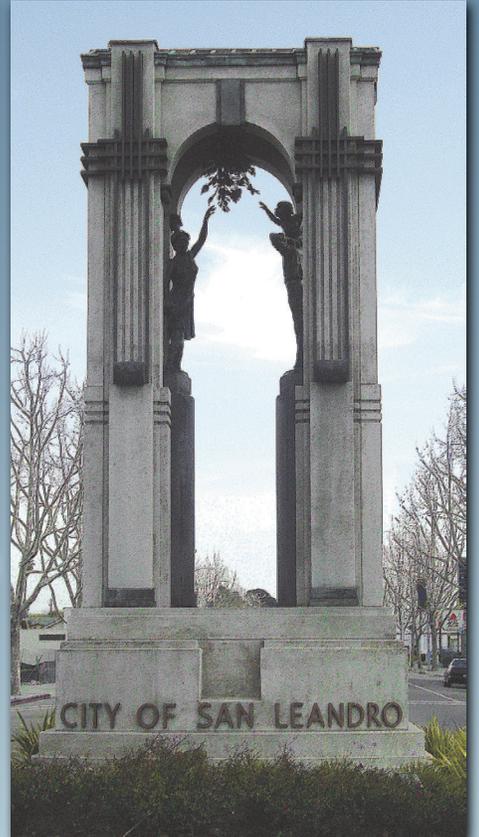




# SAN LEANDRO

C A L I F O R N I A



City Council's Adopted Budget  
2010 - 2011

# THE CITY COUNCIL

TONY SANTOS, MAYOR

URSULA REED, VICE MAYOR

MICHAEL J. GREGORY

JIM PROLA

DIANA M. SOUZA

JOYCE R. STAROSCIAK

BILL STEPHENS



**SUBMITTED BY**

STEPHEN L. HOLLISTER, CITY MANAGER



## CITY COUNCIL 2010 - 11 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 2010-11 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.....	i
SECTION 2: OVERVIEW	
Community Profile.....	2.1
City Demographic Information.....	2.4
Area Map.....	2.6
Organization Chart	
SECTION 3: BUDGET GUIDE	
Budget Process.....	3.1
Elements of the Budget Document .....	3.1
Budget Calendar .....	3.4
Budget Development.....	3.5
Structure of City's Finances .....	3.6
Key Budget Assumptions.....	3.10
SECTION 4: FINANCIAL AND PERSONNEL SUMMARIES	
All Funds Budget Summary .....	4.2
Changes of Financial Position All Funds.....	4.4
Summary Graph of All Funds Revenue/Resources .....	4.5
Summary of Revenues by Fund Type & Category .....	4.6
Revenue Summary .....	4.7
Summary Graph of All Funds Expenditure.....	4.15
Summary of Expenditures by Fund Type & Category.....	4.16
Summary of Expenditures by Classification Type.....	4.17
Summary of All Funds Operating and Capital Transfers.....	4.19
Summary Graph of All Funds Personnel.....	4.23
Summary of All Funds Positions by Department.....	4.24
All Funds Salary and Benefits by Function .....	4.30
All Funds Salary and Benefit Summary by Fund .....	4.31
SECTION 5: GENERAL FUND	
Changes of Financial Position General Fund.....	5.1
General Fund Statement of Fund Balance .....	5.2
Summary Graph of General Fund Revenues/Resources .....	5.3
Summary of General Fund Revenues .....	5.4
Summary Graph of General Fund Expenditures.....	5.6
Summary of General Fund Expenditures by Department.....	5.7
Summary of General Fund Expenditures by Category .....	5.9
10 Year Summary of General Fund Revenues/Expenditures.....	5.12
Summary of General Fund Salary and Benefits by Function.....	5.13
Summary Graph of General Fund Personnel .....	5.14
Summary of General Fund Positions .....	5.15

## TABLE OF CONTENTS (continued)

### SECTION 6: GENERAL GOVERNMENT

Department Organization Chart	
City Council .....	6.1
Expenditure and Personnel Summary .....	6.3
Department Organization Chart	
City Manager .....	6.5
Expenditure and Personnel Summary .....	6.8
Department Organization Chart	
City Attorney .....	6.11
Expenditure and Personnel Summary .....	6.13

### SECTION 7: COMMUNITY DEVELOPMENT

Department Organization Chart	
Department Narrative .....	7.1
Expenditure and Personnel Summary .....	7.6

### SECTION 8: ENGINEERING AND TRANSPORTATION

Department Organization Chart	
Department Narrative .....	8.1
Expenditure and Personnel Summary .....	8.4

### SECTION 9: FINANCE

Department Organization Chart	
Department Narrative .....	9.1
Expenditure and Personnel Summary .....	9.3

### SECTION 10: FIRE

Department Organization Chart	
Department Narrative .....	10.1
Expenditure and Personnel Summary .....	10.3

### SECTION 11: HUMAN RESOURCES

Department Organization Chart	
Department Narrative .....	11.1
Expenditure and Personnel Summary .....	11.4

### SECTION 12: LIBRARY SERVICES

Department Organization Chart	
Department Narrative .....	12.1
Expenditure and Personnel Summary .....	12.3

## TABLE OF CONTENTS

### SECTION 13: POLICE DEPARTMENT

Department Organization Chart	
Department Narrative .....	13.1
Expenditure and Personnel Summary .....	13.7

### SECTION 14: PUBLIC WORKS

Department Organization Chart	
Department Narrative .....	14.1
Expenditure and Personnel Summary .....	14.5

### SECTION 15: RECREATION AND HUMAN SERVICES

Department Organization Chart	
Department Narrative .....	15.1
Expenditure and Personnel Summary .....	15.4

### SECTION 16: NON-DEPARTMENTAL

General Fund Debt Service.....	16.1
Organizational Services .....	16.3

### SECTION 17: INTERNAL SERVICE FUNDS

Introduction	
Internal Service Revenue Graph.....	17.1
Internal Service Expenditure Graph .....	17.2
Building Maintenance Fund.....	17.3
Information Technology Fund .....	17.7
Self Insurance Fund .....	17.11
Equipment Maintenance Fund .....	17.15

### SECTION 18: ENTERPRISE FUNDS

Introduction	
Enterprise Revenue Graph .....	18.1
Enterprise Expenditure Graph.....	18.2
Water Pollution Control Plant Fund.....	18.3
Environmental Service Fund .....	18.9
Shoreline Enterprise Fund .....	18.13
Storm Water Fund.....	18.17

### SECTION 19: REDEVELOPMENT AGENCY

Redevelopment Revenue Graph .....	19.1
Redevelopment Expenditure Graph.....	19.2
Redevelopment Narrative .....	19.3
Redevelopment Expenditure and Personnel Summaries .....	19.8

## TABLE OF CONTENTS (continued)

### SECTION 20: SPECIAL REVENUE FUNDS

Introduction	
Special Revenue Descriptions .....	20.1
Special Revenue Expenditure and Personnel Summaries .....	20.3

### SECTION 21: CAPITAL IMPROVEMENT PROJECTS

Introduction	
Capital Improvement Projects Narrative.....	21.1
Capital Improvement Projects Summary.....	21.5
Capital Improvement Projects Summary by Funding Source .....	21.7
Capital Improvement Projects Changes in Financial Position.....	21.8
Capital Improvement Projects Summary of Sources and Uses .....	21.9
Capital Improvement Projects Expenditure Summaries.....	21.10

### SECTION 22: DEBT SERVICE REQUIREMENTS

Debt Service Requirements Narrative.....	22.1
Debt Service Requirements Summaries .....	22.6

### SECTION 23: FINANCIAL POLICIES

Introduction	
Fixed Assets Policies and Procedures .....	23.1
Investment Policy .....	23.23

### SECTION 24: APPENDICIS

Budget Resolutions .....	Appendix A
Resolution Related to City Fees and Charges for Services .....	Appendix B
Resolution Establishing Appropriation Limit .....	Appendix C
Guide to Funds by Number .....	Appendix D
Budget Glossary.....	Appendix E
List of Acronyms.....	Appendix F

## ***2010-11 Adopted Budget on June 7, 2010***

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*For the last ten months, City staff have been in budget communications with the City Council and the community through public meetings. The City Council adopted the 2010-11 Budget on June 7, 2010 that reflects these rewarding efforts. The following is the City Manager's Budget Message for the 2010-11 Proposed Budget distributed to the City Council on May 27, 2010.*





## City of San Leandro

Civic Center, 835 E. 14th Street  
San Leandro, California 94577



June 7, 2010

San Leandro City Council  
Civic Center  
San Leandro, CA 94577

Honorable Mayor and Members of the City Council,

I respectfully submit to you the City of San Leandro Proposed Budget for 2010-2011. The Fiscal Year 2010-11 Budget total for all funds is \$125.2 million. The General Fund budget is \$70.0 million. The budget reflects, to the extent possible, the goals of the City Council. These goals were set at the Council's annual goal setting session in January 2010. The goals for the community are summarized:

- Maintain and increase the City's fiscal stability
- High levels of police, fire and emergency response to the San Leandro community
- Maintain and enhance the City's infrastructure
- Enhanced quality of life to the citizens of San Leandro
- Well-planned, high quality, sustainable, long-term development
- Support quality schools for the San Leandro community
- San Leandro shoreline as an accessible, self-supporting, community asset.

As we enter the third year of an unprecedented economic down-turn, the City's \$70.0 million General Fund continues to have an operating deficit. General Fund revenues have declined by approximately \$9 million since 2007-08 as a result of the ongoing "Great Recession". Further, despite drastic cuts in spending, General Fund reserves have declined by some \$13 million as a result of ongoing deficits. Additionally, other funds such as Redevelopment, Shoreline, and Storm Water are also suffering significant financial constraints.

The proposed budget includes significant reductions across all departments that result in painful cuts to services, programs and personnel. Public Safety (police and fire) services comprise approximately 60% of the General Fund budget. These two departments have sustained 7% and 4% reductions, respectively. Non-public safety departments have experienced between 30% - 45% reductions in their budgets over a two year period. As a result, the City's workforce has been reduced by 20%. To put it in perspective, the City has reduced its workforce from 500 employees to 400 full-time equivalents (FTE) over a two year period. Overall, this has a very significant impact on the City's ability to provide services at the level the community has been accustomed to receiving.

Tony Santos, Mayor

City Council:

Michael J. Gregory;  
Diana M. Souza;

Jim Prola;  
Joyce R. Starosciak;

Ursula Reed;  
Bill Stephens



In addition, the City remains vulnerable to the State's continuing budget crisis as Sacramento looks to local revenues to help fill their budget gap. An example is the State's raid of \$5.1 million from the City's Redevelopment funds in the next two fiscal years (2010-11 and 2011-12). These funds are a valuable economic tool to create jobs and projects in our community. Still, we remain vulnerable to more takeaways by the State in the future.

Although the City has been able to rely on its reserves to help balance its budgets during the past several years, the fund balance has been reduced to the point where we no longer have that option. At the close of 2010-11, the balance is projected to be \$1.3 million. Not only is this less than the 20% the Council has established as fiscal policy, it provides no cushion for unanticipated events. In fact, it is essential that we begin to rebuild our reserves to ensure that we can weather future economic crises and unforeseen emergencies.

## **BUDGET DEVELOPMENT PROCESS**

The City has sought input from the community to prioritize services and allocate resources accordingly. Last summer, voters were professionally polled on City services and possible revenue measures. In early Fall 2009, the City Council established a Citizens Budget Task Force for the purpose of providing input to the Council regarding service priorities and allocation of resources. City staff began a Public Information Program to inform the community about the City's financial situation. Staff went out into the community through meetings with service groups, homeowner associations, schools and business groups to obtain feedback and suggestions. A feedback survey was mailed out, along with those handed out at the community meetings – over 1,000 citizen responses were returned with ideas and comments about City services. Public safety, including both police and fires services, has consistently ranked of highest importance. Other services such as business development and retention, streets and parks maintenance, and libraries were also considered important. In addition to the services the community highly desires, the City must provide mandated services such as the issuance of building permits. With the revenue decline, it is impossible to provide the same level of service to the community. As a result, the City Council will consider placing a ¼ cent sales tax measure on the November ballot to help support and maintain local essential services.

All of this input was carefully considered in developing the Proposed Budget for 2010-11. All departments were asked to reduce their budgets. City employees have also made sacrifices to assist with reducing costs. In addition to taking on more work, members of the San Leandro City Employees Association and the San Leandro Management Association – combined which make up approximately 80% of City employees – have voluntarily forgone Cost of Living (COLA) increases for two years; are furloughed one day a month (the furloughed time represents a 4.6% salary reduction); and will increase their contributions toward health benefits in January 2011.



The Proposed Budget also reflects direction given by the Council at the budget work sessions that were held on March 22 and April 12. The Council directed staff to postpone for six months layoffs of ten positions, and include a full year funding for the current level of fire services. The Council indicated that it will review funding for these expenditures at mid-year (January 2011) based on revenue levels, including the outcome of the proposed revenue measure.

## **ECONOMIC IMPACTS**

Although most economists have opined that the recession is technically over, the U.S. economy is not out of the woods. The economic forecast points toward slow growth in the GDP, coupled with unemployment remaining in double digits until 2012. Tax cuts and government spending programs, along with a zero interest policy, have spurred some growth, but businesses have not yet made long term hiring commitments. In California, the unemployment rate continues to rise, as local governments continue to shed jobs. The general outlook for 2010 is little or no growth with the economy beginning to pick up steam in 2011.

In January 2010, the Association of Bay Area Governments (ABAG) released its annual economic forecast for the area. The Bay Area is expected to mirror the slow recovery of the rest of the nation. Incomes are not expected to grow appreciably; consumer spending will remain weak and unemployment high. A major risk to the outlook is another wave of less-than-prime adjustable rate mortgages that will reset between 2010 and 2012.

In the midst of this situation, San Leandro has in fact, experienced a few positive developments. The recent approval of the Kaiser Permanente San Leandro Medical Center moves the City a step closer to having a state-of-the art medical facility in San Leandro. Continued revitalization of the Downtown, continued work on the implementation of the Downtown Transit Oriented Development Strategy, and the opening and occupancy of the third Creekside Office Building are economic projects that are cause to celebrate. The continuing development of the Shoreline Master Plan is a great example of the creativity and hard work that occurs when staff, developers and citizens work together.

## **LOCAL FINANCIAL ISSUES AND CONCERNS**

The economic crisis has triggered significant reductions in revenues to the City. Estimating revenue is especially difficult with the economy in such a volatile state. The City's three largest sources of revenue, sales tax, property tax, and utility users' tax, have declined dramatically over the past several years. Operating revenues in 2010-11 are expected to decline from Estimated Actuals for 2009-10 by 1.5% or \$1.041 million to \$66.5 million. Projected revenues are summarized in the General Fund Summary Section 5 of this budget document.



The City has received federal stimulus funds of approximately \$3.1 million (as of March 2010) for specific energy programs, transit-related projects, and housing projects. However, the City has not received any stimulus funding for police positions, although we intend to reapply in the second round, in hopes of restoring some of the sworn positions that have been eliminated.

On the expenditure side, the proposed 2010-11 budget includes reductions to the General Fund budget by \$6.9 million from the 2009-10 budget. The budget reductions are summarized in the General Fund Summary section. It is important to note that the budget has been cut to the point that services are impacted in every department, and that the proposed budget includes reductions that are in addition to the reductions made in previous years. And, our reserves have dwindled to the point where we do not have sufficient cushion to absorb unanticipated expenses. Any added expense will require an offsetting reduction.

The City Council identified as a goal to maintain fiscal sustainability. Even if the City identifies new sources of revenue, it faces significant challenges. Although we will continue our efforts to attract new business to San Leandro, it is essential that efforts also continue to contain future costs to ensure that the City is able to live within its means. We must consider our future financial capacity as we make decisions with long term implications such as developing new facilities, labor agreements, and setting user fees. The City must determine what services it can afford to provide and what size organization is sustainable over the long term. There is growing concern about how the City can continue to attract and retain a quality workforce while meeting its existing obligations for pensions and other post retirement benefits. This is a matter that must be addressed over the next several years as PERS pension rates and healthcare costs continue to increase to unsustainable levels.

## **GENERAL FUND SUMMARY**

The City's General Fund budget represents over 70% of the City's total operating budget. The General Fund provides many important services such as public safety, library and recreation services to the residents of San Leandro.



Revenues

General Fund Revenues			
(\$ in 000's)			
	Estimated	Proposed	
	2009-10	2010-11	Change
<b>Revenues:</b>			
Property Tax	\$ 16,100	\$ 15,300	\$ (800)
Sales Tax	17,350	17,850	500
Utility Users Tax	9,500	9,635	135
Real Property Transfer Tax	2,544	2,444	(100)
All Other Revenue	22,079	21,303	(776)
<b>Total Operating Revenues</b>	<b>67,573</b>	<b>66,532</b>	<b>(1,041)</b>

As can be seen in the schedule above, revenues are projected to decrease by almost \$1.041 million from estimated actual revenues for 2009-10. Some of the major changes are as follows:

- Sales tax is showing some growth. Many financial forecasters are indicating a bottom to the current recession in calendar 2010. A moderate, but steady recovery is anticipated for 2011 and 2012.
- Property tax revenues continue to suffer from the housing bubble collapse that began in 2008-09. This revenue source will have to be monitored carefully in the months ahead as more complete information becomes available from the County Assessor. It may be necessary to revise this revenue **downward** in early 2010-2011, based on assessed valuation information which is not available until July/August 2010.
- Utility Users Tax (UUT) revenue is showing some rebound from the current year. However, less consumption of gas and electricity by utility customers continues to constrain this revenue source.
- All Other Revenue. This revenue category is down some \$600,000 from Estimated Actuals for 2009-10. Several key revenue sources such as Franchises, Licenses and Permits and Charges for Current Services continue to show weakening trends extending into 2010-11. During the budget process Council directed staff to review fees and service charges. This has been done and several charges have been increased. Regardless, lowered usage continues to hold these revenues down.



**Expenditures**

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

	<b>Budget</b>	<b>Proposed</b>	
	<b>2009-10</b>	<b>2010-11</b>	<b>Change</b>
<b>Expenditures:</b>			
Salaries and benefits	\$ 39,835	\$ 34,847	\$ (4,988)
Services and Supplies	7,164	6,347	\$ (817)
Fire Services	17,400	17,489	\$ 89
Capital Outlay	328	75	\$ (253)
Debt Service	2,974	2,980	\$ 6
Internal Service Fund Charges	8,337	7,756	\$ (581)
Other	518	116	\$ (402)
<b>Total Operating Expenditures</b>	<b>\$ 76,556</b>	<b>\$ 69,610</b>	<b>\$ (6,946)</b>

Note: Budget 2009-10 column is as adopted

As indicated in the schedule above, expenditures are projected to decrease from the 2009-10 adopted budget by \$6.9 million. The single largest reduction is in salaries and benefits, and it represents staff reductions made across all departments. In addition, Internal Service Fund budgets were carefully reviewed and savings of almost \$0.6 million are projected for 2010-11.



A summary of the proposed 2010-11 General Fund budget follows:

**City of San Leandro  
General Fund Summary  
(\$ in 000's)**

<b>Operating:</b>	
Revenues	\$ 66,532
Expenditures	<u>(69,610)</u>
Net Operating Revenue/(Expenditure)	<u>(3,078)</u>
<b>Transfers In (Out)</b>	
Transfer from Self Insurance Fund	500
Transfer to Gas Tax Fund	(300)
Transfer to Envir. Svcs Fund	<u>(68)</u>
Net Transfers In (Out)	<u>132</u>
<b>Net Revenue (Expenditures)</b>	<b>(2,946)</b>
Designated Fund Balance (1)	3,854
Resources/(Requirements)	<u>389</u>
<b>Ending Fund Balance</b>	<b><u>\$ 1,297</u></b>

(1) Beginning Fund Balance based on estimated actuals for 2009-10

**OTHER FUNDS**

In addition to the General Fund, the City maintains several other funds that range from the Water Pollution Control Plant to the Redevelopment Agency. These funds are categorized into major fund types in the budget which are: Internal Service Funds, Enterprise Funds, Special Revenue Funds, the Redevelopment Agency, Capital Improvement Projects and Debt Service Funds.

As can be seen in the accompanying budget schedules for each fund, these funds are, for the most part balanced in terms of available resources and projected requirements. There are, however, certain funds that will require additional attention and time in order to achieve financial stability. They are the Shoreline Fund, the Storm Water Fund and the Parking Fund. Staff will be reviewing these funds and will be making recommendations to the City Council during 2010-11.



## POTENTIAL ADDITIONAL FISCAL IMPACTS

The purpose of this section is to identify the fiscal impacts and potential reductions if San Leandro voters fail to pass a ¼ cent sales tax revenue measure in November 2010 to provide temporary emergency funding for essential City services.

The City Council will be asked to adopt a very difficult budget for Fiscal Year 2010-11. The proposed budget includes a \$3 million operating deficit in the General Fund. As the Council is aware, the budget includes many significant and painful reductions in services that were necessary due to plummeting revenues the City has experienced over the past several years and which are projected to continue. Staffing levels have been reduced by nearly 20% since 2008-09. The Council decided to delay layoffs of 10 full time positions and continue full funding of a fire engine company, comprised of nine firefighters and a truck. This was done in anticipation of a revenue measure being placed on the November ballot, and with the understanding that these reductions would be revisited in December should the revenue measure fail. If the measure fails, the City will be forced to make even deeper reductions because emergency reserves have dwindled to dangerously low levels. In my opinion, further spending of reserves would be fiscally irresponsible.

Indeed, the City should systematically rebuild its reserves to meet the City's established policy of 20%. If the revenue measure fails to pass, the city must implement an additional \$4 million in reductions. I am recommending that the reductions that were postponed be implemented beginning January 1, 2011. Additional reductions will be needed to offset the added expenditures in the first half of the year.

Original proposed (but postponed) reductions:

- Remove one fire ladder truck and nine firefighters from service (effective July 1, 2011)
- Eliminate two positions from Community Development Department
- Eliminate one position from Engineering and Transportation
- Eliminate one position from Finance
- Eliminate one position from the Library
- Eliminate one position in the Police Department
- Eliminate two positions in Recreation-Human Services
- Eliminate two positions in Information Systems.

The above positions were funded for six months only and if the revenue measure does not pass, there is no revenue to fund them. Additional reductions must come from public safety since it makes up over 60% of the General Fund budget and other departments have already been drastically cut.

Additional reductions:

- Eliminate the Crime Prevention Officer
- Eliminate Police Tactical Unit



- Eliminate two Traffic Officers, reducing the unit to two
- Eliminate Animal Control Officer, reducing coverage from 7 to 4 days per week
- Eliminate School Resource Officer, reducing coverage to one officer
- Additional reductions to Public Works maintenance activities.

Further reductions effective July 1, 2011 due to one-time funding:

- Closure of small library branches
- Further reductions at Manor Branch Library
- Possible closure of Boys and Girls Club Pool
- Elimination of most recreation programs, except essential youth and senior programs
- Potential continuation of employee furloughs or alternative reductions; (Fire employees have negotiated concessions which are anticipated to lower fire services contract costs in future years.)

Critical service impacts of these reductions include: Reduced neighborhood police patrols; reduced ability to investigate crimes and conduct gang suppression activities; increased 9-1-1 emergency and fire response times; reduced program/activities that keep children focused on learning and out of trouble; reduced library programs for children, adults and families; less ability of the City to be a good partner to schools; reduced pothole repairs and street maintenance.

## **CONCLUSION**

I would like to point out several changes to the budget format from previous years. The document has been organized by fund type, to be consistent with the accounting method used by government agencies. We have added a designation to link department goals for the next year to the adopted City Council goals. We have included additional elements to make it easier to understand such as a glossary and clear definitions, as well as expanded on some sections such as the community profile which now features demographic data.

In closing, I would like to offer that this budget development process has been particularly difficult for the staff involved. As mentioned at the beginning, not only does the decline in revenues pose a challenge for balancing the budget in a technical sense, but the heartfelt impacts to the agency and community are painful. I want to acknowledge and thank everyone that contributed to this effort.

Respectfully submitted,

Stephen L. Hollister  
City Manager



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## SAN LEANDRO, CALIFORNIA

### GENERAL INFORMATION AND HISTORY

San Leandro offers residents the quiet charm and character of a community that has existed for over 138 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 83,000, 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 has 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 (B.A.R.T.) 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 B.A.R.T. 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 comprised 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 12<sup>th</sup> 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. The district is building a new 9<sup>th</sup> Grade Campus and an Arts and Education Center, both are anticipated for the 2010-11 school year. 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-Las Positas 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, annual Sausage and Suds festival, seasonal farmers' markets, and a variety of multicultural celebrations. 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.



**SAN LEANDRO, CALIFORNIA****Population**

State Department of Finance (May 2010) 83,183

**Location**

San Leandro occupies 15 square miles between the cities of Hayward and Oakland, and is bordered on the west by San Francisco Bay and on the east by the foothills.

**Climate**

San Leandro's average temperature of 62 degrees is similar to a mild Mediterranean climate. Temperatures range from 57 to 90 degrees, and the average rainfall is 19 inches.

**2000 Census, U.S. Bureau of Census Demographics**

## Gender

Male	38,137	48%
Female	41,315	52%

## Race

White	42%
Asian/Pacific Islander	23%
Hispanic/Latino	20%
African American	10%
American Indian/Alaskan Native	0.5%
All Other	4.5%

## Median Age

38

## Education Level

High School Diploma	26%
Some College	25%
Bachelor's Degree and Advanced Degrees	23%
Associate Degree	7%

## Income

Median Income	\$51,000
\$75,000-\$125,000	21%
Over \$125,000	7%

## Unemployment Rate

10.3%



**Housing**

Owner-occupied	61%
Renter-occupied	39%
Median Home Value	\$305,000

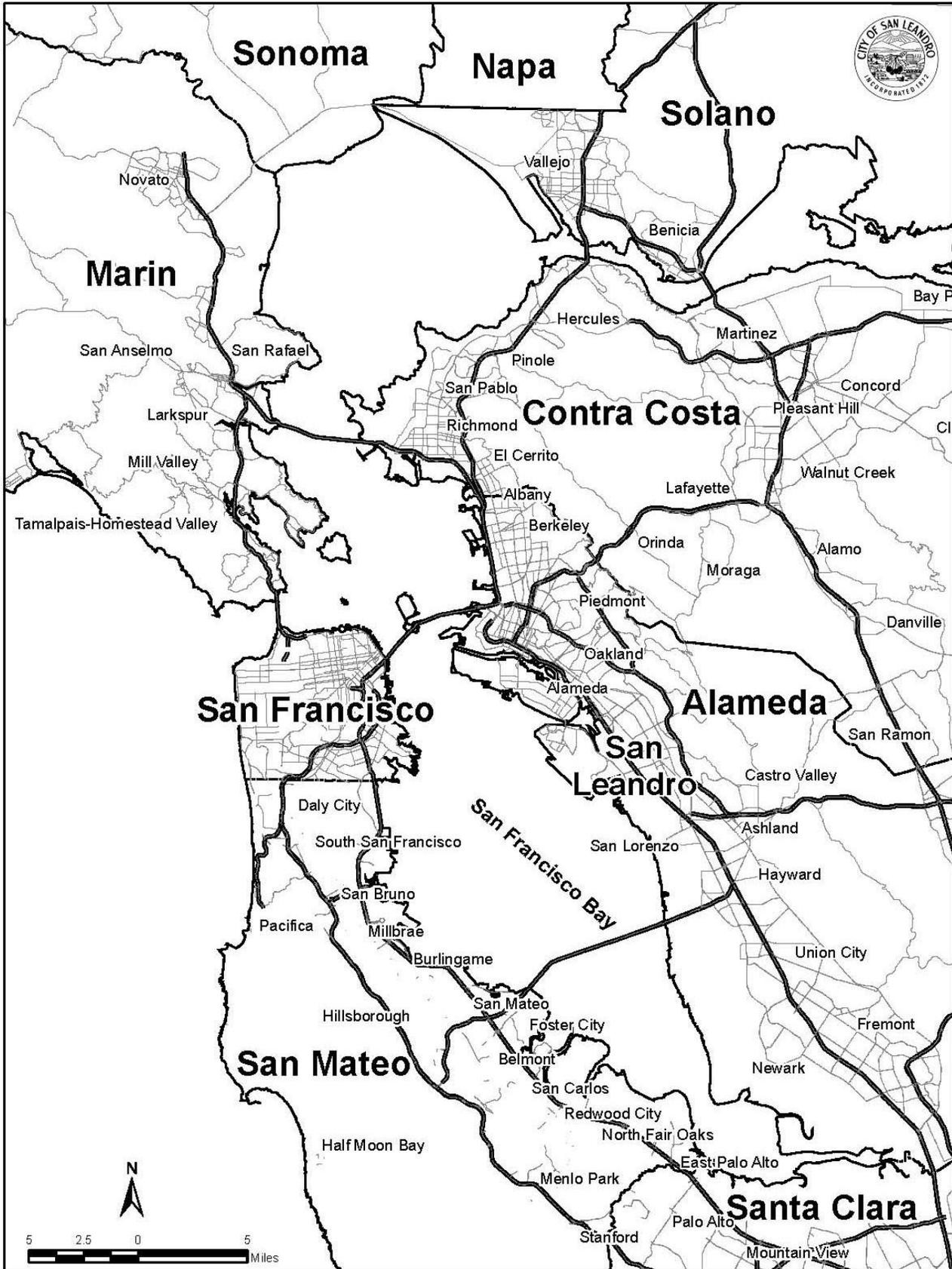
**Churches**

46 religious facilities representing 13 diverse faiths

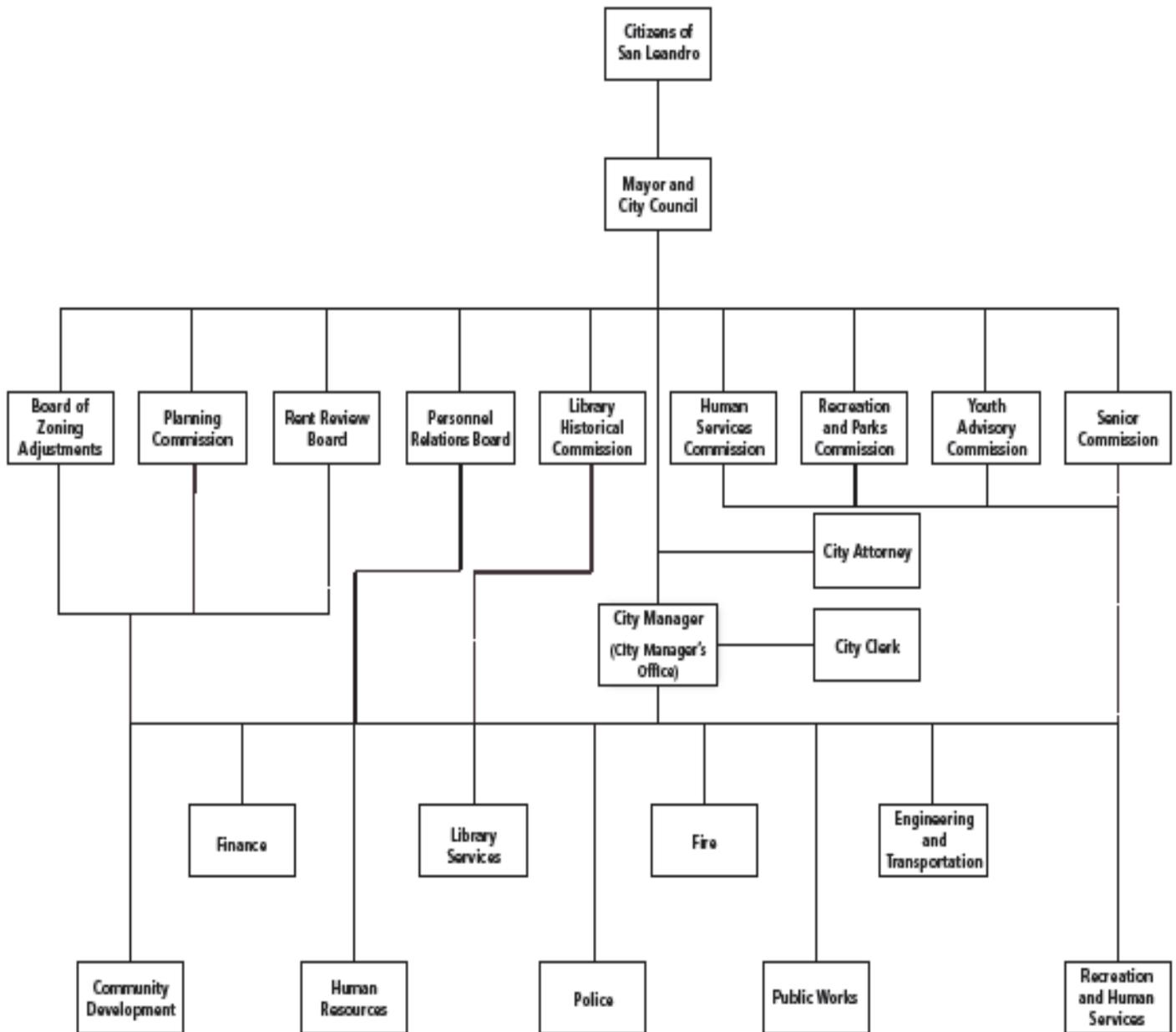
**Major Industry Employers**

Service Businesses	42%
Retail Sales	20%
Finance/insurance/real estate	9%
Wholesale Trade	8%
Construction	8%
Manufacturing	7%
All Other	6%





This organizational chart reflects relationships between policy-making responsibility (Mayor, City Council, and Advisory Boards and Commissions) and administrative officers and departments.



NOTES:



**BUDGET PROCESS**

The City of San Leandro's budget provides a financial plan that integrates Council goal-setting into the budget process. The budget includes the annual operating budget and the capital improvement plan that support the Council's Vision and Goals.

This year's budget process began on September 28, 2009 with the City Council appointing 13 members from the community and employee representatives to participate on the Ad Hoc Citizen's Budget Task Force. The Budget Task Force was charged with providing community input regarding City programs and service priorities for the 2010-11 budget.

Over the winter months, the City requested input from the community on essential City services. A survey was developed and mailed out to over 31,500 households; letters were sent out to schedule meetings with groups. Staff members met with schools, service clubs, non-profit agencies, homeowner associations and many other organized groups to talk about the budget crisis and the impact to services. As of April over 1,000 surveys were returned which provided needed input on priorities. Public safety – both fire and police services were ranked highest. Specifically, maintaining neighborhood patrol officers and fire/emergency response times were identified as the most important service to maintain. This was followed by performing street and pothole repairs, maintaining library programs, and protecting youth after-school activities and programs. Community members offered opinions regarding the quality of services; taxes, fees, and wages; and a variety of topics that were not listed on the survey, such as schools and businesses.

These efforts provided guidance to the City Council in establishing the 2010-11 goals. This budget document reflects the City Council's direction based on limited resources to provide core City services.

City departments were diligent and creative in seeking new revenue opportunities, and identifying ways to continue to provide quality services to the community with significantly reduced resources.

The results of community, staff and department collaboration efforts are reflected in the annual 2010-11 budget for the City of San Leandro.

**ELEMENTS OF THE BUDGET DOCUMENT**

The annual budget for 2010-11 identifies the City's goals and objectives and the allocation of resources necessary to support achieving these goals. This budget serves as a Financial Plan, an Operations Guide and a Communication Tool. Throughout the budget document information will be provided for the 2008-09 Actuals, the Adjusted 2009-10 Budget and the Proposed 2010-11 Budget.



### Section 1 – Budget Message

The Budget Message from the City Manager to the City Council highlights the City's goals, summarizes the financial position and key financial and operational issues facing the City, with recommendations and strategies for continued success.

### Section 2 – Overview

The Budget Overview provides a glimpse of the City of San Leandro's community, amenities, key statistical information and demographics, area map and the City's organizational structure.

### Section 3 – Budget Guide

The Budget Guide presents a brief description of the budget process, the key elements of the budget, the time frame for the budget process, the structure of the City's Finances, and key budget assumptions.

### Section 4 – Financial & Personnel Summaries

The Financial and Personnel Summaries presents summary tables and pie charts highlighting key financial information for revenues, expenditures, fund balances and transfers, as well as personnel expenditure and FTE summaries by department and fund.

### Section 5 – General Fund

The General Fund section presents changes in fund balance, revenues, expenditures, and personnel expenditures and FTEs for the General Fund in both table form and pie chart format. This section also includes historical information for revenues and expenditures over the last 10 years.

### Section 6 through Section 15

These sections present the City's basic organizational departments and include functional information, accomplishments, annual goals, programmatic changes, and fiscal reductions to support the City Council core service priorities. Following each department narrative are tables summarizing expenditures and number of full-time and part-time FTEs by authorized position.

### Section 16 – Non-Departmental

The Non-Departmental section provides debt service/lease payment schedules and a description of expenditures and summary expenditure tables by category. Expenditures that are not identifiable to a specific department are captured and reflected in Non-Departmental such as, Retiree Medical.

### Section 17 – Internal Service Funds

The Internal Service Fund section provides a brief overview of the four Internal Service Funds: Building Maintenance, Information Technology, Self Insurance, and Equipment Maintenance Fund and the revenues, expenditures and staff authorized to support these services.



**Section 18 – Enterprise Funds**

The Enterprise Funds section provides a brief overview of the four Enterprise Funds: Water Pollution Control Plant, Environmental Services, Shoreline, and Storm Water fund and the revenues, expenditures and staff authorized to support these services.

**Section 19 – Redevelopment Agency Fund**

The Redevelopment Agency (RDA) Fund section provides a brief overview of the Plaza Project Area, the West San Leandro/MacArthur Boulevard Project Area, the Joint Project Area, the Low/Moderate Housing and RDA Debt Service fund. Also included are the revenues, expenditures and staff authorized to support these projects and funds.

**Section 20 – Special Revenue Funds**

The Special Revenue Funds section provides a brief overview of the various funds and the revenues, expenditures and staff authorized to support these services.

**Section 21 – Capital Improvement Projects**

The Capital Improvement Projects (CIP) section consists of an overview of major capital projects and the revenues, expenditures and staff authorized to support these projects.

**Section 22 – Debt Service Fund**

The Debt Service Fund section includes an overview of the City's Debt Service Program and summaries reflecting current debt and the purpose for which the debt was incurred.

**Section 23 – Financial Policies**

This section includes copies of the City's financial policies such as investments as well as the Fixed Assets Policies and Procedures.

**Section 24 – Appendices**

This section includes the Budget Resolution, Resolution Amending Fees and Charges for Services, Resolution Establishing an Appropriation Limit, Guide to Funds by Number, Glossary, and List of Acronyms.



**BUDGET CALENDAR**

<b>CITY OF SAN LEANDRO</b>	
<b>BUDGET CALENDAR FY 2010-11</b>	
<b>Date</b>	
<b>NOVEMBER - DECEMBER</b>	
11/2/2009	City Council Establishes and Ratifies Members of the Community Budget Task Force
11/12/2009	First Meeting of the Budget Task Force
11/17/2009	Finance Committee Meeting
11/19/2009	Budget Kick-Off Meeting to Discuss Budget Preparation and distribute budget packets (General Fund, Non-General Fund, Internal Service Funds, Capital, Fees, Revenues)
11/19/2009	Second Meeting of the Budget Task Force
11/20/2009	Budget Q&A with Department Directors and Financial Managers (Sister Cities Gallery)
12/2/2009	Third Meeting of the Budget Task Force
12/9/2009	Fourth Meeting of the Budget Task Force
12/15/2009	Finance Committee - Budget Task Force Update
12/23/2009	All Budget changes and Revenue Flex sheets due to Finance
<b>JANUARY - MARCH</b>	
1/11/10-1/15/10	CMO review with Department Directors regarding budget savings
1/13/2010	Final Meeting of the Budget Task Force
1/22/2010	Requests for New Fees and Increases to current Fees (including justifications) due to Finance
1/27/2010	Finance Committee Meeting - Mid-Year Report Fiscal Year 2009-10
1/30/2010	City Council Retreat - Council Goal Setting and Strategies
2/8/2010	City Council Work Session - Report from the Budget Task Force
2/9/2010	All Employee Briefing
2/16/2010	City Council Meeting
3/2/2010	Finance Committee Meeting - Preliminary Budget
3/22/2010	City Council Budget Work Session - Presentation of Preliminary Budget
<b>APRIL - JUNE</b>	
4/12/2010	City Council Work Session - Budget Follow-up
4/13/2010	Mayor's Town Hall Meeting - Main Library 7:00 p.m.
4/20/2010	Finance Committee Meeting - CIP, Master Fee Schedule, EMS, 9-1-1, Business License Tax
5/3/2010	City Council Meeting - Public Hearing on Proposed Increases in Fees and Charges for Services by City Departments for 2010-2011
5/17/2010	City Council Meeting - Proposed Budget Presentation
6/7/2010	City Council Meeting - Public Hearing and Budget Adoption
<b>JULY</b>	
7/9/2010	Distribution of Adopted Budget



**BUDGET DEVELOPMENT**

The proposed budget document includes estimated revenues, expenditures and staffing for operating and capital improvement projects for 2010-11 on a basis consistent with Generally Accepted Accounting Principles (GAAP). The data is presented to the City Manager for review and a public hearing is conducted for public comments. The City Council adopts the budget before June 30<sup>th</sup> by passing a resolution for budget adoption.

The budget process includes development, proposal, adoption and monitoring. The process began in November 2009 where departments were asked to submit budget requests to the City Manager by the end of December 2009. The City Manager met with Department Directors in January 2010 to develop recommendations for the City Council to consider at their annual retreat. Throughout February, March and April 2010 City Council and the Finance Committee met and held public work sessions to discuss the preliminary budget. On June 7, 2010 the proposed budget was presented to City Council for their continued consideration and with public comments, the City Council adopted the 2010-11 budget.

Once the budget is adopted the monitoring phase begins and Department Directors maintain control over their respective funds to ensure adequate resources are available. Budget reviews are conducted throughout the fiscal year as needed. During these economic times, the need to provide this timely information has been on nearly a bi-monthly basis. The budget cycle is completed with the City's Comprehensive Annual Financial Report (CAFR) which summarizes the programs, expenditures and accomplishments of the previous fiscal year.

**Budget Control**

The City Council approval is required for fund balance appropriation changes/additions. The legal level of budgetary control is at the department level.

**Cost Allocation**

The City uses three methods to allocate costs associated with funds and grants: Direct Costs, Indirect Costs and Job Costing.

Direct Costs are used to allocate the cost of specific positions among funds by identifying time spent by an employee on providing each service. The total annual employee cost is multiplied by the percent and charged to the fund receiving the service. This allocation is charged out with each payroll cycle.

Indirect Costs allocate overall department costs based on a percentage to other departments and funds by multiplying the identified percentage charged to the specific department or funds on a monthly basis.

Job Costing charges projects and service funds based on an hourly rate times the hours spent. These costs include salaries and benefits when added together and divided by



2,080 hours provides a hourly rate. This rate is applied against hours worked for specific projects and jobs and charged monthly.

### Reporting Entity

The City of San Leandro was incorporated on March 21, 1872 under the laws of the State of California which includes the rights and privileges applicable to a General Law City. The City operates under a Council-Manager form of government and currently provides a wide variety of services to its citizens such as, police, library, public services, recreation, engineering, community and business development and administrative services. The financial statements are prepared in compliance with the Generally Accepted Accounting Principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing government accounting and financial reporting principles.

## STRUCTURE OF CITY'S FINANCES

Fund Accounting is used by the City to report on its financial position and operational results. This is a self-balancing set of accounts established to record the financial position and operational results of specific governmental activity.

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 the annual budget are in two major categories: Governmental Funds and Proprietary Funds.

### Governmental Funds

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



### 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 Technology Fund, Self Insurance Fund and Equipment Maintenance 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.

### 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 an annual entitlement grant from the U.S. Department of Housing and Urban Development to fund public services, affordable housing, capital improvements, and economic development that primarily benefit low/moderate income persons.
- **HOME Fund** – The HOME Grant Fund are grants from the U.S. Department of Housing and Urban Development (via Alameda County) for eligible affordable housing activities and 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 Funds** – 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 Technology 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 Maintenance 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.

#### KEY BUDGET ASSUMPTIONS

##### Major Revenues

- Property Tax revenues are expected to decrease from 2009-10 based on information provided by the Alameda County Assessors Office. Unfortunately, property values continue to decline in Alameda County. From 2008-09 to 2009-10 property values, county wide, decreased by over 2%. The Alameda County Assessors Office has commented that a similar decline may be in store for 2010-11.
- Sales Tax revenues are expected to decrease from 2009-10. This decline is based on information provided by the City's Sales Tax Consultant and staff's estimates.
- Utility User Tax revenues are expected to decrease by 8% from 2009-10 based on trend analysis and the diminishing volumes experienced specifically by PG&E.



- Real Property Transfer Tax revenues are anticipated to decrease by almost 17% from 2009-10 based on the fact that property values have declined in Alameda County and real estate sales volume continues to lag.
- Franchise Fee Tax revenues are also decreasing by 6% from 2009-10 due to trend analysis of refuse and Ora Loma Sewer District volume decline.
- Use of Money and Property revenues continue to decline due primarily to diminishing returns on investment earnings.

### Expenditures

- Salary assumptions – No Cost of Living Adjustments (COLA) expected for miscellaneous and safety employees
- Benefit assumptions:
  - Medical benefits increased by 10% from 2009-10 due to increased healthcare premiums
  - Employees agreed to increase the employee portion of medical benefits for 2010-11
  - Retirement Pension Plan (CalPERS) for miscellaneous employees decreased by 0.25% based on CalPERS actuarial study
  - CalPERS for safety employees increased by 1.12% based on CalPERS actuarial study
- Other Expenditure assumptions – any market increases are absorbed within existing expenditures

### Personnel

- The 2010-11 budget assumes no lay-off of full-time personnel for the first six months of the fiscal year.
- Early Retirement program (Golden Handshake) was extended to 20 different job classifications and 37 employees for early retirement by June 15, 2010. The budget assumes that 13 full-time employees accepted the early retirement program.



**NOTES:**



**INTRODUCTION**

The **City's Financial and Personnel Summaries Section** provides graphics and tables of information which highlight key financial relationships and summarize the overall budget document. The section includes a budget summary for all funds; an overview of the City's revenue sources and description by fund type and category; a Statement of Changes of Financial Position for all funds; the resource summary of all funds; expenditure summaries by fund type and category; a transfer summary for all funds operating and capital; personnel summaries by fund and department; and salary and benefit summaries.



## **ALL FUNDS BUDGET SUMMARY**

# ALL FUNDS BUDGET SUMMARY

4.2

## Budget for Fiscal Years 2008-09 through 2010-11

Fund Type/Name	Fund Balance at 06/30/08	2008-09		Fund Balance at 06/30/09	2009-10	
		Actual Resources 2008-09	Actual Expenditures 2008-09		Budget Resources 2009-10	Budget Expenditures 2009-10
<b>General Fund:</b>						
<b>Reserved/Restricted</b>	\$ 18,149,225	\$ 72,633,146	\$ (76,167,886)	\$ 14,614,485	\$ 74,543,836	\$ (75,405,836)
<b>Unreserved:</b>						
Internship Program	50,000	0	0	50,000	0	
Major Emergencies	5,000,000	0	0	5,000,000	0	
Economic Uncertainty	10,033,000	0	(2,338,816)	7,694,184	0	(2,396,715)
Fire Equipment Acquisition	1,000,000	0	0	1,000,000	0	(1,000,000)
Computer Purchase Program	225,000	0	0	225,000	0	(225,000)
Capital Projects	2,127,290	0	(1,537,001)	590,289	0	(590,289)
Asset Seizure	717,113	0	(202,136)	514,977	0	(84,000)
	19,152,403	0	(4,077,953)	15,074,450	0	(4,296,004)
<b>Total General Fund</b>	<b>37,301,628</b>	<b>72,633,146</b>	<b>(80,245,839)</b>	<b>29,688,935</b>	<b>74,543,836</b>	<b>(79,701,840)</b>
<b>Special Revenue Funds:</b>						
Street/Traffic Improv (DFSI)	1,889,153	508,985	(408,046)	1,990,092	280,144	(1,123,629)
Park Development Fees	733,598	373,225	(1,586)	1,105,237	317,314	(517,768)
Parking	43,448	294,553	(292,769)	45,232	295,724	(303,094)
Gas Tax Fund	(462,719)	2,320,617	(1,997,779)	(139,881)	2,307,500	(1,933,903)
Measure B	2,255,459	2,587,826	(2,089,974)	2,753,311	8,125,038	(10,347,719)
Traffic Congestion Relief	368,957	706,078	(368,972)	706,063	7,772	(571,485)
Heron Bay	540,847	393,113	(304,018)	629,942	327,495	(370,000)
Cherrywood Maint.	150,798	61,372	(716)	211,454	23,135	(720)
Proposition IB	1,329,864	29,216	(1,142,986)	216,094	25,522	(226,864)
Grants Fund	768,962	1,372,539	(1,588,307)	553,194	11,388,383	(11,941,577)
CDBG	101,753	1,186,034	(1,186,034)	101,753	3,742,412	(3,844,165)
Home Grant Housing	(3,539)	16,992	(18,454)	(5,001)	764,174	(759,173)
Housing In Lieu	47,505	13,659	0	61,164	4,880	0
Business Improv. Dist.	15,321	273,472	(283,838)	4,955	429,700	(390,000)
<b>Total Special Revenue Funds</b>	<b>7,779,407</b>	<b>10,137,681</b>	<b>(9,683,479)</b>	<b>8,233,609</b>	<b>28,039,193</b>	<b>(32,330,097)</b>
<b>Capital Project Funds:</b>						
Capital Improvements	3,206,917	5,177,431	(2,984,681)	5,399,667	1,465,783	(6,327,812)
CFD #1 Cherrywood	496,175	0	0	496,175	9,531	0
SL Hillside Abatement (GHAD)	37,211	0	(11,573)	25,638	617	(33,905)
<b>Total Capital Project Funds</b>	<b>3,740,303</b>	<b>5,177,431</b>	<b>(2,996,254)</b>	<b>5,921,480</b>	<b>1,475,931</b>	<b>(6,361,717)</b>
<b>Debt Service Funds:</b>						
Assessment District Debt	375,650	9,907	(171,464)	214,093	7,027	(166,610)
Cherrywood Debt	834,603	485,437	(460,180)	859,860	443,277	(449,187)
Public Financing Authority	1,424,930	1,951,906	(2,479,214)	897,622	2,489,497	(2,477,919)
<b>Total Debt Service Funds</b>	<b>2,635,183</b>	<b>2,447,250</b>	<b>(3,110,858)</b>	<b>1,971,575</b>	<b>2,939,801</b>	<b>(3,093,716)</b>
<b>Enterprise Funds:</b>						
Water Pollution Control	32,363,814	11,488,452	(9,311,459)	34,540,807	10,966,049	(9,708,190)
Environmental Services	1,637,464	1,375,346	(1,544,564)	1,468,246	1,251,798	(1,578,066)
Shoreline Fund	(2,888,002)	2,380,206	(2,397,818)	(2,905,614)	2,407,139	(2,897,601)
Storm Water	85,508	1,053,115	(1,126,713)	11,910	1,052,500	(1,158,687)
<b>Total Enterprise Funds:</b>	<b>31,198,784</b>	<b>16,297,119</b>	<b>(14,380,554)</b>	<b>33,115,349</b>	<b>15,677,486</b>	<b>(15,342,544)</b>
<b>Internal Service Funds:</b>						
Building Maintenance	1,413,846	3,250,538	(3,392,917)	1,271,467	2,811,699	(3,906,131)
Information Technology	3,944,182	4,187,304	(4,162,743)	3,968,743	3,468,341	(4,366,028)
Self Insurance	5,756,252	2,055,112	(2,833,273)	4,978,091	1,992,080	(4,236,680)
Equipment Maintenance	3,096,967	2,622,079	(2,166,226)	3,552,820	2,438,369	(1,744,534)
<b>Total Internal Service Funds:</b>	<b>14,211,247</b>	<b>12,115,033</b>	<b>(12,555,159)</b>	<b>13,771,121</b>	<b>10,710,489</b>	<b>(14,253,373)</b>
<b>Agency Funds:</b>						
RDA - Plaza Area	4,341,935	2,569,328	(4,882,680)	2,028,583	2,431,514	(3,286,166)
RDA - Joint Project/City	2,760,859	31,358,563	(17,808,795)	16,310,627	3,495,649	(23,659,516)
RDA-West San Leandro Project	4,177,063	3,191,470	(3,565,841)	3,802,692	3,258,294	(2,484,975)
RDA - Low/Mod Housing/City	1,440,742	3,619,132	(2,742,798)	2,317,076	2,770,330	(4,075,848)
RDA Debt	2,475,236	6,418,137	(4,472,793)	4,420,580	4,685,501	(4,673,057)
<b>Total Agency Funds</b>	<b>15,195,835</b>	<b>47,156,630</b>	<b>(33,472,907)</b>	<b>28,879,558</b>	<b>16,641,288</b>	<b>(38,179,562)</b>
<b>Total All Funds</b>	<b>\$ 112,062,387</b>	<b>\$ 165,964,290</b>	<b>\$ (156,445,050)</b>	<b>\$ 121,581,627</b>	<b>\$ 150,028,024</b>	<b>\$ (189,262,849)</b>

(continued)

# ALL FUNDS BUDGET SUMMARY

4.3

Budget for Fiscal Years 2008-09 through 2010-11						
Fund Balance at 06/30/10	Adjustment For Estimated Revenues & Expenditures	Adjusted Fund Balance at 06/30/10	2010-11		Fund Balance at 06/30/11	
			Proposed Resources 2010-11	Proposed Expenditures 2010-11		
\$ 13,752,485	\$ 0	\$ 13,752,485	\$ 67,031,917	\$ (67,420,633)	\$ 13,363,769	
50,000	0	50,000	0	0	50,000	
5,000,000	0	5,000,000	0	0	5,000,000	
5,297,469	(1,923,000)	3,374,469	0	(2,558,000)	816,469	
0	0	0	0	0	0	
0	0	0	0	0	0	
0	0	0	0	0	0	
430,977	0	430,977	0	0	430,977	
10,778,446	(1,923,000)	8,855,446	0	(2,558,000)	6,297,446	
<b>24,530,931</b>	<b>(1,923,000)</b>	<b>22,607,931</b>	<b>67,031,917</b>	<b>(69,978,633)</b>	<b>19,661,215</b>	
1,146,607	0	1,146,607	190,619	(106,528)	1,230,698	
904,783	0	904,783	291,000	(517,946)	677,837	
37,862	0	37,862	148,819	(241,039)	(54,358)	
233,716	0	233,716	1,602,414	(1,860,540)	(24,410)	
530,630	0	530,630	1,396,942	(932,282)	995,290	
142,350	0	142,350	0	(163,041)	(20,691)	
587,437	0	587,437	323,440	(321,908)	588,969	
233,869	0	233,869	21,755	(211)	255,413	
14,752	0	14,752	1,225,853	(1,225,853)	14,752	
0	0	0	6,165,509	(6,165,509)	0	
0	0	0	729,312	(729,312)	0	
0	0	0	330,314	(330,314)	0	
66,044	0	66,044	538	0	66,582	
44,655	0	44,655	353,060	(365,000)	32,715	
<b>3,942,705</b>	<b>0</b>	<b>3,942,705</b>	<b>12,779,575</b>	<b>(12,959,483)</b>	<b>3,762,797</b>	
537,638	0	537,638	135,000	0	672,638	
505,706	0	505,706	0	0	505,706	
(7,650)	0	(7,650)	0	(179)	(7,829)	
<b>1,035,694</b>	<b>0</b>	<b>1,035,694</b>	<b>135,000</b>	<b>(179)</b>	<b>1,170,515</b>	
54,510	0	54,510	0	(25,996)	28,514	
853,950	0	853,950	455,900	(453,973)	855,877	
909,200	0	909,200	2,475,171	(2,473,119)	911,252	
<b>1,817,660</b>	<b>0</b>	<b>1,817,660</b>	<b>2,931,071</b>	<b>(2,953,088)</b>	<b>1,795,643</b>	
35,798,666	0	35,798,666	10,793,506	(7,570,581)	39,021,591	
1,141,978	0	1,141,978	1,123,581	(1,503,466)	762,093	
(3,396,076)	0	(3,396,076)	2,095,753	(2,301,758)	(3,602,081)	
(94,277)	0	(94,277)	1,070,000	(1,070,000)	(94,277)	
<b>33,450,291</b>	<b>0</b>	<b>33,450,291</b>	<b>15,082,840</b>	<b>(12,445,805)</b>	<b>36,087,326</b>	
177,035	0	177,035	2,694,553	(2,685,106)	186,482	
3,071,056	0	3,071,056	3,592,230	(3,588,546)	3,074,740	
2,733,491	0	2,733,491	2,316,452	(3,315,799)	1,734,144	
4,246,655	0	4,246,655	1,434,795	(1,425,011)	4,256,439	
<b>10,228,237</b>	<b>0</b>	<b>10,228,237</b>	<b>10,038,030</b>	<b>(11,014,462)</b>	<b>9,251,805</b>	
1,173,931	0	1,173,931	2,366,533	(2,400,882)	1,139,582	
(3,853,240)	0	(3,853,240)	3,197,576	(3,520,806)	(4,176,470)	
4,576,011	0	4,576,011	3,304,674	(2,908,320)	4,972,365	
1,011,558	0	1,011,558	2,630,974	(1,742,721)	1,899,811	
4,433,024	0	4,433,024	4,639,990	(4,626,002)	4,447,012	
<b>7,341,284</b>	<b>0</b>	<b>7,341,284</b>	<b>16,139,747</b>	<b>(15,198,731)</b>	<b>8,282,300</b>	
<b>\$ 82,346,802</b>	<b>(\$1,923,000)</b>	<b>\$80,423,802</b>	<b>\$124,138,180</b>	<b>(\$124,550,381)</b>	<b>\$80,011,601</b>	

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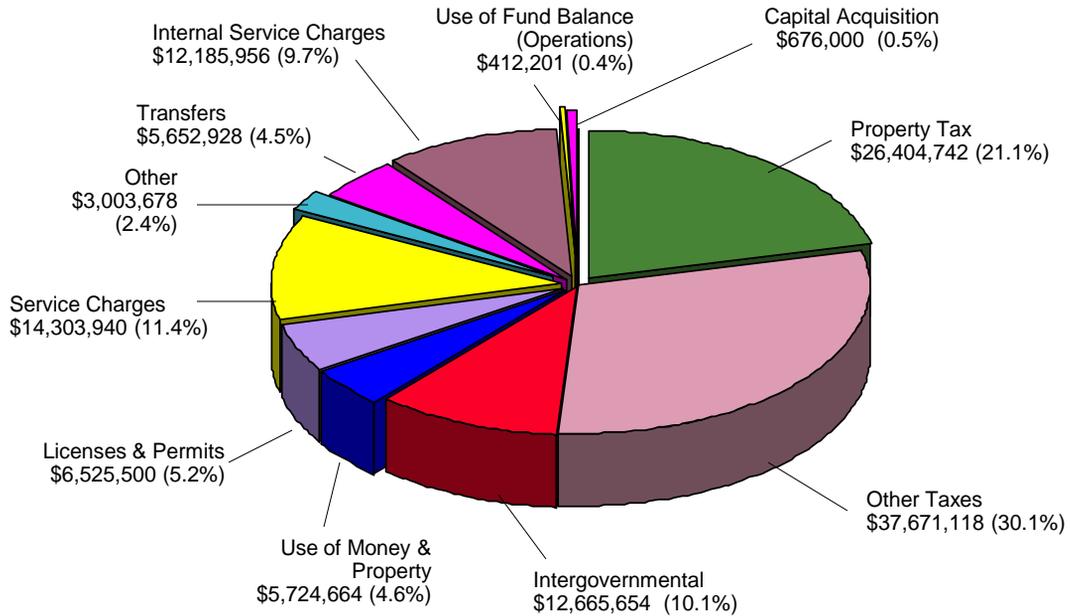
**CHANGES OF FINANCIAL POSITION ALL FUNDS**


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	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
	<b>Actual</b>	<b>Adjusted</b>	<b>Proposed</b>
<b>Revenue</b>			
Property Tax	\$ 27,663,750	\$ 28,691,917	\$ 26,404,742
Other Taxes	39,683,725	41,660,964	37,671,118
Intergovernmental	7,639,895	25,878,011	12,665,654
Use of Money & Property	7,916,510	6,711,715	5,724,664
Licenses & Permits	7,303,235	6,925,533	6,525,500
Service Charges	15,089,311	14,478,599	14,303,940
Fines/Fees & Others	7,416,882	4,025,928	3,003,678
Internal Service Charges	13,443,297	12,415,193	12,185,956
<b>Total Revenue</b>	<b>126,156,605</b>	<b>140,787,860</b>	<b>118,485,252</b>
<b>Expenditures</b>			
General Government	6,492,174	6,253,791	5,269,107
Police	28,279,210	27,362,677	25,481,122
Fire	17,017,072	18,607,224	17,880,223
Community Development	6,844,591	8,687,193	6,739,385
Public Works	7,376,731	7,819,258	6,276,800
Recreation & Culture	5,067,207	4,950,213	3,850,102
Library Services	5,999,965	5,856,058	4,492,083
Non-Departmental	2,515,321	1,848,302	1,628,207
Other Agencies	10,297,619	13,355,613	10,558,741
Enterprise Activities	11,328,443	12,463,670	12,300,809
Internal Services	10,438,473	12,500,372	10,514,462
Capital Improvement Program	27,167,789	54,250,991	7,972,877
Debt Service	5,538,424	6,067,323	5,933,535
<b>Total Expenditures</b>	<b>144,363,019</b>	<b>180,022,685</b>	<b>118,897,453</b>
Revenue Over (Under) Expenditures	(18,206,414)	(39,234,825)	(412,201)
<b>Other Sources (Uses)</b>			
Operating Transfers In	12,082,030	9,240,164	5,652,928
Operating Transfers Out	(12,082,030)	(9,240,164)	(5,652,928)
Bond Proceeds	27,725,655	0	0
	27,725,655	0	0
Revenues and Other Sources (Uses) Over (Under) Expenditures and Other Uses	9,519,241	(39,234,825)	(412,201)
<b>Fund Balance</b>			
Beginning of Year	112,062,387	\$ 121,581,628	\$ 80,423,803
Total Fund Balance	<b>\$ 121,581,628</b>	<b>\$ 82,346,803</b>	<b>\$ 80,011,602</b>
Adjustment for Estimated Revenues & Expenditures		(1,923,000)	
Adjusted Total Fund Balance		<b>\$ 80,423,803</b>	

**RESOURCE SUMMARY  
2010-11 All Funds**

**Total: \$125,226,381**



The following is a summary of overall City Revenues and Resources:

	<u>2008-09 Actual</u>	<u>2009-10 Adjusted</u>	<u>2010-11 Adopted</u>
Operating Revenue	\$ 126,156,605	\$ 140,787,860	\$ 118,485,252
Resources:			
Use of Fund Balance/Reserves	18,206,414	39,234,825	412,201
Total Resources	144,363,019	180,022,685	118,897,453
Bond Proceeds	27,725,655	0	0
Transfers	12,082,030	9,240,164	5,652,928
Total Revenue and Resources	<u>\$ 184,170,704</u>	<u>\$ 189,262,849</u>	<u>\$ 124,550,381</u>
Capital Acquisition		13,453,976	676,000
		<u>\$ 202,716,825</u>	<u>\$ 125,226,381</u>



### Summary of Revenues by Fund Type & Category

Revenues by Fund Type	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
General Fund	\$ 72,633,146	\$ 74,543,836	\$ 67,031,917
Special Revenue Funds	10,137,681	28,039,193	12,779,575
Capital Project Funds	5,177,431	1,475,931	135,000
Debt Service Funds	2,447,250	2,939,801	2,931,071
Enterprise Funds	16,297,119	15,677,486	15,082,840
Internal Service Funds	12,115,033	10,710,489	10,038,030
Redevelopment Agency Funds	47,156,630	16,641,288	16,139,747
<b>Total Revenues Including Transfers</b>	<b>\$ 165,964,290</b>	<b>\$ 150,028,024</b>	<b>\$ 124,138,180</b>

Revenues by Category	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Property Taxes	\$ 27,662,453	\$ 28,691,917	\$ 26,404,742
Other Taxes	39,683,725	41,660,964	37,671,118
Licenses and Permits	7,303,235	6,925,533	6,525,500
Fine, Forfeits & Penalties	1,296,567	1,222,000	1,300,000
Use of Money & Property	7,917,807	6,711,715	5,724,664
From Other Agencies	7,639,895	25,878,011	12,665,654
Charges for Current Services	15,089,311	14,478,599	14,303,940
Other Revenues	6,120,315	2,803,928	1,703,678
Building Repairs & Maintenance	3,196,853	2,698,122	2,681,653
Telecommunications/Computer Service	4,155,347	3,453,526	3,583,930
Insurance Services	1,694,243	1,569,003	2,197,784
Equipment Maintenance	2,538,377	2,421,979	1,427,295
Administrative	1,858,477	2,272,563	2,295,294
<b>Total Revenues</b>	<b>\$ 126,156,605</b>	<b>\$ 140,787,860</b>	<b>\$ 118,485,252</b>
Bond Proceeds	27,725,655	0	0
Transfers to Other Funds	12,082,030	9,240,164	5,652,928
<b>Total Revenues Including Transfers</b>	<b>\$ 165,964,290</b>	<b>\$ 150,028,024</b>	<b>\$ 124,138,180</b>



**PROPERTY TAX**

<b>Property Tax Revenue by Fund:</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
	<b>Actual</b>	<b>Adjusted</b>	<b>Adopted</b>
General Fund	\$ 16,697,676	\$ 17,255,000	\$15,300,000
Special Revenue Fund	403	0	0
Debt Service Revenue Fund	648	0	0
Enterprise Revenue Fund	6,585	0	0
Redevelopment Agency Fund	10,957,141	11,436,917	11,104,742
<b>Total Property Tax Revenue</b>	<b>\$ 27,662,453</b>	<b>\$ 28,691,917</b>	<b>\$ 26,404,742</b>

Property tax is the City’s second largest revenue generator, accounting for 21.1% of the total City’s 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 2010-11, the City projects total property tax receipts for the General Fund to reach \$15.3 million, which includes a \$5.8 million backfill of vehicle license fees (VLF) swap. The economy has weakened substantially mainly due to the downturn in the housing market, and its continued impact on San Leandro businesses. Therefore, the assumption of a continued decline in General Fund Property Tax revenues is budgeted.

