

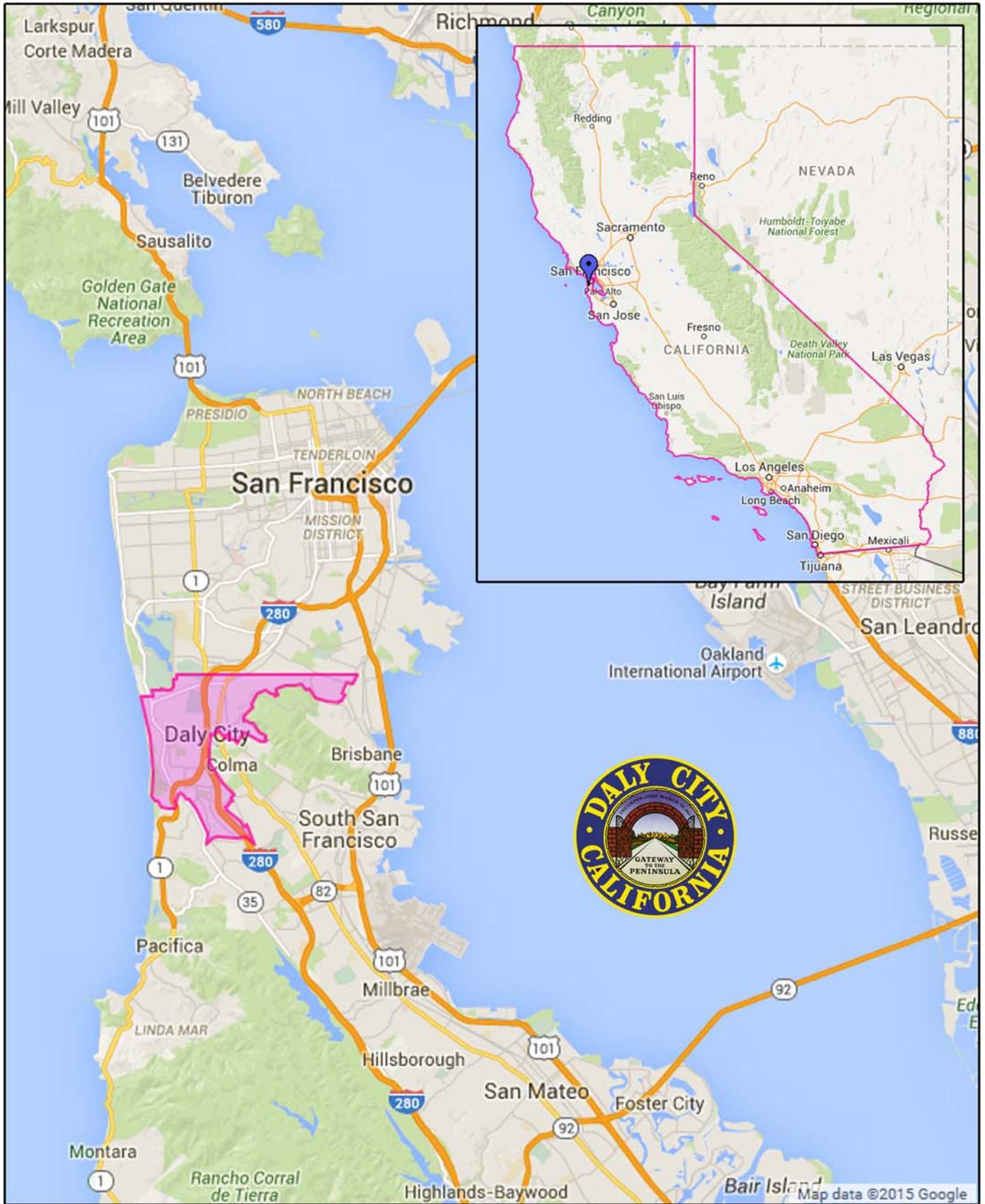


City of Daly City



Comprehensive Biennial Operating and Capital Budget

For Fiscal Years
2019 and 2020



**CITY OF DALY CITY
ADOPTED
COMPREHENSIVE BIENNIAL
OPERATING AND CAPITAL BUDGET
FISCAL YEARS 2019 & 2020**



City Council

Juslyn C. Manalo, Mayor
Raymond A. Buenaventura, Vice Mayor
Judith Christensen
Michael P. Guingona
Glenn R. Sylvester

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 107,864. 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, 2016.

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.





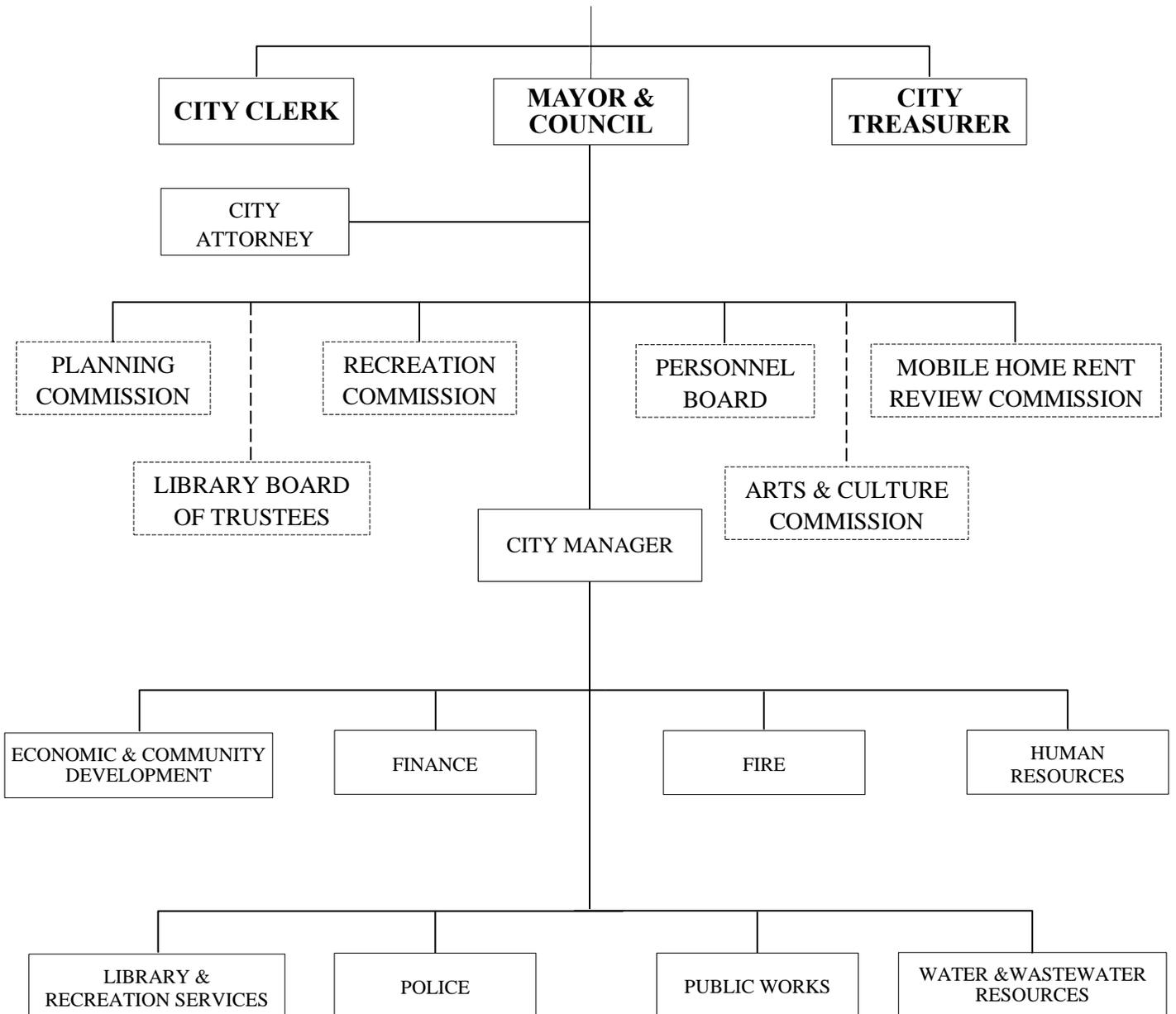


City of Daly City

ORGANIZATION STRUCTURE

Fiscal Years 2019 & 2020

CITIZENS OF DALY CITY



----- ADVISORY BOARDS AND COMMISSIONS





CITY OF DALY CITY

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

June 25, 2018

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) 2019 and 2020.

The budget represents the City's financial plan and was carefully developed to further the City's important mission of delivering exemplary municipal services to our entire community that is consistent with the City's history, culture and unique character.

The Biennial Budget for FYs 2019 and 2020 reflects fiscal conditions which continue to present significant challenges for the City resulting 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, resulting in significant reductions in direct services to the public. Despite being the largest municipality in San Mateo County, Daly City lags behind other neighboring cities in economic growth due to lower tax revenue per capita.

While revenues are increasing modestly, operating costs are increasing as well. Increasing expenditures which include salary and benefits adjustments to maintain a competitive workforce, rising healthcare costs, overtime due to staffing shortages, and escalating employer pension contributions due to changes in CalPERS actuarial assumptions, 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 \$10.9 million in the biennial budget for FYs 2019 and 2020.

The budget is balanced through a combination of cuts to controllable expenses, workforce alignment, service and program reductions across all City departments, including public safety. General Fund Reserve of approximately \$4.8 million and \$6.1 million in FYs 2019 and 2020 respectively were relied upon to bridge the funding gap.

The City continues to exercise fiscal prudence in managing its budget and maintaining financial stability. The City is committed to sustaining an unassigned General Fund balance representing 15% of the total annual General Fund budgeted expenditures 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 and revenue enhancements and cost recovery to support City operations.

BUDGET PROCESS

The foundation of the budget process continues to be the set of Guiding Principles and related Priorities established by the City Council. The 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 (All priorities are equally important)

- Community and Civic Support
 - Engage and educate the community to participate in civic affairs and provide input on public policy initiatives and community concerns
- Government Operations
 - Continue to identify opportunities for greater cost effectiveness and efficiency in all City departments and through shared services with other local agencies
- Economic Development and Revenue Enhancement to Ensure Long-Term Fiscal Sustainability
 - Promote a diverse economic base through directed larger business development
 - Develop a citywide economic development strategy and plan to identify new opportunities for expanding the economic base
- Public Safety
 - Ensure adequate public safety resources to reinforce a sense of community and personal safety

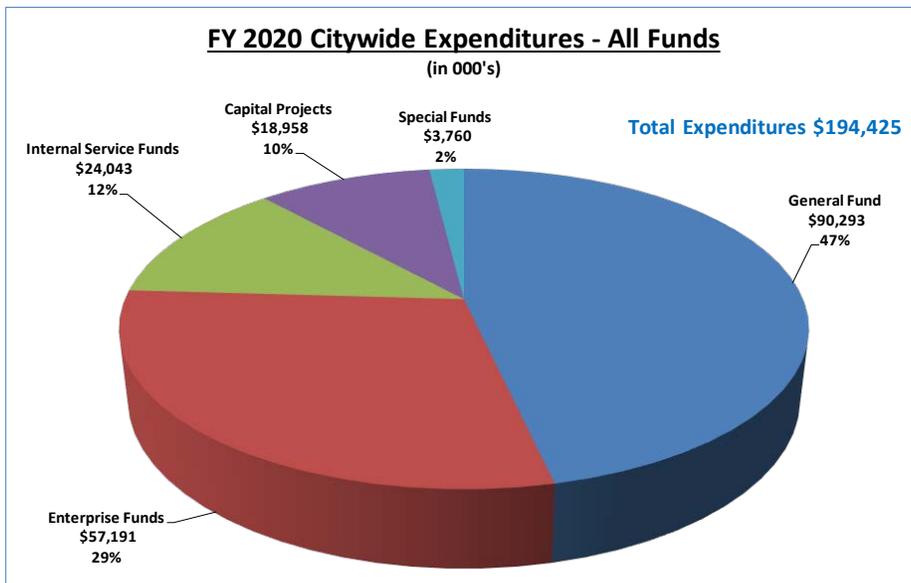
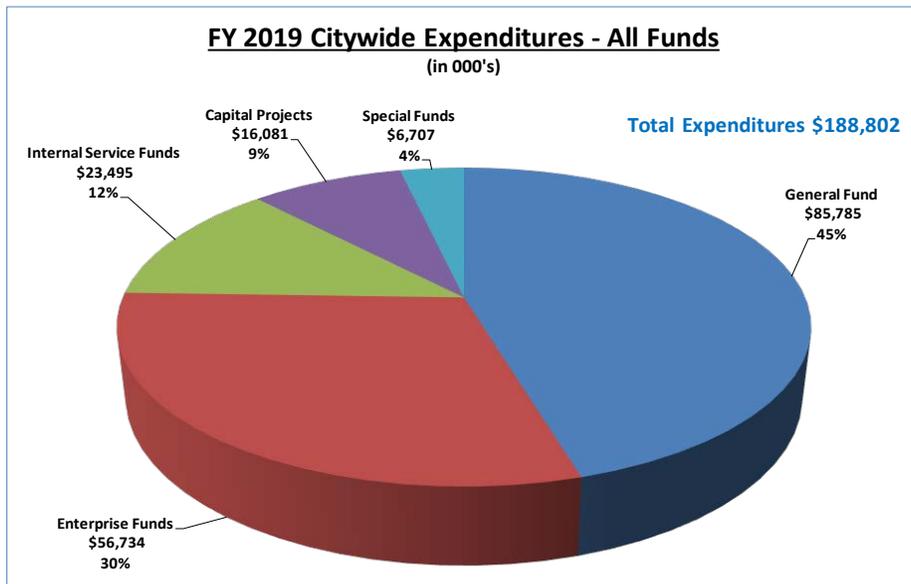
- Land Use
 - Enhance the physical development of the community consistent with sound environmental and other land use policies
- Affordable Housing
 - Continue to develop quality affordable housing at all income levels to combat rising home prices
- Transportation and Traffic Improvements
 - Enhance the transportation network and reduce traffic congestion
 - Expand the network of bike lanes and walking lanes for community health and recreation
 - Enhance pedestrian-oriented improvements citywide
- Infrastructure
 - Allocate additional resources to maintain quality infrastructure throughout the community
- Leisure Services
 - Provide a variety of opportunities for community participation in recreation, library, cultural and other structured, as well as passive, leisure time activities

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

The citywide total operating and capital budget for FYs 2019 and 2020 are \$188.8 million and \$194.2 million respectively.

Daly City's budget is dominated by the General Fund, which accounts for the core operations of this full-service city. The FY 2019 General Fund expenditure budget accounts for \$85.8 million or 45% of the total City budget. The Water and Wastewater Enterprise funds accounts for \$55.5 million or 29% of the total City budget.



General Fund

Property, sales and utility user taxes are the three major revenue sources in the General Fund which make up 64% or \$51.7 million of the total General Fund revenues of \$81.0 million in FY 2019.

These three major revenue sources in General Fund have stabilized since the economic recession in 2008. 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 reserves of approximately \$4.8 million and \$6.1 million in FYs 2019 and 2020 respectively to bridge the funding gap. The proposed budget for FYs 2019 and 2020 includes \$1.5 million reductions in each fiscal year.

The City's Reserve Policy is to maintain an unassigned General Fund balance equal to 15% of annual General Fund budgeted expenditures. The projected unassigned General Fund balance will decrease to \$18.0 million or 21% of the reserve target in FY 2019; and \$11.9 million or 13% in FY 2020, which is below the General Fund reserve target of 15%.

<u>General Fund Summary</u>	Year-end Estimate	Adopted Budget	Adopted Budget
	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Revenues	\$82,444,330	\$80,954,447	\$84,185,166
Expenditures	<u>(\$81,799,222)</u>	<u>(\$85,785,145)</u>	<u>(\$90,292,870)</u>
Net	\$645,108	(\$4,830,698)	(\$6,107,704)
Transfer from General Fund Reserve		\$4,830,698	\$6,107,704

General Fund Revenue Projections and Assumptions - Major Revenue Sources

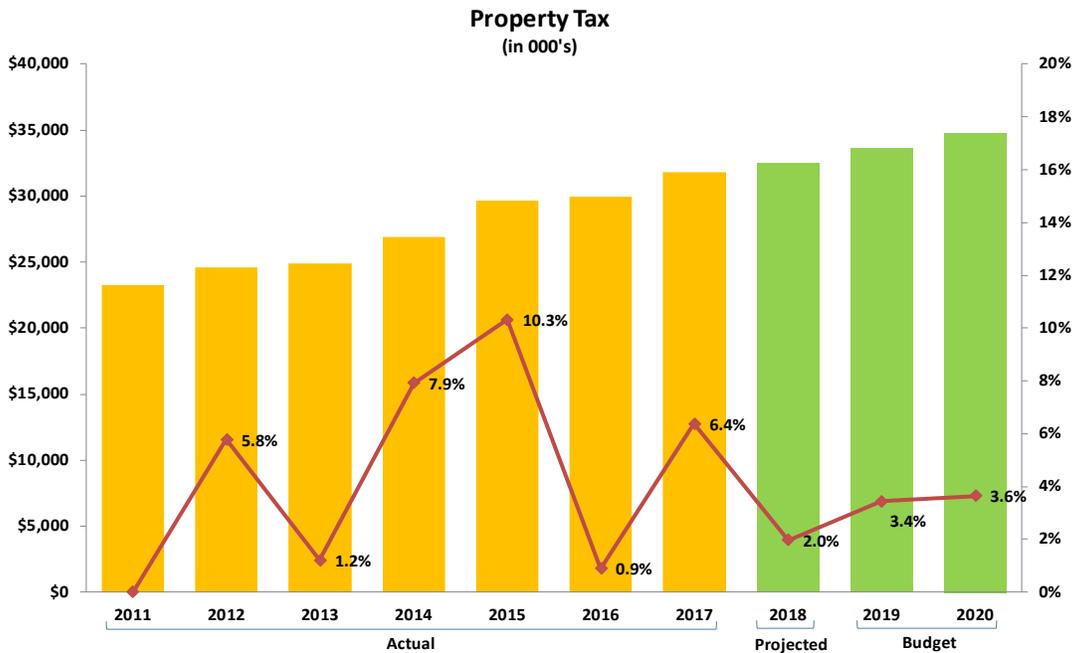
Although Daly City is the largest community in San Mateo County, with a population of 107,864, there are inherent difficulties with revenue projection. Cities of average size do not have sufficient economic diversity to cause their revenues to align with regional trends closely enough to allow revenue 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 2011 – 2020



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 92% of sales tax revenues are from three categories, General Retail, Auto Sales and Restaurants, which are highly sensitive to economic downturn.

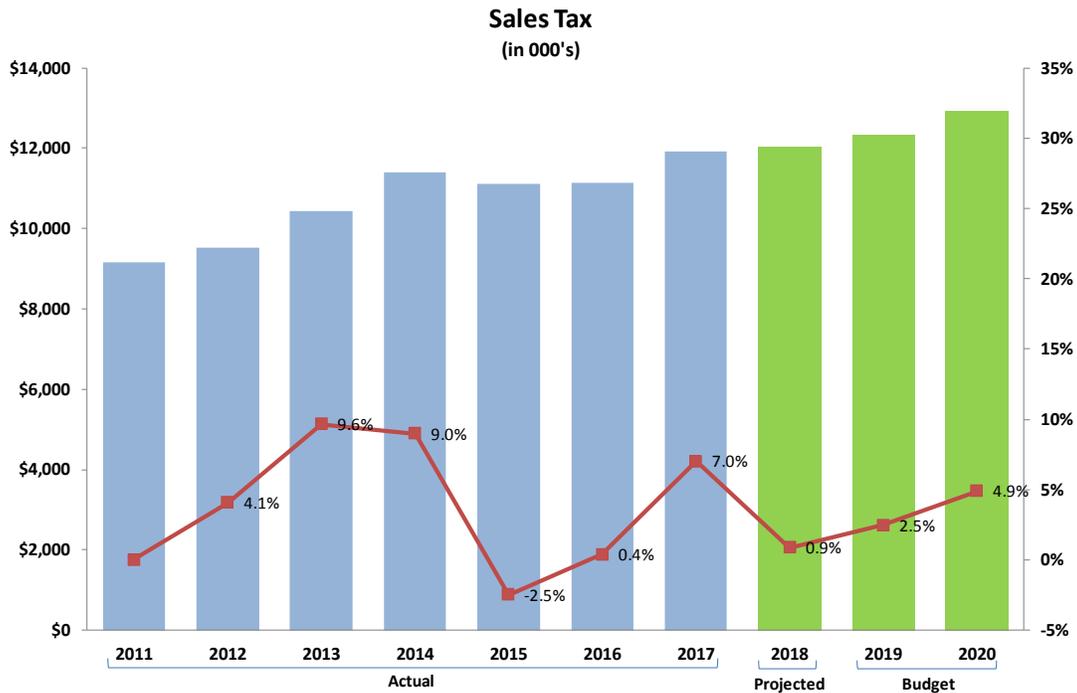
Sales tax has been further complicated by the State’s “Triple Flip” which swapped sales tax from the cities and diverted to State coffer. The State committed to back-fill local revenues to the level they would have been realized had there been no swap. Unfortunately, the State’s revenue estimates were 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 2.5% and 4.9% increase in FYs 2019 and FY2020 respectively.

TOTAL SALES TAX FYs 2011 – 2020

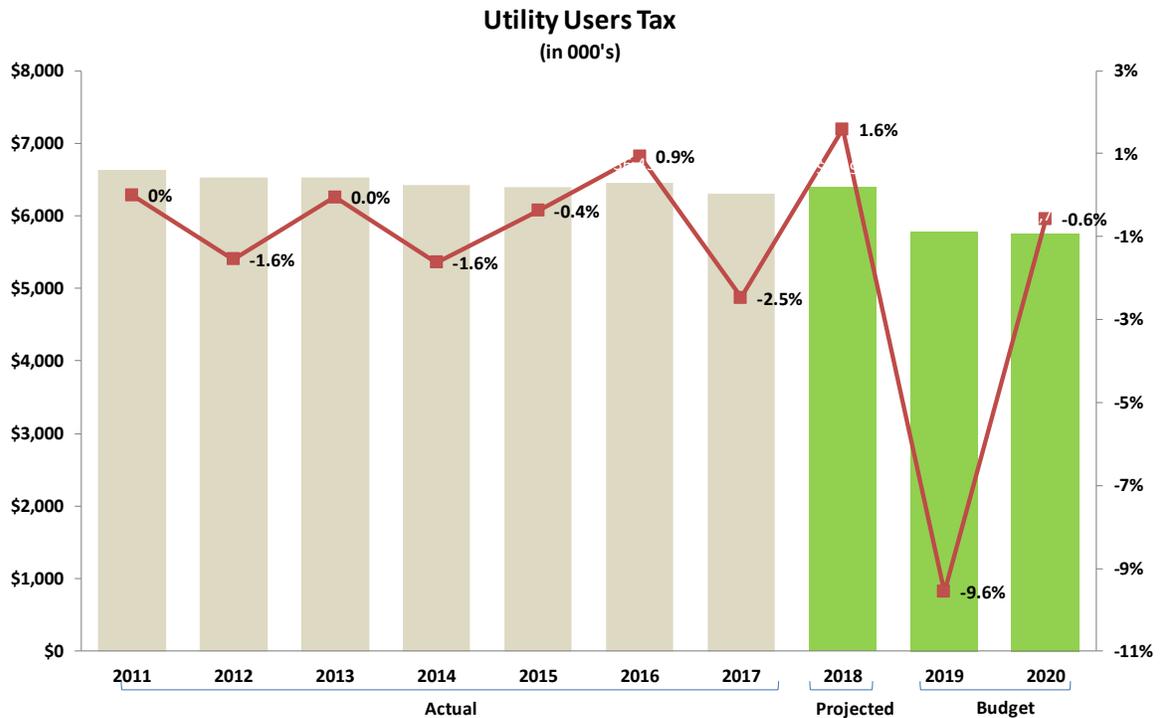


Utility Users Tax

Because the usage of gas, electricity, telephone and cable television service is relatively stable and increases are mainly dependent on population and rate changes, the Utility Users Tax (UUT) is normally more predictable than others. In the early 2000s, the growth rate was quite high resulting from the growth of cellular services and the proliferation of various long distance carriers.

However, the UUT has declined at an average of approximately 1.5% annually since 2008. Projected UUT for FY 2020 is \$5.7 million which is 16% below the peak levels in FY 2008. The changes reflect consumers disconnect landline phone services.

TOTAL UTILITY USERS TAX FYs 2011 – 2020

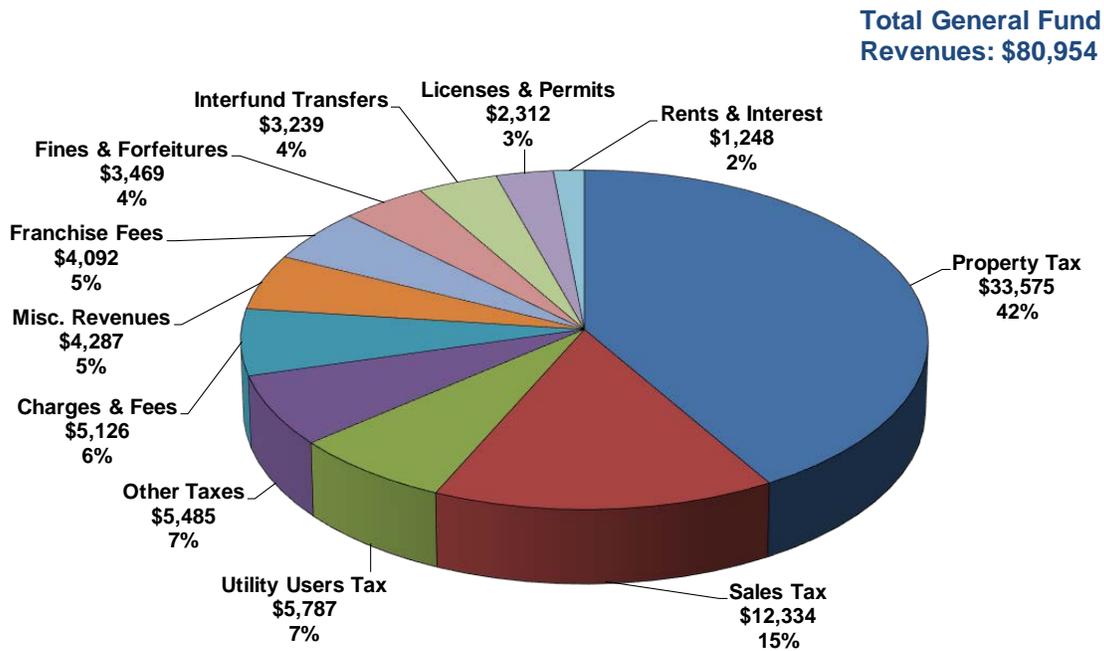


General Fund Sources and Uses

Revenue sources and expenditure categories for the General Fund appear below. It is important to note that 64% of the General Fund budget is allocated to public safety, police and fire, which is greater than property tax, at only 42%. This relationship is not atypical for California cities since the adoption of Proposition 13, which capped property tax rates at one percent of current valuation.

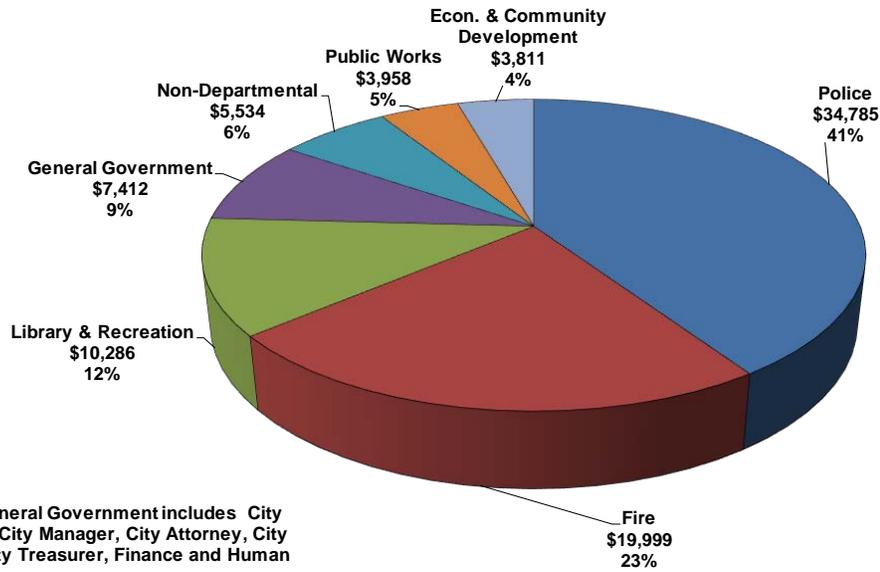
It has been necessary to find other revenue sources to fund basic services like police and fire, since the traditional method of funding expenditures increases by adjusting the property tax rate is not available to California cities. Greater reliance is placed on local taxes and user fees, such as the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

FY 2019 General Fund Revenues by Category (in 000's)



FY 2019 General Fund Expenditures by Department (in 000's)

Total General Fund Expenditures: \$85,785



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

Total Taxes per Capita	
Burlingame	\$2,053.03
San Carlos	\$1,182.08
South San Francisco	\$1,177.39
Redwood City	\$1,145.45
Menlo Park	\$1,138.46
San Mateo	\$1,051.42
San Bruno	\$664.45
Pacifica	\$658.81
Daly City	\$566.25
Foster City	\$423.76

Source: State Controller's Office, Cities Annual Report, FY 2016

FYs 2019 and 2020 General Fund Budget Balancing Strategies

- The Police Department will freeze two vacant Police Officer and two vacant Police Sergeant positions; and reduce operating expenditures and hourly staff budget for 3.5 Police Officer Trainees, resulting in a total savings of \$1.2 million in each of the next two fiscal years.
- The Fire Department will add 3 Firefighter positions to address staffing shortages stemming from multiple ongoing workers compensation cases. Based on the input from the Fire Chief, it is anticipated that over the course of the two-year budget there will be retirements in the Fire Department that will reduce the cost of overstaffing. However, there is no guarantee that those retirements will occur as anticipated and the City will run the risk of incurring additional operating costs in the Fire Department. The addition of 3 Firefighter positions will increase the General Fund budget by \$0.5 million in FY 2019 and \$0.6 million in FY 2020.
- Economic and Community Development Department will eliminate one vacant Senior Building Inspector and add two Building Inspector positions. The net fiscal impact will be an addition of \$0.1 million in each of the next two fiscal years.
- Library and Recreation Department will eliminate one vacant Library Assistant II and one potential vacancy in a Recreation Program Supervisor position, resulting in a total savings of \$0.2 million in each of the next two fiscal years.
- Public Works Department will reallocate 0.43 Full-Time Equivalent (FTE) of the Director of Public Works and one Senior Management Analyst positions from the General Fund to other funds, resulting in a savings of \$0.3 million in each of the next two fiscal years.
- General Government will reduce operating expenditures by \$0.1 million in FY 2019 and FY 2020.

General Fund Long-term Fiscal Challenges

The City has balanced recent budgets through major workforce and service reductions which put pressure on the City to increase employee wages and benefits in the near-term to attract and retain qualified employees in a highly competitive labor market. While FYs 2019 and 2020 General Fund budget are balanced through program reductions and the use of General Fund reserves, there remain significant unfunded needs.

CalPERS Pension

The California Public Employees' Retirement System (CalPERS) employer contribution rates are projected to increase significantly over the next 10 years with the implementation of the new actuarial assumptions.

In December 2016, CalPERS Board of Administration voted to lower the discount rate from 7.50% to 7.00% which will be phased in over a three-year period. The decision was made due to lower than expected investment returns and to ensure long-term sustainability of the CalPERS fund. The discount rate for FY 2019 is 7.375%, 7.25% for FY 2020 and 7.00% for FY 2021.

In February 2018, CalPERS voted to shorten the amortization period for new pension liabilities from 30 to 20 years to increase funding ratios and provide faster recovery of funded status in a market downturn. The revised Actuarial Amortization Policy will go into effect in FY 2022, which will be based on the FY 2019 actuarial valuations.

The City's General Fund annual pension costs are projected to increase to \$11.8 million in FY 2019 and then increase by 17.8% to \$13.9 million in FY 2020. Steep increases in CalPERS employer contribution rates outpace average annual revenue growth of 3.0% which will be a major challenge for the City's budget.

The annual CalPERS employer contributions are comprised of two elements:

- (a) *Normal Cost (NC)* represents the annual cost associated with service accrual for the upcoming fiscal year. Below is the NC rate and employer contributions for miscellaneous and safety members in FYs 2019 and 2020 for all funds.

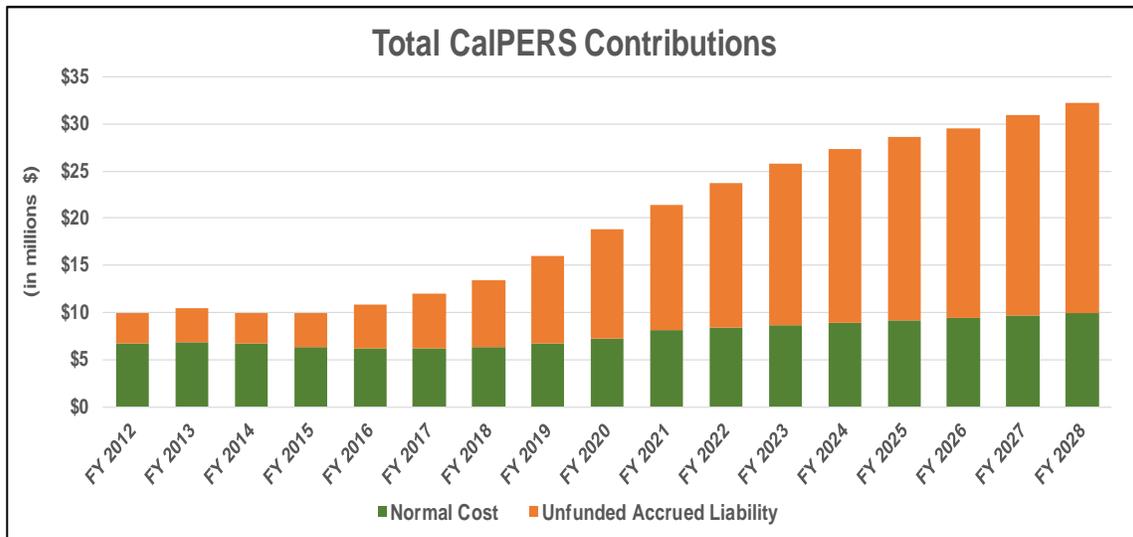
	FY 2019		FY 2020	
	NC Rate	Employer Contributions	NC Rate	Employer Contributions
Miscellaneous	12.24%	\$3.10 million	12.80%	\$3.30 million
Safety	17.10%	\$3.60 million	17.90%	\$3.90 million
Total		\$6.70 million		\$7.20 million

- (b) *Unfunded Accrued Liability (UAL)* represents the amortized dollar amount needed to fund past service credit earned for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date. In FY 2018, CalPERS changed the amortization of the UAL from being represented as a percentage of active payroll to a dollar amount.

