

**CITY OF DALY CITY  
COMPREHENSIVE BIENNIAL  
OPERATING AND CAPITAL  
BUDGET**

**2008-09/2009-10**



**City Council**

Carol L. Klatt, Mayor  
Maggie A. Gomez, Vice Mayor  
Michael P. Guingona  
Sal Torres  
Judith A. Christensen

**City Manager**

Patricia E. Martel

Prepared by  
Department of Finance and Administrative Services  
Donald W. McVey, Director

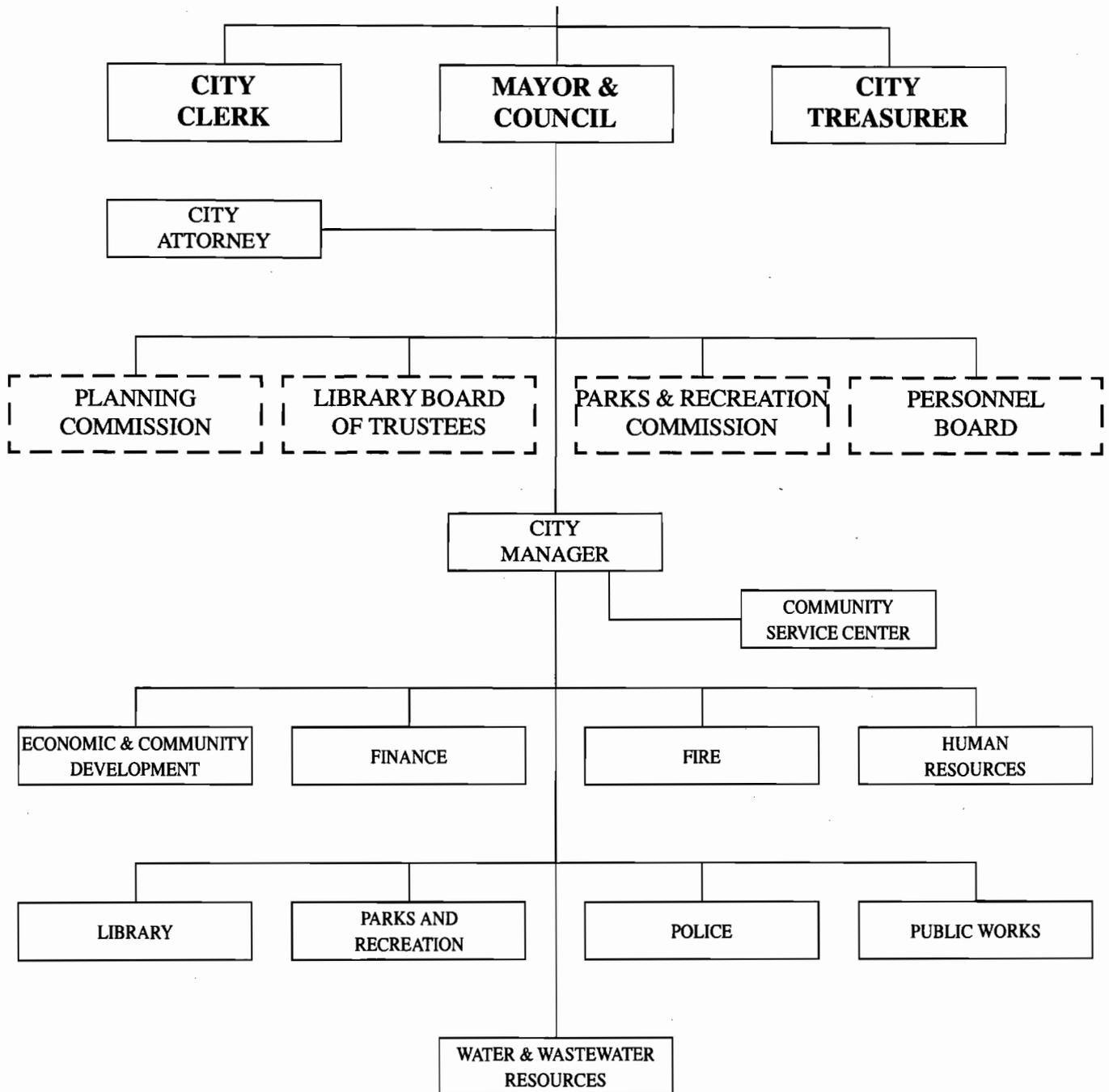


# City of Daly City

## ORGANIZATION STRUCTURE

Fiscal Years 2008-2009 and 2009-2010

### CITIZENS OF DALY CITY



----- ADVISORY BOARDS & COMMISSIONS

**ADMINISTRATION AND DEPARTMENT HEADS**

Patricia E. Martel	City Manager
Rose Zimmerman	City Attorney
Maria Cortes	City Clerk
Anthony J. Zidich	City Treasurer
Ron Myers	Fire Chief
Gary S. McLane	Chief of Police
Carol Simmons	Library Director
Patrick Sweetland	Acting Director of Public Works
Shawna Marques-Maltbie	Director of Human Resources
Michael F. Stallings	Director of Parks and Recreation
Patrick Sweetland	Director of Water & Wastewater Resources
Donald W. McVey	Director of Finance & Administrative Services
Richard Berger	Director of Economic & Community Development

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, 2006.

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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Daly City  
California**

For the Biennium Beginning

**July 1, 2006**

A handwritten signature in black ink, appearing to read "Ronald J. ...", positioned above the title "President".

President

A handwritten signature in black ink, appearing to read "Jeffrey R. ...", positioned above the title "Executive Director".

Executive Director

*California Society of  
Municipal Finance Officers*

**Certificate of Award**

***Excellence in Operating Budgeting 2006-07***

**Presented to**

***City of Daly City***

*This certificate recognizes Excellent Achievement in Operational Budgeting and reflects an outstanding budget document and the underlying budgeting process through which the budget is implemented.*

**March 6, 2007**



A handwritten signature in black ink, appearing to read "Mark Alvarado".

**Mark Alvarado  
CSMFO President**

A handwritten signature in black ink, appearing to read "Agnes J. Walker".

**Agnes Walker, Chair  
Budgeting & Financial Management**

***Dedicated to Excellence in Municipal Financial Management***



**CITY OF DALY CITY  
TABLE OF CONTENTS**

	Page
Transmittal Letter .....	i
Budget Process.....	xvii
Budget Calendar .....	xx
 <b>SUMMARY STATEMENTS</b>	
Projected Available Fund Balances/Retained Earnings.....	1
Comparison of Revenue Budgets.....	4
Comparison of Expenditure Budgets .....	6
Personnel Allocation .....	9
Description of Funds .....	11
 <b>DEPARTMENT BUDGETS</b>	
CITY ATTORNEY .....	15
CITY CLERK	
Administration, including Elections .....	21
CITY COUNCIL.....	27
CITY MANAGER.....	33
Administration.....	36
Community Service Center.....	40
Community Promotion.....	44
CITY TREASURER .....	49
ECONOMIC AND COMMUNITY DEVELOPMENT .....	55
Administration.....	58
Planning & Zoning.....	62
Building .....	66
Business Center .....	72
Housing & Community Development.....	76
Block Grant .....	78
Residential Rehabilitation Program .....	80
Home Program .....	82
Aircraft Noise Soundproofing Project .....	84
Enterprise Center Program.....	86
Redevelopment Agency .....	90
JS/Mission Redevelopment Project Administration.....	92
JS/Mission Redevelopment Project Tax Increment.....	94
Bayshore Redevelopment Project Administration .....	96
Bayshore Redevelopment Project Tax Increment.....	98

**CITY OF DALY CITY  
TABLE OF CONTENTS**

DEPARTMENT BUDGETS (Continued)	Page
FINANCE .....	103
Administration/Accounting .....	106
Central Services .....	112
Information Services, including PBX .....	116
Motor Vehicles .....	122
General Liability - Self Insurance .....	126
Workers Compensation .....	130
Utility Billing .....	134
FIRE .....	139
HUMAN RESOURCES .....	147
LIBRARY .....	155
PARKS & RECREATION .....	163
Administration .....	166
Parks Maintenance .....	170
Recreation .....	174
Special Programs .....	178
Senior Adult Division .....	182
Peninsula Partnership .....	186
POLICE .....	199
Public Safety Communications .....	206
PUBLIC WORKS .....	213
Administration .....	216
Engineering, including Traffic Signals & Street Lighting .....	220
Streets Division .....	224
Building Maintenance .....	230

**CITY OF DALY CITY  
TABLE OF CONTENTS**

<b>DEPARTMENT BUDGETS (Continued)</b>	<b>Page</b>
<b>WATER AND WASTEWATER RESOURCES</b> .....	235
Administration.....	238
Water Operations.....	244
Wastewater Operations .....	248
Plant & Equipment Maintenance .....	252
Laboratory .....	256
Distribution System Maintenance.....	260
Collection System Maintenance .....	264
<b>SANITATION DISTRICT</b>	
Legislative & Administration.....	268
<b>NONDEPARTMENTAL</b>	
Nondepartmental Revenue/Expense .....	273
Civic Center Enterprise .....	277
Linda Vista Benefit Assessment .....	281
Transfer Station .....	285
AB 1600 .....	289
PERS Bonds .....	293
<b>CAPITAL PROJECTS</b>	
Gas Tax.....	299
Community Development Block Grant.....	302
Capital Outlay .....	304
Major Facility Improvements.....	308
Water .....	310
Sanitation.....	312
<b>TECHNICAL/STATISTICAL</b>	
Major General Fund Tax Revenues .....	316
General Governmental Expenditures by Function .....	318
Property Tax Assessed Values, Levies and Collections.....	319
Principal Property Taxpayers.....	320
Principal Employers .....	321
Schedule of Outstanding Debt .....	322
Miscellaneous Statistical Information.....	323
Appropriations Limitation - Sanitation District.....	324
Appropriations Limitation - Daly City .....	325
Fund Types and Basis of Accounting .....	326
Glossary of Terms.....	328

**CITY OF DALY CITY  
TABLE OF CONTENTS  
Alphabetical**

	Page
Aircraft Noise Soundproofing Project .....	84
AB 1600 .....	289
Appropriations Limitation - Daly City .....	325
Appropriations Limitation - Sanitation District.....	324
Bayshore Redevelopment Project Administration .....	96
Bayshore Redevelopment Project Tax Increment.....	98
Block Grant .....	78
Budget Calendar.....	xx
Budget Process.....	xvii
Building Maintenance.....	230
Building.....	66
Business Center.....	72
Capital Outlay - see Capital Projects .....	304
Central Services .....	112
City Attorney.....	15
City Clerk.....	21
City Council .....	27
City Manager - Administration.....	36
City Treasurer .....	49
Civic Center Enterprise.....	277
Collection System Maintenance .....	264
Community Development Block Grant (also see Capital Projects).....	78
Community Promotion .....	44
Community Service Center.....	40
Comparison of Expenditure Budgets.....	6
Comparison of Revenue Budgets .....	4
Computer Services - See Information Services.....	116
Description of Funds.....	11
Distribution System Maintenance.....	260
Economic & Community Development - Administration .....	58
Enterprise Center Program.....	86
Elections - see City Clerk .....	21
Engineering .....	220
Expenditure Budgets Comparison.....	6

**CITY OF DALY CITY**  
**TABLE OF CONTENTS**  
**Alphabetical**

	Page
Finance - Administration/Accounting .....	106
Fire .....	139
Fund Types & Basis of Accounting .....	326
Gas Tax - see Capital Projects .....	299
General Governmental Expenditures by Function .....	318
General Liability .....	126
Glossary of Terms.....	328
Home Program.....	82
Human Resources .....	147
Information Services .....	116
JS/Mission Redevelopment Project Administration .....	92
JS/Mission Redevelopment Project Tax Increment .....	94
Laboratory .....	256
Library.....	155
Linda Vista Benefit Assessment.....	281
Major Facility Improvements .....	308
Major General Fund Tax Revenues.....	316
Miscellaneous Statistical Information .....	323
Motor Vehicles .....	122
Nondepartmental Revenue/Expense .....	273
Parks & Recreation - Administration .....	166
Parks Maintenance.....	170
PBX.....	120
Peninsula Partnership.....	186
Personnel Allocation.....	9
Personnel - see Human Resources.....	147
Planning & Zoning .....	62
Plant & Equipment Maintenance .....	252
Police.....	199
Principal Employers.....	321
Principal Property Taxpayers .....	320
Projected Available Fund Balances/Retained Earnings .....	1
Property Tax Assessed Values, Levies and Collections .....	319
Public Safety Communications .....	206
Public Works - Administration.....	216

**CITY OF DALY CITY**  
**TABLE OF CONTENTS**  
**Alphabetical**

	Page
Recreation .....	174
Redevelopment Agency .....	90
Residential Rehabilitation Program .....	80
Revenue Budgets Comparison.....	4
Sanitation - see Capital Projects .....	312
Sanitation District - Legislative & Administration.....	268
Schedule of Outstanding Debt .....	322
Self Insurance - General Liability .....	126
Senior Adult Division .....	182
Special Programs .....	178
Streets Division .....	224
Transfer Station.....	285
Utility Billing .....	134
Water - see Capital Projects .....	310
Water & Wastewater Resources - Administration .....	238
Water Operations .....	244
Wastewater Operations .....	248
Workers Compensation.....	130



# CITY OF DALY CITY

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

June 23, 2008

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

On behalf of the entire Management Team, we are pleased to present to you the City of Daly City Biennial Comprehensive Annual Operating and Capital Budget for fiscal years 2009 and 2010. This is the second biennial budget that was developed using a process that was designed to produce a financial plan that is closely aligned with City Council priorities. The foundation of the process was the set of Guiding Principles and related Priorities established by the City Council. This budget is designed to support them. In each budget narrative you will find some of the ways in which that program supports those Principles and Priorities, which are:

## GUIDING PRINCIPLES

Community Building/Communication

Aesthetics

Quality of Life

Economic Vitality/Sustainability

## PRIORITIES/OBJECTIVES

1. Economic Development/Revenue Enhancement
2. Public Safety
3. Transportation/Traffic
4. Infrastructure
5. Leisure Services
6. Land Use
7. Government Operations
8. Community/Civic Support

In addition to concentrating on how each program supports these goals, the departments were tasked with continuing to develop meaningful program measures. Although we have

tracked various performance measures in the past, this is only the second budget that seeks to consciously tie each of them to the City Council's overall goals. In fact, the goals and performance measures often came after, and did not directly influence budget development. Now that the budget process is begun with the goals and how we measure our performance, the financial portion of the budget more logically follows the City's overall priorities.

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

1. How does the program support the City-wide priorities as well as other goals established for the program?
2. What objectives need to be met to consider this a success?
3. What performance/workload/output measures will be used to determine success or identify opportunities for improvement?

### **Budget Purpose**

Daly City is a full-service city, providing police, fire, library, and parks and recreation services to our citizens, along with water and sewer utilities and the other administrative and ministerial duties of city government. As explained below, and illustrated throughout this document, this budget provides a comprehensive financial framework for all City activities during fiscal years 2009 and 2010.

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 fiscal years, showing appropriations and projected revenues by which the appropriations are funded.
4. To serve as a Communications Document for the Citizens of Daly City who wish 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 over-all picture of the financial status 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.
- Departmental Budgets - present the budget broken down by operating unit. Two year of actual results, estimates for the current year, and the next two fiscal year's budgets are presented. Each program is shown separately, and the budget is by line

item. The program is described, goals and objectives are set forth, how the program supports city-wide priorities is described, and performance measures are presented.

- Capital Projects - are presented by fund. A summary of each individual project is shown. It includes a history of expenditures, upcoming budget and five-year plan. **Individual project narratives are presented in a separate Capital Projects budget document.**
- Technical/Statistical - presents twenty-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.

### **The Mission of Our City Government**

The following Mission Statement expresses the philosophy behind the City's budgetary policies. The budget and the budgetary process are a means to an end. The budget is the financial guide which documents how we intend to allocate the City's scarce resources to accomplish our mission of being a full-service city. The budgetary process brings together the City Council, city management and citizens to discuss issues, set and modify policy and develop a plan for implementation.

### **CITY OF DALY CITY MISSION STATEMENT**

The City of Daly City 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.

To this end, the City will strive to:

- Assure the safety and general well being of the community
- Preserve, improve, and develop the physical and aesthetic aspects of the community
- Encourage the economic health, balance, and stability of the community
- Provide recreational, cultural, social, and educational opportunities for residents to enhance their quality of life
- Develop and maintain a highly capable work force

**Budgetary Policies**

The City of Daly City has always functioned under significant financial constraints. Being a suburban community that is substantially built out and having little commercial development limits our revenue base. Daly City has the largest population of all the cities in San Mateo County, but remains near the bottom in revenue per capita. These financial constraints significantly influence budgetary policy. The goal of maintaining current levels of service, and expanding them only when new revenue sources become available, is a fundamental budgetary principle which is adhered to in the overall budget process. A necessary complementary policy of only funding on-going expenditures with stable, recurring revenues helps to guide decision making.

<b>General Revenue Per Capita - Fiscal 2004-05</b>			
	<u>Revenue</u>	<u>Population</u>	<u>Revenue per Capita</u>
Brisbane	\$ 9,293,644	3,724	\$ 2,496
Burlingame	34,801,128	28,280	1,231
Hillsborough	11,445,369	10,983	1,042
Mountain View	69,709,680	72,033	968
Santa Clara	92,968,834	109,106	852
Redwood City	63,904,324	75,986	841
San Leandro	57,098,106	81,422	701
So. San Francisco	39,777,877	61,661	645
San Mateo	56,885,644	94,212	604
Sunnyvale	78,657,270	133,086	591
Millbrae	11,408,333	20,708	551
Hayward	79,205,662	146,027	542
Vallejo	62,089,115	121,221	512
San Bruno	21,423,077	42,215	507
<b>Daly City</b>	<b>47,265,465</b>	<b>104,661</b>	<b>452</b>
Richmond	N/A	103,012	-
Pacifica	N/A	38,678	-

Most recent data as reported by the State Controller

In order to attain the policy objectives set forth by the City Council as described earlier, for fiscal years 2009 and 2010 the basic guideline was to maintain current service levels where possible while minimizing all controllable costs. Priority was given to critical public services, particularly public safety.

Through the 2008 budget year we continued to operate under a modified hiring freeze that was instituted in April 2002, requiring advance approval from the City Manager to fill any vacant position. In the latter half of fiscal 2008, there were approximately 42 vacant positions. After so many years of holding vacancies that clearly will never be filled, we have eliminated all unfunded positions in the 2009/2010 budget.

There were several reasons for making this change. First and foremost it is highly unlikely that we will ever have revenue increases sufficient to support that level of staffing. Most of the positions now long vacant were added in the run-up of the dot-com bubble, and the ability to fund them faded as rapidly as the bubble deflated. Finally, leaving them in the budget as unfunded helps perpetuate the notion that if only we had our staff restored to full strength we could accomplish everything we want to. It was simply time to eliminate this distraction and get on with running the City.

<b>History of Staffing and Population Served</b>					
	<u>1975</u>	<u>1985</u>	<u>2008</u>	<u>Ave Growth per Year</u>	<u>Total Growth</u>
All Full-time Staff	445	452	553	0.74%	24.3%
Police - Sworn	87	100	115	0.98%	32.2%
-Total	107	113	144	1.05%	34.6%
Fire - Sworn	80	75	72	-0.30%	-10.0%
-Total	84	77	76	-0.29%	-9.5%
Population	72,500	82,372	106,361	1.42%	46.7%
Employees per 1,000 Residents	6.14	5.49	5.20		

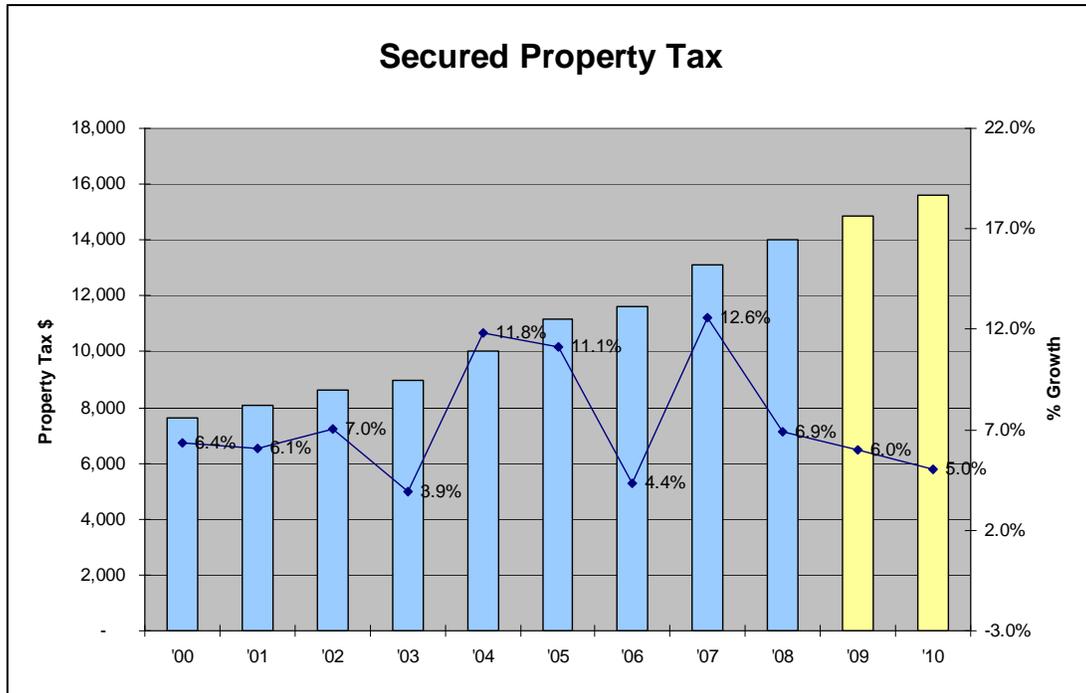
### **Revenue Projections and Assumptions**

Although Daly City is the largest community in San Mateo County, at 106,361 in population, there are built-in difficulties in revenue projection. Cities of average size do not have enough diversity to cause their revenues to follow 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 our revenues. Given this situation, we use historical data plus 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, we normally produce a reasonably good picture of the near future.

### **Property Tax**

The major revenue source available to 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 in 1978 of property tax limits through state Proposition 13, taxes were limited to \$1 per \$100 of assessed valuation. This \$1 was split among cities, schools and counties in a ratio in proportion to the amounts of taxes collected before Proposition 13 was passed. Daly City receives an average of 20.5 cents of each \$1

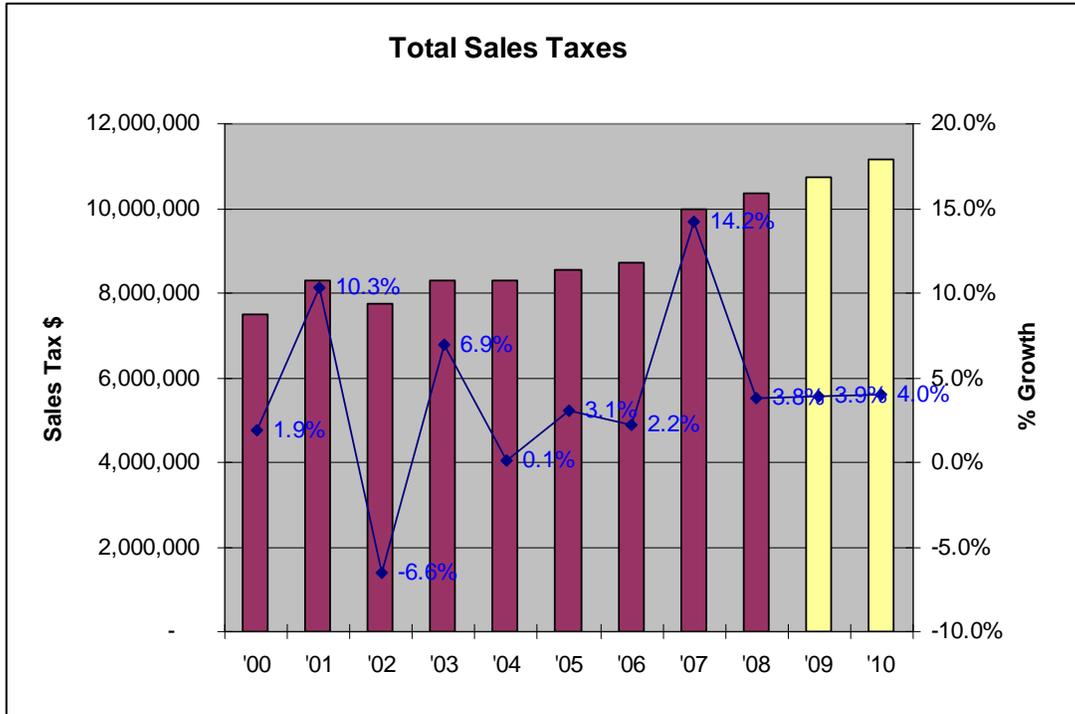
collected. Property tax revenues increase when 1) property is transferred to a new owner and is revalued at the current sales price, plus 2) a two percent annual increase on existing property so long as increases in market price are at least equal to two percent.



Daly City has no control over the amount of property tax revenues it receives. However, we can budget relatively accurately based on the County estimates of increases in assessed valuation. Total property tax revenue is expected to increase approximately 5.4 percent in fiscal 2009, while secured property tax will increase by about 6 percent. The main reason for this is the decline in both supplemental taxes and transfer taxes because the volume of sales has declined in the past year. We expect that trend to continue, and accordingly in fiscal 2010 we estimate a 4.4 percent increase in total property tax revenues.

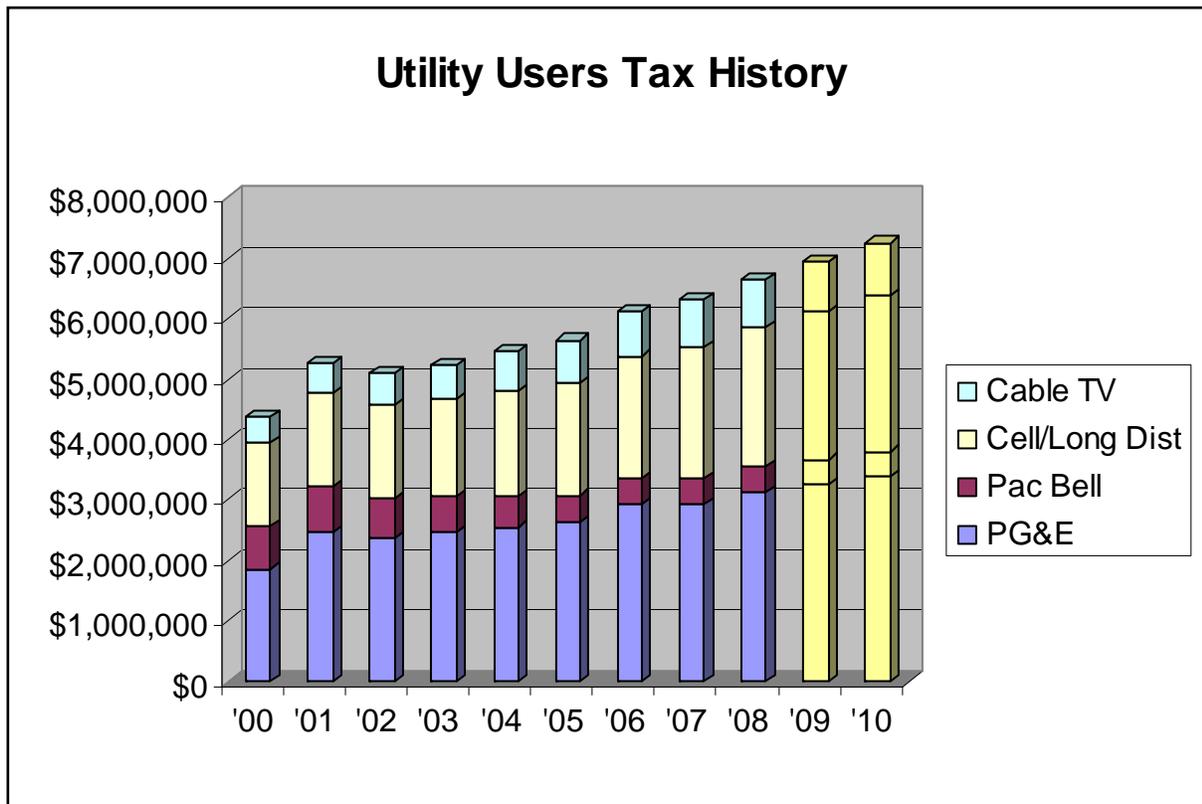
## Sales Tax

Sales tax is a difficult revenue to budget. Local trends do not always mirror the larger economy. Sales tax received a one-time (hopefully permanent) boost in 2007 because of local changes at one of our two major shopping centers. From that one-time increase, growth has leveled off and we anticipate about a four percent increase in 2009 and a similar result in 2010. Even the increase in gas prices has not adversely impacted our results, since so far sales tax declines in some areas have simply been offset by increases in sales tax on fuel.



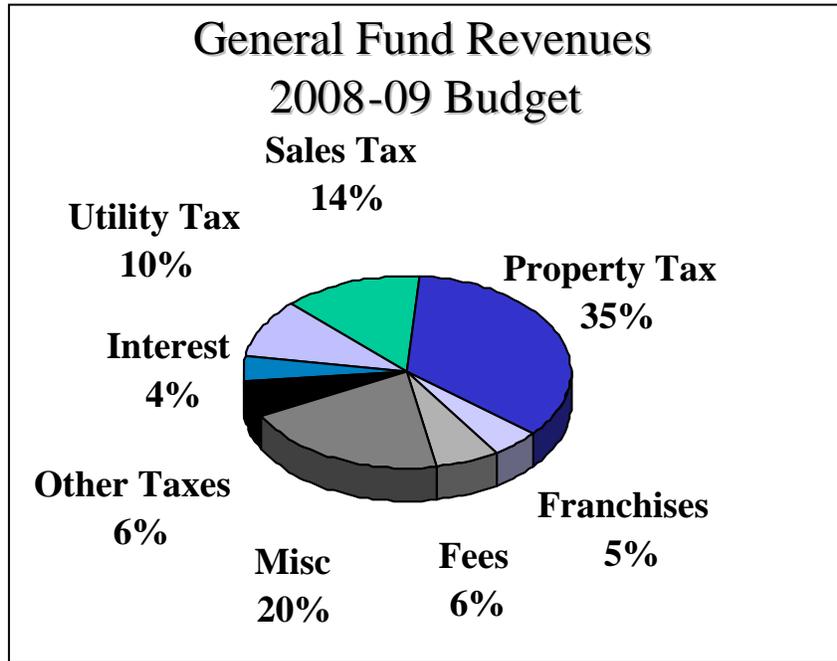
## Utility Users Tax

Because the usage of gas, electricity, telephone and cable television service is relatively stable and increases are mainly dependent on population and rate changes, this revenue source is more predictable than some. The growth rate has been quite high in the past as the influence of cellular and the proliferation of various long distance carriers has continued. The energy crisis had some unusual effects on this revenue, for a short time increasing it, then when conservation efforts took hold, decreasing it. We expect a four-plus percent increase in each fiscal year of the budget.

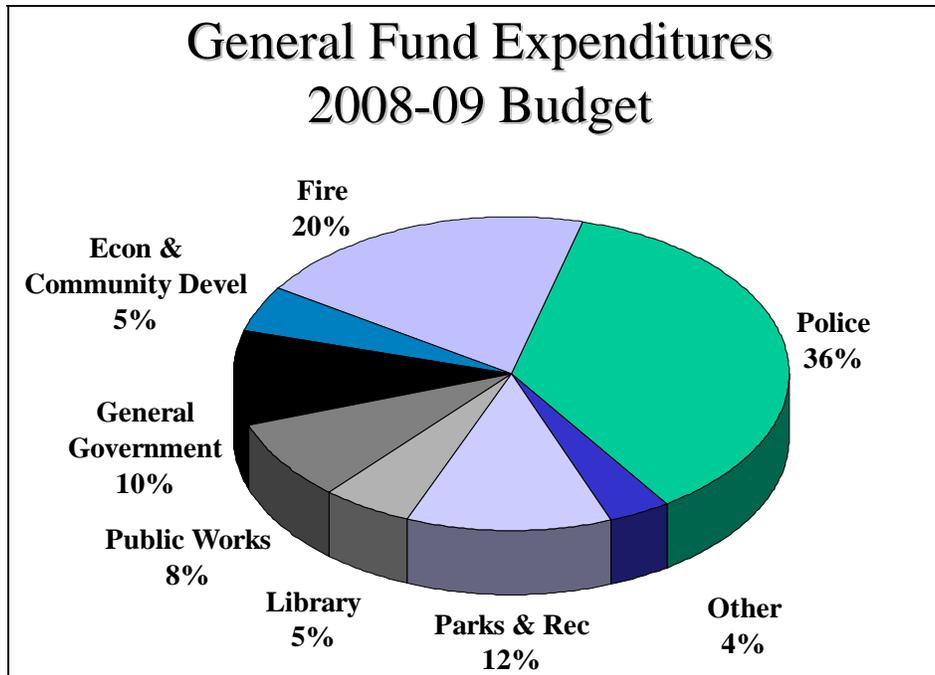


**General Fund Sources and Uses**

Revenue sources and expenditure categories for the General Fund appear below. It is interesting that 56 percent of the General Fund budget goes for police and fire services, which is greater than property tax, at only 35 percent. This relationship is not atypical for California cities since the adoption of Proposition 13, which capped property tax rates at 1 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 by adjusting the property tax rate is not available to California cities. Greater reliance is placed on user fees and local taxes, such as the utility users tax, which can be controlled at a local level.



### **Major Accomplishments**

During the course of the past two years there have been substantial accomplishments, some of which include:

#### Planning and Economic Development

The City, in conjunction with the Planning Commission, City Council, and the community, has initiated a comprehensive update of its General Plan. In addition to fulfilling a State mandate, the General Plan serves as a statement of the community's vision and aspirations for the existing and future environment. Once adopted, the Planning Commission and City Council will use the updated General Plan as a tool for managing physical change in Daly City, while providing a rational and reasonable basis for making land use decisions

#### Citizen Involvement

Daly City will be hosting its first Citizens Academy this fall. The curriculum for the Citizens Academy offers participants a unique opportunity to learn more about the operations and processes of each City department. The sessions will provide insight into the City's revenue sources, State and Federal regulatory restrictions and the budgetary limitations involved with delivering City-provided services.

Citizens Academy participants won't be restricted to classroom presentations and discussions. Most sessions will involve a hands-on tour of one or more of the City facilities covered during the course. Students will explore the sewage treatment plant, tour the police department, examine firefighting equipment, and visit the City's corporation yard.

Emergency preparedness activities have been re-energized in the community. Through a combination of new Community Emergency Response Team training and a new emergency preparedness DVD that has been made available we are working toward self

reliance for our citizens in the event of a disaster. The Fire Department has been spearheading the education and outreach effort.

### Recycling

The City reached agreement with our franchised waste hauler to substantially improve the recycling program. Single-stream recycling was begun throughout the City for both residents and businesses. Three containers, one for garbage, one for single stream recycling and one for yard waste, are now collected weekly from residences. Separate wet waste recycling for restaurants will be implemented. We also continue to enforce the comprehensive construction and demolition recycling ordinance which is removing a substantial amount of material from the waste stream.

### New Services for the Bayshore Neighborhood

The Daly City Redevelopment Agency is in the final stages of approval from the State Legislature to purchase 13 acres of land in the Bayshore Neighborhood. That purchase will provide the ability to consolidate it with two other parcels, to total approximately 35 acres. With this size parcel it will be possible to attract mixed development to include a grocery store and other services badly needed by this part of our city, along with new housing to help support the commercial development.

While it is helpful to plan and set goals and objectives, when it comes down to it, those things that get measured get done. Having that in mind, the budget development process this time included a complete revision and rethinking of our objectives and how we measure them. Throughout this budget you will find measurable objectives that relate directly to the City Council's City-wide priorities. We believe that this organization-wide effort to measure our performance and progress will yield benefits for the entire community. With this in mind, we have continued to refine our performance measurement to produce quantifiable information that will be easily understood by policy makers and the public alike.

### **Major Challenges**

Potential State take-away - California is in yet another state budget crisis, unable to come to agreement in the State Legislature on how to balance the budget. Even though there are now constitutional protections for local government revenues, it has again gotten bad enough that those at the State level are trying to craft ways to take local monies again. Shifting local law enforcement funds to the State, eliminating reimbursements for State mandates and diverting part of local redevelopment funds have all been proposed. Should the cuts be significant we may have to revisit our budget and make necessary adjustments.

Escalating staff costs – Even with the worsening economy there continues to be upward pressure on salaries and benefits. Local government in the Bay Area seems unable to escape from an upward spiraling of costs caused by surveys and formulas that overshadow the need to provide for the maintenance of basic service levels, infrastructure replacement and a growing population. A local coalition of city managers is working to address this situation in the future.

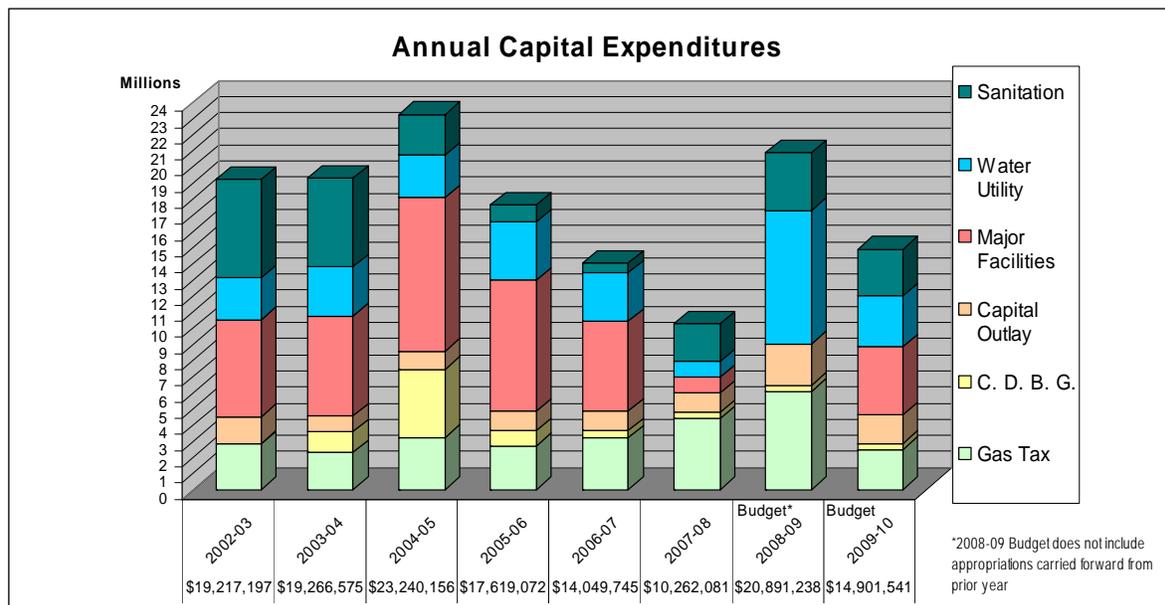
Growing cost of energy – Fuel costs for our fleet of over 275 vehicles continues to increase, along with costs for heating and lighting City buildings. We are doing our best to select more efficient vehicles including the purchase of seven hybrid-drive vehicles in the last year. We will also perform lighting retrofits on five more City buildings in the coming year that all have less than 18 month payback periods.

**CAPITAL IMPROVEMENT PROGRAM**

The City of Daly City Capital Improvement Budget for fiscal years 2009 and 2010 provides funding for 143 separate capital projects. These involve acquisition of new equipment, construction of new facilities, repair and renovation of existing facilities and design work for projects planned in the future. Capital expenditures totaling nearly \$50 million are planned over the next two years.

The chart below shows capital expenditures over the past six years. With the completion of a number of major building projects in the past few years (including use of a C.D.B.G. construction loan in 2005), activity in the Major Facilities account was limited to residual post construction costs in FY 2008. The availability of funds in the Water Fund and the need to cover the \$5.5 million cost of the planned Reservoir 2B replacement in 2009 resulted in less than typical capital expenditures in the Water Fund in 2008.

There are no significant nonroutine capital expenditures in this biennial budget which would cause an impact on the operating budget.



Capital outlays are made from the following City funds:

Gas Tax Fund 17

Revenues to this Fund come from the State of California as the City's share of Gasoline Tax, that portion of sales tax (one-half cent) earmarked for transportation projects, and federal and state transportation grants. Monies are also provided from developers involved in new construction in Daly City. The capital projects budgeted in the Gas Tax Fund involve all aspects of maintenance and construction of streets, roads and sidewalks, including roadway design, storm drainage and design and improvement of intersections and traffic controls.

For the past eight years, the major emphasis in the Gas Tax Fund has been on pavement maintenance. For fiscal 2009 and 2010, new funding for street resurfacing and seal coating add up to nearly \$6.2 million. \$1.7 million of this will be paid for using the City's share of Proposition 1B transportation infrastructure bond monies.

In addition to pavement repair, work in fiscal 2008 involved upgrades to equipment at a number of traffic signals, construction of several bicycle route improvement projects and design of the initial phase of a Mission Street Enhancements plan for pedestrian improvements along Mission (State Route 82) near the Top of the Hill. Successful State and Federal grant applications fund a significant portion of these projects. Construction of the \$3.6 million Mission Street Enhancements, phase 1 will begin in fiscal 2009.

Community Development Block Grant (CDBG) Fund 18

The sole revenue source for this fund is the Federal Community Development Block Grant program. Funds are restricted for use only on certain eligible types of projects according to guidelines issued by the U.S. Department of Housing and Urban Development and must benefit low and/or moderate income people or areas in the City.

Beginning in fiscal 2007 nearly all new Block Grant capital funding has been used for debt service on a \$4.5 million Federal Housing and Urban Development loan used to construct the \$11.1 million Bayshore Community Center completed in 2006. In 2009, \$61,000 has been allocated for accessibility improvements at Civic Center South.

Capital Outlay Fund 31

All capital projects paid for with General Fund monies are in this fund, as well as projects paid for with such special revenues as Park-in-lieu Fees which are paid by developers in lieu of providing public parks within their projects, Storm Drain and Public Facility Fees and contributions from State and private grant sources.

Projects involve capital expenditures in General Fund City departments for acquisition of major equipment and for public facility major maintenance and renovation.

Significant projects in this fund for 2009 and 2010 include projects to retrofit lighting and air handling systems of various buildings to make them more energy efficient; equipment upgrades in the City's television equipment for cable-casting of meetings using cable TV provider grant funds; floor covering replacement at the Westlake Branch library, Doelger Senior Center Cafe and Parks & Recreation administrative offices; purchase of new self-check machines for the library; renovations to offices, kitchens and restrooms at two fire stations and replacement of night lighting on the various fields at Gellert Park.

Contributions from the local scavenger company of \$400,000 annually will be used in this fund for drainage improvements and ongoing repairs and maintenance at the closed Mussel Rock landfill.

### Major Public Facilities Fund 33

This is a special fund to capture the costs and funding of projects involving construction of new public buildings or the addition to or major renovation of a number of existing buildings and recreation facilities. The projects in this fund represented the largest public improvement effort in Daly City's 97-year history. Over \$49 million in improvements were made over a twelve-year period. Most of the original planned projects have been completed. The last major project was the new \$15 million War Memorial Community Center and John Daly Library which opened in fall 2007. A few planned projects have had to be deferred due to budgetary constraints. In 2010, \$4.2 million is budgeted for payment to the Jefferson Union High School District towards construction of a new aquatics facility which will be shared with the City for Recreation Division programs.

Capital projects in this fund have been financed with a combination of one-time General Fund revenues accumulated in a reserve for major capital outlays, Community Development Block Grants, State Library and Park Bond funds, and such special revenues as developer Park-in-lieu Fees and Public Facility Fees. Additional funding was provided by neighboring agencies benefiting from the improvements and from private grant sources. The grants, Park-in-lieu Fees and Public Facility Fees are restricted for use on designated projects.

### Water Fund 41

All capital expenditures involving the Daly City water system are paid for here. This includes improvements and repairs to the water distribution system, the maintenance of pump stations, wells and reservoirs, the acquisition of new equipment and the construction of new facilities as required.

The most significant capital activity in the Water Fund for 2008 has been for installation of new generators in two pump stations, service vehicle upgrades and consumer kits and educational materials to promote water conservation. Capital funding has been supplemented by a \$10 million low interest loan from the State Revolving Fund.

For 2009 and 2010, major projects include construction of a replacement \$5.5 million Bayshore reservoir, partially funded by the Bayshore Redevelopment Agency; \$1 million for a water main upgrade and relocation in conjunction with the Mission Street Enhancements pedestrian improvements project (see Gas Tax fund above). A long-range seismic improvement program for reservoirs and other facilities will begin and ongoing repairs and maintenance of existing equipment and infrastructure will continue through a number of annual projects.

### Sanitation District Fund 87

Projects in this fund are paid for by the North San Mateo County Sanitation District, a subsidiary of the City of Daly City. All capital projects in this fund concern maintenance and/or new construction of wastewater collection system or wastewater treatment plant facilities.

The major emphasis in the Sanitation Fund in the past year has been the initial implementation of a \$1.1 million project to install emergency generators in the Wastewater Treatment Plant and continued work on a comprehensive study to identify storm water drainage issues and solutions the Vista Grande Drainage Basin. Work also began on a comprehensive Sewer System Modeling/Master Plan.

For 2009 and 2010, in addition to the Plant generator, Vista Grande Basin Study and Sewer System Master Plan projects, repairs estimated at over \$3.5 million will be made to the Fort Funston Sewer Outfall and ongoing repairs and maintenance of existing equipment and infrastructure (including various storm sewer lines) will continue through a number of annual projects.

### **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 fiscal 2004, but has issued none 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 plan, 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 liability.

Because CalPERS used an implicit 8.25% interest rate for unfunded liabilities, the City was able to produce \$7 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.

We also took advantage of a US 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, 2008**

<u>Description</u>	<u>Interest</u>	<u>Original Principal</u>	<u>Balance at June 30, 2008</u>
<u>Sanitation District Capacity Expansion</u> Refinancing Certificates of Participation Issued Aug. 1, 1992 Final Maturity June 1, 1999	2.5%	\$20,980,000	\$855,000
<u>Sanitation District Recycled Water Project</u> State Water Resources Revolving Fund Issued March 1, 2004 Final Maturity March 1, 2024	2.5%	\$4,450,128	\$3,961,157
<u>Bayshore Community Center</u> HUD Sec 108 Loan Issued June 30, 2004 Final Maturity Aug. 1, 2024	5.41%	\$4,500,000	\$4,074,000
<u>Water System Improvements</u> Certificates of Participation Issued June 11, 2004 Final Maturity June 1, 2024	4.811775%	\$9,860,000	\$8,415,000
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	5.973% (taxable)	\$36,235,000	\$34,520,000

**ACKNOWLEDGMENT**

The City Manager's Office and the Department of Finance and Administrative Services sincerely appreciate the leadership of the City Council and the cooperation and assistance of City staff in addressing the financial and organizational challenges of fiscal years 2009 and 2010. Many people throughout the organization put a high degree of effort and skill into the production of this document. It is their combined effort that enabled the timely issuance of this report, and their collective dedication is gratefully acknowledged.

Respectfully submitted,

  
Patricia E. Martel  
City Manager

  
Donald W. McVey  
Director of Finance and  
Administrative Service

## **THE BUDGET PROCESS**

### **Budget Preparation Process**

Each Department is responsible for preparing the program budget and capital projects budget for their area of responsibility based on guidelines from the City Manager's Office. These guidelines are based on preliminary revenue and expenditure projections prepared by Finance. Finance provides departments with projected salary and benefits costs 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 for presentation to the City Council in budget study sessions in April and May. Copies of this final draft budget are made available to the public and the press at these public meetings. After the public study sessions are concluded, the City Council adopts the budget incorporating those modifications found 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 us to better allocate our resources. It saves time in budget preparation, in that we only need to do an in-depth budget process once every two years. It also helps integrate our 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. Our 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.

## **SUMMARY OF FINANCIAL POLICIES AND PRACTICES**

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

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

**Long-term financial planning,** including a five-year capital plan and a biennial operating budget, will be employed to help insure that the City remain financially solvent.

**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. This includes taking cash flow into account, and will use the low point for cash (normally the end of November before the twice per year receipt of property tax revenues) to determine available cash. Nominally a cash reserve of 15 percent of annual expenditures for the General Fund is considered adequate. Other funds vary from this norm because of circumstances and future needs for things like infrequent large purchases.

**Operating/Capital Expenditure Accountability** - Actual expenditures will be compared to budget no less than quarterly to insure compliance with the adopted budget. Should there be an indication that actual expenditures may exceed budgeted appropriations, all actions necessary to bring the budget into balance will be employed.

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

**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.

**Debt Management** – It is the City's practice to not employ debt for expenditures that with proper planning could have been funded with cash set aside for such purchase. Only in cases where favorable interest rates and the long-term nature of the project make debt a sound financial choice will it be employed to fund long-term assets.

**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.

**City of Daly City**  
**Biennial Operating and Capital Budget Calendar**  
**Fiscal Years 2008-09/2009-10**

<b>Date</b>	<b>Task</b>	<b>Responsible Party</b>
October 26	Capital Budget Instructions to Departments	CM/Fin
	Preparation of Long Term Needs Assessment/20-year Capital Plan	Dept.
October-January	Development Of Capital Project Proposals (2009/2010 Budget)	Dept
	Review of Capital Project Proposals with Public Works when Costing / Design Services are needed	Dept/PW
November 19 Council Study Session	Discuss City Council Priorities - Management Team Attends	CM/Fin
November 20-January 11	Budget Narratives prepared by Departments	Dept
<b>January 11</b>	<b>NARRATIVES DUE TO FINANCE</b>	<b>Dept</b>
December 21-January 18	Review of Narratives by Finance and return for revisions	Fin
January 25	Revised Narratives finalized	Dept
Week of January 21	Budget Preparation Training	Fin/Dept
January 25	December Status Reports distributed to Departments	Fin
January 28	FINANCIAL BUDGET PREPARATION BEGINS	Dept
February 1	Updated Revenue Projections/Set Final Budget Guidelines	CM/Fin
<b>February 1</b>	<b>Prioritized Capital Project Submittals/Capital Plan Due to Finance</b>	<b>Dept</b>
February 18	Personnel Budgets Complete	Fin
<b>February 29</b>	<b>OPERATING BUDGETS DUE TO FINANCE</b>	<b>Dept</b>
February 12 – March 14	Finance budget review and return to Departments for revisions	Fin/Dept
March 2008	Capital Improvement Working Group review and refinement of projects/Plan	Fin/CM
April 2 - 21	Review with City Manager	Dept/Fin
April 22 – June 15	Draft Budget preparation by Finance	Fin
June 16 - 18	City Council Budget Study Sessions	All
June 19 - 22	Final revisions based on City Council directives	CM/Fin
June 23 Council Meeting	Budget Adoption	

CITY OF DALY CITY  
**Projected Available Fund Balances/Retained Earnings**  
**To June 30, 2008**

	Balance <u>July 1, 2007 (1)</u>	Estimated Revenues <u>2007-08</u>	Estimated Expenditures <u>2007-08</u>	Other	Estimated Balance <u>June 30, 2008</u>
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$8,946,939	\$69,739,794	(\$69,623,458)		\$9,063,275
Senior Center Fund	998	1,162,907	(1,162,907)		998
Peninsula Partnership	48,037	829,473	(807,630)		69,880
Traffic Safety	74,708	64,261	(84,948)		54,021
Redevelopment - J.S./Mission	512,326	3,478,668	(3,445,347)		545,647
Tax Increment - J.S./Mission	3,710	3,696,444	(3,394,000)		306,154
Redevelopment - Bayshore	2,931,362	1,806,500	(442,655)		4,295,207
Tax Increment - Bayshore	968,047	5,774,225	(4,150,336)		2,591,936
<b>CAPITAL:</b>					
Gas Tax	4,089,055	5,675,960	(7,048,417)		2,716,598
AB1600	987,433	531,132	0		1,518,565
Major Facility Improvements	15,134,349	0	0		15,134,349
Capital Outlay	1,545,595	957,660	(1,105,014)		1,398,241
<b>Total Governmental</b>	<u>35,242,559</u>	<u>93,717,024</u>	<u>(91,264,712)</u>	<u>-</u>	<u>37,694,871</u>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	7,895,037	13,110,869	(14,271,089)	1,042,174	7,776,991
Transfer Station	404,968	1,384,995	(1,426,086)	43,704	407,581
Civic Center	1,934,574	1,142,456	(920,507)	187,819	2,344,342
Wastewater Resources	-	14,528,059	(14,528,059)	-	-
<b>Total Enterprise</b>	<u>10,234,579</u>	<u>30,166,379</u>	<u>(31,145,741)</u>	<u>1,273,697</u>	<u>10,528,914</u>
<b>INTERNAL SERVICE:</b>					
Central Services	81,356	500,932	(590,167)	24,079	16,200
Information Services	996,775	1,904,202	(2,027,667)	65,397	938,707
Building Maintenance	104,766	3,253,791	(3,374,729)	2,081	(14,091)
PBX	167,609	263,782	(275,783)	47,992	203,600
Self Insurance	5,627,388	3,746,050	(3,059,735)		6,313,703
Pension Bonds	973,473	2,489,258	(2,489,258)		973,473
Motor Vehicles	1,648,070	3,502,486	(5,273,553)	739,140	616,143
<b>Total Internal Service</b>	<u>9,599,437</u>	<u>15,660,501</u>	<u>(17,090,892)</u>	<u>878,689</u>	<u>9,047,735</u>
<b>Other Funds</b>					
Sanitation District	5,939,123	18,785,358	(19,613,996)	1,816,278	6,926,763
Community Block Grant	0	974,490	(974,490)		0
Federal Grants	0	2,111,244	(1,959,055)		152,189
Linda Vista Benefit Assessment	224,439	39,789	(20,503)	-	243,725
<b>Total Other</b>	<u>6,163,562</u>	<u>21,910,881</u>	<u>(22,568,044)</u>	<u>1,816,278</u>	<u>7,322,677</u>
<b>COMBINED TOTAL</b>	<b>\$ 61,240,137</b>	<b>\$ 161,454,785</b>	<b>\$(162,069,389)</b>	<b>\$ 3,968,664</b>	<b>\$ 64,594,197</b>

(1) Includes applied reserves

**CITY OF DALY CITY**  
**Projected Available Fund Balances/Retained Earnings**  
**To June 30, 2009**

	Estimated Balance <u>July 1, 2008</u>	Projected Revenues <u>2008-09</u>	Proposed Budget <u>2008-09</u>	Other	Projected <u>June 30, 2009</u>
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$9,063,275	\$73,189,626	(\$73,157,171)		\$9,095,730
Senior Center Fund	998	1,235,342	(1,235,342)		998
Peninsula Partnership	69,880	860,298	(849,824)		80,354
Traffic Safety	54,021	57,031	(57,544)		53,508
Redevelopment - J.S./Mission	545,647	7,254,969	(7,361,957)		438,659
Tax Increment - J.S./Mission	306,154	4,038,074	(4,251,000)		93,228
Redevelopment - Bayshore	4,295,207	1,927,400	(712,282)		5,510,325
Tax Increment - Bayshore	2,591,936	3,607,436	(2,870,330)		3,329,042
<b>CAPITAL:</b>					
Gas Tax	2,716,598	9,187,565	(10,784,899)	(1,112,260)	7,004
AB1600	1,518,565	518,242	0		2,036,807
Major Facility Improvements	15,134,349	1,180,565	0	0	16,314,914
Capital Outlay	1,398,241	2,476,128	(2,545,970)	(398,242)	930,157
<b>Total Governmental</b>	<b>37,694,871</b>	<b>105,532,676</b>	<b>(103,826,319)</b>	<b>(1,510,502)</b>	<b>37,890,726</b>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	7,776,991	18,202,546	(13,348,449)	(8,288,206)	4,342,882
Transfer Station	407,581	451,148	(494,852)	43,704	407,581
Civic Center	2,344,342	1,141,685	(1,586,421)	187,819	2,087,425
Wastewater Resources	-	13,633,132	(13,633,132)	-	-
<b>Total Enterprise</b>	<b>10,528,914</b>	<b>33,428,511</b>	<b>(29,062,854)</b>	<b>(8,056,683)</b>	<b>6,837,888</b>
<b>INTERNAL SERVICE:</b>					
Central Services	16,200	627,103	(637,426)	25,923	31,800
Information Services	938,707	2,522,991	(3,164,035)	65,000	362,663
Building Maintenance	(14,091)	3,973,750	(3,958,546)	2,705	3,818
PBX	203,600	248,533	(266,903)	19,727	204,957
Self Insurance	6,313,703	3,556,490	(3,503,445)		6,366,748
Pension Bonds	973,473	2,635,746	(2,635,746)		973,473
Motor Vehicles	616,143	3,806,741	(4,659,183)	865,213	628,914
<b>Total Internal Service</b>	<b>9,047,735</b>	<b>17,371,354</b>	<b>(18,825,284)</b>	<b>978,568</b>	<b>8,572,373</b>
<b>Other Funds</b>					
Sanitation District	6,926,763	18,308,927	(20,292,473)	(3,900,647)	1,042,570
Community Block Grant	0	1,200,886	(1,200,886)	0	0
Federal Grants	152,189	1,109,585	(1,113,214)		148,560
Linda Vista Benefit Assessment	243,725	39,605	(19,765)		263,565
<b>Total Other</b>	<b>7,322,677</b>	<b>20,659,003</b>	<b>(22,626,338)</b>	<b>(3,900,647)</b>	<b>1,454,695</b>
<b>COMBINED TOTAL</b>	<b>\$ 64,594,197</b>	<b>\$ 176,991,544</b>	<b>\$(174,340,795)</b>	<b>\$ (12,489,264)</b>	<b>\$ 54,755,682</b>

**Projected Available Fund Balances/Retained Earnings**  
**To June 30, 2010**

	Balance <u>July 1, 2009</u>	Projected Revenues <u>2009-10</u>	Proposed Budget <u>2009-10</u>	Other	Projected <u>June 30, 2010</u>
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$9,095,730	\$75,577,514	(\$75,217,601)		\$9,455,643
Senior Center Fund	998	1,286,349	(1,286,349)		998
Peninsula Partnership	80,354	887,217	(872,130)		95,441
Traffic Safety	53,508	42,478	(43,011)		52,975
Redevelopment - J.S./Mission	438,659	6,107,968	(3,429,757)		3,116,870
Tax Increment - J.S./Mission	93,228	4,475,000	(4,382,693)		185,535
Redevelopment - Bayshore	5,510,325	2,075,400	(610,216)		6,975,509
Tax Increment - Bayshore	3,329,042	3,696,436	(3,073,330)		3,952,148
<b>CAPITAL:</b>					
Gas Tax	7,004	4,532,912	(4,538,487)		1,429
AB1600	2,036,807	518,242	(240,565)		2,314,484
Major Facility Improvements	16,314,914	249,688	(4,200,000)		12,364,602
Capital Outlay	930,157	1,769,824	(1,753,526)		946,455
<b>Total Governmental</b>	<u>37,890,726</u>	<u>101,219,028</u>	<u>(99,647,665)</u>	<u>-</u>	<u>39,462,089</u>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	4,342,882	13,251,917	(17,336,311)	1,131,000	1,389,488
Transfer Station	407,581	453,813	(497,517)	43,704	407,581
Civic Center	2,087,425	1,117,296	(948,419)	187,819	2,444,121
Wastewater Resources	-	14,381,581	(14,381,581)	-	-
<b>Total Enterprise</b>	<u>6,837,888</u>	<u>29,204,607</u>	<u>(33,163,828)</u>	<u>1,362,523</u>	<u>4,241,190</u>
<b>INTERNAL SERVICE:</b>					
Central Services	31,800	633,068	(635,109)	32,212	61,971
Information Services	362,663	2,638,620	(2,860,178)	70,000	211,105
Building Maintenance	3,818	4,050,393	(4,044,259)	1,020	10,972
PBX	204,957	253,962	(270,763)	24,330	212,486
Self Insurance	6,366,748	3,659,562	(3,625,667)		6,400,643
Pension Bonds	973,473	2,837,902	(2,837,902)		973,473
Motor Vehicles	628,914	3,874,571	(4,398,420)	807,958	913,023
<b>Total Internal Service</b>	<u>8,572,373</u>	<u>17,948,078</u>	<u>(18,672,298)</u>	<u>935,520</u>	<u>8,783,673</u>
<b>Other Funds</b>					
Sanitation District	1,042,570	18,523,308	(18,665,719)	1,780,000	2,680,159
Community Block Grant	0	1,200,886	(1,200,886)		0
Federal Grants	148,560	498,727	(502,029)		145,258
Linda Vista Benefit Assessment	263,565	39,431	(20,164)	-	282,832
<b>Total Other</b>	<u>1,454,695</u>	<u>20,262,352</u>	<u>(20,388,798)</u>	<u>1,780,000</u>	<u>3,108,249</u>
<b>COMBINED TOTAL</b>	<b>\$ 54,755,682</b>	<b>\$ 168,634,065</b>	<b>\$(171,872,589)</b>	<b>\$ 4,078,043</b>	<b>\$ 55,595,201</b>

**CITY OF DALY CITY**  
**COMPARISON OF REVENUE BUDGETS**

	<u>ACTUAL</u> <u>2006-07</u>	<u>ESTIMATED</u> <u>2007-08</u>	<u>PROJECTED</u> <u>2008-09</u>	<u>PROJECTED</u> <u>2009-10</u>
<b>GENERAL FUND</b>				
Property Tax	\$21,884,131	\$23,359,277	\$24,620,503	\$25,701,087
Sales Tax	9,743,429	10,562,372	10,744,839	11,169,967
Utility Users Tax	6,312,871	6,662,013	6,949,317	7,259,607
Other Taxes	3,918,576	3,861,055	3,972,634	4,087,597
Franchises	2,736,020	2,899,419	3,366,617	3,476,701
Licenses and Permits	1,677,106	1,344,176	1,359,843	1,376,153
Fines and Forfeitures	2,106,353	1,851,992	2,129,107	2,154,851
Charges and Fees	4,532,061	3,985,573	5,672,709	5,770,044
Interest Earned	2,388,630	3,508,936	3,367,400	3,367,400
From Other Agencies	1,310,158	762,897	673,248	627,948
Miscellaneous	2,402,908	2,328,334	2,179,664	2,284,024
Rental Income	1,097,183	972,532	1,058,860	1,131,005
Motor Vehicle In Lieu	569,826	471,000	471,000	471,000
Property Disposals	316,682	0	0	0
Interfund Transfers	<u>7,160,880</u>	<u>7,170,218</u>	<u>6,623,885</u>	<u>6,700,130</u>
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 68,156,814</u></b>	<b><u>\$ 69,739,794</u></b>	<b><u>\$ 73,189,626</u></b>	<b><u>\$ 75,577,514</u></b>
<b>OTHER FUNDS:</b>				
<b>SPECIAL REVENUE</b>				
Senior Center	\$1,122,752	\$1,162,907	\$1,235,342	\$1,286,349
Traffic Safety	74,766	64,261	57,031	42,478
Gas Tax	1,954,141	5,675,960	9,187,565	4,532,912
Community Block Grant	1,853,258	974,491	1,200,886	1,200,886
Federal Grants	1,896,568	2,111,244	1,109,585	498,727
Peninsula Partnership	1,071,884	829,473	860,298	887,217
Linda Vista Benefit Assmnt	40,907	39,789	39,605	39,431
AB1600	692,137	531,132	518,242	518,242
Major Facility Improvements	2,370,525	0	1,180,565	249,688
Capital Outlay	<u>545,070</u>	<u>957,660</u>	<u>2,476,128</u>	<u>1,769,824</u>
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$ 11,622,008</u></b>	<b><u>\$ 12,346,917</u></b>	<b><u>\$ 17,865,247</u></b>	<b><u>\$ 11,025,754</u></b>

## COMPARISON OF REVENUE BUDGETS

	ACTUAL <u>2006-07</u>	ESTIMATED <u>2007-08</u>	PROJECTED <u>2008-09</u>	PROJECTED <u>2009-10</u>
<b>ENTERPRISE</b>				
Wastewater Resources	\$13,326,555	\$14,528,059	\$13,633,132	\$14,381,581
Water Utility	12,536,051	13,110,869	18,202,546	13,251,917
Civic Center	1,116,807	1,142,456	1,141,685	1,117,296
Transfer Station	<u>1,762,079</u>	<u>1,384,995</u>	<u>451,148</u>	<u>453,813</u>
<b>TOTAL ENTERPRISE</b>	<b><u>\$ 28,741,492</u></b>	<b><u>\$ 30,166,379</u></b>	<b><u>\$ 33,428,511</u></b>	<b><u>\$ 29,204,607</u></b>
 <b>OTHER AGENCIES</b>				
Sanitation District	\$17,623,468	\$18,785,358	\$18,308,927	\$18,523,308
Redevelopment - J.S./Mission	4,975,155	3,478,668	7,254,969	6,107,968
Tax Increment - J.S./Mission	3,340,895	3,696,444	4,038,074	4,475,000
Redevelopment - Bayshore	1,809,998	1,806,500	1,927,400	2,075,400
Tax Increment - Bayshore	<u>3,242,916</u>	<u>5,774,225</u>	<u>3,607,436</u>	<u>3,696,436</u>
<b>TOTAL OTHER AGENCIES</b>	<b><u>\$ 30,992,432</u></b>	<b><u>\$ 33,541,195</u></b>	<b><u>\$ 35,136,806</u></b>	<b><u>\$ 34,878,112</u></b>
 <b>INTERNAL SERVICE FUNDS</b>				
Central Services	\$496,791	\$500,932	\$627,103	\$633,068
Information Services	1,939,596	1,904,202	2,522,991	2,638,620
Building Maintenance	3,148,521	3,253,791	3,973,750	4,050,393
PBX	248,978	263,782	248,533	253,962
Motor Vehicles	3,260,403	3,502,486	3,806,741	3,874,571
Pension Bonds	3,687,491	2,489,258	2,635,746	2,837,902
Self Insurance	<u>3,869,252</u>	<u>3,746,050</u>	<u>3,556,490</u>	<u>3,659,562</u>
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$16,651,032</u></b>	<b><u>\$15,660,501</u></b>	<b><u>\$17,371,354</u></b>	<b><u>\$17,948,078</u></b>

**CITY OF DALY CITY**  
**COMPARISON OF EXPENDITURE BUDGETS**

	ACTUAL	ESTIMATED	PROPOSED	PROPOSED
<b>GENERAL FUND</b>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>
City Attorney	\$934,720	\$831,664	\$890,127	\$918,650
City Clerk	519,605	506,632	606,696	560,052
City Council	220,324	229,325	257,742	274,794
City Manager:				
City Manager Administration	1,090,839	1,247,503	1,280,556	1,324,940
Community Promotion	364,505	376,112	387,483	407,419
Community Service Center	521,700	555,478	486,364	504,222
Total City Manager	<u>1,977,044</u>	<u>2,179,093</u>	<u>2,154,403</u>	<u>2,236,581</u>
City Treasurer	103,968	105,424	110,420	114,676
Economic & Community Development:				
Administration	345,332	432,878	367,203	380,338
Planning & Zoning	1,023,732	952,892	972,158	937,169
Building	1,455,525	1,390,812	1,422,276	1,474,998
Code Enforcement	0	0	277,953	296,847
Business Center	458,049	477,921	501,038	518,499
Total Economic & Community Devel	<u>3,282,638</u>	<u>3,254,503</u>	<u>3,540,628</u>	<u>3,607,851</u>
Finance-Admin/Accounting	1,580,488	1,683,315	1,835,791	1,903,694
Fire	13,556,727	13,934,376	14,483,338	15,009,799
Human Resources	1,121,329	1,118,398	1,263,587	1,293,468
Library	3,308,189	3,462,785	3,725,234	3,887,819
Parks & Recreation:				
Administration	725,478	775,655	786,360	816,297
Recreation	2,805,156	3,019,551	3,047,737	3,148,064
Recreation-Special Programs	1,704,788	2,006,527	2,493,990	2,575,235
Park & Landscape Maintenance	2,214,244	2,275,371	2,396,420	2,478,495
Total Parks & Rec	<u>7,449,666</u>	<u>8,077,104</u>	<u>8,724,507</u>	<u>9,018,091</u>
Police Department:				
Police Services	21,443,437	22,861,251	24,180,735	24,333,112
Citizens' Option for Public Safety	184,334	305,902	241,496	189,083
Public Safety Communication	1,843,585	1,964,971	2,127,930	2,224,168
Total Police	<u>23,471,356</u>	<u>25,132,124</u>	<u>26,550,161</u>	<u>26,746,363</u>
Public Works:				
Administration	958,428	677,981	803,521	812,597
Engineering	1,823,694	1,909,565	1,920,158	1,990,216
Streets	2,166,389	2,335,983	2,438,869	2,524,959
Traffic Signals & Street Lighting	803,947	844,582	869,032	894,043
Total Public Works	<u>5,752,458</u>	<u>5,768,111</u>	<u>6,031,580</u>	<u>6,221,815</u>
Nondepartmental Expense	<u>2,986,655</u>	<u>3,340,604</u>	<u>2,982,957</u>	<u>3,423,948</u>
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 66,265,167</u></b>	<b><u>\$ 69,623,458</u></b>	<b><u>\$ 73,157,171</u></b>	<b><u>\$ 75,217,601</u></b>

## COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL	ESTIMATED	PROPOSED	PROPOSED
	<u>2006-07</u>	<u>2007-08</u>	<u>BUDGET</u>	<u>BUDGET</u>
<b>SPECIAL REVENUE</b>			<u>2008-09</u>	<u>2009-10</u>
Senior Center	\$1,123,434	\$1,162,907	\$1,235,342	\$1,286,349
Traffic Safety	133,999	84,948	57,544	43,011
Gas Tax:				
Operating	5,220,946	2,133,934	2,048,577	2,048,577
Capital	2,039,450	4,914,483	8,736,322	2,489,910
- Carry forward			1,112,260	
Community Block Grant:				
Operations	1,853,258	974,490	1,200,886	1,200,886
Capital	1,021,748			
- Carry forward				
Federal Grants	2,156,495	1,959,055	1,113,214	502,029
Peninsula Partnership	1,101,095	807,630	849,824	872,130
Linda Vista Benefit Assessment	14,879	20,503	19,765	20,164
AB1600	437,000	0	0	240,565
Major Facility Improvements	5,536,570	0	0	4,200,000
- Carry forward				
Capital Outlay	1,222,475	1,105,014	2,545,970	1,753,526
- Carry forward		-	398,242	-
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$ 21,861,349</u></b>	<b><u>\$ 13,162,964</u></b>	<b><u>\$ 19,317,946</u></b>	<b><u>\$ 14,657,147</u></b>
<b>ENTERPRISE</b>				
Wastewater Resources	\$13,326,555	\$14,528,059	\$13,633,132	\$14,381,581
Water Utility:				
Operations	10,132,435	13,456,903	13,348,449	14,171,196
Capital	3,070,326	814,186	8,260,000	3,165,115
- Carry forward			1,170,206	
Civic Center	777,027	920,507	1,586,421	948,419
Transfer Station	1,742,376	1,426,086	494,852	497,517
<b>TOTAL ENTERPRISE</b>	<b><u>\$ 29,048,719</u></b>	<b><u>\$ 31,145,741</u></b>	<b><u>\$ 38,493,060</u></b>	<b><u>\$ 33,163,828</u></b>

**CITY OF DALY CITY**  
**COMPARISON OF EXPENDITURE BUDGETS**

	ACTUAL	ESTIMATED	PROPOSED	PROPOSED
	<u>2006-07</u>	<u>2007-08</u>	<u>BUDGET</u>	<u>BUDGET</u>
			<u>2008-09</u>	<u>2009-10</u>
<b>OTHER AGENCIES</b>				
Sanitation District:				
Operations	\$16,165,364	\$17,457,803	\$16,692,516	\$15,755,719
Capital	588,531	2,156,193	3,599,957	2,910,000
- Carry forward			5,716,663	
Redevelopment - J.S./Mission	8,202,421	3,445,347	7,361,957	3,429,757
Tax Increment - J.S./Mission	2,594,974	3,394,000	4,251,000	4,382,693
Redevelopment - Bayshore	553,834	442,655	712,282	610,216
Tax Increment - Bayshore	2,542,470	4,150,336	2,870,330	3,073,330
<b>TOTAL OTHER AGENCIES</b>	<b><u>\$ 30,647,594</u></b>	<b><u>\$ 31,046,334</u></b>	<b><u>\$ 41,204,705</u></b>	<b><u>\$ 30,161,715</u></b>
<b>INTERNAL SERVICE FUNDS</b>				
Central Services	\$578,394	\$590,167	\$637,426	\$635,109
Information Services	2,063,424	2,027,667	3,164,035	2,860,178
Building Maintenance	3,112,536	3,374,729	3,958,546	4,044,259
PBX	287,263	275,783	266,903	270,763
Motor Vehicles	4,335,952	5,273,553	4,659,183	4,398,420
Pension Bonds	2,616,061	2,489,258	2,635,746	2,837,902
Self Insurance	50,348	3,059,735	3,503,445	3,625,667
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$ 13,043,978</u></b>	<b><u>\$ 17,090,892</u></b>	<b><u>\$ 18,825,284</u></b>	<b><u>\$ 18,672,298</u></b>

# CITY OF DALY CITY

## FULL TIME PERSONNEL ALLOCATION \*

### Summary

### TOTAL POSITIONS

DEPARTMENT / DIVISION	2006-07	2007-08	2008-09	2009-10
CITY COUNCIL	5.00	5.00	5.00	5.00
CITY ATTORNEY	5.00	5.00	5.00	5.00
CITY CLERK	5.00	5.00	4.00	4.00
CITY TREASURER	1.05	1.05	1.05	1.05
CITY MANAGER				
Administration	7.00	7.00	7.00	7.00
Community Service Center	5.00	5.00	5.00	5.00
	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>
ECONOMIC & COMMUNITY DEVELOPMENT				
Administration	2.30	2.30	2.30	2.50
Enterprise Development Center	1.00	1.00	1.00	1.00
Building	10.90	10.60	10.60	10.60
Planning	8.20	8.20	5.60	5.60
Code Enforcement	0.00	0.00	2.60	2.60
Block Grant	2.40	1.85	1.84	1.75
Residential Rehab	2.50	1.45	1.47	1.43
Home Admin	0.50	0.50	0.39	0.37
Business Center	2.00	2.00	2.00	2.00
DCRA JS/Mission	1.70	1.65	1.70	1.65
DCRA Bayshore	1.50	1.45	1.50	1.50
	<u>33.00</u>	<u>31.00</u>	<u>31.00</u>	<u>31.00</u>
FINANCE & ADMINISTRATIVE SERVICES				
Administration	13.05	13.05	13.55	13.55
Central Services	2.50	2.50	2.50	2.50
Information Services	9.00	9.00	11.00	11.00
Motor Vehicles	11.50	11.50	10.50	10.50
Risk Management	1.40	1.40	1.40	1.40
Utility Billing	7.50	7.50	7.00	7.00
	<u>44.95</u>	<u>44.95</u>	<u>45.95</u>	<u>45.95</u>
FIRE	74.00	76.00	76.00	76.00
HUMAN RESOURCES	7.00	6.00	6.00	6.00
LIBRARY	24.00	24.00	24.00	24.00

\* Does not include Hourly Employees

# CITY OF DALY CITY

## FULL TIME PERSONNEL ALLOCATION \*

### Summary

### TOTAL POSITIONS

DEPARTMENT / DIVISION	2006-07	2007-08	2008-09	2009-10
<b>PARKS &amp; RECREATION</b>				
Administration	4.50	4.50	4.50	4.50
Park Maintenance	15.60	15.60	15.60	15.60
Recreation	13.47	13.47	13.47	13.47
Sports Leagues/ Aquatics/Other	3.43	3.43	3.43	3.43
Peninsula Partnership	8.00	8.00	9.00	9.00
Senior Adults	4.00	4.00	4.00	4.00
Senior Lunch Program	1.00	1.00	1.00	1.00
	<u>50.00</u>	<u>50.00</u>	<u>51.00</u>	<u>51.00</u>
<b>POLICE</b>				
Police Services	140.00	140.00	143.00	143.00
Citizens Option For Public Safety/SLESF	0.00	1.00	1.10	1.10
Public Safety Communications	16.00	16.00	15.90	15.90
	<u>156.00</u>	<u>157.00</u>	<u>160.00</u>	<u>160.00</u>
<b>PUBLIC WORKS</b>				
Administration	7.00	6.00	5.00	5.00
Engineering	14.00	14.00	13.00	13.00
Traffic Signal & Street Lighting	3.00	3.00	3.00	3.00
Streets	18.00	18.00	18.00	18.00
Building Maintenance	22.00	22.00	27.00	27.00
North County Health Facility Maintenance	1.00	1.00	1.00	1.00
	<u>65.00</u>	<u>64.00</u>	<u>67.00</u>	<u>67.00</u>
<b>WATER &amp; WASTEWATER RESOURCES</b>				
Administration	9.00	9.00	9.00	9.00
Water Operations	6.00	6.00	6.00	6.00
Wastewater Operations	13.00	13.00	13.00	13.00
Plant & Equipment Maintenance	16.00	16.00	18.00	18.00
Laboratory	2.00	2.00	2.00	2.00
Distribution System	14.00	14.00	14.00	14.00
Collection System	12.00	12.00	12.00	12.00
	<u>72.00</u>	<u>72.00</u>	<u>74.00</u>	<u>74.00</u>
<b>GRAND TOTAL</b>	<b><u>554.00</u></b>	<b><u>553.00</u></b>	<b><u>562.00</u></b>	<b><u>562.00</u></b>

\* Does not include Hourly Employees

## **DESCRIPTIONS OF FUNDS**

### ***GOVERNMENTAL FUNDS***

**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:

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

**Gas Tax** - to account for gas tax moneys allocated to the City for the streets and roads program.

**Peninsula Partnership Fund** – the collaborative efforts of the City's Parks & Recreation Department and local school districts to provide after school homework and enrichment programs are accounted for here.

**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 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 property tax revenues generated through the increased value of developed property. Tax increment is separated by project area.

## CAPITAL PROJECTS FUNDS

Major Facilities Improvements – to account for a limited number of major facilities improvements that will occur city-wide. These projects will be funded from various sources, and are expected to be complete in a five-year time frame.

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).

## ***PROPRIETARY FUNDS***

### 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:

Wastewater Resources - The City provides all operations support for the North San Mateo County Sanitation District, including all staff and operating costs of the sanitation plant. The total of such costs is then charged to the Sanitation District, which is a separate legal entity with boundaries that are not contiguous with those of the City.

Water Utility - to account for activity related to providing potable water service.

Civic Center - to account for rental activity of real property owned by the City in the Civic Center area, consisting of two office buildings leased to other governmental agencies.

Transfer Station - 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 to Daly City and adjacent areas.

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.

## 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:

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

Central Services - to account for purchasing and maintaining supplies inventory; purchase and service of photocopiers; mail messenger and postage costs; and the provision of printing services to City departments.

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.

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.

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

### Appropriations:

The City is not legally required to prepare budgets for any of its funds, but does so as a matter of managerial policy. Budgets submitted to the City Council include both appropriated funds and memorandum funds. Budgets for all funds except proprietary funds are considered to be appropriated. Proprietary fund budgets are considered to be memorandum budgets used for management control.

