

CITY OF SAN LEANDRO

CHARTING OUR WAY THROUGH *the future*



Kaiser Permanente Medical Center

THE CITY COUNCIL

TONY SANTOS, MAYOR

JOYCE R. STAROSCIAK, VICE MAYOR

MICHAEL J. GREGORY

JIM PROLA

URSULA REED

DIANA M. SOUZA

BILL STEPHENS



SUBMITTED BY

STEPHEN L. HOLLISTER, CITY MANAGER



CITY COUNCIL 2009-10 VISION STATEMENT

San Leandro is a great place to live, visit, work, and do business. San Leandro celebrates a long history and embraces a diverse population while still enjoying a “small town” feel in a larger metropolitan region. Clean neighborhoods, public safety, prosperous businesses, beautiful parks and amenities, a healthy environment, and strong schools are priorities, and San Leandro residents are the foundation of our strong and sustainable community.

The 2009-10 City Council Values include:

- *Long-term fiscal health;*
- *Well-maintained and enhanced infrastructure;*
- *Safe neighborhoods and safe streets;*
- *Healthy community members;*
- *A variety of housing opportunities;*
- *Recreation, parks, community services and facilities;*
- *Strong businesses, job opportunities, and transit-oriented development;*
- *Clean, pedestrian-friendly corridors, including a vibrant downtown;*
- *Strong schools and excellence in education;*
- *Technology and innovation;*
- *A wise approach to the sustainable use of resources and care of the environment;*
- *An attractive and successful shoreline area which complements accessible open space;*
- *Partnerships, compassion, communication and fairness.*

San Leandro has a strong community pride and the sense that anything is possible when community members work together.

San Leandro....anything is possible.

TABLE OF CONTENTS

Budget Message.....	1.1
Budget Guide	
Elements of the Budget Document.....	2.1
Structure of the City's Finances.....	2.2
The Annual Budget Process.....	2.4
Definition of Funds.....	2.5
Community Profile.....	3.1
Financial and Personnel Summaries	
Graphs and Charts.....	4.1
General Governmental Revenues by Source.....	4.5
General Governmental Expenditures by Source.....	4.5
Summary of Revenue, Expenditures and Fund Balance.....	4.6
Revenue Summary.....	4.8
Personnel Summary.....	4.19
Salary and Benefits Analysis by Function.....	4.20
Salary and Benefit Summary by Fund.....	4.21
Departmental Operating Budgets	
Departmental Operating Budgets.....	5.1
City-Wide Organizational Chart.....	5.3
General Government	
City Council.....	6.1
City Manager.....	6.5
City Attorney.....	6.13
Community Development.....	7.1
Engineering and Transportation.....	8.1
Finance.....	9.1
Human Resources.....	10.1
Library Services.....	11.1
Public Safety	
Police.....	12.1
Fire.....	12.19



TABLE OF CONTENTS (continued)

Public Works Services	13.1
Recreation and Human Services.....	14.1
Non-Departmental Operating Budgets	
Debt Service	15.1
Interfund Transfers	15.4
Organizational Services.....	15.7
Capital Improvements	
Capital Improvement	16.1
Other Agencies	
Other Agencies	17.1
Redevelopment Agency	17.3
Business Improvement District.....	17.15
San Leandro Parking Authority	17.19
San Leandro Public Financing Authority.....	17.20

Cover Design and Graphics by
Kerry Ann Hocker, Graphics Supervisor



City of San Leandro
Civic Center, 835 East 14th Street
San Leandro, California 94577



July 1, 2009

San Leandro City Council
Civic Center
San Leandro, CA 94577

Honorable Mayor and Members of the City Council,

OVERVIEW

I am pleased to submit to you the City of San Leandro Fiscal Year 2009-10 Adopted Budget. The 2009-10 Adopted Budget of \$134.6 million for all City funds and \$78.2 million for the General Fund includes a wide range of projects, programs and services that are important to the residents of San Leandro.

As adopted, the Fiscal Year 2009-10 budget includes a trimmed \$78.2 million for the General Fund, which provides essential City services including Police, Fire, Library, Parks and Recreation. The economic downturn, which began in late 2007 and continues to deepen, has had a devastating impact on General Fund revenues, such as sales tax, property tax and real property transfer tax. Cuts to General Fund expenditures will reduce services and result in a 10% reduction in staffing. The continued use of once healthy reserves is needed to prevent even more drastic service reductions. The City, however, has developed a multi-year strategy to address this fiscal crisis through staff and service reductions, use of reserves and revenue enhancements.

To address the continuing economic challenge and particularly its impact on the City's General Fund, staff and Council began a series of budget meetings in late 2008 which concluded in April of this year. The meetings included Council Work Sessions, a Council retreat and several Finance Committee meetings. During these meetings, staff and Council reviewed and discussed both expenditure cuts, potential revenue measures and use of reserves as approaches to balancing the City's General Fund budget.

At the beginning of the budget process, staff estimated that adoption of a "full service" budget would result in a General Fund deficit of approximately \$11.4 million for 2009-10. Staff then developed and Council reviewed and provided direction on General Fund expenditure reductions ranging from **5%** for public safety to **15%** for all other City departments.

Tony Santos, Mayor _____

City Council:

Michael J. Gregory;
Diana M. Souza;

Jim Prola;
Joyce R. Starosciak;

Ursula Reed;
Bill Stephens



This effort produced a projected deficit of about \$3.9 million for 2009-10. Staff then recommended a one-time transfer from the City's Self Insurance Fund of \$1.0 million to reduce the shortfall to \$2.9 million. As the budget review process continued and Council received public input, Council restored approximately \$250,000 to the budget for the Library department, and \$150,000 for Community Assistance Programs and restored Farrelly Pool operations on a partial bases. Council directed that an additional \$400,000 be transferred from the Self Insurance Fund to fund these restored programs.

In terms of revenue measures, Council will be considering, among several options, benefit assessment districts, such as lighting and landscape, to assure the delivery of certain City services in the future.

The final product, for the General Fund, is a recommended budget which is balanced through the use of reserves of \$2.9 million.

As Council is fully aware, difficult choices among competing and worthy City services had to be made in developing the 2009-10 budget for all City activities and funds, not just the General Fund. The sections which follow focus on various areas of the City including the General Fund, Redevelopment Agency (RDA) and Capital Improvement Program (CIP).

Before moving on to specific sections, I would like to express my confidence in the budget process which Council undertook to develop the 2009-10 budget. All of the recommendations brought forward by staff were carefully reviewed and scrutinized. In some cases, staff was sent back to the drawing board, and rightfully so. The end product, I believe, is one that balances competing interests, protects critical services to the community while recognizing the realities of a very tough economic environment.

Budget Approach for 2009-10 and Beyond

In October of 2008, staff presented a Budget Work Session to Council on the worsening financial picture for General Fund revenues. Further, staff noted that attempting to balance the General Fund budget in one year would require unacceptable reductions in City services. As an alternative, staff recommended bringing the General Fund budget into balance over a **three year period**. That is, the City would use reserves to balance declining deficits in the General Fund over a period of three fiscal years. Also, at that time staff thought expenditure reduction targets of 5%, 7% and 10% would be sufficient; this did not prove to be the case.

As the year progressed, staff quickly realized that greater cuts (5% and 15% as noted earlier) would have to be made to adhere to a reasonable three year "work out" plan. Staff now estimates that the City's General Fund will end the fiscal year (2008-09) with reserves available for future years of approximately \$6.2 million. Of that amount, \$2.9 million is being recommended to balance 2009-10. This will leave the reserve level at



approximately **\$3.3 million** for fiscal years 2010-11 and 2011-12. While much can happen before those budgets are addressed, it is clear that the City continues to face significant financial challenges.

In addition to the steeper cuts in departmental expenditures, staff also recommended additional one-time allocations of resources to the General Fund for 2009-10. Specifically, staff, at Council's Budget Work Session of March 23, 2009, noted that the City's Self Insurance Fund has sufficient fund balance to support a one-time transfer to the General Fund. Accordingly, the adopted budget includes a transfer of \$1.4 million from the Self Insurance Fund to the General Fund.

Other City funds such as the RDA and various grant and special revenue funds do not face the same challenges as the General Fund. For example, they do not provide general City services such as public safety, library, recreation and public works. The revenue of these funds is usually restricted and is only committed when it is available. However, two funds that continue to require additional support are the Gas Tax Fund and the Storm Water Fund.

Economic Overview

As we look forward to 2009-10 it is, unfortunately, impossible to avoid the impacts of the general financial meltdown, collapse of the stock market and "frozen" credit markets. Home sales, home prices, retail sales and employment are all being negatively impacted by the now global recession.

At the national level, unemployment climbed to a twenty-five year high of 9.4%. The Consumer Price Index (CPI) for 2008 was over 3% and retail sales for the first quarter of 2009 (January, February, March) were down almost 9% compared to the same quarter last year. Recent economic data shows some glimmers of hope in national retail sales and consumer confidence showed an uptick in April of this year.

In January of this year, the Association of Bay Area Governments (ABAG) presented its annual Bay Area Economic Outlook 2009-10. This report presents the forecasts of state and regional economists for the upcoming year. The forecast anticipates that the region's economy will mirror the struggle that is facing the nation as a whole. Further, the forecast anticipates 2009 to be characterized by no growth with a recovery possible some time in 2010. In today's environment, that is good news and we certainly hope that will be the case.

General Fund Budget

The City's General Fund represents approximately 72% of the City's total operating budget and as previously mentioned provides many important services to the residents of San Leandro.



A summary of the FY 2009-10 General Fund budget follows:

**City of San Leandro
General Fund Summary
(\$ in millions)**

Operating:	
Revenue	\$ 72.6
Expenditures	(76.6)
Net Operating Revenue/(Expenditure)	<u>(4.0)</u>
Transfers In (Out), Net (Note)	<u>1.1</u>
Net Revenue/(Expenditures)	(2.9)
Beginning Fund Balance*	<u>6.2</u>
Ending Fund Balance*	<u><u>\$ 3.3</u></u>

*Council Designated Reserves
less minimum reserve of \$5M

Note: Transfers In (Out), Net consists of Transfers In: Self Insurance Fund of \$1.4 million, Loan repayments of \$1.3 million and Transfers (Out): CIP of \$550,000 and Gas Tax of \$1.0 million, for a **net Transfer In of \$1.1 million**.

As reflected in the schedule above, the City is facing a revenue shortfall for 2009-10. Ongoing revenues of \$72.6 million are unable to meet ongoing expenses and obligations of \$76.6 million resulting in a net operating shortfall of \$4 million.

In order to meet the targeted short fall for 2009-10 the City Council approved a transfer from the Self Insurance Fund of \$1.4 million on a one-time basis. Transfers Out includes approximately \$1M for the Gas Tax Fund and \$550,000 for capital projects and equipment acquisition. Net Transfers In total \$1.1 million.

Typically, governmental revenues fluctuate. Sales tax revenue is particularly sensitive to the ups and downs of the economy. On the other hand, the demand for governmental services is fairly consistent. For example, public safety services are required whether the economy is up or down. To address the uneven flow of revenues, Council has established a reserve policy. This policy essentially builds reserves during the “good years” that are then available as a budget resource during an economic downturn. The previous schedule shows that the adopted budget is balanced by the use of such reserves, or fund balance. The General Fund will use \$2.9 million of



reserves and end the year 2009-10 leaving a Council designated fund balance of approximately \$3.3 million for future years.

General Fund Revenues and Expenditures

The following section provides additional information with respect to General Fund revenues and expenditures.

Operating Revenues:

**General Fund Revenues
(\$ in 000's)**

	Estimated Proposed		Change
	2008-09	2009-10	
Revenues:			
Sales Tax	\$ 19,300	\$ 20,100	\$ 800
Property Tax	16,800	17,255	\$ 455
Utility Users Tax	10,300	10,500	\$ 200
Other Taxes	7,512	7,556	\$ 44
Licenses & Permits	7,035	7,123	\$ 88
Interdepartmental	1,858	2,273	\$ 415
Intergovernmental	1,241	1,246	\$ 5
Service Charges/Other	5,634	5,073	\$ (561)
Use of Money and Property	1,751	1,487	\$ (264)
Total Operating Revenue	\$ 71,431	\$ 72,613	\$ 1,182

As can be seen in the schedule above, revenues are projected to increase by approximately \$1.2 million, or only 1.7%, over **estimated actual revenues for 2008-09**. Some of the major changes are as follows:

- Sales tax is showing some growth. The 2008-09 projection reflects retail sales through February 2009. For 2009-10 staff sees some rebound from these historic lows.
- Property tax revenue is expected to grow by about two to three percent. Appeals for lowered assessed values based on home price declines and lower sales prices may impact this revenue in the future and will need to be monitored.
- Utility Users Tax (UUT) revenue may see some improvement in this category due to the expanded tax base under the City’s new UUT ordinance that was passed by voters in November 2008.



- Use of Money and Property revenue reflects continuing declines in the interest rate that the City can earn on approved investments.

Operating Expenditures:

**General Fund Expenditures
(\$in 000's)**

	Budget 2008-09	Proposed 2009-10	Change
Expenditures:			
Salaries and benefits	\$ 42,415	\$ 39,835	\$ (2,580)
Services and Supplies	8,093	7,164	(929)
Fire Services	17,029	17,400	371
Capital Outlay	286	328	42
Debt Service	2,977	2,974	(3)
Internal Service Fund Charges	9,511	8,337	(1,174)
Other	518	518	-
	\$ 80,829	\$ 76,556	\$ (4,273)

As indicated by this schedule, expenditures are projected to decrease by approximately \$4.3 million or 5.3% from last year’s adopted budget. The single largest reduction is in salaries and benefits and recognizes staff reductions made across all departments. Also, Internal Service Fund budgets were carefully reviewed for 2009-10 and savings were realized over 2008-09.

As noted earlier, significant reductions have been made to all City departments in the General Fund. Contained in the discussion section for each department, in the following adopted budget, is a detailed review of all changes. I will not repeat that information here. However, I believe it is important to note that this year’s budget process early on tackled the economic slowdown and made significant progress to bring expenditures into line with available revenues.

All Funds Summary

The following section provides an overview of major initiatives and projects for other City funds such as the RDA, and the City’s CIP.

- Capital Improvement Fund expenditures in FY 2009-10 include street reconstruction projects totaling \$1.9 million (funded from the Measure B Fund, \$ 1,075,000; the Developer Fees for Street Improvements (DFSI) Fund, \$156,000; the Traffic



Congestion Relief Fund, \$571,000; and the Proposition IB Fund, \$70,000). Other projects totaling \$4.7 million include \$2.9 million for Phase II of the Bart Area Station and Streetscape Improvement project, funded through a loan from the Department of Housing and Community Development (HCD). The General Fund will contribute \$550,000 for Capital Improvements, including annual Maintenance Projects for facilities, Miscellaneous Engineering Studies and Emergency Operation Equipment and Supplies. Other projects are funded through Grants, Park Development Fees, CDBG and Water Pollution Control Plant funds. Detailed Project descriptions and funding information is listed in the "Capital Improvements" section of the budget.

- **Debt Service Funds:** The City's total debt service expenditures are \$9.8 million for the 2009-10 budget, an increase of \$2 million primarily due to an agreement with the Redevelopment Agency and the San Leandro Unified School District to contribute \$327k in 2009-10 for the Ninth Grade Campus/Gymnasium project and the new Joint Project Area Tax Allocation Bond principle and interest payment.
- **Enterprise Funds:** The Shoreline Operations Fund, Water Pollution Control Fund, Storm Water Fund and Environmental Services Fund make up the City's family of Enterprise Funds. Enterprise Fund operating expenditures are estimated to be \$12.6 million, an overall decrease of \$1.7 million primarily due to the decrease in Capital Improvement Projects from 2008-09.
- **Internal Service Funds:** The Building Maintenance Funds, Information Services Fund, Self Insurance Fund and Equipment Repair and Replacement Fund are break-even operations that charge out the cost of their services to the departments they serve. Charge-out rates have been established at levels that cover the costs of these services. Internal Service Funds Expenditures, however, have been reduced as 70% of these costs are passed on to the General Fund.
- **The Redevelopment Agency,** for which the City Council serves as the governing body, administers three redevelopment areas: the Plaza Project Area, the Joint Project Area and the West San Leandro/MacArthur Boulevard Project Area. In FY 2009-10, the Agency will continue construction of the Senior Community Center, fund the construction of a new Downtown San Leandro LEED certified parking garage (including the provision of temporary replacement parking at the newly acquired former Albertsons site), continue its efforts to market Downtown San Leandro and improve the facades of commercial buildings in all project areas. Additionally, Agency staff will work with the East Bay Green Corridor initiative and the newly created San Leandro Industrial Council to support and promote the City as a vital, healthy and environmentally friendly city in which to live, work and play. Redevelopment Housing Set-aside will mainly fund BRIDGE Housing's The Alameda Affordable Housing project approved in FY 2008-09.

City Work Force, Personnel, and Overtime

The City work force will decrease from approximately 502 full-time equivalent employees (FTE's) to 453 FTE's, a net decrease of some 49 FTE's or 10%. As noted



earlier, budget reductions are discussed in greater detail in the following departmental level budget material.

Clearly, a reduction of 10% in staffing levels is significant. All City departments will be struggling next year to meet their goals, objectives and service level commitments. None the less, as a City we are in the service delivery business and those services are delivered by dedicated City employees. It is not possible to make rational and significant cost reductions without reducing funded positions. Consequently, the challenge will be to utilize our reduced workforce in the most efficient and effective manner possible.

The adopted budget also includes \$1.64 million for overtime, which is almost the same as the prior fiscal year. Approximately 88% of budgeted overtime expenditures are necessary to support Police department activities, such as court appearances, unexpected events and holiday pay.

BUDGET ISSUES AND UPDATES

The economy is always a factor for the City's budget. For more years than not, it has been a challenge. Whether it was declining revenues or the State finding inventive ways to raid City resources, it has been a struggle. For 2009-10 the distinguishing characteristic has been the continuation of the severe economic decline which began in 2007.

This adopted budget is both responsive and responsible. However, in terms of revenues, it represents staff's best estimates at a particular point in time. I would be less than candid if I did not advise Council that continued weakness of both sales tax revenue and property tax revenue are an ongoing concern. Consequently, staff will be monitoring all revenues carefully for the first quarter of 2009-10. It may be necessary for staff to return early in 2009-10 to seek additional budget adjustments if the economy continues to worsen. While it is not my desire to continually interrupt the year with budget actions, I cannot see any better course, given the economic environment.

Fortunately, the City has been fiscally prudent and has built sufficient reserves to provide the City Council with options. As this budget has come forward, the Council Finance Committee and the Council have been clear that using reserves is appropriate to a certain degree. However, Council has also been clear that the budget must be brought in line with ongoing revenues. Through such measures as a hiring freeze and offering employees an early retirement option (Golden Handshake), the City continues to generate cost savings.

In addition to reducing costs, Council has also taken steps to pursue revenue generating measures. Clearly, a combination of cost cutting measures and new revenues could move the City toward a long-term balanced budget. With this in mind, Council has directed staff to explore such measures as benefit assessment districts to



fund lighting and landscape services, library services and park maintenance needs. Staff will be returning to Council to report on these efforts in early 2009-10.

Federal Stimulus Funds

Federal Stimulus funds will clearly be important to San Leandro. Early on both staff and Council have carefully followed stimulus funding as implementation has unfolded. In addition, I asked the Assistant City Manager to head up a group of employees from various departments to track and apply for Federal Stimulus Funds. I am happy to report that San Leandro has applications in for limited operating grants (sworn police officer positions) and several capital improvement projects.

At this point, no stimulus funding is incorporated in the fiscal year 2009-10 Adopted Budget. The award and timing of stimulus funds is too uncertain to try to incorporate in the budget. Rather, as funds become available staff will return to Council to report on the progress and obtain expenditure authority.

CLOSING REMARKS

The FY 2009-10 Budget maintains a high level of quality services to the San Leandro community and a continued commitment to program excellence. In closing, I want to acknowledge and thank all of the individuals who assisted in developing and producing this document and in particular Finance Director, Perry Carter and the Finance Department, as well as Assistant City Manager, Jacqui Diaz.

Finally, I would like to recognize the leadership and commitment of the City Council and the Council Finance Committee during this year's budget process. Many difficult choices had to be made to respond to the worsening economic crisis that faces the City. This budget, I believe, strikes the best balance of competing needs and limited resources.

The staff and I look forward to working with the City Council in our continued development and implementation of successful strategies that will resolve the City's remaining long-term budget issues and unmet needs.

Respectfully submitted,



Stephen L. Hollister
City Manager



NOTES:



The Budget is the City's fundamental financial planning document. It describes how resources are allocated to implement City Council policy. In addition, the Budget serves as the annual financial plan, an operations guide and a communications tool.

The Budget Guide provides an overview of the elements of the budget document, including a description of the structure of the City's finances and the annual budget process.

ELEMENTS OF THE BUDGET DOCUMENT

This Budget includes the following key elements.

1. **Budget Message** - The City Manager's Budget Message summarizes the City's current and future revenue and expenditure position, outlines methods for maintaining quality municipal services, highlights key policy issues addressed in the budget and recommends strategies for ensuring future financial stability.
2. **Community Profile** - This section provides a location, demographic and economic sketch of the San Leandro community.
3. **Financial and Personnel Summaries** - This section provides financial information on projected revenues, expenditures, fund balances, reserves and personnel.
4. **Departmental Operating Budgets** - This section details historical and adopted expenditures by operating department. Each department budget includes a summary narrative, accomplishments, goals, program changes, fiscal reductions and financial information regarding the department.

Departmental expenditures are divided into six categories.

- Salaries/Benefits represent full-time and part-time salary costs, overtime, medical, PERS and social security taxes.
- Services represents legal, consulting and other professional services; contract repair and maintenance; utility charges; training and memberships; equipment rentals; insurance and employment services.
- Supplies represent items purchased for repair and maintenance, operational activities such as books, uniforms, recreation supplies and office supplies.
- Capital Outlay represents expenditures for tangible fixed assets including land, buildings, furniture, equipment and City vehicles.



-
- Debt Service represents principal and interest payments on outstanding debt.
 - Other represents special charges to allocate overhead, including the cost of administration, human resources, accounting services, fleet management, computer, telephone, cable television and telecommunications, building repairs and maintenance, and liability, workers compensation and unemployment insurance. This category also encompasses transfers to funds in need of additional revenue.
5. **Non-Departmental Operating Budgets** - This section details historical and adopted expenditures for functions that are Citywide in nature. These include such activities as Community Benefit, Organizational Services and Insurance.
6. **Capital Improvements** - This section details the adopted capital projects that cover the acquisition, construction or rehabilitation of major capital facilities. The Capital Improvement Program, which is the major element of the Capital Improvement budget, includes projects that have been reviewed and prioritized through the City's formal process. Projects recommended for funding have been selected based on City Council approved criteria.
7. **Other Agencies** - Any reference to "City" in this document includes all Agencies for which the City Council serves as the governing board. The Other Agencies section of this document details the budgets for the following City Agencies:
- Redevelopment Agency
 - Business Improvement District
 - San Leandro Parking Authority
 - San Leandro Public Financing Authority

STRUCTURE OF THE CITY'S FINANCES

The City's finances are organized into a variety of funds, which are the basic accounting and reporting entities in governmental accounting. The funds that comprise this year's budget are grouped into two major categories - Governmental Funds and Proprietary Funds. The purposes of each of the various funds within these two categories are described beginning on page 2.3.



1. Governmental Funds

Governmental Funds include the General Fund, Special Revenue Funds, Capital Projects Fund and the Debt Service Fund.

- The General Fund is the primary operating fund for governmental services, funding traditional tax-supported activities such as police, fire, library, recreation and park maintenance.
- Special Revenue Funds are the Street/Traffic Improvement Fund, Park Development Fee Fund, Parking Fund, Gas Tax Fund, Measure B/ACTIA Transportation Fund, Traffic Congestion Relief Fund, Heron Bay Fund, Cherrywood Community Maintenance District Fund, Special Grants Fund, Community Development Block Grant Fund, Housing Rehabilitation Fund, Housing In-Lieu Fund and Business Improvement District Fund. The use of any Special Revenue Fund resource is legally restricted to specific purposes.
- Capital Project Funds include the General Capital Improvement Projects Fund and the Redevelopment Agency Funds, including the Housing Fund.
- Debt Service Funds include the San Leandro Public Financing Authority, Cherrywood Assessment District Fund and the Special Assessment District Fund. These funds account for the payment of interest and principal on the long-term debt of the City.

2. Proprietary Funds

Proprietary Funds account for the total cost of the governmental service and are operated in a manner similar to private enterprise. These funds include both Enterprise Funds and Internal Service Funds.

- Enterprise Funds include the Water Pollution Control Plant Fund, Shoreline Operations Fund, Environmental Services Fund and Storm Water Utility Fund. These funds are used to account for operations that are financed and operated as a business, with user fees covering expenditures.
- Internal Service Funds include the Building Maintenance Fund, Information Services Fund, Self-Insurance Fund and Equipment Repair and Replacement Fund. Internal Service Funds are similar to Enterprise Funds except that fees are charged to other City departments to cover the costs of services provided by the Internal Service Fund activity.



Annual budgets are adopted on a basis consistent with generally accepted accounting principles. Capital improvement budgets can span several fiscal years and are used for the entire project amount until the project's completion.

BUDGETARY BASIS

Budget Projections for revenues and expenditures are prepared on a modified-accrual basis. A modified-accrual basis of accounting means that transactions are recognized at the point when they become measurable and available. "Measurable" means the amount of the transaction can be reasonably determined. "Available" means collectible within the current fiscal year or soon enough thereafter to pay for expenditures incurred during the fiscal year.

THE ANNUAL BUDGET PROCESS

The City's annual budget is prepared on a July 1 to June 30 fiscal year basis. The budget process is ongoing and includes the phases of development, proposal, adoption and monitoring. For 2009-10 an accelerated budget process was followed to respond to the continuing economic recession. The process below describes the City's annual budget process.

The budget process begins in December when the Departments are asked to submit capital projects, software applications and information systems, minor building enhancements and repairs, and vehicle requests. The City Manager's Office works with the Finance Department to prepare the budget instructions and guidelines that are presented to City staff at the Budget Kickoff Meeting in January. In February or March, the Mayor presents the State of the City Address which outlines the status of programs and pending issues that may impact the second half of the current budget year and highlights pending issues for consideration in the upcoming fiscal year.

In January/February, City department staff prepare the budgets for which they are responsible. Finance Department staff meet directly with each department to review the budget detail. Changes in personnel and operational requests are reviewed with the City Manager's Office. The City Manager reviews all departmental proposals and makes any necessary final adjustments before presenting the City Manager's Proposed Budget to the City Council in May as required in the City Charter.

The City Council Finance Committee may meet monthly throughout the year to review quarterly reports which include the status of revenues, expenditures and investments. The Finance Committee holds special meetings in February, March and April to provide an opportunity for the Finance Committee, staff and citizens to identify and discuss alternatives for resolving budget issues.



During the months of May and June, the Council considers the budget proposals at a series of City Council Work Sessions and meetings. The Council hears from boards, commissions and community groups regarding budget requests and recommendations. Prior to June 30, the City Council holds a public hearing on the budget and then adopts the final budget by resolution. The adopted budget takes effect on July 1, the first day of the new fiscal year.

After the budget is adopted, the City enters the budget-monitoring phase. Throughout the year, expenditures are monitored by department financial managers to ensure that funds are used in an approved manner. Necessary budget adjustments are made by City Council resolution. In addition, all City departments complete a thorough mid-year budget review. The cycle is completed with the City's Comprehensive Annual Financial Report (CAFR), which summarizes the programs, expenditures and accomplishments of the previous fiscal year.

DEFINITION OF FUNDS

GENERAL FUND

This fund is used to account for all financial resources of the City except for those that are legally required to be accounted for in other funds.

SPECIAL REVENUE FUNDS

- **Developer Fees for Street/Traffic Improvements Fund (DFSI)** - This fund is used to account for development fee assessments levied to provide partial funding of street and traffic improvement associated with commercial and residential growth.
- **Park Development Fees Fund** - This fund is used to account for development fee assessments levied to provide for the acquisition and/or creation of new parks and park facilities that result from residential growth.
- **Parking Fund** - This fund is used to account for revenues from parking meter and parking lot operations and for the maintenance costs for the Downtown Parking Structure and various other public parking locations.
- **Gas Tax Fund** - This fund is used to account for subventions received from state gas tax allocations. State subventions are restricted to uses related to local streets and highways, construction and improvements, and maintenance and repairs.



- **Measure B/ACTIA Transportation Fund** - This fund is used to account for revenues from the allocation of the one-half percent transportation sales tax levied in Alameda County. Measure B/ACTIA Transportation funding is restricted for uses related to street and highway maintenance and improvements.
- **Traffic Congestion Relief Fund** – This fund is a special state allocation, which was the budget trailer bill for the State transportation finance package distributing funds over a six-year period. Funds are to be used for street and highway maintenance, rehabilitation, preservation and reconstruction.
- **Heron Bay Fund** - This fund is used to account for the special assessment funding for the ongoing maintenance of public facilities at the Heron Bay Development.
- **Cherrywood Community Maintenance District Fund** – This fund is used to account for the special assessment funding for the on-going maintenance of public facilities at the Cherrywood development.
- **Proposition 1B** - This fund accounts for Proposition 1B funds for safety improvements and repairs to local streets and roads.
- **Special Grants Fund** - This fund is used to account for various grants from Alameda County, the State of California and the Federal Government to be expended for a specific purpose, activity, or facility.
- **Community Development Block Grant Fund** - The Community Development Block Grant (CDBG) Fund is used to account for federally funded grants from the Department of Housing and Urban Development to provide for community development and housing renovation programs.
- **HOME Fund** - This fund is used to account for federally funded grants from the Department of Housing and Urban Development to provide for community housing renovation programs.
- **Housing In-Lieu Fund** – This fund accounts for Housing In-Lieu assessments levied to provide for partial funding of low/moderate housing projects.
- **Business Improvement District** – This fund accounts for service fees charged to business owners to provide a shuttle service from BART to the west San Leandro businesses.



CAPITAL PROJECT FUNDS

- **Capital Improvement Fund** – This fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by the Proprietary Funds and Special Revenue.
- **Cherrywood Community Facilities District Fund** – This fund is used to account for certain infrastructure construction of the Cherrywood development.
- **San Leandro Hillside Geological Hazardous Abatement District Fund** – This fund is used to account for the finances of the collaborative between the City of San Leandro and the Geological Hazardous Abatement District (GHAD).