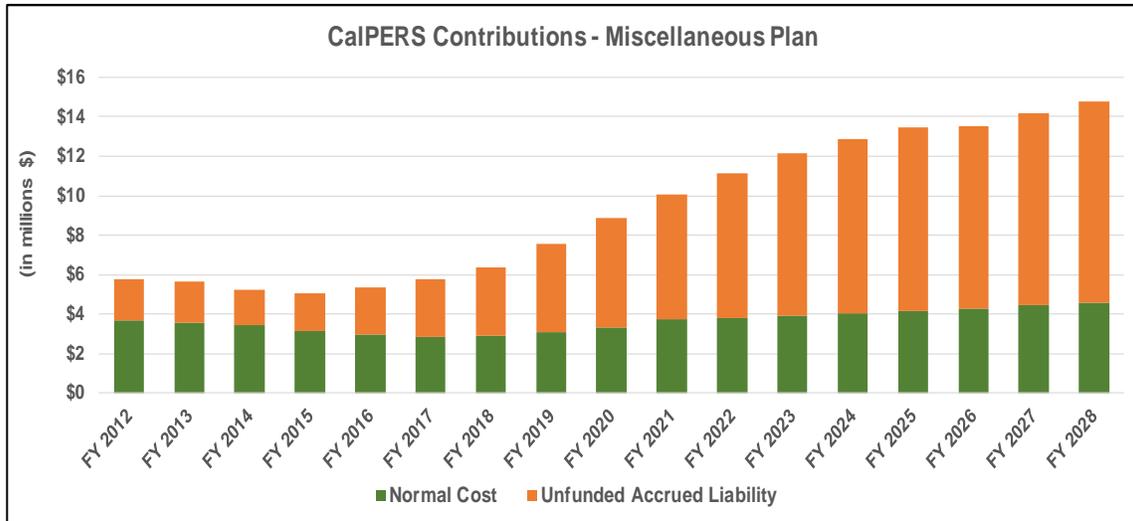
Below is the UAL contribution for miscellaneous and safety members in FYs 2019 and 2020 for all funds.

	FY 2019	FY 2020
	Employer Contributions	Employer Contributions
Miscellaneous	\$4.50 million	\$5.60 million
Safety	\$4.80 million	\$6.00 million
Total	\$9.30 million	\$11.60 million

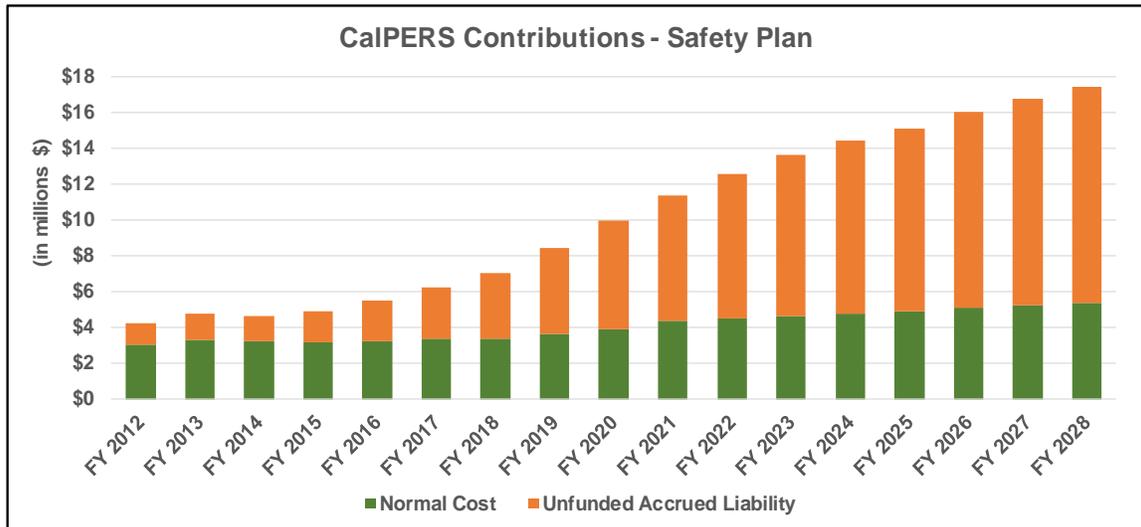
The following chart illustrates the historical and projected employer contributions for CalPERS Normal Cost and Unfunded Accrued Liability between FY 2012 and FY 2028. Total CalPERS contributions of all funds is projected to increase by \$16.4 million or 102.5% from \$16.0 million in FY 2019 to \$32.4 million in FY 2028.



The chart below shows the CalPERS contributions for the Miscellaneous Plan between FY 2012 and FY 2028. Total contribution for FY 2019 is \$7.6 million and the projected contribution for FY 2028 is \$14.7 million, representing a \$7.1 million or 93.4% increase.



The chart below shows the CalPERS contributions for the Safety Plan between FY 2012 and FY 2028. Total contribution for FY 2019 is \$8.4 million and the projected contribution for FY 2028 is \$17.7 million, representing a \$9.3 million or 110.7% increase.



The funded status is a measure in which the market value of the plan’s assets is enough to cover the current benefit obligations and can be viewed as an estimation of the need for future contributions. Below are the funded status for the Miscellaneous and Safety Plan.

Miscellaneous

Fiscal Year	Accrued Liability	Market Value of Assets	Unfunded Accrued Liability	Funded Ratio
2012	236,515,479	179,348,892	57,166,587	75.8%
2013	247,419,741	198,949,094	48,470,647	80.4%
2014	270,586,998	228,083,175	42,503,823	84.3%
2015	276,543,850	226,479,886	50,063,964	81.9%
2016	291,705,042	220,915,531	70,789,511	75.7%
2017	304,932,049	238,992,108	65,939,941	78.4%

Safety

Fiscal Year	Accrued Liability	Market Value of Assets	Unfunded Accrued Liability	Funded Ratio
2012	238,721,552	178,562,810	60,158,742	74.8%
2013	249,556,044	195,564,141	53,991,903	78.4%
2014	275,520,326	223,220,891	52,299,435	81.0%
2015	285,993,326	220,709,204	65,284,122	77.2%
2016	301,813,117	213,913,110	87,900,007	70.9%
2017	317,048,393	229,463,179	87,585,214	72.4%

Other Post-Employment Benefits (OPEB)

Retiree health benefits are provided on a pay-as-you-go basis. It is financially challenging to provide full funding for the Annual Required Contributions (ARC). The City’s General Fund retiree health benefits are projected to increase by 19.8% to \$2.5 million in FY 2019 and then increase by 8.0% to \$2.7 million in FY 2020.

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.

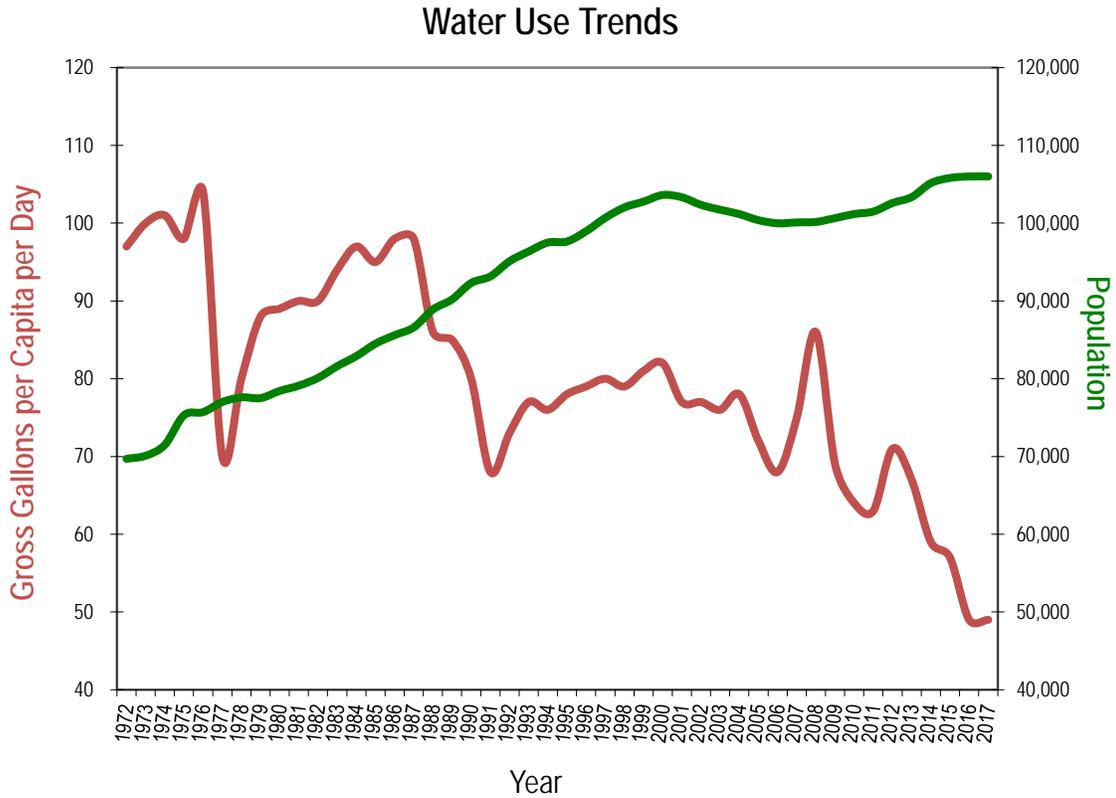
Long-Term Capital Needs

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.

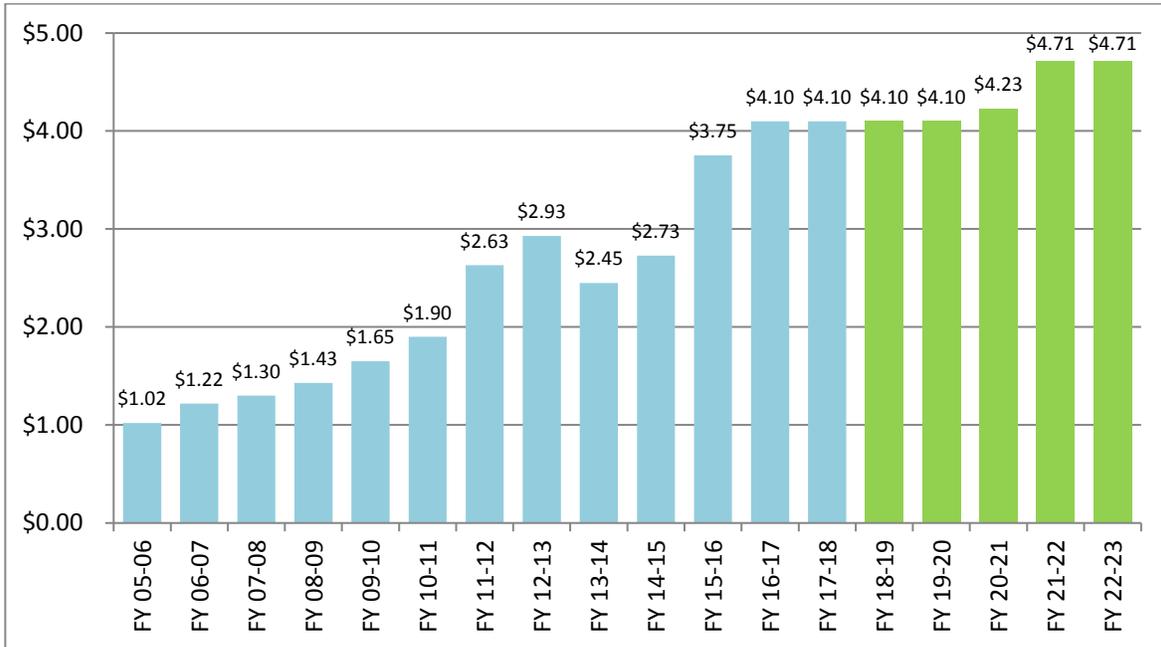
Water and Wastewater Utility Revenues

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 drought of 2011 through 2016 caused a dramatic decrease in per capita water usage affecting both the water sales and sewer service charges. Despite the declaration of an end to the drought, per capita usage has not rebounded to pre-drought levels. Consequently, residents continue to have among the lowest per capita water usage per day in California, despite increases in population.



Daly City purchases more than half of its drinking water from the San Francisco Public Utilities Commission (SFPUC) through the wholesale water delivery 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. The projected rate increases shown below are subject to change based on current rate analysis being performed:

Water Sales – 5-Year Revenue Plan						
Fiscal Year	2017-18 Estimated	2018-19 Projected	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected
Increase	8%	8%	9%	9%	9%	9%
Water Sales (in 000's)	\$18,157	\$19,754	\$21,532	\$23,470	\$25,582	\$27,884

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. The projected rate increases shown below are estimates subject to change based on rate analysis to be performed:

Sewer Service Charges – 5-Year Revenue Plan						
Fiscal Year	2017-18 Estimated	2018-19 Projected	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected
Increase	8%	8%	9%	9%	9%	9%
Sewer Service Charges (in 000's)	\$17,733	\$19,171	\$20,728	\$22,594	\$24,627	\$26,843

Citywide FTE Position Changes

Total FTEs (Full-Time Equivalents) for all funds decreased slightly by 0.4% from 460 FTEs in FY 2018 to 458 FTEs in FY 2020.

There is a net increase of 2 FTEs in the General Fund and net reduction of 4 FTEs in the other funds, resulting in a citywide total net reduction of 2 FTEs in FYs 2019 and 2020.

Additionally, 1.43 FTEs were reallocated from the General Fund to the other funds and the Capital Improvement Plan (CIP) to more accurately reflect the funding sources associated with those positions.

	General Fund	Other Funds	CIP	TOTAL
FY 2017 & 2018 Budget	305.00	149.75	5.25	460.00
FY 2019 & 2020 Net Increase/(Decrease)	2.00	(4.00)	0.00	(2.00)
FY 2019 & 2020 Reallocation	(1.43)	0.22	1.21	0.00
FY 2019 & 2020 Adopted Budget	305.57	145.97	6.46	458.00

Capital Improvement Plan

The Capital Improvement Plan (CIP) addresses the major one-time capital acquisition, reinvestment and rehabilitation needs of the City. The CIP is comprised of restricted funds such as Sanitation, Water and Transportation funds as well as unrestricted or only partially restricted General Funds. Some of the CIP funding sources such as the Sanitation and Transportation funds have adequate funds to meet the City's long term needs at this time. However, other funds such as the Water and General Funds have inadequate unallocated reserves or revenue generation to meet the City's long-term needs, as demonstrated by the recently completed Facilities Assessment of all City buildings and the draft water rate study. Therefore, some categories in the CIP are very modest in expenditures, where others are much more robust. The overall focus of this CIP is to repair, maintain, rehabilitate, or reconstruct existing infrastructure.

The total CIP budget for FYs 2019 and 2020 are \$18.3 million and \$19.3 million respectively.

Proposed New Appropriations by Fund			
(in 000's)			
Fund	FY 2019	FY 2020	Total
General Capital	\$5,776	\$5,617	\$11,393
Transportation	\$3,743	\$6,236	\$9,979
Water	\$970	\$733	\$1,703
Sanitation	\$7,795	\$6,680	\$14,475
Total	\$18,284	\$19,266	\$37,550

General Fund Capital

General Fund Capital includes major maintenance of facilities including HVAC and roof replacements, parking lot repaving, maintenance and repairs at the closed Mussel Rock Landfill, and security improvements and upgrade to the Police Facility. 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 security improvements, 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. Solid Waste Franchise Fees from Republic Services, accounted for in the General Capital Funds, finance Mussel Rock projects. However, Mussel Rock projects over the next two years will cost the City approximately \$1.8 million, and include rehabilitation of the seawall, regulatory compliance monitoring and storm drain repairs.

Transportation Fund

The largest share of the Transportation Fund is dedicated to the City's pavement preservation program. Daly City's comprehensive and well maintained Pavement Management System (PMS) has resulted in the City having a Metropolitan Transportation Commission (MTC) overall Pavement Condition Index (PCI) rating of 80, among the highest in the nine bay area counties. The City believes that by focusing on preventative maintenance through the application of slurry seals, the frequency of more costly pavement rehabilitation projects will be reduced in the future. In addition, the City has allocated funds for bicycle, pedestrian and American's with Disability Act (ADA) 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 impacts revenue available for capital projects is reduced water consumption by rate payers as a result of water conservation brought on by extended drought conditions. In FY 2016, revenues came in approximately \$3.0 million under budget, and this trend has not abated. Staff is conducting a water rate study and reviewing the Water Fund reserve policy to determine adequate funding levels to finance a long-term capital plan to maintain the City's water infrastructure and to achieve rate stabilization. A \$5.0 million loan from the Sanitation Fund is being considered as a short-term fix and allows for a very modest capital expenditure plan over the next two years.

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 treatment 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. However, at this time the Sanitation Fund is able to fund a significant capital plan of 35 projects estimated at \$14 million over the next two years.

Significant Changes from the Prior CIP

As reported two years ago, staff reviewed and evaluated past CIP plans and processes and made recommended changes for developing the CIP going forward. The redesign and planning changes in the CIP is an ongoing process and changes from last biennial CIP are less dramatic than two years ago. More detailed information regarding the criteria used to justify projects can be found in the general information section of the CIP document.

Staff has placed a greater focus on financial sustainability and long-term strategic planning in developing the capital plan. There are several currently ongoing and new projects dedicated to strategic planning and financial forecasting, such as the recently completed Facility Assessment, Parks and Open Space Master Plan, Bicycle and Pedestrian Master Plan, Information Technology Master Plan, and proposed Water and Sanitation Master Plan and rate studies.

In an effort to be more efficient and have the CIP focus on projects that are one-time in nature or larger in scale, the minimum threshold for the capital project value changed from \$5,000 to \$50,000 beginning in the biennial budget of FYs 2017 and 2018. As a result some departments continue to see their operational budgets increase to account for ongoing repairs or maintenance of a recurring nature that are no longer included in the CIP.

Declining Capital Funds

With a “pay-as-you-go” funding model, projects are implemented when funds have been accrued over time. In FY 2005, significant investments occurred and included the War Memorial Community Center, John Daly Library, and the Bayshore Community Center and Library. Given the City’s current fiscal constraints in the General Fund following the recession in 2008, additional funding for the capital plan via General Fund surplus is not possible.

The Water and Sanitation Funds are also experiencing declining or stagnant revenue, despite adopted rate increases. For example, in FY 2018, the Water Fund experienced a \$1.2 million decrease in revenue as a result of ratepayers consuming 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.

The one bright spot in an otherwise stagnant long term CIP outlook is the increase in Transportation Funds made available by the passage of Senate Bill (SB) 1. The state legislature realizing the significant strain on the state’s transportation system increased the state gas tax and created the Road Maintenance and Rehabilitation Account (RMRA). The Transportation CIP is based on the projected availability of these new funds. Unfortunately, this funding source may be curtailed or overturned by the voters during the November 2018 election. Loss of these new funds would impact the City and necessitate a significant adjustment to the CIP next fiscal year.

Given the limited revenues available and other funding constrains, capital expenditures are deferred to later years in the capital plan. The completed 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 Community Center
(kitchen appliances, flooring) \$ 123,000
- Bayshore Community Center (flooring) \$ 93,000

Impact of Capital Projects on Operating Budget

Listed below are recently completed projects or upcoming FYs 2019 and 2020 projects that will have an impact on the current and future operating budgets:

- 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, 2018					
Description	Issued	Final Maturity	Interest	Original Principal	Balance at June 30, 2018
<u>Sanitation District Recycled Water Project</u> State Water Resources Revolving Fund	3/1/2004	3/1/2024	2.50%	\$4,450,128	\$1,834,202
<u>Bayshore Community Center</u> HUD Sec 108 Loan	6/30/2004	8/1/2022	5.41%	\$4,500,000	\$1,833,000
<u>Water System Improvements</u> Revenue Refunding Bonds	10/16/2012	6/1/2024	2.00%	\$6,890,000	\$3,640,000
<u>Pension Obligation Bonds</u>	6/29/2004	6/1/2024	5.97% (taxable)	\$36,235,000	\$20,520,000

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. Long-range financial planning enables the City to foresee potential budget issues, 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, the long-range financial planning serves as a key planning tool for future budgets and decision-making.

The budget deficit drivers fall into two main categories. Some of the deficit drivers the City can control such as compensation, benefits and total staffing. The City's operating costs are driven by desired level of service and the programs offered by the City. However, over 76% of the General Fund budget is related to workforce costs, efforts to balance the budget by controlling or reducing personnel costs could be difficult to enact.

On the other hand, some of the deficit drivers are outside the City's control. This includes changes in national and local economy; federal and state legislations; CalPERS actuarial assumptions and investment returns and its impact on employer contribution rates. Due to the passage of Propositions 13, 218 and 26 in California, the City has no ability to institute taxes and assessments without voter approvals. In order for a ballot measure to be successful, there must be broad community support for the use of the tax and an outside group who will champion the tax or assessment increase.

Given the current and forecast budget challenges, the City has implemented a multi-pronged approach to address long-term fiscal challenges and to ensure the sustainability of the City's finances into the future.

1. *Maintain General Fund reserve.* The City's Financial Policy is to maintain General Fund unassigned fund balance equal to 15% of annual budgeted expenditures. Accomplishing the reserve target of 15% requires closely monitoring the balance between revenues and expenses on an ongoing basis. The General Fund reserve provides a buffer to the City in the event of unexpected reductions in revenues or increases in costs. If the City draws down the General Fund reserve, year-end budget surpluses will be used to replenish the reserve.

2. *Develop workforce management strategies.* Since the 2008 economic recession, the City has explored options to reduce operation costs. Many different opportunities to improve efficiency and cost effectiveness have been analyzed and several have been implemented at significant cost savings with improved efficiency, including the consolidation of Library and Recreation into a single department, the consolidation of Parks Maintenance in Public Works Department and the consolidation of Police Dispatch with the County of San Mateo. The City will continue evaluating the current levels of services to the community, evaluating alternative service delivery models to maximize efficiency, and aligning staffing with service demand.

3. *Identify potential voter-approved taxes or assessments and other revenues.* Over the next ten years, General Fund expenses will continue to increase beyond the City's ability to fund with current revenue sources. The City will place ballot measures on cannabis business license tax ordinance and to increase transient occupancy tax and business license tax in November 2018 General Election. Additionally, the City is evaluating the fee schedules of City departments to ensure cost recovery of services provided.

4. *Promote economic development and business expansion.* While Daly City is largely built out, there are several development opportunities on the former Daly City Redevelopment parcels, if realized, will generate new sales, property, business licenses and transient occupancy taxes. In FY 2018, the City has approved a proposed hotel and auto dealership development on the former Redevelopment parcels. Additionally, the City will develop an economic development strategy in the upcoming fiscal year to identify new opportunities for expanding and diversifying the economic base to ensure long-term fiscal sustainability.

5. *Pre-fund Pension and Other Post-Employment Benefits (OPEB).* A recent private letter ruling received from the Internal Revenue Service established that public agencies could create a separate trust to prefund pension and OPEB unfunded liability. In April 2017, the Council authorized participation in the Section 115 Trust Program which will allow the City to set aside funds towards pension cost increases due to changes in CalPERS actuarial assumptions.

The Section 115 Trust Program would provide the City with an alternative to sending funds to CalPERS that will allow for greater control of the assets held in the trust and risk tolerance level for the investment. Other potential benefits include pension rate stabilization. Assets in the Trust Program can be transferred to CalPERS at the City's discretion, which could reduce large fluctuations in employer contributions to CalPERS.

6. *Complete comprehensive facilities condition assessment.* In 2017, Public Works Department completed the Facilities Condition Assessment. The project included development of an automated inventory of City facilities, evaluation of existing conditions of facilities, prioritization of deficient conditions, and development of short and long range maintenance needs over the next 10 years to be included in the Capital Improvement Plan.

Future project could include a building utilization study to identify underutilized properties. The City could consolidate operations to maximize efficiencies and reduce ongoing operation and maintenance costs. The City may be able to receive one-time revenues if unused facilities can be sold.

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 Fiscal Years 2019 and 2020. 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 2019 and 2020**

Date	Task	Responsible Party
BUDGET NARRATIVES & PERFORMANCE MEASURES		
August 2017	Budget Narratives & Performance Measures prepared by Departments	Departments
September 2017	Budget Narratives & Performance Measures due to Finance	Departments
January 2018	Review of Budget Narratives & Performance Measures by City Manager/Finance and return for revisions	City Manager/Finance
March 2018	Revised Budget Narratives & Performance Measures finalized	Departments
FINANCIAL (BUDGET WORKSHEETS)		
August 2017	Financial Budget Preparation	Departments
January 5, 2018	Operating Budget Worksheets due to Finance (includes Budget Reductions)	Departments
February 7, 9, 12 - 15, 2018	Review with City Manager	Departments/Finance
March 2018	Proposed Operating Budget document preparation by Finance	Finance
April 12, 16, 17 and 23, 2018	City Council Budget Study Sessions	All
April - May 2018	Final revisions based on City Council directives	City Manager/Finance
May 14, 2018	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 FISCAL 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, 2018

	Balance <u>July 1, 2017</u>	Estimated Revenues <u>2018</u>	Estimated Expenditures <u>2018</u>	<u>Other</u>	Estimated Balance <u>June 30, 2018</u>
Governmental Funds:					
OPERATING:					
General Fund	\$21,216,969	\$82,444,448	(\$81,800,949)		\$21,860,468
Housing Agency	4,639,820	336,957	(990,837)		3,985,940
Senior Center	1,488	810,346	(876,454)		(64,620)
Community Block Grant	-	1,004,990	(1,043,741)		(38,751)
Linda Vista Benefit Assessment	54,078	47,696	(18,728)		83,046
Traffic Safety	108,753	55,945	(50,821)		113,877
Traffic Enforcement	300,895	255,063	(313,520)		242,438
Grants	567,323	1,468,178	(1,033,656)		1,001,845
Redevelopment - J.S./Mission	(125,339)	-	(2,527)		(127,866)
Redevelopment - Bayshore	(148,285)	39,875	(21,234)		(129,644)
CAPITAL:					-
Transportation (Gas Tax)	5,452,058	6,317,808	(8,415,005)		3,354,861
AB1600	5,378,849	1,490,086	(618,000)		6,250,935
Capital Outlay	4,247,610	2,355,729	(2,846,243)		3,757,096
Major Facility Improvements	11,280,412	96,003	-	-	11,376,415
Total Governmental	<u>52,974,631</u>	<u>96,723,124</u>	<u>(98,031,715)</u>	<u>-</u>	<u>51,666,041</u>
Proprietary Funds					
ENTERPRISE:					
Water Utility	6,069,983	19,109,586	(19,012,756)	1,246,855	7,413,668
Civic Center	1,710,995	641,273	(1,078,630)	190,694	1,464,332
Transfer Station	1,623,960	278,694	(319,101)	24,672	1,608,225
Sanitation District	20,692,941	24,442,029	(25,011,133)	2,738,249	22,862,086
Total Enterprise	<u>30,097,879</u>	<u>44,471,582</u>	<u>(45,421,620)</u>	<u>4,200,470</u>	<u>33,348,311</u>
INTERNAL SERVICE:					
Pension Bonds	4,331,944	3,839,622	(1,352,868)		6,818,698
Motor Vehicles	2,639,888	4,164,499	(4,172,071)	1,037,486	3,669,802
Central Services	72,253	267,327	(241,921)	1,874	99,533
PBX - Telephones	388,271	243,817	(235,306)	164,806	561,588
Building Maintenance	222,126	4,048,912	(4,224,466)	1,418	47,990
Information Services	2,861,325	2,502,749	(2,811,987)	294,557	2,846,644
Self Insurance	962,573	6,154,332	(4,952,188)		2,164,717
Total Internal Service	<u>11,478,380</u>	<u>21,221,258</u>	<u>(17,990,807)</u>	<u>1,500,141</u>	<u>16,208,972</u>
COMBINED TOTAL	<u>\$94,550,890</u>	<u>\$162,415,964</u>	<u>(\$161,444,142)</u>	<u>\$5,700,611</u>	<u>\$101,223,324</u>

CITY OF DALY CITY
Projected Available Fund Balances/Net Assets
To June 30, 2019

	Estimated Balance <u>June 30, 2018</u>	Projected Revenues <u>2019</u>	Adopted Budget <u>2019</u>	Other	Projected <u>June 30, 2019</u>
Governmental Funds:					
OPERATING:					
General Fund	\$21,860,468	\$85,785,145	(\$85,785,145)	(\$4,830,698) (1)	\$17,029,770
Housing Agency	3,985,940	2,945,372	(3,223,824)		3,707,488
Senior Center	(64,620)	941,354	(1,054,460)		(177,726)
Community Block Grant	(38,751)	1,059,594	(1,063,381)		(42,538)
Linda Vista Benefit Assessment	83,046	46,120	(18,512)		110,654
Traffic Safety	113,877	50,507	(50,506)		113,878
Traffic Enforcement	242,438	337,085	(317,703)		261,820
Grants	1,001,845	796,518	(967,984)		830,379
Redevelopment - J.S./Mission	(127,866)	-	-		(127,866)
Redevelopment - Bayshore	(129,644)	39,900	(10,262)		(100,006)
CAPITAL:					
Transportation (Gas Tax)	3,354,861	8,328,074	(10,678,177)		1,004,758
AB1600	6,250,935	618,000	(971,000)		5,897,935
Capital Outlay	3,757,096	1,867,901	(4,431,946)		1,193,051
Major Facility Improvements	11,376,415	-	-	-	11,376,415
Total Governmental	<u>51,666,041</u>	<u>102,815,570</u>	<u>(108,572,900)</u>	<u>(4,830,698)</u>	<u>41,078,013</u>
Proprietary Funds					
ENTERPRISE:					
Water Utility	7,413,668	23,661,633	(23,803,922)	1,206,326	8,477,705
Civic Center	1,464,332	858,909	(888,531)	190,694	1,625,404
Transfer Station	1,608,225	264,241	(316,905)	24,673	1,580,233
Sanitation District	22,862,086	26,609,588	(31,725,034)	2,733,881	20,480,521
Total Enterprise	<u>33,348,311</u>	<u>51,394,371</u>	<u>(56,734,392)</u>	<u>4,155,573</u>	<u>32,163,863</u>
INTERNAL SERVICE:					
Pension Bonds	6,818,698	3,817,359	(3,816,859)		6,819,198
Motor Vehicles	3,669,802	4,540,478	(4,801,193)	1,156,842	4,565,929
Central Services	99,533	281,209	(281,012)		99,730
PBX - Telephones	561,588	287,654	(238,663)		610,579
Building Maintenance	47,990	4,762,567	(4,722,589)		87,968
Information Services	2,846,644	2,983,687	(3,363,669)	108,909	2,575,572
Self Insurance	2,164,717	6,645,279	(6,270,755)	-	2,539,241
Total Internal Service	<u>16,208,972</u>	<u>23,318,233</u>	<u>(23,494,740)</u>	<u>1,265,751</u>	<u>17,298,216</u>
COMBINED TOTAL	<u>\$101,223,324</u>	<u>\$177,528,174</u>	<u>(\$188,802,032)</u>	<u>\$590,626</u>	<u>\$90,540,092</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, 2020

