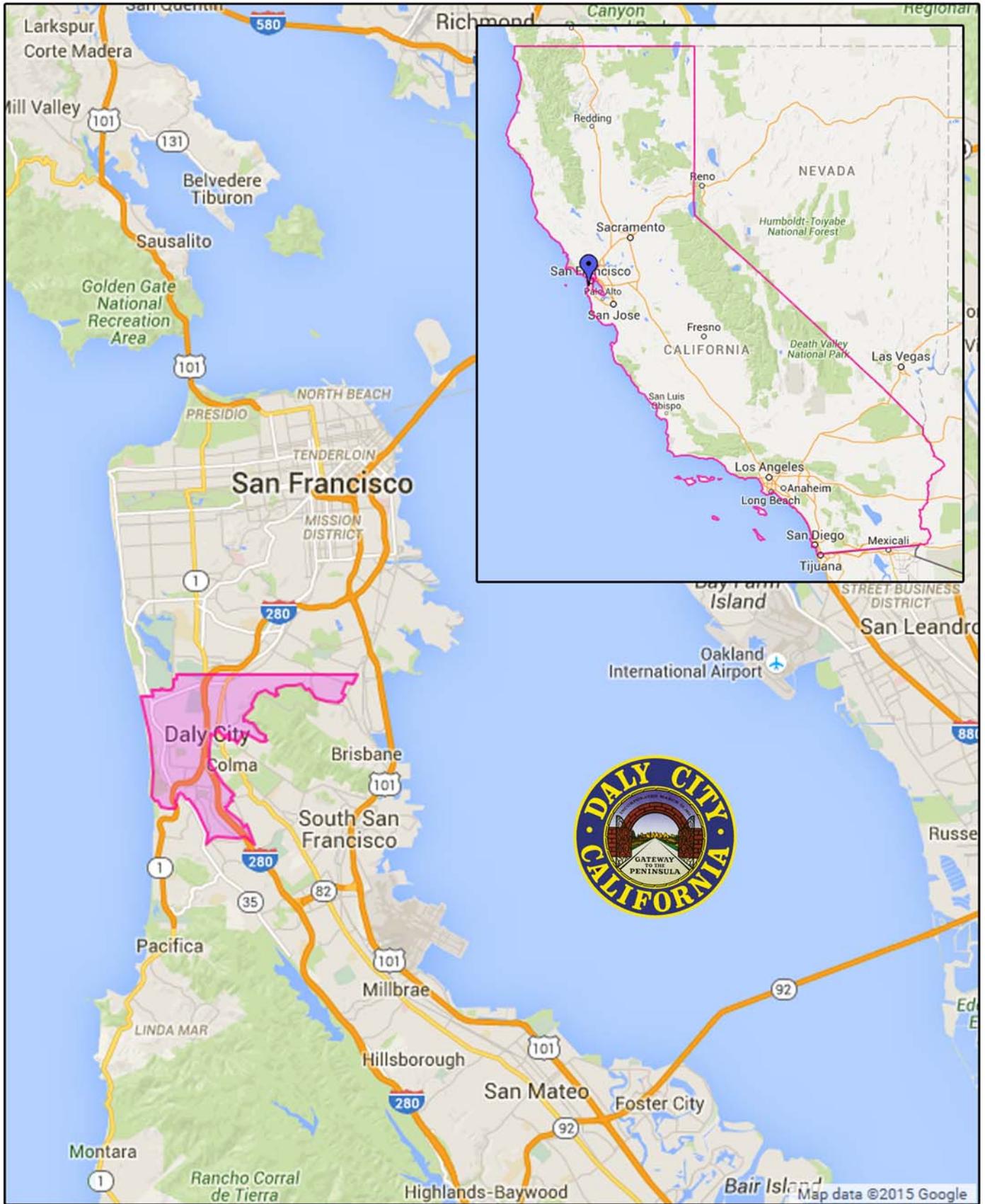


City of Daly City



Comprehensive Biennial Operating and Capital Budget Fiscal Years 2017 and 2018



San Francisco

Daly City

South San Francisco



Map data ©2015 Google

**CITY OF DALY CITY
ADOPTED
COMPREHENSIVE BIENNIAL
OPERATING AND CAPITAL BUDGET
FISCAL YEARS 2017 & 2018**



City Council

Gonzalo "Sal" Torres, Mayor
David J. Canepa, Vice Mayor
Raymond A. Buenaventura
Judith Christensen
Michael P. Guingona

City Treasurer

Daneca Halvorson

City Clerk

K. Annette Hipona

City Manager

Patricia E. Martel

Prepared by
Department of Finance and Administrative Services
Lawrence Chiu, Director



CITY OF DALY CITY

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About Daly City California

Incorporated in 1911, Daly City is the largest of the 20 cities in San Mateo County, with a population of 109,139. Located on the southern border of San Francisco, the “Gateway to the Peninsula” covers approximately 7.66 square miles and is one of the most population-dense cities in California.

The City operates under a Council-Manager form of government and is a General Law City under California statutes. The City of Daly City is a full service city, providing police, fire, streets and roadways, library, recreation, planning and zoning, and general administrative services to one of the most ethnically diverse populations in the nation. The City also operates a water utility and a sanitation district.

Named after prominent dairy farmer and cattle rancher John Donald Daly, the City took shape in the aftermath of the 1906 San Francisco earthquake and fire. Displaced residents fled south to the Peninsula to rebuild their lives. Daly subdivided his ranch property in 1907 and housing tracts emerged to accommodate the new population. From that time until the 1940’s housing steadily began to replace the farms and flower-growing operations in the City.

After World War II Daly City again became a place to find a new home. In 1947 Henry Doelger, a local builder, broke ground for the Westlake Development. It was one of the first fully planned communities in the country – a “city within a city”. The development incorporated housing, shopping centers, offices, medical facilities, churches, and schools to accommodate those returning from the war and looking for a new place to settle.

Doelger’s new vision was memorialized in the *Little Boxes* song, written by Malvina Reynolds in 1962 when she was traveling south from San Francisco and saw the new dwellings being built. Pete Seeger recorded it in 1963 and a legend was born. But Doelger knew that in order to be economically viable, the homes had to be affordable to average people so his company had to invent ways to keep construction costs down while making them attractive enough to lure buyers.

Today those “houses made of ticky-tacky” are nearly unaltered by later additions and remodels. Owners over the years have kept them well maintained and mostly original, a testimony to Doelger’s vision of a near perfect community and a reflection of the investment in place that is the Daly City community.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Daly City, California for its biennial budget for the biennium beginning July 1, 2014.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.





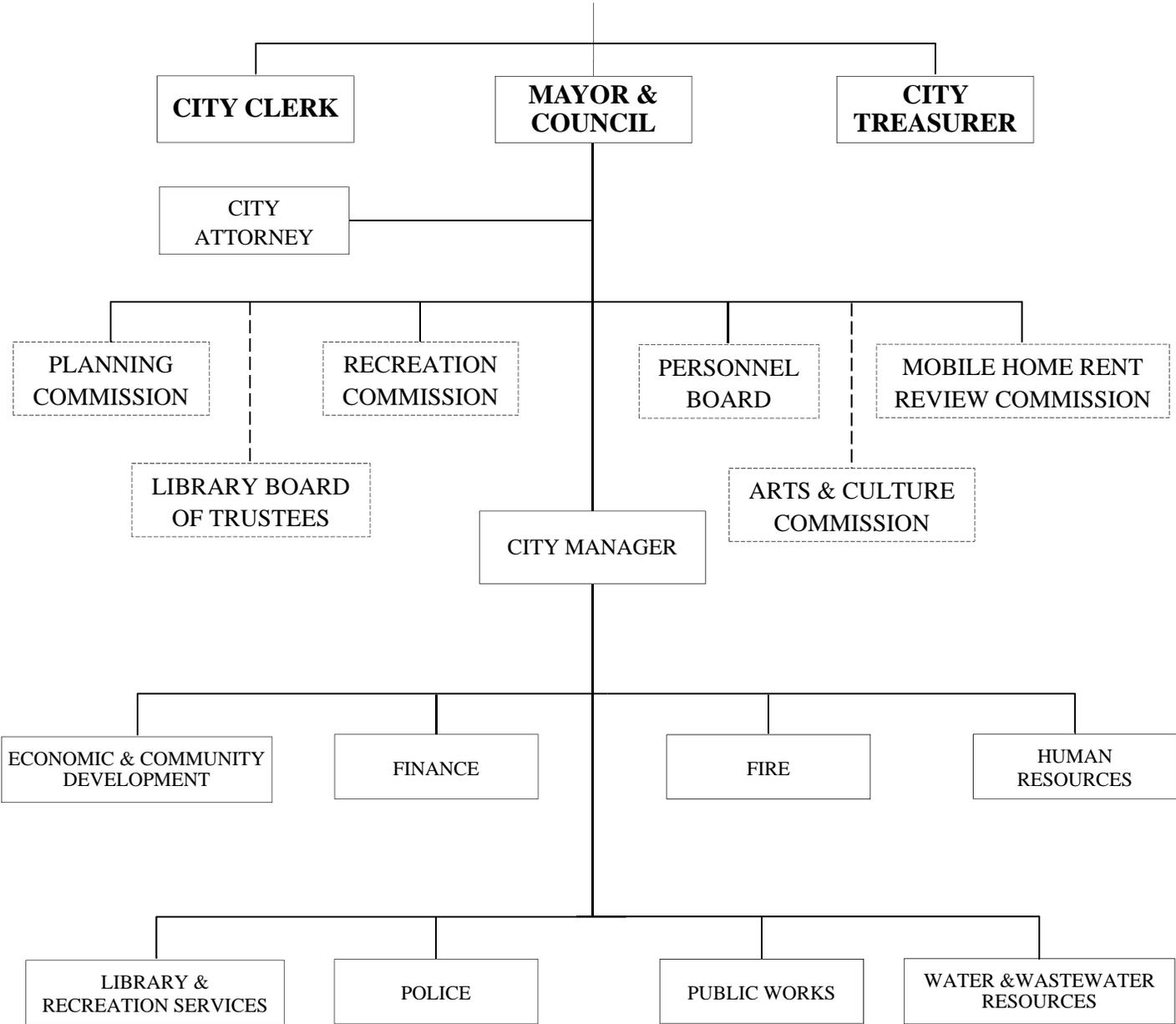


City of Daly City

ORGANIZATION STRUCTURE

Fiscal Years 2017 & 2018

CITIZENS OF DALY CITY



----- ADVISORY BOARDS AND COMMISSIONS





CITY OF DALY CITY

333 – 90TH STREET
DALY CITY, CALIFORNIA 94015-1895

July 1, 2016

Honorable Mayor and
Members of the City Council
Citizens of Daly City

On behalf of the City's Leadership Team, we are pleased to present to you the City of Daly City Biennial Comprehensive Annual Operating and Capital Budget for Fiscal Years (FY) 2017 and 2018.

The City continues to face ongoing fiscal challenges stemming from the impacts of the economic recession in 2008. Each fiscal year since that time, reductions have been made in staffing levels across all City departments, salaries and benefits have been reduced for City staff, resulting in significant reductions in direct services to the public. The economic recovery that began in 2009 has been sluggish in this community. Despite being the largest municipality in San Mateo County, Daly City lags behind other neighboring cities in economic growth due to lower per capita income and higher unemployment rates.

While revenues are increasing modestly, operating costs are increasing as well. Increasing workforce expenditures, including rising healthcare costs, overtime due to staffing shortages, and escalating pension obligations due to losses suffered by the CalPERS during the recession in 2008, coupled with the lack of a diversified revenue base and overreliance on property, sales and utility users taxes, have contributed to a General Fund structural budget deficit of approximately \$6 million in the biennial budget for FYs 2017 and 2018.

The budget is balanced through a combination of cuts to controllable expenses, workforce alignment, service and program reductions across all City departments, and for the first time, significant reductions in public safety services. General Fund Reserve of approximately \$3.4 million and \$2.6 million in FYs 2017 and 2018 respectively were relied upon to bridge the funding gap.

The FYs 2017 and 2018 Adopted Budget includes freezing six vacant police officer positions and eliminating a Fire Engine Company made up of nine firefighters through attrition. Consequently, the City Council directed staff to place a public safety parcel tax measure on the November 2016 ballot that seeks voter support of funding the restoration of the public safety services that were eliminated in the adopted budget.

The City continues to exercise fiscal prudence in managing its budget and maintaining financial stability. The City is committed to maintaining a General Fund Reserve representing 15% of the total annual General Fund budgeted expenditures. The budget

was developed with an emphasis on retaining basic City services, funding critical department needs, improving operational effectiveness and efficiencies within departments, and taking a longer view of fiscal sustainability through the implementation of a Long-Term Financial Plan to address the unfunded portion of retiree health, unfunded operating costs and deferred maintenance of City facilities.

BUDGET PROCESS

The foundation of the budget process continues to be the set of Guiding Principles and related Priorities established by the City Council. This budget is designed to support each of them. Each department's budget narrative discusses the ways in which the organization is furthering those Principles and Priorities, which include:

GUIDING PRINCIPLES

- Foster Economic Vitality and Financial Sustainability
- Enhance Quality of Life for Residents
- Promote an Aesthetic Community Environment
- Facilitate Community Building and Civic Engagement
- Create "Healthy Citizen/Healthy Community" Opportunities

PRIORITIES/OBJECTIVES

1. Economic Development and Revenue Enhancement
 - Promote a diverse economic base through directed larger business development
2. Public Safety
 - Ensure adequate public safety resources to create a sense of community and personal safety
3. Transportation and Traffic
 - Enhance the transportation network and reduce traffic congestion
 - Expand the network of bike lanes and walking lanes
 - Enhance pedestrian-oriented improvements
4. Infrastructure
 - Allocate sufficient resources to maintain quality infrastructure throughout the community
5. Leisure Services
 - Provide a variety of opportunities for community participation in recreation, library and other structured as well as passive leisure-time activities

6. Land Use

Enhance the physical development of the community consistent with sound environmental and other land use policies

7. Government Operations

Identify opportunities for greater cost effectiveness and efficiency in all City departments and through shared services with other local agencies

8. Community and Civic Support

Engage and educate the community to participate in civic affairs and provide input on public policy initiatives and community concerns

9. Unfunded Liability Management

Balance the needs of the City with prudent fiscal policies that lessen the ongoing financial burden and address unfunded liabilities

10. Environmental Stewardship

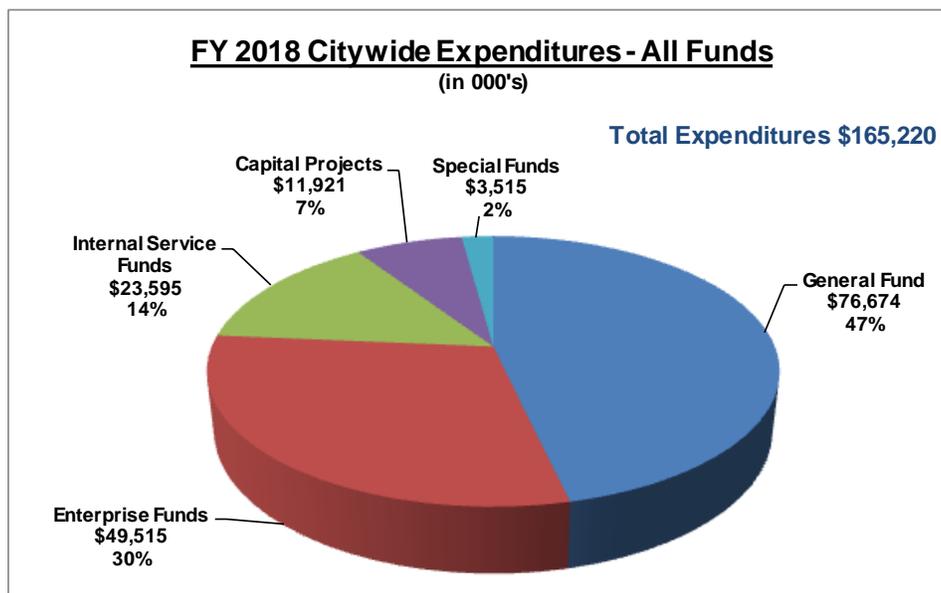
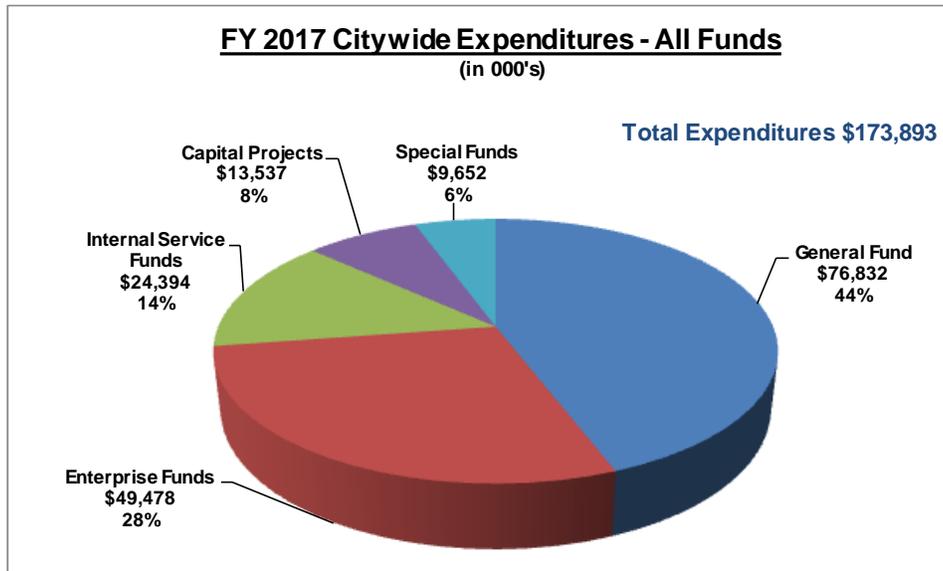
Continue to promote the adoption of strong environmental measures while continuing to comply with all state and federal mandates.

One of the many challenges moving forward is to find ways to continue to support these objectives with reduced staffing and limited funding. Establishing concrete and achievable objectives serves to focus the City's efforts, promotes using the resources available in the most productive manner and delivers meaningful results.

BUDGET OVERVIEW

Daly City’s budget is dominated by the General Fund, which accounts for the core operations of this full-service city. The FY 2017 General Fund expenditure budget accounts for \$76.8 million or 44% of the total City budget. The Water and Sewer Enterprise funds also contribute significantly to annual expenditures.

The citywide total operating and capital budget for FYs 2017 and 2018 are \$173.9 million and \$165.2 million respectively. The decrease between FYs 2017 and 2018 are mainly due to a \$5.9 million one-time subsidy financing for affordable housing in the Daly City Housing Development Finance Agency and \$2.3 million less spending in the Capital Improvement Plan (CIP).



General Fund

Property, sales and utility users taxes are the three major revenue sources in the General Fund which make up 65% or \$47.7 million of the total General Fund revenues of \$73.4 million in FY 2017.

These three major revenue sources all declined during the economic recession in 2008. Since FY 2012, General Fund revenues have stabilized. A modest level of revenue growth is anticipated in the next two fiscal years.

Due to increasing workforce expenses and the lack of a diversified revenue base, the adopted biennial budget includes the use of General Fund Reserve of approximately \$3.4 million and \$2.6 million in FYs 2017 and 2018 respectively to bridge the funding gap.

The City's Reserve Policy is to maintain an unassigned General Fund balance equal to 15.0% of annual General Fund budgeted expenditures. The projected unassigned General Fund balance will decrease to \$11.7 million or 15.2% of the reserve target in FY 2017; and \$9.1 million or 11.8% in FY 2018, which is below the General Fund Reserve target of 15%.

| <u>General Fund Summary</u> | <u>Year-end Estimate</u> | <u>Adopted Budget</u> | <u>Adopted Budget</u> |
|------------------------------------|---------------------------------|------------------------------|------------------------------|
| | <u>FY 2016</u> | <u>FY 2017</u> | <u>FY 2018</u> |
| Revenues | \$79,224,307 | \$73,454,301 | \$74,089,197 |
| Expenditures | <u>(\$78,439,597)</u> | <u>(\$76,831,636)</u> | <u>(\$76,673,789)</u> |
| Net | \$784,710 | (\$3,377,335) | (\$2,584,592) |
| Transfer from General Fund Reserve | | \$3,377,335 | \$2,584,592 |

General Fund Revenue Projections and Assumptions - Major Revenue Sources

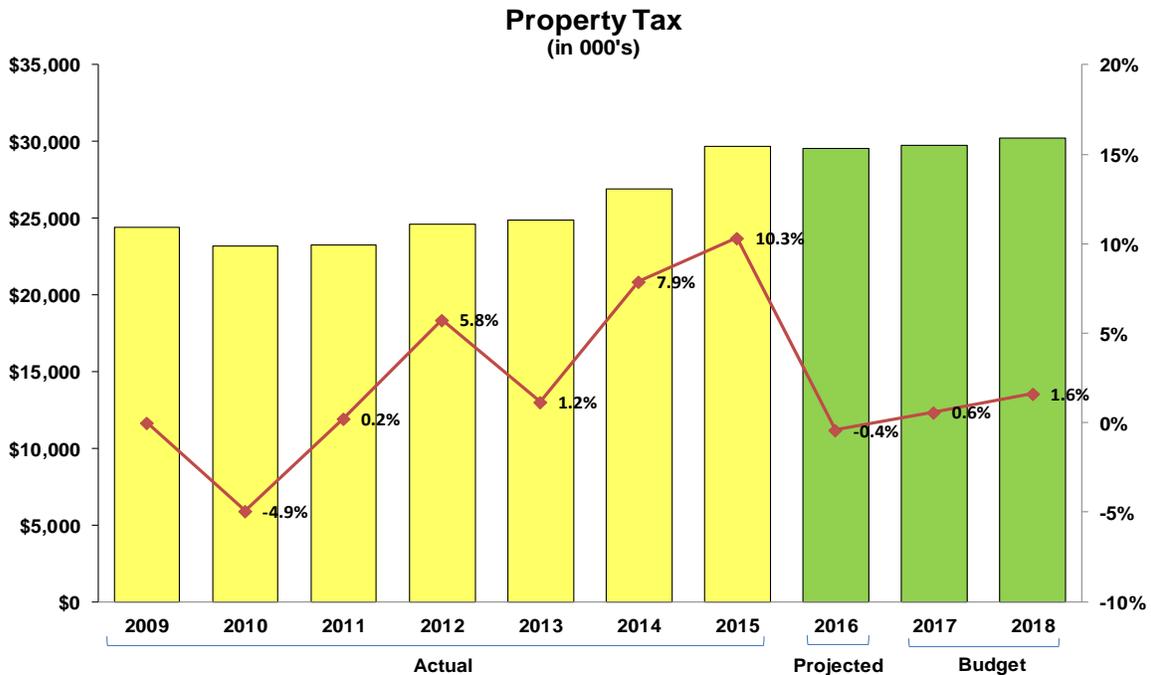
Although Daly City is the largest community in San Mateo County, with a population of 109,139, there are inherent difficulties with revenue projection. Cities of average size do not have sufficient economic diversity to cause their revenues to align with regional trends closely enough to allow revenue projections to be as accurate as one might like. Much reliance must be placed on the County and State governments, which are responsible for assessing and collecting most of the City's revenues.

Given this situation, the methodology employed relies on historical data combined with a general sense of the economic status of the local community to help predict future revenues. When combined with County and State data and regional and national trends, it is possible to produce a reasonably good picture of the near future.

Property Tax

The largest single revenue source in the General Fund is property tax. Property tax is collected by the County and distributed to the City based upon a formula determined by State law. With the imposition of property tax limits through state Proposition 13 in 1978, taxes were limited to \$1 per \$100 of assessed valuation. This \$1 was split among cities, schools and counties in a ratio proportionate to the amounts of taxes collected before Proposition 13 was passed. Daly City receives an average of 20.5 cents of each \$1 collected. Property tax revenues increase when (1) property is transferred to a new owner and is reassessed at the current sales price, combined with (2) a maximum two percent annual increase on existing property so long as the increase in the state-wide growth index is at least equal to two percent.

TOTAL PROPERTY TAX FYs 2009 – 2018



Daly City has no control over the amount of property tax revenues it receives. However, property tax could be budgeted relatively accurately based on the County estimates of changes in assessed valuation. FY 2010 saw an overall adjustment in assessed values for certain residential properties in San Mateo County, which had a significant impact on Daly City.

The Assessor's Office compared all residential property sales that took place from 2002 to 2008. If the sales price of a property was greater than the actual sales price for a similar property in January 2009, the assessed value was written down to match. The result was that for the first time total assessed value actually decreased. This established a new property tax revenue base going forward, which is having a continuing impact on the City's primary General Fund revenue source.

Sales Tax

Sales tax is the second largest revenue in the General Fund. Over 90% of sales tax revenues are from three categories, general retail, auto sales and restaurants, which are highly sensitive to economic downturn.

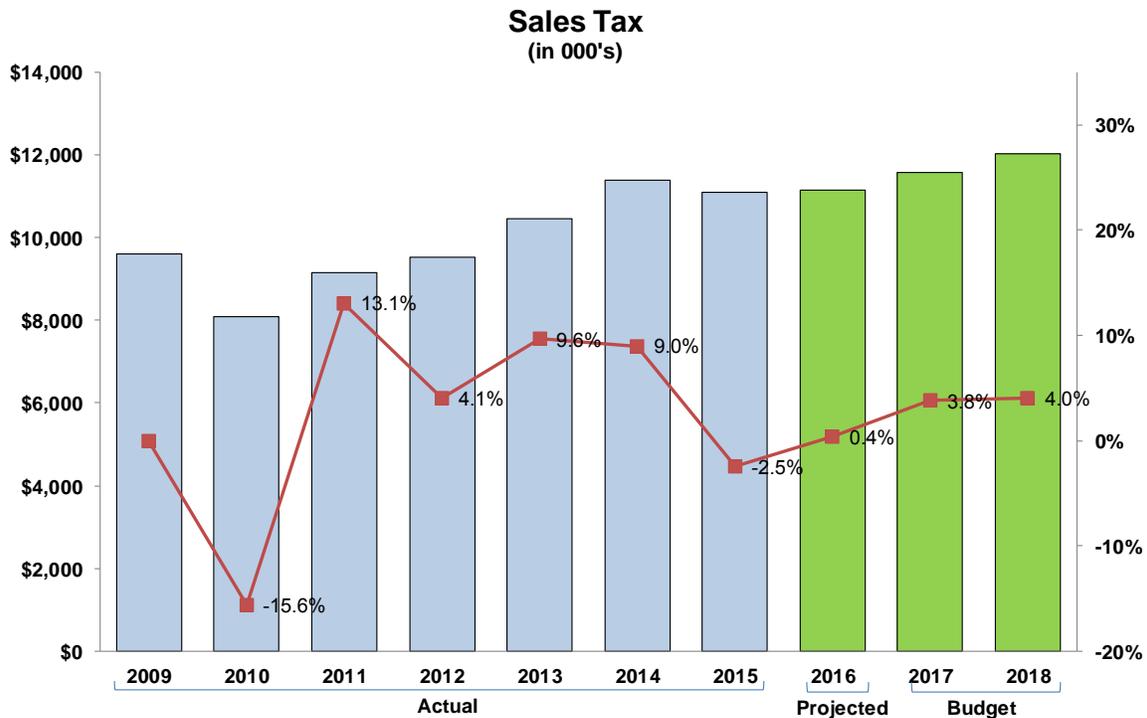
Sales tax has been further complicated by the State's "Triple Flip" which swapped sales tax from the cities and diverted to State coffers. The State committed to back-fill local revenues to the level that would have been realized had there been no swap. Unfortunately, the State's revenue estimates were flawed for FY 2008, producing too much back-fill. In FY 2010, the State reversed its miscalculation, causing total sales tax revenues to decline at a much greater rate than the amount of tax actually generated.

All this leaves us with what appears to be a high level of growth in FY 2011. After allowing for the misallocation of revenues by the State, sales tax increased by only 1.5% in FY 2011, followed by moderate growth of 4.1% in FY 2012.

Beginning January 1, 2016, the Bradley-Burns rate reverted from 0.75% to its original 1.0%, and municipalities will receive the quarter-cent sales tax revenue as they did before the triple flip began.

Moving into the next two budget years, continued moderate growth in sales tax is expected with a 3.8% and 4.0% increase in FYs 2017 and 2018 respectively.

TOTAL SALES TAX FYs 2009 – 2018

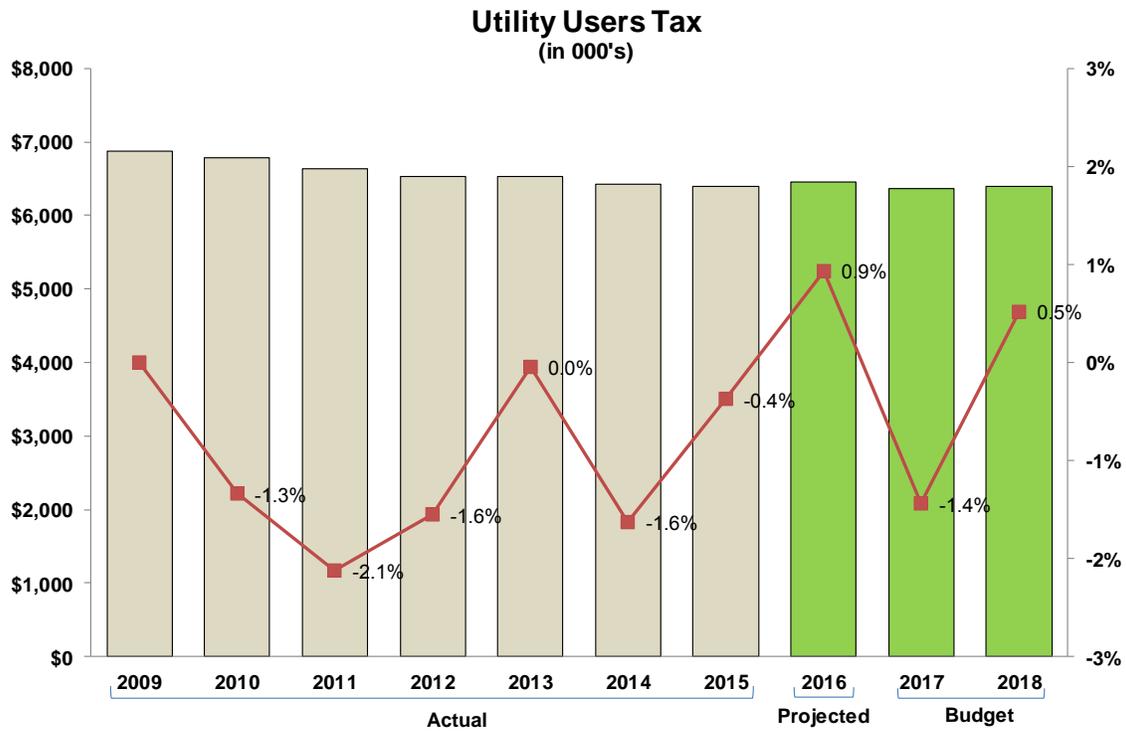


Utility Users Tax

Because the usage of gas, electricity, telephone and cable television service is relatively stable and increases are mainly dependent on population and rate changes, utility users tax is normally more predictable than other revenues. The growth rate has been quite high in the past, resulting from the growth of cellular services and the proliferation of various long distance carriers.

In FY 2017, utility users tax is expected to decrease slightly by 1.4% from \$6.5 million estimated in FY 2016 to \$6.4 million in FY 2017 and remain relatively flat with 0.5% growth in FY 2018.

TOTAL UTILITY USERS TAX FYs 2009 – 2018

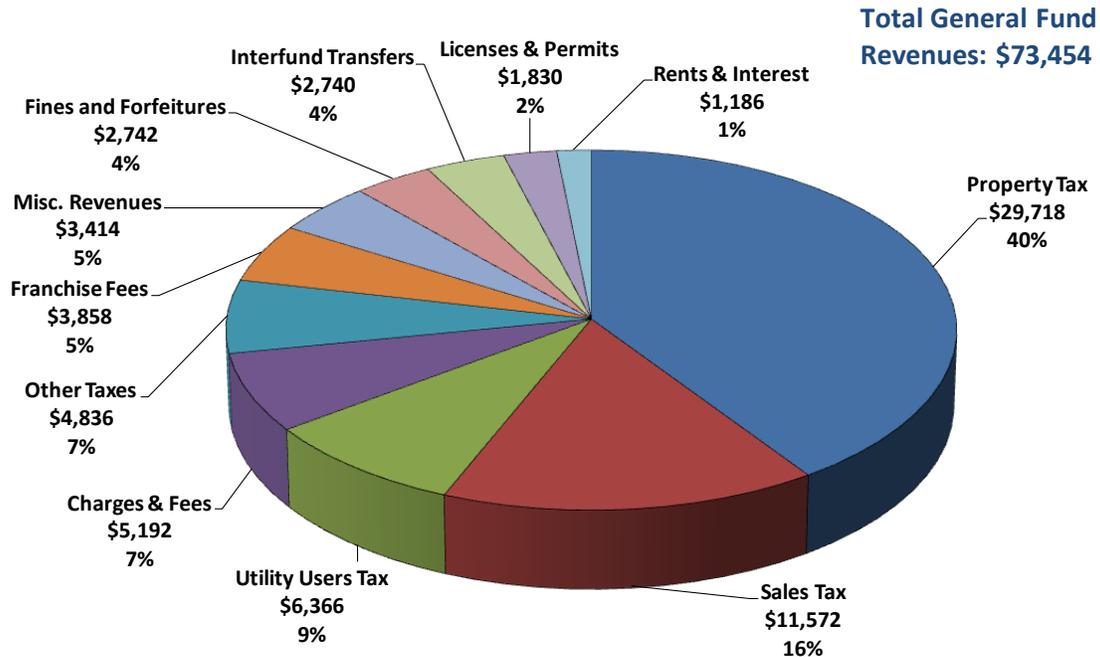


General Fund Sources and Uses

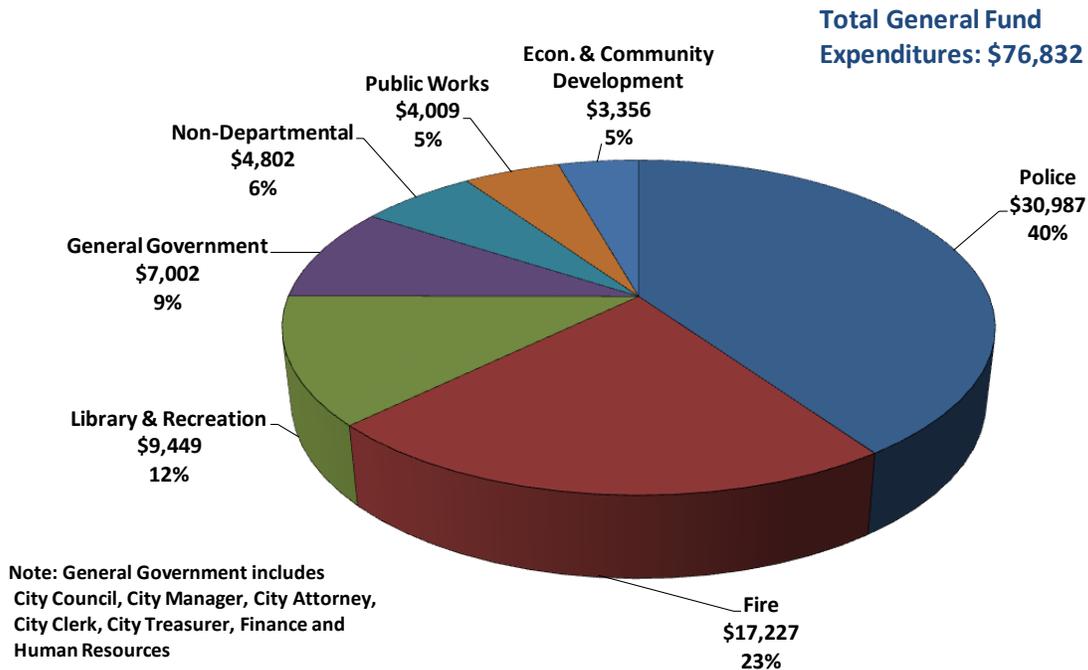
Revenue sources and expenditure categories for the General Fund appear below. It is important to note that 63% of the General Fund budget is allocated to public safety, police and fire, which is greater than property tax at only 40%. This relationship is typical for California cities since the adoption of Proposition 13, which capped property tax rates at 1.0% of current valuation.

It has been necessary to find other revenue sources to fund basic services such as police and fire, since the traditional method of funding expenditure increases by adjusting the property tax rate is not available to California cities. Greater reliance is placed on user fees and local taxes, such as the utility users tax, which can be controlled at a local level.

FY 2017 General Fund Revenues by Category (in 000's)



FY 2017 General Fund Expenditures by Department (in 000's)



Total Taxes per Capita

In order to put Daly City's financial status in perspective, the following chart compares Daly City total taxes per capita with other cities in the County of San Mateo. Daly City ranks 9th out of the 10 largest cities in the County. The chart also reflects the impact of different tax structures.

- 6 of the 10 jurisdictions (Burlingame, South San Francisco, San Carlos, San Mateo, San Bruno and Foster City) do not charge a utility users tax
- San Mateo has a substantially higher real property transfer tax

| Total Taxes per Capita | |
|-------------------------------|-----------------|
| Burlingame | \$1,709.69 |
| Redwood City | \$1,056.38 |
| Menlo Park | \$1,046.24 |
| South San Francisco | \$973.01 |
| San Carlos | \$971.18 |
| San Mateo | \$911.38 |
| San Bruno | \$620.55 |
| Pacifica | \$565.85 |
| Daly City | \$517.95 |
| Foster City | \$476.44 |

Source: State Controller's Report, Annual Cities Report, FY 2014

FYs 2017 and 2018 General Fund Service Reductions

- The Police Department will freeze six vacant Police Officer positions, eliminate one Police Records Clerk II and consolidate Police Dispatch services with the County of San Mateo (13 positions will be impacted), resulting in a total savings of approximately \$1.0 million in FY 2017 and \$1.5 million in FY 2018.
- Within the Fire Department, one Fire Engine Company, which consists of three Fire Captains, three Fire Engineers, and three Firefighters, will be eliminated through attrition. This will result in an initial savings of approximately \$1.0 million in FY 2017 and an on-going savings of \$2.0 million beginning in FY 2018. In addition, one vacant Emergency Planning & Disaster Preparedness Coordinator and one vacant Fire Safety Inspector II will be eliminated, resulting in a savings of \$0.4 million in each of the next two fiscal years.
- Library & Recreation will reduce library hours by over 22%; close the administrative office on Mondays; and eliminate certain recreation programs, one Account Clerk II and one Senior Center Program Assistant, resulting in a total savings of \$0.5 million for each of the next two fiscal years.
- Public Works will eliminate two vacant Certified Tree Workers and 0.5 Full-Time Equivalent (FTE) Administrative Assistant II. In addition, Public Works will reorganize and transfer 23.54 FTEs to other funds.
- For the General Government, one vacant Deputy City Attorney will be eliminated. The Community Services Center will be contracted out to a non-profit organization, resulting in the elimination of three positions through retirement.

General Fund Long-Term Challenges

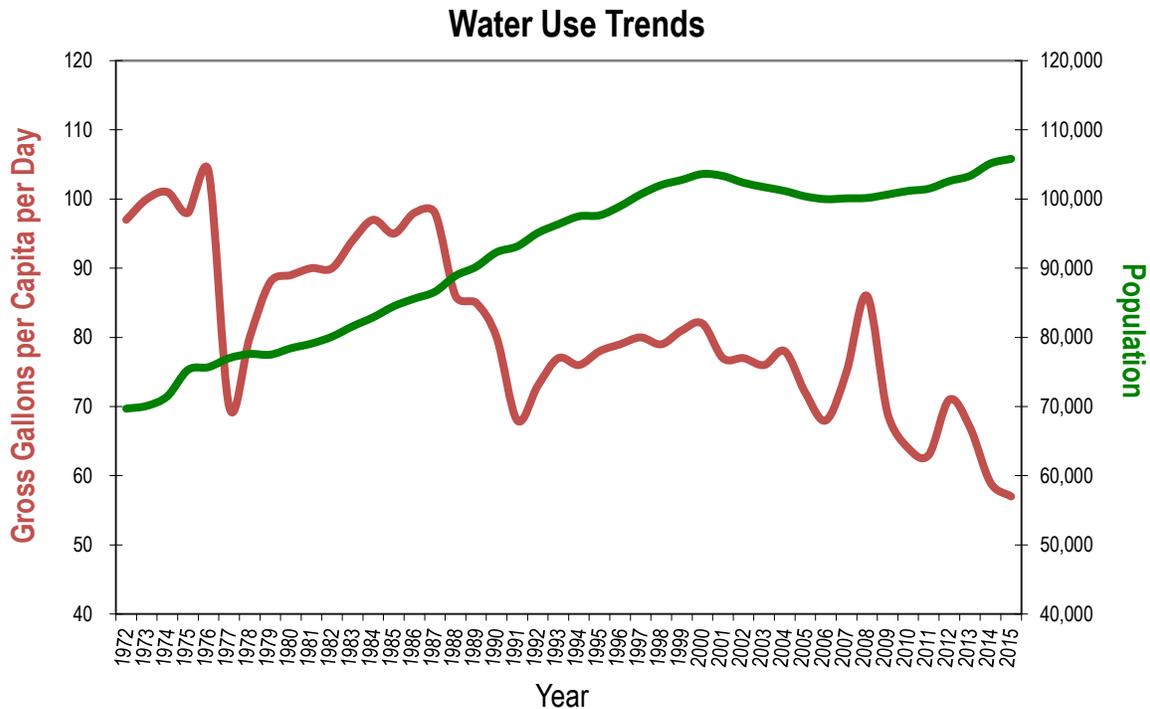
While the FYs 2017 and 2018 General Fund budget is balanced through major service reductions and the use of General Fund Reserve, there remains significant unfunded needs. Retiree health benefits are provided on a pay-as-you-go basis. It is financially challenging to provide full funding for the Annual Required Contribution. In May 2014, the City contracted with CalPERS California Employers' Retiree Benefits Trust (CERBT) to pre-fund Other Post-Employment Benefits (OPEB) liabilities. By joining the CERBT, investment return assumptions, known as discount rate assumptions, will be higher, making the ARC and unfunded liability lower. In addition, the City can help finance future OPEB costs in large part from the investment earnings provided by CalPERS CEBRT.

Another substantial challenge is the funding of long-term capital needs to properly maintain the City's infrastructure and to provide adequate maintenance and replacement of the City's facilities.

As part of the City's financial policies, in the event that there is a significant surplus in the General Fund in any year, consideration will be given to applying the surplus to replenish the General Fund Reserve.

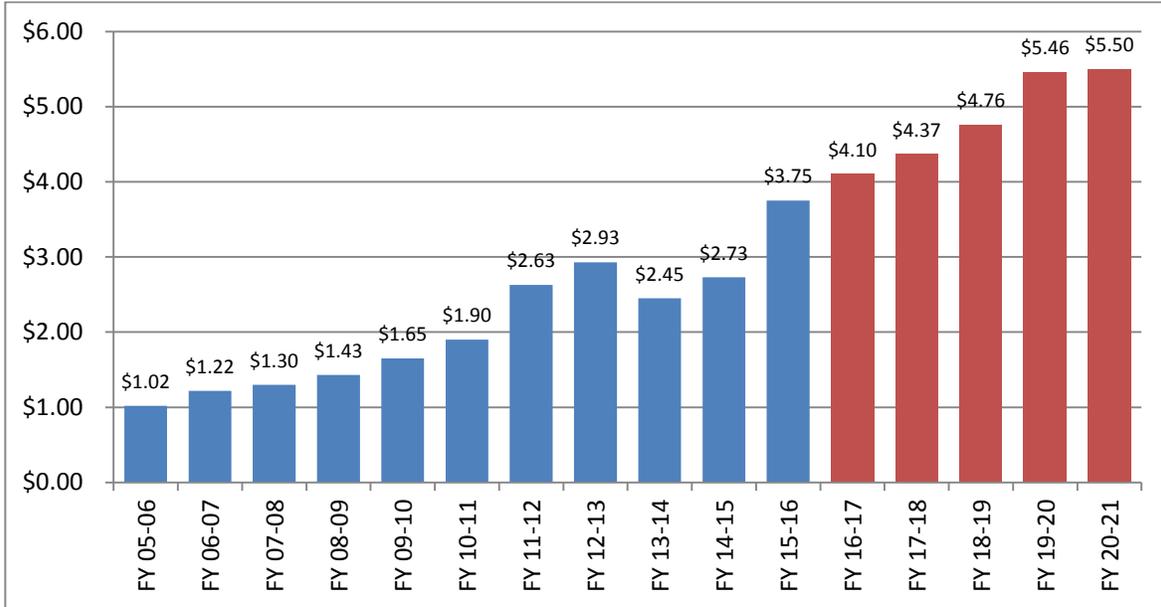
Water and Wastewater Utility Revenues

Both of the City's Enterprise Fund utility revenue sources are derived from water usage measured in units of one hundred cubic feet or 748 gallons. As a result, revenues for both water and wastewater are impacted by population and mandated water use conservation in response to California's drought. The impact of the economic recession of 2008 on housing foreclosures decreased water consumption due to vacant units. A slight upward trend was experienced in 2011. However, it is important to note that 2011 consumption was nearly equal to usage at the end of the 1987-1992 drought. Due to dry year conditions in 2012, customers were asked to voluntarily conserve water and later mandated in 2015 to conserve water due to Governor Brown's Drought Emergency Declaration. Consequently, residents now have among the lowest per capita water consumption per gallon a day in California, despite increases in population.



Daly City purchases just over half of its drinking water from the San Francisco Wholesale Water System. In response to \$4.4 billion in seismic reliability upgrades to the system, rates for purchased water have risen proportionally for the last several years. The following graph tracks the historical and projected rate increase.

PROJECTED COST OF SFPUC WATER



As a result of both the decline in usage and anticipated increases in the cost for purchased water, a three-year revenue plan was adopted for the Water Utility in FY 2016. Rate increases are shown below:

| Water Sales – 5-Year Revenue Plan | | | | | | |
|--|-----------------------|-----------------------|--------------------------|----------------|----------------|----------------|
| Fiscal Year | 2013-14 Actual | 2014-15 Actual | 2015-16 Projected | 2016-17 | 2017-18 | 2018-19 |
| Increase | 12% | 10% | Modified Rate Structure | 8% | 8% | 8% est. |
| Water Sales (in 000's) | \$18,095 | \$18,732 | \$16,986 | \$18,349 | \$19,959 | \$21,555 |

Similarly, sewer rates have been impacted from reduced water consumption (winter monthly usage) and not kept pace with operating costs and identified deferred capital maintenance needs. New rate increases are shown below:

| Sewer Service Charges – 3-Year Revenue Plan | | | | | | |
|--|-----------------------|-----------------------|--------------------------|----------------|----------------|----------------|
| Fiscal Year | 2013-14 Actual | 2014-15 Actual | 2015-16 Projected | 2016-17 | 2017-18 | 2018-19 |
| Increase | 9% | 9% | 9% | 8% | 8% | 8% |
| Sewer Service Charges (in 000's) | \$16,189 | \$17,587 | \$18,517 | \$18,243 | \$19,895 | \$21,476 |

Citywide Position Changes

Total FTEs for all funds decreased by 5.7% from 488 FTEs in FY 2016 to 460 FTEs in FYs 2017 and 2018.

In the General Fund, 30 FTEs were eliminated due to service and program reductions. There is a net increase of 2 FTEs in the other funds and CIP, resulting in a citywide total net reduction of 28 FTEs in FYs 2017 and 2018.

Additionally, 24.64 FTEs were reallocated from the General Fund to the other funds and the CIP to more accurately reflect the funding sources associated with those positions.

| | General Fund | Other Funds | CIP | TOTAL |
|--|---------------------|--------------------|-------------|---------------|
| FY 2016 Budget | 358.34 | 129.66 | 0.00 | 488.00 |
| FYs 2017 & 2018 Net Increase / (Decrease) | (30.00) | 0.25 | 1.75 | (28.00) |
| FYs 2017 & 2018 Reallocation | (24.64) | 21.14 | 3.50 | 0.00 |
| FYs 2017 & 2018 Adopted Budget | 303.70 | 151.05 | 5.25 | 460.00 |

Capital Improvement Plan

The CIP is a modest plan that addresses the City's most pressing deferred maintenance needs. The overall focus of this capital improvement plan is to repair, maintain, rehabilitate, or reconstruct existing infrastructure.

The total CIP budget for FYs 2017 and 2018 are \$19.5 million and \$17.2 million respectively.

| Proposed New Appropriations by Fund | | | |
|--|-----------------|-----------------|-----------------|
| (in 000's) | | | |
| Fund | FY 2017 | FY 2018 | Total |
| General Capital | \$5,459 | \$4,215 | \$9,674 |
| Transportation | \$7,021 | \$6,333 | \$13,355 |
| Water | \$2,523 | \$3,265 | \$5,788 |
| Sanitation | \$4,484 | \$3,396 | \$7,880 |
| Total | \$19,487 | \$17,209 | \$36,696 |

General Fund Capital

General Fund Capital includes major maintenance of facilities including HVAC and roof replacements, elevator modernization, and generator replacements. In general, staff strives to extend the lifecycle/useful life of facilities and assets; thus, full-scale replacement is only recommended when replacement parts or equipment are unattainable. The few park projects that are included are either funded with proposed grants or Park-In-Lieu fees, and Police Station improvements, not including the Police locker room upgrade project, are funded with Asset Forfeiture Funds, should they become available. The Mussel Rock Landfill has and will continue to put considerable strain on the General Fund. Mussel Rock projects over the next two fiscal years will cost the City approximately \$1.8 million, and include decommissioning the transfer station, maintaining and monitoring the landfill site, and installing improvements in response to ever increasing regulatory mandates.