DEBT SERVICE FUNDS

- **Public Financing Authority Fund** - This fund is used to account for the debt service incurred to complete the seismic retrofit of the Civic Center Complex, Public Safety Building, five Fire Stations, Main Library and Public Works buildings.
- **Special Assessment District Debt Fund** - This fund is used to account for funds associated with providing debt issue financing for special assessments in the community.
- **Redevelopment Agency Debt Service Fund** – This fund is used to account for annual debt payments on the 2001 Certificates of Participation, the 2003 Tax Allocation Bonds and 2008 Tax Allocation Bonds.
- **Cherrywood Debt Service Fund** – This fund is used to account for funds associated with providing debt issue financing for special assessments associated with the Cherrywood development.

ENTERPRISE FUNDS

- **Water Pollution Control Plant Enterprise Fund** - This fund is used to account for the operation, maintenance and replacement of the City's Water Pollution Control Plant, lift stations and the sanitary sewer system. The plant operates on a fully self-supported basis following City Council policy. It also follows operational guidelines dictated by state and federal regulations.
- **Environmental Services Fund** - This fund is used to account for the regulatory activities associated with hazardous materials, recycling (AB 939), storm water runoff and industrial wastewater.



- **Shoreline Enterprise Fund** - This fund is used to account for the operation and maintenance of the marina, including its berthing and recreational areas and related improvements, the golf course complex and the Heron Bay marshland. Funding includes user fees; lease payments from the golf course, restaurants and hotel; and transient occupancy taxes from the hotel.
- **Storm Water Utility Fund** - This fund is used to account for all activities related to street cleaning and storm water runoff. State and federal mandates require cities and storm water agencies to reduce pollutants in storm water runoff.

INTERNAL SERVICE FUNDS

- **Building Maintenance Fund** - This fund is used to account for the cost of operating and providing maintenance and repair and minor modifications to the various City buildings.
- **Information Services Fund** - This fund is used to account for automated information processing activities, including maintenance, enhancements and the acquisition of new computers, telephone, cable television, telecommunication systems, GIS and Central Services.
- **Self-Insurance Fund** - This fund is used to account for insurance costs and related charge-backs to various departments. Coverage includes protection against claims and losses for public liability, workers' compensation, unemployment insurance and City property.
- **Equipment Repair & Replacement Fund** - This fund is used to account for the cost of operations, maintenance and depreciation for the City's automotive and equipment fleet.

OTHER FUNDS

- **Redevelopment Agency Plaza Area Fund** - This fund is used to account for property tax increment in the planning and implementation of redevelopment activities in the Plaza Project Area.
- **Redevelopment Agency Joint Project Area Fund** - This fund is used to account for property tax increment income for neighborhood and commercial improvement assistance programs in the Joint Project Area.



-
- **Redevelopment Agency West San Leandro/MacArthur Boulevard Project Area** - This fund is used to account for property tax increment income, expenditures implementing the project area and neighborhood and commercial improvement assistance programs in the West San Leandro/MacArthur Boulevard Project Area.
 - **Redevelopment Agency Low/Moderate Housing Assistance Fund** - This fund is used to account for the 20% tax increment set a-side revenues for lower income housing and neighborhood improvement assistance programs in all project areas.
 - **Redevelopment Agency Debt Service Fund** - This fund is used to account for repayment to the City for interest on advances and debt service on the tax allocation bonds and certificates of participation.



NOTES:



SAN LEANDRO, CALIFORNIA

San Leandro offers residents the quiet charm and character of a community that has existed for over 137 years. A well-established community that has continued to grow since incorporation on March 21, 1872, San Leandro is proud of the many people and cultures that have contributed to its growth and development. From the early days of the Native Americans, Spanish explorers, Portuguese immigrants and many other ethnic groups, San Leandro has evolved into a community that reflects the spirit and character of many cultures. While now encompassing a diverse population of approximately 82,500, San Leandro still has a small town atmosphere.

San Leandro's economy has changed since the early years when its principal industry was agriculture. While producing such diverse crops as potatoes, onions, tomatoes, sugar beets and asparagus, San Leandro's crowning glory were the beautiful cherry orchards. Early on, the city experienced rapid growth thereby making San Leandro an attractive place for businesses. The first businesses included a foundry, machine shop, wood shop, plow factory and paint shop. San Leandro later became home to large companies and industry.

San Leandro now enjoys a diverse economic base including everything from neighborhood coffeehouses and fine restaurants, large food processing centers and regional shopping opportunities, to cutting-edge technology. While the economic base has changed, San Leandro continues to welcome new businesses and provides opportunity for growth and expansion for existing businesses.

From the beginning, San Leandro's community members worked together to make San Leandro a wonderful place to live and work. The charm of San Leandro is found in quality homes, established neighborhoods, good schools, green parks and most importantly its committed residents. The city occupies 15 square miles between the cities of Hayward and Oakland, and is bordered on the west by the San Francisco Bay and on the east by the East Bay foothills. The Bay Area is one of the country's most rapidly growing business, cultural and residential centers — San Leandro continues to play an important role in that growth and prosperity.

NEIGHBORHOODS, HOUSING, AND EMPLOYMENT

San Leandro is known for its unique "town" atmosphere and strong sense of community pride. Members of the community and City government continue to work together to enhance the feeling of community, celebrate collective history and support neighborhoods and businesses alike. Collaboration has been key to the success in keeping neighborhoods clean, safe and beautiful. Neighborhoods offer mature street trees and well-manicured gardens, a variety of architectural styles, special events and clusters of neighborhood-serving shops.



San Leandro has long been known for its distinctive residential areas. In recent years, the construction of new attached and detached single-family homes and townhouses have complemented the older neighborhoods, resulting in a variety of housing opportunities. San Leandro offers some of the best housing values in the Bay Area. Median home prices are more affordable in San Leandro than many comparable homes in communities on the Bay.

Along with great housing, San Leandro is home to approximately 45,000 jobs — from retail and service to wholesale and manufacturing. The City has been successful in attracting new businesses and industries to San Leandro and remains committed to business retention as well as job creation.

TRANSPORTATION

San Leandro's central location provides easy access to Highways 580 and 880, which are at the heart of the Bay Area's extensive highway system. These freeways extend to the nearby cities of Oakland, San Francisco, Sacramento and San Jose, as well as the Central Valley. Alameda-Contra Costa (A.C.) Transit provides regional bus service connecting residents and businesses to communities throughout the East Bay and San Francisco. Two Bay Area Rapid Transit (BART) stations in the city connect San Leandro with San Francisco and cities in four county areas. San Leandro LINKS is a shuttle bus program for transporting employees in west San Leandro to and from the Downtown BART station. Three nearby international airports link San Leandro residents and businesses with every destination in the world. Oakland International Airport is just minutes away. The Port of Oakland, one of the West Coast's largest containerized cargo shipping facilities, is just 10 miles north of San Leandro. The Port's deep-water container terminal is the fourth largest and busiest in the nation, one of the top 40 container ports globally and is served by over 35 shipping lines. San Leandro's prime location in the Bay Area benefits both the residents and the business community.

CITY GOVERNMENT

The City of San Leandro operates under a Mayor/Council-Manager form of government. The City Council is comprised of members nominated from each of six districts and elected at-large. The Mayor is also nominated and elected at-large. The City Council has the responsibility for policy development for the City. To assist in the decision-making process, the Council works closely with nine advisory boards and commissions whose volunteer members are residents of the community. These include the Board of Zoning Adjustments, Human Services Commission, Library-Historical Commission, Personnel Relations Board, Planning Commission, Recreation and Parks Commission, Rent Review Board, Senior Commission and Youth Advisory Commission. The Council also works closely with the Chamber of Commerce, various business associations, school districts, special districts, nonprofit organizations, service clubs and a network of



homeowners associations that represent the interests of specific areas within the community.

SCHOOLS

The City of San Leandro is served by two school districts. The San Leandro Unified School District is composed of 12 public schools consisting of eight elementary schools, two middle schools, one continuation high school and one comprehensive high school. The San Lorenzo Unified School District also serves a portion of San Leandro students at two elementary schools, one middle school and one high school. Attuned to the varied needs of today's students, the school boards have developed a broad and comprehensive core curriculum from kindergarten to 12th grade. The schools feature state-of-the-art technology and computer labs, subjects as diverse as ocean studies, advanced science and math programs, award-winning language arts programs and outstanding programs sponsored by the Lawrence Hall of Science, University of California. In addition, the schools also offer school-to-work and mentor academy programs. San Leandro also has a number of parochial schools located within the city and in adjacent communities. Higher education opportunities are available nearby at some of the nation's best educational institutions. These include the University of California at Berkeley, Stanford University in Palo Alto, California State University East Bay and Chabot Community College in Hayward.

RECREATION AND LEISURE

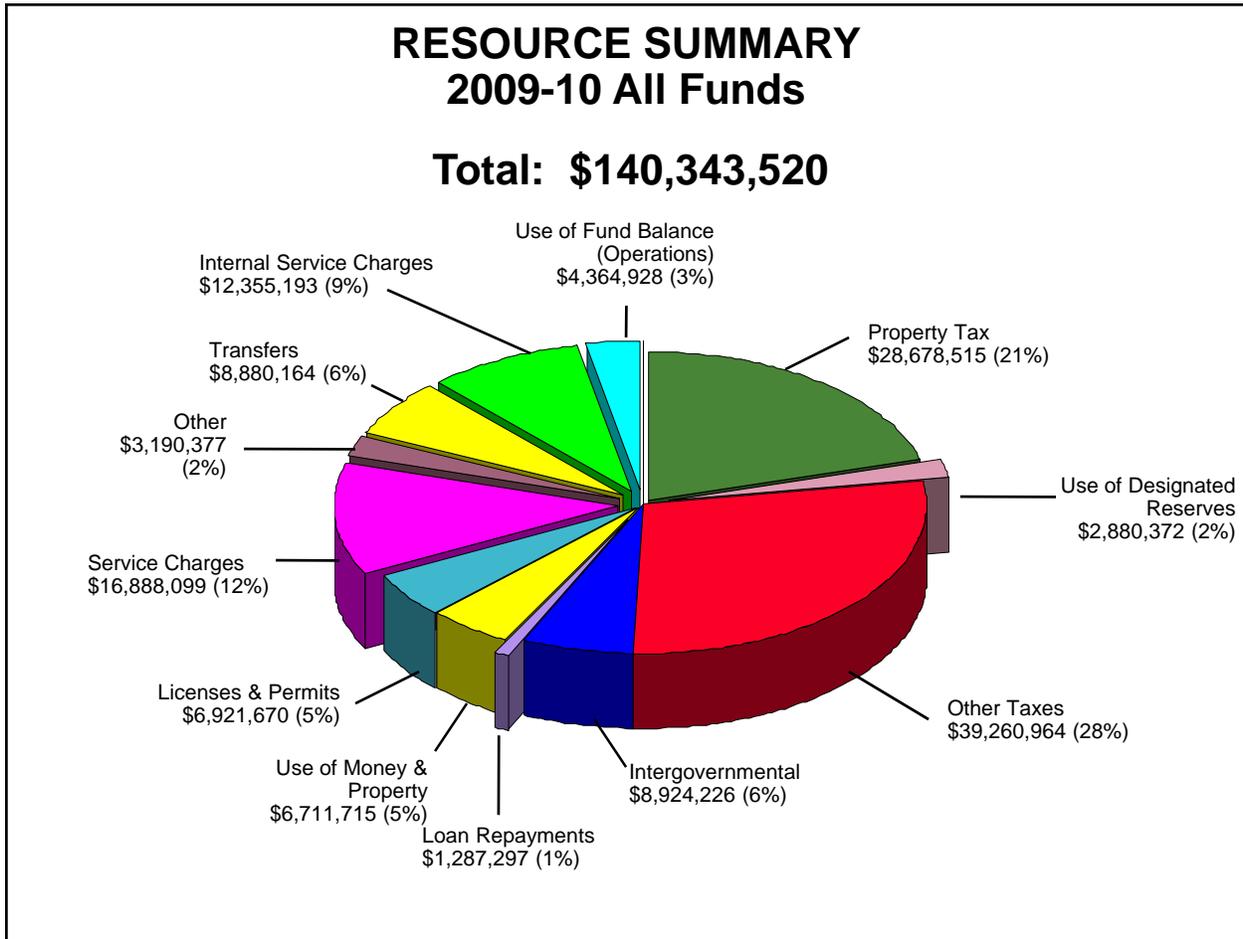
The San Leandro community offers a variety of opportunities for recreation and leisure. The Main Library is located in the downtown area and includes a senior meeting facility, lecture hall and meeting rooms. The Main Library is the hub for many community recreational activities, including leisure classes for all ages, special events and programs such as the Trivia Bee and Project Literacy. The community is also served by three neighborhood branch libraries. The community enjoys a variety of celebrations such as a Holiday Tree Lighting event, the Miracle on East 14th Street festival, seasonal farmers' markets, a variety of multicultural celebrations and the Annual Cherry Festival - June 2009 marks the 100th Anniversary! A new senior center is being built and is creatively being designed to serve as an emergency operations center in the event of a large emergency within the community. The Marina Community Center, located in the western part of the City, is available to the community for celebrations, meetings and leisure classes.

The Shoreline Recreation Area offers opportunities for outdoor enthusiasts. This destination spot includes 27 holes of nationally acclaimed Bayside golf with a full-service clubhouse and an all-weather practice facility, a 131-room hotel, two restaurants overlooking the Bay, a 455-slip yacht harbor, a sheltered sailing lagoon and a marina. There is also a 20-acre park with a sand volleyball court, picnic tables with barbeques, two playgrounds, an exercise par course and the San Francisco Bay Trail for hiking and



bicycling. All of this is just 3.5 miles from the Oakland International Airport and 23 minutes from downtown San Francisco.



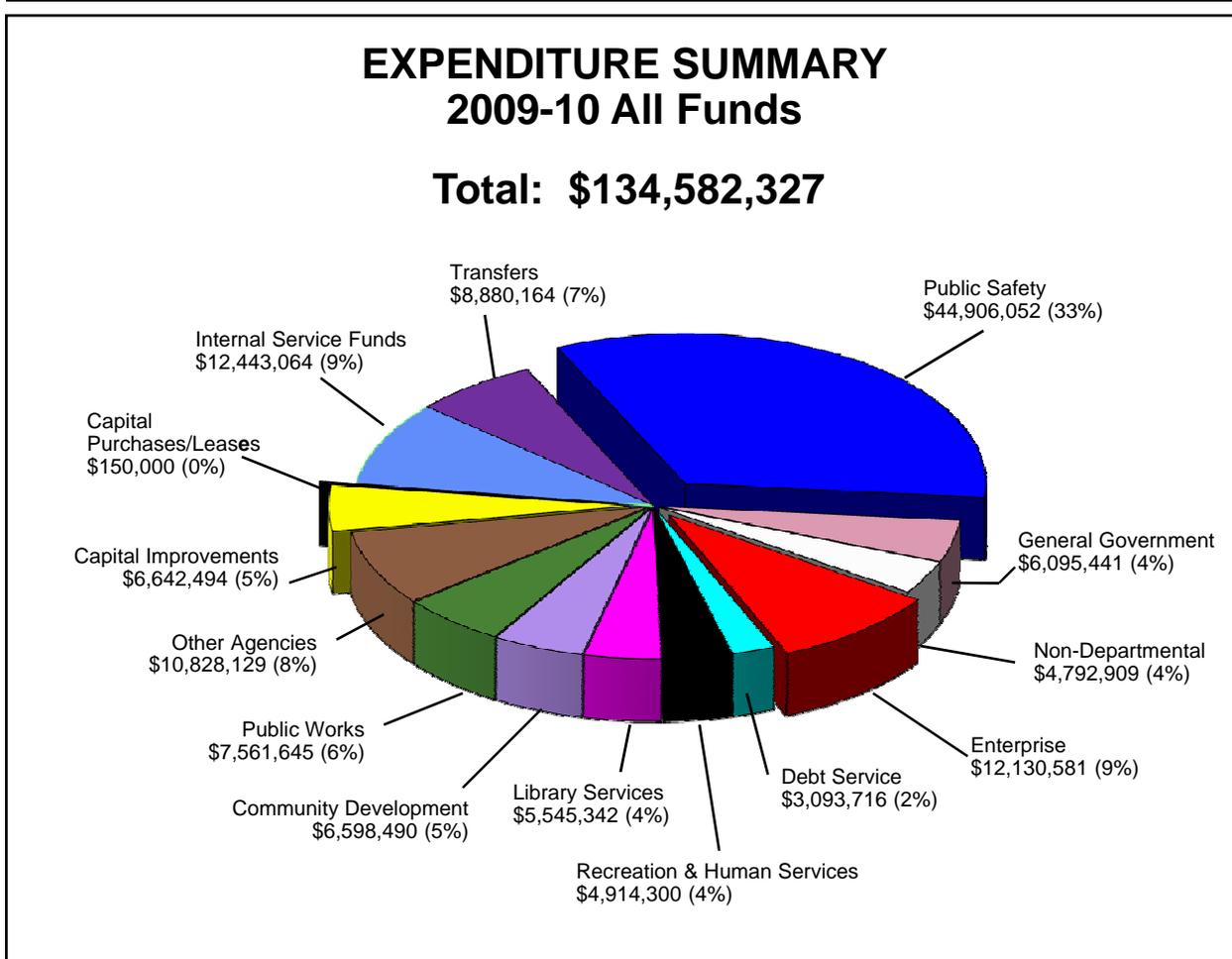


The following is a summary of overall City revenues:

	Budget 2008-09	Adopted 2009-10
Operating Revenue	\$ 160,272,536	\$ 122,930,759
Resources:		
Use of Reserves	6,506,277	7,245,300
Loan Repayments	-	1,287,297
Total Resources	<u>6,506,277</u>	<u>8,532,597</u>
Other - Transfers	6,269,844	8,880,164
Total Revenue and Resources	<u>\$ 173,048,657</u>	<u>\$ 140,343,520</u>

Note: The adopted budget 2008-09 includes \$27.7 million for sale of bonds which is essentially the major amount of the difference between the 2008-09 and 2009-10 fiscal years.



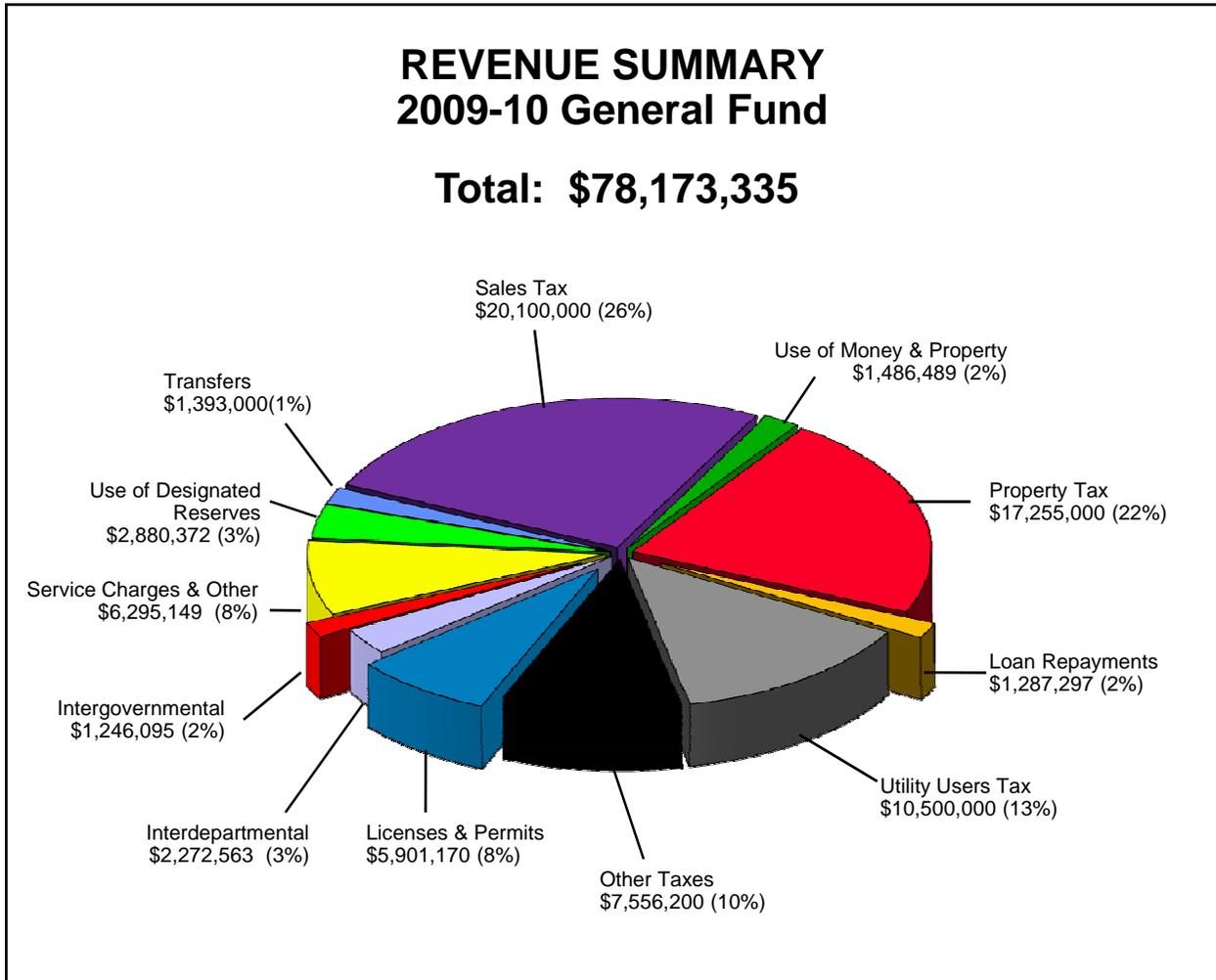


The following is a summary of overall City expenditures net of interdepartmental transactions:

	Budget 2008-09	Adopted 2009-10
Expenditures	\$ 159,003,241	\$ 124,590,699
Transfers	6,269,844	8,880,164
Loan Repayments	-	1,111,464
Total Expenditures	\$ 165,273,085	\$ 134,582,327

Note: The adopted budget 2008-09 includes \$26.0 million for sales of bonds which is essentially the main reason for the difference between the 2008-09 and 2009-10 fiscal years.

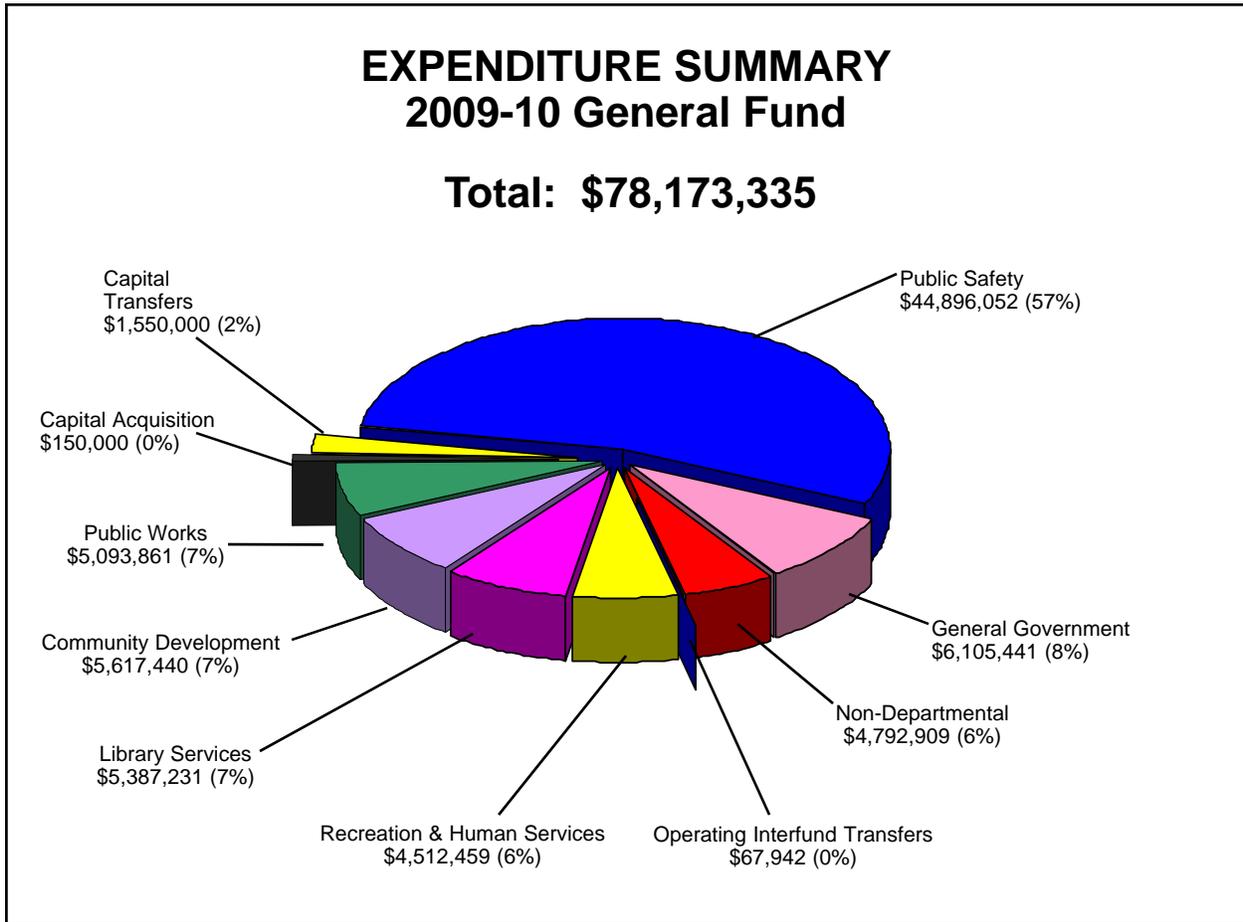




The General Fund Resource Chart depicts Operating Revenues of \$72,612,666, use of Designated Reserves of \$2,880,372, loan repayments of \$1,287,297 and a transfer from the Self Insurance Fund for \$1,393,000. Property tax, utility users tax, sales tax and business license fee revenues support over 66% of the City's General Fund Operations.

	Budget 2008-09	Adopted 2009-10
Gross Revenue	\$ 78,023,394	\$ 72,612,666
Use of Reserves	4,410,214	2,880,372
Loan Repayment	-	1,287,297
Transfers	-	1,393,000
Net Resources	\$ 82,433,608	\$ 78,173,335





The General Fund Resource Chart depicts Operating Expenditures of \$76,473,335, Fire Capital Equipment of \$150,000, and Capital Improvement program transfers of \$1,550,000.

General Fund expenditures support the basic operating activities of the City. Police and Fire operations alone require the commitment of more than one-half of all funds expended in the General Fund. Interfund Transfers include funding for capital improvement projects. Non-Departmental includes the lease payments to support the debt payment for the Civic Center, Library and Fire Station renovation.

