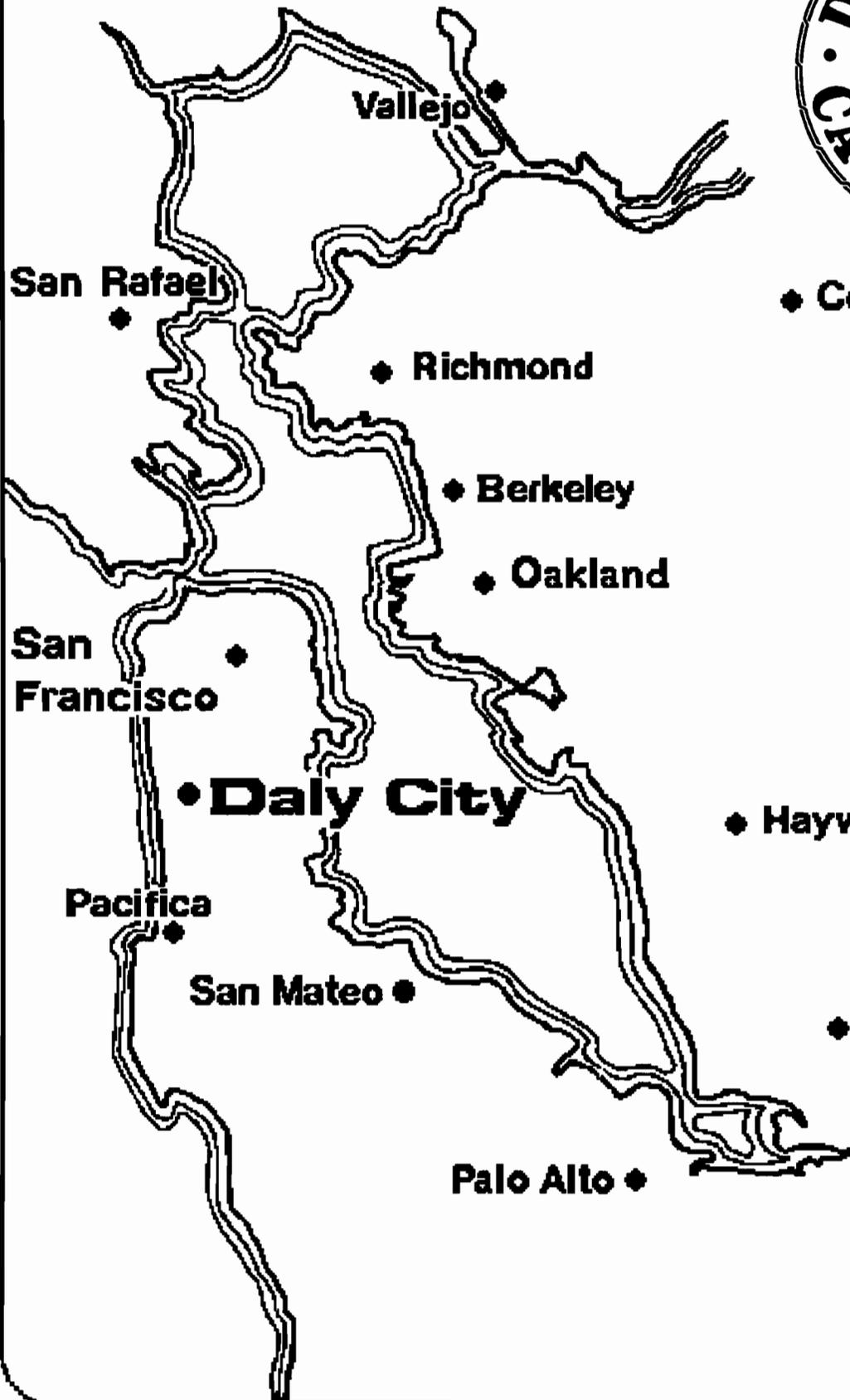


# CITY OF DALY CITY



## Comprehensive Biennial Operating and Capital Budget 2010-11/2011-12



◆ Concord

◆ Richmond

◆ Berkeley

◆ Oakland

◆ Hayward

◆ Fremont

◆ Palo Alto

◆ San Jose

**CITY OF DALY CITY  
COMPREHENSIVE BIENNIAL  
OPERATING AND CAPITAL BUDGET  
2010-11/2011-12**



**City Council**

Michael P. Guingona, Mayor

Carol L. Klatt, Vice Mayor

David J. Canepa

Maggie A. Gomez

Sal Torres

**City Treasurer**

Anthony J. Zidich

**City Clerk**

K. Annette Hipona

**City Manager**

Patricia E. Martel

Prepared by

Department of Finance and Administrative Services

Donald W. McVey, Director

## About Daly City California

Incorporated in 1911, Daly City is the largest of the 20 cities in San Mateo County with a population of 108,383. Located on the southern border of San Francisco, the "Gateway to the Peninsula" covers approximately 7.6 square miles and is one of the most population-dense cities in California.

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

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

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

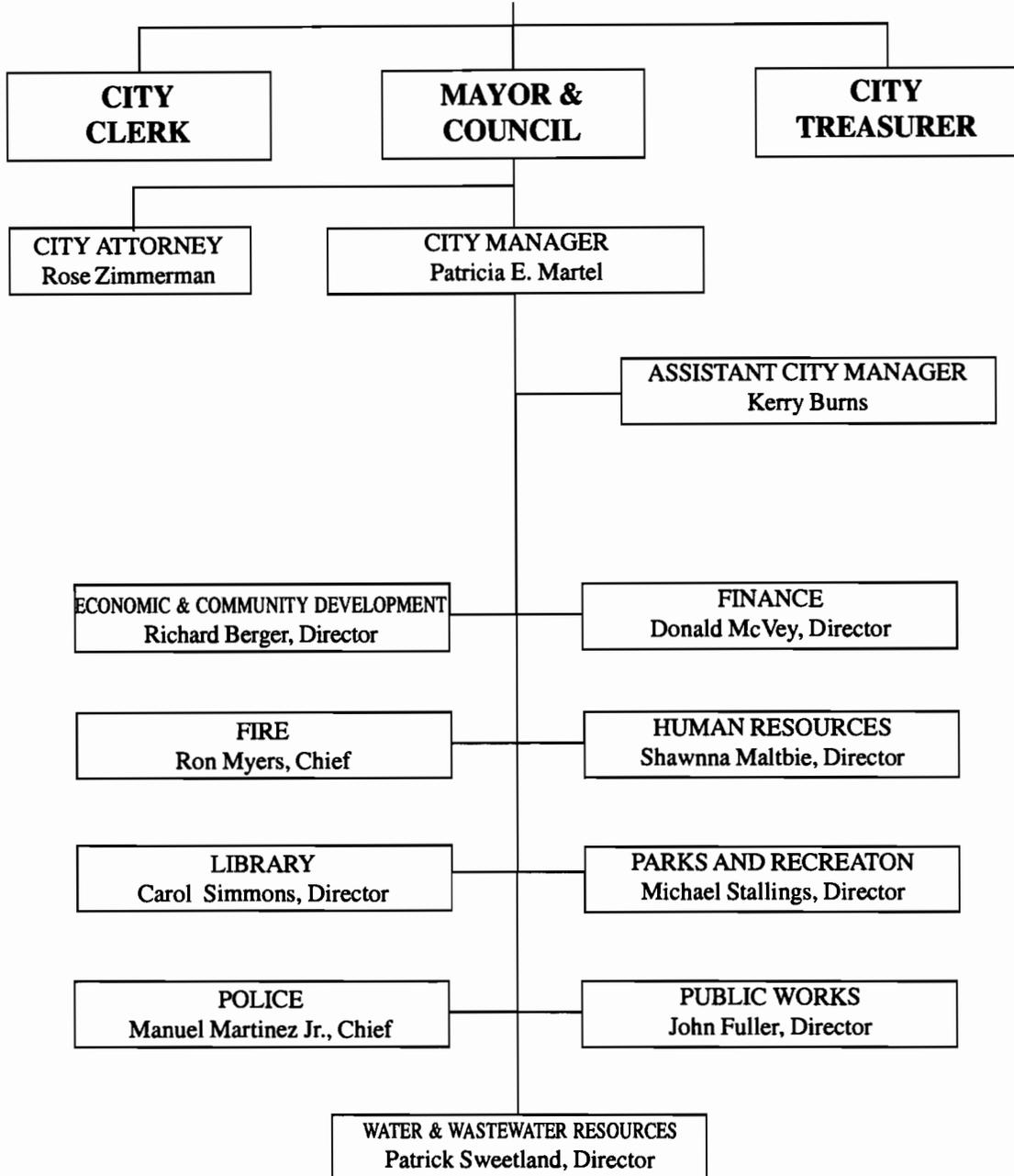
For better or worse, Doelger's new vision was memorialized in the *Little Boxes* song written by Malvina Reynolds in 1962 when she was traveling south from San Francisco and saw the new dwellings being built. Pete Seeger recorded it in 1963 and a legend was born. But Doelger knew that in order to be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

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



# City of Daly City ORGANIZATION STRUCTURE

## CITIZENS OF DALY CITY



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, 2008.

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, 2008**

Handwritten signature of the President of GFOA.

President

Handwritten signature of the Executive Director of GFOA.

Executive Director

**CITY OF DALY CITY  
TABLE OF CONTENTS**

	Page
Transmittal Letter .....	i
Budget Process.....	xvii
Budget Calendar .....	xx
Impact of Other Planning Processes on Budget Development .....	xxi
 <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.....	38
Community Service Center.....	39
Community Promotion.....	40
CITY TREASURER .....	43
ECONOMIC AND COMMUNITY DEVELOPMENT .....	47
Administration.....	54
Planning & Zoning.....	55
Building.....	56
Code Enforcement.....	57
Business Center .....	58
Block Grant .....	59
Residential Rehabilitation Program .....	60
Enterprise Center Program.....	61
Home Program .....	62
Aircraft Noise Soundproofing Project .....	63
Redevelopment - JS/Mission Project Administration .....	64
Redevelopment - Bayshore Project Administration .....	66

**CITY OF DALY CITY  
TABLE OF CONTENTS**

<b>DEPARTMENT BUDGETS (Continued)</b>	<b>Page</b>
FINANCE .....	71
Administration/Accounting .....	80
Central Services .....	81
Information Services, including PBX .....	82
General Liability - Self Insurance .....	84
Workers Compensation .....	85
Utility Billing .....	86
 FIRE .....	 89
 HUMAN RESOURCES .....	 97
 LIBRARY .....	 103
 PARKS & RECREATION .....	 109
Administration .....	115
Recreation .....	116
Special Programs .....	117
Parks Maintenance .....	118
Senior Adult Division .....	119
A S E S - Bayshore .....	120
A S E S - Jefferson .....	121
California ReLeaf .....	122
 POLICE .....	 125
Police Services .....	130
Public Safety Communications .....	131
Police - Citizens Option Public Safety .....	132
Traffic Safety Fund – Traffic Enforcement .....	133
Traffic Enforcement Fund .....	134
Grants .....	135
 PUBLIC WORKS .....	 137
Building Maintenance .....	144
Motor Vehicles .....	145
Signals & Street Lighting .....	146
Streets Division .....	147
Engineering .....	148
Administration .....	149

**CITY OF DALY CITY  
TABLE OF CONTENTS**

<b>DEPARTMENT BUDGETS (Continued)</b>	<b>Page</b>
<b>WATER AND WASTEWATER RESOURCES.....</b>	<b>151</b>
Administration.....	158
Water Operations.....	159
Wastewater Operations .....	160
Plant & Equipment Maintenance .....	161
Laboratory .....	162
Collection System Maintenance .....	163
Distribution System Maintenance.....	164
 <b>SANITATION DISTRICT</b>	
Legislative & Administration.....	165
 <b>NONDEPARTMENTAL</b>	
Nondepartmental Revenue/Expense.....	168
PERS Bonds .....	170
Linda Vista Benefit Assessment .....	172
AB 1600 .....	174
Civic Center Enterprise.....	176
Transfer Station .....	178
 <b>CAPITAL PROJECTS</b>	
Gas Tax.....	183
Community Development Block Grant .....	186
Capital Outlay .....	188
Major Facility Improvements.....	193
Water .....	196
Sanitation.....	198
 <b>TECHNICAL/STATISTICAL</b>	
Major General Fund Tax Revenues .....	204
General Governmental Expenditures by Function .....	206
Property Tax Assessed Values, Levies and Collections.....	207
Principal Property Taxpayers.....	208
Principal Employers .....	209
Schedule of Outstanding Debt .....	210
Miscellaneous Statistical Information.....	211
Appropriations Limitation - Sanitation District.....	212
Appropriations Limitation - Daly City .....	213
Fund Types and Basis of Accounting.....	214
Glossary of Terms .....	216

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

	Page
Aircraft Noise Soundproofing Project.....	63
AB 1600 .....	174
Appropriations Limitation - Daly City .....	213
Appropriations Limitation - Sanitation District.....	212
A S E S – Bayshore.....	120
A S E S – Jefferson .....	121
Bayshore Redevelopment Project Administration .....	66
Block Grant .....	59
Budget Calendar.....	xx
Budget Process.....	xvii
Building Maintenance.....	144
Building.....	56
Business Center .....	58
California ReLeaf Program.....	122
Capital Outlay - see Capital Projects .....	188
Central Services .....	81
City Attorney.....	15
City Clerk .....	21
City Council .....	27
City Manager - Administration.....	38
City Treasurer .....	43
Civic Center Enterprise.....	176
Code Enforcement .....	57
Collection System Maintenance .....	163
Community Development Block Grant (also see Capital Projects).....	59
Community Promotion .....	40
Community Service Center.....	39
Comparison of Expenditure Budgets.....	6
Comparison of Revenue Budgets .....	4
Computer Services - See Information Services.....	82
Description of Funds.....	11
Distribution System Maintenance.....	164
Economic & Community Development - Administration .....	54
Enterprise Center Program.....	61
Elections - see City Clerk .....	21
Engineering .....	148
Expenditure Budgets Comparison .....	6

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

	Page
Finance - Administration/Accounting .....	80
Fire .....	89
Fund Types & Basis of Accounting .....	214
Gas Tax - see Capital Projects .....	183
General Governmental Expenditures by Function .....	206
General Liability .....	84
Glossary of Terms .....	216
Home Program .....	62
Human Resources .....	97
Impact of Other Planning Processes on Budget Development .....	xxi
Information Services .....	82
JS/Mission Redevelopment Project Administration .....	64
Laboratory .....	162
Library .....	103
Linda Vista Benefit Assessment .....	172
Major Facility Improvements .....	193
Major General Fund Tax Revenues .....	204
Miscellaneous Statistical Information .....	211
Motor Vehicles .....	145
Nondepartmental Revenue/Expense .....	168
Parks & Recreation - Administration .....	115
Parks Maintenance .....	118
PBX .....	82
Personnel Allocation .....	9
Personnel - see Human Resources .....	97
Planning & Zoning .....	55
Plant & Equipment Maintenance .....	161
Police .....	125
Police - Citizens Option Public Safety .....	132
Police – Grants .....	135
Police Services .....	130
Principal Employers .....	209
Principal Property Taxpayers .....	208
Projected Available Fund Balances/Retained Earnings .....	1
Property Tax Assessed Values, Levies and Collections .....	207
Public Safety Communications .....	131
Public Works - Administration .....	149

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

	Page
Recreation .....	116
Redevelopment - JS/Mission Project Administration .....	64
Redevelopment - Bayshore Project Administration .....	66
Residential Rehabilitation Program .....	60
Revenue Budgets Comparison.....	4
Sanitation - see Capital Projects .....	198
Sanitation District - Legislative & Administration.....	165
Schedule of Outstanding Debt .....	210
Self Insurance - General Liability.....	84
Senior Adult Division .....	119
Signals and Street Lighting.....	149
Special Programs .....	117
Streets Division .....	147
Traffic Enforcement Fund .....	134
Traffic Safety Fund – Traffic Enforcement.....	133
Transfer Station.....	178
Utility Billing .....	86
Water - see Capital Projects.....	196
Water & Wastewater Resources - Administration .....	158
Water Operations .....	159
Wastewater Operations .....	160
Workers Compensation.....	85



# CITY OF DALY CITY

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

July 1, 2010

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 2011 and 2012. The foundation of the budget process continues to be the set of Guiding Principles and related Priorities established by the City Council. This budget is designed to support each of them. In each department's budget narrative you will see enumerated the ways in which they are furthering those Principles and Priorities, which include:

## 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

## **Budget Development**

The housing bubble, the debt crisis, unemployment, the Great Recession. The impact on local government resulting from the downturn in the economy, especially in California, has been severe and will continue to be so for some time to come. Under these circumstances the challenge of balancing a municipal government budget has been extraordinary.

When the last two-year budget was adopted in June of 2008 it appeared that Daly City's revenue picture reflected a steady but slow increase. The outlook at the time was cautiously optimistic. There was concern about the housing market and questions about how long home prices could continue to rise. However, no one expected the sky to fall with such force and so quickly. Since local city revenues lag the general economy by six to twenty-four months, the effects of the recession that began in December 2007 were not immediately evident. By September of 2008 when Lehman Brothers was characterized by the federal government to be "not too big to fail" it was evident that local governments were in for serious challenges ahead.

In December of 2008 when the recession was officially declared as having begun the previous year, it required that we constantly recalibrate our revenue estimates. Without immediate action the City would have been on track to burn through \$2.3 million of General Fund reserves that year, plus another \$4.7 million in fiscal 2010. By the end of February '09 the City Council was forced to make the first round of many budget cuts in an attempt to keep fiscal 2009 balanced. Options, including unpaid furloughs and salary concessions, were seriously discussed as an alternative of lay-offs and more draconian services cuts.

After lengthy discussions with the City Council, the City's Management Team, and subsequently all labor groups, the reality and the severity of the situation finally began to be recognized. Initially it was difficult for many to grasp the real magnitude of the problem. The economy is cyclical and recessions do occur, although usually not to the extent that all major revenue sources are affected at once. After completing concession bargaining with all labor groups we were able to stem the immediate tide of losses. Most groups agreed to forgo scheduled wage increases and took nine unpaid furlough days. Other groups agreed to the equivalent in reductions of various types of pay.

Normally about six months is required to develop a new biennial budget. The budget presented here was begun 18 months prior as an outgrowth of the midbudget revisions for fiscal 2010. What began as estimated shortfalls of about \$6 million per year for fiscal 2011 and 2012 ultimately ended with the use of only some reserves. Approximately three quarters of a million dollars was required in each of the budget years. Reductions put in place are listed below.

	<u>2010-11</u>	<u>2011-12</u>
<b>General Fund Budget Gap</b>	<b>\$(6,256,375)</b>	<b>\$(6,546,774)</b>
<b><u>Actions to-Date</u></b>		
<b>Increase Recreation Fees</b>	<b>470,000</b>	<b>470,000</b>
<b>Labor Concessions</b>	<b>953,000</b>	<b>953,000</b>
<b>Reduce Staffing</b>	<b>1,280,000</b>	<b>1,470,000</b>
<b>Hold Vacancies</b>	<b>450,000</b>	<b>500,000</b>
<b>Reduce Expenditures:</b>		
<b>General Operating</b>	<b>577,281</b>	<b>577,281</b>
<b>Program Costs</b>	<b>97,505</b>	<b>97,505</b>
<b>Fixed Charges</b>	<b>498,528</b>	<b>498,528</b>
<b>Library Hours Reduced</b>	<b>53,100</b>	<b>53,100</b>
<b>Transfers</b>	<b>193,165</b>	<b>193,165</b>
<b>Capital</b>	<b>950,000</b>	<b>950,000</b>
<b>Total</b>	<b>\$5,522,579</b>	<b>\$5,762,579</b>
<b>From Fund Balance</b>	<b>\$(733,796)</b>	<b>\$(784,195)</b>

In order to reach this point it has required painful and wide-ranging reductions. In accordance with the feedback received from the community and from employees during budget priority forums, we have focused on core services, eliminating all discretionary funds in the City's budget. A total of 22 vacant positions have been permanently eliminated.

Clearly, using reserves is a last resort. The budget may have been adopted on time, but the work to close the gap between revenues and expenses is not complete. Future actions to help realign expenses will likely include:

- Comprehensive Recreation Fee Study
- Detailed Update of All Other Fees
- Potential Consolidation of Departments
- Identify Opportunities for Shared Services
- Hold Additional Vacancies as Necessary

<b>Staffing History</b>							
	<u>1975</u>	<u>1985</u>	<u>2008</u>	<u>Ave Growth per Year</u>	<u>Total Growth</u>	<u>2011</u>	<u>Decrease</u>
<b>Full-time Staff</b>	445	452	554	0.74%	24.5%	532	(22)
<b>Police - Sworn</b>	87	100	115	0.98%	32.2%	113	(2)
<b>-Total</b>	107	113	144	1.05%	34.6%	141	(3)
<b>Fire - Sworn</b>	80	75	69	-0.42%	-13.8%	68	(1)
<b>-Total</b>	84	77	74	-0.36%	-11.9%	72	(2)
<b>Population</b>	72,500	82,372	106,361	1.42%	46.7%	108,383	
<b>Employees per 1,000 Residents</b>	6.14	5.49	5.21			4.91	(0.30)
<b>* Includes Daly City &amp; NSMCSD</b>							

### **Budget Purpose**

Daly City is a full-service city, providing police, fire, library, parks and recreation services to our citizens, along with water and sewer utilities, as well as the other administrative and ministerial duties of city government. As explained below, and illustrated throughout this document, the budget provides a comprehensive financial framework for all City activities during fiscal years 2011 and 2012.

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 overall 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.

- Department Budgets - present the budget selectively detailed by operating unit. Two years of actual results, estimates for the current year, and budgets for the next two fiscal years are presented, first on a department-wide basis if there are multiple programs. The department's programs are described, goals and objectives are set forth, how the programs support city-wide priorities is described, and performance measures are presented. Each department program budget is then shown separately. Finally, a listing of staff by budgetary unit is provided.

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

1. How do the programs in each department support the City-wide priorities as well as other established goals?
  2. What objectives need to be met to consider this a success?
  3. What performance/workload/output measures will be used to determine success or identify opportunities for improvement?
- Capital Projects - are presented by fund. A summary of each individual project is shown. It includes a history of expenditures, 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:

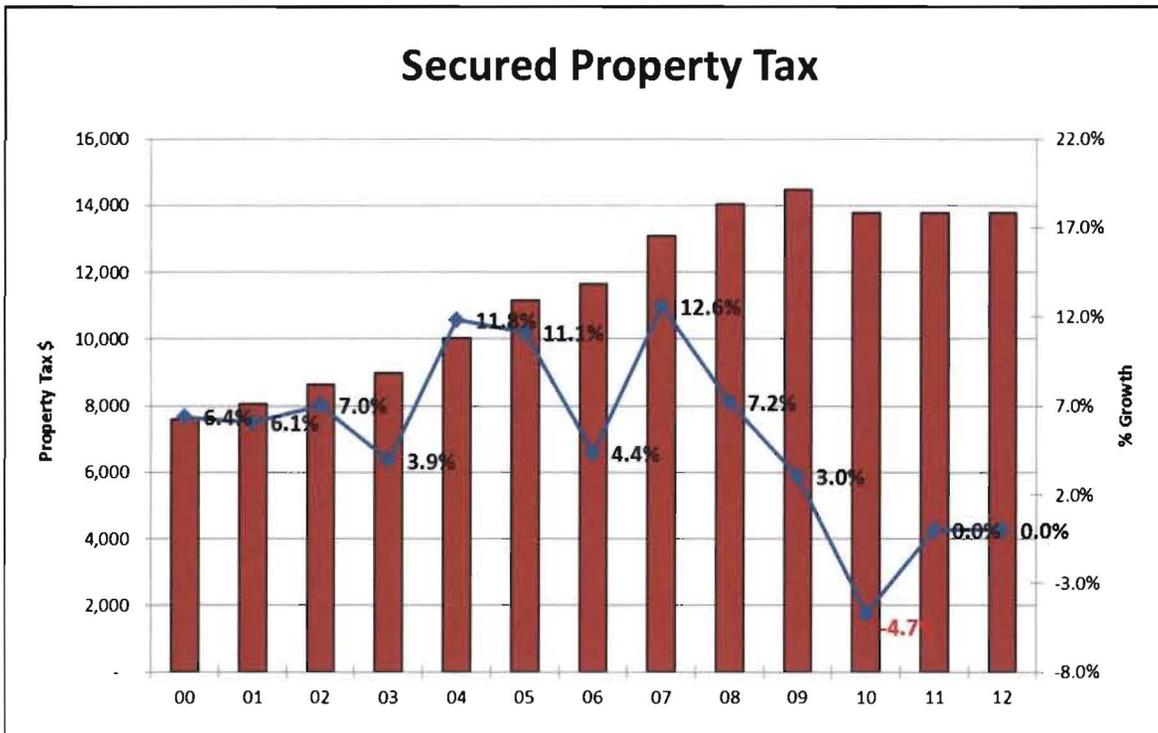
- Assure the safety and general well being of the community
- Preserve, improve, and develop the physical and aesthetic aspects of the community
- Encourage the economic health, balance, and stability of the community
- Provide recreational, cultural, social, and educational opportunities for residents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

## Revenue Projections and Assumptions

Although Daly City is the largest community in San Mateo County with a population of 108,383, there are built-in difficulties with 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, our methodology relies on historical data combined with a general sense of the economic status of the local community to help predict future revenues. When combined with County and State data and regional and national trends, 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 the state-wide growth index is 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 changes in assessed valuation. For the first time total assessed value actually decreased. Fiscal 2010 saw an overall adjustment in assessed values for certain residential properties in San Mateo

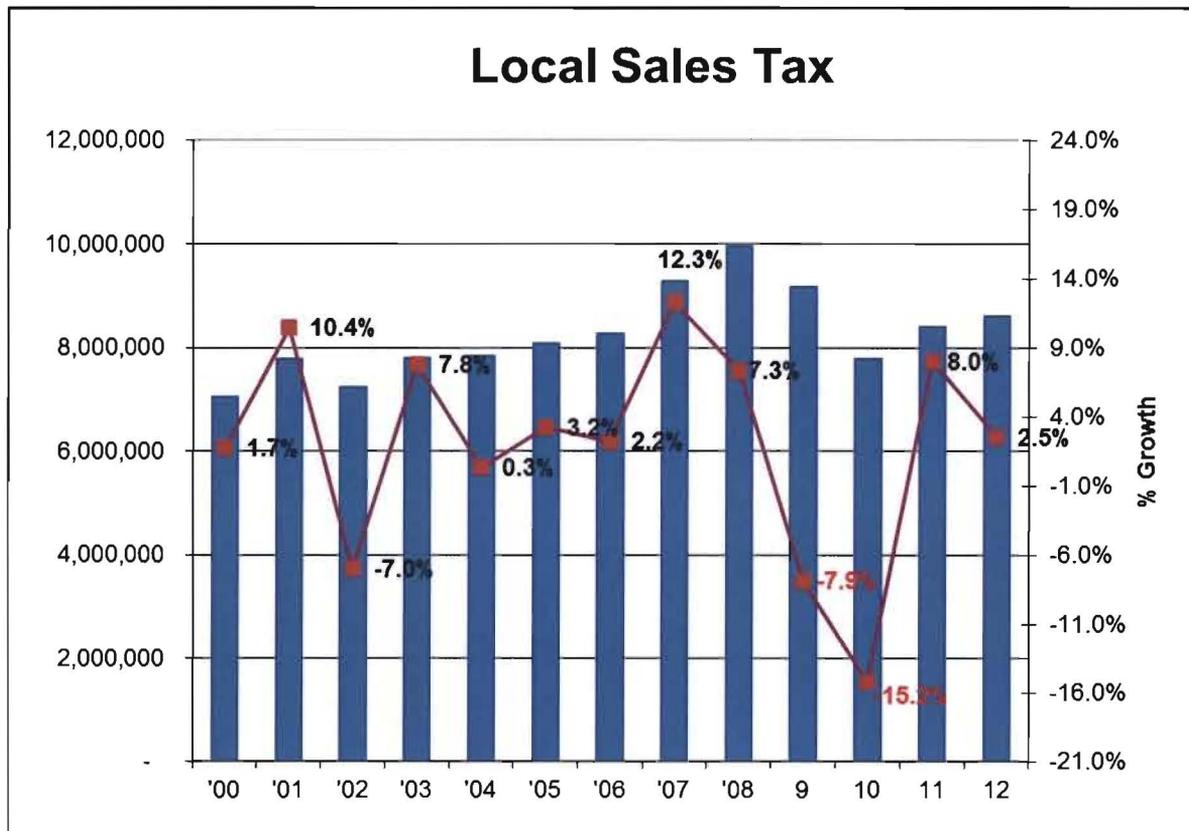
County. The Assessor's Office compared all residential property sales that took place from 2002 to 2008. If the sales price of a property was greater than the current sales price for a similar property in January 2009, the assessed value was written down to match.

This overall revaluation along with the overall decline in property values took us from a budgeted 5.5% increase in secured property tax to a 4.7% decline. We do not anticipate any significant growth in this revenue source over the next two fiscal years.

### Sales Tax

Sales tax is a difficult revenue to budget, and has been further complicated by the State "Triple Flip" which swapped sales tax from the cities to the State. The State was then to back-fill local revenues to the level they would have been had there been no swap. Unfortunately, the State's revenue estimates were flawed in fiscal 2009, producing too much back-fill. In fiscal 2010, the State reversed that mistake, causing total sales tax revenues to decline at a much greater rate than the amounts actually generated.

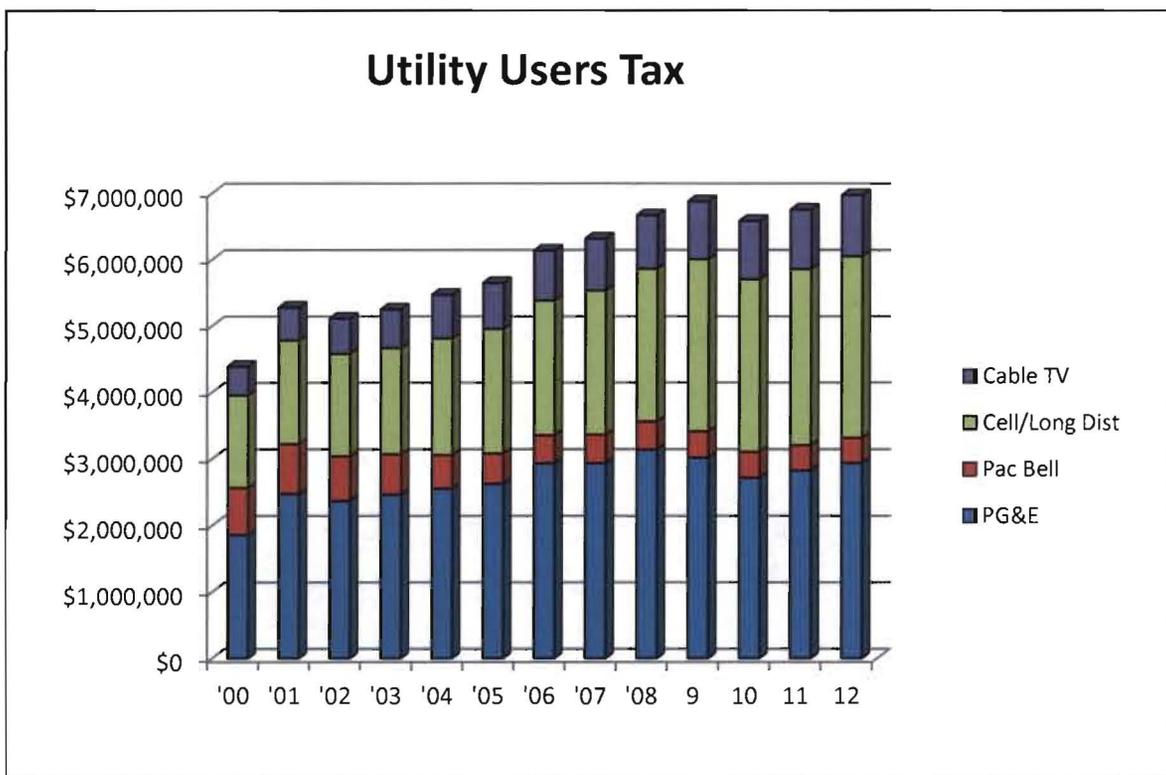
All this leaves us with what appears to be a high level of growth in fiscal 2011. In fact, after allowing for the misallocation of revenues by the State, sales tax is budgeted to increase by only 1.5% in fiscal 2011, followed by a bit more growth in 2012 at 2.5%. These estimates are based on the assumption that consumers have more or less permanently changed their purchasing and saving habits as a result of the recession.



## Utility Users Tax

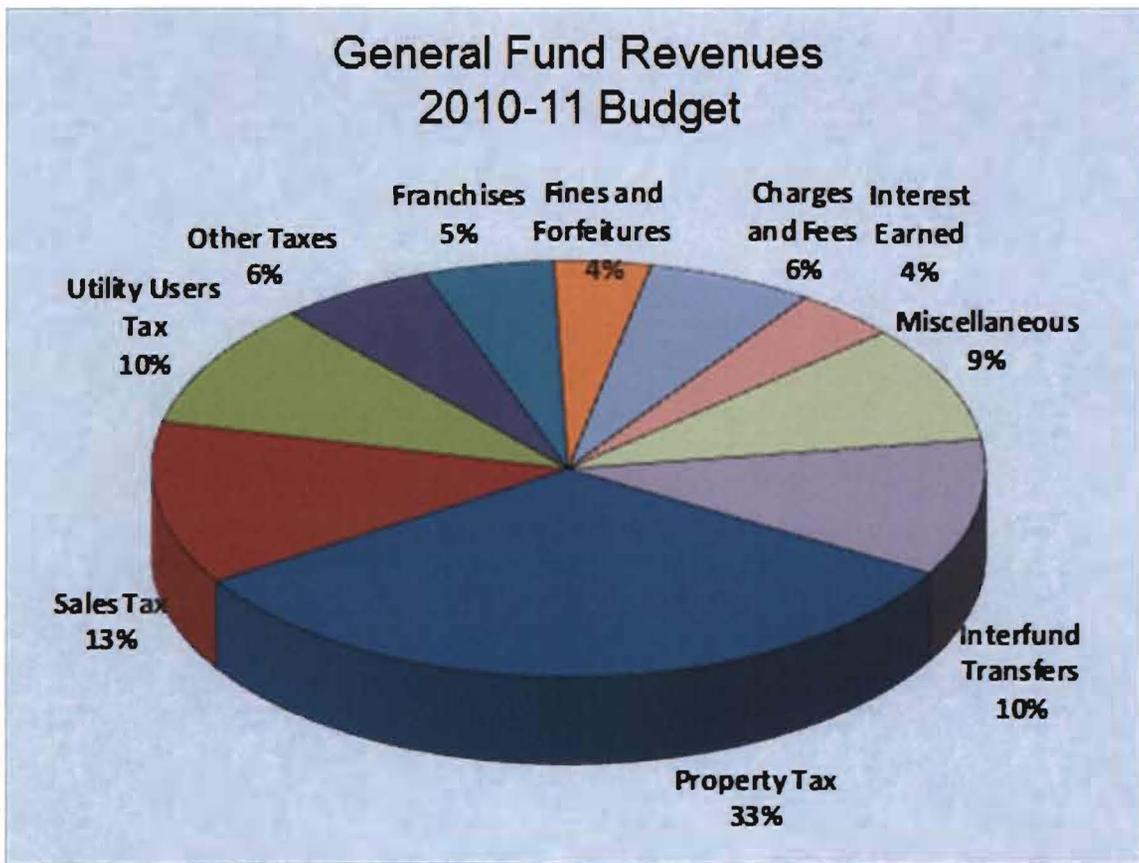
Because the usage of gas, electricity, telephone and cable television service is relatively stable and increases are mainly dependent on population and rate changes, this revenue source is normally more predictable than some. The growth rate has been quite high in the past as the influence of cellular services and the proliferation of various long distance carriers has continued.

With the increase in the number of vacant residential units due to the housing bubble exploding we have seen the first overall decrease in this revenue source since 2002 when the tech bubble burst. Even cellular tax revenues have declined; an indication of the dramatic and far-reaching impact of this very deep and wide recession.

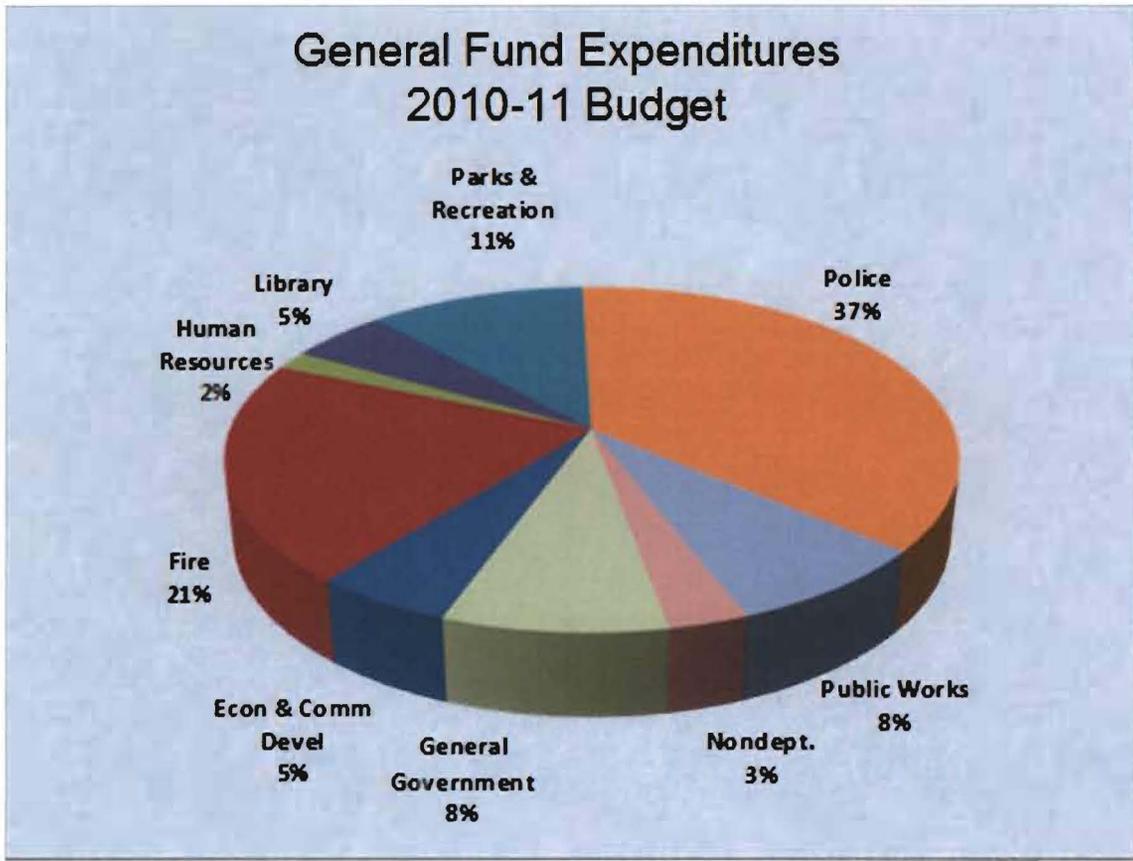


## General Fund Sources and Uses

Revenue sources and expenditure categories for the General Fund appear below. It is interesting to note that 58 percent of the General Fund budget goes for police and fire services, which is greater than property tax, at only 33 percent. This relationship is not atypical for California cities since the adoption of Proposition 13, which capped property tax rates at one percent of current valuation.



It has been necessary to find other revenue sources to fund basic services like police and fire, since the traditional method of funding 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

#### 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.

#### Civic Engagement

Several new venues were made available for increased interaction with our citizenry. Technology that allows the City staff to prepare and process City Council agenda items also allows for posting of agendas and staff reports on the web site. This lets everyone see the items that the Council will be considering at their meetings and read the background in advance. Streaming video is available in real time, and after meetings is linked to the written agenda for easy reference.

The City's web site has also undergone a complete makeover. A web content management system was implemented that allows each department to easily modify web pages that they are now independently responsible for. With standardized formatting throughout and

automatic reminders to update content, the process of communicating has been improved from end to end.

As an outgrowth of the budget process, civic engagement forums were held throughout the community. These meetings were successful in validating the values, needs and priorities of our residents. Along with the Citizens Academy, which will continue in the fall, such forums have proven to be an invaluable tool for interacting and exchanging information and ideas with the community we serve.

### Recycling

The improvements to the recycling program are now fully in place. Single-stream recycling was implemented 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 was initiated. The Building Division continues to enforce the comprehensive construction and demolition recycling ordinance which is removing a substantial amount of material from the waste stream. The result is that Daly City produces only 2.8 pounds of waste per resident per day. This compares very favorably with the state-wide average of 4.5 pounds per resident per day, and is much lower than most other cities in San Mateo County.

### Redevelopment

Completion of a joint multi-family housing project with Habitat for Humanity will produce Habitat's largest affordable housing development to date in the San Francisco Bay Area. With land and predevelopment funding provided by the Daly City Redevelopment Agency, a four-story, \$15 million affordable housing condominium development will enable 36 families to realize homeownership.

### Effectiveness and Efficiencies

A replacement for the City's proprietary land management software was installed and brought on line. Featuring many new enhancements to allow better management of the planning, building and code enforcement processes, it will provide much more and more useful information to City staff with less time and effort.

A Paperless Purchasing process has also finally been implemented. No longer must paper requisitions and supporting documents be processed manually. Now all requisitions and documents are routed electronically via a workflow process that helps insure that everything gets processed on time and with considerably less paper waste.

### **Major Challenges**

The economy and the recovery, when it finally arrives, will dominate our focus for the next few years. Creating a sustainable organization instead of just reacting to the financial crisis by making short-term cuts will be the major priority and an enormous challenge for the entire City.

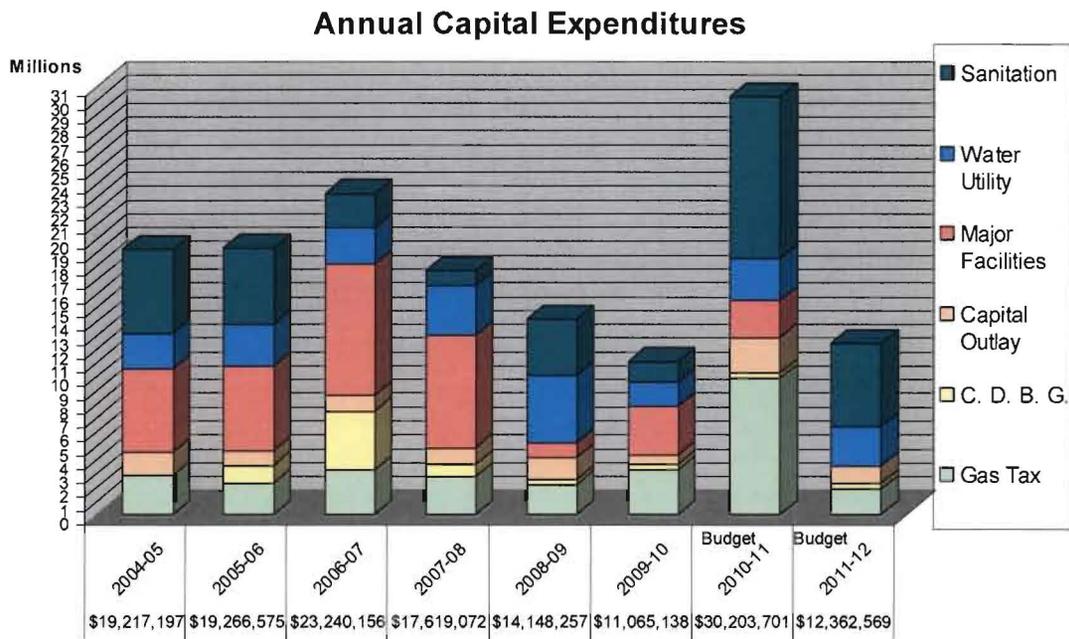
Learning to concentrate on core services is the most important challenge we face to respond effectively to the new economic reality. Collectively we will be working toward establishing a permanent solution to what looks to be a long-term reduction in resources available to provide municipal services. The management challenge will be to use this opportunity to be certain that we are performing our core services efficiently and

effectively, while evaluating, consolidating, reorganizing and eliminating where possible. Spending limited resources on those activities of highest value to the community is where the organization's efforts will be applied as we go forward.

**Capital Improvement Program**

The City of Daly City Capital Improvement Budget for fiscal years 2011 and 2012 provides funding for 133 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 over \$42 million are planned over the next two years. There are no significant nonroutine capital expenditures planned over the next two years.

