

Summary Page for FY 2009-2010 Core Services Form

	Total Points	Mandatory	QOS Total
City Manager	40pts possible		15pts possible
City Council Support	32	Y	11
Strategic Planning	14	N	
Departmental Management	13	N	
Citizen Ombudsman	12	N	
Fire JPA Liaison	13	N	
Cable TV & Garbage Franchises	37	Y	12
Redevelopment Agency	37	Y	10
SBWMA Board	39	Y	7
AB 939/ Recycling Program	39	Y	6
Zoning Administrator	32	Y	9
ABAG, C/CAG, League Liaison	13	N	
Economic Development	15	N	
eNotify, eNewsletters	13	N	
Public Information Officer	14	N	
City Mgrs, Association	13	N	
Economic Development Partnership	14	N	
SAMCAT	14	N	
Council Newsletter	13	N	
Joint Venture & Regional Programs	13	N	
Hot Harvest Nights	15	N	
Green Programs	13	N	
Climate Action Plan	36	Y	12
Carbon Footprint- City/ Community	37	Y	11
Green Business Program	11	N	
Silicon Valley Climate Task Force	17	N	
Green Program eNewsletter	13	N	
San Carlos Green & San Carlos Together	10	N	
Wireless Silicon Valley	13	N	
Revenue Measure/ Tramutola	14	N	
Harbor Industrial Association Liaison	11	N	
2+2 City/ School Committee Staffing	14	N	
Council	40pts possible		15pts possible
Annual City Budget - Adopt	35	Y	12
Adopt Legislation/ Municipal Code	38	Y	12
Appoint/ Evaluation City Manager & City Attorney	37	Y	12
Review Development Proposals/ Environmental Documents	36	Y	11
Review & Approve City Projects	38	Y	12
ABAG (Association of Bay Area Governments)	34	Y	12
C/CAG	34	Y	12
Week of the Family	9	N	
Jobs for Youth	9	N	
Airport Roundtable	11	N	
League of California Cities	14	N	

Administrative Services Dept	40pts possible		15pts possible
Administration of WC Claims	35	Y	5
Operation of General Liability Programs & Claims Administration	36	Y	8
Manage Risk Management Insurance Programs	36	Y	8
Develop Liability Reduction Policies & Procedures/ Best Practice	19	N	
Develop & Maintain Risk Management Best Practices	17	N	
Run the City-Wide Safety Committee & Develop Safety Policies & Procedures	36	Y	6
Coordinate City-Wide Safety & Risk Management Training	34	Y	8
Ensure City's Compliance with Risk Management Procedures & Programs	37	Y	8
Administration of Risk Management Grant Program	17	N	
Administration of DMV Pull Notice Program	32	Y	7
Budget & Financial Reporting	35	Y	5
Accounts Payable	35	Y	5
Investment & Treasury Management	36	Y	5
General Accounting	36	Y	5
Business Registration	36	Y	5
Outside Consulting (SBWMA, C/CAG, SAMCAT)	12	N	
Recruitment	36	Y	5
Benefit Administration	36	Y	5
City Personnel Practices and Policies	36	Y	5
Employee Relations	34	Y	5
Employee Events	12	N	
Labor Relations	35	Y	5
Payroll Administration	37	Y	9
Personnel Records Management	36	Y	5
Fire Dept	40pts possible		15pts possible
Advanced Life Support Services	39	Y	5
Hazardous Materials Response Team	39	Y	6
Emergency Response	36	Y	5
Information Technology	36	Y	5
Statewide Mutual Aid	39	Y	6
Training	36	Y	4
State Mandated Fire Inspections	40	Y	5
Engine Company Fire Inspections	39	Y	5
Fire Code Fire Building and Planning Plan Check	40	Y	5
Fire Investigations	40	Y	5
Hazardous Material Pre-Application Review	38	Y	5
Disaster Preparedness and Public Education	37	Y	5
Fire Code Construction Inspections	40	Y	5
Wildland Fire Safety Inspections	38	Y	5
Fire Station #13	39	Y	3
First Station #14	39	Y	3
Fire Station #15	39	Y	3
Fire Station #16	39	Y	3