	Balance <u>July 1, 2019</u>	Projected Revenues <u>2020</u>	Adopted Budget <u>2020</u>	<u>Other</u>	Projected <u>June 30, 2020</u>
Governmental Funds:					
OPERATING:					
General Fund	\$17,029,770	\$90,292,870	(\$90,292,870)	(\$6,107,704) (1)	\$10,922,066
Housing Agency	3,707,488	1,317,824	(213,268)		4,812,044
Senior Center	(177,726)	944,293	(1,094,271)		(327,704)
Community Block Grant	(42,538)	1,076,267	(1,098,840)		(65,111)
Linda Vista Benefit Assessment	110,654	46,120	(18,512)		138,262
Traffic Safety	113,878	51,214	(51,215)		113,877
Traffic Enforcement	261,820	329,838	(317,703)		273,955
Grants	830,379	809,518	(955,907)		683,990
Redevelopment - J.S./Mission	(127,866)	-	-		(127,866)
Redevelopment - Bayshore	(100,006)	39,900	(10,449)		(70,555)
CAPITAL:					
Transportation (Gas Tax)	1,004,758	8,471,671	(11,918,370)		(2,441,941)
AB1600	5,897,935	618,000	(1,990,000)		4,525,935
Capital Outlay	1,193,051	1,955,479	(5,049,148)		(1,900,618)
Major Facility Improvements	11,376,415	-	-	-	11,376,415
Total Governmental	<u>41,078,013</u>	<u>105,952,994</u>	<u>(113,010,553)</u>	<u>(6,107,704)</u>	<u>27,912,750</u>
Proprietary Funds					
ENTERPRISE:					
Water Utility	8,477,705	27,441,633	(24,354,291)	1,201,354	12,766,401
Civic Center	1,625,404	902,417	(1,258,089)	190,694	1,460,425
Transfer Station	1,580,233	272,169	(314,456)	-	1,537,946
Sanitation District	20,480,521	28,122,978	(31,263,995)	2,663,510	20,003,013
Total Enterprise	<u>32,163,863</u>	<u>56,739,197</u>	<u>(57,190,831)</u>	<u>4,055,557</u>	<u>35,767,786</u>
INTERNAL SERVICE:					
Pension Bonds	6,819,198	3,959,063	(3,958,563)		6,819,698
Motor Vehicles	4,565,929	4,545,439	(4,601,776)	782,121	5,291,713
Central Services	99,730	282,824	(287,020)		95,534
PBX - Telephones	610,579	287,654	(241,724)		656,509
Building Maintenance	87,968	4,980,715	(4,923,647)		145,036
Information Services	2,575,572	3,074,730	(3,425,385)	66,509	2,291,426
Self Insurance	2,539,241	6,890,350	(6,605,525)		2,824,066
Total Internal Service	<u>17,298,216</u>	<u>24,020,775</u>	<u>(24,043,640)</u>	<u>848,630</u>	<u>18,123,981</u>
COMBINED TOTAL	<u>\$90,540,092</u>	<u>\$186,712,966</u>	<u>(\$194,245,024)</u>	<u>(\$1,203,517)</u>	<u>\$81,804,517</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	REVISED	ADOPTED	ADOPTED
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
GENERAL FUND				
City Attorney	\$941,357	\$1,087,305	\$1,064,039	\$1,115,955
City Clerk	\$568,680	490,218	665,899	542,879
City Council	\$265,251	236,786	260,231	263,230
City Manager				
City Manager Administration	1,087,613	1,265,647	1,382,897	1,458,109
Community Engagement	241,575	287,261	253,043	251,629
Community Service Center	328,935	223,186	171,516	171,516
Total City Manager	<u>1,658,123</u>	<u>1,776,094</u>	<u>1,807,456</u>	<u>1,881,254</u>
City Treasurer	39,255	44,518	46,447	48,585
Economic & Community Development				
Administration	376,663	717,691	390,934	412,732
Planning & Zoning	689,700	801,147	879,637	926,899
Building	1,649,243	1,593,542	1,903,840	2,084,276
Code Enforcement	494,099	600,579	636,896	686,291
Total Economic & Community Devel	<u>3,209,705</u>	<u>3,712,959</u>	<u>3,811,307</u>	<u>4,110,198</u>
Finance-Admin/Accounting	2,079,112	2,254,119	2,476,856	2,605,581
Fire	18,282,518	16,441,113	19,999,192	21,214,159
Human Resources	983,064	1,039,498	1,089,403	1,127,030
Library & Recreation				
Administration	1,404,499	1,375,685	1,586,573	1,650,704
Library	3,368,458	3,505,453	3,731,144	3,902,423
Recreation	4,814,703	4,898,134	4,968,733	5,120,084
Total Library & Recreation	<u>9,587,660</u>	<u>9,779,272</u>	<u>10,286,450</u>	<u>10,673,211</u>
Police				
Police Services	29,295,140	29,835,238	34,610,260	36,691,658
Citizens' Option for Public Safety	123,504	302,547	174,736	182,184
Public Safety Communications	2,271,989	1,646,052	-	-
Total Police	<u>31,690,633</u>	<u>31,783,837</u>	<u>34,784,996</u>	<u>36,873,842</u>
Public Works				
Administration	580,170	567,950	350,776	365,284
Engineering	1,118,877	1,154,363	1,066,045	1,113,554
Parks Maintenance	2,394,186	2,377,750	2,541,606	2,659,107
Total Public Works	<u>4,093,233</u>	<u>4,100,063</u>	<u>3,958,427</u>	<u>4,137,945</u>
Nondepartmental	<u>4,829,314</u>	<u>4,986,524</u>	<u>5,534,442</u>	<u>5,699,001</u>
TOTAL GENERAL FUND	<u>\$78,227,905</u>	<u>\$77,732,306</u>	<u>\$85,785,145</u>	<u>\$90,292,870</u>

CITY OF DALY CITY
COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL	REVISED	ADOPTED	ADOPTED
	2017	BUDGET	BUDGET	BUDGET
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
SPECIAL REVENUE				
Housing Agency	\$114,378	\$158,793	\$3,223,824	\$213,268
Senior Center	918,015	910,306	1,054,460	1,094,271
Community Block Grant:	1,067,426	1,146,404	1,063,381	1,098,840
Linda Vista Benefit Assessment	19,487	18,477	18,512	18,512
Traffic Safety	61,009	105,438	50,506	51,215
Traffic Enforcement	311,970	317,103	317,703	317,703
Federal Grants	1,231,950	2,508,922	967,984	955,907
Redevelopment - J.S./Mission	4,666,778	-	-	-
Redevelopment - Bayshore	11,156	18,726	10,262	10,449
	<u>11,156</u>	<u>18,726</u>	<u>10,262</u>	<u>10,449</u>
TOTAL SPECIAL REVENUE	<u>\$8,402,169</u>	<u>\$5,184,169</u>	<u>\$6,706,632</u>	<u>\$3,760,165</u>
 CAPITAL PROJECTS				
Transportation (Gas Tax)	8,375,303	16,218,427	10,678,177	11,918,370
AB1600	886,157	2,019,000	971,000	1,990,000
Capital Outlay	6,274,113	5,490,626	4,431,946	5,049,148
	<u>6,274,113</u>	<u>5,490,626</u>	<u>4,431,946</u>	<u>5,049,148</u>
TOTAL CAPITAL PROJECTS	<u>\$ 15,535,573</u>	<u>\$ 23,728,053</u>	<u>\$ 16,081,123</u>	<u>\$ 18,957,518</u>
 ENTERPRISE				
Water Utility	\$17,593,411	\$23,294,237	\$23,803,922	\$24,354,291
Civic Center	1,835,710	1,302,829	888,531	1,258,089
Transfer Station	395,558	270,390	316,905	314,456
Sanitation District	19,721,169	31,990,614	31,725,034	31,263,995
	<u>19,721,169</u>	<u>31,990,614</u>	<u>31,725,034</u>	<u>31,263,995</u>
TOTAL ENTERPRISE	<u>\$39,545,848</u>	<u>\$56,858,070</u>	<u>\$56,734,392</u>	<u>\$57,190,831</u>
 INTERNAL SERVICE FUNDS				
Pension Bonds	\$1,465,055	\$3,678,941	\$3,816,859	\$3,958,563
Motor Vehicles	4,221,528	6,997,775	4,801,193	4,601,776
Central Services	618,946	264,682	281,012	287,020
PBX - Telephones	373,740	245,670	238,663	241,724
Building Maintenance	4,588,115	4,359,192	4,722,589	4,923,647
Information Services	2,534,634	3,791,005	3,363,669	3,425,385
Self Insurance	4,912,492	6,235,441	6,270,755	6,605,525
	<u>4,912,492</u>	<u>6,235,441</u>	<u>6,270,755</u>	<u>6,605,525</u>
TOTAL INTERNAL SERVICE	<u>\$18,714,510</u>	<u>\$25,572,706</u>	<u>\$23,494,740</u>	<u>\$24,043,640</u>
 COMBINED EXPENDITURE TOTAL	<u>\$160,426,005</u>	<u>\$189,075,304</u>	<u>\$188,802,032</u>	<u>\$194,245,024</u>

CITY OF DALY CITY
COMPARISON OF REVENUE BUDGETS

	ACTUAL <u>2017</u>	REVISED <u>2018</u>	PROJECTED <u>2019</u>	PROJECTED <u>2020</u>
GENERAL FUND				
Property Tax	\$31,705,635	\$30,200,523	\$33,574,566	\$34,795,595
Sales Tax	11,931,894	12,035,913	12,333,856	12,939,190
Utility Users Tax	6,299,449	6,398,855	5,787,499	5,753,754
Franchise Fees	3,878,462	3,884,841	4,092,461	4,236,246
Other Taxes	5,603,933	4,946,889	5,485,439	5,607,364
Licenses and Permits	3,023,890	2,235,615	2,312,065	2,708,823
Fines and Forfeitures	3,505,062	2,741,550	3,468,904	3,468,904
Rents and Interest	1,477,817	1,199,806	1,247,860	1,254,585
From Other Agencies	894,403	1,134,236	633,406	633,406
Charges and Fees	5,764,037	5,164,982	5,125,613	5,875,730
Miscellaneous	9,087,829	2,108,195	3,653,908	3,653,908
Sale of Property	2,140	-	-	-
Interfund Transfers	3,292,524	2,847,734	3,238,870	3,257,661
Transfer from General Fund Reserve (1)	<u> </u>	<u> </u>	<u>4,830,698</u>	<u>6,107,704</u>
TOTAL GENERAL FUND	<u>\$86,467,075</u>	<u>\$74,899,139</u>	<u>\$85,785,145</u>	<u>\$90,292,870</u>
 SPECIAL REVENUE				
Housing Agency	\$768,150	\$38,381	\$2,945,372	\$1,317,824
Senior Center	918,015	910,306	941,354	944,293
Community Block Grant:	1,067,426	1,127,173	1,059,594	1,076,267
Linda Vista Benefit Assessment	46,839	46,381	46,120	46,120
Traffic Safety	47,137	75,338	50,507	51,214
Traffic Enforcement	345,319	316,558	337,085	329,838
Federal Grants	1,230,027	2,139,902	796,518	809,518
Redevelopment - J.S./Mission	419,432	-	-	-
Redevelopment - Bayshore	<u>39,900</u>	<u>48,300</u>	<u>39,900</u>	<u>39,900</u>
TOTAL SPECIAL REVENUE	<u>\$4,882,245</u>	<u>\$4,702,339</u>	<u>\$6,216,450</u>	<u>\$4,614,974</u>
 CAPITAL PROJECTS				
Transportation (Gas Tax)	7,992,491	11,322,450	8,328,074	8,471,671
AB1600	803,807	764,146	618,000	618,000
Capital Outlay	4,130,392	2,045,897	1,867,901	1,955,479
Major Facility Improvements	<u>62,628</u>	<u>90,000</u>	<u> </u>	<u> </u>
TOTAL CAPITAL PROJECTS	<u>\$ 12,989,318</u>	<u>\$ 14,222,493</u>	<u>\$ 10,813,975</u>	<u>\$ 11,045,150</u>

CITY OF DALY CITY
COMPARISON OF REVENUE BUDGETS

	ACTUAL <u>2017</u>	REVISED <u>2018</u>	PROJECTED <u>2019</u>	PROJECTED <u>2020</u>
ENTERPRISE				
Water Utility	17,616,918	20,886,772	23,661,633	27,441,633
Civic Center	738,792	1,018,847	858,909	902,417
Transfer Station	269,320	270,390	264,241	272,169
Sanitation District	<u>22,162,487</u>	<u>26,518,604</u>	<u>26,609,588</u>	<u>28,122,978</u>
TOTAL ENTERPRISE	<u>\$40,787,517</u>	<u>\$48,694,613</u>	<u>\$51,394,371</u>	<u>\$56,739,197</u>
INTERNAL SERVICE FUNDS				
Pension Bonds	\$3,636,217	\$3,678,941	\$3,817,359	\$3,959,063
Motor Vehicles	4,712,440	4,243,334	4,540,478	4,545,439
Central Services	266,812	271,446	281,209	282,824
PBX - Telephones	249,515	263,725	287,654	287,654
Building Maintenance	4,482,782	4,052,935	4,762,567	4,980,715
Information Services	3,085,196	2,495,456	2,983,687	3,074,730
Self Insurance	<u>7,070,494</u>	<u>6,129,739</u>	<u>6,645,279</u>	<u>6,890,350</u>
TOTAL INTERNAL SERVICE	<u>\$23,503,456</u>	<u>\$21,135,576</u>	<u>\$23,318,233</u>	<u>\$24,020,775</u>
COMBINED REVENUE TOTAL	<u>\$168,629,611</u>	<u>\$163,654,160</u>	<u>\$177,528,174</u>	<u>\$186,712,966</u>

CITY OF DALY CITY

FULL-TIME EQUIVALENT ALLOCATION *

DEPARTMENT / DIVISION	FY 2017	FY 2018	FY 2019	FY 2020
CITY COUNCIL	5.00	5.00	5.00	5.00
CITY ATTORNEY	4.00	4.00	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	5.00	5.00	5.00	5.00
Sustainability	1.00	1.00	1.00	1.00
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
ECONOMIC & COMMUNITY DEVELOPMENT				
Administration	1.30	1.30	1.30	1.30
Building	8.10	8.10	9.10	9.10
Code Enforcement	4.10	4.10	4.10	4.10
Planning	4.25	4.25	4.25	4.25
Housing Agency	0.63	0.96	0.96	0.96
Block Grant	1.10	0.90	0.90	0.90
Residential Rehab	1.27	1.24	1.24	1.24
Enterprise Development Center	0.10	-	-	-
Home Program	0.15	0.15	0.15	0.15
	<u>21.00</u>	<u>21.00</u>	<u>22.00</u>	<u>22.00</u>
FINANCE & ADMINISTRATIVE SERVICES				
Administration	13.22	13.22	13.22	13.22
Information Services	11.00	11.00	11.00	11.00
Risk Management General Liability	1.60	1.60	1.60	1.60
Utility Billing	7.00	7.00	7.00	7.00
	<u>32.82</u>	<u>32.82</u>	<u>32.82</u>	<u>32.82</u>
FIRE	60.00	61.00	64.00	64.00
HUMAN RESOURCES				
Human Resources	3.65	3.65	3.65	3.65
Workers' Comp Claims	1.15	1.35	1.35	1.35
Safety	0.20	-	-	-
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
LIBRARY & RECREATION SERVICES				
Administration	4.75	4.75	4.85	4.85
Library Total	17.75	17.75	16.75	16.75
Recreation Total	13.50	13.50	12.90	12.40
	<u>36.00</u>	<u>36.00</u>	<u>34.50</u>	<u>34.00</u>

CITY OF DALY CITY

FULL-TIME EQUIVALENT ALLOCATION *

DEPARTMENT / DIVISION	FY 2017	FY 2018	FY 2019	FY 2020
POLICE				
Police Services**	138.00	138.00	138.00	138.00
Citizens Option For Public Safety	1.05	1.00	1.00	1.00
Public Safety Communications	6.45	-	-	-
	<u>145.50</u>	<u>139.00</u>	<u>139.00</u>	<u>139.00</u>
PUBLIC WORKS				
Administration	2.75	2.75	1.32	1.32
General Fund Engineering	5.50	5.50	5.50	5.50
Capital Fund Engineering	5.25	5.25	6.46	6.46
Transportation Fund Streets	16.35	16.35	13.35	13.35
Transportation Fund Traffic Signal & Street Lighting	3.25	3.25	2.25	2.25
Parks Maintenance	11.30	11.30	11.30	11.30
Building Maintenance	24.30	24.30	23.41	23.41
Motor Vehicles	7.30	7.30	6.41	6.41
	<u>76.00</u>	<u>76.00</u>	<u>70.00</u>	<u>70.00</u>
WATER & WASTEWATER RESOURCES				
Administration	8.00	7.00	9.00	9.00
Water Operations	5.00	5.00	5.00	5.00
Wastewater Operations	13.00	13.00	13.00	13.00
Plant & Equipment Maintenance	18.00	18.00	18.00	18.00
Laboratory	2.00	2.00	3.00	3.00
Distribution System	14.00	14.00	14.00	14.00
Collection System	12.00	12.00	11.00	11.00
	<u>72.00</u>	<u>71.00</u>	<u>73.00</u>	<u>73.00</u>
GRAND TOTAL	<u>466.50</u>	<u>460.00</u>	<u>458.50</u>	<u>458.00</u>

* Does not include Hourly Employees

** Includes eight frozen Police Officer positions and two frozen Police Sergeant positions.

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**

	<i>General Fund</i>	<i>Senior Center</i>	<i>Traffic Safety</i>	<i>Redevelopment Successor</i>	<i>Sanitation District</i>	<i>Water Utility</i>	<i>Transfer Station/ Sustainability</i>	<i>Civic Center</i>	<i>Central Services</i>	<i>Information Services</i>	<i>Self Insurance</i>	<i>PBX</i>	<i>Motor Vehicles</i>	<i>Pension Bonds</i>	<i>Building Maintenance</i>	<i>Community Block Grant</i>	<i>Linda Vista Benefit Assessment</i>
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.

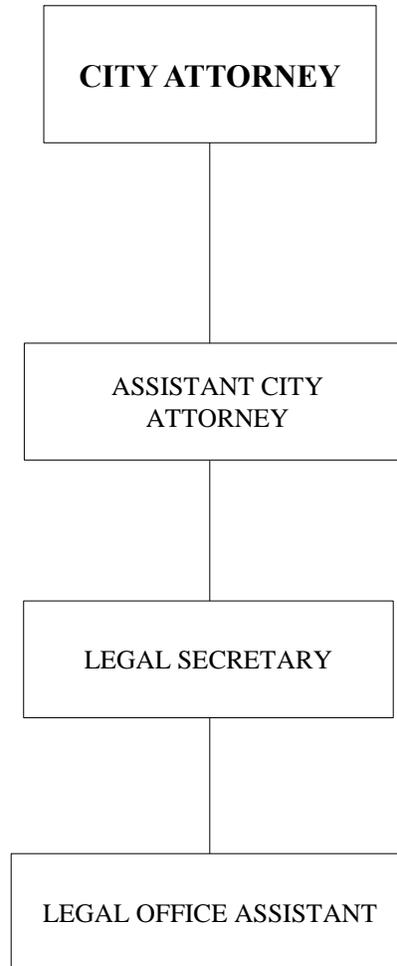




City of Daly City

CITY ATTORNEY

Fiscal Years 2019 & 2020



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 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

- Restructuring of administrative staff position due to retirement, which will result in a lower classification position, resulting in salary budget reductions. Currently seeking an hourly attorney position to assist with the increased workload. The City Attorney's Office continues to focus on 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 due to revisions in state law, and employment and labor related matters.

CITY ATTORNEY'S OFFICE

PERFORMANCE MEASURES

Performance Measure	Methodology	System	Actual 2017	Estimate 2018	Projected 2019	Projected 2020
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 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	CITY ATTORNEY	050
	Program:	CITY ATTORNEY	050

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
MISCELLANEOUS REVENUES	120	300	100	0	0
TOTAL REVENUES	<u>\$120</u>	<u>\$300</u>	<u>\$100</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	774,135	816,172	907,653	879,847	928,657
SERVICES AND SUPPLIES	59,899	51,203	108,715	91,405	91,405
OTHER CHARGES	4,940	3,810	7,073	6,665	6,665
FIXED CHARGES	56,976	70,173	63,866	86,123	89,229
TOTAL EXPENDITURES	<u>\$895,950</u>	<u>\$941,358</u>	<u>\$1,087,307</u>	<u>\$1,064,040</u>	<u>\$1,115,956</u>

CITY ATTORNEY

Full-Time Salaried Position Listing

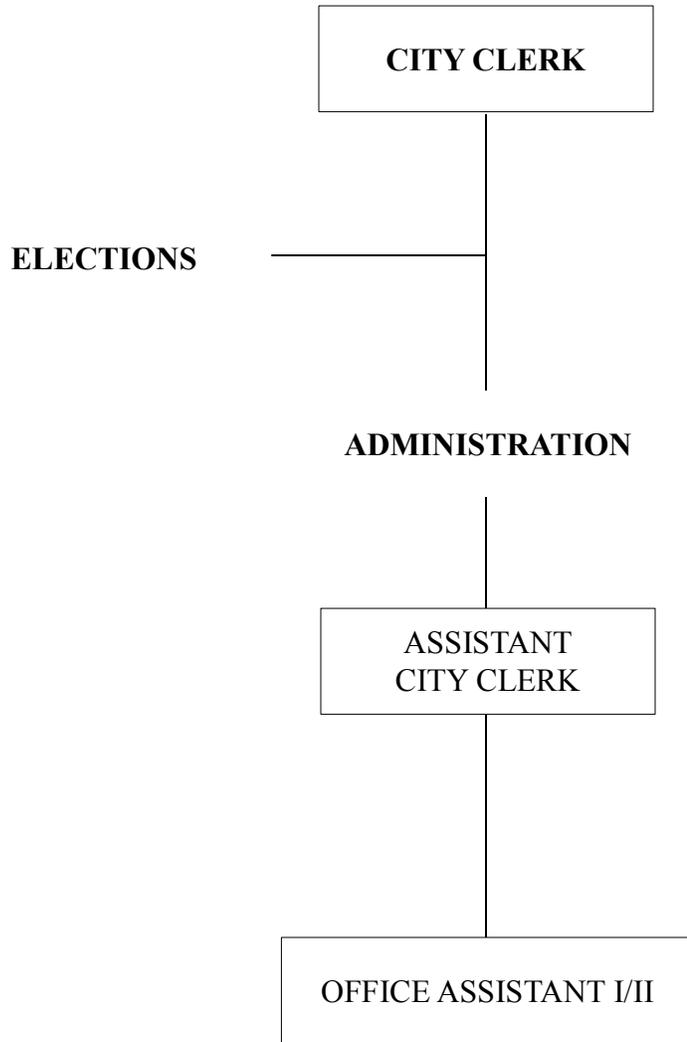
Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
01-050-050					
City Attorney	M502	1.00	1.00	1.00	1.00
Assistant City Attorney	M339	1.00	1.00	1.00	1.00
Legal Secretary	U045	1.00	1.00	1.00	1.00
Senior Legal Office Assistant	U040	1.00	-	-	-
Legal Office Assistant	U040	-	1.00	1.00	1.00
		<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>



City of Daly City

CITY CLERK

Fiscal Years 2019 & 2020



CITY CLERK

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, oversee 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 CITY-WIDE PRIORITIES

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

- Provide assistance with applications for exemption from utility user's 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

SUPPORT FOR CITY-WIDE PRIORITIES (continued)

- Conducts bid openings
- Prepares Planning Item Notices and sends mass mailings to the public
- Accepts Claims against the City.
- 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 2018.

SIGNIFICANT CHANGES FROM THE PRIOR BUDGET

In May 2017, our office was flooded and we lost approximately 4 weeks of revenue from passport fees. Due to the overwhelming demand for passport services by the public throughout the work day, and staff reduction due to retirement, the hours of passport acceptance were also reduced. This allowed us to prioritize our office duties. Beginning April 2018, the passport processing fee collected by the City Clerk's office will increase from \$25 to \$35 per the U.S. Department of State.

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	CITY CLERK	020
	Program:	CITY CLERK	020

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
CHARGES AND FEES	166,599	113,210	130,025	126,025	120,025
MISCELLANEOUS REVENUES	22	25	0	0	0
TOTAL REVENUES	<u>\$166,621</u>	<u>\$113,235</u>	<u>\$130,025</u>	<u>\$126,025</u>	<u>\$120,025</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	356,323	389,726	402,635	420,016	445,318
SERVICES AND SUPPLIES	7,548	92,323	7,800	156,400	5,800
OTHER CHARGES	390	3,849	4,375	5,085	4,375
FIXED CHARGES	62,509	81,604	75,410	84,399	87,388
CAPITAL OUTLAY	4,325	1,181	0	0	0
TOTAL EXPENDITURES	<u>\$431,095</u>	<u>\$568,683</u>	<u>\$490,220</u>	<u>\$665,900</u>	<u>\$542,881</u>

CITY CLERK

Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
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>

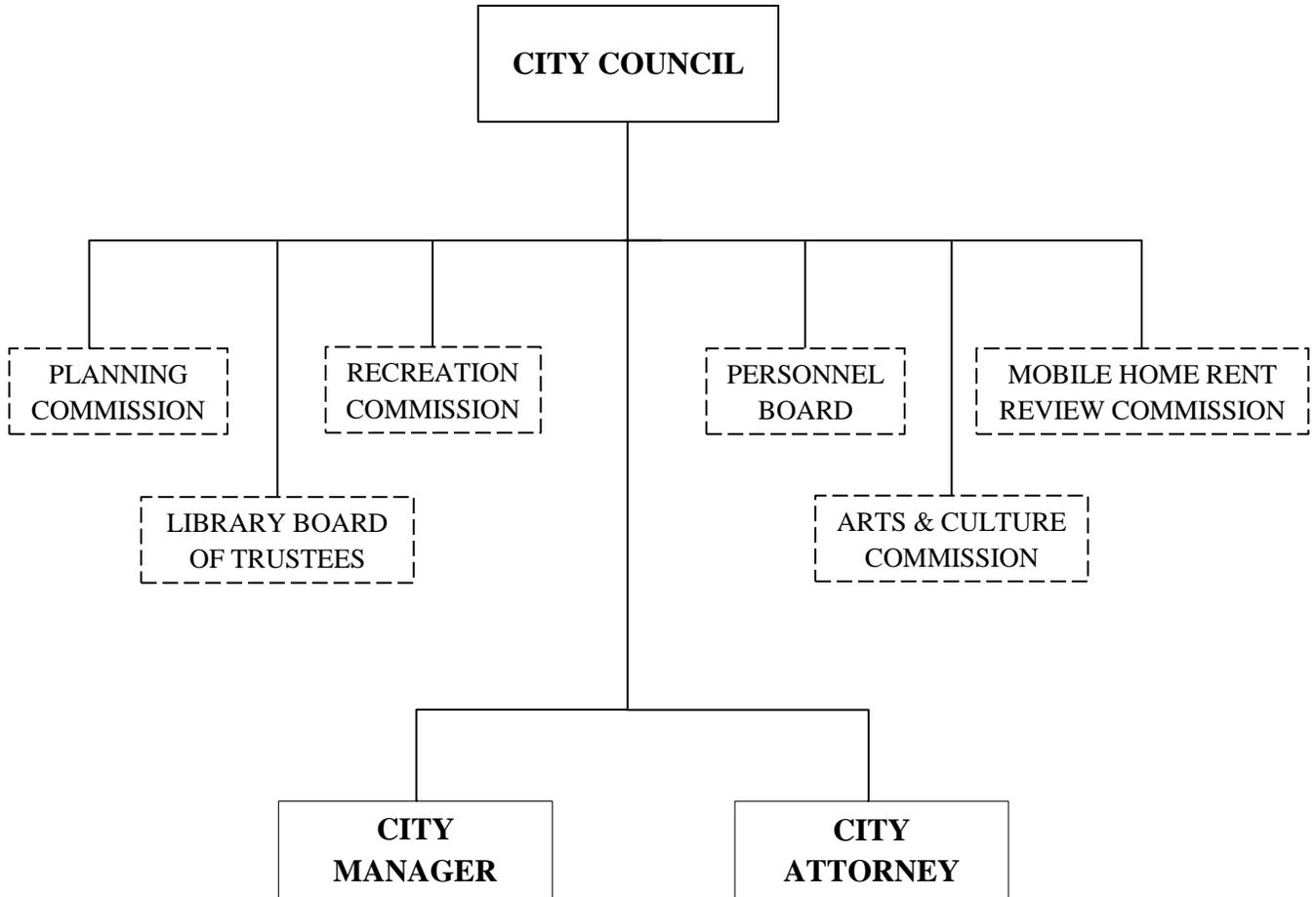




City of Daly City

CITY COUNCIL

Fiscal Years 2019 & 2020



----- 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 (All priorities are equally important)

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

- Community and Civic Support
 - Engage and educate the community to participate in civic affairs and provide input on public policy initiatives and community concerns
- Government Operations
 - Continue to identify opportunities for greater cost effectiveness and efficiency in all City departments and through shared services with other local agencies
- Economic Development and Revenue Enhancement to Ensure Long-Term Fiscal Sustainability
 - Promote a diverse economic base through directed larger business development
 - Develop a citywide economic development strategy and plan to identify new opportunities for expanding the economic base
- Public Safety
 - Ensure adequate public safety resources to reinforce a sense of community and personal safety
- Land Use
 - Enhance the physical development of the community consistent with sound environmental and other land use policies

CITYWIDE PRIORITIES (All priorities are equally important) (continued)

- Affordable Housing
 - Continue to develop quality affordable housing at all income levels to combat rising home prices

- Transportation and Traffic Improvements
 - Enhance the transportation network and reduce traffic congestion
 - Expand the network of bike lanes and walking lanes for community health and recreation
 - Enhance pedestrian-oriented improvements citywide

- Infrastructure
 - Allocate additional resources to maintain quality infrastructure throughout the community

- Leisure Services
 - Provide a variety of opportunities for community participation in recreation, library, cultural and other structured, as well as passive, leisure time activities

BIENNIAL BUDGET OUTCOMES

- Take legislative action and provide progressive policy direction to the City Manager and City Attorney to guide the City's ongoing growth and development, as well as to achieve fiscal sustainability.

- Conferred with and supported the City Manager in the implementation of Council policy decisions and worked to enhance the City's long-term fiscal sustainability.

- 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 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	CITY COUNCIL	001
	Program:	LEGISLATIVE BODY	019

EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	186,538	202,601	192,280	185,332	186,956
SERVICES AND SUPPLIES	1,353	3,057	7,249	7,025	7,025
OTHER CHARGES	13,221	26,043	9,250	35,000	35,000
FIXED CHARGES	26,418	33,550	28,007	32,875	34,248
TOTAL EXPENDITURES	<u>\$227,530</u>	<u>\$265,251</u>	<u>\$236,786</u>	<u>\$260,232</u>	<u>\$263,229</u>

CITY COUNCIL

Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
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>

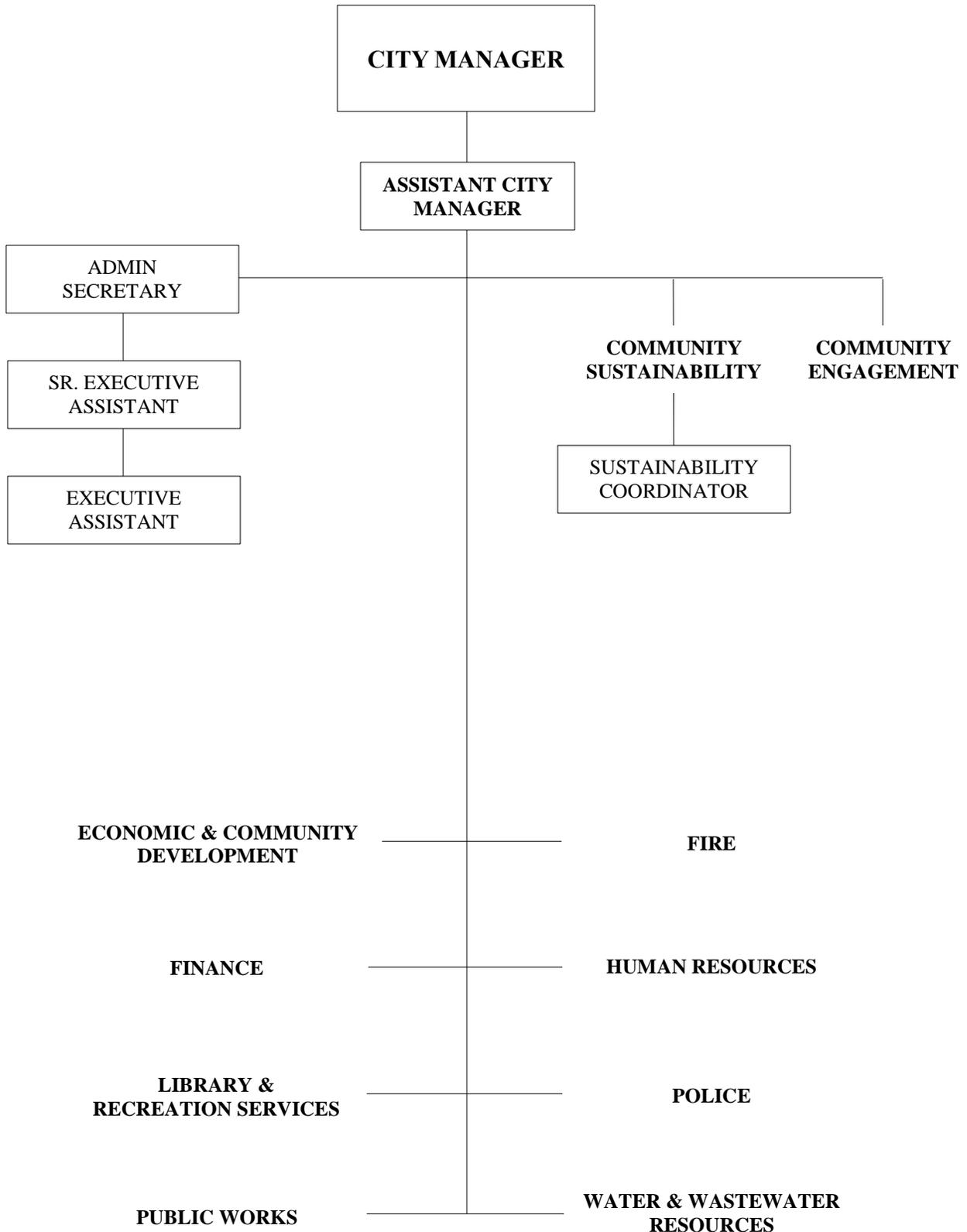




City of Daly City

CITY MANAGER

Fiscal Years 2019 & 2020



CITY MANAGER'S OFFICE

DEPARTMENT MISSION STATEMENT

Provide strategic leadership to support the City Council in its policy-making responsibilities and guide the municipal organization to deliver high quality, efficient and effective services and programs 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.

Intergovernmental Relations

Coordinate the interactions between the City and federal, state, and other local governments to review legislative actions and their impacts. Work with other entities to assess and discuss the benefits and impairments of all relevant intergovernmental issues.

Workforce Strengthening

Offer training and development programs to improve and sustain employees. Support and foster staff in generating professional growth and opportunities as well as improve job satisfaction and retention.

Economic Development and Business Support

Improve the quality of life through the strategic development of the City. Promote sustainable expansion and business development.

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.

CORE SERVICES (continued)

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 support to various social platforms, including NextDoor, Facebook and Twitter.

Community Sustainability

Enhance community resilience to climate change and foster greater environmental sustainability in both City operations and the community. Engage a diversity of citizens and businesses to further sustainability initiatives in the community. Manage the implementation of the City's Climate Action Plan.

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 support for organizational innovation to promote a creative, effective and skilled workforce.
- 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.
- Support long-range strategic planning with the City Council and the community.

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.
- Aid in the expansion of community sustainability and climate action programs/services.

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.