	Budget 2008-09	Adopted 2009-10
Gross Expenditures	\$ 80,746,608	\$ 76,473,335
Capital Acquisition	150,000	150,000
Interfund Transfers (Capital)	1,537,000	1,550,000
Net Expenditures	<u>\$ 82,433,608</u>	<u>\$ 78,173,335</u>



CITY OF SAN LEANDRO

**GENERAL GOVERNMENTAL REVENUES BY SOURCE
ALL GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS**

Fiscal Year	Property & Other Taxes	Licenses & Permits	Fines & Forfeitures	Service Charges	Intergovernmental	Use of Money & Property	Other Revenue	Total
1998	39,067,732	4,731,193	236,796	1,535,867	8,416,080	3,144,391	1,758,730	58,890,789
1999	40,418,245	5,064,688	427,227	1,979,808	8,245,643	2,178,740	3,364,426	61,678,777
2000	45,252,003	4,371,541	577,535	2,024,454	10,744,418	3,227,660	5,412,473	71,640,084
2001	52,027,623	4,153,559	663,101	2,371,522	13,522,879	6,412,617	8,889,595	88,040,896
2002	52,776,067	4,434,500	583,829	2,592,721	12,745,059	5,316,722	9,972,925	88,421,827
2003	52,564,439	4,255,912	568,776	2,717,804	13,159,024	6,268,966	10,393,790	89,928,711
2004	55,045,102	3,863,441	704,309	2,883,357	14,285,821	4,789,470	5,900,349	87,471,759
2005	60,174,541	4,333,781	685,984	4,163,570	8,929,406	5,528,100	4,270,971	88,086,353
2006	64,418,048	4,612,703	837,602	5,885,823	13,635,816	6,351,559	3,901,645	99,643,196
2007	68,452,345	7,884,927	1,431,689	5,732,825	9,798,718	8,102,189	5,481,210	106,883,903
2008	66,945,559	6,461,407	1,418,732	4,965,783	10,224,260	6,841,974	5,623,631	102,481,346

**GENERAL GOVERNMENTAL EXPENDITURES BY SOURCE
ALL GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS**

Fiscal Year	General Government	Public Safety	Transportation	Recreation & Culture	Community Development	Capital Outlay	Debt Service	Total
1998	5,561,265	23,624,564	5,657,231	7,101,769	5,639,855	8,834,529	3,397,308	59,816,521
1999	6,916,545	25,784,407	6,255,962	7,690,292	8,393,758	5,565,775	1,940,891	62,547,630
2000	7,007,469	25,888,721	5,037,146	7,471,374	10,143,067	12,702,478	3,967,967	72,218,222
2001	6,597,155	29,558,849	7,301,621	10,999,267	8,826,361	11,990,048	3,851,146	79,124,447
2002	9,333,410	31,717,922	8,053,506	11,662,528	14,717,794	10,227,875	3,996,779	89,709,814
2003	10,358,506	38,039,189	13,440,168	14,272,330	11,790,168	2,701,044	5,631,542	96,232,947
2004	11,504,089	33,942,876	11,791,157	14,205,666	9,434,428	3,945,005	6,431,877	91,255,098
2005	10,480,346	37,694,476	13,805,174	13,316,923	7,460,908	3,274,784	6,322,387	92,354,988
2006	10,242,278	39,807,817	15,798,762	19,367,598	12,120,215	6,952,452	6,907,087	111,196,209
2007	10,027,035	41,571,598	12,329,183	15,968,022	9,528,638	1,781,883	6,554,450	97,760,809
2008	10,992,662	43,247,613	16,533,063	15,403,310	16,006,359	1,063,891	6,059,208	109,306,106



**City of San Leandro - 2009-10 Fiscal Year
SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE - ALL FUNDS**

Fund Type/Name	Estimated Resources Available 06/30/09	Estimated Revenue 2009-10	Estimated Expenditures 2009-10	Interfund	Net of Operations	Use of Reserves	Loan Repayments	Resources Available 07/01/10
010 General Fund	\$ -	\$ 72,612,666	\$ (76,555,393)	\$ (224,942)	\$ (4,167,669)	\$ 2,880,372	\$ 1,287,297	\$ -
Designated Reserves:								
Economic Uncertainty	3,891,710	-	-	-	-	(2,730,372)	-	1,161,338
Major Emergencies	5,000,000	-	-	-	-	-	-	5,000,000
Fire Equipment	1,000,000	-	-	-	-	(150,000)	-	850,000
CIP Reserve	1,128,290	-	-	-	-	-	-	1,128,290
Computer Purchase	225,000	-	-	-	-	-	-	225,000
General Fund:	\$ 11,245,000	\$ 72,612,666	\$ (76,555,393)	\$ (224,942)	\$ (4,167,669)	\$ -	\$ 1,287,297	\$ 8,364,628
Special Revenue Funds:								
Street/Traffic Improv (DFS)	854,259	280,144	(156,414)	-	123,730	-	-	977,989
Park Development Fees	1,109,538	317,314	(217,768)	-	99,546	-	-	1,209,084
Parking	22,417	295,724	(303,094)	-	(7,370)	-	-	15,047
Gas Tax Fund	(332,205)	1,307,500	(1,932,765)	1,000,000	374,735	-	-	42,530
Measure B	533,499	1,473,065	(1,426,402)	-	46,663	-	-	580,162
Traffic Congestion Relief	703,485	7,772	(571,485)	-	(563,713)	-	-	139,772
Heron Bay	450,955	327,495	(315,877)	-	11,618	-	-	462,573
Cherrywood Maint.	173,685	23,135	(209)	-	22,926	-	-	196,611
Proposition IB	53,691	25,522	(69,864)	-	(44,342)	-	-	9,349
Grants Fund	186,510	767,120	(861,952)	-	(94,832)	-	-	91,678
CDBG	36,683	3,574,518	(3,567,191)	-	7,327	-	-	44,010
Home Grant Housing	-	303,519	(278,082)	-	25,437	-	-	25,437
Housing In Lieu	73,117	1,017	-	-	1,017	-	-	74,134
Business Improv. Dist.	15,321	429,700	(390,000)	-	39,700	-	-	55,021
Total Special Revenue Funds	\$ 3,880,955	\$ 9,133,545	\$ (10,091,103)	\$ 1,000,000	\$ 42,442	\$ -	\$ -	\$ 3,923,397
Capital Project Funds:								
Capital Improvements	150,456	142,500	(450,000)	550,000	242,500	-	-	392,956
CFD #1 Cherrywood	514,782	9,531	-	-	9,531	-	-	524,313
SL Hillside Abatement (GHAD)	-	617	(177)	-	440	-	-	440
Total Capital Project Funds	\$ 665,238	\$ 152,648	\$ (450,177)	\$ 550,000	\$ 252,471	\$ -	\$ -	\$ 917,709
Debt Service Funds:								
Assessment District Debt	381,312	7,027	(166,610)	-	(159,583)	-	-	221,729
Cherrywood Debt	867,591	443,277	(449,187)	-	(5,910)	-	-	861,681
Public Financing Authority	1,444,538	2,489,497	(2,477,919)	-	11,578	-	-	1,456,116
Total Debt Service Funds	\$ 2,693,441	\$ 2,939,801	\$ (3,093,716)	\$ -	\$ (153,915)	\$ -	\$ -	\$ 2,539,526
Enterprise Funds:								
Water Pollution Control	9,982,986	10,966,049	(7,854,201)	(62,782)	3,049,066	-	-	13,032,052
Environmental Services	1,478,111	987,691	(1,540,465)	264,107	(288,667)	-	-	1,189,444
Shoreline Fund	487,392	2,407,139	(2,036,985)	-	370,154	-	(173,626)	683,920
Storm Water	106,187	1,052,500	(1,025,304)	(133,383)	(106,187)	-	-	-
Total Enterprise Funds:	\$ 12,054,676	\$ 15,413,379	\$ (12,456,955)	\$ 67,942	\$ 3,024,366	\$ -	\$ (173,626)	\$ 14,905,416



**City of San Leandro - 2009-10 Fiscal Year
SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE - ALL FUNDS**

Fund Type/Name	Estimated Resources Available 06/30/09	Estimated Revenue 2009-10	Estimated Expenditures 2009-10	Interfund	Net of Operations	Use of Reserves	Loan Repayments	Resources Available 07/01/10
Internal Service Funds:								
Building Maintenance	\$ 379,436	\$ 2,811,699	\$ (3,191,135)	\$ -	\$ (379,436)	\$ -	\$ -	\$ -
BLDG Maint - Facilities Reserve	400,000	-	-	-	-	-	-	400,000
Information Services	522,054	3,468,341	(3,808,984)	-	(340,643)	-	(181,411)	-
IMS - Equipment Replace Reserve	200,000	-	-	-	-	-	-	200,000
Self Insurance	4,686,000	1,992,080	(2,843,680)	(1,393,000)	(2,244,600)	-	-	2,441,400
Garage	(20,515)	2,438,369	(2,417,854)	-	20,515	-	-	-
Garage - Vehicle Replac Reserve	517,000	-	-	-	-	-	-	517,000
Total Internal Service Funds	\$ 6,683,975	\$ 10,710,489	\$ (12,261,653)	\$ (1,393,000)	\$ (2,944,164)	\$ -	\$ (181,411)	\$ 3,558,400
Agency Funds:								
RDA - Plaza Area	3,626,128	2,431,514	(626,276)	(1,612,001)	193,237	-	(152,869)	3,666,496
RDA - Joint Project/City	2,987,214	3,495,649	(961,214)	(2,664,080)	(129,645)	-	(603,558)	2,254,011
RDA-West San Leandro Project	3,072,736	3,258,294	(1,701,458)	(396,976)	1,159,860	-	-	4,232,596
RDA - Low/Mod Housing/City	1,857,441	2,770,330	(1,719,697)	-	1,050,633	-	-	2,908,074
RDA Debt	4,372,743	12,444	(4,673,057)	4,673,057	12,444	-	-	4,385,187
Total Agency Funds	\$ 15,916,262	\$ 11,968,231	\$ (9,681,702)	\$ -	\$ 2,286,529	\$ -	\$ (756,427)	\$ 17,446,364
Total All Funds	\$ 53,139,547	\$ 122,930,759	\$ (124,590,699)	\$ -	\$ (1,659,940)	\$ -	\$ 175,833	\$ 51,655,440

Revenue:

Operating Revenue	\$ 122,930,759
Transfers	8,880,164
Loan Repayments	1,287,297
Use of Reserves	2,880,372
Use of Undesignated Fund Balance	4,364,928
	<u>\$ 140,343,520</u>

Expenditures:

Operating Expenditures	\$ (124,590,699)
Transfers	(8,880,164)
Loan Repayments	<u>(1,111,464)</u>
	<u>\$ (134,582,327)</u>



PROPERTY TAX

Property Tax Revenue by Fund:	<u>2007-08 Actual</u>	<u>2008-09 Projection</u>	<u>2009-2010 Projection</u>
General Fund	\$16,363,160	\$16,799,998	\$17,255,000
Redevelopment Agency Funds	9,837,062	10,250,549	11,423,515
Total Property Tax Revenue	<u>\$26,200,222</u>	<u>\$27,050,547</u>	<u>\$28,678,515</u>

Property tax is the City’s second largest revenue generator, accounting for 24% of the City’s total revenue. Property tax is an ad valorem (value-based) tax imposed on real property and tangible personal property within the City’s jurisdiction. It includes two major elements: secured or real property (e.g., house and land on which the house was built) and unsecured or personal property (e.g., machinery). Under Proposition 13, the general property tax rate cannot exceed one percent of a property’s assessed value plus other assessments as approved by the voters.

In fiscal year 2009-10, the City projects total property tax receipts to reach \$17.3 million, which includes a \$6.1 million backfill of in-lieu vehicle license fees (VLF). Although the economy has weakened substantially mainly due to the downturn in the housing market, San Leandro’s business complement has helped offset the potential negative impact. The City of San Leandro’s housing market is relatively stable when compared with nearby cities.



Currently the City has three major redevelopment project areas that receive property tax increment revenues of \$11.4 million: the Plaza Project Area, the Joint Project Area and the West San Leandro/MacArthur Boulevard Project Area.



OTHER TAXES

Revenue by Category:	2007-08 Actual	2008-09 Projection	2009-10 Projection
Sales & Use Tax	\$22,531,357	\$19,300,000	\$20,100,000
Utility Users Tax	10,420,171	10,300,000	10,500,000
Real Property Transfer Tax	2,924,656	2,900,000	2,944,000
Other Taxes	5,687,296	5,912,224	5,716,964
Total Other Taxes	\$41,563,480	\$38,412,224	\$39,260,964

Other taxes account for 33% of total City revenue. It is projected to increase to \$39.3 million in fiscal year 2009-10 from \$38.4 million in fiscal year 2008-09. Other taxes come from the following four major sources:

Sales & Use Tax:

Revenue by Source Fund:	2007-08 Actual	2008-09 Projection	2009-10 Projection
General Fund	\$22,531,357	\$19,300,000	\$20,100,000
Total Sales & Use Tax	\$22,531,357	\$19,300,000	\$20,100,000

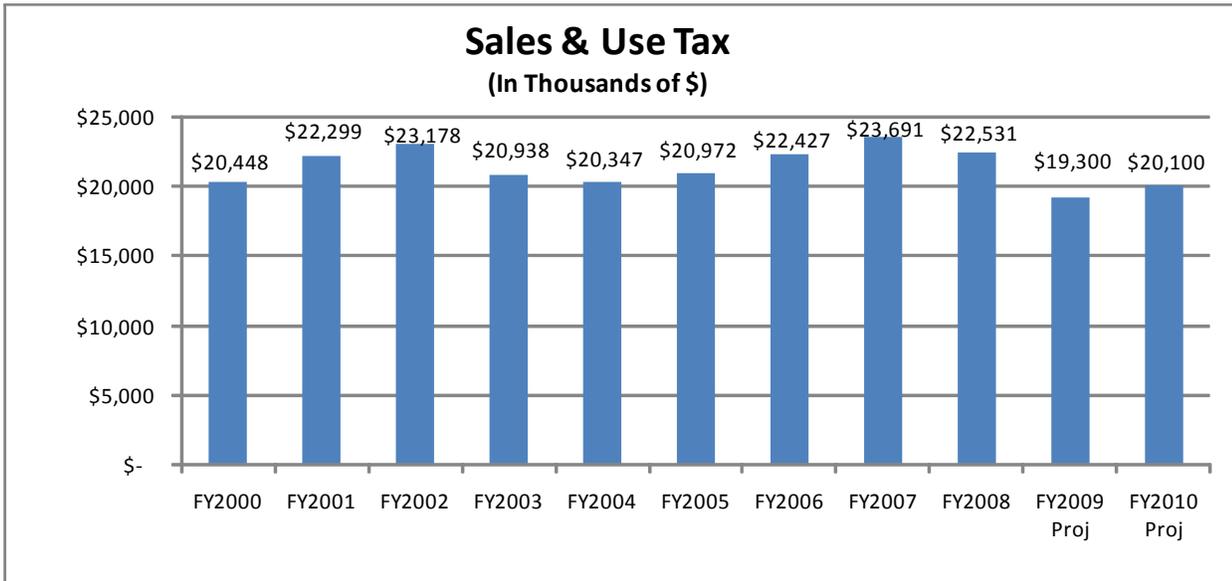
Sales and use tax is the City's largest source of revenue and represents 26% of the City's total General Fund revenue. Sales tax is an excise tax imposed on the sale of physical merchandise; use tax is an excise tax applied to physical merchandise from: out-of-state vendors not collecting California sales tax; retailer use of items purchased using a resale certificate; and purchases of vehicles, vessels, mobile homes and aircraft from sellers who do not hold seller's permits. As indicated in the table on page 4.10, out of the 9.75%, as of April 1, 2009, sales tax collected by the State in Alameda County, the City currently receives only 0.75%. The City continues to receive an equivalence of 1% sales tax, of which 0.25% is backfilled by an equal amount of property tax that began in 2004.



In order to finance the State's budget crisis, 0.25% of the City's original 1.0% sales and use tax is diverted to finance the State's Fiscal Recovery Fund. In return, the State swaps the City's 0.25% with an equivalent amount of property tax. This complicated State budget formula is also known as the "triple flip". The proceeds of sales and use tax are collected and distributed by the California State Board of Equalization.

Where Does Your Sales Tax Go?	
Receiver	%
State (General Fund)	6.00%
State (Fiscal Recovery Fund)	0.25%
State (Local Revenue Fund)	0.50%
State (Local Public Safety Fund)	0.50%
Local (City of San Leandro)	0.75%
Local (County Transportation Fund)	0.25%
Alameda County Essential Health Care Services	0.50%
Alameda County Transportation Imprv't Authority	0.50%
Bay Area Rapid Transit District	0.50%
Total Sales & Use Tax Rate (Effective 4/1/09)	9.75%

For fiscal year 2009-10, the City anticipates some rebound from 2008-09 historical lows for sales tax. The projection is \$20.1 million, over the fiscal year 2008-09 year-end projection of \$19.3 million. Due to San Leandro's diverse economy, sales tax revenue for the new fiscal year may not see as much of a dramatic negative impact that other nearby cities may experience.



Utility Users' Tax (UUT):

Revenue by Fund:	2007-08 Actual	2008-09 Projection	2009-10 Projection
General Fund	\$10,420,171	\$10,300,000	\$10,500,000
Total Utility Users Tax	\$10,420,171	\$10,300,000	\$10,500,000

Utility users' tax is the third largest revenue for the City and represents 13% of the General Fund's total revenue. The City imposes a 6% UUT on services that provide electric, gas and cable and a 5.7% UUT on telephone services effective March 1, 2009. The City projects for fiscal year 2009-10 the growth rate to be flat over fiscal year 2008-09.

Specifically, gas and electric UUT is the largest contributor to this revenue and is projected to stay relatively flat at \$6.3 million in fiscal year 2009-10, as the demand for natural gas and electric usage are expected to remain flat or decrease slightly. Telephone UUT is \$3.5 million, which is expected to remain flat compared to fiscal year 2008-09 projection. Cable UUT is \$715k which, again, is the same as the fiscal year 2008-09 projection.

Real Property Transfer Tax (RPTT):

Revenue by Fund:	2007-08 Actual	2008-09 Projection	2009-10 Projection
General Fund	\$2,924,656	\$2,900,000	\$2,944,000
Total Real Property Transfer Tax	\$2,924,656	\$2,900,000	\$2,944,000

Real property transfer tax is levied at \$6 per \$1,000 of the sale price when real property is sold. This tax is highly volatile because it is driven by the frequency and values of local real estate transactions. The current housing market in the City of San Leandro has been impacted by the nationwide downturn in housing due to the sub-prime market, loan defaults and foreclosures. Although Real Property Transfer Tax revenues have been healthy in past years, for fiscal year 2009-10 we expect little to no change.



Other Miscellaneous Taxes:

	2007-08 Actual	2008-09 Projection	2009-10 Projection
Revenue by Category:			
Other Miscellaneous Taxes	<u>\$5,687,296</u>	<u>\$5,912,224</u>	<u>\$5,716,964</u>
Revenue by Fund:			
General Fund			\$4,612,200
Cherrywood Maintenance District Fund			20,265
Heron Bay Maintenance District Fund			318,719
Cherrywood Debt Service Fund			440,780
Shoreline Fund			<u>325,000</u>
Total Other Miscellaneous Taxes			<u>\$5,716,964</u>

Other miscellaneous fees and taxes include franchise fees, transient occupancy tax and special assessments. The City imposes franchise fees on major utility providers for the privilege of using the City’s right-of-way. The City has various contracts for electricity, gas, cable, refuse, Oro Loma disposal and recycling services. A 10% Transient Occupancy Tax is levied on hotels and motels within the City. Special assessments are imposed on maintenance districts such as the Heron Bay Maintenance District and the Cherrywood Maintenance District.

For the General Fund, fiscal year 2009-10 revenue from franchise fees and transient occupancy taxes is projected at \$4.6 million the same as fiscal year 2008-09.

As for the other funds, fiscal year 2009-10 total assessment revenue is projected at \$1.1 million, which is essentially the same as fiscal year 2008-09.



SERVICE CHARGES

	2007-08 Actual	2008-09 Projection	2009-10 Projection
Revenue by Category:			
Service Charges	\$17,603,720	\$16,507,727	\$16,888,099
Revenue by Fund:			
General Fund			\$4,671,599
Capital Improvement Projects Fund			142,500
Water Pollution Control Plant Fund			10,050,000
Environmental Services Fund			362,600
Shoreline Fund			611,400
Storm Water Utility Fund			1,050,000
Total Service Charges			\$16,888,099

Service charges represent 6.0% of the General Fund's total revenue. These charges are collected by the City for a particular public service and are used to support the cost of services provided. The City's Emergency Communication System Access (911) Tax was voter approved and implemented effective January 1, 2009, is projected to generate \$2.4 million in fiscal year 2009-10 which is \$700k more than 2008-09. This increase in revenues is the result of the collection discontinuance based on the court decision against the City of Union City regarding 911 Fees vs. 911 Tax. The other service charge revenues are generated from recreation program fees, engineering & transportation fees, library fees and cards, special police services, community development fees and fire inspections.



LICENSES & PERMITS

	<u>2007-08 Actual</u>	<u>2008-09 Projection</u>	<u>2009-10 Projection</u>
Revenue by Category:			
Licenses & Permits	<u>\$6,896,423</u>	<u>\$6,909,392</u>	<u>\$6,921,670</u>
Revenue by Fund:			
General Fund			\$5,901,170
Develop. Fee for Street Improvements Funds			190,000
Parking Operations Fund			294,000
Business Improvement District Fund			130,000
Water Pollution Control Plant Fund			125,000
Environmental Services Fund			266,500
Shoreline Fund			<u>15,000</u>
Total Licenses & Permits			<u>\$6,921,670</u>

In the General Fund, licenses and permits are projected to reach \$5.9 million in fiscal year 2009-10, which is essentially the same as fiscal year 2008-09 projection. The licenses and permits reflect a 3.11% CPI increase although volumes are decreasing slightly. Receipts for business license taxes are projected to reach \$3.9 million in fiscal year 2009-10.

The General Fund also collects license and permit fees on various building construction and development related activities. Such other activities include permits for plumbing, electrical, mechanical, fire, parking, grading, signs and zoning; development fees for street improvements; and licenses for dogs and amusement devices.

Total revenue from other funds is projected at \$1 million, which is essentially the same as fiscal year 2008-09.



USE OF MONEY AND PROPERTY

	2007-08 Actual	2008-09 Projection	2009-10 Projection
Revenue by Category:			
Use of Money/Property	\$10,783,164	\$7,800,180	\$6,711,715
Revenue by Fund:			
General Fund			\$1,486,489
Development Fee for Street Improvement			36,644
Park Development Fee Fund			17,314
Parking Fund			1,049
Measure B Fund			37,091
Traffic Congestion Relief Fund			7,772
Heron Bay Maintenance District Fund			8,776
Cherrywood Maintenance District Fund			2,870
Proposition 1B Fund			25,522
Housing In-Lieu Fund			1,017
Cherrywood Improvements Fund			9,531
Hillside Geological Abatements Fund			617
Assessment District Deb Fund			7,027
Cherrywood Debt Fund			2,497
Public Fin. Authority Debt Service Fund			2,489,497
Water Pollution Control Plant Fund			461,049
Environmental Services Fund			29,191
Shoreline Fund			1,455,739
Building Maintenance Internal Svc. Fund			13,577
Information Management System Internal Service Fund			14,815
Self Insurance Internal Service Fund			210,146
Equipment Maint. Internal Service Fund			16,390
Redevelopment Agency Funds			377,095
Total Use of Money and Property			\$6,711,715

Use of money and property represents approximately 1.9% of the General Fund's total revenue. It is derived primarily from investment earnings, interest earned on loans and advances made to other Agencies and City funds, and rent and concession payments for City owned properties. Projected revenue for fiscal year 2009-10 is \$1.5 million, a \$265k decrease from fiscal year 2008-09 projection. In other City funds, total revenue is projected at \$5.2 million and reflects a decrease of 14% or \$824k from fiscal year 2008-09 projection as a result of lower interest earnings.



INTERGOVERNMENTAL

	<u>2007-08 Actual</u>	<u>2008-09 Projection</u>	<u>2009-10 Projection</u>
Revenue by Category:			
Intergovernmental	<u>\$10,661,580</u>	<u>\$14,977,966</u>	<u>\$8,924,226</u>
Revenue by Fund:			
General Fund			\$1,246,095
Gas Tax Fund			1,307,500
Measure B (ACTIA) Transportation Fund			1,345,974
Grants Fund			742,120
Community Development Block Grant Fund			3,574,518
HOME Fund			303,519
Business Improvement District Fund			82,500
Environmental Services Fund			<u>322,000</u>
Total Intergovernmental			<u>\$8,924,226</u>

Revenue from Intergovernmental charges includes payments, reimbursements, grants and subventions the City receives from the State and Federal governments, as well as other agencies. For fiscal year 2009-10, the projected general fund revenue is expected to essentially be the same as fiscal year 2008-09. The two largest General Fund revenue contributors in this category include the State Motor Vehicle License Fees (VLF) In-Lieu Tax for \$360k and the City/Alameda County Fire Emergency Medical Services Tax of \$526k. Total intergovernmental revenue for other funds is projected at \$7.7 million. Included in fiscal year 2008-09 projection is \$6.5 million in Measure B (ACTIA) one-time construction project reimbursement that will be carried over to fiscal year 2009-10.



OTHER REVENUE

	<u>2007-08 Actual</u>	<u>2008-09 Projection</u>	<u>2009-10 Projection</u>
Revenue by Category:			
Other Revenue	<u>\$5,776,235</u>	<u>\$33,575,236</u>	<u>\$3,190,377</u>
Revenue by Fund:			
General Fund			\$1,623,550
Street/Traffic Improvement Fund (DFSI)			53,500
Park Development Fee Fund			300,000
Measure B (ACTIA) Transportation Fund			90,000
Special State Grant Fund			25,000
Business Improvement District Fund			217,200
Water Pollution Control Plant Fund			330,000
Environmental Service Fund			7,400
Building Maintenance Internal Svc. Fund			100,000
Information Management Service Fund			30,000
Self-Insurance Internal Service Fund			212,931
Equipment Maintenance Service Fund			30,000
Redevelopment Agency Funds			167,621
Parking Fund			675
Storm Water Fund			<u>2,500</u>
Total Other Revenue			<u>\$3,190,377</u>

Other revenues include fines/forfeitures, miscellaneous charges and reimbursements. In fiscal year 2009-10, the General Fund is projected to receive \$1.6 million, which is essentially the same level collected during the 2008-09 fiscal year.

Total revenue from other funds is projected at \$1.6 million. This revenue source varies significantly from year to year as it primarily reflects development activity and park in-lieu fees paid, miscellaneous reimbursements and Redevelopment Agency loan repayments.

The projected 2008-09 interdepartmental revenues include \$27.7 million in bond proceeds.

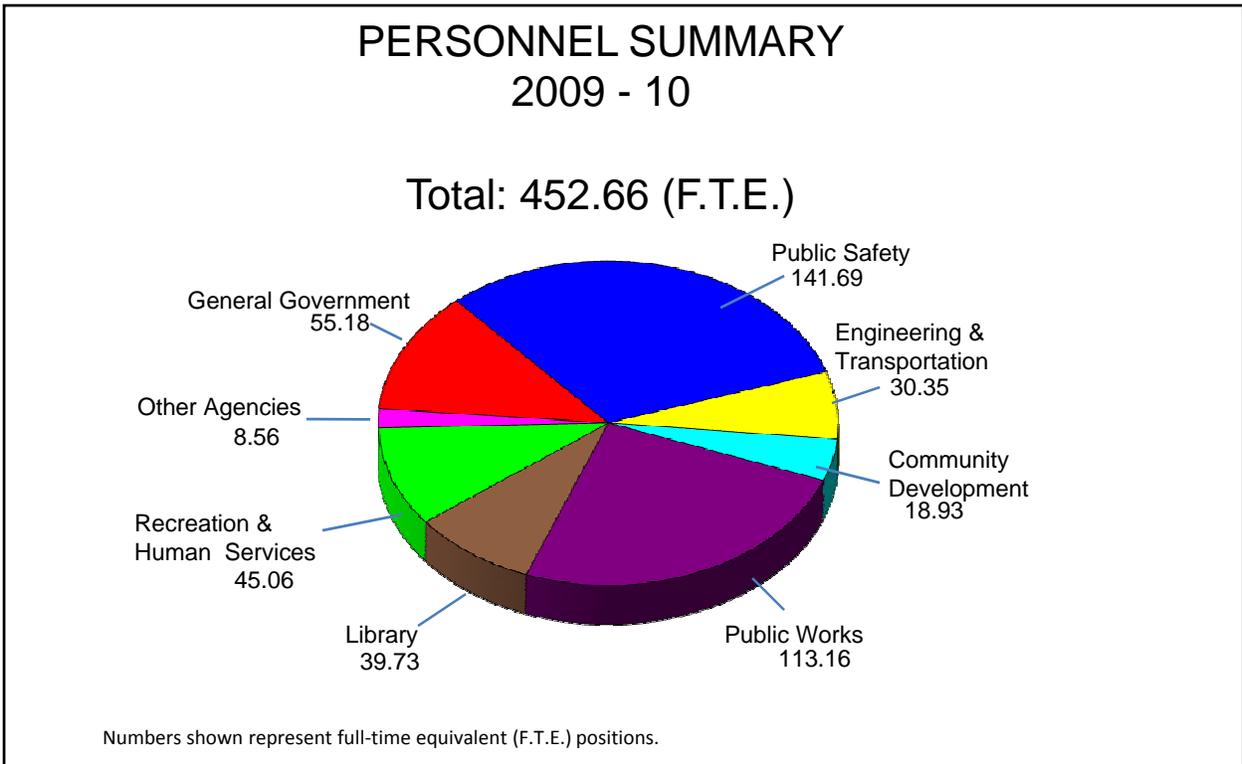


INTERDEPARTMENTAL

	<u>2007-08 Actual</u>	<u>2008-09 Projection</u>	<u>2009-10 Projection</u>
Revenue by Category:			
Interdepartmental	<u>\$18,816,226</u>	<u>\$45,614,126</u>	<u>\$21,235,357</u>
Revenue by Fund:			
General Fund			\$3,665,563
Gas Tax Fund			1,000,000
Measure B Fund			1,000,000
Capital Improvement Projects Fund			550,000
Environmental Services Fund			264,107
Building Maintenance Internal Svc. Fund			2,698,122
Information Management System ISF			3,423,526
Self-Insurance ISF			1,569,003
Equipment Maintenance ISF			2,391,979
Redevelopment Agency Fund			4,673,057
Total Interdepartmental			<u>\$21,235,357</u>

The graphical presentation of revenues and expenditures on pages 4.1 and 4.2 exclude interdepartmental charges. Interdepartmental charges are used to redistribute and properly allocate costs within City funds to budgeted activities. These charges include fund transfers, the use of equipment and administrative and overhead charges. Fund transfers are transactions that occur between funds. They are recorded as revenues in the receiving fund and as expenditures in the transferring fund. While these transfers are receipts to particular funds, they do not represent additional monies received by the City.





In fiscal year 2009-10, 452.66 full-time equivalent positions have been adopted. This includes 383.33 full-time positions and 69.33 part-time positions. The above graph shows the number of positions by department. The table below provides further detail regarding the full-time and part-time position breakdown by department.

	2008-09 Adjusted			2009-10 Adopted		
	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total
General Government	57.00	4.69	61.69	52.32	2.86	55.18
Police	143.00	7.47	150.47	138.00	3.69	141.69
Engineering & Transportation	26.85	3.64	30.49	26.92	3.43	30.35
Community Development	22.45	0.96	23.41	18.45	0.48	18.93
Public Works	114.63	7.50	122.13	105.56	7.60	113.16
Library Services	24.00	24.74	48.74	22.00	17.73	39.73
Recreation & Human Services	13.00	43.52	56.52	12.00	33.06	45.06
Other Agencies	8.51	0.00	8.51	8.08	0.48	8.56
Total Work Force	409.44	92.52	501.96	383.33	69.33	452.66



The table below depicts the salary, benefits, and overtime expenditures by department. In fiscal year 2009-10, regular salaries are projected to be 63% of the overall cost of personnel, while benefits are projected to cost 34% and overtime accounts for the remaining 3% of personnel costs.

2009-10 SALARY AND BENEFITS ANALYSIS BY FUNCTION

	Regular Salary	Overtime	Benefits	Total	Overtime Allocation
General Government	\$4,166,839	\$9,787	\$1,784,611	\$5,961,237	0.60%
Police	12,568,368	1,443,316	8,199,223	22,210,907	87.81%
Engineering & Transportation	1,279,544	9,555	1,114,677	2,403,776	.58%
Community Development	1,622,155	13,330	733,626	2,369,111	0.81%
Public Works	7,503,385	159,822	3,589,242	11,252,449	9.72%
Library Services	2,256,651	1,503	792,323	3,050,477	0.09%
Recreation & Human Services	2,137,696	6,411	558,289	2,702,396	0.39%
Other Agencies	802,680	-	327,157	1,129,837	0.00%
Capital Improvement Program	1,331,605	-	-	1,331,605	0.00%
Sub-Total Salary and Benefits	33,668,923	1,643,724	17,099,148	52,411,795	100%
Retiree Medical	-	-	1,000,000	1,000,000	N/A
Total Salary and Benefits	\$ 33,668,923	\$1,643,724	\$18,099,148	\$53,411,795	100%

The table on the following page provides detailed information on salaries and benefits by fund. 72.71% of personnel costs are covered by the General Fund, 7.11% by the Water Pollution Control Enterprise Fund, 1.86% paid by Gas Tax Revenue and 3.35% from Information Services charges. The remaining 15.28% of costs are covered by a variety of funds including grant funds, redevelopment tax increment funds and other grants. Details regarding the cost of benefits between PERS, FICA, Medicare, and Health Insurance are also included in the summary table.