Currently the City has three major redevelopment project areas that receive property tax increment revenues of \$11.1 million: the Plaza Project Area, the Joint Project Area and the West San Leandro/MacArthur Boulevard Project Area, further details provided in Section 19 – Redevelopment Agency Fund.

**OTHER TAXES**

<b>Revenue by Category:</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
	<b>Actual</b>	<b>Adjusted</b>	<b>Adopted</b>
Sales & Use Tax	\$ 19,351,645	\$ 20,100,000	\$17,850,000
Utility Users Tax	10,103,089	10,500,000	9,635,000
Real Property Transfer Tax	2,870,441	2,944,000	2,444,000
Emergency Communication System	1,801,050	2,400,000	2,500,000
Franchise Fees Tax	4,103,027	4,335,000	3,940,000
Other Miscellaneous Taxes	1,454,473	1,381,964	1,302,118
<b>Total Other Taxes</b>	<b>\$ 39,683,725</b>	<b>\$ 41,660,964</b>	<b>\$ 37,671,118</b>

Other taxes account for 30.1% of total City revenue which is the largest source of revenue. It is projected to decrease by \$3.9 million in fiscal year 2010-11 from \$41.7



million in fiscal year 2009-10 to \$37.7 million in 2010-11. Other taxes come from the following six major sources:

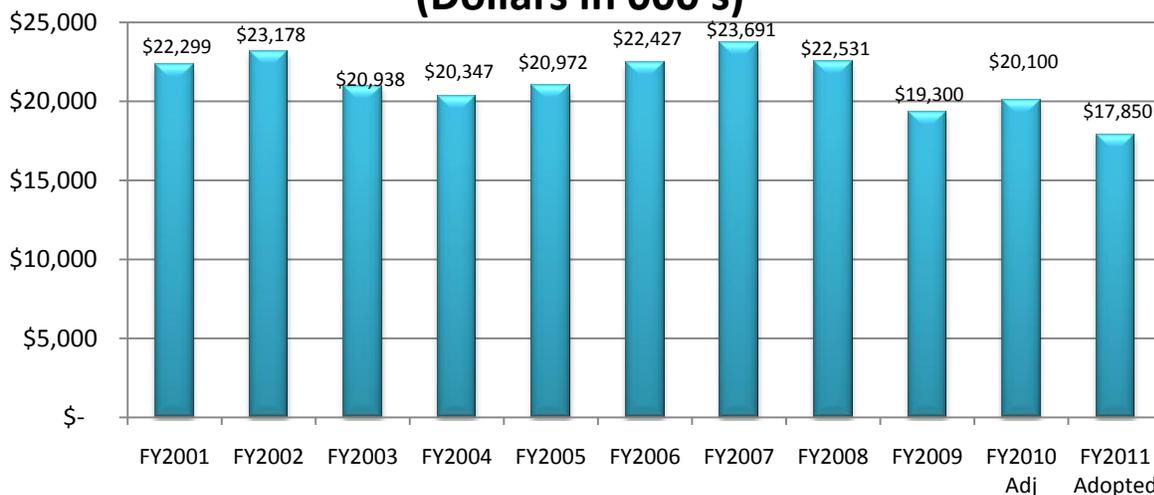
**Sales & Use Tax:**

Sales and Use Tax is the City’s largest source of revenue and represents 25.5% 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. Out of the 9.75% 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.

For fiscal year 2010-11, the City anticipates \$17.9 million in revenues, a \$2.2 million decrease in Sales & Use Tax which is attributed to the continuing economic decline and the below average consumer confidence. Historically, the last time the City’s Sales & Use Tax was this low was in 1999 (\$16.9 million).

**Sales & Use Tax  
(Dollars in 000's)**



**Utility Users' Tax (UUT):**

Utility Users' tax is the third largest revenue for the City at \$9.6 million and represents 13.8% 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 telecommunications effective March 1, 2009. The City projects for fiscal year 2010-11 a decline of \$865,000 from fiscal year 2009-10.

Specifically, Gas and Electric UUT is the largest contributor to this revenue and is projected to decrease by \$850,000, or to \$5.4 million in fiscal year 2010-11, as the demand for natural gas and electric usage are expected to decrease. Telecommunications UUT is \$3.5 million, which is expected to remain relatively flat compared to fiscal year adjusted 2009-10. Cable UUT is \$706,000 which is essentially the same as the fiscal year 2009-10 adjusted.

**Real Property Transfer Tax:**

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 2010-11 we expect a \$500,000 decrease that coincides with the overall Property Tax revenues.

**Emergency Communication System Access Tax (9-1-1):**

The City's Emergency Communication System Access Tax (9-1-1) was voter approved and implemented effective January 1, 2009. This tax revenue is projected to increase slightly and generate \$2.5 million, which is \$100,000 increase from 2009-10. This slight increase is attributed to anticipated increase in cell phone utilization in San Leandro.

**Franchise Fee Revenues:**

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 on electricity, gas, cable, refuse, recycling and Ora Loma disposal recycling services. We assume a decrease to \$3.9 million in 2010-11 attributed to electricity and gas volume declines.



**Other Miscellaneous Taxes:**

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
<b>Revenue by Category:</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Adopted</b>
Other Miscellaneous Taxes	\$ 1,454,473	\$ 1,381,964	\$ 1,302,118
<b>Revenue by Fund:</b>			
General Fund	\$ 319,334	\$ 277,200	\$ 259,161
Special Revenue Fund	369,070	338,984	338,984
Debt Service Revenue Fund	476,470	440,780	453,973
Enterprise Revenue Fund	289,599	325,000	250,000
<b>Total Other Miscellaneous Taxes</b>	<b>\$ 1,454,473</b>	<b>\$ 1,381,964</b>	<b>\$ 1,302,118</b>

Other miscellaneous taxes include transient occupancy tax, and special assessments. A 10% Transient Occupancy Tax (TOT) is levied on hotels and motels within the City. This generates revenues for the General Fund, and the Shoreline Enterprise Fund. 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 2010-11 revenue from transient occupancy taxes is assumed to remain flat at \$250,000 the same as fiscal year adjusted 2009-10.

For fiscal year 2010-11 total assessment revenue is projected at \$802,000, which is essentially the same as fiscal year 2009-10 adjusted.

**LICENSES & PERMITS**

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
<b>Revenue by Category:</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Adopted</b>
Licenses & Permits	\$ 7,303,235	\$ 6,925,533	\$ 6,525,500
<b>Revenue by Fund:</b>			
General Fund	\$ 5,880,324	\$ 5,901,170	\$ 5,575,000
Special Revenue Fund	889,082	617,863	471,400
Enterprise Revenue Fund	533,829	406,500	479,100
<b>Total Licenses &amp; Permits</b>	<b>\$ 7,303,235</b>	<b>\$ 6,925,533</b>	<b>\$ 6,525,500</b>

In the General Fund, licenses and permits are projected to reach \$5.6 million in fiscal year 2010-11, which is a decrease of \$300,000 from fiscal year 2009-10 adjusted. The assumption for decreased licenses and permits results from anticipated decline in building and electrical permits caused by continuing decline in construction due to the recession. Likewise, Special Revenue Funds such as Development Fee – Street



Improvements (DFSI) expects a slight decrease from prior year. Receipts for business license taxes are anticipated to remain flat at \$3.9 million in fiscal year 2010-11.

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

USE OF MONEY AND PROPERTY

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>Revenue by Category:</b>			
Use of Money and Property	\$ 7,917,807	\$ 6,711,715	\$ 5,724,664
<b>Revenue by Fund:</b>			
General Fund	\$ 1,834,166	\$ 1,486,489	\$ 1,219,270
Special Revenue Fund	230,993	138,055	44,789
Capital Improvement Fund	29,470	10,148	0
Debt Service Revenue Fund	1,970,132	2,499,021	2,477,098
Enterprise Revenue Fund	2,238,006	1,945,979	1,620,602
Internal Service Revenue Fund	427,982	254,928	104,368
Redevelopment Agency Fund	1,187,058	377,095	258,537
<b>Total Use of Money and Property</b>	<b>\$ 7,917,807</b>	<b>\$ 6,711,715</b>	<b>\$ 5,724,664</b>

Use of money and property represents approximately 1.7% of the General Fund’s total revenue. It is derived primarily from investment earnings, interest earned on loans, advances made to other Agencies and City funds, and rent and concession payments for City owned properties. Projected revenue for fiscal year 2010-11 is \$1.2 million, a \$267,000 decrease from fiscal year adjusted 2009-10. This decrease is the result of diminished returns on investments and payment of loans by third parties. In other City funds, total revenue is projected at \$4.5 million and reflects a decrease of \$720,000 from fiscal year adjusted 2009-10 as a result of lower interest earnings.

INTERGOVERNMENTAL

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>Revenue by Category:</b>			
Intergovernmental	\$ 7,639,895	\$ 25,878,011	\$ 12,665,654
<b>Revenue by Fund:</b>			
General Fund	\$ 1,306,313	\$ 1,246,095	\$ 1,146,252
Special Revenue Fund	5,800,685	24,309,916	11,249,402
Enterprise Revenue Fund	532,897	322,000	270,000
<b>Total Intergovernmental</b>	<b>\$ 7,639,895</b>	<b>\$ 25,878,011</b>	<b>\$ 12,665,654</b>



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 2010-11, the projected general fund revenue is expected to decrease by \$100,000 from fiscal year adjusted 2009-10. This decrease is attributed to the significant decrease in the State’s VLF allocation to cities. The two largest General Fund revenue contributors in this category include the State Motor Vehicle License Fees (VLF) In-Lieu Tax for \$156,000 and the City/Alameda County Fire Emergency Medical Services Tax of \$530,000.

Total intergovernmental revenue for other funds is projected at \$11.5 million. Although this appears to be a \$13.1 million reduction from the previous fiscal year 2009-10, these funds will be carried over into subsequent years for Measure B/ACTIA, Special State Grant Funds and Community Development Block Grant fund (CDBG).

**SERVICE CHARGES AND OTHER REVENUES**

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
<b>Revenue by Category:</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Adopted</b>
Fines/Forfeits/Penalties	1,296,567	1,222,000	1,300,000
Charges for Current Services	15,089,311	14,478,599	14,303,940
Other Revenues	6,120,314	2,803,928	1,703,678
<b>Total Service Charges &amp; Other Revenues</b>	<b>\$ 22,506,192</b>	<b>\$ 18,504,527</b>	<b>\$ 17,307,618</b>
<b>Revenue by Fund:</b>			
General Fund	\$ 5,007,603	\$ 4,433,319	\$ 4,367,940
Special Revenue Fund	579,132	634,375	375,000
Capital Improvement Funds	3,481,275	555,783	135,000
Enterprise Funds	12,432,096	12,413,900	12,250,200
Internal Service Funds	58,331	312,931	43,000
Redevelopment Agency Funds	947,755	154,219	136,478
<b>Total Service Charges &amp; Other Revenues</b>	<b>\$ 22,506,192</b>	<b>\$ 18,504,527</b>	<b>\$ 17,307,618</b>

Service charges and other revenues represent 6.2% 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 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.

Other revenues include fines/forfeitures, miscellaneous charges and reimbursements. In fiscal year 2010-11, the General Fund is projected to receive \$4.3 million, which is essentially the same level anticipated to be collected in 2009-10.

Total revenue from other funds is projected at \$13.0 million. This revenue source varies significantly form year to year as it primarily reflects development activity and park in-



lieu fees paid, miscellaneous reimbursements and Redevelopment Agency loan repayments.

**INTERDEPARTMENTAL**

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
<b>Revenue by Category:</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Adopted</b>
Interdepartmental	\$ 53,250,983	\$ 21,655,357	\$ 17,838,884
<b>Revenue by Fund:</b>			
General Fund	\$ 3,358,477	\$ 3,665,563	\$ 2,795,294
Special Revenue Fund	2,268,316	2,000,000	300,000
Capital Improvement Funds	1,666,686	910,000	0
Enterprise Funds	264,107	264,107	212,938
Internal Service Funds	11,628,720	10,142,630	9,890,662
Redevelopment Agency Funds	34,064,677	4,673,057	4,639,990
<b>Total Interdepartmental</b>	<b>\$ 53,250,983</b>	<b>\$ 21,655,357</b>	<b>\$ 17,838,884</b>

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, these transfers do not represent additional monies received by the City.

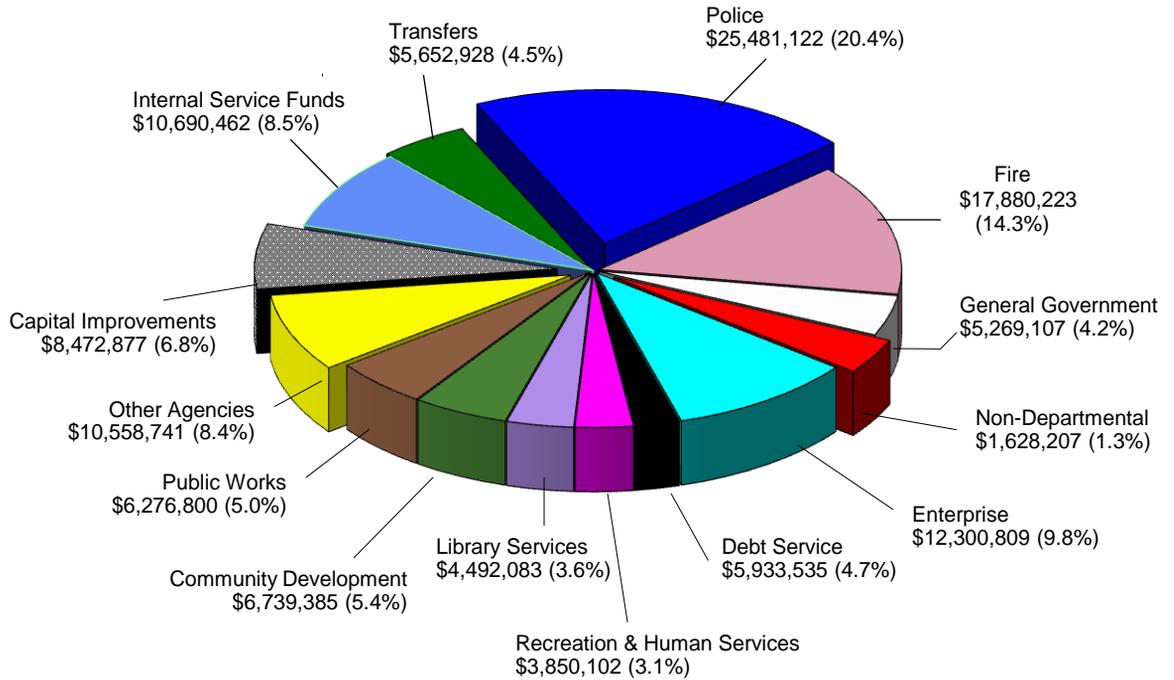


**NOTES:**



## EXPENDITURE SUMMARY 2010-11 All Funds

**Total: \$125,226,381**



The following is a summary of overall City expenditures :

	<u>2008-09</u> <u>Actual</u>	<u>2009-10</u> <u>Adjusted</u>	<u>2010-11</u> <u>Adopted</u>
Expenditures	\$ 144,363,020	* \$ 193,476,661	* \$ 119,573,453
Transfers	12,082,030	9,240,164	5,652,928
Total Expenditures	<u>\$ 156,445,050</u>	<u>\$ 202,716,825</u>	<u>\$ 125,226,381</u>

\* Includes Appropriations for Capital Expenditures



### Summary of Expenditures by Fund Type & Category

<b>Expenditures by Fund Type</b>	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Proposed</b>
General Fund	\$ 80,245,839	\$ 79,701,840	\$ 69,978,633
Special Revenue Funds	9,683,479	32,330,097	12,959,483
Capital Project Funds	2,996,254	6,361,717	179
Debt Service Funds	3,110,858	3,093,716	2,953,088
Enterprise Funds	14,380,554	28,036,671	12,945,805
Internal Service Funds	12,555,159	15,013,222	11,190,462
Redevelopment Agency Funds	33,472,907	38,179,562	15,198,731
<b>Total Expenditures Including Transfers</b>	<b>156,445,050</b>	<b>202,716,825</b>	<b>125,226,381</b>
<b>Less Capitalized Expenditures</b>	<b>0</b>	<b>(13,453,976)</b>	<b>(676,000)</b>
<b>Total Expenditures</b>	<b>\$ 156,445,050</b>	<b>\$ 189,262,849</b>	<b>\$ 124,550,381</b>
<b>Expenditures by Category</b>	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Proposed</b>
General Government	\$ 6,492,174	\$ 6,253,791	\$ 5,269,107
Police	28,279,211	27,362,677	25,481,122
Fire	17,017,072	18,607,224	17,880,223
Community Development	6,844,591	8,687,193	6,739,385
Public Works	7,376,731	7,819,258	6,276,800
Recreation & Human Services	5,067,207	4,950,213	3,850,102
Library	5,999,965	5,856,058	4,492,083
Non-Departmental	2,515,321	1,848,302	1,628,207
Redevelopment Agencies	10,297,619	13,355,613	10,558,741
Enterprise Activities	11,328,443	12,463,670	12,300,809
Internal Service	10,438,473	13,260,222	10,690,462
Capital Improvements	27,167,789	66,945,117	8,472,877
Debt Service	5,538,424	6,067,323	5,933,535
<b>Total Expenditures</b>	<b>\$ 144,363,020</b>	<b>\$ 193,476,661</b>	<b>\$ 119,573,453</b>
Transfers to Other Funds	12,082,030	9,240,164	5,652,928
<b>Total Expenditures Including Transfers</b>	<b>156,445,050</b>	<b>202,716,825</b>	<b>125,226,381</b>
<b>Less Capitalized Expenditures</b>	<b>0</b>	<b>(13,453,976)</b>	<b>(676,000)</b>
<b>Total Expenditures</b>	<b>\$ 156,445,050</b>	<b>\$ 189,262,849</b>	<b>\$ 124,550,381</b>

### Summary of Expenditures by Classification Type

<b>Expenditures by Classification Type</b>	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Proposed</b>
Salaries & Benefits	\$ 53,833,147	\$ 51,969,430	\$ 46,701,851
Services	52,988,487	105,282,034	43,078,602
Supplies	3,414,955	3,529,401	3,030,003
Capital Outlay	10,047,056	5,025,669	700,802
Internal Service Charges	13,334,683	12,045,198	12,114,129
Other	10,744,692	15,624,929	13,948,066
<b>Total Expenditures</b>	<b>144,363,020</b>	<b>193,476,661</b>	<b>119,573,453</b>
Transfers	12,082,030	9,240,164	5,652,928
<b>Total Expenditures and Transfers</b>	<b>156,445,050</b>	<b>202,716,825</b>	<b>125,226,381</b>
<b>Less Capitalized Expenditures</b>	<b>0</b>	<b>(13,453,976)</b>	<b>(676,000)</b>
<b>Total Expenditures</b>	<b>\$ 156,445,050</b>	<b>\$ 189,262,849</b>	<b>\$ 124,550,381</b>

**NOTES:**



ALL FUNDS OPERATING AND CAPITAL TRANSFER SUMMARY

Transfer In	Transfer Out	Purpose	Actual 2008-09	Adjusted Budget 2009-10	Adopted Budget 2010-11
<b>General Fund</b>					
<b>Transfers In:</b>			\$ 1,500,000	\$ 1,393,000	\$ 500,000
General Fund	Self Insurance Fund	Funding for Operations	1,500,000	1,393,000	500,000
<b>Total Transfers In</b>					
<b>Transfers Out:</b>					
Measure B Fund	General Fund	Street Maintenance	(987,000)	(1,000,000)	(300,000)
Capital Improvement Fund	General Fund	Misc Engineering Studies	(50,000)	(100,000)	0
Capital Improvement Fund	General Fund	Roadway Drainage Repair	(50,000)	0	0
Capital Improvement Fund	General Fund	Annual Street Overlay/Rehab	(200,000)	(100,000)	0
Capital Improvement Fund	General Fund	Public Works Maintenance Projects	(100,000)	(150,000)	0
Capital Improvement Fund	General Fund	Sidewalk Repairs to City Properties	(50,000)	0	0
Capital Improvement Fund	General Fund	Access Ramp Installation	(100,000)	0	0
Capital Improvement Fund	General Fund	I-880 Washington Intersection - Bayfair	(500,000)	0	0
Environmental Services Fund	General Fund	Refuse Contract	(67,942)	(67,942)	(67,942)
Capital Improvement Fund	General Fund	Senior Center EEOC Supplies	0	(200,000)	0
Equipment Maintenance Fund	General Fund	Purchase of Police Tactical Unit Van	(43,900)	0	0
			(2,148,842)	(1,617,942)	(367,942)

ALL FUNDS OPERATING AND CAPITAL TRANSFER SUMMARY

Transfer In	Transfer Out	Purpose	Actual 2008-09	Adjusted Budget 2009-10	Adopted Budget 2010-11
<b><u>Enterprise Funds</u></b>					
<b>Transfers In:</b>					
Environmental Services	General Fund	Refuse Contract	67,942	67,942	67,942
Environmental Services	Water Pollution Control Plant	Sewer Inspections	62,782	62,782	62,782
Environmental Services	Storm Water	Storm Drain Inspections	133,383	133,383	82,214
<b>Total Transfers In</b>			<b>264,107</b>	<b>264,107</b>	<b>212,938</b>
<b>Transfers Out:</b>					
Special Grants Fund	Shoreline Fund	Boat Launch Ramp Project	(153,816)	0	0
Water Pollution Control Plant	Environmental Services	Sewer Inspections	(62,782)	(62,782)	(62,782)
Storm Water	Environmental Services	Storm Drain Inspections	(133,383)	(133,383)	(82,214)
<b>Total Transfers Out</b>			<b>(349,981)</b>	<b>(196,165)</b>	<b>(144,996)</b>
<b><u>Internal Service Funds</u></b>					
<b>Transfers In:</b>					
Equipment Maintenance Fund	General Fund	Purchase of Police Tactical Unit Van	43,900	0	0
<b>Total Transfers In</b>			<b>43,900</b>	<b>0</b>	<b>0</b>
<b>Transfers Out:</b>					
Self Insurance Fund	General Fund	Funding for Operations	(1,500,000)	(1,393,000)	(500,000)
Building Maintenance Fund	Capital Improvement Fund	Roof Replacement Project	(616,686)	(360,000)	0
<b>Total Transfers Out</b>			<b>(2,116,686)</b>	<b>(1,753,000)</b>	<b>(500,000)</b>

ALL FUNDS OPERATING AND CAPITAL TRANSFER SUMMARY

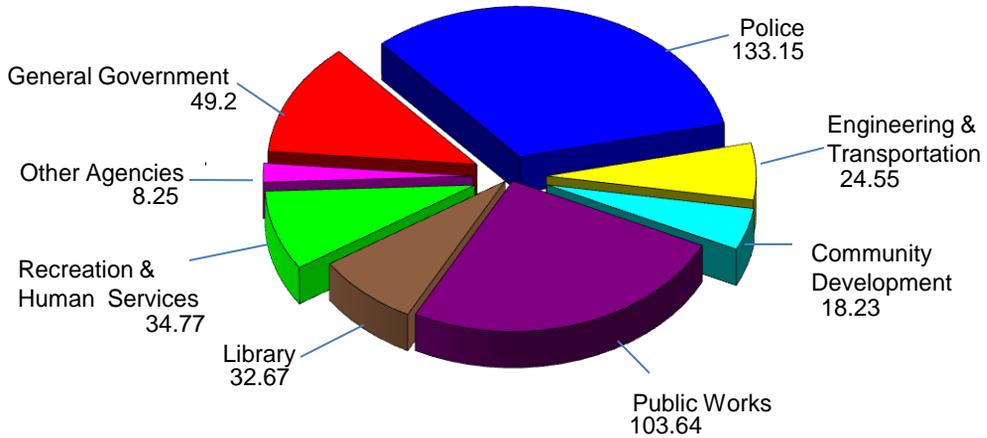
Transfer In	Transfer Out	Purpose	Actual 2008-09	Adjusted Budget 2009-10	Adopted Budget 2010-11
<b>Redevelopment Agency Funds</b>					
<b>Transfers In:</b>					
RDA Debt Service Fund	Plaza Project Fund	Plaza 2002 Tax Allocation Bonds	1,340,397	1,612,001	1,610,700
RDA Debt Service Fund	Joint Project Fund	Joint Project 2001 Certificates of Participation	349,111	344,396	343,365
RDA Debt Service Fund	Joint Project Fund	Joint Project 2008 Tax Allocation Bonds	854,701	1,742,612	1,864,813
RDA Debt Service Fund	Joint Project Fund	Bayfair Mall Commitment	250,000	250,000	250,000
RDA Debt Service Fund	Joint Project Fund	SLUSD 9th Grade Campus Commitment	535,440	327,072	160,000
RDA Debt Service Fund	Joint Project Fund	2008 Tax Allocation Bond Reserve	2,607,643	0	0
RDA Debt Service Fund	West San Leandro/MacArthur	West San Leandro 2004 Tax Allocation Bonds	401,729	396,976	411,112
<b>Total Transfers In</b>			<b>6,339,021</b>	<b>4,673,057</b>	<b>4,639,990</b>
<b>Transfers Out:</b>					
Business Improvement District	West San Leandro/MacArthur	Links Shuttle Service	(140,500)	0	0
Plaza Project Fund	RDA Debt Service Fund	Plaza 2002 Tax Allocation Bonds	(1,340,397)	(1,612,001)	(1,610,700)
Joint Project Fund	RDA Debt Service Fund	Joint Project 2001 Certificates of Participation	(349,111)	(344,396)	(343,365)
Joint Project Fund	RDA Debt Service Fund	Joint Project 2008 Tax Allocation Bonds	(854,701)	(1,742,612)	(1,864,813)
Joint Project Fund	RDA Debt Service Fund	Bayfair Mall Commitment	(250,000)	(250,000)	(250,000)
Joint Project Fund	RDA Debt Service Fund	SLUSD 9th Grade Campus Commitment	(535,440)	(327,072)	(160,000)
Joint Project Fund	RDA Debt Service Fund	2008 Tax Allocation Bond Reserve	(2,607,643)	0	0
West San Leandro/MacArthur Fund	RDA Debt Service Fund	West San Leandro 2004 Tax Allocation Bonds	(401,729)	(396,976)	(411,112)
<b>Total Transfers Out</b>			<b>(6,479,521)</b>	<b>(4,673,057)</b>	<b>(4,639,990)</b>

ALL FUNDS OPERATING AND CAPITAL TRANSFER SUMMARY

Transfer In	Transfer Out	Purpose	Actual 2008-09	Adjusted Budget 2009-10	Adopted Budget 2010-11
<b>Special Revenue Funds</b>					
<b>Transfers In:</b>					
Special Gas Tax Fund	Measure B	Street Maintenance Operations	987,000	1,000,000	0
Measure B	General Fund	Street Maintenance Operations	987,000	1,000,000	300,000
Business Improvement District	West San Leandro/MacArthur	Links Shuttle Service	140,500	0	0
Special Grants Fund	Shoreline Enterprise Fund	Boat Launch Ramp Project	153,816	0	0
<b>Total Transfers In</b>			<b>2,268,316</b>	<b>2,000,000</b>	<b>300,000</b>
<b>Transfers Out:</b>					
Measure B	Special Gas Tax Fund	Street Maintenance Operations	(987,000)	(1,000,000)	0
<b>Total Transfers Out</b>			<b>(987,000)</b>	<b>(1,000,000)</b>	<b>0</b>
<b>Capital Improvement Fund</b>					
<b>Transfers In:</b>					
Capital Improvement Fund	General Fund	Misc Engineering Studies	50,000	100,000	0
Capital Improvement Fund	General Fund	Roadway Drainage Repair	50,000	0	0
Capital Improvement Fund	General Fund	Annual Street Overlay/Rehab	200,000	100,000	0
Capital Improvement Fund	General Fund	Public Works Maintenance Projects	100,000	150,000	0
Capital Improvement Fund	General Fund	Sidewalk Repairs to City Properties	50,000	0	0
Capital Improvement Fund	General Fund	Access Ramp Installation	100,000	0	0
Capital Improvement Fund	General Fund	I-880 Washington Intersection - Bayfair	500,000	0	0
Capital Improvement Fund	General Fund	Senior Center EEOC Supplies	0	200,000	0
Capital Improvement Fund	Building Maintenance Fund	Roof Replacement Project	616,686	360,000	0
<b>Total Transfers In</b>			<b>1,666,686</b>	<b>910,000</b>	<b>0</b>
<b>Total Transfers - All Funds</b>					
			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## ALL FUNDS PERSONNEL SUMMARY 2010 - 11

**Total: 404.46 (F.T.E.)**



Numbers shown represent full-time equivalent (F.T.E.) positions.

In fiscal year 2010-11, 404.46 full-time equivalent positions are adopted. This includes 341.51 full-time positions and 62.95 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. Ten full-time positions have been budgeted for six months per City Council direction.

	2008-09 Adopted			2009-10 Adopted			2010-11 Adopted		
	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total
General Government	57.00	4.69	61.69	51.75	3.43	55.18	45.00	4.20	49.20
Police	143.00	7.47	150.47	138.00	3.69	141.69	129.00	4.15	133.15
Engineering & Transportation	26.93	3.64	30.57	27.00	3.44	30.44	23.00	1.55	24.55
Community Development	22.54	0.96	23.50	18.47	0.48	18.95	17.77	0.46	18.23
Public Works	114.45	7.50	121.95	105.45	7.60	113.05	93.45	10.19	103.64
Library Services	24.00	24.74	48.74	22.00	17.73	39.73	15.50	17.17	32.67
Recreation & Human Services	13.00	41.33	54.33	12.00	33.06	45.06	10.00	24.77	34.77
Other Agencies	8.51	0.00	8.51	8.08	0.48	8.56	7.79	0.46	8.25
<b>Total Work Force</b>	<b>409.43</b>	<b>90.33</b>	<b>499.76</b>	<b>382.75</b>	<b>69.91</b>	<b>452.66</b>	<b>341.51</b>	<b>62.95</b>	<b>404.46</b>



## ALL FUNDS SUMMARY OF POSITIONS BY DEPARTMENT

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>General Government</b>			
<b>City Council</b>			
Administrative Assistant III	1.00	1.00	1.00
City Council	6.00	6.00	6.00
Mayor	1.00	1.00	1.00
Total City Council	8.00	8.00	8.00
<b>City Manager Office</b>			
Administrative Analyst II	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	0.50
Administrative Assistant II	4.00	2.00	2.00
Administrative Specialist II	2.00	2.00	1.00
Assistant City Manager	1.00	1.00	1.00
Assistant Information Services Manager	1.00	1.00	1.00
Assistant To The City Manager	1.00	0.75	0.00
City Clerk	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Graphics Supervisor	1.00	1.00	1.00
Information Services Manager	1.00	1.00	1.00
Information Services Specialist	4.00	4.00	3.50
Information Systems Application Specialist	2.00	2.00	1.50
Information Systems Analyst	3.00	3.00	3.00
Total Full Time	25.00	22.75	19.50
Assistant To The City Manager	0.00	0.00	0.75
Office Assistant V	0.48	0.00	0.00
Public Information Officer	0.70	0.00	0.00
Total Part Time	1.18	0.00	0.75
Total City Manager Office	26.18	22.75	20.25
<b>Human Resources</b>			
Administrative Assistant III	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00
Human Resources Director	1.00	1.00	0.00
Human Resources Technician	2.00	2.00	2.00
Senior Human Resources Analyst	2.00	2.00	1.00
Total Full Time	7.00	7.00	5.00
Administrative Assistant II	1.81	1.15	1.15
Total Part Time	1.81	1.15	1.15
Total Human Resources	8.81	8.15	6.15

## ALL FUNDS SUMMARY OF POSITIONS BY DEPARTMENT

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>Finance</b>			
Account Clerk	4.00	3.00	2.00
Accountant I	2.00	1.00	1.00
Accountant II	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00
Administrative Specialist III	1.00	1.00	1.00
Budget & Compliance Manager	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00
Finance Director	1.00	0.00	0.00
Financial Supervisor	1.00	1.00	0.50
Senior Account Clerk	4.00	4.00	4.00
<b>Total Full Time</b>	<b>17.00</b>	<b>14.00</b>	<b>12.50</b>
Accountant I	0.48	0.48	0.48
Administrative Assistant I	0.25	0.25	0.25
Administrative Assistant II	0.48	0.48	0.25
Administrative Specialist III	0.50	0.50	0.75
Finance Director	0.00	0.57	0.57
<b>Total Part Time</b>	<b>1.71</b>	<b>2.28</b>	<b>2.30</b>
<b>Total Finance</b>	<b>18.71</b>	<b>16.28</b>	<b>14.80</b>
<b>Total General Government</b>	<b>61.69</b>	<b>55.18</b>	<b>49.20</b>
<b>Community Development</b>			
Administrative Assistant I	2.00	1.00	0.50
Administrative Assistant II	1.50	1.30	2.44
Administrative Assistant III	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00
Chief Building Official	1.00	1.00	1.00
Community Development Director	0.70	0.70	0.60
Housing-CDBG Manager	0.12	0.07	0.18
Permits Center Coordinator	1.00	1.00	1.00
Permits Clerk	2.65	2.00	1.50
Permits Technician	1.00	1.00	1.00
Planning Manager	0.90	0.90	0.00
Project Specialist I	1.62	1.45	2.40
Project Specialist II	1.15	0.15	0.15
Senior Project Specialist	1.90	1.90	1.00
Senior Building Inspector	1.00	0.00	0.00
Senior Engineer	1.00	1.00	1.00
Supervising Bldg Inspector	1.00	1.00	1.00
<b>Total Full Time</b>	<b>22.54</b>	<b>18.47</b>	<b>17.77</b>
Administrative Assistant I	0.48	0.48	0.00
Office Assistant III	0.00	0.00	0.00
Senior Project Specialist	0.00	0.00	0.46
Permits Clerk	0.48	0.00	0.00
<b>Total Part Time</b>	<b>0.96</b>	<b>0.48</b>	<b>0.46</b>
<b>Total Community Development</b>	<b>23.50</b>	<b>18.95</b>	<b>18.23</b>

## ALL FUNDS SUMMARY OF POSITIONS BY DEPARTMENT

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>Engineering and Transportation</b>			
Administrative Analyst II	1.00	1.00	1.00
Administrative Assistant II	2.00	2.00	2.00
Administrative Assistant III	1.00	1.00	1.00
Assistant Engineer	1.00	3.00	0.00
Associate Engineer	5.93	4.00	6.00
City Engineer	1.00	1.00	1.00
Engineering & Transportation Director	1.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00
Engineering Inspector	5.00	5.00	4.00
Principal Engineer	1.00	1.00	1.00
Senior Engineer	3.00	3.00	3.00
Senior Engineering Aide	2.00	2.00	1.00
Supervising Engineering Inspector	1.00	1.00	0.00
Traffic Operations Engineer	1.00	1.00	1.00
<b>Total Full Time</b>	<b>26.93</b>	<b>27.00</b>	<b>23.00</b>
Maintenance Aide	0.48	0.48	0.00
Engineering Inspector	0.00	0.00	0.92
Office Assistant III	0.02	0.47	0.00
Office Assistant IV	2.04	1.86	0.00
Office Assistant V	0.48	0.00	0.00
Senior Engineering Aide	0.63	0.63	0.63
<b>Total Part Time</b>	<b>3.64</b>	<b>3.44</b>	<b>1.55</b>
<b>Total Engineering and Transportation</b>	<b>30.57</b>	<b>30.44</b>	<b>24.55</b>
<b>Other Agencies</b>			
Administrative Analyst	0.00	1.00	1.00
Administrative Assistant II	0.50	0.70	0.56
Business Development Manager	1.00	1.00	1.00
Community Development Director	0.30	0.30	0.40
Environment Services Supervisor	0.05	0.05	0.05
Housing-CDBG Manager	0.88	0.93	0.83
Permits Clerk	0.35	0.00	0.00
Planning Manager	0.10	0.10	0.00
Project Specialist I	1.38	0.55	0.60
Project Specialist II	0.85	1.85	2.85
Sr. Admin Assistant	1.00	0.00	0.00
Sr. Project Specialist	1.10	1.10	0.00
Street Maintenance Worker I	1.00	0.50	0.50
<b>Total Full Time</b>	<b>8.51</b>	<b>8.08</b>	<b>7.79</b>
Sr. Project Specialist	0.00	0.48	0.46
<b>Total Part Time</b>	<b>0.00</b>	<b>0.48</b>	<b>0.46</b>
<b>Total Other Agencies</b>	<b>8.51</b>	<b>8.56</b>	<b>8.25</b>

## ALL FUNDS SUMMARY OF POSITIONS BY DEPARTMENT

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>Library</b>			
Administrative Analyst II	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00
Circulation Supervisor	1.00	1.00	0.00
Library Services Manager	1.00	1.00	0.00
Librarian	6.00	5.00	3.50
Library Assistant	2.00	2.00	2.00
Library Director	1.00	1.00	0.00
Project Literacy Coordinator	1.00	1.00	1.00
Senior Librarian	4.00	4.00	3.00
Senior Library Assistant	6.00	5.00	4.00
<b>Total Full Time</b>	<b>24.00</b>	<b>22.00</b>	<b>15.50</b>
Administrative Analyst I	0.24	0.48	0.00
Administrative Analyst II	0.24	0.00	0.00
Administrative Assistant I	0.48	0.00	0.48
Librarian	3.29	1.68	1.12
Library Assistant	1.91	0.00	0.00
Library Clerk	7.17	6.21	5.58
Library Services Manager	0.00	0.00	0.46
Library Director	0.00	0.00	0.46
Maintenance Aide	1.86	1.45	1.45
Office Assistant I	5.61	4.20	4.15
Office Assistant III	0.38	0.38	0.38
Police Services Aide	2.48	2.08	1.84
Senior Library Assistant	1.08	1.25	1.25
<b>Total Part Time</b>	<b>24.74</b>	<b>17.73</b>	<b>17.17</b>
<b>Total Library</b>	<b>48.74</b>	<b>39.73</b>	<b>32.67</b>
<b>Recreation &amp; Human Services</b>			
Administrative Assistant I	2.00	2.00	1.00
Administrative Assistant III	1.00	1.00	1.00
Recreation & Human Services Director	1.00	1.00	1.00
Recreation & Human Services Manager	2.00	2.00	2.00
Recreation Supervisor I	1.00	0.00	0.00
Recreation Supervisor II	5.00	5.00	4.00
Administrative Specialist III	1.00	1.00	1.00
<b>Total Full Time</b>	<b>13.00</b>	<b>12.00</b>	<b>10.00</b>
Administrative Assistant I	0.04	0.04	0.00
Office Assistant II	0.10	0.00	0.00
Recreation Leader I	0.61	0.51	0.42
Recreation Leader II	22.54	15.15	12.10
Recreation Specialist I	10.74	10.40	7.24
Recreation Specialist II	6.33	6.04	3.88
Recreation Specialist III	0.97	0.92	1.13
<b>Total Part Time</b>	<b>41.33</b>	<b>33.06</b>	<b>24.77</b>
<b>Total Recreation &amp; Human Services</b>	<b>54.33</b>	<b>45.06</b>	<b>34.77</b>

## ALL FUNDS SUMMARY OF POSITIONS BY DEPARTMENT

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>Public Works Department</b>			
Administrative Analyst I	2.00	2.00	2.00
Administrative Assistant II	2.00	1.00	1.00
Administrative Assistant III	1.00	2.00	2.00
Administrative Specialist III	0.00	1.00	1.00
Assistant Marina Supervisor	1.00	0.00	0.00
Assistant Water Pollution Control Plant Manager	1.00	1.00	1.00
Bldg Supervisor	1.00	1.00	1.00
Electrician I	2.00	1.00	1.00
Electrician II	2.00	1.00	1.00
Environmental Protection Specialist II	4.00	4.00	4.00
Environmental Services Supervisor	0.95	0.95	0.95
Equipment Mechanic	2.00	2.00	2.00
Equipment Mechanic - Lead	1.00	1.00	1.00
Equipment Services Aide	1.00	1.00	0.00
Equipment Services Technician	2.00	1.00	0.00
Facilities And Open Space Mgr	1.00	1.00	1.00
Facilities Maintenance Worker I	4.00	5.00	5.00
Facilities Maintenance Worker II	2.00	1.00	0.00
Fleet Supervisor	1.00	1.00	1.00
HVAC Mechanic I	1.00	1.00	1.00
Laboratory Supervisor	1.00	1.00	1.00
Laboratory Technician I	2.00	1.00	1.00
Laboratory Technician II	0.00	1.00	1.00
Maintenance Mechanic I	2.00	1.00	0.00
Maintenance Mechanic II	4.00	5.00	6.00
Maintenance Worker - Entry	4.00	3.00	3.00
Park Maintenance Worker I	8.00	6.00	4.00
Park Maintenance Worker II	8.00	6.00	4.00
Park Supervisor	1.00	1.00	1.00
Pavement Maintenance Supervisor	1.00	0.00	0.00
Plant Electrician II	0.00	1.00	1.00
Plant Maintenance Supervisor	1.00	1.00	1.00
Plant Maintenance Worker	1.00	1.00	1.00
Plant Operations Supervisor	1.00	1.00	1.00
Plant Operator - Lead	4.00	5.00	5.00
Plant Operator I	6.00	5.00	5.00
Public Works Services Director	1.00	1.00	1.00
Pavement Marking Specialist-Lead	1.00	0.00	0.00
Sr. Admin Assistant	1.00	0.00	0.00
Street Maintenance Manager	1.00	1.00	1.00
Street Maintenance Worker I	11.50	11.50	10.50
Street Maintenance Worker II	10.00	11.00	9.00
Street Maintenance Worker III	2.00	2.00	2.00
Street Supervisor	2.00	3.00	2.00
Supply Maintenance Worker	1.00	1.00	1.00
Traffic Supervisor	1.00	1.00	1.00
Tree Trimmer I	3.00	2.00	2.00
Tree Trimmer II	3.00	3.00	2.00
Water Pollution Control Plant Manager	1.00	1.00	1.00
<b>Total Full Time</b>	<b>114.45</b>	<b>105.45</b>	<b>93.45</b>

## ALL FUNDS SUMMARY OF POSITIONS BY DEPARTMENT

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>Public Works , continued</b>			
Administrative Assistant II	0.96	0.96	0.96
Equipment Services Aide	0.00	0.00	0.48
Facilities Maintenance Worker I	0.00	0.00	0.96
Maintenance Worker - Entry	0.96	0.48	0.96
Maintenance Aide	4.13	4.72	5.39
Maintenance Assistant II	0.48	0.48	0.48
Maintenance Assistant III	0.48	0.48	0.48
Park Maintenance Worker I	0.00	0.48	0.48
Shoreline Operations Manager	0.48	0.00	0.00
<b>Total Part Time</b>	<b>7.50</b>	<b>7.60</b>	<b>10.19</b>
<b>Total Public Works</b>	<b>121.95</b>	<b>113.05</b>	<b>103.64</b>
<b>Police</b>			
Admin Specialist - Police	8.00	7.00	5.00
Administrative Assistant II	2.00	2.00	1.00
Administrative Assistant IV	1.00	1.00	0.00
Animal Control Worker	2.00	2.00	2.00
Community Services Officer	4.00	4.00	4.00
Community Services Specialist	0.00	0.00	1.00
Jailer	8.00	8.00	8.00
Police Captain	1.00	2.00	2.00
Police Chief	1.00	1.00	1.00
Police Lieutenant	7.00	5.00	4.00
Police Officer	71.00	68.00	65.00
Police Sergeant	14.00	14.00	14.00
Police Services Aide	6.00	5.00	4.00
Property & Evidence Technician	1.00	1.00	1.00
Property Clerk	1.00	1.00	1.00
Support Services Manager	0.00	1.00	1.00
Public Safety Dispatcher	16.00	16.00	15.00
<b>Total Full Time</b>	<b>143.00</b>	<b>138.00</b>	<b>129.00</b>
Administrative Assistant I	0.67	0.67	0.67
Administrative Assistant II	0.00	0.00	0.46
Community Crossing Guard	3.78	0.00	0.00
Parking Aide	1.58	1.58	1.58
Police Officer	0.96	0.96	0.96
Property Clerk	0.48	0.48	0.48
<b>Total Part Time</b>	<b>7.47</b>	<b>3.69</b>	<b>4.15</b>
<b>Total Police</b>	<b>150.47</b>	<b>141.69</b>	<b>133.15</b>
<b>Grand Total</b>	<b>499.76</b>	<b>452.66</b>	<b>404.46</b>

### ALL FUNDS SALARY AND BENEFITS BY FUNCTION

2008-09 Actual	Regular Salary	Overtime	Benefits	Total	Overtime Allocation
General Government	\$ 4,275,161	\$ 7,695	\$ 1,670,590	5,953,447	0.44%
Police	12,828,764	1,507,408	8,244,139	22,580,311	85.89%
Engineering & Transportation	1,445,173	2,639	735,889	2,183,701	0.15%
Community Development	1,856,872	7,326	736,421	2,600,620	0.42%
Public Works	7,503,555	202,021	2,668,037	10,373,613	11.51%
Library Services	2,402,347	426	810,165	3,212,938	0.02%
Recreation & Human Services	1,934,575	20,188	556,753	2,511,515	1.15%
Other Agencies	1,058,385	4,435	371,103	1,433,923	0.25%
Capital Improvement Program	1,391,043	2,866	157,278	1,551,187	0.16%
Sub-Total Salary and Benefits	34,695,875	1,755,005	15,950,375	52,401,256	100%
Retiree Medical	0	0	1,431,891	1,431,891	N/A
<b>Total Salary and Benefits</b>	<b>\$ 34,695,875</b>	<b>\$ 1,755,005</b>	<b>\$ 17,382,266</b>	<b>\$ 53,833,147</b>	<b>100.00%</b>

2009-10 Adjusted					
General Government	\$ 4,112,563	\$ 9,787	\$ 1,753,407	5,875,757	0.59%
Police	12,568,368	1,460,275	8,199,223	22,227,866	87.93%
Engineering & Transportation	1,279,544	9,555	1,114,677	2,403,776	0.58%
Community Development	1,685,058	13,330	764,830	2,463,218	0.80%
Public Works	7,367,039	159,822	3,589,242	11,116,103	9.62%
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	0	327,157	1,129,837	0.00%
Retiree Medical	0	0	1,000,000	1,000,000	N/A
Sub-Total Salary and Benefits	32,209,599	1,660,683	18,099,148	51,969,430	100.00%
Capital Improvement Program	1,331,605	0	0	1,331,605	0.00%
<b>Total Salary and Benefits</b>	<b>\$ 33,541,204</b>	<b>\$ 1,660,683</b>	<b>\$ 18,099,148</b>	<b>\$ 53,301,035</b>	<b>100.00%</b>

2010-11 Budget					
General Government	\$ 3,671,103	\$ 7,556	\$ 1,458,055	5,136,714	0.50%
Police	12,032,809	1,321,859	7,708,018	21,062,686	87.30%
Engineering & Transportation	814,088	9,555	946,052	1,769,695	0.63%
Community Development	1,504,716	13,330	703,344	2,221,390	0.88%
Public Works	6,185,698	149,524	2,756,185	9,091,407	9.88%
Library Services	1,723,013	1,503	569,522	2,294,038	0.10%
Recreation & Human Services	2,254,216	10,764	719,204	2,984,184	0.71%
Other Agencies	799,384	0	342,353	1,141,737	0.00%
Retiree Medical	0	0	1,000,000	1,000,000	N/A
Sub-Total Salary and Benefits	28,985,027	1,514,091	16,202,733	46,701,851	100.00%
Capital Improvement Program	1,422,459	0	0	1,422,459	0.00%
<b>Total Salary and Benefits</b>	<b>\$ 30,407,486</b>	<b>\$ 1,514,091</b>	<b>\$ 16,202,733</b>	<b>\$ 48,124,310</b>	<b>100.00%</b>

SALARY AND BENEFIT SUMMARY BY FUND

2008-09 Actual	Total Salary	4210 PERS	4201 FICA	4240 Medicare	4220 Health	Total Benefits	Total Salary & Benefits	% of Total
General	\$27,063,844	\$8,507,385	\$908,623	\$372,051	\$2,499,045	\$12,287,104	\$39,350,948	73.10%
Street/Traffic (DFSI)	\$81,394	\$12,735	\$4,342	\$1,064	\$1,120	\$19,261	\$100,655	0.19%
Parking	102,335	22,937	6,444	1,507	14,710	45,598	147,933	0.27%
Special Gas Tax	681,408	141,352	42,370	9,992	129,323	323,037	1,004,445	1.87%
Measure B	246,333	44,855	13,128	3,173	3,337	64,493	310,826	0.58%
Traffic Congestion Relief	990	189	36	12	23	260	1,250	0.00%
Heron Bay	81,579	17,185	4,559	1,092	15,953	38,789	120,368	0.22%
Proposition 1 B	46	10	2	1	0	13	59	0.00%
Special State Grants	216,347	47,123	13,831	3,634	6,406	70,994	287,341	0.53%
CDBG	110,529	15,635	4,912	1,151	4,571	26,269	136,798	0.25%
HOME Fund	12,022	3,111	875	207	731	4,924	16,946	0.03%
Capital Improvement Program	198,561	35,675	10,637	2,573	2,732	51,617	250,178	0.46%
SL Hillside Maintenance (GHAD)	277	50	15	5	4	74	351	0.00%
Water Pollution Control	2,512,210	487,022	149,987	36,494	308,905	982,408	3,494,618	6.49%
Environmental Services	678,956	140,460	38,928	9,349	53,294	242,031	920,987	1.71%
Shoreline Fund	591,437	109,960	33,854	8,132	63,510	215,456	806,893	1.50%
Storm Water	363,235	70,316	19,276	4,587	58,240	152,419	515,654	0.96%
Building Maintenance	628,017	134,651	40,171	9,765	110,585	295,172	923,189	1.71%
Information Services	1,227,534	270,393	71,035	17,329	135,076	493,833	1,721,367	3.20%
Self Insurance	77,597	9,257	4,606	1,078	2,817	17,758	95,355	0.18%
Equipment Maintenance	513,411	116,835	30,864	7,324	92,739	247,762	761,173	1.41%
RDA - Plaza Area	219,078	41,780	12,254	2,936	13,916	70,886	289,964	0.54%
RDA - Joint Project Area	359,147	68,996	19,697	4,843	22,270	115,806	474,953	0.88%
RDA - West San Leandro	209,834	41,828	11,560	2,896	21,091	77,375	287,209	0.53%
RDA - Low/Mod Housing	274,761	60,650	15,750	3,833	26,803	107,036	381,797	0.71%
Retiree Medical (Gen. Fund)	0	0	0	0	1,431,891	1,431,891	1,431,891	2.66%
<b>Total All Funds</b>	<b>\$36,450,882</b>	<b>\$10,400,390</b>	<b>\$1,457,756</b>	<b>\$505,028</b>	<b>\$5,019,092</b>	<b>\$17,382,266</b>	<b>\$53,833,147</b>	<b>100.00%</b>

2009-10 Adjusted	Total Salary	4,210 PERS	4,201 FICA	4,240 Medicare	4,220 Health	Total Benefits	Total Salary & Benefits	% of Total
General	\$25,366,383	\$8,490,152	\$959,232	\$380,433	\$3,488,786	\$13,318,603	\$38,684,986	74.44%
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	1.92%
Measure B	92,592	21,380	5,741	1,343	20,077	48,541	141,133	0.27%
Heron Bay	77,281	16,783	4,791	1,118	18,779	41,471	118,752	0.23%
Special State Grants	186,949	33,230	10,540	2,465	6,179	52,414	239,363	0.46%
CDBG	70,023	14,059	3,807	891	4,122	22,879	92,902	0.18%
HOME Fund	10,743	2,468	666	155	751	4,040	14,783	0.03%
Water Pollution Control	2,626,782	572,508	160,676	37,890	411,312	1,182,386	3,809,168	7.33%
Environmental Services	654,304	141,765	40,566	9,487	63,217	255,035	909,339	1.75%
Shoreline Fund	451,774	87,742	28,010	6,555	58,546	180,853	632,627	1.22%
Storm Water	338,782	75,766	21,005	4,912	67,721	169,404	508,186	0.98%
Building Maintenance	629,835	143,133	39,050	9,135	132,264	323,582	953,417	1.83%
Information Services	1,251,188	286,006	74,251	18,142	158,229	536,628	1,787,816	3.44%
Self Insurance	92,303	14,553	5,723	1,338	3,160	24,774	117,077	0.23%
Equipment Maintenance	450,036	102,641	27,902	6,524	88,962	226,029	676,065	1.30%
RDA - Plaza Area	46,962	10,881	2,912	681	5,134	19,608	66,570	0.13%
RDA - Joint Project Area	242,899	44,891	15,060	3,523	24,504	87,978	330,877	0.64%
RDA - West San Leandro	231,397	53,615	14,347	3,356	32,651	103,969	335,366	0.65%
RDA - Low/Mod Housing	281,422	64,976	16,969	4,081	29,576	115,602	397,024	0.76%
Retiree Medical	0	0	0	0	1,000,000	1,000,000	1,000,000	1.92%
Sub-Total All Funds	33,870,282	10,346,257	1,478,904	503,175	5,770,812	18,099,148	51,969,430	100.00%
Capital Improvement Program	1,331,605	0	0	0	0	0	1,331,605	N/A
<b>Total All Funds</b>	<b>\$35,201,887</b>	<b>\$10,346,257</b>	<b>\$1,478,904</b>	<b>\$503,175</b>	<b>\$5,770,812</b>	<b>\$18,099,148</b>	<b>\$53,301,035</b>	<b>100.00%</b>

Total	4210	4201	4240	4220	Total	Total Salary	% of
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## SALARY AND BENEFIT SUMMARY BY FUND

2010-11 Budget	Salary	PERS	FICA	Medicare	Health	Benefits	& Benefits	Total
General	\$22,195,244	\$7,615,797	\$795,941	\$333,414	\$2,906,967	\$11,652,119	\$33,847,363	72.48%
Parking	99,758	22,656	6,184	1,446	12,781	43,067	142,825	0.31%
Special Gas Tax	606,197	136,674	37,584	8,791	118,843	301,892	908,089	1.94%
Measure B	91,032	20,780	5,644	1,320	19,490	47,234	138,266	0.30%
Heron Bay	75,743	16,246	4,696	1,097	19,077	41,116	116,859	0.25%
Special State Grants	287,245	87,942	11,484	4,164	22,228	125,818	413,063	0.88%
CDBG	68,724	15,750	4,261	998	10,891	31,900	100,624	0.22%
HOME Fund	10,633	2,437	659	155	1,423	4,674	15,307	0.03%
Water Pollution Control	2,557,420	553,807	157,355	37,085	296,706	1,044,953	3,602,373	7.71%
Environmental Services	643,545	137,899	39,900	9,330	60,911	248,040	891,585	1.91%
Shoreline Fund	470,309	95,514	29,159	6,818	63,179	194,670	664,979	1.42%
Storm Water	335,875	74,275	20,824	4,870	59,358	159,327	495,202	1.06%
Building Maintenance	613,426	126,779	38,033	8,895	116,724	290,431	903,857	1.94%
Information Services	1,130,184	254,918	67,026	16,386	129,945	468,275	1,598,459	3.42%
Self Insurance	144,632	26,555	8,967	2,097	4,236	41,855	186,487	0.40%
Equipment Maintenance	369,767	73,993	22,926	5,362	62,728	165,009	534,776	1.15%
RDA - Plaza Area	45,468	10,358	2,819	659	6,918	20,754	66,222	0.14%
RDA - Joint Project Area	240,375	44,282	14,903	3,486	30,542	93,213	333,588	0.71%
RDA - West San Leandro	237,669	54,186	14,736	3,446	36,655	109,023	346,692	0.74%
RDA - Low/Mod Housing	275,872	63,206	16,920	4,001	35,236	119,363	395,235	0.85%
Retiree Medical	0	0	0	0	1,000,000	1,000,000	1,000,000	2.14%
Sub-Total All Funds	30,499,118	9,434,054	1,300,021	453,820	5,014,838	16,202,733	46,701,851	100.00%
Capital Improvement Program	1,422,459	0	0	0	0	0	1,422,459	N/A
<b>Total All Funds</b>	<b>\$31,921,577</b>	<b>\$9,434,054</b>	<b>\$1,300,021</b>	<b>\$453,820</b>	<b>\$5,014,838</b>	<b>\$16,202,733</b>	<b>\$48,124,310</b>	<b>100%</b>

**INTRODUCTION**

The General Fund is the general operating fund of the City and accounts for all unrestricted financial resources except those required to be accounted for in another fund. Property tax, Utility Users tax, Sales tax, other taxes and business license fee revenues support over 70% of the City's General Fund operations. City services supported by the General Fund include Public Safety (police and fire), Library, Recreation and Human Services, Community Development, Engineering and Transportation, and Public Works activities.