The chart below shows capital expenditures over the past six years along with the next two-year budget. With the completion of a number of major building projects in the past few years activity in the Major Facilities account is limited to the City's share of the cost of a new joint-use swimming pool being constructed by the Jefferson Union High School District. The availability of funds in the Water Fund and the need to cover the \$5.5 million cost of the Reservoir 2B replacement in 2009 resulted in less than typical capital expenditures in the Water Fund in 2010.



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. All revenues are restricted for use on street maintenance and

construction. 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 ten years the major emphasis in the Gas Tax Fund has been on pavement maintenance. For fiscal 2011 and 2012, new funding for street resurfacing and seal coating adds up to nearly \$4.6 million. Of this, \$1.5 million will be paid for using the City's share of the State Proposition 1B transportation infrastructure bond monies (second funding phase).

In addition to pavement repair, work in fiscal 2010 involved upgrades to equipment at a number of traffic signals, construction of several bicycle route improvement projects and completion of the \$3.7 million Mission Street Enhancements Plan for pedestrian improvements along Mission (State Route 82) near the Top of the Hill area. Successful State and federal grant applications provide most of the funding for these projects.

#### 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 year 2007 nearly all new CDBG capital funding has been used for the debt service on a \$4.5 million Federal Housing and Urban Development loan used to construct the \$11.1 million Bayshore Community Center which was completed in 2006.

#### 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 include capital expenditures in General Fund City departments for acquisition of major equipment and for major maintenance and renovation of public facility as required.

In 2011 and 2012, due to the fiscal constraints discussed above, no general fund contributions will be made for capital. Funding was cobbled together from various sources including reimbursements from developer fees other funds on past projects and from state and federal grants in order to accomplish a bare minimum of needed projects. These include upgrades of radio equipment to comply with new federal narrow banding requirements (funded primarily through a FEMA grant), locker room renovations in and handguns and Tasers for the Police Department and removal of diseased pine trees in parks and rights-of-way.

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 \$50 million in improvements were made over a 14 year period. In 2010 and 2011, \$4.2 million is being paid to the Jefferson Union High School District toward construction of a new joint-use aquatics facility at Westmoor High School.

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 Utility 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 fiscal 2010 was the completion of a new \$5.5 million Bayshore reservoir, partially funded by the Bayshore Redevelopment Agency and supplemented by part of a \$10 million low interest loan from the State Revolving Fund. Significant increases in the cost of purchased water have reduced available fund balance and limited capital expenditures. This situation is expected to continue for at least the next two years.

For 2011 and 2012, only critical projects are funded. These include nearly \$1 million for a water main upgrade and relocation in conjunction with the Mission Street Enhancements pedestrian improvements project (see Gas Tax Fund above), the beginning of a long-range seismic improvement program for reservoirs and other facilities and a replacement for Well #4. Water conservation will be promoted through residential rebates and retrofits 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 was to begin a comprehensive study to identify storm water drainage issues and solutions in the Vista Grande Drainage Basin.

For 2011 and 2012, in addition to the Vista Grande Basin and Fort Funston Outfall projects, there will be an effort to improve sewage flows in the Skyline/Belcrest basin, 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.

In addition the City was able to take 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.

<u>Outstanding Debt at June 30, 2010</u>			
<u>Description</u>	<u>Interest</u>	<u>Original Principal</u>	<u>Balance at June 30, 2008</u>
<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	\$3,576,712
<u>Bayshore Community Center HUD Sec 108 Loan</u> Issued June 30, 2004 Final Maturity Aug. 1, 2024	5.41%	\$4,500,000	\$3,738,000
<u>Water System Improvements Certificates of Participation</u> Issued June 11, 2004 Final Maturity June 1, 2024	4.811775%	\$9,860,000	\$7,635,000
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	5.973% (taxable)	\$36,235,000	\$33,070,000

ACKNOWLEDGMENT

The City Manager's Office and the Department of Finance and Administrative Services sincerely appreciate the leadership and dedication of the City Council as well as the cooperation and assistance of City staff in addressing the financial and organizational challenges of fiscal years 2011 and 2012. Many people throughout the City organization contributed 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 Services

## **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 twenty-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 Budget Calendar  
Fiscal Years 2011 and 2012**

<b>Date</b>	<b>Task</b>	<b>Responsible Party</b>
January 15	December Status Reports available to Departments	Finance
January 21	Budget Preparation Training	Finance/ Departments
Feb 15	Personnel Budgets Complete	Finance
February 19	OPERATING BUDGETS DUE TO FINANCE	Departments
Feb 28	Updated Revenue Projections/Set Final Budget Guidelines	City Manager/ Finance
Feb 22 – Mar 12	Finance budget review and return to Departments for revisions	Finance/ Departments
Mar 1	City Council Study Session on Budget Direction	City Manager/ Finance
Mar 15 – Apr 2	Review by Asst. City Manager/Director of Finance	ACM/Finance
April 9	Final Budget Packages Complete	
Apr 12 – Apr 23	Review with City Manager	Departments/ Finance
Apr 26 – May 7	Draft Budget preparation by Finance	Finance
May 10 – 21	City Council Budget Study Sessions	All
May 24 – June 10	Final revisions based on City Council directives	City Manager/ Finance
June 14 Council Meeting	Budget Adoption	

## IMPACT OF OTHER PLANNING PROCESSES ON BUDGET DEVELOPMENT

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

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

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



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

	Balance July 1, 2009 (1)	Estimated Revenues 2009-10	Estimated Expenditures 2009-10	Other	Estimated Balance June 30, 2010
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$9,253,337	\$68,429,361	(\$70,069,223)		\$7,613,475
Senior Center Fund	9,297	1,311,336	(1,311,336)		9,297
Traffic Safety	104,834	69,677	(67,093)		107,418
Traffic Enforcement	46,163	367,289	(271,298)		142,154
Redevelopment - J.S./Mission	1,124,789	2,683,413	(3,364,811)		443,391
Housing - J.S./Mission	97,969	733,489	(40,781)		790,677
Redevelopment - Bayshore	3,157,736	2,645,711	(3,472,303)		2,331,144
Housing - Bayshore	1,734,254	699,865	(1,043,930)		1,390,189
<b>CAPITAL:</b>					
Gas Tax	4,318,001	5,437,533	(6,037,299)		3,718,235
AB1600	2,837,242	171,909	(240,565)		2,768,586
Major Facility Improvements	14,450,522	0	(3,521,898)		10,928,624
Capital Outlay	1,324,400	870,706	(617,665)		1,577,441
<b>Total Governmental</b>	<b>38,458,544</b>	<b>83,420,289</b>	<b>(90,058,202)</b>	<b>-</b>	<b>31,820,631</b>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	5,590,607	12,600,059	(14,697,341)	1,191,537	4,684,862
Transfer Station	184,197	453,813	(497,517)	43,704	184,197
Civic Center	237,080	922,107	(1,110,028)	189,720	238,879
Wastewater Resources	-	13,195,873	(13,195,873)	-	-
<b>Total Enterprise</b>	<b>6,011,884</b>	<b>27,171,852</b>	<b>(29,500,759)</b>	<b>1,424,961</b>	<b>5,107,938</b>
<b>INTERNAL SERVICE:</b>					
Central Services	50,425	601,533	(569,621)	33,400	115,737
Information Services	1,491,852	2,479,390	(2,881,018)	209,536	1,299,760
Building Maintenance	(93,440)	3,991,414	(3,750,873)	5,727	152,828
PBX - Telephones	98,884	224,430	(226,705)	24,330	120,939
Self Insurance	5,903,198	3,341,938	(3,469,450)		5,775,686
Pension Bonds	1,132,850	2,740,386	(2,740,386)		1,132,850
Motor Vehicles	1,392,192	4,551,367	(5,306,106)	891,111	1,528,564
<b>Total Internal Service</b>	<b>9,975,961</b>	<b>17,930,458</b>	<b>(18,944,159)</b>	<b>1,164,104</b>	<b>10,126,364</b>
<b>Other Funds</b>					
Sanitation District	12,319,718	17,471,881	(17,528,155)	1,818,925	14,082,369
Community Block Grant	0	1,412,166	(1,412,166)		0
Federal Grants	131,359	4,265,173	(4,212,590)		183,942
Linda Vista Benefit Assessment	250,015	33,001	(21,559)	-	261,457
<b>Total Other</b>	<b>12,701,092</b>	<b>23,182,221</b>	<b>(23,174,470)</b>	<b>1,818,925</b>	<b>14,527,768</b>
<b>COMBINED TOTAL</b>	<b>\$ 67,147,481</b>	<b>\$ 151,704,820</b>	<b>\$(161,677,590)</b>	<b>\$ 4,407,990</b>	<b>\$ 61,582,701</b>

(1) Includes applied reserves

CITY OF DALY CITY

Projected Available Fund Balances/Retained Earnings

To June 30, 2011

	Estimated Balance <u>July 1, 2010</u>	Projected Revenues <u>2010-11</u>	Adopted Budget <u>2010-11</u>	Other	Projected <u>June 30, 2011</u>
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$7,613,475	\$69,134,596	(\$69,868,392)		\$6,879,679
Senior Center Fund	9,297	1,212,504	(1,212,504)		9,297
Traffic Safety	107,418	73,656	(85,548)		95,526
Traffic Enforcement	142,154	437,786	(290,000)		289,940
Redevelopment - J.S./Mission	443,391	2,645,002	(2,887,028)		201,365
Housing - J.S./Mission	790,677	676,000	(1,196,000)		270,677
Redevelopment - Bayshore	2,331,144	2,595,200	(4,068,063)		858,281
Housing - Bayshore	1,390,189	682,700	(363,130)		1,709,759
<b>CAPITAL:</b>					
Gas Tax	3,718,235	8,791,692	(6,158,012)	(5,555,270)	796,645
AB1600	2,768,586	197,210	(584,861)		2,380,935
Major Facility Improvements	10,928,624	0	0	(2,671,664)	8,256,960
Capital Outlay	1,577,441	3,078,335	(1,047,426)	(2,129,782)	1,478,568
<b>Total Governmental</b>	<b>31,820,631</b>	<b>89,524,681</b>	<b>(87,760,964)</b>	<b>(10,356,716)</b>	<b>23,227,632</b>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	4,684,862	15,541,110	(13,932,466)	(1,311,851)	4,981,655
Transfer Station	184,197	465,191	(497,517)	43,704	195,575
Civic Center	238,879	940,614	(1,116,871)	189,720	252,342
Wastewater Resources	-	14,354,398	(14,354,398)	-	-
<b>Total Enterprise</b>	<b>5,107,938</b>	<b>31,301,313</b>	<b>(29,901,252)</b>	<b>(1,078,427)</b>	<b>5,429,572</b>
<b>INTERNAL SERVICE:</b>					
Central Services	115,737	557,424	(582,875)	30,493	120,779
Information Services	1,299,760	2,415,273	(2,960,905)	192,516	946,644
Building Maintenance	152,828	3,566,165	(3,533,670)	2,852	188,175
PBX - Telephones	120,939	191,368	(207,065)	23,832	129,074
Self Insurance	5,775,686	3,400,402	(3,388,006)		5,788,082
Pension Bonds	1,132,850	2,843,473	(2,841,473)		1,134,850
Motor Vehicles	1,528,564	3,369,310	(4,006,767)	934,398	1,825,505
<b>Total Internal Service</b>	<b>10,126,364</b>	<b>16,343,415</b>	<b>(17,520,761)</b>	<b>1,184,091</b>	<b>10,133,109</b>
<b>Other Funds</b>					
Sanitation District	14,082,369	17,232,526	(20,973,296)	(4,840,484)	5,501,115
Community Block Grant	0	1,597,213	(1,597,213)		0
Federal Grants	183,942	933,863	(871,761)		246,044
Linda Vista Benefit Assessment	261,457	44,040	(21,466)		284,031
<b>Total Other</b>	<b>14,527,768</b>	<b>19,807,642</b>	<b>(23,463,736)</b>	<b>(4,840,484)</b>	<b>6,031,190</b>
<b>COMBINED TOTAL</b>	<b>\$ 61,582,701</b>	<b>\$ 156,977,051</b>	<b>\$(158,646,713)</b>	<b>\$ (15,091,536)</b>	<b>\$ 44,821,503</b>

**Projected Available Fund Balances/Retained Earnings**  
**To June 30, 2012**

	Balance July 1, 2011	Projected Revenues 2011-12	Adopted Budget 2011-12	Other	Projected June 30, 2012
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$6,879,679	\$70,012,847	(\$70,797,042)		\$6,095,484
Senior Center Fund	9,297	1,220,120	(1,220,120)		9,297
Traffic Safety	95,526	73,656	(84,479)		84,703
Traffic Enforcement	289,940	437,786	(290,000)		437,726
Redevelopment - J.S./Mission	201,365	2,618,002	(2,787,808)		31,559
Housing - J.S./Mission	270,677	669,000	0	(220,000)	719,677
Redevelopment - Bayshore	858,281	2,595,200	(3,157,055)		296,426
Housing - Bayshore	1,709,759	682,706	(2,602,396)	220,000	10,069
<b>CAPITAL:</b>					
Gas Tax	796,645	4,020,338	(4,278,852)		538,131
AB1600	2,380,935	262,946	0		2,643,881
Major Facility Improvements	8,256,960	0	0		8,256,960
Capital Outlay	1,478,568	836,564	(1,211,953)		1,103,179
<b>Total Governmental</b>	<b>23,227,632</b>	<b>83,429,165</b>	<b>(86,429,705)</b>	<b>-</b>	<b>20,227,092</b>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	4,981,655	15,481,639	(17,214,681)	1,207,113	4,455,726
Transfer Station	195,575	465,191	(497,517)	43,704	206,953
Civic Center	252,342	941,803	(1,121,015)	189,720	262,850
Wastewater Resources	-	15,136,551	(15,136,551)	-	-
<b>Total Enterprise</b>	<b>5,429,572</b>	<b>32,025,184</b>	<b>(33,969,764)</b>	<b>1,440,537</b>	<b>4,925,529</b>
<b>INTERNAL SERVICE:</b>					
Central Services	120,779	554,686	(565,809)	20,681	130,337
Information Services	946,644	2,415,273	(2,914,477)	174,550	621,990
Building Maintenance	188,175	3,567,535	(3,562,536)	1,949	195,123
PBX - Telephones	129,074	191,248	(196,752)	13,519	137,089
Self Insurance	5,788,082	3,385,434	(3,478,844)		5,694,672
Pension Bonds	1,134,850	2,943,875	(2,943,875)		1,134,850
Motor Vehicles	1,825,505	3,279,648	(4,066,655)	947,220	1,985,718
<b>Total Internal Service</b>	<b>10,133,109</b>	<b>16,337,699</b>	<b>(17,728,948)</b>	<b>1,157,919</b>	<b>9,899,779</b>
<b>Other Funds</b>					
Sanitation District	5,501,115	17,058,379	(22,701,521)	1,818,925	1,676,898
Community Block Grant	0	1,601,360	(1,601,360)		0
Federal Grants	246,044	933,863	(872,802)		307,105
Linda Vista Benefit Assessment	284,031	44,282	(21,466)	-	306,847
<b>Total Other</b>	<b>6,031,190</b>	<b>19,637,884</b>	<b>(25,197,149)</b>	<b>1,818,925</b>	<b>2,290,850</b>
<b>COMBINED TOTAL</b>	<b>\$ 44,821,503</b>	<b>\$ 151,429,932</b>	<b>\$(163,325,566)</b>	<b>\$ 4,417,381</b>	<b>\$ 37,343,250</b>

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

	ACTUAL <u>2008-09</u>	ESTIMATED <u>2009-10</u>	PROJECTED <u>2010-11</u>	PROJECTED <u>2011-12</u>
<b>GENERAL FUND</b>				
Property Tax	\$24,165,111	\$22,709,165	\$22,605,492	\$22,608,732
Sales Tax	9,594,031	8,168,274	8,798,811	9,020,679
Utility Users Tax	6,870,868	6,576,383	6,746,640	6,965,838
Other Taxes	4,134,141	4,070,614	4,149,141	4,268,842
Franchises	3,378,545	3,505,000	3,518,850	3,624,416
Licenses and Permits	1,583,953	1,114,417	1,130,857	1,161,242
Fines and Forfeitures	2,508,216	2,592,501	2,598,717	2,598,717
Charges and Fees	4,857,475	4,501,765	4,452,859	4,529,400
Interest Earned	3,184,094	2,789,514	2,780,000	2,790,000
From Other Agencies	734,420	676,448	745,283	745,283
Miscellaneous	2,940,690	3,520,422	3,162,670	3,238,870
Rental Income	577,216	981,983	1,107,337	1,116,983
Motor Vehicle In Lieu	362,136	165,000	165,000	165,000
Property Disposals	0	0	0	0
Interfund Transfers	<u>6,869,904</u>	<u>7,057,875</u>	<u>7,172,939</u>	<u>7,178,845</u>
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 71,760,800</u></b>	<b><u>\$ 68,429,361</u></b>	<b><u>\$ 69,134,596</u></b>	<b><u>\$ 70,012,847</u></b>
<b>OTHER FUNDS:</b>				
<b>SPECIAL REVENUE</b>				
Senior Center	\$1,258,926	\$1,311,336	\$1,212,504	\$1,220,120
Traffic Safety	75,763	69,677	73,656	73,656
Traffic Enforcement	130,412	367,289	437,786	437,786
Gas Tax	4,413,595	5,437,533	8,791,692	4,020,338
Community Block Grant	1,387,480	1,412,166	1,597,213	1,601,360
Federal Grants	773,668	4,265,173	933,863	933,863
Linda Vista Benefit Assmnt	27,178	33,001	44,040	44,282
AB1600	1,171,968	171,909	197,210	262,946
Major Facility Improvements	376,409	0	0	0
Capital Outlay	<u>1,253,383</u>	<u>870,706</u>	<u>3,078,335</u>	<u>836,564</u>
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$ 10,868,782</u></b>	<b><u>\$ 13,938,790</u></b>	<b><u>\$ 16,366,299</u></b>	<b><u>\$ 9,430,915</u></b>

## COMPARISON OF REVENUE BUDGETS

	<u>ACTUAL</u> <u>2008-09</u>	<u>ESTIMATED</u> <u>2009-10</u>	<u>PROJECTED</u> <u>2010-11</u>	<u>PROJECTED</u> <u>2011-12</u>
<b>ENTERPRISE</b>				
Wastewater Resources	\$13,013,540	\$13,195,873	\$14,354,398	\$15,136,551
Water Utility	13,115,341	12,600,059	15,541,110	15,481,639
Civic Center	1,112,169	922,107	940,614	941,803
Transfer Station	<u>465,191</u>	<u>453,813</u>	<u>465,191</u>	<u>465,191</u>
<b>TOTAL ENTERPRISE</b>	<b><u>\$ 27,706,241</u></b>	<b><u>\$ 27,171,852</u></b>	<b><u>\$ 31,301,313</u></b>	<b><u>\$ 32,025,184</u></b>
 <b>OTHER AGENCIES</b>				
Sanitation District	\$18,121,102	\$17,471,881	\$17,232,526	\$17,058,379
Redevelopment - J.S./Mission	2,686,628	2,683,413	2,645,002	2,618,002
Housing - J.S./Mission	734,664	733,489	676,000	669,000
Redevelopment - Bayshore	2,843,648	2,645,711	2,595,200	2,595,200
Housing - Bayshore	<u>757,988</u>	<u>699,865</u>	<u>682,700</u>	<u>682,706</u>
<b>TOTAL OTHER AGENCIES</b>	<b><u>\$ 25,144,030</u></b>	<b><u>\$ 24,234,359</u></b>	<b><u>\$ 23,831,428</u></b>	<b><u>\$ 23,623,287</u></b>
 <b>INTERNAL SERVICE FUNDS</b>				
Central Services	\$623,619	\$601,533	\$557,424	\$554,686
Information Services	2,385,566	2,479,390	2,415,273	2,415,273
Building Maintenance	3,958,396	3,991,414	3,566,165	3,567,535
PBX	211,470	224,430	191,368	191,248
Motor Vehicles	4,513,276	4,551,367	3,369,310	3,279,648
Pension Bonds	2,872,980	2,740,386	2,843,473	2,943,875
Self Insurance	<u>3,632,457</u>	<u>3,341,938</u>	<u>3,400,402</u>	<u>3,385,434</u>
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$18,197,764</u></b>	<b><u>\$17,930,458</u></b>	<b><u>\$16,343,415</u></b>	<b><u>\$16,337,699</u></b>
<b>Grand Totals</b>	<b><u>\$153,677,617</u></b>	<b><u>\$151,704,820</u></b>	<b><u>\$156,977,051</u></b>	<b><u>\$151,429,932</u></b>

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

	ACTUAL	ESTIMATED	ADOPTED	ADOPTED
	<u>2008-09</u>	<u>2009-10</u>	<u>BUDGET</u>	<u>BUDGET</u>
<b>GENERAL FUND</b>			<u>2010-11</u>	<u>2011-12</u>
City Attorney	\$947,693	\$901,474	\$926,427	\$938,912
City Clerk	642,591	465,177	563,344	477,707
City Council	227,543	234,418	226,855	231,122
City Manager				
City Manager Administration	1,336,111	1,360,866	1,369,350	1,389,654
Community Promotion	302,081	365,897	256,235	278,040
Community Service Center	494,946	490,762	491,782	498,404
<b>Total City Manager</b>	<u>2,133,138</u>	<u>2,217,525</u>	<u>2,117,367</u>	<u>2,166,098</u>
City Treasurer	115,326	111,774	112,630	114,206
Economic & Community Development				
Administration	349,624	337,918	354,294	358,712
Planning & Zoning	849,744	884,907	946,150	966,362
Building	1,598,142	1,505,651	1,526,520	1,547,514
Code Enforcement	287,719	211,519	332,303	336,783
Business Center	478,357	490,438	512,156	523,050
<b>Total Economic &amp; Community Devel</b>	<u>3,563,586</u>	<u>3,430,433</u>	<u>3,671,423</u>	<u>3,732,421</u>
Finance-Admin/Accounting	1,840,239	1,867,809	1,900,453	1,926,216
Fire	14,404,990	14,562,264	14,448,466	14,711,297
Human Resources	1,187,711	1,115,071	1,189,886	1,213,379
Library	3,669,224	3,687,462	3,595,061	3,642,931
Parks & Recreation				
Administration	787,953	765,045	676,110	683,747
Recreation	3,122,430	2,959,277	2,928,774	2,941,060
Recreation-Special Programs	2,173,407	2,104,700	2,081,977	2,091,051
Park & Landscape Maintenance	2,341,604	2,368,273	2,252,702	2,275,227
<b>Total Parks &amp; Rec</b>	<u>8,425,394</u>	<u>8,197,295</u>	<u>7,939,563</u>	<u>7,991,085</u>
Police				
Police Services	24,284,078	23,697,533	23,504,629	23,893,193
Citizens' Option for Public Safety	204,892	130,530	120,405	122,276
Public Safety Communication	2,090,708	1,965,422	2,012,569	2,041,305
<b>Total Police</b>	<u>26,579,678</u>	<u>25,793,485</u>	<u>25,637,603</u>	<u>26,056,774</u>
Public Works				
Administration	631,863	663,908	680,521	689,319
Engineering	1,729,626	1,613,384	1,585,587	1,608,308
Streets	2,407,523	2,234,944	2,420,686	2,420,895
Traffic Signals & Street Lighting	839,867	831,046	858,589	864,666
<b>Total Public Works</b>	<u>5,608,879</u>	<u>5,343,282</u>	<u>5,545,383</u>	<u>5,583,188</u>
Nondepartmental	2,529,038	2,141,754	1,993,931	2,011,706
<b>TOTAL GENERAL FUND</b>	<u>\$ 71,875,030</u>	<u>\$ 70,069,223</u>	<u>\$ 69,868,392</u>	<u>\$ 70,797,042</u>

## COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL	ESTIMATED	ADOPTED	ADOPTED
	<u>2008-09</u>	<u>2009-10</u>	<u>BUDGET</u>	<u>BUDGET</u>
			<u>2010-11</u>	<u>2011-12</u>
<b>SPECIAL REVENUE</b>				
Senior Center	\$1,258,926	\$1,311,336	\$1,212,504	\$1,220,120
Traffic Safety	42,489	67,093	85,548	84,479
Traffic Enforcement	85,400	271,298	290,000	290,000
Gas Tax:				
Operating	1,893,201	2,297,603	2,365,748	2,394,462
Capital	2,602,323	3,739,696	3,792,264	1,884,390
- Carry forward			5,555,270	
Community Block Grant:				
Operations	1,387,480	1,412,166	1,597,213	1,601,360
Capital				
- Carry forward				
Federal Grants	666,544	4,212,590	871,761	872,802
Linda Vista Benefit Assessment	20,965	21,559	21,466	21,466
AB1600	0	240,565	584,861	0
Major Facility Improvements	1,217,581	3,521,898	0	0
- Carry forward			2,671,664	
Capital Outlay	1,500,874	617,665	1,047,426	1,211,953
- Carry forward		-	2,129,782	-
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$ 10,675,783</u></b>	<b><u>\$ 17,713,469</u></b>	<b><u>\$ 22,225,507</u></b>	<b><u>\$ 9,581,032</u></b>
 <b>ENTERPRISE</b>				
Wastewater Resources	\$13,013,540	\$13,195,873	\$14,354,398	\$15,136,551
Water Utility:				
Operations	13,238,596	12,943,052	13,450,661	14,387,571
Capital	4,999,240	1,754,289	481,805	2,827,110
- Carry forward			2,523,317	
Civic Center	1,233,929	1,110,028	1,116,871	1,121,015
Transfer Station	513,685	497,517	497,517	497,517
<b>TOTAL ENTERPRISE</b>	<b><u>\$ 32,998,990</u></b>	<b><u>\$ 29,500,759</u></b>	<b><u>\$ 32,424,569</u></b>	<b><u>\$ 33,969,764</u></b>
 <b>OTHER AGENCIES</b>				
Sanitation District:				
Operations	\$15,842,654	\$14,397,182	\$15,922,596	\$16,653,371
Capital	2,166,446	3,130,973	5,050,700	6,048,150
- Carry forward			6,659,409	
Redevelopment - J.S./Mission	1,671,377	3,364,811	2,887,028	2,787,808
Housing - J.S./Mission	3,197,950	40,781	1,196,000	0
Redevelopment - Bayshore	1,342,555	3,472,303	4,068,063	3,157,055
Housing - Bayshore	143,793	1,043,930	363,130	2,602,396
<b>TOTAL OTHER AGENCIES</b>	<b><u>\$ 24,364,775</u></b>	<b><u>\$ 25,449,980</u></b>	<b><u>\$ 36,146,926</u></b>	<b><u>\$ 31,248,780</u></b>

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

	ACTUAL <u>2008-09</u>	ESTIMATED <u>2009-10</u>	ADOPTED BUDGET <u>2010-11</u>	ADOPTED BUDGET <u>2011-12</u>
<b>INTERNAL SERVICE FUNDS</b>				
Central Services	\$626,339	\$569,621	\$582,875	\$565,809
Information Services	3,920,913	2,881,018	2,960,905	2,914,477
Building Maintenance	4,056,229	3,750,873	3,533,670	3,562,536
PBX	211,603	226,705	207,065	196,752
Motor Vehicles	5,130,799	5,306,106	4,006,767	4,066,655
Pension Bonds	2,640,943	2,740,386	2,841,473	2,943,875
Self Insurance	<u>2,886,627</u>	<u>3,469,450</u>	<u>3,388,006</u>	<u>3,478,844</u>
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$ 19,473,453</u></b>	<b><u>\$ 18,944,159</u></b>	<b><u>\$ 17,520,761</u></b>	<b><u>\$ 17,728,948</u></b>
<b>Grand Totals</b>	<b><u>\$ 159,388,031</u></b>	<b><u>\$ 161,677,590</u></b>	<b><u>\$ 178,186,155</u></b>	<b><u>\$ 163,325,566</u></b>

**COMBINED APPROPRIATED FUNDS SUMMARY**

Taxes	\$58,265,661	\$55,917,356	\$56,546,761	\$57,007,530
Licenses and Permits	1,736,978	1,210,637	1,239,857	1,270,242
Fines and Forfeitures	2,640,508	2,960,540	3,037,645	3,037,645
Rents and Interest	4,223,927	4,109,042	4,072,098	4,061,961
From Other Agencies	4,298,993	8,175,855	8,144,390	3,396,665
Charges and Fees	6,477,013	5,641,406	5,661,277	5,134,857
Program Fees	1,216,107	1,197,184	1,489,674	1,489,674
Miscellaneous Revenues	3,576,107	3,838,221	3,442,044	3,516,029
Operating Transfers	7,217,215	6,953,740	7,651,346	7,097,555
Available Balances	<u>38,020,245</u>	<u>38,839,918</u>	<u>33,075,082</u>	<u>23,745,366</u>
<b>Total</b>	<b><u>127,672,754</u></b>	<b><u>128,843,899</u></b>	<b><u>124,360,174</u></b>	<b><u>109,757,524</u></b>
Personnel Costs	58,461,117	57,949,379	57,187,131	58,188,101
Services and Supplies	7,073,240	9,048,641	7,265,560	6,826,441
Program Costs	402,669	361,384	365,670	365,670
Other Charges	5,125,691	4,822,181	3,705,753	2,173,601
Fixed Charges	7,925,055	7,634,048	7,506,651	7,506,651
Capital Outlay	3,757,296	9,267,199	15,296,683	4,154,825
Operating Transfers	4,249,569	3,614,290	6,219,042	4,169,376
Debt Service	<u>1,838,199</u>	<u>3,071,695</u>	<u>3,068,318</u>	<u>5,531,815</u>
	<u>88,832,836</u>	<u>95,768,817</u>	<u>100,614,808</u>	<u>88,916,480</u>
<b>Net Available Balances</b>	<b><u>\$ 38,839,918</u></b>	<b><u>\$ 33,075,082</u></b>	<b><u>\$ 23,745,366</u></b>	<b><u>\$ 20,841,044</u></b>

# CITY OF DALY CITY

## FULL TIME PERSONNEL ALLOCATION \*

DEPARTMENT / DIVISION	2008-09	2009-10	2010-11	2011-12
CITY COUNCIL	5.00	5.00	5.00	5.00
CITY ATTORNEY	5.00	5.00	5.00	5.00
CITY CLERK	4.00	4.00	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	2.20	2.20
Enterprise Development Center	1.00	1.00	1.00	1.00
Building	10.60	10.60	10.60	10.60
Planning	5.60	5.60	5.60	5.60
Code Enforcement	2.60	2.60	2.60	2.60
Block Grant	1.84	1.84	1.93	1.93
Residential Rehab	1.47	1.47	1.57	1.57
Home Admin	0.39	0.39	0.43	0.43
Business Center	2.00	2.00	2.00	2.00
DCRA JS/Mission	1.70	1.70	0.30	0.30
DCRA Bayshore	1.50	1.50	1.77	1.77
	<u>31.00</u>	<u>31.00</u>	<u>30.00</u>	<u>30.00</u>
FINANCE & ADMINISTRATIVE SERVICES				
Administration	13.55	14.05	14.05	14.05
Central Services	2.50	2.50	1.50	1.50
Information Services	11.00	11.00	11.00	11.00
Risk Management	1.40	1.40	1.40	1.40
Utility Billing	7.00	7.00	7.00	7.00
	<u>35.45</u>	<u>35.95</u>	<u>34.95</u>	<u>34.95</u>
FIRE	74.00	74.00	72.00	72.00
HUMAN RESOURCES	6.00	6.00	6.00	6.00
LIBRARY	26.00	26.00	25.00	25.00

# CITY OF DALY CITY

## FULL TIME PERSONNEL ALLOCATION \*

DEPARTMENT / DIVISION	2008-09	2009-10	2010-11	2011-12
<b>PARKS &amp; RECREATION</b>				
Administration	4.50	4.50	3.70	3.70
Park Maintenance	15.60	15.60	15.40	15.40
Recreation	13.47	13.47	12.47	12.47
Sports Leagues/ Aquatics/Other	3.43	3.43	3.43	3.43
Senior Adults	4.00	4.00	4.00	4.00
Senior Lunch Program	1.00	1.00	1.00	1.00
	<b>42.00</b>	<b>42.00</b>	<b>40.00</b>	<b>40.00</b>
<b>POLICE</b>				
Police Services	143.00	142.00	140.00	139.00
Citizens Option For Public Safety	1.10	1.10	1.10	1.10
Public Safety Communications	15.90	15.90	15.90	15.90
	<b>160.00</b>	<b>159.00</b>	<b>157.00</b>	<b>156.00</b>
<b>PUBLIC WORKS</b>				
Administration	5.00	5.00	4.00	4.00
Engineering	13.00	13.00	11.00	11.00
Traffic Signal & Street Lighting	3.00	3.00	3.00	3.00
Streets	18.00	17.34	16.34	16.34
Motor Vehicles	10.50	10.33	8.33	8.33
Building Maintenance	28.00	27.33	24.33	24.33
North County Health Maintenance	1.00	1.00	0.00	0.00
	<b>78.50</b>	<b>77.00</b>	<b>67.00</b>	<b>67.00</b>
<b>WATER &amp; WASTEWATER RESOURCES</b>				
Administration	9.00	9.00	9.00	9.00
Water Operations	6.00	6.00	5.00	5.00
Wastewater Operations	13.00	13.00	13.00	13.00
Plant & Equipment Maintenance	18.00	18.00	16.00	17.00
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
	<b>74.00</b>	<b>74.00</b>	<b>71.00</b>	<b>72.00</b>
<b>GRAND TOTAL</b>	<b>554.00</b>	<b>552.00</b>	<b>530.00</b>	<b>530.00</b>

\* Does not include Hourly Employees

## **DESCRIPTIONS OF 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.

### **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).

### **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 residents with water service.

Civic Center Office Building - to account for rental activity of real property owned by the City in the Civic Center area, consisting of an office building leased to the County of San Mateo.

Transfer Station - to account for the activity of the Mussel Rock garbage transfer station, which is leased to Browning-Ferris Industries for their use in providing garbage collection services.

#### OTHER AGENCIES

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.

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

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

## 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.

**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			
Fire	X																	
Human Resources	X																	
Library	X																	
Parks & Recreation	X	X																
Police Department	X		X															
Public Works	X								X					X		X		X
Water & Wastewater Resources					X	X	X											
Nondepartmental	X							X	X						X			X

Daly City's budget is organized around departments as functional units because we believe that this makes it more understandable to a wider range of users.

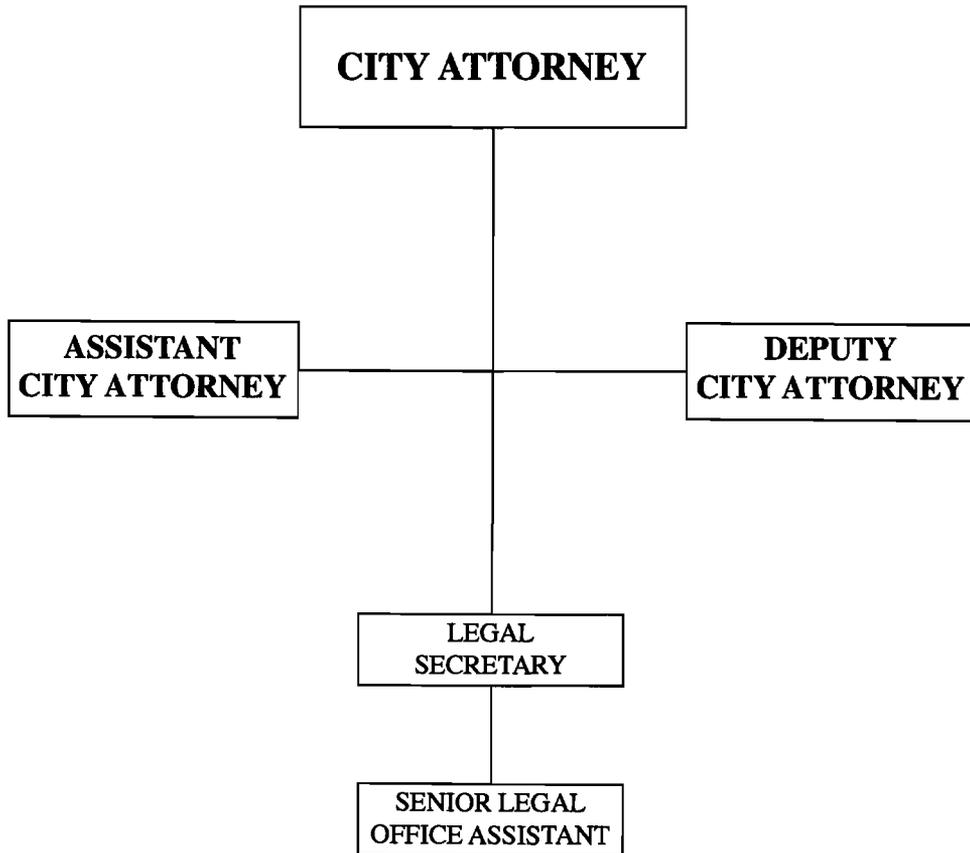
This chart is an attempt to illustrate the interrelationship between the budget layout and the traditional accounting concept of funds.

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



# City of Daly City CITY ATTORNEY

Fiscal Years 2010-2011 and 2011-2012



# **CITY ATTORNEY'S OFFICE**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

- Provide counsel to, and attend meetings of, the City Council, certain City Council committees, the Planning Commission and special City task forces.
- Provide advice or written opinions to City officers, department heads, boards, commissions or other unit of local government on widely diverse areas of law, including but not limited to land use, personnel, elections, conflict of interest and economic development.
- Prosecute and defend legal actions where the City is a named party.
- Draft, review and approve as to form all contracts, surety bonds, ordinances, policies and resolutions.
- Investigate, evaluate and recommend disposition of all claims against the City.
- Respond to requests for public records and other documents.
- Provide counsel and representation at administrative hearing boards.

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

In support of all City priorities the City Attorney's Office provides legal guidance and representation to the Mayor, City Council, City Manager, City departments, City boards and commissions. The City Attorney's Office serves as general counsel to the City of Daly City, 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.

***BIENNIAL BUDGET OUTCOMES***

- Conduct and complete an audit of the City’s Municipal Code; update and revise ordinances, policies and codes to comply with current local, state, and federal laws and further implement the priorities of the City Council.
- Formulate a digital document management system to archive files intended for storage and make other working documents more accessible while reducing the Office’s environmental impact.
- Continue to work closely with other participating departments involved in the interdepartmental Code Enforcement Task Force to address and swiftly resolve sensitive issues.

***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET***

- Reduction of outside legal and professional services costs.
- Reduction of travel and educational costs.
- Elimination of incidental costs.

***PERFORMANCE MEASURES***

Performance Measure	Methodology	System	Measure Type
Advocate, defend and prosecute on behalf of the City	Number of litigation cases resolved prior to trial, number of code enforcement cases resolved, number of cases resolved with City judgment	Departmental Tracking	Outcome
Provide oral and written advice on legal issues and prepare documents to implement official City and Redevelopment Agency actions	Number of interdepartmental personnel that utilize legal advice/opinion and are satisfied with the service they are provided	Departmental Tracking/Internal Survey	Outcome

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
MISCELLANEOUS REVENUES	110	114	167	0	0
OPERATING TRANSFERS IN	0	94,000	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$110</u></b>	<b><u>\$94,114</u></b>	<b><u>\$167</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	644,192	742,482	771,785	786,579	799,064
SERVICES AND SUPPLIES	79,423	140,371	61,861	73,862	73,862
OTHER CHARGES	5,468	5,162	8,323	8,323	8,323
FIXED CHARGES	49,626	59,677	59,504	57,663	57,663
OPERATING TRANSFERS OUT	3,053	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$781,762</u></b>	<b><u>\$947,692</u></b>	<b><u>\$901,473</u></b>	<b><u>\$926,427</u></b>	<b><u>\$938,912</u></b>

**CITY ATTORNEY**

**Full-Time Salaried Position Listing**

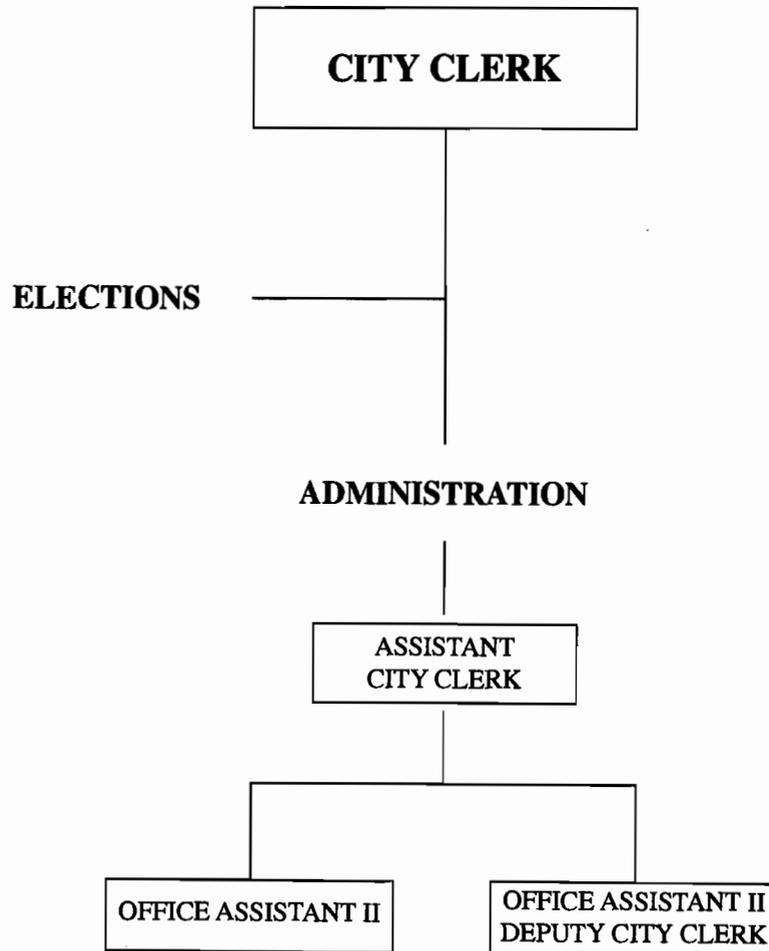
Classification	Range	2008-09	2009-10	2010-11	2011-12
<b>01-050-050</b>					
City Attorney	M502	1	1	1	1
Assistant City Attorney	M339	1	1	1	1
Deputy City Attorney II	U056	1	1	1	1
Legal Secretary	U045	1	1	1	1
Senior Legal Office Assistant	U034	1	1	1	1
		<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>





# City of Daly City CITY CLERK

Fiscal Years 2010-2011 and 2011-2012



# **CITY CLERK**

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## ***DEPARTMENT MISSION STATEMENT***

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

- As an Election Official, administer federal, state and local procedures through which local government representatives are selected; assists candidates in meeting legal responsibilities before, during and after an election; prepare candidate packets; issue and receive nomination papers; accept and transmit campaign statements and conflict of interest forms to the Fair Political Practices Commission.
- As a Legislative Administrator, prepare legislative agendas, City Council packets; verify publishing and posting of legal notices and recordation of legislative decisions.
- As a Records Manager, oversee the preservation and protection of public record; maintain and index minutes, ordinances and resolutions adopted by the City Council; ensure public records are readily accessible to the public.

## ***CORE SERVICES***

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

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

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

- Provide eligible residents with assistance to apply for refuse discounts.
- 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 and publish legal notices in a timely manner.
- 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.

### ***BIENNIAL BUDGET OUTCOMES***

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 2010.

### ***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET***

The most significant change has been the implementation of SIRE Agenda online and Minutes Plus which allows the public immediate access to the City Council agenda, agenda reports and video streaming.

A cost savings measure was implemented to email agendas rather than sending by U.S. Mail. Reduced agenda mailing list by two-thirds. The result was a significant cost reduction for postage and mailing.

The City Clerk's advertising budget will be significantly reduced to reflect the true cost of advertising bids and notices of public hearings, etc. With this change, the other City departments will be responsible for advertising costs.