Transportation Fund

The largest share of the Transportation Fund is dedicated to the City's Pavement Preservation Program. The City believes that by focusing on preventative maintenance through the application of slurry seals, the frequency of pavement rehabilitation projects will be reduced in the future. In addition, the City has allocated funds for bicycle and pedestrian improvements and is pleased to report success in securing grants to fund these types of projects.

Water Fund

The projects in the Water Fund are divided into three categories: water supply/water quality, pipelines and facility reliability. One of the major factors that impact the revenue available for capital projects is the reduction of water purchase as a result of water conservation brought on by extended drought conditions. In FY 2016, revenues came in approximately \$2.0 million under budget. Staff is reviewing the Water Fund reserve policy to determine adequate funding levels to finance long-term capital plan, to maintain the City's water infrastructure and to achieve rate stabilization.

Sanitation Fund

The projects in the Sanitation Fund are divided into four categories: facility improvement, system reliability, storm water protection and pipelines. Most of the projects in the CIP are centered on repairing and maintaining the aging plant and infrastructure. A continuing project in the CIP is the installation of trash collectors in the storm drain system, which addresses regulatory requirements. In addition, a project that will have long-term cost implications is the Vista Grande Drainage Basin. A detailed financial plan will need to be developed in order to deliver this proposed project. The Sanitation Fund includes capital reserve restricted to major emergency repairs associated with the Wastewater Treatment Plant. Staff is reviewing the Sanitation Fund reserve policy to determine adequate funding levels to operating reserves.

Significant Changes from the Prior CIP

Before preparing the CIP, staff reviewed and evaluated past plans and processes and made recommended changes for developing the CIP. Due to the City's limited financial resources, staff created new comprehensive criteria to justify every project in the CIP. Information regarding the criteria used to justify projects can be found in the general information section of the CIP.

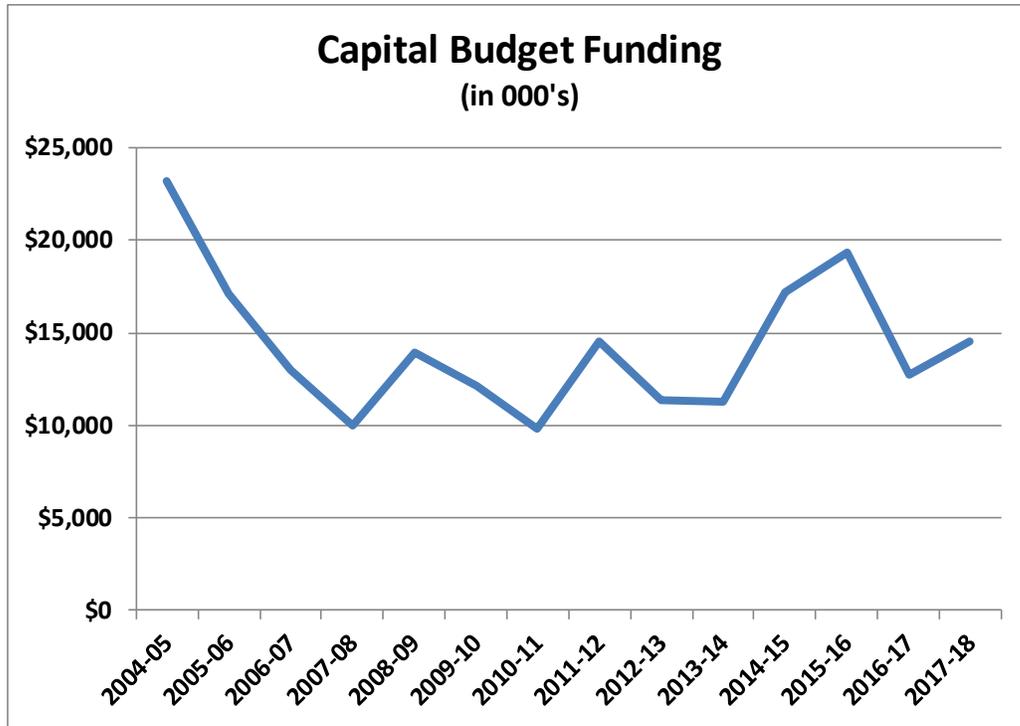
Staff has placed a greater focus on financial sustainability and long-term strategic planning in developing the capital plan. There are several projects dedicated to strategic planning and financial forecasting, such as the Parks & Open Space Master Plan, Bicycle & Pedestrian Master Plan, Information Technology Master Plan, and the Building & Facilities Assessment.

Likewise, the City has retitled funds to better align with the types of projects that are included in the fund. For example, the title of the Gas Tax Fund has changed to the Transportation Fund, and Major Facility Improvements Fund and Capital Outlay Fund have consolidated and been retitled to General Fund Capital.

In an effort to be more efficient and have the CIP focus on projects that are one-time in nature, the minimum threshold for the capital project value changed from \$5,000 to \$50,000. As a result some departments will see their operational budgets increase to account for ongoing repairs or maintenance of a recurring nature. Finally, the CIP is being reviewed by the City's Planning Commission for conformance to the City's General Plan.

Declining Capital Funds

The Capital Improvement Program has continued to see declining revenue as illustrated in the chart below:



With a “pay-as-you-go” funding model, projects are implemented when funds have been accrued over time. According to the chart above, significant investments occurred in FY 2005 and included the War Memorial Community Center, John Daly Library, and the Bayshore Community Center and Library. Given the current fiscal constraints in the General Fund, additional funding for the capital plan via General Fund surplus is not assumed. With the growth in consumer preference for electric/hybrid vehicles and greater fuel efficiency, gas tax revenue is projected to decline over time.

The Water and Sanitation Funds are also experiencing declining or stagnant revenue, despite adopted rate increases. For example, the Water Fund experienced an estimated \$2.0 million decrease in revenue as a result of ratepayers purchasing less water – one of the impacts of water conservation. The City continues to see greater expenditure pressures placed on the Sanitation Fund due to federal and state mandates and an overall increase in operational costs.

Construction costs continue to outpace inflation, making it more expensive to invest in capital improvements. Daly City is not unique in this regard; local governments across the nation have less buying power for capital projects.

Given the limited revenues available and other funding constrains, capital expenditures are deferred to later years in the capital plan. The preliminary Building and Facilities Assessment conducted by staff estimates \$5.3 million in unfunded maintenance and repair projects. Below are examples of projects that must be delayed:

- Doelger Art Center (boiler, roof, heaters) \$500,000
- Doelger Senior Center (roof, kitchen appliances, piping) \$1,200,000
- Lawson Hall (flooring, siding, stairway) \$165,000
- Westlake Gym (flooring, piping roof, kitchen appliances) \$245,000
- Teglia Community Center (furnace, exhaust fan) \$28,000
- War Memorial (kitchen appliances, flooring) \$123,000
- Bayshore Community Center (flooring) \$93,000

Impact of Capital Projects on Operating Budget

Listed below are FYs 2017 and 2018 projects that will have an impact on the operating budget:

- Civic Center North HVAC Control Modernization \$1,500 annually
- Fuel Management Software System \$3,500 annually
- MRP Trash Capture Program \$50,000 - \$65,000 annually
- Callan Blvd/Serramonte Center Driveway
Traffic Signal Installation \$600 - \$760 annually
- Callan Blvd/Serramonte Blvd
Traffic Signal Installation \$600 - \$800 annually
- Enhanced Pedestrian and Bicycle Visibility \$1,000 - \$5,000 annually

Debt Management

The City generally does not incur debt, except in instances where there will be long-term benefits or where no other method of acquiring an asset is possible. All equipment purchases are prefunded, typically through user charges from internal service funds. This includes such items as fire apparatus, motor vehicles, computers and photocopiers. This policy saves countless dollars of interest expense, and reflects a rational and fiscally sound approach to asset acquisition in a municipal government.

Daly City issued an unprecedented \$55 million of debt in FY 2004, but has issued no new debt since and has no immediate plans to do so. Interest rates hit all-time lows in 2004, and the City was able to effectively leverage the availability of these financings to its long-term benefit. The single largest issue was \$36,235,000 in pension obligation bonds. The proceeds of these bonds were used to pay off the unfunded accrued actuarial liability with the state-wide pension system CalPERS. As a result of the dot-com bubble bursting, CalPERS incurred losses in its investment portfolio over a three-year period that resulted in a substantial increase in the City's unfunded pension liability.

Because CalPERS used an implicit 8.25% interest rate for unfunded liabilities, the City was able to produce \$7.0 million in net present value savings by joining a state-wide financing pool to issue taxable debt at an all-in true interest cost of 5.973%. Repayment is made by both governmental and enterprise funds relative to each fund's personnel costs in lieu of payments to the CalPERS pension plan.

The City issued certificates of participation to fund water system improvements in the Bayshore area of the City and used the State Water Resources Control Board Revolving Loan Program to finance a recycled water project in the Sanitation District Fund, both of which are being repaid through user charges. Both debt service payments and user charges have been budgeted.

In addition, the City was able to take advantage of a U.S. Housing and Urban Development loan program to effectively receive an advance on future Federal Block Grant monies to finance most of the construction costs of the Bayshore Community Center and Library. Debt service payments are budgeted in the Block Grant Fund.

| Outstanding Debt at June 30, 2016 | | | | | |
|---|---------------|-----------------------|---------------------|---------------------------|---------------------------------|
| Description | Issued | Final Maturity | Interest | Original Principal | Balance at June 30, 2016 |
| <u>Sanitation District Recycled Water Project</u> State Water Resources Revolving Fund | 3/1/2004 | 12/1/2024 | 2.50% | \$4,450,128 | \$2,302,611 |
| <u>Bayshore Community Center</u> HUD Sec 108 Loan | 6/30/2004 | 8/1/2024 | 5.41% | \$4,500,000 | \$2,410,000 |
| <u>Water System Improvements</u> Revenue Refunding Bonds | 10/16/2012 | 6/1/2024 | 2.00% | \$6,890,000 | \$4,750,000 |
| <u>Pension Obligation Bonds</u> | 6/29/2004 | 6/1/2024 | 5.973% (taxable) | \$36,235,000 | \$24,915,000 |

Long Range Financial Planning

The City employs a ten-year financial forecasting model to ensure accountability of service levels and to plan for future challenges. Each year, all budget assumptions are evaluated and the forecasting model is updated. The projections include all sources of revenues, projected expenditures including salaries, benefits, services and supplies, as well as changing economic factors.

Long-range financial planning enables the City to foresee potential problems early, giving the City sufficient time to respond to and analyze the long-term financial impact, as well as to take appropriate action before a problem develops. In addition, it serves as a key planning tool for future budgets and decision-making.

One key driver exacerbating the structural budget gap is workforce costs. Salaries are expected to increase 18% between FY 2016 and FY 2026, assuming there is no change in the overall workforce structure. Throughout the forecast period, personnel costs comprise approximately 80% of the total General Fund expenditures.

Another key factor that drives the budget gap higher is the pension costs which will be a major challenge for the City's budget in coming years. In 2014, CalPERS approved new demographic assumptions which will raise the employer contribution rates beginning in FY 2017. Between FY 2016 and FY 2021, CalPERS employer contribution rates for safety members will increase from 30.0% to 41.7%; and the employer contribution rates for miscellaneous members will increase from 24.0% to 33.0%. This results in employer pension contributions taking up a greater share of the overall budget.

In addition, retiree healthcare costs are projected to increase by 64% between FY 2016 and FY 2026 assuming a pay-as-you-go basis. In order to fully fund the OPEB Annual Required Contribution, the City will need to contribute an additional \$4.5 million to \$7.7 million annually, with a required General Fund contribution of \$3.3 million to \$5.3 million for these years.

Finally, projected revenue growth lags behind projected expenditure increases. A key element on the revenue side of the budget gap is the lack of revenue enhancement opportunities within the City. California municipalities are constrained by constitutional limitations on how revenue can be generated. The lack of a diversified revenue base causes an overreliance on property tax, sales tax, and utility users' tax to balance the budget.

ACKNOWLEDGMENT

The City Manager's Office and the Department of Finance and Administrative Services acknowledge the leadership and dedication of the City Council, as well as the cooperation and assistance of City staff in addressing the serious financial and organizational challenges of FYs 2017 and 2018. Many individuals throughout the City organization contributed a high degree of commitment and technical skill in the production of this document. Through their combined efforts the timely issuance of this report has been made possible, and their collective dedication is both acknowledged and sincerely appreciated.

Respectfully submitted,



Patricia E. Martel
City Manager



Lawrence Chiu
Director of Finance and
Administrative Services



THE BUDGET PURPOSE & PROCESS

Budget Purpose

Daly City is a full-service city, providing police, fire, library and recreation services to our residents, along with water and sewer utilities, as well as the other administrative duties of city government. As explained below, and illustrated throughout this document, the budget provides a comprehensive financial framework for all City activities during the fiscal year.

The budget is meant to serve the following four major purposes:

1. To define Policy, as outlined by the City Council.
2. To serve as an Operating Guide for management to aid in the control of financial resources, while complying with State requirements for General Law Cities and Generally Accepted Accounting Principles for Government.
3. To present the City's Financial Plan for the two designated fiscal years, showing appropriations and projected revenues by which the appropriations are funded.
4. To serve as a Communications Document for the residents of Daly City to understand how the City operates and the methods used to finance those operations.

Budget Organization

The budget contains four major parts:

- Summary Statements - provide an overall picture of the financial condition of the City. Included here are projected available fund balances and revenues and expenditures by fund. One year of actual results, estimates for the current year, and the next two fiscal year's budgets are presented. This allows the reader to compare, on a historical basis, the financial results of the City's funds.
- Department Budgets - present the budget selectively detailed by operating unit. Two years of actual results, estimates for the current year, and budgets for the next two fiscal years are presented, first on a department-wide basis if there are multiple programs. The department's programs are described, goals and objectives are set forth, how the programs support city-wide priorities is described, and performance measures are presented. Each department program budget is then presented separately. Finally, a listing of staff by budgetary unit is provided.

Each Budget Narrative is intended to answer the following three questions.

1. How do the programs in each department support the City-wide priorities as well as other established goals?
2. What objectives need to be met to consider this a success?
3. What performance metrics will be used to measure outcomes in order to determine success or identify opportunities for improvement?

- Capital Projects - are presented by fund. A summary of each individual project is shown. It includes a history of expenditures, two years of upcoming budgets and remaining amounts covering the ten-year plan. Individual project narratives are presented in a separate comprehensive Capital Projects Budget document.
- Technical/Statistical - presents ten-year historical and forecast information about the City's finances. It also contains a glossary of terms to aid the reader in understanding the budget document.

Budget Development

The City Council review and revise their priorities as needed for the coming biennial budget period in order to give direction on budget development to the City Manager and the departments. Departments then ensure that they have aligned their priorities and planned outcomes for the coming two fiscal years with the City Council's priorities and objectives. Performance measurements are reviewed to be certain that they reflect the overall objectives and are measurements of outcomes.

Budget Preparation Process

Each Department is responsible for preparing the program budget and capital projects budget for their area of functional responsibility based on guidelines from the City Manager's Office. These guidelines are based on preliminary revenue and expenditure projections prepared by the Finance Department. Finance provides the departments with projected salary and benefits data using the automated budgeting system, publishes the budget preparation manual, and performs the initial review of each budget. The department's proposed operating and capital budgets are then reviewed by the City Manager's Office and revisions are incorporated, as appropriate.

A consolidated budget proposal consisting of all fund types for all agencies is prepared next. The City Manager's Office then evaluates and identifies any necessary changes, determines final funding levels for capital projects, and recommends supplemental budget proposals, if any.

Finance prepares a final budget draft, along with updated revenue projections, for submittal to the City Manager to present to the City Council in budget study sessions in April and May. Copies of the final draft budget are made available to the public and the press at the public meetings. After the public study sessions are concluded, the City Council adopts the budget incorporating such modifications as deemed appropriate. The City Council approves total appropriations on a fund-by-fund basis before the start of each fiscal year.

Budget and Operating Guidelines

- Each department is responsible for preparing and monitoring its budget, both operating and capital.
- The department head shall assign priorities to supplemental budget proposals both within each program and for the department as a whole.
- The budget will be constructed by line item to provide management control.
- The City Manager may establish a budget cap or percentage limit, either increase or decrease, in conjunction with budget preparation by the departments.
- Department heads are responsible for operating within their budget, as recommended by the City Manager and adopted by the City Council.
- Amendments to the adopted budgets must be approved by the City Manager if transferred between budget categories, programs or funds. Overall increases must receive the additional approval of the City Council.
- The City Manager's Office will perform quarterly budget and program performance reviews in conjunction with the departments to monitor budget implementation and performance.

Two-year Budgeting -- Policies and Procedures

A two-year operating budget has a number of advantages. It allows for a longer planning horizon, enabling the City to better allocate resources. It saves time in budget preparation, in that it limits the need to do an in-depth budget process to once every two years. It also helps to better integrate goal setting and budgetary processes. In order for the process to work successfully and retain proper fiscal controls, certain policies and procedures are necessary.

Composition of Two-year Budgets

Two-year budgets shall consist of two individual, discreet fiscal years. The City Council will adopt two individual years of appropriations. Appropriations apply individually to these discreet years.

Mid-Budget Carryovers

Carryovers of appropriations from the first year of the two-year budget to the second year of the two-year budget require a formal amendment of the second year budget. That means that the request must first be approved by the City Manager, then by the City Council.

Mid-Budget Review

A mid-period review shall be performed by the departments near the end of the third quarter of the first year. The review includes estimates of any differences between actual revenues and expenditures for the first year and budget, requested carry-overs from year one to year two of the budget with justifications, and any necessary adjustments to year two of the budget with justifications. As stated above, any carry-over from year one to year two will require a formal amendment of the year two budget appropriation. Budget adjustments with no change in total appropriations will require approval by the City Manager.

Budget Basis

Budget Basis refers to when revenues and expenditures or expenses are recognized in the City's accounts. Daly City's Budget is prepared on the same basis as the City's annual financial statements. The modified accrual basis is followed in all governmental funds. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available. Expenditures are recognized generally when the related liability is incurred. Proprietary funds are accounted for using the accrual basis of accounting. Revenues are recognized when they are earned, and expenses are recognized when incurred.

**City of Daly City
Biennial Operating and Capital Budget Calendar
Fiscal Years 2017 and 2018**

| Date | Task | Responsible Party |
|---|--|-----------------------|
| NARRATIVES & PERFORMANCE MEASURES: | | |
| February | Budget Narratives & Performance Measures prepared by Departments | Departments |
| February 19 | NARRATIVES & PERFORMANCE MEASURES DUE TO FINANCE | Departments |
| February-March | Review of Narratives and Performance Measures by CM/Finance and return for revisions | CM/Finance |
| March 28 | Revised Narratives and Performance Measures finalized | Departments |
| FINANCIAL (BUDGET WORKSHEETS): | | |
| February | FINANCIAL BUDGET PREPARATION | Departments |
| February 19 | OPERATING BUDGET WORKSHEETS DUE TO FINANCE (includes Budget Reductions) | Departments |
| March 14, 16, 21 | Review with City Manager | Departments/ Finance |
| April | Proposed Operating Budget document preparation by Finance | Finance |
| May 11, 16, 17, 18 | City Council Budget Study Sessions | All |
| May/June | Final revisions based on City Council directives | City Manager/ Finance |
| June 27 | Budget Adoption | |

IMPACT OF OTHER PLANNING PROCESSES ON BUDGET DEVELOPMENT

General Plan – The General Plan covers areas such as employment, housing, and open space and identifies the public services and circulation improvements needed to service those land uses. The intensity, placement, and manner in which these uses interrelate form the basis for the City’s design, its livability and its economic stability. These decisions drive the economics of local revenues and therefore affect the available resources to fund local services as delineated in the City’s budget.

Ten-year Capital Plan – The Capital Plan lays out the long-term needs for major maintenance of City facilities and infrastructure. The separate Capital Projects budget document presents each project in detail, and can be found on the city’s web site at www.dalycity.org.

Water Master Plan and Wastewater Master Plan – These long-term capital plans delineate the future needs of the City’s utilities and influence both the operating budgets and the rate setting process. These plans are reflected in the capital plan segments for each utility as presented after the Capital Projects tab in this operating budget.

SUMMARY OF FINANCIAL POLICIES AND PRACTICES

A necessary component of self-government is the allocation by the elected governing body of scarce resources to provide for the common good. The demands for these scarce resources have the potential to, without good financial management, lead to over commitment and over spending. Appropriate financial policies and practices are essential to good financial management. These policies and practices need to be flexible in their application in order to meet the changing needs of the community and the changes in the local economy. The following summarizes the City of Daly City's guiding principles of financial management.

Balanced Budget - The City of Daly City will strive to adopt a budget where current recurring revenues are sufficient to fund current on-going expenditures. In no event will a budget be adopted where resources available, including available reserves, are not sufficient to fund planned expenditures.

One-time Revenues will not be used to fund on-going expenditures.

Use of Prior Year Surplus – Prior year surpluses of revenues over expenditures are generally considered to be one-time money that should not be counted on to pay for on-going costs. Consideration of the disposition of surpluses will be made in the event that the amounts are significant. In that case allocation of such amounts to capital repair and replacement, reducing unfunded liabilities for pension or other post-employment benefits, or meeting reserve balance goals will be weighed.

Adequate Reserves will be maintained in each of the City's funds to provide for cash flow needs as well as for unexpected emergencies. Levels will be adjusted as required to reflect current and anticipated economic conditions. Adequate reserves for the General Fund are considered to be unassigned fund balance equal to fifteen percent of annual budgeted expenditures. This is after taking into consideration the need for a reserve for cash flow equal to the historical difference between cash at the City's June 30 fiscal year end and cash at November 30, at which date the cash balance is typically at its lowest point. It is also necessary to recognize that this level of reserves is not an absolute, but is a goal.

Revenue Diversification will be promoted in order to have a stable revenue stream that can weather fluctuations in the economy to provide reliable resources to fund services to the community.

User Charges and Fees shall be set at levels such that the costs of providing the service are recovered, unless it is determined by City Council that subsidizing a particular program or activity is in the best interest of the community. Fees and charges, and the methodology for their calculation, shall be reviewed on a regular basis to insure that amounts recover but do not exceed cost.

Funding of Capital Needs will be accomplished through replacement reserves built in to internal service fund charges to departments and user rates in the utilities. Funding for capital maintenance should be provided at a level such that the City's capital assets are preserved in serviceable condition over the long term.

Long-term Debt will only be employed as a financing mechanism for capital improvements that have long-term benefit to the community, and for which no other method of procurement is available or where the financial benefits clearly outweigh other methods of financing those improvements.

Enterprise funds shall be self-supporting, levying user charges proportionate to demand and in amounts necessary and appropriate to fund on-going operations and required long-term capital replacement.

Long-term financial planning, including a ten-year capital plan and a biennial operating budget, will be employed to help insure that the City remains financially solvent. As a function of the ten year capital plan, the condition of all major capital assets will be assessed in order to determine the financial commitments required to provide adequate maintenance, upkeep and replacement of those assets.

Periodic Review of Financial Performance will be performed on a quarterly basis to help insure that actual results conform to the budget. Where significant differences from expectations are found, corrective actions plans can be developed to help insure continued fiscal sustainability.

CITY OF DALY CITY
Projected Available Fund Balances/Net Assets
To June 30, 2016

| | Balance <u>July 1, 2015</u> | Estimated Revenues <u>2016</u> | Estimated Expenditures <u>2016</u> | <u>Other</u> | Estimated Balance <u>June 30, 2016</u> |
|--------------------------------|--------------------------------|--------------------------------------|--|---------------------------|--|
| Governmental Funds: | | | | | |
| OPERATING: | | | | | |
| General Fund | \$14,255,738 | \$79,224,307 | (\$78,439,597) | | \$15,040,448 |
| Housing Agency | 1,587,947 | 2,104,274 | (61,420) | | 3,630,801 |
| Senior Center | - | 965,690 | (965,690) | | - |
| Community Block Grant | 174,823 | 1,340,271 | (1,393,669) | | 121,425 |
| Linda Vista Benefit Assessment | (1,216) | 28,600 | (12,402) | | 14,982 |
| Traffic Safety | 111,527 | 86,606 | (88,614) | | 109,519 |
| Traffic Enforcement | 218,855 | 355,400 | (302,358) | | 271,897 |
| Grants | 1,350,393 | 1,764,982 | (1,037,652) | | 2,077,722 |
| Redevelopment - J.S./Mission | (14,058) | 20,412 | (50,827) | | (44,473) |
| Redevelopment - Bayshore | (105,026) | 48,300 | (48,459) | | (105,185) |
| CAPITAL: | | | | | |
| Transportation (Gas Tax) | 7,652,811 | 4,407,883 | (6,718,052) | | 5,342,642 |
| AB1600 | 4,236,623 | 1,191,208 | - | | 5,427,831 |
| Capital Outlay | 4,742,909 | 3,187,931 | (1,578,594) | | 6,352,246 |
| Major Facility Improvements | <u>11,213,771</u> | <u>65,779</u> | <u>(135,000)</u> | - | <u>11,144,550</u> |
| Total Governmental | <u>45,425,097</u> | <u>94,791,640</u> | <u>(90,832,334)</u> | <u>-</u> | <u>49,384,404</u> |
| Proprietary Funds | | | | | |
| ENTERPRISE: | | | | | |
| Water Utility | 10,067,260 | 17,405,502 | (18,053,314) | 1,246,855 | 10,666,303 |
| Civic Center | 2,536,164 | 714,762 | (848,668) | 190,694 | 2,592,952 |
| Transfer Station | 1,353,976 | 391,100 | (33,960) | 24,672 | 1,735,788 |
| Sanitation District | <u>18,035,178</u> | <u>23,010,823</u> | <u>(18,791,110)</u> | <u>2,738,249</u> | <u>24,993,140</u> |
| Total Enterprise | <u>31,992,578</u> | <u>41,522,187</u> | <u>(37,727,052)</u> | <u>4,200,470</u> | <u>39,988,183</u> |
| INTERNAL SERVICE: | | | | | |
| Pension Bonds | 3,880,631 | 3,480,050 | (3,418,321) | | 3,942,360 |
| Motor Vehicles | 3,836,888 | 3,726,344 | (5,827,835) | 1,037,486 | 2,772,883 |
| Central Services | 409,815 | 238,965 | (241,851) | 1,874 | 408,802 |
| PBX - Telephones | 209,386 | 271,653 | (383,400) | 164,806 | 262,445 |
| Building Maintenance | (327,451) | 3,625,916 | (3,871,925) | 1,418 | (572,042) |
| Information Services | 2,019,777 | 2,608,768 | (2,817,502) | 294,557 | 2,105,600 |
| Self Insurance | <u>(679,112)</u> | <u>4,706,652</u> | <u>(5,188,675)</u> | | <u>(1,161,135)</u> |
| Total Internal Service | <u>9,349,934</u> | <u>18,658,347</u> | <u>(21,749,508)</u> | <u>1,500,141</u> | <u>7,758,913</u> |
| COMBINED TOTAL | <u>\$86,767,609</u> | <u>\$154,972,174</u> | <u>(\$150,308,894)</u> | <u>\$5,700,611</u> | <u>\$97,131,501</u> |

CITY OF DALY CITY
Projected Available Fund Balances/Net Assets
To June 30, 2017

| | Estimated Balance <u>June 30, 2016</u> | Projected Revenues <u>2017</u> | Adopted Budget <u>2017</u> | <u>Other</u> | Projected <u>June 30, 2017</u> |
|--------------------------------|--|--------------------------------------|----------------------------------|---------------------------|-----------------------------------|
| Governmental Funds: | | | | | |
| OPERATING: | | | | | |
| General Fund | \$15,040,448 | \$76,831,636 | (\$76,831,636) | (\$3,377,335) (1) | \$11,663,113 |
| Housing Agency | 3,630,801 | 3,444,302 | (6,119,574) | | 955,529 |
| Senior Center | - | 896,387 | (896,387) | | - |
| Community Block Grant | 121,425 | 1,183,574 | (1,245,337) | | 59,662 |
| Linda Vista Benefit Assessment | 14,982 | 28,600 | (18,477) | | 25,105 |
| Traffic Safety | 109,519 | 69,008 | (98,554) | | 79,972 |
| Traffic Enforcement | 271,897 | 316,558 | (317,103) | | 271,352 |
| Grants | 2,077,722 | 574,824 | (753,007) | | 1,899,539 |
| Redevelopment - J.S./Mission | (44,473) | 20,412 | (107,419) | | (131,480) |
| Redevelopment - Bayshore | (105,185) | 48,300 | (96,241) | | (153,126) |
| CAPITAL: | | | | | |
| Transportation (Gas Tax) | 5,342,642 | 7,508,245 | (8,427,485) | | 4,423,402 |
| AB1600 | 5,427,831 | 764,146 | (504,500) | | 5,687,477 |
| Capital Outlay | 6,352,246 | 2,435,634 | (4,604,714) | | 4,183,166 |
| Major Facility Improvements | 11,144,550 | 90,000 | - | - | 11,234,550 |
| Total Governmental | <u>49,384,404</u> | <u>94,211,626</u> | <u>(100,020,434)</u> | <u>(3,377,335)</u> | <u>40,198,260</u> |
| Proprietary Funds | | | | | |
| ENTERPRISE: | | | | | |
| Water Utility | 10,666,303 | 19,230,989 | (21,909,083) | 1,153,709 | 9,141,918 |
| Civic Center | 2,592,952 | 697,493 | (1,346,103) | 190,694 | 2,135,037 |
| Transfer Station | 1,735,788 | 244,320 | (244,320) | 29,607 | 1,765,395 |
| Sanitation District | 24,993,140 | 22,728,940 | (25,978,548) | 2,693,491 | 24,437,024 |
| Total Enterprise | <u>39,988,183</u> | <u>42,901,743</u> | <u>(49,478,054)</u> | <u>4,067,501</u> | <u>37,479,373</u> |
| INTERNAL SERVICE: | | | | | |
| Pension Bonds | 3,942,360 | 3,545,988 | (3,545,988) | | 3,942,360 |
| Motor Vehicles | 2,772,883 | 4,547,874 | (6,431,094) | 1,157,650 | 2,047,313 |
| Central Services | 408,802 | 270,720 | (244,895) | 1,874 | 436,501 |
| PBX - Telephones | 262,445 | 263,724 | (351,725) | 125,227 | 299,672 |
| Building Maintenance | (572,042) | 4,052,935 | (4,344,788) | 659 | (863,236) |
| Information Services | 2,105,600 | 2,729,890 | (3,711,676) | 389,693 | 1,513,507 |
| Self Insurance | (1,161,135) | 5,850,192 | (5,764,321) | - | (1,075,264) |
| Total Internal Service | <u>7,758,913</u> | <u>21,261,323</u> | <u>(24,394,487)</u> | <u>1,675,103</u> | <u>6,300,853</u> |
| COMBINED TOTAL | <u>\$97,131,501</u> | <u>\$158,374,692</u> | <u>(\$173,892,975)</u> | <u>\$2,365,269</u> | <u>\$83,978,486</u> |

(1) Represents a transfer from the General Fund Reserve to balance the General Fund Operating Budget.

CITY OF DALY CITY
Projected Available Fund Balances/Net Assets
To June 30, 2018

| | <u>Balance</u> <u>July 1, 2017</u> | <u>Projected</u> <u>Revenues</u> <u>2018</u> | <u>Adopted</u> <u>Budget</u> <u>2018</u> | <u>Other</u> | <u>Projected</u> <u>June 30, 2018</u> |
|--------------------------------|---------------------------------------|--|--|---------------------------|--|
| Governmental Funds: | | | | | |
| OPERATING: | | | | | |
| General Fund | \$11,663,113 | \$76,673,789 | (\$76,673,789) | (\$2,584,592) (1) | \$9,078,521 |
| Housing Agency | 955,529 | 2,850 | (122,978) | | 835,401 |
| Senior Center | - | 907,806 | (907,806) | | (0) |
| Community Block Grant | 59,662 | 1,191,738 | (1,270,576) | | (19,176) |
| Linda Vista Benefit Assessment | 25,105 | 28,600 | (18,477) | | 35,228 |
| Traffic Safety | 79,972 | 69,008 | (99,108) | | 49,872 |
| Traffic Enforcement | 271,352 | 316,558 | (317,103) | | 270,807 |
| Grants | 1,899,539 | 574,724 | (759,129) | | 1,715,134 |
| Redevelopment - J.S./Mission | (131,480) | - | - | | (131,480) |
| Redevelopment - Bayshore | (153,126) | 48,300 | (20,407) | | (125,233) |
| CAPITAL: | | | | | |
| Transportation (Gas Tax) | 4,423,402 | 7,605,085 | (7,741,409) | | 4,287,078 |
| AB1600 | 5,687,477 | 5,313,617 | (1,303,000) | | 9,698,094 |
| Capital Outlay | 4,183,166 | 777,500 | (2,876,219) | | 2,084,447 |
| Major Facility Improvements | <u>11,234,550</u> | <u>90,000</u> | <u>-</u> | <u>-</u> | <u>11,324,550</u> |
| Total Governmental | <u>40,198,260</u> | <u>93,599,575</u> | <u>(92,110,000)</u> | <u>(2,584,592)</u> | <u>39,103,243</u> |
| Proprietary Funds | | | | | |
| ENTERPRISE: | | | | | |
| Water Utility | 9,141,918 | 20,886,772 | (22,836,978) | 1,117,010 | 8,308,721 |
| Civic Center | 2,135,037 | 1,018,847 | (1,084,257) | 190,694 | 2,260,321 |
| Transfer Station | 1,765,395 | 244,320 | (244,320) | 29,607 | 1,795,002 |
| Sanitation District | <u>24,437,024</u> | <u>24,687,696</u> | <u>(25,349,871)</u> | <u>2,662,702</u> | <u>26,437,551</u> |
| Total Enterprise | <u>37,479,373</u> | <u>46,837,635</u> | <u>(49,515,425)</u> | <u>4,000,013</u> | <u>38,801,596</u> |
| INTERNAL SERVICE: | | | | | |
| Pension Bonds | 3,942,360 | 3,678,941 | (3,678,941) | | 3,942,360 |
| Motor Vehicles | 2,047,313 | 4,243,334 | (5,505,385) | 1,127,480 | 1,912,742 |
| Central Services | 436,501 | 271,446 | (249,651) | 1,874 | 460,171 |
| PBX - Telephones | 299,672 | 263,724 | (245,670) | 19,111 | 336,837 |
| Building Maintenance | (863,236) | 4,052,935 | (4,345,854) | 494 | (1,155,661) |
| Information Services | 1,513,507 | 2,478,314 | (3,622,512) | 289,414 | 658,722 |
| Self Insurance | <u>(1,075,264)</u> | <u>6,129,754</u> | <u>(5,946,845)</u> | | <u>(892,354)</u> |
| Total Internal Service | <u>6,300,853</u> | <u>21,118,448</u> | <u>(23,594,858)</u> | <u>1,438,373</u> | <u>5,262,816</u> |
| COMBINED TOTAL | <u>\$83,978,486</u> | <u>\$161,555,658</u> | <u>(\$165,220,283)</u> | <u>\$2,853,794</u> | <u>\$83,167,655</u> |

(1) Represents a transfer from the General Fund Reserve to balance the General Fund Operating Budget.

CITY OF DALY CITY
COMPARISON OF EXPENDITURE BUDGETS

| | ACTUAL | ESTIMATED | ADOPTED | ADOPTED |
|------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | <u>2015</u> | <u>2016</u> | <u>BUDGET</u> | <u>BUDGET</u> |
| GENERAL FUND | | | <u>2017</u> | <u>2018</u> |
| City Attorney | \$858,442 | \$891,829 | \$1,043,830 | \$1,069,635 |
| City Clerk | 476,372 | 433,696 | 582,060 | 490,218 |
| City Council | 222,816 | 231,593 | 239,130 | 239,986 |
| City Manager | | | | |
| City Manager Administration | 1,213,073 | 1,261,501 | 1,281,676 | 1,309,499 |
| Community Engagement | 193,744 | 225,185 | 237,726 | 240,109 |
| Community Service Center | 400,368 | 472,204 | 346,987 | 223,186 |
| Total City Manager | <u>1,807,186</u> | <u>1,958,891</u> | <u>1,866,389</u> | <u>1,772,794</u> |
| City Treasurer | 39,999 | 39,207 | 44,303 | 44,518 |
| Economic & Community Development | | | | |
| Administration | 317,813 | 378,757 | 501,164 | 510,929 |
| Planning & Zoning | 636,121 | 650,003 | 776,070 | 801,147 |
| Building | 1,408,821 | 1,515,235 | 1,494,298 | 1,521,788 |
| Code Enforcement | 537,710 | 560,599 | 584,632 | 600,579 |
| Business Center | - | - | - | - |
| Total Economic & Community Devel | <u>2,900,465</u> | <u>3,104,594</u> | <u>3,356,164</u> | <u>3,434,443</u> |
| Finance-Admin/Accounting | 1,947,754 | 2,024,642 | 2,205,270 | 2,254,119 |
| Fire | 16,343,440 | 17,762,825 | 17,227,010 | 16,441,113 |
| Human Resources | 958,856 | 1,048,315 | 1,020,201 | 1,039,498 |
| Library & Recreation | | | | |
| Administration | 1,396,218 | 1,477,428 | 1,327,071 | 1,351,677 |
| Library | 3,144,978 | 3,313,758 | 3,381,322 | 3,455,859 |
| Recreation | 4,025,199 | 4,324,668 | 4,740,815 | 4,915,892 |
| Total Library & Recreation | <u>8,566,395</u> | <u>9,115,854</u> | <u>9,449,208</u> | <u>9,723,428</u> |
| Police | | | | |
| Police Services | 26,142,200 | 28,425,763 | 28,694,855 | 29,297,560 |
| Citizens' Option for Public Safety | 181,352 | 159,951 | 164,100 | 158,893 |
| Public Safety Communications | 1,915,351 | 1,892,572 | 2,128,253 | 1,646,051 |
| Total Police | <u>28,238,903</u> | <u>30,478,287</u> | <u>30,987,208</u> | <u>31,102,504</u> |
| Public Works | | | | |
| Administration | 675,820 | 717,829 | 555,349 | 567,950 |
| Engineering | 1,281,368 | 1,485,214 | 1,127,864 | 1,154,363 |
| Streets | 1,883,481 | 1,890,327 | 0 | 0 |
| Traffic Signals & Street Lighting | 865,244 | 702,265 | 0 | 0 |
| Parks Maintenance | 2,174,904 | 2,288,698 | 2,325,580 | 2,376,375 |
| Total Public Works | <u>6,880,817</u> | <u>7,084,334</u> | <u>4,008,793</u> | <u>4,098,688</u> |
| Nondepartmental | <u>8,978,563</u> | <u>4,265,531</u> | <u>4,802,070</u> | <u>4,962,843</u> |
| TOTAL GENERAL FUND | <u>\$78,220,007</u> | <u>\$78,439,597</u> | <u>\$76,831,636</u> | <u>\$76,673,789</u> |

CITY OF DALY CITY
COMPARISON OF EXPENDITURE BUDGETS

| | ACTUAL 2015 | ESTIMATED 2016 | ADOPTED BUDGET 2017 | ADOPTED BUDGET 2018 |
|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| SPECIAL REVENUE | | | | |
| Housing Agency | \$3,354,825 | \$61,420 | \$6,119,574 | \$122,978 |
| Senior Center | 1,008,240 | 965,690 | 896,387 | 907,806 |
| Community Block Grant: | 1,284,850 | 1,393,669 | 1,245,337 | 1,270,576 |
| Linda Vista Benefit Assessment | 22,082 | 12,402 | 18,477 | 18,477 |
| Traffic Safety | 75,555 | 88,614 | 98,554 | 99,108 |
| Traffic Enforcement | 304,413 | 302,358 | 317,103 | 317,103 |
| Federal Grants | 1,918,418 | 1,037,652 | 753,007 | 759,129 |
| Redevelopment - J.S./Mission | 46,094 | 50,827 | 107,419 | - |
| Redevelopment Obligation Retirement | 6,000,000 | - | - | - |
| Redevelopment - Bayshore | 43,495 | 48,459 | 96,241 | 20,407 |
| TOTAL SPECIAL REVENUE | <u>\$14,057,972</u> | <u>\$3,961,091</u> | <u>\$9,652,099</u> | <u>\$3,515,584</u> |
| CAPITAL PROJECTS | | | | |
| Transportation (Gas Tax) | 5,572,831 | 6,718,052 | 8,427,485 | 7,741,409 |
| AB1600 | 450,000 | - | 504,500 | 1,303,000 |
| Capital Outlay | 833,881 | 1,578,594 | 4,604,714 | 2,876,219 |
| Major Facility Improvements | 448,900 | 135,000 | - | - |
| TOTAL CAPITAL PROJECTS | <u>\$ 7,305,612</u> | <u>\$ 8,431,645</u> | <u>\$ 13,536,699</u> | <u>\$ 11,920,628</u> |
| ENTERPRISE | | | | |
| Water Utility | \$16,853,738 | \$18,053,314 | \$21,909,083 | \$22,836,978 |
| Civic Center | 1,038,096 | 848,668 | 1,346,103 | 1,084,257 |
| Transfer Station | 647,808 | 33,960 | 244,320 | 244,320 |
| Sanitation District | 20,101,521 | 18,791,110 | 25,978,548 | 25,349,871 |
| TOTAL ENTERPRISE | <u>\$38,641,164</u> | <u>\$37,727,052</u> | <u>\$49,478,054</u> | <u>\$49,515,425</u> |
| INTERNAL SERVICE FUNDS | | | | |
| Pension Bonds | \$3,285,611 | \$3,418,321 | \$3,545,988 | \$3,678,941 |
| Motor Vehicles | 4,014,999 | 5,827,835 | 6,431,094 | 5,505,385 |
| Central Services | 216,552 | 241,851 | 244,895 | 249,651 |
| PBX - Telephones | 283,519 | 383,400 | 351,725 | 245,670 |
| Building Maintenance | 3,873,632 | 3,871,925 | 4,344,788 | 4,345,854 |
| Information Services | 2,650,468 | 2,817,502 | 3,711,676 | 3,622,512 |
| Self Insurance | 5,574,371 | 5,188,675 | 5,764,321 | 5,946,845 |
| TOTAL INTERNAL SERVICE | <u>\$19,899,152</u> | <u>\$21,749,508</u> | <u>\$24,394,487</u> | <u>\$23,594,858</u> |
| COMBINED EXPENDITURE TOTAL | <u>\$158,123,907</u> | <u>\$150,308,894</u> | <u>\$173,892,975</u> | <u>\$165,220,283</u> |

CITY OF DALY CITY
COMPARISON OF REVENUE BUDGETS

| | ACTUAL <u>2015</u> | ESTIMATED <u>2016</u> | PROJECTED <u>2017</u> | PROJECTED <u>2018</u> |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| GENERAL FUND | | | | |
| Property Tax | \$29,658,361 | \$29,535,599 | \$29,717,973 | \$30,200,523 |
| Sales Tax | 11,104,656 | 11,149,025 | 11,572,006 | 12,035,913 |
| Utility Users Tax | 6,399,411 | 6,458,629 | 6,366,410 | 6,398,855 |
| Franchise Fees | 3,675,411 | 3,640,458 | 3,858,331 | 3,884,841 |
| Other Taxes | 5,036,229 | 4,853,533 | 4,835,595 | 4,946,889 |
| Licenses and Permits | 2,679,743 | 2,160,091 | 1,830,027 | 2,235,615 |
| Fines and Forfeitures | 2,405,266 | 2,773,295 | 2,741,550 | 2,741,550 |
| Rents and Interest | 1,285,280 | 1,133,489 | 1,186,305 | 1,199,806 |
| Federal Programs/Grants | 15,984 | - | - | - |
| From Other Agencies | 1,430,399 | 805,019 | 771,365 | 771,517 |
| Charges and Fees | 7,486,948 | 6,976,320 | 5,191,776 | 5,026,774 |
| Miscellaneous | 4,702,366 | 4,472,885 | 2,643,249 | 1,893,501 |
| Sale of Property | 305,021 | - | - | - |
| Interfund Transfers | 5,302,974 | 5,265,964 | 2,739,715 | 2,753,414 |
| Transfer from General Fund Reserve (1) | <u> </u> | <u> </u> | <u>3,377,335</u> | <u>2,584,592</u> |
| TOTAL GENERAL FUND | <u>\$81,488,050</u> | <u>\$79,224,307</u> | <u>\$76,831,636</u> | <u>\$76,673,789</u> |
| (1) Represents a transfer from the General Fund Reserve to balance the General Fund Operating Budget. | | | | |
| SPECIAL REVENUE | | | | |
| Housing Agency | \$1,391,833 | \$2,104,274 | \$3,444,302 | \$2,850 |
| Senior Center | 1,008,240 | 965,690 | 896,387 | 907,806 |
| Community Block Grant: | 1,284,850 | 1,340,271 | 1,183,574 | 1,191,738 |
| Linda Vista Benefit Assessment | 47,204 | 28,600 | 28,600 | 28,600 |
| Traffic Safety | 83,541 | 86,606 | 69,008 | 69,008 |
| Traffic Enforcement | 335,244 | 355,400 | 316,558 | 316,558 |
| Federal Grants | 1,934,936 | 1,764,982 | 574,824 | 574,724 |
| Redevelopment - J.S./Mission | 20,412 | 20,412 | 20,412 | - |
| Redevelopment Obligation Retirement | 6,033,081 | - | - | - |
| Redevelopment - Bayshore | <u>48,350</u> | <u>48,300</u> | <u>48,300</u> | <u>48,300</u> |
| TOTAL SPECIAL REVENUE | <u>\$12,187,691</u> | <u>\$6,714,534</u> | <u>\$6,581,964</u> | <u>\$3,139,584</u> |
| CAPITAL PROJECTS | | | | |
| Transportation (Gas Tax) | 6,641,301 | 4,407,883 | 7,508,245 | 7,605,085 |
| AB1600 | 819,467 | 1,191,208 | 764,146 | 5,313,617 |
| Capital Outlay | 3,612,978 | 3,187,931 | 2,435,634 | 777,500 |
| Major Facility Improvements | <u>90,108</u> | <u>65,779</u> | <u>90,000</u> | <u>90,000</u> |
| TOTAL CAPITAL PROJECTS | <u>\$ 11,163,854</u> | <u>\$ 8,852,799</u> | <u>\$ 10,798,025</u> | <u>\$ 13,786,202</u> |

CITY OF DALY CITY
COMPARISON OF REVENUE BUDGETS

| | ACTUAL <u>2015</u> | ESTIMATED <u>2016</u> | PROJECTED <u>2017</u> | PROJECTED <u>2018</u> |
|-------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| ENTERPRISE | | | | |
| Water Utility | 20,425,104 | 17,405,502 | 19,230,989 | 20,886,772 |
| Civic Center | 1,044,387 | 714,762 | 697,493 | 1,018,847 |
| Transfer Station | 1,005,643 | 391,100 | 244,320 | 244,320 |
| Sanitation District | <u>21,932,769</u> | <u>23,010,823</u> | <u>22,728,940</u> | <u>24,687,696</u> |
| TOTAL ENTERPRISE | <u>\$44,407,903</u> | <u>\$41,522,187</u> | <u>\$42,901,743</u> | <u>\$46,837,635</u> |
| INTERNAL SERVICE FUNDS | | | | |
| Pension Bonds | \$4,761,010 | \$3,480,050 | \$3,545,988 | \$3,678,941 |
| Motor Vehicles | 4,988,092 | 3,726,344 | 4,547,874 | 4,243,334 |
| Central Services | 237,939 | 238,965 | 270,720 | 271,446 |
| PBX - Telephones | 222,331 | 271,653 | 263,724 | 263,724 |
| Building Maintenance | 3,643,494 | 3,625,916 | 4,052,935 | 4,052,935 |
| Information Services | 2,577,688 | 2,608,768 | 2,729,890 | 2,478,314 |
| Self Insurance | <u>4,252,906</u> | <u>4,706,652</u> | <u>5,850,192</u> | <u>6,129,754</u> |
| TOTAL INTERNAL SERVICE | <u>\$20,683,460</u> | <u>\$18,658,347</u> | <u>\$21,261,323</u> | <u>\$21,118,448</u> |
| COMBINED REVENUE TOTAL | <u>\$169,930,959</u> | <u>\$154,972,174</u> | <u>\$158,374,692</u> | <u>\$161,555,658</u> |

CITY OF DALY CITY

FULL-TIME EQUIVALENT ALLOCATION *

| DEPARTMENT / DIVISION | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|-----------------------------------|---------|---------|---------|---------|
| CITY COUNCIL | 5.00 | 5.00 | 5.00 | 5.00 |
| CITY ATTORNEY | 5.00 | 5.00 | 4.00 | 4.00 |
| CITY CLERK | 3.00 | 3.00 | 3.00 | 3.00 |
| CITY TREASURER | 0.18 | 0.18 | 0.18 | 0.18 |
| CITY MANAGER | | | | |
| Administration | 6.00 | 6.00 | 5.00 | 5.00 |
| Sustainability | - | - | 1.00 | 1.00 |
| Community Service Center | 3.00 | 3.00 | - | - |
| | 9.00 | 9.00 | 6.00 | 6.00 |
| ECONOMIC & COMMUNITY DEVELOPMENT | | | | |
| Administration | 1.05 | 1.05 | 1.30 | 1.30 |
| Building | 6.80 | 6.80 | 7.80 | 7.80 |
| Code Enforcement | 4.10 | 4.10 | 4.10 | 4.10 |
| Planning | 3.25 | 3.25 | 4.25 | 4.25 |
| Housing Agency | 0.21 | 0.21 | 0.63 | 0.63 |
| Block Grant | 1.25 | 1.25 | 1.10 | 1.10 |
| Residential Rehab | 1.57 | 1.57 | 1.57 | 1.57 |
| Enterprise Development Center | 0.10 | 0.10 | 0.10 | 0.10 |
| Home Program | 0.17 | 0.17 | 0.15 | 0.15 |
| | 18.50 | 18.50 | 21.00 | 21.00 |
| FINANCE & ADMINISTRATIVE SERVICES | | | | |
| Administration | 13.42 | 13.42 | 13.22 | 13.22 |
| Information Services | 11.00 | 11.00 | 11.00 | 11.00 |
| Risk Management General Liability | 1.40 | 1.40 | 1.60 | 1.60 |
| Utility Billing | 7.00 | 7.00 | 7.00 | 7.00 |
| | 32.82 | 32.82 | 32.82 | 32.82 |
| FIRE | 70.00 | 70.00 | 60.00 | 60.00 |
| HUMAN RESOURCES | | | | |
| Human Resources | 3.95 | 3.95 | 3.65 | 3.65 |
| Workers' Comp Claims | 1.05 | 1.05 | 1.15 | 1.15 |
| Safety | - | - | 0.20 | 0.20 |
| | 5.00 | 5.00 | 5.00 | 5.00 |
| LIBRARY & RECREATION SERVICES | | | | |
| Administration | 5.00 | 5.00 | 4.75 | 4.75 |
| Library Total | 18.00 | 18.00 | 17.75 | 17.75 |
| Recreation Total | 15.00 | 15.00 | 13.50 | 13.50 |
| | 38.00 | 38.00 | 36.00 | 36.00 |

CITY OF DALY CITY

FULL-TIME EQUIVALENT ALLOCATION *

| DEPARTMENT / DIVISION | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|--|---------------|---------------|---------------|---------------|
| POLICE** | | | | |
| Police Services | 139.00 | 139.00 | 138.00 | 138.00 |
| Citizens Option For Public Safety | 1.10 | 1.10 | 1.05 | 1.00 |
| Public Safety Communications | 12.90 | 12.90 | 6.45 | - |
| | <u>153.00</u> | <u>153.00</u> | <u>145.50</u> | <u>139.00</u> |
| PUBLIC WORKS | | | | |
| Administration | 4.00 | 4.00 | 2.75 | 2.75 |
| General Fund Engineering | 8.50 | 9.50 | 5.50 | 5.50 |
| Capital Fund Engineering | - | - | 5.25 | 5.25 |
| General Fund Streets | 13.34 | 14.34 | - | - |
| Transportation Fund Streets | - | - | 16.35 | 16.35 |
| General Fund Traffic Signal & Street Lighting | 3.00 | 3.00 | - | - |
| Transportation Fund Traffic Signal & Street Lighting | - | - | 3.25 | 3.25 |
| Parks Maintenance | 15.00 | 15.00 | 11.30 | 11.30 |
| Building Maintenance | 24.33 | 24.33 | 24.30 | 24.30 |
| Motor Vehicles | 6.33 | 6.33 | 7.30 | 7.30 |
| | <u>74.50</u> | <u>76.50</u> | <u>76.00</u> | <u>76.00</u> |
| WATER & WASTEWATER RESOURCES | | | | |
| Administration | 8.00 | 8.00 | 8.00 | 8.00 |
| Water Operations | 7.00 | 7.00 | 5.00 | 5.00 |
| Wastewater Operations | 11.00 | 11.00 | 13.00 | 13.00 |
| Plant & Equipment Maintenance | 18.00 | 18.00 | 18.00 | 18.00 |
| Laboratory | 2.00 | 2.00 | 2.00 | 2.00 |
| Distribution System | 14.00 | 14.00 | 14.00 | 14.00 |
| Collection System | 12.00 | 12.00 | 12.00 | 12.00 |
| | <u>72.00</u> | <u>72.00</u> | <u>72.00</u> | <u>72.00</u> |
| | | | | |
| | | | | |
| GRAND TOTAL | 486.00 | 488.00 | 466.50 | 460.00 |

* Does not include Hourly Employees

** Includes six frozen Police Officer positions and assumes a half year of Dispatch Services FTE.

DESCRIPTIONS OF FUNDS

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into five generic fund types and two broad fund categories as follows:

GENERAL FUND - The General Fund is the general operating fund of the City. It is used to account for all financial resources traditionally associated with governments that are not required to be accounted for in a separate fund.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes or for which separate accounting is required by administrative action. The City's Special Revenue Funds are as follows:

Housing Agency – The Daly City Housing Development Finance Agency is the successor housing agency to the former Daly City Redevelopment Agency. Activities reflect the management of housing assets and responsibilities transferred from the Former Daly City Redevelopment Agency effective on its dissolution February 1, 2012.