CITY MANAGER'S OFFICE

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.
- Successfully managed the transition of Police Dispatch Services to San Mateo County Public Safety Communications and appointed a new Chief of Police.
- Transitioned Fire Engine Company 95 and maintained quality emergency response services.
- Appointed a new Director of Water and Wastewater Resources.
- Implement a financial sustainability strategy to improve the long-term fiscal condition of the City.
- Expanded case management services at the Community Services Center through an effective public/non-profit model with the Daly City Partnership to provide emergency housing assistance, food, and other supportive services to 4,181 individuals and 1,735 households in need.
- Implemented the City's new online communications software, Romulus, to create more direct access to City staff and officials with easy online fillable communication forms and text messaging service.
- Initiated paperless processing in City operations by implementing SeamlessDocs, a software program that digitizes paper forms as well as signature and notification processes.
- Received three Beacon Program Awards in 2017 through the Institute for Local Government for activities related to greenhouse gas emissions reductions and sustainability: Gold Level Award for 18% Agency Greenhouse Gas Reductions; Gold Level Award for 10% Community Greenhouse Gas Reductions; and Gold Level Spotlight Award for Best Practice Activities.
- Expanded environmental sustainability programming throughout the City including expanding Earth Day activities and supporting Peninsula Clean Energy initiative.
- Implemented Project Green Space with \$50,000 award over two years from the Bloomberg Philanthropies / Cities of Service grant program to expand and diversify the urban canopy and plant trees and rain gardens in Daly City.
- Opened Pats' Closet at 204 92nd St to provide residents in need with gently used clothing and household goods free of charge.
- Supported the Arts & Culture Commission with successful Art Exhibit Openings and Artist Receptions.
- Coordinated the development of a Utility Box Art Project in conjunction with the Arts and Culture Commission and Skyline College at 16 locations in Daly City.

PERFORMANCE MEASURES

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

CITY OF DALY CITY**Department Summary****2018-19/2019-20****CITY MANAGER**

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
FROM OTHER AGENCIES	166,481	169,157	164,505	161,607	161,9; 3
CHARGES AND FEES	65,541	151,898	153,947	163,595	168,000
MISCELLANEOUS REVENUES	0	28,700	26,690	0	0
TOTAL REVENUES	<u>\$232,022</u>	<u>\$569,755</u>	<u>\$567,342</u>	<u>\$544,; : 2</u>	<u>\$54; ,9; 3</u>
EXPENDITURES	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	1,406,728	1,38; ; ; 4	1,065,500	1,333,566	1,421,679
SERVICES AND SUPPLIES	256,654	39; ,97;	566,908	426,080	423,725
OTHER CHARGES	85,387	85,2: 4	92,665	86,802	89,012
FIXED CHARGES	161,186	198,548	186,021	149,373	154,309
OPERATING TRANSFERS OUT	2,414	1,854	1,070	0	0
TOTAL EXPENDITURES	<u>\$1,912,369</u>	<u>\$1,; 57,657</u>	<u>\$1,; 34,384</u>	<u>\$1,; ; 7,; 43</u>	<u>\$2,088,726</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	CITY MANAGER	010
	Program:	CITY MANAGER	010

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
CHARGES AND FEES	62,500	0	0	0	0
TOTAL REVENUES	<u>\$62,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	1,130,565	921,186	957,281	1,151,139	1,221,230
SERVICES AND SUPPLIES	10,889	5,311	158,554	70,234	70,419
OTHER CHARGES	14,644	14,961	15,220	13,000	13,000
FIXED CHARGES	109,150	144,301	133,523	148,524	153,460
OPERATING TRANSFERS OUT	2,414	1,854	1,070	0	0
TOTAL EXPENDITURES	<u>\$1,267,662</u>	<u>\$1,087,613</u>	<u>\$1,265,648</u>	<u>\$1,382,897</u>	<u>\$1,458,109</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	CITY MANAGER	010
	Program:	COMMUNITY ENGAGEMENT	011

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
FROM OTHER AGENCIES	4,875	0	0	0	0
CHARGES AND FEES	3,041	1,899	3,947	3,000	3,000
MISCELLANEOUS REVENUES	0	1,700	600	0	0
TOTAL REVENUES	<u>\$7,916</u>	<u>\$3,599</u>	<u>\$4,547</u>	<u>\$3,000</u>	<u>\$3,000</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	2,359	2,972	4,585	5,022	5,022
SERVICES AND SUPPLIES	134,851	168,357	205,636	174,324	170,700
OTHER CHARGES	70,743	70,246	77,040	73,697	75,907
FIXED CHARGES	2,887	0	0	0	0
TOTAL EXPENDITURES	<u>\$210,840</u>	<u>\$241,575</u>	<u>\$287,261</u>	<u>\$253,043</u>	<u>\$251,629</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	CITY MANAGER	011
	Program:	COMMUNITY SERVICE CENTER	014

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
FROM OTHER AGENCIES	161,606	169,157	164,505	161,607	161,607
TOTAL REVENUES	<u>\$161,606</u>	<u>\$169,157</u>	<u>\$164,505</u>	<u>\$161,607</u>	<u>\$161,607</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	273,803	93,820	0	0	0
SERVICES AND SUPPLIES	110,914	180,869	170,688	170,668	170,668
FIXED CHARGES	49,149	54,246	52,498	848	848
TOTAL EXPENDITURES	<u>\$433,866</u>	<u>\$328,935</u>	<u>\$223,186</u>	<u>\$171,516</u>	<u>\$171,516</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	MUSSEL ROCK TRANSFER STAT	45
	Department:	CITY MANAGER	010
	Program:	COMMUNITY SUSTAINABILITY	423

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
CHARGES AND FEES	0	150,000	150,000	160,373	165,184
MISCELLANEOUS REVENUES	0	25,000	25,000	0	0
OPERATING TRANSFERS IN	0	0	1,070	0	0
TOTAL REVENUES	<u>\$0</u>	<u>\$175,000</u>	<u>\$176,070</u>	<u>\$160,373</u>	<u>\$165,184</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	0	152,015	143,635	177,406	195,427
SERVICES AND SUPPLIES	0	25,223	32,030	10,854	11,939
OTHER CHARGES	0	75	405	105	105
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$177,313</u>	<u>\$176,070</u>	<u>\$188,365</u>	<u>\$207,471</u>

CITY MANAGER

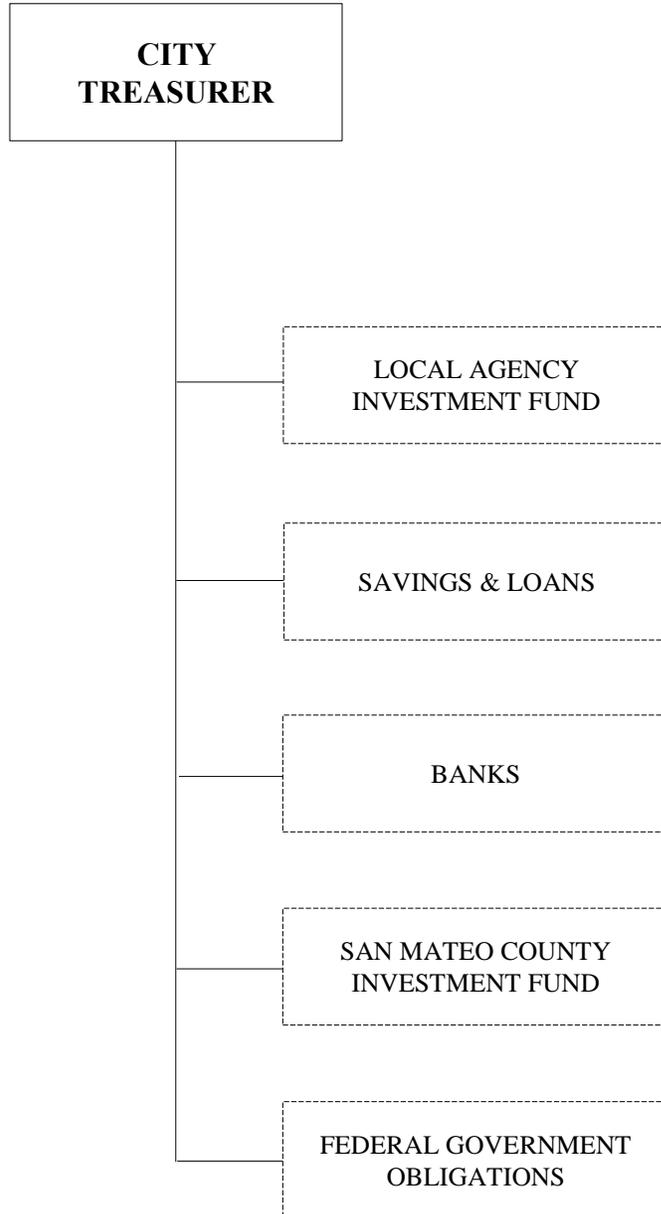
Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
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	1.00	1.00	1.00	1.00
		5.00	5.00	5.00	5.00
Community Sustainability 45-010-423					
Sustainability Coordinator / Senior Management Analyst	U074	1.00	1.00	1.00	1.00
		6.00	6.00	6.00	6.00





City of Daly City
CITY TREASURER
Fiscal Years 2019 & 2020



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 holds 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 \$120 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 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	CITY TREASURER	040
	Program:	CITY TREASURER	040

EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	32,505	30,070	33,868	35,133	37,007
SERVICES AND SUPPLIES	37	31	200	250	250
OTHER CHARGES	632	1,556	3,419	3,500	3,500
FIXED CHARGES	6,151	7,598	7,031	7,564	7,828
TOTAL EXPENDITURES	<u>\$39,325</u>	<u>\$39,255</u>	<u>\$44,518</u>	<u>\$46,447</u>	<u>\$48,585</u>

CITY TREASURER

Full-Time Salaried Position Listing

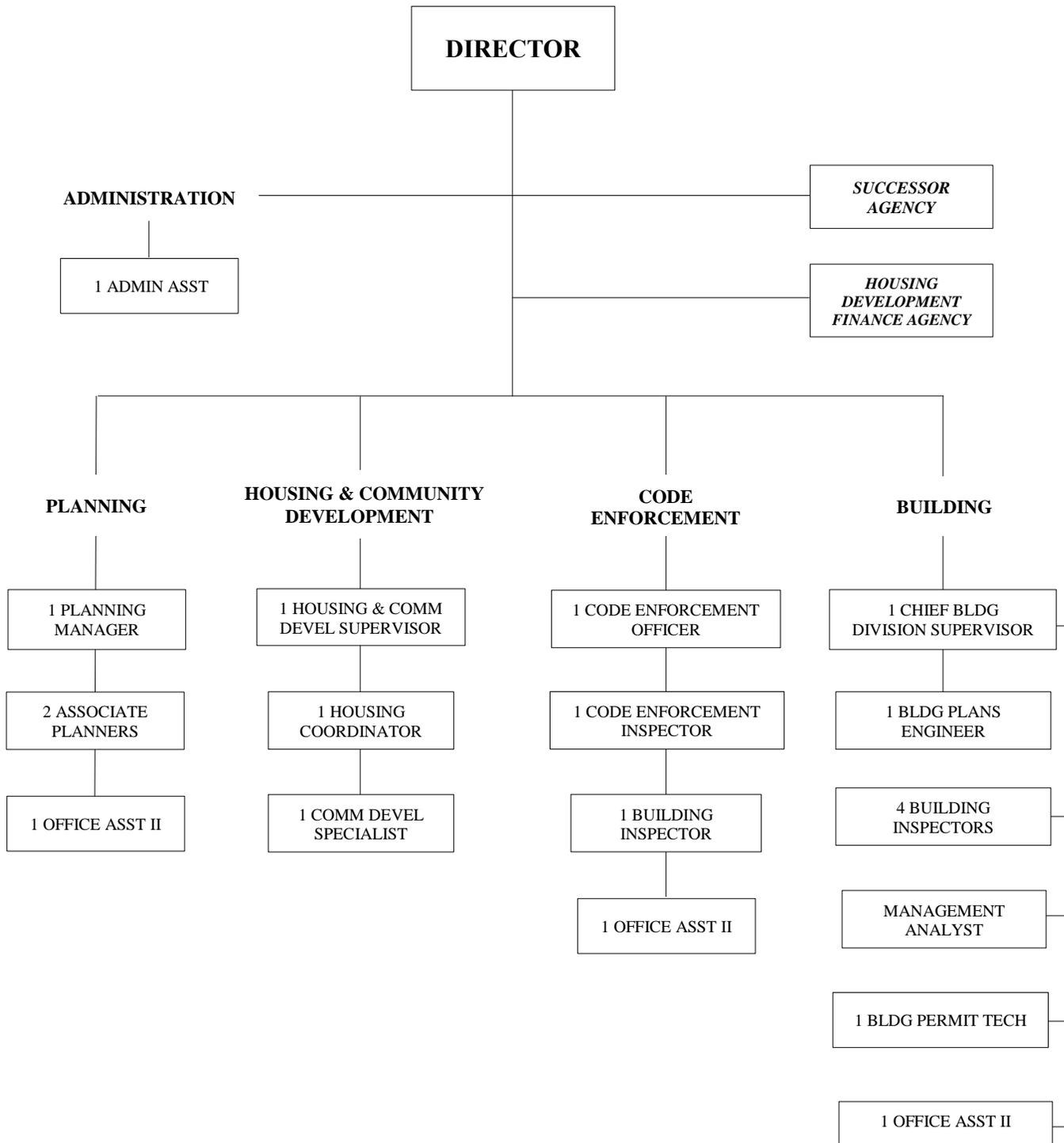
Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
01-040-040	Q900	0.18	0.18	0.18	0.18
City Treasurer		0.18	0.18	0.18	0.18



City of Daly City

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

Fiscal Years 2019 & 2020



ECONOMIC AND COMMUNITY DEVELOPMENT

DEPARTMENT MISSION STATEMENT

To direct activities for the Department's Divisions and Programs to assure 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 real estate holdings.

Housing & Community Development

- Increase the extent of new affordable housing, and help maintain the existing affordable housing stock.
- Provide oversight to 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 CITY-WIDE PRIORITIES

Economic Development/Revenue Enhancement

- Effectively negotiate and manage City-owned properties and leases, particularly the City's three former Redevelopment sites
- Update the City's website to provide information 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.
- Oversee the continued wind-down of the former Redevelopment Agency activities, including staff support to the Daly City Successor Agency.

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 a variety of mediums, including timely assistance at the front counter, by 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.

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 C/CAG Technical Advisory Committee.

Land Use

- Implement the Daly City General Plan, 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, 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.
- 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

1. Improve customer service through enhanced permit and application submittal and processing programs, and emphasis on prompt and accurate responses to public requests for information.
2. 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.
3. Web page development by providing information regarding the public services that we provide utilizing the new Content Management Software.
4. A report on the effectiveness of the Construction and Demolition (C&D) Recycling Program in diverting waste from landfill to comply with State law.
5. Fee updates to better reflect City staffing cost recovery opportunities for Planning, Code Enforcement, and Building project work.
6. Implementation of streamlined stormwater treatment plan check process.
7. 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 what traffic methodologies shall be employed to evaluate traffic impacts.
8. In collaboration with the Public Works and Finance Departments, continue work to update the City's AB1600 fee program.
9. 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.

10. New strategies for analyzing traffic impacts developed in collaboration with the Public Works Department, including implementation of General Plan Update traffic goals and policies.
11. Revisions to the Zoning Ordinance, in compliance with General Plan land use and housing elements.
12. Assistance in the establishment of a Capital Improvement Program for major planned public infrastructure upgrades and new construction.
13. Develop regulations regarding short-term rentals throughout the City's residential zoning districts.
14. Fully implement an amnesty program for previously unpermitted front yard paving and implement a permitting program for new front yard paving.

Economic Development

1. 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.
2. Negotiate and manage the disposition of former Redevelopment properties
3. Develop and support new partnerships with outside organizations (e.g., SBA, community colleges, etc.) to offer assistance to local businesses.
4. 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

1. 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.
2. Adoption of a new Affordable Housing Ordinance.
3. 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.
4. 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.
5. 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.
6. Provide staff support to the Daly City Housing Development Finance Agency, including management of Agency assets.
7. Preserve existing affordable housing stock through compliance monitoring, housing rehabilitation, and oversight of resale and leasing practices.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- Identifies the need to upgrade the ECD Assistant position in the Building Division to a Management Analyst to provide a higher level of support to the administrative functions.
- Identifies the need for additional Building Inspectors to support the demand for plan review and building inspections.

PERFORMANCE MEASURES

Measure	Actual 2016-17	Estimate 2017-18	Projected 2018-19	Projected 20019-20
Average wait of customers at Building Counter	9 minutes Total = 8,468	9 minutes Total = 8,200	9 minutes	9 minutes
% of Inspections done within 1 day of request	98.0%	98.0% Total = 12,800	99%	99%
% of Initial Plan Review within 10 to 15 Working Days	83%	85%	90%	95%
% of Re-Submitted Plan Review within 5 to 10 Working Days	83%	85%	90%	100%

CITY OF DALY CITY**Department Summary****2018-19/2019-20****ECONOMIC & COMMUNITY DEVE**

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
TAXES	129,420	125,000	0	0	0
LICENSES AND PERMITS	2,421,982	2,552,475	1,896,837	1,912,270	2,300,376
RENTS AND INTEREST	111,227	74,005	78,540	40,240	40,240
FROM OTHER AGENCIES	1,330,845	1,063,651	1,544,522	1,283,762	1,300,435
CHARGES AND FEES	3,213,082	1,649,666	466,046	3,522,373	2,650,162
MISCELLANEOUS REVENUES	1,971,093	1,028,525	462,850	382,850	382,850
OPERATING TRANSFERS IN	0	182,534	39,168	0	0
TOTAL REVENUES	<u>\$9,177,648</u>	<u>\$6,675,856</u>	<u>\$4,487,963</u>	<u>\$7,141,495</u>	<u>\$6,674,063</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	2,828,196	2,8; 9,4; ;	3,35; ,427	3,759,567	3,988,725
SERVICES AND SUPPLIES	93; ,3; 4	776,376	985,6; 5	3; ; ,473	494,873
OTHER CHARGES	27,29; ,477	4; ; 40; ; 34	672; ; 46	3,5; 6,9; ;	55; ,214
FIXED CHARGES	489,356	53; ,247	523,714	555,4; 5	56; ,558
*****FGDVUGTXIEG	314,15:	320,218	336,674	354,167	370,83:
OPERATING TRANSFERS OUT	0	0	39,168	0	0
TOTAL EXPENDITURES	<u>\$53,223; ; 25</u>	<u>\$; ,453,827</u>	<u>\$7,6; 7,39:</u>	<u>\$; ,63; .; 88</u>	<u>\$5,939,787</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	ECONOMIC & COMMUNITY DEVE	300
	Program:	ECD ADMINISTRATION	300

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	240	240	240	240	240
CHARGES AND FEES	43,333	43,333	43,333	43,333	43,333
MISCELLANEOUS REVENUES	0	0	150,000	0	0
TOTAL REVENUES	<u>\$43,573</u>	<u>\$43,573</u>	<u>\$193,573</u>	<u>\$43,573</u>	<u>\$43,573</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	184,420	235,889	275,204	309,970	329,502
SERVICES AND SUPPLIES	7,629	5,745	156,700	6,550	6,550
OTHER CHARGES	207	0	900	900	900
FIXED CHARGES	100,508	115,842	112,456	73,514	75,780
TOTAL EXPENDITURES	<u>\$292,764</u>	<u>\$357,476</u>	<u>\$545,260</u>	<u>\$390,934</u>	<u>\$412,732</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	ECONOMIC & COMMUNITY DEVE	301
	Program:	PLANNING & ZONING	302

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
LICENSES AND PERMITS	163,547	181,971	333,060	116,437	124,626
CHARGES AND FEES	627,651	778,921	341,063	464,018	1,219,355
TOTAL REVENUES	<u>\$791,198</u>	<u>\$960,892</u>	<u>\$674,123</u>	<u>\$580,455</u>	<u>\$1,343,981</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	475,641	558,198	644,837	706,216	749,276
SERVICES AND SUPPLIES	67,206	13,487	31,100	26,100	26,100
OTHER CHARGES	2,623	1,650	12,093	12,093	12,093
FIXED CHARGES	101,308	116,364	113,116	135,229	139,430
CAPITAL OUTLAY	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$646,778</u>	<u>\$689,699</u>	<u>\$801,146</u>	<u>\$879,638</u>	<u>\$926,899</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	ECONOMIC & COMMUNITY DEVE	300
	Program:	BUILDING	340

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
LICENSES AND PERMITS	2,074,677	2,144,132	1,403,777	1,635,833	2,015,750
CHARGES AND FEES	82,862	79,106	46,119	72,500	72,500
MISCELLANEOUS REVENUES	518,340	427,481	250,000	320,000	320,000
TOTAL REVENUES	<u>\$2,675,879</u>	<u>\$2,650,719</u>	<u>\$1,699,896</u>	<u>\$2,028,333</u>	<u>\$2,408,250</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	974,642	1,188,492	1,201,777	1,443,128	1,532,252
SERVICES AND SUPPLIES	196,054	193,052	127,674	160,100	243,400
OTHER CHARGES	11,971	12,106	11,910	12,660	12,615
FIXED CHARGES	231,243	255,592	252,180	287,951	296,008
TOTAL EXPENDITURES	<u>\$1,413,910</u>	<u>\$1,649,242</u>	<u>\$1,593,541</u>	<u>\$1,903,839</u>	<u>\$2,084,275</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	ECONOMIC & COMMUNITY DEVE	300
	Program:	CODE ENFORCEMENT	341

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
LICENSES AND PERMITS	175,099	222,201	160,000	160,000	160,000
MISCELLANEOUS REVENUES	14,596	0	0	0	0
TOTAL REVENUES	<u>\$189,695</u>	<u>\$222,201</u>	<u>\$160,000</u>	<u>\$160,000</u>	<u>\$160,000</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	494,602	432,496	526,599	550,324	598,276
SERVICES AND SUPPLIES	12,328	12,865	22,887	25,030	25,030
OTHER CHARGES	2,745	3,018	5,133	7,115	7,115
FIXED CHARGES	47,331	45,720	45,960	54,427	55,870
TOTAL EXPENDITURES	<u>\$557,006</u>	<u>\$494,099</u>	<u>\$600,579</u>	<u>\$636,896</u>	<u>\$686,291</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	ECONOMIC & COMMUNITY DEVE	300
	Program:	RDA SUCCESSOR AGENCY	403

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
TAXES	129,420	125,000	0	0	0
FROM OTHER AGENCIES	0	0	125,000	0	0
TOTAL REVENUES	<u>\$129,420</u>	<u>\$125,000</u>	<u>\$125,000</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SERVICES AND SUPPLIES	140,956	19,188	172,431	0	0
TOTAL EXPENDITURES	<u>\$140,956</u>	<u>\$19,188</u>	<u>\$172,431</u>	<u>\$0</u>	<u>\$0</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	COMMUNITY BLOCK GRANT	18
	Department:	ECONOMIC & COMMUNITY DEVE	305
	Program:	RESIDENTIAL REHAB	303

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
FROM OTHER AGENCIES	474,523	341,391	465,071	400,000	400,000
TOTAL REVENUES	<u>\$474,523</u>	<u>\$341,391</u>	<u>\$465,071</u>	<u>\$400,000</u>	<u>\$400,000</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	208,294	178,700	164,143	184,269	194,151
SERVICES AND SUPPLIES	10,748	9,084	13,200	11,200	11,200
OTHER CHARGES	255,480	153,606	287,729	211,640	211,640
FIXED CHARGES	0	0	0	0	0
OPERATING TRANSFERS OUT	0	0	11,486	0	0
TOTAL EXPENDITURES	<u>\$474,522</u>	<u>\$341,390</u>	<u>\$476,558</u>	<u>\$407,109</u>	<u>\$416,991</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	COMMUNITY BLOCK GRANT	18
	Department:	ECONOMIC & COMMUNITY DEVE	305
	Program:	BLOCK GRANT ADMIN	305

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
FROM OTHER AGENCIES	536,443	491,811	602,101	599,594	616,267
MISCELLANEOUS REVENUES	117,624	165,937	60,000	60,000	60,000
TOTAL REVENUES	<u>\$656,287</u>	<u>\$879,96:</u>	<u>\$884,323</u>	<u>\$87:,7; 6</u>	<u>\$898,498</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	196,911	176,863	177,111	165,815	174,716
SERVICES AND SUPPLIES	165,933	158,063	163,350	133,193	133,193
OTHER CHARGES	2,493	2,605	4,200	3,100	3,100
FIXED CHARGES	0	0	0	0	0
OPERATING TRANSFERS OUT	0	0	8,898	0	0
*****FGDVUGTXIEG*****	288,730	320,216	335,672	354,165	370,838
TOTAL EXPENDITURES	<u>\$876,287</u>	<u>\$879,969</u>	<u>\$8; 2,453</u>	<u>\$878,495</u>	<u>\$8: 3,: 69</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	COMMUNITY BLOCK GRANT	18
	Department:	ECONOMIC & COMMUNITY DEVE	305
	Program:	ECONOMIC & ENTERPRISE DEVELOP	309

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
FROM OTHER AGENCIES	77,893	68,288	0	0	0
TOTAL REVENUES	<u>\$77,893</u>	<u>\$68,288</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	17,631	18,434	0	0	0
SERVICES AND SUPPLIES	60,262	49,854	0	0	0
OTHER CHARGES	0	0	0	0	0
OPERATING TRANSFERS OUT	0	0	18,785	0	0
TOTAL EXPENDITURES	<u>\$77,893</u>	<u>\$68,288</u>	<u>\$18,785</u>	<u>\$0</u>	<u>\$0</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GRANTS	28
	Department:	ECONOMIC & COMMUNITY DEVE	305
	Program:	HOME PROGRAM ADMIN	345

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	312	264	0	100	100
FROM OTHER AGENCIES	241,987	162,162	352,349	284,168	284,168
OPERATING TRANSFERS IN	0	0	3,603	0	0
TOTAL REVENUES	<u>\$242,299</u>	<u>\$162,426</u>	<u>\$355,952</u>	<u>\$284,268</u>	<u>\$284,268</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	22,050	24,946	25,993	26,154	27,560
SERVICES AND SUPPLIES	1,626	0	2,424	1,500	1,500
OTHER CHARGES	250,358	137,215	350,712	282,438	255,751
CAPITAL OUTLAY	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$274,034</u>	<u>\$162,161</u>	<u>\$379,129</u>	<u>\$310,092</u>	<u>\$284,811</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	HOUSING FINANCE AGENCY	12
	Department:	ECONOMIC & COMMUNITY DEVE	996
	Program:	HOUSING FINANCE AGENCY	410

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	0	0	0	0	0
CHARGES AND FEES	2,459,236	748,305	35,531	2,942,522	1,314,974
MISCELLANEOUS REVENUES	2,850	19,845	2,850	2,850	2,850
OPERATING TRANSFERS IN	0	182,534	35,566	0	0
TOTAL REVENUES	<u>\$2,462,086</u>	<u>\$; 72,8: 6</u>	<u>\$73,947</u>	<u>\$2,945,372</u>	<u>\$1,317,824</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	31,985	83,280	123,544	151,471	160,768
SERVICES AND SUPPLIES	1,750	0	35,000	17,500	17,500
OTHER CHARGES	30,000	31,099	250	3,054,853	35,000
TOTAL EXPENDITURES	<u>\$63,735</u>	<u>\$114,379</u>	<u>\$158,794</u>	<u>\$3,223,824</u>	<u>\$213,268</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	BAYSHORE RDA ADMIN	96
	Department:	ECONOMIC & COMMUNITY DEVE	400
	Program:	BAYSHORE REDEVELOPMENT ADMIN	406

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
TAXES	820,227	0	0	0	0
RENTS AND INTEREST	48,300	39,900	48,300	39,900	39,900
MISCELLANEOUS REVENUES	50	0	0	0	0
TOTAL REVENUES	<u>\$868,577</u>	<u>\$39,900</u>	<u>\$48,300</u>	<u>\$39,900</u>	<u>\$39,900</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SERVICES AND SUPPLIES	8,233	11,156	18,726	8,100	8,200
OTHER CHARGES	1,145,000	0	0	0	0
FIXED CHARGES	2,249	0	0	2,162	2,249
DEBT SERVICE	25,428	0	0	0	0
TOTAL EXPENDITURES	<u>\$1,180,910</u>	<u>\$11,156</u>	<u>\$18,726</u>	<u>\$10,262</u>	<u>\$10,449</u>

ECONOMIC & COMMUNITY DEVELOPMENT Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
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	0.75	0.75
		1.30	1.30	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	-	-
Management Analyst	U053	-	-	1.00	1.00
Building Inspector	X051	2.00	2.00	4.00	4.00
Building Permit Technician	X033	1.00	1.00	1.00	1.00
Permit Assistant	Z030	1.00	1.00	-	-
Office Assistant II	X022	1.00	1.00	1.00	1.00
		8.10	8.10	9.10	9.10
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
Building Inspector	X051	1.00	1.00	1.00	1.00
Code Enforcement Inspector	U043	1.00	1.00	1.00	1.00
Office Assistant II	Z022	1.00	1.00	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	2.00	2.00	2.00	2.00
Office Assistant II	Z022	1.00	1.00	1.00	1.00
		4.25	4.25	4.25	4.25
Housing Agency 12-996-414					
Housing & Comm Develop Supervisor	U085	0.04	0.20	0.20	0.20
Housing Coordinator	E060	0.34	0.51	0.51	0.51
Administrative Assistant I	U040	0.25	0.25	0.25	0.25
		0.63	0.96	0.96	0.96
Residential Rehab 18-305-303					
Housing & Comm Develop Supervisor	U085	0.27	0.24	0.24	0.24
Community Development Specialist I	E043	1.00	1.00	1.00	1.00
		1.27	1.24	1.24	1.24
Block Grant 18-305-305					
Housing & Comm Develop Supervisor	U085	0.55	0.51	0.51	0.51
Housing Coordinator	E060	0.55	0.39	0.39	0.39
		1.10	0.90	0.90	0.90
Block Grant 18-305-309					
Housing & Comm Develop Supervisor	U085	0.10	-	-	-
Home Program 28-305-345					
Housing & Comm Develop Supervisor	U085	0.04	0.05	0.05	0.05
Housing Coordinator	E060	0.11	0.10	0.10	0.10
		0.15	0.15	0.15	0.15
		21.00	21.00	22.00	22.00





City of Daly City

FINANCE & ADMINISTRATIVE SERVICES

Fiscal Years 2019 & 2020

DIRECTOR

**ADMINISTRATIVE
DIVISION**

DEPUTY DIRECTOR
OF FINANCE

BUDGET

SENIOR MGMT
ANALYST

0.2 MGMT
ANALYST

**RISK
MANAGEMENT**

0.8 MGMT
ANALYST

PAYROLL

PAYROLL
SUPERVISOR

2 ACCOUNT
CLERKS II

**ACCOUNTING
DIVISION**

FINANCIAL
SVCS MANAGER

2 ACCOUNTANTS

2 ACCOUNT
CLERKS III

4 ACCOUNT
CLERKS II

**UTILITY BILLING
DIVISION**

UTILITY BILLING
SUPERVISOR

LEAD METER
READER

METER
READER

3 ACCOUNT
CLERKS II

CASHIER

**INFORMATION
SERVICES DIVISION
(INCLUDING PBX)**

INFORMATION
SERVICES
MANAGER

I.S.
ADMINISTRATOR

OPERATIONS

SR. NETWORK
ADMINISTRATOR

2 NETWORK
ADMINISTRATORS

SYSTEMS
ANALYST

2 PROGRAM
ANALYSTS

**CUSTOMER
SUPPORT**

SR. PC/LAN
TECHNICIAN

2 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 services; safeguarding City 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 of the operating 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

To provide analytical, budget, financial and strategic support services for City departments. Oversees budget preparation and review for the City.

Central Services

Provides Mail/Messenger Service, providing for 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, servers and specialized software applications for Police, Fire, Finance, Library & Recreation, 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

To oversee 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 solid waste 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 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 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 citywide priorities by:

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 and Budget 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%, 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.

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- Following the retirement of our Financial Services Manager in December 2015 and Accountant in January 2018, Finance staff is being cross-trained on various functional areas to improve efficiency and allow for staffing adjustments to address fluctuations in workload. It is anticipated that the two key finance positions will be filled in 2018.
- A PC/Lan Technician position is reclassified to Senior PC/Lan Technician. The position will oversee the operations of Customer Support Section of the Information Services Division; provide “Help Desk” support and voice and data communications for all City employees.

