time	(TBD)	Landscape Architect	0.00	1.00	1.00	1.00
Full Time	A295	Office Specialist	1.00	1.00	1.00	0.00
Full Time	M560	Management Analyst II	1.00	1.00	1.00	0.00
Full Time	M255	Parks & Recreation Supervisor- Parks	1.00	1.00	1.00	0.00
Full Time	M255	Parks & Recreation Supervisor- Facilities	2.00	2.00	2.00	0.00
Full Time	M530	Rec & Comm Svcs Coordinator	9.00	10.00	10.00	1.00
Full Time	M295	Rec & Comm Svcs Supervisor	5.00	5.00	5.00	0.00
Full Time	A515	Recreation Leader IV	1.00	1.00	1.00	0.00
Full Time	A495	Preschool Teacher I	4.00	4.00	4.00	0.00
Full Time	A680	Preschool Teacher II	4.00	4.00	4.00	0.00
Full Time	A375	Tree Trimmer	2.00	2.00	2.00	0.00
Full Time	A280	Maintenance Craft worker	2.00	2.00	2.00	0.00
Full Time	A195	Lead Parks Maintenance Worker	2.00	2.00	2.00	0.00
Full Time	A350	Senior Parks Maintenance Worker	3.00	3.00	3.00	0.00
Full Time	A250	Parks Maintenance Worker	14.00	14.00	14.00	0.00
Full Time	A505	Groundsperson	2.00	2.00	2.00	0.00
Full Time	A465	Building Maintenance Crafts worker	2.00	2.00	2.00	0.00
Full Time	A190	Lead Building Maintenance Custodian	2.00	2.00	2.00	0.00
Full Time	A320	Sr Building Maintenance Custodian	4.00	4.00	4.00	0.00
Full Time	A140	Building Maintenance Custodian	5.00	5.00	5.00	0.00
Full Time	O315	Administrative Assistant I	2.00	1.00	1.00	-1.00
Full Time	O310	Administrative Assistant II	1.00	2.00	2.00	1.00
SUBTOTAL Full Time			74.00	76.00	76.00	2.00
PT Regular	A640	Community Services Site Coordinator	0.80	0.80	0.80	0.00
PT Regular	A650	Cultural Arts Specialist	0.50	0.50	0.50	0.00
PT Regular	A610	Recreation Leader II	1.25	1.25	1.25	0.00
PT Regular	A620	Recreation Leader III	1.82	1.82	1.82	0.00
SUBTOTAL PT Regular			4.37	4.37	4.37	0.00
Hourly	X555	Hourly, Van Driver	1.00	1.00	1.00	0.00
Hourly	X185	Hourly, Building Maintenance Custodian	1.68	2.08	2.08	0.40
Hourly	X440	Hourly, Office Assistant	0.50	0.50	0.50	0.00
Hourly	X300	Hourly, Park Maintenance Worker	1.62	1.62	1.62	0.00
Hourly	X350	Hourly, Recreation Instructor	6.16	6.16	6.16	0.00
Hourly	X360	Hourly, Recreation Leader I	1.75	1.75	1.75	0.00
Hourly	X365	Hourly, Recreation Leader II	12.54	12.54	12.54	0.00
Hourly	X370	Hourly, Recreation Leader III	28.84	33.54	33.54	4.70
Hourly	X375	Hourly, Recreation Leader IV	4.73	4.73	4.73	0.00
SUBTOTAL Hourly			58.82	63.92	63.92	5.10

POSITION BUDGET

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MISCELLANEOUS SECTION

MISCELLANEOUS SECTION

FINANCIAL POLICIES

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

MUNICIPAL CODE

Title 4 REVENUE AND FINANCE

Chapter 4.04 PURCHASING SYSTEM

Chapter 4.08 GAS TAX STREET IMPROVEMENT FUND

Chapter 4.12 TRANSFER OF CITY TAX FUNCTIONS TO COUNTY

Chapter 4.16 SALES AND USE TAX

Chapter 4.20 TRANSIENT OCCUPANCY TAX

Chapter 4.22 COMMERCIAL PARKING TAX

Chapter 4.24 REAL PROPERTY TRANSFER TAX

Chapter 4.28 REVOLVING FUND

Chapter 4.32 CLAIMS FOR MONEY, DAMAGES, AND REFUNDS

Chapter 4.36 TRANSACTIONS AND USE TAX

ADMINISTRATIVE INSTRUCTIONS

No. 1 ~ Purchasing Procedures

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

No. 4 ~ Budget Transfer Requests

No. 5 ~ Budget Amendment Resolutions

No. 6 ~ Use of City Credit Cards

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

No. 8 ~ Delegation of Purchasing Authority

RESERVES POLICY

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

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

MISCELLANEOUS SECTION

replacement reserve, the City's Reserve Policy is to have General Fund Reserves equal to at least two months of operating revenues, which is between 15 and 20 percent.

RESERVES POLICY

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

GENERAL FUND

Reserve for Emergencies

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

Reserve for Economic Contingencies

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

Reserve for Future Economic Development Projects

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

Government Finance Officers Association (GFOA) Best Practices Recommendation

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

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

Excess Funds

Funds in excess of the Reserves Policy above will be deposited in the following reserves that reside outside the General Fund:

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

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

MISCELLANEOUS SECTION

These funds are still under City Council purview, and could be used for any valid City budgeting purpose.

EQUIPMENT REPLACEMENT FUND

Vehicle Replacement Reserve

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

PARKING DISTRICT FUND

Maintenance Reserve

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

MISCELLANEOUS SECTION

RESOLUTIONS TO THE COUNCIL
(Placeholder, attachments to be added)

SOUTH SAN FRANCISCO DEMOGRAPHICS

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

[Table 19: South San Francisco Demographics](#)

MISCELLANEOUS SECTION

Area Population and Population Density

Total Population ⁴	65,451
Land Area in Square Miles ¹	9.14
Population Per Square Mile (Land Area)	7,160

Population Age and Sex Characteristics¹

% of Total Population	
Male	49.4%
Female	50.6%
Median Age (years)	38.9
Average Household Size	3.01
Average Family Size	3.45
Persons Under 5 Years	6.1%
Persons 5 – 19 Years	16.5%
Persons 20 – 64 Years	62.5%
Persons Age 65+	14.8%

Race Detail¹

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

Sources:

¹United States Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

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

³City of South San Francisco: Business License Database

⁴California Department of Finance Population Estimates for Cities, Counties, and the State — January 1, 2016 and 2017

MISCELLANEOUS SECTION

Housing Tenure¹

Occupied Housing Units	21,136
Owner-Occupied Housing Units	12,755
Average Household size	3.16
Renter-Occupied Housing Units	8,341
Average Household Size	3.01

Housing Occupancy¹

Total Housing Units	22,291
Occupied Housing Units	21,136
Vacant Housing Units	1,155

Median Income Comparison¹

2015 Median Household Income	81,439
2014 Median Household Income	78,101

Top 10 Employers in South San Francisco³

GENENTECH, INC
LIFE TECHNOLOGIES CORPORATION
AMGEN SAN FRANCISCO LLC
SUCCESSFACTORS, INC.
TOBI.COM, LLC
ZS ASSOCIATES, INC.
AMERICAN ETC INC/ROYAL LAUNDRY
COSTCO WHOLESALE #475
COSTCO WHOLESALE #422
THERAVANCE BIOPHARMA U.S.

Sources:

¹United States Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

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

³ City of South San Francisco: Business License Database

⁴ California Department of Finance Population Estimates for Cities, Counties, and the State — January 1, 2016 and 2017

MISCELLANEOUS SECTION

CLASS OF WORKER¹

Private wage and salary workers	80.7%
Government workers	14.5%
Self-employed in own not incorporated business workers	4.8%
Unpaid family workers	0.1%

OCCUPATION¹

Management, business, science, and arts occupations	34.4%
Service occupations	20.5%
Sales and office occupations	26.9%
Natural resources, construction, and maintenance occupations	6.2%
Production, transportation, and material moving occupations	12.0%

MEANS OF TRANSPORTATION TO WORK¹

Car, truck, or van, drove alone	69.7%
Car, truck, or van, carpoled	12.8%
Public transportation (excluding taxicab)	11.2%
Walked	2.3%
Other means	1.7%
Worked at home	2.2%

INDUSTRY¹

Agriculture, forestry, fishing & hunting, and mining	0.2%
Construction	4.9%
Manufacturing	7.2%
Wholesale trade	3.3%
Retail trade	11.0%
Transportation and warehousing, and utilities	8.2%
Information	2.1%
Finance & insurance, & real estate & rental & leasing	7.5%
Professional, scientific, mng, admin. & waste mng. services	12.9%
Educational services, and health care and social assistance	21.0%
Arts, entertainment, recreation, accommodation & food services	11.2%
Other services, except public administration	5.9%
Public administration	4.6%

Sources:

¹United States Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

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

³ City of South San Francisco: Business License Database

⁴ California Department of Finance Population Estimates for Cities, Counties, and the State — January 1, 2016 and 2017

MISCELLANEOUS SECTION

Economy-Wide Key Statistics²

Industry Description	Number of Employer Establishments	Employer Sales, Shipments, Receipts, Revenue, or business done (\$1,000)	Annual Payroll (\$1,000)	Number of paid employees for pay period
Utilities	1	Q	D	a
Manufacturing	111	D	1,501,643	10,909
Wholesale trade	330	4,819,034	441,489	5,622
Retail trade	187	1,133,417	96,769	3,063
Transportation and warehousing (104)	278	1,512,144	288,173	5,778
Information	28	N	511,366	3,439
Finance and insurance	60	N	22,022	461
Real estate and rental and leasing	76	132,081	27,104	666
Professional, scientific, & tech. services	191	1,235,712	693,105	4,329
Admin, support, waste mngmt. & remed. svcs	126	401,999	174,045	5,143
Educational services	12	25,376	21,225	224
Health care and social assistance	186	402,443	212,880	3,052
Arts, entertainment, and recreation	19	18,511	5,629	231
Accommodation and food services	204	316,221	82,263	3,673
Other services (except public administration)	123	150,164	50,458	1,401

a 0 to 19 employees

(104) Railroad transportation and U.S. Postal Service are out of scope for the 2012 Economic Census

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

N Not available or not comparable

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

Sources:

¹United States Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

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

³City of South San Francisco: Business License Database

⁴California Department of Finance Population Estimates for Cities, Counties, and the State — January 1, 2016 and 2017

MISCELLANEOUS SECTION

GLOSSARY

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

Appropriations – The amount of money designated for specific purposes and approved by the City Council.

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

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

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

CalPERS – The California Public Employees' Retirement System; the City provides contributions to CalPERS for employee defined benefit pension. CalPERS provides an annual actuarial valuation with the pension contribution rates for the next fiscal year, which factors in various actuarial assumptions for mortality, the City the required contribution based on age, number of employees, and return on investment.

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

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

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

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

Equipment Replacement – An internal service fund that is used to set aside money for future equipment purchases; expenditures are charged to the department and the funds are recorded in the equipment replacement fund.

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

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

MISCELLANEOUS SECTION

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

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

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

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

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

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

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

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

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

OPEB – Other Post-Employment Benefits; these are costs related to medical benefits for qualified employees who have retired from the City.

Projected – The projected amount of expenditures or revenues for the City before the close of the fiscal year and an audit of expenses and revenues is conducted.

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

Proprietary Funds – Funds that receive the majority of their revenues through user-charges and not through taxes like many other funds. Proprietary funds are considered business type funds because of the nature of the activity that takes place within the fund. For example, the Sewer

MISCELLANEOUS SECTION

Enterprise Fund is used to operate the Water Quality Control Plant, which is paid for by user-charges.

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

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

Reserves – Money that is set aside for emergencies and future expenditures; The City Council approves a Reserve Policy for the General Fund, Parking District Fund and Equipment Replacement Fund.

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

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

MISCELLANEOUS SECTION

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CITY OF SOUTH SAN FRANCISCO CALIFORNIA



PROPOSED FISCAL YEARS 2017-19 CAPITAL IMPROVEMENT PROGRAM

Cover photos from top left:

Smart Parking Meter, Francisco Terrace Park, and West Orange Avenue at C Street.

Photos by Engineering Division Staff.