Senior Center Fund - A special revenue fund used to account for the operations of the Doelger Senior Center program.

Transportation Fund - to account for gas tax moneys allocated to the City for the streets and roads program.

Community Block Grant - to account for moneys received by the City as a participant in the federal Community Development Block Grant (CDBG) program.

Federal Grants - to account for miscellaneous federal grant moneys, such as aircraft noise mitigation and rental property rehabilitation.

Linda Vista Benefit Assessment - to account for the charges and for the costs of maintenance of storm drains and related facilities in the Linda Vista Subdivision.

AB 1600 Public Facilities Fees - to account for the revenues derived from developer fees required, under AB 1600, to be expended for infrastructure expansion caused by new development.

Redevelopment Agency - to account for moneys restricted for the purpose of eliminating blight in designated project areas. The Redevelopment Agency was established in 1971 for the purpose of developing certain portions of the City's older business areas. While the Redevelopment Agency is technically an administrative arm of the State, exercising State powers, it is governed and effectively controlled by the City Council. The Bayshore Redevelopment Area was added in 1999.

Redevelopment Agency Tax Increment - to account for incremental revenues generated through the increased value of developed property.

Redevelopment agencies in California were dissolved by the State Legislature effective February 1, 2012. The City chose to act as Successor Agency to the Former Daly City Redevelopment Agency. The budgets for fiscal years 2015 and 2016 reflect only those costs of winding down the activities of the Agency.

CAPITAL PROJECTS FUNDS

Capital Outlay Fund - to account for financial resources to be used for the acquisition, repair, or construction of capital facilities (other than those financed by Proprietary Funds).

Major Facilities Improvements – to account for a limited number of major facilities improvements that occurred city-wide. These projects are essentially complete.

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City maintains the following enterprise funds:

Water Utility – The City provides water service to the majority of parcels located within the boundaries of the City, as well as several areas adjacent thereto.

Sanitation District - The North San Mateo County Sanitation District became a subsidiary district of the City of Daly City in 1985. Because the boundaries of the District are not contiguous with those of the City and because sanitation districts have special legal standing in California, it must remain a separate legal entity. This fund accounts for the total costs of services for the collection, treatment and administration of the District's sanitation system.

Civic Center Office Buildings - to account for rental activity of real property owned by the City in the Civic Center area, consisting of two office buildings in which space is leased to outside parties, including the County of San Mateo.

Transfer Station/Sustainability - to account for the activity of the Mussel Rock garbage transfer station, which is leased to Allied Waste Services for their use in providing garbage collection services under a franchise agreement with the City.

INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments on a cost-reimbursement basis. The City's Internal Service Funds are:

Pension Bonds – to account for the debt service on bonds issued in order to pay the unfunded accrued actuarial liability of the City's pension obligations.

Motor Vehicles - to account for the purchase and maintenance of all motor vehicles used by all City departments.

Central Services - to account for mail messenger and postage costs.

PBX Telecommunications - to account for the costs of operation and maintenance of the City's telephone system, including switching equipment and per-call charges.

Building Maintenance - to account for services provided to departments for the maintenance of City facilities.

Information Services - to account for the distribution of computer operating costs to various City departments as well as the purchase and service of photocopiers.

Self-Insurance - to account for the payment of workers compensation, automotive, and general liability insurance costs.

BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The modified accrual basis of accounting is followed in all governmental funds. Under the modified accrual basis of accounting revenues are recognized when they become measurable and available as net current assets. Property taxes, gross receipts and sales taxes are considered measurable and available when in the hands of intermediary collecting governments and are recognized as revenue at that time. The primary revenue sources which are susceptible to accrual include taxes, rents, interest and grant contributions.

Expenditures, other than interest on long-term obligations which are recorded when paid, are recognized under the modified accrual basis of accounting generally when the related fund liability is incurred.

Licenses, fines and penalties and other revenues are recorded as revenues when received in cash because they are generally not measurable until actually received.

Enterprise and internal service funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

CITY OF DALY CITY
FUNDS AND FUNCTIONAL UNITS

| | General Fund | Senior Center | Traffic Safety | Redevelopment Successor | Sanitation District | Water Utility | Transfer Station/ Sustainability | Civic Center | Central Services | Information Services | Self Insurance | PBX | Motor Vehicles | Pension Bonds | Building Maintenance | Community Block Grant | Linda Vista Benefit Assessment |
|----------------------------------|--------------|---------------|----------------|-------------------------|---------------------|---------------|-------------------------------------|--------------|------------------|----------------------|----------------|-----|----------------|---------------|----------------------|-----------------------|--------------------------------|
| City Attorney | X | | | | | | | | | | | | | | | | |
| City Clerk | X | | | | | | | | | | | | | | | | |
| City Council | X | | | | | | | | | | | | | | | | |
| City Manager | X | | | | | X | | | | | | | | | | | |
| City Treasurer | X | | | | | | | | | | | | | | | | |
| Economic & Community Development | X | | X | | | | | | | | | | | | | X | |
| Finance | X | | | | | X | | X | X | X | X | | X | | | | |
| Fire | X | | | | | | | | | | | | | | | | |
| Human Resources | X | | | | | | | | | | | | | | | | |
| Library & Recreation | X | X | | | | | | | | | | | | | | | |
| Police Department | X | | X | | | | | | | | | | | | | | |
| Public Works | X | | | | | | X | | | | | | X | | X | | X |
| Water & Wastewater Resources | | | | X | X | | | | | | | | | | | | |
| Nondepartmental | X | | | | | X | X | | | | | | X | | | | X |

Daly City's budget is organized around departments as functional units because we believe that this makes it more understandable to a wider range of users. This chart is an attempt to illustrate the interrelationship between the budget layout and the traditional accounting concept of funds. An X appears in each fund where a department has operational activities or is responsible for performance.

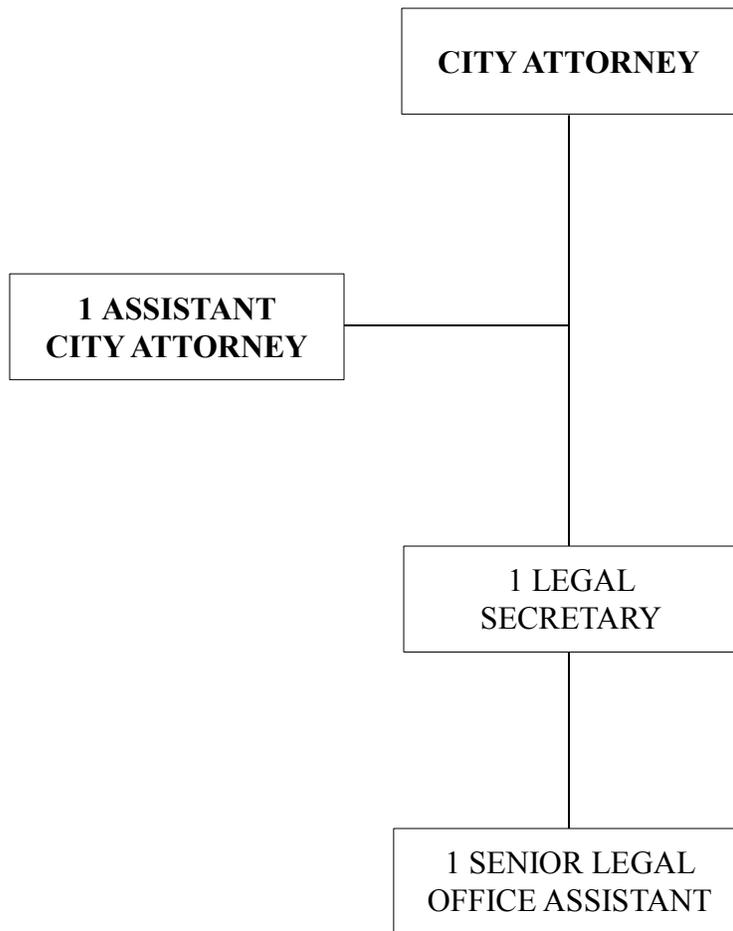




City of Daly City

CITY ATTORNEY

Fiscal Years 2017 & 2018



CITY ATTORNEY'S OFFICE

DEPARTMENT MISSION STATEMENT

The City Attorney's Office endeavors to support the services of the City's elected officials, commissions, agencies, and staff by providing legal counsel and representation. To the extent possible, the City Attorney's Office completes legal work in-house and, in areas of legal specialty or matters that require large commitments of time over a short period, the City contracts with outside legal counsel to represent the City's interest.

CORE SERVICES

- Provide legal counsel to and attend meetings of the City Council, certain Council committees, the Planning Commission, Successor Agency, Daly City Housing Finance Agency, North San Mateo County Sanitation District and special City Department task forces.
- Provide advice or written opinions to any City officer, Department Director, board commission or other unit of local government on widely diverse areas of law including but not limited to land use, personnel, elections, conflict of interest and economic development.
- Prosecute and defend legal actions where the City is a named party.
- Draft, review and approve as to form all contracts, surety bonds, ordinances, policies and resolutions.
- Investigate, evaluate and recommend disposition of all claims and lawsuits against the City.
- Respond to requests for public records and other documents within the time frame established by law.
- Assist City staff with the updates to internal City policies.
- Enforce City Code provisions and prosecute municipal code infractions.

SUPPORT FOR CITYWIDE PRIORITIES

This Department supports Citywide priorities through the following:

- The City Attorney's Office provides legal representation to the Mayor, City Council, and City Manager, City Departments, City boards and Commissions. The City Attorney's Office serves as general counsel for the Successor Agency to the Former Daly City Redevelopment Agency, the Daly City Housing Development Finance Agency and the Public Facilities Finance Corporation as well as serves in the capacity of District Counsel to the North San Mateo County Sanitation District.

BIENNIAL BUDGET OUTCOMES

- Strategically dispose of Former Redevelopment Agency parcels and negotiate compensation agreements with the Oversight Board to maximize land use and economic goals for the City.
- Continue to work with the Daly City Housing Finance Agency and City to continue to implement affordable housing agreements and projects without impacting the City's General Fund.
- Conduct and complete an audit of the City's Municipal Code; update and revise ordinances, policies and codes to comply with current local, state, and federal laws and further implement the priorities of the City Council.
- Continue to review, negotiate and draft development agreements to implement strategies for economic development.
- Continue to work closely with other participating departments involved in the interdepartmental Code Enforcement Task Force to address and swiftly resolve sensitive issues.
- Continue to work closely with City Departments to develop optimal solutions to ongoing matters regarding the dissolution of the Former Daly City Redevelopment Agency.
- Continue collaborative efforts with the Oversight Board to develop, sell and transfer Former Daly City Redevelopment assets.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- Eliminate the Deputy City Attorney I/II full time position and replace with an hourly attorney position. Elimination of the full-time position results in a workload shift to existing staff for the following priorities: increased risk management claims and litigation; the dissolution of former Daly City Redevelopment Agency and Successor Agency property disposition and development; ongoing legal issues related to increased land use and development projects; and anticipated increase in Municipal Code changes and ordinance updates and employment and labor related matters.

CITY ATTORNEY'S OFFICE

PERFORMANCE MEASURES

| Performance Measure | Methodology | System | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|--|---------------------|--|--|----------------|----------------|
| Advocate, defend and prosecute on behalf of the City | Percentage of litigation cases resolved prior to trial, percentage of code enforcement cases resolved, number of cases resolved with City judgment | Department Tracking | 96% cases resolved prior to litigation | 98% cases resolved prior to litigation | 95-98% | 95-98% |
| Provide oral and written advice on legal issues and prepare documents to implement official City and Successor Agency actions | Percentage of interdepartmental personnel that utilize legal advice/opinion and are satisfied with the service they are provided | Department Tracking | 99% | 99% | 100% | 100% |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|----------------------|------------|
| Fund | GENERAL FUND | 01 |
| Department: | CITY ATTORNEY | 050 |
| Program: | CITY ATTORNEY | 050 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| MISCELLANEOUS REVENUES | 100 | 168 | 100 | 100 | 100 |
| TOTAL REVENUES | <u>\$100</u> | <u>\$168</u> | <u>\$100</u> | <u>\$100</u> | <u>\$100</u> |
| | | | | | |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 827,928 | 728,025 | 769,690 | 885,131 | 907,653 |
| SERVICES AND SUPPLIES | 40,779 | 73,307 | 58,961 | 88,252 | 91,044 |
| OTHER CHARGES | 5,191 | 1,272 | 7,073 | 7,073 | 7,073 |
| FIXED CHARGES | 54,270 | 55,838 | 56,106 | 63,374 | 63,866 |
| OPERATING TRANSFERS OUT | 1,249 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$929,417</u> | <u>\$858,442</u> | <u>\$891,830</u> | <u>\$1,043,830</u> | <u>\$1,069,636</u> |

CITY ATTORNEY

Full-Time Salaried Position Listing

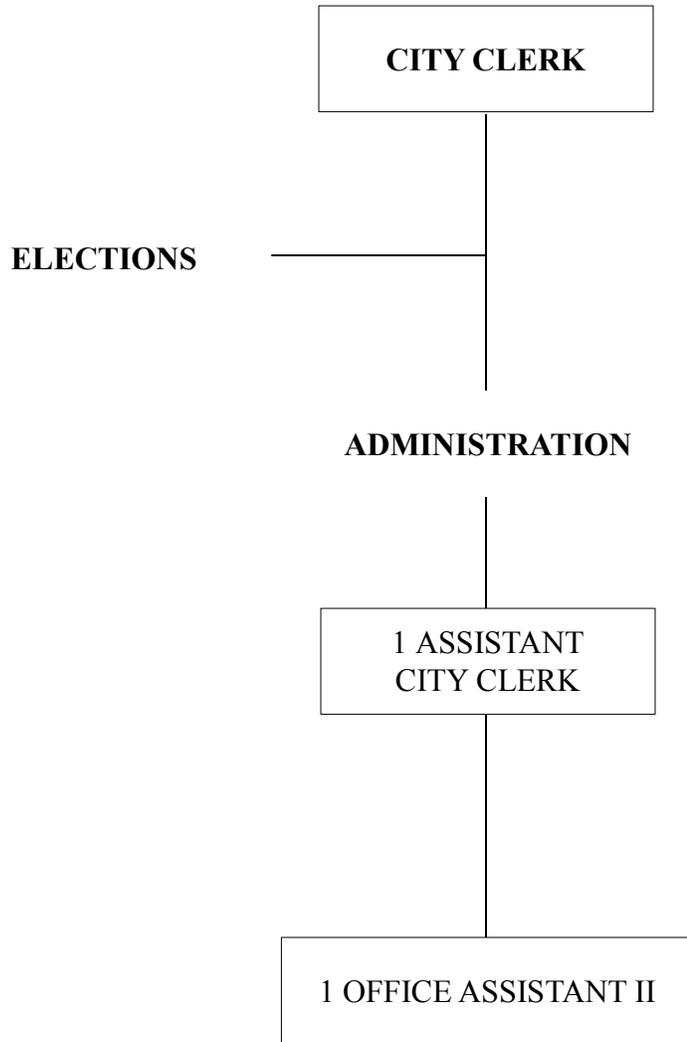
| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|-------------------------------|--------------|----------------|----------------|----------------|----------------|
| 01-050-050 | | | | | |
| City Attorney | M502 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Attorney | M339 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Attorney I | U056 | 1.00 | 1.00 | - | - |
| Legal Secretary | U045 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Legal Office Assistant | U040 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | <u>5.00</u> | <u>5.00</u> | <u>4.00</u> | <u>4.00</u> |



City of Daly City

CITY CLERK

Fiscal Years 2017 & 2018



CITY CLERK'S OFFICE

DEPARTMENT MISSION STATEMENT

The Office of the City Clerk is responsible for three primary functions:

- As an Election Official, administers federal, state and local procedures through which local government representatives are selected; assists candidates in meeting legal responsibilities before, during and after an election; prepares candidate packets; issues and receive nomination papers; accepts and transmits necessary campaign statements and conflict of interest forms to the Fair Political Practices Commission.
- As a Legislative Administrator, prepares City Council packets, verifies publishing and posting of legal notices and recordation of legislative decisions.
- As a Records Manager, oversees the preservation and protection of public record, maintains and indexes the minutes, ordinances and resolutions adopted by the City Council. Ensures public records are readily accessible to the public.

CORE SERVICES

- Maintain a complete and accurate record of City Council proceedings. Preserve, record, maintain, store and retrieve official City records. Conduct municipal elections.
- Provide prompt and high quality service to the public. Ensure municipal records are readily accessible to all citizens and serve as a source of information to the public, other agencies and City Staff.

SUPPORT FOR CITYWIDE PRIORITIES

Maintain the organization's capability to provide existing services to the community:

- Provide assistance with applications for exemption from utility users' tax.
- Provide a collection point for absentee ballots.
- Accept U.S. Passport applications on behalf of the U.S. Department of State.
- Provide information to the public about civic meetings and activities.
- Provide support for the election process.
- Maintain an efficient record management system.
- Post agendas; publish legal notices and ordinances
- Maintain and index official records
- Conducts bid openings
- Prepares Planning Item Notices and sends mass mailings to the public
- Accepts Claims against the City.

SUPPORT FOR CITYWIDE PRIORITIES (continued)

- Implement all state and federal mandates as efficiently and effectively as possible including the requirements of the following:
 - Freedom of Information Act
 - California Public Records Act
 - The Brown Act
 - Federal Voting Rights Act; and
 - Open Meeting Act

BIENNIAL BUDGET OUTCOMES

Provide high quality service to the public in the recording, maintenance, storage and retrieval of the City’s official documents.

Continue to plan and administer local elections, including the development of an updated candidates guide and coordination with the County Recorder/Assessor/Clerk & Chief Election Officer to conduct the City’s general municipal election in 2016.

SIGNIFICANT CHANGES FROM THE PRIOR BUDGET

The City Clerk’s office coordinated with the City Manager’s office to reduce the high cost of proclamation and certificate folders. The office cash register was replaced to comply with the Finance Department’s recommendations. In addition, additional office equipment purchases were made to improve workplace ergonomics for staff.

| | | | |
|--|--------------------|---------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | CITY CLERK | 020 |
| | Program: | CITY CLERK | 020 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| CHARGES AND FEES | 183,424 | 159,402 | 120,005 | 139,025 | 130,025 |
| TOTAL REVENUES | <u>\$183,424</u> | <u>\$159,402</u> | <u>\$120,005</u> | <u>\$139,025</u> | <u>\$130,025</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 339,736 | 356,066 | 358,446 | 392,303 | 402,635 |
| SERVICES AND SUPPLIES | 3,495 | 56,265 | 8,376 | 107,800 | 7,800 |
| OTHER CHARGES | 675 | 2,538 | 735 | 5,085 | 4,375 |
| FIXED CHARGES | 59,846 | 61,502 | 61,814 | 74,872 | 75,410 |
| CAPITAL OUTLAY | 0 | 0 | 4,325 | 2,000 | 0 |
| TOTAL EXPENDITURES | <u>\$403,752</u> | <u>\$476,371</u> | <u>\$433,696</u> | <u>\$582,060</u> | <u>\$490,220</u> |

CITY CLERK

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|----------------------|-------|-------------|-------------|-------------|-------------|
| 01-020-020 | | | | | |
| City Clerk | Q910 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Clerk | U046 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant II | Z022 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> |

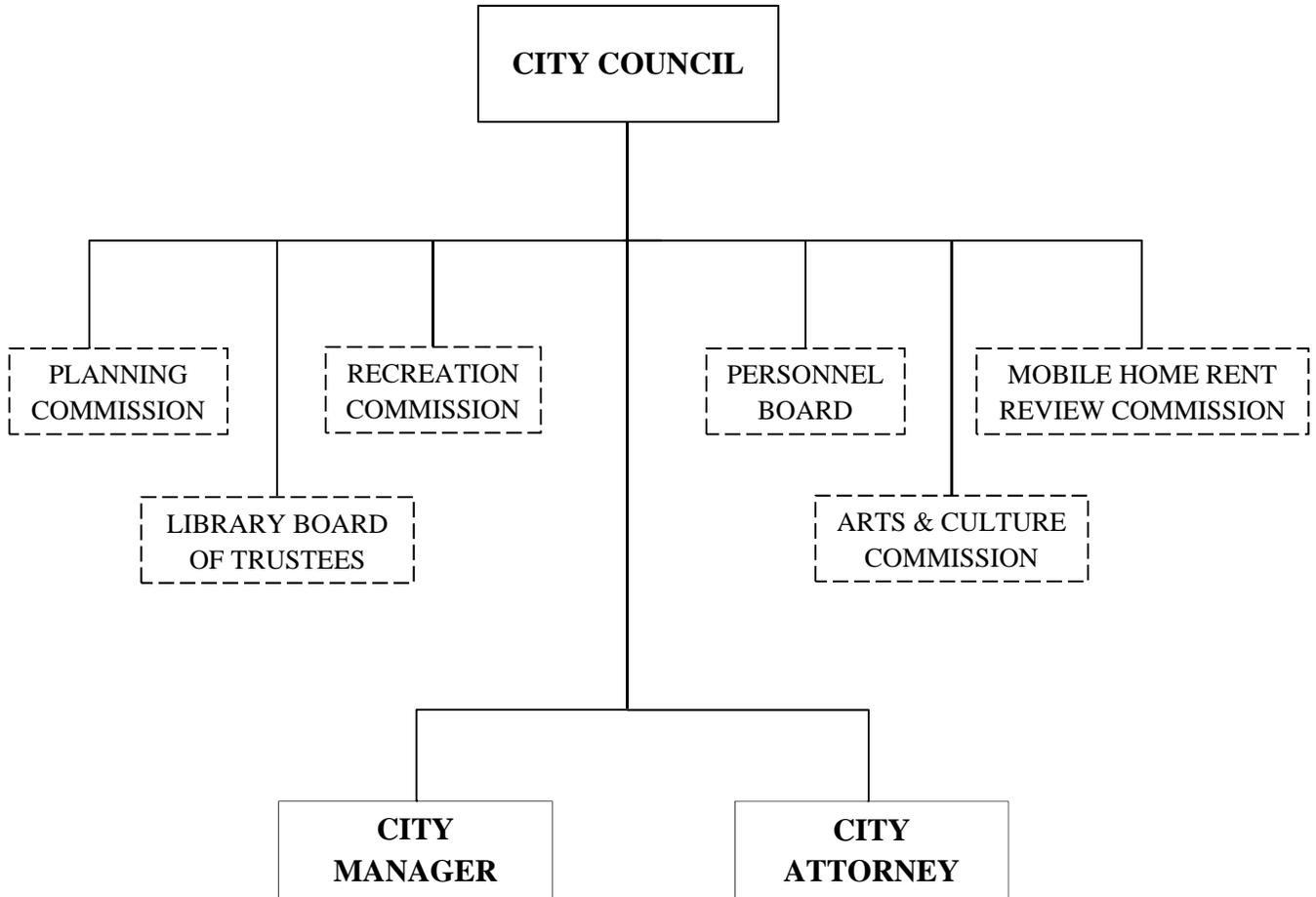




City of Daly City

CITY COUNCIL

Fiscal Years 2017 & 2018



----- ADVISORY BOARDS AND COMMISSIONS

CITY COUNCIL

MISSION STATEMENT

The City Council is committed to addressing the diverse and changing needs of residents, businesses and employees. It will accomplish its mission through the efficient delivery of quality municipal services provided with a human touch.

The City Council established five guiding principles for setting priorities:

- Foster Economic Vitality and Financial Sustainability
- Enhance Quality of Life for Residents
- Promote an Aesthetic Community Environment
- Facilitate Community Building and Civic Engagement
- Create “Healthy Citizen/Healthy Community” Opportunities

CORE SERVICES

To define City policies and priorities through legislative actions and to provide direction to the City Manager and City Attorney.

CITYWIDE PRIORITIES

In order to help fulfill the mission of the City of Daly City, the City Council has set the following priorities and objectives:

Economic Development and Revenue Enhancement

- Business Development, Retention and Promotion
- Smart Growth (Green Building/Urban Design)
- Enhance Sales Tax Generation
- Increase Fees and Charges for Services to an Appropriate Cost Recovery Level

Public Safety

- Maintain Adequate Police/Parking Enforcement
- Expand Anti-Gang Activities

Transportation and Traffic Improvements

- Identify Opportunities to Fund a Local Shuttle Service
- Expand Pedestrian/Bike Friendly Facilities
- Work with Regional Agencies to Improve Local Transportation Routes
- Create Neighborhood Traffic Liaison

Infrastructure

- Vista Grande Flood Control Project
- Bond Measure to Provide Funding for Improved Community Facilities such as New Serramonte Library and a Public Safety Headquarters

Leisure Services

- Enhance Recreation and Library Commissions Marketing

CITYWIDE PRIORITIES (continued)

Land Use

- Complete General Plan Update
- Complete Residential Zoning Revisions
- Create Pedestrian Friendly Places citywide

Government Operations

- Expand Code Enforcement and Anti-Graffiti Activities
- Monitor Comprehensive Climate Action Plan to Address Environmental Concerns
- Implement Staff Development/Succession Planning Activities
- Complete Update of Rules and Regulations of the Classified Service

Community and Civic Support

- Maintain Community Building Activities
- Expand Community Partnerships with Local School Districts and Non-Profits to Benefit Youth and Education
- Foster Civic Engagement through Broader Public Information Distribution and Communication
- Educate Residents about Local Government through the Citizen’s Academy

BIENNIAL BUDGET OUTCOMES

- Take legislative action and provide progressive policy direction to the City Manager and City Attorney to guide the City through the extended downturn in our local economy.
- Strive to ensure a balance between the services provided to the community and stewardship over the City’s limited financial resources.
- Direct the City Manager to work collaboratively with other local agencies and City employee groups to identify opportunities for shared or consolidated services to provide greater efficiency and cost effectiveness of service delivery.

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|-------------------------|------------|
| Fund | GENERAL FUND | 01 |
| Department: | CITY COUNCIL | 001 |
| Program: | LEGISLATIVE BODY | 019 |

| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| SALARIES AND BENEFITS | 174,539 | 179,937 | 188,764 | 190,859 | 192,280 |
| SERVICES AND SUPPLIES | 1,163 | 4,438 | 1,851 | 3,141 | 5,449 |
| OTHER CHARGES | 3,004 | 12,868 | 15,347 | 17,330 | 14,250 |
| FIXED CHARGES | 24,598 | 25,573 | 25,629 | 27,800 | 28,007 |
| TOTAL EXPENDITURES | <u>\$203,304</u> | <u>\$222,816</u> | <u>\$231,591</u> | <u>\$239,130</u> | <u>\$239,986</u> |

CITY COUNCIL

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|-------------------|-------|-------------|-------------|-------------|-------------|
| 01-001-019 | | | | | |
| Mayor | Q220 | 1.00 | 1.00 | 1.00 | 1.00 |
| City Council | Q220 | 4.00 | 4.00 | 4.00 | 4.00 |
| | | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> |

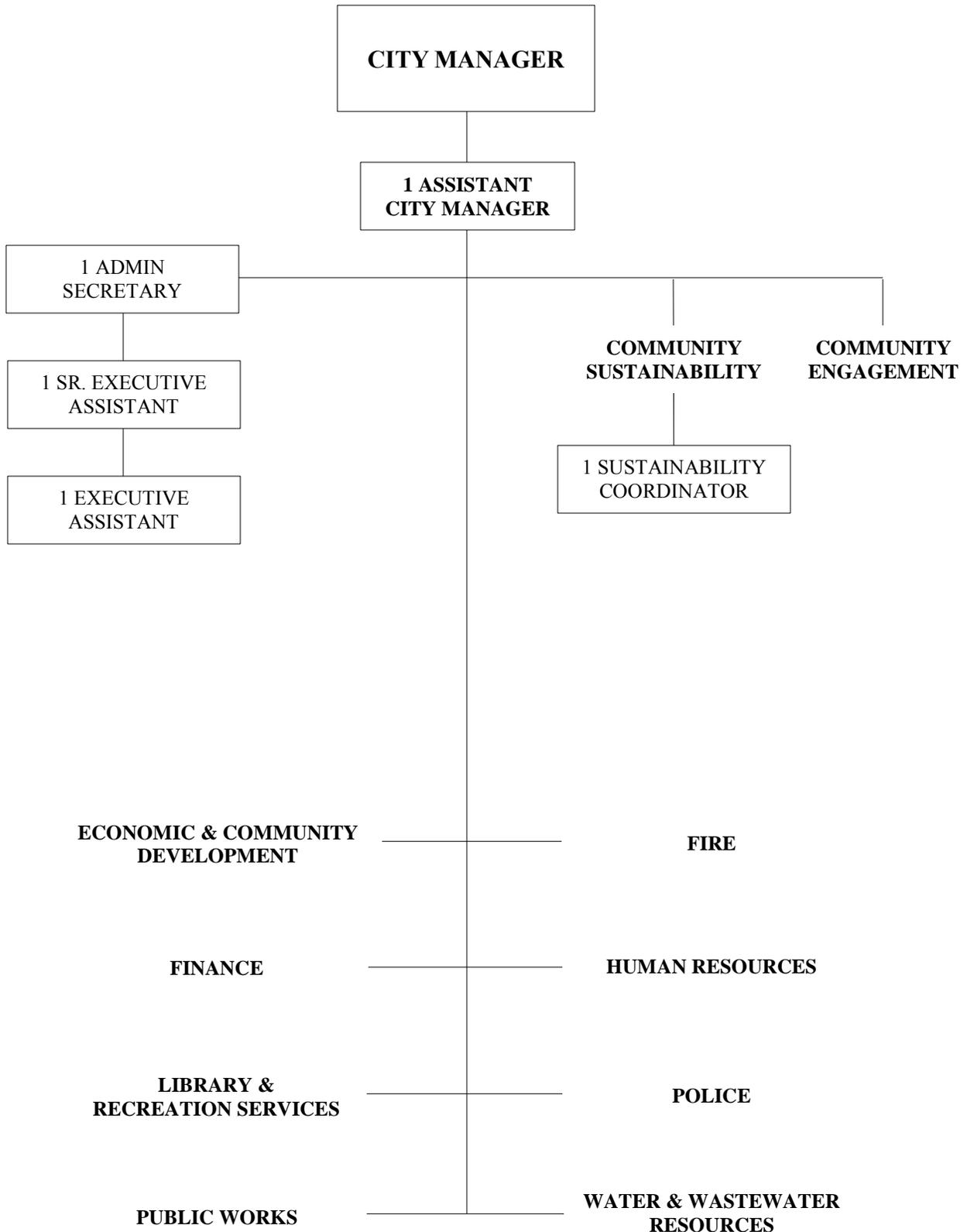




City of Daly City

CITY MANAGER

Fiscal Years 2017 & 2018



CITY MANAGER’S OFFICE

DEPARTMENT MISSION STATEMENT

Provide strategic leadership to support the City Council and guide the municipal organization to deliver high quality services that meet the needs of the community and City organization.

CORE SERVICES

Implementation of City Council Policies and Priorities

Ensure that policies and legislative actions established by the City Council are implemented in an effective manner. Provide the City Council with adequate, timely information and recommendations regarding technical and professional issues under policy consideration. Provide clear organizational direction to make certain City Council policies and actions are executed.

General Management and Oversight

Provide effective management, oversight, and accountability for Daly City’s municipal operations. These duties are carried out under the direction of the City Manager and through the Department Directors who are responsible for the implementation of City Council policies and legislative actions. Identify opportunities to share and consolidate services to provide more efficient and cost effective service delivery.

Fiscal Responsibility and Accountability

Maximize the value and efficiency of City services to ensure a balance between revenues and expenditures. Ensure that municipal revenues are prudently managed and that there is a high level of accountability for the City’s financial resources.

Community Participation

Develop and coordinate the exchange of information with residents to educate the community about their local government. Encourage community participation in all municipal decision-making processes and activities to promote transparency and accountability at all levels of the organization.

Communications

In addition to maintaining the City’s website, www.dalycity.org, deliver a quarterly print newsletter and monthly electronic newsletter, as well as provide regular and ongoing support to various social platforms, including Nextdoor, Facebook, and Twitter.

Community Service Center

Provide assistance to North San Mateo County residents in need, including emergency food, shelter and relocation assistance. Work closely with Legal Aid, Shelter Network and mortgage counseling agencies to prevent homelessness and promote rapid rehousing. Offer a range of case management services to direct clients to resources available in Daly City and through San Mateo County.

SUPPORT FOR CITYWIDE PRIORITIES

- Maintain the organization's capability to provide existing services to the community.
- Promote efficiency and cost effective service delivery of all City services.
- Provide leadership and direction for organizational innovation to promote an effective and reliable workforce; and.
- Provide leadership and direction for the organization's all-hazard emergency response planning efforts.

Identify Opportunities to Improve Services to the Community

- Monitor community satisfaction with city services, seek community input, participation and suggestions.
- Address quality of service issues related to City franchise agreements and contracts.

Encourage and Support Economic Development in order to Create Jobs, Expand the Community's Financial Base and Improve the Quality of Life

- Provide leadership and guidance to enhance Daly City's ability to attract and retain an optimum balance of business and residential development.
- Work collaboratively with the Chamber of Commerce to support and sustain a pro-active business environment.

Improve Organizational Capability and Effectiveness in Order to Better Serve the Community

- Evaluate proposals for participating in shared regional service approaches to enhance efficiency and effectiveness and produce cost savings.
- Sustain efforts to address long-term infrastructure and capital improvement needs.

BIENNIAL BUDGET OUTCOMES

- Maintain organizational accountability by increased public access through online information, television broadcast and video streaming of City Council meetings and other civic meetings, as well as printed materials such as the Daly News;
- Implement a new franchise agreement for solid waste hauling that includes the expansion of recycling and composting programs.
- Redesign the Citizens Academy to attract a broad and diverse group of citizens and to enhancement volunteerism and community leadership.
- Implement a financial sustainability strategy to improve the long-term fiscal condition of the City.
- Create an annual Earth Day Event to promote environmental sustainability.
- Actively participate on the newly created Peninsula Clean Energy initiative.

CITY MANAGER’S OFFICE

PERFORMANCE MEASURES

| Performance Measure | Methodology | System | Measure Type |
|---|---|---|--------------|
| % of residents who rate the overall quality of the City’s Public Information Services as good or excellent. | The monitoring of this core service ensures accountability, responsiveness and ensures the public has adequate access to information. | Data will be collected through community engagement events, resident surveys and departmental tracking. | Outcome |
| Number of residents served by Community Services Center related to expenditures. | This core service measure examines the dynamic and effectiveness of services provided to residents. | Departmental tracking. | Efficiency |
| Number of departments operating within their adopted budget. | The monitoring of this core service ensures that total City expenditures do not exceed adopted City expenditures. | Organizational and departmental systems for the tracking of fiscal data. | Output |

CITY OF DALY CITY
Department Summary
2016-17/2017-18

CITY MANAGER

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|--------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| FROM OTHER AGENCIES | 136,571 | 174,105 | 140,668 | 164,505 | 164,505 |
| CHARGES AND FEES | 8,116 | 2,580 | 3,158 | 3,947 | 3,947 |
| MISCELLANEOUS REVENUES | 5,679 | 0 | 0 | 500 | 500 |
| TOTAL REVENUES | <u>\$150,366</u> | <u>\$176,685</u> | <u>\$143,826</u> | <u>\$168,952</u> | <u>\$168,952</u> |
| | | | | | |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 1,059,347 | 1,288,290 | 1,406,036 | 1,189,482 | 1,096,787 |
| SERVICES AND SUPPLIES | 316,396 | 276,364 | 302,518 | 396,502 | 397,726 |
| OTHER CHARGES | 80,836 | 83,444 | 88,126 | 95,392 | 92,260 |
| FIXED CHARGES | 161,111 | 159,088 | 159,798 | 185,013 | 186,021 |
| OPERATING TRANSFERS OUT | 0 | 0 | 2,414 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$1,617,690</u> | <u>\$1,807,186</u> | <u>\$1,958,892</u> | <u>\$1,866,389</u> | <u>\$1,772,794</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund GENERAL FUND 01
Department: CITY MANAGER 010
Program: CITY MANAGER 010

| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| SALARIES AND BENEFITS | 823,289 | 1,029,717 | 1,124,260 | 1,060,823 | 1,092,203 |
| SERVICES AND SUPPLIES | 61,542 | 63,461 | 10,605 | 68,554 | 68,554 |
| OTHER CHARGES | 12,034 | 12,242 | 16,088 | 19,510 | 15,220 |
| FIXED CHARGES | 109,960 | 107,654 | 108,134 | 132,790 | 133,523 |
| OPERATING TRANSFERS OUT | 0 | 0 | 2,414 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$1,006,825</u> | <u>\$1,213,074</u> | <u>\$1,261,501</u> | <u>\$1,281,677</u> | <u>\$1,309,500</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund GENERAL FUND 01
Department: CITY MANAGER 011
Program: COMMUNITY SERVICE CENTER 014

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| FROM OTHER AGENCIES | 136,571 | 174,105 | 140,668 | 164,505 | 164,505 |
| MISCELLANEOUS REVENUES | 5,668 | 0 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$142,239</u> | <u>\$174,105</u> | <u>\$140,668</u> | <u>\$164,505</u> | <u>\$164,505</u> |
| | | | | | |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 233,547 | 255,989 | 279,221 | 124,076 | 0 |
| SERVICES AND SUPPLIES | 111,179 | 95,806 | 144,208 | 170,688 | 170,688 |
| FIXED CHARGES | 47,843 | 48,575 | 48,776 | 52,222 | 52,498 |
| TOTAL EXPENDITURES | <u>\$392,569</u> | <u>\$400,370</u> | <u>\$472,205</u> | <u>\$346,986</u> | <u>\$223,186</u> |

| | | | |
|--|--------------------|-----------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | CITY MANAGER | 010 |
| | Program: | COMMUNITY ENGAGEMENT | 011 |

| REVENUES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Actual | Actual | Estimated | Approved | Approved |
| CHARGES AND FEES | 8,117 | 2,580 | 3,158 | 3,947 | 3,947 |
| MISCELLANEOUS REVENUES | 11 | 0 | 0 | 500 | 500 |
| TOTAL REVENUES | <u>\$8,128</u> | <u>\$2,580</u> | <u>\$3,158</u> | <u>\$4,447</u> | <u>\$4,447</u> |

| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 2,510 | 2,585 | 2,555 | 4,585 | 4,585 |
| SERVICES AND SUPPLIES | 143,675 | 117,098 | 147,705 | 157,260 | 158,484 |
| OTHER CHARGES | 68,802 | 71,202 | 72,038 | 75,882 | 77,040 |
| FIXED CHARGES | 3,307 | 2,859 | 2,887 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$218,294</u> | <u>\$193,744</u> | <u>\$225,185</u> | <u>\$237,727</u> | <u>\$240,109</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund **MUSSEL ROCK TRANSFER STAT** **45**
Department: **CITY MANAGER** **010**
Program: **COMMUNITY SUSTAINABILITY** **423**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| CHARGES AND FEES | 0 | 0 | 0 | 150,000 | 150,000 |
| TOTAL REVENUES | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$150,000</u> | <u>\$150,000</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 0 | 0 | 0 | 143,635 | 143,635 |
| SERVICES AND SUPPLIES | 0 | 0 | 0 | 6,260 | 6,260 |
| OTHER CHARGES | 0 | 0 | 0 | 105 | 105 |
| TOTAL EXPENDITURES | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$150,000</u> | <u>\$150,000</u> |

CITY MANAGER

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|--|--------------|----------------|----------------|----------------|----------------|
| City Manager's Office 01-010-010 | | | | | |
| City Manager | M500 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | M452 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Secretary | U047 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Executive Assistant | U035 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant | U028 | 2.00 | 2.00 | 1.00 | 1.00 |
| | | <u>6.00</u> | <u>6.00</u> | <u>5.00</u> | <u>5.00</u> |
| Community Service Center 01-011-014 | | | | | |
| Service Specialist I | U019 | 2.00 | 2.00 | - | - |
| Community Service Center Senior Office Asst | Z022 | 1.00 | 1.00 | - | - |
| | | <u>3.00</u> | <u>3.00</u> | <u>-</u> | <u>-</u> |
| Community Sustainability 45-010-423 | | | | | |
| Sustainability Coordinator / Senior Management Analyst | U074 | - | - | 1.00 | 1.00 |
| | | <u>9.00</u> | <u>9.00</u> | <u>6.00</u> | <u>6.00</u> |



City of Daly City

CITY TREASURER

Fiscal Years 2017 & 2018

**CITY
TREASURER**

LOCAL AGENCY
INVESTMENT FUND

SAVINGS & LOANS

BANKS

SAN MATEO COUNTY
INVESTMENT FUND

FEDERAL GOVERNMENT
OBLIGATIONS

CITY TREASURER

PROGRAM DESCRIPTION

The Office of the City Treasurer is responsible for the management of cash and investments for the City, the Redevelopment Agency and the Sanitation District, Trust and Agency Funds, and Public Facilities Financing Corporation.

The City Treasurer is an elected official and is responsible for investments made in compliance with State law and the City's Investment Policy, with the following objectives:

- 1) **Safety** – at no risk, at any time, to the City, Successor Agency to the former City of Daly City Redevelopment Agency, Sanitation District, Public Facilities Financing Corporation, and any trust that the City hold fiduciary responsibility.
- 2) **Liquidity** – availability of monies when needed.
- 3) **Yield** – maximum interest earnings without sacrifice of the first two objectives.

Investments include various short term government insured certificates of deposit, Federal Government Obligations, deposits in the State of California Local Agency Investment Fund and County of San Mateo Investment Pool.

Due to the City Treasurer's active involvement with the business community, the Office frequently assists the Business License Division in collection of its business license fees. The Treasurer works closely with the Finance Department in collecting delinquent accounts receivable. In addition, the Treasurer participates with the Daly City Chamber of Commerce in its many activities.

PROGRAM GOAL

To monitor financial trends to maximize investment income and to maintain adequate cash availability while ensuring that principal invested is protected from loss.

HIGHLIGHTS

With a portfolio of over \$100 million, the City of Daly City has realized an average current yield of 4% for the past year.