PERFORMANCE MEASURES

Administrative Performance Measures

Measure	Actual 2017	Estimate 2018	Projected 2019	Projected 2020
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 2017	Estimate 2018	Projected 2019	Projected 2020
Billing done within 7 days of meter reading	99%	99%	99%	99%
Return customer phone calls within 24 hours	99%	99%	99%	99%
Respond to customer field inquiries within 48 hours	99%	99%	99%	99%

Information Services Performance Measures

Measure	Actual 2017	Estimate 2018	Projected 2019	Projected 2020
Network Uptime	99%	99%	99%	99%
Customer Support Response Time	1.5 hours	2.0 hours	2.0 hours	2.0 hours
Number of PC Workstations Replaced	80	80	40	40

FINANCE AND ADMINISTRATIVE SERVICES

PERFORMANCE MEASURES (continued)

Risk Management Performance Measures

Measure	Actual 2017	Estimate 2018	Projected 2019	Projected 2020
Process liability claims filed within 12 working days	90%	90%	95%	95%

Central Services Performance Measures

Measure	Actual 2017	Estimate 2018	Projected 2019	Projected 2020
Process all outgoing U.S. Mail on the same day as received	99%	99%	99%	99%

CITY OF DALY CITY**Department Summary****2018-19/2019-20****FINANCE**

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
RENTS AND INTEREST	61,525	56,069	52,000	49,000	49,000
CHARGES AND FEES	5,275,665	5,296,539	4,782,893	5,803,801	5,895,163
MISCELLANEOUS REVENUES	117,844	140,359	88,650	105,500	105,500
OPERATING TRANSFERS IN	46,917	501,490	244,548	143,476	147,862
TOTAL REVENUES	<u>\$5,501,951</u>	<u>\$5,994,45:</u>	<u>\$5,388,094</u>	<u>\$6,323,997</u>	<u>\$6,498,; 96</u>
EXPENDITURES	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	3,527,310	3,608,480	4,594,736	5,379,063	5,661,357
SERVICES AND SUPPLIES	1,223,101	1,366,839	1,797,910	1,573,755	1,601,992
OTHER CHARGES	1,493,977	947,212	1,264,337	1,112,575	1,156,212
FIXED CHARGES	732,208	802,615	786,626	839,882	860,172
CAPITAL OUTLAY	167,554	371,914	830,960	518,000	505,500
'OPERATING TRANSFER OUT	594,729	1,092,328	630,414	623,517	626,634
DEPRECIATION	449,719	422,597	310,398	108,909	66,509
TOTAL EXPENDITURES	<u>\$8,188,598</u>	<u>\$8,833,985</u>	<u>\$10,415,384</u>	<u>\$10,377,923</u>	<u>\$10,698,597</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	FINANCE	030
	Program:	FINANCE ADMIN	030

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
CHARGES AND FEES	67,798	67,695	68,200	17,600	17,600
MISCELLANEOUS REVENUES	0	6,538	0	0	0
OPERATING TRANSFERS IN	0	188,639	94,320	103,868	106,984
TOTAL REVENUES	<u>\$67,798</u>	<u>\$262,872</u>	<u>\$162,520</u>	<u>\$121,468</u>	<u>\$124,584</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	1,682,013	1,600,989	1,846,168	2,039,519	2,156,032
SERVICES AND SUPPLIES	107,379	187,468	120,490	132,770	137,279
OTHER CHARGES	6,741	7,333	8,623	7,138	7,224
FIXED CHARGES	216,793	283,322	278,838	297,431	305,048
TOTAL EXPENDITURES	<u>\$2,012,926</u>	<u>\$2,079,112</u>	<u>\$2,254,119</u>	<u>\$2,476,858</u>	<u>\$2,605,583</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	CENTRAL SERVICES	52
	Department:	FINANCE	032
	Program:	CENTRAL SERVICES	363

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	4,329	1,091	5,000	3,000	3,000
CHARGES AND FEES	203,044	233,361	233,360	238,602	238,946
OPERATING TRANSFERS IN	33,421	32,360	33,086	39,608	40,878
TOTAL REVENUES	<u>\$240,794</u>	<u>\$266,812</u>	<u>\$271,446</u>	<u>\$281,210</u>	<u>\$282,824</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	82,239	102,379	69,627	107,411	113,479
SERVICES AND SUPPLIES	122,788	129,675	156,878	140,111	139,627
OTHER CHARGES	1,607	1,530	3,502	3,625	3,745
FIXED CHARGES	19,495	22,780	22,038	19,049	19,299
CAPITAL OUTLAY	0	0	0	0	0
OPERATING TRANSFERS OUT	10,317	360,709	10,763	10,816	10,870
DEPRECIATION	1,874	1,874	1,874	0	0
TOTAL EXPENDITURES	<u>\$238,320</u>	<u>\$618,947</u>	<u>\$264,682</u>	<u>\$281,012</u>	<u>\$287,020</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	INFORMATION SERVICES	55
	Department:	FINANCE	035
	Program:	INFORMATION SERVICES	455

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	23,590	15,195	17,000	18,000	18,000
CHARGES AND FEES	2,579,514	2,439,359	2,461,314	2,965,687	3,056,730
MISCELLANEOUS REVENUES	150	150	0	0	0
OPERATING TRANSFERS IN	13,496	630,492	17,142	0	0
TOTAL REVENUES	<u>\$2,616,750</u>	<u>\$3,085,196</u>	<u>\$2,495,456</u>	<u>\$2,983,687</u>	<u>\$3,074,730</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	1,406,743	1,282,877	1,746,453	1,869,952	1,975,289
SERVICES AND SUPPLIES	370,499	357,756	689,232	557,627	566,570
OTHER CHARGES	0	200	54,182	16,000	16,000
FIXED CHARGES	50,264	57,565	52,699	87,054	88,326
CAPITAL OUTLAY	168,261	366,762	746,961	511,000	498,500
OPERATING TRANSFERS OUT	203,285	211,010	212,065	213,125	214,191
DEPRECIATION	263,202	258,465	289,414	108,909	66,509
TOTAL EXPENDITURES	<u>\$2,462,254</u>	<u>\$2,534,635</u>	<u>\$3,791,006</u>	<u>\$3,363,667</u>	<u>\$3,425,385</u>

CITY OF DALY CITY
Biennial Budget
2018-19/2019-20

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

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
RENTS AND INTEREST	2,211	1,749	5,000	3,000	3,000
CHARGES AND FEES	218,682	247,632	248,725	284,654	284,654
MISCELLANEOUS REVENUES	0	134	0	0	0
OPERATING TRANSFERS IN	0	0	10,000	0	0
TOTAL REVENUES	<u>\$220,893</u>	<u>\$249,515</u>	<u>\$263,725</u>	<u>\$287,654</u>	<u>\$287,654</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SERVICES AND SUPPLIES	206,559	208,985	206,775	219,317	222,317
CAPITAL OUTLAY	-707	5,152	7,500	7,000	7,000
OPERATING TRANSFERS OUT	11,776	12,223	12,284	12,346	12,407
DEPRECIATION	164,806	147,380	19,111	0	0
TOTAL EXPENDITURES	<u>\$382,434</u>	<u>\$373,740</u>	<u>\$245,670</u>	<u>\$238,663</u>	<u>\$241,724</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SELF INSURANCE	58
	Department:	FINANCE	038
	Program:	GENERAL LIABILITY	425

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
RENTS AND INTEREST	31,395	38,034	25,000	25,000	25,000
CHARGES AND FEES	1,911,574	1,647,935	1,504,240	1,933,878	2,011,233
MISCELLANEOUS REVENUES	90,374	111,182	69,150	85,000	85,000
TOTAL REVENUES	<u>\$2,033,343</u>	<u>\$1,797,151</u>	<u>\$1,598,390</u>	<u>\$2,043,878</u>	<u>\$2,121,233</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	201,665	230,475	152,005	308,242	324,648
SERVICES AND SUPPLIES	270,643	319,016	454,289	344,300	356,500
OTHER CHARGES	1,439,052	900,958	1,097,031	1,034,812	1,078,243
FIXED CHARGES	1,244	4,975	4,717	6,013	6,236
OPERATING TRANSFERS OUT	110,110	114,294	114,865	115,440	116,017
TOTAL EXPENDITURES	<u>\$2,022,714</u>	<u>\$1,569,718</u>	<u>\$1,822,907</u>	<u>\$1,808,807</u>	<u>\$1,881,644</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SELF INSURANCE	58
	Department:	HP CPEG	05:
	Program:	UNEMPLOYMENT	427

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
CHARGES AND FEES	48,104	74,281	81,352	77,380	79,449
TOTAL REVENUES	<u>\$48,104</u>	<u>\$74,281</u>	<u>\$81,352</u>	<u>\$77,380</u>	<u>\$79,449</u>
SALARIES AND BENEFITS	46,950	72,274	80,000	76,000	78,000
SERVICES AND SUPPLIES	924	1,263	1,352	1,380	1,449
TOTAL EXPENDITURES	<u>\$47,874</u>	<u>\$73,537</u>	<u>\$81,352</u>	<u>\$77,380</u>	<u>\$79,449</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	WATER UTILITY	41
	Department:	FINANCE	034
	Program:	UTILITY BILLING	034

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
CHARGES AND FEES	295,053	310,557	267,055	286,000	286,000
MISCELLANEOUS REVENUES	27,321	22,356	19,500	20,500	20,500
TOTAL REVENUES	<u>\$322,374</u>	<u>\$332,913</u>	<u>\$286,555</u>	<u>\$306,500</u>	<u>\$306,500</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	154,650	391,763	865,481	977,939	1,013,911
SERVICES AND SUPPLIES	145,232	163,938	121,245	178,250	178,250
OTHER CHARGES	46,577	37,191	51,000	51,000	51,000
FIXED CHARGES	444,412	433,976	428,337	430,335	441,264
CAPITAL OUTLAY	0	0	500	0	0
OPERATING TRANSFERS OUT	259,241	269,092	270,437	271,790	273,149
DEPRECIATION	19,837	14,878	0	0	0
TOTAL EXPENDITURES	<u>\$1,069,949</u>	<u>\$1,310,838</u>	<u>\$1,737,000</u>	<u>\$1,909,314</u>	<u>\$1,957,574</u>

FINANCE & ADMINISTRATIVE SERVICES Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
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	0.20	0.20	0.20	0.20
Financial Services Manager	U080	1.00	1.00	1.00	1.00
Accountant	U065	1.00	1.00	2.00	2.00
Payroll Supervisor	U060	0.82	0.82	0.82	0.82
Management Analyst	U053	-	0.20	0.20	0.20
Senior Accounting Technician	Z042	1.00	1.00	-	-
Administrative Assistant	U040	0.20	-	-	-
Account Clerk III	Z033	2.00	2.00	2.00	2.00
Account Clerk II	Z029	5.00	5.00	6.00	6.00
Account Clerk I	Z025	1.00	1.00	-	-
		13.22	13.22	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
Senior PC/LAN Technician	U053	-	-	1.00	1.00
Information Services Administrator	U044	1.00	1.00	1.00	1.00
PC/LAN Technician	U042	3.00	3.00	2.00	2.00
		11.00	11.00	11.00	11.00
Risk Mgt, General Liability 58-038-425					
Deputy Dir Of Finance & Admin Services	M311	0.80	0.80	0.80	0.80
Management Analyst	U053	-	0.80	0.80	0.80
Administrative Assistant	U40	0.80	-	-	-
		1.60	1.60	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	3.00	3.00	3.00	3.00
Cashier	Z029	1.00	1.00	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 2019 & 2020



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
OFFICE
ASSISTANT II

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

3 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 Angel 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 party 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 CITY-WIDE PRIORITIES

The Fire Department will support citywide priorities through the following:

Economic Development/Revenue Enhancement

- Complete thorough and timely plans check reviews and construction inspections.
- Provide positive customer relationships through professional consultations regarding development, new business, and expansion opportunities.
- Continue to look for cooperative agreements, which reduce cost, enhance service delivery, and provides for revenue and reimbursements.

Public Safety

- Stop the escalation of medical emergencies 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.
- Provide for emergency preparedness and community outreach programs to educate the public with regard to disasters 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 7 minutes or less 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; plus 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 7 minutes or less to 90% of all structure fires.

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 public awareness and education, regarding emergency disaster preparedness, CERT coordination, Train public in “Hands Only CPR”, emergency coordination and homeland security activities in collaboration with 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. as well as instructing the public how to perform “Hands Only CPR”, stopping choking and bleeding, along with how to utilize Automatic External Defibrillators (AED’s)

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- No significant Changes

CITY OF DALY CITY

PERFORMANCE MEASURES

Measure	2015-16 Actual	2016-17 Actual	2017-18 Estimate	2018-19 Projected	2019-20 Projected
90% of medical emergency responses by a paramedic fire company will arrive within 7 minutes or less total reflex time	92%	92%	90%	90%	90%
90% of fire emergency responses by a fire company will arrive within 7 minutes or less total reflex time	92%	92%	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%
1000 citizens will receive training in “Hands Only” Cardio Pulmonary Resuscitation (CPR)	N/A	3,500	4,000	1000	1000

CITY OF DALY CITY**Department Summary****2018-19/2019-20****FIRE DEPARTMENT**

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
LICENSES AND PERMITS	63,449	57,136	59,020	59,020	59,020
FROM OTHER AGENCIES	0	107,407	21,323	0	0
CHARGES AND FEES	1,184,366	1,482,450	1,478,977	1,478,477	1,478,477
MISCELLANEOUS REVENUES	630,141	373,477	3,600	3,600	3,600
OPERATING TRANSFERS IN	0	7,528	364	0	0
TOTAL REVENUES	<u>\$1,877,956</u>	<u>\$2,027,998</u>	<u>\$1,563,284</u>	<u>\$1,541,097</u>	<u>\$1,541,097</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	15,753,283	15,694,442	13,835,827	16,963,271	18,086,111
SERVICES AND SUPPLIES	827,210	868,550	936,140	1,055,479	1,106,376
OTHER CHARGES	67,379	94,948	99,820	73,385	73,385
FIXED CHARGES	1,107,445	1,337,778	1,315,697	1,656,111	1,680,319
CAPITAL OUTLAY	37,223	202,309	80,452	51,722	63,782
OPERATING TRANSFERS OUT	202,900	199,426	194,864	199,225	204,186
TOTAL EXPENDITURES	<u>\$17,995,440</u>	<u>\$18,397,453</u>	<u>\$16,462,800</u>	<u>\$19,999,193</u>	<u>\$21,214,159</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	FIRE DEPARTMENT	220
	Program:	FIRE	220

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
LICENSES AND PERMITS	63,449	57,136	59,020	59,020	59,020
FROM OTHER AGENCIES	0	0	0	0	0
CHARGES AND FEES	1,184,366	1,482,451	1,478,977	1,478,477	1,478,477
MISCELLANEOUS REVENUES	630,141	373,478	3,600	3,600	3,600
TOTAL REVENUES	<u>\$1,877,956</u>	<u>\$1,913,065</u>	<u>\$1,541,597</u>	<u>\$1,541,097</u>	<u>\$1,541,097</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	15,753,282	15,694,442	13,835,826	16,963,270	18,086,111
SERVICES AND SUPPLIES	827,209	868,551	936,140	1,055,479	1,106,376
OTHER CHARGES	67,379	94,949	99,820	73,385	73,385
FIXED CHARGES	1,107,444	1,337,778	1,315,696	1,656,110	1,680,319
CAPITAL OUTLAY	37,223	87,374	58,765	51,722	63,782
OPERATING TRANSFERS OUT	202,900	199,426	194,864	199,225	204,186
TOTAL EXPENDITURES	<u>\$17,995,437</u>	<u>\$18,282,520</u>	<u>\$16,441,111</u>	<u>\$19,999,191</u>	<u>\$21,214,159</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GRANTS	28
	Department:	FIRE DEPARTMENT	220
	Program:	15 ASSIST FIREFIGHTERS GRANT	221

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
FROM OTHER AGENCIES	0	107,407	21,323	0	0
OPERATING TRANSFERS IN	0	7,528	364	0	0
TOTAL REVENUES	<u>\$0</u>	<u>\$114,935</u>	<u>\$21,687</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
CAPITAL OUTLAY	0	114,936	21,687	0	0
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$114,936</u>	<u>\$21,687</u>	<u>\$0</u>	<u>\$0</u>

FIRE**Full-Time Salaried Position Listing**

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
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
Fire Battalion Chief	G275	4.00	4.00	4.00	4.00
Fire Safety Inspector II	I270	2.00	3.00	3.00	3.00
Fire Captain	F265	15.00	15.00	15.00	15.00
Fire Engineer Operator	F255	18.00	18.00	18.00	18.00
Firefighter	F250	15.00	15.00	18.00	18.00
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
		60.00	61.00	64.00	64.00





City of Daly City
DEPARTMENT OF HUMAN RESOURCES

Fiscal Years 2019 & 2020



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 employee wellness initiatives including Walkathon, Healthy Recipe Showdown, Lunch and Learn Seminars, September's Employee Wellness Month, and monthly employee fitness sessions, such as Spin Therapy.
- 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.
- Work with City departments to promptly report injuries.
- Promote healthier and safer workplace by implementing wellness initiatives
- Encourage employee participation in wellness initiatives through intrinsic rewards
- Offer additional wellness programs

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- Continued increase in pre-employment costs associated with new hires/turnover/retirements.
- Recipient of the League of California Cities 2018 Cities for Workforce Health Wellness Grant Application

HUMAN RESOURCES

PERFORMANCE MEASURES

Performance Measure	Actual 2016- 2017	Estimate 2017- 2018	Projected 2018- 2019	Projected 2019- 2020
% of participants who rate the overall quality of HR sponsored trainings and development programs as good or excellent	95%	95%	95%	95%
% of workers compensation claims reported within the State guidelines of five days	96%	96%	96%	96%
Number of events Daly City provides to promote Daly City as a healthy place to work	25	25	25	25

CITY OF DALY CITY**Department Summary****2018-19/2019-20****HUMAN RESOURCES**

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
RENTS AND INTEREST	50,045	27,944	43,954	43,293	43,583
CHARGES AND FEES	3,972,868	5,240,250	4,477,246	4,553,215	4,724,534
MISCELLANEOUS REVENUES	5,226	34,203	10,149	4,893	1,000
TOTAL REVENUES	<u>\$4,028,139</u>	<u>\$5,302,397</u>	<u>\$4,531,349</u>	<u>\$4,601,401</u>	<u>\$4,769,117</u>
EXPENDITURES	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	890,505	966,904	975,861	1,038,886	1,096,148
SERVICES AND SUPPLIES	1,999,624	1,578,279	1,995,613	2,013,175	2,049,613
OTHER CHARGES	2,563,558	1,617,826	2,313,116	2,323,625	2,527,202
FIXED CHARGES	65,337	64,253	64,331	72,065	73,859
CAPITAL OUTLAY	5,497	1,450	5,500	5,500	5,500
OPERATING TRANSFERS OUT	93,570	97,126	97,612	98,100	98,590
TOTAL EXPENDITURES	<u>\$5,618,091</u>	<u>\$4,325,838</u>	<u>\$5,452,033</u>	<u>\$5,551,351</u>	<u>\$5,850,912</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	HUMAN RESOURCES	070
	Program:	HUMAN RESOURCES	070

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
MISCELLANEOUS REVENUES	0	29,054	0	0	0
TOTAL REVENUES	<u>\$0</u>	<u>\$29,054</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	672,000	655,639	654,490	702,805	744,239
SERVICES AND SUPPLIES	215,444	176,534	218,090	192,622	185,237
OTHER CHARGES	97,510	92,241	107,942	127,950	129,933
FIXED CHARGES	54,378	58,650	58,977	66,026	67,622
TOTAL EXPENDITURES	<u>\$1,039,332</u>	<u>\$983,064</u>	<u>\$1,039,499</u>	<u>\$1,089,403</u>	<u>\$1,127,031</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SELF INSURANCE	58
	Department:	HUMAN RESOURCES	070
	Program:	WORKERS COMPENSATION	424

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	31,395	9,214	25,500	24,000	24,000
CHARGES AND FEES	3,924,765	5,165,969	4,395,894	4,475,835	4,645,086
MISCELLANEOUS REVENUES	5,226	5,149	5,149	3,893	0
TOTAL REVENUES	<u>\$3,961,386</u>	<u>\$5,180,332</u>	<u>\$4,426,543</u>	<u>\$4,503,728</u>	<u>\$4,669,086</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	171,554	199,335	204,948	260,082	273,908
SERVICES AND SUPPLIES	1,750,441	1,390,330	1,750,124	1,804,390	1,847,920
OTHER CHARGES	2,465,105	1,524,626	2,205,174	2,195,674	2,397,269
FIXED CHARGES	10,957	5,604	5,355	6,039	6,238
CAPITAL OUTLAY	0	0	0	0	0
OPERATING TRANSFERS OUT	93,570	97,126	97,612	98,100	98,590
TOTAL EXPENDITURES	<u>\$4,491,627</u>	<u>\$3,217,021</u>	<u>\$4,263,213</u>	<u>\$4,364,285</u>	<u>\$4,623,925</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SELF INSURANCE	58
	Department:	HUMAN RESOURCES	070
	Program:	SAFETY PROGRAMS	426

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	18,649	18,731	18,454	19,293	19,583
MISCELLANEOUS REVENUES	0	0	5,000	1,000	1,000
TOTAL REVENUES	<u>\$18,649</u>	<u>\$18,731</u>	<u>\$23,454</u>	<u>\$20,293</u>	<u>\$20,583</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	0	39,655	36,423	0	0
SERVICES AND SUPPLIES	32,816	10,151	26,047	14,784	15,007
OTHER CHARGES	943	960	0	0	0
CAPITAL OUTLAY	5,497	1,450	5,500	5,500	5,500
TOTAL EXPENDITURES	<u>\$39,256</u>	<u>\$52,216</u>	<u>\$67,970</u>	<u>\$20,284</u>	<u>\$20,507</u>

HUMAN RESOURCES

Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
Human Resources 01-070-070					
Director of Human Resources	M428	0.65	0.65	0.65	0.65
Senior Management Analyst	U074	0.90	0.90	0.90	0.90
Human Resource Analyst	U053	1.15	1.15	1.15	1.15
Human Resource Specialist	U040	0.95	0.95	0.95	0.95
		<u>3.65</u>	<u>3.65</u>	<u>3.65</u>	<u>3.65</u>
Workers' Comp Claims 58-070-424					
Director of Human Resources	M428	0.30	0.35	0.35	0.35
Senior Management Analyst	U074	0.05	0.10	0.10	0.10
Human Resource Analyst	U053	0.75	0.85	0.85	0.85
Human Resource Specialist	U040	0.05	0.05	0.05	0.05
		<u>1.15</u>	<u>1.35</u>	<u>1.35</u>	<u>1.35</u>
Safety Programs 58-070-426					
Director of Human Resources	M428	0.05	-	-	-
Senior Management Analyst	U074	0.05	-	-	-
Human Resource Analyst	U053	0.10	-	-	-
		<u>0.20</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

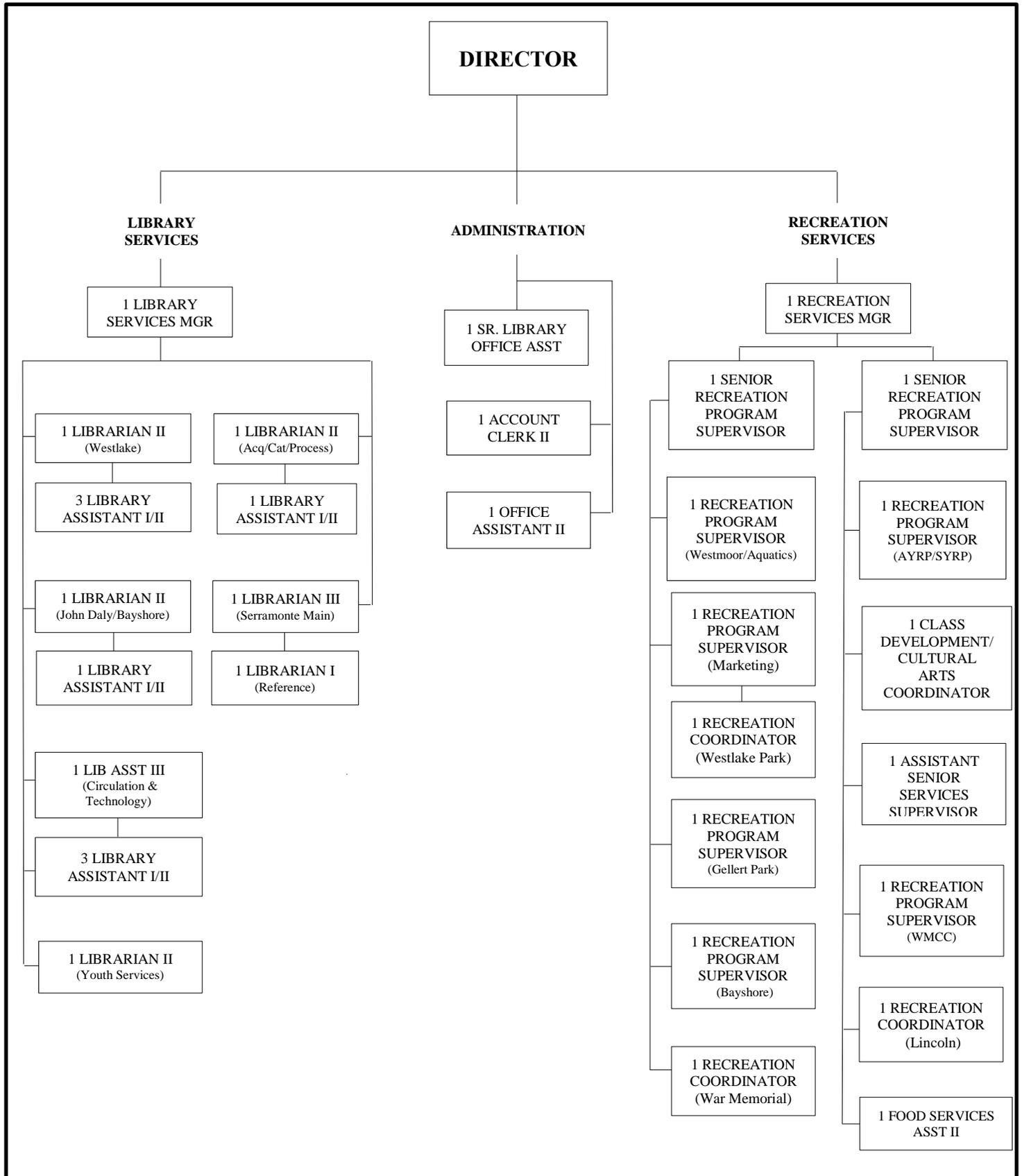




City of Daly City

DEPARTMENT OF LIBRARY & RECREATION SERVICES

Fiscal Years 2019 & 2020



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, the Doelger Senior Center, Lincoln Park Community Center, and instruction in the use of electronic resources and research options.
- Provide classes, programs, events, and recreational athletics 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 youth and teens of Daly City.

- 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 focus resources on early learning programs to support this effort.
- Public Libraries will seek to maintain a diverse collection of printed, audio-visual, and digital materials, including books and periodicals in Spanish, Chinese, and Tagalog.
- 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 Recreation Division anticipates eliminating one full-time Recreation Program Supervisor position.
- The Recreation Division will seek fee adjustments for classes, programs, to improve cost recovery efforts.
- Westmoor Park is no longer under the control of the City of Daly City; it reverted back to the Jefferson Union High School District.

PERFORMANCE MEASURES

Measures - Library	Actual 2017	Estimate 2018	Projected 2019	Projected 2020
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%

LIBRARY AND RECREATION SERVICES

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****2018-19/2019-20****LIBRARY AND RECREATION**

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
RENTS AND INTEREST	743,478	772,274	630,350	665,024	668,060
FROM OTHER AGENCIES	792,623	784,776	790,571	722,250	722,250
CHARGES AND FEES	182,861	151,937	160,000	152,500	152,500
PROGRAM FEES	1,752,809	1,730,601	1,672,554	1,712,120	1,712,900
MISCELLANEOUS REVENUES	169,991	158,628	181,184	148,822	148,822
OPERATING TRANSFERS IN	544,065	445,163	427,215	368,163	371,102
TOTAL REVENUES	<u>\$4,185,827</u>	<u>\$4,043,379</u>	<u>\$3,861,874</u>	<u>\$3,768,879</u>	<u>\$3,775,634</u>
EXPENDITURES	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	5,913,407	6,048,150	6,408,152	6,386,940	6,669,491
SERVICES AND SUPPLIES	1,599,354	1,461,152	1,532,955	1,530,274	1,530,872
PROGRAM COSTS	385,514	369,848	362,994	315,299	315,299
OTHER CHARGES	10,252	11,111	10,153	13,357	12,403
FIXED CHARGES	2,524,685	2,889,900	2,728,275	3,331,098	3,475,678
CAPITAL OUTLAY	26,432	10,000	11,200	10,000	10,000
OPERATING TRANSFERS OUT	70,103	17,185	0	0	0
TOTAL EXPENDITURES	<u>\$10,529,747</u>	<u>\$10,807,346</u>	<u>\$11,053,729</u>	<u>\$11,586,968</u>	<u>\$12,013,743</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	LIBRARY AND RECREATION	117
	Program:	LIBRARY AND RECREATION ADMIN	117

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
PROGRAM FEES	11,675	13,520	14,250	12,000	12,000
MISCELLANEOUS REVENUES	1,340	3,480	0	30,422	30,422
TOTAL REVENUES	<u>\$13,015</u>	<u>\$17,000</u>	<u>\$14,250</u>	<u>\$42,422</u>	<u>\$42,422</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	740,255	743,075	737,934	813,644	856,839
SERVICES AND SUPPLIES	150,422	158,509	158,563	175,260	173,460
PROGRAM COSTS	50	4,729	1,700	1,700	1,700
OTHER CHARGES	2,810	3,005	3,995	4,730	4,730
FIXED CHARGES	571,399	495,183	473,494	591,239	613,976
TOTAL EXPENDITURES	<u>\$1,464,936</u>	<u>\$1,404,501</u>	<u>\$1,375,686</u>	<u>\$1,586,573</u>	<u>\$1,650,705</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	LIBRARY AND RECREATION	120
	Program:	LIBRARY	120

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
FROM OTHER AGENCIES	266,732	275,759	260,000	275,000	275,000
CHARGES AND FEES	37,216	20,561	28,000	20,000	20,000
MISCELLANEOUS REVENUES	68,037	53,599	76,594	15,000	15,000
TOTAL REVENUES	<u>\$371,985</u>	<u>\$349,919</u>	<u>\$364,594</u>	<u>\$310,000</u>	<u>\$310,000</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	2,078,572	2,112,897	2,246,951	2,355,270	2,492,895
SERVICES AND SUPPLIES	631,563	567,468	609,005	602,658	604,589
PROGRAM COSTS	26,468	11,022	9,000	9,000	9,000
OTHER CHARGES	4,247	4,897	3,470	5,225	3,965
FIXED CHARGES	538,744	672,175	637,025	758,992	791,976
TOTAL EXPENDITURES	<u>\$3,279,594</u>	<u>\$3,368,459</u>	<u>\$3,505,451</u>	<u>\$3,731,145</u>	<u>\$3,902,425</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	LIBRARY AND RECREATION	131
	Program:	RECREATION	140

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	743,478	772,274	630,350	578,454	581,490
PROGRAM FEES	1,641,195	1,686,245	1,613,904	1,647,499	1,648,279
MISCELLANEOUS REVENUES	611	440	1,890	1,900	1,900
OPERATING TRANSFERS IN	59,167	0	0	0	0
TOTAL REVENUES	<u>\$2,444,451</u>	<u>\$2,458,959</u>	<u>\$2,246,144</u>	<u>\$2,227,853</u>	<u>\$2,231,669</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	2,509,251	2,571,671	2,768,507	2,542,376	2,621,252
SERVICES AND SUPPLIES	505,299	504,228	515,139	520,949	521,417
PROGRAM COSTS	310,351	316,767	294,594	298,599	298,599
OTHER CHARGES	231	0	0	0	0
FIXED CHARGES	1,079,988	1,394,852	1,308,694	1,596,808	1,668,817
CAPITAL OUTLAY	26,432	10,000	11,200	10,000	10,000
OPERATING TRANSFERS OUT	10,936	17,185	0	0	0
TOTAL EXPENDITURES	<u>\$4,442,488</u>	<u>\$4,814,703</u>	<u>\$4,898,134</u>	<u>\$4,968,732</u>	<u>\$5,120,085</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SENIOR ADULT SERVICES	15
	Department:	LIBRARY AND RECREATION	132
	Program:	DOELGER SENIOR CENTER	460

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	0	0	0	86,570	86,570
FROM OTHER AGENCIES	207,711	209,531	203,991	200,000	200,000
CHARGES AND FEES	145,645	131,376	132,000	132,500	132,500
PROGRAM FEES	99,939	30,836	44,400	52,621	52,621
MISCELLANEOUS REVENUES	100,004	101,109	102,700	101,500	101,500
OPERATING TRANSFERS IN	484,898	445,163	427,215	368,163	371,102
TOTAL REVENUES	<u>\$1,038,197</u>	<u>\$918,015</u>	<u>\$910,306</u>	<u>\$941,354</u>	<u>\$944,293</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	352,194	363,093	370,560	433,590	456,244
SERVICES AND SUPPLIES	286,315	222,087	224,498	231,406	231,406
PROGRAM COSTS	929	1,940	3,500	2,000	2,000
OTHER CHARGES	2,964	3,209	2,688	3,402	3,708
FIXED CHARGES	334,554	327,690	309,062	384,059	400,914
OPERATING TRANSFERS OUT	59,167	0	0	0	0
TOTAL EXPENDITURES	<u>\$1,036,123</u>	<u>\$918,019</u>	<u>\$910,308</u>	<u>\$1,054,457</u>	<u>\$1,094,272</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GRANTS	28
	Department:	LIBRARY AND RECREATION	131
	Program:	A S E S - BAYSHORE ELEM SCH	178

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
FROM OTHER AGENCIES	212,400	193,696	212,400	163,800	163,800
TOTAL REVENUES	<u>\$212,400</u>	<u>\$193,696</u>	<u>\$212,400</u>	<u>\$163,800</u>	<u>\$163,800</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	129,436	143,842	151,791	158,610	158,813
SERVICES AND SUPPLIES	25,753	8,864	25,750	0	0
PROGRAM COSTS	47,715	35,392	54,200	4,000	4,000
FIXED CHARGES	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$202,904</u>	<u>\$188,098</u>	<u>\$231,741</u>	<u>\$162,610</u>	<u>\$162,813</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GRANTS	28
	Department:	LIBRARY AND RECREATION	131
	Program:	A S E S - JEFFERSON ELEM SCH	179

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
FROM OTHER AGENCIES	105,780	105,789	114,180	83,450	83,450
TOTAL REVENUES	<u>\$105,780</u>	<u>\$105,789</u>	<u>\$114,180</u>	<u>\$83,450</u>	<u>\$83,450</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	103,699	113,575	132,409	83,447	83,447
FIXED CHARGES	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$103,699</u>	<u>\$113,575</u>	<u>\$132,409</u>	<u>\$83,447</u>	<u>\$83,447</u>

LIBRARY & RECREATION SERVICES

Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
Prior to Consolidation					
Library Total		17.75	17.75	16.75	16.75
Recreation Total		13.50	13.50	12.90	12.40
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
Senior Recreation Supervisor	X049	-	-	0.15	0.15
Class Develop/Cultural Arts Coordinator	U039	0.50	0.50	0.25	0.25
Library Senior Office Assistant	U034	1.00	1.00	1.00	1.00
Recreation Program Supervisor	X032	-	-	0.10	0.10
Account Clerk II	Z029	0.75	0.75	0.75	0.75
Office Assistant II	Z022	1.00	1.00	1.00	1.00
Recreation Coordinator	X016	-	-	0.10	0.10
		4.75	4.75	4.85	4.85
Serramonte Library 01-120-122					
Librarian III	X051	1.00	1.00	1.00	1.00
Librarian I	X039	1.00	1.00	1.00	1.00
Library Assistant III	X032	0.20	0.20	0.20	0.20
Library Assistant II	X026	3.40	3.40	3.40	3.40
		5.60	5.60	5.60	5.60
Bayshore Library 01-120-123					
Librarian II	X046	0.40	0.40	0.40	0.40
Library Assistant III	X032	0.10	0.10	0.10	0.10
Library Assistant I/II	X017	0.40	0.40	0.40	0.40
		0.90	0.90	0.90	0.90
John Daly Library 01-120-125					
Librarian II	X046	0.60	0.60	0.60	0.60
Library Assistant III	X032	0.15	0.15	0.15	0.15
Library Assistant II	X026	1.00	1.60	0.60	0.60
Library Assistant I	X017	0.60	-	-	-
		2.35	2.35	1.35	1.35
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 I/II	X026	-	-	3.00	3.00
Library Assistant II	X026	2.00	2.00	-	-
Library Assistant I	X017	1.00	1.00	-	-
		4.15	4.15	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 I/II	X026	0.60	0.60	0.60	0.60
		1.70	1.70	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
Librarian II	X046	1.00	1.00	1.00	1.00
Library Assistant III	X032	0.30	0.30	0.30	0.30
Account Clerk II	Z029	0.25	0.25	0.25	0.25
		3.05	3.05	3.05	3.05