**GENERAL FUND  
CHANGES OF FINANCIAL POSITION**

(Projected Actual for Fiscal Year 2009-10)

In Thousands

	<b>2008-09 Actual</b>	<b>2009-10 Projected Actual</b>	<b>2010-11 Adopted</b>
<b>Revenues:</b>			
Property Tax	\$ 16,698	\$ 16,100	\$ 15,300
Sales Tax	19,352	17,350	17,850
Utility Users' Tax	10,103	9,500	9,635
Real Property Transfer Tax	2,870	2,544	2,444
All Other Revenue	22,110	22,079	21,303
<b>Total Operating Revenues</b>	<b>71,133</b>	<b>67,573</b>	<b>66,532</b>
<b>Expenditures:</b>			
Salaries & Benefits	40,783	37,778	34,847
Services and Supplies	8,092	7,108	6,347
Fire Services Contract	16,633	17,400	17,489
Capital Outlay	314	865	75
Debt Service	2,428	2,974	2,980
Internal Service Fund Charges	9,486	8,597	7,756
Other	361	257	116
<b>Total Operating Expenditures</b>	<b>\$ 78,097</b>	<b>\$ 74,979</b>	<b>\$ 69,610</b>
<b>Net Operating Revenue (Expenditure)</b>	<b>(6,964)</b>	<b>(7,406)</b>	<b>(3,078)</b>
Net Transfers In (Out)	(649)	75	132
<b>Net Revenue (Expenditure)</b>	<b>(7,613)</b>	<b>(7,331)</b>	<b>(2,946)</b>
Designated Fund Balance (A)	14,055	10,074	3,854
Resources/(Requirements) (B)	3,632	1,111	389
<b>Ending Designated Fund Balance</b>	<b>\$ 10,074</b>	<b>\$ 3,854</b>	<b>\$ 1,297</b>

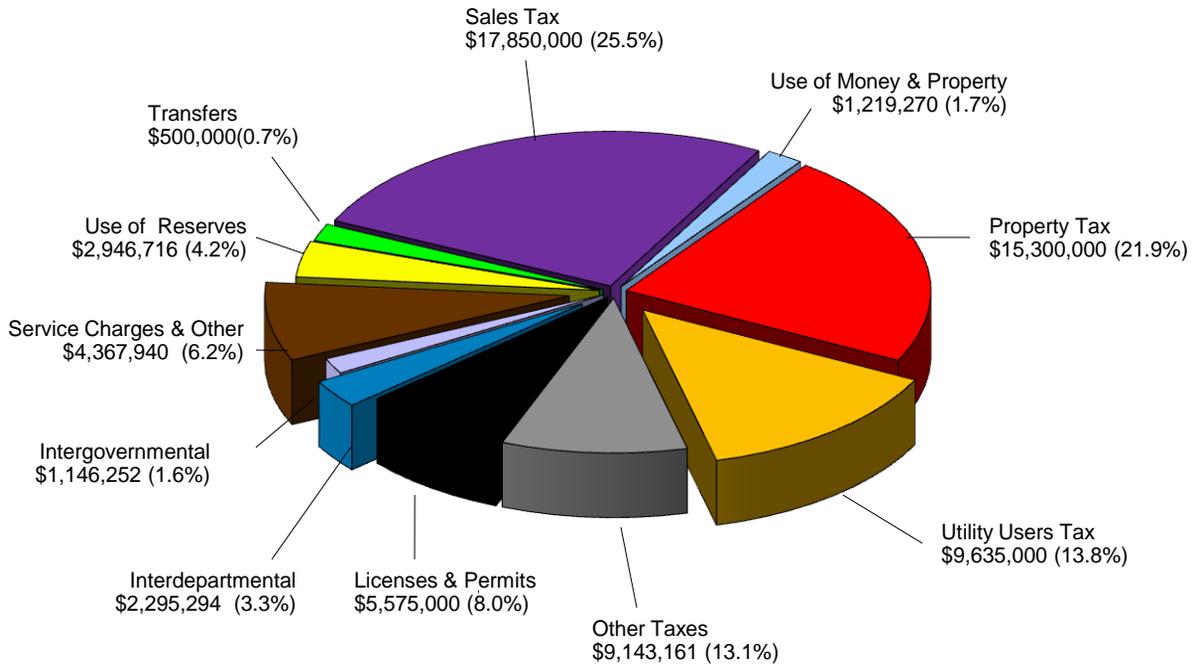
- Notes:** A. Designated fund balances are established by City Council, Excludes \$5m Major Emergency Reserve.  
 B. Includes accelerated loan repayments of \$500,000 for 2009-10

**GENERAL FUND STATEMENT OF FUND BALANCE**  
**CITY COUNCIL DESIGNATIONS**  
(In Thousands)

	<b>2008-09 Actual</b>	<b>2009-10 Actual</b>	<b>2010-11 Adopted</b>
<b>Fund Balance Designations</b>			
Internship Program	\$ 50	\$ 50	\$ 50
Major Emergencies	5,000	5,000	5,000
Economic Uncertainty	7,694	3,374	816
Fire Equipment Acquisition	1,000	0	0
Computer Purchase Program	225	0	0
Capital Projects	590	0	0
Asset Seizure	515	431	431
<b>Total Designated Fund Balance</b>	\$ 15,074	\$ 8,855	\$ 6,297

## RESOURCE SUMMARY 2010-11 General Fund

**Total: \$69,978,633**



The General Fund Resource Chart depicts Operating Revenues of \$69,978,633, use of Designated Reserves of \$2,946,716 and a transfer from the Self Insurance Fund for \$500,000. Property tax, utility users tax, sales tax, and business license fee revenues support over 70% of the City's General Fund Operations.

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Gross Revenue	\$ 71,133,146	\$ 73,150,836	\$ 66,531,917
Use of Reserves	3,980,724	4,046,540	2,557,641
Loan Repayment	3,631,969	1,111,464	389,075
Transfers	1,500,000	1,393,000	500,000
<b>Total General Fund Revenues/Resources</b>	<b>\$ 80,245,839</b>	<b>\$ 79,701,840</b>	<b>\$ 69,978,633</b>



### Summary of General Fund Revenues

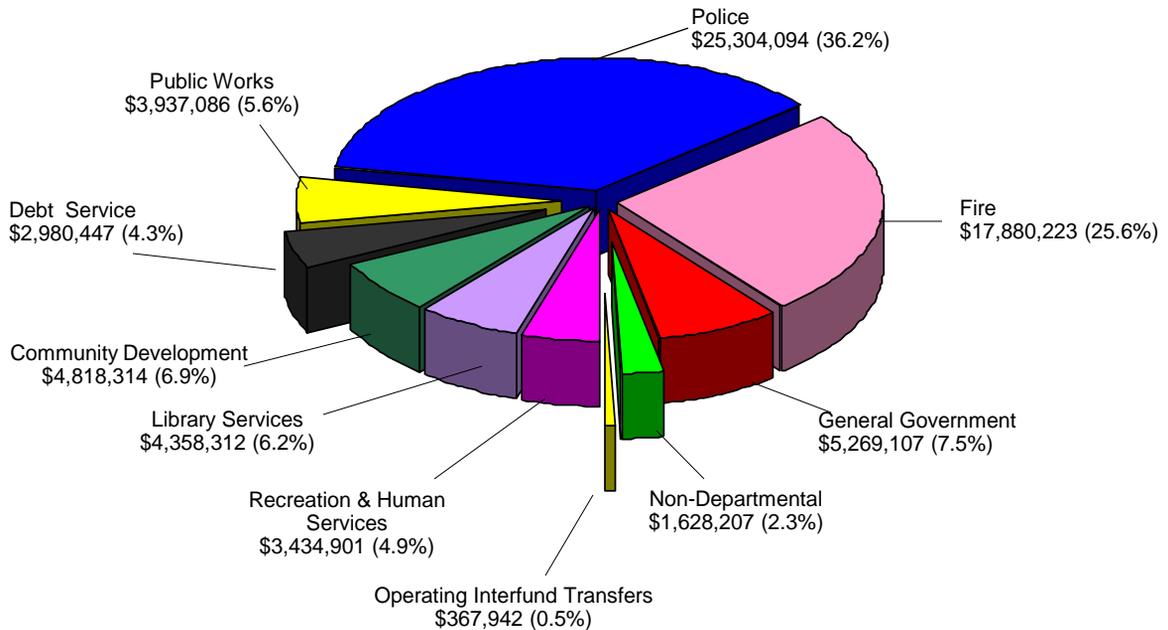
Revenues by Category	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>Property Taxes</b>			
Property Tax Secured	\$ 9,849,572	\$ 10,214,000	\$ 8,874,000
Property Tax Unsecured	657,142	738,000	550,000
Homeowners Property Tax Exempts	107,844	113,000	113,000
Property Tax - VLF Swap	6,015,937	6,106,000	5,763,000
Interest & Penalties	67,181	84,000	0
<b>Total Property Taxes</b>	<b>\$ 16,697,676</b>	<b>\$ 17,255,000</b>	<b>\$ 15,300,000</b>
<b>Other Taxes</b>			
Sales & Use Tax:			
Sales and Use Taxes	\$ 14,140,571	\$ 14,845,000	\$ 14,131,734
Sales Tax/Public Safety	255,846	300,000	250,000
Sales and Use Tax Backfill	4,955,228	4,955,000	3,468,266
Total Sales & Use Tax	19,351,645	20,100,000	17,850,000
Utility Users Tax:			
UUT - Electricity & Gas	5,799,137	6,285,000	5,435,000
UUT - Cable	758,220	715,000	706,000
UUT - Telecommunications	3,545,732	3,500,000	3,494,000
Total Utility Users Tax	10,103,089	10,500,000	9,635,000
Real Property Transfer Tax	2,870,441	2,944,000	2,444,000
Emergency Communication System (911)	1,801,050	2,400,000	2,500,000
Franchise Fee Tax:			
Franchise - Electric	379,002	400,000	380,000
Franchise - Gas	324,185	330,000	230,000
Franchise - Cable	719,385	650,000	650,000
Franchise - Refuse	1,982,693	2,150,000	2,000,000
Franchise - Recycling	138,861	130,000	130,000
Franchise - Ora Loma	558,901	675,000	550,000
Total Franchise Fee Tax	4,103,027	4,335,000	3,940,000
Other Miscellaneous Taxes	319,334	277,200	259,161
<b>Total Other Taxes</b>	<b>\$ 38,548,586</b>	<b>\$ 40,556,200</b>	<b>\$ 36,628,161</b>
<b>Licenses and Permits</b>			
Permits	\$ 1,567,369	\$ 1,692,780	\$ 1,507,755
Business License Zoning	32,282	30,990	31,000
Business Licenses	4,045,040	3,940,000	3,940,000
Other Licenses & Penalties	153,364	170,000	44,745
Other Licenses & Permits	82,269	67,400	51,500
<b>Total Licenses and Permits</b>	<b>\$ 5,880,324</b>	<b>\$ 5,901,170</b>	<b>\$ 5,575,000</b>
<b>Fine, Forfeits &amp; Penalties</b>			
Vehicle Code Fines	\$ 182,115	\$ 222,000	\$ 450,000
Red Light Camera Program	539,210	540,000	450,000
Parking Violations	465,521	400,000	300,000
Other Fines	109,722	60,000	100,000
<b>Total Fines, Forfeits &amp; Penalties</b>	<b>\$ 1,296,568</b>	<b>\$ 1,222,000</b>	<b>\$ 1,300,000</b>

### Summary of General Fund Revenues

Revenues by Category	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>Use of Money &amp; Property</b>			
Interest Income	\$ 1,639,686	\$ 1,295,337	\$ 1,020,051
Rental Income	194,480	191,152	199,219
<b>Total Use of Money &amp; Property</b>	<b>\$ 1,834,166</b>	<b>\$ 1,486,489</b>	<b>\$ 1,219,270</b>
<b>From Other Agencies</b>			
State Motor Vehicle in Lieu	\$ 278,615	\$ 360,000	\$ 156,000
Federal Grants	3,231	0	100,000
Alameda County EMT Reimbursement	507,765	526,095	530,000
Alameda County Advance Life Support	291,507	300,000	300,252
Asset Seizure	144,856	0	0
Other Agencies	80,339	60,000	60,000
<b>Total From Other Agencies</b>	<b>\$ 1,306,313</b>	<b>\$ 1,246,095</b>	<b>\$ 1,146,252</b>
<b>Charges for Current Services</b>			
Engineering & Transportation	\$ 338,597	\$ 205,000	\$ 225,000
Community Development	225,765	171,200	156,000
Police Department	281,854	222,000	228,000
Fire Department	265,462	194,900	185,150
Recreation & Human Services	1,421,379	1,182,400	1,135,316
Library	284,002	264,325	290,700
Other Charges for Current Services	31,773	31,774	31,774
<b>Total Charges for Current Services</b>	<b>\$ 2,848,832</b>	<b>\$ 2,271,599</b>	<b>\$ 2,251,940</b>
<b>Other Revenues</b>			
Sale of Property & Equipment	\$7,813	\$0	\$6,000
Gifts and Donations	39,109	103,160	210,000
Reimbursements	200,544	255,050	105,000
PD Abandoned Vehicle/Livescan	59,929	70,000	66,000
Sidewalk/Driveway Repairs - Owners share	140,479	10,000	16,000
Loan Repayments	349,169	0	85,000
Cherry Festival	47,815	0	0
Settlements & Claims	22,255	35,000	25,000
Lease Proceeds	0	465,010	0
Other Miscellaneous Revenues	(4,909)	1,500	303,000
<b>Total Other Revenues</b>	<b>\$ 862,204</b>	<b>\$ 939,720</b>	<b>\$ 816,000</b>
<b>Interdepartmental Revenues</b>			
Administrative Services	\$ 1,858,477	\$ 2,272,563	\$ 2,295,294
<b>Total Interdepartmental Revenues</b>	<b>\$ 1,858,477</b>	<b>\$ 2,272,563</b>	<b>\$ 2,295,294</b>
<b>Total General Fund Revenues</b>	<b>\$ 71,133,146</b>	<b>\$ 73,150,836</b>	<b>\$ 66,531,917</b>
Transfers In	1,500,000	1,393,000	500,000
<b>Total Revenues Including Transfers</b>	<b>\$ 72,633,146</b>	<b>\$ 74,543,836</b>	<b>\$ 67,031,917</b>

## EXPENDITURE SUMMARY 2009-10 General Fund

**Total: \$69,978,633**



**The General Fund Expenditure Chart depicts Operating Expenditures of \$69,978,633.**

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. Non-Departmental includes the lease payments to support the debt payment for the Civic Center and Library renovation.

	<u>2008-09 Actual</u>	<u>2009-10 Adjusted</u>	<u>2010-11 Adopted</u>
Gross Expenditures	\$ 77,964,050	\$ 77,618,888	\$ 69,610,691
Capital Acquisition	132,947	465,010	0
Interfund Transfers	2,148,842	1,617,942	367,942
Net Expenditures	<u>\$ 80,245,839</u>	<u>\$ 79,701,840</u>	<u>\$ 69,978,633</u>



## GENERAL FUND EXPENDITURES BY DEPARTMENT

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
City Council	\$ 464,249	\$ 440,795	\$ 387,296
City Clerk	674,469	521,274	519,607
City Attorney	336,881	293,556	304,548
City Manager	1,336,113	1,297,199	1,113,762
Finance	2,202,518	2,246,406	1,955,568
Human Resources	1,477,944	1,454,561	988,326
<b>Total General Government Expenditures</b>	<b>\$ 6,492,174</b>	<b>\$ 6,253,791</b>	<b>\$ 5,269,107</b>
Employee Services	\$ 1,411,315	\$ 1,000,000	\$ 1,000,000
Meetings & Memberships	58,760	58,089	51,124
Staff Development	4,926	16,875	1,625
Utility Users Tax Rebates	443,326	505,660	451,000
Special Non-Departmental	596,994	267,678	124,458
Leased Facilities & Equipment	2,427,570	2,973,608	2,980,447
<b>Total Non-Departmental Expenditures</b>	<b>\$ 4,942,891</b>	<b>\$ 4,821,910</b>	<b>\$ 4,608,654</b>
Police - Administration	\$ 2,398,495	\$ 2,458,875	\$ 2,414,987
Crime Prevention & Training	732,852	784,328	796,837
Records & Communications	2,009,421	2,064,904	1,859,187
Patrol	13,002,007	11,925,839	11,257,147
Traffic	2,022,520	1,804,943	1,484,226
Investigation	4,363,215	4,264,069	4,231,515
Community Standards	676,257	721,419	637,133
Emergency Communications	1,784,982	2,218,051	1,790,346
Red Light Camera Program	485,029	521,216	526,046
Other Police Services	357,921	83,847	0
Animal Control	281,115	315,704	306,670
<b>Total Police Department Expenditures</b>	<b>\$ 28,113,814</b>	<b>\$ 27,163,195</b>	<b>\$ 25,304,094</b>
Fire Contract Services	\$ 16,633,323	\$ 17,560,000	\$ 17,488,577
Fire Supplies and Capital Outlay	383,749	1,047,224	391,646
<b>Total Fire Department Expenditures</b>	<b>\$ 17,017,072</b>	<b>\$ 18,607,224</b>	<b>\$ 17,880,223</b>
Engineering & Transportation Administration	\$ 458,625	\$ 844,960	\$ 829,745
Project Development	918,183	915,315	542,948
Sidewalk Repair Program	281,836	47,036	0
Land Use	1,237,575	1,033,942	798,349
<b>Total Engineering &amp; Transportation Expenditures</b>	<b>\$ 2,896,219</b>	<b>\$ 2,841,253</b>	<b>\$ 2,171,042</b>
Public Works Administration	\$ 375,234	\$ 345,512	\$ 219,249
Electrical	1,182,520	1,496,777	1,102,718
Street Maintenance	167,056	201,379	0
Street Tree Maintenance	859,898	826,059	673,666
Landscape Maintenance	234,215	324,928	263,659
Park Maintenance	2,002,733	2,101,558	1,677,794
<b>Total Public Works Expenditures</b>	<b>\$ 4,821,656</b>	<b>\$ 5,296,213</b>	<b>\$ 3,937,086</b>

## GENERAL FUND EXPENDITURES BY DEPARTMENT

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Recreation Administration	\$ 1,465,011	\$ 1,485,309	\$ 1,366,102
Basic Programs	145,755	203,479	174,021
Adult Programs	106,789	135,153	0
Senior Excursions	198,895	205,744	154,991
Teen Programs	52,181	124,381	570
Kid's Club	128,515	136,552	75,319
Monarch Butterfly Program	10,623	10,469	0
Friends of the Creek	29,856	25,798	26,910
Community Promotion	95,054	45,493	0
Community Assistance	306,467	312,415	3,000
Cherry Festival	72,453	0	0
Youth Sports	114,637	125,429	100,852
Kiddie Kollege	137,482	143,368	135,691
Day Camp	96,128	93,458	87,891
Volunteer Services	11,392	12,762	1,463
Youth Advisory Commission (YAC)	13,703	15,028	9,534
Summer Adventures	98,761	113,658	104,280
Community Facilities	526,021	458,866	435,306
Park Reservations & Security	79,851	73,198	59,233
Youth Program Subsidy	13,366	31,000	16,000
Field Rental	25,354	25,175	30,544
San Leandro Family Aquatics Center	268,157	301,538	228,264
Farrelly Pool	139,532	11,661	94,723
Boys & Girls Club Pool	538,488	458,438	330,207
<b>Total Recreation Department Expenditures</b>	<b>\$ 4,674,471</b>	<b>\$ 4,548,372</b>	<b>\$ 3,434,901</b>
Library Administration	\$ 5,314,414	\$ 4,844,741	\$ 3,865,447
Art History Museum & Casa Peralta	134,234	112,751	62,495
Friends of the Library	25,713	95,318	0
Bookmark Café	98,297	100,516	103,071
Support Services	331,728	321,848	327,299
<b>Total Library Department Expenditures</b>	<b>\$ 5,904,386</b>	<b>\$ 5,475,174</b>	<b>\$ 4,358,312</b>
Community Development Administration	\$ 141,419	\$ 109,137	\$ 44,402
Planning Services	1,285,728	1,041,664	891,681
Building Regulations	1,758,173	1,803,308	1,675,307
Airport Noise Abatement	35,809	119,157	29,208
Rent Review Program	9,698	0	3,174
Residential Foundation Strength	3,487	3,500	3,500
<b>Total Community Development Expenditures</b>	<b>\$ 3,234,314</b>	<b>\$ 3,076,766</b>	<b>\$ 2,647,272</b>
<b>Total General Fund Operating</b>	<b>\$ 78,096,997</b>	<b>\$ 78,083,898</b>	<b>\$ 69,610,691</b>
Transfers Out	2,148,842	1,617,942	367,942
<b>Total General Fund Expenditures and Transfers</b>	<b>\$ 80,245,839</b>	<b>\$ 79,701,840</b>	<b>\$ 69,978,633</b>

## GENERAL FUND EXPENDITURES BY CATEGORY

Department	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>City Council/Mayor</u></b>			
Salaries/Benefits	342,022	314,146	284,371
Services	70,640	68,920	55,245
Supplies	10,222	18,673	7,509
Capital Outlay	72	700	0
Internal Service Charges	41,293	38,356	40,171
<b>Total</b>	<b>464,249</b>	<b>440,795</b>	<b>387,296</b>
<b><u>City Clerk</u></b>			
Salaries/Benefits	336,348	256,351	252,056
Services	129,227	136,430	81,105
Supplies	1,944	4,200	4,200
Capital Outlay	0	0	0
Internal Service Charges	206,950	124,293	182,246
<b>Total</b>	<b>674,469</b>	<b>521,274</b>	<b>519,607</b>
<b><u>City Manager</u></b>			
Salaries/Benefits	895,285	910,254	869,186
Services	130,978	191,633	56,128
Supplies	46,474	10,420	6,490
Capital Outlay	0	0	0
Internal Service Charges	263,376	184,892	181,958
<b>Total</b>	<b>1,336,113</b>	<b>1,297,199</b>	<b>1,113,762</b>
<b><u>City Attorney</u></b>			
Services	336,881	293,556	304,548
<b>Total</b>	<b>336,881</b>	<b>293,556</b>	<b>304,548</b>
<b><u>Finance</u></b>			
Salaries/Benefits	1,566,166	1,518,791	1,351,157
Services	314,154	437,304	308,975
Supplies	31,367	36,750	29,800
Capital Outlay	1,408	1,000	0
Internal Service Charges	289,423	252,561	265,636
<b>Total</b>	<b>2,202,518</b>	<b>2,246,406</b>	<b>1,955,568</b>
<b><u>Human Resources</u></b>			
Salaries/Benefits	996,904	971,322	594,998
Services	317,317	320,656	230,140
Supplies	29,308	35,440	29,240
Capital Outlay	0	631	0
Internal Service Charges	134,415	126,512	133,948
<b>Total</b>	<b>1,477,944</b>	<b>1,454,561</b>	<b>988,326</b>

## GENERAL FUND EXPENDITURES BY CATEGORY

Department	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Community Development</u></b>			
Salaries/Benefits	2,446,876	2,355,533	2,105,459
Services	314,109	290,685	73,480
Supplies	26,343	38,450	28,650
Capital Outlay	0	2,500	1,500
Internal Service Charges	446,986	389,598	438,183
<b>Total</b>	<b>3,234,314</b>	<b>3,076,766</b>	<b>2,647,272</b>
<b><u>Engineering &amp; Transportation</u></b>			
Salaries/Benefits	2,160,962	2,262,643	1,631,429
Services	155,680	66,011	11,846
Supplies	22,067	28,224	23,603
Capital Outlay	0	0	0
Internal Service Charges	557,510	484,375	504,164
<b>Total</b>	<b>2,896,219</b>	<b>2,841,253</b>	<b>2,171,042</b>
<b><u>Public Works</u></b>			
Salaries/Benefits	2,318,477	2,354,570	1,701,780
Services	1,386,764	1,800,291	1,386,879
Supplies	255,822	320,350	310,345
Capital Outlay	61,521	43,475	24,000
Internal Service Charges	799,072	777,527	514,082
<b>Total</b>	<b>4,821,656</b>	<b>5,296,213</b>	<b>3,937,086</b>
<b><u>Police</u></b>			
Salaries/Benefits	22,733,906	22,210,907	20,885,658
Services	1,226,502	1,281,714	1,259,514
Supplies	354,463	359,258	355,058
Capital Outlay	371,239	189,737	42,780
Internal Service Charges	3,427,704	3,121,579	2,761,084
<b>Total</b>	<b>28,113,814</b>	<b>27,163,195</b>	<b>25,304,094</b>
<b><u>Fire</u></b>			
Services	16,709,406	17,560,160	17,488,577
Supplies	14,569	10,950	10,950
Capital Outlay	-125,608	615,010	0
Internal Service Charges	418,705	421,104	380,696
<b>Total</b>	<b>17,017,072</b>	<b>18,607,224</b>	<b>17,880,223</b>

## GENERAL FUND EXPENDITURES BY CATEGORY

Department	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Recreation</u></b>			
Salaries/Benefits	2,407,869	2,599,557	2,001,112
Services	725,518	665,569	464,341
Supplies	165,730	144,319	97,020
Capital Outlay	2,451	20,142	3,000
Other	291,965	317,815	16,000
Internal Service Charges	1,080,938	800,970	853,428
<b>Total</b>	<b>4,674,471</b>	<b>4,548,372</b>	<b>3,434,901</b>
<b><u>Library</u></b>			
Salaries/Benefits	3,146,133	2,930,912	2,170,157
Services	387,753	391,683	320,458
Supplies	547,553	557,363	387,975
Capital Outlay	3,387	3,500	3,500
Internal Service Charges	1,819,560	1,591,716	1,476,222
<b>Total</b>	<b>5,904,386</b>	<b>5,475,174</b>	<b>4,358,312</b>
<b><u>Non-Departmental</u></b>			
Salaries/Benefits	1,431,891	1,000,000	1,000,000
Services	1,014,512	593,749	503,249
Supplies	0	1,875	500
Capital Outlay	0	0	0
Other	68,918	229,000	100,000
Internal Service Charges	0	23,678	24,458
<b>Total</b>	<b>2,515,321</b>	<b>1,848,302</b>	<b>1,628,207</b>
<b><u>Debt Service</u></b>			
Other	2,427,570	2,973,608	2,980,447
<b>Total</b>	<b>2,427,570</b>	<b>2,973,608</b>	<b>2,980,447</b>
<b><u>Total All General Fund Departments</u></b>			
Salaries/Benefits	40,782,839	39,684,986	34,847,363
Services	23,219,441	24,098,361	22,544,485
Supplies	1,505,862	1,566,272	1,291,340
Capital Outlay	314,470	876,695	74,780
Other	2,788,453	3,520,423	3,096,447
Internal Service Charges	9,485,932	8,337,161	7,756,276
<b>Total</b>	<b>78,096,997</b>	<b>78,083,898</b>	<b>69,610,691</b>

Note: Excludes Transfers

**GENERAL FUND REVENUES BY SOURCE  
LAST TEN FISCAL YEARS**

Fiscal Year	Property & Other Taxes	Licenses & Permits	Fines & Forfeitures	Service Charges	Intergovernmental	Use of Money & Property	Other Revenue	Interdepartmental Charges	Total
2000	40,789,310	3,660,933	577,535	2,013,406	4,759,349	1,450,664	2,563,986	0	55,815,183
2001	45,838,686	3,431,957	663,101	2,336,433	5,337,705	2,965,127	5,876,500	1,774,587	68,224,096
2002	47,143,302	3,852,155	583,829	2,450,726	5,020,155	1,903,017	5,641,792	2,649,730	69,244,706
2003	45,113,775	3,443,062	568,776	2,391,454	5,338,452	2,325,204	5,027,499	2,788,027	66,996,249
2004	47,003,728	3,446,434	704,309	2,741,538	4,258,717	1,704,349	2,517,308	1,750,728	64,127,111
2005	52,496,870	3,461,515	685,984	3,907,698	1,082,312	1,938,616	262,305	1,675,142	65,510,442
2006	56,507,732	3,574,618	837,602	5,128,578	1,196,732	2,321,209	434,720	1,783,790	71,784,981
2007	58,557,783	5,874,651	1,431,689	5,277,973	1,171,276	3,516,980	536,708	1,746,385	78,113,445
2008	56,704,301	5,836,665	1,418,732	4,868,253	1,521,624	2,505,626	606,579	1,799,108	75,260,888
2009	53,445,212	5,879,122	1,296,568	4,649,882	1,306,313	1,835,368	862,204	1,858,477	71,133,146

**GENERAL FUND EXPENDITURES BY TYPE  
LAST TEN FISCAL YEARS**

Fiscal Year	General Government	Public Safety	Engineering and Transportation	Recreation & Culture	Community Development	Capital Outlay	Debt Service	Total
2000	7,007,469	25,583,421	3,171,328	7,471,374	3,152,901	4,455	0	46,390,948
2001	6,597,155	29,134,633	4,340,178	10,679,143	4,060,456	9,249	0	54,820,814
2002	9,260,780	31,299,089	4,733,670	11,276,531	3,922,053	4,135	0	60,496,258
2003	10,360,747	34,422,588	3,130,817	12,640,482	6,076,056	0	0	66,630,690
2004	10,566,006	33,148,705	2,407,949	11,175,151	4,817,774	0	0	62,115,585
2005	10,837,857	37,265,968	4,859,786	10,496,840	2,946,685	0	0	66,407,136
2006	10,766,082	38,765,932	5,185,903	10,720,069	2,925,362	0	544,394	68,907,742
2007	10,860,714	41,109,882	5,757,033	10,913,771	2,999,105	0	408,295	72,048,800
2008	11,036,811	44,062,516	7,986,163	10,342,370	3,424,379	0	544,394	77,396,633
2009	10,865,272	45,198,529	7,717,876	10,578,857	3,234,315	0	502,148	78,096,997

## GENERAL FUND SALARY AND BENEFITS BY FUNCTION

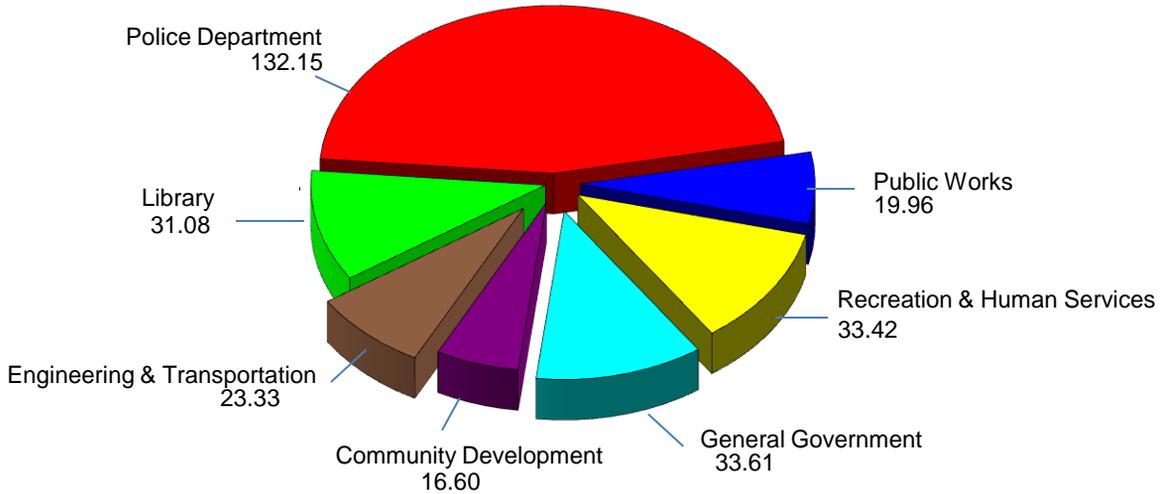
2008-09 Actual	Regular Salary	Overtime	Benefits	Total	Overtime Allocation
General Government	\$2,976,354	\$2,122	\$1,157,441	\$4,135,917	0.12%
Police	12,824,882	1,665,772	8,243,253	22,733,906	97.36%
Engineering & Transportation	1,429,295	2,558	729,109	2,160,962	0.15%
Community Development	1,734,322	7,326	705,228	2,446,876	0.43%
Public Works	1,569,907	12,519	736,051	2,318,477	0.73%
Library Services	2,358,764	426	786,943	3,146,133	0.02%
Recreation & Human Services	1,859,741	20,188	527,940	2,407,869	1.18%
Sub-Total Salary and Benefits	24,753,265	1,710,910	12,885,965	39,350,140	100%
Retiree Medical	0	0	1,432,699	1,432,699	N/A
<b>Total Salary and Benefits</b>	<b>\$24,753,265</b>	<b>\$1,710,910</b>	<b>\$14,318,664</b>	<b>\$40,782,839</b>	<b>100.00%</b>

2009-10 Budget	Regular Salary	Overtime	Benefits	Total	Overtime Allocation
General Government	\$2,775,080	\$3,779	\$1,192,005	\$3,970,864	\$0
Police	12,568,368	1,443,316	8,199,223	22,210,907	96.73%
Engineering & Transportation	2,518,557	9,555	1,066,136	3,594,248	0.64%
Community Development	1,604,292	13,330	737,911	2,355,533	0.89%
Public Works	1,515,298	14,142	825,130	2,354,570	0.95%
Library Services	2,162,495	1,503	766,914	2,930,912	0.10%
Recreation & Human Services	2,061,862	6,411	531,284	2,599,557	0.43%
Retiree Medical	0	0	1,000,000	1,000,000	0.00%
Sub-Total Salary and Benefits	25,205,952	1,492,036	14,318,603	41,016,591	100.00%
Capital Improvement Program	(1,331,605)	0	0	(1,331,605)	N/A
<b>Total Salary and Benefits</b>	<b>\$23,874,347</b>	<b>\$1,492,036</b>	<b>\$14,318,603</b>	<b>\$39,684,986</b>	<b>100.00%</b>

2010-11 Budget	Regular Salary	Overtime	Benefits	Total	Overtime Allocation
General Government	\$2,402,291	\$1,548	\$947,929	\$3,351,768	0.11%
Police	11,930,798	1,321,859	7,633,001	20,885,658	96.88%
Engineering & Transportation	2,145,515	9,555	898,818	3,053,888	0.70%
Community Development	1,425,359	13,330	666,770	2,105,459	0.98%
Public Works	1,153,521	9,934	538,325	1,701,780	0.73%
Library Services	1,629,308	1,503	539,346	2,170,157	0.11%
Recreation & Human Services	1,566,521	6,649	427,942	2,001,112	0.49%
Retiree Medical	0	0	1,000,000	1,000,000	0.00%
Sub-Total Salary and Benefits	22,253,313	1,364,378	12,652,131	36,269,822	100.00%
Capital Improvement Program	(1,422,459)	0	0	(1,422,459)	N/A
<b>Total Salary and Benefits</b>	<b>\$20,830,854</b>	<b>\$1,364,378</b>	<b>\$12,652,131</b>	<b>\$34,847,363</b>	<b>100.00%</b>

## GENERAL FUND PERSONNEL SUMMARY BY DEPARTMENT 2010-11

**Total: 290.15 (F.T.E.)**



Numbers shown represent full-time equivalent (F.T.E.) positions.

In fiscal year 2010-11, 290.15 full-time equivalent positions are adopted. This includes 237.88 full-time positions and 52.27 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 Adopted			2009-10 Adopted			2010-11 Adopted		
	Full time	Part time	Total	Full time	Part time	Total	Full time	Part time	Total
General Government	40.30	5.21	45.51	35.80	2.68	38.48	31.15	2.46	33.61
Community Development	21.21	0.96	22.17	17.48	0.48	17.96	16.12	0.48	16.60
Engineering & Transportation	26.84	3.65	30.49	25.81	3.42	29.23	21.81	1.52	23.33
Library	23.00	24.16	47.16	21.00	17.16	38.16	14.50	16.58	31.08
Police	143.00	7.47	150.47	138.00	3.69	141.69	128.00	4.15	132.15
Public Works	28.22	2.89	31.11	24.60	2.98	27.58	16.78	3.18	19.96
Recreation & Human Services	12.47	40.43	52.90	11.75	32.20	43.95	9.52	23.90	33.42
<b>Total Work Force</b>	<b>295.04</b>	<b>84.77</b>	<b>379.81</b>	<b>274.44</b>	<b>62.61</b>	<b>337.05</b>	<b>237.88</b>	<b>52.27</b>	<b>290.15</b>



GENERAL FUND SUMMARY OF POSITIONS

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>General Government</b>			
City Council			
<u>Full-Time:</u>			
Mayor	1.00	1.00	1.00
City Council	6.00	6.00	6.00
Administrative Assistant II	1.00	1.00	0.00
Administrative Assistant III	0.00	0.00	1.00
<b>Total City Council</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
City Manager Office			
<u>Full-Time:</u>			
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Administrative Analyst II	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Administrative Specialist II	2.00	1.00	1.00
Administrative Assistant II	2.50	1.00	0.00
<b>Total Full-Time</b>	<b>9.50</b>	<b>7.00</b>	<b>6.00</b>
<u>Part-time:</u>			
Assistant to the City Manager	1.00	0.75	0.75
Public Information Officer	0.70	0.00	0.00
<b>Total Part-Time</b>	<b>1.70</b>	<b>0.75</b>	<b>0.75</b>
<b>Total City Manager</b>	<b>11.20</b>	<b>7.75</b>	<b>6.75</b>
Finance			
<u>Full-Time:</u>			
Account Clerk	4.00	3.00	2.00
Accountant I	2.00	1.00	1.00
Accountant II	1.00	1.00	1.00
Administrative Assistant III	0.85	0.85	0.85
Administrative Specialist	1.00	1.00	1.00
Budget & Compliance Mgr	0.95	0.95	0.80
Deputy Finance Director	1.00	1.00	1.00
Financial Services Supervisor	1.00	1.00	0.50
Senior Account Clerk	4.00	4.00	4.00
<b>Total Full-Time</b>	<b>15.80</b>	<b>13.80</b>	<b>12.15</b>
<u>Part-time:</u>			
Accountant I	0.40	0.40	0.40
Administrative Assistant I	0.74	0.25	0.25
Administrative Assistant II	0.48	0.48	0.25
Finance Director	0.85	0.42	0.43
<b>Total Part-Time</b>	<b>2.47</b>	<b>1.55</b>	<b>1.33</b>
<b>Total Finance Department</b>	<b>18.27</b>	<b>15.35</b>	<b>13.48</b>

GENERAL FUND SUMMARY OF POSITIONS

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>General Government, continued</b>			
Human Resources Department			
<u>Full-Time:</u>			
Administrative Assistant III	1.00	1.00	1.00
Senior Human Resources Analyst	2.00	2.00	1.00
Human Resources Director	1.00	1.00	0.00
Human Resources Technician	2.00	2.00	2.00
Human Resources Analyst	1.00	1.00	1.00
Total Full-Time	7.00	7.00	5.00
<u>Part-time:</u>			
Administrative Assistant II	1.04	0.38	0.38
Total Part-Time	1.04	0.38	0.38
Total Human Resources Department	8.04	7.38	5.38
<b>Total General Government</b>	<b>45.51</b>	<b>38.48</b>	<b>33.61</b>
<b>Community Development</b>			
<u>Full-Time:</u>			
Administrative Assistant I	2.00	1.00	1.00
Administrative Assistant II	1.10	1.00	2.04
Administrative Assistant III	1.00	1.00	0.50
Associate Engineer	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00
Chief Building Official	1.00	1.00	1.00
Community Development Director	0.70	0.70	0.60
Housing - CDBG Manager	0.05	0.00	0.10
Permits Clerk	2.65	2.00	1.00
Permits Coordinator	1.00	1.00	1.00
Permits Technician	1.00	1.00	1.00
Planning Manager	0.90	0.90	0.00
Project Specialist I	1.00	1.00	1.90
Project Specialist II	1.90	0.00	0.00
Senior Building Inspector	0.98	0.00	0.00
Senior Engineer	1.00	1.00	1.00
Senior Project Specialist	0.95	1.90	1.00
Supervising Building Inspector	0.98	0.98	0.98
Total Full-Time	21.21	17.48	16.12
<u>Part-time:</u>			
Administrative Assistant I	0.48	0.48	0.00
Permits Clerk	0.48	0.00	0.00
Senior Project Specialist	0.00	0.00	0.48
Total Part-Time	0.96	0.48	0.48
<b>Total Community Development</b>	<b>22.17</b>	<b>17.96</b>	<b>16.60</b>

GENERAL FUND SUMMARY OF POSITIONS

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>Engineering and Transportation</b>			
<u>Full-Time:</u>			
Administrative Analyst II	1.00	1.00	1.00
Administrative Assistant II	2.00	2.00	2.00
Administrative Assistant III	1.00	1.00	1.00
Assistant Engineer	1.00	2.97	0.00
Associate Engineer	5.86	4.00	5.97
City Engineer	1.00	1.00	1.00
Engineering and Transportation Director	1.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00
Engineering Inspector	5.00	4.00	3.00
Principal Engineer	0.98	0.97	0.97
Senior Engineer	3.00	2.87	2.87
Senior Engineering Aide	2.00	2.00	1.00
Supervising Engineering Inspector	1.00	1.00	0.00
Traffic Operations Engineer	1.00	1.00	1.00
Total Full-Time	26.84	25.81	21.81
<u>Part-time:</u>			
Maintenance Aide	0.48	0.94	0.00
Engineering Inspector	0.00	0.00	0.90
Office Assistant	2.54	1.86	0.00
Senior Engineering Aide	0.63	0.62	0.62
Total Part-Time	3.65	3.42	1.52
<b>Total Engineering and Transportation</b>			
	<b>30.49</b>	<b>29.23</b>	<b>23.33</b>
<b>Library</b>			
<u>Full-Time:</u>			
Administrative Analyst II	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00
Circulation Supervisor	1.00	1.00	0.00
Library Services Manager	1.00	1.00	0.00
Librarian	6.00	5.00	3.50
Library Assistant	2.00	2.00	2.00
Library Director	1.00	1.00	0.00
Senior Librarian	4.00	4.00	3.00
Senior Library Assistant	6.00	5.00	4.00
Total Full-Time	23.00	21.00	14.50

GENERAL FUND SUMMARY OF POSITIONS

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>Library, continued</b>			
<u>Part-time:</u>			
Librarian	3.29	1.68	1.11
Library Assistant	1.91	0.00	0.00
Library Clerk	7.17	6.21	5.58
Library Services Manager	0.00	0.00	0.46
Library Director	0.00	0.00	0.46
Maintenance Aide	1.86	1.45	1.45
Office Assistant I	5.51	4.11	4.05
Office Assistant III	0.38	0.38	0.38
Police Service Aide	2.48	2.08	1.84
Administrative Analyst	0.48	0.00	0.00
Senior Library Assistant	1.08	1.25	1.25
Total Part-Time	24.16	17.16	16.58
<b>Total Library</b>	<b>47.16</b>	<b>38.16</b>	<b>31.08</b>
<b>Police</b>			
<u>Full-Time:</u>			
Administrative Specialist-Police	8.00	7.00	5.00
Administrative Assistant II	2.00	2.00	1.00
Administrative Assistant IV	1.00	1.00	0.00
Animal Control Worker	2.00	2.00	2.00
Community Services Officer	4.00	4.00	4.00
Community Services Specialist	0.00	0.00	1.00
Jailer	8.00	8.00	8.00
Police Captain	1.00	2.00	2.00
Police Chief	1.00	1.00	1.00
Police Lieutenant	7.00	5.00	4.00
Police Officer	71.00	68.00	64.00
Police Sergeant	14.00	14.00	14.00
Police Services Aide	6.00	5.00	4.00
Property & Evidence Technician	1.00	1.00	1.00
Property Clerk	1.00	1.00	1.00
Support Services Manager	0.00	1.00	1.00
Public Safety Dispatcher	16.00	16.00	15.00
Total Full-Time	143.00	138.00	128.00
<u>Part-time:</u>			
Administrative Assistant I	0.67	0.67	0.67
Administrative Specialist II	0.00	0.00	0.46
Crossing Guard	3.78	0.00	0.00
Parking Aide	1.58	1.58	1.58
Police Officer	0.96	0.96	0.96
Property Clerk	0.48	0.48	0.48
Total Part-Time	7.47	3.69	4.15
<b>Total Police</b>	<b>150.47</b>	<b>141.69</b>	<b>132.15</b>

GENERAL FUND SUMMARY OF POSITIONS

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>Public Works</b>			
<u>Full-Time:</u>			
Administrative Analyst	0.05	0.05	0.05
Administrative Assistant II	0.10	0.10	0.10
Administrative Assistant III	0.40	0.40	0.40
Electrician I	1.00	1.00	1.00
Electrician II	1.00	1.00	1.00
Facilities and Open Space Mgr	0.20	0.20	0.20
Maintenance Worker Entry	1.75	2.00	2.00
Park Maintenance Worker I	4.92	3.92	2.75
Park Maintenance Worker II	6.25	4.00	3.00
Park Maintenance Worker III	0.00	1.00	0.00
Park Supervisor	0.80	0.83	0.83
Pavement Maintenance Supervisor	0.05	0.00	0.00
Public Works Director	0.10	0.05	0.05
Street Maintenance Manager	0.30	0.30	0.10
Street Maintenance Worker I	1.00	0.50	0.00
Street Maintenance Worker II	2.30	2.30	0.00
Street Maintenance Worker III	0.00	0.00	0.30
Street Supervisor	1.00	0.95	0.40
Traffic Supervisor	1.00	1.00	0.60
Tree Trimmer I	3.00	2.00	2.00
Tree Trimmer II	3.00	3.00	2.00
Total Full-Time	28.22	24.60	16.78
<u>Part-time:</u>			
Maintenance Aide	2.41	2.50	2.22
Park Maintenance Worker I	0.00	0.00	0.48
Maintenance Worker Entry	0.48	0.48	0.48
Total Part-Time	2.89	2.98	3.18
<b>Total Public Works</b>	<b>31.11</b>	<b>27.58</b>	<b>19.96</b>

GENERAL FUND SUMMARY OF POSITIONS

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b>Recreation and Human Services</b>			
<u>Full-Time:</u>			
Administrative Assistant I	2.00	2.00	1.00
Administrative Assistant III	1.00	1.00	1.00
Recreation Director	1.00	1.00	1.00
Recreation Manager	1.75	1.75	1.75
Recreation Supervisor I	1.00	0.00	0.00
Recreation Supervisor II	4.72	5.00	3.77
Administrative Specialist III	1.00	1.00	1.00
Total Full-Time	12.47	11.75	9.52
<u>Part-time:</u>			
Administrative Assistant I	0.04	0.04	0.00
Office Assistant II	0.10	0.00	0.00
Recreation Leader I	0.61	0.51	0.42
Recreation Leader II	22.71	15.17	12.10
Recreation Specialist I	10.55	10.40	7.24
Recreation Specialist II	6.33	6.04	3.88
Recreation Specialist III	0.09	0.04	0.26
Total Part-Time	40.43	32.20	23.90
<b>Total Recreation and Human Services</b>	<b>52.90</b>	<b>43.95</b>	<b>33.42</b>
<b>Total Work Force</b>	<b>379.81</b>	<b>337.05</b>	<b>290.15</b>

**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, streetscape 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 will continue to review options to potentially generate new revenue and reduce expenses.

**2009-10 ACCOMPLISHMENTS**

- Maximized utilization of Federal economic stimulus funding opportunities available to the City.
- Reviewed development options for the Shoreline-Marina as presented by the Shoreline Development Citizens Advisory Committee and Master Developer.
- Adopted the City's first Climate Action Plan.
- Purchased the former Albertson's site on East 14<sup>th</sup> Street to create temporary parking and enable construction of the replacement downtown parking garage, and for future development opportunities.
- Provided \$500,000 in federal Community Development Block Grant funding to the Davis Street Family Resource Center for purchase of their building.
- Approved the entitlements and Environmental Impact Report for the Kaiser Permanente Hospital and Medical Center project, which will bring 3,500 construction jobs and 2,000 permanent jobs to San Leandro.



- Serving as the Directors of the San Leandro Redevelopment Agency, combined the West San Leandro/MacArthur and Joint San Leandro/Alameda County Redevelopment Advisory Committees into one Redevelopment Advisory Committee (RAC) to review the proposed 2010-2014 Five Year Implementation Plan for the City's three Redevelopment Project Areas.

## **2010-11 GOALS AND OBJECTIVES**

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

## **PROGRAM CHANGES**

- Ranked Choice Voting was approved by the City Council, eliminating the need for a June 2010 election and consolidating the November 2010 election with Alameda County.

## **2010-11 FISCAL REDUCTIONS**

- Reduced City Council travel and training, and miscellaneous accounts by over 25%.



## CITY COUNCIL

*Expenditures By Category*

	2008-09 Actual	2009-10 Adopted	2010-11 Adopted
Salaries/Benefits	\$342,022	\$314,146	\$284,371
Services	70,640	68,920	55,245
Supplies	10,222	18,673	7,509
Capital Outlay	72	700	0
Other	41,293	38,356	40,171
<b>Grand Total</b>	<b>\$464,249</b>	<b>\$440,795</b>	<b>\$387,296</b>

*Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Mayor	1.00	1.00	1.00
City Council	6.00	6.00	6.00
Administrative Assistant II	1.00	1.00	0.00
Administrative Assistant III	0.00	0.00	1.00
Total Full-Time	8.00	8.00	8.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

**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 several of the 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.

The Information Technology Division is funded through an Internal Service Fund. All other divisions are funded by the General Fund. A full description is provided within the Internal Service Funds section of the budget.



**2009-2010 ACCOMPLISHMENTS**

- Continued mandating a soft hiring freeze, as well as service, program and travel reductions in all departments.
- Offered early retirement options to eligible employees as a cost saving measure.
- Created an information campaign and community feedback survey to educate the community and obtain input on the City's fiscal crisis; over 1,000 surveys were received by April.
- Implemented an ad hoc Citizen's Budget Task Force to provide the City Council input on identifying core services and priorities for City services.
- Launched a fully re-designed City web site, providing the community with better, faster and easier access to City information and resources at a reduced cost for the City.
- Maximized application and utilization of Federal economic stimulus funding opportunities available to the City.
- Worked with the community to promote full participation in Census 2010.
- Completed a City-wide update to the City's Americans with Disabilities Transition Plan.
- City Clerk's Office researched and successfully brought a recommendation for Ranked Choice Voting to the City Council, reducing future election costs in the General Fund.
- Integrated an Emergency Operations Center into the new Senior Community Center.
- Coordinated with Alameda County Office of Emergency Services to provide a regional earthquake training event to Alameda County and enable staff members to receive training. This training was funded through a Super Urban Area Security Initiative grant.
- Completed the certification process for the Kaiser Permanente San Leandro medical Center which culminated in City Council adoption of the EIR, the General Plan Land Use Designation, the property re-zoning, and approval of the Development Agreement.

**2010-11 GOALS AND OBJECTIVES**

- ◇ Continue to 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.
- Continue to pursue opportunities for City access to Federal economic stimulus funding.
- ◇ Continue working with staff at all levels to facilitate the successful development of the Kaiser Permanente Hospital and Medical Center.
- ◇ Work with the Police Department to develop and implement a Public Safety Strategic Plan and develop a Police Facility Plan for consideration by the City Council.



- ◇ Continue the Marina Shoreline Master Development Process.
- Identify funding sources or other opportunities for disposal of dried dredge materials from the Dredge Materials Maintenance Site.
- Develop an agency-wide strategic plan with departments, incorporating core services, reduced staffing levels, proposed reductions, and revenue and expenditure levels.

## **PROGRAM CHANGES**

- Over the past two years, the City Manager's Office has eliminated 4.5 full-time-equivalent positions, reduced office hours for the public and reduced staff support to the Mayor in the General Fund, City Council and the City Manager.
- Automation of the City Council agenda preparation process will be implemented.
- Archived records storage will be moved off site for enhanced preservation and security.

## **2010-11 FISCAL REDUCTIONS**

- Up to 40% reductions to training and travel, meetings, memberships and general supply budgets for all divisions within the department.
- Support to the Chamber of Commerce leadership program has been eliminated.
- Emergency Services training has been reduced significantly. One table top exercise is scheduled for the next fiscal year, funded with FY 2009-10 funds.
- City Manager's contingency fund for unfunded/emergency needs or projects has been reduced by 50%.

- ◇ Designates direct support for City Council adopted goals



## CITY MANAGER DEPARTMENT

	<i>Expenditures By Category</i>		
	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$ 1,231,633	\$ 1,166,605	\$ 1,121,242
Services	260,205	328,063	137,233
Supplies	48,418	14,620	10,690
Capital Outlay	0	0	0
Other	470,327	309,185	364,204
<b>Grand Total</b>	<b>\$ 2,010,583</b>	<b>\$ 1,818,473</b>	<b>\$ 1,633,369</b>

	<i>Personnel Summary</i>		
	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
Administrative Analyst II	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Administrative Specialist II	2.00	1.00	1.00
Administrative Assistant II	2.50	1.00	0.00
Total Full-Time	9.50	7.00	6.00
<u>Part-time:</u>			
Assistant to the City Manager	1.00	0.75	0.75
Public Information Officer	0.70	0.00	0.00
Total Part-Time	1.70	0.75	0.75
<b>Total</b>	<b>11.20</b>	<b>7.75</b>	<b>6.75</b>

## CITY MANAGER ADMINISTRATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$ 895,285	\$ 910,254	\$ 869,186
Services	63,336	108,696	51,096
Supplies	46,474	10,420	6,490
Capital Outlay	0	0	0
Other	263,377	184,892	181,958
<b>Grand Total</b>	<b>\$ 1,268,472</b>	<b>\$ 1,214,262</b>	<b>\$ 1,108,730</b>

## CITY CLERK DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$ 336,348	\$ 256,351	\$ 252,056
Services	129,227	136,430	81,105
Supplies	1,944	4,200	4,200
Capital Outlay	0	0	0
Other	206,950	124,293	182,246
<b>Grand Total</b>	<b>\$ 674,469</b>	<b>\$ 521,274</b>	<b>\$ 519,607</b>

## EMERGENCY SERVICES

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

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$0	\$0	\$0
Services	67,642	82,937	5,032
Supplies	0	0	0
Capital Outlay	0	0	0
Other	0	0	0
<b>Grand Total</b>	<b>\$ 67,642</b>	<b>\$ 82,937</b>	<b>\$ 5,032</b>

**DEPARTMENT:**

**City Manager**

**6.10**

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**NOTES:**



**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 and/or reviews 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 the drafting of ordinances; code enforcement matters; personnel and labor relations matters; and legal support for numerous planning, development, engineering, public works, and redevelopment projects and litigation.

**2009-10 ACCOMPLISHMENTS**

- Legal support for numerous development and land use projects including the Bridge (The Alameda at San Leandro Crossings) project and related financing; and the continued development of the Kaiser Permanente Hospital property.
- Advised City Council and staff, negotiated and reviewed the legislation and agreements to implement ranked choice voting for the November 2010 general election and beyond, including the co-drafting of a memorandum of understanding for cost sharing, and implementation of the electronic ranked choice voting system by and among Alameda County and the Cities of Oakland and Berkeley.
- Conducted Family Medical Leave Act (FMLA) training for managers and supervisors, a Fair Labor Standards Act (FLSA) audit, and ethics training for City officials in compliance with Assembly Bill 1234. Provided presentations to the San Leandro Leadership Academy and the Citizens Police Academy.
- Representation of the City, agencies and officers, in claims and litigation.

**2010-11 GOALS AND OBJECTIVES**

- Promote the highest quality, cost effective and pro-active legal services for the City.
- Provide appropriate training and counseling services to minimize liability and reduce risks.



**PROGRAM CHANGES**

None

**2010-11 FISCAL REDUCTIONS**

- The City Attorney's Office is not requesting an increase in its general services budget, despite rising costs for legal services. To mitigate this impact, as appropriate, cost recovery services will be maximized and billed to third parties at market rates for legal services rendered and those services requiring specialized and unique legal skills will be billed at a higher rate, upon consultation with the City Manager or his designee.



**CITY ATTORNEY***Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$0	\$0	\$0
Services	336,881	293,556	304,548
Supplies	0	0	0
Capital Outlay	0	0	0
Other	0	0	0
<b>Grand Total</b>	<b>\$336,881</b>	<b>\$293,556</b>	<b>\$304,548</b>

**NOTES:**



**DESCRIPTION**

The Community Development Department has five divisions: Administration, Building and Safety, 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 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 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 through plan review, permit issuance, and inspection. 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. Refer to the "Special Revenue Funds" section of the budget for a detailed description of the housing activities.

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 “Redevelopment Agency Fund” and the “Special Revenue Funds” sections 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.

## **2009-10 ACCOMPLISHMENTS**

### **Building and Safety Division**

- The Permit Center issued 1,659 building, plumbing, electrical and mechanical, sign and re-roof permits in 1,153 cases as of March 1, 2010. The total valuation for issued permits is approximately \$28,500,000.
- As of March 2010, there were 620 plan reviews for commercial, residential and industrial projects. A variety of projects included the Creekside Building “B” improvements, the Creekside Office Complex parking structure expansion, the downtown parking garage demolition and rebuild, the new NIKE outlet store, the Target Store market area expansion, the ERI relocation and the Waste Management cogeneration plant.
- The building inspectors performed 4,091 building, plumbing, electrical, mechanical, re-roof, sign, and service request inspections as of March 2010 and provided construction oversight to several major projects, including those mentioned above.
- Completion of Phase 1 of the Noise Insulation Program which included the insulation of 71 homes.
- Certified two homes as Green Point Rated.



**Housing Services Division**

- The City Council approved the updated state-mandated Housing Element in March 2010, and forwarded to the State of California Housing and Community Development Department for final certification.

**Planning Services Division**

- Reviewed and processed over 45 planning cases, Administrative Exceptions/Reviews, Conditional Use Permits, Major and Minor Residential site Plan Reviews, and permits and applications. Also processed were six-month reviews for previously approved cases, 523 Zoning Approvals for new businesses as part of the business licensing process and review of approximately 228 building permits.
- In conjunction with the Housing Services division, coordinated work on the Housing Element Update of the General Plan. In coordination with Engineering and Transportation Department, worked with AC Transit to provide public outreach on determination of a Locally Preferred Alternative for Bus Rapid Transit. Attended Stakeholder and North Field meetings with the Oakland International Airport, reviewing various proposals and determined potential impacts to San Leandro residents.
- Completed 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 and applied for additional grants, which were all awarded to the City of San Leandro.
- Continued work on the environmental review and land use entitlements for the proposed Kaiser Medical Center/Mixed Use Retail Development Project. This included management of the environmental review (Environmental Impact Report) process.
- In partnership with the Building and Safety Services Division, submitted a proposal to the Department of Energy's Energy Efficiency and Conservation Block Grant (EECBG) for approximately \$250,000 in funding for energy related audits, loans and do-it-yourself projects for homeowners.
- Finalized a Climate Action Plan that sets out goals and policies to reduce the City of San Leandro municipal and community emissions 25 percent by the year 2020.
- Adopted a Water Efficient Landscape Ordinance to comply with State of California Department of Water Resources regulations on new and renovation landscape projects to establish water saving irrigation and planting standards.



**2010-11 GOALS AND OBJECTIVES**

**Building and Safety Division**

- ◇ Implement and complete management of Phase 2 of the Airport Noise Insulation Program.
- Continue to train staff in green building requirements and prepare for the adoption of the California Green Building Standards code on January 1, 2011.
- ◇ Continue to offer residential seismic retrofit classes and develop a Home Energy Efficiency class for San Leandro residents.
- 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.

**Planning Services Division**

- ◇ Continue to pursue funding opportunities and work with developers to implement the Downtown TOD Strategy.
- ◇ Continue to work with Kaiser Foundation Hospitals and a future potential retail developer 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.

◇ Designates direct support for City Council adopted goals



**2010-11 FISCAL REDUCTIONS**

- Over the next year, the Community Development Department will eliminate a full-time Planning Manager position and a part-time Administrative Assistant I position from the General Fund. The following positions: a full-time Permit Clerk position and a full-time Administrative Assistant I position will be funded for only six months.
- 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 largely eliminated, and public counter hours will be reduced to 50% of business hours. Most advanced planning, policy development, and implementation of the Climate Action Plan will be suspended.



## COMMUNITY DEVELOPMENT DEPARTMENT

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$2,446,875	\$2,355,533	\$2,105,459
Services	316,620	290,685	73,480
Supplies	23,833	38,450	28,650
Capital Outlay	0	2,500	1,500
Other	446,986	389,598	438,183
<b>Grand Total</b>	<b>\$3,234,314</b>	<b>\$3,076,766</b>	<b>\$2,647,272</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Assistant I	2.00	1.00	1.00
Administrative Assistant II	1.10	1.00	2.04
Administrative Assistant III	1.00	1.00	0.50
Associate Engineer	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00
Chief Building Official	1.00	1.00	1.00
Community Development Director	0.70	0.70	0.60
Housing - CDBG Manager	0.05	0.00	0.10
Permits Clerk	2.65	2.00	1.00
Permits Coordinator	1.00	1.00	1.00
Permits Technician	1.00	1.00	1.00
Planning Manager	0.90	0.90	0.00
Project Specialist I	1.00	1.00	1.90
Project Specialist II	1.90	0.00	0.00
Senior Building Inspector	0.98	0.00	0.00
Senior Engineer	1.00	1.00	1.00
Senior Project Specialist	0.95	1.90	1.00
Supervising Building Inspector	0.98	0.98	0.98
Total Full-Time	21.21	17.48	16.12
<u>Part-time:</u>			
Administrative Assistant I	0.48	0.48	0.00
Permits Clerk	0.48	0.00	0.00
Senior Project Specialist	0.00	0.00	0.48
Total Part-Time	0.96	0.48	0.48
<b>Total</b>	<b>22.17</b>	<b>17.96</b>	<b>16.60</b>

## COMMUNITY DEVELOPMENT ADMINISTRATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$128,042	\$104,412	\$40,900
Services	9,912	1,833	1,833
Supplies	0	0	0
Capital Outlay	0	0	0
Other	3,465	2,892	1,669
<b>Grand Total</b>	<b>\$141,419</b>	<b>\$109,137</b>	<b>\$44,402</b>

## PLANNING SERVICES DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$848,193	\$741,750	\$650,547
Services	238,336	115,635	25,797
Supplies	14,113	20,700	15,700
Capital Outlay	0	0	0
Other	194,784	163,579	202,811
<b>Grand Total</b>	<b>\$1,295,426</b>	<b>\$1,041,664</b>	<b>\$894,855</b>

## BUILDING AND SAFETY SERVICES DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$1,470,640	\$1,509,371	\$1,414,012
Services	68,372	173,217	45,850
Supplies	9,720	17,750	12,950
Capital Outlay	0	2,500	1,500
Other	248,737	223,127	233,703
<b>Grand Total</b>	<b>\$1,797,469</b>	<b>\$1,925,965</b>	<b>\$1,708,015</b>

**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 Alameda County Congestion Management Agency, provide coordination of City transportation functions with other cities, agencies and Caltrans. The division is responsible for the design of traffic safety improvements, including signals, signs and markings, response to public questions and requests regarding traffic conditions, and analysis of existing traffic conditions to determine appropriate safety improvements.



The department uses Gas Tax funds to fund the City's Pavement Management System and both Gas Tax and Measure B funds to fund participation in regional transportation organization activities.