The table below depicts the salary, benefits and overtime expenditures by department. In fiscal year 2009-10, regular salaries are projected to be 64% of the overall cost of personnel, while benefits are projected to cost 33% and overtime accounts for the remaining 3% of personnel costs.

2009-10 SALARY AND BENEFITS ANALYSIS BY FUNCTION

	Regular Salary	Overtime	Benefits	Total	Overtime Allocation
General Government	\$4,166,839	\$9,787	\$1,784,611	\$5,961,237	0.60%
Police	12,568,368	1,443,316	8,199,223	22,210,907	87.81%
Engineering & Transportation	1,279,544	9,555	1,114,677	2,403,776	0.58%
Community Development	1,622,155	13,330	733,626	2,369,111	0.81%
Public Works	7,503,385	159,822	3,589,242	11,252,449	9.72%
Library Services	2,256,651	1,503	792,323	3,050,477	0.09%
Recreation & Human Services	2,137,696	6,411	558,289	2,702,396	0.39%
Other Agencies	802,680	-	327,157	1,129,837	0.00%
Capital Improvement Program	1,331,605	-	-	1,331,605	0.00%
Sub-Total Salary and Benefits	33,668,923	1,643,724	17,099,148	52,411,795	100%
Retiree Medical	-	-	1,000,000	1,000,000	N/A
Total Salary and Benefits	\$33,668,923	\$1,643,724	\$18,099,148	\$53,411,795	100%

The table on the following page provides detailed information on salaries and benefits by fund. 72.71% of personnel costs are covered by the General Fund, 7.11% by the Water Pollution Control Enterprise Fund, 1.86% paid by Gas Tax Revenue and 3.35% from Information Services charges. The remaining 15.28% of costs are covered by a variety of funds including grant funds, redevelopment tax increment funds and other grants. Details regarding the cost of benefits between PERS, FICA, Medicare and Health Insurance are also included in the summary table.



SALARY AND BENEFIT SUMMARY BY FUND

	Total Salary	4210 PERS	4201 FICA	4240 Medicare	4220 Health	Total Benefits	Total Salary & Benefits	% of Total
General	\$25,516,383	\$8,490,152	\$959,232	\$380,433	\$3,488,786	\$13,318,603	\$38,834,986	72.71%
Parking	108,584	24,960	6,733	1,575	16,180	49,448	158,032	0.30%
Special Gas Tax	660,043	144,748	40,923	9,571	140,662	335,904	995,947	1.86%
Heron Bay	77,281	16,783	4,791	1,118	18,779	41,471	118,752	0.22%
Special State Grants	262,582	54,610	16,281	3,808	26,256	100,955	363,537	0.68%
CDBG	61,396	14,059	3,807	891	4,122	22,879	84,275	0.16%
HOME Fund	10,743	2,468	666	155	751	4,040	14,783	0.03%
Water Pollution Control	2,613,128	572,508	160,676	37,890	411,312	1,182,386	3,795,514	7.11%
Environmental Services	654,304	141,765	40,566	9,487	63,217	255,035	909,339	1.70%
Shoreline Fund	451,774	87,742	28,010	6,555	58,546	180,853	632,627	1.18%
Storm Water	338,782	75,766	21,005	4,912	67,721	169,404	508,186	0.95%
Building Maintenance	629,835	143,133	39,050	9,135	132,264	323,582	953,417	1.79%
Information Services	1,251,188	286,006	74,251	18,142	158,229	536,628	1,787,816	3.35%
Self Insurance	92,303	14,553	5,723	1,338	3,160	24,774	117,077	0.22%
Equipment								
Maintenance	450,036	102,641	27,902	6,524	88,962	226,029	676,065	1.27%
RDA - Plaza Area	46,962	10,881	2,912	681	5,134	19,608	66,570	0.12%
RDA - Joint Project								
Area	242,899	44,891	15,060	3,523	24,504	87,978	330,877	0.62%
RDA - West San Leandro	231,397	53,615	14,347	3,356	32,651	103,969	335,366	0.63%
RDA - Low/Mod								
Housing	281,422	64,976	16,969	4,081	29,576	115,602	397,024	0.74%
Capital Improvement								
Program	1,331,605	-	-	-	-	-	1,331,605	2.49%
Sub-Total All Funds	35,312,647	10,346,257	1,478,904	503,175	4,770,812	17,099,148	52,411,795	
Retiree Medical	-	-	-	-	1,000,000	1,000,000	1,000,000	1.87%
Total All Funds	\$35,312,647	\$10,346,257	\$1,478,904	\$503,175	\$5,770,812	\$18,099,148	\$53,411,795	100%

NOTES:



The Departmental Operating Budgets section provides budget information for each of the City's eight operating departments: Community Development, Engineering and Transportation, Finance, Human Resources, Library Services, Public Safety, Public Works, and Recreation and Human Services. Similar sections provide budget information for the City Council, the City Manager's Office, and contractual services with the City Attorney's Office. Each departmental operating budget includes a department description and, where appropriate, a description of major divisions or sections, program highlights, goals, program changes and **fiscal reductions** for fiscal year 2009-10, and a department financial summary.



NOTES:



DESCRIPTION

The City Council is the governing body of the City with the authority to adopt and enforce municipal laws and regulations. The City Council includes a Mayor and six Council members. Council members are nominated by geographical districts and elected at-large, each serving the entire community of San Leandro. The Mayor is nominated and elected at-large. The Mayor and Council members may serve a maximum of two consecutive four-year terms. The Mayor and City Council appoint members of the community to sit on the City's various advisory Boards and Commissions, ensuring that a wide cross-section of the community is represented in City government.

The City Council appoints the City Manager, who serves as the City's chief executive officer. The City Manager appoints all City Department Heads and is responsible to the City Council for all City operations. The City Council also appoints the City Attorney, who serves as the City's chief legal officer.

The Mayor and City Council members also serve on a variety of intergovernmental committees and commissions. This has been of great value in not only improving county and regional governance, but in also securing funding for a number of transportation, beautification and "Smart Growth" projects. The City Council has also been active in lobbying both state and federal legislators for funding for City projects, particularly in the area of transportation improvements.

The City Council Finance Committee will continue to review options to potentially generate new revenues and reduce expenses with recommendations forwarded to the full City Council for consideration.

2008-09 ACCOMPLISHMENTS

- Selection of a Shoreline-Marina Master Developer, creation of the Shoreline Development Citizens Advisory Committee and Town Hall meetings held for the community to share information and seek further input.
- Initiated two voter-approved ballot measures to stabilize City revenues – modernization of the Utility Users Tax and validation of the 9-1-1 tax for public safety dispatch services.
- Collaborated with the San Leandro Unified School District for the creation of the San Leandro High School 9th Grade Academy and Gymnasium project.
- Resolved litigation regarding the former Albertson's site on East 14th Street.



- Approved the first phase of the Downtown Transit Oriented Development project.
- Authorized issuance of \$28 million in Redevelopment Agency bonds for the Senior Center and Estudillo Parking Garage.

2009-10 GOALS AND OBJECTIVES

- **MAINTAIN AND INCREASE THE CITY'S FISCAL STABILITY**
- **MAINTAIN AND ENHANCE THE CITY'S INFRASTRUCTURE**
- **HIGH LEVELS OF POLICE, FIRE AND EMERGENCY RESPONSE TO THE SAN LEANDRO COMMUNITY**
- **ENHANCED QUALITY OF LIFE TO THE CITIZENS OF SAN LEANDRO**
- **SUPPORT QUALITY SCHOOLS FOR THE SAN LEANDRO COMMUNITY**
- **SAN LEANDRO SHORELINE AS AN ACCESSIBLE, SELF-SUPPORTING COMMUNITY ASSET**
- **WELL-PLANNED, HIGH QUALITY, SUSTAINABLE, LONG-TERM DEVELOPMENT**

PROGRAM CHANGES

None

2009-10 FISCAL REDUCTIONS

- Administrative support to the City Council will be reduced during the next fiscal year with the reduction of an administrative support position.
- Effective July 1, the Mayor and City Council Community Empowerment Funds will be eliminated, and travel budgets for the Mayor and City Council will be reduced.



CITY COUNCIL

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$343,224	\$364,116	\$352,545	\$314,146
Services	80,472	79,268	105,976	77,420
Supplies	20,503	13,711	16,303	17,473
Capital Outlay	1,050	0	350	700
Other	42,900	46,645	41,293	38,356
Grand Total	\$488,149	\$503,740	\$516,467	\$448,095

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$488,149	\$503,740	\$516,467	\$448,095
Grand Total	\$488,149	\$503,740	\$516,467	\$448,095

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Elected	7.00	7.00	7.00
Full-time	1.50	1.50	1.00
Total	8.50	8.50	8.00



DEPARTMENT: City Council

6.4

NOTES:



DESCRIPTION

The City Manager is appointed by the City Council, and serves as the chief executive officer of the City and the key staff advisor to the City Council. The City Manager is responsible for implementing policies as directed by the City Council and enforcing all municipal laws and regulations for the benefit of the community. The City Manager's duties include direction and supervision of the departments, preparation and administration of the annual City budget and planning and implementing key projects.

To carry out these duties and provide critical citywide services, the City Manager employs professional and administrative support staff, who are organized into three divisions: City Manager Administration, City Clerk and Information Technology.

The **City Manager Administration Division** is responsible for the overall administration and supervision of City activities. The division provides professional staff support to the majority of City Council committees and guidance to the City Council. Additionally, the division provides leadership and direction to all City departments on operational matters. The functions of the Community Relations Representative are also within this division.

The **City Clerk Division** is responsible for: preparing and distributing the City Council agenda and accurately recording all proceedings of City Council meetings; conducting follow-up activities related to the agenda process; performing required legal noticing for City Council meetings, including public hearings; filing of required documents for candidates, elected officials, Board and Commission members and designated employees in compliance with the Political Reform Act; maintenance of public records, response to requests for public documents and coordination of the City's Records Management Program; broadcasting of the City Council agenda and other public service announcements; and managing and conducting City elections.

The **Information Technology Division** provides implementation and ongoing support for information management systems and services to all City departments. The division is responsible for the design, coordination and maintenance of all information technology systems, including telephone, network server, desktop, application and telecommunications. Services also include employee technical training and development, graphic design and implementation and maintenance of Geographic Information Systems (GIS) and services. The division is also responsible for providing central services such as photocopying and printing services, mail preparation and processing and internal delivery services to City departments.



2008-09 ACCOMPLISHMENTS

- Implemented a soft hiring freeze, as well as service and travel reductions in all departments to address a growing budget deficit.
- Resolved litigation regarding the former Albertson's site on East 14th Street.
- Link created on the City's website by the City Clerk's Office to allow the public to view and download City documents on a new City webpage – *Public Records Online*. Documents that may be easily accessed include City Council meeting agenda packets, minutes, ordinances, resolutions and agreements.
- Information Technology Division increased computer connectivity through fiber conversions for the Marina Community Center and the Water Pollution Control Plant, thereby reducing telecommunications costs annually by \$5,000.
- Information Technology Division installed energy saving software on most City computers, increased internet connectivity to public computers at the Main Library and developed a website for the San Leandro Police Department.
- Facilitated issuance of \$28 million in Redevelopment Agency bonds for the Senior Center and Estudillo Parking Garage.
- Initiated a new comprehensive review process by the City Council of the Capital Improvement Process.

2009-10 GOALS AND OBJECTIVES

- Develop and present for City Council consideration recommendations for new revenue sources and operating efficiencies to address the ongoing deficit in the City's General Fund.
- Work with the Finance Department to develop and implement the Fiscal Three-Year work out plan, alongside the future Five Year Financial Strategic Plan and policies.
- Maximize utilization of Federal economic stimulus funding opportunities.
- Work with the Police Department to develop a Public Safety Strategic Plan and Police Facility Plan for consideration by the City Council.



- Implement and integrate a web-based Police Department on-line incident reporting process for community use.
- Integrate an Emergency Operations Center into the new Senior Community Center.
- Update the City's website to include links to all City departments and a new public access form. In addition, increase internet bandwidth to allow on-line training for City employees.
- Continue to monitor the possibility of utilizing Ranked Choice Voting for the 2010 General Municipal Election.
- Collaborate with the US Census Bureau for a complete count of San Leandro residents in Census 2010.
- Continue the Marina Shoreline Master Development Process and implement dredging decision.

PROGRAM CHANGES

- In the coming year, the City Clerk's Division will begin automating the City Council agenda preparation process.
- Public information functions will be significantly changed, including an updated system on the City's web page, reduction of the quarterly City Newsletter, Cable channel 15 and various outreach efforts.

2009-10 FISCAL REDUCTIONS

- Administrative support to the City Council, City Manager and City Clerk will be reduced during the next fiscal year with the reduction of 2.25 support and administrative positions.
- Emergency Services programs for collaboration with non-profit organizations and preparedness supply storage will be eliminated.
- The Public Information Officer position will be eliminated from the City Manager's Administration Division which will reduce the ability to maintain outreach efforts.



CITY MANAGER DEPARTMENT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$2,752,562	\$2,941,655	\$3,363,011	\$3,039,901
Services	1,515,447	1,561,124	1,716,290	1,615,259
Supplies	130,752	128,852	141,052	86,652
Capital Outlay	252,197	302,500	255,500	223,051
Other	844,513	895,388	987,299	848,635
Grand Total	\$5,495,471	\$5,829,519	\$6,463,152	\$5,813,498

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,876,948	\$1,980,093	\$2,378,804	\$1,823,103
Information Management	3,618,523	3,849,426	4,084,348	3,990,395
Grand Total	\$5,495,471	\$5,829,519	\$6,463,152	\$5,813,498

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	22.50	24.50	22.75
Part-time	0.70	0.70	0.00
Total	23.20	25.20	22.75



CITY MANAGER ADMINISTRATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$920,993	\$937,767	\$1,165,182	\$995,734
Services	126,912	136,292	124,386	88,696
Supplies	35,720	37,320	37,320	10,420
Capital Outlay	0	0	0	0
Other	284,495	230,943	263,377	184,892
Grand Total	\$1,368,120	\$1,342,322	\$1,590,265	\$1,279,742

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,368,120	\$1,342,322	\$1,590,265	\$1,279,742
Grand Total	\$1,368,120	\$1,342,322	\$1,590,265	\$1,279,742

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	5.00	6.00	5.75
Part-time	0.70	0.70	0.00
Total	5.70	6.70	5.75



EMERGENCY SERVICES
(A Subsection of the City Manager's Administration Division)

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$0	\$0	\$0	\$0
Services	58,077	37,540	35,072	71,032
Supplies	16,000	12,500	26,000	0
Capital Outlay	0	0	0	0
Other	0	0	0	0
Grand Total	\$74,077	\$50,040	\$61,072	\$71,032

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$74,077	\$50,040	\$61,072	\$71,032
Grand Total	\$74,077	\$50,040	\$61,072	\$71,032

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.00	0.00	0.00
Part-time	0.00	0.00	0.00
Total	0.00	0.00	0.00



CITY CLERK DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$303,165	\$321,063	\$430,732	\$256,351
Services	67,410	109,090	85,585	87,485
Supplies	5,500	5,500	4,200	4,200
Capital Outlay	0	2,500	0	0
Other	58,676	149,578	206,950	124,293
Grand Total	\$434,751	\$587,731	\$727,467	\$472,329

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$434,751	\$587,731	\$727,467	\$472,329
Grand Total	\$434,751	\$587,731	\$727,467	\$472,329

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	3.00	4.00	2.00
Part-time	0.00	0.00	0.00
Total	3.00	4.00	2.00



INFORMATION TECHNOLOGY DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$1,528,404	\$1,682,825	\$1,767,097	\$1,787,816
Services	1,263,048	1,278,202	1,471,247	1,368,046
Supplies	73,532	73,532	73,532	72,032
Capital Outlay	252,197	300,000	255,500	223,051
Other	501,342	514,867	516,972	539,450
Grand Total	\$3,618,523	\$3,849,426	\$4,084,348	\$3,990,395

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Information Management	\$3,618,523	\$3,849,426	\$4,084,348	\$3,990,395
Grand Total	\$3,618,523	\$3,849,426	\$4,084,348	\$3,990,395

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	14.50	14.50	15.00
Part-time	0.00	0.00	0.00
Total	14.50	14.50	15.00



DESCRIPTION

The City Attorney represents and advises the City Council, the Redevelopment Agency Board of Directors, Boards and Commissions, officers and employees 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. City Attorney services are provided by the firm of Meyers Nave on a contractual basis.

In the past year, the City Attorney had provided advice and counsel to the City Council, Redevelopment Agency, Boards and Commissions, City Manager and staff on a variety of matters in all areas of municipal government and redevelopment law. Matters have included drafting of ordinances; code enforcement related matter; personnel and labor relations matters; and legal support for numerous planning, development and redevelopment projects and litigation.

2008-09 ACCOMPLISHMENTS

- Legal support for numerous development and land use projects including the agreement with the San Leandro Unified School District for the development of the 9th grade campus; the Westlake/Bridge (The Alameda at San Leandro Crossings) project; the Shoreline-Marina Development; and the continued development of the Kaiser Permanente Hospital property.
- Negotiated and drafted the legal agreements for the cogeneration project – an innovative green energy project.
- Conducted ethics training for City officials in compliance with Assembly Bill 1234; and presentation to the San Leandro Leadership Academy.
- Representation of the City in claims and litigation including the settlement of the *Lemmon v. City of San Leandro* Fair Labor Standards Act litigation and the successful defense of the *International Church of the Foursquare Gospel v. City of San Leandro* and *Norcal AL LLC v. City of San Leandro* lawsuits.

2008-09 GOALS AND OBJECTIVES

- Promote the highest quality, cost effective and pro-active legal services for the City.



2009 -10 FISCAL REDUCTIONS

- The City Attorney's Office has committed to a 10% reduction of its general services budget for a total amount of \$33,036. Savings will be realized by implementing efficiencies such as increased training of staff to perform routine "non-legal" matters, effective meeting management (e.g., teleconferencing) and standardization of contracts and agreements, as appropriate.



CITY ATTORNEY

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$0	\$0	\$0	\$0
Services	314,268	322,376	330,360	293,556
Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Other	0	0	0	0
Grand Total	\$314,268	\$322,376	\$330,360	\$293,556

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$314,268	\$322,376	\$330,360	\$293,556
Grand Total	\$314,268	\$322,376	\$330,360	\$293,556

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.00	0.00	0.00
Part-time	0.00	0.00	0.00
Total	0.00	0.00	0.00



NOTES:



DESCRIPTION

The Community Development Department has five divisions: Administration, Building and Safety Services, Housing Services, Office of Business Development and Planning Services. The Administration Division is responsible for the overall administration and supervision of the department. The Building and Safety Services Division regulates and inspects private development and construction throughout the city and administers the Federal Flood Plain Program. The Housing Services Division administers the City's federal Community Development Block Grant (CDBG), HOME funds and the Redevelopment Agency's Housing Set-Aside funds to implement the City's Consolidated Plan and Housing Element. The Office of Business Development guides economic and redevelopment strategies to maintain and improve the city's fiscal vitality. The Planning Services Division coordinates development review and policy planning activities.

The **Administration Division** provides management and administration of the Community Development Department. It prepares and administers the department budget and serves as the link to interdepartmental coordination. The division includes the Community Development Director and support staff.

The **Building and Safety Services Division** provides minimum standards to safeguard life, limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy locations and maintenance of buildings and structures within the city. The Chief Building Official is designated as the Zoning Enforcement Official and is responsible for determining compliance with the Zoning Code and conducting site plan reviews and zoning interpretations. The division is responsible for project management of the Airport Noise Insulation Program. The division also administers the Federal Flood Plain Program for the City, coordinates flood zone map information and oversees the department's One-Stop Permit Center.

The **Housing Services Division** helps provide safe, decent and affordable housing and suitable living environments for low- and moderate-income San Leandro residents. The division administers the City's share of federal CDBG funds for use in community development projects that serve primarily low-income persons, as well as HOME, Redevelopment Set-Aside and City Affordable Housing Trust Fund monies that are allocated for housing programs and projects. The division, with assistance from the Planning Division, administers the City-wide Inclusionary Housing Program. The division also provides staff support to the Rent Review Board.

The **Office of Business Development** is responsible for the City's business retention, attraction and expansion efforts and provides staff support to implement the projects and programs of the San Leandro Redevelopment Agency for which the



City Council sits as the governing board. Refer to the “Other Agencies” section of the budget for a detailed description of the Office of Business Development and Redevelopment Agency activities.

The primary function of the **Planning Services Division** is to direct development review and policy planning. Development review activities include providing staff support to the Planning Commission, Board of Zoning Adjustments, the Site Development Sub-Commission and the Zoning Enforcement Official regarding all land use matters. The Planning Services Division’s responsibilities also include: processing and reviewing development proposals for new residential, commercial, office and industrial projects; completing special planning studies; preparing amendments to the General Plan, Zoning Code and Zoning Map; coordinating with local, regional and state agencies; coordinating the City’s environmental review procedures for the division as well as for other Departments; staffing the One-Stop Permit Center, which includes assisting the public with their planning and development-related questions; and assisting in enforcement of various City codes and ordinances relating to property and land use.

2008 – 2009 ACCOMPLISHMENTS

Building and Safety Services Division

- The Permit Center issued 1,969 building, plumbing, electrical and mechanical, sign and re-roof permits in 1,346 cases as of April 2009. The total valuation for issued permits is approximately \$69,000,000.
- 682 plan reviews for commercial, residential and industrial projects, including plan reviews for the Estabrook Senior Housing building, Preferred Freezer, Creekside Plaza and the Senior Community Center.
- The building inspectors performed 5,249 building, plumbing, electrical and mechanical, re-roof and sign inspections and provided construction oversight to several major projects including Bayfair Center, General Foundry, In-and-Out Burger and Wal-Mart.
- Completion of Phase 1 of the Noise Insulation Program including the insulation of 71 homes.

Housing Services Division

- Approved 11 loans for eligible low and moderate first-time homebuyers to date. Due to the increased demand for the second consecutive year, the City Council approved an additional \$142,000 for the loan program in April. The



division also has awarded 24 minor home repair grants and 11 loans through the Housing Rehabilitation Program.

- The Agency approved a \$9.1 million loan in April for the nonprofit developer BRIDGE Housing Corporation to develop and operate a 100-unit affordable family rental housing development called The Alameda at San Leandro Crossings.
- The Estabrook Senior Housing, a 51-unit affordable rental development for very low income seniors, began construction in March. The project developer is the nonprofit Eden Housing, Inc. The project received Agency and City loans last fiscal year and the expected completion date is anticipated to be May 2010.

Office of Business Development

- Refer to the “Other Agencies” section of the budget for a detailed description of division activities.

Planning Services Division

- Reviewed and processed 59 planning cases, including 20 Administrative Exceptions/Reviews, 17 Conditional Use Permits, 2 Planned Developments, 5 Minor Site Plan Reviews, 5 Major Site Plan reviews, 2 Sign Exceptions, 1 Fence Modification, 5 Outdoor Facility Permits, 1 Appeal and 1 Variance. Also processed were six-month reviews for previously approved cases, 611 Zoning Approvals for new businesses as part of the business licensing process and review of approximately 242 building permits.
- In conjunction with Housing Services, coordinated work on the Housing Element Update of the General Plan. Updated the City’s Zoning Code including refinements to the Downtown Transit Oriented Development (TOD) zoning district development requirements, amendments for community preservation issues such as animal boarding, downtown parking and recycling facilities. Also prepared a Bay Friendly Landscaping Ordinance for all City-owned new landscape and renovation projects.
- Processed the land use entitlements for the first phase of the San Leandro Crossings development including the 200-unit Cornerstone mixed-use condominium, a 329-space BART replacement parking structure and a 100-unit affordable housing project by BRIDGE Housing. Staff also provided



ongoing support related to the implementation of a public improvement plan for the project utilizing a \$24.5 million Prop 1C Grant from the State of California.

- Continued work on the environmental review and land use entitlements for the proposed Kaiser Medical Center/Marina Point Shopping Center project. This involved bi-weekly meetings with the applicant and other City departments, management of the environmental review (Environmental Impact Report) work by outside consultants and coordination of a public outreach plan with the applicant.
- In partnership with the Building and Safety Services Division, conducted contractor, builder and staff training for new green building requirements which provides that all major residential and non-residential projects submit an applicable green building checklist (either Build It Green or LEED) in building permit submittals, and facilitated technical assistance services for two local contractors to achieve GreenPoint Rated Certification.

2009-2010 GOALS AND OBJECTIVES

Building and Safety Services Division

- Complete management of Phase 2 of the Airport Noise Insulation Program.
- Continue to develop of a model “Green Building” program for residential structures and to certify staff in green building requirements.
- Continue to improve the City’s Community Rating System under the National Flood Insurance Program in order to receive discounts for flood insurance premiums for San Leandro residents. Implement the new FEMA flood zone maps and provide a public user online interface for map information.
- Complete the “Soft Story” Building Inventory necessary to compile a list of buildings that may require seismic retrofit work.

Housing Services Division

- Complete and submit the City’s Housing Element to the State of California Housing and Community Development Department.



- Prepare and submit to the U.S. Department of Housing and Urban Development a Five-Year Consolidated Plan for fiscal year 2010-11 through fiscal year 2014-15.
- Work with Building Futures with Women and Children to implement a homeless plan for San Leandro in accordance with the Alameda County EveryOne Home Plan to end chronic homelessness.
- Assist Davis Street Family Resource Center with funding to purchase its facility located at 3081 Teagarden Street.
- Complete construction on the 51-unit Eden Housing Senior Housing project; start construction on the Alameda at San Leandro Crossings, a 100-unit affordable rental housing development by BRIDGE Housing Corporation.

Office of Business Development

- Refer to the “Other Agencies” section of the budget for a detailed description of division activities.

Planning Services Division

- Continue to pursue funding opportunities and work with developers to implement the Downtown TOD Strategy.
- Coordinate with Engineering and Transportation staff to manage the \$24.4 million State of California Proposition 1C grants the City and BRIDGE Housing received to implement The Alameda and The Cornerstone at San Leandro Crossings.
- Continue to work with Kaiser Foundation Hospitals and ICI Development to create an integrated master plan for a new regional medical center and retail development in west San Leandro.
- Continue to update the General Plan (TOD and sustainability issues) and Housing Element.
- Update the Zoning Code as needed to address changing needs (TOD updates, community preservation issues, etc.)



PROGRAM CHANGES

- Pending further review and consideration by City Council, implement the possible merger of the Planning Commission and the Board of Zoning Adjustments.
- Suspend the activities of the Rent Review Board and refer residential tenants to other regional support agencies to resolve landlord/tenant issues until funding is restored to support the Rent Review Program.

2009-10 FISCAL REDUCTIONS

- Effective July 1, Administration Division staffing will be reduced with the elimination of one full-time Permit Clerk.
- Effective July 1, Planning Services Division staffing will be reduced as follows: the elimination of a full-time Project Specialist II position, the elimination of a full-time Administrative Assistant I position and the elimination of a part-time Permit Clerk.
- Effective July 1, Building and Safety Services Division staffing will be reduced with the elimination of a full-time Senior Building Inspector.
- Planning and zoning entitlements, building permit processing and inspections and business license approvals will be significantly delayed. “Same day” inspections and “over-the-counter” zoning approvals will be eliminated, and public counter hours will be reduced 50%. Advanced planning and policy development will be compromised, resulting in 18-month delays in the Climate Action Plan and similar long-range planning efforts.



COMMUNITY DEVELOPMENT DEPARTMENT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$2,733,139	\$2,865,752	\$2,839,259	\$2,369,111
Services	581,028	375,697	820,901	278,765
Supplies	48,800	44,300	41,747	40,747
Capital Outlay	5,000	15,000	5,000	24,900
Other	401,867	736,488	737,622	655,177
Grand Total	\$3,769,834	\$4,037,237	\$4,444,529	\$3,368,700

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$3,186,525	\$3,462,128	\$3,367,534	\$2,823,223
CDBG Fund	279,114	274,960	773,036	267,395
HOME Fund	304,195	300,149	303,959	278,082
Grand Total	\$3,769,834	\$4,037,237	\$4,444,529	\$3,368,700

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	22.85	22.45	18.45
Part-time	1.44	0.96	0.48
Total	24.29	23.41	18.93



COMMUNITY DEVELOPMENT ADMINISTRATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$174,580	\$168,771	\$129,177	\$104,412
Services	8,673	5,073	17,343	1,833
Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Other	4,219	5,414	3,465	2,892
Grand Total	\$187,472	\$179,258	\$149,985	\$109,137

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$187,472	\$179,258	\$149,985	\$109,137
Grand Total	\$187,472	\$179,258	\$149,985	\$109,137

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	1.50	1.30	1.10
Part-time	0.00	0.00	0.00
Total	1.50	1.30	1.10



PLANNING SERVICES DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$871,281	\$949,720	\$927,879	\$656,270
Services	38,784	138,734	61,579	51,439
Supplies	25,900	23,800	20,800	20,700
Capital Outlay	0	0	0	0
Other	172,238	196,893	194,324	163,579
Grand Total	\$1,108,203	\$1,309,147	\$1,204,582	\$891,988

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,108,203	\$1,309,147	\$1,204,582	\$891,988
Grand Total	\$1,108,203	\$1,309,147	\$1,204,582	\$891,988

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	6.89	6.90	4.60
Part-time	0.96	0.48	0.00
Total	7.85	7.38	4.60



HOUSING SERVICES DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$150,548	\$166,753	\$147,814	\$99,058
Services	441,721	137,040	652,629	156,143
Supplies	1,800	1,700	2,697	2,297
Capital Outlay	0	0	0	22,400
Other	3,658	285,953	291,096	265,579
Grand Total	\$597,727	\$591,446	\$1,094,236	\$545,477

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$14,418	\$16,337	\$17,241	\$0
CDBG Fund	279,114	274,960	773,036	267,395
HOME Fund	304,195	300,149	303,959	278,082
Grand Total	\$597,727	\$591,446	\$1,094,236	\$545,477

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	1.60	1.39	0.97
Part-time	0.00	0.00	0.00
Total	1.60	1.39	0.97



BUILDING AND SAFETY SERVICES DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$1,536,730	\$1,580,508	\$1,634,389	\$1,509,371
Services	91,850	94,850	89,350	69,350
Supplies	21,100	18,800	18,250	17,750
Capital Outlay	5,000	15,000	5,000	2,500
Other	221,752	248,228	248,737	223,127
Grand Total	\$1,876,432	\$1,957,386	\$1,995,726	\$1,822,098

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,876,432	\$1,957,386	\$1,995,726	\$1,822,098
Grand Total	\$1,876,432	\$1,957,386	\$1,995,726	\$1,822,098

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	12.86	12.86	11.78
Part-time	0.48	0.48	0.48
Total	13.34	13.34	12.26



DEPARTMENT: Community Development

7.12

NOTES:



DESCRIPTION

The Engineering and Transportation Department is responsible for the administration of all professional engineering services for the City, including traffic and transportation engineering. The professional engineering services provided include administration and implementation of the City's Capital Improvement Program (CIP) and technical support for various public improvements. The department provides engineering construction inspection and review of all permits for subdivisions and private development projects. Traffic and transportation engineering services include transportation planning, geometric design of streets, traffic signals and markings to ensure safe and efficient traffic circulation.