Community Development- Building	40pts possible		15pts possible
Review Plans	39	Y	6
Maintain Building Department Records	35	Y	6
Issue Notices and Orders	37	Y	6
Issue Certificates of Occupancy	40	Y	6
Emergency Preparedness	35	Y	6
Conduct Inspections on Permits Issued	39	Y	6
Conduct Apartment Inspections	38	Y	6
Issue Permits & Collected Fees	40	Y	6
Administer & Enforce Fed, State, Local Codes	40	Y	6
Enforce/ Maintain Flood Plain Ordinance	40	Y	6
Administer & Enforce C & D Ordinance Program	38	Y	4
8 to 5 Counter Hours	18	N	
Timely Plan Check Turn Turn Around	18	N	
24-Hour Inspection Request Turn-Around	16	N	
Pre-Review of Plans/ Projects	16	N	
Community Outreach & Education	17	N	
1/2 B 4 Call Inspection Service	16	N	
Community Development- Planning	40pts possible		15pts possible
Staff Support to Council/Commissions/ Committees	37	Y	9
Administer the Zoning Ordinance & Other SCMC Development Standards	37	Y	9
Administer the General Plan	36	Y	10
Provide Development Review Services	36	Y	7
Business Registration Compliance with Zoning	35	Y	9
Tree Removal Permits	32	Y	6
Provide Information to the Public	29	Y	10
Participate in Regional Initiatives	13	N	
Maintain Public Service Counter Hours	7	N	
Community Development- RDA	40pts possible		15pts possible
Prepare and Administer Program Budgets	19	N	
Staff Support to Council and EDAC	18	N	
Facilitate Public/ Private Development Opportunities	18	N	
Develop and Implement Marketing Strategy	18	N	
Communicate ED and Housing Programs to Citizens and Groups	17	N	
Track Proposed and Adopted Legislation	17	N	
Identify and Implement ED Opportunities and Programs	16	N	
Establish/ Maintain Relations with Chamber, Businesses, Residents, Agencies, Non-Profit Housing Orgs	16	N	
Administer Downpayment Assistance Loan Program	16	N	
Economic Development Plan Update	16	N	
Attend Conferences, Workshops & Training Opportunities on ED & Housing	15	N	
Participate in Regional ED and Housing Initiatives (i.e. SVEDA, Grand Blvd, HEART, Housing Leadership Council	14	N	
Develop Business Friendly Climate with CDD & Public Works	13	N	

RDA 5 Yr Implementation Plan & 10 Yr Housing Compliance Plan	39	Y	8
Compliance with Community Redevelopment Law	39	Y	6
Administer BMR Ordinance and Wait List	39	Y	6
Increase, Improve, Preserve Affordable Housing	39	Y	4
Mitigate Economic and Physical Blight in Project Area	38	Y	6
Housing Element	35	Y	8
Parks and Recreation Dept	40pts possible		15pts possible
Youth Fitness/ Sports/ Dance Classes	12	N	
ACC Monday Senior Lunches	9	N	
ACC Sr. Caring Cupboard	12	N	
ACC Senior Drop-in Activities	8	N	
ACC Facility Rentals	8	N	
Adult Fitness/ Sports/ Dance Classes	12	N	
Adult Special Interest Classes	10	N	
Athletic Field Scheduling	13	N	
Bingo	9	N	
Tennis Court Scheduling	9	N	
Friday Special Luncheons	10	N	
Healthy Cities Tutoring	10	N	
Picnic Rentals	10	N	
Smart Tots/ Preschool	11	N	
Adult Softball	15	N	
Special Needs After School Program	13	N	
Special Needs Chef Club Program	10	N	
ACC Trips and Tours	9	N	
Youth Center After School Drop in/ Homework Center	9	N	
YD Summer Camps	12	N	
Youth Arts/ Special Interest/ SCCT Classes	12	N	
Park Maintenance	15	N	
Building Maintenance	35	Y	
Police Dept	40pts possible		15pts possible
Patrol Division	36	Y	5
Patrol Traffic Unit	36	Y	5
Commanders	36	Y	5
Community Service Officers	16	N	
DARE/SRO Program	11	N	
Police Officers (Detectives)	35	Y	5
Police Service Technicians (4) (1) Position Funded by Grant	17	N	
Records Unit	35	Y	5
Public Works Dept	40pts possible		15 pts possible
Banner Hanging	15	N	
Bridge, Retaining Wall & Culvert Maint & Repair	38	Y	3
Caltrans Liaison	38	Y	6
Capital Project Delivery	38	Y	3
City Fuel Tank	35	Y	3
Citywide Mapping & Monumentation	35	Y	2
Civil Engineering, Plan Checking & Inspection	40	Y	6
Clean Storm Water	39	Y	3
Creek Monitoring	10	N	

Curb Painting Maintenance	35	Y	3
Fleet & Equipment Maintenance, Repair & Replacement	15	N	
Laurel Street Sidewalk Cleaning	10	N	
Levee Maintenance & Repair	34	Y	1
Local Transit and Shuttles	9	N	
Map Checking	39	Y	6
Parking Lot Maintenance & Repair	14	N	
Pavement Maintenance and Repair	37	Y	3
Pavement Marking Maintenance	37	Y	3
Public Works Emergency Preparedness	38	Y	3
Right of Way Management	38	Y	6
Sidewalk Repair	39	Y	3
Storm Drain Maintenance & Repair	37	Y	3
Street Cleaning	39	Y	6
Street Lighting Operations, Maintenance & Repair	37	Y	5
Transportation & Circulation Commission Support	14	N	
Traffic Control Signs	37	Y	3
Traffic Engineering	37	Y	3
Traffic Signal Operations, Maintenance & Repair	37	Y	5
Wastewater Collection and Conveyance	40	Y	4
Wastewater Treatment and Disposal	40	Y	4