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund: GENERAL FUND 01**  
**Department: CITY CLERK 020**  
**Program: CITY CLERK 020**

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>CHARGES AND FEES</b>	40,941	36,932	38,695	47,200	40,200
<b>MISCELLANEOUS REVENUES</b>	180	568	810	0	0
<b>TOTAL REVENUES</b>	<b><u>\$41,121</u></b>	<b><u>\$37,500</u></b>	<b><u>\$39,505</u></b>	<b><u>\$47,200</u></b>	<b><u>\$40,200</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	437,605	487,991	388,172	401,689	407,052
<b>SERVICES AND SUPPLIES</b>	11,034	87,483	6,290	94,890	6,390
<b>OTHER CHARGES</b>	8,768	4,738	8,536	6,499	3,999
<b>FIXED CHARGES</b>	52,666	62,378	62,179	60,265	60,265
<b>TOTAL EXPENDITURES</b>	<b><u>\$510,073</u></b>	<b><u>\$642,590</u></b>	<b><u>\$465,177</u></b>	<b><u>\$563,343</u></b>	<b><u>\$477,706</u></b>

**CITY CLERK****Full-Time Salaried Position Listing**

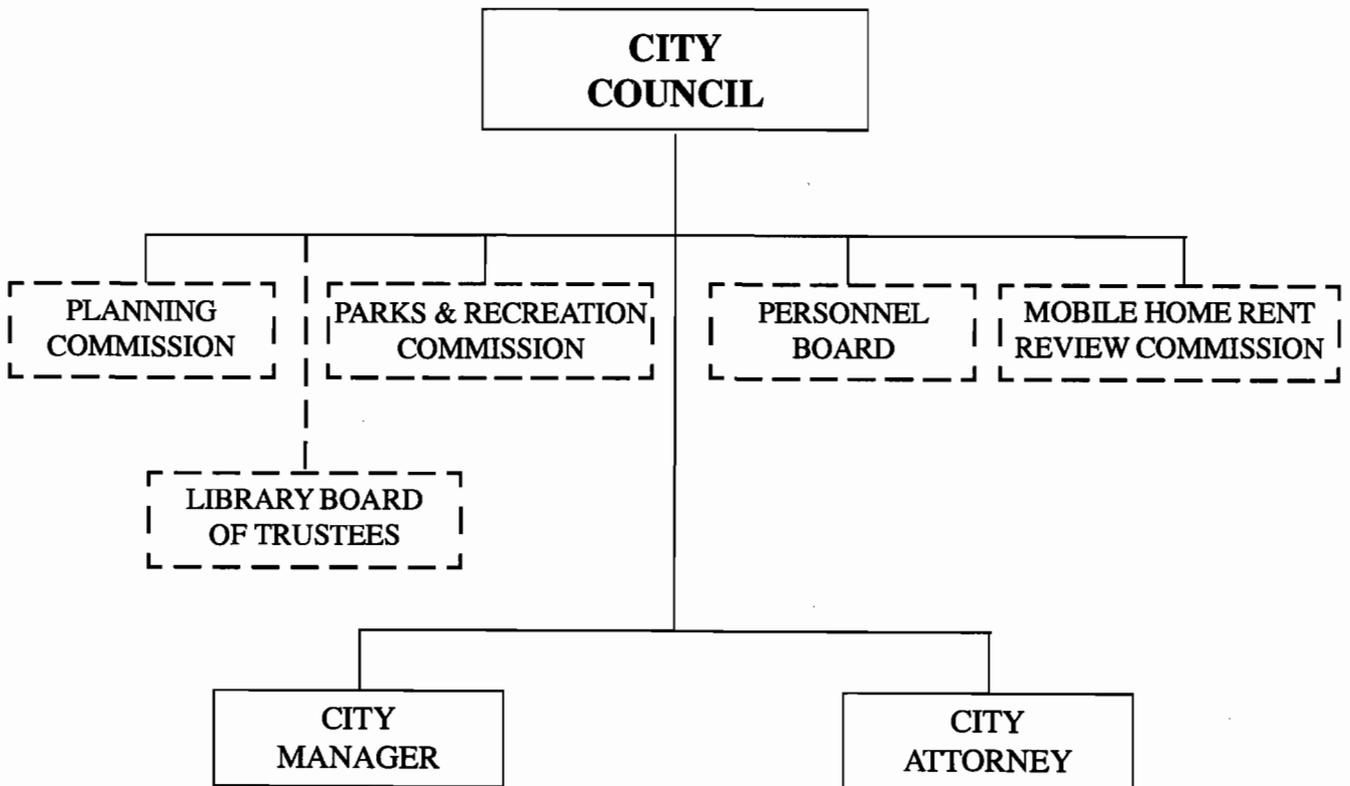
<b>Classification</b>	<b>Range</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>01-020-020</b>					
City Clerk	Q910	1	1	1	1
Assistant City Clerk	U046	1	1	1	1
Office Assistant II	Z022	2	2	2	2
		<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>





# City of Daly City CITY COUNCIL

Fiscal Years 2010-2011 and 2011-2012



— — ADVISORY BOARDS AND COMMISSIONS

# CITY COUNCIL

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## ***DEPARTMENT MISSION STATEMENT***

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

The City Council established four Guiding Principles for setting priorities:

- Community Building/Communication
- Aesthetics
- Quality of Life
- Economic Vitality/Sustainability

## ***CORE SERVICES***

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

## ***CITY-WIDE PRIORITIES***

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

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

- Business Development, Retention and Promotion
- Smart Growth (Green Building/Urban Design)
- Enhance Sales Tax Generation
- Pursue Development of a Full Service Hotel and Office Building at Pacific Plaza to Create Jobs and Transient Occupancy Tax
- Increase Fees and Charges for Services to an Appropriate Cost Recovery Level

### **Public Safety**

- Maintain Adequate Police/Parking Enforcement
- Develop Comprehensive Communitywide Disaster Preparedness Program and Community Emergency Response Team
- Expand Anti-Gang Activities

### **Transportation/Traffic**

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

## ***CITY-WIDE PRIORITIES (continued)***

### **Infrastructure**

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

### **Leisure Services**

- Explore creation of a Daly City Sports Commission
- Enhance Recreation Commission Marketing
- Consider a Teen Center to Cultivate Youth

### **Land Use**

- Complete General Plan Update
- Update Residential Zoning Ordinance
- Create Pedestrian Friendly Places City-Wide

### **Government Operations**

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

### **Community/Civic Support**

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

## ***BIENNIAL BUDGET OUTCOMES***

- Take bold legislative action and provide progressive policy direction to the City Manager and City Attorney to guide the City through this turbulent economic period.
- Strive to ensure a balance between the services provided to the community and stewardship over the City's limited financial resources.
- Continue to direct the City Manager to work collaboratively with other local agencies, as well as City employee groups, to identify opportunities for developing shared or consolidated services which provide greater efficiency and cost effectiveness of service delivery.

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	163,031	167,239	175,583	176,540	177,707
<b>SERVICES AND SUPPLIES</b>	3,745	6,198	852	1,870	3,470
<b>OTHER CHARGES</b>	24,131	16,154	19,574	11,000	12,500
<b>FIXED CHARGES</b>	32,812	37,950	38,411	37,445	37,445
<b>TOTAL EXPENDITURES</b>	<b><u>\$223,719</u></b>	<b><u>\$227,541</u></b>	<b><u>\$234,420</u></b>	<b><u>\$226,855</u></b>	<b><u>\$231,122</u></b>

**CITY COUNCIL**

**Full-Time Salaried Position Listing**

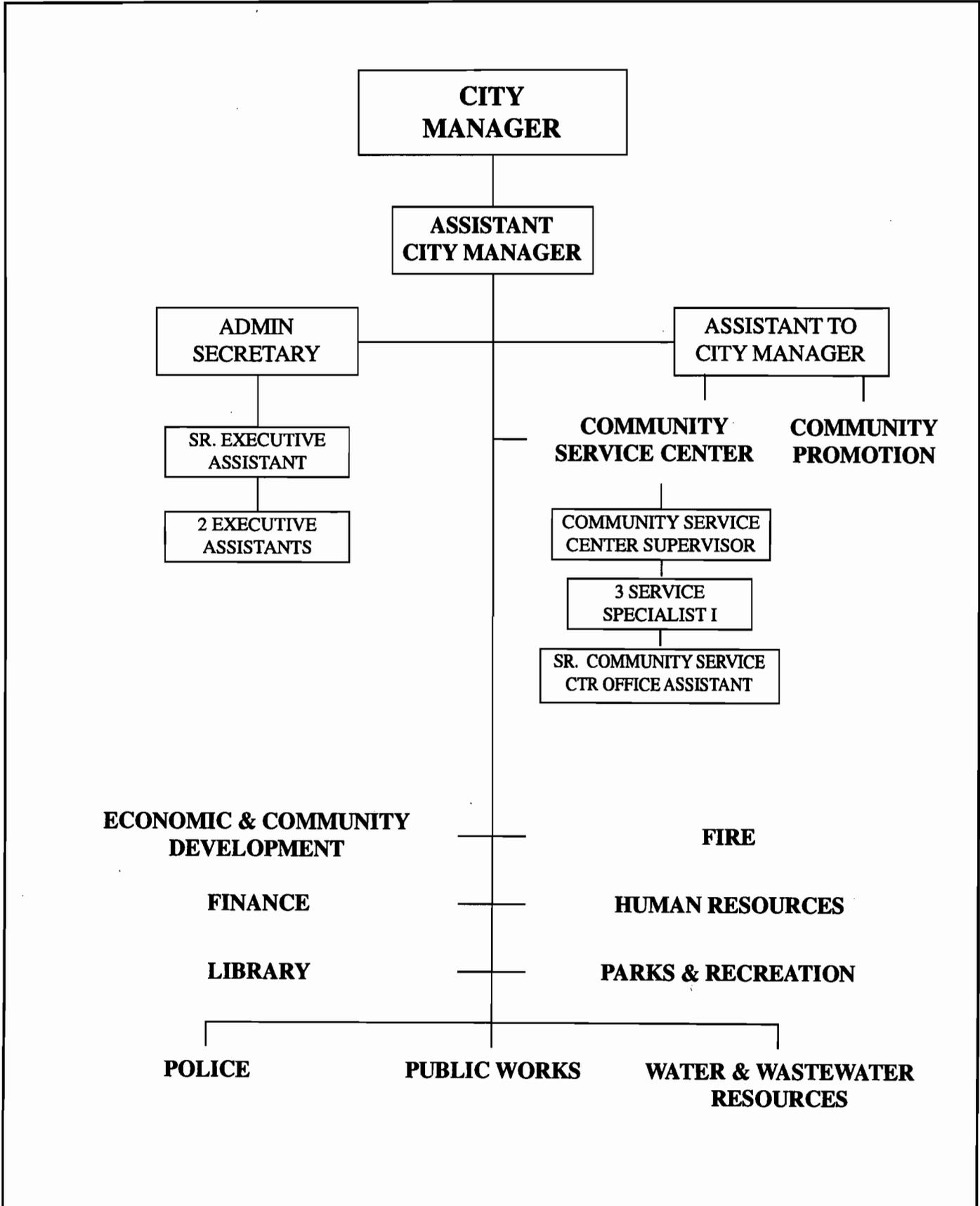
<b>Classification</b>	<b>Range</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>01-001-019</b>					
Mayor	Q220	1	1	1	1
City Council	Q220	4	4	4	4
		<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>





# City of Daly City CITY MANAGER

Fiscal Years 2010-2011 and 2011-2012



# **CITY MANAGER'S OFFICE**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

- **Implementation of City Council Policies and Priorities**  
Ensure that policies and legislative actions established by the City Council are implemented in an effective manner. Provide the City Council with adequate, timely information and recommendations regarding technical and professional issues under policy consideration. Provide clear organizational direction to make certain City Council policies and actions are executed.
- **General Management and Oversight**  
Effective management, oversight, and accountability for Daly City's municipal operations. These duties are carried out under the direction of the City Manager and through the Department Directors who are responsible for the implementation of City Council policies and legislative actions. Identify opportunities to share and consolidate services to provide more efficient and cost effective service delivery.
- **Fiscal Responsibility and Accountability**  
Maximize the value and efficiency of City services to ensure a balance between revenues and expenditures. Ensure that municipal revenues are prudently managed and that there is a high level of accountability for the City's financial resources.
- **Community Participation**  
Develop and coordinate the exchange of information with residents to educate the community about their local government. Encourage community participation in all municipal decision-making processes and activities to promote transparency and accountability at all levels of the organization.
- **Community Service Center**  
Provide assistance to North San Mateo County residents in need, including emergency food, shelter and relocation assistance. Work closely with Legal Aid, Shelter Network and mortgage counseling agencies to prevent homelessness and promote rapid rehousing. Offer a range of case management services to direct clients to resources available in Daly City and San Mateo County.

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

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

- Promote efficiency and cost effective service delivery of all City services.
- Provide leadership and direction for organizational innovation to promote an effective and reliable work force.

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

- Provide leadership and direction for the organization's all-hazard emergency response planning efforts.

### **Identify opportunities to improve services to the community.**

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

### **Encourage and support economic development in order to create jobs, expand the community's financial base and improve the quality of life.**

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

### **Improve organizational capability and effectiveness in order to better serve the community.**

- Evaluate proposals for participating in shared regional service approaches to enhance efficiency and effectiveness and produce cost savings.
- Continue to conduct management audits of City departments to identify opportunities for enhanced efficiency and effectiveness.
- Continue efforts to address long-term infrastructure and capital improvement needs.

## ***BIENNIAL BUDGET OUTCOMES***

- Organizational accountability by increased access through technology including online information, cable TV and printed materials such as the Fog Cutter.
- Cablecasting and video streaming of City Council and other civic meetings.
- Reduce landfill bound municipal refuse by continuing to work with the City's franchise solid waste hauler.
- Citizens Academy – At least 30 more graduates of the nine-week course highlighting municipal government operations.
- Four civic engagement community meetings for Daly City residents and businesses.
- Homelessness Prevention – budget counseling, financial assistance and referral when appropriate.
- Revitalized volunteer program and a more robust Make-A-Difference Day program.
- Coordinate events to commemorate the City's Centennial.
- Environmental Initiatives – reduced energy consumption through employee education.
- Implementation of a performance based budget.

# CITY MANAGER'S OFFICE

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## ***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET***

- Reduction in memberships with various organizations including:
  - ICLEI-Local Governments for Sustainability
  - International Hispanic Network
  - PERS Public Agency Coalition
  - San Mateo County Airport Community Roundtable
  - SAMCAT
  - Sustainable San Mateo County
  - Women Leading Government
- Reduction of travel and education expenses.
- Enhanced transparency and collaboration through increased civic engagement and employee forums.
- Implementation of next generation and succession planning initiative, including the Employee Leadership Academy and the new Management Talent Exchange Program.
- Implementation of new Citizens Academy.

## ***PERFORMANCE MEASURES***

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

**CITY OF DALY CITY****Department Summary****2010-11/2011-12****CITY MANAGER**

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	132,593	136,571	132,593	136,571	136,571
<b>CHARGES AND FEES</b>	0	2,842	2,917	3,050	3,050
<b>MISCELLANEOUS REVENUES</b>	6,307	14,513	16,500	11,400	11,400
<b>TOTAL REVENUES</b>	<b><u>\$138,900</u></b>	<b><u>\$153,926</u></b>	<b><u>\$152,010</u></b>	<b><u>\$151,021</u></b>	<b><u>\$151,021</u></b>
	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,505,180	1,642,121	1,665,734	1,689,270	1,714,996
<b>SERVICES AND SUPPLIES</b>	223,870	180,558	248,891	173,613	194,557
<b>PROGRAM COSTS</b>	3,439	3,998	3,815	4,000	4,000
<b>OTHER CHARGES</b>	135,120	134,302	129,127	80,243	82,304
<b>FIXED CHARGES</b>	228,794	172,159	169,959	160,241	160,241
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,096,403</u></b>	<b><u>\$2,133,138</u></b>	<b><u>\$2,217,526</u></b>	<b><u>\$2,107,367</u></b>	<b><u>\$2,156,098</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

	2007-08	2008-09	2009-10	2010-11	2011-12
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
MISCELLANEOUS REVENUES	0	3,014	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$3,014</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	1,082,415	1,204,860	1,229,479	1,244,770	1,263,874
SERVICES AND SUPPLIES	13,379	10,863	9,943	10,020	10,020
OTHER CHARGES	12,888	11,190	14,626	10,360	11,560
FIXED CHARGES	94,568	109,198	106,818	104,199	104,199
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,203,250</u></b>	<b><u>\$1,336,111</u></b>	<b><u>\$1,360,866</u></b>	<b><u>\$1,369,349</u></b>	<b><u>\$1,389,653</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2010-11/2011-12</b>	<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>REVENUES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	132,593	136,571	132,593	136,571	136,571
<b>MISCELLANEOUS REVENUES</b>	6,307	11,400	15,000	11,400	11,400
<b>TOTAL REVENUES</b>	<b><u>\$138,900</u></b>	<b><u>\$147,971</u></b>	<b><u>\$147,593</u></b>	<b><u>\$147,971</u></b>	<b><u>\$147,971</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	417,611	432,870	432,890	439,721	446,343
<b>SERVICES AND SUPPLIES</b>	11,273	11,695	7,924	3,698	3,698
<b>OTHER CHARGES</b>	806	371	0	0	0
<b>FIXED CHARGES</b>	121,880	50,009	49,946	48,363	48,363
<b>TOTAL EXPENDITURES</b>	<b><u>\$551,570</u></b>	<b><u>\$494,945</u></b>	<b><u>\$490,760</u></b>	<b><u>\$491,782</u></b>	<b><u>\$498,404</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
FROM OTHER AGENCIES	0	0	0	0	0
CHARGES AND FEES	0	2,842	2,917	3,050	3,050
MISCELLANEOUS REVENUES	0	100	1,500	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$2,942</u></b>	<b><u>\$4,417</u></b>	<b><u>\$3,050</u></b>	<b><u>\$3,050</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	5,153	4,390	3,365	4,779	4,779
SERVICES AND SUPPLIES	199,218	157,999	231,024	159,895	180,839
PROGRAM COSTS	3,439	3,998	3,815	4,000	4,000
OTHER CHARGES	121,425	122,741	114,501	69,883	70,744
FIXED CHARGES	12,346	12,952	13,193	7,678	7,678
<b>TOTAL EXPENDITURES</b>	<b><u>\$341,581</u></b>	<b><u>\$302,080</u></b>	<b><u>\$365,898</u></b>	<b><u>\$246,235</u></b>	<b><u>\$268,040</u></b>

**CITY MANAGER**

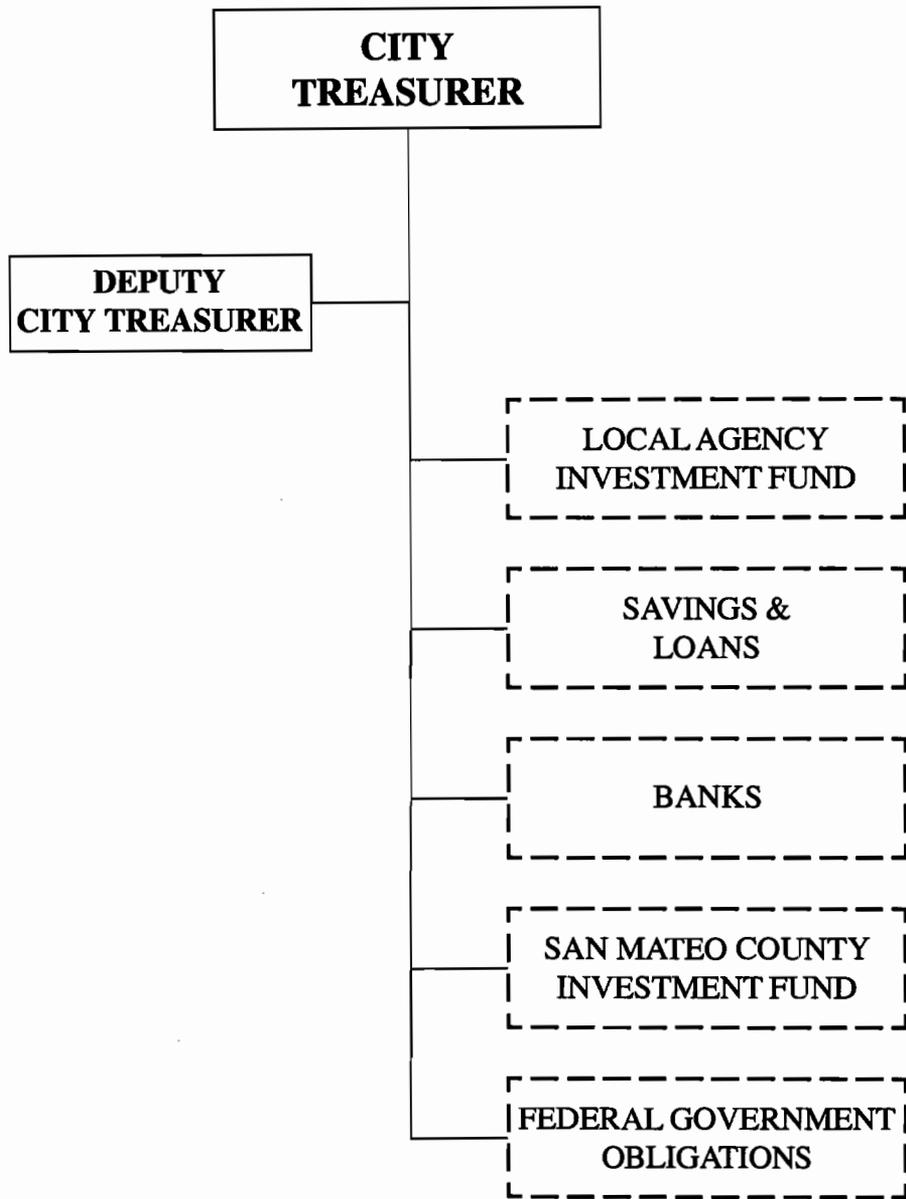
**Full-Time Salaried Position Listing**

<b>Classification</b>	<b>Range</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>01-010-010</b>					
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	1	1
Executive Assistant	U028	2	2	2	2
<b>01-011-014</b>					
<b>Community Service Center</b>					
Community Service Center Supervisor	U064	1	1	1	1
Service Specialist I	U019	3	3	3	3
Senior Community Serv Center Office Asst	Z022	1	1	1	1
		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>





**City of Daly City**  
**CITY TREASURER**  
Fiscal Years 2010-2011 and 2011-2012



# **CITY TREASURER**

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## ***DEPARTMENT MISSION STATEMENT***

To invest City funds in a manner that maximizes investment income and maintains adequate cash availability *while ensuring that principal invested is protected from loss.*

## ***CORE SERVICES***

The Office of the City Treasurer is responsible for the management of the pooled cash and investments of the City, the Daly City Redevelopment Agency and the North San Mateo County Sanitation District.

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.
- 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.

## ***BIENNIAL BUDGET OUTCOMES***

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

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	99,744	106,092	102,332	103,289	104,865
<b>SERVICES AND SUPPLIES</b>	263	370	575	575	575
<b>OTHER CHARGES</b>	3,774	3,390	3,350	3,350	3,350
<b>FIXED CHARGES</b>	5,148	5,473	5,518	5,416	5,416
<b>TOTAL EXPENDITURES</b>	<b><u>\$108,929</u></b>	<b><u>\$115,325</u></b>	<b><u>\$111,775</u></b>	<b><u>\$112,630</u></b>	<b><u>\$114,206</u></b>

**CITY TREASURER**

**Full-Time Salaried Position Listing**

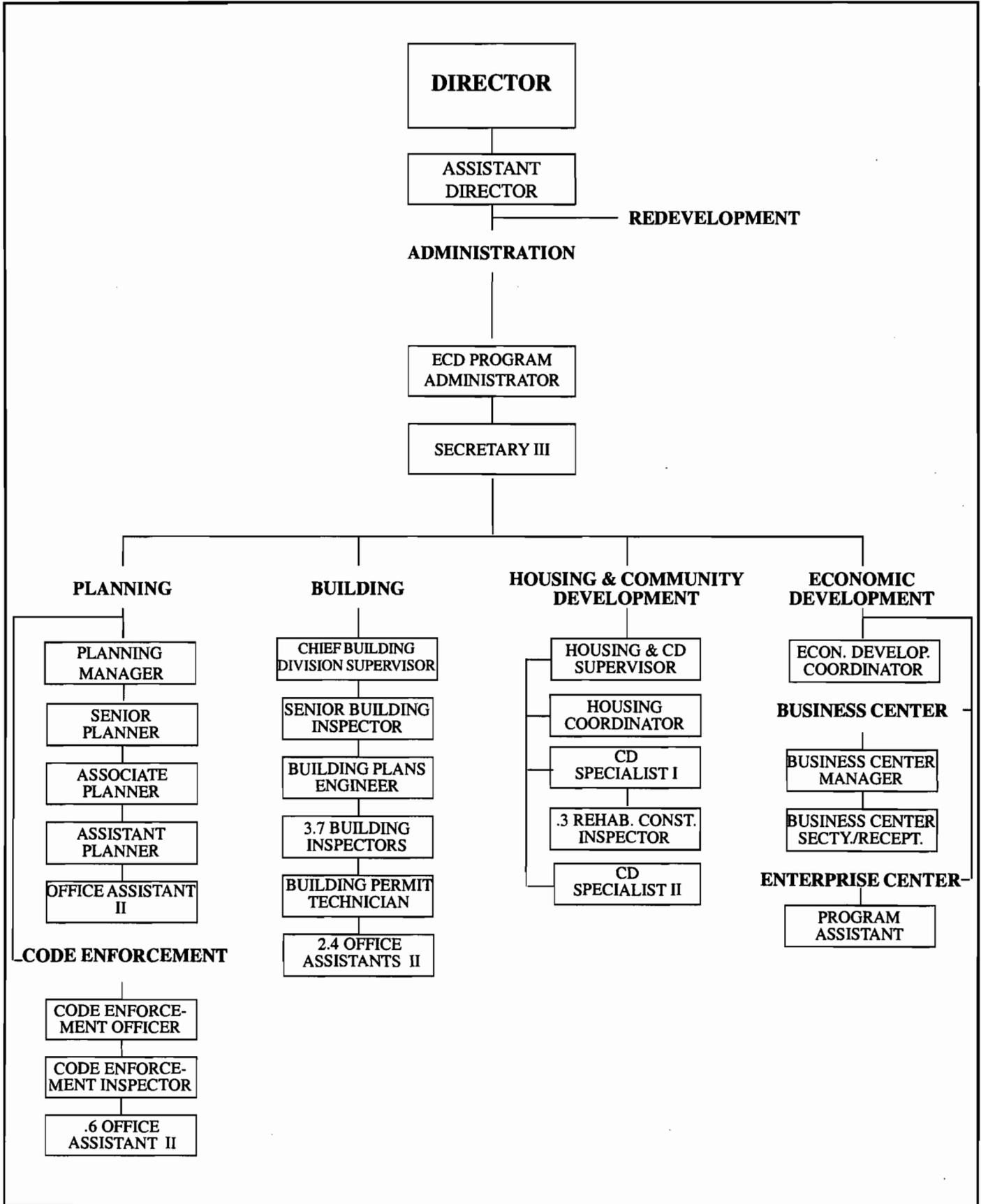
Classification	Range	2008-09	2009-10	2010-11	2011-12
<b>01-040-040</b>					
City Treasurer	Q900	1	1	1	1
Deputy City Treasurer	Z029	0.05	0.05	0.05	0.05
		1.05	1.05	1.05	1.05



# City of Daly City

## ECONOMIC & COMMUNITY DEVELOPMENT

Fiscal Years 2010-2011 and 2011-2012



# **ECONOMIC AND COMMUNITY DEVELOPMENT**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

### **Planning, Building & Code Enforcement**

- Long Range Land Use Planning
- Land Use Development Review
- Building Plan Review & Construction Inspection
- Community Code Enforcement

### **Economic Development & Redevelopment**

- Promote Economic Development and Enhance City Revenue
- Initiate and Facilitate Private Development
- Promote and Implement Neighborhood Improvement Strategies
- Ensure Compliance with Redevelopment Law
- Manage City/Agency Real Estate

### **Housing & Community Development**

- Increase Number of New, and Maintain Existing, Affordable Housing Supply
- Provide Oversight to CDBG-Funded Non-Profit Organizations that Help Meet the Basic Needs of Low Income Residents.
- Administer and Ensure Compliance with Federal Housing and Community Development Programs

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

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

- Effectively negotiate and manage City/Agency-owned property leases
- Publish quarterly updates of "Commercial Opportunities," a commercial property space listing in print and on City web site.
- Provide business information services, technical assistance and organize educational workshops, networking events and counseling to small and micro-enterprise businesses.
- Promote public/private partnerships within redevelopment project areas by marketing sites for development.
- Implement economic development strategies that create jobs, expand the community's financial base, provide affordable housing and improve the quality of community life.

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

### **Civic Engagement**

- Manage the department's webpage to provide current, timely information.
- Promote and administer Daly City's local free recruitment website, hiredalycity.org, and monitor employer profiles for local employment opportunities.
- Implement Agenda Plus for Planning Commission meetings to increase public access to meeting notices, staff reports and on-line meeting video.
- Provide information and assistance to all members of the public through a variety of mediums.

### **Government Operations**

- Monitor all underground fuel storage tanks for compliance with State regulations.
- Monitor tax-exempt bond-financed housing projects for compliance with Regulatory Agreements.
- Manage and coordinate the building permit and entitlement review processes to ensure compliance with City codes and interdepartmental collaboration.
- Adopt ordinances and code revisions to comply with State and Federal mandates.
- Administer the Construction and Demolition (C&D) Recycling Program in diverting waste from landfills in compliance with State law.
- Coordinate code enforcement efforts to increase efficiency and effectiveness in abating violations.

### **Community/Civic Support**

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

### **Transportation / Traffic**

- Participate in regional transportation planning efforts such as the Bi-County Transportation Study, the Grand Boulevard Initiative, the C/CAG Technical Advisory Committee, and the Countywide Transportation Plan Work Group.

### **Land Use**

- Implement the Daly City General Plan, specific plans, Zoning Ordinance, and the Municipal Code through the building permit and entitlement review processes.
- Review and update the Daly City General Plan, specific plans, Zoning Ordinance, and the Municipal Code.

# **ECONOMIC AND COMMUNITY DEVELOPMENT**

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

### **Land Use (continued)**

- Participate in regional planning efforts that assist in developing regulations in response to State mandates such as Bay Area Stormwater Management Agencies Association, Bay Area Water Supply and Conservation Agency, and the San Mateo Countywide Water Pollution Prevention Program.

## ***BIENNIAL BUDGET OUTCOMES***

### **Planning, Building & Code Enforcement**

- Improved customer service.
- A turnaround time of ten working days for initially submitted building permit plans, five working days for resubmitted plans, and next day response on construction inspection requests.
- Web page development by providing complete information regarding the public services that we provide utilizing the new Content Management Software.
- A report on the effectiveness of the Construction and Demolition (C&D) Recycling Program in diverting waste from landfill to comply with State law.
- An automated Residential Requirements Report (3R) process.
- New strategies for analyzing traffic impacts developed in collaboration with the Public Works Department.
- Digital automation of the entire plan-check (collection, review, feedback and approval) process to shorten review times and allow more transparency to applicants.
- An updated General Plan which includes all seven elements: Land Use, Housing, Circulation, Noise, Safety, Resource Management, and Coastal Elements and the subsequent Environmental Impact Report by December 2011.
- An implementation plan for the General Plan that includes Zoning Ordinance and specific plan revisions as well as assistance in the establishment of a Capital Improvement Program.
- New ordinances and programs that encourage and/or mandate the incorporation of “green” building techniques in private development.
- A centralized and automated city-wide code enforcement program that maximizes efficiency and consistency in the abatement of violations, safety hazards, and public nuisances.

### **Economic Development & Redevelopment**

- Assistance to property owners and 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.

## ***BIENNIAL BUDGET OUTCOMES (continued)***

### **Economic Development & Redevelopment (continued)**

- Full service office space for small businesses/start-ups including business workshops, networking events, counseling, and consulting services.
- Coordination with Habitat for Humanity Greater San Francisco in the construction of an affordable housing development at the Agency-owned 7555 Mission Street site.
- Property management services for the Agency-owned properties.
- New partnerships with outside organizations (e.g., SBA, community colleges, etc.) to offer highly effective assistance to local businesses.
- An information packet geared towards home-based businesses, business license applicants and other small businesses in Daly City about services and opportunities available at the Business Center.

### **Housing & Community Development**

- The creation of additional rental and ownership housing for low- and moderate-income households through partnerships with non-profit housing development organizations and the implementation of the City's Inclusionary Housing Ordinance.
- CDBG Funding for the development of educational materials to increase community outreach and investigation of housing discrimination cases via non-profit organizations to address fair housing issues.
- Funding, assistance, and monitoring of CDBG sub-recipients who provide a variety of public services to low-income Daly City residents in the areas of food, shelter, legal services, health care, child care, youth services, family crisis intervention, literacy, and job training.
- Expanded marketing of Housing Rehabilitation programs informing homeowners about loan and grant programs and assistance to homeowners with inspections, cost estimates, the bidding process, job quality control, and payment processing.

## ***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET***

- Reduce or eliminate the Business Center's dependence on the General Fund by either revising the service delivery model of providing full-service office space and supporting services to start-up business and micro-enterprises or closing the Center.
- Utilize a dedicated Building Inspector to perform inspection activities for the Code Enforcement program.
- Shift administrative staff costs previously charged to the General Fund to the CDBG and HOME administration budgets, thereby reflecting more accurately actual staff costs to administer these programs - due to increased HUD funding.
- Reduce activities and minimize expenditures due to State take of \$2,930,444 of Redevelopment Agency Tax Increment funds.

## **ECONOMIC AND COMMUNITY DEVELOPMENT**

### ***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET (continued)***

- Continue to eliminate all non-regulatory training and career development training for staff.
- Postpone Planners Institute training for Planning Commissioners until 2012.

### ***PERFORMANCE MEASURES***

<b>Measure</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimate</b>	<b>2010-11 Projected</b>	<b>2011-12 Projected</b>
Building reviewed plan checks completed within goals (10 days/initial, 5 days/re-submittal, 2 day/express)	85%	87%	88%	89%
Building inspections completed	13,416	11,391	11,800	11,800
Planning reviewed plan checks within 5 working days	75%	82%	85%	90%
Code enforcement cases opened as compared to complaints received	New	New	New	New
Building related code enforcement cases abated as compared to cases opened	New	New	New	New
Public Nuisance Code enforcement cases abated/closed as compared to cases opened	New	New	New	New
Code enforcement fees collected as compared to fees assessed	New	New	New	New
Newly created affordable housing units as compared to all new housing units	39/50	13/78	14/115	68/264
Number of housing units rehabilitated using Federal/State subsidies	64	83	85	70
Rehabilitation Federal/State loan/grant funds expended as compared to funds allocated	68%	90%	95%	95%
Low/moderate income persons served by CDBG-funded public service providers	4,400	4,500	4,500	4,500
Business Center average occupancy	52%	39%	61%	67%
Start-Up businesses opened at the Business Center	13	14	15	16
Enterprise Center assisted businesses' increased profits	\$74,000	\$16,000	\$25,000	\$25,000
Microenterprise clients provided assistance by Enterprise Center	50	50	50	50

**CITY OF DALY CITY****Department Summary****2010-11/2011-12****ECONOMIC & COMMUNITY DEVE**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
LICENSES AND PERMITS	1,225,153	1,429,638	925,814	953,830	983,851
RENTS AND INTEREST	273,092	253,093	222,794	313,139	322,785
FROM OTHER AGENCIES	1,670,897	933,118	3,764,848	1,776,185	1,703,347
CHARGES AND FEES	458,855	621,616	465,562	502,893	594,723
PROGRAM FEES	4,756	2,938	2,418	3,600	3,600
MISCELLANEOUS REVENUES	212,090	343,122	301,259	167,980	166,000
<b>TOTAL REVENUES</b>	<b><u>\$3,844,843</u></b>	<b><u>\$3,583,525</u></b>	<b><u>\$5,682,695</u></b>	<b><u>\$3,717,627</u></b>	<b><u>\$3,774,306</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	3,127,541	3,375,826	3,270,715	3,463,220	3,516,813
SERVICES AND SUPPLIES	1,021,327	566,389	1,955,018	1,263,346	1,175,901
OTHER CHARGES	318,899	394,423	1,022,164	509,889	532,613
FIXED CHARGES	236,314	276,350	269,796	265,626	265,626
CAPITAL OUTLAY	40,512	10,945	769,764	600	600
OPERATING TRANSFERS OUT	9,792	0	6,008	9,180	9,510
<b>TOTAL EXPENDITURES</b>	<b><u>\$4,754,385</u></b>	<b><u>\$4,623,933</u></b>	<b><u>\$7,293,465</u></b>	<b><u>\$5,511,861</u></b>	<b><u>\$5,501,063</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	240	240	240	240	240
CHARGES AND FEES	43,333	44,025	43,333	43,333	43,333
MISCELLANEOUS REVENUES	2,115	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$45,688</u></b>	<b><u>\$44,265</u></b>	<b><u>\$43,573</u></b>	<b><u>\$43,573</u></b>	<b><u>\$43,573</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	355,004	277,461	269,092	281,608	286,026
SERVICES AND SUPPLIES	3,118	5,655	3,610	9,162	9,162
OTHER CHARGES	2,112	1,057	1,600	1,600	1,600
FIXED CHARGES	63,862	65,452	63,616	61,924	61,924
<b>TOTAL EXPENDITURES</b>	<b><u>\$424,096</u></b>	<b><u>\$349,625</u></b>	<b><u>\$337,918</u></b>	<b><u>\$354,294</u></b>	<b><u>\$358,712</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

**Fund: GENERAL FUND 01**  
**Department: ECONOMIC & COMMUNITY DEVE 301**  
**Program: PLANNING & ZONING 302**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
LICENSES AND PERMITS	12,674	0	0	0	0
CHARGES AND FEES	361,944	525,556	370,875	404,075	496,075
MISCELLANEOUS REVENUES	0	141	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$374,618</u></b>	<b><u>\$525,697</u></b>	<b><u>\$370,875</u></b>	<b><u>\$404,075</u></b>	<b><u>\$496,075</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	849,790	759,175	758,668	771,333	783,445
SERVICES AND SUPPLIES	42,563	35,815	71,144	117,687	119,187
OTHER CHARGES	6,951	5,821	7,200	10,225	16,825
FIXED CHARGES	68,358	48,934	47,895	46,904	46,904
CAPITAL OUTLAY	455	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$968,117</u></b>	<b><u>\$849,745</u></b>	<b><u>\$884,907</u></b>	<b><u>\$946,149</u></b>	<b><u>\$966,361</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
LICENSES AND PERMITS	1,212,478	1,284,802	838,814	853,830	883,851
CHARGES AND FEES	28,577	34,897	33,962	34,080	34,080
MISCELLANEOUS REVENUES	86,494	190,529	180,000	75,000	75,000
<b>TOTAL REVENUES</b>	<b><u>\$1,327,549</u></b>	<b><u>\$1,510,228</u></b>	<b><u>\$1,052,776</u></b>	<b><u>\$962,910</u></b>	<b><u>\$992,931</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	1,266,303	1,378,256	1,358,479	1,381,049	1,402,243
SERVICES AND SUPPLIES	31,647	95,814	22,713	22,612	22,412
OTHER CHARGES	10,053	8,563	10,423	10,378	10,378
FIXED CHARGES	96,854	115,510	114,036	112,481	112,481
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,404,857</u></b>	<b><u>\$1,598,143</u></b>	<b><u>\$1,505,651</u></b>	<b><u>\$1,526,520</u></b>	<b><u>\$1,547,514</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12**

<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>300</b>
<b>Program:</b>	<b>CODE ENFORCEMENT</b>	<b>341</b>

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
LICENSES AND PERMITS	0	144,835	87,000	100,000	100,000
MISCELLANEOUS REVENUES	0	770	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$145,605</u></b>	<b><u>\$87,000</u></b>	<b><u>\$100,000</u></b>	<b><u>\$100,000</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	0	248,255	154,521	261,082	265,062
SERVICES AND SUPPLIES	0	1,791	20,550	33,478	33,978
OTHER CHARGES	0	890	1,498	3,430	3,430
FIXED CHARGES	0	36,783	34,949	34,312	34,312
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$287,719</u></b>	<b><u>\$211,518</u></b>	<b><u>\$332,302</u></b>	<b><u>\$336,782</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2010-11/2011-12</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>300</b>
	<b>Program:</b>	<b>BUSINESS CENTER</b>	<b>333</b>

<b>REVENUES</b>	<b>2007-08</b> <b>Actual</b>	<b>2008-09</b> <b>Actual</b>	<b>2009-10</b> <b>Estimated</b>	<b>2010-11</b> <b>Approved</b>	<b>2011-12</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	272,852	252,853	221,554	312,899	322,545
<b>CHARGES AND FEES</b>	25,003	17,139	17,392	21,405	21,235
<b>PROGRAM FEES</b>	4,756	2,938	2,418	3,600	3,600
<b>MISCELLANEOUS REVENUES</b>	34,725	25,434	19,259	29,140	27,160
<b>TOTAL REVENUES</b>	<b><u>\$337,336</u></b>	<b><u>\$298,364</u></b>	<b><u>\$260,623</u></b>	<b><u>\$367,044</u></b>	<b><u>\$374,540</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b> <b>Actual</b>	<b>2008-09</b> <b>Actual</b>	<b>2009-10</b> <b>Estimated</b>	<b>2010-11</b> <b>Approved</b>	<b>2011-12</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	193,343	195,559	196,508	199,230	202,238
<b>SERVICES AND SUPPLIES</b>	43,901	33,704	34,064	39,650	39,680
<b>OTHER CHARGES</b>	213,241	237,762	244,559	253,491	261,017
<b>FIXED CHARGES</b>	7,240	9,671	9,299	10,004	10,004
<b>CAPITAL OUTLAY</b>	1,531	1,659	0	600	600
<b>OPERATING TRANSFERS OUT</b>	9,793	0	6,008	9,180	9,510
<b>TOTAL EXPENDITURES</b>	<b><u>\$469,049</u></b>	<b><u>\$478,355</u></b>	<b><u>\$490,438</u></b>	<b><u>\$512,155</u></b>	<b><u>\$523,049</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

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

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	784,882	764,887	740,235	900,556	821,016
<b>MISCELLANEOUS REVENUES</b>	88,756	126,248	102,000	63,840	63,840
<b>TOTAL REVENUES</b>	<b><u>\$873,638</u></b>	<b><u>\$891,135</u></b>	<b><u>\$842,235</u></b>	<b><u>\$964,396</u></b>	<b><u>\$884,856</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	192,421	221,527	233,135	248,693	252,571
<b>SERVICES AND SUPPLIES</b>	305,687	287,691	222,610	323,556	235,320
<b>OTHER CHARGES</b>	1,549	3,929	3,500	5,166	6,000
<b>CAPITAL OUTLAY</b>	0	0	0	0	0
<b>DEBT SERVICE</b>	373,980	377,989	382,990	386,982	390,966
<b>TOTAL EXPENDITURES</b>	<b><u>\$873,637</u></b>	<b><u>\$891,136</u></b>	<b><u>\$842,235</u></b>	<b><u>\$964,397</u></b>	<b><u>\$884,857</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2010-11/2011-12</b>	<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>REVENUES</b>	<b>2007-08</b> <b>Actual</b>	<b>2008-09</b> <b>Actual</b>	<b>2009-10</b> <b>Estimated</b>	<b>2010-11</b> <b>Approved</b>	<b>2011-12</b> <b>Approved</b>
<b>FROM OTHER AGENCIES</b>	193,062	255,990	327,214	365,000	375,686
<b>TOTAL REVENUES</b>	<b><u>\$193,062</u></b>	<b><u>\$255,990</u></b>	<b><u>\$327,214</u></b>	<b><u>\$365,000</u></b>	<b><u>\$375,686</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b> <b>Actual</b>	<b>2008-09</b> <b>Actual</b>	<b>2009-10</b> <b>Estimated</b>	<b>2010-11</b> <b>Approved</b>	<b>2011-12</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	151,332	175,039	175,824	192,126	195,048
<b>SERVICES AND SUPPLIES</b>	836	4,965	14,590	13,666	13,666
<b>OTHER CHARGES</b>	40,895	75,985	136,800	159,208	166,972
<b>FIXED CHARGES</b>	0	0	0	0	0
<b>CAPITAL OUTLAY</b>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$193,063</u></b>	<b><u>\$255,989</u></b>	<b><u>\$327,214</u></b>	<b><u>\$365,000</u></b>	<b><u>\$375,686</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2010-11/2011-12</b>	<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>REVENUES</b>	<b>2007-08</b> <b>Actual</b>	<b>2008-09</b> <b>Actual</b>	<b>2009-10</b> <b>Estimated</b>	<b>2010-11</b> <b>Approved</b>	<b>2011-12</b> <b>Approved</b>
<b>FROM OTHER AGENCIES</b>	231,782	240,355	242,717	340,817	340,817
<b>TOTAL REVENUES</b>	<b><u>\$231,782</u></b>	<b><u>\$240,355</u></b>	<b><u>\$242,717</u></b>	<b><u>\$340,817</u></b>	<b><u>\$340,817</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b> <b>Actual</b>	<b>2008-09</b> <b>Actual</b>	<b>2009-10</b> <b>Estimated</b>	<b>2010-11</b> <b>Approved</b>	<b>2011-12</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	67,933	70,681	72,446	72,006	73,046
<b>SERVICES AND SUPPLIES</b>	88,932	100,952	106,187	202,420	201,381
<b>OTHER CHARGES</b>	44,100	60,416	64,084	66,391	66,391
<b>CAPITAL OUTLAY</b>	30,817	8,306	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$231,782</u></b>	<b><u>\$240,355</u></b>	<b><u>\$242,717</u></b>	<b><u>\$340,817</u></b>	<b><u>\$340,818</u></b>