CITY OF DALY CITY  
FUNDS AND FUNCTIONAL UNITS

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

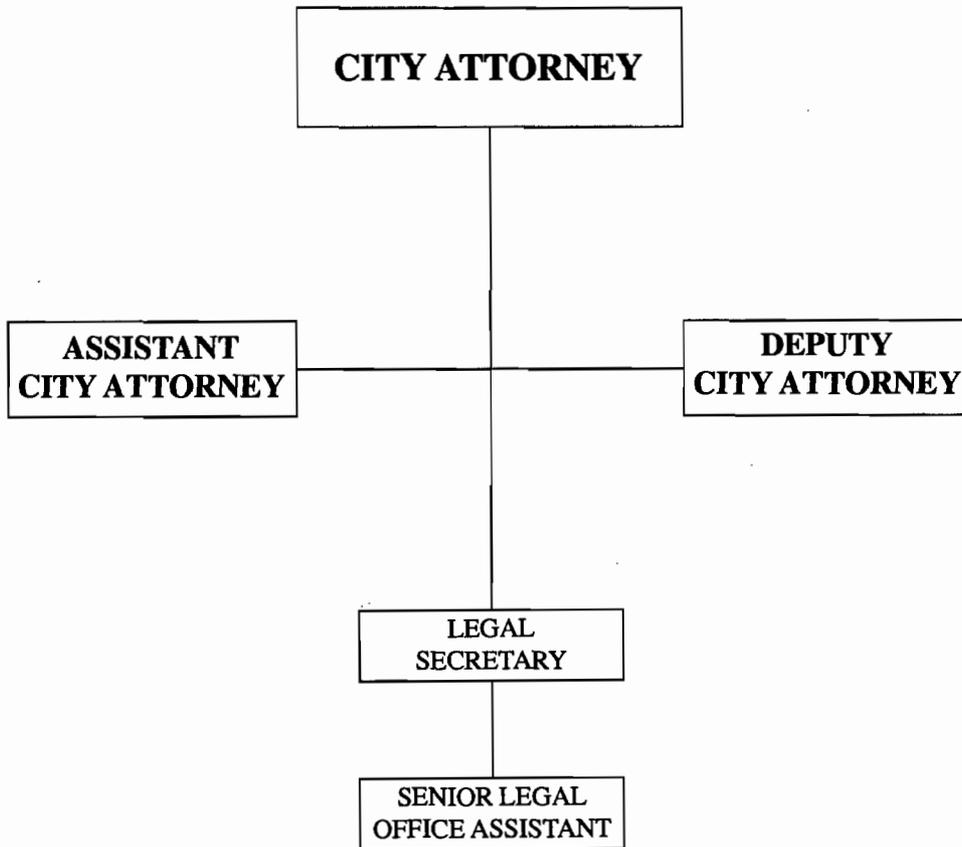
An X appears in each fund where a department has operational activities or is responsible for performance.



# City of Daly City

## CITY ATTORNEY

Fiscal Years 2008-2009 and 2009-2010



# **CITY ATTORNEY**

---

## **PROGRAM DESCRIPTION**

The City Attorney's Office is budgeted for one City Attorney, one Assistant and one Deputy with two support staff employees.

The City Attorney is appointed by the City Council and provides legal representation to the Mayor, City Council, City Manager, City departments, City boards and Commissions. The City Attorney's Office serves as general counsel for the 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.

The City Attorney's Office serves a similar advisory function with respect to the various departments in the City, whose actions is also governed by and must be derived from state law and for the various boards, agencies and commissions within the City.

The City Attorney's Office is responsible for providing, either directly or through outside counsel for the defense of the City, its officers and employees against lawsuits and claims. The City Attorney's Office, in conjunction with the Finance Department and the City Manager's Office, administers the liability portion of the City's self-insurance program, and oversees the handling of Tort Claims.

Responsibilities include:

- Provides legal advice on widely diverse areas of law, from bankruptcy to water rights, litigation to legislation and real estate to personnel matters;
- Provides counsel to and attends meetings of certain Council committees, the Planning Commission and special City department task forces;
- Provides advice or written opinions to any City officer, department head, board commission or other unit of local government in areas of land use, personnel, elections, conflict of interest and economic development;
- Drafting, reviewing and approving as to form all contracts, surety bonds, ordinances, policies and resolutions;
- Investigating, evaluating and recommending disposition of all claims against the City;
- Respond to request for public records and other documents;
- Prepare resolutions and ordinances for City Council agendas;
- Prosecute legal actions initiated by the City;

While the City Attorney's Office endeavors to do as much of the City's legal work as possible, in areas of legal specialty or that require large commitments of time over a short period the City contracts with outside legal counsel to represent the City's interest.

# CITY OF DALY CITY

---

## ***PROGRAM GOAL***

As a support department (rather than an operational department) achieving anticipated and defined goals are sometimes difficult to set out. This is a fundamental distinction between the City Attorney's Office and that of other City departments.

Generally, the goals of the City Attorney's Office include technical competence, effecting accurate and clear presentations of legal principles, handle litigation and liability matters in the best interest of the City, and layout the best legal options and alternatives to legal problems.

## ***PROGRAM OBJECTIVES***

1. Perform all duties in accordance with the City's established Ordinances, Policies and Principles.
2. Update and revise ordinances, policies and municipal codes to further implement the priorities of the City Council.
3. Provide a high quality of legal service to the City Council, City staff, and Management; project and maintain a positive image on behalf of the City of Daly City with those contacted at work and in the community.
4. Assume responsibility for all professional legal services and activities including civil litigation, prosecution of City ordinance violations, advising City officials and City Council on legal issues pertaining to their proposed actions, and preparing appropriate City ordinances, resolutions and other legal documents.
5. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
6. Research, analyze, and evaluate new practical and professional methods, procedures and techniques that help our office present statements of law, fact and argument clearly and logically.
7. Work effectively with others to achieve City Council, management team, department and citywide goals; support and reinforce City Council policies and decisions.
8. To promptly advise each department of legal implications of proposed actions, and of permissible alternatives when legal restrictions arise.

**CITY OF DALY CITY**  
**Revenue Budget**  
**2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: CITY ATTORNEY 050**  
**Program: CITY ATTORNEY 050**

	2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3860 MISCELLANEOUS REVENUE	96	80	60	0	0
<b>MISCELLANEOUS REVENUES</b>	96	80	60	0	0
<b>TOTAL REVENUES</b>	<b><u>\$96</u></b>	<b><u>\$80</u></b>	<b><u>\$60</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND  
Department: CITY ATTORNEY  
Program: CITY ATTORNEY**

**01  
050  
050**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	537,559	492,025	524,784	558,792	579,016
4104 PERS RETIREMENT	106,218	95,551	101,172	106,139	107,768
4105 GROUP INSURANCE	28,954	31,262	37,497	41,247	45,371
4106 WORKERS COMPENSATION	7,167	10,980	10,223	9,970	10,334
4107 MEDICARE	7,748	8,527	7,189	7,822	8,115
4108 UNEMPLOYMENT INSURANCE	498	471	0	0	0
4110 TERMINATION PAY	0	191,241	0	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>688,144</b>	<b>830,057</b>	<b>680,865</b>	<b>723,970</b>	<b>750,604</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	200	211	200	204	208
4212 COMMUNICATIONS	713	645	600	612	624
4217 EQUIPMENT MAINTENANCE CONTRA	60	60	60	61	62
4219 PROFESSIONAL SERVICES	14,503	25,515	20,000	20,400	20,408
4220 OTHER CONTRACTUAL SERVICES	2,414	2,091	2,500	2,500	2,500
4230 OFFICE EXPENSE	4,378	5,102	4,776	4,872	4,969
4234 SPECIAL DEPARTMENTAL	687	427	750	765	780
4238 LIBRARY BOOKS & PERIODICALS	17,454	14,937	14,790	15,056	15,357
<b>SERVICES AND SUPPLIES</b>	<b>40,409</b>	<b>48,988</b>	<b>43,676</b>	<b>44,470</b>	<b>44,908</b>
4302 MEMBERSHIPS & PUBLICATIONS	1,623	1,778	1,811	1,847	1,884
4303 TRAVEL & MEETINGS	227	160	250	5,255	5,260
4304 EDUCATION & TRAINING	1,250	3,298	3,787	3,862	3,939
4310 OUTSIDE LEGAL COSTS	0	0	50,000	50,000	50,000
<b>OTHER CHARGES</b>	<b>3,100</b>	<b>5,236</b>	<b>55,848</b>	<b>60,964</b>	<b>61,083</b>
4208 TELEPHONE SERVICE CHARGES	1,236	1,010	1,010	2,014	2,054
4216 VEHICLE SERVICE CHARGES	278	265	270	567	578
4223 INFORMATION SERVICES CHARGES	8,065	8,226	8,391	12,137	12,705
4224 BLDG MAINTENANCE SVC CHARGES	28,357	29,208	29,938	33,958	34,630
4226 MAIL/MESSENGER SERVICE	4,844	4,518	4,408	5,543	5,543
4227 COPIER SERVICES	3,226	3,054	3,288	4,520	4,520
4233 POSTAGE	681	582	603	708	722
4301 GENERAL INSURANCE CHARGES	1,623	1,656	1,688	1,276	1,301
<b>FIXED CHARGES</b>	<b>48,310</b>	<b>48,519</b>	<b>49,596</b>	<b>60,723</b>	<b>62,053</b>
4672 IF TO 55-035-458	0	1,920	1,678	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>1,920</b>	<b>1,678</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$779,963</u></b>	<b><u>\$934,720</u></b>	<b><u>\$831,663</u></b>	<b><u>\$890,127</u></b>	<b><u>\$918,648</u></b>

**Full-Time Salaried Position Listing**

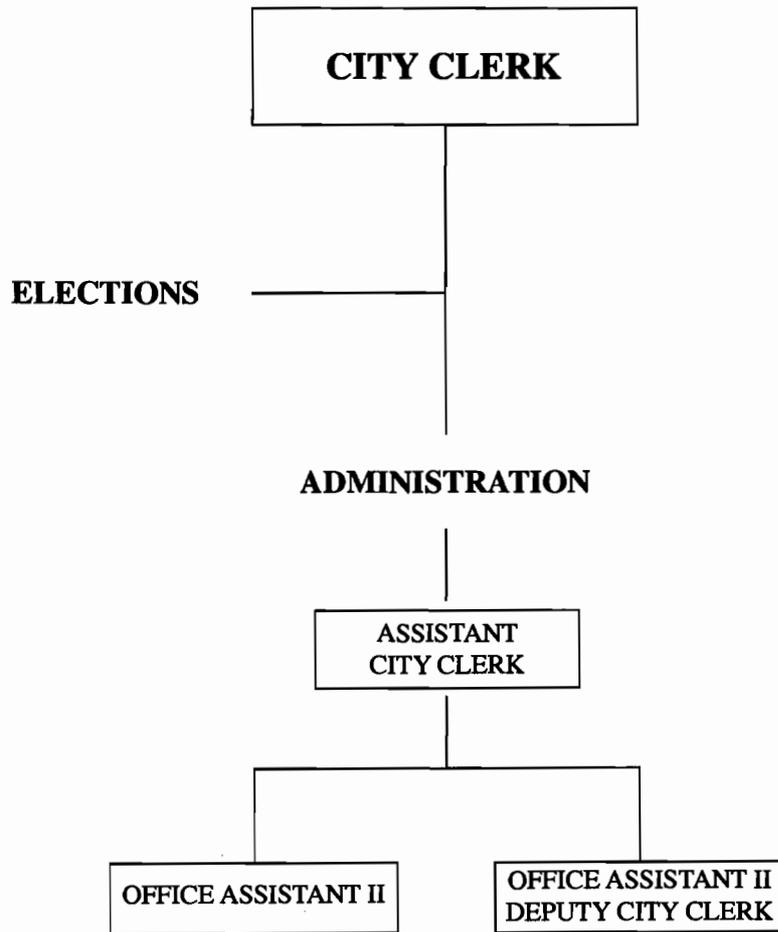
**CITY ATTORNEY**

2006-07	2007-08		Classification	Range	2008-09	2009-10
<b>01-050-050</b>						
1	1		City Attorney	M502	1	1
1	1		Assistant City Attorney	M339	1	1
1	1		Deputy City Attorney II	U056	1	1
1	1		Legal Secretary	U045	1	1
1	1		Senior Legal Office Assistant	U034	1	1
<u>5</u>	<u>5</u>				<u>5</u>	<u>5</u>



# City of Daly City CITY CLERK

Fiscal Years 2008-2009 and 2009-2010



# **CITY CLERK**

---

## ***PROGRAM DESCRIPTION***

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

1. As an Election Official, the City Clerk administers Federal, State and Local procedures through which local government representatives are selected; assists candidates in meeting their legal responsibilities before, during and after an election; prepares candidate packets; issues and receives nomination papers; accepts and transmits necessary campaign statements and conflict of interests forms to the Fair Political Practices Commission.
2. As a Legislative Administrator, the City Clerk prepares legislative agendas, and City Council packets, verifies publishing and posting of legal notices and the recording of legislative decisions.
3. As a Records Manager, the City Clerk oversees the preservation and protection of public record, maintains and indexes the Minutes, Ordinances and Resolutions adopted by the City Council. The City Clerk ensures that public records are readily accessible to the public.

## ***PROGRAM GOAL***

To maintain a complete and accurate record of City Council proceedings; preserving, recording, maintaining, storing and retrieving of official City records; conduct municipal elections; provide administrative assistance to the City Council and City staff and to provide prompt and high quality service to the public. To 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***

The City Clerk's Office will support City-wide priorities through the following:

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

- Provide assistance with Daly City garbage discounts and California state homeowners/renters assistance.
- Provide assistance with applications for exemption from utility users tax.
- Provide a collection point for absentee ballots.
- Accept U.S. Passport applications on behalf of the U.S. Department of State.
- Provide information to the public about civic meetings and activities.
- Provide support for the election process.
- Maintain an efficient record management system.
- Post agendas; publish legal notices in a timely manner.
- Provide information on the operations of the City and maintain official records.

## ***SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)***

Implement all state and federal mandates as efficiently and effectively as possible including the requirements of the following:

- Freedom of Information Act.
- California Public Records Act
- The Brown Act:
- Federal Voting Rights Act
- Open Meeting Act

## ***PROGRAM OBJECTIVES***

To 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 to conduct the City's general municipal election in 2008.

Complete staff training on the upgrade to the Sire electronic document imaging/record keeping system and Agenda Plus program. Ensure that all documents have been properly migrated into Sire. Continue the scanning of all vital records in the City Clerk's Office with the ultimate goal to have all Legislative Records in the program by the 2010 budget year. Storage of documents electronically reduces volume of paper storage files, speeds retrieval of documents, and ensures protection of vital historical and legal records.

**CITY OF DALY CITY**

Revenue Budget

2008-09/2009-10

Fund: GENERAL FUND

01

Department: CITY CLERK

020

Program: CITY CLERK

020

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3761	CANDIDATES STATEMENTS	0	3,333	0	7,000	0
3795	SALE OF DOCUMENTS	172	43	100	102	104
3796	REIMBURSEMENT FOR CURRENT SVC	7,980	38,660	37,000	37,740	38,495
	<b>CHARGES AND FEES</b>	<b>8,152</b>	<b>42,036</b>	<b>37,100</b>	<b>44,842</b>	<b>38,599</b>
3860	MISCELLANEOUS REVENUE	160	235	150	156	156
	<b>MISCELLANEOUS REVENUES</b>	<b>160</b>	<b>235</b>	<b>150</b>	<b>156</b>	<b>156</b>
	<b>TOTAL REVENUES</b>	<b><u>\$8,312</u></b>	<b><u>\$42,271</u></b>	<b><u>\$37,250</u></b>	<b><u>\$44,998</u></b>	<b><u>\$38,755</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: GENERAL FUND****01****Department: CITY CLERK****020****Program: CITY CLERK****020**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	240,424	260,671	296,020	306,798	317,875
4102	HOURLY WAGES	34,681	37,641	38,919	42,156	43,737
4103	OVERTIME	4	0	34	0	0
4104	PERS RETIREMENT	50,059	57,574	57,655	66,425	67,445
4105	GROUP INSURANCE	22,789	27,136	29,469	32,415	35,657
4106	WORKERS COMPENSATION	1,068	1,799	1,920	1,873	1,941
4107	MEDICARE	3,143	3,357	2,995	3,720	3,860
4108	UNEMPLOYMENT INSURANCE	250	285	0	0	0
4110	TERMINATION PAY	66	2,620	0	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
4119	SOCIAL SECURITY	1,230	0	2,977	0	0
	<b>SALARIES AND BENEFITS</b>	<b>353,714</b>	<b>391,083</b>	<b>429,989</b>	<b>453,387</b>	<b>470,515</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	600	443	1,000	1,020	1,040
4211	ADVERTISING	3,169	6,267	8,000	8,500	8,000
4212	COMMUNICATIONS	361	261	271	276	282
4215	RENTS AND LEASES	1,683	1,460	1,056	1,077	1,099
4217	EQUIPMENT MAINTENANCE CONTRA	112	232	200	204	208
4220	OTHER CONTRACTUAL SERVICES	0	102	240	245	250
4230	OFFICE EXPENSE	4,002	4,656	5,000	5,100	5,200
4234	SPECIAL DEPARTMENTAL	0	49	0	0	0
4256	ELECTION EXPENSES	155	59,375	0	65,000	0
4386	ELECTION EDUCATION	1,597	1,546	4,100	4,182	4,266
	<b>SERVICES AND SUPPLIES</b>	<b>11,679</b>	<b>74,391</b>	<b>19,867</b>	<b>85,604</b>	<b>20,345</b>
4302	MEMBERSHIPS & PUBLICATIONS	429	604	1,270	1,270	1,270
4303	TRAVEL & MEETINGS	1,864	1,175	1,590	1,622	1,654
4304	EDUCATION & TRAINING	185	1,004	1,250	1,275	1,301
4433	BAD DEBTS	0	0	0	0	0
	<b>OTHER CHARGES</b>	<b>2,478</b>	<b>2,783</b>	<b>4,110</b>	<b>4,167</b>	<b>4,225</b>
4208	TELEPHONE SERVICE CHARGES	1,393	960	960	2,009	2,049
4223	INFORMATION SERVICES CHARGES	9,679	9,873	10,070	14,566	15,247
4224	BLDG MAINTENANCE SVC CHARGES	25,994	26,774	27,443	31,128	31,745
4226	MAIL/MESSENGER SERVICE	4,844	4,518	4,408	5,543	5,543
4227	COPIER SERVICES	6,063	5,702	6,165	5,640	5,640
4233	POSTAGE	2,097	1,794	1,859	3,320	3,386
4301	GENERAL INSURANCE CHARGES	1,692	1,726	1,761	1,331	1,357
	<b>FIXED CHARGES</b>	<b>51,762</b>	<b>51,347</b>	<b>52,666</b>	<b>63,537</b>	<b>64,967</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$419,633</u></b>	<b><u>\$519,604</u></b>	<b><u>\$506,632</u></b>	<b><u>\$606,695</u></b>	<b><u>\$560,052</u></b>

**Full-Time Salaried Position Listing**

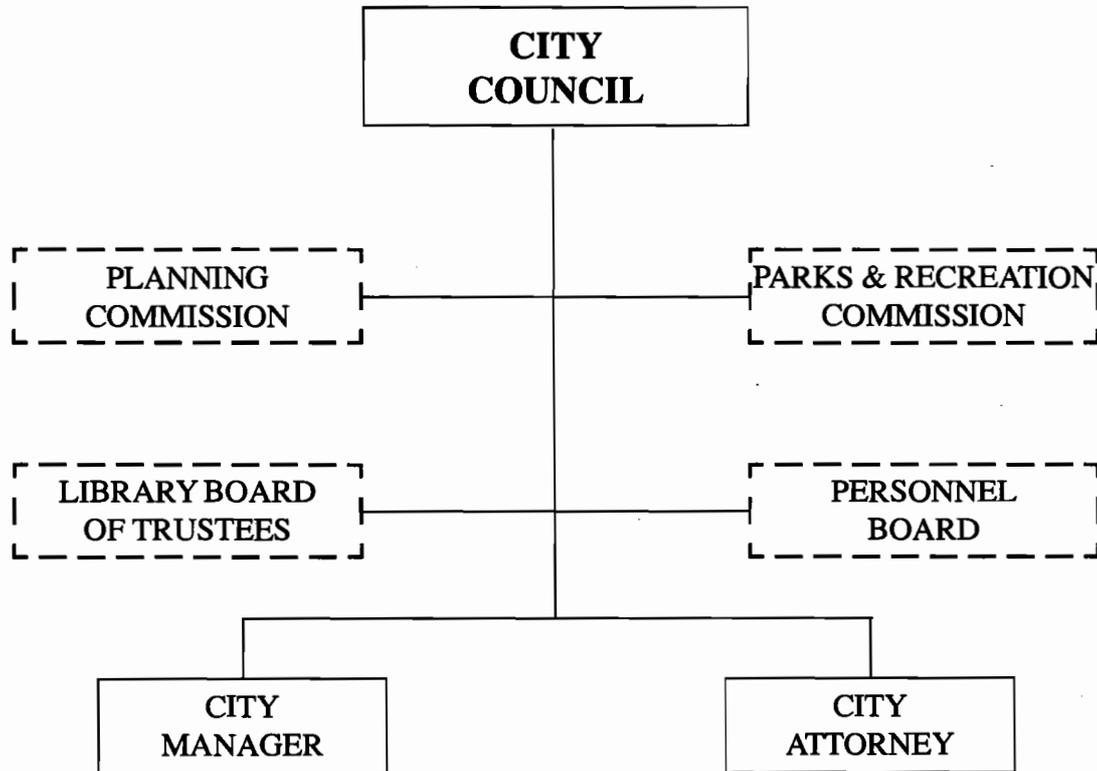
**CITY CLERK**

2006-07	2007-08		Classification	Range	2008-09	2009-10
<b>01-020-020</b>						
1	1		City Clerk	Q910	1	1
1	1		Assistant City Clerk	U046	1	1
3	3		Office Assistant II	Z022	2	2
<hr/>	<hr/>				<hr/>	<hr/>
5	5				4	4



# City of Daly City CITY COUNCIL

Fiscal Years 2008-2009 and 2009-2010



— — ADVISORY BOARDS AND COMMISSIONS

# **CITY COUNCIL**

---

## ***PROGRAM DESCRIPTION***

The City Council is the legislative body of the City and is composed of five members elected at large and serving staggered four-year terms. The Council makes all policy determinations through the enactment of ordinances and resolutions, exercising final authority in the implementation of such policies. The Council determines how the City will generate and spend revenue through annual reviews and approval of the City's budget. The City Council appoints the City Manager and City Attorney, as well as the members of the City's various advisory boards and commissions.

The City Council, by setting forth a vision for the community through the City's Mission Statement and the setting of guiding principles, objectives, and priorities, provides policy and direction that will serve both the City Council and the departments in allocating limited resources to best meet the needs of the community.

## ***CITY OF DALY CITY MISSION STATEMENT***

The City of Daly City 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 four Guiding Principles for setting priorities:

1. Community Building/Communication
2. Aesthetics
3. Quality of Life
4. Economic Vitality/Sustainability

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

1. Economic Development/Revenue Enhancement
  - Business Development, Retention, Promotion
  - Smart Growth (Green Building/Urban Design)
  - Sales Tax Increase
  - Hotel Tax
  - Increase Fees/Charges for Services
2. Public Safety
  - Maintain Adequate Police/Parking Enforcement
  - Disaster Preparedness
  - Anti-Gang Activities
  - Capital Improvements

## ***CITY OF DALY CITY MISSION STATEMENT (CONTINUED)***

### **3. Transportation/Traffic**

- Shuttle Service
- Pedestrian/Bike Friendly Facilities
- Expand Transportation Routes
- Neighborhood Traffic Liaison

### **4. Infrastructure**

- New Serramonte Library
- New Public Safety Building
- Vista Grande Flood Control Project
- Bond Measure to Provide Funding

### **5. Leisure Services**

- Daly City Sports Commission
- Parks and Recreation Commission Marketing
- Teen Center to Cultivate Youth

### **6. Land Use**

- General Plan Update
- Residential Zoning Revisions
- Community Visioning Process
- Create Pedestrian Friendly Places City-Wide

### **7. Government Operations**

- Expand Code Enforcement Activities
- Anti-Graffiti Activities
- Environmental Concerns (Green Policy)
- Staff Development/Succession Planning
- Personnel System/Civil Service Review

### **8. Community/Civic Support**

- Youth and Education
- Community Building
- Expand Community Partnerships
- Civic Engagement through Broader Public Awareness and Communication
- Citizen's Academy

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>CITY COUNCIL</b>	<b>001</b>
<b>Program:</b>	<b>LEGISLATIVE BODY</b>	<b>019</b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND  
Department: CITY COUNCIL  
Program: LEGISLATIVE BODY**

**01  
001  
019**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	93,605	101,710	112,583	118,212	124,123
4104 PERS RETIREMENT	9,572	9,749	10,495	10,987	11,419
4105 GROUP INSURANCE	29,924	33,833	33,638	38,193	43,922
4106 WORKERS COMPENSATION	1,911	3,424	3,419	3,335	3,457
4107 MEDICARE	1,942	1,699	1,568	1,714	1,799
4108 UNEMPLOYMENT INSURANCE	104	97	0	0	0
4118 GROUP INSURANCE - RETIREES	0	3,726	0	0	0
4119 SOCIAL SECURITY	3,517	2,359	2,550	2,678	2,812
<b>SALARIES AND BENEFITS</b>	<b>140,575</b>	<b>156,597</b>	<b>164,253</b>	<b>175,119</b>	<b>187,532</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	21,900	7,311	3,816	6,600	6,600
4212 COMMUNICATIONS	7,723	7,213	2,240	5,000	5,000
4230 OFFICE EXPENSE	1,048	2,630	1,629	1,630	3,630
<b>SERVICES AND SUPPLIES</b>	<b>30,671</b>	<b>17,154</b>	<b>7,685</b>	<b>13,230</b>	<b>15,230</b>
4302 MEMBERSHIPS & PUBLICATIONS	0	0	600	600	600
4303 TRAVEL & MEETINGS	8,017	5,712	3,831	7,100	7,100
4304 EDUCATION & TRAINING	10,684	8,700	20,144	23,200	25,000
<b>OTHER CHARGES</b>	<b>18,701</b>	<b>14,412</b>	<b>24,575</b>	<b>30,900</b>	<b>32,700</b>
4208 TELEPHONE SERVICE CHARGES	871	600	600	1,280	1,306
4223 INFORMATION SERVICES CHARGES	3,226	3,291	3,357	4,856	5,083
4224 BLDG MAINTENANCE SVC CHARGES	23,631	24,340	24,948	28,298	28,859
4226 MAIL/MESSENGER SERVICE	2,422	2,259	2,204	2,772	2,772
4301 GENERAL INSURANCE CHARGES	1,637	1,670	1,703	1,287	1,313
<b>FIXED CHARGES</b>	<b>31,787</b>	<b>32,160</b>	<b>32,812</b>	<b>38,493</b>	<b>39,333</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$221,734</u></b>	<b><u>\$220,323</u></b>	<b><u>\$229,325</u></b>	<b><u>\$257,742</u></b>	<b><u>\$274,795</u></b>

**Full-Time Salaried Position Listing**

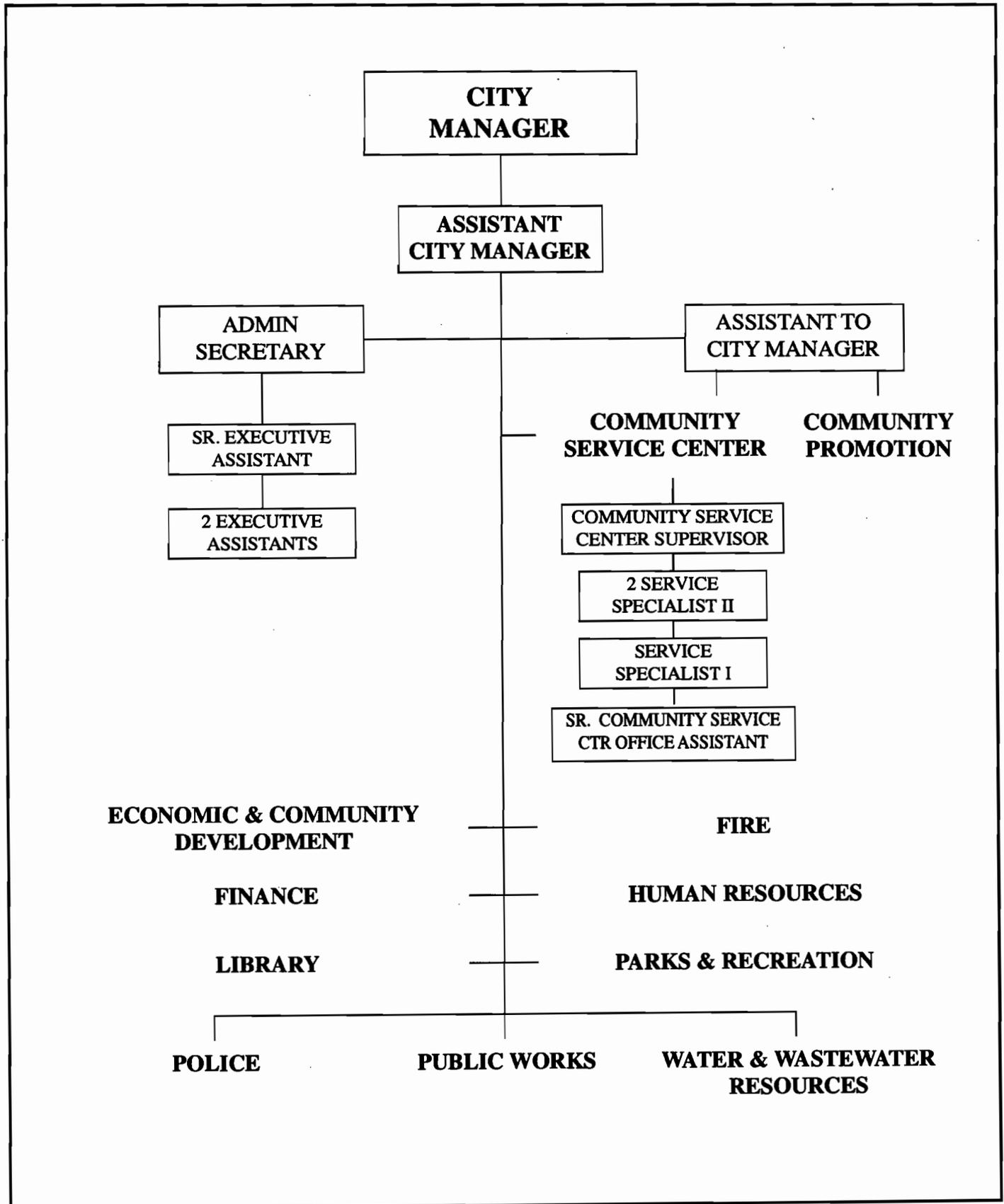
**CITY COUNCIL**

2006-07	2007-08	Classification	Range	2008-09	2009-10
<b>01-001-019</b>					
1	1	Mayor	Q220	1	1
4	4	City Council	Q220	4	4
5	5			5	5



# City of Daly City CITY MANAGER

Fiscal Years 2008-2009 and 2009-2010



**CITY OF DALY CITY****Department Summary****2008-09/2009-10****CITY MANAGER**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>FROM OTHER AGENCIES</b>	117,375	135,655	132,593	132,593	132,593
<b>MISCELLANEOUS REVENUES</b>	0	0	2,359	2,359	2,359
<b>TOTAL REVENUES</b>	<b><u>\$117,375</u></b>	<b><u>\$135,655</u></b>	<b><u>\$134,952</u></b>	<b><u>\$134,952</u></b>	<b><u>\$134,952</u></b>

**CITY OF DALY CITY****Department Summary****2008-09/2009-10****CITY MANAGER**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,367,660	1,371,674	1,559,421	1,571,606	1,629,826
<b>SERVICES AND SUPPLIES</b>	144,480	254,334	260,003	263,406	278,081
<b>OTHER CHARGES</b>	122,458	128,528	132,937	144,007	149,009
<b>FIXED CHARGES</b>	218,817	222,509	226,732	175,384	179,666
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,853,415</u></b>	<b><u>\$1,977,045</u></b>	<b><u>\$2,179,093</u></b>	<b><u>\$2,154,403</u></b>	<b><u>\$2,236,582</u></b>

# **CITY MANAGER**

---

## ***PROGRAM DESCRIPTION***

The City Manager's Office is responsible for the general management and oversight of Daly City's municipal operations, including the Daly City Redevelopment Agency and North San Mateo County Sanitation District. This involves coordination of organizational programs and activities; development and general management of the operating and capital budgets; financial planning for the municipal corporation; continued improvement, expansion or redirection of programs and activities within the organization to meet community needs; selection of senior management personnel; oversight of labor relations activities; generating public information, facilitating conversation and information exchange with citizens, encouraging community participation; and representing the organization in inter-jurisdictional matters with other agencies.

These duties are carried out under the direction of the City Council and through implementation of City Council policies and legislative actions. The City Manager's office is responsible for ensuring that the City Council is provided with adequate information and recommendations regarding technical and professional issues under policy consideration and implementing Council decisions in these areas. Further, the City Manager's office provides the necessary clerical and administrative support to Council Members in their legislative role within the organization, as well as in their activities with other agencies and organizations.

## ***DEPARTMENT MISSION STATEMENT***

To assure policy objectives adopted by the City Council are implemented efficiently and effectively throughout the City organization for the benefit of the public we serve.

## ***SUPPORT FOR CITYWIDE GUIDING PRINCIPLES***

The City Managers Office will support City-wide Guiding Principles through the following:

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

- Promote efficiency and cost effective service delivery for all City services.
- Provide leadership and direction for organizational initiatives to assure a continuing high quality work force.
- Provide leadership and direction for the organization's emergency response planning efforts, with continued emphasis on Pandemic Flu planning.

Continue efforts and approaches to expand and improve services to the community-

- Initiate and evaluate proposals for service improvements.
- Monitor community satisfaction with city services; seek community input, participation and suggestions.
- Develop the curriculum for the Daly City Citizens Academy.
- Address quality of service issues related to City franchise agreements and contracts.

# CITY OF DALY CITY

---

## ***SUPPORT FOR CITYWIDE GUIDING PRINCIPLES (CONTINUED)***

To 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.

To expand organizational capability and effectiveness in order to better serve the community-

- Continue evaluation of proposals for participating in regional service approaches that will enhance efficiency and effectiveness and produce cost savings.
- Continue efforts to address long-term infrastructure and capital improvement needs.

## ***PROGRAM PRIORITIES AND OBJECTIVES***

1. Expand strategies to promote and enhance economic development and create new or enhanced revenues.
2. Provide direction and support to maintain high standard of public safety, including ongoing efforts to enforce parking regulations, improve emergency preparedness, and continue efforts to address gang activity within the City.
3. Address transportation and traffic congestion issues on both a regional and local level by working with SamTrans, BART, and the Peninsula Traffic Congestion Relief Alliance to expand public transportation opportunities.
4. Seek opportunities to make improvements to the City's infrastructure, including exploring funding options for building a new Serramonte Library, Public Safety Training Facility, and Vista Grande Flood Control Project.
5. Promote and support leisure services opportunities in Daly City, while considering the possible creation of a Daly City Sports Commission.
6. Continue to engage the community in participating in the General Plan Update, consider residential zoning changes, and investigate ways to develop pedestrian-friendly corridors throughout the City.
7. Maintain all essential government operations, foster volunteer opportunities for community projects, including graffiti removal; address environmental issues and strategies for reducing the City's carbon footprint; and to further develop policies for succession planning and staff development.
8. Develop Community and Civic Support networks by establishing a Daly City Citizens Academy to better inform residents and members of the business community of the City's operational capabilities, responsibilities and resources.

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

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

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3840 PRIVATE CONTRIBUTIONS	0	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

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

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	751,516	763,851	871,865	876,105	907,461
4104 PERS RETIREMENT	149,367	146,903	165,976	164,568	167,093
4105 GROUP INSURANCE	43,113	37,154	62,369	68,605	75,466
4106 WORKERS COMPENSATION	10,867	18,187	19,869	19,377	20,084
4107 MEDICARE	9,619	8,888	9,998	9,923	10,295
4108 UNEMPLOYMENT INSURANCE	698	733	0	0	0
4110 TERMINATION PAY	34,024	0	0	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>999,204</b>	<b>975,716</b>	<b>1,130,077</b>	<b>1,138,578</b>	<b>1,180,399</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	5,100	1,500	3,600	3,600	3,600
4212 COMMUNICATIONS	2,042	3,189	3,298	3,756	3,756
4217 EQUIPMENT MAINTENANCE CONTRA	120	120	120	120	120
4219 PROFESSIONAL SERVICES	2,000	452	0	500	500
4230 OFFICE EXPENSE	3,515	5,036	6,011	6,100	6,100
<b>SERVICES AND SUPPLIES</b>	<b>12,777</b>	<b>10,297</b>	<b>13,029</b>	<b>14,076</b>	<b>14,076</b>
4302 MEMBERSHIPS & PUBLICATIONS	4,225	3,217	4,194	4,819	4,869
4303 TRAVEL & MEETINGS	8,764	9,064	6,698	10,000	10,000
4304 EDUCATION & TRAINING	3,580	2,193	1,000	2,350	2,350
<b>OTHER CHARGES</b>	<b>16,569</b>	<b>14,474</b>	<b>11,892</b>	<b>17,169</b>	<b>17,219</b>
4208 TELEPHONE SERVICE CHARGES	1,915	1,321	1,321	3,094	3,156
4216 VEHICLE SERVICE CHARGES	17,374	18,243	18,607	22,657	23,110
4223 INFORMATION SERVICES CHARGES	11,292	11,518	11,748	16,993	17,788
4224 BLDG MAINTENANCE SVC CHARGES	47,261	48,679	49,896	56,596	57,716
4226 MAIL/MESSENGER SERVICE	2,422	2,259	2,204	2,772	2,772
4227 COPIER SERVICES	3,226	3,054	3,288	4,520	4,520
4233 POSTAGE	4,186	3,580	3,710	2,792	2,848
4301 GENERAL INSURANCE CHARGES	1,665	1,698	1,732	1,309	1,335
<b>FIXED CHARGES</b>	<b>89,341</b>	<b>90,352</b>	<b>92,506</b>	<b>110,733</b>	<b>113,245</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,117,891</u></b>	<b><u>\$1,090,839</u></b>	<b><u>\$1,247,504</u></b>	<b><u>\$1,280,556</u></b>	<b><u>\$1,324,939</u></b>

# **COMMUNITY SERVICES CENTER**

---

## ***PROGRAM DESCRIPTION***

The Community Services Center is a human service agency that assists its clients in locating and accessing human service programs in Daly City and San Mateo County. The Center hosts various agencies throughout the County to provide Daly City accessible human services and resources.

Taking a holistic, preventive and empowering approach, Center staff provides an array of direct services to residents of Daly City, Colma and Broadmoor. Services include comprehensive needs assessment, crisis intervention, counseling, advocacy and mediation, outreach, information and referral, translation and other technical assistance services, employment/training information, homelessness prevention and intervention programs and holiday assistance.

## ***GOAL***

It is the goal of the Community Services Center to promote and improve the quality of life for the residents of Daly City, Colma and Broadmoor by providing quality crisis intervention services, either directly or by referral to the appropriate provider, to empower individuals and families to achieve self-reliance.

## ***HIGHLIGHTS***

The array of human services offered by the Community Service Center continues to be in high demand in our community. Housing assistance continues to be the primary requested service. This assistance includes emergency shelter, financial housing assistance, emergency housing relief and relocation assistance for victims of fire and natural disasters, and sanctuary from unsafe housing. The number of housing assistance requests increased from 914 families (representing 3,839 individuals) in fiscal year 2004 to 1,046 families (4,811 individuals) in Fiscal Year 2006-07.

The "Working Poor" have emerged in recent years seeking assistance from the Community Service Center. These clients reflects the thousands of working poor families throughout San Mateo County and State who survive from paycheck to paycheck, working at low-paying jobs without benefits or opportunities for promotion as well as those on fixed incomes who need help to simply sustain a minimum standard of living. Case involving "Working Poor" clients have increased from 972 families (representing 4,180 individuals) in fiscal year 2005 to 1,052 families (4,839 individuals) in Fiscal Year 2006-07.

To provide essential services to the community, the Community Services Center continues to collaborate with other human service agencies, churches, schools, and businesses. Working in collaboration with these other agencies, the Center enhances its service to the community through its increased ability to distribute limited resources in a more effective and efficient manner.

### ***PROGRAM OBJECTIVES***

1. Work collaboratively and cooperatively with the San Mateo County Human Service Agency to implement the Cal-Works Welfare Reforms to assist people in the transition from Welfare-to-Work.
2. Work cooperatively with San Mateo County and local human services providers in the planning and implementation of current and future human services programs and services to benefit the greater Daly City area.
3. Continue to maintain and improve projects such as Child Welfare Re-Design (reforming child abuse/neglect policies), the Homeless Management Information System (a data base to track the homeless and the services they receive), Family Self-sufficiency Team (multi-disciplinary case management to holistically help families in regaining self sufficiency) and Team Decision Making (a mandatory meeting held by Child Welfare Services prior a foster care placement or the removal/return of a child from their home).
4. Provide emergency food, shelter, clothing and transportation assistance to families and individuals.
5. Provide crisis intervention and short-term counseling services for families and individuals.
6. Provide comprehensive needs assessments for families and individuals.
7. In conjunction with other human services programs, provide coordinated case management for families or individuals.
8. Provide social services program information and referrals to families and individuals.
9. Provide employment assessment and referral services.
10. Provide case management follow-up services.
11. Increase community awareness regarding Community Services Center services and programs.
12. Perform targeted outreach to food stamp eligible families and individuals.

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>CITY MANAGER</b>	<b>011</b>
<b>Program:</b>	<b>COMMUNITY SERVICE CENTER</b>	<b>014</b>

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3602 SM CO GRANT - COMM SVC CENTER	115,507	135,655	132,593	132,593	132,593
<b>FROM OTHER AGENCIES</b>	115,507	135,655	132,593	132,593	132,593
3860 MISCELLANEOUS REVENUE	0	0	2,359	2,359	2,359
<b>MISCELLANEOUS REVENUES</b>	0	0	2,359	2,359	2,359
<b>TOTAL REVENUES</b>	<b><u>\$115,507</u></b>	<b><u>\$135,655</u></b>	<b><u>\$134,952</u></b>	<b><u>\$134,952</u></b>	<b><u>\$134,952</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

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

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	237,652	298,264	322,858	323,840	335,406
4102 HOURLY WAGES	39,083	306	0	0	0
4104 PERS RETIREMENT	54,287	56,837	61,089	60,715	61,646
4105 GROUP INSURANCE	27,400	31,086	32,965	36,262	39,888
4106 WORKERS COMPENSATION	2,878	4,312	4,487	4,376	4,536
4107 MEDICARE	2,795	2,973	3,084	3,033	3,147
4108 UNEMPLOYMENT INSURANCE	260	286	0	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	152	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>364,507</b>	<b>394,064</b>	<b>424,483</b>	<b>428,226</b>	<b>444,623</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	496	3,298	1,663	1,696	1,730
4212 COMMUNICATIONS	1,607	1,428	1,703	1,737	1,772
4215 RENTS AND LEASES	833	0	0	0	0
4217 EQUIPMENT MAINTENANCE CONTRA	120	120	120	124	127
4230 OFFICE EXPENSE	2,478	2,699	4,053	1,696	1,730
<b>SERVICES AND SUPPLIES</b>	<b>5,534</b>	<b>7,545</b>	<b>7,539</b>	<b>5,253</b>	<b>5,359</b>
4302 MEMBERSHIPS & PUBLICATIONS	75	70	258	263	268
4303 TRAVEL & MEETINGS	0	498	718	732	747
4304 EDUCATION & TRAINING	108	358	600	612	624
<b>OTHER CHARGES</b>	<b>183</b>	<b>926</b>	<b>1,576</b>	<b>1,607</b>	<b>1,639</b>
4208 TELEPHONE SERVICE CHARGES	1,915	1,321	1,321	2,167	2,210
4223 INFORMATION SERVICES CHARGES	11,292	11,518	11,748	16,993	17,788
4224 BLDG MAINTENANCE SVC CHARGES	94,522	97,358	99,792	22,686	23,135
4226 MAIL/MESSENGER SERVICE	2,422	2,259	2,204	2,772	2,772
4227 COPIER SERVICES	5,577	5,150	5,216	5,000	5,000
4233 POSTAGE	592	506	524	849	866
4301 GENERAL INSURANCE CHARGES	1,033	1,054	1,075	812	829
<b>FIXED CHARGES</b>	<b>117,353</b>	<b>119,166</b>	<b>121,880</b>	<b>51,279</b>	<b>52,600</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$487,577</u></b>	<b><u>\$521,701</u></b>	<b><u>\$555,478</u></b>	<b><u>\$486,365</u></b>	<b><u>\$504,221</u></b>

# **COMMUNITY PROMOTION**

---

## ***PROGRAM DESCRIPTION***

The Community Promotion program seeks to enhance community pride and participation, promote economic development and rehabilitation, support cooperative intergovernmental relations, provide effective and timely public information to the community and encourage public participation, volunteerism and involvement in the delivery of City services.

## ***GOAL***

The goal of the Community Promotion program is to enhance community pride, promote economic development, strengthen intergovernmental relations and conduct effective public information and outreach to keep the community informed and encourage increased community involvement in civic affairs.

## ***HIGHLIGHTS***

- Production of *The Fog Cutter* quarterly community newsletter to provide the community with news and information affecting Daly City.
- Coordination and oversight of the all-volunteer Clean Community Committee which continues to provide an essential service to the neighborhoods and business districts of Daly City.
- The “Hire Daly City First” program, first launched in 2001, was launched to help create a balance between local jobs and local workers. Daly City is committed to helping local businesses fill staffing needs with qualified local candidates and provides a free recruitment website, [www.hiredalycity.org](http://www.hiredalycity.org).
- Filming and production of Daly City Planning Commission, City Council and Redevelopment Agency meetings and Jefferson Elementary School District Board meetings.

## ***PROGRAM OBJECTIVES***

- Support the City’s membership in vital intergovernmental and community organizations including: Daly City-Colma Chamber of Commerce, League of California Cities, Association of Bay Area Governments, San Mateo County Airport Community Roundtable, San Mateo County Summer Jobs for Youth, Sustainable San Mateo County, Peninsula Television, San Mateo County Telecommunications Authority, Peninsula Conflict Resolution Center and HEART

## **CITY OF DALY CITY**

---

### ***PROGRAM OBJECTIVES (CONTINUED)***

- Continue to be actively involved and a leader in member associations and intergovernmental organizations to ensure planning and problem solving efforts undertaken both locally and regionally provide the most positive result for the Daly City community.
- Maintain effective community information through the development of materials and publications for residents and businesses, in consultation with City departments, to promote the extensive services, programs and facilities available to the community.
- Broaden the impact of the City's website by improving content, enhancing user friendliness, regularly updating website content and enhancing the visual appeal of the website.
- Continue to produce a wide array of community programs to celebrate and engage the community including: Make a Difference Day, Fall Festival Pancake Breakfast and Senior Appreciation Luncheon, Annual Commissioners Dinner, San Mateo County Council of Cities Annual Dinner Meeting, Employee Art Show, Students in Government Program and Budget at a Glance.

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>CITY MANAGER</b>	<b>010</b>
<b>Program:</b>	<b>COMMUNITY PROMOTION</b>	<b>011</b>

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
3661 RECEIPTS FROM SAN MATEO COUNTY	1,868	0	0	0	0
<b>FROM OTHER AGENCIES</b>	1,868	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$1,868</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: CITY MANAGER 010**  
**Program: COMMUNITY PROMOTION 011**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	246	0	0	0	0
4102	HOURLY WAGES	1,815	1,750	4,594	4,436	4,436
4103	OVERTIME	429	0	0	0	0
4104	PERS RETIREMENT	442	0	0	0	0
4105	GROUP INSURANCE	491	0	0	0	0
4106	WORKERS COMPENSATION	281	10	28	27	28
4107	MEDICARE	133	25	40	0	0
4110	TERMINATION PAY	0	0	0	0	0
4119	SOCIAL SECURITY	110	109	200	339	339
<b>SALARIES AND BENEFITS</b>		<b>3,947</b>	<b>1,894</b>	<b>4,862</b>	<b>4,802</b>	<b>4,803</b>
4211	ADVERTISING	90	48,480	7,900	1,000	1,000
4212	COMMUNICATIONS	0	3	0	0	0
4219	PROFESSIONAL SERVICES	45,225	43,757	43,670	48,000	48,000
4220	OTHER CONTRACTUAL SERVICES	63,272	126,452	169,635	172,482	187,051
4230	OFFICE EXPENSE	1,097	1,005	1,500	2,000	2,000
4234	SPECIAL DEPARTMENTAL	12,013	11,752	12,177	15,995	15,995
4235	BUILDING MAINTENANCE	985	622	514	0	0
4243	OPERATING SUPPLIES	34	0	500	500	500
4250	PHOTOGRAPHY	0	722	100	100	100
4261	SPECIAL EVENTS EXPENDITURES	3,453	3,699	3,439	4,000	4,000
<b>SERVICES AND SUPPLIES</b>		<b>126,169</b>	<b>236,492</b>	<b>239,435</b>	<b>244,077</b>	<b>258,646</b>
4302	MEMBERSHIPS & PUBLICATIONS	92,725	102,399	107,666	112,431	117,351
4303	TRAVEL & MEETINGS	12,981	10,728	11,803	12,800	12,800
4304	EDUCATION & TRAINING	0	0	0	0	0
<b>OTHER CHARGES</b>		<b>105,706</b>	<b>113,127</b>	<b>119,469</b>	<b>125,231</b>	<b>130,151</b>
4208	TELEPHONE SERVICE CHARGES	174	120	120	180	184
4223	INFORMATION SERVICES CHARGES	4,839	4,936	5,035	7,283	7,624
4224	BLDG MAINTENANCE SVC CHARGES	2,363	2,434	2,495	2,830	2,886
4227	COPIER SERVICES	186	624	632	756	756
4233	POSTAGE	1,784	2,044	1,174	139	142
4301	GENERAL INSURANCE CHARGES	2,777	2,833	2,890	2,184	2,227
<b>FIXED CHARGES</b>		<b>12,123</b>	<b>12,991</b>	<b>12,346</b>	<b>13,372</b>	<b>13,819</b>
<b>TOTAL EXPENDITURES</b>		<b><u>\$247,945</u></b>	<b><u>\$364,504</u></b>	<b><u>\$376,112</u></b>	<b><u>\$387,482</u></b>	<b><u>\$407,419</u></b>

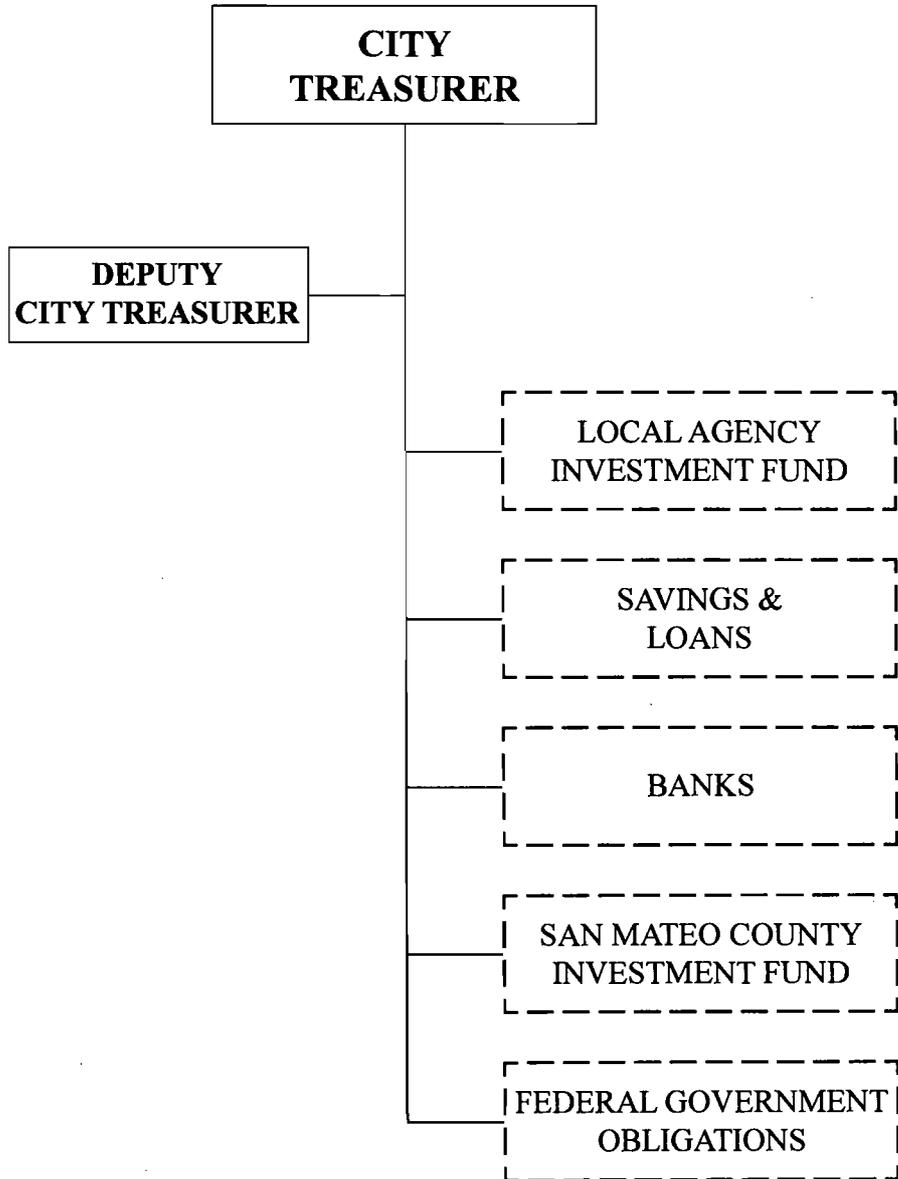
**Full-Time Salaried Position Listing**

**CITY MANAGER**

2006-07	2007-08		Classification	Range	2008-09	2009-10
<b>01-010-010</b>			<b>Administration</b>			
1	1		City Manager	M500	1	1
1	1		Assistant City Manager	M452	1	1
1	1		Assistant to the City Manager	U113	1	1
1	1		Administrative Secretary	U047	1	1
1	1		Senior Executive Assistant	U035	1	1
2	2		Executive Assistant	U028	2	2
<b>01-011-014</b>			<b>Community Service Center</b>			
1	1		Community Service Center Supervisor	U064	1	1
2	2		Service Specialist II	U024	0	0
1	1		Service Specialist I	U019	3	3
1	1		Senior Community Serv Center Office Asst	Z022	1	1
12	12				12	12



**City of Daly City**  
**CITY TREASURER**  
Fiscal Years 2008-2009 and 2009-2010



# **CITY TREASURER**

---

## ***PROGRAM DESCRIPTION***

The office of the City Treasurer is responsible for the management of cash and investments of the City, the Redevelopment Agency and the Sanitation District, and Agency Funds.

The City Treasurer is an elected official and serves as the Treasurer to the City Council, responsible for investments made in compliance with State law, and has as objectives:

- 1) Safety – at no risk to the City at any time
- 2) Liquidity – availability of monies when needed, and
- 3) Yield – maximum interest earnings without sacrificing the first two objectives.

Investments include various short-term government insured certificates of deposit, Federal Government Obligations (Ginnie Mae), 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. He works closely with the Finance Department in collecting delinquent accounts receivable. The Treasurer also participates with the Daly City Chamber of Commerce in its many activities.

With a portfolio of \$85 million, the City of Daly City has realized an average current yield of 5% for the past year.

## ***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.

## ***PROGRAM OBJECTIVES***

1. Investment of funds will be in compliance with governing law and the City's investment policy.
2. Adequate cash availability will be maintained while ensuring that principal invested is protected from loss.



**CITY OF DALY CITY**

**Revenue Budget**

**2008-09/2009-10**

<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>CITY TREASURER</b>	<b>040</b>
<b>Program:</b>	<b>CITY TREASURER</b>	<b>040</b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: CITY TREASURER 040**  
**Program: CITY TREASURER 040**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	62,407	69,384	71,138	73,876	76,637
4104 PERS RETIREMENT	12,738	13,527	13,753	14,490	14,712
4105 GROUP INSURANCE	9,687	11,061	10,674	11,741	12,915
4106 WORKERS COMPENSATION	225	395	394	384	398
4107 MEDICARE	60	30	29	47	48
4108 UNEMPLOYMENT INSURANCE	58	66	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>85,175</b>	<b>94,463</b>	<b>95,988</b>	<b>100,538</b>	<b>104,710</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	4,200	1,050	400	400	400
4212 COMMUNICATIONS	204	193	150	250	250
4230 OFFICE EXPENSE	147	116	175	175	175
<b>SERVICES AND SUPPLIES</b>	<b>4,551</b>	<b>1,359</b>	<b>725</b>	<b>825</b>	<b>825</b>
4302 MEMBERSHIPS & PUBLICATIONS	1,166	882	929	916	916
4303 TRAVEL & MEETINGS	2,444	1,976	2,434	2,434	2,434
4304 EDUCATION & TRAINING	210	200	200	200	200
<b>OTHER CHARGES</b>	<b>3,820</b>	<b>3,058</b>	<b>3,563</b>	<b>3,550</b>	<b>3,550</b>
4208 TELEPHONE SERVICE CHARGES	174	120	120	179	183
4224 BLDG MAINTENANCE SVC CHARGES	2,363	2,434	2,495	2,830	2,886
4226 MAIL/MESSENGER SERVICE	1,211	1,130	1,102	1,386	1,386
4233 POSTAGE	12	11	11	40	41
4301 GENERAL INSURANCE CHARGES	1,365	1,392	1,420	1,073	1,094
<b>FIXED CHARGES</b>	<b>5,125</b>	<b>5,087</b>	<b>5,148</b>	<b>5,508</b>	<b>5,590</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$98,671</u></b>	<b><u>\$103,967</u></b>	<b><u>\$105,424</u></b>	<b><u>\$110,421</u></b>	<b><u>\$114,675</u></b>

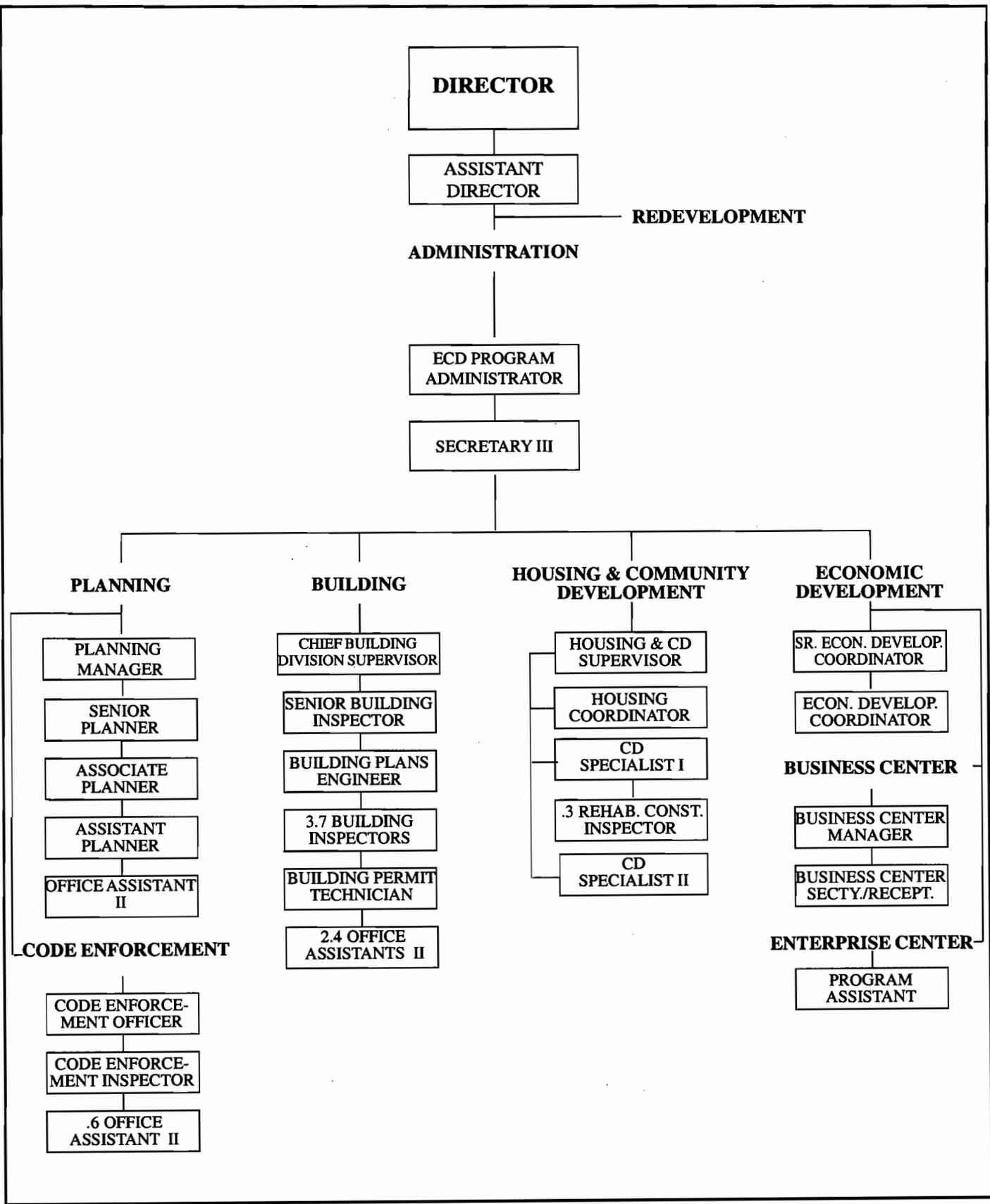
**Full-Time Salaried Position Listing**

**CITY TREASURER**

2006-07	2007-08		Classification	Range	2008-09	2009-10
<b>01-040-040</b>						
1	1		City Treasurer	Q900	1	1
0.05	0.05		Deputy City Treasurer	Z029	0.05	0.05
1.05	1.05				1.05	1.05



**City of Daly City**  
**DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT**  
 Fiscal Years 2008-2009 and 2009-2010



**CITY OF DALY CITY****Department Summary****2008-09/2009-10****ECONOMIC & COMMUNITY DEVE**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>LICENSES AND PERMITS</b>	1,424,253	1,509,162	1,145,916	1,145,578	1,149,578
<b>RENTS AND INTEREST</b>	394,754	283,918	271,809	328,831	368,620
<b>FROM OTHER AGENCIES</b>	5,154,980	2,227,805	1,730,799	2,145,740	1,615,613
<b>CHARGES AND FEES</b>	611,041	589,138	448,246	664,497	667,474
<b>MISCELLANEOUS REVENUES</b>	245,465	200,914	186,397	165,600	170,900
<b>TOTAL REVENUES</b>	<b><u>\$7,830,493</u></b>	<b><u>\$4,810,937</u></b>	<b><u>\$3,783,167</u></b>	<b><u>\$4,450,246</u></b>	<b><u>\$3,972,185</u></b>

**CITY OF DALY CITY**

Department Summary

2008-09/2009-10

**ECONOMIC & COMMUNITY DEVE**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>SALARIES AND BENEFITS</b>	3,175,084	3,229,990	3,094,605	3,206,604	3,312,831
<b>SERVICES AND SUPPLIES</b>	1,068,563	1,801,227	1,356,323	1,478,081	1,420,553
<b>OTHER CHARGES</b>	4,151,633	151,474	85,627	262,375	262,440
<b>FIXED CHARGES</b>	222,988	225,703	229,441	282,218	289,761
<b>CAPITAL OUTLAY</b>	15,198	21,497	26,015	532,987	2,877
<b>OPERATING TRANSFERS OUT</b>	14,205	598,710	9,721	9,600	10,800
<b>DEBT SERVICE</b>	121,845	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$8,769,516</u></b>	<b><u>\$6,028,601</u></b>	<b><u>\$4,801,732</u></b>	<b><u>\$5,771,865</u></b>	<b><u>\$5,299,262</u></b>

# **ECONOMIC & COMMUNITY DEVELOPMENT ADMINISTRATION**

## ***PROGRAM DESCRIPTION***

The Department of Economic and Community Development is responsible for the management of six divisions: Building, Daly City Business Center, Economic Development, Housing and Community Development, Planning and Zoning, and the Daly City Redevelopment Agency. Together these divisions are responsible for the implementation of policy pertaining to the orderly and balanced physical and economic growth in Daly City. The Department of Economic and Community Development coordinates the work of these divisions in order to strengthen and preserve the City's neighborhoods; strategically develop the City's revenue base; coordinate new growth and long range plans; pursue economic development through redevelopment efforts; and assure safe construction for all of the City's residents and merchants.

## ***DIVISION MISSION***

To direct activities for the Department's six divisions to assure orderly growth, responsive service, interdepartmental coordination, and fulfillment of the City's long-range objectives.

The primary function of the Administrative Division is supervision and management of the Department's personnel, policy direction, resources, and City-owned property management.

## ***SUPPORT FOR CITY-WIDE GOALS AND OBJECTIVES***

ECD's Administration Division provides administrative support to assist the department's divisions in achieving City-wide goals:

### **ECONOMIC DEVELOPMENT/REVENUE ENHANCEMENT**

- Promote job-creating commercial development.
- Effectively negotiate and monitor city-owned property leases.
- Continue coordination of maintenance for all City-owned buildings.
- Continue quarterly publication of "Commercial Opportunities," a listing of commercial vacancies in print and on-line formats.

### **CIVIC ENGAGEMENT**

- Coordinate departmental on-line web updates to provide current, timely information.
- Promote Daly City's local free recruitment website, [hiredalycity.org](http://hiredalycity.org), and monitor employer profiles for local employment opportunities.

### **GOVERNMENT OPERATIONS**

- Continue monitoring all underground fuel storage tanks for compliance with State regulations.
- Monitor bond-financed affordable housing projects of Serramonte Ridge and Franciscan Mobilehome Park for compliance.

# CITY OF DALY CITY

## **PROGRAM OBJECTIVES**

1. Implement marketing efforts in the Bayshore District and along the Mission Street corridor to promote Daly City's economic growth and prosperity.
2. Continue to provide assistance to developers interested in sites in Daly City, including commercial properties in the Bayshore area, excess land in the Cow Palace area, and numerous small properties along Mission Street.
3. Prepare and approve a Disposition and Development Agreement for the hotel site on Junipero Serra Boulevard at Pacific Plaza.
4. Continue to seek opportunities for the development of low-income housing.

## **PERFORMANCE MEASURES**

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
New Listing Employers on <a href="http://www.hiredalycity.org">www.hiredalycity.org</a>	27	30	30	30
Total Active Employers	196	221	246	250
Job Openings Listed on <a href="http://www.hiredalycity.org">www.hiredalycity.org</a>	92	75	80	80

**CITY OF DALY CITY**Revenue Budget  
2008-09/2009-10Fund: GENERAL FUND 01  
Department: ECONOMIC & COMMUNITY DEVE 300  
Program: ECD ADMINISTRATION 300

	2005-06	2006-07	2007-08	2008-09	2009-10
REVENUES	Actual	Actual	Estimated	Approved	Approved
3520 RENTAL INCOME	240	240	240	240	240
RENTS AND INTEREST	240	240	240	240	240
3796 REIMBURSEMENT FOR CURRENT SVC	76,744	76,744	76,744	76,744	76,744
CHARGES AND FEES	76,744	76,744	76,744	76,744	76,744
3860 MISCELLANEOUS REVENUE	3,028	0	1,115	0	0
MISCELLANEOUS REVENUES	3,028	0	1,115	0	0
<b>TOTAL REVENUES</b>	<b>\$80,012</b>	<b>\$76,984</b>	<b>\$78,099</b>	<b>\$76,984</b>	<b>\$76,984</b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: ECONOMIC & COMMUNITY DEVE 300**  
**Program: ECD ADMINISTRATION 300**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	219,350	209,893	181,723	212,616	220,337
4104	PERS RETIREMENT	43,208	40,420	34,832	40,504	41,126
4105	GROUP INSURANCE	13,280	15,759	26,691	29,360	32,296
4106	WORKERS COMPENSATION	1,027	3,070	2,285	2,228	2,309
4107	MEDICARE	2,940	2,507	2,362	2,985	3,097
4108	UNEMPLOYMENT INSURANCE	206	201	0	0	0
4110	TERMINATION PAY	18,152	0	110,414	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>298,163</b>	<b>271,850</b>	<b>358,307</b>	<b>287,693</b>	<b>299,165</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	0	0	350	600	600
4212	COMMUNICATIONS	811	641	825	1,413	1,413
4219	PROFESSIONAL SERVICES	0	8,225	5,100	5,100	5,202
4230	OFFICE EXPENSE	2,143	2,406	2,365	2,410	2,460
4251	CODE ENFORCEMENT EXPENDITURE	0	0	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>2,954</b>	<b>11,272</b>	<b>8,640</b>	<b>9,523</b>	<b>9,675</b>
4302	MEMBERSHIPS & PUBLICATIONS	3,282	754	1,600	1,632	1,665
4303	TRAVEL & MEETINGS	395	99	743	758	773
4304	EDUCATION & TRAINING	490	0	1,105	1,127	1,150
	<b>OTHER CHARGES</b>	<b>4,167</b>	<b>853</b>	<b>3,448</b>	<b>3,517</b>	<b>3,588</b>
4208	TELEPHONE SERVICE CHARGES	696	1,261	1,261	3,126	3,189
4216	VEHICLE SERVICE CHARGES	6,901	12,200	12,444	14,144	14,427
4223	INFORMATION SERVICES CHARGES	6,452	6,581	6,713	9,710	10,164
4224	BLDG MAINTENANCE SVC CHARGES	9,452	24,339	24,947	26,028	26,544
4226	MAIL/MESSENGER SERVICE	1,211	1,977	1,928	2,797	2,797
4227	COPIER SERVICES	1,270	2,836	2,674	4,441	4,441
4233	POSTAGE	3,881	6,638	6,879	1,964	2,002
4301	GENERAL INSURANCE CHARGES	753	5,526	5,637	4,260	4,345
	<b>FIXED CHARGES</b>	<b>30,616</b>	<b>61,358</b>	<b>62,483</b>	<b>66,470</b>	<b>67,909</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$335,900</u></b>	<b><u>\$345,333</u></b>	<b><u>\$432,878</u></b>	<b><u>\$367,203</u></b>	<b><u>\$380,337</u></b>

# **PLANNING AND ZONING**

---

## ***PROGRAM DESCRIPTION***

The Planning Division administers and maintains the City's General Plan, Specific Plans, Zoning Ordinance, and coordinates Code Enforcement activities. Activities of the Division include reviewing developments for conformance with City Codes and other requirements including State Laws. The Division also assists the public and development community on matters of zoning, permits and other entitlement procedures. Code Enforcement staff ensures timely compliance with local codes and promotes community pride through self-help.

The Division provides support to the City Council, Planning Commission, Redevelopment Agency, Design Review Committees, and coordinates the Development Coordinating Committee and Administrative Hearing Board.

## ***PROGRAM GOAL***

To preserve and enhance the City's physical, economic, and social environment through implementation of effective short- and long-range planning principles.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

### **Economic Development/Revenue Enhancement**

Efficiency and consistency is an incentive for the development community and the Planning Division will strive to streamline project applications to avoid costly time delays while providing a thorough analysis of proposed developments to the Planning Commission and City Council to better inform their decisions.

### **Transportation/Traffic**

The Planning Division will continue to support regional transportation planning efforts and work with the Public Works Department in determining the impacts of proposed development and developing new strategies for analyzing traffic impacts in the General Plan Update process.

### **Land Use**

The Planning Division will complete the update process of the Daly City General Plan, including all seven of the General Plan elements by the end of Fiscal Year 2009/2010. The update process will include a significant amount of input through community workshops, the Council appointed Steering Committee, the technical expertise of consultants, and inter-agency cooperation.

### **Government Operations**

As the initial point of contact for development projects, the Planning Division will continue to seek ways to improve the development process through a new geo-based computerized permitting system and encourage interdepartmental cooperation through the Development Coordinating Committee review process. The Division will further develop and implement a more centralized code enforcement effort to increase efficiency and effectiveness in abating violations.

# CITY OF DALY CITY

## **SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)**

### **Community/Civic Support**

To encourage community participation, the Planning Division will expand its methods for disseminating information through the maximum utilization of the internet and other media.

### **PROGRAM OBJECTIVES**

1. Continue participating in regional planning efforts including the Grand Boulevard Initiative and the Bi-County Transportation Study.
2. Continue the update process of the General Plan and begin an implementation plan for the General Plan. The implementation plan would include Zoning Ordinance and specific plan revisions as well as assisting Public Works in the establishment of a Capital Improvement Program consistent with the revised General Plan.
3. Integrate planning permit processes into new geo-based computerized permitting system and implement a new electronic permitting system for planning projects.
4. Develop ordinances that encourage and/or mandate the incorporation of "green" building techniques in private development.
5. Centralize city-wide code enforcement efforts to maximize efficiency and consistency in the abatement of violations, safety hazards, and public nuisances.
6. Update the Division's web page to include all forms, applications, and brochures and for keeping the public informed of the General Plan update process.

### **PERFORMANCE MEASURES**

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Building permits reviewed within 3-5 working days	640/681 94%	236/249 actual 473/498 anticipated 95%	96%	96%
Planning applications reviewed within 60 days	69/79 87%	30/37 actual 60/74 anticipated 81%	85%	85%
<b>Code Enforcement cases resolved within 30 days:</b>				
Planning cases	130/251 52%	75/101 actual 150/202 anticipated 74%	75%	80%
Building cases	191/335 57%	318/489 65%	70%	70%
Code Enforcement cases heard by the Administrative Appeals Board	11/251 4%	7/101 actual 14/202 anticipated 7%	5%	5%

**CITY OF DALY CITY**

Revenue Budget

2008-09/2009-10

Fund: GENERAL FUND

01

Department: ECONOMIC &amp; COMMUNITY DEVE

301

Program: PLANNING &amp; ZONING

302

	2005-06	2006-07	2007-08	2008-09	2009-10
REVENUES	Actual	Actual	Estimated	Approved	Approved
3797 CODE ENFORCEMENT REVENUE	12,303	21,250	7,149	0	0
<b>LICENSES AND PERMITS</b>	12,303	21,250	7,149	0	0
3722 PLANNING FEES	350,902	347,814	252,184	412,693	413,430
3792 ZONING FEES	107,958	83,723	65,611	100,000	100,000
3794 ENVIRONMENTAL IMPACT REPORTS	2,930	8,722	1,645	15,000	15,000
3795 SALE OF DOCUMENTS	301	179	325	300	300
3796 REIMBURSEMENT FOR CURRENT SVCS	0	0	0	0	0
<b>CHARGES AND FEES</b>	462,091	440,438	319,765	527,993	528,730
3860 MISCELLANEOUS REVENUE	0	100	0	0	0
3915 BAD DEBT RECOVERIES	0	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	0	100	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$474,394</u></b>	<b><u>\$461,788</u></b>	<b><u>\$326,914</u></b>	<b><u>\$527,993</u></b>	<b><u>\$528,730</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2008-09/2009-10Fund: GENERAL FUND 01  
Department: ECONOMIC & COMMUNITY DEVE 301  
Program: PLANNING & ZONING 302

EXPENDITURES	2005-06 Actual	2006-07 Actual	2007-08 Estimated	2008-09 Approved	2009-10 Approved
4101 SALARIES	601,805	702,096	624,400	565,496	586,025
4102 HOURLY WAGES	782	0	0	0	0
4104 PERS RETIREMENT	119,476	136,388	120,518	107,683	109,336
4105 GROUP INSURANCE	46,430	56,807	50,405	34,620	38,340
4106 WORKERS COMPENSATION	7,783	19,035	16,705	12,780	13,246
4107 MEDICARE	7,416	8,558	8,147	7,438	7,717
4108 UNEMPLOYMENT INSURANCE	565	672	0	0	0
4110 TERMINATION PAY	0	0	8,076	0	0
4119 SOCIAL SECURITY	75	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>784,332</b>	<b>923,556</b>	<b>828,251</b>	<b>728,017</b>	<b>754,664</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	0	0	600	1,200	1,200
4211 ADVERTISING	5,434	6,091	5,722	15,836	15,952
4212 COMMUNICATIONS	919	849	1,122	3,875	3,893
4219 PROFESSIONAL SERVICES	0	11,875	29,000	146,600	83,600
4220 OTHER CONTRACTUAL SERVICES	4,143	0	2,000	2,040	2,080
4230 OFFICE EXPENSE	4,642	5,727	6,665	6,798	6,933
4250 PHOTOGRAPHY	0	0	867	884	901
4255 SMALL EQUIPMENT	0	0	357	364	371
<b>SERVICES AND SUPPLIES</b>	<b>15,138</b>	<b>24,542</b>	<b>46,333</b>	<b>177,597</b>	<b>114,930</b>
4302 MEMBERSHIPS & PUBLICATIONS	3,180	2,795	4,915	4,864	4,884
4303 TRAVEL & MEETINGS	3,280	2,227	3,123	5,943	5,991
4304 EDUCATION & TRAINING	3,494	1,805	3,728	5,996	6,055
4433 BAD DEBTS	0	1,500	0	0	0
<b>OTHER CHARGES</b>	<b>9,954</b>	<b>8,327</b>	<b>11,766</b>	<b>16,803</b>	<b>16,930</b>
4208 TELEPHONE SERVICE CHARGES	1,393	960	960	1,270	1,295
4216 VEHICLE SERVICE CHARGES	20,038	23,534	24,005	12,387	12,635
4223 INFORMATION SERVICES CHARGES	19,363	19,750	20,145	19,428	20,337
4224 BLDG MAINTENANCE SVC CHARGES	7,089	7,302	7,484	8,489	8,657
4226 MAIL/MESSENGER SERVICE	1,211	1,130	1,102	1,039	1,039
4227 COPIER SERVICES	3,174	5,260	4,969	3,475	3,475
4233 POSTAGE	1,631	1,395	1,445	903	921
4301 GENERAL INSURANCE CHARGES	5,371	5,478	5,588	3,167	3,230
<b>FIXED CHARGES</b>	<b>59,270</b>	<b>64,809</b>	<b>65,698</b>	<b>50,158</b>	<b>51,589</b>
4580 FURNITURE	107	0	844	860	877
4581 OFFICE MACHINES	0	2,500	0	0	0
<b>CAPITAL OUTLAY</b>	<b>107</b>	<b>2,500</b>	<b>844</b>	<b>860</b>	<b>877</b>
4672 IF TO 55-035-458	1,815	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>1,815</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$870,616</u></b>	<b><u>\$1,023,734</u></b>	<b><u>\$952,892</u></b>	<b><u>\$973,435</u></b>	<b><u>\$938,990</u></b>

# **BUILDING DIVISION**

---

## ***PROGRAM DESCRIPTION***

The Building Division is responsible for the administration and enforcement of building codes to safeguard life, health, property and public welfare. The division reviews plans for and inspects construction of new buildings and building renovations, seeks correction of building code violations through an active code enforcement program, and maintains related records.

## ***DIVISION MISSION STATEMENT***

To provide accurate and timely service in the protection of the public in the built environment.

## ***PROGRAM GOAL***

To ensure the health and safety of the community through building inspection activity by enforcing building and construction codes set forth under the Daly City Municipal Code; to provide continuity of inspections and to assist the development of new construction by providing timely and accurate information on plans and specifications; to further ensure the continued integrity and viability of Daly City's housing stock.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Building Division will support City-wide priorities through the following:

### **Government Operations**

- Continue to offer information and assistance at the building counter to all members of the public throughout the workday.
- Continue to support ongoing training of inspectors in code compliance.
- Maintain express plan check to one-day turnaround; ten working day turnaround on initial plan checks and five working day on re-submitted plan checks.
- Maintain next day response to construction inspection requests.
- Respond to code enforcement requests through the Code Enforcement Division within two working days and assist in keeping all cases current with no more than 30 days of non-activity.
- Insure compliance with adopted building codes.
- Review and prepare all necessary Code adoptions to fulfill all state and federal mandates as efficiently and effectively as possible.
- Reduce the average number of plan submittals by improving the collaboration and review process among departments.

# CITY OF DALY CITY

## ***SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)***

- Continue in the development of the new permitting and enforcement with the selected permitting and management software.
- Continue Construction and Demolition (C&D) Recycling Program in diverting waste from landfill in compliance with State law.

### **Community/Civic Support**

- Continue the web page development by providing more and better information regarding the services provided.

## ***PROGRAM OBJECTIVES***

1. Provide excellent and timely service. Strive for new and better ways to serve the public. Implement customer service improvements as needed.
2. Maintain a ten-working-day turnaround on initially submitted plans, five working days on resubmitted plans, an average three minute wait at the counter, next day response on construction inspection requests, and an average of ten inspections per day per inspector. Issue permits as requested, 88% on the same day requested.
3. Reduce the average number of plan check submittals from 2.5 to 2.2 per application and develop a plan review process to review and view plans with an electronic program, which would reduce paper waste and printing expenses.
4. Respond to all code enforcement inspection requests within two working days.
5. Implement the new permitting and enforcement database software.
6. Adopt the 2007 California Building Codes and train staff in the changes.
7. Continue the web page development by providing more and better information regarding the public services that we provide.
8. Review Construction and Demolition (C&D) Recycling Program for successfulness in diverting waste from landfill in compliance with State law.
9. Using new database software, automate the residential requirements report (3R) process.

## ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Average wait of customers at Building Counter	10 minutes Total = 8,468	10 minutes Total = 8,200	8 minutes	6 minutes
Percent of Inspections done within one day of request	99.87% Total = 13,069	99.87% Total = 12,800	100%	100%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

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

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3321	BUILDING PERMITS	688,526	737,964	566,258	620,000	620,000
3322	ELECTRICAL PERMITS	120,896	146,607	99,114	110,000	112,000
3323	PLUMBING PERMITS	67,709	75,496	71,700	50,000	52,000
3325	MECHANICAL PERMITS	38,749	46,715	36,330	26,000	26,000
3327	BUILDING PLAN CHECK FEES	318,835	326,765	263,265	237,578	237,578
3328	PROJECT HOMESAFE PERMITS	2,650	2,024	2,100	2,000	2,000
3797	CODE ENFORCEMENT REVENUE	174,586	152,341	100,000	0	0
	<b>LICENSES AND PERMITS</b>	<b>1,411,951</b>	<b>1,487,912</b>	<b>1,138,767</b>	<b>1,045,578</b>	<b>1,049,578</b>
3722	PLANNING FEES	0	-233	0	0	0
3727	BUILDING CONDITION REPORTS	40,184	31,875	24,000	29,250	29,250
3730	SMIP FEES - 5% RETAINED	586	520	300	300	300
3795	SALE OF DOCUMENTS	3,421	2,136	1,800	1,800	1,800
3796	REIMBURSEMENT FOR CURRENT SVC	0	0	0	0	0
	<b>CHARGES AND FEES</b>	<b>44,191</b>	<b>34,298</b>	<b>26,100</b>	<b>31,350</b>	<b>31,350</b>
3860	MISCELLANEOUS REVENUE	0	0	65,000	33,600	33,600
3915	BAD DEBT RECOVERIES	0	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>33,600</b>	<b>33,600</b>
	<b>TOTAL REVENUES</b>	<b><u>\$1,456,142</u></b>	<b><u>\$1,522,210</u></b>	<b><u>\$1,229,867</u></b>	<b><u>\$1,110,528</u></b>	<b><u>\$1,114,528</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2008-09/2009-10Fund: GENERAL FUND 01  
Department: ECONOMIC & COMMUNITY DEVE 300  
Program: BUILDING 340

EXPENDITURES	2005-06 Actual	2006-07 Actual	2007-08 Estimated	2008-09 Approved	2009-10 Approved
4101 SALARIES	857,222	875,285	869,963	895,988	928,598
4102 HOURLY WAGES	80,197	47,715	36,118	46,966	48,381
4104 PERS RETIREMENT	190,044	180,238	175,433	171,048	173,676
4105 GROUP INSURANCE	92,197	98,143	96,683	106,352	116,987
4106 WORKERS COMPENSATION	16,419	24,576	23,696	23,110	23,954
4107 MEDICARE	12,241	11,534	11,614	12,273	12,734
4108 UNEMPLOYMENT INSURANCE	880	883	0	0	0
4110 TERMINATION PAY	4,675	5,150	34,449	0	0
4116 INJURY LEAVE	0	638	0	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	432	1,148	0	3,593	3,701
<b>SALARIES AND BENEFITS</b>	<b>1,254,307</b>	<b>1,245,310</b>	<b>1,247,956</b>	<b>1,259,330</b>	<b>1,308,031</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	0	0	300	600	600
4212 COMMUNICATIONS	3,377	3,180	5,500	5,610	5,722
4217 EQUIPMENT MAINTENANCE CONTRA	0	0	2,800	2,800	2,856
4219 PROFESSIONAL SERVICES	27,668	74,708	4,563	0	0
4220 OTHER CONTRACTUAL SERVICES	8,632	7,662	11,707	11,707	11,941
4230 OFFICE EXPENSE	7,600	15,280	11,893	11,893	11,893
4237 CLOTHING	1,184	561	1,071	1,071	1,071
4255 SMALL EQUIPMENT	54	549	614	614	626
<b>SERVICES AND SUPPLIES</b>	<b>48,515</b>	<b>101,940</b>	<b>38,448</b>	<b>34,295</b>	<b>34,709</b>
4302 MEMBERSHIPS & PUBLICATIONS	3,276	3,475	3,925	4,003	4,089
4303 TRAVEL & MEETINGS	622	1,206	2,334	2,334	2,389
4304 EDUCATION & TRAINING	3,445	6,508	4,056	4,156	4,239
4433 BAD DEBTS	356	245	72	0	0
<b>OTHER CHARGES</b>	<b>7,699</b>	<b>11,434</b>	<b>10,387</b>	<b>10,493</b>	<b>10,717</b>
4208 TELEPHONE SERVICE CHARGES	2,264	1,561	1,561	2,529	2,580
4216 VEHICLE SERVICE CHARGES	23,106	25,074	25,575	30,506	31,116
4223 INFORMATION SERVICES CHARGES	28,199	28,763	29,338	42,436	44,422
4224 BLDG MAINTENANCE SVC CHARGES	16,541	17,037	17,463	19,808	20,200
4226 MAIL/MESSENGER SERVICE	2,422	2,259	2,204	2,772	2,772
4227 COPIER SERVICES	3,174	2,363	2,228	2,896	2,896
4233 POSTAGE	4,515	3,862	4,002	8,408	8,576
4301 GENERAL INSURANCE CHARGES	11,197	11,421	11,649	8,803	8,979
<b>FIXED CHARGES</b>	<b>91,418</b>	<b>92,340</b>	<b>94,020</b>	<b>118,158</b>	<b>121,541</b>
4581 OFFICE MACHINES	0	4,500	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
4672 IF TO 55-035-458	2,522	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>2,522</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,404,461</u></b>	<b><u>\$1,455,524</u></b>	<b><u>\$1,390,811</u></b>	<b><u>\$1,422,276</u></b>	<b><u>\$1,474,998</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01  
Department: ECONOMIC & COMMUNITY DEVE 300  
Program: CODE ENFORCEMENT 341**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
3797 CODE ENFORCEMENT REVENUE	0	0	0	100,000	100,000
<b>LICENSES AND PERMITS</b>	0	0	0	100,000	100,000
3795 SALE OF DOCUMENTS	0	0	0	0	0
<b>CHARGES AND FEES</b>	0	0	0	0	0
3835 LIEN REVENUE	0	0	0	15,000	15,000
3860 MISCELLANEOUS REVENUE	0	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	0	0	0	15,000	15,000
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$115,000</u></b>	<b><u>\$115,000</u></b>

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: ECONOMIC & COMMUNITY DEVE 300**  
**Program: CODE ENFORCEMENT 341**

<b>EXPENDITURES</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101 SALARIES	0	0	0	154,873	160,585
4104 PERS RETIREMENT	0	0	0	29,987	30,448
4105 GROUP INSURANCE	0	0	0	20,825	22,650
4106 WORKERS COMPENSATION	0	0	0	3,818	3,957
4107 MEDICARE	0	0	0	2,209	2,292
4108 UNEMPLOYMENT INSURANCE	0	0	0	0	0
4110 TERMINATION PAY	0	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>211,712</b>	<b>219,932</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	0	0	0	0	0
4211 ADVERTISING	0	0	0	0	0
4212 COMMUNICATIONS	0	0	0	1,475	1,475
4217 EQUIPMENT MAINTENANCE CONTRA	0	0	0	100	100
4219 PROFESSIONAL SERVICES	0	0	0	0	0
4220 OTHER CONTRACTUAL SERVICES	0	0	0	20,000	20,000
4230 OFFICE EXPENSE	0	0	0	2,400	2,400
4237 CLOTHING	0	0	0	200	200
4250 PHOTOGRAPHY	0	0	0	500	500
4255 SMALL EQUIPMENT	0	0	0	100	100
<b>SERVICES AND SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,775</b>	<b>24,775</b>
4302 MEMBERSHIPS & PUBLICATIONS	0	0	0	1,862	1,862
4303 TRAVEL & MEETINGS	0	0	0	200	200
4304 EDUCATION & TRAINING	0	0	0	2,730	2,730
4433 BAD DEBTS	0	0	0	0	0
<b>OTHER CHARGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,792</b>	<b>4,792</b>
4208 TELEPHONE SERVICE CHARGES	0	0	0	362	369
4216 VEHICLE SERVICE CHARGES	0	0	0	15,105	15,407
4223 INFORMATION SERVICES CHARGES	0	0	0	9,712	10,166
4224 BLDG MAINTENANCE SVC CHARGES	0	0	0	7,881	8,037
4226 MAIL/MESSENGER SERVICE	0	0	0	346	346
4227 COPIER SERVICES	0	0	0	2,613	2,613
4233 POSTAGE	0	0	0	301	307
4301 GENERAL INSURANCE CHARGES	0	0	0	1,056	1,077
<b>FIXED CHARGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,376</b>	<b>38,322</b>
4580 FURNITURE	0	0	0	0	0
4581 OFFICE MACHINES	0	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$278,655</b>	<b>\$287,821</b>

# **DALY CITY BUSINESS CENTER**

---

## ***PROGRAM DESCRIPTION***

The Daly City Business Center provides a location for the creation, survival and growth of small businesses by offering value-priced office spaces in a commercial area, a full range of administrative support services provided by a professional staff, on-site technical assistance through the Enterprise Center, office amenities as well as the latest technologies to local entrepreneurs and small business owners. Created in 1995, the Daly City Business Center is currently the only government sponsored business center/incubator program in the North San Mateo County area.

Strategically located at 355 Gellert Boulevard, the Center is the only facility in Daly City meeting the needs of start-up and small businesses requiring serviced small office spaces starting at 90 sq. ft., offering flexibility and convenience to those expanding or downsizing the scale of their business operations.

## ***PROGRAM GOAL***

To provide an environment conducive to the creation, survival and expansion of small businesses by helping them minimize overhead, have access to personalized business services and technical assistance, and build business relationships and networks essential to its success, so that these businesses may, in turn help promote economic development for the City and enhance employment opportunities for the residents of the community.

## ***SUPPORT OF CITY-WIDE PRIORITIES***

### **Economic Development**

- DCBC provides start-ups and small businesses with small office space in a strategic location; personalized business services; and shared equipment, reception and meeting room services. As a result, owners of start-up businesses and micro-enterprises are able to focus their time, energies and other resources to activities directly impacting their bottom line. As these businesses develop, the potential to generate substantial economic activity in the community increases, and opportunities to bring in new goods and services serving the needs of the residents and businesses of the City expands.
- Small business owners/employees support other existing local businesses; and as these small businesses grow and expand, they will fill vacant office spaces and storefronts, and provide local job opportunities in addition to self employment
- Promote businesses within the Center by organizing business workshops and networking events to share business information and establish business connections.

# CITY OF DALY CITY

## ***SUPPORT OF CITY-WIDE PRIORITIES (CONTINUED)***

### **Community Building/Expanding Community Partnerships**

- The Center recognizes the rich cultural diversity of the City and will work with community organizations and participate at City-wide events, to introduce Center services to those needing support services; and to learn from the residents, making DCBC services more relevant to their business needs.
- Continue to present artwork depicting Daly City's history, people, activities and scenery in cooperation with the Daly City History Guild and other community organizations.
- DCBC will work with educational institutions and organizations to pursue small business development goals.

### ***PROGRAM OBJECTIVES***

1. Provide office space and business services for up to 38 small businesses/start-ups by 2010. Facility and equipment maintenance and improvement will be undertaken to suit needs at the Center.
2. Inform home-based businesses, business license applicants and other small businesses in Daly City about services and opportunities available at the DCBC.
3. Conduct business workshops among DCBC clients on matters of common interest and organize networking events for DCBC clients.

### ***PERFORMANCE MEASURES***

Measure	Actual 2006 – 2007 (7/1/06 - 6/30/07)	Estimate 2007 – 08 (7/1/07 – 6/30/08)	Projected 2008 - 09	Projected 2009 - 10
Businesses assisted	39	40	35	38
New businesses started	4	6	5	5
New businesses owned by women or minorities	4	5	4	4
Down-sized businesses assisted	6	5	4	4
New job opportunities created by businesses	20	35	30	30
Business networking events organized	2	2	4	4
Business workshops conducted	0	2	2	4

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: ECONOMIC & COMMUNITY DEVE 300**  
**Program: BUSINESS CENTER 333**

	2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3520 RENTAL INCOME	283,369	265,924	249,475	306,436	342,898
3741 FACILITY RENTAL FEES	19,124	17,754	22,094	22,155	25,482
3933 LEASE REVENUES	0	0	0	0	0
<b>RENTS AND INTEREST</b>	<b>302,493</b>	<b>283,678</b>	<b>271,569</b>	<b>328,591</b>	<b>368,380</b>
3743 PROGRAM REVENUES	2,653	10,614	2,768	3,600	3,600
3750 FAX/MODEM/VOICE MAIL EQPT	10,214	9,220	7,297	9,600	10,800
3795 SALE OF DOCUMENTS	8,023	7,267	4,670	7,040	7,920
3796 REIMBURSEMENT FOR CURRENT SVC	1,923	2,325	3,240	935	640
3828 SERVICE BILLINGS	1,055	1,577	1,820	835	490
3829 POSTAGE SERVICE	4,146	6,655	5,842	6,400	7,200
<b>CHARGES AND FEES</b>	<b>28,014</b>	<b>37,658</b>	<b>25,637</b>	<b>28,410</b>	<b>30,650</b>
3820 PHONE EQPT REPLACEMENT REVENU	9,868	8,710	7,830	9,600	10,800
3830 UTILITY REIMBURSEMENT	23,579	20,596	17,530	20,800	23,400
3860 MISCELLANEOUS REVENUE	3,191	13,042	5,480	2,600	4,100
<b>MISCELLANEOUS REVENUES</b>	<b>36,638</b>	<b>42,348</b>	<b>30,840</b>	<b>33,000</b>	<b>38,300</b>
<b>TOTAL REVENUES</b>	<b><u>\$367,145</u></b>	<b><u>\$363,684</u></b>	<b><u>\$328,046</u></b>	<b><u>\$390,001</u></b>	<b><u>\$437,330</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: ECONOMIC & COMMUNITY DEVE 300**  
**Program: BUSINESS CENTER 333**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	119,904	126,521	142,273	141,312	146,609
4104	PERS RETIREMENT	24,373	25,235	28,405	27,805	28,231
4105	GROUP INSURANCE	16,661	19,562	22,748	25,023	27,525
4106	WORKERS COMPENSATION	1,692	2,503	2,756	2,688	2,786
4107	MEDICARE	1,635	1,673	1,922	2,049	2,126
4108	UNEMPLOYMENT INSURANCE	113	121	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>164,378</b>	<b>175,615</b>	<b>198,104</b>	<b>198,877</b>	<b>207,277</b>
4211	ADVERTISING	2,587	2,314	2,469	6,000	6,000
4212	COMMUNICATIONS	27,489	22,222	12,490	13,485	13,335
4215	RENTS AND LEASES	204,925	210,527	218,182	236,488	243,583
4217	EQUIPMENT MAINTENANCE CONTRA	3,399	4,205	4,654	3,926	3,926
4219	PROFESSIONAL SERVICES	476	78	107	120	45
4220	OTHER CONTRACTUAL SERVICES	830	0	0	800	800
4230	OFFICE EXPENSE	9,143	9,541	7,718	7,500	7,800
4234	SPECIAL DEPARTMENTAL	4,472	9,051	6,763	5,397	5,397
4244	REPAIRS & MAINTENANCE	3,002	5,292	3,392	1,200	1,400
4255	SMALL EQUIPMENT	0	0	3,017	1,200	1,200
	<b>SERVICES AND SUPPLIES</b>	<b>256,323</b>	<b>263,230</b>	<b>258,792</b>	<b>276,116</b>	<b>283,486</b>
4302	MEMBERSHIPS & PUBLICATIONS	807	1,083	1,064	1,388	1,988
4303	TRAVEL & MEETINGS	750	922	1,639	2,000	1,550
4304	EDUCATION & TRAINING	1,000	808	845	1,000	1,000
	<b>OTHER CHARGES</b>	<b>2,557</b>	<b>2,813</b>	<b>3,548</b>	<b>4,388</b>	<b>4,538</b>
4223	INFORMATION SERVICES CHARGES	4,840	4,937	5,036	7,284	7,625
4226	MAIL/MESSENGER SERVICE	2,180	2,259	2,204	2,772	2,772
	<b>FIXED CHARGES</b>	<b>7,020</b>	<b>7,196</b>	<b>7,240</b>	<b>10,056</b>	<b>10,397</b>
4580	FURNITURE	0	485	516	2,000	2,000
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>485</b>	<b>516</b>	<b>2,000</b>	<b>2,000</b>
4635	IF TO 31-300-885	9,868	8,710	7,830	9,600	10,800
4672	IF TO 55-035-458	0	0	1,891	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>9,868</b>	<b>8,710</b>	<b>9,721</b>	<b>9,600</b>	<b>10,800</b>
4378	NOTE PRINCIPAL	119,897	0	0	0	0
4379	NOTE INTEREST	1,947	0	0	0	0
	<b>DEBT SERVICE</b>	<b>121,844</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$561,990</u></b>	<b><u>\$458,049</u></b>	<b><u>\$477,921</u></b>	<b><u>\$501,037</u></b>	<b><u>\$518,498</u></b>

# **HOUSING AND COMMUNITY DEVELOPMENT**

---

## ***PROGRAM DESCRIPTION***

The Housing and Community Development Division administers funding from the U.S. Department of Housing and Urban Development (HUD) including Community Development Block Grant and HOME Investment Partnerships Program funds. The City uses these funds for activities such as affordable housing development, housing rehabilitation, economic development, public services and improvement of public facilities that primarily serve low-income residents.

The City's affordable housing programs benefit Daly City residents by providing additional affordable housing while beautifying neighborhoods and neglected property. HCD staff work with developers to identify potential housing development sites, evaluate development potential and determine potential funding arrangements. HCD staff also administers the City's Below Market Rate housing program and various homebuyer assistance programs.

The City's rehabilitation programs provide loan and grant funds to correct code related deficiencies and complete general property improvements. HCD staff administers rehabilitation funding, provide full house inspections and assist property owners with construction administration.

## ***PROGRAM GOAL***

To facilitate suitable living environments, promote decent affordable housing and support critical public services.

## ***SUPPORT FOR CITY-WIDE GOALS AND OBJECTIVES***

The Housing and Community Development Division will support the Community/Civic Support priority through the following:

- Continue to provide funding to non-profit organizations that offer public services and affordable housing to Daly City residents.
- Identify opportunities to create and improve affordable housing.
- Continue to market and administer the City's housing rehabilitation loan and grant programs.
- Continue to provide funding and technical assistance to childcare, health and other social service organizations that specifically target the needs of youth.
- Continue participation in regional efforts to coordinate and improve housing for low and moderate-income households.
- Continue participation in local efforts to coordinate and improve social service activities that benefit lower income households

## CITY OF DALY CITY

### **PROGRAM OBJECTIVES**

1. Continue to work with non-profit housing development organizations to create additional rental and ownership housing for low and moderate income households and work with private developers to include affordable housing component in new residential construction projects.
2. Continue to address fair housing issues through development of educational materials, increase community outreach and investigation of housing discrimination cases.
3. Coordinate the implementation of CDBG-funded Capital Improvement projects with other City departments, including financial management and oversight, environmental review and monitoring compliance with Federal Labor Standards provisions.
4. Continue to provide funding, monitor and assist 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. Expand marketing of Housing Rehabilitation programs informing homeowners about loan and grant programs. Process applications for loans or grants and assist each homeowner with inspections, cost estimates, the bidding process, job quality control, and payment processing

### **PERFORMANCE MEASURES**

Measure	Actual 2006-07	Estimate 2007-08	Projected 2008-09	Projected 2009-10
Provide public services to low and moderate income persons	2,987 persons	3,100 persons	3,050 persons	3,050 persons
Create new affordable housing units	5	0	53	55
Rehab loan applications reviewed	10	15	20	20
Rehab inspections performed	17	30	30	30
Rehab loans issued	3 \$85,500	5 \$98,500	10 \$185,000	10 \$185,000
Rehab grants issued	13 \$12,379	16 \$16,000	20 \$20,000	20 \$20,000

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>COMMUNITY BLOCK GRANT</b>	<b>18</b>
<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>305</b>
<b>Program:</b>	<b>BLOCK GRANT ADMIN</b>	<b>305</b>

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3644 COMMUNITY BLOCK GRANT	427,526	614,218	396,619	376,069	376,069
<b>FROM OTHER AGENCIES</b>	427,526	614,218	396,619	376,069	376,069
3851 LOAN REPAYMENT	5,206	0	0	0	0
3863 REHAB LOAN PAYMENTS	188,413	158,466	89,442	84,000	84,000
<b>MISCELLANEOUS REVENUES</b>	193,619	158,466	89,442	84,000	84,000
<b>TOTAL REVENUES</b>	<b><u>\$621,145</u></b>	<b><u>\$772,684</u></b>	<b><u>\$486,061</u></b>	<b><u>\$460,069</u></b>	<b><u>\$460,069</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: COMMUNITY BLOCK GRANT 18**  
**Department: ECONOMIC & COMMUNITY DEVE 305**  
**Program: BLOCK GRANT ADMIN 305**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	197,100	171,931	136,543	171,504	170,607
4104	PERS RETIREMENT	39,958	33,633	26,573	32,749	31,891
4105	GROUP INSURANCE	18,919	17,728	16,627	18,352	19,522
4106	WORKERS COMPENSATION	3,077	963	876	925	959
4107	MEDICARE	2,865	2,385	1,854	2,413	2,401
4108	UNEMPLOYMENT INSURANCE	225	203	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>262,144</b>	<b>226,843</b>	<b>182,473</b>	<b>225,943</b>	<b>225,380</b>
4211	ADVERTISING	947	1,248	2,252	2,297	2,343
4212	COMMUNICATIONS	810	604	1,060	1,081	1,103
4219	PROFESSIONAL SERVICES	22,187	12,963	20,754	22,071	22,346
4220	OTHER CONTRACTUAL SERVICES	316,589	293,704	268,701	197,639	197,639
4230	OFFICE EXPENSE	2,445	2,241	4,540	4,631	4,724
4251	CODE ENFORCEMENT EXPENDITURE	0	0	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>342,978</b>	<b>310,760</b>	<b>297,307</b>	<b>227,719</b>	<b>228,155</b>
4302	MEMBERSHIPS & PUBLICATIONS	1,169	1,162	2,015	2,055	2,096
4303	TRAVEL & MEETINGS	1,429	701	1,688	1,722	1,756
4304	EDUCATION & TRAINING	947	2,990	2,578	2,630	2,682
	<b>OTHER CHARGES</b>	<b>3,545</b>	<b>4,853</b>	<b>6,281</b>	<b>6,407</b>	<b>6,534</b>
4208	TELEPHONE SERVICE CHARGES	696	0	0	0	0
4224	BLDG MAINTENANCE SVC CHARGES	9,452	0	0	0	0
4226	MAIL/MESSENGER SERVICE	303	0	0	0	0
4227	COPIER SERVICES	1,270	0	0	0	0
4233	POSTAGE	108	0	0	0	0
4301	GENERAL INSURANCE CHARGES	649	0	0	0	0
	<b>FIXED CHARGES</b>	<b>12,478</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4581	OFFICE MACHINES	0	3,000	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
4692	IF TO 91-400-400	0	227,227	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>227,227</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$621,145</u></b>	<b><u>\$772,683</u></b>	<b><u>\$486,061</u></b>	<b><u>\$460,069</u></b>	<b><u>\$460,069</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>COMMUNITY BLOCK GRANT</b>	<b>18</b>
<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>305</b>
<b>Program:</b>	<b>RESIDENTIAL REHAB</b>	<b>303</b>

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3644 COMMUNITY BLOCK GRANT	395,796	397,351	217,977	400,000	400,000
<b>FROM OTHER AGENCIES</b>	395,796	397,351	217,977	400,000	400,000
<b>TOTAL REVENUES</b>	<b><u>\$395,796</u></b>	<b><u>\$397,351</u></b>	<b><u>\$217,977</u></b>	<b><u>\$400,000</u></b>	<b><u>\$400,000</u></b>

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2008-09/2009-10**

**Fund: COMMUNITY BLOCK GRANT 18**  
**Department: ECONOMIC & COMMUNITY DEVE 305**  
**Program: RESIDENTIAL REHAB 303**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	188,287	148,337	105,242	123,692	123,329
4104	PERS RETIREMENT	37,864	29,176	20,438	23,924	23,328
4105	GROUP INSURANCE	14,727	13,975	18,344	17,639	18,835
4106	WORKERS COMPENSATION	2,288	2,336	1,354	1,429	1,481
4107	MEDICARE	1,551	1,464	1,463	1,763	1,757
4108	UNEMPLOYMENT INSURANCE	178	142	0	0	0
4110	TERMINATION PAY	0	73,608	0	0	0
4118	GROUP INSURANCE - RETIREES	0	1,015	4,539	5,136	5,445
	<b>SALARIES AND BENEFITS</b>	<b>244,895</b>	<b>270,053</b>	<b>151,380</b>	<b>173,583</b>	<b>174,175</b>
4211	ADVERTISING	1,009	0	1,200	1,200	1,200
4212	COMMUNICATIONS	144	143	222	222	222
4219	PROFESSIONAL SERVICES	0	1,200	16,000	10,000	10,000
4220	OTHER CONTRACTUAL SERVICES	726	699	1,860	1,896	1,932
4230	OFFICE EXPENSE	201	63	300	306	312
	<b>SERVICES AND SUPPLIES</b>	<b>2,080</b>	<b>2,105</b>	<b>19,582</b>	<b>13,624</b>	<b>13,666</b>
4302	MEMBERSHIPS & PUBLICATIONS	173	150	895	895	895
4303	TRAVEL & MEETINGS	0	0	815	815	815
4304	EDUCATION & TRAINING	1,044	823	305	1,305	1,305
4437	REHAB LOANS	126,236	108,842	25,000	189,778	189,144
4441	GRANTS & ASSISTANCE	6,982	13,379	20,000	20,000	20,000
	<b>OTHER CHARGES</b>	<b>134,435</b>	<b>123,194</b>	<b>47,015</b>	<b>212,793</b>	<b>212,159</b>
4208	TELEPHONE SERVICE CHARGES	435	0	0	0	0
4216	VEHICLE SERVICE CHARGES	4,413	0	0	0	0
4224	BLDG MAINTENANCE SVC CHARGES	4,726	0	0	0	0
4226	MAIL/MESSENGER SERVICE	303	0	0	0	0
4227	COPIER SERVICES	1,270	0	0	0	0
4233	POSTAGE	2,454	0	0	0	0
4301	GENERAL INSURANCE CHARGES	783	0	0	0	0
	<b>FIXED CHARGES</b>	<b>14,384</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4581	OFFICE MACHINES	0	2,000	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$395,794</u></b>	<b><u>\$397,352</u></b>	<b><u>\$217,977</u></b>	<b><u>\$400,000</u></b>	<b><u>\$400,000</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>GRANTS</b>	<b>28</b>
<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>305</b>
<b>Program:</b>	<b>HOME PROGRAM ADMIN</b>	<b>345</b>

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3647 FEDERAL HOME GRANT PROGRAM	54,967	1,013,119	835,150	961,454	498,727
<b>FROM OTHER AGENCIES</b>	54,967	1,013,119	835,150	961,454	498,727
3851 LOAN REPAYMENT	12,179	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	12,179	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$67,146</u></b>	<b><u>\$1,013,119</u></b>	<b><u>\$835,150</u></b>	<b><u>\$961,454</u></b>	<b><u>\$498,727</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2008-09/2009-10Fund: GRANTS 28  
Department: ECONOMIC & COMMUNITY DEVE 305  
Program: HOME PROGRAM ADMIN 345

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	41,892	40,014	44,704	37,834	37,392
4104	PERS RETIREMENT	8,096	7,647	8,734	7,175	6,928
4105	GROUP INSURANCE	4,377	3,242	3,161	3,578	3,746
4106	WORKERS COMPENSATION	0	227	261	275	285
4107	MEDICARE	602	567	632	529	522
	<b>SALARIES AND BENEFITS</b>	<b>54,967</b>	<b>51,697</b>	<b>57,492</b>	<b>49,391</b>	<b>48,873</b>
4220	OTHER CONTRACTUAL SERVICES	239,390	944,803	504,646	448,854	448,854
	<b>SERVICES AND SUPPLIES</b>	<b>239,390</b>	<b>944,803</b>	<b>504,646</b>	<b>448,854</b>	<b>448,854</b>
4441	GRANTS & ASSISTANCE	12,179	0	0	0	0
4450	LOANS	0	0	0	0	0
	<b>OTHER CHARGES</b>	<b>12,179</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4501	SITE PURCHASES	0	0	0	0	0
4506	LAND IMPROVEMENTS	0	0	0	462,727	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>462,727</b>	<b>0</b>
4692	IF TO 91-400-400	0	362,773	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>362,773</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$306,536</u></b>	<b><u>\$1,359,273</u></b>	<b><u>\$562,138</u></b>	<b><u>\$960,972</u></b>	<b><u>\$497,727</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GRANTS 28**  
**Department: ECONOMIC & COMMUNITY DEVE 305**  
**Program: AIRCRAFT NOISE SOUNDPROOFING-2 313**

		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510	INVESTMENT EARNINGS	92,021	0	0	0	0
	<b>RENTS AND INTEREST</b>	92,021	0	0	0	0
3601	RECEIPTS FROM OTHER AGENCIES	3,694,907	0	10,600	67,400	0
3648	MISCELLANEOUS FEDERAL GRANTS	322,368	0	0	0	0
	<b>FROM OTHER AGENCIES</b>	4,017,275	0	10,600	67,400	0
	<b>TOTAL REVENUES</b>	<b><u>\$4,109,296</u></b>	<b><u>\$0</u></b>	<b><u>\$10,600</u></b>	<b><u>\$67,400</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GRANTS 28**  
**Department: ECONOMIC & COMMUNITY DEVE 305**  
**Program: AIRCRAFT NOISE SOUNDPROOFING-2 313**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	0	0	0	0	0
4104	PERS RETIREMENT	0	0	0	0	0
4105	GROUP INSURANCE	0	0	0	0	0
4107	MEDICARE	0	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4219	PROFESSIONAL SERVICES	13,331	4,527	0	0	0
4220	OTHER CONTRACTUAL SERVICES	5,129	0	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>18,460</b>	<b>4,527</b>	<b>0</b>	<b>0</b>	<b>0</b>
4441	GRANTS & ASSISTANCE	373,720	0	0	0	0
4485	TITLE RECORDING/OTHER MISC FEE	3,603,378	0	0	0	0
	<b>OTHER CHARGES</b>	<b>3,977,098</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4208	TELEPHONE SERVICE CHARGES	174	0	0	0	0
4223	INFORMATION SERVICES CHARGES	1,619	0	0	0	0
4233	POSTAGE	1,217	0	0	0	0
	<b>FIXED CHARGES</b>	<b>3,010</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4533	PROJECT MANAGEMENT	15,091	9,012	10,600	67,400	0
	<b>CAPITAL OUTLAY</b>	<b>15,091</b>	<b>9,012</b>	<b>10,600</b>	<b>67,400</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$4,013,659</u></b>	<b><u>\$13,539</u></b>	<b><u>\$10,600</u></b>	<b><u>\$67,400</u></b>	<b><u>\$0</u></b>

# **ENTERPRISE CENTER PROGRAM**

---

## ***PROGRAM DESCRIPTION***

The Daly City Enterprise Center program seeks to strengthen the City's economic climate primarily by fostering the development and growth of small and microenterprise businesses. The Enterprise Center program provides business consulting, technical assistance and referral services to business owners, prospective owners and residents. Additionally, Center staff provide business evaluation interviews and quarterly assessments for Business Center clients, loan packaging for the Micro Loan Program, small business workshops, business planning classes, and networking programs for small business.

## ***PROGRAM GOAL***

To strengthen existing and foster the development of new small and microenterprise businesses by offering consulting, technical assistance and other programs for small and microenterprise business owners and residents at little or no cost.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Enterprise Center will support the Citywide Economic Development priority in the following ways:

- Identify opportunities to expand Enterprise Center outreach and market enterprise center activities to the community overall
- Continue administration of CDBG-funded enterprise development programs in a manner that meets all Federal regulations.
- Continue evaluation and implementation of performance measurement systems to ensure Enterprise Center activities are cost-effective and results-oriented.
- Continue to offer technical assistance and educational opportunities to new and existing businesses in Daly City

## ***PROGRAM OBJECTIVES***

1. Provide counseling services to 120 small business clients and conduct at least 240 consulting appointments
2. Document 10 new jobs that are created by Center clients
3. Work with Business Center and Chamber of Commerce to offer "seamless" and comprehensive assistance to new and growing Daly City businesses.
4. Develop and implement an outreach campaign to market the Enterprise Center's services
5. Identify and pursue partnerships with other organizations (e.g. SBA, community colleges, etc.) to offer highly effective assistance to local businesses

## **CITY OF DALY CITY**

---

### ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Provide assistance to microenterprise clients	39 clients assisted	45 clients assisted	60 clients assisted	60 clients assisted
Assist new businesses in launching their business	8 new business launches (03-04 and 04-05)	10 new business launches	15 new business launches	15 new business launches
Assist existing businesses to increase business revenue and profit	11 client reports of increased revenue/profit (05-06 and 06-07)	9 client reports of increased revenue profit	10 client reports of increased revenue profit	10 client reports of increased revenue profit

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>COMMUNITY BLOCK GRANT</b>	<b>18</b>
<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>305</b>
<b>Program:</b>	<b>ECONOMIC &amp; ENTERPRISE DEVELOP</b>	<b>309</b>

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3644 COMMUNITY BLOCK GRANT	259,415	203,117	270,453	340,817	340,817
<b>FROM OTHER AGENCIES</b>	259,415	203,117	270,453	340,817	340,817
<b>TOTAL REVENUES</b>	<b><u>\$259,415</u></b>	<b><u>\$203,117</u></b>	<b><u>\$270,453</u></b>	<b><u>\$340,817</u></b>	<b><u>\$340,817</u></b>

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2008-09/2009-10**

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

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	82,159	45,418	48,460	48,875	50,707
4104	PERS RETIREMENT	16,598	9,059	9,673	9,617	9,764
4105	GROUP INSURANCE	10,749	9,778	11,631	12,608	13,869
4106	WORKERS COMPENSATION	1,383	221	235	248	257
4107	MEDICARE	930	548	641	709	735
4108	UNEMPLOYMENT INSURANCE	77	43	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>111,896</b>	<b>65,067</b>	<b>70,640</b>	<b>72,057</b>	<b>75,332</b>
4211	ADVERTISING	668	183	3,975	3,975	3,975
4212	COMMUNICATIONS	310	267	300	306	312
4215	RENTS AND LEASES	44,100	44,100	44,100	44,100	44,100
4219	PROFESSIONAL SERVICES	88,097	84,349	95,600	178,103	174,828
4220	OTHER CONTRACTUAL SERVICES	6,000	4,800	29,643	29,490	29,490
4230	OFFICE EXPENSE	996	1,201	2,057	2,704	2,698
4234	SPECIAL DEPARTMENTAL	2,555	3,151	6,900	6,900	6,900
	<b>SERVICES AND SUPPLIES</b>	<b>142,726</b>	<b>138,051</b>	<b>182,575</b>	<b>265,578</b>	<b>262,303</b>
4302	MEMBERSHIPS & PUBLICATIONS	0	0	1,128	1,128	1,128
4303	TRAVEL & MEETINGS	0	0	966	966	966
4304	EDUCATION & TRAINING	0	0	1,088	1,088	1,088
	<b>OTHER CHARGES</b>	<b>0</b>	<b>0</b>	<b>3,182</b>	<b>3,182</b>	<b>3,182</b>
4226	MAIL/MESSENGER SERVICE	242	0	0	0	0
4233	POSTAGE	1,318	0	0	0	0
4301	GENERAL INSURANCE CHARGES	3,233	0	0	0	0
	<b>FIXED CHARGES</b>	<b>4,793</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4533	PROJECT MANAGEMENT	0	0	14,055	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>14,055</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$259,415</u></b>	<b><u>\$203,118</u></b>	<b><u>\$270,452</u></b>	<b><u>\$340,817</u></b>	<b><u>\$340,817</u></b>

# **DALY CITY REDEVELOPMENT AGENCY**

---

## ***PROGRAM DESCRIPTION***

The Redevelopment Agency is responsible for the revitalization of two project areas, the Mission Street commercial corridor and a portion of Junipero Serra Boulevard, and the Bayshore neighborhood. In these areas the Agency directs its efforts toward removing and replacing deteriorating properties by assembling vacant and under-utilized property; assuring new construction is well-designed; working with merchants to restore economic vitality; and providing housing opportunities for all income categories. The Agency collects property tax increment revenue and uses those funds to promote commercial growth. Twenty percent of the tax increment is set aside for affordable housing efforts.

## ***DIVISION MISSION STATEMENT***

Encourage growth, vitality, renewal and rehabilitation of deteriorated areas while bringing necessary services to neighborhoods and improving social, physical, environmental and economic conditions in the project areas.

## ***PROGRAM GOAL***

To eliminate blight, and promote renovation, revitalization and redevelopment of Daly City, which increases the tax base, expands retail and service opportunities, creates jobs for residents and fosters housing affordable to Daly City residents.

## ***SUPPORT OF CITY-WIDE PRIORITIES***

### **Economic Development / Revenue Enhancement**

- Encourage and support economic development in order to create jobs, expand the community's financial base and improve the quality of life
- Promote both private and public redevelopment efforts within project areas
- Continue efforts to bring neighborhood-serving businesses, including a supermarket, a branch bank and other services, to the Bayshore neighborhood.
- Work with property owners along Mission and Geneva to find suitable tenants for vacant, leasable space.
- Market sites in a manner that will bring desired results for redevelopment.
- Continue to work with BART and SamTrans to foster desired development around the Daly City and Colma BART stations.
- Pursue the purchase of state lands in the Bayshore neighborhood for the purpose of attracting, planning and developing a commercial center with a supermarket, pharmacy and other neighborhood-serving commercial services

# CITY OF DALY CITY

## ***SUPPORT OF CITY-WIDE PRIORITIES (CONTINUED)***

### **Transportation / Traffic**

- Continued participation in the Bi-County Transportation Study with the goal of assessing the impacts of future growth in the Bayshore/Brisbane/Southwest part of San Francisco and identifying the necessary transportation improvements needed to mitigate the impacts of this future growth.

### **Governmental Operations**

- Oversee remediation of contamination in accordance with federal and state guidelines of all properties acquired.

### ***PROGRAM OBJECTIVES***

1. Select a developer and implement the Development and Disposition Agreement for the Pacific Plaza Phase III office development.
2. Complete hotel market study; issue Request for Qualifications/Proposals; and, select developer for the Hotel site as a part of Pacific Plaza.
3. Jointly Market SamTrans' Park and Ride property on Junipero Serra Boulevard for transit-oriented development.
4. Complete negotiations for the construction of an affordable housing development at the Agency-owned 7555 Mission Street site.
5. Provide oversight of property management activities for the Agency-owned Property.
6. Select a developer for the Cow Palace Upper Parking Lot in the Bayshore; and, initiate the master planning of the vacant 37 acre site along Carter Street.
7. Continue the marketing of the Façade Improvement Program for the revitalization of Mission Street and Geneva Avenue.

### ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Mission/J.S. Tax Increment	\$2,585,990	\$2,894,000	\$3,220,000	\$3,580,000
Bayshore Tax Increment	\$2,542,470	\$2,563,000	\$2,725,000	\$2,928,000
Housing Set-Aside Funds Available for Affordable Housing	\$1,271,145	\$1,359,000	\$1,472,000	\$1,598,000
Affordable Housing Units Created	11 <sup>1</sup>	0	65 <sup>2</sup>	0

1 – Habitat for Humanity ownership homes on 3<sup>rd</sup> Avenue (7) and DeLong Avenue (4)

2 – Landmark Plaza ownership homes (14), Hillcrest Senior Rental Housing (40), and El Rancho Condominiums (11)

**CITY OF DALY CITY**

Revenue Budget  
2008-09/2009-10

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

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3331	PARKING PERMITS	8,520	7,970	7,968	7,968	7,968
	<b>LICENSES AND PERMITS</b>	8,520	7,970	7,968	7,968	7,968
3520	RENTAL INCOME	77,338	76,647	101,700	55,001	51,000
	<b>RENTS AND INTEREST</b>	77,338	76,647	101,700	55,001	51,000
3810	PROPERTY DISPOSALS	370,177	782,392	0	4,000,000	2,500,000
3860	MISCELLANEOUS REVENUE	300	50,100	0	0	0
3930	RECEIPTS FROM OTHER FUNDS	0	0	0	0	0
3940	LOAN PROCEEDS	0	904,670	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	370,477	1,737,162	0	4,000,000	2,500,000
3861	IF FROM 18-305	0	227,227	0	0	0
3927	IF FM 97-400-408	0	0	0	0	0
3929	IF FM 28-305	0	362,773	0	0	0
3962	IF FM 94-400-404	1,964,169	2,563,376	2,869,000	3,192,000	3,549,000
3975	IF FM 94-400-408	0	0	500,000	0	0
	<b>OPERATING TRANSFERS IN</b>	1,964,169	3,153,376	3,369,000	3,192,000	3,549,000
	<b>TOTAL REVENUES</b>	<b><u>\$2,420,504</u></b>	<b><u>\$4,975,155</u></b>	<b><u>\$3,478,668</u></b>	<b><u>\$7,254,969</u></b>	<b><u>\$6,107,968</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: JS/MISSION RDA ADMIN  
Department: ECONOMIC & COMMUNITY DEVE  
Program: MISSION/JS REDEVELOPMENT ADMIN****91  
400  
400**

EXPENDITURES		2005-06 Actual	2006-07 Actual	2007-08 Estimated	2008-09 Approved	2009-10 Approved
4101	SALARIES	131,737	168,776	151,317	181,341	183,575
4102	HOURLY WAGES	3,790	3,810	4,203	0	0
4103	OVERTIME	0	10	0	0	0
4104	PERS RETIREMENT	26,400	32,867	29,500	34,740	34,379
4105	GROUP INSURANCE	10,478	12,744	15,758	17,221	18,469
4106	WORKERS COMPENSATION	685	3,398	3,090	3,260	3,379
4107	MEDICARE	1,636	2,094	2,032	2,560	2,588
4108	UNEMPLOYMENT INSURANCE	128	165	0	0	0
4110	TERMINATION PAY	0	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>174,854</b>	<b>223,864</b>	<b>205,900</b>	<b>239,122</b>	<b>242,390</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	0	0	150	300	300
4211	ADVERTISING	742	1,030	700	1,000	1,000
4212	COMMUNICATIONS	318	258	100	500	500
4213	UTILITIES	6,584	6,589	6,377	6,170	6,265
4219	PROFESSIONAL SERVICES	86,856	45,880	115,680	78,200	78,200
4220	OTHER CONTRACTUAL SERVICES	0	0	0	10,000	10,000
4230	OFFICE EXPENSE	1,566	3,040	3,216	3,280	3,346
4234	SPECIAL DEPARTMENTAL	70,398	711	85,000	55,000	0
4235	BUILDING MAINTENANCE	0	3,959	15,000	10,000	5,000
4250	PHOTOGRAPHY	0	0	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>166,464</b>	<b>61,467</b>	<b>226,223</b>	<b>164,450</b>	<b>104,611</b>
4302	MEMBERSHIPS & PUBLICATIONS	3,919	3,988	4,620	4,995	5,385
4303	TRAVEL & MEETINGS	1,027	590	120	1,360	1,390
4304	EDUCATION & TRAINING	1,215	990	1,440	1,470	1,500
4435	RELOCATION COSTS	0	0	400,000	250,000	250,000
4440	BOOK VALUE - ASSETS DISPOSED	1,980,642	1,329,979	0	0	0
4441	GRANTS & ASSISTANCE	1,016	0	0	54,500	54,500
4450	LOANS	0	590,000	0	0	0
	<b>OTHER CHARGES</b>	<b>1,987,819</b>	<b>1,925,547</b>	<b>406,180</b>	<b>312,325</b>	<b>312,775</b>
4208	TELEPHONE SERVICE CHARGES	522	360	360	375	383
4216	VEHICLE SERVICE CHARGES	2,189	2,682	2,735	1,903	1,941
4223	INFORMATION SERVICES CHARGES	6,476	6,606	6,738	8,725	9,134
4224	BLDG MAINTENANCE SVC CHARGES	11,815	12,169	12,474	16,197	16,518
4226	MAIL/MESSENGER SERVICE	303	282	275	470	470
4227	COPIER SERVICES	1,270	473	446	676	676
4233	POSTAGE	38	33	34	21	21
4301	GENERAL INSURANCE CHARGES	4,202	4,286	4,372	3,935	4,013
	<b>FIXED CHARGES</b>	<b>26,815</b>	<b>26,891</b>	<b>27,434</b>	<b>32,302</b>	<b>33,156</b>
4501	SITE PURCHASES	3,044	3,034,853	0	0	0
4502	APPRAISAL SERVICES	5,700	12,070	0	8,000	8,000
4506	LAND IMPROVEMENTS	218,949	120,488	199,213	500,000	0
4581	OFFICE MACHINES	0	1,742	0	0	0
4597	EXPENSE CONTRA ACCOUNT	-338,713	-3,084,614	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>-111,020</b>	<b>84,539</b>	<b>199,213</b>	<b>508,000</b>	<b>8,000</b>
4639	IF TO 33-130-576	0	400,000	0	0	0
4651	IF TO 01-031-031	0	0	0	221,088	228,825
4672	IF TO 55-035-458	500	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>500</b>	<b>400,000</b>	<b>0</b>	<b>221,088</b>	<b>228,825</b>
4375	OTHER INTEREST	705,881	1,145,498	0	2,500,000	0
4377	INTEREST PAID ON ADVANCE	850,000	1,250,000	2,380,398	0	2,500,000
4378	NOTE PRINCIPAL	0	0	0	3,384,670	0
4384	INTEREST PAYMENT CONTRA	-850,000	-1,250,000	0	0	0
	<b>DEBT SERVICE</b>	<b>705,881</b>	<b>1,145,498</b>	<b>2,380,398</b>	<b>5,884,670</b>	<b>2,500,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$2,951,313</b>	<b>\$3,867,806</b>	<b>\$3,445,348</b>	<b>\$7,361,957</b>	<b>\$3,429,757</b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: JS/MISSION RDA TAX INCREM 94**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: MISSION/JS TAX INCREMENT 404**

<b>REVENUES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3120	UNSECURED PROPERTY TAX	337,800	326,575	0	0	0
3123	SUPPLEMENTAL PROPERTY TAX	13,100	234,231	0	0	0
3125	DCRA INCREMENTAL PROPERTY TAX	2,411,025	2,666,029	3,618,000	4,025,000	4,475,000
	<b>TAXES</b>	<b>2,761,925</b>	<b>3,226,835</b>	<b>3,618,000</b>	<b>4,025,000</b>	<b>4,475,000</b>
3510	INVESTMENT EARNINGS	4,152	0	0	0	0
3520	RENTAL INCOME	0	114,061	78,444	13,074	0
	<b>RENTS AND INTEREST</b>	<b>4,152</b>	<b>114,061</b>	<b>78,444</b>	<b>13,074</b>	<b>0</b>
3810	PROPERTY DISPOSALS	574,020	0	0	0	0
3851	LOAN REPAYMENT	10,403	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>584,423</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$3,350,500</u></b>	<b><u>\$3,340,896</u></b>	<b><u>\$3,696,444</u></b>	<b><u>\$4,038,074</u></b>	<b><u>\$4,475,000</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: JS/MISSION RDA TAX INCREM 94**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: MISSION/JS TAX INCREMENT 404**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4219 PROFESSIONAL SERVICES	0	0	0	0	0
4235 BUILDING MAINTENANCE	0	0	0	0	0
<b>SERVICES AND SUPPLIES</b>	0	0	0	0	0
4434 MISCELLANEOUS OTHER CHARGES	26,065	22,614	25,000	28,000	31,000
4440 BOOK VALUE - ASSETS DISPOSED	2,624,699	8,984	0	0	0
4441 GRANTS & ASSISTANCE	0	0	0	786,000	802,693
4605 ERAF	224,519	0	0	0	0
<b>OTHER CHARGES</b>	2,875,283	31,598	25,000	814,000	833,693
4501 SITE PURCHASES	3,890,365	-616	0	245,000	0
4597 EXPENSE CONTRA ACCOUNT	-3,887,983	616	0	0	0
<b>CAPITAL OUTLAY</b>	2,382	0	0	245,000	0
4630 IF TO 96-400-406	0	0	0	0	0
4651 IF TO 01-031-031	0	0	0	0	0
4692 IF TO 91-400-400	1,964,169	2,563,376	3,369,000	3,192,000	3,549,000
<b>OPERATING TRANSFERS OUT</b>	1,964,169	2,563,376	3,369,000	3,192,000	3,549,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$4,841,834</u></b>	<b><u>\$2,594,974</u></b>	<b><u>\$3,394,000</u></b>	<b><u>\$4,251,000</u></b>	<b><u>\$4,382,693</u></b>

**CITY OF DALY CITY**

Revenue Budget

2008-09/2009-10

Fund:	BAYSHORE RDA ADMIN	96
Department:	ECONOMIC & COMMUNITY DEVE	400
Program:	BAYSHORE REDEVELOPMENT ADMIN	406

	2005-06	2006-07	2007-08	2008-09	2009-10
REVENUES	Actual	Actual	Estimated	Approved	Approved
3520 RENTAL INCOME	7,800	7,800	3,500	8,400	8,400
RENTS AND INTEREST	7,800	7,800	3,500	8,400	8,400
3860 MISCELLANEOUS REVENUE	100	0	0	0	0
3940 LOAN PROCEEDS	0	0	0	0	0
MISCELLANEOUS REVENUES	100	0	0	0	0
3895 IF FM 97-400-407	1,385,309	1,802,198	1,803,000	1,919,000	2,067,000
3927 IF FM 97-400-408	0	0	0	0	0
3975 IF FM 94-400-408	0	0	0	0	0
OPERATING TRANSFERS IN	1,385,309	1,802,198	1,803,000	1,919,000	2,067,000
TOTAL REVENUES	<u>\$1,393,209</u>	<u>\$1,809,998</u>	<u>\$1,806,500</u>	<u>\$1,927,400</u>	<u>\$2,075,400</u>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: BAYSHORE RDA ADMIN 96**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: BAYSHORE REDEVELOPMENT ADMIN 406**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	150,884	152,334	133,708	163,214	169,504
4103 OVERTIME	0	10	0	0	0
4104 PERS RETIREMENT	30,023	29,893	26,324	31,583	32,068
4105 GROUP INSURANCE	11,594	12,436	15,306	16,721	18,394
4106 WORKERS COMPENSATION	2,628	3,202	2,916	3,076	3,188
4107 MEDICARE	1,914	1,864	1,795	2,327	2,415
4108 UNEMPLOYMENT INSURANCE	142	146	5,000	0	0
4110 TERMINATION PAY	0	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>197,185</b>	<b>199,885</b>	<b>185,049</b>	<b>216,921</b>	<b>225,569</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	0	0	150	300	300
4211 ADVERTISING	0	0	0	10,000	0
4213 UTILITIES	1,117	13,531	3,575	3,625	3,680
4219 PROFESSIONAL SERVICES	6,958	20,088	100,000	100,000	60,000
4220 OTHER CONTRACTUAL SERVICES	0	0	0	5,000	5,000
4230 OFFICE EXPENSE	0	484	612	625	637
<b>SERVICES AND SUPPLIES</b>	<b>8,075</b>	<b>34,103</b>	<b>104,337</b>	<b>119,550</b>	<b>69,617</b>
4441 GRANTS & ASSISTANCE	60,420	0	0	54,500	54,500
<b>OTHER CHARGES</b>	<b>60,420</b>	<b>0</b>	<b>0</b>	<b>54,500</b>	<b>54,500</b>
4227 COPIER SERVICES	0	473	446	676	676
4301 GENERAL INSURANCE CHARGES	2,103	2,145	2,188	1,969	2,009
<b>FIXED CHARGES</b>	<b>2,103</b>	<b>2,618</b>	<b>2,634</b>	<b>2,645</b>	<b>2,685</b>
4501 SITE PURCHASES	1,010,000	0	0	0	0
4506 LAND IMPROVEMENTS	4,880	0	10,000	90,000	25,000
4597 EXPENSE CONTRA ACCOUNT	-1,010,000	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>4,880</b>	<b>0</b>	<b>10,000</b>	<b>90,000</b>	<b>25,000</b>
4651 IF TO 01-031-031	0	0	0	119,440	123,619
4668 IF TO 31-312	321,000	0	0	0	0
4684 IF TO 41-385-715	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>321,000</b>	<b>0</b>	<b>0</b>	<b>119,440</b>	<b>123,619</b>
4375 OTHER INTEREST	85,332	117,228	145,634	109,226	109,226
4377 INTEREST PAID ON ADVANCE	800,000	200,000	0	0	0
4384 INTEREST PAYMENT CONTRA	-800,000	-200,000	0	0	0
<b>DEBT SERVICE</b>	<b>85,332</b>	<b>117,228</b>	<b>145,634</b>	<b>109,226</b>	<b>109,226</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$678,995</u></b>	<b><u>\$353,834</u></b>	<b><u>\$447,654</u></b>	<b><u>\$712,282</u></b>	<b><u>\$610,216</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: BAYSHORE RDA TAX INCREMEN 97**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: BAYSHORE TAX INCREMENT 407**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3123	SUPPLEMENTAL PROPERTY TAX	145,353	304,791	0	0	0
3125	DCRA INCREMENTAL PROPERTY TAX	2,601,863	2,867,980	3,198,000	3,392,000	3,631,000
	<b>TAXES</b>	<u>2,747,216</u>	<u>3,172,771</u>	<u>3,198,000</u>	<u>3,392,000</u>	<u>3,631,000</u>
3510	INVESTMENT EARNINGS	32,358	70,145	54,633	0	0
3520	RENTAL INCOME	0	0	41,592	65,436	65,436
	<b>RENTS AND INTEREST</b>	<u>32,358</u>	<u>70,145</u>	<u>96,225</u>	<u>65,436</u>	<u>65,436</u>
3860	MISCELLANEOUS REVENUE	0	0	0	150,000	0
3940	LOAN PROCEEDS	0	0	2,480,000	0	0
	<b>MISCELLANEOUS REVENUES</b>	<u>0</u>	<u>0</u>	<u>2,480,000</u>	<u>150,000</u>	<u>0</u>
	<b>TOTAL REVENUES</b>	<b><u>\$2,779,574</u></b>	<b><u>\$3,242,916</u></b>	<b><u>\$5,774,225</u></b>	<b><u>\$3,607,436</u></b>	<b><u>\$3,696,436</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: BAYSHORE RDA TAX INCREMEN 97**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: BAYSHORE TAX INCREMENT 407**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4213 UTILITIES	0	0	0	0	0
4219 PROFESSIONAL SERVICES	0	0	2,496	3,926	3,926
4220 OTHER CONTRACTUAL SERVICES	0	0	480,000	0	0
4234 SPECIAL DEPARTMENTAL	0	0	0	0	0
4235 BUILDING MAINTENANCE	0	0	3,000	5,000	5,000
<b>SERVICES AND SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>485,496</b>	<b>8,926</b>	<b>8,926</b>
4434 MISCELLANEOUS OTHER CHARGES	20,959	21,265	22,000	24,000	26,000
4441 GRANTS & ASSISTANCE	140,000	0	200,986	0	0
4460 BAYSHORE PASS-TROUGH PAYMENTS	617,780	719,007	738,000	782,000	835,000
4605 ERAF	177,916	0	0	0	0
<b>OTHER CHARGES</b>	<b>956,655</b>	<b>740,272</b>	<b>960,986</b>	<b>806,000</b>	<b>861,000</b>
4501 SITE PURCHASES	0	0	821,285	0	0
4506 LAND IMPROVEMENTS	0	0	0	0	0
4532 OTHER CONTRACTUAL SERVICES	0	0	0	0	0
4597 EXPENSE CONTRA ACCOUNT	0	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>821,285</b>	<b>0</b>	<b>0</b>
4630 IF TO 96-400-406	1,385,309	1,802,198	1,803,000	1,919,000	2,067,000
4651 IF TO 01-031-031	0	0	0	0	0
4692 IF TO 91-400-400	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>1,385,309</b>	<b>1,802,198</b>	<b>1,803,000</b>	<b>1,919,000</b>	<b>2,067,000</b>
4379 NOTE INTEREST	0	0	79,569	136,404	136,404
<b>DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>79,569</b>	<b>136,404</b>	<b>136,404</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,341,964</u></b>	<b><u>\$2,542,470</u></b>	<b><u>\$4,150,336</u></b>	<b><u>\$2,870,330</u></b>	<b><u>\$3,073,330</u></b>

**Full-Time Salaried Position Listing**

**ECONOMIC & COMMUNITY DEVELOPMENT**

2006-07	2007-08	Classification	Range	2008-09	2009-10
<b>01-300-300</b>		<b>Administration</b>			
0.20	0.20	Director of ECD	M440	0.20	0.20
0.20	0.20	Assistant Director of ECD	M339	0.20	0.20
0.10	0.10	Housing Coordinator	E060	0.10	0.30
0.80	0.80	ECD Program Administrator	U045	0.80	0.80
1	1	Secretary III	S038	1	1
<b>18-305-309</b>		<b>Enterprise Development Center</b>			
1	1	Program Assistant	U014	1	1
<b>01-300-340</b>		<b>Building</b>			
0.20	0.20	Director of ECD	M440	0.20	0.20
0.30	0.30	Assistant Director of ECD	M339	0.30	0.30
1	1	Chief Building Division Supervisor	U092	1	1
1	1	Building Plans Engineer	U082	1	1
1	1	Senior Building Inspector	X067	1	1
5	3.7	Building Inspector	X051	3.7	3.7
0	1	Building Permit Technician	X033	1	1
2.40	2.40	Office Assistant II	X022	2.40	2.40
<b>01-301-302</b>		<b>Planning</b>			
0.40	0.40	Director of ECD	M440	0.40	0.40
0.20	0.20	Assistant Director of ECD	M339	0.20	0.20
0	0	Planning Manager	U097	1	1
1	1	Senior Planner	U085	1	1
1	1	Code Enforcement Officer	U055	0	0
1	1	Code Enforcement Inspector	U043	0	0
2	2	Associate Planner	E060	1	1
1	1	Assistant Planner	E048	1	1
1.60	1.60	Office Assistant II	Z022	1	1
<b>01-300-341</b>		<b>Code Enforcement</b>			
0	0	Code Enforcement Officer	U055	1	1
0	0	Code Enforcement Inspector	U043	1	1
0	0	Office Assistant II	Z022	0.60	0.60
<b>18-305-305</b>		<b>Block Grant</b>			
0.70	0.70	Housing & Comm Develop Supervisor	U085	0.58	0.62
0.15	0.15	Housing Coordinator	E060	0.26	0.13
1	1	Community Development Specialist II	E048	1	1
0.55	0	Staff Secretary	Z023	0	0

**ECONOMIC & COMMUNITY DEVELOPMENT**

2006-07	2007-08	Classification	Range	2008-09	2009-10
<b>18-305-303</b>		<b>Residential Rehab</b>			
0.15	0.15	Housing & Comm Develop Supervisor	U085	0.27	0.23
1	0	Rehabilitation Coordinator	E064	0	0
1	0	Rehab Construction Inspector	E051	0	0
0	0.30	Building Inspector	X051	0.30	0.30
0	1	Community Development Specialist I	E043	0.90	0.90
0.35	0	Staff Secretary	Z023	0	0
<b>28-305-345</b>		<b>Home Admin</b>			
0.05	0.05	Housing & Comm Develop Supervisor	U085	0.05	0.05
0.45	0.45	Housing Coordinator	E060	0.34	0.32
<b>01-300-333</b>		<b>Business Center</b>			
1	1	Business Center Manager	U048	1	1
1	1	Business Center Receptionist/Secretary	U023	1	1
<b>91-400-400</b>		<b>DCRA JS/Mission</b>			
0.10	0.10	Director of ECD	M440	0.10	0.10
0.15	0.15	Assistant Director of ECD	M339	0.15	0.15
0.05	0.05	Housing & Comm Develop Supervisor	U085	0.05	0.05
1	1	Senior Economic Development Coordinator	U072	0.50	0.50
0.15	0.15	Housing Coordinator	E060	0.15	0.10
0	0	Economic Development Coordinator	E058	0.50	0.50
0.20	0.20	ECD Program Administrator	U045	0.20	0.20
0.05	0	Staff Secretary	Z023	0	0
0	0	Community Development Specialist I	E043	0.05	0.05
<b>96-400-406</b>		<b>DCRA Bayshore</b>			
0.10	0.10	Director of ECD	M440	0.10	0.10
0.15	0.15	Assistant Director of ECD	M339	0.15	0.15
0.05	0.05	Housing & Comm Develop Supervisor	U085	0.05	0.05
0	0	Senior Economic Development Coordinator	U072	0.50	0.50
0.15	0.15	Housing Coordinator	E060	0.15	0.15
1	1	Economic Development Coordinator	E058	0.50	0.50
0.05	0	Staff Secretary	Z023	0	0
0	0	Community Development Specialist I	E043	0.05	0.05
<b>33.00</b>	<b>31.00</b>			<b>31.00</b>	<b>31.00</b>

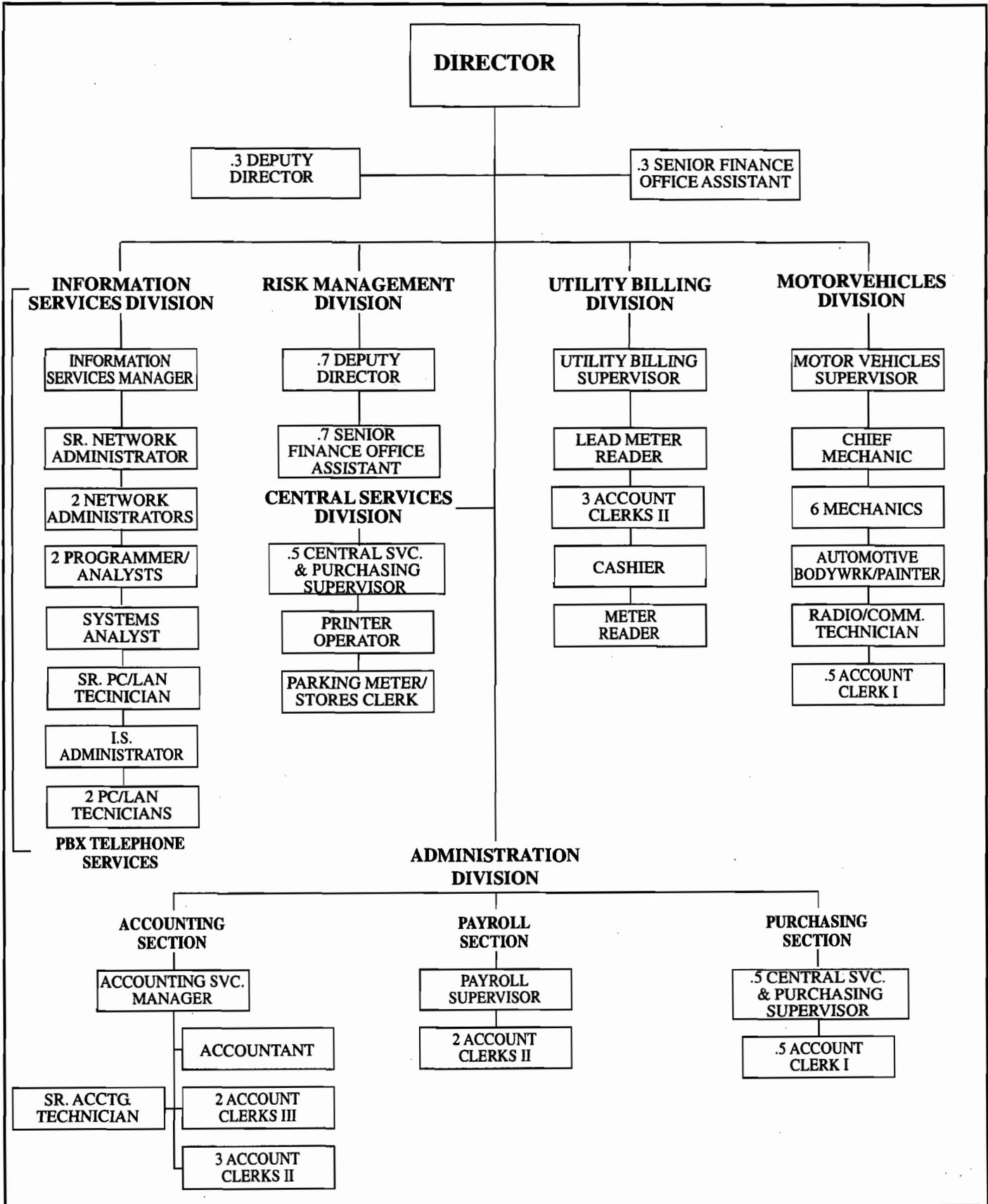




# City of Daly City

## DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES

Fiscal Years 2008-2009 and 2009-2010



**CITY OF DALY CITY****Department Summary****2008-09/2009-10****FINANCE**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
RENTS AND INTEREST	298,578	563,874	462,283	326,402	323,612
FROM OTHER AGENCIES	0	103,300	0	0	0
CHARGES AND FEES	7,924,356	8,782,754	8,904,685	10,285,136	10,585,369
MISCELLANEOUS REVENUES	202,797	236,175	199,434	173,611	174,671
OPERATING TRANSFERS IN	2,537,359	376,630	609,862	252,039	256,477
<b>TOTAL REVENUES</b>	<b><u>\$10,963,090</u></b>	<b><u>\$10,062,733</u></b>	<b><u>\$10,176,264</u></b>	<b><u>\$11,037,188</u></b>	<b><u>\$11,340,129</u></b>

**CITY OF DALY CITY****Department Summary****2008-09/2009-10****FINANCE**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>SALARIES AND BENEFITS</b>	4,596,589	4,895,686	5,091,276	5,246,904	5,512,748
<b>SERVICES AND SUPPLIES</b>	2,569,211	2,784,940	2,982,847	3,310,358	3,444,821
<b>OTHER CHARGES</b>	1,790,702	3,218,301	2,862,924	2,980,736	2,983,738
<b>FIXED CHARGES</b>	1,142,162	1,144,264	1,166,558	1,416,914	1,463,822
<b>CAPITAL OUTLAY</b>	617,507	550,442	2,241,832	2,271,432	1,495,823
<b>OPERATING TRANSFERS OUT</b>	0	20,912	0	778,761	806,018
<b>TOTAL EXPENDITURES</b>	<b><u>\$10,716,171</u></b>	<b><u>\$12,614,545</u></b>	<b><u>\$14,345,437</u></b>	<b><u>\$16,005,105</u></b>	<b><u>\$15,706,970</u></b>

# **FINANCE and ADMINISTRATIVE SERVICES**

---

## ***PROGRAM DESCRIPTION***

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 prepares and publishes the Comprehensive Annual Financial Report, Operating Budget and Capital Budget for the City of Daly City.

Finance and Administrative Services is comprised of seven principal areas of responsibility: Accounting, Business License, Capital Projects Accounting, Finance Administration, Payroll, Purchasing, and Utility Billing. In addition, the department manages the following internal service functions: Central Services, Information Services, PBX Telephone Services, Motor Vehicles, and the City's Self Insurance programs.

Within these areas, Administration provides the financial analysis and forecasting for and manages the development process of, both the operating and the capital budget each two years. In the interim period, Administration monitors budget performance and provides quarterly analysis to City management.

## ***DEPARTMENT MISSION STATEMENT***

Service to the Community Through Service to Other City Departments

## ***PROGRAM GOAL***

Continue providing forward-thinking, responsive, timely, cost effective and accurate financial management services and information, and maintain superior services to other departments and the public in all our functional responsibilities

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

Finance Administration will support City-wide priorities through the following:

Enhancing economic vitality/sustainability-

- Continue to provide accurate and timely financial management reports that facilitate proper stewardship of resources by City departments.
- Monitor financial activities of the City to help insure that the City's fiscal sustainability policies are followed.
- Act as a resource to the City Council and City management in the City's financial affairs.
- Provide guidance and leadership to the department's many functional areas to leverage technology, people and resources to expand the efficiency and effectiveness of all the City departments.

## ***PROGRAM OBJECTIVES***

- Prepare Comprehensive Annual Financial Reports and Biennial Budgets which receive awards for excellence in financial reporting from both the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).
- Facilitate the review of City fees and charges in order to achieve a higher level of cost recovery.
- Adopt Governmental Accounting Standards Board (GASB) statements 43 and 45 based on the recently completed actuarial valuation of the City's Other Post Employment Benefits.
- Implement a browser-based payroll time reporting module from the City's finance software vendor.
- Monitor and facilitate the selection implementation of new software to replace the City's MuniBase system, and oversee the expansion of applications to include new areas including Business License.
- Work with ISD to implement enhancements to the financial reporting system in preparation for a new browser-based user interface.
- Assist Human Resources in implementing the new HR module from our financial software vendor.
- Provide fair and consistent enforcement of the City's business license ordinance.
- Continue to publish the City's Budget-at-a-Glance to assist in outreach and communications with our community.
- Continue to formulate disaster plans, including agreements for off-site processing of transactions such as payroll in the event of a major disaster that would impact our operations.
- Continue to streamline workflow for purchase requisitions and procurement of goods and services by leveraging the capabilities of the City's automated purchasing system.
- Continue to improve both the operating budget and capital budget development process.
- Strive to exceed the customer service expectations of our residential and business communities, as well as those of our fellow departments.

## **FINANCE and ADMINISTRATIVE SERVICES**

---

### ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
<b>Percent of time Accounting Books closed in 10 working days</b>	<b>75%</b>	<b>83%</b>	<b>83%</b>	<b>83%</b>
<b>State Mandate Reimbursements filed</b>	<b>\$158,265</b>	<b>\$109,800</b>	<b>\$118,800</b>	<b>\$119,000</b>
<b>Maintain three-day turn around on purchase requisitions</b>	<b>95%</b>	<b>95%</b>	<b>97%</b>	<b>97%</b>



**CITY OF DALY CITY**

Revenue Budget

2008-09/2009-10

Fund: GENERAL FUND  
Department: FINANCE  
Program: FINANCE ADMIN

01

030

030

	2005-06	2006-07	2007-08	2008-09	2009-10
REVENUES	Actual	Actual	Estimated	Approved	Approved
3796 REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	115,957	53,906	64,910	67,182	69,533
	115,957	53,906	64,910	67,182	69,533
3860 MISCELLANEOUS REVENUE	14	0	0	0	0
MISCELLANEOUS REVENUES	14	0	0	0	0
3952 IF FM 45-030-390	62,040	71,431	73,573	76,148	78,813
OPERATING TRANSFERS IN	62,040	71,431	73,573	76,148	78,813
<b>TOTAL REVENUES</b>	<b><u>\$178,011</u></b>	<b><u>\$125,337</u></b>	<b><u>\$138,483</u></b>	<b><u>\$143,330</u></b>	<b><u>\$148,346</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: FINANCE 030**  
**Program: FINANCE ADMIN 030**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	942,749	1,021,793	1,091,813	1,174,621	1,217,597
4102 HOURLY WAGES	30,114	19,912	21,427	20,655	21,068
4103 OVERTIME	878	973	867	900	918
4104 PERS RETIREMENT	190,734	204,394	215,532	225,536	228,998
4105 GROUP INSURANCE	91,358	104,535	126,128	138,741	152,615
4106 WORKERS COMPENSATION	9,033	12,040	13,419	13,087	13,565
4107 MEDICARE	13,618	13,560	14,199	15,427	16,006
4108 UNEMPLOYMENT INSURANCE	905	997	0	0	0
4110 TERMINATION PAY	0	652	3,910	0	0
4116 INJURY LEAVE	0	167	195	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	1,544	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>1,280,933</b>	<b>1,379,023</b>	<b>1,487,490</b>	<b>1,588,967</b>	<b>1,650,767</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	230	100	134	100	100
4212 COMMUNICATIONS	2,000	1,883	2,088	2,100	2,125
4217 EQUIPMENT MAINTENANCE CONTRA	360	240	240	240	245
4219 PROFESSIONAL SERVICES	58,877	66,024	70,459	72,736	74,826
4230 OFFICE EXPENSE	17,671	16,634	20,250	21,000	21,300
4234 SPECIAL DEPARTMENTAL	1,332	2,724	1,946	1,800	1,500
<b>SERVICES AND SUPPLIES</b>	<b>80,470</b>	<b>87,605</b>	<b>95,117</b>	<b>97,976</b>	<b>100,096</b>
4302 MEMBERSHIPS & PUBLICATIONS	2,464	2,848	4,191	3,660	3,733
4303 TRAVEL & MEETINGS	3,345	1,665	2,128	2,750	2,805
4304 EDUCATION & TRAINING	6,862	2,581	1,500	3,600	3,672
4434 MISCELLANEOUS OTHER CHARGES	0	0	0	0	0
<b>OTHER CHARGES</b>	<b>12,671</b>	<b>7,094</b>	<b>7,819</b>	<b>10,010</b>	<b>10,210</b>
4208 TELEPHONE SERVICE CHARGES	4,266	2,941	2,941	5,467	5,576
4216 VEHICLE SERVICE CHARGES	615	426	434	302	308
4223 INFORMATION SERVICES CHARGES	32,441	33,090	33,752	48,821	51,107
4224 BLDG MAINTENANCE SVC CHARGES	23,631	24,340	24,948	28,298	28,859
4226 MAIL/MESSENGER SERVICE	3,633	3,389	3,306	4,157	4,157
4227 COPIER SERVICES	2,671	2,385	2,415	2,997	2,997
4233 POSTAGE	21,265	18,187	18,846	44,647	45,540
4301 GENERAL INSURANCE CHARGES	1,968	2,008	2,047	1,547	1,578
<b>FIXED CHARGES</b>	<b>90,490</b>	<b>86,766</b>	<b>88,689</b>	<b>136,236</b>	<b>140,122</b>
4580 FURNITURE	3,027	0	4,200	2,300	2,200
4581 OFFICE MACHINES	0	0	0	300	300
<b>CAPITAL OUTLAY</b>	<b>3,027</b>	<b>0</b>	<b>4,200</b>	<b>2,600</b>	<b>2,500</b>
4672 IF TO 55-035-458	0	0	0	0	0
4699 IF TO 31-030-884	0	20,000	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,467,591</u></b>	<b><u>\$1,580,488</u></b>	<b><u>\$1,683,315</u></b>	<b><u>\$1,835,789</u></b>	<b><u>\$1,903,695</u></b>

# **CENTRAL SERVICES**

---

## ***PROGRAM DESCRIPTION***

The Central Services Division is responsible for four areas of service. These are: Duplicating & Copier Service, Mail Messenger, Central Stores, and Parking Meters.

Duplicating provides printing for the various City offices, which is done by the offset method, and produces a wide variety of publications. Working in conjunction with the printing function we have a Desktop Publishing system that we utilize to produce originals for printing. An additional function of this division is the purchase and maintenance of the City photocopy machines.

The Mail Messenger service provides City-wide pick-up and delivery of interoffice and U.S. Mail. Also, we deliver small parcels and orders received through Central Stores.

Central Services maintains a stockless system for office products, but still stocks and supplies the various City departments with some of the more frequently used items such as paper, envelopes, safety and miscellaneous supplies. Most of the City shipping and receiving is handled here.

There are approximately 600 parking meters located throughout the City. These meters are collected and maintained by the Central Services Division.

## ***PROGRAM GOAL***

To provide the highest quality services to City departments and the public in the most timely, cost effective and environmentally sound manner.

## ***SUPPORT FOR CITY-WIDE GOALS AND OBJECTIVES***

The primary areas where the Central Service Division supports the City-wide goals are the following:

- **Economic Vitality/Sustainability** - The parking meters generate revenue to support their collection and maintenance, and by conducting regular surveys we keep the rates comparable with other cities. We also work to keep the meters free from graffiti, along with performing preventive maintenance and repairs to insure proper operation and to help create available on street parking with adequate turnover for residents and customers of our City merchants.
- **Stay current on U.S. Postage regulations and rates and apply discounts where possible.**
- **Environmental Concerns/Green Policy** - Provide green products through printing with recycled paper and soy ink, and also by supplying recycled paper for general use.

### ***PROGRAM OBJECTIVES***

Our objectives for this year include;

- **Maintain current production levels in Duplicating at approximately 1,000,000 impressions annually.**
- **Continue to process all outgoing U.S. Mail on the same day as received.**
- **Evaluate department copiers for replacement.**
- **Monitor the revenue from, and repair activity on the electronic parking meters.**

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: CENTRAL SERVICES 52  
Department: FINANCE 032  
Program: CENTRAL SERVICES 363**

<b>REVENUES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510	INVESTMENT EARNINGS	5,453	6,205	4,279	3,424	3,048
3515	UNREALIZED GAIN/LOSS ON INVEST	-589	809	0	0	0
	<b>RENTS AND INTEREST</b>	<b>4,864</b>	<b>7,014</b>	<b>4,279</b>	<b>3,424</b>	<b>3,048</b>
3755	SALE OF INVENTORY	22,685	28,266	23,300	23,000	23,000
3828	SERVICE BILLINGS	224,086	224,951	229,995	286,314	286,314
3829	POSTAGE SERVICE	200,933	174,693	179,758	238,474	243,042
	<b>CHARGES AND FEES</b>	<b>447,704</b>	<b>427,910</b>	<b>433,053</b>	<b>547,788</b>	<b>552,356</b>
3885	IF FM 33-130	8,440	0	0	0	0
3963	IF FM 01-031-031	60,167	61,867	63,600	75,891	77,664
	<b>OPERATING TRANSFERS IN</b>	<b>68,607</b>	<b>61,867</b>	<b>63,600</b>	<b>75,891</b>	<b>77,664</b>
	<b>TOTAL REVENUES</b>	<b><u>\$521,175</u></b>	<b><u>\$496,791</u></b>	<b><u>\$500,932</u></b>	<b><u>\$627,103</u></b>	<b><u>\$633,068</u></b>

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2008-09/2009-10**

Fund: **CENTRAL SERVICES** **52**  
Department: **FINANCE** **032**  
Program: **CENTRAL SERVICES** **363**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	188,008	161,489	173,006	176,294	182,908
4102 HOURLY WAGES	20,149	22,278	21,617	21,840	22,360
4104 PERS RETIREMENT	38,772	37,026	36,548	34,688	35,221
4105 GROUP INSURANCE	24,478	21,730	18,766	20,643	22,707
4106 WORKERS COMPENSATION	4,754	12,414	12,382	13,063	13,540
4107 MEDICARE	1,128	1,135	1,046	912	946
4108 UNEMPLOYMENT INSURANCE	196	176	0	0	0
4109 COMPENSATED ABSENCES	353	0	0	0	0
4116 INJURY LEAVE	156	719	1,450	0	0
4119 SOCIAL SECURITY	1,218	0	1,654	1,671	1,711
<b>SALARIES AND BENEFITS</b>	<b>279,212</b>	<b>256,967</b>	<b>266,469</b>	<b>269,111</b>	<b>279,393</b>
4204 POSTAGE AND SHIPPING	110,836	112,720	140,000	143,000	143,000
4212 COMMUNICATIONS	120	107	56	100	100
4215 RENTS AND LEASES	1,241	1,251	1,540	1,540	1,540
4217 EQUIPMENT MAINTENANCE CONTRAC	38,311	41,921	42,837	46,930	45,530
4225 STORES INVENTORY PURCHASES	22,657	28,902	27,050	23,000	23,000
4230 OFFICE EXPENSE	177	381	400	400	400
4237 CLOTHING	1,187	940	1,248	1,248	1,248
4243 OPERATING SUPPLIES	19,012	28,919	18,000	18,000	18,000
4244 REPAIRS & MAINTENANCE	380	3	500	500	500
4255 SMALL EQUIPMENT	0	0	0	0	0
<b>SERVICES AND SUPPLIES</b>	<b>193,921</b>	<b>215,144</b>	<b>231,631</b>	<b>234,718</b>	<b>233,318</b>
4431 DEPRECIATION	24,755	24,079	25,923	32,212	31,300
4440 BOOK VALUE - ASSETS DISPOSED	13,030	328	0	0	0
<b>OTHER CHARGES</b>	<b>37,785</b>	<b>24,407</b>	<b>25,923</b>	<b>32,212</b>	<b>31,300</b>
4208 TELEPHONE SERVICE CHARGES	522	360	360	562	573
4216 VEHICLE SERVICE CHARGES	13,403	11,381	11,609	16,523	16,853
4223 INFORMATION SERVICES CHARGES	1,729	1,764	1,799	2,330	2,439
4224 BLDG MAINTENANCE SVC CHARGES	2,363	2,434	2,495	3,240	3,304
4233 POSTAGE	0	0	0	0	0
4301 GENERAL INSURANCE CHARGES	805	821	837	753	768
<b>FIXED CHARGES</b>	<b>18,822</b>	<b>16,760</b>	<b>17,100</b>	<b>23,408</b>	<b>23,937</b>
4550 TOOLS AND SHOP EQUIPMENT	80	7,115	200	200	200
4557 REPROGRAPHIC EQUIPMENT	32,810	55,495	46,844	42,000	30,000
4566 PARKING METERS	1,714	2,506	2,000	2,000	2,000
4597 EXPENSE CONTRA ACCOUNT	-26,024	-61,773	-46,844	0	0
<b>CAPITAL OUTLAY</b>	<b>8,580</b>	<b>3,343</b>	<b>2,200</b>	<b>44,200</b>	<b>32,200</b>
4651 IF TO 01-031-031	0	0	0	33,779	34,961
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,779</b>	<b>34,961</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$538,320</u></b>	<b><u>\$516,621</u></b>	<b><u>\$543,323</u></b>	<b><u>\$637,428</u></b>	<b><u>\$635,109</u></b>

## **INFORMATION SERVICES**

---

### ***PROGRAM DESCRIPTION***

Information Services supports and manages the City's technology needs to ensure excellent service to the community on behalf of all City departments. We administer all aspects of the City's data and voice networks and provide support to a user community of all City employees and patrons of the Library and Parks and Recreation departments. Our data network employs both local area (cabled and wireless) and wide area (fiber) technologies which are routed through City Hall to a dedicated internet connection. We have approximately 500 PC workstations and 85 printers residing as nodes on the network, with 34 servers providing network and application services. Software applications include dedicated systems for Police, Fire, Finance, Parks & Recreation and Public Works, as well as numerous enterprise systems used by all City departments. Our voice network consists of a PBX system with five modules and associated voice mail and call accounting subsystems. Redundant units are installed at City Hall and remote units reside at our Water/Wastewater, Fire Administration, and Bayshore Community Center facilities. The remote units are connected back to City Hall via dedicated links and our incoming and outgoing calls are managed by redundant digital circuits offering two-way caller-ID. We have approximately 525 telephones and 85 fax and alarm lines on our voice network.