## 2009-10 ACCOMPLISHMENTS

- Completed construction of the Bay Trail Slough Bridge connecting the SF Bay Trail from the Oakland Airport to the Oyster Bay Regional Park with a dedicated bike and pedestrian pathway. This project was funded using grant funds and Measure B project funds.
- Completed construction of the WPCP Cogeneration facility providing the treatment plant with electrical energy generated from methane gas produced in the treatment process. This project was funded using WPCP enterprise funds.
- Completed construction of the Downtown Pedestrian and Lighting project, the last of a three-phase project to improve lighting and pedestrian access in the Downtown area. This project was funded using Redevelopment funds.
- Oversight of the construction of the Senior Center facility to provide space for programs for the City's senior community as well as an Emergency Operation Center in the event of a local emergency. This project was funded using federal CDBG funds; General Funds; Redevelopment funds, and funds provided by San Leandro Hospital for the parking lot construction.
- Completed construction of the Measure B –funded I-880/Washington Avenue/Beatrice Street roadway and on-ramp improvement project improving traffic flow on Washington Avenue and access to the I-880 freeway and the surrounding neighborhoods. This project was funded using Measure B project funds, Bayfair Center development funds, and transportation improvement fund contributions from the Greenhouse Marketplace.
- Reconstructed 5.3 lane miles of City streets and 55,200 square yards of slurry and cape seal street maintenance. These projects were funded using Measure B and grant funds.
- Constructed temporary parking lots within the downtown in preparation of the anticipated Downtown Parking Garage project, using Redevelopment funds.
- Completed the upgrade of the Estabrook Avenue/Washington Avenue intersection, including curb ramp and signal upgrades, and fiber communication linkage between the intersection and the Traffic Operation Center at City Hall. This project was funded using grant funds.
- Completed the repair of the Bay Trail Shoreline, including shoreline riprap and reconstruction of the Long Beach maintenance access road. This project was funded with grant funds.
- Responded to general traffic requests, reviewed traffic calming requests; processed over 500 encroachment permits and completed over 11,000 square feet of sidewalk repairs; installed 122 curb ramps throughout the city.



- Completed the first phase of utility undergrounding construction on E. 14<sup>th</sup> Street from the southern City Limit to 150<sup>th</sup> Avenue to reinforce the City's commercial revitalization programs and to create a more visually appealing environment along E. 14<sup>th</sup> Street
- Coordinated Bike to Work Day Activities for San Leandro

### 2010-11 GOALS AND OBJECTIVES

- ◇ 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 design and start construction of the Measure B funded East 14th Street/Hesperian Boulevard/150th Avenue improvement project.
- ◇ Construct sanitary sewer improvements from San Leandro Boulevard at Juana Avenue to Alvarado Boulevard at Davis Street to complete capacity improvements in the area and to support future Downtown Transit-Oriented Development projects.
- ◇ Commence construction of several WPCP improvement projects to rehabilitate the existing facility to in order to meet long term needs and address upcoming permit requirements.
- ◇ Install 100+ new accessible curb ramps throughout the city.
- ◇ Initiate underground utility district on E. 14<sup>th</sup> Street from 150<sup>th</sup> Avenue to Thornton Street to complete the undergrounding of utilities on E. 14<sup>th</sup> Street.
- ◇ Complete the Bicycle and Pedestrian Plan update along with a Citywide Accessible Pedestrian Equipment needs survey for all signalized intersections.

### PROGRAM CHANGES

None.

### 2010-11 FISCAL REDUCTIONS

- Transfer a portion of the CIP work performed by Project Development division staff to staff in the Land Use division in order to reduce the fiscal impact to the General Fund. This will result in doubling the time to respond to all transportation-related inquiries such as parking and traffic requests.
- Elimination of 4 full-time and 1.89 part time positions from the General Fund will significantly decrease the response time to provide engineering and analysis services for inspections, permits, transportation improvements, and development projects. Reduced staff hours available at the permit counter.
- Reduced ability to apply for regional and local grant opportunities.
- Elimination of driveway tipping services and additional street lighting requests.
- Elimination of the Engineering Internship Program.

- ◇ Designates direct support for City Council adopted goals



## ENGINEERING AND TRANSPORTATION DEPARTMENT

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$2,160,962	\$2,262,643	\$1,631,429
Services	155,680	66,011	11,846
Supplies	22,067	28,224	23,603
Capital Outlay	0	0	0
Other	557,510	484,375	504,164
<b>Grand Total</b>	<b>\$2,896,219</b>	<b>\$2,841,253</b>	<b>\$2,171,042</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant II	2.00	2.00	2.00
Administrative Assistant III	1.00	1.00	1.00
Assistant Engineer	1.00	2.97	0.00
Associate Engineer	5.86	4.00	5.97
City Engineer	1.00	1.00	1.00
Engineering and Transportation Director	1.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00
Engineering Inspector	5.00	4.00	3.00
Principal Engineer	0.98	0.97	0.97
Senior Engineer	3.00	2.87	2.87
Senior Engineering Aide	2.00	2.00	1.00
Supervising Inspector	1.00	1.00	0.00
Traffic Operations Engineer	1.00	1.00	1.00
<b>Total Full-Time</b>	<b>26.84</b>	<b>25.81</b>	<b>21.81</b>
<u>Part-time:</u>			
Maintenance Aide	0.48	0.94	0.00
Engineering Inspector	0.00	0.00	0.90
Office Assistant	2.54	1.86	0.00
Senior Engineering Aide	0.63	0.62	0.63
<b>Total Part-Time</b>	<b>3.65</b>	<b>3.42</b>	<b>1.53</b>
<b>Total</b>	<b>30.49</b>	<b>29.23</b>	<b>23.33</b>

**ENGINEERING AND TRANSPORTATION  
ADMINISTRATION DIVISION**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$402,529	\$508,440	\$460,014
Services	2,236	5,375	3,285
Supplies	15,920	16,556	16,235
Capital Outlay	0	0	0
Other	37,940	314,589	350,211
<b>Grand Total</b>	<b>\$458,625</b>	<b>\$844,960</b>	<b>\$829,745</b>

**PROJECT DEVELOPMENT DIVISION**

*Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$748,542	\$787,810	\$444,965
Services	154,359	53,986	3,850
Supplies	4,894	7,863	3,563
Capital Outlay	0	0	0
Other	292,224	112,692	90,570
<b>Grand Total</b>	<b>\$1,200,019</b>	<b>\$962,351</b>	<b>\$542,948</b>

**LAND USE DIVISION**

*Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$1,009,891	\$966,393	\$726,450
Services	(915)	6,650	4,711
Supplies	1,253	3,805	3,805
Capital Outlay	0	0	0
Other	227,346	57,094	63,383
<b>Grand Total</b>	<b>\$1,237,575</b>	<b>\$1,033,942</b>	<b>\$798,349</b>

**NOTES:**

**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. This division has five major functions: Budget function, Revenue Management, Treasury function, Compliance function and Risk Management.

The Risk Management function is funded through an Internal Service Fund. All other divisions in Finance are funded by the General Fund. A full description is provided within Section 17, "Internal Service Funds".

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. This division has 5 major activities: General accounting services, Accounts Payable, Accounts Receivable, Payroll and Purchasing.

**2009-10 ACCOMPLISHMENTS**

- Continued 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 (GFOA).
- Conducted training classes for financial reporting, budget preparation, purchasing procedures using the financial system.
- Successfully developed and implemented the Identity Theft Prevention Program in accordance with the Federal Trade Commission Regulations.
- Coordinated with various other local government agencies in a coop fuel bid that will result in significant savings for the City on gasoline and diesel purchases.



- Successfully participated in the California Statewide Communities Development Authority (CSCDA) Proposition 1A Securitization program for the State-wide borrowing of City property tax revenues
- Since 2005 audits of businesses without City licenses has produced \$918,000 in additional revenues and 1,424 new business licenses.
- Provided City departments free training opportunities regarding risk management issues through the California Joint Powers Risk Management Authority (CJPRMA).
- Implemented the mandatory insurance reporting process to comply with the Federal reporting requirements for Risk Management.

### 2010-11 GOALS AND OBJECTIVES

- ◇ Maintain the City's fiscal health and continue to provide adequate resources to fund City Services to the community.
- Implementation of automatic business license revenue posting from business license system to the accounting system.
- Work toward meeting the GFOA budget requirements.
- Review and revise the collection of bad debts in conjunction with the County District Attorney's office.
- ◇ Increase collection efforts for business license tax owed, animal license fees owed, amusement device fees owed to increase general fund revenues.

### PROGRAM CHANGES

None.

### 2010-11 FISCAL REDUCTIONS

- A total of 1.38 Full Time Equivalent positions in the General Fund will be eliminated and a Financial Services Supervisor position will be funded for six months only from department operations. This will reduce the response time to requests for service, general administrative support, and decrease the departmental support and analyses for projects.
- The Cost Allocation Study will be delayed for an additional year.

◇ Designates direct support for City Council adopted goals

## FINANCE DEPARTMENT

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$1,566,166	\$1,518,791	\$1,351,157
Services	314,154	437,304	308,975
Supplies	31,367	36,750	29,800
Capital Outlay	1,408	1,000	0
Other	289,423	252,561	265,636
<b>Grand Total</b>	<b>\$2,202,518</b>	<b>\$2,246,406</b>	<b>\$1,955,568</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Account Clerk	4.00	3.00	2.00
Accountant I	2.00	1.00	1.00
Accountant II	1.00	1.00	1.00
Administrative Assistant III	0.85	0.85	0.85
Administrative Specialist	1.00	1.00	1.00
Budget & Compliance Mgr	0.95	0.95	0.80
Deputy Finance Director	1.00	1.00	1.00
Financial Services Supervisor	1.00	1.00	0.50
Senior Account Clerk	4.00	4.00	4.00
Total Full-Time	15.80	13.80	12.15
<u>Part-time:</u>			
Accountant I	0.40	0.40	0.40
Administrative Assistant I	0.74	0.25	0.25
Administrative Assistant II	0.48	0.48	0.25
Finance Director	0.85	0.42	0.43
Total Part-Time	2.47	1.55	1.33
<b>Total</b>	<b>18.27</b>	<b>15.35</b>	<b>13.48</b>

## FINANCIAL ADMINISTRATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$183,427	\$162,244	\$168,361
Services	(6,870)	17,760	2,795
Supplies	9,531	14,950	10,050
Capital Outlay	1,260	200	0
Other	111,370	95,455	218,165
<b>Grand Total</b>	<b>\$298,718</b>	<b>\$290,609</b>	<b>\$399,371</b>

## BUDGET & COMPLIANCE DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$533,396	\$326,097	\$296,116
Services	175,158	265,754	175,420
Supplies	16,031	13,950	13,850
Capital Outlay	148	500	0
Other	86,649	68,705	12,465
<b>Grand Total</b>	<b>\$811,382</b>	<b>\$675,006</b>	<b>\$497,851</b>

## ACCOUNTING OPERATIONS DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$849,343	\$1,030,450	\$886,680
Services	145,866	153,790	130,760
Supplies	5,805	7,850	5,900
Capital Outlay	0	300	0
Other	91,404	88,401	35,006
<b>Grand Total</b>	<b>\$1,092,418</b>	<b>\$1,280,791</b>	<b>\$1,058,346</b>

**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 their extensive regional resource network, 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, Reserve Unit, and Administration/Finance. In the previous year, the call responses totaled 7,805. The majority of calls, or 77%, were for medical assistance; the remaining 23% were for other fire and emergency related responses. In 2009-10, the year-end call total is projected to be approximately 8,002.

**2009-10 ACCOMPLISHMENTS**

- The Department was elected as the Region II Coordinator which is responsible for coordinating all fire mutual aid for 16 counties.
- Hosted "Fire Ops 101" for local elected officials and representatives of the media.
- Hosted several Fire Station Open Houses, including the San Leandro 100<sup>th</sup> Anniversary of the Cherry Festival; hosted Santa at the Fire Houses.
- Completed the Alameda County Fire Department Strategic Plan process, which included extensive public outreach.
- Established contracts for service with the cities of Newark and Union City, resulting in greater depth of resources and significant cost reductions for the City of San Leandro's contract.

**2010-11 GOALS AND OBJECTIVES**

- ◇ Continue to work with the City to provide cost efficiencies and reductions throughout that will offset anticipated revenue reductions.



- ◇ Provide appropriate and sustainable fire prevention services to meet the communities' current and future needs.
- ◇ Actively pursue grant funding alternatives from local, state and federal agencies for administration, operation, training and capital improvements.
- Submittal of the Strategic Plan for consideration and adoption by the Alameda County Board of Supervisors; implementation of the plan will begin during the next fiscal year.

**PROGRAM CHANGES:**

Administrative overhead costs to the City are will be reduced due to the City of Newark contracting with Alameda County Fire Department, effective May 2010; additionally, the City of Union City is anticipated to be on contract effective July 2010.

**2010-11 FISCAL REDUCTIONS**

- Effective July 1<sup>st</sup>, the Deputy Fire Marshal will be reduced to half time and the Code Compliance Officer will continue to be a part time position; this change will impact fire prevention activities and response time for inspections.
- Continued from the previous fiscal year, the Disaster Preparedness Manager position will no longer provide disaster preparedness planning, programs and training services to the City.

- ◇ **Designates direct support for City Council adopted goals**



**FIRE OPERATIONS AND SUPPORT  
(CONTRACT SERVICES)**

*Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$0	\$0	\$0
Services	16,709,406	17,560,160	17,488,577
Supplies	14,569	10,950	10,950
Capital Outlay	0	615,010	0
Other	293,097	421,104	380,696
<b>Grand Total</b>	<b>\$17,017,072</b>	<b>\$18,607,224</b>	<b>\$17,880,223</b>

**DEPARTMENT: Fire**

**10.4**

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**NOTES:**



**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 and regulations.

To carry out these duties, the Human Resources Department is comprised 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, 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.

**2009-10 ACCOMPLISHMENTS**

- Continued 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 for employees in safety-related functions; coordinated the training of over 500 employees in 17 different safety topics.



- Processed over 1,900 applications for vacant City positions in law enforcement, public works, management and general City departments. Continued enhancement of the City's newly implemented automated on-line job application system.
- Continued annual employee development training programs offered in a variety of topics such as software technology, budget development, ergonomics, staff report writing, workplace communication, conflict resolution and wellness/fitness, as well as programs focused on meeting state and local mandated training in discrimination/sexual harassment awareness, diversity and violence in the workplace.
- Negotiated successor Memoranda of Understanding with San Leandro City Employees Association (SLCEA) and the San Leandro Management Organization (SLMO).
- Trained managers in the principles of Family Medical Leave Act, California Family Rights Act, California Pregnancy Disability Leaves and related policies and practices.
- Updated the Personnel Manual which includes applicable Administrative Code sections; updated Administrative Procedures; Personnel Rules; Employer-Employee Relations Resolution; and Memoranda of Understanding for the three bargaining groups and salary schedules.

## 2010-11 GOALS AND OBJECTIVES

- ◇ Negotiate successor labor agreements between the City and the San Leandro City Employees' Association (SLCEA), the San Leandro Management Organization (SLMO) and the San Leandro Police Officer's Association (POA).
- Complete a Fair Labor Standards Act (FLSA) analysis.
- Provide guidance to City departments regarding employee relations issues and the development and implementation of strategies and programs to manage budget reductions.
- Develop the Human Resources page of the City's new website for both Intranet and Internet users including the on-line application process for job seekers and the utilization of the use of Eden Gold HRIS for classification and compensation functions.
- Update the Injury/Illness program development, hazard-specific programs and associated training for Asbestos, Dust-Generating Operations and Crane and Fall Protection within the Injury Illness Prevention Program.

## 2010-11 FISCAL REDUCTIONS

- Elimination of two full-time management positions.
- Processing, managing and filling the number of vacancies will be limited; time schedules for filling open vacancies will significantly increase.
- Recruitment advertisements will be restricted to web-based resources and the San Leandro Times only.



- Safety/IIPP and supporting database management will be limited to compliance training.
- Safety Plan of Action extended and the ability to conduct/follow-up on safety activities with department staff and vendors will be restricted; development and implementation of hazard-specific programs reduced to one annually.
- Consulting fees reduced 50%; professional growth and development training fund has been eliminated; legal fees available for arbitration cases only; employee recognition dinner eliminated.
- LEAP Professional Development program will be eliminated.

◇ **Designates direct support for City Council adopted goals**



## HUMAN RESOURCES DEPARTMENT

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$996,904	\$971,322	\$594,998
Services	317,317	320,656	230,140
Supplies	29,308	35,440	29,240
Capital Outlay	0	631	0
Other	134,415	126,512	133,948
<b>Grand Total</b>	<b>\$1,477,944</b>	<b>\$1,454,561</b>	<b>\$988,326</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Assistant III	1.00	1.00	1.00
Senior Human Resources Analyst	2.00	2.00	1.00
Human Resources Director	1.00	1.00	0.00
Human Resources Technician	2.00	2.00	2.00
Human Resources Analyst	1.00	1.00	1.00
Total Full-Time	7.00	7.00	5.00
<u>Part-time:</u>			
Administrative Assistant II	1.04	0.38	0.38
Total Part-Time	1.04	0.38	0.38
<b>Total</b>	<b>8.04</b>	<b>7.38</b>	<b>5.38</b>

## RECRUITMENT AND ORGANIZATIONAL DEVELOPMENT DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$280,772	\$255,511	\$244,060
Services	86,928	79,316	41,760
Supplies	5,219	5,000	5,000
Capital Outlay	0	0	0
Other	7,778	6,892	9,993
<b>Grand Total</b>	<b>\$380,697</b>	<b>\$346,719</b>	<b>\$300,813</b>

## EMPLOYEE BENEFITS AND WORKERS' COMPENSATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$418,150	\$413,647	\$271,915
Services	16,203	12,000	9,500
Supplies	1,576	2,640	2,640
Capital Outlay	0	631	0
Other	12,390	11,210	11,079
<b>Grand Total</b>	<b>\$448,319</b>	<b>\$440,128</b>	<b>\$295,134</b>

## CLASSIFICATION AND COMPENSATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$297,982	\$302,164	\$79,023
Services	214,186	229,340	178,880
Supplies	22,513	27,800	21,600
Capital Outlay	0	0	0
Other	114,247	108,410	112,876
<b>Grand Total</b>	<b>\$648,928</b>	<b>\$667,714</b>	<b>\$392,379</b>

**DEPARTMENT:**

**Human Resources**

**11.6**

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**NOTES:**

**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, Project Literacy, the Bookmark Café, San Leandro History Museum, Casa Peralta, and three neighborhood branch libraries. The Library Services Department is organized into three divisions: Library Administration, Support Services and Library Services.

The Library Department administers 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, Casa Peralta and the San Leandro History Museum and Art Gallery.

**2009-10 ACCOMPLISHMENTS**

- There were 61,323 items added to the library collection.
- In the past year there were over 760,000 visitors to the Main Library.
- The department provided over 640 educational and cultural programs for the entire community.
- A \$31,000 donation from the Friends of San Leandro Library was received in honor of their 25<sup>th</sup> anniversary celebration.

**2010-11 GOALS AND OBJECTIVES**

- ◇ The department will incorporate with the City's new website to include online picture book collections and allow patrons to attend a "virtual" storytime.
- ◇ Continue to actively seek alternate funding sources in order to provide services and programs.
- Recruit and train additional library volunteers.

**PROGRAM CHANGES**

- San Leandro History Museum/Art Gallery and Casa Peralta facilities will be closed.
- San Leandro History Room at Main Library closed.
- The Public Library Fund will provide an allocation to partially operate Mulford and South branch libraries.
- San Leandro History educational program eliminated.
- Further reduction in hours at Main library and three branch libraries.

**2010-11 FISCAL REDUCTIONS**

- One full time Senior Library Assistant in the Library Services Division eliminated.
- One full time Circulation Supervisor in the Library Services Division eliminated.
- One full time Senior Librarian in the Library Services Division eliminated.
- One full time Librarian in the Library Services Division eliminated and another full time Librarian will be funded for only six months.
- One Part time Librarian position at San Leandro History Museum eliminated.
- All part time staff hours reduced by 3%.
- Library material budget reduced additional \$63,000 (includes books, media and periodicals).
- Main Library information desk closed fourteen hours a week.
- Main Library closed four hours/week
- Manor Library closed four hours/week
- Mulford Library closed six hours/week
- Storytime programs reduced from seven per week to four per week.
- Elimination of all book clubs for youth and adults.
- Elimination of outdoor concert program.
- Reduce electronic database subscriptions by fifty percent.
- Eliminate microfilm subscription to Daily Review.
- Curriculum support to teachers eliminated.
- Library computer classes and database instruction eliminated.

◇ Designates direct support for City Council adopted goals

## LIBRARY DEPARTMENT

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$3,146,133	\$2,930,912	\$2,170,157
Services	387,753	391,683	320,458
Supplies	547,553	557,363	387,975
Capital Outlay	3,387	3,500	3,500
Other	1,819,560	1,591,716	1,476,222
<b>Grand Total</b>	<b>\$5,904,386</b>	<b>\$5,475,174</b>	<b>\$4,358,312</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Analyst II	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00
Circulation Supervisor	1.00	1.00	0.00
Library Services Manager	1.00	1.00	0.00
Librarian	6.00	5.00	3.50
Library Assistant	2.00	2.00	2.00
Library Director	1.00	1.00	0.00
Senior Librarian	4.00	4.00	3.00
Senior Library Assistant	6.00	5.00	4.00
Total Full-Time	23.00	21.00	14.50
<u>Part-time:</u>			
Librarian	3.29	1.68	1.11
Library Assistant	1.91	0.00	0.00
Library Clerk	7.17	6.21	5.58
Library Services Manager	0.00	0.00	0.46
Library Director	0.00	0.00	0.46
Maintenance Aide	1.86	1.45	1.45
Office Assistant I	5.51	4.11	4.05
Office Assistant III	0.38	0.38	0.38
Police Service Aide	2.48	2.08	1.84
Administrative Analyst	0.48	0.00	0.00
Senior Library Assistant	1.08	1.25	1.25
Total Part-Time	24.16	17.16	16.58
<b>Total</b>	<b>47.16</b>	<b>38.16</b>	<b>31.08</b>

## LIBRARY SERVICES DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$2,839,870	\$2,631,463	\$1,866,624
Services	386,922	390,593	319,368
Supplies	545,913	555,232	385,844
Capital Outlay	0	0	0
Other	1,799,952	1,576,038	1,459,177
<b>Grand Total</b>	<b>\$5,572,657</b>	<b>\$5,153,326</b>	<b>\$4,031,013</b>

## SUPPORT SERVICES DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$306,263	\$299,449	\$303,533
Services	831	1,090	1,090
Supplies	1,640	2,131	2,131
Capital Outlay	3,387	3,500	3,500
Other	19,608	15,678	17,045
<b>Grand Total</b>	<b>\$331,729</b>	<b>\$321,848</b>	<b>\$327,299</b>

**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 **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. The Division is the Department's point-of-contact for the City's Injury & Illness Prevention Program.

The **Criminal Investigation Division** is comprised 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 Police Department continues to provide office space for a Domestic Violence Advocate from the Shelter Against Violent Environments (SAVE).

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. 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 over 9,700 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.

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, over 3,600 subjects were arrested by the San Leandro Police Department. The jail processed and booked over 3,400 inmates.

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 10,000 reports and other related materials, and completed over 716 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 2009, the Communications Section processed 71,000 calls for service of which more than 19,000 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. This section also implements the Abandoned Vehicle Abatement Program as well as 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 2,000 calls during calendar year 2009.

## **2009-10 ACCOMPLISHMENTS**

- The part 1 crime rate was reduced by 12% in 2009.
- Implementation of the receipt of Enhanced Wireless 911 calls to the San Leandro Police Department.
- Members of the Police Explorer Program participated in the Chandler SWAT Competition. They took third place in the Marijuana Field Raid out of 32 teams who competed. Additionally, the number of participants in the Police Explorer Program increased to 12.
- Instituted the Code Red Emergency Notification System. Code Red is an ultra-high speed telephone communication service for emergency notifications within San Leandro neighborhoods.
- Six officers received the CHP "10851 Award Pin" for their work in recovering stolen vehicles and taking suspects into custody relating to stolen vehicles. The six officers recovered 147 stolen vehicles and 27 rolling 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 continued its association with the Alameda County Regional Auto Theft Task Force (ACRAT).

- The Administrative Services Division coordinated the second 10-week Citizen Police Academy attended by 23 members of the community.
- Completed two highly successful pro-active crime suppression programs – “Operation Bad Santa” and “Operation Anti-Grinch” (Robbery Suppression Program) using alternate funding sources (grants).
- The Vice/Narcotics Section of the Criminal Investigation Division seized \$200,805 in cash, 747 grams of cocaine, 65 grams of heroin, 1,810 grams of methamphetamine, 104 pounds of marijuana, and 40 guns. The Section also participated in two joint Federal Investigations ending in the arrest and federal prosecution of several high-level drug dealers.
- A Driving Under the Influence Sobriety/Driver’s License Check Point was conducted in December 2009. During this period, 537 vehicles were screened, 10 vehicles were towed for drivers not being licensed and 4 drunk driving arrests were made.
- Continued 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. The Crime Free Multi-Housing Program continued with 66 of the 137 multi-housing communities actively participating in the 3-phase certification process. The department implemented the Crime Free Business Program.
- Three employees were awarded the Police Department’s “Silver Star” for their heroic efforts in saving citizens from a burning vehicle. Also, one employee was awarded the “Medal for Meritorious Service” and four were awarded with Department Commendations.
- 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 Police Department’s K-9 Unit co-sponsored a Canine Legal Update Course which provided training to over 50 K-9 handlers from throughout the state.
- An “Employee Promotion/Recognition Ceremony” was held to recognize employees who have recently been promoted and to acknowledge employees for their extraordinary work efforts. Additionally, the “Police Officer of the Year” and “Civilian Employee of the Year” were presented.
- Completion of the Enhanced Wireless 911 Project. The communication center is now accepting all major cell phone providers

## 2010-11 GOALS AND OBJECTIVES

- Evaluate the effectiveness of the current Red Light Camera Safety Program that is currently in place in order to determine an extension of the program.
- ◇ Expand the federal grant application efforts including Justice Assistance Grant (JAG) and COPS Grant applications.

- ◇ Enhance the “Code Red” Alert System to better inform citizens of critical incidents in neighborhoods; include a reverse 911 system for calls.
- ◇ Expand the Crime Free Multi-Housing and Crime Free Business Programs, and Neighborhood Watch Programs.
- Continue outreach to the community’s youth through the Police Department’s Police Explorer Program.

## **PROGRAM CHANGES**

None.

## **2010-11 FISCAL REDUCTIONS**

- Four sworn officers, and one management position; and 4.5 non-sworn positions will be eliminated, (1 of the non-sworn positions will be funded for only six months).
- Reduced response by the TAC unit and First Responder (initial response to emergencies) as well as proactive enforcement.
- Reduced traffic enforcement with the loss of one motorcycle officer.
- Reduction of one Property Crime Investigator. This will delay the response to follow-up to property crime investigation by 25%.
- One middle school School Resource Officer (SRO) eliminated
- Funding for Crossing guards is eliminated

◇ Designates direct support for City Council adopted goals

## POLICE DEPARTMENT

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$22,733,906	\$22,210,907	\$20,885,658
Services	1,226,502	1,281,714	1,259,514
Supplies	354,463	359,258	355,058
Capital Outlay	371,239	189,737	42,780
Other	3,427,704	3,121,579	2,761,084
<b>Grand Total</b>	<b>\$28,113,814</b>	<b>\$27,163,195</b>	<b>\$25,304,094</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Specialist-Police	8.00	7.00	5.00
Administrative Assistant II	2.00	2.00	1.00
Administrative Assistant IV	1.00	1.00	0.00
Animal Control Worker	2.00	2.00	2.00
Community Services Officer	4.00	4.00	4.00
Community Services Specialist	0.00	0.00	1.00
Jailer	8.00	8.00	8.00
Police Captain	1.00	2.00	2.00
Police Chief	1.00	1.00	1.00
Police Lieutenant	7.00	5.00	4.00
Police Officer	71.00	68.00	64.00
Police Sergeant	14.00	14.00	14.00
Police Services Aide	6.00	5.00	4.00
Property & Evidence Technician	1.00	1.00	1.00
Property Clerk	1.00	1.00	1.00
Support Services Manager	0.00	1.00	1.00
Public Safety Dispatcher	16.00	16.00	15.00
Total Full-Time	143.00	138.00	128.00
<u>Part-time:</u>			
Administrative Assistant I	0.67	0.67	0.67
Administrative Specialist II	0.00	0.00	0.46
Crossing Guard	3.78	0.00	0.00
Parking Aide	1.58	1.58	1.58
Police Officer	0.96	0.96	0.96
Property clerk	0.48	0.48	0.48
Total Part-Time	7.47	3.69	4.15
<b>Total</b>	<b>150.47</b>	<b>141.69</b>	<b>132.15</b>

## POLICE ADMINISTRATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$921,072	\$951,000	\$906,453
Services	195,013	167,549	167,549
Supplies	19,811	18,255	18,255
Capital Outlay	0	3,000	0
Other	1,262,598	1,319,071	1,322,730
<b>Grand Total</b>	<b>\$2,398,494</b>	<b>\$2,458,875</b>	<b>\$2,414,987</b>

## CRIME PREVENTION, PERSONNEL AND TRAINING DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$493,370	\$546,895	\$557,098
Services	117,337	122,642	122,642
Supplies	95,076	86,924	86,924
Capital Outlay	3,500	3,500	3,500
Other	23,568	24,367	26,673
<b>Grand Total</b>	<b>\$732,851</b>	<b>\$784,328</b>	<b>\$796,837</b>

## CRIMINAL INVESTIGATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$4,098,625	\$3,909,172	\$3,865,717
Services	101,207	120,248	102,748
Supplies	47,178	57,961	57,961
Capital Outlay	299,715	74,077	2,220
Other	174,410	186,458	202,869
<b>Grand Total</b>	<b>\$4,721,135</b>	<b>\$4,347,916</b>	<b>\$4,231,515</b>

## RECORDS AND COMMUNICATIONS

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$1,756,974	\$1,768,472	\$1,558,403
Services	120,747	154,511	154,511
Supplies	66,068	69,030	69,030
Capital Outlay	4,562	8,940	940
Other	61,071	63,951	76,303
<b>Grand Total</b>	<b>\$2,009,422</b>	<b>\$2,064,904</b>	<b>\$1,859,187</b>

## EMERGENCY COMMUNICATIONS DIVISION

(A Subsection of Records, Communications & Identification Division)

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$1,532,668	\$1,980,067	\$1,641,075
Services	38,941	48,092	48,092
Supplies	7,967	8,700	8,700
Capital Outlay	27,845	50,000	0
Other	177,561	131,192	92,479
<b>Grand Total</b>	<b>\$1,784,982</b>	<b>\$2,218,051</b>	<b>\$1,790,346</b>

## PATROL DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$11,380,596	\$10,589,378	\$10,248,705
Services	24,701	38,845	34,145
Supplies	79,160	79,715	75,515
Capital Outlay	10,449	23,250	20,250
Other	1,507,100	1,194,651	878,532
<b>Grand Total</b>	<b>\$13,002,006</b>	<b>\$11,925,839</b>	<b>\$11,257,147</b>

**TRAFFIC DIVISION***Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$2,550,601	\$2,465,923	\$2,108,207
Services	628,556	629,827	629,827
Supplies	39,203	38,673	38,673
Capital Outlay	25,168	26,970	15,870
Other	221,396	201,889	161,498
<b>Grand Total</b>	<b>\$3,464,924</b>	<b>\$3,363,282</b>	<b>\$2,954,075</b>

**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. In addition to the General Fund, the department operates out of three special revenue funds (Heron Bay, Gas Tax and Parking), four enterprise funds (Water Pollution Control, Environmental Services, Shoreline, and Storm Water), and two internal service funds (Building Maintenance and Equipment Maintenance).

The **Administration Division** provides direction to and coordination of all departmental activities. The division prepares communications, oversees purchasing activities, manages the budget and coordinates various programs to ensure that quality and cost effective services are provided to City departments and the community. In addition, the division administers the City's Storm Water Program which operates out of the Storm Water Fund.

The division also includes the **Solid Waste and Recycling Section**, which operates out of the Environmental Services Fund to provide oversight for the City's refuse and recycling contract, and to ensure compliance with state waste diversion mandates.

The **Facilities and Open Space Division** is comprised of four sections: Equipment Maintenance, Building Maintenance, Park Maintenance, and Shoreline Operations. The Park Maintenance Section operates under the General Fund. The Equipment Maintenance Section and the Building Maintenance Section operate under dedicated internal service funds, and the Shoreline Operations Section operates under the Shoreline Fund.

The **Park Maintenance Section** is responsible for the maintenance of seventeen City parks which total approximately 110 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, turf, and shrub care. In addition, to the public parks, the section oversees a variety of landscaped areas, including the Civic Center, fire stations, Main Library and all the branch libraries, Casa Peralta grounds, and other public landscapes. The section is also responsible for City facilities, which include ball fields, tennis courts, hiking/riding paths, soccer fields, the par course and the Bay Trail. The section also operates out of the Heron Bay fund to maintain public landscapes at Heron Bay.



The **Street Division** is comprised of two sections: Street Services and Traffic Maintenance.

The **Street Services Section** is responsible for the planting and maintenance of over 25,000 street trees along City streets, at City facilities, and within City parks. The section's efforts in planting and scheduled tree maintenance have earned the City the title of Tree City USA through the National Arbor Day Foundation for over 12 years. In addition, the section administers the contract for median maintenance and weed abatement in public right-of ways throughout the City. The section also operates out of the Parking Fund to maintain public parking lots and Storm Water Fund to perform graffiti abatement, street debris removal, and street sweeping activities.

The **Traffic Maintenance Section** is responsible for the maintenance of City owned traffic signals at 55 intersections and for the repair and maintenance of over 5,500 street lights on City streets, public parks and parking lots. In addition, the section maintains the fiber optic communication system throughout San Leandro. The section also operates out of the Parking Fund to maintain City parking meters, and the Gas Tax Fund to perform roadway repair, pavement marking, and street sign maintenance activities.

The **Water Pollution Control Division** is comprised of five sections: Operations, Maintenance, Collection System Maintenance, Laboratory Services, and Environmental Services. The division operates out of two enterprise funds: the Water Pollution Control Fund and the Environmental Services fund, see Section 18 Enterprise Funds for details.

## **2009-10 ACCOMPLISHMENTS**

- The City applied for and received an Energy Efficiency Conservation Block Grant (EECBG); an Energy Efficiency Conservation Strategy was completed. Six program elements were developed for implementation.
- The Traffic Maintenance Section completed an inventory and GIS mapping system of all regulatory street signs in San Leandro.
- The Street Services Section completed all scheduled tree trimming maintenance and had oversight for a contract to trim over 1000 Yarwood Sycamore trees along E 14<sup>th</sup> Street and adjacent streets.
- The Park Maintenance Section received a donation of 60 tons of recycled infield dirt from the Oakland Athletics which saved the City approximately \$3,100 in material costs by not having to purchase the dirt.
- The Park Maintenance Section evaluated irrigation systems in all City parks and reduced water consumption by up to 20% to meet EBMUD usage requirements.



**2010-11 GOALS AND OBJECTIVES**

- ◇ To provide a core level of quality maintenance services in parks and public right-of-ways.
- ◇ To upgrade street lighting with energy efficient fixtures using EECEBG funds.
- ◇ To work with Engineering and Transportation and Recreation and Human Services Departments to implement various park improvements with Measure WW funds, Prop 42 funds, Kaboom program, and park in-lieu fees.
- ◇ To implement the Energy Efficiency Grant funded programs; they include loan/grant program for building performance audits; home energy classes for homeowners; upgrading street lighting; retrofitting four City buildings; and support to the Alameda County Green Packages Program.

**PROGRAM CHANGES**

- New street light requests will not be fulfilled due to budget reductions.
- The City's free Tree Planting Program has been suspended. Residents may request to have a tree planted in the parking strip in front of their home, but it will now cost \$100 per tree for the service.

**2010-11 FISCAL REDUCTIONS**

- Funding for refuse service at the Public Works Services Center has been reduced by \$51,500. The City has negotiated a 50% discount with Alameda County Industries as part of the new 10 year franchise agreement which will reduce the cost of service.
- A Street Maintenance Worker II 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.
- Funding has been reduced for street light foundation maintenance, and electrical supplies.
- Funding has been reduced for traffic signal cabinets. This will result in a delay in replacing cabinets when they fail or are damaged.
- A Street Supervisor position will be eliminated and all pavement maintenance activities will be assumed by the Traffic Maintenance Section. In-house pavement maintenance activities will be reduced to pothole and minor street repair only.
- A Tree Trimmer II position will be eliminated. This will result in the delay of scheduled tree trimming activities and a slower response time for tree trimming and maintenance requests from the public.
- Funding for the City's free street tree planting program has been eliminated.
- Funding to maintain street medians and to perform weed abatement activities has been reduced by \$15,000.



- Four Park Maintenance Worker positions will be eliminated. Park maintenance will be performed by the remaining ten Park Maintenance Workers with a reduced level of supplemental maintenance provided under contract; all special projects have been suspended.

◇ Designates direct support for City Council adopted goals



## PUBLIC WORKS DEPARTMENT

	<i>Expenditures By Category</i>		
	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$2,318,477	\$2,354,570	\$1,701,780
Services	1,386,764	1,800,291	1,386,879
Supplies	255,822	320,350	310,345
Capital Outlay	61,521	43,475	24,000
Other	799,072	777,527	514,082
<b>Grand Total</b>	<b>\$4,821,656</b>	<b>\$5,296,213</b>	<b>\$3,937,086</b>
	<i>Personnel Summary</i>		
	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Analyst	0.05	0.05	0.05
Administrative Assistant II	0.10	0.10	0.10
Administrative Assistant III	0.40	0.40	0.40
Electrician I	1.00	1.00	1.00
Electrician II	1.00	1.00	1.00
Facilities and Open Space Mgr	0.20	0.20	0.20
Maintenance Worker Entry	1.75	2.00	2.00
Park maintenance Worker I	4.92	3.92	2.75
Park maintenance Worker II	6.25	4.00	3.00
Park maintenance Worker III	0.00	1.00	0.00
Park Supervisor	0.80	0.83	0.83
Pavement Maintenance Supervisor	0.05	0.00	0.00
Public Works Director	0.10	0.05	0.05
Street Maintenance Manager	0.30	0.30	0.10
Street Maintenance Worker I	1.00	0.50	0.00
Street Maintenance Worker II	2.30	2.30	0.00
Street Maintenance Worker III	0.00	0.00	0.30
Street Supervisor	1.00	0.95	0.40
Traffic Supervisor	1.00	1.00	0.60
Tree Trimmer I	3.00	2.00	2.00
Tree Trimmer II	3.00	3.00	2.00
Total Full-Time	28.22	24.60	16.78
<u>Part-time:</u>			
Maintenance Aide	2.41	2.50	2.22
Park Maintenance Worker I	0.00	0.00	0.48
Maintenance Worker Entry	0.48	0.48	0.48
Total Part-Time	2.89	2.98	3.18
<b>Total</b>	<b>31.11</b>	<b>27.58</b>	<b>19.96</b>

## PUBLIC WORKS ADMINISTRATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$75,186	\$65,048	\$63,997
Services	24,582	56,664	5,664
Supplies	6,960	7,400	6,900
Capital Outlay	0	0	0
Other	268,505	216,400	142,688
<b>Grand Total</b>	<b>\$375,233</b>	<b>\$345,512</b>	<b>\$219,249</b>

## FACILITIES AND OPEN SPACE DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$1,174,299	\$1,110,504	\$892,681
Services	579,984	834,591	683,850
Supplies	147,788	140,630	145,975
Capital Outlay	4,383	9,375	5,000
Other	330,494	331,387	213,947
<b>Grand Total</b>	<b>\$2,236,948</b>	<b>\$2,426,487</b>	<b>\$1,941,453</b>

## MAINTENANCE DIVISION - STREETS SECTION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$1,068,992	\$1,179,018	\$745,102
Services	782,198	909,036	697,365
Supplies	101,074	172,320	157,470
Capital Outlay	57,138	34,100	19,000
Other	200,073	229,740	157,447
<b>Grand Total</b>	<b>\$2,209,475</b>	<b>\$2,524,214</b>	<b>\$1,776,384</b>

**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 a 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 providing 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 a 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, Halcyon and Washington Manor park buildings and three swimming pools, and oversees reservations of seventeen parks, eight fields and four tennis courts.

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, Friends of the San Leandro Creek and coordination of the Community Assistance activities for the Human Services Commission.

**2009-10 ACCOMPLISHMENTS**

- Reduced costs while maintaining programs and services. For example, expanded the use of volunteers and interns in youth and senior programs, secured a grant through the Arthritis Foundation for exercise classes and



increased partnerships with community based organizations to offer services such as tax assistance and public transportation travel training.

- Partnered with community based organizations to sponsor community events that were eliminated in the prior year due to budget reductions, such as the Annual Egg Hunt, Flag Day and Cinco de Mayo.
- Expanded marketing of Department programs by initiating the Recreation and Human Services Department's electronic Newsflash and Facebook page. Improved public access by offering more recreation information on the City's Website and on-line course registration.
- Conducted extensive public outreach and workshops to determine community priorities for the use of Measure WW and park and facility development funds.
- Submitted a State grant proposal to improve Siempre Verde Park which included extensive community outreach and involvement in the design of the park improvements.
- Reorganized Departmental responsibilities, minimizing the loss of services and programs, in response to the loss of a second Recreation Supervisor position due to budget reductions.

## **2010-11 GOALS AND OBJECTIVES**

- ◇ Maintain quality customer service and partner with community based organizations and businesses to maintain programs/events while increasing revenues.
- ◇ Work with Engineering and Transportation and Public Works Departments to implement the Measure WW projects, as adopted by City Council.
- ◇ Develop a marketing plan for facility rentals to maximize rental revenue.
- ◇ Implement the re-structured Paratransit service to meet transportation needs and serve as many people as possible within the funds available.

## **PROGRAM CHANGES**

The opening of the Senior Community Center will be delayed.

## **2010-11 FISCAL REDUCTIONS**

- Eliminate one full time Supervisor position assigned to the Aquatics Program.
- Two full time Customer Service positions funded for only six months.
- Family Aquatics Center swimming season hours to be reduced by one-fourth.
- Boys and Girls Club swimming pool operations reduced.
- Farrelly Pool remains unfunded by the General Fund. Pool will open through a private donation and revenue generation.



- Eliminate Adult Sports program.
- Eliminate Teen program.
- Eliminate Youth Employment program.
- Reduce Senior Citizens' programs/services; moving the Senior Hot Lunch program from Bancroft Senior Center to the Marina Community Center.
- Eliminate the Adult and Teen Volunteer recognition event.
- Eliminate the City's contribution to the county-wide 2-1-1 line.
- Eliminate funding for all community events and activities such as Tree Lighting, Martin Luther King Jr. and Cinco de Mayo, holiday decorations and new street banners.
- Eliminate the General Fund contribution to Community Assistance Grant Program for nonprofit agencies; the CDBG funding for the Grant Program remains unchanged.
- Eliminate Youth Advisory Commission Mini-Grant and Youth Summit. Youth Advisory Commission will focus on other activities without expenses.

◇ Designates direct support for City Council adopted goals



## RECREATION AND HUMAN SERVICES DEPARTMENT

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$2,407,869	\$2,599,557	\$2,001,112
Services	725,518	665,569	464,341
Supplies	165,730	144,319	97,020
Capital Outlay	2,451	20,142	3,000
Other	1,372,903	1,118,785	869,428
<b>Grand Total</b>	<b>\$4,674,471</b>	<b>\$4,548,372</b>	<b>\$3,434,901</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Assistant I	2.00	2.00	1.00
Administrative Assistant III	1.00	1.00	1.00
Recreation Director	1.00	1.00	1.00
Recreation Manager	1.75	1.75	1.75
Recreation Supervisor I	1.00	0.00	0.00
Recreation Supervisor II	4.72	5.00	3.77
Administrative Specialist III	1.00	1.00	1.00
Total Full-Time	12.47	11.75	9.52
<u>Part-time:</u>			
Administrative Assistant I	0.04	0.04	0.00
Office Assistant II	0.10	0.00	0.00
Recreation Leader I	0.61	0.51	0.42
Recreation Leader II	22.71	15.17	12.10
Recreation Specialist I	10.55	10.40	7.24
Recreation Specialist II	6.33	6.04	3.88
Recreation Specialist III	0.09	0.04	0.26
Total Part-Time	40.43	32.20	23.90
<b>Total</b>	<b>52.90</b>	<b>43.95</b>	<b>33.42</b>

## RECREATION AND HUMAN SERVICES ADMINISTRATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$895,055	\$1,000,666	\$845,369
Services	119,749	141,204	96,938
Supplies	29,037	32,600	30,100
Capital Outlay	0	0	0
Other	421,171	365,495	393,695
<b>Grand Total</b>	<b>\$1,465,012</b>	<b>\$1,539,965</b>	<b>\$1,366,102</b>

## HUMAN SERVICES DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$140,366	\$141,030	\$177,376
Services	87,692	88,949	46,374
Supplies	19,744	24,619	15,920
Capital Outlay	0	0	0
Other	282,655	291,103	4,724
<b>Grand Total</b>	<b>\$530,457</b>	<b>\$545,701</b>	<b>\$244,394</b>

## RECREATION DIVISION

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$1,372,448	\$1,457,861	\$978,367
Services	518,077	435,416	321,029
Supplies	116,949	87,100	51,000
Capital Outlay	2,451	20,142	3,000
Other	669,077	462,187	471,009
<b>Grand Total</b>	<b>\$2,679,002</b>	<b>\$2,462,706</b>	<b>\$1,824,405</b>

**NOTES:**



**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 budget includes funding for the following General Fund debt service requirements for 2010-11:

1. The Public Financing Authority's receives annual payment of principal and interest from the General Fund to pay the debt service requirements for the 2003 Certificates of Participation (refunded the 1993 Seismic Retrofit Certificates of Participation in May 2003), and the 2007 Library and Certificates of Participation, For Fiscal Year 2010-11 the General Fund facility lease payments total \$2,473,219.
2. In 2005 the City entered into a Lease/Purchase Agreement with Bank of America to Lease/Purchase Equipment for the Police Department computer upgrades for servers, mobile laptops, and computer dispatch and records management system. The lease/purchase payment equipment leases for Fiscal Year 2010-11 totals \$507,228.

The following is a summary of the fiscal year 2010-11 principal payments, the projected year-end balance and the loan maturity dates for the long-term obligations.

	Balance 6/30/10	2010-11 Debt Service	Balance 6/30/11	Maturity Date
<b>General Long-Term Debt:</b>				
2003 Certificates of Participation	10,245,000	(360,000)	10,245,000	06/01/2020
2007 Certificates of Participation	21,485,000	(690,000)	21,485,000	05/01/2028
2005 Lease/Purchase Agreement	1,119,977	(380,095)	739,882	05/12/2012

## GENERAL FUND DEBT SERVICE

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Principal	\$1,452,950	\$1,472,797	\$1,430,095
Interest and Fees	974,620	1,500,811	1,550,352
<b>Grand Total</b>	<b>\$2,427,570</b>	<b>\$2,973,608</b>	<b>\$2,980,447</b>

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
2003 Library and Fire Stations C.O.P.	\$1,044,727	\$1,598,520	\$1,598,519
2007 City Hall Retrofit C.O.P. (Refunding)	880,695	876,900	874,700
2005 Lease/Purchase Agreement	502,148	498,188	507,228
<b>Grand Total</b>	<b>\$2,427,570</b>	<b>\$2,973,608</b>	<b>\$2,980,447</b>

**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.

**2010-11 FISCAL REDUCTIONS**

- Decreased meetings and memberships by approximately \$7,000.
- Decreased Staff Development transportation and training by approximately \$15,000.
- Decreased Utility Users Rebates by approximately \$55,000 based on actual history.
- Eliminated Chamber Economic Development Series by \$15,000
- Decreased Contingency by half, or \$100,000



**ORGANIZATIONAL SERVICES  
(NON-DEPARTMENTAL)**

*Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$1,431,893	\$1,000,000	\$1,000,000
Services	1,014,513	593,749	503,249
Supplies	0	1,875	500
Capital Outlay	0	0	0
Other	68,918	252,678	124,458
<b>Grand Total</b>	<b>\$2,515,324</b>	<b>\$1,848,302</b>	<b>\$1,628,207</b>

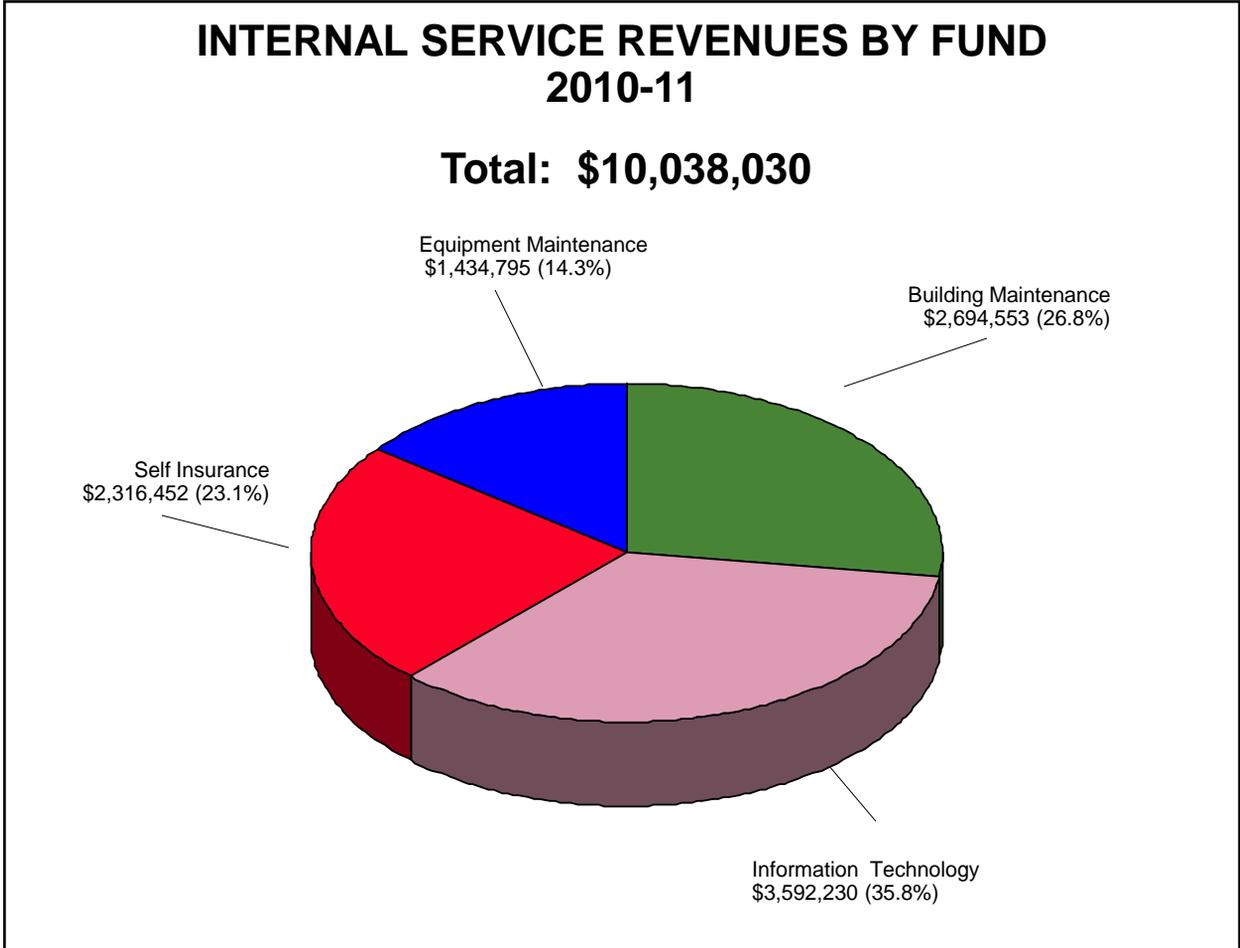
**INTRODUCTION**

Internal Service Funds are used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis. The City's four Internal Service Funds are described on the following pages and include the following:

- Building Maintenance Fund
- Information Technology Fund
- Self Insurance Fund
- Equipment Maintenance Fund



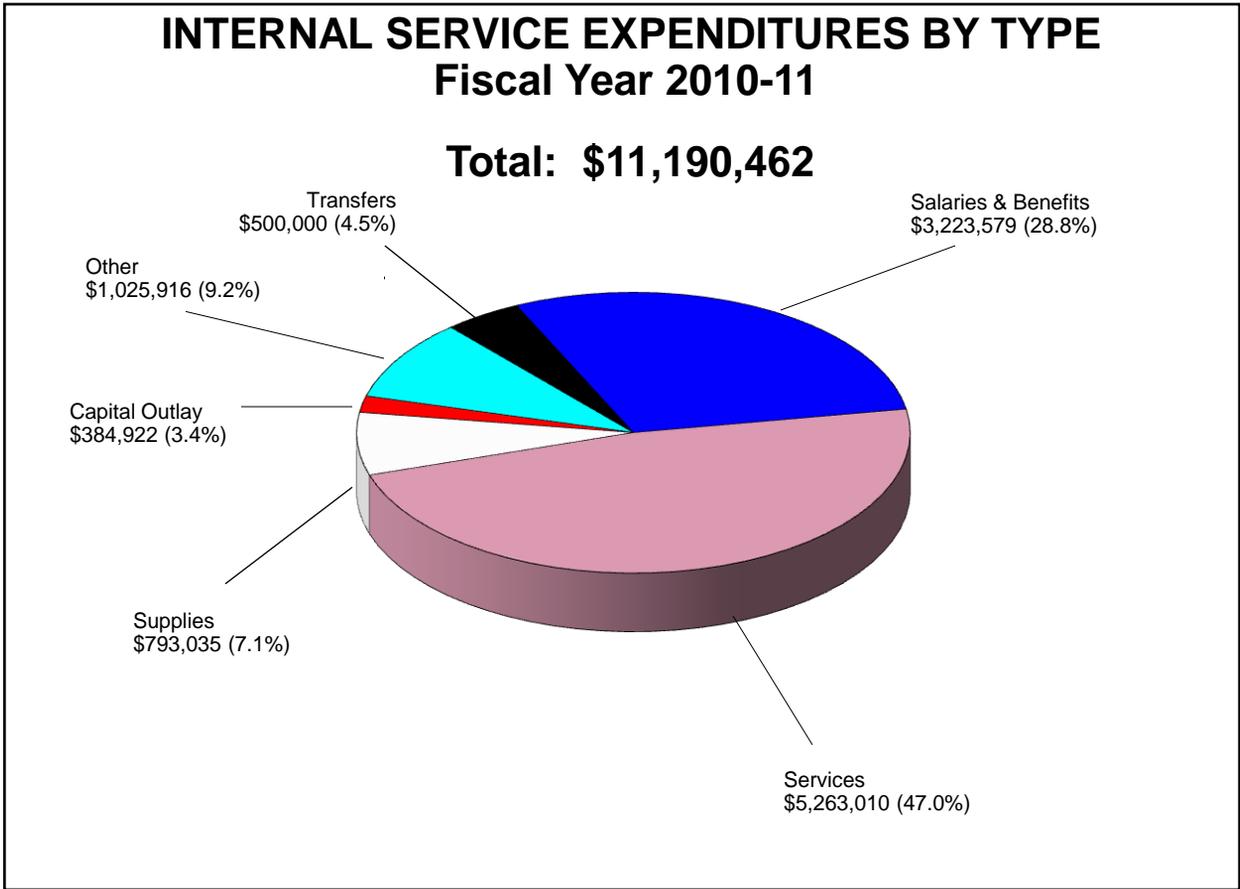




The following is a summary of Internal Service Fund revenues:

	<u>2008-09 Actual</u>	<u>2009-10 Adjusted</u>	<u>2010-11 Adopted</u>
Building Maintenance	\$3,250,537	\$2,811,699	\$2,694,553
Information Technology	4,187,305	3,468,341	3,592,230
Self Insurance	2,055,112	1,992,080	2,316,452
Equipment Maintenance	2,578,179	2,438,369	1,434,795
Total Revenues	<u>12,071,133</u>	<u>10,710,489</u>	<u>10,038,030</u>
Other - Transfers	43,900	0	0
Total Revenue and Resources	<u><u>\$12,115,033</u></u>	<u><u>\$10,710,489</u></u>	<u><u>\$10,038,030</u></u>





The following is a summary of Internal Service Fund Expenditures

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Building Maintenance	\$2,776,231	\$3,546,131	\$2,685,106
Information Technology	4,162,743	4,366,028	3,588,546
Self Insurance	1,333,273	2,843,680	2,815,799
Equipment Maintenance	2,166,226	1,744,533	1,425,011
<b>Total Operating Expenditures</b>	<b>10,438,473</b>	<b>12,500,372</b>	<b>10,514,462</b>
Other - Transfers	2,116,686	1,753,000	500,000
<b>Total Operating Expenditures/Transfers</b>	<b>12,555,159</b>	<b>14,253,372</b>	<b>11,014,462</b>
Capital Expenditures	0	759,850	176,000
<b>Total Expenditures</b>	<b>\$12,555,159</b>	<b>\$15,013,222</b>	<b>\$11,190,462</b>



**Building Maintenance Fund****DESCRIPTION**

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.

**2009-10 ACCOMPLISHMENTS**

- In conjunction with Engineering and Transportation, completed oversight of Phase II Roofing CIP project.
- Completed re-painting of the Public Works Garage floor.
- Completed oversight of contractor's kitchen remodel at Fire Station#12.
- Completed oversight of contractors' work to repaint and re-carpet the Titan Room and portion of entryway/hallways at the Marina Community Center.
- Repainted interior of the Washington Manor Recreation building.
- Partial exterior repainting at the Boys and Girls Club.

**2010-11 GOALS AND OBJECTIVES**

- Complete oversight of Phase III Roofing CIP project in conjunction with Engineering and Transportation.
- ◇ Complete oversight of construction of the new Senior Community Center in conjunction with Engineering and Transportation.
- Continue to successfully perform routine preventative maintenance work throughout all City facilities.

**2010-11 FISCAL REDUCTIONS**

- The elimination of one Facilities Maintenance Worker II position;
- Reduced funding for building maintenance and repair services and projects;
- Elimination of \$25,000 for the asbestos study project; and
- Reduced funding for capital replacement projects; building repair projects have been suspended or eliminated.

◇ Designates direct support for City Council adopted goals



**CHANGES IN FINANCIAL POSITION  
INTERNAL SERVICE FUNDS - BUILDING MAINTENANCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>OPERATING REVENUES:</b>			
Charges for services	\$3,198,703	\$2,698,122	\$2,684,653
Other operating revenues	961	100,000	0
<b>Total operating revenues</b>	<b>3,199,664</b>	<b>2,798,122</b>	<b>2,684,653</b>
<b>OPERATING EXPENSES:</b>			
Salaries and benefits	923,189	953,417	903,857
Contractual and other services	1,387,795	2,100,586	1,300,090
Materials and supplies	209,506	180,200	174,200
Other operating costs	255,741	311,928	306,959
<b>Total operating expenses</b>	<b>2,776,231</b>	<b>3,546,131</b>	<b>2,685,106</b>
<b>OPERATING INCOME (LOSS)</b>	<b>423,433</b>	<b>(748,009)</b>	<b>(453)</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Investment income	50,874	13,577	9,900
Interest expense	0	0	0
<b>Total nonoperating revenues (expenses)</b>	<b>50,874</b>	<b>13,577</b>	<b>9,900</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>474,307</b>	<b>(734,432)</b>	<b>9,447</b>
<b>TRANSFERS:</b>			
Transfers in	0	0	0
Transfers out	(616,686)	(360,000)	0
<b>Total operating transfers</b>	<b>(616,686)</b>	<b>(360,000)</b>	<b>0</b>
<b>Change in net assets</b>	<b>(142,379)</b>	<b>(1,094,432)</b>	<b>9,447</b>
<b>NET ASSETS (DEFICIT):</b>			
Beginning of the year	1,413,846	1,271,467	177,035
End of the year	<b>\$1,271,467</b>	<b>\$177,035</b>	<b>\$186,482</b>
<b>CAPITAL ACQUISITIONS</b>			
Capital Projects	0	0	0
Vehicles and Equipment	0	0	0
Other Capital Expense	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>

Note: Budget conforms to Comprehensive Annual Financial Report (CAFR) format.

## BUILDING MAINTENANCE

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Building Maintenance	\$ 2,389,248	\$ 2,891,331	\$ 2,439,970
Building Environmental Health	22,136	52,100	27,100
Facilities Capital Improvements	237,774	364,309	102,000
Carpet Replacement	0	100,000	0
Roof Replacement	704	0	0
Pool Maintenance	126,369	138,391	116,036
<b>Total Project Expenditures</b>	<b>\$ 2,776,231</b>	<b>\$ 3,546,131</b>	<b>\$ 2,685,106</b>
Transfers	616,686	360,000	0
<b>Total Expenditures</b>	<b>\$ 3,392,917</b>	<b>\$ 3,906,131</b>	<b>\$ 2,685,106</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Analyst	0.05	0.05	0.05
Administrative Assistant II	0.10	0.10	0.10
Administrative Assistant III	0.25	0.25	0.25
Building Supervisor	1.00	1.00	1.00
Electrician	1.00	0.00	0.00
Facilities and Open Space Manager	0.40	0.43	0.43
Facilities Maintenance Worker I	3.00	4.00	4.00
Facilities Maintenance Worker II	2.00	1.00	0.00
HVAC Mechanic	1.00	1.00	1.00
Maintenance Worker Entry	0.00	1.00	1.00
Park Maintenance Worker I	0.50	0.00	0.00
Public Works Director	0.10	0.10	0.10
Supply Maintenance Worker	1.00	1.00	1.00
Total Full-Time	10.40	9.93	8.93
<u>Part-time:</u>			
Facilities Maintenance Worker I	0.00	0.00	0.96
Total Part-Time	0.00	0.00	0.96
<b>Total</b>	<b>10.40</b>	<b>9.93</b>	<b>9.89</b>

**NOTES:**



**Information Technology Fund****DESCRIPTION**

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 the network, servers, desktops, applications and telecommunications. Services also include employee technical training and development, graphic design and the implementation and maintenance of Geographic Information Systems (GIS). 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.

**2009-10 ACCOMPLISHMENTS**

- Launched a fully re-designed web site, providing the community with better, faster, and easier access to City information and resources at a reduced cost for the City. In addition, the new web site is ADA compliant and has a cleaner and simpler internet address, [www.sanleandro.org](http://www.sanleandro.org).
- Installed and implemented wireless internet access in the Main Library. In addition, the public internet serving both the Main Library and Manor Branch Library were merged providing for enhanced security and more cost effective and efficient management.
- Implemented a technical solution whereby the City Building Inspectors now operate with true mobility, a complete virtual office in the field consisting of access to data and resources previously available only at City Hall.
- Upgraded the fuel system application for Public Works providing enhanced control, management and disaster recovery ability for the City's vehicle fleet.