**CITY OF DALY CITY**

Revenue Budget  
2010-11/2011-12

Fund: GRANTS 28  
 Department: ECONOMIC & COMMUNITY DEVE 305  
 Program: HOME PROGRAM ADMIN 345

	2007-08 Actual	2008-09 Actual	2009-10 Estimated	2010-11 Approved	2011-12 Approved
<b>REVENUES</b>					
RENTS AND INTEREST	0	0	1,000	0	0
FROM OTHER AGENCIES	835,151	49,875	2,837,672	556,794	556,794
<b>TOTAL REVENUES</b>	<b><u>\$835,151</u></b>	<b><u>\$49,875</u></b>	<b><u>\$2,838,672</u></b>	<b><u>\$556,794</u></b>	<b><u>\$556,794</u></b>
<b>EXPENDITURES</b>					
SALARIES AND BENEFITS	51,413	49,876	52,040	56,092	57,133
SERVICES AND SUPPLIES	504,646	0	1,459,550	501,115	501,115
OTHER CHARGES	0	0	552,500	0	0
CAPITAL OUTLAY	0	0	769,764	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$556,059</u></b>	<b><u>\$49,876</u></b>	<b><u>\$2,833,854</u></b>	<b><u>\$557,207</u></b>	<b><u>\$558,248</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

<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>AIRCRAFT NOISE SOUNDPROOFING-2</b>	<b>388</b>

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</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>
<b>EXPENDITURES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>CAPITAL OUTLAY</b>	7,709	980	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$7,709</u></b>	<b><u>\$980</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>TAXES</b>	0	2,666,416	2,662,191	2,624,000	2,597,000
<b>LICENSES AND PERMITS</b>	8,330	8,190	9,220	9,000	9,000
<b>RENTS AND INTEREST</b>	103,620	12,001	12,002	12,002	12,002
<b>MISCELLANEOUS REVENUES</b>	53	21	0	0	0
<b>OPERATING TRANSFERS IN</b>	3,023,862	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$3,135,865</u></b>	<b><u>\$2,686,628</u></b>	<b><u>\$2,683,413</u></b>	<b><u>\$2,645,002</u></b>	<b><u>\$2,618,002</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	209,236	186,325	175,543	49,846	50,626
<b>SERVICES AND SUPPLIES</b>	551,496	84,151	259,725	120,365	120,365
<b>OTHER CHARGES</b>	5,254	41,396	32,385	62,275	62,275
<b>FIXED CHARGES</b>	27,737	31,722	31,942	31,325	31,325
<b>CAPITAL OUTLAY</b>	-429,948	-31,695	65,000	23,000	23,000
<b>OPERATING TRANSFERS OUT</b>	0	290,065	300,216	300,216	300,216
<b>DEBT SERVICE</b>	1,433,153	995,721	2,500,000	2,300,000	2,200,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,796,928</u></b>	<b><u>\$1,597,685</u></b>	<b><u>\$3,364,811</u></b>	<b><u>\$2,887,027</u></b>	<b><u>\$2,787,807</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

**Fund: JS/MISSION RDA HOUSING 94**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: DCRA HOUSING 408**

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
TAXES	3,805,510	660,221	684,669	676,000	669,000
RENTS AND INTEREST	86,308	74,444	48,820	0	0
<b>TOTAL REVENUES</b>	<b><u>\$3,891,818</u></b>	<b><u>\$734,665</u></b>	<b><u>\$733,489</u></b>	<b><u>\$676,000</u></b>	<b><u>\$669,000</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SERVICES AND SUPPLIES	0	583	40,781	145,000	0
OTHER CHARGES	25,682	3,197,367	0	1,051,000	0
CAPITAL OUTLAY	0	0	0	0	0
OPERATING TRANSFERS OUT	3,023,862	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,049,544</u></b>	<b><u>\$3,197,950</u></b>	<b><u>\$40,781</u></b>	<b><u>\$1,196,000</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

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

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
TAXES	0	2,782,957	2,584,661	2,538,000	2,538,000
RENTS AND INTEREST	4,200	60,300	60,800	57,000	57,000
MISCELLANEOUS REVENUES	2,246	390	250	200	200
OPERATING TRANSFERS IN	1,769,015	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$1,775,461</u></b>	<b><u>\$2,843,647</u></b>	<b><u>\$2,645,711</u></b>	<b><u>\$2,595,200</u></b>	<b><u>\$2,595,200</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	183,947	155,330	151,034	265,926	270,071
SERVICES AND SUPPLIES	68,627	43,998	30,920	100,786	110,953
OTHER CHARGES	0	851,843	3,101,222	1,290,320	790,000
FIXED CHARGES	2,634	2,645	2,541	2,445	2,445
CAPITAL OUTLAY	-56,179	-1,084	3,000	25,000	1,000,000
OPERATING TRANSFERS OUT	2,140,933	177,379	183,586	2,183,586	683,586
DEBT SERVICE	147,674	112,444	0	200,000	300,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,487,636</u></b>	<b><u>\$1,342,555</u></b>	<b><u>\$3,472,303</u></b>	<b><u>\$4,068,063</u></b>	<b><u>\$3,157,055</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

**Fund: BAYSHORE RDA HOUSING 97**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: DCRA HOUSING 408**

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>TAXES</b>	3,434,668	689,390	646,165	629,000	629,000
<b>RENTS AND INTEREST</b>	103,214	68,418	53,700	53,700	53,706
<b>MISCELLANEOUS REVENUES</b>	2,480,210	180	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$6,018,092</u></b>	<b><u>\$757,988</u></b>	<b><u>\$699,865</u></b>	<b><u>\$682,700</u></b>	<b><u>\$682,706</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SERVICES AND SUPPLIES</b>	485,125	7,390	907,526	226,726	8,726
<b>OTHER CHARGES</b>	1,011,288	0	0	0	0
<b>CAPITAL OUTLAY</b>	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	1,769,015	0	0	0	0
<b>DEBT SERVICE</b>	79,569	136,404	136,404	136,404	2,593,670
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,344,997</u></b>	<b><u>\$143,794</u></b>	<b><u>\$1,043,930</u></b>	<b><u>\$363,130</u></b>	<b><u>\$2,602,396</u></b>

**ECONOMIC & COMMUNITY DEVELOPMENT Full-Time Salaried Position Listing**

Classification	Range	2008-09	2009-10	2010-11	2011-12
<b>01-300-300</b>					
Director of ECD	M440	0.20	0.20	0.20	0.20
Assistant Director of ECD	M339	0.20	0.20	0.20	0.20
Housing Coordinator	E060	0.10	0.10	0.00	0.00
ECD Program Administrator	U045	0.80	0.80	0.80	0.80
Secretary III	S038	1	1	1	1
<b>01-300-340</b>					
<b>Building</b>					
Director of ECD	M440	0.20	0.20	0.20	0.20
Assistant Director of ECD	M339	0.30	0.30	0.30	0.30
Chief Building Division Supervisor	U092	1	1	1	1
Building Plans Engineer	U082	1	1	1	1
Senior Building Inspector	X067	1	1	1	1
Building Inspector	X051	3.7	3.7	3.7	3.7
Building Permit Technician	X033	1	1	1	1
Office Assistant II	X022	2.40	2.40	2.40	2.40
<b>01-301-302</b>					
<b>Planning</b>					
Director of ECD	M440	0.40	0.40	0.40	0.40
Assistant Director of ECD	M339	0.20	0.20	0.20	0.20
Planning Manager	U097	1	1	1	1
Senior Planner	U085	1	1	1	1
Associate Planner	E060	1	1	1	1
Assistant Planner	E048	1	1	1	1
Office Assistant II	Z022	1	1	1	1
<b>01-300-341</b>					
<b>Code Enforcement</b>					
Code Enforcement Officer	U055	1	1	1	1
Code Enforcement Inspector	U043	1	1	1	1
Office Assistant II	Z022	0.60	0.60	0.60	0.60
<b>18-305-305</b>					
<b>Block Grant</b>					
Housing & Comm Develop Supervisor	U085	0.58	0.58	0.58	0.58
Housing Coordinator	E060	0.26	0.26	0.35	0.35
Community Development Specialist II	E048	1	1	1	1
<b>18-305-303</b>					
<b>Residential Rehab</b>					
Housing & Comm Develop Supervisor	U085	0.27	0.27	0.27	0.27
Building Inspector	X051	0.30	0.30	0.30	0.30
Community Development Specialist I	E043	0.90	0.90	1.00	1.00
<b>18-305-309</b>					
<b>Enterprise Development Center</b>					
Program Assistant	U014	1	1	1	1

**ECONOMIC & COMMUNITY DEVELOPMENT Full-Time Salaried Position Listing**

Classification	Range	2008-09	2009-10	2010-11	2011-12
<b>28-305-345</b>					
<b>Home Admin</b>					
Housing & Comm Develop Supervisor	U085	0.05	0.05	0.05	0.05
Housing Coordinator	E060	0.34	0.34	0.38	0.38
<b>01-300-333</b>					
<b>Business Center</b>					
Business Center Manager	U048	1	1	1	1
Business Center Receptionist/Secretary	U023	1	1	1	1
<b>91-400-400</b>					
<b>DCRA JS/Mission</b>					
Director of ECD	M440	0.10	0.10	0.05	0.05
Assistant Director of ECD	M339	0.15	0.15	0.05	0.05
Housing & Comm Develop Supervisor	U085	0.05	0.05	0.05	0.05
Senior Economic Development Coordinator	U072	0.50	0.50	0.00	0.00
Housing Coordinator	E060	0.15	0.15	0.05	0.05
Economic Development Coordinator	E058	0.50	0.50	0.05	0.05
ECD Program Administrator	U045	0.20	0.20	0.05	0.05
Community Development Specialist	E043	0.05	0.05	0	0
<b>96-400-406</b>					
<b>DCRA Bayshore</b>					
Director of ECD	M440	0.10	0.10	0.15	0.15
Assistant Director of ECD	M339	0.15	0.15	0.25	0.25
Housing & Comm Develop Supervisor	U085	0.05	0.05	0.05	0.05
Senior Economic Development Coordinator	U072	0.50	0.50	0.00	0.00
Housing Coordinator	E060	0.15	0.15	0.22	0.22
Economic Development Coordinator	E058	0.50	0.50	0.95	0.95
ECD Program Administrator	U045	0	0	0.15	0.15
Community Development Specialist I	E043	0.05	0.05	0	0
		<b>31.00</b>	<b>31.00</b>	<b>30.00</b>	<b>30.00</b>

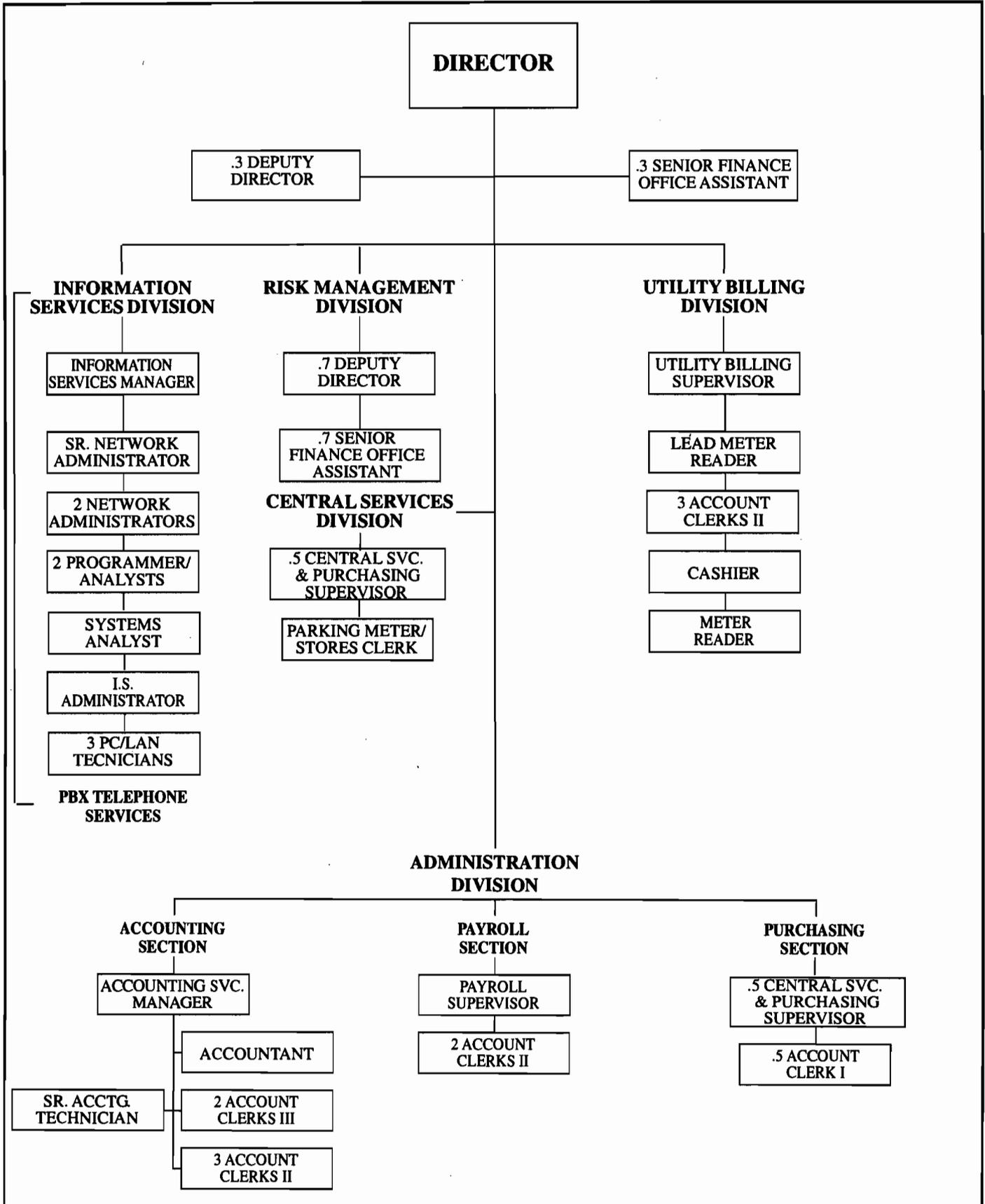




# City of Daly City

## FINANCE & ADMINISTRATIVE SERVICES

Fiscal Years 2010-2011 and 2011-2012



# **FINANCE AND ADMINISTRATIVE SERVICES**

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## ***DEPARTMENT MISSION STATEMENT***

Service to the community through high quality service to other city departments.

## ***CORE SERVICES***

The Department of Finance and Administrative Services is responsible for facilitating the planning, organization, implementation, control, coordination, and direction of the financial policies and programs of the City, as established by the City Council and City Manager. The Department provides the financial analysis and forecasting for and manages the development process of both the operating and the capital budget every two years. Other core services include:

- **Accounting and Business Licensing**  
Accounts for all City financial transactions, monitors budget performance, provides financial reports to City departments and management, and enforces the City's Business License ordinance to ensure complete collection of Business License revenues.
- **Payroll**  
Processes payroll and issues paychecks, primarily by automatic deposit, for all City employees.
- **Central Services**  
Provides Centralized Purchasing, Duplicating & Copier Service; Mail Messenger, which provides City-wide pick-up and delivery of interoffice and U.S. Mail, handling of most of the City's shipping and receiving; Central Stores; and collection and maintenance for the City's 600 Parking Meters.
- **Risk Management**  
Oversees both the City's Workers' Compensation self-insurance program covering all City workers for on-the-job injuries and the General Liability Self-Insurance Program which covers claims made against the City, plus the City's self-funded unemployment insurance account. Risk Management promotes transfer of risk to contractors, arranges for financing of other risks including purchased property, excess liability and specialty insurance, provides safety and loss prevention services to City departments and coordinates funding in the event of a disaster or local emergency.
- **Information Services**  
Supports and manages the City's information technology, administers all aspects of the City's data and voice networks; provides support to a user community of all City employees and Library and Recreation patrons, with over 500 PC workstations and printers, 34 servers and specialized software applications for Police, Fire, Finance, Parks & Recreation and Public Works, and other systems used by all City departments.

## ***CORE SERVICES (continued)***

- **Utility Billing**

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

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

Finance/Admin/Accounting supports City-wide priorities by:

### **Enhancing economic vitality/sustainability**

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

Central Services supports the City-wide priorities as follows:

### **Economic Vitality/Sustainability**

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

### **Environmental Concerns/Green Policy**

- Buying recycled and/or green products when possible, such as recycled paper and equipment that use fewer resources.

Risk Management supports City-wide priorities by:

### **Economic Vitality/Sustainability**

- Helping other City departments to minimize claim costs, increase productivity and protect City assets. When these efforts are successful, more valuable City resources are available to those departments to pursue the City-wide priorities established by the City Council. Cost savings/increased productivity are achieved by:
- Working with departments to meeting their workplace and public safety goals and minimize lost workdays due to work injuries by providing information, resources and support.
- Helping promote public safety and protect the assets and infrastructure of the City through a combination of loss prevention and insurance.

# **FINANCE AND ADMINISTRATIVE SERVICES**

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

- Working with City management to maintain adequate self-insurance reserves for emergencies.

Information Services supports the City-wide priorities as follows:

### **Economic Vitality/Sustainability**

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

Utility Billing supports the City-wide priorities as follows:

### **Economic Vitality/Sustainability**

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

### **Quality of Life**

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

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

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

## ***BIENNIAL BUDGET OUTCOMES***

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

- Accounting will prepare Comprehensive Annual Financial Reports and Biennial Budgets which meet the Government Finance Officers standards for excellence, facilitate continued review of City fees and charges to achieve a higher level of cost recovery, provide fair and consistent enforcement of the City's business license ordinance, and will strive to close the books in 10 working days of the end of each month and file reimbursement claims for all eligible State Mandates

## ***BIENNIAL BUDGET OUTCOMES (continued)***

- Purchasing will ensure that purchase requisitions are processed in three days and will continue to streamline workflow for purchase requisitions and procurement of goods and services by leveraging the capabilities of the City's automated purchasing system
- Utility Billing will strive to issue bills within 7 days of meter reading and honor Utility Customer Contact calls at scheduled times and will maintain a 58 to 62 day sewer billing period. Electronic Customer payment methods will be encouraged and promoted
- Information Services will continually provide expert service to customer departments by efficiently and accurately managing the City's technology systems and by promptly responding to requests for service, striving to maintain a Network Uptime of no less than 99.5% and keeping Customer Support appointments 99% of the time
- Risk Management will help protect employees and reduce costs by assisting City departments to prevent accidents, injuries and claims through departmental safety and loss control programs, utilizing outside resources as needed. All levels of the organization will be encouraged to work together to achieve a safer working and public contact environment and to promptly report events which could give rise to claims and accurately and completely investigate occurrences. Support and resources will be provided to a Citywide Safety Committee to recommend policy changes and operational improvements. Contract claims administrators will receive close oversight and their activities will be audited to ensure that they are providing the highest level of service and are employing comprehensive efforts to review bills and charges to ensure costs are limited to what is fair, reasonable and required by law.
- Central Services will strive to process all outgoing U.S. Mail on the same day as received and repair inoperative parking meters within 24 hours of notification.

## **SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET**

- The Motor Vehicle Division internal service fund covering the City's fleet maintenance activities was transferred to the Department of Public Works on July 1, 2009. One part time account clerk position was eliminated from the Accounting budget in conjunction with this change.
- On the pending retirement of our long-time Offset Printer Operator, one position will be eliminated in Central Services and what was previously printed in-house will be contracted out.

## **FINANCE AND ADMINISTRATIVE SERVICES**

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### **PERFORMANCE MEASURES**

#### **ADMINISTRATIVE PERFORMANCE MEASURES**

Measure (% of time)	Actual 2008-09	Estimate 2009-10	Projected 2010-11	Projected 2011-12
Accounting Books closed in 10 working days/mo	83%	83%	83%	83%
State Mandate Claims filed	\$85,002	\$105,000	\$105,000	\$105,000
Process purchase requisitions in three days	90%	90%	95%	95%

#### **UTILTIY BILLING PERFORMANCE MEASURES**

Measure (% of time)	Actual 2008-09	Estimate 2009-10	Projected 2010-11	Projected 2011-12
Billing done within 7 days of meter reading	95%	99%	99%	99%
Customer Contact calls kept at scheduled time.	99%	99%	100%	100%
Customer payments made electronically	9%	15%	20%	30%

#### **INFORMATION SERVICES PERFORMANCE MEASURES**

Measure	Actual 2008-09	Estimate 2009-10	Projected 2010-11	Projected 2011-12
Network Uptime	99.5%	99.5%	99.6%	99.6%
Customer Support Response Time	1.5 hours	1.5 hours	1.4 hours	1.3 hours
Number of PC Workstations Replaced	68	77	100	110

**CITY OF DALY CITY**

**PERFORMANCE MEASURES (continued)**

**WORKERS COMP PERFORMANCE MEASURES**

Measure	Actual 2008-09	Estimate 2009-10	Projected 2010-11	Projected 2011-12
Biennial Claims Admin. Audit Score	95%	n/a	95%	n/a
Net Reductions in Medical Charges	69%*	68%	68%	68%
Safety manual review/update (sections)	10	10	10	10
Percent of claims submitted within 5 calendar days	75%	78%	78%	78%

\*In 2008-09, 1,613 bills representing \$1,669,941 in billed charges were submitted for review and adjusted to the fee schedule and PPO discounts resulting in gross savings of \$1,242,051, and net savings of \$1,158,811

**GENERAL LIABILITY PERFORMANCE MEASURES**

Measure	Actual 2008-09	Estimate 2009-10	Projected 2010-11	Projected 2011-12
Process and act on claims filed within 12 working days	80%	78%	80%	80%
Facility Inspections	27	29	28	28

**CENTRAL SERVICES PERFORMANCE MEASURES**

Measure (% of time)	Actual 2008-09	Estimate 2009-10	Projected 2010-11	Projected 2011-12
Process all outgoing U.S. Mail on the same day as received	99%	99%	99%	99%
Repair inoperative parking meters within 24 hours of notification	98%	90%	98%	98%



**CITY OF DALY CITY****Department Summary****2010-11/2011-12****FINANCE**

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
RENTS AND INTEREST	450,409	126,350	115,143	115,068	115,710
FROM OTHER AGENCIES	2,990	0	0	0	0
CHARGES AND FEES	9,297,231	10,233,766	6,719,376	6,678,463	6,659,995
MISCELLANEOUS REVENUES	216,949	350,786	93,507	70,050	70,050
OPERATING TRANSFERS IN	844,239	1,004,936	172,877	138,813	138,813
<b>TOTAL REVENUES</b>	<b><u>\$10,811,818</u></b>	<b><u>\$11,715,838</u></b>	<b><u>\$7,100,903</u></b>	<b><u>\$7,002,394</u></b>	<b><u>\$6,984,568</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	5,154,087	5,381,216	4,354,451	4,382,202	4,431,561
SERVICES AND SUPPLIES	3,138,541	3,421,370	2,085,875	2,196,949	2,170,723
OTHER CHARGES	1,669,746	1,960,481	2,058,502	1,892,566	1,951,572
FIXED CHARGES	1,171,973	1,374,131	1,079,241	1,071,176	1,071,176
CAPITAL OUTLAY	427,699	117,542	525,532	568,700	577,700
OPERATING TRANSFERS OUT	0	885,671	663,426	663,426	663,426
DEPRECIATION	1,013,512	1,058,624	271,927	251,541	213,450
<b>TOTAL EXPENDITURES</b>	<b><u>\$12,575,558</u></b>	<b><u>\$14,199,035</u></b>	<b><u>\$11,038,954</u></b>	<b><u>\$11,026,560</u></b>	<b><u>\$11,079,608</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>CHARGES AND FEES</b>	64,290	66,003	69,533	69,533	69,533
<b>OPERATING TRANSFERS IN</b>	73,573	76,148	78,813	78,813	78,813
<b>TOTAL REVENUES</b>	<b><u>\$137,863</u></b>	<b><u>\$142,151</u></b>	<b><u>\$148,346</u></b>	<b><u>\$148,346</u></b>	<b><u>\$148,346</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,506,248	1,606,508	1,632,164	1,662,637	1,688,400
<b>SERVICES AND SUPPLIES</b>	87,530	95,058	96,326	100,096	100,096
<b>OTHER CHARGES</b>	6,038	3,001	3,695	3,860	3,860
<b>FIXED CHARGES</b>	89,036	132,846	135,624	133,860	133,860
<b>CAPITAL OUTLAY</b>	3,980	2,825	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,692,832</u></b>	<b><u>\$1,840,238</u></b>	<b><u>\$1,867,809</u></b>	<b><u>\$1,900,453</u></b>	<b><u>\$1,926,216</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	3,513	489	1,220	1,238	2,000
CHARGES AND FEES	431,079	542,402	512,742	496,186	492,686
MISCELLANEOUS REVENUES	0	4,838	9,907	0	0
OPERATING TRANSFERS IN	67,791	75,891	77,664	60,000	60,000
<b>TOTAL REVENUES</b>	<b><u>\$502,383</u></b>	<b><u>\$623,620</u></b>	<b><u>\$601,533</u></b>	<b><u>\$557,424</u></b>	<b><u>\$554,686</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	271,792	304,396	270,852	281,549	285,295
SERVICES AND SUPPLIES	224,401	213,671	200,590	199,901	199,901
OTHER CHARGES	0	180	1,540	1,540	1,540
FIXED CHARGES	18,386	23,201	21,377	21,230	21,230
CAPITAL OUTLAY	1,416	748	6,900	13,200	2,200
OPERATING TRANSFERS OUT	0	33,779	34,961	34,961	34,961
DEPRECIATION	26,403	30,291	33,400	30,493	20,681
<b>TOTAL EXPENDITURES</b>	<b><u>\$542,398</u></b>	<b><u>\$606,266</u></b>	<b><u>\$569,620</u></b>	<b><u>\$582,874</u></b>	<b><u>\$565,808</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

**Fund: INFORMATION SERVICES 55**  
**Department: FINANCE 035**  
**Program: INFORMATION SERVICES 455**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	101,053	17,455	19,000	20,000	20,000
CHARGES AND FEES	1,782,891	2,340,937	2,453,990	2,395,273	2,395,273
MISCELLANEOUS REVENUES	23,744	150	0	0	0
OPERATING TRANSFERS IN	27,187	27,025	6,400	0	0
<b>TOTAL REVENUES</b>	<b><u>\$1,934,875</u></b>	<b><u>\$2,385,567</u></b>	<b><u>\$2,479,390</u></b>	<b><u>\$2,415,273</u></b>	<b><u>\$2,415,273</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	1,191,425	1,368,229	1,399,913	1,406,527	1,428,065
SERVICES AND SUPPLIES	274,032	649,084	565,111	604,250	534,250
OTHER CHARGES	11,547	227,263	350	150	150
FIXED CHARGES	75,082	93,156	91,813	88,166	88,166
CAPITAL OUTLAY	312,205	81,246	490,000	545,000	565,000
OPERATING TRANSFERS OUT	0	120,092	124,295	124,295	124,295
DEPRECIATION	103,293	130,409	209,536	192,516	174,550
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,967,584</u></b>	<b><u>\$2,669,479</u></b>	<b><u>\$2,881,018</u></b>	<b><u>\$2,960,904</u></b>	<b><u>\$2,914,476</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12****Fund: PBX-TELEPHONE SYSTEM  
Department: FINANCE  
Program: TELEPHONE SYSTEM****53  
030  
435**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	28,791	7,363	7,779	6,530	6,410
CHARGES AND FEES	178,203	203,971	206,623	184,838	184,838
MISCELLANEOUS REVENUES	37	136	28	0	0
OPERATING TRANSFERS IN	55,243	0	10,000	0	0
<b>TOTAL REVENUES</b>	<b><u>\$262,274</u></b>	<b><u>\$211,470</u></b>	<b><u>\$224,430</u></b>	<b><u>\$191,368</u></b>	<b><u>\$191,248</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SERVICES AND SUPPLIES	175,919	169,500	176,447	176,500	176,500
CAPITAL OUTLAY	4,452	16,099	24,195	5,000	5,000
OPERATING TRANSFERS OUT	0	1,673	1,733	1,733	1,733
DEPRECIATION	19,727	24,331	24,330	23,832	13,519
<b>TOTAL EXPENDITURES</b>	<b><u>\$200,098</u></b>	<b><u>\$211,603</u></b>	<b><u>\$226,705</u></b>	<b><u>\$207,065</u></b>	<b><u>\$196,752</u></b>

**CITY OF DALY CITY****Revenue Budget  
2010-11/2011-12**

<b>Fund:</b>	<b>SELF INSURANCE</b>	<b>58</b>
<b>Department:</b>	<b>FINANCE</b>	<b>038</b>
<b>Program:</b>	<b>GENERAL LIABILITY</b>	<b>425</b>

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	138,127	49,833	50,222	50,300	50,300
FROM OTHER AGENCIES	2,990	0	0	0	0
CHARGES AND FEES	1,149,075	1,003,770	1,057,770	1,121,552	1,106,584
MISCELLANEOUS REVENUES	54,523	227,636	63,128	57,550	57,550
<b>TOTAL REVENUES</b>	<b><u>\$1,344,715</u></b>	<b><u>\$1,281,239</u></b>	<b><u>\$1,171,120</u></b>	<b><u>\$1,229,402</u></b>	<b><u>\$1,214,434</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	43,439	47,620	84,022	75,000	60,000
SERVICES AND SUPPLIES	387	164,650	136,260	131,968	132,000
OTHER CHARGES	787,768	728,757	922,328	863,116	896,522
FIXED CHARGES	3,047	3,820	3,937	3,888	3,888
CAPITAL OUTLAY	3,167	411	4,437	5,000	5,000
OPERATING TRANSFERS OUT	0	214,743	124,970	124,970	124,970
<b>TOTAL EXPENDITURES</b>	<b><u>\$837,808</u></b>	<b><u>\$1,160,001</u></b>	<b><u>\$1,275,954</u></b>	<b><u>\$1,203,942</u></b>	<b><u>\$1,222,380</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	125,463	36,733	36,922	37,000	37,000
CHARGES AND FEES	2,328,288	2,309,612	2,133,896	2,134,000	2,134,000
MISCELLANEOUS REVENUES	9,338	4,874	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$2,463,089</u></b>	<b><u>\$2,351,219</u></b>	<b><u>\$2,170,818</u></b>	<b><u>\$2,171,000</u></b>	<b><u>\$2,171,000</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	170,082	186,464	198,181	194,325	197,383
SERVICES AND SUPPLIES	1,032,867	740,473	840,934	918,736	962,478
OTHER CHARGES	850,240	866,646	1,096,680	1,013,400	1,039,000
FIXED CHARGES	3,287	4,312	4,440	4,341	4,341
OPERATING TRANSFERS OUT	0	51,461	53,262	53,262	53,262
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,056,476</u></b>	<b><u>\$1,849,356</u></b>	<b><u>\$2,193,497</u></b>	<b><u>\$2,184,064</u></b>	<b><u>\$2,256,464</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>CHARGES AND FEES</b>	115,422	198,564	284,822	277,081	277,081
<b>MISCELLANEOUS REVENUES</b>	6,637	8,734	20,444	12,500	12,500
<b>TOTAL REVENUES</b>	<b><u>\$122,059</u></b>	<b><u>\$207,298</u></b>	<b><u>\$305,266</u></b>	<b><u>\$289,581</u></b>	<b><u>\$289,581</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	805,290	785,291	769,319	762,164	772,418
<b>SERVICES AND SUPPLIES</b>	51,324	59,184	70,207	65,498	65,498
<b>OTHER CHARGES</b>	1,201	122,265	33,909	10,500	10,500
<b>FIXED CHARGES</b>	639,188	795,373	822,052	819,691	819,691
<b>CAPITAL OUTLAY</b>	0	0	0	500	500
<b>OPERATING TRANSFERS OUT</b>	0	313,242	324,205	324,205	324,205
<b>DEPRECIATION</b>	0	3,884	4,661	4,700	4,700
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,497,003</u></b>	<b><u>\$2,079,239</u></b>	<b><u>\$2,024,353</u></b>	<b><u>\$1,987,258</u></b>	<b><u>\$1,997,512</u></b>

**FINANCE & ADMINISTRATIVE SERVICES Full-Time Salaried Position Listing**

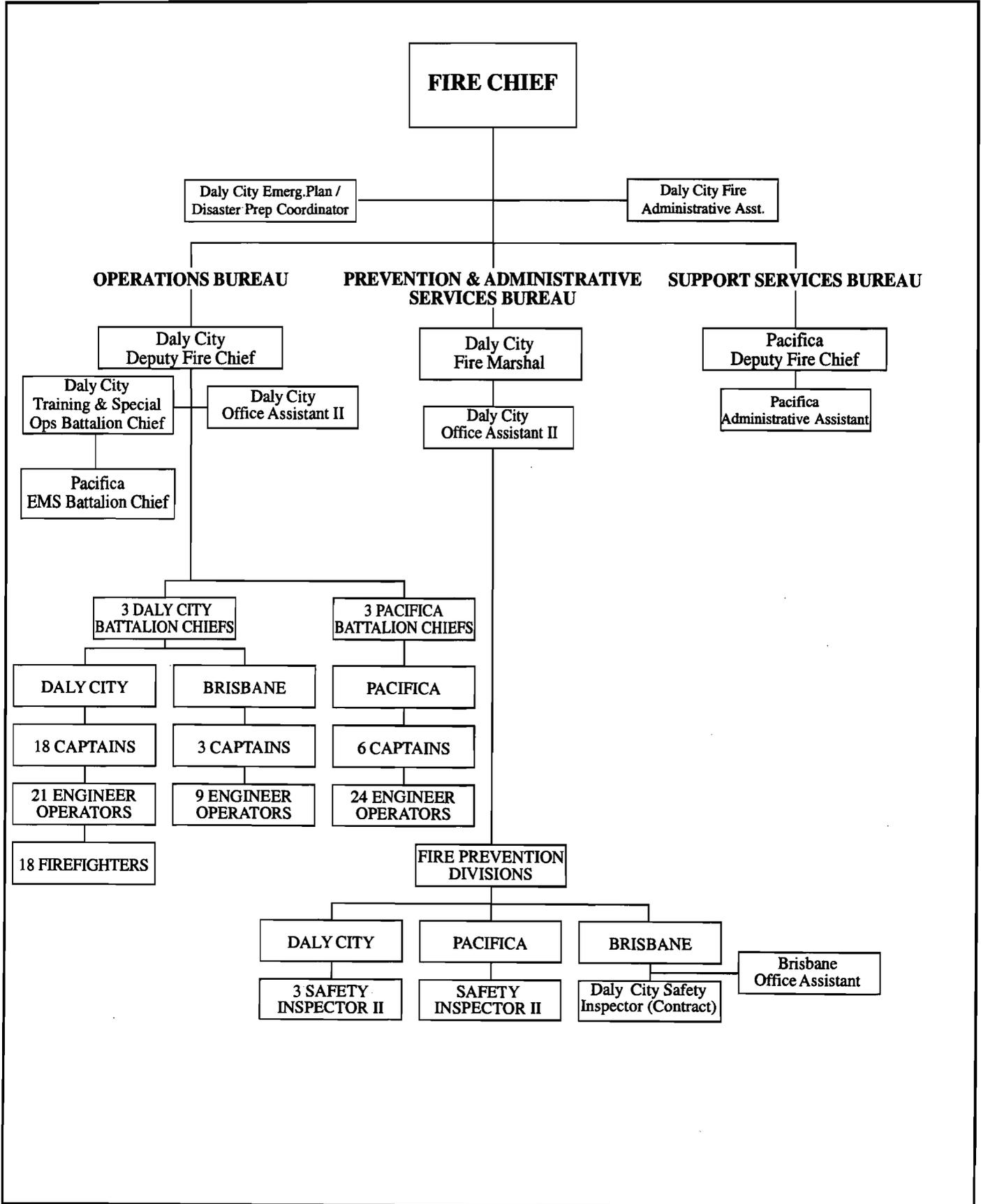
Classification	Range	2008-09	2009-10	2010-11	2011-12
<b>01-030-030</b>					
Director Of Finance & Admin Services	M442	1	1	1	1
Deputy Dir Of Finance & Admin Services	M311	0.30	0.30	0.30	0.30
Accounting Services Manager	U080	1	1	1	1
Accountant	U065	1	1	1	1
Payroll Supervisor	U060	1	1	1	1
Central Services & Purchasing Supervisor	U059	0.50	0.50	0.50	0.50
Senior Accounting Technician	Z042	1	1	1	1
Senior Finance Office Assistant	U034	0.30	0.30	0.30	0.30
Account Clerk III	Z033	2	2	2	2
Account Clerk II	Z029	4.95	4.95	4.95	4.95
Account Clerk I	Z025	0.50	1.00	1.00	1.00
<b>52-032-063</b>					
<b>Central Services</b>					
Central Services & Purchasing Supervisor	U059	0.50	0.50	0.50	0.50
Offset Duplicating Machine Operator	X030	1	1	0	0
Parking Meter Worker/Stores Clerk	X027	1	1	1	1
<b>55-035-455</b>					
<b>Information Services</b>					
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	2	2
Systems Analyst	U053	1	1	1	1
Information Services Administrator	U044	1	1	1	1
PC/LAN Technician	U042	3	3	3	3
<b>58-038-424</b>					
<b>Risk Management</b>					
Deputy Dir Of Finance & Admin Serv	M311	0.70	0.70	0.70	0.70
Senior Finance Office Assistant	U034	0.70	0.70	0.70	0.70
<b>41-034-034</b>					
<b>Utility Billing</b>					
Utility Billing Supervisor	U053	1	1	1	1
Lead Meter Reader	X037	1	1	1	1
Meter Reader	X027	1	1	1	1
Account Clerk II	Z029	3	3	3	3
Cashier	Z029	1	1	1	1
		<b>35.45</b>	<b>35.95</b>	<b>34.95</b>	<b>34.95</b>





# North County Fire Authority FIRE DEPARTMENT

Fiscal Years 2010-2011 and 2011-2012



# **FIRE DEPARTMENT**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

- **Operations**

Provides emergency response to fires, basic and advanced life support medicals, vehicle accidents, technical rescues, hazardous materials, explosions, floods, earthquakes and non-emergency public service calls, through a consistent state of readiness and in meeting identified performance measurements. Additionally, fire companies annually complete life safety and fire prevention inspections of businesses and multifamily occupancies, as well as delivering public education and community outreach.

- **Training**

Ensure the fire organization completes and participates in annual in-service mandatory and recurrent training, all required medical continuing education and certifications, along with maintaining license and training records, administering skills testing, course development and instruction, maintaining and updating training materials, setting standards, assisting in recruitments and testing all designed to attain and provide for high level of proficiency and excellence.

- **Business Operations**

Provide overall administration and leadership for all aspects of the organization, creation and implementation of goals, priorities, objectives, performance measurements and outcomes, fiscal management, policy development and direction, strategic planning, accounting, human resources, payroll, facilities, grounds and fleet maintenance, along with purchasing of goods, supplies and equipment, as well as analysis of fire resources deployment.

- **Life Safety & Fire Prevention**

Ensures compliance and is responsible for administering the California Fire Code, Titles 19 and 24 of the California Code of Regulations and nationally recognized standards and practices, as well as conformance with fire and life safety requirements established by local, State and Federal government, as it relates to new and existing businesses, schools, multifamily and permitted occupancies. Further, services are provided for new construction plan reviews and inspections, vegetation management and weed abatement, hazardous materials storage and use, hazard abatement, along with fire cause and origin investigations, community awareness and safety programs, public education and outreach.

## ***CORE SERVICES (continued)***

### **• Emergency Planning & Disaster Preparedness**

Provides emergency planning, preparedness, training, public awareness and education, CERT coordination, policy and procedure development, emergency coordination and homeland security activities in collaboration with city departments and community stakeholders. Participates in prevention, mitigation, recovery and response planning for natural and human made emergencies and or disasters, additionally develops and maintains emergency operations documents.

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

### **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
- 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.

# **FIRE DEPARTMENT**

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## ***BIENNIAL BUDGET OUTCOMES***

- Achieve an overall “Customer Satisfaction” rating of 95% or greater in the delivery of emergency services.
- Stop the escalation of a medical emergency where found. Typically, this means administering advanced life support and/or minor medical treatment. A fire company shall arrive within 4 minutes travel to 90% of all medical emergencies.
- Stop the escalation of a structure fire where found. Typically, this means conducting a search and rescue for any victims, confining fire damage near the room of origin; plus limiting heat and smoke damage to the area or floor of fire origin, ventilation, rapid intervention rescue for trapped firefighters, property salvage and crew rotation for rehabilitation. A fire company shall arrive within 4 minutes travel to 90% to all structure fires and 90 % of the time hold the fire to the area of origin.
- Complete annual mandatory, certification and recurrent training of all fire personnel, which will average at least 220 hours annually per each personnel.
- Complete required in-service on duty continuing education hours, infrequent skills and certifications of all paramedics and emergency medical technicians, which totals annually 24 hours for each paramedic and 12 hours for each emergency medical technician.
- Provide overall administration and leadership for all aspects of the organization, creation and implementation of goals, priorities, objectives, performance measurements and outcomes, fiscal management, policy development and direction, strategic planning, accounting, human resources, payroll, facilities, grounds and fleet maintenance, along with purchasing of goods, supplies and equipment, as well as analysis of fire resources deployment.
- Complete annual fire and safety inspections and re-inspections of all commercial, permitted and multi-family occupancies by fire companies and dedicated inspectors. Additionally complete all plan reviews and related inspections within specified time line.
- Complete all inspections and re-inspections of land parcels through the “Vegetation Abatement and Management Program” with assistance from property owners, typically with 100% compliance.
- Provide emergency planning, preparedness, training, public awareness and education, CERT coordination, policy and procedure development, emergency coordination and homeland security activities in collaboration with city departments and community stakeholders.
- Continue providing community outreach and public education programs designed to prevent fire, injuries and accidents, and making for a safer city. This includes annually visiting school classrooms, seniors, neighborhood groups, safety fairs, etc.

## ***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET***

- Holding vacant 1 office assistant II.
- Holding vacant 1 safety inspector.
- Holding vacant 1 battalion chief.
- Reduced funding for travel & meetings, training & education and office supplies.
- Reduced funding for public education materials.
- Reduced funding for disaster preparedness training materials.