### ***DIVISION MISSION STATEMENT***

It is our commitment to establish and maintain the highest levels possible of value, service, security, and confidence in our City's technology systems.

### ***PROGRAM GOAL***

To continually provide expert service to our customer departments by managing the City's technology systems and by efficiently and accurately responding to requests for service.

### ***SUPPORT FOR CITY-WIDE PRIORITIES/OBJECTIVES***

Information Services supports City-wide goals and objectives through the following directives:

- Ensure maximum performance of technology systems, allowing City departments to effectively focus on community building and communication.
- Promptly respond to and resolve technology issues so City employees may best utilize technology to improve government operations and better serve the community.
- Invest in and manage current industry-standard technology tools for all City departments with emphasis on environmental efficiency and energy conservation.
- Provide PC workstation and voice communication technology training to all City employees so that they can best use these tools in operations and service capacities.
- Effectively utilize grant funds to ensure that technology for public safety departments is current, well-supported, and effectively used.

## CITY OF DALY CITY

### **SUPPORT FOR CITY-WIDE PRIORITIES/OBJECTIVES (CONTINUED)**

- With respect to the principles of communication and economic vitality, maintain accountability to our direct customers and the community by ensuring efficient use of City resources, providing equal service to all departments, and managing compliance with City policies, state and federal laws, and best industry practices.

### **PROGRAM OBJECTIVES**

1. Maintain maximum performance and security of City technology systems. This includes our fiber and copper infrastructure, ethernet routing and switching equipment, network and application servers, software and database applications, PBX and VoIP telephone and voice mail equipment, PC workstations, printers, and telephones.
2. Investigate, procure, and implement modern and more effective software applications to replace our existing Muni Base system for Permitting, Planning, Licensing, Code Enforcement, and Asset Management functions.
3. Upgrade our financial software to include a web interface, Human Resource module, and enhanced end-user interactivity.
4. Upgrade our document management software to include meeting agenda and video archival/distribution functionality and to bring all City departments online with the application
5. Replace Police mobile data workstation hardware to leverage enhancements in cellular network technology.
6. Maintain obsolescence-based PC workstation replacement schedule to ensure employee efficiency and effective use of administrative resources.
7. Strive to continually exceed customer expectations with respect to timely and accurate support and service.

### **PERFORMANCE MEASURES**

Measure	Actual 2005-06	Estimate 2006-07	Projected 2007-08	Projected 2009-10
Network Uptime	99.4%	99.5%	99.6%	99.6%
Customer Support Response Time	1.75 hours	1.6 hours	1.4 hours	1.25 hours
Number of PC Workstations Replaced	71	98	105	115

**CITY OF DALY CITY**

Revenue Budget  
2008-09/2009-10

Fund: INFORMATION SERVICES  
Department: FINANCE  
Program: INFORMATION SERVICES

55  
035  
455

	2005-06	2006-07	2007-08	2008-09	2009-10
REVENUES	Actual	Actual	Estimated	Approved	Approved
3510 INVESTMENT EARNINGS	78,932	111,348	75,250	50,000	50,000
3515 UNREALIZED GAIN/LOSS ON INVEST RENTS AND INTEREST	-8,531	14,522	0	0	0
	70,401	125,870	75,250	50,000	50,000
3828 SERVICE BILLINGS	1,708,124	1,747,934	1,782,891	2,472,991	2,588,620
CHARGES AND FEES	1,708,124	1,747,934	1,782,891	2,472,991	2,588,620
3810 PROPERTY DISPOSALS	63	0	0	0	0
3860 MISCELLANEOUS REVENUE	150	150	23,594	0	0
MISCELLANEOUS REVENUES	213	150	23,594	0	0
3870 IF FM 01-070-070	1,200	0	0	0	0
3878 IF FM 31-120	15,538	12,377	0	0	0
3885 IF FM 33-130	2,810	0	0	0	0
3887 IF FM 01-316-353	0	505	0	0	0
3896 IF FM 28-131	0	0	1,678	0	0
3910 IF FM 21-131	10,200	3,068	0	0	0
3937 IF FM 41-385-793	1,556	0	0	0	0
3938 IF FM 87-920-793	1,556	0	0	0	0
3948 IF FM 01-050-050	0	1,920	1,678	0	0
3951 IF FM 46-380-370	0	0	0	0	0
3955 IF FM 46-383-373	1,215	0	1,678	0	0
3961 IF FM 91-400	500	0	0	0	0
3963 IF FM 01-031-031	3,624	0	10,068	0	0
3968 IF FM 01-200-200	71,881	2,067	0	0	0
3970 IF FM 01-200-202	117,740	6,341	0	0	0
3971 IF FM 01-300-340	2,522	0	0	0	0
3978 IF FM 01-120-120	0	36,000	0	0	0
3980 IF FM 01-301-302	1,815	0	0	0	0
3981 IF FM 46-382-376	0	1,682	0	0	0
3982 IF FM 41-382-375	0	1,682	0	0	0
3984 IF FM 54-313	715	0	0	0	0
3987 IF FM 31-010-023	0	0	1,235	0	0
3988 IF FM 01-220-220	4,248	0	2,561	0	0
3990 IF FM 01-300-333	0	0	1,891	0	0
3994 IF FM 01-314-330	0	0	0	0	0
3997 IF FM 31-200	0	0	1,678	0	0
3999 IF FM 01-030-030	0	0	0	0	0
OPERATING TRANSFERS IN	237,120	65,642	22,467	0	0
<b>TOTAL REVENUES</b>	<b><u>\$2,015,858</u></b>	<b><u>\$1,939,596</u></b>	<b><u>\$1,904,202</u></b>	<b><u>\$2,522,991</u></b>	<b><u>\$2,638,620</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: INFORMATION SERVICES**  
**Department: FINANCE**  
**Program: INFORMATION SERVICES**

**55**  
**035**  
**455**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	706,788	811,179	876,240	989,737	1,073,784
4102	HOURLY WAGES	51,782	44,122	42,477	65,520	68,065
4104	PERS RETIREMENT	142,435	157,038	172,928	190,660	204,734
4105	GROUP INSURANCE	38,079	48,389	64,434	76,877	86,794
4106	WORKERS COMPENSATION	12,558	24,145	25,511	28,526	30,268
4107	MEDICARE	11,866	12,358	12,701	12,249	12,708
4108	UNEMPLOYMENT INSURANCE	715	818	0	0	0
4109	COMPENSATED ABSENCES	0	6,447	0	0	0
4110	TERMINATION PAY	21,519	0	0	0	0
4118	GROUP INSURANCE - RETIREES	0	5,637	8,355	10,214	10,832
4119	SOCIAL SECURITY	2,914	2,362	3,250	5,012	5,207
	<b>SALARIES AND BENEFITS</b>	<b>988,656</b>	<b>1,112,495</b>	<b>1,205,896</b>	<b>1,378,795</b>	<b>1,492,392</b>
4212	COMMUNICATIONS	6,060	8,724	8,600	8,600	8,600
4217	EQUIPMENT MAINTENANCE CONTRAC	9,574	80,196	75,000	82,000	85,000
4219	PROFESSIONAL SERVICES	47,305	56,024	46,000	45,000	28,000
4220	OTHER CONTRACTUAL SERVICES	4,997	13,235	4,600	15,000	15,000
4230	OFFICE EXPENSE	14	0	75	150	150
4243	OPERATING SUPPLIES	7,167	6,225	6,200	6,500	7,000
4244	REPAIRS & MAINTENANCE	3,657	2,172	2,100	4,000	4,000
4258	SOFTWARE MAINTENANCE	110,266	169,447	116,000	200,000	270,000
	<b>SERVICES AND SUPPLIES</b>	<b>189,040</b>	<b>336,023</b>	<b>258,575</b>	<b>361,250</b>	<b>417,750</b>
4302	MEMBERSHIPS & PUBLICATIONS	0	115	99	174	174
4303	TRAVEL & MEETINGS	6,954	8,545	4,900	4,900	4,900
4304	EDUCATION & TRAINING	559	220	2,925	7,400	7,400
4431	DEPRECIATION	97,752	65,397	65,000	70,000	70,000
4440	BOOK VALUE - ASSETS DISPOSED	155,751	0	0	0	0
4603	CONTINGENCIES	0	0	0	0	0
	<b>OTHER CHARGES</b>	<b>261,016</b>	<b>74,277</b>	<b>72,924</b>	<b>82,474</b>	<b>82,474</b>
4208	TELEPHONE SERVICE CHARGES	21,525	20,426	20,426	24,432	24,921
4216	VEHICLE SERVICE CHARGES	16,267	13,269	12,115	18,223	18,587
4224	BLDG MAINTENANCE SVC CHARGES	35,446	36,509	37,422	48,591	49,553
4226	MAIL/MESSENGER SERVICE	2,422	2,259	2,204	3,762	3,762
4301	GENERAL INSURANCE CHARGES	1,512	1,542	1,573	1,416	1,444
	<b>FIXED CHARGES</b>	<b>77,172</b>	<b>74,005</b>	<b>73,740</b>	<b>96,424</b>	<b>98,267</b>
4567	COMPUTER EQUIPMENT	426,929	273,914	170,000	400,000	350,000
4571	COMPUTER SOFTWARE	150,592	191,294	246,531	705,000	280,000
4580	FURNITURE	0	1,415	0	20,000	15,000
4597	EXPENSE CONTRA ACCOUNT	-155,482	-47,805	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>422,039</b>	<b>418,818</b>	<b>416,531</b>	<b>1,125,000</b>	<b>645,000</b>
4651	IF TO 01-031-031	0	0	0	120,092	124,295
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,092</b>	<b>124,295</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$1,937,923</b>	<b>\$2,015,618</b>	<b>\$2,027,666</b>	<b>\$3,164,035</b>	<b>\$2,860,178</b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

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

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510 INVESTMENT EARNINGS	21,738	30,830	30,000	17,100	17,900
3515 UNREALIZED GAIN/LOSS ON INVEST	-2,350	4,021	0	0	0
<b>RENTS AND INTEREST</b>	<b>19,388</b>	<b>34,851</b>	<b>30,000</b>	<b>17,100</b>	<b>17,900</b>
3796 REIMBURSEMENT FOR CURRENT SVC	2,643	1,354	696	0	0
3828 SERVICE BILLINGS	177,126	141,082	141,082	193,937	197,816
3832 CALL CHARGE REIMBURSEMENT	50,503	42,596	36,761	37,496	38,246
<b>CHARGES AND FEES</b>	<b>230,272</b>	<b>185,032</b>	<b>178,539</b>	<b>231,433</b>	<b>236,062</b>
3860 MISCELLANEOUS REVENUE	0	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3885 IF FM 33-130	29,901	0	55,243	0	0
3991 IF FM 31-030-500	0	29,094	0	0	0
<b>OPERATING TRANSFERS IN</b>	<b>29,901</b>	<b>29,094</b>	<b>55,243</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b><u>\$279,561</u></b>	<b><u>\$248,977</u></b>	<b><u>\$263,782</u></b>	<b><u>\$248,533</u></b>	<b><u>\$253,962</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: PBX-TELEPHONE SYSTEM**  
**Department: FINANCE**  
**Program: TELEPHONE SYSTEM**

**53**  
**030**  
**435**

		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4212	COMMUNICATIONS	158,041	150,276	165,562	168,900	172,300
4217	EQUIPMENT MAINTENANCE CONTRA	23,868	28,208	31,908	32,000	32,000
	<b>SERVICES AND SUPPLIES</b>	<b>181,909</b>	<b>178,484</b>	<b>197,470</b>	<b>200,900</b>	<b>204,300</b>
4431	DEPRECIATION	66,529	47,992	19,727	24,330	24,330
	<b>OTHER CHARGES</b>	<b>66,529</b>	<b>47,992</b>	<b>19,727</b>	<b>24,330</b>	<b>24,330</b>
4551	COMMUNICATIONS EQUIPMENT	44,966	60,787	58,586	40,000	40,400
4597	EXPENSE CONTRA ACCOUNT	-29,901	-35,171	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>15,065</b>	<b>25,616</b>	<b>58,586</b>	<b>40,000</b>	<b>40,400</b>
4651	IF TO 01-031-031	0	0	0	1,673	1,733
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,673</b>	<b>1,733</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$263,503</u></b>	<b><u>\$252,092</u></b>	<b><u>\$275,783</u></b>	<b><u>\$266,903</u></b>	<b><u>\$270,763</u></b>

# **MOTOR VEHICLES**

---

## ***PROGRAM DESCRIPTION***

The Motor Vehicles Division is responsible for the maintenance and repair of a mixed fleet of 290 vehicles and various specialized equipment. The division assists users in determining the proper specifications for the purchase of vehicles and related equipment. When the vehicles and equipment reach the end of their serviceable life, we provide for their disposal. The division also works closely with the user departments to ensure their vehicle and equipment needs are met in a timely and responsible manner.

## ***DIVISION MISSION STATEMENT***

To provide high quality maintenance and repair of Daly City's vehicles and equipment in a safe and efficient manner, enabling employees to serve the community effectively.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Motor Vehicles Division supports all Citywide Goals and Objectives by equipping other City departments and divisions to properly carry out their responsibilities. An effective fleet support and maintenance program enables City employees to achieve optimal mobility and ensures the ability to respond quickly in emergencies.

In addition, Motor Vehicles specifically supports Government Operations by:

- Striving to deliver services to the user departments in less time and of higher quality than can be supplied by an off-site facility.
- Insuring that all applicable laws and regulations relating to automotive fleet operations are adhered to, including the Air Resources Control Board rules for fueling stations and diesel emissions
- Supporting and assisting each user department in their efforts to improve the equipment used in their operations.
- Training individual employees to enhance the skills needed to maintain the many varied pieces of equipment operated in our fleet.

# CITY OF DALY CITY

---

## ***PROGRAM OBJECTIVES***

- Assist in defining the requirements for asset tracking and reporting so that better per vehicle data can be obtained.
- Continue technical training that will give employee's updated knowledge and skills to keep equipment in a condition ready to service the needs of user departments
- Identify a new computer management system that will enhance our ability to view the cost of fleet operations in more detail, and allow for additional performance measurements.
- Review the process for managing replacement parts, including ordering and inventory control. Strive to remove unnecessary inventory and add inventory that will better serve our currant fleet needs. Reduce waiting time of deliveries from outside vendors.
- Analyze the actual costs of operation and maintenance of our fleet, and make appropriate recommendations for replacement of those vehicles that are prone to greater repair costs.
- Continue to emphasize the importance of our mission statement in guiding the division to provide the highest quality of service to our customers.
- Continue to carefully evaluate the physical condition of exterior surfaces of vehicles in our fleet, and proactively repaint and refurbish those vehicles that require it in a timely manner so as to avoid greater replacement costs.

## ***PERFORMANCE MEASURES***

Measure	Actual 2006-07	Estimate 2007-08	Projected 2008-09	Projected 2009-10
Preventative Maintenance Work Orders	511	572	600	600
Corrective Maintenance Work Orders	1176	1147	1150	1150

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: MOTOR VEHICLES  
Department: FINANCE  
Program: MOTOR VEHICLES**

**51  
033  
450**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
3510 INVESTMENT EARNINGS	96,595	97,025	71,142	27,616	24,076
3515 UNREALIZED GAIN/LOSS ON INVEST	-10,440	12,654	0	0	0
<b>RENTS AND INTEREST</b>	<b>86,155</b>	<b>109,679</b>	<b>71,142</b>	<b>27,616</b>	<b>24,076</b>
3796 REIMBURSEMENT FOR CURRENT SVCS	3,634	0	0	0	0
3828 SERVICE BILLINGS	2,806,064	2,866,653	2,923,985	3,568,508	3,639,878
<b>CHARGES AND FEES</b>	<b>2,809,698</b>	<b>2,866,653</b>	<b>2,923,985</b>	<b>3,568,508</b>	<b>3,639,878</b>
3810 PROPERTY DISPOSALS	17,376	33,433	24,076	24,076	24,076
3815 CLAIMS/SETTLEMENTS	46,862	48,148	46,053	46,053	46,053
3841 CONTRIBUTION REVENUE - GASB 34	0	1,000	0	0	0
3850 PRIVATE CONTRIBUTIONS-CAPITAL	0	0	0	0	0
3852 WORKERS COMP - SELF INSURANCE	30,206	10,580	1,763	0	0
3860 MISCELLANEOUS REVENUE	39,637	42,315	40,488	40,488	40,488
<b>MISCELLANEOUS REVENUES</b>	<b>134,081</b>	<b>135,476</b>	<b>112,380</b>	<b>110,617</b>	<b>110,617</b>
3885 IF FM 33-130	0	0	4,969	0	0
3891 IF FM 87-920-803	0	0	177,714	0	0
3946 IF FM 41-385-879	39,692	0	112,296	0	0
3968 IF FM 01-200-200	0	608	0	0	0
3970 IF FM 01-200-202	0	47,988	0	0	0
3972 IF FM 01-131-140	0	0	0	0	0
3984 IF FM 54-313	0	0	0	0	0
3988 IF FM 01-220-220	100,000	100,000	100,000	100,000	100,000
<b>OPERATING TRANSFERS IN</b>	<b>139,692</b>	<b>148,596</b>	<b>394,979</b>	<b>100,000</b>	<b>100,000</b>
<b>TOTAL REVENUES</b>	<b><u>\$3,169,626</u></b>	<b><u>\$3,260,404</u></b>	<b><u>\$3,502,486</u></b>	<b><u>\$3,806,741</u></b>	<b><u>\$3,874,571</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: MOTOR VEHICLES  
Department: FINANCE  
Program: MOTOR VEHICLES****51  
033  
450**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	720,461	775,617	727,412	654,559	678,817
4102 HOURLY WAGES	55,228	56,743	59,604	87,982	91,746
4103 OVERTIME	0	0	2,063	0	0
4104 PERS RETIREMENT	166,492	166,651	151,337	127,195	129,151
4105 GROUP INSURANCE	94,051	102,470	100,371	110,408	121,449
4106 WORKERS COMPENSATION	35,163	53,603	53,806	56,766	58,838
4107 MEDICARE	7,598	7,635	6,875	5,919	6,141
4108 UNEMPLOYMENT INSURANCE	731	796	0	0	0
4109 COMPENSATED ABSENCES	11,282	8,330	0	0	0
4110 TERMINATION PAY	0	0	34,182	0	0
4116 INJURY LEAVE	50,931	18,949	3,214	0	0
4118 GROUP INSURANCE - RETIREES	0	10,260	11,689	17,068	17,995
4119 SOCIAL SECURITY	0	0	0	1,943	1,992
<b>SALARIES AND BENEFITS</b>	<b>1,141,937</b>	<b>1,201,054</b>	<b>1,150,553</b>	<b>1,061,840</b>	<b>1,106,129</b>
4212 COMMUNICATIONS	4,568	6,123	5,674	5,800	6,000
4213 UTILITIES	20,871	19,794	19,632	20,000	20,000
4217 EQUIPMENT MAINTENANCE CONTRAC	4,518	4,929	6,500	6,500	6,500
4219 PROFESSIONAL SERVICES	26,000	9,694	75,794	142,229	145,074
4220 OTHER CONTRACTUAL SERVICES	12,019	12,956	9,230	12,956	12,956
4221 VEHICLE OUTSIDE REPAIR	129,168	66,873	79,786	65,000	65,000
4230 OFFICE EXPENSE	627	653	800	800	800
4236 VEHICLE PARTS & SUPPLIES	244,715	218,337	229,205	234,136	234,136
4237 CLOTHING	5,570	5,683	4,920	5,000	5,000
4242 TOOL REPLACEMENT ALLOWANCE	4,019	4,962	4,500	4,500	4,500
4244 REPAIRS & MAINTENANCE	1,350	4,389	4,500	4,500	4,500
4246 FUELS & MOTOR OILS	513,738	577,470	639,492	703,441	717,510
4247 TIRES	47,772	53,582	64,430	70,873	72,290
<b>SERVICES AND SUPPLIES</b>	<b>1,014,935</b>	<b>985,445</b>	<b>1,144,463</b>	<b>1,275,735</b>	<b>1,294,266</b>
4304 EDUCATION & TRAINING	2,172	4,375	4,000	4,075	4,150
4431 DEPRECIATION	626,750	739,140	865,213	807,958	757,055
4440 BOOK VALUE - ASSETS DISPOSED	23,676	0	10,000	0	0
<b>OTHER CHARGES</b>	<b>652,598</b>	<b>743,515</b>	<b>879,213</b>	<b>812,033</b>	<b>761,205</b>
4208 TELEPHONE SERVICE CHARGES	1,426	1,014	1,014	1,732	1,767
4223 INFORMATION SERVICES CHARGES	13,723	13,997	14,277	18,487	19,353
4224 BLDG MAINTENANCE SVC CHARGES	9,452	9,736	9,979	12,957	13,214
4226 MAIL/MESSENGER SERVICE	3,633	3,389	3,306	5,643	5,643
4233 POSTAGE	111	95	98	106	108
4301 GENERAL INSURANCE CHARGES	303,030	309,091	315,273	283,746	289,421
<b>FIXED CHARGES</b>	<b>331,375</b>	<b>337,322</b>	<b>343,947</b>	<b>322,671</b>	<b>329,506</b>
4551 COMMUNICATIONS EQUIPMENT	2,189	4,314	14,331	14,500	14,500
4558 VEHICULAR EQUIPMENT	1,759,277	1,058,525	1,741,047	946,632	678,223
4572 GARAGE EQUIPMENT	0	4,863	0	88,000	72,000
4597 EXPENSE CONTRA ACCOUNT	-1,593,148	-965,161	0	0	0
<b>CAPITAL OUTLAY</b>	<b>168,318</b>	<b>102,541</b>	<b>1,755,378</b>	<b>1,049,132</b>	<b>764,723</b>
4651 IF TO 01-031-031	0	0	0	137,771	142,592
4668 IF TO 31-312	0	912	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>912</b>	<b>0</b>	<b>137,771</b>	<b>142,592</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,309,163</u></b>	<b><u>\$3,370,789</u></b>	<b><u>\$5,273,554</u></b>	<b><u>\$4,659,182</u></b>	<b><u>\$4,398,421</u></b>

# **GENERAL LIABILITY SELF-INSURANCE**

---

## ***PROGRAM DESCRIPTION***

The Daly City General Liability Self-Insurance Program is administered by the Risk Management Division of the Finance Department. It provides \$250,000 first layer coverage for general and automobile liability claims made against the City of Daly City, and pays for premiums for purchased property, excess liability and specialty insurance coverages.

Funds are used for payment of claims, claims administration, safety engineering and premiums for other insurance such as property, earthquake, boiler and machinery, comprehensive auto, excess and umbrella liability and specialty insurance policies.

Most of the costs of this program are allocated to City departments on the basis of their exposure and loss experience. Additional funding is provided through reserve fund investment income. Any excess funds at the end of a year are added to the general reserve for pending and future claims.

The City uses the services of an insurance broker (Alliant Insurances Services), which specializes in public agency insurance, to help locate and secure the best insurance options available to the City in the often volatile insurance market. The City contracts with Carl Warren & Co. to provide claims administration services on the more complex self-insured liability claims. Smaller claims are handled in house.

The City aggressively uses risk transfer, requiring City contractors to assume all liability for their work and indemnify the City in the event of a claim or loss. Risk transfer is guaranteed through insurance and proper evidence of coverage is required prior to the commencement of work.

Also included in this budget are rental revenues and maintenance expense related to the fixed asset portion of the self-insurance reserve fund.

## ***PROGRAM GOAL***

Assist other City departments in preventing and controlling losses and safeguarding the assets of the City through the most efficient combination of risk financing measures including self-insured retention and purchased insurance.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

Risk Management helps other City departments to minimize claim costs and protect City assets. When these efforts are successful, more valuable City resources are available to further the City-wide priorities established by the City Council. Risk Management:

- Helps promote public safety and protect the assets and infrastructure of the City through a combination of loss prevention and insurance.
- Works with City management to maintain adequate self-insurance reserves for emergencies.

## CITY OF DALY CITY

### ***SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)***

- Whenever possible, seeks out and employs new processes to manage cases and reduce claim costs.

### ***PROGRAM OBJECTIVES***

In 2009/2010, the continuing emphasis will be to further the economic health and safety of the community by working with City departments to protect citizens and public property by preventing and controlling losses. Risk Management will be challenged to find competitive property and excess liability insurance coverage that meets the City's stringent standards of providing full coverage for all of the City's activities. A continued emphasis will be placed on safety and loss control for the protection of citizens and public property.

- Locate and secure the best available purchased insurance coverage, providing all necessary public entity coverages, at the lowest possible cost to protect the City against losses above the level of self-insured retention.
- Strive to reduce the number and severity of general liability claims at City facilities by promoting citizen safety through safety and loss control programs, and working with City departments to identify /correct hazardous conditions. At least 20 City facility inspections of are planned each year.
- Strive to reduce the number and severity of general liability claims by maintaining citizen safety as a regular agenda discussion item for the City Safety Committee, enabling various departments to identify hazards and other items of concern and collaborate on effective solutions.
- Work with the City Attorney's office and outside claims administrator to provide an aggressive defense against claims while striving to keep the claims paid ratio below 45 percent of claims filed.
- Provide City departments with annual reports showing financial and statistical information on claims. Provide other claims data upon request.

### ***PERFORMANCE MEASURES***

Measure	Actual 2006-07	Estimate 2007-08	Projected 2008-09	Projected 2009-10
Process and act on claims filed within 12 working days	78%	80%	80%	80%
Facility Inspections	27	28	25	25

**CITY OF DALY CITY**Revenue Budget  
2008-09/2009-10Fund: SELF INSURANCE  
Department: FINANCE  
Program: GENERAL LIABILITY58  
038  
425

REVENUES		2005-06 Actual	2006-07 Actual	2007-08 Estimated	2008-09 Approved	2009-10 Approved
3510	INVESTMENT EARNINGS	59,214	121,294	134,474	107,600	107,600
3515	UNREALIZED GAIN/LOSS ON INVEST	-6,400	15,819	0	0	0
3520	RENTAL INCOME	12,142	12,234	12,664	13,062	13,388
	<b>RENTS AND INTEREST</b>	<u>64,956</u>	<u>149,347</u>	<u>147,138</u>	<u>120,662</u>	<u>120,988</u>
3638	STATE OF CA - MISC GRANTS	0	103,300	0	0	0
3680	FEMA	0	0	0	0	0
	<b>FROM OTHER AGENCIES</b>	<u>0</u>	<u>103,300</u>	<u>0</u>	<u>0</u>	<u>0</u>
3828	SERVICE BILLINGS	1,091,797	1,125,170	1,140,097	1,010,513	1,029,647
	<b>CHARGES AND FEES</b>	<u>1,091,797</u>	<u>1,125,170</u>	<u>1,140,097</u>	<u>1,010,513</u>	<u>1,029,647</u>
3815	CLAIMS/SETTLEMENTS	1,289	31,942	161	3,000	3,000
3854	INSURANCE-TENANTS/PERMITTEES	47,386	47,406	51,595	52,994	54,054
3860	MISCELLANEOUS REVENUE	474	0	2,974	0	0
	<b>MISCELLANEOUS REVENUES</b>	<u>49,149</u>	<u>79,348</u>	<u>54,730</u>	<u>55,994</u>	<u>57,054</u>
3963	IF FM 01-031-031	2,000,000	0	0	0	0
	<b>OPERATING TRANSFERS IN</b>	<u>2,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>TOTAL REVENUES</b>	<u><b>\$3,205,902</b></u>	<u><b>\$1,457,165</b></u>	<u><b>\$1,341,965</b></u>	<u><b>\$1,187,169</b></u>	<u><b>\$1,207,689</b></u>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: SELF INSURANCE  
Department: FINANCE  
Program: GENERAL LIABILITY**

**58  
038  
425**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4108 UNEMPLOYMENT INSURANCE	38,545	41,168	34,217	53,700	53,700
<b>SALARIES AND BENEFITS</b>	38,545	41,168	34,217	53,700	53,700
4219 PROFESSIONAL SERVICES	20,320	13,304	14,323	24,293	25,439
4220 OTHER CONTRACTUAL SERVICES	8,920	35,030	10,375	20,570	20,980
4230 OFFICE EXPENSE	111	83	385	400	400
4234 SPECIAL DEPARTMENTAL	806	2,364	2,345	2,390	2,440
<b>SERVICES AND SUPPLIES</b>	30,157	50,781	27,428	47,653	49,259
4310 OUTSIDE LEGAL COSTS	311,582	328,154	55,000	60,000	60,000
4312 INSURANCE PREMIUMS	714,777	653,722	648,277	648,277	680,691
4315 IN-HOUSE CLAIMS/SETTLEMENTS	9,298	13,793	19,059	20,000	20,000
4431 DEPRECIATION	9,000	8,250	0	0	0
4434 MISCELLANEOUS OTHER CHARGES	1,250	1,237	461	0	0
4438 CLAIMS/SETTLEMENTS	97,375	429,336	41,829	175,000	175,000
4440 BOOK VALUE - ASSETS DISPOSED	968	72,000	0	0	0
4442 SELF-INSURANCE RESERVE ADJMNTS	-381,385	-18,706	0	0	0
4450 LOANS	0	0	0	0	0
<b>OTHER CHARGES</b>	762,865	1,487,786	764,626	903,277	935,691
4223 INFORMATION SERVICES CHARGES	1,729	1,764	1,799	2,330	2,439
4224 BLDG MAINTENANCE SVC CHARGES	1,182	1,217	1,248	1,620	1,653
4301 GENERAL INSURANCE CHARGES	0	0	0	0	0
<b>FIXED CHARGES</b>	2,911	2,981	3,047	3,950	4,092
4509 STREETS CONSTRUCTION	0	0	0	0	0
4595 SAFETY EQUIPMENT	477	125	4,437	10,000	10,500
<b>CAPITAL OUTLAY</b>	477	125	4,437	10,000	10,500
4651 IF TO 01-031-031	0	0	0	120,743	124,970
4678 IF TO 31-310-550	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	0	0	0	120,743	124,970
<b>TOTAL EXPENDITURES</b>	<b><u>\$834,955</u></b>	<b><u>\$1,582,841</u></b>	<b><u>\$833,755</u></b>	<b><u>\$1,139,323</u></b>	<b><u>\$1,178,212</u></b>

# **WORKERS' COMPENSATION**

---

## ***PROGRAM DESCRIPTION***

Daly City's Workers' Compensation self-insurance program is administered by the Risk Management Division. It provides no-fault medical care and disability coverage in accordance with California law to City workers sustaining on-the-job injuries and illnesses.

The funds budgeted under this program pay for all types of disability benefits, professional medical care, prescription medicines, litigated case defense, worker safety programs, contract claims administration services and premiums for purchased excess workers' compensation insurance. Most of the costs of the workers' compensation program are covered through premium assessments to City departments. Additional funding is provided through reserve fund investment income.

The City contracts with Innovative Claim Solutions (ICS) of San Ramon to provide claims administration services. ICS subcontracts with utilization audit and professional bill review service companies to ensure that medical and therapeutic treatment rendered is appropriate and that all charges are reasonable and in compliance with the state regulations.

Also included in this budget are charges to City departments and expenses related to the City's self-funded unemployment insurance account.

## ***PROGRAM GOAL***

Assist City departments in preventing and otherwise controlling the cost of worker injuries, and ensure that those employees who are injured on the job receive workers' compensation benefits in accordance with all state and federal mandates.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

Risk Management helps other City departments to minimize claim costs and increase productivity. When these efforts are successful, more valuable City resources are available to those departments to pursue the City-wide priorities established by the City Council. Cost savings/increased productivity can be achieved by:

- Working with departments to minimize lost workdays due to work injuries and provide opportunities for temporarily disabled employees to perform short-term modified duty assignments.
- Assisting departments in meeting their workplace safety goals by providing information, resources and support.
- Collecting data and providing reports and analyses of losses to identify trends and opportunities for preventative measures.
- Taking full advantage of opportunities for cost savings provided through legislative changes.
- Seeking out and employing new processes to manage cases and reduce claim costs whenever possible.

## CITY OF DALY CITY

### **PROGRAM OBJECTIVES**

It is the City's intention to protect employees and reduce costs by preventing accidents and injuries. In 2009/2010, departmental safety and loss control programs will continue to be encouraged and outside resources will be utilized as necessary to assist City departments to prevent and otherwise control the cost of worker injuries. All levels of the organization will be expected to work together to achieve a safer working environment. Further cost savings can be realized by providing all of the required workers' compensation benefits in the most efficient manner. Specific objectives are:

- Work with our claims administrator to fully maximize any cost savings benefits of the reform legislation enacted over the past several years. Ensure that all claims administration services are conducted efficiently and in full compliance with all State workers' compensation laws, as evidenced by an overall score of 85% or better on the biannual claims audit.
- Continue to explore options for the best means of financing the City's workers' compensation risks whether through purchased insurance, self-insurance, public agency pools or a combination of these. Considerations will include the type and value of all the different services provided by an insurer, including loss control and claims administration.
- Through the City Safety Committee, continue to evaluate and revise the City Safety Policy and Procedures Manual to be a useful guide for City employees and departments.
- Seek out and use appropriate loss control services to educate workers and strengthen departmental safety efforts to reduce the number and severity of worker injuries.
- Use medical bill review services to reduce medical charges to the maximum extent possible with a target for reductions of at least 33% of the total value of billed medical services. (Attainment of this objective may be affected by recent legislative changes which have implemented exceptions to limitations on certain medical and therapeutic procedures.)
- Submit required reports to the State of California: Injury reports, within five working days of first knowledge; Annual Self-Insurers' Report prior to September 1 deadline.

### **PERFORMANCE MEASURES**

Measure	Actual 2006-07	Estimate 2007-08	Projected 2008-09	Projected 2009-10
Biennial Claims Admin. Audit Score of at least 85%	95%	n/a	95%	n/a
Net Reductions in Medical Charges	61%*	55%	50%	50%
Safety manual review/update (sections)	9	7	9	9
Percent of claims submitted within 5 calendar days	69%	70%	75%	75%

\*In 2006-07, 1,828 bills representing \$1,412,396 in billed charges were submitted for review and adjusted to the fee schedule and PPO discounts that resulted in gross savings of \$968,448, and a net savings of \$866,305

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: SELF INSURANCE 58**  
**Department: FINANCE 038**  
**Program: WORKERS COMPENSATION 424**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510 INVESTMENT EARNINGS	59,214	121,294	134,474	107,600	107,600
3515 UNREALIZED GAIN/LOSS ON INVEST	-6,400	15,819	0	0	0
<b>RENTS AND INTEREST</b>	<b>52,814</b>	<b>137,113</b>	<b>134,474</b>	<b>107,600</b>	<b>107,600</b>
3828 SERVICE BILLINGS	1,418,397	2,261,710	2,267,350	2,261,721	2,344,273
<b>CHARGES AND FEES</b>	<b>1,418,397</b>	<b>2,261,710</b>	<b>2,267,350</b>	<b>2,261,721</b>	<b>2,344,273</b>
3815 CLAIMS/SETTLEMENTS	352	398	2,261	0	0
3860 MISCELLANEOUS REVENUE	3,525	12,866	0	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>3,877</b>	<b>13,264</b>	<b>2,261</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b><u>\$1,475,088</u></b>	<b><u>\$2,412,087</u></b>	<b><u>\$2,404,085</u></b>	<b><u>\$2,369,321</u></b>	<b><u>\$2,451,873</u></b>

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2008-09/2009-10**

**Fund: SELF INSURANCE 58**  
**Department: FINANCE 038**  
**Program: WORKERS COMPENSATION 424**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	100,366	121,087	119,240	132,109	136,783
4104 PERS RETIREMENT	19,348	22,595	22,164	24,526	24,902
4105 GROUP INSURANCE	5,777	6,638	9,288	10,217	11,238
4106 WORKERS COMPENSATION	268	2,889	2,948	3,110	3,224
4107 MEDICARE	416	619	474	619	642
4108 UNEMPLOYMENT INSURANCE	95	116	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>126,270</b>	<b>153,944</b>	<b>154,114</b>	<b>170,581</b>	<b>176,789</b>
4212 COMMUNICATIONS	167	249	145	150	150
4219 PROFESSIONAL SERVICES	136,959	132,601	136,959	147,915	155,311
4220 OTHER CONTRACTUAL SERVICES	665,190	724,288	801,041	841,100	883,200
4230 OFFICE EXPENSE	1,931	2,420	1,850	1,850	1,850
4234 SPECIAL DEPARTMENTAL	41,884	32,655	38,303	41,553	45,129
<b>SERVICES AND SUPPLIES</b>	<b>846,131</b>	<b>892,213</b>	<b>978,298</b>	<b>1,032,568</b>	<b>1,085,640</b>
4206 WORKERS COMP INDEMNITY PYMTS	876,780	617,762	814,947	824,200	840,700
4312 INSURANCE PREMIUMS	246,147	245,854	275,334	280,800	286,400
4442 SELF-INSURANCE RESERVE ADJMNTS	-1,161,132	-31,642	0	0	0
<b>OTHER CHARGES</b>	<b>-38,205</b>	<b>831,974</b>	<b>1,090,281</b>	<b>1,105,000</b>	<b>1,127,100</b>
4208 TELEPHONE SERVICE CHARGES	348	240	240	562	573
4223 INFORMATION SERVICES CHARGES	1,729	1,764	1,799	2,330	2,439
4224 BLDG MAINTENANCE SVC CHARGES	1,182	1,217	1,248	1,620	1,653
4301 GENERAL INSURANCE CHARGES	0	0	0	0	0
<b>FIXED CHARGES</b>	<b>3,259</b>	<b>3,221</b>	<b>3,287</b>	<b>4,512</b>	<b>4,665</b>
4651 IF TO 01-031-031	0	0	0	51,461	53,262
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,461</b>	<b>53,262</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$937,455</u></b>	<b><u>\$1,881,352</u></b>	<b><u>\$2,225,980</u></b>	<b><u>\$2,364,122</u></b>	<b><u>\$2,447,456</u></b>

# **UTILITY BILLING**

---

## ***PROGRAM DESCRIPTION***

The primary function of the Utility Billing Division is to provide timely and accurate utility bills to all water customers of the City of Daly City, sewer customers within the North San Mateo County Sanitation District, and garbage customers within Daly City, Broadmoor and the town of Colma. The Utility Billing Division is home to both the meter reading and office support staff.

The meter reading staff walks routes throughout the City every day to insure that water meter reads are done on time and according to schedule. In addition to taking reads while out in the field, meter reading staff are a primary contact with the public and will do their best to address any concerns or hazards that may come about. The meter reading staff turns on water service when a resident moves into Daly City and turns off water service when residents move out. They will also perform leak checks, free of charge, to customers who may be concerned they have an undetected water leak.

Our office staff of 4 full-time employees audits the meter reads that come in from the field, prints and mails all billing statements, handles numerous phone calls of every customer service type, and process all paper work required for proper accounting controls. The staff is also responsible for processing the annual sewer service charges for the North San Mateo County Sanitation District for approximately 24,000 sanitation customers. The City of Daly City is the billing agent for Allied Waste Services who is the franchisee responsible for all trash collection within Daly City, Broadmoor and Colma.

The Central Cashier is also a member of the Utility Billing team. The Central Cashier receives and processes all City receipts, which average nearly 200 transactions per day. These transactions include everything from building permits to photocopying charges and everything in between. The Central Cashier also coordinates the ordering, assembling, mailing and issuing of approximately 3,600 Preferential Parking Permits for residents who live around the Bay Area Rapid Transit stations, which are issued free of charge to residents. As a community convenience we continue to sell BART tickets which can be purchased from the Central Cashier.

## ***PROGRAM GOAL***

The goal of the Utility Billing Division is to offer outstanding customer service to the residents of Daly City, Broadmoor and Colma. The division also strives to utilize new technology and changing office procedures to make it run more efficiently. In support of the City-Wide Guiding Principles we are always looking for ways to be more environmentally responsible in our duties.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Utility Billing division will support City-wide priorities in the following ways:

### ***Economic Development/Revenue Enhancement-***

- Perform accurate and timely reading and billing of utility services.

## CITY OF DALY CITY

### **SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)**

- Where financially practical, employ the latest meter reading technologies and practices.

#### *Government Operations –*

- Explore new and more efficient ways to make bill paying easier for Daly City residents by using the latest technology.
- Develop environmental options that will result in a more paperless billing process.

#### *Community/Civic Support*

- Regular use of bulletin board space on water and garbage bills to enhance public awareness of community events and information.

### **PROGRAM OBJECTIVES**

- Maintain billing days of service at 58 to 62 days during the two-month sewer billing period.
- Complete the touch read meter installation program so that all water meters are read electronically.
- Continue to serve the ever growing population while maintaining current staffing.
- Continue moving forward with our Utility Billing Software system by further exploring the capabilities of the system in hopes of producing a more paperless billing process.

### **PERFORMANCE MEASURES**

Measure	Actual 2006-07	Actual 2007-08	Projected 2008-09	Projected 2009-10
Percent of time billing is completed within 7 days of meter reading	95%	99%	98%	98%
Percent of Accounts on Touch-Read Meters	99%	99%	100%	100%
Percentage of the time when Customer Contact calls are kept at scheduled time	99%	99%	100%	100%
Percentage of customers who pay water and trash electronically by direct debit	N/A	9%	20%	30%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: WATER UTILITY  
Department: FINANCE  
Program: UTILITY BILLING**

**41  
034  
034**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3912 BILLING SERVICE CHARGE	70,767	81,081	81,077	81,000	81,000
3916 TURN OFF CHARGES	20,925	22,200	26,555	37,500	37,500
3921 CONNECTION CHARGES	10,716	11,156	6,228	6,500	6,500
<b>CHARGES AND FEES</b>	<b>102,408</b>	<b>114,437</b>	<b>113,860</b>	<b>125,000</b>	<b>125,000</b>
3860 MISCELLANEOUS REVENUE	4,483	6,173	6,319	6,000	6,000
3915 BAD DEBT RECOVERIES	10,982	1,765	150	1,000	1,000
<b>MISCELLANEOUS REVENUES</b>	<b>15,465</b>	<b>7,938</b>	<b>6,469</b>	<b>7,000</b>	<b>7,000</b>
<b>TOTAL REVENUES</b>	<b><u>\$117,873</u></b>	<b><u>\$122,375</u></b>	<b><u>\$120,329</u></b>	<b><u>\$132,000</u></b>	<b><u>\$132,000</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2008-09/2009-10Fund: WATER UTILITY 41  
Department: FINANCE 034  
Program: UTILITY BILLING 034

EXPENDITURES	2005-06 Actual	2006-07 Actual	2007-08 Estimated	2008-09 Approved	2009-10 Approved
4101 SALARIES	445,273	461,939	479,159	422,426	437,965
4102 HOURLY WAGES	101,145	104,758	100,482	107,076	110,289
4103 OVERTIME	1,737	3,569	2,600	2,600	2,600
4104 PERS RETIREMENT	109,493	112,556	107,399	81,521	82,773
4105 GROUP INSURANCE	51,093	53,551	81,458	89,603	98,564
4106 WORKERS COMPENSATION	6,332	9,005	9,252	9,761	10,117
4107 MEDICARE	5,160	5,113	4,500	2,732	2,835
4108 UNEMPLOYMENT INSURANCE	510	542	0	0	0
4109 COMPENSATED ABSENCES	19,622	0	0	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	670	0	7,687	8,191	8,437
<b>SALARIES AND BENEFITS</b>	<b>741,035</b>	<b>751,033</b>	<b>792,537</b>	<b>723,910</b>	<b>753,580</b>
4212 COMMUNICATIONS	3,672	3,705	4,422	4,296	4,296
4217 EQUIPMENT MAINTENANCE CONTRA	3,092	3,968	3,500	4,000	4,000
4220 OTHER CONTRACTUAL SERVICES	7,839	5,345	5,400	5,400	5,600
4230 OFFICE EXPENSE	14,123	16,486	16,801	21,000	21,000
4234 SPECIAL DEPARTMENTAL	1,024	7,797	16,678	21,700	22,134
4237 CLOTHING	2,901	1,942	3,064	3,162	3,162
<b>SERVICES AND SUPPLIES</b>	<b>32,651</b>	<b>39,243</b>	<b>49,865</b>	<b>59,558</b>	<b>60,192</b>
4304 EDUCATION & TRAINING	0	1,256	1,411	1,400	1,428
4431 DEPRECIATION	5,846	0	0	0	0
4433 BAD DEBTS	29,597	0	1,000	10,000	10,000
<b>OTHER CHARGES</b>	<b>35,443</b>	<b>1,256</b>	<b>2,411</b>	<b>11,400</b>	<b>11,428</b>
4208 TELEPHONE SERVICE CHARGES	1,219	840	840	1,498	1,528
4216 VEHICLE SERVICE CHARGES	19,736	21,591	22,023	29,785	30,381
4223 INFORMATION SERVICES CHARGES	476,812	486,348	496,075	642,372	672,443
4224 BLDG MAINTENANCE SVC CHARGES	30,720	31,642	32,433	42,113	42,947
4226 MAIL/MESSENGER SERVICE	4,844	4,518	4,408	7,524	7,524
4227 COPIER SERVICES	5,184	4,629	4,688	6,789	6,789
4233 POSTAGE	77,814	71,801	74,404	97,941	99,900
4301 GENERAL INSURANCE CHARGES	1,804	1,840	1,877	1,689	1,723
<b>FIXED CHARGES</b>	<b>618,133</b>	<b>623,209</b>	<b>636,748</b>	<b>829,711</b>	<b>863,235</b>
4580 FURNITURE	0	0	500	500	500
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>
4651 IF TO 01-031-031	0	0	0	313,242	324,205
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>313,242</b>	<b>324,205</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,427,262</u></b>	<b><u>\$1,414,741</u></b>	<b><u>\$1,482,061</u></b>	<b><u>\$1,938,321</u></b>	<b><u>\$2,013,140</u></b>

**Full-Time Salaried Position Listing**

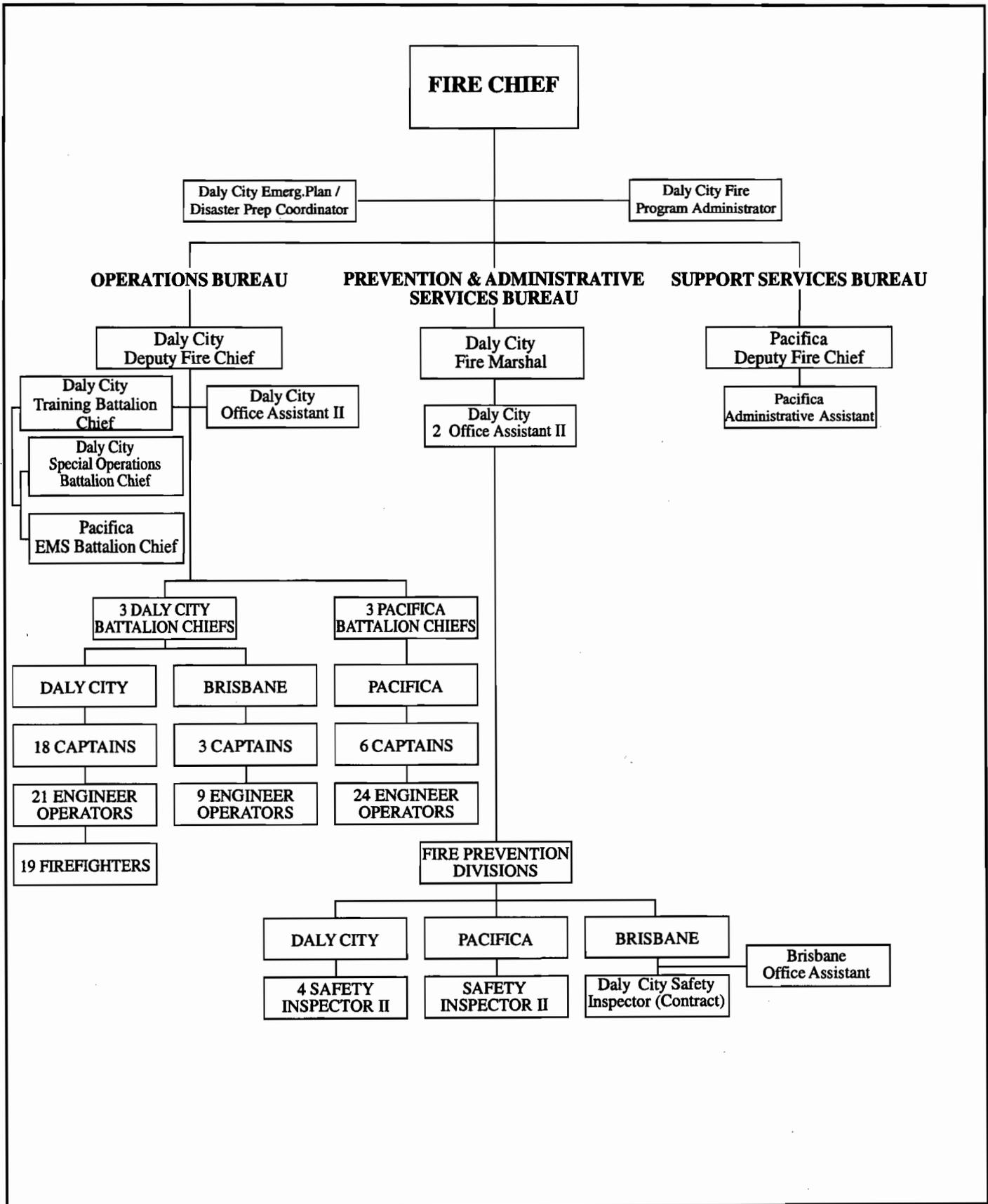
**FINANCE & ADMINISTRATIVE SERVICES**

2006-07	2007-08	Classification	Range	2008-09	2009-10
<b>01-030-030</b>		<b>Administration</b>			
1	1	Director Of Finance & Admin Services	M442	1	1
0.30	0.30	Deputy Dir Of Finance & Admin Services	M311	0.30	0.30
1	1	Accounting Services Manager	U080	1	1
1	1	Accountant	U065	1	1
1	1	Payroll Supervisor	U060	1	1
0.50	0.50	Central Services & Purchasing Supervisor	U059	0.50	0.50
1	1	Senior Accounting Technician	Z042	1	1
0	0	Senior Finance Office Assistant	U034	0.30	0.30
0.30	0.30	Risk Management Office Assistant	U032	0	0
2	2	Account Clerk III	Z033	2	2
4.45	4.45	Account Clerk II	Z029	4.95	4.95
0	0	Account Clerk I	Z025	0.50	0.50
0.50	0.50	Office Assistant II	X022	0	0
<b>52-032-063</b>		<b>Central Services</b>			
0.50	0.50	Central Services & Purchasing Supervisor	U059	0.50	0.50
1	1	Offset Duplicating Machine Operator	X030	1	1
1	1	Parking Meter Worker/Stores Clerk	X027	1	1
<b>55-035-455</b>		<b>Information Services</b>			
1	1	Information Services Manager	U100	1	1
1	1	Senior Network Administrator	U087	1	1
1	1	Network Administrator	U071	2	2
2	2	Programmer/Analyst	U053	2	2
0	0	Systems Analyst	U053	1	1
1	1	Senior PC/LAN Technician	U053	1	1
1	1	Information Services Administrator	U044	1	1
2	2	PC/LAN Technician	U042	2	2
<b>51-033-450</b>		<b>Motor Vehicles</b>			
1	1	Motor Vehicles Supervisor	U077	1	1
1	1	Chief Mechanic	X051	1	1
1	1	Radio/telecomm. Technician	U047	1	1
6	6	Mechanic	X039	6	6
1	1	Auto Bodyworker/Painter	X039	1	1
1	1	Mechanic's Helper	X032	0	0
0	0	Account Clerk I	Z025	0.50	0.50
0.50	0.50	Office Assistant II	X022	0	0
<b>58-038-424</b>		<b>Risk Management</b>			
0.70	0.70	Deputy Dir Of Finance & Admin Serv	M311	0.70	0.70
0	0	Senior Finance Office Assistant	U034	0.70	0.70
0.70	0.70	Risk Management Office Assistant	U032	0	0
<b>41-034-034</b>		<b>Utility Billing</b>			
1	1	Utility Billing Supervisor	U053	1	1
1	1	Lead Meter Reader	X037	1	1
1	1	Meter Reader	X027	1	1
3.50	3.50	Account Clerk II	Z029	3	3
1	1	Cashier	Z029	1	1
<b>44.95</b>	<b>44.95</b>			<b>45.95</b>	<b>45.95</b>



# North County Fire Authority FIRE DEPARTMENT

Fiscal Years 2008-2009 and 2009-2010



# **FIRE**

---

## ***PROGRAM DESCRIPTION***

The Fire Department and the City of Daly City have entered into an agreement (Joint Powers Authority) with neighboring communities, identified as the North County Fire Authority, for the overall administration, management, supervision, operations, training and other services provided by all of those fire agencies who are members of the fire authority. The Daly City Fire Chief serves as the Fire Chief for those communities within the North County Fire Authority. The priorities of the Fire Department are: Safety, Operational Readiness, Incident Response and Training. The service goals of the Fire Department are: Customer Service, High Performance Organization, Delivery of Service and Programs, Meeting the Needs of People, and Community Focused Activities and Ventures. To meet these goals, as well as the goals of the City of Daly City and other member agencies, the Fire Authority oversees and manages three functional areas consisting of the Operations Bureau, Support Services Bureau, and Prevention and Administrative Services Bureau.

## ***MISSION STATEMENT***

The Mission Statement for the Fire Department is to protect life, property and the environment from fires, accidents, medical emergencies, and natural disasters through: Training, Public Education, Fire Prevention and Emergency Response.

**Operations Bureau** provides the community with a broad range of emergency services that protects life and property. These services include the Advanced Life Support (ALS) program, which places a paramedic on each fire company throughout the city. Additionally, all fire companies conduct annual fire code and safety inspections in every commercial business and multi-family occupancy. Daily operational staffing consists of three rotating platoons of firefighters and paramedics working 24 hours each day of the year. Platoons are commanded by Battalions Chiefs and platoons are divided into units of firefighting and rescue teams called Fire Companies. A Fire Company assigned to a pumping engine is referred to as an Engine Company and those assigned to a ladder truck are classified as a Truck Company. A Fire Captain, for efficiency and safety purposes, supervises Fire Companies. The coordination of personnel, equipment, resources, communications and automatic aid with surrounding cities is a crucial and vital element of the Fire Department. The Bureau further is responsible for developing, instructing and coordinating recurrent and mandated training for all personnel, including emergency medical services and the paramedic program. In addition, this Bureau coordinates department recruitments and physical fitness and wellness programs. This preparation is critical in delivering the highest quality services to our customers and in mitigating the severity of emergencies.

## ***MISSION STATEMENT (CONTINUED)***

**Support Services Bureau** is responsible for resource management in overseeing the following: maintenance and repair of the fleet and small equipment, facilities and grounds, communications equipment and breathing apparatus, inventory control of supplies and fire and personal protective equipment, technical services consisting of safety and risk management, department illness and injury prevention program (IIPP), communications and computer aided dispatch liaison, mapping and technology enhancements, strategic planning, department policy and procedures, rules and regulations, emergency preparedness, community disaster response training and various special community programs.

**Prevention and Administrative Services Bureau** provides assurance that new and existing buildings in the community are constructed and maintained in conformance with provisions of the California Fire Code and other applicable codes and standards for the purpose of preventing fire. It regulates the storage and use of hazardous materials and operations, maintains warning devices, life safety and fire extinguishing equipment, building exiting systems, plan checks, vegetation management as well as fire cause and determination investigations. The Bureau is also responsible for budget development and control, accounting, payables and payroll processing, human resources and personnel activities, labor relations, clerical support, records management, data entry and analysis, workers compensation coordination, community outreach, and public education and information.

## ***PROGRAM GOAL***

We will always protect life and property, as well as deliver value added quality customer service today and into the future.

## ***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, as well as professional consultation and positive relationship with customers.
- Continue to look for cooperative agreements, such as North County Fire Authority, which maintain and expand services, as well as increase revenues.

### **Public Safety**

- Stop the escalation of medical emergencies where found by administering 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

## **FIRE**

---

### ***SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)***

- Complete annual fire and safety inspections of all commercial, permitted and multi-family occupancies.
- Complete required and mandated training for all employees.
- Complete all required emergency planning and disaster preparedness documents, policies, procedures and training.
- Complete thorough and timely plans check reviews and construction inspections, as well as professional consultation and positive relationship with customers.
- 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 and accidents, and making for a safer city.
- Develop emergency preparedness plans and programs with associated community outreach programs to educate the citizens on how to deal with emergencies and becoming self-sufficient until help arrives.
- Continue to look for cooperative agreements, such as North County Fire Authority, which maintain and expand services, as well as increase revenues.

### ***PROGRAM OBJECTIVES***

- Continue to provide for employee safety and in turn the community's safety.
- Achieve quick travel/response times to all emergency incidents.
- Maintain a high level of customer satisfaction through our responsiveness to our customers.
- Complete timely plan check reviews and construction inspections.
- Community preparedness will continue to be an area of needed focus with the threat of natural and terrorism caused disasters.
- Continue to prepare residents to respond during disasters through outreach training and programs.
- Provide for prudent practices, fiscal controls and budget management in the expenditures of the department's operating and capital budget allocations.
- Maintain a high level of readiness through training, station and operational focused projects and assignments, fire apparatus availability (in-service status) and excellent equipment and tools necessary to complete our mission.
- Complete all continuing education, skills training and required certifications for paramedics and emergency medical technicians.
- Complete all vegetation management inspections and fuel reduction compliance in all designated areas.
- Continue to analyze the community's risk associated with each occupancy type and then maintain an effective response force necessary to mitigate fires based upon the established confinement goal.

## CITY OF DALY CITY

### **PROGRAM OBJECTIVES ( CONTINUED)**

- Complete annual inspections of all business, multi-family and permitted occupancies to assist in making the community safe from fire and other hazards.

### **PERFORMANCE MEASURES**

Measure	Actual 2006-07	Estimate 2007-08	Projected 2008-09	Projected 2009-10
Respond to all emergencies by having a 1 <sup>st</sup> due fire company arrive within 4 minutes or less, 90% of the time	91%	91%	90%	90%
Confinement success rate of 90%(confining the fire to the area of fire origin; nationally 50%)	91%	92%	90%	90%
Limiting the dollar loss per capita of fires to below the national average (\$32.00 per capita)	\$10.00	\$12.00	\$12.00	\$13.00
Respond to all fires by having an effective response force arrive (all fire companies) within 8 minutes or less 90% of the time	91%	91%	90%	90%
Complete annual fire safety inspections for all commercial, permitted, and multi-family occupancies	100%	100%	100%	100%
Maintain a 95% customer satisfaction rating as measured through customer surveys	98%	98%	95%	95%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND  
Department: FIRE DEPARTMENT  
Program: FIRE**

**01  
220  
220**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
3355 FIRE PERMITS - ANNUAL	108,495	106,722	106,000	106,000	106,000
3359 TEMPORARY PERMITS	8,119	7,623	6,000	6,000	6,000
<b>LICENSES AND PERMITS</b>	<b>116,614</b>	<b>114,345</b>	<b>112,000</b>	<b>112,000</b>	<b>112,000</b>
3416 DRIVING UNDER INFLUENCE (DUI)	0	33	0	0	0
<b>FINES AND FORFEITURES</b>	<b>0</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>
3715 KEYBOX SERVICE	750	525	700	700	700
3717 DEVELOPMENT & CONSTRUCTION FE	200,625	211,352	167,000	160,000	160,000
3718 NEW OCCUPANCY INSPECTION FEES	20,108	20,708	32,000	25,000	25,000
3719 FALSE ALARM FEES	18,850	20,075	13,000	13,000	13,000
3720 PARAMEDIC FEES	242,388	243,828	241,140	245,964	250,884
3721 SUBDIVISION FEES	72	216	100	200	200
3793 OCCUPANCY REINSPECTION FEES	205,804	178,422	154,933	155,000	155,000
3795 SALE OF DOCUMENTS	761	671	600	600	600
3796 REIMBURSEMENT FOR CURRENT SVC	416,425	313,503	194,400	403,065	414,627
<b>CHARGES AND FEES</b>	<b>1,105,783</b>	<b>989,300</b>	<b>803,873</b>	<b>1,003,529</b>	<b>1,020,011</b>
3840 PRIVATE CONTRIBUTIONS	0	556	40	0	0
3852 WORKERS COMP - SELF INSURANCE	32,960	45,135	66,715	0	0
3860 MISCELLANEOUS REVENUE	38,264	24,632	22,000	5,000	5,000
3915 BAD DEBT RECOVERIES	404	1,249	1,000	1,000	1,000
<b>MISCELLANEOUS REVENUES</b>	<b>71,628</b>	<b>71,572</b>	<b>89,755</b>	<b>6,000</b>	<b>6,000</b>
<b>TOTAL REVENUES</b>	<b><u>\$1,294,025</u></b>	<b><u>\$1,175,250</u></b>	<b><u>\$1,005,628</u></b>	<b><u>\$1,121,529</u></b>	<b><u>\$1,138,011</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: GENERAL FUND  
Department: FIRE DEPARTMENT  
Program: FIRE****01  
220  
220**

	2005-06	2006-07	2007-08	2008-09	2009-10
EXPENDITURES	Actual	Actual	Estimated	Approved	Approved
4101 SALARIES	6,933,961	7,105,049	7,666,387	7,890,399	8,225,021
4102 HOURLY WAGES	28,213	94,856	10,750	72,921	53,870
4103 OVERTIME	968,111	1,036,978	1,091,381	1,263,644	1,301,553
4104 PERS RETIREMENT	1,647,981	1,674,484	1,630,737	1,646,846	1,667,478
4105 GROUP INSURANCE	455,880	575,120	604,704	665,174	731,691
4106 WORKERS COMPENSATION	289,851	459,740	469,240	457,633	474,337
4107 MEDICARE	99,874	106,548	91,234	94,301	98,371
4108 UNEMPLOYMENT INSURANCE	6,551	6,890	0	0	0
4110 TERMINATION PAY	49,062	329,788	0	0	0
4111 HOLIDAY IN-LIEU PAY	416,037	427,800	491,386	499,462	520,644
4113 FLSA	104,394	116,061	135,849	138,082	143,938
4114 TEMPORARY ASSIGNMENT	21,140	16,303	13,000	13,300	13,792
4116 INJURY LEAVE	78,615	96,473	174,347	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	1,774	5,667	822	5,578	4,121
<b>SALARIES AND BENEFITS</b>	<b>11,101,444</b>	<b>12,051,757</b>	<b>12,379,837</b>	<b>12,747,340</b>	<b>13,234,816</b>
4212 COMMUNICATIONS	28,215	129,387	147,760	150,948	158,495
4213 UTILITIES	63,968	64,284	66,000	67,320	68,666
4217 EQUIPMENT MAINTENANCE CONTRA	7,424	6,650	8,415	8,583	8,755
4219 PROFESSIONAL SERVICES	5,551	4,146	4,400	3,890	3,969
4220 OTHER CONTRACTUAL SERVICES	82,103	181,653	193,488	199,293	205,271
4230 OFFICE EXPENSE	17,461	16,360	19,897	20,295	20,700
4234 SPECIAL DEPARTMENTAL	9,193	12,138	13,425	13,694	13,967
4235 BUILDING MAINTENANCE	12,754	10,200	14,014	14,294	14,580
4237 CLOTHING	65,531	78,806	74,360	88,240	90,171
4243 OPERATING SUPPLIES	20,337	23,275	19,804	20,201	20,605
4244 REPAIRS & MAINTENANCE	4,272	6,208	5,797	5,913	6,031
4250 PHOTOGRAPHY	0	0	1,300	1,326	1,352
4255 SMALL EQUIPMENT	5,365	7,973	6,000	8,684	8,858
4305 PUBLIC EDUCATION	6,958	8,606	13,000	13,260	13,525
4306 EMERGENCY PREPAREDNESS	0	10,468	22,438	25,500	26,010
<b>SERVICES AND SUPPLIES</b>	<b>329,132</b>	<b>560,154</b>	<b>610,098</b>	<b>641,441</b>	<b>660,955</b>
4302 MEMBERSHIPS & PUBLICATIONS	4,893	4,597	5,691	5,805	5,920
4303 TRAVEL & MEETINGS	16,556	13,435	15,800	16,120	16,445
4304 EDUCATION & TRAINING	29,279	39,387	29,425	39,100	39,700
4433 BAD DEBTS	6,917	6,250	3,600	3,600	3,600
<b>OTHER CHARGES</b>	<b>57,645</b>	<b>63,669</b>	<b>54,516</b>	<b>64,625</b>	<b>65,665</b>
4208 TELEPHONE SERVICE CHARGES	14,004	12,537	12,537	15,460	15,769
4216 VEHICLE SERVICE CHARGES	402,040	458,506	466,961	573,624	585,096
4223 INFORMATION SERVICES CHARGES	36,323	37,049	37,790	54,662	57,221
4224 BLDG MAINTENANCE SVC CHARGES	118,153	121,698	124,740	141,490	144,292
4226 MAIL/MESSENGER SERVICE	2,422	2,259	2,204	2,772	2,772
4227 COPIER SERVICES	6,712	6,503	6,586	7,365	7,365
4233 POSTAGE	2,688	2,299	2,382	5,410	5,518
4301 GENERAL INSURANCE CHARGES	22,698	23,152	23,615	17,845	18,201
<b>FIXED CHARGES</b>	<b>605,040</b>	<b>664,003</b>	<b>676,815</b>	<b>818,628</b>	<b>836,234</b>
4555 FIRE EQUIPMENT	38,234	47,144	36,685	37,419	38,167
4580 FURNITURE	17,254	0	3,864	3,884	3,962
<b>CAPITAL OUTLAY</b>	<b>55,488</b>	<b>47,144</b>	<b>40,549</b>	<b>41,303</b>	<b>42,129</b>
4625 IF TO 28-220	10,433	0	0	0	0
4656 IF TO 51-033-454	100,000	0	100,000	100,000	100,000
4667 IF TO 51-033-453	0	100,000	0	0	0
4672 IF TO 55-035-458	4,248	0	2,561	0	0
4691 IF TO 31-220	70,000	70,000	70,000	70,000	70,000
<b>OPERATING TRANSFERS OUT</b>	<b>184,681</b>	<b>170,000</b>	<b>172,561</b>	<b>170,000</b>	<b>170,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$12,333,430</b>	<b>\$13,556,727</b>	<b>\$13,934,376</b>	<b>\$14,483,337</b>	<b>\$15,009,799</b>

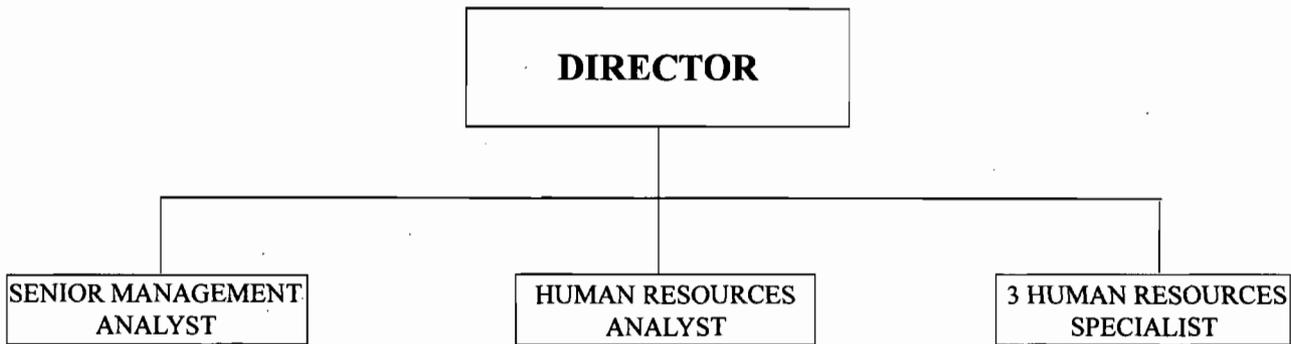
**Full-Time Salaried Position Listing**

**FIRE**

2006-07	2007-08		Classification	Range	2008-09	2009-10
<b>01-220-220</b>						
1	1		Fire Chief	M442	1	1
1	1		Deputy Fire Chief	M349	1	1
0	0		Fire Marshal/Fire Prevention Services Chief	M349	1	1
1	0		Fire Marshal	M349	0	0
0	1		Comm Emergency Plan/Disaster Prep Coord	U105	1	1
5	5		Fire Battalion Chief	G275	5	5
1	0		Fire Training Chief	G275	0	0
4	4		Fire Safety Inspector II	I270	5	5
18	18		Fire Captain	F265	18	18
17	17		Fire Engineer Operator	F255	21	21
22	22		Firefighter	F250	19	19
1	1		Fire Program Administrator	U045	1	1
3	3		Office Assistant II	Z022	3	3
<hr/> 74	<hr/> 73				<hr/> 76	<hr/> 76



**City of Daly City**  
**DEPARTMENT OF HUMAN RESOURCES**  
Fiscal Years 2008-2009 and 2009-2010



# **HUMAN RESOURCES**

---

## ***PROGRAM DESCRIPTION***

The Human Resources Department provides a full range of services to City Departments, individual employees, the public, retirees, bargaining groups, employment candidates and outside agencies. Those services include:

- Benefits Administration
- Labor and Employee Relations
- Classification and Compensation
- Recruitment and Selection
- Employee Development
- Workforce Management/Succession Planning
- Event Coordination

## ***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.

## ***PROGRAM GOAL***

In contacts with employees and the public, the Human Resources staff aims at positive responsiveness, professionalism, and innovation, seeking to balance equity and efficiency in meeting the needs of a diverse workforce and population.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

Human Resources will support City-wide Goals and Objectives through the following:

### **Government Operations**

- Continue to develop and promote succession planning and workforce management activities throughout the city through the Leadership and Supervisory Academies
- 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
- Enhance partnerships with departments to anticipate and respond to changes, priorities and staffing needs
- Continue to actively recruit and refer qualified and diverse candidates to departments for City employment
- Promote employee development by providing technical training opportunities, employment issue updates, and professional development for individuals and groups of employees Citywide

## **CITY OF DALY CITY**

---

### ***SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)***

- Work with labor groups to update the Rules and Regulations of the Classified Service
- Promote staff development by providing technical training opportunities, employment issue updates, and professional development for individuals and groups of employees Citywide.
- Continue to conduct Exit Interviews to solicit recommendations and feedback from retiring and other employees leaving City employment
- Develop an Employee Handbook

### ***PROGRAM OBJECTIVES***

- Conclude negotiations 12 unions and associations and administer new labor contracts and agreements.
- Conduct recruitment, testing and qualifying processes to meet approved staffing levels in all departments.
- 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 offer employee training and development with focus on harassment issues and diversity and the quality of the workplace, succession management, supervisory skill building, and preparation for retirement.
- Continue to research, analyze and implement processes and procedures to increase efficiency and effectiveness in Human Resource management and delivery.
- Design and present city-wide and department-specific supervisory and leadership training sessions on requested topics such as Performance Evaluations, Corrective Action, Coaching and Mentoring, Customer Service and Team Building and continue to explore new course offerings.
- Collaborate with Health Plans and/or physician groups on targeted risk reduction strategies that improve health status, health outcomes, health care utilization and costs.

## **HUMAN RESOURCES**

---

### ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
<b>Percentage of front-line supervisors to complete Supervisor Academy Program</b>	<b>25%</b>	<b>37%</b>	<b>49%</b>	<b>62%</b>
<b>Number of employees to graduate from the Leadership Academy</b>	<b>Program began FY 2007-2008</b>	<b>11</b>	<b>12</b>	<b>12</b>
<b>Number of new hires to attend New Employee Welcome (N.E.W.) within 4 months of hire</b>	<b>program implemented in 2007</b>	<b>85%</b>	<b>85%</b>	<b>85%</b>
<b>Number of employees professional development training course(s)</b>	<b>No data</b>	<b>220</b>	<b>115</b>	<b>250</b>
<b>Percent of recruitments completed within 4 months</b>	<b>No data</b>	<b>80%</b>	<b>80%</b>	<b>80%</b>



**CITY OF DALY CITY**

**Revenue Budget**

**2008-09/2009-10**

**Fund: GENERAL FUND**  
**Department: HUMAN RESOURCES**  
**Program: HUMAN RESOURCES**

**01**

**070**

**070**

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: HUMAN RESOURCES 070**  
**Program: HUMAN RESOURCES 070**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	548,861	516,745	540,209	561,753	582,018
4102 HOURLY WAGES	11,777	8,404	8,767	10,267	10,575
4103 OVERTIME	0	51	1,306	0	0
4104 PERS RETIREMENT	107,129	98,030	103,789	106,369	108,001
4105 GROUP INSURANCE	31,945	29,148	62,273	68,501	75,351
4106 WORKERS COMPENSATION	8,601	8,722	6,701	6,535	6,774
4107 MEDICARE	8,024	7,882	7,652	7,839	8,133
4108 UNEMPLOYMENT INSURANCE	524	503	0	0	0
4110 TERMINATION PAY	0	103,246	0	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	753	516	671	785	809
<b>SALARIES AND BENEFITS</b>	<b>717,614</b>	<b>773,247</b>	<b>731,368</b>	<b>762,049</b>	<b>791,661</b>
4211 ADVERTISING	22,223	28,424	30,000	45,000	35,000
4212 COMMUNICATIONS	1,361	1,582	1,920	1,920	1,920
4217 EQUIPMENT MAINTENANCE CONTRA	55	2,100	235	235	235
4219 PROFESSIONAL SERVICES	50,551	59,558	54,603	134,394	112,961
4220 OTHER CONTRACTUAL SERVICES	96,180	98,054	111,552	114,671	136,904
4230 OFFICE EXPENSE	8,498	11,488	9,000	9,000	9,000
4234 SPECIAL DEPARTMENTAL	19,364	16,531	17,500	17,650	17,800
<b>SERVICES AND SUPPLIES</b>	<b>198,232</b>	<b>217,737</b>	<b>224,810</b>	<b>322,870</b>	<b>313,820</b>
4302 MEMBERSHIPS & PUBLICATIONS	1,110	3,500	2,612	2,704	2,796
4303 TRAVEL & MEETINGS	2,572	2,713	3,104	4,300	4,300
4304 EDUCATION & TRAINING	11,820	9,589	40,790	47,105	52,500
<b>OTHER CHARGES</b>	<b>15,502</b>	<b>15,802</b>	<b>46,506</b>	<b>54,109</b>	<b>59,596</b>
4208 TELEPHONE SERVICE CHARGES	1,951	1,466	1,466	2,926	2,985
4223 INFORMATION SERVICES CHARGES	20,970	21,389	21,817	31,558	33,035
4224 BLDG MAINTENANCE SVC CHARGES	2,363	2,434	2,495	2,830	2,886
4226 MAIL/MESSENGER SERVICE	3,633	3,389	3,306	4,157	4,157
4227 COPIER SERVICES	6,451	6,107	6,575	6,736	6,736
4233 POSTAGE	9,321	7,972	8,261	4,676	4,770
4301 GENERAL INSURANCE CHARGES	459	468	477	360	368
<b>FIXED CHARGES</b>	<b>45,148</b>	<b>43,225</b>	<b>44,397</b>	<b>53,243</b>	<b>54,937</b>
4672 IF TO 55-035-458	1,200	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4387 LEASE PAYMENTS	71,316	71,316	71,316	71,316	73,455
<b>DEBT SERVICE</b>	<b>71,316</b>	<b>71,316</b>	<b>71,316</b>	<b>71,316</b>	<b>73,455</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,049,012</u></b>	<b><u>\$1,121,327</u></b>	<b><u>\$1,118,397</u></b>	<b><u>\$1,263,587</u></b>	<b><u>\$1,293,469</u></b>

**Full-Time Salaried Position Listing**

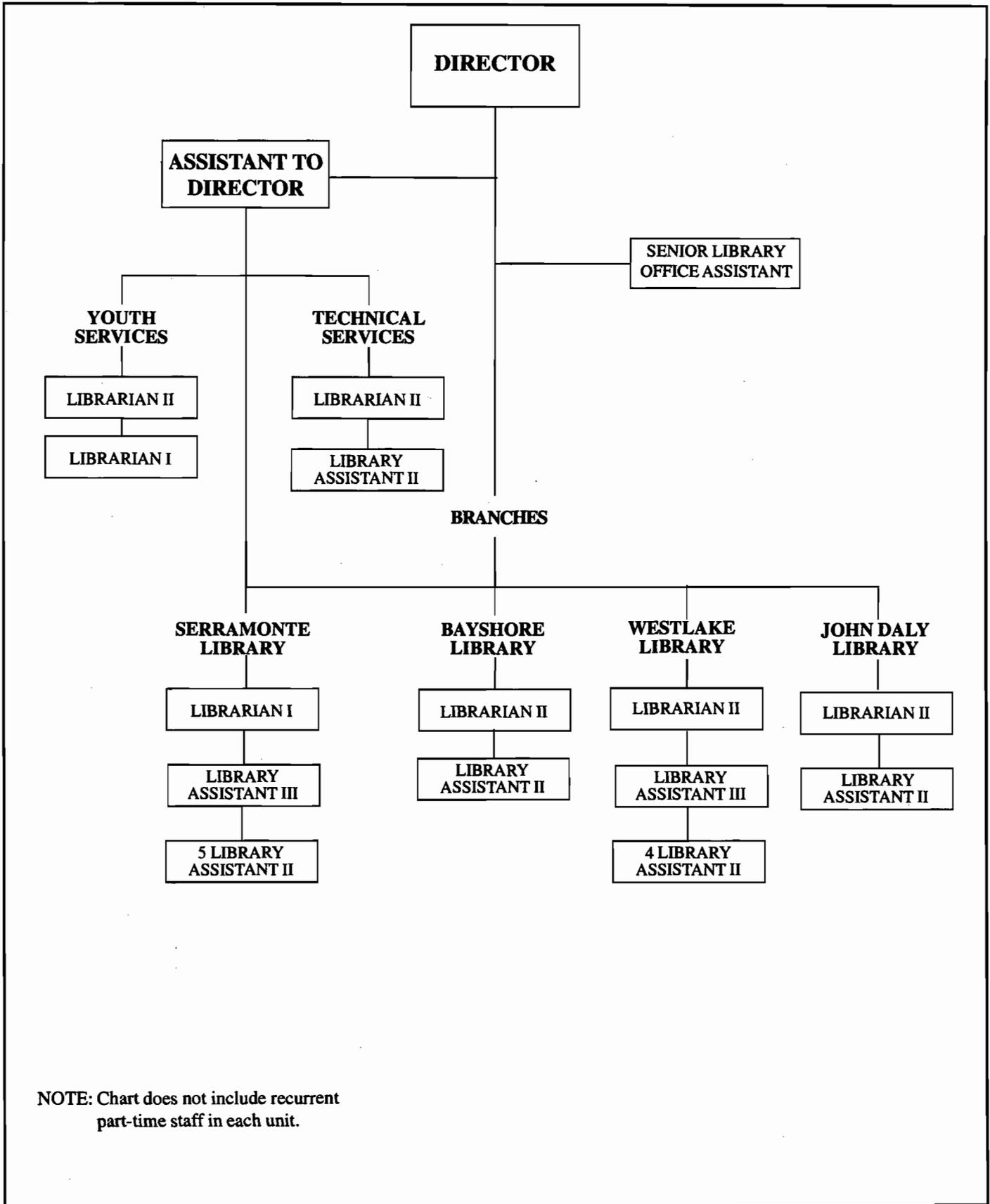
**HUMAN RESOURCES**

2006-07	2007-08		Classification	Range	2008-09	2009-10
<b>01-070-070</b>						
1	1		Director of Human Resources	M428	1	1
1	1		Assistant Director of Human Resources	M332	0	0
1	1		Senior Management Analyst	U074	1	1
1	1		Human Resource Analyst	U053	1	1
1	0		Human Resource Secretary	U045	0	0
1	0		Human Resource Technician	U034	0	0
1	3		Human Resource Specialist	U040	3	3
<hr/>	<hr/>				<hr/>	<hr/>
7	7				6	6



# City of Daly City PUBLIC LIBRARY

Fiscal Years 2008-2009 and 2009-2010



NOTE: Chart does not include recurrent part-time staff in each unit.