**2010-11 GOALS AND OBJECTIVES**

- ◇ Continue to evaluate systems, applications and solutions that will serve to reduce technology costs and increase efficiencies.
- Evaluate the economic and operational viability of leveraging the Civica Software Content Management infrastructure as a new constituent relationship management solution.
- Evaluate the economic and operational viability of "software as a service" for the Library Services Department technical operations; such a solution could potentially reduce the technical staff resource requirements for maintaining and operating library systems.
- Update the Information Technology Plan for the City.



**PROGRAM CHANGES**

- Severe reduction in new GIS programming;
- Potential delays in technical support for non-critical Police Department systems;
- A slower response to internal Help Desk calls for all City departments
- Severe reduction in mail delivery services for the Civic Center; departments may pick-up and drop-off all mail in Central Services in the second half of the fiscal year.

**2010-11 FISCAL REDUCTIONS**

- Funding for one Information Services Specialist position and one Information Services Applications Specialist for only six months
- Funding for one Administrative Assistant I position for only six months.

◇ Designates direct support for City Council adopted goals



**CHANGES IN FINANCIAL POSITION  
INTERNAL SERVICE FUNDS - INFORMATION TECHNOLOGY**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 4,155,581	\$ 3,453,526	\$ 3,583,930
Other operating revenues	4,943	0	0
<b>Total operating revenues</b>	<b>4,160,524</b>	<b>3,453,526</b>	<b>3,583,930</b>
<b>OPERATING EXPENSES:</b>			
Salaries and benefits	1,721,367	1,787,816	1,598,459
Contractual and other services	1,135,402	1,488,831	1,336,825
Materials and supplies	73,933	72,032	72,000
Other operating costs	1,210,888	1,006,464	581,262
<b>Total operating expenses</b>	<b>4,141,590</b>	<b>4,355,143</b>	<b>3,588,546</b>
<b>OPERATING INCOME (LOSS)</b>	<b>18,934</b>	<b>(901,617)</b>	<b>(4,616)</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Investment income	26,780	14,815	8,300
Interest expense	(21,153)	(10,885)	0
<b>Total nonoperating revenues (expenses)</b>	<b>5,627</b>	<b>3,930</b>	<b>8,300</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>24,561</b>	<b>(897,687)</b>	<b>3,684</b>
<b>TRANSFERS:</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total operating transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Change in net assets</b>	<b>24,561</b>	<b>(897,687)</b>	<b>3,684</b>
<b>NET ASSETS (DEFICIT):</b>			
Beginning of the year	3,944,182	3,968,743	3,071,056
End of the year	<u>\$ 3,968,743</u>	<u>\$ 3,071,056</u>	<u>\$ 3,074,740</u>
<b>CAPITAL ACQUISITIONS</b>			
Capital Projects	0	0	0
Vehicles and Equipment	101,226	24,000	0
Other Capital Expense	0	0	0
	<u>101,226</u>	<u>24,000</u>	<u>0</u>

Note: Budget conforms to Comprehensive Annual Financial Report (CAFR) format.

## INFORMATION TECHNOLOGY

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Telephone/Computer Services	\$ 3,539,268	\$ 3,374,296	\$ 2,959,743
Central Services	551,139	615,232	574,881
Recreation System	11,134	0	0
Building Regulations	5,268	468	0
Telephone Replacement	23,178	90,811	0
Information Systems Equipment	27,300	298,920	53,922
Eden System	5,456	10,301	0
<b>Total Project Expenditures</b>	<b>\$ 4,162,743</b>	<b>\$ 4,390,028</b>	<b>\$ 3,588,546</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 4,162,743</b>	<b>\$ 4,390,028</b>	<b>\$ 3,588,546</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Information Systems Manager	1.00	1.00	1.00
Asst. Information Systems Manager	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	0.50
Administrative Assistant II	1.50	2.00	2.00
Graphic Supervisor	1.00	1.00	1.00
Information Application Specialist	2.00	2.00	1.50
Information Services Specialist	4.00	4.00	3.50
Systems analyst	3.00	3.00	3.00
Total Full-Time	14.50	15.00	13.50
<b>Total</b>	<b>14.50</b>	<b>15.00</b>	<b>13.50</b>

## Self Insurance Fund

### DESCRIPTION

The **Self Insurance** function is responsible for five major areas to protect the City's risk exposure: Workers' Compensation, Unemployment Insurance, General Liability, Insurance coverage and Risk Management.

The Human Resource department is responsible for the administration of the Workers' Compensation and Unemployment Insurance programs. These activities relate to the processing of employees' industrial injury claims, payment to the State Employment Development Department for unemployment insurance benefits for eligible employees and for the development and implementation of an Injury and Illness Prevention Program (IIPP) required by Cal-OSHA safety training.

The Finance Department is responsible for the administration of the General Liability program, Insurance coverage function and Risk Management. The City of San Leandro is a member of the California Joint Powers Risk Management Authority (CJPRMA), or risk pool, for General Liability coverage, with a self insured retention (SIR) amount of \$1 million and the risk pool provides excess coverage of up to \$40 million through CJPRMA. As a member of CJPRMA, member cities are constantly looking for ways to save money on insurance coverage through the risk pool. Free training regarding general liability and employment issues are provided to member cities.

### 2009-10 ACCOMPLISHMENTS

- Implemented the mandatory insurance reporting process to comply with the Federal reporting requirements for claims filed against the City
- Provided at least five free training opportunities to City departments offered through CJPRMA regarding liability and risk issues
- The City received for the first nine months of the fiscal year 57 claims filed against the City with 46 of these claims being resolved, an 80% closure rate.

### 2010-11 GOALS AND OBJECTIVES

- Increase restitution efforts for reimbursement of City costs associated with subrogation claims

### 2010-11 FISCAL REDUCTIONS

None



**CHANGES IN FINANCIAL POSITION  
INTERNAL SERVICE FUNDS - SELF INSURANCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 1,694,243	\$ 1,569,003	\$ 2,197,784
Other operating revenues	36,833	212,931	40,000
<b>Total operating revenues</b>	<b>1,731,076</b>	<b>1,781,934</b>	<b>2,237,784</b>
<b>OPERATING EXPENSES:</b>			
Salaries and benefits	95,355	117,077	186,487
Contractual and other services	1,193,946	2,635,875	2,532,365
Materials and supplies	47	850	850
Other operating costs	43,925	89,878	96,097
<b>Total operating expenses</b>	<b>1,333,273</b>	<b>2,843,680</b>	<b>2,815,799</b>
<b>OPERATING INCOME (LOSS)</b>	<b>397,803</b>	<b>(1,061,746)</b>	<b>(578,015)</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Investment income	324,036	210,146	78,668
Interest expense	0	0	0
<b>Total nonoperating revenues (expenses)</b>	<b>324,036</b>	<b>210,146</b>	<b>78,668</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>721,839</b>	<b>(851,600)</b>	<b>(499,347)</b>
<b>TRANSFERS:</b>			
Transfers in	-	-	-
Transfers out	(1,500,000)	(1,393,000)	(500,000)
<b>Total operating transfers</b>	<b>(1,500,000)</b>	<b>(1,393,000)</b>	<b>(500,000)</b>
<b>Change in net assets</b>	<b>(778,161)</b>	<b>(2,244,600)</b>	<b>(999,347)</b>
<b>NET ASSETS (DEFICIT):</b>			
Beginning of the year	5,756,252	4,978,091	2,733,491
End of the year	<b>\$ 4,978,091</b>	<b>\$ 2,733,491</b>	<b>\$ 1,734,144</b>
<b>CAPITAL ACQUISITIONS</b>			
Capital Projects	0	0	0
Vehicles and Equipment	0	0	0
Other Capital Expense	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>

Note: Budget conforms to Comprehensive Annual Financial Report (CAFR) format.

## SELF INSURANCE

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Administration	\$ 125,921	\$ 169,873	\$ 238,366
Worker's Compensation Insurance	(3,749)	1,352,207	1,156,733
Unemployment Insurance	87,613	142,000	120,700
Liability/Fire Insurance	1,123,488	679,600	800,000
OPEB	0	500,000	500,000
<b>Total Project Expenditures</b>	<b>\$ 1,333,273</b>	<b>\$ 2,843,680</b>	<b>\$ 2,815,799</b>
Transfers	1,500,000	1,393,000	500,000
<b>Total Expenditures</b>	<b>\$ 2,833,273</b>	<b>\$ 4,236,680</b>	<b>\$ 3,315,799</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Assistant III	0.15	0.15	0.15
Budget and Compliance Manager	0.05	0.05	0.20
Finance Director	0.15	0.15	0.15
Total Full-Time	0.35	0.35	0.50
<u>Part-time:</u>			
Accountant	0.07	0.07	0.07
Administrative Assistant II	0.77	0.77	0.77
Administrative Specialist III	0.50	0.50	0.75
Total Part-Time	1.34	1.34	1.59
<b>Total</b>	<b>1.69</b>	<b>1.69</b>	<b>2.09</b>

**NOTES:**

## Equipment Maintenance Fund

### DESCRIPTION

The **Equipment Maintenance Fund** 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.

### 2009-10 ACCOMPLISHMENTS

- Completed final phase of the mandated Diesel Retrofit Program, over a year ahead of schedule.
- Coordinated re-banding of all vehicle and portable radios.
- Successfully passed yearly opacity testing for vehicles.
- Successfully passed Biennial Inspection of Terminal from the California Highway Patrol.
- Donated two trucks to SLUSD Maintenance Department.
- Completed approximately 742 annual preventive maintenance jobs for City vehicles/equipment.
- Completed approximately 1,310 unscheduled repair/maintenance jobs for City vehicles/equipment.

### 2010-11 GOALS AND OBJECTIVES

- Continue to complete scheduled preventative maintenance jobs on time with reductions in staffing.
- Continue to pass mandated inspections.

### 2010-11 FISCAL REDUCTIONS

- The elimination of one Equipment Services Technician position and the Lead Mechanic position was downgraded to Mechanic;
- The replacement of an Equipment Services Aide position with a Part-Time Maintenance Aide position;
- Discontinue all funding for the diesel retrofit program;
- Reduce funding for fuel purchases; and
- Permanent reduction in funding for equipment replacement and the deferral of equipment replacement where feasible.



**CHANGES IN FINANCIAL POSITION  
INTERNAL SERVICE FUNDS - EQUIPMENT MAINTENANCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 2,538,377	\$ 2,421,979	\$ 1,427,295
Other operating revenues	13,510	0	0
<b>Total operating revenues</b>	<b>2,551,887</b>	<b>2,421,979</b>	<b>1,427,295</b>
<b>OPERATING EXPENSES:</b>			
Salaries and benefits	761,173	676,065	534,776
Contractual and other services	270,749	234,253	93,730
Materials and supplies	604,005	573,741	545,985
Other operating costs	530,299	260,475	250,520
<b>Total operating expenses</b>	<b>2,166,226</b>	<b>1,744,534</b>	<b>1,425,011</b>
<b>OPERATING INCOME (LOSS)</b>	<b>385,661</b>	<b>677,445</b>	<b>2,284</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Investment income	26,292	16,390	7,500
Interest expense	0	0	0
<b>Total nonoperating revenues (expenses)</b>	<b>26,292</b>	<b>16,390</b>	<b>7,500</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>411,953</b>	<b>693,835</b>	<b>9,784</b>
<b>TRANSFERS:</b>			
Transfers in	43,900	0	0
Transfers out	0	0	0
<b>Total operating transfers</b>	<b>43,900</b>	<b>0</b>	<b>0</b>
<b>Change in net assets</b>	<b>455,853</b>	<b>693,835</b>	<b>9,784</b>
<b>NET ASSETS (DEFICIT):</b>			
Beginning of the year	3,096,967	3,552,820	4,246,655
End of the year	<u>\$ 3,552,820</u>	<u>\$ 4,246,655</u>	<u>\$ 4,256,439</u>
<b>CAPITAL ACQUISITIONS</b>			
Capital Projects	0	0	0
Vehicles and Equipment	852,789	735,850	176,000
Other Capital Expense	0	0	0
	<u>852,789</u>	<u>735,850</u>	<u>176,000</u>

Note: Budget conforms to Comprehensive Annual Financial Report (CAFR) format.

## EQUIPMENT MAINTENANCE

### *Expenditures By Category*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
City Garage	\$2,166,226	\$2,480,383	\$1,601,011
<b>Total Project Expenditures</b>	<b>\$ 2,166,226</b>	<b>\$ 2,480,383</b>	<b>\$ 1,601,011</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 2,166,226</b>	<b>\$ 2,480,383</b>	<b>\$ 1,601,011</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Analyst	0.03	0.03	0.03
Administrative Assistant II	0.60	0.30	0.30
Equipment Mechanic	2.00	2.00	2.00
Equipment Mechanic-Lead	1.00	1.00	1.00
Equipment Service Aide	1.00	1.00	0.00
Equipment Service Technician	2.00	1.00	0.00
Facilities and Open Space Manager	0.05	0.05	0.05
Fleet Supervisor	1.00	1.00	1.00
Public Works Director	0.10	0.10	0.10
Total Full-Time	7.78	6.48	4.48
<u>Part-time:</u>			
Equipment Service Aide	0.00	0.00	0.48
Maintenance Aide	0.00	0.00	0.48
Total Part-Time	0.00	0.00	0.96
<b>Total</b>	<b>7.78</b>	<b>6.48</b>	<b>5.43</b>

**NOTES:**

**INTRODUCTION**

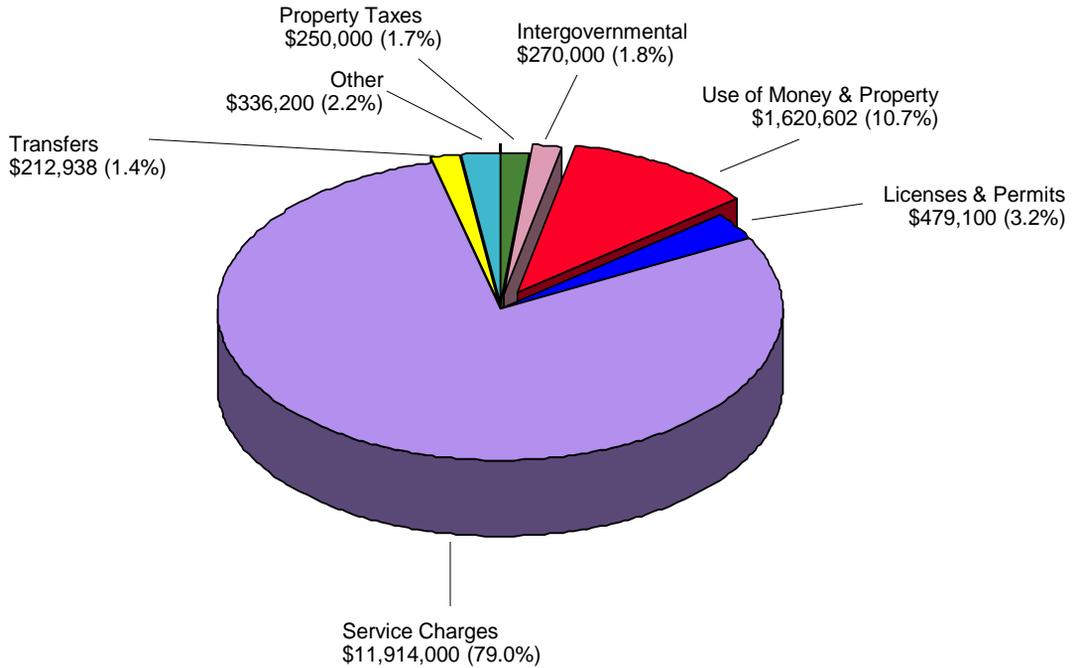
The City's Enterprise Funds include the Water Pollution Control Plant Fund, Environmental Services Fund, the Shoreline Fund, and the Storm Water Utility Fund. Each is financed and operated in a manner similar to a private business enterprise. The intent is that the costs of providing goods or services to the general public on a continuing basis are to be financed or recovered primarily through user charges. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. The following pages list the description and activities for each fund.





## ENTERPRISE REVENUES BY CATEGORY 2010-11

**Total: \$15,082,840**



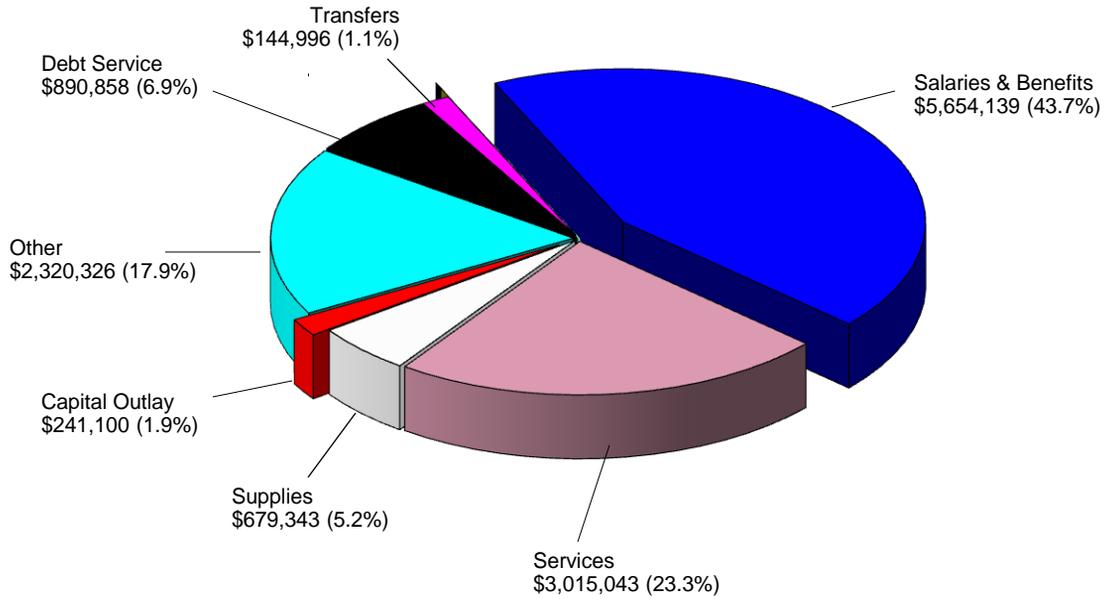
The following is a summary of Enterprise Fund revenues:

	<u>2008-09 Actual</u>	<u>2009-10 Adjusted</u>	<u>2010-11 Adopted</u>
Water Pollution Control Plant	\$11,488,452	\$10,966,049	\$10,793,506
Environmental Services	1,111,239	987,691	910,643
Shoreline	2,380,206	2,407,139	2,095,753
Storm Water	1,053,115	1,052,500	1,070,000
Total Revenues	<u>16,033,012</u>	<u>15,413,379</u>	<u>14,869,902</u>
Other - Transfers	264,107	264,107	212,938
Total Revenue and Resources	<u><u>\$16,297,119</u></u>	<u><u>\$15,677,486</u></u>	<u><u>\$15,082,840</u></u>



## ENTERPRISE EXPENDITURES BY TYPE Fiscal Year 2010-11

**Total: \$12,945,805**



The following is a summary of Enterprise Fund Expenditures

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Water Pollution Control Plant	\$9,248,677	\$9,645,409	\$7,507,799
Environmental Services	1,544,564	1,578,066	1,503,466
Shoreline	2,244,002	2,897,600	2,301,758
Storm Water	993,330	1,025,304	987,786
<b>Total Operating Expenditures</b>	<b>14,030,573</b>	<b>15,146,379</b>	<b>12,300,809</b>
Other - Transfers	349,981	196,165	144,996
<b>Total Operating Expenditures/Transfers</b>	<b>14,380,554</b>	<b>15,342,544</b>	<b>12,445,805</b>
Capital Expenditures	0	12,694,126	500,000
<b>Total Expenditures</b>	<b>\$14,380,554</b>	<b>\$28,036,670</b>	<b>\$12,945,805</b>



## Water Pollution Control Plant Fund

### DESCRIPTION

The Water Pollution Control Plant Division 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.

### 2009-10 ACCOMPLISHMENTS

- Completed Pre-Design and started Final Design of the Water Pollution Control Plant Rehabilitation Project.
- Completed construction and commenced operation 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.
- Completed and certified the final Sanitary Sewer Management Plan.
- Completed construction and commenced operation of the updated Waste Activated Sludge Thickening project.
- Received the California Water Environment Association Award for Plant Operator of the Year.
- Returned Digester #4 to service after significant rehabilitation.
- Plant Operators engineered a spraying system that remedied a chronic and sustained grease buildup problem in the influent wet wells.
- Plant Maintenance Mechanics designed and fabricated a tractor-mounted odor control spray unit to mitigate odors from field drying operations.
- Obtained sewer rate increase approval from City Council to make the City eligible for SRF funding of the Rehabilitation Project.

### 2010-11 GOALS AND OBJECTIVES

- Work with Engineering and Transportation on the Water Pollution Control Plant Rehabilitation Project design.
- ◇ Complete design and commence construction of WPCP Rehabilitation Project that will modernize and increase reliability and efficiency of Plant capacity and function.
- Commence upgrades of Wicks and Blue Dolphin Pump Stations and sanitary sewer pipes.



- Implement an outreach program to San Leandro schools, providing tours of the Plant to students and providing instructors for classroom presentations.

**2010-2011 FISCAL REDUCTIONS**

None.

◇ Designates direct support for City Council adopted goals



**CHANGES IN FINANCIAL POSITION  
ENTERPRISE FUND - WATER POLLUTION CONTROL PLANT**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 9,905,080	\$ 10,050,000	\$ 9,860,000
Licenses and permits	204,238	125,000	205,000
Other operating revenues	335,845	330,000	329,000
<b>Total operating revenues</b>	<b>10,445,163</b>	<b>10,505,000</b>	<b>10,394,000</b>
<b>OPERATING EXPENSES:</b>			
Salaries and benefits	3,494,618	3,809,168	3,602,373
Contractual and other services	3,831,980	3,775,511	1,717,457
Materials and supplies	525,538	567,624	508,568
Depreciation	249,071	284,183	241,100
Other operating costs	1,147,470	1,208,922	1,438,301
<b>Total operating expenses</b>	<b>9,248,677</b>	<b>9,645,408</b>	<b>7,507,799</b>
<b>OPERATING INCOME (LOSS)</b>	<b>1,196,486</b>	<b>859,592</b>	<b>2,886,201</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Property and other taxes	6,585	0	0
Intergovernmental	181,700	0	0
Investment income	855,004	461,049	399,506
<b>Total nonoperating revenues (expenses)</b>	<b>1,043,289</b>	<b>461,049</b>	<b>399,506</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>2,239,775</b>	<b>1,320,641</b>	<b>3,285,707</b>
<b>TRANSFERS:</b>			
Transfers in	-	-	
Transfers out	(62,782)	(62,782)	(62,782)
<b>Total operating transfers</b>	<b>(62,782)</b>	<b>(62,782)</b>	<b>(62,782)</b>
<b>Change in net assets</b>	<b>2,176,993</b>	<b>1,257,859</b>	<b>3,222,925</b>
<b>NET ASSETS (DEFICIT):</b>			
Beginning of the year	32,363,814	34,540,807	35,798,666
End of the year	<b>\$ 34,540,807</b>	<b>\$ 35,798,666</b>	<b>\$ 39,021,591</b>
<b>CAPITAL ACQUISITIONS</b>			
Capital Projects	1,992,365	12,694,127	500,000
Vehicles and Equipment	0	0	0
Other Capital Expense	0	0	0
	<b>1,992,365</b>	<b>12,694,127</b>	<b>500,000</b>

Note: Budget conforms to Comprehensive Annual Financial Report (CAFR) format.

## WATER POLLUTION CONTROL PLANT

### Expenditures By Division

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Operations:</u></b>			
Collection System	\$ 1,079,848	\$ 1,159,700	\$ 1,066,358
Operations	4,984,506	5,645,494	5,571,681
East Bay Dischargers Authority	418,177	436,259	439,760
EBMUD	24,214	2,000	2,000
CIP Advance Planning	27,441	51,981	30,000
Sewer/Lift Station Replacement	15,625	92,611	59,000
WPCP Renewal & Replacement	42,505	229,412	339,000
<b>Total Operation Expenditures</b>	<b>6,592,316</b>	<b>7,617,457</b>	<b>7,507,799</b>
Transfers	62,782	62,782	62,782
<b>Total Expenditures</b>	<b>6,655,098</b>	<b>7,680,239</b>	<b>7,570,581</b>
<b><u>Capital Improvement Projects:</u></b>			
Sanitary Sewer Repair	69,003	469,662	0
Preda St./SL Creek Sanitary Upgrade	11,021	120,014	0
Sanitary Sewer Pipeline Replacement	39,865	771,967	500,000
Waste Water Treatment Plant Impv	0	558,316	0
Sanitary Sewer Asset Mgmt System	19,000	34,941	0
Sewer Point Repairs 2005	9,205	0	0
Sanitary Sewer Residential Assistance	388	8,331	0
2660 Eden Road Grading/Remediation	39,450	343,159	0
Sewer Easement Acquisition	0	8,617	0
Effluent Irrigation - Golf Course	99,356	0	0
Electrical Repairs	31,585	65,008	0
Fiber Optic Communication	64,056	0	0
WPCP Expansion	1,240,528	478,389	0
WPCP Co-Generation	1,332,034	2,074,228	0
Waste Activated Sludge Thickening	244,563	2,118,769	0
2550 Davis St. Demolition	6,279	93,721	0
2550 Davis St Remediation	0	336,000	0
WPCP Rehabilitation - Design	678,564	3,730,599	0
Annual Overlay Program	48	0	0
Sewer Pipeline Replacement	195,447	499,129	0
WPCP Digester Rehabilitation	519,330	356,232	0
Wicks Sanitary Lift Station	40,607	977,393	0
Blue Dolphin Lift Station	7,527	500,473	0
Sanitary Sewer Line Replacements	871	500,000	0
SLB/Davis St Sewer Capacity	0	600,000	0
TOD Infrastructure Study	0	77,130	0
Capitalize Fixed Assets	(1,992,366)	0	0
<b>Total Capital Improvement Project Expenditures</b>	<b>2,656,361</b>	<b>14,722,078</b>	<b>500,000</b>
<b>Total Expenditures</b>	<b>\$ 9,311,459</b>	<b>\$ 22,402,317</b>	<b>\$ 8,070,581</b>

## WATER POLLUTION CONTROL PLANT

### *Personnel Summary*

	<b>2008-09 Adopted</b>	<b>2009-10 Adopted</b>	<b>2010-11 Adopted</b>
<u>Full-Time:</u>			
Administrative Analyst	0.10	0.10	0.10
Administrative Assistant II	1.10	0.30	0.30
Administrative Assistant III	0.15	1.15	1.65
Asst Water Pollution Control Manager	1.00	1.00	1.00
Electrician II	1.00	1.00	1.00
Laboratory Supervisor	1.00	1.00	1.00
Laboratory Technician I	2.00	1.00	1.00
Laboratory Technician II	0.00	1.00	1.00
Maintenance Mechanic I	2.00	1.00	0.00
Maintenance Mechanic II	4.00	5.00	6.00
Plant Maintenance Supervisor	1.00	1.00	1.00
Plant Maintenance Worker	1.00	1.00	1.00
Plant Operations Supervisor	1.00	1.00	1.00
Plant Operator I	6.00	5.00	5.00
Plant Operator Lead	4.00	5.00	5.00
Public Works Director	0.30	0.30	0.30
Street Maintenance Worker I	2.50	3.00	3.00
Street Maintenance Worker II	3.00	3.00	3.00
Street Supervisor	1.00	1.00	1.00
Water Pollution Control Manager	1.00	1.00	1.00
Total Full-Time	33.15	33.85	34.35
<u>Part-time:</u>			
Maintenance Aide	0.48	0.96	0.96
Total Part-Time	0.48	0.96	0.96
<b>Total</b>	<b>33.63</b>	<b>34.81</b>	<b>35.31</b>

**NOTES:**



## Environmental Services Fund

### DESCRIPTION

The **Environmental Services Section** of the Public Works Department 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.

The **Solid Waste and Recycling Section** of the Public Work's 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.

### 2009-10 ACCOMPLISHMENTS

- The Public Works Department renegotiated a 10-year Franchise for Solid Waste, Recyclables and Green Waste with Alameda County Industries that includes free service to most San Leandro Unified School District sites, curbside collection of household batteries and the inclusion of electronics and refrigerators in the annual bulky goods pickup service.
- Environmental Services Specialists completed mandated CUPA training to administer the Aboveground Petroleum Storage Act.

### 2010-11 GOALS AND OBJECTIVES

- Implement a 10-year waste diversion plan to meet State mandates and county goals.
- Implement the CUPA electronic reporting system for the City and business users.
  - ◇ Implement the Aboveground Petroleum Storage Act per State mandate.
  - ◇ Coordinate with the San Leandro Unified School District to offer food recycling at all school sites within the Alameda County Industries service area.



**2010-11 FISCAL REDUCTIONS**

In FY 2010-11 the Public Works Department reduced the Environmental Services Fund Budget by \$70,000. This includes:

- Reduced funding for litter abatement activities along Interstate 880;
- Reduced funding for food scrap recycling and business recycling outreach;
- Elimination of bins for recycling in City parks; and
- Reduced funding for disposal costs for batteries, lamps, mercury thermometers, and small electronic devices.

◇ Designates direct support for City Council adopted goals



**CHANGES IN FINANCIAL POSITION  
ENTERPRISE FUND - ENVIRONMENTAL SERVICES**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 352,806	\$ 362,600	\$ 362,600
Licenses and permits	313,064	266,500	259,100
Other operating revenues	46,814	7,400	7,200
<b>Total operating revenues</b>	<b>712,684</b>	<b>636,500</b>	<b>628,900</b>
<b>OPERATING EXPENSES:</b>			
Salaries and benefits	920,987	909,339	891,585
Contractual and other services	184,256	316,020	203,890
Materials and supplies	110,601	89,025	92,525
Other operating costs	328,720	263,682	315,466
<b>Total operating expenses</b>	<b>1,544,564</b>	<b>1,578,066</b>	<b>1,503,466</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(831,880)</b>	<b>(941,566)</b>	<b>(874,566)</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Property and other taxes	0	0	0
Intergovernmental	351,197	322,000	270,000
Investment income	47,358	29,191	11,743
<b>Total nonoperating revenues (expenses)</b>	<b>398,555</b>	<b>351,191</b>	<b>281,743</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>(433,325)</b>	<b>(590,375)</b>	<b>(592,823)</b>
<b>TRANSFERS:</b>			
Transfers in	264,107	264,107	212,938
Transfers out	0	0	0
<b>Total operating transfers</b>	<b>264,107</b>	<b>264,107</b>	<b>212,938</b>
<b>Change in net assets</b>	<b>(169,218)</b>	<b>(326,268)</b>	<b>(379,885)</b>
<b>NET ASSETS (DEFICIT):</b>			
Beginning of the year	1,637,464	1,468,246	1,141,978
End of the year	<u>\$ 1,468,246</u>	<u>\$ 1,141,978</u>	<u>\$ 762,093</u>
<b>CAPITAL ACQUISITIONS</b>			
Capital Projects	0	0	0
Vehicles and Equipment	0	0	0
Other Capital Expense	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

Note: Budget conforms to Comprehensive Annual Financial Report (CAFR) format.

## ENVIRONMENTAL SERVICES

	<i>Expenditures By Division</i>		
	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
C.U.P.A.	\$ 277,913	\$ 280,878	\$ 279,358
Pretreatment	406,919	408,254	448,827
Storm Water	180,141	178,693	213,939
Recycling Program	284,960	305,150	202,005
Refuse Contract	62,204	63,525	107,437
Recycling - Measure D	332,427	341,566	251,900
<b>Total Project Expenditures</b>	<b>\$ 1,544,564</b>	<b>\$ 1,578,066</b>	<b>\$ 1,503,466</b>

	<i>Personnel Summary</i>		
	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Analyst	0.60	0.60	0.60
Administrative Assistant II	0.10	0.20	0.20
Administrative Assistant III	0.20	0.20	0.20
Administrative Specialist III	1.00	1.00	1.00
Environmental Protection Specialist II	4.00	4.00	4.00
Environmental Supervisor	0.95	0.95	0.95
Planner III	0.05	0.00	0.00
Public Works Director	0.25	0.25	0.25
Sr. Building Inspector	0.03	0.00	0.03
Supervising Inspector	0.03	0.03	0.03
Total Full-Time	7.20	7.23	7.25
<u>Part-time:</u>			
Administrative Assistant II	0.48	0.48	0.48
Maintenance Aide	0.29	0.29	0.29
Office Assistant V	0.48	0.00	0.00
Total Part-Time	1.25	0.77	0.77
<b>Total</b>	<b>8.45</b>	<b>8.00</b>	<b>8.02</b>

## Shoreline Enterprise Fund

### DESCRIPTION

The **Shoreline Operations Section** of the Public Works Department 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.

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.

### 2009-10 ACCOMPLISHMENTS

- Implemented the Wes McClure Boat Launch Ramp launch fee program.
- Hosted Earth Day and Coastal Cleanup Day events to remove litter and debris from the Shoreline.
- Completed several projects with the Golf CIP fund, including resurfacing/painting of the 2-story driving range (and upgrading various range amenities); and rebuilding the two irrigation pump stations.
- The Shoreline Citizens' Advisory Committee identified several concepts for shoreline development.

### 2010-2011 GOALS AND OBJECTIVES

- Sponsor and organize at least one coastal cleanup event at the shoreline.
- ◇ Continue working with the Shoreline Citizens Advisory Committee and the City's developer on a shoreline development strategy and concepts.

### 2010-2011 FISCAL REDUCTIONS

None.

- ◇ Designates direct support for City Council adopted goals



**CHANGES IN FINANCIAL POSITION  
ENTERPRISE FUND - SHORELINE FUND**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 604,702	\$ 611,400	\$ 621,400
Licenses and permits	16,527	15,000	15,000
Rents and Concessions	1,271,079	1,402,550	1,173,056
Other operating revenues	170,641	31,000	31,000
<b>Total operating revenues</b>	<b>2,062,949</b>	<b>2,059,950</b>	<b>1,840,456</b>
<b>OPERATING EXPENSES:</b>			
Salaries and benefits	806,893	632,627	664,979
Contractual and other services	261,024	1,034,948	331,336
Materials and supplies	61,054	64,978	71,600
Depreciation	166,028	0	0
Other operating costs	388,368	274,190	342,985
<b>Total operating expenses</b>	<b>1,683,367</b>	<b>2,006,743</b>	<b>1,410,900</b>
<b>OPERATING INCOME (LOSS)</b>	<b>379,582</b>	<b>53,207</b>	<b>429,556</b>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Property and other taxes	289,599	325,000	250,000
Intergovernmental	0	0	0
Investment income	27,658	22,189	5,297
Interest expense	(560,635)	(890,858)	(890,858)
<b>Total nonoperating revenues (expenses)</b>	<b>(243,378)</b>	<b>(543,669)</b>	<b>(635,561)</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>136,204</b>	<b>(490,462)</b>	<b>(206,005)</b>
<b>TRANSFERS:</b>			
Transfers in	0	0	0
Transfers out	(153,816)	0	0
<b>Total operating transfers</b>	<b>(153,816)</b>	<b>0</b>	<b>0</b>
<b>Change in net assets</b>	<b>(17,612)</b>	<b>(490,462)</b>	<b>(206,005)</b>
<b>NET ASSETS (DEFICIT):</b>			
Beginning of the year	(2,888,002)	(2,905,614)	(3,396,076)
End of the year	<b>\$ (2,905,614)</b>	<b>\$ (3,396,076)</b>	<b>\$ (3,602,081)</b>
<b>CAPITAL</b>			
Capital Projects	0	0	0
Vehicles and Equipment	0	0	0
Other Capital Expense	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>

Note: Budget conforms to Comprehensive Annual Financial Report (CAFR) format.

## SHORELINE FUND

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Operations:</u></b>			
Golf Course Operations	\$ 132,963	\$ 136,012	\$ 136,792
Golf Course Debt Service	216,900	307,791	307,791
Marina Operations	1,016,027	552,252	594,172
Shoreline Operations & Maintenance	451,338	603,644	642,936
SBA/Monarch Bay Promotion	27,954	37,000	27,000
CIP Advance Planning	9,313	23,078	10,000
Marina Debt Service	343,736	583,067	583,067
<b>Total Operation Expenditures</b>	<b>2,198,231</b>	<b>2,242,844</b>	<b>2,301,758</b>
Transfers	153,816	0	0
<b>Total Expenditures</b>	<b>2,352,047</b>	<b>2,242,844</b>	<b>2,301,758</b>
<b><u>Capital Improvement Projects:</u></b>			
Rip Rap Improvements	11,028	64,844	0
Annual Maintenance Dredging	293	354,325	0
DMMS Sediment Removal	8,807	4,727	0
Marina Shoaling Study	25,643	0	0
American Golf Corporation - Capital	0	230,861	0
<b>Total Capital Improvements</b>	<b>45,771</b>	<b>654,757</b>	<b>0</b>
<b>Total Shoreline Expenditures</b>	<b>\$ 2,397,818</b>	<b>\$ 2,897,601</b>	<b>\$ 2,301,758</b>

**SHORELINE FUND  
OPERATIONS**

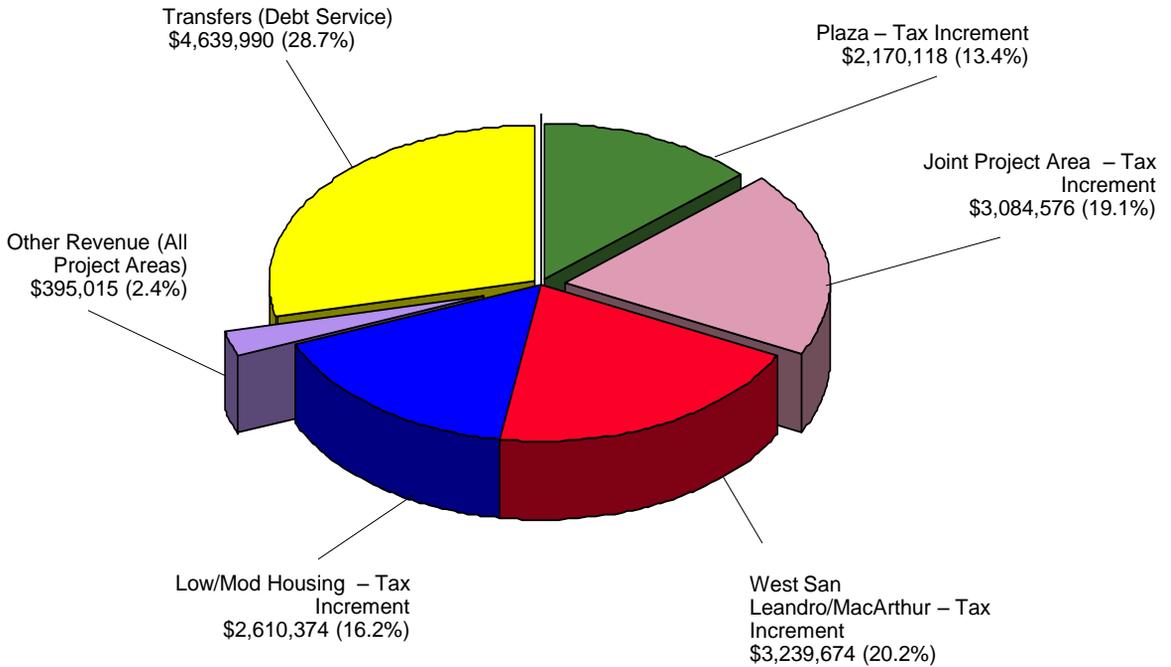
	<i>Expenditures By Category</i>		
	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Salaries/Benefits	\$806,892	\$632,627	\$664,979
Services	261,024	1,034,948	331,336
Supplies	61,054	64,978	71,600
Capital Outlay	166,028	0	0
Other	1,102,820	1,165,048	1,233,843
<b>Grand Total</b>	<b>\$2,397,818</b>	<b>\$2,897,601</b>	<b>\$2,301,758</b>

*Personnel Summary*

	<b>2008-09 Adopted</b>	<b>2009-10 Adopted</b>	<b>2010-11 Adopted</b>
<u>Full-Time:</u>			
Administrative Analyst	1.00	1.00	1.00
Assistant Marina Supervisor	1.00	0.00	0.00
Facilities Open Space Manager	0.30	0.30	0.30
Facilities Maintenance Worker I	1.00	0.98	0.98
Maintenance Worker Entry	2.00	0.00	0.00
Park Maintenance Worker I	0.75	0.50	0.50
Park Maintenance Worker II	1.00	0.95	0.95
Park Supervisor	0.10	0.10	0.10
Public Works Director	0.10	0.15	0.15
Street Maintenance Worker II	0.50	0.60	0.00
Street Maintenance Worker III	0.00	0.25	0.95
Street Supervisor	0.05	0.05	0.00
Total Full-Time	7.80	4.88	4.93
<u>Part-time:</u>			
Administrative Assistant II	0.48	0.48	0.48
Maintenance Aide	0.48	0.96	1.44
Maintenance Assistant II	0.48	0.48	0.48
Maintenance Assistant III	0.48	0.48	0.48
Shoreline Operations Manager	0.48	0.00	0.00
Total Part-Time	2.40	2.40	2.88
<b>Total</b>	<b>10.20</b>	<b>7.28</b>	<b>7.81</b>

## REDEVELOPMENT AGENCY REVENUES BY PROJECT AREA 2010-11

**Total: \$16,139,747**



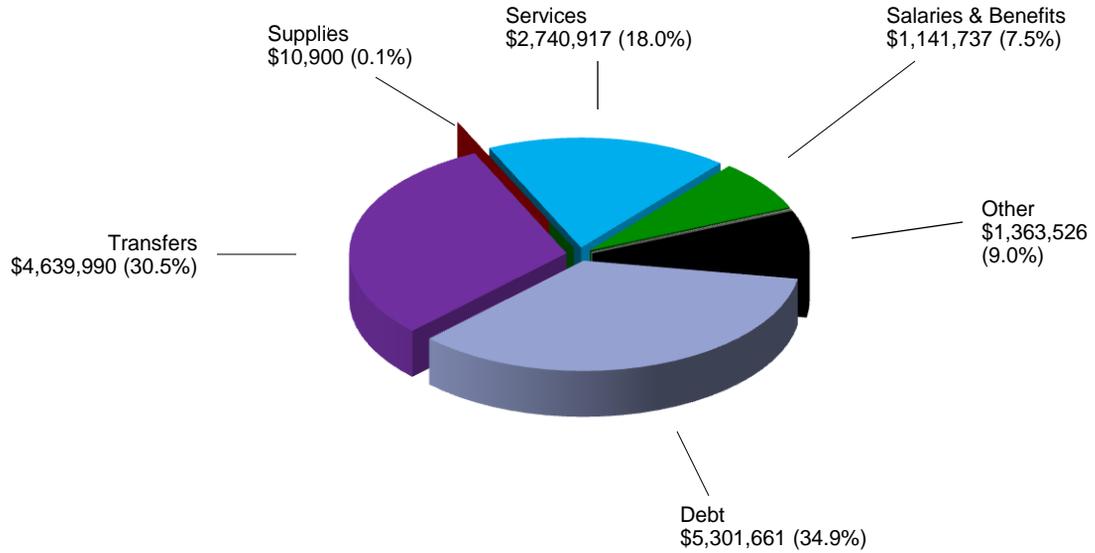
The following is a summary of Redevelopment Agency revenues:

	<u>2008-09 Actual</u>	<u>2009-10 Adjusted</u>	<u>2010-11 Adopted</u>
Plaza Project Area	\$2,569,328	\$2,431,514	\$2,366,533
Joint Project Area	3,632,908	3,495,649	3,197,576
West San Leandro/MacArthur Area	3,191,470	3,258,294	3,304,674
Low /Moderate Housing	3,619,132	2,770,330	2,630,974
RDA Debt Service	79,116	12,444	0
<b>Total Revenues</b>	<u>13,091,954</u>	<u>11,968,231</u>	<u>11,499,757</u>
Transfers - Debt Service Fund	6,339,021	4,673,057	4,639,990
Bond Proceeds	27,725,655	0	0
<b>Total Revenue</b>	<u><u>\$47,156,630</u></u>	<u><u>\$16,641,288</u></u>	<u><u>\$16,139,747</u></u>



## REDEVELOPMENT AGENCY EXPENDITURES BY CATEGORY Fiscal Year 2010-11

**Total: \$15,198,731**



The following is a summary of Redevelopment Agency Expenditures

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Plaza	\$3,542,283	\$1,674,164	\$790,182
Joint Project Area	13,211,900	20,995,436	902,628
West San Leandro/MacArthur	3,023,612	2,087,999	2,497,208
Low /Moderate Housing	2,742,798	4,075,848	1,742,721
Debt Service Fund	4,472,793	4,673,057	4,626,002
Total Expenditures	<u>26,993,386</u>	<u>33,506,504</u>	<u>10,558,741</u>
Transfers	6,479,521	4,673,057	4,639,990
Total Expenditures	<u><u>\$33,472,907</u></u>	<u><u>\$38,179,561</u></u>	<u><u>\$15,198,731</u></u>



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**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 2010-2011.

All three redevelopment project areas have been impacted by the mortgage banking crisis and the recession. Tax increment declined by approximately 3% between FY 2009-10 and the prior year and is anticipated be flat in 2010-11. The revenue reductions are a result of declining property sale values as well as re-assessments conducted by the County Auditor's Office, particularly in the Joint Project Area. Construction financing remains 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.



As a result of the State's funding crisis, all redevelopment agencies in California will be required to make Supplemental Educational Revenue Augmentation Fund (SERAF) payments to the State in 2009-10 and 2010-11. For the San Leandro Redevelopment Agency, the SERAF obligations will be roughly \$4.2 million in 2009-10 and \$900,000 in 2010-11. These obligations will severely impact the Agency's abilities to maintain redevelopment efforts for several years.

The Office of Business Development also oversees private leaseholds at the Shoreline – Marina, works with the Shoreline Business Association on cooperative marketing efforts, and is leading the project to develop a 40-acre opportunity site at the Shoreline.

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.

## **2009-2010 ACCOMPLISHMENTS**

### **Economic Development**

- Worked with Cal-Coast Development and the Shoreline Development Citizen's Advisory Committee to develop design concepts for the shoreline opportunity site at the Shoreline.
- Contributed to the attraction, expansion or relocation of numerous manufacturing, service, office and retail businesses including: expansion of AICo Iron and Metal Company, Service West, Inc., Energy Recovery Inc., the third and final building at Creekside Office Plaza, Yogofina and The Vine and Tapas.
- Initiated meetings of a new Redevelopment Advisory Committee in July 2009 to provide input to the Redevelopment Agency and staff on large projects and redevelopment planning documents, including the Redevelopment Agency Five-Year Implementation Plan for 2010 – 2014.
- Entered into an Exclusive Negotiating Rights Agreement with Innisfree Ventures II for development of 1550 East 14<sup>th</sup> Street and Town Hall Square (the triangle-shaped block bounded by East 14<sup>th</sup> Street, Davis, and Hays). The Agency will work with the developer to formulate a development plan that furthers the objectives of the Transit Oriented Development Strategy.

### **Plaza Project Area**

- Completed final construction of downtown improvements, including improved lighting, sidewalks and landscaping, as well as creation of community plaza on West Joaquin Avenue at East 14<sup>th</sup> Street, including a fountain and areas for outdoor seating and dining.



- Provided loans through the commercial façade improvement program to create outdoor seating at Los Pericos Taqueria and Tapioca Express to enhance outdoor activity in the new Joaquin Plaza.
- Recognized by the California Downtown Association with a Crystal Eagle award for Innovative Marketing for the “We Are San Leandro” campaign, and continued the campaign, including a presence at two International Council of Shopping Centers conferences, and direct mail pieces to targeted retailers and brokers.
- Held a Downtown San Leandro Symposium, attended by more than 120 individuals, to bring stakeholders together to share the vision for downtown, including what’s been accomplished to date and what’s coming in the future.
- Demolished the Chamber of Commerce building at 262 Davis Street and completed construction of a temporary parking lot at the intersection of Davis and Hays Streets to provide parking during the reconstruction of the Estudillo/Callan garage. This site will eventually be incorporated into the mixed-use Town Hall Square development.

### Joint Project Area

- Neared completion of construction of the 21,000 sq. ft. Senior Community Center which will also serve as the City’s Emergency Operations Center.
- Under the forgivable commercial façade improvement program: completed painting, parking lot and landscaping improvements at Scribner Center and an enhanced entry and outdoor dining patio at the Englander; approved a loan for site improvements at Palma Plaza, including the demolition of an aging structure to create increased parking and landscaping; approved program participation with the Bal Theater to support historic renovation of the theater; and provided design assistance and loan approval for exterior improvements at Mike’s Feed and Pets.
- Continued planning and design for a four-to five-story LEED-certified parking garage. 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 August 2010.
- Acquired 1550 East 14<sup>th</sup> Street, the former Albertsons site, for development consistent with the City’s TOD Strategy.
- Held a second season of the Downtown Farmers’ Market in 2009. The market received strong support from the community, averaging 1,700 patrons each week, an increase of over 10% from the previous year.

### West San Leandro/MacArthur Boulevard Project Area

- Participated in the East Bay Green Corridor, a regional partnership that promotes sustainable and innovative economic development through the joint efforts of



East Bay cities, universities, and research institutions. Chaired the Marketing Committee which developed a new logo and website.

- Provide design assistance under the commercial façade improvement program for landscape improvements at Ridge Foundry.
- In cooperation with Planning Services, assisted in negotiating a Development Agreement with Kaiser Permanente for the Kaiser Medical Center project.
- Implemented the Industrial Competitiveness Grant program to provide technical assistance and fund capital improvements to assist manufacturers and other industrial businesses in increasing energy efficiencies, thereby reducing their costs. Held an Industrial Resources Fair to introduce businesses to service providers and sponsored the participation of six companies in Natural Capitalism Inc's Sustainability Circles.

### Housing Set-Aside Funds

- Approved nine loans for income-eligible low and moderate first-time homebuyers awarded 19 minor home repair grants and two loans through the Housing Rehabilitation Program.
- Completed Estabrook Place, a 51-unit rental development for very low income seniors. The project developer and owner is the nonprofit Eden Housing, Inc.
- Completed negotiations for the 100-unit affordable family rental housing development called The Alameda at San Leandro Crossings.



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**2010-11 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 2010-11.

- ◇ Continue to work with Cal-Coast Development, the Shoreline Development Citizens Advisory Committee, Bay Conservation and Development Commission, American Golf Corporation and other stakeholders to develop the shoreline opportunity site with attractive, quality amenities that are self-sustaining.
- ◇ In conjunction with Innisfree Ventures II, explore development opportunities for 1550 East 14<sup>th</sup> Street and Town Hall Square, two key opportunity sites identified in the TOD Strategy.
- ◇ Continue planning for the development of the former EBMUD site on Washington Avenue and Parrott Street consistent with the City's TOD Strategy.
  - Implement phase I, Downtown San Leandro gateway/entrance signs, of a multi-year Downtown San Leandro wayfinding program.
  - Continue working 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.
- ◇ Work towards the commencement of construction on the proposed 100-unit Alameda at San Leandro Crossings, a 100-unit affordable rental housing development by BRIDGE Housing Corporation.

**PROGRAM CHANGES**

None

**2010-11 FISCAL REDUCTIONS**

- Due largely to the impact of the State SERAF requirement, the commercial façade improvement program has been suspended in the Joint Project Area for 2010-11, funding for the West San Leandro/MacArthur Boulevard project area's Industrial Competitiveness program has been reduced \$50,000, and funding for Downtown consulting and marketing has been reduced by \$54,000.

- ◇ **Designates direct support for City Council adopted goals**



**CHANGES IN FINANCIAL POSITION  
PLAZA PROJECT AREA**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property tax increments	\$ 2,220,141	\$ 2,194,967	\$ 2,170,118
Use of money and property	224,771	118,428	67,437
Other	124,416	118,119	128,978
<b>Total Revenues</b>	<b>2,569,328</b>	<b>2,431,514</b>	<b>2,366,533</b>
<b>EXPENDITURES:</b>			
<u>Current:</u>			
Salaries and benefits	289,964	66,570	66,222
Contractual and other services	2,924,188	1,125,397	290,533
Materials and supplies	666	1,250	1,250
Capital Outlay	10,000	0	0
Other Operating Costs	161,681	180,947	132,177
<u>Debt Service:</u>			
Principal retirement	0	0	0
Interest and fiscal charges	155,784	300,000	300,000
<b>Total Expenditures</b>	<b>3,542,283</b>	<b>1,674,164</b>	<b>790,182</b>
<b>REVENUE OVER/(UNDER) EXPENSES</b>	<b>(972,955)</b>	<b>757,350</b>	<b>1,576,351</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	0	0	
Operating transfers out	(1,340,397)	(1,612,001)	(1,610,700)
<b>Total other financing sources (uses)</b>	<b>(1,340,397)</b>	<b>(1,612,001)</b>	<b>(1,610,700)</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES</b>	<b>(2,313,352)</b>	<b>(854,651)</b>	<b>(34,349)</b>
<b>FUND BALANCES:</b>			
Beginning of year	4,341,935	2,028,583	\$ 1,173,932
End of year	<b>\$ 2,028,583</b>	<b>\$ 1,173,932</b>	<b>\$ 1,139,583</b>

**Summary of Expenditures by Project  
PLAZA PROJECT AREA**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b><u>Operating:</u></b>			
Plaza Administration	\$ 407,036	\$ 441,356	\$ 327,094
Pass-Through Agreements	19,144	27,541	32,063
Plaza Maintenance and Security	75,948	94,951	82,725
Town Hall Square	48,508	57,475	48,300
Debt Service - General Fund Loans	155,784	300,000	300,000
<b>Total Operating Expenditures</b>	<b>706,420</b>	<b>921,323</b>	<b>790,182</b>
<b><u>Capital Improvements:</u></b>			
Downtown Light & Pedestrian Improvements	2,670,259	0	0
Downtown Modular Newsracks	8,037	233,464	0
Downtown Parking Paving	131,444	0	0
Davis St Sidewalk Repair	0	0	0
Bart Access and San Leandro Blvd Study	417	14,583	0
TOD Infrastructure Study	0	7,500	0
Chamber TI Improvements - Estudillo Garage	1,386	398,614	0
Chamber Demolition	22,437	35,563	0
Davis/Hays Replacement Parking	1,883	63,117	0
<b>Total Capital Improvements</b>	<b>2,835,863</b>	<b>752,841</b>	<b>0</b>
<b>Total Plaza Expenditures</b>	\$ 3,542,283	\$ 1,674,164	\$ 790,182
Transfers	1,340,397	1,612,001	1,610,700
<b>Total Expenditures</b>	<b>\$ 4,882,680</b>	<b>\$ 3,286,165</b>	<b>\$ 2,400,882</b>

***Personnel Summary***

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b><u>Full-Time:</u></b>			
Business Development Manager	0.20	0.15	0.15
Project Specialist II	0.15	0.00	0.15
Project Specialist I	0.18	0.15	0.00
Planning Manager	0.03	0.03	0.00
Street Maintenance Worker I	0.60	0.00	0.00
Administrative Analyst	0.15	0.15	0.15
<b>Total Full-Time</b>	<b>1.30</b>	<b>0.48</b>	<b>0.45</b>
<b>Total</b>	<b>1.30</b>	<b>0.48</b>	<b>0.45</b>

**CHANGES IN FINANCIAL POSITION  
JOINT PROJECT AREA**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b>REVENUES:</b>			
Property tax increments	\$ 2,910,463	\$ 3,360,728	\$ 3,084,576
Use of money and property	665,989	132,821	113,000
Other	56,456	2,100	0
<b>Total Revenues</b>	<b>3,632,908</b>	<b>3,495,649</b>	<b>3,197,576</b>
<b>EXPENDITURES:</b>			
<u>Current:</u>			
Salaries and benefits	474,953	330,877	333,588
Contractual and other services	5,969,247	18,211,359	211,670
Materials and supplies	3,166	3,650	3,650
Capital Outlay	6,178,397	1,300,000	0
Other Operating Costs	195,253	254,217	85,243
<u>Debt Service:</u>			
Principal retirement	158,518	701,058	140,416
Interest and fiscal charges	232,366	194,275	128,061
<b>Total Expenditures</b>	<b>13,211,900</b>	<b>20,995,436</b>	<b>902,628</b>
<b>REVENUE OVER/(UNDER) EXPENSES</b>	<b>(9,578,992)</b>	<b>(17,499,787)</b>	<b>2,294,948</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Proceeds from issuance of debt	27,725,655	0	0
Operating transfers in	0	0	0
Operating transfers out	(4,596,895)	(2,664,080)	(2,618,178)
<b>Total other financing sources (uses)</b>	<b>23,128,760</b>	<b>(2,664,080)</b>	<b>(2,618,178)</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES</b>	<b>13,549,768</b>	<b>(20,163,867)</b>	<b>(323,230)</b>
<b>FUND BALANCES:</b>			
Beginning of year	2,760,859	16,310,627	\$ (3,853,240)
End of year	<b>\$ 16,310,627</b>	<b>\$ (3,853,240)</b>	<b>\$ (4,176,470)</b>

**Summary of Expenditures by Project  
JOINT PROJECT AREA**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b><u>Operating:</u></b>			
Joint Project Administration	\$ 611,292	\$ 878,364	\$ 584,151
Bayfair Mall Revitalization	40,275	25,000	40,000
Auto Mall	158,518	97,500	95,000
1550 East 14th St	71,767	24,300	10,000
Debt Service - General Fund Loans	232,366	797,833	173,477
<b>Total Operating Expenditures</b>	<b>1,114,218</b>	<b>1,822,997</b>	<b>902,628</b>
<b><u>Capital Improvements:</u></b>			
East 14th St. Medians	1,552	179,634	0
E 14th/Hesperian/150th Improvements	0	1,300,000	0
East 14th St. PSR	0	0	0
D/T Light & Pedestrian Improvements	251,347	441,275	0
Tree Well	41,580	5,888	0
Tree Well Repair Program	41,940	4,659	0
Estudillo/Callan Parking Garage	29,790	7,979,223	0
Senior Center	4,457,016	8,542,984	0
EBMUD Demo	103,957	5,721	0
Estudillo/Callan 2008 Parking Garage	908,317	229,237	0
Senior Center Acq/Construction	108,736	228,265	0
1550 East 14th St Acquisition	6,150,000	0	0
Albertsons Replacement Parking	3,447	255,553	0
<b>Total Capital Improvements</b>	<b>12,097,682</b>	<b>19,172,439</b>	<b>0</b>
<b>Total Joint Project Area Expenditures</b>	<b>\$ 13,211,900</b>	<b>\$ 20,995,436</b>	<b>\$ 902,628</b>
Transfers	4,596,895	2,664,080	2,618,178
<b>Total Expenditures</b>	<b>\$ 17,808,795</b>	<b>\$ 23,659,516</b>	<b>\$ 3,520,806</b>

**Personnel Summary**

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b><u>Full-Time:</u></b>			
Community Development Director	0.10	0.05	0.05
Business Development Manager	0.40	0.35	0.35
Senior Project Specialist	0.30	0.35	0.00
Project Specialist II	0.05	0.55	0.85
Project Specialist I	0.00	0.50	0.05
Street Maintenance Worker I	0.40	0.00	0.50
Planning Manager	0.03	0.03	0.00
Administrative Analyst	0.40	0.40	0.40
<b>Total Full-Time</b>	<b>1.68</b>	<b>2.23</b>	<b>2.20</b>
<b><u>Part-Time:</u></b>			
Sr. Project Specialist	0.00	0.48	0.46
	0.00	0.48	0.46
<b>Total</b>	<b>1.68</b>	<b>2.71</b>	<b>2.66</b>

**CHANGES IN FINANCIAL POSITION  
WEST SAN LEANDRO/MACARTHUR PROJECT AREA**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b>REVENUES:</b>			
Property tax increments	\$ 3,055,550	\$ 3,182,712	\$ 3,239,674
Use of money and property	118,420	75,582	65,000
Other	17,500	0	0
<b>Total Revenues</b>	<b>3,191,470</b>	<b>3,258,294</b>	<b>3,304,674</b>
<b>EXPENDITURES:</b>			
<u>Current:</u>			
Salaries and benefits	287,209	335,366	346,692
Contractual and other services	1,825,333	1,372,300	1,879,814
Materials and supplies	1,692	2,400	2,900
Capital Outlay	809,932	0	0
Other Operating Costs	99,446	377,933	267,802
<u>Debt Service:</u>			
Principal retirement	0	0	0
Interest and fiscal charges	0	0	0
<b>Total Expenditures</b>	<b>3,023,612</b>	<b>2,087,999</b>	<b>2,497,208</b>
<b>REVENUE OVER/(UNDER) EXPENSES</b>	<b>167,858</b>	<b>1,170,295</b>	<b>807,466</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	0	0	0
Operating transfers out	(542,229)	(396,976)	(411,112)
<b>Total other financing sources (uses)</b>	<b>(542,229)</b>	<b>(396,976)</b>	<b>(411,112)</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES</b>	<b>(374,371)</b>	<b>773,319</b>	<b>396,354</b>
<b>FUND BALANCES:</b>			
Beginning of year	4,177,063	3,802,692	\$ 4,576,011
End of year	<b>\$ 3,802,692</b>	<b>\$ 4,576,011</b>	<b>\$ 4,972,365</b>

**Summary of Expenditures by Project**  
**WEST SAN LEANDRO/MACARTHUR PROJECT AREA**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Operating:</u></b>			
West San Leandro/MacArthur Administration	\$ 806,754	\$ 1,066,727	\$ 800,012
Pass-Through Agreements	422,636	795,661	1,697,196
<b>Total Operating Expenditures</b>	<b>1,229,390</b>	<b>1,862,388</b>	<b>2,497,208</b>
<b><u>Capital Improvements:</u></b>			
Eden Road Development	843,605	50,712	0
MacArthur Blvd Improvements PH II	22,719	177,281	0
Doolittle Drive Slurry Seal	170,286	5,714	0
Adams Avenue Reconstruction	399,997	0	0
Doolittle Drive Entryway	122,472	(10,136)	0
Doolittle Drive Entryway PH II	235,143	2,040	0
<b>Total Capital Improvements</b>	<b>1,794,222</b>	<b>225,611</b>	<b>0</b>
<b>Total WSL/MacArthur Expenditures</b>	<b>\$ 3,023,612</b>	<b>\$ 2,087,999</b>	<b>\$ 2,497,208</b>
Transfers	542,229	396,976	411,112
<b>Total Expenditures</b>	<b>\$ 3,565,841</b>	<b>\$ 2,484,975</b>	<b>\$ 2,908,320</b>

***Personnel Summary***

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b><u>Full-Time:</u></b>			
Business Development Manager	0.40	0.50	0.50
Community Development Director	0.10	0.15	0.20
Environmental Supervisor	0.05	0.05	0.05
Senior Project Specialist	0.55	0.75	0.00
Project Specialist I	0.85	0.00	0.05
Project Specialist II	0.03	0.30	1.00
Planning Manager	0.05	0.05	0.00
Administrative Analyst	0.40	0.40	0.40
<b>Total Full-Time</b>	<b>2.43</b>	<b>2.20</b>	<b>2.20</b>
<b>Total</b>	<b>2.43</b>	<b>2.20</b>	<b>2.20</b>

## CHANGES IN FINANCIAL POSITION LOW-MODERATE HOUSING

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property tax increments	\$ 2,770,986	\$ 2,698,510	\$ 2,610,374
Use of money and property	98,763	37,820	13,100
Other	749,383	34,000	7500
<b>Total Revenues</b>	<b>3,619,132</b>	<b>2,770,330</b>	<b>2,630,974</b>
<b>EXPENDITURES:</b>			
<u>Current:</u>			
Salaries and benefits	381,797	397,024	395,235
Contractual and other services	1,425,213	368,051	358,900
Materials and supplies	880	3,100	3,100
Capital Outlay	0	0	0
Other Operating Costs	816,892	3,194,200	876,624
<u>Debt Service:</u>			
Principal retirement	63,000	63,000	63,000
Interest and fiscal charges	55,016	50,473	45,862
<b>Total Expenditures</b>	<b>2,742,798</b>	<b>4,075,848</b>	<b>1,742,721</b>
<b>REVENUE OVER/(UNDER) EXPENSES</b>	<b>876,334</b>	<b>(1,305,518)</b>	<b>888,253</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	0	0	0
Operating transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES</b>	<b>876,334</b>	<b>(1,305,518)</b>	<b>888,253</b>
<b>FUND BALANCES:</b>			
Beginning of year	1,440,742	2,317,076	\$ 1,011,558
End of year	<b>\$ 2,317,076</b>	<b>\$ 1,011,558</b>	<b>\$ 1,899,811</b>

**Summary of Expenditures by Project**  
**LOW-MODERATE HOUSING**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Housing Set-Aside Business Development	\$ 3,985	\$ 6,296	\$ 15,328
Housing Set-Aside Development Admin	578,358	584,064	562,531
Single Family Rehabilitation	606,674	600,000	600,000
First Time Home Buyer Program	306,074	476,015	355,000
New Construction	1,042,793	2,200,000	0
Islander Motel	74,694	81,000	86,000
2139 Laura Avenue Rehabilitation	12,204	15,000	15,000
HUD Section 108 Loan	118,016	113,473	108,862
<b>Total Project Expenditures</b>	<b>\$ 2,742,798</b>	<b>\$ 4,075,848</b>	<b>\$ 1,742,721</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 2,742,798</b>	<b>\$ 4,075,848</b>	<b>\$ 1,742,721</b>

**Personnel Summary**

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Community Development Director	0.10	0.10	0.15
Business Development Manager	0.00	0.00	0.00
Project Specialist II	0.85	0.85	0.85
Project Specialist I	0.38	0.55	0.50
Housing CDBG Manager	0.88	0.93	0.83
Permit Clerk	0.35	0.00	0.00
Administrative Assistant I	0.50	0.70	0.56
Administrative Analyst	0.05	0.05	0.05
Total Full-Time	3.11	3.18	2.94
<b>Total</b>	<b>3.11</b>	<b>3.18</b>	<b>2.94</b>

## REDEVELOPMENT AGENCY DEBT SERVICE

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Use of money and property	\$79,116	\$12,444	\$0
Other	0	0	0
<b>Total Revenues</b>	<u>79,116</u>	<u>12,444</u>	<u>0</u>
<b>EXPENDITURES:</b>			
<u>Current:</u>			
Salaries and benefits	0	0	0
Contractual and other services	0	0	0
Materials and supplies	0	0	0
Capital Outlay	0	0	0
Other Operating Costs	0	0	0
<u>Debt Service:</u>			
Principal retirement	1,550,440	1,977,072	1,995,000
Interest and fiscal charges	2,922,353	2,695,985	2,631,002
<b>Total Expenditures</b>	<u>4,472,793</u>	<u>4,673,057</u>	<u>4,626,002</u>
<b>REVENUE OVER/(UNDER) EXPENSES</b>	<u>(4,393,677)</u>	<u>(4,660,613)</u>	<u>(4,626,002)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	6,339,021	4,673,057	4,639,990
Operating transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<u>6,339,021</u>	<u>4,673,057</u>	<u>4,639,990</u>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING SOURCES</b>	<u>1,945,344</u>	<u>12,444</u>	<u>13,988</u>
<b>FUND BALANCES:</b>			
Beginning of year	\$ 2,475,236	4,420,580	\$ 4,433,024
End of year	<u>\$ 4,420,580</u>	<u>\$ 4,433,024</u>	<u>\$ 4,447,012</u>

**Summary of Expenditures by Project**  
**REDEVELOPMENT AGENCY DEBT SERVICE**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Bayfair Mall Agreement	\$ 250,000	\$ 250,000	\$ 250,000
Plaza Tax Allocation Bonds	1,340,297	1,612,001	1,610,700
West San Leandro Tax Allocation Bonds	409,978	396,976	396,618
Joint Project Area Certificates of Participation	351,421	344,396	343,871
Joint Project Area Tax Allocation Bonds	1,585,657	1,742,612	1,864,813
SLUSD 9th Grade Campus	535,440	327,072	160,000
<b>Total Project Expenditures</b>	<b>\$ 4,472,793</b>	<b>\$ 4,673,057</b>	<b>\$ 4,626,002</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 4,472,793</b>	<b>\$ 4,673,057</b>	<b>\$ 4,626,002</b>

**NOTES:**



**INTRODUCTION**

The City's Special Revenue Funds include the Development Fees for Street Improvement Fund (DSFI), Park Development Fees Fund, Measure B Fund, Parking Fund, Gas Tax Fund, federal Community Development Block Grant (CDBG) Fund and HOME Fund, Heron Bay Landscape and Lighting Fund, and the Special Grants Fund. Special Revenue Funds are used to account for revenue, derived from specific taxes or other revenue sources that are restricted by law or administrative action to expenditures for specified purposes.