CITY OF SOUTH SAN FRANCISCO, CALIFORNIA



FISCAL YEARS 2017-19
CAPITAL IMPROVEMENT PROGRAM

MEMBERS OF THE CITY COUNCIL:

Mayor

Pradeep Gupta, Ph.D

Vice Mayor

Liza Normandy

Council Members

Richard A. Garbarino

Karyl Matsumoto

Mark N. Addiego

CITY OFFICIALS:

City Manager

Mike Futrell

Assistant City Manager

Marian Lee

City Treasurer

Frank Risso

City Clerk

Krista Martinelli

City Attorney

Jason Rosenberg

FY 2017-19 Capital Improvement Plan Document Prepared By:

Public Works Department

Sam Bautista – Principal Engineer

Justin Lovell – Public Works Administrator

Janee Carter – Management Analyst I

PROPOSED CAPITAL IMPROVEMENT PROGRAM

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LIST OF ABBREVIATIONS

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

EXECUTIVE SUMMARY

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

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

CIP Process

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

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

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

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

Funding Sources

The FY 2017-18 CIP totals \$83.6 million including \$49.8 million in newly requested appropriations and \$32.2 million in remaining appropriations from prior years. There are 27 new project requests and 30 projects requesting additional appropriations. Of the new funding \$8.9 million is coming from grants and \$9.1 million from Measure W.

On Going Maintenance and Operations Impact

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

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

Conclusion

The FY 2017-19 Capital Improvement Program encompasses ongoing and new investments in the City's infrastructure and operations, with an emphasis on cost efficiency, proactive management, and regulatory compliance. This document provides City Council and the public with a summary of the projects that Public Works will be managing during the next fiscal year for the continual betterment of all residents, businesses, and visitors of South San Francisco.

SUMMARY OF FY 2017-19 APPROPRIATIONS REQUESTS

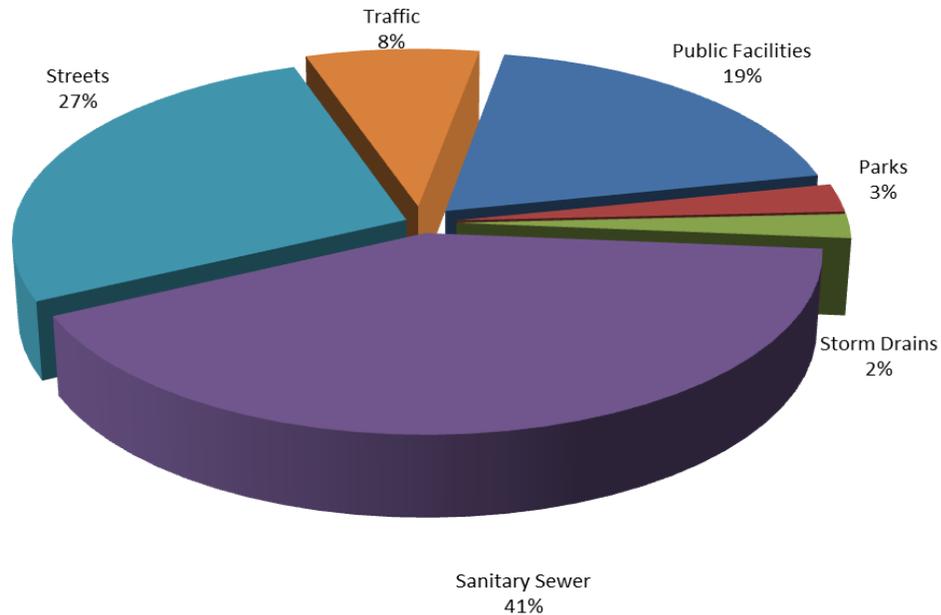
The proposed FY 2017-18 CIP includes \$49.8 million dollars in new appropriation requests, with \$68.3 million in appropriations requests in FY 2018-19. The total estimated CIP for FY2017-19 is \$151.9 million. There are 27 new projects requests and 30 additional appropriations requests from existing projects. Of the new funding in FY 2017-18, \$9.9 million is coming from grants and \$9.1 million from Measure W. The remaining active projects in the CIP do not require any additional funding at this time.

Total New Appropriations Requests by Project Type

Project Type	Count	A	B	C	A+B+C
		Remaining Appropriations as of March 2017[1]	FY17-18 Appropriations Request	FY18-19 Appropriations Request	Total 2 Yr Appropriations
Public Facilities	13	2,752,000	9,413,000	16,050,000	28,215,000
Parks	12	897,000	1,265,000	6,094,000	8,256,000
Storm Drains	7	688,000	1,080,000	3,200,000	4,968,000
Sanitary Sewer	15	16,265,000	20,640,000	39,198,000	76,103,000
Streets	21	10,152,000	13,499,000	3,496,000	27,147,000
Traffic	13	3,037,000	3,959,000	281,000	7,277,000
Total	81	33,791,000	49,856,000	68,319,000	151,966,000

[1] Note: This is the estimated remaining appropriations as of March 31, 2017. This amount is subject to change based on FY 2016-17 year end results.

Chart 1: Total New Appropriations Requests by Project Type



PROJECT TYPES

CIP projects are tracked by project type and individual project. There are a total of 81 projects divided between the project types which include:

Public Facilities: These 13 projects will renovate, construct and otherwise improve city buildings. These improvements include; replacing HVAC systems, and making facilities more accessible.

Parks: These 12 projects will replace and improve playgrounds and walkways City owned public spaces.

Storm Drain: These 10 projects will repair and improve storm drains to reduce pollution that runs off into the San Francisco Bay.

Sanitary Sewer: These 15 projects will improve the infrastructure at the Water Quality Treatment Plant and improve and rehabilitate sewer lines within the City.

Streets: These 21 projects will repair bridges, resurface streets, improve medians and sidewalks, and upgrade streetlights.

Traffic: These 13 projects focus on key intersections within the City to provide improved pedestrian safety, traffic calming and better bicycle rider safety on City streets.

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PUBLIC FACILITIES PROJECTS



Public Facilities Project Locations

Reseved for map

PUBLIC FACILITIES PROJECT LISTING

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CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

1. Sign Hill Generator Replacement

New Appropriations Request

Project Number pf1506

Project Scope This project will replace the Sign Hill generator, fuel tank, and associated switch gear and furnish and install a HVAC unit to the building.

Project Justification The existing generator is outdated and maintenance is increasingly difficult with replacement parts that are difficult to obtain. Additionally, new radio equipment that support public safety and public works communications requires a controlled environment to maintain consistent operability requiring controlled levels of temperature and humidity.

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Other - Equip Replace	260,000						260,000
Other - Police Seizure		200,000					200,000
							-
							-
Total Funding Sources	260,000	200,000	-	-	-	-	460,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	101,670						101,670
Construction	6,000	312,330					318,330
Contingency	-	40,000					40,000
Total Expenditures	107,670	352,330	-	-	-	-	460,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 152,330

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

2. HVAC Replacements Citywide

New Appropriations Request

Project Number pf1602

Project Scope This project will replace and rehabilitate HVAC units at city facilities.

Project Justification The HVAC units are past their estimated useful life and are requiring increasing levels of maintenance to ensure reliability.

Project Manager Robert Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	480,884	150,000					630,884
							-
							-
							-
Total Funding Sources	480,884	150,000	-	-	-	-	630,884

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	48,909						48,909
Construction	152,000	346,976					498,976
Contingency	-	83,000					83,000
Total Expenditures	200,909	429,976	-	-	-	-	630,884

Note: Out year expenditures are estimates and subject to change

Balance Forward 279,976

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

3. Magnolia Senior Center & Siebecker Center Parking Lot Resurfacing (merged with pf1610)

New Appropriations Request

Project Number pf1609

Project Scope This project will resurface, restripe, improve ADA spaces and drainage the Magnolia Senior Center and Siebeck Center Parking Lots.

Project Justification The parking lots have extensive deferred maintenance and need surface and drainage improvements.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	150,000	100,000					250,000
							-
							-
							-
Total Funding Sources	150,000	100,000	-	-	-	-	250,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design		10,000					10,000
Construction		215,000					215,000
Contingency		25,000					25,000
Total Expenditures	-	250,000	-	-	-	-	250,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 150,000

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

4. City Hall Security Upgrades (Formerly City Hall Modernization)

New Appropriations Request

Project Number pf1705

Project Scope This project will implement priority one security upgrades of the recently completed security study. Upgrades will include installation of security cameras, panic alarms, improved fencing around HVAC system and upgrading existing doors with new locks and hardware.

Project Justification The upgrades are modest improvements that will enhance the security of the City Hall building for the employees and visitors.

Project Manager Brian Crume

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	40,000	225,000		170,000			435,000
							-
							-
							-
Total Funding Sources	40,000	225,000	-	170,000	-	-	435,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	11,500						11,500
Construction	28,500	188,000		150,000			366,500
Contingency		37,000		20,000			57,000
Total Expenditures	40,000	225,000	-	170,000	-	-	435,000

Note: Out year expenditures are estimates and subject to change

Balance Forward -

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

5. Community Civic Campus

New Appropriations Request

Project Number pf1707

Project Scope This project will design and construct a new community civic campus including a new library, community center, police station, and fire station.

Project Justification The police station does not meet current building code requirements for essential facilities and does not meet the current Police Department needs. The Library and Recreation Departments can benefit by providing joint meeting space and have facilities that meet the current community needs.

Project Manager Marian Lee

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Measure W	2,500,000	5,803,443	8,668,000	2,339,000	35,000		19,345,443
Other - Private Financing							-
							-
							-
Total Funding Sources	2,500,000	5,803,443	8,668,000	2,339,000	35,000	-	19,345,443

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	632,037	143,621					775,658
Financial Advisor Services		100,000					100,000
Project Management	67,188	1,273,040	2,374,557	2,339,000	35,000		6,088,785
Design[1]		5,000,000	7,000,000				12,000,000
Construction[2]							-
Contingency		200,000	181,000				381,000
Total Expenditures	699,225	6,716,661	9,555,557	2,339,000	35,000	-	19,345,443

Note [1]: Design phase includes costs associated with architecture and engineering firms to conduct community workshops for input and create plans and specification documents to move the project to construction.

[2]: Construction and land costs are not included in the expenditure detail. However, the costs, when known will be incorporated into the total project costs.

Balance Forward 1,800,775

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

6. Parking Garage Number 2

New Project Request

Project Number pf-NEW 18-01

Project Scope This project will identify locations, create financing plan, purchase land if necessary, design and construct a new parking garage in downtown South San Francisco.

Project Justification The Downtown Parking Study completed in December 2016 identified that the Downtown Parking District will need 228 additional parking spaces at peak time by 2026.

Project Manager Justin Lovell

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Other - Parking Fund		290,000	800,000				1,090,000
Other - Private Financing				8,760,000			8,760,000
							-
							-
Total Funding Sources	-	290,000	800,000	8,760,000	-	-	9,850,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		90,000	270,000	730,000			1,090,000
Preliminary Study		200,000					200,000
Design			500,000				500,000
Construction				7,300,000			7,300,000
Contingency			30,000	730,000			760,000
Total Expenditures	-	290,000	800,000	8,760,000	-	-	9,850,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

7. Brentwood Parking Lot Improvements

New Project Request

Project Number pf-NEW 18-02

Project Scope This project will work with Brentwood merchants to modify loading zones, restore pavement, and modify the Brentwood parking configuration and sidewalks.

Project Justification The parking lot has not been resurfaced for several years. Extensive wear is evident. Additionally, circulation and parking configuration are poor.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund		106,880	519,000				625,880
							-
							-
							-
Total Funding Sources	-	106,880	519,000	-	-	-	625,880

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		20,880	46,000				66,880
Preliminary Study							-
Design		86,000					86,000
Construction			430,000				430,000
Contingency			43,000				43,000
Total Expenditures	-	106,880	519,000	-	-	-	625,880

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

8. Upgrades to Main Library Auditorium Exit

New Project Request

Project Number pf-NEW 18-03

Project Scope Install a platform over the culvert by the stairs leading up and out of the Main Library Auditorium; place a gate in the fence allowing for exit in case of emergency; the door should open from the inside of the library grounds, but not allow access from without.

Project Justification Recommendation by Safety Consultant, Anna Perkins to provide emergency egress.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund		145,000					145,000
							-
							-
							-
Total Funding Sources	-	145,000	-	-	-	-	145,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		15,000					15,000
Preliminary Study							-
Design		15,000	-	-	-		15,000
Construction		100,000	-	-	-		100,000
Contingency		15,000					15,000
Total Expenditures	-	145,000	-	-	-	-	145,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

9. City Hall Roof Replacement

New Project Request

Project Number pf-NEW 18-04

Project Scope This project will provide a complete roof replacement of City Hall and any needed structural improvements.