# **LIBRARY DEPARTMENT**

---

## ***PROGRAM DESCRIPTION***

The Library operates four facilities, the Bayshore Branch Library located in the Bayshore Community Center, the new John Daly Branch Library at the War Memorial Community Center, the Westlake Branch Library and the Serramonte Main Library. With the opening of the new John Daly Branch Daly City now offers 3 modern branches, 2 of which operate as part of larger community facilities, thus enlarging the Library's reach to all residents. These facilities hold collections of book, audio visual, magazine and newspaper collections of over 200,000 items. The library also provides a wealth of online resources both at the libraries and virtually via the Internet by means of three web domains. The primary site is [www.dalycitylibrary.org](http://www.dalycitylibrary.org), which gives easy access to information about the libraries and programs, direct connections to the shared Peninsula Library System catalog of over 3 million items, and a wide variety of electronic resources. Our research domain, [www.research.dalycitylibrary.org](http://www.research.dalycitylibrary.org) provides immediate access to a wide variety of electronic resources such as tutor.com, which provides live online help to Daly City students from 4<sup>th</sup> grade through the first year of college. The third domain, [www.dalycityhistory.org](http://www.dalycityhistory.org), is an ongoing project that provides an important resource for anyone interested in Daly City history. All Daly City libraries now provide wireless access through the PLS network.

The Library partners with many area organizations in providing services to Daly City residents. The History Guild of Daly City/Colma will be moving in to the former John Daly branch, and will continue to partner with the Library on exhibits and events. Project Read of North San Mateo County provides literacy services to Daly City residents through one-on-one tutoring programs, the Families for Literacy Program, and the Learning Wheels mobile learning van.

## ***DEPARTMENT MISSION STATEMENT***

**"Preserving Yesterday, Informing Today, Inspiring Tomorrow"**

## ***PROGRAM GOAL***

To provide Daly City residents with the best possible library services which meet the diverse cultural, educational and recreational needs of our ever-changing community.

## ***SUPPORT FOR CITY-WIDE GOALS AND PRIORITIES***

The Daly City Library will support citywide priorities and goals through the following:

Community Building/Communication –

- Continue to provide the best possible resources, including programs, books, videos, DVDs., books on tape, e-books and downloadable books, electronic resources and periodical subscriptions to meet the diverse informational and recreational needs of the community

## ***SUPPORT FOR CITY-WIDE GOALS AND PRIORITIES (CONTINUED)***

- Proactively solicit community input to ensure the currency and relevancy of library services to all segments of the community
- Provide wireless access at all facilities, computer and internet access as well as instruction in the use of electronic resources and research options
- To employ a well-trained, friendly and helpful staff that enjoys working with people of all ages and cultures

### **Aesthetics –**

- Begin the planning process for a new Serramonte Main Library, with adequate parking and defined program and reading/research spaces for all generations
- Work with other departments and the community to combat graffiti, help implement an enhanced “green” policy throughout the City

### **Quality of Life –**

- Support the creation of a library foundation to create a new revenue source for library expansion and enhancements
- Implement as many of the recommendations of the City’s Leadership Academy as possible to improve services to the City’s growing Boomer/Senior populations
- Expand youth programs and services in the new Bayshore and John Daly facilities to support education and create life-long learners and readers
- Continue electronic resources training in area high schools and promotion of student resources such as tutor.com

### **Economic Viability/Sustainability –**

- Provide resources to the local business community and to job seekers both in our facilities and virtually via our website links and electronic resources
- Continue training sessions with partners such as Peninsula Works to assist residents in improving job seeking skills
- Provide training opportunities to staff which will enable them to keep current with the continually changing technological environment in today’s information industry
- Develop a succession/leadership plan to meet future library needs

## ***PROGRAM OBJECTIVES***

1. Implement the recommendations of the City’s Leadership Academy to serve the needs of the increasing Boomer population.
2. Expand and upgrade library collections, including new formats and increasing the number of items available in Spanish, Tagalog and Chinese languages.
3. Seek community input to ensure that all library services are meeting the needs and desires of Daly City residents.
4. Maintain the most desirable public service hours possible at all facilities and install self-check machines at Serramonte and Westlake to maximize circulation efficiency.

## **LIBRARY DEPARTMENT**

---

### ***PROGRAM OBJECTIVES***

5. Create a strategic plan for the libraries with maximum community input and direction.
6. Pursue appropriate grant opportunities to enhance library facilities, programs and collections.

### ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Library Materials Check-Outs	625,783	619,642	630,000	640,000
Visitors to the Libraries	526,232	550,000	560,000	570,000
Use of Electronic Resources	185,086	200,000	220,000	240,000
Library Program Attendance	10,396	12,000	13,000	15,000



**CITY OF DALY CITY**

Revenue Budget  
2008-09/2009-10

Fund: GENERAL FUND  
Department: PUBLIC LIBRARY  
Program: LIBRARY

01  
120  
120

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3520	RENTAL INCOME	965	920	2,500	2,500	2,500
3741	FACILITY RENTAL FEES	0	0	0	0	0
	<b>RENTS AND INTEREST</b>	965	920	2,500	2,500	2,500
3606	PUBLIC LIBRARY FUND RECEIPT	41,100	60,513	40,780	36,702	36,702
3638	STATE OF CA - MISC GRANTS	2,150	39,747	2,037	0	0
3661	RECEIPTS FROM SAN MATEO COUNTY	192,282	215,342	219,262	219,262	219,262
	<b>FROM OTHER AGENCIES</b>	235,532	315,602	262,079	255,964	255,964
3716	SALE OF BOOKS	0	26	0	0	0
3731	LIBRARY FINES	52,633	60,915	60,172	62,300	64,500
3732	SERVICES TO NONRESIDENTS	73,840	120,528	88,660	87,906	87,906
	<b>CHARGES AND FEES</b>	126,473	181,469	148,832	150,206	152,406
3840	PRIVATE CONTRIBUTIONS	14,279	15,171	5,500	3,500	3,500
3860	MISCELLANEOUS REVENUE	42,351	50,873	45,426	47,500	49,750
	<b>MISCELLANEOUS REVENUES</b>	56,630	66,044	50,926	51,000	53,250
	<b>TOTAL REVENUES</b>	<b><u>\$419,600</u></b>	<b><u>\$564,035</u></b>	<b><u>\$464,337</u></b>	<b><u>\$459,670</u></b>	<b><u>\$464,120</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: GENERAL FUND  
Department: PUBLIC LIBRARY  
Program: LIBRARY****01  
120  
120**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	1,354,805	1,503,579	1,609,510	1,740,917	1,805,811
4102	HOURLY WAGES	215,943	231,407	277,428	283,422	287,555
4103	OVERTIME	507	160	1,200	1,200	1,200
4104	PERS RETIREMENT	286,340	308,318	323,612	340,276	345,508
4105	GROUP INSURANCE	158,694	185,747	192,169	211,386	232,525
4106	WORKERS COMPENSATION	5,773	9,979	10,234	9,981	10,345
4107	MEDICARE	20,594	22,222	22,146	22,079	22,907
4108	UNEMPLOYMENT INSURANCE	1,478	1,660	0	0	0
4110	TERMINATION PAY	4,584	30,763	0	0	0
4116	INJURY LEAVE	977	83	1,333	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
4119	SOCIAL SECURITY	10,803	11,504	21,223	21,682	21,998
	<b>SALARIES AND BENEFITS</b>	<b>2,060,498</b>	<b>2,305,422</b>	<b>2,458,855</b>	<b>2,630,943</b>	<b>2,727,849</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	2,381	2,989	2,500	2,750	2,750
4210	AUTOMATED CIRCULATION CHARGES	81,811	94,274	97,212	104,320	104,320
4212	COMMUNICATIONS	1,557	14,283	26,244	30,282	30,282
4213	UTILITIES	71,708	72,137	75,070	78,823	82,764
4217	EQUIPMENT MAINTENANCE CONTRAC	1,291	3,165	2,865	2,865	2,865
4220	OTHER CONTRACTUAL SERVICES	47,606	49,663	54,401	55,770	55,770
4230	OFFICE EXPENSE	8,842	10,006	11,750	11,750	11,750
4234	SPECIAL DEPARTMENTAL	15,956	21,920	26,205	25,600	75,600
4238	LIBRARY BOOKS & PERIODICALS	237,972	256,533	256,533	256,533	256,533
4239	LIBRARY MATERIALS	25,427	24,079	25,500	25,500	25,500
4258	SOFTWARE MAINTENANCE	29,001	49,456	47,547	54,645	57,645
	<b>SERVICES AND SUPPLIES</b>	<b>523,552</b>	<b>598,505</b>	<b>625,827</b>	<b>648,838</b>	<b>705,779</b>
4302	MEMBERSHIPS & PUBLICATIONS	730	795	1,433	850	850
4303	TRAVEL & MEETINGS	3,063	2,375	2,500	2,980	1,130
4304	EDUCATION & TRAINING	2,418	6,777	5,187	3,300	3,300
	<b>OTHER CHARGES</b>	<b>6,211</b>	<b>9,947</b>	<b>9,120</b>	<b>7,130</b>	<b>5,280</b>
4208	TELEPHONE SERVICE CHARGES	6,743	5,206	5,206	10,337	10,544
4216	VEHICLE SERVICE CHARGES	5,791	6,081	6,202	7,552	7,703
4223	INFORMATION SERVICES CHARGES	54,494	58,598	59,770	86,455	90,502
4224	BLDG MAINTENANCE SVC CHARGES	215,643	259,901	266,399	302,170	308,153
4226	MAIL/MESSENGER SERVICE	6,305	5,028	4,408	6,236	6,236
4227	COPIER SERVICES	8,624	11,179	14,720	15,542	15,542
4233	POSTAGE	2,050	1,988	1,736	2,064	2,105
4301	GENERAL INSURANCE CHARGES	10,132	10,335	10,542	7,966	8,125
	<b>FIXED CHARGES</b>	<b>309,782</b>	<b>358,316</b>	<b>368,983</b>	<b>438,322</b>	<b>448,910</b>
4672	IF TO 55-035-458	0	36,000	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>36,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$2,900,043</u></b>	<b><u>\$3,308,190</u></b>	<b><u>\$3,462,785</u></b>	<b><u>\$3,725,233</u></b>	<b><u>\$3,887,818</u></b>

**Full-Time Salaried Position Listing**

**LIBRARY**

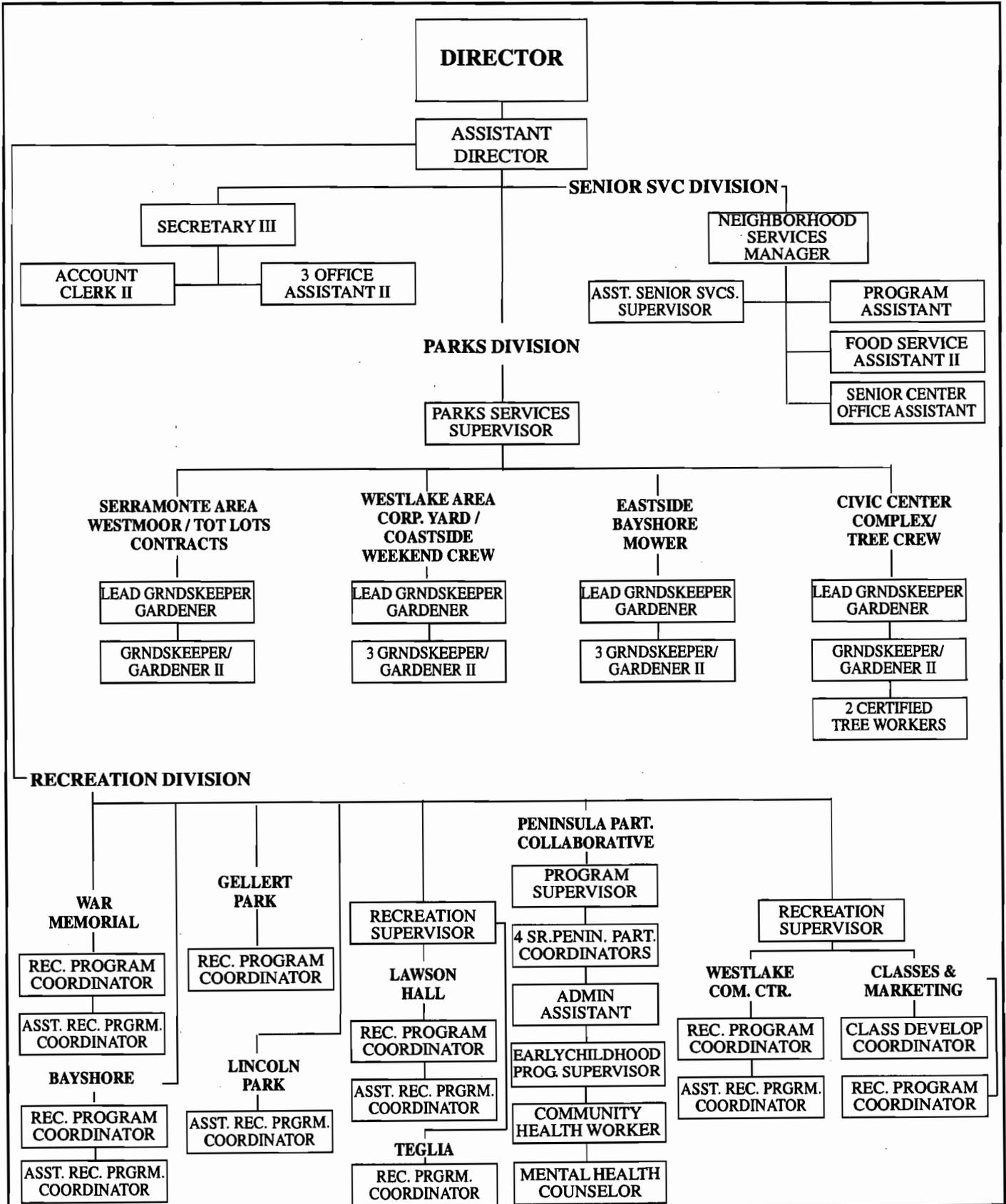
2006-07	2007-08	Classification	Range	2008-09	2009-10
<b>01-120-120</b>					
1	1	Library Director	M428	1	1
0	0	Assistant to the Library Director	U096	1	1
1	1	Librarian III	X051	0	0
5	5	Librarian II	X046	5	5
2	2	Librarian I	X039	2	2
1	1	Library Senior Office Assistant	U034	1	1
2	2	Library Assistant III	X032	2	2
12	12	Library Assistant II	X026	12	12
<hr/> 24	<hr/> 24			<hr/> 24	<hr/> 24



# City of Daly City

## PARKS AND RECREATION DEPARTMENT

Fiscal Years 2008-2009 and 2009-2010



**CITY OF DALY CITY****Department Summary****2008-09/2009-10****PARKS & RECREATION**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>RENTS AND INTEREST</b>	436,642	420,240	463,320	492,626	524,982
<b>FROM OTHER AGENCIES</b>	137,020	477,579	584,742	89,495	84,495
<b>CHARGES AND FEES</b>	1,362,494	1,518,592	1,492,860	1,594,002	1,661,306
<b>MISCELLANEOUS REVENUES</b>	174,829	166,908	224,601	197,108	195,273
<b>OPERATING TRANSFERS IN</b>	490,827	548,267	568,157	641,169	681,691
<b>TOTAL REVENUES</b>	<b><u>\$2,601,812</u></b>	<b><u>\$3,131,586</u></b>	<b><u>\$3,333,680</u></b>	<b><u>\$3,014,400</u></b>	<b><u>\$3,147,747</u></b>

**CITY OF DALY CITY****Department Summary****2008-09/2009-10****PARKS & RECREATION**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>SALARIES AND BENEFITS</b>	4,745,063	5,207,657	5,874,007	5,712,263	5,956,174
<b>SERVICES AND SUPPLIES</b>	1,366,914	1,521,856	1,971,962	1,685,736	1,729,865
<b>OTHER CHARGES</b>	26,445	22,761	37,923	34,470	34,855
<b>FIXED CHARGES</b>	1,821,993	1,921,744	1,964,684	2,517,343	2,573,111
<b>CAPITAL OUTLAY</b>	6,875	6,520	15,989	10,035	10,435
<b>OPERATING TRANSFERS OUT</b>	0	1,500	39,535	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$7,967,290</u></b>	<b><u>\$8,682,038</u></b>	<b><u>\$9,904,100</u></b>	<b><u>\$9,959,847</u></b>	<b><u>\$10,304,440</u></b>

## **PARKS AND RECREATION – ADMINISTRATION**

---

### ***PROGRAM DESCRIPTION***

We create community through people, parks, and programs as established by the City Council and City Manager. The Parks and Recreation Administration Division is responsible for the supervision and management of the Department's personnel, policy direction, resources, collection and reconciliation of program revenue, budget and capital project development, marketing, promotion, overall planning, direction and coordination of the various activities, projects and programs offered through the Parks and Recreation Department. The Administration Division assists and supports the other three divisions in their daily operations as well as with the Department's long range goals.

### ***PROGRAM GOAL***

The Administration Division aims to provide quality service to all of our customers – whether they are co-workers from the Parks, Recreation or Senior Services Divisions, individuals from other departments, the residents of Daly City, or non-residents from other cities who use our services. To provide this quality service, we believe in constantly evaluating and improving our current procedures, while seeking better alternatives and offering greater options to our customers and drawing feedback from the community and from co-workers.

### ***SUPPORT FOR CITY-WIDE GOALS AND OBJECTIVES***

Parks and Recreation Administration will be influenced by the Guiding Principles of the City as we continue to build community by:

- Serving customers with diverse personalities, cultural backgrounds and ethnicities and handling situations that are interesting and often complex. Each of us takes pride in our ability to satisfy our customers.
- Acting as the City's liaison with community groups, senior adult clubs, non-profit organizations, local school personnel, and statewide recreation administrators while remaining knowledgeable about our City and our Department, keeping our skills updated, and always with a smile on our face and our sense of humor intact.
- Maintaining our professionalism and flexibility as our customers continue to take advantage of our Wednesday night office hours to rent a facility, register for classes, and sign up for sports leagues.
- Assisting our customers with internet registration by encouraging them and providing them with the necessary identification number so that they can register for classes through [iplaydalycity.org](http://iplaydalycity.org).

# CITY OF DALY CITY

## ***SUPPORT FOR CITY-WIDE GOALS AND OBJECTIVES (CONTINUED)***

- Serving the Parks and Recreation Commission by preparing agenda packets, communicating with Commissioners and by acting as the Commission secretary at the monthly Commission meeting held the fourth Tuesday of each month.

## ***PROGRAM OBJECTIVES***

- Increase internet registration through a marketing campaign, offering incentives to new internet customers
- Train Recreation and Senior staff on our CLASS software to increase our ability to serve the community at other locations other than the Administration office
- Develop a marketing campaign to reintroduce our renters to the War Memorial Community Center
- Work with the DeLue Boys and Girls Club to utilize the upstairs rooms for rental for children's parties on the weekend
- Continue to raise facility rental fees to cover operation/maintenance costs
- Send schedule of our Parks and Recreation Commission meetings to San Francisco State University students majoring in Recreation so that they may come to our meetings, ask questions, and interact with our Department

## ***PERFORMANCE MEASURES***

Measure	Actual FY 06/07	Estimate FY 07/08	Projected FY 08/09	Projected FY 09/10
<b>Registration revenue (12/01/06-06/30/07*)</b>				
per individual	\$158.55	\$162.00	\$170.00	\$179.00
per class/program	\$2,248.00	\$2,500.00	\$2,625.00	\$2,750.00
<b>Internet registration revenue (2/1/07-6/30/07)</b>				
<b>(iplay@dalycity.com)</b>				
total for period	\$14,015.00	\$55,000.00	\$55,640.00	\$62,875.00
percentage of total	2.46%	5%	12%	25%

\* ACTIVE software went live on 12/01/2006

*Internet registration for selected courses began 02/01/2007*

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: PARKS & RECREATION 130**  
**Program: PARKS & RECREATION ADMIN 130**

	2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3934 IF FM 15-132	0	1,500	0	0	0
<b>OPERATING TRANSFERS IN</b>	0	1,500	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$1,500</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: PARKS & RECREATION 130**  
**Program: PARKS & RECREATION ADMIN 130**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	383,382	399,863	434,303	442,760	459,021
4102	HOURLY WAGES	37,386	39,332	40,868	47,419	50,654
4103	OVERTIME	112	0	144	150	160
4104	PERS RETIREMENT	88,635	89,507	91,387	85,312	86,622
4105	GROUP INSURANCE	37,496	42,810	43,764	48,140	52,954
4106	WORKERS COMPENSATION	8,511	10,550	8,905	8,685	9,002
4107	MEDICARE	5,044	5,087	5,278	5,185	5,379
4108	UNEMPLOYMENT INSURANCE	391	420	0	0	0
4116	INJURY LEAVE	24,924	21,572	23,530	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
4119	SOCIAL SECURITY	0	0	0	1,868	1,886
	<b>SALARIES AND BENEFITS</b>	<b>585,881</b>	<b>609,141</b>	<b>648,179</b>	<b>639,519</b>	<b>665,678</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	1,413	1,410	1,642	1,730	1,800
4212	COMMUNICATIONS	2,344	2,128	2,500	2,550	2,600
4213	UTILITIES	9,479	9,254	9,882	10,100	10,300
4215	RENTS AND LEASES	0	0	0	0	0
4217	EQUIPMENT MAINTENANCE CONTRA	350	350	500	550	600
4230	OFFICE EXPENSE	4,389	4,062	4,600	4,400	4,600
4234	SPECIAL DEPARTMENTAL	1,273	2,453	4,550	4,300	4,400
	<b>SERVICES AND SUPPLIES</b>	<b>19,248</b>	<b>19,657</b>	<b>23,674</b>	<b>23,630</b>	<b>24,300</b>
4302	MEMBERSHIPS & PUBLICATIONS	2,152	1,257	2,300	2,200	2,250
4303	TRAVEL & MEETINGS	1,216	709	4,000	4,000	4,100
4304	EDUCATION & TRAINING	765	1,705	2,500	2,400	2,500
	<b>OTHER CHARGES</b>	<b>4,133</b>	<b>3,671</b>	<b>8,800</b>	<b>8,600</b>	<b>8,850</b>
4208	TELEPHONE SERVICE CHARGES	2,612	1,801	1,801	2,549	2,600
4216	VEHICLE SERVICE CHARGES	7,612	5,300	5,406	6,434	6,563
4223	INFORMATION SERVICES CHARGES	16,630	21,389	21,817	31,558	33,035
4224	BLDG MAINTENANCE SVC CHARGES	47,261	48,679	49,896	56,596	57,716
4226	MAIL/MESSENGER SERVICE	2,422	2,259	2,204	2,772	2,772
4227	COPIER SERVICES	8,717	9,466	9,587	10,275	10,275
4233	POSTAGE	3,628	3,103	3,216	3,505	3,575
4301	GENERAL INSURANCE CHARGES	601	613	625	472	482
	<b>FIXED CHARGES</b>	<b>89,483</b>	<b>92,610</b>	<b>94,552</b>	<b>114,161</b>	<b>117,018</b>
4580	FURNITURE	0	400	450	450	450
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>400</b>	<b>450</b>	<b>450</b>	<b>450</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$698,745</u></b>	<b><u>\$725,479</u></b>	<b><u>\$775,655</u></b>	<b><u>\$786,360</u></b>	<b><u>\$816,296</u></b>

## **PARKS AND RECREATION – PARKS MAINTENANCE**

### ***PROGRAM DESCRIPTION***

The Parks Division maintains nearly 50 parks, sports fields, playgrounds, medians, public building landscaping and administers the City's Parks maintenance budget. Our maintenance personnel are organized into five crews that are assigned to one of four geographic areas or the tree maintenance crew.

The east side covers areas east of Mission Street and includes such major facilities as the War Memorial Community Center/John Daly Library, TR Pollicita soccer field, Junior Giants Bobby Bonds baseball diamond, and the Bayshore Community Center/Bayshore Library and the DeLue Boys and Girls Club.

The west side encompasses areas west of Mission Street and along the coast and includes two of our most heavily used sports fields: Marchbank Park baseball diamond and batting cage and Westlake Park Sports Complex which includes two lighted softball diamonds, three lighted tennis courts, Pacelli Event Center/ gymnasium, Larcombe Clubhouse, Doelger Senior Center/Café and Deli and the Parks and Recreation Administration offices.

The City Hall complex contains all civic buildings surrounding City Hall such as City Hall North, the North County Health Center and 271 - 92<sup>nd</sup> Street.

The Serramonte area is responsible for areas south of Westmoor Park which includes the Gellert Park Sports Complex containing two lighted softball diamonds, one baseball diamond, one artificial turf soccer field, one grass soccer field, four lighted tennis courts and basketball courts, covered BBQ area, Gellert Clubhouse, and the Serramonte Library.

The tree maintenance crew is responsible for maintaining over 3500 street trees and 4000 larger trees throughout the City, monitoring the pine pitch canker disease outbreak and removing dying trees before they become a hazard and replacing them with a more disease resistant variety to ensure the future of Daly City's urban forest.

The Park Division is also responsible for emergency response after hours and other storm support services as needed by other City departments and the community.

Parks staff acts as an information source for the general public, local school districts, and other City divisions, offering recommendations on gardening practices, landscape construction, landscape design as well as performing community outreach for composting techniques and green waste recycling.

### ***DIVISION MISSION STATEMENT***

The mission of the Parks Division is to provide safe, clean, attractive, pedestrian friendly parks and public open spaces for the City's residents and visitors.

### ***PROGRAM GOAL***

Provide clean, safe parks and tot-lots in an environmentally responsible manner that uses integrated pest management practices in order to ensure the safety and well being of the community.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Parks Division will support citywide priorities through the following:

- Maintain the capability to provide existing services to the community
- Adjust service levels to meet the changing needs of each individual park/tot-lot so that the most heavily used parks are cleaned more often
- Maintain landscaping in a healthy, disease-free manner using integrated pest management techniques to help reduce the use of pesticides.
- Provide regular staff development training
- Attend educational seminars and in-house training provided by City staff
- Provide high-quality equipment, tools and supplies so that the Parks staff can perform their duties as the community expects
- Support economic development, as park facilities attract and retain businesses and generate income for the community
- Keep our parks and sports fields in an attractive condition so that people inside and outside the community will want to come to Daly City to spend their recreation time and dollars, thereby supporting local business and providing needed tax revenue in the process

## ***PROGRAM OBJECTIVES***

- Provide the community an opportunity to enhance their quality of life through community recreation programs and parks by maintaining recreational facilities such as sports fields, tennis and basketball courts, pedestrian friendly paths and tot-lots in a safe, healthy, and clean manner with landscaping that is healthy and disease-free using integrated pest management techniques to help reduce the use of pesticides and chemical fertilizers
- Preserve and improve the aesthetic aspects of the community with a strong, safe, and healthy urban forest by monitoring the current pine pitch canker disease outbreak and removing dying trees before they become a hazard and replacing them with a more disease resistant variety to ensure the future of Daly City's urban forest, prune street trees at regularly scheduled intervals, and increase frequency of large tree pruning
- Continue active involvement with citizens of Daly City by performing community outreach for composting techniques and green waste recycling.
- Strive to exceed the customer service expectations of the citizens of Daly City
- Build an even stronger relationship with the community by continuing yearly the Arbor Day Celebration, Make-a-Difference Day cleanup, school presentations, Thornton Beach Vista planting day, and Thornton Beach cleanup

**CITY OF DALY CITY****Revenue Budget  
2008-09/2009-10****Fund: GENERAL FUND 01  
Department: PARKS & RECREATION 133  
Program: PARKS MAINTENANCE 160**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3796 REIMBURSEMENT FOR CURRENT SVCS	33,357	33,357	33,357	34,032	34,716
<b>CHARGES AND FEES</b>	33,357	33,357	33,357	34,032	34,716
3840 PRIVATE CONTRIBUTIONS	10,000	11,654	8,870	0	0
3852 WORKERS COMP - SELF INSURANCE	44,995	34,218	10,543	0	0
3860 MISCELLANEOUS REVENUE	280	10	2,300	0	0
<b>MISCELLANEOUS REVENUES</b>	55,275	45,882	21,713	0	0
<b>TOTAL REVENUES</b>	<b><u>\$88,632</u></b>	<b><u>\$79,239</u></b>	<b><u>\$55,070</u></b>	<b><u>\$34,032</u></b>	<b><u>\$34,716</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: GENERAL FUND  
Department: PARKS & RECREATION  
Program: PARKS MAINTENANCE****01  
133  
160**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	823,304	882,024	946,789	1,107,639	1,148,797
4102 HOURLY WAGES	247,742	252,388	236,430	175,812	179,371
4103 OVERTIME	1,673	657	2,500	1,199	1,222
4104 PERS RETIREMENT	209,318	223,791	209,478	215,804	219,123
4105 GROUP INSURANCE	116,384	140,616	158,202	174,022	191,424
4106 WORKERS COMPENSATION	53,690	80,619	77,066	75,160	77,903
4107 MEDICARE	15,006	15,212	14,391	14,734	15,287
4108 UNEMPLOYMENT INSURANCE	1,009	1,085	0	0	0
4110 TERMINATION PAY	5,537	6,786	0	0	0
4112 STANDBY PAY	2,829	2,972	2,972	2,972	2,972
4116 INJURY LEAVE	59,693	51,766	29,899	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	6,562	3,023	9,621	13,450	13,722
<b>SALARIES AND BENEFITS</b>	<b>1,542,747</b>	<b>1,660,939</b>	<b>1,687,348</b>	<b>1,780,792</b>	<b>1,849,821</b>
4212 COMMUNICATIONS	1,671	3,232	4,600	4,690	4,786
4213 UTILITIES	20,207	20,322	21,850	22,287	22,733
4215 RENTS AND LEASES	0	0	400	0	0
4220 OTHER CONTRACTUAL SERVICES	84,193	91,261	94,849	96,746	98,681
4230 OFFICE EXPENSE	393	398	400	1,000	1,020
4234 SPECIAL DEPARTMENTAL	62,854	76,108	60,500	66,440	67,620
4237 CLOTHING	8,650	10,736	9,680	9,874	10,070
4244 REPAIRS & MAINTENANCE	3,432	5,595	5,000	5,100	5,200
4255 SMALL EQUIPMENT	3,310	2,172	3,400	3,465	3,537
<b>SERVICES AND SUPPLIES</b>	<b>184,710</b>	<b>209,824</b>	<b>200,679</b>	<b>209,602</b>	<b>213,647</b>
4302 MEMBERSHIPS & PUBLICATIONS	1,265	701	1,755	1,800	1,800
4303 TRAVEL & MEETINGS	1,844	740	1,500	1,530	1,530
4304 EDUCATION & TRAINING	4,107	5,597	2,700	4,000	4,000
4433 BAD DEBTS	0	350	0	0	0
4434 MISCELLANEOUS OTHER CHARGES	0	0	0	0	0
<b>OTHER CHARGES</b>	<b>7,216</b>	<b>7,388</b>	<b>5,955</b>	<b>7,330</b>	<b>7,330</b>
4208 TELEPHONE SERVICE CHARGES	1,741	1,573	1,573	3,143	3,206
4216 VEHICLE SERVICE CHARGES	198,729	178,123	179,743	211,143	215,366
4223 INFORMATION SERVICES CHARGES	22,263	22,708	23,162	33,503	35,071
4224 BLDG MAINTENANCE SVC CHARGES	103,975	107,094	109,772	124,512	126,977
4226 MAIL/MESSENGER SERVICE	1,211	2,259	2,204	2,772	2,772
4301 GENERAL INSURANCE CHARGES	17,858	18,215	18,579	14,039	14,320
<b>FIXED CHARGES</b>	<b>345,777</b>	<b>329,972</b>	<b>335,033</b>	<b>389,112</b>	<b>397,712</b>
4560 PARKS EQUIPMENT	6,875	6,120	8,500	9,585	9,985
<b>CAPITAL OUTLAY</b>	<b>6,875</b>	<b>6,120</b>	<b>8,500</b>	<b>9,585</b>	<b>9,985</b>
4696 IF TO 31-133	0	0	37,857	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>37,857</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,087,325</u></b>	<b><u>\$2,214,243</u></b>	<b><u>\$2,275,372</u></b>	<b><u>\$2,396,421</u></b>	<b><u>\$2,478,495</u></b>

# **PARKS AND RECREATION – RECREATION**

## ***PROGRAM DESCRIPTION***

The Recreation Division has responsibility for the management of all Division facilities and providing a complete well-rounded community recreation program to meet the leisure needs of all residents.

The program facilities include five community centers, six clubhouses, ten City Parks, sixteen school playgrounds, six school gymnasiums, one performing arts center, two soccer complexes, five tennis complexes, and two swimming pools. The age groups served range from preschool children through senior adults, and the Recreation Division coordinates its community recreation program with six separate school districts.

The Division is responsible for recruitment, hiring, training, and evaluating over six hundred part-time recreation staff, contract instructors, and volunteers. Where possible, the Division is involved in securing federal, state, local, and private grants for the acquisition and development of facilities, resources, and programs.

## ***DIVISION MISSION STATEMENT***

Create Community through people, parks, and programs.

## ***PROGRAM GOAL***

To continue to provide creative multigenerational and multicultural programming that meets the needs of the public.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Recreation Division will support City-wide priorities through the following:

### **Public Safety – Anti-Gang Activities**

- Continue to provide alternative activities/programs for young people during the critical after school hours of 3:00 pm – 7:00 pm to mitigate their becoming involved in gang activities.

### **Land Use – Community Visioning Process**

- Continue to engage the community through neighborhood meetings and other methods to access the residents recreational needs.

### **Government Operations – Staff Development/Succession Planning**

- Continue efforts to train staff in responsibilities of their Supervisors.

***SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)***

**Community/Civic Support – Youth and Education**

- Continue to provide a healthy snack to the youth and teens of our community, in our afterschool programs through our partnership with the Second Harvest Food Bank.
- Continue to provide a quality after school outlet through the Afterschool Youth Recreation Program and After School Education and Safety Program offering youth (6 - 12 year olds) opportunities for enrichment, education and recreation.

***PROGRAM OBJECTIVES***

1. At Bayshore, Lincoln and War Memorial Community Centers, facilitate community assessments to determine the changing recreational needs of these communities.
2. Market new facilities for increased facility rentals
3. Increase creative Summer Youth Recreation Program opportunities to engage more young people in this free summer program.

***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Conduct community recreational needs assessments in Bayshore, Lincoln, and War Memorial neighborhoods	N/A	Quarterly	Quarterly	Quarterly
Increase number of participants per site in Summer Youth Recreation Program.	650	6%	6 %	6 %

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: PARKS & RECREATION 131**  
**Program: RECREATION 140**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3520	RENTAL INCOME	0	0	0	0	0
3741	FACILITY RENTAL FEES	330,192	311,140	343,200	366,500	392,550
	<b>RENTS AND INTEREST</b>	330,192	311,140	343,200	366,500	392,550
3661	RECEIPTS FROM SAN MATEO COUNTY	0	20,000	20,000	20,000	20,000
	<b>FROM OTHER AGENCIES</b>	0	20,000	20,000	20,000	20,000
3743	PROGRAM REVENUES	34,458	36,119	37,000	39,000	39,000
3757	FIELD/LIGHT RENTAL	23,480	47,595	40,000	45,000	50,000
3758	OPEN GYM	2,338	6,811	16,100	23,700	28,800
3765	TRAVEL RECEIPTS	6,555	4,388	6,000	6,000	6,000
3769	YOUTH SHOWCASE LEAGUE REVENUE	0	0	32,000	35,000	38,000
3788	BROCHURE REVENUE	9,751	10,502	11,000	11,000	11,000
3796	REIMBURSEMENT FOR CURRENT SVCS	4,912	0	0	0	0
	<b>CHARGES AND FEES</b>	81,494	105,415	142,100	159,700	172,800
3805	CASH OVER AND SHORT	0	0	0	0	0
3840	PRIVATE CONTRIBUTIONS	20,000	20,000	20,050	20,100	20,150
3852	WORKERS COMP - SELF INSURANCE	2,625	0	0	0	0
3860	MISCELLANEOUS REVENUE	173	4,534	750	750	750
3915	BAD DEBT RECOVERIES	0	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	22,798	24,534	20,800	20,850	20,900
	<b>TOTAL REVENUES</b>	<b><u>\$434,484</u></b>	<b><u>\$461,089</u></b>	<b><u>\$526,100</u></b>	<b><u>\$567,050</u></b>	<b><u>\$606,250</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: GENERAL FUND  
Department: PARKS & RECREATION  
Program: RECREATION****01  
131  
140**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	717,718	781,246	866,267	896,144	929,546
4102	HOURLY WAGES	450,574	487,410	643,175	702,676	732,695
4103	OVERTIME	322	1,580	3,000	3,500	3,500
4104	PERS RETIREMENT	194,353	203,087	208,778	175,124	177,818
4105	GROUP INSURANCE	86,415	106,839	106,504	117,154	128,870
4106	WORKERS COMPENSATION	60,426	66,313	80,166	78,183	81,037
4107	MEDICARE	13,561	14,926	14,388	8,835	9,167
4108	UNEMPLOYMENT INSURANCE	1,100	1,214	0	0	0
4110	TERMINATION PAY	0	174	1,443	0	0
4116	INJURY LEAVE	5,187	1,304	472	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
4119	SOCIAL SECURITY	15,348	14,115	49,203	53,754	56,051
	<b>SALARIES AND BENEFITS</b>	<b>1,545,004</b>	<b>1,678,208</b>	<b>1,973,396</b>	<b>2,035,370</b>	<b>2,118,684</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	9,024	10,476	16,000	20,000	22,200
4212	COMMUNICATIONS	5,994	5,718	18,720	21,620	22,100
4213	UTILITIES	90,491	101,912	126,000	155,150	160,475
4219	PROFESSIONAL SERVICES	190,833	216,995	195,000	195,000	195,000
4220	OTHER CONTRACTUAL SERVICES	30,053	42,577	59,583	61,083	61,083
4230	OFFICE EXPENSE	9,549	12,451	19,944	25,444	25,684
4234	SPECIAL DEPARTMENTAL	19,248	22,918	37,573	39,573	39,673
4235	BUILDING MAINTENANCE	51,110	49,325	54,580	55,672	56,785
4244	REPAIRS & MAINTENANCE	1,696	3,074	4,100	9,200	9,350
4252	RECREATIONAL PROGRAM SUPPLIES	0	0	0	0	0
4255	SMALL EQUIPMENT	0	3,593	4,500	9,100	9,250
4263	SUMMER TRIPS EXPENDITURES	2,628	69	3,138	5,000	5,000
4267	YOUTH SHOWCASE LEAGUE EXPEND	0	0	26,000	29,000	32,000
4286	BROCHURE EXPENDITURES	51,867	53,335	66,300	66,300	66,300
	<b>SERVICES AND SUPPLIES</b>	<b>462,493</b>	<b>522,443</b>	<b>631,438</b>	<b>692,142</b>	<b>704,900</b>
4302	MEMBERSHIPS & PUBLICATIONS	1,345	1,380	2,815	3,140	3,175
4303	TRAVEL & MEETINGS	991	2,184	2,500	3,850	3,900
4304	EDUCATION & TRAINING	568	724	2,750	3,000	3,050
4433	BAD DEBTS	0	0	165	0	0
	<b>OTHER CHARGES</b>	<b>2,904</b>	<b>4,288</b>	<b>8,230</b>	<b>9,990</b>	<b>10,125</b>
4208	TELEPHONE SERVICE CHARGES	19,826	15,083	15,083	20,935	21,354
4216	VEHICLE SERVICE CHARGES	36,153	36,984	37,724	43,587	44,459
4223	INFORMATION SERVICES CHARGES	60,359	61,566	62,798	112,277	117,533
4224	BLDG MAINTENANCE SVC CHARGES	966,548	1,066,186	1,092,840	1,426,807	1,455,057
4226	MAIL/MESSENGER SERVICE	2,672	5,197	5,070	6,652	6,652
4227	COPIER SERVICES	0	2,352	2,382	3,780	3,780
4233	POSTAGE	23,811	20,098	20,827	17,629	17,982
4301	GENERAL INSURANCE CHARGES	10,460	20,680	21,094	15,940	16,259
	<b>FIXED CHARGES</b>	<b>1,119,829</b>	<b>1,228,146</b>	<b>1,257,818</b>	<b>1,647,607</b>	<b>1,683,076</b>
4667	IF TO 51-033-453	0	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$3,130,230</u></b>	<b><u>\$3,433,085</u></b>	<b><u>\$3,870,882</u></b>	<b><u>\$4,385,109</u></b>	<b><u>\$4,516,785</u></b>

# **PARKS AND RECREATION – SPECIAL PROGRAMS**

## ***PROGRAM DESCRIPTION***

The special programs area of the Recreation Division encompasses teen activities, youth and adult athletic programs, enrichment classes, aquatics classes and programs, special events, and performing and visual arts classes and programs.

## ***DEPARTMENT MISSION STATEMENT***

Create community through people, parks, and programs.

## ***PROGRAM GOAL***

The goal of the Special Programs area of the Recreation Division is to continually respond to the needs of the public with creative, stimulating, and cutting-edge classes and programs.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Special Program Area will support City-wide priorities through the following:

**Economic Development/Revenue Enhancement – Increase Fees/Charges for Services**

- Continue to evaluate fees for programs to maximize where possible recouping costs for services.

**Leisure Services – Teen Center to Cultivate Youth**

- Create a "Neutral Territory" where teens can go to express themselves on a social, recreational and educational level, with encouragement from a quality teen staff.

**Community/Civic Support – Community Building & Expand Community Partnerships**

- Working collaboratively with our ASSETS (After School Safety and Enrichment for Teens) partners at Jefferson High School, increasing the participation of the student body in both our enrichment and our cultural arts programs.

## ***PROGRAM OBJECTIVES***

1. Review contract classes semi-annually and retain only viable classes so as to provide room for newer classes that will meet community needs.
2. Continue aquatics staff training program to increase the number of qualified potential new staff and to enhance the skills and knowledge of existing staff.
3. Work collaboratively with youth advocacy partners to empower youth and teens to get more involved with their community by providing monthly "community gatherings", in collaboration with the North County Youth Collective. This will also include multigenerational programming.

## CITY OF DALY CITY

---

### ***PROGRAM OBJECTIVES (CONTINUED)***

4. Collaborate with businesses and home owner's associations to increase the number of people served in City-wide events by broadening marketing base and use of resources.

### ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Increase the percentage of new aquatics staff that starts with us as participants.	30	5%	5%	5%
Increase the financial participation in our special events from local businesses.	\$5,000	10%	10%	10%
Increase the participation by High School and Middle School students in our programs	500	5%	5%	5%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND  
Department: PARKS & RECREATION  
Program: SPECIAL PROGRAMS**

**01  
131  
164**

	2005-06	2006-07	2007-08	2008-09	2009-10
REVENUES	Actual	Actual	Estimated	Approved	Approved
3520 RENTAL INCOME	106,450	109,101	120,120	126,126	132,432
<b>RENTS AND INTEREST</b>	106,450	109,101	120,120	126,126	132,432
3743 PROGRAM REVENUES	28,947	41,439	49,000	50,300	51,600
3745 AQUATICS RECEIPTS	20,540	17,999	15,961	19,600	24,500
3746 POOL PARTY RECEIPTS	27,225	33,403	29,000	30,000	31,000
3747 SWIM TEAM RECEIPTS	61,518	123,133	105,000	107,100	109,250
3753 YOUTH BASKETBALL TOURNAMENTS	0	0	0	0	0
3754 YOUTH BASEBALL	32,983	29,057	29,500	30,500	31,500
3757 FIELD/LIGHT RENTAL	13,560	26,992	50,000	55,000	60,500
3758 OPEN GYM	14	555	0	0	0
3760 HOCKEY	8,595	6,455	6,000	6,000	6,000
3762 TEENS PROGRAM REVENUE	3,182	13,286	10,663	20,000	20,000
3763 SPECIAL EVENTS REVENUE	3,097	2,635	4,000	4,500	4,500
3765 TRAVEL RECEIPTS	23,786	6,987	7,000	9,000	9,000
3766 ADULT SOFTBALL REVENUE	101,026	114,348	116,650	119,000	121,500
3768 YOUTH ATHLETICS	49,336	45,143	50,000	55,000	60,500
3769 YOUTH SHOWCASE LEAGUE REVENUE	26,150	29,550	0	0	0
3770 YOUTH SPORTS CAMP REVENUE	48,525	39,485	40,000	40,800	41,500
3771 AQUATICS LESSONS REVENUE	151,346	158,851	167,859	172,700	179,000
3772 AQUATICS CONCESSIONS REVENUE	1,583	829	750	0	0
3773 TENNIS REVENUE	8,159	8,234	7,500	7,650	7,800
3774 GYMNASTICS CLASS REVENUE	7,336	11,465	14,000	14,300	14,600
3777 DANCE REVENUE	18,993	20,724	26,000	26,500	27,000
3779 ADULT EXERCISE REVENUE	18,839	20,931	19,000	19,350	19,700
3780 ADULT ENRICHMENT REV	3,577	2,882	5,000	5,000	5,000
3781 ADULT ARTS & CRAFTS REVENUE	42	7,120	200	200	200
3782 YOUTH SPECIAL SKILLS REVENUE	14,469	6,327	3,000	3,000	3,000
3783 YOUTH SPORTS CLASSES REVENUE	16,499	21,065	18,500	18,500	18,500
3784 CHILD DEVELOPMENT REVENUE	144,786	164,123	157,000	160,000	163,000
3785 DAY CAMP REVENUE	45,967	44,415	52,000	53,000	54,000
3786 READING DEVELOPMENT REVENUE	6,622	6,439	3,680	5,000	5,000
<b>CHARGES AND FEES</b>	886,702	1,003,872	987,263	1,032,000	1,068,150
3840 PRIVATE CONTRIBUTIONS	75	0	19,751	19,850	19,850
3915 BAD DEBT RECOVERIES	0	20	0	0	0
<b>MISCELLANEOUS REVENUES</b>	75	20	19,751	19,850	19,850
<b>TOTAL REVENUES</b>	<b>\$993,227</b>	<b>\$1,112,993</b>	<b>\$1,127,134</b>	<b>\$1,177,976</b>	<b>\$1,220,432</b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: GENERAL FUND  
Department: PARKS & RECREATION  
Program: SPECIAL PROGRAMS****01  
131  
164**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	185,394	191,570	200,244	202,023	209,535
4102	HOURLY WAGES	244,303	278,670	334,522	338,903	357,729
4103	OVERTIME	765	4,530	4,500	4,600	4,600
4104	PERS RETIREMENT	51,654	54,600	53,637	39,412	40,018
4105	GROUP INSURANCE	29,978	29,498	30,594	33,653	37,019
4106	WORKERS COMPENSATION	0	26,993	32,008	31,217	32,356
4107	MEDICARE	6,426	6,793	5,938	2,904	3,013
4108	UNEMPLOYMENT INSURANCE	404	450	0	0	0
4119	SOCIAL SECURITY	11,706	12,134	25,720	25,927	27,365
	<b>SALARIES AND BENEFITS</b>	<b>530,630</b>	<b>605,238</b>	<b>687,163</b>	<b>678,639</b>	<b>711,635</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	194	245	600	600	600
4212	COMMUNICATIONS	300	200	350	350	350
4213	UTILITIES	2,642	3,786	4,500	4,750	5,000
4220	OTHER CONTRACTUAL SERVICES	82,375	92,511	106,504	109,500	118,169
4230	OFFICE EXPENSE	658	2,216	1,500	1,750	1,750
4234	SPECIAL DEPARTMENTAL	32,567	32,965	32,165	32,950	32,950
4235	BUILDING MAINTENANCE	0	0	0	0	0
4260	TEENS PROGRAMS EXPENDITURES	5,416	5,026	8,000	8,000	8,000
4261	SPECIAL EVENTS EXPENDITURES	1,294	1,139	1,500	1,500	1,500
4263	SUMMER TRIPS EXPENDITURES	6,137	7,621	6,500	6,500	6,500
4264	ADULT SOFTBALL EXPENDITURES	50,476	49,796	57,135	58,275	59,450
4265	ADULT BASKETBALL EXPENDITURES	0	0	0	0	0
4266	YOUTH ATHLETIC LEAGUE EXPEND	21,672	27,778	28,000	30,800	33,900
4267	YOUTH SHOWCASE LEAGUE EXPEND	21,595	24,174	0	0	0
4268	SUMMER SPORTS CAMPS	24,046	28,216	26,000	26,520	27,050
4269	AQUATICS LESSONS EXPENDITURES	15,397	16,052	16,060	16,300	17,100
4270	AQUATICS CONCESSIONS EXPEND	311	1,502	1,320	0	0
4271	TENNIS EXPENDITURES	6,852	7,113	6,500	6,630	6,760
4272	GYMNASTICS CLASSES EXPENDITURE	0	0	0	0	0
4273	HOCKEY	4,782	4,156	3,000	3,000	3,000
4274	FUNDRAISER EXPENDITURES	0	0	0	0	0
4275	DANCE EXPENDITURES	11,633	13,985	14,000	14,000	14,000
4277	ADULT EXERCISE EXPENDITURES	8,286	8,761	8,000	8,000	8,000
4278	ADULT ENRICHMENT EXPENDITURES	2,103	1,579	3,000	3,000	3,000
4279	ADULT ARTS & CRAFTS EXPEND	57	20	100	100	100
4280	YOUTH SPECIAL SKILLS EXPEND	3,924	4,600	2,500	2,500	2,500
4281	YOUTH SPORTS CLASSES EXPEND	7,592	14,852	11,000	11,000	11,000
4282	CHILD DEVELOPMENT EXPENDITURES	87,734	89,901	91,700	93,500	95,000
4283	DAY CAMP EXPENDITURES	5,179	9,328	11,000	11,000	11,000
4284	READING DEVELOPMENT EXPEND	0	0	0	0	0
4287	TRAVEL RELATED EXPENDITURES	0	0	0	0	0
4293	BREAKFAST WITH SANTA	81	0	0	0	0
4294	SPRING FUN DAY	795	333	500	500	500
4298	YOUTH BASKETBALL TOURNAMENT	0	0	0	0	0
4299	YOUTH BASEBALL	29,364	22,315	24,000	24,750	25,500
	<b>SERVICES AND SUPPLIES</b>	<b>433,462</b>	<b>470,170</b>	<b>465,434</b>	<b>475,775</b>	<b>492,679</b>
4302	MEMBERSHIPS & PUBLICATIONS	125	0	500	500	500
4303	TRAVEL & MEETINGS	220	250	500	700	700
4304	EDUCATION & TRAINING	505	785	1,000	1,000	1,000
4433	BAD DEBTS	575	420	600	0	0
	<b>OTHER CHARGES</b>	<b>1,425</b>	<b>1,455</b>	<b>2,600</b>	<b>2,200</b>	<b>2,200</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$965,517</b>	<b>\$1,076,863</b>	<b>\$1,155,197</b>	<b>\$1,156,614</b>	<b>\$1,206,514</b>

## **SENIOR ADULT DIVISION**

---

### ***PROGRAM DESCRIPTION***

The Senior/Adult Services Division is responsible for providing programs and services that meet the interests and needs of the population age 50 and over. Programs are offered at the Doelger Senior Center, Lincoln Park CC, Bayshore CC, War Memorial CC, and Serramonte Center. Senior/Adult Services focuses upon lifelong learning and wellness, both physical and mental, offering hundreds of classes and programs. The Café Doelger Food Service program offers nutritious meals, deli options, meals to the homebound, and supports seventy-five volunteers.

DC ACCESS, is the extensive collaborative outreach program targeting underserved, monolingual adults 50+ who do not have an awareness of programs and services.

Neighborhood Services offers growth of multigenerational, multilingual programs and community outreach to all citizens of Daly City via community centers.

### ***PROGRAM GOAL***

To offer quality program choices, services, and events to adults 50+ and to neighborhoods, in supportive, user-friendly environments for the purpose of enhancing the quality of life by promoting wellness, lifelong learning, safety, and a positive attitude toward the importance of building community.

Neighborhood and Senior Services will support citywide priorities through the following:

#### **Community/Civic Support**

- Create sustainable programs and services of older active adults 50+ that meet their changing needs.
- Effectively utilize volunteers by providing civic engagement opportunities including leadership roles to maintain neighborhood and senior/adult services.
- Collaborate with other senior service agencies via Daly City ACCESS and Daly City Partnership agencies to provide a streamlined pathway to service and information, consolidating community resources for funding, programs, and outreach.

#### **Public Safety**

- Work with Emergency Services to provide isolated older adults with the proper communication tools and education to be self sufficient for an interim period in an emergency.

#### **Economic Development/Revenue Enhancement**

- Create new revenue and growth opportunities through membership, new classes, grants, and donations.
- Continue efforts to offer an appropriate level of language capacity in community centers and City communiqués to improve citizen response to City initiatives.

# CITY OF DALY CITY

## **PROGRAM GOAL (CONTINUED)**

### Transportation/Traffic

- Encourage adults 50+ to utilize existing public transportation services through education and support.

### Leisure Services

- Work collaboratively to connect adults 50+ with teens in city-wide programming to provide interactive experiences that foster positive behavior and greater opportunity for personal success.

## **PROGRAM OBJECTIVES**

- Provide programming opportunities for older adults in community sites based on appropriate fee structures to support these programs.
- Help the Department team move forward the neighborhood services model via ongoing community assessment and citizen involvement in civic engagement.
- Initiate citywide multigenerational opportunities via the Daly City Peninsula Partnership Collaborative and Daly City ACCESS, in particular pairing teens and older adults together.
- Complete a grant proposal in collaboration with Daly City ACCESS and the Daly City Peninsula Partnership to create a three-year pilot program called HART, Healthy Aging Response Team.

## **PERFORMANCE MEASURES**

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Provide programming opportunities	\$60,740	\$67,932	\$70,500	\$73,500
Neighborhood services model- Assessments, health fairs	Bayshore CC- 100 participants	War Memorial CC - 300 participants	Citywide - 800 participants	Citywide - 1000 participants
Initiate multigenerational opportunities	4 Family Health Fairs, Mentor program	4 Family Health Fairs, Robertson Nutrition mentor program	Citywide teen/senior collaborative -	Citywide teen/senior collaborative
HART proposal	N/A	Planning grant completed	Three-year grant proposal	Achieve funding - 30 volunteer leaders

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: SENIOR ADULT SERVICES 15**  
**Department: PARKS & RECREATION 132**  
**Program: SENIOR ADULTS 460**

	2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3603 SM CO GRANT - A A AGING	107,471	103,565	102,273	69,495	64,495
3648 MISCELLANEOUS FEDERAL GRANTS	29,549	0	0	0	0
<b>FROM OTHER AGENCIES</b>	<b>137,020</b>	<b>103,565</b>	<b>102,273</b>	<b>69,495</b>	<b>64,495</b>
3743 PROGRAM REVENUES	66,665	60,740	67,932	70,500	73,500
3765 TRAVEL RECEIPTS	58,502	64,189	62,527	66,279	71,581
3796 REIMBURSEMENT FOR CURRENT SVCS	103,933	110,010	60,399	85,786	93,820
3855 CAFE SALES - NON SENIORS	1,532	2,129	1,671	1,705	1,739
3856 SENIOR DELI SALES	30,640	31,048	33,950	36,000	36,000
3859 MISCELLANEOUS FOOD SERVICES	18,640	25,840	23,530	24,000	24,000
3862 LUNCH PROGRAM RECEIPTS	81,030	81,992	80,131	84,000	85,000
<b>CHARGES AND FEES</b>	<b>360,942</b>	<b>375,948</b>	<b>330,140</b>	<b>368,270</b>	<b>385,640</b>
3840 PRIVATE CONTRIBUTIONS	0	0	0	0	0
3860 MISCELLANEOUS REVENUE	7,798	6,041	9,756	10,244	10,756
3866 CARL GELLERT FOUND DONATION	6,000	0	0	0	0
3930 RECEIPTS FROM OTHER FUNDS	82,883	90,430	152,581	146,164	143,767
<b>MISCELLANEOUS REVENUES</b>	<b>96,681</b>	<b>96,471</b>	<b>162,337</b>	<b>156,408</b>	<b>154,523</b>
3877 IF FM 68-132-460	0	0	0	0	0
3963 IF FM 01-031-031	490,827	546,767	568,157	641,169	681,691
<b>OPERATING TRANSFERS IN</b>	<b>490,827</b>	<b>546,767</b>	<b>568,157</b>	<b>641,169</b>	<b>681,691</b>
<b>TOTAL REVENUES</b>	<b><u>\$1,085,470</u></b>	<b><u>\$1,122,751</u></b>	<b><u>\$1,162,907</u></b>	<b><u>\$1,235,342</u></b>	<b><u>\$1,286,349</u></b>

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2008-09/2009-10**

**Fund: SENIOR ADULT SERVICES 15**  
**Department: PARKS & RECREATION 132**  
**Program: SENIOR ADULTS 460**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	287,551	316,713	343,072	347,691	360,420
4102	HOURLY WAGES	125,669	118,479	115,353	94,429	107,195
4103	OVERTIME	1,441	208	200	250	250
4104	PERS RETIREMENT	73,887	76,169	77,097	66,816	67,841
4105	GROUP INSURANCE	35,382	40,273	36,416	40,058	44,063
4106	WORKERS COMPENSATION	8,919	12,897	12,642	13,338	13,824
4107	MEDICARE	4,425	4,569	4,037	3,096	3,212
4108	UNEMPLOYMENT INSURANCE	390	416	0	0	0
4116	INJURY LEAVE	356	194	164	0	0
4118	GROUP INSURANCE - RETIREES	0	3,022	4,113	5,040	5,349
4119	SOCIAL SECURITY	2,780	2,879	8,824	7,224	8,201
	<b>SALARIES AND BENEFITS</b>	<b>540,800</b>	<b>575,819</b>	<b>601,918</b>	<b>577,942</b>	<b>610,355</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	1,866	1,445	1,450	1,500	1,500
4212	COMMUNICATIONS	2,163	1,962	2,422	2,665	2,931
4213	UTILITIES	30,115	29,383	29,464	30,054	30,655
4217	EQUIPMENT MAINTENANCE CONTRAC	285	60	60	322	336
4220	OTHER CONTRACTUAL SERVICES	56,085	47,410	49,545	55,005	56,835
4230	OFFICE EXPENSE	0	0	0	0	0
4234	SPECIAL DEPARTMENTAL	110,760	118,857	118,839	121,216	123,640
4243	OPERATING SUPPLIES	10,288	9,421	13,000	13,000	13,000
4255	SMALL EQUIPMENT	3,174	4,377	8,151	3,120	3,120
4286	BROCHURE EXPENDITURES	1,000	0	0	0	0
4287	TRAVEL RELATED EXPENDITURES	51,261	56,224	54,439	57,705	62,322
	<b>SERVICES AND SUPPLIES</b>	<b>266,997</b>	<b>269,139</b>	<b>277,370</b>	<b>284,587</b>	<b>294,339</b>
4303	TRAVEL & MEETINGS	250	218	250	250	250
4304	EDUCATION & TRAINING	1,773	1,863	1,900	1,900	1,900
4434	MISCELLANEOUS OTHER CHARGES	8,744	3,879	4,188	4,200	4,200
	<b>OTHER CHARGES</b>	<b>10,767</b>	<b>5,960</b>	<b>6,338</b>	<b>6,350</b>	<b>6,350</b>
4208	TELEPHONE SERVICE CHARGES	4,678	3,629	3,629	5,223	5,327
4223	INFORMATION SERVICES CHARGES	55,049	56,150	57,273	74,163	77,635
4224	BLDG MAINTENANCE SVC CHARGES	189,045	194,716	199,584	259,152	264,283
4226	MAIL/MESSENGER SERVICE	3,633	3,389	3,306	5,643	5,643
4227	COPIER SERVICES	3,287	3,091	3,131	5,578	5,578
4233	POSTAGE	8,481	7,254	7,516	14,147	14,230
4301	GENERAL INSURANCE CHARGES	2,731	2,786	2,842	2,558	2,609
	<b>FIXED CHARGES</b>	<b>266,904</b>	<b>271,015</b>	<b>277,281</b>	<b>366,464</b>	<b>375,305</b>
4623	IF TO 01-130-130	0	1,500	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$1,085,468</b>	<b>\$1,123,433</b>	<b>\$1,162,907</b>	<b>\$1,235,343</b>	<b>\$1,286,349</b>

# **DALY CITY PENINSULA PARTNERSHIP COLLABORATIVE**

## ***PROGRAM DESCRIPTION***

The Daly City Peninsula Partnership Collaborative provides services for our community through many interconnected programs:

Our Second Home, a program for families with children prenatal through six years of age, provides Early Childhood and Parenting Education classes, English as a Second Language classes, health screenings and referrals, and mental health therapy to individuals, groups of families and child care providers. The Our Second Home Early Childhood Family Resource Center on the campus of John F. Kennedy Elementary School opened in early 2006 and includes a multilingual resource library and a half-day pre-kindergarten child care program.

The elementary school aged program provides high quality after school programs in all 15 of Daly City's public elementary schools for literacy tutoring, homework assistance, and enrichment classes; as well as a summer Kindergarten Readiness program for four year olds.

The Differential Response program provides preventative community based programs to families referred through the Child Protective Services (CPS) Hot Line for a variety of concerns and/or risks involving children in their homes. The Program Supervisor, five Community Workers, and two Mental Health Clinicians that staff this program have seen over 700 referrals since this programs inception in 2005.

ACCESS is a partnership program emanating from our Senior Services Division that is promoting multigenerational programming and is working hand in hand with all of the different partnership programs as well as providing multilingual information & service via trust-building to the underserved of our community.

## ***DALY CITY PENINSULA PARTNERSHIP COLLABORATIVE MISSION STATEMENT***

The Daly City Peninsula Partnership Collaborative has a collaborative membership of more than 60 member agencies. Together these agencies and institutions work on the mission of promoting and facilitating efforts to ensure that all members of the Daly City community have access to the health, education, and social services they need to be successful in both school and life.

## ***PROGRAM GOAL***

- For children to enter kindergarten happy, healthy, and ready to learn.
- For students to show academic success by sixth grade.
- For the students to experience early academic, cultural and creative self-confidence, that would reflect in gang prevention and lower middle and high school dropout rates.
- To continue and to expand serving the needs of families and caregivers of young children with education, health, mental health, and family support services.

## **PROGRAM GOAL (CONTINUED)**

- For families to achieve self sufficiency
- For Children to have a safe and nurturing home environment to grow and flourish
- To foster and develop community resources

## **SUPPORT FOR CITY-WIDE PRIORITIES**

### Transportation/Traffic

- Continue expansion of the community school model, where all needed educational and social services are delivered out of neighborhood schools, to more Daly City neighborhoods thereby reducing the need for families to travel to get these services.

### Community/Civic Support – Youth and Education

- Expand offerings so that families and students have sufficient and diverse after school enrichment classes from which to choose.
- Our Second Home will develop programs and support in the new building that will make program services available to a larger audience such as kindergarten teachers.
- Our Second Home provides English as a Second Language classes for families with young children in addition to professional development opportunities for early childhood educators.

### Community/Civic Support – Community Building

- Collaborate with other agencies to provide a streamlined pathway of service and information, consolidating community resources for funding, programs and outreach.
- Enrichment program teachers from the community have priority for positions in the programs.

### Community/Civic Support – Expand Community Partnerships

- Continue to gather more community collaborative partners.

## **PROGRAM OBJECTIVES**

1. Maintain the high quality Kindergarten Readiness program that addresses the needs of children who are not adequately prepared for Kindergarten.
2. Maintain high quality programs that will provide diverse and attractive after school classes in academic, health and creative experiences.
3. Maintain Our Second Home as a model in Daly City of integrated services for families, caregivers, teachers and children prenatal through five.

## **DALY CITY PENINSLA PARTNERSHIP COLABORATIVE**

---

### ***PROGRAM OBJECTIVES (CONTINUED)***

4. Increase the number of families and child care providers who avail themselves of early childhood health and mental health resources including referral, education, counseling, health screening & treatment.
5. To achieve a minimum 70% engagement rate with families that come in contact with the Daly City Differential Response Program.

### ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Increase the total number of children attending summer Kindergarten Readiness Classes	375	5%	5%	5%
Parents and caregivers practice the items learned in classes and programs	60%	65%	70%	70%



**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>PENINSULA PARTNERSHIP</b>	<b>21</b>
<b>Department:</b>	<b>PARKS &amp; RECREATION</b>	<b>131</b>
<b>Program:</b>	<b>PENINSULA PARTNERSHIP</b>	<b>171</b>

		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3601	RECEIPTS FROM OTHER AGENCIES	120,358	110,349	138,014	238,014	238,014
3648	MISCELLANEOUS FEDERAL GRANTS	0	0	0	0	0
3661	RECEIPTS FROM SAN MATEO COUNTY	698,242	883,585	558,845	527,670	552,089
	<b>FROM OTHER AGENCIES</b>	<b>818,600</b>	<b>993,934</b>	<b>696,859</b>	<b>765,684</b>	<b>790,103</b>
3840	PRIVATE CONTRIBUTIONS	11,146	8,336	63,000	25,000	27,500
3930	RECEIPTS FROM OTHER FUNDS	0	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>11,146</b>	<b>8,336</b>	<b>63,000</b>	<b>25,000</b>	<b>27,500</b>
3963	IF FM 01-031-031	69,614	69,614	69,614	69,614	69,614
	<b>OPERATING TRANSFERS IN</b>	<b>69,614</b>	<b>69,614</b>	<b>69,614</b>	<b>69,614</b>	<b>69,614</b>
	<b>TOTAL REVENUES</b>	<b>\$899,360</b>	<b>\$1,071,884</b>	<b>\$829,473</b>	<b>\$860,298</b>	<b>\$887,217</b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>PENINSULA PARTNERSHIP</b>	<b>21</b>
<b>Department:</b>	<b>PARKS &amp; RECREATION</b>	<b>131</b>
<b>Program:</b>	<b>PENINSULA PARTNERSHIP</b>	<b>171</b>

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	451,388	543,088	385,678	399,372	410,895
4102 HOURLY WAGES	137,407	122,744	95,002	95,002	95,002
4103 OVERTIME	0	0	0	100	100
4104 PERS RETIREMENT	87,587	76,972	77,078	77,614	79,226
4105 GROUP INSURANCE	42,975	44,729	55,763	58,123	60,719
4106 WORKERS COMPENSATION	20,375	54,112	39,475	41,647	43,167
4107 MEDICARE	8,826	10,075	6,602	5,685	5,852
4108 UNEMPLOYMENT INSURANCE	555	707	0	0	0
4110 TERMINATION PAY	1,585	8,511	235	0	0
4116 INJURY LEAVE	0	0	0	0	0
4119 SOCIAL SECURITY	8,781	15,804	7,268	7,268	7,268
<b>SALARIES AND BENEFITS</b>	<b>759,479</b>	<b>876,742</b>	<b>667,101</b>	<b>684,811</b>	<b>702,229</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	7,687	10,268	9,500	9,500	9,650
4212 COMMUNICATIONS	4,708	8,732	6,500	6,500	6,680
4213 UTILITIES	3,166	6,670	6,000	6,000	6,180
4219 PROFESSIONAL SERVICES	0	0	0	6,000	6,180
4220 OTHER CONTRACTUAL SERVICES	52,148	87,964	35,000	35,000	35,600
4230 OFFICE EXPENSE	10,918	23,560	10,000	10,000	10,210
4234 SPECIAL DEPARTMENTAL	20,833	8,003	5,855	5,918	6,006
4243 OPERATING SUPPLIES	0	6,711	1,000	1,030	1,061
<b>SERVICES AND SUPPLIES</b>	<b>99,460</b>	<b>151,908</b>	<b>73,855</b>	<b>79,948</b>	<b>81,567</b>
4302 MEMBERSHIPS & PUBLICATIONS	0	1,748	300	2,100	2,160
4303 TRAVEL & MEETINGS	0	0	2,000	2,100	2,160
4304 EDUCATION & TRAINING	3,736	8,974	2,500	2,900	2,972
<b>OTHER CHARGES</b>	<b>3,736</b>	<b>10,722</b>	<b>4,800</b>	<b>7,100</b>	<b>7,292</b>
4208 TELEPHONE SERVICE CHARGES	2,896	2,656	2,656	4,259	4,344
4223 INFORMATION SERVICES CHARGES	42,238	42,938	43,797	56,713	59,368
4224 BLDG MAINTENANCE SVC CHARGES	11,761	12,114	12,417	16,123	16,442
4233 POSTAGE	2,044	0	0	0	0
4301 GENERAL INSURANCE CHARGES	929	947	966	869	887
<b>FIXED CHARGES</b>	<b>59,868</b>	<b>58,655</b>	<b>59,836</b>	<b>77,964</b>	<b>81,041</b>
4557 REPROGRAPHIC EQUIPMENT	0	0	2,039	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>2,039</b>	<b>0</b>	<b>0</b>
4672 IF TO 55-035-458	10,200	3,068	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>10,200</b>	<b>3,068</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$932,743</u></b>	<b><u>\$1,101,095</u></b>	<b><u>\$807,631</u></b>	<b><u>\$849,823</u></b>	<b><u>\$872,129</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GRANTS 28**  
**Department: PARKS & RECREATION 131**  
**Program: A S E S - BAYSHORE ELEM SCH 178**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
3601 RECEIPTS FROM OTHER AGENCIES	0	91,514	199,969	0	0
3638 STATE OF CA - MISC GRANTS	0	262,500	262,500	0	0
<b>FROM OTHER AGENCIES</b>	<b>0</b>	<b>354,014</b>	<b>462,469</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$354,014</b>	<b>\$462,469</b>	<b>\$0</b>	<b>\$0</b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>GRANTS</b>	<b>28</b>
<b>Department:</b>	<b>PARKS &amp; RECREATION</b>	<b>131</b>
<b>Program:</b>	<b>A S E S - BAYSHORE ELEM SCH</b>	<b>178</b>

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	0	0	31,876	0	0
4102 HOURLY WAGES	0	72,320	195,000	0	0
4104 PERS RETIREMENT	0	267	16,004	0	0
4105 GROUP INSURANCE	0	0	4,006	0	0
4106 WORKERS COMPENSATION	0	276	15,669	0	0
4107 MEDICARE	0	51	2,913	0	0
4108 UNEMPLOYMENT INSURANCE	0	0	0	0	0
4119 SOCIAL SECURITY	0	5,399	10,537	0	0
<b>SALARIES AND BENEFITS</b>	<b>0</b>	<b>78,313</b>	<b>276,005</b>	<b>0</b>	<b>0</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	0	0	2,000	0	0
4212 COMMUNICATIONS	0	0	500	0	0
4220 OTHER CONTRACTUAL SERVICES	0	20,496	84,000	0	0
4230 OFFICE EXPENSE	0	277	21,500	0	0
4234 SPECIAL DEPARTMENTAL	0	3,637	240,367	0	0
4238 LIBRARY BOOKS & PERIODICALS	0	6,215	25,000	0	0
<b>SERVICES AND SUPPLIES</b>	<b>0</b>	<b>30,625</b>	<b>373,367</b>	<b>0</b>	<b>0</b>
4304 EDUCATION & TRAINING	0	0	6,000	0	0
<b>OTHER CHARGES</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>
4557 REPROGRAPHIC EQUIPMENT	0	0	2,039	0	0
4567 COMPUTER EQUIPMENT	0	0	5,000	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>7,039</b>	<b>0</b>	<b>0</b>
4672 IF TO 55-035-458	0	0	1,678	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>1,678</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$108,938</u></b>	<b><u>\$664,089</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GRANTS 28**  
**Department: PARKS & RECREATION 131**  
**Program: A S E S - JEFFERSON ELEM SCH 179**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3601 RECEIPTS FROM OTHER AGENCIES	0	91,514	199,969	0	0
<b>FROM OTHER AGENCIES</b>	0	91,514	199,969	0	0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$91,514</b>	<b>\$199,969</b>	<b>\$0</b>	<b>\$0</b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>GRANTS</b>	<b>28</b>
<b>Department:</b>	<b>PARKS &amp; RECREATION</b>	<b>131</b>
<b>Program:</b>	<b>A S E S - JEFFERSON ELEM SCH</b>	<b>179</b>

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4102	HOURLY WAGES	0	62,855	120,000	0	0
4104	PERS RETIREMENT	0	240	8,460	0	0
4105	GROUP INSURANCE	0	0	500	0	0
4106	WORKERS COMPENSATION	0	254	8,334	0	0
4107	MEDICARE	0	47	1,785	0	0
4108	UNEMPLOYMENT INSURANCE	0	0	0	0	0
4119	SOCIAL SECURITY	0	4,687	4,800	0	0
	<b>SALARIES AND BENEFITS</b>	<b>0</b>	<b>68,083</b>	<b>143,879</b>	<b>0</b>	<b>0</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	0	0	0	0	0
4212	COMMUNICATIONS	0	0	0	0	0
4220	OTHER CONTRACTUAL SERVICES	0	14,007	14,000	0	0
4230	OFFICE EXPENSE	0	277	1,500	0	0
4234	SPECIAL DEPARTMENTAL	0	3,281	2,000	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>0</b>	<b>17,565</b>	<b>17,500</b>	<b>0</b>	<b>0</b>
4304	EDUCATION & TRAINING	0	0	1,000	0	0
	<b>OTHER CHARGES</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4557	REPROGRAPHIC EQUIPMENT	0	0	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$85,648</u></b>	<b><u>\$162,379</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**Full-Time Salaried Position Listing**

**PARKS & RECREATION**

2006-07	2007-08	Classification	Range	2008-09	2009-10
<b>01-130-130</b>		<b>Administration</b>			
0.90	0.90	Director of Parks & Recreation	M428	0.90	0.90
0.50	0.50	Asst. Director of Parks & Recreation	M333	0.50	0.50
0.80	0.80	Secretary III	S038	0.80	0.80
0.50	0.50	Account Clerk II	Z029	0.50	0.50
1.80	1.80	Office Assistant II	Z022	1.80	1.80
<b>01-133-160</b>		<b>Park Maintenance</b>			
0.10	0.10	Director of Parks & Recreation	M428	0.10	0.10
1	1	Parks Services Supervisor	U077	1	1
3	3	Lead Groundskeeper/Gardener	X044	4	4
0.20	0.20	Secretary III	S038	0.20	0.20
2	2	Certified Tree Worker	X036	2	2
9	9	Groundskeeper/Gardener II	X030	8	8
0.30	0.30	Office Assistant II	Z022	0.30	0.30
<b>01-131-140</b>		<b>Recreation</b>			
0.50	0.50	Asst Director of Parks & Recreation	M333	0.50	0.50
2	2	Recreation Supervisor	X049	2	2
7	7	Recreation Program Coordinator	X032	5	5
3.47	3.47	Assistant Recreation Program Coordinator	X016	1.47	1.47
0.50	0.50	Account Clerk II	Z029	0.50	0.50
<b>01-131-163</b>		<b>Sports Leagues</b>			
0	0	Assistant Recreation Program Coordinator	X016	1.53	1.53
0	0	Office Assistant II	Z022	0.15	0.15
<b>01-131-164</b>		<b>Special Programs</b>			
1	1	Class Develop/Cultural Arts Coordinator	U039	1	1
0.90	0.90	Office Assistant II	Z022	0.60	0.60
1.53	1.53	Assistant Recreation Program Coordinator	X016	0	0
<b>01-131-165</b>		<b>Giammona Pool</b>			
0	0	Office Assistant II	Z022	0.10	0.10
<b>01-131-166</b>		<b>Jefferson Pool</b>			
0	0	Office Assistant II	Z022	0.05	0.05
<b>01-131-173</b>		<b>Bayshore Community Center</b>			
0	0	Recreation Program Coordinator	X032	1	1
0	0	Assistant Recreation Program Coordinator	X016	1	1
<b>01-131-174</b>		<b>War Memorial Community Center</b>			
0	0	Recreation Program Coordinator	X032	1	1
0	0	Assistant Recreation Program Coordinator	X016	1	1

**PARKS & RECREATION**

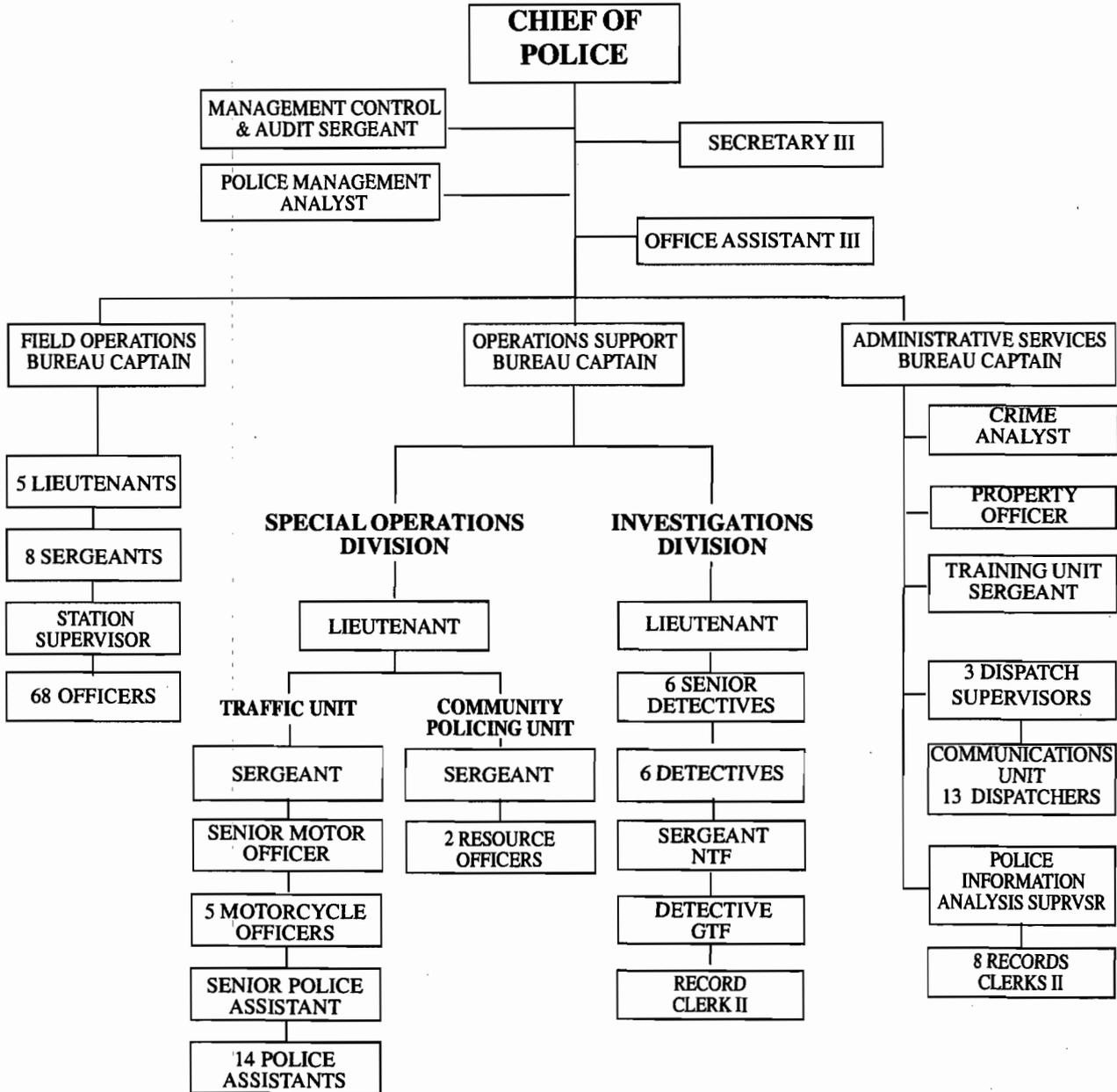
2006-07	2007-08		Classification	Range	2008-09	2009-10
<b>21-131-171</b>			<b>Peninsula Partnership</b>			
1	1		Peninsula Partnership Supervisor	K060	1	1
4	4		Senior Peninsula Partnership Coordinator	K029	3	3
<b>21-131-172</b>			<b>Family Resource Center</b>			
1	1		Early Childhood Program Supervisor	K065	1	1
1	1		Mental Health Counselor	K065	1	1
0	0		Community Health Worker	K031	1	1
1	1		Administrative Assistant	K018	1	1
<b>28-131-178</b>			<b>Bayshore School</b>			
0	0		Senior Peninsula Partnership Coordinator	K029	1	1
<b>15-132-460</b>			<b>Senior Adults</b>			
1	1		Neighborhood Services Manager	U076	1	1
1	1		Assistant Senior Center Supervisor	U037	1	1
1	1		Senior Center Program Assistant	U019	1	1
1	1		Senior Center Office Assistant	Z016	1	1
<b>15-132-463</b>			<b>Senior Lunch Program</b>			
1	1		Food Service Assistant II	U021	1	1
<u>50.00</u>	<u>50.00</u>				<u>51.00</u>	<u>51.00</u>





# City of Daly City POLICE DEPARTMENT

Fiscal Years 2008-2009 and 2009-2010



**CITY OF DALY CITY****Department Summary****2008-09/2009-10****POLICE DEPARTMENT**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>LICENSES AND PERMITS</b>	16,350	18,525	19,300	20,458	21,685
<b>FINES AND FORFEITURES</b>	2,527,978	2,106,320	1,851,992	2,129,107	2,154,851
<b>RENTS AND INTEREST</b>	8,170	12,014	8,936	5,400	5,400
<b>FROM OTHER AGENCIES</b>	778,295	865,566	1,042,770	300,122	219,391
<b>CHARGES AND FEES</b>	460,284	481,482	466,927	476,269	472,681
<b>MISCELLANEOUS REVENUES</b>	111,063	190,115	116,471	110,749	111,309
<b>OPERATING TRANSFERS IN</b>	0	2,712	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$3,902,140</u></b>	<b><u>\$3,676,734</u></b>	<b><u>\$3,506,396</u></b>	<b><u>\$3,042,105</u></b>	<b><u>\$2,985,317</u></b>

**CITY OF DALY CITY****Department Summary****2008-09/2009-10****POLICE DEPARTMENT**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>SALARIES AND BENEFITS</b>	18,353,614	19,915,741	21,439,989	22,478,303	22,609,145
<b>SERVICES AND SUPPLIES</b>	1,739,564	1,808,625	1,637,782	1,413,593	1,380,545
<b>OTHER CHARGES</b>	73,008	129,899	158,764	143,848	147,006
<b>FIXED CHARGES</b>	2,028,393	2,071,643	2,085,625	2,533,148	2,600,268
<b>CAPITAL OUTLAY</b>	183,259	144,569	532,192	66,111	13,700
<b>OPERATING TRANSFERS OUT</b>	189,621	75,626	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$22,567,459</u></b>	<b><u>\$24,146,103</u></b>	<b><u>\$25,854,352</u></b>	<b><u>\$26,635,003</u></b>	<b><u>\$26,750,664</u></b>

# **POLICE SERVICES**

---

## ***PROGRAM DESCRIPTION***

The Daly City Police Department provides local law enforcement and other community services to the public within the City of Daly City.