Special Revenue Funds include revenues that have either restrictions on their use or special reporting requirements, such as development impact fees for street improvements or parks, gas tax revenues from the state, and in-lieu fees for the City's low/moderate housing program. Also included are parking revenues and Community Development Block Grants (CDBG) from the federal government.

***Development Fees for Street/Traffic Improvements*** - This fund accounts for development fee assessments levied to provide for partial funding of street and traffic improvements associated with commercial and residential growth.

***Park Development Fee*** - This fund accounts for park development fee assessments levied to provide for partial funding for park development needs associated with residential growth.

***Parking*** - This fund accounts for parking meter and parking lot collections for maintenance of downtown parking facilities and other public parking locations.

***Special Gas Tax*** - This fund accounts for revenues and expenditures received from the State of California under Street and Highways Code. The allocations must be spent for street maintenance and construction and a limited amount for engineering.

***Measure B*** - This fund accounts for the City's share of proceeds on a one-half cent sales tax increase originally approved by the voters in November 1986. The program is administered by the Alameda County Transportation Authority. The tax provides funds for eight specific projects within Alameda County including major freeway improvements and a major rail extension.

***Cherrywood Maintenance District*** - This fund is used to account for the special assessment funding for the on-going maintenance of public facilities at the Cherrywood development.

***Traffic Congestion Relief*** - This fund is a special state allocation, which funds street and highway maintenance, rehabilitation, preservation, and reconstruction.

***Heron Bay*** - This fund accounts for maintenance assessments for ongoing maintenance of wetlands impacted by residential growth.

***Proposition IB Local Streets & Roads*** - This fund accounts for Proposition IB funds for safety improvements and repairs to local streets and roads.

***Special Grants*** - This fund accounts for various grants from the State of California and the Federal Government to be expended for a specific purpose, activity or facility.



***Community Development Block Grant*** - This fund accounts for the annual entitlement grant through the Community Development Block Grant Program from the U.S. Department of Housing and Urban Development to fund public services, affordable housing, capital improvements, and economic development that primarily benefits low/moderate income persons.

***HOME*** - This fund accounts for Federally funded grants from the U.S. Department of Housing and Urban Development (via Alameda County) to provide for eligible affordable housing activities.

***Housing In-Lieu*** - 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 downtown business district.



## SPECIAL REVENUE FUNDS

### SUMMARY OF REVENUES BY FUND

Fund	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Street/Traffic Improvement Fund (DFSI)	508,985	280,144	190,619
Park Development Fees Fund	373,225	317,314	291,000
Parking Fund	294,553	295,724	148,819
Gas Tax Fund	2,320,617	2,307,500	1,602,414
Measure B Fund	2,587,826	8,125,038	1,396,942
Traffic Congestion Relief Fund	706,078	7,772	0
Heron Bay Maintenance Assessment District Fund	393,113	327,495	323,440
Cherrywood Maintenance Assessment District Fund	61,372	23,135	21,755
Proposition IB - Streets & Roads Fund	29,216	25,522	0
Special Grants Fund	1,372,539	11,388,383	7,391,362
Community Development Block Grant (CDBG) Fund	1,186,034	3,742,412	729,312
Home Grant Fund	16,992	764,174	330,314
Housing In Lieu Fund	13,659	4,880	538
Business Improvement District Fund	273,472	429,700	353,060
<b>Total Special Revenue Funds Revenue</b>	10,137,681	28,039,193	12,779,575

### SUMMARY OF EXPENDITURES BY FUND

Fund	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Street/Traffic Improvement Fund (DFSI)	408,046	1,123,629	106,528
Park Development Fees Fund	1,586	517,768	517,946
Parking Fund	292,769	303,094	241,039
Gas Tax Fund	1,997,779	1,933,903	1,860,540
Measure B Fund	2,089,974	10,347,719	932,282
Traffic Congestion Relief Fund	368,972	571,485	163,041
Heron Bay Maintenance Assessment District Fund	304,018	370,000	321,908
Cherrywood Maintenance Assessment District Fund	716	720	211
Proposition IB - Streets & Roads Fund	1,142,986	226,864	0
Special Grants Fund	1,588,307	11,941,577	7,391,362
Community Development Block Grant (CDBG) Fund	1,186,034	3,844,165	729,312
Home Grant Fund	18,454	759,173	330,314
Housing In Lieu Fund	0	0	0
Business Improvement District Fund	283,838	390,000	365,000
<b>Total Special Revenue Funds Expenditures</b>	9,683,479	32,330,097	12,959,483

**CHANGES IN FINANCIAL POSITION  
DEVELOPMENT FEES FOR STREET IMPROVEMENTS (DFSI)  
OPERATING AND CAPITAL IMPROVEMENT PROJECTS**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	451,730	190,000	180,000
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	56,255	36,644	10,619
Other	1,000	53,500	0
<b>Total revenues</b>	<b>508,985</b>	<b>280,144</b>	<b>190,619</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	100,655	0	0
Contractual and other services	300,265	1,112,215	95,000
Materials and supplies	6	0	0
Other Operating Costs	7,120	11,414	11,528
<b>Total expenditures</b>	<b>408,046</b>	<b>1,123,629</b>	<b>106,528</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>100,939</b>	<b>(\$843,485)</b>	<b>84,091</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>100,939</b>	<b>(843,485)</b>	<b>84,091</b>
<b>FUND BALANCES:</b>			
Beginning of year	1,889,153	1,990,092	1,146,607
End of year	<b>\$1,990,092</b>	<b>\$1,146,607</b>	<b>\$1,230,698</b>

**DEVELOPMENT FEES FOR STREET IMPROVEMENTS (DFSI)  
OPERATING AND CAPITAL IMPROVEMENT PROJECTS**

*Expenditures By Projects*

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b><u>Operations</u></b>			
Traffic Studies	\$46,480	\$41,592	\$20,000
<b>Total Operating Expenditures</b>	<b>46,480</b>	<b>41,592</b>	<b>20,000</b>
<b><u>Capital Improvement Projects</u></b>			
Advance Signal System Sample Det.	\$73,569	\$0	\$0
Neighborhood Traffic Calming	85,241	369,704	0
Master Plan & Plan Line Update	44,190	117,472	0
Annual Neighborhood Traffic Calming	104	0	0
Misc. Traffic Safety Improvements	5,378	26,342	0
Traffic Safety Upgrades	59,923	0	0
Traffic Management System Upgrade	50	181,950	0
Advanced Planning	17,526	12,474	0
Misc. Traffic Safety Equipment	623	24,376	0
Internal Service Charges	7,120	11,414	11,528
E 14th St. Stripping & Pedestrian Improvements	11,176	104,226	0
PRS Westgate Parkway	9,310	76,961	0
Fiber Optic Connect to Marina Community Ctr	23,732	0	0
San Leandro/Park/Broadmoor Roundabout	4,220	95,780	0
Washington/Estabrook Intersection Imprvmnts	19,404	26,338	0
BART Access/San Leandro Blvd Study	0	35,000	0
Par Course Improvements	0	0	75,000
<b>Total Project Expenditures</b>	<b>\$361,566</b>	<b>\$1,082,037</b>	<b>\$86,528</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$408,046</b>	<b>\$1,123,629</b>	<b>\$106,528</b>

**CHANGES IN FINANCIAL POSITION  
PARK DEVELOPMENT FEES  
CAPITAL IMPROVEMENT PROJECTS**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	29,876	17,314	6,000
Other	343,349	300,000	285,000
<b>Total revenues</b>	<b>373,225</b>	<b>317,314</b>	<b>291,000</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	0	0	0
Contractual and other services	0	500,000	500,000
Materials and supplies	0	0	0
Other Operating Costs	1,586	17,768	17,946
<b>Total expenditures</b>	<b>1,586</b>	<b>517,768</b>	<b>517,946</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>371,639</b>	<b>(200,454)</b>	<b>(226,946)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>371,639</b>	<b>(200,454)</b>	<b>(226,946)</b>
<b>FUND BALANCES:</b>			
Beginning of year	733,598	1,105,237	904,783
End of year	<b>\$1,105,237</b>	<b>\$904,783</b>	<b>\$677,837</b>

**PARK DEVELOPMENT FEES**  
**CAPITAL IMPROVEMENT PROJECTS**

*Expenditures By Projects*

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
	<b>Actual</b>	<b>Adjusted</b>	<b>Adopted</b>
Dog Walk Park	\$0	\$50,000	\$312,000
Downtown TOD Park Development Master Plan	0	150,000	0
Par Course Improvements	0	0	188,000
Senior Center Furniture and Equipment	0	300,000	0
Internal Service Charges	1,586	17,768	17,946
<b>Total Project Expenditures</b>	<b>1,586</b>	<b>517,768</b>	<b>517,946</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$1,586</b>	<b>\$517,768</b>	<b>\$517,946</b>

**CHANGES IN FINANCIAL POSITION  
PARKING  
OPERATIONS**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	292,114	294,000	148,400
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	1,689	1,049	419
Other	750	675	0
<b>Total revenues</b>	<b>294,553</b>	<b>295,724</b>	<b>148,819</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	147,933	158,032	142,825
Contractual and other services	25,256	42,890	42,640
Materials and supplies	13,122	11,700	11,950
Other Operating Costs	106,458	90,472	43,624
<b>Total expenditures</b>	<b>292,769</b>	<b>303,094</b>	<b>241,039</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>1,784</b>	<b>(7,370)</b>	<b>(92,220)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>1,784</b>	<b>(7,370)</b>	<b>(92,220)</b>
<b>FUND BALANCES:</b>			
Beginning of year	43,448	45,232	37,862
End of year	<b>\$45,232</b>	<b>\$37,862</b>	<b>(\$54,358)</b>

## PARKING OPERATIONS

### *Expenditures By Projects*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Parking Meter Operation	\$ 96,311	\$ 85,194	\$ 89,347
Parking Lot Operation	107,036	121,690	110,093
Parking Structure	89,422	96,210	41,599
<b>Total Project Expenditures</b>	<b>\$ 292,769</b>	<b>\$ 303,094</b>	<b>\$ 241,039</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 292,769</b>	<b>\$ 303,094</b>	<b>\$ 241,039</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Park Maintenance Worker I	0.83	0.83	0.00
Park Supervisor	0.05	0.05	0.05
Pavement Marking Specialist - Lead	0.20	0.00	0.00
Street Supervisor	0.00	0.00	0.50
Street Maintenance Worker I	0.50	0.70	0.70
Street Maintenance Worker II	0.25	0.25	0.25
Total Full-Time	<b>1.83</b>	<b>1.83</b>	<b>1.50</b>
<b>Total</b>	<b>1.83</b>	<b>1.83</b>	<b>1.50</b>

**Gas Tax Fund****DESCRIPTION**

The Public Works Department uses funds derived from the gasoline sales tax for the maintenance of roadways, pavement markings, and street signs on over 180 miles of City streets.

**2009-10 ACCOMPLISHMENTS**

- Implemented a GIS-based sign maintenance program to increase efficiency.

**2010-11 GOALS AND OBJECTIVES**

- ◇ Implement a four-year area maintenance program for street paving and pavement markings.

**PROGRAM CHANGES**

- Elimination of major in-house paving projects due to staffing and budget reductions.

**2010-11 FISCAL REDUCTIONS**

- One Street Supervisor position was eliminated and all pavement maintenance activities have been assumed by the Traffic Maintenance Section.
- One Street Maintenance Worker I and one Street Maintenance Work II were eliminated. In-house pavement maintenance activities will be reduced to minor street repair.

◇ Designates direct support for City Council adopted goals



**CHANGES IN FINANCIAL POSITION  
GAS TAX  
OPERATIONS**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	1,333,617	1,307,500	1,302,414
Use of money and property	0	0	0
Other	0	0	0
<b>Total revenues</b>	<b>1,333,617</b>	<b>1,307,500</b>	<b>1,302,414</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	1,004,445	995,947	908,089
Contractual and other services	227,685	203,990	264,852
Materials and supplies	284,094	268,994	236,994
Other Operating Costs	481,555	464,972	450,605
<b>Total expenditures</b>	<b>1,997,779</b>	<b>1,933,903</b>	<b>1,860,540</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(664,162)</b>	<b>(626,403)</b>	<b>(558,126)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	987,000	1,000,000	300,000
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>987,000</b>	<b>1,000,000</b>	<b>300,000</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>322,838</b>	<b>373,597</b>	<b>(258,126)</b>
<b>FUND BALANCES:</b>			
Beginning of year	(462,719)	(139,881)	233,716
End of year	<b>\$ (139,881)</b>	<b>\$ 233,716</b>	<b>\$ (24,410)</b>

**GAS TAX  
OPERATIONS**

*Expenditures By Projects*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Street Traffic Signs	\$ 93,104	\$ 103,952	\$ 102,902
Pavement Management System	18,479	42,300	42,300
ALCO CMA/Engineering Annual Conference	33,300	41,652	41,652
Street Maintenance	1,852,896	1,745,999	1,673,686
<b>Total Project Expenditures</b>	<b>\$ 1,997,779</b>	<b>\$ 1,933,903</b>	<b>\$ 1,860,540</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 1,997,779</b>	<b>\$ 1,933,903</b>	<b>\$ 1,860,540</b>

*Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Street Supervisor	0.90	0.90	0.00
Traffic Supervisor	0.80	0.00	0.40
Street Maintenance Manager	0.50	0.50	0.70
Street Maintenance Worker I	6.00	5.30	4.80
Street Maintenance Worker II	1.70	2.40	3.30
Street Maintenance Worker III	1.50	1.25	0.25
Maintenance Worker Entry	0.25	0.00	0.00
Total Full time	11.65	10.35	9.45
<u>Part-Time:</u>			
Maintenance Worker Entry	0.48	0.48	0.48
Total Part time	0.48	0.48	0.48
<b>Total</b>	<b>12.13</b>	<b>10.83</b>	<b>9.93</b>

**CHANGES IN FINANCIAL POSITION**  
**MEASURE B (ACTIA)**  
**OPERATIONS AND CAPITAL IMPROVEMENT PROJECTS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	1,425,266	7,049,947	1,286,000
Use of money and property	62,665	37,091	20,942
Other	112,895	38,000	90,000
<b>Total revenues</b>	<b>1,600,826</b>	<b>7,125,038</b>	<b>1,396,942</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	310,826	141,133	138,266
Contractual and other services	722,730	9,161,244	744,927
Materials and supplies	256	1,509	1,510
Other Operating Costs	69,162	43,833	47,579
<b>Total expenditures</b>	<b>1,102,974</b>	<b>9,347,719</b>	<b>932,282</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>497,852</b>	<b>(2,222,681)</b>	<b>464,660</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	987,000	1,000,000	0
Transfers out	(987,000)	(1,000,000)	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>497,852</b>	<b>(2,222,681)</b>	<b>464,660</b>
<b>FUND BALANCES:</b>			
Beginning of year	2,255,459	2,753,311	530,630
End of year	<b>\$ 2,753,311</b>	<b>\$ 530,630</b>	<b>\$ 995,290</b>

**MEASURE B (ACTIA)**  
**OPERATIONS AND CAPITAL IMPROVEMENT PROJECTS**

*Expenditures By Projects*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Operations:</u></b>			
Engineering & Transportation Training	\$2,313	\$5,691	\$4,000
Internal Service Charges	54,862	40,167	40,569
Sidewalk Repair	0	347,235	347,714
<b>Total Operating Expenditures</b>	<b>57,175</b>	<b>393,093</b>	<b>392,283</b>
<b><u>Capital Improvement Projects:</u></b>			
Bay Trail Bridge Design	\$21,444	\$1,007	\$0
Bicycle & Pedestrian Master Plan Update	0	87,000	0
ADA Ramp Project	0	29,000	0
Access Ramp Installation	0	150,000	0
Lighted Crosswalks	165,458	11,702	0
Misc Traffic Safety Equipment	3,335	21,665	0
Wicks Blvd Walkway	11,362	183,638	0
BART/UPRR Bicycle-Pedestrian Trail Study	1,551	48,449	0
Bicycle & Pedestrian Education	4,775	2,851	0
Annual Overlay/Rehabilitation	500,266	1,927,283	0
Annual Street Sealing	36,758	657,886	0
Roadway Drainage Repair	4,863	111,446	0
Storm Drain Inventory and Replacement	0	55,000	0
I-880 Washington Interchange - Bayfair	0	128,000	0
East 14th Street/Hesperian Improvements	54,872	804,438	0
Lewelling/Hesperian Blvd Improvements	2,466	564	0
Westgate Parkway	39,038	280,562	0
I-880 Washington Interchange - Greenhouse	169,183	604,698	0
Bay Trail Slough Bridge Construction	17,404	982,461	0
Annual Street Sealing 2010-11	0	0	250,000
Bridge Maintenance and Repair	0	0	250,000
Safe Routes to Transit	0	0	40,000
Westgate Parkway - Phase II	13,024	2,866,976	0
<b>Total Capital Improvements Projects</b>	<b>\$1,045,799</b>	<b>\$8,954,626</b>	<b>\$540,000</b>
Transfers	987,000	1,000,000	0
<b>Total Expenditures</b>	<b>\$2,089,974</b>	<b>\$10,347,719</b>	<b>\$932,283</b>

*Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<b><u>Full-Time:</u></b>			
Associate Engineer	0.00	0.04	0.04
Engineering Inspector	0.00	1.00	1.00
Principal Engineer	0.00	0.01	0.01
Senior Engineer	0.00	0.07	0.07
Total Full time	0.00	1.12	1.12
<b>Total</b>	<b>0.00</b>	<b>1.12</b>	<b>1.12</b>

**CHANGES IN FINANCIAL POSITION  
CHERRYWOOD MAINTENANCE ASSESSMENT DISTRICT  
OPERATIONS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$ 56,624	\$ 20,265	\$ 20,265
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	4,748	2,870	1,490
Other	0	0	0
<b>Total revenues</b>	<b>61,372</b>	<b>23,135</b>	<b>21,755</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	0	0	0
Contractual and other services	329	0	0
Materials and supplies	0	0	0
Other Operating Costs	387	720	211
<b>Total expenditures</b>	<b>716</b>	<b>720</b>	<b>211</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>60,656</b>	<b>22,415</b>	<b>21,544</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>60,656</b>	<b>22,415</b>	<b>21,544</b>
<b>FUND BALANCES:</b>			
Beginning of year	150,798	211,454	233,869
End of year	<b>\$ 211,454</b>	<b>\$ 233,869</b>	<b>\$ 255,413</b>

**CHERRYWOOD MAINTENANCE ASSESSMENT DISTRICT  
OPERATIONS**

*Expenditures By Projects*

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Cherry Maintenance District	\$ 716	\$ 720	\$ 211
<b>Total Project Expenditures</b>	<b>\$ 716</b>	<b>\$ 720</b>	<b>\$ 211</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 716</b>	<b>\$ 720</b>	<b>\$ 211</b>

**CHANGES IN FINANCIAL POSITION  
TRAFFIC CONGESTION RELIEF  
CAPITAL IMPROVEMENT PROJECTS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	693,811	0	0
Use of money and property	12,267	7,772	0
Other	0	0	0
<b>Total revenues</b>	<b>706,078</b>	<b>7,772</b>	<b>0</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	1,250	0	0
Contractual and other services	366,919	551,000	142,351
Materials and supplies	0	0	0
Other Operating Costs	803	20,485	20,690
<b>Total expenditures</b>	<b>368,972</b>	<b>571,485</b>	<b>163,041</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>337,106</b>	<b>(563,713)</b>	<b>(163,041)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>337,106</b>	<b>(563,713)</b>	<b>(163,041)</b>
<b>FUND BALANCES:</b>			
Beginning of year	368,957	706,063	142,350
End of year	<b>\$ 706,063</b>	<b>\$ 142,350</b>	<b>\$ (20,691)</b>

**TRAFFIC CONGESTION RELIEF**  
**CAPITAL IMPROVEMENT PROJECTS**

*Expenditures By Projects*

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
	<b>Actual</b>	<b>Adjusted</b>	<b>Adopted</b>
Road Reconstruction	\$309,089	\$0	\$0
Internal Service Charges	803	20,485	20,690
Annual Street Sealing	0	551,000	142,351
I-880 Washington Intersection - Bayfair Expansion	59,080	0	0
<b>Total Project Expenditures</b>	<b>\$ 368,972</b>	<b>\$ 571,485</b>	<b>\$ 163,041</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 368,972</b>	<b>\$ 571,485</b>	<b>\$ 163,041</b>

**Heron Bay Fund**

The Heron Bay Fund is administered by the Engineering and Transportation Department. The Public Works Department uses funds derived from an assessment levied on property owners within the Heron Bay Community to maintain the shoreline trail and levee, landscaped areas surrounding Heron Bay and the marshlands along the shoreline trail adjacent to the community.

**2009-10 ACCOMPLISHMENTS**

- Coordinated with the Coastal Conservancy to control the invasive *Spartina* species at the San Leandro Shoreline Recreation Area.
- Completed oversight of shoreline remediation resulting from the 2005 storms in coordination Engineering & Transportation.

**PROGRAM CHANGES**

None.

**2010-2011 FISCAL REDUCTIONS**

None.



**CHANGES IN FINANCIAL POSITION  
HERON BAY MAINTENANCE ASSESSMENT DISTRICT  
OPERATIONS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$ 312,849	\$ 318,719	\$ 318,719
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	16,142	8,776	4,721
Other	64,122	0	0
<b>Total revenues</b>	<b>393,113</b>	<b>327,495</b>	<b>323,440</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	120,368	118,752	116,859
Contractual and other services	151,296	213,781	165,510
Materials and supplies	0	0	0
Other Operating Costs	32,354	37,467	39,539
<b>Total expenditures</b>	<b>304,018</b>	<b>370,000</b>	<b>321,908</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>89,095</b>	<b>(42,505)</b>	<b>1,532</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>89,095</b>	<b>(42,505)</b>	<b>1,532</b>
<b>FUND BALANCES:</b>			
Beginning of year	540,847	629,942	587,437
End of year	<b>\$ 629,942</b>	<b>\$ 587,437</b>	<b>\$ 588,969</b>

## HERON BAY MAINTENANCE ASSESSMENT DISTRICT OPERATIONS

### *Expenditures By Projects*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Maintenance District	\$ 224,139	\$ 268,688	\$ 257,108
Alameda County Reimbursement	58,571	89,737	64,800
Shoreline Rip Rap Repairs	9,577	11,575	0
Spartina Treatment & Eradication	11,731	0	0
<b>Total Project Expenditures</b>	<b>\$ 304,018</b>	<b>\$ 370,000</b>	<b>\$ 321,908</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 304,018</b>	<b>\$ 370,000</b>	<b>\$ 321,908</b>

### *Personnel Summary*

	2008-09 Adopted	2009-10 Adopted	2010-11 Adopted
<u>Full-Time:</u>			
Administrative Analyst	0.10	0.10	0.10
Associate Engineer	0.07	0.00	0.00
Facilities and Open Space Mgr	0.05	0.03	0.03
Facilities Maintenance Worker I	0.00	0.03	0.03
Park Maintenance Worker I	1.00	0.75	0.75
Park Maintenance Worker II	0.75	0.05	0.05
Park Supervisor	0.05	0.03	0.03
Principal Engineer	0.02	0.02	0.02
Senior Engineer	0.00	0.07	0.07
Street Maintenance Worker III	0.05	0.03	0.03
Total Full-Time	2.09	1.09	1.09
<b>Total</b>	<b>2.09</b>	<b>1.09</b>	<b>1.09</b>

**CHANGES IN FINANCIAL POSITION  
PROPOSITION IB - LOCAL STREETS & ROADS  
CAPITAL IMPROVEMENT PROJECTS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	0	0	1,225,853
Use of money and property	29,216	25,522	0
Other	0	0	0
<b>Total revenues</b>	<b>29,216</b>	<b>25,522</b>	<b>1225853</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	59	0	0
Contractual and other services	1,142,927	226,864	1,225,853
Materials and supplies	0	0	0
Other Operating Costs	0	0	0
<b>Total expenditures</b>	<b>1,142,986</b>	<b>226,864</b>	<b>1,225,853</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(1,113,770)</b>	<b>(201,342)</b>	<b>0</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>(1,113,770)</b>	<b>(201,342)</b>	<b>0</b>
<b>FUND BALANCES:</b>			
Beginning of year	1,329,864	216,094	14,752
End of year	<b>\$ 216,094</b>	<b>\$ 14,752</b>	<b>\$ 14,752</b>

**PROPOSITION IB - LOCAL STREETS & ROADS**  
**CAPITAL IMPROVEMENT PROJECTS**

*Expenditures By Projects*

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Annual Street Overlay	\$1,142,986	\$226,864	\$1,225,853
<b>Total Project Expenditures</b>	\$1,142,986	\$226,864	\$1,225,853
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 1,142,986</b>	<b>\$ 226,864</b>	<b>\$1,225,853</b>

**LIBRARY – SPECIAL GRANTS FUND****DESCRIPTION**

The **Library - Special Grants Fund** is the primary funding source for the City's extensive Project Literacy program and other Library programs. The Library also 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 also seeks grant funding from California State Library: Library Services and Technology Act (LSTA), Kaiser Permanente, and other individual donations throughout the year.

**2009-10 ACCOMPLISHMENTS**

- Recipient of \$10,000 "California of the Past" grant from State of California to create digital stories from community members that were Japanese internees.
- Recipient of \$10,000 "Kaiser Get Wise/Thrive" grant to promote healthy habits to teens.
- Recipient of \$15,000 Braddock Foundation education grant.
- Recipient of \$5,700 grant to provide online tutoring assistance from Tutor.com.
- Recipient of \$42,000 from State of California (LSTA) for Project Literacy.
- Recipient of \$30,000 CDBG funds for Project Literacy.
- Recipient of \$23,000 Public Library Fund from State of California.
- AmeriCorps Literacy Grant funding for two part time Literacy Assistants (1FTE).

**2010-11 GOALS AND OBJECTIVES**

- ◇ Continue to seek grant funding from various sources.
- ◇ Become entrepreneurial in raising funds to support the Library and Project Literacy.
- Recruit and train additional library volunteers.

**PROGRAM CHANGES**

- Reduction in Project Literacy office hours.

**2010-11 FISCAL REDUCTIONS**

- Elimination of \$30,000 CDBG funds for Project Literacy.
- Elimination of Americorps Grant funding.

◇ Designates direct support for City Council adopted goals



**CHANGES IN FINANCIAL POSITION  
SPECIAL GRANTS  
OPERATIONS AND CAPITAL IMPROVEMENT PROJECTS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	1,144,965	11,363,383	6,165,509
Use of money and property	16,742	0	0
Other	57,016	25,000	0
<b>Total revenues</b>	<b>1,218,723</b>	<b>11,388,383</b>	<b>6,165,509</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	287,341	239,363	413,063
Contractual and other services	1,188,801	11,289,909	5,735,009
Materials and supplies	58,990	405,576	3,175
Other Operating Costs	53,175	6,729	14,262
<b>Total expenditures</b>	<b>1,588,307</b>	<b>11,941,577</b>	<b>6,165,509</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(369,584)</b>	<b>(553,194)</b>	<b>0</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	153,816	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>153,816</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>(215,768)</b>	<b>(553,194)</b>	<b>0</b>
<b>FUND BALANCES:</b>			
Beginning of year	768,962	553,194	0
End of year	\$553,194	\$0	\$0

**SPECIAL GRANTS  
OPERATIONS**

*Expenditures By Projects*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Operations:</u></b>			
<b><u>Library:</u></b>			
LSTA Grants	\$25,126	\$39,688	\$0
Project Literacy Program	70,453	126,817	133,771
State Library Grant	0	214,379	0
<b>Total Library Grant Expenditures</b>	<b>95,579</b>	<b>380,884</b>	<b>133,771</b>
<b><u>Public Safety:</u></b>			
Avoid the 21 Enforcement	6,759	0	0
Justice Assistant Grant (JAG)	0	29,078	0
Frontline Enforcement	135,796	170,403	177,028
Identity Theft Strike Force	8,121	0	0
Sobriety Checkpoint	14,720	0	0
<b>Total Police Grant Expenditures</b>	<b>165,396</b>	<b>199,481</b>	<b>177,028</b>
<b><u>Recreation &amp; Human Services:</u></b>			
Measure B GAP	50,000	49,000	49,000
Paratransit Program	319,646	352,841	366,201
Recreation Shape Up Program	23,090	0	0
<b>Total Recreation Grant Expenditures</b>	<b>392,736</b>	<b>401,841</b>	<b>415,201</b>
<b>Total Operating Grants</b>	<b>\$ 653,711</b>	<b>\$ 982,206</b>	<b>\$ 726,000</b>

*Personnel Summary*

	2008-09 Adjusted	2009-10 Adopted	2010-11 Adopted
<b><u>Full-Time:</u></b>			
Police Officer	0.00	0.00	1.00
Project Literacy Coordinator	1.00	1.00	1.00
Recreation and Human Resources Mgr.	0.25	0.25	0.25
Recreation Supervisor	0.29	0.00	0.23
<b>Total Full time</b>	<b>1.54</b>	<b>1.25</b>	<b>2.48</b>
<b><u>Part-Time:</u></b>			
Administrative Assistant	0.48	0.00	0.48
Administrative Analyst	0.00	0.48	0.00
Office Assistant I	0.10	0.10	0.10
Recreation Specialist III	0.88	0.88	0.88
<b>Total Part time</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>
<b>Total</b>	<b>2.99</b>	<b>2.70</b>	<b>3.93</b>

**SPECIAL GRANTS**  
CAPITAL IMPROVEMENTS

*Expenditures By Projects*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>Capital Improvement Projects:</b>			
Bancroft Avenue Street Rehab	\$0	\$206,979	\$0
BART Access and San Leandro Blvd Study	0	200,000	0
Bay Trail Slough Bridge Construction	17,955	732,017	0
Climate Protection Grant	268	39,732	0
E 14th St. Streetscape & Pedestrian Safety	32	345,968	0
E14th St/Dutton Signal Replacement	0	0	505,000
East 14th St. Medians (TEA)	51,528	456,408	0
Energy Efficiency Conservation Block Grant	0	734,200	0
I-880 Washington Intersection - Bayfair	12,829	470,560	0
Manor Branch Library	102,658	52,383	0
Marina Park Group Picnic Area - Meas WW	0	0	988,000
Marina Park Irrigation Improvements - Meas WW	0	0	622,000
Misc Traffic Safety Equipment	11	9,989	0
OTS Speed Feedback Signs	45,219	0	0
Par Course Improvements	0	0	734,998
Park Pathways - Meas WW	501	500,000	-
Park Walkway Rehabilitation - Meas WW	0	0	250,000
Pedestrian Accessibility Improvements	13,710	0	0
Pedestrian Accessibility Improvements - TDA	71,917	4,619	0
Pedestrian Accessibility Improvements - TDA	7,118	78,821	0
Pedestrian Oriented Safety Equipment Access	0	52,000	48,511
Pedestrian Safety Improvements at Rail Road	0	0	215,000
Relocate Boat Launch Ramp	28,990	1,574,108	0
Resurface Skate Park - Meas WW	0	0	56,000
Safe Routes to Schools	145,191	9,340	0
Safe Routes to Transit	0	0	1,180,000
San Leandro Ball Park Locker/Restroom -Meas WW	0	0	130,000
San Leandro Street Rehabilitation	51	1,337,949	0
San Leandro Street Rehabilitation (JFMS)	0	1,338,000	0
Senior Center Acquisition/Construction	244,983	0	0
Senior Center Design Schematics	96,224	0	0
Shoreline Rip Rap Construction	0	306,090	0
Slough Bridge Pedestrian/Bicycle Bridge	0	300,027	0
Slough Bridge Pedestrian/Bicycle Bridge - (State)	0	395,000	0
Slough Bridge Pedestrian/Bicycle Bridge - (TEA)	0	539,940	0
Springlake Drive Rehab (ARRA)	0	350,000	0
Stenzel Park Bleacher Renovation - Meas WW	0	0	96,000
Stenzel Park Drainage - Meas WW	0	0	179,000
TOD Infrastructure Study	0	75,000	0
Toyon Park Play Equipment - Meas WW	0	0	435,000
Traffic Light Synchronization Program	527	349,473	0
Traffic Management System Upgrade	18,966	165,034	0
Washington/Estabrook Intersection Imprvmnts	75,918	335,734	0
<b>Total Capital Improvement Grant Projects</b>	<b>\$ 934,596</b>	<b>\$ 10,959,371</b>	<b>\$ 5,439,509</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 1,588,307</b>	<b>\$ 11,941,577</b>	<b>\$ 6,165,509</b>

## Community Development Block Grant (CDBG) Fund

### DESCRIPTION

The Community Development Department, via the Housing Services Division, administers the City's federal Community Development Block Grant (CDBG) funds. The City receives an annual CDBG entitlement grant from the U.S. Department of Housing and Urban Development. CDBG eligible activities must meet at least one of the following national objectives: benefit low-and moderate-income persons; aid in the prevention or elimination of slums or blight; and meet an urgent need such as disaster relief. The five eligible funding categories for CDBG are: public services, general administration, capital improvements, housing and economic development.

### 2009-10 ACCOMPLISHMENTS

- CDBG funds were used for the following notable capital improvement activities for City and local nonprofit facilities:
  - Renovation of the Family Service Counseling & Community Resource Center (FSCC) and San Leandro Boys & Girls Club facilities
  - Contribution towards the Senior Community Center project.
  - Completion of 100 ADA curb cuts and ramps throughout the city.
  - \$500,000 loan for Davis Street Family Resource Center to assist in the acquisition of its existing leased facility.
- The following CDBG-funded public services agencies/services have served 6,926 households (or 27,673 individuals) as of December 2009:
  - Building Futures with Women & Children/San Leandro Shelter,
  - Davis Street Family Resource Center
  - San Leandro Public Library Foundation/Project Literacy
  - ECHO Housing Landlord-Tenant Counseling and Fair Housing Programs
- Completed and submitted 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 as well as its first year Annual Action Plan for FY2010-2011.

### 2010-2011 GOALS AND OBJECTIVES

- Implement the FY 2010-2014 Five-Year Consolidated Plan and FY2010-2011 Annual Action Plan which Council adopted in April 2010. The FY 2010-2011 Annual Action Plan allocated CDBG funds for public services, general administration and capital improvements.
- Continue working 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.



**PROGRAM CHANGES**

None.

**2010-11 FISCAL REDUCTIONS**

None.



**CHANGES IN FINANCIAL POSITION  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
OPERATIONS AND CAPITAL IMPROVEMENT PROJECTS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	1,186,034	3,742,412	729,312
Use of money and property	0	0	0
Other	0	0	0
<b>Total revenues</b>	<b>1,186,034</b>	<b>3,742,412</b>	<b>729,312</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	136,798	92,902	100,624
Contractual and other services	1,044,963	3,224,136	225,855
Materials and supplies	971	2,297	1,756
Other Operating Costs	3,302	524,830	401,077
<b>Total expenditures</b>	<b>1,186,034</b>	<b>3,844,165</b>	<b>729,312</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>(101,753)</b>	<b>0</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>0</b>	<b>(101,753)</b>	<b>0</b>
<b>FUND BALANCES:</b>			
Beginning of year	101,753	101,753	0
End of year	<b>\$101,753</b>	<b>\$0</b>	<b>\$0</b>

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
OPERATIONS AND CAPITAL IMPROVEMENT PROJECTS**

*Expenditures By Projects*

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Operations:</u></b>			
CDBG Administration	\$ 112,981	\$ 124,729	\$ 124,729
Continuum of Care Corrdinator	6,755	6,755	6,755
Fair Housing	14,000	14,000	14,000
Alameda Childcare Center	0	0	77,000
Building Futures (BFWC) - Facilities	0	50,000	0
Davis St. Family Resource Center - Facilities	0	500,000	300,000
HUD 108 Loan - Senior Center	0	0	95,828
<b>Total Operating Expenditures</b>	<b>133,736</b>	<b>695,484</b>	<b>618,312</b>
<b><u>Community Assistance Grants:</u></b>			
Landlord Tenant Counseling	29,750	27,911	15,000
Homeless Services (BFWC)	30,000	28,143	21,000
Homeless Prevention (Davis Street Comm Ctr)	26,151	24,913	35,000
Special Needs - Project Literacy	30,000	28,143	0
Family Services Counseling	38,693	1,307	10,000
Spectrum Community Services	0	40,000	0
Ada Ramp Project - CDBG Stimulus	0	195,836	0
ECHO Housing Rental Assistance Program	0	0	5,000
Pathways Counseling - Family Strengthening	0	0	10,000
Community Orientated Prevention Services	0	0	7,500
Senior Support Services	0	0	7,500
Bay Area Community Services	0	25,000	0
<b>Total Community Assistance Grants</b>	<b>154,594</b>	<b>371,253</b>	<b>111,000</b>
<b>Total Operating Expenditures</b>	<b>\$ 288,330</b>	<b>\$ 1,066,737</b>	<b>\$ 729,312</b>
<b><u>Capital Improvement Projects:</u></b>			
Senior Center Acquisition/Construction	897,704	4,600	0
Boys & Girls Club Facility Improvements	0	22,400	0
Senior Center	0	2,500,000	0
ADA Ramp Project	0	250,428	0
<b>Total Capital Improvement Project Expenditures</b>	<b>897,704</b>	<b>2,777,428</b>	<b>0</b>
<b>Total Project Expenditures</b>	<b>\$ 1,186,034</b>	<b>\$ 3,844,165</b>	<b>\$ 729,312</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 1,186,034</b>	<b>\$ 3,844,165</b>	<b>\$ 729,312</b>
<b><i>Personnel Summary</i></b>			
	<b>2008-09 Adopted</b>	<b>2009-10 Adopted</b>	<b>2010-11 Adopted</b>
<b><u>Full-Time:</u></b>			
Adminstrative Assistant II	0.40	0.30	0.40
Housing CDBG Manager	0.05	0.05	0.05
Project Specialist I	0.57	0.40	0.45
Project Specialist II	0.10	0.10	0.10
Total Full time	1.12	0.85	1.00
<b>Total</b>	<b>1.12</b>	<b>0.85</b>	<b>1.00</b>

**Home Investment Partnership Program (HOME)****DESCRIPTION**

The Community Development Department, via the Housing Services Division, administers the City's federal Home Investment Partnership Program (HOME) funds. The City receives HOME funds through its participation in the Alameda County Home Consortium. The Consortium is made up of most Alameda County cities, except Oakland and Berkeley and the Urban County area. The Alameda County Housing and Community Development Department (HCD) serves as the lead agency in administration of the HOME funds, receives an annual entitlement HOME grant from the U.S. Department of Housing and Urban Development and allocates HOME funds to Consortium members including the City.

**2009-10 ACCOMPLISHMENTS**

- Completion and lease up of Estabrook Place, a 51-unit affordable senior rental housing development. The nonprofit, Eden Housing, Inc., is the owner and developer of Estabrook Place, which the City Council approved \$1.385 million in HOME funding for acquisition/new construction in July 2007.

**2010-2011 GOALS AND OBJECTIVES**

- Continue seeking eligible affordable rental housing development (such as acquisition, rehab, and new construction) and tenant-based rental assistance opportunities with developers and landlords.

**PROGRAM CHANGES**

None

**2010-11 FISCAL REDUCTIONS**

None



**CHANGES IN FINANCIAL POSITION  
HOME GRANT  
OPERATIONS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	16,992	764,174	330,314
Use of money and property	0	0	0
Other	0	0	0
<b>Total revenues</b>	<b>16,992</b>	<b>764,174</b>	<b>330,314</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	16,946	14,783	15,307
Contractual and other services	1,068	3,364	150
Materials and supplies	0	0	0
Other Operating Costs	440	741,026	314,857
<b>Total expenditures</b>	<b>18,454</b>	<b>759,173</b>	<b>330,314</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(1,462)</b>	<b>5,001</b>	<b>0</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>(1,462)</b>	<b>5,001</b>	<b>0</b>
<b>FUND BALANCES:</b>			
Beginning of year	(3,539)	(5,001)	0
End of year	\$ (5,001)	0	0

**HOME GRANT  
OPERATIONS**

*Expenditures By Projects*

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
HOME Administration	\$ 18,454	\$ 759,173	\$ 330,314
<b>Total Project Expenditures</b>	<b>\$ 18,454</b>	<b>\$ 759,173</b>	<b>\$ 330,314</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 18,454</b>	<b>\$ 759,173</b>	<b>\$ 330,314</b>

*Personnel Summary*

	<b>2008-09 Adopted</b>	<b>2009-10 Adopted</b>	<b>2010-11 Adopted</b>
<u>Full-Time:</u>			
Project Specialist II	0.05	0.05	0.05
Project Specialist I	0.05	0.05	0.05
Administrative Assistant II	0.00	0.00	0.00
Housing CDBG Manager	0.02	0.02	0.02
Total Full time	0.12	0.12	0.12
<b>Total</b>	<b>0.12</b>	<b>0.12</b>	<b>0.12</b>

**CHANGES IN FINANCIAL POSITION  
HOUSING IN LIEU  
CAPITAL IMPROVEMENT PROJECTS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	12,430	3,863	0
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	1,229	1,017	538
Other	0	0	0
<b>Total revenues</b>	<b>13,659</b>	<b>4,880</b>	<b>538</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	0	0	0
Contractual and other services	0	0	0
Materials and supplies	0	0	0
Other Operating Costs	0	0	0
<b>Total expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>13,659</b>	<b>4,880</b>	<b>538</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>13,659</b>	<b>4,880</b>	<b>538</b>
<b>FUND BALANCES:</b>			
Beginning of year	47,505	61,164	66,044
End of year	<b>\$ 61,164</b>	<b>\$ 66,044</b>	<b>\$ 66,582</b>

**HOUSING IN LIEU  
CAPITAL IMPROVEMENT PROJECTS**

*Expenditures By Projects*

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Housing In Lieu	\$0	\$0	\$0
<b>Total Project Expenditures</b>	0	0	0
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Business Improvement District

### 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 six 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.



**2009-10 ACCOMPLISHMENTS**

- Successfully re-established the Business Improvement District (BID) for another five-year term (sunsets at the end of June 2014).
- Celebrated the millionth rider since the establishment of the LINKS service. This milestone was commemorated with a LINKS ridership appreciation event that took place at The North Face, a business located along the LINKS route.
- To improve marketing and outreach efforts, staff developed an improved LINKS website, along with promotional materials printed in both English and Spanish.
- In 2009-10, the LINKS will serve approximately 150,000 riders, an average of roughly 625 riders per day.

**2010-11 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.

◇ Designates direct support for City Council adopted goals



**CHANGES IN FINANCIAL POSITION  
BUSINESS IMPROVEMENT DISTRICT  
LINK'S SHUTTLE OPERATIONS**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	132,808	130,000	143,000
Service charges	0	0	0
Intergovernmental	0	299,700	210,000
Use of money and property	164	0	60
Other	0	0	0
<b>Total revenues</b>	<b>132,972</b>	<b>429,700</b>	<b>353,060</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	0	0	0
Contractual and other services	283,538	0	0
Materials and supplies	300	390,000	365,000
Other Operating Costs	0	0	0
<b>Total expenditures</b>	<b>283,838</b>	<b>390,000</b>	<b>365,000</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(150,866)</b>	<b>39,700</b>	<b>(11,940)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	140,500	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>140,500</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>(10,366)</b>	<b>39,700</b>	<b>(11,940)</b>
<b>FUND BALANCES:</b>			
Beginning of year	15,321	4,955	44,655
End of year	<b>\$ 4,955</b>	<b>\$ 44,655</b>	<b>\$ 32,715</b>

**BUSINESS IMPROVEMENT DISTRICT**  
**LINKS SHUTTLE OPERATIONS**

*Expenditures By Projects*

	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>
	<b>Actual</b>	<b>Adjusted</b>	<b>Adopted</b>
Links Shuttle	\$ 251,838	\$ 307,500	\$ 155,000
TFCA - Shuttle Grant	32,000	82,500	210,000
<b>Total Project Expenditures</b>	<b>\$ 283,838</b>	<b>\$ 390,000</b>	<b>\$ 365,000</b>
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$ 283,838</b>	<b>\$ 390,000</b>	<b>\$ 365,000</b>

**INTRODUCTION**

The Capital Improvement Program (CIP) budget is for expenditures on capital projects such as major street or park improvements, building construction, and significant facility maintenance or upgrades. The CIP is annually reviewed, prioritized and updated by the Engineering and Transportation Department for consideration and approval by City Council as part of the budget process. Most of the CIP projects are funded with non-discretionary funds, meaning that the money must be used for a specific purpose. Due to the challenging economic times, General Fund support has become very limited; for the 2010-11 proposed budget, no new General Funds are being budgeted for CIP. This section outlines the 2010-11 CIP work plan and funding sources.



**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 2010-11 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 2010-11, including all funding sources, proposes projects costing a total of **\$8,472,877**.

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

- a) 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. (FY 2010-11:\$75,000)

**Fund 122 Park Development Fees**

- a) Marina Dog Park – Construct a dog park at the Shoreline Recreation Area south of the Neptune Bridge Alternative 1 – Decomposed granite at the fence line only. (FY 2010-11: \$312,000)
- b) Par Course Improvements – Reconstruction of paved walkways and installation of new exercise station equipment and signage. (FY 2010-11: \$188,000) and Measure WW grants in Grant Fund Account 150-38-322 (FY 2010-11: \$734,998)



**Fund 144-36 Measure B Fund – Bicycle and Pedestrian**

- a) Safe Routes to Transit – Downtown S.L. BART Pedestrian and Bike Access Project – relocate railroad crossing near West Estudillo; construct a bike/pedestrian pathway; add new bike lockers/racks; construct a public bike/pedestrian paseo; and enhance crosswalks. (FY 2010-11: \$40,000) and the Grant Fund – Account 150-36-294 (FY 2010-11: \$1,180,000)

**Fund 144-38 Measure B Fund – Streets and Roads**

- a) Annual Street Sealing Program – Annual cape and slurry sealing program for city streets. Street selection based on Pavement Management System priority list coordinated with the Public Works Services Area Maintenance Program. (FY 2010-11: \$250,000); and the TCR Fund – Account 145-38-323 (FY 2010-11: \$142,351)
- b) Bridge Maintenance and Repair Various Locations – Make repairs to various city owned bridge structures in conformance with the 2007 Bridge Inspection Report prepared by the Public Works Services & Engineering and Transportation Departments. (FY 2010-11: \$250,000)

**Fund 145 Traffic Congestion Relief (TCR)**

- a) Annual Street Sealing Program – Annual cape and slurry sealing program for city streets. Street selection based on Pavement Management System priority list coordinated with the Public Works Services Area Maintenance Program. (FY 2010-11: \$142,351) and Measure B Streets and Roads Fund – Account 144-38-323 (FY 2010-11: \$250,000)

**Fund 150 Grant**

- a) Marina Park – Group Picnic Areas – Design and rebuild the three group picnic areas at Marina Park to provide shade and a wind barrier. This project will be funded by Measure WW grant funds in the Grant Fund Account 150-62-107 (FY 2010-11: \$988,000)
- b) All Parks – Rehabilitation of Asphalt Walkways (Year 2) – Repair or replace asphalt pathways within City parks based on condition assessment. This project will be funded by Measure WW grant funds in the Grant Fund Account 150-62-108 (FY 2010-11: \$250,000)
- c) Toyon Park Play Equipment – Install play equipment for two age groups and associated fencing, picnic tables, benches and garbage cans. This project will be funded by Measure WW grant funds in the Grant Fund Account 150-62-109 (FY 2010-11: \$435,000)
- d) San Leandro Ball Park Locker / Restroom Refurbishment – Refurbish and upgrade the restrooms and locker rooms at the City's ball park. This project will be funded by



Measure WW grant funds in the Grant Fund Account 150-62-110 (FY 2010-11: \$130,000)

- e) Par Course Improvements – Reconstruction of paved walkways and installation of new exercise station equipment and signage. This project will be funded by Measure WW grant funds in the Grant Fund Account 150-38-322 (FY 2010-11: \$734,998) and the Park Development Fund – Account 122-38-322 (FY 2010-11: \$188,000)
- f) Marina Park Irrigation Improvements – This project will replace the irrigation system at Marina Park. Improvements will be compatible with the use of reclaimed water. This project will be funded by Measure WW grant funds in the Grant Fund Account 150-62-111 (FY 2010-11: \$622,000)
- g) Resurface Skate Park with Concrete – This project will replace the asphalt at the Skate Park with a concrete surface. This project will be funded by Measure WW grant funds in the Grant Fund Account 150-62-112 (FY 2010-11: \$56,000)
- h) Stenzel Park Bleacher Renovation – This project will replace all bleachers, including removal and disposal of old bleachers and installation of new aluminum bleachers, at Stenzel Park. This project will be funded by Measure WW grant funds in the Grant Fund Account 150-62-113 (FY 2010-11: \$96,000)
- i) Stenzel Park Drainage – This project includes installation of sand drains in the outfield areas of Field # 2 of Stenzel Park. This project will be funded by Measure WW grant funds in the Grant Fund Account 150-62-114 (FY 2010-11: \$179,000)
- j) 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:

<b>Road Name</b>	<b>Begin</b>	<b>End</b>
Marina Boulevard	Neptune Drive	Doolittle Drive
Astor Drive	Lake Chabot Road	View Drive
Sybil Avenue	East 14 <sup>th</sup> Street	Bancroft Avenue

This project will be funded by grant funds in the Grant Fund Account 150-38-327 (FY 2010-11: \$1,225,853)



- k) Safe Routes to Transit – Downtown S.L. BART Pedestrian and Bike Access Project – relocate railroad crossing near West Estudillo; construct a bike/pedestrian pathway; add new bike lockers/racks; construct a public bike/pedestrian paseo; and enhance crosswalks. This project will be funded by grant funds in the Grant Fund Account – 150-36-294 (FY 2010-11: \$1,180,000) and by the Measure B - Bicycle and Pedestrian Fund – Account 144-36-294 (FY 2010-11: \$40,000)
- l) Pedestrian-Oriented Safety Equipment and Accessibility Improvements (annual) – Annual project to install pedestrian safety equipment and curb ramps based on citizen requests and staff review. This project will be funding by a TDA grant in the Grand Fund – Account 150-36-295 (FY 2010-11: \$48,511)
- m) Pedestrian Safety Improvements at Railroad Crossings – Improve pedestrian safety at railroad crossings on the Niles Subdivision at Davis Street, Hesperian Boulevard, and Alvarado Street by adding detectable warning surfaces, pedestrian channelization, signage, sidewalk realignment, and pedestrian signals. This project will be funded by the Grant Fund – Account 150-38-325 (FY 2010-11: \$215,000)
- n) East 14<sup>th</sup> Street / Dutton Avenue Signal Replacement – Remove, replace and upgrade signal equipment at the East 14<sup>th</sup> Street and Dutton Avenue intersection including controller, poles and signal heads. This project will be funded by the Grant Fund – Account 150-38-326 (FY 2010-11: \$505,000)

**Fund 593 Water Pollution Control Plant Enterprise**

- a) Sanitary Sewer Line Replacement Various Locations – Pipeline replacements at various locations as identified by CCTV inspections and maintenance records. (FY 2010-11: \$500,000)



**CAPITAL IMPROVEMENT PROGRAM PROJECT SUMMARY**

Fund 120 – Developer Fees for Street Improvements (DFSI)

a) Miscellaneous Traffic Safety, Advanced Planning and Safety/Signal Equipment	\$75,000
Total	<u>\$75,000</u>

Fund 122 – Park Development Fund

a) Marina Dog Park	\$312,000
b) Par Course Improvements	188,000
Total	<u>\$500,000</u>

Fund 144 – Measure B Bicycle & Pedestrian

a) Safe Routes to Transit	\$40,000
Total	<u>\$40,000</u>

Fund 144 – Measure B Streets & Roads

a) Annual Street Sealing Program	\$250,000
b) Bridge Maintenance and Repair Various Locations	250,000
Total	<u>\$500,000</u>

Fund 145 – Traffic Congestion Relief (TCR)

a) Annual Street Sealing Program	\$142,351
Total	<u>\$142,351</u>



**CAPITAL IMPROVEMENTS PROJECTS****21.6**

## Fund 150 – Grant

a)	Marina Park – Group Picnic Areas	\$988,000
b)	All Parks – Rehabilitation of Asphalt Walkways (Year 2)	250,000
c)	Toyon Park Play Equipment	435,000
d)	San Leandro Ball Park Locker / Restroom Refurbishment	130,000
e)	Par Course Improvements	734,998
f)	Marina Park Irrigation Improvements	622,000
g)	Resurface Skate Park with Concrete	56,000
h)	Stenzel Park Bleacher Renovation	96,000
i)	Stenzel Park Drainage	179,000
j)	Annual Overlay / Rehabilitation Program	1,225,853
k)	Safe Routes to Transit	1,180,000
l)	Pedestrian-Oriented Safety and Equipment Accessibility Improve.	48,511
m)	Pedestrian Safety Improvements at Railroad Crossings	215,000
n)	East 14 <sup>th</sup> Street / Dutton Avenue Signal Replacement	505,000
	Total	<u>\$6,665,362</u>

## Fund 593 – Water Pollution Control Plant Enterprise

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

## Fund – Various

a)	Internal Service Charges	<u>\$50,164</u>
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**TOTAL ALL FUNDS: \$8,472,877**

**CAPITAL IMPROVEMENT PROJECTS  
SUMMARY OF PROJECTS BY FUNDING SOURCE  
FISCAL YEAR 2010-11**

CIP Projects for 2010-2011	Developer Fee for Street Improv.	Park Develop. Fund	Measure B Bike & Ped	Measure B Streets & Roads	Traffic Congestion Relief Fund	Proposition IB - Local Streets & Roads Fund	Grant Fund	Water Pollution Control Plant Enterprise	Total Cost
Miscellaneous Traffic Studies, Advanced Planning and Safety/Signal Equipment	\$ 75,000								\$ 75,000
Marina Dog Park		312,000							312,000
Par Course Improvements		188,000					734,998		922,998
Safe Routes to Transit			40,000				1,180,000		1,220,000
Annual Street Sealing Program				250,000	142,351				392,351
Bridge Maintenance & Repair - Various Loc.				250,000					250,000
Marina Park - Group Picnic Areas							988,000		988,000
All Parks - Rehabilitation of Asphalt Walkways							250,000		250,000
Toyon Park Play Equipment							435,000		435,000
San Leandro Ball Park Locker/Restroom Refurb.							130,000		130,000
Marina Park Irrigation Improvements							622,000		622,000
Resurface Skate Park with Concrete							56,000		56,000
Stenzel Park Bleacher Renovation							96,000		96,000
Stenzel Park Drainage							179,000		179,000
Annual Overlay/Rehabilitation Program						1,225,853			1,225,853
Pedestrian-Oriented Safety Equip. & Access.							48,511		48,511
Pedestrian Safety Improvements at RR Xings							215,000		215,000
E. 14th St./Dutton Ave. Signal Replacement							505,000		505,000
PWS Maintenance Projects - Various Locations									0
Miscellaneous Engineering Studies									0
Sanitary Sewer Line Replacement - Various Loc.								500,000	500,000
Internal Service Charges	11,528	17,946			20,690				50,164
<b>Totals</b>	<b>\$ 86,528</b>	<b>\$ 517,946</b>	<b>\$ 40,000</b>	<b>\$ 500,000</b>	<b>\$ 163,041</b>	<b>\$ 1,225,853</b>	<b>\$ 5,439,509</b>	<b>\$ 500,000</b>	<b>\$ 8,472,877</b>