PROGRAM OBJECTIVES

- Investment of funds will be in compliance with governing positions of law and the City's Investment Policy.
- Maintain adequate cash availability while ensuring that principal invested is protected from loss.

| | | | |
|--|--------------------|-----------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | CITY TREASURER | 040 |
| | Program: | CITY TREASURER | 040 |

| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| SALARIES AND BENEFITS | 236,584 | 29,460 | 31,773 | 33,108 | 33,868 |
| SERVICES AND SUPPLIES | 1,139 | 66 | 262 | 300 | 200 |
| OTHER CHARGES | 2,158 | 4,442 | 1,100 | 3,925 | 3,419 |
| FIXED CHARGES | 6,543 | 6,032 | 6,072 | 6,970 | 7,031 |
| TOTAL EXPENDITURES | <u>\$246,424</u> | <u>\$40,000</u> | <u>\$39,207</u> | <u>\$44,303</u> | <u>\$44,518</u> |

CITY TREASURER

Full-Time Salaried Position Listing

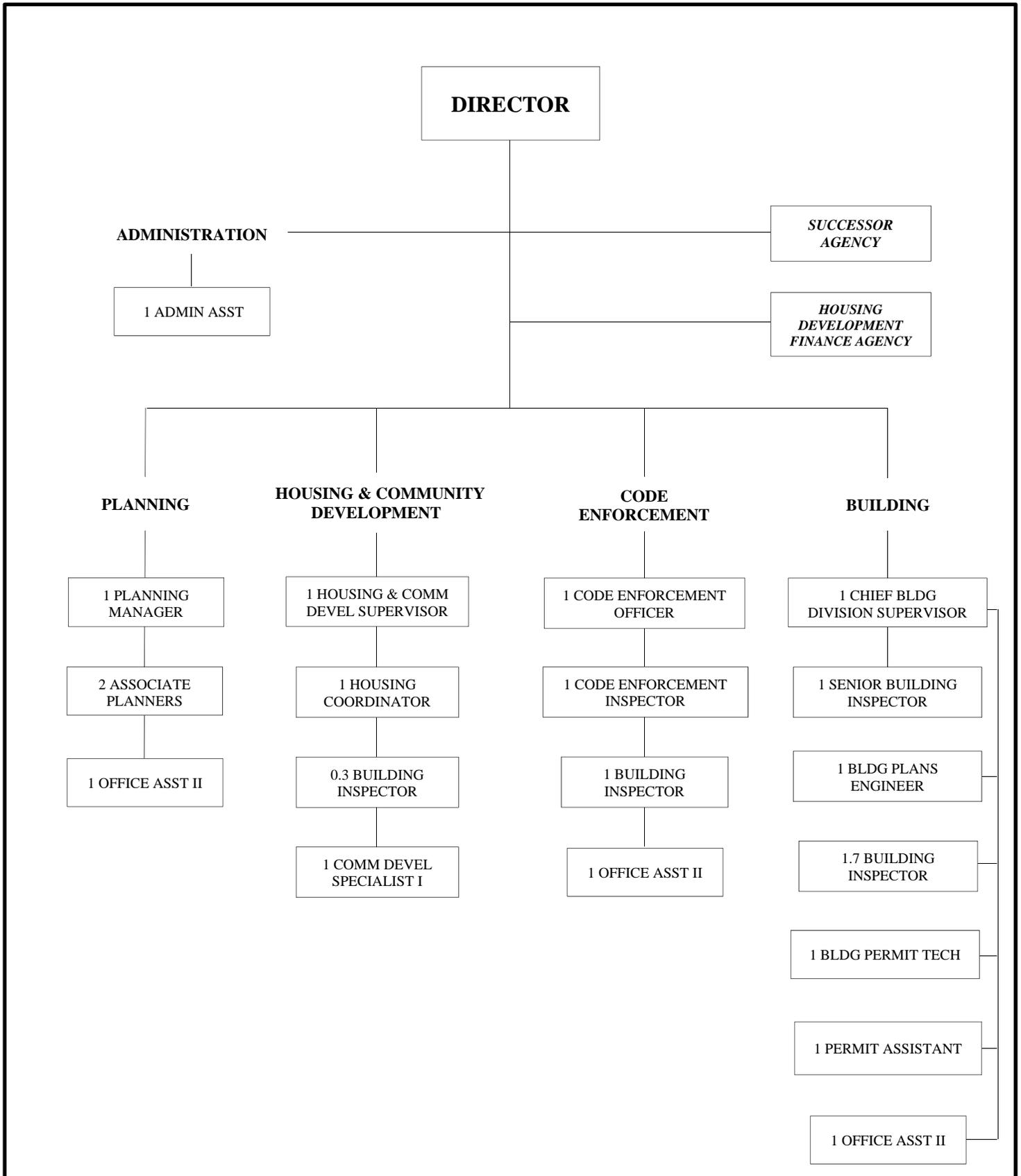
| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|-------------------|-------|---------|---------|---------|---------|
| 01-040-040 | Q900 | 0.18 | 0.18 | 0.18 | 0.18 |
| City Treasurer | | 0.18 | 0.18 | 0.18 | 0.18 |



City of Daly City

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

Fiscal Years 2017 & 2018



ECONOMIC AND COMMUNITY DEVELOPMENT

DEPARTMENT MISSION STATEMENT

To direct activities and programs that ensures orderly growth, responsive service, interdepartmental coordination, economic growth and fulfillment of the City's long-range objectives.

CORE SERVICES

Planning, Building & Code Enforcement

- Land use development review.
- Implementation of General Plan, Specific Plans, and design guidelines.
- Participation in regional and interagency planning activities (Grand Boulevard Initiative, Bi-County Transportation Study, etc.)
- Building plan review, permit issuance & construction inspection.
- Community code enforcement.
- Administrative support to the above services.

Economic Development

- Promote economic development, creation of new employment opportunities and enhance City revenue.
- Initiate and facilitate private development.
- Promote and implement neighborhood improvement strategies.
- Provide staff support to the Daly City Successor Agency.
- Manage City/Successor Agency real estate holdings.

Housing & Community Development

- Increase the extent of new affordable housing, and help maintain the existing affordable housing stock.
- Provide oversight to Community Development Block Grant (CDBG) funded non-profit organizations that help meet the basic needs of low income residents.
- Administer and ensure compliance with federal housing and community development programs, including the housing rehabilitation loan program.
- Provide staff support to the Daly City Housing Development Finance Agency.

SUPPORT FOR CITYWIDE PRIORITIES

Economic Development/Revenue Enhancement

- Effectively negotiate and manage City/Successor Agency-owned properties and leases.
- Publish quarterly updates of "Commercial Opportunities," a commercial property space listing and map on the City website.
- Provide business information services, technical assistance and organize educational workshops, networking events and counseling to small and micro-enterprise businesses.
- Promote public/private partnerships for priority development sites by aggressively marketing the properties.
- Implement economic development strategies that create jobs, expand the community's financial base, provide affordable housing and improve the quality of community life.
- Support appropriately-planned upgrades and expansions of Daly City shopping centers and commercial operations.

SUPPORT FOR CITYWIDE PRIORITIES (continued)

- Oversee the continued wind-down of the former Redevelopment Agency activities, including staff support to the Daly City Successor Agency.
- Aggressively pursue alternatives to traditional economic development methods and programs, including options for public-private partnerships, use of new regulatory tools, and other opportunities for provision of City assistance to support City economic development goals.

Civic Engagement

- Manage the Department's webpage to provide current, timely information to the public and development community.
- Continue implementation actions for use of Agenda Plus for Planning Commission meetings to increase public access to meeting notices, staff reports and on-line meeting video.
- Provide information and assistance to all members of the public through timely assistance at the front counter, phone, email and written correspondence.

Government Operations

- Monitor all underground fuel storage tanks for compliance with State regulations.
- Monitor tax-exempt bond-financed housing projects for compliance with Regulatory Agreements.
- Manage and coordinate the building permit and entitlement review processes to ensure compliance with City codes, and to expand interdepartmental collaboration.
- Adopt and update Building, Housing and Planning ordinances and codes to comply with State and Federal mandates.
- Administer the Construction and Demolition (C&D) Recycling Program in seeking to divert waste from landfills in compliance with State law.
- Continue to evaluate Code Enforcement programs and practices to increase efficiency and effectiveness in abating violations and public nuisances.

Community/Civic Support

- Foster small business development goals by collaborating with educational institutions and organizations, including the Colma-Daly City Chamber of Commerce.
- Distribute federal/state funding and available affordable housing monies to fund the construction of affordable housing; administer grants and loans that rehabilitate the existing stock of affordable housing; ensure existing affordable housing stays affordable; and continue to participate in regional efforts to coordinate and improve housing for low and moderate-income households.
- Provide CDBG funding to non-profit organizations that support public services such as childcare, health and other youth-oriented social services; and social service activities that benefit lower income households by leveraging federal/state entitlements.

ECONOMIC AND COMMUNITY DEVELOPMENT

SUPPORT FOR CITYWIDE PRIORITIES (continued)

Transportation / Traffic

- Participate in regional transportation planning efforts such as Daly City and Colma BART station area planning, Bi-County Transportation Study, the Grand Boulevard Initiative, and the City/Council Association of Governments (C/CAG) Technical Advisory Committee.

Land Use

- Implement the Daly City General Plan, adopted in March 2013, specific implementation actions anticipated include revising Zoning Ordinance sections, as specified in General Plan land use and housing elements.
- Implement the General Plan Housing Element, adopted in March 2015, in compliance with the State housing element law.
- Continue to implement existing specific plans, the Zoning Ordinance and the Municipal Code through the building permit, code enforcement and planning entitlement review processes.
- Implement the requirements of the C.3 Stormwater Municipal Regional Permit.
- Implement the Daly City Climate Action Plan through the General Plan Update and related City actions.
- Participate in regional planning efforts that assist in developing regulations in response to State mandates and programs such as the Bay Area Sustainable Communities Strategy, Bay Area Stormwater Management Agencies Association, Bay Area Water Supply and Conservation Agency, and the San Mateo countywide Water Pollution Prevention Program.

BIENNIAL BUDGET OUTCOMES

Planning, Building & Code Enforcement

- Improved customer service through enhanced permit and application submittal and processing programs, and emphasis on prompt and accurate responses to public requests for information.
- A turnaround time of ten working days for initially-submitted building permit plans, five working days for resubmitted plans, and next-day response on construction inspection requests.
- Web page development by providing information regarding the public services that we provide utilizing the new Content Management Software.
- A report on the effectiveness of the Construction and Demolition (C&D) Recycling Program in diverting waste from landfill to comply with State law.
- An automated Residential Requirements Report (3R) process, significantly reducing Report turnaround timelines.
- Continued development of the Planning Agenda and Minutes Plus system for setting agendas and preparation of meeting minutes.
- Completion and implementation of upgraded EnerGov project and permit tracking systems.

BIENNIAL BUDGET OUTCOMES (continued)

- Fee updates to better reflect City staffing cost recovery opportunities for Planning, Code Enforcement and Building project work.
- Reduce the number of days per year where next-day building inspections cannot be accommodated.
- Implementation of streamlined storm water treatment plan check process.
- Implementation of property maintenance agreement requirement for all new non-residential development, ensuring long-term site and landscape maintenance.
- In collaboration with the City Traffic Engineer and in compliance with CEQA Guidelines, develop criteria for traffic study preparation to increase certainty as to when traffic studies are required, what the traffic study scope shall be, and traffic methodologies shall be employed to evaluate traffic impacts.
- In collaboration with the Public Works and Finance Departments, begin work to update the City's AB1600 fee program.
- In collaboration with the Public Works and Finance Departments, identify lot merger incentives to include in the Zoning Ordinance that would encourage private parcel assemblage.
- New strategies for analyzing traffic impacts developed in collaboration with the Public Works Department, including implementation of General Plan Update traffic goals and policies.
- Revisions to the Zoning Ordinance, in compliance with General Plan land use and housing elements.
- Assistance in the establishment of a Capital Improvement Program for major planned public infrastructure upgrades and new construction.

Economic Development

- Assistance to property owners and developers interested in sites in Daly City, including commercial properties in the Bayshore area, lands in the Cow Palace area, and numerous properties along Mission Street.
- Oversee the operation of the Renaissance Entrepreneurship program, focused on training and support of new Daly City businesses.
- Provide staff support to the Successor Agency as the wind-down of former Redevelopment Agency activities continues. This shall include property management services for the Successor Agency-owned properties and related staff-support actions.
- Develop and support new partnerships with outside organizations (e.g., SBA, community colleges, etc.) to offer assistance to local businesses.
- Explore creation of an overall Economic Development Strategy for the City that addresses both short- and long-term City economic development goals.

Housing & Community Development

- The creation of additional rental and ownership housing for low- and moderate-income households through partnerships with non-profit housing development organizations and the implementation of the City's Inclusionary Housing Ordinance.
- Adoption of a new Affordable Housing Ordinance.

ECONOMIC AND COMMUNITY DEVELOPMENT

BIENNIAL BUDGET OUTCOMES (continued)

- CDBG funding for the development of educational materials to increase community outreach and investigation of housing discrimination cases via non-profit organizations in support of fair housing practices.
- Funding, assistance, and monitoring of CDBG sub-recipients who provide a variety of public services to low-income Daly City residents in the areas of food, shelter, legal services, health care, child care, youth services, family crisis intervention, literacy, and job training.
- Expanded marketing of Housing Rehabilitation programs informing homeowners about loan and grant programs and assistance to homeowners with inspections, cost estimates, the bidding process, job quality control, and payment processing.
- Provide staff support to the Daly City Housing Development Finance Agency, including management of Agency assets.
- Preserve existing affordable housing stock through compliance monitoring, housing rehabilitation, and oversight of resale and leasing practices.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- Fund a full-time Administrative Assistant to provide support for the Director and the Housing Division. The position was funded at half time in the previous biennial budget.
- Add an Associate Planner to support Planning Division activities.

CITY OF DALY CITY

PERFORMANCE MEASURES

| Measure | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|-------------------|-------------------|-------------------|-------------------|
| <u>Building</u> Percent of plan checks completed within 10 days | 90% | 88% | 90% | 90% |
| <u>Building</u> Reduce the number of days per year where next-day inspections cannot be accommodated | 3% | 3% | 3% | 3% |
| <u>Planning</u> review of Building Permit plan checks within 5 working days | 85% | 85% | 90% | 90% |
| <u>Planning</u> compliance with 30-day entitlement application completeness reviews | 90% | 95% | 100% target | 100% target |
| <u>Code Enforcement</u> seeks voluntary compliance on a minimum 25% of violations within two months of violation confirmation and 50% compliance within six months | 21% (2 months) | 14% (2 months) | 15% (2 months) | 25% (2 months) |
| | 62% (6 months) | 52% (6 months) | 50% (6 months) | 50% (6 months) |
| <u>Housing</u> to take action on completed housing rehabilitation loan applications within 15 business days of receipt | 75% | 75% | 75% | 75% |
| <u>Economic Development</u> Number of people served by small business and microenterprise entrepreneur training program | 48 | 50 | 50 | 50 |
| <u>Economic Development</u> Creation of additional tools and services provided each calendar year to stimulate economic development | 0 | 1 | 2 | 2 |

CITY OF DALY CITY**Department Summary****2016-17/2017-18****ECONOMIC & COMMUNITY DEVELOPMENT**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|
| LICENSES AND PERMITS | 1,404,427 | 2,324,002 | 1,777,856 | 1,484,841 | 1,896,837 |
| RENTS AND INTEREST | 119,320 | 85,891 | 106,592 | 60,642 | 48,540 |
| FROM OTHER AGENCIES | 1,455,841 | 8,257,662 | 1,618,812 | 1,496,718 | 1,504,882 |
| CHARGES AND FEES | 491,954 | 1,270,936 | 2,717,051 | 3,973,969 | 430,515 |
| MISCELLANEOUS REVENUES | 428,343 | 1,575,536 | 419,013 | 312,850 | 312,850 |
| TOTAL REVENUES | <u>\$3,899,885</u> | <u>\$13,514,027</u> | <u>\$6,639,324</u> | <u>\$7,329,020</u> | <u>\$4,193,624</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 2,565,018 | 2,427,807 | 2,614,063 | 3,061,140 | 3,139,205 |
| SERVICES AND SUPPLIES | 863,028 | 1,018,850 | 840,009 | 763,214 | 609,291 |
| OTHER CHARGES | 304,449 | 10,362,458 | 733,656 | 6,481,097 | 487,666 |
| FIXED CHARGES | 462,150 | 469,642 | 472,606 | 520,073 | 523,714 |
| CAPITAL OUTLAY | 937 | 0 | 0 | 0 | 0 |
| DEBT SERVICE | 425,059 | 506,206 | 315,870 | 347,356 | 336,672 |
| TOTAL EXPENDITURES | <u>\$4,620,641</u> | <u>\$14,784,963</u> | <u>\$4,976,204</u> | <u>\$11,172,880</u> | <u>\$5,096,548</u> |

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | ECONOMIC & COMMUNITY DEVE | 300 |
| | Program: | ECD ADMINISTRATION | 300 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|-------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 240 | 2,140 | 240 | 240 | 240 |
| CHARGES AND FEES | 43,333 | 43,333 | 43,333 | 43,333 | 43,333 |
| MISCELLANEOUS REVENUES | 0 | 2,000 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$43,573</u> | <u>\$47,473</u> | <u>\$43,573</u> | <u>\$43,573</u> | <u>\$43,573</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 299,385 | 194,331 | 179,963 | 258,941 | 267,755 |
| SERVICES AND SUPPLIES | 3,649 | 3,163 | 6,888 | 6,500 | 6,500 |
| OTHER CHARGES | 1,860 | 168 | 907 | 900 | 900 |
| FIXED CHARGES | 96,921 | 98,964 | 99,600 | 109,825 | 110,775 |
| TOTAL EXPENDITURES | <u>\$401,815</u> | <u>\$296,626</u> | <u>\$287,358</u> | <u>\$376,166</u> | <u>\$385,930</u> |

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | ECONOMIC & COMMUNITY DEVE | 301 |
| | Program: | PLANNING & ZONING | 302 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| LICENSES AND PERMITS | 104,032 | 142,228 | 145,657 | 274,784 | 333,060 |
| CHARGES AND FEES | 391,833 | 794,004 | 552,161 | 443,065 | 341,063 |
| TOTAL REVENUES | <u>\$495,865</u> | <u>\$936,232</u> | <u>\$697,818</u> | <u>\$717,849</u> | <u>\$674,123</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 437,831 | 411,047 | 478,306 | 627,186 | 644,837 |
| SERVICES AND SUPPLIES | 186,292 | 125,899 | 65,410 | 31,100 | 31,100 |
| OTHER CHARGES | 3,711 | 1,562 | 8,000 | 6,218 | 12,093 |
| FIXED CHARGES | 95,647 | 97,614 | 98,286 | 111,566 | 113,116 |
| TOTAL EXPENDITURES | <u>\$723,481</u> | <u>\$636,122</u> | <u>\$650,002</u> | <u>\$776,070</u> | <u>\$801,146</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund GENERAL FUND **01**
Department: ECONOMIC & COMMUNITY DEVE **300**
Program: BUILDING **340**

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| LICENSES AND PERMITS | 1,151,308 | 1,898,767 | 1,473,789 | 1,041,647 | 1,403,777 |
| CHARGES AND FEES | 56,788 | 82,199 | 65,983 | 46,119 | 46,119 |
| MISCELLANEOUS REVENUES | 285,033 | 320,859 | 300,000 | 250,000 | 250,000 |
| TOTAL REVENUES | <u>\$1,493,129</u> | <u>\$2,301,825</u> | <u>\$1,839,772</u> | <u>\$1,337,766</u> | <u>\$1,699,896</u> |
| | | | | | |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 999,765 | 899,531 | 988,444 | 1,134,184 | 1,158,829 |
| SERVICES AND SUPPLIES | 97,466 | 278,071 | 290,211 | 105,824 | 105,474 |
| OTHER CHARGES | 14,698 | 8,356 | 12,050 | 12,050 | 11,910 |
| FIXED CHARGES | 219,485 | 222,861 | 224,529 | 242,239 | 245,575 |
| TOTAL EXPENDITURES | <u>\$1,331,414</u> | <u>\$1,408,819</u> | <u>\$1,515,234</u> | <u>\$1,494,297</u> | <u>\$1,521,788</u> |

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | ECONOMIC & COMMUNITY DEVE | 300 |
| | Program: | CODE ENFORCEMENT | 341 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| LICENSES AND PERMITS | 141,079 | 274,597 | 150,000 | 160,000 | 160,000 |
| MISCELLANEOUS REVENUES | 12,316 | 9,768 | 10,000 | 0 | 0 |
| TOTAL REVENUES | <u>\$153,395</u> | <u>\$284,366</u> | <u>\$160,000</u> | <u>\$160,000</u> | <u>\$160,000</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 392,730 | 477,813 | 498,631 | 511,155 | 526,599 |
| SERVICES AND SUPPLIES | 10,524 | 12,944 | 11,579 | 22,547 | 22,887 |
| OTHER CHARGES | 2,116 | 562 | 3,692 | 5,473 | 5,133 |
| FIXED CHARGES | 46,508 | 46,391 | 46,696 | 45,456 | 45,960 |
| TOTAL EXPENDITURES | <u>\$451,878</u> | <u>\$537,710</u> | <u>\$560,598</u> | <u>\$584,631</u> | <u>\$600,579</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|--------------------------------------|------------|
| Fund | GENERAL FUND | 01 |
| Department: | ECONOMIC & COMMUNITY DEVE | 300 |
| Program: | RDA SUCCESSOR AGENCY | 403 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|------------------------------|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| FROM OTHER AGENCIES | 0 | 0 | 129,420 | 125,000 | 125,000 |
| TOTAL REVENUES | <u>\$0</u> | <u>\$0</u> | <u>\$129,420</u> | <u>\$125,000</u> | <u>\$125,000</u> |
| | | | | | |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SERVICES AND SUPPLIES | 8,656 | 21,185 | 91,397 | 125,000 | 125,000 |
| TOTAL EXPENDITURES | <u>\$8,656</u> | <u>\$21,185</u> | <u>\$91,397</u> | <u>\$125,000</u> | <u>\$125,000</u> |

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | COMMUNITY BLOCK GRANT | 18 |
| | Department: | ECONOMIC & COMMUNITY DEVE | 305 |
| | Program: | BLOCK GRANT ADMIN | 305 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|-------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| FROM OTHER AGENCIES | 597,478 | 624,569 | 558,709 | 597,008 | 605,172 |
| MISCELLANEOUS REVENUES | 128,045 | 225,425 | 106,163 | 60,000 | 60,000 |
| TOTAL REVENUES | <u>\$725,523</u> | <u>\$849,994</u> | <u>\$664,872</u> | <u>\$657,008</u> | <u>\$665,172</u> |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 162,648 | 181,955 | 189,072 | 180,752 | 184,628 |
| SERVICES AND SUPPLIES | 163,424 | 177,906 | 192,500 | 173,350 | 173,350 |
| OTHER CHARGES | 935 | 1,147 | 2,700 | 4,200 | 4,200 |
| DEBT SERVICE | 397,919 | 479,066 | 288,730 | 320,216 | 336,672 |
| CAPITAL OUTLAY | 597 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$725,523</u> | <u>\$840,074</u> | <u>\$673,002</u> | <u>\$678,518</u> | <u>\$698,850</u> |

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | COMMUNITY BLOCK GRANT | 18 |
| | Department: | ECONOMIC & COMMUNITY DEVE | 305 |
| | Program: | RESIDENTIAL REHAB | 303 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| FROM OTHER AGENCIES | 483,168 | 343,284 | 578,566 | 428,566 | 428,566 |
| TOTAL REVENUES | <u>\$483,168</u> | <u>\$343,284</u> | <u>\$578,566</u> | <u>\$428,566</u> | <u>\$428,566</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 192,108 | 194,840 | 207,060 | 221,115 | 226,026 |
| SERVICES AND SUPPLIES | 9,591 | 7,534 | 12,500 | 13,400 | 13,400 |
| OTHER CHARGES | 281,130 | 140,910 | 405,749 | 229,250 | 228,850 |
| FIXED CHARGES | 0 | 0 | 0 | 6,605 | 6,605 |
| CAPITAL OUTLAY | 340 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$483,169</u> | <u>\$343,284</u> | <u>\$625,309</u> | <u>\$470,370</u> | <u>\$474,881</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|--|------------|
| Fund | COMMUNITY BLOCK GRANT | 18 |
| Department: | ECONOMIC & COMMUNITY DEVE | 305 |
| Program: | ECONOMIC & ENTERPRISE DEVELOP | 309 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|------------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| FROM OTHER AGENCIES | 102,200 | 91,571 | 96,833 | 98,000 | 98,000 |
| TOTAL REVENUES | <u>\$102,200</u> | <u>\$91,571</u> | <u>\$96,833</u> | <u>\$98,000</u> | <u>\$98,000</u> |
| | | | | | |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 23,670 | 16,330 | 17,164 | 18,389 | 18,785 |
| SERVICES AND SUPPLIES | 78,529 | 75,241 | 77,493 | 76,810 | 76,810 |
| OTHER CHARGES | 0 | 0 | 700 | 1,250 | 1,250 |
| TOTAL EXPENDITURES | <u>\$102,199</u> | <u>\$91,571</u> | <u>\$95,357</u> | <u>\$96,449</u> | <u>\$96,845</u> |

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GRANTS | 28 |
| | Department: | ECONOMIC & COMMUNITY DEVE | 305 |
| | Program: | HOME PROGRAM ADMIN | 345 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 403 | 449 | 200 | 100 | 0 |
| FROM OTHER AGENCIES | 22,996 | 1,165,156 | 255,284 | 248,144 | 248,144 |
| TOTAL REVENUES | <u>\$23,399</u> | <u>\$1,165,605</u> | <u>\$255,484</u> | <u>\$248,244</u> | <u>\$248,144</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 21,393 | 22,830 | 24,083 | 23,270 | 23,770 |
| SERVICES AND SUPPLIES | 1,603 | 2,856 | 3,294 | 1,544 | 1,044 |
| OTHER CHARGES | 0 | 1,139,471 | 289,858 | 223,330 | 223,330 |
| TOTAL EXPENDITURES | <u>\$22,996</u> | <u>\$1,165,157</u> | <u>\$317,235</u> | <u>\$248,144</u> | <u>\$248,144</u> |

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | HOUSING FINANCE AGENCY | 12 |
| | Department: | ECONOMIC & COMMUNITY DEVE | 996 |
| | Program: | HOUSING FINANCE AGENCY | 410 |

| REVENUES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|-------------------------------|------------------------|---------------------------|---------------------------|---------------------------|-------------------------|
| | Actual | Actual | Estimated | Approved | Approved |
| RENTS AND INTEREST | 54,400 | 23,000 | 45,850 | 0 | 0 |
| CHARGES AND FEES | 0 | 351,400 | 2,055,574 | 3,441,452 | 0 |
| MISCELLANEOUS REVENUES | 2,850 | 1,017,433 | 2,850 | 2,850 | 2,850 |
| TOTAL REVENUES | <u>\$57,250</u> | <u>\$1,391,833</u> | <u>\$2,104,274</u> | <u>\$3,444,302</u> | <u>\$2,850</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 35,486 | 29,131 | 31,337 | 86,148 | 87,978 |
| SERVICES AND SUPPLIES | 7,514 | 5,411 | 20,083 | 35,000 | 35,000 |
| OTHER CHARGES | 0 | 3,320,284 | 10,000 | 5,998,426 | 0 |
| TOTAL EXPENDITURES | <u>\$43,000</u> | <u>\$3,354,826</u> | <u>\$61,420</u> | <u>\$6,119,574</u> | <u>\$122,978</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|---------------------------------------|------------|
| Fund | JS/MISSION RDA ADMIN | 91 |
| Department: | ECONOMIC & COMMUNITY DEVE | 400 |
| Program: | MISSION/JS REDEVELOPMENT ADMIN | 400 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|------------------------|------------------------|------------------------|-------------------------|-------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| LICENSES AND PERMITS | 8,010 | 8,410 | 8,410 | 8,410 | 0 |
| RENTS AND INTEREST | 16,002 | 12,002 | 12,002 | 12,002 | 0 |
| TOTAL REVENUES | <u>\$24,012</u> | <u>\$20,412</u> | <u>\$20,412</u> | <u>\$20,412</u> | <u>\$0</u> |
| | | | | | |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SERVICES AND SUPPLIES | 28,726 | 43,556 | 48,500 | 104,500 | 0 |
| FIXED CHARGES | 2,388 | 2,538 | 2,327 | 2,919 | 0 |
| TOTAL EXPENDITURES | <u>\$31,114</u> | <u>\$46,094</u> | <u>\$50,827</u> | <u>\$107,419</u> | <u>\$0</u> |

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | BAYSHORE RDA ADMIN | 96 |
| | Department: | ECONOMIC & COMMUNITY DEVE | 400 |
| | Program: | BAYSHORE REDEVELOPMENT ADMIN | 406 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|-------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 48,275 | 48,300 | 48,300 | 48,300 | 48,300 |
| MISCELLANEOUS REVENUES | 100 | 50 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$48,375</u> | <u>\$48,350</u> | <u>\$48,300</u> | <u>\$48,300</u> | <u>\$48,300</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SERVICES AND SUPPLIES | 17,056 | 15,084 | 20,154 | 67,639 | 18,726 |
| FIXED CHARGES | 1,200 | 1,271 | 1,165 | 1,462 | 1,681 |
| DEBT SERVICE | 27,140 | 27,140 | 27,140 | 27,140 | 0 |
| TOTAL EXPENDITURES | <u>\$45,396</u> | <u>\$43,495</u> | <u>\$48,459</u> | <u>\$96,241</u> | <u>\$20,407</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|---------------------------------------|------------|
| Fund | RDA OBLIGATION RETIREMENT | 95 |
| Department: | ECONOMIC & COMMUNITY DEVE | 400 |
| Program: | RDA OBLIGATION RETIREMENT FUND | 415 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|------------------------------|-------------------------|---------------------------|-------------------|-------------------|-------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| FROM OTHER AGENCIES | 250,000 | 6,033,081 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$250,000</u> | <u>\$6,033,081</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| | | | | | |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SERVICES AND SUPPLIES | 250,000 | 250,000 | 0 | 0 | 0 |
| OTHER CHARGES | 0 | 5,750,000 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$250,000</u> | <u>\$6,000,000</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |

ECONOMIC & COMMUNITY DEVELOPMENT Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|---|-------|---------|---------|---------|---------|
| ECD Admin 01-300-300 | | | | | |
| Director of ECD | M440 | 0.55 | 0.55 | 0.55 | 0.55 |
| Administrative Assistant I | U040 | - | - | 0.75 | 0.75 |
| Administrative Assistant | U038 | 0.50 | 0.50 | - | - |
| | | 1.05 | 1.05 | 1.30 | 1.30 |
| Building 01-300-340 | | | | | |
| Director of ECD | M440 | 0.10 | 0.10 | 0.10 | 0.10 |
| Chief Building Division Supervisor | U092 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Plans Engineer | U082 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Building Inspector | X067 | - | - | 1.00 | 1.00 |
| Building Inspector | X051 | 1.70 | 1.70 | 1.70 | 1.70 |
| Building Permit Technician | X033 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Development Assistant | Z030 | 1.00 | 1.00 | - | - |
| Permit Assistant | Z030 | - | - | 1.00 | 1.00 |
| Office Assistant II | X022 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | 6.80 | 6.80 | 7.80 | 7.80 |
| Code Enforcement 01-300-341 | | | | | |
| Director of ECD | M440 | 0.10 | 0.10 | 0.10 | 0.10 |
| Code Enforcement Officer | U055 | 1.00 | 1.00 | 1.00 | 1.00 |
| Code Enforcement Inspector | U043 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Inspector | X051 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant III | Z026 | 1.00 | 1.00 | - | - |
| Office Assistant II | Z022 | - | - | 1.00 | 1.00 |
| | | 4.10 | 4.10 | 4.10 | 4.10 |
| Planning 01-301-302 | | | | | |
| Director of ECD | M440 | 0.25 | 0.25 | 0.25 | 0.25 |
| Planning Manager | U097 | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Planner | E060 | 1.00 | 1.00 | 2.00 | 2.00 |
| Office Assistant II | Z022 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | 3.25 | 3.25 | 4.25 | 4.25 |
| Housing Agency 12-996-410 | | | | | |
| Housing & Comm Develop Supervisor | U085 | 0.05 | 0.05 | - | - |
| Housing Coordinator | E060 | 0.16 | 0.16 | - | - |
| Administrative Assistant I | U040 | - | - | - | - |
| | | 0.21 | 0.21 | - | - |
| Housing Agency 12-996-414 | | | | | |
| Housing & Comm Develop Supervisor | U085 | - | - | 0.04 | 0.04 |
| Housing Coordinator | E060 | - | - | 0.34 | 0.34 |
| Administrative Assistant I | U040 | - | - | 0.25 | 0.25 |
| | | - | - | 0.63 | 0.63 |
| Residential Rehab 18-305-303 | | | | | |
| Housing & Comm Develop Supervisor | U085 | 0.27 | 0.27 | 0.27 | 0.27 |
| Building Inspector | X051 | 0.30 | 0.30 | 0.30 | 0.30 |
| Community Development Specialist I | E043 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | 1.57 | 1.57 | 1.57 | 1.57 |
| Block Grant 18-305-305 | | | | | |
| Housing & Comm Develop Supervisor | U085 | 0.55 | 0.55 | 0.55 | 0.55 |
| Housing Coordinator | E060 | 0.70 | 0.70 | 0.55 | 0.55 |
| | | 1.25 | 1.25 | 1.10 | 1.10 |
| Enterprise Development Center 18-305-309 | | | | | |
| Housing & Comm Develop Supervisor | U014 | 0.10 | 0.10 | 0.10 | 0.10 |

ECONOMIC & COMMUNITY DEVELOPMENT Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|-----------------------------------|-------|---------|---------|---------|---------|
| Home Program 28-305-345 | | | | | |
| Housing & Comm Develop Supervisor | U085 | 0.03 | 0.03 | 0.04 | 0.04 |
| Housing Coordinator | E060 | 0.14 | 0.14 | 0.11 | 0.11 |
| | | 0.17 | 0.17 | 0.15 | 0.15 |
| | | 18.50 | 18.50 | 21.00 | 21.00 |





City of Daly City

FINANCE & ADMINISTRATIVE SERVICES

Fiscal Years 2017 & 2018

DIRECTOR

ADMINISTRATIVE DIVISION

1 DEPUTY DIRECTOR OF FINANCE

BUDGET

1 SENIOR MGMT ANALYST

0.2 ADMIN ASSISTANT I

RISK MANAGEMENT

0.8 ADMIN ASSISTANT I

PAYROLL

0.82 PAYROLL SUPERVISOR

1 ACCOUNT CLERK II

1 ACCOUNT CLERK I

ACCOUNTING DIVISION

1 FINANCIAL SVCS MANAGER

1 ACCOUNTANT

1 SR. ACCTG. TECHNICIAN

2 ACCOUNT CLERKS III

4 ACCOUNT CLERKS II

UTILITY BILLING DIVISION

1 UTILITY BILLING SUPERVISOR

1 LEAD METER READER

1 METER READER

3 ACCOUNT CLERKS II

1 CASHIER

INFORMATION SERVICES DIVISION

(INCLUDING PBX)

1 INFORMATION SERVICES MANAGER

1 I.S. ADMINISTRATOR

OPERATIONS

1 SR. NETWORK ADMINISTRATOR

2 NETWORK ADMINISTRATORS

1 SYSTEMS ANALYST

2 PROGRAM ANALYSTS

CUSTOMER SUPPORT

3 PC/LAN TECHNICIANS

FINANCE AND ADMINISTRATIVE SERVICES

DEPARTMENT MISSION STATEMENT

Finance and Administrative Services Department is committed to providing accurate and timely financial information; delivering high quality and reliable information technology services; safeguarding City's assets; and providing excellent service to customers. We take pride in our work and are accountable and trusted to carry out our responsibilities with honesty and integrity.

CORE SERVICES

The Department of Finance and Administrative Services is responsible for facilitating the planning, organization, implementation, control, coordination, and direction of the financial policies and programs of the City, as established by the City Council and City Manager. The Department provides the financial analysis and forecasting for and manages the development process of the operating budget every two years, works closely with the Public Works Department to develop the capital budget every two years, and prepares the City's Comprehensive Annual Financial Report. Other core services include:

Accounting

Accounts for all City financial transactions, monitors budget performance, provides financial reports to City departments and management, and enforces the City's Business License ordinance to ensure complete collection of Business License revenues. Monitors compliance with the City's Purchasing Ordinance.

Budget Office

Provides financial, analytical, budget and strategic support services for the Department and the organization. Oversees budget preparation and review for the city.

Central Services

Provides Mail/Messenger Service, providing for citywide pick-up and delivery of interoffice and U.S. Mail, and collection for the City's 512 Parking Meters.

Information Services

Supports and manages the City's information technology, administering all aspects of the City's data and voice networks. Provides support to a user community consisting of all City employees and Library and Recreation patrons, with over 500 PC workstations and printers, 44 servers and specialized software applications for Police, Fire, Finance, Library & Recreation and Public Works, and other systems used by all City departments.

Payroll

Processes payroll and issues paychecks, primarily by automatic deposit, for all City employees.

Risk Management

Oversees the City's self-insurance program which provides funding to pay Workers' Compensation, General Liability and unemployment claims. Arranges for financing of other risks including purchased property, excess liability, excess Workers' Compensation and specialty insurance; handles liability claims in coordination with the City's third party claims administrator; works with Human Resources in their oversight of Workers' Compensation claims; and coordinates funding in the event of a disaster or local emergency.

CORE SERVICES (continued)

Utility Billing

Reads water meters and provides timely and accurate utility bills to all water customers of the City of Daly City, sewer customers within the North San Mateo County Sanitation District, and garbage customers within Daly City and Broadmoor.

SUPPORT FOR CITYWIDE PRIORITIES

Finance/Administration/Accounting supports citywide priorities by:

Economic Development and Revenue Enhancement

- Monitoring financial activities of the City and providing accurate and timely financial management reports that facilitate proper stewardship of resources by City departments.
- Acting as a resource to the City Council and City management in the City’s financial affairs, helping to insure that the City’s fiscal sustainability policies are followed.
- Providing guidance and leadership to the department’s many functional areas in order to leverage technology, people and resources to expand the efficiency and effectiveness of all City departments.

Central Services supports the citywide priorities by:

Economic Development and Revenue Enhancement

- Ensuring that City parking meters generate revenue to support their collection and maintenance and provide funding for City activities. By keeping the meters properly maintained we help create available on-street parking with adequate turnover for residents and business patrons.

Risk Management supports citywide priorities by:

Economic Development and Revenue Enhancement

- Helping other City departments to minimize claim costs, increase productivity and protect City assets. When these efforts are successful, more valuable City resources are available to those departments to pursue the City-wide priorities established by the City Council.

Information Services supports citywide priorities by:

Economic Development and Revenue Enhancement

- Ensuring maximum performance of technology systems, allowing City departments to effectively focus on community building and communication.
- Promptly responding to and resolving technology issues so City employees may best utilize technology to improve government operations and better serve the community.
- Investing in and managing current industry-standard technology tools for all City departments with emphasis on environmental efficiency and energy conservation.

FINANCE AND ADMINISTRATIVE SERVICES

SUPPORT FOR CITYWIDE PRIORITIES (continued)

Utility Billing supports the citywide priorities as follows:

Economic Development and Revenue Enhancement

- Performing accurate and timely reading and billing of utility services.
- Where financially practical, employing the latest meter reading technologies and practices.

Community and Civic Support

- Exploring new and more efficient ways to make bill paying easier for Daly City residents by using the latest technology.
- Developing environmental options that will result in a more paperless billing process.
- Promoting regular use of bulletin board space on water and garbage bills to enhance public awareness of community events and information.

BIENNIAL BUDGET OUTCOMES

Finance and Administrative Services will strive to continue to provide all of the above services during the next two years with minimal staffing and by employing maximum efficiencies.

- Accounting will prepare Comprehensive Annual Financial Reports and Biennial Operating Budgets which meet the Government Finance Officers Association standards for excellence, facilitate continued review of City fees and charges to achieve a higher level of cost recovery, provide fair and consistent enforcement of the City's business license ordinance.
- Accounting will ensure that purchase requisitions are processed in three days and will continue to streamline workflow for purchase requisitions and procurement of goods and services by leveraging the capabilities of the City's automated purchasing system and will monitor compliance with the City's Purchasing Ordinance.
- Central Services will strive to process all outgoing U.S. Mail on the same day as received.
- Information Services will continually provide expert service to customer departments by efficiently and accurately managing the City's technology systems and by promptly responding to requests for service, striving to maintain a Network Uptime of no less than 99.5% and keeping Customer Support appointments on time 99% of the time.
- Utility Billing will strive to issue bills within 7 days of meter reading and honor utility customer contact calls at scheduled times and will maintain a 58 to 62 day sewer billing period. Electronic Customer payment methods will be encouraged and promoted.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

The Information Services Division (ISD) is reorganized into two sections: **ISD Operations** and **Customer Support**. **ISD Operations** is responsible for system architecture, application configuration, workflow development and custom report writing. In addition, ISD Operations supports and maintains various programs used by City departments, such as IFAS Finance/HR/Payroll system and EnerGov Land Management, Cashiering, Business License system. **Customer Support** provides “Help Desk” support for all City employees. Other technical support includes voice and data communications, computer network, and all peripheral equipment.

Following the retirement of Accounting Services Manager and Utility Billing Supervisor in 2015, Finance staff is being cross trained on various functional areas to improve efficiency and allow for staffing adjustments to address fluctuations in workload.

PERFORMANCE MEASURES

Administrative Performance Measures

| Measure | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|--|-------------|---------------|----------------|----------------|
| Publish Comprehensive Annual Financial Report within six months after the fiscal year-end closing on June 30th | 100% | 100% | 100% | 100% |
| Publish Biennial Operating Budget within 90 days after the budget was adopted by the City Council | 100% | N/A | 100% | N/A |
| Process purchase requisitions in three days | 99% | 99% | 99% | 99% |

Utility Billing Performance Measures

| Measure | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|-------------|---------------|----------------|----------------|
| Billing done within 7 days of meter reading | 99% | 99% | 99% | 99% |
| Customer contact calls kept at scheduled time | 99% | 99% | 100% | 100% |
| Customer payments made electronically | 15% | 30% | 35% | 40% |

Information Services Performance Measures

| Measure | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|------------------------------------|-------------|---------------|----------------|----------------|
| Network uptime | 99.7% | 99.7% | 99.7% | 99.7% |
| Customer support response time | 1.4 hours | 1.4 hours | 1.4 hours | 1.4 hours |
| Number of PC workstations replaced | 20 | 25 | 80 | 80 |

FINANCE AND ADMINISTRATIVE SERVICES

PERFORMANCE MEASURES (continued)

Risk Management Performance Measures

| Measure | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|----------------|------------------|-------------------|-------------------|
| Process liability claims filed within 12 working days | 90% | 90% | 95% | 95% |

Central Services Performance Measures

| Measure | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|--|----------------|------------------|-------------------|-------------------|
| Process all outgoing U.S. Mail on the same day as received | 99% | 99% | 99% | 99% |

CITY OF DALY CITY**Department Summary****2016-17/2017-18****FINANCE**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| RENTS AND INTEREST | 105,277 | 46,901 | 41,500 | 52,000 | 52,000 |
| CHARGES AND FEES | 4,173,823 | 4,486,656 | 4,336,006 | 4,566,181 | 4,782,908 |
| MISCELLANEOUS REVENUES | 119,711 | 107,170 | 96,862 | 88,650 | 88,650 |
| OPERATING TRANSFERS IN | 205,669 | 137,165 | 98,523 | 317,360 | 43,086 |
| TOTAL REVENUES | <u>\$4,604,480</u> | <u>\$4,777,892</u> | <u>\$4,572,891</u> | <u>\$5,024,191</u> | <u>\$4,966,644</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 4,111,689 | 4,292,949 | 4,189,470 | 4,713,319 | 4,824,376 |
| SERVICES AND SUPPLIES | 946,427 | 1,016,477 | 1,145,247 | 1,419,725 | 1,570,761 |
| OTHER CHARGES | 739,101 | 1,092,940 | 953,822 | 988,705 | 1,002,367 |
| FIXED CHARGES | 697,086 | 725,208 | 687,108 | 781,668 | 786,626 |
| CAPITAL OUTLAY | 240,432 | 196,955 | 507,900 | 806,400 | 630,650 |
| OPERATING TRANSFERS OUT | 584,026 | 594,729 | 594,620 | 617,328 | 620,414 |
| DEPRECIATION | 331,840 | 391,901 | 481,073 | 531,671 | 310,398 |
| TOTAL EXPENDITURES | <u>\$7,650,601</u> | <u>\$8,311,159</u> | <u>\$8,559,240</u> | <u>\$9,858,816</u> | <u>\$9,745,592</u> |

| | | | |
|--|--------------------|----------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | FINANCE | 030 |
| | Program: | FINANCE ADMIN | 030 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|-------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| CHARGES AND FEES | 67,865 | 67,846 | 68,200 | 68,200 | 68,200 |
| OPERATING TRANSFERS IN | 96,847 | 99,375 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$164,712</u> | <u>\$167,221</u> | <u>\$68,200</u> | <u>\$68,200</u> | <u>\$68,200</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 1,750,942 | 1,625,239 | 1,694,367 | 1,799,877 | 1,846,168 |
| SERVICES AND SUPPLIES | 103,010 | 102,839 | 108,108 | 118,918 | 120,490 |
| OTHER CHARGES | 3,264 | 5,174 | 6,087 | 9,437 | 8,623 |
| FIXED CHARGES | 203,026 | 214,503 | 216,080 | 277,038 | 278,838 |
| TOTAL EXPENDITURES | <u>\$2,060,242</u> | <u>\$1,947,755</u> | <u>\$2,024,642</u> | <u>\$2,205,270</u> | <u>\$2,254,119</u> |

| | | | |
|--|--------------------|-------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | CENTRAL SERVICES | 52 |
| | Department: | FINANCE | 032 |
| | Program: | CENTRAL SERVICES | 363 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 5,320 | 3,224 | 2,500 | 5,000 | 5,000 |
| CHARGES AND FEES | 171,192 | 203,044 | 203,044 | 233,360 | 233,360 |
| OPERATING TRANSFERS IN | 26,200 | 31,671 | 33,421 | 32,360 | 33,086 |
| TOTAL REVENUES | <u>\$202,712</u> | <u>\$237,939</u> | <u>\$238,965</u> | <u>\$270,720</u> | <u>\$271,446</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 67,207 | 74,025 | 83,599 | 68,908 | 69,627 |
| SERVICES AND SUPPLIES | 125,328 | 108,824 | 125,056 | 137,958 | 141,847 |
| OTHER CHARGES | 469 | 2,057 | 3,239 | 3,462 | 3,502 |
| FIXED CHARGES | 19,097 | 19,415 | 17,765 | 21,985 | 22,038 |
| CAPITAL OUTLAY | 197 | 39 | 0 | 0 | 0 |
| OPERATING TRANSFERS OUT | 2,727 | 10,317 | 10,317 | 10,709 | 10,763 |
| DEPRECIATION | 0 | 1,874 | 1,874 | 1,874 | 1,874 |
| TOTAL EXPENDITURES | <u>\$215,025</u> | <u>\$216,551</u> | <u>\$241,850</u> | <u>\$244,896</u> | <u>\$249,651</u> |

| | | | |
|--|--------------------|-----------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | INFORMATION SERVICES | 55 |
| | Department: | FINANCE | 035 |
| | Program: | INFORMATION SERVICES | 455 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 37,231 | 16,469 | 17,000 | 17,000 | 17,000 |
| CHARGES AND FEES | 2,517,063 | 2,554,951 | 2,579,515 | 2,437,890 | 2,461,314 |
| MISCELLANEOUS REVENUES | 245 | 150 | 150 | 0 | 0 |
| OPERATING TRANSFERS IN | 29,621 | 6,119 | 12,103 | 275,000 | 0 |
| TOTAL REVENUES | <u>\$2,584,160</u> | <u>\$2,577,689</u> | <u>\$2,608,768</u> | <u>\$2,729,890</u> | <u>\$2,478,314</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 1,511,820 | 1,529,107 | 1,352,263 | 1,730,883 | 1,771,093 |
| SERVICES AND SUPPLIES | 382,394 | 366,469 | 414,122 | 519,018 | 664,592 |
| OTHER CHARGES | 0 | 0 | 0 | 10,000 | 10,000 |
| FIXED CHARGES | 45,585 | 50,043 | 45,872 | 52,674 | 52,699 |
| CAPITAL OUTLAY | 239,659 | 191,069 | 507,400 | 798,400 | 622,650 |
| OPERATING TRANSFERS OUT | 218,886 | 203,285 | 203,286 | 211,010 | 212,065 |
| DEPRECIATION | 286,268 | 310,493 | 294,557 | 389,693 | 289,414 |
| TOTAL EXPENDITURES | <u>\$2,684,612</u> | <u>\$2,650,466</u> | <u>\$2,817,500</u> | <u>\$3,711,678</u> | <u>\$3,622,513</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund PBX-TELEPHONE SYSTEM **53**
Department: FINANCE **030**
Program: TELEPHONE SYSTEM **435**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| RENTS AND INTEREST | 9,688 | 2,277 | 2,000 | 5,000 | 5,000 |
| CHARGES AND FEES | 144,350 | 220,055 | 216,653 | 248,724 | 248,724 |
| OPERATING TRANSFERS IN | 53,000 | 0 | 53,000 | 10,000 | 10,000 |
| TOTAL REVENUES | <u>\$207,038</u> | <u>\$222,332</u> | <u>\$271,653</u> | <u>\$263,724</u> | <u>\$263,724</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SERVICES AND SUPPLIES | 173,609 | 206,200 | 206,817 | 206,775 | 206,775 |
| CAPITAL OUTLAY | 0 | 5,847 | 0 | 7,500 | 7,500 |
| OPERATING TRANSFERS OUT | 9,821 | 11,776 | 11,776 | 12,223 | 12,284 |
| DEPRECIATION | 24,958 | 59,697 | 164,806 | 125,227 | 19,111 |
| TOTAL EXPENDITURES | <u>\$208,388</u> | <u>\$283,520</u> | <u>\$383,399</u> | <u>\$351,725</u> | <u>\$245,670</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|--------------------------|------------|
| Fund | SELF INSURANCE | 58 |
| Department: | FINANCE | 038 |
| Program: | GENERAL LIABILITY | 425 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| RENTS AND INTEREST | 53,038 | 24,932 | 20,000 | 25,000 | 25,000 |
| CHARGES AND FEES | 999,037 | 1,082,990 | 1,004,612 | 1,310,952 | 1,504,255 |
| MISCELLANEOUS REVENUES | 74,223 | 77,913 | 67,150 | 69,150 | 69,150 |
| TOTAL REVENUES | <u>\$1,126,298</u> | <u>\$1,185,835</u> | <u>\$1,091,762</u> | <u>\$1,405,102</u> | <u>\$1,598,405</u> |
| | | | | | |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 0 | 213,969 | 191,866 | 266,333 | 272,005 |
| SERVICES AND SUPPLIES | 60,219 | 93,412 | 197,365 | 319,800 | 319,800 |
| OTHER CHARGES | 690,058 | 1,023,025 | 895,870 | 914,806 | 929,242 |
| FIXED CHARGES | 865 | 1,244 | 1,141 | 4,684 | 4,717 |
| OPERATING TRANSFERS OUT | 104,092 | 110,110 | 110,000 | 114,294 | 114,865 |
| TOTAL EXPENDITURES | <u>\$855,234</u> | <u>\$1,441,760</u> | <u>\$1,396,242</u> | <u>\$1,619,917</u> | <u>\$1,640,629</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund WATER UTILITY 41
Department: FINANCE 034
Program: UTILITY BILLING 034

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| CHARGES AND FEES | 274,316 | 357,772 | 263,982 | 267,055 | 267,055 |
| MISCELLANEOUS REVENUES | 45,243 | 29,106 | 29,562 | 19,500 | 19,500 |
| TOTAL REVENUES | <u>\$319,559</u> | <u>\$386,878</u> | <u>\$293,544</u> | <u>\$286,555</u> | <u>\$286,555</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 781,721 | 850,610 | 867,371 | 847,317 | 865,481 |
| SERVICES AND SUPPLIES | 101,868 | 138,733 | 93,779 | 117,256 | 117,256 |
| OTHER CHARGES | 45,309 | 62,684 | 48,626 | 51,000 | 51,000 |
| FIXED CHARGES | 428,511 | 440,003 | 406,249 | 425,290 | 428,337 |
| CAPITAL OUTLAY | 576 | 0 | 500 | 500 | 500 |
| OPERATING TRANSFERS OUT | 248,500 | 259,241 | 259,241 | 269,092 | 270,437 |
| DEPRECIATION | 20,614 | 19,837 | 19,836 | 14,878 | 0 |
| TOTAL EXPENDITURES | <u>\$1,627,099</u> | <u>\$1,771,108</u> | <u>\$1,695,602</u> | <u>\$1,725,333</u> | <u>\$1,733,011</u> |

FINANCE & ADMINISTRATIVE SERVICES Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|---|-------|---------|---------|---------|---------|
| Finance Administration 01-030-030 | | | | | |
| Director of Finance & Admin Services | M442 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Dir of Finance & Admin Services | M311 | 0.30 | 0.30 | 0.20 | 0.20 |
| Financial Services Manager | U080 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant | U065 | 1.00 | 1.00 | 1.00 | 1.00 |
| Payroll Supervisor | U060 | 0.82 | 0.82 | 0.82 | 0.82 |
| Senior Accounting Technician | Z042 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | U040 | 0.30 | 0.30 | 0.20 | 0.20 |
| Account Clerk III | Z033 | 2.00 | 2.00 | 2.00 | 2.00 |
| Account Clerk II | Z029 | 3.00 | 3.00 | 5.00 | 5.00 |
| Account Clerk I | Z025 | 3.00 | 3.00 | 1.00 | 1.00 |
| | | 13.42 | 13.42 | 13.22 | 13.22 |
| Information Services 55-035-455 | | | | | |
| Information Services Manager | U100 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Network Administrator | U087 | 1.00 | 1.00 | 1.00 | 1.00 |
| Network Administrator | U071 | 2.00 | 2.00 | 2.00 | 2.00 |
| Programmer/Analyst | U053 | 2.00 | 2.00 | 2.00 | 2.00 |
| Systems Analyst | U053 | 1.00 | 1.00 | 1.00 | 1.00 |
| Information Services Administrator | U044 | 1.00 | 1.00 | 1.00 | 1.00 |
| PC/LAN Technician | U042 | 3.00 | 3.00 | 3.00 | 3.00 |
| | | 11.00 | 11.00 | 11.00 | 11.00 |
| Risk Mgt, General Liability 58-038-425 | | | | | |
| Deputy Dir Of Finance & Admin Services | M311 | 0.70 | 0.70 | 0.80 | 0.80 |
| Administrative Assistant | U40 | 0.70 | 0.70 | 0.80 | 0.80 |
| | | 1.40 | 1.40 | 1.60 | 1.60 |
| Utility Billing 41-034-034 | | | | | |
| Utility Billing Supervisor | U053 | 1.00 | 1.00 | 1.00 | 1.00 |
| Lead Meter Reader | X037 | 1.00 | 1.00 | 1.00 | 1.00 |
| Meter Reader | X027 | 1.00 | 1.00 | 1.00 | 1.00 |
| Account Clerk II | Z029 | 2.00 | 2.00 | 3.00 | 3.00 |
| Cashier | Z029 | 1.00 | 1.00 | 1.00 | 1.00 |
| Account Clerk I | Z025 | 1.00 | 1.00 | - | - |
| | | 7.00 | 7.00 | 7.00 | 7.00 |
| | | 32.82 | 32.82 | 32.82 | 32.82 |



North County Fire Authority

FIRE DEPARTMENT

Fiscal Years 2017 & 2018



FIRE CHIEF

1 BRISBANE
ADMINISTRATIVE ASSISTANT

OPERATIONS BUREAU

FIRE PREVENTION SERVICES BUREAU

ADMINISTRATIVE & SUPPORT SERVICES BUREAU

1 DALY CITY
DEPUTY FIRE CHIEF

1 PACIFICA
DEPUTY FIRE CHIEF

1 DALY CITY
DEPUTY FIRE CHIEF

1 TRAINING
DIVISION DALY CITY
BATTALION CHIEF

1 PACIFICA
OFFICE
ASSISTANT II

1 DALY CITY
OFFICE
ASSISTANT I

1 DALY CITY
OFFICE
ASSISTANT II

1 DALY CITY
ADMINISTRATIVE
ASSISTANT

1 TECHNICAL
SERVICES DIVISION
PACIFICA BATTALION

1 EMERGENCY
PLANNING DIVISION
DALY CITY
BATTALION CHIEF*

DALY CITY

PACIFICA

BRISBANE

1 EMS DIVISION
PACIFICA
BATTALION CHIEF

1 SPECIAL OPS
DIVISION PACIFICA
BATTALION CHIEF

2 SAFETY
INSPECTOR II

3 DALY CITY
BATTALION CHIEFS

DALY CITY

BRISBANE

PACIFICA

15 CAPTAINS

3 CAPTAINS

6 CAPTAINS

18 ENGINEER
OPERATORS

6 ENGINEER
OPERATORS

15 ENGINEER
OPERATORS

15 FIREFIGHTERS

*Position funded through County Agreement

FIRE DEPARTMENT

DEPARTMENT MISSION STATEMENT

To protect life, property, and the environment from fires, accidents, medical emergencies and disasters through training, public education, fire prevention and emergency response.