Project Justification The roof experience significant leaking during rain event and disrupts operations. Given the current condition and cost estimate for roof repair, a complete replacement is recommended to maintain the condition of the facility.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund		212,520	266,280				478,800
							-
							-
							-
Total Funding Sources	-	212,520	266,280	-	-	-	478,800

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		8,400	33,600				42,000
Preliminary Study							-
Design		33,600			-		33,600
Construction		170,520	165,480		-		336,000
Contingency			67,200				67,200
Total Expenditures	-	212,520	266,280	-	-	-	478,800

Note: Out year expenditures are estimates and subject to change

10. Fire Station 64 Dormitory and Bathroom Remodel

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

New Project Request

Project Number pf-NEW 18-05

Project Scope Remodel Fire Station 64 dormitory and bathrooms to include better storage, increase the number of beds in the dormitory, improve privacy, and allow for gender specific dormitory and bathrooms.

Project Justification Fire Department staff from FS63 will relocate to FS64 and FS61 while the new FS63 is under construction. FS64 cannot accommodate additional staff in its current configuration. The existing dormitory and bathrooms are in a worn condition and have needs for future gender accommodation.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
General Fund		90,000	414,000				504,000
							-
							-
							-
Total Funding Sources	-	90,000	414,000	-	-	-	504,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		18,000	18,000				36,000
Preliminary Study							-
Design		72,000		-	-		72,000
Construction			360,000	-	-		360,000
Contingency			36,000				36,000
Total Expenditures	-	90,000	414,000	-	-	-	504,000

Note: Out year expenditures are estimates and subject to change

11. Orange Memorial Park Aquatic Center

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

New Project Request

Project Number pf-NEW 18-06

Project Scope This project design and construct a new swimming pool at Orange Memorial Park and build a new swimming facility. The scope will include demolishing of the existing pool.

Project Justification The current swimming pool is in need of significant maintenance and has served its useful life. The proposed project is a community request and initial planning stages has included significant community input.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z4		2,090,000	5,382,500	16,147,500			23,620,000
							-
							-
							-
Total Funding Sources	-	2,090,000	5,382,500	16,147,500	-	-	23,620,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		190,000	427,500	1,282,500			1,900,000
Preliminary Study							-
Design		1,900,000					1,900,000
Construction			4,750,000	14,250,000			19,000,000
Contingency			205,000	615,000			820,000
Total Expenditures	-	2,090,000	5,382,500	16,147,500	-	-	23,620,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

12. Energy Savings Program

Project Number pf1703

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

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

Project Manager Justin Lovell

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	50,000						50,000
Other - Private Financing							-
							-
Total Funding Sources	50,000	-	-	-	-	-	50,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study		50,000					50,000
Design							-
Construction [1]							-
Contingency							-
Total Expenditures	-	50,000	-	-	-	-	50,000

Note [1]: Design and construction costs will be determined if the project moves forward to the design and installation phase.

Balance Forward 50,000

CAPITAL IMPROVEMENT PROGRAM – PUBLIC FACILITIES PROJECTS

13. Training Tower Maintenance

Project Number pf1704

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

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

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	238,080						238,080
Other - PSIF	81,920						81,920
							-
							-
Total Funding Sources	320,000	-	-	-	-	-	320,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	1,500	20,000					20,000
Construction		140,000	140,000				280,000
Contingency		10,000	10,000				20,000
Total Expenditures	1,500	170,000	150,000	-	-	-	320,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 318,500

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PARKS PROJECTS



Parks Projects Locations

Reseved for map

Parks Projects Listing

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CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

1. Orange Memorial Park Sports Field Renovation (formerly Grandstand Conversion)

New Appropriations Request

Project Number pk1402

Project Scope This project will be divided into two phases: Phase 1 will include the perimeter improvements of the baseball and softball field including replacement of grandstands, fencing, and pathway improvements. Phase 2 will include turf, irrigation, and other field improvement needs.

Project Justification The ballfields are due for renovations due to many years of overuse. The grandstand bleachers are in a constant state of disrepair and should be replaced with lower maintenance bleachers.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z4	86,800	813,200	3,150,000				4,050,000
							-
							-
							-
Total Funding Sources	86,800	813,200	3,150,000	-	-	-	4,050,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		150,000	300,000				450,000
Preliminary Study							-
Design		200,000					200,000
Construction		500,000	2,500,000				3,000,000
Contingency		50,000	350,000				400,000
Total Expenditures	-	900,000	3,150,000	-	-	-	4,050,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 86,800

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

2. City Hall Landscape Area Master Plan

New Project Request

Project Number pk-NEW 18-01

Project Scope Many small projects on this high visibility site make a clear case for a Master Plan to inform any landscaping improvements at the City Hall. The plan will create a list of projects to be completed over a five year period.

Project Justification This project will assess and produce a plan for addressing landscaping needs and future CIP projects.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Other - GP Maint Fee		45,000					45,000
							-
							-
							-
Total Funding Sources	-	45,000	-	-	-	-	45,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management							-
Preliminary Study							-
Design		45,000					45,000
Construction							-
Contingency							-
Total Expenditures	-	45,000	-	-	-	-	45,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

3. Urban Forest Master Plan

New Project Request

Project Number pk-NEW 18-02

Project Scope Would provide a handbook for prioritizing and implementing many specific tree risk items in numerous sites called out in Parks Deferred Maintenance Plan (PDMP).

Project Justification The Urban Forest Master Plan will create a guide for the existing staff to move to a block-by-block pruning schedule and systematically manage the City's tree inventory. This plan will make recommendations relative to the climate and habitat action. Also directly relates to Climate Action Plan goals.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Other - GP Maint Fee		70,000					70,000
							-
							-
							-
Total Funding Sources	-	70,000	-	-	-	-	70,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management							-
Preliminary Study		70,000					70,000
Design							-
Construction							-
Contingency							-
Total Expenditures	-	70,000	-	-	-	-	70,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

4. Sellick Park Renovation Project

New Project Request

Project Number pk-NEW 18-03

Project Scope Replacement of play equipment and surfacing, tree thinning and removals, pathway, building and picnic area renovation.

Project Justification Sellick Park Play equipment is overdue for replacement. Additionally, there are numerous high priority deferred maintenance items which need to be addressed such as tree work, ADA accessibility issues on pathways and picnic areas, and restroom building items.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park Land Acquisition		142,500	977,500				1,120,000
							-
							-
Total Funding Sources	-	142,500	977,500	-	-	-	1,120,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		42,500	42,500				85,000
Preliminary Study							-
Design		100,000					100,000
Construction			850,000				850,000
Contingency			85,000				85,000
Total Expenditures	-	142,500	977,500	-	-	-	1,120,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

5. Buri Buri Park Baseball and Basketball Court Improvements

New Project Request

Project Number pk-NEW 18-04

Project Scope This project will resurface the basketball court, renovate the baseball field and address amenities including bleachers, scoreboard, and paving for ADA accessibility.

Project Justification Much of the work identified at Buri Buri Park was completed in the Playground Renovation CIP project completed in 2015, but the basketball court needs resurfacing and the field and related amenities (bleachers, scoreboard, ADA related paving) have issues that require rehabilitation.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park Land Acquisition		50,000	270,000				320,000
							-
							-
							-
Total Funding Sources	-	50,000	270,000	-	-	-	320,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		10,000	30,000				40,000
Preliminary Study							-
Design		40,000					40,000
Construction			200,000				200,000
Contingency			40,000				40,000
Total Expenditures	-	50,000	270,000	-	-	-	320,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

6. Avalon Park Improvements

New Project Request

Project Number pk-NEW 18-05

Project Scope This project will address immediate tree concerns, provide ballfield improvements, and safety resurfacing.

Project Justification This project addresses high and medium priority items identified in the Parks Deferred Maintenance Plan.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park Land Acquisition		40,000	216,000				256,000
							-
							-
							-
Total Funding Sources	-	40,000	216,000	-	-	-	256,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		8,000	24,000				32,000
Preliminary Study							-
Design		32,000					32,000
Construction			160,000				160,000
Contingency			32,000				32,000
Total Expenditures	-	40,000	216,000	-	-	-	256,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

7. Gardiner Park Playground Replacement

New Project Request

Project Number	pk-NEW 18-06
Project Scope	This project rehabilitates Gardiner Park to improve the use of space, landscaping, and play equipment in order to better serve the community.
Project Justification	Repairs were identified in Parks Deferred Maintenance Program for play equipment, infrastructure improvements, and site furnishings.
Project Manager	TBD

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z4		65,000	345,000				410,000
							-
							-
							-
Total Funding Sources	-	65,000	345,000	-	-	-	410,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		15,000	45,000				60,000
Preliminary Study							-
Design							-
Construction		50,000	250,000				300,000
Contingency			50,000				50,000
Total Expenditures	-	65,000	345,000	-	-	-	410,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

8. Hillside School Soccer Field Renovations

New Project Request

Project Number pk-NEW 18-07

Project Scope This project will provide rehabilitation to deferred maintenance conditions at SSFUSD owned, SSF maintained Hillside School site.

Project Justification Deferred maintenance conditions as identified by staff and stakeholders.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z4		38,800	210,400				249,200
							-
							-
							-
Total Funding Sources	-	38,800	210,400	-	-	-	249,200

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		7,800	23,400				31,200
Preliminary Study							-
Design		31,000					31,000
Construction			156,000				156,000
Contingency			31,000				31,000
Total Expenditures	-	38,800	210,400	-	-	-	249,200

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

9. Orange Memorial Park Expansion

New Project Request

Project Number pk-NEW 19-01

Project Scope This project will develop additional soccer and baseball fields and Orange Memorial Park. Project will include installation of additional parking, demolition of artist studios, grading, site work, lighting, construction of restrooms, fencing, and pathways.

Project Justification The site is identified as part of the Orange Memorial Park Master Plan and would increase recreational amenities to the community.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z4			925,000	4,218,750	2,406,250		7,550,000
							-
							-
							-
Total Funding Sources	-	-	925,000	4,218,750	2,406,250	-	7,550,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management			275,000	618,750	206,250		1,100,000
Preliminary Study							-
Design			100,000	300,000			400,000
Construction			500,000	3,000,000	2,000,000		5,500,000
Contingency			50,000	300,000	200,000		550,000
Total Expenditures	-	-	925,000	4,218,750	2,406,250	-	7,550,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

10. Alta Loma Baseball Field Renovation

Outyear Request

Project Number pk-NEW 20-01

Project Scope This project would provide rehabilitation to deferred maintenance conditions at Rozzi and Nicoulopolis Fields at Alta Loma Park site.

Project Justification Deferred maintenance conditions as identified by staff and stakeholders.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z2		-	-	97,500	312,500		410,000
							-
							-
							-
Total Funding Sources	-	-	-	97,500	312,500	-	410,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management				12,500	37,500		50,000
Preliminary Study							-
Design				85,000			85,000
Construction					250,000		250,000
Contingency					25,000		25,000
Total Expenditures	-	-	-	97,500	312,500	-	410,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

11. Alta Loma Park Tennis Court and Landscaping

Outyear Request

Project Number pk-NEW 20-02

Project Scope This request would fund resurfacing of the deteriorating tennis court surface and provide for landscaping improvements.

Project Justification Tennis court surfacing identified as being in poor condition and landscaping site wide considered a high priority deferred maintenance item in the Parks Deferred Maintenance Plan.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z2				47,400	254,200		301,600
							-
							-
							-
Total Funding Sources	-	-	-	47,400	254,200	-	301,600

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management				9,400	28,200		37,600
Preliminary Study							-
Design				38,000			38,000
Construction					188,000		188,000
Contingency					38,000		38,000
Total Expenditures	-	-	-	47,400	254,200	-	301,600

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

12. Southwood Field Renovation

Outyear Request

Project Number pk-NEW 20-03

Project Scope This project would provide rehabilitation to deferred maintenance conditions at Southwood/Callero Ballfield at SSFUSD owned, SSF maintained Baden School site.