**CITY OF DALY CITY**

**PERFORMANCE MEASURES**

Measure	2008-09 Actual	2009-10 Estimate	2010-11 Projected	2011-12 Projected
90% of medical emergency responses by a paramedic fire company will arrive within 4 minutes or less travel time	91%	92%	90%	90%
90% of fire emergency responses by a fire company will arrive within 4 minutes or less travel time	91%	90%	90%	90%
90% fire confinement success rate in holding structure fires to the area origin. (National average is 50%)	92%	93%	90%	90%
95% overall excellent customer service satisfaction rating	98%	98%	95%	95%
220 hours of annual mandatory, certification and recurrent training on average for each firefighter will be completed	240 hrs	240 hrs	220 hrs	220 hrs
100% completion of annual required in-service on duty continuing education hours, infrequent skills and certifications, totaling 24 hours for each paramedic and 12 hours for each emergency medical technician	100%	100%	100%	100%
98% of annual fire and life safety inspections and re-inspections completed by fire companies and dedicated fire inspectors for all commercial, permitted and multi-family occupancies	99%	99%	100%	100%
Three neighborhood groups yearly will receive 20 hours each of community emergency response team training (CERT), as well as emergency planning and preparedness training	4 Groups	4 Groups	3 Groups	3 Groups

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund: GENERAL FUND 01**  
**Department: FIRE DEPARTMENT 220**  
**Program: FIRE 220**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
LICENSES AND PERMITS	111,762	62,366	58,200	58,200	58,200
FINES AND FORFEITURES	66	808	0	0	0
CHARGES AND FEES	830,852	1,273,478	1,167,407	965,944	968,355
MISCELLANEOUS REVENUES	128,214	140,514	85,151	4,000	4,000
<b>TOTAL REVENUES</b>	<b><u>\$1,070,894</u></b>	<b><u>\$1,477,166</u></b>	<b><u>\$1,310,758</u></b>	<b><u>\$1,028,144</u></b>	<b><u>\$1,030,555</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	12,600,905	12,752,671	12,977,734	12,903,827	13,166,658
SERVICES AND SUPPLIES	577,963	583,048	604,429	644,270	644,270
OTHER CHARGES	64,672	42,269	20,720	47,665	47,665
FIXED CHARGES	751,070	824,867	747,255	740,575	740,575
CAPITAL OUTLAY	42,024	30,165	42,129	42,129	42,129
OPERATING TRANSFERS OUT	172,561	171,968	170,000	70,000	70,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$14,209,195</u></b>	<b><u>\$14,404,988</u></b>	<b><u>\$14,562,267</u></b>	<b><u>\$14,448,466</u></b>	<b><u>\$14,711,297</u></b>

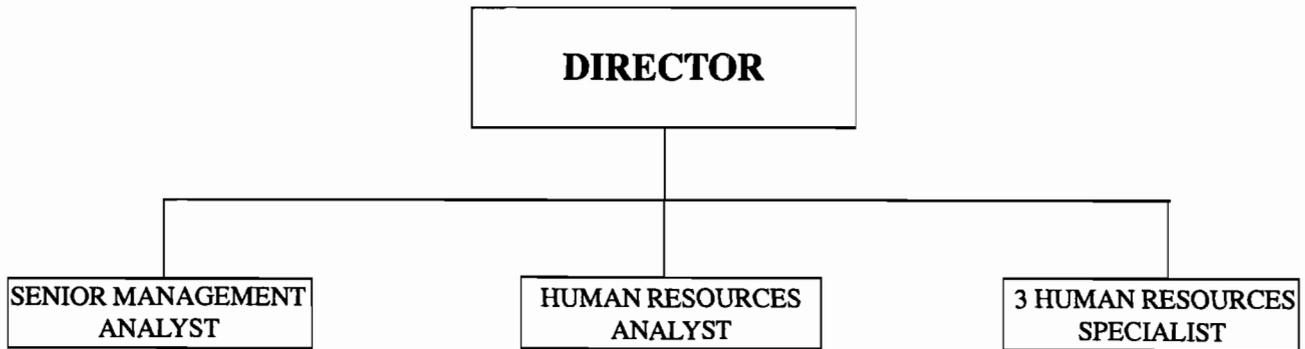
**FIRE****Full-Time Salaried Position Listing**

<b>Classification</b>	<b>Range</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>01-220-220</b>					
Fire Chief	M442	1	1	1	1
Deputy Fire Chief	M349	0	0	1	1
Fire Marshal/Fire Prevention Services Chief	M349	1	1	1	1
Comm Emergency Plan/Disaster Prep Coord	U105	1	1	1	1
Fire Battalion Chief	G275	5	5	4	4
Fire Safety Inspector II	I270	5	5	4	4
Fire Captain	F265	18	18	18	18
Fire Engineer Operator	F255	21	21	21	21
Firefighter	F250	18	18	18	18
Administrative Assistant	U045	1	1	1	1
Office Assistant II	Z022	3	3	2	2
		<u>74</u>	<u>74</u>	<u>72</u>	<u>72</u>





**City of Daly City**  
**HUMAN RESOURCES**  
Fiscal Years 2010-2011 and 2011-2012



**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

	2007-08	2008-09	2009-10	2010-11	2011-12
REVENUES	Actual	Actual	Estimated	Approved	Approved
MISCELLANEOUS REVENUES	0	0	1,350	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$1,350</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
EXPENDITURES	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	697,151	748,653	774,647	797,626	810,165
SERVICES AND SUPPLIES	225,113	256,126	191,087	248,253	249,104
OTHER CHARGES	53,932	60,420	45,652	48,991	56,847
FIXED CHARGES	44,397	51,196	51,385	50,084	50,084
DEBT SERVICE	71,316	71,316	52,301	44,932	47,179
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,091,909</u></b>	<b><u>\$1,187,711</u></b>	<b><u>\$1,115,072</u></b>	<b><u>\$1,189,886</u></b>	<b><u>\$1,213,379</u></b>

# **HUMAN RESOURCES**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

- **Employee Health and Welfare**  
Administer employee health and welfare benefits.
- **Recruitment and Selection**  
Administer recruitment and selection process.
- **Labor and Employee Relations**  
Manage the collective bargaining process and ensure that contractual changes are implemented.
- **Workforce Resources and Development**  
Coordinate employee training and professional development opportunities for employees.
- **Classification and Compensation**  
Evaluate employee compensation and classification.
- **Employee Events**  
Administer employee recognition program.

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

- Continue to develop and promote succession planning and workforce management activities throughout the city through the Management Talent Exchange Program, and 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.

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

- Promote staff development by providing technical training opportunities, employment issue updates and professional development for individuals and groups of employees.
- Continue to conduct exit interviews to solicit recommendations and feedback from employees retiring and leaving City employment.

***BIENNIAL BUDGET OUTCOMES***

- Complete negotiations with 12 unions and associations and administer labor contracts and agreements.
- Complete revision of Rules and Regulations of the Classified Service.
- Work with departments to resolve employee-employer problems at the lowest and least detrimental level.
- Provide services in a manner that serves the overall best interests of the City.
- Continue to research, analyze and implement processes and procedures to increase efficiency and effectiveness in Human Resources management and delivery.
- Collaborate with other agencies to provide cost effective employee training opportunities.

***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET***

- Elimination of an hourly employee.
- Reduction of funding for employee service recognition event

## **HUMAN RESOURCES**

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### ***PERFORMANCE MEASURES***

<b>Performance Measure</b>	<b>Methodology</b>	<b>System</b>	<b>Type of Performance Measure</b>
Provide effective, efficient and timely administration of employee health and welfare benefits	90% of employees survey that use services rate the overall quality of customer service related to health and welfare inquiries and/or accessibility of information as good or excellent	Internal survey	Outcome
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	90% of City departments using the services rate the overall quality of the recruitment process as good or excellent	Internal survey	Outcome
Promote employee development by providing training opportunities, professional development and succession planning for individuals and groups of employees Citywide.	90% of participants rate the overall quality of HR sponsored trainings and development programs as good or excellent	Internal survey	Outcome

**HUMAN RESOURCES**

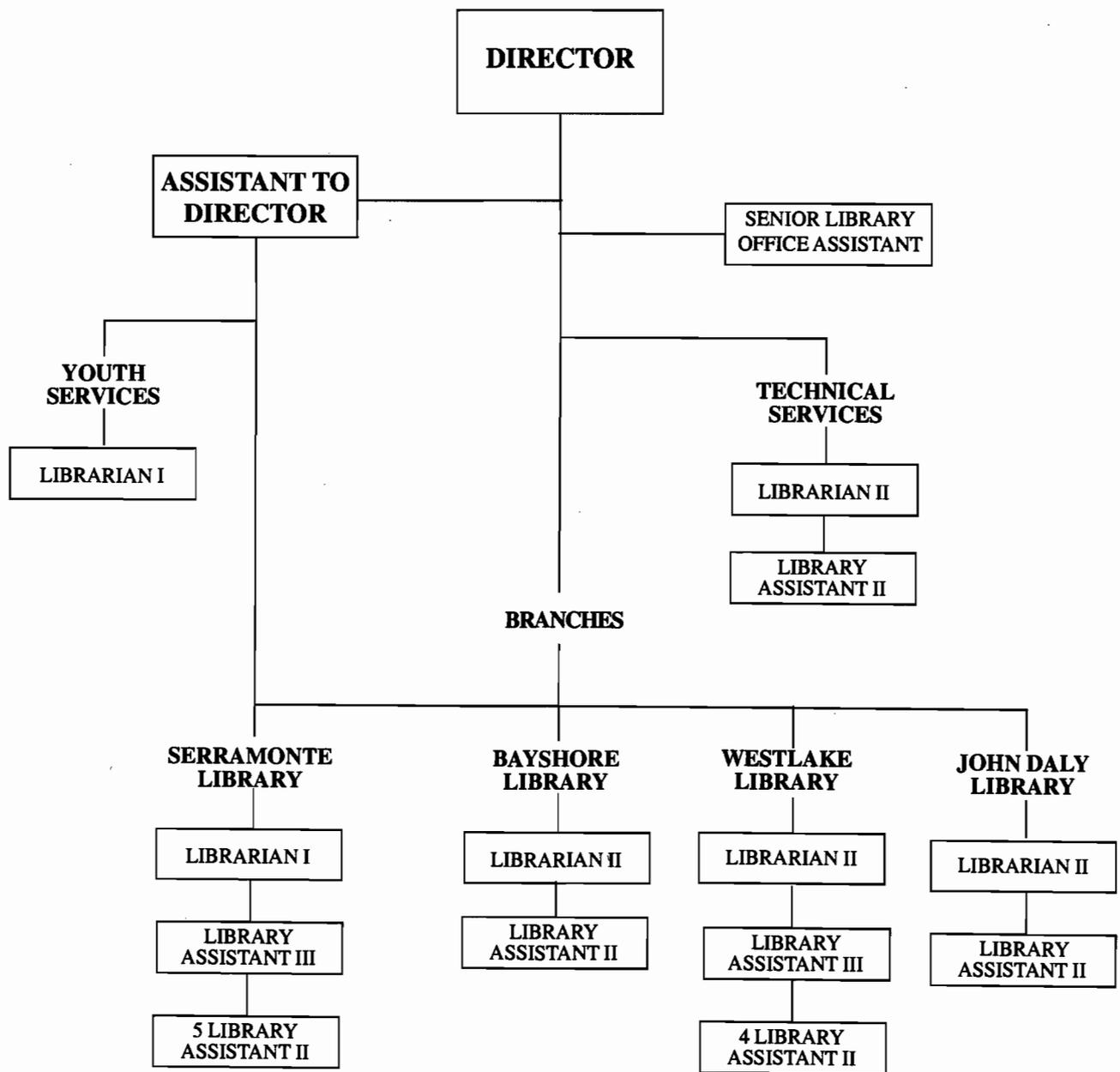
**Full-Time Salaried Position Listing**

Classification	Range	2008-09	2009-10	2010-11	2011-12
<b>01-070-070</b>					
Director of Human Resources	M428	1	1	1	1
Senior Management Analyst	U074	1	1	1	1
Human Resource Analyst	U053	1	1	1	1
Human Resource Specialist	U040	3	3	3	3
		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>



# City of Daly City PUBLIC LIBRARY

Fiscal Years 2010-2011 and 2011-2012



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

# **LIBRARY**

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## ***DEPARTMENT MISSION STATEMENT***

Preserving Yesterday, Informing Today, Inspiring Tomorrow

## ***CORE SERVICES***

- **Materials Circulation**  
Materials in all formats, including electronic resources (e-books, digital files, etc.), Business-day delivery from all PLS Libraries and shared catalog.
- **Technical and Administrative Services**  
Book processing, repair and cataloging and administrative support (supply ordering, invoice processing, meeting room rental, facility maintenance requests and oversight of all library operations).
- **Internet Access**  
Provide dedicated computer labs in each facility, research computers, and wireless access.
- **Information Services**  
Reference and research assistance, online tutoring and electronic database access, in-library and remote access, City of Daly City official information, community service information and connections.
- **Youth Services**  
Summer reading programs for teens and younger children, weekly story times at all branches and class visits at schools and in the libraries.

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

### **Community Building/Communication**

- Continue to provide the best possible programs, books, DVDs, CDs, books on tape, e-books and downloadable books, electronic resources and periodical subscriptions to meet the diverse informational and recreational needs of the community.
- Proactively solicit community input to ensure the currency and relevancy of library services to all segments of the community.
- Provide high-speed wireless and computer workstation internet access at all facilities as well as instruction in the use of electronic resources and research options.
- Employ well-trained, friendly and helpful staff that enjoys working with people of all ages and cultures.

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

### **Aesthetics**

- Begin the planning process for a new Serramonte Main Library with adequate parking, defined research/reading/meeting spaces for all generations, incorporate the best and most appropriate technology and anticipate future needs of the customer and community.
- Work with other departments and the community to combat graffiti and support the “green” policy throughout the City.
- Act as a resource to other City departments and residents who wish to replicate the Xeriscape demonstration gardens at the existing Serramonte Main Library.

### **Quality of Life**

- Continue work on the Daly City Library Associates with a goal of creating a 501(c)(3) and new revenue source for the new Serramonte Main Library and other library enhancements.
- Promote the use of electronic resources such as Brainfuse to both student and job-seeking residents.
- Provide educational and recreational programs for both youth and adults, including summer reading programs and author visits.

### **Economic Viability/Sustainability**

- Provide resources to the local business community through in-library outreach and virtually via website links and electronic resources.
- Expand resources to job seekers through community partnerships and programs.
- Train staff to remain current with the continually changing technological environment in today’s libraries.
- Develop and implement a succession/leadership plan to meet future needs.

## **BIENNIAL BUDGET OUTCOMES**

- Continue to provide a wide range of materials for circulation, both at our facilities, through the PLS network and electronically via the library catalog. Based on past performance the Library anticipates a steady increase in circulation, despite fewer open hours.
- The number of visitors to the libraries is also anticipated to increase, as we continue to provide high speed internet access, instruction in computer use and internet searching, and a variety of library programming for all ages.

# LIBRARY

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## ***BIENNIAL BUDGET OUTCOMES (continued)***

- Use of the Library's electronic resources, both system shared and those contracted for separately, should also increase as patrons turn to these services for homework help, job searches and other research needs.

## ***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET***

- Reduction of 18 public service hours – 12 at the Serramonte Main Library and 6 at the Westlake Branch implemented March 30, 2009. Further reductions of 15 service hours would be made with the adoption of the 2010-2012 Biennial Budget.
- Reduction of \$30,000 in the library materials budget in Fiscal Year 2009/10. Further reduction of \$20,000 would be made with the adoption of the 2010-2012 Biennial Budget.
- Reduction in the number of summer reading program performers from 12 to 6.
- Loss of one librarian position, and significant reduction in part-time hours due to the reduction in service hours and book budget.

## ***PERFORMANCE MEASURES***

Measure	2008-09 Actual	2009-10 Estimate	2010-11 Projected	2011-12 Projected
Library materials check-outs	664,348	681,254	697,604	714,274
Number of visitors to the Libraries	593,809	621,124	649,695	679,580
Patron use of electronic resources	207,800	217,151	226,922	237,133
Percentage of returned materials that are accurately shelved within 48 hours	-	-	90%	95%

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

**Fund: GENERAL FUND 01**  
**Department: PUBLIC LIBRARY 120**  
**Program: LIBRARY 120**

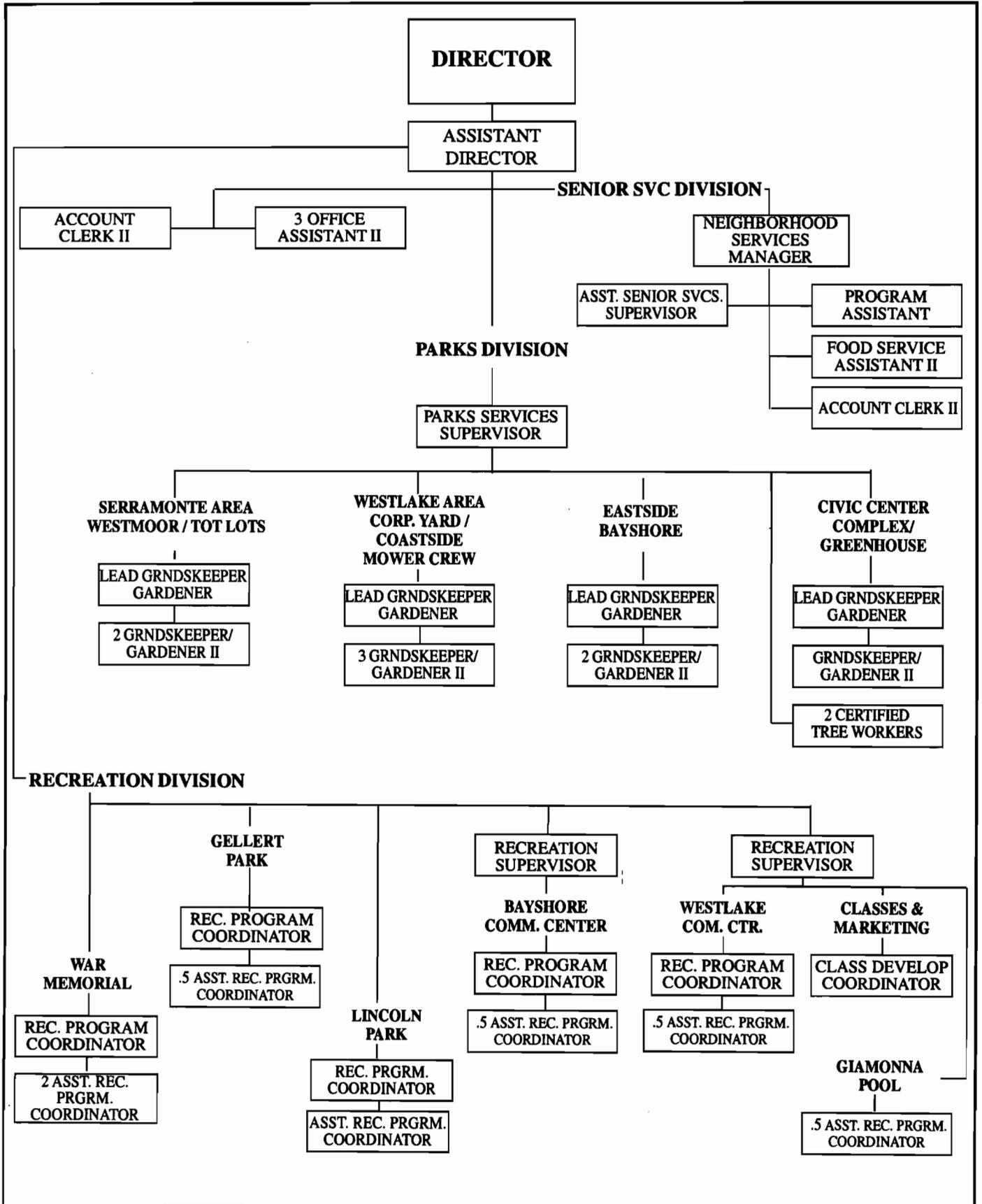
<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	3,690	2,388	2,229	3,000	3,000
FROM OTHER AGENCIES	262,079	294,178	272,411	261,390	261,390
CHARGES AND FEES	181,063	131,373	131,015	129,400	129,400
MISCELLANEOUS REVENUES	58,467	76,191	62,875	70,065	71,065
<b>TOTAL REVENUES</b>	<b><u>\$505,299</u></b>	<b><u>\$504,130</u></b>	<b><u>\$468,530</u></b>	<b><u>\$463,855</u></b>	<b><u>\$464,855</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	2,436,879	2,611,729	2,640,425	2,575,913	2,619,287
SERVICES AND SUPPLIES	602,845	619,607	605,248	590,535	595,231
OTHER CHARGES	9,782	6,769	8,540	7,570	7,370
FIXED CHARGES	369,670	431,118	433,249	421,043	421,043
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,419,176</u></b>	<b><u>\$3,669,223</u></b>	<b><u>\$3,687,462</u></b>	<b><u>\$3,595,061</u></b>	<b><u>\$3,642,931</u></b>



# City of Daly City

## PARKS AND RECREATION DEPARTMENT

Fiscal Years 2010-2011 and 2011-2012



# **PARKS AND RECREATION DEPARTMENT**

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## ***DEPARTMENT MISSION STATEMENT***

Support the community's quality of life by providing healthy lifestyle choices and crime prevention opportunities through people, parks and programs.

## ***CORE SERVICES***

- Provides active and passive programs to promote family wellness, lifelong learning for people of all ages, engage children in active healthy and positive crime-prevention activities and provide a curriculum of athletic programs to address childhood obesity and promote an active lifestyle.
- Deliver customer service-driven services at the Doelger Senior Center, Lincoln Community Center and War Memorial Community Center for adults 50+ and adults with disabilities. Provide wellness activities and offer prevention from isolation through healthy and positive social interactions for our culturally diverse community. Provide nutritious meals with a focus on those living alone, low income, and culturally diverse to promote a healthy senior community and insure they stay connected to vital resources.
- Parks Division staff is responsible for keeping all parks, medians and right of ways clean, safe, and well maintained, provide outdoor recreation opportunities and maintain the urban forest in a safe and healthy condition.
- Work with other service providers to seamlessly provide high quality unduplicated programs to meet the needs of our citizens through culturally and language appropriate means.

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

This Department supports City-wide priorities through the following:

- Provide cost recovering activities, including classes and specialty programs that reduce social isolation and promote community building.
- Collaborate to improve public safety through multilingual fall prevention education, emergency preparedness workshops and referral services for greater access to healthy solutions to aging in place.
- Adjust maintenance service levels to meet the changing needs of each park and tot lot to ensure the most heavily used parks are maintained appropriately.
- Maintain landscaping in a healthy, disease free manner using Integrated Pest Management techniques to help reduce the use of pesticides.

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

- Provide recreation programs for young people that facilitate the prevention of our young people from being involved in criminal activities.
- Support the Parks and Recreation Commission by preparing agenda packets, relating Commission communication to the City Council and staffing the Commission meetings.
- Provide Community Recreation Programs that facilitate diverse populations interacting together in a positive environment that promotes understanding.

### ***BIENNIAL BUDGET OUTCOMES***

- Support the reduction of chronic disease in our aging population through healthy lifestyle, wellness, and fitness activities.
- Provide lifelong learning opportunities for the community to encourage active minds working and enjoying together and to promote positive brain health.
- Provide multi-cultural and multi-generational activities for community members to engage in and to enhance quality diverse interaction.
- Create opportunity for quality volunteer activity that promotes and teaches leadership and enhances staff productivity.
- We will help prevent childhood obesity in our young people by providing year round active recreational programs and athletic leagues.
- We will provide a safe environment for our young people after school at sites throughout our community.

### ***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET***

- Department wide budget adjustment of over \$700,000 in program reductions and fee increases.
- Opening of the War Memorial Community Center.
- The elimination of JUHSD support of adult education classes.
- Award of over \$1 million in grants and awards to the City through department staff efforts.
- Utilization of community volunteers for various community enriching experiences with a value in excess of \$750,000.
- City Council funding of \$4,200,000 for the new Giammona Community Swimming Pool.

## PARKS AND RECREATION DEPARTMENT

### *PERFORMANCE MEASURES*

Measure	2008-09 Actual	2009-10 Estimate	2010-11 Projected	2011-12 Projected
Provide quality recreational opportunities that promote lifelong wellness and prevent isolation, through healthy and positive social interactions	-	-	85% of residents rating City efforts at providing programs as helpful to residents.	85% of residents rating City efforts at providing programs to help seniors that live on their own, as good or excellent.
Provide supportive supervision, training, space, and time for residents to contribute their skills and knowledge to the betterment of our community.	40% of volunteer run activities in our centers.	50% of volunteer run activities in our centers.	55% of volunteer run activities in our centers.	60% of volunteer run activities in our centers.
Provide nutritious meals to seniors, targeting low income, diverse, alone	35% of our target population participating in our lunch programs.	45% of our target population participating in our lunch programs.	50% of our target population participating in our lunch programs.	50% of our target population participating in our lunch programs.
Annual class registration transactions	-	9,800	8,000	8,000
Annual facility reservation transactions	-	480	510	525
Maintain parks, medians and landscaping in a healthy, safe and clean manner	-	-	85% of residents rating Parks acceptable or better.	85% of residents rating Parks acceptable or better.
Offer volunteer opportunities to individuals and groups	1000 hours	2200 hours	2500 hours	3000 hours

## CITY OF DALY CITY

### PERFORMANCE MEASURES (continued)

Measure	2008-09 Actual	2009-10 Estimate	2010-11 Projected	2011-12 Projected
Collaborate with our community partners to enrich the lives of our residents through multicultural and multigenerational programming, creating a sense of belonging and well-being.	-	-	# of community partners to provide a successful special event or program	# of community partners to provide a successful special event or program
Engage youth and teens in positive interactions, leadership opportunities and provide healthy lifestyles during the critical after school hours, in addition to nights and weekends, to prevent their potential involvement in social concerns (gang activities, obesity and drug use).	-	-	% of participants reporting that services made a positive difference in their lives	% of participants reporting that services made a positive difference in their lives
Provide cost effective enrichment activities, classes and specialty programs that enhance social interaction and community building.	-	-	\$'s generated by class/program / % of participants reporting that services made a positive difference in their lives	\$'s generated by class/program / % of participants reporting that services made a positive difference in their lives

**CITY OF DALY CITY****Department Summary****2010-11/2011-12****PARKS & RECREATION**

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
RENTS AND INTEREST	462,056	469,988	497,960	511,198	511,198
FROM OTHER AGENCIES	509,242	673,691	627,098	482,589	482,589
CHARGES AND FEES	241,766	293,273	271,866	229,793	229,793
PROGRAM FEES	1,244,355	1,213,169	1,194,766	1,486,074	1,486,074
MISCELLANEOUS REVENUES	213,546	206,880	237,640	225,644	225,609
OPERATING TRANSFERS IN	556,875	624,056	585,855	556,673	564,324
<b>TOTAL REVENUES</b>	<b><u>\$3,227,840</u></b>	<b><u>\$3,481,057</u></b>	<b><u>\$3,415,185</u></b>	<b><u>\$3,491,971</u></b>	<b><u>\$3,499,587</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	5,821,114	6,052,513	5,903,359	5,617,353	5,676,463
SERVICES AND SUPPLIES	1,297,376	1,154,543	1,144,657	1,035,246	1,035,280
PROGRAM COSTS	444,580	398,671	357,569	361,670	361,670
OTHER CHARGES	19,900	29,671	28,985	30,740	28,990
FIXED CHARGES	1,991,762	2,493,437	2,480,915	2,419,152	2,419,152
CAPITAL OUTLAY	15,157	1,552	750	2,460	4,204
OPERATING TRANSFERS OUT	39,535	10,850	21,700	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$9,629,424</u></b>	<b><u>\$10,141,237</u></b>	<b><u>\$9,937,935</u></b>	<b><u>\$9,466,621</u></b>	<b><u>\$9,525,759</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12**

<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>PARKS &amp; RECREATION</b>	<b>130</b>
<b>Program:</b>	<b>PARKS &amp; RECREATION ADMIN</b>	<b>130</b>

<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	638,792	652,476	627,644	544,802	554,189
<b>SERVICES AND SUPPLIES</b>	22,416	19,258	20,900	21,050	21,050
<b>OTHER CHARGES</b>	5,389	2,526	2,250	2,730	980
<b>FIXED CHARGES</b>	95,151	111,923	110,912	107,528	107,528
<b>CAPITAL OUTLAY</b>	0	100	0	0	0
<b>OPERATING TRANSFERS OUT</b>	0	1,670	3,340	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$761,748</u></b>	<b><u>\$787,953</u></b>	<b><u>\$765,046</u></b>	<b><u>\$676,110</u></b>	<b><u>\$683,747</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

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

**01  
131  
140**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	345,380	346,085	369,380	369,718	369,718
FROM OTHER AGENCIES	20,000	20,000	15,520	15,520	15,520
CHARGES AND FEES	0	0	0	0	0
PROGRAM FEES	134,339	146,482	218,448	423,505	423,505
MISCELLANEOUS REVENUES	22,075	23,044	20,000	20,000	20,000
<b>TOTAL REVENUES</b>	<b><u>\$521,794</u></b>	<b><u>\$535,611</u></b>	<b><u>\$623,348</u></b>	<b><u>\$828,743</u></b>	<b><u>\$828,743</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	2,011,769	2,045,181	1,889,248	1,897,171	1,914,172
SERVICES AND SUPPLIES	495,357	517,726	487,257	493,757	493,757
PROGRAM COSTS	77,764	79,071	60,750	60,750	60,750
OTHER CHARGES	4,405	2,072	2,560	3,660	3,660
FIXED CHARGES	1,263,033	1,631,757	1,641,063	1,595,758	1,595,758
OPERATING TRANSFERS OUT	0	4,100	8,190	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,852,328</u></b>	<b><u>\$4,279,907</u></b>	<b><u>\$4,089,068</u></b>	<b><u>\$4,051,096</u></b>	<b><u>\$4,068,097</u></b>

**CITY OF DALY CITY****Revenue Budget  
2010-11/2011-12****Fund: GENERAL FUND  
Department: PARKS & RECREATION  
Program: SPECIAL PROGRAMS****01  
131  
164**

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
RENTS AND INTEREST	116,676	123,903	128,580	141,480	141,480
PROGRAM FEES	974,469	940,020	802,796	888,969	888,969
MISCELLANEOUS REVENUES	19,298	17,850	17,850	17,850	17,850
<b>TOTAL REVENUES</b>	<b><u>\$1,110,443</u></b>	<b><u>\$1,081,773</u></b>	<b><u>\$949,226</u></b>	<b><u>\$1,048,299</u></b>	<b><u>\$1,048,299</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	674,309	615,885	587,869	568,663	573,022
SERVICES AND SUPPLIES	135,436	117,092	122,333	123,074	123,074
PROGRAM COSTS	313,622	281,670	263,883	267,920	267,920
OTHER CHARGES	919	1,284	825	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,124,286</u></b>	<b><u>\$1,015,931</u></b>	<b><u>\$974,910</u></b>	<b><u>\$959,657</u></b>	<b><u>\$964,016</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

**Fund: GENERAL FUND 01**  
**Department: PARKS & RECREATION 133**  
**Program: PARKS MAINTENANCE 160**

	2007-08	2008-09	2009-10	2010-11	2011-12
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>CHARGES AND FEES</b>	33,357	34,032	34,716	25,356	25,356
<b>MISCELLANEOUS REVENUES</b>	23,900	5,700	19,490	0	0
<b>TOTAL REVENUES</b>	<b><u>\$57,257</u></b>	<b><u>\$39,732</u></b>	<b><u>\$54,206</u></b>	<b><u>\$25,356</u></b>	<b><u>\$25,356</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,648,438	1,737,241	1,782,760	1,756,211	1,776,958
<b>SERVICES AND SUPPLIES</b>	195,792	194,872	199,560	114,950	114,984
<b>OTHER CHARGES</b>	4,750	18,021	20,100	20,000	20,000
<b>FIXED CHARGES</b>	356,297	389,016	363,855	359,830	359,830
<b>CAPITAL OUTLAY</b>	10,754	1,452	0	1,710	3,454
<b>OPERATING TRANSFERS OUT</b>	37,857	1,000	2,000	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,253,888</u></b>	<b><u>\$2,341,602</u></b>	<b><u>\$2,368,275</u></b>	<b><u>\$2,252,701</u></b>	<b><u>\$2,275,226</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
FROM OTHER AGENCIES	102,273	88,669	134,509	90,000	90,000
CHARGES AND FEES	208,410	259,242	237,150	204,437	204,437
PROGRAM FEES	135,550	126,672	173,522	173,600	173,600
MISCELLANEOUS REVENUES	148,274	160,287	180,300	187,794	187,759
OPERATING TRANSFERS IN	556,875	624,056	585,855	556,673	564,324
<b>TOTAL REVENUES</b>	<b><u>\$1,151,382</u></b>	<b><u>\$1,258,926</u></b>	<b><u>\$1,311,336</u></b>	<b><u>\$1,212,504</u></b>	<b><u>\$1,220,120</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	594,463	637,549	654,050	586,897	594,513
SERVICES AND SUPPLIES	230,665	212,982	249,094	233,470	233,470
PROGRAM COSTS	53,194	37,929	32,936	33,000	33,000
OTHER CHARGES	4,013	5,643	2,000	3,100	3,100
FIXED CHARGES	277,281	360,742	365,085	356,037	356,037
OPERATING TRANSFERS OUT	0	4,080	8,170	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,159,616</u></b>	<b><u>\$1,258,925</u></b>	<b><u>\$1,311,335</u></b>	<b><u>\$1,212,504</u></b>	<b><u>\$1,220,120</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12**

<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>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	170,625	328,125	212,069	212,069	212,069
<b>TOTAL REVENUES</b>	<b><u>\$170,625</u></b>	<b><u>\$328,125</u></b>	<b><u>\$212,069</u></b>	<b><u>\$212,069</u></b>	<b><u>\$212,069</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	89,933	209,511	130,612	119,799	119,799
<b>SERVICES AND SUPPLIES</b>	199,479	77,100	45,945	48,945	48,945
<b>OTHER CHARGES</b>	0	125	1,250	1,250	1,250
<b>CAPITAL OUTLAY</b>	4,402	0	750	750	750
<b>OPERATING TRANSFERS OUT</b>	1,678	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$295,492</u></b>	<b><u>\$286,736</u></b>	<b><u>\$178,557</u></b>	<b><u>\$170,744</u></b>	<b><u>\$170,744</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

	2007-08	2008-09	2009-10	2010-11	2011-12
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
FROM OTHER AGENCIES	216,344	236,897	165,000	165,000	165,000
<b>TOTAL REVENUES</b>	<b><u>\$216,344</u></b>	<b><u>\$236,897</u></b>	<b><u>\$165,000</u></b>	<b><u>\$165,000</u></b>	<b><u>\$165,000</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	163,408	154,672	150,746	143,810	143,810
SERVICES AND SUPPLIES	18,231	15,511	0	0	0
OTHER CHARGES	425	0	0	0	0
CAPITAL OUTLAY	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$182,064</u></b>	<b><u>\$170,183</u></b>	<b><u>\$150,746</u></b>	<b><u>\$143,810</u></b>	<b><u>\$143,810</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12**

<b>Fund:</b>	<b>GRANTS</b>	<b>28</b>
<b>Department:</b>	<b>PARKS &amp; RECREATION</b>	<b>131</b>
<b>Program:</b>	<b>CALIFORNIA RELEAF ARRA GRANT</b>	<b>180</b>

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	0	0	100,000	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$100,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	0	0	80,432	0	0
<b>SERVICES AND SUPPLIES</b>	0	0	19,568	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$100,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**PARKS & RECREATION**

**Full-Time Salaried Position Listing**

<b>Classification</b>	<b>Range</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>01-130-130</b>					
Director of Parks & Recreation	M428	0.90	0.90	0.90	0.90
Asst. Director of Parks & Recreation	M333	0.50	0.50	0.50	0.50
Secretary III	S038	0.80	0.80	0.00	0.00
Account Clerk II	Z029	0.50	0.50	0.50	0.50
Office Assistant II	Z022	1.80	1.80	1.80	1.80
<b>01-133-160</b>					
<b>Park Maintenance</b>					
Director of Parks & Recreation	M428	0.10	0.10	0.10	0.10
Parks Services Supervisor	U077	1	1	1	1
Lead Groundskeeper/Gardener	X044	4	4	4	4
Secretary III	S038	0.20	0.20	0.00	0.00
Certified Tree Worker	X036	2	2	2	2
Groundskeeper/Gardener II	X030	8	8	8	8
Office Assistant II	Z022	0.30	0.30	0.30	0.30
<b>01-131-140</b>					
<b>Recreation</b>					
Asst Director of Parks & Recreation	M333	0.50	0.50	0.50	0.50
Recreation Supervisor	X049	2	2	2	2
Recreation Program Coordinator	X032	5	5	4	4
Assistant Recreation Program Coordinator	X016	1.47	1.47	1.47	1.47
Account Clerk II	Z029	0.50	0.50	0.50	0.50
<b>01-131-163</b>					
<b>Sports Leagues</b>					
Assistant Recreation Program Coordinator	X016	1.53	1.53	1.53	1.53
Office Assistant II	Z022	0.15	0.15	0.15	0.15
<b>01-131-164</b>					
<b>Teen Programs</b>					
Class Develop/Cultural Arts Coordinator	U039	1	1	1	1
Office Assistant II	Z022	0.60	0.60	0.60	0.60
<b>01-131-165</b>					
<b>Giammona Pool</b>					
Office Assistant II	Z022	0.10	0.10	0.10	0.10
<b>01-131-166</b>					
<b>Jefferson Pool</b>					
Office Assistant II	Z022	0.05	0.05	0.05	0.05
<b>01-131-173</b>					
<b>Bayshore Community Center</b>					
Recreation Program Coordinator	X032	1	1	1	1
Assistant Recreation Program Coordinator	X016	1	1	1	1
<b>01-131-174</b>					
<b>War Memorial Community Center</b>					
Recreation Program Coordinator	X032	1	1	1	1
Assistant Recreation Program Coordinator	X016	1	1	1	1
<b>15-132-460</b>					
<b>Senior Adults</b>					
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	0	0	0
Account Clerk II	Z016	0	1	1	1
<b>15-132-463</b>					
<b>Senior Lunch Program</b>					
Food Service Assistant II	U021	1	1	1	1
		<b>42.00</b>	<b>42.00</b>	<b>40.00</b>	<b>40.00</b>

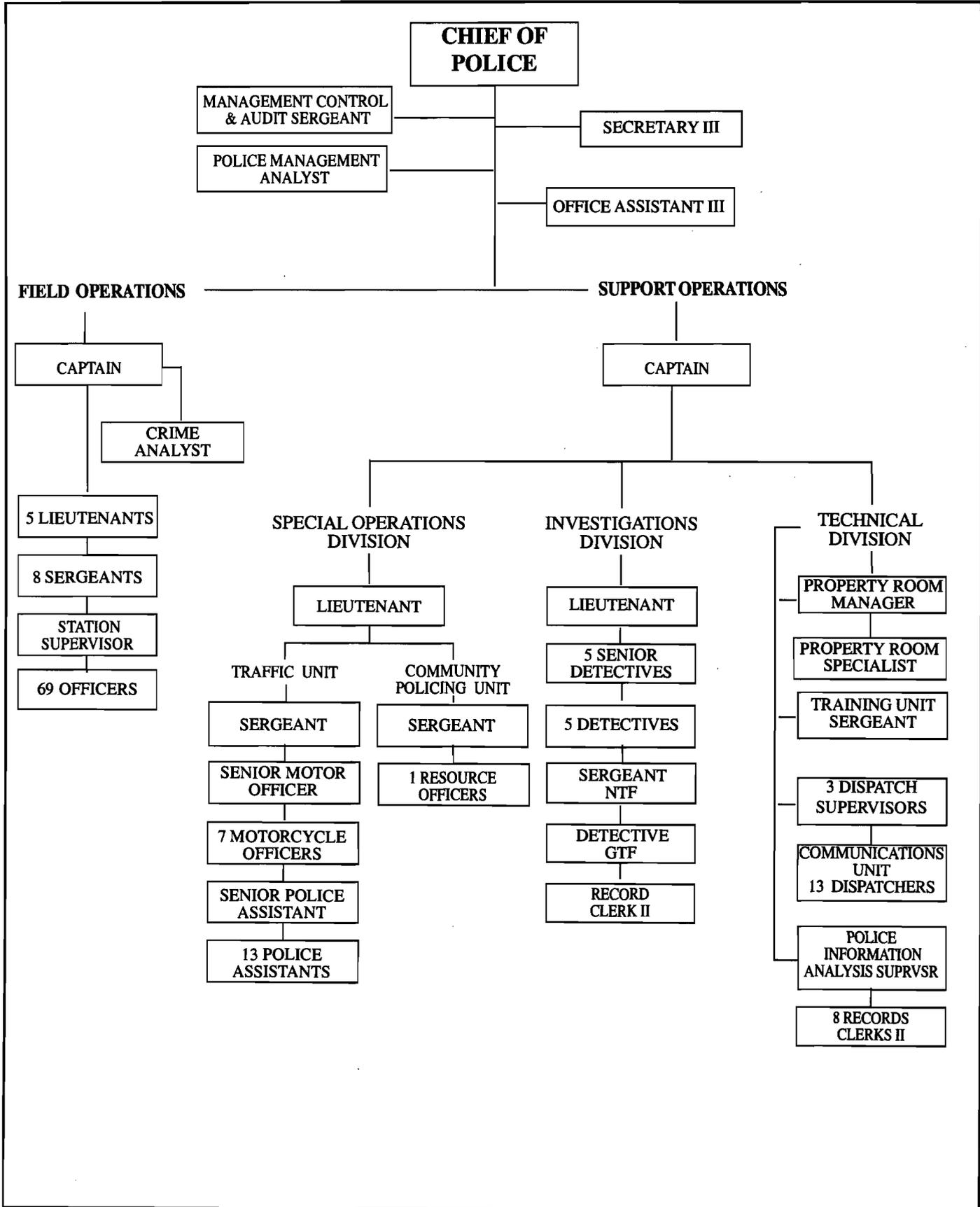




# City of Daly City

## POLICE DEPARTMENT

Fiscal Years 2010-2011 and 2011-2012



# **POLICE**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

- **Field Operations**  
Provide community patrol functions.
- **Operations Support Bureau**  
Traffic, investigative functions, communications, records, training, property room, crime analysis, fiscal, management audit and control, risk management, technical services and administrative functions within the department.

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

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

## ***BIENNIAL BUDGET OUTCOMES***

- Provide effective, visible neighborhood patrols, timely response to priority 1 calls and complete field investigations.
- Conduct high quality objective investigations to successfully prosecute crimes against persons or property.
- Prevent traffic collisions through enforcement, education and engineering.
- Provide effective record keeping for both internal and external customers.
- Provide competent and efficient handling of property and evidence.

## CITY OF DALY CITY

### **SIGNIFICANT CHANGES FROM THE PRIOR BIENNIEL BUDGET**

- Animal control expenses rose 15% from \$369,167 to \$424,551.
- Education and training expenses reduced by 32% (\$50,120) to include only mandated training.
- Travel and meeting expenses reduced by 72%.
- Overtime in communications was reduced by 36% from \$135,000 to \$86,306, by changing the minimum staffing levels of dispatchers.
- Elimination of one dispatcher position and all three per-diem dispatchers.