To carry out the duties described above, the Engineering and Transportation Department is comprised of three divisions: Administrative Services, Project Development and Land Use.

The **Administrative Services Division** is responsible for the administration and management of the department. The division is also responsible for the administrative support for the department, contract management, grant management and fiscal management of the City's CIP budget and department operating budgets. In addition, the division manages real property owned by the City, acquires property and provides relocation assistance on capital projects proposed by all City departments.

The **Project Development Division** provides the management and administrative direction of all professional engineering services required for developing and contracting public improvements and provides engineering-related support services to other City departments. The division is responsible for the operation of the pavement management program and, together with the Land Division, implements the sidewalk repair program. This division implements the CIP and administers related construction contracts. Projects are designed by City staff or by contract engineering services. Engineering Inspectors in the division are responsible for the on-site inspection of public improvements.

The **Land Use Division** provides engineering assistance, review and direction on public and private improvement projects that are not funded by the City. This includes reviews of all subdivisions and other private developments, as well as permits issued for construction within the public right-of-way for agencies such as EBMUD and Oro Loma. This division provides surveying and mapping services related to the City's infrastructure and support to other City departments. The division also provides traffic engineering and transportation planning services for the City. The division is responsible for the review of the traffic aspects for all City and private projects, identification of future transportation needs and planning for future transportation improvements. Staff members serve as City representatives to the Congestion Management Agency, as well as provide coordination of City transportation functions with other cities, agencies and Caltrans. The division is



responsible for the design of traffic improvements, including signals, signs and markings, response to public questions and requests regarding traffic conditions, and analysis of existing traffic conditions to determine appropriate improvements.

2008-09 ACCOMPLISHMENTS

- Installed 18 speed feedback signs and 6 lighted crosswalks adjacent to schools and libraries.
- Expanded the City fiber optics network to include the Marina Community Center and the Water Pollution Control Plant.
- Completed construction of the new parking lot, access roadway and traffic signal, in cooperation with San Leandro Hospital, for joint use with the Senior Center now under construction.
- Reconstructed 1.7 lane miles of City streets and 85,000 square yards of slurry and cape seal street maintenance.
- Completed the Doolittle Drive Streetscape improvements from Airport Access Road in Oakland to Davis Street.
- Commenced design of the Water Pollution Control Plant Rehabilitation Project and the design for the replacement of the Downtown Garage.
- Responded to 95 general traffic requests, reviewed 17 traffic calming requests, generated 110 traffic work orders and processed 15 driveway tipping requests.
- Processed 703 encroachment permits and completed 58 sidewalk repairs.
- Installed 63 curb ramps throughout the city.
- Initiated the processing of one Tentative Map, three Parcel Maps, two Lot Line Adjustments and 16 Grading Permits.
- Commenced construction of utility undergrounding on E. 14th Street from the southern City Limit to 150th Avenue to reinforce the City's commercial revitalization programs to create a more positive identity along E. 14th Street.



2009-10 GOALS AND OBJECTIVES

- Complete the construction of the WPCP Cogeneration facility to provide electrical energy to the facility using methane gas produced in the treatment process. This work will allow the City to more efficiently use existing plant resources and reduce the plant's carbon footprint by reducing the use of purchased electrical power.
- Complete the construction of the Senior Center. Completion of this facility will provide space for programs for the City's senior community and provide an Emergency Operation Center to serve the community.
- Demolish the existing Downtown Garage structure and commence construction of the new 400 – 500 space garage facility. This project will provide additional parking in the downtown area in support of local business and the Downtown Transit Oriented Development.
- Complete the construction of the Downtown Pedestrian and Lighting Project, the last of three projects to improve lighting and pedestrian access in the downtown area and open the pedestrian plaza in the former West Joaquin Avenue.
- Complete the design and commence construction of the Water Pollution Control Plant Rehabilitation Project. This project will upgrade the circa 1930's facility to improve system reliability, reduce maintenance and assure the City meets upcoming regional environmental regulations.
- Complete construction of the Bay Trail Slough Bridge that will complete an important segment of the San Francisco Bay Trail.
- Install 100+ new accessible curb ramps to help the City reach the Council's goals of maintaining and enhancing the City's infrastructure and enhancing our citizen's quality of life.
- Construct traffic safety improvements at the San Leandro Boulevard/West Broadmoor Boulevard/Park Boulevard/Apricot Street intersection.
- Initiate underground utility district on E. 14th Street from 150th Avenue to Thornton Street to complete the undergrounding of utilities on E. 14th Street.

PROGRAM CHANGES

None.



2009-10 FISCAL REDUCTIONS

- Transfer the Sidewalk Program from the City's General Fund to the Measure B Streets and Roads and Bicycle and Pedestrian funds. Impact will result in a 30% decrease in the number of street repairs funded by Measure B.
- Transfer a portion of the CIP work performed by Project Development staff to staff in the Land Use and Transportation sections to reduce the amount of work that is funded by the General Fund. This will result in a 100% increase in the number of days to respond to transportation-related inquiries and a 75% increase in the number of days to provide engineering services on permits and developments.



ENGINEERING AND TRANSPORTATION DEPARTMENT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$2,274,255	\$2,330,170	\$2,598,437	\$2,403,777
Services	207,100	310,945	302,218	313,854
Supplies	29,115	97,002	27,501	29,733
Capital Outlay	0	0	0	0
Other	554,090	567,962	560,790	488,427
Grand Total	\$3,064,560	\$3,306,079	\$3,488,946	\$3,235,791

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$2,957,586	\$3,143,847	\$3,390,605	\$2,794,217
Gas Tax Fund	73,500	145,057	81,062	83,952
Measure B	25,562	4,000	4,000	347,236
Shoreline Enterprise Fund	5,000	10,000	10,000	10,000
Cherrywood	382	375	387	209
SL Hillside Abatement(GHAD)	2,530	2,800	2,892	177
Grand Total	\$3,064,560	\$3,306,079	\$3,488,946	\$3,235,791

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	25.93	26.85	26.93
Part-time	2.70	3.64	3.42
Total	28.63	30.49	30.35



ENGINEERING AND TRANSPORTATION ADMINISTRATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$398,759	\$469,578	\$507,217	\$508,440
Services	4,350	5,250	5,375	5,375
Supplies	16,325	16,075	15,240	16,556
Capital Outlay	0	0	0	0
Other	33,907	40,186	37,940	314,589
Grand Total	\$453,341	\$531,089	\$565,772	\$844,960

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$453,341	\$531,089	\$565,772	\$844,960
Grand Total	\$453,341	\$531,089	\$565,772	\$844,960

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	5.00	5.00	5.00
Part-time	0.00	1.44	0.92
Total	5.00	6.44	5.92



PROJECT DEVELOPMENT DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$810,915	\$769,089	\$954,894	\$928,944
Services	195,000	299,045	290,193	301,829
Supplies	9,810	77,122	9,083	9,372
Capital Outlay	0	0	0	0
Other	313,972	317,518	295,504	116,744
Grand Total	\$1,329,697	\$1,462,774	\$1,549,674	\$1,356,889

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,222,723	\$1,300,542	\$1,451,333	\$915,315
Gas Tax Fund	73,500	145,057	81,062	83,952
Measure B	25,562	4,000	4,000	347,236
Shoreline Enterprise Fund	5,000	10,000	10,000	10,000
Cherrywood Facilities District	382	375	387	209
SL Hillside Abatement(GHAD)	2,530	2,800	2,892	177
Grand Total	\$1,329,697	\$1,462,774	\$1,549,674	\$1,356,889

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	13.12	14.05	14.13
Part-time	0.77	0.27	0.94
Total	13.89	14.32	15.07



LAND USE DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$1,064,581	\$1,091,503	\$1,136,326	\$966,393
Services	7,750	6,650	6,650	6,650
Supplies	2,980	3,805	3,178	3,805
Capital Outlay	0	0	0	0
Other	206,211	210,258	227,346	57,094
Grand Total	\$1,281,522	\$1,312,216	\$1,373,500	\$1,033,942

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,281,522	\$1,312,216	\$1,373,500	\$1,033,942
Grand Total	\$1,281,522	\$1,312,216	\$1,373,500	\$1,033,942

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	7.80	7.80	7.80
Part-time	1.93	1.93	1.56
Total	9.73	9.73	9.36



DESCRIPTION

The Finance Department is responsible for safeguarding the City's financial assets and for administering the financial activities of the City and its corporate bodies, including the Redevelopment Agency, Economic Development Agency, Housing Finance Corporation, Public Financing Authority and Parking Authority. The department's primary objective is to ensure that the City's financial activities are conducted in accordance with recommended industry practices and standards. The department is organized into three divisions: Administration, Budget and Compliance and Accounting Operations.

The **Administration Division** is responsible for the overall administration of the City's financial activities and provides direction and support to the department. This division monitors the department's internal control processes and periodically conducts internal audits to ensure the safeguarding of the City's assets. This division also manages the City's investment portfolio and provides staff support to the City Council's Finance Committee.

The **Budget and Compliance Division** has lead responsibility for the City's budget, tax, treasury functions and Risk Management. The Budget function area leads the City's budget preparation process, focuses on monitoring the budget after adoption by the City Council, conducts the analysis on potential new revenues, manages the forecasting of current revenues, develops the City's long-range planning document, works with departments to develop year-end projections and develops cost/benefit analyses for new programs and services. The Tax function is responsible for the issuance of business licenses and revenue tax monitoring and auditing. The Treasury function is responsible for the collection of revenues, analyzing cashflow and developing projections that assist with the City's investment planning strategies. Utility billing is also handled through this division. Division efforts are focused to ensure compliance with the San Leandro Municipal and Administrative Codes.

For the 2008-2009 business license year, 6,588 business licenses were issued, consisting of 457 new licenses and 6,131 renewals. Business license revenue collected for nine months amounted to \$3,030,000 plus \$638,800 waste disposal site business license fees. The total nine month estimate for Business License fees equals \$3,669,000. For the first nine months of fiscal year 2008-09, the cashier's office issued 567 dog licenses, billed up to 60 commercial and 64 industrial sewer customers per month, prepared the annual property tax sewer service levy totaling \$5.3 million for 13,537 residential accounts, prepared the annual Emergency Medical Services property tax levy totaling \$509,000 for all commercial and residential accounts, and prepared the annual storm water billing for 24,266 accounts totaling \$1.1 million.



Risk Management manages the liability program and handles all claims for the City by investigating and determining the liability on the part of the City, which includes pursuing subrogation claims. Risk Management also acts as custodian over claims that are being handled by the Third Party Administrator. This function also works with the City Attorney's office, and facilitates correspondence between City employees, attorneys and the City's Joint Risk Pool, California Joint Powers Risk Management Authority (CJPRMA). Risk Management reviews, monitors, updates and verifies insurance requirements in the City's contracts, permits and applications as well as issues Insurance Certificates. Risk Management is responsible for the analysis of loss data, verifies legal expenses, ensures that the Appraisal and Actuarial Reports are complete, reviews Loss Reports, Claim Summaries and Check Registers. Risk Management ensures that all liability issues are addressed by department heads through corrective action and acts as a liaison for training opportunities for various departments with respect to Risk Management.

The City's losses are financed through a combination of self-insurance and excess insurance designed to minimize the adverse effect of accidental loss through a combination of a pooled risk retention and commercial reinsurance. CJPRMA also provides programs for the group purchase of commercial insurance coverage for property, auto and physical damages. For general liability, the City's self-insurance retention is \$1,000,000 and the City's excess coverage of up to \$40,000,000 is through the CJPRMA.

In the first 9 months of fiscal year 2008-09, 87 claims were received, filed and processed with the City and its claims administrator. To date, we have successfully resolved 67 of those claims.

The Risk Management function is making it a priority to pursue subrogation on all claims where there is potential to recover our losses by transferring any and all reported losses to responsible parties, researching applicable insurance policies, reviewing old files to make sure any and all means of debt collection and recovery have been pursued and working closely with the District Attorney's Office. To date, for fiscal year 2008-09, Risk Management has received \$20,000 in subrogation recoveries, from total subrogation claims of \$52,000.

The **Accounting Operations Division** administers the City's financial activities for the General Ledger, Accounts Payable, Accounts Receivable and Payroll activities, including: monitoring and recording all financial transactions in accordance with generally acceptable accounting principles; maintaining general ledger and supplemental registers; working with independent auditors to prepare annual financial reports; preparing special reports as required by law; ensuring compliance of City operations with accepted standards of internal control; assisting in the Citywide debt management program; assisting in preparation of the annual budget; submitting



quarterly financial reports to the City Council; and providing high-quality customer service to City departments.

For the first 9 months of fiscal year 2008-09, Accounts Payable processed and issued 8,431 checks for a total of \$70.4 million in payments to businesses for goods and services provided to the City, and Accounts Receivable processed invoices for \$6.4 million. During the same time period, Payroll issued more than 2,490 checks to employees amounting to \$2.2 million and initiated 8,676 direct deposit requests amounting to \$16.4 million.

Accomplishments for the Accounting Operations Division include development of the City's year-end financial reports, receiving the certificate of achievement award for its Comprehensive Annual Financial Report by the Government Finance Officers Association.

Included within the Accounting Operations Division is the **Purchasing function** which facilitates formal and informal competitive bidding, monitors vendor performance, administers the purchasing card program and assists and insures code compliance in the course of purchasing goods or acquiring contract services. Purchasing also coordinates the sale of surplus items. For the first nine months of fiscal year 2008-09, Purchasing issued 947 purchase orders and 111 change orders, amounting to a total of \$91 million in purchases of goods and services for City operations. Of the total number of purchase orders, approximately 208 were associated with contracts for services/construction totaling over \$45 million. There were 12,060 purchasing card transactions totaling \$649,000. The average transaction amount was \$53.81.

Accomplishments for the Purchasing Division include the training of a new senior account clerk for purchasing backup duties, including alternate for Emergency Operations Center and bids opening. Revision and rebid of Janitorial Services contract as a Request for Proposal. Participated in a training class for the Water Pollution Control Plant and conducted the purchasing procedures portion of the training. Revised City Requisition form and instituted use of sole source justification form for small purchases falling below the formal bid threshold. Initiated work on new vendor list for emergency purchases, including development of Memo of Understanding for local vendors vis-à-vis priority purchasing by the City in case of emergency. Participating in preliminary discussions regarding formation of Bay Area public entity coop for fuel purchases.



2008-09 DEPARTMENT ACCOMPLISHMENTS

- Researched and prepared information relating to the adoption of a higher dollar threshold for City Manager approval of Consulting Service Agreements, facilitating that process and bringing the amount in line with the current financial conditions.
- Quarterly to monthly monitoring of Revenues and Expenditures to assist the year-end projection.
- Improved banking relationship by implementing more internet based payments and other electronic transactions.
- Implementation of new Comprehensive Annual Financial Report (CAFR) system to automate annual reporting processes.
- Implemented the on-line business license renewal process to improve customer service and increase cash flow by approximately \$120,000 in three months.
- Implemented stronger internal controls and review process for the daily cash posting and reconciliation process.
- Continued auditing businesses operating without a business license since 2005 which has collected approximately \$870,000 based on 1,550 unlicensed businesses and almost 1,370 businesses paid in full.
- Improved communication process with Third Party Administrator, City Attorney, Risk Pool Authority and City departments to increase timeliness of claims adjudication.

2009-10 DEPARTMENT GOALS

- Implementation of automatic business license revenue posting from business license system to the accounting system.
- Implementation of mandatory insurance reporting process to comply with Federal reporting requirements for Risk Management.
- Assist in the development and implementation of a three-year and five-year strategic plan.
- Implementation of the Fair and Accurate Credit Transactions (FACT) Act program, including the “Red Flags Role” requirement to prevent identity theft.



PROGRAM CHANGES

- New Risk Management reporting requirements mandated by the Federal Government will require focused resources and oversight to ensure compliance with Health and Human Services regulations.

2009-10 FISCAL REDUCTIONS

- Finance Director position hours will be reduced from full-time to part-time for 2009-10. Finance management to partially absorb administrative tasks of the Finance Director.
- Effective July 1, 2009, the Budget Analyst/Accountant I position will be eliminated. Budget analysis and special project requests will have a reduced response time.
- Administrative Assistant Support will be reduced by 25%. Support function will be absorbed by current staff.
- An Account Clerk position in the cashier function will be eliminated. Delays in serving business customers may occur and decrease in weekly window hours of 11% will be implemented.



FINANCE DEPARTMENT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$1,733,882	\$1,974,959	\$2,029,614	\$1,635,868
Services	4,126,829	4,611,352	3,890,473	3,003,715
Supplies	43,875	39,650	36,900	37,600
Capital Outlay	200	20,900	49,925	1,000
Other	287,655	336,085	289,423	1,735,439
Grand Total	\$6,192,441	\$6,982,946	\$6,296,335	\$6,413,622

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$2,264,443	\$2,596,027	\$2,575,051	\$2,176,942
Self Insurance Fund	3,927,998	4,386,919	3,721,284	4,236,680
Grand Total	\$6,192,441	\$6,982,946	\$6,296,335	\$6,413,622

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	16.00	17.00	14.57
Part-time	1.92	2.95	2.47
Total	17.92	19.95	17.04



FINANCIAL ADMINISTRATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$282,522	\$322,299	\$331,338	\$162,244
Services	6,900	7,560	7,760	7,760
Supplies	17,175	17,150	14,250	14,950
Capital Outlay	200	20,200	5,200	200
Other	119,464	84,800	111,370	95,455
Grand Total	\$426,261	\$452,009	\$469,918	\$280,609

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$426,261	\$452,009	\$469,918	\$280,609
Grand Total	\$426,261	\$452,009	\$469,918	\$280,609

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	1.70	1.70	1.27
Part-time	0.96	0.96	0.48
Total	2.66	2.66	1.75



BUDGET & COMPLIANCE DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$567,803	\$697,107	\$696,380	\$326,097
Services	167,418	225,609	217,820	216,820
Supplies	19,450	15,450	13,950	13,950
Capital Outlay	0	400	500	500
Other	77,719	185,506	86,649	68,705
Grand Total	\$832,390	\$1,124,072	\$1,015,299	\$626,072

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$832,390	\$1,124,072	\$1,015,299	\$626,072
Grand Total	\$832,390	\$1,124,072	\$1,015,299	\$626,072

Personnel Summary

	2006-07 Budget	2007-08 Budget	2008-09 Adopted
Full-time	6.95	4.95	2.95
Part-time	0.25	0.25	0.25
Total	7.20	5.20	3.20



RISK MANAGEMENT DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$98,946	\$118,479	\$152,559	\$117,077
Services	3,799,011	4,232,258	3,523,950	2,635,875
Supplies	850	850	850	850
Capital Outlay	0	0	43,925	0
Other	29,191	35,332	0	1,482,878
Grand Total	\$3,927,998	\$4,386,919	\$3,721,284	\$4,236,680

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Self Insurance Fund	\$3,927,998	\$4,386,919	\$3,721,284	\$4,236,680
Grand Total	\$3,927,998	\$4,386,919	\$3,721,284	\$4,236,680

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.35	0.35	0.35
Part-time	1.07	1.34	1.34
Total	1.42	1.69	1.69



ACCOUNTING OPERATIONS DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$784,611	\$837,074	\$849,337	\$1,030,450
Services	153,500	145,925	140,943	143,260
Supplies	6,400	6,200	7,850	7,850
Capital Outlay	0	300	300	300
Other	61,281	30,447	91,404	88,401
Grand Total	\$1,005,792	\$1,019,946	\$1,089,834	\$1,270,261

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,005,792	\$1,019,946	\$1,089,834	\$1,270,261
Grand Total	\$1,005,792	\$1,019,946	\$1,089,834	\$1,270,261

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	8.00	10.00	10.00
Part-time	0.40	0.40	0.40
Total	8.40	10.40	10.40



DESCRIPTION

The Human Resources Department oversees activities related to human resources management, employee services and retiree benefits. Services include employee orientation, development and recognition programs; recruiting, testing, certification and hiring of qualified candidates; management of employee relations, employee benefits, safety, compensation and classification, and workers' compensation programs; implementation of personnel policies and procedures; and maintenance of the City's position control database as well as general employee records to ensure compliance with federal, state and local rules/regulations.

To carry out these duties, the Human Resources Department is composed of four divisions: Administration; Recruitment and Organizational Development; Employee Benefits and Workers' Compensation; and Classification and Compensation.

The **Administration Division** is responsible for employee relations and human resources management for City departments; employee recognition; the administration of personnel policies and procedures to ensure compliance with federal, state and local rules/regulations; and the provision of staff administrative services to the Personnel Relations Board.

The **Recruitment and Organizational Development Division** is responsible for the assessment and certification of all qualified candidates; the maintenance of required employee records; and the City's employee development program including professional growth, compliance and technology.

The **Employee Benefits and Workers' Compensation Division** administers the employee benefits program; coordinates workers' compensation administration and compliance with related state and federal reporting requirements; manages the City's Safety and Injury and Illness Prevention (IIP) Program and administers family medical and disability leaves as well as nonindustrial fitness-for-duty activities.

The **Classification and Compensation Division** is responsible for managing a position classification system that provides an accurate listing of duties and responsibilities for all City positions, ranges and steps for all City classifications and details the status of all full and part-time active positions by department; reviews incoming salary and/or personnel change requests for completeness, accuracy and compliance with established policies, procedures and memoranda of understanding.



2008-09 ACCOMPLISHMENTS

- Continued the implementation of the City's IIP Program which included the development of required written programs, revision of procedures and the presentation of employee development programs in safety-related functions.
- Coordinated the training of 967 employees in 17 different safety topics.
- Processed over 1,100 applications for vacant City positions in law enforcement, public works, recreation and general City departments.
- Continued annual employee development training programs offered in a variety of topics such as software technology, budget development, ergonomics, work communication and e-mail overload, customer service and wellness/fitness, as well as programs focused on meeting state and local mandated training in discrimination/sexual harassment awareness and violence in the workplace.
- Negotiated successor Memoranda of Understanding with San Leandro City Employees' Association and the San Leandro Management Organization.
- Coordinated and/or conducted investigations pertaining to compliance-related issues; provided guidance to management staff in the resolution of disciplinary cases.
- Implemented an enhancement to the City's website which included an automated job application feature through NEOGOV for job seekers to submit their job applications on-line.

2009-10 GOALS AND OBJECTIVES

- Complete the revision of the City's personnel policies and procedures.
- Develop and implement a physical requirements database which identifies the physical abilities required to perform the essential functions of each position.
- Continue to implement IIP Program modules and associated activities on behalf of the City.
- Conduct a Fair Labor Standards Act (FLSA) analysis.
- Continue to provide guidance to City departments in the resolution of employee relations issues.



- Successfully negotiate successor labor agreements between the City and the San Leandro City Employees' Association (SLCEA) and the San Leandro Management Organization (SLMO).
- Continue an employee recognition program.
- Present an Organizational Development Program which provides basic professional development and compliance training to employees.
- Continue developing and implementing human resources compensation reports to assist in the monthly tracking of departmental needs.
- Integrate NEOGOV with the City's proposed intranet and existing webpage to assist employees and job seekers with updated information related to recruiting, classification and compensation processes.
- Develop, improve and integrate the enrollment of employee benefits through an electronic retrieval process allowing employees to access and monitor their medical, dental, retirement and insurance information.

2009-10 FISCAL REDUCTIONS

- Eliminating one part-time vacant Administrative Assistant position and reduced filled part-time Administrative Assistant hours; reduces support by .66 full time equivalent.
- Processing, managing and filling vacancies will be limited to 6-8 active recruitments; filling promotional vacancies will be delayed from 2 months to 3 months and open vacancies from 3 months to 4 months.
- Recruitment advertisements will be restricted.
- Safety/IIPP and compliance training and supporting database management will be limited and Safety Committee meetings changed from bi-monthly to quarterly basis.
- Safety Plan of Action extended and HR ability to conduct/follow-up on activities with department staff and vendors will be restricted.
- Development and implementation of hazard-specific programs reduced from 6 to 2 annually.
- Negotiation support, salary surveys and comparison analyses will be delayed.



- Departments will be responsible for Personnel Action Forms (PAF) preparation and evaluation completion.
- Database management for Eden System and special projects will be delayed (e.g. physical requirements, classification specifications).
- Consulting fees for testing and training, database management, program audits and legal analysis reduced by 41%; the Human Resources Newsletter will be suspended.
- Service Award Dinner replaced by a more modest program.



HUMAN RESOURCES DEPARTMENT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$980,400	\$1,002,816	\$1,037,249	\$971,322
Services	381,965	397,550	342,635	229,840
Supplies	45,025	44,940	43,970	35,440
Capital Outlay	500	600	1,131	631
Other	122,441	138,090	134,415	126,512
Grand Total	\$1,530,331	\$1,583,996	\$1,559,400	\$1,363,745

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,530,331	\$1,583,996	\$1,559,400	\$1,363,745
Grand Total	\$1,530,331	\$1,583,996	\$1,559,400	\$1,363,745

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	7.00	7.00	7.00
Part-time	1.04	1.04	0.38
Total	8.04	8.04	7.38



RECRUITMENT AND ORGANIZATIONAL DEVELOPMENT DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$257,521	\$270,431	\$284,617	\$255,511
Services	81,650	81,850	105,135	62,460
Supplies	7,800	7,700	6,532	5,000
Capital Outlay	0	0	500	0
Other	6,148	8,572	7,778	6,892
Grand Total	\$353,119	\$368,553	\$404,562	\$329,863

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$353,119	\$368,553	\$404,562	\$329,863
Grand Total	\$353,119	\$368,553	\$404,562	\$329,863

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	2.00	2.00	2.00
Part-time	0.37	0.37	0.00
Total	2.37	2.37	2.00



EMPLOYEE BENEFITS AND WORKERS' COMPENSATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$422,845	\$422,261	\$445,888	\$413,647
Services	21,400	24,900	40,900	12,000
Supplies	3,840	3,840	2,928	2,640
Capital Outlay	500	600	631	631
Other	9,757	13,366	12,390	11,210
Grand Total	\$458,342	\$464,967	\$502,737	\$440,128

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$458,342	\$464,967	\$502,737	\$440,128
Grand Total	\$458,342	\$464,967	\$502,737	\$440,128

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	3.00	3.00	3.00
Part-time	0.67	0.67	0.38
Total	3.67	3.67	3.38



CLASSIFICATION AND COMPENSATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$300,034	\$310,124	\$306,744	\$302,164
Services	278,915	290,800	196,600	155,380
Supplies	33,385	33,400	34,510	27,800
Capital Outlay	0	0	0	0
Other	106,536	116,152	114,247	108,410
Grand Total	\$718,870	\$750,476	\$652,101	\$593,754

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$718,870	\$750,476	\$652,101	\$593,754
Grand Total	\$718,870	\$750,476	\$652,101	\$593,754

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	2.00	2.00	2.00
Part-time	0.00	0.00	0.00
Total	2.00	2.00	2.00



DESCRIPTION

The Library Services Department is responsible for providing professional library services to meet the educational, cultural and informational needs of the residents of San Leandro. Additionally, it assists in maintaining the City's rich historical heritage as well as promoting cultural arts. The department is responsible for the operation of the Main Library, including meeting rooms and the Bookmark Café, three neighborhood branch libraries, the Casa Peralta Historic House and the San Leandro History Museum and Art Gallery. The department is also responsible for the City's extensive Project Literacy program. The Library benefits from the "Friends of the Library" volunteers who raise funds for programs and facility needs. The Friends staff a gift shop in the Bookmark Café and a book store in the Main Library. The San Leandro Public Library Foundation is a separate fundraising group that seeks donations to support the library. The Library Services Department is organized into three divisions: Library Administration, Support Services and Library Services.

The **Library Administration Division** provides overall support and administration of all Library Services Department activities. It prepares and administers the Library budget, coordinates all personnel activities and oversees all Library operations. Administration also provides staff support to the Library-Historical Commission, the San Leandro Arts Council, the San Leandro Public Library Foundation, Friends of the Library and the San Leandro History Museum and Art Gallery.

The **Library Services Division** provides basic library services to adults and children at the Main Library and the three neighborhood branches. This includes selection and classification of approximately 15,000 new items every year. It is also responsible for organizing the activities of all professional librarians, coordinating with schools and providing bibliographic instruction to the entire community. A large cadre of community volunteers enhances the Library programs as well.

The **Support Services Division** is responsible for the financial and facilities management of the department. Centralizing these activities ensures that personnel, physical resources and funds are utilized to maximum advantage to achieve department goals. This division is in charge of operations at the Main Library, three branch libraries, the Bookmark Café, the Casa Peralta Historic House and the San Leandro History Museum and Art Gallery.

2008-09 ACCOMPLISHMENTS

- Recipient of \$20,000 grant from State of California Library Baby Boomer project to fund a variety of programs targeted at this demographic group in the community.



2008-09 ACCOMPLISHMENTS - continued

- Added new collection of PlayAway audiobooks as a method to introduce digital audiobooks to patrons.
- Implemented “Ask a Librarian” feature on the Library’s website, allowing visitors to instantly communicate with a librarian for information and service.
- Hosted 583 educational and cultural programs for the entire community.

2009-10 GOALS AND OBJECTIVES

- Expand the library collection to include e-books and downloadable audio books to allow patrons access to materials 24/7.
- Expand the Library website to include online picture book collections and allow patrons to attend a “virtual” storytime.
- Recruit and train additional library volunteers.