CORE SERVICES

- **Emergency Response:** Provides life-saving services and general assistance to residents, businesses and visitors by responding to and mitigating emergency and non-emergency incidents and events, such as Emergency Medical Pre-Hospital Care and Advanced Life Services, Fire Suppression, Fire Search and Rescue, Low and High Angle Rescues, Urban Search and Rescue Structural Collapse, Vehicle Accidents and Extrications, Trench and Confined Space Rescues, Terrorism, Active Shooter and WMD Special Operations, Hazardous Materials Releases and Public Assistance.
- **Fire and Life Safety Code Compliance and Fire Investigations:** Minimize loss of life and property from fires and hazardous materials releases. Provide on-site fire and life safety code compliance inspections and re-inspections to businesses, multi-family and permitted occupancies through dedicated safety inspectors and fire companies, as well as fire protection planning through new construction and tenant improvement plan review services and inspections, resulting in a fire and hazardous materials safe environment. When fires occur, complete fire investigations to determine the fire cause, origin and, if possible, the responsible, if illegal activity is involved.
- **Community Outreach and Public Education:** Educates the community in the reduction of injuries, loss of life and property damage from fires and other accidents or events, as well as providing emergency planning and disaster preparedness for individuals, families and through Community Emergency Response Team (CERT) participants.
- **Organizational Support, Strategy and Maintenance of Effort:** Administration, Leadership, Oversight, Budget and Accounts Payable, Human Resources, Community Emergency Planning, Preparedness and Response, Mandated and Recurrent Training and Certifications; Equipment, Facilities and Grounds, Safety, Health and Wellness, Apparatus and Vehicles, Master and Operational Planning, Grant Awards Management, Communications Systems and Information Technology.

SUPPORT FOR CITYWIDE PRIORITIES

The Fire Department will support citywide priorities through the following:

Economic Development/Revenue Enhancement

- Complete thorough and timely plan check reviews and construction inspections, as well provide professional consultation and a positive customer relationship.
- Continue to look for cooperative agreements through North County Fire Authority, which reduce cost, expand services and increase revenues.

Public Safety

- Stop the escalation of medical emergencies where found by providing pre-hospital care medical treatment and or advanced life support services through paramedic fire companies.
- Stop the escalation of structure fires by confining the damage near the room of origin and limiting heat and smoke damage to the area or floor of fire origin.
- Stop the escalation of all other emergencies and mitigate those effectively and efficiently.
- Complete annual fire and life safety inspections of all commercial, permitted and multi-family occupancies.
- Complete required and mandated training, as well as re-certifications for all employees.

Community / Civic Support

- Continue to achieve an excellent overall customer service rating in delivery of emergency and non-emergency services.
- Continue providing community outreach and public education programs designed to prevent fire, injuries, accidents and other elements making for a safer city.
- Develop emergency preparedness plans and programs with associated community outreach programs to educate the citizens on how to deal with emergencies and becoming self-sufficient until help arrives.

BIENNIAL BUDGET OUTCOMES

- Achieve an overall “Customer Satisfaction” rating of 95% or greater in the delivery of emergency and non-emergency services.
- Stop the escalation of a medical emergency where found. Typically, this means administering pre-hospital care advanced life support and or basic life support medical services. A fire company shall arrive within 4 minutes travel to 90% of all medical emergencies.
- Stop the escalation of a structure fire where found. Typically, this means conducting a search and rescue for any victims: confining fire damage near the room of origin; limiting heat and smoke damage to the area or floor of fire origin; rapid intervention rescue for trapped firefighters, property salvage, overhaul and crew rotation for medical monitoring and rehabilitation. A fire company shall arrive within 4 minutes travel to 90% of all structure fires and 90 % of all structure fires held to the area or floor of origin.

FIRE DEPARTMENT

BIENNIAL BUDGET OUTCOMES (continued)

- Complete annual mandatory certification and recurrent training of all fire personnel, which will average at least 220 hours annually.
- Complete required in-service on duty continuing education hours, infrequent skills and certifications of all paramedics and emergency medical technicians, which totals 24 hours annually for each paramedic and 12 hours for each emergency medical technician.
- Provide overall administration and leadership for all aspects of the organization, creation and implementation of goals, priorities, objectives, performance measurements and outcomes, fiscal management, policy development and direction, strategic planning, accounting, human resources, payroll, facilities, grounds and fleet maintenance, along with purchasing of goods, supplies and equipment, as well as analysis of fire resources deployment.
- Complete annual fire and safety inspections and re-inspections of all commercial, permitted and multi-family occupancies by fire companies and dedicated inspectors. Additionally complete all plan reviews and related inspections within specified time line.
- Complete all inspections and re-inspections of land parcels through the “Vegetation Abatement and Management Program” with assistance from property owners, typically with 100% compliance.
- Provide emergency planning, preparedness, training, public awareness and education, CERT coordination, policy and procedure development, emergency coordination and homeland security activities in collaboration with community and stakeholders.
- Continue providing community outreach and public education programs designed to prevent fire, injuries and accidents, making for a safer city. This includes annually visiting school classrooms, seniors, neighborhood groups, safety fairs, etc.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- Eliminate one Fire Engine Company through attrition, which includes the following positions:
 - 3 Firefighter positions (1 vacant)
 - 3 Fire Captain positions (1 vacant)
 - 3 Fire Engineer positions (1 vacant)
- Eliminate 1 vacant Fire Safety Inspector position and continue fire safety inspectors with a consultant, as in the prior biennial budget.
- Eliminate 1 vacant Emergency Planning and Disaster Preparedness Coordinator position
- Add 1 Battalion Chief position that is fully funded by the County of San Mateo

CITY OF DALY CITY

PERFORMANCE MEASURES

| Measure | Actual 2014 | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|-------------|-------------|---------------|----------------|----------------|
| 90% of medical emergency responses by a paramedic fire company will arrive within 4 minutes or less travel time | 90% | 95% | 96% | 95% | 95% |
| 90% of fire emergency responses by a fire company will arrive within 4 minutes or less travel time | 90% | 90% | 96% | 95% | 95% |
| 90% fire confinement success rate in holding structure fires to the area origin. (National average is 50%) | 87% | 90% | 90% | 90% | 90% |
| 95% overall excellent customer service satisfaction rating | 98% | 98% | 98% | 98% | 98% |
| 220 hours of annual mandatory, certification and recurrent training on average for each firefighter will be completed | 240 hrs. | 240 hrs. | 240 hrs. | 220 hrs. | 220 hrs. |
| 100% completion of annual required in-service on duty continuing education hours, infrequent skills and certifications, totaling 24 hours for each paramedic and 12 hours for each emergency medical technician | 100% | 100% | 100% | 100% | 100% |
| 98% of annual fire and life safety inspections and re-inspections completed by fire companies and dedicated fire inspectors for all commercial, permitted and multi-family occupancies | 99% | 99% | 99% | 99% | 99% |
| 1,000 citizens will receive training in “Hands Only” Cardio Pulmonary Resuscitation (CPR) | N/A | N/A | N/A | 1,000 | 1,000 |

| | | | |
|--|--------------------|------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | FIRE DEPARTMENT | 220 |
| | Program: | FIRE | 220 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| LICENSES AND PERMITS | 61,321 | 60,426 | 60,912 | 59,020 | 59,020 |
| CHARGES AND FEES | 1,232,636 | 1,268,979 | 1,220,093 | 1,481,977 | 1,478,977 |
| MISCELLANEOUS REVENUES | 211,412 | 273,441 | 133,315 | 3,600 | 3,600 |
| TOTAL REVENUES | <u>\$1,505,369</u> | <u>\$1,602,846</u> | <u>\$1,414,320</u> | <u>\$1,544,597</u> | <u>\$1,541,597</u> |
| | | | | | |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 13,681,164 | 14,337,693 | 15,641,182 | 14,642,620 | 13,835,826 |
| SERVICES AND SUPPLIES | 594,413 | 668,038 | 721,574 | 967,140 | 977,140 |
| OTHER CHARGES | 69,183 | 55,048 | 75,820 | 75,820 | 75,820 |
| FIXED CHARGES | 954,145 | 1,079,966 | 1,079,699 | 1,309,301 | 1,315,696 |
| CAPITAL OUTLAY | 35,727 | 27,692 | 41,650 | 42,129 | 42,129 |
| OPERATING TRANSFERS OUT | 82,489 | 175,000 | 202,900 | 190,000 | 194,500 |
| TOTAL EXPENDITURES | <u>\$15,417,121</u> | <u>\$16,343,437</u> | <u>\$17,762,825</u> | <u>\$17,227,010</u> | <u>\$16,441,111</u> |

FIRE**Full-Time Salaried Position Listing**

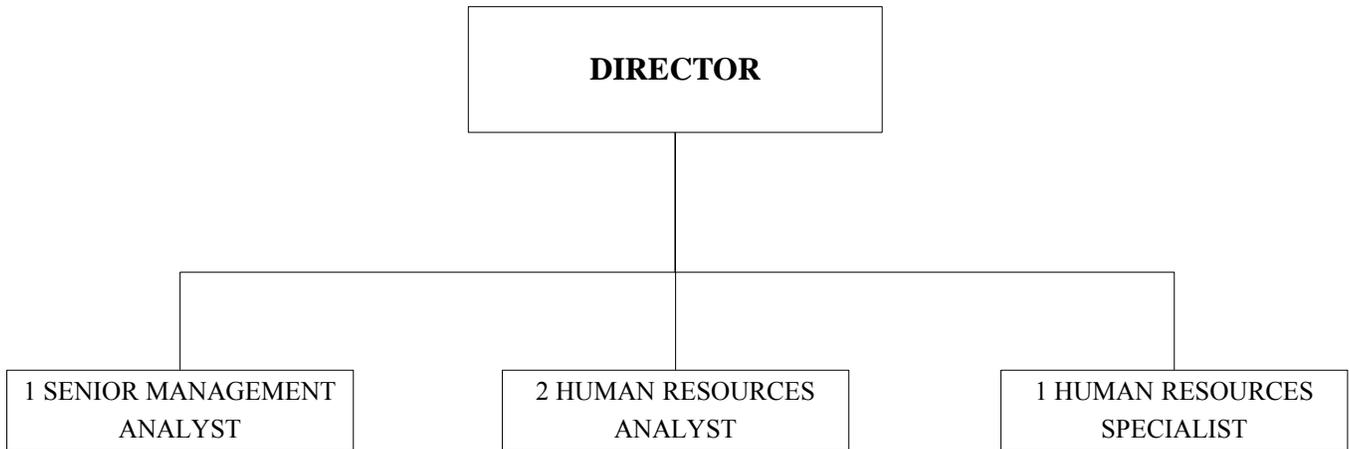
| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|---|--------------|----------------|----------------|----------------|----------------|
| 01-220-220 | | | | | |
| Fire Chief | M442 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Fire Chief | M349 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fire Marshal/Fire Prevention Services Chief | M349 | 1.00 | 1.00 | 1.00 | 1.00 |
| Comm Emergency Plan/Disaster Prep Coord | U105 | - | - | - | - |
| Fire Battalion Chief | G275 | 4.00 | 4.00 | 4.00 | 4.00 |
| Fire Safety Inspector II | I270 | 3.00 | 3.00 | 2.00 | 2.00 |
| Fire Captain | F265 | 18.00 | 18.00 | 15.00 | 15.00 |
| Fire Engineer Operator | F255 | 21.00 | 21.00 | 18.00 | 18.00 |
| Firefighter | F250 | 18.00 | 18.00 | 15.00 | 15.00 |
| Administrative Assistant | U038 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant II | Z022 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant I | Z016 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | 70.00 | 70.00 | 60.00 | 60.00 |





City of Daly City
DEPARTMENT OF HUMAN RESOURCES

Fiscal Years 2017 & 2018



HUMAN RESOURCES

DEPARTMENT MISSION STATEMENT

To anticipate and effectively respond to the diverse needs of our employees, their families, other City departments and the public by providing quality services to make our community a better place to live and work.

CORE SERVICES

- Employee Health, Welfare and Safety
- Workers Compensation
- Recruitment and Selection
- Labor and Employee Relations
- Training and Development
- Classification and Compensation
- Employee Recognition and Communications

SUPPORT FOR CITY-WIDE PRIORITIES

This Department supports Citywide priorities through the following:

- Continue to prepare the next generation of employees through the Leadership, Supervisory and Lead Worker Academies.
- Continue to identify opportunities for greater cost effectiveness and efficiency and through shared services with other local agencies including continued participation in San Mateo County Regional Training Consortium (shared service).
- Continue to actively recruit and refer qualified and diverse candidates to departments for City employment.
- Enhance partnerships with departments to anticipate and respond to changes, priorities and staffing needs due to an increased number of retirements.
- Continue to promote the City of Daly City as a great place to work with a variety of career possibilities, including developing outreach programs to better market and brand City employment.
- Promote employee development by providing technical training opportunities, employment issue updates, and professional development for individuals and groups of employees Citywide.
- Continue to support wellness initiatives including Fit Fest, Walkathon, Healthy Recipe Showdown, Lunch and Learn Seminars, Healthy Vending and Employee Wellness Month.
- Continue to conduct exit interviews to solicit recommendations and feedback from retiring and other employees leaving City employment.
- Continue to work with Sustainability Coordinator to develop and implement electronic processes for the Human Resources functions.

BIENNIAL BUDGET OUTCOMES

- Complete negotiations with 11 unions and associations and administer labor contracts and agreements.
- Work with departments to resolve all employee-employer problems at the lowest and least detrimental level.
- Provide services in a manner that fosters the overall best interests of the City.
- Continue to research, analyze and implement processes and procedures to increase efficiency and effectiveness in Human Resources management and delivery.
- Collaborate with other agencies to provide cost effective training opportunities for employees.
- Promote healthier and safer workplace by implementing wellness initiatives
- Work with City departments to promptly report injuries.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- As part of the transition of the Workers' Compensation program from the Department of Finance and Administrative Services to Human Resources the Safety Program was transferred to Human Resources in Fiscal Year 2016. The Safety Committee and the Wellness Committee was also combined to form the Safety and Wellness Committee in November 2015.
- Continued increase in pre-employment costs associated with new hires/turnover/retirements.

HUMAN RESOURCES

PERFORMANCE MEASURES

| Performance Measure | Methodology | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|--|-------------|---------------|----------------|----------------|
| Promote employee development by providing training opportunities, professional development and succession planning for individuals and groups of employees Citywide. | 90% of participants rate the overall quality of HR sponsored trainings and development programs as good or excellent | 95% | 95% | 95% | 95% |
| Report workers compensation claims in timely manner. Contract claims administrators will receive close oversight and their activities will be audited to ensure that they are providing the highest level of service and are employing comprehensive efforts to review bills and charges to ensure costs are limited to what is fair, reasonable and required by law. | 95% of claims reported within the State guidelines of 5 days | 96% | 96% | 96% | 96% |
| Promote Daly City as a healthy place to work | Increase number of wellness events | 12 | 13 | 14 | 15 |

CITY OF DALY CITY**Department Summary****2016-17/2017-18****HUMAN RESOURCES**

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| RENTS AND INTEREST | 70,321 | 42,674 | 44,149 | 43,954 | 43,954 |
| CHARGES AND FEES | 2,938,190 | 3,013,748 | 3,565,515 | 4,390,987 | 4,477,246 |
| MISCELLANEOUS REVENUES | 47,274 | 5,149 | 5,226 | 10,149 | 10,149 |
| OPERATING TRANSFERS IN | 0 | 5,500 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$3,055,785</u> | <u>\$3,067,071</u> | <u>\$3,614,890</u> | <u>\$4,445,090</u> | <u>\$4,531,349</u> |
| | | | | | |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 931,188 | 797,609 | 915,299 | 967,930 | 985,861 |
| SERVICES AND SUPPLIES | 1,415,681 | 1,842,528 | 1,915,445 | 1,928,805 | 1,970,613 |
| OTHER CHARGES | 1,544,958 | 2,290,824 | 1,846,871 | 2,101,405 | 2,221,798 |
| FIXED CHARGES | 58,315 | 64,652 | 64,193 | 63,839 | 64,331 |
| CAPITAL OUTLAY | 2,130 | 2,284 | 5,369 | 5,500 | 5,500 |
| OPERATING TRANSFERS OUT | 94,269 | 93,570 | 93,570 | 97,126 | 97,612 |
| TOTAL EXPENDITURES | <u>\$4,046,541</u> | <u>\$5,091,467</u> | <u>\$4,840,747</u> | <u>\$5,164,605</u> | <u>\$5,345,715</u> |

| | | | |
|--|--------------------|------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | HUMAN RESOURCES | 070 |
| | Program: | HUMAN RESOURCES | 070 |

| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| SALARIES AND BENEFITS | 726,627 | 626,371 | 673,148 | 651,617 | 664,490 |
| SERVICES AND SUPPLIES | 182,486 | 190,493 | 214,898 | 192,431 | 193,090 |
| OTHER CHARGES | 85,828 | 88,200 | 106,131 | 117,626 | 122,942 |
| FIXED CHARGES | 47,500 | 53,792 | 54,136 | 58,527 | 58,977 |
| TOTAL EXPENDITURES | <u>\$1,042,441</u> | <u>\$958,856</u> | <u>\$1,048,313</u> | <u>\$1,020,201</u> | <u>\$1,039,499</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund SELF INSURANCE **58**
Department: HUMAN RESOURCES **070**
Program: WORKERS COMPENSATION **424**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| RENTS AND INTEREST | 53,038 | 24,932 | 25,500 | 25,500 | 25,500 |
| CHARGES AND FEES | 2,925,210 | 2,942,586 | 3,493,288 | 4,309,699 | 4,395,894 |
| MISCELLANEOUS REVENUES | 42,274 | 5,149 | 5,226 | 5,149 | 5,149 |
| TOTAL REVENUES | <u>\$3,020,522</u> | <u>\$2,972,667</u> | <u>\$3,524,014</u> | <u>\$4,340,348</u> | <u>\$4,426,543</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 192,737 | 101,569 | 171,152 | 200,655 | 204,948 |
| SERVICES AND SUPPLIES | 1,220,305 | 1,632,774 | 1,669,289 | 1,709,288 | 1,750,124 |
| OTHER CHARGES | 1,459,106 | 2,202,600 | 1,740,740 | 1,983,779 | 2,098,856 |
| FIXED CHARGES | 10,816 | 10,859 | 10,055 | 5,313 | 5,355 |
| OPERATING TRANSFERS OUT | 94,269 | 93,570 | 93,570 | 97,126 | 97,612 |
| TOTAL EXPENDITURES | <u>\$2,977,233</u> | <u>\$4,041,372</u> | <u>\$3,684,806</u> | <u>\$3,996,161</u> | <u>\$4,156,895</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|------------------------|------------|
| Fund | SELF INSURANCE | 58 |
| Department: | HUMAN RESOURCES | 070 |
| Program: | SAFETY PROGRAMS | 426 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| REVENUES | Actual | Actual | Estimated | Requested | Requested |
| RENTS AND INTEREST | 17,283 | 17,742 | 18,649 | 18,454 | 18,454 |
| MISCELLANEOUS REVENUES | 5,000 | 0 | 0 | 5,000 | 5,000 |
| OPERATING TRANSFERS IN | 0 | 5,500 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$22,283</u> | <u>\$23,242</u> | <u>\$18,649</u> | <u>\$23,454</u> | <u>\$23,454</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Requested | Requested |
| SALARIES AND BENEFITS | 0 | 0 | 0 | 35,658 | 36,423 |
| SERVICES AND SUPPLIES | 11,733 | 17,768 | 30,031 | 25,798 | 26,047 |
| OTHER CHARGES | 24 | 24 | 0 | 0 | 0 |
| CAPITAL OUTLAY | 2,130 | 2,284 | 5,369 | 5,500 | 5,500 |
| TOTAL EXPENDITURES | <u>\$13,887</u> | <u>\$20,076</u> | <u>\$35,400</u> | <u>\$66,956</u> | <u>\$67,970</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|------------------------|------------|
| Fund | SELF INSURANCE | 58 |
| Department: | HUMAN RESOURCES | 070 |
| Program: | UNEMPLOYMENT | 427 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| REVENUES | Actual | Actual | Estimated | Requested | Requested |
| CHARGES AND FEES | 12,980 | 71,162 | 72,227 | 81,288 | 81,352 |
| TOTAL REVENUES | <u>\$12,980</u> | <u>\$71,162</u> | <u>\$72,227</u> | <u>\$81,288</u> | <u>\$81,352</u> |
| | | | | | |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Requested | Requested |
| SALARIES AND BENEFITS | 11,824 | 69,669 | 71,000 | 80,000 | 80,000 |
| SERVICES AND SUPPLIES | 1,156 | 1,493 | 1,227 | 1,288 | 1,352 |
| TOTAL EXPENDITURES | <u>\$12,980</u> | <u>\$71,162</u> | <u>\$72,227</u> | <u>\$81,288</u> | <u>\$81,352</u> |

HUMAN RESOURCES

Full-Time Salaried Position Listing

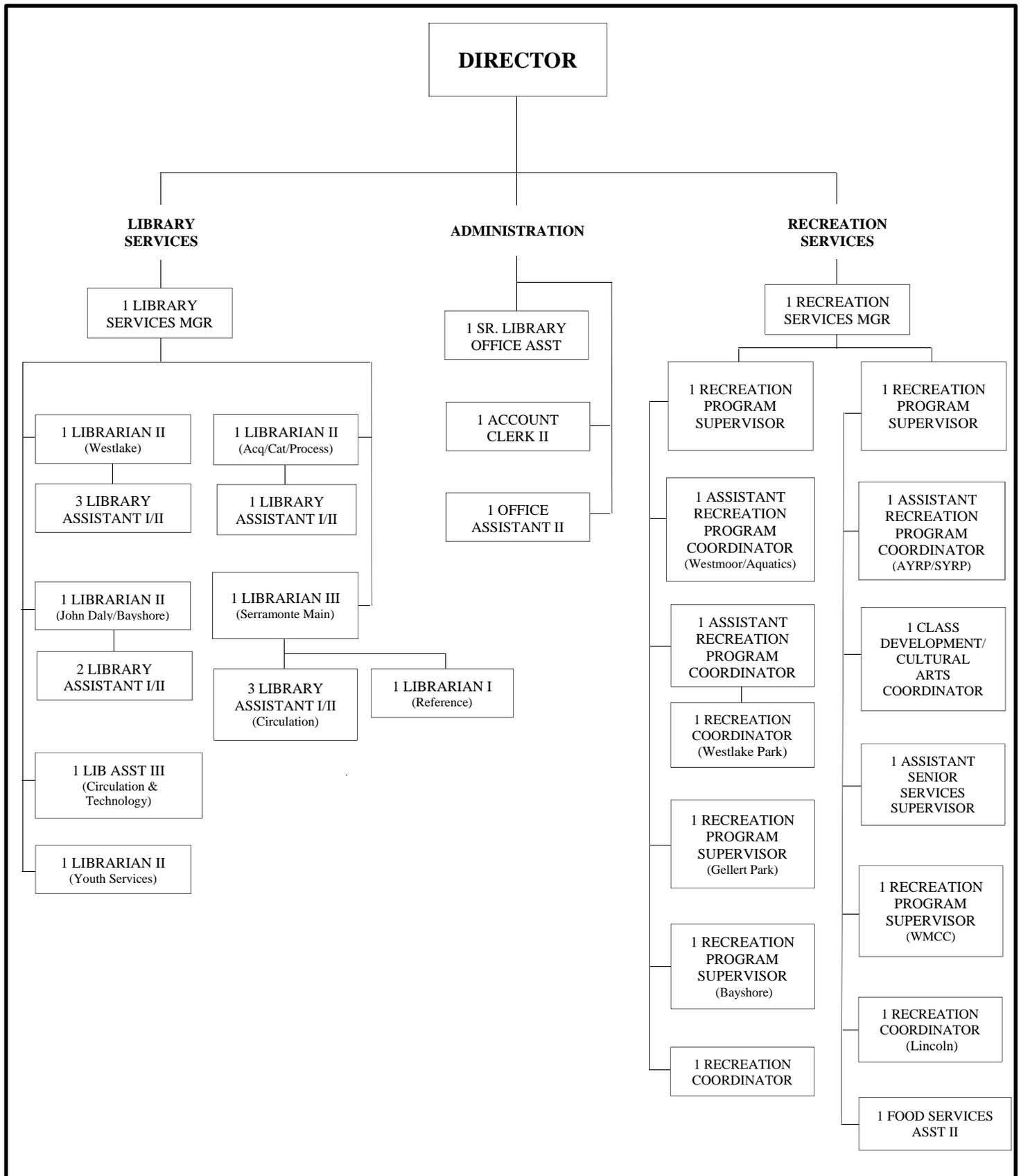
| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|--|--------------|----------------|----------------|----------------|----------------|
| Human Resources 01-070-070 | | | | | |
| Director of Human Resources | M428 | 0.70 | 0.70 | 0.65 | 0.65 |
| Senior Management Analyst | U074 | 1.00 | 1.00 | 0.90 | 0.90 |
| Human Resource Analyst | U053 | 1.30 | 1.30 | 1.15 | 1.15 |
| Human Resource Specialist | U040 | 0.95 | 0.95 | 0.95 | 0.95 |
| | | 3.95 | 3.95 | 3.65 | 3.65 |
| Workers' Comp Claims 58-070-424 | | | | | |
| Director of Human Resources | M428 | 0.30 | 0.30 | 0.30 | 0.30 |
| Senior Management Analyst | U074 | - | - | 0.05 | 0.05 |
| Human Resource Analyst | U053 | 0.70 | 0.70 | 0.75 | 0.75 |
| Human Resource Specialist | U040 | 0.05 | 0.05 | 0.05 | 0.05 |
| | | 1.05 | 1.05 | 1.15 | 1.15 |
| Safety Programs 58-070-426 | | | | | |
| Director of Human Resources | M428 | - | - | 0.05 | 0.05 |
| Senior Management Analyst | U074 | - | - | 0.05 | 0.05 |
| Human Resource Analyst | U053 | - | - | 0.10 | 0.10 |
| | | - | - | 0.20 | 0.20 |
| | | 5.00 | 5.00 | 5.00 | 5.00 |



City of Daly City

DEPARTMENT OF LIBRARY & RECREATION SERVICES

Fiscal Years 2017 & 2018



LIBRARY AND RECREATION SERVICES

DEPARTMENT MISSION STATEMENT

Serving our neighborhoods and empowering generations by bringing people together to foster community, lifelong learning and healthy lifestyles.

CORE SERVICES

Promote and Foster Lifelong Learning and Personal Enrichment

- Ensure access to information, written materials and digital resources by providing free access to books, videos, digital and other resources.

Promote Youth Scholastic Achievement

- Deliver structured and self-directed educational programs and tutoring resources, promote literacy, reading and learning to facilitate school readiness and early education academic success.

Provide Leisure, Learning and Cultural Opportunities Which Promote Play, Healthy Lifestyles and Community Engagement

- Provide structured and self-directed events, classes, programs, activities and sports leagues to promote wellness and lifelong learning for all age groups; address obesity, especially in children; develop social and team skills and direct children and teens toward positive lifestyle choices.

Prevent Isolation and Promote the Vibrancy of the Senior and Disabled-Adult Community

- Deliver programs for adults over 50 and adults with disabilities. Provide wellness and enrichment activities, nutrition programs and offer engagement opportunities through volunteerism to prevent isolation, encourage social interaction and promote active lifestyles.

SUPPORT FOR CITYWIDE PRIORITIES

Leisure Services

- Deliver services to promote reading, adult and family literacy, lifelong learning, personal enrichment and school readiness at all four libraries.
- Provide high-speed wireless and computer workstation Internet access at all four libraries and instruction in the use of electronic resources and research options.
- Provide classes, programs, events and sports leagues to reduce social isolation, promote community building, foster participant wellness and leisure-time play.

Public Safety

- Provide programs, volunteer opportunities and events to facilitate positive relationships and free-time activities for the community's youth and teens.
- Provide recreation programs to facilitate interaction among diverse populations in a positive environment to promote understanding and a sense of community.

BIENNIAL BUDGET OUTCOMES

- As a partner in the Big Lift, a countywide initiative to provide high-quality preschool and early learning opportunities to help ensure San Mateo County children read proficiently by third grade, the Public Library will continue to develop and expand early learning programs to support this effort.
- Public Libraries will seek to maintain a diverse collection of printed materials, including books and periodicals in Spanish, Chinese, and Tagalog, while enhancing its growing digital catalogue and online subscription services.
- The Recreation Division will continue to promote www.dalycity.org/iplay, the online portal that provides customers an intuitive registration interface for enrolling in classes, programs, and activities.
- The Department will strive to develop new and innovative year-round recreation and leisure offerings for the enjoyment of all age levels.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- The Library and Recreation Administration Office will be closed Mondays.
- Reduction in hours at all four Library Branches in the City. Below is a list of new operating hours:
 - Bayshore Library: Tuesdays and Thursdays, 10 a.m. to 6 p.m. (reduction of 1 hour from the current schedule).
 - John Daly Library: Mondays, 10 a.m. to 6 p.m.; Wednesdays, 12 to 8 p.m.; and Fridays, 12 to 6 p.m. (reduction of 14 hours from the current schedule).
 - Westlake Library: Tuesdays, 12 to 8 p.m.; Wednesdays and Thursdays, 10 a.m. to 6 p.m.; Fridays, 12 to 6 p.m.; and Saturdays, 10 a.m. to 5 p.m. (reduction of 7 hours from the current schedule).
 - Serramonte Library: Mondays and Tuesdays, 10 to 8 p.m.; Wednesdays, Thursdays, and Fridays, 10 a.m. to 6 p.m.; (reduction of 12 hours from the current schedule).
- Elimination of various online Library subscription services, such as Brainfuse Live Online Tutoring, Learning Express Exam Preparation, Children's e-Books, interactive language learning applications, and other e-Book databases.
- Elimination of two full-time positions (Account Clerk II and Senior Center Program Assistant) that support administrative functions and drop-in class payment processing.
- The Activity Guide will no longer be mailed to every Daly City postal customer. Copies of the Activity Guide will be available at the Library and Recreation Administration Office, all Library branches, City Hall, War Memorial Community Center, Bayshore Community Center, and Lincoln Park Community Center.

LIBRARY AND RECREATION SERVICES

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET (Continued)

- Elimination of various youth programs, including: Youth Flag Football, Showcase League Basketball, AA and AAA divisions of Youth Baseball, and Teen Leadership Challenge.

PERFORMANCE MEASURES

| Measures - Library | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|----------------|------------------|-------------------|-------------------|
| Work Load Measures | | | | |
| Total Circulation (physical and electronic) | 506,804 | 495,833 | 490,000 | 490,000 |
| Total programs - Number | 850 | 1,147 | 1,000 | 1,000 |
| Total programs - Attendance | 15,752 | 17,494 | 16,000 | 15,750 |
| Performance Measures | | | | |
| Percent of program participants that consider programs, resources & collections good or excellent | 94% | 95% | 95% | 95% |
| Percent of program participants that rate customer service as good or excellent | 94% | 95% | 95% | 95% |
| Measures – Recreation | | | | |
| Online Registration | | | | |
| Percent of customers who rate the online registration process as easy or very easy to use. | 90% | 90% | 95% | 95% |
| Programming | | | | |
| Percent of customers rating the quality of programs as good to excellent. | 95% | 95% | 95% | 95% |
| Facilities | | | | |
| Percent of participants rating their overall facility rental experience as good to excellent. | 85% | 90% | 90% | 90% |
| Special Events | | | | |
| Percent of attendees who rate special events as good to excellent. | 90% | 90% | 95% | 95% |

CITY OF DALY CITY**Department Summary****2016-17/2017-18****LIBRARY AND RECREATION**

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|--------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| RENTS AND INTEREST | 576,159 | 672,781 | 574,850 | 622,485 | 630,350 |
| FROM OTHER AGENCIES | 790,923 | 841,802 | 775,571 | 790,571 | 790,571 |
| CHARGES AND FEES | 183,800 | 173,969 | 167,753 | 161,000 | 160,000 |
| PROGRAM FEES | 1,576,106 | 1,682,823 | 1,586,751 | 1,666,304 | 1,666,304 |
| MISCELLANEOUS REVENUES | 200,103 | 171,407 | 167,632 | 129,090 | 129,090 |
| OPERATING TRANSFERS IN | 461,186 | 435,989 | 490,869 | 415,796 | 427,215 |
| TOTAL REVENUES | <u>\$3,788,277</u> | <u>\$3,978,771</u> | <u>\$3,763,426</u> | <u>\$3,785,246</u> | <u>\$3,803,530</u> |
| | | | | | |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 5,377,424 | 5,500,937 | 5,842,391 | 6,129,425 | 6,408,152 |
| SERVICES AND SUPPLIES | 1,476,445 | 1,531,749 | 1,610,758 | 1,474,010 | 1,478,711 |
| PROGRAM COSTS | 315,796 | 359,653 | 375,026 | 360,094 | 360,094 |
| OTHER CHARGES | 7,538 | 12,199 | 11,129 | 12,195 | 10,153 |
| FIXED CHARGES | 2,430,090 | 2,489,297 | 2,465,226 | 2,717,899 | 2,728,275 |
| CAPITAL OUTLAY | 11,793 | 20,535 | 26,432 | 10,000 | 10,000 |
| OPERATING TRANSFERS OUT | 8,536 | 5,120 | 59,167 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$9,627,622</u> | <u>\$9,919,490</u> | <u>\$10,390,129</u> | <u>\$10,703,623</u> | <u>\$10,995,385</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|-------------------------------------|------------|
| Fund | GENERAL FUND | 01 |
| Department: | LIBRARY AND RECREATION | 117 |
| Program: | LIBRARY AND RECREATION ADMIN | 117 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|-------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| PROGRAM FEES | 6,493 | 9,210 | 11,675 | 8,000 | 8,000 |
| MISCELLANEOUS REVENUES | 510 | 1,755 | 1,500 | 0 | 0 |
| TOTAL REVENUES | <u>\$7,003</u> | <u>\$10,965</u> | <u>\$13,175</u> | <u>\$8,000</u> | <u>\$8,000</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 691,523 | 691,340 | 746,998 | 704,392 | 726,776 |
| SERVICES AND SUPPLIES | 122,120 | 136,739 | 145,645 | 147,235 | 147,313 |
| PROGRAM COSTS | 122 | 75 | 14,129 | 100 | 100 |
| OTHER CHARGES | 2,815 | 3,539 | 3,995 | 3,995 | 3,995 |
| FIXED CHARGES | 578,334 | 564,525 | 566,661 | 471,349 | 473,494 |
| TOTAL EXPENDITURES | <u>\$1,394,914</u> | <u>\$1,396,218</u> | <u>\$1,477,428</u> | <u>\$1,327,071</u> | <u>\$1,351,678</u> |

| | | | |
|--|--------------------|-------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | LIBRARY AND RECREATION | 120 |
| | Program: | LIBRARY | 120 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|-------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| FROM OTHER AGENCIES | 242,615 | 259,491 | 245,000 | 260,000 | 260,000 |
| CHARGES AND FEES | 45,839 | 40,142 | 35,753 | 29,000 | 28,000 |
| MISCELLANEOUS REVENUES | 64,332 | 68,178 | 63,782 | 27,000 | 27,000 |
| TOTAL REVENUES | <u>\$352,786</u> | <u>\$367,811</u> | <u>\$344,535</u> | <u>\$316,000</u> | <u>\$315,000</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 1,945,918 | 1,983,787 | 2,093,873 | 2,178,409 | 2,246,951 |
| SERVICES AND SUPPLIES | 599,418 | 601,780 | 657,005 | 554,905 | 559,411 |
| PROGRAM COSTS | 30,537 | 26,449 | 30,000 | 9,000 | 9,000 |
| OTHER CHARGES | 2,997 | 5,002 | 4,170 | 5,395 | 3,470 |
| FIXED CHARGES | 495,752 | 527,957 | 528,708 | 633,612 | 637,025 |
| TOTAL EXPENDITURES | <u>\$3,074,622</u> | <u>\$3,144,975</u> | <u>\$3,313,756</u> | <u>\$3,381,321</u> | <u>\$3,455,857</u> |

| | | | |
|--|--------------------|-------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | LIBRARY AND RECREATION | 131 |
| | Program: | RECREATION | 140 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|-------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 576,159 | 672,781 | 574,850 | 622,485 | 630,350 |
| PROGRAM FEES | 1,444,380 | 1,557,135 | 1,477,079 | 1,613,904 | 1,613,904 |
| MISCELLANEOUS REVENUES | 35,039 | 1,460 | 2,350 | 1,890 | 1,890 |
| OPERATING TRANSFERS IN | 0 | 0 | 59,167 | 0 | 0 |
| TOTAL REVENUES | <u>\$2,055,578</u> | <u>\$2,231,376</u> | <u>\$2,113,446</u> | <u>\$2,238,279</u> | <u>\$2,246,144</u> |

| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| SALARIES AND BENEFITS | 2,047,605 | 2,153,227 | 2,437,501 | 2,608,232 | 2,779,665 |
| SERVICES AND SUPPLIES | 486,099 | 481,880 | 526,485 | 521,739 | 521,739 |
| PROGRAM COSTS | 246,053 | 297,322 | 267,661 | 295,794 | 295,794 |
| OTHER CHARGES | 1,726 | 645 | 0 | 0 | 0 |
| FIXED CHARGES | 1,032,284 | 1,066,471 | 1,066,589 | 1,305,050 | 1,308,694 |
| CAPITAL OUTLAY | 11,793 | 20,535 | 26,432 | 10,000 | 10,000 |
| OPERATING TRANSFERS OUT | 8,536 | 5,120 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$3,834,096</u> | <u>\$4,025,200</u> | <u>\$4,324,668</u> | <u>\$4,740,815</u> | <u>\$4,915,892</u> |

| | | | |
|--|--------------------|-------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | SENIOR ADULT SERVICES | 15 |
| | Department: | LIBRARY AND RECREATION | 132 |
| | Program: | DOELGER SENIOR CENTER | 460 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| FROM OTHER AGENCIES | 145,947 | 221,928 | 203,991 | 203,991 | 203,991 |
| CHARGES AND FEES | 137,960 | 133,827 | 132,000 | 132,000 | 132,000 |
| PROGRAM FEES | 125,232 | 116,480 | 97,997 | 44,400 | 44,400 |
| MISCELLANEOUS REVENUES | 100,223 | 100,015 | 100,000 | 100,200 | 100,200 |
| OPERATING TRANSFERS IN | 461,186 | 435,989 | 431,702 | 415,796 | 427,215 |
| TOTAL REVENUES | <u>\$970,548</u> | <u>\$1,008,239</u> | <u>\$965,690</u> | <u>\$896,387</u> | <u>\$907,806</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 403,677 | 385,688 | 343,420 | 360,313 | 370,560 |
| SERVICES AND SUPPLIES | 242,560 | 287,826 | 255,873 | 224,381 | 224,498 |
| PROGRAM COSTS | 973 | 1,370 | 1,000 | 1,000 | 1,000 |
| OTHER CHARGES | 0 | 3,013 | 2,964 | 2,805 | 2,688 |
| FIXED CHARGES | 323,339 | 330,343 | 303,268 | 307,889 | 309,062 |
| OPERATING TRANSFERS OUT | 0 | 0 | 59,167 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$970,549</u> | <u>\$1,008,240</u> | <u>\$965,692</u> | <u>\$896,388</u> | <u>\$907,808</u> |

| | | | |
|--|--------------------|------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GRANTS | 28 |
| | Department: | LIBRARY AND RECREATION | 131 |
| | Program: | A S E S - BAYSHORE ELEM SCH | 178 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| FROM OTHER AGENCIES | 212,400 | 201,855 | 212,400 | 212,400 | 212,400 |
| TOTAL REVENUES | <u>\$212,400</u> | <u>\$201,855</u> | <u>\$212,400</u> | <u>\$212,400</u> | <u>\$212,400</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 123,197 | 142,648 | 121,690 | 151,111 | 151,791 |
| SERVICES AND SUPPLIES | 26,248 | 23,523 | 25,750 | 25,750 | 25,750 |
| PROGRAM COSTS | 38,110 | 34,438 | 62,236 | 54,200 | 54,200 |
| FIXED CHARGES | 379 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$187,934</u> | <u>\$200,609</u> | <u>\$209,676</u> | <u>\$231,061</u> | <u>\$231,741</u> |

| | | | |
|--|--------------------|-------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GRANTS | 28 |
| | Department: | LIBRARY AND RECREATION | 131 |
| | Program: | A S E S - JEFFERSON ELEM SCH | 179 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| FROM OTHER AGENCIES | 189,961 | 158,528 | 114,180 | 114,180 | 114,180 |
| TOTAL REVENUES | <u>\$189,961</u> | <u>\$158,528</u> | <u>\$114,180</u> | <u>\$114,180</u> | <u>\$114,180</u> |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 165,505 | 144,247 | 98,909 | 126,967 | 132,409 |
| TOTAL EXPENDITURES | <u>\$165,505</u> | <u>\$144,247</u> | <u>\$98,909</u> | <u>\$126,967</u> | <u>\$132,409</u> |