The Daly City Police Department is organized into the Office of the Chief of Police and three Bureaus: Administrative Services, Field Operations, and Operations Support. The Office of the Chief is responsible for leadership and accountability within the Department. The Administrative Services Bureau provides records, training, communications, and technical services within the Department as well as risk management services. The Field Operations Bureau performs patrol functions. The Operations Support Bureau provides traffic and investigative functions while providing other community and school-based services.

## ***DEPARTMENT MISSION STATEMENT***

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

## ***PROGRAM GOAL***

The Police Department works in partnership with the Daly City community to protect life and property, improve the quality of life, reduce crime and the fear of crime, and maintain a safe community.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Police Department will support the City-wide priority of maintaining adequate police/parking enforcement through:

- 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 through use of accurate, timely intelligence; rapid deployment; effective tactics; and relentless follow-up and assessment.
- Contribute to regional enforcement efforts in gang suppression (San Mateo County Gang Task Force) and narcotics interdiction (San Mateo County Narcotics Task Force).
- Lead San Mateo County-wide traffic safety efforts through use of grant funding from the California Office of Traffic Safety.

# CITY OF DALY CITY

## **GRANTS IN AID**

The Daly City Police Department continues to seek, acquire, and expend grant funding – primarily from Federal and State resources – in the Department’s pursuit of its mission. Such funding has been received from the California Office of Traffic Safety (monies passed through from the National Highway Traffic Safety Administration) to assist in traffic safety efforts for the City of Daly City as well as the County of San Mateo. Grant funding is presently being used to pay for staff who provide communications management, management analysis, and crime analysis.

## **PROGRAM OBJECTIVES**

- Reduce sick time usage by 5 percent between July 1, 2008 and June 30, 2009 and an additional 10 percent between July 1, 2009 and June 30, 2010 through the implementation of a Wellness Program.
- Reduce Part I Crimes by 10 percent between July 1, 2008 and June 30, 2009 and an additional 10 percent between July 1, 2009 and June 30, 2010 through increased staffing.
- Decrease injury collisions by 5 percent between July 1, 2008 and June 30, 2009 and an additional 5 percent between July 1, 2009 and June 30, 2010 through continued anti-DUI programming, occupant protection, pedestrian safety, and implementation of photo red light enforcement.

## **PERFORMANCE MEASURES**

Measure	Actual 2006-07	Estimate 2007-08	Projected 2008-09	Projected 2009-10
Restore 100 percent staffing	89%	88%	100%	100%
Meet 100 percent of training needs	100%	100%	100%	100%
Meet Federal, State, and Departmental training requirements	100%	100%	100%	100%
Meet mandatory firearms training requirements	100%	100%	100%	100%
Respond to all outside requests for evidence within three days	100%	100%	100%	100%
Respond to all requests for reports within two days	100%	100%	100%	100%
Reduce Part I Crimes by 10 percent a year*	2,657	2,428	2,186	1,967
Investigate 100 percent of sexual assaults, crimes against children, and narcotic complaints	100%	100%	100%	100%
Usage of Grants-in-Aid	\$1,183,000 Received	\$622,000 Received	\$535,000 Expected	\$545,000 Expected

\*Part I Crimes include homicide, rape, robbery, aggravated assault, burglary, larceny, and arson.

**CITY OF DALY CITY****Revenue Budget****2008-09/2009-10**
**Fund: GENERAL FUND**  
**Department: POLICE DEPARTMENT**  
**Program: POLICE SERVICES**
**01**  
**200**  
**200**

	2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3714 BURGLARY/ROBBERY ALARM PERMI LICENSES AND PERMITS	16,350	18,525	19,300	20,458	21,685
	16,350	18,525	19,300	20,458	21,685
3415 TRAFFIC FINES	404,780	374,767	278,251	429,067	454,811
3416 DRIVING UNDER INFLUENCE (DUI)	2,852	4,015	1,838	2,902	2,902
3420 CRIMINAL FINES	407,144	19,248	18,777	19,012	19,012
3430 PARKING FINES	1,713,203	1,708,290	1,553,126	1,678,126	1,678,126
<b>FINES AND FORFEITURES</b>	<b>2,527,979</b>	<b>2,106,320</b>	<b>1,851,992</b>	<b>2,129,107</b>	<b>2,154,851</b>
3601 RECEIPTS FROM OTHER AGENCIES	14,011	105,822	0	0	0
3618 POST REIMBURSEMENTS	38,410	24,738	32,309	31,819	31,819
3648 MISCELLANEOUS FEDERAL GRANTS FROM OTHER AGENCIES	1,281	4,418	3,300	3,850	3,850
	53,702	134,978	35,609	35,669	35,669
3711 POLICE PROTECTION SERVICES	160,692	108,213	111,834	110,023	110,023
3712 OTHER POLICE SERVICES	179,621	241,018	212,767	226,893	226,893
3719 FALSE ALARM FEES	13,150	28,650	20,700	20,833	20,833
3748 BOOKING FEE REIMBURSEMENT	8,072	10,226	8,191	8,830	8,830
3795 SALE OF DOCUMENTS	15,492	14,861	14,444	13,722	13,036
3796 REIMBURSEMENT FOR CURRENT SVC	0	1,524	23,421	23,421	23,421
3831 ABANDONED VEHICLE FEES	83,257	76,991	75,570	72,547	69,645
<b>CHARGES AND FEES</b>	<b>460,284</b>	<b>481,483</b>	<b>466,927</b>	<b>476,269</b>	<b>472,681</b>
3840 PRIVATE CONTRIBUTIONS	0	1,000	0	0	0
3852 WORKERS COMP - SELF INSURANCE	80,734	81,022	93,902	104,164	104,164
3860 MISCELLANEOUS REVENUE	17,651	107,036	22,569	6,585	7,145
3915 BAD DEBT RECOVERIES	918	175	0	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>99,303</b>	<b>189,233</b>	<b>116,471</b>	<b>110,749</b>	<b>111,309</b>
<b>TOTAL REVENUES</b>	<b><u>\$3,157,618</u></b>	<b><u>\$2,930,539</u></b>	<b><u>\$2,490,299</u></b>	<b><u>\$2,772,252</u></b>	<b><u>\$2,796,195</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: GENERAL FUND  
Department: POLICE DEPARTMENT  
Program: POLICE SERVICES****01  
200  
200**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	11,428,273	11,656,474	12,531,626	13,754,358	14,251,053
4102	HOURLY WAGES	204,444	401,273	442,285	410,403	410,403
4103	OVERTIME	500,185	846,414	1,152,382	1,200,000	600,000
4104	PERS RETIREMENT	2,637,109	2,643,191	2,816,581	2,852,723	2,870,896
4105	GROUP INSURANCE	734,470	921,764	1,094,854	1,204,340	1,324,773
4106	WORKERS COMPENSATION	430,569	731,953	710,373	692,802	718,089
4107	MEDICARE	127,998	133,355	140,094	138,663	143,867
4108	UNEMPLOYMENT INSURANCE	10,711	11,704	0	0	0
4110	TERMINATION PAY	192,646	342,711	184,460	0	0
4115	SPECIAL SERVICES	169,863	110,964	117,081	114,023	114,023
4116	INJURY LEAVE	129,258	152,556	220,531	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
4119	SOCIAL SECURITY	6,226	16,917	33,835	31,396	31,396
	<b>SALARIES AND BENEFITS</b>	<b>16,571,752</b>	<b>17,969,276</b>	<b>19,444,102</b>	<b>20,398,708</b>	<b>20,464,500</b>
4212	COMMUNICATIONS	23,909	20,933	27,299	24,047	24,047
4213	UTILITIES	0	0	0	0	0
4217	EQUIPMENT MAINTENANCE CONTRA	23,718	14,230	26,205	20,457	21,480
4219	PROFESSIONAL SERVICES	6,551	39,532	18,229	27,140	27,140
4220	OTHER CONTRACTUAL SERVICES	71,791	82,019	116,510	92,097	93,764
4230	OFFICE EXPENSE	58,252	49,233	42,556	36,173	30,747
4232	YOUTH SERVICES	5,000	5,000	5,000	5,000	5,000
4234	SPECIAL DEPARTMENTAL	94,482	145,379	182,094	190,000	200,000
4237	CLOTHING	91,255	112,077	110,000	116,738	122,438
4250	PHOTOGRAPHY	8,520	13,548	4,554	1,503	496
4255	SMALL EQUIPMENT	1,035	19,434	612	0	0
4257	ANIMAL CONTROL	402,889	437,973	422,982	369,167	369,167
4325	PARKING TICKET PROCESSING	150,140	158,478	168,111	176,516	185,342
4326	CRIME LAB FEES	97,434	117,730	103,802	106,322	106,322
4443	COUNTY BOOKING FEES	105,822	105,449	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>1,140,798</b>	<b>1,321,015</b>	<b>1,227,954</b>	<b>1,165,160</b>	<b>1,185,943</b>
4302	MEMBERSHIPS & PUBLICATIONS	2,501	6,256	7,813	4,390	4,548
4303	TRAVEL & MEETINGS	1,611	5,692	9,790	3,600	3,600
4304	EDUCATION & TRAINING	56,783	89,713	129,939	123,858	123,858
4433	BAD DEBTS	1,332	1,677	175	0	0
	<b>OTHER CHARGES</b>	<b>62,227</b>	<b>103,338</b>	<b>147,717</b>	<b>131,848</b>	<b>132,006</b>
4208	TELEPHONE SERVICE CHARGES	21,479	14,628	14,628	16,906	17,244
4216	VEHICLE SERVICE CHARGES	1,117,098	1,153,305	1,148,209	1,372,413	1,399,861
4223	INFORMATION SERVICES CHARGES	415,116	423,418	431,886	624,706	653,950
4224	BLDG MAINTENANCE SVC CHARGES	288,294	296,943	304,366	345,237	352,072
4226	MAIL/MESSENGER SERVICE	4,844	4,518	4,408	5,543	5,543
4227	COPIER SERVICES	19,707	17,884	18,113	21,674	21,674
4233	POSTAGE	13,349	11,417	11,831	13,702	13,976
4301	GENERAL INSURANCE CHARGES	95,575	97,487	99,437	75,139	76,642
	<b>FIXED CHARGES</b>	<b>1,975,462</b>	<b>2,019,600</b>	<b>2,032,878</b>	<b>2,475,320</b>	<b>2,540,962</b>
4556	POLICE EQUIPMENT	3,289	8,250	6,600	7,700	7,700
4580	FURNITURE	8,559	661	2,000	2,000	2,000
	<b>CAPITAL OUTLAY</b>	<b>11,848</b>	<b>8,911</b>	<b>8,600</b>	<b>9,700</b>	<b>9,700</b>
4667	IF TO 51-033-453	0	608	0	0	0
4672	IF TO 55-035-458	71,881	2,067	0	0	0
4695	IF TO 31-200	0	18,622	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>71,881</b>	<b>21,297</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$19,833,968</b>	<b>\$21,443,437</b>	<b>\$22,861,251</b>	<b>\$24,180,736</b>	<b>\$24,333,111</b>

**CITY OF DALY CITY****Revenue Budget  
2008-09/2009-10****Fund: GENERAL FUND 01  
Department: POLICE DEPARTMENT 201  
Program: PUBLIC SAFETY COMMUNICATIONS 201**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3852 WORKERS COMP - SELF INSURANCE	11,760	0	0	0	0
3860 MISCELLANEOUS REVENUE	0	882	0	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>11,760</b>	<b>882</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b><u>\$11,760</u></b>	<b><u>\$882</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>201</b>
<b>Program:</b>	<b>PUBLIC SAFETY COMMUNICATIONS</b>	<b>201</b>

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101 SALARIES	1,024,062	1,039,982	1,127,908	1,260,340	1,320,628
4102 HOURLY WAGES	11,397	20,318	35,852	20,895	20,895
4103 OVERTIME	102,216	114,469	140,546	130,000	135,000
4104 PERS RETIREMENT	213,137	208,653	225,208	246,993	253,330
4105 GROUP INSURANCE	172,638	174,044	171,359	188,495	207,345
4106 WORKERS COMPENSATION	3,507	6,783	6,988	6,815	7,064
4107 MEDICARE	12,475	12,332	13,330	13,623	14,326
4108 UNEMPLOYMENT INSURANCE	957	1,015	0	0	0
4110 TERMINATION PAY	1,060	0	0	0	0
4115 SPECIAL SERVICES	1,727	0	0	0	0
4116 INJURY LEAVE	18,610	467	0	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	0	0	0	1,598	1,598
<b>SALARIES AND BENEFITS</b>	<b>1,561,786</b>	<b>1,578,063</b>	<b>1,721,191</b>	<b>1,868,759</b>	<b>1,960,186</b>
4212 COMMUNICATIONS	173,763	177,497	167,253	172,838	172,838
4217 EQUIPMENT MAINTENANCE CONTRA	285	6,091	6,396	6,716	7,051
4220 OTHER CONTRACTUAL SERVICES	168,293	0	0	0	0
4230 OFFICE EXPENSE	6,250	6,292	4,826	5,789	5,789
<b>SERVICES AND SUPPLIES</b>	<b>348,591</b>	<b>189,880</b>	<b>178,475</b>	<b>185,343</b>	<b>185,678</b>
4302 MEMBERSHIPS & PUBLICATIONS	50	170	0	0	0
4304 EDUCATION & TRAINING	6,544	23,430	8,558	12,000	15,000
<b>OTHER CHARGES</b>	<b>6,594</b>	<b>23,600</b>	<b>8,558</b>	<b>12,000</b>	<b>15,000</b>
4208 TELEPHONE SERVICE CHARGES	23,362	21,693	21,693	21,009	21,429
4223 INFORMATION SERVICES CHARGES	8,065	8,226	8,391	12,137	12,705
4224 BLDG MAINTENANCE SVC CHARGES	18,904	19,471	19,958	22,638	23,086
4301 GENERAL INSURANCE CHARGES	2,600	2,652	2,705	2,044	2,085
<b>FIXED CHARGES</b>	<b>52,931</b>	<b>52,042</b>	<b>52,747</b>	<b>57,828</b>	<b>59,305</b>
4580 FURNITURE	2,586	0	4,000	4,000	4,000
<b>CAPITAL OUTLAY</b>	<b>2,586</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,972,488</u></b>	<b><u>\$1,843,585</u></b>	<b><u>\$1,964,971</u></b>	<b><u>\$2,127,930</u></b>	<b><u>\$2,224,169</u></b>

**CITY OF DALY CITY****Revenue Budget  
2008-09/2009-10****Fund: GENERAL FUND 01  
Department: POLICE DEPARTMENT 200  
Program: CITIZENS OPT PUB SAFETY-SLESF 202**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510 INVESTMENT EARNINGS	7,701	11,861	8,936	5,400	5,400
<b>RENTS AND INTEREST</b>	7,701	11,861	8,936	5,400	5,400
3601 RECEIPTS FROM OTHER AGENCIES	151,014	204,018	204,136	183,722	183,722
<b>FROM OTHER AGENCIES</b>	151,014	204,018	204,136	183,722	183,722
<b>TOTAL REVENUES</b>	<b><u>\$158,715</u></b>	<b><u>\$215,879</u></b>	<b><u>\$213,072</u></b>	<b><u>\$189,122</u></b>	<b><u>\$189,122</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

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

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	0	26,844	114,622	150,197	153,172
4104	PERS RETIREMENT	0	5,121	15,707	15,615	15,855
4105	GROUP INSURANCE	0	2,344	7,077	8,277	9,477
4106	WORKERS COMPENSATION	0	157	457	445	461
4107	MEDICARE	0	389	1,154	1,151	1,194
4108	UNEMPLOYMENT INSURANCE	0	26	0	0	0
	<b>SALARIES AND BENEFITS</b>	0	34,881	139,017	175,685	180,159
4217	EQUIPMENT MAINTENANCE CONTRA	0	2,318	833	0	0
4219	PROFESSIONAL SERVICES	0	39,000	82,025	13,400	8,924
	<b>SERVICES AND SUPPLIES</b>	0	41,318	82,858	13,400	8,924
4304	EDUCATION & TRAINING	0	0	2,489	0	0
	<b>OTHER CHARGES</b>	0	0	2,489	0	0
4551	COMMUNICATIONS EQUIPMENT	62,382	22,993	0	0	0
4556	POLICE EQUIPMENT	11,996	24,967	77,921	52,411	0
4567	COMPUTER EQUIPMENT	0	5,846	3,618	0	0
	<b>CAPITAL OUTLAY</b>	74,378	53,806	81,539	52,411	0
4667	IF TO 51-033-453	0	47,988	0	0	0
4672	IF TO 55-035-458	117,740	6,341	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	117,740	54,329	0	0	0
	<b>TOTAL EXPENDITURES</b>	<b>\$192,118</b>	<b>\$184,334</b>	<b>\$305,903</b>	<b>\$241,496</b>	<b>\$189,083</b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GRANTS 28**  
**Department: POLICE DEPARTMENT 200**  
**Program: COMPREHENSIVE TRAFFIC SAFETY 215**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3648 MISCELLANEOUS FEDERAL GRANTS	452,526	526,570	803,025	80,731	0
<b>FROM OTHER AGENCIES</b>	452,526	526,570	803,025	80,731	0
<b>TOTAL REVENUES</b>	<b><u>\$452,526</u></b>	<b><u>\$526,570</u></b>	<b><u>\$803,025</u></b>	<b><u>\$80,731</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>GRANTS</b>	<b>28</b>
<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>200</b>
<b>Program:</b>	<b>COMPREHENSIVE TRAFFIC SAFETY</b>	<b>215</b>

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	40,362	147,653	61,175	6,600	0
4102 HOURLY WAGES	4,419	26,002	15,255	6,600	0
4103 OVERTIME	116,328	124,197	46,876	17,841	0
4104 PERS RETIREMENT	4,441	18,727	8,679	0	0
4105 GROUP INSURANCE	1,365	9,431	585	644	708
4106 WORKERS COMPENSATION	0	6,198	2,427	3,467	3,593
4107 MEDICARE	392	1,314	683	0	0
<b>SALARIES AND BENEFITS</b>	<b>167,307</b>	<b>333,522</b>	<b>135,680</b>	<b>35,152</b>	<b>4,301</b>
4219 PROFESSIONAL SERVICES	4,434	0	0	0	0
4220 OTHER CONTRACTUAL SERVICES	212,575	230,506	141,772	48,666	0
4234 SPECIAL DEPARTMENTAL	12,923	25,305	6,723	1,024	0
4237 CLOTHING	0	0	0	0	0
4255 SMALL EQUIPMENT	3,978	601	0	0	0
<b>SERVICES AND SUPPLIES</b>	<b>233,910</b>	<b>256,412</b>	<b>148,495</b>	<b>49,690</b>	<b>0</b>
4303 TRAVEL & MEETINGS	3,000	2,961	0	0	0
4304 EDUCATION & TRAINING	1,187	0	0	0	0
<b>OTHER CHARGES</b>	<b>4,187</b>	<b>2,961</b>	<b>0</b>	<b>0</b>	<b>0</b>
4556 POLICE EQUIPMENT	20,775	49,854	327,596	0	0
4558 VEHICULAR EQUIPMENT	26,482	15,918	110,457	0	0
<b>CAPITAL OUTLAY</b>	<b>47,257</b>	<b>65,772</b>	<b>438,053</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$452,661</u></b>	<b><u>\$658,667</u></b>	<b><u>\$722,228</u></b>	<b><u>\$84,842</u></b>	<b><u>\$4,301</u></b>

**Full-Time Salaried Position Listing**

**POLICE**

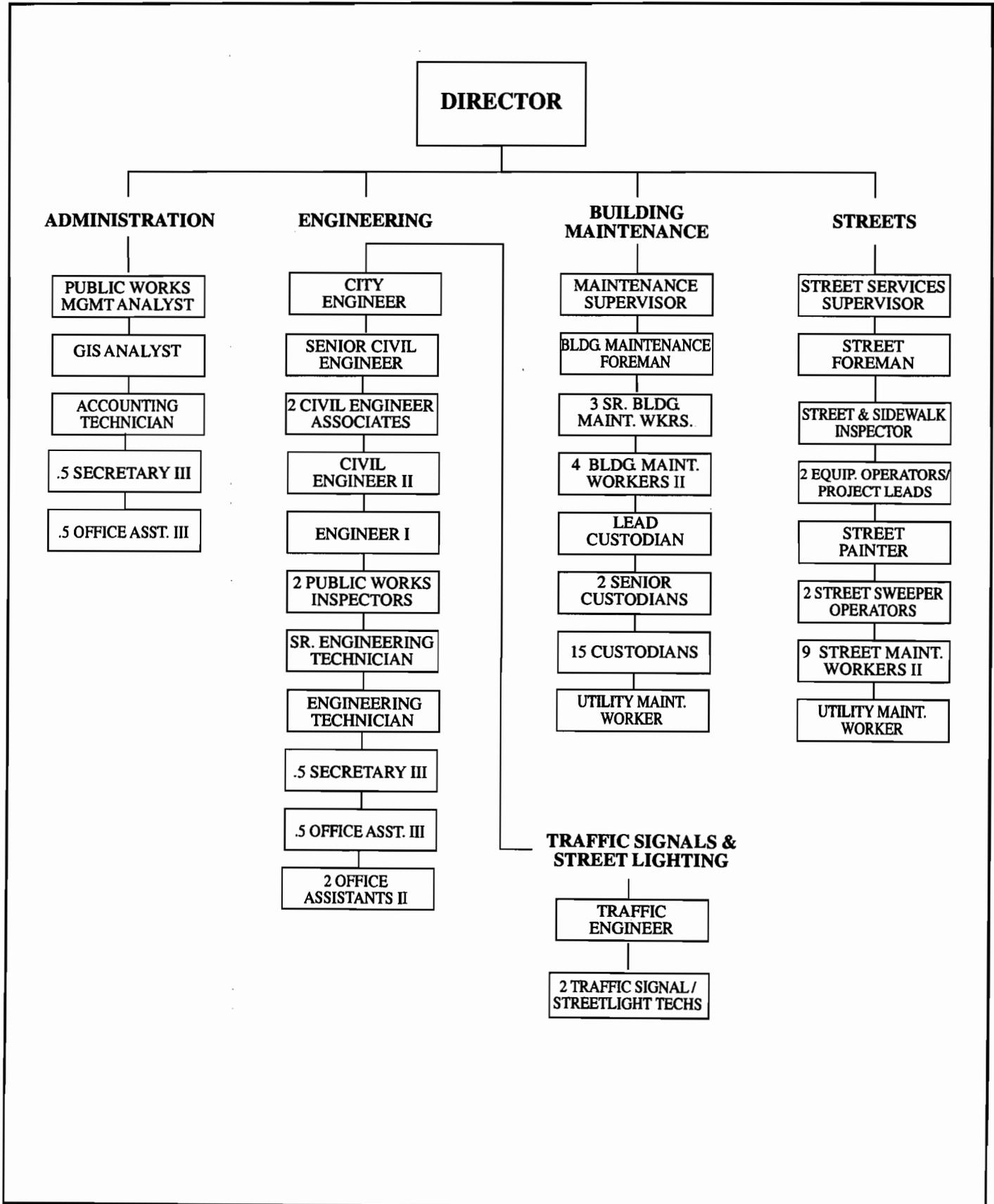
2006-07	2007-08		Classification	Range	2008-09	2009-10
<b>01-200-200</b>			<b>Police Services</b>			
1	1		Police Chief	M442	1	1
1	3		Police Captain	B245	3	3
6	7		Police Lieutenant	B240	7	7
14	13		Police Sergeant	B235	13	13
90	90		Police Officer	A230	91	91
1	1		Police Management Analyst	U084	1	1
1	1		Information & Analysis Supervisor	U060	1	1
1	1		Secretary III	S038	1	1
1	1		Office Assistant III	Z026	1	1
9	9		Police Records Clerk II	Z022	9	9
1	1		Senior Police Assistant	D027	1	1
12	12		Police Assistant	D020	14	14
<b>01-200-202</b>			<b>Citizens Option For Public Safety/SLESF</b>			
0	1		Crime Analyst	U044	1	1
0	0		Dispatch Supervisor	U054	0.10	0.10
<b>01-201-201</b>			<b>Public Safety Communications</b>			
2	2		Dispatch Supervisor	U054	2.90	2.90
14	14		Public Safety Dispatcher	D033	13	13
154	157				160	160



# City of Daly City

## DEPARTMENT OF PUBLIC WORKS

Fiscal Years 2008-2009 and 2009-2010



**CITY OF DALY CITY****Department Summary****2008-09/2009-10****PUBLIC WORKS**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>LICENSES AND PERMITS</b>	8,899	11,155	6,500	6,500	6,500
<b>RENTS AND INTEREST</b>	0	4,958	8,000	154	3,903
<b>FROM OTHER AGENCIES</b>	277,205	283,751	291,918	337,800	292,500
<b>CHARGES AND FEES</b>	5,110,239	4,746,104	4,604,209	5,187,746	5,261,277
<b>MISCELLANEOUS REVENUES</b>	104,469	115,272	168,577	65,072	66,185
<b>OPERATING TRANSFERS IN</b>	2,010,464	2,039,923	2,143,677	2,048,577	2,048,577
<b>TOTAL REVENUES</b>	<b><u>\$7,511,276</u></b>	<b><u>\$7,201,163</u></b>	<b><u>\$7,222,881</u></b>	<b><u>\$7,645,849</u></b>	<b><u>\$7,678,942</u></b>

**CITY OF DALY CITY****Department Summary****2008-09/2009-10****PUBLIC WORKS**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>SALARIES AND BENEFITS</b>	6,903,917	6,590,707	6,805,102	7,255,850	7,491,606
<b>SERVICES AND SUPPLIES</b>	1,169,049	1,287,633	1,331,657	1,403,560	1,415,584
<b>OTHER CHARGES</b>	32,573	26,944	29,951	35,436	33,164
<b>FIXED CHARGES</b>	828,270	814,880	829,354	989,770	1,014,568
<b>CAPITAL OUTLAY</b>	-8,472	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	145,041	144,831	146,775	305,510	311,152
<b>TOTAL EXPENDITURES</b>	<b><u>\$9,070,378</u></b>	<b><u>\$8,864,995</u></b>	<b><u>\$9,142,839</u></b>	<b><u>\$9,990,126</u></b>	<b><u>\$10,266,074</u></b>

# **PUBLIC WORKS ADMINISTRATION**

---

## ***PROGRAM DESCRIPTION***

The Administration Division of the Department of Public Works is responsible for the supervision and management of the Department's personnel, policy direction, resources, and financial accountability. The division also assists in meeting the requirements of federal, state and local regulations, and provides direction and support to Departmental staff.

Additionally, the Administration Division manages the Geographic Information System (GIS) and provides administrative and clerical support that assists the Engineering, Maintenance and Streets Divisions in their daily operations.

## ***PROGRAM GOAL***

The goal of the Public Works Administration Division is to provide leadership and support to implement and fulfill the City-Wide Goals and Objectives. The Division aims to set high expectations and create a culture of ownership and responsibility, resulting in improved planning, management and delivery of cost effective, high quality projects that will enhance the quality of life of our community.

## ***SUPPORT FOR CITY-WIDE PRIORTIES***

Public Works Administration will support City-Wide long-term goals through the following:

### **Economic Development/Revenue Enhancement –**

- Continue efforts to leverage Capital Improvements through the interaction with outside agencies to aggressively compete for grant funding, and develop projects.

### **Infrastructure -**

- Manage and execute authorized current Capital Improvement projects in the City's Fund 17 Gas Tax, Fund 31 General Fund and Fund 33 Major Projects.

### **Community/Civic Support -**

- Provide Support to enhance communication with residents on major street improvements

### **Government Operations -**

- Review the achievement of City-wide goals and objectives by each of the Public Works divisions.
- Establish and support training programs for Department personnel.
- Reduce recorded industrial injuries by conducting division safety meetings and participating in the City Safety Committee Inspection Team meetings.

## CITY OF DALY CITY

### **PROGRAM OBJECTIVES**

- Manage the overall Capital Improvement projects, provide accurate “real time” information regarding budgets and schedules, and ensure that the projects are on target and within authorized allocations.
- Review the achievement of city-wide goals and objectives of each of the Public Works Divisions on a quarterly basis.
- Establish and support training programs so that the opportunities for professional development are available to Department staff.
- Participate in the City Safety Committee and Safety Committee Inspection Team meetings to reduce industrial injuries by conducting monthly division safety meetings.
- Continue to promote and support one departmental Safety Day per calendar year.

### **PERFORMANCE MEASURES**

<b>Performance Measure</b>	<b>Actual 2006-07</b>	<b>Current 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Ensure that Capital Improvement projects are delivered within 30 calendar days of adopted project schedule 90% of the time.	N/A	90%	90%	90%
Provide at least two training opportunities for professional development of Administration staff each Fiscal Year.	N/A	85%	95%	100%
Participate in City Safety Program meetings 90% of the time.	100%	100%	100%	100%
Process Capital Improvement Project Payment Invoices within 7 working days upon receipt of approval by Project Manager 90% of the time.	100%	100%	100%	100%
Input Capital Improvement Infrastructure changes into City’s GIS data base within 30 calendar days upon notification by Project Manager 90% of the time.	N/A	90%	95%	100%
Conduct a minimum of at least 10 joint Administration/Engineering Division Safety Meetings each fiscal year.	100%	100%	100%	100%
Ensure that Merit Employee Performance Appraisals are presented within 2 weeks of due date 95% of the time.	N/A	90%	95%	95%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01  
Department: PUBLIC WORKS 310  
Program: PUBLIC WORKS ADMIN 310**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3828 SERVICE BILLINGS	394,456	111,964	109,656	52,800	49,000
<b>CHARGES AND FEES</b>	394,456	111,964	109,656	52,800	49,000
<b>TOTAL REVENUES</b>	<b><u>\$394,456</u></b>	<b><u>\$111,964</u></b>	<b><u>\$109,656</u></b>	<b><u>\$52,800</u></b>	<b><u>\$49,000</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: PUBLIC WORKS 310**  
**Program: PUBLIC WORKS ADMIN 310**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	764,367	605,419	353,095	479,652	480,596
4102 HOURLY WAGES	44,685	42,227	44,784	44,044	44,304
4104 PERS RETIREMENT	163,188	126,551	74,706	93,892	92,069
4105 GROUP INSURANCE	57,305	49,395	57,132	62,845	69,130
4106 WORKERS COMPENSATION	15,774	15,026	8,127	7,926	8,215
4107 MEDICARE	11,471	9,367	6,096	6,919	6,933
4108 UNEMPLOYMENT INSURANCE	758	620	0	0	0
4110 TERMINATION PAY	0	24,313	50,505	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	0	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>1,057,548</b>	<b>872,918</b>	<b>594,445</b>	<b>695,278</b>	<b>701,247</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	3,000	1,375	0	1,500	1,530
4212 COMMUNICATIONS	4,216	2,345	1,542	500	510
4217 EQUIPMENT MAINTENANCE CONTRA	120	0	120	120	125
4230 OFFICE EXPENSE	3,405	3,906	1,218	4,000	4,080
<b>SERVICES AND SUPPLIES</b>	<b>10,741</b>	<b>7,626</b>	<b>2,880</b>	<b>6,120</b>	<b>6,245</b>
4302 MEMBERSHIPS & PUBLICATIONS	593	164	139	1,000	1,020
4303 TRAVEL & MEETINGS	1,247	294	148	1,000	1,020
4304 EDUCATION & TRAINING	899	1,215	2,626	2,000	2,040
<b>OTHER CHARGES</b>	<b>2,739</b>	<b>1,673</b>	<b>2,913</b>	<b>4,000</b>	<b>4,080</b>
4208 TELEPHONE SERVICE CHARGES	1,393	960	960	2,180	2,224
4216 VEHICLE SERVICE CHARGES	22,355	12,040	12,281	9,365	9,552
4223 INFORMATION SERVICES CHARGES	27,422	27,970	28,529	41,266	43,198
4224 BLDG MAINTENANCE SVC CHARGES	30,720	31,642	32,433	36,788	37,516
4226 MAIL/MESSENGER SERVICE	2,422	2,259	2,204	2,772	2,772
4227 COPIER SERVICES	1,270	473	446	5,183	5,183
4233 POSTAGE	453	387	401	199	203
4301 GENERAL INSURANCE CHARGES	470	479	489	370	377
<b>FIXED CHARGES</b>	<b>86,505</b>	<b>76,210</b>	<b>77,743</b>	<b>98,123</b>	<b>101,025</b>
4580 FURNITURE	0	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,157,533</u></b>	<b><u>\$958,427</u></b>	<b><u>\$677,981</u></b>	<b><u>\$803,521</u></b>	<b><u>\$812,597</u></b>

# **ENGINEERING DIVISION**

---

## ***PROGRAM DESCRIPTION***

The Engineering Division recommends and facilitates planning, implementation, control and coordination of the City's policies related to public infrastructure improvements, street right-of-way management, traffic signal and streetlight maintenance and various mandated services. The division implements the City's Capital Improvement Program by scoping projects, preparing design and construction bid documents and administering construction contracts. The division also reviews plans and construction of public infrastructure improvements to assure compliance with the City Standards. Additionally, the division provides traffic engineering, mapping and Public Works Permit services, seeks out grant funds and updates the City's design and construction standards. The division manages and maintains the City's streetlights and traffic signals.

## ***PROGRAM GOAL***

The goal of the Public Works Engineering Division is to provide responsive, timely, cost-effective and accurate customer service oriented engineering services in compliance with its adopted policies and programs and as mandated by regulatory and grant funding agencies, meeting user's needs and improving quality of life, aesthetics and physical aspects of the community.

## ***SUPPORT FOR CITY-WIDE PRIORTIES***

The Public Works Engineering Division will support the City-wide priorities through the following:

### **Infrastructure -**

- Complete the design and construction of projects as per the approved work scope and budget. Ensure contractors and others comply with City policies by providing effective inspection and documentation.
- Obtain federal, state and local grant funds to improve drainage, streets and traffic signals.
- Provide timely comments during the design review process.
- Ensure Mussel Rock Landfill Site remains in compliance with existing regulations.
- Oversee construction and provide project management support for Reservoir 2B Reconstruction.

### **Government Operations -**

- Fulfill State and Federal mandates effectively as possible.

### **Community/Civic Support -**

- Expand outreach activities within neighborhoods to communicate potential impacts from construction activities.

### **Public Safety -**

- Respond to streetlight and traffic signal malfunctions.

## CITY OF DALY CITY

### **PROGRAM OBJECTIVES**

- Incorporate engineered constructability review into all Capital Projects as part of bid authorization process.
- Implement internal staff mentoring program to provide enhanced public services.
- Conduct thorough construction and development inspection by using the inspection checklists and daily/weekly inspection reports.
- Continue active participation in the City Safety Committee and Safety Committee Inspection Team meetings and division safety meetings.

### **PERFORMANCE MEASURES**

Measure	Actual 2006-07	Current 2007-08	Projected 2008-09	Projected 2009-10
Process approved invoices for payment within 30 days of receipt 90% of the time.	95% (495/523)	91% (121/132)	95%	95%
Perform monthly inspections of Mussel Rock and submit quarterly, semi-annual and annual reports.	100% (14/14)	100% (7/7)	100%	100%
Inspect streetlights along major City streets once per month and residential streetlights semi-annually. Make necessary repairs within one week for 90% of occurrences.	100%	100%	100%	100%
Repair parallel circuit streetlight outages within three working days for 90% of occurrences.	100%	100%	100%	100%
Repair Parallel circuit streetlight outages within three working days for 90% of occurrences reported.	100%	100%	100%	100%
Repair series circuit streetlight malfunctions within two hours during business hours and next business day if reported during non-business hours for 90% of occurrences.	100%	100%	100%	100%
Manage CIP Project Development to ensure bid authorizations are approved by city Council within 30 days of original project schedule 90% of the time.	N/A	N/A	90%	95%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: ENGINEERING**

**01  
312  
311**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3723 ENGINEERING FEES	241,870	307,376	217,056	209,000	238,000
3795 SALE OF DOCUMENTS	7,538	3,844	1,250	1,550	1,550
3796 REIMBURSEMENT FOR CURRENT SVC	225	29,965	1,000	1,000	1,000
3828 SERVICE BILLINGS	1,024,873	629,157	544,620	475,200	441,000
<b>CHARGES AND FEES</b>	<b>1,274,506</b>	<b>970,342</b>	<b>763,926</b>	<b>686,750</b>	<b>681,550</b>
3852 WORKERS COMP - SELF INSURANCE	8,760	0	0	0	0
3915 BAD DEBT RECOVERIES	0	0	160	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>8,760</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b><u>\$1,283,266</u></b>	<b><u>\$970,342</u></b>	<b><u>\$764,086</u></b>	<b><u>\$686,750</u></b>	<b><u>\$681,550</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: ENGINEERING**

**01  
312  
311**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	1,386,009	1,199,893	1,135,604	1,250,465	1,296,668
4102	HOURLY WAGES	12,130	0	0	0	0
4103	OVERTIME	5,898	3,308	3,945	4,000	4,080
4104	PERS RETIREMENT	287,233	236,400	223,051	242,365	246,088
4105	GROUP INSURANCE	113,830	107,350	113,717	125,089	137,598
4106	WORKERS COMPENSATION	28,219	27,815	25,244	24,620	25,519
4107	MEDICARE	20,387	17,379	17,700	17,861	18,531
4108	UNEMPLOYMENT INSURANCE	1,316	1,148	0	0	0
4110	TERMINATION PAY	4,234	23,042	174,954	0	0
4116	INJURY LEAVE	18,058	1,726	54	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
4119	SOCIAL SECURITY	0	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>1,877,314</b>	<b>1,618,061</b>	<b>1,694,269</b>	<b>1,664,400</b>	<b>1,728,484</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	0	0	0	0	0
4212	COMMUNICATIONS	8,663	6,714	6,000	6,120	6,242
4213	UTILITIES	4,401	643	0	0	0
4217	EQUIPMENT MAINTENANCE CONTRA	0	0	0	0	0
4220	OTHER CONTRACTUAL SERVICES	0	0	0	3,500	3,570
4230	OFFICE EXPENSE	16,018	13,777	15,000	15,300	15,606
4234	SPECIAL DEPARTMENTAL	12,444	6,082	15,000	18,500	18,870
4237	CLOTHING	852	176	1,000	1,020	1,040
	<b>SERVICES AND SUPPLIES</b>	<b>42,378</b>	<b>27,392</b>	<b>37,000</b>	<b>44,440</b>	<b>45,328</b>
4302	MEMBERSHIPS & PUBLICATIONS	1,255	834	530	2,175	2,218
4303	TRAVEL & MEETINGS	1,472	2,823	400	1,500	1,530
4304	EDUCATION & TRAINING	4,625	1,476	815	6,800	6,936
4433	BAD DEBTS	30	160	0	0	0
	<b>OTHER CHARGES</b>	<b>7,382</b>	<b>5,293</b>	<b>1,745</b>	<b>10,475</b>	<b>10,684</b>
4208	TELEPHONE SERVICE CHARGES	5,253	4,088	4,088	4,702	4,796
4216	VEHICLE SERVICE CHARGES	44,209	47,605	48,557	58,055	59,216
4223	INFORMATION SERVICES CHARGES	25,953	26,472	27,001	39,056	40,885
4224	BLDG MAINTENANCE SVC CHARGES	56,713	58,414	59,875	67,915	69,260
4226	MAIL/MESSENGER SERVICE	2,422	2,259	2,204	2,772	2,772
4227	COPIER SERVICES	6,286	6,409	6,491	5,868	5,868
4233	POSTAGE	5,663	4,843	5,019	4,856	4,953
4301	GENERAL INSURANCE CHARGES	22,411	22,859	23,316	17,619	17,971
	<b>FIXED CHARGES</b>	<b>168,910</b>	<b>172,949</b>	<b>176,551</b>	<b>200,843</b>	<b>205,721</b>
4551	COMMUNICATIONS EQUIPMENT	556	0	0	0	0
4580	FURNITURE	0	0	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>556</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$2,096,540</u></b>	<b><u>\$1,823,695</u></b>	<b><u>\$1,909,565</u></b>	<b><u>\$1,920,158</u></b>	<b><u>\$1,990,217</u></b>

# **STREETS DIVISION**

---

## ***PROGRAM DESCRIPTION***

The Streets Division provides maintenance of all public right-of-ways, vacant City properties, and the City storm water drainage system. Their responsibility include asphalt and concrete street repair, repainting street legends, lane lines, curbs and parking zones, hand cleaning and mechanical sweeping of streets on a weekly basis, installation and maintenance of all street signs, installation and repair of guardrails, abatement of weed and rubbish violations, administration of the Sidewalk Repair program, cleaning and growth removal from City owned property and providing safety, technical and cross training to Division personnel.

## ***PROGRAM GOAL***

The goal of the Public Works Streets Division is to assure the residents of Daly City that the streets, sidewalks, street signs, pavement markings, and storm system are adequately maintained. The Division also aims to enhance the City's image by removing unsightly weeds, rubbish, litter, and debris from the City's right-of-way.

## ***SUPPORT FOR CITY-WIDE PRIORTIES***

The Public Works Streets Division will support City-wide priorities through the following:

### **Public Safety -**

- 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 on city streets.

### **Infrastructure -**

- Maintain the stormdrain system, traffic signs, pavement markings and roadway systems.

### **Government Operations -**

- Sweep City streets to comply with NPDES regulations
- Provide at least one staff training opportunity for every employee.
- Participate in the City Safety Committee and Safety Committee Inspection Team meetings.
- Promptly respond to Weed & Rubbish Abatement concerns.

### **Community/Civic Support -**

- Promptly respond to complaints received from the Citizens' Maintenance Requests.

## CITY OF DALY CITY

### **PROGRAM OBJECTIVES**

- Develop Levels of Service based performance measures for key maintenance functions as established under American Public Works Association (APWA) Standards.
- Examine work activities with Risk Manager for opportunities to reduce the number of personnel lost days due to industrial injuries.

### **PERFORMANCE MEASURES**

<b>Performance Measure</b>	<b>Actual 2006-07</b>	<b>Current 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Investigate and respond to pothole complaints within 24 hours.	N/A	N/A	75%	90%
Repair potholes within 24 to 72 hours depending on severity and location.	N/A	N/A	75%	90%
Investigate and respond to regulatory and warning sign complaints within 24 hours.	N/A	N/A	75%	100%
Investigate and respond to curb paint and pavement marking complaints within 72 hours.	N/A	N/A	80%	90%
Inspect and clean 2,181 storm drain catch basins before and after the rainy season beginning July 1, 2008.	N/A	N/A	90%	95%
Deliver trash/debris complaints to Allied Waste on the day received. Monitor Allied's compliance with duty to remove within 48 hours.	N/A	N/A	90%	95%
Respond to requests for weed and rubbish abatement and trash debris removal within 5 days, and notify the responsible party within 15 working days.	75%	75%	90%	95%
Conduct 26 semi-monthly safety meetings per year.	100%	100%	100%	100%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01  
Department: PUBLIC WORKS 314  
Program: STREETS 330**

	2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3340 STREET & CURB PERMITS	7,599	8,155	3,500	3,500	3,500
3728 DEBRIS BOX PERMITS	1,300	3,000	3,000	3,000	3,000
<b>LICENSES AND PERMITS</b>	<b>8,899</b>	<b>11,155</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
3611 C/CAG VEHICLE REG FEE	87,209	93,755	90,522	45,300	0
<b>FROM OTHER AGENCIES</b>	<b>87,209</b>	<b>93,755</b>	<b>90,522</b>	<b>45,300</b>	<b>0</b>
3724 STATE HIGHWAY MAINTENANCE	9,777	9,777	9,777	9,777	9,777
3725 SIDEWALK REPAIRS	2,067	41,954	43,000	43,860	44,737
3790 NPDES REGULATORY FEE	451,561	446,274	449,000	449,000	449,000
3796 REIMBURSEMENT FOR CURRENT SVC	0	0	0	0	0
3828 SERVICE BILLINGS	270,387	284,087	286,187	323,935	333,808
<b>CHARGES AND FEES</b>	<b>733,792</b>	<b>782,092</b>	<b>787,964</b>	<b>826,572</b>	<b>837,322</b>
3852 WORKERS COMP - SELF INSURANCE	18,870	7,282	55,896	0	0
3860 MISCELLANEOUS REVENUE	8,648	2,097	2,103	2,500	2,500
<b>MISCELLANEOUS REVENUES</b>	<b>27,518</b>	<b>9,379</b>	<b>57,999</b>	<b>2,500</b>	<b>2,500</b>
3885 IF FM 33-130	0	473	0	0	0
3958 IF FM 17-031-031	1,303,822	1,269,535	1,336,113	1,282,668	1,282,668
<b>OPERATING TRANSFERS IN</b>	<b>1,303,822</b>	<b>1,270,008</b>	<b>1,336,113</b>	<b>1,282,668</b>	<b>1,282,668</b>
<b>TOTAL REVENUES</b>	<b><u>\$2,161,240</u></b>	<b><u>\$2,166,389</u></b>	<b><u>\$2,279,098</u></b>	<b><u>\$2,163,540</u></b>	<b><u>\$2,128,990</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2008-09/2009-10Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: STREETS01  
314  
330

		2005-06	2006-07	2007-08	2008-09	2009-10
EXPENDITURES		Actual	Actual	Estimated	Approved	Approved
4101	SALARIES	1,070,924	1,081,848	1,105,487	1,250,707	1,297,334
4102	HOURLY WAGES	17,953	0	60,000	0	0
4103	OVERTIME	0	0	1,200	1,000	1,000
4104	PERS RETIREMENT	227,360	217,032	235,699	244,493	248,253
4105	GROUP INSURANCE	165,473	180,684	153,132	168,446	185,290
4106	WORKERS COMPENSATION	71,019	74,872	73,743	71,919	74,544
4107	MEDICARE	9,372	8,351	9,152	10,504	10,898
4108	UNEMPLOYMENT INSURANCE	1,027	1,035	0	0	0
4110	TERMINATION PAY	0	0	0	0	0
4116	INJURY LEAVE	50,630	13,964	80,594	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
4119	SOCIAL SECURITY	1,315	0	4,590	0	0
	<b>SALARIES AND BENEFITS</b>	<b>1,615,073</b>	<b>1,577,786</b>	<b>1,723,597</b>	<b>1,747,069</b>	<b>1,817,319</b>
4212	COMMUNICATIONS	2,240	2,593	2,500	2,550	2,601
4213	UTILITIES	4,475	4,808	5,000	5,100	5,202
4220	OTHER CONTRACTUAL SERVICES	22,904	55,014	53,500	53,040	54,101
4230	OFFICE EXPENSE	2,821	2,595	3,800	3,876	3,954
4234	SPECIAL DEPARTMENTAL	0	0	0	8,000	8,160
4237	CLOTHING	8,597	12,175	13,847	14,125	14,407
4241	STREETS OPERATING SUPPLIES	106,470	90,985	109,000	118,960	121,339
4250	PHOTOGRAPHY	224	0	0	0	0
4255	SMALL EQUIPMENT	660	6,043	500	1,000	1,000
	<b>SERVICES AND SUPPLIES</b>	<b>148,391</b>	<b>174,213</b>	<b>188,147</b>	<b>206,651</b>	<b>210,764</b>
4302	MEMBERSHIPS & PUBLICATIONS	0	305	120	227	232
4303	TRAVEL & MEETINGS	137	210	234	120	120
4304	EDUCATION & TRAINING	559	659	1,900	2,000	2,100
4433	BAD DEBTS	0	0	2,087	0	0
4434	MISCELLANEOUS OTHER CHARGES	6,988	6,995	7,010	7,020	7,030
	<b>OTHER CHARGES</b>	<b>7,684</b>	<b>8,169</b>	<b>11,351</b>	<b>9,367</b>	<b>9,482</b>
4208	TELEPHONE SERVICE CHARGES	871	600	600	1,647	1,680
4216	VEHICLE SERVICE CHARGES	285,421	300,973	305,602	347,360	354,307
4223	INFORMATION SERVICES CHARGES	54,486	55,576	56,688	81,997	85,836
4224	BLDG MAINTENANCE SVC CHARGES	14,178	14,603	14,968	16,979	17,315
4226	MAIL/MESSENGER SERVICE	3,633	3,389	3,306	4,157	4,157
4227	COPIER SERVICES	2,795	2,248	2,277	762	762
4233	POSTAGE	2,748	2,351	2,436	2,470	2,519
4301	GENERAL INSURANCE CHARGES	25,961	26,480	27,010	20,410	20,818
	<b>FIXED CHARGES</b>	<b>390,093</b>	<b>406,220</b>	<b>412,887</b>	<b>475,782</b>	<b>487,394</b>
4672	IF TO 55-035-458	0	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$2,161,241</u></b>	<b><u>\$2,166,388</u></b>	<b><u>\$2,335,982</u></b>	<b><u>\$2,438,869</u></b>	<b><u>\$2,524,959</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: PUBLIC WORKS 316**  
**Program: SIGNALS & STREET LIGHTING 353**

		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3724	STATE HIGHWAY MAINTENANCE	3,050	3,074	3,074	3,100	3,100
3769	YOUTH SHOWCASE LEAGUE REVENUE	0	0	0	0	0
3796	REIMBURSEMENT FOR CURRENT SVCS	21,555	14,412	3,761	0	0
	<b>CHARGES AND FEES</b>	<b>24,605</b>	<b>17,486</b>	<b>6,835</b>	<b>3,100</b>	<b>3,100</b>
3852	WORKERS COMP - SELF INSURANCE	0	16,547	11,594	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>0</b>	<b>16,547</b>	<b>11,594</b>	<b>0</b>	<b>0</b>
3958	IF FM 17-031-031	655,046	769,915	797,821	765,909	765,909
	<b>OPERATING TRANSFERS IN</b>	<b>655,046</b>	<b>769,915</b>	<b>797,821</b>	<b>765,909</b>	<b>765,909</b>
	<b>TOTAL REVENUES</b>	<b><u>\$679,651</u></b>	<b><u>\$803,948</u></b>	<b><u>\$816,250</u></b>	<b><u>\$769,009</u></b>	<b><u>\$769,009</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND**

**01**

**Department: PUBLIC WORKS**

**316**

**Program: SIGNALS & STREET LIGHTING**

**353**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	191,314	216,445	250,165	277,916	288,277
4102	HOURLY WAGES	0	0	0	0	0
4103	OVERTIME	5,147	6,454	7,900	8,000	8,000
4104	PERS RETIREMENT	39,036	50,631	54,538	54,345	55,180
4105	GROUP INSURANCE	17,867	25,258	26,439	29,083	31,991
4106	WORKERS COMPENSATION	8,462	13,033	13,492	13,159	13,639
4107	MEDICARE	2,920	3,201	3,617	4,005	4,155
4108	UNEMPLOYMENT INSURANCE	180	207	0	0	0
4116	INJURY LEAVE	0	39,601	25,150	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>264,926</b>	<b>354,830</b>	<b>381,301</b>	<b>386,508</b>	<b>401,242</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	0	0	250	1,000	1,020
4212	COMMUNICATIONS	1,465	1,485	1,500	1,530	1,560
4213	UTILITIES	266,237	319,374	324,000	330,480	337,090
4220	OTHER CONTRACTUAL SERVICES	25,065	0	15,000	15,300	15,600
4230	OFFICE EXPENSE	330	148	696	765	780
4234	SPECIAL DEPARTMENTAL	56,461	67,757	58,999	9,434	9,643
4235	BUILDING MAINTENANCE	0	0	0	0	0
4237	CLOTHING	2,199	1,957	2,400	2,448	2,497
4243	OPERATING SUPPLIES	0	0	0	50,000	51,000
	<b>SERVICES AND SUPPLIES</b>	<b>351,757</b>	<b>390,721</b>	<b>402,845</b>	<b>410,957</b>	<b>419,190</b>
4302	MEMBERSHIPS & PUBLICATIONS	120	724	367	650	650
4303	TRAVEL & MEETINGS	0	14	0	0	0
4304	EDUCATION & TRAINING	0	110	1,200	1,224	1,248
4433	BAD DEBTS	0	2,415	3,205	0	0
	<b>OTHER CHARGES</b>	<b>120</b>	<b>3,263</b>	<b>4,772</b>	<b>1,874</b>	<b>1,898</b>
4208	TELEPHONE SERVICE CHARGES	2,373	1,499	1,499	3,084	3,146
4216	VEHICLE SERVICE CHARGES	34,005	28,780	29,355	33,784	34,460
4223	INFORMATION SERVICES CHARGES	16,191	16,515	16,845	24,365	25,506
4224	BLDG MAINTENANCE SVC CHARGES	4,726	4,868	4,989	5,659	5,771
4226	MAIL/MESSENGER SERVICE	3,632	1,130	1,102	1,386	1,386
4233	POSTAGE	122	0	0	0	0
4301	GENERAL INSURANCE CHARGES	1,800	1,836	1,873	1,415	1,444
	<b>FIXED CHARGES</b>	<b>62,849</b>	<b>54,628</b>	<b>55,663</b>	<b>69,693</b>	<b>71,713</b>
4571	COMPUTER SOFTWARE	0	0	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4672	IF TO 55-035-458	0	505	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>505</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$679,652</u></b>	<b><u>\$803,947</u></b>	<b><u>\$844,581</u></b>	<b><u>\$869,032</u></b>	<b><u>\$894,043</u></b>

# **BUILDING MAINTENANCE**

---

## ***PROGRAM DESCRIPTION***

The Maintenance Division functions as a full-service building maintenance organization for the City government, and serves the community through the repair, cleaning and maintenance of City buildings, playground equipment and fencing. This service is accomplished through a comprehensive preventive maintenance program and includes buildings, signs, fencing and retaining walls. The Division maintains 30 playgrounds, numerous picnic areas, and 39 basketball and tennis courts.

## ***PROGRAM GOAL***

The goal of the Public Works Maintenance Division is to provide quality and timely service in maintaining public facilities.

## ***SUPPORT FOR CITY-WIDE PRIORTIES***

Public Works Maintenance Division will support the City-wide priorities through the following:

### **Public Safety -**

- Coordinate Anti-graffiti efforts to eliminate Gang related tagging
- Provide Certified Playground Safety Inspections of 30 parks and playgrounds.
- Participate in the City Safety Committee and Safety Committee Inspection Team meetings.

### **Infrastructure -**

- Participate in design and construction meetings on capital improvement projects.
- Provide high quality maintenance services to City buildings.

### **Government Operations -**

- Encourage staff participation in Supervisory and Leadership Academies
- Continue to change to energy efficient lighting and plumbing fixtures

## ***PROGRAM OBJECTIVES***

- Inspect 4 major parks weekly; remainder bimonthly. Perform urgent repairs and prepare work order requests as needed.
- Provide representative at every City Safety Committee Meeting and Inspection Team review. Respond to safety related work orders in a timely manner.
- Provide at least one staff training opportunity for every employee.
- As replacements are required, install only energy star appliances in city facilities
- Facilitate development of City staff and local volunteer group to address graffiti on private property.
- Coordinate installation of water conservation fixtures at City facilities with Water and Wastewater Resources Department.
- Participate in the PG&E/ABAG Energy Watch Program.

## CITY OF DALY CITY

---

### ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>Actual 2006-07</b>	<b>Current 2007-08</b>	<b>Projected 2008-09</b>	<b>Projected 2009-10</b>
Inspect reported graffiti at public facilities within 24 hours and generate remedial work order; remedial work to be completed within three working days 90% of the time.	N/A	90%	90%	95%
Inspect Westlake, Gellert, Marchbank and Edgewood Parks weekly, the remainder bimonthly. Work orders generated by staff inspections will be completed within three working days 90% of the time	N/A	90%	90%	95%
Complete safety related work orders within three working days upon receipt 90% of the time.	N/A	90%	90%	95%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: BUILDING MAINTENANCE 54**  
**Department: PUBLIC WORKS 313**  
**Program: BUILDING MAINTENANCE 110**

		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510	INVESTMENT EARNINGS	0	4,386	8,000	154	3,903
3515	UNREALIZED GAIN/LOSS ON INVEST	0	572	0	0	0
	<b>RENTS AND INTEREST</b>	<b>0</b>	<b>4,958</b>	<b>8,000</b>	<b>154</b>	<b>3,903</b>
3661	RECEIPTS FROM SAN MATEO COUNTY	189,996	189,996	201,396	292,500	292,500
	<b>FROM OTHER AGENCIES</b>	<b>189,996</b>	<b>189,996</b>	<b>201,396</b>	<b>292,500</b>	<b>292,500</b>
3796	REIMBURSEMENT FOR CURRENT SVCS	7,355	0	0	0	0
3828	SERVICE BILLINGS	2,675,525	2,864,221	2,935,828	3,618,524	3,690,305
	<b>CHARGES AND FEES</b>	<b>2,682,880</b>	<b>2,864,221</b>	<b>2,935,828</b>	<b>3,618,524</b>	<b>3,690,305</b>
3845	MIDWAY SCHOOL - BAYSHORE	6,900	6,900	6,900	6,900	6,900
3852	WORKERS COMP - SELF INSURANCE	8,752	29,664	37,344	0	0
3860	MISCELLANEOUS REVENUE	52,538	52,782	54,580	55,672	56,785
	<b>MISCELLANEOUS REVENUES</b>	<b>68,190</b>	<b>89,346</b>	<b>98,824</b>	<b>62,572</b>	<b>63,685</b>
3885	IF FM 33-130	0	0	9,743	0	0
3906	IF FM 43-031	51,595	0	0	0	0
	<b>OPERATING TRANSFERS IN</b>	<b>51,595</b>	<b>0</b>	<b>9,743</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$2,992,661</u></b>	<b><u>\$3,148,521</u></b>	<b><u>\$3,253,791</u></b>	<b><u>\$3,973,750</u></b>	<b><u>\$4,050,393</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: BUILDING MAINTENANCE  
Department: PUBLIC WORKS  
Program: BUILDING MAINTENANCE**

**54  
313  
110**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	1,214,144	1,192,105	1,408,799	1,694,357	1,755,301
4102	HOURLY WAGES	214,888	241,283	250,382	260,300	222,729
4103	OVERTIME	9,147	2,809	2,326	2,040	2,081
4104	PERS RETIREMENT	291,276	279,847	305,809	312,978	323,874
4105	GROUP INSURANCE	181,552	184,225	218,058	271,024	306,956
4106	WORKERS COMPENSATION	70,952	106,221	113,419	126,096	132,931
4107	MEDICARE	17,800	17,658	19,357	20,280	21,449
4108	UNEMPLOYMENT INSURANCE	1,347	1,372	0	0	0
4109	COMPENSATED ABSENCES	2,384	24,721	0	0	0
4110	TERMINATION PAY	44,472	38,348	0	0	0
4116	INJURY LEAVE	37,912	42,907	47,770	0	0
4118	GROUP INSURANCE - RETIREES	0	32,491	42,445	49,056	51,528
4119	SOCIAL SECURITY	3,183	3,127	3,123	26,465	26,465
	<b>SALARIES AND BENEFITS</b>	<b>2,089,057</b>	<b>2,167,114</b>	<b>2,411,488</b>	<b>2,762,596</b>	<b>2,843,314</b>
4212	COMMUNICATIONS	5,790	4,603	5,189	5,100	5,202
4213	UTILITIES	185,921	180,027	188,838	192,615	196,287
4217	EQUIPMENT MAINTENANCE CONTRAC	58,889	90,044	102,746	0	0
4218	BUILDING MAINTENANCE CONTRACTS	91,957	81,148	68,529	191,881	194,777
4230	OFFICE EXPENSE	216	640	1,600	306	312
4234	SPECIAL DEPARTMENTAL	0	0	0	14,200	0
4235	BUILDING MAINTENANCE	253,042	314,306	300,300	306,510	312,232
4237	CLOTHING	10,967	7,912	14,840	15,600	15,887
4253	LANDSCAPE MAINTENANCE	9,000	9,000	9,000	9,180	9,360
4255	SMALL EQUIPMENT	0	0	9,743	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>615,782</b>	<b>687,680</b>	<b>700,785</b>	<b>735,392</b>	<b>734,057</b>
4303	TRAVEL & MEETINGS	100	0	0	200	200
4304	EDUCATION & TRAINING	877	2,081	2,705	1,020	1,020
4431	DEPRECIATION	5,561	6,464	6,465	8,500	5,800
4440	BOOK VALUE - ASSETS DISPOSED	8,110	0	0	0	0
	<b>OTHER CHARGES</b>	<b>14,648</b>	<b>8,545</b>	<b>9,170</b>	<b>9,720</b>	<b>7,020</b>
4208	TELEPHONE SERVICE CHARGES	1,219	840	840	1,873	1,910
4216	VEHICLE SERVICE CHARGES	94,469	78,552	79,840	110,823	113,039
4223	INFORMATION SERVICES CHARGES	16,952	17,291	17,637	22,838	23,907
4226	MAIL/MESSENGER SERVICE	2,422	3,389	3,306	5,643	5,643
4227	COPIER SERVICES	1,134	1,247	1,263	889	889
4301	GENERAL INSURANCE CHARGES	3,717	3,553	3,624	3,262	3,327
	<b>FIXED CHARGES</b>	<b>119,913</b>	<b>104,872</b>	<b>106,510</b>	<b>145,328</b>	<b>148,715</b>
4516	ENGINEERING SERVICE - IN-HOUSE	0	0	0	0	0
4597	EXPENSE CONTRA ACCOUNT	-9,028	0	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>-9,028</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4651	IF TO 01-031-031	0	0	0	161,184	166,826
4667	IF TO 51-033-453	0	0	2,449	0	0
4668	IF TO 31-312	144,326	144,326	144,326	144,326	144,326
4672	IF TO 55-035-458	715	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>145,041</b>	<b>144,326</b>	<b>146,775</b>	<b>305,510</b>	<b>311,152</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$2,975,413</b>	<b>\$3,112,537</b>	<b>\$3,374,728</b>	<b>\$3,958,546</b>	<b>\$4,044,258</b>

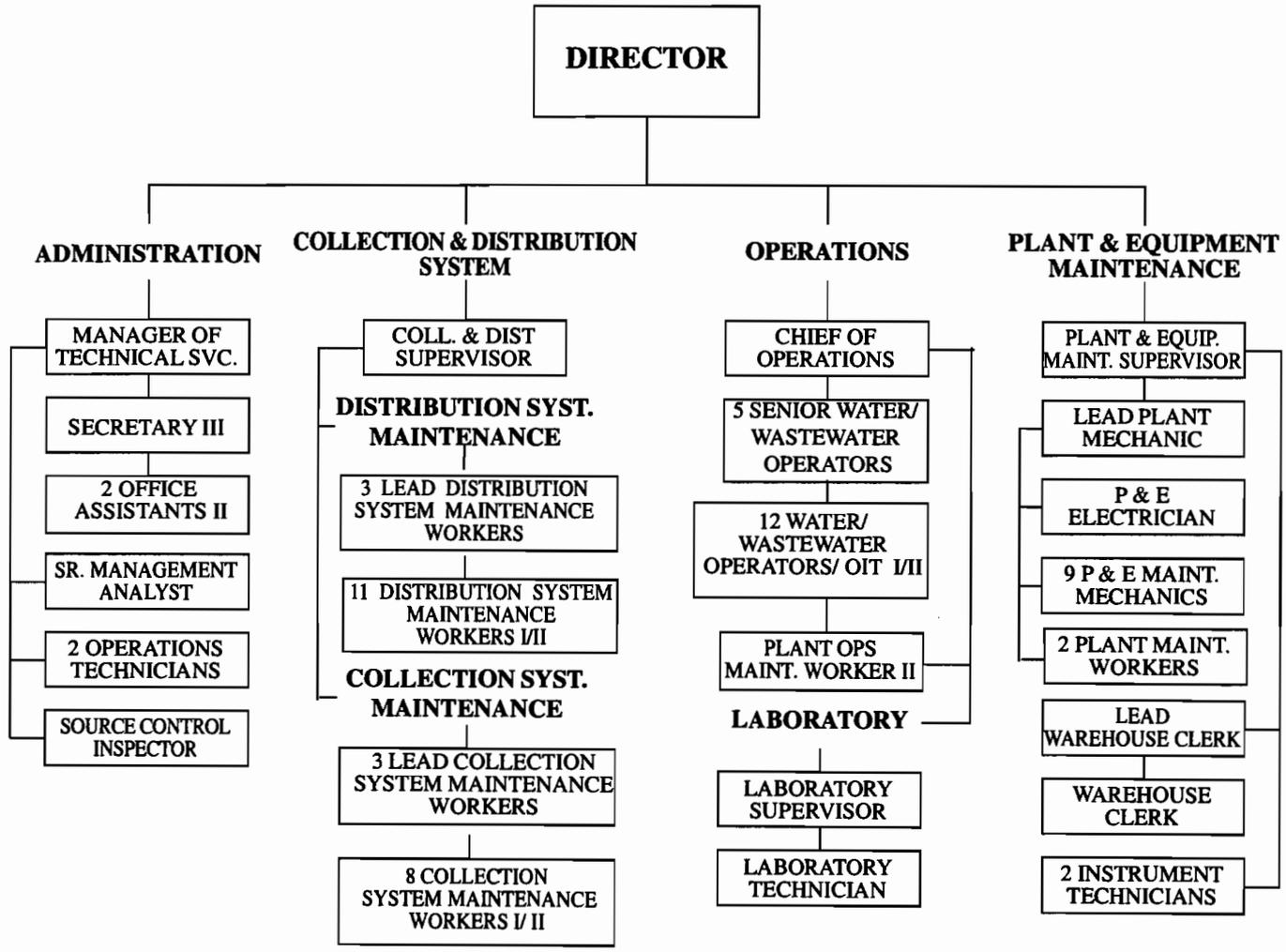
**Full-Time Salaried Position Listing**

**PUBLIC WORKS**

2006-07	2007-08	Classification	Range	2008-09	2009-10
<b>01-310-310</b>		<b>Administration</b>			
1	1	Director of Public Works	M440	1	1
1	0	Asst To The Public Works Director	U113	0	0
1	1	Architect	U076	0	0
1	1	Public Works Management Analyst	U059	1	1
1	1	Geographic Info Systems Analyst	U048	1	1
0.50	0.50	Secretary III	S038	0.50	0.50
1	1	Accounting Technician	Z038	1	1
0.50	0.50	Office Assistant III	Z026	0.50	0.50
<b>01-312-311</b>		<b>Engineering</b>			
1	1	City Engineer	U112	1	1
1	1	Assistant City Engineer	U099	0	0
1	1	Senior Civil Engineer	U087	1	1
2	2	Civil Engineering Associate	U076	2	2
1	1	Civil Engineer II	X062	1	1
1	1	Engineer I	X052	1	1
2	2	Public Works Inspector	X052	2	2
1	1	Senior Engineering Technician	X051	1	1
1	1	Engineering Technician	X044	1	1
0.50	0.50	Secretary III	S038	0.50	0.50
0.50	0.50	Office Assistant III	Z026	0.50	0.50
2	2	Office Assistant II	Z022	2	2
<b>01-316-353</b>		<b>Traffic Signal &amp; Street Lighting</b>			
1	1	Traffic Engineer	U076	1	1
2	2	Traffic Signal/Street Light Technician	X051	2	2
<b>01-330-330</b>		<b>Streets</b>			
1	1	Streets Services Supervisor	U077	1	1
1	1	Streets Foreman	U055	1	1
1	1	Street & Sidewalk Inspector	X040	1	1
2	2	Equipment Operator / Project Lead	X039	2	2
2	2	Street Sweeper Operator	X034	2	2
1	1	Street Painter	X032	1	1
9	9	Streets Maintenance Worker II	X030	9	9
1	1	Utility Maintenance Worker	X025	1	1
<b>54-313-110</b>		<b>Building Maintenance</b>			
1	1	Maintenance Supervisor	U081	1	1
1	1	Building Maintenance Foreman	U061	1	1
3	3	Senior Bldg Maintenance Worker	X044	3	3
1	1	Lead Custodian	U033	1	1
4	4	Building Maintenance Worker II	X030	4	4
2	2	Senior Custodian	X029	2	2
1	1	Utility Maintenance Worker	X025	1	1
9	9	Custodian	X025	14	14
<b>54-313-112</b>		<b>North County Health Facility Maintenance</b>			
1	1	Custodian	X025	1	1
65.00	64			67	67



**City of Daly City**  
**DEPARTMENT OF WATER & WASTEWATER RESOURCES**  
Fiscal Years 2008-2009 and 2009-2010



**CITY OF DALY CITY****Department Summary****2008-09/2009-10****WATER & WASTEWATER RESOUR**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>RENTS AND INTEREST</b>	328,253	342,549	261,188	183,000	171,000
<b>CHARGES AND FEES</b>	22,574,383	24,036,848	25,815,828	24,997,872	25,749,460
<b>MISCELLANEOUS REVENUES</b>	46,948	53,745	34,655	5,010,800	10,800
<b>OPERATING TRANSFERS IN</b>	1,195,478	1,300,673	1,406,928	1,500,189	1,552,783
<b>TOTAL REVENUES</b>	<b><u>\$24,145,062</u></b>	<b><u>\$25,733,815</u></b>	<b><u>\$27,518,599</u></b>	<b><u>\$31,691,861</u></b>	<b><u>\$27,484,043</u></b>

**CITY OF DALY CITY**

Department Summary

2008-09/2009-10

**WATER & WASTEWATER RESOUR**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
<b>SALARIES AND BENEFITS</b>	6,894,640	7,626,749	8,095,350	8,555,965	8,913,030
<b>SERVICES AND SUPPLIES</b>	7,552,584	8,042,742	9,858,871	10,385,677	11,391,958
<b>OTHER CHARGES</b>	1,169,915	1,220,982	1,377,915	1,368,085	1,381,070
<b>FIXED CHARGES</b>	1,166,162	1,166,980	1,188,667	1,370,284	1,403,887
<b>CAPITAL OUTLAY</b>	103,574	47,650	154,172	172,020	176,595
<b>OPERATING TRANSFERS OUT</b>	5,247,298	4,990,123	5,074,692	2,435,943	2,521,288
<b>DEBT SERVICE</b>	417,665	439,101	753,234	755,285	751,810
<b>TOTAL EXPENDITURES</b>	<b><u>\$22,551,838</u></b>	<b><u>\$23,534,327</u></b>	<b><u>\$26,502,901</u></b>	<b><u>\$25,043,259</u></b>	<b><u>\$26,539,638</u></b>

# **WATER & WASTEWATER RESOURCES - ADMINISTRATION**

---

## ***PROGRAM DESCRIPTION***

The Administration Division of the Department of Water and Wastewater Resources is responsible for the daily management of the operation of the City's potable water supply and distribution system and the North San Mateo County Sanitation District's wastewater collection system and treatment plant. These responsibilities include personnel management, financial accountability, planning, coordination and implementation of capital projects, meeting the requirements of federal, state and local regulations, and direction and support to Departmental staff. Financial, legal and personnel activities and operational functions for the North San Mateo County Sanitation District are performed by City staff by contract.

Additionally, the Source Control Program, under the auspices of the Administration Division, is a pollution prevention program consisting of two components: Source Control and Stormwater Pollution Prevention. The Source Control component enforces business and resident compliance with federal General Pretreatment Regulations (40 CFR 403) and the North San Mateo County Sanitation District Sewer Ordinance. Source Control helps protect the environment, the wastewater treatment plant, the City's facilities and personnel, and the community from adverse effects due to improper waste discharges. The Stormwater Pollution Prevention component ensures the future health, safety and general welfare of Daly City citizens by protecting and enhancing water quality of watersheds, water bodies, and wetlands in a manner pursuant to and consistent with the Clean Water Act.

## ***PROGRAM GOAL***

To administer the operations of the Department of Water and Wastewater Resources in a manner that ensures the highest standards of water quality, distribution, wastewater collection and treatment, cost effectiveness, regulatory response and permit compliance, replacement and improvements to the infrastructure, public education, pollution prevention, water conservation and planning.

## ***SUPPORT FOR CITY-WIDE PRIORITIES AND OBJECTIVES***

The Administration Division will support City-wide Priorities/Objectives through the following:

### ***Economic Development/Revenue Enhancement:***

- Investigate cost effective technologies.
- Continue to provide timely and accurate reviews and comments for development projects.

### ***Infrastructure***

- Continue to provide plan check and inspection assistance associated with the water, sewer and stormwater infrastructure.
- Continue to address systemwide maintenance from a proactive preventative standard to lengthen the useful life of pipes, pumps and other departmental assets.
- Address major capital investment initiatives on a number of high priority projects to include the Vista Grande Drainage Basin Alternatives, Addition of Tertiary Water Facilities to Harding Park Golf Course, Reconstruction of Reservoir 2B, and required capital projects associated with amended NPDES Stormwater Permit.

## ***SUPPORT FOR CITY-WIDE PRIORITIES AND OBJECTIVES (CONTINUED)***

- Continue refinement of groundwater model toward establishing safe yield within the groundwater basin.
- Continue coordination with Engineering Division on completion of Water, Sewer and Recycled Water Master Plan Projects.

### ***Government Operations***

- Continue education and training of the Department's personnel to remain up to date on the latest technological and regulatory changes in the water and wastewater industry.
- Encourage job related certifications.
- Continue to stay ahead of new and existing regulatory mandates.
- Continue to submit accurate, thorough and timely regulatory reports.
- Continue to maintain permit compliance.
- Continue participation and active support in professional organizations such as the American Water Works Association (AWWA), Peninsula Water Works Association (PWWA), California Water Environment Association (CWEA), Water Environment Federation (WEF), California Association of Sanitation Agencies (CASA), and WaterReuse.

### ***Community/Civic Support***

- Continue to provide tours of wastewater treatment facility and Gateway Garden and provide participants with promotional items.
- Continue to provide educational talks/programs to classrooms about water conservation, wastewater treatment, stormwater pollution prevention and integrated pest management.
- Continue to develop and support programs to meet future water demands of the community.
- Continue to provide mosquito abatement services at the Wastewater Treatment Plant.
- Maintain the water, sewer and storm infrastructure.
- Continue to develop, educate and distribute stormwater, pollution prevention, water conservation, and Integrated Pest Management (IPM) material and information to schools, businesses, contractors and residents.

## ***PROGRAM OBJECTIVES***

1. Support and assist the City Council and Board of Directors on legal, legislative and procedural actions.
2. Support City and District Programs and projects by managing and coordinating professional services contacts.
3. Develop a formalized conjunctive use agreement with the San Francisco Public Utilities Commission.
4. Develop and implement Phase III AB 303 Grant to examine bayside saltwater intrusion.
5. Creation of a Groundwater Management District under the authority of AB 3030.

## **WATER & WASTEWATER RESOURCES - ADMINISTRATION**

### **PROGRAM OBJECTIVES (CONTINUED)**

6. Completion of the Westside Basin Groundwater Management Plan and implementation of a regional groundwater monitoring plan among participating agency and private partners.
7. Implement new permit requirements set forth under the renewed NPDES Permits for Treatment Plant and Stormwater.
8. Review and presentation of water supply needs and alternatives being developed as part of the Water Supply Master Plan aimed at providing water supply assurance for Daly City through the year 2050.
9. Prepare Recycled Water Master Plan.