LIBRARY & RECREATION SERVICES

Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
Marketing 01-131-132					
Senior Recreation Supervisor	X049	0.35	0.35	0.25	0.25
Recreation Program Supervisor	X032	0.95	0.95	1.05	1.05
		1.30	1.30	1.30	1.30
War Memorial Community Center 01-131-135					
Senior Recreation Supervisor	X049	0.10	0.10	0.05	0.05
Recreation Program Supervisor	X032	1.55	1.55	0.50	0.50
Recreation Coordinator	X016	0.60	0.60	0.40	0.40
		2.25	2.25	0.95	0.95
Westlake Community Center 01-131-136					
Senior Recreation Supervisor	X049	0.05	0.05	0.05	0.05
Recreation Program Supervisor	X032	0.20	0.20	0.05	0.05
Recreation Coordinator	X016	0.60	0.60	0.75	0.75
		0.85	0.85	0.85	0.85
Lincoln Community Center 01-131-137					
Senior Recreation Supervisor	X049	0.15	0.15	0.15	0.15
Recreation Program Supervisor	X032	0.05	0.05	-	-
Recreation Coordinator	X016	0.95	0.95	0.95	0.95
		1.15	1.15	1.10	1.10
Gellert Park 01-131-138					
Senior Recreation Supervisor	X049	0.05	0.05	0.05	0.05
Recreation Program Supervisor	X032	0.05	0.05	0.38	-
		0.10	0.10	0.43	0.05
AYRP 01-131-141					
Senior Recreation Supervisor	X049	0.15	0.15	0.15	0.15
Recreation Program Supervisor	X032	0.35	0.35	0.35	0.35
		0.50	0.50	0.50	0.50
SYRP 01-131-142					
Senior Recreation Supervisor	X049	0.10	0.10	0.15	0.15
Recreation Program Supervisor	X032	0.45	0.45	0.50	0.50
		0.55	0.55	0.65	0.65
Youth Baseball 01-131-143					
Senior Recreation Supervisor	X049	0.10	0.10	0.05	0.05
Recreation Program Supervisor	X032	0.25	0.25	0.10	-
		0.35	0.35	0.15	0.05
Youth Basketball 01-131-144					
Senior Recreation Supervisor	X049	0.05	0.05	0.05	0.05
Recreation Program Supervisor	X032	0.25	0.25	0.30	0.30
Recreation Coordinator	X016	0.15	0.15	0.15	0.15
		0.45	0.45	0.50	0.50
Mini Hoops 01-131-147					
Senior Recreation Supervisor	X049	0.05	0.05	0.05	0.05
Recreation Coordinator	X016	0.20	0.20	0.20	0.20
		0.25	0.25	0.25	0.25
Summer Sports Camps 01-131-149					
Senior Recreation Supervisor	X049	-	-	0.05	0.05
Recreation Coordinator	X016	0.20	0.20	0.10	0.10
		0.20	0.20	0.15	0.15
Teen Grants/Events 01-131-151					
Senior Recreation Supervisor	X049	0.05	0.05	-	-
Recreation Program Supervisor	X032	0.25	0.25	0.25	0.25
Recreation Coordinator	X016	0.15	0.15	0.20	0.20
		0.45	0.45	0.45	0.45

LIBRARY & RECREATION SERVICES

Full-Time Salaried Position Listing

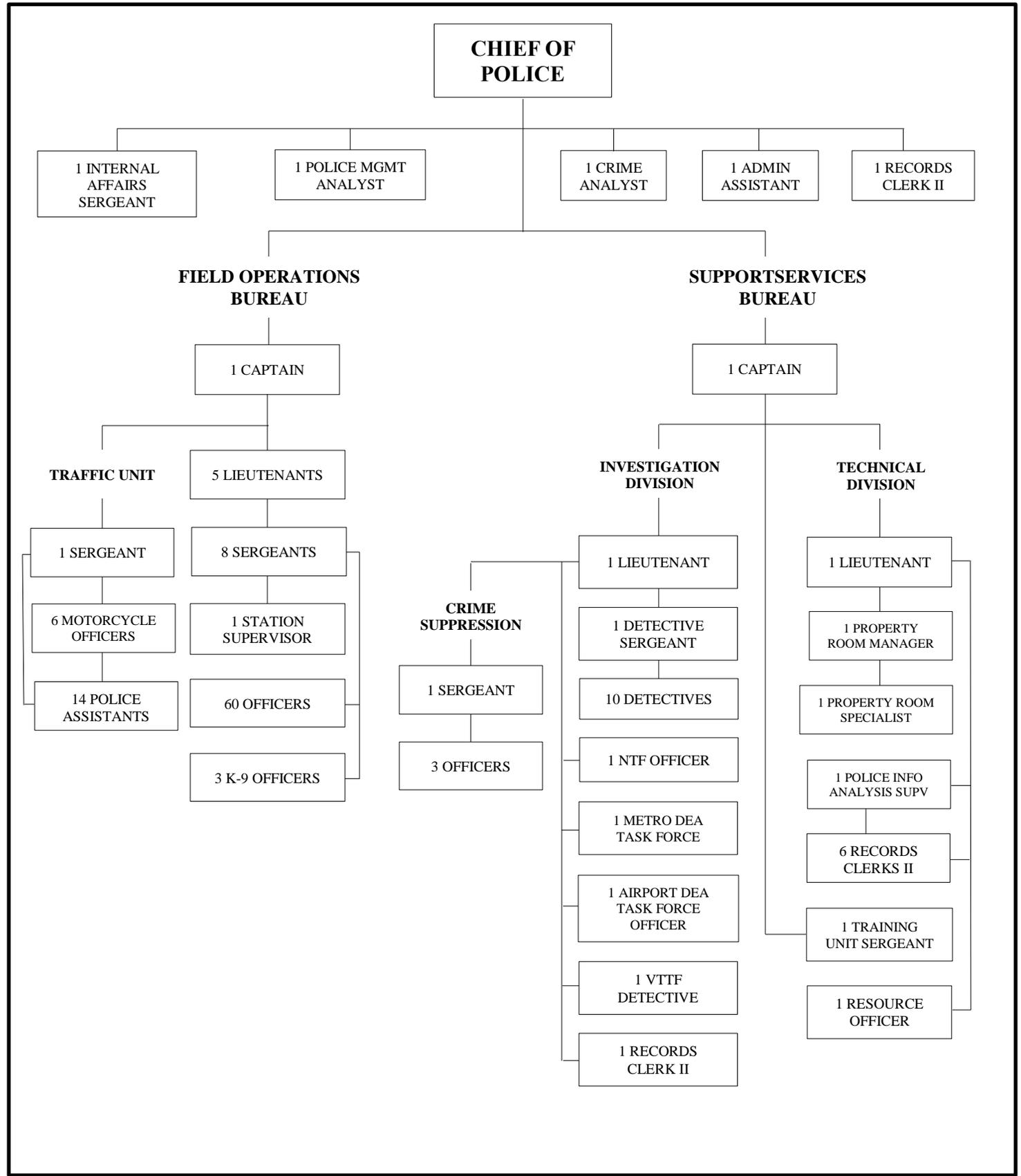
Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
Aquatics 01-131-152					
Senior Recreation Supervisor	X049	0.30	0.30	0.20	0.20
Recreation Program Supervisor	X032	0.90	0.90	0.90	0.90
		1.20	1.20	1.10	1.10
Facility and Field Rentals 01-131-154					
Senior Recreation Supervisor	X049	-	-	0.05	0.05
Recreation Program Supervisor	X032	0.40	0.40	0.33	0.30
Recreation Coordinator	X016	0.15	0.15	0.15	0.15
		0.55	0.55	0.53	0.50
Special Events 01-131-155					
Senior Recreation Supervisor	X049	0.05	0.05	0.05	0.05
Recreation Program Supervisor	X032	0.30	0.30	0.45	0.45
		0.35	0.35	0.50	0.50
Contract Classes 01-131-157					
Senior Recreation Supervisor	X049	0.10	0.10	0.15	0.15
Recreation Program Supervisor	X032	0.05	0.05	-	-
Class Develop/Cultural Arts Coordinator	U039	0.50	0.50	0.75	0.75
		0.65	0.65	0.90	0.90
Senior Adults 15-132-460					
Senior Recreation Supervisor	X049	0.20	0.20	0.20	0.20
Assistant Senior Services Supervisor	U037	1.00	1.00	1.00	1.00
		1.20	1.20	1.20	1.20
Deli 15-132-461					
Recreation Program Supervisor	X032	-	-	0.20	0.20
Senior Lunch Program 15-132-463					
Senior Recreation Supervisor	X049	0.15	0.15	0.15	0.15
Recreation Program Supervisor	X032	-	-	0.05	0.05
Food Service Assistant II	U021	1.00	1.00	1.00	1.00
		1.15	1.15	1.20	1.20
		36.00	36.00	34.50	34.00



City of Daly City

POLICE DEPARTMENT

Fiscal Years 2019 & 2020



POLICE DEPARTMENT

DEPARTMENT MISSION STATEMENT

The Daly City Police Department is an organization of professionals dedicated to integrity, customer service, and the rights of individuals and the needs of a constantly changing society. We work in partnership with our community to protect life and property, improve the quality of life, reduce crime and the fear of crime, and maintain a safe community.

CORE SERVICES

- Field Operations—Performs patrol, traffic, and parking functions.
- Operations Support Bureau—Provides investigative functions, communications liaison, 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 (San Mateo County Gang Task Force 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).
- Contribute to traffic safety missions 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 have been transferred to the County of San Mateo.
- One vacant full-time Police Records Clerk II remains unfillable. Warrant services have been consolidated with the County of San Mateo.
- Six Police Officer positions are frozen.
- 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 increased by almost \$13,000 (25% increase) in FY 2017-18.
- 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.
- One Daly City Sergeant assigned to ATF for two years culminated in a large scale operation in August 2017 covering multiple jurisdictions which netted 115 suspects arrested, 100 guns seized, and 50 stolen cars purchased.
- Technology costs continue to rise significantly. Emerging technology is a constant budgetary challenge for the Police Department. Due to a continually changing technological environment in Police Services, the department needs to stay current with technology hardware and software. Hardware, licensing, and yearly maintenance fees can be costly, however essential to solving crimes and managing personnel. The following are some of the emerging technologies that will impact 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.
 - Archival of records
 - “Lefta” software to enhance our Field Training Program training and documentation.

POLICE DEPARTMENT

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIEL BUDGET (Continued)

- Due to continued military conflicts overseas, the cost of ammunition is expected to continue to increase 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.
- During FY 2016-17, the department spent \$439,325 in asset forfeiture funds to purchase projects including police radios, archiving of records, range upgrade, ruggedized laptops for field use, and gun safes.
- We had a significant decrease in worker's comp costs from \$400,456 to \$226,090.
- The crossing guards in the contractual services budget have increased.

PERFORMANCE MEASURES

Measure	Actual 2017	Estimate 2018	Projected 2019	Projected 2020
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: 3 Injury: 325	Fatal: 4 Injury: 309	Fatal: 0 Injury: 279	Fatal: 0 Injury: 265
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****2018-19/2019-20****POLICE DEPARTMENT**

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
LICENSES AND PERMITS	20,075	23,200	19,475	23,875	23,875
FINES AND FORFEITURES	3,442,372	3,850,381	3,058,108	3,805,990	3,798,741
RENTS AND INTEREST	314	1,000	0	319	319
FROM OTHER AGENCIES	650,089	813,228	1,573,297	178,799	178,799
CHARGES AND FEES	919,679	601,795	978,316	581,312	582,805
MISCELLANEOUS REVENUES	568,033	243,774	26,239	12,986	12,986
OPERATING TRANSFERS IN	0	0	28,000	0	0
TOTAL REVENUES	<u>\$5,822,263</u>	<u>\$5,755,59:</u>	<u>\$5,8: 5,657</u>	<u>\$4,825,4: 4</u>	<u>\$4,7: 8,963</u>
EXPENDITURES	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	25,741,061	25,776,249	25,153,186	27,672,590	29,711,074
SERVICES AND SUPPLIES	2,592,020	3,718,863	5,228,982	4,301,042	4,375,550
OTHER CHARGES	183,105	218,475	218,446	229,405	234,698
FIXED CHARGES"	2,462,532	2,421,464	2,278,848	2,927,675	2,976,695
CAPITAL OUTLAY	276,695	348,754	624,456	169,328	91,578
OPERATING TRANSFERS OUT	4,983	4,200	0	0	0
TOTAL EXPENDITURES	<u>\$33,482,5; 9</u>	<u>\$32,6: : ,026</u>	<u>\$33,725,; 38</u>	<u>\$37,522,262</u>	<u>\$37,5: ; ,7; 6</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	POLICE DEPARTMENT	200
	Program:	POLICE SERVICES	200

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
LICENSES AND PERMITS	20,075	23,200	19,475	23,875	23,875
FINES AND FORFEITURES	3,089,459	3,505,063	2,741,550	3,468,905	3,468,905
FROM OTHER AGENCIES	37,524	170,995	404,539	13,909	13,909
CHARGES AND FEES	831,255	554,658	909,309	530,806	530,806
MISCELLANEOUS REVENUES	568,033	243,775	19,909	12,987	12,987
OPERATING TRANSFERS IN	0	0	28,000	0	0
TOTAL REVENUES	<u>\$4,546,346</u>	<u>\$4,497,691</u>	<u>\$4,122,782</u>	<u>\$4,050,482</u>	<u>\$4,050,482</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	23,827,654	24,393,198	24,859,233	27,485,198	29,516,235
SERVICES AND SUPPLIES	1,822,559	1,944,198	2,102,919	3,831,976	3,905,777
OTHER CHARGES	168,355	207,650	167,252	217,910	223,202
FIXED CHARGES	2,396,471	2,421,463	2,278,848	2,927,675	2,976,695
CAPITAL OUTLAY	234,673	324,428	426,985	147,500	69,750
OPERATING TRANSFERS OUT	4,983	4,200	0	0	0
TOTAL EXPENDITURES	<u>\$28,454,695</u>	<u>\$29,295,137</u>	<u>\$29,835,237</u>	<u>\$34,610,259</u>	<u>\$36,691,659</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	POLICE DEPARTMENT	201
	Program:	PUBLIC SAFETY COMMUNICATIONS	201

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
CHARGES AND FEES	3,424	0	0	0	0
MISCELLANEOUS REVENUES	0	0	0	0	0
TOTAL REVENUES	<u>\$3,424</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	1,580,499	1,166,556	0	0	0
SERVICES AND SUPPLIES	193,202	1,105,044	1,646,051	0	0
OTHER CHARGES	3,543	390	0	0	0
FIXED CHARGES	66,061	0	0	0	0
CAPITAL OUTLAY	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$1,843,305</u>	<u>\$2,271,990</u>	<u>\$1,646,051</u>	<u>\$0</u>	<u>\$0</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	POLICE DEPARTMENT	200
	Program:	CITIZENS OPT PUB SAFETY-SLESF	202

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	313	1,000	0	319	319
FROM OTHER AGENCIES	205,700	217,840	164,890	164,890	164,890
TOTAL REVENUES	<u>\$206,013</u>	<u>\$218,840</u>	<u>\$164,890</u>	<u>\$165,209</u>	<u>\$165,209</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	140,510	109,109	117,126	138,737	146,184
SERVICES AND SUPPLIES	3,836	4,622	5,000	20,000	20,000
OTHER CHARGES	0	0	10,000	0	0
CAPITAL OUTLAY	35,077	9,774	170,421	16,000	16,000
TOTAL EXPENDITURES	<u>\$179,423</u>	<u>\$123,505</u>	<u>\$302,547</u>	<u>\$174,737</u>	<u>\$182,184</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	TRAFFIC SAFETY FUND	23
	Department:	POLICE DEPARTMENT	200
	Program:	D U I C E / S T O P PROGRAM	209

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
CHARGES AND FEES	84,480	47,137	69,008	50,507	51,214
MISCELLANEOUS REVENUES	0	0	6,330	0	0
TOTAL REVENUES	<u>\$84,480</u>	<u>\$47,137</u>	<u>\$75,338</u>	<u>\$50,507</u>	<u>\$51,214</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	9,710	3,612	13,934	0	0
SERVICES AND SUPPLIES	49,884	39,640	55,158	35,583	36,290
OTHER CHARGES	6,844	6,929	9,296	9,096	9,096
CAPITAL OUTLAY	6,945	10,827	27,049	5,828	5,828
TOTAL EXPENDITURES	<u>\$73,383</u>	<u>\$61,008</u>	<u>\$105,437</u>	<u>\$50,507</u>	<u>\$51,214</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	TRAFFIC ENFORCEMENT FUND	25
	Department:	POLICE DEPARTMENT	200
	Program:	POLICE SERVICES	200

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
FINES AND FORFEITURES	352,913	345,319	316,558	337,085	329,838
TOTAL REVENUES	<u>\$352,913</u>	<u>\$345,319</u>	<u>\$316,558</u>	<u>\$337,085</u>	<u>\$329,838</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	36,868	44,432	48,656	48,656	48,656
SERVICES AND SUPPLIES	266,353	266,842	266,447	266,647	266,647
OTHER CHARGES	1,000	697	2,000	2,400	2,400
TOTAL EXPENDITURES	<u>\$304,221</u>	<u>\$311,971</u>	<u>\$317,103</u>	<u>\$317,703</u>	<u>\$317,703</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GRANTS	28
	Department:	POLICE DEPARTMENT	200
	Program:	COMPREHENSIVE TRAFFIC SAFETY	215

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
FROM OTHER AGENCIES	406,864	424,393	903,868	0	0
TOTAL REVENUES	<u>\$406,864</u>	<u>\$424,393</u>	<u>\$903,868</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	145,823	59,342	25,319	0	0
SERVICES AND SUPPLIES	256,186	358,517	1,144,850	146,835	146,835
OTHER CHARGES	3,363	2,809	27,369	0	0
CAPITAL OUTLAY	0	3,726	0	0	0
TOTAL EXPENDITURES	<u>\$405,372</u>	<u>\$424,394</u>	<u>\$1,197,538</u>	<u>\$146,835</u>	<u>\$146,835</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GRANTS	28
	Department:	POLICE DEPARTMENT	200
	Program:	OTS - STEP GRANT PT18035	263

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
FROM OTHER AGENCIES	0	0	100,000	0	0
TOTAL REVENUES	<u>\$0</u>	<u>\$0</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	0	0	88,917	0	0
SERVICES AND SUPPLIES	0	0	8,554	0	0
OTHER CHARGES	0	0	2,529	0	0
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>

POLICE

Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
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	7.00	7.00	7.00	7.00
Police Sergeant *	B235	13.00	13.00	13.00	13.00
Police Officer **	A230	88.00	88.00	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	8.00	8.00	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
		138.00	138.00	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	0.05	-	-	-
		1.05	1.00	1.00	1.00
Public Safety Communications 01-201-201					
Dispatch Supervisor	U054	0.95	-	-	-
Public Safety Dispatcher	D033	5.50	-	-	-
		6.45	-	-	-
		145.50	139.00	139.00	139.00

* Includes two frozen Police Sergeant positions in FY 2019 and 2020

** Includes eight frozen Police Officer positions in FY 2019 and 2020

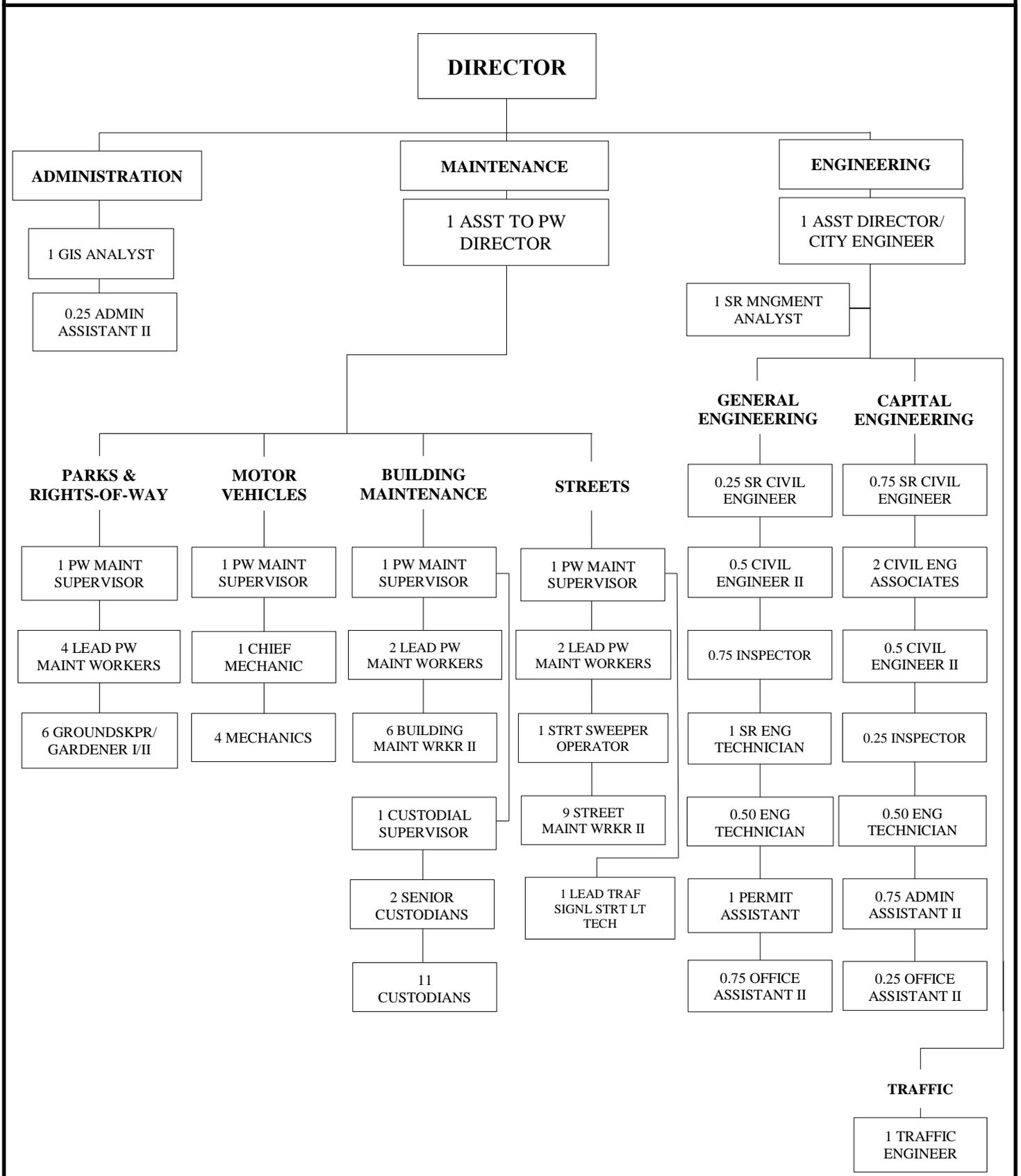




City of Daly City

DEPARTMENT OF PUBLIC WORKS

Fiscal Years 2019 & 2020



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 50 city buildings and facilities totaling 369,912 sq. ft.
- Maintain the City's fleet of 278 vehicles and mobile equipment through both timely preventative and corrective maintenance; and repair and replace 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, pavement marking, and striping for the safe use of city streets by the motorist, bicyclists, and pedestrians.

SUPPORT FOR CITY-WIDE 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 capital improvement project funds through collaboration with outside agencies and aggressively compete for grant funding of capital projects associated with economic development.
- Ensure the proper maintenance and function of 512 parking meters.

Public Safety

- Coordinate anti-graffiti efforts to eliminate gang related tagging.
- Provide monthly playground safety inspections and an annual playground safety inspection performed by a certified safety inspector for 36 playgrounds.
- Participate in the City Safety Committee and address safety concerns identified by the 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, damage or deterioration of street pavement, and directional and safety signs are promptly addressed.
- Represent Daly 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, 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.
- Maximize asset value retention and service life with a comprehensive approach utilizing systems such as the Pavement Management System for establishing street maintenance

PUBLIC WORKS

priorities and the Encroachment Permit process to ensure streets damaged by private activity is 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, 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 Improvement Projects (CIP) 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 on 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 reviews of private development.

Government Operations

- Assumed responsibility for development and administration of the City's Capital Improvement Program (CIP) 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
- Reduce recorded industrial injuries by conducting Department, Division, and "tail-gate" safety meetings; and participating in the City Safety 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 1,365 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 and Green House Gas emissions, and save on 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's i-Help system monthly, or a total of 3271 total i-Help requests.

BIENNIAL BUDGET OUTCOMES

- Completed construction of approximately 20 major Capital Improvement Projects with a total estimated value in excess of \$14,000,000; including:
- Completed the John Daly Blvd. Streetscape Project installing landscaping, new street lighting bio-swales, and bike lanes.
- Completed the Mussel Rock Access and Amenities Project City –Concrete Safety Improvement Projects installing Handicap parking, seating, and benches as well as nature/habitat interpretive signage.
- Completed sewer main replacement and/or rehabilitation on El Camino Real, D Street, First Ave., Second Ave., Junipero Serra Blvd., Bruno Ave., and Serramonte Boulevard.
- Completed replacement or rehabilitation of Water mains on Rice Street and Wilson Street
- Completed the 2017 Traffic Signal painting project, which painted 15 of the City's 40 traffic signals.
- Completed the Street Resurfacing and Rehabilitation of Junipero Serra Blvd., San Pedro Rd. and Geneva Ave.
- Completed the Geneva Ave. Pedestrian and Bike Improvements installing bike lanes and curb extensions or bulb outs to improve bicycle and pedestrian safety.
- Completed two annual pavement slurry seal projects in the Westlake and Bayshore neighborhoods covering approximately 28 miles of roadway.
- Completed the 2016-2017 Mussel Rock Maintenance and Seawall Repair.

PUBLIC WORKS

- Completed the Police Department Locker Room Shooting Range Remodel and upgrade project.
- Completed Elevator Control System Upgrades and Handicap Accessibility Improvements at 350 90th Street & Civic Center North to facilitate access by new Public Agency Tenants.
- Completed the rehabilitation/replacement of the synthetic turf soccer field at Gellert Park
- Completed the reroofing of a portion of the Civic Center
- Completed the Callan and Serramonte Traffic Signal Installation Project.
- Began planning and project design of approximately 11 major Capital Improvement Program Projects with a total estimated value in excess of \$10,000,000; including:
 - The grant funded Central Corridor Bicycle and Pedestrian improvement project.
 - 2017-2018 Street Resurfacing Project.
 - Traffic Signal Central Controller and Battery Back-up Project.
 - Park Master Plan development
 - Grant Funded 2019 Street Resurfacing Project
 - Southgate/Park Plaza/San Fernando Sewer
 - Provide over-the-counter technical assistance to residents, contractors, and developers.
 - The current inventory of city maintained trees is 7316; of that total, 183 hazardous or unhealthy ones were removed and replaced, and another 2398 were pruned.
 - Maintain/service a fleet of approximately 278 vehicles in accordance with the manufacturers' recommendations and the regulatory agencies' mandates.
 - Maintain 54 government buildings and facilities in a safe, comfortable condition for the use of residents, visitors, and employees.
 - Completed the configuration and installation of the Lucity Asset Management System.
 - Completed the Facility Condition Assessment of all major (non-utility) City buildings
 - 40 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.
 - Repaired 28 Regulated Output (RO) series circuit streetlight failures.
 - Converted approximately 750 street lights from High Pressure Sodium (HPS) lights to energy efficient Light Emitting Diode (LED) lights and began the process to convert another approximately 1,500 HPS street lights to LED.

SIGNIFICANT CHANGES FROM PRIOR BIENNIAL BUDGET

The Public Works Department struggled to maintain historic service levels in General Fund program areas such as park maintenance and custodial services caused by a continuing and increasing staff reduction over the past two-year budget cycle. The lack of available staff and financial resources has forced maintenance cycles to be extended and response times to be increased in most General Fund financed programs..

With the continued slow recovery of tax revenue the City has been forced to significantly reduce or eliminate funding for major maintenance and facility rehabilitation projects in the Capital Improvement Program (CIP). The need for these major improvements was highlighted with the long overdue remodeling of the Police Department locker room and the results of the comprehensive Facility Condition Assessment just completed. A continuation of reduced staffing and funding for maintenance operations and an inability to invest in the Capital Improvement Program will inevitably lead to the long term decline and deterioration of City facilities and infrastructure. This will in turn lead to higher repair and rehabilitation costs in the future as well as poorly maintained and less availability of facilities for the public's use and enjoyment. Despite these setbacks there were staffing increases in the Engineering Division of Public Works.

To cope with this reduced workforce and the negative impact it is having on the City infrastructure and facilities, the following actions were taken in the various Divisions of Public Works to align staffing with workloads:

Administration Division

The Senior Administrative Analyst from the Administration Division was reassigned to the Engineering Division.

- Filled the long vacant City Engineer position that was raised to the higher Assistant PW Director/City Engineer position.
- Fill the vacant Associate Civil Engineer position
- Fill the vacant Senior Engineering position
- Filled the vacant Assistant Engineer position
- Filled the newly approved additional Associate Engineer position

Maintenance Division

- Eliminate one vacant Custodian position in Building Maintenance Section
- Eliminate one vacant Mechanic position in the Fleet Maintenance Section
- Fill the vacant Lead Traffic Signal/Street Light Technician position; however the Traffic Signal/Street Light Technician position will be eliminated.
- Fill three vacant Street Maintenance Worker positions and eliminate one vacant Street Maintenance Worker position.
- Continue to provide tree maintenance through West Coast Arborists contract services

PUBLIC WORKS

- Continue to utilize contractual landscape maintenance services to replace two positions eliminated in the Parks Maintenance Section for street median and rights-of-way maintenance.

These budgeted positions will remain unfilled or eliminated in favor of contractual services for the foreseeable future. PW administration will continue to reevaluate alternative service delivery models including staff reorganizations, increased use of contractual services, and targeted service eliminations or reductions as a means of reducing the department's budget. Some of these new service delivery models may necessitate the refilling or elimination of these or other positions.