LIBRARY & RECREATION SERVICES

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|---|-------|---------|---------|---------|---------|
| Prior to Consolidation | | | | | |
| Library Total | | 18.00 | 18.00 | 17.75 | 17.75 |
| Recreation Total | | 15.00 | 15.00 | 13.50 | 13.50 |
| Library & Recreation Serv Admin 01-117-117 | | | | | |
| Director of Library & Recreation Services | M428 | 0.50 | 0.50 | 0.50 | 0.50 |
| Recreation Services Manager | U096 | 1.00 | 1.00 | 1.00 | 1.00 |
| Class Develop/Cultural Arts Coordinator | U039 | - | - | 0.50 | 0.50 |
| Library Senior Office Assistant | U034 | 1.00 | 1.00 | 1.00 | 1.00 |
| Account Clerk II | Z029 | 1.50 | 1.50 | 0.75 | 0.75 |
| Office Assistant II | Z022 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | 5.00 | 5.00 | 4.75 | 4.75 |
| Serramonte Library 01-120-122 | | | | | |
| Librarian III | X051 | 0.90 | 0.90 | 1.00 | 1.00 |
| Librarian I | X039 | 1.00 | 1.00 | 1.00 | 1.00 |
| Library Assistant III | X032 | 0.70 | 0.70 | 0.20 | 0.20 |
| Library Assistant II | X026 | 3.00 | 3.00 | 3.40 | 3.40 |
| | | 5.60 | 5.60 | 5.60 | 5.60 |
| Bayshore Library 01-120-123 | | | | | |
| Librarian III | X051 | 0.10 | 0.10 | - | - |
| Librarian II | X046 | - | - | 0.40 | 0.40 |
| Library Assistant III | X032 | 0.10 | 0.10 | 0.10 | 0.10 |
| Library Assistant I | X017 | - | - | 0.40 | 0.40 |
| | | 0.20 | 0.20 | 0.90 | 0.90 |
| John Daly Library 01-120-125 | | | | | |
| Librarian II | X046 | 1.00 | 1.00 | 0.60 | 0.60 |
| Library Assistant III | X032 | 0.15 | 0.15 | 0.15 | 0.15 |
| Library Assistant II | X026 | 1.00 | 1.00 | 1.00 | 1.00 |
| Library Assistant I | X017 | 1.00 | 1.00 | 0.60 | 0.60 |
| | | 3.15 | 3.15 | 2.35 | 2.35 |
| Westlake Library 01-120-126 | | | | | |
| Librarian II | X046 | 1.00 | 1.00 | 1.00 | 1.00 |
| Library Assistant III | X032 | 0.15 | 0.15 | 0.15 | 0.15 |
| Library Assistant II | X026 | 2.00 | 2.00 | 2.00 | 2.00 |
| Library Assistant I | X017 | - | - | 1.00 | 1.00 |
| | | 3.15 | 3.15 | 4.15 | 4.15 |
| Library Material/Process 01-120-127 | | | | | |
| Librarian II | X046 | 1.00 | 1.00 | 1.00 | 1.00 |
| Library Assistant III | X032 | 0.10 | 0.10 | 0.10 | 0.10 |
| Library Assistant II | X026 | 1.00 | 1.00 | 0.60 | 0.60 |
| | | 2.10 | 2.10 | 1.70 | 1.70 |
| Library Programming 01-120-128 | | | | | |
| Director of Library & Recreation Services | M428 | 0.50 | 0.50 | 0.50 | 0.50 |
| Library Services Manager | U096 | 1.00 | 1.00 | 1.00 | 1.00 |
| Account Clerk II | Z029 | 0.50 | 0.50 | 0.25 | 0.25 |
| Library Assistant III | X032 | 0.80 | 0.80 | 0.30 | 0.30 |
| Librarian II | X046 | - | - | 1.00 | 1.00 |
| Librarian I | X039 | 1.00 | 1.00 | - | - |
| | | 3.80 | 3.80 | 3.05 | 3.05 |
| Marketing 01-131-132 | | | | | |
| Recreation Supervisor | X049 | 0.40 | 0.40 | 0.35 | 0.35 |
| Recreation Program Coordinator | X032 | 0.35 | 0.35 | 0.95 | 0.95 |
| | | 0.75 | 0.75 | 1.30 | 1.30 |

LIBRARY & RECREATION SERVICES

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|---|--------------|----------------|----------------|----------------|----------------|
| War Memorial Community Center 01-131-135 | | | | | |
| Recreation Supervisor | X049 | 0.05 | 0.05 | 0.10 | 0.10 |
| Recreation Program Coordinator | X032 | 0.40 | 0.40 | 1.55 | 1.55 |
| Assistant Recreation Program Coordinator | X016 | 0.45 | 0.45 | 0.60 | 0.60 |
| Senior Center Program Assistant | U023 | 0.20 | 0.20 | - | - |
| | | 1.10 | 1.10 | 2.25 | 2.25 |
| Westlake Community Center 01-131-136 | | | | | |
| Recreation Supervisor | X049 | 0.10 | 0.10 | 0.05 | 0.05 |
| Recreation Program Coordinator | X032 | 0.40 | 0.40 | 0.20 | 0.20 |
| Assistant Recreation Program Coordinator | X016 | 0.50 | 0.50 | 0.60 | 0.60 |
| | | 1.00 | 1.00 | 0.85 | 0.85 |
| Lincoln Community Center 01-131-137 | | | | | |
| Recreation Supervisor | X049 | 0.05 | 0.05 | 0.15 | 0.15 |
| Recreation Program Coordinator | X032 | 1.00 | 1.00 | 0.05 | 0.05 |
| Assistant Recreation Program Coordinator | X016 | 1.00 | 1.00 | 0.95 | 0.95 |
| | | 2.05 | 2.05 | 1.15 | 1.15 |
| Gellert Park 01-131-138 | | | | | |
| Recreation Supervisor | X049 | 0.05 | 0.05 | 0.05 | 0.05 |
| Recreation Program Coordinator | X032 | 0.25 | 0.25 | 0.05 | 0.05 |
| | | 0.30 | 0.30 | 0.10 | 0.10 |
| AYRP 01-131-141 | | | | | |
| Recreation Supervisor | X049 | 0.15 | 0.15 | 0.15 | 0.15 |
| Recreation Program Coordinator | X032 | 0.40 | 0.40 | 0.35 | 0.35 |
| | | 0.55 | 0.55 | 0.50 | 0.50 |
| SYRP 01-131-142 | | | | | |
| Recreation Supervisor | X049 | 0.10 | 0.10 | 0.10 | 0.10 |
| Recreation Program Coordinator | X032 | 0.40 | 0.40 | 0.45 | 0.45 |
| | | 0.50 | 0.50 | 0.55 | 0.55 |
| Youth Baseball 01-131-143 | | | | | |
| Recreation Supervisor | X049 | 0.10 | 0.10 | 0.10 | 0.10 |
| Recreation Program Coordinator | X032 | 0.40 | 0.40 | 0.25 | 0.25 |
| Assistant Recreation Program Coordinator | X016 | 0.10 | 0.10 | - | - |
| | | 0.60 | 0.60 | 0.35 | 0.35 |
| Youth Basketball 01-131-144 | | | | | |
| Recreation Supervisor | X049 | 0.05 | 0.05 | 0.05 | 0.05 |
| Recreation Program Coordinator | X032 | 0.20 | 0.20 | 0.25 | 0.25 |
| Assistant Recreation Program Coordinator | X016 | 0.25 | 0.25 | 0.15 | 0.15 |
| | | 0.50 | 0.50 | 0.45 | 0.45 |
| Youth Flag Football 01-131-145 | | | | | |
| Recreation Supervisor | X049 | 0.05 | 0.05 | - | - |
| Recreation Program Coordinator | X032 | 0.15 | 0.15 | - | - |
| Assistant Recreation Program Coordinator | X016 | 0.25 | 0.25 | - | - |
| | | 0.45 | 0.45 | - | - |
| Mini Hoops 01-131-147 | | | | | |
| Recreation Supervisor | X049 | - | - | 0.05 | 0.05 |
| Recreation Program Coordinator | X032 | 0.25 | 0.25 | - | - |
| Assistant Recreation Program Coordinator | X016 | 0.15 | 0.15 | 0.20 | 0.20 |
| | | 0.40 | 0.40 | 0.25 | 0.25 |

LIBRARY & RECREATION SERVICES

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|--|--------------|----------------|----------------|----------------|----------------|
| Showcase League 01-131-148 | | | | | |
| Recreation Supervisor | X049 | 0.05 | 0.05 | - | - |
| Recreation Program Coordinator | X032 | 0.20 | 0.20 | - | - |
| Assistant Recreation Program Coordinator | X016 | 0.25 | 0.25 | - | - |
| | | <u>0.50</u> | <u>0.50</u> | <u>-</u> | <u>-</u> |
| Summer Sports Camps 01-131-149 | | | | | |
| Assistant Recreation Program Coordinator | X016 | 0.05 | 0.05 | 0.20 | 0.20 |
| Teen Grants/Events 01-131-151 | | | | | |
| Recreation Supervisor | X049 | 0.10 | 0.10 | 0.05 | 0.05 |
| Recreation Program Coordinator | X032 | 0.35 | 0.35 | 0.25 | 0.25 |
| Assistant Recreation Program Coordinator | X016 | - | - | 0.15 | 0.15 |
| | | <u>0.45</u> | <u>0.45</u> | <u>0.45</u> | <u>0.45</u> |
| Aquatics 01-131-152 | | | | | |
| Recreation Supervisor | X049 | 0.30 | 0.30 | 0.30 | 0.30 |
| Recreation Program Coordinator | X032 | 0.80 | 0.80 | 0.90 | 0.90 |
| | | <u>1.10</u> | <u>1.10</u> | <u>1.20</u> | <u>1.20</u> |
| Tennis 01-131-153 | | | | | |
| Recreation Program Coordinator | X032 | 0.05 | 0.05 | - | - |
| Facility and Field Rentals 01-131-154 | | | | | |
| Recreation Program Coordinator | X032 | 0.20 | 0.20 | 0.40 | 0.40 |
| Assistant Recreation Program Coordinator | X016 | - | - | 0.15 | 0.15 |
| | | <u>0.20</u> | <u>0.20</u> | <u>0.55</u> | <u>0.55</u> |
| Special Events 01-131-155 | | | | | |
| Recreation Supervisor | X049 | 0.10 | 0.10 | 0.05 | 0.05 |
| Recreation Program Coordinator | X032 | 0.20 | 0.20 | 0.30 | 0.30 |
| | | <u>0.30</u> | <u>0.30</u> | <u>0.35</u> | <u>0.35</u> |
| Contract Classes 01-131-157 | | | | | |
| Recreation Supervisor | X049 | 0.10 | 0.10 | 0.10 | 0.10 |
| Recreation Program Coordinator | X032 | - | - | 0.05 | 0.05 |
| Class Develop/Cultural Arts Coordinator | U039 | 1.00 | 1.00 | 0.50 | 0.50 |
| Senior Center Program Assistant | U023 | 0.50 | 0.50 | - | - |
| | | <u>1.60</u> | <u>1.60</u> | <u>0.65</u> | <u>0.65</u> |
| Senior Adults 15-132-460 | | | | | |
| Recreation Supervisor | X049 | 0.20 | 0.20 | 0.20 | 0.20 |
| Assistant Senior Services Supervisor | U037 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Center Program Assistant | U023 | 0.30 | 0.30 | - | - |
| | | <u>1.50</u> | <u>1.50</u> | <u>1.20</u> | <u>1.20</u> |
| Senior Lunch Program 15-132-463 | | | | | |
| Recreation Supervisor | X049 | 0.05 | 0.05 | 0.15 | 0.15 |
| Food Service Assistant II | U021 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | <u>1.05</u> | <u>1.05</u> | <u>1.15</u> | <u>1.15</u> |
| | | | | | |
| | | <u>38.00</u> | <u>38.00</u> | <u>36.00</u> | <u>36.00</u> |

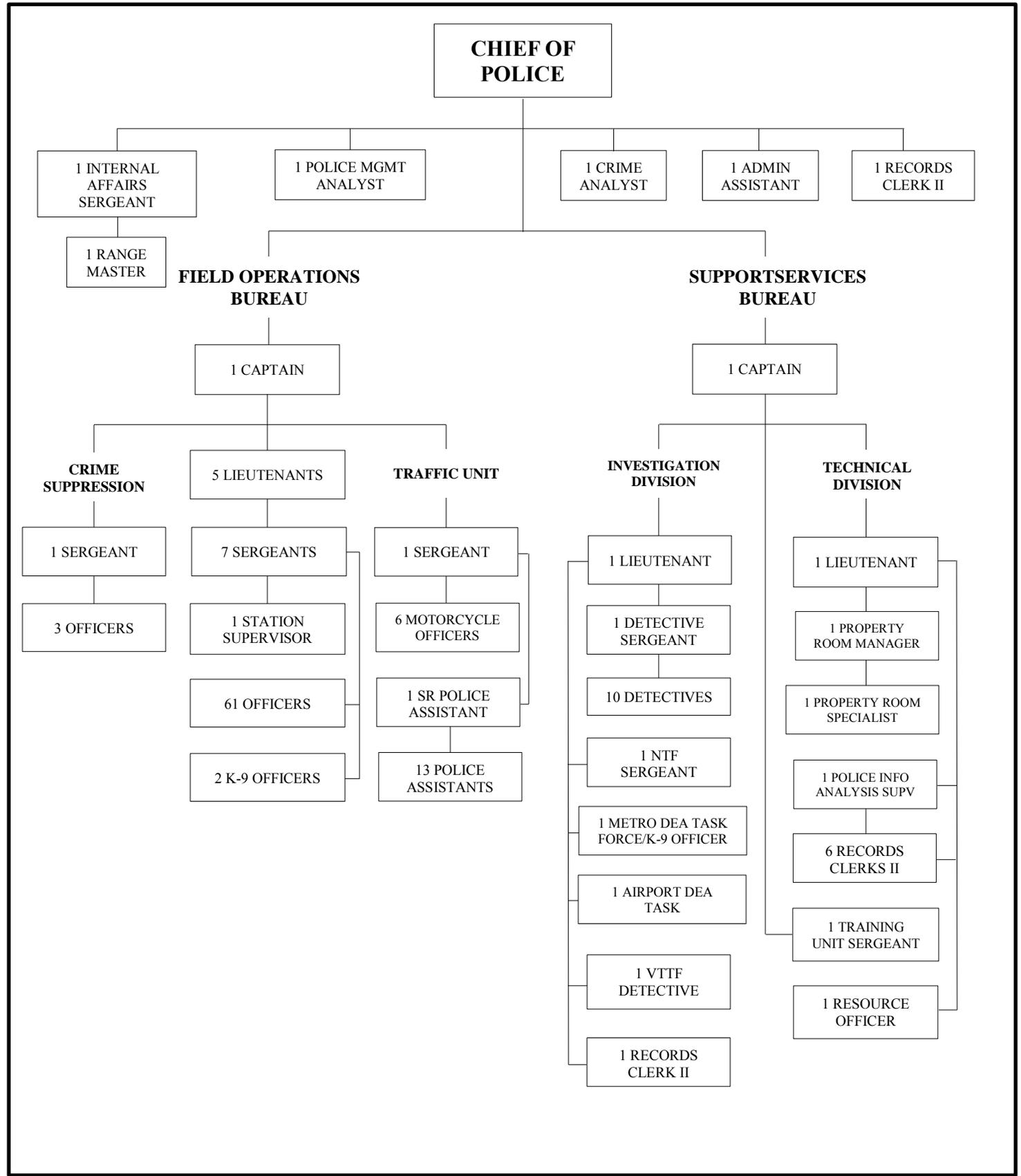




City of Daly City

POLICE DEPARTMENT

Fiscal Years 2017 & 2018



POLICE DEPARTMENT

DEPARTMENT MISSION STATEMENT

The Daly City Police Department is an organization of professionals dedicated to integrity, customer service, the rights of individuals and the needs of a constantly changing society.

CORE SERVICES

- Field Operations—Performs patrol, traffic and parking functions.
- Operations Support Bureau—Provides investigative functions, communications, records, training, property room, crime analysis, fiscal, internal affairs, risk management, technical services and administrative functions within the department.

SUPPORT FOR CITYWIDE PRIORITIES

This Department supports citywide priorities through the following:

- Provide quality services in response to concerns about crime and other quality of life issues in the City of Daly City.
- Enhance parking enforcement through specialized neighborhood parking enforcement operations.
- Reduce crime and the fear of crime through the use of accurate and timely intelligence, rapid deployment, effective tactic and relentless follow-up and assessment (CompStat).
- Contribute to regional enforcement efforts in gang suppression (San Mateo County Gang Task Force, Gang Intelligence Unit, and Vehicle Theft Task Force) and narcotics interdiction (San Mateo County Narcotics Task Force, DEA Metro Task Force and the DEA San Francisco Airport Task Force).
- Lead San Mateo County-wide traffic safety efforts through the use of grant funding from the California Office of Traffic Safety.
- Seek active ongoing partnerships with community members and groups both through regular meetings and web-based communications and information sharing.

BIENNIAL BUDGET OUTCOMES

- Provide effective, visible neighborhood patrols and timely response to first priority calls and complete field investigations.
- Conduct high quality objective investigations to successfully prosecute crimes against persons or property.
- Prevent traffic collisions through enforcement, education and engineering.
- Provide effective record keeping for both internal and external customers.
- Provide competent and efficient handling of property and evidence.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIEL BUDGET

- Services for the Public Safety Communications Division are being transferred to the County of San Mateo. This includes the elimination of two full-time Dispatch Supervisors and 11 full-time Public Safety Dispatchers.
- One vacant full-time Police Records Clerk II was eliminated. Warrant services will now be consolidated with the County of San Mateo.
- Freeze six vacant Police Officer positions
- Revenue for Police Protection Services continues to trend downward due to a significant reduction in the number of events hosted by the Cow Palace. The Cow Palace continues to struggle to attract mainstream events and performers.
- The costs for “StarVista” (First Chance), a safe sobering facility and treatment referral program has increased by \$21,000 for FY 2016.
- Two Daly City detectives are assigned as task force officers at both the DEA San Francisco field office and the San Francisco International Airport. The task force officers, while performing their enforcement duties, have seized approximately \$13 million since the inception of the program. After fulfilling our equitable sharing commitments, this \$13 million seizure has the potential to net in excess of \$5 million in seizure funds. This fund has allowed the Police Department to fund training, equipment and technology which enables us to provide well-trained officers and enhanced services. In early 2016, the Federal Government froze the funds dispersed through the equitable sharing program. Effective March 28, 2016, the Department of Justice has resumed dispersals for the Equitable Sharing program.
- Technology costs continue to rise significantly. Emerging technology is a constant budgetary challenge for the Police Department. Due to a continually changing technology environment in Police Services, department needs to stay current technology hardware and software. Hardware, licensing and yearly maintenance fees can be cost prohibitive and the following emerging technologies that will impact to the Police Department budget:
 - “Callyo” and “Pen Register”, cell phone investigations technologies
 - “IA Pro” tracking software for complaint management, early intervention, accreditation and frontline supervision.
 - “Blue Archer” graffiti networking software allowing officers to coordinate graffiti investigations with allied agencies in the Bay Area.
 - Lexipol policy management and daily training bulletins.

POLICE DEPARTMENT

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIEL BUDGET (Continued)

- Due to military conflicts overseas, the cost of ammunition will continue to increase significantly during the next budget cycle. The Police Department continues to experience a lag time between the ordering of ammunition and its delivery to the police department. These lag times have been at least six months.
- The crossing guards have been moved from the hourly budget to the contractual services budget.

PERFORMANCE MEASURES

| Measure | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|------------------------|-------------------------|-------------------------|-------------------------|
| Reduce response times to first priority calls for patrol services | 6 minutes | 6 minutes | <6 minutes | <6 minutes |
| Decrease number of fatal and injury collisions by 5% | Fatal: 2 Injury:237 | Fatal: 2 Injury: 252 | Fatal: 0 Injury: 239 | Fatal: 0 Injury: 239 |
| Provide timely response, as mandated by State law, to all outside requests for police reports | 100% | 100% | 100% | 100% |
| Meet Federal and State statutory guidelines in the handling of property and evidence | 100% | 100% | 100% | 100% |
| 100 % POST Compliance in Training | 100% | 100% | 100% | 100% |

CITY OF DALY CITY**Department Summary****2016-17/2017-18****POLICE DEPARTMENT**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|
| LICENSES AND PERMITS | 17,525 | 19,775 | 19,475 | 19,475 | 19,475 |
| FINES AND FORFEITURES | 2,301,580 | 2,740,510 | 3,128,695 | 3,058,108 | 3,058,108 |
| RENTS AND INTEREST | 951 | 174 | 0 | 0 | 0 |
| FROM OTHER AGENCIES | 457,629 | 488,678 | 1,266,109 | 206,710 | 206,710 |
| CHARGES AND FEES | 707,218 | 962,064 | 752,748 | 846,357 | 846,357 |
| MISCELLANEOUS REVENUES | 229,718 | 411,085 | 434,450 | 4,909 | 4,909 |
| OPERATING TRANSFERS IN | 0 | 2,049 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$3,714,621</u> | <u>\$4,624,335</u> | <u>\$5,601,477</u> | <u>\$4,135,559</u> | <u>\$4,135,559</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 22,690,970 | 23,911,801 | 26,026,594 | 25,551,984 | 25,016,991 |
| SERVICES AND SUPPLIES | 1,993,666 | 2,320,424 | 2,595,322 | 3,360,995 | 4,075,118 |
| OTHER CHARGES | 115,725 | 144,021 | 144,776 | 175,730 | 178,548 |
| FIXED CHARGES | 2,151,348 | 2,322,403 | 2,304,526 | 2,249,343 | 2,278,847 |
| CAPITAL OUTLAY | 149,750 | 105,626 | 204,892 | 211,648 | 116,047 |
| OPERATING TRANSFERS OUT | 14,764 | 66,816 | 4,983 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$27,116,223</u> | <u>\$28,871,091</u> | <u>\$31,281,093</u> | <u>\$31,549,700</u> | <u>\$31,665,551</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund GENERAL FUND **01**
Department: POLICE DEPARTMENT **200**
Program: POLICE SERVICES **200**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|
| LICENSES AND PERMITS | 17,525 | 19,775 | 19,475 | 19,475 | 19,475 |
| FINES AND FORFEITURES | 2,003,318 | 2,405,266 | 2,773,295 | 2,741,550 | 2,741,550 |
| FROM OTHER AGENCIES | 53,661 | 65,021 | -81,699 | 41,820 | 41,820 |
| CHARGES AND FEES | 631,438 | 870,701 | 662,760 | 777,350 | 777,350 |
| MISCELLANEOUS REVENUES | 229,455 | 410,758 | 434,450 | 4,909 | 4,909 |
| OPERATING TRANSFERS IN | 0 | 2,049 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$2,935,397</u> | <u>\$3,773,570</u> | <u>\$3,808,281</u> | <u>\$3,585,104</u> | <u>\$3,585,104</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 20,791,479 | 21,961,312 | 24,093,234 | 24,204,219 | 24,837,275 |
| SERVICES AND SUPPLIES | 1,380,203 | 1,682,478 | 1,811,225 | 1,916,184 | 1,949,111 |
| OTHER CHARGES | 101,559 | 119,854 | 118,859 | 164,433 | 167,252 |
| FIXED CHARGES | 2,091,674 | 2,257,879 | 2,239,739 | 2,249,343 | 2,278,848 |
| CAPITAL OUTLAY | 29,453 | 53,860 | 157,724 | 160,675 | 65,074 |
| OPERATING TRANSFERS OUT | 10,519 | 66,816 | 4,983 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$24,404,887</u> | <u>\$26,142,199</u> | <u>\$28,425,764</u> | <u>\$28,694,854</u> | <u>\$29,297,560</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund GENERAL FUND 01
Department: POLICE DEPARTMENT 201
Program: PUBLIC SAFETY COMMUNICATIONS 201

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| CHARGES AND FEES | 0 | 7,858 | 3,382 | 0 | 0 |
| MISCELLANEOUS REVENUES | 0 | 291 | 0 | 0 | 0 |
| TOTAL REVENUES | \$0 | \$8,149 | \$3,382 | \$0 | \$0 |
| | | | | | |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 1,621,150 | 1,659,758 | 1,639,497 | 1,162,843 | 0 |
| SERVICES AND SUPPLIES | 183,860 | 179,051 | 175,472 | 965,410 | 1,646,051 |
| OTHER CHARGES | 6,720 | 11,189 | 10,817 | 0 | 0 |
| FIXED CHARGES | 59,674 | 64,523 | 64,787 | 0 | 0 |
| CAPITAL OUTLAY | 1,951 | 830 | 2,000 | 0 | 0 |
| TOTAL EXPENDITURES | \$1,873,355 | \$1,915,351 | \$1,892,573 | \$2,128,253 | \$1,646,051 |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|--------------------------------------|------------|
| Fund | GENERAL FUND | 01 |
| Department: | POLICE DEPARTMENT | 200 |
| Program: | CITIZENS OPT PUB SAFETY-SLESF | 202 |

| REVENUES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | Actual | Actual | Estimated | Approved | Approved |
| RENTS AND INTEREST | 951 | 174 | 0 | 0 | 0 |
| FROM OTHER AGENCIES | 149,994 | 172,929 | 164,890 | 164,890 | 164,890 |
| TOTAL REVENUES | <u>\$150,945</u> | <u>\$173,103</u> | <u>\$164,890</u> | <u>\$164,890</u> | <u>\$164,890</u> |
| | | | | | |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 124,827 | 128,018 | 124,606 | 122,333 | 117,126 |
| SERVICES AND SUPPLIES | 10,900 | 22,192 | 2,176 | 5,000 | 5,000 |
| CAPITAL OUTLAY | 76,345 | 31,142 | 33,169 | 36,767 | 36,767 |
| OPERATING TRANSFERS OUT | 4,245 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$216,317</u> | <u>\$181,352</u> | <u>\$159,951</u> | <u>\$164,100</u> | <u>\$158,893</u> |

| | | | |
|--|--------------------|------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | TRAFFIC SAFETY FUND | 23 |
| | Department: | POLICE DEPARTMENT | 200 |
| | Program: | D U I C E / S T O P PROGRAM | 209 |

| REVENUES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|-------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| | Actual | Actual | Estimated | Approved | Approved |
| CHARGES AND FEES | 75,780 | 83,505 | 86,606 | 69,008 | 69,008 |
| MISCELLANEOUS REVENUES | 262 | 36 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$76,042</u> | <u>\$83,541</u> | <u>\$86,606</u> | <u>\$69,008</u> | <u>\$69,008</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 13,040 | 17,457 | 6,644 | 13,934 | 13,934 |
| SERVICES AND SUPPLIES | 35,916 | 32,060 | 60,869 | 61,118 | 61,671 |
| OTHER CHARGES | 4,273 | 6,243 | 9,100 | 9,296 | 9,296 |
| CAPITAL OUTLAY | 11,661 | 19,795 | 12,000 | 14,206 | 14,206 |
| TOTAL EXPENDITURES | <u>\$64,890</u> | <u>\$75,555</u> | <u>\$88,613</u> | <u>\$98,554</u> | <u>\$99,107</u> |

| | | | |
|--|--------------------|---------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | TRAFFIC ENFORCEMENT FUND | 25 |
| | Department: | POLICE DEPARTMENT | 200 |
| | Program: | POLICE SERVICES | 200 |

| REVENUES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | Actual | Actual | Estimated | Approved | Approved |
| FINES AND FORFEITURES | 298,262 | 335,244 | 355,400 | 316,558 | 316,558 |
| TOTAL REVENUES | <u>\$298,262</u> | <u>\$335,244</u> | <u>\$355,400</u> | <u>\$316,558</u> | <u>\$316,558</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 35,691 | 36,956 | 34,911 | 48,656 | 48,656 |
| SERVICES AND SUPPLIES | 267,110 | 266,457 | 266,447 | 266,447 | 266,447 |
| OTHER CHARGES | 0 | 1,000 | 1,000 | 2,000 | 2,000 |
| TOTAL EXPENDITURES | <u>\$302,801</u> | <u>\$304,413</u> | <u>\$302,358</u> | <u>\$317,103</u> | <u>\$317,103</u> |

| | | | |
|--|--------------------|-------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GRANTS | 28 |
| | Department: | POLICE DEPARTMENT | 200 |
| | Program: | COMPREHENSIVE TRAFFIC SAFETY | 215 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|------------------------------|-------------------------|-------------------------|---------------------------|-------------------------|-------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| FROM OTHER AGENCIES | 253,974 | 250,728 | 1,182,918 | 0 | 0 |
| TOTAL REVENUES | <u>\$253,974</u> | <u>\$250,728</u> | <u>\$1,182,918</u> | <u>\$0</u> | <u>\$0</u> |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 104,782 | 108,300 | 127,702 | 0 | 0 |
| SERVICES AND SUPPLIES | 115,677 | 138,186 | 279,132 | 146,835 | 146,835 |
| OTHER CHARGES | 3,173 | 5,736 | 5,000 | 0 | 0 |
| CAPITAL OUTLAY | 30,341 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$253,973</u> | <u>\$252,222</u> | <u>\$411,834</u> | <u>\$146,835</u> | <u>\$146,835</u> |

POLICE

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|---|-------|---------|---------|---------|---------|
| Police Services 01-200-200 | | | | | |
| Police Chief | M442 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Captain | B245 | 2.00 | 2.00 | 2.00 | 2.00 |
| Police Lieutenant | B240 | 6.00 | 6.00 | 7.00 | 7.00 |
| Police Sergeant | B235 | 15.00 | 15.00 | 13.00 | 13.00 |
| Police Officer * | A230 | 87.00 | 87.00 | 88.00 | 88.00 |
| Police Management Analyst | U084 | 1.00 | 1.00 | 1.00 | 1.00 |
| Information & Analysis Supervisor | U060 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | U038 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Records Clerk II | Z026 | 9.00 | 9.00 | 8.00 | 8.00 |
| Senior Police Assistant | D027 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Assistant | D020 | 13.00 | 13.00 | 13.00 | 13.00 |
| Property Room Manager | U041 | 1.00 | 1.00 | 1.00 | 1.00 |
| Property Room Specialist | U034 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | 139.00 | 139.00 | 138.00 | 138.00 |
| Citizens Option For Public Safety 01-200-202 | | | | | |
| Crime Analyst | U044 | 1.00 | 1.00 | 1.00 | 1.00 |
| Dispatch Supervisor ** | U054 | 0.10 | 0.10 | 0.05 | - |
| | | 1.10 | 1.10 | 1.05 | 1.00 |
| Public Safety Communications 01-201-201 | | | | | |
| Dispatch Supervisor ** | U054 | 1.90 | 1.90 | 0.95 | - |
| Public Safety Dispatcher ** | D033 | 11.00 | 11.00 | 5.50 | - |
| | | 12.90 | 12.90 | 6.45 | - |
| | | 153.00 | 153.00 | 145.50 | 139.00 |

* Includes six frozen Police Officer positions in FY 2017 and 2018

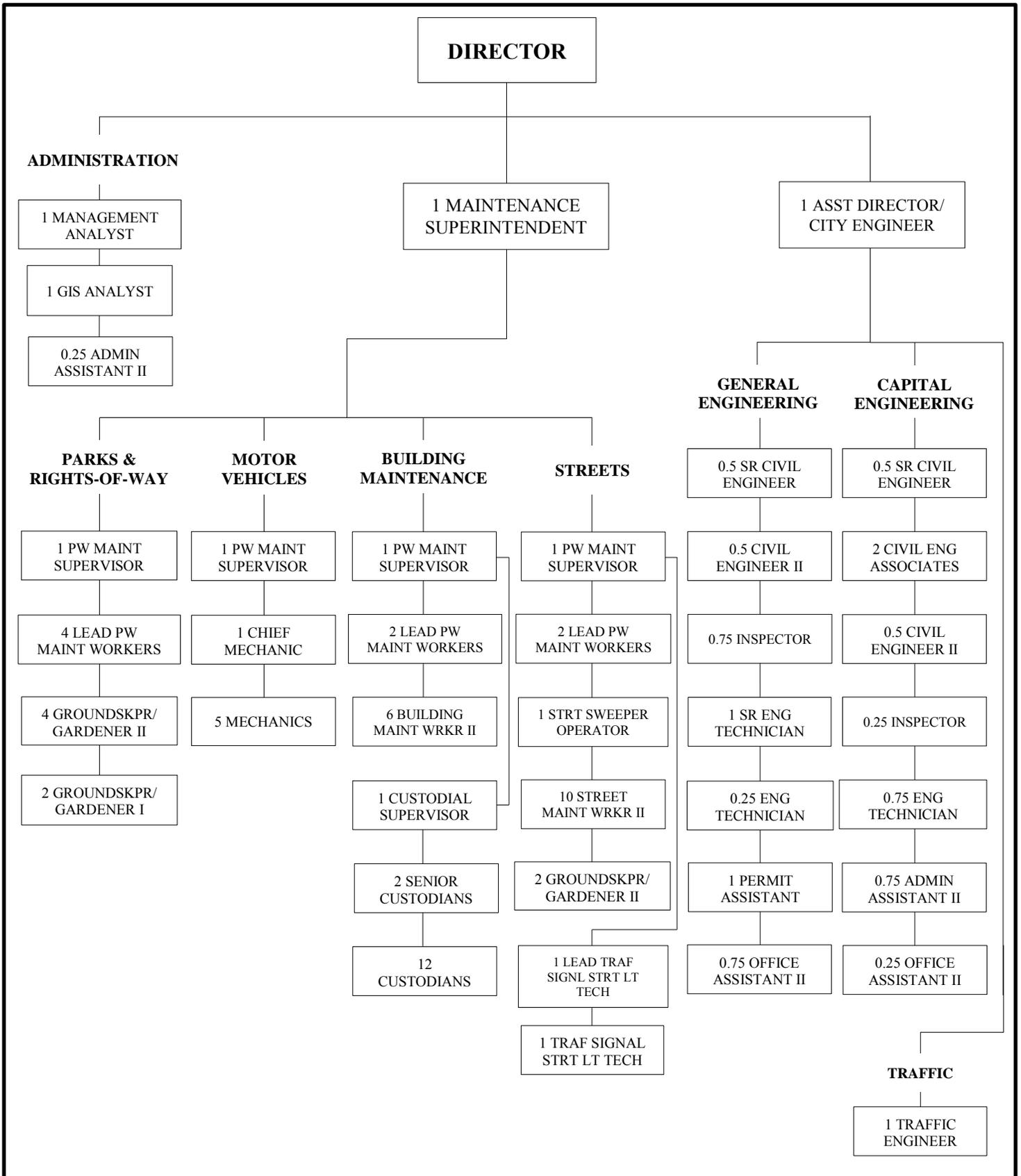
** Assumes a half year of Dispatch Services FTE.



City of Daly City

DEPARTMENT OF PUBLIC WORKS

Fiscal Years 2017 & 2018



PUBLIC WORKS

DEPARTMENT MISSION STATEMENT

Our mission is to provide services dedicated to efficiently maintain the City's environment, infrastructure, parks, facilities, and assets.

CORE SERVICES

- Manage and protect the City's infrastructure through participation in the City's land development review process and operating an encroachment permitting system.
- Ensure completion of all programmed Capital Improvement Plan (CIP) projects.
- Maintain the safety and efficiency of City streets through the maintenance of over 3,200 streetlights and 40 traffic signals.
- Maintain all street and roadway pavement in adequately serviceable condition through pot-hole patching and routine slurry sealing to prolong pavement life and completion of annual pavement rehabilitation projects.
- Prevent flooding and control storm drainage through inspection and cleaning of storm drains in compliance with regulatory mandates.
- Perform street sweeping and the removal of trash/debris left on the public right of way.
- Perform monthly inspections of Mussel Rock landfill and submit semi-annual and annual reports to regulatory agencies as required.
- Provide timely preventative maintenance and custodial service to 54 city buildings and facilities totaling 465,270 square feet.
- Maintain the City's fleet of 278 vehicles and mobile equipment through both timely preventative and corrective maintenance and repair and replacement as needed to maintain an acceptably low age of the overall vehicle fleet.
- Provide assistance to developers, contractors, outside agencies, residents and other City departments with their needs to obtain City records, standards, conditions, and permits for performing improvements and resolving issues in the public right of way or private property abutting public property.
- Maintain all parks, the urban forest, street medians and right-of-ways in a safe and aesthetically appealing condition.
- Maintain the City's inventory of 512 parking meters.
- Maintain and replace all regulatory traffic signs and pavement marking and striping for the safe use of city streets by the motorist, bicyclists and pedestrians.

SUPPORT FOR CITYWIDE PRIORITIES

Economic Development/Revenue Enhancement

- Ensure City infrastructure is in optimum condition to demonstrate that Daly City is a good location for businesses to locate.
- Leverage CIP funds through collaboration with outside agencies and aggressively competing for grant funding of capital projects associated with economic development projects.
- Ensure the proper maintenance and function of 512 parking meters.

Public Safety

- Coordinate anti-graffiti efforts to eliminate gang related tagging.
- Provide quarterly certified playground safety inspections of 30 parks and playgrounds.
- Participate in the City Safety & Wellness Committee and Safety Committee Inspection Team meetings, and address safety concerns identified by the Safety & Wellness Committee.
- Promptly respond to streetlight and traffic signal malfunctions.
- Make timely repairs to pavement markings and regulatory signs.
- Provide safe, hazard-free sidewalks and roadways.

Transportation/Traffic

- Schedule work activities to avoid peak commute times.
- Ensure traffic signal malfunctions and damage or deterioration of street pavement and directional and safety signs are promptly addressed.
- Represent the City at City/County Association of Governments Technical Advisory Committee and regional congestion management agency meetings.
- Staff and administer the City's Traffic Safety Committee and respond to citizen requests for traffic safety improvements and circulation enhancements.
- Obtain grants for bicycle and pedestrian improvement projects and manage and coordinate the review and actions of the Bicycle and Pedestrian Committee.

Infrastructure

- Manage and maintain all City infrastructure and facilities to provide optimum system performance at the lowest overall cost.

PUBLIC WORKS

SUPPORT FOR CITYWIDE PRIORITIES (Continued)

- Maximize asset value retention and service life with a comprehensive approach utilizing systems such as the Pavement Management System for establishing street maintenance priorities and the Encroachment Permit process to ensure streets damaged by private activity are repaired appropriately.
- Successfully obtained nearly \$3 million of grant funding for various CIP projects from State, Regional and County government programs including One Bay Area Grant (OBAG \$290,000), Active Transportation Program (ATP \$2,150,000), Measure A (\$340,000) and Affordable Housing Park Grant (\$190,000).
- Ensure the Mussel Rock Landfill Site remains in compliance with existing and future regulations.

Leisure Services

- Provided timely maintenance services to ensure that all public facilities, such as recreation centers, playgrounds and parks and libraries, are adequately maintained to provide the public with optimum accommodations for clean, safe and comfortable recreational activities.
- Identify needed improvements and propose capital projects to enhance or renovate recreational facilities and buildings.

Land Use

- Participate in the land development review process through the review and approval of subdivision and parcel maps.
- Support the Economic and Community Development Department's review and approval of various permits such as building permits and use permits.
- Participate in the City Development Coordinating Committee.
- Participate in the development and review of the City's General Plan Circulation Element.
- Completed 249 private development plan reviews and 59 Development Coordinating Committee preliminary review of private development.

Government Operations

- Assumed responsibility for development and administration of the City's CIP Budget, formerly performed by the Finance Department.
- Establish and support training programs for department personnel including the Daly City Supervisory and Leadership Academies.
- Implemented a new Fleet Maintenance Management system (RTA) to better manage the repair and replacement of the City's fleet of vehicles and heavy equipment.

SUPPORT FOR CITYWIDE PRIORITIES (Continued)

- Reduce recorded industrial injuries by conducting Department, Division and “tail-gate” safety meetings and participating in the City Safety & Wellness Committee meetings.
- Continue the migration to energy efficient lighting, heating, ventilating and air conditioning systems and water conserving plumbing fixtures.
- Contracted with PG&E to convert approximately 750 of the City’s 3,200 street lights from High Pressure Sodium (HPS) to more energy efficient Light Emitting Diode (LED) fixtures to reduce energy consumption, Green House Gas emissions and the City’s energy bill cost.
- Processed and issued 851 Encroachment, wide-load and other regulatory permits and reviewed and approved four parcel maps and nine subdivision maps.

Community/Civic Support

- Expand outreach activities within neighborhoods to communicate potential impacts from construction activities.
- Promptly respond to graffiti, weed, rubbish and illegal dumping abatement concerns.
- Promptly respond to an average of 100 complaints or requests received from the City i-Help system monthly, or a total of 3,271 total i-Help requests.

BIENNIAL BUDGET OUTCOMES

- Completed the City Concrete Safety Improvement Projects installing approximately 50 Handicap Ramps at 22 intersections.
- Completed sewer main replacement and/or rehabilitation on El Camino Real, D Street, First Avenue, Second Avenue, Junipero Serra Boulevard, Bruno Avenue, and Serramonte Boulevard.
- Completed replacement or rehabilitation of water mains on Schwerin Street and East Vista Drive.
- Completed the 2015 Traffic Signal painting project, which painted 15 of the City’s 40 traffic signals.
- Completed the 2015-2016 Street Resurfacing and Rehabilitation Project.
- Completed the Phase I - Geneva Avenue Utility Underground Project.
- Completed two annual pavement slurry seal projects in the Serramonte and Skyline neighborhoods covering approximately 27 miles of roadway.
- Completed the rehabilitation of various City parking lots including Westlake Park, Doelger Performing Arts Center and Police Station.

PUBLIC WORKS

BIENNIAL BUDGET OUTCOMES (Continued)

- Completed the Geneva Avenue Pedestrian and Bicycle Improvement Projects establishing bike lanes and installing bulb-outs.
- Completed Mussel Rock Landfill site maintenance including work on access roads and drainage systems, annual groundwater monitoring and new landfill gas and slope stability monitoring studies.
- Completed the rehabilitation of Norwood Park, which was substantially financed with Affordable Housing & Parks grant funds.
- Provide over-the-counter technical assistance to residents, contractors and developers.
- Removed and replaced 183 hazardous or unhealthy trees and pruned 2,398 trees of a total inventory of 7,316 city maintained trees.
- Maintain/service a fleet of approximately 278 vehicles in accordance with the manufacturers' recommendations and the regulatory agencies' mandates.
- Replaced the exterior stairway and standby emergency generator at Fire Station 95.
- Maintain 54 government buildings and facilities in a safe, comfortable condition for the use of residents, visitors and employees.
- Maintain 200 lane miles of roadway, 3,680 traffic signs, 36 signalized intersections and 3,200 street lights to allow the safe and efficient transportation of people, goods and services within the City.
- Replaced and outfitted 55 City vehicles.
- Completed the Lake Merced Boulevard Crosswalk Improvements Projects installing pedestrian bulb-outs and rapid flash becons
- Repaired 28 Regulated Output (RO) series circuit streetlight failures.

SIGNIFICANT CHANGES FROM PRIOR BIENNIAL BUDGET

Funding for major maintenance and facility rehabilitation projects in the Capital Improvement Plan (CIP) has been significantly reduced or eliminated. To address limited staff resources and to reorganize the Department to manage this reduced workforce, the following actions were taken in the various Divisions of Public Works to align staffing with workloads:

Administration Division

- Elimination of one 50/50 shared clerical position with the Economic and Community Department

Engineering Division

- The vacant City Engineer position was reclassified to an Assistant Director/City Engineer
- Fill the vacant Associate Civil Engineer position Engineer

SIGNIFICANT CHANGES FROM PRIOR BIENNIAL BUDGET (Continued)

- Fill the vacant Senior Engineering Technician position at the lower Engineering Technician level
- Filled the vacant Assistant Engineer Position
- Add an additional Associate Engineer position to be filled in 2016

Maintenance Division

- Fill the vacant Lead PW Maintenance Worker position in Street Section
- Fill the vacant Traffic Signal/Street Light Technician position in Street Section
- Fill two Street Maintenance Worker positions resulting from retirements and resignations. However, five budgeted positions remain unfilled.
- Eliminate one Street Maintenance Worker position in Street Section
- Fill one Parks Lead Groundskeeper/Gardener position.
- Eliminate two Certified Tree Worker Positions and provide tree maintenance through West Coast Arborists contract services
- Eliminate two Groundskeeper/Gardener positions and provide street median landscape services through contract services
- Eliminated all funding for temporary custodial staffing
- Eliminate most funding for temporary Parks maintenance staffing.

During the next two fiscal years, the Public Works Department will investigate and consider a variety of alternative service delivery models including additional staff reorganizations, increased use of contractual services and targeted service eliminations or reductions as a means of reducing the Department's budget or creating internal efficiencies.

PUBLIC WORKS

PERFORMANCE MEASURES

| Measure | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|-------------|---------------|----------------|----------------|
| Complete quarterly HVAC preventative maintenance service 80% of the time. | 95% | 94% | 95% | 95% |
| Repair parallel circuit streetlight outages within 3 working days and repair series circuit streetlight outages within 2 working days of PG&E opening the circuit. | 91% | 95% | 95% | 95% |
| Respond and repair traffic signal problems impacting traffic flow or traffic safety within 12 hours. | 92% | 93% | 100% | 100% |
| Complete vehicle repairs per the manufacturers specifications within the agreed upon time allotted for the repair 90% of the time. | 92% | 96% | 95% | 95% |
| Perform scheduled maintenance per the manufacturer's recommendations on 100% of vehicle fleet covered by CHP BIT Inspection Mandates. | 98% | 92% | 100% | 100% |
| Investigate and respond to pothole complaints within 24 hours of notification. Repair potholes with 24 hours 90% of the time. | 95% | 96% | 95% | 95% |
| Investigate and respond to regulatory and warning sign complaints within 24 hours. | 90% | 89% | 90% | 90% |
| Inspect and clean 2,181 storm drain catch basins before and after the rainy season | 87% | 90% | 95% | 98% |
| Inspect sidewalk complaints and install warning features or initiate repairs within 24 hours of notice and complete repairs within thirty working days of inspection. | 92% | 95% | 90% | 90% |
| Report trash/debris complaints to Allied Waste on the day received and monitor Allied's compliance with duty to remove within 48 hours. | 99% | 99% | 99% | 99% |

CITY OF DALY CITY**Department Summary****2016-17/2017-18****PUBLIC WORKS**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|
| LICENSES AND PERMITS | 13,162 | 37,530 | 42,160 | 30,000 | 15,000 |
| RENTS AND INTEREST | 49,021 | 30,837 | 2,000 | 28,220 | 28,220 |
| FROM OTHER AGENCIES | 24,231 | 24,231 | 0 | 0 | 0 |
| CHARGES AND FEES | 8,809,169 | 9,487,827 | 9,603,995 | 9,388,280 | 9,346,120 |
| MISCELLANEOUS REVENUES | 271,683 | 1,059,372 | 114,339 | 98,496 | 98,496 |
| OPERATING TRANSFERS IN | 1,920,640 | 2,542,548 | 2,718,679 | 660,014 | 355,474 |
| TOTAL REVENUES | <u>\$11,087,906</u> | <u>\$13,182,345</u> | <u>\$12,481,173</u> | <u>\$10,205,010</u> | <u>\$9,843,310</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 7,891,423 | 8,002,481 | 8,673,329 | 9,854,431 | 10,044,950 |
| SERVICES AND SUPPLIES | 3,177,179 | 3,300,034 | 3,030,089 | 3,492,012 | 3,633,017 |
| OTHER CHARGES | 58,094 | 61,952 | 29,035 | 97,467 | 93,200 |
| FIXED CHARGES | 1,644,789 | 1,693,005 | 1,650,917 | 1,976,133 | 2,041,172 |
| CAPITAL OUTLAY | -1,441 | 299,194 | 2,184,892 | 2,226,276 | 1,112,000 |
| OPERATING TRANSFERS OUT | 223,636 | 196,950 | 191,450 | 198,725 | 199,719 |
| DEPRECIATION | 1,075,710 | 1,237,914 | 1,038,904 | 1,158,309 | 1,127,974 |
| TOTAL EXPENDITURES | <u>\$14,069,390</u> | <u>\$14,791,530</u> | <u>\$16,798,621</u> | <u>\$19,003,353</u> | <u>\$18,252,032</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

| | | |
|--------------------|---------------------------|------------|
| Fund | GENERAL FUND | 01 |
| Department: | PUBLIC WORKS | 310 |
| Program: | PUBLIC WORKS ADMIN | 310 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|--------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| CHARGES AND FEES | 98,977 | 37,079 | 50,000 | 50,000 | 50,000 |
| TOTAL REVENUES | <u>\$98,977</u> | <u>\$37,079</u> | <u>\$50,000</u> | <u>\$50,000</u> | <u>\$50,000</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 509,547 | 605,848 | 644,987 | 442,702 | 454,744 |
| SERVICES AND SUPPLIES | 3,802 | 3,372 | 4,064 | 3,586 | 3,586 |
| OTHER CHARGES | 971 | 1,378 | 4,520 | 4,520 | 4,520 |
| FIXED CHARGES | 60,864 | 64,024 | 64,260 | 104,541 | 105,100 |
| OPERATING TRANSFERS OUT | 0 | 1,200 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$575,184</u> | <u>\$675,822</u> | <u>\$717,831</u> | <u>\$555,349</u> | <u>\$567,950</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund GENERAL FUND **01**
Department: PUBLIC WORKS **312**
Program: ENGINEERING **311**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|
| LICENSES AND PERMITS | 13,161 | 37,371 | 42,000 | 30,000 | 15,000 |
| CHARGES AND FEES | 877,249 | 1,381,688 | 950,000 | 450,000 | 400,000 |
| OPERATING TRANSFERS IN | 0 | 25,640 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$890,410</u> | <u>\$1,444,699</u> | <u>\$992,000</u> | <u>\$480,000</u> | <u>\$415,000</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 792,318 | 751,008 | 1,143,510 | 805,902 | 836,917 |
| SERVICES AND SUPPLIES | 377,251 | 313,950 | 124,150 | 98,300 | 93,800 |
| OTHER CHARGES | 2,004 | 2,757 | 3,095 | 9,630 | 5,430 |
| FIXED CHARGES | 207,260 | 213,451 | 214,459 | 214,033 | 218,216 |
| OPERATING TRANSFERS OUT | 0 | 200 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$1,378,833</u> | <u>\$1,281,366</u> | <u>\$1,485,214</u> | <u>\$1,127,865</u> | <u>\$1,154,363</u> |

| | | | |
|--|--------------------|---------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | PUBLIC WORKS | 314 |
| | Program: | STREETS | 330 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| LICENSES AND PERMITS | 0 | 160 | 160 | 0 | 0 |
| FROM OTHER AGENCIES | 24,231 | 24,231 | 0 | 0 | 0 |
| CHARGES AND FEES | 866,821 | 859,887 | 1,407,391 | 0 | 0 |
| MISCELLANEOUS REVENUES | 26,448 | 25,450 | 0 | 0 | 0 |
| OPERATING TRANSFERS IN | 959,439 | 973,753 | 1,581,620 | 0 | 0 |
| TOTAL REVENUES | <u>\$1,876,939</u> | <u>\$1,883,481</u> | <u>\$2,989,171</u> | <u>\$0</u> | <u>\$0</u> |
| | | | | | |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 1,225,456 | 1,194,306 | 1,240,276 | 0 | 0 |
| SERVICES AND SUPPLIES | 186,599 | 207,570 | 195,751 | 0 | 0 |
| OTHER CHARGES | 26,376 | 26,168 | 0 | 0 | 0 |
| FIXED CHARGES | 433,507 | 453,936 | 454,300 | 0 | 0 |
| OPERATING TRANSFERS OUT | 5,000 | 1,500 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$1,876,938</u> | <u>\$1,883,480</u> | <u>\$1,890,327</u> | <u>\$0</u> | <u>\$0</u> |

Beginning Fiscal Year 2017, funding for Streets Operations will be moved from the General Fund to the Gas Tax Fund.