### **PERFORMANCE MEASURES**

Performance Measure	2005-2006 Actual	2006-2007 Actual	2007-2008 Target	2008-2009 Target	2009-2010 Target
<b>Outside Documents</b>					
Review and respond within 10 working days, 90 % of time					
# of Reviews	266	272	250	250	250
Actual/Target, %	91%	95%	90%	90%	90%
<b>Maintenance of Infrastructure</b>					
Review and respond to punchlist requests within 10 business days, 95% of time					
# of Requests	16	12	12	12	12
Actual/Target, %	100%	100%	95%	95%	95%
Process and update parcel maps within 5 business days, 95% of time					
# of Updates	18	12	12	12	12
Actual/Target, %	100%	100%	100%	95%	95%
Process and respond to shutdown requests within 6 business days, 95% of time					
# of Requests	34	51	50	50	50
Actual/Target, %	100%	100%	100%	95%	95%
Respond to requests for certified distribution operator inspections within 24 business hours of notification, 95% of time					
# of Requests	90	152	125	125	125
Actual/Target, %	100%	100%	100%	95%	95%

# CITY OF DALY CITY

## PERFORMANCE MEASURES (CONTINUED)

Performance Measure	2005-2006 Actual	2006-2007 Actual	2007-2008 Target	2008-2009 Target	2009-2010 Target
<b>Regulatory Compliance</b>					
NPDES Stormwater and District Sewer Ordinance Compliance Inspections, # Required	75	75	75	75	75
Actual/Target, #	70	94	75	75	75
Illicit Discharges responded to within 24 hours of notification, 100% of time # of Responses	76	84	70	70	70
Actual/Target, %	100%	100%	100%	100%	100%
Illicit discharges abated, 100% of time # Abated	76	84	70	70	70
Actual/Target, %	100%	100%	100%	100%	100%
Public Education & Information # Required	5	5	5	5	5
Actual/Target, #	27	29	25	25	25
<b>Mosquito Abatement</b>					
Eradicate mosquito larvae within 24 business hours of discovery, 100% of time # of Discoveries	121	49	50	50	50
Actual/Target, %	100%	100%	100%	100%	100%
<b>Water Conservation</b>					
High Efficiency Clothes Washer Rebates Goal, #	200	250	250	250	250
Actual/Target, #	375	327	250	250	250
School Education – Water Wise Program (added 06/07) Goal, #	N/A	250	250	300	300
Actual/Target, #	N/A	252	250	300	300
Commercial Clothes Washer Rebates (added 07/08) Goal, #	N/A	N/A	100	130	130
Actual/Target, #	N/A	N/A	100	130	130

**CITY OF DALY CITY**

Revenue Budget  
2008-09/2009-10

Fund: WASTEWATER RESOURCES 46  
 Department: WATER & WASTEWATER RESOUR 380  
 Program: WATER & WASTEWATER ADMIN 370

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3796	REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	2,783,627	2,741,409	2,768,672	881,606	914,204
		2,783,627	2,741,409	2,768,672	881,606	914,204
3860	MISCELLANEOUS REVENUE	556	129	0	0	0
	MISCELLANEOUS REVENUES	556	129	0	0	0
3953	IF FM 41-381-371	543,195	633,671	726,791	770,021	798,713
	OPERATING TRANSFERS IN	543,195	633,671	726,791	770,021	798,713
	<b>TOTAL REVENUES</b>	<b><u>\$3,327,378</u></b>	<b><u>\$3,375,209</u></b>	<b><u>\$3,495,463</u></b>	<b><u>\$1,651,627</u></b>	<b><u>\$1,712,917</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: WASTEWATER RESOURCES 46**  
**Department: WATER & WASTEWATER RESOUR 380**  
**Program: WATER & WASTEWATER ADMIN 370**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	782,279	862,340	882,782	925,463	958,661
4102 HOURLY WAGES	0	0	10,637	0	0
4103 OVERTIME	1,007	1,674	2,670	2,875	2,875
4104 PERS RETIREMENT	155,187	166,408	169,929	174,181	176,855
4105 GROUP INSURANCE	59,419	74,196	78,780	86,658	95,324
4106 WORKERS COMPENSATION	14,422	23,928	23,845	25,156	26,075
4107 MEDICARE	10,320	11,108	11,138	11,549	11,982
4108 UNEMPLOYMENT INSURANCE	733	839	0	0	0
4109 COMPENSATED ABSENCES	0	1,269	0	0	0
4110 TERMINATION PAY	0	0	1,738	0	0
4116 INJURY LEAVE	46	49	57	0	0
4118 GROUP INSURANCE - RETIREES	0	72,927	105,614	128,739	136,464
4119 SOCIAL SECURITY	0	0	814	0	0
<b>SALARIES AND BENEFITS</b>	<b>1,023,413</b>	<b>1,214,738</b>	<b>1,288,004</b>	<b>1,354,621</b>	<b>1,408,236</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	1,800	1,800	1,800	1,950	1,950
4212 COMMUNICATIONS	4,308	3,994	5,000	5,100	5,205
4217 EQUIPMENT MAINTENANCE CONTRA	120	120	120	120	120
4219 PROFESSIONAL SERVICES	25,291	16,029	49,751	35,000	35,000
4230 OFFICE EXPENSE	5,266	5,799	5,508	5,630	5,745
4234 SPECIAL DEPARTMENTAL	10,265	3,205	13,600	14,045	14,045
<b>SERVICES AND SUPPLIES</b>	<b>47,050</b>	<b>30,947</b>	<b>75,779</b>	<b>61,845</b>	<b>62,065</b>
4302 MEMBERSHIPS & PUBLICATIONS	8,758	13,099	13,511	13,385	14,130
4303 TRAVEL & MEETINGS	2,116	1,773	1,500	8,295	7,815
4304 EDUCATION & TRAINING	186	825	1,688	1,350	3,015
<b>OTHER CHARGES</b>	<b>11,060</b>	<b>15,697</b>	<b>16,699</b>	<b>23,030</b>	<b>24,960</b>
4208 TELEPHONE SERVICE CHARGES	3,426	2,674	2,674	4,017	4,097
4216 VEHICLE SERVICE CHARGES	22,895	23,163	23,626	33,578	34,250
4223 INFORMATION SERVICES CHARGES	29,144	29,727	30,322	39,264	41,102
4224 BLDG MAINTENANCE SVC CHARGES	2,363	2,434	2,495	3,240	3,304
4226 MAIL/MESSENGER SERVICE	4,844	4,518	4,408	7,524	7,524
4227 COPIER SERVICES	8,698	7,848	7,949	11,917	11,917
4233 POSTAGE	1,034	884	916	2,695	2,749
4301 GENERAL INSURANCE CHARGES	683	697	711	640	653
<b>FIXED CHARGES</b>	<b>73,087</b>	<b>71,945</b>	<b>73,101</b>	<b>102,875</b>	<b>105,596</b>
4651 IF TO 01-031-031	2,178,538	2,041,881	2,041,881	111,585	115,491
4672 IF TO 55-035-458	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>2,178,538</b>	<b>2,041,881</b>	<b>2,041,881</b>	<b>111,585</b>	<b>115,491</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,333,148</u></b>	<b><u>\$3,375,208</u></b>	<b><u>\$3,495,464</u></b>	<b><u>\$1,653,956</u></b>	<b><u>\$1,716,348</u></b>

# **WATER OPERATIONS**

---

## ***PROGRAM DESCRIPTION***

The Water Operations Section of the Operations Division is responsible for providing safe and reliable drinking water to the Distribution System and out to the residents of the City of Daly City. This section operates the City of Daly City's six municipal wells and is responsible for the ten-metered connections to the San Francisco Water Department system. This section also performs laboratory and daily field tests to monitor water quality constituents, that involve adjustments to chloramine disinfection and fluoridation dosage rates from the City's well water that is blended with treated San Francisco Water Supplied. Other critical responsibilities of the section include tracking and reporting on well production, water consumption data and trends, and meeting direct customer needs daily for water quality, supply and general questions. Water Operators must be able to not only understand the technical and regulatory aspects of water supply and treatment, but they also must be well versed in effective customer service response 24 hours a day, 7 days a week, 365 days a year. The Department of Health Services requires all Water Operators who perform any function on the Distribution System to be certified water treatment and distribution operators.

## ***PROGRAM GOAL***

To address Daly City's long term goals by providing high quality potable water in sufficient quantity to meet the health, safety and anticipated demands of the City of Daly City, while insuring that all applicable health regulations are met.

## ***SUPPORT FOR CITY-WIDE GOALS AND OBJECTIVES***

### ***Public Safety***

- Maintain the 12-hour work schedule to provide around the clock coverage and response to the community's needs.
- Continue training of new Operations staff through education and on the job experience.
- Respond to service calls (turn-on's, water quality, leaks and Emergency Response).
- Continue daily monitoring to ensure water quality.
- Random water quality testing and daily facilities inspection to sustain system reliability.

### ***Infrastructure***

- Continue the ongoing cleaning and inspection of reservoirs, consistent with established 3-year cycle.
- Analyze all regulatory water parameters sampling.
- Replacement of reservoir 2B to enhance distribution system reliability.
- Initiate retro fit of existing facilities to meet seismic safety requirements.

### ***Government Operations***

- Review, assess and respond to ongoing regulatory initiatives developed by USEPA and California Department of Public Health.
- Continue educational and technological classes for Operations Staff to maintain the required contact hours for certification renewal.

# CITY OF DALY CITY

## **SUPPORT FOR CITY-WIDE GOALS AND OBJECTIVES (CONTINUED)**

- Continue the Operator in Training program, which will add staff and provide increased shift coverage.

### ***Economic Development / Revenue Enhancement***

- Continue exploration of additional water supplies other than Hetch Hetchy.
- Continued supplement fees collected through permitted required fire flows tests.
- Continue to decrease the turn around time of performing fire flow tests for building permit purposes.
- Continue timely plan check comments on new utility infrastructure improvements.

## **PROGRAM OBJECTIVES**

1. To meet the challenges of new regulations relative to drinking water supplies and incorporate new technologies.
2. To encourage participation in the combined operator training program for Wastewater Operators to become dual-certified in water operations.
3. To provide training opportunities for the Operations staff to increase technical knowledge and incorporate cost effective ways of operating the system in a more efficient manner. Additionally, training and educational classes provided the necessary continuing education units required by California Department of Public Health for certification renewal.
4. To regularly evaluate training and regulations to assure flexibility in meeting the needs of Operations staff and maintain financial prudence with allocating resources.
5. To explore future alternative supplies of water other than the SFPUC and to maintain the Division's capability to provide existing services.
6. To increase reservoir capacities maintain structural integrity of facilities to meet future expansion and fire flow requirements.

## **PERFORMANCE MEASURES –Daly City Permit Requirements**

<b>Water Quality Parameters</b>	<b>Regulations</b>	<b>Requirements</b>	<b>Achieved 2007</b>	<b>Performance</b>
Nitrites	<.05mg/l	100%	0.004	100%
Monthly coliforms	25 samples per week NTE 5%/month	100%	0.3%	100%
Nitrates	<45 mg/l MCL	100%	18.0 mg/l	100%
Fluoride	>0.9 - <1.5 mg/ l	80%	1.0 mg/l	100%
Quarterly TTHM	<80 ppb	100%	23.4	100%
Quarterly HAA5	<60 ppb	100%	12.5	100%
Triennial Lead & Copper	Lead 0.015mg/l Copper 1.3mg/l	100% (90 <sup>th</sup> percentile)	Lead 0.005 Copper 0.079	100%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

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

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510 INVESTMENT EARNINGS	102,178	166,400	158,513	111,000	111,000
3511 OTHER INTEREST	229,122	146,187	102,675	72,000	60,000
3515 UNREALIZED GAIN/LOSS ON INVEST	-11,044	21,702	0	0	0
3520 RENTAL INCOME	7,996	8,260	0	0	0
<b>RENTS AND INTEREST</b>	<b>328,252</b>	<b>342,549</b>	<b>261,188</b>	<b>183,000</b>	<b>171,000</b>
3911 WATER SALES	10,930,958	12,030,977	12,695,352	12,876,746	12,938,117
<b>CHARGES AND FEES</b>	<b>10,930,958</b>	<b>12,030,977</b>	<b>12,695,352</b>	<b>12,876,746</b>	<b>12,938,117</b>
3810 PROPERTY DISPOSALS	233	0	0	0	0
3860 MISCELLANEOUS REVENUE	12,027	13,995	13,000	10,800	10,800
3914 LOAN PROCEEDS CONTRA	0	0	0	5,000,000	0
<b>MISCELLANEOUS REVENUES</b>	<b>12,260</b>	<b>13,995</b>	<b>13,000</b>	<b>5,010,800</b>	<b>10,800</b>
<b>TOTAL REVENUES</b>	<b><u>\$11,271,470</u></b>	<b><u>\$12,387,521</u></b>	<b><u>\$12,969,540</u></b>	<b><u>\$18,070,546</u></b>	<b><u>\$13,119,917</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: WATER UTILITY  
Department: WATER & WASTEWATER RESOUR  
Program: WATER OPERATIONS****41  
381  
371**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	350,253	383,596	417,206	400,248	400,248
4103	OVERTIME	12,253	7,930	21,506	21,280	22,025
4104	PERS RETIREMENT	81,105	76,508	83,084	78,261	76,590
4105	GROUP INSURANCE	48,571	57,054	66,003	72,603	79,863
4106	WORKERS COMPENSATION	18,576	28,815	30,417	32,090	33,261
4107	MEDICARE	6,035	5,500	5,962	5,767	5,767
4108	UNEMPLOYMENT INSURANCE	330	367	0	0	0
4109	COMPENSATED ABSENCES	0	7,304	0	0	0
4116	INJURY LEAVE	0	0	240	0	0
4118	GROUP INSURANCE - RETIREES	0	15,253	19,178	22,313	23,549
	<b>SALARIES AND BENEFITS</b>	<b>517,123</b>	<b>582,327</b>	<b>643,596</b>	<b>632,562</b>	<b>641,303</b>
4212	COMMUNICATIONS	769	11,837	720	720	720
4213	UTILITIES	675,003	781,146	930,358	958,270	987,020
4214	WATER PURCHASES	2,200,358	2,354,618	3,086,999	3,446,587	3,994,408
4219	PROFESSIONAL SERVICES	65,698	79,198	80,997	92,000	105,980
4220	OTHER CONTRACTUAL SERVICES	3,103	3,210	13,295	13,310	13,410
4230	OFFICE EXPENSE	334	183	440	785	810
4231	SAFETY SUPPLIES	549	573	970	3,170	2,840
4237	CLOTHING	1,676	3,077	2,550	1,800	1,800
4240	WATER OPERATING SUPPLIES	16,107	30,286	56,191	70,070	73,570
4243	OPERATING SUPPLIES	87	40	0	0	0
4255	SMALL EQUIPMENT	2,216	2,148	2,500	3,690	3,805
4373	FISCAL AGENT FEES	1,500	1,500	1,500	1,500	1,500
	<b>SERVICES AND SUPPLIES</b>	<b>2,967,400</b>	<b>3,267,816</b>	<b>4,176,520</b>	<b>4,591,902</b>	<b>5,185,863</b>
4302	MEMBERSHIPS & PUBLICATIONS	512	890	1,282	2,250	2,250
4303	TRAVEL & MEETINGS	713	42	1,150	1,195	1,195
4304	EDUCATION & TRAINING	2,982	2,041	4,950	4,500	6,050
4431	DEPRECIATION	933,383	1,042,174	1,142,000	1,131,000	1,120,000
4434	MISCELLANEOUS OTHER CHARGES	55,434	47,283	86,494	78,470	82,950
4440	BOOK VALUE - ASSETS DISPOSED	71,480	0	0	0	0
	<b>OTHER CHARGES</b>	<b>1,064,504</b>	<b>1,092,430</b>	<b>1,235,876</b>	<b>1,217,415</b>	<b>1,212,445</b>
4208	TELEPHONE SERVICE CHARGES	3,619	3,367	3,367	3,701	3,775
4216	VEHICLE SERVICE CHARGES	32,995	29,945	30,544	42,928	43,787
4223	INFORMATION SERVICES CHARGES	3,238	3,303	3,369	4,363	4,567
4301	GENERAL INSURANCE CHARGES	48,512	49,482	50,472	45,425	46,333
	<b>FIXED CHARGES</b>	<b>88,364</b>	<b>86,097</b>	<b>87,752</b>	<b>96,417</b>	<b>98,462</b>
4651	IF TO 01-031-031	1,872,067	1,624,205	1,624,205	283,856	293,791
4664	IF TO 46-381-374	169,448	161,233	134,663	174,326	176,760
4665	IF TO 46-383-373	482,835	505,769	545,474	555,842	577,310
4666	IF TO 46-380-370	543,195	633,671	726,791	770,021	798,713
	<b>OPERATING TRANSFERS OUT</b>	<b>3,067,545</b>	<b>2,924,878</b>	<b>3,031,133</b>	<b>1,784,045</b>	<b>1,846,574</b>
4380	COP PRINCIPAL	350,000	360,000	370,000	385,000	395,000
4381	COP INTEREST	417,665	439,101	383,234	370,285	356,810
4385	PRINCIPAL PAYMENT CONTRA	-350,000	-360,000	0	0	0
	<b>DEBT SERVICE</b>	<b>417,665</b>	<b>439,101</b>	<b>753,234</b>	<b>755,285</b>	<b>751,810</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$8,122,601</b>	<b>\$8,392,649</b>	<b>\$9,928,111</b>	<b>\$9,077,626</b>	<b>\$9,736,457</b>

# **WASTEWATER OPERATIONS**

---

## ***PROGRAM DESCRIPTION***

The Wastewater Operations Section of the Operations Division is responsible for safe, legal, economical and environmentally acceptable treatment and disposal of sanitary wastewater flows from the North San Mateo County Sanitation District system, while producing a portion of the flow for Tertiary Recycled Water for irrigation. The plant is operated by the City of Daly City through the Department of Water and Wastewater Resources with staff on duty 24 hours a day, 7 days a week, 365 days per year to protect and better serve the community.

## ***PROGRAM GOAL***

To support the long term goals of the City of Daly City by responsibly operating and maintaining the wastewater treatment plant and tertiary recycled water systems of the North San Mateo County Sanitation District in a manner that provides current and future customers with safe and efficient wastewater treatment services and protecting the environment from water pollution. In addition, producing Tertiary Recycled Water for irrigation of golf courses and parks better sustains the yield of available drinking water sources for the community.

## ***SUPPORT FOR CITY-WIDE GOALS AND OBJECTIVES***

### ***Public Safety***

- Maintain quality of life for the environment through meeting all NPDES requirements for the POTW.
- Continued to produce high quality, full public contact recycled water for irrigation.

### ***Infrastructure***

- Developing methods of process control that optimize cost savings.
- Decreasing cost by utilizing renewable energy produced within the POTW.
- Reduce and optimize operating costs through new technology.

### ***Community/Civic Support***

- Producing a quality recycled water for irrigation and thereby preserving potable water supplies for the community.
- Continue public outreach and education through plant tours for citizens and students.

### ***Government Operations***

- Operator in Training program adds staff and increased shift coverage.
- Continued training in the Combined Operator Program allowing for flexible staffing.
- A responsive staff 24 hours a day provided by the 12-hour shift schedule.

### ***Economic Development / Revenue Enhancement***

- Promoting recycled water usage as opportunities arise.

## CITY OF DALY CITY

### **SUPPORT FOR CITY-WIDE GOALS AND OBJECTIVES (CONTINUED)**

- The continued sale of recycled water to the local golf courses and expansion to Harding Park golf course.

### **PROGRAM OBJECTIVES**

1. Maintaining the production of Title 22 tertiary full public contact disinfected recycled water for all our customers needs including landscape and turf irrigation.
2. To encourage participation in the Combined Operator Training Program for Wastewater Operators to become dual-certified by providing training and educational opportunities.
3. Incorporate the ideas and input of staff in developing new methods of process control for the wastewater and tertiary systems to run efficiently while optimizing cost savings.
4. Provide increased computer training opportunities for the Operations staff to increase overall proficiency in the use of PCs. In particular Microsoft Word, Excel and Access. Continued training to expand organizational capabilities and better serve the citizens of Daly City.
5. Provide networking opportunities and technical training on new technologies to increase knowledge and incorporate cost effective ways of operating the plant more efficiently.
6. Continue public outreach and education through plant tours for citizens and students.
7. To increase the amount of recycled water used with the expansion of the tertiary distribution system and possible use for street cleaning.

### **PERFORMANCE MEASURES – TERTIARY**

<b>NPDES – Tertiary Water</b>	<b>Regulation</b>	<b>Requirement</b>	<b>Actual</b>	<b>Performance</b>
MPN	<2.2	100%	1.4	99%
NTU	<2.0	100%	1.0	100%
ASAR	<3.0	100%	2.8	95%
pH	6.5-7.5	100%	6.7	100%

### **PERFORMANCE MEASURES – PLANT OPERATIONS**

<b>Wastewater Plant</b>	<b>Regulation</b>	<b>Requirement</b>	<b>Actual</b>	<b>Performance</b>
Cake	>20% solids	100%	25.8%	100%
Suspended solids	<30 mg/L average/month	100%	10.1mg/L	100%
BOD	>85 removal/month	100%	95.1%	100%
Bioassay	Toxicity (TUc) 71	100%	23 TUc	100%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: WASTEWATER RESOURCES 46**  
**Department: WATER & WASTEWATER RESOUR 381**  
**Program: WASTEWATER OPERATIONS 372**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3796 REIMBURSEMENT FOR CURRENT SVC	5,584,444	5,705,637	6,505,384	6,767,268	7,246,113
<b>CHARGES AND FEES</b>	5,584,444	5,705,637	6,505,384	6,767,268	7,246,113
3852 WORKERS COMP - SELF INSURANCE	0	14,481	655	0	0
3860 MISCELLANEOUS REVENUE	303	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	303	14,481	655	0	0
<b>TOTAL REVENUES</b>	<b><u>\$5,584,747</u></b>	<b><u>\$5,720,118</u></b>	<b><u>\$6,506,039</u></b>	<b><u>\$6,767,268</u></b>	<b><u>\$7,246,113</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: WASTEWATER RESOURCES 46**  
**Department: WATER & WASTEWATER RESOUR 381**  
**Program: WASTEWATER OPERATIONS 372**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	966,239	1,042,371	1,121,979	1,194,558	1,232,321
4103	OVERTIME	15,339	27,469	41,445	44,160	45,710
4104	PERS RETIREMENT	197,611	217,984	221,720	232,073	235,619
4105	GROUP INSURANCE	116,501	128,687	138,404	158,744	185,468
4106	WORKERS COMPENSATION	44,456	79,045	82,254	86,778	89,945
4107	MEDICARE	11,022	11,923	13,661	13,724	13,832
4108	UNEMPLOYMENT INSURANCE	911	997	0	0	0
4109	COMPENSATED ABSENCES	95,969	54,436	0	0	0
4110	TERMINATION PAY	0	0	14,587	0	0
4116	INJURY LEAVE	223	50,556	0	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>1,448,271</b>	<b>1,613,468</b>	<b>1,634,050</b>	<b>1,730,037</b>	<b>1,802,895</b>
4212	COMMUNICATIONS	1,341	1,591	1,500	1,820	1,915
4213	UTILITIES	709,634	659,804	659,203	678,980	699,350
4219	PROFESSIONAL SERVICES	11,129	22,178	9,000	15,000	7,500
4220	OTHER CONTRACTUAL SERVICES	2,254,555	2,288,152	2,959,928	2,806,810	3,142,895
4230	OFFICE EXPENSE	2,174	2,188	2,364	2,365	2,435
4231	SAFETY SUPPLIES	102	868	3,000	4,875	4,950
4237	CLOTHING	6,419	9,081	6,760	9,200	7,320
4243	OPERATING SUPPLIES	542,225	758,977	800,000	846,020	869,800
4246	FUELS & MOTOR OILS	46,022	37,363	70,000	112,000	126,000
4255	SMALL EQUIPMENT	3,345	5,852	2,300	2,950	3,080
	<b>SERVICES AND SUPPLIES</b>	<b>3,576,946</b>	<b>3,786,054</b>	<b>4,514,055</b>	<b>4,480,020</b>	<b>4,865,245</b>
4302	MEMBERSHIPS & PUBLICATIONS	400	543	797	880	880
4303	TRAVEL & MEETINGS	316	47	500	750	750
4304	EDUCATION & TRAINING	871	1,749	5,000	5,015	9,130
4434	MISCELLANEOUS OTHER CHARGES	64,611	78,367	77,310	82,250	86,345
	<b>OTHER CHARGES</b>	<b>66,198</b>	<b>80,706</b>	<b>83,607</b>	<b>88,895</b>	<b>97,105</b>
4208	TELEPHONE SERVICE CHARGES	5,110	3,943	3,943	6,546	6,677
4216	VEHICLE SERVICE CHARGES	10,785	10,687	10,901	4,317	4,403
4223	INFORMATION SERVICES CHARGES	28,580	29,152	29,735	38,504	40,307
4233	POSTAGE	913	780	809	21	21
4301	GENERAL INSURANCE CHARGES	225,770	230,285	234,891	211,402	215,630
	<b>FIXED CHARGES</b>	<b>271,158</b>	<b>274,847</b>	<b>280,279</b>	<b>260,790</b>	<b>267,038</b>
4597	EXPENSE CONTRA ACCOUNT	0	-34,958	-5,952	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>-34,958</b>	<b>-5,952</b>	<b>0</b>	<b>0</b>
4651	IF TO 01-031-031	0	0	0	209,751	217,092
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>209,751</b>	<b>217,092</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$5,362,573</u></b>	<b><u>\$5,720,117</u></b>	<b><u>\$6,506,039</u></b>	<b><u>\$6,769,493</u></b>	<b><u>\$7,249,375</u></b>

# **PLANT AND EQUIPMENT MAINTENANCE**

---

## ***PROGRAM DESCRIPTION***

The Plant and Equipment Maintenance Division supports the long term goals of the City of Daly City through its responsibility for all of the preventive, corrective, emergency maintenance and any modifications to the equipment associated with the wastewater treatment plant. The eight wastewater lift stations, fourteen potable water pumping stations, twelve reservoirs, tertiary water system in treatment plant, seven wells, five pressure regulating control valves, and three pressure relief valves in the water system and any upgrades to the buildings and grounds of the wastewater treatment plant. This Division also manages the Department of Water and Wastewater Resources central warehouse that provides parts, materials and equipment for the entire department and other divisions in DWR.

## ***PROGRAM GOAL***

To ensure that all of the Department's facilities are maintained by holding to the highest possible standards of performance and appearance in all phases of our work scope. This will enable the Department to maintain all existing services to our community with minimal service interruptions.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Plant and Equipment Maintenance Division shall support city-wide priorities through the following:

### ***Infrastructure***

- Maintain continuous performance of all the water and wastewater systems within the existing service area.
- Provide equipment to maintain the longest useful life.
- Obtain the most energy efficient equipment available.
- Remain current on ever-changing equipment technology and incorporate technology upgrades which will enable the Department to provide the highest quality and most efficient processes possible.
- Provide timely plan check comments on new developments and Capital Improvement Projects to ensure delivery of water and wastewater services.

### ***Public Safety***

- Continue to be responsive to health and safety issues Governing Water and Wastewater when working in water and wastewater systems.
- Maintain Divisional disaster readiness for response to the city's infrastructure for drinking water and wastewater services.
- Ensure continued security of City Utilities and Facilities.

### ***Government Operations***

- Maintain diligence regarding the knowledge of ever-changing equipment technology.

***SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)***

- Continue close coordination and ongoing collaboration with Water and Wastewater Operations, Collection and Distribution System Maintenance regarding projects and/or problems.
- Providing cross training between Plant and Equipment Maintenance personnel and Collection and Distribution personnel to provide better response in case of emergencies or disasters.
- Continue to meet the changing educational and safety requirements for the members of the Plant and Equipment Maintenance staff by providing Training and Professional Development.

***Community Civic Support***

- Maintain equipment with the goal of providing service redundancy and delivery to minimize any impacts to the local community.
- Provide the opportunity for semi-skilled and unskilled youth to gain experience via “On-The-Job-Training” as part of the summer time hire program to address the declining pool of experienced personnel.
- Continue to be responsive to our community issues regarding noise, system pressure or other issues.

***PROGRAM OBJECTIVES***

1. The Division averages six hundred and fifty (650) preventive maintenance work orders per month. Our goal is to maintain a 95% completion rate for all monthly preventive maintenance work orders.
2. Install Emergency Generators at all water and sewer stations as well as the entire Treatment plant which enables the Department to provide uninterrupted distribution of water and prevention of sewage overflows.
3. Maintain the summer hire work program. This enables local youths to gain teaching and training in the many different trades we have in the Division.
4. Continue with in-house training for Division personnel. Provide opportunity for personnel in enrolling ongoing education and advance training to improve and maintain technical, mechanical, and electrical expertise.

***PERFORMANCE MEASURES***

MEASURE	ACHIEVED 2005/06	PROJECTED 2006/07	ACHIEVED 2006/07	PROJECTED 2007/08	PROJECTED 2008/09	PROJECTED 2009/10
% of PM work orders completed in month activated	7,023 99%	5,300 95%	5,225 100%	5,500 95%	5,600 95%	5,700 95%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: WASTEWATER RESOURCES 46**  
**Department: WATER & WASTEWATER RESOUR 383**  
**Program: PLANT & EQUIPMENT MAINTENANCE 373**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
3796 REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	1,498,102	1,615,283	1,872,390	2,183,926	2,286,528
	1,498,102	1,615,283	1,872,390	2,183,926	2,286,528
3852 WORKERS COMP - SELF INSURANCE	8,760	5,400	0	0	0
MISCELLANEOUS REVENUES	8,760	5,400	0	0	0
3953 IF FM 41-381-371	482,835	505,769	545,474	555,842	577,310
OPERATING TRANSFERS IN	482,835	505,769	545,474	555,842	577,310
<b>TOTAL REVENUES</b>	<b><u>\$1,989,697</u></b>	<b><u>\$2,126,452</u></b>	<b><u>\$2,417,864</u></b>	<b><u>\$2,739,768</u></b>	<b><u>\$2,863,838</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: WASTEWATER RESOURCES 46**  
**Department: WATER & WASTEWATER RESOUR 383**  
**Program: PLANT & EQUIPMENT MAINTENANCE 373**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101 SALARIES	1,059,437	1,198,606	1,285,494	1,380,336	1,452,962
4102 HOURLY WAGES	25,330	21,880	23,304	39,415	41,390
4103 OVERTIME	5,495	7,118	10,000	10,300	10,610
4104 PERS RETIREMENT	216,179	232,184	243,771	259,232	268,242
4105 GROUP INSURANCE	73,357	80,995	134,524	154,476	171,774
4106 WORKERS COMPENSATION	53,227	84,924	89,189	94,094	97,529
4107 MEDICARE	12,531	13,775	14,703	15,819	16,563
4108 UNEMPLOYMENT INSURANCE	1,023	1,168	0	0	0
4109 COMPENSATED ABSENCES	0	14,518	0	0	0
4110 TERMINATION PAY	2,754	0	61,000	0	0
4116 INJURY LEAVE	14,402	8,976	129	0	0
4118 GROUP INSURANCE - RETIREES	0	0	0	0	0
4119 SOCIAL SECURITY	937	0	1,783	3,015	3,170
<b>SALARIES AND BENEFITS</b>	<b>1,464,672</b>	<b>1,664,144</b>	<b>1,863,897</b>	<b>1,956,687</b>	<b>2,062,240</b>
4212 COMMUNICATIONS	2,542	2,245	3,000	3,090	3,185
4217 EQUIPMENT MAINTENANCE CONTRA	28,994	40,297	30,800	70,775	72,895
4220 OTHER CONTRACTUAL SERVICES	44,849	47,969	47,700	50,900	52,430
4228 PUMP STATION REPAIR	69,252	53,641	79,500	79,500	79,500
4230 OFFICE EXPENSE	1,413	1,703	2,400	2,475	2,550
4231 SAFETY SUPPLIES	7,203	7,508	7,108	12,610	14,180
4235 BUILDING MAINTENANCE	29,252	33,546	32,500	36,880	37,990
4237 CLOTHING	18,894	17,692	19,705	15,290	14,975
4243 OPERATING SUPPLIES	31,615	20,247	40,000	40,800	41,620
4244 REPAIRS & MAINTENANCE	136,750	100,125	140,000	140,000	140,000
4246 FUELS & MOTOR OILS	9,089	6,742	10,000	10,300	10,610
<b>SERVICES AND SUPPLIES</b>	<b>379,853</b>	<b>331,715</b>	<b>412,713</b>	<b>462,620</b>	<b>469,935</b>
4302 MEMBERSHIPS & PUBLICATIONS	307	110	465	475	475
4304 EDUCATION & TRAINING	6,131	6,044	6,000	5,440	8,395
<b>OTHER CHARGES</b>	<b>6,438</b>	<b>6,154</b>	<b>6,465</b>	<b>5,915</b>	<b>8,870</b>
4208 TELEPHONE SERVICE CHARGES	3,482	2,401	2,401	2,622	2,674
4216 VEHICLE SERVICE CHARGES	59,868	52,882	53,940	96,844	98,781
4223 INFORMATION SERVICES CHARGES	51,318	52,344	53,391	69,136	72,373
4301 GENERAL INSURANCE CHARGES	15,737	16,052	16,373	14,736	15,030
<b>FIXED CHARGES</b>	<b>130,405</b>	<b>123,679</b>	<b>126,105</b>	<b>183,338</b>	<b>188,858</b>
4530 SANITATION EQUIPMENT	0	0	6	0	0
4550 TOOLS AND SHOP EQUIPMENT	7,116	6,659	7,000	14,420	14,855
4597 EXPENSE CONTRA ACCOUNT	0	-5,900	0	0	0
<b>CAPITAL OUTLAY</b>	<b>7,116</b>	<b>759</b>	<b>7,006</b>	<b>14,420</b>	<b>14,855</b>
4651 IF TO 01-031-031	0	0	0	120,785	125,012
4672 IF TO 55-035-458	1,215	0	1,678	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>1,215</b>	<b>0</b>	<b>1,678</b>	<b>120,785</b>	<b>125,012</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,989,699</u></b>	<b><u>\$2,126,451</u></b>	<b><u>\$2,417,864</u></b>	<b><u>\$2,743,765</u></b>	<b><u>\$2,869,770</u></b>

# **ENVIRONMENTAL LABORATORY**

---

## ***PROGRAM DESCRIPTION***

The Environmental Laboratory Program is committed to producing high quality and reliability in laboratory analyses in support of the water system and wastewater treatment plant operations while being in compliance with the U.S. Environmental Protection Agency, the San Francisco Regional Water Quality Control Board, the California State Department of Health Services regulations and requirements, and providing quality analysis to ensure the health and safety of the community.

## ***PROGRAM GOAL***

To consistently maintain representative sampling and analyses, with prompt and accurate reporting of all analytical results as required by the regulatory agencies, for the proper operation of the potable water and wastewater treatment programs that will better serve the community.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Department of Water and Wastewater Resources Environmental Laboratory will support city-wide priorities through the following:

### ***Economic Development/Revenue Enhancement***

- Access and patronize only reputable and certified vendors to ensure quality products at competitive prices.

### ***Public Safety***

- Continue to provide valid and verifiable data to monitor the quality of the wastewater effluent and shoreline to help ensure public safety.
- Coordinate with Plant Operations to maintain the quality of the discharge effluent.

### ***Infrastructure***

- Research new industry methods and instrumentation to expand laboratory capabilities.

### ***Government Operations***

- Maintain the Environmental Laboratory's ELAP certification.
- To keep abreast of current and continuously evolving regulatory mandates.
- Committed to the full participation in Proficiency Testing and Discharge Monitoring Report Studies to ensure continuous professional certification.

### ***Community/Civic Support***

- Support public tours as they proceed through the treatment plant facility.
- Train and educate staff to keep abreast with current technology and practices.
- Active participation in professional organizations and effective communication with outside contract labs.

# CITY OF DALY CITY

## **PROGRAM OBJECTIVES**

1. Train the Water and Wastewater Operations staff in laboratory methods and analyses as an element of the Combined Operator Program. This will also contribute to the capability of staff to provide efficient coverage to fulfill state and federal mandates.
2. Develop responses to process related issues discovered through analysis in the Laboratory and to formalize these responses through the Chief of Operations. This will allow staff to maintain efficient and cost effective operation to better serve the community.
3. Evaluate new technologies and instruments that will increase the productivity and scope of services currently provided by the Environmental Laboratory. This increased productivity expands the capability to provide quality service more efficiently.
4. Coordinate with Chief of Operations in maintaining compliance to all standards present in the current NPDES permit, and to address future changes as they occur. This will provide an efficient and effective tool to meet state and federal mandates.
5. Maintain CA-ELAP certification at the highest level and meet all state and federal mandates.
6. Collaborate with the Water and Wastewater Operations staff and the rest of the Department to ensure the integrity of water and wastewater services for the citizens of City of Daly City.

## **PERFORMANCE MEASURES**

<b>NPDES Tertiary Water</b>	<b>Regulation</b>	<b>Requirement</b>	<b>Minimum Estimate Number of Tests/Year</b>	<b>Performance</b>
Total Dissolved Solids	700 mg/L max weekly	100%	960	100%
Turbidity	<2.0 NTU daily	100%	480	100%
Dissolved Oxygen	≥1.0 mg/L daily	100%	480	100%
pH	6.5-8.4 daily	100%	480	100%
<b>Wastewater Plant Final Effluent</b>	<b>Regulation</b>	<b>Requirement</b>	<b>Minimum Estimate Number of Tests/Year</b>	<b>Performance</b>
Dissolved Oxygen	≥5.0 mg/L daily	100%	1095	100%
Total Suspended Solids	≤30 mg/L monthly	100%	570	100%
Carbonaceous Biochemical Oxygen Demand (cBOD)	≤25 mg/L average/month	100%	2496	100%
Bioassay	71 TUc (Toxicity)	100%	6	100%
Turbidity	75 NTU a month	100%	730	100%
Suspended Solids	1.0 mg/L	100%	520	100%
<b>ELAP Certification - Monthly QC, Annual PT and DMR Evaluation</b>		<b>Requirement</b>	<b>Minimum Estimate Number of Tests/Year</b>	<b>Performance</b>
Settleable Matter		100%	28	100%
Total Suspended Solids		100%	70	100%
Biochemical Oxygen Demand		100%	336	100%
Turbidity		100%	140	100%
Total Residual Chlorine		100%	70	100%
Sulfides		100%	140	100%
pH		100%	140	100%

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

<b>Fund:</b>	<b>WASTEWATER RESOURCES</b>	<b>46</b>
<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>381</b>
<b>Program:</b>	<b>LABORATORY</b>	<b>374</b>

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3796 REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	225,579	231,321	250,089	343,007	348,201
	225,579	231,321	250,089	343,007	348,201
3953 IF FM 41-381-371	169,448	161,233	134,663	174,326	176,760
OPERATING TRANSFERS IN	169,448	161,233	134,663	174,326	176,760
<b>TOTAL REVENUES</b>	<b><u>\$395,027</u></b>	<b><u>\$392,554</u></b>	<b><u>\$384,752</u></b>	<b><u>\$517,333</u></b>	<b><u>\$524,961</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2008-09/2009-10Fund: WASTEWATER RESOURCES 46  
Department: WATER & WASTEWATER RESOUR 381  
Program: LABORATORY 374

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	146,877	100,558	80,539	143,525	148,812
4103	OVERTIME	334	969	1,000	1,000	1,000
4104	PERS RETIREMENT	29,223	20,155	15,514	27,755	28,181
4105	GROUP INSURANCE	14,077	10,784	14,192	15,611	17,172
4106	WORKERS COMPENSATION	3,324	3,491	2,587	2,729	2,829
4107	MEDICARE	2,189	1,610	1,136	2,045	2,122
4108	UNEMPLOYMENT INSURANCE	138	96	0	0	0
4109	COMPENSATED ABSENCES	396	0	0	0	0
4110	TERMINATION PAY	0	7,026	0	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>196,558</b>	<b>144,689</b>	<b>114,968</b>	<b>192,665</b>	<b>200,116</b>
4212	COMMUNICATIONS	111	63	160	165	170
4220	OTHER CONTRACTUAL SERVICES	113,732	186,621	167,730	188,175	197,580
4230	OFFICE EXPENSE	626	832	700	930	960
4237	CLOTHING	656	497	705	730	755
4243	OPERATING SUPPLIES	56,042	33,763	66,000	80,400	69,720
4255	SMALL EQUIPMENT	6,235	657	6,900	7,110	7,325
	<b>SERVICES AND SUPPLIES</b>	<b>177,402</b>	<b>222,433</b>	<b>242,195</b>	<b>277,510</b>	<b>276,510</b>
4302	MEMBERSHIPS & PUBLICATIONS	607	421	439	500	500
4303	TRAVEL & MEETINGS	1,233	0	1,050	2,350	2,350
4304	EDUCATION & TRAINING	0	145	654	700	700
4434	MISCELLANEOUS OTHER CHARGES	1,455	1,455	1,574	1,625	1,675
	<b>OTHER CHARGES</b>	<b>3,295</b>	<b>2,021</b>	<b>3,717</b>	<b>5,175</b>	<b>5,225</b>
4208	TELEPHONE SERVICE CHARGES	348	240	240	375	383
4223	INFORMATION SERVICES CHARGES	3,238	3,303	3,369	4,363	4,567
4301	GENERAL INSURANCE CHARGES	19,477	19,867	20,264	18,238	18,602
	<b>FIXED CHARGES</b>	<b>23,063</b>	<b>23,410</b>	<b>23,873</b>	<b>22,976</b>	<b>23,552</b>
4597	EXPENSE CONTRA ACCOUNT	-5,292	0	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>-5,292</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4651	IF TO 01-031-031	0	0	0	19,259	19,933
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,259</b>	<b>19,933</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$395,026</u></b>	<b><u>\$392,553</u></b>	<b><u>\$384,753</u></b>	<b><u>\$517,585</u></b>	<b><u>\$525,336</u></b>

# **DISTRIBUTION SYSTEM MAINTENANCE**

---

## ***PROGRAM DESCRIPTION***

The Distribution System Maintenance Section has six subsections: 1) construction, 2) valve exercising/main flushing, 3) fire hydrant maintenance, replacement and service, 4) customer response, 5) water meter installation, 6) backflow device and PRV maintenance. The Distribution Section is responsible for the maintenance and operation of 4,616 valves, 192 miles of water mains, 142 backflow prevention devices, and 1,492 fire hydrants. In addition, the Distribution System Maintenance Section is responsible for the upkeep and repair of 27,154 service connections and meters

## ***PROGRAM GOAL***

Support the long-term goals of the City of Daly City by upgrading, improving and prolonging the life of the water main system infrastructure to ensure the utmost consistency of service to the public while meeting all state and federal mandated health requirements in delivering high-quality drinking water to the citizens of Daly City.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Distribution Maintenance System Section will support city-wide priorities through the following:

### ***Economic Development/Revenue Enhancement***

- Continue education and training of the Section's personnel to remain up to date on the latest technological and regulatory changes in the water industry.

### ***Public Safety***

- Continue to provide safe drinking water to the public.
- Remain ready to respond to any emergency situation within or outside of the general work scope of the division.

### ***Infrastructure***

- Provide timely and accurate reviews and comments on development projects affecting the water distribution system.
- Continue to process all requests for water main shutdowns from Engineering Division within 6 working days after receipt of project application.
- Continue to provide inspection assistance associated with water infrastructure and verification of proper disinfection before new lines is put into service.
- Through the efforts of the annual CIP, all 2" and smaller water mains will be replaced and upsized to meet fire flow protection standards over a 7 year program in conjunction with the City's established and approved paving schedule.
- Water service transfers to 4" and larger mains will commence through the CIP over a 7 year program in conjunction with the City's established and approved paving schedule.

## ***SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)***

### ***Government Operations***

- Continue to participate in professional organizations such as American Water Works Association (AWWA) and Northern California Backflow Prevention Association (NCBPA).
- Implement unidirectional flushing program to maintain water quality within the community.

## ***PROGRAM OBJECTIVES***

### **Meters**

- Replacement of 30 large commercial/residential meters (1.5” to 4”) each year. Upgrading of service connections to these meters if necessary. Objective is to improve water quality and water consumption recording to support state and federal mandates.
- Implementation of “Radio Read” pilot program to explore effectiveness of product.
- Continue to respond and install all development meters and boxes within 24 hours of receipt of notice from Operations Technician to facilitate the completion of new construction within Daly City.

### **Construction**

- Continue to test, repair and install all 142 backflow prevention devices on City owned infrastructure, per state and federal mandates. Objective is to ensure potable drinking water system is safe from contamination resulting from a backflow situation.
- Yearly servicing of all 1,492 fire hydrants within the infrastructure. Objective is to ensure that all fire hydrants are in top working condition, free from any obstacles and have the blue reflective dots placed in the street adjacent to their location. The summer hire temporary employees will perform some of this work during the summer months.
- Replacement of 200 Greenberg model hydrants per year.
- Replacement of defective valves and the installation of new isolation valves within the infrastructure of Daly City. All work will be performed under state and federal mandates to ensure water quality and delivery. Work will also reduce water loss and repair time by lessening the scope of a shutdown in a specific area in the event of a repair to the infrastructure.
- Identify and remove existing 1” and smaller manifold service connections within the infrastructure.

### **Customer Response**

- Continue to respond to all customer calls in the service area within 30 minutes to efficiently and effectively serve the community.
- Respond to all U.S.A. (Underground Service Alert) requests within 48 hours of receipt of notice to ensure all construction within the boundaries of Daly City is properly marked to eliminate any possible damage to the infrastructure resulting in loss of water service to our community.

**CITY OF DALY CITY**Revenue Budget  
2008-09/2009-10

Fund:	WATER UTILITY	41
Department:	WATER & WASTEWATER RESOUR	382
Program:	DISTRIBUTION SYSTEM	375

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3852	WORKERS COMP - SELF INSURANCE	104	7,129	9,500	0	0
3860	MISCELLANEOUS REVENUE	7,202	12,610	11,500	0	0
	<b>MISCELLANEOUS REVENUES</b>	7,306	19,739	21,000	0	0
	<b>TOTAL REVENUES</b>	<b><u>\$7,306</u></b>	<b><u>\$19,739</u></b>	<b><u>\$21,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: WATER UTILITY  
Department: WATER & WASTEWATER RESOUR  
Program: DISTRIBUTION SYSTEM**

**41  
382  
375**

		2005-06	2006-07	2007-08	2008-09	2009-10
EXPENDITURES		Actual	Actual	Estimated	Approved	Approved
4101	SALARIES	711,078	723,965	858,847	895,970	929,497
4102	HOURLY WAGES	60,058	58,150	54,772	56,420	58,115
4103	OVERTIME	15,591	18,200	19,558	20,305	21,020
4104	PERS RETIREMENT	153,951	155,342	176,255	175,760	178,464
4105	GROUP INSURANCE	121,949	135,637	144,174	158,591	174,451
4106	WORKERS COMPENSATION	36,484	58,736	63,048	66,516	68,943
4107	MEDICARE	10,529	10,287	11,572	11,783	12,225
4108	UNEMPLOYMENT INSURANCE	727	748	0	0	0
4109	COMPENSATED ABSENCES	22,800	7,665	0	0	0
4112	STANDBY PAY	10,440	10,343	14,600	18,200	18,200
4116	INJURY LEAVE	2,161	16,549	12,641	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
4119	SOCIAL SECURITY	1,380	1,242	4,190	4,320	4,450
	<b>SALARIES AND BENEFITS</b>	<b>1,147,148</b>	<b>1,196,864</b>	<b>1,359,657</b>	<b>1,407,865</b>	<b>1,465,365</b>
4212	COMMUNICATIONS	5,178	2,617	4,203	5,940	6,120
4215	RENTS AND LEASES	1,042	0	2,700	3,470	3,580
4220	OTHER CONTRACTUAL SERVICES	41,107	27,398	31,502	41,500	42,745
4230	OFFICE EXPENSE	1,753	2,198	3,150	3,245	3,345
4231	SAFETY SUPPLIES	1,351	3,712	3,676	13,855	15,725
4237	CLOTHING	12,968	13,445	15,323	9,180	9,640
4240	WATER OPERATING SUPPLIES	125,524	119,405	135,224	139,285	143,465
4241	STREETS OPERATING SUPPLIES	61,903	74,520	60,717	103,885	109,080
4243	OPERATING SUPPLIES	67	237	0	0	0
4244	REPAIRS & MAINTENANCE	3,455	2,164	3,607	3,345	3,450
4255	SMALL EQUIPMENT	96	1,531	1,792	1,850	1,905
	<b>SERVICES AND SUPPLIES</b>	<b>254,444</b>	<b>247,227</b>	<b>261,894</b>	<b>325,555</b>	<b>339,055</b>
4302	MEMBERSHIPS & PUBLICATIONS	389	273	500	500	500
4303	TRAVEL & MEETINGS	3,104	4,402	4,450	4,450	4,450
4304	EDUCATION & TRAINING	6,294	10,277	10,000	10,715	13,300
4433	BAD DEBTS	0	1,078	6,068	0	0
	<b>OTHER CHARGES</b>	<b>9,787</b>	<b>16,030</b>	<b>21,018</b>	<b>15,665</b>	<b>18,250</b>
4208	TELEPHONE SERVICE CHARGES	765	579	579	777	793
4216	VEHICLE SERVICE CHARGES	156,587	159,673	162,591	233,340	238,007
4223	INFORMATION SERVICES CHARGES	28,580	29,152	29,735	38,504	40,307
4224	BLDG MAINTENANCE SVC CHARGES	1,182	1,217	1,248	1,620	1,653
4301	GENERAL INSURANCE CHARGES	86,199	87,923	89,681	80,713	82,327
	<b>FIXED CHARGES</b>	<b>273,313</b>	<b>278,544</b>	<b>283,834</b>	<b>354,954</b>	<b>363,087</b>
4550	TOOLS AND SHOP EQUIPMENT	6,098	2,026	5,206	5,365	5,530
4564	WATER METERS	88,566	72,751	112,509	116,340	119,830
4580	FURNITURE	0	0	2,614	2,695	2,780
	<b>CAPITAL OUTLAY</b>	<b>94,664</b>	<b>74,777</b>	<b>120,329</b>	<b>124,400</b>	<b>128,140</b>
4651	IF TO 01-031-031	0	0	0	104,062	107,704
4672	IF TO 55-035-458	0	1,682	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>1,682</b>	<b>0</b>	<b>104,062</b>	<b>107,704</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$1,779,356</u></b>	<b><u>\$1,815,124</u></b>	<b><u>\$2,046,732</u></b>	<b><u>\$2,332,501</u></b>	<b><u>\$2,421,601</u></b>

# **COLLECTION SYSTEM MAINTENANCE**

---

## ***PROGRAM DESCRIPTION***

The Operation and Maintenance of the Collection System Maintenance Section involves preventive and corrective maintenance of the sanitary sewer infrastructure of the North San Mateo County Sanitation District which includes the City of Daly City, Unincorporated Broadmoor, and contractual services to the Town of Colma and the Westborough Water District. The Section provides preventive maintenance to nine sewage lift stations. Staff is on a 24 hour, 365 day per year response ready basis. Staff maintains a minimum 30 minute response time to all requests for service. All illicit discharges are entered into our Muni-Base system for history and documentation. Staff has always maintained with pride a customer friendly and educational approach to their response.

## ***PROGRAM GOAL***

To support the long term goals of the City of Daly City by meeting all required state mandates. Continue to provide and improve existing level of service to the community. Update and Maintain Collection System Spill Response Plan, keeping current with mandated Sanitary Sewer Overflows (SSO) Monitoring and reporting Program. Continue to take proactive measures to reduce SSO events. Maintain and upgrade Lift Station infrastructure.

## ***SUPPORT FOR CITY-WIDE PRIORITIES***

The Collection System Maintenance Section will support city wide priorities through the following:

### **Economic Development / Revenue Enhancement**

- Investigate cost effective technologies such as trenchless pipe construction to minimize impacts to residents and businesses.
- Education and training of the Department's personnel to remain up to date on the latest technological and regulatory changes in the water and wastewater industry.

### **Public Safety**

- Continue to respond to any call for assistance within 30 minutes.
- Maintain spill mitigation standards on street surfaces or receiving water areas.
- Protect public health by maintaining the sewer system at the highest standard.
- Provide any assistance necessary during storm events.

### **Infrastructure**

- Maintain the sewer system infrastructure by utilizing the most efficient, cost effective methods and practices.
- Provide timely reviews and input for CIP's and development projects.

## ***SUPPORT FOR CITY-WIDE PRIORITIES (CONTINUED)***

### **Government Operations**

- Maintain accurate, thorough and timely regulatory reports.
- Participate in professional organizations such as the California Water Environment Association (CWEA) and the American Public Works Association (APWA).
- Adopt and implement recommendations from the new SSMP.

### **Community / Civic Support**

- Maintain the sewer system infrastructure, to provide uninterrupted service to the community.
- Develop programs to meet future Collection System needs of the community.
- Assist with mosquito abatement services at the wastewater treatment plant.
- Continue coordination with Engineering Division on completion of Sewer Plan projects.
- Provide summer employment opportunities with community high schools.

## ***PROGRAM OBJECTIVES***

### **Cleaning**

- Evaluation of the 39,000 feet of identified trouble spots utilizing hydro-flushing, mechanical maintenance, and rehabilitation to reduce the frequency of increased maintenance. Fulfill all state and federal mandates as efficiently and effectively as possible.
- Complete 5000 preventative maintenance work orders annually to fulfill state mandates and improve service to the community.

### **Customer Response/Lift Stations**

- Respond to customer requests for service within 30 minutes, including after hours and holidays, in keeping with our continued efforts to improve service to the community.
- Completion of 900 lift station Preventative Maintenance Work Orders annually.
- Clean and maintain sewage wet wells in order to comply with state and federal mandates.

### **Video Inspection/Sewer Rehabilitation**

- Complete TV inspection work orders and requests within 15 working days.
- Replace and repair identified system failures within 15 working days in compliance with state and federal regulations.

**CITY OF DALY CITY****Revenue Budget  
2008-09/2009-10****Fund: WASTEWATER RESOURCES 46  
Department: WATER & WASTEWATER RESOUR 382  
Program: COLLECTION SYSTEM 376**

<b>REVENUES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
3796 REIMBURSEMENT FOR CURRENT SVC	1,551,673	1,712,222	1,723,941	1,945,319	2,016,297
<b>CHARGES AND FEES</b>	1,551,673	1,712,222	1,723,941	1,945,319	2,016,297
3852 WORKERS COMP - SELF INSURANCE	12,832	0	0	0	0
3860 MISCELLANEOUS REVENUE	4,931	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	17,763	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$1,569,436</u></b>	<b><u>\$1,712,222</u></b>	<b><u>\$1,723,941</u></b>	<b><u>\$1,945,319</u></b>	<b><u>\$2,016,297</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: WASTEWATER RESOURCES  
Department: WATER & WASTEWATER RESOUR  
Program: COLLECTION SYSTEM****46  
382  
376**

<b>EXPENDITURES</b>		<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4101	SALARIES	733,494	796,792	792,898	842,742	873,929
4102	HOURLY WAGES	6,974	6,907	13,412	35,120	36,175
4103	OVERTIME	13,352	15,187	16,376	17,000	17,595
4104	PERS RETIREMENT	153,392	157,446	157,168	163,527	166,042
4105	GROUP INSURANCE	103,431	115,103	122,057	134,262	147,689
4106	WORKERS COMPENSATION	33,773	56,145	56,146	59,234	61,396
4107	MEDICARE	8,407	8,679	8,293	8,751	9,080
4108	UNEMPLOYMENT INSURANCE	698	769	0	0	0
4109	COMPENSATED ABSENCES	10,700	40,545	0	0	0
4110	TERMINATION PAY	1,213	1,929	8,204	0	0
4112	STANDBY PAY	10,440	10,400	14,600	18,200	18,200
4116	INJURY LEAVE	21,066	192	1,000	0	0
4118	GROUP INSURANCE - RETIREES	0	0	0	0	0
4119	SOCIAL SECURITY	514	423	1,026	2,690	2,770
	<b>SALARIES AND BENEFITS</b>	<b>1,097,454</b>	<b>1,210,517</b>	<b>1,191,180</b>	<b>1,281,526</b>	<b>1,332,876</b>
4212	COMMUNICATIONS	3,029	4,027	4,392	5,940	6,120
4213	UTILITIES	55,741	55,860	57,632	59,365	61,150
4215	RENTS AND LEASES	637	729	5,027	5,180	5,335
4220	OTHER CONTRACTUAL SERVICES	17,631	25,991	26,553	27,815	28,520
4230	OFFICE EXPENSE	810	1,142	1,191	1,255	1,320
4231	SAFETY SUPPLIES	1,049	1,947	5,903	12,020	13,625
4237	CLOTHING	14,695	13,860	13,374	8,140	8,550
4241	STREETS OPERATING SUPPLIES	3,578	4,351	4,851	7,745	8,130
4243	OPERATING SUPPLIES	38,673	33,363	41,511	42,760	44,045
4244	REPAIRS & MAINTENANCE	13,279	14,887	14,807	15,255	15,715
4255	SMALL EQUIPMENT	366	392	474	750	775
	<b>SERVICES AND SUPPLIES</b>	<b>149,488</b>	<b>156,549</b>	<b>175,715</b>	<b>186,225</b>	<b>193,285</b>
4302	MEMBERSHIPS & PUBLICATIONS	1,610	2,065	1,900	2,270	2,270
4303	TRAVEL & MEETINGS	1,717	122	2,270	2,270	2,270
4304	EDUCATION & TRAINING	5,308	5,599	6,165	7,245	9,460
4434	MISCELLANEOUS OTHER CHARGES	0	157	198	205	215
	<b>OTHER CHARGES</b>	<b>8,635</b>	<b>7,943</b>	<b>10,533</b>	<b>11,990</b>	<b>14,215</b>
4208	TELEPHONE SERVICE CHARGES	4,995	2,951	2,951	5,166	5,269
4216	VEHICLE SERVICE CHARGES	188,294	189,744	192,686	221,259	225,684
4223	INFORMATION SERVICES CHARGES	38,295	39,061	39,842	51,592	54,007
4224	BLDG MAINTENANCE SVC CHARGES	1,182	1,217	1,248	1,620	1,653
4301	GENERAL INSURANCE CHARGES	74,006	75,486	76,996	69,296	70,682
	<b>FIXED CHARGES</b>	<b>306,772</b>	<b>308,459</b>	<b>313,723</b>	<b>348,933</b>	<b>357,295</b>
4509	STREETS CONSTRUCTION	0	0	19,975	20,000	20,000
4550	TOOLS AND SHOP EQUIPMENT	7,085	7,072	10,200	10,505	10,820
4580	FURNITURE	0	0	2,614	2,695	2,780
	<b>CAPITAL OUTLAY</b>	<b>7,085</b>	<b>7,072</b>	<b>32,789</b>	<b>33,200</b>	<b>33,600</b>
4651	IF TO 01-031-031	0	0	0	86,456	89,482
4672	IF TO 55-035-458	0	1,682	0	0	0
4688	IF TO 87-920-832	0	20,000	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>21,682</b>	<b>0</b>	<b>86,456</b>	<b>89,482</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$1,569,434</u></b>	<b><u>\$1,712,222</u></b>	<b><u>\$1,723,940</u></b>	<b><u>\$1,948,330</u></b>	<b><u>\$2,020,753</u></b>

# **SANITATION DISTRICT**

---

## ***PROGRAM DESCRIPTION***

The North San Mateo County Sanitation District is a special district formed and operated under the Health and Safety Code of the State of California. In 1985, the District merged with and became a subsidiary of the City of Daly City. Its primary responsibility is that of providing wastewater collection and treatment services to the majority of residents of Daly City, as well as portions of unincorporated San Mateo County within the District and contracting agencies that include the Westborough Water District, the Town of Colma and the San Francisco County Jail facilities in San Bruno.

The Board of Directors serves as the policy-making body for the District and is comprised of the City Council of Daly City who serves as ex-officio members. The District contracts with the City of Daly City for operating and maintaining the Wastewater Collection System and Treatment Plant which service the District.

The District is responsible for funding and implementing major capital improvement projects for the Sanitation District.

## ***PROGRAM GOAL***

Establish policy and direction of programs and services for wastewater collection and treatment for the District and contractual service areas, to ensure the availability of capacity for District customers, and represent the District and the City on various committees relative to wastewater, water, stormwater and air regulations to protect interests and provide input into proposed regulations.

## ***SUPPORT FOR CITY-WIDE PRIORITIES AND OBJECTIVES***

The Sanitation District will support City-wide Priorities/Objectives through the following:

### ***Economic Development/Revenue Enhancement***

- Continue to maintain prudent fund balance reserve to address any unforeseen or emergency situations affecting the District's system.
- Maintain existing plant capacity and infrastructure to serve projected land use within the District's service area.

### ***Infrastructure***

- Continue to address systemwide maintenance from a proactive preventative standard to lengthen the useful life of pipes, pumps and other District assets.
- Address major capital investment initiatives on a number of high priority projects to include the Vista Grande Drainage Basin Alternatives, Addition of Tertiary Water Facilities to Harding Park Golf Course, and required capital projects associated with NPDES Permits: Municipal Regional Stormwater Permit and Sanitary Sewer Systems including a focus on sanitary sewer overflows and the District's Sanitary Sewer Management Plan (SSMP).

***SUPPORT FOR CITY-WIDE PRIORITIES AND OBJECTIVES(CONTINUED)***

***Government Operations***

- Continue inspections of Seton Medical Center and other facilities required by the waiver from the EPA mandated Pretreatment Program, and complete all required business and industrial inspections established under the Countywide National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Program.
- Continue involvement in supporting the Total Maximum Daily Load (TMDL) litigation against the state and application of biosolids.
- Continue participation on committees to negotiate new or revised regulations that are potentially unattainable or financially significant.
- Continue participation in professional organizations such as the California Association of Sanitation Agencies (CASA), the Water Environment Federation (WEF), the California Water Environment Association (CWEA), the Bay Area Clean Water Agency (BACWA), San Mateo Countywide Pollution Prevention Program (STOPPP), Bay Area Pollution Prevention Group (BAPPG) the Bay Area Stormwater Management Agencies Association (BASMAA), Air Issues and Regulation Committee (AIR), and the WateReuse Association.
- Continue to proactively negotiate permit terms and conditions associated with wastewater, stormwater and air regulations.

***Community/Civic Support***

- Continue use of the Citizens' Advisory Committee structure and format to review sewer service charges and the finances of the North San Mateo County Sanitation District.

***PROGRAM OBJECTIVES***

1. Remain current on legislative and regulatory developments affecting wastewater issues at federal, state and regional levels through active participation in CASA, WEF, CWEA, BACWA, STOPPP, BAPPG, BASMAA, AIR, and the WateReuse Association.
2. Oversee the Capital Improvement Program to ensure capacity is available for the District's needs.
  - Initiate new Sewer Master Plan Study and program.
  - Completion of recycled water booster pump station to serve Junipero Serra median islands and Marchbank Park athletic field.
3. Retain professional consultant services to examine series of stormwater related projects associated with Vista Grande Drainage Basin.
4. Negotiate NPDES permit requirements during the Treatment Plant's renewal process.
5. Ensure that the routine operations of the District are conducted in a manner that will assure efficiency and compliance with all applicable statutes while maintaining a reasonable service charge to the District's customers.

**CITY OF DALY CITY**

Revenue Budget  
2008-09/2009-10

Fund: SANITATION DISTRICT 87  
 Department: WATER & WASTEWATER RESOUR 920  
 Program: SANITATION DISTRICT 105

	2005-06	2006-07	2007-08	2008-09	2009-10
REVENUES	Actual	Actual	Estimated	Approved	Approved
3110 SECURED PROPERTY TAX	1,047,781	1,177,150	1,260,000	1,335,600	1,402,380
3120 UNSECURED PROPERTY TAX	74,209	66,469	69,081	59,000	59,000
3123 SUPPLEMENTAL PROPERTY TAX	55,985	46,953	45,534	40,981	36,883
3613 HOMEOWNERS PROPERTY TAX RELI	10,274	10,259	10,000	10,000	10,000
<b>TAXES</b>	<b>1,188,249</b>	<b>1,300,831</b>	<b>1,384,615</b>	<b>1,445,581</b>	<b>1,508,263</b>
3510 INVESTMENT EARNINGS	473,133	704,086	686,308	480,000	480,000
3511 OTHER INTEREST	63,802	4,579	41,399	35,300	35,300
3515 UNREALIZED GAIN/LOSS ON INVEST	-51,138	91,827	0	0	0
3530 LOAN PRINCIPAL	134,862	141,930	306,565	0	0
3535 LOAN PRINCIPAL CONTRA	-134,862	-141,930	0	0	0
<b>RENTS AND INTEREST</b>	<b>485,797</b>	<b>800,492</b>	<b>1,034,272</b>	<b>515,300</b>	<b>515,300</b>
3901 SSC TAX ROLL	12,035,324	13,172,371	14,273,992	14,273,995	14,273,995
3902 SSC WESTBOROUGH	1,263,403	1,317,330	1,445,861	1,445,865	1,445,865
3903 SSC COLMA	78,625	75,985	82,490	82,490	82,490
3904 SSC SF JAIL	195,420	100,426	105,447	105,450	105,450
3911 WATER SALES	99,348	136,934	140,535	144,300	148,060
3921 CONNECTION CHARGES	228,149	470,506	318,146	295,946	443,885
<b>CHARGES AND FEES</b>	<b>13,900,269</b>	<b>15,273,552</b>	<b>16,366,471</b>	<b>16,348,046</b>	<b>16,499,745</b>
3860 MISCELLANEOUS REVENUE	484,662	228,592	0	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>484,662</b>	<b>228,592</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b>\$16,058,977</b>	<b>\$17,603,467</b>	<b>\$18,785,358</b>	<b>\$18,308,927</b>	<b>\$18,523,308</b>

**CITY OF DALY CITY**Expenditure Budget  
2008-09/2009-10Fund: SANITATION DISTRICT 87  
Department: WATER & WASTEWATER RESOUR 920  
Program: SANITATION DISTRICT 105

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	16,575	14,620	20,000	30,600	30,600
4106	WORKERS COMPENSATION	0	455	413	436	452
	<b>SALARIES AND BENEFITS</b>	<b>16,575</b>	<b>15,075</b>	<b>20,413</b>	<b>31,036</b>	<b>31,052</b>
4211	ADVERTISING	677	788	0	18,095	18,095
4213	UTILITIES	77	78	228	230	230
4219	PROFESSIONAL SERVICES	690	2,085	5,000	5,000	5,000
4220	OTHER CONTRACTUAL SERVICES	11,913,812	12,289,959	13,407,318	13,212,925	13,138,174
4373	FISCAL AGENT FEES	2,150	2,300	7,100	2,400	5,900
	<b>SERVICES AND SUPPLIES</b>	<b>11,917,406</b>	<b>12,295,210</b>	<b>13,419,646</b>	<b>13,238,650</b>	<b>13,167,399</b>
4302	MEMBERSHIPS & PUBLICATIONS	17,246	14,473	17,860	17,640	17,860
4303	TRAVEL & MEETINGS	7,232	5,091	6,000	9,800	10,150
4304	EDUCATION & TRAINING	0	0	0	0	0
4431	DEPRECIATION	1,631,867	1,816,278	1,816,016	1,780,000	1,775,000
4434	MISCELLANEOUS OTHER CHARGES	31,892	38,245	40,000	41,000	42,000
4440	BOOK VALUE - ASSETS DISPOSED	122,752	0	0	0	0
4605	ERAF	916,178	0	0	0	0
	<b>OTHER CHARGES</b>	<b>2,727,167</b>	<b>1,874,087</b>	<b>1,879,876</b>	<b>1,848,440</b>	<b>1,845,010</b>
4233	POSTAGE	924	790	819	4,961	5,060
	<b>FIXED CHARGES</b>	<b>924</b>	<b>790</b>	<b>819</b>	<b>4,961</b>	<b>5,060</b>
4651	IF TO 01-031-031	0	0	0	404,175	418,321
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>404,175</b>	<b>418,321</b>
4378	NOTE PRINCIPAL	179,309	180,701	185,219	189,849	194,596
4379	NOTE INTEREST	109,569	168,645	103,659	99,029	94,281
4380	COP PRINCIPAL	1,705,000	1,740,000	1,770,000	855,000	0
4381	COP INTEREST	147,071	118,440	78,171	21,376	0
4385	PRINCIPAL PAYMENT CONTRA	-1,884,309	-1,920,701	0	0	0
	<b>DEBT SERVICE</b>	<b>256,640</b>	<b>287,085</b>	<b>2,137,049</b>	<b>1,165,254</b>	<b>288,877</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$14,918,712</b>	<b>\$14,472,247</b>	<b>\$17,457,803</b>	<b>\$16,692,516</b>	<b>\$15,755,719</b>

Full-Time Salaried Position Listing

WATER & WASTEWATER RESOURCES

2006-07	2007-08	Classification	Range	2008-09	2009-10
<b>01-310-310</b>		<b>Administration</b>			
1	1	Director Water/Wastewater Resources	M440	1	1
1	1	Technical Services Manager	U104	1	1
1	1	Senior Management Analyst	U074	1	1
1	1	Source Control Inspector	U052	1	1
2	2	W/W Operations Technician	X052	2	2
1	1	Secretary III	S038	1	1
2	2	Office Assistant II	Z022	2	2
<b>41-381-371</b>		<b>Water Operations</b>			
6	6	Water/Wastewater Operator II	W048	6	6
<b>46-381-372</b>		<b>Wastewater Operations</b>			
1	1	Chief of Operations	U096	1	1
5	5	Senior Water/Wastewater Operator	W059	5	5
6	6	Water/Wastewater Operator II	W048	6	6
1	1	Plant Operations Maint Worker II	X030	1	1
<b>46-383-373</b>		<b>Plant &amp; Equipment Maintenance</b>			
1	1	Plant & Equipmt Maintenance Supervisor	U091	1	1
2	2	Instrument Technician	P062	2	2
0	0	Plant Maintenance Worker	X025	2	2
1	1	Lead Plant & Equipmt Maint Mechanic	U054	1	1
1	1	P & E Maintenance Electrician	X051	1	1
9	9	P & E Maintenance Mechanic	P044	9	9
1	1	Lead Warehouse Clerk	X038	1	1
1	1	Warehouse Clerk	X033	1	1
<b>46-381-374</b>		<b>Laboratory</b>			
1	1	Laboratory Supervisor	U060	1	1
1	1	Laboratory Technician	U041	1	1
<b>41-382-375</b>		<b>Distribution System</b>			
3	3	Lead Distribution System Maint Worker	X044	3	3
11	11	Water Maintenance Worker II	X030	11	11
<b>46-382-376</b>		<b>Collection System</b>			
1	1	Collection & Distribution Supervisor	U091	1	1
3	3	Collection System Lead Person	X044	3	3
8	8	Collection Sys Maintenance Worker II	X030	8	8
72	72			74	74

## **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, utility users' tax and motor vehicle in-lieu 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****Revenue Budget  
2008-09/2009-10****Fund: GENERAL FUND  
Department: FINANCE  
Program: NONDEPARTMENTAL****01  
031  
031**

REVENUES	2005-06 Actual	2006-07 Actual	2007-08 Estimated	2008-09 Approved	2009-10 Approved
3110 SECURED PROPERTY TAX	11,631,672	13,093,948	14,000,000	14,840,000	15,582,000
3120 UNSECURED PROPERTY TAX	860,156	763,290	781,000	781,000	781,000
3123 SUPPLEMENTAL PROPERTY TAX	943,412	794,004	775,000	697,500	627,750
3140 PROPERTY TAX IN LIEU	6,728,319	6,968,457	7,521,885	8,010,808	8,411,348
3170 BAYSHORE TAX INCREMENT	125,523	145,108	163,392	173,195	180,989
3210 SALES & USE TAXES	6,384,055	7,102,870	7,386,985	7,682,464	7,989,763
3211 SALES TAX - PUBLIC SAFETY	467,170	466,726	457,391	466,539	480,535
3215 SALES TAX IN LIEU	1,877,739	2,173,832	2,717,996	2,595,836	2,699,669
3220 TRANSIENT LODGING TAXES	400,665	457,393	490,000	504,700	519,841
3228 PG&E FRANCHISE FEE	398,308	417,713	432,678	454,312	477,027
3229 CABLE TV FRANCHISE FEE	828,870	876,963	885,733	912,305	939,674
3230 GARBAGE FRANCHISE FEE	1,453,237	1,441,344	1,581,008	2,000,000	2,060,000
3231 UUT-PG&E	2,928,502	2,932,081	3,137,327	3,262,820	3,393,333
3232 UUT-PAC BELL	424,521	428,364	419,797	411,401	411,401
3233 UUT-LONG DIST/CELL	2,027,172	2,170,379	2,300,602	2,438,638	2,584,956
3234 UUT-CABLE TV	752,550	782,047	804,287	836,458	869,917
3240 BUSINESS LICENSE TAX	2,233,906	2,275,355	2,343,616	2,413,924	2,486,342
3241 BL - COMMERCIAL PROPERTY	100,662	106,259	114,000	119,700	125,685
3242 BL - RESIDENTIAL PROPERTY	651,069	677,891	677,000	697,310	718,229
3250 PROPERTY TRANSFER TAX	462,276	376,108	210,000	210,000	210,000
3612 MOTOR VEHICLE IN LIEU TAX	726,666	569,826	471,000	471,000	471,000
3613 HOMEOWNERS PROPERTY TAX RELIEF	119,863	119,324	118,000	118,000	118,000
3619 OFF-HIGHWAY MV LICENSE FEE	3,965	0	0	0	0
3632 HOUSING IN LIEU TAX	25,110	25,570	26,439	27,000	27,500
<b>TAXES</b>	<b>42,555,388</b>	<b>45,164,852</b>	<b>47,815,136</b>	<b>50,124,910</b>	<b>52,165,959</b>
3331 PARKING PERMITS	3,850	2,550	3,650	3,650	3,650
3332 PARKING METERS - ROUTE #1	57,799	50,158	49,656	52,139	57,746
3333 PARKING METERS - ROUTE #2	55,934	55,563	47,835	50,227	52,738
3334 PARKING METERS - ROUTE #3	50,138	52,743	38,198	40,107	42,113
3335 PARKING METERS - ROUTE #5	27,517	25,840	18,270	19,184	20,143
3354 MISCELLANEOUS PERMITS	18,220	10,655	10,000	10,000	10,000
<b>LICENSES AND PERMITS</b>	<b>213,458</b>	<b>197,509</b>	<b>167,609</b>	<b>175,307</b>	<b>186,390</b>
3510 INVESTMENT EARNINGS	760,298	1,066,809	1,000,000	862,000	862,000
3511 OTHER INTEREST	935,332	1,309,959	2,500,000	2,500,000	2,500,000
3512 INVESTMENT EARNINGS FOR DIST	0	0	0	0	0
3515 UNREALIZED GAIN/LOSS ON INVEST	-106,936	163,190	0	0	0
3520 RENTAL INCOME	203,560	228,915	234,903	234,903	234,903
<b>RENTS AND INTEREST</b>	<b>1,792,254</b>	<b>2,768,873</b>	<b>3,734,903</b>	<b>3,596,903</b>	<b>3,596,903</b>
3631 STATE MANDATED COSTS	72,498	406,150	17,958	0	0
<b>FROM OTHER AGENCIES</b>	<b>72,498</b>	<b>406,150</b>	<b>17,958</b>	<b>0</b>	<b>0</b>
3755 SALE OF INVENTORY	613	748	200	0	0
<b>CHARGES AND FEES</b>	<b>613</b>	<b>748</b>	<b>200</b>	<b>0</b>	<b>0</b>
3805 CASH OVER AND SHORT	47	14	0	0	0
3810 PROPERTY DISPOSALS	1,010,851	316,682	0	0	0
3860 MISCELLANEOUS REVENUE	2,447,943	1,870,960	1,850,000	1,900,000	2,000,000
3915 BAD DEBT RECOVERIES	0	94,383	15,000	15,000	15,000
3918 EXTRAORDINARY INCOME	1,787,756	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>5,246,597</b>	<b>2,282,039</b>	<b>1,865,000</b>	<b>1,915,000</b>	<b>2,015,000</b>
3943 IF FM VARIOUS - GF COST ALLOC	0	0	0	3,268,440	3,369,761
3951 IF FM 46-380-370	2,178,538	2,041,881	2,041,881	0	0
3952 IF FM 45-030-390	348,500	348,500	348,500	371,550	371,481
3953 IF FM 41-381-371	1,872,067	1,624,205	1,624,205	0	0
<b>OPERATING TRANSFERS IN</b>	<b>4,399,105</b>	<b>4,014,586</b>	<b>4,014,586</b>	<b>3,639,990</b>	<b>3,741,242</b>
<b>TOTAL REVENUES</b>	<b>\$54,279,913</b>	<b>\$54,834,757</b>	<b>\$57,615,392</b>	<b>\$59,452,110</b>	<b>\$61,705,494</b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: GENERAL FUND 01**  
**Department: FINANCE 031**  
**Program: NONDEPARTMENTAL 031**

<b>EXPENDITURES</b>	<b>2005-06 Actual</b>	<b>2006-07 Actual</b>	<b>2007-08 Estimated</b>	<b>2008-09 Approved</b>	<b>2009-10 Approved</b>
4105 GROUP INSURANCE	322	1,778	0	0	0
4110 TERMINATION PAY	0	0	0	0	0
4118 GROUP INSURANCE - RETIREES	776,261	726,867	853,088	1,032,272	1,088,820
<b>SALARIES AND BENEFITS</b>	<b>776,583</b>	<b>728,645</b>	<b>853,088</b>	<b>1,032,272</b>	<b>1,088,820</b>
4213 UTILITIES	927	1,029	750	750	750
4219 PROFESSIONAL SERVICES	35,049	114,207	86,900	55,920	40,920
4220 OTHER CONTRACTUAL SERVICES	0	0	260	780	840
4225 STORES INVENTORY PURCHASES	0	0	0	0	0
<b>SERVICES AND SUPPLIES</b>	<b>35,976</b>	<b>115,236</b>	<b>87,910</b>	<b>57,450</b>	<b>42,510</b>
4434 MISCELLANEOUS OTHER CHARGES	136,952	199,314	215,150	221,605	228,253
4603 CONTINGENCIES	0	0	0	300,000	300,000
4604 BUILDING OPERATIONS RESERVE	0	0	0	0	0
4605 ERAF	1,027,815	0	0	0	0
<b>OTHER CHARGES</b>	<b>1,164,767</b>	<b>199,314</b>	<b>215,150</b>	<b>521,605</b>	<b>528,253</b>
4580 FURNITURE	0	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4640 IF TO 58-038	2,000,000	0	0	0	0
4650 IF TO 21-131-171	69,614	69,614	69,614	69,614	69,614
4658 IF TO 15-132-460	490,827	546,767	568,157	641,169	681,691
4659 IF TO 31-031-031	250,000	250,000	250,000	600,000	950,000
4661 IF TO 52-032-363	60,167	61,867	63,600	60,847	63,060
4667 IF TO 51-033-453	0	0	223,017	0	0
4670 IF TO 28-200	0	2,712	0	0	0
4672 IF TO 55-035-458	3,624	0	10,068	0	0
4689 IF TO 03-031-031	0	1,000,000	1,000,000	0	0
4696 IF TO 31-133	0	12,500	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>2,874,232</b>	<b>1,943,460</b>	<b>2,184,456</b>	<b>1,371,630</b>	<b>1,764,365</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$4,851,558</u></b>	<b><u>\$2,986,655</u></b>	<b><u>\$3,340,604</u></b>	<b><u>\$2,982,957</u></b>	<b><u>\$3,423,948</u></b>



## **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, is leased to San Mateo County Department of Human Services through January 2011. The second building, Civic Center North located at 350 - 90th Street, was purchased in 1996. San Mateo County Department of Human Services and the State of California Department of Health Services lease two floors of the building. The Daly City Community Service Center and other nonprofit community assistance groups occupy the first floor. Both buildings are 100% occupied.

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

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: CIVIC CENTER 43**  
**Department: FINANCE 031**  
**Program: NONDEPARTMENTAL 031**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510 INVESTMENT EARNINGS	41,720	79,220	86,117	58,500	58,500
3515 UNREALIZED GAIN/LOSS ON INVEST	-4,509	10,332	0	0	0
3520 RENTAL INCOME	933,136	959,501	983,489	1,006,685	978,471
<b>RENTS AND INTEREST</b>	<b>970,347</b>	<b>1,049,053</b>	<b>1,069,606</b>	<b>1,065,185</b>	<b>1,036,971</b>
3830 UTILITY REIMBURSEMENT	66,100	67,755	72,850	76,500	80,325
3860 MISCELLANEOUS REVENUE	193	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>66,293</b>	<b>67,755</b>	<b>72,850</b>	<b>76,500</b>	<b>80,325</b>
<b>TOTAL REVENUES</b>	<b><u>\$1,036,640</u></b>	<b><u>\$1,116,808</u></b>	<b><u>\$1,142,456</u></b>	<b><u>\$1,141,685</u></b>	<b><u>\$1,117,296</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2008-09/2009-10

Fund: CIVIC CENTER 43

Department: FINANCE 031

Program: NONDEPARTMENTAL 031

EXPENDITURES		2005-06 Actual	2006-07 Actual	2007-08 Estimated	2008-09 Approved	2009-10 Approved
4212	COMMUNICATIONS	910	905	0	0	0
4213	UTILITIES	128,284	127,469	133,310	138,327	145,243
4234	SPECIAL DEPARTMENTAL	1,192	0	0	0	0
4235	BUILDING MAINTENANCE	13,925	16,173	16,367	17,026	17,687
4244	REPAIRS & MAINTENANCE	0	8,575	10,000	10,000	10,000
4253	LANDSCAPE MAINTENANCE	11,670	11,670	11,670	11,904	12,144
	<b>SERVICES AND SUPPLIES</b>	<u>155,981</u>	<u>164,792</u>	<u>171,347</u>	<u>177,257</u>	<u>185,074</u>
4431	DEPRECIATION	187,819	187,819	187,819	187,819	187,819
	<b>OTHER CHARGES</b>	<u>187,819</u>	<u>187,819</u>	<u>187,819</u>	<u>187,819</u>	<u>187,819</u>
4208	TELEPHONE SERVICE CHARGES	1,817	1,253	1,253	1,662	1,695
4223	INFORMATION SERVICES CHARGES	9,715	9,909	10,107	13,088	13,701
4224	BLDG MAINTENANCE SVC CHARGES	214,972	221,421	226,957	391,876	399,635
4227	COPIER SERVICES	0	768	778	774	774
4301	GENERAL INSURANCE CHARGES	9,288	9,474	9,663	8,697	8,871
	<b>FIXED CHARGES</b>	<u>235,792</u>	<u>242,825</u>	<u>248,758</u>	<u>416,097</u>	<u>424,676</u>
4519	BUILDING MECHANICAL	0	0	0	659,500	0
	<b>CAPITAL OUTLAY</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>659,500</u>	<u>0</u>
4642	IF TO 31-313	0	20,000	0	0	0
4651	IF TO 01-031-031	0	0	0	145,748	150,850
4659	IF TO 31-031-031	0	0	0	0	0
4687	IF TO 54-313	51,595	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<u>51,595</u>	<u>20,000</u>	<u>0</u>	<u>145,748</u>	<u>150,850</u>
4375	OTHER INTEREST	26,727	19,659	6,018	0	0
4376	LOAN PRINCIPAL	134,862	141,930	306,565	0	0
4385	PRINCIPAL PAYMENT CONTRA	-134,862	-141,930	0	0	0
	<b>DEBT SERVICE</b>	<u>26,727</u>	<u>19,659</u>	<u>312,583</u>	<u>0</u>	<u>0</u>
	<b>TOTAL EXPENDITURES</b>	<u><b>\$657,914</b></u>	<u><b>\$635,095</b></u>	<u><b>\$920,507</b></u>	<u><b>\$1,586,421</b></u>	<u><b>\$948,419</b></u>



# **LINDA VISTA BENEFIT ASSESSMENT**

---

## ***PROGRAM DESCRIPTION***

The Linda Vista Benefit Assessment District was established in December 1989 under the provisions of the Benefit Assessment Act of 1982 to provide for the maintenance of storm water detention basins and other storm drain improvements within its *Area of Benefit*, which includes Linda Vista and Bay Ridge Subdivisions. Storm water detention basins are required due to the capacity constraints in the Bayshore Outfall Channel.

Two detention basins and other storm drain improvements constructed in Linda Vista I Subdivision require landscape maintenance, weed control, general clean up, and silt removal. Similar improvements constructed in Bay Ridge Subdivision also require maintenance. The assessments provide for the maintenance costs, incidental costs, and payments for a sinking fund replacement reserve for these facilities. The City must levy these assessments, after a public hearing, before June 30th each year. The assessments are then filed with the County Controller and are collected by the County Tax Collector, together with property taxes.

**CITY OF DALY CITY**

**Revenue Budget  
2008-09/2009-10**

**Fund: LINDA VISTA BENEFIT ASSES 19**  
**Department: PUBLIC WORKS 310**  
**Program: LINDA VISTA SUBDIVISION 335**

		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3511	OTHER INTEREST	7,138	10,931	11,646	10,900	10,150
	<b>RENTS AND INTEREST</b>	7,138	10,931	11,646	10,900	10,150
3686	LINDA VISTA ASSESSMENT REVENUE	29,864	29,976	28,143	28,705	29,281
	<b>CHARGES AND FEES</b>	29,864	29,976	28,143	28,705	29,281
	<b>TOTAL REVENUES</b>	<b><u>\$37,002</u></b>	<b><u>\$40,907</u></b>	<b><u>\$39,789</u></b>	<b><u>\$39,605</u></b>	<b><u>\$39,431</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: LINDA VISTA BENEFIT ASSES 19**  
**Department: PUBLIC WORKS 310**  
**Program: LINDA VISTA SUBDIVISION 335**

<b>EXPENDITURES</b>		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4211	ADVERTISING	1,495	0	2,292	1,224	1,248
4213	UTILITIES	84	96	96	98	100
4253	LANDSCAPE MAINTENANCE	12,726	12,727	12,728	12,948	13,212
4254	STORM DRAIN MAINTENANCE	0	0	1,000	1,020	1,040
	<b>SERVICES AND SUPPLIES</b>	<b>14,305</b>	<b>12,823</b>	<b>16,116</b>	<b>15,290</b>	<b>15,600</b>
4434	MISCELLANEOUS OTHER CHARGES	450	450	550	561	572
	<b>OTHER CHARGES</b>	<b>450</b>	<b>450</b>	<b>550</b>	<b>561</b>	<b>572</b>
4516	ENGINEERING SERVICE - IN-HOUSE	1,971	1,606	3,837	3,914	3,992
4554	ALARM SYSTEMS	0	0	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>1,971</b>	<b>1,606</b>	<b>3,837</b>	<b>3,914</b>	<b>3,992</b>
4651	IF TO 01-031-031	0	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$16,726</u></b>	<b><u>\$14,879</u></b>	<b><u>\$20,503</u></b>	<b><u>\$19,765</u></b>	<b><u>\$20,164</u></b>



## **TRANSFER STATION**

---

### ***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. The Transfer Station is leased and operated by Allied Waste Services, Inc., the City's franchised scavenger company, under a triple-net operating lease through June 30, 2014. Under this lease arrangement and the Franchise Agreement, the City receives lease revenues while incurring insurance, depreciation, miscellaneous charges, and interfund expenditures.

The City retains its ability to establish maximum tonnage rates for entities and individuals depositing garbage and refuse at the Transfer Station. All other phases of the operation are handled solely by Allied Waste Services.

### ***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**

**Revenue Budget  
2008-09/2009-10**

**Fund: MUSSEL ROCK TRANSFER STAT 45**  
**Department: FINANCE 030**  
**Program: TRANSFER STATION 390**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3933 LEASE REVENUES	375,000	375,000	375,000	375,000	375,000
<b>RENTS AND INTEREST</b>	375,000	375,000	375,000	375,000	375,000
3796 REIMBURSEMENT FOR CURRENT SVC	56,832	56,832	73,573	76,148	78,813
3798 RECYCLING REVENUE	1,241,423	1,247,442	918,222	0	0
<b>CHARGES AND FEES</b>	1,298,255	1,304,274	991,795	76,148	78,813
3860 MISCELLANEOUS REVENUE	0	82,700	18,200	0	0
3915 BAD DEBT RECOVERIES	540	105	0	0	0
<b>MISCELLANEOUS REVENUES</b>	540	82,805	18,200	0	0
<b>TOTAL REVENUES</b>	<b><u>\$1,673,795</u></b>	<b><u>\$1,762,079</u></b>	<b><u>\$1,384,995</u></b>	<b><u>\$451,148</u></b>	<b><u>\$453,813</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2008-09/2009-10**

**Fund: MUSSEL ROCK TRANSFER STAT 45**  
**Department: FINANCE 030**  
**Program: TRANSFER STATION 390**

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4219	PROFESSIONAL SERVICES	32,375	27,508	1,852	0	0
4245	RECYCLING CHARGE	1,241,423	1,247,442	954,624	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>1,273,798</b>	<b>1,274,950</b>	<b>956,476</b>	<b>0</b>	<b>0</b>
4303	TRAVEL & MEETINGS	0	33	0	0	0
4431	DEPRECIATION	43,704	43,704	43,704	43,704	43,704
4433	BAD DEBTS	193,704	0	0	0	0
	<b>OTHER CHARGES</b>	<b>237,408</b>	<b>43,737</b>	<b>43,704</b>	<b>43,704</b>	<b>43,704</b>
4301	GENERAL INSURANCE CHARGES	3,684	3,758	3,833	3,450	3,519
	<b>FIXED CHARGES</b>	<b>3,684</b>	<b>3,758</b>	<b>3,833</b>	<b>3,450</b>	<b>3,519</b>
4651	IF TO 01-031-031	348,500	348,500	348,500	371,550	371,481
4652	IF TO 01-030-030	62,040	71,431	73,573	76,148	78,813
	<b>OPERATING TRANSFERS OUT</b>	<b>410,540</b>	<b>419,931</b>	<b>422,073</b>	<b>447,698</b>	<b>450,294</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$1,925,430</u></b>	<b><u>\$1,742,376</u></b>	<b><u>\$1,426,086</u></b>	<b><u>\$494,852</u></b>	<b><u>\$497,517</u></b>



## **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**

Revenue Budget  
2008-09/2009-10

Fund: AB 1600 PUBLIC FACILITY F 20  
 Department: FINANCE 031  
 Program: AB 1600 PUBLIC FACILITY FEES 401

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510	INVESTMENT EARNINGS	25,761	37,525	0	0	0
3515	UNREALIZED GAIN/LOSS ON INVEST	-2,784	4,894	0	0	0
	<b>RENTS AND INTEREST</b>	<b>22,977</b>	<b>42,419</b>	<b>0</b>	<b>0</b>	<b>0</b>
3701	AB 1600 FEES - ZONE 1	2,531	504	1,277	802	802
3704	AB 1600 FEES - ZONE 4	4,213	9,382	2,673	5,425	5,425
3705	AB 1600 FEES - ZONE 5	0	29,115	0	0	0
3733	WATER SYSTEM IMP FEES-SUB &DEV	31,030	53,263	68,769	54,874	54,874
3735	AB 1600 ADMIN/CITYWIDE FEES	139,192	208,733	62,222	121,930	121,930
3736	AB 1600 FIRE FEES	21,936	28,914	22,424	23,102	23,102
3737	AB 1600 POLICE FEES	57,682	87,408	92,976	81,173	81,173
3738	AB 1600 LIBRARY FEES	34,357	53,748	92,391	65,762	65,762
3739	STORM DRAIN FEES-SO PALISADES	47	112	85	89	89
3742	AB1600 PARKS & REC FEES	45,810	85,924	123,188	94,101	94,101
3846	STORM DRAIN FEES - BAYSHORE	5,097	1,016	10,824	5,328	5,328
3847	STORM DRAIN FEES - COLMA CREEK	41,332	34,156	26,771	27,417	27,417
3848	STORM DRAIN FEES - CROCKER	9,844	19,279	16,263	15,994	15,994
3849	STORM DRAIN FEES-VISTA GRANDE	9,052	38,163	11,269	22,245	22,245
	<b>CHARGES AND FEES</b>	<b>402,123</b>	<b>649,717</b>	<b>531,132</b>	<b>518,242</b>	<b>518,242</b>
	<b>TOTAL REVENUES</b>	<b><u>\$425,100</u></b>	<b><u>\$692,136</u></b>	<b><u>\$531,132</u></b>	<b><u>\$518,242</u></b>	<b><u>\$518,242</u></b>

**CITY OF DALY CITY****Expenditure Budget  
2008-09/2009-10****Fund: AB 1600 PUBLIC FACILITY F 20**  
**Department: FINANCE 031**  
**Program: AB 1600 PUBLIC FACILITY FEES 401**

		<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4737	AB 1600 POLICE FACILITY FEES	500,000	325,000	0	0	0
4738	AB 1600 LIBRARY FEES	0	0	0	0	0
4742	AB1600 PARKS & REC FEES	0	112,000	0	0	240,565
	<b>OPERATING TRANSFERS OUT</b>	<b>500,000</b>	<b>437,000</b>	<b>0</b>	<b>0</b>	<b>240,565</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$500,000</u></b>	<b><u>\$437,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$240,565</u></b>



### **PROGRAM DESCRIPTION**

This program is used to account for the debt service on pension obligation bonds issued by the City in June of 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% interest rate CalPERS would have charged to the City's pension plan 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**Revenue Budget  
2008-09/2009-10Fund: RETIREMENT CONTRIBUTIONS 03  
Department: FINANCE 031  
Program: NONDEPARTMENTAL 031

	2005-06	2006-07	2007-08	2008-09	2009-10
REVENUES	Actual	Actual	Estimated	Approved	Approved
3511 OTHER INTEREST	49,526	71,090	0	0	0
RENTS AND INTEREST	49,526	71,090	0	0	0
3828 SERVICE BILLINGS	2,587,412	2,616,400	2,489,258	2,635,746	2,837,902
CHARGES AND FEES	2,587,412	2,616,400	2,489,258	2,635,746	2,837,902
3963 IF FM 01-031-031	0	1,000,000	0	0	0
OPERATING TRANSFERS IN	0	1,000,000	0	0	0
TOTAL REVENUES	<u>\$2,636,938</u>	<u>\$3,687,490</u>	<u>\$2,489,258</u>	<u>\$2,635,746</u>	<u>\$2,837,902</u>

**CITY OF DALY CITY**Expenditure Budget  
2008-09/2009-10Fund: RETIREMENT CONTRIBUTIONS 03  
Department: FINANCE 031  
Program: NONDEPARTMENTAL 031

		2005-06	2006-07	2007-08	2008-09	2009-10
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4373	FISCAL AGENT FEES	5,375	10,325	5,500	0	0
	<b>SERVICES AND SUPPLIES</b>	5,375	10,325	5,500	0	0
4390	AMORTIZATION	329,129	1,464,871	0	0	0
	<b>OTHER CHARGES</b>	329,129	1,464,871	0	0	0
4371	BOND PRINCIPAL	335,000	435,000	545,000	660,000	930,000
4372	BOND INTEREST	2,025,087	2,181,061	1,938,758	1,975,746	1,907,902
4385	PRINCIPAL PAYMENT CONTRA	-335,000	-435,000	0	0	0
	<b>DEBT SERVICE</b>	2,025,087	2,181,061	2,483,758	2,635,746	2,837,902
	<b>TOTAL EXPENDITURES</b>	<b><u>\$2,359,591</u></b>	<b><u>\$3,656,257</u></b>	<b><u>\$2,489,258</u></b>	<b><u>\$2,635,746</u></b>	<b><u>\$2,837,902</u></b>



**Capital Improvement Program**

The City of Daly City Capital Improvement Budget for fiscal years 2008-09 and 2009-10 provides funding for 143 separate capital projects. These involve acquisition of new equipment, construction of new facilities, repair and renovation of existing facilities and design work for projects planned in the future. Capital expenditures totaling nearly \$50 million are planned over the next two years.

Capital outlays are made from the following City funds:

**Gas Tax Fund 17**

**The capital projects budgeted in the Gas Tax Fund involve all aspects of maintenance and construction of streets, roads and sidewalks, including roadway design, storm drainage and design and improvement of intersections and traffic controls.**

There are 21 budgeted capital projects in the Gas Tax Fund in fiscal 2009 and 2010. Revenues to this Fund come from the State of California as the City's share of Gasoline Tax, that portion of sales tax (one-half cent) earmarked for transportation projects, and federal and state transportation grants. Monies are also provided from developers involved in new construction in Daly City to mitigate construction impacts on streets and traffic. All revenues in this fund are restricted for the transportation purposes described above.

**Community Development Block Grant (CDBG) Fund 18**

**The sole revenue source for this fund is the Federal Community Development Block Grant program. Funds are restricted for use only on certain eligible types of projects according to guidelines issued by the U.S. Department of Housing and Urban Development and must benefit low and/or moderate income people or areas in the City.**

During an extensive annual CDBG allocation process, which includes public hearings, the City Council determines how the City's share of block grant funds will be used and to what extent they will fund capital improvements.

**Capital Outlay Fund 31**

Projects in the Capital Outlay Fund involve major maintenance and minor modifications to existing public facilities and major equipment purchases for City departments that do not have a dedicated capital fund.

Most capital projects in this fund are paid for with General Fund monies. There are also projects paid for with such special revenues as Park-in-lieu Fees (which are paid by developers in lieu of providing public parks within their projects), Storm Drain and Public Facility Fees, and contributions from State and private grant sources.

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET

General Information And Overview

---

**Major Public Facilities Fund 33**

**This is a special fund to capture the costs and funding of projects involving construction of new public buildings or the addition to or major renovation of a number of existing buildings and recreation facilities.**

The projects in this fund represented the largest public improvement effort in Daly City's 93-year history. Over \$54 million in improvements were made over a ten-year period. Most of the original planned projects have been completed. A few planned projects have had to be deferred due to budgetary constraints.

Capital projects in this fund have been financed with a combination of one-time General Fund revenues accumulated in a reserve for major capital outlays, Community Development Block Grants, State Library and Park Bond funds, and such special revenues as developer Park-in-lieu Fees and Public Facility Fees. Additional funding was provided by neighboring agencies benefiting from the improvements and from private grant sources. The grants, Park-in-lieu Fees and Public Facility Fees are restricted for use on designated projects.

Recently completed is the new \$15 million War Memorial Community Center and John Daly Library which opened in fall 2007.

**Water Fund 41**

**All capital expenses involving the Daly City water system are paid for here. This includes improvements and repairs to the water distribution system, the maintenance of pump stations, wells and reservoirs, the acquisition of new equipment and the construction of new facilities as required.**

There are 33 Water Fund capital projects planned for fiscal 2009 and 2010. Funding for a number of projects comes from a low interest loan from the State Revolving Fund.

**Sanitation District Fund 87**

**All capital expenses involving the Daly City area sanitary sewer system and wastewater treatment facilities are paid for here. This includes improvements and repairs to sewer mains, the maintenance of sewage lift stations, maintenance of the Wastewater Treatment Plant at 153 Lake Merced Blvd., the acquisition of new equipment and the construction of new facilities as required.**

Projects in this fund are paid for by the North San Mateo County Sanitation District, a subsidiary district of the City of Daly City, with outside funding for specific projects as noted. The District serves Daly City as well as areas of several neighboring northern San Mateo County cities and unincorporated areas. There are 37 capital projects planned by the District in fiscal 2009 and 2010.

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **17 / Gas Tax: Streets & Traffic Improvements**

PROC	PROJ.	Funds Avail.	Est. Expend	Carry Fwd.	BUDGET	TOTAL FUNDS	BUDGET	Future Total Funding			
NO.	NO.	FY 2007-08	FY 2007-08	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10	Capital Plan	Sources		
<b>Annual Programs</b>											
312	548	Avalon Storm Drain System	46,026	34,696	11,330	50,000	61,330	52,500	1,310,617	GT	Maintain drainage line serving area streets
314	601	Street Tree Sidewalk Repair	44,785	44,640	145	35,000	35,145	35,000	725,749	GT	Repair sidewalks damaged by tree roots
314	602	Street Tree Sidewalk Repair	389			15,000	15,000	15,000	311,035	GT	Repair streets damaged by tree roots
316	603	Street Light Installations	1,645	188	1,457	25,000	26,457	25,000	518,392	GT	Annual Program to replace poles
312	604	Traffic Signal Upgrades/Improve	297,935	60,892	237,043	42,000	279,043	44,000	1,125,463	CA2/CA4/GT	Replace controllers/cabinets/detectors
312	605	Roadway Storm Drain Maint.	66,874	31,032	35,842		35,842	35,000	668,910	GT	Minor repairs & drainage improvements
312	606	Traffic Volume Analysis	25,539	16,013	9,526	13,000	22,526	13,700	347,807	GT	Develop & maintain traffic count database
312	607	Traffic Signal Painting	59,967	59,115	852	60,000	60,852	63,000	1,540,177	GT	Repaint signals in standard color
312	609	Cooperative Project Development	40,000	39,726				42,000	1,026,784	ST	Develop projects and ID grant funding
312	661	Congestion Management Plan	292,390	292,390		307,010	307,010	322,360	8,218,600	GT	City share of Annual CCAG Program
312	662	GIS System Upgrades	31,220	24,354	6,866	25,000	31,866	26,000	160,000	GT	Update maps for streets & storm drains
<b>Pavement Maintenance Projects</b>											
312	608	Street Resurfacing - A	1,352,877	728,043				1,001,350	10,622,089	ST/TR	Alternating phase annual program.
312	617	Street Resurfacing - B	59,983	18,661					10,220,480	FA	Alternating phase annual program.
312	685	E. Market/Hillside Resurfacing	514,287	464,885						ST/FA	Federal Grant \$350,000
312	686	Mission Street Rehab/Improve	182,961	9,387						FA	395,000 Fed Surf. Transp. Gmt
312	631	Southgate Ave. Improvements	4,379							ST	West of Lake Merced Blvd.
312	687	Gellert Blvd. Rehabilitation	732,011	1,543	730,468		730,468			CA1	Pavement Overlay-CA Prop 1B funding
312	688	King Drive Rehabilitation	975,500	711	974,789		974,789			CA1	Pavement Overlay-CA Prop 1B funding
312	689	Junipero Serra Blvd. Rehabilitation				1,572,000	1,572,000			ST/TR	Pavement Overlay-CA Congest. Relief Funds
312	618	Street Slurry Seal	631,345	615,737	15,608	1,355,000	1,370,608	495,000	26,846,280	ST	Annual Prog. to Prolong pavement life
<b>Traffic Signals and Intersection Improvements:</b>											
312	610	Sidewalk Improvements				105,000	105,000			CA4	\$105,000 StateTDA grants (2) via MTC
312	633	Crosswalk Warning Signals	148,545	148,544						CA4/GT	\$120,000 State TDA Grant
312	641	Lake Merced Bl. Warning Signal	7,419	7,325						ST	For Fire Station #91 emergency vehicles
312	645	Mission / Vista Grande Signal	316,877	81,268	168,957		168,957			GT	Design and construction
312	646	Skyline / Westmoor Intersection	338,854	338,213						CA/GT	Safe Routes To School grant \$300,000

**CITY OF DALY CITY**  
**CAPITAL PROJECTS BUDGET – FUND SUMMARY**

Fund Number/Name: **17 / Gas Tax: Streets & Traffic Improvements**

PROJ. NO.	PROJ. NO.	Project Name	Funds Avail. FY 2007-08	Est. Expend FY 2007-08	Carry Fwd. FY 2007-08	BUDGET FY 2008-09	TOTAL FUNDS FY 2008-09	BUDGET FY 2009-10	Future Total Funding Capital Plan Sources
<b>Roadway Improvements:</b>									
<b>Bike Lane Projects:</b>									
312	657	John Daly Bike Path Lighting	200,000	546					CA4/GT
312	669	Callan / Serramonte Bike Lanes	33,668	4,110	29,558		29,558		CA/GT \$82,000 State TDA Grant
312	667	Lake Merced Blvd. Bike Lanes	1,006,089	912,534					FA/CA/GT Comb. Fed/State/Local funds.
312	668	Southgate Bike Lanes	196,106	136,477					GT/CA State BAAQMD Clean Air grant
312	693	Junipero Serra Median Landscape	6,830						ST COMPLETED
312	614	Lake Merced Basin Storm Drainage	221,347	221,347					PF PUBLIC FACILITY FEES
312	613	Vista Grande Canal Bypass	215,000						GT dropped
312	672	Mission Street Enhancements	846,708	56,929	789,779	2,464,264	3,254,043	300,000	GT/FA Various Federal grants
312	636	Undergrounding - Geneva Ave.	39,621		39,621		39,621		GT City share of undergrounding of utilities
312	637	Undergrounding - Hillside Blvd.	82,069	1,562					ST Undergrounding of utilities
312	639	Undergroundng - Mission St.	154,724	116,190	38,534		38,534		ST Valley St. to San Pedro Rd.
010	600	Contingencies	169,729	1,592	150,892	39,048	189,940	20,000	GT For unanticipated proj. expenditures
312	666	Series Circuit Streetlights	48,006						15,000,000 GT/ST/OF Phased circuit conversion
Total Gas Tax Fund Capital:			9,391,704	4,468,650	3,241,267	6,107,322	9,348,589	2,489,910	62,331,766
<b>Funds Committed to Operations</b>									
031	031	Transfer to Street Maint. 4654	1,336,113	1,336,113		1,282,668	1,282,668	1,282,668	23,825,565 GT Gas tax support of eligible costs for
031	031	Tfr. to Traffic Sig. Maint. 4662	797,821	797,821		765,909	765,909	765,909	12,569,253 GT/ST maintenance of streets, traffic controls
Subtotal Operating Transfers:			2,133,934	2,133,934		2,048,577	2,048,577	2,048,577	36,394,817 and street lighting
<b>Total Gas Tax Fund 17:</b>			<b>11,525,638</b>	<b>6,602,584</b>	<b>3,241,267</b>	<b>8,155,899</b>	<b>11,397,166</b>	<b>4,538,487</b>	<b>98,726,584</b>
<b>Funding Breakdown:</b>									
Gas Tax-all sources (GT):			3,912,172	2,943,207	454,317	2,384,851	2,839,168	2,005,077	<p><i>NOTE: Detailed information on each capital project is contained in the City's Capital Budget which is published as a separate document.</i></p> <p><i>Expended and Carry Forward amounts shown above are estimates</i></p>
Prop 42 Congestion Relief (TR):						424,591	424,591	1,070,525	
Sales Tax (Meas. A) (ST):			2,908,913	1,676,681	275,092	2,813,154	3,088,246	1,462,885	
Federal ISTEAs (FA):			1,527,628	913,027	614,601	2,283,000	2,897,601		
Various State Grants (CA):			2,635,579	773,320	1,712,259	214,628	1,926,887		
Misc Developer Fees (MD):									
Public Facility Fees (MD):			221,347	221,347					
Other (OF):			320,000	75,002	184,998	35,675	220,673		
Totals:			11,525,638	6,602,584	3,241,267	8,155,899	11,397,166	4,538,487	

CITY OF DALY CITY

CAPITAL PROJECTS BUDGET – REVENUE / FUND BALANCE PROJECTIONS

Fund Number/Name: 17 / Gas Tax

Funding Source	Estimated				Projections...			Projections...			Projections...							
	BALANCE 6-30-07	Revenue	Expendit.	Carry Forward	BALANCE 6-30-08	Est. Rev.	FY 2008-09 Expend. Budget	Total Bud.	BALANCE 6-30-09	Est. Rev.	FY 2009-10 Expend. Budget	BALANCE 6-30-10	Est. Rev.	FY 2010-11 Estimated Expend.	BALANCE 6-30-11	Est. Rev.	FY 2011-12 Estimated Expend.	BALANCE 6-30-12
<i>Enabling Funds:</i>																		
Gas Tax Section 2107.5		10,000				10,000				10,000			10,000			10,000		
Gas Tax Section 2107		839,161				850,409				850,409			850,409			850,409		
Gas Tax Section 2106		456,452				466,591				466,591			466,591			466,591		
Gas Tax Sec. 2105 (Prop 111)		627,095				638,387				638,387			638,387			638,387		
Investment Earnings		120,366				80,000				72,000			70,000			70,000		
<b>subtotal Gas Tax (GT):</b>	<b>1,675,770</b>	<b>2,053,074</b>	<b>2,943,207</b>	<b>454,317</b>	<b>785,637</b>	<b>2,045,387</b>	<b>2,384,851</b>	<b>2,839,168</b>	<b>(8,144)</b>	<b>2,037,387</b>	<b>2,005,077</b>	<b>24,167</b>	<b>2,035,387</b>	<b>3,395,482</b>	<b>(1,335,928)</b>	<b>2,035,387</b>	<b>5,060,340</b>	<b>(4,360,880)</b>
Prop 42 Congestion Relief (TR):						424,591	424,591	424,591		1,070,525	1,070,525		1,134,757	1,134,757				
Sales Tax (Meas. A) (ST):	1,971,918	1,454,206	1,678,428	273,345	1,747,696	1,425,000	2,813,154	3,086,499	86,197	1,425,000	1,462,885	48,312	1,425,000	1,181,144	292,168	1,425,000	1,115,000	602,168
<b>Total Enabling Funds:</b>	<b>3,647,689</b>	<b>3,507,280</b>	<b>4,621,636</b>	<b>727,662</b>	<b>2,533,333</b>	<b>3,894,978</b>	<b>5,622,596</b>	<b>6,350,258</b>	<b>78,053</b>	<b>4,532,912</b>	<b>4,538,487</b>	<b>72,479</b>	<b>4,595,144</b>	<b>5,711,383</b>	<b>(1,043,760)</b>	<b>3,460,387</b>	<b>6,175,340</b>	<b>(3,758,712)</b>
<i>Other Agencies:</i>																		
Federal Transp. Funds (FA):	188,331	851,679	913,027	614,601	126,983	2,770,619	2,283,000	2,897,601	1			1			1			1
Prop 1B State Bond Funds (CA1):		1,707,511	2,254	1,705,257	1,705,257			1,705,257										
AB 1546 Funds, City share (CA2):	10,010	94,247	83,755		20,502	90,000	106,255	106,255	4,247			4,247			4,247			4,247
AB 1546, CCAG grants (CA2):			20,892	174,108	(20,892)	195,000		174,108										
Cal. AB 434 Grant (CA3):	11,967		1,592	7,002	10,375		3,373	10,375										
CA TDA Grants (CA4):	(25,990)	453,678	427,688			105,000	105,000	105,000										
Bicycle Trans.(BTA) grant (CA5):		198,531	258,031		(59,500)	59,500												
San Mateo County (OA1):																		
Air Qual. (BAAQMD) grant (OA2):		50,000	54,110	10,890	(4,110)	15,000		10,890										
Misc Other Agencies (OA3):	6,746				6,746		6,746	6,746										
<i>Other Sources:</i>																		
Misc. Developer Fees (MD):	17,408				17,408		17,408	17,408										
Public Facility Fees (PF):	221,377		221,347		30				30			30			30			30
Other funds (OF2):	11,521		(1,747)		13,268		11,521	11,521	1,747			1,747			1,747			1,747
<b>TOTAL GAS TAX FUND 17:</b>	<b>4,089,058</b>	<b>6,862,926</b>	<b>6,602,584</b>	<b>3,239,520</b>	<b>4,349,400</b>	<b>7,130,097</b>	<b>8,155,899</b>	<b>11,395,419</b>	<b>84,078</b>	<b>4,532,912</b>	<b>4,538,487</b>	<b>78,504</b>	<b>4,595,144</b>	<b>5,711,383</b>	<b>(1,037,735)</b>	<b>3,460,387</b>	<b>6,175,340</b>	<b>(3,752,688)</b>

Notes: 6/30/08 Balance includes appropriations carried forward to the following year.  
FY 2008-09 Total Budget is the sum of prior year Carry Forwards and New Expenditure Budget amounts.

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **18 / Community Development Block Grant**

Program: **305**

PROJ. NO.	Project Name Project Manager	Funds Avail. FY 2007-08	Expended FY 2007-08	Carry Fwd. FY 2007-08	NEW BUDGET FY 2008-09	TOTAL FUNDS FY 2008-09	BUDGET FY 2009-10	Total Future Cost	Comments
542	Bayshore Park Improvements	80,000		80,000		80,000			COMPLETED
505	Civic Ctr South Accessibility P. Gleichenhau / R. Berger	60,946		60,946		60,946			Renovate building entrance to meet standards
566	Bayshore Community Ctr. Construction Loan Debt Service M. Stallings / R. Berger	373,980	373,980		377,989	377,989	382,990	5,317,014	Repayment of CDBG construction loan Future Amt is per loan repayment schedule
588	Dining Center Floor Replace	50,000	25,500						COMPLETED
<b>Total C.D.B.G. Fund 18:</b>		564,926	399,480	140,946	377,989	518,935	382,990	5,317,014	

All funding is from Community Development Block Grant Funds (BG).

NOTE: Detailed information on each capital project is contained in the City's Capital Budget which is published as a separate document.

2007-08 Expended and Carry Forward amounts are estimates



**CITY OF DALY CITY**  
CAPITAL PROJECTS BUDGET -- FUND SUMMARY

Fund Number/Name: **31 / Capital Outlay**

PROG	PROJ.	Project Name	Funds Avail.	Est. Expend	Carry Fwd.	NEW BUDGET	TOTAL FUNDS	BUDGET	Future Total	Funding Sources/Comments
NO.	NO.	Project Manager	FY 2007-08	FY 2007-08	FY 2007-08	FY 2008-09	FY 2008-09	FY 2009-10	(see Capital Plan)	
010	518	Capital Contingency	17,144		17,144	56,759	73,903	50,000		GF For Unexpected Project Expenditures
010	519	Developer-in-Lieu Contingency	33,840		33,840		33,840			DP For Unexpected Project Expenditures
<b>Civic Center Projects:</b>										
312	509	Energy Retrofit Debt Service	144,326	144,326		144,326	144,326	144,326	144,326	OF Funding of HVAC and lighting improve.
313	509	Civic Center South HVAC				659,500	659,500			OF Install energy efficient HVAC system
010	023	DC Channel Upgrades	169,618	135,249	34,369	120,000	154,369	120,000		OF Equipment upgrades, Pen TV facil pymt
010	230	Recycle Grant	103,492	11,907	91,585		91,585			CA State Grants
030	884	Office/Ergonomic Equipment	43,139	21,068	22,071		22,071			GF Upgrades for vaious City offices
<b>Economic &amp; Community Development</b>										
300	885	Business Ctr. Upgrades				24,450	24,450			GF Improve facilities & equipment
<b>Finance</b>										
030	500	Telecommunications I-Net	4,283	640	3,643	30,000	33,643	30,000		OF Fiber optic network. CATV grants
312	452	Motor Veh. Garage Expansion	343,088							OF Project suspended
<b>ADMIN TOTALS</b>			<b>858,930</b>	<b>313,190</b>	<b>202,652</b>	<b>1,035,035</b>	<b>1,237,687</b>	<b>344,326</b>	<b>144,326</b>	
<b>Fire Department</b>										
313	531	Sta 95 Improvements	127,000	13,726	113,274		113,274			GF Painting, floor coverings, misc.
313	534	Station 94 Renovations/Upgrades				70,000	70,000			GF Renovate kitchen, bathrooms & dorm
313	535	Fire Administration HVAC				28,000	28,000			GF Upgrade existing system to serve the 2nd floor
220	891	Fire Equipment	10,000		10,000		10,000			GF Beds for Stations
<b>FIRE DEPT. TOTALS:</b>			<b>137,000</b>	<b>13,726</b>	<b>123,274</b>	<b>98,000</b>	<b>221,274</b>			
<b>Public Library</b>										
120	510	Westlake Library Improvements	10,165	6,688	3,477		3,477			OF Various minor repairs/improvements
120	520	PLS Network Upgrades/Equipment	54,187	7,143	47,044		47,044			GF DC share of countywide network upgrades
313	523	Serramonte Library Entrance (alcove)				15,000	15,000	78,200		GF Entry alcove for weather protection
313	521	Westlake Library Floor Covering				123,000	123,000			GF Replace worn carpeting
313	526	Westlake Library HVAC System				25,000	25,000	176,000		GF Replace problematic roof mounted units
120	870	Library Furniture	3,386		3,386	19,935	23,321			OF Furniture for Serramonte and Westlake
120	888	Microfilm Reader	12,473	12,473						OF COMPLETED
120	868	Library Self Check Machines				102,000	102,000			OF Automated Checkout
<b>LIBRARY TOTALS:</b>			<b>80,211</b>	<b>26,304</b>	<b>53,907</b>	<b>284,935</b>	<b>338,842</b>	<b>254,200</b>		

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **31 / Capital Outlay**

PROG	PROJ.	Project Name	Funds Avail.	Est. Expend	Carry Fwd.	NEW BUDGET	TOTAL FUNDS	BUDGET	Future Total	Funding Sources/Comments
NO.	NO.	Project Manager	F/Y 2007-08	F/Y 2007-08	F/Y 2007-08	F/Y 2008-09	F/Y 2008-09	F/Y 2009-10 (see Capital Plan)		
<b>Parks and Recreation</b>										
313	588	Administration Floor Covering				55,000	55,000			GF Replace carpeting with laminate flooring
312	566	Bayshore Center Parking	55,067							OA COMPLETED
131	542	David Rowe Park Equipment	10,000	8,559						
313	555	Doelger Sr. Center Café Floor				80,000	80,000			GF Replace worn out flooring
131	573	Gellert Park Field Lights				318,000	318,000			DP relamp=\$100k or \$318k to replace fixtures
131	569	Light/Scoreboard Pole Padding	10,000	4,047	5,953		5,953			DP Replace worn padding
313	571	Lincoln Clubhouse Improvements	11,233	9,665						GF Enlarge custodial area & durable flooring
313	543	Marchbank Park Lights						25,000		DP Replace damaged equipment
313	562	Teglia Community Center Roof and Ceiling						150,000		GF Replace roof with metal seam roof
131	558	Tennis/Basketball Court Resurfacing	113,487	63,576	49,910		49,910	55,000		DP Resurface worn courts
133	585	Tree Reforestation Plan	34,965	34,965						GF Replace 30-40 dying/mature trees per year
133	514	Tree Root Sidewalk Repair	5,986	3,661	2,325	10,000	12,325	10,000	180,000	DP Renovate park walkways
131	869	Pool Equipment	6,707		6,707		6,707			GF Replace damaged equipment
131	869	Aquatics Program Inflatables				7,500	7,500			GF Replace worn equipment
131	869	Aquatics Basketball Hoops				2,500	2,500			GF Replace worn equipment
131	872	Facility Table/Chair Replacement				10,000	10,000	10,000	120,000	GF Replace worn equipment
131	873	Playground Equipment	10,000	500	3,402		3,402			GG Upgrade worn playground equipment
133	583	Playground Equipment/Surfacing						150,000	2,100,000	GF Replace worn out equip/refill surface material
133	545	Irrigation Controller Upgrades	15,296	233	7,063		7,063			GF Reduce water use through central control
133	877	Parks Tractor Equipment	37,857	37,857						GF COMPLETED
<b>PARKS &amp; REC. TOTALS:</b>			<b>310,598</b>	<b>163,063</b>	<b>75,360</b>	<b>483,000</b>	<b>558,360</b>	<b>400,000</b>	<b>2,400,000</b>	
<b>Police Department</b>										
200	594	PD Office Space Reconfigure	15,414	15,398						GF To accommodate staff
200	888	License Plate Readers						50,000		GF Automated detection equipment
200	898	Police Equipment Replacement						70,000	448,370	GF Major equip replace fund
<b>POLICE TOTALS:</b>			<b>15,414</b>	<b>15,398</b>				<b>120,000</b>	<b>448,370</b>	

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **31 / Capital Outlay**

PROG NO.	PROJ NO.	Project Name	Funds Avail. FY 2007-08	Est. Expend FY 2007-08	Carry Fwd. FY 2007-08	NEW BUDGET FY 2008-09	TOTAL FUNDS FY 2008-09	BUDGET FY 2009-10	Future Total (see Capital Plan)	Funding Sources/Comments
<b>Public Works</b>										
312	626	Chester Street Storm Drain (Design)						60,000		DS Upsize and reroute drain line
310	550	Mussel Rock Maintenance	779,797	496,830	282,967	450,000	732,967	400,000	10,950,000	OF Maintain site / repair sea wall- BFI funded
<i>Facility Repairs and Major Maintenance:</i>										
313	506	Building Door/Hardware Repair	32,469	18,948	13,521	30,000	43,521	30,000	360,000	GF Relace all damaged doors and hardware
313	507	Building Repairs	67,021	59,958	7,063	40,000	47,063	40,000	630,000	GF Annual Prog.--PUB. FACIL. FEE ELIGIBLE
313	508	Damaged Facility Repairs	33,517	21,281	12,236	35,000	47,236	35,000	540,000	GF Annual Program
313	515	Major Building Electrical Repair	23,220	16,920	6,301	20,000	26,301	20,000	270,000	GF Electrical contingency fund
313	517	Major Building Roof Repairs	40,920	23,768	17,152	20,000	37,152	20,000	360,000	GF Annual roof repair/replacement fund
313	528	Burglar Alarm Systems	14,587	5,070	9,517		9,517			GF In various City buildings
313	873	Playground Equipment Repairs				20,000	20,000	20,000	360,000	GF
312	549	Engineering Plan Conversion (scan service)				30,000	30,000	10,000		GF Convert paper plans to digital
<b>PUBLIC WORKS TOTALS:</b>			<b>991,531</b>	<b>642,775</b>	<b>348,757</b>	<b>645,000</b>	<b>993,757</b>	<b>635,000</b>	<b>13,470,000</b>	
<b>Total Fund 31:</b>			<b>2,393,684</b>	<b>1,174,456</b>	<b>803,950</b>	<b>2,545,970</b>	<b>3,349,920</b>	<b>1,753,526</b>	<b>16,318,370</b>	
<b>Funding Breakdown</b>										
<b>General Fund (GF):</b>			<b>605,766</b>	<b>305,649</b>	<b>289,093</b>	<b>667,759</b>	<b>956,852</b>	<b>909,200</b>		
<b>Public Facility Fees (PF):</b>										
<b>Developer Park Fees (DP):</b>			<b>163,313</b>	<b>71,284</b>	<b>92,028</b>	<b>328,000</b>	<b>420,028</b>	<b>90,000</b>		
<b>Other Agencies (OA):</b>			<b>158,559</b>	<b>11,907</b>	<b>91,585</b>		<b>91,585</b>			
<b>Gellert Grants (GG):</b>			<b>10,000</b>	<b>500</b>	<b>3,402</b>		<b>3,402</b>			
<b>Other Funding (OF):</b>			<b>1,456,046</b>	<b>785,116</b>	<b>327,842</b>	<b>1,550,211</b>	<b>1,878,053</b>	<b>694,326</b>		
<b>Totals:</b>			<b>2,393,684</b>	<b>1,174,456</b>	<b>803,950</b>	<b>2,545,970</b>	<b>3,349,920</b>	<b>1,753,526</b>		

NOTE: Detailed information on each Capital Budget which is published as a Expended and Carry Forward amounts shown above are estimates

CITY OF DALY CITY

CAPITAL PROJECTS BUDGET -- REVENUE/FUND BALANCE PROJECTIONS

Fund Number/Name: **31 / Capital Outlay**

Funding Source	Actual				Projections...				Projections...			Projections...			Projections...			
	BALANCE 6-30-07	Revenue	FY 2007-08 Estimated Expend	Carry Forward	BALANCE 6-29-08	Est. Rev.	FY 2008-09 Expend. Budget	Total Bud.	BALANCE 6-29-09	Est. Rev.	FY 2009-10 Expend. Budget	BALANCE 6-30-10	Est. Rev.	FY 2010-11 Estimated Expend.	BALANCE 6-30-11	Est. Rev.	FY 2011-12 Estimated Expend.	BALANCE 6-29-12
Transfer in from Fund 01		287,857	305,649	289,093	394,502	600,000	667,759	956,852	37,650	950,000	909,200	78,450	250,000	250,000	78,450	250,000	355,000	(26,550)
Interfund Transfers Out																		
Interest		58,867																
<b>Total General Fund (GF):</b>	<b>353,427</b>	<b>346,724</b>	<b>305,649</b>	<b>289,093</b>	<b>394,502</b>	<b>600,000</b>	<b>667,759</b>	<b>956,852</b>	<b>37,650</b>	<b>950,000</b>	<b>909,200</b>	<b>78,450</b>	<b>250,000</b>	<b>250,000</b>	<b>78,450</b>	<b>250,000</b>	<b>355,000</b>	<b>(26,550)</b>
Fire Equipment Replacement Fund	171,355	70,000			241,355	70,000			311,355	70,000		381,355	70,000		451,355	70,000		521,355
Police Equip. Replacement Fund																23,000		23,000
Bus Ctr. Equip. Replacement Fund	68,810	7,902			76,712	7,830	24,450	24,450	60,092	9,600		69,692	10,800		80,492			80,492
<i>Building/Development Fees:</i>																		
Developer Park Fees (DP):	140,806	167,283	71,284	92,028	236,805	374,440	328,000	420,028	191,217	97,801	90,000	199,018			199,018			199,018
Developer Police Fees (PD):	9,790				9,790				9,790			9,790			9,790			9,790
Developer Storm Drain Fees (SD):	155,390				155,390				155,390	60,000		95,390			95,390			95,390
Misc Developer Contributions	100,000				100,000				100,000			100,000			100,000			100,000
<i>Other Agencies:</i>																		
CA Recycle grant (CA)	103,492	27,858	11,907	91,585	119,443			91,585	27,858			27,858			27,858			27,858
Misc Other Agencies (OA):	55,067	(55,067)																
<i>Other Sources:</i>																		
Cable TV Provider Grants (OF):	359,294	95,918	135,889	38,012	319,323	98,097	150,000	188,012	229,408	98,097	150,000	177,505			177,505			177,505
Gellert Grants (GG):	3,902		500	3,402	3,402			3,402										
Refuse Co. (OF):	3	250,000	200,000		50,003	400,000	450,000	450,000	3	400,000	400,000	3	400,000	400,000	3	400,000	400,000	3
Building Maintenance Fund (OF):		144,326	144,326			144,326	144,326	144,326		144,326	144,326		144,326	144,326		144,326	144,326	
Self Insurance Fund (OF):			272,865	282,967	(272,865)	555,832		282,967										
Other/Miscellaneous Funds (OF):	24,258	15,000	32,036	6,863	7,222	781,435	781,435	788,298	359			359			359			359
<b>TOTAL FUND 31:</b>	<b>1,545,594</b>	<b>1,069,944</b>	<b>1,174,456</b>	<b>803,950</b>	<b>1,441,082</b>	<b>3,031,960</b>	<b>2,545,970</b>	<b>3,349,920</b>	<b>1,123,122</b>	<b>1,769,824</b>	<b>1,753,526</b>	<b>1,139,420</b>	<b>875,126</b>	<b>794,326</b>	<b>1,220,220</b>	<b>887,326</b>	<b>899,326</b>	<b>1,208,220</b>

6-29-08 Balance includes appropriations carried forward from the prior year.

FY 2008-09 Total Budget is the sum of prior year Carry Forwards and New Expenditure Budget amounts

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **33 / Major Facility Improvements**

PROG. PROJ. NO. NO.	Project Name Project Manager	Total Project	Expended thru 6-30-07	Funds Avail. FY 2007-08	Est. Expend. FY 2007-08	Carry Fwd. FY 2007-08	BUDGET FY 2008-09	TOTAL FUNDS FY 2008-09	BUDGET FY 2009-10	Future Total (see Fund 31 Capital Plan)	Funding Sources/Comments
120 525	Serramonte Library Replacement	26,200,000								26,200,000	New building
130 584	New Westmoor/Giammona Pool M. Stallings	4,200,000							4,200,000		City share of Jefferson H.S. Dist project
130 576	War Memorial Rebuild M. Stallings	15,379,218	14,210,247	1,168,971	882,226	286,745		286,745			Includes new John Daly Branch Library State Library & Park \$ & PUBLIC FAC. FEES
120 522	New Library Collections C. Simmons	235,002	111,620	123,381	53,165	70,217		70,217			New materials for newly expanded libraries
312 524	Gellert Park Parking Lot P. Sweetland	585,768	684	585,084	20,072	565,012		565,012			Resurfacing, restriping. CCAG grant for drainage solutions
010 510	Overall Design / Contingency P. Martel	1,877,746	82,072	1,795,674		1,795,674		1,795,674			Conceptual design/conting. for all projects
Subtotal, Current and Pending projects		48,477,734	14,404,623	3,673,110	955,463	2,717,648		2,717,648	4,200,000	26,200,000	
<b><i>Canceled/Suspended Projects</i></b>											
010 511	Civic Center Annex	1,462,348	1,462,348								Suspended, needs under review
130 597	Westmoor Park & Community Ctr.	159,497	159,497								Suspended, needs under review
130 561	City & JUHSD Facility Upgrades	31,746	31,746								Suspended, needs under review
120 525	Serramonte Library & Gellert Clubhouse Expansion	541,819	541,819	16,670							Suspended, needs under review PUBLIC FACILITY FEES
Subtotal, Canc/Susp Projects		2,195,410	2,195,410	16,670							
<b><i>Completed Projects:</i></b>											
130 566	Bayshore Comm. Center & Library	11,127,567	11,126,267	3,788	1,300						COMPLETED
312 510	Corporation Yard Improvements	4,405,905	4,405,905								PUBLIC FAC FEES - COMPLETED
130 568	City & JESD Facility Upgrades	957,963	952,994	247,941	4,969						PUBLIC FAC FEES - COMPLETED
133 511	Citywide Park Improvements-A	668,852	668,852								PUBLIC FAC FEES - COMPLETED
133 581	Citywide Park Improvements-B	826,129	826,129								COMPLETED
133 583	Citywide Park Improvements-C	653,098	653,098								COMPLETED
130 511	Childcare Center	2,140,569	2,140,569								PUBLIC FAC FEES - COMPLETED
010 579	Emergency Operations Center	242,666	212,355	37,645	30,311						COMPLETED
220 511	Replace Fire Station No. 2	2,621,427	2,601,427	20,000	15,266	4,734		4,734			PUBLIC FAC FEES - COMPLETED

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET -- FUND SUMMARY

Fund Number/Name: **33 / Major Facility Improvements**

PROG. PROJ. NO.	Project Name	Total	Expended	Funds Avail.	Est. Expend.	Carry Fwd.	BUDGET	TOTAL FUNDS	BUDGET	Future Total	Funding Sources/Comments
NO.	NO. Project Manager	Project	thru 6-30-07	F/Y 2007-08	F/Y 2007-08	F/Y 2007-08	F/Y 2008-09	F/Y 2008-09	F/Y 2009-10	(see Fund 31 Capital Plan)	
130 599	Gellert Park Field Improvements	2,400,360	2,400,360								PUBLIC FAC FEES - COMPLETED
130 563	Hillside Park Clubhouse	512,967	512,967								COMPLETED
130 571	Lincoln Community Center	2,404,569	2,404,569	3,633							PUBLIC FAC FEES - COMPLETED
133 543	Marchbank Park Improvements	710,763	710,763								PUBLIC FAC FEES - COMPLETED
130 556	Doelger Sr. Ctr. Expansion	396,948	396,948								PUBLIC FAC FEES - COMPLETED
130 572	Westlake Comm. Center	437,586	437,586								COMPLETED
130 573	Westlake Park Field Lighting	307,513	307,513								COMPLETED
130 577	Skate Park	109,964	109,964								COMPLETED
131 584	Swimming Pool Renovations	156,222	156,222								Joint project with JUHSD - COMPLETED
130 592	Thornton Beach Vista	572,230	557,078	15,152		15,152		15,152			COMPLETED
Subtotal, Completed projects		31,653,298	31,581,566	328,159	51,846	19,886		19,886			

**Total Facility Fund 33: 82,326,442 48,181,599 4,017,939 1,007,309 2,737,534 2,737,534 4,200,000 26,200,000**

Funding plan	Source Total	Received thru 6-30-03	Rev. Budget F/Y 2007-08	Revenue F/Y 2007-08	Est Revenue F/Y 2008-09	Est Revenue F/Y 2009-10	Est Revenue 31 Capital Plan
Gen. Fund Reserves for Capital (GF):	38,634,764	38,072,023	562,741	562,741			
Community Develop. Block Grant (BG):	5,809,382	5,809,382					
State Library Funds (CA):	750,000	750,000					
State Park Grant (CA):	2,692,811	2,212,811	480,000	480,000			
State Park Bonds (CA):	1,995,257	1,995,257					
Misc. State Grants (CA):	393,000	393,000					
Other Agencies (OF):	553,500	553,500					
School Districts (OF):	99,508	99,508					
Mid Peninsula Boys & Girls Clubs (OF):	2,500,000	2,500,000					
Public Facility Fees (PF):	8,159,826	6,108,879				240,565	1,810,382
Developer Park In-lieu Fees (DP):	2,395,988	1,206,300			940,000	249,688	
Developer / Other (OF):	820,308	820,308					
Donations / Secured Grants (OF):	293,650	293,650					
Other/Misc. Funds (OF):	1,621,840	1,621,840					
Redevelopment Agencies (RA):	400,000	400,000					
balance fwd.			14,654,859	14,654,859	14,690,291	12,892,757	9,183,010
<b>Funding Subtotal</b>	<b>67,119,834</b>	<b>62,836,458</b>	<b>15,697,600</b>	<b>15,697,600</b>	<b>15,630,291</b>	<b>13,383,010</b>	<b>10,993,392</b>
<b>Balance</b>	<b>(15,206,608)</b>	<b>14,654,859</b>	<b>11,679,661</b>	<b>14,690,291</b>	<b>12,892,757</b>	<b>9,183,010</b>	<b>(15,206,608)</b>

\*Open purchase order(s) pending partial payment/liquidation

Detailed information on each capital project is contained in the City's Capital Budget which is published as a separate document. Expended and Carry Fwd. amounts shown above are estimates.

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **41 / Water**Program: **385**

PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2007-08	Est. Expend FY 2007-08	Carry Fwd. FY 2007-08	NEW BUDGET FY 2008-09	TOTAL FUNDS FY 2008-09	BUDGET FY 2009-10	Total Future Cost (see Capital Plan)	Comments
<b>Annual Programs:</b>									
617	Street Resurfacing Water Mains	12,066	12,065		100,000	100,000	100,000	1,800,000	Replace of mains in streets to be resurfaced
701	Plant Improvements:	187,567	154,305	33,262	175,000	208,262	175,000	3,150,000	Misc. reservoir/pump sta. improve./repair
705	Westlake Basin Aquifer Model	30,934	30,468	466	25,000	25,466	25,000	530,000	Assess safe yield, input data, user guide
707	Water Conservation Program	197,919	94,123	103,796	125,000	228,796	150,000	3,175,000	Residential kits, rebates, water audits, etc
708	Seismic Improvements	375,000	6,174	368,826	350,000	718,826	300,000	2,100,000	Implement 2003 Seismic Study recommendations
712	Reservoir Cleaning	12,593	12,583		20,000	20,000	20,000	399,633	Reservoir cleaning
720	Well Rehabilitation	25,012		25,012	25,000	50,012	25,000	450,000	Repair or replace equipment, well reconditioning
742	Fire Flow Improvements	20,070	20,063	7	50,000	50,007	50,000	900,000	Improve Fire Flows in the Redevelopment
752	Main Rehab/Improvements	89,347	89,346		300,000	300,000	350,000	4,550,000	Replace portions of existing mains as needed
760	Miscellaneous Equipment	21,717	21,716		20,000	20,000	20,000	360,000	Purchase or replace capital equip. as needed
764	Technology Upgrades				25,000	25,000	25,000	900,000	Green/renewable energy projects
766	SCADA System Upgrades +	24,983	8,197	16,786		16,786		270,000	Upgrade CPU and operating system
774	Water Sys. Mapping - GIS	63,850	37,378	26,472		26,472	15,000	270,000	Record sys improvements and new development
775	Water Transfer Project	3,272	2,445	827	100,000	100,827	100,000	1,800,000	Transfer service connections to larger mains
879	Vehicle Upgrades	149,796	112,296	37,500	37,500	75,000	37,500	675,000	Replace/modify existing undersized vehicles
	Subtotal, Annual Programs	1,214,126	601,159	612,954	1,352,500	1,965,454	1,392,500	21,329,633	

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **41 / Water**

Program: **385**

PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2007-08	Est. Expend FY 2007-08	Carry Fwd. FY 2007-08	NEW BUDGET FY 2008-09	TOTAL FUNDS FY 2008-09	BUDGET FY 2009-10	Total Future Cost (see Capital Plan)	Comments
<b>System Improvements/Operations:</b>									
672	Mission Street Enhancements				1,000,000	1,000,000			Replace/relocate mains near Top-of-Hill
710	Groundwater Management Plan	88,239	61,181	27,058		27,058	125,000		Basinwide Monitoring. Contributions from particip. agencies
715	Reservoir 2B Replacement*	2,356,000	109,917	2,246,083	5,504,000	7,750,083			New reservoir. \$2.2 mil. funding from Bayshore RDA
717	Reservoir 5 Station Generator	233,156	166,534	66,622		66,622			Provide emergency backup power
719	Reservoir 6B Station Generator	264,600	13,060	251,540		251,540			Provide emergency backup power
722	Flushing Stations	3,692	1,376	2,316		2,316			Mandated on every dead end main
726	Replc Undergnd Fuel Tanks	10,805	6,749	4,056		4,056			Protection of aquafer
727	CARB Retrofits				163,000	163,000	163,000	163,000	Airborne Toxic Control Measures (ATCM) for 14 generators
728	Portable Generator Receptical Installation						21,000	63,435	Receptacles at 15 stations for portable generator connection completion pending
734	Chloramine Conversion	42,023		42,023		42,023			Water masterplan project 'DD-e' Design complete
735	Schwerin St.*						1,188,615		Current project COMPLETED, see Capital Plan for future work
741	Bac-T Stations	42,734						146,040	COMPLETED
749	Reservoir 2B - 8 Interconnect*	14,427							COMPLETED
754	Carter & Geneva Mains*	14,009							COMPLETED
757	Saddleback Drive Water Main*	19,778							COMPLETED
758	MacDonald & Geneva Loop*	4,805							COMPLETED
759	Reservoir 8 Booster PS*	94,829	5,459						COMPLETED
762	Pump Station Analyzers				155,000	155,000			Chlorine, ph, temperature analyzers and controllers
763	Citrus Zone 1 & 3 Manifold Replacement				50,000	50,000	100,000		Replace the discharge manifold
767	Westlake Electrical Upgrade				25,000	25,000	100,000		Replace old equip with modern components/controls
768	Bellevue PS Fence Replacement				10,500	10,500			Install new std. spec. green vinyl coated fencing material
769	Citrus PS Room Upgrade						35,000		Improve lighting, repair walls and floor surface
817	NFPA ARC Protection +	9,219	721	8,498		8,498			Motor control panel electrical safety assessment
880	Telescoping Crane						40,000		Replace crane on ve-4214r with 12 ton telescoping type.
Subtotal, Sys. Improvements/Operations		3,198,316	364,997	2,648,196	6,907,500	9,555,696	1,772,615	372,475	
<b>Total Water Fund 41:</b>		<b>4,412,442</b>	<b>966,156</b>	<b>3,261,150</b>	<b>8,260,000</b>	<b>11,521,150</b>	<b>3,165,115</b>	<b>21,702,108</b>	

\*Bayshore Masterplan project

+ Also funded in Sanitation Fund 87

NOTE: Detailed information on each capital project is contained in the City's Capital Budget which is published as a separate document.

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET -- FUND SUMMARY

Fund Number/Name: **87 / Sanitation**Program: **920**

PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2007-08	Est. Expend FY 2007-08	Carry Fwd. FY 2007-08	NEW BUDGET FY 2008-09	TOTAL FUNDS FY 2008-09	BUDGET FY 2009-10	Total Future Cost (see Capital Plan)	Comments
<b>Annual Programs:</b>									
617	Street Resurfacing Sewer Mains	83,513	21,097	62,416		62,416	65,000	1,170,000	Main improvements on streets
764	Technology Upgrades	118,510		118,510	75,000	193,510	75,000	2,400,000	Replace outdated systems
766	SCADA System Upgrades +	33,850	5,519	28,331		28,331		270,000	Update electronic control systems
801	Sewer Main Rehab/Improvements	49,111	40,093	9,018	20,000	29,018	40,000	720,000	Misc. repairs to collections system,
802	Sewer Lift Sta. Rehab/Improve.	31,766	5,429	26,337	30,000	56,337	30,000	540,000	Annual Project--Consolidation of all
803	Vehicle Upgrades	368,784	177,714	191,070	37,500	228,570	37,500	675,000	Supplement to vehicle replacement funds
806	Plant Process Improvements	144,687	143,924	763	140,000	140,763	140,000	2,520,000	Consolidation of all misc. repairs/
807	Plant Structure Improvements	153,075	61,115	91,960	78,000	169,960	78,000	1,404,000	Consolidation of all misc. repairs/
813	Sewer System Mapping-GIS	16,066	16,066		5,000	5,000	5,000	132,000	Complete aerial mapping of system
830	Grease Elimination Program	14,779	10,608	4,171	30,000	34,171	30,000	540,000	To eliminate grease plugging of mains
832	Storm Sewer Repair	1,068,861	74,803	994,058		994,058		26,000,000	Implementation of Stormwater Master Plan
865	Recycled Water	25,769	1,659	24,110		24,110	20,000	570,000	Appurtenances to comply with regs
Subtotal, Annual Programs		2,108,771	558,027	1,550,744	415,500	1,966,244	520,500	36,941,000	

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **87 / Sanitation**

Program: **920**

PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2007-08	Est. Expend FY 2007-08	Carry Fwd. FY 2007-08	NEW BUDGET FY 2008-09	TOTAL FUNDS FY 2008-09	BUDGET FY 2009-10	Total Future Cost (see Capital Plan)	Comments
<b>System Improvements/Operations</b>									
513	Corporation Yard Wash Racks				35,000	35,000			To comply with NPDES guidelines
727	CARB Retrofits+				163,000	163,000	163,000	163,000	Airborne Toxic Control Measures (ATCM) for generator
812	Municipal Regional Permit						100,000		Database for compliance with Muni. Regional Permit
815	Polymer Feed System				35,000	35,000			Redundant system for dewatering sludge at centrifuge
816	Prim. Effluent Bypass Valve/Meter				80,000	80,000			Replace emergency bypass valve and add meter
818	Scissor Lift				25,000	25,000			Replace 20 year old+ scissor lift with scissor/man lift.
817	NFPA ARC Protection +	19,630	10,508	9,122		9,122			Analyze Hazard Risk Category of MCC's
820	Collection System Modeling/Master Plan	293,704	150,784	142,920		142,920		1,223,484	Sewer System Management Plan (SSMP)
831	Trunk Line Cleaning				30,000	30,000			Clean 5000' of 15" AND 30" sanitary sewer trunk lines
834	Skyline Lift Sta. Generator / MCC	31,954		31,954		31,954			Portable generator
838	Skyline Force Main Reroute						220,500		Rpic 600' of 6" A/C Force Main
842	Vista Grande Drainage Basin	1,692,648	576,920	1,115,728	750,000	1,865,728	1,000,000		Study to determine feasibility – PUBLIC FACILITY FEE
849	Mission/Parkview Sewer	7,279		7,279	246,457	253,736			Replace 2" line with 375 feet of 8" pipe
850	Marine Outfall Replacement	50,000		50,000		50,000			Slipline 100' from structure to surf
853	Fort Funston Outfall Structure Repair	1,845,973	126,432	1,719,541	1,300,000	3,019,541	360,000		Design work & repair of exposed pipe
854	Source Control Electronics						15,750		Equip. for field data collection & database update
856	CCTV Equipment Replacement				170,000	170,000			Replace existing CCTV vehicle and equipment
855	Tertiary Treatment System	491,883	106,678	385,205		385,205			Water recycling program
858	Pipeline Data Collection System	25,595		25,595		25,595			Convert analog video inspection to digital
859	Skid Air Compressor Replacement						162,750	350,319	Replace aging compressors with energy efficient ones.
860	SB5x Turbine Generator	57,884		57,884		57,884			Digester gas generation system
861	Flow Meter	946							COMPLETED
864	Emergency Generator Replacement	1,042,926	465,312	577,614		577,614			Design and install new generators
951	Coat CCT Basin #2 Walls	357,160	357,160						COMPLETED
956	Screenings Compactor/Washer	4,032	568	3,464		3,464			Replace existing system
957	Secondary Weir Replacement	422,840		422,840	350,000	772,840	367,500	330,750	Replace weirs to prevent short-circuiting
Subtotal, System Improvements/Operations		6,344,454	1,794,362	4,549,146	3,184,457	7,733,603	2,389,500	2,067,553	
<b>Total Sanitation Fund 87:</b>		<b>8,453,225</b>	<b>2,352,389</b>	<b>6,099,890</b>	<b>3,599,957</b>	<b>9,699,846</b>	<b>2,910,000</b>	<b>39,008,553</b>	

+ Also funded in Water Fund 41

NOTE: Detailed information on each capital project is contained in the City's Capital Budget which is published as a separate document.



# **Technical/Statistical**

CITY OF DALY CITY

**MAJOR GENERAL FUND TAX REVENUES**

For Twenty Fiscal Years

(Dollars in thousands)

Year Ended June 30	Property	Sales and Use	Motor Vehicle In-Lieu	Utility Users	Business License	Total
1998	\$ 7,987	\$ 7,250	\$ 4,239	\$ 4,288	\$ 1,031	\$ 24,795
1999	8,328	7,363	4,615	4,452	1,039	25,797
2000	8,876	7,506	5,066	4,385	1,054	26,887
2001	9,518	8,282	5,548	5,277	1,117	29,742
2002	10,676	7,739	5,849	5,110	1,191	30,565
2003	10,578	8,276	6,092	5,246	1,239	31,431
2004	11,686	8,284	4,803	5,467	1,248	31,488
2005	18,712 (4)	8,541	682 (4)	5,645	1,274	34,854
2006	20,409	8,729	727	6,133	2,985	38,983
2007	21,884	9,743	570	6,313	3,060	41,570
2008	(1) 23,359	10,562	471	6,662	3,135	44,189
2009	(2) 24,621	10,745	471	6,949	3,231	46,017
2010	(2) 25,701	11,170	471	7,260	3,330	47,932
2011	(3) 26,986	11,505	476	7,550	3,430	49,947
2012	(3) 28,335	11,850	481	7,852	3,533	52,051
2013	(3) 29,752	12,206	486	8,166	3,639	54,249
2014	(3) 31,240	12,572	491	8,493	3,748	56,544
2015	(3) 32,802	12,949	496	8,833	3,860	58,940
2016	(3) 34,442	13,337	501	9,186	3,976	61,442
2017	(3) 36,164	13,737	506	9,553	4,095	64,055

(1) Unaudited

(2) Budget

(3) Forecast

(4) Approximately 90% of Motor Vehicle In-Lieu was shifted to property tax revenue by the State Legislature in what was referred to as "Triple Flip" to help balance the State budget in Fiscal 2005.

Source: Daly City Department of Finance

CITY OF DALY CITY

**MAJOR GENERAL FUND TAX REVENUES IN CONSTANT DOLLARS**

For Twenty Fiscal Years

(Dollars in thousands, 1982-84=100)

Year Ended June 30	Property	Sales and Use	Motor Vehicle In Lieu	Utility Users	Business License	Total	CPI (4) SF Bay Area
1998	4,826	4,381	2,561	2,591	623	14,982	165.5
1999	4,847	4,286	2,686	2,591	605	15,015	171.8
2000	4,956	4,191	2,829	2,448	588	15,012	179.1
2001	4,986	4,338	2,906	2,764	585	15,579	190.9
2002	5,526	4,006	3,027	2,645	616	15,820	193.2
2003	5,389	4,216	3,103	2,672	631	16,011	196.3
2004	5,872	4,163	2,414	2,747	627	15,823	199.0
2005	9,300	4,245	339	2,806	633	17,323	201.2
2006	9,760	4,175	348	2,933	1,428	18,644	209.1
2007	10,126	4,508	264	2,921	1,416	19,235	216.123
2008 (1)	10,373	4,690	209	2,959	1,392	19,623	225.181
2009 (2)	10,892	4,831	211	3,077	1,434	20,445	
2010 (2)	11,437	4,976	213	3,200	1,477	21,303	
2011 (3)	12,009	5,125	215	3,328	1,521	22,198	
2012 (3)	12,609	5,279	217	3,461	1,567	23,133	
2013 (3)	13,239	5,437	219	3,599	1,614	24,108	
2014 (3)	13,901	5,600	221	3,743	1,662	25,127	
2015 (3)	14,596	5,768	223	3,893	1,712	26,192	
2016 (3)	15,326	5,941	225	4,049	1,763	27,304	
2017 (3)	16,092	6,119	227	4,211	1,816	28,465	

- (1) Unaudited
- (2) Budget
- (3) Forecast
- (4) As of June of each year

Source: Daly City Department of Finance / U.S. Bureau of Labor Statistics

CITY OF DALY CITY

**GENERAL GOVERNMENTAL EXPENDITURES BY FUNCTION**

For Twenty Fiscal Years

(Dollars in thousands)

Year Ended June 30	General Government	Public Safety	Community Development		Public Works	Culture & Recreation	Total
1998	4,383	19,944	11,936	(4)	3,822	7,417	47,502
1999	4,693	21,291	8,222	(4)	3,636	7,906	45,748
2000	3,454	22,536	12,707	(4)	3,968	8,351	51,016
2001	3,221	24,478	5,712	(4)	4,345	9,199	46,955
2002	4,317	26,245	9,633	(4)	4,729	10,483	55,407
2003	3,668	29,290	10,206	(4)	5,343	10,896	59,403
2004	6,275	29,348	6,728	(4)	5,555	11,423	59,329
2005	7,886	34,600	8,437	(4)	5,838	11,051	67,812
2006	7,867	34,747	10,393	(4)	6,112	12,132	71,251
2007	7,483	37,591	8,089		5,767	13,361	72,291
2008	(1) 7,808	39,701	11,052		5,789	14,645	78,995
2009	(2) 8,730	41,006	15,506		6,051	15,055	86,348
2010	(2) 8,961	41,633	10,816		6,242	15,595	83,247
2011	(3) 9,230	42,882	11,140		6,429	16,063	85,744
2012	(3) 9,507	44,168	11,474		6,622	16,545	88,316
2013	(3) 9,792	45,493	11,818		6,821	17,041	90,965
2014	(3) 10,086	46,858	12,173		7,026	17,552	93,695
2015	(3) 10,389	48,264	12,538		7,237	18,079	96,507
2016	(3) 10,701	49,712	12,914		7,454	18,621	99,402
2017	(3) 11,022	51,203	13,301		7,678	19,180	102,384

Note: The figures above combine the General and Special Revenue Funds, excluding interfund transfers.

- (1) Unaudited
- (2) Budget
- (3) Forecast
- (4) Includes multi-year funding on Aircraft Noise Soundproofing Project

Source: Daly City Department of Finance

**CITY OF DALY CITY**  
**PROPERTY TAX ASSESSED VALUES**  
**LEVIES**

For the Last Ten Fiscal Years

**(Dollars in thousands)**

Year Ended June 30	Assessed Value	Tax Rate per \$100 (1)	Total Tax Levy
1999	3,979,648	.255	8,206
2000	4,203,781	.255	8,756
2001	4,526,329	.255	9,387
2002	4,918,573	.255	10,523
2003	5,372,625	.255	10,401
2004	5,879,650	.255	11,485
2005	6,497,074	.255	12,866
2006	6,939,021	.255	13,435
2007	7,602,177	.255	14,693
2008	8,175,019	.255	15,610 (2)

In accordance with the adoption of Proposition 13, assessed valuations were changed from 25% of estimated fair market value to "full" market value for the fiscal year ended June 30, 1980. Assessed Value includes homeowners property tax exemptions which are paid to the City by the State, while the total tax levy excludes the redevelopment tax increment and the State ERAF shifts.

(1) As apportioned by County in accordance with State Law

(2) Unaudited

Source: Office of the County Assessor

**CITY OF DALY CITY**

**PRINCIPAL PROPERTY TAXPAYERS**

For Fiscal Year 2007 -2008

<b>TAXPAYER</b>	<b>TYPE OF PROPERTY</b>	<b>ASSESSED VALUATION (LAND + IMPROV)</b>	<b>PERCENT OF TOTAL ASSESSED VALUATION</b>	<b>PERCENT CHANGE PREVIOUS TAX ROLL (-) = decrease</b>
Seton Medical Center	Medical Facility	\$199,465,921	2.4%	2.1%
DB Real Estate Pacific Plaza PTP	Commercial	132,152,590	1.6%	3.9%
Westlake Associates (Apartments)	Apartments	114,687,336	1.4%	1.5%
Daly City Serramonte Ctr. LLC	Commercial	109,886,383	1.3%	-23.9%
Westlake Kimco	Commercial	94,628,094	1.2%	10.2%
Met Life (Skyline Heights Apts.)	Apartments	45,223,894	0.6%	18.7%
LINC Franciscan Mobile Home Pk / Podesta	MH Park	38,097,887	0.5%	-19.5%
Serramonte Corp. Center (Kaiser)	Commercial	36,605,328	0.4%	2.0%
Lavaca Portfolio Investors	Apartments	32,095,402	0.4%	2.0%
Daly City Partners (Serramonte Plaza)	Commercial	30,365,308	0.4%	2.0%
Bay Apartment Communities (501 King)	Apartments	29,478,232	0.4%	45.0%
Serramonte Medical Lessee	Commercial	19,931,634	0.2%	2.0%
Lake Merced Golf Club	Commercial	15,909,428	0.2%	1.9%
JS Group LLC (2171 J.S.)	Commercial	13,600,000	0.2%	18.1%
MAAS Commons	Apartments	10,607,135	0.1%	2.0%
455 Hickey Blvd.	Commercial	8,595,784	0.1%	-46.2%
Sub-Total (Top 16 Properties):		\$931,330,356	11.4%	
<b>TOTAL DALY CITY ASSESSED VALUATION (Secured Roll):</b>			<b>\$8,175,018,741</b>	

Source: Metroscan; San Mateo County Controller; Department of Economic & Community Development (Daly City).

**CITY OF DALY CITY  
PRINCIPAL EMPLOYERS**

<b>EMPLOYER</b>	<b>PART TIME EMPLOYEES</b>	<b>FULL TIME EMPLOYEES</b>	<b>TOTAL EMPLOYEES</b>
<b>Seton Medical Center</b>	1,024 <sup>1</sup>	635 <sup>1</sup>	1,659
<b>City of Daly City</b>	260	518	778
<b>Jefferson High School District</b>	288	405	693
<b>Jefferson Elementary School District</b>	196	411	607
<b>U.S. Postal Service (incl. International Mail Facility)</b>	406 <sup>2</sup>	196 <sup>2</sup>	602
<b>Cow Palace</b>	22 <sup>1</sup>	385 <sup>1</sup>	407
<b>Genesys Telecommunications Laboratories</b>	0	366	366
<b>Target Serramonte</b>	235	101	336
<b>Macy's</b>	211	85	296
<b>McDonald's (4 stores)</b>	85 <sup>1</sup>	165 <sup>1</sup>	250
<b>Walgreen's (3 stores)</b>	33 <sup>1</sup>	194 <sup>1</sup>	227
<b>St. Francis Convalescent Pavilion/Heights</b>	2	201	203
<b>City Toyota</b>	8	149	157
<b>Digidesign</b>	0	150	150
<b>Home Depot</b>	48	102	150
<b>Safeway</b>	101 <sup>1</sup>	47 <sup>1</sup>	148
<b>Mervyn's</b>	121	15	136
<b>Century Theaters</b>	115 <sup>1</sup>	6 <sup>1</sup>	121
<b>Starbucks Coffee (all 5 stores)</b>	96 <sup>1</sup>	11 <sup>1</sup>	107
<b>Ranch 99 Supermarket</b>	80	23	103
<b>Joe's of Westlake</b>	57	39	96

**Source:** *Department of Economic and Community Development*

**Notes:**

<sup>1</sup> Estimate from July 2007 or earlier data, current statistic not available

<sup>2</sup> Includes 460 employees that work at the International Service Facility

**CITY OF DALY CITY**  
**SCHEDULE OF OUTSTANDING DEBT**  
**AND LEGAL DEBT MARGIN**  
as of June 30, 2008

<u>Description</u>	<u>Fund</u>	<u>Interest Rate</u>	<u>Original Principal</u>	<u>Balance June 30, 2008</u>	<u>Due FY 08/09</u>	<u>Due FY 09/10</u>
<u>Sanitation District Capacity Expansion</u> Refinancing Certificates of Participation Issued Aug. 1, 1992 Final Maturity June 1, 2009	Sanitation District	2.5%	\$20,980,000	\$855,000	\$855,000	\$0
<u>Sanitation District Recycled Water Project</u> <u>State Water Resources Revolving Fund</u> Issued March 1, 2004 Final Maturity Dec. 1, 2024	Sanitation District	2.5%	\$4,450,128	\$3,961,157	\$189,849	\$194,596
<u>Water System Improvements</u> Certificates of Participation Issued June 11, 2004 Final Maturity June 1, 2024	Water Utility	4.811775%	\$9,860,000	\$8,415,000	\$385,000	\$395,000
<u>Bayshore Community Center</u> HUD Sec 108 Loan Issued June 30, 2004 Final Maturity Aug. 1, 2022	Community Development Block Grant	5.41%	\$4,500,000	\$4,074,000	\$162,000	\$174,000
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	PERS Contributions	5.973% (taxable)	\$36,235,000	\$34,520,000	\$660,000	\$790,000
<u>Legal Debt Limit (3.75% of Assessed Valuation)</u>				\$295,894,888		
<u>Outstanding Debt Subject to Limit</u>					\$0	

## CITY OF DALY CITY

### MISCELLANEOUS STATISTICAL INFORMATION

As of June 30, 2008

City Type	General Law, founded March 22, 1911
Form of Government	Council - Manager Form
Population	106,361 as of January 1, 2008 per State Department of Finance
Land Area	7.60 Square Miles
Municipal Water System	11 Reservoirs with 23,000,000 Gallons Storage Capacity 7,785,000 Gallons Daily Average Distribution 187 Miles of Mains 22,800 Service Connections
Sanitary Sewer System	1 Treatment Plant 177 Miles of Mains 29,000 Service Connections
Police Protection	1 Station 115 Officers 20 Crossing Guards 31 Patrol Vehicles
Fire Protection	5 Stations 67 Firefighters 9 Fire Apparatus 1,489 Fire Hydrants
Assessed Valuation	\$8,175,018,741 as of January 1, 2008
Parks and Recreation	1 Performing Art Center 13 Community Centers & Clubhouses 2 Gymnasiums 15 Parks 2 Pools (with School District) 9 Tot Lots 9 Tennis Courts 200+ Acres of Parklands 1 Senior Center
Library	4 Branches

**NORTH SAN MATEO COUNTY SANITATION DISTRICT**

**SUMMARY OF CALCULATIONS**

**GANN APPROPRIATION LIMIT FOR 2008-2009**

Change in California per Capita Personal Income	1.0429
Change in Population	1.0127
Change Factor = (1.0429 x 1.0127)	1.0561
1978-79 Base Year Appropriation Limit	\$251,694
Multiplied by Cumulative Change Factor (4.6237 x 1.0561)	<u>4.8833</u>
2008-2009 Appropriation Limit	<u>\$1,229,085</u>

-----

**APPLICATION OF GANN APPROPRIATION LIMIT**

**TO FISCAL YEAR 2008-2009**

Total Gann Appropriation Limit	\$1,229,085
Estimated Proceeds of Taxes	<u>1,484,500</u>
Estimated Proceeds of Taxes Over Limit by	\$ (255,414)
Reduction in User Fees	<u>255,414</u>
Net Amount	\$ -0-

**CITY OF DALY CITY**

**SUMMARY OF CALCULATIONS**

**GANN APPROPRIATION LIMIT FOR 2008-2009**

Change in California per Capita Personal Income	1.0429
Change in Population	1.0127
Change Factor = (1.0429 x 1.0127)	1.0561
1978-79 Base Year Appropriation Limit	\$16,955,771
Multiplied by Cumulative Change Factor (4.6237 x 1.0561)	<u>4.8833</u>
2008-2009 Appropriation Limit	<u>\$82,799,305</u>

-----

**APPLICATION OF GANN APPROPRIATION LIMIT**

**TO FISCAL YEAR 2008-2009**

Total Gann Appropriation Limit	\$82,799,305
Estimated Proceeds of Taxes	<u>53,561,538</u>
Estimated Proceeds of Taxes Under Limit by	<u>\$29,237,767</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 special assessments, 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.

Account Codes: Line item budgets use numerical codes to break down revenues and expenditures in the following areas:

- 3XXX - Revenue - the gross receipts from all sources accruing to a fund
- 41XX - Salaries & Employee Benefits - category used to classify all expenditures for in-house labor paid through the personnel/payroll system
- 42XX - Services and Supplies - category used to classify all expenditures for goods which are consumable and which are generally purchased on a regular basis
- 43XX & 44XX - Other Charges - category used to classify all expenditures for goods and services received through contractual arrangement from sources outside of the department
- 45XX - Capital Improvements/Outlay - category used to classify expenditures for construction or structural improvements which improve or extend the life of a City asset and for durable items such as furniture, fixtures and equipment which are non-consumable
- 46XX - Transfers/Contingencies - category used to classify expenditures for services provided by other City funds and for unforeseen expenditures not otherwise budgeted for.

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% per \$100.00 of assessed valuation.