PERFORMANCE MEASURES

Measure	2016-17 Actual	2017-18 Estimate	2018-19 Projected	2019-20 Projected
Complete quarterly HVAC preventative maintenance service 80% of the time.	94%	95%	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.	95%	95%	90%	90%
Respond and repair traffic signal problems impacting traffic flow or traffic safety within 12 hours.	99%	98%	100%	100%
Complete vehicle repairs per the manufacturers specifications within the agreed upon time allotted for the repair 90% of the time.	95%	96%	98%	98%
Perform scheduled maintenance per the manufacturer's recommendations on 100% of vehicle fleet covered by CHP BIT Inspection Mandates.	97%	95%	100%	100%
Investigate and respond to pothole complaints within 24 hours of notification. Repair potholes with 24 hours 90% of the time.	98%	967	100%	100%
Investigate and respond to regulatory and warning sign complaints within 24 hours.	91%	94%	95%	95%
Inspect and clean 2,181 storm drain catch basins before and after the rainy season	89%	92%	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%	93%	95%
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****2018-19/2019-20****PUBLIC WORKS**

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
TAXES	3,868,600	3,991,895	4,550,000	4,010,000	4,010,000
LICENSES AND PERMITS	65,204	25,159	15,000	14,000	14,000
RENTS AND INTEREST	160,553	82,697	76,720	64,052	64,052
FROM OTHER AGENCIES	0	159,093	330,000	0	0
CHARGES AND FEES	11,594,610	10,969,411	9,363,902	11,799,719	11,360,542
MISCELLANEOUS REVENUES	581,620	319,950	98,496	103,500	103,500
OPERATING TRANSFERS IN	1,509,430	660,014	355,474	99,225	104,186
TOTAL REVENUES	<u>\$17,780,017</u>	<u>\$16,208,220</u>	<u>\$14,789,591</u>	<u>\$16,090,496</u>	<u>\$15,656,280</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	7,472,761	9,773,115	9,810,400	11,208,986	11,890,672
SERVICES AND SUPPLIES	2,434,274	3,690,806	4,191,126	4,229,224	4,263,457
PROGRAM COSTS	0	0	0	844	0
OTHER CHARGES	116,428	126,135	73,200	378,913	375,810
FIXED CHARGES	1,434,019	2,125,222	2,041,173	2,286,996	2,339,456
CAPITAL OUTLAY	440,112	5,981	2,596,229	202,000	252,000
OPERATING TRANSFERS OUT	2,458,744	564,635	206,924	908,538	671,381
DEPRECIATION	1,381,176	1,413,137	1,127,974	1,156,842	782,121
TOTAL EXPENDITURES	<u>\$15,737,514</u>	<u>\$17,699,032</u>	<u>\$20,047,025</u>	<u>\$20,372,344</u>	<u>\$20,574,897</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	PUBLIC WORKS	310
	Program:	PUBLIC WORKS ADMIN	310

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
CHARGES AND FEES	77,062	92,963	50,000	85,000	85,000
TOTAL REVENUES	<u>\$77,062</u>	<u>\$92,963</u>	<u>\$50,000</u>	<u>\$85,000</u>	<u>\$85,000</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	645,595	459,064	454,744	209,687	220,720
SERVICES AND SUPPLIES	4,199	4,358	3,586	5,120	5,120
OTHER CHARGES	2,760	3,736	4,520	5,620	5,620
FIXED CHARGES	64,623	113,011	105,100	130,350	133,824
TOTAL EXPENDITURES	<u>\$717,177</u>	<u>\$580,169</u>	<u>\$567,950</u>	<u>\$350,777</u>	<u>\$365,284</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	PUBLIC WORKS	312
	Program:	ENGINEERING	311

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
LICENSES AND PERMITS	65,204	25,159	15,000	14,000	14,000
CHARGES AND FEES	2,308,623	803,995	400,000	600,000	600,000
OPERATING TRANSFERS IN	15,846	0	0	0	0
TOTAL REVENUES	<u>\$2,389,673</u>	<u>\$829,154</u>	<u>\$415,000</u>	<u>\$614,000</u>	<u>\$614,000</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	1,135,238	766,752	836,917	880,037	934,621
SERVICES AND SUPPLIES	125,742	114,996	93,490	144,400	140,250
OTHER CHARGES	3,270	2,522	5,430	9,780	5,580
FIXED CHARGES	228,863	232,867	218,216	31,829	33,103
OPERATING TRANSFERS OUT	0	1,740	310	0	0
TOTAL EXPENDITURES	<u>\$1,493,113</u>	<u>\$1,118,877</u>	<u>\$1,154,363</u>	<u>\$1,066,046</u>	<u>\$1,113,554</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	PUBLIC WORKS	317
	Program:	PARKS MAINTENANCE	160

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
CHARGES AND FEES	25,356	25,356	25,356	25,356	25,356
MISCELLANEOUS REVENUES	30,851	11,230	0	0	0
OPERATING TRANSFERS IN	307,285	0	0	0	0
TOTAL REVENUES	<u>\$363,492</u>	<u>\$36,586</u>	<u>\$25,356</u>	<u>\$25,356</u>	<u>\$25,356</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	1,643,865	1,752,255	1,745,282	1,862,137	1,967,766
SERVICES AND SUPPLIES	264,166	177,130	181,326	192,541	196,128
OTHER CHARGES	25,311	12,115	8,650	13,514	14,139
FIXED CHARGES	405,171	452,687	442,492	473,414	481,072
OPERATING TRANSFERS OUT	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$2,338,513</u>	<u>\$2,394,187</u>	<u>\$2,377,750</u>	<u>\$2,541,606</u>	<u>\$2,659,105</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GAS TAX	17
	Department:	N/A	031
	Program:	NONDEPARTMENTAL	031

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
					"
TAXES	3,868,600	3,991,895	4,550,000	4,010,000	4,010,000
RENTS AND INTEREST	60,077	31,483	30,000	40,000	40,000
FROM OTHER AGENCIES	0	159,093	330,000	0	0
CHARGES AND FEES	0	0	0	0	0
MISCELLANEOUS REVENUES	0	0	0	0	0
TOTAL REVENUES	<u>\$3,928,677</u>	<u>\$4,182,471</u>	<u>\$4,910,000</u>	<u>\$4,050,000</u>	<u>\$4,050,000</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SERVICES AND SUPPLIES	9,534	4,427	0	0	0
FIXED CHARGES	0	0	0	0	0
OPERATING TRANSFERS OUT	2,264,795	0	0	315,000	0
TOTAL EXPENDITURES	<u>\$2,274,329</u>	<u>\$4,427</u>	<u>\$0</u>	<u>\$315,000</u>	<u>\$0</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GAS TAX	17
	Department:	PUBLIC WORKS	314
	Program:	STREETS	330

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
LICENSES AND PERMITS	0	0	0	0	0
FROM OTHER AGENCIES	0	0	0	0	0
CHARGES AND FEES	0	1,007,246	1,009,909	1,018,994	1,025,591
MISCELLANEOUS REVENUES	0	11,933	1,596	2,500	2,500
OPERATING TRANSFERS IN	0	0	0	0	0
TOTAL REVENUES	<u>\$0</u>	<u>\$1,019,179</u>	<u>\$1,011,505</u>	<u>\$1,021,494</u>	<u>\$1,028,091</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	0	1,440,977	1,299,107	1,977,141	2,110,575
SERVICES AND SUPPLIES	2,121	336,683	487,578	608,640	592,837
OTHER CHARGES	319	28,862	29,396	31,440	31,581
FIXED CHARGES	0	628,830	619,054	531,801	537,413
CAPITAL OUTLAY	0	12,800	0	0	0
OPERATING TRANSFERS OUT	0	298,296	3,461	301,287	302,793
TOTAL EXPENDITURES	<u>\$2,440</u>	<u>\$2,746,448</u>	<u>\$2,438,596</u>	<u>\$3,450,309</u>	<u>\$3,575,199</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GAS TAX	17
	Department:	PUBLIC WORKS	316
	Program:	SIGNALS & STREET LIGHTING	353

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
CHARGES AND FEES	4,599	19,008	16,580	17,580	17,580
MISCELLANEOUS REVENUES	0	0	0	0	0
OPERATING TRANSFERS IN	0	0	0	0	0
TOTAL REVENUES	<u>\$4,599</u>	<u>\$19,008</u>	<u>\$16,580</u>	<u>\$17,580</u>	<u>\$17,580</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	0	531,676	496,118	528,768	564,123
SERVICES AND SUPPLIES	0	473,521	801,617	519,228	535,716
PROGRAM COSTS	0	0	0	844	0
OTHER CHARGES	0	1,726	1,780	293,959	292,089
FIXED CHARGES	0	40,913	38,958	85,834	87,819
OPERATING TRANSFERS OUT	0	36,868	2,230	37,238	37,424
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$1,084,704</u>	<u>\$1,340,703</u>	<u>\$1,465,871</u>	<u>\$1,517,171</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	LINDA VISTA BENEFIT ASSES	19
	Department:	PUBLIC WORKS	310
	Program:	LINDA VISTA SUBDIVISION	335

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	4,154	2,460	2,000	1,820	1,820
CHARGES AND FEES	44,380	44,380	44,381	44,300	44,300
TOTAL REVENUES	<u>\$48,534</u>	<u>\$46,840</u>	<u>\$46,381</u>	<u>\$46,120</u>	<u>\$46,120</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SERVICES AND SUPPLIES	16,141	16,286	16,227	16,262	16,262
OTHER CHARGES	501	501	250	250	250
CAPITAL OUTLAY	4,799	2,700	2,000	2,000	2,000
TOTAL EXPENDITURES	<u>\$21,441</u>	<u>\$19,487</u>	<u>\$18,477</u>	<u>\$18,512</u>	<u>\$18,512</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	CAPITAL PROJECTS	31
	Department:	N/A	031
	Program:	NONDEPARTMENTAL	031

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	62,750	28,009	18,500	0	0
CHARGES AND FEES	2,024,532	83,548	0	927,901	263,979
OPERATING TRANSFERS IN	135,000	0	0	0	0
TOTAL REVENUES	<u>\$2,222,282</u>	<u>\$111,557</u>	<u>\$18,500</u>	<u>\$927,901</u>	<u>\$263,979</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
OPERATING TRANSFERS OUT	0	0	0	25,000	100,000
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$25,000</u>	<u>\$100,000</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	CAPITAL PROJECTS	31
	Department:	PUBLIC WORKS	312
	Program:	ENGINEERING	311

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
CHARGES AND FEES	0	675,240	0	0	0
TOTAL REVENUES	<u>\$0</u>	<u>\$675,240</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	0	624,930	767,219	1,307,053	1,384,382
SERVICES AND SUPPLIES	0	285,636	25,000	10,600	10,950
OTHER CHARGES	0	1,520	0	0	0
FIXED CHARGES	0	0	0	268,496	275,872
OPERATING TRANSFERS OUT	0	29,006	0	29,297	29,443
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$941,092</u>	<u>\$792,219</u>	<u>\$1,615,446</u>	<u>\$1,700,647</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	MOTOR VEHICLES	51
	Department:	PUBLIC WORKS	315
	Program:	MOTOR VEHICLES	450

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
RENTS AND INTEREST	36,915	18,332	23,370	21,000	21,000
CHARGES AND FEES	3,500,978	3,779,490	3,779,490	4,320,253	4,320,253
MISCELLANEOUS REVENUES	533,133	254,604	85,000	100,000	100,000
OPERATING TRANSFERS IN	151,299	660,014	355,474	99,225	104,186
TOTAL REVENUES	<u>\$4,222,325</u>	<u>\$4,712,440</u>	<u>\$4,243,334</u>	<u>\$4,540,478</u>	<u>\$4,545,439</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	1,012,659	997,001	1,187,004	1,212,441	1,286,391
SERVICES AND SUPPLIES	1,066,679	1,168,780	1,539,801	1,545,147	1,570,206
OTHER CHARGES	77,884	70,955	18,194	17,440	19,640
FIXED CHARGES	598,885	495,411	455,930	593,812	617,528
CAPITAL OUTLAY	427,342	2,542	2,594,229	200,000	250,000
OPERATING TRANSFERS OUT	72,027	74,764	75,138	75,514	75,891
DEPRECIATION	1,380,517	1,412,076	1,127,480	1,156,842	782,121
TOTAL EXPENDITURES	<u>\$4,635,993</u>	<u>\$4,221,529</u>	<u>\$6,997,776</u>	<u>\$4,801,196</u>	<u>\$4,601,777</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	BUILDING MAINTENANCE	54
	Department:	PUBLIC WORKS	313
	Program:	BUILDING MAINTENANCE	110

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	-3,342	2,414	2,850	1,232	1,232
CHARGES AND FEES	3,609,079	4,438,185	4,038,185	4,760,335	4,978,483
MISCELLANEOUS REVENUES	17,637	42,184	11,900	1,000	1,000
OPERATING TRANSFERS IN	900,000	0	0	0	0
TOTAL REVENUES	<u>\$4,523,374</u>	<u>\$4,482,783</u>	<u>\$4,052,935</u>	<u>\$4,762,567</u>	<u>\$4,980,715</u>

EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	3,035,403	3,200,459	3,024,009	3,231,723	3,422,091
SERVICES AND SUPPLIES	945,692	1,108,988	1,042,501	1,187,287	1,195,989
OTHER CHARGES	6,383	4,200	4,980	6,910	6,910
FIXED CHARGES	136,476	161,505	161,422	171,466	172,829
CAPITAL OUTLAY	7,971	-12,060	0	0	0
OPERATING TRANSFERS OUT	121,923	123,961	125,785	125,204	125,830
DEPRECIATION	659	1,061	494	0	0
TOTAL EXPENDITURES	<u>\$4,254,507</u>	<u>\$4,588,114</u>	<u>\$4,359,191</u>	<u>\$4,722,590</u>	<u>\$4,923,649</u>

PUBLIC WORKS

Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
Public Works Admin 01-310-310					
Director of Public Works	M440	0.50	0.50	0.07	0.07
Senior Management Analyst	U074	-	1.00	-	-
Public Works Management Analyst	U053	1.00	-	-	-
Geographic Info Systems Analyst	U048	1.00	1.00	1.00	1.00
Administrative Assistant II	U045	0.25	0.25	0.25	0.25
		2.75	2.75	1.32	1.32
Engineering 01-312-311					
Assistant Director/City Engineer	U112	0.75	0.75	0.75	0.75
Senior Civil Engineer	U087	0.50	0.50	0.25	0.25
Civil Engineer II	X062	0.50	0.50	0.50	0.50
Public Works Inspector	X052	0.75	0.75	0.75	0.75
Senior Engineering Technician	X052	1.00	1.00	1.00	1.00
Engineering Technician	X044	0.25	0.25	0.50	0.50
Permit Assistant	Z030	1.00	1.00	1.00	1.00
Office Assistant II	Z022	0.75	0.75	0.75	0.75
		5.50	5.50	5.50	5.50
Capital Engineering 31-312-311					
Director of Public Works	M440	-	-	0.21	0.21
Assistant Director/City Engineer*	U112	0.25	0.25	0.25	0.25
Senior Civil Engineer	U087	0.50	0.50	0.75	0.75
Civil Engineering Associate	U076	2.00	2.00	2.00	2.00
Senior Management Analyst	U074	-	-	1.00	1.00
Civil Engineer II	X062	0.50	0.50	0.50	0.50
Public Works Inspector	X052	0.25	0.25	0.25	0.25
Engineering Technician	X044	0.75	0.75	0.50	0.50
Administrative Assistant II	U045	0.75	0.75	0.75	0.75
Office Assistant II	Z022	0.25	0.25	0.25	0.25
		5.25	5.25	6.46	6.46
Transportation Traffic Signal & Street Lighting 17-316-353					
Traffic Engineer	U076	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	U066	0.25	0.25	0.25	0.25
Lead Traffic Signal/Street Light Technician	X059	1.00	1.00	1.00	1.00
Traffic Signal/Street Light Technician	X051	1.00	1.00	-	-
		3.25	3.25	2.25	2.25

PUBLIC WORKS

Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
Transportation Streets Maintenance 17-314-330					
Director of Public Works	M440	0.20	0.20	0.20	0.20
Assistant to the Director of Public Works	U113	0.40	0.40	0.40	0.40
Public Works Maintenance Supervisor	U066	0.75	0.75	0.75	0.75
Street Maintenance Lead Worker	X044	2.00	2.00	2.00	2.00
Street Sweeper Operator	X034	1.00	1.00	1.00	1.00
Streets Maintenance Worker II	X030	10.00	10.00	9.00	9.00
Groundskeeper/Gardener II	X030	2.00	2.00	-	-
		16.35	16.35	13.35	13.35
Parks Maintenance 01-317-160					
Director of Public Works	M440	0.10	0.10	0.10	0.10
Assistant to the Director of Public Works	U113	0.20	0.20	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
Groundskeeper/Gardener I/II	X030	-	-	6.00	6.00
Groundskeeper/Gardener II	X030	4.00	4.00	-	-
Groundskeeper/Gardener I	X025	2.00	2.00	-	-
		11.30	11.30	11.30	11.30
Building Maintenance 54-313-110					
Director of Public Works	M440	0.10	0.10	0.21	0.21
Assistant to the Director of Public Works	U113	0.20	0.20	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	11.00	11.00
		24.30	24.30	23.41	23.41
Motor Vehicles 51-315-450					
Director of Public Works	M440	0.10	0.10	0.21	0.21
Assistant to the Director of Public Works	U113	0.20	0.20	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	5.00	5.00	4.00	4.00
		7.30	7.30	6.41	6.41
		76.00	76.00	70.00	70.00





City of Daly City

DEPARTMENT OF WATER & WASTEWATER RESOURCES

Fiscal Years 2019 & 2020

DIRECTOR

ADMINISTRATION

- 1 OFFICE ASSISTANT III
- 2 OFFICE ASSISTANTS II/I
- 1 PROJECT DEVELOPMENT COORDINATOR
- 1 OPERATIONS TECHNICIANS
- 1 ENVIRONMENTAL RESOURCES & COMPLIANCE INSPECTOR
- 1 SAFETY & TRAINING COMPLIANCE OFFICER

COLLECTION SYSTEM

- 1 COLLECTION SYSTEM MANAGER
- 2 COLLECTION SYST SUPERVISORS
- 8 COLL SYST MAINT WRKRS I/II

DISTRIBUTION SYSTEM

- 1 DISTRIBUTION SYSTEM MANAGER
- 3 DISTRIBUTION SYST SUPERVISORS
- 10 DIST SYST MAINT WRKRS I/II

OPERATIONS

- 1 CHIEF OF OPERATIONS
- 4 SR WTR/WASTEWTR OPRTRS
- 12 WTR/WASTEWTR OPERATORS/OIT I/II
- 1 PLANT OPS MAINT. WORKER II

LABORATORY

- 1 LABORATORY SUPERVISOR
- 2 LABORATORY TECHNICIAN

PLANT & EQUIPMENT MAINTENANCE

- 1 PLANT & EQUIP MAINT MANAGER
- 2 LEAD PLANT MECHANICS
- 9 P & E MAINT MECHANICS
- 2 INSTRUMENT TECHNICIANS
- 2 P & E MAINT ELECTRICIANS
- 1 PLANT MAINT WORKER
- 1 LEAD WAREHOUSE CLERK

DEPARTMENT OF WATER AND WASTEWATER RESOURCES

DEPARTMENT MISSION STATEMENT

Sustained stewardship of available resources that continues to achieve all public health and regulatory requirements, delivered at a fair price, associated with the production, treatment and distribution of high-quality drinking water, along with the collection, treatment, re-use and disposal of wastewater and conveyance of stormwater on behalf of the citizens of Daly City and the North San Mateo County Sanitation District.

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 rain barrel 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.

DEPARTMENT OF WATER AND WASTEWATER RESOURCES

SUPPORT FOR CITY-WIDE PRIORITIES

This Department supports City-wide 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 State Water Resources Control Board, Division of Drinking Water Requirements and operate the wastewater plant to produce reusable recycled water and meet the Regional 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 2.2 mgd within the groundwater basin.
- Investigate cost-effective technologies.
- Continue to move forward with the recently approved Vista Grande Drainage Basin Improvement Project and work to secure funding for the regional effort.

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.

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 State Water Resources Control Board, Division of Drinking Water.
- Meet the discharge requirements into the Pacific Ocean as set forth under the District's National Pollutant Discharge Elimination System 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 and mandated certifications for Operations, Collection, Distribution, Laboratory and Maintenance Mechanic personnel.
- 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.
- 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.

DEPARTMENT OF WATER AND WASTEWATER RESOURCES

Performance Measures

Measures	2016-17 Actual	2017-18 Estimated	2018-19 Projected	2018-19 Projected
Complete 95% of work orders generated in the month activated % met/target Total amount	100% 10,576	100% 11,514	95% 12,000	95% 12,000
Respond to plan checks, contract specifications, development review within 10 working days 90% of the time % met/target Total documents	97% 361	99% 440	90% 400	90% 400
BAWSCA Rain barrel rebate program (new program) Target Number	-	-	100	-100
BAWSCA target for high-efficiency toilet rebates Target Number	150 147	100 23	100 50	100 50
Water system coliform samples (26/week) cannot exceed monthly positive detection of five samples. Regulatory limits Total Annual Positive Detections Total samples	< 5/mo. 0 1,275	< 5/mo. 0 1,300	< 5/mo. 0 1,300	< 5/mo. 0 1,300
95% of standby emergency callouts responded to within sixty minutes of notification. % met/target Number of callouts	95% 186	97% 227	95% 206	95% 206
90% of all broken water mains are restored to service within eight hours of notification. % met/target Repairs made	98% 103	98% 74	95% 90	95% 90
80% of the volume from a sanitary sewer overflow is captured and treated before flowing into the receiving waters of the United States. % captured Number of overflows	37% 3	82% 4	80% 3	80% 3

DEPARTMENT OF WATER AND WASTEWATER RESOURCES

SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- Increased laboratory testing and analysis of water quality from regulatory amendments and potential hexavalent chromium 6 monitoring in drinking water system.
- 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.
- Full implementation of the Lucity asset management system to improve operations and maintenance activities.
- Water Rate Analysis and development of a sustainable long-term rate structure.
- Sanitation Rate Analysis and development of a sustainable long-term rate structure.
- Development of a new Water and Sanitation Master Plan and implementation of a long-term Capital Improvement Plan.
- Support Established Department Values Statement. Complete the Department objectives and goals utilizing the values of Respect, Teamwork and Collaboration, Leadership, Communication and Engagement, Appreciation, Professional Development, Professionalism, Innovation, and Accountability.

CITY OF DALY CITY**Department Summary****2018-19/2019-20****WATER & WASTEWATER RESOURCES**

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
TAXES	1,754,195	1,859,194	1,932,367	2,007,281	2,081,304
RENTS AND INTEREST	358,782	183,644	224,521	212,429	216,865
CHARGES AND FEES	36,341,132	36,471,278	40,891,653	42,218,494	47,273,175
MISCELLANEOUS REVENUES	242,347	123,368	36,087	69,487	69,737
OPERATING TRANSFERS IN	781,484	800,283	2,233,285	4,117,030	4,117,030
TOTAL REVENUES	<u>\$39,477,939</u>	<u>\$39,437,767</u>	<u>\$45,317,913</u>	<u>\$48,624,721</u>	<u>\$53,758,111</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	3,048,531	5,598,362	10,467,851	12,526,237	13,382,082
SERVICES AND SUPPLIES	17,365,139	17,649,883	19,209,093	20,320,566	20,669,027
OTHER CHARGES	365,364	456,669	720,776	662,048	720,432
FIXED CHARGES	1,832,397	1,683,046	1,608,996	1,970,197	2,015,679
CAPITAL OUTLAY	137,944	345,083	539,155	581,068	590,116
OPERATING TRANSFERS OUT	2,483,793	4,001,145	3,716,618	6,226,741	5,910,666
DEBT SERVICE	171,166	153,742	135,882	112,580	94,852
DEPRECIATION	3,745,988	3,781,815	3,779,713	3,940,207	3,864,864
TOTAL EXPENDITURES	<u>\$29,150,322</u>	<u>\$33,669,746</u>	<u>\$40,178,084</u>	<u>\$46,339,645</u>	<u>\$47,247,718</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RESOUR	380
	Program:	WATER & WASTEWATER ADMIN	370

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
OPERATING TRANSFERS IN	359,023	381,450	808,100	778,100	778,100
TOTAL REVENUES	<u>\$359,023</u>	<u>\$381,450</u>	<u>\$808,100</u>	<u>\$778,100</u>	<u>\$778,100</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	738,194	911,657	1,560,537	1,875,224	2,013,457
SERVICES AND SUPPLIES	73,606	31,559	142,294	111,642	112,719
OTHER CHARGES	6,090	18,969	16,007	13,889	16,313
FIXED CHARGES	189,471	137,128	137,162	261,652	264,686
CAPITAL OUTLAY	0	0	0	0	0
OPERATING TRANSFERS OUT	138,955	151,735	144,956	145,681	146,409
TOTAL EXPENDITURES	<u>\$1,146,316</u>	<u>\$1,251,048</u>	<u>\$2,000,956</u>	<u>\$2,408,088</u>	<u>\$2,553,584</u>

CITY OF DALY CITY
Biennial Budget
2018-19/2019-20

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

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
RENTS AND INTEREST	73,896	22,566	51,419	35,000	35,000
CHARGES AND FEES	16,645,244	17,186,882	19,959,843	19,754,233	23,058,983
MISCELLANEOUS REVENUES	78,022	53,606	2,700	36,400	36,400
OPERATING TRANSFERS IN	0	0	586,255	2,500,000	2,500,000
TOTAL REVENUES	<u>\$16,797,162</u>	<u>\$17,263,054</u>	<u>\$20,600,217</u>	<u>\$22,325,633</u>	<u>\$25,630,383</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	301,901	457,598	945,839	1,054,922	1,118,725
SERVICES AND SUPPLIES	10,450,786	9,613,544	10,473,775	11,618,959	11,646,454
OTHER CHARGES	127,613	217,750	222,526	194,469	204,070
FIXED CHARGES	139,112	139,120	128,538	138,222	143,081
CAPITAL OUTLAY	0	67,925	209,229	255,000	255,000
OPERATING TRANSFERS OUT	1,132,296	1,184,926	2,101,994	1,984,824	1,986,663
DEBT SERVICE	111,250	99,550	84,100	72,800	61,300
DEPRECIATION	1,254,942	1,327,380	1,117,010	1,206,326	1,201,354
TOTAL EXPENDITURES	<u>\$13,517,900</u>	<u>\$13,107,793</u>	<u>\$15,283,011</u>	<u>\$16,525,522</u>	<u>\$16,616,647</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	WATER UTILITY	41
	Department:	WATER & WASTEWATER RESOUR	382
	Program:	DISTRIBUTION SYSTEM	375

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
MISCELLANEOUS REVENUES	56,502	12,225	0	4,500	4,750
TOTAL REVENUES	<u>\$56,502</u>	<u>\$12,225</u>	<u>\$0</u>	<u>\$4,500</u>	<u>\$4,750</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	356,372	953,571	1,570,163	2,059,926	2,210,052
SERVICES AND SUPPLIES	467,935	412,342	355,242	430,775	436,522
OTHER CHARGES	9,387	10,862	19,906	24,100	26,191
FIXED CHARGES	373,007	365,526	347,548	436,411	442,082
CAPITAL OUTLAY	152,413	189,161	166,016	160,848	168,891
OPERATING TRANSFERS OUT	249,927	686,991	261,873	262,025	263,335
TOTAL EXPENDITURES	<u>\$1,609,041</u>	<u>\$2,618,453</u>	<u>\$2,720,748</u>	<u>\$3,374,085</u>	<u>\$3,547,073</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RESOUR	920
	Program:	SANITATION DISTRICT	105

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
TAXES	1,754,195	1,859,194	1,932,367	2,007,281	2,081,304
RENTS AND INTEREST	284,887	161,079	173,102	177,429	181,865
CHARGES AND FEES	19,695,887	19,284,396	20,931,810	22,464,261	24,214,192
MISCELLANEOUS REVENUES	47,221	3,400	0	0	0
TOTAL REVENUES	<u>\$21,782,190</u>	<u>\$21,308,069</u>	<u>\$23,037,279</u>	<u>\$24,648,971</u>	<u>\$26,477,361</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	-583	-3,132	12,000	17,000	17,000
SERVICES AND SUPPLIES	374,618	527,929	563,532	546,388	552,990
OTHER CHARGES	66,787	66,662	74,133	73,283	76,563
FIXED CHARGES	2,857	3,068	3,068	3,167	3,174
OPERATING TRANSFERS OUT	190,485	197,723	198,712	199,705	200,704
DEBT SERVICE	59,916	54,192	51,782	39,780	33,552
DEPRECIATION	2,491,046	2,454,435	2,662,702	2,733,881	2,663,510
TOTAL EXPENDITURES	<u>\$3,185,126</u>	<u>\$3,300,877</u>	<u>\$3,565,929</u>	<u>\$3,613,204</u>	<u>\$3,547,493</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RESOUR	381
	Program:	WASTEWATER OPERATIONS	372

	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Revised	Approved	Approved
MISCELLANEOUS REVENUES	16,516	400	0	0	0
TOTAL REVENUES	<u>\$16,516</u>	<u>\$400</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	633,829	989,100	2,072,653	2,397,686	2,532,166
SERVICES AND SUPPLIES	4,813,222	5,688,370	6,245,467	5,985,188	6,284,208
OTHER CHARGES	107,965	104,985	319,065	277,708	319,065
FIXED CHARGES	372,733	353,954	329,182	403,934	418,928
CAPITAL OUTLAY	-26,550	-13,208	0	0	0
OPERATING TRANSFERS OUT	307,754	1,127,824	427,207	3,147,651	2,824,265
TOTAL EXPENDITURES	<u>\$6,208,953</u>	<u>\$8,251,025</u>	<u>\$9,393,574</u>	<u>\$12,212,167</u>	<u>\$12,378,632</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RESOUR	383
	Program:	PLANT & EQUIPMENT MAINTENANCE	373

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
MISCELLANEOUS REVENUES	4,961	33,364	8,387	8,587	8,587
OPERATING TRANSFERS IN	287,192	300,000	600,000	600,000	600,000
TOTAL REVENUES	<u>\$292,153</u>	<u>\$333,364</u>	<u>\$608,387</u>	<u>\$608,587</u>	<u>\$608,587</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	569,064	1,292,502	2,532,977	2,997,204	3,205,383
SERVICES AND SUPPLIES	589,137	752,795	736,472	751,641	763,425
OTHER CHARGES	33,009	26,300	43,313	38,922	39,050
FIXED CHARGES	228,738	240,108	234,549	241,440	247,544
CAPITAL OUTLAY	7,680	127,407	139,500	140,200	140,580
OPERATING TRANSFERS OUT	260,148	351,603	271,384	272,741	274,105
TOTAL EXPENDITURES	<u>\$1,687,776</u>	<u>\$2,790,715</u>	<u>\$3,958,195</u>	<u>\$4,442,148</u>	<u>\$4,670,087</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RESOUR	381
	Program:	LABORATORY	374

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
OPERATING TRANSFERS IN	135,269	118,833	238,930	238,930	238,930
TOTAL REVENUES	<u>\$135,269</u>	<u>\$118,833</u>	<u>\$238,930</u>	<u>\$238,930</u>	<u>\$238,930</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	58,924	131,501	273,097	469,720	516,015
SERVICES AND SUPPLIES	411,037	342,576	398,648	537,701	534,636
OTHER CHARGES	1,539	2,639	6,353	8,849	9,260
FIXED CHARGES	47,017	34,691	33,087	40,280	41,752
CAPITAL OUTLAY	0	0	0	0	0
OPERATING TRANSFERS OUT	36,020	37,389	37,576	37,764	37,953
TOTAL EXPENDITURES	<u>\$554,537</u>	<u>\$548,796</u>	<u>\$748,761</u>	<u>\$1,094,314</u>	<u>\$1,139,616</u>

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RESOUR	382
	Program:	COLLECTION SYSTEM	376

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
MISCELLANEOUS REVENUES	39,126	20,372	25,000	20,000	20,000
TOTAL REVENUES	<u>\$39,126</u>	<u>\$20,372</u>	<u>\$25,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
SALARIES AND BENEFITS	390,833	865,569	1,500,584	1,654,555	1,769,284
SERVICES AND SUPPLIES	184,796	280,770	293,664	338,272	338,073
OTHER CHARGES	12,971	8,501	19,474	30,828	29,920
FIXED CHARGES	479,461	409,454	395,864	445,091	454,432
CAPITAL OUTLAY	4,400	-26,202	24,410	25,020	25,645
OPERATING TRANSFERS OUT	168,208	262,954	272,916	176,350	177,232
TOTAL EXPENDITURES	<u>\$1,240,669</u>	<u>\$1,801,046</u>	<u>\$2,506,912</u>	<u>\$2,670,116</u>	<u>\$2,794,586</u>

WATER & WASTEWATER RESOURCES

Full-Time Salaried Position Listing

Classification	Range	FY 2017	FY 2018	FY 2019	FY 2020
Water/Wastewater Admin 87-380-370					
Director Water/Wastewater Resources	M440	1.00	1.00	1.00	1.00
Manager of Technical Services	U104	1.00	-	-	-
Senior Management Analyst	U074	1.00	1.00	1.00	1.00
Project Development Coordinator	U065	-	1.00	1.00	1.00
Environmental Resources & Compliance Inspector	U065	-	1.00	1.00	1.00
Safety & Training Compliance Officer	U065	-	-	1.00	1.00
Source Control Inspector	U052	1.00	-	-	-
W/W Operations Technician	X052	2.00	1.00	1.00	1.00
Office Assistant III	Z026	1.00	1.00	1.00	1.00
Office Assistant I/II	Z022	-	-	2.00	2.00
Office Assistant II	Z022	1.00	1.00	-	-
		8.00	7.00	9.00	9.00
Water Operations 41-381-371					
Senior Water/Wastewater Operator	W059	-	-	-	-
Water/Wastewater Operator II	W048	5.00	5.00	5.00	5.00
		5.00	5.00	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	4.00	4.00	4.00	4.00
Water/Wastewater Operator II	W048	6.00	6.00	7.00	7.00
Plant Operator II	W042	1.00	1.00	-	-
Plant Operations Maint Worker II	X030	1.00	1.00	1.00	1.00
		13.00	13.00	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	2.00	2.00
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	-	-
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	2.00	2.00
		2.00	2.00	3.00	3.00
Distribution System 41-382-375					
Distribution System Manager	U065	-	-	1.00	1.00
Distribution System Field Supervisor	X044	3.00	3.00	3.00	3.00
Water Maintenance Worker II	X030	11.00	11.00	10.00	10.00
		14.00	14.00	14.00	14.00
Collection System 87-382-376					
Collection & Distribution System Manager	U091	1.00	1.00	-	-
Collection System Manager	U065	-	-	1.00	1.00
Collection System Field Supervisor	X044	3.00	3.00	2.00	2.00
Collection Sys Maintenance Worker II	X030	8.00	8.00	8.00	8.00
		12.00	12.00	11.00	11.00
		72.00	71.00	73.00	73.00



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.

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	GENERAL FUND	01
	Department:	N/A	031
	Program:	NONDEPARTMENTAL	031

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
TAXES	57,045,069	59,419,372	57,467,021	61,273,821	63,332,149
LICENSES AND PERMITS	327,076	370,090	245,283	302,900	311,553
RENTS AND INTEREST	804,615	704,304	569,216	668,847	672,535
FROM OTHER AGENCIES	206,310	60,652	15,302	18,000	18,000
CHARGES AND FEES	122	125	12,500	0	0
MISCELLANEOUS REVENUES	16,951,760	7,813,871	1,605,503	3,270,000	3,270,000
OPERATING TRANSFERS IN	2,639,417	3,103,885	2,753,414	3,135,002	3,150,677
TOTAL REVENUES	<u>\$77,974,369</u>	<u>\$71,472,299</u>	<u>\$62,668,239</u>	<u>\$68,668,570</u>	<u>\$70,754,914</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SALARIES AND BENEFITS	3,758,291	2,843,056	2,726,205	3,523,020	3,717,840
SERVICES AND SUPPLIES	73,124	407,092	148,453	580,000	540,000
OTHER CHARGES	378,899	282,110	1,065,310	941,814	950,284
CAPITAL OUTLAY	1,497	0	0	0	0
OPERATING TRANSFERS OUT	2,218,319	1,297,057	1,046,556	489,608	490,878
TOTAL EXPENDITURES	<u>\$6,430,130</u>	<u>\$4,829,315</u>	<u>\$4,986,524</u>	<u>\$5,534,442</u>	<u>\$5,699,002</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.

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	RETIREMENT CONTRIBUTIONS	03
	Department:	N/A	031
	Program:	NONDEPARTMENTAL	031

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	14	1,940	20	500	500
CHARGES AND FEES	3,444,889	3,634,277	3,678,921	3,816,859	3,958,563
OPERATING TRANSFERS IN	800,000	0	0	0	0
TOTAL REVENUES	<u>\$4,244,903</u>	<u>\$3,636,217</u>	<u>\$3,678,941</u>	<u>\$3,817,359</u>	<u>\$3,959,063</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SERVICES AND SUPPLIES	6,513	6,237	7,000	7,000	7,000
OTHER CHARGES	0	0	0	0	0
DEBT SERVICE	1,563,240	1,458,818	3,671,941	3,809,859	3,951,563
DEPRECIATION	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$1,569,753</u>	<u>\$1,465,055</u>	<u>\$3,678,941</u>	<u>\$3,816,859</u>	<u>\$3,958,563</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 2018-19/2019-20	Fund	AB 1600 PUBLIC FACILITY F	20
	Department:	N/A	031
	Program:	AB 1600 PUBLIC FACILITY FEES	401

REVENUES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
RENTS AND INTEREST	49,372	33,601	30,000	0	0
CHARGES AND FEES	1,164,273	770,205	734,146	618,002	618,002
TOTAL REVENUES	<u>\$1,213,645</u>	<u>\$803,806</u>	<u>\$764,146</u>	<u>\$618,002</u>	<u>\$618,002</u>
EXPENDITURES	2015-16	2016-17	2017-18	2018-19	2019-20
	Actual	Actual	Revised	Approved	Approved
OPERATING TRANSFERS OUT	0	886,157	2,019,000	971,000	1,990,000
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$886,157</u>	<u>\$2,019,000</u>	<u>\$971,000</u>	<u>\$1,990,000</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.