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | PUBLIC WORKS | 316 |
| | Program: | SIGNALS & STREET LIGHTING | 353 |

| REVENUES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|--------------------------------|-------------------------|-------------------------|---------------------------|-------------------|-------------------|
| | Actual | Actual | Estimated | Approved | Approved |
| CHARGES AND FEES | 64,772 | 29,377 | 29,992 | 0 | 0 |
| OPERATING TRANSFERS IN | 722,438 | 835,866 | 985,760 | 0 | 0 |
| TOTAL REVENUES | <u>\$787,210</u> | <u>\$865,243</u> | <u>\$1,015,752</u> | <u>\$0</u> | <u>\$0</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 276,429 | 286,786 | 309,255 | 0 | 0 |
| SERVICES AND SUPPLIES | 442,455 | 508,940 | 324,209 | 0 | 0 |
| OTHER CHARGES | 120 | 261 | 0 | 0 | 0 |
| FIXED CHARGES | 68,206 | 68,660 | 68,803 | 0 | 0 |
| OPERATING TRANSFERS OUT | 0 | 600 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$787,210</u> | <u>\$865,247</u> | <u>\$702,267</u> | <u>\$0</u> | <u>\$0</u> |

Beginning Fiscal Year 2017, funding for Streets Operations will be moved from the General Fund to the Gas Tax Fund.

| | | | |
|--|--------------------|--------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | PUBLIC WORKS | 317 |
| | Program: | PARKS MAINTENANCE | 160 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| CHARGES AND FEES | 25,356 | 25,356 | 25,356 | 25,356 | 25,356 |
| MISCELLANEOUS REVENUES | 46,193 | 37,528 | 23,435 | 0 | 0 |
| OPERATING TRANSFERS IN | 0 | 210,168 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$71,549</u> | <u>\$273,052</u> | <u>\$48,791</u> | <u>\$25,356</u> | <u>\$25,356</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 1,533,052 | 1,514,972 | 1,608,587 | 1,698,319 | 1,745,282 |
| SERVICES AND SUPPLIES | 151,826 | 244,611 | 277,408 | 159,069 | 159,952 |
| OTHER CHARGES | 17,431 | 18,921 | 11,100 | 28,650 | 28,650 |
| FIXED CHARGES | 394,564 | 394,401 | 391,603 | 439,542 | 442,492 |
| OPERATING TRANSFERS OUT | 984 | 2,000 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$2,097,857</u> | <u>\$2,174,905</u> | <u>\$2,288,698</u> | <u>\$2,325,580</u> | <u>\$2,376,376</u> |

| | | | |
|--|--------------------|---------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | TRANSPORTATION (GAS TAX) | 17 |
| | Department: | PUBLIC WORKS | 314 |
| | Program: | STREETS | 330 |

| REVENUES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|-------------------------------|-------------------|-------------------|-----------------------|---------------------------|---------------------------|
| | Actual | Actual | Estimated | Approved | Approved |
| CHARGES AND FEES | 0 | 0 | 0 | 1,002,069 | 1,009,909 |
| MISCELLANEOUS REVENUES | 0 | 0 | 0 | 1,596 | 1,596 |
| TOTAL REVENUES | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$1,003,665</u> | <u>\$1,011,505</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 0 | 0 | 0 | 1,447,577 | 1,508,657 |
| SERVICES AND SUPPLIES | 0 | 0 | 2,121 | 298,109 | 281,427 |
| OTHER CHARGES | 0 | 0 | 0 | 29,210 | 29,396 |
| FIXED CHARGES | 0 | 0 | 0 | 615,050 | 619,054 |
| TOTAL EXPENDITURES | <u>\$0</u> | <u>\$0</u> | <u>\$2,121</u> | <u>\$2,389,946</u> | <u>\$2,438,534</u> |

| | | | |
|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | TRANSPORTATION (GAS TAX) | 17 |
| | Department: | PUBLIC WORKS | 316 |
| | Program: | SIGNALS & STREET LIGHTING | 353 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| CHARGES AND FEES | 0 | 0 | 4,599 | 16,580 | 16,580 |
| TOTAL REVENUES | <u>\$0</u> | <u>\$0</u> | <u>\$4,599</u> | <u>\$16,580</u> | <u>\$16,580</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 0 | 0 | 0 | 483,180 | 496,118 |
| SERVICES AND SUPPLIES | 0 | 0 | 0 | 509,478 | 516,018 |
| OTHER CHARGES | 0 | 0 | 0 | 2,040 | 1,780 |
| FIXED CHARGES | 0 | 0 | 0 | 38,841 | 38,958 |
| TOTAL EXPENDITURES | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$1,033,539</u> | <u>\$1,052,874</u> |

| | | | |
|--|--------------------|----------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | LINDA VISTA BENEFIT ASSES | 19 |
| | Department: | PUBLIC WORKS | 310 |
| | Program: | LINDA VISTA SUBDIVISION | 335 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 5,405 | 2,824 | 2,000 | 2,000 | 2,000 |
| CHARGES AND FEES | 41,317 | 44,380 | 26,600 | 26,600 | 26,600 |
| TOTAL REVENUES | <u>\$46,722</u> | <u>\$47,204</u> | <u>\$28,600</u> | <u>\$28,600</u> | <u>\$28,600</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SERVICES AND SUPPLIES | 16,039 | 16,310 | 10,152 | 16,227 | 16,227 |
| OTHER CHARGES | 477 | 477 | 250 | 250 | 250 |
| CAPITAL OUTLAY | 713 | 5,296 | 2,000 | 2,000 | 2,000 |
| TOTAL EXPENDITURES | <u>\$17,229</u> | <u>\$22,083</u> | <u>\$12,402</u> | <u>\$18,477</u> | <u>\$18,477</u> |

| | | | |
|--|--------------------|-------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | CAPITAL PROJECTS | 31 |
| | Department: | PUBLIC WORKS | 312 |
| | Program: | ENGINEERING | 311 |

| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| SALARIES AND BENEFITS | 0 | 0 | 0 | 776,716 | 792,219 |
| TOTAL EXPENDITURES | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$776,716</u> | <u>\$792,219</u> |

| | | | |
|--|--------------------|-----------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | MOTOR VEHICLES | 51 |
| | Department: | PUBLIC WORKS | 315 |
| | Program: | MOTOR VEHICLES | 450 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 39,140 | 25,577 | 0 | 23,370 | 23,370 |
| CHARGES AND FEES | 3,275,904 | 3,500,978 | 3,500,978 | 3,779,490 | 3,779,490 |
| MISCELLANEOUS REVENUES | 174,707 | 964,415 | 74,067 | 85,000 | 85,000 |
| OPERATING TRANSFERS IN | 238,763 | 497,122 | 151,299 | 660,014 | 355,474 |
| TOTAL REVENUES | <u>\$3,728,514</u> | <u>\$4,988,092</u> | <u>\$3,726,344</u> | <u>\$4,547,874</u> | <u>\$4,243,334</u> |

| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| SALARIES AND BENEFITS | 898,453 | 902,169 | 961,149 | 1,158,932 | 1,187,004 |
| SERVICES AND SUPPLIES | 1,198,869 | 1,134,783 | 1,230,525 | 1,395,029 | 1,531,640 |
| OTHER CHARGES | 7,151 | 9,094 | 7,470 | 16,687 | 18,194 |
| FIXED CHARGES | 354,311 | 366,534 | 336,286 | 403,757 | 455,930 |
| CAPITAL OUTLAY | -2,153 | 293,898 | 2,182,892 | 2,224,276 | 1,110,000 |
| OPERATING TRANSFERS OUT | 81,134 | 72,027 | 72,027 | 74,764 | 75,138 |
| DEPRECIATION | 1,074,039 | 1,236,496 | 1,037,486 | 1,157,650 | 1,127,480 |
| TOTAL EXPENDITURES | <u>\$3,611,804</u> | <u>\$4,015,001</u> | <u>\$5,827,835</u> | <u>\$6,431,095</u> | <u>\$5,505,386</u> |

| | | | |
|--|--------------------|-----------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | BUILDING MAINTENANCE | 54 |
| | Department: | PUBLIC WORKS | 313 |
| | Program: | BUILDING MAINTENANCE | 110 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 4,476 | 2,436 | 0 | 2,850 | 2,850 |
| CHARGES AND FEES | 3,558,772 | 3,609,079 | 3,609,079 | 4,038,185 | 4,038,185 |
| MISCELLANEOUS REVENUES | 24,337 | 31,979 | 16,837 | 11,900 | 11,900 |
| TOTAL REVENUES | <u>\$3,587,585</u> | <u>\$3,643,494</u> | <u>\$3,625,916</u> | <u>\$4,052,935</u> | <u>\$4,052,935</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 2,656,169 | 2,747,394 | 2,765,569 | 3,041,104 | 3,024,009 |
| SERVICES AND SUPPLIES | 800,338 | 870,503 | 861,709 | 1,012,214 | 1,030,367 |
| OTHER CHARGES | 3,565 | 2,896 | 2,600 | 6,480 | 4,980 |
| FIXED CHARGES | 126,078 | 132,000 | 121,207 | 160,369 | 161,422 |
| OPERATING TRANSFERS OUT | 136,518 | 119,423 | 119,423 | 123,961 | 124,581 |
| DEPRECIATION | 1,671 | 1,418 | 1,418 | 659 | 494 |
| TOTAL EXPENDITURES | <u>\$3,724,339</u> | <u>\$3,873,634</u> | <u>\$3,871,926</u> | <u>\$4,344,787</u> | <u>\$4,345,853</u> |

PUBLIC WORKS

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|---|-------|---------|---------|---------|---------|
| Public Works Admin 01-310-310 | | | | | |
| Director of Public Works | M440 | 1.00 | 1.00 | 0.50 | 0.50 |
| Public Works Management Analyst | U053 | 1.00 | 1.00 | 1.00 | 1.00 |
| Geographic Info Systems Analyst | U048 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant II | U045 | - | - | 0.25 | 0.25 |
| Administrative Assistant | U038 | 0.50 | 0.50 | - | - |
| Office Assistant III | Z026 | 0.50 | 0.50 | - | - |
| | | 4.00 | 4.00 | 2.75 | 2.75 |
| Engineering 01-312-311 | | | | | |
| Assistant Director/City Engineer* | U112 | 1.00 | 1.00 | 0.75 | 0.75 |
| Senior Civil Engineer | U087 | 1.00 | 1.00 | 0.50 | 0.50 |
| Civil Engineering Associate | U076 | 1.00 | 1.00 | - | - |
| Civil Engineer II | X062 | - | 1.00 | 0.50 | 0.50 |
| Public Works Inspector | X052 | 2.00 | 2.00 | 0.75 | 0.75 |
| Senior Engineering Technician | X052 | 1.00 | 1.00 | 1.00 | 1.00 |
| Engineering Technician | X044 | - | - | 0.25 | 0.25 |
| Permit Assistant | Z030 | - | - | 1.00 | 1.00 |
| Office Assistant III | Z026 | 0.50 | 0.50 | - | - |
| Office Assistant II | Z022 | 2.00 | 2.00 | 0.75 | 0.75 |
| | | 8.50 | 9.50 | 5.50 | 5.50 |
| Capital Engineering 31-312-311 | | | | | |
| Assistant Director/City Engineer* | U112 | - | - | 0.25 | 0.25 |
| Senior Civil Engineer | U087 | - | - | 0.50 | 0.50 |
| Civil Engineering Associate | U076 | - | - | 2.00 | 2.00 |
| Civil Engineer II | X062 | - | - | 0.50 | 0.50 |
| Public Works Inspector | X052 | - | - | 0.25 | 0.25 |
| Engineering Technician | X044 | - | - | 0.75 | 0.75 |
| Administrative Assistant II | U045 | - | - | 0.75 | 0.75 |
| Office Assistant II | Z022 | - | - | 0.25 | 0.25 |
| | | - | - | 5.25 | 5.25 |
| Traffic Signal & Street Lighting 01-316-353 | | | | | |
| Traffic Engineer | U076 | 1.00 | 1.00 | - | - |
| Traffic Signal/Street Light Technician | X051 | 2.00 | 2.00 | - | - |
| | | 3.00 | 3.00 | - | - |
| Transportation Traffic Signal & Street Lighting 17-316-353 | | | | | |
| Traffic Engineer | U076 | - | - | 1.00 | 1.00 |
| Public Works Maintenance Supervisor | U066 | - | - | 0.25 | 0.25 |
| Lead Traffic Signal/Street Light Technician | X059 | - | - | 1.00 | 1.00 |
| Traffic Signal/Street Light Technician | X051 | - | - | 1.00 | 1.00 |
| | | - | - | 3.25 | 3.25 |
| Streets Maintenance 01-314-330 | | | | | |
| Public Works Superintendent | U089 | 0.34 | 0.34 | - | - |
| Public Works Maintenance Supervisor | U066 | 1.00 | 1.00 | - | - |
| Street Maintenance Lead Worker | X044 | 1.00 | 2.00 | - | - |
| Street Sweeper Operator | X034 | 1.00 | - | - | - |
| Streets Maintenance Worker II | X030 | 10.00 | 11.00 | - | - |
| | | 13.34 | 14.34 | - | - |

PUBLIC WORKS

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|--|-------|---------|---------|---------|---------|
| Transportation Streets Maintenance 17-314-330 | | | | | |
| Director of Public Works | M440 | - | - | 0.20 | 0.20 |
| Public Works Superintendent | U089 | - | - | 0.40 | 0.40 |
| Public Works Maintenance Supervisor | U066 | - | - | 0.75 | 0.75 |
| Street Maintenance Lead Worker | X044 | - | - | 2.00 | 2.00 |
| Street Sweeper Operator | X034 | - | - | 1.00 | 1.00 |
| Streets Maintenance Worker II | X030 | - | - | 10.00 | 10.00 |
| Groundskeeper/Gardener II | X030 | - | - | 2.00 | 2.00 |
| | | - | - | 16.35 | 16.35 |
| Parks Maintenance 01-317-160 | | | | | |
| Director of Public Works | M440 | - | - | 0.10 | 0.10 |
| Public Works Superintendent | U089 | - | - | 0.20 | 0.20 |
| Public Works Maintenance Supervisor | U066 | 1.00 | 1.00 | 1.00 | 1.00 |
| Lead Public Works Maintenance Worker | X044 | 4.00 | 4.00 | 4.00 | 4.00 |
| Certified Tree Worker | X036 | 2.00 | 2.00 | - | - |
| Groundskeeper/Gardener II | X030 | 6.00 | 6.00 | 4.00 | 4.00 |
| Groundskeeper/Gardener I | X025 | 2.00 | 2.00 | 2.00 | 2.00 |
| | | 15.00 | 15.00 | 11.30 | 11.30 |
| Building Maintenance 54-313-110 | | | | | |
| Director of Public Works | M440 | - | - | 0.10 | 0.10 |
| Public Works Superintendent | U089 | 0.33 | 0.33 | 0.20 | 0.20 |
| Public Works Maintenance Supervisor | U066 | 1.00 | 1.00 | 1.00 | 1.00 |
| Lead Public Maintenance Worker | X044 | 2.00 | 2.00 | 2.00 | 2.00 |
| Custodial Supervisor | X044 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Maintenance Worker II | X030 | 6.00 | 6.00 | 6.00 | 6.00 |
| Senior Custodian | X029 | 2.00 | 2.00 | 2.00 | 2.00 |
| Custodian | X025 | 12.00 | 12.00 | 12.00 | 12.00 |
| | | 24.33 | 24.33 | 24.30 | 24.30 |
| Motor Vehicles 51-315-450 | | | | | |
| Director of Public Works | M440 | - | - | 0.10 | 0.10 |
| Public Works Superintendent | U089 | 0.33 | 0.33 | 0.20 | 0.20 |
| Public Works Maintenance Supervisor | U066 | 1.00 | 1.00 | 1.00 | 1.00 |
| Chief Mechanic | X051 | 1.00 | 1.00 | 1.00 | 1.00 |
| Mechanic | X039 | 4.00 | 4.00 | 5.00 | 5.00 |
| | | 6.33 | 6.33 | 7.30 | 7.30 |
| | | 74.50 | 76.50 | 76.00 | 76.00 |

* The City Engineer position was reclassified to Assistant Director/City Engineer in Fiscal Year 2016.



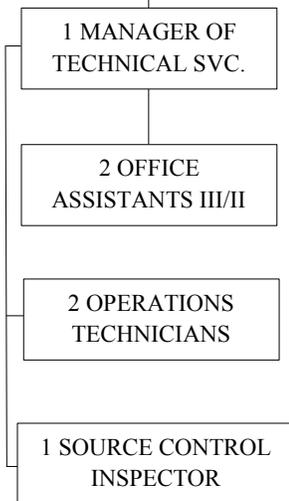
City of Daly City

DEPARTMENT OF WATER & WASTEWATER RESOURCES

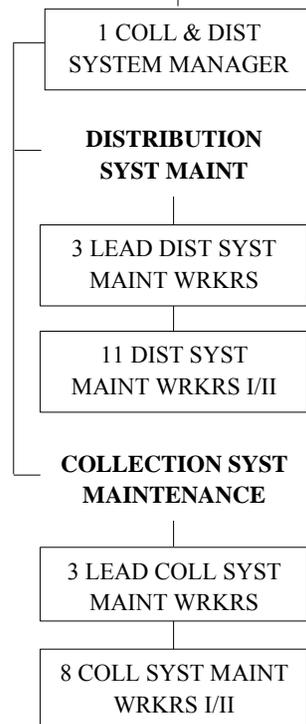
Fiscal Years 2017 & 2018

DIRECTOR

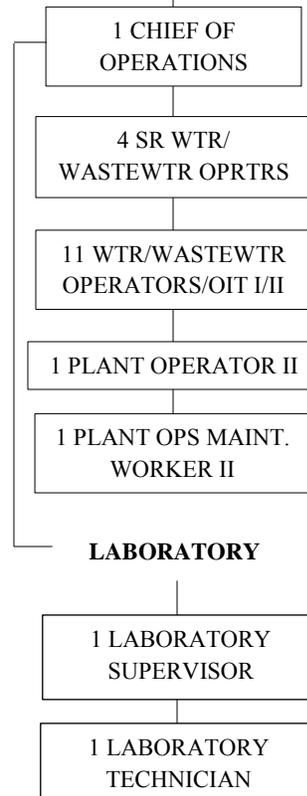
ADMINISTRATION



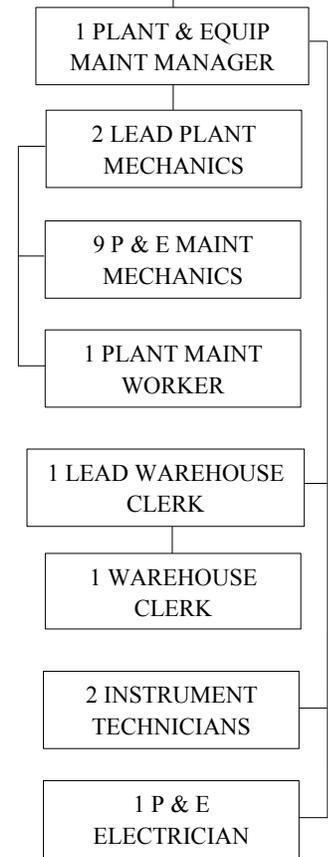
COLLECTION & DISTRIBUTION SYSTEM



OPERATIONS



PLANT & EQUIPMENT MAINTENANCE



DEPARTMENT OF WATER AND WASTEWATER RESOURCES

DEPARTMENT MISSION STATEMENT

The Department of Water and Wastewater Resources team of employees proudly serves the community by providing safe, clean drinking water and protecting the environment by collecting, treating and disposing of wastewater.

CORE SERVICES

Protect Public Health and Safety

Provide safe drinking water to the community and ensure the availability of future supplies. Comply with regulatory mandates associated with the reuse and disposal of wastewater and ensure available capacity for future demands.

Retain Credibility with Our Community, Outside Agencies and Public Stakeholders

Meet customer service expectations by providing the level of effort we would want a family member to receive. Ensure timely, accurate and transparent compliance with all regulatory mandated analyses and testing required by federal and state agencies.

Promote Water Use Efficiency

Provide customers achievable opportunities to conserve water by providing incentives through pricing mechanisms and high-efficiency toilet and washing machine rebates toward achieving Interim Supply Limitation until 2018 of 4.292 million gallons a day demand from the San Francisco Regional Water System.

Ensure Regulatory Compliance

Provide timely comments and actively participate in the development of pending water, wastewater and stormwater regulations. Implement the components of the Sanitary Sewer Management Plan on file with the State Water Resources Control Board to manage occurrences of sanitary sewer overflows, and maintain operations consistent with the National Pollutant Discharge Elimination System permit on file with the State of California.

Efficient Performance of Operation and Maintenance Activities

Preserve the integrity of the public's infrastructure investment through effective preventative, corrective and emergency repairs and replacement activities supported by a viable Capital Improvement Program. Ensure consistent delivery of high-quality, full-public contact Title 22 tertiary treated recycled water to City facilities and existing golf club contractual obligations.

SUPPORT FOR CITYWIDE PRIORITIES

This Department supports citywide priorities through the following:

Economic Development/Revenue Enhancement

- Continue to develop and support programs to meet future water demands of the community.
- Continue to provide timely and accurate reviews and comments for development projects and inspection assistance.
- Preserve potable water supplies for the community through the production and sale of disinfected full-public contact recycled water for irrigation.

Protect Public Health and Safety

- Continue to produce high quality water that meets the California Department of Public Health's Requirements and operate the wastewater plant to produce reusable recycled water and meet the San Francisco's Water Board Permit requirements.

Infrastructure

- Continue to address system-wide maintenance from a proactive preventative standard to lengthen the useful life of pipes, pumps and other departmental assets.
- Continue refinement of groundwater model toward establishing self-yield of 3.43 million gallons per day (MGD) within the groundwater basin.
- Investigate cost-effective technologies.
- Proceed with investigation of improvement alternatives associated with the Vista Grande Drainage Basin Improvement Project.

Government Operations

- Continue to submit accurate, thorough and timely regulatory reports, while maintaining compliance with all permits.
- Continue to proactively negotiate permit terms and conditions associate with wastewater, stormwater and air regulations.
- Respond to requests for service within sixty minutes of notification.
- Maintain department disaster readiness for response to the City's infrastructure for drinking water and wastewater services.
- Active implementation of educational opportunities consistent with revised City webpage content management initiative.

Community/Civic Support

- Continue to develop, educate and distribute stormwater, pollution prevention, water conservation and Integrated Pest Management material and information to schools, business, contractors and residents.
- Provide the opportunity for semi-skilled and unskilled youth to gain work experience and trade skills training as part of the Summer Hire Program outreach to local high schools.
- Continue public outreach activities when requested and to provide tours of the wastewater treatment plant, recycled water facility and Gateway Garden.

DEPARTMENT OF WATER AND WASTEWATER RESOURCES

BIENNIAL BUDGET OUTCOMES

- Delivery of high-quality drinking water meeting all regulatory mandates set forth by the California Department of Public Health.
- Meet the discharge requirements into the Pacific Ocean as set forth under the District's National Pollutant Discharge Elimination System (NPDES) permit in a manner consistent with the public trust and to avoid the imposition of fines and penalties.
- Continued to meet contractual requirements associated with the use of tertiary treated recycled water as a means to preserve the Westside Basin Groundwater Aquifer for potable drinking water supplies.
- Continued delivery of tertiary treated recycled water to serve the irrigation needs for Olympic Club, Lake Merced, San Francisco, Harding Park Golf Clubs and City parks and medians.
- Endeavor to meet the Water Conservation Implementation Plan objectives set forth in partnership with the Bay Area Water Supply and Conservation Agency.
- Address increased Public Education and Awareness expectations set forth by the San Francisco Water Board when enacting the Municipal Regional Stormwater Permit.
- Maintain required state mandated certifications for Operations, Collection and Distribution staff.
- Continue proactive preventative maintenance approach on water and wastewater infrastructure to prolong useful life while continuing to meet public health and safety regulatory requirements.
- Update groundwater monitoring information into the Westside Basin Aquifer Groundwater Model to improve upon the understanding of the available "safe yield" within the basin.
- Initiated update and review of Daly City's anticipated water demands as set forth under the amended 2015 Urban Water Management Plan, due in June 2016, and the City's General Plan update.
- Continued participation with the City of San Bruno, California Water Service Company and the San Francisco Public Utilities Commission to determine the viability of establishing a state-sanctioned Groundwater Management Authority among groundwater pumpers in north San Mateo County.
- Protection from adverse environmental impacts caused from illicit waste discharge through public education, community awareness and source control enforcement consistent with existing sewer use ordinance and expanded requirements established under the Stormwater Municipal Regional Permit.
- Provide certified water and wastewater operator's 24-hours per day, 365 days per year, to monitor and coordinate the water and wastewater systems and to stay in compliance with our NPDES permit.
- Provide standby wastewater collection and water distribution personnel 24-hours per day, 365 days per year, to respond to emergency repairs to the water and wastewater systems, and other community assistance needs.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- Expanded use of overtime hours to cover vacant shifts and emergency response due to staff retirements and resignations.
- Increased laboratory testing and analysis from regulatory amendments and initiation of hexavalent chromium six monitoring in drinking water system.
- Enhanced use of professional services contracts to address required laboratory coverage and treatment plant shift coverage to ensure full coverage of functional responsibilities.
- Education and training budgets in support of certification incentive program.
- Continued rate volatility in response to mandated targeted conservation efforts and anticipated fixed cost increase on consumable supplies.
- Increased regulatory compliance mandates associated with the renewal of the Stormwater Regional Permit (MRP), Regional Waterboard NPDES and Sanitary Sewer overflow requirements, and drinking water compliance standards from the Division of Drinking Water that now is incorporated with the Regional Waterboard.

DEPARTMENT OF WATER AND WASTEWATER RESOURCES

PERFORMANCE MEASURES

| Measures | Actual 2015 | Estimate 2016 | Projected 2017 | Projected 2018 |
|---|----------------|------------------|-------------------|-------------------|
| Complete 95% of work orders generated in the month activated | 100% | 100% | 95% | 95% |
| Respond to plan checks, contract specifications, development review within 10 working days 90% of the time | 97% | 99% | 90% | 90% |
| BAWSCA target for high-efficiency washing machine rebates | 338 | 280 | 350 | 350 |
| BAWSCA target for high-efficiency toilet rebates | 338 | 280 | 275 | 275 |
| Water system coliform samples (26/week) cannot exceed monthly positive detection of five samples. (Regulatory limits < 5/mo.) | 1 | 1 | 0 | 0 |
| 95% of standby emergency callouts responded to within sixty minutes of notification. | 100% | 100% | 95% | 95% |
| 90% of all broken water mains are restored to service within eight hours of notification. | 100% | 100% | 90% | 90% |
| 80% of the volume from a sanitary sewer overflow is captured and treated before flowing into the receiving waters of the United States. | 37% | 80% | 80% | 80% |

CITY OF DALY CITY**Department Summary****2016-17/2017-18****WATER & WASTEWATER RESOUR**

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|
| TAXES | 1,558,772 | 1,713,895 | 1,740,197 | 1,833,616 | 1,932,367 |
| RENTS AND INTEREST | 455,064 | 246,432 | 249,245 | 224,521 | 224,521 |
| CHARGES AND FEES | 34,771,932 | 37,148,507 | 36,489,569 | 37,437,728 | 40,891,653 |
| MISCELLANEOUS REVENUES | 457,703 | 1,359,031 | 100,067 | 36,087 | 36,087 |
| OPERATING TRANSFERS IN | 1,469,738 | 1,503,131 | 1,543,703 | 2,141,423 | 2,203,285 |
| TOTAL REVENUES | <u>\$38,713,209</u> | <u>\$41,970,996</u> | <u>\$40,122,781</u> | <u>\$41,673,375</u> | <u>\$45,287,913</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 7,957,245 | 8,075,580 | 8,526,590 | 10,152,573 | 10,490,351 |
| SERVICES AND SUPPLIES | 13,112,296 | 13,449,297 | 16,836,493 | 18,372,860 | 19,098,357 |
| OTHER CHARGES | 339,366 | 356,096 | 480,979 | 598,614 | 660,776 |
| FIXED CHARGES | 1,423,159 | 1,472,790 | 1,352,972 | 1,516,829 | 1,608,996 |
| CAPITAL OUTLAY | 95,713 | 153,973 | 475,964 | 587,337 | 534,926 |
| OPERATING TRANSFERS OUT | 3,131,551 | 3,209,529 | 3,239,298 | 4,294,577 | 3,677,836 |
| DEBT SERVICE | 202,141 | 186,375 | 174,457 | 158,015 | 135,882 |
| DEPRECIATION | 3,344,649 | 3,981,183 | 3,965,267 | 3,832,323 | 3,779,713 |
| TOTAL EXPENDITURES | <u>\$29,606,120</u> | <u>\$30,884,823</u> | <u>\$35,052,020</u> | <u>\$39,513,128</u> | <u>\$39,986,837</u> |

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|--|--------------------|--------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | SANITATION DISTRICT | 87 |
| | Department: | WATER & WASTEWATER RESOUR | 380 |
| | Program: | WATER & WASTEWATER ADMIN | 370 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| OPERATING TRANSFERS IN | 723,862 | 729,950 | 747,964 | 762,900 | 778,100 |
| TOTAL REVENUES | <u>\$723,862</u> | <u>\$729,950</u> | <u>\$747,964</u> | <u>\$762,900</u> | <u>\$778,100</u> |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 1,439,710 | 1,368,752 | 1,353,423 | 1,494,527 | 1,578,037 |
| SERVICES AND SUPPLIES | 45,848 | 54,082 | 83,728 | 220,161 | 113,500 |
| OTHER CHARGES | 13,119 | 14,331 | 11,700 | 13,264 | 16,007 |
| FIXED CHARGES | 175,680 | 187,936 | 173,384 | 135,525 | 137,162 |
| CAPITAL OUTLAY | 0 | 0 | 0 | 9,925 | 0 |
| OPERATING TRANSFERS OUT | 143,870 | 138,955 | 138,955 | 144,235 | 144,956 |
| TOTAL EXPENDITURES | <u>\$1,818,227</u> | <u>\$1,764,056</u> | <u>\$1,761,190</u> | <u>\$2,017,637</u> | <u>\$1,989,662</u> |

CITY OF DALY CITY
Biennial Budget
2016-17/2017-18

Fund WATER UTILITY 41
Department: WATER & WASTEWATER RESOUR 381
Program: WATER OPERATIONS 371

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|----------------------------|----------------------------|------------------------------|-----------------------------|-----------------------------|
| RENTS AND INTEREST | 113,021 | 67,036 | 66,685 | 51,419 | 51,419 |
| CHARGES AND FEES | 18,095,452 | 18,731,931 | 16,986,410 | 18,349,459 | 19,959,843 |
| MISCELLANEOUS REVENUES | 364,138 | 1,175,676 | 15,000 | 2,700 | 2,700 |
| OPERATING TRANSFERS IN | 0 | 0 | 0 | 540,856 | 586,255 |
| TOTAL REVENUES | <u>\$18,572,611</u> | <u>\$19,974,643</u> | <u>\$17,068,095</u> | <u>\$18,944,434</u> | <u>\$20,600,217</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 718,470 | 813,275 | 626,281 | 917,291 | 945,839 |
| SERVICES AND SUPPLIES | 6,407,831 | 6,991,940 | 9,621,665 | 9,946,713 | 10,492,213 |
| OTHER CHARGES | 97,207 | 108,729 | 128,171 | 151,328 | 162,526 |
| FIXED CHARGES | 87,390 | 97,406 | 89,541 | 116,948 | 128,538 |
| CAPITAL OUTLAY | 0 | 20,475 | 200,799 | 255,000 | 205,000 |
| OPERATING TRANSFERS OUT | 1,816,516 | 1,853,943 | 1,889,904 | 1,977,709 | 2,071,994 |
| DEBT SERVICE | 131,192 | 120,875 | 111,250 | 100,450 | 84,100 |
| DEPRECIATION | 1,241,119 | 1,235,891 | 1,227,019 | 1,138,831 | 1,117,010 |
| TOTAL EXPENDITURES | <u>\$10,499,725</u> | <u>\$11,242,534</u> | <u>\$13,894,630</u> | <u>\$14,604,270</u> | <u>\$15,207,220</u> |

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| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | WATER UTILITY | 41 |
| | Department: | WATER & WASTEWATER RESOUR | 382 |
| | Program: | DISTRIBUTION SYSTEM | 375 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| MISCELLANEOUS REVENUES | 39,613 | 63,583 | 43,863 | 0 | 0 |
| TOTAL REVENUES | <u>\$39,613</u> | <u>\$63,583</u> | <u>\$43,863</u> | <u>\$0</u> | <u>\$0</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 1,317,131 | 1,120,819 | 1,333,063 | 1,523,900 | 1,570,163 |
| SERVICES AND SUPPLIES | 309,473 | 273,631 | 395,048 | 355,191 | 356,394 |
| OTHER CHARGES | 6,249 | 12,196 | 4,920 | 18,135 | 19,906 |
| FIXED CHARGES | 369,660 | 311,496 | 285,064 | 333,881 | 347,548 |
| CAPITAL OUTLAY | 123,932 | 130,476 | 147,069 | 159,212 | 166,016 |
| OPERATING TRANSFERS OUT | 249,918 | 249,927 | 249,918 | 679,491 | 260,721 |
| TOTAL EXPENDITURES | <u>\$2,376,363</u> | <u>\$2,098,545</u> | <u>\$2,415,082</u> | <u>\$3,069,810</u> | <u>\$2,720,748</u> |

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| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | SANITATION DISTRICT | 87 |
| | Department: | WATER & WASTEWATER RESOUR | 920 |
| | Program: | SANITATION DISTRICT | 105 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| TAXES | 1,558,773 | 1,713,895 | 1,740,197 | 1,833,616 | 1,932,367 |
| RENTS AND INTEREST | 342,042 | 179,396 | 182,560 | 173,102 | 173,102 |
| CHARGES AND FEES | 16,676,480 | 18,416,575 | 19,503,159 | 19,088,269 | 20,931,810 |
| MISCELLANEOUS REVENUES | 1 | 14,423 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$18,577,296</u> | <u>\$20,324,289</u> | <u>\$21,425,916</u> | <u>\$21,094,987</u> | <u>\$23,037,279</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 11,047 | 7,029 | 3,514 | 17,000 | 17,000 |
| SERVICES AND SUPPLIES | 374,852 | 374,615 | 387,208 | 533,192 | 541,032 |
| OTHER CHARGES | 62,716 | 64,157 | 69,042 | 71,083 | 74,133 |
| FIXED CHARGES | 2,404 | 2,857 | 2,619 | 3,068 | 3,068 |
| OPERATING TRANSFERS OUT | 190,260 | 190,485 | 190,485 | 197,723 | 198,712 |
| DEBT SERVICE | 70,949 | 65,500 | 63,207 | 57,565 | 51,782 |
| DEPRECIATION | 2,103,530 | 2,745,292 | 2,738,249 | 2,693,491 | 2,662,702 |
| TOTAL EXPENDITURES | <u>\$2,815,758</u> | <u>\$3,449,935</u> | <u>\$3,454,324</u> | <u>\$3,573,122</u> | <u>\$3,548,429</u> |

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| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | SANITATION DISTRICT | 87 |
| | Department: | WATER & WASTEWATER RESOUR | 381 |
| | Program: | WASTEWATER OPERATIONS | 372 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| MISCELLANEOUS REVENUES | 19,304 | 41,956 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$19,304</u> | <u>\$41,956</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 1,712,360 | 1,733,605 | 1,873,209 | 2,019,147 | 2,072,653 |
| SERVICES AND SUPPLIES | 5,079,220 | 4,903,007 | 5,144,447 | 5,894,591 | 6,186,178 |
| OTHER CHARGES | 124,343 | 122,741 | 214,751 | 277,708 | 319,065 |
| FIXED CHARGES | 216,361 | 226,624 | 207,974 | 295,931 | 329,182 |
| CAPITAL OUTLAY | -13,123 | 0 | 0 | 0 | 0 |
| OPERATING TRANSFERS OUT | 307,141 | 311,843 | 307,141 | 663,449 | 426,046 |
| TOTAL EXPENDITURES | <u>\$7,426,302</u> | <u>\$7,297,820</u> | <u>\$7,747,522</u> | <u>\$9,150,826</u> | <u>\$9,333,124</u> |

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| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | SANITATION DISTRICT | 87 |
| | Department: | WATER & WASTEWATER RESOUR | 383 |
| | Program: | PLANT & EQUIPMENT MAINTENANCE | 373 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| MISCELLANEOUS REVENUES | 5,065 | 1,980 | 1,204 | 8,387 | 8,387 |
| OPERATING TRANSFERS IN | 548,453 | 585,881 | 598,317 | 600,000 | 600,000 |
| TOTAL REVENUES | <u>\$553,518</u> | <u>\$587,861</u> | <u>\$599,521</u> | <u>\$608,387</u> | <u>\$608,387</u> |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 1,572,923 | 1,760,291 | 1,920,088 | 2,462,574 | 2,532,977 |
| SERVICES AND SUPPLIES | 468,243 | 441,849 | 585,981 | 729,300 | 710,260 |
| OTHER CHARGES | 24,177 | 22,603 | 29,353 | 43,313 | 43,313 |
| FIXED CHARGES | 172,895 | 219,433 | 202,038 | 225,144 | 234,549 |
| CAPITAL OUTLAY | -13,318 | 387 | 124,900 | 139,000 | 139,500 |
| OPERATING TRANSFERS OUT | 229,297 | 260,148 | 260,148 | 342,877 | 271,384 |
| TOTAL EXPENDITURES | <u>\$2,454,217</u> | <u>\$2,704,711</u> | <u>\$3,122,508</u> | <u>\$3,942,208</u> | <u>\$3,931,983</u> |

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| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | SANITATION DISTRICT | 87 |
| | Department: | WATER & WASTEWATER RESOUR | 381 |
| | Program: | LABORATORY | 374 |

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|--------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| REVENUES | Actual | Actual | Estimated | Approved | Approved |
| OPERATING TRANSFERS IN | 197,422 | 187,300 | 197,422 | 237,666 | 238,930 |
| TOTAL REVENUES | <u>\$197,422</u> | <u>\$187,300</u> | <u>\$197,422</u> | <u>\$237,666</u> | <u>\$238,930</u> |
| EXPENDITURES | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 228,989 | 201,079 | 200,254 | 264,543 | 273,097 |
| SERVICES AND SUPPLIES | 253,880 | 237,202 | 344,998 | 395,192 | 398,648 |
| OTHER CHARGES | 3,646 | 2,045 | 3,196 | 6,414 | 6,353 |
| FIXED CHARGES | 34,672 | 35,912 | 33,116 | 30,509 | 33,087 |
| CAPITAL OUTLAY | -6,054 | 0 | 0 | 0 | 0 |
| OPERATING TRANSFERS OUT | 34,539 | 36,020 | 34,539 | 37,389 | 37,576 |
| TOTAL EXPENDITURES | <u>\$549,672</u> | <u>\$512,258</u> | <u>\$616,103</u> | <u>\$734,047</u> | <u>\$748,761</u> |

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| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | SANITATION DISTRICT | 87 |
| | Department: | WATER & WASTEWATER RESOUR | 382 |
| | Program: | COLLECTION SYSTEM | 376 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|---------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| MISCELLANEOUS REVENUES | 29,581 | 61,413 | 40,000 | 25,000 | 25,000 |
| TOTAL REVENUES | <u>\$29,581</u> | <u>\$61,413</u> | <u>\$40,000</u> | <u>\$25,000</u> | <u>\$25,000</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SALARIES AND BENEFITS | 956,620 | 1,070,729 | 1,216,759 | 1,453,589 | 1,500,584 |
| SERVICES AND SUPPLIES | 172,949 | 172,969 | 273,419 | 298,522 | 300,133 |
| OTHER CHARGES | 7,908 | 9,294 | 19,846 | 17,370 | 19,474 |
| FIXED CHARGES | 364,097 | 391,127 | 359,237 | 375,826 | 395,864 |
| CAPITAL OUTLAY | 4,277 | 2,636 | 3,196 | 24,200 | 24,410 |
| OPERATING TRANSFERS OUT | 160,009 | 168,208 | 168,208 | 251,704 | 266,447 |
| TOTAL EXPENDITURES | <u>\$1,665,860</u> | <u>\$1,814,963</u> | <u>\$2,040,665</u> | <u>\$2,421,211</u> | <u>\$2,506,912</u> |

WATER & WASTEWATER RESOURCES

Full-Time Salaried Position Listing

| Classification | Range | FY 2015 | FY 2016 | FY 2017 | FY 2018 |
|---|-------|---------|---------|---------|---------|
| Water/Wastewater Admin 87-380-370 | | | | | |
| Director Water/Wastewater Resources | M440 | 1.00 | 1.00 | 1.00 | 1.00 |
| Technical Services Manager | U104 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Management Analyst | U074 | 1.00 | 1.00 | 1.00 | 1.00 |
| Source Control Inspector | U052 | 1.00 | 1.00 | 1.00 | 1.00 |
| W/W Operations Technician | X052 | 2.00 | 2.00 | 2.00 | 2.00 |
| Office Assistant III | Z026 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant II | Z022 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | 8.00 | 8.00 | 8.00 | 8.00 |
| Water Operations 41-381-371 | | | | | |
| Senior Water/Wastewater Operator | W059 | 2.00 | 2.00 | - | - |
| Water/Wastewater Operator II | W048 | 5.00 | 5.00 | 5.00 | 5.00 |
| | | 7.00 | 7.00 | 5.00 | 5.00 |
| Wastewater Operations 87-381-372 | | | | | |
| Chief of Operations | U096 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Water/Wastewater Operator | W059 | 2.00 | 2.00 | 4.00 | 4.00 |
| Water/Wastewater Operator II | W048 | 6.00 | 6.00 | 6.00 | 6.00 |
| Plant Operator II | W042 | 1.00 | 1.00 | 1.00 | 1.00 |
| Plant Operations Maint Worker II | X030 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | 11.00 | 11.00 | 13.00 | 13.00 |
| Plant & Equipment Maintenance 87-383-373 | | | | | |
| Plant & Equip Maintenance Supervisor | U091 | 1.00 | 1.00 | 1.00 | 1.00 |
| Instrument Technician | P062 | 2.00 | 2.00 | 2.00 | 2.00 |
| Lead Plant & Equip Maint Mechanic | U054 | 1.00 | 1.00 | 2.00 | 2.00 |
| P & E Maintenance Electrician | X051 | 1.00 | 1.00 | 1.00 | 1.00 |
| P & E Maintenance Mechanic | P044 | 9.00 | 9.00 | 9.00 | 9.00 |
| Lead Warehouse Clerk | X038 | 1.00 | 1.00 | 1.00 | 1.00 |
| Warehouse Clerk | X033 | 1.00 | 1.00 | 1.00 | 1.00 |
| Plant Maintenance Worker I | X025 | 2.00 | 2.00 | 1.00 | 1.00 |
| | | 18.00 | 18.00 | 18.00 | 18.00 |
| Laboratory 87-381-374 | | | | | |
| Laboratory Supervisor | U060 | 1.00 | 1.00 | 1.00 | 1.00 |
| Laboratory Technician | U041 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | 2.00 | 2.00 | 2.00 | 2.00 |
| Distribution System 41-382-375 | | | | | |
| Distribution System Field Supervisor | X044 | 3.00 | 3.00 | 3.00 | 3.00 |
| Water Maintenance Worker II | X030 | 11.00 | 11.00 | 11.00 | 11.00 |
| | | 14.00 | 14.00 | 14.00 | 14.00 |
| Collection System 87-382-376 | | | | | |
| Collection & Distribution System Manager | U091 | 1.00 | 1.00 | 1.00 | 1.00 |
| Collection System Field Supervisor | X044 | 3.00 | 3.00 | 3.00 | 3.00 |
| Collection Sys Maintenance Worker II | X030 | 8.00 | 8.00 | 8.00 | 8.00 |
| | | 12.00 | 12.00 | 12.00 | 12.00 |
| | | 72.00 | 72.00 | 72.00 | 72.00 |



NONDEPARTMENTAL PROGRAMS

NONDEPARTMENTAL REVENUE/EXPENSE

PROGRAM DESCRIPTION

Nondepartmental revenues and expenditures are those activities not specifically attributable to General Fund departments. Included herein are the City's major tax revenues, such as property tax, sales tax, and utility users' tax. Interfund overhead reimbursements are also included.

Expenditures for retiree benefits, County administration fees and contributions to other funds, as well as a provision for contingency funding, are some major budgeted items.

The responsibility for monitoring and controlling these revenues and expenditures lies with the City Manager's Office and the Department of Finance and Administrative Services.

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| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | GENERAL FUND | 01 |
| | Department: | N/A | 031 |
| | Program: | NONDEPARTMENTAL | 031 |

| REVENUES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|--------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | Actual | Actual | Estimated | Approved | Approved |
| TAXES | 53,332,370 | 55,874,067 | 55,637,245 | 56,350,315 | 57,467,021 |
| LICENSES AND PERMITS | 209,277 | 246,421 | 268,098 | 245,102 | 245,283 |
| RENTS AND INTEREST | 852,039 | 610,184 | 558,399 | 563,580 | 569,216 |
| FROM OTHER AGENCIES | 18,615 | 750,607 | 206,740 | 15,150 | 15,302 |
| CHARGES AND FEES | 250,141 | 250,173 | 250,000 | 12,500 | 12,500 |
| MISCELLANEOUS REVENUES | 3,315,565 | 3,855,733 | 3,503,953 | 2,355,250 | 1,605,503 |
| OPERATING TRANSFERS IN | 3,063,261 | 3,156,123 | 2,639,417 | 2,739,715 | 2,753,414 |
| TOTAL REVENUES | <u>\$61,041,268</u> | <u>\$64,743,308</u> | <u>\$63,063,852</u> | <u>\$62,281,612</u> | <u>\$62,668,239</u> |
| EXPENDITURES | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
| | Actual | Actual | Estimated | Approved | Approved |
| SALARIES AND BENEFITS | 3,998,292 | 2,659,330 | 2,196,224 | 2,629,931 | 2,726,205 |
| SERVICES AND SUPPLIES | 86,057 | 134,227 | 121,112 | 122,928 | 124,772 |
| OTHER CHARGES | 290,341 | 4,134,703 | 1,384,186 | 1,060,199 | 1,065,310 |
| OPERATING TRANSFERS OUT | 3,487,386 | 2,050,303 | 564,009 | 989,012 | 1,046,556 |
| TOTAL EXPENDITURES | <u>\$7,862,076</u> | <u>\$8,978,563</u> | <u>\$4,265,531</u> | <u>\$4,802,070</u> | <u>\$4,962,843</u> |

PERS Bonds

PROGRAM DESCRIPTION

This program is used to account for the debt service on pension obligation bonds issued by the City in June 2004. Interfund service charges equal to the annual debt service are assessed based on a level percent of payroll. Bonds were issued through the California Statewide Communities Development Authority in the original principal amount of \$36,235,000 to fund the City's accrued actuarial pension liability. The bonds bear interest at rates varying from 2.65 to 5.896 percent, which is substantially below the 7.75 percent interest rate CalPERS would have charged to the City's pension plan in 2004 if the bonds had not been issued. Present value saving to the City was estimated at over \$7 million at the time the bonds were issued.