## CHANGES IN FINANCIAL POSITION CAPITAL IMPROVEMENT PROJECTS

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	327,610	133,000	135,000
Intergovernmental	-	0	0
Use of money and property	29,470	0	0
Other	3,153,665	422,783	0
<b>Total revenues</b>	<b>3,510,745</b>	<b>555,783</b>	<b>135,000</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	250,178	0	0
Contractual and other services	1,721,181	6,103,716	0
Materials and supplies	4,122	0	0
Other Operating Costs	1,009,200	224,096.0	0
	-		
<b>Total expenditures</b>	<b>2,984,681</b>	<b>6,327,812</b>	<b>0</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>526,064</b>	<b>(5,772,029)</b>	<b>135,000</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	1,666,686	910,000	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>1,666,686</b>	<b>910,000</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>2,192,750</b>	<b>(4,862,029)</b>	<b>135,000</b>
<b>FUND BALANCES:</b>			
Beginning of year	3,206,917	5,399,667	537,638
End of year	<b>\$ 5,399,667</b>	<b>\$ 537,638</b>	<b>\$ 672,638</b>

**SUMMARY OF CAPITAL IMPROVEMENT PROJECTS  
SUMMARY OF SOURCES AND USES**

<i>Revenues by Fund</i>			
<b>Fund</b>	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Capital Improvement Projects Fund	\$2,984,681	\$6,327,812	\$0
Street/Traffic Improvement Fund (DFSI)	361,566	1,082,037	86,528
Park Development Fees Fund	1,586	517,768	517,946
Measure B Fund	1,045,799	8,954,626	540,000
Traffic Congestion Relief Fund	368,972	571,485	163,041
Proposition IB - Streets & Roads Fund	1,142,986	226,864	1,225,853
Special Grants Fund	934,596	10,959,371	5,439,509
Community Development Block Grant (CDBG) Fund	897,704	2,777,428	0
Water Pollution Control Plant Enterprise Fund	2,656,361	14,722,078	500,000
Shoreline Enterprise Fund	45,771	654,757	0
Redevelopment Agency	16,727,767	20,150,891	0
<b>Total Capital Improvement Projects</b>	<b>\$27,167,789</b>	<b>\$66,945,117</b>	<b>\$8,472,877</b>

<i>Expenditures By Function</i>			
	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Community Development	\$636,475	\$849,273	\$0
Facility Improvements	183,673	2,758,565	0
Recreation & Leisure	1,632,962	6,616,911	4,083,944
Library	343,348	164,378	0
Public Safety	45,783	217,870	0
Streets & Roads Improvements	4,941,420	21,465,151	3,888,933
Water Pollution Control Plant Enterprise Fund	2,656,361	14,722,078	500,000
Redevelopment	16,727,767	20,150,891	0
<b>Total Capital Improvement Projects</b>	<b>\$27,167,789</b>	<b>\$66,945,117</b>	<b>\$8,472,877</b>

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNDING SOURCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>Capital Improvement Projects Fund</b>			
2007 Roof Replacement Program	\$119,642	\$857,044	\$0
Access Ramp Installation	0	144,638	0
Airport Noise Abatement	577,335	467,465	0
Annual Overlay Rehabilitation 2006-07/ADA Ramps	11,144	0	0
Annual Overlay Rehabilitation 2008-09	571	199,429	0
CAD/RMS Replacement	0	24,095	0
CH HVAC PH11 - Middle & South Wing	46,299	885,053	0
CIP Planning	43,222	38,964	0
CIP Warranty Work	5,168	41,193	0
Davis Street Widening	1,009,201	0	0
Davis Street/CT/Net Connection/Ryland	361	98,274	0
Doolittle Drive Entryway	109,259	0	0
Doolittle Drive Entryway - Port of Oakland	44,925	0	0
Eden Road Design	38,212	136,489	0
Fiber Optic Connect to Marina Community Center	37,766	0	0
GIS Monument Database	815	9,185	0
I-880 Washington Interchange - Greenhouse	1,295	224,960	0
I-880 Washington Interchange - Kohl's	31,375	512,471	0
I-880 Washington Intersection - Bayfair Expansion	20,092	479,908	0
Misc Engineering Studies	9,667	130,333	0
Planning Consulting Services	0	25,000	0
Public Safety Building Communication Room Expansion	45,783	193,774	0
Public Works Maintenance Projects	0	250,000	0
Roadway Drainage Repair	38,157	11,843	0
Senior Center	292,363	49,392	0
Senior Center Construction	7,202	6,280	0
Senior Center Design Schematics	7,747	13,853	0
Senior Center EOC Supplies	0	200,000	0
Sidewalk Repair Program	427	0	0
Sidewalk Repairs - City Facilities	17,732	32,268	0
Street Light Undergrounding - E14th St	186,252	313,651	0
Street Repairs	19,294	196,927	0
Street Tree Planter (Concrete Removal)	2,070	116	0
TFCA - MacArthur Streetscape	4,904	0	0
Toyon Park Restroom Replacement	9,891	290,063	0
Underground Utilities - E14th North of 150th	256	379,583	0
Underground Utilities (General)	5,564	3,564	0
Washington Manor Library	240,690	111,995	0
<b>Total Capital Improvement Projects Fund Expenditures</b>	<b>\$2,984,681</b>	<b>\$6,327,812</b>	<b>\$0</b>

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNDING SOURCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Street/Traffic Improvement (DFSI) Fund</u></b>			
Advance Signal System Sample Det.	\$73,569	\$0	\$0
Advanced Planning	17,526	12,474	0
Annual Neighborhood Traffic Calming	104	0	0
BART Access/San Leandro Blvd Study	0	35,000	0
E 14th St. Stripping & Pedestrian Improvements	11,176	104,226	0
Fiber Optic Connect to Marina Community Center	23,732	0	0
Internal Service Charges	7,120	11,414	11,528
Master Plan & Plan Line Update	44,190	117,472	0
Misc. Traffic Safety Equipment	623	24,376	0
Misc. Traffic Safety Improvements	5,378	26,342	0
Neighborhood Traffic Calming	85,241	369,704	0
Par Course Improvements	0	0	75,000
PRS Westgate Parkway	9,310	76,961	0
San Leandro/Park/Broadmoor Roundabout	4,220	95,780	0
Traffic Management System Upgrade	50	181,950	0
Traffic Safety Upgrades	59,923	0	0
Washington/Estabrook Intersection Improvements	19,404	26,338	0
<b>Total Street/Traffic Improvement Fund Expenditures</b>	<b>\$ 361,566</b>	<b>\$ 1,082,037</b>	<b>\$ 86,528</b>
<b><u>Park Development Fees Fund</u></b>			
Dog Walk Park	\$0	\$50,000	\$312,000
Downtown TOD Park Development Master Plan	0	150,000	0
Par Course Improvements	0	0	188,000
Senior Center Furniture and Equipment	0	300,000	0
Internal Service Charges	1,586	17,768	17,946
<b>Total Park Development Fees Fund Expenditures</b>	<b>\$ 1,586</b>	<b>\$ 517,768</b>	<b>\$ 517,946</b>

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNDING SOURCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Measure B Fund</u></b>			
Access Ramp Installation	\$0	\$150,000	\$0
ADA Ramp Project	0	29,000	0
Annual Overlay/Rehabilitation	500,266	1,927,283	0
Annual Street Sealing	36,758	657,886	0
Annual Street Sealing 2010-11	0	0	250,000
BART/UPRR Bicycle-Pedestrian Trail Study	1,551	48,449	0
Bay Trail Bridge Design	21,444	1,007	0
Bay Trail Slough Bridge Construction	17,404	982,461	0
Bicycle & Pedestrian Education	4,775	2,851	0
Bicycle & Pedestrian Master Plan Update	0	87,000	0
Bridge Maintenance and Repair	0	0	250,000
East 14th Street/Hesperian Improvements	54,872	804,438	0
I-880 Washington Interchange - Bayfair	0	128,000	0
I-880 Washington Interchange - Greenhouse	169,183	604,698	0
Lewelling/Hesperian Blvd Improvements	2,466	564	0
Lighted Crosswalks	165,458	11,702	0
Misc Traffic Safety Equipment	3,335	21,665	0
Roadway Drainage Repair	4,863	111,446	0
Safe Routes to Transit	0	0	40,000
Storm Drain Inventory and Replacement	0	55,000	0
Westgate Parkway	39,038	280,562	0
Westgate Parkway - Phase II	13,024	2,866,976	0
Wicks Blvd Walkway	11,362	183,638	0
<b>Total Measure B Fund Expenditures</b>	<b>\$1,045,799</b>	<b>\$8,954,626</b>	<b>\$540,000</b>
<b><u>Traffic Congestion Relief Fund (Prop 42)</u></b>			
Annual Street Sealing	\$0	\$551,000	\$142,351
I-880 Washington Intersection - Bayfair Expansion	59,080	0	0
Internal Service Charges	803	20,485	20,690
Road Reconstruction	309,089	0	0
<b>Total Traffic Congestion Relief Fund Expenditures</b>	<b>\$368,972</b>	<b>\$571,485</b>	<b>\$163,041</b>
<b><u>Proposition IB - Local Streets &amp; Roads</u></b>			
Annual Street Overlay	\$1,142,986	\$226,864	\$1,225,853
<b>Total Proposition IB Fund Expenditures</b>	<b>\$1,142,986</b>	<b>\$226,864</b>	<b>\$1,225,853</b>

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNDING SOURCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>Special Grants Fund</b>			
Bancroft Avenue Street Rehab	\$0	\$206,979	\$0
BART Access and San Leandro Blvd Study	0	200,000	0
Bay Trail Slough Bridge Construction	17,955	732,017	0
Climate Protection Grant	268	39,732	0
E 14th St. Streetscape & Pedestrian Safety	32	345,968	0
E14th St/Dutton Signal Replacement	0	0	505,000
East 14th St. Medians (TEA)	51,528	456,408	0
Energy Efficiency Conservation Block Grant	0	734,200	0
I-880 Washington Intersection - Bayfair	12,829	470,560	0
Manor Branch Library	102,658	52,383	0
Marina Park Group Picnic Area - Meas WW	0	0	988,000
Marina Park Irrigation Improvements - Meas WW	0	0	622,000
Misc Traffic Safety Equipment	11	9,989	0
OTS Speed Feedback Signs	45,219	0	0
Par Course Improvements	0	0	734,998
Park Pathways - Meas WW	501	500,000	0
Park Walkway Rehabilitation - Meas WW	0	0	250,000
Pedestrian Accessibility Improvements	13,710	0	0
Pedestrian Accessibility Improvements - TDA	71,917	4,619	0
Pedestrian Accessibility Improvements - TDA	7,118	78,821	0
Pedestrian Oriented Safety Equipment Access	0	52,000	48,511
Pedestrian Safety Improvements at Rail Road	0	0	215,000
Relocate Boat Launch Ramp	28,990	1,574,108	0
Resurface Skate Park - Meas WW	0	0	56,000
Safe Routes to Schools	145,191	9,340	0
Safe Routes to Transit	0	0	1,180,000
San Leandro Ball Park Locker/Restroom -Meas WW	0	0	130,000
San Leandro Street Rehabilitation	51	1,337,949	0
San Leandro Street Rehabilitation (JFMS)	0	1,338,000	0
Senior Center Acquisition/Construction	244,983	0	0
Senior Center Design Schematics	96,224	0	0
Shoreline Rip Rap Construction	0	306,090	0
Slough Bridge Pedestrian/Bicycle Bridge	0	300,027	0
Slough Bridge Pedestrian/Bicycle Bridge - (State)	0	395,000	0
Slough Bridge Pedestrian/Bicycle Bridge - (TEA)	0	539,940	0
Springlake Drive Rehab (ARRA)	0	350,000	0
Stenzel Park Bleacher Renovation - Meas WW	0	0	96,000
Stenzel Park Drainage - Meas WW	0	0	179,000
TOD Infrastructure Study	0	75,000	0
Toyon Park Play Equipment - Meas WW	0	0	435,000
Traffic Light Synchronization Program	527	349,473	0
Traffic Management System Upgrade	18,966	165,034	0
Washington/Estabrook Intersection Improvements	75,918	335,734	0
<b>Total Special Grants Fund Expenditures</b>	<b>\$934,596</b>	<b>\$10,959,371</b>	<b>\$5,439,509</b>

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNDING SOURCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b><u>Community Development Block Grant (CDBG) Fund</u></b>			
ADA Ramp Project	\$0	\$250,428	\$0
Boys & Girls Club Facility Improvements	0	22,400	0
Senior Center Acquisition/Construction	897,704	4,600	0
Senior Center	0	2,500,000	0
<b>Total CDBG Fund Expenditures</b>	<b>\$897,704</b>	<b>\$2,777,428</b>	<b>\$0</b>
<b><u>Water Pollution Control Plant Enterprise Fund</u></b>			
2550 Davis St Remediation	\$0	\$336,000	\$0
2550 Davis St. Demolition	6,279	93,721	0
2660 Eden Road Grading/Remediation	39,450	343,159	0
Annual Overlay Program	48	0	0
Blue Dolphin Lift Station	7,527	500,473	0
Effluent Irrigation - Golf Course	99,356	0	0
Electrical Repairs	31,585	65,008	0
Fiber Optic Communication	64,056	0	0
Preda St./SL Creek Sanitary Upgrade	11,021	120,014	0
Sanitary Sewer Asset Mgmt System	19,000	34,941	0
Sanitary Sewer Line Replacements	871	500,000	0
Sanitary Sewer Pipeline Replacement	39,865	771,967	500,000
Sanitary Sewer Repair	69,003	469,662	0
Sanitary Sewer Residential Assistance	388	8,331	0
Sewer Easement Acquisition	0	8,617	0
Sewer Pipeline Replacement	195,447	499,129	0
Sewer Point Repairs 2005	9,205	0	0
SLB/Davis St Sewer Capacity	0	600,000	0
TOD Infrastructure Study	0	77,130	0
Waste Activated Sludge Thickening	244,563	2,118,769	0
Waste Water Treatment Plant Impv	0	558,316	0
Wicks Sanitary Lift Station	40,607	977,393	0
WPCP Co-Generation	1,332,034	2,074,228	0
WPCP Digester Rehabilitation	519,330	356,232	0
WPCP Expansion	1,240,528	478,389	0
WPCP Rehabilitation - Design	678,564	3,730,599	0
Capitalize Fixed Assets	(1,992,366)	0	0
<b>Total Water Pollution Control Plant Enterprise Fund Expenditures</b>	<b>\$2,656,361</b>	<b>\$14,722,078</b>	<b>\$500,000</b>

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNDING SOURCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>Shoreline Enterprise Fund</b>			
American Golf Corporation - Capital	\$0	\$230,861	\$0
Annual Maintenance Dredging	293	354,325	0
DMMS Sediment Removal	8,807	4,727	0
Marina Shoaling Study	25,643	0	0
Rip Rap Improvements	11,028	64,844	0
<b>Total Shoreline Enterprise Fund Expenditures</b>	<b>\$45,771</b>	<b>\$654,757</b>	<b>\$0</b>
<b>Redevelopment Agency</b>			
1550 East 14th St Acquisition	\$6,150,000	\$0	\$0
Adams Avenue Reconstruction	399,997	0	0
Albertsons Replacement Parking	3,447	255,553	0
Bart Access and San Leandro Blvd Study	417	14,583	0
Chamber Demolition	22,437	35,563	0
Chamber TI Improvements - Estudillo Garage	1,386	398,614	0
D/T Light & Pedestrian Improvements	251,347	441,275	0
Davis St Sidewalk Repair	0	0	0
Davis/Hays Replacement Parking	1,883	63,117	0
Doolittle Drive Entryway	122,472	10,136	0
Doolittle Drive Entryway PH II	235,143	2,040	0
Doolittle Drive Slurry Seal	170,286	5,714	0
Downtown Light & Pedestrian Improvements	2,670,259	0	0
Downtown Modular Newsracks	8,037	233,464	0
Downtown Parking Paving	131,444	0	0
E 14th/Hesperian/150th Improvements	0	1,300,000	0
East 14th St. Medians	1,552	179,634	0
East 14th St. PSR	0	0	0
EBMUD Demo	103,957	5,721	0
Eden Road Development	843,605	50,712	0
Estudillo/Callan 2008 Parking Garage	908,317	229,237	0
Estudillo/Callan Parking Garage	29,790	7,979,223	0
MacArthur Blvd Improvements PH II	22,719	177,281	0
Senior Center	4,457,016	8,542,984	0
Senior Center Acquisition and Construction	108,736	228,265	0
TOD Infrastructure Study	0	7,500	0
Tree Well	41,580	5,888	0
Tree Well Repair Program	41,940	4,659	0
<b>Total Redevelopment Agency Expenditures</b>	<b>\$16,727,767</b>	<b>\$20,150,891</b>	<b>\$0</b>
<b>Total Capital Improvement Project Expenditures</b>	<b>\$27,167,789</b>	<b>\$66,945,117</b>	<b>\$8,472,877</b>

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNCTION**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
<b><u>Community Development</u></b>			
Airport Noise Abatement	\$577,335	\$467,465	\$0
Boys & Girls Club Facility Improvements	0	22,400	0
CIP Planning	43,222	38,964	0
CIP Warranty Work	5,168	41,193	0
Climate Protection Grant	268	39,732	0
GIS Monument Database	815	9,185	0
Misc Engineering Studies	9,667	130,333	0
Planning Consulting Services	0	25,000	0
TOD Infrastructure Study	0	75,000	0
<b>Total Community Development</b>	<b>\$636,475</b>	<b>\$849,273</b>	<b>\$0</b>
<b><u>Facility Improvements</u></b>			
Energy Efficiency Conservation Block Grant	\$0	\$734,200	\$0
2007 Roof Replacement Program	119,642	857,044	0
CH HVAC PH11 - Middle & South Wing	46,299	885,053	0
Public Works Maintenance Projects	0	250,000	0
Sidewalk Repairs - City Facilities	17,732	32,268	0
<b>Total Facility Improvements</b>	<b>\$183,673</b>	<b>\$2,758,565</b>	<b>\$0</b>
<b><u>Recreation &amp; Leisure</u></b>			
American Golf Corporation - Capital	\$0	\$230,861	\$0
Annual Maintenance Dredging	293	354,325	0
DMMS Sediment Removal	8,807	4,727	0
Dog Walk Park	0	50,000	312,000
Downtown TOD Park Development Master Plan	0	150,000	0
Internal Service Charges	1,586	17,768	17,946
Marina Park Group Picnic Area - Meas WW	0	0	988,000
Marina Park Irrigation Improvements - Meas WW	0	0	622,000
Marina Shoaling Study	25,643	0	0
Par Course Improvements	0	0	75,000
Par Course Improvements	0	0	188,000
Par Course Improvements	0	0	734,998
Park Pathways - Meas WW	501	500,000	0
Park Walkway Rehabilitation - Meas WW	0	0	250,000
Relocate Boat Launch Ramp	28,990	1,574,108	0
Resurface Skate Park - Meas WW	0	0	56,000
Rip Rap Improvements	11,028	64,844	0
San Leandro Ball Park Locker/Restroom -Meas WW	0	0	130,000
Senior Center	0	2,500,000	0
Senior Center	292,363	49,392	0
Senior Center Acquisition/Construction	897,704	4,600	0
Senior Center Acquisition/Construction	244,983	0	0
Senior Center Construction	7,202	6,280	0
Senior Center Design Schematics	96,224	0	0
Senior Center Design Schematics	7,747	13,853	0
Senior Center EOC Supplies	0	200,000	0
Senior Center Furniture and Equipment	0	300,000	0

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNCTION**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
Shoreline Rip Rap Construction	0	306,090	0
Stenzel Park Bleacher Renovation - Meas WW	0	0	96,000
Stenzel Park Drainage - Meas WW	0	0	179,000
Toyon Park Play Equipment - Meas WW	0	0	435,000
Toyon Park Restroom Replacement	9,891	290,063	0
<b>Total Recreation &amp; Leisure</b>	<b>\$1,632,962</b>	<b>\$6,616,911</b>	<b>\$4,083,944</b>
<b><u>Library</u></b>			
Manor Branch Library	\$102,658	\$52,383	\$0
Washington Manor Library	240,690	111,995	0
<b>Total Library</b>	<b>\$343,348</b>	<b>\$164,378</b>	<b>\$0</b>
<b><u>Public Safety</u></b>			
CAD/RMS Replacement	\$0	\$24,095	\$0
Public Safety Building Communication Room Expansion	45,783	193,774	0
<b>Total Public Safety</b>	<b>\$45,783</b>	<b>\$217,870</b>	<b>\$0</b>
<b><u>Streets &amp; Road Improvements</u></b>			
Access Ramp Installation	\$0	\$150,000	\$0
Access Ramp Installation	0	144,638	0
ADA Ramp Project	0	29,000	0
ADA Ramp Project	0	250,428	0
Advance Signal System Sample Detection	73,569	0	0
Advanced Planning	17,526	12,474	0
Annual Neighborhood Traffic Calming	104	0	0
Annual Overlay Rehabilitation 2006-07/ADA Ramps	11,144	0	0
Annual Overlay Rehabilitation 2008-09	571	199,429	0
Annual Overlay/Rehab 2010-11	0	0	1,225,853
Annual Overlay/Rehabilitation	500,266	1,927,283	0
Annual Street Overlay	1,142,986	226,864	0
Annual Street Sealing	36,758	657,886	0
Annual Street Sealing	0	551,000	142,351
Annual Street Sealing 2010-11	0	0	250,000
Bancroft Avenue Street Rehab	0	206,979	0
BART Access and San Leandro Blvd Study	0	200,000	0
BART Access/San Leandro Blvd Study	0	35,000	0
BART/UPRR Bicycle-Pedestrian Trail Study	1,551	48,449	0
Bay Trail Bridge Design	21,444	1,007	0
Bay Trail Slough Bridge Construction	17,404	982,461	0
Bay Trail Slough Bridge Construction	17,955	732,017	0
Bicycle & Pedestrian Education	4,775	2,851	0
Bicycle & Pedestrian Master Plan Update	0	87,000	0
Bridge Maintenance and Repair	0	0	250,000
Davis Street Widening	1,009,201	0	0
Davis Street/CT/Net Connection/Ryland	361	98,274	0
Doolittle Drive Entryway	109,259	0	0
Doolittle Drive Entryway - Port of Oakland	44,925	0	0

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNCTION**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
E 14th St. Streetscape & Pedestrian Safety	32	345,968	0
E 14th St. Stripping & Pedestrian Improvements	11,176	104,226	0
E14th St/Dutton Signal Replacement	0	0	505,000
East 14th St. Medians (TEA)	51,528	456,408	0
East 14th Street/Hesperian Improvements	54,872	804,438	0
Eden Road Design	38,212	136,489	0
Fiber Optic Connect to Mar Community Ctr	23,732	0	0
Fiber Optic Connect to Marina Community Center	37,766	0	0
I-880 Washington Interchange - Bayfair	0	128,000	0
I-880 Washington Interchange - Greenhouse	169,183	604,698	0
I-880 Washington Interchange - Greenhouse	1,295	224,960	0
I-880 Washington Interchange - Kohl's	31,375	512,471	0
I-880 Washington Intersection - Bayfair	12,829	470,560	0
I-880 Washington Intersection - Bayfair Expansion	59,080	0	0
I-880 Washington Intersection - Bayfair Expansion	20,092	479,908	0
Internal Service Charges	7,120	11,414	11,528
Internal Service Charges	803	20,485	20,690
Lewelling/Hesperian Blvd Improvements	2,466	564	0
Lighted Crosswalks	165,458	11,702	0
Master Plan & Plan Line Update	44,190	117,472	0
Misc Traffic Safety Equipment	3,335	21,665	0
Misc Traffic Safety Equipment	11	9,989	0
Misc. Traffic Safety Equipment	623	24,376	0
Misc. Traffic Safety Improvements	5,378	26,342	0
Neighborhood Traffic Calming	85,241	369,704	0
OTS Speed Feedback Signs	45,219	0	0
Pedestrian Accessibility Improvements	13,710	0	0
Pedestrian Accessibility Improvements - TDA	71,917	4,619	0
Pedestrian Accessibility Improvements - TDA	7,118	78,821	0
Pedestrian Oriented Safety Equipment Access	0	52,000	48,511
Pedestrian Safety Improvements at Rail Road	0	0	215,000
PRS Westgate Parkway	9,310	76,961	0
Road Reconstruction	309,089	0	0
Roadway Drainage Repair	38,157	11,843	0
Roadway Drainage Repair	4,863	111,446	0
Safe Routes to Schools	145,191	9,340	0
Safe Routes to Transit	0	0	40,000
Safe Routes to Transit	0	0	1,180,000
San Leandro Street Rehabilitation	51	1,337,949	0
San Leandro Street Rehabilitation (JFMS)	0	1,338,000	0
San Leandro/Park/Broadmoor Roundabout	4,220	95,780	0
Sidewalk Repair Program	427	0	0
Slough Bridge Pedestrian/Bicycle Bridge	0	300,027	0
Slough Bridge Pedestrian/Bicycle Bridge - (State)	0	395,000	0
Slough Bridge Pedestrian/Bicycle Bridge - (TEA)	0	539,940	0
Springlake Drive Rehab (ARRA)	0	350,000	0
Storm Drain Inventory and Replacement	0	55,000	0
Street Light Undergrounding - E14th St	186,252	313,651	0
Street Repairs	19,294	196,927	0
Street Tree Planter (Concrete Removal)	2,070	116	0
TFCA - MacArthur Streetscape	4,904	0	0
Traffic Light Synchronization Program	527	349,473	0
Traffic Management System Upgrade	50	181,950	0
Traffic Management System Upgrade	18,966	165,034	0

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNCTION**

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Traffic Safety Upgrades	59,923	0	0
Underground Utilities - E14th North of 150th	256	379,583	0
Underground Utilities (General)	5,564	3,564	0
Washington/Estabrook Intersection Improvements	19,404	26,338	0
Washington/Estabrook Intersection Improvements	75,918	335,734	0
Westgate Parkway	39,038	280,562	0
Westgate Parkway - Phase II	13,024	2,866,976	0
Wicks Blvd Walkway	11,362	183,638	0
<b>Total Streets &amp; Roads Improvements</b>	<b>\$4,941,420</b>	<b>\$21,465,151</b>	<b>\$3,888,933</b>
<b><u>Water Pollution Control Plant Enterprise Fund</u></b>			
2550 Davis St Remediation	\$0	336,000	\$0
2550 Davis St. Demolition	6,279	93,721	0
2660 Eden Road Grading/Remediation	39,450	343,159	0
Annual Overlay Program	48	0	0
Blue Dolphin Lift Station	7,527	500,473	0
Effluent Irrigation - Golf Course	99,356	0	0
Electrical Repairs	31,585	65,008	0
Fiber Optic Communication	64,056	0	0
Preda St./SL Creek Sanitary Upgrade	11,021	120,014	0
Sanitary Sewer Asset Mgmt System	19,000	34,941	0
Sanitary Sewer Line Replacements	871	500,000	0
Sanitary Sewer Pipeline Replacement	39,865	771,967	500,000
Sanitary Sewer Repair	69,003	469,662	0
Sanitary Sewer Residential Assistance	388	8,331	0
Sewer Easement Acquisition	0	8,617	0
Sewer Pipeline Replacement	195,447	499,129	0
Sewer Point Repairs 2005	9,205	0	0
SLB/Davis St Sewer Capacity	0	600,000	0
TOD Infrastructure Study	0	77,130	0
Waste Activated Sludge Thickening	244,563	2,118,769	0
Waste Water Treatment Plant Impv	0	558,316	0
Wicks Sanitary Lift Station	40,607	977,393	0
WPCP Co-Generation	1,332,034	2,074,228	0
WPCP Digester Rehabilitation	519,330	356,232	0
WPCP Expansion	1,240,528	478,389	0
WPCP Rehabilitation - Design	678,564	3,730,599	0
Capitalize Fixed Assets	-1,992,366	0	0
<b>Total Water Pollution Control Plant Enterprise Fund</b>	<b>\$2,656,361</b>	<b>\$14,722,078</b>	<b>\$500,000</b>

**DETAIL OF CAPITAL IMPROVEMENT PROJECTS  
EXPENDITURES BY FUNCTION**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>Redevelopment</b>			
1550 East 14th St Acquisition	\$6,150,000	\$0	\$0
Adams Avenue Reconstruction	399,997	0	0
Albertsons Replacement Parking	3,447	255,553	0
Bart Access and San Leandro Blvd Study	417	14,583	0
Chamber Demolition	22,437	35,563	0
Chamber TI Improvements - Estudillo Garage	1,386	398,614	0
D/T Light & Pedestrian Improvements	251,347	441,275	0
Davis St Sidewalk Repair	0	0	0
Davis/Hays Replacement Parking	1,883	63,117	0
Doolittle Drive Entryway	122,472	(10,136)	0
Doolittle Drive Entryway PH II	235,143	2,040	0
Doolittle Drive Slurry Seal	170,286	5,714	0
Downtown Light & Pedestrian Improvements	2,670,259	0	0
Downtown Modular Newsracks	8,037	233,464	0
Downtown Parking Paving	131,444	0	0
E 14th/Hesperian/150th Improvements	0	1,300,000	0
East 14th St. Medians	1,552	179,634	0
East 14th St. PSR	0	0	0
EBMUD Demo	103,957	5,721	0
Eden Road Development	843,605	50,712	0
Estudillo/Callan 2008 Parking Garage	908,317	229,237	0
Estudillo/Callan Parking Garage	29,790	7,979,223	0
MacArthur Blvd Improvements PH II	22,719	177,281	0
Senior Center	4,457,016	8,542,984	0
Senior Center Acquisition and Construction	108,736	228,265	0
TOD Infrastructure Study	0	7,500	0
Tree Well	41,580	5,888	0
Tree Well Repair Program	41,940	4,659	0
<b>Total Redevelopment Agency Expenditures</b>	<b>\$16,727,767</b>	<b>\$20,150,891</b>	<b>\$0</b>
<b>Total Capital Improvement Projects</b>	<b>\$27,167,789</b>	<b>\$66,945,117</b>	<b>\$8,472,877</b>

**CHANGES IN FINANCIAL POSITION**  
**SAN LEANDRO GEOLOGICAL HILLSIDE ABATEMENT**  
**CAPITAL IMPROVEMENT MAINTENANCE**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	0	617	0
Other	0	0	0
<b>Total revenues</b>	<b>\$0</b>	<b>\$617</b>	<b>\$0</b>
<b>EXPENDITURES:</b>			
Current:			
Salaries and benefits	0	0	0
Contractual and other services	11,573	33,905	0
Materials and supplies	0	0	0
Other Operating Costs	0	0	179
<b>Total expenditures</b>	<b>11,573</b>	<b>33,905</b>	<b>179</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(11,573)</b>	<b>(33,288)</b>	<b>(179)</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>(11,573)</b>	<b>(33,288)</b>	<b>(179)</b>
<b>FUND BALANCES:</b>			
Beginning of year	37,211	25,638	(7,650)
End of year	<b>\$25,638</b>	<b>(\$7,650)</b>	<b>(\$7,829)</b>

**SAN LEANDRO GEOLOGICAL HILLSIDE ABATEMENT**  
**CAPITAL IMPROVEMENT MAINTENANCE**

*Expenditures By Projects*

	<b>2008-09 Actual</b>	<b>2009-10 Adjusted</b>	<b>2010-11 Adopted</b>
Hillside Drive Maintenance	\$11,573	\$33,905	\$0
Internal Service Charges	0	0	179
<b>Total Project Expenditures</b>	11,573	33,905	179
Transfers	0	0	0
<b>Total Expenditures</b>	<b>\$11,573</b>	<b>\$33,905</b>	<b>\$179</b>

**DEBT SERVICE REQUIREMENTS**

The Debt Service section summarizes the debt service obligations of the City as of July 1, 2009. These obligations represent the City's annual installment payments of principal and interest for previous capital improvement plan projects or acquisitions funded through debt financing. This section also summarizes the City Council authorized loans provided to other funds by the General Fund for capital improvements and equipment purchases.

**Description of Debt Service Obligations****GENERAL FUND DEBT:****2003 Certification of Participation**

In 2003, the City issued \$12,550,000 principal amount of 2003 Certificates of Participation (2003 COPs). The purpose of the 2003 COPs was to refund the City's 1993 COPs and raise capital funds for a new aquatics center. The 2003 COPs bear interest rates ranging from 2.5% to 5.00% and are payable semiannually on each June 1 and December 1. Principal payments are payable annually on June 1.

The 2003 COPs resulted in a present value of savings of \$1,166,751 or 11.75% of the refunded bonds. Through a five-year extension of debt service on the outstanding COPs, the city was able to generate \$2,750,000 of capital improvement funds and a slight reduction in the annual debt service payment.

**2007 Certification of Participation**

In 2007, the City issued \$23,435,000 principal amount of Certificates of Participation (2007 COPs). The purpose of the 2007 COPs was to provide funds to refund the outstanding 1999 Certificates of Participation (Library and Fire Stations Project) of the City of San Leandro and the San Leandro Public Financing Authority. Interest rates vary from 4.00% to a maximum of 4.375% and are payable semiannually on each May 1 and November 1. Principal payments are payable annually on November 1.

**2005 Master Equipment Lease/Purchase Agreement**

In 2005, the City entered into a Lease/Purchase Agreement with Bank of America to Lease/Purchase Equipment in the amount of \$3,048,260. The Equipment was for the Police Department's computer upgrades for servers, mobile laptops, and computer aided dispatch and records management system. The interest rates range from 3.40% to 3.70% payable in seven (7) years.



**SPECIAL ASSESSMENT FUNDS DEBT:****Special Assessment Debt With City Commitment**

Special assessment districts are established in various parts of the City to provide improvements to properties located in those districts. Properties are assessed for the cost of improvements; these assessments are payable over the term of the debt issued to finance the improvements. The total amount of the assessment is recorded as receivable and deferred revenue at the time the related debt is issued, and reduced as assessments are collected. The City is obligated to be the purchaser of last resort or to advance available City funds to repay this debt in the event of default by any of these districts. These funds are paid from special assessment revenues levied on the property owners in each assessment district. At June 30, 2009, all these districts were in compliance with the repayment and other requirements of their respective debt issues.

**REDEVELOPMENT AGENCY DEBT:****2001 Certificates of Participation**

In 2001, the City issued \$5,020,000 principal amount of Certificates of Participation (2001 COPs). The purpose of the 2001 COPs was to assist the Redevelopment Agency of the City finance redevelopment activities within the Joint Project Area of the City. The 2001 COPs bear interest rates ranging from 2.10% to 5.10% and are payable semiannually on each June 1 and December 1. Principal payments are payable annually on December 1. The certificates evidence fractional interest of the owners in lease payments to be made by the City for use and occupancy of the City corporation yard and are additionally secured and payable from the property tax increment revenues from the Joint Project Area within the City.

**2002 Tax Allocation Bonds**

In fiscal year 2004, the City's Redevelopment Agency issued \$15,935,000 principal amount of Tax Allocation Bonds (2002 TABs) to refund the City's 1993 Tax Allocation Bonds (1993 TABs) used to finance the redevelopment activities within the Plaza Project Area (which have been completed) and to finance new redevelopment projects as set forth in the Redevelopment Plan. The bonds consist of serial bonds that mature annually through 2018 in amounts ranging from \$305,000 to \$860,000 and term bonds maturing in 2020 in the amount of \$1,200,000, 2025 in the amount of \$2,355,000 and 2033 in the amount of \$3,520,000. Interest rates vary from 2.90% to a maximum of 6% and are payable semiannually on September 1 and March 1. The debt is secured and payable from the property tax increment revenues from the Joint Project Area within the City.



The refunding of the outstanding 1993 TABs resulted in a present value loss of \$70,679 or 1.1% of the principal amount of the refunded bonds. The nominal economic loss was necessary in order to raise the \$8,015,000 of new money that was generated through the financing. Because of a prohibitively high additional bonds test on the 1993 TABs (225%) it was necessary to refund the outstanding bonds in order to most efficiently raise the new money. According to the analysis completed by the City's financial advisor, the Agency raised \$321,000 more through using the refunding than they could have raised using a subordinate lien new money only issue.

#### 2004 Tax Allocation Bonds

In 2004, the City issued \$5,500,000 principal amount of Tax Allocation Bonds (2004 TABs). The purpose of the 2004 TABs was to assist the Redevelopment Agency of the City finance redevelopment activities within the West San Leandro/MacArthur Boulevard Redevelopment Project Area of the City. The 2004 TABs bear interest rates ranging from 5.00% to 5.75% and are payable semiannually on each March 1 and September 1. Principal payments are payable annually on September 1. The debt is secured and payable from the tax increment revenues from the West San Leandro/MacArthur Boulevard Redevelopment Project area within the City.

#### 2008 Tax Allocation Bonds

In 2008, the City issued \$27,530,000 principal amount of Tax Allocation Bond (2008 TABs). The purpose of the 2008 TABs was to provide funds to finance capital projects in the Alameda County-City of San Leandro Redevelopment Project Area. A portion of the 2008 TABs will be used to finance projects that meet the goals and objectives set forth in the Redevelopment Plan. These include, but not limited to, design and construction of a senior center, a proposed parking garage, and infrastructure improvements on East 14<sup>th</sup> Street. Interest rates vary from 4.70% to a maximum of 5.00% and are payable annually. Principal payments are payable annually on November 1.

#### Bay Fair Mall Debt with Agency Commitment

On June 15, 1998, the City committed \$4,000,000 to renovate the Bayfair Mall. This debt with City commitment is at 0% interest and has installments ranging between \$200,000 and \$400,000 per year over a 15 year period beginning in July 1998. The debt is secured and payable from Community Redevelopment Agency revenues. An adjustment was made in prior years for an accelerated payment of \$50,000 which is reflected in the table, leaving a debt service balance of \$450,000.



Owner Participation Agreements with Agency Commitment

1. **Ford Motor Company Owner Participation Agreement** - The agreement required the Agency to make annual payment equivalent to 50% of the sales tax generated above a base of \$277,000 by the sale of vehicles as part of the Ford Store San Leandro development. The amount due is \$2,323,707 to be paid over several years depending on the volume of auto sales at no interest.
2. **Batarse Family Trust Disposition and Development Agreement** – The agreement required the Agency to make annual payments equivalent to 50% of the sales tax generated by the sale of vehicles as part of the development of a proposed Saturn dealership. The amount due is \$390,000 to be paid over several years depending on the volume of auto sales at no interest.

2008 San Leandro Unified School District

In February 2009, the City entered into a joint use agreement with the San Leandro Unified School District which provides for the City use of the 9<sup>th</sup> grade gymnasium during non-school hours and the San Leandro Redevelopment Agency (Agency) agreed to provide for financial contribution to the project from the Agency in the amount of \$2,170,800 with no interest payable by June 30, 2014.

HUD 108 Guarantee Loan

In 2000, the City received a \$1,000,000 20-year federal loan from Housing and Urban Development, at an interest rate of 5.6% to finance the acquisition and construction of affordable housing for seniors within the City of San Leandro. The loan is secured and payable from the Agency's 20% Housing Set-Aside Fund.

**MARINA ENTERPRISE FUND DEBT:**Marina Cal Boating Notes Payable

The City entered into various construction loan agreements with the California Department of Boating and Waterways in the total principal amount of \$5,331,032. The loans bear an average interest rate of 4.50%. Principal and interest payments are payable annually on each August 1. The debts are secured from Shoreline Enterprise Fund operating revenues.



**GENERAL FUND LOANS:**

The City Council authorized various loans to the Redevelopment Agency for operating and capital improvement purposes. The terms of the loans are indefinite. Interest accrues annually at the rate of 6%. The balance as of June 30, 2009, was \$5,190,096.

The City Council authorized loans to the Shoreline Enterprise Fund for capital improvements at the Marina and Golf Course. The loans are to be paid over 30 years with an annual interest accrual rate of 5%. Principal payments are made annually provided the fund has sufficient resources. The balance as of June 30, 2009, was \$3,401,338 and \$4,247,102 for the Marina and the Golf Course, respectively, for a total of \$7,648,440.

The City Council authorized a loan to the Information Technology fund for computer equipment replacement. The loan is to be paid over 10 years and accrues interest annually at the rate of 6%. The balance as of June 30, 2009, was \$181,411.

The City Council authorized a loan to the Capital Improvement Project fund for the improvement project on Davis Street. The loan accrues interest annually at the pooled cash investment rate. The balance as of June 30, 2009, was \$1,000,000.

**SAN LEANDRO PUBLIC FINANCING AUTHORITY**

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 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.



## DEBT SERVICE REQUIREMENTS

### Total Debt Service Requirements

	Actual 2008-09	Adjusted 2009-10	Adopted 2010-11
<b>General Fund</b>			
2003 Certificates of Participation	\$ 880,695	\$ 876,400	\$ 874,700
2007 Certificates of Participation	1,598,519	1,601,519	1,598,419
2005 Master Equipment Lease/Purchase	502,148	502,148	507,228
<b>Total Debt Service Fund</b>	<b>\$ 2,981,362</b>	<b>\$ 2,980,067</b>	<b>\$ 2,980,347</b>
<b>Special Assessment District</b>			
Cherrywood Community Facilities District	\$ 460,180	\$ 449,187	\$ 453,973
Assessment District #92 - Davis St.	171,464	166,610	25,996
<b>Total Special Assessment District</b>	<b>\$ 631,644</b>	<b>\$ 615,797</b>	<b>\$ 479,969</b>
<b>Redevelopment Agency</b>			
2001 Certificates of Participation	\$ 351,421	\$ 344,396	\$ 343,871
2002 Tax Allocation Bonds	1,340,297	1,612,001	1,610,700
2004 Tax Allocation Bonds	409,978	396,976	396,618
2008 Tax Allocation Bonds *	1,585,657	1,742,612	1,864,813
Bayfair Mall Debt - City Commitment	250,000	250,000	250,000
Owner Participation Agreements	158,518	42,227	95,000
San Leandro Unified School District*	535,440	327,072	160,000
HUD 108 Loan (Low/Mod Housing)	118,016	113,473	108,862
<b>Total Redevelopment Agency Debt</b>	<b>\$ 4,749,327</b>	<b>\$ 4,828,757</b>	<b>\$ 4,829,864</b>
<i>* Debt was issued during Fiscal Year 2008-09</i>			
<b>Shoreline Enterprise Fund</b>			
Cal Boat Loan	\$ 13,594	\$ 24,769	\$ 24,769
Cal Boat Loan	78,154	189,487	189,487
Cal Boat Loan	22,828	52,149	52,149
Cal Boat Loan	12,290	26,604	26,604
<b>Total Shoreline Enterprise Debt</b>	<b>\$ 126,866</b>	<b>\$ 293,009</b>	<b>\$ 293,009</b>

Note: All General Fund debt service payments are accounted for in the debt service fund.

All Redevelopment Agency debt service payments are accounted for in the Redevelopment Agency Debt Service Fund.

## DEBT SERVICE REQUIREMENTS

## Annual Principal Requirements and Debt Balance

	Balance 7/1/2008	Actual 2008-09	Adjusted 2009-10	Adopted 2010-11	Balance 6/30/2011
<b>General Fund</b>					
2003 Certificates of Participation	\$ 10,955,000	\$ (350,000)	\$ (360,000)	\$ (370,000)	\$ 9,875,000
2007 Certificates of Participation	22,835,000	(660,000)	(690,000)	(715,000)	20,770,000
2005 Master Equipment Lease/Purchase	1,683,456	(446,193)	(462,797)	(465,360)	309,106
<b>Total Debt Service Fund</b>	<b>\$ 35,473,456</b>	<b>\$ (1,456,193)</b>	<b>\$ (1,512,797)</b>	<b>\$ (1,550,360)</b>	<b>\$ 30,954,106</b>
<b>Special Assessment District</b>					
Cherrywood Community Facilities District	\$ 4,510,000	\$ (145,000)	\$ (155,000)	\$ (165,000)	\$ 4,045,000
Assessment District #92 - Davis St.	300,000	(145,000)	(155,000)	0	0
<b>Total Special Assessment District</b>	<b>\$ 4,810,000</b>	<b>\$ (290,000)</b>	<b>\$ (310,000)</b>	<b>\$ (165,000)</b>	<b>\$ 4,045,000</b>
<b>Redevelopment Agency</b>					
2001 Certificates of Participation	\$ 4,225,000	\$ (145,000)	\$ (150,000)	\$ (155,000)	\$ 3,775,000
2002 Tax Allocation Bonds	14,640,000	(525,000)	(550,000)	(575,000)	12,990,000
2004 Tax Allocation Bonds	5,500,000	(95,000)	(100,000)	(105,000)	5,200,000
2008 Tax Allocation Bonds *	27,530,000	0	(325,000)	(475,000)	26,730,000
Bayfair Mall Debt - City Commitment	1,200,000	(250,000)	(250,000)	(250,000)	450,000
Owner Participation Agreements	2,713,707	(157,848)	(68,305)	(95,000)	2,392,554
San Leandro Unified School District*	2,170,800	(535,440)	(327,072)	(160,000)	1,148,288
HUD 108 Loan (Low/Mod Housing)	748,000	(63,000)	(63,000)	(63,000)	559,000
<b>Total Redevelopment Agency Debt</b>	<b>\$ 58,727,507</b>	<b>\$ (1,771,288)</b>	<b>\$ (1,833,377)</b>	<b>\$ (1,878,000)</b>	<b>\$ 53,244,842</b>
* Debt was issued during Fiscal Year 2008-09					
<b>Shoreline Enterprise Fund</b>					
Cal Boat Loan 1996-97	\$ 311,886	\$ (10,733)	\$ (11,215)	\$ (11,720)	\$ 278,218
Cal Boat Loan 1991-92	1,832,807	(106,922)	(111,734)	(116,762)	1,497,389
Cal Boat Loan 1991-92	533,102	(28,159)	(29,427)	(30,751)	444,765
Cal Boat Loan 1991-92	285,714	(13,747)	(14,365)	(15,012)	242,590
<b>Total Shoreline Enterprise Debt</b>	<b>\$ 2,963,509</b>	<b>\$ (159,561)</b>	<b>\$ (166,741)</b>	<b>\$ (174,245)</b>	<b>\$ 2,462,962</b>

Note: All General Fund debt service payments are accounted for in the debt service fund.

All Redevelopment Agency debt service payments are accounted for in the Redevelopment Agency Debt Service Fund.

## GENERAL FUND LOAN REPAYMENTS

### *Interest Income*

	Actual 2008-09	Adjusted 2009-10	Adopted 2010-11
Redevelopment Agency- Plaza	\$155,784	\$147,131	\$137,959
Redevelopment Agency- Joint Project	232,366	194,275	128,061
Shoreline Enterprise - Golf Course	216,900	212,355	207,583
Shoreline Enterprise - Marina	216,869	212,960	208,648
Internal Service - Information Mgmt Servs	21,153	10,685	0
Capital Improvement Project Fund	0	0	0
<b>Total General Fund Loans</b>	<b>\$843,072</b>	<b>\$777,406</b>	<b>\$682,251</b>

### *Principal Payments*

	Balance 7/1/2008	Actual 2008-09	Adjusted 2009-10	Adopted 2010-11	Balance 6/30/2011
Redevelopment Agency- Plaza	\$2,596,400	(\$144,216)	(\$152,869)	(\$162,041)	\$2,137,274
Redevelopment Agency- Joint Project	3,807,307	(1,069,395)	(603,588)	(45,416)	2,088,908
Shoreline Enterprise - Golf Course	4,337,994	(90,892)	(95,436)	(100,208)	4,051,458
Shoreline Enterprise - Marina	3,974,527	(573,189)	(77,190)	(81,410)	3,242,738
Internal Service - Information Mgmt Servs	352,553	(171,142)	(181,411)	0	0
Capital Improvement Project Fund	1,000,000	0	0	0	1,000,000
<b>Total General Fund Loans</b>	<b>\$16,068,781</b>	<b>(\$2,048,834)</b>	<b>(\$1,110,494)</b>	<b>(\$389,075)</b>	<b>\$12,520,378</b>

**CHANGES IN FINANCIAL POSITION  
SPECIAL ASSESSMENT DISTRICT DEBT SERVICE FUND**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$66	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	9,841	7,027	0
Other	0	0	0
<b>Total revenues</b>	<u>9,907</u>	<u>7,027</u>	<u>0</u>
<b>EXPENDITURES:</b>			
Debt Service:			
Principal	145,000	155,000	0
Interest & Fees	26,464	11,610	25,996
<b>Total expenditures</b>	<u>171,464</u>	<u>166,610</u>	<u>25,996</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(161,557)</u>	<u>(159,583)</u>	<u>(25,996)</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<u>0</u>	<u>0</u>	<u>0</u>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<u>(161,557)</u>	<u>(159,583)</u>	<u>(25,996)</u>
<b>FUND BALANCES:</b>			
Beginning of year	<u>375,650</u>	<u>214,093</u>	<u>54,510</u>
End of year	<u>\$ 214,093</u>	<u>\$ 54,510</u>	<u>\$ 28,514</u>

**CHANGES IN FINANCIAL POSITION  
CHERRYWOOD SPECIAL ASSESSMENT DISTRICT  
DEBT SERVICE FUND**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$476,470	\$440,780	\$453,973
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	8,967	2,497	1,927
Other	0	0	0
<b>Total revenues</b>	<b>485,437</b>	<b>443,277</b>	<b>455,900</b>
<b>EXPENDITURES:</b>			
Debt Service:			
Principal	145,000	155,000	165,000
Interest & Fees	315,180	294,187	288,973
<b>Total expenditures</b>	<b>460,180</b>	<b>449,187</b>	<b>453,973</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>25,257</b>	<b>(5,910)</b>	<b>1,927</b>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<b>25,257</b>	<b>(5,910)</b>	<b>1,927</b>
<b>FUND BALANCES:</b>			
Beginning of year	834,603	859,860	853,950
End of year	<b>\$ 859,860</b>	<b>\$ 853,950</b>	<b>\$ 855,877</b>

**CHANGES IN FINANCIAL POSITION  
PUBLIC FINANCING AUTHORITY DEBT SERVICE FUND**

	2008-09 Actual	2009-10 Adjusted	2010-11 Adopted
<b>REVENUES:</b>			
Property and other taxes	\$0	\$0	\$0
Licenses and permits	0	0	0
Service charges	0	0	0
Intergovernmental	0	0	0
Use of money and property	1,951,906	2,489,497	2,475,171
Other	0	0	0
<b>Total revenues</b>	<u>1,951,906</u>	<u>2,489,497</u>	<u>2,475,171</u>
<b>EXPENDITURES:</b>			
Debt Service:			
Principal	1,010,000	1,050,000	1,085,000
Interest & Fees	1,469,214	1,427,919	1,388,119
<b>Total expenditures</b>	<u>2,479,214</u>	<u>2,477,919</u>	<u>2,473,119</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(527,308)</u>	<u>11,578</u>	<u>2,052</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Transfers in	0	0	0
Transfers out	0	0	0
<b>Total other financing sources (uses)</b>	<u>0</u>	<u>0</u>	<u>0</u>
<b>REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<u>(527,308)</u>	<u>11,578</u>	<u>2,052</u>
<b>FUND BALANCES:</b>			
Beginning of year	<u>1,424,930</u>	<u>897,622</u>	<u>909,200</u>
End of year	<u>\$ 897,622</u>	<u>\$ 909,200</u>	<u>\$ 911,252</u>

## LEGAL DEBT MARGIN

Net 2009-10 City Assessed Valuation	\$ 9,455,494,436
Per City Charter Legal Debt Limit %	x15%
Legal Debt Limit	<u>\$ 1,418,324,165</u>
Gross Combined Total Debt	<u>(257,697,104)</u>
Legal Debt Margin	<u><u>\$ 1,160,627,061</u></u>

<b>OVERLAPPING TAX AND ASSESSMENT DEBT</b>	<b>Total Debt</b>	<b>% Applicable (1)</b>	<b>City's Share of Debt</b>
Bay Area Rapid Transit District	\$ 441,360,000	1.940%	\$ 8,562,384
Chabot-Las Positas Community College District	470,174,226	10.416%	48,973,347
San Leandro Unified School District	105,225,000	87.361%	91,925,612
San Lorenzo Unified School District	73,430,000	28.146%	20,667,608
East Bay Regional Park District	125,850,000	2.860%	3,599,310
City of San Leandro Cherrywood Community Facilities District	4,530,000	100%	4,530,000
City of San Leandro 1915 Act Bonds	155,000	100%	155,000
<b>TOTAL OVERLAPPING TAX AND ASSESSMENT DEBT</b>			<b>\$ 178,413,261</b>

### DIRECT AND OVERLAPPING GENERAL FUND DEBT:

Alameda County General Fund Obligations	445,402,000	4.890%	21,780,158
Alameda County Pension Obligations	203,020,721	4.890%	9,927,713
Alameda-Contra Costa Transit District Certificates of Participation	42,765,000	5.900%	2,523,135
Chabot-Las Positas Community College District General Fund Obligations	4,830,000	10.416%	503,093
San Leandro Unified School District Certificates of Participation	1,405,000	87.361%	1,227,422
San Lorenzo Unified School District Certificates of Participation	22,960,000	28.146%	6,462,322
City of San Leandro Certificates of Participation	36,860,000	100.0%	36,860,000
<b>TOTAL GROSS DIRECT AND OVERLAPPING GENERAL FUND DEBT</b>			<b>\$ 79,283,843</b>
Less: San Lorenzo Unified School District			<u>(3,143,908)</u>
<b>TOTAL NET DIRECT AND OVERLAPPING GENERAL FUND DEBT</b>			<b><u>\$ 76,139,935</u></b>

GROSS COMBINED TOTAL DEBT (2)	\$ 257,697,104
NET COMBINED TOTAL DEBT	\$ 254,553,196

Legal Debt Margin \$ 1,160,627,061

(1) Percentage of overlapping agency's assessed valuation located within boundaries of the city

(2) Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue and tax allocation bonds and non-bonded capital lease obligations.

### Ratios to 2008-09 Assessed Valuation:

Total Overlapping Tax and Assessment Debt 1.79%

### Ratios to Adjusted Assessed Valuation:

Combined Direct Debt (\$36,860,000) 0.43%

Gross Combined Total Debt 3.01%

Net Combined Total Debt 2.98%

STATE SCHOOL BUILDING AID REPAYABLE AS OF 6/30/09: \$0

**INTRODUCTION**

Reflected in this section is the Fixed Assets Policies and Procedures and the City's Investment Policy.

The Fixed Assets Policies and Procedures has two major objectives: first, to accurately account for and report fixed assets in financial reports issued to external reporting agencies, granting agencies and the public; second, to meet the City's fiduciary responsibility to establish system and procedures to protect its fixed assets from loss or theft.

The Investment Policy is submitted annually to the City Council for review and adoption. The City's investments are made in accordance with the adopted investment policy.





**CITY OF SAN LEANDRO**

**FIXED ASSETS  
POLICIES AND PROCEDURES**

**Effective May 1, 2000**

## FIXED ASSETS POLICIES AND PROCEDURES

### INTRODUCTION

This Guide is for use when adding a new asset to the database, transferring an asset from one department or division to another, disposing of an asset or removing an asset from the fixed asset database. Previously established procedures for adding, transferring, removing and disposing of an asset are superseded by these Fixed Assets Policies and Procedures.

The Fixed Assets Inventory System (FAIS) is used to maintain control and cost information for the City's fixed assets. Assets are maintained and controlled in related individual Enterprise, Internal Service and General Fixed Asset Account Group funds. Generally, fixed assets are recorded as expenditures in governmental funds at the time the assets are received and the liability is incurred. These assets are then capitalized at cost in the appropriate general ledger balance sheet accounts.

Fixed assets are long-lived assets, with a minimum dollar value of \$7,500.00 (See \* below), used in providing government services. They include land, buildings, machinery and equipment and other improvements. Currently, governmental accounting procedures do not require that public domain or infrastructure assets be reported. However, by 2005, new Governmental Accounting Standards Board (GASB) pronouncement #34 requires that all major infrastructure assets must be reported.

The City of San Leandro uses the most current edition of GOVERNMENTAL ACCOUNTING, AUDITING AND FINANCIAL REPORTING (GAAFR), and its updates, and the Government Finance Officers Association (GFOA), the GASB pronouncements, and the National Council on Governmental Accounting (NCGA) as its authoritative guides in setting policy and establishing accounting procedures regarding fixed assets.

The following Fixed Assets Policies and Procedures will assist you in determining if an asset should be capitalized or not, capitalized and tagged, capitalized and not tagged or tagged for inventory purposes and not capitalized. We have tried to define the fixed assets and controllable assets as specifically as possible, but for obvious reasons not every situation can be foreseen. Please review the outline below and if you have any questions or suggestions concerning these guidelines please call Finance or Purchasing.

*\* It is important to note that an item that meets the \$7,500 capitalization threshold is considered a fixed asset. An item that falls below the capitalization threshold, but has been tagged for control purposes, is not a fixed asset, it is an inventory, or operating capital, item.*



### **FIXED ASSET POLICY**

It is the intention of the City Council of the City of San Leandro, the City Manager and the Finance Department to establish policies and procedures, to be used by City staff to account for, track and dispose of the assets owned by the City.

The Purchasing Division of the Finance Department will enter the transaction for the addition of new fixed assets to the Fixed Asset Inventory System (FAIS). Information necessary to record a new asset can be found on the **Requisition, Purchase Order and Department Receiving Copy** forms when a new asset is purchased and received. The back of the **Department Receiving Copy** form will be completed when the asset is received and the completed form is returned to Purchasing where the Asset I.D. number will be assigned and the asset is added to the inventory record. Purchasing shall be responsible for tagging all new assets.

Once an asset has been recorded in the FAIS, it shall not be moved from its recorded location, or transferred to another department, without notification to the Finance Department of such move or transfer. An asset move or transfer must have a **Fixed Asset Move or Transfer Report** form completed and returned to the Finance Department where the inventory asset record will be updated.

To retire or dispose of an asset, the **Surplus Assets Report** form must be completed and returned to Purchasing for disposition of the asset and the updating of the assets inventory record.

**Note:** *ALL ASSETS owned by the City that is to be retired or disposed of, even if it is not a capitalized asset, shall be reported to Purchasing using the **Surplus Assets Report** form.*

### **Intention Of The Fixed Asset Policy**

Fixed assets accounting is important for the following reasons:

- To safeguard a major resource and investment.
- To account for all capital assets via periodic inventory.
- To ensure adequate control over assets.
- To establish responsibility for the custody of the fixed assets.
- To establish a process to purchase, transfer and retire assets.
- To identify and value assets to ensure that the City has adequate insurance coverage.
- To record depreciation of assets, which is used to determine total expenses, net income and changes in fund equity of proprietary and non-expendable trust funds.
- To establish a resource that can be used for developing future Capital and Operating Budgets needs.
- To help manage debt financing.
- To conform to GASB accounting principles.



### Capitalization Policy

- A fixed asset has a unit cost of **\$7,500 or greater** {*Exceptions: For control purposes some telephone technology, and other assets costing less than \$7,500 but that departments' have a desire to track will be inventoried but not capitalized. Also, items such as computer hardware and software, which individually cost less than \$7,500, will be capitalized due to the costly collective replacement of the assets).*}
- A fixed asset has a useful life of **more** than (1) one year.
- A fixed asset is not a repair part or supply item {*Exception: A repair or material part that improves the performance and/or lengthens the life expectancy of an asset will require the record be amended to reflect the upgrade and new useful life).*}

If an item has a unit of **\$7,500 or greater**, it will be considered a fixed asset and should be capitalized, unless its useful life is less than (1) one year. If there is an asset that does not necessarily fall into the above category, but you want it capitalized, contact the Finance Department prior to purchasing.

### Asset Classifications by Account Codes

- 100 - Land: ~ This group includes the cost of the land as well as the cost of preparing the land for its *intended* use.
- 200 - Land Improvements: —This group is for permanent (non-detachable) improvements that add value to land (e.g., fences, retaining walls).
- 300 - Construction: —This group is for buildings, pools, parking garages, etc.
- 400 - Infrastructure:— This group includes underground piping.
- 500 - Machinery & Equipment:— This group includes equipment, machinery & tools, furniture and accessories, computer equipment, and computer software.
- 600 - Licensed Vehicles:— This group includes all cars, trucks, vans, refuse trucks, sweepers, trailers, etc.

### Leased Assets

**Operating leases**, which are for items such as copiers, are usually short term and cancelable at anytime. The recording of an operating lease as a fixed asset is not required because the item is not purchased.

**Capital leases**, which are for items such as vehicles, must be capitalized if one or more of the following criteria are met and the chance of cancellation is low.

- Ownership is transferred by the end of the lease term.
- The lease contains a bargain purchase option.
- The lease term is greater than or equal to 75 percent of the asset's service life.
- The present value of the minimum lease payment is greater than, or equal to, 90 percent of the fair market value of the asset at the inception of the lease.



- NCGA Statement No.5 states that a leased asset must be capitalized if one or more of these criteria are met and a liability in the same amount should be recorded in the appropriate general ledger balance sheet accounts.

Capital lease items are capitalized at the beginning of the lease period, regardless of when the title transfers.

### Fixed Asset Recording

It is the responsibility of the Finance Department to record, monitor, inventory, and tag all of the fixed assets. Each department shall assign a staff member to respond to annual verification or inventories, and to filling out of the forms necessary for recording additions, transfers, dispositions or the retiring of fixed assets.

### Acquisition of New Fixed Assets

Fixed assets may be acquired through direct purchase, lease-purchase or capital lease, construction, eminent domain, tax foreclosure, donations, gifts and escheatment. Acquisitions of assets are recorded as debits to the fixed asset accounts in the appropriate funds, and a monthly depreciation expense will be calculated and charged to the departments and/or funds.

The acquisition of an item that qualifies as a fixed asset requires that notification be sent to Purchasing via a "**Requisition**" form. Purchasing shall issue a "**Purchase Order**". The "**Department Receiving Copy**" of a Purchase Order shall be completed by the receiving department upon receipt of the new asset and returned to Purchasing.

The **Requisition Form** shall include:

- a) Department name
- b) Department Head authorization
- c) Description of item
- d) Quantity ordered
- e) The account being charged

The requested asset should have already been included in the current year's budget. Verify this by reviewing your specific program budget.

If a new asset is not in the current year budget, you must contact Finance/Purchasing to determine the appropriate action.

The **Purchase Order** shall include:

- a) PO Number
- b) Vendor name
- c) Total Cost
- d) Whether to Capitalize (Y/N) the item



The department purchasing the new asset shall complete the **Department Receiving Copy** (DRC) upon its receipt by the Department. The completed DRC shall include:

- a) Manufacturers' name
- b) Model #
- c) Serial #
- d) Acquisition Date (Date received)
- e) Condition of asset
- f) Whether asset is part of a group
- g) Site where asset will be located (**Need to insert location codes!**)
- h) Building in which asset will be located (**Location Codes!**)
- i) Room in which asset will be located (**LocationCodes!**)
- j) Who received asset.
- k) Date form filled out and submitted.