CITY OF DALY CITY Biennial Budget 2018-19/2019-20	Fund	CIVIC CENTER	43
	Department:	N/A	031
	Program:	NONDEPARTMENTAL	031

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	722,798	689,127	966,587	807,238	849,713
MISCELLANEOUS REVENUES	53,436	49,665	52,260	51,671	52,704
TOTAL REVENUES	<u>\$776,234</u>	<u>\$738,792</u>	<u>\$1,018,847</u>	<u>\$858,909</u>	<u>\$902,417</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SERVICES AND SUPPLIES	107,339	155,573	302,976	167,929	183,852
FIXED CHARGES	535,345	554,914	519,322	469,772	490,106
OPERATING TRANSFERS OUT	57,359	934,530	289,837	60,136	393,437
DEPRECIATION	190,694	190,694	190,694	190,694	190,694
TOTAL EXPENDITURES	<u>\$890,737</u>	<u>\$1,835,711</u>	<u>\$1,302,829</u>	<u>\$888,531</u>	<u>\$1,258,089</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 2018-19/2019-20	Fund	MUSSEL ROCK TRANSFER STAT	45
	Department:	N/A	030
	Program:	TRANSFER STATION	390

REVENUES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
RENTS AND INTEREST	281,250	0	0	0	0
CHARGES AND FEES	94,319	94,320	94,320	103,868	106,984
TOTAL REVENUES	<u>\$375,569</u>	<u>\$94,320</u>	<u>\$94,320</u>	<u>\$103,868</u>	<u>\$106,984</u>
EXPENDITURES	2015-16 Actual	2016-17 Actual	2017-18 Revised	2018-19 Approved	2019-20 Approved
SERVICES AND SUPPLIES	8,954	0	0	0	0
FIXED CHARGES	0	0	0	0	0
OPERATING TRANSFERS OUT	0	188,639	94,320	103,868	106,984
DEPRECIATION	29,607	29,607	0	24,673	0
TOTAL EXPENDITURES	<u>\$38,561</u>	<u>\$218,246</u>	<u>\$94,320</u>	<u>\$128,541</u>	<u>\$106,984</u>



Capital Improvement Program

The City of Daly City Capital Improvement Budget for Fiscal Years (FY) 2019 and 2020 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)

These projects are categorized into annual programs (i.e., sidewalk repairs and pavement slurry sealing, etc.), pavement rehabilitation projects, traffic control projects (i.e., traffic signal upgrades), and other projects of a congestion management or transportation nature, which includes significant roadway improvements. These projects are largely funded by Gas Tax and Measures A and M funds, and now the new SB-1/RMRA funds, as well as various federal transportation and state grants. There is also a portion of the City's AB 1600 Development Impact Fee that is designated for transportation projects to mitigate the impact of new development on the City's transportation system/network. Typically all of these funds are restricted and must be utilized on projects within the public street right-of-way.

General Capital Project Fund (31 & 33)

The General Capital funds are the only unrestricted funds that can basically be used for any City projects including buildings and facilities such as libraries and parks and are generally categorized by the department receiving the upgrades and improvements. Funding for these projects is primarily from the General Fund from one-time funds, and includes developer and park-in-lieu fees with restricted use. The majority of these unrestricted funds comes from unexpended annual general tax and fee revenue not used for the annual operating budget. In recent years there have been no significant general fund allocations to funds 31 and 33. Therefore, any expenditures from these funds reduce the funds available balance and without a return to regular/annual general fund allocations the current balance of these funds will be depleted within the next few years.

Water Fund (41)

Projects in the Water Utility Fund are categorized into annual programs (i.e., fire flow improvements), system improvements/operations (i.e., upgrades and improvements), and master plan projects. These projects are funded through the water utility rates. At this time water rates are not sufficient to generate revenue above and beyond that necessary for the annual operating budget. Therefore, the City will be considering a water rate increase as well as a potential short-term loan from the Sanitation Fund 87 to finance needed capital projects until increased water fund revenue is available following a water rate increase.

Sanitation District (Fund 87)

Projects in the Sanitation Fund are categorized into annual programs (i.e., storm and sewer pipe repairs) and system improvements/operations (i.e., upgrades and improvements at the waste water treatment plant) and are funded by the North San Mateo County Sanitation District through sewer service charges. Although inflationary increases may require a sewer rate increase in the near future currently revenue from sewer service charges are sufficient to meet the needs of the annual operating budget and the basic capital improvement needs of the sewer system. Due to the adequate sewer fund unallocated reserves, a short-term loan to Water fund is possible without compromising the short and long-term needs of the sewer system.

The table below summarizes the proposed CIP allocation by project category:

CITY OF DALY CITY

PROPOSED CAPITAL IMPROVEMENT PLAN ALLOCATION BY PROJECT CATEGORY

FUND	PROJECT NAME	Estimated FY 2018	Requested FY 2019	Requested FY 2020	Projected FY 2021	Projected FY 2022	Projected FYs 2023-2027
GENERAL							
Buildings & Facilities							
	FIRE STATION 94 EMERGENCY GENERATOR REPLACEMENT	147,000	-	-	-	-	-
	FIRE STATION 95 ROOF REPLACEMENT	75,000	-	-	-	-	-
	PARKING LOT IMPROVEMENTS (2017-18)	280,000	-	-	-	-	-
	WESTLAKE LIBRARY HVAC AND ROOF REPLACEMENT	470,000	-	-	-	-	-
	FD ADMINISTRATION BREAKROOM INSTALLATION	-	90,000	-	-	-	-
	FIRE STATION 91 EMERGENCY GENERATOR REPLACEMENT	-	97,000	-	-	-	-
	FIRE STATION 93 PARKING AREA REPAIR	-	62,500	-	-	-	-
	HVAC UPGRADE FIRE ADMINISTRATION	-	95,000	-	-	-	-
	LAWSON HALL REHABILITATION PROJECT	-	236,000	-	-	-	-
	PARKING LOT IMPROVEMENTS (2018-19)	-	277,000	-	-	-	-
	WAR MEMORIAL COMMUNITY CENTER-END GRAIN FLOORING REPLACEMENT	-	60,000	-	-	-	-
	CIVIC CENTER EMERGENCY GENERATOR REPLACEMENT PROJECT	-	-	333,000	-	-	-
	DOELGER SR. CENTER ROOF REPLACEMENT PROJECT	-	-	975,000	-	-	-
	FIRE STATION 93 EMERGENCY GENERATOR REPLACEMENT (2020)	-	-	137,000	-	-	-
	PARKING LOT IMPROVEMENTS (2019-20)	-	-	135,000	-	-	-
	WESTLAKE COMMUNITY CENTER AND GYM ROOF REPLACEMENT PROJECT	-	-	410,000	-	-	-
	CITY HALL/POLICE DEPARTMENT CARPET REPLACEMENT PROJECT	-	-	-	267,000	-	-
	DOELGER ART CENTER ROOF REPLACEMENT PROJECT	-	-	-	450,000	-	-
	FIRE STATION 91 ROOF REPLACEMENT PROJECT	-	-	-	150,000	-	-

CITY OF DALY CITY

PROPOSED CAPITAL IMPROVEMENT PLAN ALLOCATION BY PROJECT CATEGORY

FUND	PROJECT NAME	Estimated FY 2018	Requested FY 2019	Requested FY 2020	Projected FY 2021	Projected FY 2022	Projected FYs 2023-2027
	SERRAMONTE LIBRARY ENERGY EFFICIENCY AND ACCESSIBILITY PROJECT	-	-	-	1,055,000	-	-
	BAYSHORE COMMUNITY CENTER ROOF REPLACEMENT PROJECT	-	-	-	-	300,000	-
	SERRAMONTE LIBRARY HVAC UNIT(S) REPLACEMENT PROJECT	-	-	-	-	260,000	-
	ELEVATOR AT SERRAMONTE LIBRARY	-	-	-	-	-	500,000
	LINCOLN COMMUNITY CENTER ROOF AND HVAC SYSTEM REPLACEMENT PROJECT	-	-	-	-	-	307,000
	FIRE STATION 92 ROOF REPLACEMENT PROJECT	-	-	-	-	-	70,000
	PUBLIC WORKS CORP. YARD - FACILITY MAINTENANCE ROOF REPLACEMENT PROJECT	-	-	-	-	-	77,000
	CIVIC CENTER NORTH ROOF REPLACEMENT PROJECT	-	-	-	-	-	505,500
	SUBTOTAL	972,000	917,500	1,990,000	1,922,000	560,000	1,459,500
Miscellaneous							
	FUEL MANAGEMENT SOFTWARE SYSTEM	215,000	-	-	-	-	-
	BAYSHORE SHUTTLE	-	265,000	278,000	295,000	312,000	-
	FIRE EMERGENCY EQUIPMENT REPLACEMENT	-	475,000	-	-	-	-
	SUBTOTAL	215,000	740,000	278,000	295,000	312,000	-
Mussel Rock							
	MUSSEL ROCK LANDFILL SITE MAINTENANCE	233,000	-	-	-	-	-
	MUSSEL ROCK SITE ROUTINE MONITORING	-	105,000	108,500	111,250	114,500	753,250
	MUSSEL ROCK TRANSFER STATION DECOMMISSIONING	-	-	-	-	-	400,000
	MUSSEL ROCK LANDFILL DRAINAGE PIPE REPAIR/REPLACEMENT/MAINTENANCE	-	230,000	-	-	-	230,000
	MUSSEL ROCK LANDFILL GABION WALL REPAIR/REPLACEMENT	-	230,000	-	-	-	690,000

CITY OF DALY CITY

PROPOSED CAPITAL IMPROVEMENT PLAN ALLOCATION BY PROJECT CATEGORY

FUND	PROJECT NAME	Estimated FY 2018	Requested FY 2019	Requested FY 2020	Projected FY 2021	Projected FY 2022	Projected FYs 2023-2027
	MUSSEL ROCK LANDFILL SEAWALL REPAIR/REPLACEMENT	-	50,000	1,150,000	1,150,000	1,150,000	3,630,000
	MUSSEL ROCK LANDFILL GABION WALL PLANT SCREENING	-	-	-	-	-	1,380,000
	SUBTOTAL	233,000	615,000	1,258,500	1,261,250	1,264,500	7,083,250

Parks

	ALTA LOMA PARK RENOVATION	150,000	75,000	-	-	-	-
	PARKS MASTER PLAN	350,000	-	-	-	-	-
	PARK(S) RETAINING WALL REPLACEMENT PROJECT	-	170,000	-	-	-	-
	TENNIS & BASKETBALL COURT SURFACE REHABILITATION PROJECT	-	389,000	-	-	-	-
	BAYSHORE PARK REHABILITATION	-	-	-	500,000	2,000,000	-
	GELLERT PARK PLAYGROUND REHABILITATION PROJECT	-	-	-	15,000	210,000	-
	SUBTOTAL	500,000	634,000	-	515,000	2,210,000	-

Police

	POLICE LOT SECURITY FENCE	300,000	-	-	-	-	-
	TRAINING/DEPARTMENT OPERATIONS CENTER	-	150,000	-	-	-	-
	LONG TERM VEHICLE STORAGE	-	-	-	500,000	-	-
	MOBILE COMMAND CENTER	-	-	-	-	-	200,000
	SUBTOTAL	300,000	150,000	-	500,000	-	200,000

TOTAL		2,220,000	3,056,500	3,526,500	4,493,250	4,346,500	8,742,750
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TRAFFIC/TRANSPORTATION

	ADA/SIDEWALK IMPROVEMENTS (2017-18)	105,000	-	-	-	-	-
	ADA/SIDEWALK IMPROVEMENTS (2018-19)	-	110,000	-	-	-	-
	ADA/SIDEWALK IMPROVEMENTS (2019-20)	-	15,000	115,000	-	-	-
	ADA/SIDEWALK IMPROVEMENTS (2020-21)	-	-	15,000	120,000	-	-

CITY OF DALY CITY

PROPOSED CAPITAL IMPROVEMENT PLAN ALLOCATION BY PROJECT CATEGORY

FUND	PROJECT NAME	Estimated FY 2018	Requested FY 2019	Requested FY 2020	Projected FY 2021	Projected FY 2022	Projected FYs 2023-2027
	ADA/SIDEWALK IMPROVEMENTS (2021-22)	-	-	-	15,000	122,500	-
	ADA/SIDEWALK IMPROVEMENTS (2022-23)	-	-	-	-	12,500	127,500
	ADA/SIDEWALK IMPROVEMENTS (BEYOND 2023)	-	-	-	-	-	622,500
	STREET RESURFACING AND SLURRY SEAL (2018-19)	1,523,000	-	-	-	-	-
	STREET RESURFACING (2017-18)	1,210,000	-	-	-	-	-
	STREET RESURFACING (2018-19)	155,000	1,410,000	-	-	-	-
	STREET RESURFACING (2019-20)	-	155,000	1,500,000	-	-	-
	STREET RESURFACING (2020-21)	-	-	160,000	1,650,000	-	-
	STREET RESURFACING (BEYOND 2021)	-	-	-	166,000	1,471,000	7,782,000
	STREET RESURFACING WATER MAINS	100,000	200,000	100,000	100,000	100,000	500,000
	STREET RESURFACING SANITATION MAINS	-	50,000	50,000	50,000	50,000	50,000
	BAYSHORE STREET SLURRY SEAL	1,155,000	-	-	-	-	-
	ST. FRANCIS HEIGHTS STREET SLURRY SEAL	1,797,000	-	-	-	-	-
	COOPERATIVE PROJECT DEVELOPMENT	52,000	55,000	58,000	60,000	63,000	341,000
	CROCKER/HILLSIDE STREET SLURRY SEAL	-	1,220,000	-	-	-	-
	ORIGINAL DALY CITY/CIVIC CENTER STREET SLURRY SEAL	-	-	1,386,000	-	-	-
	SERRAMONTE STREET SLURRY SEAL	-	-	-	1,244,000	-	-
	SKYLINE STREET SLURRY SEAL	-	-	-	-	1,254,000	-
	STREET SLURRY SEAL (BEYOND 2023)	-	-	-	-	-	6,470,000
	TRAFFIC SIGNAL PAINTING (2017)	110,000	-	-	-	-	-
	CENTRALIZED CONTROLLER/BATTERY BACK-UP TRAFFIC SIGNAL	828,000	-	-	-	-	-
	SOUTHGATE AVENUE/CALLAN BOULEVARD TRAFFIC SIGNAL INSTALLATION	-	53,000	465,000	-	-	-
	EMERGENCY VEHICLE PREEMPTION	-	-	25,000	380,000	-	-
	TRAFFIC SIGNAL PAINTING (2020)	-	-	122,000	-	-	-
	CALLAN BOULEVARD/SERRAMONTE CENTER DRIVEWAY TRAFFIC SIGNAL INSTALLATION	-	-	-	53,000	465,000	-
	LAKE MERCED BOULEVARD/SOUTHGATE AVENUE TRAFFIC SIGNAL INSTALLATION	-	-	-	53,000	510,000	-
	SERRAMONTE BOULEVARD/SR 1 ON/OFF RAMPS	-	-	-	65,000	600,000	-

CITY OF DALY CITY

PROPOSED CAPITAL IMPROVEMENT PLAN ALLOCATION BY PROJECT CATEGORY

FUND	PROJECT NAME	Estimated FY 2018	Requested FY 2019	Requested FY 2020	Projected FY 2021	Projected FY 2022	Projected FYs 2023-2027
	CLARINADA AVENUE/SR 1 ON/OFF RAMPS TRAFFIC SIGNAL INSTALLATION	-	-	-	-	65,000	585,000
	TRAFFIC SIGNAL PAINTING	-	-	-	-	137,500	502,500
	CENTRAL CORRIDOR BIKE/PED IMPROVEMENTS	403,000	1,949,000	-	-	-	-
	HICKEY BLVD./CAMPUS DR. INTERSECTION IMPROVEMENTS	120,000	-	-	-	-	-
	SYSTEMIC SAFETY ANALYSIS REPORT PROGRAM	150,000	-	-	-	-	-
	WESTLAKE ELEMENTARY SCHOOL GREEN STREETS IMPROVEMENTS	245,000	-	-	-	-	-
	BIKE AND PEDESTRIAN MASTER PLAN	300,000	-	-	-	-	-
	GENEVA AVE LANE SIGNS REPLACEMENT	10,000	45,000	-	-	-	-
	JOHN DALY BLVD BRIDGE LIGHTS REPLACEMENT	200,000	-	-	-	-	-
	GENEVA AVE STREETLIGHT INSTALLATION	-	37,500	115,000	-	-	-
	GENEVA AVE UNDERGROUNDING PHASE 2	-	37,500	240,000	-	-	-
	GREEN STREETS PROJECT SERRAMONTE BLVD	-	200,000	1,500,000	-	-	-
	RO 572 CONVERSION	-	110,000	960,000	-	-	-
	SELF-EVALUATION PLAN	-	50,000	-	-	-	55,000
	TRANSITION PLAN	-	-	165,000	-	-	165,000
	AVALON CANYON SITE MAINTENANCE (2018-19)	-	315,000	-	-	-	-
	AVALON CANYON SITE MAINTENANCE (BEYOND 2020)	-	-	-	100,000	-	255,000
	GREEN STREETS PROJECT	-	-	-	200,000	1,700,000	4,900,000
	JUNIPERO SERRA BLVD/D STREET IMPROVEMENTS	-	-	-	450,000	-	-
	RO 256 PALISADES STREETLIGHT CONVERSION	-	-	-	140,000	1,060,000	-
	RO 406 ST. FRANCIS HEIGHTS STREETLIGHT CONVERSION	-	-	-	-	-	-
	RO 450 WESTLAKE STREETLIGHT CONVERSION	-	-	-	-	-	-
	RO 460 NORTHRIDGE STREETLIGHT CONVERSION	-	-	-	-	-	-
	RO STREETLIGHT CONVERSION	-	-	-	-	-	1,070,000
	CROCKER AVENUE SIDEWALK	-	-	-	-	-	-
	GENEVA AVE STREETScape	-	-	-	-	-	-

CITY OF DALY CITY

PROPOSED CAPITAL IMPROVEMENT PLAN ALLOCATION BY PROJECT CATEGORY

FUND	PROJECT NAME	Estimated FY 2018	Requested FY 2019	Requested FY 2020	Projected FY 2021	Projected FY 2022	Projected FYs 2023-2027
	HILLSIDE BLVD RECONSTRUCTION	-	-	-	-	-	-
	JOHN DALY BLVD/I-280 OVERPASS WIDENING/FOOT BRIDGE	-	-	-	-	-	-
	MISSION ST GRAND BOULEVARD	-	-	-	-	-	-
	N. MAYFAIR RTE 35 PEDESTRIAN ACCESS	-	-	-	-	-	-
TOTAL		8,463,000	6,012,000	6,976,000	4,846,000	7,610,500	23,425,500

WATER

PLANT IMPROVEMENTS	175,000	175,000	200,000	200,000	200,000	1,000,000
SCADA SYSTEM UPGRADES (WATER)	15,000	-	-	-	-	-
VEHICLE UPGRADES	37,500	-	40,000	40,000	40,000	40,000
WELL REHABILITATION	76,500	80,000	80,000	90,000	90,000	100,000
GROUNDWATER MANAGEMENT PLAN	-	90,000	-	-	-	-
RESERVOIR 3 REHABILITATION	-	450,000	1,500,000	-	-	-
RESERVOIR FENCING	-	100,000	100,000	-	-	-
UTILITY BILLING SOFTWARE	-	650,000	-	-	-	-
WATER SYSTEM MASTER PLAN	-	250,000	-	-	-	-
600 BLOCK ST. FRANCIS	-	-	100,000	-	-	-
GUADALUPE WATER MAIN REPLACEMENT	-	-	10,000	100,000	-	-
SAN DIEGO WATER MAIN REPLACEMENT	-	-	48,000	432,000	-	-
SANTA CRUZ WATER MAIN REPLACEMENT	-	-	55,000	490,000	-	-
BELHAVEN COURT WATER MAIN REHABILITATION	-	-	-	340,000	990,000	-
HYDROPNEUMATIC TANK REPLACEMENTS	-	-	-	60,000	60,000	120,000
WESTLAKE ELECTRICAL UPGRADE	-	-	-	350,000	-	-
EAST MARKET WATER MAIN IMPROVEMENTS	-	-	-	-	485,000	-
RESERVOIR 8 COATING	-	-	-	-	400,000	-
REPLACEMENT OF VALE WELL	-	-	-	-	-	3,550,000
BRUNSWICK I	-	-	-	-	-	560,000
BRUNSWICK II	-	-	-	-	-	970,000
CHESTER STREET/SYLVAN AVE MAIN	-	-	-	-	-	1,110,000
POINTE PACIFIC GENERATOR REPLACEMENT	-	-	-	-	-	525,000
RESERVOIR 7 REPLACEMENT	-	-	-	-	-	-

CITY OF DALY CITY

PROPOSED CAPITAL IMPROVEMENT PLAN ALLOCATION BY PROJECT CATEGORY

FUND	PROJECT NAME	Estimated FY 2018	Requested FY 2019	Requested FY 2020	Projected FY 2021	Projected FY 2022	Projected FYs 2023-2027
	VALLEY/COUNTY/HILLSIDE	-	-	-	-	-	-
	HILLSIDE BOULEVARD MAIN	-	-	-	-	-	-
	TOTAL	304,000	1,795,000	2,133,000	2,102,000	2,265,000	7,975,000

SANITATION

MIRIAM AND EL PORTAL SEWER MAIN IMPROVEMENTS	1,820,000		-	-	-	-
PARK PLAZA, SOUTHGATE, AND SAN FERNANDO MAIN IMP.	1,756,000		-	-	-	-
SECONDARY CLARIFIER 3 COATING	184,000	-	-	200,000	-	-
LIFT STATION BYPASS STRUCTURES	60,000	-	-	-	-	-
MAINTENANCE BUILDING 1 HVAC UNIT REPLACEMENT	75,000	-	-	-	-	-
MUNICIPAL REGIONAL PERMIT	128,000	130,000	130,000	130,000	130,000	-
PLANT ELECTRICAL/INSTRUMENTATION UPGRADE	182,500	200,000	200,000	200,000	200,000	-
PLANT PROCESS IMPROVEMENTS	140,000	200,000	200,000	200,000	200,000	1,000,000
PLANT STRUCTURE IMPROVEMENTS	78,000	80,000	80,000	80,000	80,000	400,000
REHAB. OF 27" FINAL EFFLUENT FORCE MAIN.	300,000	300,000	300,000	300,000	300,000	-
SCADA SYSTEM UPGRADES (SANITATION)	15,000	300,000	20,000	300,000	20,000	-
SEWER LIFT STATION REHAB/REPLACEMENT	60,000	100,000	100,000	100,000	100,000	500,000
SEWER MAIN REHAB/IMPROVEMENTS	75,000	100,000	100,000	100,000	100,000	200,000
SKYLINE LIFT STATION PUMP CONTROL PANEL UPGRADE	60,000	40,000	-	-	-	-
VEHICLE UPGRADES	37,500	-	-	200,000	40,000	160,000
VISTA GRANDE DRAINAGE BASIN IMPROVEMENT PROJECT	780,000	100,000	150,000	40,000,000	40,000,000	20,000,000
DIGESTER GAS SCRUBBING SYSTEM	-	100,000	-	-	-	-
EMERGENCY RADIO COMMUNICATION UPGRADE	-	120,000	-	-	-	-
GRAVITY THICKENER 2 REHAB	-	100,000	-	-	-	-
OPS AND ADMINISTRATION ROOF IMPROVEMENTS	-	575,000	-	-	-	-
PLANT AUTOMATION	-	500,000	-	-	-	-
PLANT COMPRESSOR REPLACEMENT	-	50,000	500,000	-	-	-

CITY OF DALY CITY

PROPOSED CAPITAL IMPROVEMENT PLAN ALLOCATION BY PROJECT CATEGORY

FUND	PROJECT NAME	Estimated FY 2018	Requested FY 2019	Requested FY 2020	Projected FY 2021	Projected FY 2022	Projected FYs 2023-2027
	SEWER MAIN REPAIR	-	1,500,000	1,500,000	1,500,000	1,500,000	3,000,000
	TREATMENT PLANT COATINGS	-	175,000	-	-	-	-
	WASTEWATER MASTER PLAN	-	250,000	-	-	-	-
	DIGESTER 1 CLEANING	-	-	250,000	-	-	-
	HEADWORKS 2 - BARSCREEN 3 REPLACEMENT	-	-	600,000	-	-	-
	SSMP COLLECTION SYSTEM IMPROVEMENTS	-	-	-	2,000,000	2,000,000	2,000,000
	TREATMENT PLANT AIR SCRUBBERS	-	-	-	625,000	625,000	625,000
	I-280 CROSSING SEWER MAIN IMPROV. SOUTHGATE TO JS BLVD.	-	-	-	-	-	3,500,000
	N. MAYFAIR SEWER MAIN IMP. WILSHIRE TO CLIFFSIDE	-	-	-	-	-	7,400,000
	TOTAL	5,751,000	4,920,000	4,130,000	45,935,000	45,295,000	38,785,000

TOTAL ALL FUNDS	16,738,000	15,783,500	16,765,500	57,376,250	59,517,000	78,928,250
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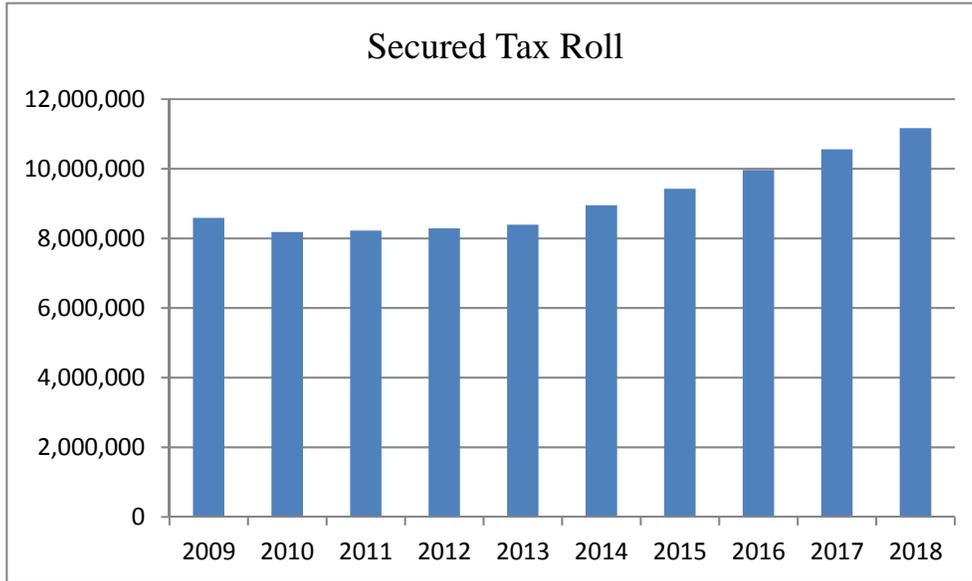
STATISTICS & APPENDIX

CITY OF DALY CITY

PROPERTY TAX ASSESSED VALUES

For the Last Ten Fiscal Years

(Dollars in thousands)



Year Ended June 30	Assessed Value
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
2017	10,556,650
2018	11,167,466

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

Taxpayer	2016-2017			2007-2008		
	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Daly City Serramonte Center, LLC	\$197,469,470	1	1.85%	\$109,886,383	4	1.3%
Seton Medical Center	184,567,194	2	1.73%	199,465,921	1	2.4%
Kimco Westlake LP	162,424,925	3	1.52%			
Pacific Plaza (includes Century Theaters)	151,829,083	4	1.43%	132,152,590	2	1.6%
Westlake Assoc Lessee	129,022,787	5	1.21%	114,687,336	3	1.4%
BRE Piper MF (Skyline Heights)	66,904,971	6	0.63%			
WASL Daly City Investors	55,000,000	7	0.52%			
Franciscan Park LLC	52,486,659	8	0.49%			
Daly City Partners (Serramonte Plaza)	49,019,215	9	0.46%	30,365,308	10	0.4%
Equity Hillside (88 Hillside)	41,988,312	10	0.39%			
Serramonte Corporate Center (Kaiser)				36,605,328	8	0.4%
Westlake Kimco				94,628,094	5	1.2%
LINC Franciscan Mobile Home Park				38,097,887	7	0.5%
Met Life Skyline Apartments				45,223,894	6	0.6%
Lavaca Portfolio Investors				32,095,402	9	0.4%
Subtotal	<u>\$1,090,712,616</u>		<u>10.2%</u>	<u>\$833,208,143</u>		<u>10.2%</u>

Total Assessed Valuation:
Fiscal Year 2016-2017 \$10,654,040,825
Fiscal Year 2007-2008 \$8,175,018,741

Source: San Mateo County Assessor Fiscal Year Combined Tax Rolls
California Municipal Statistics, Inc.

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

Employer	2016-2017			2007-2008		
	Number of Employees (1)	Rank	Percentage of Total City Employment	Number of Employees (1)	Rank	Percentage of Total City Employment
Seton Medical Center	1,134	1	8.2%	1,659	1	8.7%
Jefferson Elementary School District	1,073	2	7.8%	607	4	3.2%
City of Daly City	747	3	5.4%	778	2	4.1%
Jefferson High School District	496	4	3.6%	693	3	3.2%
Genesys Telecommunications Laboratory	440	5	3.2%	366	7	1.9%
St. Francis Convalescent Pavilion	360	6	2.6%			
Cow Palace	350	7	2.5%	407	6	2.1%
Target Stores - Serramonte	333	8	2.4%	336	8	1.8%
Kaiser Permanente	255	9	1.8%			
Original Joe's Westlake	200	10	1.4%			
Macy's				296	9	1.6%
US Postal Service including Intl Mail Facility				602	5	3.2%
McDonald's (4 stores)				250	10	1.3%
Subtotal	5,388		39.1%	5,994		31.5%
Total Daly City Employment	13,795	(3)		19,020	(2)	

Note: (1) Includes both full-time and part-time employees
(2) Based on ABAG projections & census data
(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, 2018

<u>Description</u>	<u>Fund</u>	<u>Interest Rate</u>	<u>Original Principal</u>	<u>Balance June 30, 2018</u>	<u>Due FY 18/19</u>	<u>Due FY 19/20</u>
<u>Sanitation District Recycled Water Project</u> State Water Resources Revolving Fund Issued March 1, 2004 Final Maturity Dec. 1, 2024	Sanitation District	2.5%	\$4,450,128	\$1,834,202	\$243,023	\$249,099
<u>Water System Improvements Revenue Refunding Bonds</u> Issued October 16, 2012 Final Maturity June 1, 2024	Water Utility	2.0%	\$6,890,000	\$3,640,000	\$575,000	\$585,000
<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	\$1,833,000	\$319,000	\$341,000
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	PERS Contributions	5.973% (taxable)	\$36,235,000	\$20,520,000	\$2,600,000	\$2,895,000
<u>Legal Debt Limit (3.75% of Total Assessed Valuation)</u>				\$427,804,658		
<u>Outstanding Debt Subject to Limit</u>				\$0		

CITY OF DALY CITY

MISCELLANEOUS STATISTICAL INFORMATION

As of June 30, 2018

City Type	General Law, founded March 22, 1911
Form of Government	Council - Manager Form
Population	107,864 as of January 1, 2018 per State Department of Finance
Land Area	7.66 Square Miles
Municipal Water System	11 Reservoirs with 24,240,000 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 111 Sworn Officers 31 Patrol Vehicles
Fire Protection	5 Stations 58 Fire Suppression and 3 Fire Prevention Personnel 11 Fire Apparatus 1,497 Fire Hydrants
Assessed Valuation (Secured)	\$12,442,278,786 as of January 1, 2018
Library and Recreation	4 Library Branches 48,600 Library Card Holders 12 Community Centers & Clubhouses 3 Gymnasiums 19 Parks 7 Tot Lots 9 Tennis Courts 200+ Acres of Parklands 1 Senior Center

NORTH SAN MATEO COUNTY SANITATION DISTRICT

SUMMARY OF CALCULATIONS

GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018-2019

Change in California per Capita Personal Income	1.0367
Change in Population	1.0051
Change Factor (1.0367 x 1.0051)	1.0420
1978-79 Base Year Appropriations Limit	\$251,694
Multiplied by Cumulative Change Factor (6.6665 x 1.0420)	<u>6.9464</u>
2018-2019 Appropriations Limit	<u>\$1,748,361</u>

APPLICATION OF GANN APPROPRIATIONS LIMIT

TO FISCAL YEAR 2018-2019

Total Gann Appropriations Limit	\$1,748,361
Estimated Proceeds of Taxes	<u>2,021,835</u>
Estimated Proceeds of Taxes Over Limit by	(273,474)
Reduction in User Fees	<u>273,474</u>
Net Amount	<u>\$ 0</u>

CITY OF DALY CITY

SUMMARY OF CALCULATIONS

GANN APPROPRIATION LIMIT FOR FISCAL YEAR 2018-2019

Change in California per Capita Personal Income	1.0367
Change in Population	1.0051
Change Factor = (1.0367 x 1.0051)	1.0420
1978-79 Base Year Appropriation Limit	\$16,955,771
Multiplied by Cumulative Change Factor (6.6665 x 1.0420)	<u>6.9464</u>
2018-2019 Appropriation Limit	<u>\$117,781,144</u>

**APPLICATION OF GANN APPROPRIATION LIMIT
TO FISCAL YEAR 2018-2019**

Total Gann Appropriation Limit	\$117,781,144
Estimated Proceeds of Taxes	<u>65,623,821</u>
Estimated Proceeds of Taxes Under Limit by	<u>\$52,157,323</u>

FUND TYPES AND BASIS OF ACCOUNTING

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:

GOVERNMENTAL FUND TYPES

GENERAL FUND

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes or for which separate accounting is required by administrative action.

CAPITAL PROJECTS FUNDS

The Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds).

PROPRIETARY FUND TYPES

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.

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.

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.

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.