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| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | RETIREMENT CONTRIBUTIONS | 03 |
| | Department: | N/A | 031 |
| | Program: | NONDEPARTMENTAL | 031 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|-------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 24 | 29 | 20 | 20 | 20 |
| CHARGES AND FEES | 3,046,112 | 3,253,338 | 3,480,030 | 3,545,968 | 3,678,921 |
| OPERATING TRANSFERS IN | 3,000,000 | 1,507,643 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$6,046,136</u> | <u>\$4,761,010</u> | <u>\$3,480,050</u> | <u>\$3,545,988</u> | <u>\$3,678,941</u> |
| | | | | | |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SERVICES AND SUPPLIES | 6,972 | 6,757 | 6,513 | 7,000 | 7,000 |
| PRINCIPAL | 1,403,000 | 1,625,000 | 1,840,000 | 2,070,000 | 2,325,000 |
| INTEREST | 1,732,203 | 1,653,854 | 1,571,808 | 1,468,988 | 1,346,941 |
| TOTAL EXPENDITURES | <u>\$3,169,175</u> | <u>\$3,285,61</u> | <u>\$3,418,321</u> | <u>\$3,545,988</u> | <u>\$3,678,941</u> |

ASSEMBLY BILL (AB) 1600 PUBLIC FACILITY FEES

PROGRAM DESCRIPTION

AB 1600 Public Facility Fees are revenues derived from developer fees that are restricted to infrastructure expenditures for new development necessitated expansion and enhancements. The three major AB 1600 revenue and expenditure categories consist of General, Storm Drain and Roadway accounts. Revenues from these sources are transferred to the capital projects delineated in the City's AB1600 fee study as the projects are slated for construction or acquisition.

| | | | |
|--|--------------------|-------------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | AB 1600 PUBLIC FACILITY F | 20 |
| | Department: | N/A | 031 |
| | Program: | AB 1600 PUBLIC FACILITY FEES | 401 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 49,576 | 28,681 | 26,933 | 30,000 | 30,000 |
| CHARGES AND FEES | 374,823 | 790,784 | 686,668 | 734,146 | 5,283,618 |
| TOTAL REVENUES | <u>\$424,399</u> | <u>\$819,465</u> | <u>\$713,601</u> | <u>\$764,146</u> | <u>\$5,313,618</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| OPERATING TRANSFERS OUT | 0 | 450,000 | 0 | 504,500 | 1,303,000 |
| TOTAL EXPENDITURES | <u>\$0</u> | <u>\$450,000</u> | <u>\$0</u> | <u>\$504,500</u> | <u>\$1,303,000</u> |

CIVIC CENTER ENTERPRISE FUND

PROGRAM DESCRIPTION

The Civic Center Enterprise Fund was created in March 1992 to account for the City's acquisition and improvement of commercial properties for use as additional governmental office buildings in the Civic Center Area. Two buildings are presently in the Enterprise Fund, Civic Center South located at 271 - 92nd Street and Civic Center North located at 350 - 90th Street (purchased in 1996).

All rentals and other income, expenditures and transfers for capital outlays are shown in this fund.

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|--|--------------------|------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | CIVIC CENTER | 43 |
| | Department: | N/A | 031 |
| | Program: | NONDEPARTMENTAL | 031 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 873,388 | 994,987 | 662,398 | 646,258 | 966,587 |
| MISCELLANEOUS REVENUES | 48,684 | 49,400 | 52,364 | 51,235 | 52,260 |
| TOTAL REVENUES | <u>\$922,072</u> | <u>\$1,044,387</u> | <u>\$714,762</u> | <u>\$697,493</u> | <u>\$1,018,847</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SERVICES AND SUPPLIES | 118,120 | 116,237 | 117,375 | 133,379 | 139,404 |
| FIXED CHARGES | 514,518 | 527,141 | 483,241 | 517,491 | 519,322 |
| OPERATING TRANSFERS OUT | 132,501 | 204,025 | 57,359 | 504,539 | 234,837 |
| DEPRECIATION | 190,694 | 190,694 | 190,694 | 190,694 | 190,694 |
| TOTAL EXPENDITURES | <u>\$955,833</u> | <u>\$1,038,097</u> | <u>\$848,669</u> | <u>\$1,346,103</u> | <u>\$1,084,257</u> |

TRANSFER STATION/SUSTAINABILITY

PROGRAM DESCRIPTION

The City-owned Transfer Station provides for the transfer of refuse from collection vehicles to larger trucks for transport to a final disposal site. Allied Waste Services, Incorporated, the City's franchised solid waste and recycling solutions company leased and operated the Transfer Station. Under Franchise Agreement with Allied Waste, the City receives funding towards the Sustainability Program managed by the City Manager's Office.

GOAL

To oversee an efficient, environmentally safe and cost-effective means for transferring refuse from the City of Daly City to a final disposal site.

| | | | |
|--|--------------------|----------------------------------|------------|
| CITY OF DALY CITY Biennial Budget 2016-17/2017-18 | Fund | MUSSEL ROCK TRANSFER STAT | 45 |
| | Department: | N/A | 030 |
| | Program: | TRANSFER STATION | 390 |

| REVENUES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
|--------------------------------|---------------------------------|---------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| RENTS AND INTEREST | 375,000 | 375,000 | 312,500 | 0 | 0 |
| CHARGES AND FEES | 96,847 | 94,319 | 78,600 | 94,320 | 94,320 |
| MISCELLANEOUS REVENUES | 0 | 461,324 | 0 | 0 | 0 |
| OPERATING TRANSFERS IN | 0 | 75,000 | 0 | 0 | 0 |
| TOTAL REVENUES | <u>\$471,847</u> | <u>\$1,005,643</u> | <u>\$391,100</u> | <u>\$94,320</u> | <u>\$94,320</u> |
| EXPENDITURES | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimated | 2016-17 Approved | 2017-18 Approved |
| SERVICES AND SUPPLIES | 134,017 | 144,495 | 8,960 | 0 | 0 |
| FIXED CHARGES | 2,832 | 2,850 | 0 | 0 | 0 |
| OPERATING TRANSFERS OUT | 471,847 | 470,856 | 0 | 94,320 | 94,320 |
| DEPRECIATION | 29,607 | 29,607 | 25,000 | 0 | 0 |
| TOTAL EXPENDITURES | <u>\$638,303</u> | <u>\$647,808</u> | <u>\$33,960</u> | <u>\$94,320</u> | <u>\$94,320</u> |



Capital Improvement Program

The City of Daly City Capital Improvement Budget for Fiscal Years (FY) 2017 and 2018 provides funding for the city's capital projects, such as acquisition of new equipment, repair and renovation of existing facilities and design work for projects planned in the future.

Capital projects are appropriated in the following City funds:

Transportation Fund (17)

Projects identified in the Transportation Fund (previously referred to as the Gas Tax Fund) have restricted revenue sources that can only fund projects that improve the City's transportation system. Dedicated funding sources in this fund include State Gas Taxes (tax collected on the sale of gasoline), San Mateo County Measure A (sales tax collected in the County), Measure M (vehicle registration fees), State and Federal transportation Funds, and grants. The City also received intermittent or one-time fees from private property developers to mitigate the impact of increased traffic generated from private development projects.

A variety of grant funds will be utilized over the next two years, totaling \$4.6 million, and can fund 70% to 90% of a capital project. Such projects include Central Corridor Bicycle and Pedestrian Improvements, John Daly Boulevard Streetscape Improvements, and the Enhanced Pedestrian and Bicycle Visibility Improvements projects. Over the next biennial budget, majority of transportation projects are directed towards pavement preservation and rehabilitation projects. The remaining non-grant funded projects are used to finance traffic signals, safety improvements, and bicycle and pedestrian improvement projects.

General Capital Project Fund (31)

The General Capital Improvement Program is dedicated to the repair, preservation and enhancement of general capital facilities and assets, such as municipal buildings, parks, and libraries. In addition, ongoing maintenance of the closed Mussel Rock landfill site and transfer station is budgeted in this fund.

The main funding source for the General Capital Project Fund is investments from the City's General Fund. Transfers from the General Fund are considered one-time and only transferred to the Capital Project Fund if there is a General Fund surplus. Other funding sources include developer impact fees, which are dedicated towards expanding or enhancing facilities to serve a growing population, and grants.

Capital projects in this biennial budget focus on facility maintenance and rehabilitation needs or meeting regulatory requirements associated with facility accessibility or safety standards. In addition, there are several projects in the capital budget that are dedicated to strategic planning and financial forecasting, such as the Parks and Open Space Master Plan, the Bicycle and Pedestrian Master Plan, the Information Technology Master Plan, and the Building and Facilities Assessment.

Water Fund (41)

The Water Enterprise Fund Capital Program addresses critical water infrastructure investments. Projects in the Water Fund fall under one of these three categories: Facility Reliability, Water Pipelines, and Water Supply/Quality. There are eight capital projects, totaling \$1.4 million in FY 2017 and \$1.7 million in FY 2018 that address Facility Reliability. These projects include annual repair and replacement for water conveyance improvements, vehicle equipment upgrades, seismic improvements, and Water System Supervisory Control and Data Acquisition (SCADA) radio project.

Water Pipeline projects total \$1 million in FY 2017 and \$1.3 million in FY 2018 and include the reservoir cast iron project in Pointe Pacific and various water main improvement projects.

Water Supply/Quality projects total \$0.2 million and include groundwater management and the annual repair and replacement of various water production wells throughout the City.

Sanitation District (Fund 87)

North San Mateo County Sanitation District, a subsidiary of the City of Daly City, is responsible for the collection, treatment, and disposal of wastewater and the production of recycled water. The biennial capital budget includes 23 planned projects totaling \$4.3 million in FY 2017 and \$3.3 million in FY 2018. Projects in the Sanitation District are categorized as Facility Improvements, System Reliability, Pipelines, and the Stormwater Municipal Regional Permit (MRP).

Facility improvements total \$0.6 million in FY 2017 and \$0.5 million in FY 2018. Ongoing annual repair and replacement includes Sewer Lift Stations and Plant Structure Improvements. In addition, a new roof at the Administration and Operations Building and replacement of the HVAC system at Maintenance Building #1 are planned in this biennial budget.

There are seven projects dedicated to System Reliability, totaling \$1.2 million annually. Annual repair and maintenance for SCADA, sewer main rehabilitation, plant process improvements, and vehicle upgrades are planned. The Vista Grande Drainage Basin project is a long-term project with significant cost implications. Staff is exploring the total long-term cost of this project, as well as a financial plan to leverage Federal, State, and local resources to fund this project.

Pipeline projects total \$3.4 million, and include the Sewer Main Rehabilitation Project and the El Portal Force Main interior lining project.

In response to mandated stormwater regulations aimed at eliminating debris flowing into Bay Area water ways, the projects in the Stormwater Municipal Regional Permit category include the installation of inserts into storm drains into storm drains to collect debris.

CITY OF DALY CITY

CAPITAL IMPROVEMENT PLAN

| FUND | PROJECT NAME | Estimated FY 2016 | Adopted FY 2017 | Adopted FY 2018 | Projected FY 2019 | Projected FY 2020 | Projected FYs 2021-2025 |
|---------------------------------|--|--------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------------|
| TRANSPORTATION (GAS TAX) | | | | | | | |
| | 2016-17 ADA/Sidewalk Improvements | - | 115,000 | - | - | - | - |
| | 2017-18 ADA/Sidewalk Improvements | - | 15,000 | 105,000 | - | - | - |
| | 2017-18 Street Resurfacing | - | 155,000 | 1,210,000 | - | - | - |
| | 2018-19 ADA/Sidewalk Improvements | - | - | 15,000 | 110,000 | - | - |
| | 2018-19 Avalon Canyon Site Maintenance | - | - | - | 315,000 | - | - |
| | 2018-19 Parking Lot Improvements | - | - | - | 277,000 | - | - |
| | 2018-19 Street Resurfacing | - | - | 155,000 | 1,560,000 | - | - |
| | 2019-20 ADA/Sidewalk Improvements | - | - | - | 15,000 | 115,000 | - |
| | 2019-20 Parking Lot Improvements | - | - | - | - | 135,000 | - |
| | 2019-20 Street Resurfacing | - | - | - | 155,000 | 1,650,000 | - |
| | 2020-21 ADA/Sidewalk Improvements | - | - | - | - | 15,000 | 120,000 |
| | 2020-21 Street Resurfacing | - | - | - | - | 160,000 | 1,800,000 |
| | Bayshore Community Center Exterior Painting | - | - | - | - | - | 70,000 |
| | Bayshore Street Slurry Seal | - | 45,000 | 1,155,000 | - | - | - |
| | Beyond 2020 Avalon Canyon Site Maintenance | - | - | - | - | - | 220,000 |
| | Beyond 2021 ADA/Sidewalk Improvements | - | - | - | - | - | 585,000 |
| | Beyond 2021 Street Resurfacing | - | - | - | - | - | 7,545,000 |
| | Beyond 2021 Street Slurry Seal | - | - | - | - | - | 5,086,000 |
| | Bicycle and Pedestrian Master Plan | - | 300,000 | - | - | - | - |
| | Callan Blvd/Serramonte Blvd Traffic Signal Installation | 465,000 | - | - | - | - | - |
| | Callan Blvd/Serramonte Center Driveway Traffic Signal Installation | - | - | 450,000 | - | - | - |
| | Central Corridor Bike/Ped Improvements | - | 300,000 | - | 1,976,000 | - | - |
| | Centralized Controller / Battery Back-up Traffic Signal | - | 82,000 | 828,000 | - | - | 250,000 |
| | Civic Center Emergency Generator Replacement | - | - | - | - | - | 294,000 |
| | Civic Center South Roof Replacement | - | - | - | - | - | 240,000 |
| | Clarinada Ave/SR 1 On/Off Ramps Traffic Signal Installation | - | - | - | - | 45,000 | 435,000 |
| | Cooperative Project Development | - | 50,000 | 52,000 | 54,000 | 56,000 | 310,000 |

CITY OF DALY CITY

CAPITAL IMPROVEMENT PLAN

| FUND | PROJECT NAME | Estimated FY 2016 | Adopted FY 2017 | Adopted FY 2018 | Projected FY 2019 | Projected FY 2020 | Projected FYs 2021-2025 |
|-------------|--|--------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------------|
| | Crocker/Hillside Street Slurry Seal | - | - | - | 45,000 | 1,175,000 | - |
| | Doelger Art Center Roof Replacement | - | - | - | 210,000 | - | - |
| | Doelger Sr Center Roof Replacement | - | - | - | 530,000 | - | - |
| | Emergency Vehicle Preemption | - | - | 25,000 | 330,000 | - | - |
| | Enhanced Pedestrian and Bicycle Visibility | - | 375,000 | - | - | - | - |
| | Fire Station 91 Roof Replacement | - | - | - | - | - | 195,000 |
| | Fire Station 92 Roof Replacement | - | - | - | - | - | 230,000 |
| | Fuel Management Software System | - | - | 45,000 | - | - | - |
| | Geneva Ave Lane Signs Replacement | - | - | 10,000 | 40,000 | - | - |
| | John Daly Blvd Bridge Lights Replacement | - | 12,000 | 200,000 | - | - | - |
| | John Daly Blvd Streetscape Improvements | - | 260,000 | - | - | - | - |
| | JSB/Geneva/San Pedro Pavement Rehab | - | 2,150,000 | - | - | - | - |
| | Junipero Serra/D Street Improvements | - | - | - | 305,000 | - | - |
| | Lake Merced Blvd/Southgate Ave Traffic Signal Installation | - | - | - | 45,000 | 435,000 | - |
| | Lincoln Community Ctr Roof and HVAC System Replacement | - | - | - | - | 315,000 | - |
| | Original Daly City/Civic Center Street Slurry Seal | - | - | - | - | 45,000 | 1,341,000 |
| | Police Dept Carpet Replacement | - | - | - | - | - | 155,000 |
| | Public Works Corp Yard - Facility Maintenance Roof Replacement | - | - | - | - | - | 70,000 |
| | RO 256 Palisades Streetlight Conversion | - | - | - | - | - | 807,000 |
| | RO 406 St Francis Heights Streetlight Conversion | - | - | - | - | - | 645,000 |
| | RO 450 Westlake Streetlight Conversion | - | - | - | - | - | 785,000 |
| | RO 460 Northridge Streetlight Conversion | - | - | - | - | - | 720,000 |
| | RO Streetlight Conversion | - | - | - | - | - | 1,805,000 |
| | Serramonte Blvd/SR 1-On/Off Ramps Traffic Signal Installation | - | - | - | - | - | 480,000 |
| | Serramonte Library HVAC Unit(s) Replacement | - | - | - | - | - | 260,000 |
| | Southgate Ave/Callan Blvd Traffic Signal Installation | - | - | - | - | 45,000 | 435,000 |
| | St Francis Heights Street Slurry Seal | - | - | 45,000 | 1,165,000 | - | - |

CITY OF DALY CITY

CAPITAL IMPROVEMENT PLAN

| FUND | PROJECT NAME | Estimated FY 2016 | Adopted FY 2017 | Adopted FY 2018 | Projected FY 2019 | Projected FY 2020 | Projected FYs 2021-2025 |
|-------------|---|--------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------------|
| | Westlake Gym and Community Ctr Roof Replacement | - | - | - | 420,000 | - | - |
| | Westlake Street Slurry Seal | - | 1,145,000 | - | - | - | - |
| | Westmoor Park Clubhouse Roof Replacement | - | - | - | - | 77,000 | - |
| | WWTP Underground Fuel Storage Tank Replacement | - | - | - | - | - | 635,000 |
| | TOTAL | 465,000 | 5,004,000 | 4,295,000 | 7,552,000 | 4,268,000 | 25,518,000 |

AB1600 PUBLIC FACILITY FEES

| | | | | | | | |
|--|--|----------|----------------|------------------|----------------|----------------|------------------|
| | Callan Blvd/Serramonte Center Driveway Traffic Signal Installation | - | - | 450,000 | - | - | - |
| | Central Corridor Bike/Ped Improvements | - | 50,000 | - | 53,000 | - | - |
| | Centralized Controller / Battery Back-up Traffic Signal | - | 82,000 | 828,000 | - | - | 250,000 |
| | Clarinada Ave/SR 1 On/Off Ramps Traffic Signal Installation | - | - | - | - | 45,000 | 435,000 |
| | Emergency Vehicle Preemption | - | - | 25,000 | 330,000 | - | - |
| | Enhanced Pedestrian and Bicycle Visibility | - | 37,500 | - | - | - | - |
| | Lake Merced Blvd/Southgate Ave Traffic Signal Installation | - | - | - | 45,000 | 435,000 | - |
| | Police Dept Locker Room Remodel | - | 270,000 | - | - | - | - |
| | Serramonte Blvd/SR 1-On/Off Ramps Traffic Signal Installation | - | - | - | - | - | 480,000 |
| | Southgate Ave/Callan Blvd Traffic Signal Installation | - | - | - | - | 45,000 | 435,000 |
| | Stormdrain Video Inspection | - | 65,000 | - | - | - | - |
| | TOTAL | - | 504,500 | 1,303,000 | 428,000 | 525,000 | 1,600,000 |

GENERAL

| | | | | | | | |
|--|---|---|---------|---------|---|---|---|
| | 2016-17 and 2017-18 Mussel Rock Site Monitoring | - | 235,000 | - | - | - | - |
| | 2016-17 Mussel Rock Landfill Site Maintenance | - | 903,000 | - | - | - | - |
| | 2017-18 Mussel Rock Landfill Site Maintenance | - | 40,000 | 193,000 | - | - | - |

**CITY OF DALY CITY
CAPITAL IMPROVEMENT PLAN**

| FUND | PROJECT NAME | Estimated FY 2016 | Adopted FY 2017 | Adopted FY 2018 | Projected FY 2019 | Projected FY 2020 | Projected FYs 2021-2025 |
|-------------|---|--------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------------|
| | 2017-18 Parking Lot Improvements | - | - | 280,000 | - | - | - |
| | 2018-19 and 2019-20 Mussel Rock Site Monitoring | - | - | - | 250,000 | - | - |
| | 2018-19 Mussel Rock Landfill Site Maintenance | - | - | 40,000 | 205,000 | - | - |
| | 2018-19 Parking Lot Improvements | - | - | - | 277,000 | - | - |
| | 2019-20 Mussel Rock Landfill Site Maintenance | - | - | - | 50,000 | 213,000 | - |
| | 2019-20 Parking Lot Improvements | - | - | - | - | 135,000 | - |
| | 2020-21 and Beyond Mussel Rock Site Monitoring | - | - | - | - | - | 845,000 |
| | 2020-21 Mussel Rock Landfill Site Maintenance | - | - | - | - | 50,000 | 230,000 |
| | Alta Loma Park Renovation | - | 200,000 | 150,000 | - | - | - |
| | Archiving of Police Documents | - | - | - | - | 125,000 | - |
| | Asset Management Software | - | 125,000 | - | - | - | - |
| | Automated Property Storage System | - | - | - | 190,000 | - | - |
| | Bayshore Community Center Exterior Painting | - | - | - | - | - | 70,000 |
| | Beyond 2021 Mussel Rock Landfill Site Maintenance | - | - | - | - | - | 2,135,000 |
| | Building and Facilities Assessment | - | 175,000 | - | - | - | - |
| | Civic Center North ADA Improvements | - | 200,000 | - | - | - | - |
| | Civic Center North Elevator Control Modernization | - | 130,000 | - | - | - | - |
| | Civic Center North HVAC Control Modernization | - | 115,000 | - | - | - | - |
| | Civic Center North Roof Replacement | - | - | 175,000 | - | - | - |
| | Communications Center Radio Upgrade | - | - | 250,000 | - | - | - |
| | Department Operations Center | - | - | 125,000 | - | - | - |
| | Doelger Art Center Roof Replacement | - | - | - | 210,000 | - | - |
| | Doelger Sr Center Roof Replacement | - | - | - | 530,000 | - | - |
| | Fire Dept Emergency Generator Replacement | - | - | 150,000 | 100,000 | 140,000 | - |
| | Fire Station 91 Roof Replacement | - | - | - | - | - | 195,000 |
| | Fire Station 92 Roof Replacement | - | - | - | - | - | 230,000 |
| | Fire Station 95 Roof Replacement | - | - | 75,000 | - | - | - |
| | Fuel Management Software System | - | - | 90,000 | - | - | - |
| | Furniture/Workstation Replacement at Police | - | - | - | - | - | 150,000 |
| | Gabion Wall Screening Mussel Rock | - | - | 76,000 | 340,000 | - | - |
| | Gellert Park Playground Rehabilitation | - | - | - | 275,000 | - | - |

CITY OF DALY CITY

CAPITAL IMPROVEMENT PLAN

| FUND | PROJECT NAME | Estimated FY 2016 | Adopted FY 2017 | Adopted FY 2018 | Projected FY 2019 | Projected FY 2020 | Projected FYs 2021-2025 |
|-------------|--|--------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------------|
| | Gellert Park Soccer Field Rehab | - | - | - | - | - | - |
| | Information Technology Master Plan | - | 75,000 | - | - | - | - |
| | Lincoln Community Ctr Roof and HVAC System Replacement | - | - | - | - | 315,000 | - |
| | Long Term Vehicle Storage | - | 220,000 | - | - | - | - |
| | Mobile Command Center | - | - | - | - | 400,000 | - |
| | Mussel Rock Transfer Station Decommissioning | - | 400,000 | - | - | - | - |
| | Parks Master Plan | - | 350,000 | - | - | - | - |
| | Police Base Station Upgrade | - | - | - | - | 300,000 | - |
| | Police Dept Carpet Replacement | - | - | - | - | - | 155,000 |
| | Police Dept Locker Room Remodel | - | 540,000 | - | - | - | - |
| | Public Works Corp Yard - Facility Maintenance Roof Replacement | - | - | - | - | - | 70,000 |
| | Serramonte Library HVAC Unit(s) Replacement | - | - | - | - | - | 260,000 |
| | Station/Finance Department Video Surveillance | - | - | - | - | - | 200,000 |
| | Stormdrain Video Inspection | - | 65,000 | - | - | - | - |
| | Tennis and Basketball Court Surface Rehabilitation | - | - | - | 430,000 | - | - |
| | Westlake Gym and Community Ctr Roof | - | - | - | 420,000 | - | - |
| | Westlake Library HVAC and Roof Replacement | - | 45,000 | 470,000 | - | - | - |
| | Westmoor Park Clubhouse Roof Replacement | - | - | - | - | 77,000 | - |
| | Westmoor Park Play Equipment Rehabilitation | - | - | - | 275,000 | - | - |
| | TOTAL | - | 3,818,000 | 2,074,000 | 3,552,000 | 1,755,000 | 4,540,000 |

WATER

| | | | | | | |
|----------------------------------|---|---------|--------|---------|---------|---------|
| 2017-18 Parking Lot Improvements | - | - | 25,000 | - | - | - |
| 2017-18 Street Resurfacing | - | - | 24,000 | - | - | - |
| 2018-19 Street Resurfacing | - | - | - | 100,000 | - | - |
| 2019-20 Street Resurfacing | - | - | - | - | 100,000 | - |
| 2020-21 Street Resurfacing | - | - | - | - | - | 100,000 |
| Beyond 2021 Street Resurfacing | - | - | - | - | - | 400,000 |
| Belhaven Court Water Main Rehab | - | 650,000 | - | - | - | - |

**CITY OF DALY CITY
CAPITAL IMPROVEMENT PLAN**

| FUND | PROJECT NAME | Estimated FY 2016 | Adopted FY 2017 | Adopted FY 2018 | Projected FY 2019 | Projected FY 2020 | Projected FYs 2021-2025 |
|-------------|---|--------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------------|
| | Brunswick I Water Main Improvements - Hillside to Crocker | - | - | - | - | - | 554,055 |
| | Brunswick II Water Main Improvements - Crocker to Templeton | - | - | - | - | - | 936,195 |
| | Chester St. Water Main Improvements (Sylvan to Orange) | - | - | - | - | 10,000 | 1,026,870 |
| | East Market St Water Main Improvements (Florence to Hillside) | - | - | - | - | - | 484,800 |
| | Fuel Management Software System | - | - | 40,000 | - | - | - |
| | Groundwater Management Plan | - | 78,850 | - | 82,690 | - | 86,826 |
| | Hillside Blvd Water Main Improvements (Brunswick to Gambetta) | - | - | - | - | - | 1,195,830 |
| | Hydropneumatic Tank Replacements | - | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| | JSB/Geneva/San Pedro Pavement Rehab | - | 13,000 | - | - | - | - |
| | Main Rehabilitation/Improvements | - | - | 1,062,000 | 800,000 | 720,000 | 830,000 |
| | Plant Improvements | - | 175,000 | 175,000 | 175,000 | 175,000 | 350,000 |
| | Pointe Pacific Generator Replacement | - | - | - | - | 500,000 | - |
| | Reservoir 3 Interior Rehabilitation | - | 450,000 | 1,350,000 | - | - | - |
| | Reservoir 8 Interior Coatings | - | - | - | - | 400,000 | - |
| | Reservoir 8 Retaining Wall | - | - | - | - | 270,600 | - |
| | Reservoir Cast Iron Pipe Lining | - | 300,000 | 300,000 | 300,000 | 300,000 | 285,000 |
| | SCADA System Upgrades | - | 15,000 | 15,000 | 140,000 | 15,000 | 155,000 |
| | Seismic Improvements | - | 316,820 | - | - | - | - |
| | Street Resurfacing Water Mains | - | 100,000 | 100,000 | 100,000 | 100,000 | 200,000 |
| | Valley St (County to Hillside) | - | - | - | 1,486,000 | - | - |
| | Vehicle Upgrades | - | 37,500 | 37,500 | 37,500 | 37,500 | 75,000 |
| | Well Rehabilitation | - | 76,500 | 76,500 | 78,500 | 79,000 | 161,000 |
| | Westlake Electric | - | 250,000 | - | - | - | - |
| | WWTP Underground Fuel Storage Tank Replacement | - | - | - | - | - | 317,500 |
| | TOTAL | - | 2,522,670 | 3,265,000 | 3,359,690 | 2,767,100 | 7,218,076 |

**CITY OF DALY CITY
CAPITAL IMPROVEMENT PLAN**

| FUND | PROJECT NAME | Estimated FY 2016 | Adopted FY 2017 | Adopted FY 2018 | Projected FY 2019 | Projected FY 2020 | Projected FYs 2021-2025 |
|---------------------|---|------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|------------------------------------|
| CIVIC CENTER | | | | | | | |
| | Civic Center Emergency Generator Replacement | - | - | - | - | - | 294,000 |
| | Civic Center North ADA Improvements | - | 200,000 | - | - | - | - |
| | Civic Center North Elevator Control Modernization | - | 130,000 | - | - | - | - |
| | Civic Center North HVAC Control Modernization | - | 115,000 | - | - | - | - |
| | Civic Center North Roof Replacement | - | - | 175,000 | - | - | - |
| | Civic Center South Roof Replacement | - | - | - | - | - | 240,000 |
| | TOTAL | - | 445,000 | 175,000 | - | - | 534,000 |

MOTOR VEHICLES

| | | | | | | | |
|--|---------------------------------|---|---|----------------|---|---|---|
| | Fuel Management Software System | - | - | 215,000 | - | - | - |
| | TOTAL | - | - | 215,000 | - | - | - |

INFORMATION SERVICES

| | | | | | | | |
|--|------------------------------------|---|----------------|---|---|---|---|
| | Asset Management Software | - | 200,000 | - | - | - | - |
| | Information Technology Master Plan | - | 75,000 | - | - | - | - |
| | TOTAL | - | 275,000 | - | - | - | - |

SANITATION

| | | | | | | | |
|--|--|---|---------|--------|---------|--------|---------|
| | 2016-17 MRP Trash Capture Program | - | 374,000 | - | - | - | - |
| | 2017-18 Parking Lot Improvements | - | - | 25,000 | - | - | - |
| | 2017-18 Street Resurfacing | - | - | 40,000 | - | - | - |
| | 2018-19 Street Resurfacing | - | - | - | 50,000 | - | - |
| | 2019-20 Street Resurfacing | - | - | - | - | 50,000 | - |
| | 2020-21 Street Resurfacing | - | - | - | - | - | 50,000 |
| | Beyond 2021 Street Resurfacing | - | - | - | - | - | 200,000 |
| | Asset Management Software | - | 75,000 | - | - | - | - |
| | Automatic Valves | - | - | - | - | - | 140,000 |
| | Barscreen 3 Compactor Washer | - | - | - | 470,000 | - | - |
| | Belcrest Lift Station Pump Control Panel Upgrade | - | 60,000 | - | - | - | - |
| | CCTV Replacement Equipment and Software | - | 225,000 | - | - | - | - |

**CITY OF DALY CITY
CAPITAL IMPROVEMENT PLAN**

| FUND | PROJECT NAME | Estimated FY 2016 | Adopted FY 2017 | Adopted FY 2018 | Projected FY 2019 | Projected FY 2020 | Projected FYs 2021-2025 |
|-------------|---|------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|------------------------------------|
| | Colma Lift Station Generator | - | - | - | - | - | 325,000 |
| | Driox Vaporizor | - | - | - | - | - | 275,000 |
| | Emergency Generator Replacement | - | - | - | - | - | 688,900 |
| | Final Effluent Control System | - | - | - | - | - | 150,000 |
| | Fuel Management Software System | - | - | 40,000 | - | - | - |
| | I-280 Crossing Sewer Main Improvements - Southgate to Junipero Serra | - | - | - | - | - | 3,151,375 |
| | John Daly Blvd Streetscape Improvements | - | 260,000 | - | - | - | - |
| | JSB/Geneva/San Pedro Pavement Rehab | - | 9,000 | - | - | - | - |
| | Lift Station Bypass Structures | - | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| | Maintenance Building 1 HVAC Unit Replacement | - | - | 75,000 | - | - | - |
| | Municipal Regional Permit | - | 125,000 | 128,000 | 130,000 | 130,000 | 260,000 |
| | North Mayfair Sewer Main Improvements - Wilshire to Cliffside | - | - | - | - | - | 7,355,480 |
| | OPS and Administration Roof Improvements | - | 100,000 | - | - | - | - |
| | Plant Process Improvements | - | 140,000 | 140,000 | 140,000 | 140,000 | 280,000 |
| | Plant Structure Improvements | - | 78,000 | 78,000 | 78,000 | 78,000 | 156,000 |
| | Rehabilitation of 27 inch Final Effluent Force Main | - | 250,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| | SCADA System Upgrades | - | 15,000 | 15,000 | 199,690 | 15,000 | 155,000 |
| | Secondary Clarifiers Coatings | - | 84,000 | 84,000 | 84,000 | - | - |
| | Sewer Lift Station Rehab/Improvements | - | 60,000 | 60,000 | 60,000 | 60,000 | 120,000 |
| | Sewer Main Rehab/Improvements | - | 75,000 | 75,000 | 75,000 | 75,000 | 150,000 |
| | Sewer Main Repair | - | 1,431,000 | 1,166,000 | 1,500,000 | 1,500,000 | 3,000,000 |
| | Skyline Lift Station Pump Control Panel Upgrade | - | - | 60,000 | - | - | - |
| | SSSMP Collection System Improvements | - | - | - | - | - | 1,440,000 |
| | Street Resurfacing Water Mains | - | 50,000 | 50,000 | 50,000 | 50,000 | 100,000 |
| | Tertiary Booster PS-John Daly Ext. | - | - | - | - | - | 732,000 |
| | Treatment Plant Air Scrubbers | - | 75,000 | - | 625,000 | 625,000 | 1,250,000 |
| | Treatment Plant Electrical Upgrade | - | - | 182,500 | 182,500 | 182,500 | 182,500 |
| | Treatment Plant Roadway Hatches | - | 120,000 | - | - | - | - |
| | Vehicle Upgrades | - | 37,500 | 37,500 | 37,500 | 37,500 | 75,000 |
| | Vista Grande Drainage Basin | - | 780,000 | 780,000 | 780,000 | 780,000 | 780,000 |

**CITY OF DALY CITY
CAPITAL IMPROVEMENT PLAN**

| FUND | PROJECT NAME | Estimated FY 2016 | Adopted FY 2017 | Adopted FY 2018 | Projected FY 2019 | Projected FY 2020 | Projected FYs 2021-2025 |
|------------------------|--|------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|------------------------------------|
| | WWTP Underground Fuel Storage Tank Replacement | - | - | - | - | - | 317,500 |
| | TOTAL | - | 4,483,500 | 3,396,000 | 4,821,690 | 4,083,000 | 21,693,755 |
| TOTAL ALL FUNDS | | 465,000 | 17,052,670 | 14,723,000 | 19,713,380 | 13,398,100 | 61,103,831 |





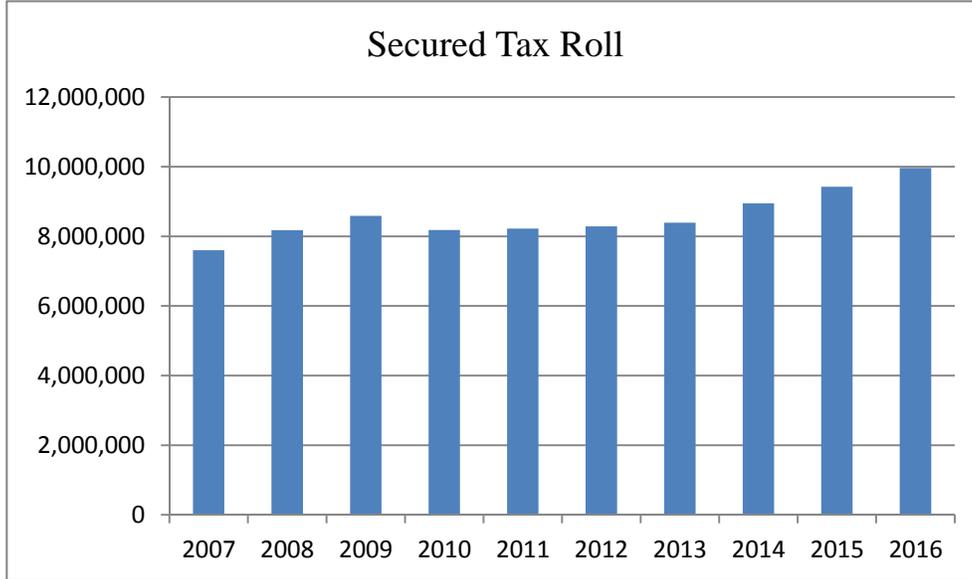
STATISTICS & APPENDIX

CITY OF DALY CITY

PROPERTY TAX ASSESSED VALUES

For the Last Ten Fiscal Years

(Dollars in thousands)



| Year Ended June 30 | Assessed Value |
|--------------------|----------------|
| 2007 | 7,602,177 |
| 2008 | 8,175,019 |
| 2009 | 8,589,324 |
| 2010 | 8,181,880 |
| 2011 | 8,224,722 |
| 2012 | 8,287,585 |
| 2013 | 8,391,284 |
| 2014 | 8,951,230 |
| 2015 | 9,426,340 |
| 2016 | 9,962,576 |

Assessed Value represents "market value" at time of sale to the current property owner, plus an annual adjustment factor not exceeding 2%.

(1) Unaudited

Source: Office of the County Assessor

CITY OF DALY CITY
Principal Property Tax Payers
Current Year and Nine Years Ago

| <u>Taxpayer</u> | <u>2014-15</u> | | | <u>2005-2006</u> | | |
|---------------------------------------|-------------------------------|-------------|--|-------------------------------|-------------|--|
| | <u>Taxable Assessed Value</u> | <u>Rank</u> | <u>Percentage of Total City Taxable Assessed Value</u> | <u>Taxable Assessed Value</u> | <u>Rank</u> | <u>Percentage of Total City Taxable Assessed Value</u> |
| Seton Medical Center | \$190,622,050 | 1 | 2.0% | \$179,170,724 | 1 | 2.5% |
| Daly City Serramonte Center, LLC | 182,874,698 | 2 | 1.9% | 136,117,960 | 2 | 1.9% |
| Westlake Kimco | 156,851,286 | 3 | 1.7% | 84,933,553 | 4 | 1.2% |
| Pacific Plaza | 146,600,152 | 4 | 1.6% | 127,000,000 | 3 | 1.8% |
| Westlake Associates (Apartments) | 124,874,965 | 5 | 1.3% | 41,783,577 | 6 | 0.6% |
| WASL - 165 Pierce | 55,000,000 | 6 | 0.6% | | | |
| LINC Franciscan Mobile Home Park | 50,684,365 | 7 | 0.5% | 44,482,723 | 5 | 0.6% |
| Equity Hillside (88 Hillside) | 40,547,473 | 8 | 0.4% | | | |
| Serramonte Corporate Center (Kaiser) | 40,007,330 | 9 | 0.4% | 35,183,901 | 7 | 0.5% |
| Daly City Skyline Associates | 39,641,478 | 10 | 0.4% | | | |
| HPM Pacific Plaza LLC | | | | | | |
| RMP Properties (Mission Plaza) | | | | | | |
| John Daly Boulevard Associates, LP | | | | | | |
| Met Life (Skyline Heights Apartments) | | | | 33,974,340 | 8 | 0.5% |
| Lavaca Portfolio Investors | | | | 30,849,100 | 9 | 0.4% |
| Daly City Partners (Serramonte Plaza) | | | | 29,186,190 | 10 | 0.4% |
| Subtotal | <u>\$1,027,703,797</u> | | <u>10.9%</u> | <u>\$742,682,068</u> | | <u>10.3%</u> |

Total Assessed Valuation:
Fiscal Year 2014-2015 \$9,426,340,400
Fiscal Year 2005-2006 \$7,212,753,576

Source: San Mateo County Assessor Fiscal Year Combined Tax Rolls

**CITY OF DALY CITY
Principal Employers
Current Year and Nine Years Ago**

| Employer | 2014-2015 | | | 2005-2006 | | |
|--|------------------------------------|-------------|--|------------------------------------|-------------|--|
| | Number of Employees (1) | Rank | Percentage of Total City Employment | Number of Employees (1) | Rank | Percentage of Total City Employment |
| Seton Medical Center | 1,326 | 1 | 9.6% | 1,711 | 1 | 12.2% |
| Jefferson Elementary School District | 706 | 2 | 5.1% | 718 | 3 | 5.1% |
| City of Daly City | 560 | 3 | 4.1% | 766 | 2 | 5.5% |
| Jefferson High School District | 500 | 4 | 3.6% | 700 | 4 | 5.0% |
| Genesys Telecommunications Laboratory | 500 | 5 | 3.6% | 350 | 7 | 2.5% |
| Cow Palace | 400 | 6 | 2.9% | 345 | 8 | 2.5% |
| St. Francis Convalescent Pavilion | 350 | 7 | 2.5% | 350 | 6 | 2.5% |
| Target Stores - Serramonte | 287 | 8 | 2.1% | 330 | 9 | 2.4% |
| Pacific, Gas & Electric | 278 | 9 | 2.0% | | | |
| Macy's | 265 | 10 | 1.9% | 296 | 10 | 2.1% |
| US Postal Service including Intl Mail Facility | | | | 584 | 5 | 4.2% |
| Subtotal | 5,172 | | 37.5% | 6,150 | | 44.0% |
| Total Daly City Employment | 13,795 (3) | | | 13,990 (2) | | |

Note: (1) Includes both full-time and part-time employees
(2) Based on 2007 Economic Census - data updated only every 5 years
(3) Based on 2012 Economic Census - data updated only every 5 years

Source: City of Daly City Economic and Community Development Department
U.S. Bureau of Census

CITY OF DALY CITY
**SCHEDULE OF OUTSTANDING DEBT
AND LEGAL DEBT MARGIN**
as of June 30, 2016

| <u>Description</u> | <u>Fund</u> | <u>Interest Rate</u> | <u>Original Principal</u> | <u>Balance June 30, 2016</u> | <u>Due FY 16/17</u> | <u>Due FY 17/18</u> |
|---|--|--------------------------|-------------------------------|----------------------------------|-------------------------|-------------------------|
| <u>Sanitation District Recycled Water Project State Water Resources Revolving Fund</u> Issued March 1, 2004 Final Maturity Dec. 1, 2024 | Sanitation District | 2.5% | \$4,450,128 | \$2,302,611 | \$231,313 | \$237,096 |
| <u>Water System Improvements Revenue Refunding Bonds</u> Issued October 16, 2012 Final Maturity June 1, 2024 | Water Utility | 2.0% | \$6,890,000 | \$4,750,000 | \$545,000 | \$565,000 |
| <u>Bayshore Community Center HUD Sec 108 Loan</u> Issued June 30, 2004 Final Maturity Aug. 1, 2022 | Community Development Block Grant | 5.41% | \$4,500,000 | \$2,410,000 | \$279,000 | \$298,000 |
| <u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024 | PERS Contributions | 5.973% (taxable) | \$36,235,000 | \$24,915,000 | \$2,070,000 | \$2,325,000 |
| <u>Legal Debt Limit (3.75% of Total Assessed Valuation)</u> | | | | \$386,948,337 | | |
| <u>Outstanding Debt Subject to Limit</u> | | | | \$0 | | |

CITY OF DALY CITY

MISCELLANEOUS STATISTICAL INFORMATION

As of June 30, 2016

| | |
|------------------------------|---|
| City Type | General Law, founded March 22, 1911 |
| Form of Government | Council - Manager Form |
| Population | 109,139 as of January 1, 2016 per State Department of Finance |
| Land Area | 7.66 Square Miles |
| Municipal Water System | 11 Reservoirs with 23,512,000 Gallons Storage Capacity 5,933,000 Gallons Daily Average Distribution 187 Miles of Mains 22,964 Service Connections |
| Sanitary Sewer System | 1 Treatment Plant 177 Miles of Mains 22,995 Service Connections |
| Police Protection | 1 Station 108 Officers 31 Patrol Vehicles |
| Fire Protection | 5 Stations 54 Firefighters 11 Fire Apparatus 1,497 Fire Hydrants |
| Assessed Valuation (Secured) | \$9,962,576,438 as of January 1, 2016 |
| Library and Recreation | 4 Library Branches 53,000 Library Card Holders 12 Community Centers & Clubhouses 3 Gymnasiums 19 Parks 7 Tot Lots 9 Tennis Courts 200+ Acres of Parklands 1 Senior Center |

Source: City of Daly City

NORTH SAN MATEO COUNTY SANITATION DISTRICT

SUMMARY OF CALCULATIONS

GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016/17

| | |
|--|--------------------|
| Change in California per Capita Personal Income | 1.0537 |
| Change in Population | 1.0091 |
| Change Factor (1.0537 x 1.0091) | 1.0633 |
| 1978/79 Base Year Appropriations Limit | \$251,694 |
| Multiplied by Cumulative Change Factor (6.0051 x 1.0633) | <u>6.3852</u> |
| 2016/17 Appropriations Limit | <u>\$1,607,110</u> |

APPLICATION OF GANN APPROPRIATIONS LIMIT

TO FISCAL YEAR 2016/17

| | |
|---|------------------|
| Total Gann Appropriations Limit | \$1,607,110 |
| Estimated Proceeds of Taxes | <u>1,848,787</u> |
| Estimated Proceeds of Taxes Over Limit by | (241,677) |
| Reduction in User Fees | <u>241,677</u> |
| Net Amount | <u>\$ 0</u> |

CITY OF DALY CITY

SUMMARY OF CALCULATIONS

GANN APPROPRIATION LIMIT FOR FISCAL YEAR 2016-2017

| | |
|--|----------------------|
| Change in California per Capita Personal Income | 1.0537 |
| Change in Population | 1.0091 |
| Change Factor = (1.0537 x 1.0091) | 1.0633 |
| 1978-79 Base Year Appropriation Limit | \$16,955,771 |
| Multiplied by Cumulative Change Factor (5.7269 x 1.0486) | <u>6.3852</u> |
| 2016-2017 Appropriation Limit | <u>\$108,265,524</u> |

**APPLICATION OF GANN APPROPRIATION LIMIT
TO FISCAL YEAR 2016-2017**

| | |
|--|---------------------|
| Total Gann Appropriation Limit | \$108,265,524 |
| Estimated Proceeds of Taxes | <u>61,132,315</u> |
| Estimated Proceeds of Taxes Under Limit by | <u>\$47,133,209</u> |

GLOSSARY OF TERMS

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, a budget glossary has been included here.

Appropriation: An authorization made by the City Council which permits the City to incur obligations and to expend resources.

Assessed Valuation: A value that is established for real or personal property for use as a basis for levying property taxes. Property taxes in California are set at one percent per \$100 of assessed valuation plus additional amounts for outstanding bonded indebtedness.

Audit: A comprehensive investigation of the manner in which the government's resources were actually utilized. 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 legislative body's appropriations.

Balance Sheet: A financial statement that discloses the assets, liabilities and fund equity of a specific fund at a specific date.

Base Budget: The amount of expenditures necessary to maintain service levels previously authorized by the City Council.

Bond: A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are authorized in a bond ordinance. The most common types of bonds are general obligation bonds and assessment bonds. These are frequently used for construction of large capital projects such as buildings, streets, etc.

Budget: A financial plan for a specified period of time that matches all planned revenues and expenditures with various municipal services. The City uses a fiscal year beginning each July 1 and ending each June 30 for budgetary and financial reporting purposes.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Budget: The portion of the annual budget that appropriates funds for the purchase of capital equipment items and capital improvements. These expenditures are separated from regular operating items, such as salaries, utilities and office supplies. The Capital Budget includes funds for capital equipment purchases over \$1000 such as vehicles, furniture, machinery, building improvements, microcomputers and special tools, which are distinguished from operating items according to their value and projected useful life. This budget includes a plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years. (Examples of

capital improvement projects include new roads, sewer lines, buildings, recreational facilities and large scale remodeling.)

Cash Management: Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to receive the highest rate of interest available for temporary cash balances.

Contingency Account: A budgetary reserve set aside for emergencies or unforeseen expenditures not specifically budgeted for.

Debt Service: The City's obligation to pay the principal and interest of bonds and other debt instruments according to a predetermined payment schedule.

Delinquent Taxes: Taxes that remain unpaid on and after the date on which a penalty for nonpayment is assessed.

Department: A major administrative unit of the City which has overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation: The process of matching the cost of an item of property or equipment to the time periods over which it is used. As an example, if a piece of equipment has an estimated useful life of ten years and a purchase price of \$1,000, each year is charged with a \$100 of depreciation over the equipment's ten year life.

Encumbrance: The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

Expenditure/Expense: These terms refer to the outflow of funds paid or to be paid for an asset, goods or services obtained regardless of when actually paid for. (Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended in a future period.)

Fiscal Year: The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Daly City has specified July 1 to June 30 as its fiscal year.

Franchise Fee: A fee paid by public service businesses for the exclusive opportunity to provide their service to the citizens of a community, normally requiring use of public property or rights-of-way. Services requiring franchises include electricity, telephone, natural gas, cable television and solid waste disposal.

Fund: A set of self-balancing accounts that records all financial transactions for a specific activity or government function. Eight commonly used fund types are: general, special revenue, debt service, capital project, enterprise, trust and agency, internal service, and special assessment.

Fund Balance: Fund balance is the excess of assets over liabilities. It is typically divided into three categories. Fund balance may be categorized as reserved - indicating that there are legal restrictions governing the future expenditure, designated - indicating that the City Council expects to expend it for certain purposes, or unreserved and undesignated - indicating it is available for expenditure for general governmental purposes.

Grant: A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

Interfund Transfers: Amounts transferred from one fund to another, usually to reimburse the receiving fund for services performed for the transferring fund.

Inventory: The amount of consumable supplies on hand at a specific date. The cost of inventory is charged to the period in which it is used.

Mandated Cost: Any responsibility, action or procedure that is imposed by one sphere of government on another through constitutional, legislative, administrative, executive or judicial action as a direct order.

Operating Budget: The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel and fuel, and does not include purchases of major capital plant or equipment which is budgeted for separately in the Capital Budget.

Property Tax: Property taxes are levied on both real and personal property according to the property's valuation and the tax rate (See Assessed Valuation).

Revenue: Monies that the government receives as income. It includes such items as tax payments, fees for services, receipts from other governments, fines, forfeitures, grants, and interest income. Estimated revenues are those expected to be collected during the fiscal year. Projected revenues are those expected to be collected in the next fiscal year.

Reserve: An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Risk Management: An organized attempt to protect a government's assets against accidental loss in the most economical manner.

Tax Rate: The amount of tax levied for each \$100.00 of assessed valuation. The California constitution limits the rate to 1%, or \$1.00 per \$100.00 of assessed valuation, unless a higher rate is approved by the electorate.