**Purchasing** shall complete the "*Purchasing Only*" section of the **Department Receiving Copy**. The completed form must have:

- a) The Asset I.D. number
- b) The date asset tagged
- c) Who tagged item

Purchasing shall arrange to have the Asset I.D. tag affixed to the asset.

If an asset is acquired through any means other than purchase, lease-purchase or capital lease, notify the Finance Department so that the asset can be recorded and entered into the Asset Inventory System.

There can be different sources of funding when acquiring a fixed asset. A record should be made of the specific source. Some examples of these are as follows:

- Special Revenue Fund
- Capital Projects Fund
- Gift or Donation
- Bond
- Grant



### **Measuring the Cost and/or Value of Fixed Assets**

Fixed assets are recorded at their "historical cost", which is the original cost of the asset. Costs include purchase price (less discounts) and any other reasonable and necessary costs incurred to place the asset in its intended location and prepare it for service. Costs may include the following:

- Sales tax
- Freight charges
- Legal and title fees
- Closing costs
- Appraisal and negotiation fees
- Surveying fees
- Damage payments
- Land-preparation costs
- Demolition costs
- Construction costs (when the asset is a newly built or refurbished structure)
- Relocation costs
- Architect and accounting fees
- Insurance premiums during construction phase
- Transportation charges
- Interest costs during construction

Donated or contributed assets should be recorded at their fair market value on the date of the donation.

### **Establishing Cost In The Absence Of Historical Records**

According to the NCGA, an estimate of the original cost is allowable. One method of estimating historical or original cost is to establish the average installed cost for a like unit at the estimated date of acquisition. (Refer to GAAFR Chapter 8, General Fixed Assets Account Group-Valuation.) If you encounter this situation, contact Finance for assistance.

### **Recording Costs Incurred After Acquisition**

Expenditures for replacing a component part of an asset are not capitalized. However, expenditures made to improve the operation of any asset, or to add to it, which is referred to as "betterments", are recorded in the same way as the original entry was when recording the asset's acquisition. A "betterment" will improve the performance or increase the estimated life of an asset.

When the "betterment" of an asset takes place, the original cost of the asset is removed and the asset record retired. A new asset record is created and a new cost for the asset (salvage value + component cost) is capitalized and amortized to the new life of the asset.



Examples of a "betterment" are the overhaul of a vehicle or a building renovation (i.e. Library).

### **Transferring Or Moving An Asset To Another Department/Location/Building.**

The movement or transfer of a fixed asset within or between departments requires that notification be sent to Finance and that the **Fixed Asset Move or Transfer Report** (Exhibit B) be submitted to the Finance Department. The completed form must include:

- a) Date.
- b) Asset I.D. number (Tag Number).
- c) Description of asset.
- d) Indicate whether this is an Internal Move or a Transfer to another department.
- e) Department owning asset.
- f) Department owning asset
- g) Location of asset.
- h) Department receiving the asset.
- i) New location of asset
- j) Financial Manager approval for transfer and receipt of the asset.

Make sure that you have identified the correct Asset I.D. number, departments, locations, buildings and rooms on the **Fixed Asset Move or Transfer Report** form.

Submit the report form to Finance at the same time that the asset is being transferred.

The **Finance Department** shall complete the "*Finance Only*" section of the **Fixed Asset Move or Transfer Report** by entering the following information:

- a) Original cost.
- b) Accumulated Depreciation.
- c) Net Book Value.

### **Disposal or Retirement of Fixed Assets**

San Leandro Municipal Code (SLMC) Title 1, Chapter 6, Article 5, states:

Section 1-6-500: SALES OF SURPLUS EQUIPMENT, MATERIALS AND SUPPLIES.

The Purchasing Agent shall sell or exchange, in a manner designed to serve the best interests of the City, equipment, materials and supplies which have become unsuitable or unnecessary for City purposes.

It is the City's policy that Departments wishing to dispose of surplus, damaged or inoperative equipment notifies Purchasing by completing the **Surplus Assets Report** form (Exhibit C).



At no time should a fixed asset be sold, retired or removed from operation without completing the **Surplus Assets Report**, or, without approval of the Purchasing Agent or their designee. The completed form must include:

- a) Date
- b) Asset I.D. number
- c) Asset description
- d) Department
- e) Location code
- f) Current value if known
- g) Reason for disposal
- h) Indicate the requested form of disposal
- i) Indicate the storage location of the item
- j) Prepared by Who

The **Finance Department** shall complete the “*Finance Only*” section of the **Surplus Assets Report** by completing the following information:

- a) Disposition Date
- b) Method of Disposition
- c) Book Value
- d) Sale Proceeds
- e) Disposal Cost
- f) Gain or Loss on Disposition Book Value
- g) Name of Vendor
- h) Fund that any Proceeds are deposited in
- i) Account Charged if necessary
- j) Who Removed (And Date) from FAIS
- k) Who did Journal Entry (And Date Posted)

When items are declared as surplus by a resolution, such as land, a copy of the resolution shall be given to Finance as backup. (Refer to San Leandro Administrative Code (SLAC), Title 24, Chapter 1 for disposal procedures relevant to *Real Property*, i.e. *raw land*.)

The disposal and retirement of a fixed asset requires that all proceeds be recognized in the fund which purchased the original asset. (Refer to SLAC, Title 24, Chapter 1 for application of proceeds from the disposal of Real Property.)

**Surplus Assets Disposition:** Surplus assets can be sold to any public or private person or entity, transferred from one department to another department, donated to a qualified nonprofit organization, recycled or disposed of as junk to a land fill or other appropriate waste removal facility. (Refer to SLMC Title 24, Chapter 1 concerning Real Property.)



**Value of Assets:** If no other basis is available, the proceeds from the sale at auction of surplus property shall be considered the appraised value of the asset.

**Disposal Process:** Prior to the disposal of any surplus property, each department is required to complete a **Surplus Assets Report** form and return it to Finance/Purchasing for approval/processing.

**Auctions:** The Purchasing Agent shall arrange, with qualified auctioneers, for the disposal of surplus property. Surplus property, which remains unsold at a public auction, will be removed and disposed of in a manner approved by the City Manager. Surplus property whose use and value is specific or relevant to a limited number of users, may be disposed of by the Purchasing Agent in a manner serving the best interest of the City.

**Temporary Storage of Surplus Assets:** Because of limited space, it may be necessary for departments to retain surplus assets until the appropriate auction or bid sale date. A decision on the temporary storage location of surplus assets will be made by the Purchasing Agent at the time that the **Surplus Assets Report** form is received. *The relocation or disposal of any fixed asset must be recorded on the inventory record for that fixed asset.*

## Depreciation

The NCGA has made the recognition of accumulated depreciation optional in the General Fixed Assets Account Groups (GFAAG). Currently it is the City's policy not to record depreciation in the GFAAG. However, accumulated depreciation is recorded in the enterprise and internal service funds. This policy will need to change with the implementation of GASB 34 by the fiscal year 2001-2002.



**Recommended Useful Life of an Asset**

The City has established recommended lives for capitalizable assets. If the life of a particular asset is estimated to be different than these guidelines, contact Finance. These estimated lives do not preclude an asset actually having a useful life shorter or longer than indicated. The best estimate of an asset's useful life, based on projected type of use, is what should be applied to each asset in FAIS.

<b><u>Asset Class</u></b>	<b><u>Life (years)</u></b>	<b><u>or</u></b>	<b><u>Mileage</u></b>
Buildings	50		
Communication Equipment			
Network Equipment	4		
Telephone Equipment	7		
Computer Equipment	3		
Fire Vehicles			
Fire Engines	15		
Sedans	7		70,000 miles
Station Wagons	7		70,000 miles
Vans/Suburbans	7		70,000 miles
Hand Tools and Machinery	5		
Heavy Maintenance Vehicles & Equipment			
Chipper	6		
Compressor (105-125 cfw)	12		
Ditching Machine (4"trench)	6		
Emulsion Sprayers	12		
Forklift	15		
Line Markers	12		
Loader (front end)	10		
Mobile Crane	10		
Motor Grader	12		
Refuse (Compactor 10yd.)	9		125,000 miles
Refuse (Front Loaders)	13		
Refuse (Rear Loaders)	14		
Refuse (Roll-offs)	14		
Roller (Self Propelled)	10		
Roller (towable)	10		
Root Pruner	10		
Spreader box	8		
Stump Cutter	8		
Sweeper (light Duty)	6		
Sweeper (Self Propelled Rotary)	7		85,000 miles
Tractor (Backhoe)	10		
Tractor (Loader)	8		
Tractor (Full Size)	8		



**Recommended Life an Asset (continued)**

<b><u>Asset Class</u></b>	<b><u>Life (years)</u></b>	<b><u>or</u></b>	<b><u>Mileage</u></b>
<b>Heavy Maintenance Vehicles &amp; Equipment (continued)</b>			
Tractors (Garden Size)	5		
Trailers (4 wheel)	15		
Trencher/Ditcher	8		
Truck (Aerial Ladder)	9		125,000
Truck (Dump 2yd.)	9		125,000
Truck (Tank)	9		125,000
Truck (Sewer cleaner)	9		125,000
Trucks			
Less than 4,800 lbs.	6		85,000
4,801-9,999 lbs.	6		85,000
10,000-46,999 lbs	9		125,000
Vacuum (Truck Chassis)	6		85,000
Vans (General use)	7		75,000
Vans (step)	10		95,000
Land	N/A		
Office Equipment	5		
Office furniture	10		
Other Vehicles			
Sedan	7		85,000
Station Wagons (all)	7		85,000
Trucks (1/2-3/4 ton)	7		95,000
Vans (all)	7		95,000
Van/Suburban	7		
Police Communications Equipment	7		
Police Safety Equipment	5		
Police Vehicle Equipment	5		
Police Vehicles			
Motorcycle	7		50,000
Radar Trailer	8		
Sedan	3		130,000
Vans	7		95,000



### INVENTORY CONTROL SYSTEM

All fixed assets should have a fixed asset number assigned and affixed to them. (Exceptions follow.) The record of each asset shall contain:

- An asset ID number
- An asset description
- The location of the asset (site, building, room)
- The Department responsible for the asset
- The cost of the asset
- The acquisition date
- The expected life of the asset
- The expected salvage value of the asset
- Any additional information deemed necessary for tracking and control

Asset information is recorded into a computerized system for tracking, control and planning purposes, which serves as the accounting subsidiary record.

#### **Why Tag An Asset?**

- To provide accountability for assets
- To ensure that an asset is controlled and accounted for by a specific department or person
- To support inventory control
- To assist in asset disposal
- To help determine an asset's life expectancy and replacement cost
- To provide auditors with a mechanism to verify the City's control of capital assets and to provide an accurate account of the City's Capital expenditures

#### **Should An Asset Be Tagged?**

- **Yes**, if the unit cost of an asset is greater than \$7,500 and the useful life is greater than (one) 1 year.
- **Yes**, if it is physically possible or practical to tag the item. If it is not physically possible or practical to tag an item, it will still have a tag number assigned to it for inventory record purposes.
- **Yes**, if it is designated as a "**controllable asset**". An asset that is handled frequently, has a high cost, and/or is vulnerable to theft ("walk aways") may be tagged for the purpose of tracking the asset. Assets so designated are referred to as controlled assets.
- **No**, if the asset unit cost is less than \$7,500 (unless it is a computer, communication hardware, cellular phone or otherwise **controllable asset**). The Department head, IMS and/or Finance may choose to tag items, for control purposes, that cost less than \$7,500.
- **No**, if an asset will be used up within one (1) year.



## Tagging

Most fixed assets are tagged with a sequentially numbered fixed asset tag number. However, some fixed assets are not tagged such as land, buildings, and vehicles. For those items the asset tag number is maintained on the asset record within the computerized fixed asset database. A list of all assets and their tag numbers is available in the fixed asset inventory system.

**Buildings** - Buildings will not be tagged. They will be identified on their asset record. The asset record for a building shall include:

- The tag number
- Original cost of the building
- Additions and major repairs (which prolong the life of the building)
- Estimated replacement value of the building
- Assessors Parcel Number
- Street address of the building

**Computers** - A personal desktop computer (workstation) consists of the CPU, keyboard, mouse and monitor. This unit should receive just one tag on the CPU. The record for this asset would identify the individual components that comprise that particular personal computer. Printers, scanners, servers, etc. are all considered separate pieces of computer equipment and should be tagged separately. Computer software is inventoried by the IMS division.

**Land**- Land will be identified as an untagged fixed asset. The asset record for land shall include the tag number, acquisition cost of the land, county assessor APN and street address (if available).

**Telephones** - Desktop telephones will not be tagged. Cellular phones will be tagged for tracking.

**Office Furniture** - Some office furniture will be identified and tagged as a unit. For example, modular workstations in a department will be considered as one piece of furniture and tagged accordingly.

## Controllable Assets

The following list of items will be assigned tag numbers for the purposes of tracking:

- Fire Arms
- Electronic Personal Organizers (i.e. Palm Pilots)
- Laptop Computers
- Fax Machines
- Pagers
- Other Small "Mobile" Goods (i.e. Cameras)



**Suggested Tag Locations****OFFICE FURNITURE & EQUIPMENT:**

1. *Appliances* - upper right corner on side
2. *Benches, sofas, etc.* - under seat by right back leg
3. *Bookcase* - upper right hand corner
4. *Cabinets* - upper right hand corner
5. *Calculator (desktop)* - on back by manufacturer's I.D. plate or on bottom center
6. *Cameras* - on bottom (avoid covering tripod mount and rewind release)
7. *Chairs* - back side under seat
8. *Check Signers and Protectors* - by manufacturer's I.D. plate on back or bottom
9. *Computers* - upper front on right side
10. *Credenzas* - under top right side or right end close to top
11. *Cubicles* - front edge of right side work surface
12. *Desks* - inside knee well on the right pedestal
13. *Dictation Equipment* - by manufacturer's I.D. plate on back or bottom
14. *Display Cabinets* - right corner of base
15. *File* - upper right hand corner by lock
16. *Microfilm Equipment* - by manufacturer's I.D. plate on back or bottom
17. *Posting Machines* - by manufacturer's I.D. plate on back center
18. *Projectors* - (movie) - by manufacturer's I.D. plate
19. *Shelving Units* - upper right hand corner (where practical)
20. *Slide and Filmstrip Projectors* - by manufacturer's I.D. plate located either on back or underside
21. *Tables* - under top by right front leg
22. *Tape and Cassette Recorders* - by manufacturer's I.D. plate located either on back or underside
23. *Television* - on back by manufacturer's I.D. plate
24. *Typewriters* - on back in the center

**OPERATING AND MAINTENANCE EQUIPMENT**

1. *Generators* - by manufacturer's I. D. plate usually by controls
2. *Air Compressors* - by manufacturer's I.D. plate on side of base
3. *Welders - Oxygen/Acetylene* - on back of regulators
4. *Welders - Arc* - upper right hand corner on front panel
5. *Pumps* - on base by manufacturer's I.D. plate
6. *Hoist, Cranes, Winches* - by manufacturer's I.D. plate on hoist portion where accessible, where not, on main frame right side
7. *Pipe Threaders* - by manufacturer's I.D. plate on side of unit
8. *Table Saws* - by manufacturer's I.D. plate located on backside of base
9. *Radial Arm Saws* - by manufacturer's I.D. plate located on back right side of column
10. *Drill Press* - by manufacturer's I.D. plate on side of head
11. *Lathes* - by manufacture's I.D. plate located on head
12. *Power Hand Tools* - by manufacturer's I.D. plate (try to affix tag in a location that does not interfere with operation and does not receive heavy wear)



OPERATING AND MAINTENANCE EQUIPMENT (continued)

13. *Paint Sprayers* - by manufacturer's I.D. plate on compressor
14. *Spray Guns* - on gun portion not exposed to heavy wear
15. *Band Saws* - by manufacturer's I.D. plate on upper head
16. *Joiners* - by manufacturer's I.D. plate or back of joiner table
17. *Shaper* - by manufacturer's I.D. plate or back of base
18. *Planer* - by manufacturer's I.D. plate
19. *Sanders* - by manufacturer's I.D. plate usually on base by controls
20. *Workbenches* - under top right side
21. *Radial Drills & Boring Machines* - by manufacturer's I.D. plate located on drill head
22. *Vacuum Cleaners* - by manufacturer's I.D. plate located on motor housing
23. *Buffers/Grinders* - on motor by manufacturer's I.D. plate
24. *Floor Buffers/Scrubbers* - by manufacturer's I.D. plate located on side of motor
25. *Drafting Machines* - by manufacturer's I.D. plate located on table clamp
26. *Drafting Tables* - by manufacturer's I.D. plate on front panel of base or under side of top right corner
27. *Hydraulic & Mechanical Presses* - by manufacturer's I.D. plate located on frame
28. *Steam Cleaners* - by manufacturer's I.D. plate located by controls
29. *Metal Shears* - by manufacturer's I.D. plate located on machine base, back side
30. *Metal Formers* - by manufacturer's I.D. plate on backside of machine
31. *Sand Blasters* - by manufacturer's I.D. plate on base of unit

KITCHEN EQUIPMENT & APPLIANCES

1. *Mixers* - by manufacturer's I.D. plate
2. *Ranges* - upper right side of range
3. *Ovens* - upper right side of oven
4. *Food Warmers* - by manufacturer's I.D. plate or upper right corner
5. *Dishwashers* - by manufacturer's I.D. plate or upper right corner
6. *Sheers - Food* - by manufacturer's I.D. plate or backside away from cutting blade
7. *Choppers* - by manufacturer's I.D. plate
8. *Washing Machines* - upper front corner of right panel
9. *Dryer* - upper front corner right panel
10. *Serving Counters* - upper right corner on serving side
11. *Refrigerators* - upper front corner of right panel
12. *Carts* - on frame right side

AUTOMOTIVE SERVICE EQUIPMENT

1. *Wheel Balancers* - by manufacturer's I.D. plate on base by controls
2. *Wheel Alignment Units* - by manufacturer's I.D. plate located on major component (i.e. Hunter unit-located on cabinet)
3. *Parts Cleaner* - by manufacturer's I.D. plate on right side exterior
4. *Power Lifts* (Hydraulic, Electric or Pneumatic) - by manufacturer's I.D. plate located on pump unit
5. *Lubrication Equipment* - by manufacturer's I.D. plate located on pump
6. *Brake Service Equipment* - by manufacturer's I.D. plate located on face of unit



7. *Tire Changers* - by manufacturer's I.D. plate located on base
8. *Service Jacks* - by manufacturer's I.D. plate located on base or center column
9. *Valve Refacers* - by manufacturer's I.D. plate on unit
10. *Valve Seat Grinder Sets* - by manufacturer's I.D. plate located on major unit
11. *Battery Analyzers* - by manufacturer's I.D. plate located on front or side panels
12. *Engine Analyzers* - by manufacturer's I.D. plate located on main unit
13. *Distributor Tester* - by manufacturer's I.D. plate located on back panel
14. *Generator, Regulator Tester* - by manufacturer's I.D. plate located on back panel
15. *Dynamometers* - by manufacturer's I.D. plate located on control
16. *Paint Spray Booths* - by manufacturer's I.D. plate located on right side panel

### Summary

In order to ensure that all capital assets are treated similarly and that we can account for the dollars that we spend on capital assets, we must standardize the cost collection and control of those assets. Therefore, it is important that these guidelines be followed. If there are any questions please call the Finance Department 577-3376.



## THE PHYSICAL INVENTORY

### Overview

The following procedures shall be used to conduct yearly inventories to reconcile the fixed assets inventory system.

Inventory teams will be assigned to perform the inventory for specific locations. The teams will generally consist of 2 employees, with at least one member being a representative of the department where the count is being taken.

Each inventory team will be supplied with the following items:

- Fixed asset handbook **The Physical Inventory**
- Fixed asset teambook
- Fixed Asset Listing: lists all the assets the team is responsible for inventorying.
- Fixed Asset Report: includes all currently recorded assets, sorted by tag number
- Inventory Forms: used to add new or unrecorded assets to the fixed asset system
- Map: shows the buildings and rooms that are to be inventoried by the team.
- Location Code List: numbers used to identify site, building and room locations
- Supplies (clipboard, cleaner, rags, red and black pens)
- Barcode Reader

The Fixed Asset Report, sorted by tag number, will allow for cross-referencing between tag number and location.

The Teams will begin by physically inspecting an asset in a room or location, and then finding the asset on the summary **Fixed Asset Listing**. All details about this asset can be verified and corrected if necessary. Any changes of an assets information should be made on the **Fixed Asset Listing** page.

If an asset is physically present and on the list, it should be scanned with barcode reader and checked-off on the **Fixed Asset Listing** as found and accounted for. If an asset is on the **Fixed Asset List**, but is not physically present, this will be noted on the **Fixed Asset List** as well as its current location, if known. If it is determined that an asset is not accounted for on the **Fixed Asset Report** it should be recorded and tagged as a new asset using an **Inventory Form**. Before adding or deleting an asset, an effort will be made to ensure that the asset has not simply been moved to, or from, another location or lost.

When using the Barcode Scanner, teams shall scan all bar codes on tagged assets and deliver the reader to IMS for downloading. The list of scanned assets will be compared with the summary Fixed Asset listing. Any differences will be located and accounted for. Departments are responsible for their assets (Inventory, Transfers, Disposal).



### Physical Inventory Detailed Procedures

1. General teams of (2) two will be assigned to inventory locations. Additionally, specialized teams may be assigned to inventory specific classes of assets, such as computers, vehicles, and maintenance equipment.
2. The primary report that will be used by both the general and specialized teams will be the **Fixed Asset Listing** sorted by location.
3. In addition to the detailed **Fixed Asset Listing**, each team will have a complete listing of the **Fixed Asset Report** sorted in tag number sequence.
4. The general teams will not inventory assets that are the responsibility of a specialized team.
5. All assets will fall into one of the following categories:
  - Prior Fixed Asset Tags are attached to the asset, and the **Fixed Asset Listing**:
    - a) Is entirely accurate, or
    - b) Needs changes made to it.
  - The asset cannot be found on the **Fixed Asset Listing**.
  - No Fixed Asset Tag number can be found on the asset.
  - The asset is on the **Fixed Asset Listing**, but cannot be physically located.
6. All changes or problem areas will be made, or highlighted, in red ink directly on the **Fixed Asset Listing**. If no changes are required, black ink will be used to identify the page as 'OK'.
7. If the teams inventory a fixed asset which is typically part of a group (such as conference room chairs) and the asset has now been separated from the group and the asset is not already in the **Fixed Asset Listing**, it should be written up as an addition.
8. Purchasing will be notified and will permanently affix the fixed asset tags to the asset (with limited exception). For those assets on which tags cannot be attached (such as land, buildings, vehicles), the tag will be attached to the **Fixed Asset Listing** page.
9. When tags are applied to assets, Purchasing needs to be sensitive to the aesthetic appearance of an office when applying the tags. An effort should be made to make the tag as inconspicuous as possible yet as easily accessible as possible for inventory purposes.
10. Using the facility maps, each room should be checked off as the inventory of the room is completed. Eventually, each room of each facility will be checked off.



## Inventory Procedures

1. The teams will begin by physically inspecting all assets in a room or location. The team will inspect each asset, looking for the existing Fixed Asset Tag number.
2. **The teams must first confirm that the asset tag is the number in current use.** If it is not, the existing asset tag must be removed. Then the asset should be tagged and recorded as a new asset or addition, using the **Inventory Form** to record the necessary information.
3. **For those assets with currently used Fixed Asset Tags already attached to them,** find the applicable page of the **Fixed Asset Listing** for that tag number. Carefully read all information on the **Fixed Asset Listing**, and verify it against the information that can be obtained by inspecting the asset.
  - If all information contained in the **Fixed Asset Listing** is accurate, the team will mark 'OK' using black ink, in the lower left-hand corner of the report.
  - If some information needs to be corrected or added, the changes will be made directly on the **Fixed Asset Listing** in red ink.

*(Old asset I.D. tags will be removed. See page 22 "Wrap Up" item number 5.)*

4. **For assets, which cannot be found on the Fixed Asset Listing,** the teams should look in the **Fixed Asset Report** sorted by tag number. This cross-checking may reveal that the asset is grouped with another location code.
  - If the asset still cannot be found on the **Fixed Asset Listing**, the asset should be tagged and recorded using an **Inventory Form**.
5. **When no fixed asset tag number can be found on the asset,** the teams should search the **Fixed Asset Listing** and the **Fixed Asset Report** for a description of an asset similar to the one that they are inspecting. The asset may be one that was purchased since the last physical count, and therefore has not had a Fixed Asset Tag affixed to it.
  - If the asset still cannot be found on the reports, an **Inventory Form** should be completed. During the wrap-up phase of the project, an attempt will be made to identify why the asset was never added to the fixed asset system.
6. For assets on the **Fixed Asset Listing**, but which cannot be physically located, the page of the **Fixed Asset Listing** should be marked in red ink as 'Cannot Locate' in the lower left corner of the report. During the wrap-up phase of the project, an attempt will be made to locate the asset in another location, or identify why it no longer exists.
7. Departments with assets marked as 'Cannot Locate' should review **Fixed Asset Policy** (p.3-11) for procedures that will alleviate the possibility of an asset being designated as 'Cannot Locate'. Assets marked as 'Cannot Locate' were not handled according to City of San Leandro, Fixed Assets Policies and Procedures or are presumed to have been removed from the premises under questionable



circumstances. A report will need to be prepared by the department to the City Manager as to what happened to the missing assets, and what measures are being put in place to preclude the situation from happening again.

### **Affixing the Fixed Asset Tag Number (For Purchasing)**

1. After the **Fixed Asset Listing** has been marked up with any necessary changes or remarks, the Fixed Asset Tag Number must be affixed to the asset. If necessary, the spot where the tag will be affixed must be thoroughly cleaned so the tag will be permanent.
2. The tag number should be changed on the **Fixed Asset Listing**, to show the new tag number. If this is an asset for which an **Inventory Form** had to be completed, the new tag number should be recorded on the **Inventory Form**.
3. Generally, this Policy Manual will provide guidelines as to where the tag should be located. However, before placing the tag on the asset, some thought should be given to the aesthetics of the room, and a change from the location guidelines may be required.
4. Some assets will not have a tag number attached to them. Examples include land, buildings, vehicles, and group assets. For those assets, the tag number should be affixed to the **Fixed Asset Listing** sheet. This sheet will eventually be returned to the Fixed Asset input person, who will retain it in a permanent file.

### **Finalizing The Inventory Location**

1. After all assets are physically inventoried, the team should review the **Fixed Asset Listing** for all assets assigned to that location. If an asset is listed, but not physically found, the team should make an effort to locate the item. If it is not located, the asset should be identified on the **Fixed Asset Listing** as 'Cannot Locate'.
2. Departments with assets marked as 'Cannot Locate' should review **Fixed Asset Policy** (p.3-11) for procedures that will alleviate the possibility of an asset being designated as 'Cannot Locate'. Assets marked as 'Cannot Locate' were not handled according to City of San Leandro, Fixed Assets Policies and Procedures.
3. After the room or location is completed, it should be checked off on the location map. If there is no map for the location, it should be checked off on the location code list.



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**Wrap Up**

1. Upon completion of the inventory, the team will submit to Finance the following:
  - **Maps** and **Location Code List** with rooms and locations checked off.
  - All pages of the **Fixed Asset Listing**, with all changes and comments.
  - The **Fixed Asset Report** with all changes and comments.
  - Completed **Inventory Forms**.
  - The handbook, **The Physical Inventory**, and any unused supplies.
2. For all assets, which need to be deleted from the **Fixed Asset Listing**, the Purchasing Division must determine the disposition of the assets.
3. For the pages with the tag numbers attached to it, the Fixed Asset input person will copy the pages for inclusion with each team's **Fixed Asset Listing** packet, and keep the originals in the tag number file.
4. After the inventory count is completed, Purchasing will remove old tag numbers from the system.



# CITY OF SAN LEANDRO INVESTMENT POLICY STATEMENT



Legislative History:

Approved via: CC Res. 1999-142, 09/20/99  
CC Res. 2000-121, 07/16/00  
CC Res. 2001-214; 12/17/01  
CC Res. 2003-144; 05/22/03  
CC Res. 2004-116; 06/19/04  
CC Res. 2005-081; 06/20/05  
CC Res. 2006-063; 06/19/06  
CC Res. 2007-098; 07/16/07  
CC Res. 2008-083, 07/21/08  
CC Res. 2009-108; 07/20/09  
CC Res. 2010-072; 07/19/10



### **I. Policy Statement**

The City of San Leandro (City) invests public funds not required to meet current City obligations in compliance with the State of California (State) Government Code and this policy. The City's overall goal is to invest as close to 100% of these funds as possible to provide the maximum return and security while meeting the City's daily cash flow needs. As a rule, the City invests in securities having maturities no greater than five (5) years and holds its investment securities until their scheduled maturity dates or until they are called prior to their scheduled maturity dates by the issuing entity.

### **II. Policy Scope**

This investment policy is applicable to all financial assets of the City of San Leandro; the Community Redevelopment Agency of the City of San Leandro; the City of San Leandro Parking Authority; the San Leandro Public Financing Authority; and the San Leandro Economic Development Agency. These assets are accounted for in the City's *Comprehensive Annual Financial Report* in the following funds:

- ◆ **General Fund**
- ◆ **Special Revenue Funds**
- ◆ **Capital Project Funds**
- ◆ **Debt Service Funds**
- ◆ **Enterprise Funds**
- ◆ **Internal Service Funds**
- ◆ **Agency Funds**

This policy automatically applies to component units and funds subsequently established by the City of San Leandro.

### **III. Delegation of Investment Authority/Prudence**

California Government Code Section 53600 and 53646 states that the ultimate responsibility for the prudent investment of public funds rests with the governing body, or City Council. Through City Council resolution No. 94-143 the Council has delegated investment authority to the Finance Director and his/her designee. The Finance Director and his/her designee are trustees and fiduciaries that shall use the "**prudent investor**" standard in managing the City's portfolio. When investing, reinvesting, purchasing acquiring, exchanging, selling, or managing public funds, the trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.



#### **IV. Investment Objectives**

The City's cash management system is designed to monitor and forecast revenues and expenditures in order to meet the following objectives:

1. **Safety of Principal** – Safety of principal is the primary objective of the City's investment program. The City invests in a manner that ensures the preservation of the principal value of the portfolio - investing only in securities having the highest quality ratings and little or no risk of default. The City employs **diversification** to ensure that potential losses on individual securities do not exceed the income generated by the remainder of the portfolio.
2. **Liquidity** – The City's investment portfolio will be structured to provide cash from maturing investments and interest income to meet City operating requirements that can be reasonably anticipated. Since emergency cash needs do arise on occasion, the portfolio will consist primarily of securities with established and active secondary resale markets.
3. **Yield or Return on Investment** - Yield Return becomes a consideration **only** after the safety and liquidity objectives have been met. The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

#### **V. Investment Criteria**

The City invests its funds in accordance with the following criteria:

1. Insure that funds not needed for current City obligations are fully invested at all times.
2. Actively manage the portfolio and take advantage of the changing nature of the economy, the U.S. Government Securities market and the national money market in order to maximize total return.
3. Guarantee that funds are always available when needed.
4. Insure that yield-restricted funds are monitored to ensure compliance with federal arbitrage rebate requirements.
5. Insure that the specific requirements outlined in the Bond Indentures of Trust are maintained.

#### **VI. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process will refrain from personal business activity that would conflict with the proper execution of the investment



program, or would impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the Finance Director any material interests in financial institutions that conduct business with the City of San Leandro. Furthermore, they will disclose any large personal financial/investment positions that could be related to the financial performance of the City, particularly at the time of investment purchases and sales. Investment officers and employees who fail to comply with this disclosure requirement will be subject to administrative action.

### **VII. Authorized Financial Dealers and Institutions**

The Finance Director will maintain a list of approved security brokers and dealers, selected based on creditworthiness and industry standing that are authorized to provide investment services in the State of California. These may include “primary” dealers and/or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). Deposits of City funds will be made only to qualified public depositories as established by State law. Prior to doing business with the City, investment brokers and dealers must provide the Finance Director the following:

- ◆ **A copy of their most recent audited financial statements.**
- ◆ **Proof of registration with the State of California.**
- ◆ **Written certification that the firm has read and will comply with all provisions of this investment policy statement.**
- ◆ **Signed contractual agreement(s).**

The Finance Director will conduct an annual review of the financial condition and business practices of authorized broker/dealers at the end of each fiscal year.

### **VIII. Authorized and Suitable Investments**

All investments shall be made in accordance with California Government Code Sections 53600 et. seq. and as described within this Investment Policy.

No investment shall be made in any security that has a remaining term to maturity in excess of five years unless City Council has granted express authority to make the investment either specifically or as part of an approved investment program.

Eligible Local Institutions must have received an overall Community Reinvestment Act (CRA) rating of at least “satisfactory” on its most recent evaluation by the appropriate federal financial agency to receive deposits from the City of San Leandro. This applies to banks, savings and loans, and credit unions.

The city’s investment portfolio may include the following instruments:

**Negotiable Certificates of Deposit (CD’s)** issued by a local bank or savings and loan institution. Certificates of Deposit will either be insured by the Federal Deposit Insurance Corporation (FDIC) or be fully collateralized by delivery to a third-party custodian.



Securities pledged as collateral shall have a market value of at least 110% of the value of all deposits. Purchases of these instruments may not exceed 30% of idle funds.

**Securities of Federal Government Agencies** such as the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), or any other U.S. government agency.

**U.S. Treasury Bills, Notes and Bonds** or those for which the full faith and credit of the United States is pledged for the payment of principal and interest.

**The State of California Local Agency Investment Fund (LAIF).** The City may deposit up to the maximum program limit in each City/Agency account.

**Banker's Acceptances** with maturities no longer than 180 days. No more than 30% of idle funds may be invested in the banker's acceptances of a single bank. The bank must have an "A" or prime rating from Moody's Investor's Services (Moody's) or Standard and Poor's (S&P). The total investment in banker's acceptances may not exceed 40% of idle funds.

**Commercial Paper** having a "prime quality" rating by S&P (A-1) and Moody's (P-1) issued by any domestic corporation having assets in excess of \$500 million and a minimum rating of "AA" for its debt other than commercial paper. Maturities of individual commercial paper securities cannot exceed 270 days or represent more than 10% of the issuer's outstanding commercial paper. No more than 25% of the portfolio can be invested in commercial paper.

**Medium-Term Corporate Notes** with a maximum maturity of five years and issued by corporations organized and operating in the United States or by depository institutions licensed by the United States, any state or operating within the United States. Securities issued by corporations must be rated "AA" or better by S&P and Moody's. Purchases may not exceed 30% of idle funds at the time of purchase.

**Repurchase Agreements** that comply with statutory requirements having a term of one year or less, supported by a **master repurchase agreement** with the bank or dealer, and fully collateralized by delivery to a third-party custodian. Holdings cannot exceed 20% of idle funds.

**Reverse Repurchase Agreements** that comply with statutory requirements and are fully collateralized by delivery to a third-party custodian. The maximum term for reverse repurchase agreements is 92 days. The proceeds of reverse repurchase transactions must be invested in securities having maturities shorter than or equal to the term of the underlying agreement. Reverse repurchase agreements cannot exceed 20% of idle funds.



**Passbook Savings Accounts** in the form of insured or collateralized time deposits. If collateral is U.S. government securities, the market value must be at least 110% of the deposit. Promissory notes secured by first mortgages or trust deeds used as collateral require a market value of at least 150% of the amount deposited.

**Money Market Mutual Funds** consisting of investment securities permitted under Sections 53601 and 53635 of the California Government Code. To be eligible for City investments, companies providing mutual funds shall have either or both of the following:

1. The highest rating provided by not less than two of the three largest nationally recognized rating services.
2. An investment advisor registered with the Securities and Exchange Commission for not less than five years having investment experience in the underlying securities and with assets under management in excess of \$500 million.

The purchase price of the shares will not include any commission that these companies may charge and the net asset value of any shares purchased may not fall below the purchase price. Holdings cannot exceed 20% of idle funds.

**Other Investment Pools** – The City will conduct a thorough investigation of investment pools prior to making an investment. To become eligible, an investment pool will provide the following information to the City:

- A description of eligible securities and a written statement of investment policy and objectives.
- A description of interest calculation methods, how interest is distributed, and how gains and losses are treated.
- A description of safekeeping procedures and settlement processes, how often securities are priced, and how often the program is audited.
- A description of who are eligible to invest in the program and how often, and any limitations on deposits and/or withdrawals.
- A schedule for receiving statements and portfolio listings.
- Any policies regarding the use of reserves or retained earnings by the pool.
- A fee schedule and a description of how and when fees are assessed.
- Any policies regarding the pool's eligibility for bond proceeds if applicable.

**Securities Issued by the City of San Leandro and its Agencies** generally when they are originally issued. The City may elect to sell or purchase its securities through secondary markets when conditions are favorable.

See Appendix A. *City of San Leandro Summary of Eligible Investments* on pages 8 and 9 for a tabular listing of the restrictions regarding authorized investments.



**Safekeeping**

Purchased securities are held in third party safekeeping by the trust department of the City's bank or other designated third party in the City's name and control. All security transactions entered into by the City will be conducted on a **delivery-versus-payment (DVP)** basis and evidenced by a receipt issued by the safekeeping agent.

**Collateralization**

An independent third party with whom the City of San Leandro has a current custodial agreement will always hold collateral. A clearly marked evidence of ownership must be supplied to the City.

**Internal Control and Review**

The Finance Director will establish an annual review process to be conducted by an independent external auditor. The review will provide internal control by assuring compliance with established City policies and procedures.

**Performance Standards**

The portfolio will be structured to obtain a rate of return that reflects the prevailing and historical level of interest rates and the City's expected cash flow needs. The City employs a passive investment strategy that focuses on safety and liquidity. Given this strategy, the bases used by the Finance Director for benchmark purposes will be the yield on the following safe and liquid investment vehicles:

- The State of California Local Agency Investment Fund (LAIF)
- The two-year U.S. Treasury Bill
- The five-year U.S. Treasury Note

**Reporting**

This policy will be reviewed annually with the City Council to ensure compliance with the objectives of safety, liquidity and yield and adherence with applicable laws. The City Council Finance Committee will review and approve all changes to this policy statement prior to submittal to the full City Council for approval.

California Government Code Section 53646 requires the Finance Director to submit a quarterly report on the status of the City's investment portfolio to the City Manager and the City Council within 30 days after the end of the calendar quarter. The report will provide detailed information regarding the type of investments, the amount invested with various institutions, purchase and maturity dates, and interest yield on all investments. The report shall state if the City's investments are in compliance with this policy and if the City will be able to meet its cash obligations during the next six-month period. The Finance Director, on occasion, will submit monthly reports on the portfolio's status to the City Manager and City Council that are consistent with the requirements of the State Code.



**Appendix A  
City of San Leandro  
Summary of Eligible Investments**

Investment Type	Maximum Maturity	Maximum Amount	Other Requirements
<b>Certificates of Deposit</b>	5 Years	30 % of Portfolio	Market Value of Collateral at Least 110% of Deposit
<b>U.S. Government Agency Securities</b>	5 Years, Longer Maturities if Approved by Council	None	None
<b>U.S. Treasury Securities</b>	5 Years, Longer Maturities if Approved by Council	None	None
<b>State Local Agency Investment Fund (LAIF)</b>	N/A	Maximum Program Limits	None
<b>Bankers Acceptances</b>	180 Days	30 % per Issuer 40% of Portfolio	Minimum Rating of "A" from Moody's or S&P
<b>Commercial Paper</b>	270 Days	10% of Issuer's Paper 25% of Portfolio	Prime Quality Rating of "A-1" and "P-1" from S&P and Moody's Respectively
<b>Medium Term Corporate Notes</b>	5 Years	30% of Portfolio	Minimum Rating of "AA" from Moody's and S&P
<b>Repurchase Agreements</b>	1 Year	20 % of Portfolio	Master Agreement & Fully Collateralized



**Appendix A  
City of San Leandro  
Summary of Eligible Investments**

Investment Type	Maximum Maturity	Maximum Amount	Other Requirements
<b>Reverse Repurchase Agreements</b>	92 Days	20% of Portfolio	Proceeds Must be Invested in Securities Having Maturities Shorter Than or Equal to Term of Underlying Agreement
<b>Passbook Accounts</b>	5 Years	None	Minimum of 110% Collateral if Secured by U.S. Government Securities, 150% if Secured by Mortgage or Trust Deed
<b>Money Market Mutual Funds</b>	N/A	20% of Portfolio	Highest Rating from at Least Two Rating Agencies and/or Advisor with 5 Years of Experience Managing Assets in Excess of \$500 Million
<b>Other Investment Pools</b>	N/A	N/A	Must Provide Comprehensive Information Prior to City Investment
<b>City Issued Securities</b>	N/A	N/A	Usually Purchased When Originally Issued



## Appendix B Glossary of Technical Terms

**Banker's Acceptance (BA)** – A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill.

**Broker** – A broker, as opposed to a dealer, brings buyers and sellers together in exchange for an agreed upon commission or fee. A broker is not a principal party to the transaction.

**Certificate of Deposit (CD)** – A time deposit with a specific maturity date and specific interest rate as evidenced by a certificate.

**Collateral** – Securities pledged by a bank or other financial institution to secure repurchase agreements, certificates of deposit and deposits of public monies.

**Commercial Paper** – Negotiable short-term promissory notes issued by larger, well-known corporations.

**Dealer** – A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for its account.

**Delivery Versus Payment** – a method of purchasing securities where the security is delivered to the safekeeping party in exchange for cash payment.

**Federal Deposit Insurance Corporation (FDIC)** – A federal agency that insures bank deposits – currently up to \$100,000 per deposit.

**Federal Farm Credit Bank (FFCB)** – A federal government sponsored bank that provides loans and letters of credit that support United States agriculture.

**Federal Home Loan Banks (FHLB)** – Federal government sponsored wholesale banks that lend funds and provide banking services to member commercial banks, thrift institutions, credit unions and insurance companies.

**Federal Home Loan Mortgage Corporation (FHLMC or “Freddie Mac”)** – A federal corporation that provides low cost residential mortgage funds to qualified borrowers.

**Federal National Mortgage Association (FNMA or “Fannie Mae”)** – A federal corporation working under the auspices of the U.S. Department of Housing and Urban Development (HUD). FNMA is the largest single provider of residential mortgage funds in the United States.



**Appendix B**  
**Glossary of Technical Terms**  
**(continued)**

**Liquidity** – A measure of how easily an asset can be converted to cash with minimal loss of value. Securities issued by the U.S government and its agencies are highly liquid because they have established and active markets.

**Local Agency Investment Fund (LAIF)** – A pooled investment fund maintained by the California State Treasurer consisting of deposits from the State and from California political subdivisions.

**Maturity** – The date that the principal or stated value of an investment becomes due and payable.

**Money Market** – The market where short-term debt securities such as treasury bills, commercial paper and banker’s acceptances are issued and traded.

**Portfolio** – A collection of assets (securities, real property, buildings, etc.) held by an investor.

**Primary Dealer** – A group of government securities dealers subject to the informal oversight of the Federal Reserve Bank of New York.

**Primary Market** - The market where investment securities are purchased and sold when they are first issued.

**Prudent Investor Standard or Prudent Person Rule** – An investment standard that requires an investor having trustee or fiduciary responsibility to select securities that would be bought by a prudent person of discretion and intelligence who is seeking capital preservation and a reasonable income.

**Repurchase Agreement (“Repo”)** – An investment transaction where the holder of securities sells the securities to an investor with an agreement to repurchase them for a fixed price on a fixed date. In effect, the buyer lends the seller money for the term of the agreement and the agreement is structured to compensate the buyer for this.

**Reverse Repurchase Agreement (“Reverse Repo”)** – An investment transaction where an investor buys securities from another investor with an agreement to resell them for a fixed price on a fixed date.

**Safekeeping** – A service provided by banks and other financial institutions whereby securities and/or collateral are held for protection and safety.

**Secondary Dealer** - Securities dealers who purchase and sell securities that have been previously issued.



**Appendix B**  
**Glossary of Technical Terms**  
**(continued)**

**Secondary Market** – The market where securities are purchased and sold after they have been issued.

**Securities and Exchange Commission (SEC)** – A federal agency created by congress to protect investors in securities transactions by administering securities legislation.

**Treasury Bills (T-Bills)** – A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

**Treasury Bonds** – Long-term coupon-bearing U.S. Treasury securities having initial maturities of more than ten years.

**Treasury Notes** – Medium-term coupon-bearing U.S. Treasury securities having initial maturities of two to ten years.

**Uniform Net Capital Rule** – Securities and Exchange Commission requirement that member brokers and dealers maintain a maximum ratio of indebtedness to liquid capital of fifteen to one. Indebtedness includes all money owed to other entities including loans and commitments to purchase securities. Liquid capital includes cash and other assets easily converted to cash.

**Yield** – The rate of annualized income return on a security, expressed as a percentage of the security's purchase price.



IN THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

**RESOLUTION NO. 2010-060**

RESOLUTION ADOPTING THE BUDGET OF THE CITY OF SAN LEANDRO  
FOR THE FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

WHEREAS, the FY 2010-2011 Proposed Budget of the City of San Leandro was prepared and submitted to the City Council by the City Manager on May 27, 2010 , which was at least thirty-five (35) days prior to the beginning of the 2010-2011 fiscal year as required by Section 505 of the City's Charter; and

WHEREAS, the City Council reviewed the City Manager's Proposed Budget, and thereafter caused a public hearing to be held concerning the Proposed Budget on June 7, 2010; and

WHEREAS, upon conclusion of the public hearing, the City Council further considered the Proposed Budget as provided for in Section 515 of the Charter;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN LEANDRO:

That the FY 2010-2011 Proposed Budget referenced above is hereby designated and approved as the City of San Leandro's FY 2010-2011 Adopted Budget.

That the amounts stated herein are hereby appropriated to the purposes therein specified for FY 2010-2011 and that the City Manager is hereby authorized to execute any and all Service Agreements as provided for in said appropriation.

Introduced by Councilmember Prola and passed and adopted this 7th day of June, 2010, by the following called vote:

Members of the Council:

AYES: Councilmembers Gregory, Prola, Reed, Souza, Starosciak, Stephens;  
Mayor Santos (7)

NOES: None (0)

ABSENT: None (0)

ATTEST: Marian Handa  
Marian Handa, City Clerk



IN THE REDEVELOPMENT AGENCY OF THE CITY OF SAN LEANDRO

**RESOLUTION NO. 2010-004 RDA**

RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011 AND MAKING A DETERMINATION PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 33334.3

WHEREAS, the Redevelopment Agency must annually adopt a budget that establishes spending limits by appropriating authorized expenditures for the coming fiscal year; and

WHEREAS, it is the intent of the Agency that Low and Moderate Income Housing Fund be used to the maximum extent possible to defray the costs of production, improvement, and preservation of low and moderate income housing; and

WHEREAS, pursuant to the California Health and Safety Code, Section 33334.3, the amount of money spent for planning and general administrative activities associated with the development, improvement and preservation of low and moderate income housing shall not be disproportionate to the amount actually spent on said housing.

NOW THEREFORE, the Redevelopment Agency of the City of San Leandro does RESOLVE as follows:

That the FY 2010-11 Budget of the Redevelopment Agency of the City of San Leandro, a copy of which is attached hereto and made a part hereof by reference, is hereby adopted and all amounts stated herein are appropriated to the purposes therein specified for FY 2010-11.

That the Agency hereby finds and determines that the planning and administrative expense contained in the Agency budget is necessary for the production, improvement, or preservation of low and moderate income housing.

Introduced by Agency Member Reed and passed and adopted this 7th day of June, 2010, by the following called vote:

Members of the Agency:

- AYES: Members Gregory, Prola, Reed, Souza, Starosciak, Stephens; Chair Santos (7)
- NOES: None (0)
- ABSENT: None (0)

ATTEST: Marian Handa  
Marian Handa, Agency Secretary



IN THE PUBLIC FINANCING AUTHORITY OF THE CITY OF SAN LEANDRO

**RESOLUTION NO. 2010-001 PFA**

RESOLUTION ADOPTING THE BUDGET OF THE PUBLIC FINANCING AUTHORITY OF  
CITY OF SAN LEANDRO  
FOR THE FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

The San Leandro Public Financing Authority of the City of San Leandro does RESOLVE as follows:

That the FY 2010-2011 budget of the San Leandro Public Financing Authority, a copy which is attached hereto and made a part hereof by reference, is hereby adopted and all amounts stated herein are appropriated to the purposes therein specified for FY 2010-2011.

Introduced by Authority Member Reed and passed and adopted this 7th day of June, 2010, by the following called vote:

Members of the Authority:

AYES: Members Gregory, Prola, Reed, Souza, Starosciak, Stephens; Chair Santos (7)

NOES: None (0)

ABSENT: None (0)

ATTEST: Marian Handa  
Marian Handa, Secretary



IN THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

RESOLUTION NO. 2010-045

RESOLUTION AMENDING TITLE 6, CHAPTER 4 OF THE SAN LEANDRO ADMINISTRATIVE CODE RELATING TO FEES AND CHARGES FOR SERVICES PROVIDED BY CITY DEPARTMENTS

The City Council of the City of San Leandro does RESOLVE as follows:

That following notice and hearing as may be required by law, Title 6, Chapter 4, Section 6.4.100 of the San Leandro Administrative Code, a copy of which is attached, is hereby amended.

That the provisions of this Section shall take effect on July 1, 2010.

Introduced by Councilmember Prola and passed and adopted this 3rd day of May, 2010, by the following called vote:

Members of the Council:

AYES: Councilmembers Gregory, Prola, Reed, Souza, Starosciak, Stephens; Mayor Santos (7)

NOES: None (0)

ABSENT: None (0)

ATTEST: Marian Handa  
Marian Handa, City Clerk



IN THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

**RESOLUTION NO. 2010-061**

**RESOLUTION ESTABLISHING THE CITY'S APPROPRIATION LIMIT  
FOR FISCAL YEAR 2010-11**

Following availability of the documentation used in the determination of the Appropriation Limit pursuant to Section 7910 of the Government Code, this Council has reviewed and considered the data contained in Attachment 1 attached hereto and incorporated herein by this reference.

NOW, THEREFORE, pursuant to Section 7910 of the Government Code and Article XIII B of the California Constitution, the City Council does hereby establish the Appropriation Limit for Fiscal Year 2010-2011 at \$127,774,811 as more specifically set forth in Attachment 1.

Introduced by Councilmember Reed and passed and adopted this 7th day of June, 2010, by the following called vote:

Members of the Council:

- AYES: Councilmembers Gregory, Prola, Reed, Souza, Starosciak, Stephens;  
Mayor Santos (7)
- NOES: None (0)
- ABSENT: None (0)

ATTEST: Marian Handa  
Marian Handa, City Clerk



**GOVERNMENTAL FUNDS**

The funds through which most governmental functions typically are financed.

***General Fund***

Accounts for all financial resources except those required to be accounted for in another fund.

## 010 General Fund

The general fund is used for all general revenues of the City not specifically levied or collected for other City funds and related expenditures.

***Special Revenue Funds***

Accounts for the proceeds of specific revenue sources (other than those for major capital projects) that are restricted legally to expenditure for specific purpose.

## 120 Development Fee for Street Improvements Funds (DFSI)

Accounts for development fee assessments levied to provide partial funding of street and traffic improvement associated with commercial and residential growth.

## 122 Park Development Fee Fund

Accounts for development fee assessments levied to provide for the acquisition and/or creation of new parks and park facilities that result from residential growth.

## 132 Parking Operations Fund

Accounts 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.

## 140 Gas Tax Fund

Accounts for subventions received from State gas tax allocations and are restricted to uses related to local streets and highways, construction and improvements, and maintenance and repairs.

## 144 Measure B/ACTIA Transportation Fund

Accounts for revenues from the allocation of one-half percent transportation sales tax levied in Alameda County, and is restricted for uses related to street and highway maintenance and improvements.

## 145 Traffic Congestion Relief

A special State allocation for street and highway maintenance, rehabilitation, preservation, and reconstruction.

## 147 Heron Bay Maintenance District Fund

Accounts for special assessment funding for the ongoing maintenance of public facilities at the Heron Bay Development.

## 148 Cherrywood Maintenance District Fund

Accounts for special assessment funding for the ongoing maintenance of public facilities at the Cherrywood Development.

## 149 Prop 1B Fund

Accounts for Proposition 1B funds for safety improvements and repairs to local streets and roads.



150 Grants Fund	Accounts for various grants from Alameda County, State of California, and the Federal government to be expended for a specific purpose, activity, or facility.
165 Community Development Block Grant Fund	Is an annual entitlement grant from the U.S. Department of Housing and Urban Development to fund public services, affordable housing, capital improvements, and economic development that primarily benefit low/moderate income persons.
166 HOME Fund	Grants from the U.S. Department of Housing and Urban Development (via Alameda County) for eligible affordable housing activities and renovation programs.
167 Housing In-Lieu	Accounts for assessments levied to provide for partial funding of low/moderate housing projects.
170 Business Improvement District Fund	Accounts for service fees charged to business owners to provide a shuttle service from BART to the west San Leandro businesses.
<b>Capital Project Funds</b>	Accounts for financial resources to be used for the acquisition of construction of major capital facilities (other than those financed by proprietary and trust funds).
210 Capital Improvement Projects Fund	Accounts for financial resources to be used for the acquisition of construction of major capital facilities other than those financed by proprietary and special revenue funds.
240 Cherrywood Improvement Project	Accounts for certain infrastructure construction of the Cherrywood development.
241 SL Hillside Geological Abatement	Accounts for the finances of the collaboration between the City and the Geological hazardous Abatement District (GHAD).
<b>Debt Service Funds</b>	Accounts for the accumulation of resources for and the retirement of general long-term debt principal and interest.
301 Assessment District Debt Service Fund	Accounts for funds associated with providing debt issue financing for special assessments in the community.
307 Community Facility District #1-Cherrywood Project	Accounts for funds associated with providing debt issue financing for special assessments associated with the Cherrywood development.



350 Public Financing  
 Authority Debt  
 Service Fund

Accounts 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.

**PROPRIETARY FUNDS**

***Enterprise Funds***

The funds used to account for a government's business-type activities, activities supported in part by fees or charges.

Accounts for activities for which a fee is charged to external users for goods and services.

593 Water Pollution  
 Control Plant

Accounts for the operation, maintenance and replacement of the City's Water Pollution Control Plant, lift stations and the sanitary sewer system, which follows operational guidelines dictated by State and Federal regulations.

594 Environmental  
 Services

Accounts for the regulatory activities associated with hazardous materials, recycling (AB 939), storm water runoff and industrial wastewater.

597 Shoreline

Accounts for the operation and maintenance of the marina berthing and recreational areas and related improvements, the golf course complex and the Heron Bay marshland.

598 Storm Water Utility

Accounts for all activities related to street cleaning and storm water runoff as required by State and Federal mandates.

***Internal Service Funds***

Accounts for the financing of goods and services provided by one fund, department, or agency to other funds, departments or agencies of the financial reporting entity, or to governments, on a cost reimbursement basis.

687 Building Maintenance

Accounts for the cost of operating and providing maintenance and repair and minor modifications to the various City buildings.

688 Information  
 Technology

Accounts for automated information processing activities, including maintenance, enhancements and the acquisition of new computers, telephone, cable television, telecommunication systems, GIS and Central Services.

689 Self Insurance

Accounts 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.

690 Equipment  
 Maintenance

Accounts for the cost of operations, maintenance and depreciation for the City's automotive and equipment fleet.



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<b><u>REDEVELOPMENT AGENCY</u></b>	Accounts for the financing of 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.
961 Redevelopment Agency - Plaza Area Fund	Accounts for property tax increment in the planning and implementation of redevelopment activities in the Plaza Project Area.
962 Redevelopment Agency - Joint Project Area Fund	Accounts for property tax increment income for neighborhood and commercial improvement assistance programs in the Joint Project Area.
964 Redevelopment Agency - West San Leandro/MacArthur Fund	Accounts 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.
965 Redevelopment Agency - Low/Mod Housing Fund	Accounts for the 20% tax increment set a-side revenues for lower income housing and neighborhood improvement assistance programs in all project areas.
970 Redevelopment Agency - Debt Service Fund	Accounts for repayment to the City for interest on advances and debt service on the tax allocation bonds and certificates of participation.



Activities	Specific services performed in accomplishing program objectives and goals. (See Program)
Adjusted Budget	The current year Adopted Budget plus Council approved budget adjustments, plus encumbrances.
Appropriation	An authorization made by the Council that permits the City to incur obligations and to make expenditures of resources.
Assessed Valuation	An official value established for real property or other property as a basis for levying property taxes.
Audit	A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the City Council's appropriations.
Bonds	A form of borrowing which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance capital improvement projects such as buildings, streets, and bridges.
Budget	A financial plan for a specific period of time that matches planned revenues and expenditures to various municipal services.
Budget Amendment	Under the City Charter, the Council has the sole responsibility for adopting and amending the budget at any time by resolution with five affirmative votes.
Budget Message	The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years and present recommendations made by the City Manager.
Budget and Fiscal Policies	General and specific guidelines adopted by the Council that govern financial plan preparation and administration.
Capital Improvement Program (CIP)	A plan for capital expenditures to provide for the acquisition, expansion, or rehabilitation of an element of the City's physical property to be incurred over a fixed period of time.
Cash Basis	An accounting method that recognizes income and deductions when money is received or paid. The modified-accrual method is the preferred method for government entities.
Cost of Living Adjustment	Adjustment of wages designed to offset changes in the cost of living, usually as measured by the consumer price index.
Debt Service	Payments of principal and interest on bonds and other debt instruments according to a predetermined schedule.
Department	A major organizational unit of the City that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.
Depreciation	Allocation process of the cost of a capital asset to the periods during which the asset is used.
Division	A unit of organization that reports to a department.



Encumbrance	Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriations and for which part of the appropriation is reserved.
Enterprise Funds	A proprietary fund used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the legislative body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The rate schedule for these services are established to ensure that revenues are adequate to meet all necessary expenditures.
Fee	The amount charged by the City to provide a specific service, tied directly to the cost of providing such service.
Fiscal Year	The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.
Fixed Assets	Assets of significant value that have a useful life in excess of one year.
Fund	An accounting entity that records all financial transactions for specific activities or government functions. The generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, Internal Service, Agency and Special Assessment funds.
Fund Balance	The net effect of assets less liabilities at any given point in time.
General Fund	The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. Except for subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose. (See Fund)
Goal	A statement of broad direction, purpose or intent by the City Council.
Governmental Funds	Funds generally used to account for tax supported activities. These include general, special revenue, capital project and debt service.
Internal Service Fund	A fund used to account for services provided by one department to other departments on a cost reimbursement basis.
Modified Accrual Basis	Accounting basis in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of accrual and cash accounting since expenditures are immediately incurred as a liability when they are committed, while revenues are not recorded until they are actually received or are “measurable” and available for expenditure.
Nondepartmental	Designates budgets that provide for performance of work or purchase of goods that cross or transcend departmental lines.



Objective	A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.
Operating Budget	The portion of the budget that pertains to daily operations and delivery of basic governmental services. The program budgets in the financial plan form the operating budget.
Ordinance	A law passed by the legislative authority, the City Council, of a local jurisdiction.
Organization	Organized structure of roles and responsibilities functioning to accomplish predetermined objectives.
Organization Chart	A chart reflecting the interrelationships of positions within an organization in terms of authority and responsibilities.
Overhead	Indirect expenses of running an organization not directly associated with a particular item or service, also referred to as Indirect Cost.
Program	An organized, self-contained set of related work activities within a department or division which are directed toward common objectives and represent a well-defined expenditure of City resources.
Program Budget	A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.
Proprietary Fund	A fund that accounts for operations that are financed and operated in a manner similar to business enterprises. Such a fund is established as a self-supporting operation with revenues derived primarily from fees, charges, or contracts for services.
Recognized	The time at which an item is officially recorded and measurable, as with a financial transaction.
Reserve	An account used to designate a portion of the fund balance for a specific future use and is therefore not available for general appropriation.
Resolution	A legal order by a government entity.
Revenues	Funds received from various sources and treated as income to the City to be used to finance expenditures. Revenues include such items as taxes, fees, user fees, grants, fines, forfeits, and interest income.
Special Assessment	A tax or levy customarily imposed against only those specific parcels of real estate that will benefit from a proposed public improvement, as opposed to a general tax on the entire community. Because the proposed improvement will enhance the value of the affected homes, only those affected owners must pay this special lien. Common examples of special assessments are lighting and landscaping, sidewalk and sewer assessments, or other special improvements such as parks and recreational facilities.



Unreserved Fund Balance	In a governmental or expendable trust fund, the balance of net financial resources that are available for appropriation.
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ABAG	Association of Bay Area Governments
ACCWP	Alameda Countywide Clean Water Program
ACRAT	Alameda County Regional Auto Theft Task Force
BID	Business Improvement District Fund
CAFR	Comprehensive Annual Financial Report
Cal-OSHA	California Occupational Safety and Health Administration
CDBG	Community Development Block Grant
CIP	Capital Improvements Program
CJPRMA	California Joint Powers Risk Management Authority
COLA	Cost of Living Adjustment
COP	Certificate of Participation
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
CUPA	Certified Unified Program Agency
DFSI	Development Fee Street Improvements
EECBG	Energy Efficiency and Conservation Block Grant
EIR	Environmental Impact Report
ERAF	Education Revenue Augmentation Fund
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting and Financial Reporting Standards Board
GFOA	Government Finance Officers Association
GHAD	Geological Hazardous Abatement District
GIS	Geographic Information System
HOME	Home Investment Partnership Program
IIPP	Injury and Illness Prevention Program
ISF	Internal Service Fund
JAG	Justice Assistance Grant
LAIF	Local Agency Investment Fund
LEAP	Learn Excel Achieve Perform
OPEB	Other Post Employment Benefits
PERS	Public Employees Retirement System
POA	Police Officer's Association
POST	Peace Officers Standards and Training
RDA	Redevelopment Agency
SAVE	Shelter Against Violent Environments
SERAF	Supplemental Educational Revenue Augmentation Fund
SIR	Self Insured Retention
SLCEA	San Leandro City Employees' Association
SLMO	San Leandro Management Organization
SLUSD	San Leandro Unified School District
SRO	School Resource Officer
TAR	Tax Allocation Bond



TCR	Traffic Congestion Relief
TOT	Transient Occupancy Tax
UUT	Utility Users Tax
VLf	Vehicle License Fee
WPCP	Water Pollution Control Plant
YAC	Youth Advisory Commission