PROGRAM CHANGES

- San Leandro History Museum/Art Gallery and Casa Peralta open weekend hours only.
- Mulford-Marina and South Branch libraries will operate with reduced hours.
- Washington Manor Branch Library Homework Center closed.

2009-10 FISCAL REDUCTIONS

- One full time Senior Library Assistant in the Library Services Division eliminated.
- One full time Librarian position in the Library Services Division eliminated.
- Part time Library Assistant positions in the Library Services Division eliminated.
- Part time Administrative Analyst position in Support Services Division eliminated.



- Part time Café Assistant position in Support Services Division eliminated.
- Clerical support in the Circulation Department reduced by 1.9 FTE.
- Part time Librarian hours at San Leandro History Museum reduced by .5 FTE.
- Part time Librarian hours for reference services reduced by .33 FTE.
- Part time Security and Maintenance Aide positions reduced by .8 FTE.
- Library material budget reduced by \$82,000 (includes books, media and periodicals).
- All funds for staff training and travel eliminated.
- Main Library reference desk closed ten hours a week.
- San Leandro History educational program discontinued.
- Historic preservation fund eliminated.



LIBRARY DEPARTMENT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$3,196,288	\$3,305,395	\$3,534,821	\$3,050,477
Services	356,412	424,961	457,542	388,408
Supplies	495,607	537,874	536,637	476,220
Capital Outlay	0	7,000	39,794	34,794
Other	1,312,865	1,553,720	1,823,189	1,595,443
Grand Total	\$5,361,172	\$5,828,950	\$6,391,983	\$5,545,342

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$5,167,318	\$5,716,695	\$6,237,769	\$5,387,231
Special State Grants	193,854	112,255	154,214	158,111
Grand Total	\$5,361,172	\$5,828,950	\$6,391,983	\$5,545,342

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	24.00	24.00	22.00
Part-time	22.10	24.74	17.73
Total	46.10	48.74	39.73



LIBRARY SERVICES DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$2,898,538	\$3,001,767	\$3,134,441	\$2,751,028
Services	355,352	422,061	456,452	387,318
Supplies	494,618	535,385	534,506	474,089
Capital Outlay	0	3,500	36,294	31,294
Other	1,299,844	1,537,764	1,803,581	1,579,765
Grand Total	\$5,048,352	\$5,500,477	\$5,965,274	\$5,223,494

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$4,854,498	\$5,388,222	\$5,811,060	\$5,065,383
Special State Grants	193,854	112,255	154,214	158,111
Grand Total	\$5,048,352	\$5,500,477	\$5,965,274	\$5,223,494

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	23.00	23.00	21.00
Part-time	18.72	19.91	14.20
Total	41.72	42.91	35.20



SUPPORT SERVICES DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$297,750	\$303,628	\$400,380	\$299,449
Services	1,060	2,900	1,090	1,090
Supplies	989	2,489	2,131	2,131
Capital Outlay	0	3,500	3,500	3,500
Other	13,021	15,956	19,608	15,678
Grand Total	\$312,820	\$328,473	\$426,709	\$321,848

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$312,820	\$328,473	\$426,709	\$321,848
Grand Total	\$312,820	\$328,473	\$426,709	\$321,848

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	1.00	1.00	1.00
Part-time	3.38	4.83	3.53
Total	4.38	5.83	4.53



DESCRIPTION

The responsibilities of the Police Department include the protection of life and property, the preservation of public order, the investigation of criminal offenses, the apprehension of criminal offenders, the recovery and restoration of stolen property to the rightful owner and the regulation of traffic on public streets to accomplish the safe and expeditious movement of vehicles and pedestrians.

The goals developed by the Police Department are as follows:

Law Enforcement: To protect and serve the citizens of San Leandro through the fair and equal enforcement of all laws.

Secure Environment: To provide an environment within the city in which all citizens feel a sense of security and well-being.

Community Partnership: To work in partnership with the citizens of San Leandro, utilizing their skills and talents and responding to their concerns, and to provide a safe and secure community.

Employee Standards: To provide the community with a highly trained, equipped and physically fit police work force.

Work Environment: To provide a work environment in which all employees are valued and supported by the department and the community.

The department is organized into six divisions: Administration, Crime Prevention, Personnel and Training, Criminal Investigation, Patrol, Records and Communication and Traffic.

The **Administration Division** is responsible for the effective management of police services in the community. This is accomplished through planning for both current and future needs and evaluating the activities of the department to determine the necessary adjustments to ensure that high quality services are provided to the community. The department's resources are coordinated through the Administration Division to ensure that objectives are met. The mission is carried out by projecting future personnel needs and budgeting so the department has adequate resources to accomplish its goals.

The division continued the cooperative effort with the Century Theater Complex at Bayfair Center to provide police services on weekends and during major film openings; and administered the receipt of a federal Edward J. Byrne Justice Assistance Grant in the amount of \$17,500 during 2008-09.



The **Crime Prevention, Personnel and Training Division** is responsible for coordination of crime prevention efforts throughout the city, including: the Neighborhood/Business Watch Programs; the Crime Free Multi-Housing Program; a variety of public services (crime prevention booths, business loss prevention) and public speaking engagements on request; management of recruitment and training for all Police personnel; background investigations of new personnel; coordination of various personnel matters within the department; issuance and maintenance of all uniform safety equipment; and liaison for the department with City, state, and federal agencies.

Police Officer training will continue to include an outdoor tactical shoot in Hayward, as well as firearms and driving simulator training at the Regional Training Center in Dublin. The Division will continue the implementation of "Simunitions Range" training for all sworn personnel, as well as workshops on racial profiling, sexual harassment and workplace violence for all Police Department personnel. Additionally, it will continue to comply with mandates set forth by Cal-OSHA requiring medical evaluations, fit-testing and training for all employees wearing a gas mask or biological mask. This will include the issuance of updated gas masks and hazardous chemical protection kits to each sworn employee. The Division is the Department's point-of-contact for the Injury & Illness Prevention Program.

The Division participated in community events such as National Night Out and the Cherry Festival. Staff attended recruitment fairs at California State University East Bay, Laney College and Merritt College, as well as the Northern California Job Faire in Oakland and a regional job fair in Hayward.

The **Criminal Investigation Division** is composed of six sections: Juvenile, Vice/Narcotics, Property Crimes, High Tech/Financial Crimes, Crimes Against Persons and Property, Evidence and Identification. The Division initiates criminal investigations based on patrol-authored police crime reports, as well as the evaluation and preparation of these documents for presentation to the Prosecutor's Office, which is the secondary phase of the Criminal Justice System.

The **Juvenile Unit** is responsible for all juvenile related crimes, gang identification and tracking, graffiti and all crimes of a sexual nature. Also attached to this unit are the School Resource Officers. The **Vice/Narcotics Unit** is responsible for suppressing narcotics-related offenses and vice operations. The **Property Crimes Unit** is responsible for all crimes involving property, such as burglary, theft, and commercial crime. The **High Tech/Financial Crimes Unit** addresses identity theft, forgery, credit card fraud and Internet crimes. The **Crimes Against Persons Unit** is responsible for handling all violent crimes, such as murder, robbery and assault.

The Criminal Investigation Division also performs a number of auxiliary functions, including victim assistance, witness services, report review, liaison with other criminal



justice agencies, youth and adult counseling, evidence evaluation, surveillance, warrant services and executive protection assignments.

The High Tech/Financial Crimes Unit continues to increase public education and awareness in regards to identity theft, Internet fraud and other financial crimes through presentations to local business groups and Neighborhood Watch meetings.

The Police Department continues to provide office space for a Domestic Violence Advocate from the Shelter Against Violent Environments (SAVE). This advocate works out of the Criminal Investigation Division two days each week on referrals from domestic violence cases. The representative is also on-call anytime should the need arise and conducts a restraining order clinic each week.

The Criminal Investigation Division also coordinates a program offering cellular phones to victims of violence to provide them access to the 9-1-1 system. Each participant receives a free cellular telephone and a charger as well as instruction in crime prevention techniques. Sex registrants continue to be tracked to ensure all registration requirements have been met.

The **Property, Evidence and Identification Section** of the Criminal Investigation Division is responsible for the processing and storage of evidence. The unit processed in excess of 9,100 pieces of property and evidence last year and destroyed several hundred illegal weapons and several hundred pounds of illegal drugs.

The division is continuing its participation in Crime Stoppers of Southern Alameda County. This is a citizen, media and law enforcement cooperative effort designed to involve the public in the fight against crime. Crime Stoppers provides citizens with a means to anonymously supply law enforcement agencies with information about wanted suspects. The Criminal Investigation Division has received numerous calls regarding suspects whose pictures have appeared in Crime Stoppers.

The **Records and Communication Division** provides the support function for the Police Department and includes the **Jail Section**. The jail facility is capable of housing 28 inmates. In the past year, the jail processed and housed over 3,800 inmates and completed several thousand entries into the MUGS Photo System.

The **Records Section** processes and manages police reports, related documents, court liaison services, operates the Live Scan Fingerprinting System, assists with license and permit applications and manages the senior volunteer program. The section processed over 12,000 reports and other related materials; made over 2,200 entries in local, state and federal law enforcement systems; and completed over 4,400 Live Scan Fingerprint submissions to the Department of Justice.



The **Communications Section** receives calls for service from the community. The 911 Emergency Communications Center is staffed 24-hours a day and is responsible for the dispatching of public safety personnel and equipment. During 2008, the Communications Section processed 75,000 calls for service of which more than 17,000 were 911 calls.

The **Patrol Division** has many important functions which fill basic community needs. Patrol Officers are first responders to life-threatening emergencies, suspicious activities and non-emergency police services. This division helps to prevent crime through high-visibility neighborhood patrol and provides traffic and municipal code enforcement. Special details provide community-policing services through the use of Bicycle and Tactical Unit deployment. The Patrol Division is responsible for initial response to critical incidents or natural disasters. The SWAT Team, Hostage Negotiators and K-9 responses are generated at the patrol level. The division responds 24-hours a day to the needs of the community.

The Patrol Division provides successful crowd control and a positive presence at various community activities, as well as many high school sporting events and social functions. It also maintains a positive family atmosphere by providing a uniformed presence in the Downtown Plaza, Bayfair Center and Century Bayfair Theaters.

The **Tactical Unit** of the Patrol Division continues to target special crime problems identified by community members. The Unit has participated in a number of special assignments, including robbery suppression details in the Downtown area and Minor Alcohol Purchase Programs in conjunction with the State of California Alcohol Beverage Control Department utilizing Police Cadets as decoys. It also assists the Criminal Investigation Division with the execution of search/arrest warrants.

The **Traffic Division** has three sections: Traffic Education and Enforcement, Community Compliance and Animal Control. The **Traffic Enforcement Section** has three primary goals - to reduce traffic hazards and collisions through the enforcement of all applicable traffic laws, to educate the public regarding rules of the road and to assist the City's Traffic Engineer with roadway design. All three objectives are vigorously pursued in order to provide a safe environment for the motoring and pedestrian public.

Some of the activities which contribute to a safe environment include: a high-visibility violation enforcement program; intense "Driving Under the Influence" (DUI) arrest campaigns; the deployment of radar speed indication trailers; the commercial vehicle inspection program; "Every 15 Minutes" assemblies at local high schools; the coordination of special events which impact vehicular and pedestrian traffic; and a parking enforcement program.



The **Community Compliance Section** is responsible for the implementation and enforcement of a variety of City regulations and programs which focus on property maintenance and quality of life issues. This section enforces the Community Preservation Ordinance, Weed Abatement Ordinance, Zoning Code and sign regulations, as well as graffiti and shopping cart ordinances. An additional responsibility is enforcement of the City's False Alarm Ordinance. More than 43 false alarm letters are mailed monthly. This section also implements the Abandoned Vehicle Abatement Program. Each month over 277 abandoned vehicles are processed and over 24 vehicles are towed. This section also issues special event and block party permits as requested by the community.

The **Animal Control Section** is responsible for the enforcement of all laws and ordinances relating to animals. It has the responsibility for the capture of any wild or stray animals and the removal of any deceased animal from public property. This section also educates the public about the handling of stray animals. The staff responded to more than 3,100 calls during calendar year 2008.

2008-09 ACCOMPLISHMENTS

- Published the Police Department 2008 Annual Report designed to provide information regarding the structure of the Department as well as a statistical overview of crime trends.
- Developed a Department Organization Assessment to be used as a guideline to address the changing needs of the Police Department, the City and the community.
- Continued upgrades to the 9-1-1 telephone system to increase the Communications Center capacity to receive emergency calls. Additionally, these upgrades will allow for the receiving of cell phone 9-1-1 calls from within the city.
- An "Employee Promotion/Recognition Ceremony" was held to recognize employees who have recently been promoted and to acknowledge employees for their extraordinary work efforts. Two new awards were presented: "Police Officer of the Year" and "Civilian Employee of the Year."
- Five Police Officers received the California Highway Patrol "10851 Award Pin" for their work in recovering stolen vehicles and taking suspects into custody relating to stolen vehicles.
- The Criminal Investigation Division continued its cooperative effort with the Identity Theft Task Force implemented by the San Francisco Office of the Secret



Service to facilitate the investigation of identity theft cases resulting in the successful prosecution at the federal level. The Division also participated in anti-gang sweeps with Alameda County law enforcement agencies and continued its association with the Alameda County Regional Auto Theft Task Force (ACRAT).

- The Administrative Services Division coordinated a 10-week Citizen Police Academy attended by 20 members of the community; in addition, the number of participants in the Police Explorer Program increased.
- A Mobile Incident Command vehicle was purchased utilizing asset seizure funds to replace the current vehicle which is over 25 years old.
- Completed two highly successful pro-active crime suppression programs – “Operation Bad Santa” and “Operation Hot Wire.”
- The Vice/Narcotics Section of the Criminal Investigation Division seized \$493,230 in cash, 1,783 grams of cocaine, 83.3 grams of heroin, 3.75 pounds of methamphetamine, 70 pounds of marijuana, 70 guns and 9 stolen vehicles.
- Increased Criminal Investigation Division’s robbery clearance rate to 93% from 40% in 2007-08.
- For the second year members of the Special Weapons and Tactics (SWAT) Team participated in “Urban Shield,” a training exercise designed and implemented by the Alameda County Sheriff’s Office to better prepare law enforcement agencies for response to critical incidents. The San Leandro Team was one of 25 participating agencies.
- Arrested 34 individuals for driving under the influence during the December 2008 “Avoid the 21” drunk driving enforcement campaign. California Office of Traffic Safety provided grant money to implement a Driving Under the Influence Sobriety/Driver’s License Check Point in August 2008. During this period, 418 vehicles were screened, 20 vehicles were towed for drivers not being licensed and 10 drunk driving arrests were made.
- A Driving Under the Influence Sobriety/Driver’s License Check Point was also conducted in December 2008. During this period, 414 vehicles were screened, 14 vehicles were towed for drivers not being licensed and 5 drunk driving arrests were made. A total of 293 arrests for driving under the influence were made during calendar year 2008.



- The number of Neighborhood Watch groups expanded to 42 during Fiscal Year 2008-09, an increase from 29 in 2007.
- Implemented new partnerships with the community including Citizens for a Safer San Leandro, the Business Association of South San Leandro, the Downtown Business Association and multi-housing units.
- Implementation of the Crime Free Multi-Housing Program with 36 of the 137 multi-housing communities actively participating in the 3-phase certification process.
- The Community Compliance Section expanded its responsibilities to include training in animal control duties and report writing. A new program was launched to have Community Service Officers supplement the Patrol Division by responding to and taking reports that do not involve investigative follow-up.
- Addition of a new link on the City's webpage – www.slpdinfo.org. This site includes access to crime statistics, which will be updated on a monthly basis. There is also a "Crime Alert" link which will be used to provide information of interest to the community such as crime trends, as well as a quarterly newsletter with crime prevention tips. Additionally, the Criminal Investigation Division will utilize this link to publicize "BOLO" (Be On the Lookout) flyers regarding specific crimes. The site also includes updated calls for service information through a company called "CrimeReports.com."

2009-10 GOALS AND OBJECTIVES

- Continue the expansion of the Neighborhood/Business Watch Programs and increase community outreach to address crime trends, traffic problems and community compliance/animal control related issues. Include Beat Officers and Community Service Officers as part of the Police Department's participation in community meetings; the department's goal is to expand to 100 groups throughout the community, including continued certification of the Crime Free Multi-Housing Program.
- The Criminal Investigation Division will continue to implement pro-active programs such as "Operation Bad Santa" and "Operation Hot Wire." Additionally, Detectives will continue working with regional task forces including the Alameda



County Auto Theft Task Force, the Identity Theft Strike Force, the Alameda County Gang Task Force and the California Highway Patrol Cargo Theft Task Force. The Division will increase participation in gang suppression efforts with allied agencies.

- Development of a Police Department Strategic Plan which will incorporate the City's General Plan, community input, as well as the Department's Vision and Mission Statements
- Increase utilization of new technology including a thermal imager, a license plate reader, a GPS tracking device, "Veripic" photo evidence software and storage and a cell phone evidence retrieval device.
- Reestablish a college student intern program to assist with various tasks in the Criminal Investigation and Property/Evidence Sections.
- Expand federal grant application efforts including Justice Assistance Grant (JAG) and COPS Grant.
- Conduct the "Driving Under the Influence Sobriety/Driver's License Check Point" in September and December 2009 utilizing California Office of Traffic Safety (COTS) grants. Participate in "Avoid the 21" drunk driving campaign in December 2009. Conduct the "Click It or Ticket" seat belt enforcement campaign in May 2010 using the COTS grant.
- Expand the www.slpdinfo.org website link to include more crime alert tips and information, as well as make the site more user friendly for the community.
- Expand recruitment efforts to include contacting colleges and university campuses in the San Mateo, Santa Clara and Contra Costa counties as well as job fairs in these areas.
- Establish a curriculum for a Crime Free Business Program and implement a phase training to certify local businesses.

PROGRAM CHANGES

- Reorganization of Command Staff to be comprised of one Chief of Police, two Captains, five Lieutenants and one Support Services Manager.



2009-10 FISCAL REDUCTIONS

- Elimination of the Crossing Guard Program consisting of 30 part-time positions with a total of 7,870 hours.
- Administrative Specialist – Police position assigned as a Records Supervisor.
- Police Service Aide assigned to the Records Section.
- Elimination of six Police Officers to include two School Resource Officers, one Motorcycle Officer assigned to the Traffic Division, one Bicycle Unit Officer, one Officer assigned to the Tactical Unit and one Officer assigned to the Property Unit of the Criminal Investigation Division.
- Elimination of two vehicles assigned to the Patrol Division.



POLICE DEPARTMENT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$20,069,313	\$21,575,181	\$23,226,713	\$22,210,907
Services	1,239,849	1,215,355	1,242,064	1,254,214
Supplies	312,923	332,984	359,848	359,258
Capital Outlay	41,460	39,660	61,660	117,880
Other	3,199,123	2,730,179	3,427,704	3,121,579
Grand Total	\$24,862,668	\$25,893,359	\$28,317,989	\$27,063,838

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$24,862,668	\$25,893,359	\$28,317,989	\$27,063,838
Grand Total	\$24,862,668	\$25,893,359	\$28,317,989	\$27,063,838

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	139.00	143.00	138.00
Part-time	7.47	7.47	3.69
Total	146.47	150.47	141.69



POLICE ADMINISTRATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$622,510	\$672,260	\$935,550	\$951,000
Services	166,625	147,514	167,549	167,549
Supplies	13,405	17,955	18,255	18,255
Capital Outlay	1,800	0	0	3,000
Other	1,183,747	698,521	1,262,598	1,319,071
Grand Total	\$1,988,087	\$1,536,250	\$2,383,952	\$2,458,875

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,988,087	\$1,536,250	\$2,383,952	\$2,458,875
Grand Total	\$1,988,087	\$1,536,250	\$2,383,952	\$2,458,875

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	3.00	4.00	4.00
Part-time	0.00	0.00	0.00
Total	3.00	4.00	4.00



CRIME PREVENTION, PERSONNEL AND TRAINING DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$425,935	\$452,788	\$656,302	\$546,895
Services	117,700	113,797	120,642	122,642
Supplies	54,642	66,756	86,924	86,924
Capital Outlay	0	0	3,500	3,500
Other	18,665	23,196	23,568	24,367
Grand Total	\$616,942	\$656,537	\$890,936	\$784,328

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$616,942	\$656,537	\$890,936	\$784,328
Grand Total	\$616,942	\$656,537	\$890,936	\$784,328

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	2.00	3.00	2.00
Part-time	0.00	0.00	0.00
Total	2.00	3.00	2.00



CRIMINAL INVESTIGATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$3,511,682	\$3,452,952	\$3,577,427	\$3,909,172
Services	174,055	174,055	92,748	92,748
Supplies	58,793	58,965	57,961	57,961
Capital Outlay	2,220	2,220	10,000	2,220
Other	151,807	170,759	174,410	186,458
Grand Total	\$3,898,557	\$3,858,951	\$3,912,546	\$4,248,559

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$3,898,557	\$3,858,951	\$3,914,766	\$4,248,559
Grand Total	\$3,898,557	\$3,858,951	\$3,914,766	\$4,248,559

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	20.00	20.00	22.00
Part-time	0.48	0.48	0.48
Total	20.48	20.48	22.48



RECORDS AND COMMUNICATIONS

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$1,748,504	\$1,682,678	\$1,832,560	\$1,768,472
Services	101,796	101,796	154,511	154,511
Supplies	66,855	69,030	69,030	69,030
Capital Outlay	8,940	8,940	940	8,940
Other	54,202	67,519	61,071	63,951
Grand Total	\$1,980,297	\$1,929,963	\$2,118,112	\$2,064,904

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,980,297	\$1,929,963	\$2,118,112	\$2,064,904
Grand Total	\$1,980,297	\$1,929,963	\$2,118,112	\$2,064,904

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	16.90	18.90	18.40
Part-time	0.67	0.67	0.67
Total	17.57	19.57	19.07



EMERGENCY COMMUNICATIONS DIVISION
 (A Subsection of Records, Communications & Identification Division)

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$1,731,869	\$1,948,766	\$2,154,235	\$1,980,067
Services	37,092	48,092	37,542	48,092
Supplies	7,800	7,800	8,700	8,700
Capital Outlay	0	0	0	50,000
Other	372,684	470,244	177,561	131,192
Grand Total	\$2,149,445	\$2,474,902	\$2,378,038	\$2,218,051

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$2,149,445	\$2,474,902	\$2,378,038	\$2,218,051
Grand Total	\$2,149,445	\$2,474,902	\$2,378,038	\$2,218,051

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	16.10	17.10	16.60
Part-time	0.00	0.00	0.00
Total	16.10	17.10	16.60



PATROL DIVISON

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$10,030,711	\$11,028,038	\$10,835,848	\$10,589,378
Services	39,845	39,845	38,845	38,845
Supplies	72,665	73,715	79,715	79,715
Capital Outlay	20,250	20,250	20,250	23,250
Other	1,282,748	1,125,886	1,507,100	1,194,651
Grand Total	\$11,446,219	\$12,287,734	\$12,481,758	\$11,925,839

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$11,446,219	\$12,287,734	\$12,481,758	\$11,925,839
Grand Total	\$11,446,219	\$12,287,734	\$12,481,758	\$11,925,839

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	62.00	62.00	59.00
Part-time	0.00	0.00	0.00
Total	62.00	62.00	59.00



TRAFFIC DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$1,998,102	\$2,337,699	\$3,234,791	\$2,465,923
Services	602,736	590,256	630,227	629,827
Supplies	38,763	38,763	39,263	38,673
Capital Outlay	8,250	8,250	26,970	26,970
Other	135,270	174,054	221,396	201,889
Grand Total	\$2,783,121	\$3,149,022	\$4,152,647	\$3,363,282

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$2,783,121	\$3,149,022	\$4,152,647	\$3,363,282
Grand Total	\$2,783,121	\$3,149,022	\$4,152,647	\$3,363,282

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	18.00	18.00	16.00
Part-time	6.32	6.32	2.54
Total	24.32	24.32	18.54



DEPARTMENT: Police

12.18

NOTES:



DESCRIPTION

The City contracts with the Alameda County Fire Department for emergency fire and medical protection, as well as fire prevention services. The Alameda County Fire Department headquarters is located in City Hall. The City retains ownership of five fire stations along with the fire apparatus and a fire training facility.

The Alameda County Fire Department is responsible for emergency response and incident mitigation for fires, medical emergencies, hazardous materials, urban search and rescue and other emergencies. The Fire Department is capable of meeting any emergency response challenge. First-responder paramedic services are available on all engine and truck companies on a 24-hours a day, 365 days a year basis throughout the city. Through automatic aid, mutual aid and contractual agreements, the Fire Department ensures the highest level of fire and emergency response in the event of local or regional disasters.

The Fire Department is also responsible for a broad array of administrative, financial and programmatic service areas that are essential for maintaining operational readiness. These areas include Fire Prevention, Emergency Medical Services, Public Education and Community Relations, Apparatus Maintenance, Wild Land Interface, Disaster Preparedness, Reserve Unit and Administration/Finance. In the previous year, the call responses totaled 8,203. The majority of calls, or 76%, were for medical assistance; the remaining 24% were for other fire and emergency related responses. In 2008-09, the year-end call total is projected to be approximately 8,200.

2008-09 ACCOMPLISHMENTS

- Applied and awarded 2008 Assistance to Firefighters grants for purchase of mobile and portable radios; the grant funding provides for radio replacement, upgrade and training for a successful regional interoperable voice communication system.
- Applied and awarded 2008 Assistance to Firefighters grant for the acquisition of Thermal Imaging Cameras. Placing Thermal Imaging Cameras on all first line apparatus greatly increases the effectiveness of firefighting against fire and fire-related hazards.
- Partnered with City of Fremont and Livermore-Pleasanton Fire Department to offer a 16-week regional firefighter recruit academy. This academy resulted in cost savings through greater economies of scale.
- Conducted community disaster preparedness trainings to teach citizens how to make a family plan, build an emergency kit and basic prevention and mitigation to protect their families and valuables during disasters.



2009-10 GOALS

- Explore new service contract opportunities and new revenue sources to reduce overhead and increase economies of scale.
- Update Fire Department's strategic business plan.
- Pursue Stimulus Package Grants.

PROGRAM CHANGES:

None proposed.

2009-10 FISCAL REDUCTIONS

- Effective July 1st, the Deputy Fire Marshal and Part-time Code Compliance Officer will not be filled, which will impact fire prevention activities and response time for inspections.
- Disaster Preparedness Manager position and program will not be shared by the City, which impacts ongoing preparedness planning and training.
- Postpone acquisition of second Fire Engine; existing engines continue in service.



FIRE OPERATIONS AND SUPPORT (CONTRACT SERVICES)

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$0	\$0	\$0	\$0
Services	15,441,127	16,014,262	17,029,314	17,400,160
Supplies	0	0	7,200	10,950
Capital Outlay	258,555	1,320,705	150,000	150,000
Other	494,125	589,078	418,705	421,104
Grand Total	\$16,193,807	\$17,924,045	\$17,605,219	\$17,982,214

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$16,193,807	\$17,924,045	\$17,605,219	\$17,982,214
Grand Total	\$16,193,807	\$17,924,045	\$17,605,219	\$17,982,214

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.00	0.00	0.00
Part-time	0.00	0.00	0.00
Total	0.00	0.00	0.00



DEPARTMENT: Fire

12.22

NOTES:



DESCRIPTION

The Public Works Department is responsible for the maintenance of City streets, parks, street trees, street lights, traffic signals, traffic signs, pavement markings, storm drains, buildings and mobile equipment. The department is also responsible for the administration and operation of the Shoreline area which includes contract management of Marina concessions, the golf courses at Monarch Bay Golf Club, management of the Bay Trail and operation and maintenance of the San Leandro Shoreline Marina. In addition, the department is responsible for the operation and maintenance of the Water Pollution Control Plant (WPCP) and sanitary sewer collection system. The department is organized into four divisions: Administration; Facilities and Open Space; Street Maintenance; and Water Pollution Control.

The **Administration Division** provides goals, objectives, direction and coordination of all departmental activities. The division is the principal contact for the public, other departments and outside agencies such as the Alameda Countywide Clean Water Program (ACCWP) and East Bay Dischargers Authority. The division prepares written communications, oversees purchasing activities, manages the budget process and coordinates various programs to ensure that quality and cost-effective services are provided to City departments and the community.

The Solid Waste and Recycling Section of the Administration Division provides oversight for the City's refuse and recycling contract and ensures compliance with state waste diversion mandates. The section also administers state and local grants for waste reduction and recycling programs. Grant funded programs include: residential food scrap recycling; construction and demolition debris recycling; commercial recycling; used oil collection; used tire collection; bulky materials collection; fall leaf collection; and school education and outreach.

The **Facilities and Open Space Division** is comprised of four sections: Equipment Maintenance, Building Maintenance, Park Maintenance and Shoreline Operations.

The Equipment Maintenance section is responsible for the repair and replacement of the municipal fleet and equipment. The section ensures that vehicles and equipment operate efficiently to provide the maximum safety to both the operator and the public. The goal is to maintain the reliability of equipment, reduce the need to overhaul major components and manage the cost of operating the fleet.

During the past 12 months, the Equipment Maintenance section performed 760 preventative maintenance/safety checks, 1,196 unscheduled repairs and 18 vehicle/equipment evaluations for replacement consideration. Enhancements to the preventative maintenance program continue to provide a more comprehensive level of inspection/



safety checks for vehicles in the fleet. This has resulted in fewer major repairs and a decrease in downtime of equipment.

The Building Maintenance Section is responsible for the overall care and maintenance of all City structures, including five fire stations, the Marina Community Center, Civic Center, Casa Peralta/History Museum, Public Works Service Center, Main Library and three outlying branch libraries, the Marina's Harbor Master Office and outlying restrooms, the Water Pollution Control Plant, the Boys and Girls Club and pool, Farrelly Pool and the San Leandro Family Aquatics Center. The Building Maintenance Section also provides routine general services to support City operations. These services include, but are not limited to: recurring and special event set-ups, opening and closing of City Hall, repair of smaller City buildings such as park restrooms, oversight of the citywide janitorial contract and other miscellaneous activities as required to support City associates.

This Section completed over 1,404 work orders and was responsible for the completion of 12 construction projects and 6 Facilities Capital Replacement Projects with combined budgets of over \$376,000.