### **PERFORMANCE MEASURES**

Measure	2008-09 Actual	2009-10 Estimate	2010-11 Projected	2011-12 Projected
Reduce response times to priority 1 calls for patrol services	N/A	7 minutes	<5 minutes	<5 minutes
Increase clearance rates for Part I crimes *	35%	35%	45%	45%
Decrease number of fatal and injury collisions by 5%	Fatal: 2 Injury: 147	Fatal: 2 Injury: 157	Fatal: 0 Injury: 143	Fatal: 0 Injury: 143
Provide timely response, as mandated by State law, to all outside requests for police reports	100%	100%	100%	100%
Meet Federal and State statutory guidelines in the handling of property and evidence	100%	100%	100%	100%

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



**CITY OF DALY CITY****Department Summary****2010-11/2011-12****POLICE DEPARTMENT**

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
LICENSES AND PERMITS	18,825	17,550	17,875	18,231	18,595
FINES AND FORFEITURES	1,986,837	2,507,408	2,592,501	2,598,717	2,598,717
RENTS AND INTEREST	7,598	-58	63	0	0
FROM OTHER AGENCIES	1,099,435	369,601	1,132,777	241,802	241,802
CHARGES AND FEES	515,682	585,756	523,832	506,805	506,805
MISCELLANEOUS REVENUES	141,561	125,399	225,029	30,255	30,255
<b>TOTAL REVENUES</b>	<b><u>\$3,769,938</u></b>	<b><u>\$3,605,656</u></b>	<b><u>\$4,492,077</u></b>	<b><u>\$3,395,810</u></b>	<b><u>\$3,396,174</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	21,559,204	22,585,598	22,196,941	21,788,197	22,203,278
SERVICES AND SUPPLIES	1,600,386	1,518,314	1,900,842	1,405,173	1,407,263
OTHER CHARGES	154,579	94,061	154,218	93,165	93,165
FIXED CHARGES	2,234,352	2,508,360	2,358,589	2,341,067	2,341,067
CAPITAL OUTLAY	493,391	28,947	132,328	10,000	12,000
OPERATING TRANSFERS OUT	223,017	3,167	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$26,264,929</u></b>	<b><u>\$26,738,447</u></b>	<b><u>\$26,742,918</u></b>	<b><u>\$25,637,602</u></b>	<b><u>\$26,056,773</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
LICENSES AND PERMITS	18,825	17,550	17,875	18,231	18,595
FINES AND FORFEITURES	1,986,836	2,507,408	2,592,501	2,598,717	2,598,717
FROM OTHER AGENCIES	49,759	52,207	76,054	75,888	75,888
CHARGES AND FEES	515,681	585,755	523,832	506,805	506,805
MISCELLANEOUS REVENUES	141,561	125,399	195,029	30,255	30,255
<b>TOTAL REVENUES</b>	<b><u>\$2,712,662</u></b>	<b><u>\$3,288,319</u></b>	<b><u>\$3,405,291</u></b>	<b><u>\$3,229,896</u></b>	<b><u>\$3,230,260</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	19,549,257	20,515,333	20,009,632	19,888,796	20,275,844
SERVICES AND SUPPLIES	1,188,499	1,220,827	1,238,016	1,235,162	1,236,678
OTHER CHARGES	141,452	84,273	135,833	82,668	82,668
FIXED CHARGES	2,181,605	2,453,898	2,302,962	2,288,003	2,288,003
CAPITAL OUTLAY	6,149	6,580	11,091	10,000	10,000
OPERATING TRANSFERS OUT	223,017	3,167	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$23,289,979</u></b>	<b><u>\$24,284,078</u></b>	<b><u>\$23,697,534</u></b>	<b><u>\$23,504,629</u></b>	<b><u>\$23,893,193</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
MISCELLANEOUS REVENUES	0	0	30,000	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$30,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	1,732,236	1,821,488	1,690,408	1,778,997	1,805,159
SERVICES AND SUPPLIES	191,724	209,113	209,475	170,011	170,585
OTHER CHARGES	8,558	3,880	9,914	10,497	10,497
FIXED CHARGES	52,747	54,462	55,626	53,064	53,064
CAPITAL OUTLAY	2,858	1,764	0	0	2,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,988,123</u></b>	<b><u>\$2,090,707</u></b>	<b><u>\$1,965,423</u></b>	<b><u>\$2,012,569</u></b>	<b><u>\$2,041,305</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

	2007-08	2008-09	2009-10	2010-11	2011-12
REVENUES	Actual	Actual	Estimated	Approved	Approved
RENTS AND INTEREST	7,598	-58	63	0	0
FROM OTHER AGENCIES	204,136	158,623	107,291	165,914	165,914
<b>TOTAL REVENUES</b>	<b><u>\$211,734</u></b>	<b><u>\$158,565</u></b>	<b><u>\$107,354</u></b>	<b><u>\$165,914</u></b>	<b><u>\$165,914</u></b>
EXPENDITURES	2007-08	2008-09	2009-10	2010-11	2011-12
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	152,169	171,067	130,530	120,405	122,276
SERVICES AND SUPPLIES	72,519	21,519	0	0	0
OTHER CHARGES	2,489	0	0	0	0
CAPITAL OUTLAY	46,331	12,304	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$273,508</u></b>	<b><u>\$204,890</u></b>	<b><u>\$130,530</u></b>	<b><u>\$120,405</u></b>	<b><u>\$122,276</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund:** TRAFFIC SAFETY FUND 23  
**Department:** POLICE DEPARTMENT 200  
**Program:** D U I C E / S T O P PROGRAM 209

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>FINES AND FORFEITURES</b>	1,034	1,880	750	1,142	1,142
<b>FROM OTHER AGENCIES</b>	328	0	0	0	0
<b>CHARGES AND FEES</b>	63,932	73,883	68,927	72,514	72,514
<b>MISCELLANEOUS REVENUES</b>	5,000	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$70,294</u></b>	<b><u>\$75,763</u></b>	<b><u>\$69,677</u></b>	<b><u>\$73,656</u></b>	<b><u>\$73,656</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	17,743	7,620	9,236	11,412	14,131
<b>SERVICES AND SUPPLIES</b>	44,161	30,743	44,477	48,336	49,548
<b>OTHER CHARGES</b>	9,602	4,126	4,200	5,800	5,800
<b>CAPITAL OUTLAY</b>	0	0	9,180	20,000	15,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$71,506</u></b>	<b><u>\$42,489</u></b>	<b><u>\$67,093</u></b>	<b><u>\$85,548</u></b>	<b><u>\$84,479</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund:** TRAFFIC ENFORCEMENT FUND 25  
**Department:** POLICE DEPARTMENT 200  
**Program:** POLICE SERVICES 200

	2007-08	2008-09	2009-10	2010-11	2011-12
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
FINES AND FORFEITURES	0	130,412	367,289	437,786	437,786
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$130,412</b>	<b>\$367,289</b>	<b>\$437,786</b>	<b>\$437,786</b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	0	0	43,600	43,600	43,600
SERVICES AND SUPPLIES	0	85,400	271,298	290,000	290,000
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$85,400</b>	<b>\$314,898</b>	<b>\$333,600</b>	<b>\$333,600</b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

<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>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	845,540	158,771	949,432	0	0
<b>TOTAL REVENUES</b>	<b><u>\$845,540</u></b>	<b><u>\$158,771</u></b>	<b><u>\$949,432</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	125,540	77,710	366,373	0	0
<b>SERVICES AND SUPPLIES</b>	147,645	66,856	453,351	0	0
<b>OTHER CHARGES</b>	2,080	5,907	8,471	0	0
<b>CAPITAL OUTLAY</b>	438,053	8,299	121,237	0	0
<b>OPERATING TRANSFERS OUT</b>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$713,318</u></b>	<b><u>\$158,772</u></b>	<b><u>\$949,432</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**POLICE**

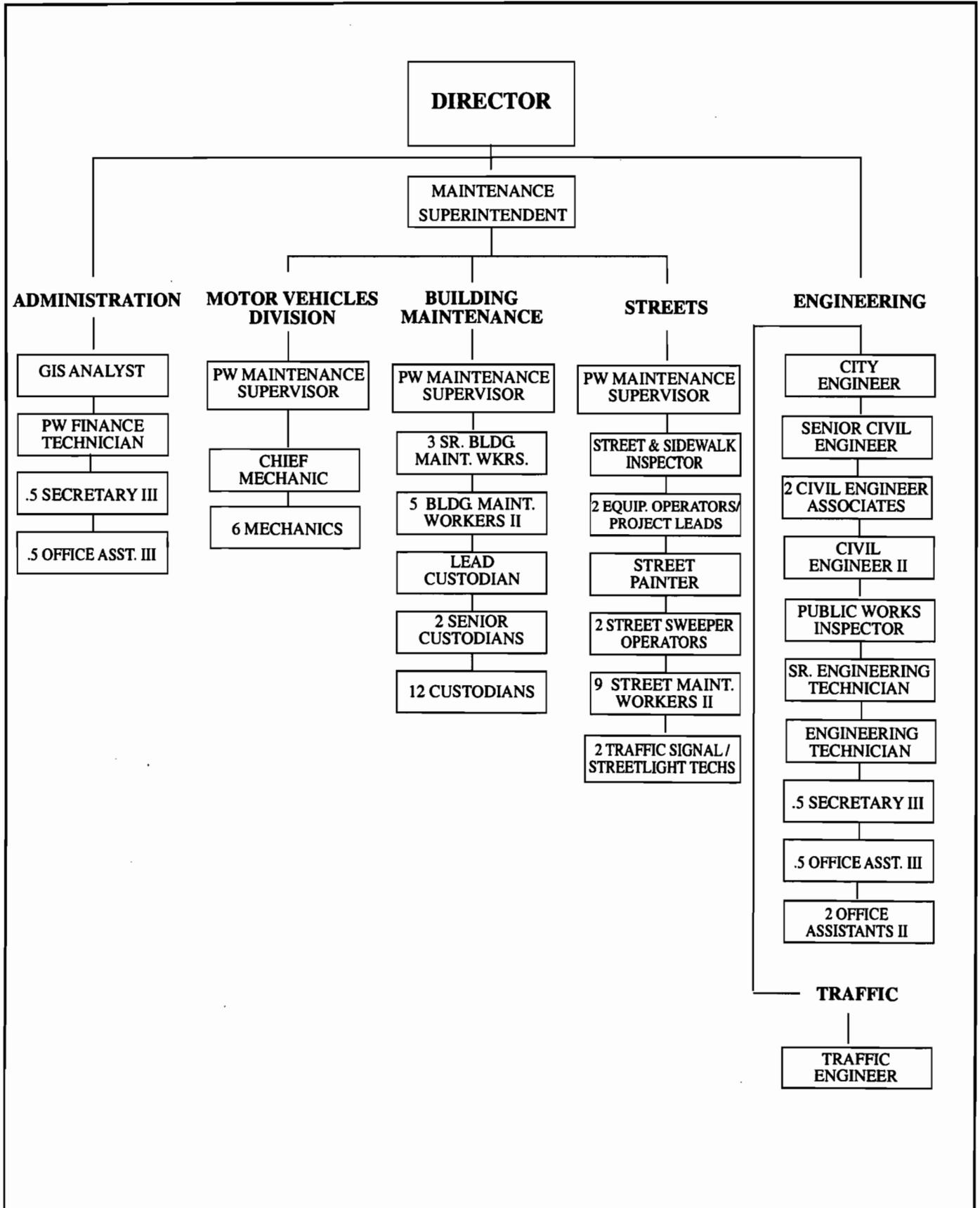
**Full-Time Salaried Position Listing**

<b>Classification</b>	<b>Range</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>01-200-200</b>					
<b>Police Services</b>					
Police Chief	M442	1	1	1	1
Police Captain	B245	3	2	2	1
Police Lieutenant	B240	7	7	7	7
Police Sergeant	B235	13	13	13	13
Police Officer	A230	91	90	90	90
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	0	0	0
Police Records Clerk II	Z022	9	10	9	9
Senior Police Assistant	D027	1	1	1	1
Police Assistant	D020	14	14	13	13
Property Room Manager	U041	0	1	1	1
<b>01-200-202</b>					
<b>Citizens Option For Public Safety</b>					
Crime Analyst	U044	1	1	1	1
Dispatch Supervisor	U054	0.10	0.10	0.10	0.10
<b>01-201-201</b>					
<b>Public Safety Communications</b>					
Dispatch Supervisor	U054	2.90	2.90	2.90	2.90
Public Safety Dispatcher	D033	13	13	13	13
		<b>160</b>	<b>159</b>	<b>157</b>	<b>156</b>



# City of Daly City PUBLIC WORKS

Fiscal Years 2010-2011 and 2011-2012



## **PUBLIC WORKS**

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### ***DEPARTMENT MISSION STATEMENT***

Participate in the process of orderly growth and development and maintain public facilities, equipment and infrastructure in optimum condition to serve its intended function and to perform these duties in partnership with the public, elected officials and other City departments.

### ***CORE SERVICES***

- Manage and protect the City's infrastructure through participation in the City's land development review process and operating an encroachment permitting system.
- Ensure completion of all programmed Capital Improvement Program projects.
- Maintain the safety and efficiency of City streets through the maintenance of over 3,000 streetlight and 50 traffic signals.
- Maintain all street/roadway pavements in adequately serviceable condition through pot-hole patching and routine slurry sealing to prolong pavement life.
- Prevent flooding and control storm drainage through inspection and cleaning of storm drains in compliance with regulatory mandates.
- Perform street sweeping and the removal of trash/debris left on the public right of way.
- Perform monthly inspections of Mussel Rock landfill and submit semi-annual and annual reports to regulatory agencies as required.
- Provide timely preventative maintenance and custodial service to 54 city buildings and facilities totaling 465,270 sq. ft.
- Maintain the City's fleet of approximately 292 vehicles and mobile equipment through both preventative and corrective maintenance and repair.
- Provide assistance to developers, contractors, outside agencies, residents and other City departments with their needs to obtain City records, standards, conditions, and permits for performing improvements and resolving issues in the public right-of-way or private property abutting public property.

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

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

- Ensure City infrastructure is in optimum condition, to demonstrate that Daly City is a good location for a business to locate and operate.
- Leverage capital improvement project funds through collaboration with outside agencies and aggressively competing for grant funding associated with economic development projects.

### **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.
- Respond to streetlight and traffic signal malfunctions.
- Make timely repairs to pavement markings and regulatory signs.
- Provide safe, hazard-free sidewalks and roadways.

### **Transportation/Traffic**

- Participate in the development and review of the City's General Plan Circulation Element;
- Schedule work activities to avoid peak commute times.
- Ensure traffic signal malfunctions and damage or deterioration of street pavements and directional and safety signs are promptly addressed.
- Represent the City at City/County Association of Governments-Technical Advisory Committee and regional congestion management agency meetings.
- Staff and administer the City's Traffic Safety Committee and respond to citizen requests for traffic safety and circulation enhancements.

### **Infrastructure**

- Manage and maintain all City infrastructures to provide optimum system performance at lowest cost.
- Maximum asset value retention and service life with a comprehensive approach utilizing systems such as the Pavement Management System for establishing street maintenance priorities and the Encroachment Permit process to ensure streets damaged by private activity are repaired appropriately.
- Obtain federal, state and local grant funds to help finance infrastructure maintenance and improvement projects.
- Ensure Mussel Rock Landfill Site remains in compliance with existing and future regulations.

### **Leisure Services**

- Ensure that all public facilities such as recreation centers, playgrounds and libraries are adequately maintained to provide the public with optimum accommodations for recreational activities.

## **PUBLIC WORKS**

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

#### **Land Use**

- Participate in the land development review process through the review and approval of subdivision and parcel maps.
- Support the Economic and Community Development Department's review and approval of various permits such as building permits and use permits.
- Participate on the Development Coordinating Committee.
- Obtain grants for bicycle and pedestrian improvement projects and manage and coordinate the review and actions of the Bicycle and Pedestrian Committee.

#### **Government Operations**

- Establish and support training programs for department personnel including the Daly City Supervisory and Leadership Academies.
- Reduce recorded industrial injuries by conducting division safety meetings and participating in the City Safety Committee Inspection Team meetings.
- Continue migration to energy efficient heating/ventilation/air conditioning systems, lighting and plumbing fixtures.
- Ensure Mussel Rock Landfill Site remains in compliance with existing regulations.

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

- Expand outreach activities within neighborhoods to communicate potential impacts from construction activities.
- Promptly respond to weed and rubbish abatement concerns.
- Promptly respond to complaints received from the on-line Citizens' Maintenance Requests system.
- Participate in the Daly City Citizens Academy.

### ***BIENNIAL BUDGET OUTCOMES***

- Complete all projects funded with Federal Energy Efficiency and Conservation Block Grant funds including the new heating, ventilating and air conditioning system at Civic Center South, replace a heating, ventilating and air conditioning chiller at City Hall, replace a boiler at the Doelger Senior Center and install various light-emitting diode street/parking lot lights.
- Slurry seal approximately 20 miles of City streets each fiscal year.
- Construct new median islands and pave Gellert Boulevard.
- Overlay Junipero Serra Boulevard from southern City limits to Washington Street.
- Repair and overlay various Daly City streets through State Proposition 1B funding.
- Repair and overlay various streets with Federal Stimulus funding.
- Complete improvements for the Top of the Hill project located at Mission Street and John Daly Boulevard.

***BIENNIAL BUDGET OUTCOMES (continued)***

- Inspect San Francisco Public Utilities Commission water main installation in Daly City.
- Perform Mussel Rock site maintenance activity, monthly inspections and annual and semi-annual reports to regulatory agencies.
- Provide over-the-counter technical assistance.
- Maintain/service a fleet of approximately 292 vehicles in accordance with the manufacturers' recommendations and the regulatory agencies' mandates.
- Maintain 54 facilities in a safe, comfortable condition for the use of residents, visitors and employees.
- Maintain 200 lane miles of roadway, 3,680 traffic signs, 36 signalized intersections and 3,000 street lights to allow the safe and efficient transportation of people, goods and services within the City.

***SIGNIFICANT CHANGES FROM PRIOR BIENNIAL BUDGET***

The Public Works-Maintenance Division was reorganized to create the Public Works Maintenance Superintendent and two Public Works Maintenance Supervisor positions. The positions of building maintenance foreman and street foreman were eliminated. This reorganization resulted in one less supervisory position and also included transferring the Traffic Signal and Street Light Program from the Engineering Division to the Maintenance Division.

Vehicle maintenance was transferred from Finance and Administrative Services Department to the Public Works Department. The Motor Vehicle Division budget was significantly reduced by eliminating the automotive body worker/painter and eliminating two hourly mechanics.

With the current weak economic conditions and loss of tax revenue the City has been forced to significantly reduce funding for the Capital Improvement Program. To cope with this reduction in workload and taking advantage of recent retirements the following actions were taken:

- One Engineer-I was eliminated in the Engineering Division.
- One Public Works Management Analyst was eliminated along with a reduction in hourly staff in the Administrative Division.

To also reduce operating cost in the Maintenance Division and take advantage of retirements, resignations and vacant positions, the following actions were taken:

- Within the Building Maintenance Section one regular position of custodian was eliminated and the hourly custodial staff budget was reduced by approximately \$140,000 or approximately 65%.
- One utility maintenance worker was eliminated in the Street Maintenance Section.

# PUBLIC WORKS

## PERFORMANCE MEASURES

Measure	2008-09 Actual	2009-10 Estimate	2010-11 Projected	2011-12 Projected
Complete monthly grease trap cleaning and servicing 80% of the time.	-	-	80%	90%
Complete quarterly HVAC preventative maintenance service 80% of the time.	-	-	80%	90%
Complete quarterly service and annual load testing to 11 emergency standby generators 90 % of the time.	-	-	90%	95%
Repair parallel circuit streetlight outages within three working days and repair series circuit streetlight outages with two working days of PG&E opening the circuit.	95%	95%	95%	95%
Respond and repair traffic signal problems impacting traffic flow or traffic safety within 12 hours.	-	-	100%	100%
Complete vehicle repairs per the manufacturers specifications within the agreed upon time allotted for the repair 90% of the time.	-	-	90%	90%
Perform scheduled maintenance per the manufacturer's recommendations on 100% of vehicle fleet covered by CHP BIT Inspection Mandates.	-	-	100%	100%
Investigate and respond to pothole complaints within 24 hours of notification. Repair potholes with 24 hours 90% of the time.	-	-	90%	95%
Investigate and respond to regulatory and warning sign complaints within 24 hours.	-	-	80%	90%
Inspect and clean 2,181 storm drain catch basins before and after the rainy season.	-	-	95%	98%
Inspect sidewalk complaints and initiate repairs within 72 hours of notice and complete repairs within thirty working days of inspection.	-	-	85%	90%
Report trash/debris complaints to Allied Waste on the day received and monitor Allied's compliance with duty to remove within 48 hours.	-	-	95%	95%

**CITY OF DALY CITY****Department Summary****2010-11/2011-12****PUBLIC WORKS**

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
LICENSES AND PERMITS	6,700	6,276	3,932	5,000	5,000
RENTS AND INTEREST	10,556	1,116	16,187	20,573	26,943
FROM OTHER AGENCIES	307,505	337,892	340,285	90,000	90,000
CHARGES AND FEES	4,578,459	5,393,401	8,662,275	8,284,439	8,275,539
MISCELLANEOUS REVENUES	155,938	151,236	726,544	157,685	157,685
OPERATING TRANSFERS IN	2,143,676	2,297,603	2,895,908	2,389,470	2,301,094
<b>TOTAL REVENUES</b>	<b><u>\$7,202,834</u></b>	<b><u>\$8,187,524</u></b>	<b><u>\$12,645,131</u></b>	<b><u>\$10,947,167</u></b>	<b><u>\$10,856,261</u></b>
	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	6,798,787	7,090,585	7,610,679	7,559,420	7,660,735
SERVICES AND SUPPLIES	1,274,784	1,231,987	2,229,928	2,487,556	2,489,266
OTHER CHARGES	53,595	16,675	20,190	29,490	29,490
FIXED CHARGES	884,759	980,119	1,246,845	1,239,265	1,239,265
CAPITAL OUTLAY	-9,743	23,671	1,923,824	425,300	439,600
OPERATING TRANSFERS OUT	146,775	314,226	471,957	407,539	404,854
DEPRECIATION	7,763	7,846	896,838	937,250	949,169
<b>TOTAL EXPENDITURES</b>	<b><u>\$9,156,720</u></b>	<b><u>\$9,665,109</u></b>	<b><u>\$14,400,261</u></b>	<b><u>\$13,085,820</u></b>	<b><u>\$13,212,379</u></b>

**CITY OF DALY CITY**Revenue Budget  
2010-11/2011-12Fund: BUILDING MAINTENANCE 54  
Department: PUBLIC WORKS 313  
Program: BUILDING MAINTENANCE 110

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	10,556	1,116	1,187	3,573	4,943
FROM OTHER AGENCIES	213,248	292,998	292,500	0	0
CHARGES AND FEES	2,935,828	3,602,373	3,626,113	3,498,907	3,498,907
MISCELLANEOUS REVENUES	82,268	61,909	71,614	63,685	63,685
OPERATING TRANSFERS IN	9,743	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$3,251,643</u></b>	<b><u>\$3,958,396</u></b>	<b><u>\$3,991,414</u></b>	<b><u>\$3,566,165</u></b>	<b><u>\$3,567,535</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	2,415,683	2,906,251	2,577,228	2,454,190	2,483,959
SERVICES AND SUPPLIES	703,596	682,175	707,226	679,360	679,360
OTHER CHARGES	3,250	2,883	5,300	3,700	3,700
FIXED CHARGES	117,897	145,246	131,599	131,306	131,306
CAPITAL OUTLAY	-9,743	0	0	0	0
OPERATING TRANSFERS OUT	146,775	311,830	323,792	262,262	262,262
DEPRECIATION	7,763	7,846	5,727	2,852	1,949
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,385,221</u></b>	<b><u>\$4,056,231</u></b>	<b><u>\$3,750,872</u></b>	<b><u>\$3,533,670</u></b>	<b><u>\$3,562,536</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

<b>Fund:</b>	<b>MOTOR VEHICLES</b>	<b>51</b>
<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>315</b>
<b>Program:</b>	<b>MOTOR VEHICLES</b>	<b>450</b>

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	53,462	14,478	15,000	17,000	22,000
CHARGES AND FEES	3,247,985	3,568,508	3,142,019	3,166,148	3,166,148
MISCELLANEOUS REVENUES	122,669	104,418	522,308	91,500	91,500
OPERATING TRANSFERS IN	620,445	825,872	872,040	94,662	0
<b>TOTAL REVENUES</b>	<b><u>\$4,044,561</u></b>	<b><u>\$4,513,276</u></b>	<b><u>\$4,551,367</u></b>	<b><u>\$3,369,310</u></b>	<b><u>\$3,279,648</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	1,165,812	1,082,707	1,066,469	1,073,667	1,107,618
SERVICES AND SUPPLIES	1,292,083	1,329,751	950,095	1,093,307	1,093,307
OTHER CHARGES	12,951	12,369	950	8,800	8,800
FIXED CHARGES	343,947	321,421	328,064	327,518	327,518
CAPITAL OUTLAY	102,479	16,213	1,923,824	425,300	439,600
OPERATING TRANSFERS OUT	0	150,681	145,594	143,777	142,592
DEPRECIATION	864,089	869,709	891,111	934,398	947,220
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,781,361</u></b>	<b><u>\$3,782,851</u></b>	<b><u>\$5,306,107</u></b>	<b><u>\$4,006,767</u></b>	<b><u>\$4,066,655</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund:** GENERAL FUND 01  
**Department:** PUBLIC WORKS 316  
**Program:** SIGNALS & STREET LIGHTING 353

	2007-08	2008-09	2009-10	2010-11	2011-12
REVENUES	Actual	Actual	Estimated	Approved	Approved
<b>CHARGES AND FEES</b>	11,368	12,220	7,082	7,082	7,082
<b>MISCELLANEOUS REVENUES</b>	11,594	2,661	7,742	0	0
<b>OPERATING TRANSFERS IN</b>	797,821	824,986	816,223	851,507	857,584
<b>TOTAL REVENUES</b>	<b><u>\$820,783</u></b>	<b><u>\$839,867</u></b>	<b><u>\$831,047</u></b>	<b><u>\$858,589</u></b>	<b><u>\$864,666</u></b>
EXPENDITURES	2007-08	2008-09	2009-10	2010-11	2011-12
	Actual	Actual	Estimated	Approved	Approved
<b>SALARIES AND BENEFITS</b>	379,608	401,894	402,758	398,262	404,339
<b>SERVICES AND SUPPLIES</b>	380,759	366,097	362,745	393,434	393,434
<b>OTHER CHARGES</b>	32,727	1,107	140	2,140	2,140
<b>FIXED CHARGES</b>	58,916	67,996	65,404	64,753	64,753
<b>CAPITAL OUTLAY</b>	0	2,773	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$852,010</u></b>	<b><u>\$839,867</u></b>	<b><u>\$831,047</u></b>	<b><u>\$858,589</u></b>	<b><u>\$864,666</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund: GENERAL FUND 01**  
**Department: PUBLIC WORKS 314**  
**Program: STREETS 330**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
LICENSES AND PERMITS	6,700	6,276	3,932	5,000	5,000
FROM OTHER AGENCIES	94,257	44,894	47,785	90,000	90,000
CHARGES AND FEES	768,057	795,965	850,852	879,885	879,885
MISCELLANEOUS REVENUES	61,916	86,365	124,730	2,500	2,500
OPERATING TRANSFERS IN	1,336,113	1,472,617	1,207,645	1,443,301	1,443,510
<b>TOTAL REVENUES</b>	<b><u>\$2,267,043</u></b>	<b><u>\$2,406,117</u></b>	<b><u>\$2,234,944</u></b>	<b><u>\$2,420,686</u></b>	<b><u>\$2,420,895</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	1,757,549	1,765,606	1,608,611	1,683,986	1,683,985
SERVICES AND SUPPLIES	161,747	157,557	180,374	292,375	294,085
OTHER CHARGES	12,396	8,482	9,550	9,750	9,750
FIXED CHARGES	446,909	473,481	433,838	433,075	433,075
OPERATING TRANSFERS OUT	0	2,396	2,571	1,500	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,378,601</u></b>	<b><u>\$2,407,522</u></b>	<b><u>\$2,234,944</u></b>	<b><u>\$2,420,686</u></b>	<b><u>\$2,420,895</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>CHARGES AND FEES</b>	748,614	879,486	987,209	705,417	696,517
<b>MISCELLANEOUS REVENUES</b>	160	300	150	0	0
<b>TOTAL REVENUES</b>	<b><u>\$748,774</u></b>	<b><u>\$879,786</u></b>	<b><u>\$987,359</u></b>	<b><u>\$705,417</u></b>	<b><u>\$696,517</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,669,488	1,490,905	1,391,274	1,367,446	1,390,167
<b>SERVICES AND SUPPLIES</b>	26,295	22,937	26,535	25,860	25,860
<b>OTHER CHARGES</b>	2,747	3,870	3,100	3,100	3,100
<b>FIXED CHARGES</b>	181,932	197,890	192,474	189,182	189,182
<b>CAPITAL OUTLAY</b>	0	14,024	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,880,462</u></b>	<b><u>\$1,729,626</u></b>	<b><u>\$1,613,383</u></b>	<b><u>\$1,585,588</u></b>	<b><u>\$1,608,309</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>CHARGES AND FEES</b>	114,592	103,357	49,000	27,000	27,000
<b>TOTAL REVENUES</b>	<b><u>\$114,592</u></b>	<b><u>\$103,357</u></b>	<b><u>\$49,000</u></b>	<b><u>\$27,000</u></b>	<b><u>\$27,000</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	576,462	525,929	564,340	581,869	590,667
<b>SERVICES AND SUPPLIES</b>	2,390	3,221	2,953	3,220	3,220
<b>OTHER CHARGES</b>	2,475	333	1,150	2,000	2,000
<b>FIXED CHARGES</b>	79,104	95,506	95,465	93,431	93,431
<b>CAPITAL OUTLAY</b>	0	6,874	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$660,431</u></b>	<b><u>\$631,863</u></b>	<b><u>\$663,908</u></b>	<b><u>\$680,520</u></b>	<b><u>\$689,318</u></b>

**PUBLIC WORKS**

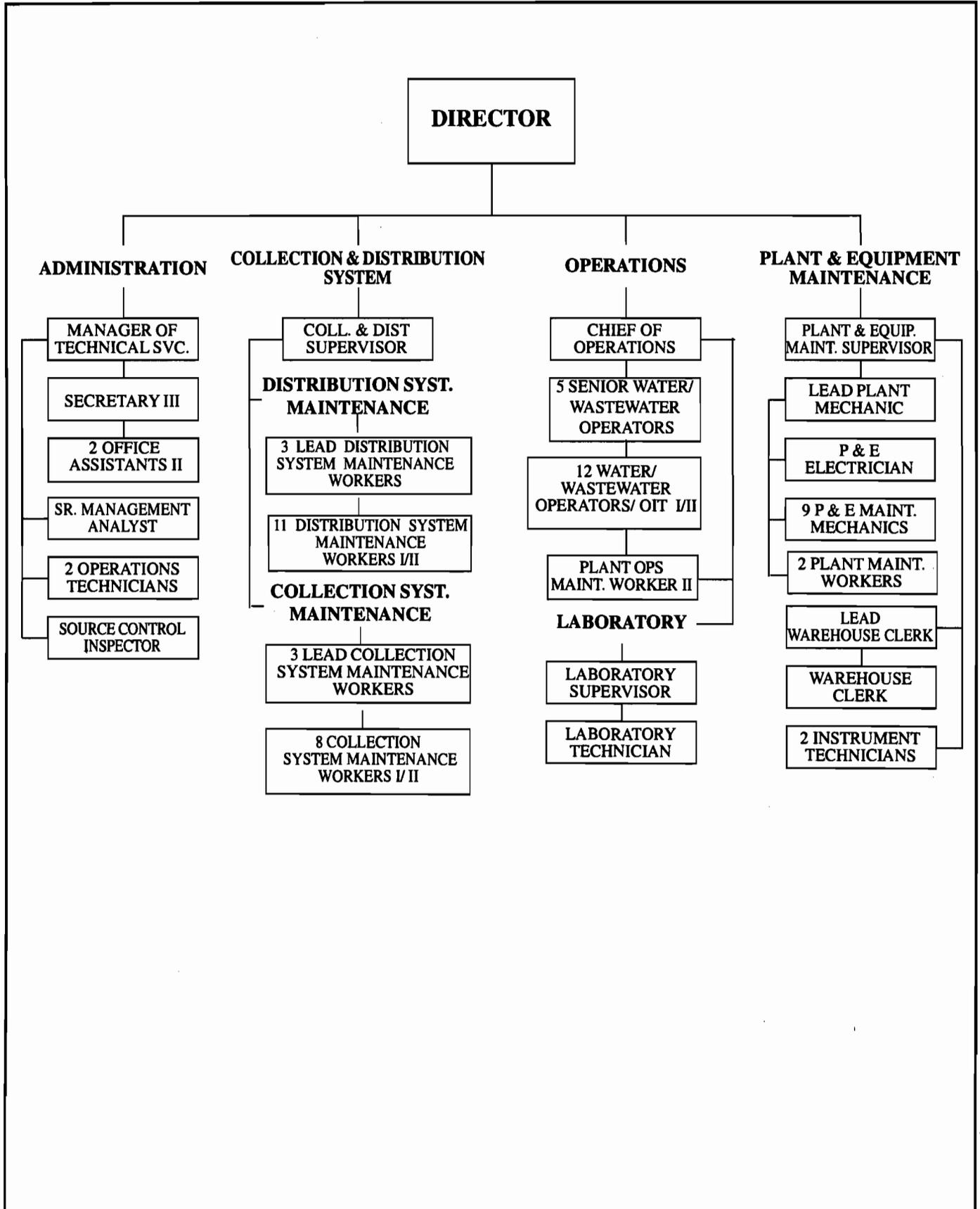
**Full-Time Salaried Position Listing**

Classification	Range	2008-09	2009-10	2010-11	2011-12
<b>01-310-310</b>					
Director of Public Works	M440	1	1	1	1
Public Works Management Analyst	U059	1	1	0	0
Geographic Info Systems Analyst	U048	1	1	1	1
Secretary III	S038	0.50	0.50	0.50	0.50
Accounting Technician	Z038	1	0	0	0
Office Assistant III	Z026	0.50	0.50	0.50	0.50
Public Works Finance Technician	Z042	0	1	1	1
<b>01-312-311</b>					
<b>Engineering</b>					
City Engineer	U112	1	1	1	1
Senior Civil Engineer	U087	1	1	1	1
Civil Engineering Associate	U076	2	2	2	2
Civil Engineer II	X062	1	1	1	1
Engineer I	X052	1	1	0	0
Public Works Inspector	X052	2	2	1	1
Senior Engineering Technician	X051	1	1	1	1
Engineering Technician	X044	1	1	1	1
Secretary III	S038	0.50	0.50	0.50	0.50
Office Assistant III	Z026	0.50	0.50	0.50	0.50
Office Assistant II	Z022	2	2	2	2
<b>01-316-353</b>					
<b>Traffic Signal &amp; Street Lighting</b>					
Traffic Engineer	U076	1	1	1	1
Traffic Signal/Street Light Technician	X051	2	2	2	2
<b>01-314-330</b>					
<b>Streets</b>					
Public Works Superintendent	U089	0	0.34	0.34	0.34
Public Works Maintenance Supervisor	U066	0	1	1	1
Street & Sidewalk Inspector	X040	1	1	1	1
Equipment Operator / Project Lead	X039	2	2	2	2
Street Sweeper Operator	X034	2	2	2	2
Street Painter	X032	1	1	1	1
Streets Maintenance Worker II	X030	9	9	9	9
Utility Maintenance Worker	X025	1	1	0	0
Streets Services Supervisor	U077	1	0	0	0
Streets Foreman	U055	1	0	0	0
<b>54-313-110</b>					
<b>Building Maintenance</b>					
Public Works Superintendent	U089	0	0.33	0.33	0.33
Public Works Maintenance Supervisor	U066	0	1	1	1
Maintenance Supervisor	U081	1	0	0	0
Building Maintenance Foreman	U061	1	0	0	0
Senior Bldg Maintenance Worker	X044	3	3	3	3
Building Maintenance Worker II	X030	5	5	5	5
Lead Custodian	U033	1	1	1	1
Senior Custodian	X029	2	2	2	2
Custodian	X025	14	14	12	12
Utility Maintenance Worker	X025	1	1	0	0
<b>54-313-112</b>					
<b>North County Health Facility Maintenance</b>					
Custodian	X025	1	1	0	0
<b>51-315-450</b>					
<b>Motor Vehicles</b>					
Public Works Superintendent	U089	0	0.33	0.33	0.33
Public Works Maintenance Supervisor	U066	0	1	1	1
Motor Vehicles Supervisor	U077	1	0	0	0
Chief Mechanic	X051	1	1	1	1
Radio/telecomm. Technician	U047	1	1	0	0
Mechanic	X039	6	6	6	6
Auto Bodyworker/Painter	X039	1	1	0	0
Account Clerk I	Z025	0.50	0.00	0.00	0.00
		<b>78.5</b>	<b>77</b>	<b>67</b>	<b>67</b>



# City of Daly City WATER & WASTEWATER RESOURCES

Fiscal Years 2010-2011 and 2011-2012



# **WATER AND WASTEWATER RESOURCES**

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## ***DEPARTMENT MISSION STATEMENT***

Manage the City's potable and recycled water systems; protect the health of the watershed through regulatory programs to prevent pollution from entering the storm sewer system and waterways; manage wastewater for suitable reuse and discharge on behalf of the citizens of Daly City and the North San Mateo County Sanitation District.

## ***CORE SERVICES***

### **Protect Public Health and Safety**

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

### **Retain Credibility with Our Community, Outside Agencies and Public Stakeholders**

- Meet customer service expectations by outstanding customer service. Ensure timely, accurate and transparent compliance with all regulatory mandated analyses and testing required by federal and state agencies.

### **Promote Water Use Efficiency**

- Provide customers with incentives through pricing mechanisms and high-efficiency toilet and washing machine rebates toward achieving greater conservation and the 2018 Individual Supply Guarantee of 4.292 million gallons per day from the San Francisco Regional Water System.

### **Ensure Regulatory Compliance**

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

### **Efficient Performance of Operation and Maintenance Activities**

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

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

**Economic Development/Revenue Enhancement**

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

**Infrastructure**

- Continue to proactively address system-wide maintenance to lengthen the useful life of pipes, pumps and other community assets.
- Continue refinement of groundwater model to establish self yield within the groundwater basin.
- Investigate cost-effective technologies.
- Proceed with investigation of conceptual alternatives to address long-term best alternatives associated with the Vista Grande Drainage Basin Analysis.

**Government Operations**

- Continue to submit accurate, thorough and timely regulatory reports;
- Maintaining compliance with all permits.
- Continue to proactively negotiate permit terms and conditions associate with wastewater, storm water and air regulations.
- Respond to requests for service within 60 minutes of notification.
- Maintain department disaster readiness for response to the City's infrastructure for drinking water and wastewater services.
- Provide useful and timely information to the community as part of the webpage content management initiative.

**Community/Civic Support**

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

# **WATER AND WASTEWATER RESOURCES**

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## ***BIENNIAL BUDGET OUTCOMES***

- Delivery of high-quality drinking water meeting all regulatory mandates established by the California Department of Public Health.
- Meet the discharge requirements into the Pacific Ocean as established under the District's National Pollutant Discharge Elimination System permit in a manner consistent with the public trust and to avoid the imposition of fines and penalties.
- Continue to meet contractual requirements associated with the use of tertiary treated recycled water as a means to preserve the Westside Basin Groundwater Aquifer for potable drinking water supplies.
- Expand the delivery of remaining tertiary treated recycled water capacity to serve the irrigation needs of the Harding Park Golf Complex in San Francisco.
- Meet the Water Conservation Implementation Plan objectives established in partnership with the Bay Area Water Supply and Conservation Agency.
- Address increased public education and awareness expectations established by the San Francisco Water Board when enacting the Municipal Regional Stormwater Permit.
- Maintain required state mandated certifications for Operations, Collection and Distribution staff.
- Continue proactive preventative maintenance approach on water and wastewater infrastructure to prolong useful life while continuing to meet public health and safety regulatory requirements.
- Update groundwater monitoring information into the Westside Basin Aquifer Groundwater Model to improve upon the understanding of the available "safe yield" within the basin.
- Update and publish Daly City's amended 2010 Urban Water Management Plan to be formally submitted to the California Department of Water Resources.
- Continued participation with the City of San Bruno, California Water Service Company and the San Francisco Public Utilities Commission to determine the viability of establishing a state-sanctioned Groundwater Management Authority among groundwater pumpers in north San Mateo County.
- Limit the adverse environmental impacts caused from illicit waste discharge through public education, enhanced community awareness and source control enforcement consistent with existing sewer use ordinance and expanded requirements established under the Storm Water Municipal Regional Permit.
- Provide certified water and wastewater operators 24-hours per day, 365 days per year, to monitor and coordinate the water and wastewater systems.
- Provide standby wastewater collection and water distribution personnel 24-hours per day, 365 days per year, to respond to emergency repairs to the water and wastewater systems, and other community assistance needs.

### ***SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET***

- Vacant positions frozen in the Water Fund aimed at minimizing rate impacts;
- Increased emphasis on local water conservation aimed at lowering Daly City water purchases from San Francisco to or below the Individual Supply Guarantee of 4.292 million gallons a day to avoid imposition of an environmental surcharge to the cost of purchased water.
- Reduction in after-hours response to customers for non-life safety or non-public health issues, especially as it pertains to requests for re-initiation of water service because of nonpayment.
- Creation of a Rate Smoothing Reserve in the Water Fund to address the projected increases in the cost of wholesale water from San Francisco.

## WATER AND WASTEWATER RESOURCES

### PERFORMANCE MEASURES

Measure	2008-09 Actual	2009-10 Estimate	2010-11 Projected	2011-12 Projected
Complete 95% of work orders generated in the month activated % met/target Total amount	100% 4,752	95% 5,376	95% 5,400	95% 5,400
Respond to plan checks, contract specifications, development review within 10 working days 90% of the time % met/target Total documents	95% 163/174	95% 146/154	90% 162/180	90% 162/180
BAWSCA target for high-efficiency washing machine rebates Target Number	250 489	250 895	949	949
BAWSCA target for high-efficiency toilet rebates Target Number	100 101	100 250	643	643
Water system coliform samples (25/week) cannot exceed monthly positive detection of five samples. Positive detection Total samples	0 1,300	1 1,400	<5 1,350	<5 1,350
95% of standby emergency callouts responded to within sixty minutes of notification. % met/target Number of callouts	100% 101	100% 136	95% 120	95% 120
90% of all broken water mains are restored to service within eight hours of notification. % met/target Repairs made	98% 167	98% 147	90% 155	90% 155
75% of the volume from a sanitary sewer overflow is captured and treated before flowing into the receiving waters of the United States. % captured Number of overflows	61% 6	100% 3	75% 3	75% 3

**CITY OF DALY CITY**

Department Summary

2010-11/2011-12

**WATER & WASTEWATER RESOUR**

	2007-08	2008-09	2009-10	2010-11	2011-12
REVENUES	Actual	Actual	Estimated	Approved	Approved
RENTS AND INTEREST	266,950	86,965	66,116	65,124	64,147
CHARGES AND FEES	25,588,091	24,208,323	23,681,809	26,104,691	27,974,031
MISCELLANEOUS REVENUES	45,930	114,337	105,150	5,400	5,400
OPERATING TRANSFERS IN	1,342,000	1,500,189	1,637,591	3,430,712	1,985,031
<b>TOTAL REVENUES</b>	<b><u>\$27,242,971</u></b>	<b><u>\$25,909,814</u></b>	<b><u>\$25,490,666</u></b>	<b><u>\$29,605,927</u></b>	<b><u>\$30,028,609</u></b>
EXPENDITURES	2007-08	2008-09	2009-10	2010-11	2011-12
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	8,133,265	8,727,304	8,481,946	8,941,046	9,116,876
SERVICES AND SUPPLIES	9,399,287	9,484,245	9,428,505	10,677,495	12,107,817
OTHER CHARGES	204,556	200,595	223,723	308,169	355,307
FIXED CHARGES	1,242,986	1,358,446	1,296,869	1,392,041	1,392,041
CAPITAL OUTLAY	163,905	121,009	122,742	129,220	135,195
OPERATING TRANSFERS OUT	5,013,109	2,437,193	2,610,206	2,399,217	2,453,536
DEBT SERVICE	395,286	382,292	763,706	763,847	763,425
DEPRECIATION	1,142,717	1,145,500	1,186,876	1,206,766	1,202,413
<b>TOTAL EXPENDITURES</b>	<b><u>\$25,695,111</u></b>	<b><u>\$23,856,584</u></b>	<b><u>\$24,114,573</u></b>	<b><u>\$25,817,801</u></b>	<b><u>\$27,526,610</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12**

<b>Fund:</b>	<b>WASTEWATER RESOURCES</b>	<b>46</b>
<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>380</b>
<b>Program:</b>	<b>WATER &amp; WASTEWATER ADMIN</b>	<b>370</b>

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>CHARGES AND FEES</b>	2,888,958	1,067,117	914,944	1,049,553	1,192,310
<b>MISCELLANEOUS REVENUES</b>	0	636	0	0	0
<b>OPERATING TRANSFERS IN</b>	653,297	770,021	883,521	696,778	707,682
<b>TOTAL REVENUES</b>	<b><u>\$3,542,255</u></b>	<b><u>\$1,837,774</u></b>	<b><u>\$1,798,465</u></b>	<b><u>\$1,746,331</u></b>	<b><u>\$1,899,992</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,366,885	1,542,559	1,544,763	1,572,377	1,595,178
<b>SERVICES AND SUPPLIES</b>	40,133	64,952	25,190	74,805	75,955
<b>OTHER CHARGES</b>	16,910	18,397	17,301	16,228	19,816
<b>FIXED CHARGES</b>	75,719	100,283	95,695	93,553	93,553
<b>CAPITAL OUTLAY</b>	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	2,045,226	111,585	115,491	115,491	115,491
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,544,873</u></b>	<b><u>\$1,837,776</u></b>	<b><u>\$1,798,440</u></b>	<b><u>\$1,872,454</u></b>	<b><u>\$1,899,993</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

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

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	266,949	86,967	66,116	65,124	64,147
CHARGES AND FEES	12,960,833	12,752,887	12,208,677	13,181,005	14,322,511
MISCELLANEOUS REVENUES	15,804	11,007	10,000	5,400	5,400
OPERATING TRANSFERS IN	0	0	0	2,000,000	500,000
<b>TOTAL REVENUES</b>	<b><u>\$13,243,586</u></b>	<b><u>\$12,850,861</u></b>	<b><u>\$12,284,793</u></b>	<b><u>\$15,251,529</u></b>	<b><u>\$14,892,058</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	650,398	776,467	687,154	668,834	677,269
SERVICES AND SUPPLIES	4,192,381	4,319,222	3,970,955	4,602,583	5,450,044
OTHER CHARGES	56,181	84,970	85,894	123,655	131,312
FIXED CHARGES	91,327	95,724	91,776	91,444	91,444
OPERATING TRANSFERS OUT	2,966,205	1,785,295	1,934,692	1,724,503	1,778,822
DEBT SERVICE	395,286	382,292	763,706	763,847	763,425
DEPRECIATION	1,142,717	1,145,500	1,186,876	1,206,766	1,202,413
<b>TOTAL EXPENDITURES</b>	<b><u>\$9,494,495</u></b>	<b><u>\$8,589,470</u></b>	<b><u>\$8,721,053</u></b>	<b><u>\$9,181,632</u></b>	<b><u>\$10,094,729</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund: WASTEWATER RESOURCES 46**  
**Department: WATER & WASTEWATER RESOUR 381**  
**Program: WASTEWATER OPERATIONS 372**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>CHARGES AND FEES</b>	5,946,669	6,331,821	6,408,555	7,160,808	7,722,899
<b>MISCELLANEOUS REVENUES</b>	655	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$5,947,324</u></b>	<b><u>\$6,331,821</u></b>	<b><u>\$6,408,555</u></b>	<b><u>\$7,160,808</u></b>	<b><u>\$7,722,899</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,657,932	1,675,113	1,584,025	1,829,341	1,856,302
<b>SERVICES AND SUPPLIES</b>	3,928,801	4,123,249	4,257,197	4,744,995	5,257,050
<b>OTHER CHARGES</b>	80,311	65,771	85,900	106,425	129,499
<b>FIXED CHARGES</b>	281,487	257,936	263,541	262,955	262,955
<b>CAPITAL OUTLAY</b>	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	0	209,751	217,892	217,092	217,092
<b>TOTAL EXPENDITURES</b>	<b><u>\$5,948,531</u></b>	<b><u>\$6,331,820</u></b>	<b><u>\$6,408,555</u></b>	<b><u>\$7,160,808</u></b>	<b><u>\$7,722,898</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund:** WASTEWATER RESOURCES 46  
**Department:** WATER & WASTEWATER RESOUR 383  
**Program:** PLANT & EQUIPMENT MAINTENANCE 373

	2007-08	2008-09	2009-10	2010-11	2011-12
REVENUES	Actual	Actual	Estimated	Approved	Approved
<b>CHARGES AND FEES</b>	1,823,472	1,911,881	1,932,974	2,315,854	2,279,024
<b>MISCELLANEOUS REVENUES</b>	0	0	60,150	0	0
<b>OPERATING TRANSFERS IN</b>	520,520	555,842	577,310	557,168	584,205
<b>TOTAL REVENUES</b>	<b><u>\$2,343,992</u></b>	<b><u>\$2,467,723</u></b>	<b><u>\$2,570,434</u></b>	<b><u>\$2,873,022</u></b>	<b><u>\$2,863,229</u></b>
EXPENDITURES	Actual	Actual	Estimated	Approved	Approved
<b>SALARIES AND BENEFITS</b>	1,752,701	1,794,735	1,775,355	1,901,132	1,999,463
<b>SERVICES AND SUPPLIES</b>	452,330	350,497	478,686	517,930	532,195
<b>OTHER CHARGES</b>	5,319	7,981	8,633	20,266	23,658
<b>FIXED CHARGES</b>	132,795	179,355	171,290	171,056	171,056
<b>CAPITAL OUTLAY</b>	5,146	14,371	11,484	11,500	11,845
<b>OPERATING TRANSFERS OUT</b>	1,678	120,785	125,012	125,012	125,012
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,349,969</u></b>	<b><u>\$2,467,724</u></b>	<b><u>\$2,570,460</u></b>	<b><u>\$2,746,896</u></b>	<b><u>\$2,863,229</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12**

<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>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>CHARGES AND FEES</b>	267,645	328,271	332,529	348,213	378,628
<b>OPERATING TRANSFERS IN</b>	168,183	174,326	176,760	176,766	193,144
<b>TOTAL REVENUES</b>	<b><u>\$435,828</u></b>	<b><u>\$502,597</u></b>	<b><u>\$509,289</u></b>	<b><u>\$524,979</u></b>	<b><u>\$571,772</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	131,512	209,479	213,667	213,651	216,894
<b>SERVICES AND SUPPLIES</b>	278,672	250,796	248,945	264,437	307,368
<b>OTHER CHARGES</b>	1,770	365	3,475	3,725	4,343
<b>FIXED CHARGES</b>	23,873	22,698	23,270	23,236	23,236
<b>OPERATING TRANSFERS OUT</b>	0	19,259	19,933	19,933	19,933
<b>TOTAL EXPENDITURES</b>	<b><u>\$435,827</u></b>	<b><u>\$502,597</u></b>	<b><u>\$509,290</u></b>	<b><u>\$524,982</u></b>	<b><u>\$571,774</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12**

<b>Fund:</b>	<b>WASTEWATER RESOURCES</b>	<b>46</b>
<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>382</b>
<b>Program:</b>	<b>COLLECTION SYSTEM</b>	<b>376</b>

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>CHARGES AND FEES</b>	1,700,514	1,816,346	1,884,130	2,049,258	2,078,659
<b>MISCELLANEOUS REVENUES</b>	3,980	57,278	25,000	0	0
<b>TOTAL REVENUES</b>	<b><u>\$1,704,494</u></b>	<b><u>\$1,873,624</u></b>	<b><u>\$1,909,130</u></b>	<b><u>\$2,049,258</u></b>	<b><u>\$2,078,659</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,190,019	1,263,124	1,292,333	1,322,753	1,340,704
<b>SERVICES AND SUPPLIES</b>	170,423	169,065	184,237	196,210	203,445
<b>OTHER CHARGES</b>	17,784	6,644	12,320	20,245	24,248
<b>FIXED CHARGES</b>	335,641	345,626	322,969	413,544	413,544
<b>CAPITAL OUTLAY</b>	11,980	2,710	7,789	7,025	7,235
<b>OPERATING TRANSFERS OUT</b>	0	86,456	89,482	89,482	89,482
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,725,847</u></b>	<b><u>\$1,873,625</u></b>	<b><u>\$1,909,130</u></b>	<b><u>\$2,049,259</u></b>	<b><u>\$2,078,658</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12**

<b>Fund:</b>	<b>WATER UTILITY</b>	<b>41</b>
<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>382</b>
<b>Program:</b>	<b>DISTRIBUTION SYSTEM</b>	<b>375</b>

<b>REVENUES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
MISCELLANEOUS REVENUES	25,492	45,415	10,000	0	0
<b>TOTAL REVENUES</b>	<b><u>\$25,492</u></b>	<b><u>\$45,415</u></b>	<b><u>\$10,000</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	1,383,818	1,465,828	1,384,651	1,432,959	1,431,067
SERVICES AND SUPPLIES	336,549	206,465	263,295	276,535	281,760
OTHER CHARGES	26,282	16,466	10,200	17,625	22,431
FIXED CHARGES	302,144	356,823	328,329	336,253	336,253
CAPITAL OUTLAY	146,779	103,929	103,469	110,695	116,115
OPERATING TRANSFERS OUT	0	104,062	107,704	107,704	107,704
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,195,572</u></b>	<b><u>\$2,253,573</u></b>	<b><u>\$2,197,648</u></b>	<b><u>\$2,281,771</u></b>	<b><u>\$2,295,330</u></b>

**CITY OF DALY CITY****Biennial Budget  
2010-11/2011-12**

<b>Fund:</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>920</b>
<b>Program:</b>	<b>SANITATION DISTRICT</b>	<b>105</b>

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
TAXES	1,389,793	1,452,957	1,467,413	1,443,450	1,421,800
RENTS AND INTEREST	788,998	205,975	213,800	210,595	207,435
CHARGES AND FEES	16,858,914	16,410,870	15,738,445	15,578,481	15,429,144
MISCELLANEOUS REVENUES	21,672	51,302	52,223	0	0
<b>TOTAL REVENUES</b>	<b><u>\$19,059,377</u></b>	<b><u>\$18,121,104</u></b>	<b><u>\$17,471,881</u></b>	<b><u>\$17,232,526</u></b>	<b><u>\$17,058,379</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SALARIES AND BENEFITS	13,232	14,243	16,452	20,852	20,852
SERVICES AND SUPPLIES	12,922,442	11,787,826	11,807,669	13,325,904	14,094,666
OTHER CHARGES	59,793	57,101	57,860	64,395	70,960
FIXED CHARGES	819	4,961	5,060	5,060	5,060
CAPITAL OUTLAY	0	-24,893	-13,146	0	0
OPERATING TRANSFERS OUT	0	404,175	418,321	418,321	418,321
DEBT SERVICE	175,441	127,354	91,445	86,509	81,450
DEPRECIATION	1,826,317	1,830,556	1,818,925	1,802,094	1,757,615
<b>TOTAL EXPENDITURES</b>	<b><u>\$14,998,044</u></b>	<b><u>\$14,201,323</u></b>	<b><u>\$14,202,586</u></b>	<b><u>\$15,723,135</u></b>	<b><u>\$16,448,924</u></b>

**WATER & WASTEWATER RESOURCES**

**Full-Time Salaried Position Listing**

Classification	Range	2008-09	2009-10	2010-11	2011-12
<b>46-380-370</b>					
<b>Water/Wastewater Admin</b>					
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	1	1
W/W Operations Technician	X052	2	2	2	2
Secretary III	S038	1	1	1	1
Office Assistant II	Z022	2	2	2	2
<b>41-381-371</b>					
<b>Water Operations</b>					
Water/Wastewater Operator II	W048	6	6	5	5
<b>46-381-372</b>					
<b>Wastewater Operations</b>					
Chief of Operations	U096	1	1	1	1
Senior Water/Wastewater Operator	W059	5	5	5	5
Water/Wastewater Operator II	W048	6	6	6	6
Plant Operations Maint Worker II	X030	1	1	1	1
<b>46-383-373</b>					
<b>Plant &amp; Equipment Maintenance</b>					
Plant & Equipmt Maintenance Supervisor	U091	1	1	1	1
Instrument Technician	P062	2	2	2	2
Plant Maintenance Worker I	X025	2	2	0	1
Lead Plant & Equipmt Maint Mechanic	U054	1	1	1	1
P & E Maintenance Electrician	X051	1	1	1	1
P & E Maintenance Mechanic	P044	9	9	9	9
Lead Warehouse Clerk	X038	1	1	1	1
Warehouse Clerk	X033	1	1	1	1
<b>46-381-374</b>					
<b>Laboratory</b>					
Laboratory Supervisor	U060	1	1	1	1
Laboratory Technician	U041	1	1	1	1
<b>41-382-375</b>					
<b>Distribution System</b>					
Distribution System Field Supervisor	X044	3	3	3	3
Water Maintenance Worker II	X030	11	11	11	11
<b>46-382-376</b>					
<b>Collection System</b>					
Collection & Distribution System Manager	U091	1	1	1	1
Collection System Field Supervisor	X044	3	3	3	3
Collection Sys Maintenance Worker II	X030	8	8	8	8
		<b>74</b>	<b>74</b>	<b>71</b>	<b>72</b>



# NONDEPARTMENTAL PROGRAMS

## **NONDEPARTMENTAL REVENUE/EXPENSE**

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### ***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**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund: GENERAL FUND 01**  
**Department: FINANCE 031**  
**Program: NONDEPARTMENTAL 031**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
TAXES	47,876,121	48,504,834	45,194,436	45,983,934	46,653,507
LICENSES AND PERMITS	195,687	212,959	195,596	195,596	195,596
RENTS AND INTEREST	3,859,364	3,043,400	3,049,451	3,060,000	3,070,000
FROM OTHER AGENCIES	19,177	27,947	24,794	0	0
CHARGES AND FEES	98	47	0	0	0
MISCELLANEOUS REVENUES	2,030,396	2,252,912	2,757,268	2,930,000	3,005,000
OPERATING TRANSFERS IN	4,014,586	3,452,435	4,000,528	3,938,998	3,938,998
<b>TOTAL REVENUES</b>	<b><u>\$57,995,429</u></b>	<b><u>\$57,494,534</u></b>	<b><u>\$55,222,073</u></b>	<b><u>\$56,108,528</u></b>	<b><u>\$56,863,101</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
N/A	0	0	0	0	0
SALARIES AND BENEFITS	856,975	1,048,081	1,103,399	818,645	855,769
SERVICES AND SUPPLIES	75,152	77,088	88,172	54,285	27,285
OTHER CHARGES	210,629	220,604	217,050	417,050	417,050
CAPITAL OUTLAY	10,748	13,954	0	0	0
OPERATING TRANSFERS OUT	950,157	1,169,311	733,133	703,951	711,602
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,103,661</u></b>	<b><u>\$2,529,038</u></b>	<b><u>\$2,141,754</u></b>	<b><u>\$1,993,931</u></b>	<b><u>\$2,011,706</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**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund: RETIREMENT CONTRIBUTIONS 03**  
**Department: FINANCE 031**  
**Program: NONDEPARTMENTAL 031**

	2007-08	2008-09	2009-10	2010-11	2011-12
REVENUES	Actual	Actual	Estimated	Approved	Approved
RENTS AND INTEREST	50,637	7,939	815	800	800
CHARGES AND FEES	2,605,200	2,872,980	2,740,386	2,843,473	2,943,875
<b>TOTAL REVENUES</b>	<b><u>\$2,655,837</u></b>	<b><u>\$2,880,919</u></b>	<b><u>\$2,741,201</u></b>	<b><u>\$2,844,273</u></b>	<b><u>\$2,944,675</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SERVICES AND SUPPLIES	7,760	7,678	7,579	7,461	7,321
DEBT SERVICE	1,996,429	1,973,265	2,732,807	2,834,012	2,936,554
DEPRECIATION	1,503,585	1,563,562	1,595,471	1,659,290	1,723,109
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,507,774</u></b>	<b><u>\$3,544,505</u></b>	<b><u>\$4,335,857</u></b>	<b><u>\$4,500,763</u></b>	<b><u>\$4,666,984</u></b>

# **LINDA VISTA BENEFIT ASSESSMENT**

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## ***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  
2010-11/2011-12**

<b>Fund:</b>	<b>LINDA VISTA BENEFIT ASSES</b>	<b>19</b>
<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>310</b>
<b>Program:</b>	<b>LINDA VISTA SUBDIVISION</b>	<b>335</b>

	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
RENTS AND INTEREST	11,397	1,995	2,825	2,825	2,825
CHARGES AND FEES	28,143	25,183	30,176	41,215	41,457
<b>TOTAL REVENUES</b>	<b><u>\$39,540</u></b>	<b><u>\$27,178</u></b>	<b><u>\$33,001</u></b>	<b><u>\$44,040</u></b>	<b><u>\$44,282</u></b>
<b>EXPENDITURES</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SERVICES AND SUPPLIES	15,222	16,646	17,059	16,966	16,966
OTHER CHARGES	450	450	500	500	500
CAPITAL OUTLAY	3,338	3,869	4,000	4,000	4,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$19,010</u></b>	<b><u>\$20,965</u></b>	<b><u>\$21,559</u></b>	<b><u>\$21,466</u></b>	<b><u>\$21,466</u></b>

## **AB 1600 PUBLIC FACILITY FEES**

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### ***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  
2010-11/2011-12****Fund: AB 1600 PUBLIC FACILITY F 20**  
**Department: FINANCE 031**  
**Program: AB 1600 PUBLIC FACILITY FEES 401**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>RENTS AND INTEREST</b>	59,753	29,143	0	0	0
<b>CHARGES AND FEES</b>	644,765	1,142,825	171,909	197,210	262,946
<b>TOTAL REVENUES</b>	<b><u>\$704,518</u></b>	<b><u>\$1,171,968</u></b>	<b><u>\$171,909</u></b>	<b><u>\$197,210</u></b>	<b><u>\$262,946</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
<b>OPERATING TRANSFERS OUT</b>	0	0	240,565	584,861	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$240,565</u></b>	<b><u>\$584,861</u></b>	<b><u>\$0</u></b>

## **CIVIC CENTER ENTERPRISE FUND**

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### ***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. The State of California Department of Health Services leases one floor of the building. The Daly City Community Service Center and other nonprofit community assistance groups occupy the first floor. The remaining floor is currently vacant.

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

**CITY OF DALY CITY**

**Revenue Budget  
2010-11/2011-12**

**Fund: CIVIC CENTER 43**  
**Department: FINANCE 031**  
**Program: NONDEPARTMENTAL 031**

<b>REVENUES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
RENTS AND INTEREST	1,076,588	1,039,109	839,217	855,239	853,865
MISCELLANEOUS REVENUES	68,622	73,060	82,890	85,375	87,938
<b>TOTAL REVENUES</b>	<b><u>\$1,145,210</u></b>	<b><u>\$1,112,169</u></b>	<b><u>\$922,107</u></b>	<b><u>\$940,614</u></b>	<b><u>\$941,803</u></b>
<b>EXPENDITURES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Estimated</b>	<b>2010-11 Approved</b>	<b>2011-12 Approved</b>
SERVICES AND SUPPLIES	156,039	209,670	164,969	183,397	187,541
OTHER CHARGES	0	8,230	0	0	0
FIXED CHARGES	248,758	413,459	416,670	405,085	405,085
CAPITAL OUTLAY	0	-69,775	0	0	0
OPERATING TRANSFERS OUT	0	414,593	338,669	338,669	338,669
DEBT SERVICE	6,018	0	0	0	0
DEPRECIATION	187,819	187,978	189,720	189,720	189,720
<b>TOTAL EXPENDITURES</b>	<b><u>\$598,634</u></b>	<b><u>\$1,164,155</u></b>	<b><u>\$1,110,028</u></b>	<b><u>\$1,116,871</u></b>	<b><u>\$1,121,015</u></b>

## **TRANSFER STATION**

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### ***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 an 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**  
**Biennial Budget**  
**2010-11/2011-12**

**Fund: MUSSEL ROCK TRANSFER STAT 45**  
**Department: FINANCE 030**  
**Program: TRANSFER STATION 390**

	2007-08	2008-09	2009-10	2010-11	2011-12
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
RENTS AND INTEREST	375,000	375,000	375,000	375,000	375,000
CHARGES AND FEES	1,767,880	90,191	78,813	90,191	90,191
MISCELLANEOUS REVENUES	24,600	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$2,167,480</u></b>	<b><u>\$465,191</u></b>	<b><u>\$453,813</u></b>	<b><u>\$465,191</u></b>	<b><u>\$465,191</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SERVICES AND SUPPLIES	957,544	0	0	0	0
OTHER CHARGES	0	18,833	0	0	0
FIXED CHARGES	3,833	3,450	3,519	3,519	3,519
OPERATING TRANSFERS OUT	422,073	447,698	450,294	450,294	450,294
DEPRECIATION	43,704	43,704	43,704	43,704	43,704
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,427,154</u></b>	<b><u>\$513,685</u></b>	<b><u>\$497,517</u></b>	<b><u>\$497,517</u></b>	<b><u>\$497,517</u></b>



General Information And Overview

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**Capital Improvement Program**

The City of Daly City Capital Improvement Budget for fiscal years 2010-11 and 2011-12 provides funding for 133 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 over \$42 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 17 budgeted capital projects in the Gas Tax Fund in fiscal 2011 and 2012. 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. Currently, the only significant capital related expenditures from this source are for debt repayment on a 2006 CDBG loan to construct the Bayshore Community Center.

**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.

The only current project in this fund is the City's share of the cost of a Jefferson Union High School District project to construct a new joint-use Giammona Pool facility at Westmoor High School.

**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 31 Water Fund capital projects planned for fiscal 2011 and 2012.

**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 48 capital projects planned by the District in fiscal 2011 and 2012.

CITY OF DALY CITY

CAPITAL PROJECTS BUDGET – FUND SUMMARY: Years 1-4 of Capital Plan

Fund Number/Name: **17 / Gas Tax: Streets & Traffic Improvements**

Page	PROJ.	Funds Avail.	Expended	Carry Fwd.	BUDGET	TOTAL FUNDS	BUDGET	Pending Budget	Future Total	Funding			
B-	NO. NO. Project Name	F/Y 2009-10	F/Y 2009-10	F/Y 2009-10	F/Y 2010-11	F/Y 2010-11	F/Y 2011-12	F/Y 2012-13	F/Y 2013-14	Capital Plan	Sources		
	<b>Annual Programs</b>												
	312 548	Avalon Storm Drain System	52,500								GT	Maintain drainage line serving area streets	
7	314 601	Street Tree Sidewalk Repair	35,000	28,423	6,577	35,000	41,577	35,000	35,000	560,000	ST	Repair sidewalks damaged by tree roots	
	314 602	Street Tree Street Repair	15,000	4,442							GT	Repair streets damaged by tree roots	
	316 603	Street Light Installations	25,000								GT	Annual Program to replace poles	
8	312 604	Traffic Signal Upgrades/Improve	44,000			50,000	50,000	51,000	54,000	1,101,000	CA2/ST	Upgrade signal management software	
9	312 605	Roadway Storm Drain Maint.	35,000	4,008	30,992	30,992					GT	Minor repairs & drainage improvements	
10	312 606	Traffic Volume Analysis	13,700		13,700	15,000	28,700	15,800		166,300	ST	Develop & maintain traffic count database	
11	312 607	Traffic Signal Painting	63,000					73,000		732,000	ST	Repaint signals in standard color	
12	312 609	Cooperative Project Development	42,000	38,750		70,000	70,000	47,000	49,000	51,000	1,049,000	ST	Develop projects and ID grant funding
13	312 661	Congestion Management Plan	292,390	292,390		292,390	292,390	307,010	322,360	8,007,540	ST	City share of Annual CCAG Program	
14	312 662	GIS System Upgrades	28,061	20,679	7,382	10,000	17,382	10,000	10,000	160,000	ST	Update maps for streets & storm drains	
	<b>Pavement Maintenance Projects</b>												
15	312 608	Street Resurfacing - A	1,045,000	1,045,000				750,000		4,000,000	TR	Alternating phase annual program.	
	312 608	Resurfacing-(Prop 1B-II)				1,500,000	1,500,000				CA1	Phase II Prop 1B (2011) Grant funding	
16	312 617	Street Resurfacing - B (ARRA-I)	472,810	377,588	95,222	95,222	750,000		500,000	4,000,000	FR	Alternating phase annual program.	
	312 688	King Drive Rehabilitation	738,667	716,004							CA1	CA Prop 1B funding-COMPLETED	
17	312 687	Gellert Blvd. Rehabilitation	1,116,815	28,575	1,088,240	1,088,240					CA1	Pavement Overlay-CA Prop 1B funding	
18	312 689	Junipero Serra Blvd. Rehabilitation	884,185	15,781	868,404	603,374	1,471,778				ST/TR	Pavement Overlay-CA Congest. Relief Funds	
19	312 618	Street Slurry Seal	928,930	928,929		991,000	991,000	750,000	500,000	500,000	8,000,000	TR	Annual Prog. to Prolong pavement life
	<b>Other Projects</b>												
20	312 670	Gellert Blvd. Bike Lanes				98,500	98,500				FA	Highway Safety Improvement (HSIP) grant	
21	312 668	Southgate Bike Gap Closure				52,000	52,000				CA5	BAAQMD-Bicycle Facil Prog (BFP) grant	
22	312 633	Ped Warning-Lake Merced/Belmar						250,000			MD	Project contingent on developer funding	
23	312 672	Top of the Hill/Mission St.	3,307,574	105,877	3,201,697	75,000	3,276,697				GT/FA	Various Federal grants	
	312 610	Sidewalk Improvements	112,297	103,637							CA4	\$105,000 StateTDA grants-COMPLETED	
24	312 636	Undergrounding - Geneva Ave.	39,621	2,938	36,683		36,683				GT	City share of undergrounding of utilities	
	312 639	Undergroundng - Mission St.	24,861	24,861							ST	Valley St. to San Pedro Rd.-COMPLETED	
25	010 600	Contingencies	208,187	1,814	206,373		206,373				GT/ST	For unanticipated proj. expenditures	
	Total Gas Tax Fund Capital:		9,524,598	3,739,696	5,555,270	3,792,264	9,347,534	1,884,390	2,040,810	1,472,360	27,775,840		

CITY OF DALY CITY

CAPITAL PROJECTS BUDGET – FUND SUMMARY: Years 1-4 of Capital Plan

Fund Number/Name: **17 / Gas Tax: Streets & Traffic Improvements**

Page	PROC	PROJ.	Funds Avail.	Expended	Carry Fwd.	BUDGET	TOTAL FUNDS	BUDGET	Pending Budget		Future Total Funding		
B-	NO.	NO.	FY 2009-10	FY 2009-10	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	Capital Plan	Sources	
		Project Name											
<b>Funds Committed to Operations</b>													
26	031	031	Transfer to Street Maint. 4654	1,472,617	1,219,149	1,444,458	1,444,458	1,467,095	1,496,437	1,526,366	26,962,436	GT	Gas tax support of eligible costs for
26	031	031	Tfr. to Traffic Sig. Maint. 4662	824,986	862,383	921,290	921,290	927,367	945,914	964,833	17,043,254	GT/ST	maintenance of streets, traffic controls
		Subtotal Operating Transfers:	2,297,603	2,081,532		2,365,748	2,365,748	2,394,462	2,442,351	2,491,198	44,005,690		and street lighting
		<b>Total Gas Tax Fund 17:</b>	<b>11,822,201</b>	<b>5,821,228</b>	<b>5,555,270</b>	<b>6,158,012</b>	<b>11,713,282</b>	<b>4,278,852</b>	<b>4,483,161</b>	<b>3,963,558</b>	<b>71,781,530</b>		
		<b>Funding Breakdown:</b>											
		Gas Tax-all sources (GT):	1,979,268	1,645,989	277,659	1,727,642	2,005,301	1,415,279	1,443,585	1,472,456			
		Congestion Rlf/Gas Excise Tx (TR):	1,174,341	914,154	260,186	1,504,374	1,764,560	1,480,000	890,000	1,322,360			
		Sales Tax (Meas. A) (ST):	2,707,478	926,943	1,418,666	1,185,496	2,604,162	1,293,573	1,809,576	1,168,742			
		Federal Transp. Funds (FA):	2,659,132	61,468	2,597,664		2,597,664						
		Various State Grants (CA):	1,788,476	815,702	967,234	1,614,150	2,581,384	90,000					
		Misc Developer Fees (MD):							250,000				
		Other (OF):	150,506	93,972	33,861	126,350	160,211		90,000				
		Totals:	11,822,201	5,821,228	5,555,270	6,158,012	11,713,282	4,278,852	4,483,161	3,963,558			

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 -- REVENUE / FUND BALANCE PROJECTIONS

Fund Number/Name: **17 / Gas Tax**

Funding Source	Estimated				Projections...				Projections...			Projections...			Projections...			
	BALANCE 6-30-09	2009-10 Revenue	2009-10 Expendit.	Carry Forward	BALANCE 6-30-10	FY 2010-11 Revenue	FY 2010-11 Budget	Total Bud.	BALANCE 6-30-11	FY 2011-12 Est. Rev.	FY 2011-12 Expend.	BALANCE 6-30-12	FY 2012-13 Revenue	FY 2012-13 Expendit.	BALANCE 6-30-13	FY 2013-14 Revenue	FY 2013-14 Expendit.	BALANCE 6-30-14
<i>Enabling Funds:</i>																		
Gas Tax Section 2107.5		14,844				10,000				10,000			10,000			10,000		
Gas Tax Section 2107		801,134				755,473				629,561			629,561			629,561		
Gas Tax Section 2106		434,421				416,259				346,883			346,883			346,883		
Gas Tax Sec. 2105 (Prop 111)		601,675				567,095				472,579			472,579			472,579		
Investment Earnings		36,200				41,543				9,315			6,730			4,576		
<b>subtotal Gas Tax (GT):</b>	<b>21</b>	<b>1,888,274</b>	<b>1,645,989</b>	<b>277,659</b>	<b>242,306</b>	<b>1,790,370</b>	<b>1,727,642</b>	<b>2,005,301</b>	<b>27,375</b>	<b>1,468,338</b>	<b>1,415,279</b>	<b>80,434</b>	<b>1,465,753</b>	<b>1,443,585</b>	<b>102,601</b>	<b>1,463,599</b>	<b>1,472,456</b>	<b>93,744</b>
Prop 42/Gasoline Excise Tax (TR):	901,431	971,722	914,154	260,186	958,999	1,082,000	1,504,374	1,764,560	276,439	1,197,000	1,480,000	(6,561)	1,197,000	890,000	300,439	1,197,000	1,322,360	175,079
Sales Tax (Meas. A) (ST):	1,541,132	1,321,438	926,943	1,418,666	1,935,627	1,265,000	1,185,496	2,604,162	596,465	1,265,000	1,293,573	567,892	1,265,000	1,809,576	23,316	1,265,000	1,168,742	119,574
<b>Total Enabling Funds:</b>	<b>2,442,584</b>	<b>4,181,434</b>	<b>3,487,086</b>	<b>1,956,511</b>	<b>3,136,932</b>	<b>4,137,370</b>	<b>4,417,512</b>	<b>6,374,023</b>	<b>900,279</b>	<b>3,930,338</b>	<b>4,188,852</b>	<b>641,764</b>	<b>3,927,753</b>	<b>4,143,161</b>	<b>426,356</b>	<b>3,925,599</b>	<b>3,963,558</b>	<b>388,397</b>
<i>Other Agencies:</i>																		
Federal Transp. Funds (FA):	87,220	88,008	61,468	2,597,664	113,759	2,584,755	2,597,664		100,851			100,851			100,851			100,851
Fed. Recovery Act/ARRA (FS):		1,296,164	1,363,000		(66,836)	66,836			0			0			0			0
Prop 1B State Bond Funds (CA1):	1,687,854		729,242	958,612	958,612	1,500,000	1,500,000	2,458,612										
AB 1546 Funds, City share (CA2):	65,396	47,785	76,831		36,350	90,000	126,350	126,350		90,000	90,000		90,000	90,000				
Cal. AB 434 Grant (CA3):	8,622			8,622	8,622		8,622	8,622										
CA TDA Grants (CA4):	(9,880)	96,340	86,460															
Highway Safety (HSIP) grant (FA):						88,650	88,650	88,650										
Air Qual. (BAAQMD) grant (OA2):		15,327	15,327			25,500	25,500	25,500										
<i>Other Sources:</i>																		
Misc. Developer Fees (MD):		16,800			16,800				16,800			16,800	250,000	250,000	16,800			16,800
Other funds (OF2):	36,205	500	1,814	33,861	34,891		33,861	33,861	1,030			1,030			1,030			1,030
<b>TOTAL GAS TAX FUND 17:</b>	<b>4,318,001</b>	<b>5,742,358</b>	<b>5,821,228</b>	<b>5,555,270</b>	<b>4,239,131</b>	<b>8,493,111</b>	<b>6,158,012</b>	<b>11,713,282</b>	<b>1,018,960</b>	<b>4,020,338</b>	<b>4,278,852</b>	<b>760,445</b>	<b>4,267,753</b>	<b>4,483,161</b>	<b>545,037</b>	<b>3,925,599</b>	<b>3,963,558</b>	<b>507,077</b>

Notes: 6/30/10 Balance includes appropriations carried forward to the following year.  
FY 2010-11 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 2009-10	Expended FY 2009-10	Carry Fwd. FY 2009-10	NEW BUDGET FY 2010-11	TOTAL FUNDS FY 2010-11	BUDGET FY 2011-12	Pending Budget FY 2012-13	FY 2013-14	Total Future Cost	Comments
505	<b>Civic Ctr South Accessibility</b> J. Fuller / R. Berger	20,945		20,945		20,945					Renovate building entrance to meet standards
566	<b>Bayshore Community Ctr.</b> Construction Loan Debt Service M. Stallings / R. Berger	382,990	382,990		386,982	386,982	390,966	393,942	397,918	3,747,206	Repayment of CDBG construction loan Future Amt is per loan repayment schedule
<b>Total C.D.B.G. Fund 18:</b>		403,935	382,990	20,945	386,982	407,927	390,966	393,942	397,918	3,747,206	

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.



CITY OF DALY CITY

CAPTIAL PROJECTS BUDGET – REVENUE/FUND BALANCE PROJECTIONS

Fund Number/Name: **31 / Capital Outlay**

Funding Source	Actual			Projections...			Projections...			Projections...								
	BALANCE 6-30-09	FY 2009-10 Revenue	FY 2009-10 Expend.	Carry Forward	BALANCE 7-1-10 *	FY 2010-11 Est. Rev.	FY 2010-11 Expend. Budget	Total Bud.	BALANCE 7-1-11	FY 2011-12 Est. Rev.	FY 2011-12 Expend. Budget	BALANCE 6-30-12	FY 2012-13 Estimated Est. Rev.	FY 2012-13 Estimated Expend.	BALANCE 6-30-13	FY 2013-14 Estimated Est. Rev.	FY 2013-14 Estimated Expend.	BALANCE 7-1-14
Transfer in from Fund 01		50,350	100,734	221,658		23,867												
Reimbursements from other funds						571,219												
Interest		18,020				14,856				16,641								
<b>Total Transfers &amp; Interest (GF):</b>	<b>309,029</b>	<b>68,370</b>	<b>100,734</b>	<b>221,658</b>	<b>276,665</b>	<b>609,942</b>	<b>241,100</b>	<b>462,758</b>	<b>423,849</b>	<b>16,641</b>	<b>445,147</b>	<b>(4,657)</b>		<b>844,068</b>	<b>(848,725)</b>		<b>591,000</b>	<b>(1,439,725)</b>
Fire Equip. Replace. Fund (GF):	185,179	70,000	12,476		242,703	70,000	52,800	52,800	259,903	70,000	9,600	320,303	70,000	75,000	315,303	70,000	165,000	220,303
Bus Ctr. Equip. Replc. Fund (GF):	39,848	5,620		11,779	45,468			11,779	33,689			33,689			33,689			33,689
<i>Building/Development Fees:</i>																		
Developer Park Fees (DP):	219,670	(0)	15,664	33,840	204,006		33,840		170,166		60,000	110,166			110,166		318,000	(207,834)
Developer Police Fees (PD):	9,790				9,790				9,790		9,790							
Developer Storm Drain Fees (SD):	155,390				155,390				155,390			155,390			155,390			155,390
Public Facil. Fees-General (PF):			27,000		(27,000)	41,000	14,000	14,000										
<i>Other Agencies:</i>																		
Federal ARRA Grants (OA):		56,461	56,461	817,439		817,439		817,439										
CA Recycle grant (CA):	94,313	13,201	91,209	3,104	16,305			3,104	13,202			13,202			13,202			13,202
Misc Other Agencies (OA):						187,650	134,560	134,560	53,090		53,090							
<i>Other Sources:</i>																		
Cable TV Provider Grants (OF):	327,697	91,494	30,420	221,241	388,771	98,097		221,241	265,627	98,097		363,724			363,724			363,724
Gellert Grants (GG):	676		676															
Refuse Co. (OF):	25,795	400,000	266,441	159,351	159,354	400,000	400,000	559,351		400,000	400,000		400,000	400,000		400,000	400,000	
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):	(149,794)		(149,794)															
Other/Miscellaneous Funds (OF):	14,951	21,234	22,052	661,370	14,133	709,881	60,640	722,010	2,004	107,500	90,000	19,504		10,000	9,504		7,500	2,004
<b>TOTAL FUND 31:</b>	<b>1,232,544</b>	<b>870,706</b>	<b>617,665</b>	<b>2,129,782</b>	<b>1,485,585</b>	<b>3,078,335</b>	<b>1,047,426</b>	<b>3,177,208</b>	<b>1,386,710</b>	<b>836,564</b>	<b>1,211,953</b>	<b>1,011,320</b>	<b>614,326</b>	<b>1,473,394</b>	<b>152,252</b>	<b>614,326</b>	<b>1,625,826</b>	<b>(859,248)</b>

\* 7-1-10 Balance includes appropriations carried forward from the prior year.  
 FY 2010-11 Total Budget is the sum of prior year Carry Fowards and New Expenditure Budget amounts

# CITY OF DALY CITY

## CAPITAL PROJECTS BUDGET -- FUND SUMMARY: Years 1-4 of Capital Plan

### Fund Number/Name: **31 / Capital Outlay**

Page D-	PROG NO.	PROJ. NO.	Project Name	Funds Avail. FY 2009-10	Expended FY 2009-10	Carry Fwd. FY 2009-10	NEW BUDGET FY 2010-11	TOTAL FUNDS FY 2010-11	BUDGET FY 2011-12	Pending Budget FY 2012-13	FY 2013-14	Future Total (see Cap.Plan)	Funding Sources/Comments
<b>Public Library</b>													
29	120	510	Westlake Library Improvements	3,476		3,476		3,476					OF Various minor repairs/improvements
	120	520	PLS Network Upgrades/Equipment	44,327	1,353								GF DC share of countywide network upgrades
	313	523	Serramonte Library Entrance (alcove)	78,200									GF Entry alcove - suspended
30	313	521	Westlake Library Floor Covering	12,000		12,000		12,000					GF Replace worn carpeting
	313	526	Westlake Library HVAC System	176,000									GF Replace problematic roof mounted units
31	120	C03	RFID Material Tracking							<b>376,268</b>			OF Radio Tracking Tag & checkout sys
	LIBRARY TOTALS:			314,003	1,353	15,476		15,476		376,268			
<b>Parks and Recreation</b>													
32	131	573	Gellert Park Field Lights	318,000						<b>318,000</b>		350,000	DP Phase 1: Diamonds 1 and 3 (Dev Park fees)
	131	569	Light/Scoreboard Pole Padding	5,953									DP Replace worn padding
	313	543	Marchbank Park Lights	25,000	13,500								DP COMPLETED
33	313	562	Teglia Community Center Roof and Ceiling	150,000		60,000		60,000					GF Replace roof with metal seam roof
34	131	558	Tennis/Basketball Court Resurfacing	55,000						7,500		<b>1,000,000</b>	DP Specialized resurfacing
35	133	585	Tree Removal & Reforestation	21,612	13,731	7,881		7,881	60,000	<b>30,000</b>	<b>30,000</b>	15,000	DP Replace 30-40 dying/mature trees per year
	133	514	Tree Root Sidewalk Repair	22,325	2,164								DP moved to operating budget
36	131	872	Facility Table/Chair Replacement	10,000								<b>5,000</b>	GF Replace worn equipment
37	131	873	Playground Equipment	10,676	986	9,690		9,690					GF Bayshore Hts-Kaboom playground match
38	133	583	Playground Equipment/Surfacing	142,358	873								GF Replace equip/refill surfacing
	133	589	Westlake Playground (Kaboom)	21,967	21,966								OF City match on Kaboom funded project
39	130	878	Recreation Vans	9,661		9,661		9,661					OF Stewardship Cnc. Grant, co-op proj w/JUHSD
40	130	572	Pacelli Gym Ceiling Fan						7,500				OF Contingent on funding from one time events
41	130	557	Doelger Art Center Retaining Wall							<b>10,000</b>			OF Contingent on funding from one time events
42	133	897	Tree Inventory Software						7,500				OF Contingent on funding from one time events
43	130	582	Parking Lot Resurfacing								<b>7,500</b>	22,500	OF Contingent on funding from one time events
	PARKS & REC. TOTALS:			792,552	53,220	87,232		87,232	75,000	40,000	368,000	1,517,500	

# CITY OF DALY CITY

CAPITAL PROJECTS BUDGET -- FUND SUMMARY: Years 1-4 of Capital Plan

Fund Number/Name: **31 / Capital Outlay**

Page	PROG	PROJ.	Funds Avail.	Expended	Carry Fwd.	NEW BUDGET	TOTAL FUNDS	BUDGET	Pending Budget	Future Total	Funding Sources/Comments
D-	NO.	NO.	FY 2009-10	FY 2009-10	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	(see Cap.Plan)
11	010	518	67,711		67,711	10,000	77,711				GF For Unexpected Project Expenditures
12	010	519	33,840		33,840		33,840				DP For Unexpected Project Expenditures
			<b>Civic Center Projects:</b>								
	313	504	595	390							OF Civic Center
13	312	582	53,226		53,226		53,226				OF Civic Ctr Fund: Pavement rehab
14	312	509	144,326	144,326		144,326	144,326	144,326	144,326	144,326	OF Funding of HVAC and lighting improve.
			<b>EECBG Projects</b>								
15	313	509	1,374,815	57,469	1,317,346		1,317,346				FS Energy efficient HVAC system
16	200	509	45,000		45,000		45,000				FS Replace current unit-end of useful life
17	132	509	50,000		50,000		50,000				FS Replace current unit-end of useful life
18	316	509	100		100		100				FS Replace std. fixtures w/LED efficient
19	010	023	245,247	28,275	166,972		166,972				OF Equipment upgrades, Pen TV facil pymt
			<b>Radio Narrow Banding:</b>								
20	220	886				168,200	168,200	146,827			GF Includes FEMA grant \$187,650
21	200	886						25,000			GF 10 replacement radios
22	310	886						36,200	12,800		GF scope under development
23	010	230	94,313	91,209	3,104		3,104				CA State Grants
	030	884	29,401	29,400							GF Safety upgrades for various City offices
			<b>Economic &amp; Community Development</b>								
24	300	885	11,779		11,779		11,779				GF Improve facilities & equipment
			<b>Finance</b>								
25	030	500	56,414	2,145	54,269		54,269				OF Fiber optic network. CATV grants
			<b>ADMIN TOTALS</b>								
			2,206,767	353,214	1,803,347	322,526	2,125,873	352,353	157,126	144,326	144,326
			<b>Fire Department</b>								
26	220	891				52,800	52,800				493,230 GF 20 yr plan--see below PUB FACIL FEE ELIG
								9,600			GF FD Equipment Replacement Fund
									50,000		GF FD Equipment Replacement Fund
			12,477	12,476					25,000		GF FD Equipment Replacement Fund
										165,000	GF FD Equipment Replacement Fund
27	220	C01								55,000	GF Confined space rescue equip.
28	220	C02								65,000	GF Backup to front line equipment
			<b>FIRE DEPT. TOTALS:</b>								
			12,477	12,476		52,800	52,800	9,600	75,000	285,000	493,230

# CITY OF DALY CITY

## CAPITAL PROJECTS BUDGET – FUND SUMMARY: Years 1-4 of Capital Plan

### Fund Number/Name: **31 / Capital Outlay**

Page D-	PROG NO.	PROJ NO.	Project Name	Funds Avail. FY 2009-10	Expended FY 2009-10	Carry Fwd. FY 2009-10	NEW BUDGET FY 2010-11	TOTAL FUNDS FY 2010-11	BUDGET FY 2011-12	Pending Budget FY 2012-13	Future Total FY 2013-14 <small>(see Cap.Plan)</small>	Funding Sources/Comments	
<b>Police Department</b>													
44	200	593	Police Storage Area Upgrade	45,449	9,088	36,361		36,361				GF Property and evidence rooms	
	200	888	License Plate Readers	50,000								GF Automated detection equip.–dropped	
45	200	898	Police Equipment Replacement Fund:									GF 2009-10 Bulletproof vest purchase	
			Handgun Replacement				72,100	72,100				GF Replace at end of useful life	
			Taser Replacement						85,000		30,000	GF Replace 85, purch 30 additional in 2013	
			Mobile Data Computer (MDC) Replacement							25,000	25,000	GF Replace terminals in PD vehicles	
			Bullet Proof Vest Replacement	70,000	60,578						100,000	GF Replace as mandated by state law	
46	200	595	Locker Room Upgrade				75,000	75,000				GF Modifications to existing facility	
47	200	895	Telephone/Radio Upgrades						125,000			GF includes \$60,000 state W E9-1-1 funding	
48	200	896	Telephone CPU Replacement						15,000			GF includes \$15,000 state W E9-1-1 funding	
49	200	590	Prisoner Processing Ctr. Restroom						25,000			GF Install stall and sink for prisoner use	
50	200	C04	Police Base Stations							275,000		GF Replace/Upgrade PD radio channels 1 and 2	
51	200	C05	Dispatch Furniture/Console								148,500	GF Replace 17 y/o equipment	
<b>POLICE TOTALS:</b>				165,449	69,666	36,361	147,100	183,461	250,000	300,000	303,500	360,000	
<b>Public Works</b>													
	312	626	Chester Street Storm Drain (Design)	60,000								390,000 DS Upsize and reroute drain line-suspended	
52	310	550	Mussel Rock Maintenance	425,792	38,856	159,351	400,000	559,351	400,000	400,000	400,000	10,503,782 OF Maintain site/sea wall- scavenger co. funded	
<i>Facility Repairs and Major Maintenance:</i>													
53	313	507	Facility Repairs/Major Maint.	41,314	25,915	4,510	125,000	129,510	125,000	<b>125,000</b>	<b>125,000</b>	2,315,000 GF One project to replace those below	
	313	506	Building Door/Hardware Repair	51,141	25,527							GF Relace all damaged doors and hardware	
	313	508	Damaged Facility Repairs	42,028	7,939							GF Annual Program	
	313	515	Major Building Electrical Repair	20,000	11,827							GF Electrical contingency fund	
54	313	517	Major Building Roof Repairs	54,012		14,700		14,700				GF Annual roof repair/replacement fund	
	313	528	Burglar Alarm Systems	2,236	165							GF In various City buildings	
55	313	873	Playground Equipment Repairs	31,227	17,507	8,805		8,805				GF Replacement of major parts	
	312	549	Engineering Plan Conversion	10,000								GF Convert paper plans to digital–suspended	
<b>PUBLIC WORKS TOTALS:</b>				737,750	127,736	187,366	525,000	712,366	525,000	525,000	525,000	25,077,782	
<b>Total Fund 31:</b>				<b>4,228,998</b>	<b>617,665</b>	<b>2,129,782</b>	<b>1,047,426</b>	<b>3,177,208</b>	<b>1,211,953</b>	<b>1,473,394</b>	<b>1,625,826</b>	<b>27,592,838</b>	
<b>Funding Breakdown</b>													
	<b>General Fund (GF):</b>			1,240,914	113,210	233,437	293,900	474,537	445,147	844,068	591,000		
	<b>Developer Park Fees (DP):</b>			460,118	15,664	33,840		33,840	60,000		318,000		
	<b>Developer Storm Fees (DS):</b>			60,000									
	<b>Other Agencies (OA):</b>			94,313	91,209	3,104		3,104					
	<b>Misc Grants (XX):</b>			874,576	63,466	817,439	195,200	1,012,639	137,880				
	<b>Other Funding (OF):</b>			1,499,077	307,116	1,041,962	544,326	1,639,088	568,926	629,326	716,826		
<b>Totals:</b>				4,228,998	617,665	2,129,782	1,047,426	3,177,208	1,211,953	1,473,394	1,625,826		

NOTE: Detailed information on each capital project is contained in the City's Capital Budget which is published as a separate document.