Project Justification Deferred maintenance conditions as identified in Shades of Green site analysis study completed in 2015.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z3				176,000	932,000		1,108,000
							-
							-
							-
Total Funding Sources	-	-	-	176,000	932,000	-	1,108,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management				36,000	72,000		108,000
Preliminary Study							-
Design				140,000			140,000
Construction					720,000		720,000
Contingency					140,000		140,000
Total Expenditures	-	-	-	176,000	932,000	-	1,108,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

13. Newmann & Gibbs Playground Replacement

Outyear Request

Project Number pk-NEW 20-04

Project Scope This project would address deferred maintenance at Newman + Gibbs Park and replace the playground.

Project Justification Newman + Gibbs Park is overdue for rehabilitation and playground replacement is due in 2017.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z2				47,500	256,500		304,000
							-
							-
							-
Total Funding Sources	-	-	-	47,500	256,500	-	304,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management				9,500	28,500		38,000
Preliminary Study							-
Design				38,000			38,000
Construction					190,000		190,000
Contingency					38,000		38,000
Total Expenditures	-	-	-	47,500	256,500	-	304,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

14. Westborough Park Pathways

Outyear Request

Project Number pk-NEW 20-05

Project Scope This project would improve some existing pathways at Westborough Park by construction of ADA compliant pathways.

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z1				75,000	405,000		480,000
							-
							-
							-
Total Funding Sources	-	-	-	75,000	405,000	-	480,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management				15,000	45,000		60,000
Preliminary Study							-
Design				60,000			60,000
Construction					300,000		300,000
Contingency					60,000		60,000
Total Expenditures	-	-	-	75,000	405,000	-	480,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

15. Dundee Park Improvements

Outyear Request

Project Number pk-NEW 20-06

Project Scope This project will address deferred maintenance and replace the playground.

Project Justification This park was identified for replacement in 2017.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Park-in-Lieu Z2				43,750	236,250		280,000
							-
							-
Total Funding Sources	-	-	-	43,750	236,250	-	280,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management				8,750	26,250		35,000
Preliminary Study							-
Design				35,000			35,000
Construction					175,000		175,000
Contingency					35,000		35,000
Total Expenditures	-	-	-	43,750	236,250	-	280,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

16. Alta Loma Park Playground Renovation & Pathway Improvements

Project Number pk1502

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

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

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Infrastructure Reserves	260,000						260,000
ADA Funds	59,800						59,800
							-
							-
Total Funding Sources	319,800	-	-	-	-	-	319,800

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	87,875						87,875
Construction	1,200	151,725					152,925
ADA Construction		60,000					60,000
Contingency		19,000					19,000
Total Expenditures	89,075	230,725	-	-	-	-	319,800

Note: Out year expenditures are estimates and subject to change

Balance Forward 230,725

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

17. Gateway Monument Signs

Project Number pk1701

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	380,000						380,000
Other - Developer Fees	250,000						250,000
							-
							-
Total Funding Sources	630,000	-	-	-	-	-	630,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	149,138	80,862					230,000
Construction	1,750	323,250					325,000
Contingency		75,000					75,000
Total Expenditures	150,888	479,112	-	-	-	-	630,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 479,112

CAPITAL IMPROVEMENT PROGRAM – PARKS PROJECTS

18. Sign Hill Improvements

Project Number pk1702

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	100,000			100,000			200,000
							-
							-
							-
Total Funding Sources	100,000	-	-	100,000	-	-	200,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management							-
Preliminary Study							-
Design							-
Construction		90,000		90,000			180,000
Contingency		10,000		10,000			20,000
Total Expenditures	-	100,000	-	100,000	-	-	200,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 100,000

STORM DRAIN PROJECTS



Storm Drain Projects Locations

Reseved for map

Storm Drain Projects Listing

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CAPITAL IMPROVEMENT PROGRAM – STORM DRAINS PROJECTS

1. OMP Storm Capture Project

New Project Request

Project Number sd-NEW 18-01

Project Scope This project will design and construct a storm water capture device including a pretreatment chamber, ground water infiltration wells, irrigation pumping system and associated piping at Orange Memorial Park.

Project Justification The Municipal Regional Permit requires the City to reduce total daily maximum loads of PCB's and Mercury entering the storm drain system. Additionally the MRP requires the City to reduce trash entering the water ways. This project help the City comply with MRP requirements.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Other - Caltrans		1,000,000	3,000,000	4,500,000	1,000,000		9,500,000
							-
							-
							-
Total Funding Sources	-	1,000,000	3,000,000	4,500,000	1,000,000	-	9,500,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study		558,800	117,400				676,200
Design		264,800	470,400				735,200
Construction			1,470,000	2,940,000	1,470,000		5,880,000
Contingency			367,000	729,500	365,500		1,462,000
Total Expenditures	-	1,000,000	2,558,000	3,935,900	2,006,100	-	9,500,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – STORM DRAINS PROJECTS

2. Valverde Storm Drain Repair

New Project Request

Project Number sd-NEW 18-02

Project Scope This project will analyze the storm drainage system at Valverde Drive and determine what improvements need to be constructed to accommodate storm water flows. If recommended improvements are minor, construction will be incorporated into this project.

Project Justification The storm drainage system along Valverde Drive needs to be evaluated due to surcharging during heavy rain events.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund		80,000					80,000
							-
							-
							-
Total Funding Sources	-	80,000	-	-	-	-	80,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		10,000					10,000
Preliminary Study							-
Design		10,000					10,000
Construction		50,000					50,000
Contingency		10,000					10,000
Total Expenditures	-	80,000	-	-	-	-	80,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – STORM DRAINS PROJECTS

3. Newman Storm Drain Repair

New Project Request

Project Number sd-NEW 18-03

Project Scope This project will make repairs and/or replace a damaged 36 inch storm drain line at Newman Drive.

Project Justification The corrugated steel pipe is corroding and the recent winter storms created a sink hole on Newman Drive. The storm drain pipe needs to be repaired/replaced to repair the sink hole.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Storm Water		150,000					150,000
							-
							-
							-
Total Funding Sources	-	150,000	-	-	-	-	150,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		8,000					8,000
Preliminary Study							-
Design		10,000					10,000
Construction		120,000					120,000
Contingency		12,000					12,000
Total Expenditures	-	150,000	-	-	-	-	150,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – STORM DRAINS PROJECTS

4. Storm Water Trash Capture Devices

Project Number sd1401

Project Scope This project will identify, install and place stormwater trash capture devices to improve waterways and comply with National Pollutant Discharge Elimination System (NPDES) municipal regional permit (MRP) requirements.

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Storm Water	75,000						75,000
Other - Solid Waste	500,000						500,000
							-
							-
Total Funding Sources	575,000	-	-	-	-	-	575,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	115,000						115,000
Design	10,900						10,900
Construction	185,600	263,500					449,100
Contingency							-
Total Expenditures	311,500	263,500	-	-	-	-	575,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 263,500

CAPITAL IMPROVEMENT PROGRAM – STORM DRAINS PROJECTS

5. Shaw Road Storm line By-Pass

Project Number sd1602

Project Scope To significantly reduce the risk of flooding in front of properties along 300 block of Shaw road, this project will first identify the needed improvement through a technical memo. Later phases will install pipe to help convey excess water to the Shaw Road pump station.

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Storm Water	75,000						75,000
General Fund							-
							-
							-
Total Funding Sources	75,000	-	-	-	-	-	75,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study		74,835	TBD	TBD			74,835
Design	165						165
Construction							-
Contingency							-
Total Expenditures	165	74,835	-	-	-	-	75,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 74,835

CAPITAL IMPROVEMENT PROGRAM – STORM DRAINS PROJECTS

6. Green Infrastructure Planning Study

Project Number	sd1603
Project Scope	National Pollutant Discharge Elimination System (NPDES) provision C.3.j requires all permittees to develop a Green Infrastructure framework for governing body approval by June 2016. This project will result in a report that prioritizes and maps project locations in the City where existing impervious surfaces can be replaced with permeable material.
Project Justification	Permit compliance and planning of future CIPs
Project Manager	TBD

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Storm Water	200,000	(150,000)					50,000
Gas Tax			112,500	112,500	112,500	112,500	450,000
							-
							-
Total Funding Sources	200,000	(150,000)	112,500	112,500	112,500	112,500	500,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	8,550	41,450					50,000
Design			112,500				112,500
Construction				100,000	100,000	100,000	300,000
Contingency				12,500	12,500	12,500	37,500
Total Expenditures	8,550	41,450	112,500	112,500	112,500	112,500	500,000

Balance Forward 191,450

CAPITAL IMPROVEMENT PROGRAM – STORM DRAINS PROJECTS

7. Storm Drain Evaluation and Improvements

Project Number sd1701

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

Project Justification This project will continue the work of the completed Storm Drain Master Plan (project sd1002) which is a planning document that provides general information on deficiencies and prioritization of repair. The information is not, however, specific enough to select projects and begin design. More focused work is necessary to select projects that should move forward for completion during the next few years.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	200,000						200,000
							-
							-
							-
Total Funding Sources	200,000	-	-	-	-	-	200,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	41,541	158,459					200,000
Design							-
Construction							-
Contingency							-
Total Expenditures	41,541	158,459	-	-	-	-	200,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 158,459

SANITARY SEWER PROJECTS



Sanitary Sewer Projects Locations

Reseved for map

Sanitary Sewer Projects Listing

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On-Going Projects

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CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

1. Sanitary Sewer Rehabilitation

New Appropriations Request

Project Number	ss1009
Project Scope	This project includes point repairs and the installation of liners in existing sewer mains to prevent root intrusion and reduce sewage leakage into the ground.
Project Justification	The project will prevent root intrusion into the City's sewer mains, help prevent blockages and spills, and will reduce overall future maintenance costs.
Project Manager	Program Management

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	3,056,000	1,750,000	1,575,000	1,575,000	3,575,000	3,575,000	15,106,000
							-
							-
							-
Total Funding Sources	3,056,000	1,750,000	1,575,000	1,575,000	3,575,000	3,575,000	15,106,000

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management	86,000	75,000	75,000	50,000	100,000	100,000	486,000
Preliminary Study							-
Design	275,000	55,000	236,250	236,250	536,250	536,250	1,875,000
Construction	2,006,000	1,988,713	1,181,250	1,181,250	2,681,250	2,431,837	11,470,300
Contingency	24,700	220,000	157,500	157,500	357,500	357,500	1,274,700
Total Expenditures	2,391,700	2,338,713	1,650,000	1,625,000	3,675,000	3,425,587	15,106,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 664,300

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

2. Wet Weather and Digester Improvements Project

New Appropriations Request

Project Number ss1301

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	1,848,700	1,315,440	1,076,761	511,560			4,752,461
San Bruno Share	680,900	484,560	396,639	188,440			1,750,539
Other - Debt Financing	8,300,000	13,800,000	24,800,000				46,900,000
							-
Total Funding Sources	10,829,600	15,600,000	26,273,400	700,000	-	-	53,403,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		1,212,500	2,425,000	1,212,500			4,850,000
Preliminary Study	505,000						505,000
Design	2,713,891	916,109					3,630,000
Construction		10,095,000	20,190,000	10,095,000			40,380,000
Contingency		1,009,500	2,019,000	1,009,500			4,038,000
Total Expenditures	3,218,891	13,233,109	24,634,000	12,317,000	-	-	53,403,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 7,610,709

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

3. Plant-Wide Industrial Re-Coating Program

New Appropriations Request

Project Number	ss1307
Project Scope	This project will result in new paint and protective coatings on buildings and pipes at the Water Quality Control Plant (WQCP).
Project Justification	The WQCP needs to maintain and protect several of its buildings and equipment by painting them with the proper coating.
Project Manager	TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	475,000	698,500	1,222,375	1,222,375	1,047,750		4,666,000
San Bruno Share	180,200	264,900	463,575	463,575	397,350		1,769,600
NBSU	24,900	36,600	64,050	64,050	54,900		244,500
							-
Total Funding Sources	680,100	1,000,000	1,750,000	1,750,000	1,500,000	-	6,680,100

NBSU - North Bayside Systems Unit.

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	15,563						15,563
Design		234,537					234,537
Construction		1,300,000	1,600,000	1,600,000	1,400,000		5,900,000
Contingency		130,000	150,000	150,000	100,000		530,000
Total Expenditures	15,563	1,664,537	1,750,000	1,750,000	1,500,000	-	6,680,100

Note: Out year expenditures are estimates and subject to change

Balance Forward 664,537

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

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

New Appropriations Request

Project Number ss1502

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

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

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	3,800,000		3,500,000				7,300,000
							-
							-
Total Funding Sources	3,800,000	-	3,500,000	-	-	-	7,300,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	21,554						21,554
Design	108,750	91,250					200,000
Construction			6,487,281				6,487,281
Contingency			591,165				591,165
Total Expenditures	130,304	91,250	7,078,446	-	-	-	7,300,000

Note: Out year expenditures are estimates and subject to change

Balance Forward **3,669,696**

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

5. Vector-Sweeper Waste Receiving Station Improvements

New Appropriations Request

Project Number ss1503

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

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

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	58,500	146,250	292,500				497,250
San Bruno Share	21,500	53,750	107,500				182,750
							-
							-
Total Funding Sources	80,000	200,000	400,000	-	-	-	680,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	29,759	70,343					100,102
Construction			525,000				525,000
Contingency			54,898				54,898
Total Expenditures	29,759	70,343	579,898	-	-	-	680,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 50,241

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

6. Sodium Hypochlorite Storage Tank Replacement Project

New Appropriations Request

Project Number ss1601

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	266,700	511,560					778,260
San Bruno Share	98,300	188,440					286,740
							-
							-
Total Funding Sources	365,000	700,000	-	-	-	-	1,065,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	66,268						66,268
Construction	226	938,506					938,732
Contingency		60,000					60,000
Total Expenditures	66,494	998,506	-	-	-	-	1,065,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 298,506

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

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

New Appropriations Request

Project Number ss1602

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

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

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	150,000	100,000					250,000
							-
							-
							-
Total Funding Sources	150,000	100,000	-	-	-	-	250,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design		30,000					30,000
Construction		185,000					185,000
Contingency		35,000					35,000
Total Expenditures	-	250,000	-	-	-	-	250,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 150,000

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

8. Water Quality Control Plant Maintenance Building Roof Replacement

New Appropriations Request

Project Number ss1701

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	36,500	146,160					182,660
San Bruno Share	13,500	53,840					67,340
							-
							-
Total Funding Sources	50,000	200,000	-	-	-	-	250,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	179						179
Design	89	49,732					49,821
Construction		170,000					170,000
Contingency		30,000					30,000
Total Expenditures	268	249,732	-	-	-	-	250,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 49,732

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

9. Pump Station #2 Upgrade

New Project Request

Project Number ss1702

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

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

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Impact Fees	300,000		2,200,000				2,500,000
							-
							-
							-
Total Funding Sources	300,000	-	2,200,000	-	-	-	2,500,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design		300,000					300,000
Construction			2,000,000				2,000,000
Contingency			200,000				200,000
Total Expenditures	-	300,000	2,200,000	-	-	-	2,500,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 300,000

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

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

New Appropriations Request

Project Number ss1703

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	650,400	(358,092)			2,000,000	1,000,000	3,292,308
San Bruno Share	239,600	(131,908)					107,692
							-
							-
Total Funding Sources	890,000	(490,000)	-	-	2,000,000	1,000,000	3,400,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	268						268
Design				399,732			399,732
Construction					1,800,000	800,000	2,600,000
Contingency					200,000	200,000	400,000
Total Expenditures	268	-	-	399,732	2,000,000	1,000,000	3,400,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 889,732

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

11. Water Quality Control Plant Effluent Storage Basin Liner Replacement

New Appropriations Request

Project Number ss1704

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	36,500	350,800					387,300
San Bruno Share	13,500	129,200					142,700
							-
							-
Total Funding Sources	50,000	480,000	-	-	-	-	530,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	395						395
Design	1,340	33,660					35,000
Construction		459,605					459,605
Contingency		35,000					35,000
Total Expenditures	1,735	528,265	-	-	-	-	530,000

Note: Out year expenditures are estimates and subject to change

Balance Forward **48,265**

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

12. Water Quality Control Plant Switchgear and Cogeneration Controls Upgrade

New Appropriations Request

Project Number ss1705

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	496,900		2,192,400				2,689,300
San Bruno Share	183,100		807,600				990,700
							-
							-
Total Funding Sources	680,000	-	3,000,000	-	-	-	3,680,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	225						-
Design	1,875	150,000					151,875
Construction			3,068,125				3,068,125
Contingency			460,000				460,000
Total Expenditures	2,100	150,000	3,528,125	-	-	-	3,680,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 677,900

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

13. Sewer Master Plan

New Project Request

Project Number ss-NEW 18-01

Project Scope Hydraulic model of sewer collection and conveyance system west of 101. Additionally this project will conduct a condition assessment and map all force mains in East of 101 area.

Project Justification This project will determine deficiencies within the city's sanitary sewer system and develop a future capital improvement program for the sanitary sewer system. The master plan will also justify capacity charge fees and/or impact fees for infill projects.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise		500,000					500,000
							-
							-
							-
Total Funding Sources	-	500,000	-	-	-	-	500,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study		500,000					500,000
Design							-
Construction							-
Contingency							-
Total Expenditures	-	500,000	-	-	-	-	500,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

14. Sea Level Rise Study and Planning at WQCP

New Project Request

Project Number ss-NEW-18-02

Project Scope Plan, develop strategies, and begin design for sea level rise mitigation at the Water Quality Control Plant

Project Justification This project will protect the infrastructure at the Water Quality Control Plant for sea level rise.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise		438,480	365,400	365,400	365,400	365,400	1,900,080
San Bruno Share		161,520	134,600	134,600	134,600	134,600	699,920
							-
							-
Total Funding Sources	-	600,000	500,000	500,000	500,000	500,000	2,600,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study		600,000	500,000				1,100,000
Design				500,000	500,000	500,000	1,500,000
Construction							-
Contingency							-
Total Expenditures	-	600,000	500,000	500,000	500,000	500,000	2,600,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – SANITARY SEWER PROJECTS

15. WQCP Solar Photovoltaic System

Project Number ss1205

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

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

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Sewer Enterprise	1,005,400						1,005,400
San Bruno Share	370,400						370,400
							-
							-
Total Funding Sources	1,375,800	-	-	-	-	-	1,375,800

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	179,318						179,318
Construction	5,000			1,191,482			1,196,482
Contingency							-
Total Expenditures	184,318	-	-	1,191,482	-	-	1,375,800

Note: Out year expenditures are estimates and subject to change

Balance Forward 1,191,482

STREETS PROJECTS



Streets Projects Locations

Reseved for map

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CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

1. Underground Utility District – Rule 20A

New Appropriations Request

Project Number st1204

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

Project Justification Undergrounding of overhead utility wires will enhance the area and increase utility service reliability.

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Gas Tax	170,000		250,000				420,000
							-
							-
Total Funding Sources	170,000	-	250,000	-	-	-	420,000

Expenditures	Prior Years Exp	Estimated Exp	Estimated Exp	Estimated Exp	Estimated Exp	Estimated Exp	Total
		FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Preliminary Study							-
Design	134,940						134,940
Construction	1,196		240,000				241,196
Contingency			43,864				43,864
Total Expenditures	136,136	-	283,864	-	-	-	420,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 33,864

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

2. South Airport Boulevard Bridge Replacement

New Appropriations Request

Project Number st1301

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

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

Project Manager Robert Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Grants - HBP	3,086,940	1,067,330					4,154,270
Measure A	404,051		542,179				946,230
							-
							-
Total Funding Sources	3,490,991	1,067,330	542,179	-	-	-	5,100,500

HBP - Highway Bridge Program.

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	26,031						26,031
Design	517,616	68,853					586,469
Construction		2,040,000	2,040,000				4,080,000
Contingency		204,000	204,000				408,000
Total Expenditures	543,647	2,312,853	2,244,000	-	-	-	5,100,500

Note: Out year expenditures are estimates and subject to change

Balance Forward 2,947,344

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

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

New Appropriations Request

Project Title Grand Boulevard Project Phase 2 (Kaiser Way to McLellan Drive)

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Measure A	110,000	1,500,000					1,610,000
Grant - TCSP		1,991,000					1,991,000
							-
							-
Total Funding Sources	110,000	3,491,000	-	-	-	-	3,601,000

TCSP - Transportation, Community, and System Preservation Program

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	13,570						13,570
Design	70,502	200,000					270,502
Construction		3,066,928					3,066,928
Contingency		250,000					250,000
Total Expenditures	84,072	3,516,928	-	-	-	-	3,601,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 25,928

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

4. Linden Avenue/Spruce Avenue Traffic Calming Improvements (phase 2)

New Appropriations Request

Project Number st1602

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

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

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Measure A	140,000						140,000
Grant - ATP Cycle 2		868,000					868,000
							-
							-
Total Funding Sources	140,000	868,000	-	-	-	-	1,008,000

ATP - Active Transportation Program

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	39,766	39,935					79,701
Construction	26		858,573				858,599
Contingency			69,700				69,700
Total Expenditures	39,792	39,935	928,273	-	-	-	1,008,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 100,208

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

5. Caltrain Station Enhancements

New Appropriations Request

Project Number st1603

Project Scope This project will enhance caltrain entry plaza above the Caltrain design standards and including wider sidewalks and plazas along Grand Avenue from Airport Boulevard to Spruce Avenue. Additional finish material, landscaping, furnishing, shelter, lighting and amenity upgrades to the approved and fully funded Caltrain Station Improvement Project lead by the Joint Powers Board/Caltrain.

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

Project Manager Tony Rozzi

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	138,500						138,500
Infrastructure Reserves	1,300,000	1,100,000					2,400,000
Other - Transit Enhancement	95,000	400,000					495,000
							-
Total Funding Sources	1,533,500	1,500,000	-	-	-	-	3,033,500

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	8,468						8,468
Design	80,549	146,983					227,532
Construction		2,597,500					2,597,500
Contingency		200,000					200,000
Total Expenditures	89,017	2,944,483	-	-	-	-	3,033,500

Note: Out year expenditures are estimates and subject to change

Balance Forward 1,444,483

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

6. Spruce Avenue Pedestrian Safety Improvements Project

New Appropriations Request

Project Number st1605

Project Scope Along Spruce Avenue, from Lux Ave. to Miller Ave., this project will install edge line striping, traffic calming medians, high visibility crosswalk, staggered landscaped bulbouts, and crosswalk striping. Complete design phase only. Grant ready for future construction.

Project Justification Implementation of the City's Pedestrian Master Plan to improve pedestrian safety.

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

<i>Funding Sources</i>	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	139,000	40,600					179,600
							-
							-
							-
Total Funding Sources	139,000	40,600	-	-	-	-	179,600

<i>Expenditures</i>	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design		179,600					179,600
Construction							-
Contingency							-
Total Expenditures	-	179,600	-	-	-	-	179,600

Note: Out year expenditures are estimates and subject to change

Balance Forward 139,000

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

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

New Appropriations Request

Project Number st1702

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	110,000						110,000
Measure W		365,000					365,000
							-
							-
Total Funding Sources	110,000	365,000	-	-	-	-	475,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	110,000						110,000
Design		40,000					40,000
Construction			250,000				250,000
Contingency			75,000				75,000
Total Expenditures	110,000	40,000	325,000	-	-	-	475,000

Note: Out year expenditures are estimates and subject to change

Balance Forward -

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

8. Bridge Preventative Maintenance Program

New Appropriations Request

Project Number st1703

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

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

Project Manager Robert Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Infrastructure Reserves	80,000	100,000					180,000
Grant - HBMP							-
							-
Total Funding Sources	80,000	100,000	-	-	-	-	180,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	14,636	364					15,000
Construction	422	144,578					145,000
Contingency		20,000					20,000
Total Expenditures	15,058	164,942	-	-	-	-	180,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 64,942

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

9. Street Rehabilitation Program

New Appropriations Request

Project Number st1705

Project Scope This project will rehabilitate various City streets in accordance with the City's pavement management program.

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

Project Manager Robert Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Measure A	277,000		510,000	1,300,000	1,300,000	1,300,000	4,687,000
Measure W	3,000,000	3,000,000	667,000	667,000	667,000	667,000	8,668,000
Gas Tax			400,000	650,000	650,000	650,000	2,350,000
Grant - OBAG 2			1,027,000				1,027,000
Total Funding Sources	3,277,000	3,000,000	2,604,000	2,617,000	2,617,000	2,617,000	16,732,000

OBAG 2 - One Bay Area Grant Cycle 2

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	350,000	57,663	300,000	50,000	50,000	50,000	857,663
Construction		4,281,000	2,442,466	2,616,957	2,616,000	3,017,914	14,974,337
Contingency		200,000	250,000	150,000	150,000	150,000	900,000
Total Expenditures	350,000	4,538,663	2,992,466	2,816,957	2,816,000	3,217,914	16,732,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 2,927,000

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

10. Grand Avenue Streetscape

New Project Request

Project Number st-NEW 18-01

Project Scope Redesign Grand Avenue to accommodate wider sidewalks and an improved streetscape to support Caltrain Station access and support the retail environment of the Downtown area. Project will design improvements to Airport Boulevard and Grand Avenues crosswalks. Prepare and implement new streetscape designs for Grand Avenue that will include new sidewalk paving, corner widenings, crosswalk treatments, new street furnishings, and landscaping.

Project Justification The adopted Downtown Station Area Specific Plan identifies this critical Capital Improvement Program through several Urban Design policies and was vetted through the community and City Council. The upcoming fully funded Caltrain Station Improvement Project timing necessitates these improvements in order to maximize pedestrian and bicyclist safety and a cohesive streetscape design highlighting the Downtown's renaissance.

Project Manager Tony Rozzi

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Infrastructure Reserves		367,500					367,500
							-
							-
							-
Total Funding Sources	-	367,500	-	-	-	-	367,500

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		17,500					17,500
Preliminary Study							-
Design		350,000					350,000
Construction[1]							-
Contingency							-
Total Expenditures	-	367,500	-	-	-	-	367,500

Note [1]: Estimated construction costs are \$9 million with plans to apply for grant funds.

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

11. Replace ECR/West Orange Community Sign

New Project Request

Project Number st-NEW 18-02

Project Scope This project will replace the deteriorated community sign at the corner of El Camino Real and West Orange.

Project Justification The community sign has deteriorated beyond the point of repair and maintenance.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund		50,000					50,000
							-
							-
							-
Total Funding Sources	-	50,000	-	-	-	-	50,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design		5,000					5,000
Construction		40,000					40,000
Contingency		5,000					5,000
Total Expenditures	-	50,000	-	-	-	-	50,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

12. Street Lighting Enhancement Program

New Project Request

Project Number st-NEW 18-03

Project Scope This project will enhancement streetlighting in neighborhoods where requested. Enhancements may include additional poles and or changing the type of LED

Project Justification Program provides funding for community requested street lighting enhancements.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Gas Tax		100,000	100,000	100,000	100,000	100,000	500,000
							-
							-
							-
Total Funding Sources	-	100,000	100,000	100,000	100,000	100,000	500,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design							-
Construction		100,000	100,000	100,000	100,000	100,000	500,000
Contingency							-
Total Expenditures	-	100,000	100,000	100,000	100,000	100,000	500,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

13. Bridge Preventative Maintenance Program – Grand Avenue Overpasses

New Project Request

Project Number st-NEW 18-04

Project Scope This project will conduct preventative maintenance on Grand Avenue overpasses.

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

Project Manager Robert Hahn

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Infrastructure Reserves		172,000					172,000
Grant - BPMP		528,000					528,000
							-
							-
Total Funding Sources	-	700,000	-	-	-	-	700,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		100,000					100,000
Preliminary Study							-
Design		600,000					600,000
Construction							-
Contingency							-
Total Expenditures	-	700,000	-	-	-	-	700,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

14. El Camino Real Gateway Sign and Median Improvement (Noor to Spruce)

New Project Request

Project Number st-NEW 18-05

Project Scope This project will replace the landscaped median including irrigational systems and vegetation and install a new gateway sign on El Camino Real between Noor and Spruce Avenue. The project will replicate or complement the Grand Boulevard design concepts.

Project Justification This median landscaping is due for replacement and a new gateway sign will improve the appearance as motorist enter and leave South San Francisco on El Camino Real.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Infrastructure Reserves		500,000					500,000
							-
							-
							-
Total Funding Sources	-	500,000	-	-	-	-	500,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		60,000					60,000
Preliminary Study							-
Design		60,000					60,000
Construction		320,000					320,000
Contingency		60,000					60,000
Total Expenditures	-	500,000	-	-	-	-	500,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

15. North Access Road Bike and Pedestrian Improvements

New Project Request

Project Number st-NEW 18-06

Project Scope This project will widen approximately 1,000 feet of bike and pedestrian pathways on North Access Road beginning at South Airport Boulevard.

Project Justification BCDC permit 1998.011.095 amendment four requires that this project is constructed and completed by June 1, 2018.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Gas Tax		75,000					75,000
							-
							-
							-
Total Funding Sources	-	75,000	-	-	-	-	75,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		5,000					5,000
Preliminary Study							-
Design		5,000					5,000
Construction		60,000					60,000
Contingency		5,000					5,000
Total Expenditures	-	75,000	-	-	-	-	75,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

16. Grand Boulevard Project Phase 3 (Arroyo Drive to Kaiser Way)

New Project Request

Project Number st NEW 18-07

Project Title Grand Boulevard Project Phase 3 (Arroyo Drive to Kaiser Way)

Project Scope This project will improve El Camino Real between Arroyo Drive and Kaiser Way by installing enhanced pedestrian crossings, with corner curb bulbouts and median refuges, expanded bus stop/ waiting areas, and a new landscaped median.

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Gas Tax		275,000					275,000
Grant - OBAG 2		1,000,000					1,000,000
							-
							-
Total Funding Sources	-	1,275,000	-	-	-	-	1,275,000

OBAG 2- One Bay Area Grant Cycle 2

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Project Management		25,000					25,000
Preliminary Study							-
Design		150,000					150,000
Construction		1,100,000					1,100,000
Contingency							-
Total Expenditures	-	1,275,000	-	-	-	-	1,275,000

Note: Out year expenditures are estimates and subject to change

Balance Forward -

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

17. South Linden Avenue Grade Separation

Project Number st1004

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

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

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Gas Tax	150,000						150,000
Measure A	32,924						32,924
							-
							-
Total Funding Sources	182,924	-	-	-	-	-	182,924

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	3,722	179,202					182,924
Design							-
Construction							-
Contingency							-
Total Expenditures	3,722	179,202	-	-	-	-	182,924

Note: Out year expenditures are estimates and subject to change

Balance Forward 179,202

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

18. Citywide Sidewalk Gap Closure Project

Project Number st1402

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

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

Project Manager Program Management/Swinerton

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Grant - TOD Incentive	357,000						357,000
Measure A	175,000						175,000
							-
							-
Total Funding Sources	532,000	-	-	-	-	-	532,000

TOD - Transient Oriented Development Incentive

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	148,700						148,700
Construction		338,300					338,300
Contingency		45,000					45,000
Total Expenditures	148,700	383,300	-	-	-	-	532,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 383,300

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

19. Grand Boulevard Project (Chestnut to Arroyo Way)

Project Number st1403

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Grants - OBAG TLC	1,000,000						1,000,000
Measure A	655,000						655,000
							-
							-
Total Funding Sources	1,655,000	-	-	-	-	-	1,655,000

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

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	305,387						305,387
Construction	25,734	1,183,879					1,209,613
Contingency		140,000					140,000
Total Expenditures	331,121	1,323,879	-	-	-	-	1,655,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 1,323,879

CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

20. Linden Avenue Complete Streets (California to Aspen), Pedestrian & Bike Safety Improvements (phase 1)

Project Number	st1601
Project Scope	The project will improve Linden Avenue from California Avenue to Aspen Avenue. Elements include new intersection bulb-outs with Low Impact Development (LID) treatments and landscaping, high visibility crosswalks, ADA curb ramps, ped xings, median ped refuge islands, and installation of a Class II bike lane with signage.
Project Justification	Linden Avenue is identified in the Pedestrian Master Plan as a priority project. It is an integral part of the City's Downtown Station Area Plan.
Project Manager	TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Measure A	80,000						80,000
Grant - TDA	400,000						400,000
							-
							-
Total Funding Sources	480,000	-	-	-	-	-	480,000

TDA - Transportation Development Act

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	147,095						147,095
Construction	214	302,691					302,905
Contingency		30,000					30,000
Total Expenditures	147,309	332,691	-	-	-	-	480,000

Note: Out year expenditures are estimates and subject to change

Balance Forward	332,691
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CAPITAL IMPROVEMENT PROGRAM – STREETS PROJECTS

21. Grand Avenue Pedestrian Crossing Improvements

Project Number st1708
Project Scope Install flashing beacons at all crosswalks on Grand Avenue between Airport Blvd. and Walnut Ave.
Project Justification Improve pedestrian safety on Grand Avenue.
Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	250,000						250,000
							-
							-
							-
Total Funding Sources	250,000	-	-	-	-	-	250,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design		15,000					15,000
Construction		200,000					200,000
Contingency		35,000					35,000
Total Expenditures	-	250,000	-	-	-	-	250,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 250,000

TRAFFIC PROJECTS



Traffic Project Locations

Reserved for map

Traffic Projects Listing

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CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

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

New Appropriations Request

Project Number tr1404

Project Scope The ultimate project will construct a new interchange on US-101 at Produce Avenue. The interchange includes constructing a new overcrossing connecting Utah Avenue on the east side of US-101 to San Mateo Avenue on the west side of US-101. The project will improve access between 101 and Produce Avenue and Airport Boulevard. This phase of the project consists of the Project Approval and Environmental Document (PA/ED). Future phases will be final design and construction.

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Traffic Impact Fees	30,658	140,000					170,658
Grants - Measure A Hwy	500,000	3,000,000					3,500,000
Gas Tax	150,000						150,000
							-
Total Funding Sources	680,658	3,140,000	-	-	-	-	3,820,658

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	532,971	67,029					600,000
Construction		3,160,658					3,160,658
Contingency		60,000					60,000
Total Expenditures	532,971	3,287,687	-	-	-	-	3,820,658

Note: Out year expenditures are estimates and subject to change

Balance Forward 147,687

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

2. East of 101 Traffic Model Update

New Appropriations Request

Project Number tr1702

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

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

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Traffic Impact Fees	300,000	150,000					450,000
							-
							-
							-
Total Funding Sources	300,000	150,000	-	-	-	-	450,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	123,694	326,306					450,000
Design							-
Construction							-
Contingency							-
Total Expenditures	123,694	326,306	-	-	-	-	450,000

Note: Out year expenditures are estimates and subject to change

Balance Forward	176,306
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CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

3. Miscellaneous Traffic Improvements

New Appropriations Request

Project Number tr1704

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

Project Justification This project's budget is to pay for any traffic related issues that arise from the Traffic Advisory Committee or as needed.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	75,000						75,000
Gas Tax		75,000	75,000	75,000	75,000	75,000	375,000
							-
							-
Total Funding Sources	75,000	75,000	75,000	75,000	75,000	75,000	450,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design							-
Construction		150,000	75,000	75,000	75,000	75,000	450,000
Contingency							-
Total Expenditures	-	150,000	75,000	75,000	75,000	75,000	450,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 75,000

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

4. Commercial and Spruce Signalized Intersection

New Project Request

Project Number tr-NEW 18-01

Project Scope This project will signalize the intersection at Spruce Avenue and Commerical Avenue.

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Grant - HSIP		444,000					444,000
Measure A		150,000	206,000				356,000
							-
							-
Total Funding Sources	-	594,000	206,000	-	-	-	800,000

HSIP- Highway Safety Improvement Program.

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design		115,000					115,000
Construction			635,000				635,000
Contingency			50,000				50,000
Total Expenditures	-	115,000	685,000	-	-	-	800,000

Note: Out year expenditures are estimates and subject to change

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

5. Traffic Impact Fee Study

Project Number tr1013

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

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

Project Manager Sam Bautista

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Traffic Impact Fees	515,356						515,356
							-
							-
							-
Total Funding Sources	515,356	-	-	-	-	-	515,356

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Design							-
Construction							-
Contingency							-
Total Expenditures	417,236	98,120	-	-	-	-	515,356

Note: Out year expenditures are estimates and subject to change

Balance Forward 98,120

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

6. West Orange Avenue/Centennial Way Pedestrian Beacon

Project Number tr1402

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Gas Tax	150,000						150,000
Measure A	44,700						44,700
							-
							-
Total Funding Sources	194,700	-	-	-	-	-	194,700

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Design	45,615	9,276					54,891
Construction	3,309	136,500					139,809
Contingency							-
Total Expenditures	48,924	145,776	-	-	-	-	194,700

Note: Out year expenditures are estimates and subject to change

Balance Forward 145,776

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

7. Junipero Serra and King Drive Intersection Improvements

Project Number tr1501

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

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

Project Manager Program Management

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Grants - HSIP	849,300						849,300
Measure A	94,500						94,500
							-
							-
Total Funding Sources	943,800	-	-	-	-	-	943,800

HSIP- Highway Safety Improvement Program.

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	220,624						220,624
Construction	699,560						699,560
Contingency	23,616						23,616
Total Expenditures	943,800	-	-	-	-	-	943,800

Balance Forward -

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

8. South San Francisco Caltrain Station Pedestrian and Bicycle Underpass Planning Project

Project Number tr1503

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

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

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
Grant - SR2T	200,000						200,000
Measure A	100,000						100,000
							-
							-
Total Funding Sources	300,000	-	-	-	-	-	300,000

SR2T - Safe Route to Transit Grant

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	60,459	39,541					100,000
Design							-
Construction		200,000					200,000
Contingency							-
Total Expenditures	60,459	239,541	-	-	-	-	300,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 239,541

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

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

Project Number tr1601

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation Prior Years	Proposed Appropriation FY 2017-18	Proposed Appropriation FY 2018-19	Out years			Total
				FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	80,000						80,000
							-
							-
							-
Total Funding Sources	80,000	-	-	-	-	-	80,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design	80,000						80,000
Construction							-
Contingency							-
Total Expenditures	80,000	-	-	-	-	-	80,000

Note: Out year expenditures are estimates and subject to change

Balance Forward -

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

10. Oyster Point and East Grand Corridor Improvements (merged with tr1603)

Project Number tr1602

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

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

Project Manager Patrick Caylao

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Traffic Impact Fees	1,200,000						1,200,000
							-
							-
							-
Total Funding Sources	1,200,000	-	-	-	-	-	1,200,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	12,929	87,071					100,000
Design	11,409	1,088,591					1,100,000
Construction							-
Contingency							-
Total Expenditures	24,338	1,175,662	-	-	-	-	1,200,000

Note: Out year expenditures are estimates and subject to change

Note: Combined with tr1603

Balance Forward 1,175,662

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

11. Sunshine Gardens Safety and Connectivity Improvement Program

Project Number tr1701

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

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

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Grant - Measure A	504,000						504,000
Measure A	126,000						126,000
							-
							-
Total Funding Sources	630,000	-	-	-	-	-	630,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study							-
Design		100,000					100,000
Construction			484,000				484,000
Contingency			46,000				46,000
Total Expenditures	-	100,000	530,000	-	-	-	630,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 630,000

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

12. Avalon-Brentwood Park Neighborhood Traffic Study

Project Number tr1703

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

Project Justification The Avalon-Brentwood neighborhood was chosen for this pilot traffic study due to the large number of Traffic Advisory Committee requests to addresses speeding in the neighborhood. This project will measure and analyze traffic circulation due to the installation of traffic calming devices in the neighborhood.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
General Fund	100,000						100,000
							-
							-
							-
Total Funding Sources	100,000	-	-	-	-	-	100,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study	668	99,332					100,000
Design							-
Construction							-
Contingency							-
Total Expenditures	668	99,332	-	-	-	-	100,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 99,332

CAPITAL IMPROVEMENT PROGRAM – TRAFFIC PROJECTS

13. Update Pedestrian and Bicycle Master Plan

Project Number tr1705

Project Scope This project will update the Pedestrian and Bicycle Master Plans

Project Justification Many of the projects listed in the current Pedestrian and Bicycle Master plans are completed. This project will update the lists of projects and create conceptual designs to be competitive for future grant applications.

Project Manager TBD

Project Funding and Expenditure Detail

Funding Sources	Total Appropriation	Proposed Appropriation	Proposed Appropriation	Out years			Total
	Prior Years	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
Other - Developer Deposit	250,000						250,000
							-
							-
							-
Total Funding Sources	250,000	-	-	-	-	-	250,000

Expenditures	Prior Years Exp	Estimated Exp FY 2017-18	Estimated Exp FY 2018-19	Estimated Exp FY 2019-20	Estimated Exp FY 2020-21	Estimated Exp FY 2021-22	Total
Preliminary Study		250,000					250,000
Design							-
Construction							-
Contingency							-
Total Expenditures	-	250,000	-	-	-	-	250,000

Note: Out year expenditures are estimates and subject to change

Balance Forward 250,000

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APPENDIX 1: FUNDING SOURCES

GENERAL FUND

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

GAS TAX (HIGHWAY USER TAX)

Gas taxes are generated from the \$0.18 per gallon State excise tax on motor vehicle fuel sold in California. Prior to 2010, the City also received Proposition 42 funding which included a portion of the 6% sales tax on fuel. Beginning in 2010, the legislature approved a swap and eliminated the sales tax on fuel, and substituted it with a \$0.173 per gallon gas excise tax resulting in no planned changes to revenues in the Gas Tax Fund. The State Board of Equalization administers the tax and the State controller distributes the proceeds to cities and counties using formulas based on population and lane-miles of maintained roadways. The use of gas tax funds is limited to research, planning, construction, improvement, and maintenance and operation of public street and public transit guide ways including storm drainage facilities. Most recently in March 2017, SB 1 was signed into law that will increase the gas taxes an additional \$0.12 per gallon and increase vehicle registration fees to pay for roadway and sidewalk improvements.

GRANTS

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

MEASURE A

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

OTHER

Other funding sources include:

State Revolving Fund

The California State Water Resources Control Board's Clean Water State Revolving Fund program offers low cost financing for a wide variety of water quality projects. The City is in

the process of formalizing arrangements to receive this financing for major improvements at the Water Quality Control Plant in order to replace aging structures, increase reliability, and remain in compliance with wastewater treatment regulations.

Caltrans

This funding from Caltrans as part of their storm water permit that allows Caltrans to contribute to storm water projects that help with total maximum demand load reductions of PCB's and mercury as part of the stormwater permit compliance. This funding is specifically for the OMP Storm Water Capture project.

Equipment Replacement

Each department contributes to the equipment replacement fund to pay for replacement of City vehicles and equipment.

Train Station Enhancement Fund

Developer paid funding that contributes to the funding of Caltrain plaza enhancements.

Parking District Fund

Parking meter and parking permit fees from the Downtown Parking District are collected and used for the maintenance, operations, and facilities costs of the parking district.

General Plan Maintenance Fees

Fees that are set aside from planning permits that contributes to costs related to maintaining or updating the general plan.

PARK IN-LIEU FEES

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

SEWER ENTERPRISE FUND

The majority of the revenues in this fund are generated by a service fee that is collected for the City's cost to operate the sanitary sewer service system which includes gravity collection lines (pipes in the street), pump stations, a wastewater treatment plant and a disposal system. The fee is collected on the property tax bill (with some direct billing also occurring) and pays the City portion of the costs of the projects in the CIP. Since the City co-owns the treatment plant with the City of San Bruno, San Bruno also reimburses the City of South San Francisco for their share of the treatment plant CIP expenditures. Other secondary participants in the treatment plant include the cities of Millbrae and Burlingame, and the San Francisco Airport. The City also has a sewer capacity charge that generates revenues to fund the costs associated with providing collection and treatment capacity to new and expanding development not funded by the East of 101 Sewer Impact Fee Program.

SAN BRUNO/NORTH BAYSIDE SYSTEM UNIT (NBSU)

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

EAST OF 101 SEWER IMPACT FEES

The fees are paid by new development at the time of building permit issuance. Development impact fees must be used to fund improvements that mitigate the impacts of new development as identified in the nexus study supporting the fee program. Sewer Impact Fees pay for sewer infrastructure improvements east of 101.

STORM WATER FUND

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

TRAFFIC IMPACT FEES

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

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Summary of Funding Sources

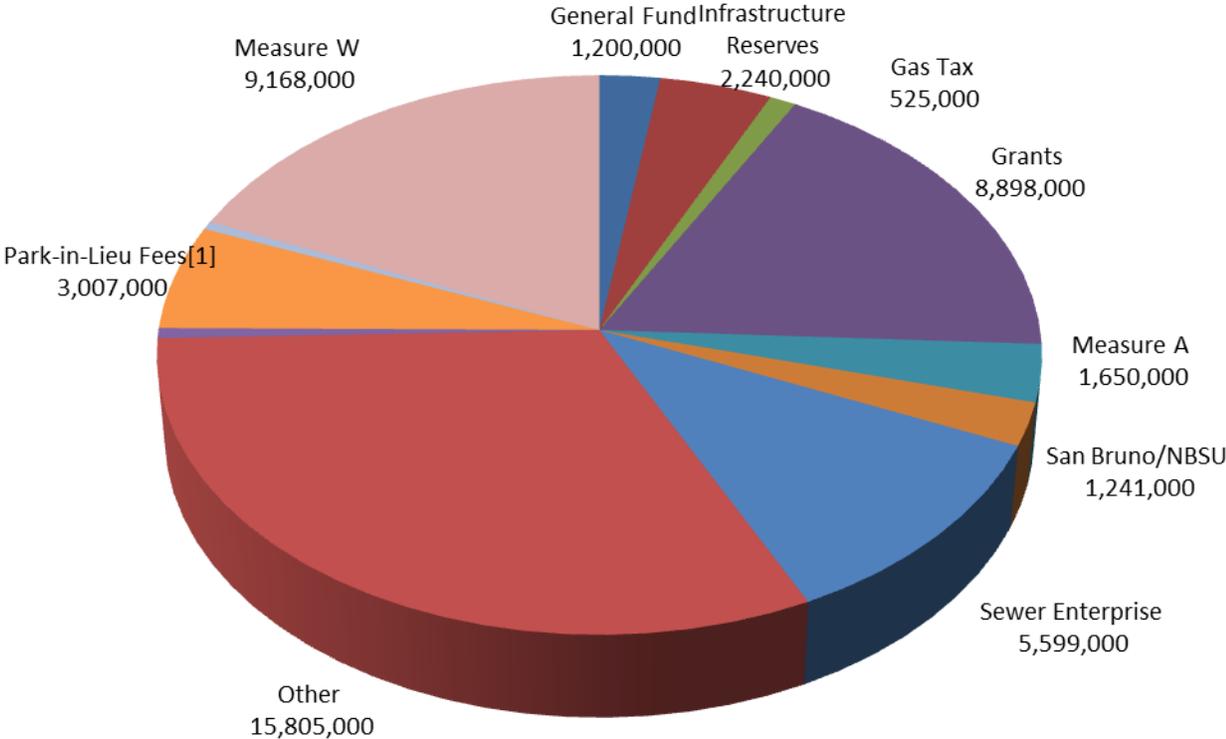
Funding sources represent the resources used to complete CIP projects. Unspent appropriation at the end of the fiscal year do not expire, instead the remaining appropriation is carried forward and made available to be spent in the following fiscal year. Projects tend to take several years to complete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

Total Appropriations by Funding Source

Funding Source	A	B	C	A+B+C
	Remaining Appropriations as of March 2017	FY17-18 Appropriations Request	FY18-19 Appropriations Request	Total 2 Yr. Appropriations
General Fund	1,817,000	1,200,000	1,199,000	4,216,000
Infrastructure Reserves	1,596,000	2,240,000	-	3,836,000
Gas Tax	477,000	525,000	825,000	1,827,000
Grants	4,500,000	8,898,000	1,027,000	14,425,000
Measure A	1,513,000	1,650,000	1,258,000	4,421,000
San Bruno/NBSU	1,064,000	1,241,000	1,974,000	4,279,000
Sewer Enterprise	7,291,000	5,599,000	10,224,000	23,114,000
Other	8,703,000	15,805,000	28,600,000	53,108,000
Storm Water	266,000	-	200,000	466,000
Traffic Impact Fees	1,450,000	290,000	-	1,740,000
Sewer Impact Fees	300,000	-	2,200,000	2,500,000
Park-in-Lieu Fees[1]	87,000	3,007,000	10,012,900	13,107,000
Park Land Acquisition Fund[2]	-	233,000	1,464,000	1,697,000
Measure W	4,728,000	9,168,000	9,335,000	23,231,000
Total	33,792,000	49,856,000	68,319,000	151,967,000

Notes [1], [2]: The appropriations request for Park-in-Lieu Zone 4 and Park Land Acquisition Fund are estimated available funds in FY17-18 and FY18-19, contingent on payments from developers.

Chart 2: Total FY 2017-18 Appropriations by Funding Source



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APPENDIX 2: FY 2016-17 CIP SUMMARY BY PROJECT TYPE

Charts begin on next page.

CAPITAL IMPROVEMENT PROGRAM – APPENDIX 2

Proj. Number	Existing Project	Title	Remaining Appropriation	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total
pf1506	x	Sign Hill Generator Replacement	152,330	200,000	-	-	-	-	352,330
pf1602	x	HVAC Replacements Citywide	279,976	150,000	-	-	-	-	429,976
pf1609	x	Magnolia Senior Center and Siebecker Center Parking Lot Resurfacing (merged with pf1610)	150,000	100,000	-	-	-	-	250,000
pf1703	x	Energy Savings Program	50,000	-	-	-	-	-	50,000
pf1704	x	Training Tower Maintenance	318,500	-	-	-	-	-	318,500
pf1705	x	City Hall Security Upgrades (Formerly City Hall Modern	-	225,000	170,000	-	-	-	395,000
pf1707	x	Community Civic Campus	1,800,775	5,803,443	8,668,000	2,339,000	35,000	-	18,646,218
pf-NEW 18-01		Parking Garage Number 2	-	290,000	800,000	8,760,000	-	-	9,850,000
pf-NEW 18-02		Brentwood Parking Lot Improvements	-	106,880	519,000	-	-	-	625,880
pf-NEW 18-03		Upgrades to Main Library Auditorium Exit	-	145,000	-	-	-	-	145,000
pf-NEW 18-04		City Hall Roof Replacement	-	212,520	266,280	-	-	-	478,800
pf-NEW 18-05		Fire Station 64 Dormitory and Bathroom Remodel	-	90,000	414,000	-	-	-	504,000
pf-NEW 18-06		Orange Memorial Park Aquatic Center	-	2,090,000	5,382,500	16,147,500	-	-	23,620,000
Subtotal Public Facilities Projects				9,413,000	16,050,000	27,417,000	35,000	-	55,666,000
pk1402	x	Orange Memorial Park Sports Field Renovation (formerly Grandstand Conversion)	86,800	813,200	3,150,000	-	-	-	4,050,000
pk1502	x	Alta Loma Park Playground Renovation & Pathway Improvements	230,725	-	-	-	-	-	230,725
pk1701	x	Gateway Monument Signs	479,112	-	-	-	-	-	479,112
pk1702	x	Sign Hill Improvements	100,000	-	-	100,000	-	-	200,000
pk-NEW 18-01		City Hall Landscape Area Master Plan	-	45,000	-	-	-	-	45,000
pk-NEW 18-02		Urban Forest Master Plan	-	70,000	-	-	-	-	70,000
pk-NEW 18-03		Sellick Park Renovation Project	-	142,500	977,500	-	-	-	1,120,000
pk-NEW 18-04		Burt Buri Park Baseball and Basketball Court Improvem	-	50,000	270,000	-	-	-	320,000
pk-NEW 18-05		Avalon Park Improvements	-	40,000	216,000	-	-	-	256,000
pk-NEW 18-06		Gardiner Park Playground Replacement	-	65,000	345,000	-	-	-	410,000
pk-NEW 18-07		Hillside School Soccer Field Renovations	-	38,800	210,400	-	-	-	249,200
pk-NEW 19-01		Orange Memorial Park Expansion	-	-	925,000	4,218,750	2,406,250	-	7,550,000
pk-NEW 20-01		Alta Loma Baseball Field Renovation	-	-	-	97,500	312,500	-	410,000
pk-NEW 20-02		Alta Loma Park Tennis Court and Landscaping	-	-	-	47,400	254,200	-	301,600
pk-NEW 20-03		Southwood Field Renovation	-	-	-	176,000	932,000	-	1,108,000
pk-NEW 20-04		Newmann & Gibbs Playground Replacement	-	-	-	47,500	256,500	-	304,000
pk-NEW 20-05		Westborough Park Pathways	-	-	-	75,000	405,000	-	480,000
pk-NEW 20-06		Dundee Park Improvements	-	-	-	43,750	236,250	-	280,000
Subtotal Parks Projects				1,265,000	6,094,000	4,806,000	4,803,000	-	17,864,000
sd1401	x	Storm Water Trash Capture Devices	263,500	-	-	-	-	-	263,500
sd1602	x	Shaw Road Storm line By-Pass	74,835	-	-	-	-	-	74,835
sd1603	x	Green Infrastructure Planning Study	191,450	(150,000)	200,000	200,000	-	-	441,450
sd1701	x	Storm Drain Evaluation and Improvements	158,459	-	-	-	-	-	158,459
sd-NEW 18-01		OMP Storm Capture Project	-	1,000,000	3,000,000	4,500,000	1,000,000	-	9,500,000
sd-NEW 18-02		Valverde Storm Drain Repair	-	80,000	-	-	-	-	80,000
sd-NEW 18-03		Newman Storm Drain Repair	-	150,000	-	-	-	-	150,000
Subtotal Storm Drain Projects				1,080,000	3,200,000	4,700,000	1,000,000	-	10,668,000

CAPITAL IMPROVEMENT PROGRAM – APPENDIX 2

Proj. Number	Existing Project	Title	Remaining Appropriation	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total
ss1009	x	Sanitary Sewer Rehabilitation	664,300	1,750,000	1,575,000	1,575,000	3,575,000	3,575,000	12,714,300
ss1205	x	WQCP Solar Photovoltaic System	1,191,482	-	-	-	-	-	1,191,482
ss1301	x	Wet Weather and Digester Improvements Project	7,610,709	15,600,000	26,273,400	700,000	-	-	50,184,109
ss1307	x	Plant-Wide Industrial Re-Coating Program	664,537	1,000,000	1,750,000	1,750,000	1,500,000	-	6,664,537
ss1502	x	Pump Station #4 Force Main Design/Contingency Pipes Under Utah Avenue	3,669,696	-	3,500,000	-	-	-	7,169,696
ss1503	x	Vactor-Sweeper Waste Receiving Station Improvement	50,241	200,000	400,000	-	-	-	650,241
ss1601	x	Sodium Hypochlorite Storage Tank Replacement Project	298,506	700,000	-	-	-	-	998,506
ss1602	x	Sewer Pump Station No. 9 Variable Frequency Drive (VFD) Replacement	150,000	100,000	-	-	-	-	250,000
ss1701	x	Water Quality Control Plant Maintenance Building	49,732	200,000	-	-	-	-	249,732
ss1702	x	Roof Replacement	300,000	-	2,200,000	-	-	-	2,500,000
ss1703	x	Pump Station #2 Upgrade	889,732	(490,000)	-	-	2,000,000	1,000,000	3,399,732
ss1703	x	Water Quality Control Plant Secondary Clarifiers No. 1 and 2 Rehabilitation							
ss1704	x	Water Quality Control Plant Effluent Storage Basin Liner Replacement	48,265	480,000	-	-	-	-	528,265
ss1705	x	Water Quality Control Plant Switchgear and Cogeneration Controls Upgrade	677,900	-	3,000,000	-	-	-	3,677,900
ss-NEW-18-01		Sewer Master Plan	-	500,000	-	-	-	-	500,000
ss-NEW-18-02		Sea Level Rise Study and Planning at WCCP	-	600,000	500,000	500,000	500,000	500,000	2,600,000
Subtotal Sanitary Sewer Projects			16,265,000	20,640,000	39,198,000	4,525,000	7,575,000	5,075,000	93,279,000
st1004	x	South Linden Avenue Grade Separation	179,202	-	-	-	-	-	179,202
st1204	x	Underground Utility District - Rule 20A	33,864	-	250,000	-	-	-	283,864
st1301	x	South Airport Boulevard Bridge Replacement	2,947,344	1,067,330	542,179	-	-	-	4,556,853
st1402	x	Citywide Sidewalk Gap Closure Project	383,300	-	-	-	-	-	383,300
st1403	x	Grand Boulevard Project Phase 1 (Chestnut to Arroyo V)	1,323,879	-	-	-	-	-	1,323,879
st1502	x	Grand Boulevard Project Phase 2 (Kaiser Way to McLellan Drive)	25,928	3,491,000	-	-	-	-	3,516,928
st1601	x	Linden Avenue Complete Streets (California to Aspen), Pedestrian & Bike Safety Improvements (phase 1)	332,691	-	-	-	-	-	332,691
st1602	x	Linden Avenue/Spruce Avenue Traffic Calming Improvements (phase 2)	100,208	868,000	-	-	-	-	968,208
st1603	x	Caltrain Station Enhancements	1,444,483	1,500,000	-	-	-	-	2,944,483
st1605	x	Spruce Avenue Pedestrian Safety Improvements Project	139,000	40,600	-	-	-	-	179,600
st1702	x	Underground Utilities District (UUD) Rule 20A for Antoinette Lane	-	365,000	-	-	-	-	365,000
st1703	x	Bridge Preventative Maintenance Program	64,942	100,000	-	-	-	-	164,942
st1705	x	Street Rehabilitation Program	2,927,000	3,000,000	2,604,000	2,617,000	2,617,000	2,617,000	16,382,000
st1708	x	Grand Avenue Pedestrian Crossing Improvements	250,000	-	-	-	-	-	250,000
st-NEW-18-01		Grand Avenue Streetscape	-	367,500	-	-	-	-	367,500
st-NEW-18-02		Replace ECR/West Orange Community Sign	-	50,000	-	-	-	-	50,000
st-NEW-18-03		Street Lighting Enhancement Program	-	100,000	100,000	100,000	100,000	100,000	500,000
st-NEW-18-04		Bridge Preventative Maintenance Program - Grand Avenue Overpasses	-	700,000	-	-	-	-	700,000

CAPITAL IMPROVEMENT PROGRAM – APPENDIX 2

Proj. Number	Existing Project	Title	Remaining Appropriation	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	Total
st-NEW 18-05		El Camino Real Gateway Sign and Median Improvement (Noor to Spruce)	-	500,000	-	-	-	-	500,000
st-NEW 18-06		North Access Road Bike and Pedestrian Improvements	-	75,000	-	-	-	-	75,000
st-NEW 18-07		Grand Boulevard Project Phase 3 (Arroyo Drive to Kaiser Way)	-	1,275,000	-	-	-	-	1,275,000
Subtotal Streets Projects			10,152,000	13,499,000	3,496,000	2,717,000	2,717,000	2,717,000	35,298,000
tr1013	x	Traffic Impact Fee Study	98,120	-	-	-	-	-	98,120
tr1402	x	West Orange Avenue/Centennial Way Pedestrian Beacon	145,776	-	-	-	-	-	145,776
tr1404	x	US-101 Produce Avenue Interchange [TIF #39]	147,687	3,140,000	-	-	-	-	3,287,687
tr1501	x	Junipero Serra and King Drive Intersection Improvement	-	-	-	-	-	-	-
tr1503	x	South San Francisco Caltrain Station Pedestrian and Bicycle Underpass Planning Project	239,541	-	-	-	-	-	239,541
tr1601	x	Hickey Boulevard and Junipero Serra Boulevard Pedestrian and Intersection Safety Improvements	-	-	-	-	-	-	-
tr1602	x	Oyster Point and East Grand Corridor Improvements (merged with tr1603)	1,175,662	-	-	-	-	-	1,175,662
tr1701	x	Sunshine Gardens Safety and Connectivity Improvement Program	630,000	-	-	-	-	-	630,000
tr1702	x	East of 101 Traffic Model Update	176,306	150,000	-	-	-	-	326,306
tr1703	x	Avalon-Brentwood Park Neighborhood Traffic Study	99,332	-	-	-	-	-	99,332
tr1704	x	Miscellaneous Traffic Improvements	75,000	75,000	75,000	75,000	75,000	75,000	450,000
tr1705	x	Update Pedestrian and Bicycle Master Plan Commercial and Spruce Signalized Intersection	250,000	-	-	-	-	-	250,000
tr-NEW 18-01			-	594,000	206,000	-	-	-	800,000
Subtotal Traffic Projects			3,037,000	3,959,000	281,000	75,000	75,000	75,000	7,502,000
Total			33,791,000	49,856,000	68,319,000	44,239,400	16,204,700	7,867,000	220,276,959

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