The Park Maintenance Section is responsible for the maintenance of 17 City parks which total approximately 114 acres. Park maintenance activities include upkeep of playground equipment, installation and maintenance of irrigation systems, graffiti removal, repair and fabrication of vandalized equipment, janitorial work at park restrooms and general lawn/shrub care. In addition to the public parks, the Park Maintenance Section has oversight of a variety of landscaped areas, including the Civic Center, Fire Stations, Main Library and all branch libraries, Casa Peralta grounds, and downtown public areas. The Park Maintenance Section also has responsibility for the following types of City facilities: ball fields, tennis courts, hiking/riding paths, soccer fields, par course, Heron Bay public areas and the Bay Trail. Within the Park Section, the Project Crew works citywide completing unique projects such as landscape median rehabilitation, refinishing the teak benches at the Civic Plaza, improving park signage and replanting entrance areas to City buildings and parks.

The Shoreline Operations Section is responsible for the day-to-day operation and maintenance of the San Leandro Marina, the Monarch Bay Golf Club and the marshlands along the San Leandro Recreational Shoreline. Activities at the Marina include the supervision of the 462-berth marina, guest docks, fuel dock and public boat launch ramp; management of berth rentals; marketing of the Marina areas; general service to the boating public; and maintenance of all on-shore and in-the-water City facilities and landscaping.

In addition, this section provides ongoing maintenance to 315 acres of dedicated marshlands at the shoreline and administers and coordinates consulting agreements and grant agreements to ensure the viability of the marshlands by maximizing marsh function and promoting a healthy marsh ecosystem. Management of the marshlands



also includes ongoing specialized maintenance and repair of 42 tidal gates. The section is involved with special projects such as the Annual California Coastal Clean-up; a three year program in partnership with the California Coastal Conservancy to eradicate invasive Spartina from the marshland areas; and a reintroduction of the California Sea-blite at the Roberts Landing area in coordination with the United States Fish and Wildlife Service.

The section further provides recreational opportunities for the public by overseeing the management of the Monarch Bay Golf Club which includes the 18-hole Tony Lema Course, the nine-hole Marina Golf Course, an all-weather practice range, golf shop, restaurant and banquet facility. More than 250,000 visitors use the facility on an annual basis.

The **Street Division** is comprised of three Sections: Pavement Maintenance, Street Services, and Traffic Maintenance.

The Pavement Maintenance Section is responsible for the maintenance of asphalt and roadway repairs, pavement markings and striping on over 180 miles of City streets and City maintained parking lots. This Section repairs street surface failures that range in size from potholes to major roadway restoration. In addition, this Section clears over 2,250 storm inlets and addresses flooding and ditch line cleaning prior to each winter.

The Street Services Section is responsible for graffiti abatement on public right of ways, litter removal from City streets, performing scheduled street sweeping, providing downtown clean up, and the maintenance of over 25,000 City street trees along City streets, in City parks, around our libraries and at various other City owned properties. For eleven years, the Tree Crew has earned the City the title of Tree City USA through the National Arbor Day Foundation.

The Traffic Maintenance Section is responsible for the maintenance of City owned traffic signals at 55 intersections and for over 5,500 street lights on City streets and in public parks and parking lots. This Section also maintains the fiber optic communication system throughout San Leandro. In addition, this Section maintains over 8,000 street traffic signs and maintains and collects monies from nearly 300 parking meters.

The **Water Pollution Control Division (WPCD)** is comprised of five sections: Operations, Maintenance, Collection System Maintenance, Laboratory Services and Environmental Services.

The WPCD is responsible for the regulation, collection, treatment and disposal of wastewater from all residential and commercial sources. This includes operation and maintenance of the Water Pollution Control Plant, 125 miles of sanitary sewer pipelines, 15 remote sewage pump stations and the inspection and maintenance of the City's storm



water collection system. The division provides contract operation, maintenance and laboratory services to the East Bay Dischargers Authority and full service environmental oversight of hazardous materials, wastewater pretreatment, pollution prevention, storm water permitting and contaminated site functions.

The Operations and Maintenance Sections operate the Water Pollution Control Plant 24-hours a day, 365 days a year, to treat 2.2 billion gallons of wastewater. The treated wastewater leaves the facility at a higher quality than what the National Pollutant Discharge Elimination System (NPDES) Permit requires. All bio-solids generated during wastewater treatment (1,400 dry tons) are processed on site to achieve the highest possible Environmental Protection Agency (EPA) (Class 'A' Exceptional Quality) designation. In addition, the plant supplies reclaimed water to East Bay Municipal Utility District and the Monarch Bay Golf Club.

The Collections System Maintenance Section is responsible for over 130 miles of sanitary sewer lines. Free-flowing conditions in the lines are maintained by flushing every section of pipe annually. Also, staff responds to obstructed sewer calls from residents and businesses 24-hours a day, seven days a week.

The Laboratory Services Section is certified by the state to conduct all wastewater analysis, reporting and recordkeeping required for compliance. The laboratory staff averages over 15,000 water quality analyses per year.

The Environmental Services Section consists of four core functions: Certified Unified Program Agency (CUPA), Wastewater Pretreatment, Storm Water and Contaminated Site Oversight. In addition, staff responds to citizen complaints and provides technical, investigative and site cleanup services at hazardous materials incidents, promotes pollution prevention and recycling through public education and outreach events, monitors the City's closed landfill, tracks hazardous waste disposal for all departments, coordinates development of contaminated sites with the Office of Business Development/Redevelopment and performs building plan reviews.

2008-09 ACCOMPLISHMENTS

- Installed diesel emissions reduction devices on ten Public Works vehicles as mandated by the California Air Resources Board. The devices will reduce particulate matter (PM) emissions from the vehicles by over 80%.
- Coordinated with the Coastal Conservancy to control the invasive *Spartina* species at the San Leandro Shoreline Recreation Area.
- Installed new HVAC equipment at the Marina Community Center and also had the exterior painted.



- Hosted Earth Day and Coastal Cleanup Day events to remove litter and debris from the Shoreline.
- In conjunction with the IT Department, upgraded the Police Communications Center; and provided new ventilation system in the Police Evidence Room; Worked with EBMUD to decrease irrigation water use throughout City parks and playfields that currently utilize potable water.
- Collected unwanted medications, mercury-containing devices, batteries and fluorescent lights from business and residents to celebrate America Recycles Day on November 15, 2008.
- Installed wireless communication at nine traffic signal intersections on Lewelling Boulevard, Doolittle Drive, and Washington Avenue.
- Completed the golf course recycled water project and began providing reclaimed water to the Monarch Bay Golf Club.
- Completed a grinding and repaving project on two residential streets—Alexandria and Swenson—restoring their pavement condition index (PCI) to a 100 rating.
- Completed a comprehensive update of the Sanitary Sewer Overflow and Backup Response Plan to ensure that City personnel follow established procedures in responding to sanitary sewer overflows and backups in order to safeguard public health and the environment.
- Completed rehabilitation of the million gallon digester, including pipe lining, interior coating, boiler replacement and mixing equipment rebuilds.
- Received two California Water Environment Association awards: Plant Operator of the Year and Plant Electrician of the Year.

2009-10 GOALS

- Incorporate information from Facilities Condition Assessment into computer database.
- Implement environmentally friendly projects including the installation of energy efficient lighting, new HVAC equipment and building management systems as part of the ABAG Energy Watch Partnership and the Federal Energy Efficiency and Conservation Block Grant program; the installation of diesel emissions reduction devices on four additional Public Works vehicles; the promotion of the food scrap recycling program and the installation of new recycling bins at City parks.
- Continue the new grinding and repaving program on at least one residential street with extremely low PCI (pavement condition index) ratings.



- Develop a plan for control of invasive species occurring in marsh and wetland areas.
- In conjunction with American Golf Corporation (AGC), begin implementation of a 5-year capital improvement plan for upgrades to the Monarch Bay Golf Club – first two projects will include resurfacing/painting of the 2-story driving range structure and rebuilding of the pump station.
- Upgrade irrigation equipment at City parks and ball parks as part of the turf management plan.
- Cross train 8 additional Street Maintenance Workers in the Street Division to operate a street sweeper, which will provide flexibility and options for emergency and weekend callouts.
- Implement a 10-year waste diversion plan as part of the second term of the Franchise for Solid Waste, Recyclables, and Green Waste Services with ACI.
- Work with E&T on the with the Water Pollution Control Plant Rehabilitation Project design.
- Complete design and construction of the Cogeneration and Grease Receiving Project to utilize the renewable energy sources of waste grease and methane gas to produce electricity and offset \$260,000 per year of PG&E costs at the Water Pollution Control Plant.
- Complete and certify the final Sanitary Sewer Management Plan.

PROGRAM CHANGES

No major program changes planned for 2009-10.

2009-10 FISCAL REDUCTIONS

- The Traffic Maintenance Section budget for equipment repair and maintenance is reduced by \$76,000. There will be less funding available for street light and traffic signal equipment which will delay the periodic replacement of street and traffic signal lamps.
- A Street Maintenance Worker I position allocated to the Traffic Maintenance Section will be eliminated. This will result in a service delay in repairing street light outages and overall maintenance of the City's traffic control infrastructure.



- The Pavement Maintenance Section budget will be reduced by \$20,000. There will be less funding available for curb and gutter repairs and street rehabilitation projects.
- A Tree Trimmer I position will be eliminated and partially replaced with contract maintenance.
- The Parks Section will eliminate two Park Maintenance Worker I positions and two Park Maintenance II positions. Three of the positions are currently unfilled and one will be eliminated during the first half of the fiscal year. Park rehabilitation projects will be discontinued or delayed and some park services will be contracted out.
- Three vehicles allocated to the Park Section will be eliminated resulting in a \$20,000 savings in operation and maintenance costs.
- A Street Maintenance Worker I and a part-time Street Maintenance Worker Entry position allocated to the Pavement Maintenance Section will be eliminated. This will result in a reduction in pavement marking maintenance and a reduction in pavement maintenance services.
- The street markings contract will be reduced by \$35,000. This will result in a reduction in the number of streets that will be striped under contract during the year.
- Eliminate the Shoreline Operations Manager position allocated to the Monarch Bay Golf Course. Duties for the Golf Section will be managed under contract at a \$30,000 savings to the Department.
- Eliminate the Assistant Marina Supervisor position. Operation hours for the Marina will be reduced and services will be reduced or delayed.
- Reduce operations and maintenance expenses for the San Leandro harbor by \$184,000. Funding for maintenance, advertising, memberships and consulting will be reduced.
- An Electrician I allocated to Building Maintenance Section will be eliminated. Electrical work will be contracted out on an as needed basis.
- Funding for building maintenance and repair will be reduced by \$132,000. Departmental requests for repair and/or remodeling have been eliminated and service contract costs will be reduced. Building maintenance repairs will be reprioritized and only critical repairs will be completed.
- Funding for Facility Capital Replacement will be reduced \$50,000. Projects will be delayed or eliminated.
- An Equipment Services Technician position will be eliminated in the first half of the year. This will result in longer turnaround in vehicle maintenance and repair service.
- Funding for vehicle repair services will be reduced by \$73,500. Less funding will be available for emergency repair work for vehicles.





PUBLIC WORKS DEPARTMENT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$10,892,485	\$11,648,909	\$12,025,352	\$11,252,449
Services	5,911,588	6,990,686	6,564,556	6,212,894
Supplies	1,904,629	1,844,829	2,063,692	2,033,972
Capital Outlay	967,203	792,735	988,083	924,083
Other	3,729,484	3,899,394	3,986,606	3,986,959
Grand Total	\$23,405,389	\$25,176,553	\$25,628,289	\$24,410,357

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$4,931,659	\$5,161,430	\$5,480,080	\$5,093,861
Parking Fund	399,001	387,497	333,519	303,094
Gas Tax Fund	1,856,644	1,902,550	2,023,128	1,848,813
Heron Bay Lands./Light Dist	444,210	394,168	385,564	315,877
Water Pollution Control	6,577,324	6,843,870	7,067,463	7,354,201
Shoreline Enterprise Fund	1,596,367	1,823,560	1,808,232	1,319,753
Storm Water Utility	964,501	994,131	935,632	1,025,304
Building Maintenance Fund	3,144,144	3,966,566	3,321,376	2,417,854
Equipment Repair & Replacement	2,180,686	2,197,270	2,685,201	3,191,135
Environmental Service	1,310,853	1,505,511	1,588,094	1,540,465
Grand Total	\$23,405,389	\$25,176,553	\$25,628,289	\$24,410,357

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	113.14	114.64	105.56
Part-time	6.72	7.49	7.60
Total	119.86	122.13	113.16



PUBLIC WORKS ADMINISTRATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$336,535	\$348,899	\$380,096	\$333,189
Services	341,313	380,393	352,667	352,667
Supplies	48,422	57,922	87,000	86,600
Capital Outlay	0	0	0	0
Other	541,384	281,711	506,013	456,813
Grand Total	\$1,267,654	\$1,068,925	\$1,325,776	\$1,229,269

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$560,513	\$216,808	\$408,040	\$345,512
Environmental Compliance	487,638	631,497	705,585	661,948
Storm Water Utility	219,503	220,620	212,151	221,809
Grand Total	\$1,267,654	\$1,068,925	\$1,325,776	\$1,229,269

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	2.93	2.93	2.91
Part-time	0.00	0.76	0.00
Total	2.93	3.69	2.91



FACILITIES AND OPEN SPACE DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$4,967,703	\$4,116,620	\$4,330,338	\$3,715,910
Services	3,753,290	3,933,015	3,486,907	3,187,245
Supplies	1,040,715	960,507	1,001,835	969,515
Capital Outlay	702,003	589,635	751,683	687,683
Other	1,480,087	1,476,797	1,353,019	1,273,912
Grand Total	\$11,943,798	\$11,076,574	\$10,923,782	\$9,834,265

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$4,299,232	\$2,403,557	\$2,488,565	\$2,371,746
Parking Fund	279,159	291,453	234,844	217,900
Heron Bay Lnscp/Light Dist	444,210	394,168	385,564	315,877
Shoreline Fund	1,596,367	1,823,560	1,808,232	1,319,753
Equipment Maintenance Fund	2,180,686	2,197,270	2,685,201	3,191,135
Building Maintenance Fund	3,144,144	3,966,566	3,321,376	2,417,854
Grand Total	\$11,943,798	\$11,076,574	\$10,923,782	\$9,834,265

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	42.86	42.86	36.05
Part-time	4.32	5.29	5.29
Total	47.18	48.15	41.34



MAINTENANCE DIVISION - STREETS SECTION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$1,634,756	\$2,947,101	\$3,015,792	\$2,744,536
Services	257,251	1,098,613	1,026,235	974,235
Supplies	286,245	369,693	452,114	455,114
Capital Outlay	0	34,000	34,100	34,100
Other	615,146	863,763	900,518	906,120
Grand Total	\$2,793,398	\$5,313,170	\$5,428,759	\$5,114,105

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$71,914	\$2,541,065	\$2,583,475	\$2,376,603
Parking Fund	119,842	96,044	98,675	85,194
Gas Tax Fund	1,856,644	1,902,550	2,023,128	1,848,813
Storm Water Utility	744,998	773,511	723,481	803,495
Grand Total	\$2,793,398	\$5,313,170	\$5,428,759	\$5,114,105

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	29.65	30.65	27.73
Part-time	1.44	0.48	0.57
Total	31.09	31.13	28.30



WATER POLLUTION CONTROL DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$3,953,491	\$4,236,289	\$4,299,126	\$4,458,814
Services	1,559,734	1,578,665	1,698,747	1,698,747
Supplies	529,247	456,707	522,743	522,743
Capital Outlay	265,200	169,100	202,300	202,300
Other	1,092,867	1,277,123	1,227,056	1,350,114
Grand Total	\$7,400,539	\$7,717,884	\$7,949,972	\$8,232,718

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Water Pollution Control	\$6,577,324	\$6,843,870	\$7,067,463	\$7,354,201
Environmental Services Fund	823,215	874,014	882,509	878,517
Grand Total	\$7,400,539	\$7,717,884	\$7,949,972	\$8,232,718

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	37.70	38.20	38.87
Part-time	0.96	0.96	1.74
Total	38.66	39.16	40.61



DEPARTMENT:

Public Works

13.14

NOTES:



DESCRIPTION

The Recreation and Human Services Department is dedicated to creating community and raising the quality of life for the citizens of San Leandro by enhancing sense of belonging and inspiring pride in the community. The department is responsible for providing the essential connection to people and their needs in the community through staff, programs and services. The department's interaction and involvement with individuals, nonprofit agencies, the faith community, schools and businesses enables staff to identify needs, problem solve and facilitate the provision of services and programs. The department is organized into three divisions: Administration, Recreation and Human Services.

The **Administration Division** is responsible for the overall administration and supervision of the department. This is accomplished through planning and the provision of vision and leadership to implement the department's mission and goals. The division provides staffing for the Recreation and Parks Commission. It also oversees coordination of staff resources for the Human Services Commission, Senior Commission and Youth Advisory Commission, providing tools and communication to keep the staff and commissions working together to support the department's vision and mission.

The **Recreation Division** is responsible for offering programs and services that strengthen sense of belonging, foster human development, promote health and wellness, increase cultural unity and provide recreational experiences for all age groups and families. These programs include classes, camps, extended care programs, special events, trips, sports, aquatics, fitness, cultural arts, personal enrichment and specialty training. The division is responsible for the operation of the Marina Community Center, two park buildings and three swimming pools, and oversees reservations of parks, fields and facilities.

The **Human Services Division** is responsible for coordinating with nonprofit agencies, governmental agencies, the faith community, schools and businesses in identifying and providing programs and services that ensure enhanced quality of life for every individual in San Leandro. The division is responsible for staffing the Human Services Commission and Senior Commission, as well as overseeing the senior programs and services, volunteer program, paratransit services, Monarch Butterfly program, Friends of the San Leandro Creek and coordination of the Community Assistance and Community Benefit activities for the Human Services Commission and Recreation and Parks Commission.



2008-09 ACCOMPLISHMENTS

- Implemented a \$25,000 grant from Kaiser Permanente for “Shape Up San Leandro”, a 10 week nutrition and physical activity program for children at four San Leandro Unified elementary schools in collaboration with the San Leandro Unified School District and Alameda County.
- Reorganized departmental responsibilities, without reducing service levels, in order to accommodate the loss of one full time staff position due to budget reductions.
- Implemented administrative and cash handling procedures as recommended by audit of departmental procedures.
- Implemented an ordinance banning alcohol in San Leandro parks and open space.
- Developed and implemented a water safety and sun protection awareness program for San Leandro school children. This fun, interactive and age appropriate 30-minute presentation on water safety reminds children to be safe around water, while providing parents with water safety tips and information about swim lessons.
- Increased online registration for recreation courses from 11% to 25%.

2009-10 GOALS AND OBJECTIVES

- Cultivate partnerships that reduce costs while maintaining and growing programs and services.
- Continue offering community special events eliminated due to budget cuts through community and business partnerships.
- Expand marketing of Department programs through web based communications.
- Expand the variety of courses offered and increase revenue by increasing the number of contract classes offered.



2009-10 FISCAL REDUCTIONS

- Through a retirement, the Department eliminated one full time Supervisor position. Duties have been reassigned to existing staff.
- Eliminated 10.56 full time equivalent (FTE) vacant positions in part-time hours for various recreation programs.
- Reduced costs in Senior Services, changing programs where partnerships are available and moving Senior Swingers dance program from the Odd Fellows Hall to the Marina Community Center.
- Eliminated Community Benefit funding which supports the cultural arts and other community based programs, including programs such as the Arts Council, Conservatory Theater, Veterans Day and Flag Day programs.
- Reduced funding for special events such as the Holiday Tree Lighting, Annual Egg Hunt, Martin Luther King, Jr. Celebration and Cinco de Mayo.
- Deferred replacement of Marina Community Center auditorium sound system and refurbishment of the hardwood floor in Room A.
- Suspension of the Cherry Festival for the next year.

PROGRAM CHANGES

None proposed.



RECREATION AND HUMAN SERVICES DEPARTMENT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$2,911,854	\$3,535,139	2,894,187	2,702,396
Services	1,083,979	1,224,460	1,191,657	937,298
Supplies	173,836	229,942	224,769	144,819
Capital Outlay	11,000	45,500	10,000	8,000
Other	1,209,674	1,530,184	1,402,575	1,121,787
Grand Total	\$5,390,343	\$6,565,225	\$5,723,188	\$4,914,300

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$4,995,239	\$5,551,429	\$5,295,544	\$4,512,459
Special State Grants	395,104	414,442	427,644	401,841
Special Revenue ASES Fund	0	599,354	0	0
Grand Total	\$5,390,343	\$6,565,225	\$5,723,188	\$4,914,300

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	13.00	13.00	12.00
Part-time	60.31	43.52	33.06
Total	73.31	56.52	45.06



RECREATION AND HUMAN SERVICES ADMINISTRATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$868,253	\$883,199	\$944,829	\$946,010
Services	154,718	151,180	136,608	118,108
Supplies	35,500	35,500	34,600	32,600
Capital Outlay	0	0	0	0
Other	357,116	421,810	421,171	365,495
Grand Total	\$1,415,587	\$1,491,689	\$1,537,208	\$1,462,213

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$1,415,587	\$1,491,689	\$1,537,208	\$1,462,213
Grand Total	\$1,415,587	\$1,491,689	\$1,537,208	\$1,462,213

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	6.85	6.85	7.00
Part-time	1.36	1.36	1.36
Total	8.21	8.21	8.36



HUMAN SERVICES DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$110,542	\$113,534	\$127,822	\$102,839
Services	277,500	288,250	302,963	302,963
Supplies	10,299	12,299	5,799	5,799
Capital Outlay	5,000	7,500	0	0
Other	3,062	4,158	3,822	3,002
Grand Total	\$406,403	\$425,741	\$440,406	\$414,603

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$11,299	\$11,299	\$12,762	\$12,762
Special State Grants	395,104	414,442	427,644	401,841
Grand Total	\$406,403	\$425,741	\$440,406	\$414,603

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.54	0.54	0.25
Part-time	0.88	0.88	0.88
Total	1.42	1.42	1.13



RECREATION DIVISION

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$1,933,059	\$2,538,406	\$1,821,536	\$1,653,547
Services	651,761	785,030	752,086	516,227
Supplies	128,037	182,143	184,370	106,420
Capital Outlay	6,000	38,000	10,000	8,000
Other	849,496	1,104,216	977,582	753,290
Grand Total	\$3,568,353	\$4,647,795	\$3,745,574	\$3,037,484

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$3,568,353	\$4,048,441	\$3,745,574	\$3,037,484
Special Revenue ASES Fund	0	599,354	0	0
Grand Total	\$3,568,353	\$4,647,795	\$3,745,574	\$3,037,484

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	5.61	5.61	4.75
Part-time	58.07	41.28	30.82
Total	63.68	46.89	35.57



NOTES:



DEPARTMENT: Non-Departmental

15.1

DIVISION: Debt Service

DESCRIPTION

The Debt Service Program provides for the payment of principal and interest obligations and associated administrative costs incurred with the issuance of debt instruments for the City, the Redevelopment Agency and the Public Financing Authority. The budget includes funding for the following debt service payments:

1. The Public Financing Authority's annual payment of principal and interest on the 2003 Certificates of Participation (refunded the 1993 Seismic Retrofit Certificates of Participation in May 2003) and the 2007 Library and Fire Station Certificates of Participation. Lease payments totaling \$2,477,919 from the General Fund are the funding source.
2. The Redevelopment Agency's annual payment of principal and interest is on the 2002 Tax Allocations Bonds issued for the Plaza Area, and the 2001 Certificates of Participation in the Joint Project Area, the 2004 Tax Allocation Bonds in the West San Leandro MacArthur Area and the 2008 Tax Allocation Bonds in the Joint Project Area. For fiscal year 2009-10 the bond debt service is \$4,423,057.
3. The Redevelopment Agency's improvement and agreement payment for Bayfair Center is \$250,000 for fiscal year 2009-10.
4. The annual payment of principal and interest on outstanding special assessment bonds for various assessment districts within the City, including Davis Street and Cherrywood Community Facilities District. For fiscal year 2009-10, the bond debt service is \$615,797. The full cost of the assessment bond service is paid for by the benefiting properties.
5. The Shoreline Operations Enterprise Fund's annual payment of principal and interest on the State of California Department of Boating and Waterway loans for capital improvement financing at the Marina bear interest at the rate of 4.5% per year. For fiscal year 2009-10, the principal and interest payment amounts to \$293,008.
6. The Shoreline Operations Enterprise Fund's debt service of \$597,850 represents an annual payment of principal and interest on an advance from the General Fund to the golf course and the marina.
7. The Redevelopment Agency's payment of principal and interest on advances from the General Fund totals \$1,097,833 for fiscal year 2009-10.



DEPARTMENT: Non-Departmental

15.2

DIVISION: Debt Service

The following is a summary of the fiscal year 2009-10 principal payments, the projected year-end balance and the loan maturity dates for these long-term obligations.

	Balance 6/30/09	2009-10 Debt Service	Balance 6/30/10	Maturity Date
General Long-Term Debt:				
Special Assessment Debt	\$155,000	\$(155,000)	\$0	09/01/2009
2003 Certificates of Participation	10,605,000	(360,000)	10,245,000	06/01/2020
2007 Certificates of Participation	22,175,000	(690,000)	21,485,000	05/01/2028
Cherrywood Comm. Facilities District	4,530,000	(145,000)	4,385,000	09/01/2025
Joint Project Area Certificates of Participation	4,080,000	(150,000)	3,930,000	12/01/2026
2002 Plaza Tax Allocation Bonds	14,115,000	(555,000)	13,565,000	09/01/2032
2004 San Leandro/ MacArthur Tax Allocation Bonds	5,405,000	(100,000)	5,305,000	06/01/2034
2008 Joint Project Area Tax Allocation Bonds	27,530,000	(325,000)	27,205,000	09/01/2038
Enterprise Debt:				
Marina Cal Boating Notes Payable	2,644,387	(166,741)	2,477,646	Various



DEBT SERVICE

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$0	\$0	\$0	\$0
Services	0	0	0	0
Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	6,838,250	6,429,959	7,701,788	9,755,464
Other	0	0	0	0
Grand Total	\$6,838,250	\$6,429,959	\$7,701,788	\$9,755,464

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
S.L. Public Financing Auth.	\$2,730,330	\$2,367,473	\$2,360,773	\$2,477,919
Assessment District	639,995	625,122	624,685	615,797
Shoreline Fund	909,449	839,273	1,390,859	890,858
Redevelopment Agency	418,150	453,618	984,234	1,097,833
Redevelopment Agency Debt	2,140,326	2,144,473	2,341,237	4,673,057
Grand Total	\$6,838,250	\$6,429,959	\$7,701,788	\$9,755,464

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.00	0.00	0.00
Part-time	0.00	0.00	0.00
Total	0.00	0.00	0.00



		Transfers Out						
		General Fund	Measure B Fund	Water Pollution Control Enterprise Fund	Storm Water Enterprise Fund	Self-Insurance Internal Service Fund	Redevelopment Agency Capital Projects Funds	Total
General Fund						1,393,000		\$ 1,393,000
Capital Improvements		\$ 550,000						550,000
Measure B Fund		1,000,000						1,000,000
Gas Tax Fund			1,000,000					1,000,000
Environmental Services Enterprise Fund		67,942		62,782	133,383			264,107
Redevelopment Agency Debt Service Fund								-
Total		\$ 1,617,942	\$ 1,000,000	\$ 62,782	\$ 133,383	\$ 1,393,000	\$ 4,673,057	\$ 8,880,164

Transfers In



INTERFUND TRANSFERS

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$0	\$0	\$0	\$0
Services	0	0	0	0
Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Other	2,594,177	5,085,963	6,269,844	8,880,164
Grand Total	\$2,594,177	\$5,085,963	\$6,269,844	\$8,880,164

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$153,257	\$2,563,225	\$1,604,942	\$1,617,942
Water Pollution Control Measure B	62,782	62,782	62,782	62,782
Storm Water	0	0	987,000	1,000,000
Self Insurance Fund	137,812	129,122	133,383	133,383
Redevelopment Agency	0	0	1,000,000	1,393,000
	2,240,326	2,330,834	2,481,737	4,673,057
Grand Total	\$2,594,177	\$5,085,963	\$6,269,844	\$8,880,164

Personnel Summary

	2006-07 Budget	2007-08 Budget	2008-09 Adopted
Full-time	0.00	0.00	0.00
Part-time	0.00	0.00	0.00
Total	0.00	0.00	0.00



DEPARTMENT
DIVISION

Non-Departmental
Organizational Services

15.7

DESCRIPTION

The Organizational Services Division provides funding for a variety of activities which enhance the operations of the City organization. These activities include Employee Services, Staff Development, Meetings and Memberships and Special Non-Departmental Services.

1. **Employee Services:** The Employee Services activity provides funding for retiree benefits.
2. **Staff Development:** The Staff Development activity contains funding for the development of the City's most valuable asset: its employees. This program includes a variety of training programs for managers and line personnel, organizational development programs and specialized training.
3. **Meetings and Memberships:** The Meetings and Memberships activity provides for the City's active participation in organizations that serve the needs of municipal governments. Funded activities include City membership in the Association of Bay Area Governments (ABAG), League of California Cities and the National League of Cities. The program also provides for attendance at regional and national conferences sponsored by these organizations for the City Council and members of City boards and commissions as well as for certain key staff representatives. The Meetings and Memberships Program is administered by the City Manager's Office.
4. **Special Non-Departmental Services:** This program provides contingency funds for necessary expenditure changes relating to salaries, services and supplies and capital outlays.
5. **Utility Users Rebates:** This account provides funding for Utility Users Tax rebates.



ORGANIZATIONAL SERVICES (NON-DEPARTMENTAL)

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$622,000	\$728,000	\$0	\$1,000,000
Services	3,340,921	550,669	570,484	593,749
Supplies	1,875	1,875	675	1,875
Capital Outlay	0	0	0	0
Debt Service	544,394	2,905,367	2,977,567	2,973,607
Other	729,563	230,658	225,118	223,678
Grand Total	\$5,238,753	\$4,416,569	\$3,773,844	\$4,792,909

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
General Fund	\$5,238,753	\$4,416,569	\$3,773,844	\$4,792,909
Grand Total	\$5,238,753	\$4,416,569	\$3,773,844	\$4,792,909

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.00	0.00	0.00
Part-time	0.00	0.00	0.00
Total	0.00	0.00	0.00



PROGRAM: Capital Improvement

DESCRIPTION**General Capital Program Guidelines**

The Capital Improvement Program (CIP) provides funding for capital projects that are designed to protect, preserve and enhance the City's infrastructure, extend the useful service life of public facilities and improve or enhance delivery of City services. The Adopted Capital Improvement Program provides for effective allocation of capital resources and includes both continuation of some multi-year projects funded in prior fiscal years and provision for new projects designed to meet both current and anticipated capital needs.