NOTE: Project costs shown in **BOLD** above are currently not funded



CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **33 / Major Facility Improvements**

PROG. NO.	PROJ. NO.	Project Name Project Manager	Total Project	Expended thru 6-30-09	Funds Avail. F/Y 2009-10	Expended F/Y 2009-10	Carry Fwd. F/Y 2009-10	BUDGET F/Y 2010-11	TOTAL FUNDS F/Y 2010-11	BUDGET F/Y 2011-12	Future Total	Funding Sources/Comments
120	525	Serramonte Library Replacement	26,200,000								26,200,000	Feasibility study needed for new building
130	584	New Westmoor/Giammona Pool M. Stallings	4,200,000		4,200,000	2,580,000	1,620,000		1,620,000			City share of Jefferson H.S. Dist project
130	576	War Memorial Rebuild M. Stallings	15,893,951	15,887,903	40,175	6,048						COMPLETED State Library & Park \$ & PUBLIC FAC. FEES
120	522	New Library Collections C. Simmons	235,001	198,593	36,408	27,358	9,050		9,050			New materials for newly expanded libraries PUBLIC FAC FEES
312	524	Gellert Park Parking Lot P. Sweetland	565,890	198,325	547,441	367,565						COMPLETED –CCAG grant for drainage
315	454	Fire Aerial Truck Replacement	548,982		948,982	548,982						Net of vendor settlement–PUBLIC FAC FEES
010	510	Overall Design / Contingency P. Martel	1,102,284	82,072	1,020,212		1,020,212		1,020,212			Conceptual design/conting. for all projects
Subtotal, Current and Pending projects			48,746,108	16,366,893	6,793,218	3,529,953	2,649,262		2,649,262		26,200,000	
<b>Completed Projects:</b>												
130	566	Bayshore Comm. Center & Library	11,127,567	11,127,567								COMPLETED
312	510	Corporation Yard Improvements	4,405,905	4,405,905								PUBLIC FAC FEES - COMPLETED
130	568	City & JESD Facility Upgrades	963,113		5,150	5,150						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	242,666								COMPLETED
220	511	Replace Fire Station No. 2	2,713,707	2,705,016	15,411	8,691						PUBLIC FAC FEES - COMPLETED
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								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	557,078	557,078								COMPLETED
Subtotal, Completed projects			31,735,576	31,721,735	20,561	13,841						

**CITY OF DALY CITY**  
**CAPITAL PROJECTS BUDGET – FUND SUMMARY**

Fund Number/Name: **33 / Major Facility Improvements**

PROG. PROJ. NO.	Project Name NO. Project Manager	Total Project	Expended thru 6-30-09	Funds Avail. FY 2009-10	Expended FY 2009-10	Carry Fwd. FY 2009-10	BUDGET FY 2010-11	TOTAL FUNDS FY 2010-11	BUDGET FY 2011-12	Future Total	Funding Sources/Comments
<b>Total Facility Fund 33:</b>		<b>82,677,094</b>	<b>50,284,038</b>	<b>6,813,779</b>	<b>3,543,794</b>	<b>2,649,262</b>		<b>2,649,262</b>		<b>26,200,000</b>	
<b>Funding plan</b>		<b>Source Total</b>	<b>Received thru 6-30-09</b>	<b>Rev. Budget Revenue FY 2009-10 FY 2009-10</b>				<b>Est Revenue FY 2010-11</b>	<b>Est Revenue FY 2011-12</b>		
	Reserves for Capital/Interest (GF):	38,824,239	39,032,088	120,768	120,768			(328,617)			
	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	2,692,811								
	State Park Bonds (CA):	1,995,257	1,995,257								
	Misc. State Grants (CA):	643,000	393,000	250,000	250,000						
	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):	6,678,061	6,108,879	240,565	240,565			328,617			
	Developer Park In-lieu Fees (DP):	2,380,836	1,206,300						1,174,536		
	Developer / Other (OF):	820,308	820,308								
	Donations / Secured Grants (OF):	293,650	293,650								
	Other/Misc. Funds (OF):	1,880,040	1,843,840	36,200	36,200						
	Redevelopment Agencies (RA):	800,000	800,000								
	<i>balance fwd.</i>			14,614,485	14,614,485			11,718,224	9,068,962	10,243,498	
	<b>Funding Subtotal</b>	<b>66,720,592</b>	<b>64,898,523</b>	<b>15,262,018</b>	<b>15,262,018</b>			<b>11,718,224</b>	<b>10,243,498</b>	<b>10,243,498</b>	
	<b>Balance</b>	<b>(15,956,502)</b>	<b>14,614,485</b>	<b>8,448,239</b>	<b>11,718,224</b>			<b>9,068,962</b>	<b>10,243,498</b>	<b>(15,956,502)</b>	

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: Years 1-4 of Capital Plan

Fund Number/Name: **41 / Water**

Program: **385**

PROJ. NO.	Project Name	Funds Avail. FY 2009-10	Expended FY 2009-10	Carry Fwd. FY 2009-10	NEW BUDGET FY 2010-11	TOTAL FUNDS FY 2010-11	BUDGET FY 2011-12	Pending Budget FY 2012-13	otal Future Cost FY 2013-14 (see Capital Plan)	Funding Sources / Comments	
<b>Annual Programs:</b>											
617	Street Resurfacing Water Mains	88,176	7,424	80,752		80,752	100,000	100,000	100,000	1,600,000	Replace of mains in streets to be resurfaced
701	Plant Improvements	190,080	180,940	9,139	126,605	135,744	175,000	175,000	175,000	2,800,000	Misc. reservoir/pump sta. improve./repair
705	Westside Basin Aquifer Modeling	34,556	6,636	27,920		27,920	25,000	25,000	25,000	480,000	Assess safe yield, input data, user guide
707	Water Conservation Program	318,687	186,143	132,545	155,000	287,545	155,000	160,000	160,000	2,995,000	Residential kits, rebates, water audits, etc
708	Seismic Improvements	945,423	118,978	484,000		484,000		650,000		2,555,423	Implement 2003 Seismic Study recommendations
712	Reservoir Cleaning	21,008	19,423	1,585	23,415	25,000	25,000	25,000	25,000	400,000	Reservoir cleaning
720	Well Rehabilitation	114,643	114,622	21	70,000	70,021	71,000	72,000	73,000	1,304,000	Repair or replace equipment, well reconditioning
739	Facility Roadway Rehabilitation				40,000	40,000	40,000	40,000	40,000	640,000	Maintain roadways at all facilities
742	Fire Flow Improvements	50,000	32,114	17,886	1,200	19,086	50,000	50,000	50,000	800,000	Improve Fire Flows in the Redevelopment
752	Main Rehabilitation/Improvements	318,207	13,739				350,000	350,000	350,000	3,500,000	Replace portions of existing mains as needed
760	Miscellaneous Equipment	71,217	28,302	42,915		42,915	20,000	20,000	20,000	302,000	Purchase or replace capital equip. as needed
764	Technology Upgrades	50,000	25,725	24,275		24,275	25,000	30,000	30,000	840,000	Green/renewable energy projects
766	SCADA System Upgrades				15,000	15,000	15,000	15,000	15,000	240,000	Upgrade CPU and operating system
774	Water System Mapping-GIS	23,380	11,980	11,400	1,620	13,020	15,000	15,000	15,000	240,000	Record sys improvements and new development
775	Water Transfer Project	113,936	28,846	85,090	33,965	119,055	31,000	48,000	41,000	1,600,000	Transfer service connections to larger mains
879	Vehicle Upgrades	112,500	94,662	17,838		17,838	37,500	37,500	37,500	600,000	Replace/modify existing undersized vehicles
Subtotal, Annual Programs		2,451,813	869,533	935,366	466,805	1,402,171	1,134,500	1,812,500	1,156,500	20,896,423	
<b>System Improvements/Operations:</b>											
672	Mission Street Enhancements	947,392	29,594	917,798		917,798					Replace/relocate mains near Top-of-Hill
710	Groundwater Management Plan	187,173	95,384	63,003		63,003		75,000		716,190	Contribution to inter-agency Basinwide Monitoring
715	Reservoir 2B Replacement	3,837,686	608,238								New reservoir. COMPLETED
719	Reservoir 6B Generator	291,520		291,520		291,520					Provide emergency backup power
723	Well 4 Replacment	1,188,615	46,036	290,161		290,161	878,000				Construct replacement well
726	Underground Storage Tanks	42,502	22,442	20,059		20,059					Protection of aquifer
727	CARB Retrofits	294,499					287,890	172,930			Airborne Toxic Control (ATCM) for 14 generators
728	Portable Generator Recepticals	21,000									COMPLETED
762	Pump Station Analyzers	155,000	29,824	40,000		40,000					Chlorine, ph, temperature analyzers and controllers
763	Citrus Zone 1 & 3 Manifolds	150,000					154,500				Replace the discharge manifold
767	Westlake Electric	124,644					128,390				Replace old equip with modern components/controls
880	Telescoping Crane	40,000		40,000		40,000					Replace crane on ve-4214r with 12 ton telescoping type
741	Bac-T Station Replacement				15,000	15,000	15,450	15,920	16,400		Replace sample stations throughout the city
789	Security Systems +						52,020				Electronic security key sys. on locks, doors and gates
790	Alta Vista PS Fence Replacement						8,760				Replace fence at end of useful life
791	Extend Westlake Warehouse +						154,500				To accommodate heavy equip.vehicles and materials.
766	SCADA Workstation Maint Build 1 +						13,100				Improvements to system monitoring and reporting
790	Reservoir 5 Fence/Gate Operator							80,920			Replace fence at end of useful life
718	Jeff Well Generator							301,510			Emergency power supply
766	Replace SCADA System+							132,620		876,330	Replace all SCADA equipment with state-of-art system
769	Citrus Pump Station Upgrade	35,000						37,140			Improve lighting, repair walls and floor surface
W01	"A" Street Well Replacement								1,639,100		Replace/upgrade existing well
W02	Ops Locker Room Expansion +								21,860		Expand existing undersized locker room
Subtotal, Sys. Improvements/Operations		7,315,031	831,518	1,662,541	15,000	1,677,541	1,692,610	816,040	1,677,360	1,592,520	
<b>Total Water Fund 41:</b>		<b>9,766,844</b>	<b>1,701,051</b>	<b>2,597,907</b>	<b>481,805</b>	<b>3,079,712</b>	<b>2,827,110</b>	<b>2,628,540</b>	<b>2,833,860</b>	<b>22,488,943</b>	

+Joint project with Sanitation Fund 87



## CITY OF DALY CITY

CAPITAL PROJECTS BUDGET – FUND SUMMARY: Years 1-4 of Capital Plan

Fund Number/Name: **87 / Sanitation**

Program:

**920**

PROJ. NO.	Project Name	Funds Avail. FY 2009-10	Expended FY 2009-10	Carry Fwd. FY 2009-10	NEW BUDGET FY 2010-11	TOTAL FUNDS FY 2010-11	BUDGET FY 2011-12	Pending Budget FY 2012-13	otal Future Cost FY 2013-14 (see Capital Plan)	Funding Sources / Comments	
<b>Annual Programs:</b>											
617	Street Resurfacing Sewer Mains	62,616	4,764	57,852	65,000	122,852	65,000	65,000	65,000	1,040,000	Main improvements on streets
760	Miscellaneous Equipment				20,000	20,000	20,000	20,000	20,000	320,000	Purchase or replace capital equip. as needed
764	Technology Upgrades	105,024	101,661	3,363	100,000	103,363	100,000	100,000	100,000	2,350,000	Replace outdated systems
766	SCADA System Upgrades	219		219	15,000	15,219	15,000	15,000	15,000	240,000	Update electronic control systems
801	Sewer Main Rehab./Improvements	34,811	1,695	33,116	40,000	73,116	40,000	40,000	40,000	640,000	Misc. repairs to collections system,
802	Sewer Lift Sta. Rehab./Improvement	106,827	103,486	3,341	30,000	33,341	30,000	30,000	30,000	480,000	Annual Project—Consolidation of all
803	Vehicle Upgrades	263,036	121,675	141,361	37,500	178,861	37,500	37,500	37,500	600,000	Supplement to vehicle replacement funds
806	Plant Process Improvements	293,458	270,734	22,724	140,000	162,724	140,000	140,000	140,000	2,240,000	Consolidation of all misc. repairs/
807	Plant Structure Improvements	92,656	57,068	35,588	78,000	113,588	78,000	78,000	78,000	1,248,000	Consolidation of all misc. repairs/
812	Municipal Regional Permit	100,000	848	99,152	211,600	310,752	120,800	122,800	122,800	2,101,000	Database to comply with Muni. Regional Permit
813	Sewer System Mapping - GIS	5,000	4,273	727	10,000	10,727	10,000	100,000	10,000	190,000	Complete aerial mapping of system
830	Grease & Root Elimination Program	41,689	21,951	19,737	30,000	49,737	30,000	30,000	30,000	480,000	To eliminate grease plugging of mains
831	Trunk Line Cleaning	30,000		30,000	30,000	60,000	30,000	30,000	30,000	480,000	Clean 5000' of 15" AND 30" sanitary sewer trunk lines
832	Storm & Sewer Repair	384,537	5,067	379,470	664,500	1,043,970	300,000	1,500,000	1,500,000	24,000,000	Implementation of Stormwater Master Plan
865	Recycled Water	15,366	15,366		25,000	25,000	25,000	25,000	25,000	550,000	Appurtenances to comply with regs
	Subtotal, Annual Programs	1,535,238	708,587	826,650	1,496,600	2,323,250	1,041,300	2,333,300	2,243,300	36,959,000	
<b>System Improvements/Operations</b>											
513	Corporation Yard Wash Racks	35,000		35,000		35,000					To comply with NPDES guidelines
727	CARB Retrofits	210,493		210,493	163,000	373,493					Airborne Toxic Control Measures for generators
766	SCADA Workstation Maint Bldg 1 +						13,100				Improvements to system monitoring and reporting
789	Security System +						52,020				Electronic security key sys. on locks, doors and gates
791	Extend Westlake Warehouse +						154,500				To accommodate heavy equip., vehicles and materials.
810	Electronic Document Archiving				167,000	167,000	172,010	177,180			Convert existing archives to paperless records
815	Polymer Feed System	20,384	12,230	8,154		8,154					Redundant system for dewatering sludge at centrifuge
816	Prim. Effluent Bypass Valve/Meter	45,000		45,000		45,000					Replace emergency bypass valve and add meter
820	Collection Sys. Modeling/Masterplan	5,789	1,345	4,445		4,445				970,800	Sewer System Management Plan (SSMP)
829	Chester Street Sewer				265,480	265,480					Main & manhole replacement
833	Garibaldi St. Sewer				355,020	355,020					Main & manhole replacement
835	San Pedro/Washington Sewer				396,600	396,600					Main & manhole replacement
838	Skyline Force Main Reroute	220,500		220,500		220,500					Rplc 600' of 6" A/C Force Main
839	Corp Yard Street Div Sanitary Sewer				77,000	77,000					Replace inadequate sewer line
840	Skyline/Belcrest Basin Rehab.				150,000	150,000	2,575,000	2,652,250			Determine most reliable way to move sewage flow
842	Vista Grande Drainage Basin	2,504,997	476,960	2,028,037	750,000	2,778,037	1,000,000			11,000,000	Feasibility/options study – PUBLIC FACILITY FEES COMPLETED
849	Mission/Parkview Sewer	155,987	75,689								Slipline—project dropped in lieu of below
850	Marine Outfall Replacement	118,010	94,632	23,378		23,378					Design work & repair of exposed pipe
853	Ft. Funston Outfall Structure Repair	2,988,625	204,215	2,784,410		2,784,410					Equip. for field data collection & database update
854	Source Control Electronics	15,750		15,750		15,750					Water recycling program
855	Tertiary Treatment System	480,240	369,902	110,338		110,338					Replace pump
855	Tertiary Chlorine Pump Replace./Skid				31,000	31,000					Replace aging compressors with energy efficient ones.
859	Skid Air Compressor Replacement	162,750		162,750		162,750					Digester gas generation system
860	SB5x Turbine Generator	57,771		57,771		57,771					Design & install new generators
864	Emergency Generator Replacement	623,878	616,222	7,656		7,656		688,900			Replace weirs to prevent short-circuiting
957	Secondary Clarifier Weirs	690,268	162,869	527,399	350,000	877,399	360,500				

CITY OF DALY CITY

CAPITAL PROJECTS BUDGET – FUND SUMMARY: Years 1-4 of Capital Plan

Fund Number/Name: **87 / Sanitation**

Program:

**920**

PROJ. NO.	Project Name	Funds Avail.	Expended	Carry Fwd.	NEW BUDGET	TOTAL FUNDS	BUDGET	Pending Budget	otal Future Cost	Funding Sources / Comments	
		FY 2009-10	FY 2009-10	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14 ee Capital Plan)		
959	Sodium Bisulfite Tank				19,000	19,000				Replace tank	
960	Digester Heating & Recirculating Sys.				165,000	165,000				Replace system for Digester #1	
961	Ferrous Chloride Pump Replace./Skid				22,000	22,000				Replace pump	
962	Westside Influent Flow Meter				120,000	120,000				Install a flow meter to record the flow	
963	Headworks Filter Screen				450,000	450,000				Replace filter screen	
964	Grit Classifier Replacement				73,000	73,000				Replace existing grit classifier with new unit	
965	Digester Mixing Lines Insulation						20,600			Insulate mixing line pipes	
966	Chorine Loop System with Two Analyz						12,880			Install new system	
967	Centrifuge						421,480			Purchase and installation of a backup centrifuge	
968	Cake Screw Conveyor						25,550			To accommodate the installation of a second centrifuge	
969	Centrifuge Feed Pumps and Piping						154,500			Higher capacity pumps (200gpm) and larger diameter pi	
970	Cake Pump Discharge Line						44,710			Replace 350 psi pipe with 500 psi. pipe	
S01	Serramonte Blvd - Gellert to SM Ctr.							21,060	298,850	Main & manhole replacement	
836	Washington/San Pedro/JS Sewer							496,510		Replace ~ 700 ft. of 12" VCP with 18" SDR35 plastic pip	
S02	Fiberglass Door Installation							15,920		Remove existing plant metal doors with fiberglass	
S03	Methane Gas Booster Replacements							55,700		Replace 31 yr old sludge gas boosters	
S04	Coat Interior - Gravity Thickener 2							55,700		Coat the interior of gravity thickner #1.	
S05	Primary Deck Grating Replacement							10,610		Replace with aluminum diamond plate decking	
S06	Auto Valves: Microscreen/Headwks #2							63,660		Install auto control valves to divert flow to primaries 7&8	
S07	Final Effluent Control System (VFD's)							265,230		System to start and stop pumps	
S08	Gravity Thickener #2 Drive Replace.							21,220		Replace with a stainless steel drive unit	
766	SCADA Replacement +							132,620	1,077,400	Replace all equipment with state-of-art system	
808	Digester Cleaning								27,320	111,630	Clean both digesters once every ten years.
837	Station Ave. Sewer								417,650	Replace 700 ft. of 6" vcp with 15" sdr 35 + manholes	
S09	Final Effluent Building Roof Replace.								81,960	Reroof with new material including skylight	
S10	Gravity Thickener #1 Coating								38,250	Coat the interior of gravity thickner #2.	
S11	AFT Air Flotation Control System								54,640	Replace Flotation Control Sys	
S12	Chorine Contact Tank Cleaning								10,390	Drain & clean tank	
S13	Ferrous Chloride Tank Replacement								31,690	Replace existing tank	
S14	Tertiary Sand Replacment								163,910	Replace sand	
S15	Maint. Building 1 & 2 - Roof								92,890	Replace existing twenty year old roof	
S16	Cake Hopper Enlargement								43,710	Increase the size of the cake hopper	
S17	Additional Cake Pump								351,860	Additional cake pump to provide critical redundancy	
S18	Driox Vaporizor								273,190	To provide oxygen to the activated sludge sys	
S19	AFT Roof Replacement								70,000	Replace existing thirty one year old roof.	
S20	Ops Locker Room Expansion +								21,860	Expand existing undersized locker room	
Subtotal System Improvements		8,335,443	2,014,064	6,241,082	3,554,100	9,795,182	5,006,850	4,656,560	1,679,320	13,458,680	
<b>Total Sanitation Fund 87:</b>		<b>9,870,681</b>	<b>2,722,651</b>	<b>7,067,732</b>	<b>5,050,700</b>	<b>12,118,432</b>	<b>6,048,150</b>	<b>6,989,860</b>	<b>3,922,620</b>	<b>50,417,680</b>	

+Joint project with 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.

## CITY OF DALY CITY

CAPITAL PROJECTS BUDGET – FUND SUMMARY: Years 1-4 of Capital Plan

Fund Number/Name: **87 / Sanitation**

Program:

**920**

PROJ. NO.	Project Name	Funds Avail. FY 2009-10	Expended FY 2009-10	Carry Fwd. FY 2009-10	NEW BUDGET FY 2010-11	TOTAL FUNDS FY 2010-11	BUDGET FY 2011-12	Pending Budget FY 2012-13	otal Future Cost FY 2013-14 (see Capital Plan)	Funding Sources / Comments	
<b>Annual Programs:</b>											
617	Street Resurfacing Sewer Mains	62,616	4,764	57,852	65,000	122,852	65,000	65,000	65,000	1,040,000	Main improvements on streets
760	Miscellaneous Equipment				20,000	20,000	20,000	20,000	20,000	320,000	Purchase or replace capital equip. as needed
764	Technology Upgrades	105,024	101,661	3,363	100,000	103,363	100,000	100,000	100,000	2,350,000	Replace outdated systems
766	SCADA System Upgrades	219		219	15,000	15,219	15,000	15,000	15,000	240,000	Update electronic control systems
801	Sewer Main Rehab./Improvements	34,811	1,695	33,116	40,000	73,116	40,000	40,000	40,000	640,000	Misc. repairs to collections system,
802	Sewer Lift Sta. Rehab./Improvement	106,827	103,486	3,341	30,000	33,341	30,000	30,000	30,000	480,000	Annual Project—Consolidation of all
803	Vehicle Upgrades	263,036	121,675	141,361	37,500	178,861	37,500	37,500	37,500	600,000	Supplement to vehicle replacement funds
806	Plant Process Improvements	293,458	270,734	22,724	140,000	162,724	140,000	140,000	140,000	2,240,000	Consolidation of all misc. repairs/
807	Plant Structure Improvements	92,656	57,068	35,588	78,000	113,588	78,000	78,000	78,000	1,248,000	Consolidation of all misc. repairs/
812	Municipal Regional Permit	100,000	848	99,152	211,600	310,752	120,800	122,800	122,800	2,101,000	Database to comply with Muni. Regional Permit
813	Sewer System Mapping - GIS	5,000	4,273	727	10,000	10,727	10,000	100,000	10,000	190,000	Complete aerial mapping of system
830	Grease & Root Elimination Program	41,689	21,951	19,737	30,000	49,737	30,000	30,000	30,000	480,000	To eliminate grease plugging of mains
831	Trunk Line Cleaning	30,000		30,000	30,000	60,000	30,000	30,000	30,000	480,000	Clean 5000' of 15" AND 30" sanitary sewer trunk lines
832	Storm & Sewer Repair	384,537	5,067	379,470	664,500	1,043,970	300,000	1,500,000	1,500,000	24,000,000	Implementation of Stormwater Master Plan
865	Recycled Water	15,366	15,366		25,000	25,000	25,000	25,000	25,000	550,000	Appurtenances to comply with regs
	Subtotal, Annual Programs	1,535,238	708,587	826,650	1,496,600	2,323,250	1,041,300	2,333,300	2,243,300	36,959,000	
<b>System Improvements/Operations</b>											
513	Corporation Yard Wash Racks	35,000		35,000		35,000					To comply with NPDES guidelines
727	CARB Retrofits	210,493		210,493	163,000	373,493					Airborne Toxic Control Measures for generators
766	SCADA Workstation Maint Bldg 1 +						13,100				Improvements to system monitoring and reporting
789	Security System +						52,020				Electronic security key sys. on locks, doors and gates
791	Extend Westlake Warehouse +						154,500				To accommodate heavy equip., vehicles and materials.
810	Electronic Document Archiving				167,000	167,000	172,010	177,180			Convert existing archives to paperless records
815	Polymer Feed System	20,384	12,230	8,154		8,154					Redundant system for dewatering sludge at centrifuge
816	Prim. Effluent Bypass Valve/Meter	45,000		45,000		45,000					Replace emergency bypass valve and add meter
820	Collection Sys. Modeling/Masterplan	5,789	1,345	4,445		4,445				970,800	Sewer System Management Plan (SSMP)
829	Chester Street Sewer				265,480	265,480					Main & manhole replacement
833	Garibaldi St. Sewer				355,020	355,020					Main & manhole replacement
835	San Pedro/Washington Sewer				396,600	396,600					Main & manhole replacement
838	Skyline Force Main Reroute	220,500		220,500		220,500					Rplc 600' of 6" A/C Force Main
839	Corp Yard Street Div Sanitary Sewer				77,000	77,000					Replace inadequate sewer line
840	Skyline/Belcrest Basin Rehab.				150,000	150,000	2,575,000	2,652,250			Determine most reliable way to move sewage flow
842	Vista Grande Drainage Basin	2,504,997	476,960	2,028,037	750,000	2,778,037	1,000,000			11,000,000	Feasibility/options study – PUBLIC FACILITY FEES
849	Mission/Parkview Sewer	155,987	75,689								COMPLETED
850	Marine Outfall Replacement	118,010	94,632	23,378		23,378					Slipline—project dropped in lieu of below
853	Ft. Funston Outfall Structure Repair	2,988,625	204,215	2,784,410		2,784,410					Design work & repair of exposed pipe
854	Source Control Electronics	15,750		15,750		15,750					Equip. for field data collection & database update
855	Tertiary Treatment System	480,240	369,902	110,338		110,338					Water recycling program
855	Tertiary Chlorine Pump Replace./Skid				31,000	31,000					Replace pump
859	Skid Air Compressor Replacement	162,750		162,750		162,750					Replace aging compressors with energy efficient ones
860	SB5x Turbine Generator	57,771		57,771		57,771					Digester gas generation system
864	Emergency Generator Replacement	623,878	616,222	7,656		7,656		688,900			Design & install new generators
957	Secondary Clarifier Weirs	690,268	162,869	527,399	350,000	877,399	360,500				Replace weirs to prevent short-circuiting

CITY OF DALY CITY

CAPITAL PROJECTS BUDGET – FUND SUMMARY: Years 1-4 of Capital Plan

Fund Number/Name: **87 / Sanitation**

Program:

**920**

PROJ. NO.	Project Name	Funds Avail. FY 2009-10	Expended FY 2009-10	Carry Fwd. FY 2009-10	NEW BUDGET FY 2010-11	TOTAL FUNDS FY 2010-11	BUDGET FY 2011-12	Pending Budget FY 2012-13	otal Future Cost FY 2013-14 ee Capital Plan)	Funding Sources / Comments
959	Sodium Bisulfite Tank				19,000	19,000				Replace tank
960	Digester Heating & Recirculating Sys.				165,000	165,000				Replace system for Digester #1
961	Ferrous Chloride Pump Replace./Skid				22,000	22,000				Replace pump
962	Westside Influent Flow Meter				120,000	120,000				Install a flow meter to record the flow
963	Headworks Filter Screen				450,000	450,000				Replace filter screen
964	Grit Classifier Replacement				73,000	73,000				Replace existing grit classifier with new unit
965	Digester Mixing Lines Insulation						20,600			Insulate mixing line pipes
966	Chorine Loop System with Two Analyzr						12,880			Install new system
967	Centrifuge						421,480			Purchase and installation of a backup centrifuge
968	Cake Screw Conveyor						25,550			To accommodate the installation of a second centrifuge
969	Centrifuge Feed Pumps and Piping						154,500			Higher capacity pumps (200gpm) and larger diameter p
970	Cake Pump Discharge Line						44,710			Replace 350 psi pipe with 500 psi. pipe
S01	Serramonte Blvd - Gellert to SM Ctr.							21,060	298,850	Main & manhole replacement
836	Washington/San Pedro/JS Sewer						496,510			Replace ~ 700 ft. of 12" VCP with 18" SDR35 plastic pip
S02	Fiberglass Door Installation						15,920			Remove existing plant metal doors with fiberglass
S03	Methane Gas Booster Replacements						55,700			Replace 31 yr old sludge gas boosters
S04	Coat Interior - Gravity Thickener 2						55,700			Coat the interior of gravity thickner #1.
S05	Primary Deck Grating Replacement						10,610			Replace with aluminum diamond plate decking
S06	Auto Valves: Microscreen/Headwks #2						63,660			Install auto control valves to divert flow to primaries 7&8
S07	Final Effluent Control System (VFD's)						265,230			System to start and stop pumps
S08	Gravity Thickener #2 Drive Replace.						21,220			Replace with a stainless steel drive unit
766	SCADA Replacement +						132,620		1,077,400	Replace all equipment with state-of-art system
808	Digester Cleaning							27,320	111,630	Clean both digesters once every ten years.
837	Station Ave. Sewer							417,650		Replace 700 ft. of 6" vcp with 15" sdr 35 + manholes
S09	Final Effluent Building Roof Replace.							81,960		Reroof with new material including skylight
S10	Gravity Thickener #1 Coating							38,250		Coat the interior of gravity thickner #2.
S11	AFT Air Flotation Control System							54,640		Replace Flotation Control Sys
S12	Chorine Contact Tank Cleaning							10,390		Drain & clean tank
S13	Ferrous Chloride Tank Replacement							31,690		Replace existing tank
S14	Tertiary Sand Replacement							163,910		Replace sand
S15	Maint. Building 1 & 2 - Roof							92,890		Replace existing twenty year old roof
S16	Cake Hopper Enlargement							43,710		Increase the size of the cake hopper
S17	Additional Cake Pump							351,860		Additional cake pump to provide critical redundancy
S18	Driox Vaporizor							273,190		To provide oxygen to the activated sludge sys
S19	AFT Roof Replacement							70,000		Replace existing thirty one year old roof.
S20	Ops Locker Room Expansion +							21,860		Expand existing undersized locker room
Subtotal System Improvements		8,335,443	2,014,064	6,241,082	3,554,100	9,795,182	5,006,850	4,656,560	1,679,320	13,458,680
<b>Total Sanitation Fund 87:</b>		<b>9,870,681</b>	<b>2,722,651</b>	<b>7,067,732</b>	<b>5,050,700</b>	<b>12,118,432</b>	<b>6,048,150</b>	<b>6,989,860</b>	<b>3,922,620</b>	<b>50,417,680</b>

+Joint project with 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.

**CITY OF DALY CITY**  
CAPITAL PROJECTS BUDGET -- FUND TOTALS

**Total Capital Activity -- All Funds**

Fund	Funds Avail.	Expended	Carry Fwd.	NEW BUDGET	TOTAL FUNDS	BUDGET	Pending Budget		Future Total	# Projects
	F/Y 2009-10	F/Y 2009-10	F/Y 2009-10	F/Y 2010-11	F/Y 2010-11	F/Y 2011-12	F/Y 2012-13	F/Y 2013-14	Capital Plan	2009 & 2010
<b>17 Gas Tax (Streets/Traffic)</b>	9,524,598	3,739,706	5,555,260	3,792,264	9,347,524	1,884,390	2,040,810	1,472,360	110,092,797	<b>16</b>
<b>18 C. D. B. G. (Fed Block Grant)</b>	403,935	382,990	20,945	386,982	407,927	390,966	393,942	397,918	3,747,206	<b>1</b>
<b>31 Capital Outlay</b>	4,228,998	617,665	2,129,782	1,047,426	3,177,208	1,211,953	1,473,394	1,625,826	115,530,050	<b>35</b>
<b>33 Major Facility Improvements</b>	6,813,779	3,543,794	2,649,262		2,649,262				included in Fund 31 above	<b>2</b>
<b>41 Water Utility</b>	9,766,844	1,701,051	2,607,562	481,805	3,089,367	2,827,110	2,628,540	2,833,860	39,786,853	<b>31</b>
<b>87 Sanitation</b>	9,870,681	2,722,026	7,068,357	5,050,700	12,119,057	6,048,150	6,989,860	3,922,620	106,215,300	<b>52</b>
<b>Total Capital:</b>	<b>40,608,835</b>	<b>12,707,232</b>	<b>20,031,169</b>	<b>10,759,177</b>	<b>30,790,346</b>	<b>12,362,569</b>	<b>13,526,545</b>	<b>10,252,584</b>	<b>375,372,206</b>	<b>137</b>



# 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
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	23,407	10,415	471	6,875	3,132	44,300
2009	24,165	9,594	362	6,871	3,366	44,358
2010 (1)	22,974	8,098	315	6,772	3,233	41,392
2011 (2)	22,605	8,799	165	6,747	3,428	41,744
2012 (2)	22,609	9,021	165	6,966	3,529	42,290
2013 (3)	22,722	9,201	165	7,175	3,600	42,863
2014 (3)	22,836	9,385	165	7,390	3,672	43,448
2015 (3)	22,950	9,573	165	7,612	3,745	44,045
2016 (3)	23,065	9,764	165	7,840	3,820	44,654
2017 (3)	23,180	9,959	165	8,075	3,896	45,275
2018 (3)	23,296	10,158	165	8,317	3,974	45,910
2019 (3)	23,412	10,361	165	8,567	4,053	46,558

(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
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	10,395	4,625	209	3,053	1,391	19,673	225.181
2009	10,707	4,251	160	3,044	1,491	19,653	225.692
2010 (1)	10,071	3,550	138	2,969	1,417	18,145	228.110
2011 (2)	10,121	3,621	138	3,058	1,445	18,383	
2012 (2)	10,172	3,693	138	3,150	1,474	18,627	
2013 (3)	10,223	3,767	138	3,245	1,503	18,876	
2014 (3)	10,274	3,842	138	3,342	1,533	19,129	
2015 (3)	10,325	3,919	138	3,442	1,564	19,388	
2016 (3)	10,377	3,997	138	3,545	1,595	19,652	
2017 (3)	10,429	4,077	138	3,651	1,627	19,922	
2018 (3)	10,481	4,159	138	3,761	1,660	20,199	
2019 (3)	10,533	4,242	138	3,874	1,693	20,480	

- (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
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	7,664	40,150	6,855		5,791	14,189	74,649
2009	8,464	41,096	9,194		5,628	14,993	79,375
2010	(1) 8,371	41,365	10,198		5,378	13,584	78,896
2011	(2) 8,317	40,435	11,847		5,565	13,572	79,736
2012	(2) 8,358	41,116	13,446		5,604	13,679	82,203
2013	(3) 8,609	42,349	13,849		5,772	14,089	84,668
2014	(3) 8,867	43,619	14,264		5,945	14,512	87,207
2015	(3) 9,133	44,928	14,692		6,123	14,947	89,823
2016	(3) 9,407	46,276	15,133		6,307	15,395	92,518
2017	(3) 9,689	47,664	15,587		6,496	15,857	95,293
2018	(3) 9,980	49,094	16,055		6,691	16,333	98,153
2019	(3) 10,279	50,567	16,537		6,892	16,823	101,098

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
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
2009	8,589,324	.255	16,029
2010	8,181,880	.255	15,204 (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 2009-2010

<b>TAXPAYER</b>	<b>TYPE OF PROPERTY</b>	<b>ASSESED VALUATION (LAND + IMPROV)</b>	<b>PERCENT OF TOTAL ASSESSED VALUATION</b>	<b>PERCENT CHANGE PREVIOUS TAX ROLL (-) = decrease</b>
Seton Medical Center	Medical Facility	\$211,396,707	2.6%	4.3%
DB Real Estate Pacific Plaza PTP	Commercial	139,568,621	1.7%	4.1%
Westlake Kimco	Commercial	148,388,530	1.8%	4.8%
Daly City Serramonte Ctr. LLC	Commercial	110,981,820	1.4%	3.6%
Westlake Associates (Apartments)	Apartments	115,794,815	1.4%	18.2%
LINC Franciscan Mobile Home Pk / Podesta	MH Park	48,312,285	0.6%	2.0%
Skyline Heights Partners	Apartments	47,214,807	0.6%	2.8%
Serramonte Corp. Center (Kaiser)	Commercial	38,084,182	0.5%	2.0%
Lavaca Portfolio Investors	Apartments	33,392,055	0.4%	2.0%
Daly City Partners (Serr. Plaza)	Commercial	31,592,059	0.4%	2.0%
Bertucci Properties (City Toyota)	Commercial	25,861,129	0.3%	2.0%
King Plaza Shopping Center	Commercial	21,681,120	0.3%	2.0%
Serramonte Medical Lessee	Commercial	20,736,870	0.3%	2.0%
RMP Properties (Mission Plaza Shop Cntr)	Commercial	17,374,679	0.2%	2.0%
Bay Apartment Communities (501 King)	Apartments	17,208,201	0.2%	2.0%
Lake Merced Golf Club	Commercial	15,783,642	0.2%	1.0%
Reneson Daly City (Hampton Inn)	Lodging	11,542,430	0.1%	-21.4%
JS GROUP LLC (2171 J.S.)	Commercial	13,600,000	0.2%	-3.7%
2665 Geneva	Commercial/Res	11,115,120	0.1%	100.0%
MAAS Commons	Apartments	11,035,660	0.1%	2.0%
455 Hickey Blvd.	Commercial	8,943,052	0.1%	2.0%
Sub-Total (Top 21 Properties):		\$1,099,607,784	13.4%	

TOTAL DALY CITY ASSESSED VALUATION (Secured Roll): **\$8,181,880,071**

Source: Metroscan; San Mateo County Controller; Department of Economic & Community Development (Daly City).

**CITY OF DALY CITY  
PRINCIPAL EMPLOYERS**

EMPLOYER	PART TIME EMPLOYEES	FULL TIME EMPLOYEES	TOTAL EMPLOYEES
Seton Medical Center	1,024 <sup>1</sup>	635 <sup>1</sup>	1,659
City of Daly City	197	519	716
Jefferson High School District	288	405	693
Jefferson Elementary School	203 <sup>1</sup>	381 <sup>1</sup>	584
Cow Palace	20	385	405
Genesys Telecommunications Laboratories	0	400	400
Target Serramonte	219	79	298
McDonald's (4 stores)	85 <sup>1</sup>	165 <sup>1</sup>	250
Walgreen's (3 stores)	33 <sup>1</sup>	194 <sup>1</sup>	227
St. Francis Convalescent Pavilion/Heights	2	201	203
Century Theaters	184	5	189
Macy's	77	85	162
Home Depot	48 <sup>1</sup>	102 <sup>1</sup>	150
Digidesign	0	150	150
Safeway	101	49	150
City Toyota	9	112	121
Starbucks Coffee (all 5 stores)	96 <sup>1</sup>	14 <sup>1</sup>	110
Lucky / Savemart	100	10	110
Ranch 99 Supermarket	79 <sup>1</sup>	25 <sup>1</sup>	104
Joe's of Westlake	57	36	93

*Source: Department of Economic and Community Development*

Notes:

<sup>1</sup> Estimate from July 2009 or earlier data, current statistic not available

**CITY OF DALY CITY**  
**SCHEDULE OF OUTSTANDING DEBT**  
**AND LEGAL DEBT MARGIN**  
as of June 30, 2010

<u>Description</u>	<u>Fund</u>	<u>Interest Rate</u>	<u>Original Principal</u>	<u>Balance June 30, 2010</u>	<u>Due FY 10/11</u>	<u>Due FY 11/12</u>
<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	\$3,576,712	\$199,461	\$204,447
<u>Water System Improvements Certificates of Participation</u> Issued June 11, 2004 Final Maturity June 1, 2024	Water Utility	4.811775%	\$9,860,000	\$7,635,000	\$410,000	\$425,000
<u>Bayshore Community Center HUD Sec 108 Loan</u> Issued June 30, 2004 Final Maturity Aug. 1, 2022	Community Development Block Grant	5.41%	\$4,500,000	\$3,738,000	\$186,000	\$199,000
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	PERS Contributions	5.973% (taxable)	\$36,235,000	\$33,070,000	\$930,000	\$1,080,000
<u>Legal Debt Limit (3.75% of Total Assessed Valuation)</u>				\$319,145,026		
<u>Outstanding Debt Subject to Limit</u>				\$0		

## CITY OF DALY CITY

### MISCELLANEOUS STATISTICAL INFORMATION

As of June 30, 2010

City Type	General Law, founded March 22, 1911
Form of Government	Council - Manager Form
Population	108,383 as of January 1, 2010 per State Department of Finance
Land Area	7.60 Square Miles
Municipal Water System	11 Reservoirs with 24,490,000 Gallons Storage Capacity 7,521,000 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 111 Officers 18 Crossing Guards 30 Patrol Vehicles
Fire Protection	5 Stations 67 Firefighters 13 Fire Apparatus 1,497 Fire Hydrants
Assessed Valuation (Secured)	\$8,181,880,071 as of January 1, 2010
Parks and Recreation	1 Performing Art Center 14 Community Centers & Clubhouses 4 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 2010-2011**

Change in California per Capita Personal Income	0.9746
Change in Population	1.0117
Change Factor = (0.9746 x 1.0117)	0.9860
1978-79 Base Year Appropriation Limit	\$251,694
Multiplied by Cumulative Change Factor (4.9730 x 0.9860)	<u>4.9034</u>
2010-2011 Appropriation Limit	<u>\$1,234,150</u>

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**APPLICATION OF GANN APPROPRIATION LIMIT**

**TO FISCAL YEAR 2010-2011**

Total Gann Appropriation Limit	\$1,234,150
Estimated Proceeds of Taxes	<u>1,461,308</u>
Estimated Proceeds of Taxes Over Limit by	\$ (227,158)
Reduction in User Fees	<u>227,158</u>
Net Amount	\$ -0-

**CITY OF DALY CITY**

**SUMMARY OF CALCULATIONS**

**GANN APPROPRIATION LIMIT FOR 2010-2011**

Change in California per Capita Personal Income	0.9746
Change in Population	1.0117
Change Factor = (0.9746 x 1.0117)	0.9860
1978-79 Base Year Appropriation Limit	\$16,955,771
Multiplied by Cumulative Change Factor (4.9730 x 0.9860)	<u>4.9034</u>
2010-2011 Appropriation Limit	<u>\$83,140,492</u>

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**APPLICATION OF GANN APPROPRIATION LIMIT**

**TO FISCAL YEAR 2010-2011**

Total Gann Appropriation Limit	\$83,140,492
Estimated Proceeds of Taxes	<u>49,319,304</u>
Estimated Proceeds of Taxes Under Limit by	<u>\$33,821,188</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.