The fiscal year 2009-10 Capital Improvement Program addresses the City's long-term capital needs for either major maintenance or enhancement of City facilities. The Capital Improvement Program was developed using input from the City Council, community and City staff to provide an effective program to improve the City's parks and recreational facilities, buildings, marina, Water Pollution Control Plant, landscape medians, entryways, roadways and traffic/transportation circulation.

The Capital Improvement Program for fiscal year 2009-10, including all funding sources, proposes projects costing a total of **\$6,642,494**.

PROJECTS**1.) Developer Fees for Street Improvements (DFSI) Fund 120**

- a) Davis Street Video Communication – Complete the communications work for CTNET, the traffic control software, for Davis Street and complete the traffic video surveillance communications. This project will be funded by the D.F.S.I. Fund – Account 120-28-312 (FY 2009-10: \$95,000)
- b) Miscellaneous Traffic Studies, Advanced Planning and Safety/Signal Equipment – Consulting services for speed surveys and traffic counts, planning for traffic related projects and miscellaneous traffic safety and signal equipment to improve safety or reduce congestion. This project will be funded by the D.F.S.I. Fund – Account 120-28-172 (FY 2009-10: \$50,000)



PROGRAM: Capital Improvement

2.) Park Development Fees Fund 122

- a) Downtown TOD Park Development - Master Plan – Phase 1 - Master plan to study land acquisition and development of a new park in the downtown TOD project area. No acquisition or construction in this phase. This project will be funded by the Park Development Fund – Account 122-38-309 (FY 2009-10: \$150,000)
- b) Marina Dog Park – Provide funding to support the construction of a dog park at the Shoreline Recreation Area south of the Monarch Bay Drive Bridge. This project will be funded by the Park Development Fund – Account 122-38-314 (FY 2009-10: \$50,000)

3.) Measure B Fund – Bicycle and Pedestrian Fund 144

- a) Bicycle and Pedestrian Master Plan Update – Update the City’s Bicycle and Pedestrian Master Plan and provide the City’s support to the SF Bicycle Coalition Bike to Work Day program in San Leandro. This project will be funded by the Measure B - Bicycle and Pedestrian Fund – Account 144-36-291 (FY 2009-10: \$87,000)
- b) 2009-2010 ADA Ramp Project – Replace or install approximately 190 ADA pedestrian ramps in locations throughout the City. This project will be funded by the Measure B – Bicycle and Pedestrian Fund – Account 144-36-293 (FY 2009-10: \$29,000); and the CDBG Fund Account 165-43-216 (FY 2009-10: \$446,200)



PROGRAM: Capital Improvement

4.) Measure B Fund – Streets and Roads Fund 144

- a) Annual Overlay/Rehabilitation Program – Rehabilitation by reconstruction or overlay of streets based on field inspection, Pavement Management System condition and proximity to other related projects. The following street sections are proposed for rehabilitation:

Road Name	Begin	End
Blossom Way	Bancroft Avenue	East 14 th Street
Begier Avenue	Bancroft Avenue	Chetland Road
Andover Street	Lewelling Boulevard	Burkhart Avenue
Farnsworth Street	Vining Drive	Lewelling Boulevard
Springlake Drive	Washington Avenue	Fjord Street

This project will be funded by the Measure B Streets and Roads Fund – Account 144-38-308 (FY 2009-10: \$364,000); and Traffic Congestion Relief (TCR) Fund - Account 145-43-308 (FY 2009-10: \$551,000); and Proposition 1B Streets and Roads Fund – Account 149-38-203 (FY 2009-10: \$69,864)

- b) Annual Street Sealing Program – Annual cape and slurry sealing program of City streets. Street selection based on Pavement Management System priority list coordinated with Public Works Services Area Maintenance Program. This project will be funded by the Measure B Streets and Roads Fund – Account 144-38- 307 (FY 2009-10: \$200,000)
- c) Storm Drain System Inventory and Inspection – Inventory the City’s storm drain system, prepare updated storm drain maps in the GIS system and assess condition of all pipes and structures. This project will be funded by the Measure B Streets and Roads Fund – Account 144-38-310 (FY 2009-10: \$55,000)
- d) Roadway Drainage Repair (annual) – Provides for repair of displaced curb and gutter to rectify gutter drainage issues. Work performed together with the annual sidewalk program. This project will be funded by the Measure B – 144 Fund – Account 144-38-285 (FY 2009-10: \$50,000)
- e) Access Ramp Installation – Install access curb ramps at locations associated with the budget year’s Overlay and Rehabilitation project. This project will be funded by the Measure B – 144 Fund – Account 144-38-311 (FY 2009-10: \$150,000)



PROGRAM: Capital Improvement

4.) Measure B Fund – Streets and Roads Fund 144 (continued)

- f) Paving Grinding for PWS Street Paving – Funding for contract grinding for residential street paving performed by PWS. This project is funded by Measure B – 144 Fund – Account 144-38-313 (FY 2009-10: \$100,000)

5.) Traffic Congestion Relief (TCR) Fund 145

- a) Annual Overlay Rehabilitation Program – Rehabilitation by reconstruction or overlay of streets based on field inspection, Pavement Management System condition and proximity to other related projects. This project will be funded by the Traffic Congestion Relief Fund – Account 144-38-308 (FY 2009-10: \$551,000); and Measure B – Account 144-38-308 (FY 2009-10: \$364,000); and Measure 1-B – Account 149-38-203 (FY 2009-10: \$69,864)

6.) Proposition 1B Streets and Roads Fund 149

- a) Annual Overlay/Rehabilitation Program – Rehabilitation by reconstruction or overlay of streets based on field inspection, Pavement Management System condition and proximity to other related projects. This project will be funded by the Proposition 1B Streets and Roads Fund – Account 149-38-203 (FY 2009-10: \$69,864); Measure B Streets and Roads Fund – Account 144-38-308 (FY 2009-10: \$364,000); and TCR Fund - Account 145-43-308 (FY 2009-10: \$551,000).

7.) Grant Fund 150

- a) All Parks – Rehabilitation of Asphalt Walkways – Repair or replace asphalt pathways within City parks based on condition assessment. Project to be limited to budgeted amount. This project will be funded by the Grant WW Fund – Account 150-38-306 (FY 2009-10: \$250,000)
- b) Pedestrian Oriented Safety Equipment and Accessibility – Install pedestrian safety equipment and curb ramps based on citizen requests and staff review. This project will be funded by the TDA 150 Fund – Account 150-36-291 (FY 2009-10: \$52,000)



PROGRAM: Capital Improvement

8.) Community Development Block Grant (CDBG) Fund 165

- a) 2009-2010 ADA Ramp Project – Replace or install approximately 190 ADA pedestrian ramps in locations throughout the City. This project will be funded by the D.F.S.I. – Account 144-36-216 (FY 2009-10: \$29,000); and the CDBG Fund Account 165-43-216 (FY 2009-10: \$446,200)
- b) BART Area Station and Streetscape Improvements, Phase II – Proposed improvements will include new landscape medians, streetlights and trees and re-striping on San Leandro Boulevard in front of the BART Station. Scope to be adjusted to grant amount. This project will be funded by a HCD Loan – Account 165-43-217 (FY 2009-10: \$2,853,596)

9.) Capital Improvement Project Fund 210

- a) PWS Maintenance Projects Various Locations – Fund to complete mid-sized repair projects \$20,000 to \$50,000 range from a list maintained jointly by the Engineering and Transportation and Public Works Services Departments. This project will be funded by the General Fund – Account 210-18-132 (FY 2009-10: \$150,000)
- b) Senior Center EOC Supplies (Minimal Supplies) – EOC supplies, limited additional telephones and telephone equipment to support a minimal EOC operation. This project will be funded by the General Fund – Account 210-24-101 (FY 2009-10: \$200,000)
- c) Miscellaneous Engineering Studies – This will fund feasibility and planning studies required to carry out Council vision and plan for the subsequent year's C.I.P. This project will be funded by the General Fund – Account 210-38-290 (FY 2009-10: \$100,000)

10.) Water Pollution Control Plant Enterprise Fund 593

- a) Sanitary Sewer Repair – Replace pipelines at various locations as identified by CCTV inspections and maintenance records. This project will be funded by the Water Pollution Control Plant Enterprise Fund – Account 593-52-246 (FY 2009-10: \$500,000)



CAPITAL IMPROVEMENTS

16.6

PROGRAM: Capital Improvement

CAPITAL IMPROVEMENT PROGRAM PROJECT SUMMARY

Fund 120 – Developer Fees for Street Improvements (DFSI)

a) Davis Street Video Communication	\$95,000
b) Miscellaneous Traffic Safety, Advanced Planning and Safety/Signal Equipment	50,000
Total	<u>\$145,000</u>

Fund 122 – Park Development Fund

a) Downtown TOD Park Development – Master Plan	\$150,000
b) Marina Dog Park	50,000
Total	<u>\$200,000</u>

Fund 144 – Measure B Bicycle & Pedestrian

a) Bicycle and Pedestrian Master Plan Update	\$87,000
b) 2009-2010 ADA Ramp Project	29,000
Total	<u>\$116,000</u>

Fund 144 – Measure B Streets & Roads

a) Annual Overlay/Rehabilitation Program	\$364,000
b) Annual Street Sealing Program	200,000
c) Storm Drain System Inventory and Inspection	55,000
d) Roadway Drainage Repair (annual)	50,000
e) Access Ramp Installation	150,000
f) Paving Grinding for PWS Street Paving	100,000
Total	<u>\$919,000</u>

Fund 145 – Traffic Congestion Relief

a) Annual Overlay Rehabilitation Program	<u>\$551,000</u>
--	------------------

Fund 149 – Proposition 1B Streets and Roads

a) Annual Overlay/Rehabilitation Program	<u>\$69,864</u>
--	-----------------



CAPITAL IMPROVEMENTS

16.7

PROGRAM: Capital Improvement

Fund 150 – Grant Fund

a) All Parks – Rehabilitation of Asphalt Walkways	\$250,000
b) Pedestrian Oriented Safety Equipment and Accessibility	52,000
Total	<u>\$302,000</u>

Fund 165 – Community Development Block Grant (CDBG)

a) 2009-2010 ADA Ramp Project	\$446,200
b) BART Area Station and Streetscape Improvements, Phase II	2,853,596
Total	<u>\$3,299,796</u>

Fund 210 – Capital Improvement Project

a) PWS Maintenance Projects Various Locations (annual)	\$150,000
b) Senior Center EOC Supplies (Minimal Supplies)	200,000
c) Miscellaneous Engineering Studies (annual)	100,000
Total	<u>\$450,000</u>

Fund 593 – Water Pollution Control Plant Enterprise

a) Sanitary Sewer Repair	<u>\$500,000</u>
--------------------------	------------------

Fund – Various

a) Internal Service Charges	<u>\$89,834</u>
-----------------------------	-----------------

TOTAL ALL FUNDS: \$6,642,494



CAPITAL IMPROVEMENTS

16.8

PROGRAM: Capital Improvement

NOTES:



The Other Agencies section provides budget information on each of the four independent agencies of the City:

1. Redevelopment Agency of the City of San Leandro
2. Business Improvement District
3. San Leandro Parking Authority
4. San Leandro Public Financing Authority

Members of the City Council serve on the governing boards of these agencies. As described in the following sections of the budget document, each agency is a separate legal entity and has a distinct purpose. These agencies were created under the provisions of state law that provide specific authority and powers to undertake programs and projects for the long-term benefit of the public.

Information on each agency includes: a revenue summary; a description of the services provided; an expenditure summary, which details historic budget and proposed expenditures by category and fund; and a personnel summary.



NOTES:



DESCRIPTION

The **San Leandro Redevelopment Agency** was formed in 1960 to finance development projects and programs to eliminate economic stagnation and physical blight. The Agency's funding source is tax increment, which is a dedicated share of the growth in property tax within redevelopment project areas. San Leandro has three active redevelopment project areas: **Plaza, West San Leandro/MacArthur Boulevard** and Alameda County-City of San Leandro (known as the **Joint Project Area**). Partnering with businesses, residents and property owners, the Redevelopment Agency provides the private sector with financial and technical assistance to eliminate barriers to investment, thus stimulating economic growth. The Mayor and City Council serve as its Board of Directors and the City Manager as its Executive Director.

The **Office of Business Development**, a division of the Community Development Department, staffs the Redevelopment Agency with the assistance of Agency Counsel and contract technical services, manages the Agency's development projects and administers the three redevelopment plans. Other divisions of the Community Development Department assist with planning and housing programs for the Agency. The Engineering and Transportation Department helps implement the Agency's capital projects. Staff works with the Finance Department and other City departments to ensure all required state and federal reporting information is completed.

Business retention, attraction and expansion activities are of benefit to the three redevelopment project areas because a healthy local economy is critical to building strong commercial and industrial areas. Since the adoption of the Economic Development Strategy in 1997, the Redevelopment Agency has identified economic development as an essential ingredient in the elimination of physical and economic blight. The Redevelopment Project Area Implementation Plan for 2004-2009 recognizes the growing role of the Agency and specifically emphasizes business development as a major objective of the Plan. For this reason, the marketing, business outreach and assistance activities of the Economic Development Agency will continue to be funded by the Redevelopment Agency and are included in the individual project area budgets for Fiscal Year 2009-2010.

All three redevelopment project areas have been impacted by the mortgage banking crisis and the recession. Tax increment grew approximately 8% between FY 2007-08 and the prior year and is anticipated to grow 4% next year due to a decrease in property turnovers. The Agency as of April 2009 has seen little reassessment of property values. However, Alameda County Assessor's Office reports on reassessments for the FY 2008-09 are not anticipated until November 2009 at the earliest. Construction financing has become more difficult for commercial and industrial projects, which has slowed reuse and new construction efforts. However, Business Development staff continues to



work aggressively to maintain San Leandro's attractiveness to manufacturers and value-added industries.

Business Development also oversees private leaseholds at the Shoreline – Marina and works with the Shoreline Business Association on cooperative marketing efforts

The Agency will continue to acquire and dispose of strategic real estate assets as necessary to forward the goals of the community and the redevelopment plans and assist our development partners in completing successful redevelopment projects.

2008 - 2009 ACCOMPLISHMENTS

Economic Development

- Contributed to the attraction, expansion or relocation of numerous manufacturing, service, office and retail businesses including: expansion of Energy Recovery Inc., General Foundry, NorCal Kenworth Trucks, Kraft Foods, Docustream and Grocery Outlet.
- Following an RFQ process, the City entered into an exclusive negotiating rights agreement with Cal-Coast Development for the master development of the 40-acre Shoreline opportunity site. The agreement sets the stage for negotiating a development project.
- The City ratified a 33 member Shoreline Development Citizen's Advisory Committee (CAC) in November 2008. The CAC, managed by the Office of Business Development, includes diverse citywide representation and meets monthly.

Plaza Project Area

- Commenced construction on the final phase of downtown improvements, including improved lighting, sidewalks and landscaping, as well as creation of community plaza on West Joaquin Avenue at East 14th Street, including a fountain and areas for outdoor seating and dining. Project completion: Summer 2009.
- Seven property/business owners, representing eleven businesses, participated in the Agency's commercial façade improvement program including: Robert Jones & Associates, Tsuru Sushi and Planet Coffee. Design assistance was provided to the Masonic building, the 101 Callan Building and Liberty Tax building on East 14th Street; the Sergio's building, San Leandro Wine and Spirit, Asia Delight and the Sandwichery on West Juana; and Charcoals on Hays Street.



- Downtown San Leandro's "We Are San Leandro" marketing campaign continued, including a presence at the International Council of Shopping Centers Northern California conference. The campaign is aimed at brokers and potential retailers to educate them on the changing demographics of San Leandro's downtown. A *DowntownSanLeandro.com* website was launched based on the campaign.
- The Agency entered into a Lease with an Option to Purchase agreement for 262 Davis Street, the first step in acquiring the fourth parcel needed for development of the Town Hall Square mixed-use development project at Davis and East 14th Streets.

Joint Project Area

- Construction started in Fall 2008 on the 21,000 sq. ft. Senior Community Center which includes classrooms, arts and crafts areas, exercise rooms and a large main hall which will also serve as an Emergency Operations Center. Construction is scheduled for completion in 2010.
- Six property owners, representing seven businesses, participated in the Agency's commercial façade improvement program. A forgivable loan was approved for Scribner Center for paint, parking lot and landscaping improvements and to the Englander/Comedy Club for enhanced entry and improvements and expansion of the outdoor dining patio. Luke's Grill on East 14th Street received assistance for minor improvements to their façade. Design assistance was also provided to the Eden Center, Copymat and San Gaspar on East 14th Street and DC Dance on Washington Avenue.
- Design work on a four-to five-story LEED-certified parking garage continued. The structure will include approximately 2,000 sq. ft. of retail along Estudillo Avenue and enhancements will be made to Plaza Del Oro, the pedestrian entry to the garage. Construction is projected to start in Fall 2009.
- A seasonal Downtown Farmers' Market was launched in spring 2008 and will return in 2009 and 2010. The market received solid support from the community, averaging 1,500 patrons each week.
- The Agency funded acquisition of the 150th Avenue/Hesperian Boulevard/East 14th Street triangle parcel to beautify and improve traffic at the busy intersection, consistent with the Agency's mid-term implementation plan.



West San Leandro/MacArthur Boulevard Project Area

- Construction was completed on the Doolittle Drive/Airport Gateway streetscape enhancement project which included new landscaping, improvements to existing medians, new streetlights and the placement of monuments to mark city entries.
- Three property owners participated in the Agency's commercial façade improvement program. Norcal Supply on Doolittle Drive made significant improvements to their façade and building signage. Design assistance was provided to the Estudillo Center (Rite-Aide) and the San Leandro Car Wash on MacArthur Boulevard.
- A San Leandro Industrial Councils program was initiated in February 2009 in partnership with the San Leandro Chamber of Commerce. Five Industrial Areas were created and staff is meeting with businesses in the area to gain input with the goal of developing industrial strategies specific to each area.
- The Agency funded acquisition of 2512 Davis Street, a parcel necessary to construct Eden Road, a priority project intended to provide access to severely blighted and underutilized parcels and improve traffic circulation in the area.
- In 2008-09 the Agency provided \$140,000 in funding for the San Leandro LINKS shuttle which transports employees between industrial businesses and the San Leandro BART Station. Grants have been secured for the next three fiscal years which result in no need for a FY 2009-10 Agency contribution.

Housing Set-Aside Funds

- Refer to the "Community Development Department" section of the budget for a detailed description of division activities.

2009-2010 GOALS AND OBJECTIVES

The Agency will continue to implement the on-going projects detailed above. Additionally, the Agency has the following goals and objectives for FY 2009-10.

- The City of San Leandro has received an invitation and plans to join the East Bay Green Corridor which currently consists of the Cities of Berkeley, Emeryville, Oakland, Richmond and UC Berkeley and Lawrence Berkeley Labs. The Corridor's goal is to



increase regional cooperation to actualize the East Bay's potential as a center of the emerging green economy.

- Successful completion of the 83,500 square foot Creekside Plaza Phase III office building serving as the headquarters for the Regional Center of the East Bay.
- In cooperation with Planning Services, complete negotiations relating to a Development Agreement for the Kaiser Medical Center/Marina Point Shopping Center development.
- Negotiate an agreement for the development of the former EBMUD site on Washington Boulevard. The proposed mixed-use project is a critical part of the revitalization strategy in the Downtown and supports the objectives of TOD and Retail Recruitment Program.
- In cooperation with Engineering and Transportation, participate in the preparation of various applications for Economic Recovery and Reinvestment Act funding for projects that stimulate local economic growth and sustainability.

PROGRAM CHANGES

- No program changes are proposed.

2009-10 FISCAL REDUCTIONS

- Effective July 1, Office of Business Development staffing will include a portion of an Administrative Assistant II position that was previously charged to the Rent Review Program within the General Fund.



REDEVELOPMENT AGENCY

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$967,281	\$1,119,228	\$1,073,304	\$1,129,837
Services	2,321,511	1,939,853	1,643,894	1,886,166
Supplies	8,250	9,050	9,700	10,400
Capital Outlay	0	0	0	0
Debt Service	3,185,560	2,720,655	2,803,501	5,981,863
Other	3,397,257	3,827,316	4,086,418	6,102,920
Grand Total	\$9,879,859	\$9,616,102	\$9,616,817	\$15,111,186

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Plaza Area	\$1,910,740	\$1,886,040	\$2,112,305	\$2,391,146
Joint Project Area	2,593,716	2,163,222	1,478,844	4,228,852
W. San Leandro Project Area	1,529,418	1,765,431	1,969,713	2,098,434
Low/Moderate Housing	1,705,659	1,656,936	1,714,718	1,719,697
Debt Service	2,140,326	2,144,473	2,341,237	4,673,057
Grand Total	\$9,879,859	\$9,616,102	\$9,616,817	\$15,111,186

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	9.10	8.52	8.09
Part-time	0.00	0.00	0.48
Total	9.10	8.52	8.57

Note: The Budget above depicts gross appropriations by including expenditure transfers from the Agency's three project areas to the Debt Service Fund for its debt service obligations. (Also shown on page 15.5 Interfund Transfers). The Debt Service Fund appropriation pertains to the payment of principal and interest when due.



PLAZA PROJECT AREA

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$189,696	\$184,440	\$142,538	\$66,570
Services	309,848	241,687	246,186	282,231
Supplies	1,600	1,250	1,250	1,250
Capital Outlay	0	0	0	0
Debt Service	155,784	155,784	186,401	300,000
Other	1,253,812	1,302,879	1,535,930	1,741,095
Grand Total	\$1,910,740	\$1,886,040	\$2,112,305	\$2,391,146

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Plaza Project Area	\$1,910,740	\$1,886,040	\$2,112,305	\$2,391,146
Grand Total	\$1,910,740	\$1,886,040	\$2,112,305	\$2,391,146

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	1.67	1.30	0.48
Part-time	0.00	0.00	0.00
Total	1.67	1.30	0.48



JOINT PROJECT AREA

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$209,746	\$288,678	\$275,318	\$330,877
Services	593,972	344,341	252,841	205,695
Supplies	2,600	3,350	3,350	3,650
Capital Outlay	0	0	0	0
Debt Service	762,366	297,834	157,847	895,333
Other	1,025,032	1,229,019	789,488	2,793,297
Grand Total	\$2,593,716	\$2,163,222	\$1,478,844	\$4,228,852

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Joint Project Area	\$2,593,716	\$2,163,222	\$1,478,844	\$4,228,852
Grand Total	\$2,593,716	\$2,163,222	\$1,478,844	\$4,228,852

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	2.35	2.23	2.23
Part-time	0.00	0.00	0.48
Total	2.35	2.23	2.71



WEST SAN LEANDRO/MACARTHUR PROJECT AREA

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$321,823	\$284,664	\$259,090	\$335,366
Services	728,800	709,225	828,967	1,055,340
Supplies	2,650	3,250	2,400	2,400
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Other	476,145	768,292	879,256	705,328
Grand Total	\$1,529,418	\$1,765,431	\$1,969,713	\$2,098,434

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
W. San Leandro Project Area	\$1,529,418	\$1,765,431	\$1,969,713	\$2,098,434
Grand Total	\$1,529,418	\$1,765,431	\$1,969,713	\$2,098,434

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	2.18	1.88	2.30
Part-time	0.00	0.00	0.00
Total	2.18	1.88	2.30



LOW-MODERATE HOUSING

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$246,016	\$361,446	\$396,358	\$397,024
Services	688,891	644,600	315,900	342,900
Supplies	1,400	1,200	2,700	3,100
Capital Outlay	0	0	0	0
Debt Service	127,084	122,564	118,016	113,473
Other	642,268	527,126	881,744	863,200
Grand Total	\$1,705,659	\$1,656,936	\$1,714,718	\$1,719,697

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Low-Moderate Housing Fund	\$1,705,659	\$1,656,936	\$1,714,718	\$1,719,697
Grand Total	\$1,705,659	\$1,656,936	\$1,714,718	\$1,719,697

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	2.90	3.11	3.08
Part-time	0.00	0.00	0.00
Total	2.90	3.11	3.08



REDEVELOPMENT AGENCY DEBT SERVICE

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$0	\$0	\$0	\$0
Services	0	0	0	0
Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	2,140,326	2,144,473	2,341,237	4,673,057
Other	0	0	0	0
Grand Total	\$2,140,326	\$2,144,473	\$2,341,237	\$4,673,057

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Plaza Project Area	\$1,178,856	\$1,181,127	\$1,340,396	\$1,612,001
W. San Leandro Project Area	308,578	309,286	401,730	396,976
Joint Project Area	652,892	654,060	599,111	2,664,080
Grand Total	\$2,140,326	\$2,144,473	\$2,341,237	\$4,673,057

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.00	0.00	0.00
Part-time	0.00	0.00	0.00
Total	0.00	0.00	0.00



NOTES:



DESCRIPTION

The **Business Improvement District** was established in 2004 to work in conjunction with the West San Leandro business community to sustain the LINKS Shuttle program. This program was created in 2001 in response to a transportation gap left by AC Transit and expressed by the West San Leandro business community. The Redevelopment Agency, matched by a Low Income Federal Transportation (LIFT) Grant, provided initial start-up funds for a two year trial period to assess the viability of the program. At the end of the trial period, the City and funding agencies reviewed the program and deemed the service necessary due to the steady increase in ridership.

Over the last five years the program has become a model for other cities looking to implement shuttle transportation to provide the critical link between BART and jobs. The Business Improvement District and businesses in the service area contribute to the cost of the program. The Business Improvement District's annual \$25 base assessment plus \$10.88 per employee fee provides partial funding for a much needed service in getting employees to work fast and efficiently. Businesses with five or fewer employees, property owners, home businesses and non-profit businesses are exempt from the fees.

LINKS operates during peak commute hours serving the West San Leandro industrial area. Service is provided by contract with MV Transportation and managed by the San Leandro Transportation Management Organization (SLTMO). The SLTMO is comprised of a Board of Directors and an Executive Director. City staff provides support services for the SLTMO's and manages the Business Improvement District.

The service area for the LINKS Shuttle program stretches approximately three miles from the San Leandro BART station and through the industrial area of West San Leandro. Parts of this area are provided with AC Transit bus service on 30 to 60 minute headways during AC's peak service hours. Because a moderate level of transit service does exist in the area, the focus for the LINKS Shuttle is to provide quick, direct service to targeted employment sites during key hours of employee need. In addition, the service is flexible, providing the critical, on-time link to jobs that are otherwise only accessible by automobile.

2008-09 ACCOMPLISHMENTS

- Revaluated the financing structure of the Business Improvement District, which is scheduled to terminate in June 2009; determined that the current assessment rates are adequate with grant funding and San Leandro Redevelopment Agency funds.



- Successfully conducted Business Improvement District (BID) election to re-establish it for another five-year term (sunsets at the end of June 2014).
- Secured a three-year \$405,000 Lifeline grant from the Alameda County Congestion Management Agency (CMA) to support the cost of operations.
- Provided LINKS shuttle level of service where 92% of the riders rated their satisfaction with the LINKS good to excellent. In 2008, the LINKS served approximately 163,000 riders, an average of 630 riders per day.

2009-10 GOALS AND OBJECTIVES

- Continue marketing the LINKS shuttle service to companies in the BID area using various marketing and communication efforts to sustain or increase ridership.
- Maintain the high level of ridership satisfaction of the LINKS service.
- Continue to pursue grant funding to maintain the BID at its current rates and to reduce the financial obligations of the San Leandro Redevelopment Agency.



BUSINESS IMPROVEMENT DISTRICT

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$0	\$0	\$0	\$0
Services	270,727	374,133	400,000	390,000
Supplies	1,000	0	0	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Other	0	0	0	0
Grand Total	\$271,727	\$374,133	\$400,000	\$390,000

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Business Improvement District Fund	\$271,727	\$374,133	\$400,000	\$390,000
Grand Total	\$271,727	\$374,133	\$400,000	\$390,000

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.00	0.00	0.00
Part-time	0.00	0.00	0.00
Total	0.00	0.00	0.00



NOTES:



DESCRIPTION

The San Leandro Parking Authority was established to provide public off-street parking within the City of San Leandro. The Authority may issue debt, incur obligations and establish fees as necessary to carry out its obligations. The Mayor and City Council serve as the Board of Directors of the Authority and the City Manager serves as the Executive Director.

There has been no activity for the Parking Authority in the last 6 fiscal years.



DESCRIPTION

The San Leandro Public Financing Authority was established through a joint powers agreement with the City. The Authority was formed for the purpose of assisting the City in the acquisition, construction and financing of public improvements that are of public benefit to the City. The Mayor and City Council serve as the Board of Directors of the Authority and the City Manager serves as the Executive Director.

Improvements undertaken by the Authority in past years have included seismic retrofitting of some essential facilities owned by the City, such as City Hall, three fire stations and the Police Department building. The Authority has also financed the seismic retrofit/ renovation/ expansion of the Main Library and the acquisition of two replacement fire stations in lieu of seismic retrofit of these existing facilities.



SAN LEANDRO PUBLIC FINANCING AUTHORITY

Expenditures By Category

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Salaries/Benefits	\$0	\$0	\$0	\$0
Services	0	0	0	0
Supplies	0	0	0	0
Capital Outlay	0	0	0	0
Debt Service	2,730,330	2,367,473	2,360,773	2,477,919
Other	0	0	0	0
Grand Total	\$2,730,330	\$2,367,473	\$2,360,773	\$2,477,919

Expenditures By Fund

	2006-07 Budget	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Financing Authority Fund	\$2,730,330	\$2,367,473	\$2,360,773	\$2,477,919
Grand Total	\$2,730,330	\$2,367,473	\$2,360,773	\$2,477,919

Personnel Summary

	2007-08 Budget	2008-09 Budget	2009-10 Adopted
Full-time	0.00	0.00	0.00
Part-time	0.00	0.00	0.00
Total	0.00	0.00	0.00



NOTES:

