

# CITY OF DALY CITY



## Comprehensive Biennial Operating & Capital Budget 2002-2003/2003-2004

# CITY OF DALY CITY COMPREHENSIVE BIENNIAL OPERATING AND CAPITAL BUDGET

2002-03/2003-04



Daly City  
Redevelopment  
Agency



## CITY COUNCIL

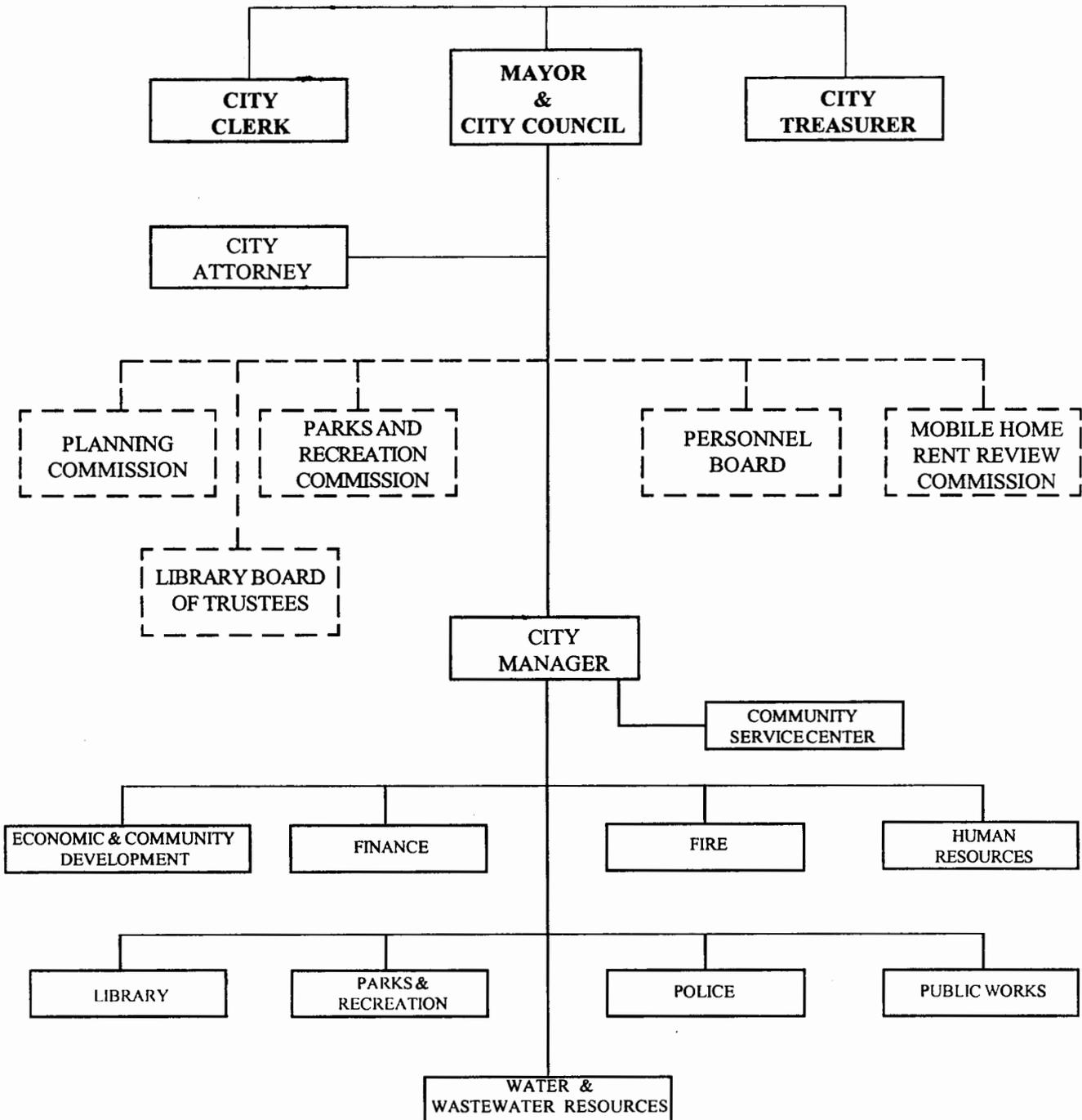
MICHAEL P. GUINGONA, MAYOR  
ADRIENNE J. TISSIER, VICE MAYOR  
MADOLYN L. AGRIMONTI  
CAROL L. KLATT  
SAL TORRES



# City of Daly City ORGANIZATION STRUCTURE

Fiscal Years 2002-2003 and 2003-2004

## CITIZENS OF DALY CITY



--- ADVISORY BOARDS & COMMISSIONS

## **ADMINISTRATION AND DEPARTMENT HEADS**

John C. Martin	City Manager
Stan Gustavson	City Attorney
Helen R. Flowerday	City Clerk
Anthony J. Zidich	City Treasurer
Ronald Myers	Fire Chief
Gary S. McLane	Chief of Police
Susanna C. Gilden	Library Director
D. Peter Gleichenhaus	Director of Public Works
Diane L. Cronin	Director of Human Resources
Michael F. Stallings	Director of Parks and Recreation
Patrick Sweetland	Director of Water & Wastewater Resources
Donald W. McVey	Director of Finance & Administrative Services
Terry Sedik	Director of Economic & Community Development



● Concord

Vallejo ●

San Rafael ●

● Richmond

● Berkeley

● Oakland

San Francisco ●

● **Daly City**

● Hayward

Pacifica ●

San Mateo ●

● Fremont

Palo Alto ●

San Jose ●

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Daly City, California, for its biennial budget for the biennium beginning July 1, 2000.

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 is the ninth year in a row that the City has received this award. The 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, 2000

*Anne Spray Kinney*      *Jeffrey L. Essler*  
President                      Executive Director

*California Society of  
Municipal Finance Officers*

**Certificate of Award**

***Merit in Operational Budgeting 2000-2002***

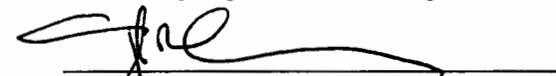
**Presented to**

***City of Daly City***

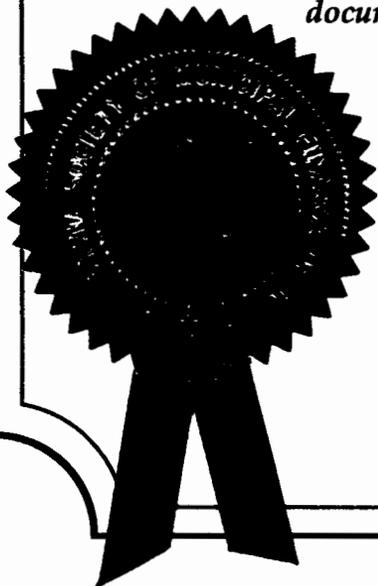
*This certificate recognizes meritorious achievement in Operational Budgeting and reflects a highly professional budget document and the underlying budgeting process through which the budget is implemented.*

***February 26, 2001***

  
Chair, Budgeting & Financial Management

  
Vice-Chair, Budgeting & Financial Management

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



**CITY OF DALY CITY  
TABLE OF CONTENTS**

	Page
Transmittal Letter.....	i
Budget Process.....	xiv
Budget Calendar .....	xvi
 <b>SUMMARY STATEMENTS</b>	
Projected Available Fund Balances/Retained Earnings.....	1
Comparison of Revenue Budgets.....	4
Comparison of Expenditure Budgets .....	6
Interfund Transfers .....	9
Personnel Allocation .....	10
Description of Funds .....	12
 <b>DEPARTMENT BUDGETS</b>	
CITY ATTORNEY.....	15
CITY CLERK	
Administration, including Elections .....	21
CITY COUNCIL.....	27
CITY MANAGER .....	33
Administration.....	36
Community Promotion.....	42
Community Service Center.....	44
CITY TREASURER .....	47
ECONOMIC AND COMMUNITY DEVELOPMENT .....	53
Administration.....	56
Planning & Zoning.....	60
Building .....	64
Housing & Community Development -	
Business Center .....	68
Block Grant .....	70
Economic & Enterprise Development .....	74
Residential Rehabilitation Program .....	78
Aircraft Noise Soundproofing Project .....	82
Home Program .....	86
Redevelopment Agency –J.S. Mission Proj.	
Administration.....	90
Tax Increment.....	94
Bayshore Redevelopment Project Area .....	96
Bayshore Tax Increment .....	100

CITY OF DALY CITY  
TABLE OF CONTENTS

DEPARTMENT BUDGETS (Continued)	Page
FINANCE .....	103
Administration/Accounting.....	106
Central Services.....	110
Information Services .....	114
Motor Vehicles .....	118
Self Insurance -	
General Liability.....	122
Workers Compensation.....	126
PBX .....	130
Utility Billing.....	134
 FIRE.....	 139
 HUMAN RESOURCES .....	 147
 LIBRARY.....	 155
 PARKS & RECREATION .....	 163
Administration.....	166
Parks Maintenance .....	172
Recreation.....	176
Special Programs, including Doelger Art Center .....	180
Senior Adult Division.....	184
Peninsula Partnership .....	188
 POLICE .....	 191
Public Safety Communications.....	200
 PUBLIC WORKS .....	 209
Administration.....	212
Engineering .....	216
Streets Division .....	220
Traffic Signals.....	224
Street Lighting.....	228
Building Maintenance .....	232

**CITY OF DALY CITY  
TABLE OF CONTENTS**

DEPARTMENT BUDGETS (Continued)	Page
WATER AND WASTEWATER RESOURCES.....	237
Administration.....	240
Water Operations.....	246
Wastewater Operations .....	250
Plant & Equipment Maintenance .....	254
Laboratory .....	258
Distribution System Maintenance.....	262
Collection System Maintenance.....	266
 SANITATION DISTRICT	
Legislative & Administration.....	270
 NONDEPARTMENTAL	
Nondepartmental Revenue/Expense .....	277
Linda Vista Benefit Assessment .....	281
Civic Center Enterprise .....	285
Transfer Station .....	289
AB 1600 .....	293
 CAPITAL PROJECTS	
Gas Tax.....	301
Community Development Block Grant.....	307
Capital Outlay.....	309
Major Facility Improvements.....	315
Water .....	317
Sanitation.....	321
 TECHNICAL/STATISTICAL	
Major General Fund Tax Revenues .....	326
Major General Fund Tax Revenues in Constant Dollars.....	327
General Revenue Per Capita .....	328
General Governmental Expenditures by Function .....	329
Property Tax Assessed Values, Levies and Collections.....	330
Principal Property Taxpayers .....	331
Principal Employers .....	332
Schedule of Outstanding Debt .....	333
Miscellaneous Statistical Information.....	334
Appropriations Limitation - Sanitation District.....	335
Appropriations Limitation - Daly City.....	336
Fund Types and Basis of Accounting .....	337
Glossary of Terms.....	339

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

	Page
Aircraft Noise Soundproofing Project.....	82
AB 1600.....	293
Appropriations Limitation - Daly City.....	336
Appropriations Limitation - Sanitation District.....	335
Bayshore Redevelopment Project Area.....	96
Bayshore Tax Increment.....	100
Block Grant.....	70
Budget Calendar.....	xvi
Budget Process.....	xiv
Building Maintenance.....	232
Building.....	64
Business Center.....	68
Capital Outlay - see Capital Projects.....	309
Central Services.....	110
City Attorney.....	15
City Clerk.....	21
City Council.....	27
City Manager - Administration.....	36
City Treasurer.....	47
Civic Center Enterprise.....	285
Collection System Maintenance.....	266
Community Development Block Grant (also see Capital Projects).....	70
Community Promotion.....	42
Community Service Center.....	44
Comparison of Expenditure Budgets.....	6
Comparison of Revenue Budgets.....	4
Computer Services - See Information Services.....	114
Description of Funds.....	12
Distribution System Maintenance.....	262
Economic & Community Development - Administration.....	56
Economic & Enterprise Development.....	74
Elections - see City Clerk.....	21
Engineering.....	216
Expenditure Budgets Comparison.....	6

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

	Page
Finance - Administration/Accounting.....	106
Fire.....	139
Fund Types & Basis of Accounting.....	337
Gas Tax - see Capital Projects.....	301
General Governmental Expenditures by Function.....	329
General Liability.....	122
General Revenue Per Capita .....	328
Glossary of Terms .....	339
Home Program.....	86
Human Resources.....	147
Information Services .....	114
Interfund Transfers .....	9
Laboratory.....	258
Library .....	155
Linda Vista Benefit Assessment .....	281
Major Facility Improvements.....	315
Major General Fund Tax Revenues .....	326
Major General Fund Tax Revenues In Constant Dollars .....	327
Miscellaneous Statistical Information.....	334
Motor Vehicles .....	118
Nondepartmental Revenue/Expense .....	277
Parks & Recreation - Administration.....	166
Parks Maintenance.....	172
PBX.....	130
Peninsula Partnership .....	188
Personnel Allocation .....	10
Personnel - see Human Resources .....	147
Planning & Zoning .....	60
Plant & Equipment Maintenance .....	254
Police .....	191
Principal Employers .....	332
Principal Property Taxpayers .....	331
Projected Available Fund Balances/Retained Earnings .....	1
Property Tax Assessed Values, Levies and Collections.....	330

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

	Page
Public Safety Communications .....	200
Public Works - Administration.....	212
Recreation.....	176
Redevelopment Agency -Administration.....	90
Residential Rehabilitation Program.....	78
Revenue Budgets Comparison .....	4
Sanitation - see Capital Projects.....	321
Sanitation District - Legislative & Administration .....	270
Schedule of Outstanding Debt.....	333
Self Insurance - General Liability .....	122
Senior Adult Division.....	184
Special Programs .....	180
Street Lighting .....	228
Streets Division.....	220
Tax Increment .....	94
Traffic Signals .....	224
Transfer Station .....	289
Utility Billing.....	134
Water - see Capital Projects .....	317
Water & Wastewater Resources - Administration.....	240
Water Operations.....	246
Wastewater Operations.....	250
Workers Compensation .....	126

## BUDGET TRANSMITTAL

June 30, 2002

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 2003 and 2004. This budget is the first in recent memory that relies in any way on reserves to fund on-going operations. For fiscal 2003, approximately \$225,000 in reserves is designated to close the budget gap between revenues and expenditures in the City's General Fund. While this is equal to less than one-half of one percent of the \$52.7 million in budgeted expenditures, it is significant in that it illustrates how difficult this budget was to prepare. During the year we will strive to close this gap. The following year predicts a \$350,000 surplus, gaining back the reserves used in fiscal 2003.

Included in these amounts was the loss of some revenues to the State of California, including reimbursement of booking fees and library funding, reflecting the Governor's May budget proposal. As of this date, the legislature has yet to adopt a budget and is at a stalemate in budget deliberations. When the State budget is adopted, probably some time in August, there may be additional impacts on Daly City. Daly City's continuing loss from past State actions in transferring local revenues to State coffers now totals more than \$4 million annually, consisting mostly of local property taxes. Even with this impact on our finances, we continue to provide critical and necessary services.

The most significant change in Daly City is the new Pacific Plaza development. Located in the Redevelopment project area just south of the Bay Area Rapid Transit station, when complete it will be a \$200 million office, theater, hotel, and retail project. The sale of redevelopment property plus the on-going property and sales taxes we will derive from it allow a substantial contribution of dollars to be made to the major facilities improvement program as well as General Fund operations beginning in fiscal 2004.

This budget supports the City-wide goals set forth by the City Council. By proactively searching out ways to improve the efficiency of our operations, we are able to devote more resources toward those programs, projects and activities that have the greatest potential for successfully achieving the City's six long-term goals, which are:

- I. To maintain the organization's capability to provide existing services to the community.
- II. To fulfill all state and federal mandates as efficiently and effectively as possible.
- III. To continue efforts and approaches to expand and improve service to the community.
- IV. To encourage and support economic development in order to create jobs, expand the community's financial base and improve the quality of life.
- V. To expand organizational capabilities and efficiencies in order to better serve the community.

# CITY OF DALY CITY

---

VI. To address essential youth-related issues within the community.

## **Budget Purpose**

Daly City is a full-service city, providing police, fire, library, and parks and recreation services to our citizens, along with water and sewer utilities and the other administrative and ministerial duties of city government. As explained below, and illustrated throughout this document, this budget provides a comprehensive financial framework for all City activities during fiscal years 2003 and 2004.

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

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

## **Budget Organization**

The budget contains four major parts:

- Summary Statements - provide an over-all picture of the financial status of the City. Included here are projected available fund balances and revenues and expenditures by fund. Two years 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 23 funds.
- Departmental Budgets - present the budget broken down by operating unit. Each program is shown separately, and the budget is by line item. The program is described, highlights of recent accomplishments are chronicled and goals and objectives are presented. Where possible, a performance measurement appropriate to the program is shown graphically.
- 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 and descriptions of funds to aid the reader in understanding the budget document.

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

The following Mission Statement expresses the philosophy behind the City's budgetary policies. The budget and the budgetary process are a means to an end. The budget is the financial guide which documents how we intend to allocate the City's scarce resources to accomplish our

mission of being a full-service city. The budgetary process brings together the City Council, city management and citizens to discuss issues, set and modify policy and develop a plan for implementation.

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

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

To this end, the City will strive to:

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

### **Budgetary Policies**

The City of Daly City has always functioned under significant financial constraints. It has the largest population of all the cities in San Mateo County, but remains well below average in revenue per capita. These financial constraints significantly influence budgetary policy. The goal of maintaining current levels of service, and expanding them only when new revenue sources become available, is strictly adhered to. A necessary complementary policy of only funding on-going expenditures with stable, recurring revenues helps to guide decision making.

For fiscal years 2003 and 2004, the basic guideline was to maintain all current service levels where possible while minimizing all controllable costs. Priority was given to critical public services, particularly public safety. A modified hiring freeze was instituted in April 2002, requiring City Manager approval to fill any vacant position. During the latter half of 2002 the City had a four-percent vacancy rate. Built into the budget assumptions was a continuation of at least a three-percent vacancy rate for fiscal 2003, while returning to a more normal two-percent rate in fiscal 2004. Future hiring will be contingent on the final effect of State actions on our budget.

Because Daly City is a mature community, without significant new growth in population or area, the over-all budget guideline of providing for carefully controlled growth in service levels is appropriate. The local community has historically been well served. Keeping to these budget policies helps to insure long-term continuance of service levels that the residents have come to expect. However, wherever possible, new revenue sources are pursued to add more services for residents. For the coming two-year budget, it was also important to consider the impact of future major facilities improvements. Appropriate reserves have been set aside to allow operation of our new community facilities as they are completed.

## **CITY OF DALY CITY**

---

In terms of expenditures for the coming year, through careful budgeting for various current operations and the pursuit of alternative revenue sources and operational approaches to minimize cost, the City Council has directed certain changes to various operations. The major changes authorized by the City Council follow.

### **Budget Changes:**

The primary changes in staffing concern converting previous temporary positions to regular full-time positions and adding revenue-producing positions. The financial impact of these changes is minimal, and should serve to reduce long-term costs by providing a more stable workforce. A maintenance worker/painter and a utility worker were added to Public Works, a building plans engineer and in the second year of the budget a building inspector, were added to Economic and Community Development.

In order to staff the Marchbank Park Clubhouse, an assistant recreation program coordinator, and funds for part-time staff was added to the Parks and Recreation Department. Funds were also reserved for future operations of the Westmoor Community Center, Lincoln Park Community Center, and the Bayshore Community Center.

To address continuing parking issues, a police assistant and a senior police assistant were added in the first budget year and two additional police assistants were added in the second budget year. It is anticipated that the increased revenue derived from parking citations will be able to fund these positions as well as another police officer, so an additional officer was added in the second budget year.

### **Revenue Projections and Assumptions**

Although Daly City is the largest community in San Mateo County, at 104,407 in population, there are built-in difficulties in revenue projection. Cities of average size do not have enough diversity to cause their revenues to follow regional trends closely enough to allow revenue projections to be as accurate as one might like. Much reliance must be placed on the County and State governments, which are responsible for assessing and collecting most of our revenues. Given this situation, we use historical data plus a general sense of the economic status of the local community to help predict future revenues. When combined with County and State data and regional and national trends, we normally produce a reasonably good picture of the near future.

#### **Property Tax**

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

Daly City has no control over the amount of property tax revenues it receives. However, we can budget relatively accurately based on the County estimates of increases in assessed valuation. Property tax revenue is expected to increase approximately 2.2 percent in fiscal 2003, because the County has been behind in supplemental assessments that flowed into fiscal 2002, making that year's revenues higher than normal. In fiscal 2004 we expect a 4.4 percent increase. Because home prices continue at high levels this revenue source continues to grow in spite of other negative factors affecting the local economy.

### Sales Tax

Sales tax had taken an upward swing in the last few years, surpassing the rate of inflation, and surpassing our expectations in fiscal 2001. In fiscal 2002 that situation was reversed, showing about a seven percent decline. While this is surely bad news, other localities are experiencing truly severe declines of greater than 20 percent. For the upcoming budget years we are anticipating four percent and three percent respectively. Included in these amounts is an estimate of the positive impact of the new Pacific Plaza development.

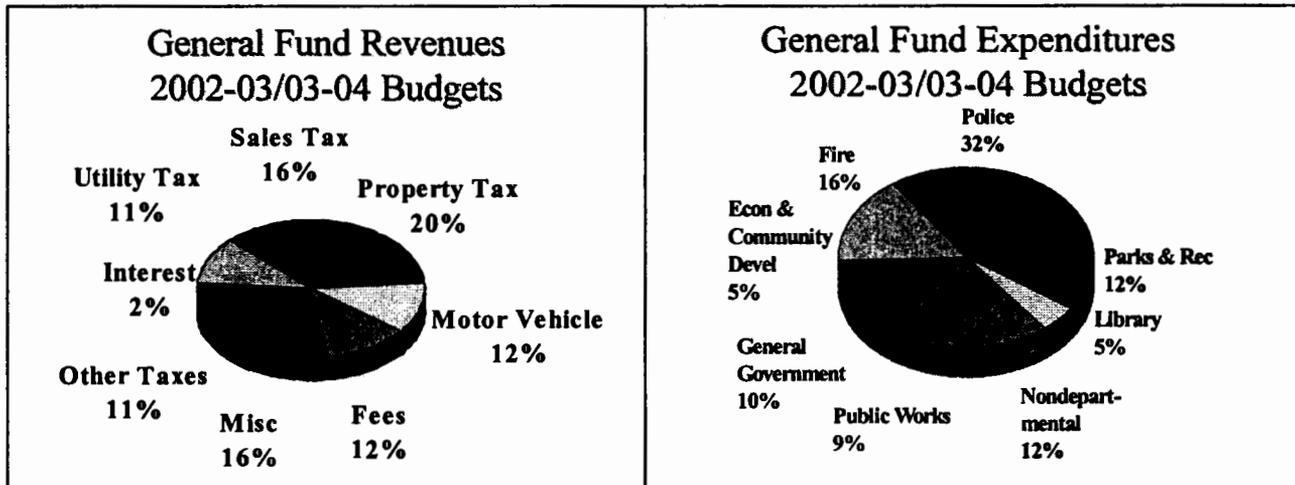
### Motor Vehicle In-lieu

Our third largest General Fund revenue source continues to be a potential target for the State Legislature. A 67 percent reduction was granted to the Motor Vehicle In-lieu tax, with the State back-filling the difference to local government out of the State general fund. Having a revenue source which is stable and growing helps to offset other areas in the General Fund revenue budget which are stagnant or which fluctuate widely. Unfortunately, now that the State has changed the rules on this revenue source, we are deeply concerned that some or all of this vital local revenue may be diverted to help balance the State budget. That this has not already happened is only due to an extremely aggressive lobbying and educational effort by local jurisdictions. We expect to see a 4 percent increase in fiscal 2003 and a like increase in fiscal 2004.

### Utility Users Tax

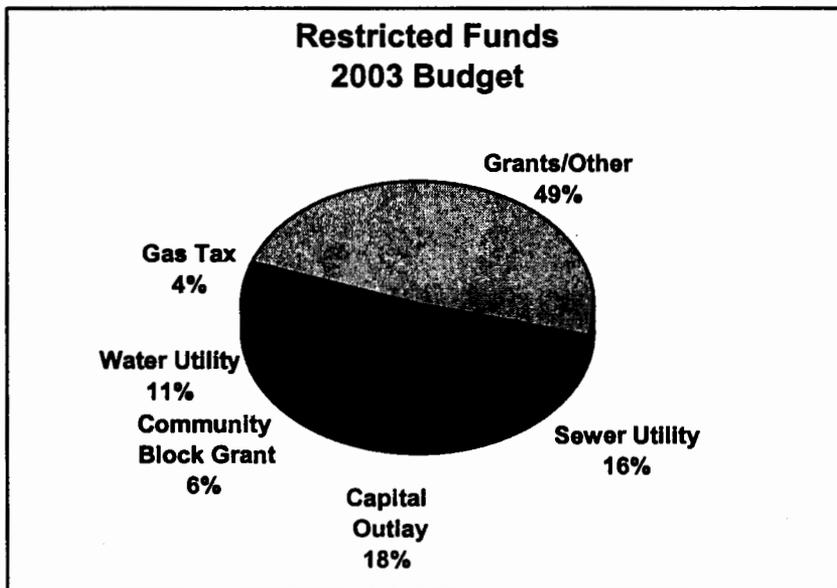
Because the usage of gas, electricity, telephone and cable television service is relatively stable and increases are mainly dependent on population and rate changes, this revenue source is more predictable than most. The growth rate has been quite high in the past as the influence of cellular and the proliferation of various long distance carriers has continued. The energy crisis had some unusual effects on this revenue, for a short time increasing it, then when conservation efforts took hold, decreasing it. We expect a 3.5 percent increase in fiscal 2003, and a like increase in fiscal 2004.

# CITY OF DALY CITY



Revenue sources and expenditure categories for the General Fund appear above. It is interesting that 48 percent of the General Fund budget goes for police and fire services, which is greater than the combined total of property tax and sales tax, at only 36 percent. This relationship is not atypical for California cities since the adoption of Proposition 13, which capped property tax rates at 1 percent of current valuation.

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



At the left you will find the restricted expenditure categories. Restricted funds come from several sources, but share the common feature of only being available to be spent on certain things. Good examples are the sewer and water utilities, where users are charged for service and where all revenues must be used for the maintenance and operation of the systems.

Another area is streets and roads. The City receives Federal and State funds that can only be spent on roadway construction and maintenance. Citizens often don't understand why moneys

are available to repave a street but are not available to pay salaries or build parks. The answer is that the funds are legally restricted for certain uses, and as much as the City might want to use these restricted funds for other purposes, it cannot.

### **Major Accomplishments**

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

- Designated the fourth most-safe city in the United States for major felony crimes for cities over 100,000 in population in 2000, and sixth most safe city in the same category in California in 2001.
- Implemented the Fire Department Paramedic Program to provide advanced life support in emergency responses to medical incidents throughout the city.
- The completion of the storm disaster repairs and hazard mitigations at Avalon Canyon and Westline Drive at a total cost of approximately \$15 million, primarily funded through state and federal agencies.
- The completion of the construction of Phase I and Phase II of the Pacific Plaza development, including a major office building, cinema and restaurant complex, parking structures, a public plaza and public landscaping
- Execution of an Exclusive Right to Negotiate for the construction of a full service hotel in the Pacific Plaza development and the acquisition of an additional parcel of land for Phase III of that development.
- The completion of the Hampton Inn, the first new hotel in Daly City in many years, and the approval of plans for replacement motels in the Bayshore neighborhood.
- Creation of a Master Plan for street improvements for Geneva Avenue.
- The widening of John Daly bridge with aesthetic improvements, the completion of major street resurfacing, street improvement activities throughout the community and the completion of improvements to John Daly Boulevard from Dorchester to the Daly City Bart Station.
- Achieving contracts with the three golf courses for the provision of recycled water in lieu of potable water for irrigation purposes at the golf courses; an agreement with the City and County of San Francisco to implement a conjunctive use program that would allow preservation of the aquifer for potable water purposes; and a pilot project to reintroduce rain water into Lake Merced to enhance the capacity of the Vista Grande storm drainage system, as well as assisting in the recharge of Lake Merced.
- Continued implementation of the Five-Year Major Facility Capital Improvement Program including:
  - Completion of 15 tot lots, Bayshore Park, Marchbank Park, and the Corporation Yard.
  - Construction underway of the Lincoln Park Community Center.

## **CITY OF DALY CITY**

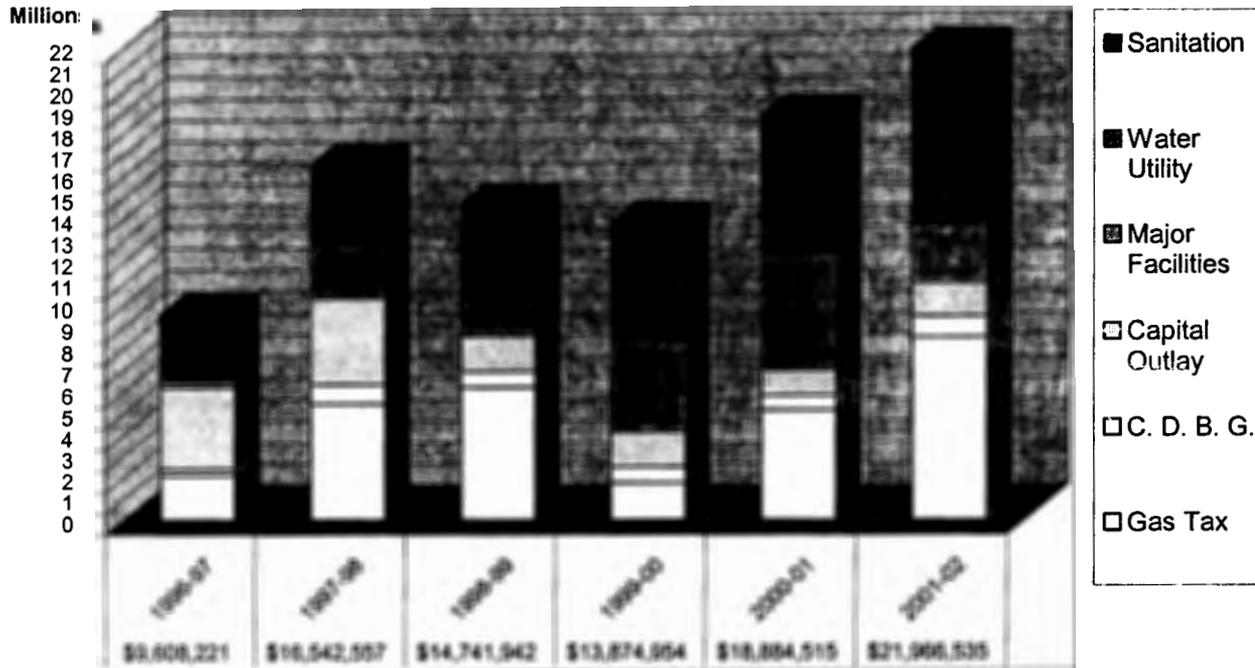
---

- Design of the Westmoor Community Center expansion, Westlake Community Center expansion, Gellert Park field renovation, Hillside Park renovation, War Memorial replacement, Serramonte Library expansion and the Bayshore Community Center and Library.
- The Westlake Branch Library received an architectural design award from the San Mateo Chapter of the American Institute of Architecture in December 2000.
- Achieved an increase in circulation of library materials of 17 percent.
- Implemented a new Pre-kindergarten Readiness Program in all 16 elementary schools, serving over 400 children.
- Continuation of improvements in the Colma Creek storm drainage basin that is anticipated to be completed in the next two years, alleviating storm drainage problems within that basin, as well as the completion of new storm drainage facilities in the Bayshore Basin to provide the necessary capacity for that area.
- Development and introduction of our [hiredalycity.org](http://hiredalycity.org) website. As part of the Hire Daly City First campaign, this site allows local employers to post job openings and offers our citizens the opportunity to search the available listings.
- Grant of an Exclusive Right to Negotiate for a major new development on Mission Street for the Landmark site as a proposed mixed-use retail office and residential development.

### **Capital Improvement Program**

The City of Daly City Capital Improvement Budget for fiscal years 2002-03 and 2003-04 provides funding for 169 separate capital projects. These involve acquisition of new equipment, construction of new facilities, repair and renovation of existing facilities and design work for projects planned in the future. Capital expenditures totaling nearly \$86 million are planned over the next two years.

**Annual Capital Expenditures**



Capital outlays are made from the following City funds:

Gas Tax Fund

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 as follows:

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 four years, the major emphasis in the Gas Tax Fund has been pavement maintenance. For fiscal 2003 and 2004, new funding for Street Resurfacing and Street Slurry Sealing averages \$1.6 million each year.

Construction work completed in fiscal 2002 includes the widening of the John Daly Blvd. Bridge over Interstate 280 and roadway, pedestrian and median improvements along Junipero Serra Blvd in front of the new Pacific Plaza Development.

## CITY OF DALY CITY

---

### Community Development Block Grant (CDBG) Fund

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.

In the past year, construction was completed on a major renovation to the play areas and recreation facilities at Marchbank Park and renovations at the Doelger Senior Center.

The most significant new project is construction of the Bayshore Community Center (see Major Facility Improvements Fund 33 below). Beginning in fiscal year 2003, all new CDBG monies will be used for construction of this new facility.

### Capital Outlay Fund

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

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

Significant Projects in this fund include construction of a telecommunications I-Net linking City buildings with fiber optic cable, the City's contribution to a major countywide library (Peninsula Library System) network upgrade and a tree replanting program to replace diseased pine trees in parks and along roadways.

An Exterior painting and roof replacement project was started two years ago. Several fire stations, recreation facilities, and a library have been completed and, several additional facilities will be done over the next two years, including a major roof replacement project at the Doelger Art Center.

Contributions from the local scavenger company will be used for drainage improvements and ongoing minor repairs and maintenance at the closed Mussel Rock landfill.

### Major Public Facilities Fund

This is a special fund to capture the costs and funding of projects involving construction of major new public buildings or the addition to or renovation of a number of existing buildings and recreation facilities. The projects in this fund represent the largest public improvement effort in Daly City's 90-year history. More than \$67 million in improvements this fund are planned over a seven-year period. All projects have either been completed, are underway, or are in the design process.

## BUDGET TRANSMITTAL

---

Capital projects in this fund are financed with a combination of one time General Fund revenues, Community Development Block Grants, State Library and Park Bond funds, and such special revenues as Park-in-lieu Fees which are paid by developers in lieu of providing public parks within their projects and Public Facility Fees. Additional funding will come from School Districts and 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.

Projects funded over the next two years include ongoing design and construction of nearly \$48 million in major additions and improvements to City facilities. These improvements involve construction of a new Bayshore Community Center and Library, demolition and rebuilding of the War Memorial Community Center with a new multi-use building including a library, rebuilding of Lincoln Park Clubhouse, the replacement and relocation of the City's oldest fire station, construction of a Civic Center Annex to house City offices that have grown to keep up with the demands of a growing community, and expansion of the City's main library and adjoining recreation clubhouse at Gellert Park.

Already completed are renovation of most of the City's tot lots and playgrounds the renovation and reconfiguration of the City's Corporation Yard and construction of a clubhouse at Hillside Park.

### Water Fund

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 2002-04 will be the construction of a new \$6 million reservoir to serve the Bayshore neighborhood of Daly City. This project will be funded through a low interest loan from the State Revolving Fund. Emphasis continues on the replacement of key water mains throughout the City in accordance with a Water Master Plan developed in recent years to systematically renovate the City's entire water system.

### Sanitation District Fund

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 over the next two years will be the construction of tertiary treatment facilities. These will convert treated wastewater into clean recycled water that can be used by local golf courses and cemeteries for irrigation purposes. It will reduce the dependence of such businesses on water pumped out of the local aquifer via private wells. This is a \$6 million project that will be funded through a low interest loan from the State Revolving Fund.

## CITY OF DALY CITY

---

Significant expenditures in the Sanitation Fund are devoted to replacement of key sewer mains throughout the City in accordance with a Sewer Master Plan developed in recent years to systematically renovate the City's entire sewer system.

Other projects funded in the Sanitation Fund are a \$1.3 million project to construct a new lift station and force main at I-280 at Hickey and continuation of the rehabilitation of Digester #2 at the Wastewater Treatment Plant.

### Effects on Operating Budgets

The majority of capital projects represent the replacement or refurbishment of existing equipment or facilities. For those projects that expand capacity, operating budgets reflect the additional costs associated with that new capacity. For the major facilities improvements, on-going revenue sources have been used to provide funding in the engineering and construction phases. When the facilities are complete, these on-going revenues will be used to pay for the additional operating costs.

### 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, computers, photocopiers and motor vehicles. This policy saves countless dollars of interest expense, and reflects a rational and fiscally sound approach to asset acquisition in a municipal government. Simply put, if the City can't afford it we don't buy it. There is currently one debt issue outstanding, certificates of participation for the Sanitation District plant expansion.

	Original Principal <u>August 1, 1992</u>	Balance at <u>June 30, 2002</u>
Sanitation District, Capacity Expansion	\$20,980,000	\$10,870,000
Average interest rate 5.4%		

This debt issue is being funded through user charges, and accounts for approximately 17 percent of those charges on an annual basis. Final maturity date is June 1, 2009. Because this debt is a Certificate of Participation issue, it does not count toward the City's legal debt margin of \$737,586,000 (15 percent of property assessed valuation).

**ACKNOWLEDGMENT**

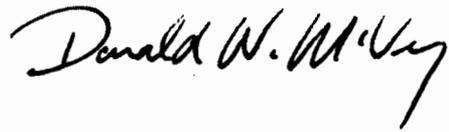
The City Manager's Office and the Department of Finance and Administrative Services sincerely appreciate the cooperation and assistance of the City Council and City staff in addressing the financial requirements and challenges of fiscal years 2003 and 2004. Many people throughout the organization put a high degree of effort and skill into the production of this document. It is their combined effort that enabled the timely issuance of this report.

Respectfully submitted,



JOHN C. MARTIN

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. Finance provides projected salary and benefit costs using the automated budgeting system, publishes the budget preparation manual, and performs the initial review of each budget.

The department's proposed operating budgets are then reviewed by the City Manager's Office and revisions are incorporated, as appropriate. The Capital Budget Committee reviews capital project requests. This committee consists of representatives from major departments and is chaired by the City Manager's Office.

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.

Finance prepares a final budget draft, along with revenue projections, for submittal to the City Manager for presentation to the City Council in budget study sessions in May and June. 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 must be agreed upon.

**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, using the normal budget adjustment process and forms.

**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.

**CITY OF DALY CITY**  
**OPERATING BUDGET CALENDAR**  
**Fiscal Year 2002-2003 and 2003-2004**

February 16	Issue Budget Manual, Worksheets & Salary Estimate
March 10	Position Request Forms Due to Finance
March 17	All Budgets due to Finance Organization chart updates due to Finance
April 12 - April 28	City Manager Review
April 24	Revenue Estimates – by Finance
May 12	Draft Budget to City Council
May 15 to June 2	City Council Review
June 26	Council Adopts Budget

CITY OF DALY CITY  
 Projected Available Fund Balances/Retained Earnings  
 To June 30, 2002

	Balance <u>July 1, 2001 (1)</u>	Estimated Revenues <u>2001-02</u>	Estimated Expenditures <u>2001-02</u>	Other	Estimated Balance <u>June 30, 2002</u>
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$6,935,309	\$50,483,183	(\$52,379,738)		\$5,038,754
Senior Center Fund	5,581	934,414	(933,220)		6,775
Peninsula Partnership	218,777	872,025	(542,459)		548,343
Traffic Safety	58,063	50,520	(25,666)		82,917
Redevelopment - J.S./Mission	2,303,234	2,981,922	(4,565,513)		719,643
Tax Increment - J.S./Mission	357,594	1,330,779	(1,068,519)	(\$262,260)	357,594
Redevelopment - Bayshore	155,337	371,245	(264,747)		261,835
Tax Increment - Bayshore	70,161	659,957	(529,643)	(130,314)	70,161
<b>CAPITAL:</b>					
Gas Tax	4,653,341	8,461,875	(9,961,661)		3,153,555
AB1600	2,003,722	1,313,502	(1,485,000)		1,832,224
Major Facility Improvements	13,393,398	10,895,292	(2,623,477)		21,665,213
Capital Outlay	<u>1,720,199</u>	<u>2,139,020</u>	<u>(1,514,608)</u>		<u>2,344,611</u>
<b>Total Governmental</b>	<u>31,874,716</u>	<u>80,493,734</u>	<u>(75,894,251)</u>	<u>(392,574)</u>	<u>36,081,625</u>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	4,116,723	10,442,384	(10,730,149)	767,416	4,596,374
Transfer Station	199,506	1,470,961	(1,642,228)	43,703	71,942
Civic Center	191,371	963,429	(1,194,772)	299,415	259,443
Wastewater Resources	0	9,757,603	(9,757,603)		0
<b>INTERNAL SERVICE:</b>					
Central Services	4,000	575,514	(540,820)	41,004	79,698
Information Services	1,112,769	2,269,046	(2,808,455)	402,500	975,860
Building Maintenance	(18,199)	2,324,043	(2,295,368)	5,400	15,876
PBX	245,978	318,004	(548,847)		15,135
Self Insurance	1,958,151	2,178,947	(1,813,011)		2,324,087
Motor Vehicles	<u>899,503</u>	<u>2,823,429</u>	<u>(3,607,844)</u>	<u>788,725</u>	<u>903,813</u>
<b>Total Proprietary</b>	<u>8,709,802</u>	<u>33,123,360</u>	<u>(34,939,097)</u>	<u>2,348,163</u>	<u>9,242,228</u>
<b>Other Funds</b>					
Sanitation District	6,845,422	13,974,796	(19,603,376)	1,599,000	2,815,842
Community Block Grant	-	2,767,111	(2,358,701)		408,410
Federal Grants	147,570	12,345,590	(7,695,091)		4,798,069
Linda Vista Benefit Assessment	<u>113,039</u>	<u>26,780</u>	<u>(17,713)</u>	<u>-</u>	<u>122,106</u>
<b>Total Other</b>	<u>7,106,031</u>	<u>29,114,277</u>	<u>(29,674,881)</u>	<u>1,599,000</u>	<u>8,144,427</u>
<b>COMBINED TOTAL</b>	<b>\$47,690,549</b>	<b>\$142,731,371</b>	<b>(\$140,508,229)</b>	<b>\$3,554,589</b>	<b>\$53,468,280</b>

(1) Includes applied reserves

**CITY OF DALY CITY**  
**Projected Available Fund Balances/Retained Earnings**  
**To June 30, 2003**

	Estimated Balance <u>July 1, 2002</u>	Projected Revenues <u>2002-03</u>	Adopted Budget <u>2002-03</u>	Other	Projected <u>June 30, 2003</u>
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$5,038,754	\$52,514,485	(\$52,739,435)		\$4,813,804
Senior Center Fund	6,775	887,264	(887,264)		6,775
Peninsula Partnership	548,343	833,845	(878,488)		503,700
Traffic Safety	82,917	50,520	(46,396)		87,041
Redevelopment - J.S./Mission	719,643	2,741,665	(2,791,867)		669,441
Tax Increment - J.S./Mission	357,594	1,621,699	(1,302,108)	(\$319,591)	357,594
Redevelopment - Bayshore	261,835	638,369	(620,206)		279,998
Tax Increment - Bayshore	70,161	811,804	(651,909)	(\$159,895)	70,161
<b>CAPITAL:</b>					
Gas Tax	3,153,555	6,936,870	(4,348,715)	(3,567,976)	2,173,734
AB1600	1,832,224	558,959	(2,370,000)		21,183
Major Facility Improvements	21,665,213	15,442,000	(17,447,658)	(13,563,021)	6,096,534
Capital Outlay	<u>2,344,611</u>	<u>1,322,476</u>	<u>(1,393,112)</u>	<u>(1,519,502)</u>	<u>754,473</u>
<b>Total Governmental</b>	<u>36,081,625</u>	<u>84,359,956</u>	<u>(85,477,158)</u>	<u>(19,129,985)</u>	<u>15,834,438</u>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	4,596,374	10,748,656	(11,714,131)	(1,957,213)	1,673,686
Transfer Station	71,942	1,647,821	(1,670,861)	43,703	92,605
Civic Center	259,443	1,055,011	(1,033,897)		280,557
Wastewater Resources	0	10,621,915	(10,621,915)		0
<b>INTERNAL SERVICE:</b>					
Central Services	79,698	511,267	(574,049)	42,234	59,150
Information Services	975,860	1,520,752	(2,435,018)	425,000	486,594
Building Maintenance	15,876	2,419,441	(2,408,215)	5,400	32,502
PBX	15,135	307,303	(277,541)		44,897
Self Insurance	2,324,087	2,260,444	(2,396,765)		2,187,766
Motor Vehicles	<u>903,813</u>	<u>2,907,319</u>	<u>(3,615,357)</u>	<u>863,271</u>	<u>1,059,046</u>
<b>Total Proprietary</b>	<u>9,242,228</u>	<u>33,999,929</u>	<u>(36,747,749)</u>	<u>(577,605)</u>	<u>5,916,803</u>
<b>Other Funds</b>					
Sanitation District	2,815,842	14,155,647	(16,544,062)	244,750	672,177
Community Block Grant	408,410	2,072,185	(2,072,185)	(408,410)	0
Federal Grants	4,798,069	2,399,549	(8,299,642)		(1,102,024)
Linda Vista Benefit Assessment	<u>122,106</u>	<u>30,652</u>	<u>(18,750)</u>		<u>134,008</u>
<b>Total Other</b>	<u>8,144,427</u>	<u>18,658,033</u>	<u>(26,934,639)</u>	<u>(163,660)</u>	<u>(295,839)</u>
<b>COMBINED TOTAL</b>	<b>\$53,468,280</b>	<b>\$137,017,918</b>	<b>(\$149,159,546)</b>	<b>(\$19,871,250)</b>	<b>\$21,455,402</b>

**Projected Available Fund Balances/Retained Earnings**  
**To June 30, 2004**

	<u>Balance</u> <u>July 1, 2003</u>	<u>Projected</u> <u>Revenues</u> <u>2003-04</u>	<u>Adopted</u> <u>Budget</u> <u>2003-04</u>	<u>Other</u>	<u>Projected</u> <u>June 30, 2004</u>
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$4,813,804	\$57,626,274	(\$57,275,920)		\$5,164,158
Senior Center Fund	6,775	892,326	(892,326)		6,775
Peninsula Partnership	503,700	799,492	(872,097)		431,095
Traffic Safety	87,041	50,520	(47,929)		89,632
Redevelopment - J.S./Mission	669,441	4,739,785	(4,401,149)		1,008,077
Tax Increment - J.S./Mission	357,594	2,094,775	(1,681,954)	(\$412,821)	357,594
Redevelopment - Bayshore	279,998	725,984	(742,314)		263,668
Tax Increment - Bayshore	70,161	1,301,270	(1,044,967)	(256,303)	70,161
<b>CAPITAL:</b>					
Gas Tax	2,173,734	3,379,044	(4,714,121)		838,657
AB1600	21,183	558,959	(558,000)		22,142
Major Facility Improvements	6,096,534	10,776,521	(16,630,374)		242,681
Capital Outlay	754,473	1,496,833	(688,574)		1,562,732
<b>Total Governmental</b>	<u>15,834,438</u>	<u>84,441,783</u>	<u>(89,549,725)</u>	<u>(669,124)</u>	<u>10,057,372</u>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	1,673,686	10,853,678	(11,918,560)	802,416	1,411,220
Transfer Station	92,605	1,673,521	(1,697,304)	43,703	112,525
Civic Center	280,557	1,080,884	(1,040,323)		321,118
Wastewater Resources	0	10,940,980	(10,940,980)		0
<b>INTERNAL SERVICE:</b>					
Central Services	59,150	513,281	(594,492)	42,594	20,533
Information Services	486,594	1,518,752	(2,232,126)	475,000	248,220
Building Maintenance	32,502	2,489,238	(2,482,174)	5,400	44,966
PBX	44,897	310,803	(292,124)		63,576
Self Insurance	2,187,766	2,226,044	(2,550,443)		1,863,367
Motor Vehicles	1,059,046	2,739,739	(3,785,471)	933,680	946,994
<b>Total Proprietary</b>	<u>5,916,803</u>	<u>34,346,920</u>	<u>(37,533,997)</u>	<u>2,302,793</u>	<u>5,032,519</u>
<b>Other Funds</b>					
Sanitation District	672,177	14,469,859	(15,949,627)	1,700,000	892,409
Community Block Grant	0	1,475,733	(1,475,733)		0
Federal Grants	(1,102,024)	3,123,201	(1,941,341)		79,836
Linda Vista Benefit Assessment	134,008	31,366	(18,750)	-	146,624
<b>Total Other</b>	<u>(295,839)</u>	<u>19,100,159</u>	<u>(19,385,451)</u>	<u>1,700,000</u>	<u>1,118,869</u>
<b>COMBINED TOTAL</b>	<b>\$21,455,402</b>	<b>\$137,888,862</b>	<b>(\$146,469,173)</b>	<b>\$3,333,669</b>	<b>\$16,208,760</b>

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

	<u>ACTUAL</u> <u>2000-01</u>	<u>ESTIMATED</u> <u>2001-02</u>	<u>PROJECTED</u> <u>2002-03</u>	<u>PROJECTED</u> <u>2003-04</u>
<b>GENERAL FUND</b>				
Property Tax	\$9,518,622	\$10,370,714	\$10,599,545	\$11,068,388
Sales Tax	8,281,982	7,665,000	7,969,950	8,206,798
Motor Vehicle In Lieu	5,548,362	5,890,000	6,125,600	6,370,624
Utility Users Tax	5,276,878	5,232,000	5,415,390	5,605,448
Other Taxes	1,684,943	1,935,150	1,946,045	1,996,406
Franchises	2,067,508	2,215,060	2,331,098	2,413,330
Licenses and Permits	1,620,546	1,321,511	1,512,892	1,518,892
Fines and Forfeitures	1,952,892	1,683,243	2,386,059	2,862,059
Charges and Fees	6,009,279	6,152,000	6,151,644	6,490,189
Interest Earned	3,116,337	859,058	1,603,512	4,602,362
From Other Agencies	1,494,435	916,344	553,814	552,354
Miscellaneous	283,506	351,719	108,038	96,033
Rental Income	682,408	420,136	232,965	159,670
Property Disposals	1,451	195,063	6,500	6,500
Interfund Transfers	<u>5,080,152</u>	<u>5,276,185</u>	<u>5,571,433</u>	<u>5,677,221</u>
<b>TOTAL GENERAL FUND</b>	<b>52,619,301</b>	<b>50,483,183</b>	<b>52,514,485</b>	<b>57,626,274</b>
<b>OTHER FUNDS:</b>				
<b>SPECIAL REVENUE</b>				
Senior Center	848,115	934,414	887,264	892,326
Traffic Safety	51,209	50,520	50,520	50,520
Gas Tax	4,990,948	8,461,875	6,936,870	3,379,044
Community Block Grant	1,787,548	2,767,111	2,072,185	1,475,733
Federal Grants	1,404,112	12,345,590	2,399,549	3,123,201
Peninsula Partnership	436,425	872,025	833,845	799,492
Linda Vista Benefit Assmnt	29,047	26,780	30,652	31,366
AB1600	1,337,371	1,313,502	558,959	558,959
Major Facility Improvements	8,446,651	10,895,292	15,442,000	10,776,521
Capital Outlay	<u>1,293,734</u>	<u>2,139,020</u>	<u>1,322,476</u>	<u>1,496,833</u>
<b>TOTAL SPECIAL REVENUE</b>	<b>20,625,160</b>	<b>39,806,129</b>	<b>30,534,320</b>	<b>22,583,995</b>

## COMPARISON OF REVENUE BUDGETS

	<u>ACTUAL</u> <u>2000-01</u>	<u>ESTIMATED</u> <u>2001-02</u>	<u>PROJECTED</u> <u>2002-03</u>	<u>PROJECTED</u> <u>2003-04</u>
<b>ENTERPRISE</b>				
Wastewater Resources	9,491,646	9,757,603	10,621,915	10,940,980
Water Utility	10,888,826	10,442,384	10,748,656	10,853,678
Civic Center	877,417	963,429	1,055,011	1,080,884
Transfer Station	<u>1,520,964</u>	<u>1,470,961</u>	<u>1,647,821</u>	<u>1,673,521</u>
<b>TOTAL ENTERPRISE</b>	<b><u>22,778,853</u></b>	<b><u>22,634,377</u></b>	<b><u>24,073,403</u></b>	<b><u>24,549,063</u></b>
<b>TOTAL CITY REVENUE</b>	96,023,314	112,923,689	105,090,906	99,647,543
Less: Interfund Revenue Transfers	<u>(13,971,684)</u>	<u>(14,013,756)</u>	<u>(13,999,477)</u>	<u>(13,766,910)</u>
<b>CITY REVENUE - NET</b>	<b>82,051,630</b>	<b>98,909,933</b>	<b>91,091,429</b>	<b>85,880,633</b>
<b>OTHER AGENCIES</b>				
Sanitation District	13,977,855	13,974,796	14,155,647	14,469,859
Redevelopment - J.S./Mission	5,240,322	2,981,922	2,741,665	4,739,785
Tax Increment - J.S./Mission	1,073,042	1,330,779	1,621,699	2,094,775
Redvelopment - Bayshore	423,232	371,245	638,369	725,984
Tax Increment - Bayshore	<u>357,929</u>	<u>659,957</u>	<u>811,804</u>	<u>1,301,270</u>
<b>TOTAL OTHER AGENCIES</b>	21,072,380	19,318,699	19,969,184	23,331,673
Less: Interfund Revenue Transfers	<u>(1,065,550)</u>	<u>(1,420,282)</u>	<u>(1,728,251)</u>	<u>(2,376,769)</u>
<b>OTHER AGENCY REVENUE - NET</b>	<b><u>20,006,830</u></b>	<b><u>17,898,417</u></b>	<b><u>18,240,933</u></b>	<b><u>20,954,904</u></b>
<b>GRAND TOTAL</b>	117,095,694	132,242,388	125,060,090	122,979,216
Less: Interfund Revenue Transfers	<u>(23,709,004)</u>	<u>(24,587,652)</u>	<u>(25,584,095)</u>	<u>(26,245,197)</u>
<b>GRAND TOTAL REVENUES - NET</b>	<b>\$93,386,690</b>	<b>\$107,654,736</b>	<b>\$99,475,995</b>	<b>\$96,734,019</b>
<b>MEMORANDUM BUDGETS:</b>				
<b>INTERNAL SERVICE FUNDS</b>				
Central Services	\$563,390	\$575,514	\$511,267	\$513,281
Information Services	1,932,911	2,269,046	1,520,752	1,518,752
Building Maintenance	2,257,252	2,324,043	2,419,441	2,489,238
PBX	322,529	318,004	307,303	310,803
Motor Vehicles	2,979,464	2,823,429	2,907,319	2,739,739
Self Insurance	<u>4,958,231</u>	<u>2,178,947</u>	<u>2,260,444</u>	<u>2,226,044</u>
<b>TOTAL MEMORANDUM</b>	<b>\$13,013,777</b>	<b>\$10,488,983</b>	<b>\$9,926,526</b>	<b>\$9,797,857</b>

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

	ACTUAL	ESTIMATED	ADOPTED	ADOPTED
GENERAL FUND	2000-01	2001-02	BUDGET	BUDGET
	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
City Attorney	\$578,808	\$645,992	\$730,264	\$764,129
City Clerk	395,862	414,895	450,860	439,534
City Council	171,791	172,599	173,323	177,539
City Manager:				
City Manager Administration	757,029	841,926	920,125	966,332
Community Promotion	179,987	240,837	240,341	231,359
Community Participation & Information	103,890	139,543	114,219	118,466
Community Service Center	387,061	384,588	407,409	427,079
Total City Manager	<u>1,427,967</u>	<u>1,606,894</u>	<u>1,682,094</u>	<u>1,743,236</u>
City Treasurer	75,774	80,396	80,877	84,012
Economic & Community Development:				
Administration	270,040	341,616	358,559	345,037
Planning & Zoning	592,449	670,524	746,802	797,973
Building	1,025,414	1,085,484	1,138,264	1,170,930
Business Center	383,050	523,888	173,108	-
Total Economic & Community Devel	<u>2,270,953</u>	<u>2,621,512</u>	<u>2,416,733</u>	<u>2,313,940</u>
Finance-Admin/Accounting	1,337,667	1,243,063	1,550,573	1,622,206
Fire	8,585,875	8,936,235	9,008,575	9,215,401
Human Resources	910,495	975,205	974,348	1,032,575
Library	2,338,364	2,554,540	2,636,365	2,749,612
Parks & Recreation:				
Administration	590,440	642,868	649,402	677,514
Recreation	2,134,852	2,242,851	2,429,198	2,494,459
Recreation-Special Programs	1,437,519	1,835,628	1,761,682	1,740,888
Park & Landscape Maintenance	1,802,580	2,010,685	2,090,301	2,173,304
Total Parks & Rec	<u>5,965,391</u>	<u>6,732,032</u>	<u>6,930,583</u>	<u>7,086,165</u>
Police Department:				
Police Services	14,343,526	15,942,496	16,926,294	18,137,837
Citizens' Option for Public Safety	324,360	181,305	0	0
Public Safety Communication	1,210,949	1,310,022	1,431,759	1,487,721
Total Police	<u>15,878,835</u>	<u>17,433,823</u>	<u>18,358,053</u>	<u>19,625,558</u>
Public Works:				
Administration	851,958	899,644	1,073,256	1,128,464
Engineering	1,478,452	1,686,931	1,849,546	1,935,663
Streets	1,512,146	1,637,114	1,728,040	1,794,199
Traffic Signal Maintenance	178,043	246,490	286,459	294,211
Street Lighting	314,901	297,709	440,703	445,360
Total Public Works	<u>4,335,500</u>	<u>4,767,888</u>	<u>5,378,004</u>	<u>5,597,897</u>
Nondepartmental Expense	5,349,458	4,194,664	2,368,783	4,824,116
<b>TOTAL GENERAL FUND</b>	<b>49,622,740</b>	<b>52,379,738</b>	<b>52,739,435</b>	<b>57,275,920</b>

## COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL	ESTIMATED	ADOPTED	ADOPTED
	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
<b>SPECIAL REVENUE</b>				
Senior Center	848,115	933,220	887,264	892,326
Traffic Safety	28,962	25,666	46,396	47,929
Gas Tax:				
Operating	1,265,162	1,445,907	1,702,838	1,770,552
Capital	5,156,404	8,515,754	2,645,877	2,943,569
- Carryforward			3,567,976	
Community Block Grant:				
Operations	1,375,772	1,379,791	1,556,445	1,475,733
Capital	411,776	978,910	515,740	0
- Carryforward		408,410		
Federal Grants	1,252,113	7,695,091	8,299,642	1,941,341
Peninsula Partnership	326,343	542,459	878,488	872,097
Linda Vista Benefit Assessment	14,998	17,713	18,750	18,750
AB1600	1,228,177	1,485,000	2,370,000	558,000
Major Facility Improvements	5,317,766	2,623,477	17,447,658	16,630,374
- Carryforward			13,563,021	
Capital Outlay	1,193,950	1,514,608	1,393,112	688,574
- Carryforward			1,519,502	-
<b>TOTAL SPECIAL REVENUE</b>	<b><u>18,419,538</u></b>	<b><u>27,566,006</u></b>	<b><u>56,412,709</u></b>	<b><u>27,839,245</u></b>
<b>ENTERPRISE</b>				
Wastewater Resources	9,491,646	9,757,603	10,621,915	10,940,980
Water Utility:				
Operations	8,983,576	9,180,114	9,903,433	10,144,702
Capital	3,549,420	1,550,035	1,810,698	1,773,858
- Carryforward			2,744,629	
Civic Center	938,452	1,194,772	1,033,897	1,040,323
Transfer Station	1,586,763	1,642,228	1,670,861	1,697,304
<b>TOTAL ENTERPRISE</b>	<b><u>24,549,857</u></b>	<b><u>23,324,752</u></b>	<b><u>27,785,433</u></b>	<b><u>25,597,167</u></b>
<b>TOTAL CITY EXPENDITURES</b>	<b>92,592,135</b>	<b>103,270,496</b>	<b>136,937,577</b>	<b>110,712,332</b>
Less: Interfund Operating Transfers	<u>(13,971,684)</u>	<u>(14,013,756)</u>	<u>(13,999,477)</u>	<u>(13,766,910)</u>
<b>CITY EXPENDITURES - NET</b>	<b>78,620,451</b>	<b>89,256,740</b>	<b>122,938,100</b>	<b>96,945,422</b>

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

	<u>ACTUAL</u> <u>2000-01</u>	<u>ESTIMATED</u> <u>2001-02</u>	<u>ADOPTED</u> <u>BUDGET</u> <u>2002-03</u>	<u>ADOPTED</u> <u>BUDGET</u> <u>2003-04</u>
<b>OTHER AGENCIES</b>				
Sanitation District:				
Operations	12,229,200	12,837,495	13,582,299	13,965,252
Capital	2,864,823	6,765,881	2,961,763	1,984,375
- Carryforward			1,354,250	
Redevelopment - J.S./Mission	3,279,610	4,565,513	2,791,867	4,401,149
Tax Increment - J.S./Mission	881,541	1,068,519	1,302,108	1,681,954
Redevelopment - Bayshore	266,743	264,747	620,206	742,314
Tax Increment - Bayshore	287,430	529,643	651,909	1,044,967
<b>TOTAL OTHER AGENCIES</b>	<b><u>19,809,347</u></b>	<b><u>26,031,798</u></b>	<b><u>23,264,402</u></b>	<b><u>23,820,011</u></b>
Less: Interfund Operating Transfers	<u>(1,065,550)</u>	<u>(1,420,282)</u>	<u>(1,728,251)</u>	<u>(2,376,769)</u>
<b>OTHER AGENCY EXPENDITURES - NET</b>	<b><u>18,743,797</u></b>	<b><u>24,611,516</u></b>	<b><u>21,536,151</u></b>	<b><u>21,443,242</u></b>
<b>GRAND TOTAL</b>	<b>112,401,482</b>	<b>129,302,294</b>	<b>160,201,979</b>	<b>134,532,343</b>
Less: Interfund Operating Transfers	<u>(23,709,004)</u>	<u>(24,587,652)</u>	<u>(25,584,095)</u>	<u>(26,245,197)</u>
<b>GRAND TOTAL EXPENDITURES - NET</b>	<b>\$88,692,478</b>	<b>\$104,714,642</b>	<b>\$134,617,884</b>	<b>\$108,287,146</b>
<b>MEMORANDUM BUDGETS:</b>				
<b>INTERNAL SERVICE FUNDS</b>				
Central Services	\$583,015	\$540,820	\$574,049	\$594,492
Information Services	1,602,489	2,808,455	2,435,018	2,232,126
Building Maintenance	2,231,242	2,295,368	2,408,215	2,482,174
PBX	235,285	548,847	277,541	292,124
Motor Vehicles	3,737,706	3,607,844	3,615,357	3,785,471
Self Insurance	<u>5,478,021</u>	<u>1,813,011</u>	<u>2,396,765</u>	<u>2,550,443</u>
<b>TOTAL MEMORANDUM</b>	<b>\$13,867,758</b>	<b>\$11,614,345</b>	<b>\$11,706,945</b>	<b>\$11,936,830</b>

## INTERFUND TRANSFERS

	<u>ACTUAL</u> <u>2000-01</u>	<u>ESTIMATED</u> <u>2001-02</u>	<u>ADOPTED</u> <u>BUDGET</u> <u>2002-03</u>	<u>ADOPTED</u> <u>BUDGET</u> <u>2003-04</u>
<b>To General Fund</b>				
From: Gas Tax	\$1,265,162	\$1,367,486	\$1,702,838	\$1,770,552
Water Utility	1,554,442	1,606,614	1,575,032	1,590,783
Transfer Station	393,486	401,840	405,881	409,324
Wastwater Resources	1,813,471	1,835,245	1,887,682	1,906,562
Federal Grants	52,341	65,000		
Self-Insurance	44,204			
<b>From General Fund</b>				
To: Senior Center	390,283	388,828	384,192	408,288
Peninsula Partnership	98,868	69,614	69,614	69,614
Capital Outlay	264,073	686,118	312,500	350,000
Major Capital Improvements	5,962,629	5,162,000	4,100,000	5,470,000
Central Services			52,049	54,563
Information Services	386,311	36,075	5,000	
Building Maintenance		69,600		
Federal Grants Match	14,684	36,940	31,862	
Motor Vehicles	42,234	25,934	44,000	44,000
<b>Other Funds</b>				
To: Wastewater Resources				
From: Sanitation District	8,604,745	8,988,163	9,680,179	9,957,192
Water Utility	751,093	761,011	941,738	983,787
To: Major Capital Improvements				
From: Civic Center Enterprise	250,000	250,000	250,000	250,000
AB1600 Public Facility Fees	1,228,177	1,485,000	2,370,000	558,000
To: Capital Outlay				
From: Building Maintenance		63,511	144,326	144,326
To: Central Services				
From: Capital Outlay	17,930			
To: Information Services				
From: Various- for Equipment/Software	424,722	772,925	50,000	48,000
To: Building Maintenance				
From: Civic Center Enterprise	57,517	40,126	51,595	51,595
Capital Outlay		80,815		
To: Motor Vehicles				
From: Water Utility	82,985	33,908		
Sanitation District	179,800	49,275	187,412	
To: Redevelopment Agency				
From: Redevelopment Tax Increment	<u>1,065,550</u>	<u>1,420,282</u>	<u>1,728,251</u>	<u>2,376,769</u>
<b>Total Interfund Transfers</b>	<b>24,944,707</b>	<b>25,696,310</b>	<b>25,974,151</b>	<b>26,443,355</b>
<b>Less Memorandum Budgets</b>	<b><u>1,235,703</u></b>	<b><u>1,108,658</u></b>	<b><u>390,056</u></b>	<b><u>198,158</u></b>
<b>Transfers - Net</b>	<b><u>\$23,709,004</u></b>	<b><u>\$24,587,652</u></b>	<b><u>\$25,584,095</u></b>	<b><u>\$26,245,197</u></b>

## CITY OF DALY CITY

Department Division	Total Approved Positions 2000-01	Total Approved Positions 2001-02	Total Approved Positions 2002-03	Total Approved Positions 2003-04
City Attorney	6.00	6.00	6.00	6.00
City Clerk	5.00	5.00	5.00	5.00
City Council	5.00	5.00	5.00	5.00
City Manager				
Administration	7.00	7.00	7.00	7.00
Community Promotion	1.00	1.00	1.00	1.00
Community Services Center	5.00	5.00	5.00	5.00
Total City Manager	13.00	13.00	13.00	13.00
City Treasurer	1.05	1.05	1.05	1.05
Economic & Community Development				
	3.88	3.88	3.72	3.42
Planning	7.80	7.80	7.80	7.80
Building	9.60	9.60	11.60	11.60
Block Grant Administration	3.80	3.80	3.54	3.37
Residential Rehab	2.35	2.35	2.34	2.30
Home Program	0.32	0.32	0.30	0.60
Economic & Enterprise Development	2.70	2.70	2.50	2.50
Redevelopment Agency	2.05	2.05	2.70	2.91
Total ECD	32.50	32.50	34.50	34.50
Finance				
Administration	16.05	16.05	16.05	16.05
Central Services	3.00	3.00	3.00	3.00
Information Services	7.00	9.00	8.00	8.00
Motor Vehicles	10.50	10.50	11.50	11.50
Workers Compensation	1.40	1.40	1.40	1.40
Utility Billing	9.50	9.50	9.50	9.50
Total Finance	47.45	49.45	49.45	49.45
Fire	81.00	81.00	81.00	81.00
Human Resources	6.00	6.00	6.00	6.00
Library	21.00	21.00	21.00	21.00

## FULL TIME PERSONNEL ALLOCATION\*

Department Division	Total Approved Positions 2000-01	Total Approved Positions 2001-02	Total Approved Positions 2002-03	Total Approved Positions 2003-04
<b>Parks &amp; Recreation</b>				
Administration	4.50	4.50	4.50	4.50
Parks Maintenance	20.60	20.60	20.60	20.60
Recreation	11.47	11.47	12.47	12.47
Special Programs	6.43	9.43	9.43	9.43
Senior Adults	7.00	7.00	7.00	7.00
Total Parks & Recreation	50.00	53.00	54.00	54.00
<b>Police</b>				
Police Services	143.00	144.00	146.00	149.00
Public Safety Dispatch	16.00	16.00	16.00	16.00
Total Police	159.00	160.00	162.00	165.00
<b>Public Works</b>				
Administration	7.00	7.00	7.00	7.00
Street Lighting	1.00	1.00	1.00	1.00
Traffic Signals	1.00	1.00	1.00	1.00
Engineering	19.00	19.00	19.00	19.00
Building Maintenance	22.00	22.00	23.00	23.00
Streets	17.50	17.50	18.50	18.50
Total Public Works	67.50	67.50	69.50	69.50
<b>Water &amp; Wastewater Resources</b>				
Administration	7.50	7.50	7.50	7.50
Collection System	12.00	12.00	12.00	12.00
Laboratory	2.00	2.00	2.00	2.00
Wastewater Operations	12.00	12.00	12.00	12.00
Plant & Equipment Maintenance	16.00	16.00	16.00	16.00
Water Operations	6.00	6.00	6.00	6.00
Distribution Maintenance	14.00	14.00	14.00	14.00
Total WWR	69.50	69.50	69.50	69.50
<b>Grand Total</b>	<b>564.00</b>	<b>570.00</b>	<b>577.00</b>	<b>580.00</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.

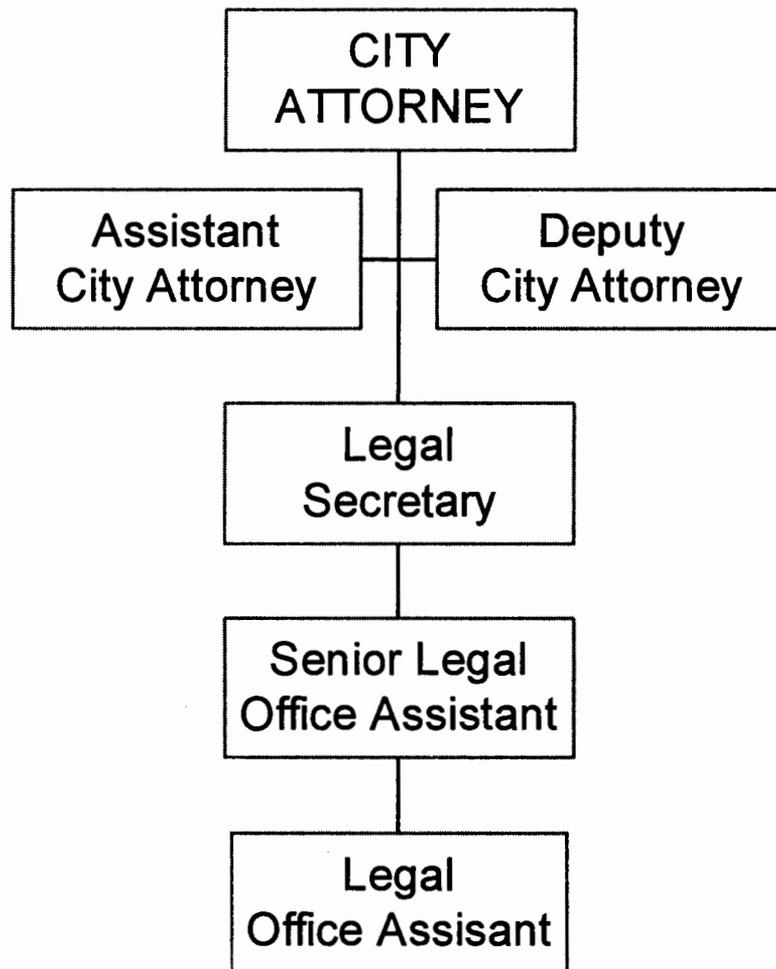
Building Maintenance - to account for services provided to departments for the maintenance of City facilities.

Information Services - to account for the distribution of computer operating costs to various City departments.

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



**City of Daly City**  
**CITY ATTORNEY**  
**Fiscal Years 2002-2003 and 2003-2004**



# **CITY ATTORNEY**

---

## ***PROGRAM DESCRIPTION***

The City Attorney's office is authorized for one City Attorney, one Assistant and one Deputy with 2 support staff employees.

The City Attorney's Office advocates the City's interest in lawsuits filed against or on behalf of the City, its officers, employees and agencies in administrative venues, before Boards or Commissions and in the state or federal court systems. The City Attorney's Office in conjunction with the Risk Manager, investigates all claims for damages filed against the City and defends the City's interests where necessary.

## **Role of the City Attorney's Office**

The City Attorney is appointed by the City Council and is committed to providing the highest quality of legal representation to the Mayor, City Council, City Manager, City departments, City boards and Commissions. The City Attorney's Office serves as general counsel for the Daly City Redevelopment Agency, the Daly City Housing Development Finance Agency and the Public Facilities Finance Corporation as well as serves in the capacity of District Counsel to the North San Mateo County Sanitation District.

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

Responsibilities include:

- Representing the City in legal proceedings;
- Must have expertise in widely diverse areas of law, from bankruptcy to water rights, litigation to legislation and real estate to personnel matters;
- Provides counsel to and attends meetings of certain Council committees, the Planning Commission and special City department task forces;
- Providing advice or written opinions to any officer, department head, board commission or other unit of local government in areas of land use, personnel, elections, conflict of interest and economic development;
- Drafting, reviewing and approving as to form all contracts, surety bonds, ordinances and resolutions;
- Investigating, evaluating and recommending disposition of all claims made against the City;

While the City Attorney's Office endeavors to do as much of the City's legal work as possible, certain legal issues are so specialized or require such large commitments of time over a short period, that the City contracts with outside law firms to represent the City's interest. Historically, the City has utilized outside law firms to handle matters involving eminent domain, police civil rights, and various bond offerings.

### **GOALS**

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

Goals include technical competence, effecting accurate and clear presentations, avoid litigation and liability wherever possible, and the layout of alternatives when there's a legal problem.

### **HIGHLIGHTS 2000-2002**

- Advised on and helped draft the Agreement for Purchase and Sale of Recycled Water with San Francisco Golf Clubs and City and County of San Francisco through the San Francisco Public Utilities Commission – Water Recycling Plant in Daly City. Recycled water would be sold to Lake Merced, San Francisco & Olympic golf clubs to irrigate their courses – help restore water levels in Lake Merced.
- Provided comprehensive advice on the Franciscan Mobile Home Park – Sale of \$55 million in tax-free bonds to help residents purchase the 70-acre park, will help residents keep their homes once the park's leases expire in 2016.

### **Advice and/or Preparation of Programs or Ordinances:**

- Westline Drive – rezoning of residential properties to open space
- Skateboard Ordinance – Rules and Regulations at new Skateboard Park
- “Saturday Night Special” Gun Ordinance – Amendment to portion of City’s ordinance that duplicates State laws
- Purchasing Property - Establishment of simplified flexible purchasing system; provides efficient purchasing of supplies
- Claims against the City- Standard filing claims
- Taxicab rate adjustments for Daly City Cab and Serra Cab companies
- Establishment of penalties for non-permitted taxicab operators illegally carrying passengers in Daly City
- Participation on weekly Daly City Development Committee
- Member of Code Enforcement Task Force; helped abatement of numerous public nuisances
- Provide comprehensive legal advice and representation on range and volume of personnel matters ranging from discipline and termination to collective bargaining and grievances
- Preparation of resolutions for City Council, NSMCSO, and Redevelopment Agendas

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
050  
050**

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3860	MISCELLANEOUS REVENUE	894	571	30	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>894</b>	<b>571</b>	<b>30</b>	<b>0</b>	<b>0</b>
3957	IF FM 58-038-425	30,000	0	0	0	0
	<b>OPERATING TRANSFERS IN</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$30,894</u></b>	<b><u>\$571</u></b>	<b><u>\$30</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

### Full-time Salaried Position Listing

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	CITY ATTORNEY	502	1.00	1.00
1.00	1.00	ASSISTANT CITY ATTORNEY	321	1.00	1.00
1.00	1.00	DEPUTY CITY ATTORNEY II	079	1.00	1.00
1.00	1.00	LEGAL SECRETARY	045	1.00	1.00
1.00	1.00	SENIOR LEGAL OFFICE ASSISTANT	034	1.00	1.00
<u>1.00</u>	<u>1.00</u>	LEGAL OFFICE ASSISTANT	028	<u>1.00</u>	<u>1.00</u>
6.00	6.00			6.00	6.00

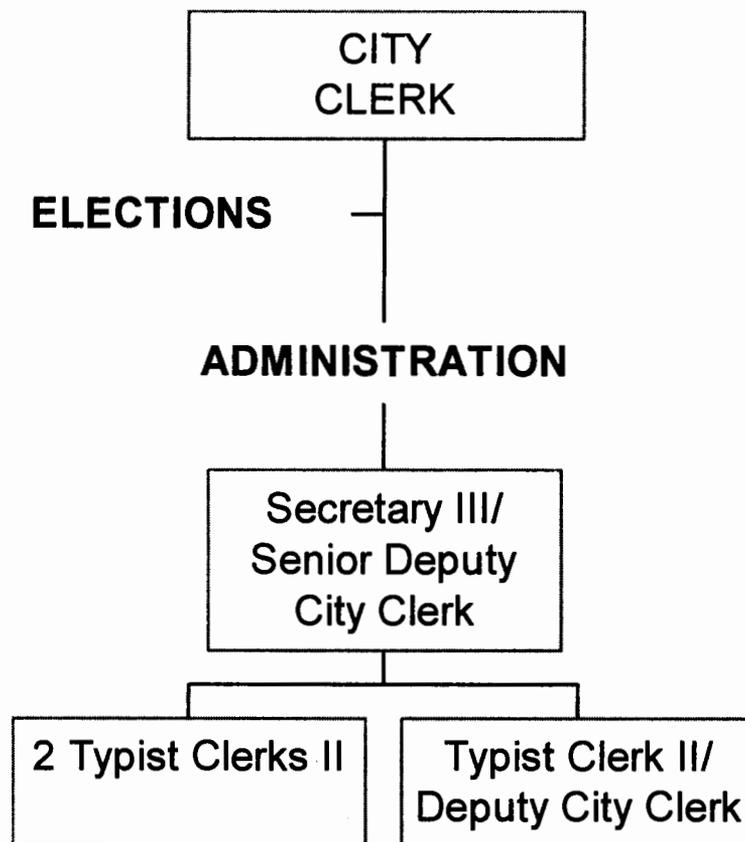
**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: GENERAL FUND  
Department: CITY ATTORNEY  
Program: CITY ATTORNEY01  
050  
050

EXPENDITURES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101	SALARIES	325,225	402,600	460,957	530,149	561,169
4102	HOURLY WAGES	8,517	12,080	863	0	0
4104	PERS RETIREMENT	27,130	29,188	30,437	39,288	41,646
4105	GROUP INSURANCE	15,515	18,373	22,988	26,636	27,082
4106	WORKERS COMPENSATION	321	799	888	888	888
4107	MEDICARE	4,741	5,899	6,709	7,488	7,937
4108	UNEMPLOYMENT INSURANCE	0	359	0	0	0
4119	SOCIAL SECURITY	244	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>381,693</b>	<b>469,298</b>	<b>522,842</b>	<b>604,449</b>	<b>638,722</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	96	191	269	200	200
4212	COMMUNICATIONS	298	559	450	600	600
4217	EQUIPMENT MAINTENANCE CONTRA	60	0	100	200	200
4219	PROFESSIONAL SERVICES	10,043	6,529	20,000	20,000	20,000
4220	OTHER CONTRACTUAL SERVICES	2,601	1,179	2,500	5,100	5,100
4230	OFFICE EXPENSE	3,758	4,157	4,682	4,682	4,682
4234	SPECIAL DEPARTMENTAL	0	509	1,000	750	750
4238	LIBRARY BOOKS & PERIODICALS	17,984	20,227	16,646	16,646	16,646
	<b>SERVICES AND SUPPLIES</b>	<b>34,840</b>	<b>33,351</b>	<b>45,647</b>	<b>48,178</b>	<b>48,178</b>
4302	MEMBERSHIPS & PUBLICATIONS	1,500	2,218	1,665	1,665	1,665
4303	TRAVEL & MEETINGS	149	1,486	961	200	200
4304	EDUCATION & TRAINING	135	1,245	2,250	2,500	1,250
	<b>OTHER CHARGES</b>	<b>1,784</b>	<b>4,949</b>	<b>4,876</b>	<b>4,365</b>	<b>3,115</b>
4208	TELEPHONE SERVICE CHARGES	2,941	3,974	4,133	4,133	4,133
4216	VEHICLE SERVICE CHARGES	410	265	282	282	282
4223	INFORMATION SERVICES CHARGES	22,411	32,538	32,983	32,983	32,983
4224	BLDG MAINTENANCE SVC CHARGES	22,009	23,760	24,067	25,752	26,594
4226	MAIL/MESSENGER SERVICE	3,296	4,200	4,316	4,316	4,316
4227	COPIER SERVICES	3,324	3,311	3,502	3,502	3,502
4233	POSTAGE	585	634	666	666	666
4301	GENERAL INSURANCE CHARGES	1,603	1,606	1,638	1,638	1,638
	<b>FIXED CHARGES</b>	<b>56,579</b>	<b>70,288</b>	<b>71,587</b>	<b>73,272</b>	<b>74,114</b>
4580	FURNITURE	757	920	1,040	0	0
	<b>CAPITAL OUTLAY</b>	<b>757</b>	<b>920</b>	<b>1,040</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$475,653</u></b>	<b><u>\$578,806</u></b>	<b><u>\$645,992</u></b>	<b><u>\$730,264</u></b>	<b><u>\$764,129</u></b>





**City of Daly City**  
**CITY CLERK**  
**Fiscal Years 2002-2003 and 2003-2004**



## **CITY CLERK**

---

### ***PROGRAM DESCRIPTION***

The public record under the conservatorship of the City Clerk provides fundamental integrity to the structure of our democracy.

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

1. As an Elections Official, the City Clerk administers Federal, State and Local procedures through which local government representatives are selected;
2. As a Legislative Administrator, the City Clerk prepares legislative Agenda, verifies publishing and posting of legal notices and the recording of legislative decisions;
3. As a Records Manager, the City Clerk oversees the preservation and protection of public record, maintains and indexes the Minutes, Ordinances and Resolutions adopted by the City Council. The City Clerk ensures that public records are readily accessible to the public.

### ***GOAL***

The City Clerk is responsible for the conduct of municipal elections. She oversees a staff of four. The primary goal of the City Clerk's Office is to provide high quality service to the public in the dissemination of public information, and recording, maintenance, storage and retrieval of official documents.

### ***HIGHLIGHTS AND ACCOMPLISHMENTS***

Beginning in year 2000, the City Clerk implemented the electronic Document Imaging/Record Keeping System. Storage of documents electronically reduces volume of paper storage files, speeds retrieval of documents, and ensures protection against deterioration of vital historical and legal records. All documents, from October 2000 to the present, and many Historical Records Folders have been scanned and archived.

The City Clerk's office continues to offer a variety of services to assist the citizens of Daly City:

- Bart Ticket Sales have increased annually
- Assistance with Daly City Garbage Discounts and California State Homeowners/Renters Assistance has been provided to 90 - 100 residents annually
- The Absentee Voters Box is being utilized more frequently with each subsequent election
- Beginning with the 2001 Internal Revenue Tax Year, we obtained reproducible IRS Tax Forms for the convenience of our Daly City Residents

***PROGRAM OBJECTIVES***

To continue to serve the residents and to answer their needs as appropriate.

Continuation of the Document Scanning of City Records with the ultimate goal to have all Legislative Records in the computerized program by the 2005 Budget Year.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
020  
020**

<b>REVENUES</b>		<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
3761	CANDIDATES STATEMENTS	0	2,500	0	2,500	0
3795	SALE OF DOCUMENTS	317	269	100	100	100
	<b>CHARGES AND FEES</b>	317	2,769	100	2,600	100
3860	MISCELLANEOUS REVENUE	297	614	300	300	300
	<b>MISCELLANEOUS REVENUES</b>	297	614	300	300	300
	<b>TOTAL REVENUES</b>	<b>\$614</b>	<b>\$3,383</b>	<b>\$400</b>	<b>\$2,900</b>	<b>\$400</b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	CITY CLERK	902	1.00	1.00
1.00	1.00	SECRETARY III	38S	1.00	1.00
<u>3.00</u>	<u>3.00</u>	TYPIST CLERK II	22Z	<u>3.00</u>	<u>3.00</u>
5.00	5.00			5.00	5.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

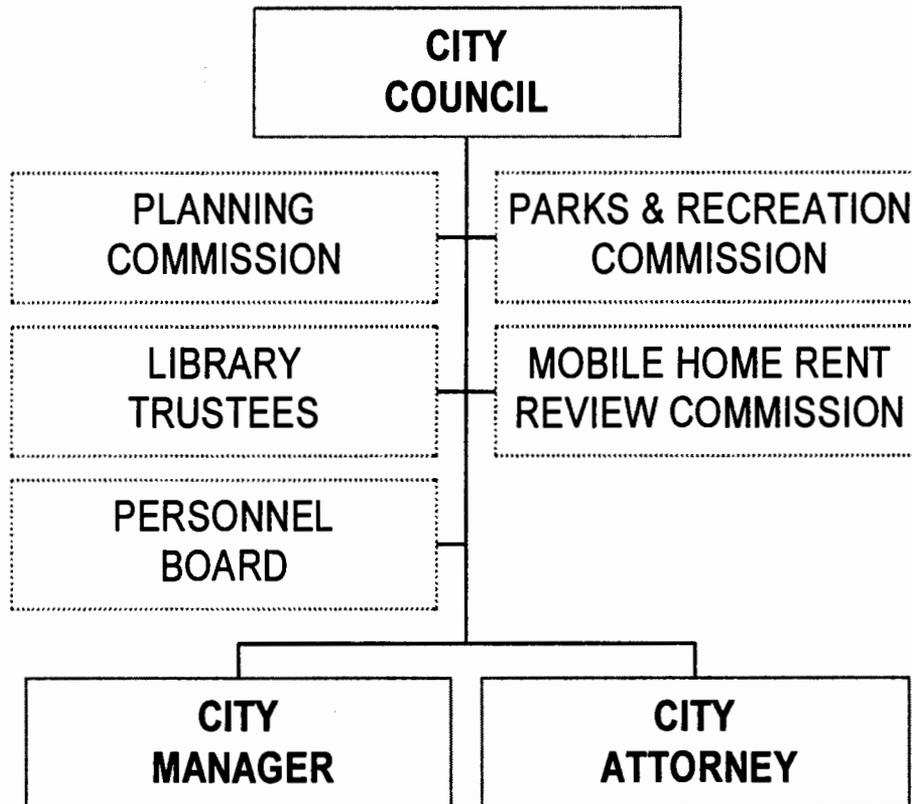
**01  
020  
020**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	239,836	248,407	268,308	284,576	300,033
4102	HOURLY WAGES	0	0	0	0	0
4104	PERS RETIREMENT	16,981	17,304	17,691	20,494	21,669
4105	GROUP INSURANCE	16,153	17,740	20,028	17,398	17,618
4106	WORKERS COMPENSATION	1,937	1,777	1,977	1,977	1,977
4107	MEDICARE	2,279	2,382	2,607	2,573	2,717
4108	UNEMPLOYMENT INSURANCE	0	215	0	0	0
4119	SOCIAL SECURITY	0	0	0	0	0
<b>SALARIES AND BENEFITS</b>		<b>277,186</b>	<b>287,825</b>	<b>310,611</b>	<b>327,018</b>	<b>344,014</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	652	620	600	700	700
4211	ADVERTISING	4,193	6,033	8,296	8,500	8,500
4212	COMMUNICATIONS	252	258	312	312	312
4215	RENTS AND LEASES	492	418	500	598	598
4217	EQUIPMENT MAINTENANCE CONTRA	233	0	415	415	415
4220	OTHER CONTRACTUAL SERVICES	0	0	15,000	5,000	5,000
4230	OFFICE EXPENSE	6,766	4,678	6,950	6,950	6,950
4234	SPECIAL DEPARTMENTAL	75	9,000	220	220	220
4256	ELECTION EXPENSES	0	22,083	0	25,000	0
4386	ELECTION EDUCATION	753	0	0	4,100	0
<b>SERVICES AND SUPPLIES</b>		<b>13,416</b>	<b>43,090</b>	<b>32,293</b>	<b>51,795</b>	<b>22,695</b>
4302	MEMBERSHIPS & PUBLICATIONS	1,495	1,112	2,140	2,140	2,140
4303	TRAVEL & MEETINGS	731	550	1,590	1,590	1,590
4304	EDUCATION & TRAINING	1,821	374	4,000	2,500	2,500
<b>OTHER CHARGES</b>		<b>4,047</b>	<b>2,036</b>	<b>7,730</b>	<b>6,230</b>	<b>6,230</b>
4208	TELEPHONE SERVICE CHARGES	3,443	5,169	5,376	5,376	5,376
4223	INFORMATION SERVICES CHARGES	12,101	22,314	22,596	22,596	22,596
4224	BLDG MAINTENANCE SVC CHARGES	20,316	21,933	22,216	23,771	24,549
4226	MAIL/MESSENGER SERVICE	3,296	4,200	4,316	4,316	4,316
4227	COPIER SERVICES	5,479	5,737	6,069	6,069	6,069
4233	POSTAGE	1,802	1,952	2,052	2,052	2,052
4301	GENERAL INSURANCE CHARGES	1,603	1,605	1,637	1,637	1,637
<b>FIXED CHARGES</b>		<b>48,040</b>	<b>62,910</b>	<b>64,262</b>	<b>65,817</b>	<b>66,595</b>
<b>TOTAL EXPENDITURES</b>		<b><u>\$342,689</u></b>	<b><u>\$395,861</u></b>	<b><u>\$414,896</u></b>	<b><u>\$450,860</u></b>	<b><u>\$439,534</u></b>





**City of Daly City**  
**CITY COUNCIL**  
**Fiscal Years 2002-2003 and 2003-2004**



----- ADVISORY BOARDS AND COMMISSIONS

# **CITY COUNCIL**

---

## ***PROGRAM DESCRIPTION***

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

## ***GOAL***

Provide effective leadership in the development of public policy in order to provide efficient, responsive and highly quality, professional municipal services to Daly City's residents.

## ***HIGHLIGHTS***

The Council remains committed to numerous issues of community interest. Members have assumed leadership roles within the County in a number of areas. The City Council has been involved in policy committees of the League of California Cities, serving as representatives on the Joint Powers Board of the County, Airport Roundtable, the Airport's Land Use Committee, Criminal Justice Council, the San Mateo County Operational Area Office of Emergency Services, Colma Creek Flood Control District, the Convention and Visitors Bureau of San Mateo County, City/County Association of Governments, San Mateo County Pre-Hospital Emergency Services Medical Group, Peninsula Traffic Congestion Relief Alliance and Association of Bay Area Governments Executive Committee, and Vice Chair of the San Mateo County Transit District Board.

Specific City Council activities and accomplishments during their prior budget period includes:

- Legislative approval, design review and oversight of the Pacific Plaza Development project in which Phases I and II were completed.
- Selection of a potential developer for the Pacific Plaza Hotel site and design oversight.
- Approval of three Sullivan Corridor Specific Plan projects, which have been completed and include Hampton Inn, Krispy Kreme, In N Out Burger and the construction of a storage retail and office complex at 87<sup>th</sup> and Edgeworth.
- The dedication of 15 renovated neighborhood parks as the first major improvements under the new Five-Year Capital Facilities Improvement Program.
- The groundbreaking for the replacement of Lincoln Park Community Center.
- Design review of a replacement War Memorial Community Center, additional facilities at the Westmoor Community Center, expanded renovated Westlake Community Center, improved Hillside Park facilities and other capital improvements.

## ***HIGHLIGHTS (CONTINUED)***

- The rededication of Bayshore Park following its total rehabilitation and improvement.
- The execution of a recycled water contract with three adjacent golf courses to replace a substantial component of the irrigation water with recycled water.
- The completion of a Conjunctive Use Agreement with the City and County of San Francisco to reduce demands in the aquifer and preserve the potable aquifer for periods of water shortage.
- The initiation of a pilot project with the City and County of San Francisco for storm water recharge of Lake Merced and improved capacity to Vista Grande storm drainage basin.
- Continued economic development efforts including granting the exclusive right to negotiate for the development of the Landmark site, exclusive right to negotiate for a full-service hotel in the Pacific Plaza development area, the initiation of a Master Plan with the Cow Palace to identify future improvements and development opportunities in the Bayshore area adjacent to the Cow Palace.
- The construction of the new Kaiser Medical facility at Hickey and I-280 to provide services to the community. Improving condensation levels for the employees of the organization in order to retain and attract well-qualified individuals to serve the community.

## ***PROGRAM OBJECTIVES***

The City Council continues to pursue objectives established for the coming two-year budget cycle including:

- Design and construction of a number of additional community facilities and expanded office space for City functions.
- Support of legislation and inter-jurisdictional efforts to ensure improvements to the Hetch Hetchy water supply.
- Expanded library hours and facilities to better meet the needs of the community.
- Continued support of youth activities and programs throughout the community.
- Continued efforts of economic development to provide jobs and improved economy within the community.
- Pursuit of neighborhood serving commercial and retail services within the Bayshore neighborhood with other public and neighborhood improvements as feasible.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
001  
019**

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	MAYOR	220	1.00	1.00
4.00	4.00	CITY COUNCIL	220	4.00	4.00
5.00	5.00			5.00	5.00

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2002-03/2003-04**

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

**01**  
**001**  
**019**

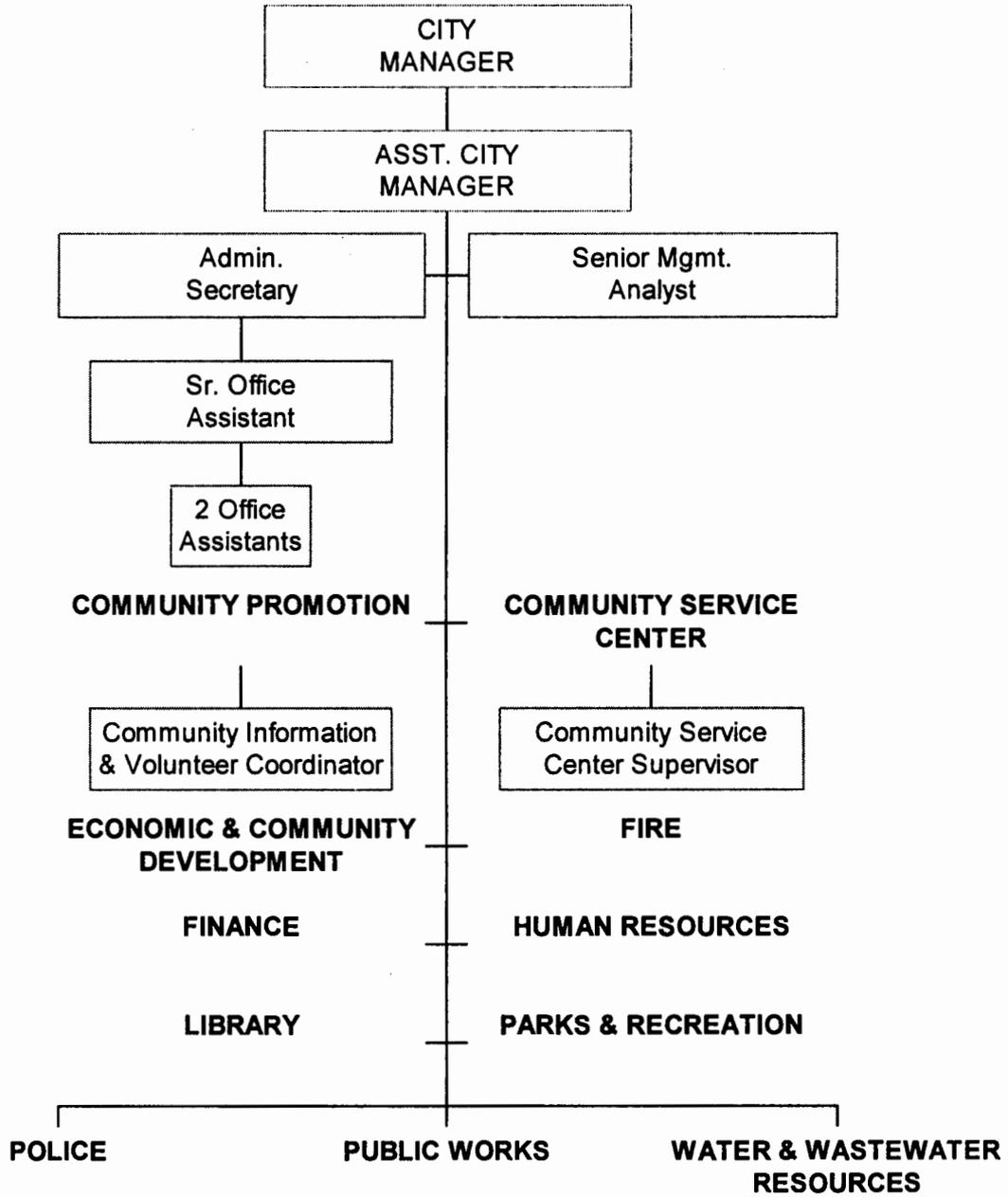
		1999-00	2000-01	2001-02	2002-03	2003-04
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	67,171	67,624	70,766	73,054	76,410
4104	PERS RETIREMENT	2,783	2,694	2,694	3,059	3,213
4105	GROUP INSURANCE	25,218	28,115	28,549	25,729	25,739
4106	WORKERS COMPENSATION	86	250	278	278	278
4107	MEDICARE	1,556	1,580	1,513	972	1,020
4108	UNEMPLOYMENT INSURANCE	0	75	0	0	0
4119	SOCIAL SECURITY	2,576	2,501	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>99,390</b>	<b>102,839</b>	<b>103,800</b>	<b>103,092</b>	<b>106,660</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	21,900	21,900	21,900	21,900	21,900
4212	COMMUNICATIONS	7,203	7,333	7,819	7,819	7,819
4230	OFFICE EXPENSE	1,422	2,225	1,630	1,630	1,630
	<b>SERVICES AND SUPPLIES</b>	<b>30,525</b>	<b>31,458</b>	<b>31,349</b>	<b>31,349</b>	<b>31,349</b>
4302	MEMBERSHIPS & PUBLICATIONS	4,162	1,150	1,600	1,600	1,600
4303	TRAVEL & MEETINGS	7,429	7,881	8,100	7,100	7,100
4304	EDUCATION & TRAINING	3,444	3,714	2,564	3,700	3,700
	<b>OTHER CHARGES</b>	<b>15,035</b>	<b>12,745</b>	<b>12,264</b>	<b>12,400</b>	<b>12,400</b>
4208	TELEPHONE SERVICE CHARGES	2,410	2,757	2,867	2,867	2,867
4224	BLDG MAINTENANCE SVC CHARGES	16,930	18,277	18,513	19,809	20,457
4226	MAIL/MESSENGER SERVICE	1,648	2,100	2,158	2,158	2,158
4301	GENERAL INSURANCE CHARGES	1,613	1,615	1,648	1,648	1,648
	<b>FIXED CHARGES</b>	<b>22,601</b>	<b>24,749</b>	<b>25,186</b>	<b>26,482</b>	<b>27,130</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$167,551</u></b>	<b><u>\$171,791</u></b>	<b><u>\$172,599</u></b>	<b><u>\$173,323</u></b>	<b><u>\$177,539</u></b>





# City of Daly City CITY MANAGER

Fiscal Years 2002-2003 and 2003-2004



**CITY OF DALY CITY****Department Summary****2002-03/2003-04****CITY MANAGER**

<b>REVENUES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>RENTS AND INTEREST</b>	4,200	4,200	0	0	0
<b>FROM OTHER AGENCIES</b>	126,115	130,771	111,634	111,634	111,634
<b>CHARGES AND FEES</b>	30,458	30,548	0	0	0
<b>MISCELLANEOUS REVENUES</b>	105	7,295	440	0	0
<b>TOTAL REVENUES</b>	<b><u>\$160,878</u></b>	<b><u>\$172,814</u></b>	<b><u>\$112,074</u></b>	<b><u>\$111,634</u></b>	<b><u>\$111,634</u></b>

**CITY OF DALY CITY**

Department Summary

2002-03/2003-04

CITY MANAGER

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>SALARIES AND BENEFITS</b>	924,677	972,506	1,073,415	1,166,384	1,232,042
<b>SERVICES AND SUPPLIES</b>	147,166	182,222	242,526	206,574	195,640
<b>OTHER CHARGES</b>	67,777	64,693	91,840	101,469	103,611
<b>FIXED CHARGES</b>	177,984	196,165	199,113	207,666	211,943
<b>CAPITAL OUTLAY</b>	0	2,261	0	0	0
<b>OPERATING TRANSFERS OUT</b>	0	10,120	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,317,604</u></b>	<b><u>\$1,427,967</u></b>	<b><u>\$1,606,894</u></b>	<b><u>\$1,682,093</u></b>	<b><u>\$1,743,236</u></b>

# **OFFICE OF THE CITY MANAGER**

---

## ***PROGRAM DESCRIPTION***

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

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

## ***HIGHLIGHTS***

Although the economy has taken a substantial decline in the last year, previous efforts in economic development has allowed for a softening of the transition from robust economic times to the current situation. The decline in some revenue sources has made the funding of the adopted Five-Year Public Facilities Improvement Program more difficult, but every effort will continue to fund and complete the improvements to community facilities and services. Organizationally, new multi-year compensation agreements for City employees were put into place that substantially enhanced the City's ability to retain and attract qualified and capable employees to provide services to the community.

## ***ACCOMPLISHMENTS***

During the course of the past two years, the following results have been achieved:

- The completion of the storm disaster repairs and hazard mitigations at Avalon Canyon and Westline Drive at a total cost of approximately \$15 million, primarily funded through state and federal agencies.
- The completion of the construction of Phase I and Phase II of the Pacific Plaza development, including a major office building, cinema and restaurant complex, parking structures, a public plaza and public landscaping
- Execution of an Exclusive Right to Negotiate for the construction of a full service hotel in the Pacific Plaza development and the acquisition of an additional parcel of land for Phase III of that development.

## *ACCOMPLISHMENTS (CONTINUED)*

- The completion of the Hampton Inn, the first new hotel in Daly City in many years, and the approval of plans for replacement motels in the Bayshore neighborhood.
- The creation of a Master Plan for street improvements for Geneva Avenue.
- The widening of John Daly bridge with aesthetic improvements, the completion of major street resurfacing, street improvement activities throughout the community and the completion of improvements to John Daly Boulevard from Dorchester to the Daly City Bart Station.
- Achieving contracts with the three golf courses for the provision of recycled water in lieu of potable water for irrigation purposes at the golf courses; an agreement with the City and County of San Francisco to implement a conjunctive use program that would allow preservation of the aquifer for potable water purposes; and a pilot project to reintroduce rain water into Lake Merced to enhance the capacity of the Vista Grande storm drainage system, as well as assisting in the recharge of Lake Merced.
- Continued implementation of the Five-Year Major Facility Capital Improvement Program including:
  - Construction completion of 15 tot lots, Bayshore Park, Marchbank Park, and the Corporation Yard.
  - Construction underway of the Lincoln Park Community Center.
  - Design of the Westmoor Community Center expansion , Westlake Community Center expansion, Gellert Park fields renovation, Hillside Park renovation, War Memorial replacement, Serramonte Library expansion and the Bayshore Community Center and Library.
- In the Sullivan Corridor area we saw the implementation of elements of the Specific Plan, including the construction of the Hampton Inn and improvements at the corner of Washington and Sullivan with the construction of a Jiffy Lube, small office and retail building and two fast-food facilities co-located on one parcel.
- The continuation of improvements in the Colma Creek storm drainage basin that is anticipated to be completed in the next two years, alleviating storm drainage problems within that basin, as well as the completion of new storm drainage facilities in the Bayshore Basin to provide the necessary capacity for that area.
- A tremendous growth in the programs offered under the Daly City Peninsula Partnership, which serve our youth within the community.
- Granted an Exclusive Right to Negotiate for a major new development on Mission Street for the Landmark site as a proposed mixed-use retail office and residential development.

## **OFFICE OF THE CITY MANAGER**

---

### ***PROGRAM OBJECTIVES FOR FISCAL YEARS 2002 THROUGH 2004***

- Economic development efforts will continue through intended major developments on Mission Street, completion of a Master Plan and solicitation of developments for properties in the Bayshore neighborhood, improvements to Geneva Avenue, continued improvements to Mission Street, the initiation of construction of a new full-service hotel for the community, the completion of construction of the new Kaiser Medical facility, the completion of a new mixed use retail and storage facility at 87<sup>th</sup> Street, and the pursuit of potential development opportunities in the Colma Bart Station Specific Plan area.
- Continued implementation of the Five-Year Major Facilities Capital program, including the completion of construction of most of the major facilities contained within the program, and the beginning of rehabilitation of a number of parks and multi-purpose play fields.
- Construction and implementation of the recycled water program and conjunctive use program.
- Continued improvements to City streets and utility systems.
- The completion of a major automated systems upgrade providing for graphic and non-graphic geobased information capabilities throughout the organization.
- The selection of a new Assistant City Manager and Fire Chief.
- The expansion of neighborhood oriented youth and adult recreational programs and library services as new facilities come on-line.
- The completion of the energy retrofit for the Civic Center Complex.



**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
010  
010**

	1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES	Actual	Actual	Estimated	Approved	Approved
3798 RECYCLING REVENUE	30,458	30,076	0	0	0
<b>CHARGES AND FEES</b>	30,458	30,076	0	0	0
3860 MISCELLANEOUS REVENUE	60	0	440	0	0
<b>MISCELLANEOUS REVENUES</b>	60	0	440	0	0
<b>TOTAL REVENUES</b>	<b><u>\$30,518</u></b>	<b><u>\$30,076</u></b>	<b><u>\$440</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	CITY MANAGER	500	1.00	1.00
1.00	1.00	ASSISTANT CITY MANAGER	452	1.00	1.00
1.00	1.00	SENIOR MANAGEMENT ANALYST	074	1.00	1.00
1.00	1.00	ADMINISTRATIVE SECRETARY	047	1.00	1.00
1.00	1.00	SENIOR OFFICE ASSISTANT	035	1.00	1.00
<u>2.00</u>	<u>2.00</u>	OFFICE ASSISTANT	028	<u>2.00</u>	<u>2.00</u>
7.00	7.00			7.00	7.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
010  
010**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	531,634	569,722	616,197	696,872	737,595
4104	PERS RETIREMENT	39,725	41,080	42,598	51,577	54,674
4105	GROUP INSURANCE	32,253	27,933	31,375	34,614	35,205
4106	WORKERS COMPENSATION	368	1,144	1,273	1,273	1,273
4107	MEDICARE	4,143	4,466	4,853	5,152	5,462
4108	UNEMPLOYMENT INSURANCE	0	494	0	0	0
4110	TERMINATION PAY	0	0	20,140	0	0
	<b>SALARIES AND BENEFITS</b>	<b>608,123</b>	<b>644,839</b>	<b>716,436</b>	<b>789,488</b>	<b>834,209</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	3,500	3,600	3,600	3,600	3,600
4212	COMMUNICATIONS	1,629	1,866	2,192	2,200	2,200
4217	EQUIPMENT MAINTENANCE CONTRA	120	120	120	120	120
4219	PROFESSIONAL SERVICES	0	0	10,222	10,222	10,222
4230	OFFICE EXPENSE	4,498	4,638	4,000	5,000	5,000
4234	SPECIAL DEPARTMENTAL	0	0	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>9,747</b>	<b>10,224</b>	<b>20,134</b>	<b>21,142</b>	<b>21,142</b>
4302	MEMBERSHIPS & PUBLICATIONS	3,649	3,803	3,899	5,108	5,298
4303	TRAVEL & MEETINGS	6,299	5,626	8,412	7,500	7,500
4304	EDUCATION & TRAINING	778	884	1,100	2,350	2,350
	<b>OTHER CHARGES</b>	<b>10,726</b>	<b>10,313</b>	<b>13,411</b>	<b>14,958</b>	<b>15,148</b>
4208	TELEPHONE SERVICE CHARGES	4,835	4,480	4,659	4,659	4,659
4216	VEHICLE SERVICE CHARGES	15,596	14,773	14,306	14,306	14,306
4223	INFORMATION SERVICES CHARGES	15,878	24,172	24,550	24,550	24,550
4224	BLDG MAINTENANCE SVC CHARGES	33,860	36,554	37,027	39,619	40,915
4226	MAIL/MESSENGER SERVICE	1,648	2,100	2,158	2,158	2,158
4227	COPIER SERVICES	3,324	3,311	3,502	3,502	3,502
4233	POSTAGE	3,597	3,896	4,095	4,095	4,095
4301	GENERAL INSURANCE CHARGES	1,613	1,615	1,648	1,648	1,648
	<b>FIXED CHARGES</b>	<b>80,351</b>	<b>90,901</b>	<b>91,945</b>	<b>94,537</b>	<b>95,833</b>
4581	OFFICE MACHINES	0	754	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>754</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$708,947</b>	<b>\$757,031</b>	<b>\$841,926</b>	<b>\$920,125</b>	<b>\$966,332</b>

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

**Fund: GENERAL FUND 01  
Department: CITY MANAGER 010  
Program: COMMUNITY PARTICIPATION & INFO 015**

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3763	SPECIAL EVENTS REVENUE	0	472	0	0	0
	<b>CHARGES AND FEES</b>	0	472	0	0	0
3840	PRIVATE CONTRIBUTIONS	45	7,295	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	45	7,295	0	0	0
	<b>TOTAL REVENUES</b>	<b>\$45</b>	<b>\$7,767</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	PUBLIC INFO/VOLUNTEER COORDINATOR 043		1.00	1.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: GENERAL FUND  
Department: CITY MANAGER  
Program: COMMUNITY PROMOTION**

**01  
010  
011**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	49,856	53,697	61,531	64,340	68,127
4102 HOURLY WAGES	3,021	1,788	5,000	5,000	5,000
4104 PERS RETIREMENT	4,005	4,056	4,331	4,791	5,078
4105 GROUP INSURANCE	5,565	6,334	5,899	4,388	4,442
4106 WORKERS COMPENSATION	0	196	218	218	218
4107 MEDICARE	757	806	912	913	968
4108 UNEMPLOYMENT INSURANCE	0	48	0	0	0
4119 SOCIAL SECURITY	185	119	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>63,389</b>	<b>67,044</b>	<b>77,891</b>	<b>79,650</b>	<b>83,833</b>
4211 ADVERTISING	0	0	409	818	409
4212 COMMUNICATIONS	353	226	380	380	380
4217 EQUIPMENT MAINTENANCE CONTRAC	385	536	1,530	0	0
4219 PROFESSIONAL SERVICES	663	18,430	43,983	52,525	42,000
4220 OTHER CONTRACTUAL SERVICES	46,645	91,961	109,161	95,600	95,600
4230 OFFICE EXPENSE	3,456	3,084	3,980	3,951	3,951
4234 SPECIAL DEPARTMENTAL	54,891	32,772	48,174	18,059	18,059
4235 BUILDING MAINTENANCE	1,909	1,166	2,000	2,000	2,000
4243 OPERATING SUPPLIES	380	361	521	521	521
4250 PHOTOGRAPHY	1,031	1,015	1,500	1,500	1,500
4261 SPECIAL EVENTS EXPENDITURES	0	4,303	4,507	5,000	5,000
<b>SERVICES AND SUPPLIES</b>	<b>109,713</b>	<b>153,854</b>	<b>216,145</b>	<b>180,354</b>	<b>169,420</b>
4302 MEMBERSHIPS & PUBLICATIONS	41,826	39,497	61,181	69,318	71,270
4303 TRAVEL & MEETINGS	13,542	13,786	14,704	14,649	14,649
4304 EDUCATION & TRAINING	295	511	1,000	1,000	1,000
<b>OTHER CHARGES</b>	<b>55,663</b>	<b>53,794</b>	<b>76,885</b>	<b>84,967</b>	<b>86,919</b>
4223 INFORMATION SERVICES CHARGES	1,469	2,350	2,392	2,392	2,392
4224 BLDG MAINTENANCE SVC CHARGES	1,693	1,828	1,851	1,981	2,045
4227 COPIER SERVICES	1,455	1,496	1,582	1,582	1,582
4233 POSTAGE	1,534	1,661	1,746	1,746	1,746
4301 GENERAL INSURANCE CHARGES	1,851	1,851	1,888	1,888	1,888
<b>FIXED CHARGES</b>	<b>8,002</b>	<b>9,186</b>	<b>9,459</b>	<b>9,589</b>	<b>9,653</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$236,767</u></b>	<b><u>\$283,878</u></b>	<b><u>\$380,380</u></b>	<b><u>\$354,560</u></b>	<b><u>\$349,825</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3520	RENTAL INCOME	4,200	4,200	0	0	0
	RENTS AND INTEREST	4,200	4,200	0	0	0
3601	RECEIPTS FROM OTHER AGENCIES	0	25,024	0	0	0
3602	SM CO GRANT - COMM SVC CENTER	126,115	105,747	111,634	111,634	111,634
	FROM OTHER AGENCIES	126,115	130,771	111,634	111,634	111,634
3840	PRIVATE CONTRIBUTIONS	0	0	0	0	0
	MISCELLANEOUS REVENUES	0	0	0	0	0
	<b>TOTAL REVENUES</b>	<b><u>\$130,315</u></b>	<b><u>\$134,971</u></b>	<b><u>\$111,634</u></b>	<b><u>\$111,634</u></b>	<b><u>\$111,634</u></b>

**Full-time Salaried Position Listing**

<b>Approved Positions</b>		<b>Classification</b>	<b>Range</b>	<b>Approved Positions</b>	
<b>2000-01</b>	<b>2001-02</b>			<b>2002-03</b>	<b>2003-04</b>
1.00	1.00	COMMUNITY SERVICE CENTER SUPERVISOR	064	1.00	1.00
2.00	2.00	SERVICE SPECIALIST II	024	3.00	3.00
1.00	1.00	SERVICE SPECIALIST I	019	0.00	0.00
0.00	0.00	TYPIST CLERK II	22Z	1.00	1.00
<u>1.00</u>	<u>1.00</u>	COMMUNITY SERVICE OFFICE ASSISTANT	16Z	<u>0.00</u>	<u>0.00</u>
5.00	5.00			5.00	5.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

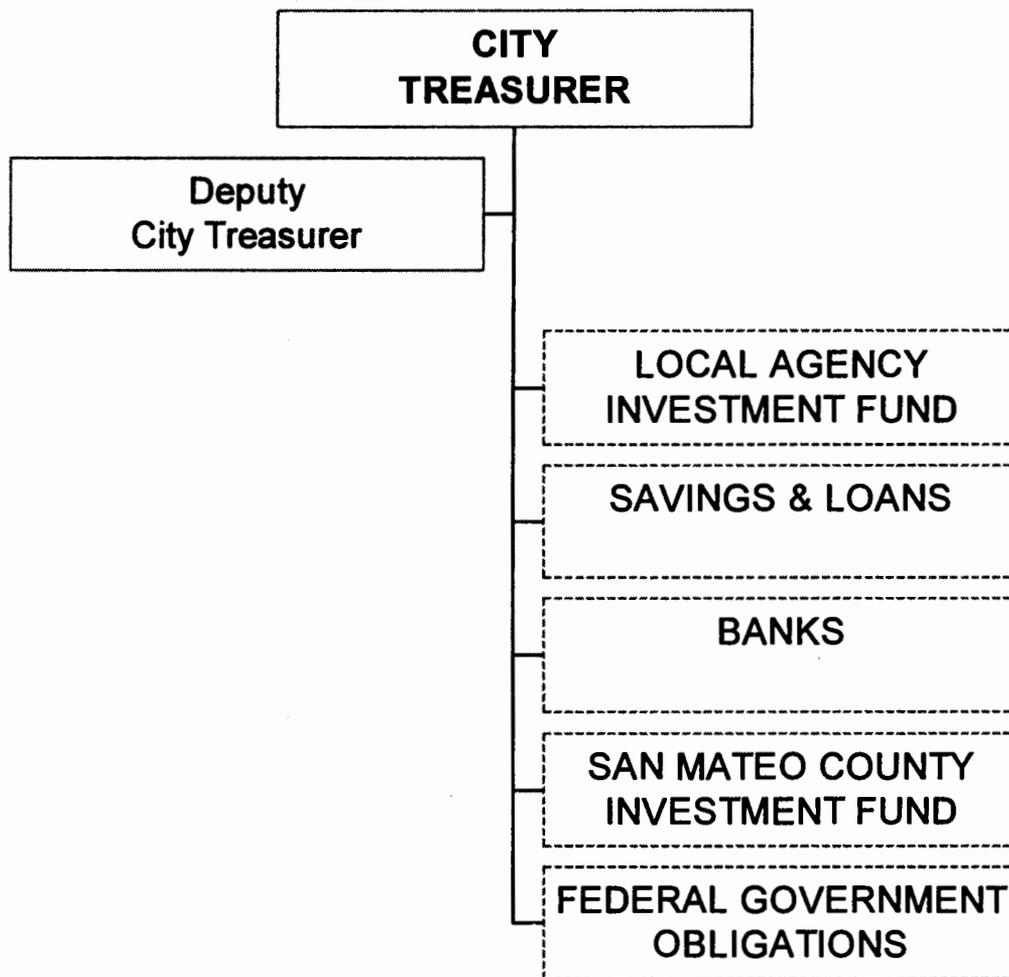
**Fund: GENERAL FUND 01  
Department: CITY MANAGER 011  
Program: COMMUNITY SERVICE CENTER 014**

<b>EXPENDITURES</b>		<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101	SALARIES	211,092	201,183	210,563	256,232	271,566
4102	HOURLY WAGES	0	0	28,446	0	0
4104	PERS RETIREMENT	16,999	16,508	17,132	17,936	19,016
4105	GROUP INSURANCE	22,690	20,718	19,594	19,731	19,934
4106	WORKERS COMPENSATION	890	980	1,091	1,091	1,091
4107	MEDICARE	1,495	1,714	2,227	2,256	2,393
4108	UNEMPLOYMENT INSURANCE	0	174	0	0	0
4110	TERMINATION PAY	0	19,347	0	0	0
4119	SOCIAL SECURITY	0	0	35	0	0
	<b>SALARIES AND BENEFITS</b>	<b>253,166</b>	<b>260,624</b>	<b>279,088</b>	<b>297,246</b>	<b>314,000</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	1,975	2,246	1,600	1,600	1,600
4212	COMMUNICATIONS	588	783	1,000	628	628
4215	RENTS AND LEASES	461	414	682	682	682
4217	EQUIPMENT MAINTENANCE CONTRA	205	120	199	199	199
4230	OFFICE EXPENSE	2,278	14,581	2,766	1,969	1,969
	<b>SERVICES AND SUPPLIES</b>	<b>5,507</b>	<b>18,144</b>	<b>6,247</b>	<b>5,078</b>	<b>5,078</b>
4302	MEMBERSHIPS & PUBLICATIONS	96	132	253	253	253
4303	TRAVEL & MEETINGS	1,130	190	857	704	704
4304	EDUCATION & TRAINING	0	266	434	587	587
	<b>OTHER CHARGES</b>	<b>1,226</b>	<b>588</b>	<b>1,544</b>	<b>1,544</b>	<b>1,544</b>
4208	TELEPHONE SERVICE CHARGES	3,788	1,723	1,792	1,792	1,792
4223	INFORMATION SERVICES CHARGES	1,420	3,578	3,691	3,691	3,691
4224	BLDG MAINTENANCE SVC CHARGES	76,185	82,247	83,310	89,142	92,058
4226	MAIL/MESSENGER SERVICE	1,648	2,100	2,158	2,158	2,158
4227	COPIER SERVICES	5,040	4,836	5,115	5,115	5,115
4233	POSTAGE	508	551	579	579	579
4301	GENERAL INSURANCE CHARGES	1,042	1,043	1,064	1,064	1,064
	<b>FIXED CHARGES</b>	<b>89,631</b>	<b>96,078</b>	<b>97,709</b>	<b>103,541</b>	<b>106,457</b>
4581	OFFICE MACHINES	0	1,507	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>1,507</b>	<b>0</b>	<b>0</b>	<b>0</b>
4672	IF TO 55-035-458	0	10,120	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>10,120</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$349,530</u></b>	<b><u>\$387,061</u></b>	<b><u>\$384,588</u></b>	<b><u>\$407,409</u></b>	<b><u>\$427,079</u></b>





**City of Daly City**  
**CITY TREASURER**  
Fiscal Years 2002-2003 and 2003-2004



# **CITY TREASURER**

---

## ***PROGRAM DESCRIPTION***

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

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

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

These 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 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 also works closely with the Finance Department in collecting delinquent accounts receivables. The Treasurer also participates with the Daly City Chamber of Commerce in its many activities.

## ***GOAL***

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

## ***HIGHLIGHTS***

With a portfolio of \$75 million, the City of Daly City has realized an average current yield of 5% for the past year.

***PROGRAM OBJECTIVES***

1. Investment of funds will be in compliance with governing positions of law and city's investment policy.
  
2. Maintain adequate cash availability while ensuring that principal invested is protected from loss.

**CITY OF DALY CITY**

**Revenue Budget**

**2002-03/2003-04**

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

**01**  
**040**  
**040**

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	CITY TREASURER	900	1.00	1.00
<u>0.05</u>	<u>0.05</u>	DEPUTY CITY TREASURER	29Z	<u>0.05</u>	<u>0.05</u>
1.05	1.05			1.05	1.05

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
040  
040**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	46,500	48,686	52,968	54,890	57,654
4104 PERS RETIREMENT	3,237	3,327	3,328	3,975	4,174
4105 GROUP INSURANCE	6,816	7,259	6,952	4,605	4,647
4106 WORKERS COMPENSATION	97	132	147	147	147
4108 UNEMPLOYMENT INSURANCE	0	42	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>56,650</b>	<b>59,446</b>	<b>63,395</b>	<b>63,617</b>	<b>66,622</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	3,600	3,600	4,200	4,200	4,200
4212 COMMUNICATIONS	147	177	150	150	150
4230 OFFICE EXPENSE	146	175	175	175	175
<b>SERVICES AND SUPPLIES</b>	<b>3,893</b>	<b>3,952</b>	<b>4,525</b>	<b>4,525</b>	<b>4,525</b>
4302 MEMBERSHIPS & PUBLICATIONS	848	911	929	929	929
4303 TRAVEL & MEETINGS	2,325	2,428	2,434	2,434	2,434
4304 EDUCATION & TRAINING	221	265	200	200	200
<b>OTHER CHARGES</b>	<b>3,394</b>	<b>3,604</b>	<b>3,563</b>	<b>3,563</b>	<b>3,563</b>
4208 TELEPHONE SERVICE CHARGES	344	345	358	358	358
4223 INFORMATION SERVICES CHARGES	1,996	2,753	2,785	2,785	2,785
4224 BLDG MAINTENANCE SVC CHARGES	3,386	3,655	3,703	3,962	4,092
4226 MAIL/MESSENGER SERVICE	824	1,050	1,079	1,079	1,079
4233 POSTAGE	11	12	12	12	12
4301 GENERAL INSURANCE CHARGES	957	957	976	976	976
<b>FIXED CHARGES</b>	<b>7,518</b>	<b>8,772</b>	<b>8,913</b>	<b>9,172</b>	<b>9,302</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$71,455</u></b>	<b><u>\$75,774</u></b>	<b><u>\$80,396</u></b>	<b><u>\$80,877</u></b>	<b><u>\$84,012</u></b>

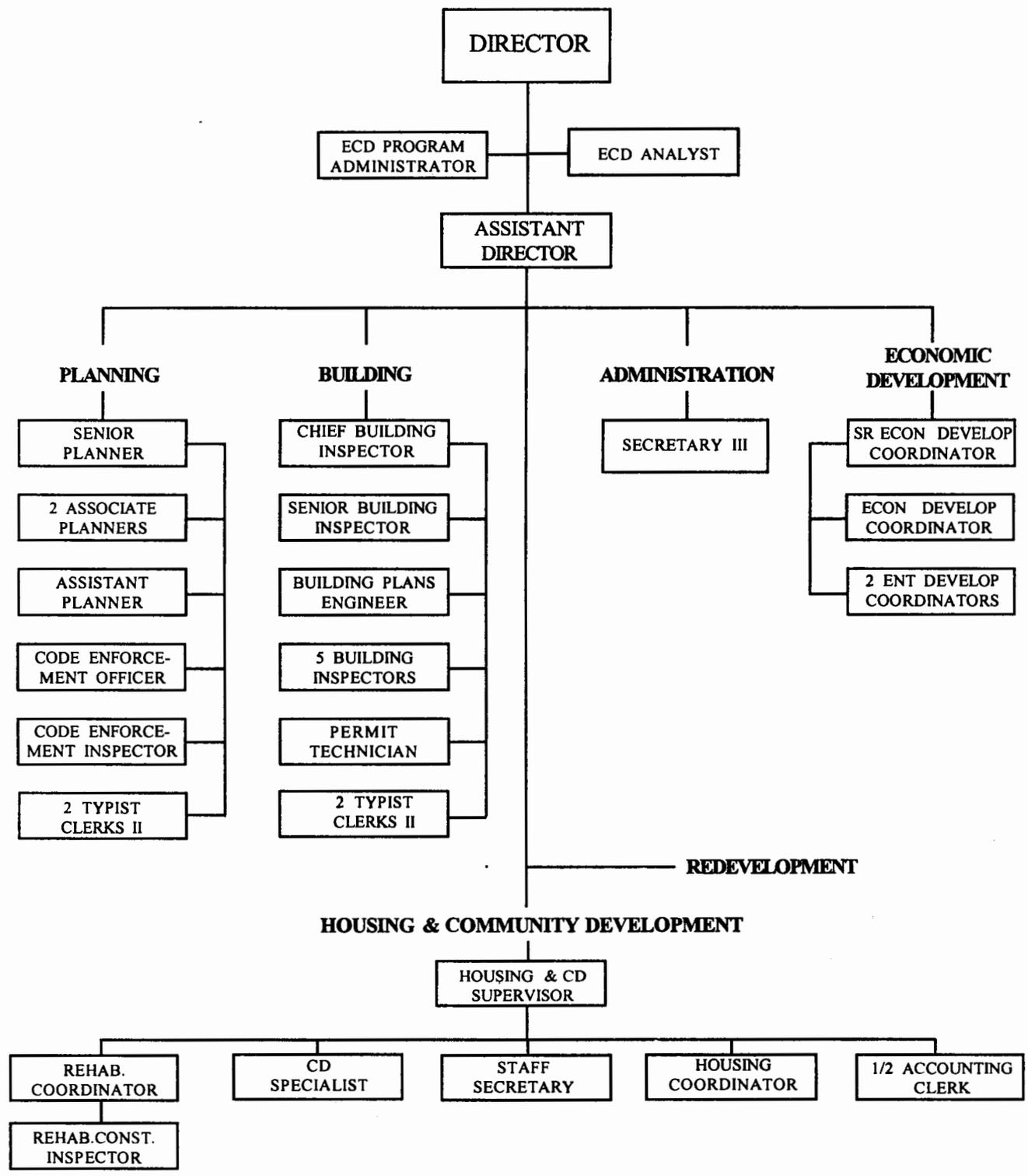




# City of Daly City

## DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

Fiscal Years 2002-2003 and 2003-2004



**CITY OF DALY CITY**

Department Summary

2002-03/2003-04

**ECONOMIC & COMMUNITY DEVE**

<b>REVENUES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>LICENSES AND PERMITS</b>	1,025,705	1,601,520	1,262,318	1,322,700	1,328,700
<b>RENTS AND INTEREST</b>	302,809	364,090	414,196	225,300	100,240
<b>FROM OTHER AGENCIES</b>	3,453,574	1,742,871	13,145,458	3,692,679	4,430,534
<b>CHARGES AND FEES</b>	494,032	757,586	642,608	592,855	770,459
<b>MISCELLANEOUS REVENUES</b>	275,878	227,072	193,663	78,600	68,400
<b>TOTAL REVENUES</b>	<b><u>\$5,551,998</u></b>	<b><u>\$4,693,139</u></b>	<b><u>\$15,658,243</u></b>	<b><u>\$5,912,134</u></b>	<b><u>\$6,698,333</u></b>

**CITY OF DALY CITY**

Department Summary

2002-03/2003-04

**ECONOMIC & COMMUNITY DEVE**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,833,300	2,003,228	2,222,444	2,499,964	2,639,970
<b>SERVICES AND SUPPLIES</b>	1,004,276	1,544,420	2,628,899	1,645,998	639,558
<b>OTHER CHARGES</b>	2,679,840	340,833	6,175,378	7,263,877	1,769,849
<b>FIXED CHARGES</b>	210,036	257,236	267,995	269,289	255,807
<b>CAPITAL OUTLAY</b>	23,685	47,299	50,828	545,828	425,828
<b>OPERATING TRANSFERS OUT</b>	4,418	12,065	9,730	2,500	0
<b>DEBT SERVICE</b>	9,368	53,675	6,423	2,250	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$5,764,923</u></b>	<b><u>\$4,258,756</u></b>	<b><u>\$11,361,697</u></b>	<b><u>\$12,229,706</u></b>	<b><u>\$5,731,012</u></b>

# **ECONOMIC & COMMUNITY DEVELOPMENT ADMINISTRATION**

## ***PROGRAM DESCRIPTION***

The Department of Economic and Community Development is responsible for implementation of policy pertaining to orderly and balanced physical and economic growth in Daly City. The Department of Economic and Community Development administers and coordinates the work of five divisions in order to strengthen and preserve the City's neighborhoods; strategically develop the City's revenue base; coordinate new growth and long-range plans; pursue economic development through redevelopment efforts; and assure safe construction for all of the City's residents and merchants.

## ***GOAL***

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

## ***HIGHLIGHTS***

- Provided assistance to developers interested in a variety of sites in Daly City, including: the Landmark site, Olympic Way, Serramonte Corporate Center, various commercial properties in the Bayshore area including Carter Martin, El Rancho Market Site, Samoan Church properties, and numerous small properties along Mission Street.
- Completed the sale of Phase II of the Pacific Plaza Development for \$3,535,000.
- Purchased various properties on Junipero Serra Boulevard for inclusion and sale in Phase III of the Pacific Plaza Development.
- Pacific Plaza Phase I added to Daly City's skyline with the construction of a Class A office building, two parking structures a multi-plex theater, and an attractive public plaza. Nationally renowned tenants include Genesis and Digi Design, Jamba Juice, Starbucks and Today.
- Joining Daly City's business community are Krispy Kreme, In and Out Burgers, Smart and Final, Target, and the Hampton Inn.
- Facilitated and assisted the Daly City-Quezon City Sister City Committee in promoting their Seventh Annual Filipino-American Friendship Celebration.
- Issued \$269,068 in housing rehab loans/grants; 17 low-income homeowner loans, 34 Minor Home Repair Grants to seniors, and 4 Security Bars Replacement grants.
- Processed to completion 373 homes for soundproofing retrofit for ANSP Phase VII, bringing the total number of homes with completed soundproofing to 1,925.
- Responded to 773 citizen complaints regarding property blight and resolved 450 cases.

***PROGRAM OBJECTIVES***

1. Continue to promote Daly City's economic growth and prosperity by promoting marketing efforts in the Bayshore District and along the Mission Street corridor.
2. Complete a Cow Palace Master Plan Study.
3. Complete Phase III of the Pacific Plaza Development.
4. Prepare and approve a Disposition and Development Agreement for the Landmark site and the Crowne Plaza Hotel site on Junipero Serra Boulevard.
5. Complete the Building and Planning Divisions' revisions and records for inclusion into the new citywide Hanson database.
6. Implement a dedicated computer workstation to accommodate the GIS, advanced graphic design software, and laser fiche document filing system.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3520	RENTAL INCOME	15,840	11,940	11,040	5,640	240
	RENTS AND INTEREST	15,840	11,940	11,040	5,640	240
3795	SALE OF DOCUMENTS	0	0	0	0	0
3796	REIMBURSEMENT FOR CURRENT SVC	75,602	56,983	43,333	76,744	76,744
	CHARGES AND FEES	75,602	56,983	43,333	76,744	76,744
3860	MISCELLANEOUS REVENUE	20	0	175	0	0
	MISCELLANEOUS REVENUES	20	0	175	0	0
	<b>TOTAL REVENUES</b>	<b><u>\$91,462</u></b>	<b><u>\$68,923</u></b>	<b><u>\$54,548</u></b>	<b><u>\$82,384</u></b>	<b><u>\$76,984</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
0.20	0.20	DIRECTOR OF ECD	440	0.18	0.15
0.10	0.10	ASSISTANT DIRECTOR OF ECD	339	0.19	0.12
0.58	0.58	HOUSING COORDINATOR	60E	0.55	0.35
1.00	1.00	ECONOMIC DEVELOPMENT ANALYST	46E	1.00	1.00
1.00	1.00	ECD PROGRAM ADMINISTRATOR	45A	0.80	0.80
<u>1.00</u>	<u>1.00</u>	SECRETARY III	38S	<u>1.00</u>	<u>1.00</u>
3.88	3.88			3.72	3.42

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
300  
300**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	183,359	184,781	251,798	267,395	253,964
4104 PERS RETIREMENT	11,247	15,635	16,915	16,064	17,028
4105 GROUP INSURANCE	6,671	7,366	13,855	14,850	13,687
4106 WORKERS COMPENSATION	426	861	958	958	958
4107 MEDICARE	2,222	2,306	3,102	2,973	2,821
4108 UNEMPLOYMENT INSURANCE	0	160	0	0	0
4110 TERMINATION PAY	0	2,384	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>203,925</b>	<b>213,493</b>	<b>286,628</b>	<b>302,240</b>	<b>288,458</b>
4212 COMMUNICATIONS	716	1,412	1,385	1,385	1,385
4219 PROFESSIONAL SERVICES	260	9,100	5,000	5,000	5,000
4230 OFFICE EXPENSE	3,104	3,532	2,319	2,319	2,319
4234 SPECIAL DEPARTMENTAL	0	0	0	0	0
<b>SERVICES AND SUPPLIES</b>	<b>4,080</b>	<b>14,044</b>	<b>8,704</b>	<b>8,704</b>	<b>8,704</b>
4302 MEMBERSHIPS & PUBLICATIONS	5,397	7,864	10,663	10,865	10,865
4303 TRAVEL & MEETINGS	66	561	625	728	728
4304 EDUCATION & TRAINING	0	657	575	1,083	1,083
<b>OTHER CHARGES</b>	<b>5,463</b>	<b>9,082</b>	<b>11,863</b>	<b>12,676</b>	<b>12,676</b>
4208 TELEPHONE SERVICE CHARGES	2,066	1,723	1,792	1,792	1,792
4216 VEHICLE SERVICE CHARGES	1,716	5,526	5,886	5,886	5,886
4223 INFORMATION SERVICES CHARGES	8,284	12,724	12,927	12,927	12,927
4224 BLDG MAINTENANCE SVC CHARGES	6,772	7,311	7,405	7,923	8,183
4226 MAIL/MESSENGER SERVICE	824	1,050	1,079	1,079	1,079
4227 COPIER SERVICES	808	780	825	825	825
4233 POSTAGE	3,335	3,612	3,796	3,796	3,796
4301 GENERAL INSURANCE CHARGES	695	697	711	711	711
<b>FIXED CHARGES</b>	<b>24,500</b>	<b>33,423</b>	<b>34,421</b>	<b>34,939</b>	<b>35,199</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$237,968</u></b>	<b><u>\$270,042</u></b>	<b><u>\$341,616</u></b>	<b><u>\$358,559</u></b>	<b><u>\$345,037</u></b>

# PLANNING AND ZONING

---

## **PROGRAM DESCRIPTION**

The Planning Division administers and maintains the City's General Plan, Specific Plans, Zoning Ordinance, and coordinates Code Enforcement activities. The General Plan envisions future development in the City through broad goals, policies and objectives; Specific Plans establish measures to implement the General Plan; and the Zoning Ordinance establishes specific standards to assure orderly, compatible and attractive development. This Division also provides support to the City Council, Planning Commission, Redevelopment Agency, Design Review Committees, and coordinates the Development Coordinating Committee and Administrative Hearing Board.

Activities of the Division include reviewing developments for conformance with City Codes and other requirements including State laws. The Division also assists the public and development community on matters of zoning, permits and other entitlement procedures. Code enforcement staff ensures timely compliance with local codes and promotes community pride through self-help.

## **GOAL**

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

## **HIGHLIGHTS**

In the 2001-2002 fiscal years the Planning Division completed the following prominent tasks:

- Assisted in major new development projects recently completed or under construction:

<b>Recently Completed:</b>	<b>Under Construction:</b>
Pacific Plaza – Phase I	Pacific Plaza – Phase II
Hampton Inn	Serramonte Corporate Center (Kaiser)
In 'N' Out Burger	Summit Ridge Subdivision (74 units)
Krispy Kreme	Bay Vista Subdivision (75 units)
Walgreens, Mission at Goethe St's.	Serravista Subdivision (45 units)
Smart & Final	Parkview Terrace (31 units)
	Mixed-Use Bldg., Edgeworth @ 87 <sup>th</sup> St.

- Reviewed over 1,178 building permit plans, a 290% increase over the previous two-year period, mostly within 5 to 10 days. Over 30% of these were Express reviews, completed in one day.
- Completed environmental reviews per CEQA for over 36 City capital projects.
- Rezoned all properties to conform to the Sullivan Corridor Specific Plan land use plan.

**HIGHLIGHTS (CONTINUED)**

- Participated in required General Plan Housing Element Update.
- Reconstituted Division by hiring and training replacements for 4 out of 8 full-time staff positions.
- Processed the following development permit applications:

Conceptual Review	39	Design Review	35	GPA's	5
Use Permits	22	Minor Subdivisions	2	Zone Changes	9
Variances	7	Major Subdivisions	4	Admin. Use Permits	22

- Closed 80% of enforcement cases in 60 days.

**PROGRAM OBJECTIVES**

During the 2003-2004 budget cycle the Planning Division will strive to complete the following:

1. Update the Daly City Coastal Element and Implementation Plan.
2. Update Administrative Use Permit requirements for Large Family Day Care Homes.
3. Review and upgrade residential development regulations in order to prevent "monster homes," illegal secondary units, excessive density, parking problems, etc.
4. Continue to coordinate environmental compliance for all City capital projects.
5. Review approximately 1,000 building permit plans within 3 to 5 working days.
6. Process planning applications within an average time of 10 weeks.
7. Increase public knowledge and access regarding the development application, review and approval process via improvements to the Division's Internet web site.
8. Develop and implement a training program for landlords and property managers as an option for cases brought before the Hearing Board.
9. Focus Code Enforcement Task Force efforts on substandard apartments, emphasizing quick abatement of hazardous violations and incentives for voluntary abatement.
10. Adopt General Plan and zoning amendments that implement the Cow Palace Master Plan.
11. Continue coordination of multi-jurisdictional transportation study in implementing transportation improvements, including the Geneva Avenue/Highway 101 Interchange.
12. Integrate planning permit processes into new Hansen geo-based permitting system.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
<b>REVENUES</b>					
3797 CODE ENFORCEMENT REVENUE	15,105	20,574	618	8,000	8,000
<b>LICENSES AND PERMITS</b>	15,105	20,574	618	8,000	8,000
3722 PLANNING FEES	229,222	499,135	275,809	269,520	439,124
3792 ZONING FEES	91,125	104,609	131,498	117,586	117,586
3794 ENVIRONMENTAL IMPACT REPORTS	3,805	4,380	90,800	76,750	101,750
3795 SALE OF DOCUMENTS	735	510	483	955	955
<b>CHARGES AND FEES</b>	324,887	608,634	498,590	464,811	659,415
3860 MISCELLANEOUS REVENUE	0	0	7	0	0
<b>MISCELLANEOUS REVENUES</b>	0	0	7	0	0
<b>TOTAL REVENUES</b>	<b>\$339,992</b>	<b>\$629,208</b>	<b>\$499,215</b>	<b>\$472,811</b>	<b>\$667,415</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
0.20	0.20	ASSISTANT DIRECTOR OF ECD	339	0.20	0.20
1.00	1.00	SENIOR PLANNER	085	1.00	1.00
1.00	1.00	CODE ENFORCEMENT OFFICER	055	1.00	1.00
1.00	1.00	CODE ENFORCEMENT INSPECTOR	043	1.00	1.00
1.00	1.00	ASSISTANT PLANNER	43E	1.00	1.00
2.00	2.00	ASSOCIATE PLANNER	60E	2.00	2.00
<u>1.60</u>	<u>1.60</u>	TYPIST CLERK II	22Z	<u>1.60</u>	<u>1.60</u>
7.80	7.80			7.80	7.80

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
301  
302**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	367,552	385,012	418,527	504,167	534,209
4102 HOURLY WAGES	4,628	11,168	6,623	0	0
4104 PERS RETIREMENT	28,327	31,426	29,841	35,656	37,798
4105 GROUP INSURANCE	34,899	37,806	35,731	39,077	39,477
4106 WORKERS COMPENSATION	296	1,634	1,818	1,818	1,818
4107 MEDICARE	5,101	5,599	5,800	6,556	6,949
4108 UNEMPLOYMENT INSURANCE	0	343	0	0	0
4110 TERMINATION PAY	9,600	16,659	1,723	0	0
4119 SOCIAL SECURITY	287	588	474	0	0
<b>SALARIES AND BENEFITS</b>	<b>450,690</b>	<b>490,235</b>	<b>500,537</b>	<b>587,274</b>	<b>620,251</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	0	0	0	0	0
4211 ADVERTISING	725	1,277	1,000	5,610	5,610
4212 COMMUNICATIONS	748	807	1,032	1,032	1,032
4219 PROFESSIONAL SERVICES	5,652	41,654	98,000	82,000	100,000
4220 OTHER CONTRACTUAL SERVICES	2,157	0	4,415	4,415	4,415
4230 OFFICE EXPENSE	4,424	5,860	6,534	6,534	6,534
4250 PHOTOGRAPHY	458	373	86	865	865
4255 SMALL EQUIPMENT	0	0	684	350	350
<b>SERVICES AND SUPPLIES</b>	<b>14,164</b>	<b>49,971</b>	<b>111,751</b>	<b>100,806</b>	<b>118,806</b>
4302 MEMBERSHIPS & PUBLICATIONS	1,792	4,206	4,819	4,819	4,819
4303 TRAVEL & MEETINGS	2,119	1,081	1,212	3,310	3,310
4304 EDUCATION & TRAINING	2,007	2,795	5,916	3,916	3,916
<b>OTHER CHARGES</b>	<b>5,918</b>	<b>8,082</b>	<b>11,947</b>	<b>12,045</b>	<b>12,045</b>
4208 TELEPHONE SERVICE CHARGES	2,410	3,101	3,225	3,225	3,225
4216 VEHICLE SERVICE CHARGES	4,719	13,307	14,172	14,172	14,172
4223 INFORMATION SERVICES CHARGES	8,284	13,695	13,952	13,952	13,952
4224 BLDG MAINTENANCE SVC CHARGES	5,079	5,483	5,554	5,943	6,137
4226 MAIL/MESSENGER SERVICE	824	1,050	1,079	1,079	1,079
4227 COPIER SERVICES	1,616	1,560	1,651	1,651	1,651
4233 POSTAGE	1,401	1,518	1,595	1,595	1,595
4301 GENERAL INSURANCE CHARGES	3,415	4,151	4,232	4,232	4,232
<b>FIXED CHARGES</b>	<b>27,748</b>	<b>43,865</b>	<b>45,460</b>	<b>45,849</b>	<b>46,043</b>
4580 FURNITURE	0	294	828	828	828
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>294</b>	<b>828</b>	<b>828</b>	<b>828</b>
4672 IF TO 55-035-458	2,105	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>2,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$500,625</u></b>	<b><u>\$592,447</u></b>	<b><u>\$670,523</u></b>	<b><u>\$746,802</u></b>	<b><u>\$797,973</u></b>

# **BUILDING DIVISION**

---

## ***PROGRAM DESCRIPTION***

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

## ***GOALS***

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

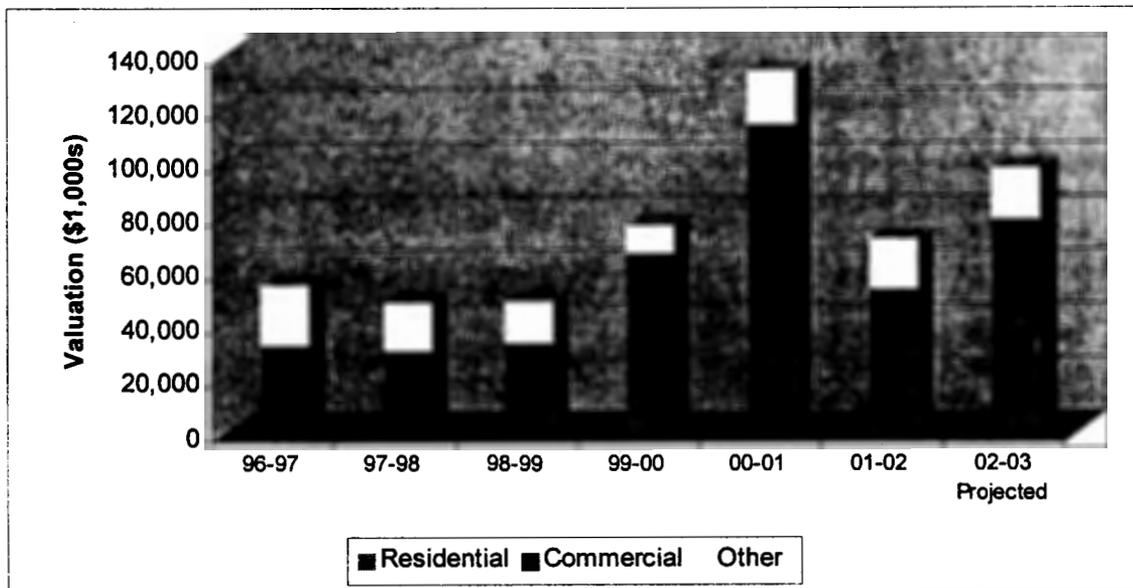
## ***HIGHLIGHTS***

- Issued over 5,700 permits annually with approximately 88% issued the day an application was filed.
- Served nearly 7,500 customers at the building counter annually, at an average wait of 3.5 minutes. Responded to approximately 11,300 telephone information requests annually.
- Performed over 15,600 next day or same day construction inspections (compared with 9,000 in the previous budget). This is over 20% above average and the pace continues.
- On average, conducted 1,290 reviews of building plans submitted under 704 applications annually. Eighty-nine percent (89%) were reviewed in two weeks or less. Over 32% were reviewed the same day, using the Express Plan Check service.
- Conducted an average of 386 enforcement investigations annually with 36% of the cases investigated, solved and closed within 30 days. Approximately six percent were referred to the Administrative Hearing Board for resolution.
- Developed brochures explaining wood framed deck requirements and inspection requirements of single-family dwellings.
- Filled the building permit technician position and trained the new employee.
- Updated division web page.

# CITY OF DALY CITY

## PROGRAM OBJECTIVES

1. Maintain a 10 working day on initial plans and 5 working day plan check turnaround time on resubmitted plans, an average three minute wait at the counter, next day response on construction inspection requests, and an average of ten inspections per day per inspector. Issue permits as requested, 88% on the same day requested.
2. Reduce the average number of plan check submittals from 2.5 to 2.4 per application.
3. Respond to all code enforcement requests within two working days and keep all cases current (i.e. no more than 30 days of non-activity). Reduce the number of open cases from 340 to 250.
4. Assist in the development and implementation of new permitting and enforcement database software.
5. Simplify and implement a new fee schedule to facilitate automatic fee calculation.
6. Adopt the 2000 California Building Codes. Train staff in the changes.
7. Continue the web page development by providing more and better information regarding the public services that we provide. Make building permit, 3R report applications, handout brochures and fee schedules available on line.
8. Using new database software, automate the residential requirements report (3R) process.



CONSTRUCTION VALUATION

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

Fund: GENERAL FUND  
Department: ECONOMIC & COMMUNITY DEVE  
Program: BUILDING

01  
300  
340

		1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES		Actual	Actual	Estimated	Approved	Approved
3321	BUILDING PERMITS	551,471	903,548	770,000	824,000	851,000
3322	ELECTRICAL PERMITS	125,335	190,403	125,000	124,000	113,000
3323	PLUMBING PERMITS	48,480	67,229	60,000	61,000	72,000
3325	MECHANICAL PERMITS	29,433	40,680	28,000	31,000	31,000
3327	BUILDING PLAN CHECK FEES	210,764	294,592	220,000	208,000	187,000
3328	PROJECT HOMESAFE PERMITS	3,930	7,787	3,700	3,700	3,700
3797	CODE ENFORCEMENT REVENUE	39,308	76,707	55,000	63,000	63,000
	<b>LICENSES AND PERMITS</b>	<b>1,008,721</b>	<b>1,580,946</b>	<b>1,261,700</b>	<b>1,314,700</b>	<b>1,320,700</b>
3727	BUILDING CONDITION REPORTS	46,246	39,841	32,000	32,000	32,000
3730	SMIP FEES - 5% RETAINED	349	730	300	300	300
3795	SALE OF DOCUMENTS	1,072	1,634	2,000	2,000	2,000
	<b>CHARGES AND FEES</b>	<b>47,667</b>	<b>42,205</b>	<b>34,300</b>	<b>34,300</b>	<b>34,300</b>
3860	MISCELLANEOUS REVENUE	592	232	800	0	0
3915	BAD DEBT RECOVERIES	81	82	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>673</b>	<b>314</b>	<b>800</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$1,057,061</u></b>	<b><u>\$1,623,465</u></b>	<b><u>\$1,296,800</u></b>	<b><u>\$1,349,000</u></b>	<b><u>\$1,355,000</u></b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
0.20	0.20	DIRECTOR OF ECD	416	0.20	0.20
1.00	1.00	CHIEF BUILDING INSPECTOR	087	1.00	1.00
0.00	0.00	BUILDING PLANS ENGINEER	082	1.00	1.00
1.00	1.00	SENIOR BUILDING INSPECTOR	67X	1.00	1.00
5.00	5.00	BUILDING INSPECTOR	51X	6.00	6.00
<u>2.40</u>	<u>2.40</u>	TYPIST CLERK II	22Z	<u>2.40</u>	<u>2.40</u>
9.60	9.60			11.60	11.60

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
300  
340**

<b>EXPENDITURES</b>		<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101	SALARIES	530,047	542,330	618,566	695,617	814,486
4102	HOURLY WAGES	82,867	108,279	115,818	125,271	67,929
4104	PERS RETIREMENT	43,476	41,439	43,115	48,639	57,027
4105	GROUP INSURANCE	48,740	50,280	54,850	58,930	66,939
4106	WORKERS COMPENSATION	2,837	3,111	3,462	3,722	4,185
4107	MEDICARE	7,546	8,144	8,940	8,823	10,166
4108	UNEMPLOYMENT INSURANCE	0	564	0	0	0
4110	TERMINATION PAY	510	0	0	0	0
4119	SOCIAL SECURITY	1,797	5,069	8,860	9,583	9,654
	<b>SALARIES AND BENEFITS</b>	<b>717,820</b>	<b>759,216</b>	<b>853,611</b>	<b>950,585</b>	<b>1,030,386</b>
4212	COMMUNICATIONS	1,292	1,144	1,540	1,540	1,540
4217	EQUIPMENT MAINTENANCE CONTRAC	1,165	0	1,400	1,400	1,400
4219	PROFESSIONAL SERVICES	89,773	120,049	89,065	43,024	0
4220	OTHER CONTRACTUAL SERVICES	18,591	10,332	12,138	12,138	12,138
4230	OFFICE EXPENSE	7,289	10,517	10,462	10,462	10,462
4237	CLOTHING	851	503	1,050	1,050	1,050
4255	SMALL EQUIPMENT	551	492	629	614	614
	<b>SERVICES AND SUPPLIES</b>	<b>119,512</b>	<b>143,037</b>	<b>116,284</b>	<b>70,228</b>	<b>27,204</b>
4302	MEMBERSHIPS & PUBLICATIONS	3,346	3,887	3,858	3,858	3,858
4303	TRAVEL & MEETINGS	1,983	1,009	1,800	2,298	2,298
4304	EDUCATION & TRAINING	3,406	3,375	3,600	4,056	4,056
4433	BAD DEBTS	1,585	0	0	0	0
	<b>OTHER CHARGES</b>	<b>10,320</b>	<b>8,271</b>	<b>9,258</b>	<b>10,212</b>	<b>10,212</b>
4208	TELEPHONE SERVICE CHARGES	3,788	4,824	5,017	5,017	5,017
4216	VEHICLE SERVICE CHARGES	35,535	25,144	26,778	26,778	26,778
4223	INFORMATION SERVICES CHARGES	31,583	47,458	48,174	48,174	48,174
4224	BLDG MAINTENANCE SVC CHARGES	11,851	12,794	12,959	13,866	14,320
4226	MAIL/MESSENGER SERVICE	1,648	2,100	2,158	2,158	2,158
4227	COPIER SERVICES	1,616	1,560	1,651	1,651	1,651
4233	POSTAGE	3,880	4,202	4,416	4,416	4,416
4301	GENERAL INSURANCE CHARGES	5,742	5,078	5,179	5,179	614
	<b>FIXED CHARGES</b>	<b>95,643</b>	<b>103,160</b>	<b>106,332</b>	<b>107,239</b>	<b>103,128</b>
4580	FURNITURE	0	11,731	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>11,731</b>	<b>0</b>	<b>0</b>	<b>0</b>
4672	IF TO 55-035-458	2,313	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>2,313</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$945,608</b>	<b>\$1,025,415</b>	<b>\$1,085,485</b>	<b>\$1,138,264</b>	<b>\$1,170,930</b>

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

**Fund: GENERAL FUND**

**Department: ECONOMIC & COMMUNITY DEVE**

**Program: BUSINESS CENTER**

**01**

**300**

**333**

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3520	RENTAL INCOME	225,812	281,899	253,156	69,660	0
3933	LEASE REVENUES	750	0	0	0	0
	<b>RENTS AND INTEREST</b>	<b>226,562</b>	<b>281,899</b>	<b>253,156</b>	<b>69,660</b>	<b>0</b>
3741	FACILITY RENTAL FEES	9,258	8,161	12,770	4,300	0
3743	PROGRAM REVENUES	1,009	2,830	6,292	2,000	0
3750	FAX/MODEM/VOICE MAIL EQPT	9,390	10,886	9,820	2,500	0
3795	SALE OF DOCUMENTS	8,814	10,215	10,858	3,000	0
3796	REIMBURSEMENT FOR CURRENT SVCS	1,153	2,033	2,360	500	0
3828	SERVICE BILLINGS	1,006	977	695	200	0
3829	POSTAGE SERVICE	15,247	14,662	20,580	4,500	0
	<b>CHARGES AND FEES</b>	<b>45,877</b>	<b>49,764</b>	<b>63,375</b>	<b>17,000</b>	<b>0</b>
3820	PHONE EQPT REPLACEMENT REVENUE	250	11,815	9,730	2,500	0
3830	UTILITY REIMBURSEMENT	48,321	37,855	26,330	5,500	0
3840	PRIVATE CONTRIBUTIONS	0	0	0	0	0
3860	MISCELLANEOUS REVENUE	273	2,407	4,285	400	0
	<b>MISCELLANEOUS REVENUES</b>	<b>48,844</b>	<b>52,077</b>	<b>40,345</b>	<b>8,400</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$321,283</u></b>	<b><u>\$383,740</u></b>	<b><u>\$356,876</u></b>	<b><u>\$95,060</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04

Fund: GENERAL FUND

01

Department: ECONOMIC &amp; COMMUNITY DEVE

300

Program: BUSINESS CENTER

333

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4211 ADVERTISING	337	486	473	0	0
4212 COMMUNICATIONS	113,651	45,748	35,347	6,600	0
4215 RENTS AND LEASES	110,912	112,779	290,066	100,363	0
4217 EQUIPMENT MAINTENANCE CONTRAC	5,618	7,395	7,076	2,435	0
4219 PROFESSIONAL SERVICES	1,175	4,812	24,208	0	0
4220 OTHER CONTRACTUAL SERVICES	66,378	104,391	115,000	47,920	0
4230 OFFICE EXPENSE	5,475	8,325	5,945	2,250	0
4234 SPECIAL DEPARTMENTAL	17,894	17,302	15,935	4,500	0
4244 REPAIRS & MAINTENANCE	337	621	2,820	500	0
4255 SMALL EQUIPMENT	274	912	287	0	0
<b>SERVICES AND SUPPLIES</b>	<b>322,051</b>	<b>302,771</b>	<b>497,157</b>	<b>164,568</b>	<b>0</b>
4302 MEMBERSHIPS & PUBLICATIONS	460	683	1,007	0	0
4303 TRAVEL & MEETINGS	13	502	365	100	0
4304 EDUCATION & TRAINING	193	571	349	0	0
<b>OTHER CHARGES</b>	<b>666</b>	<b>1,756</b>	<b>1,721</b>	<b>100</b>	<b>0</b>
4223 INFORMATION SERVICES CHARGES	4,800	6,623	6,699	2,791	0
4226 MAIL/MESSENGER SERVICE	1,648	2,100	2,158	899	0
<b>FIXED CHARGES</b>	<b>6,448</b>	<b>8,723</b>	<b>8,857</b>	<b>3,690</b>	<b>0</b>
4580 FURNITURE	0	4,060	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>4,060</b>	<b>0</b>	<b>0</b>	<b>0</b>
4635 IF TO 31-300-885	0	12,065	9,730	2,500	0
4659 IF TO 31-031-031	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>12,065</b>	<b>9,730</b>	<b>2,500</b>	<b>0</b>
4378 NOTE PRINCIPAL	0	44,000	0	0	0
4379 NOTE INTEREST	9,368	9,675	6,423	2,250	0
<b>DEBT SERVICE</b>	<b>9,368</b>	<b>53,675</b>	<b>6,423</b>	<b>2,250</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$338,533</u></b>	<b><u>\$383,050</u></b>	<b><u>\$523,888</u></b>	<b><u>\$173,108</u></b>	<b><u>\$0</u></b>

## **HOUSING & COMMUNITY DEVELOPMENT** Community Development Block Grant

---

### ***PROGRAM DESCRIPTION***

The CDBG program involves administration of the City's entitlement grant from the Department of Housing and Urban Development (HUD). The City uses these funds to carry out activities such as housing, economic development, public services and improvement of public facilities that primarily serve low-income residents. The administration of the CDBG program ensures compliance with all HUD requirements. This includes completing reports to HUD in a timely fashion; soliciting, evaluating and recommending to City Council appropriate projects for CDBG funding; and overseeing the timely and appropriate expenditure of funds.

Additionally, this program coordinates the use of HOME Investment Partnerships Program funds.

### ***GOAL***

To identify and meet the critical community development and housing needs of the lower-income residents of Daly City, in compliance with federal, state and local regulations.

### ***HIGHLIGHTS***

During FY 2001-2002 staff:

- Provided funding for capital improvements projects, including Disability Modifications at Doelger Senior Center, renovation of Marchbank Park, design of the Bayshore Community Center and construction of Sidewalk Wheelchair Ramps
- Evaluated potential development sites for construction of affordable rental and ownership housing.
- Monitored 13 CDBG funded programs/projects and funded 24 subgrantees to meet needed public services for Daly City residents.
- Administered funding to Rebuilding Together and North Peninsula Neighborhood Services to provide housing rehabilitation services to lower income Daly City homeowners.
- Investigated several potential multi-family acquisition/rehabilitation projects.
- Coordinated with San Mateo County in the implementation of the Mortgage Credit Certificate Program servicing 30 Daly City households.
- Prepared the City's Action Plan and completed annual Performance Report for FY 2000-01.
- Implemented an education program for first-time homebuyers.
- Executed loan documents for a Section 108 Loan to finance development of Bayshore Community Center

### ***PROGRAM OBJECTIVES***

1. Continue to work with non-profit housing development organization for acquisition and rehabilitation of rental complex containing 10 or more units.
2. Identify and evaluate sites suitable for new rental housing for low and moderate income households.
3. Work with Habitat for Humanity to develop 4 to 8 units of self-help housing
4. Continue to address fair housing issues through development of educational materials, increase community outreach and investigation of housing discrimination cases.
5. Continue education program for first time homebuyers and evaluate alternatives for down payment assistance for low and moderate income households.
6. Prepare Five-Year HUD Consolidated Plan for 2003-2008 and One-Year Action plan for 2002-03 for use of CDBG and HOME funds.
7. Establish Daly City as a HOME Participating Jurisdiction and establish guidelines for use of HOME funds in Daly City.
8. Evaluate creation of a new Community Housing Development Organization (CHDO) or expansion of capacity of existing CHDO.
9. Coordinate with the County for continuing implementation of the Mortgage Credit Certificate program in Daly City.
10. Coordinate the implementation of CDBG-funded Capital Improvement projects with other City departments, including financial management and oversight, environmental review and monitoring compliance with Federal Labor Standards provisions.
11. Continue to provide funding, monitor and assist CDBG subrecipients 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.
12. Monitor HOME and CDBG funded activities and programs to ensure compliance with Federal regulations.
13. Prepare Annual Performance Report for use of HOME and CDBG funds.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

<b>REVENUES</b>		<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
3644	COMMUNITY BLOCK GRANT	333,734	406,713	535,061	596,318	536,480
	<b>FROM OTHER AGENCIES</b>	333,734	406,713	535,061	596,318	536,480
3860	MISCELLANEOUS REVENUE	13,723	0	0	0	0
3863	REHAB LOAN PAYMENTS	212,358	172,881	148,936	68,400	68,400
	<b>MISCELLANEOUS REVENUES</b>	226,081	172,881	148,936	68,400	68,400
	<b>TOTAL REVENUES</b>	<b><u>\$559,815</u></b>	<b><u>\$579,594</u></b>	<b><u>\$683,997</u></b>	<b><u>\$664,718</u></b>	<b><u>\$604,880</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
0.05	0.05	DIRECTOR OF ECD	440	0.12	0.12
0.45	0.45	ASSISTANT DIRECTOR OF ECD	339	0.26	0.25
0.90	0.90	HOUSING & COMM DEVELOP SUPER	074	0.81	0.65
0.10	0.10	HOUSING COORDINATOR	60E	0.15	0.15
1.00	1.00	COMMUNITY DEVELOPMENT SPECIALIST	43E	0.95	0.95
0.40	0.40	CAPITAL GRANTS ACCOUNTING TECH	38Z	0.40	0.40
<u>0.90</u>	<u>0.90</u>	STAFF SECRETARY	23Z	<u>0.85</u>	<u>0.85</u>
3.80	3.80			3.54	3.37

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	209,181	221,564	252,456	256,821	255,792
4102 HOURLY WAGES	0	2,575	0	0	0
4103 OVERTIME	395	0	0	0	0
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	18,570	19,360	21,179	17,531	14,743
4106 WORKERS COMPENSATION	545	662	737	737	737
4107 MEDICARE	3,015	3,102	3,322	2,441	2,404
4108 UNEMPLOYMENT INSURANCE	0	324	0	0	0
4110 TERMINATION PAY	0	673	0	0	0
4119 SOCIAL SECURITY	0	152	7	0	0
<b>SALARIES AND BENEFITS</b>	<b>231,706</b>	<b>248,412</b>	<b>277,701</b>	<b>277,530</b>	<b>273,676</b>
4211 ADVERTISING	1,455	437	2,252	2,252	2,252
4212 COMMUNICATIONS	486	706	1,040	1,040	1,040
4219 PROFESSIONAL SERVICES	72,720	73,210	106,211	98,790	29,549
4220 OTHER CONTRACTUAL SERVICES	228,761	225,724	265,208	253,003	266,000
4230 OFFICE EXPENSE	4,737	4,155	4,890	4,890	4,890
<b>SERVICES AND SUPPLIES</b>	<b>308,159</b>	<b>304,232</b>	<b>379,601</b>	<b>359,975</b>	<b>303,731</b>
4302 MEMBERSHIPS & PUBLICATIONS	1,518	1,822	2,015	2,015	2,015
4303 TRAVEL & MEETINGS	985	449	1,688	1,688	1,688
4304 EDUCATION & TRAINING	2,255	2,206	2,578	2,578	2,578
4437 REHAB LOANS	0	0	0	0	0
<b>OTHER CHARGES</b>	<b>4,758</b>	<b>4,477</b>	<b>6,281</b>	<b>6,281</b>	<b>6,281</b>
4208 TELEPHONE SERVICE CHARGES	1,377	1,723	1,792	1,792	1,792
4216 VEHICLE SERVICE CHARGES	343	331	352	352	352
4223 INFORMATION SERVICES CHARGES	5,080	8,981	9,139	9,139	9,139
4224 BLDG MAINTENANCE SVC CHARGES	6,772	7,311	7,405	7,923	8,183
4226 MAIL/MESSENGER SERVICE	206	263	270	270	270
4227 COPIER SERVICES	808	780	825	825	825
4233 POSTAGE	93	100	106	106	106
4301 GENERAL INSURANCE CHARGES	513	515	525	525	525
<b>FIXED CHARGES</b>	<b>15,192</b>	<b>20,004</b>	<b>20,414</b>	<b>20,932</b>	<b>21,192</b>
4516 ENGINEERING SERVICE - IN-HOUSE	0	2,469	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>2,469</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$559,815</u></b>	<b><u>\$579,594</u></b>	<b><u>\$683,997</u></b>	<b><u>\$664,718</u></b>	<b><u>\$604,880</u></b>

## **ECONOMIC AND ENTERPRISE DEVELOPMENT**

---

### ***PROGRAM DESCRIPTION***

The Economic and Enterprise Development program seeks to strengthen the City's economic climate primarily by fostering the development and growth of small and microenterprise businesses. Through the Enterprise Development Center (Center), the program provides business consulting, technical assistance and referral services in a variety of areas to small and microenterprise business owners, prospective owners and residents. Additionally, Center staff provide business evaluation interviews and quarterly assessments for Business Center clients, loan packaging for the Micro Loan Program, operate the Small Business Workshop Series, plan and coordinate business planning classes and develop networking programs for small businesses.

### ***GOAL***

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

### ***HIGHLIGHTS***

Accomplishments during 2001-02 include:

- Designed and implemented new data based system for tracking and monitoring EDC clients.
- Provided individual consulting to approximately 100 small and microenterprise business clients and conducted over 200 consulting appointments during the past two fiscal years.
- Documented 11 jobs that were created by clients of the Center since July of 2001.
- \* Provided business evaluation interviews and quarterly follow-up counseling to designated Business Center clients as needed.

***PROGRAM OBJECTIVES***

1. Provide counseling services to 150 small business clients and conduct at least 300 consulting appointments.
2. Document 10 new jobs that are created by Center clients including at least 7 jobs for low and moderate income persons.
3. Monitor all assisted businesses and implement improved methods for tracking impact and effectiveness of EDC.
4. Provide business evaluation interviews and quarterly follow-up counseling to designated Business Center clients as needed.
5. Establish entrepreneurship training program in partnership with Skyline College and local business mentors.
6. Establish new loan program for Daly City Businesses utilizing CDBG funds.
7. Enhance employment opportunities for low and moderate income residents of Daly City by executing, whenever appropriate, first source hiring agreements.
8. Work with Business Center and Chamber of Commerce to offer "seamless" and comprehensive assistance to new and growing Daly City businesses.
9. Develop and implement an outreach campaign to market the EDC's services.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3330	PARKING METER COLLECTIONS	600	0	0	0	0
3331	PARKING PERMITS	1,280	0	0	0	0
	<b>LICENSES AND PERMITS</b>	1,880	0	0	0	0
3644	COMMUNITY BLOCK GRANT	335,115	215,961	279,087	303,077	320,853
	<b>FROM OTHER AGENCIES</b>	335,115	215,961	279,087	303,077	320,853
3662	RECPTS FOR SMALL BUSINESS CNTR	250	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	250	0	0	0	0
	<b>TOTAL REVENUES</b>	<b><u>\$337,245</u></b>	<b><u>\$215,961</u></b>	<b><u>\$279,087</u></b>	<b><u>\$303,077</u></b>	<b><u>\$320,853</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
0.20	0.20	DIRECTOR OF ECD	440	0.20	0.15
0.00	0.00	ASSISTANT DIRECTOR OF ECD	339	0.10	0.10
0.50	0.50	SENIOR ECON DEVELOP COORDINATOR	072	0.15	0.15
1.00	1.00	ENTERPRISE DEVELOP COORDINATOR	048	1.00	1.00
0.00	0.00	HOUSING & COMM DEVELOP SUPER	074	0.05	0.10
<u>1.00</u>	<u>1.00</u>	PROGRAM ASSISTANT	019	<u>1.00</u>	<u>1.00</u>
2.70	2.70			2.50	2.50

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: COMMUNITY BLOCK GRANT 18  
Department: ECONOMIC & COMMUNITY DEVE 305  
Program: ECONOMIC & ENTERPRISE DEVELOP 309

EXPENDITURES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101	SALARIES	56,973	120,669	101,154	151,454	156,876
4102	HOURLY WAGES	9,056	0	0	0	0
4103	OVERTIME	263	0	0	0	0
4104	PERS RETIREMENT	0	0	0	0	0
4105	GROUP INSURANCE	2,408	5,547	9,710	13,596	13,965
4106	WORKERS COMPENSATION	832	305	488	488	488
4107	MEDICARE	586	1,346	997	1,242	1,373
4108	UNEMPLOYMENT INSURANCE	0	105	332	0	0
4110	TERMINATION PAY	0	0	673	0	0
4119	SOCIAL SECURITY	601	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>70,719</b>	<b>127,972</b>	<b>113,354</b>	<b>166,780</b>	<b>172,702</b>
4211	ADVERTISING	3,655	4,014	3,975	3,975	3,975
4212	COMMUNICATIONS	382	2,120	649	649	649
4215	RENTS AND LEASES	19,016	20,964	26,033	26,033	26,033
4218	BUILDING MAINTENANCE CONTRACTS	0	0	0	0	0
4219	PROFESSIONAL SERVICES	33,824	22,125	73,233	53,091	65,685
4220	OTHER CONTRACTUAL SERVICES	3,224	6,833	9,901	14,000	14,000
4230	OFFICE EXPENSE	3,073	3,789	2,704	2,704	2,704
4234	SPECIAL DEPARTMENTAL	3,275	3,753	23,638	9,300	9,300
	<b>SERVICES AND SUPPLIES</b>	<b>66,449</b>	<b>63,598</b>	<b>140,133</b>	<b>109,752</b>	<b>122,346</b>
4302	MEMBERSHIPS & PUBLICATIONS	528	1,097	1,128	1,128	1,128
4303	TRAVEL & MEETINGS	286	396	966	966	966
4304	EDUCATION & TRAINING	1,365	1,091	1,088	1,088	1,088
4387	LEASE PAYMENTS	178,517	0	0	0	0
	<b>OTHER CHARGES</b>	<b>180,696</b>	<b>2,584</b>	<b>3,182</b>	<b>3,182</b>	<b>3,182</b>
4208	TELEPHONE SERVICE CHARGES	689	723	758	758	758
4216	VEHICLE SERVICE CHARGES	868	820	874	900	900
4223	INFORMATION SERVICES CHARGES	7,967	9,636	10,114	10,417	10,417
4224	BLDG MAINTENANCE SVC CHARGES	6,772	7,311	7,405	7,923	8,183
4226	MAIL/MESSENGER SERVICE	206	216	227	234	234
4233	POSTAGE	1,133	1,190	1,246	1,283	1,283
4301	GENERAL INSURANCE CHARGES	1,746	1,760	1,794	1,848	848
	<b>FIXED CHARGES</b>	<b>19,381</b>	<b>21,656</b>	<b>22,418</b>	<b>23,363</b>	<b>22,623</b>
4504	ENGINEERING SERVICES	0	0	0	0	0
4580	FURNITURE	0	151	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>151</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$337,245</b>	<b>\$215,961</b>	<b>\$279,087</b>	<b>\$303,077</b>	<b>\$320,853</b>

***PROGRAM DESCRIPTION***

The Residential Rehabilitation Loan Program provides low-interest rate loans to low/mod income homeowners to finance home repairs. The funds are used to correct code related deficiencies like hazardous plumbing, electrical problems, termite repairs, lead based paint and asbestos control or abatement, structural repairs, etc., to make property decent, safe and sanitary. Three loan programs are available: 1) Complete Rehab loans; 2) Roof-only loans; and, 3) Exterior Paint-only loans. Two grants are available; a Senior Minor Home Repair Grant and a Security Bars Replacement Grant. The Rehab staff provides each applicant with a full house inspection, a written inspection report, a cost estimate, bidding assistance, work-in-progress monitoring and progress payment preparation.

***GOAL***

The goals of the program are fourfold: 1) To outreach to low income homeowners and offer them low-interest rate loans and grants; 2) To provide better living conditions for each eligible homeowner through timely and equitable distribution of available funds; 3) To eliminate unsafe security bars to facilitate escape in case of fire; and, 4) To upgrade the housing stock and forestall deterioration of the City.

***HIGHLIGHTS***

During FY 01/02, the Rehab staff:

- Issued 31 loans/grants totaling \$222,365 (benefiting 31 low-income homeowners; includes 20 Senior Minor Home Repair Grants and 3 Security Bars Replacement Grants)
- Received/reviewed 35 applications
- Provided full house inspections for 26 homes
- Responded to 154 phone inquiries
- Serviced approximately 55 rehab loans (post payments, pay taxes and insurance, monitor delinquent payments, issue payment coupons and annual loan statements)
- Performed annual review of deferred rehab loans
- Issued 1 message in the City Utility Billing (ran for 2 months)
- Worked with North Peninsula Neighborhood Services Center to provide low-income homeowners with additional funds/resources to do home repairs

***PROGRAM OBJECTIVES***

1. Utilize all available methods of the media to inform homeowners in the City about this loan and grant program. Show Rehab video and PowerPoint presentations on Channel 26 and provide both to interested residents, homeowners' associations and other interested parties, as well as giving presentations at interested homeowners association meetings. We will continue to advertise, in English and Spanish, on the City's Channel 26. We will issue news releases in the Daly City Record. We will use the message area of the utility bill, when available, and list program information in the Community Information Program book, which is updated yearly.
2. Process all applications for loans or grants in a timely and efficient manner.
3. Provide accurate full-house inspections and cost estimates, and assist each homeowner, as needed, with the bidding process, job quality control, and payment processing.
4. Receive 325 phone inquiries, review 65 applications, inspect 60 homes, issue 50-60 loans/grants, complete 50-60 jobs (including 40 Senior Minor Home Repair Grants and 10 Security Bars Replacement Grants) and service a loan portfolio of approximately 55 amortized loans and 2 deferred loans.
5. Coordinate with North Peninsula Neighborhood Services Center (NPNSC) to provide additional minor home repair/rehab assistance to low-income families (especially seniors and the physically challenged) who are unable to do this work for themselves. It is estimated that referring potential applicants to NPNSC can assist 40 households/100 persons.

**CITY OF DALY CITY****Revenue Budget  
2002-03/2003-04**

<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>

	1999-00	2000-01	2001-02	2002-03	2003-04
<u>REVENUES</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Approved</u>	<u>Approved</u>
3644 COMMUNITY BLOCK GRANT	227,803	314,628	413,697	588,650	550,000
<b>FROM OTHER AGENCIES</b>	227,803	314,628	413,697	588,650	550,000
3796 REIMBURSEMENT FOR CURRENT SVC	0	0	3,010	0	0
<b>CHARGES AND FEES</b>	0	0	3,010	0	0
<b>TOTAL REVENUES</b>	<b><u>\$227,803</u></b>	<b><u>\$314,628</u></b>	<b><u>\$416,707</u></b>	<b><u>\$588,650</u></b>	<b><u>\$550,000</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
0.05	0.05	ASSISTANT DIRECTOR OF ECD	339	0.05	0.05
0.10	0.10	HOUSING & COMM DEVELOP SUPER	074	0.09	0.05
1.00	1.00	REHABILITATION COORDINATOR	64E	1.00	1.00
1.00	1.00	REHAB CONSTRUCTION INSPECTOR	51E	1.00	1.00
0.10	0.10	CAPITAL GRANTS ACCOUNTING TECH	38Z	0.10	0.10
<u>0.10</u>	<u>0.10</u>	STAFF SECRETARY	23Z	<u>0.10</u>	<u>0.10</u>
2.35	2.35			2.34	2.30

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: COMMUNITY BLOCK GRANT 18  
Department: ECONOMIC & COMMUNITY DEVE 305  
Program: RESIDENTIAL REHAB 303

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	126,315	131,771	154,921	179,936	190,443
4102 HOURLY WAGES	0	0	0	0	0
4103 OVERTIME	99	0	0	0	0
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	9,714	9,706	11,234	11,632	11,764
4106 WORKERS COMPENSATION	1,154	1,076	1,041	1,197	1,197
4107 MEDICARE	886	958	1,116	1,031	1,093
<b>SALARIES AND BENEFITS</b>	<b>138,168</b>	<b>143,511</b>	<b>168,312</b>	<b>193,796</b>	<b>204,497</b>
4211 ADVERTISING	249	0	1,200	2,454	2,502
4212 COMMUNICATIONS	66	109	110	217	222
4220 OTHER CONTRACTUAL SERVICES	1,000	490	1,100	2,648	2,728
4230 OFFICE EXPENSE	499	1,586	1,000	2,406	2,453
<b>SERVICES AND SUPPLIES</b>	<b>1,814</b>	<b>2,185</b>	<b>3,410</b>	<b>7,725</b>	<b>7,905</b>
4302 MEMBERSHIPS & PUBLICATIONS	182	71	500	831	848
4303 TRAVEL & MEETINGS	88	0	400	685	699
4304 EDUCATION & TRAINING	680	371	300	1,111	1,133
4437 REHAB LOANS	62,527	130,886	202,365	342,823	293,109
4441 REBATES/GRANTS	6,000	16,869	20,000	20,000	20,000
<b>OTHER CHARGES</b>	<b>69,477</b>	<b>148,197</b>	<b>223,565</b>	<b>365,450</b>	<b>315,789</b>
4208 TELEPHONE SERVICE CHARGES	689	689	717	717	717
4216 VEHICLE SERVICE CHARGES	5,494	4,834	5,148	5,148	5,148
4223 INFORMATION SERVICES CHARGES	5,080	7,656	7,772	7,772	7,772
4224 BLDG MAINTENANCE SVC CHARGES	3,386	3,655	3,703	3,962	4,092
4226 MAIL/MESSENGER SERVICE	206	263	270	270	270
4227 COPIER SERVICES	808	780	825	825	825
4233 POSTAGE	2,109	2,284	2,400	2,400	2,400
4301 GENERAL INSURANCE CHARGES	572	574	585	585	585
<b>FIXED CHARGES</b>	<b>18,344</b>	<b>20,735</b>	<b>21,420</b>	<b>21,679</b>	<b>21,809</b>
4550 TOOLS AND SHOP EQUIPMENT	0	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$227,803</u></b>	<b><u>\$314,628</u></b>	<b><u>\$416,707</u></b>	<b><u>\$588,650</u></b>	<b><u>\$550,000</u></b>

## **HOUSING & COMMUNITY DEVELOPMENT Aircraft Noise Soundproofing Project**

### ***PROGRAM DESCRIPTION***

The San Francisco International Airport (Airport) funds the Aircraft Noise Soundproofing Project with: 1) \$120 million provided under a Memorandum of Understanding (MOU). Daly City's pro-rata share of these funds was \$20.184 million, used to reduce the impact of aircraft noise in homes in the southeastern portion of Daly City; 2) up to \$22.4 million additional funds to retrofit homes in a reduced area in the southeastern portion of Daly City. Daly City is eligible to use about \$9.6 million of these funds for Phases 7, 8 and 9 (totaling 642 homes); and, 3) an estimated \$3-4 million to be provided by the Federal Aviation Administration and the Airport under an 80/20 funding split to cover Phase 10, consisting of 302 dwelling units (includes 120 apartments).

Retrofit work consists of installing acoustically rated double pane windows, solid core doors, blown-in attic insulation, chimney dampers, thermal sliding glass doors and other items as recommended by an acoustical engineer to reduce the interior noise level of each home to 45 CNEL or less.

### ***GOAL***

Reduce interior noise levels for all eligible dwelling units to 45 CNEL (Community Noise Equivalency Level) or less by the year 2004.

### ***HIGHLIGHTS***

During FY 01-02, the Rehab staff:

- Oversaw retrofit work through construction completion of 272 homes in Phase 7
- Worked with the Airport and the FAA to secure \$3-4 million for 302 dwelling units in Phase 10

#### **For ANSP 8**

- Secured a project manager, architectural services, and construction inspection services
- Provided Airport with necessary Grants of Easements to obtain 25% funding
- Reviewed 206 plans and specifications
- Advertised for construction bids and awarded a construction contract
- Oversaw beginning of construction for 206 homes

#### **For ANSP 9**

- Secured a project manager, architectural services, and construction inspection services
- Provided Airport with the necessary Grants of Easements to obtain 25% funding
- Reviewed 164 plans and specifications

#### **For ANSP 10**

- Secured a project manager, acoustical and architectural services, and construction inspection services
- Provided Airport with the necessary Grants of Easements to obtain 25% funding
- Submitted an application to the FAA for 80% funding of this phase

***PROGRAM OBJECTIVES***

1. Work with the Airport and the FAA to secure \$3-4 million to retrofit 302 dwelling units in Phase 10.
2. Complete retrofit work on all eligible homes by the year 2004

ANSP 7

- Oversee work-in-progress for 272 homes
- Close out this phase

ANSP 8

- Oversee work-in-progress 206 homes
- Close out of this phase

ANSP 9

- Issue Notice Inviting Bids
- Award Construction Contract
- Oversee work-in-progress 164 homes
- Close out of this phase

ANSP 10

- Prepare and submit application to FAA for 80% funding
- Review plans and specifications for 302 dwelling units
- Issue Notice Inviting Bids
- Award Construction Contract
- Oversee work-in-progress 302 homes
- Close out this phase by the year 2004

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

Fund: FEDERAL GRANTS 28  
 Department: ECONOMIC & COMMUNITY DEVE 305  
 Program: AIRCRAFT NOISE SOUNDPROOFING 306

	1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES	Actual	Actual	Estimated	Approved	Approved
3510 INVESTMENT EARNINGS	60,406	70,251	150,000	150,000	100,000
RENTS AND INTEREST	60,406	70,251	150,000	150,000	100,000
3601 RECEIPTS FROM OTHER AGENCIES	2,448,464	636,515	11,894,993	0	841,067
3648 MISCELLANEOUS FEDERAL GRANTS	0	0	0	1,682,134	1,682,134
FROM OTHER AGENCIES	2,448,464	636,515	11,894,993	1,682,134	2,523,201
3796 REIMBURSEMENT FOR CURRENT SVCS	0	0	0	0	0
CHARGES AND FEES	0	0	0	0	0
3860 MISCELLANEOUS REVENUE	10	1,800	3,400	1,800	0
MISCELLANEOUS REVENUES	10	1,800	3,400	1,800	0
<b>TOTAL REVENUES</b>	<b><u>\$2,508,880</u></b>	<b><u>\$708,566</u></b>	<b><u>\$12,048,393</u></b>	<b><u>\$1,833,934</u></b>	<b><u>\$2,623,201</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: FEDERAL GRANTS 28**  
**Department: ECONOMIC & COMMUNITY DEVE 305**  
**Program: AIRCRAFT NOISE SOUNDPROOFING 306**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4212	COMMUNICATIONS	194	276	312	936	312
4219	PROFESSIONAL SERVICES	46,450	456,495	814,435	246,130	0
4220	OTHER CONTRACTUAL SERVICES	121,406	207,668	555,992	550,604	0
4230	OFFICE EXPENSE	0	143	1,120	1,570	550
4234	SPECIAL DEPARTMENTAL	0	0	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<u>168,050</u>	<u>664,582</u>	<u>1,371,859</u>	<u>799,240</u>	<u>862</u>
4434	MISCELLANEOUS OTHER CHARGES	104,423	0	0	0	0
4441	REBATES/GRANTS	2,208,593	0	5,894,312	5,330,305	0
4485	TITLE RECORDING/OTHER MISC FEE	1,350	9,720	13,249	1,513,626	1,409,664
	<b>OTHER CHARGES</b>	<u>2,314,366</u>	<u>9,720</u>	<u>5,907,561</u>	<u>6,843,931</u>	<u>1,409,664</u>
4208	TELEPHONE SERVICE CHARGES	689	1,406	2,151	2,901	1,467
4233	POSTAGE	2,090	4,264	6,522	8,696	4,348
	<b>FIXED CHARGES</b>	<u>2,779</u>	<u>5,670</u>	<u>8,673</u>	<u>11,597</u>	<u>5,815</u>
4533	PROJECT MANAGEMENT	23,685	28,594	50,000	80,000	25,000
	<b>CAPITAL OUTLAY</b>	<u>23,685</u>	<u>28,594</u>	<u>50,000</u>	<u>80,000</u>	<u>25,000</u>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$2,508,880</u></b>	<b><u>\$708,566</u></b>	<b><u>\$7,338,093</u></b>	<b><u>\$7,734,768</u></b>	<b><u>\$1,441,341</u></b>

***PROGRAM DESCRIPTION***

HOME funds are one of the primary tools available to address a growing affordable housing crisis in San Mateo County. Until June 30, 2003 Daly City will be a member of the San Mateo County HOME Consortium. The City intends to become an independent Participating Jurisdiction (PJ) in the HOME program beginning with the 2003-04 program year.

Our program targets developers for new construction, and works with nonprofit organizations to acquire and rehabilitate existing buildings. These activities benefit Daly City residents by providing additional affordable housing while beautifying neighborhoods and neglected property. The HOME program also provides loan funds to existing owners of multi-unit buildings to do repairs such correction of hazardous plumbing, electrical problems, termite repairs, structural repairs, etc.) to make each rental unit decent, safe and sanitary. Use of HOME funds is very restricted, must benefit low and very low-income tenants, and requires the continued affordability of rent for each tenant household assisted.

***GOAL***

The goal of the program is to expand housing opportunities for all categories of need: families, seniors, disabled and special needs populations. The City will use a variety of approaches to address the needs of all types of lower income households including new construction, acquisition/rehabilitation, and homeownership assistance.

***HIGHLIGHTS***

Accomplishments during 2001-02 include:

- Responded to over 125 phone calls from the public seeking affordable housing
- Evaluated sites suitable for development of ownership and rental housing for lower income households
- Reviewed and monitored exterior rehabilitation of 1293 Hillside, an 18-unit rental complex for low and moderate-income families, acquired by the Human Investment Project in 1998

## **CITY OF DALY CITY**

---

### ***PROGRAM OBJECTIVES***

1. Establish Daly City as a HOME Participating Jurisdiction effective July 1, 2003 and establish guidelines for use of HOME funds in Daly City.
2. Work with existing non profit organizations to expand housing development and property management capacity. Evaluate creation of new nonprofit to carry out the HOME Community Housing Development Organization (CHDO) obligation.
3. Identify sites and properties that represent valuable opportunities for development of additional affordable housing.
4. Work with private developers to include affordable housing component in new construction projects.
5. Study alternatives for offering assistance to low-income households seeking to become homeowners.
6. Monitor rents annually to ensure continued affordability of HOME-subsidized properties to low and very low-income tenant households.
7. Prepare Annual Plans for 2002-03 and 2003-04 and submit to Department of Housing and Urban Development.
8. Establish Daly City as a HOME Participating Jurisdiction and establish guidelines for use of HOME funds in Daly City.
9. Prepare Annual Performance Report for FY 2001-02 and FY 2002-03 per HUD requirements.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3646	SAN MATEO COUNTY HOME GRANT	108,458	169,055	22,620	522,500	0
3647	FEDERAL HOME GRANT PROGRAM	0	0	0	0	500,000
	<b>FROM OTHER AGENCIES</b>	<b>108,458</b>	<b>169,055</b>	<b>22,620</b>	<b>522,500</b>	<b>500,000</b>
3796	REIMBURSEMENT FOR CURRENT SVCS	0	0	0	0	0
	<b>CHARGES AND FEES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$108,458</u></b>	<b><u>\$169,055</u></b>	<b><u>\$22,620</u></b>	<b><u>\$522,500</u></b>	<b><u>\$500,000</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
0.00	0.00	HOUSING & COMM DEVELOP SUPER	074	0.00	0.10
<u>0.32</u>	<u>0.32</u>	HOUSING COORDINATOR	60E	<u>0.30</u>	<u>0.50</u>
0.32	0.32			0.30	0.60

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: FEDERAL GRANTS**

**28**

**Department: ECONOMIC & COMMUNITY DEVE**

**305**

**Program: HOME PROGRAM ADMIN**

**345**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	18,819	18,313	20,699	20,476	47,500
4104	PERS RETIREMENT	0	0	0	0	0
4105	GROUP INSURANCE	1,244	1,816	1,347	1,183	2,278
4107	MEDICARE	207	261	255	100	222
	<b>SALARIES AND BENEFITS</b>	<b>20,270</b>	<b>20,390</b>	<b>22,301</b>	<b>21,759</b>	<b>50,000</b>
4219	PROFESSIONAL SERVICES	0	0	0	25,000	50,000
4435	RELOCATION COSTS	0	0	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>50,000</b>
4437	REHAB LOANS	88,178	148,665	0	10,000	0
	<b>OTHER CHARGES</b>	<b>88,178</b>	<b>148,665</b>	<b>0</b>	<b>10,000</b>	<b>0</b>
4501	SITE PURCHASES	0	0	0	400,000	350,000
4502	APPRAISAL SERVICES	0	0	0	15,000	25,000
4506	LAND IMPROVEMENTS	0	0	0	50,000	25,000
4533	PROJECT MANAGEMENT	0	0	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>465,000</b>	<b>400,000</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$108,448</u></b>	<b><u>\$169,055</u></b>	<b><u>\$22,301</u></b>	<b><u>\$521,759</u></b>	<b><u>\$500,000</u></b>

# DALY CITY REDEVELOPMENT AGENCY – J.S.-MISSION PROJECT AREA

---

## ***PROGRAM DESCRIPTION***

The Redevelopment Agency is responsible for the revitalization of three commercial areas, Mission Street, a portion of Junipero Serra Boulevard and the Bayshore Project area. . In these areas the Agency directs its efforts toward: removing and replacing deteriorating properties by assembling vacant and under-utilized property; assuring new construction is well-designed; working with merchants to restore economic vitality; and providing housing opportunities for all income categories. Along Mission Street the Agency operates a rebate program for business and property owners who upgrade building facades. Other related budget sections are:

DCRA Tax Increment Funds. These funds receive revenue from incremental property taxes within the redevelopment areas and transfers them to the Agency Administration Budget.

## ***GOAL***

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

## ***HIGHLIGHTS***

- The development and construction of a nine story office building, two parking structures, Cineplex and an attractive public Plaza are the result of the sale of Phase II for the Pacific Plaza Development for \$3,535,000.
- Welcomed nationally renowned tenants: Genesys, Digidesign, Jamba Juice, Starbucks and Todai to Pacific Plaza.
- Enacted an Exclusive Right to Negotiate with Borel Poplar Development for the Landmark site.
- Completed the relocation of businesses on Block 50.
- Assisted J. S. Auto Repair in the purchase of property and development of their new building located at 87<sup>th</sup> and Edgeworth.
- Sold the balance of the 87<sup>th</sup> and Edgeworth property for construction of a mixed-use project to D & M Developers for \$1,080,000.

## CITY OF DALY CITY

---

- Transferred property located on Bepler Street to the City of Daly City for construction of new Fire Station.
- Approved seven applications for the Façade Improvement Program along Mission Street.
- Disposed of the Agency's equity of the J. S. Office Building located at 2171 Junipero Serra Boulevard for \$13 million giving full recovery of the Agency's investment.
- Purchased property at 2121-2141 Junipero Serra Boulevard for sale and inclusion in Phase III of the Pacific Plaza Development.

### ***PROGRAM OBJECTIVES***

1. Complete a Development and Disposition Agreement for the sale and development of the Landmark
2. Complete a Development and Disposition Agreement for the sale and construction of a Crowne Plaza Hotel.
3. Continue to work with Summit Commercial for the completion Phase III of the Pacific Plaza Development.
4. Acquire additional property along Mission Street for the development of affordable housing and/or mixed-use projects.
5. Provide oversight of property management activities for the Agency-owned Property
6. Expand code enforcement oversight on Mission Street.
7. Continue the marketing of the Façade Improvement Program for the revitalization of Mission Street.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
<b>REVENUES</b>					
3331 PARKING PERMITS	3,910	6,060	5,950	100	100
<b>LICENSES AND PERMITS</b>	3,910	6,060	5,950	100	100
3520 RENTAL INCOME	199,966	10,988	62,788	83,500	88,100
<b>RENTS AND INTEREST</b>	199,966	10,988	62,788	83,500	88,100
3795 SALE OF DOCUMENTS	34	69	0	0	0
<b>CHARGES AND FEES</b>	34	69	0	0	0
3810 PROPERTY DISPOSALS	0	4,020,780	68,816	1,000,000	3,000,000
3860 MISCELLANEOUS REVENUE	383,932	31,824	100	300	300
3940 LOAN PROCEEDS	1,250,000	304,770	1,795,231	379,400	0
<b>MISCELLANEOUS REVENUES</b>	1,633,932	4,357,374	1,864,147	1,379,700	3,000,300
3962 IF FM 94-400-404	660,880	865,831	1,049,037	1,278,365	1,651,285
<b>OPERATING TRANSFERS IN</b>	660,880	865,831	1,049,037	1,278,365	1,651,285
<b>TOTAL REVENUES</b>	<b>\$2,498,722</b>	<b>\$5,240,322</b>	<b>\$2,981,922</b>	<b>\$2,741,665</b>	<b>\$4,739,785</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
0.35	0.35	DIRECTOR OF ECD	440	0.20	0.13
0.20	0.20	ASSISTANT DIRECTOR OF ECD	339	0.10	0.10
0.50	0.50	SR ECONOMIC DEVELOP COORDINATOR	072	0.85	0.85
1.00	1.00	ECONOMIC DEVELOPMENT COORDINATOR	58E	0.80	0.80
0.00	0.00	HOUSING & COMM DEVELOP SUPER	074	0.00	0.05
0.00	0.00	COMMUNITY DEVELOPMENT SPECIALIST	43E	0.05	0.05
<u>0.00</u>	<u>0.00</u>	STAFF SECRETARY	23Z	<u>0.00</u>	<u>0.00</u>
2.05	2.05			2.00	1.98

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

EXPENDITURES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101	SALARIES	147,022	163,995	178,675	169,514	172,513
4102	HOURLY WAGES	7,815	7,770	8,256	9,000	9,000
4104	PERS RETIREMENT	0	0	0	0	0
4105	GROUP INSURANCE	7,496	8,682	9,078	8,693	8,772
4106	WORKERS COMPENSATION	845	724	805	805	805
4107	MEDICARE	1,485	1,694	1,716	1,399	1,539
4108	UNEMPLOYMENT INSURANCE	0	149	0	0	0
4119	SOCIAL SECURITY	0	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>164,663</b>	<b>183,014</b>	<b>198,530</b>	<b>189,411</b>	<b>192,629</b>
4211	ADVERTISING	246	1,375	601	1,200	1,200
4212	COMMUNICATIONS	459	411	357	357	357
4213	UTILITIES	1,193	460	19	1,301	1,301
4219	PROFESSIONAL SERVICES	351,389	342,783	108,360	139,000	139,000
4230	OFFICE EXPENSE	1,749	2,719	3,496	3,496	3,496
4250	PHOTOGRAPHY	0	0	170	500	500
	<b>SERVICES AND SUPPLIES</b>	<b>355,036</b>	<b>347,748</b>	<b>113,003</b>	<b>145,854</b>	<b>145,854</b>
4302	MEMBERSHIPS & PUBLICATIONS	3,082	3,874	3,104	3,104	3,104
4303	TRAVEL & MEETINGS	704	475	1,308	1,308	1,308
4304	EDUCATION & TRAINING	965	967	1,412	1,412	1,412
4387	LEASE PAYMENTS	0	0	0	0	0
4433	BAD DEBTS	0	1,150	0	0	0
4440	LOSS ON DISPOSAL OF ASSETS	5,864,381	0	0	0	0
4441	REBATES/GRANTS	0	12,875	10,000	50,000	35,000
	<b>OTHER CHARGES</b>	<b>5,869,132</b>	<b>19,341</b>	<b>15,824</b>	<b>55,824</b>	<b>40,824</b>
4208	TELEPHONE SERVICE CHARGES	344	345	358	358	358
4216	VEHICLE SERVICE CHARGES	914	854	909	909	909
4224	BLDG MAINTENANCE SVC CHARGES	1,693	1,828	1,851	1,981	2,045
4226	MAIL/MESSENGER SERVICE	206	263	270	270	270
4227	COPIER SERVICES	808	780	825	825	825
4233	POSTAGE	33	35	37	37	37
4301	GENERAL INSURANCE CHARGES	3,817	3,828	3,828	3,898	3,898
	<b>FIXED CHARGES</b>	<b>7,815</b>	<b>7,933</b>	<b>8,078</b>	<b>8,278</b>	<b>8,342</b>
4501	SITE PURCHASES	3,689,036	355,433	2,413,494	1,000,000	0
4502	APPRAISAL SERVICES	0	1,200	1,200	3,500	3,500
4506	LAND IMPROVEMENTS	129,020	114,942	20,153	10,000	10,000
4597	EXPENSE CONTRA ACCOUNT	-4,073,416	-346,329	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>-255,360</b>	<b>125,246</b>	<b>2,434,847</b>	<b>1,013,500</b>	<b>13,500</b>
4671	IF TO 33-312-510	60,571	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>60,571</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4375	OTHER INTEREST	1,510,581	1,722,187	1,795,231	1,379,000	4,000,000
4376	LOAN PRINCIPAL	901,719	527,813	0	0	0
4378	NOTE PRINCIPAL	295,488	0	0	0	0
4379	NOTE INTEREST	18,002	0	0	0	0
	<b>DEBT SERVICE</b>	<b>2,725,790</b>	<b>2,250,000</b>	<b>1,795,231</b>	<b>1,379,000</b>	<b>4,000,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$8,927,647</b>	<b>\$2,933,282</b>	<b>\$4,565,513</b>	<b>\$2,791,867</b>	<b>\$4,401,149</b>

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

**Fund: REDEVELOP AGENCY TAX INCR 94**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: JS/MISSION TAX INCREMENT 404**

	1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3120 UNSECURED PROPERTY TAX	59,176	80,060	75,763	0	0
3123 SUPPLEMENTAL PROPERTY TAX	37,701	53,476	68,283	21,704	22,138
3125 DCRA INCREMENTAL PROPERTY TAX	829,220	939,506	1,186,733	1,599,995	2,072,637
<b>TAXES</b>	<b>926,097</b>	<b>1,073,042</b>	<b>1,330,779</b>	<b>1,621,699</b>	<b>2,094,775</b>
<b>TOTAL REVENUES</b>	<b><u>\$926,097</u></b>	<b><u>\$1,073,042</u></b>	<b><u>\$1,330,779</u></b>	<b><u>\$1,621,699</u></b>	<b><u>\$2,094,775</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: REDEVELOP AGENCY TAX INCR 94**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: JS/MISSION TAX INCREMENT 404**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4219	PROFESSIONAL SERVICES	0	0	0	0	0
	<b>SERVICES AND SUPPLIES</b>	0	0	0	0	0
4434	MISCELLANEOUS OTHER CHARGES	12,714	15,710	19,483	23,743	30,669
	<b>OTHER CHARGES</b>	12,714	15,710	19,483	23,743	30,669
4501	SITE PURCHASES	0	0	0	0	0
4506	LAND IMPROVEMENTS	0	0	0	0	0
4597	EXPENSE CONTRA ACCOUNT	0	0	0	0	0
	<b>CAPITAL OUTLAY</b>	0	0	0	0	0
4692	IF TO 91-400-400	660,880	865,831	1,049,036	1,278,365	1,651,285
	<b>OPERATING TRANSFERS OUT</b>	660,880	865,831	1,049,036	1,278,365	1,651,285
	<b>TOTAL EXPENDITURES</b>	<b><u>\$673,594</u></b>	<b><u>\$881,541</u></b>	<b><u>\$1,068,519</u></b>	<b><u>\$1,302,108</u></b>	<b><u>\$1,681,954</u></b>

# BAYSHORE REDEVELOPMENT PROJECT AREA

---

## *Program Description*

In June of 1999, the Daly City City Council adopted the Bayshore Redevelopment Project Area for the revitalization of the Bayshore Neighborhood. The Bayshore Redevelopment Project area is located in the easternmost part of Daly City and includes most of the Bayshore neighborhood. The Agency will direct its efforts toward: assembling vacant and under-utilized property; assuring that new construction is well-designed; support residential uses in the area, and increase the provision of public services and facilities in the project area. Another related budget section is:

Bayshore Tax Increment Fund. This fund receives revenue from incremental property taxes within the redevelopment area and transfers them to the Bayshore Agency Administration Budget.

## *Goal*

To eliminate blight and deterioration of the area, correct and maintain needed public improvements; retain and assist existing business through rehabilitation activities; market and promote new businesses that will increase the tax base, expand retail and service opportunities and create jobs for residents.

## *Highlights*

- Completed the Geneva Corridor Urban Design Plan for the rejuvenation of Geneva Avenue.
- Initiated design of the Bayshore Community Center and spearheaded fundraising for the project.
- Worked with the State Department of Toxic Substance to restore Bayshore Park.
- Developed a Façade Improvement Program for businesses in the Bayshore neighborhood

***Program Objectives***

1. Implement the Master Landscape Plan for Geneva Avenue, as outlined in the Geneva Corridor Urban Design Plan.
2. Continue joint efforts with the City of San Francisco for the revitalization of the Geneva Corridor
3. Develop a Master Plan for the Cow Palace area.
4. Implement a neighborhood Residential Rehabilitation Program.
5. Identify properties for possible mixed-use development to include affordable house for low and medium income families.

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

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

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3520	RENTAL INCOME	9,000	12,000	0	0	0
	<b>RENTS AND INTEREST</b>	9,000	12,000	0	0	0
3860	MISCELLANEOUS REVENUE	0	0	0	500	500
3863	REHAB LOAN PAYMENTS	0	0	0	0	0
3940	LOAN PROCEEDS	3,568,097	211,512	0	187,983	0
	<b>MISCELLANEOUS REVENUES</b>	3,568,097	211,512	0	188,483	500
3895	IF FM 97-400-407	0	199,719	371,245	449,886	725,484
3961	IF FM 91-400-400	0	0	0	0	0
	<b>OPERATING TRANSFERS IN</b>	0	199,719	371,245	449,886	725,484
	<b>TOTAL REVENUES</b>	<b><u>\$3,577,097</u></b>	<b><u>\$423,231</u></b>	<b><u>\$371,245</u></b>	<b><u>\$638,369</u></b>	<b><u>\$725,984</u></b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
0.00	0.00	DIRECTOR OF ECD	440	0.10	0.25
0.00	0.00	ASSISTANT DIRECTOR OF ECD	339	0.10	0.18
0.00	0.00	ECONOMIC DEVELOPMENT COORDINATOR	58E	0.20	0.20
0.00	0.00	ECD PROGRAM ADMINISTRATOR	45A	0.20	0.20
0.00	0.00	HOUSING & COMM DEVELOP SUPER	074	0.05	0.05
<u>0.00</u>	<u>0.00</u>	STAFF SECRETARY	23Z	<u>0.05</u>	<u>0.05</u>
0.00	0.00			0.70	0.93

**CITY OF DALY CITY****Expenditure Budget  
2002-03/2003-04**

<b>Fund:</b>	<b>BAYSHORE REDEVELOPMENT AG</b>	<b>96</b>
<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>400</b>
<b>Program:</b>	<b>BAYSHORE REDEVELOPMENT ADMIN</b>	<b>406</b>

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	0	0	0	63,933	103,978
4105 GROUP INSURANCE	0	0	0	2,871	4,007
4107 MEDICARE	0	0	0	533	610
<b>SALARIES AND BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>67,337</b>	<b>108,595</b>
4211 ADVERTISING	0	0	0	500	500
4213 UTILITIES	0	0	0	0	0
4219 PROFESSIONAL SERVICES	45,402	55,121	20,000	120,000	70,000
4230 OFFICE EXPENSE	78	109	357	357	357
<b>SERVICES AND SUPPLIES</b>	<b>45,480</b>	<b>55,230</b>	<b>20,357</b>	<b>120,857</b>	<b>70,857</b>
4437 REHAB LOANS	0	0	0	0	0
4441 REBATES/GRANTS	0	0	630	39,500	39,500
<b>OTHER CHARGES</b>	<b>0</b>	<b>0</b>	<b>630</b>	<b>39,500</b>	<b>39,500</b>
4501 SITE PURCHASES	3,435,000	0	0	75,000	200,000
4506 LAND IMPROVEMENTS	0	0	0	25,000	25,000
4597 EXPENSE CONTRA ACCOUNT	-3,435,000	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>225,000</b>
4375 OTHER INTEREST	96,617	211,512	243,760	292,512	298,362
<b>DEBT SERVICE</b>	<b>96,617</b>	<b>211,512</b>	<b>243,760</b>	<b>292,512</b>	<b>298,362</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$142,097</u></b>	<b><u>\$266,742</u></b>	<b><u>\$264,747</u></b>	<b><u>\$620,206</u></b>	<b><u>\$742,314</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

<b>REVENUES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
3120 UNSECURED PROPERTY TAX	0	0	0	0	0
3123 SUPPLEMENTAL PROPERTY TAX	0	3,689	101,430	334	341
3125 DCRA INCREMENTAL PROPERTY TAX	0	354,240	558,527	811,470	1,300,929
<b>TAXES</b>	0	357,929	659,957	811,804	1,301,270
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$357,929</b>	<b>\$659,957</b>	<b>\$811,804</b>	<b>\$1,301,270</b>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

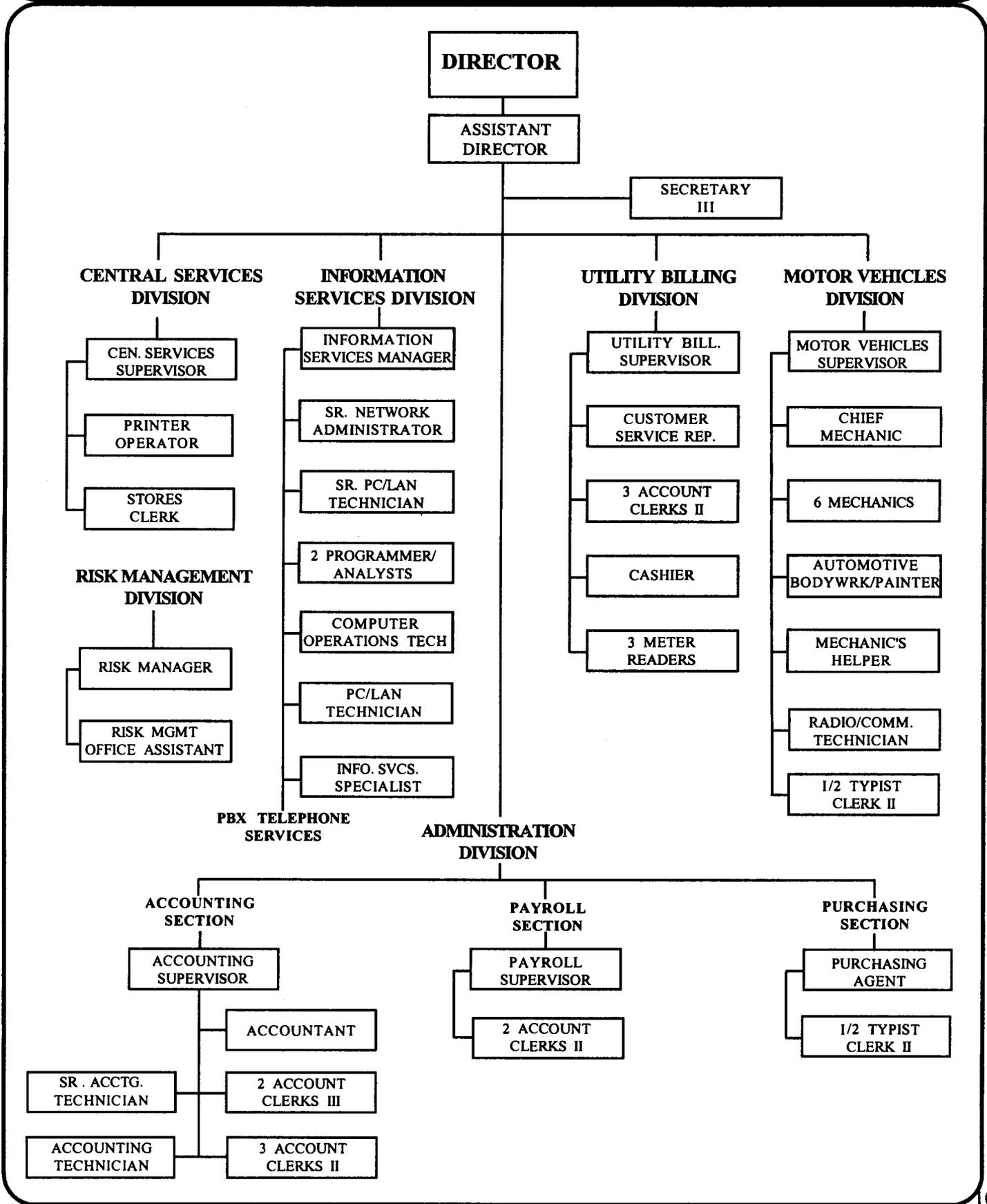
**Fund: BAYSHORE RDA TAX INCREMEN 97**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: BAYSHORE TAX INCREMENT 407**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4219 PROFESSIONAL SERVICES	0	0	0	0	0
SERVICES AND SUPPLIES	0	0	0	0	0
4434 MISCELLANEOUS OTHER CHARGES	0	87,711	158,398	202,023	319,483
OTHER CHARGES	0	87,711	158,398	202,023	319,483
4501 SITE PURCHASES	0	0	0	0	0
4506 LAND IMPROVEMENTS	0	0	0	0	0
CAPITAL OUTLAY	0	0	0	0	0
4630 IF TO 96-400-406	0	199,719	371,245	449,886	725,484
4657 IF TO 90-900-901	0	0	0	0	0
OPERATING TRANSFERS OUT	0	199,719	371,245	449,886	725,484
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$287,430</b>	<b>\$529,643</b>	<b>\$651,909</b>	<b>\$1,044,967</b>





**City of Daly City**  
**DEPARTMENT OF FINANCE &**  
**ADMINISTRATIVE SERVICES**  
 Fiscal Years 2002-2003 and 2003-2004



**CITY OF DALY CITY****Department Summary****2002-03/2003-04****FINANCE**

<b>REVENUES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>TAXES</b>	0	0	0	0	0
<b>LICENSES AND PERMITS</b>	0	115,833	113,335	0	0
<b>RENTS AND INTEREST</b>	420,284	459,911	335,573	327,268	333,368
<b>FROM OTHER AGENCIES</b>	1,361,827	2,870,688	0	0	0
<b>CHARGES AND FEES</b>	5,748,963	6,518,075	6,794,003	6,831,762	6,814,594
<b>MISCELLANEOUS REVENUES</b>	151,123	199,553	170,687	144,554	144,054
<b>OPERATING TRANSFERS IN</b>	1,173,871	809,803	935,383	390,842	207,387
<b>TOTAL REVENUES</b>	<b><u>\$8,856,068</u></b>	<b><u>\$10,973,863</u></b>	<b><u>\$8,348,981</u></b>	<b><u>\$7,694,426</u></b>	<b><u>\$7,499,403</u></b>

**CITY OF DALY CITY****Department Summary****2002-03/2003-04****FINANCE**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>SALARIES AND BENEFITS</b>	2,961,441	2,868,838	3,069,170	3,608,598	3,806,655
<b>SERVICES AND SUPPLIES</b>	1,848,791	2,236,817	1,954,347	2,102,187	2,019,123
<b>OTHER CHARGES</b>	1,612,757	1,820,234	1,941,731	2,175,151	2,359,656
<b>FIXED CHARGES</b>	1,988,849	1,758,631	1,859,776	2,253,094	2,316,470
<b>CAPITAL OUTLAY</b>	2,962,403	3,686,683	2,395,437	1,851,550	1,746,500
<b>OPERATING TRANSFERS OUT</b>	50,630	1,518	150,623	0	0
<b>DEBT SERVICE</b>	7,434	4,423	465	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$11,432,305</u></b>	<b><u>\$12,377,144</u></b>	<b><u>\$11,371,549</u></b>	<b><u>\$11,990,580</u></b>	<b><u>\$12,248,404</u></b>

# **FINANCE - ADMINISTRATION**

---

## ***PROGRAM DESCRIPTION***

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

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

## ***GOAL***

To continue providing responsive, timely, cost effective, and accurate management information to every user, and to maintain superior services to other departments and the public in all our functional responsibilities.

## ***HIGHLIGHTS***

Accounting: During the past two years, staff has accomplished the following:

- Prepared Comprehensive Annual Financial Reports which received awards for excellence in financial reporting from both the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) for the seventeenth and eighteenth consecutive years.
- Maintained an average of ten working days for the closing of accounting books
- Provided ongoing training to city departments/divisions on the IFAS accounting system
- Implemented a new protocol to inform departments via e-mail when accounting books for the month are closed so they can print their activity reports, eliminating unnecessary paper copies
- Arranged training for staff on proper implementation of new mandatory financial reporting standards recently issued by the Governmental Accounting Standards Board (GASB 34).

Administration: During the 2001-02 fiscal year, administrative staff was stretched thin due to vacancies in the Assistant Director of Finance and Secretary III positions. A contract was entered into with MBIA to assist the City in identifying and collecting sales tax revenue that sometimes gets missed because it is not properly reported. We provided costing information for salary and retirement benefit negotiations that resulted in multi-year labor contracts with various employee groups. We assisted in the negotiation of new contracts with Hansen Systems to provide comprehensive asset management and applications software, and with Netversant for a new City telephone system.

**HIGHLIGHTS (CONTINUED)**

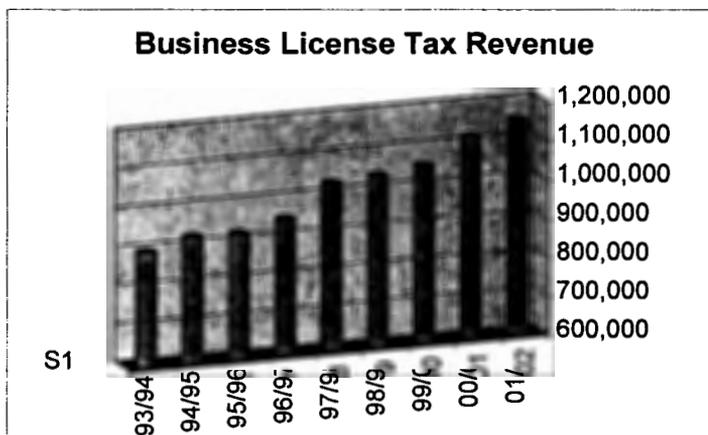
**Business License:** Business License Tax revenue grew approximately \$97,000 over the past two years. Our staff started coordinating its efforts with the Planning/Code Enforcement, Police and Fire departments to ensure that all businesses meet the necessary requirements. We are also utilizing information provided by the State and other local agencies to locate businesses. These tasks will become more efficient with the implementation of the new Hansen software. We continue to focus our efforts on bringing unlicensed businesses into compliance with the Daly City's municipal code. The Business License function was absorbed into Accounting, allowing the City to improve staffing efficiencies.

**Payroll:** Payroll staff updated the Payroll system with some new features. Staff has been working to set up an On-Line Timesheet process. We are eliminating a lot of "paper" and reducing demands on storage space by scanning most of our files onto Laser fiche for easier access and retrievability. We maintain the demanding regular workload of processing a \$37.6 million annual payroll.

**Purchasing:** The City currently maintains an average of three calendar days in which purchase requisitions are processed as purchase orders. The Bi-Tech purchasing software has been utilized to issue Blanket Purchase Agreements (BPA) in the previous fiscal year, and this use is being expanded.

**PROGRAM OBJECTIVES**

1. Implement new governmental financial reporting standards (GASB 34)
2. Implement a Web-based payroll time reporting module from the City's finance software vendor.
3. Monitor the implementation of new software from Hansen Systems to replace the City's Muni Base system, and oversee the expansion of applications to include new areas including Business License and Utility Billing.
4. Work with ISD to implement enhancements on the financial reporting system in preparation for a new web-based user interface
5. Complete implementation of the City's automated purchasing and fixed asset systems.
6. Maintain the standard of ten working days for issuing of monthly financial reports.
7. Maintain a three day average for processing purchasing requisitions.
8. Strive to exceed the customer service expectations of our residential and business communities, as well as those of our fellow departments.



**CITY OF DALY CITY**  
**Revenue Budget**  
**2002-03/2003-04**

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

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3233	UUT - LONG DISTANCE	0	0	0	0	0
	<b>TAXES</b>	0	0	0	0	0
3796	REIMBURSEMENT FOR CURRENT SVC	15,513	20,113	14,433	14,450	14,450
	<b>CHARGES AND FEES</b>	15,513	20,113	14,433	14,450	14,450
3810	PROPERTY DISPOSALS	0	0	40	0	0
3852	WORKERS COMP - SELF INSURANCE	623	0	0	0	0
3860	MISCELLANEOUS REVENUE	0	0	100	100	100
	<b>MISCELLANEOUS REVENUES</b>	623	0	140	100	100
3952	IF FM 45-030-390	50,278	51,786	53,340	57,381	60,824
3956	IF FM 58-038-424	14,630	0	0	0	0
3957	IF FM 58-038-425	6,000	0	0	0	0
	<b>OPERATING TRANSFERS IN</b>	70,908	51,786	53,340	57,381	60,824
	<b>TOTAL REVENUES</b>	<b><u>\$87,044</u></b>	<b><u>\$71,899</u></b>	<b><u>\$67,913</u></b>	<b><u>\$71,931</u></b>	<b><u>\$75,374</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	DIRECTOR OF FINANCE & ADMIN SERVICES	442	1.00	1.00
1.00	1.00	ASST DIR OF FINANCE & ADMIN SERVICES	344	1.00	1.00
1.00	1.00	ACCOUNTING SERVICES MANAGER	080	1.00	1.00
0.30	0.30	RISK MANAGER	068	0.30	0.30
1.00	1.00	ACCOUNTANT	055	1.00	1.00
1.00	1.00	PAYROLL SUPERVISOR	050	1.00	1.00
1.00	1.00	PURCHASING AGENT	044	1.00	1.00
1.00	1.00	SENIOR ACCOUNTING TECHNICIAN	42Z	1.00	1.00
0.50	0.50	CAPITAL GRANTS ACCTG TECHNICIAN	38Z	0.50	0.50
2.00	2.00	ACCOUNT CLERK III	33Z	2.00	2.00
1.00	1.00	SECRETARY III	38S	1.00	1.00
0.30	0.30	RISK MANAGEMENT OFFICE ASSISTANT	032	0.30	0.30
4.45	4.45	ACCOUNT CLERK II	29Z	4.45	4.45
<u>0.50</u>	<u>0.50</u>	TYPIST CLERK II	22Z	<u>0.50</u>	<u>0.50</u>
16.05	16.05			16.05	16.05

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: GENERAL FUND  
Department: FINANCE  
Program: FINANCE**

**01  
030  
030**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	860,259	849,978	780,842	1,088,573	1,152,533
4102 HOURLY WAGES	41,449	38,894	27,940	2,000	2,000
4103 OVERTIME	9,686	2,770	2,039	540	540
4104 PERS RETIREMENT	67,092	63,316	65,920	77,517	82,175
4105 GROUP INSURANCE	72,514	68,577	66,756	73,917	74,794
4106 WORKERS COMPENSATION	5,632	5,689	6,329	6,329	6,329
4107 MEDICARE	9,246	10,351	10,560	13,168	13,960
4108 UNEMPLOYMENT INSURANCE	0	770	0	0	0
4110 TERMINATION PAY	38,820	2,380	0	0	0
4119 SOCIAL SECURITY	615	0	153	153	153
<b>SALARIES AND BENEFITS</b>	<b>1,105,313</b>	<b>1,042,725</b>	<b>960,539</b>	<b>1,262,197</b>	<b>1,332,484</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	70	112	50	50	50
4212 COMMUNICATIONS	2,005	2,160	1,887	1,900	1,900
4217 EQUIPMENT MAINTENANCE CONTRA	694	767	1,476	1,500	1,500
4219 PROFESSIONAL SERVICES	44,171	44,129	48,009	49,000	49,000
4230 OFFICE EXPENSE	18,275	24,457	27,025	28,800	28,800
4234 SPECIAL DEPARTMENTAL	2,168	3,586	1,000	2,000	2,000
<b>SERVICES AND SUPPLIES</b>	<b>67,383</b>	<b>75,211</b>	<b>79,447</b>	<b>83,250</b>	<b>83,250</b>
4302 MEMBERSHIPS & PUBLICATIONS	3,985	3,947	2,867	2,945	2,995
4303 TRAVEL & MEETINGS	3,539	4,245	1,100	3,960	3,960
4304 EDUCATION & TRAINING	2,604	3,209	4,875	4,000	4,000
<b>OTHER CHARGES</b>	<b>10,128</b>	<b>11,401</b>	<b>8,842</b>	<b>10,905</b>	<b>10,955</b>
4208 TELEPHONE SERVICE CHARGES	9,641	9,993	10,393	10,393	10,393
4216 VEHICLE SERVICE CHARGES	2,648	1,055	1,124	1,124	1,124
4223 INFORMATION SERVICES CHARGES	77,363	112,237	113,768	113,768	113,768
4224 BLDG MAINTENANCE SVC CHARGES	33,860	36,554	37,027	39,619	40,915
4226 MAIL/MESSENGER SERVICE	2,472	3,150	3,237	3,237	3,237
4227 COPIER SERVICES	3,112	3,198	2,830	2,830	2,830
4233 POSTAGE	18,274	19,792	20,800	20,800	20,800
4301 GENERAL INSURANCE CHARGES	1,616	1,618	1,650	1,650	1,650
<b>FIXED CHARGES</b>	<b>148,986</b>	<b>187,597</b>	<b>190,829</b>	<b>193,421</b>	<b>194,717</b>
4580 FURNITURE	1,183	20,731	500	500	500
4581 OFFICE MACHINES	0	0	2,907	300	300
<b>CAPITAL OUTLAY</b>	<b>1,183</b>	<b>20,731</b>	<b>3,407</b>	<b>800</b>	<b>800</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,332,993</u></b>	<b><u>\$1,337,665</u></b>	<b><u>\$1,243,064</u></b>	<b><u>\$1,550,573</u></b>	<b><u>\$1,622,206</u></b>

# **CENTRAL SERVICES**

---

## ***PROGRAM DESCRIPTION***

The Central Services Division encompasses four areas. These are: Duplicating & Copier Service, Mail Messenger, Central Stores, and Parking Meters.

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

The Mail Messenger service provides citywide pick-up and delivery of interoffice and U.S. Mail. Also, we deliver small parcels and orders received through the city store.

Central Services maintains a stockless system for office products, but still stocks and supplies the various City departments with the most frequently used stationery, safety and miscellaneous supplies. Most of the City shipping and receiving is handled here also.

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

## ***GOAL***

The goal of this division is to provide the highest quality services to City departments in the most time- and cost-effective manner.

## ***HIGHLIGHTS***

In Fiscal Year 1998-99 we began a project to upgrade to electronic parking meters. This replacement project was split into four phases corresponding with the four parking meter routes. All four phases of this replacement project have been completed, with phase four being finished in FY 2000-01. The completion of this project brings the city up to the current standard in parking meter technology.

In Central Stores we have instituted another method of processing orders. We have gone online with Office Depot. The online program with Office Depot is in conjunction with the County of San Mateo and allows us greater discounts. This is in addition to the stockless program in place with Boise Cascade and Corporate Express, and the Central Service Store Orders for our on-hand stock.

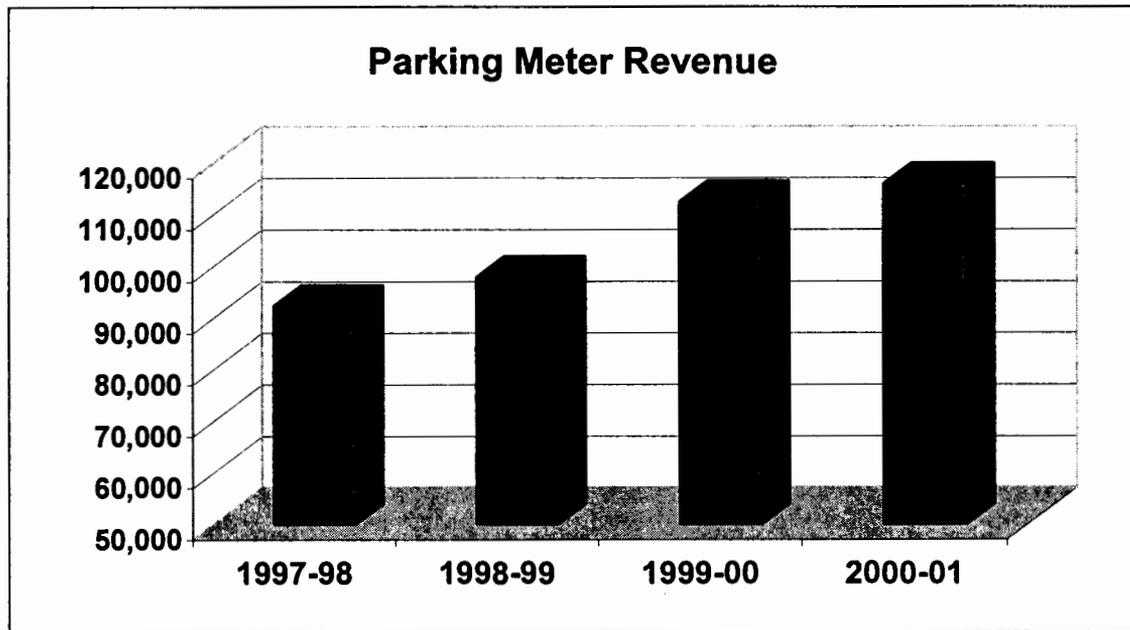
In Duplicating we completed approximately 615 print jobs with a total of 1,305,000 impressions for 2000-01 and 655 print jobs with 1,465,000 impressions for 2001-02.

In our mail facility we processed approximately 405,300 pieces of mail each year for 2000-01 and 2001-02.

***PROGRAM OBJECTIVES***

Our objectives for this year include;

1. Maintain the production of Duplicating at approximately 1,400,000 impressions annually.
2. Continue to process U.S. Mail at a rate of approximately 33,750 pieces a month.
3. Evaluate and purchase replacement copiers for Clean Community Committee, Police, Library and DWR in 2002-03; and for Streets, City Manager, City Clerk, and Engineering in 2003-04.
4. Monitor the revenue from and repair activity on the electronic parking meters.



**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

**Fund: CENTRAL SERVICES  
Department: FINANCE  
Program: CENTRAL SERVICES**

**52  
032  
363**

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3332	PARKING METERS - ROUTE #1	0	41,493	36,500	0	0
3333	PARKING METERS - ROUTE #2	0	36,353	37,700	0	0
3334	PARKING METERS - ROUTE #3	0	25,262	27,900	0	0
3335	PARKING METERS - ROUTE #5	0	12,725	11,235	0	0
	<b>LICENSES AND PERMITS</b>	0	115,833	113,335	0	0
3510	INVESTMENT EARNINGS	8,050	7,367	6,168	6,168	6,168
3515	UNREALIZED GAIN/LOSS ON INVEST	0	1,508	0	0	0
	<b>RENTS AND INTEREST</b>	8,050	8,875	6,168	6,168	6,168
3755	SALE OF STORES INVENTORY	52,396	38,671	38,670	38,670	38,670
3828	SERVICE BILLINGS	190,817	215,742	220,042	220,042	220,042
3829	POSTAGE SERVICE	167,907	182,501	193,838	193,838	193,838
	<b>CHARGES AND FEES</b>	411,120	436,914	452,550	452,550	452,550
3810	PROPERTY DISPOSALS	0	0	1,501	500	0
3852	WORKERS COMP - SELF INSURANCE	0	0	1,960	0	0
3860	MISCELLANEOUS REVENUE	52	258	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	52	258	3,461	500	0
3884	IF FM 33-130-511	0	1,510	0	0	0
3963	IF FM 01-031-031	73,656	0	0	52,049	54,563
	<b>OPERATING TRANSFERS IN</b>	73,656	1,510	0	52,049	54,563
	<b>TOTAL REVENUES</b>	<b>\$492,878</b>	<b>\$563,390</b>	<b>\$575,514</b>	<b>\$511,267</b>	<b>\$513,281</b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	CENTRAL SERVICES SUPERVISOR	049	1.00	1.00
1.00	1.00	OFFSET DUPLICATING MACHINE OPERATOR	30X	1.00	1.00
<u>1.00</u>	<u>1.00</u>	PARKING METER WORKER/STORES CLERK	24X	<u>1.00</u>	<u>1.00</u>
3.00	3.00			3.00	3.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: CENTRAL SERVICES  
Department: FINANCE  
Program: CENTRAL SERVICES**

**52  
032  
363**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	145,835	152,049	160,722	170,180	180,378
4102 HOURLY WAGES	18,207	18,855	21,740	22,827	23,968
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	12,533	13,475	14,174	12,879	13,029
4106 WORKERS COMPENSATION	2,069	2,823	3,141	3,141	3,141
4107 MEDICARE	845	894	896	701	743
4108 UNEMPLOYMENT INSURANCE	0	148	0	0	0
4109 COMPENSATED ABSENCES	5,958	2,706	0	0	0
4119 SOCIAL SECURITY	385	362	1,535	1,746	1,834
<b>SALARIES AND BENEFITS</b>	<b>185,832</b>	<b>191,312</b>	<b>202,208</b>	<b>211,474</b>	<b>223,093</b>
4212 COMMUNICATIONS	72	96	100	100	100
4215 RENTS AND LEASES	925	945	1,432	1,350	1,350
4217 EQUIPMENT MAINTENANCE CONTRAC	38,219	39,500	42,314	41,900	41,900
4225 STORES INVENTORY PURCHASES	51,614	41,038	38,600	38,600	38,600
4230 OFFICE EXPENSE	436	224	350	350	350
4237 CLOTHING	1,082	1,276	1,352	1,352	1,352
4243 OPERATING SUPPLIES	26,704	27,930	24,964	24,975	24,975
4244 REPAIRS & MAINTENANCE	320	858	500	500	500
<b>SERVICES AND SUPPLIES</b>	<b>119,372</b>	<b>111,867</b>	<b>109,612</b>	<b>109,127</b>	<b>109,127</b>
4431 DEPRECIATION	41,129	35,516	41,004	42,234	42,594
4440 LOSS ON DISPOSAL OF ASSETS	205	457	0	0	0
<b>OTHER CHARGES</b>	<b>41,334</b>	<b>35,973</b>	<b>41,004</b>	<b>42,234</b>	<b>42,594</b>
4208 TELEPHONE SERVICE CHARGES	1,377	1,405	1,432	1,432	1,432
4216 VEHICLE SERVICE CHARGES	12,042	11,850	12,620	12,620	12,620
4223 INFORMATION SERVICES CHARGES	10,530	14,851	15,036	15,036	15,036
4224 BLDG MAINTENANCE SVC CHARGES	3,386	1,828	1,851	1,981	2,045
4233 POSTAGE	103,794	126,740	127,300	133,665	133,665
4301 GENERAL INSURANCE CHARGES	665	667	680	680	680
<b>FIXED CHARGES</b>	<b>131,794</b>	<b>157,341</b>	<b>158,919</b>	<b>165,414</b>	<b>165,478</b>
4550 TOOLS AND SHOP EQUIPMENT	84	242	200	200	200
4557 REPROGRAPHIC EQUIPMENT	25,954	36,222	26,876	43,600	52,000
4566 PARKING METERS	97,732	50,061	2,000	2,000	2,000
4597 EXPENSE CONTRA ACCOUNT	-25,954	-36,222	-15,165	0	0
<b>CAPITAL OUTLAY</b>	<b>97,816</b>	<b>50,303</b>	<b>13,911</b>	<b>45,800</b>	<b>54,200</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$576,148</u></b>	<b><u>\$546,796</u></b>	<b><u>\$525,654</u></b>	<b><u>\$574,049</u></b>	<b><u>\$594,492</u></b>

# INFORMATION SERVICES

## PROGRAM DESCRIPTION

Information Services supports, administers, and maintains all aspects of the City's data and voice networks. Our data network employs both local area (cabled and wireless) and wide area (microwave and radio wireless) technologies which are routed through City Hall, with a dedicated internet connection. We have approximately 350 PC workstations and 90 printers residing as nodes on the network, with two UNIX and 18 Microsoft Windows servers providing network and application services. Our voice network consists of a PBX system with four modules, and associated voicemail and call accounting subsystems (see separate section for PBX-Telephone System).

## GOAL

To enable new technologies and establish and maintain the highest possible levels of value, service, security, and confidence in our City's data and voice networks while forming and maintaining successful relationships with our customer departments by providing timely and responsive support and service.

## HIGHLIGHTS

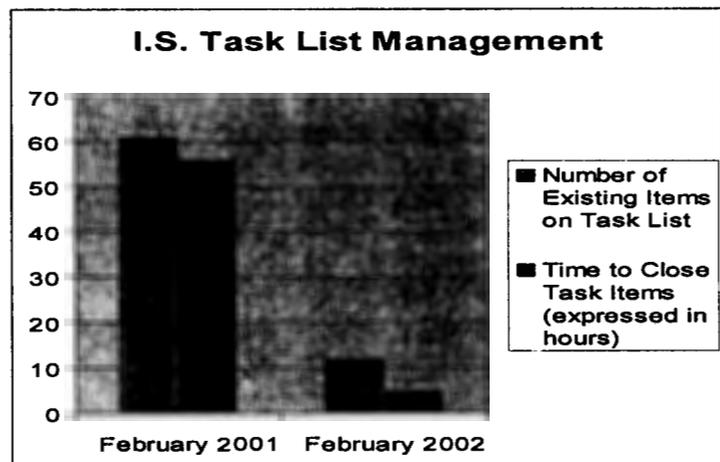
Our Microsoft Windows NT server environment has received dramatic upgrades. We have replaced our email server and our main file server with fast and durable systems specified to last through many years of production use. We have also upgraded our dedicated Engineering server in anticipation of GIS advances.

Approximately 110 PC workstations have been replaced citywide. We have defined a minimum hardware specification (350MHZ Intel Pentium II CPU and 128MB of memory) as we look toward upgrading our client systems to the Windows 2000 operating system and Office 2000 application suite.

There have been many application upgrades, highlighted by initial steps toward the implementation of our Hansen enterprise software application. This software will carry us to the next level with our existing MuniBase application, and will replace our Business Licensing, Cashiering, and Utility Billing programs. We also put into service our Laserfiche digital imaging software, which will store and catalog many volumes of data and documents for our City departments.

Our web presence has been enhanced by substantial content additions to our public internet site, and by the development and introduction of our [hiredalycity.org](http://hiredalycity.org) website. As part of the Hire Daly City First campaign, this site allows local employers to post job openings and offers our citizens the opportunity to search the available listings. We have also made great strides toward the introduction of a new intranet website dedicated to providing information to our City employees.

The chart to the right represents the strides we have made in the past year with respect to our client support strategy. Not only have we been successful in reducing the backlog of support requests, we have also reduced the average amount of time a support item is open to under one day.



### ***PROGRAM OBJECTIVES***

1. Manage, Administer, & Support our LAN/WAN Infrastructure.
  - Configure a Virtual Private Network (VPN) solution to provide remote access to our network for key personnel.
  - Replace wiring in City Hall to facilitate 100mbit LAN segmentation, with possible gigabit links between segments.
  - Perform upgrades to wireless network links to increase speed and security.
  - Create and implement a disaster recovery plan, encompassing all vital applications.
2. Manage and improve our Client Support Infrastructure and Strategy.
  - Rollout Windows 2000 and Office 2000 to our entire user community.
  - Ensure that adequate resources are devoted to providing prompt, courteous, and accurate service to our entire user community.
  - Provide ample training to our user community, with respect to our phone system, general PC use, and specific Windows 2000 and Office 2000 functionality.
  - Consider alternatives to provide quantitative measurement with respect to response time and those support issues most frequently addressed.
3. Manage and improve our Development/Applications Strategy.
  - Insure adequate internal training is obtained as we implement our Hansen enterprise software.
  - Make use of our lab environment to allow for testing of Hansen and IFAS software applications.
  - Obtain training to allow greater in-house development of web applications for our internet and intranet presence.

**CITY OF DALY CITY**  
**Revenue Budget**  
**2002-03/2003-04**

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

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

	1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES	Actual	Actual	Estimated	Approved	Approved
3510 INVESTMENT EARNINGS	53,729	76,106	60,000	35,000	35,000
3515 UNREALIZED GAIN/LOSS ON INVEST RENTS AND INTEREST	0	15,576	0	0	0
	53,729	91,682	60,000	35,000	35,000
3828 SERVICE BILLINGS	960,523	1,414,708	1,435,752	1,435,752	1,435,752
3880 MUNIBASE SALES	1,648	450	0	0	0
CHARGES AND FEES	962,171	1,415,158	1,435,752	1,435,752	1,435,752
3810 PROPERTY DISPOSALS	0	1,200	304	0	0
3860 MISCELLANEOUS REVENUE	405	150	65	0	0
MISCELLANEOUS REVENUES	405	1,350	369	0	0
3870 IF FM 01-070-070	0	0	6,540	0	0
3871 IF FM 51-033-452	0	0	150,000	0	0
3873 IF FM 17-312-660	0	0	78,210	0	0
3875 IF FM 87-920-765	0	0	300,000	0	0
3876 IF FM 41-385-797	0	0	76,026	0	0
3877 IF FM 68-132-460	0	0	6,526	0	0
3882 IF FM 31-120-522	0	720	0	0	0
3883 IF FM 01-131-163	0	2,970	0	0	0
3886 IF FM 41-034-034	0	1,518	0	0	0
3887 IF FM 01-316-353	0	2,713	0	0	0
3888 IF FM 33-312-510	0	11,297	0	0	0
3892 IF FM 87-920-765	0	0	0	0	0
3896 IF FM 31-220-895	0	0	0	0	0
3897 IF FM 31-020-526	0	17,500	0	0	0
3909 IF FM 17-312-654	3,550	0	0	0	0
3910 IF FM 21-131	0	1,919	15,116	0	0
3917 IF FM 87-920-806	1,298	0	0	0	0
3920 IF FM 41-385-771	6,947	0	0	0	0
3922 IF FM 01-310-310	2,284	0	0	0	0
3927 IF FM 87-920-811	1,447	0	0	0	0
3928 IF FM 31-312-896	0	0	0	0	0
3934 IF FM 15-132	10,015	4,039	3,914	0	0
3936 IF FM 46-381-372	386	0	0	0	0
3941 IF FM 01-011-014	0	10,120	0	0	0
3942 IF FM 28-200	40,237	0	97,108	45,000	48,000
3951 IF FM 46-380-370	2,767	0	0	0	0
3955 IF FM 46-383-373	1,833	0	1,100	0	0
3956 IF FM 58-038-424	0	0	82	0	0
3957 IF FM 58-038-425	0	0	541	0	0
3963 IF FM 01-031-031	17,800	250,000	0	0	0
3966 IF FM 33-010-510	902	0	0	0	0
3968 IF FM 01-200-200	26,575	92,575	0	0	0
3970 IF FM 01-200-202	6,917	4,501	12,314	5,000	0
3971 IF FM 01-300-340	2,313	0	0	0	0
3972 IF FM 01-131-140	1,666	9,850	6,526	0	0
3974 IF FM 01-130-130	0	8,551	0	0	0
3978 IF FM 01-120-120	87,309	1,961	0	0	0
3980 IF FM 01-301-302	2,105	0	0	0	0
3984 IF FM 54-313	0	1,417	1,687	0	0
3988 IF FM 01-220-220	5,975	0	7,333	0	0
3992 IF FM 01-312-311	14,666	3,070	9,902	0	0
OPERATING TRANSFERS IN	236,992	424,721	772,925	50,000	48,000
<b>TOTAL REVENUES</b>	<b>\$1,253,297</b>	<b>\$1,932,911</b>	<b>\$2,269,046</b>	<b>\$1,520,752</b>	<b>\$1,518,752</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	INFORMATION SERVICES MANAGER	100	1.00	1.00
1.00	1.00	SENIOR NETWORK ADMINISTRATOR	71A	1.00	1.00
2.00	2.00	PROGRAMMER/ANALYST	053	2.00	2.00
1.00	1.00	COMPUTER OPERATIONS TECHNICIAN	044	1.00	1.00
0.00	1.00	SENIOR PC/LAN TECHNICIAN	053	1.00	1.00
0.00	1.00	PC/LAN TECHNICIAN	042	1.00	1.00
1.00	1.00	RADIO/TELECOMM. TECHNICIAN	047	0.00	0.00
<u>1.00</u>	<u>1.00</u>	INFORMATION SERVICES SPECIALIST	039	<u>1.00</u>	<u>1.00</u>
7.00	9.00			8.00	8.00

**CITY OF DALY CITY****Expenditure Budget  
2002-03/2003-04****Fund: INFORMATION SERVICES  
Department: FINANCE  
Program: INFORMATION SERVICES****55  
035  
455**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	353,956	341,226	598,198	664,435	703,196
4102 HOURLY WAGES	13,372	38,452	27,300	31,200	32,760
4103 OVERTIME	15,381	859	500	1,500	1,500
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	28,953	21,246	30,674	32,142	32,703
4106 WORKERS COMPENSATION	275	1,903	2,117	2,117	2,117
4107 MEDICARE	3,902	4,506	8,049	8,362	8,868
4108 UNEMPLOYMENT INSURANCE	0	353	0	0	0
4109 COMPENSATED ABSENCES	22,797	0	0	0	0
4110 TERMINATION PAY	2,647	31,810	0	0	0
4119 SOCIAL SECURITY	733	2,240	2,088	2,387	2,506
<b>SALARIES AND BENEFITS</b>	<b>442,016</b>	<b>442,595</b>	<b>668,926</b>	<b>742,143</b>	<b>783,650</b>
4212 COMMUNICATIONS	3,103	5,722	6,737	6,600	6,600
4217 EQUIPMENT MAINTENANCE CONTRAC	87,024	5,140	340	52,575	53,954
4219 PROFESSIONAL SERVICES	0	17,459	58,950	27,560	27,560
4220 OTHER CONTRACTUAL SERVICES	109,797	93,324	83,000	187,000	65,000
4230 OFFICE EXPENSE	339	511	150	300	300
4234 SPECIAL DEPARTMENTAL	0	630	34	0	0
4243 OPERATING SUPPLIES	9,164	10,691	7,000	12,500	12,500
4244 REPAIRS & MAINTENANCE	5,643	5,249	8,500	12,000	9,500
4258 SOFTWARE MAINTENANCE	75,090	73,245	80,865	89,700	89,700
<b>SERVICES AND SUPPLIES</b>	<b>290,160</b>	<b>211,971</b>	<b>245,576</b>	<b>388,235</b>	<b>265,114</b>
4302 MEMBERSHIPS & PUBLICATIONS	476	680	800	800	800
4303 TRAVEL & MEETINGS	4,972	2,700	3,500	4,500	4,500
4304 EDUCATION & TRAINING	31,321	8,574	14,000	15,000	15,000
4429 DEPRECIATION-CONTRA CONTRB CAP	-1,721	-1,538	0	0	0
4431 DEPRECIATION	351,687	391,804	402,500	425,000	475,000
4440 LOSS ON DISPOSAL OF ASSETS	0	2,312	18,500	0	0
<b>OTHER CHARGES</b>	<b>386,735</b>	<b>404,532</b>	<b>439,300</b>	<b>445,300</b>	<b>495,300</b>
4208 TELEPHONE SERVICE CHARGES	16,104	19,729	20,518	20,518	20,518
4216 VEHICLE SERVICE CHARGES	12,538	14,958	15,931	15,931	15,931
4224 BLDG MAINTENANCE SVC CHARGES	23,702	27,416	27,770	29,714	30,686
4226 MAIL/MESSENGER SERVICE	1,648	2,100	2,158	2,158	2,158
4233 POSTAGE	0	0	0	0	0
4301 GENERAL INSURANCE CHARGES	1,734	1,734	1,769	1,769	1,769
<b>FIXED CHARGES</b>	<b>55,726</b>	<b>65,937</b>	<b>68,146</b>	<b>70,090</b>	<b>71,062</b>
4567 COMPUTER EQUIPMENT	486,209	390,612	463,337	473,750	372,000
4571 COMPUTER SOFTWARE	71,785	80,933	920,000	315,500	230,000
4580 FURNITURE	0	5,909	3,170	0	15,000
4597 EXPENSE CONTRA ACCOUNT	-548,057	-333,990	-261,891	0	0
<b>CAPITAL OUTLAY</b>	<b>9,937</b>	<b>143,464</b>	<b>1,124,616</b>	<b>789,250</b>	<b>617,000</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,184,574</u></b>	<b><u>\$1,268,499</u></b>	<b><u>\$2,546,564</u></b>	<b><u>\$2,435,018</u></b>	<b><u>\$2,232,126</u></b>

# MOTOR VEHICLES

---

## **PROGRAM DESCRIPTION**

The Motor Vehicles Division is responsible for the maintenance and repair of a mixed fleet of 290 vehicles and various specialized equipment. The division assists users with the purchase of the vehicles and equipment that we manage prior to its placement into service. When the vehicles and equipment reach the end of their serviceable life, we assist in their disposal. The division also works closely with the user departments to ensure their vehicle and equipment needs are met in a timely and responsible manner.

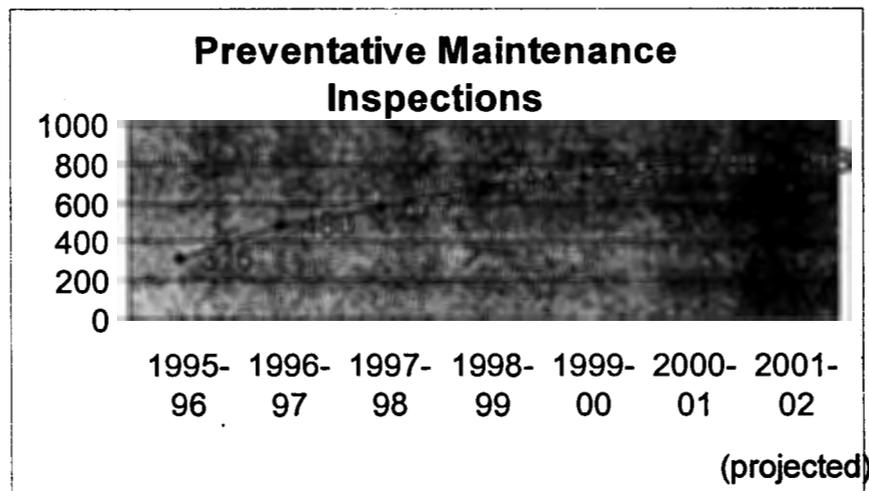
## **GOAL**

To ensure that the delivery of services to City residents will not be interrupted due to the failure of mobile equipment.

## **HIGHLIGHTS**

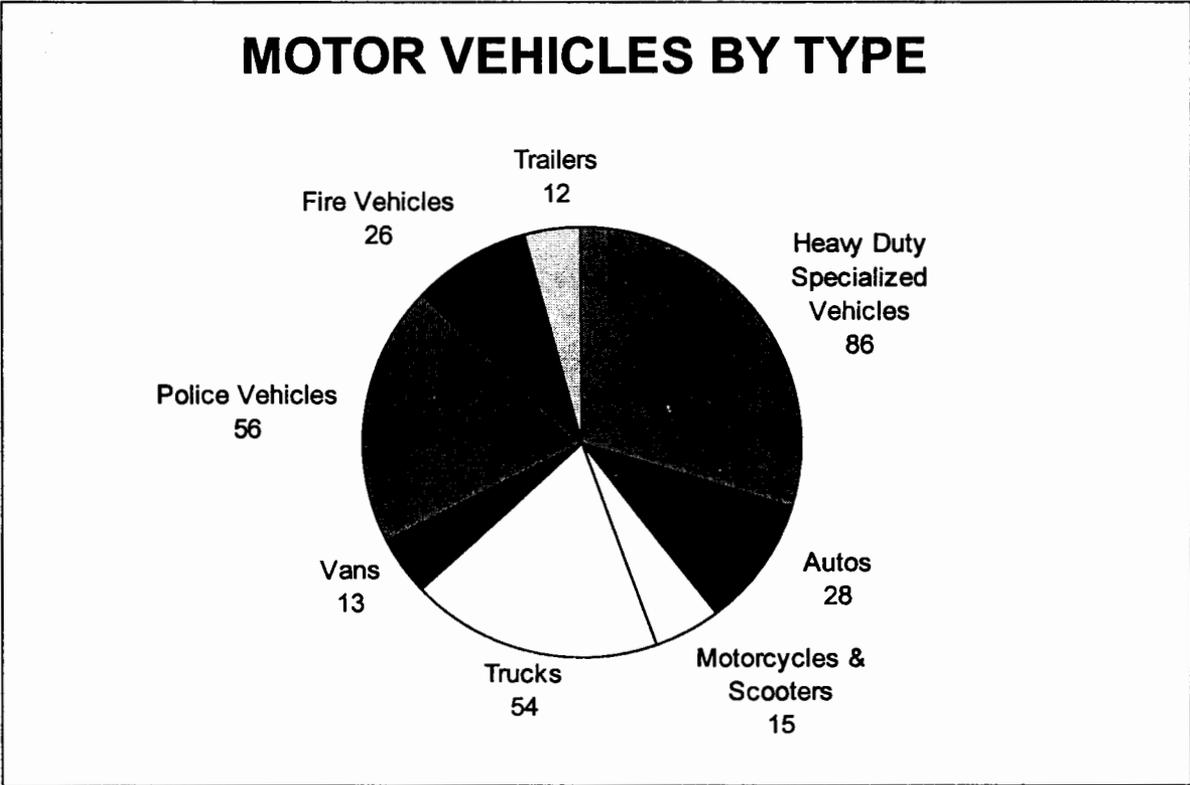
In a city of 7.5 square miles with a climate of Daly City's, vehicles tend to rust out in many cases before wearing out. The Motor Vehicles Division takes a proactive approach to keeping our fleet's appearance and availability for use rate as high as possible. We have met our previously set goal of performing all possible repairs in-house, and only outsourcing those repairs we are not equipped to perform. Our body repair and painting facility at the Water/Wastewater Treatment Plant continues to provide excellent quality service, while the mechanical staff at the Corporation Yard supports the needs of our users with their dedication to professionalism and top quality service.

Utilizing the Munibase Fleet Maintenance System, incorporating the programs we use on a regular basis such as the maintenance scheduler, inventory control, vehicle cost summary, and other operational programs, we have maintained a degree of accuracy of our data that allows us to achieve a level of being 95 percent current in our preventive maintenance program. Through the utilization of this database, we are assured that the correct level of maintenance is being performed at the proper intervals. We will continue to refine these systems to maintain a timely and cost effective maintenance program.



**PROGRAM OBJECTIVES**

- 1. To manage the City's fleet to achieve cost effective operations in order to support numerous programs which will deliver services to our residents and user departments.
- 2. The average number of vehicles and equipment out of service per day is 6.75 or 2.3% of the fleet. This includes vehicles and equipment either in for preventive maintenance and/or repairs. Our commitment is to maintain the out-of-service ratio at the present level.
- 3. Operating costs of our fleet is changing day to day. In our efforts to operate at the lowest possible cost, we have and will continue to purchase vehicles that are both fuel and maintenance cost efficient, and by performing repairs to these vehicles in the most efficient manner possible.
- 4. Our fleet is comprised of many types of vehicles and specialized equipment. This diverse mixture presents constant challenges to our technical staff. We are able to keep current with modern technologies through manufacturers training program supplied to us through our fleet purchasing agreements. During the next two years, we will be taking full advantage of these specialized vehicle courses, combined with training by equipment and service component suppliers. This will provide our staff with the technical knowledge and skills required to continue efficient service of the fleet.



**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**51  
033  
450**

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510	INVESTMENT EARNINGS	110,291	125,665	75,000	63,000	63,000
3515	UNREALIZED GAIN/LOSS ON INVEST	0	25,719	0	0	0
	<b>RENTS AND INTEREST</b>	<b>110,291</b>	<b>151,384</b>	<b>75,000</b>	<b>63,000</b>	<b>63,000</b>
3828	SERVICE BILLINGS	2,149,378	2,371,207	2,525,053	2,525,053	2,544,885
	<b>CHARGES AND FEES</b>	<b>2,149,378</b>	<b>2,371,207</b>	<b>2,525,053</b>	<b>2,525,053</b>	<b>2,544,885</b>
3810	PROPERTY DISPOSALS	33,170	22,741	50,000	26,520	26,520
3815	CLAIMS/SETTLEMENTS	48,697	43,620	16,334	16,334	16,334
3852	WORKERS COMP - SELF INSURANCE	0	840	3,500	0	0
3860	MISCELLANEOUS REVENUE	2,612	57,887	44,424	45,000	45,000
	<b>MISCELLANEOUS REVENUES</b>	<b>84,479</b>	<b>125,088</b>	<b>114,258</b>	<b>87,854</b>	<b>87,854</b>
3889	IF FM 31-313-515	0	20,000	0	0	0
3891	IF FM 87-920-803	0	179,800	49,275	176,110	0
3919	IF FM 31-131	6,000	10,000	0	0	0
3923	IF FM 31-133-880	40,000	0	0	0	0
3938	IF FM 87-920-780	0	0	0	11,302	0
3946	IF FM 41-385-879	0	82,985	33,908	0	0
3968	IF FM 01-200-200	0	19,000	3,235	44,000	44,000
3972	IF FM 01-131-140	0	0	2,700	0	0
3985	IF FM 31-133-879	26,000	0	0	0	0
3988	IF FM 01-220-220	20,000	20,000	20,000	0	0
3992	IF FM 01-312-311	28,310	0	0	0	0
3998	IF FM 01-133-160	11,573	0	0	0	0
	<b>OPERATING TRANSFERS IN</b>	<b>131,883</b>	<b>331,785</b>	<b>109,118</b>	<b>231,412</b>	<b>44,000</b>
	<b>TOTAL REVENUES</b>	<b><u>\$2,476,031</u></b>	<b><u>\$2,979,464</u></b>	<b><u>\$2,823,429</u></b>	<b><u>\$2,907,319</u></b>	<b><u>\$2,739,739</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	MOTOR VEHICLES SUPERVISOR	077	1.00	1.00
1.00	1.00	CHIEF MECHANIC	51X	1.00	1.00
6.00	6.00	MECHANIC	39X	6.00	6.00
1.00	1.00	AUTO BODYWORKER/PAINTER	39X	1.00	1.00
1.00	1.00	MECHANIC'S HELPER	32X	1.00	1.00
0.00	0.00	RADIO/TELECOMM. TECHNICIAN	047	1.00	1.00
<u>0.50</u>	<u>0.50</u>	TYPIST CLERK II	22Z	<u>0.50</u>	<u>0.50</u>
10.50	10.50			11.50	11.50

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2002-03/2003-04**

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

**51**  
**033**  
**450**

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	534,861	555,685	614,734	644,886	683,257
4102 HOURLY WAGES	0	0	0	0	0
4103 OVERTIME	85	0	1,849	0	0
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	53,111	56,110	64,166	60,459	61,001
4106 WORKERS COMPENSATION	16,183	17,090	19,013	19,013	19,013
4107 MEDICARE	4,539	4,666	5,416	5,626	5,964
4108 UNEMPLOYMENT INSURANCE	0	481	0	0	0
4109 COMPENSATED ABSENCES	13,683	18,476	0	0	0
4110 TERMINATION PAY	1,272	0	0	0	0
4119 SOCIAL SECURITY	0	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>623,734</b>	<b>652,508</b>	<b>705,178</b>	<b>729,984</b>	<b>769,235</b>
4212 COMMUNICATIONS	7,424	2,677	9,750	9,883	9,883
4213 UTILITIES	12,559	16,307	16,500	16,500	16,500
4217 EQUIPMENT MAINTENANCE CONTRAC	5,255	5,079	6,500	6,721	6,721
4219 PROFESSIONAL SERVICES	3,896	5,572	4,550	4,550	4,550
4220 OTHER CONTRACTUAL SERVICES	7,792	10,079	7,600	7,600	7,600
4221 VEHICLE OUTSIDE REPAIR	55,460	61,845	90,000	63,233	63,233
4230 OFFICE EXPENSE	238	466	516	468	468
4236 VEHICLE PARTS & SUPPLIES	217,388	217,772	222,218	230,000	230,000
4237 CLOTHING	4,780	4,667	5,372	5,372	5,372
4242 TOOL REPLACEMENT ALLOWANCE	3,101	3,177	4,500	4,500	4,500
4244 REPAIRS & MAINTENANCE	0	4,117	1,682	1,682	1,682
4246 FUELS & MOTOR OILS	242,039	357,812	273,186	273,070	273,070
4247 TIRES	49,335	56,329	48,238	52,600	52,600
<b>SERVICES AND SUPPLIES</b>	<b>609,267</b>	<b>745,899</b>	<b>690,612</b>	<b>676,179</b>	<b>676,179</b>
4302 MEMBERSHIPS & PUBLICATIONS	0	755	0	0	0
4303 TRAVEL & MEETINGS	0	0	115	0	0
4304 EDUCATION & TRAINING	2,207	4,816	4,500	6,500	6,500
4429 DEPRECIATION-CONTRA CONTRB CAP	-12,804	-13,521	0	0	0
4431 DEPRECIATION	656,635	728,469	788,725	863,271	933,680
4440 LOSS ON DISPOSAL OF ASSETS	6,356	5,070	0	0	0
<b>OTHER CHARGES</b>	<b>652,394</b>	<b>725,589</b>	<b>793,340</b>	<b>869,771</b>	<b>940,180</b>
4208 TELEPHONE SERVICE CHARGES	3,288	2,596	2,699	2,699	2,699
4216 VEHICLE SERVICE CHARGES	12,971	0	0	0	0
4223 INFORMATION SERVICES CHARGES	10,786	15,527	15,734	15,734	15,734
4224 BLDG MAINTENANCE SVC CHARGES	11,851	12,794	12,959	13,866	14,320
4226 MAIL/MESSENGER SERVICE	2,472	3,150	3,237	3,237	3,237
4233 POSTAGE	95	103	108	108	108
4301 GENERAL INSURANCE CHARGES	343,629	303,705	309,779	309,779	309,779
<b>FIXED CHARGES</b>	<b>385,092</b>	<b>337,875</b>	<b>344,516</b>	<b>345,423</b>	<b>345,877</b>
4520 BUILDINGS	0	0	0	0	0
4551 COMMUNICATIONS EQUIPMENT	11,952	9,152	10,000	0	20,000
4555 FIRE EQUIPMENT	0	0	0	0	0
4558 VEHICULAR EQUIPMENT	1,014,786	1,242,891	889,663	994,000	994,000
4571 COMPUTER SOFTWARE	0	0	0	0	0
4572 GARAGE EQUIPMENT	0	19,367	24,071	0	40,000
4597 EXPENSE CONTRA ACCOUNT	-1,021,965	-1,242,081	0	0	0
<b>CAPITAL OUTLAY</b>	<b>4,773</b>	<b>29,329</b>	<b>923,734</b>	<b>994,000</b>	<b>1,054,000</b>
4636 IF TO 55-035-470	0	0	150,000	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>
4374 INTEREST IN LEASEHOLD	7,434	4,423	465	0	0
<b>DEBT SERVICE</b>	<b>7,434</b>	<b>4,423</b>	<b>465</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,282,694</b>	<b>\$2,495,623</b>	<b>\$3,607,845</b>	<b>\$3,615,357</b>	<b>\$3,785,471</b>

## **GENERAL LIABILITY SELF-INSURANCE**

---

### ***PROGRAM DESCRIPTION***

The Daly City General Liability Self-Insurance program is administered by the Risk Management Division of the Finance Department. It provides \$100,000 first layer coverage for general and automobile liability claims made against the City of Daly City, and pays for premiums for purchased property, excess liability and specialty insurance coverages.

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

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

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

### ***GOAL***

To safeguard the assets of the City through a program of loss control, retention and purchased insurance, all at the lowest possible cost.

### ***HIGHLIGHTS***

During the past few years, significant resources have been committed to restoring infrastructure damaged during the El Nino winter storms. The self-insurance fund provided initial advances to perform repair work. Most damage has been covered by FEMA and State disaster funds. Reimbursements from these sources are still coming in.

The City realized significant savings as a result of lower insurance premiums during the "soft" insurance market over the past several years. Beginning in 2001, the market began to harden and nearly all public entities began seeing their premiums increase. Following September 11, this situation only got worse. The chart on the next page shows the City's purchased liability and property insurance costs over an 11-year period. In 2001, the City made a change in insurance broker to Robert F. Driver & Co., which specializes in public agency insurance. The City's broker is advising that insurance premiums could continue to go up significantly.

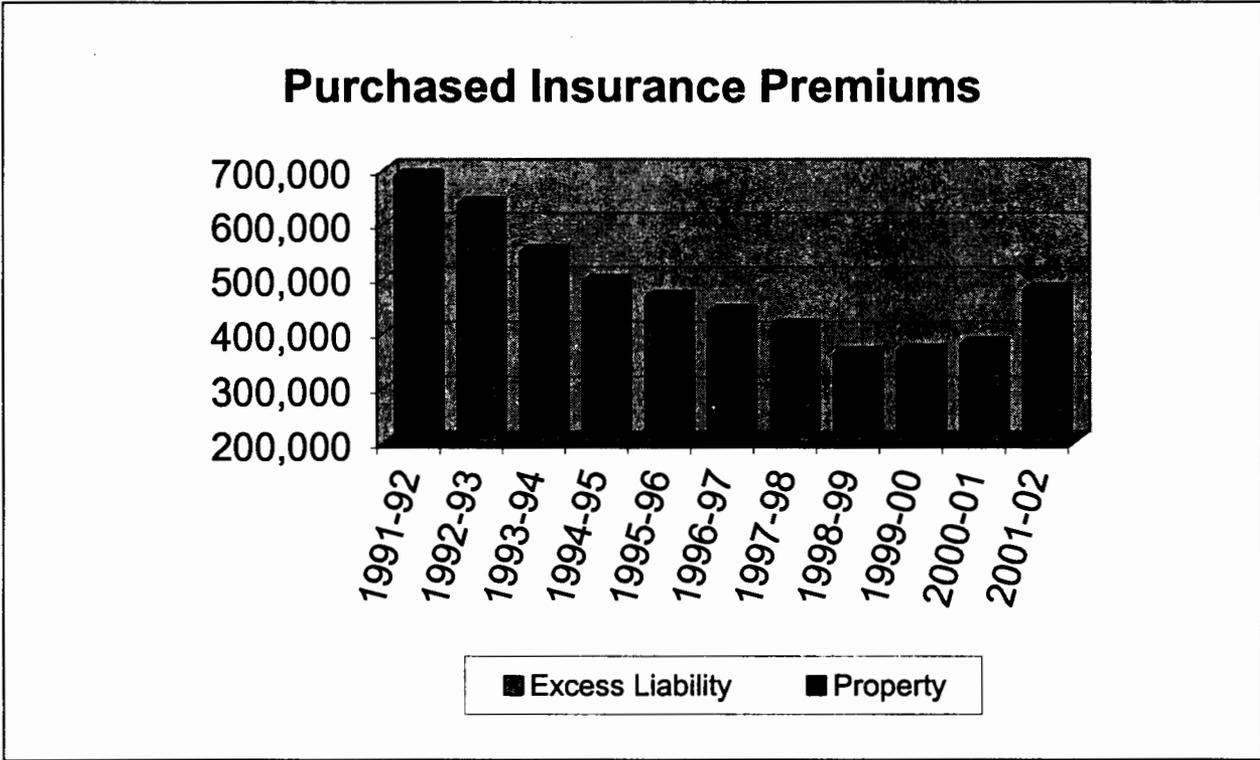
The City continues to enroll all employees and volunteers in the State of California Dept. of Motor Vehicles Drivers License Pull Notice Program, which provides up-to-date notice of any accidents, violations or other actions that affect City drivers. This assures that all drivers are properly licensed and allows those with questionable driving records to be counseled or retrained.

**CITY OF DALY CITY**

**PROGRAM OBJECTIVES**

In 2002-2004, Risk Management will be challenged to find competitive property and excess liability insurance coverage that meet the City’s stringent standards. A continued emphasis will be placed on safety and loss control for the protection of citizens and public and private property.

- 1. Locate and secure the best available purchased insurance coverage at the lowest possible cost to protect the City against losses above the level of self-insured retention.
- 2. Reduce the number and severity of general liability claims by promoting citizen safety through safety and loss control programs, and encouraging City departments to rectify hazardous conditions and situations. Thirty inspections of City facilities are planned each year.
- 3. Increase traffic safety by working with the City’s Traffic Committee and by encouraging all departments to enforce the City’s Traffic Control procedures on construction projects that affect vehicular traffic.
- 4. Work with the City Attorney’s office and claims administrator to provide an aggressive defense against claims and keep claims paid ratio below 45 percent.
- 5. Provide City departments with periodic financial and statistical information on all claims.



**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**58  
038  
425**

	1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510 INVESTMENT EARNINGS	106,666	69,008	82,062	100,000	100,000
3515 UNREALIZED GAIN/LOSS ON INVEST	0	14,123	0	0	0
3520 RENTAL INCOME	15,755	15,449	17,080	20,600	23,200
3914 RENTAL INCOME	0	0	0	0	0
<b>RENTS AND INTEREST</b>	<b>122,421</b>	<b>98,580</b>	<b>99,142</b>	<b>120,600</b>	<b>123,200</b>
3638 STATE OF CA - MISC GRANTS	24,336	521,140	0	0	0
3680 FEMA	1,337,491	2,349,548	0	0	0
<b>FROM OTHER AGENCIES</b>	<b>1,361,827</b>	<b>2,870,688</b>	<b>0</b>	<b>0</b>	<b>0</b>
3828 SERVICE BILLINGS	835,608	831,397	818,417	855,417	818,417
<b>CHARGES AND FEES</b>	<b>835,608</b>	<b>831,397</b>	<b>818,417</b>	<b>855,417</b>	<b>818,417</b>
3815 CLAIMS/SETTLEMENTS	12,964	4,790	2,010	4,000	4,000
3854 INSURANCE-TENANTS/PERMITTEES	29,973	32,400	30,989	34,100	34,100
3915 BAD DEBT RECOVERIES	974	5,003	0	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>43,911</b>	<b>42,193</b>	<b>32,999</b>	<b>38,100</b>	<b>38,100</b>
3960 IF FM 31-310-550	30,431	0	0	0	0
3963 IF FM 01-031-031	630,000	0	0	0	0
<b>OPERATING TRANSFERS IN</b>	<b>660,431</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b><u>\$3,024,198</u></b>	<b><u>\$3,842,858</u></b>	<b><u>\$950,558</u></b>	<b><u>\$1,014,117</u></b>	<b><u>\$979,717</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: SELF INSURANCE  
Department: FINANCE  
Program: GENERAL LIABILITY58  
038  
425

EXPENDITURES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4108	UNEMPLOYMENT INSURANCE	21,380	15,005	13,446	15,700	16,000
	SALARIES AND BENEFITS	21,380	15,005	13,446	15,700	16,000
4213	UTILITIES	-214	-103	0	0	0
4219	PROFESSIONAL SERVICES	73,195	63,831	27,267	28,061	28,877
4220	OTHER CONTRACTUAL SERVICES	72,272	134,288	10,550	10,656	10,713
4230	OFFICE EXPENSE	122	703	325	400	400
4234	SPECIAL DEPARTMENTAL	179,921	251,466	2,012	2,072	2,135
4235	BUILDING MAINTENANCE	1,040	0	300	1,000	1,000
4435	RELOCATION COSTS	30,294	23,556	0	0	0
	SERVICES AND SUPPLIES	356,630	473,741	40,454	42,189	43,125
4310	LEGAL COSTS	113,232	97,329	65,000	80,000	80,000
4315	IN-HOUSE CLAIMS/SETTLEMENTS	20,688	12,063	16,000	16,000	16,000
4431	DEPRECIATION	0	9,750	9,000	9,000	9,000
4433	BAD DEBTS	6,497	628	317	0	0
4434	MISCELLANEOUS OTHER CHARGES	117,432	1,646	1,721	1,755	1,791
4438	CLAIMS/SETTLEMENTS	242,971	141,998	112,700	150,000	150,000
4440	LOSS ON DISPOSAL OF ASSETS	-105,000	0	0	0	0
4442	SELF-INSURANCE RESERVE ADJMNTS	-10,444	-35,787	0	0	0
	OTHER CHARGES	385,376	227,627	204,738	256,755	256,791
4223	INFORMATION SERVICES CHARGES	5,442	7,832	7,935	7,935	7,935
4224	BLDG MAINTENANCE SVC CHARGES	847	914	926	991	1,023
4301	GENERAL INSURANCE CHARGES	392,095	421,330	524,082	833,648	875,331
	FIXED CHARGES	398,384	430,076	532,943	842,574	884,289
4501	SITE PURCHASES	1,501,449	2,615,113	0	0	0
4504	ENGINEERING SERVICES	982,747	54,758	0	0	0
4506	LAND IMPROVEMENTS	179,448	0	0	0	0
4507	MAINS CONSTRUCTION	0	227,129	0	0	0
4508	STORM DRAIN CONSTRUCTION	110,213	0	0	0	0
4509	STREETS CONSTRUCTION	5,105	2,843	0	0	0
4515	DEMOLITION EXPENSE	0	468,754	0	0	0
4516	ENGINEERING SERVICE - IN-HOUSE	32,602	61,883	0	0	0
4518	CONSTRUCTION INSP SRV IN-HOUSE	30,314	221	0	0	0
4528	CONSTRUCTION INSPECTION SVC	687	0	0	0	0
4580	FURNITURE	0	0	659	1,200	0
4597	EXPENSE CONTRA ACCOUNT	0	0	0	0	0
	CAPITAL OUTLAY	2,842,565	3,430,701	659	1,200	0
4652	IF TO 01-030-030	6,000	0	0	0	0
4653	IF TO 01-050-050	30,000	0	0	0	0
4672	IF TO 55-035-458	0	0	541	0	0
	OPERATING TRANSFERS OUT	36,000	0	541	0	0
	<b>TOTAL EXPENDITURES</b>	<b>\$4,040,335</b>	<b>\$4,577,150</b>	<b>\$792,781</b>	<b>\$1,158,418</b>	<b>\$1,200,205</b>

## **WORKERS' COMPENSATION**

---

### ***PROGRAM DESCRIPTION***

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

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

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

### ***GOAL***

Provide all City employees with workers' compensation benefits in accordance with California Law.

### ***HIGHLIGHTS***

The City is continuing to realize significant savings due to the risk financing options it has employed for Workers' Compensation over the past five years by taking advantage of purchased coverage when it was cheap (1997 through 1999) and then switching back to self insurance in 2000 when insurance premiums began to increase (see chart on next page).

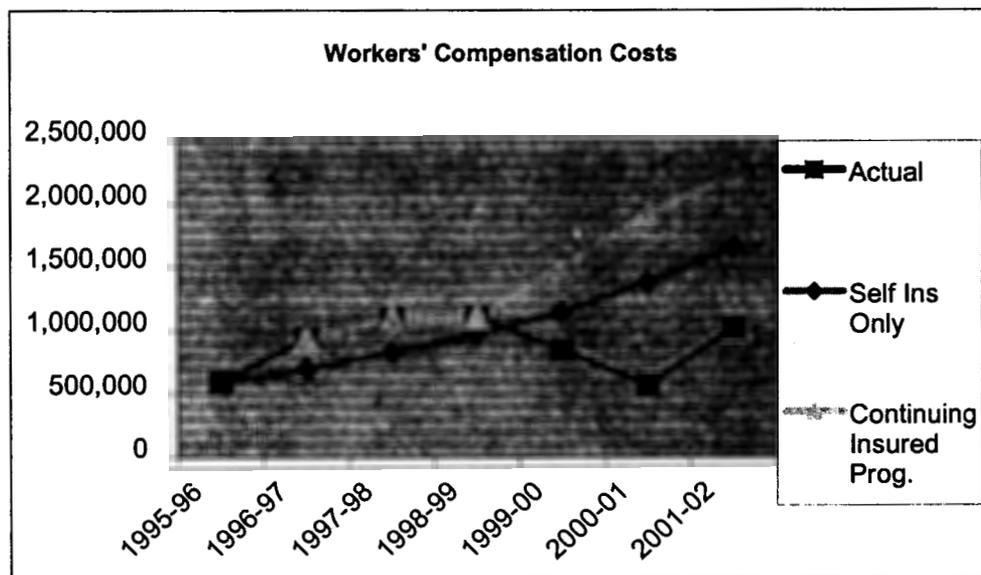
The City contracted with the ABAG Workers' Compensation Program to provide claims administration services of all self-insured workers' compensation claims. In 2001, internal problems at ABAG resulted in a deterioration of service. The City was forced to make a change in administrators. Using a joint RFP process with the City of Millbrae, the City selected Innovative Claim Solutions of San Ramon to take over all claims administration beginning in December 2001. The new claims administration services will cost considerably more than the City had been paying but they are on par with the industry average. The quality of claims administration services has a direct effect on claim costs so some claim cost savings should be realized if the new claims administrator performs as expected.

During the past fiscal year, Risk Management provided safety training materials to City departments through arrangements with the National Safety Council and the National Resource Safety Center. A Safety Information Library was operated out of the Risk Management Office for everyone's use. During calendar year 2001 over 50 training sessions were documented for various work groups. Consultants were retained to conduct specialized training for back injury prevention and ergonomics, and to conduct ergonomic assessments of employee workstations. The City also used consultant services to conduct annual hearing evaluations for employees working in hazardous noise environments.

## PROGRAM OBJECTIVES

In 2002-2004, in addition to providing all of the required workers' compensation benefits, departmental safety and loss control programs will continue to be encouraged. It is the City's intention to protect employees and reduce costs by preventing accidents and injuries. All levels of the organization will be expected to work together to achieve a safer working environment. Specific objectives are:

1. Continue to explore options for the best means of financing the City's workers' compensation risks whether through purchased insurance, self-insurance, or a combination of both. Considerations must include the type and value of all the different services provided by an insurer, including loss control and claims administration.
2. Through the City Safety Committee, continue to evaluate and revise the City Safety Policy and Procedures.
3. Maximize the use of insurer provided loss control services to educate workers and strengthen departmental safety efforts to reduce the number and severity of worker injuries. Utilize other loss control services where needed.
4. Ensure that all claims administration services are conducted in an efficient manner and that the administrator is in full compliance with all State workers' compensation laws. Ensure that the administrator is implementing new requirements including the 2003 state benefit changes and the OSHA Log 300.
5. Work with claims administrator to aggressively pursue medical bill review services and reduce medical charges to the maximum extent possible.
6. Submit required reports to the State of California: Injury reports, within seven working days of first knowledge; Annual Self-Insurers' Report prior to September 1 deadline.



The chart shows the cost savings realized by switching back to self-insurance in 1999-00 after the commercial workers' compensation insurance market began to harden and premiums began to increase significantly (light colored triangles). The diamonds represent what the costs would have been if the City did not use purchased insurance from 1997-1999.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510	INVESTMENT EARNINGS	106,666	69,008	82,062	100,000	100,000
3515	UNREALIZED GAIN/LOSS ON INVEST RENTS AND INTEREST	0	14,123	0	0	0
		106,666	83,131	82,062	100,000	100,000
3828	SERVICE BILLINGS	1,003,331	1,031,294	1,146,327	1,146,327	1,146,327
	CHARGES AND FEES	1,003,331	1,031,294	1,146,327	1,146,327	1,146,327
3860	MISCELLANEOUS REVENUE	1,113	946	0	0	0
	MISCELLANEOUS REVENUES	1,113	946	0	0	0
	<b>TOTAL REVENUES</b>	<b><u>\$1,111,110</u></b>	<b><u>\$1,115,371</u></b>	<b><u>\$1,228,389</u></b>	<b><u>\$1,246,327</u></b>	<b><u>\$1,246,327</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
0.70	0.70	RISK MANAGER	068	0.70	0.70
<u>0.70</u>	<u>0.70</u>	RISK MANAGEMENT OFFICE ASSISTANT	032	<u>0.70</u>	<u>0.70</u>
1.40	1.40			1.40	1.40

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04

Fund: SELF INSURANCE

58

Department: FINANCE

038

Program: WORKERS COMPENSATION

424

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	62,971	68,687	24,216	93,339	98,852
4103 OVERTIME	0	178	0	0	0
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	5,469	4,820	1,712	6,477	6,555
4106 WORKERS COMPENSATION	105	108	120	120	120
4107 MEDICARE	348	423	350	1,330	1,410
4108 UNEMPLOYMENT INSURANCE	0	60	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>68,893</b>	<b>74,276</b>	<b>26,398</b>	<b>101,266</b>	<b>106,937</b>
4212 COMMUNICATIONS	152	118	150	150	150
4219 PROFESSIONAL SERVICES	27,810	54,176	106,000	110,700	122,238
4220 OTHER CONTRACTUAL SERVICES	147,268	322,107	450,529	464,000	477,000
4230 OFFICE EXPENSE	1,176	3,526	1,725	1,430	1,430
4234 SPECIAL DEPARTMENTAL	3,469	5,379	7,300	7,400	7,400
<b>SERVICES AND SUPPLIES</b>	<b>179,875</b>	<b>385,306</b>	<b>565,704</b>	<b>583,680</b>	<b>608,218</b>
4206 WORKERS COMP INDEMNITY PYMTS	170,815	119,084	368,810	424,100	487,750
4438 CLAIMS/SETTLEMENTS	0	0	0	0	0
4442 SELF-INSURANCE RESERVE ADJMNTS	-83,446	238,654	0	0	0
<b>OTHER CHARGES</b>	<b>87,369</b>	<b>357,738</b>	<b>368,810</b>	<b>424,100</b>	<b>487,750</b>
4208 TELEPHONE SERVICE CHARGES	689	689	717	717	717
4223 INFORMATION SERVICES CHARGES	5,442	7,508	7,593	7,593	7,593
4224 BLDG MAINTENANCE SVC CHARGES	847	914	926	991	1,023
4301 GENERAL INSURANCE CHARGES	471,652	74,440	50,000	120,000	138,000
<b>FIXED CHARGES</b>	<b>478,630</b>	<b>83,551</b>	<b>59,236</b>	<b>129,301</b>	<b>147,333</b>
4652 IF TO 01-030-030	14,630	0	0	0	0
4672 IF TO 55-035-458	0	0	82	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>14,630</b>	<b>0</b>	<b>82</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$829,397</u></b>	<b><u>\$900,871</u></b>	<b><u>\$1,020,230</u></b>	<b><u>\$1,238,347</u></b>	<b><u>\$1,350,238</u></b>

## **P.B.X. TELEPHONE SYSTEM**

---

### ***PROGRAM DESCRIPTION***

PBX is the cost center for the telephone system serving all City departments and divisions. Our voice network consists of a PBX system with four modules, and associated voicemail and call accounting subsystems. Redundant units are installed at City Hall and two remote units reside at our Water/Wastewater and Fire Administration facilities. The remote units are connected back to City Hall via dedicated circuits, and our incoming and outgoing calls are managed by redundant digital circuits offering two-way caller-ID. We have approximately 500 telephones and 80 fax and alarm lines on our voice network.

The Information Services Division of the Finance Department oversees the telephone system, places new phone orders, makes minor adjustments and routes trouble calls. Maintenance of the system is provided through a maintenance contract with Netversant Northern California. This includes handling complaints regarding malfunctioning phones and other equipment and making phone adds, changes, and moves.

Through use of the call accounting system, the actual cost of telephone calls and equipment is charged back to City departments and divisions based upon usage. Reports showing call information are provided to City department heads to enable them to evaluate telephone activity within their departments.

### ***GOAL***

To provide reliable and efficient telephone service to all City departments and to the public at the lowest possible cost.

### ***HIGHLIGHTS***

In 2001, the City determined that, due to its age, there were insufficient maintenance support and replacement parts available to continue using the Ericsson phone system that the City had for eight years. Our original plan called for replacing that system in five to six years, so it had exceeded our expectations. Requests for proposals were sent out for a new telephone system. Netversant Northern California was selected to supply, install and maintain a Mitel SX-2000 telephone system. The new phone system was installed in the beginning of 2002 and included upgrades to voice mail, call accounting and systems administration components.

Also, in the beginning of 2002, the City signed up for telephone services under the State of California telephone contract (CalNet). The cost for telephone calls and line charges under this contract represent substantial savings over pricing plans generally available to businesses. The City is committed to participating in CalNet for a minimum of five years.

***PROGRAM OBJECTIVES***

1. Ensure the highest level of user satisfaction with all aspects of the new phone system through direct response or utilization of the Netversant maintenance contract.
2. Oversee the implementation of the CalNet contract for voice services to ensure the City is realizing the maximum savings available under this program
3. Provide City departments with timely and accurate data on calls made.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

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

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510	INVESTMENT EARNINGS	17,063	21,222	13,201	2,500	6,000
3515	UNREALIZED GAIN/LOSS ON INVEST	0	4,343	0	0	0
3520	RENTAL INCOME	2,064	692	0	0	0
	<b>RENTS AND INTEREST</b>	<b>19,127</b>	<b>26,257</b>	<b>13,201</b>	<b>2,500</b>	<b>6,000</b>
3828	SERVICE BILLINGS	284,873	296,271	304,803	304,803	304,803
	<b>CHARGES AND FEES</b>	<b>284,873</b>	<b>296,271</b>	<b>304,803</b>	<b>304,803</b>	<b>304,803</b>
3815	CLAIMS/SETTLEMENTS	1,119	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>1,119</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$305,119</u></b>	<b><u>\$322,528</u></b>	<b><u>\$318,004</u></b>	<b><u>\$307,303</u></b>	<b><u>\$310,803</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	0.00	COMMUNICATIONS SPECIALIST	040	0.00	0.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**53  
030  
435**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	52,678	9,456	0	0	0
4102	HOURLY WAGES	0	0	0	0	0
4103	OVERTIME	544	244	0	0	0
4104	PERS RETIREMENT	0	0	4,172	0	0
4105	GROUP INSURANCE	3,863	1,229	655	0	0
4107	MEDICARE	764	189	0	0	0
4108	UNEMPLOYMENT INSURANCE	0	9	0	0	0
4109	COMPENSATED ABSENCES	934	0	0	0	0
4110	TERMINATION PAY	0	1,265	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>58,783</b>	<b>12,392</b>	<b>4,827</b>	<b>0</b>	<b>0</b>
4212	COMMUNICATIONS	183,972	186,206	181,882	173,254	173,254
4217	EQUIPMENT MAINTENANCE CONTRA	4,586	5,210	3,472	10,417	25,000
4219	PROFESSIONAL SERVICES	0	0	0	0	0
4220	OTHER CONTRACTUAL SERVICES	0	12,200	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>188,558</b>	<b>203,616</b>	<b>185,354</b>	<b>183,671</b>	<b>198,254</b>
4431	DEPRECIATION	5,434	8,150	30,056	73,870	73,870
	<b>OTHER CHARGES</b>	<b>5,434</b>	<b>8,150</b>	<b>30,056</b>	<b>73,870</b>	<b>73,870</b>
4551	COMMUNICATIONS EQUIPMENT	49,041	11,127	328,610	20,000	20,000
4597	EXPENSE CONTRA ACCOUNT	-40,752	0	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>8,289</b>	<b>11,127</b>	<b>328,610</b>	<b>20,000</b>	<b>20,000</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$261,064</u></b>	<b><u>\$235,285</u></b>	<b><u>\$548,847</u></b>	<b><u>\$277,541</u></b>	<b><u>\$292,124</u></b>

## **UTILITY BILLING**

---

### ***PROGRAM DESCRIPTION***

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

The meter reading staff walks routes throughout the City every day to ensure that reads are done on time and they stay on schedule. In addition to getting reads while out in the field, they are a primary contact for the public and will address any concerns or hazards that may come about. The meter reading staff will provide turn-on service when a resident moves into Daly City and turn-offs when residents move out. They will also perform leak checks, free of charge, to customers who may be concerned they have an undetected water leak.

Our office staff of 4 full-time employees audits the reads that come in from the field, prints and mails all billing statements, handles numerous phone calls of every type, and processes all paperwork required to maintain accounting controls. The staff is also responsible for processing the annual sewer service charges for the North San Mateo County Sanitation District for approximately 23,000 sanitation customers. Daly City's Recycling program is supported by the Utility Billing division through the billing and collection of recycling charges.

The Central Cashier is also a member of the Utility Billing team. The Central Cashier receives and processes all City receipts, which average nearly 200 transactions per day. The Central Cashier also coordinates ordering, assembling, mailing and issuing of approximately 3,600 Preferential Parking Permits throughout the year.

### ***GOAL***

The goal of the Utility Billing Division as always, is to offer outstanding customer service to the residents of Daly City. The division also strives to utilize new technology and changing office procedures to make it run more efficiently.

### ***HIGHLIGHTS***

The biggest change in the Utility Billing division since the last budget period has been the implementation of an automated meter reading system. Approximately one half of the homes in Daly City can now be read electronically with the touch of a wand. Electronically reading water meters makes the reading process go faster and more accurately. Touch read meters are dramatically safer for our readers than traditional water meters, as they eliminate much of the need to lift covers and remove debris from the meter boxes. There have been no reported reading injuries since converting to the touch read system in December 2000.

## CITY OF DALY CITY

### **PROGRAM OBJECTIVES**

1. Maintain billing days of service at 58 to 62 days during the two-month sewer billing period.
2. Complete meter readings, auditing reads, and mailing bills in an average of 7 working days from the time of reading.
3. Continue to add more electronically read meters to homes in Daly City.
4. Continue to serve the ever growing Daly City population while maintaining current staffing.
5. Complete implementation of the new utility billing software system by Hansen Information Technologies which is currently in process.

Statistical data on number of transactions performed by each employee every year.

	1997/98	1998/99	1999/00	2000/01	2001/02	
Water/Garbage Accounts	130,200	130,800	148,000	149,000	149,100	149,200
Sewer Bills	21,700	22,200	23,000	23,000	23,600	23,600
Cashier Transactions	38,000	38,000	38,000	38,000	38,000	45,000
Preferential Parking	3,600	3,600	3,600	3,600	3,600	3,600
Total units for year	193,500	194,600	212,600	213,600	214,300	221,400
Utility Billing Employees	9.5	9.5	9.5	9.5	9.5	9.5
Average per employee per year	20,368	20,484	22,379	22,484	22,558	23,305

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

Fund: WATER UTILITY  
Department: FINANCE  
Program: UTILITY BILLING

41  
034  
034

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3912	BILLING SERVICE CHARGE	65,462	65,610	65,610	65,610	65,610
3916	TURN OFF CHARGES	10,985	14,325	11,792	11,800	11,800
3921	CONNECTION CHARGES	10,521	35,786	19,266	20,000	20,000
	<b>CHARGES AND FEES</b>	<b>86,968</b>	<b>115,721</b>	<b>96,668</b>	<b>97,410</b>	<b>97,410</b>
3810	PROPERTY DISPOSALS	0	0	15	0	0
3860	MISCELLANEOUS REVENUE	2,772	7,155	4,675	4,000	4,000
3915	BAD DEBT RECOVERIES	16,648	22,563	14,770	14,000	14,000
	<b>MISCELLANEOUS REVENUES</b>	<b>19,420</b>	<b>29,718</b>	<b>19,460</b>	<b>18,000</b>	<b>18,000</b>
	<b>TOTAL REVENUES</b>	<b>\$106,388</b>	<b>\$145,439</b>	<b>\$116,128</b>	<b>\$115,410</b>	<b>\$115,410</b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	UTILITY BILLING SUPERVISOR	049	1.00	1.00
1.00	1.00	CUSTOMER SERVICE REP	33X	1.00	1.00
3.00	3.00	METER READER	27X	3.00	3.00
3.50	3.50	ACCOUNT CLERK II	29Z	3.50	3.50
<u>1.00</u>	<u>1.00</u>	CASHIER	25Z	<u>1.00</u>	<u>1.00</u>
9.50	9.50			9.50	9.50

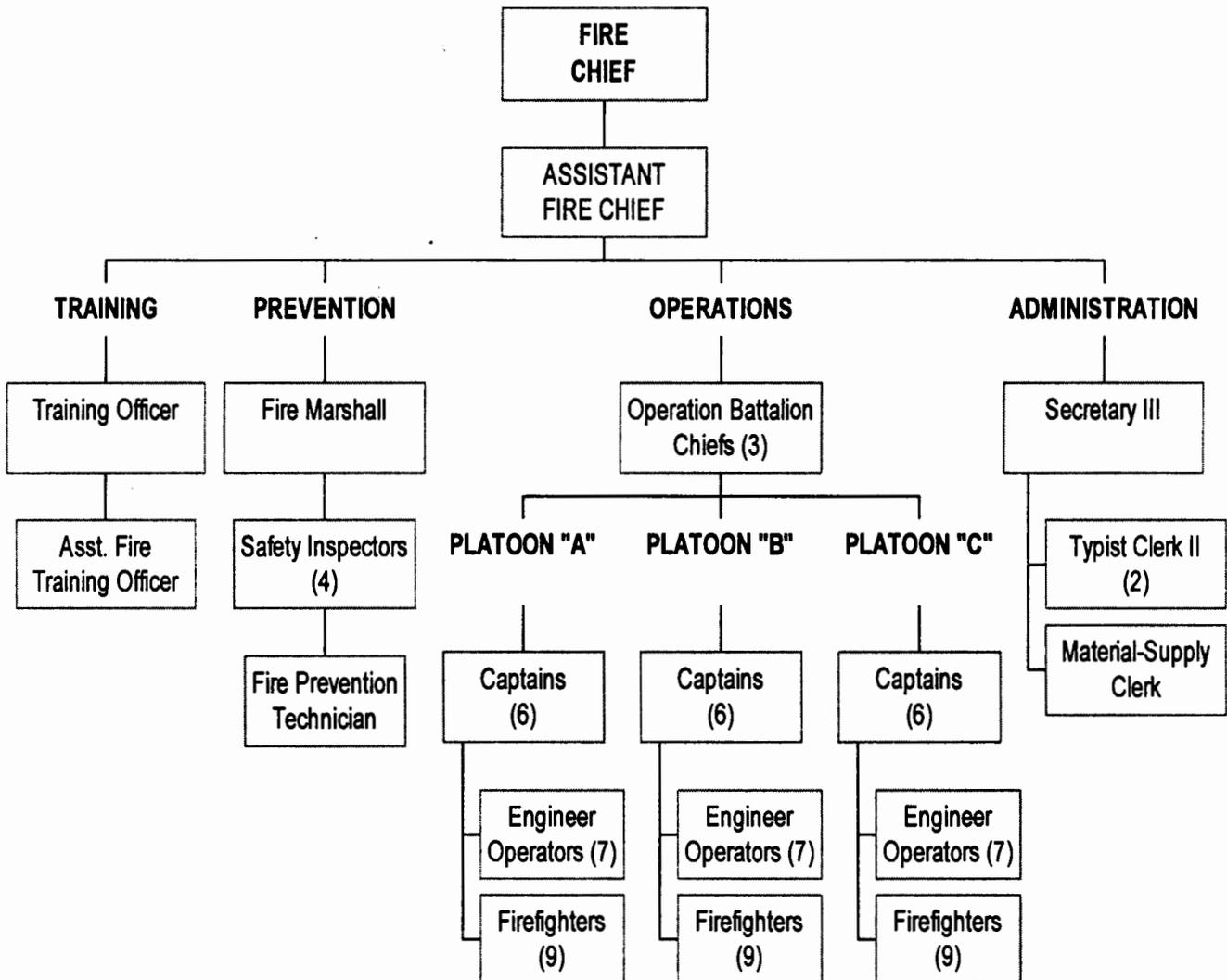
**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: WATER UTILITY  
Department: FINANCE  
Program: UTILITY BILLING41  
034  
034

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	262,379	301,650	379,914	477,726	506,470
4102 HOURLY WAGES	75,062	69,182	43,053	2,000	2,000
4103 OVERTIME	3,054	2,269	500	2,000	2,000
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	33,108	31,910	40,001	39,369	39,784
4106 WORKERS COMPENSATION	22,619	18,164	20,207	20,207	20,207
4107 MEDICARE	2,882	3,357	3,912	4,379	4,642
4108 UNEMPLOYMENT INSURANCE	0	321	0	0	0
4109 COMPENSATED ABSENCES	0	9,784	0	0	0
4110 TERMINATION PAY	53,833	0	0	0	0
4119 SOCIAL SECURITY	2,555	1,387	61	153	153
<b>SALARIES AND BENEFITS</b>	<b>455,492</b>	<b>438,024</b>	<b>487,648</b>	<b>545,834</b>	<b>575,256</b>
4212 COMMUNICATIONS	1,821	1,639	2,833	2,900	2,900
4217 EQUIPMENT MAINTENANCE CONTRA	3,299	0	2,800	2,800	2,800
4220 OTHER CONTRACTUAL SERVICES	8,374	9,892	8,464	9,000	9,000
4230 OFFICE EXPENSE	20,417	15,034	20,530	17,806	17,806
4234 SPECIAL DEPARTMENTAL	1,220	990	1,057	1,050	1,050
4237 CLOTHING	2,412	1,651	1,904	2,300	2,300
<b>SERVICES AND SUPPLIES</b>	<b>37,543</b>	<b>29,206</b>	<b>37,588</b>	<b>35,856</b>	<b>35,856</b>
4304 EDUCATION & TRAINING	189	789	823	800	800
4431 DEPRECIATION	8,954	19,889	23,620	22,416	22,416
4433 BAD DEBTS	34,846	28,543	28,791	29,000	29,000
4440 LOSS ON DISPOSAL OF ASSETS	0	0	2,407	0	0
<b>OTHER CHARGES</b>	<b>43,989</b>	<b>49,221</b>	<b>55,641</b>	<b>52,216</b>	<b>52,216</b>
4208 TELEPHONE SERVICE CHARGES	2,066	2,757	2,867	2,867	2,867
4216 VEHICLE SERVICE CHARGES	24,421	18,667	19,881	19,881	19,881
4223 INFORMATION SERVICES CHARGES	266,654	370,152	374,503	374,503	374,503
4224 BLDG MAINTENANCE SVC CHARGES	22,009	23,760	24,067	25,752	26,594
4226 MAIL/MESSENGER SERVICE	3,296	4,200	4,316	4,316	4,316
4227 COPIER SERVICES	6,591	6,209	5,494	5,494	5,494
4233 POSTAGE	63,830	69,132	72,655	72,655	72,655
4301 GENERAL INSURANCE CHARGES	1,371	1,377	1,404	1,404	1,404
<b>FIXED CHARGES</b>	<b>390,238</b>	<b>496,254</b>	<b>505,187</b>	<b>506,872</b>	<b>507,714</b>
4571 COMPUTER SOFTWARE	0	2,582	0	0	0
4580 FURNITURE	0	14,030	500	500	500
4581 OFFICE MACHINES	11,366	0	18,710	0	0
4597 EXPENSE CONTRA ACCOUNT	-13,526	-15,583	-18,710	0	0
<b>CAPITAL OUTLAY</b>	<b>-2,160</b>	<b>1,029</b>	<b>500</b>	<b>500</b>	<b>500</b>
4672 IF TO 55-035-458	0	1,518	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>1,518</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$925,102</u></b>	<b><u>\$1,015,252</u></b>	<b><u>\$1,086,564</u></b>	<b><u>\$1,141,278</u></b>	<b><u>\$1,171,542</u></b>





# City of Daly City FIRE DEPARTMENT Fiscal Years 2002-2003 and 2003-2004



# FIRE

## PROGRAM DESCRIPTION

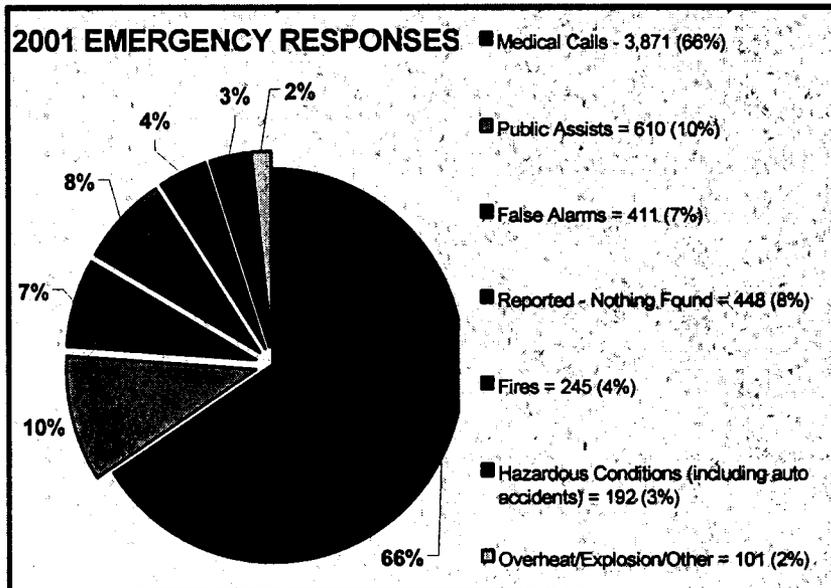
The Fire Department accomplishes its Mission through the services of its four Divisions: Operations, Fire Prevention, Training, and Administration.



**The Operations Division** provides emergency response to fires of all types, rescues and emergency medical calls. They also respond to calls for citizen assistance, hazardous materials, and automatic and mutual aid. Engine companies perform commercial and apartment inspections, maintenance on hose, ladders, and equipment, and pre-plan target hazards. Engine Company paramedic service is provided as part of a countywide paramedic program.

**The Fire Prevention Division** inspects public assemblies, institutional and hazardous occupancies, as well as apartments and schools. Code enforcement is conducted on target hazards in conjunction with other City departments. The Division does plan checking for compliance with state and local codes on new construction and renovations. Fire investigations are also performed. They offer public education programs such as Fire Prevention Schools Programs, Media Programs, the N.E.T. (Neighborhood Emergency Team) Program and CPR classes for the public.

**The Training Division** coordinates all career development and in-service training, including engine and truck company tactics/strategy, live fire simulations, apparatus operations, EMT-1 and Paramedic instruction, hazardous materials response, auto extrication, heavy rescue, confined space, wildland firefighting and State and Federally mandated programs. Personnel participate in the California Fire Academy and attend specialized seminars and training programs. Daly City personnel regularly instruct at the San Mateo County Firefighter Academy teaching building construction, forcible entry and truck company operations.



**The Administration Division** provides overall management of the Department's programs. The Division handles all personnel matters, record management, payroll, accounts payable and receivable, and manages the operating budget and Capital Projects. This Division interacts with other City departments, neighboring fire departments, and government agencies.

# CITY OF DALY CITY

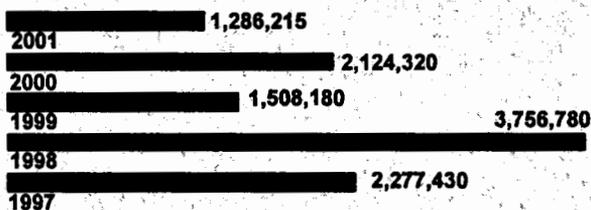
## GOALS

The Mission of the Daly City Fire Department is to protect life, property and the environment from fires, accidents, medical emergencies and natural disasters through training, public education, fire prevention and emergency response. We will remain vigilant in the protection of life and property for the citizens of Daly City.

## HIGHLIGHTS AND ACCOMPLISHMENTS FY 2000-01 and FY 2001-02

Objective	Target	Achievement
1. Maintain, service and test all equipment including fire pumps, ground ladders and SCBAs to be prepared for all emergencies	<ul style="list-style-type: none"> <li>• 8 Fire Engine Pumps</li> <li>• 43 SCBAs</li> <li>• 7 Miles of hose</li> <li>• 470 linear feet of ground ladder</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Fire Engine Pumps</li> <li>• 43 SCBAs</li> <li>• 7 Miles of hose</li> </ul>
2. Inspect commercial type occupancies and selected apartment inspections, plus do plan checks to achieve proactive fire prevention.	<ul style="list-style-type: none"> <li>• 722 Apartments</li> <li>• 1,701 Commercial</li> <li>• 500 Plan Checks</li> </ul>	<ul style="list-style-type: none"> <li>• 722 Apartments</li> <li>• 1,701 Commercial</li> <li>• 649 Plan Checks</li> <li>• 716 New Construction Inspections</li> </ul>
3. Monitor and evaluate the Vegetation Management program in the Southern Hills District.	<ul style="list-style-type: none"> <li>• 767 Properties to complete Phase III, full clearance of gorse.</li> </ul>	<ul style="list-style-type: none"> <li>• 767 Properties cleared of gorse and vegetation – continue annual evaluation</li> </ul>
4. Conduct a comprehensive training program for all personnel to maintain efficiency in operations and meet Federal and State mandated training requirements.	<ul style="list-style-type: none"> <li>• Ongoing EMT Recertification (2-year rotation program)</li> <li>• Annual Recertification in OSHA Topics</li> <li>• Maintain CPR-BLS certification</li> </ul>	<ul style="list-style-type: none"> <li>• 69 Personnel Trained</li> <li>• 8 Firefighters sent to the Calif. Fire Academy</li> <li>• Instructed at two Recruit Academies</li> <li>• Maintained and certified 22 in-house paramedics</li> </ul>
5. Reduce the incidence of fire and total fire loss to foster a more fire safe community.	<ul style="list-style-type: none"> <li>• Incident - 5% Reduction</li> <li>• Fire Loss - 5% Reduction</li> </ul>	<ul style="list-style-type: none"> <li>• 1.5% increase for incident calls</li> <li>• 39% reduction in fire loss</li> </ul>
6. Conduct a community based public education and fire safety program to lower the incidence of fires and fire related injuries. Conduct N.E.T. classes.	<ul style="list-style-type: none"> <li>• 12 Public Displays</li> <li>• 31 Speaker Programs</li> <li>• 24 Schools</li> <li>• 1 N.E.T. Team – for public</li> <li>• 6 CPR classes – for public</li> </ul>	<ul style="list-style-type: none"> <li>• 8 Displays</li> <li>• 20 Programs - 1,083 Citizens</li> <li>• 24 Schools</li> <li>• 13 Pre-Schools</li> <li>• Trained 5 CPR classes</li> <li>• Trained 2 N.E.T. Teams</li> </ul>

### 5-Year Fire Loss Comparison



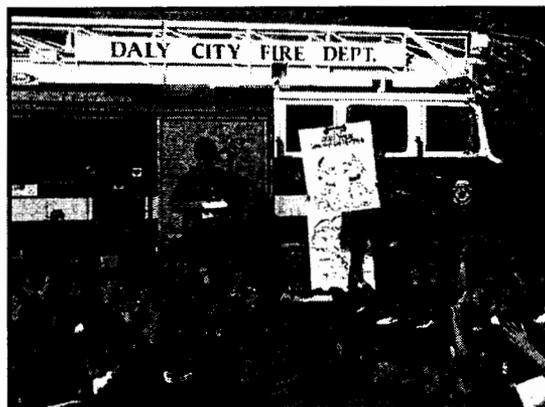
### 5-YEAR FIRE LOSS COMPARISON

Our target goal was to reduce fire loss each year by 5%. In 2001 our fire suppression services yielded a **39% reduction** in fire loss; this was accomplished at the same time we experienced a 1.5% increase in call volume. The diminishing fire loss continues to be achieved by our fire prevention code enforcement, occupancy inspections, proactive ordinances for sprinklers and vegetation management, varied public education programs and the aggressive and effective fire suppression provided by our operation personnel.

# FIRE

## PUBLIC EDUCATION

<u>Type</u>	<u># of Activities</u>	<u>Contacts</u>
* Career Day Presentations	2	150
* Door-to-door Canvassing	2	5,000
* Exhibits and Public Displays	8	4,450
* N.E.T. Teams Trained	2	17
* Pre-school Presentations	13	670
* School Presentations	29	8,396
* Speaker's Bureau	20	1,083
* Station Tours	6	146
<b>TOTAL</b>	<b>82</b>	<b>19,912</b>



## FEES COLLECTED

<u>ACCOUNT No</u>	<u>DESCRIPTION</u>	<u>2000</u>	<u>2001</u>
#3355	Annual Fire Permit Fees	\$ 76,695	\$ 77,541
#3359	Temporary Permit Fee	\$ 6,206	\$ 6,865
#3715	Key Box Application Fees	\$ 3,185	\$ 1,320
#3717	New Construction Permit Fees	\$293,373	\$373,159
#3718	New Occupancy Inspection Fees	\$ 27,516	\$ 33,352
#3719	False Alarm Fees	\$ 10,400	\$ 13,800
#3793	Occupancy Reinspection/Variances	\$ 16,816	\$ 17,352
#3795	Sale of Reports	\$ 1,481	\$ 1,531
	<b>TOTALS</b>	<b>\$435,672</b>	<b>\$524,920</b>

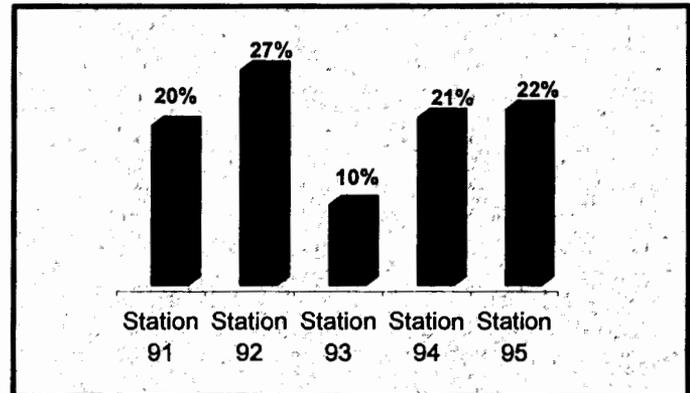
### **PROGRAM OBJECTIVES**

1. Maintain our five engines staffed with paramedic personnel.
2. Continue EMT and Paramedic training and certification.
3. Reduce fire loss and the incidence of fire in Daly City by 5% each. Respond to an anticipated 10% increase in call volume.
4. Conduct annual service tests on all hose, ground ladders, fire pumps and SCBA apparatus.
5. Inspect 722 apartment buildings, plus assembly occupancies, schools, care facilities, hazardous occupancies, shopping centers, high rise buildings and assure the timely completion of all plan checks.
6. Continue the Department's Public Education programs: 10 Public Exhibits, 12 Speakers' Bureau presentations, 10 programs in pre-schools and 18 elementary school programs, media programs and CPR classes. Target senior and low-income populations for smoke detector distribution. Continue community education programs on releasable security bars on windows.
7. Conduct ongoing inspections for the Vegetation Management program in the Southern Hills area.
8. Send selected personnel to the State Fire Academy, co-host the San Mateo County Recruit Academy, continue the ongoing EMT recertification program, SEMS training, heavy rescue, and continue bi-annual performance evaluations of all suppression personnel. Coordinate continuing education for the paramedics.
9. Conduct instruction for one Neighborhood Emergency Team (N.E.T.).
10. New Station 92: Construction is slated to begin May 2002.
11. Continue the career development program for all personnel.

# CITY OF DALY CITY

## EMERGENCY RESPONSE BY STATION

Station 91, Lake Merced Blvd.	1,201 calls
Station 92, Santa Barbara Ave.	1,592 calls
Station 93, Martin St.	610 calls
Station 94, Gellert Blvd.	1,226 calls
Station 95, Edgemont Dr.	1,249 calls



## \$ DOLLAR LOSS FROM FIRES

Type of Structure	No. of Fires	\$ Loss
Residential Structure Fires	55	\$ 1,952,350
Commercial Structure Fires	7	\$ 66,300
Vehicle Fires	58	\$ 236,655
Trees, Grass, Brush Fires	16	\$ 3,000
Outside Refuse Fires	35	\$ 7,960
Other Outside Fires	19	\$ 11,165
<b>TOTALS</b>	<b>190</b>	<b>\$2,277,430</b>

## EMERGENCY APPARATUS FLEET:

### 1<sup>ST</sup> Line Apparatus

Engine 91	1999 Smeal	1500 G.P.M. Pumper
Engine 92	1991 Pierce	1500 G.P.M. Pumper
Engine 93	1985 LTI	1500 G.P.M. Pumper
Engine 94	1994 Hi-Tech	1500 G.P.M. Pumper
Engine 95	2001 Smeal	1500 G.P.M. Pumper
Truck 95	1989 Pierce	105' Aerial Ladder



New Smeal Apparatus

### Reserve Apparatus

Reserve Engine 191	1985 LTI	1500 G.P.M. Pumper
Reserve Engine 192	1981 Grumman	1500 G.P.M. Pumper
Reserve Engine 193	1971 Van Pelt	1500 G.P.M. Pumper
Reserve Squad	1990 Ford	
Reserve Truck 194*	1991 KME	110' Aerial Ladder

\*Shared resource with South County Fire and Burlingame F.D.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
220  
220**

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3355	FIRE PERMITS - ANNUAL	74,040	76,110	75,000	105,348	105,348
3359	TEMPORARY PERMITS	3,414	4,201	3,000	4,044	4,044
	<b>LICENSES AND PERMITS</b>	<b>77,454</b>	<b>80,311</b>	<b>78,000</b>	<b>109,392</b>	<b>109,392</b>
3416	DRIVING UNDER INFLUENCE (DUI)	777	637	34	0	0
	<b>FINES AND FORFEITURES</b>	<b>777</b>	<b>637</b>	<b>34</b>	<b>0</b>	<b>0</b>
3601	RECEIPTS FROM OTHER AGENCIES	94,101	0	24,497	0	0
	<b>FROM OTHER AGENCIES</b>	<b>94,101</b>	<b>0</b>	<b>24,497</b>	<b>0</b>	<b>0</b>
3715	KEYBOX SERVICE	2,705	1,020	800	800	800
3717	DEVELOPMENT & CONSTRUCTION FE	167,346	256,592	214,000	131,558	150,650
3718	NEW OCCUPANCY INSPECTION FEES	18,488	23,534	17,000	17,000	17,000
3719	FALSE ALARM FEES	7,600	4,800	10,000	5,000	5,000
3720	PARAMEDIC FEES	190,879	191,640	195,816	204,354	213,264
3721	SUBDIVISION FEES	2,628	3,528	3,000	3,000	3,000
3793	OCCUPANCY REINSPECTION FEES	9,616	14,040	6,000	6,000	6,000
3795	SALE OF DOCUMENTS	941	940	1,200	1,200	1,200
3796	REIMBURSEMENT FOR CURRENT SVC	8,160	0	0	0	0
	<b>CHARGES AND FEES</b>	<b>408,363</b>	<b>496,094</b>	<b>447,816</b>	<b>368,912</b>	<b>396,914</b>
3852	WORKERS COMP - SELF INSURANCE	58,372	53,479	49,500	0	0
3860	MISCELLANEOUS REVENUE	7,335	4,972	3,800	3,800	3,800
3866	CARL GELLERT FOUND DONATION	0	0	2,500	0	0
3867	FRED GELLERT FOUND DONATION	6,200	5,400	0	0	0
3915	BAD DEBT RECOVERIES	0	15	333	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>71,907</b>	<b>63,866</b>	<b>56,133</b>	<b>3,800</b>	<b>3,800</b>
	<b>TOTAL REVENUES</b>	<b>\$652,602</b>	<b>\$640,908</b>	<b>\$606,480</b>	<b>\$482,104</b>	<b>\$510,106</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	FIRE CHIEF	436	1.00	1.00
1.00	1.00	ASSISTANT FIRE CHIEF	349	1.00	1.00
3.00	3.00	FIRE BATTALION CHIEF	275	3.00	3.00
1.00	1.00	FIRE MARSHAL	275	1.00	1.00
1.00	1.00	FIRE TRAINING OFFICER	275	1.00	1.00
1.00	1.00	ASSISTANT FIRE TRAINING OFFICER	276	1.00	1.00
4.00	4.00	SAFETY INSPECTOR	270	4.00	4.00
18.00	18.00	FIRE CAPTAIN	265	18.00	18.00
21.00	21.00	FIRE ENGINEER OPERATOR	255	21.00	21.00
27.00	27.00	FIREFIGHTER	250	27.00	27.00
1.00	1.00	SECRETARY III	38S	1.00	1.00
<u>2.00</u>	<u>2.00</u>	TYPIST CLERK II	22Z	<u>2.00</u>	<u>2.00</u>
81.00	81.00			81.00	81.00

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2002-03/2003-04**

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

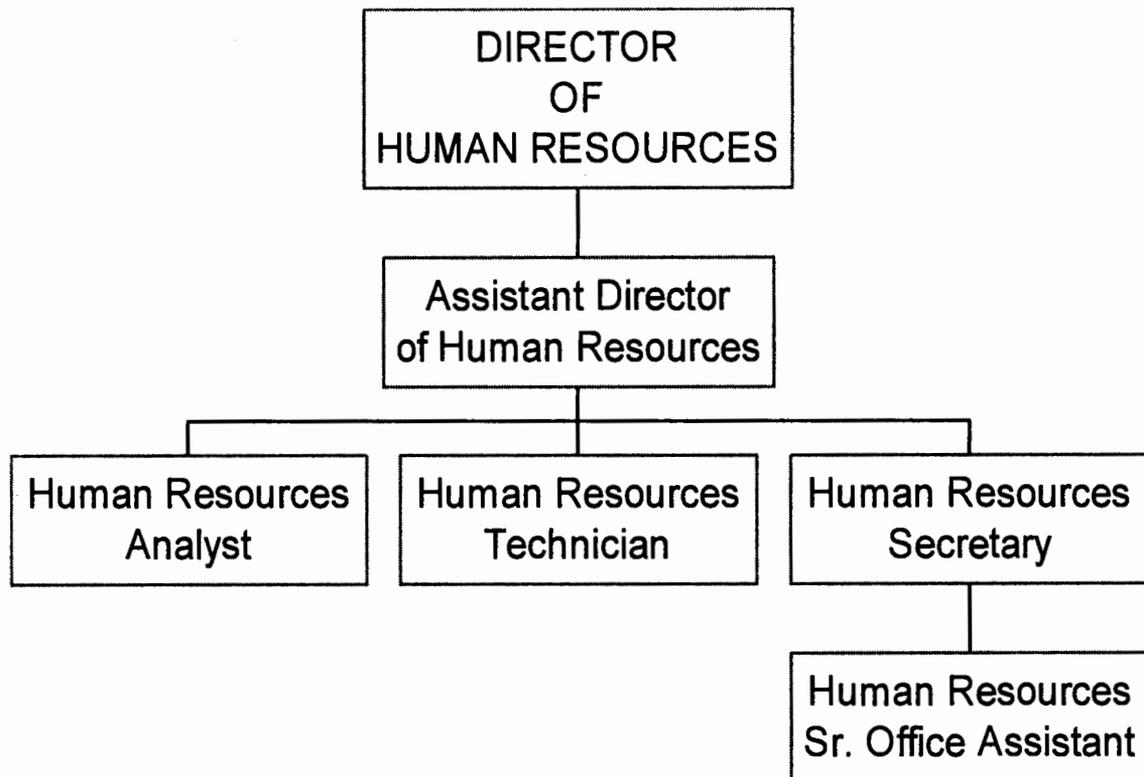
**01**  
**220**  
**220**

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	5,314,220	5,524,614	5,559,371	5,841,434	5,915,568
4102 HOURLY WAGES	115,784	53,084	74,880	7,566	7,566
4103 OVERTIME	412,686	304,252	367,000	275,000	275,000
4104 PERS RETIREMENT	543,167	568,325	588,735	595,029	764,073
4105 GROUP INSURANCE	326,043	327,583	334,327	331,313	331,978
4106 WORKERS COMPENSATION	289,593	311,489	345,542	345,542	345,542
4107 MEDICARE	49,592	50,975	52,600	47,573	48,136
4108 UNEMPLOYMENT INSURANCE	0	4,832	0	0	0
4110 TERMINATION PAY	101,949	55,502	161,984	171,157	115,710
4111 HOLIDAY IN-LIEU PAY	325,141	342,658	356,650	360,760	374,460
4113 FLSA	69,855	68,419	70,430	73,017	73,945
4114 TEMPORARY ASSIGNMENT	23,413	25,185	52,380	24,000	24,000
4119 SOCIAL SECURITY	4,119	3,182	5,728	580	580
<b>SALARIES AND BENEFITS</b>	<b>7,575,562</b>	<b>7,640,100</b>	<b>7,969,627</b>	<b>8,072,971</b>	<b>8,276,558</b>
4212 COMMUNICATIONS	21,797	19,168	25,810	25,810	25,810
4213 UTILITIES	35,560	49,361	49,600	49,000	49,000
4217 EQUIPMENT MAINTENANCE CONTRA	7,133	8,256	6,250	6,250	6,250
4219 PROFESSIONAL SERVICES	6,566	5,551	5,739	5,739	5,739
4220 OTHER CONTRACTUAL SERVICES	29,173	61,212	66,032	68,932	68,932
4230 OFFICE EXPENSE	8,597	8,459	8,566	8,566	8,566
4234 SPECIAL DEPARTMENTAL	19,509	24,949	21,103	14,103	14,103
4235 BUILDING MAINTENANCE	5,518	5,713	5,739	5,739	5,739
4237 CLOTHING	51,312	52,938	53,898	53,898	53,898
4243 OPERATING SUPPLIES	21,868	26,012	22,416	22,416	22,416
4244 REPAIRS & MAINTENANCE	5,521	7,448	5,683	5,683	5,683
4250 PHOTOGRAPHY	2,460	486	2,411	2,411	2,411
4255 SMALL EQUIPMENT	4,420	9,616	5,618	4,592	4,592
<b>SERVICES AND SUPPLIES</b>	<b>219,434</b>	<b>279,169</b>	<b>278,865</b>	<b>273,139</b>	<b>273,139</b>
4302 MEMBERSHIPS & PUBLICATIONS	5,370	5,443	5,580	5,580	5,580
4303 TRAVEL & MEETINGS	4,317	4,422	10,290	7,490	7,490
4304 EDUCATION & TRAINING	35,786	35,206	32,050	34,850	34,850
4305 PUBLIC EDUCATION	17,235	12,492	16,312	12,000	12,000
4433 BAD DEBTS	735	976	113	0	0
<b>OTHER CHARGES</b>	<b>63,443</b>	<b>58,539</b>	<b>64,345</b>	<b>59,920</b>	<b>59,920</b>
4208 TELEPHONE SERVICE CHARGES	20,001	11,716	12,185	12,185	12,185
4216 VEHICLE SERVICE CHARGES	309,014	357,500	370,690	370,690	370,690
4223 INFORMATION SERVICES CHARGES	46,148	70,143	72,333	72,333	72,333
4224 BLDG MAINTENANCE SVC CHARGES	84,650	91,386	92,566	99,046	102,285
4226 MAIL/MESSENGER SERVICE	1,648	2,100	2,158	2,158	2,158
4227 COPIER SERVICES	3,894	5,275	5,579	5,579	5,579
4233 POSTAGE	2,310	2,502	2,629	2,629	2,629
4301 GENERAL INSURANCE CHARGES	15,729	15,809	16,125	16,125	16,125
<b>FIXED CHARGES</b>	<b>483,394</b>	<b>556,431</b>	<b>574,265</b>	<b>580,745</b>	<b>583,984</b>
4555 FIRE EQUIPMENT	23,809	27,270	18,067	18,067	18,067
4580 FURNITURE	3,589	4,363	3,733	3,733	3,733
<b>CAPITAL OUTLAY</b>	<b>27,398</b>	<b>31,633</b>	<b>21,800</b>	<b>21,800</b>	<b>21,800</b>
4656 IF TO 51-033-454	20,000	20,000	20,000	0	0
4672 IF TO 55-035-458	5,975	0	7,333	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>25,975</b>	<b>20,000</b>	<b>27,333</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$8,395,206</b>	<b>\$8,585,872</b>	<b>\$8,936,235</b>	<b>\$9,008,575</b>	<b>\$9,215,401</b>





**City of Daly City**  
**DEPARTMENT OF HUMAN RESOURCES**  
Fiscal Years 2002-2003 and 2003-2004



## **HUMAN RESOURCES**

---

### ***PROGRAM DESCRIPTION***

The Department of Human Resources provides internal service to the City's employees by:

- administering and maintaining official records including personnel files and payroll/personnel action authorizations,
- maintaining, updating and interpreting City rules, regulations, and policies for Civil Service and at-will employees,
- administering City-sponsored benefits by processing records, providing information and maintaining histories,
- interpreting and administering employment law mandates such as the Americans with Disabilities Act and other mandated federal and state legislation, as well as tracking employees' use of the California Family Rights Act and the federal Family and/or Medical Leave Act,
- meeting and conferring with representatives of 12 employee labor unions and associations and also, individual employees on wage, hour and working condition issues and administering contracts and agreements,
- administering and tracking the Citywide Performance Appraisal schedule,
- organizing, facilitating and delivering technical training, employment issue updates, and professional development for individuals and groups of employees City-wide, and
- staffing the monthly Personnel Board meetings.

On a daily basis staff provides employment information, referral and screening to City employees and the public, as well as recruiting, screening, testing and qualifying applicants for a range of Civil Service and At Will positions.

### ***GOAL***

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

# CITY OF DALY CITY

---

## **HIGHLIGHTS**

In Fiscal Years July 1, 2000 through June 30, 2002, the Human Resources staff provided the following service to City and Bay Area residents and City employees:

- Completed a broad range of recruitments including Police Officer/Police Officer Trainee, Public Safety Dispatcher, entry-level classifications requiring performance examinations and a number of journey-level and professional positions in Finance, Libraries, Parks and Recreation, Public Works, Economic and Community Development and Water/Wastewater Resources. Mid-management testing and assessment was conducted for Police Management and recruitment for Assistant Director of Finance and Administrative Services as well as nationwide recruitment for Director of Public Works, Fire Chief, and Assistant City Manager.
- Completed collective bargaining with 9 labor unions and associations as well as individuals and groups of employees in unrepresented classifications, obtaining long-term agreements.
- Produced and directed the 39th and 40<sup>th</sup> annual, City Council-sponsored Employee Dinner Dance and Service Awards presentations in March 2001 and 2002.
- Held annual Open Enrollment periods for CalPERS Medical insurance, PERS Long Term Care Insurance and IRC Section 125 Flexible Benefits savings accounts.
- For employees Citywide, offered computer application training, 4-hour harassment prevention seminars for over 150 employees, a workshop in late September dealing with grief and stress, a full day supervisory essentials workshop, two 4-hour customer service workshops, and a retirement planning seminar. Continued Department of Transportation-mandated drug and alcohol testing and provided training for current and new supervisors and employees.
- Produced and distributed bi-monthly issues of the employee newsletter *The Foghorn*.
- Provided Human Resources assistance and support to management and supervisory staff to identify, assess and resolve a wide range of personnel issues including but not limited to labor relations, contract administration, ADA accommodation, recruitment and selection, grievances, discipline and inter-personal communications. Assisted with formal investigation, and coordinated and administered grievance and disciplinary actions through the public appeal process.

## **HUMAN RESOURCES**

---

### ***PROGRAM OBJECTIVES***

In Fiscal Years 2002-2003 and 2003-2004, Human Resources staff will:

- Implement and administer the provisions of new labor contracts.
- Participate in joint labor-management committees on flexible staffing, alternative scheduling, and areas of mutual concern to develop and retain a competent City workforce.
- Continue employee training and development with focus on progression management, computer application skill training, and supervisory training.
- Continue to support and promote the Hire Daly City 1<sup>st</sup> initiative and [www.hiredalycity.org](http://www.hiredalycity.org) website.
- Increase online access to Human Resource information and forms such as interest cards, applications, and employee benefits specifics.
- Continue to research, analyze and implement processes and procedures to increase efficiency and effectiveness in Human Resource management and delivery.



**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3860	MISCELLANEOUS REVENUE	30	0	0	0	0
	MISCELLANEOUS REVENUES	30	0	0	0	0
	<b>TOTAL REVENUES</b>	<b>\$30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	DIRECTOR OF HUMAN RESOURCES	428	1.00	1.00
1.00	1.00	ASST DIRECTOR OF HUMAN RESOURCES	332	1.00	1.00
1.00	1.00	HR ANALYST	053	1.00	1.00
1.00	1.00	HR SECRETARY	045	1.00	1.00
1.00	1.00	HR TECHNICIAN	034	1.00	1.00
<u>1.00</u>	<u>1.00</u>	HR SPECIALIST	040	<u>1.00</u>	<u>1.00</u>
6.00	6.00			6.00	6.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
070  
070**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	399,756	405,235	475,135	513,611	543,876
4102 HOURLY WAGES	100	3,895	6,861	7,247	7,682
4103 OVERTIME	0	2,028	0	0	0
4104 PERS RETIREMENT	29,007	30,864	31,949	38,335	40,637
4105 GROUP INSURANCE	30,558	28,247	29,068	32,166	32,596
4106 WORKERS COMPENSATION	158	856	953	953	953
4107 MEDICARE	5,615	5,925	6,972	7,306	7,745
4108 UNEMPLOYMENT INSURANCE	0	354	0	0	0
4110 TERMINATION PAY	0	6,066	0	0	0
4119 SOCIAL SECURITY	6	226	525	555	588
<b>SALARIES AND BENEFITS</b>	<b>465,200</b>	<b>483,696</b>	<b>551,463</b>	<b>600,173</b>	<b>634,077</b>
4211 ADVERTISING	66,001	115,985	68,156	39,750	45,125
4212 COMMUNICATIONS	1,091	1,271	1,290	1,330	1,330
4217 EQUIPMENT MAINTENANCE CONTRA	2,100	2,227	2,342	3,043	3,444
4219 PROFESSIONAL SERVICES	53,969	102,164	81,290	80,465	83,965
4220 OTHER CONTRACTUAL SERVICES	66,670	73,942	77,777	89,345	94,328
4230 OFFICE EXPENSE	11,839	10,477	11,444	11,000	11,000
4234 SPECIAL DEPARTMENTAL	19,645	18,325	20,345	20,300	20,300
<b>SERVICES AND SUPPLIES</b>	<b>221,315</b>	<b>324,391</b>	<b>262,644</b>	<b>245,233</b>	<b>259,492</b>
4302 MEMBERSHIPS & PUBLICATIONS	775	585	630	795	795
4303 TRAVEL & MEETINGS	3,195	2,810	4,310	4,420	4,420
4304 EDUCATION & TRAINING	8,549	13,214	18,160	4,000	14,000
4387 LEASE PAYMENTS	0	34,905	83,516	71,304	71,304
<b>OTHER CHARGES</b>	<b>12,519</b>	<b>51,514</b>	<b>106,616</b>	<b>80,519</b>	<b>90,519</b>
4208 TELEPHONE SERVICE CHARGES	5,236	5,891	6,127	6,127	6,127
4223 INFORMATION SERVICES CHARGES	13,697	21,163	21,506	21,506	21,506
4224 BLDG MAINTENANCE SVC CHARGES	1,693	1,828	1,851	1,981	2,045
4226 MAIL/MESSENGER SERVICE	2,472	3,150	3,237	3,237	3,237
4227 COPIER SERVICES	6,649	5,679	6,008	6,008	6,008
4233 POSTAGE	8,010	8,675	9,117	9,117	9,117
4301 GENERAL INSURANCE CHARGES	438	439	447	447	447
<b>FIXED CHARGES</b>	<b>38,195</b>	<b>46,825</b>	<b>48,293</b>	<b>48,423</b>	<b>48,487</b>
4580 FURNITURE	0	4,068	6,188	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>4,068</b>	<b>6,188</b>	<b>0</b>	<b>0</b>
4672 IF TO 55-035-458	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$737,229</u></b>	<b><u>\$910,494</u></b>	<b><u>\$975,204</u></b>	<b><u>\$974,348</u></b>	<b><u>\$1,032,575</u></b>





# **LIBRARY ADMINISTRATION**

---

## ***PROGRAM DESCRIPTION***

The Library provides four facilities, the Bayshore, John Daly and Westlake branches and the Serramonte Main Library and a collection of over 165,000 items. It meets community needs by providing books, magazine and newspaper subscriptions, audio-visual collections, computers for public use, information services, and special outreach and in-library programs for children. As a member of the Peninsula Library System (PLS), the Library shares a website, an automated catalog and checkout system and electronic databases that enhance services to residents. The Library works with many community partners. The History Guild of Daly City/Colma provides a mini-museum at the Serramonte Main Library. The Friends of the Daly City Library supports library collections and programs through fund-raising efforts. Project Read of North County provides literacy services to Daly City residents through one-on-one tutoring programs, the Families for Literacy Program, and the Learning Wheels mobile learning van. The Daly City libraries have an exciting future. Design development has begun for new libraries in the Bayshore and John Daly neighborhoods and expansion of the Serramonte Main Library. The long-term challenge will be to provide additional resources to meet the demand for more materials and additional public service hours that these new facilities will generate.

## ***HIGHLIGHTS***

### Library Use

Library use grew steadily due to the availability of more public-use computers, books and other materials at all libraries. Overall, the number of items checked-out increased by 5.27% in 2000-01 and by more than 10% in 2001-02. John Daly branch library use has increased by almost 20% since 1999-2000. Library card registrations have remained steady after a large surge when the Westlake Library reopened in September 1998.

### On-line Service

The Library offered a variety of on-line service improvements through a redesigned PLS website, [www.plsinfo.org](http://www.plsinfo.org). The website is now a "virtual library" with the theme, "Your Library. Always Open" and provides a rich array of interactive services including access to electronic books through Net Library and the ability to search the PLS and other library catalogs through Webpac and SuperSearch databases over the Internet. Residents can also apply for library cards on-line and receive messages including holds and overdue notices by e-mail. Beginning in April 2001, PLS and the Golden Gateway Library Network, launched the Q&A Café at [www.qandacafe.com](http://www.qandacafe.com). From 2-9 p.m., 7 days a week, the Q&A Café provides a free, live, online reference service designed to provide fast answers to short questions. It combines the speed and convenience of the Internet with the information smarts of a librarian.

### Grants and Gifts

Since July 2000, the Library has received a variety of grants and gifts. The John Daly Branch Library received a California State Library InfoPeople Grant of \$2,500 for a public-use computer workstation and software. Children's Services received annual grants of \$3,500 from the Northern California Grantmakers for summer reading program prizes for kids. The Westlake Library received a \$350 grant from the Philanthropic Ventures Foundation for its preschool storytime program. Reference services received a Fred Gellert Grant of \$2,500 to purchase health care videos for all libraries. Finally, in January 2002, the Friends of the Library donated almost \$2,000 for library books and equipment purchases.

## **HIGHLIGHTS (CONTINUED)**

### Facilities

The Westlake Branch Library received an architectural design award from the San Mateo Chapter of the American Institute of Architecture in December 2000. Library staff made improvements at the Serramonte Main Library, including adding colorful directional banners, more shelving for the book and video collections, a new information desk, new tables and chairs for a redesigned storytime area, and reorganized shelving and work space for librarians and technical processing staff. Staff participated in community dialogues about new facilities to replace the John Daly and Bayshore branch libraries and began design development work with architects and city engineering staff.

### Staff Initiatives

Children's services staff initiated popular evening storytimes at the Westlake and Serramonte libraries. Staff expanded computer-training classes for the public, including classes on computer basics, Internet searching and basic Word and Excel instruction. Fifteen employees received CPR training and certification from the Daly City Fire Department in 2001. Additionally, staff prepared a written Disaster Recovery Plan and purchased recommended supplies for all libraries.

## **GOALS**

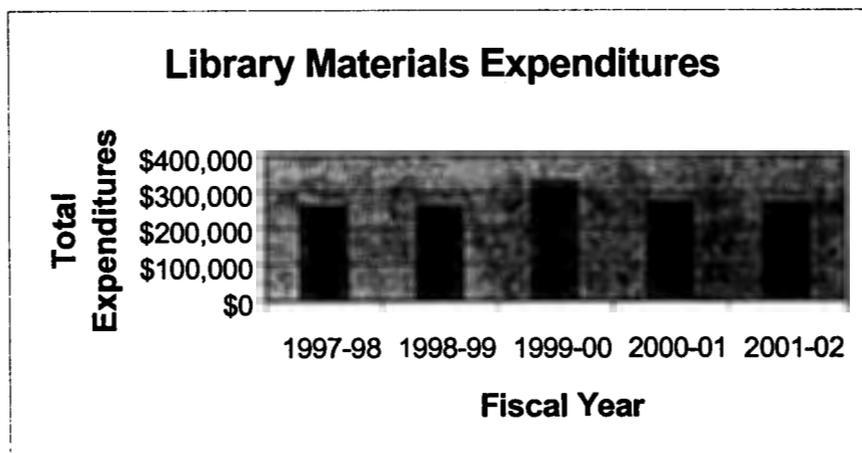
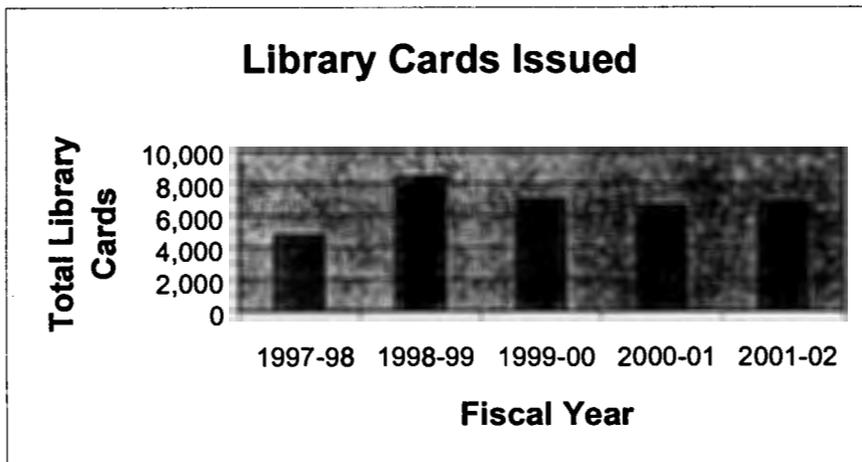
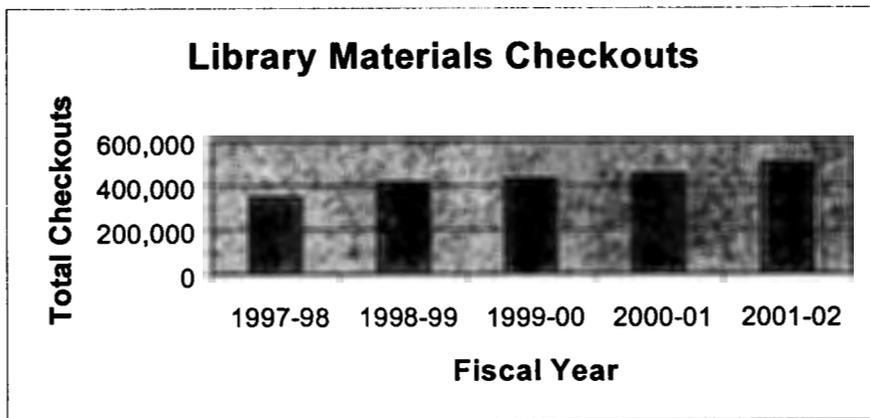
- To introduce children and their families to the joys of reading and finding information at the library
- To provide the best resources, including programs, books, videos, books on tape, electronic resources and periodical subscriptions to meet the diverse informational and reading needs of the community
- To provide computers with work productivity software and Internet access for public use at all libraries and to offer computer training classes
- To provide comfortable and clean library facilities with good public service hours
- To employ a well-trained, friendly and helpful staff that enjoys working with people of all ages
- To make the Library the first choice of Daly City residents for all their information needs

## **OBJECTIVES**

1. To design functional and dynamic libraries to replace the John Daly and Bayshore branches and to expand the Serramonte Main Library.
2. Expand library collections in new formats, including Chinese and Spanish language materials, DVD's and compact disks.
3. Upgrade computer and information technologies to provide residents with efficient and effective automated services.
4. Maintain excellent public service hours at all facilities and expand when possible.
5. Pursue grant opportunities to enhance library facilities, programs and collections.

# LIBRARY ADMINISTRATION

---





**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
120  
120**

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3520	RENTAL INCOME	880	1,960	2,000	2,000	2,000
	<b>RENTS AND INTEREST</b>	880	1,960	2,000	2,000	2,000
3601	RECEIPTS FROM OTHER AGENCIES	40,500	0	0	0	0
3606	PUBLIC LIBRARY FUND RECEIPT	175,552	173,343	160,440	91,000	91,000
3638	STATE OF CA - MISC GRANTS	0	796	550	0	0
3648	MISCELLANEOUS FEDERAL GRANTS	0	0	2,112	0	0
3661	RECEIPTS FROM SAN MATEO COUNT' <b>FROM OTHER AGENCIES</b>	116,264 332,316	127,078 301,217	129,815 292,917	130,000 221,000	130,000 221,000
3731	LIBRARY FINES	47,653	52,615	52,500	52,500	52,500
3732	SERVICES TO NON-RESIDENTS <b>CHARGES AND FEES</b>	74,810 122,463	67,361 119,976	68,000 120,500	68,000 120,500	68,000 120,500
3810	PROPERTY DISPOSALS	0	0	23	0	0
3840	PRIVATE CONTRIBUTIONS	0	6,677	850	200	200
3860	MISCELLANEOUS REVENUE	112,668	15,434	19,500	23,025	9,825
3866	CARL GELLERT FOUND DONATION	10,000	0	0	0	0
3867	FRED GELLERT FOUND DONATION	0	2,500	0	0	0
3915	BAD DEBT RECOVERIES <b>MISCELLANEOUS REVENUES</b>	18 122,686	77 24,688	0 20,373	0 23,225	0 10,025
3878	IF FM 31-120-521 <b>OPERATING TRANSFERS IN</b>	0 0	1,250 1,250	0 0	0 0	0 0
	<b>TOTAL REVENUES</b>	<b>\$578,345</b>	<b>\$449,091</b>	<b>\$435,790</b>	<b>\$366,725</b>	<b>\$353,525</b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	LIBRARY DIRECTOR	428	1.00	1.00
1.00	1.00	ASSISTANT LIBRARY DIRECTOR	322	1.00	1.00
4.00	4.00	LIBRARIAN II	46X	4.00	4.00
2.00	2.00	LIBRARIAN I	39X	2.00	2.00
1.00	1.00	SECRETARY III	38S	1.00	1.00
2.00	2.00	LIBRARY ASSISTANT III	32X	2.00	2.00
<u>10.00</u>	<u>10.00</u>	LIBRARY ASSISTANT II	26X	<u>10.00</u>	<u>10.00</u>
21.00	21.00			21.00	21.00

**CITY OF DALY CITY****Expenditure Budget  
2002-03/2003-04****Fund: GENERAL FUND  
Department: PUBLIC LIBRARY  
Program: LIBRARY****01  
120  
120**

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	891,994	943,856	1,120,006	1,255,287	1,330,369
4102 HOURLY WAGES	196,371	182,971	197,500	200,521	200,521
4103 OVERTIME	2,839	1,825	1,500	3,730	3,730
4104 PERS RETIREMENT	67,964	79,045	83,719	94,583	100,281
4105 GROUP INSURANCE	73,576	82,311	91,006	90,351	91,432
4106 WORKERS COMPENSATION	917	1,932	0	0	0
4107 MEDICARE	12,284	13,494	16,136	15,649	16,592
4108 UNEMPLOYMENT INSURANCE	0	976	0	0	0
4110 TERMINATION PAY	5,100	13,758	6,391	0	0
4119 SOCIAL SECURITY	11,050	9,438	14,352	15,340	15,340
<b>SALARIES AND BENEFITS</b>	<b>1,262,095</b>	<b>1,329,606</b>	<b>1,530,610</b>	<b>1,675,461</b>	<b>1,758,265</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	2,226	2,519	2,500	2,250	2,250
4210 AUTOMATED CIRCULATION CHARGE	57,478	74,924	77,100	71,526	72,500
4212 COMMUNICATIONS	1,525	1,801	1,600	26,200	26,200
4213 UTILITIES	48,926	67,676	70,000	75,000	80,000
4215 RENTS AND LEASES	1,269	1,269	0	0	0
4217 EQUIPMENT MAINTENANCE CONTRA	1,441	2,949	2,450	2,500	2,500
4220 OTHER CONTRACTUAL SERVICES	58,286	60,013	62,400	43,000	45,000
4230 OFFICE EXPENSE	10,153	7,150	7,150	7,250	7,250
4234 SPECIAL DEPARTMENTAL	7,385	7,989	7,400	7,400	7,400
4237 CLOTHING	1,051	251	650	0	0
4238 LIBRARY BOOKS & PERIODICALS	330,137	271,079	272,371	233,480	250,506
4239 LIBRARY MATERIALS	34,875	28,936	38,345	27,000	27,000
4248 HISTORY, ARTS & SCIENCES SVCS	0	0	0	0	0
4258 SOFTWARE MAINTENANCE	0	0	0	26,000	26,000
<b>SERVICES AND SUPPLIES</b>	<b>554,752</b>	<b>526,556</b>	<b>541,966</b>	<b>521,606</b>	<b>546,606</b>
4302 MEMBERSHIPS & PUBLICATIONS	595	410	655	650	650
4303 TRAVEL & MEETINGS	410	2,201	3,200	2,500	2,500
4304 EDUCATION & TRAINING	2,012	2,973	5,070	3,150	3,150
4433 BAD DEBTS	113	10	202	0	0
<b>OTHER CHARGES</b>	<b>3,130</b>	<b>5,594</b>	<b>9,127</b>	<b>6,300</b>	<b>6,300</b>
4208 TELEPHONE SERVICE CHARGES	9,678	10,277	10,688	10,688	10,688
4216 VEHICLE SERVICE CHARGES	96	4,964	5,287	5,287	5,287
4223 INFORMATION SERVICES CHARGES	8,483	23,359	24,140	24,140	24,140
4224 BLDG MAINTENANCE SVC CHARGES	142,212	153,528	155,511	166,397	171,840
4226 MAIL/MESSENGER SERVICE	4,120	5,250	5,395	5,395	5,395
4227 COPIER SERVICES	6,640	9,052	9,646	9,646	9,646
4233 POSTAGE	1,683	-1,823	1,916	1,916	1,916
4301 GENERAL INSURANCE CHARGES	9,326	9,342	9,529	9,529	9,529
<b>FIXED CHARGES</b>	<b>182,238</b>	<b>217,595</b>	<b>222,112</b>	<b>232,998</b>	<b>238,441</b>
4580 FURNITURE	16,241	6,121	700	0	0
4581 OFFICE MACHINES	13,231	928	25	0	0
<b>CAPITAL OUTLAY</b>	<b>29,472</b>	<b>7,049</b>	<b>725</b>	<b>0</b>	<b>0</b>
4646 IF TO 33-031-031	150,000	200,000	200,000	200,000	200,000
4647 IF TO 31-120-520	50,000	50,000	50,000	0	0
4651 IF TO 01-031-031	0	0	0	0	0
4672 IF TO 55-035-458	87,309	1,961	0	0	0
4674 IF TO 31-120-510	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>287,309</b>	<b>251,961</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,318,996</b>	<b>\$2,338,361</b>	<b>\$2,554,540</b>	<b>\$2,636,365</b>	<b>\$2,749,612</b>

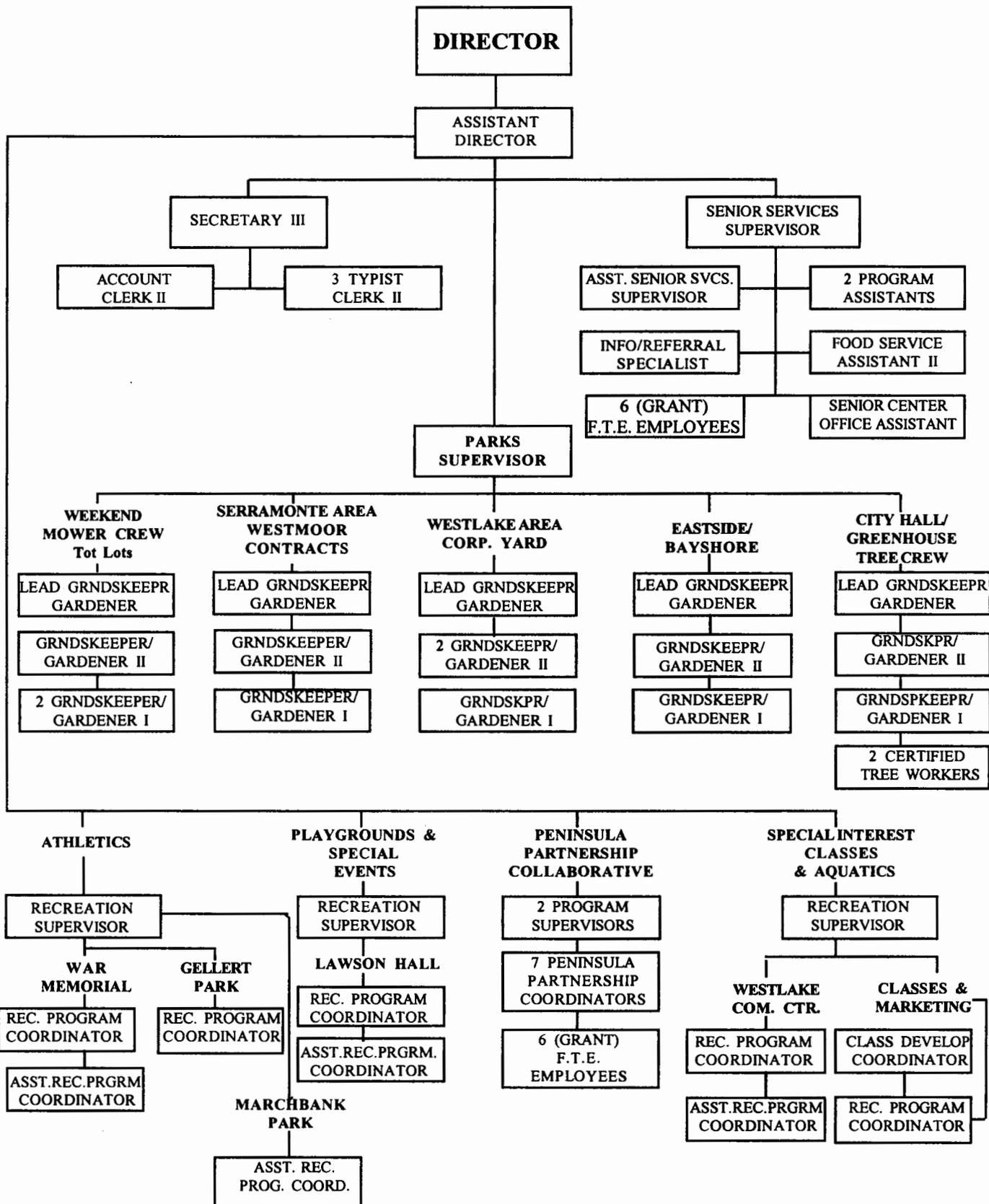




# City of Daly City

## PARKS AND RECREATION DEPARTMENT

Fiscal Years 2002-2003 and 2003-2004



**CITY OF DALY CITY****Department Summary****2002-03/2003-04****PARKS & RECREATION**

<b>REVENUES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
RENTS AND INTEREST	47,773	57,335	57,260	58,985	60,750
FROM OTHER AGENCIES	51,414	129,426	217,952	146,039	126,065
CHARGES AND FEES	1,724,783	2,036,242	2,282,987	2,302,067	2,225,007
MISCELLANEOUS REVENUES	155,428	146,232	25,676	11,540	11,540
OPERATING TRANSFERS IN	310,010	390,283	508,828	524,192	553,228
<b>TOTAL REVENUES</b>	<b><u>\$2,289,408</u></b>	<b><u>\$2,759,518</u></b>	<b><u>\$3,092,703</u></b>	<b><u>\$3,042,823</u></b>	<b><u>\$2,976,590</u></b>

**CITY OF DALY CITY**

Department Summary

2002-03/2003-04

**PARKS & RECREATION**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>SALARIES AND BENEFITS</b>	3,479,245	3,816,197	4,396,732	4,553,408	4,685,943
<b>SERVICES AND SUPPLIES</b>	1,373,141	1,611,613	1,873,261	1,825,286	1,823,987
<b>OTHER CHARGES</b>	31,394	52,533	42,910	35,752	32,697
<b>FIXED CHARGES</b>	1,217,205	1,300,540	1,330,529	1,395,455	1,427,918
<b>CAPITAL OUTLAY</b>	8,345	7,212	8,678	7,947	7,947
<b>OPERATING TRANSFERS OUT</b>	159,223	25,410	13,140	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$6,268,553</u></b>	<b><u>\$6,813,505</u></b>	<b><u>\$7,665,250</u></b>	<b><u>\$7,817,848</u></b>	<b><u>\$7,978,492</u></b>

## **PARKS AND RECREATION – ADMINISTRATION**

---

### ***PROGRAM DESCRIPTION***

We create community through people, parks, and programs. The Parks and Recreation Administration Division is responsible for the supervision and management of the Department's personnel, policy direction, resources, fiscal control, budget and capital project development, marketing, promotion, overall planning, direction and coordination of the various activities, projects and programs offered through the Parks and Recreation Department.

The Administration Division assists and supports the other three Divisions in their daily operations as well as with the Department's long-range goals.

The Administration Division also serves as the City's liaison with community groups, senior adult clubs, local school personnel, and statewide recreation administrators. The Administration Division coordinates and prepares correspondence and agendas, as well as staffs monthly meetings of the Parks and Recreation Commission.

### ***HIGHLIGHTS***

On a daily basis, the Administration Division dealt with customers with diverse personalities and ethnicity and handled situations that were interesting and often complex. Each of us took pride in seeing that our customers were satisfied. We took that extra step, or made that extra phone call to see that it happened. We did this by making sure we were knowledgeable about our City and our Department, by keeping our skills updated, and always with a smile on our face and our sense of humor intact – and we did this in the midst of construction, remodeling, and relocation of our administrative office. We maintained our professionalism and flexibility as our customers took advantage of our Wednesday evening office hours to rent a facility, register for classes, and sign up for sports leagues.

One of the travel programs, or "Virginia's Trips" as it has come to be known, is one of our most asked about offerings. Every day we get visits from our active adult travelers seeking information on new trips, signing up for existing trips, or coming back to share highlights of a trip just taken.

A very talented staff continues to be instrumental in expanding our event/party-planning package. Our customers expressed satisfaction with our new and varied vendor list; and as word-of-mouth spread, our event/planning package became increasingly popular. Our facility reservations continue to be on the upswing; and we have seen a significant increase in the "special event" type of rentals that encompass an entire weekend and an entire complex.

## **HIGHLIGHTS (CONTINUED)**

Our quarterly Leisure Guide is 56 pages with our summer edition being 64 pages; and we have increased the number of advertisements to offset costs. The typing, editing, and design layout of the Leisure Guide was done by the Administrative staff.

Ongoing Capital Projects have kept us busy and energized as we participate in grand openings of new parks and plan for future parks and facilities.

Our volunteer court-work program was very much a part of the Parks Division's work routine. The Administrative Division acted as the liaison between the courts, the volunteers, and the Parks Division. We interviewed volunteers, set work schedules, maintained records, notified the courts, and prepared necessary reports.

The Parks and Recreation Commission met the fourth Wednesday of every month. The Administrative Division prepared agendas, made phone calls, attended meetings, took minutes, and made necessary reservations and arrangements for Commissioners when necessary.

## **GOALS**

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

## **PROGRAM OBJECTIVES**

1. Offer event planning to corporate clients; i.e. award banquets, staff trainings, business lunches.
2. Prepare and distribute an event planning catalogue outlining all of our available services.
3. RecWare availability and access at our alternative sites (i.e. pools, gymnastics center) community centers.
4. Offer real time, on-line class registration to our customers.

## **PARKS AND RECREATION – ADMINISTRATION**

---

### ***PROGRAM DESCRIPTION***

We create community through people, parks, and programs. The Parks and Recreation Administration Division is responsible for the supervision and management of the Department's personnel, policy direction, resources, fiscal control, budget and capital project development, marketing, promotion, overall planning, direction and coordination of the various activities, projects and programs offered through the Parks and Recreation Department.

The Administration Division assists and supports the other three Divisions in their daily operations as well as with the Department's long-range goals.

The Administration Division also serves as the City's liaison with community groups, senior adult clubs, local school personnel, and statewide recreation administrators. The Administration Division coordinates and prepares correspondence and agendas, as well as staffs monthly meetings of the Parks and Recreation Commission.

### ***HIGHLIGHTS***

On a daily basis, the Administration Division dealt with customers with diverse personalities and ethnicity and handled situations that were interesting and often complex. Each of us took pride in seeing that our customers were satisfied. We took that extra step, or made that extra phone call to see that it happened. We did this by making sure we were knowledgeable about our City and our Department, by keeping our skills updated, and always with a smile on our face and our sense of humor intact – and we did this in the midst of construction, remodeling, and relocation of our administrative office. We maintained our professionalism and flexibility as our customers took advantage of our Wednesday evening office hours to rent a facility, register for classes, and sign up for sports leagues.

One of the travel programs, or "Virginia's Trips" as it has come to be known, is one of our most asked about offerings. Every day we get visits from our active adult travelers seeking information on new trips, signing up for existing trips, or coming back to share highlights of a trip just taken.

A very talented staff continues to be instrumental in expanding our event/party-planning package. Our customers expressed satisfaction with our new and varied vendor list; and as word-of-mouth spread, our event/planning package became increasingly popular. Our facility reservations continue to be on the upswing; and we have seen a significant increase in the "special event" type of rentals that encompass an entire weekend and an entire complex.

Our quarterly Leisure Guide is 56 pages with our summer edition being 64 pages; and we have increased the number of advertisements to offset costs. The typing, editing, and design layout of the Leisure Guide was done by the Administrative staff.

Ongoing Capital Projects have kept us busy and energized as we participate in grand openings of new parks and plan for future parks and facilities.

**HIGHLIGHTS (CONTINUED)**

Our volunteer court-work program was very much a part of the Parks Division's work routine. The Administrative Division acted as the liaison between the courts, the volunteers, and the Parks Division. We interviewed volunteers, set work schedules, maintained records, notified the courts, and prepared necessary reports.

The Parks and Recreation Commission met the fourth Wednesday of every month. The Administrative Division prepared agendas, made phone calls, attended meetings, took minutes, and made necessary reservations and arrangements for Commissioners when necessary.

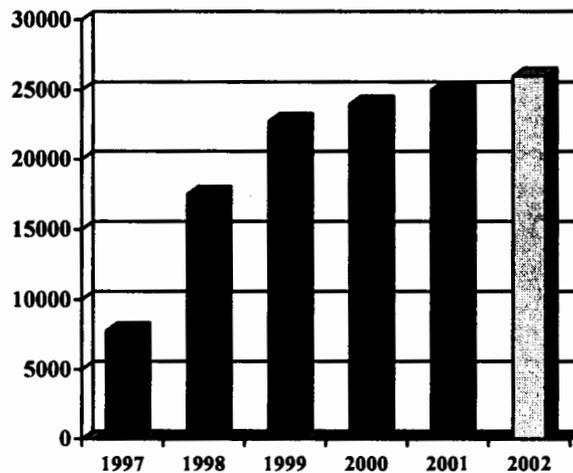
**GOALS**

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

**OBJECTIVES**

1. Offer event planning to corporate clients; i.e. award banquets, staff trainings, business lunches.
2. Prepare and distribute an event planning catalogue outlining all of our available services.
3. RecWare availability and access at our alternative sites (i.e. pools, gymnastics center) community centers.
4. Offer real time, on-line class registration to our customers.

**EVENT PLANNING REVENUE – FISCALYEAR 2002 PROJECT REVENUE**



**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3828	SERVICE BILLINGS	64,643	67,076	111,702	117,154	117,154
	<b>CHARGES AND FEES</b>	64,643	67,076	111,702	117,154	117,154
3810	PROPERTY DISPOSALS	0	0	0	0	0
3864	FUND RAISING RECEIPTS	716	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	716	0	0	0	0
	<b>TOTAL REVENUES</b>	<b><u>\$65,359</u></b>	<b><u>\$67,076</u></b>	<b><u>\$111,702</u></b>	<b><u>\$117,154</u></b>	<b><u>\$117,154</u></b>

### Full-time Salaried Position Listing

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
0.90	0.90	DIRECTOR OF PARKS & RECREATION	428	0.90	0.90
0.50	0.50	ASST. DIRECTOR OF PARKS & RECREATION	333	0.50	0.50
0.80	0.80	SECRETARY III	38S	0.80	0.80
0.50	0.50	ACCOUNT CLERK II	29Z	0.50	0.50
1.70	1.70	TYPIST CLERK II	22Z	1.70	1.70
<u>0.10</u>	<u>0.10</u>	TYPIST CLERK I	16Z	<u>0.10</u>	<u>0.10</u>
4.50	4.50			4.50	4.50

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: GENERAL FUND  
Department: PARKS & RECREATION  
Program: PARKS & RECREATION ADMIN01  
130  
130

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	312,833	352,388	384,412	419,211	443,885
4102 HOURLY WAGES	27,031	39,288	57,369	23,000	23,000
4103 OVERTIME	438	239	110	300	300
4104 PERS RETIREMENT	19,987	20,867	21,755	25,336	26,858
4105 GROUP INSURANCE	20,179	25,135	28,694	27,796	28,087
4106 WORKERS COMPENSATION	396	927	1,031	1,031	1,031
4107 MEDICARE	4,122	4,852	5,385	4,404	4,668
4108 UNEMPLOYMENT INSURANCE	0	339	0	0	0
4119 SOCIAL SECURITY	1,060	451	1,802	1,760	1,760
<b>SALARIES AND BENEFITS</b>	<b>386,046</b>	<b>444,486</b>	<b>500,558</b>	<b>502,838</b>	<b>529,589</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	1,873	1,629	2,100	2,100	2,100
4212 COMMUNICATIONS	2,229	2,031	2,600	2,600	2,600
4213 UTILITIES	7,204	6,878	6,500	6,500	6,500
4215 RENTS AND LEASES	0	150	150	150	150
4217 EQUIPMENT MAINTENANCE CONTRA	1,257	1,180	1,307	1,500	1,500
4230 OFFICE EXPENSE	3,441	4,501	4,800	4,495	4,495
4234 SPECIAL DEPARTMENTAL	3,337	2,991	4,250	4,495	4,495
4274 FUNDRAISER EXPENDITURES	0	0	0	0	0
<b>SERVICES AND SUPPLIES</b>	<b>19,341</b>	<b>19,360</b>	<b>21,707</b>	<b>21,840</b>	<b>21,840</b>
4302 MEMBERSHIPS & PUBLICATIONS	1,832	2,015	2,000	2,000	2,000
4303 TRAVEL & MEETINGS	7,387	4,646	4,500	5,500	5,500
4304 EDUCATION & TRAINING	2,736	1,814	1,600	2,000	2,000
<b>OTHER CHARGES</b>	<b>11,955</b>	<b>8,475</b>	<b>8,100</b>	<b>9,500</b>	<b>9,500</b>
4208 TELEPHONE SERVICE CHARGES	4,820	3,446	3,584	3,584	3,584
4216 VEHICLE SERVICE CHARGES	5,467	6,775	7,215	7,215	7,215
4223 INFORMATION SERVICES CHARGES	29,637	47,686	48,533	48,533	48,533
4224 BLDG MAINTENANCE SVC CHARGES	35,553	38,382	38,878	41,599	42,960
4226 MAIL/MESSENGER SERVICE	1,096	1,397	1,435	1,435	1,435
4227 COPIER SERVICES	8,029	7,795	8,246	8,246	8,246
4233 POSTAGE	3,118	3,377	3,549	3,549	3,549
4301 GENERAL INSURANCE CHARGES	603	604	616	616	616
<b>FIXED CHARGES</b>	<b>88,323</b>	<b>109,462</b>	<b>112,056</b>	<b>114,777</b>	<b>116,138</b>
4580 FURNITURE	430	105	447	447	447
<b>CAPITAL OUTLAY</b>	<b>430</b>	<b>105</b>	<b>447</b>	<b>447</b>	<b>447</b>
4672 IF TO 55-035-458	0	8,551	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>8,551</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$506,095</u></b>	<b><u>\$590,439</u></b>	<b><u>\$642,868</u></b>	<b><u>\$649,402</u></b>	<b><u>\$677,514</u></b>

## **PARKS DIVISION – PARKS MAINTENANCE**

---

### ***PROGRAM DESCRIPTION***

The Parks Division's primary responsibility to the community of Daly City is providing clean, safe, and attractive parks, tot-lots, and urban forest areas. The Parks Division also manages the landscape care and upkeep in and around civic buildings, median islands, right-of-ways, and other various city owned properties.

The Parks Division is accountable for the landscape maintenance of over 2800 street trees, fifteen tot-lots, ten Water Division facilities, eight major parks, seven ball diamonds, four libraries, and all civic buildings. Additionally, the Parks Division oversees the landscape maintenance contract, which includes forty-three areas comprised of medians, right-of-ways, retention basins, and walkways. The Parks Division also acts as an information source for the general public, local school districts, and other City divisions, offering recommendations on gardening practices, landscape construction, and landscape design.

The Parks Division performs a broad spectrum of activities in its endeavor to provide the community of Daly City a quality product. The successful combination of regular technical training (in-house and seminar), monthly safety meetings, and a state-of-the-art equipment fleet, permits the Parks Division to perform their duties as the community expects.

### ***PROGRAM GOAL***

The Parks Division is committed to the following goal:

***Offer the community the cleanest and safest parks and tot lots by:***

- Adjusting service levels to meet the changing needs of each individual park/tot-lot
- Performing regular "detailed" playground equipment and fall cushioning material inspection
- Maintaining landscaping in a healthy, disease-free manner, using Integrated Pest Management techniques

### ***PROGRAM HIGHLIGHTS***

***2000-2001/2001-2002***

#### ***Parks Maintenance:***

##### ***Baseball/Softball Diamonds***

- Infield renovations at all 7 baseball/softball diamonds
- Ball fields dressed at least 2x/week during season, 1x/week during off-season
- Field preparation for Pony League Tournament at Westlake Park

##### ***Litter, Debris, and Weeds***

- Major parks cleaned at least 2-4x/week
- Tot Lots cleaned 2-3x/week
- Herbicide spraying program during fall and spring

***STAFF DEVELOPMENT AND HIGHLIGHTS***

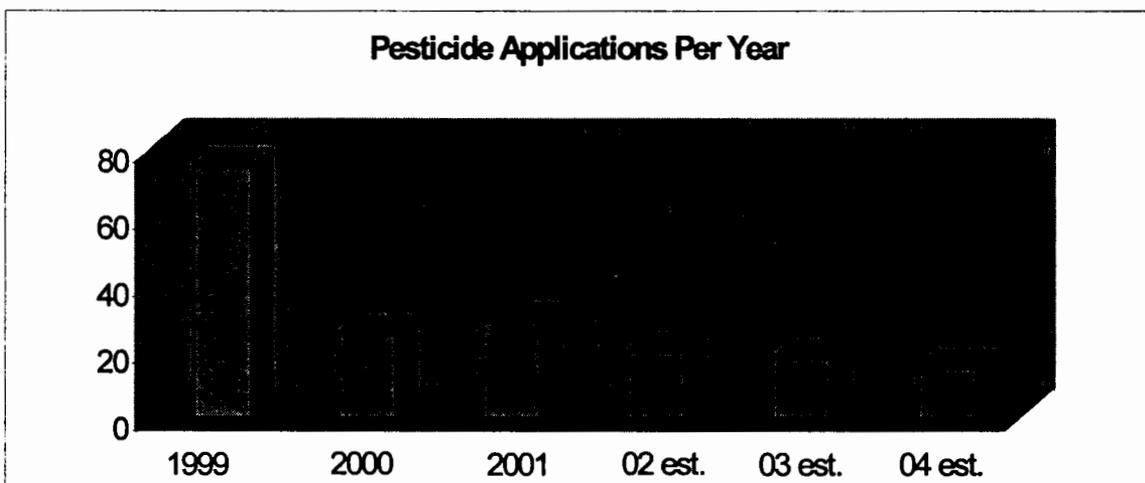
- Two new Certified Tree worker positions
- Monthly safety and tailgate meetings
- Annual continuing education for various certifications
- Eight employees with State Pesticide Qualified Applicator Certificates

***PROGRAM OBJECTIVE***

***Beautify our neighborhoods with a strong, safe, and healthy urban forest***

This objective will be accomplished by:

- Actively monitor the current Pine Pitch Canker disease outbreak
- Prune street trees and maintain tree wells at regularly scheduled intervals
- Increase frequency of large tree pruning
- Energize our community with new landscaping at our parks, tot lots, medians, and civic buildings
- Renew older landscapes with fresh, new plant materials
- Utilize our new greenhouse/nursery to produce a wide variety of interesting plant materials
- Incorporate a variety of theme gardens
- Continue upgrading older irrigation systems
- Build an even stronger relationship with the community



**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
133  
160**

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3796	REIMBURSEMENT FOR CURRENT SVCS CHARGES AND FEES	19,320	19,706	21,833	22,975	23,265
		19,320	19,706	21,833	22,975	23,265
3852	WORKERS COMP - SELF INSURANCE	15,981	1,050	8,750	0	0
3860	MISCELLANEOUS REVENUE	11,695	3,274	600	600	600
3915	BAD DEBT RECOVERIES	0	0	0	0	0
	MISCELLANEOUS REVENUES	27,676	4,324	9,350	600	600
	<b>TOTAL REVENUES</b>	<b>\$46,996</b>	<b>\$24,030</b>	<b>\$31,183</b>	<b>\$23,575</b>	<b>\$23,865</b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
0.10	0.10	DIRECTOR OF PARKS & RECREATION	428	0.10	0.10
1.00	1.00	PARKS SUPERVISOR	077	1.00	1.00
6.00	6.00	LEAD GROUNDSKEEPER/GARDENER	44X	6.00	6.00
0.20	0.20	SECRETARY III	38S	0.20	0.20
2.00	2.00	CERTIFIED TREE WORKER	36X	2.00	2.00
11.00	11.00	GROUNDSKEEPER/GARDENER II	30X	11.00	11.00
<u>0.30</u>	<u>0.30</u>	TYPIST CLERK II	22Z	<u>0.30</u>	<u>0.30</u>
20.60	20.60			20.60	20.60

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
133  
160**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	926,981	897,413	992,882	1,183,741	1,254,451
4102 HOURLY WAGES	125,251	204,161	235,000	141,625	141,625
4103 OVERTIME	911	880	1,175	1,175	1,175
4104 PERS RETIREMENT	73,394	72,830	75,542	87,166	92,397
4105 GROUP INSURANCE	102,479	105,095	102,585	100,821	101,814
4106 WORKERS COMPENSATION	45,665	37,539	41,763	41,763	41,763
4107 MEDICARE	10,957	11,897	12,553	11,955	12,673
4108 UNEMPLOYMENT INSURANCE	0	954	0	0	0
4110 TERMINATION PAY	4,502	9,664	0	0	0
4112 STANDBY PAY	1,189	1,672	2,600	2,972	2,972
4119 SOCIAL SECURITY	2,406	4,655	5,500	10,834	10,834
<b>SALARIES AND BENEFITS</b>	<b>1,293,735</b>	<b>1,346,760</b>	<b>1,469,600</b>	<b>1,582,052</b>	<b>1,659,704</b>
4212 COMMUNICATIONS	2,134	4,019	6,500	6,500	6,500
4213 UTILITIES	4,472	4,594	19,000	19,000	19,000
4215 RENTS AND LEASES	83	0	432	400	400
4220 OTHER CONTRACTUAL SERVICES	87,879	94,088	103,750	104,000	106,500
4230 OFFICE EXPENSE	0	0	400	400	400
4234 SPECIAL DEPARTMENTAL	48,410	43,539	90,000	55,000	55,000
4237 CLOTHING	12,406	9,559	13,200	10,000	10,000
4244 REPAIRS & MAINTENANCE	7,548	3,422	5,000	5,000	5,000
4255 SMALL EQUIPMENT	3,352	3,311	3,486	3,400	3,400
<b>SERVICES AND SUPPLIES</b>	<b>166,284</b>	<b>162,532</b>	<b>241,768</b>	<b>203,700</b>	<b>206,200</b>
4302 MEMBERSHIPS & PUBLICATIONS	1,215	1,098	1,270	1,530	1,530
4303 TRAVEL & MEETINGS	791	844	840	840	840
4304 EDUCATION & TRAINING	4,278	4,079	4,700	4,700	4,700
4433 BAD DEBTS	350	7,696	0	0	0
<b>OTHER CHARGES</b>	<b>6,634</b>	<b>13,717</b>	<b>6,810</b>	<b>7,070</b>	<b>7,070</b>
4208 TELEPHONE SERVICE CHARGES	1,033	1,378	1,434	1,434	1,434
4216 VEHICLE SERVICE CHARGES	151,607	162,555	172,740	172,740	172,740
4223 INFORMATION SERVICES CHARGES	8,151	12,865	13,083	13,083	13,083
4224 BLDG MAINTENANCE SVC CHARGES	114,068	80,419	81,458	87,160	90,011
4226 MAIL/MESSENGER SERVICE	1,096	1,397	1,435	1,435	1,435
4301 GENERAL INSURANCE CHARGES	13,792	13,850	14,127	14,127	14,127
<b>FIXED CHARGES</b>	<b>289,747</b>	<b>272,464</b>	<b>284,277</b>	<b>289,979</b>	<b>292,830</b>
4560 PARKS EQUIPMENT	7,914	7,107	8,231	7,500	7,500
<b>CAPITAL OUTLAY</b>	<b>7,914</b>	<b>7,107</b>	<b>8,231</b>	<b>7,500</b>	<b>7,500</b>
4667 IF TO 51-033-453	11,573	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>11,573</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,775,887</u></b>	<b><u>\$1,802,580</u></b>	<b><u>\$2,010,686</u></b>	<b><u>\$2,090,301</u></b>	<b><u>\$2,173,304</u></b>

## **PARKS AND RECREATION - RECREATION**

---

### ***PROGRAM DESCRIPTION***

The Recreation Division has the responsibility of the management of a multi-phase community recreation program. The activity areas encompass Youth Afterschool and Summer Recreation Programs, Middle School and High School Teen Programs, Athletics, Recreation Classes, Aquatics, Gymnastics, City-wide Special Events, Performing Arts Center, Travel and the Daly City Peninsula Partnership Collaborative for Children, Youth and Families. The Recreation Division has the responsibility for the management of all Division facilities and a complete well-rounded community recreation program to meet the leisure needs of all of our citizens.

The program facilities include five community centers, three clubhouses, eight City Parks, fifteen school playgrounds, three high school gymnasiums, five tennis complexes, one gymnastics center, and two swimming pools. The age groups served range from pre-school children through Senior Adults, and the Recreation Division coordinates its community recreation program with five separate school districts.

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

### ***HIGHLIGHTS***

**Children's Afterschool Programs** - Under the auspices of the Daly City Peninsula Partnership Collaborative, we have expanded the tutoring, kindergarten readiness, afterschool homework assistance and enrichment classes program to all sixteen public elementary schools in our community.

**Youth Recreation Program** - The summer youth recreation program is held over a nine-week period from late June through mid August on sixteen sites located throughout our community. The youth afterschool recreation program is held from September through May on eight sites in various sections of the community. Snack programs have been integrated into the school year program through the collaboration of the Second Harvest Food Bank and under the sponsorship of the Mid-Peninsula Boys and Girls Club.

**Homework Centers** - A great addition to four of our after school youth recreation program sites has been the integration of Homework Centers into these programs. A \$20,000 grant from the County of San Mateo enabled our starting this program at two of our sites during the 2000-01 school year. Due to the success of this program the County of San Mateo awarded the City a \$40,000 grant for the 2001-02 school year to expand this program to two additional sites.

**Teen Leadership Challenge Program** - This program offered two teen retreats and served 110 teens from the El Camino, Jefferson, Thornton and Westmoor High Schools. The retreats were designed to foster unity among teens in Daly City and to build a sense of unity within each high school as well as help encourage each campus to be a more positive and safe environment for all students. The teens used this program as the nexus for forming Solid Thoughts, an organization of Daly City teens committed to empowering teens in Daly City.

## **HIGHLIGHTS (CONTINUED)**

**Marketing** – The Marketing T.E.A.M. was instrumental in producing a variety of advertisements on the Daly City Community Access channel (Channel 26). They created various advertisements regarding programs, activities, and classes that are run through the Parks and Recreation Department. Aside from Channel 26 they are responsible for press releases, public service announcements, receipt inserts, and school bulletins. They also work in collaboration with the web development staff to update the “*What’s New*” portion of the City of Daly City web page. The Marketing T.E.A.M. set up information tables at various community events to promote the Department’s offerings. In addition, the T.E.A.M. created and hosted two major events – one at Serramonte Shopping Center and the other at the Westlake Shopping Center. These two informational days provided Department staff the opportunity to disseminate information to the community about what Daly City Parks and Recreation has to offer.

## **GOAL**

Recreation Division will continue to provide exciting, creative, and well-rounded recreation programs for all members of our community.

## **OBJECTIVES**

1. Increase attendance in the Afterschool Youth Recreation Program by serving 100 additional 6-12 year old youth.
2. Provide additional summer youth recreation program services to 100 youngsters aged 6-12 years of age.
3. Provide two Teen Leadership Challenge Retreats for 112 students from the Jefferson Union High School District and El Camino High School.
4. The Marketing team will carry out research and development in order to gain knowledge and to better understand the Parks and Recreation Department’s target audience through information obtained from RecWare, surveys with customers and potential customers by mail, and by conducting one-on-one interviews with special interest class participants.
5. Each quarter, the Marketing team will concentrate promotions to highlight and boost one Parks and Recreation program area along with instituting two major marketing campaigns each year.

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

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

01  
131  
140

		1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES		Actual	Actual	Estimated	Approved	Approved
3601	RECEIPTS FROM OTHER AGENCIES	0	0	0	0	0
3661	RECEIPTS FROM SAN MATEO COUNT'	0	20,000	40,000	40,000	40,000
	FROM OTHER AGENCIES	0	20,000	40,000	40,000	40,000
3741	FACILITY RENTAL FEES	267,515	308,204	290,000	327,000	283,400
3743	PROGRAM REVENUES	42,602	59,251	45,000	47,900	48,600
3758	OPEN GYM - WLCC & WMCC	3,131	2,874	3,500	3,500	1,000
3764	PLAYGROUND CONCESSIONS REVENUE	160	0	0	0	0
3765	TRAVEL RECEIPTS	5,111	9,200	7,644	7,644	7,644
3788	BROCHURE REVENUE	15,969	11,025	15,600	15,600	15,600
	CHARGES AND FEES	334,488	390,554	361,744	401,644	356,244
3842	REC RECEIPTS - NON GOVT SOURCE	0	5,000	0	0	0
3852	WORKERS COMP - SELF INSURANCE	0	280	0	0	0
3860	MISCELLANEOUS REVENUE	1,094	63	50	50	50
3915	BAD DEBT RECOVERIES	487	79	50	50	50
	MISCELLANEOUS REVENUES	1,581	5,422	100	100	100
	<b>TOTAL REVENUES</b>	<b>\$336,069</b>	<b>\$415,976</b>	<b>\$401,844</b>	<b>\$441,744</b>	<b>\$396,344</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
0.50	0.50	ASST DIRECTOR OF PARKS & RECREATION	333	0.50	0.50
3.00	3.00	RECREATION SUPERVISOR	49X	3.00	3.00
6.00	6.00	RECREATION PROGRAM COORDINATOR	32X	6.00	6.00
1.47	1.47	ASST REC PROGRAM COORDINATOR	16X	2.47	2.47
<u>0.50</u>	<u>0.50</u>	ACCOUNT CLERK II	29Z	<u>0.50</u>	<u>0.50</u>
11.47	11.47			12.47	12.47

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: GENERAL FUND  
Department: PARKS & RECREATION  
Program: RECREATION01  
131  
140

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	478,394	494,027	586,156	665,199	705,141
4102 HOURLY WAGES	305,147	386,271	432,335	467,328	467,328
4103 OVERTIME	2,013	2,942	1,500	1,500	1,500
4104 PERS RETIREMENT	45,040	35,701	36,840	45,729	48,303
4105 GROUP INSURANCE	47,872	50,102	58,903	62,326	62,848
4106 WORKERS COMPENSATION	10,094	13,772	15,321	15,321	15,321
4107 MEDICARE	7,984	9,294	10,568	5,319	5,640
4108 UNEMPLOYMENT INSURANCE	0	763	0	0	0
4110 TERMINATION PAY	18,189	36,086	7,336	0	0
4119 SOCIAL SECURITY	14,004	14,611	33,074	35,750	35,750
<b>SALARIES AND BENEFITS</b>	<b>928,737</b>	<b>1,043,569</b>	<b>1,182,033</b>	<b>1,298,472</b>	<b>1,341,831</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	7,071	8,996	10,000	10,000	10,000
4212 COMMUNICATIONS	8,755	7,162	8,500	8,500	8,500
4213 UTILITIES	54,007	69,773	85,000	101,321	100,350
4219 PROFESSIONAL SERVICES	0	0	0	30,000	30,000
4220 OTHER CONTRACTUAL SERVICES	31,112	45,502	29,376	14,376	14,376
4230 OFFICE EXPENSE	15,180	13,424	13,000	12,000	12,000
4234 SPECIAL DEPARTMENTAL	42,040	57,793	37,497	41,000	41,000
4235 BUILDING MAINTENANCE	53,680	60,412	34,333	34,333	34,333
4244 REPAIRS & MAINTENANCE	3,000	3,069	3,111	3,100	3,100
4255 SMALL EQUIPMENT	1,704	14,593	2,100	2,100	2,100
4262 PLAYGROUND CONCESSIONS EXPENI	162	0	0	0	0
4263 SUMMER TRIPS EXPENDITURES	1,294	5,737	7,450	7,450	7,450
4264 ADULT SOFTBALL EXPENDITURES	0	0	0	0	0
4271 TENNIS EXPENDITURES	0	311	0	0	0
4282 CHILD DEVELOPMENT EXPENDITURE	0	0	0	0	0
4286 BROCHURE EXPENDITURES	69,520	59,806	72,330	72,330	72,330
<b>SERVICES AND SUPPLIES</b>	<b>287,525</b>	<b>346,578</b>	<b>302,697</b>	<b>336,510</b>	<b>335,539</b>
4302 MEMBERSHIPS & PUBLICATIONS	989	1,816	1,907	1,878	1,878
4303 TRAVEL & MEETINGS	2,454	1,323	3,744	3,170	3,170
4304 EDUCATION & TRAINING	1,075	887	902	1,080	1,080
4433 BAD DEBTS	549	1,907	1,000	1,000	1,000
<b>OTHER CHARGES</b>	<b>5,067</b>	<b>5,933</b>	<b>7,553</b>	<b>7,128</b>	<b>7,128</b>
4208 TELEPHONE SERVICE CHARGES	15,684	22,339	23,233	23,233	23,233
4216 VEHICLE SERVICE CHARGES	24,032	29,719	31,651	31,651	31,651
4224 BLDG MAINTENANCE SVC CHARGES	592,550	645,183	653,518	699,264	722,137
4226 MAIL/MESSENGER SERVICE	1,096	1,397	1,435	1,435	1,435
4233 POSTAGE	18,313	19,834	20,845	20,845	20,845
4301 GENERAL INSURANCE CHARGES	10,417	10,451	10,660	10,660	10,660
<b>FIXED CHARGES</b>	<b>662,092</b>	<b>728,923</b>	<b>741,342</b>	<b>787,088</b>	<b>809,961</b>
4667 IF TO 51-033-453	0	0	2,700	0	0
4672 IF TO 55-035-458	1,666	9,850	6,526	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>1,666</b>	<b>9,850</b>	<b>9,226</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,885,087</b>	<b>\$2,134,853</b>	<b>\$2,242,851</b>	<b>\$2,429,198</b>	<b>\$2,494,459</b>

## **PARKS AND RECREATION – SPECIAL PROGRAMS**

### ***PROGRAM DESCRIPTION***

The special programs area of the Recreation Division encompasses teen activities, athletic leagues and tournaments, enrichment classes, aquatics classes and programs, gymnastics classes, special events, performing and visual arts classes and programs, our travel program, and the Daly City Peninsula Partnership Collaborative for children, youth, and families.

### ***HIGHLIGHTS***

**Teen Activities:** In the past two years, the teen program has expanded from three middle school programs to include all four of our community's public middle schools and an evolving high school program which is based in one school and has ties to the other local high schools. All of the middle school sites offer after school tutoring services and an extensive recreation based program. In addition, the teen unit received a Gellert Foundation Grant to purchase equipment for the youth media project which will immerse the students in the world of video production. The high school program Solid Thoughts, developed as a bi-product of one of the teen leadership challenge retreats, has planned and completed cultural and social events such as after school cultural workshops to open microphone poetry readings and break dance competitions. In addition, they have collaborated with local agencies that cater to the needs of teens. The Teen Leadership Challenge Program is in its eleventh year and has served over 1,200 youth.

**Athletic Leagues and Tournaments:** Athletic leagues and tournaments continue to be conducted in badminton, baseball, basketball, flag football, softball, table tennis, tennis, and volleyball. Participation continues to soar with over 7,500 youth and adults involved in these activities over the course of a year.

**Enrichment Classes:** During the past two years, over 160 new classes have been offered in subject areas such as saxophone and viola lessons, fitness training for student athletes, Eskrima/Self Defense, Chen Tai Chi & Qigong, Raquetball for 50+, Knowing Your Internet, and Beginning Latin.

**Aquatics Classes and Programs:** Red Cross certified instruction continues to draw packed classes at both Giammona and Jefferson High School pools. Classes continue to be offered in Lifeguarding and Water Safety Instruction. These classes continue to provide us with high quality staff from within the community. The Daly City Dolphins competitive youth swim team continues to swim very competitively with over 110 participants.

**Gymnastics Classes:** The Gymnastics program, held in a dedicated gymnastics facility at Serramonte del Rey, includes classes for ages eighteen months to adult and competitive teams for both girls and boys.

**Special Events:** The Special Event Program includes the spring egg hunts, the Hershey Track and Field Meet, Major League Baseball's Diamond Skills Competition, Skyhoundz Disc Dog Competition, fall Halloween event, and winter Yule tree lighting, Santa calls, and the Black History Festival.

## **HIGHLIGHTS (CONTINUED)**

**Performing and Visual Arts Classes and Programs:** This area of concentration continues to grow with increased offerings in dance, music, film, and voice. Offerings in summer day camps for the arts continue to be very popular with the community.

**Travel Program:** This program continues to provide both one-day local trips and multiple-day trips to the four corners of the world. Recent highlights have included a trip to Asia, a cruise to the Caribbean, National Parks in Utah, and the ever popular New Year's trip to Wonder Valley. Snoopy on Ice, Beach Blanket Babylon, and overnight trips to Lake Tahoe and Reno continue to delight our customers.

**Daly City Peninsula Partnership Collaborative for Children, Youth, and Families:** In the past two years, this multi-faceted afterschool program for pre-kindergartners to third graders has expanded from ten school sites to all sixteen public school sites in our community, and now serves approximately 1,500 participants per year. In addition, the Collaborative was recently awarded a three-year grant for over one million dollars from the San Mateo County Children's and Families First Commission to fund the programming of an Early Childhood Resource Center to be called "Our Second Home".

## **GOAL**

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

## **PROGRAM OBJECTIVES**

1. Provide afterschool services for 400 teens at our school-based teen centers.
2. Increase the summer sports camp programs by 10% over the next two years.
3. Offer twenty new classes at neighborhood school and community center sites in 2002-2004.
4. Train fifty new junior lifeguards over the next two years.
5. Increase participation in the winter Yule tree lighting and Santa calls by twenty-five in each of the next two years.
6. Provide increased programming in both performing arts and visual arts in new areas of these disciplines.
7. Extend the Peninsula Partnership Program to the fourth and fifth grades in all sixteen Daly City elementary schools and initiate programs in the middle schools.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
131  
164**

REVENUES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
3520 RENTAL INCOME	47,773	57,335	57,260	58,985	60,750
RENTS AND INTEREST	47,773	57,335	57,260	58,985	60,750
3601 RECEIPTS FROM OTHER AGENCIES	0	0	0	0	0
FROM OTHER AGENCIES	0	0	0	0	0
3741 FACILITY RENTAL FEES	0	0	0	0	0
3743 PROGRAM REVENUES	15,068	18,613	35,576	44,391	44,391
3745 AQUATICS RECEIPTS	51,843	40,220	27,500	30,000	30,000
3746 POOL PARTY RECEIPTS	0	0	15,000	18,000	18,000
3747 SWIM TEAM RECEIPTS	34,973	61,387	65,000	65,000	65,000
3753 YOUTH BASKETBALL TOURNAMENTS	14,782	15,750	16,000	16,000	9,600
3754 YOUTH BASEBALL	26,125	28,350	30,000	30,000	30,000
3757 FIELD/LIGHT RENTAL	7,039	5,075	8,000	8,000	8,000
3760 HOCKEY	20,860	26,971	25,000	25,000	25,000
3762 TEENS PROGRAM REVENUE	72	758	4,000	5,000	5,000
3763 SPECIAL EVENTS REVENUE	2,932	1,363	699	900	950
3764 PLAYGROUND CONCESSIONS REVENUE	0	0	0	0	0
3765 TRAVEL RECEIPTS	206,419	351,586	529,130	538,410	538,410
3766 ADULT SOFTBALL REVENUE	82,289	118,034	110,000	94,600	110,000
3767 ADULT BASKETBALL REVENUE	25,700	41,710	26,000	26,000	26,000
3768 YOUTH ATHLETICS	26,988	31,109	28,095	27,000	20,000
3769 YOUTH SHOWCASE LEAGUE REVENUE	23,200	28,987	29,000	29,000	29,000
3770 YOUTH SPORTS CAMP REVENUE	26,273	38,035	40,000	40,000	40,000
3771 AQUATICS LESSONS REVENUE	103,012	94,388	105,500	110,000	113,000
3772 AQUATICS CONCESSIONS REVENUE	1,633	878	700	1,300	1,300
3773 TENNIS REVENUE	15,359	13,350	15,000	15,000	15,000
3774 GYMNASIICS CLASS REVENUE	82,247	98,413	91,000	33,000	0
3776 FUNDRAISERS REVENUE	6,187	4,177	3,000	3,000	3,000
3777 DANCE REVENUE	25,817	19,431	24,000	26,000	26,000
3779 ADULT EXERCISE REVENUE	47,350	42,875	54,000	54,000	54,000
3780 ADULT ENRICHMENT REV	5,293	1,127	6,000	6,000	6,000
3781 ADULT ARTS & CRAFTS REVENUE	-7	1,340	1,000	1,000	1,000
3782 YOUTH SPECIAL SKILLS REVENUE	25,677	17,604	20,000	20,000	20,000
3783 YOUTH SPORTS CLASSES REVENUE	20,500	22,801	22,000	22,000	22,000
3784 CHILD DEVELOPMENT REVENUE	107,207	121,157	132,000	132,000	132,000
3785 DAY CAMP REVENUE	68,180	82,793	80,000	80,000	80,000
3786 READING DEVELOPMENT REVENUE	4,673	9,433	8,000	8,000	8,000
3788 BROCHURE REVENUE	0	0	0	0	0
3789 GREAT PLAY PROGRAMS REVENUE	6,175	-729	0	0	0
CHARGES AND FEES	1,083,866	1,336,986	1,551,200	1,508,601	1,480,651
3840 PRIVATE CONTRIBUTIONS	0	0	4,600	5,000	5,000
3860 MISCELLANEOUS REVENUE	291	0	500	500	500
3866 CARL GELLERT FOUND DONATION	0	10,000	0	0	0
MISCELLANEOUS REVENUES	291	10,000	5,100	5,500	5,500
<b>TOTAL REVENUES</b>	<b>\$1,131,930</b>	<b>\$1,404,321</b>	<b>\$1,613,560</b>	<b>\$1,573,086</b>	<b>\$1,546,901</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
0.00	1.00	PEN PARTNERSHIP EARLY CHILDHOOD	056	1.00	1.00
1.00	1.00	PENINSULA PARTNERSHIP SUPERVISOR	49K	1.00	1.00
0.90	0.90	CLASS DEVELOP/CULTURAL ARTS COORD.	039	0.90	0.90
1.00	1.00	TYPIST CLERK II	22Z	1.00	1.00
2.00	4.00	PENINSULA PARTNERSHIP COORDINATOR	16K	4.00	4.00
<u>1.53</u>	<u>1.53</u>	ASST REC PROGRAM COORDINATOR	16X	<u>1.53</u>	<u>1.53</u>
6.43	9.43			9.43	9.43

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
131  
164**

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	126,341	109,381	143,837	152,863	162,045
4102 HOURLY WAGES	342,039	429,611	539,898	502,318	475,278
4103 OVERTIME	6,981	6,131	6,090	1,600	1,600
4104 PERS RETIREMENT	12,418	9,568	10,183	7,491	7,944
4105 GROUP INSURANCE	19,861	15,824	19,981	13,246	13,341
4107 MEDICARE	6,792	7,820	7,881	1,428	1,513
4108 UNEMPLOYMENT INSURANCE	0	467	0	0	0
4110 TERMINATION PAY	0	2,648	0	0	0
4119 SOCIAL SECURITY	15,811	17,771	41,303	38,429	36,360
<b>SALARIES AND BENEFITS</b>	<b>530,243</b>	<b>599,221</b>	<b>769,173</b>	<b>717,375</b>	<b>698,081</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	0	0	1,200	1,200	1,200
4212 COMMUNICATIONS	1,486	0	750	350	350
4213 UTILITIES	7,862	10,273	14,700	8,700	7,200
4215 RENTS AND LEASES	18,000	18,000	18,000	3,000	0
4220 OTHER CONTRACTUAL SERVICES	57,362	63,731	83,010	98,010	98,010
4230 OFFICE EXPENSE	2,712	1,383	2,280	1,780	1,780
4234 SPECIAL DEPARTMENTAL	31,000	34,507	26,799	29,441	29,441
4244 REPAIRS & MAINTENANCE	261	0	0	0	0
4260 TEENS PROGRAMS EXPENDITURES	4,529	4,130	14,761	14,761	14,761
4261 SPECIAL EVENTS EXPENDITURES	2,543	667	1,705	1,923	1,923
4262 PLAYGROUND CONCESSIONS EXPEND	126	0	0	0	0
4263 SUMMER TRIPS EXPENDITURES	3,702	7,273	10,650	10,650	10,650
4264 ADULT SOFTBALL EXPENDITURES	78,861	59,017	60,000	52,000	60,000
4265 ADULT BASKETBALL EXPENDITURES	28,184	15,671	25,000	21,000	21,000
4266 YOUTH ATHLETIC LEAGUE EXPEND	25,383	24,402	27,000	23,000	18,000
4267 YOUTH SHOWCASE LEAGUE EXPEND	24,247	28,691	27,500	27,500	27,500
4268 SUMMER SPORTS CAMPS	10,457	23,203	23,213	23,213	23,213
4269 AQUATICS LESSONS EXPENDITURES	4,966	2,753	4,830	4,830	4,830
4270 AQUATICS CONCESSIONS EXPEND	781	289	370	520	520
4271 TENNIS EXPENDITURES	14,214	14,331	14,000	14,000	14,000
4272 GYMNASTICS CLASSES EXPENDITURE	14,208	5,662	2,767	0	0
4273 HOCKEY	11,192	12,278	12,000	12,000	12,000
4274 FUNDRAISER EXPENDITURES	6,385	1,904	260	1,000	1,000
4275 DANCE EXPENDITURES	15,604	11,020	14,500	15,600	15,600
4277 ADULT EXERCISE EXPENDITURES	24,402	24,441	25,000	25,000	25,000
4278 ADULT ENRICHMENT EXPENDITURES	15,808	1,914	4,800	4,800	4,800
4279 ADULT ARTS & CRAFTS EXPEND	262	393	1,000	1,000	1,000
4280 YOUTH SPECIAL SKILLS EXPEND	1,169	5,660	8,000	9,500	9,500
4281 YOUTH SPORTS CLASSES EXPEND	15,611	19,575	13,000	14,500	14,500
4282 CHILD DEVELOPMENT EXPENDITURES	62,501	80,269	90,000	90,000	90,000
4283 DAY CAMP EXPENDITURES	17,209	21,373	15,802	19,000	19,000
4284 READING DEVELOPMENT EXPEND	0	0	0	0	0
4286 BROCHURE EXPENDITURES	0	0	0	0	0
4287 TRAVEL RELATED EXPENDITURES	182,019	311,035	487,834	487,834	487,834
4290 GREAT PLAY	1,645	1,319	2,000	0	0
4291 MAKE A CIRCUS	0	0	0	0	0
4292 HALLOWEEN	0	0	0	0	0
4293 BREAKFAST WITH SANTA	279	661	65	100	100
4294 SPRING FUN DAY	1,207	969	750	750	750
4298 YOUTH BASKETBALL TOURNAMENT	13,746	9,990	12,563	7,000	7,000
4299 YOUTH BASEBALL	17,732	17,039	17,000	17,000	17,000
<b>SERVICES AND SUPPLIES</b>	<b>717,655</b>	<b>833,823</b>	<b>1,063,109</b>	<b>1,040,962</b>	<b>1,039,462</b>
4302 MEMBERSHIPS & PUBLICATIONS	0	110	740	740	740
4303 TRAVEL & MEETINGS	36	379	940	940	940
4304 EDUCATION & TRAINING	1,040	935	1,580	1,580	1,580
<b>OTHER CHARGES</b>	<b>1,076</b>	<b>1,424</b>	<b>3,260</b>	<b>3,260</b>	<b>3,260</b>
4208 TELEPHONE SERVICE CHARGES	344	0	0	0	0
4224 BLDG MAINTENANCE SVC CHARGES	5,079	0	0	0	0
4226 MAIL/MESSENGER SERVICE	824	0	0	0	0
4233 POSTAGE	1,161	0	0	0	0
4301 GENERAL INSURANCE CHARGES	83	83	85	85	85
<b>FIXED CHARGES</b>	<b>7,491</b>	<b>83</b>	<b>85</b>	<b>85</b>	<b>85</b>
4599 RESIDUAL EQUITY TRANSFERS OUT	135,969	0	0	0	0
4672 IF TO 55-035-458	0	2,970	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>135,969</b>	<b>2,970</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,392,434</b>	<b>\$1,437,521</b>	<b>\$1,835,627</b>	<b>\$1,761,682</b>	<b>\$1,740,888</b>

# **SENIOR ADULT SERVICES**

---

## ***PROGRAM DESCRIPTION***

The Senior Adult Services Division is responsible for providing programs and services that meet the interests and needs of the population age 50 and over. Programs are offered at the Doelger Senior Center, Lincoln Park Community Center, Lawson Hall, Serramonte Center, Gellert Park, and Teglia Center. Senior/Adult Services has begun to implement Daly City ACCESS, an extensive outreach program targeting elders of Daly City who do not have an awareness of programs, services, and support. This project is a major collaboration of adult service related agencies and a Multicultural Advisory Committee (MAC). Focus is placed on wellness, both physical and mental, as well as growth through knowledge and technology. There is a focus on raising awareness and understanding of resources connected to financial aid, food and nutrition, legal aid, housing and in-home support services, through referral via our Information & Referral Coordinator. Translation and cultural sensitivity is key.

The Senior Adult Division has a multiethnic and multilingual staff and encourages multicultural participation and celebration in all programs. Staff and volunteers help support senior adult services via community building and fundraising projects.

## ***GOALS***

To provide a variety of programs and services based on identified needs and interests of older active adults 50+. To offer quality program choices in supportive, user friendly environments for the purpose of enhancing the quality of life by promoting wellness, lifelong learning, and a positive attitude toward aging.

To effectively utilize volunteers by providing a large variety of volunteer opportunities including leadership roles.

To collaborate with other senior service agencies via Daly City ACCESS to provide a pathway to assisting the less active, frail seniors who are in need of in-home support services, such as home delivered meals and social service. To collaborate with community resources for funding, program opportunities and outreach.

To implement years two and three of Daly City ACCESS' strategic plan of citywide service to 50+ based on the citywide survey and secure added funding for the project.

To create new revenue opportunities through membership, new classes and donations.

To enhance Food Service by providing nutritious meal options with ethnic focus for varied tastes and establishing training and production schedules for staff and volunteers.

## ***HIGHLIGHTS***

Staff supervised and utilized the skills and talents of 275 volunteers who provide 43,000 hours of volunteer service annually. Lincoln Park, Doelger, and MAC volunteers were honored together for the first time at the Pacelli Event Center. The Multicultural Advisory Committee volunteers represent intergenerational leaders from all neighborhoods in Daly City.

Collaborated in the Serramonte WalkAbout for the second year, the senior mall walk attracting 150 adults twice a week, and providing health education monthly.

Increased participation in Senior/Adult Services to a citywide scope at five community centers.

# **CITY OF DALY CITY**

---

## ***HIGHLIGHTS (CONTINUED)***

Generated \$250,000 in new grants in FY 02 to fund Daly City ACCESS, the Doelger/Lincoln Food Service program, and a new Caregiver project.

Added the resources of a Spanish outreach worker and Cantonese/Mandarin outreach worker part-time through Daly City ACCESS to serve under-served elders.

Implemented a citywide survey of adults 50+ that will serve as a guide to future programs and services. Created the first citywide multicultural event at Lawson Hall focusing on cultural pride and wellness. Transportation was provided citywide.

Moved the Independence Day Celebration to Pacelli Event Center and included centers citywide with free transportation. The Council Breakfast and Supporters Fall Festival were combined successfully to create another full access event. Created the Wellness Showcase at Serramonte Center highlighting 32 senior serving agencies. Over 1,200 people attended these three events.

Added new classes at Lincoln Park, including YMCA fitness, and health talks by California Medical Pacific.

Increased day trips by 30%.

Succeeded in the third year, and secured the fourth year, of the California Nutrition Network Education Grant to provide Daly City residents, in particular low-income residents, with a healthy eating message, broadcast in our City brochures, on our local cable TV, the newspaper, expanding classes to Self help for the Elderly, Lawson Hall and Lincoln Park.

Completed the kitchen/Café remodel and accessibility upgrade of Doelger Senior Center.

Improved the fiscal outlook of the Doelger Food Service Program through County of San Mateo sponsorship. Added Saturday buffet brunches. Added freshly cooked meal service daily to Lincoln Park.

Began Caregiver Training and Support project with emphasis on multiculturalism.

## ***PROGRAM OBJECTIVES***

1. Provide programming opportunities for older adults in community sites throughout Daly City based on the citywide survey.
2. Implement an extensive outreach program to publicize these new and existing services including expanding the circulation of the Active Adult Guide.
3. Complete strategic plan for Daly City ACCESS and the expansion into Gellert Library and Clubhouse.
4. Provide leadership training to key volunteers in order to sustain programs.
5. Continue to create new and vital collaborations with senior serving agencies.
6. Secure funding for the multilingual outreach positions after the completion of the ACCESS grant.
7. Experiment with purchased ethnic foods to assess use in food service programs.
8. Expand numbers of participants for the Caregiver project.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**15  
132  
460**

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3603	SM CO GRANT - A A AGING	15,630	30,377	93,265	86,065	86,065
3648	MISCELLANEOUS FEDERAL GRANTS	35,783	79,049	84,687	19,974	0
	<b>FROM OTHER AGENCIES</b>	<b>51,413</b>	<b>109,426</b>	<b>177,952</b>	<b>106,039</b>	<b>86,065</b>
3743	PROGRAM REVENUES	63,044	57,985	44,578	40,000	36,000
3765	TRAVEL RECEIPTS	0	25,565	41,200	45,000	45,000
3776	FUNDRAISERS REVENUE	0	3,430	0	0	0
3796	REIMBURSEMENT FOR CURRENT SVCS	0	0	32,616	36,693	36,693
3862	LUNCH PROGRAM RECEIPTS	159,422	134,941	118,114	130,000	130,000
	<b>CHARGES AND FEES</b>	<b>222,466</b>	<b>221,921</b>	<b>236,508</b>	<b>251,693</b>	<b>247,693</b>
3840	PRIVATE CONTRIBUTIONS	7,530	3,986	0	0	0
3860	MISCELLANEOUS REVENUE	633	1,500	5,126	5,340	5,340
3864	FUND RAISING RECEIPTS	0	0	0	0	0
3866	CARL GELLERT FOUND DONATION	0	6,000	6,000	0	0
3867	FRED GELLERT FOUND DONATION	7,000	0	0	0	0
3872	SUPPORTERS OF DOELGER SR CNTR	110,000	115,000	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>125,163</b>	<b>126,486</b>	<b>11,126</b>	<b>5,340</b>	<b>5,340</b>
3877	IF FM 68-132-460	0	0	120,000	140,000	145,000
3963	IF FM 01-031-031	310,010	390,283	388,828	384,192	408,228
	<b>OPERATING TRANSFERS IN</b>	<b>310,010</b>	<b>390,283</b>	<b>508,828</b>	<b>524,192</b>	<b>553,228</b>
	<b>TOTAL REVENUES</b>	<b><u>\$709,052</u></b>	<b><u>\$848,116</u></b>	<b><u>\$934,414</u></b>	<b><u>\$887,264</u></b>	<b><u>\$892,326</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	SENIOR SERVICES SUPERVISOR	052	1.00	1.00
1.00	1.00	ASST SENIOR CENTER COORDINATOR	027	1.00	1.00
1.00	1.00	FOOD SERVICE ASSISTANT II	021	1.00	1.00
2.00	2.00	PROGRAM ASSISTANT	019	2.00	2.00
1.00	1.00	INFORMATION & REFERRAL SPECIALIST	016	1.00	1.00
<u>1.00</u>	<u>1.00</u>	SENIOR CENTER OFFICE ASSISTANT	16Z	<u>1.00</u>	<u>1.00</u>
7.00	7.00			7.00	7.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**15  
132  
460**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	232,391	264,115	324,900	338,373	355,069
4102 HOURLY WAGES	75,187	87,319	108,552	77,660	65,764
4103 OVERTIME	532	471	125	0	0
4104 PERS RETIREMENT	0	0	513	171	0
4105 GROUP INSURANCE	21,630	21,559	27,289	25,759	25,876
4106 WORKERS COMPENSATION	3,807	3,462	4,352	4,352	4,352
4107 MEDICARE	3,182	3,772	4,605	3,378	3,360
4108 UNEMPLOYMENT INSURANCE	0	304	0	0	0
4110 TERMINATION PAY	1,106	0	0	0	0
4119 SOCIAL SECURITY	2,652	1,158	5,034	2,978	2,317
<b>SALARIES AND BENEFITS</b>	<b>340,487</b>	<b>382,160</b>	<b>475,370</b>	<b>452,671</b>	<b>456,738</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	1,249	1,127	2,047	1,328	1,000
4212 COMMUNICATIONS	845	1,023	1,088	1,362	1,362
4213 UTILITIES	23,948	31,011	23,435	24,000	24,000
4217 EQUIPMENT MAINTENANCE CONTRAC	497	120	550	550	550
4219 PROFESSIONAL SERVICES	0	0	0	0	0
4220 OTHER CONTRACTUAL SERVICES	36,626	45,997	47,101	30,950	30,450
4230 OFFICE EXPENSE	4,108	5,165	4,679	7,179	7,179
4234 SPECIAL DEPARTMENTAL	83,110	93,980	111,679	101,104	101,104
4243 OPERATING SUPPLIES	21,476	21,848	0	0	0
4252 RECREATIONAL PROGRAM SUPPLIES	6,901	3,971	5,634	5,634	5,634
4255 SMALL EQUIPMENT	724	18,669	7,869	7,869	7,869
4286 BROCHURE EXPENDITURES	2,356	3,040	2,598	500	0
4287 TRAVEL RELATED EXPENDITURES	498	23,375	37,300	41,798	41,798
<b>SERVICES AND SUPPLIES</b>	<b>182,338</b>	<b>249,326</b>	<b>243,980</b>	<b>222,274</b>	<b>220,946</b>
4303 TRAVEL & MEETINGS	95	40	250	250	250
4304 EDUCATION & TRAINING	1,225	2,069	1,989	1,989	1,989
4434 MISCELLANEOUS OTHER CHARGES	5,341	20,875	14,948	6,555	3,500
<b>OTHER CHARGES</b>	<b>6,661</b>	<b>22,984</b>	<b>17,187</b>	<b>8,794</b>	<b>5,739</b>
4208 TELEPHONE SERVICE CHARGES	5,165	6,191	6,438	6,438	6,438
4223 INFORMATION SERVICES CHARGES	10,044	16,447	16,751	16,751	16,751
4224 BLDG MAINTENANCE SVC CHARGES	140,519	151,700	153,660	164,416	169,794
4226 MAIL/MESSENGER SERVICE	2,472	3,150	3,237	3,237	3,237
4227 COPIER SERVICES	1,963	2,018	2,134	2,134	2,134
4233 POSTAGE	7,288	7,893	8,296	8,296	8,296
4301 GENERAL INSURANCE CHARGES	2,102	2,209	2,253	2,253	2,253
<b>FIXED CHARGES</b>	<b>169,553</b>	<b>189,608</b>	<b>192,769</b>	<b>203,525</b>	<b>208,903</b>
4672 IF TO 55-035-458	10,015	4,039	3,914	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>10,015</b>	<b>4,039</b>	<b>3,914</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$709,054</b>	<b>\$848,117</b>	<b>\$933,220</b>	<b>\$887,264</b>	<b>\$892,326</b>

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

**Fund: PENINSULA PARTNERSHIP**  
**Department: PARKS & RECREATION**  
**Program: PENINSULA PARTNERSHIP**

**21**  
**131**  
**171**

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3601	RECEIPTS FROM OTHER AGENCIES	54,139	80,770	205,689	205,689	205,689
3648	MISCELLANEOUS FEDERAL GRANTS	0	79,912	0	0	0
3661	RECEIPTS FROM SAN MATEO COUNTY	128,568	150,000	596,722	558,542	524,189
	<b>FROM OTHER AGENCIES</b>	<b>182,707</b>	<b>310,682</b>	<b>802,411</b>	<b>764,231</b>	<b>729,878</b>
3840	PRIVATE CONTRIBUTIONS	0	18,875	0	0	0
3867	FRED GELLERT FOUND DONATION	0	8,000	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>0</b>	<b>26,875</b>	<b>0</b>	<b>0</b>	<b>0</b>
3899	RESIDUAL EQUITY TRANSFERS IN	135,969	0	0	0	0
3963	IF FM 01-031-031	0	98,868	69,614	69,614	69,614
	<b>OPERATING TRANSFERS IN</b>	<b>135,969</b>	<b>98,868</b>	<b>69,614</b>	<b>69,614</b>	<b>69,614</b>
	<b>TOTAL REVENUES</b>	<b><u>\$318,676</u></b>	<b><u>\$436,425</u></b>	<b><u>\$872,025</u></b>	<b><u>\$833,845</u></b>	<b><u>\$799,492</u></b>

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2002-03/2003-04**

**Fund: PENINSULA PARTNERSHIP 21**  
**Department: PARKS & RECREATION 131**  
**Program: PENINSULA PARTNERSHIP 171**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	46,654	70,108	245,388	270,024	270,168
4102	HOURLY WAGES	47,851	71,909	139,580	220,326	210,163
4103	OVERTIME	993	5,154	300	300	300
4104	PERS RETIREMENT	0	0	0	0	0
4105	GROUP INSURANCE	1,374	2,627	18,787	21,764	21,782
4106	WORKERS COMPENSATION	4	200	2,763	2,763	2,763
4107	MEDICARE	1,338	2,086	5,064	3,780	3,781
4108	UNEMPLOYMENT INSURANCE	0	123	0	0	0
4119	SOCIAL SECURITY	406	1,188	10,678	16,855	16,077
	<b>SALARIES AND BENEFITS</b>	<b>98,620</b>	<b>153,395</b>	<b>422,560</b>	<b>535,812</b>	<b>525,034</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	1,133	2,076	4,250	8,250	6,250
4212	COMMUNICATIONS	214	808	3,300	10,024	4,424
4213	UTILITIES	0	0	1,000	17,000	5,000
4217	EQUIPMENT MAINTENANCE CONTRAC	0	0	500	3,500	2,000
4220	OTHER CONTRACTUAL SERVICES	86,043	134,225	34,000	123,000	252,513
4230	OFFICE EXPENSE	1,572	2,242	13,500	27,500	13,000
4234	SPECIAL DEPARTMENTAL	21,174	30,383	29,004	50,343	38,343
	<b>SERVICES AND SUPPLIES</b>	<b>110,136</b>	<b>169,734</b>	<b>85,554</b>	<b>239,617</b>	<b>321,530</b>
4302	MEMBERSHIPS & PUBLICATIONS	82	0	1,400	3,000	2,500
4303	TRAVEL & MEETINGS	714	834	4,000	4,000	4,000
4304	EDUCATION & TRAINING	430	460	3,330	10,080	7,640
	<b>OTHER CHARGES</b>	<b>1,226</b>	<b>1,294</b>	<b>8,730</b>	<b>17,080</b>	<b>14,140</b>
4224	BLDG MAINTENANCE SVC CHARGES	0	0	8,500	9,095	9,393
4233	POSTAGE	0	0	2,000	2,000	2,000
	<b>FIXED CHARGES</b>	<b>0</b>	<b>0</b>	<b>10,500</b>	<b>11,095</b>	<b>11,393</b>
4567	COMPUTER EQUIPMENT	0	0	0	19,884	0
4580	FURNITURE	0	0	0	55,000	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,884</b>	<b>0</b>
4672	IF TO 55-035-458	0	1,919	15,116	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>1,919</b>	<b>15,116</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$209,982</u></b>	<b><u>\$326,342</u></b>	<b><u>\$542,460</u></b>	<b><u>\$878,488</u></b>	<b><u>\$872,097</u></b>

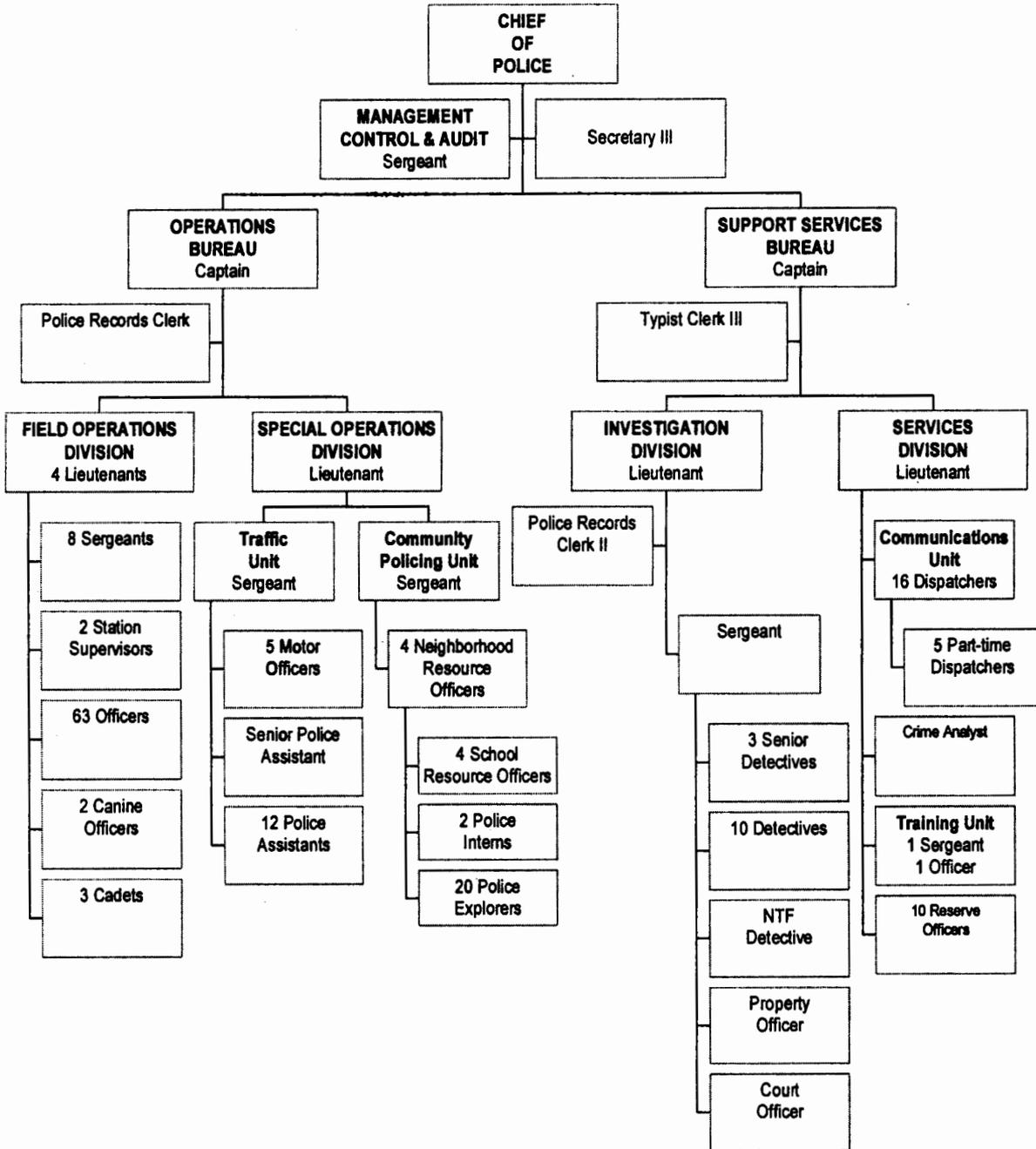




# City of Daly City

## POLICE DEPARTMENT

Fiscal Years 2002-2003 and 2003-2004



**CITY OF DALY CITY****Department Summary****2002-03/2003-04****POLICE DEPARTMENT**

<b>REVENUES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>LICENSES AND PERMITS</b>	19,950	18,125	18,000	18,000	18,000
<b>FINES AND FORFEITURES</b>	1,742,530	1,952,256	1,683,209	2,386,059	2,862,059
<b>RENTS AND INTEREST</b>	29,754	23,586	8,783	0	0
<b>FROM OTHER AGENCIES</b>	565,156	1,154,692	561,802	76,727	59,720
<b>CHARGES AND FEES</b>	348,718	372,603	428,319	458,814	469,754
<b>MISCELLANEOUS REVENUES</b>	148,751	40,808	203,507	47,693	49,288
<b>OPERATING TRANSFERS IN</b>	9,047	67,026	101,940	27,568	0
<b>TOTAL REVENUES</b>	<b><u>\$2,863,906</u></b>	<b><u>\$3,629,096</u></b>	<b><u>\$3,005,560</u></b>	<b><u>\$3,014,861</u></b>	<b><u>\$3,458,821</u></b>

**CITY OF DALY CITY**

Department Summary

2002-03/2003-04

**POLICE DEPARTMENT**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>SALARIES AND BENEFITS</b>	11,287,544	12,399,550	14,076,989	15,047,146	16,143,978
<b>SERVICES AND SUPPLIES</b>	675,766	1,065,775	1,071,219	982,068	1,010,985
<b>OTHER CHARGES</b>	641,106	747,710	658,800	788,857	907,357
<b>FIXED CHARGES</b>	1,226,427	1,421,830	1,465,295	1,482,142	1,510,398
<b>CAPITAL OUTLAY</b>	336,036	248,035	162,515	8,840	8,840
<b>OPERATING TRANSFERS OUT</b>	280,737	370,426	333,701	92,115	44,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$14,447,616</u></b>	<b><u>\$16,253,326</u></b>	<b><u>\$17,768,519</u></b>	<b><u>\$18,401,168</u></b>	<b><u>\$19,625,558</u></b>

# **POLICE SERVICES**

---

## ***PROGRAM DESCRIPTION***

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

The Department's Operations Bureau is made up of the Field Operations Division and Special Operations Division.

The Field Operations Division carries out the patrol function of the department. Members of Field Operations answered over 77,000 calls for service in 2001 ranging from homicide to barking dogs. The division consists of seven teams working a "4-10" plan, which provides increased coverage and improved emergency response during busier times of day. Team lieutenants and sergeants plan and manage the team member's activities, including participation in community meetings and events. Team members fully participate in community policing efforts, working closely with residents and merchants on quality of life issues. These "beat projects" enable officers to build strong ties to the community, and provide opportunities to interact with a wide variety of other city, county, state, and federal agencies in their efforts to focus all available resources on the problems at hand.

The Special Operations Division is comprised of the Traffic Unit and Community Policing Unit. The Traffic Unit's five motorcycle officers conduct high visibility patrol of the community in areas identified as having a high rate of traffic collisions, violations, or complaints. Nine Police Assistants are responsible for parking enforcement, abandoned vehicle abatement, and other non-emergency duties. In the Community Policing Unit, four School Resource Officers work closely with school officials to insure that the city's campuses are safe. Four Neighborhood Resource Officers work closely with the city's Code Enforcement Task Force in coordinating the department's response to quality of life issues. They also conduct successful programs in graffiti abatement, child passenger safety, and the acclaimed "Every Fifteen Minutes" program aimed at preventing DUI by high school students.



The Support Services Division exists to provide support for the Field Operations Division. The Investigations Division conducts follow up investigation of serious crimes, as well as narcotics and



gang enforcement in collaboration with allied agencies. The property officer stores and tracks evidence for later prosecution and property stored for safekeeping. The Services Division encompasses the Communications Unit, whose dispatchers provide 24-hour emergency contact for the community; the Records Unit, responsible for storing and disseminating the voluminous amount of reports, subpoenas, warrants, and other paperwork generated; and the Training Unit, responsible for backgrounding, hiring, and training all members of the department.

### **HIGHLIGHTS**

- The 4-10 Plan has provided a framework for insuring that appropriate staffing is provided to meet the needs of the community. Vacancies and absences in both the sworn and civilian ranks of the department created challenges in keeping allotted positions filled and dictated that a number of critical assignments be left open in order to maintain sufficient staffing in the Field Operations Division and Communications Unit. The full implementation of the laptop computers in the police cars and upgrading of the department's computer server have met the equipment related portion of this goal.
- Improvement of office spaces and upgrading of many workstations took place.
- Great strides in the area of training were made, with the entire department receiving Discriminatory Harassment training in 2000. All sworn members attended training in response to "Active Shooters", designed to enable the department to better respond to critical incidents involving armed subjects. The training program for new dispatchers was revamped to provide a solid foundation in the technical aspects of the job before placing them in a "hands-on" position. A 24-hour Officer Safety and Field Tactics course was instituted to provide a focused approach to mandated training in defensive tactics, firearms, driving, first aid, and other crucial subjects. Over 100 officers from our department and allied agencies took part in this course during this budget cycle, providing an enormous cost savings versus sending the same officers to similar training out of the area.
- Internal communications has been improved by conducting focused, results-oriented Management Team meetings with structured agendas. Twice weekly staff meetings were re-scheduled to be more inclusive and meaningful. An internal bulletin was instituted to aid in the efficient exchange of information. The Crime Analysis officer has begun working to provide more and better information on crime patterns.
- External communications has been improved by assigning command staff members to attend community meetings, providing an opportunity for instant feedback and action on concerns brought forward. An improved departmental website will also aid in this regard. Continuing Citizen's Academy classes provided an opportunity to give community members an up-close look at departmental operations.
- Full involvement in Community Policing and problem solving has been emphasized. Department members, including all members of the Field Operation Division, actively participate in community meetings, code enforcement actions, beat projects, and problem identification. Co-active interaction with allied agencies and city departments is a key component.
- DUI Checkpoints continued to be emphasized. Using the DUI Command vehicle purchased with funds from an OTS grant, 15 checkpoints were conducted resulting in 5,715 vehicles screened, 24 arrests for DUI, and 103 vehicles towed for unlicensed driver violations.

## **POLICE SERVICES**

---

### ***PROGRAM OBJECTIVES***

- Completion of an updated Strategic Plan for 2002-2005
- Full implementation of Live Scan electronic fingerprinting system
- Upgrade of alarm system for city facilities
- Upgrade and replacement of outmoded portable radios
- Institution of departmental wellness program
- Weapons of Mass Destruction/Terrorism training



**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
200  
200**

REVENUES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
3714 BURGLARY/ROBBERY ALARM PERMI LICENSES AND PERMITS	19,950	18,125	18,000	18,000	18,000
	19,950	18,125	18,000	18,000	18,000
3415 TRAFFIC FINES	368,869	310,835	245,688	350,000	350,000
3416 DRIVING UNDER INFLUENCE (DUI)	10,678	4,948	941	1,000	1,000
3420 CRIMINAL FINES	46,368	25,793	15,828	14,059	14,059
3430 PARKING FINES	1,316,615	1,610,680	1,420,752	2,021,000	2,497,000
FINES AND FORFEITURES	1,742,530	1,952,256	1,683,209	2,386,059	2,862,059
3601 RECEIPTS FROM OTHER AGENCIES	286,498	358,404	262,256	0	0
3618 POST REIMBURSEMENTS	33,564	59,858	53,400	50,000	50,000
3648 MISCELLANEOUS FEDERAL GRANTS FROM OTHER AGENCIES	0	3,753	12,994	11,180	9,720
	320,062	422,015	328,650	61,180	59,720
3711 POLICE PROTECTION SERVICES	111,507	113,994	188,781	198,200	207,140
3712 OTHER POLICE SERVICES	102,432	115,899	95,966	105,932	105,932
3719 FALSE ALARM FEES	7,250	-150	500	10,000	10,000
3748 BOOKING FEE REIMBURSEMENT	25,458	25,470	26,076	26,455	26,455
3778 MARTIAL ARTS REVENUE	860	0	0	0	0
3795 SALE OF DOCUMENTS	13,264	13,932	15,276	13,227	13,227
3796 REIMBURSEMENT FOR CURRENT SVC	0	0	0	0	0
3831 ABANDONED VEHICLE FEES CHARGES AND FEES	87,947	103,457	101,720	105,000	107,000
	348,718	372,602	428,319	458,814	469,754
3840 PRIVATE CONTRIBUTIONS	1,000	0	0	0	0
3852 WORKERS COMP - SELF INSURANCE	61,403	12,985	168,492	31,900	33,495
3860 MISCELLANEOUS REVENUE	69,101	22,532	33,941	7,750	7,750
3867 FRED GELLERT FOUND DONATION	9,000	0	0	0	0
3915 BAD DEBT RECOVERIES	3,277	1,931	1,074	2,605	2,605
MISCELLANEOUS REVENUES	143,781	37,448	203,507	42,255	43,850
3942 IF FM 28-200	0	52,341	65,000	0	0
OPERATING TRANSFERS IN	0	52,341	65,000	0	0
<b>TOTAL REVENUES</b>	<b>\$2,575,041</b>	<b>\$2,854,787</b>	<b>\$2,726,685</b>	<b>\$2,966,308</b>	<b>\$3,453,383</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	POLICE CHIEF	442	1.00	1.00
2.00	2.00	POLICE CAPTAIN	245	2.00	2.00
7.00	7.00	POLICE LIEUTENANT	240	7.00	7.00
13.00	13.00	POLICE SERGEANT	235	13.00	13.00
96.00	97.00	POLICE OFFICER	230	97.00	98.00
1.00	1.00	INFORMATION AND ANALYSIS SUPERVISOR	047	1.00	1.00
1.00	1.00	SECRETARY III	38S	1.00	1.00
1.00	1.00	TYPIST CLERK III	26Z	1.00	1.00
12.00	12.00	POLICE RECORDS CLERK II	22Z	12.00	12.00
0.00	0.00	SR POLICE ASSISTANT	27D	1.00	1.00
<u>9.00</u>	<u>9.00</u>	POLICE ASSISTANT	20D	<u>10.00</u>	<u>12.00</u>
143.00	144.00			146.00	149.00

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2002-03/2003-04**

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

**01**  
**200**  
**200**

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	7,925,273	8,649,266	9,903,312	11,228,524	11,924,483
4102 HOURLY WAGES	224,598	180,521	158,000	158,000	158,062
4103 OVERTIME	244,555	347,679	503,855	125,308	125,308
4104 PERS RETIREMENT	821,809	892,786	941,006	1,140,920	1,455,554
4105 GROUP INSURANCE	559,398	596,099	610,475	617,420	635,871
4106 WORKERS COMPENSATION	323,889	326,058	362,739	362,739	362,739
4107 MEDICARE	60,756	74,606	88,906	88,728	93,305
4108 UNEMPLOYMENT INSURANCE	0	7,658	0	0	0
4110 TERMINATION PAY	50,678	117,596	213,701	0	0
4115 SPECIAL SERVICES	94,128	111,878	207,552	217,929	227,736
4119 SOCIAL SECURITY	10,050	9,320	14,355	14,194	12,092
<b>SALARIES AND BENEFITS</b>	<b>10,315,134</b>	<b>11,313,467</b>	<b>13,003,901</b>	<b>13,953,762</b>	<b>14,995,150</b>
4212 COMMUNICATIONS	26,444	24,109	26,797	26,797	28,797
4213 UTILITIES	322	-47	350	0	0
4215 RENTS AND LEASES	1,028	0	0	0	0
4217 EQUIPMENT MAINTENANCE CONTRA	14,844	20,576	17,119	17,119	17,119
4219 PROFESSIONAL SERVICES	4,517	6,718	6,080	6,080	6,080
4220 OTHER CONTRACTUAL SERVICES	36,029	71,874	77,865	46,558	46,558
4230 OFFICE EXPENSE	37,673	45,160	39,643	39,643	39,643
4232 YOUTH SERVICES	15,000	15,000	15,000	15,000	15,000
4234 SPECIAL DEPARTMENTAL	65,659	65,919	78,523	48,776	48,886
4237 CLOTHING	84,182	92,145	102,334	97,282	97,932
4244 REPAIRS & MAINTENANCE	438	0	0	0	0
4250 PHOTOGRAPHY	10,617	11,037	11,440	11,440	11,440
4255 SMALL EQUIPMENT	20,058	12,282	13,592	5,664	1,664
4257 ANIMAL CONTROL	151,905	407,640	316,595	378,928	409,085
4260 TEENS PROGRAMS EXPENDITURES	705	0	0	0	0
<b>SERVICES AND SUPPLIES</b>	<b>469,421</b>	<b>772,413</b>	<b>705,338</b>	<b>693,287</b>	<b>722,204</b>
4302 MEMBERSHIPS & PUBLICATIONS	3,216	3,873	3,136	2,850	2,850
4303 TRAVEL & MEETINGS	429	1,318	1,456	1,456	1,456
4304 EDUCATION & TRAINING	73,286	101,645	59,570	36,000	38,500
4325 PARKING TICKET PROCESSING	379,894	432,996	441,943	581,810	697,810
4433 BAD DEBTS	32,915	20,077	9,111	0	0
4443 COUNTY BOOKING FEES	146,012	170,712	135,296	163,000	163,000
<b>OTHER CHARGES</b>	<b>635,752</b>	<b>730,621</b>	<b>650,512</b>	<b>785,116</b>	<b>903,616</b>
4208 TELEPHONE SERVICE CHARGES	31,786	39,428	41,005	41,005	41,005
4216 VEHICLE SERVICE CHARGES	792,319	917,114	953,548	953,548	973,380
4223 INFORMATION SERVICES CHARGES	83,894	126,104	128,008	128,008	128,008
4224 BLDG MAINTENANCE SVC CHARGES	206,546	222,981	225,862	241,672	249,578
4226 MAIL/MESSENGER SERVICE	3,296	4,200	4,316	4,316	4,316
4227 COPIER SERVICES	20,749	21,885	19,856	19,856	19,856
4233 POSTAGE	11,471	12,424	13,057	13,057	13,057
4301 GENERAL INSURANCE CHARGES	31,448	35,673	36,387	36,387	36,387
<b>FIXED CHARGES</b>	<b>1,181,509</b>	<b>1,379,809</b>	<b>1,422,039</b>	<b>1,437,849</b>	<b>1,465,587</b>
4551 COMMUNICATIONS EQUIPMENT	0	22,970	0	0	0
4556 POLICE EQUIPMENT	14,456	9,881	18,194	5,200	5,200
4557 REPROGRAPHIC EQUIPMENT	0	0	0	0	0
4571 COMPUTER SOFTWARE	0	0	1,080	0	0
4580 FURNITURE	2,890	2,790	2,080	2,080	2,080
<b>CAPITAL OUTLAY</b>	<b>17,346</b>	<b>35,641</b>	<b>21,354</b>	<b>7,280</b>	<b>7,280</b>
4637 IF TO 31-200-868	0	0	136,118	0	0
4638 IF TO 51-033-450	0	0	3,234	0	0
4649 IF TO 55-035-456	0	92,575	0	0	0
4667 IF TO 51-033-453	0	19,000	0	44,000	44,000
4672 IF TO 55-035-458	26,575	0	0	5,000	0
4677 IF TO 28-200-205	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>26,575</b>	<b>111,575</b>	<b>139,352</b>	<b>49,000</b>	<b>44,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$12,645,737</b>	<b>\$14,343,526</b>	<b>\$15,942,496</b>	<b>\$16,926,294</b>	<b>\$18,137,837</b>

# **PUBLIC SAFETY-COMMUNICATIONS**

---

## ***PROGRAM DESCRIPTION***

The Public Safety Dispatchers who staff the Daly City Police Department's Communications Center are responsible for a wide array of tasks including handling incoming communications for service received by radio, telephone, computer, teletype or direct contact. They must dispatch personnel and resources under both emergency and non-emergency conditions and operate



equipment including radios, telephones and computers. Dispatchers monitor the status of alarm systems, field units, and emergency systems. They must coordinate the response of multiple field units and maintain various logs, records and reports. Dispatchers are responsible for maintaining facility operations and information security and using resource materials including legal codes, directories, logs and maps.

The Communications Center is authorized to operate with a staffing level of 16 Public Safety Dispatchers who work on three different shifts around the clock. The information that our dispatchers enter into the Computer Aided Dispatch System (CAD) is the basis of the database from which a vast array of vital information needed for numerous reports, investigations, bulletins and analytical studies is drawn.

## ***GOALS***

- To consistently provide the highest level of professional service to our customers, including citizens, police officers, supervisors and other City of Daly City employees.
- To constantly re-evaluate our equipment needs and use our existing equipment in the most productive, efficient and advantageous fashion.

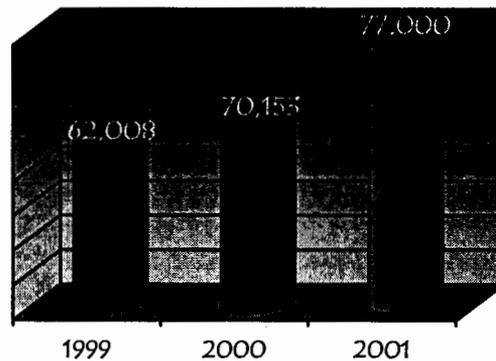
## ***PROGRAM OBJECTIVES***

- Training Manual – A comprehensive Communications Program Training Manual is presently being developed that will provide dispatcher trainees and their Communications Training Officers with well-organized resource materials and clear standards regarding performance expectations and documentation.
- Operations Manual – Following the completion of the training manual, work will begin on an operations manual for the Communications Center. This document will provide our personnel with rules, procedural guidelines and performance expectations, which will enhance performance and make operations more efficient.
- Ongoing Training – An emphasis is being placed on ongoing, certified training for Public Safety Dispatchers in such subject matter as tactical dispatching, stress management, Communications Training Officer instruction, dealing with suicidal callers and handling domestic violence incidents.

**HIGHLIGHTS**

- Staffing challenges were addressed in 2001 with the hiring of five dispatchers. An innovative training program was implemented that utilized classroom instruction and role-playing to prepare the new employees for the hands-on portion of the training. This shortened the training process and allowed the new dispatchers to be released to solo duty much more quickly than in the past.
- The Computer Aided Dispatch system has been in operation for four years, and processed over 77,000 calls for service in 2001. The system also interfaces with the Records Management system, helping to create a comprehensive database.
- The Vesta Power 9-1-1 System and NiceLog Digital Voice Logging System continued to prove their usefulness in handling and tracking the large volume of phone calls received each day.
- Specially trained dispatchers were assigned to the command post at various Cow Palace events and DUI Checkpoints. Using remote access to the CAD and RMS systems, they entered information on the events as they occurred. This relieved the dispatchers assigned to the Communications Center and the Records Unit from an increased workload and enhanced the on-scene management of the events.

**Calls for Service Chart**



**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

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

	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
<b>REVENUES</b>					
3852 WORKERS COMP - SELF INSURANCE	4,970	3,360	0	5,438	5,438
MISCELLANEOUS REVENUES	4,970	3,360	0	5,438	5,438
<b>TOTAL REVENUES</b>	<b><u>\$4,970</u></b>	<b><u>\$3,360</u></b>	<b><u>\$0</u></b>	<b><u>\$5,438</u></b>	<b><u>\$5,438</u></b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
2.00	2.00	DISPATCH SUPERVISOR	054	2.00	2.00
<u>14.00</u>	<u>14.00</u>	PUBLIC SAFETY DISPATCHER	33D	<u>14.00</u>	<u>14.00</u>
16.00	16.00			16.00	16.00

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: GENERAL FUND  
Department: POLICE DEPARTMENT  
Program: PUBLIC SAFETY COMMUNICATIONS01  
201  
201

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	613,259	526,953	629,269	840,497	890,850
4102 HOURLY WAGES	13,942	49,826	35,745	35,745	35,745
4103 OVERTIME	111,904	139,411	96,248	10,400	10,400
4104 PERS RETIREMENT	52,875	58,503	61,113	63,674	67,504
4105 GROUP INSURANCE	82,267	76,387	110,587	105,188	105,915
4106 WORKERS COMPENSATION	28,401	22,671	25,222	25,222	25,222
4107 MEDICARE	5,923	5,399	7,569	8,884	9,418
4108 UNEMPLOYMENT INSURANCE	0	500	0	0	0
4110 TERMINATION PAY	23,561	22,952	4,197	1,040	1,040
4115 SPECIAL SERVICES	309	359	0	0	0
4119 SOCIAL SECURITY	129	1,854	2,734	2,734	2,734
<b>SALARIES AND BENEFITS</b>	<b>932,570</b>	<b>904,815</b>	<b>972,684</b>	<b>1,093,384</b>	<b>1,148,828</b>
4212 COMMUNICATIONS	121,752	174,909	196,069	196,069	196,069
4217 EQUIPMENT MAINTENANCE CONTRA	904	1,818	2,059	2,059	2,059
4220 OTHER CONTRACTUAL SERVICES	70,764	80,952	85,973	85,973	85,973
4230 OFFICE EXPENSE	3,608	4,699	4,680	4,680	4,680
<b>SERVICES AND SUPPLIES</b>	<b>197,028</b>	<b>262,378</b>	<b>288,781</b>	<b>288,781</b>	<b>288,781</b>
4302 MEMBERSHIPS & PUBLICATIONS	804	573	884	884	884
4304 EDUCATION & TRAINING	3,106	263	2,857	2,857	2,857
<b>OTHER CHARGES</b>	<b>3,910</b>	<b>836</b>	<b>3,741</b>	<b>3,741</b>	<b>3,741</b>
4208 TELEPHONE SERVICE CHARGES	28,851	24,872	25,867	25,867	25,867
4224 BLDG MAINTENANCE SVC CHARGES	13,544	14,622	14,811	15,848	16,366
4301 GENERAL INSURANCE CHARGES	2,522	2,527	2,578	2,578	2,578
<b>FIXED CHARGES</b>	<b>44,917</b>	<b>42,021</b>	<b>43,256</b>	<b>44,293</b>	<b>44,811</b>
4580 FURNITURE	2,604	900	1,560	1,560	1,560
<b>CAPITAL OUTLAY</b>	<b>2,604</b>	<b>900</b>	<b>1,560</b>	<b>1,560</b>	<b>1,560</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,181,029</b>	<b>\$1,210,950</b>	<b>\$1,310,022</b>	<b>\$1,431,759</b>	<b>\$1,487,721</b>

**CITY OF DALY CITY**Revenue Budget  
2002-03/2003-04Fund: GENERAL FUND 01  
Department: POLICE DEPARTMENT 200  
Program: CITIZENS OPT PUB SAFETY-SLESF 202

	1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES	Actual	Actual	Estimated	Approved	Approved
3510 INVESTMENT EARNINGS	25,148	17,508	4,298	0	0
RENTS AND INTEREST	25,148	17,508	4,298	0	0
3601 RECEIPTS FROM OTHER AGENCIES	231,996	226,948	0	0	0
FROM OTHER AGENCIES	231,996	226,948	0	0	0
TOTAL REVENUES	<u>\$257,144</u>	<u>\$244,456</u>	<u>\$4,298</u>	<u>\$0</u>	<u>\$0</u>

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: GENERAL FUND  
Department: POLICE DEPARTMENT  
Program: CITIZENS OPT PUB SAFETY-SLESF01  
200  
202

EXPENDITURES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4102	HOURLY WAGES	18,037	10,872	6,200	0	0
4103	OVERTIME	14,209	53,764	50,037	0	0
4107	MEDICARE	334	169	67	0	0
4119	SOCIAL SECURITY	1,042	677	1,376	0	0
	<b>SALARIES AND BENEFITS</b>	<b>33,622</b>	<b>65,482</b>	<b>57,680</b>	<b>0</b>	<b>0</b>
4230	OFFICE EXPENSE	0	0	21	0	0
4237	CLOTHING	9,316	3,000	31,904	0	0
4255	SMALL EQUIPMENT	0	8,542	7,797	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>9,316</b>	<b>11,542</b>	<b>39,722</b>	<b>0</b>	<b>0</b>
4304	EDUCATION & TRAINING	1,446	6,500	237	0	0
	<b>OTHER CHARGES</b>	<b>1,446</b>	<b>6,500</b>	<b>237</b>	<b>0</b>	<b>0</b>
4551	COMMUNICATIONS EQUIPMENT	22,886	30,843	39,723	0	0
4556	POLICE EQUIPMENT	0	409	25,081	0	0
4567	COMPUTER EQUIPMENT	138,755	3,074	6,548	0	0
	<b>CAPITAL OUTLAY</b>	<b>161,641</b>	<b>34,326</b>	<b>71,352</b>	<b>0</b>	<b>0</b>
4648	IF TO 31-201-868	183,008	202,008	0	0	0
4649	IF TO 55-035-456	2,650	0	0	0	0
4672	IF TO 55-035-458	4,266	4,501	12,314	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>189,924</b>	<b>206,509</b>	<b>12,314</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$395,949</u></b>	<b><u>\$324,359</u></b>	<b><u>\$181,305</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**Revenue Budget  
2002-03/2003-04Fund: FEDERAL GRANTS 28  
Department: POLICE DEPARTMENT 200  
Program: LOCAL LAW ENF BLOCK GRANT 204

REVENUES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
3510	INVESTMENT EARNINGS	4,606	6,078	4,485	0	0
	RENTS AND INTEREST	4,606	6,078	4,485	0	0
3601	RECEIPTS FROM OTHER AGENCIES	0	0	0	0	0
3648	MISCELLANEOUS FEDERAL GRANTS	13,098	505,729	233,152	15,547	0
	FROM OTHER AGENCIES	13,098	505,729	233,152	15,547	0
3712	OTHER POLICE SERVICES	0	0	0	0	0
	CHARGES AND FEES	0	0	0	0	0
3963	IF FM 01-031-031	9,047	14,684	36,940	0	0
3968	IF FM 01-200-200	0	0	0	27,568	0
	OPERATING TRANSFERS IN	9,047	14,684	36,940	27,568	0
	<b>TOTAL REVENUES</b>	<b><u>\$26,751</u></b>	<b><u>\$526,491</u></b>	<b><u>\$274,577</u></b>	<b><u>\$43,115</u></b>	<b><u>\$0</u></b>

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: FEDERAL GRANTS  
Department: POLICE DEPARTMENT  
Program: LOCAL LAW ENF BLOCK GRANT28  
200  
204

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4102 HOURLY WAGES	4,742	0	0	0	0
4103 OVERTIME	1,088	115,787	42,725	0	0
4107 MEDICARE	0	0	0	0	0
4119 SOCIAL SECURITY	386	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>6,216</b>	<b>115,787</b>	<b>42,725</b>	<b>0</b>	<b>0</b>
4212 COMMUNICATIONS	0	0	0	0	0
4217 EQUIPMENT MAINTENANCE CONTRAC	0	0	0	0	0
4220 OTHER CONTRACTUAL SERVICES	0	1,000	5,000	0	0
4230 OFFICE EXPENSE	0	0	0	0	0
4234 SPECIAL DEPARTMENTAL	0	6,577	11,135	0	0
4237 CLOTHING	0	0	2,400	0	0
4255 SMALL EQUIPMENT	0	11,865	18,843	0	0
<b>SERVICES AND SUPPLIES</b>	<b>0</b>	<b>19,442</b>	<b>37,378</b>	<b>0</b>	<b>0</b>
4304 EDUCATION & TRAINING	0	9,754	4,310	0	0
<b>OTHER CHARGES</b>	<b>0</b>	<b>9,754</b>	<b>4,310</b>	<b>0</b>	<b>0</b>
4551 COMMUNICATIONS EQUIPMENT	106,463	12,343	13,879	0	0
4556 POLICE EQUIPMENT	47,983	1,610	50,000	0	0
4558 VEHICULAR EQUIPMENT	0	163,215	0	0	0
4567 COMPUTER EQUIPMENT	0	0	4,370	0	0
<b>CAPITAL OUTLAY</b>	<b>154,446</b>	<b>177,168</b>	<b>68,249</b>	<b>0</b>	<b>0</b>
4643 IF TO 01-200-200	0	52,341	65,000	0	0
4645 IF TO 31-313-507	5,000	0	0	0	0
4648 IF TO 31-201-868	19,000	0	0	0	0
4649 IF TO 55-035-456	24,875	0	78,337	0	0
4672 IF TO 55-035-458	0	0	4,370	0	0
4694 IF TO 55-035-455	15,362	0	34,328	43,115	0
<b>OPERATING TRANSFERS OUT</b>	<b>64,237</b>	<b>52,341</b>	<b>182,035</b>	<b>43,115</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$224,899</u></b>	<b><u>\$374,492</u></b>	<b><u>\$334,697</u></b>	<b><u>\$43,115</u></b>	<b><u>\$0</u></b>

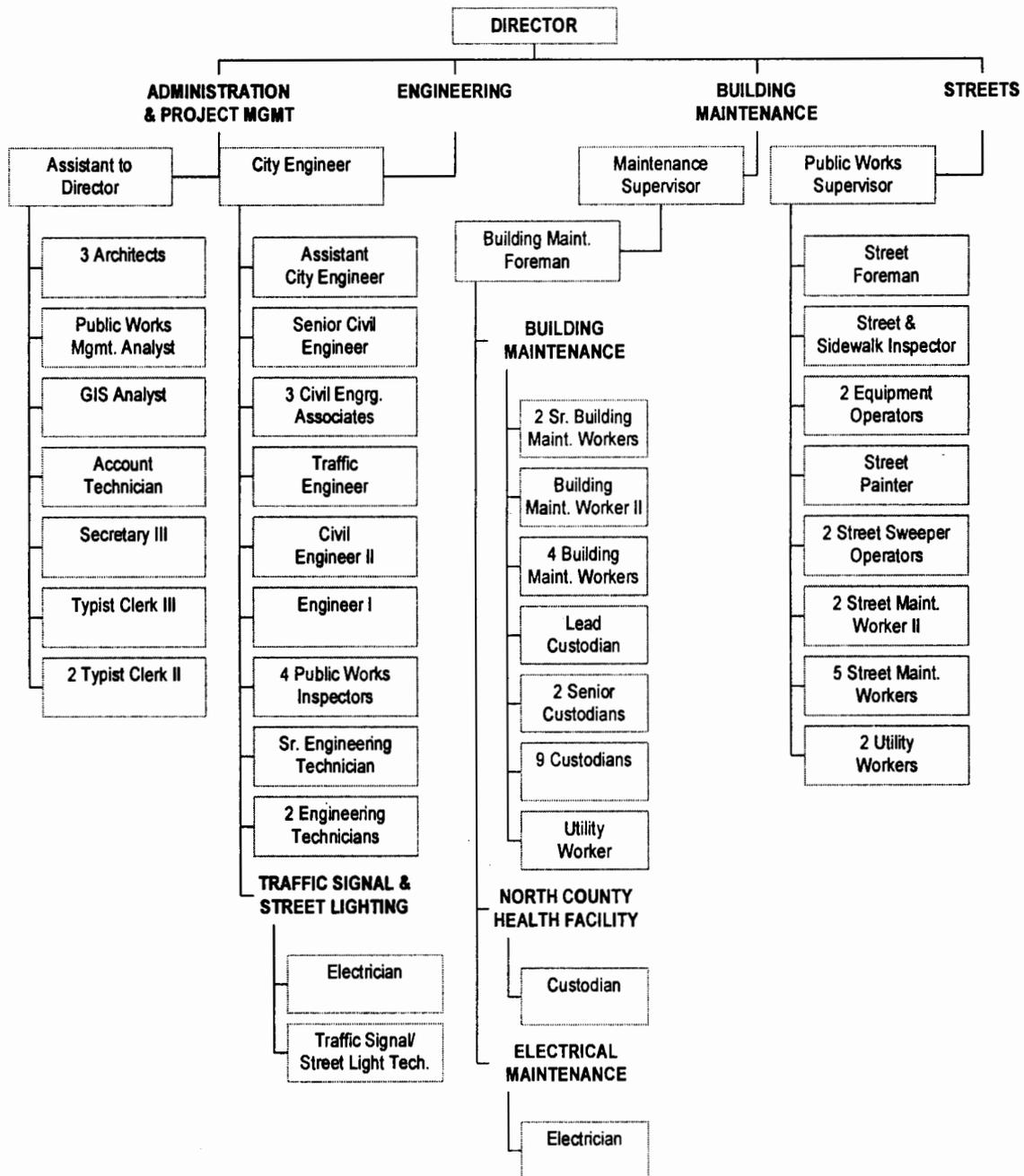




# City of Daly City

## DEPARTMENT OF PUBLIC WORKS

Fiscal Years 2002-2003 and 2003-2004



**CITY OF DALY CITY****Department Summary****2002-03/2003-04****PUBLIC WORKS**

<b>REVENUES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>LICENSES AND PERMITS</b>	9,505	6,345	6,811	7,000	7,000
<b>RENTS AND INTEREST</b>	1,303	10,575	3,403	0	0
<b>FROM OTHER AGENCIES</b>	151,116	173,537	185,299	185,299	185,299
<b>CHARGES AND FEES</b>	3,759,530	4,220,750	4,330,432	4,577,786	4,852,242
<b>MISCELLANEOUS REVENUES</b>	90,532	99,724	79,902	70,220	71,120
<b>OPERATING TRANSFERS IN</b>	1,219,665	1,322,678	1,477,212	1,754,433	1,822,147
<b>TOTAL REVENUES</b>	<b><u>\$5,231,651</u></b>	<b><u>\$5,833,609</u></b>	<b><u>\$6,083,059</u></b>	<b><u>\$6,594,738</u></b>	<b><u>\$6,937,808</u></b>

**CITY OF DALY CITY**

Department Summary

2002-03/2003-04

**PUBLIC WORKS**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>SALARIES AND BENEFITS</b>	4,271,352	4,742,498	5,046,231	5,709,104	6,002,996
<b>SERVICES AND SUPPLIES</b>	1,017,308	1,111,146	1,139,598	1,182,012	1,178,994
<b>OTHER CHARGES</b>	38,889	19,386	36,681	27,666	27,666
<b>FIXED CHARGES</b>	631,622	668,055	700,474	706,435	709,416
<b>CAPITAL OUTLAY</b>	15,621	18,458	65,172	16,675	16,675
<b>OPERATING TRANSFERS OUT</b>	65,260	7,200	75,100	144,326	144,326
<b>TOTAL EXPENDITURES</b>	<b><u>\$6,040,052</u></b>	<b><u>\$6,566,743</u></b>	<b><u>\$7,063,256</u></b>	<b><u>\$7,786,218</u></b>	<b><u>\$8,080,073</u></b>

# **PUBLIC WORKS ADMINISTRATION**

---

## ***PROGRAM DESCRIPTION***

The Public Works/Administration Division provides the Engineering, Building Maintenance and Streets Division with management, administrative and clerical support that assists each in meeting their responsibilities to residents, businesses and City staff. The Administrative Division provides contract administration, budget oversight and project management services on major capital improvement projects. In addition, the Administration Division manages the implementation and coordination of MIS/GIS efforts for the Department.

## ***GOALS***

The Public Works Administration Division goals are to provide leadership and vision to implement our long-range objectives. The Division aims to set high expectations and create a culture of ownership, resulting in improved planning and delivery, and cost effective, high-quality projects.

## ***HIGHLIGHTS***

- Developed the system to monitor and manage all Capital Improvement projects.
- Completed the project management and budget oversight from design through construction of the following capital improvement projects:
  - Corporation Yard
  - Citywide Parks Improvements, fifteen locations
  - Marchbank Park Improvements
  - Westlake Pacelli Gym Acoustical Renovation
  - Westlake Park Sports Field Lighting
  - Doelger Senior Center Expansion
  - Bayshore Park
- Obtained Federal and State grant reimbursements totalling more than \$2.8 million.
- Executed the Memorandum of Understanding between the City, California Department of State Parks, California Department of Transportation (CALTRANS), and Golden Gate National Recreation Area (GGNRA) for the Thornton State Beach Park Improvements at John Daly Boulevard and Route 35.
- Prepared the City brochure providing residents with specific information on new improvements to their neighborhoods. Administration staff coordinated with other departments in order to provide residents with current and future projects/activities.
- Improved the Public Works inspection staff office by relocating them to a trailer located on 92<sup>nd</sup> Street. Reconfigured the Engineering Office located on the first floor of City Hall to improve office efficiency, professional image, and staff morale.
- Improved the communication of Public Works Inspectors, Project Managers, and Division Heads by providing cellular phones/radios.
- Conducted two Beginning Microsoft Project management courses for Administration and Engineering staff in order to familiarize project managers with this critical software.

### *PROGRAM OBJECTIVES*

- To execute the current budget to within 1% of the 100% target.
- To emphasize safety and an accident prevention program and reduce injuries within the Department by 50% during the year.
- To increase the interaction with CalTrans and develop at least three projects with financial support from CalTrans by the end of the fiscal year.
- To manage the Capital Improvement projects, provide accurate “real time” information regarding budgets and schedules, ensure that at least 90% of the projects are on schedule and within budget.
- To encourage ownership of projects to keep change orders for unforeseen conditions on projects for new facilities to under 5% and for remodeling projects to under 10%.
- To improve feedback regarding Public Works divisions by publishing measurable objectives by the beginning of each fiscal year.
- To establish maximum cost goals by the second quarter of the fiscal year for staff and consultant project charges for contract administration, construction management, and project management.
- To improve MIS services within Public Works by the end of the fiscal year to provide “real time” access and updates on budgets, workload statistics, contracts, and grants.
- To establish a team to evaluate safety needs by the second quarter and present a plan for improvement by the fourth quarter.
- To establish and support training programs so that 75% of the professionals and managers attend a training experience during the fiscal year, and all personnel receive training quarterly.
- To provide customer service training by the third quarter.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
310  
310**

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3828	SERVICE BILLINGS	18,088	452,566	373,910	377,298	418,800
3844	DEVELOPER CONTRIBUTIONS	5,000	0	0	0	0
	<b>CHARGES AND FEES</b>	<b>23,088</b>	<b>452,566</b>	<b>373,910</b>	<b>377,298</b>	<b>418,800</b>
3852	WORKERS COMP - SELF INSURANCE	0	0	1,680	0	0
3860	MISCELLANEOUS REVENUE	0	0	15	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>0</b>	<b>0</b>	<b>1,695</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$23,088</u></b>	<b><u>\$452,566</u></b>	<b><u>\$375,605</u></b>	<b><u>\$377,298</u></b>	<b><u>\$418,800</u></b>

### Full-time Salaried Position Listing

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	DIRECTOR OF PUBLIC WORKS	440	1.00	1.00
1.00	1.00	ASST TO THE PUBLIC WORKS DIRECTOR	113	1.00	1.00
1.00	1.00	ARCHITECT	076	1.00	1.00
1.00	1.00	PUBLIC WORKS MANAGEMENT ANALYST	59A	1.00	1.00
1.00	1.00	GEOGRAPHIC INFO SYSTEMS ANALYST	045	1.00	1.00
0.50	0.50	SECRETARY III	38S	0.50	0.50
1.00	1.00	ACCOUNTING TECHNICIAN	38Z	1.00	1.00
<u>0.50</u>	<u>0.50</u>	TYPIST CLERK III	26Z	<u>0.50</u>	<u>0.50</u>
7.00	7.00			7.00	7.00

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2002-03/2003-04**

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

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	215,623	544,858	626,661	781,105	827,659
4102	HOURLY WAGES	0	114,862	92,400	84,482	89,550
4103	OVERTIME	0	300	31	0	0
4104	PERS RETIREMENT	16,395	32,052	33,286	57,574	61,048
4105	GROUP INSURANCE	12,797	43,114	46,161	48,034	48,701
4106	WORKERS COMPENSATION	469	580	645	645	645
4107	MEDICARE	2,276	9,311	9,677	10,767	11,417
4108	UNEMPLOYMENT INSURANCE	0	572	0	0	0
4110	TERMINATION PAY	0	31,529	0	0	0
4119	SOCIAL SECURITY	0	1,844	0	6,463	6,851
	<b>SALARIES AND BENEFITS</b>	<b>247,560</b>	<b>779,022</b>	<b>808,861</b>	<b>989,070</b>	<b>1,045,871</b>
4209	MILEAGE REIMB/CAR ALLOWANCE	2,955	2,400	1,530	2,400	2,400
4212	COMMUNICATIONS	2,018	2,489	4,520	4,500	4,500
4217	EQUIPMENT MAINTENANCE CONTRA	566	120	2,162	470	470
4219	PROFESSIONAL SERVICES	0	0	0	0	0
4230	OFFICE EXPENSE	3,424	4,135	4,669	7,169	4,669
	<b>SERVICES AND SUPPLIES</b>	<b>8,963</b>	<b>9,144</b>	<b>12,881</b>	<b>14,539</b>	<b>12,039</b>
4302	MEMBERSHIPS & PUBLICATIONS	351	219	969	969	969
4303	TRAVEL & MEETINGS	676	245	2,606	236	236
4304	EDUCATION & TRAINING	4,736	97	12,000	4,301	4,301
	<b>OTHER CHARGES</b>	<b>5,763</b>	<b>561</b>	<b>15,575</b>	<b>5,506</b>	<b>5,506</b>
4208	TELEPHONE SERVICE CHARGES	2,410	4,062	4,186	4,186	4,186
4216	VEHICLE SERVICE CHARGES	6,154	10,719	11,214	11,214	11,214
4223	INFORMATION SERVICES CHARGES	8,059	15,989	16,304	16,304	16,304
4224	BLDG MAINTENANCE SVC CHARGES	23,702	25,588	25,919	27,733	28,640
4226	MAIL/MESSENGER SERVICE	1,648	2,100	2,158	2,158	2,158
4227	COPIER SERVICES	1,616	1,560	1,651	1,651	1,651
4233	POSTAGE	389	421	443	443	443
4301	GENERAL INSURANCE CHARGES	442	443	452	452	452
	<b>FIXED CHARGES</b>	<b>44,420</b>	<b>60,882</b>	<b>62,327</b>	<b>64,141</b>	<b>65,048</b>
4580	FURNITURE	0	2,350	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>2,350</b>	<b>0</b>	<b>0</b>	<b>0</b>
4672	IF TO 55-035-458	2,284	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>2,284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$308,990</u></b>	<b><u>\$851,959</u></b>	<b><u>\$899,644</u></b>	<b><u>\$1,073,256</u></b>	<b><u>\$1,128,464</u></b>

# **ENGINEERING**

---

## ***PROGRAM DESCRIPTION***

The Engineering Division provides design, construction inspection and contract administration services on most capital improvement projects for the City. The division also manages the public works infrastructure master planning, project development, design oversight, grant fund applications, traffic engineering, map filing and Public Works Permit services.

Engineering reviews and inspects all development projects to ensure conformity with the applicable standards, and updates the City's design and construction standards to incorporate new advances in construction technologies.

The Division also manages the City's street lighting and traffic signal maintenance and operation programs.

## ***GOALS***

Engineering strives to implement the City's infrastructure improvement programs through cost effective master planning, better designs, and effective construction inspections with adequate provisions for public safety and convenience. The City's new improvements are designed to meet user's needs and easy maintenance.

## ***HIGHLIGHTS***

- Provided the design, construction, inspection and contract administration services for 24 City projects including the following:
  - Junipero Serra Boulevard Streetscape, Traffic Signals and Pedestrian Improvements
  - John Daly Boulevard/I-280 Overpass Widening
  - John Daly Boulevard Resurfacing, widening and landscaping
  - Citywide Park and Tot Lot Improvements
  - Street Resurfacing and Slurry Sealing (18 miles)
  - Mussel Rock Maintenance
  - Westlake Avenue Utility Undergrounding
  - Storm Drain Lining (Various Streets)
  - Traffic Signal Replacement/Upgrades at Rio Verde, Schwerin and Sheffield Drive Intersections
  - Marchbank Park, Doelger Senior Center, Civic Center Childcare Center (Construction inspection and contract administration)
  
- Managed 16 consultant contracts for design of various projects including the following:
  - Westline Drive Open Space Conversion
  - Skyline Drive Sewer Reroute
  - John Daly Boulevard/Junipero Serra Improvements
  - San Pedro Road Traffic Signal Coordination
  - Geneva Avenue Streetscape Master Plan and Traffic Signal Improvements
  - Mussel Rock Monitoring Studies
  - Vista Grande Drainage Diversion Study

### **HIGHLIGHTS (CONTINUED)**

- Conducted ten community meetings to develop and review streetscape improvement masterplans, traffic improvements, utility undergrounding and major projects.
- Processed and inspected approximately 300 construction and utility permits.
- Provided plan check and construction review of public improvements in the Bay Vista, Serra Vista, Parkview Terrace and Saddle Mountain Subdivisions.
- Provided plan check and construction review of public improvements including Pacific Plaza, Serramonte Corporate Center, Hampton Inn, Krispy Kreme, and In-N-Out Burger developments.

### **PROGRAM OBJECTIVES**

- To complete the design and construction of projects as per the approved work scope and budget to ensure that at least 90% of the projects are on schedule and within budget.
- To complete review of the design submittals within twenty days and re-submittals within ten days. Complete at least 90% reviews meeting this goal.
- To process all invoices for payment within 30 days of their receipt.
- To manage Mussel Rock site in compliance with the requirements of the Regional Water Quality Control Board and the County Environmental Health Services. Submit reports by the end of the fiscal year and as required.
- To streamline construction inspections by developing and using new checklists for various public improvements by July 31, 2002.
- To ensure that all Public Works Inspectors are using the correct and uniform use of the inspection checklists and daily/weekly inspection reports. Weekly monitoring will be conducted 90% of the time.
- To streamline design and plan check activities by developing new checklists for various public improvements by October 31, 2002.
- To update the City of Daly City General Conditions/ Standard Specifications and Drawings for public improvements by March 31, 2003.
- To provide at least one training opportunity for each professional staff member during each fiscal year to promote high quality and responsive service.

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: ENGINEERING

01  
312  
311

		1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES		Actual	Actual	Estimated	Approved	Approved
3326	GRADING PERMITS	0	0	0	0	0
3340	STREET & CURB PERMITS	0	0	0	0	0
	<b>LICENSES AND PERMITS</b>	0	0	0	0	0
3723	ENGINEERING FEES	209,465	232,794	100,000	196,800	221,000
3795	SALE OF DOCUMENTS	6,786	1,894	1,500	1,000	1,000
3796	REIMBURSEMENT FOR CURRENT SVC	25,714	84,279	20,000	5,000	5,000
3828	SERVICE BILLINGS	859,193	800,742	1,075,000	1,140,000	1,270,000
	<b>CHARGES AND FEES</b>	1,101,158	1,119,709	1,196,500	1,342,800	1,497,000
3852	WORKERS COMP - SELF INSURANCE	70	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	70	0	0	0	0
	<b>TOTAL REVENUES</b>	<b><u>\$1,101,228</u></b>	<b><u>\$1,119,709</u></b>	<b><u>\$1,196,500</u></b>	<b><u>\$1,342,800</u></b>	<b><u>\$1,497,000</u></b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	CITY ENGINEER	112	1.00	1.00
0.00	0.00	ASSISTANT CITY ENGINEER	099	1.00	1.00
1.00	1.00	PRINCIPAL ENGINEER	091	0.00	0.00
1.00	1.00	SENIOR CIVIL ENGINEER	087	1.00	1.00
1.00	1.00	TRAFFIC ENGINEER	076	1.00	1.00
3.00	3.00	CIVIL ENGINEERING ASSOCIATE	076	3.00	3.00
1.00	1.00	CIVIL ENGINEER II	62X	1.00	1.00
5.00	5.00	ENGINEER I	52X	5.00	5.00
1.00	1.00	SENIOR ENGINEERING TECHNICIAN	51X	1.00	1.00
2.00	2.00	ENGINEERING TECHNICIAN	44X	2.00	2.00
0.50	0.50	SECRETARY III	38S	0.50	0.50
0.50	0.50	TYPIST CLERK III	26Z	0.50	0.50
<u>2.00</u>	<u>2.00</u>	TYPIST CLERK II	22Z	<u>2.00</u>	<u>2.00</u>
19.00	19.00			19.00	19.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
312  
311**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	946,110	889,095	1,062,617	1,285,068	1,361,673
4102 HOURLY WAGES	273,295	156,110	109,000	101,607	101,607
4103 OVERTIME	34,688	5,746	15,000	15,000	15,500
4104 PERS RETIREMENT	84,427	85,606	90,759	95,711	101,471
4105 GROUP INSURANCE	78,871	66,526	74,428	88,142	89,255
4106 WORKERS COMPENSATION	8,670	9,531	10,604	10,604	10,604
4107 MEDICARE	16,675	14,258	16,708	18,037	19,121
4108 UNEMPLOYMENT INSURANCE	0	905	0	0	0
4110 TERMINATION PAY	-9,701	29,789	22,442	0	0
4119 SOCIAL SECURITY	1,892	4,839	3,661	7,773	7,773
<b>SALARIES AND BENEFITS</b>	<b>1,434,927</b>	<b>1,262,405</b>	<b>1,405,219</b>	<b>1,621,942</b>	<b>1,707,004</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	0	13	200	1,100	1,100
4212 COMMUNICATIONS	6,140	5,511	9,000	9,000	9,000
4217 EQUIPMENT MAINTENANCE CONTRA	730	1,938	2,550	1,600	1,600
4219 PROFESSIONAL SERVICES	0	14,408	0	0	0
4220 OTHER CONTRACTUAL SERVICES	0	0	7,119	7,200	7,200
4230 OFFICE EXPENSE	8,121	13,325	10,000	10,000	10,200
4234 SPECIAL DEPARTMENTAL	14,709	18,555	22,000	21,950	21,250
4237 CLOTHING	392	1,021	1,000	1,000	1,000
<b>SERVICES AND SUPPLIES</b>	<b>30,092</b>	<b>54,771</b>	<b>51,869</b>	<b>51,850</b>	<b>51,350</b>
4302 MEMBERSHIPS & PUBLICATIONS	1,732	1,858	2,550	2,550	2,550
4303 TRAVEL & MEETINGS	606	829	2,000	2,200	2,200
4304 EDUCATION & TRAINING	4,500	1,193	6,500	7,500	7,500
<b>OTHER CHARGES</b>	<b>6,838</b>	<b>3,880</b>	<b>11,050</b>	<b>12,250</b>	<b>12,250</b>
4208 TELEPHONE SERVICE CHARGES	9,139	9,560	9,981	9,981	9,981
4216 VEHICLE SERVICE CHARGES	61,825	37,158	39,776	39,776	39,776
4223 INFORMATION SERVICES CHARGES	23,499	35,968	36,620	36,620	36,620
4224 BLDG MAINTENANCE SVC CHARGES	40,632	43,865	44,432	47,542	49,097
4226 MAIL/MESSENGER SERVICE	1,648	2,100	2,158	2,158	2,158
4227 COPIER SERVICES	9,539	9,215	9,747	9,747	9,747
4233 POSTAGE	4,866	5,271	5,539	5,539	5,539
4301 GENERAL INSURANCE CHARGES	10,819	10,923	11,141	11,141	11,141
<b>FIXED CHARGES</b>	<b>161,967</b>	<b>154,060</b>	<b>159,394</b>	<b>162,504</b>	<b>164,059</b>
4551 COMMUNICATIONS EQUIPMENT	0	0	1,000	1,000	1,000
4567 COMPUTER EQUIPMENT	0	0	191	0	0
4580 FURNITURE	1,345	267	48,306	0	0
<b>CAPITAL OUTLAY</b>	<b>1,345</b>	<b>267</b>	<b>49,497</b>	<b>1,000</b>	<b>1,000</b>
4667 IF TO 51-033-453	28,310	0	0	0	0
4672 IF TO 55-035-458	14,666	1,774	9,902	0	0
4694 IF TO 55-035-455	0	1,296	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>42,976</b>	<b>3,070</b>	<b>9,902</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,678,145</u></b>	<b><u>\$1,478,453</u></b>	<b><u>\$1,686,931</u></b>	<b><u>\$1,849,546</u></b>	<b><u>\$1,935,663</u></b>

# **STREETS**

---

## ***PROGRAM DESCRIPTION***

The responsibilities of the Street Division include maintaining all public right-of-ways, vacant City properties, and the City storm water drainage system in a safe and serviceable condition. Job duties include the following: asphalt and concrete street repair, repainting street legends, lane lines, curbs and parking zones, hand cleaning and mechanical sweeping of streets on a weekly basis, installation and maintenance of all street signs, installation and repair of guardrails, maintenance and repair of the City's storm water drainage system, abatement of weed and rubbish violations, administration of the Sidewalk Repair program, cleaning and growth removal from City-owned property and providing safety, technical and cross training to Division personnel.

## ***GOALS***

To assure the residents of Daly City that the streets, sidewalks, street signs, pavement markings, and storm system are adequately maintained in order to provide a safe environment for the public. Also, to enhance the City's image by removing unsightly weeds, rubbish, litter, and debris from the City's right-of-way, thus improving the appearance of residential and commercial areas.

## ***HIGHLIGHTS***

- Completed approximately 54,000 square feet of asphalt repairs, which includes 965 square feet for the Water and Wastewater Resources Department.
- Repaired approximately 17,500 square feet of asphalt damaged by City-owned trees.
- Utilized thermo-plastic street legends as an alternative to street paint to eliminate the need to repaint once or twice a year. This resulted in approximately 67% of all street legends being converted to thermo-plastic.
- Removed approximately 3,300 cubic yards of dirt, litter, debris, and pollutants from City streets through the daily operation of two mechanical street sweepers and district hand cleaning crews.
- Removed approximately 300 cubic yards of debris and sediment from the City's storm water drainage system and out-fall canals.
- Processed approximately 700 abatement actions through participation with the City's Code Enforcement Program and the Weed and Rubbish Abatement Program.
- Replaced 60 faded and deteriorated regulatory signs throughout the St. Francis Heights neighborhood.
- Repainted approximately 23,000 linear feet of traffic lane dividers, shoulder lines, and center lines.
- Performed approximately 40,000 miles of street sweeping which includes 32,000 residential miles and 8,000 commercial miles.

***PROGRAM OBJECTIVES***

- To decrease work related injuries by 50% by conducting monthly safety meetings with at least 90% participation from staff.
- To repair 30,000 square feet of asphalt street per fiscal year with an increased emphasis on crack sealing asphalt pavement.
- To continue expansion of the use of Thermo-Plastic street legends by installing 75 legends per fiscal year.
- To replace 500 faded or damaged regulatory signs out of a total of 2,550 total signs per fiscal year.
- To televise ten miles of storm line per fiscal year to complete the inventory of the sixty-one miles of main lines and catchbasin flylines through cooperative efforts with the Department of Water and Wastewater Resources.
- To inspect and clean the 1,900 storm drain catchbasins and remove silt from the system out-fall canals no later than October of each year.
- To respond within forty-eight hours of receipt of requests regarding weed and rubbish abatement problems and to notify the responsible party within five working days.
- To restripe and repaint 10,000 linear feet of faded centerlines, lane lines and shoulder lines per fiscal year.
- To inspect 47 miles of sidewalks per fiscal year to identify and initiate repairs. Of the 47 miles, 28 miles of sidewalk inspections will be targeted around schools and business districts and 19 miles of sidewalk inspections will be conducted on the remaining sidewalk miles.
- To notify the responsible party within five working days when pedestrian sidewalk hazards are reported to the City.

***CITY OF DALY CITY***

- To sweep 20,000 miles of Daly City streets per fiscal year to include sweeping every paved street not less than once a week.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
314  
330**

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3340	STREET & CURB PERMITS	6,605	4,345	4,811	5,000	5,000
3728	DEBRIS BOX PERMITS	2,900	2,000	2,000	2,000	2,000
	<b>LICENSES AND PERMITS</b>	<b>9,505</b>	<b>6,345</b>	<b>6,811</b>	<b>7,000</b>	<b>7,000</b>
3723	ENGINEERING FEES	1,050	0	0	0	0
3724	STATE HIGHWAY MAINTENANCE	9,777	9,777	9,740	9,740	9,740
3725	SIDEWALK REPAIRS	34,744	31,057	69,677	40,000	40,000
3726	WEED & LOT CLEANING	0	0	0	0	0
3790	NPDES REGULATORY FEE	447,644	449,275	449,000	449,000	449,000
3796	REIMBURSEMENT FOR CURRENT SVC	38,327	0	36,581	15,000	15,000
3828	SERVICE BILLINGS	220,599	207,161	212,519	215,141	224,998
	<b>CHARGES AND FEES</b>	<b>752,141</b>	<b>697,270</b>	<b>777,517</b>	<b>728,881</b>	<b>738,738</b>
3852	WORKERS COMP - SELF INSURANCE	21,679	11,773	10,990	0	0
3860	MISCELLANEOUS REVENUE	3,450	2,530	1,397	1,320	1,320
	<b>MISCELLANEOUS REVENUES</b>	<b>25,129</b>	<b>14,303</b>	<b>12,387</b>	<b>1,320</b>	<b>1,320</b>
3958	IF FM 17-031-031	735,946	792,890	840,398	990,838	1,046,141
	<b>OPERATING TRANSFERS IN</b>	<b>735,946</b>	<b>792,890</b>	<b>840,398</b>	<b>990,838</b>	<b>1,046,141</b>
	<b>TOTAL REVENUES</b>	<b><u>\$1,522,721</u></b>	<b><u>\$1,510,808</u></b>	<b><u>\$1,637,113</u></b>	<b><u>\$1,728,039</u></b>	<b><u>\$1,793,199</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	PUBLIC WORKS SUPERVISOR	077	1.00	1.00
0.50	0.50	SOURCE CONTROL INSPECTOR	052	0.50	0.50
1.00	1.00	STREETS FOREMAN	055	1.00	1.00
1.00	1.00	STREET & SIDEWALK INSPECTOR	38X	1.00	1.00
2.00	2.00	EQUIPMENT OPERATOR	37X	2.00	2.00
2.00	2.00	STREET SWEEPER OPERATOR	32X	2.00	2.00
1.00	1.00	STREET PAINTER	32X	1.00	1.00
9.00	9.00	STREETS MAINTENANCE WORKER II	30X	9.00	9.00
<u>0.00</u>	<u>0.00</u>	UTILITY WORKER	25X	<u>1.00</u>	<u>1.00</u>
17.50	17.50			18.50	18.50

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: STREETS01  
314  
330

EXPENDITURES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101	SALARIES	829,379	817,143	877,277	1,032,691	1,091,834
4102	HOURLY WAGES	30,753	33,796	36,493	0	0
4103	OVERTIME	258	104	0	0	0
4104	PERS RETIREMENT	66,676	64,259	66,471	76,114	80,532
4105	GROUP INSURANCE	87,879	88,368	90,942	94,163	95,988
4106	WORKERS COMPENSATION	30,843	30,903	34,379	34,379	34,379
4107	MEDICARE	5,516	5,610	6,025	6,712	7,115
4108	UNEMPLOYMENT INSURANCE	0	737	0	0	0
4110	TERMINATION PAY	768	2,804	0	0	0
4119	SOCIAL SECURITY	470	1,286	0	2,749	2,749
	<b>SALARIES AND BENEFITS</b>	<u>1,052,542</u>	<u>1,045,010</u>	<u>1,111,587</u>	<u>1,246,808</u>	<u>1,312,597</u>
4212	COMMUNICATIONS	1,117	182	2,090	2,000	2,000
4213	UTILITIES	2,172	3,427	4,962	5,000	5,000
4217	EQUIPMENT MAINTENANCE CONTRA	0	0	0	0	0
4220	OTHER CONTRACTUAL SERVICES	46,879	44,199	91,401	48,738	49,055
4230	OFFICE EXPENSE	920	979	1,250	1,250	1,250
4237	CLOTHING	10,105	13,521	12,318	12,318	12,318
4241	STREETS OPERATING SUPPLIES	87,653	102,177	95,338	95,338	95,338
4250	PHOTOGRAPHY	473	245	552	500	500
4255	SMALL EQUIPMENT	2,171	0	3,641	1,335	1,000
	<b>SERVICES AND SUPPLIES</b>	<u>151,490</u>	<u>164,730</u>	<u>211,552</u>	<u>166,479</u>	<u>166,461</u>
4302	MEMBERSHIPS & PUBLICATIONS	0	90	90	90	90
4303	TRAVEL & MEETINGS	109	97	120	120	120
4304	EDUCATION & TRAINING	1,814	242	1,900	1,900	1,900
4433	BAD DEBTS	111	0	0	0	0
4434	MISCELLANEOUS OTHER CHARGES	6,930	6,924	0	0	0
	<b>OTHER CHARGES</b>	<u>8,964</u>	<u>7,353</u>	<u>2,110</u>	<u>2,110</u>	<u>2,110</u>
4208	TELEPHONE SERVICE CHARGES	1,722	1,723	1,792	1,792	1,792
4216	VEHICLE SERVICE CHARGES	236,295	239,198	254,746	254,746	254,746
4223	INFORMATION SERVICES CHARGES	5,276	9,221	9,413	9,413	9,413
4224	BLDG MAINTENANCE SVC CHARGES	13,544	10,966	11,108	11,886	12,274
4226	MAIL/MESSENGER SERVICE	2,472	3,150	3,237	3,237	3,237
4227	COPIER SERVICES	1,996	2,119	2,241	2,241	2,241
4233	POSTAGE	2,362	2,558	2,688	2,688	2,688
4301	GENERAL INSURANCE CHARGES	26,059	26,118	26,640	26,640	26,640
	<b>FIXED CHARGES</b>	<u>289,726</u>	<u>295,053</u>	<u>311,865</u>	<u>312,643</u>	<u>313,031</u>
4671	IF TO 33-312-510	20,000	0	0	0	0
	<b>OPERATING TRANSFERS OUT</b>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>TOTAL EXPENDITURES</b>	<u><b>\$1,522,722</b></u>	<u><b>\$1,512,146</b></u>	<u><b>\$1,637,114</b></u>	<u><b>\$1,728,040</b></u>	<u><b>\$1,794,199</b></u>

# TRAFFIC SIGNALS

---

## ***PROGRAM DESCRIPTION***

This program includes the operation, maintenance and repair of traffic signals and other related services for efficient and safe traffic flow on all arterial streets in Daly City. The services included in this program are as follows:

- The maintenance, repair, and operations of the 38 traffic signals on City streets.
- The utility costs required to energize the traffic signals.
- The shared costs for 23 state-owned and maintained traffic signals in Daly City on Route 35 (Skyline Boulevard), Route 82 (Mission Street and San Jose Avenue) and Interstate 280 (Junipero Serra Freeway).
- The shared maintenance, repair and utility costs of the Guadalupe Canyon Parkway/Carter Street intersection with the City of Brisbane.

## ***GOALS***

Maintain the City's traffic signals to provide safe, reliable, and efficient traffic progression on the City streets.

## ***HIGHLIGHTS***

- Assisted in the design, installation, timing, and coordination of the following traffic signals:
  - John Daly Boulevard/I-280 Overpass system
  - John Daly Boulevard/Dorchester Drive
  - John Daly Boulevard/Sheffield Avenue
  - Junipero Serra Boulevard between Westlake Avenue and John Daly Boulevard
  - Carter Street/Martin Street traffic signal modifications
  - Geneva Avenue/Rio Verde Street traffic signal replacement
  - Geneva Avenue/Schwerin Street traffic signal replacement
- Improved traffic signal coordination along John Daly Boulevard, Junipero Serra Boulevard, and San Pedro Road corridors.
- Repainted traffic signal heads, backplates, visors, push button housings, and pedestrian heads at 15 intersections.
- Replaced approximately 650 green signal indications at Daly City maintained signals through grant funds for energy conservation.
- Coordinated and made emergency repairs in the last year to 11 traffic signal knockdowns on a 24-hour/7 day per week basis.
- Installed audible pedestrian signals at the John Daly Boulevard/Sheffield Drive and East Market Street/Hillside Boulevard intersection in response to citizen requests.
- Performed approximately 60 preventative maintenance inspections and completed necessary repairs including at least one inspection at every signalized intersection.

***PROGRAM OBJECTIVES***

- To respond within one hour of notification to safety related traffic signal malfunctions, traffic signal knockdowns, or conflicting indications during normal business hours and within four hours during non-business hours - at least 90% of the total occurrences.
- To respond by the next business day to reports of non-safety related traffic signal items (light outages, hanging signs, stuck pedestrian push buttons, mis-aligned heads). Make permanent repairs to knocked down traffic signal poles within three months. If replacement materials/equipment are required, permanent repairs will be made within one month of receipt of equipment.
- To make necessary repairs and reinstall malfunctioning internally illuminated street name signs within four weeks of notification.
- To provide design review comments on traffic signal improvement projects within ten days of receipt of request.
- To assist with electrical inspection for traffic signal improvement projects within two days of receipt of request.
- To provide at least one staff training opportunity for each employee during each fiscal year to enhance their skills and knowledge.

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: TRAFFIC SIGNAL MAINTENANCE

01  
316  
353

REVENUES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
3724	STATE HIGHWAY MAINTENANCE	377	366	350	360	360
3796	REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	10,553	-6,990	7,500	7,500	7,500
		10,930	-6,624	7,850	7,860	7,860
3915	BAD DEBT RECOVERIES	0	228	0	0	0
	MISCELLANEOUS REVENUES	0	228	0	0	0
3958	IF FM 17-031-031	174,356	184,769	238,639	278,598	286,351
	OPERATING TRANSFERS IN	174,356	184,769	238,639	278,598	286,351
	<b>TOTAL REVENUES</b>	<b>\$185,286</b>	<b>\$178,373</b>	<b>\$246,489</b>	<b>\$286,458</b>	<b>\$294,211</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	TRAFFIC SIGNAL/STRT LIGHT TECHNICIAN	51X	1.00	1.00

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: TRAFFIC SIGNAL MAINTENANCE01  
316  
353

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	59,534	59,924	66,665	119,171	126,240
4102 HOURLY WAGES	0	0	0	0	0
4103 OVERTIME	0	0	2,000	1,800	1,800
4104 PERS RETIREMENT	3,844	4,700	4,851	7,731	8,194
4105 GROUP INSURANCE	3,332	4,107	4,185	5,392	5,459
4107 MEDICARE	741	866	1,000	1,472	1,561
4108 UNEMPLOYMENT INSURANCE	0	52	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>67,451</b>	<b>69,649</b>	<b>78,701</b>	<b>135,566</b>	<b>143,254</b>
4212 COMMUNICATIONS	2,363	2,720	1,550	1,450	1,450
4213 UTILITIES	85,864	81,282	110,000	92,000	92,000
4220 OTHER CONTRACTUAL SERVICES	9,228	2,302	34,700	35,890	35,890
4230 OFFICE EXPENSE	839	130	250	250	250
4234 SPECIAL DEPARTMENTAL	8,802	8,299	10,000	10,000	10,000
4237 CLOTHING	568	367	600	600	600
<b>SERVICES AND SUPPLIES</b>	<b>107,664</b>	<b>95,100</b>	<b>157,100</b>	<b>140,190</b>	<b>140,190</b>
4302 MEMBERSHIPS & PUBLICATIONS	0	85	100	100	100
4303 TRAVEL & MEETINGS	250	0	0	0	0
4304 EDUCATION & TRAINING	500	533	500	500	500
4433 BAD DEBTS	2,490	228	116	0	0
<b>OTHER CHARGES</b>	<b>3,240</b>	<b>846</b>	<b>716</b>	<b>600</b>	<b>600</b>
4208 TELEPHONE SERVICE CHARGES	1,279	1,788	1,859	1,859	1,859
4223 INFORMATION SERVICES CHARGES	2,226	4,042	4,131	4,131	4,131
4224 BLDG MAINTENANCE SVC CHARGES	1,693	1,828	1,851	1,981	2,045
4226 MAIL/MESSENGER SERVICE	1,236	1,575	1,618	1,618	1,618
4233 POSTAGE	52	57	60	60	60
4301 GENERAL INSURANCE CHARGES	444	445	454	454	454
<b>FIXED CHARGES</b>	<b>6,930</b>	<b>9,735</b>	<b>9,973</b>	<b>10,103</b>	<b>10,167</b>
4672 IF TO 55-035-458	0	2,713	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>2,713</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$185,285</u></b>	<b><u>\$178,043</u></b>	<b><u>\$246,490</u></b>	<b><u>\$286,459</u></b>	<b><u>\$294,211</u></b>

## **STREET LIGHTING**

---

### ***PROGRAM DESCRIPTION***

This program includes the operation, maintenance and repair of over 3,000 streetlights to increase safety, deter crime and enhance economic activities in the City.

### ***GOALS***

Maintain the City's streetlights to provide safe, reliable, and efficient street lighting.

### ***HIGHLIGHTS***

- Inspected approximately 1,100 streetlights along major City streets once per month, and made necessary repairs within one week of inspection.
- Inspected approximately 2,100 remaining residential streetlights annually and made necessary repairs within one week of inspection.
- Provided immediate emergency response in the past year on a 24-hour/7 day per week basis specifically responding to 15 street light knockdowns.
- Assisted with emergency street light repairs to series circuit on Lakeshire Drive, Santa Rita Road, and Higate Drive.
- Assisted with the design, review, installation, and inspection of all Capital Improvement Projects and developments that included streetlights.
- Assisted with the design, installation and inspection of the street light pole replacement program, which included removing 13 deteriorated concrete poles and replacing them with the current City standard aluminum poles.

### ***PROGRAM OBJECTIVES***

- To respond within one hour of notification of street light knockdowns during normal business hours, and within four hours during non-business hours – at least 95% of the total occurrences.
- To make permanent repairs to knocked down street light poles within one month. If replacement materials/equipment are required, permanent repairs will be made within two weeks of receipt of equipment.
- To repair parallel circuit street light outages within three working days of receipt of report, at least 95% of the total occurrences. Respond to series circuit streetlight outages and malfunctions within two hours of notification during business hours and by the next business day if reported during non-business days. Complete basic relamps within four hours of receipt of PG&E clearance of the circuit.
- To provide design review comments on streetlight improvement projects within ten days of receipt of request.
- To assist with electrical inspection for streetlight improvement projects within two days of receipt of request.
- Provide at least one staff training opportunity to each employee during each fiscal year to enhance her or his skills and knowledge.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

**Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: STREET LIGHTING**

**01  
316  
354**

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3724	STATE HIGHWAY MAINTENANCE	2,826	2,826	2,800	2,800	2,800
3796	REIMBURSEMENT FOR CURRENT SVC	14,617	12,648	4,500	4,500	4,500
	<b>CHARGES AND FEES</b>	<b>17,443</b>	<b>15,474</b>	<b>7,300</b>	<b>7,300</b>	<b>7,300</b>
3852	WORKERS COMP - SELF INSURANCE	1,960	8,610	1,960	0	0
3915	BAD DEBT RECOVERIES	113	3,315	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>2,073</b>	<b>11,925</b>	<b>1,960</b>	<b>0</b>	<b>0</b>
3958	IF FM 17-031-031	298,063	287,502	288,449	433,402	438,060
	<b>OPERATING TRANSFERS IN</b>	<b>298,063</b>	<b>287,502</b>	<b>288,449</b>	<b>433,402</b>	<b>438,060</b>
	<b>TOTAL REVENUES</b>	<b><u>\$317,579</u></b>	<b><u>\$314,901</u></b>	<b><u>\$297,709</u></b>	<b><u>\$440,702</u></b>	<b><u>\$445,360</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	ELECTRICIAN	51X	1.00	1.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: STREET LIGHTING**

**01  
316  
354**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	60,574	63,050	66,801	69,751	73,963
4102 HOURLY WAGES	0	0	16,700	0	0
4103 OVERTIME	2,406	4,410	1,700	2,400	2,400
4104 PERS RETIREMENT	4,671	4,710	4,851	5,307	5,627
4105 GROUP INSURANCE	3,705	4,263	4,227	4,422	4,483
4106 WORKERS COMPENSATION	2,326	1,787	1,988	1,988	1,988
4107 MEDICARE	0	0	59	0	0
4108 UNEMPLOYMENT INSURANCE	0	55	0	0	0
4119 SOCIAL SECURITY	0	0	1,279	0	0
<b>SALARIES AND BENEFITS</b>	<b>73,682</b>	<b>78,275</b>	<b>97,605</b>	<b>83,868</b>	<b>88,461</b>
4212 COMMUNICATIONS	1,041	737	450	600	600
4213 UTILITIES	148,268	178,531	121,000	281,300	281,300
4220 OTHER CONTRACTUAL SERVICES	7,435	1,883	16,400	12,330	12,330
4230 OFFICE EXPENSE	279	243	250	250	250
4234 SPECIAL DEPARTMENTAL	46,328	20,955	25,500	25,500	25,500
4237 CLOTHING	856	519	350	600	600
<b>SERVICES AND SUPPLIES</b>	<b>204,207</b>	<b>202,868</b>	<b>163,950</b>	<b>320,580</b>	<b>320,580</b>
4302 MEMBERSHIPS & PUBLICATIONS	120	50	130	100	100
4303 TRAVEL & MEETINGS	250	0	0	0	0
4304 EDUCATION & TRAINING	373	0	500	500	500
4433 BAD DEBTS	8,023	0	0	0	0
<b>OTHER CHARGES</b>	<b>8,766</b>	<b>50</b>	<b>630</b>	<b>600</b>	<b>600</b>
4216 VEHICLE SERVICE CHARGES	24,455	25,963	27,651	27,651	27,651
4223 INFORMATION SERVICES CHARGES	2,095	2,891	2,923	2,923	2,923
4224 BLDG MAINTENANCE SVC CHARGES	1,693	1,828	1,851	1,981	2,045
4226 MAIL/MESSENGER SERVICE	1,236	1,575	1,618	1,618	1,618
4233 POSTAGE	52	57	60	60	60
4301 GENERAL INSURANCE CHARGES	1,392	1,394	1,422	1,422	1,422
<b>FIXED CHARGES</b>	<b>30,923</b>	<b>33,708</b>	<b>35,525</b>	<b>35,655</b>	<b>35,719</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$317,578</u></b>	<b><u>\$314,901</u></b>	<b><u>\$297,710</u></b>	<b><u>\$440,703</u></b>	<b><u>\$445,360</u></b>

# **BUILDING MAINTENANCE**

---

## ***PROGRAM DESCRIPTION***

The Maintenance Division functions as a full service building maintenance organization for all departments and divisions of the City government, and serves the community through the repair, cleaning and maintenance of City buildings, playground equipment and fencing to provide safe, secure, clean and pleasant public facilities and work areas.

## ***GOALS***

To provide quality and timely service on a 24-hour basis, and maintain public facilities which contribute to the health, safety and well-being of the community's citizens. This is accomplished through a comprehensive preventive maintenance program involving the City's structures and assets, and includes 60 buildings, 28 playgrounds and tot lots, signs, fencing and picnic areas, and basketball and tennis courts.

## ***HIGHLIGHTS***

- Maintained a total of 51 City facilities, which total approximately 410,000 square feet.
- Provided new and modified electrical service at four locations within Civic Center and at several other City facilities which included the following:
  - Police Department, primary phone room
  - Main computer room
  - Computer programming room
  - First floor records room
  - Fire Stations 92 and 94
  - Parks and Recreation Administration
  - Doelger Senior Center
  - Department of Water/Wastewater
- Remodeled office in Larcombe Clubhouse for Peninsula Partnership Program.
- Worked with Home Depot, in the renovation of Bayshore Clubhouse/Boys and Girls Club that included the installation of new windows throughout the facility.
- Upgraded exterior lighting system at Doelger Art Center.
- Provided additional maintenance service to the new Daly City Child Care Center and the Corporation Yard Parks and Street Division offices.
- Remodeled restroom and kitchens at Motor Vehicles garage.
- Constructed a storage garage for Street Division at City Corporation Yard.
- Replaced floor and window coverings, relocated office walls, built storage lockers, and painted throughout the Police Department.
- Reconstructed and remodeled new offices for Human Resources.
- Provided project management for the City Hall Energy Efficiency Retrofit project.

### ***PROGRAM OBJECTIVES***

- To provide high quality daily maintenance and janitorial service in public facilities and maintain daily reports of maintenance services as measured by 85% of satisfactory evaluation of daily report sheets on a fiscal year basis. To initiate work orders within two working days of requests.
- To respond to client requests for special attention within one workday.
- To provide maintenance services to Government Center buildings in accordance with the contract agreement and to maintain daily logs, and review weekly reports to ensure that quality customer service is being provided as measured by 85% of satisfactory evaluation of daily report sheets on a fiscal year basis. To initiate work orders within two working days of requests.
- To implement a Preventive Maintenance Program with periodic scheduled inspections and repairs with the objective of increasing the longevity of facilities. Monthly reports will be prepared on the preventive maintenance practices to develop baseline data for future programs.
- To establish a maintenance program for new facilities no later than 30 days before the opening of the facility and to review the quality and effectiveness of the maintenance program on a quarterly basis for the first year of operation.
- To train two maintenance employees to become Certified Playground Safety Inspectors by October 1, 2002 and to provide inspections in accordance with AB1055 for all Park and Recreation playgrounds by the end of each fiscal year.
- To train four maintenance employees as Building Energy Management Systems technicians by September 1, 2002 and to maintain same number of trained technicians throughout the year. The technicians will ensure that the City HVAC systems are operating efficiently.
- To provide at least one maintenance staff member to attend Capital Improvement Meetings 80% of the time. This will provide design and inspection expertise for facilities scheduled to be built or remodeled.
- To update the two-year facility painting schedules no later than August 1, 2002, and accomplish 90% of the scheduled painting each quarter. Respond to unscheduled painting requests within five working days. Perform graffiti inspections in sensitive areas every two weeks and respond to graffiti complaints within 24 hours of receipt.
- To participate in the City Safety Committee meetings at least 90% of the time and reduce the recorded industrial injuries by 25% by conducting division safety meetings twice a month.

**CITY OF DALY CITY**  
**Revenue Budget**  
**2002-03/2003-04**

Fund: **BUILDING MAINTENANCE** **54**  
 Department: **PUBLIC WORKS** **313**  
 Program: **BUILDING MAINTENANCE** **110**

<b>REVENUES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510	INVESTMENT EARNINGS	1,303	8,778	3,403	0	0
3515	UNREALIZED GAIN/LOSS ON INVEST	0	1,797	0	0	0
	RENTS AND INTEREST	1,303	10,575	3,403	0	0
3661	RECEIPTS FROM SAN MATEO COUNTY	151,116	173,537	185,299	185,299	185,299
	FROM OTHER AGENCIES	151,116	173,537	185,299	185,299	185,299
3796	REIMBURSEMENT FOR CURRENT SVCS	7,355	7,355	7,355	7,355	7,355
3828	SERVICE BILLINGS	1,847,416	1,935,001	1,960,000	2,106,292	2,175,189
	CHARGES AND FEES	1,854,771	1,942,356	1,967,355	2,113,647	2,182,544
3845	MIDWAY SCHOOL - BAYSHORE	6,900	6,900	6,900	6,900	6,900
3852	WORKERS COMP - SELF INSURANCE	0	2,450	1,960	0	0
3860	MISCELLANEOUS REVENUE	56,360	63,918	55,000	62,000	62,900
	MISCELLANEOUS REVENUES	63,260	73,268	63,860	68,900	69,800
3906	IF FM 43-031	0	57,517	40,126	51,595	51,595
3945	IF FM 31-312	0	0	0	0	0
3963	IF FM 01-031-031	11,300	0	69,600	0	0
	OPERATING TRANSFERS IN	11,300	57,517	109,726	51,595	51,595
	<b>TOTAL REVENUES</b>	<b>\$2,081,750</b>	<b>\$2,257,253</b>	<b>\$2,329,643</b>	<b>\$2,419,441</b>	<b>\$2,489,238</b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	MAINTENANCE SUPERVISOR	081	1.00	1.00
1.00	1.00	BUILDING MAINTENANCE FOREMAN	061	1.00	1.00
1.00	1.00	LEAD CUSTODIAN	033	1.00	1.00
1.00	1.00	ELECTRICIAN	51X	1.00	1.00
2.00	2.00	SENIOR BLDG MAINTENANCE WORKER	44X	2.00	2.00
4.00	4.00	BUILDING MAINTENANCE WORKER II	30X	4.00	4.00
2.00	2.00	SENIOR CUSTODIAN	29X	2.00	2.00
0.00	0.00	UTILITY WORKER/PAINTER	25X	1.00	1.00
<u>10.00</u>	<u>10.00</u>	CUSTODIAN	25X	<u>10.00</u>	<u>10.00</u>
22.00	22.00			23.00	23.00

**CITY OF DALY CITY**Expenditure Budget  
2002-03/2003-04Fund: BUILDING MAINTENANCE  
Department: PUBLIC WORKS  
Program: BUILDING MAINTENANCE54  
313  
110

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	923,241	1,030,558	1,133,981	1,240,979	1,315,440
4102 HOURLY WAGES	262,474	225,472	202,386	179,166	176,873
4103 OVERTIME	5,594	2,804	2,000	2,000	2,000
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	118,417	126,863	127,042	130,318	131,354
4106 WORKERS COMPENSATION	40,960	45,111	50,186	50,186	50,186
4107 MEDICARE	12,908	13,711	14,523	12,561	13,316
4108 UNEMPLOYMENT INSURANCE	0	1,088	0	0	0
4109 COMPENSATED ABSENCES	25,068	57,554	0	0	0
4110 TERMINATION PAY	2,482	0	0	0	0
4119 SOCIAL SECURITY	4,045	4,977	14,142	16,640	16,640
<b>SALARIES AND BENEFITS</b>	<b>1,395,189</b>	<b>1,508,138</b>	<b>1,544,260</b>	<b>1,631,850</b>	<b>1,705,809</b>
4212 COMMUNICATIONS	8,406	9,321	4,060	4,060	4,060
4213 UTILITIES	176,909	208,981	192,000	138,000	138,000
4217 EQUIPMENT MAINTENANCE CONTRAC	32,322	50,595	40,442	42,000	42,000
4218 BUILDING MAINTENANCE CONTRACTS	70,059	73,316	68,560	69,000	69,000
4230 OFFICE EXPENSE	301	672	300	300	300
4234 SPECIAL DEPARTMENTAL	0	0	1,870	0	0
4235 BUILDING MAINTENANCE	220,243	233,665	227,314	227,314	227,314
4237 CLOTHING	6,652	7,983	7,700	7,700	7,700
<b>SERVICES AND SUPPLIES</b>	<b>514,892</b>	<b>584,533</b>	<b>542,246</b>	<b>488,374</b>	<b>488,374</b>
4303 TRAVEL & MEETINGS	0	11	200	200	200
4304 EDUCATION & TRAINING	365	1,146	1,000	1,000	1,000
4431 DEPRECIATION	4,955	4,846	5,400	5,400	5,400
4440 LOSS ON DISPOSAL OF ASSETS	0	692	0	0	0
<b>OTHER CHARGES</b>	<b>5,320</b>	<b>6,695</b>	<b>6,600</b>	<b>6,600</b>	<b>6,600</b>
4208 TELEPHONE SERVICE CHARGES	5,319	2,835	5,533	5,533	5,533
4216 VEHICLE SERVICE CHARGES	76,230	92,054	96,290	96,290	96,290
4223 INFORMATION SERVICES CHARGES	10,827	14,386	14,111	14,111	14,111
4226 MAIL/MESSENGER SERVICE	2,472	2,522	2,580	2,580	2,580
4233 POSTAGE	0	0	0	0	0
4301 GENERAL INSURANCE CHARGES	2,808	2,820	2,876	2,876	2,876
<b>FIXED CHARGES</b>	<b>97,656</b>	<b>114,617</b>	<b>121,390</b>	<b>121,390</b>	<b>121,390</b>
4516 ENGINEERING SERVICE - IN-HOUSE	15,675	15,841	15,675	15,675	15,675
4520 BUILDINGS	0	0	0	0	0
4597 EXPENSE CONTRA ACCOUNT	-1,399	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>14,276</b>	<b>15,841</b>	<b>15,675</b>	<b>15,675</b>	<b>15,675</b>
4642 IF TO 31-313-501	0	0	0	144,326	144,326
4668 IF TO 31-312	0	0	63,511	0	0
4672 IF TO 55-035-458	0	1,417	1,687	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>0</b>	<b>1,417</b>	<b>65,198</b>	<b>144,326</b>	<b>144,326</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,027,333</u></b>	<b><u>\$2,231,241</u></b>	<b><u>\$2,295,369</u></b>	<b><u>\$2,408,215</u></b>	<b><u>\$2,482,174</u></b>

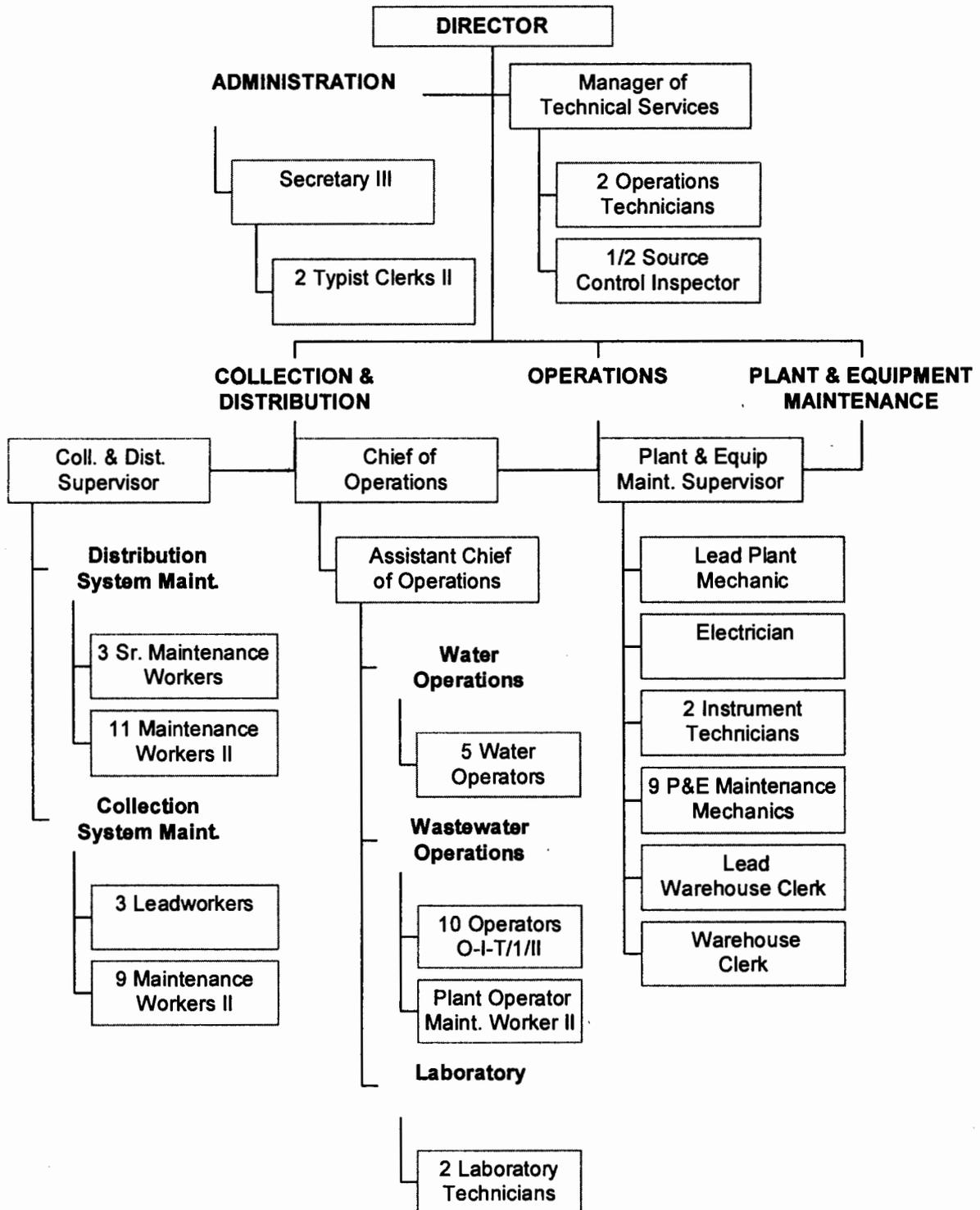




# City of Daly City

## DEPARTMENT OF WATER & WASTEWATER RESOURCES

Fiscal Years 2002-2003 and 2003-2004



**CITY OF DALY CITY****Department Summary**

2002-03/2003-04

**WATER & WASTEWATER RESOUR**

<b>REVENUES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>RENTS AND INTEREST</b>	277,326	329,521	208,425	133,030	133,050
<b>CHARGES AND FEES</b>	18,393,870	18,700,842	19,092,412	20,180,395	20,562,410
<b>MISCELLANEOUS REVENUES</b>	46,321	327,462	21,971	0	0
<b>OPERATING TRANSFERS IN</b>	659,318	876,998	761,051	941,738	983,787
<b>TOTAL REVENUES</b>	<b><u>\$19,376,835</u></b>	<b><u>\$20,234,823</u></b>	<b><u>\$20,083,859</u></b>	<b><u>\$21,255,163</u></b>	<b><u>\$21,679,247</u></b>

**CITY OF DALY CITY**

Department Summary

2002-03/2003-04

**WATER & WASTEWATER RESOUR**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
<b>SALARIES AND BENEFITS</b>	4,142,438	4,324,355	4,613,799	5,313,377	5,595,212
<b>SERVICES AND SUPPLIES</b>	6,834,496	7,160,457	7,009,431	7,484,884	7,667,919
<b>OTHER CHARGES</b>	554,404	681,816	807,665	862,594	880,399
<b>FIXED CHARGES</b>	930,155	1,075,072	1,108,685	1,109,074	1,109,268
<b>CAPITAL OUTLAY</b>	156,361	237,767	212,878	209,690	180,210
<b>OPERATING TRANSFERS OUT</b>	3,524,892	4,119,006	4,098,694	4,404,452	4,481,132
<b>TOTAL EXPENDITURES</b>	<b><u>\$16,142,746</u></b>	<b><u>\$17,598,473</u></b>	<b><u>\$17,851,152</u></b>	<b><u>\$19,384,071</u></b>	<b><u>\$19,914,140</u></b>

# **WATER AND WASTEWATER RESOURCES - ADMINISTRATION**

## ***PROGRAM DESCRIPTION***

The Administration Division of the Department of Water and Wastewater Resources is responsible for the daily management of the operation of the City's potable water supply and distribution system and the North San Mateo County Sanitation District's wastewater collection system and treatment plant. These responsibilities include personnel management, financial accountability, planning, coordination and implementation of capital projects, meeting the requirements of federal, state and local regulations, and direction and support to Departmental staff. Financial, legal and personnel activities and operational functions are performed by City staff under contract with the North San Mateo County Sanitation District.

Additionally, the Source Control Program, under the auspices of the Administration Division, is a pollution prevention program consisting of two components: Source Control and Stormwater Pollution Prevention. The Source Control component enforces businesses and residents to comply with federal General Pretreatment Regulations (40 CFR 403) and the North San Mateo County Sanitation District Sewer Ordinance. Source Control helps protect the environment, the wastewater treatment plant, the City's facilities and personnel, and the community from adverse effects due to improper waste discharges. The Stormwater Pollution Prevention component ensures the future health, safety and general welfare of Daly City citizens by protecting and enhancing water quality of watersheds, water bodies, and wetlands in a manner pursuant and consistent with the Clean Water Act.

## ***GOALS***

- To administer the operations of the Department of Water and Wastewater Resources in order to ensure the highest standard of water quality, distribution, wastewater collection and treatment.
- To supply and deliver clean, environmentally safe water to the City's customers at an economical rate.
- To effectively plan for future replacement and improvements to the infrastructure in order to maintain a viable and reliable utility system.
- To remain aware of the changing regulatory and statutory requirements affecting the water and wastewater profession and to proactively address them to better serve our customers.
- Continue to enforce the NSMCSD Sewer Ordinance and the San Mateo Countywide Pollution Prevention Program's (STOPPP) NPDES permit for stormwater discharges.
- To educate and make aware to businesses, contractors and residents the proper Best Management Practices (BMPs) to ensure District Sewer Ordinance and NPDES permit compliance.
- To promote pollution prevention and water conservation through public outreach activities.
- Implement performance standards for Industrial and Illicit Discharge Controls and Public Information/Participation sections of the Stormwater Management Plan developed by STOPPP.

## **HIGHLIGHTS (CONTINUED)**

- Continued a four-way partnership with the San Francisco Public Utilities Commission, the City of San Bruno and California Water Service Company to scope and finance consultant services to examine the creation of a Westside Basin Groundwater Management Plan modeled after AB 3030 requirements and conducted twice yearly coordinated well shutdown for aquifer assessment.
- Completed discussions with the San Francisco Public Utilities Commission to review the institution of a conjunctive use aquifer study, and retained the consultant services of Brown and Caldwell to examine the potential impacts on the City's water system.
- Participated in the development of the first basinwide groundwater-monitoring program that will begin to consistently measure groundwater levels and withdrawal rates to provide a basis for responsible management of the underground aquifer.
- Continued use of the Citizens' Advisory Committee structure and format to review sewer service charges and the finances of the North San Mateo County Sanitation District.
- Provided fund management administration on water and sewer programs in conjunction with other City sponsored projects such as GIS Mapping, John Daly Bridge widening project and utility relocation at Park Plaza.
- Continued to manage the flow of information and documents, approximately 255 requests, between Sections/Divisions and other departments to maintain a 7-10 day turnaround on requested comments.
- Processed approximately two thousand requests for service by our customers.
- Continued oversight and training associated with the Combined Operators Certification and Memorandum of Understanding with Operating Engineers Local 39.
- Prepared long range plans and schedules for sanitation and water CIP's.
- Developed and conducted a training program for City inspectors that included classroom, hands-on training, a reference manual and instructional videotape.
- Represented the City on state and local committees such as STOPPP, BASMAA monitoring and BAWUA water supply.
- Obtained new Department of Health Services interim distribution certification for eighteen employees.
- Complied with monitoring, inspection and enforcement requirements set forth under the Countywide NPDES Municipal Stormwater Management Plan.
- Conducted over 560 business inspections for sewer ordinance compliance and 480 business inspections for stormwater permit compliance.

# **WATER AND WASTEWATER RESOURCES - ADMINISTRATION**

## ***HIGHLIGHTS (CONTINUED)***

- Responded to and mitigated over 130 illicit discharges to the storm drain system.
- Participated in or held over 36 outreach events to the community and developed over 18 educational messages and articles promoting pollution prevention for inclusion in City publications to residents.
- Distributed pollution prevention promotional items to children during classroom presentations, outreach events and tours of the Gateway Garden and wastewater treatment plant.
- Distributed Integrated Pest Management (IPM) information to residents and businesses emphasizing using less-toxic products.
- Monitored and sampled water quality at Mussel Rock Park Landfill. Complied with the Stormwater General Permit for Industrial Activities as required by the RWQCB.
- Promoted and participated in BAWUA's high efficiency washer rebate program for residents.
- Participated in the City's Code Enforcement Task Force. The Code Enforcement Task Force won the City Manager's Award for program excellence in 2000.

## ***PROGRAM OBJECTIVES***

1. Complete negotiations with the San Francisco Public Utilities Commission on the use of tertiary recycled water for wetlands enhancement at Lake Merced.
2. Support and assist the City Council and Board of Directors on legal, legislative and procedural actions.
3. Support City and District Programs and projects by managing and coordinating professional services contacts.
4. Continued oversight on the development and implementation of cross-training of Operations Division personnel to achieve Combined Water/Wastewater Operator certification.
5. Continue education and training of the Department's personnel to keep current of the newest technological and regulatory changes in the water and wastewater industry.
6. Continue participation in professional organizations such as the AWWA, PWWA, CWEA, WEF, CASA and WaterReuse.
7. Implement new permit requirements set forth under the NPDES Municipal Stormwater Management Plan to achieve compliance with proposed performance standards.
8. Coordination with Engineering Division on completion of Water and Sewer Master Plan Projects in conjunction with the approved Capital Improvement Project budget.

***PROGRAM OBJECTIVES (CONTINUED)***

9. Completion of the Westside Basin Groundwater Management Plan and implementation of a regional groundwater monitoring plan among participating agency and private partners.
10. Review and presentation of water supply needs and alternatives being developed as part of the Water Supply Master Plan aimed at providing water supply assurance for Daly City through the year 2050.
11. Implement new stormwater NPDES requirements including the Municipal Pesticide Work Plan and 303(D) list monitoring.
12. Implement new RWQCB requirements for a Pollution Prevention Program for wastewater discharges.
13. Continue to develop and distribute pollution prevention, water conservation, and IPM material and information to businesses, contractors and residents.

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

Fund: WASTEWATER RESOURCES 46  
 Department: WATER & WASTEWATER RESOUR 380  
 Program: WATER & WASTEWATER ADMIN 370

REVENUES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
3796	REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	1,705,711	2,141,637	2,168,139	2,271,569	2,308,763
		1,705,711	2,141,637	2,168,139	2,271,569	2,308,763
3852	WORKERS COMP - SELF INSURANCE MISCELLANEOUS REVENUES	0	0	3,850	0	0
		0	0	3,850	0	0
3953	IF FM 41-381-371 OPERATING TRANSFERS IN	286,553	346,244	351,662	383,887	402,201
		286,553	346,244	351,662	383,887	402,201
	<b>TOTAL REVENUES</b>	<b>\$1,992,264</b>	<b>\$2,487,881</b>	<b>\$2,523,651</b>	<b>\$2,655,456</b>	<b>\$2,710,964</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	DIRECTOR WATER/WASTEWATER RESOURCES	440	1.00	1.00
1.00	1.00	TECHNICAL SERVICES MANAGER	104	1.00	1.00
0.50	0.50	SOURCE CONTROL INSPECTOR	052	0.50	0.50
2.00	2.00	W/W OPERATIONS TECHNICIAN	52X	2.00	2.00
1.00	1.00	SECRETARY III	38S	1.00	1.00
<u>2.00</u>	<u>2.00</u>	TYPIST CLERK II	22Z	<u>2.00</u>	<u>2.00</u>
7.50	7.50			7.50	7.50

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: WASTEWATER RESOURCES 46**  
**Department: WATER & WASTEWATER RESOUR 380**  
**Program: WATER & WASTEWATER ADMIN 370**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	408,398	502,009	552,997	598,038	633,516
4103 OVERTIME	4,037	251	3,200	3,000	3,000
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	29,567	31,788	34,317	36,846	37,347
4106 WORKERS COMPENSATION	1,956	1,939	2,158	2,158	2,158
4107 MEDICARE	4,838	6,360	6,946	7,201	7,637
4108 UNEMPLOYMENT INSURANCE	0	435	0	0	0
4109 COMPENSATED ABSENCES	5,252	11,697	0	0	0
4110 TERMINATION PAY	21,374	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>475,422</b>	<b>554,479</b>	<b>599,618</b>	<b>647,243</b>	<b>683,658</b>
4209 MILEAGE REIMB/CAR ALLOWANCE	1,800	1,800	1,800	1,800	1,800
4212 COMMUNICATIONS	1,237	3,904	3,600	3,650	3,700
4217 EQUIPMENT MAINTENANCE CONTRA	120	120	120	520	520
4219 PROFESSIONAL SERVICES	2,099	15,933	9,550	15,000	15,000
4230 OFFICE EXPENSE	5,305	6,351	5,350	5,350	5,400
4234 SPECIAL DEPARTMENTAL	5,184	10,518	3,300	10,000	10,000
4243 OPERATING SUPPLIES	23	43	0	0	0
<b>SERVICES AND SUPPLIES</b>	<b>15,768</b>	<b>38,669</b>	<b>23,720</b>	<b>36,320</b>	<b>36,420</b>
4302 MEMBERSHIPS & PUBLICATIONS	4,722	6,941	4,410	4,485	4,535
4303 TRAVEL & MEETINGS	2,865	4,282	3,000	6,000	6,000
4304 EDUCATION & TRAINING	1,272	1,416	2,000	3,020	3,020
<b>OTHER CHARGES</b>	<b>8,859</b>	<b>12,639</b>	<b>9,410</b>	<b>13,505</b>	<b>13,555</b>
4208 TELEPHONE SERVICE CHARGES	5,891	5,798	6,029	6,029	6,029
4216 VEHICLE SERVICE CHARGES	10,586	10,190	10,852	10,852	10,852
4223 INFORMATION SERVICES CHARGES	26,283	37,880	38,387	38,387	38,387
4224 BLDG MAINTENANCE SVC CHARGES	1,693	1,828	1,851	1,981	2,045
4226 MAIL/MESSENGER SERVICE	3,296	4,200	4,316	4,316	4,316
4227 COPIER SERVICES	6,770	7,208	7,561	7,561	7,561
4233 POSTAGE	888	962	1,011	1,011	1,011
4301 GENERAL INSURANCE CHARGES	555	557	568	568	568
<b>FIXED CHARGES</b>	<b>55,962</b>	<b>68,623</b>	<b>70,575</b>	<b>70,705</b>	<b>70,769</b>
4651 IF TO 01-031-031	1,433,488	1,813,471	1,820,328	1,887,682	1,906,562
4672 IF TO 55-035-458	2,767	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>1,436,255</b>	<b>1,813,471</b>	<b>1,820,328</b>	<b>1,887,682</b>	<b>1,906,562</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,992,266</u></b>	<b><u>\$2,487,881</u></b>	<b><u>\$2,523,651</u></b>	<b><u>\$2,655,455</u></b>	<b><u>\$2,710,964</u></b>

# **WATER OPERATIONS**

---

## ***PROGRAM DESCRIPTION***

The Water Operations Section of the Operations Division is responsible for providing safe and reliable water to the Distribution System. This section operates the City of Daly City's six municipal wells and is responsible for the nine-metered connections to the San Francisco Water Department system. This section also performs laboratory and field tests to monitor water quality constituents, and adjusts disinfection rates to the City's well water. Other critical elements of the section include tracking and reporting on well production, water consumption data and trends, and meeting direct customer needs relating to water quality, supply and general questions. The Water Operators must be able to not only understand the technical and regulatory aspects of water supply and treatment, but they also must be versed in interacting with the public while projecting a professional demeanor at all times. In addition, this year the Department of Health Services required all Water Operators who perform any function on the distribution system to be certified distribution operators.

## ***GOAL***

To provide high quality potable water in sufficient quantity to meet the health, safety and growth needs of the City of Daly City, while insuring that all appropriate health regulations are met.

## ***HIGHLIGHTS***

- Staff participated in assisting a professional dive team during the cleaning of seven water reservoirs and one pump station.
- Staff participated in developing a new data input system, which replaced old, outdated programs that are no longer supported by Information Services. The new program is a multi-leveled system, which produces daily forms and records water production and distribution rates.
- Members of the Operations Staff have actively been involved in learning about, designing, and reviewing information about two significant new types of chemical additives which will be required in the future to maintain the highest level of water quality, customer satisfaction and regulatory requirements.
- Training continued in developing new operators who have completed the Combined Operator training program. Establishing this program will allow for complete around the clock coverage of both Water and Wastewater Operations by highly trained and versatile staff.
- Use of chlorine gas for disinfection was replaced at the Citrus and Westlake pump stations with safer hypochlorite systems. The Operations staff was directly involved in the design and construction of these systems.
- The operations staff has been working closely with the engineers (Brown & Caldwell) on designing the modifications for the chloramination and fluoridation due in 2003.
- All operations staff obtained interim distribution certification.
- Completed engineering and construction work for capacity and or system improvements and upgrades for the following projects in water: Reservoir 4; Jefferson High School; Alta Vista Fire Flow; Citrus Avenue; Westlake Avenue; St. Francis; Bismark/Peter/Paul.
- Operations staff investigated and pilot tested various dechlorination fire flow diffusers.
- Developed and implementing a new trihalomethanes (THM's) monitoring program per the Department of Health Services (DHS) regulations.

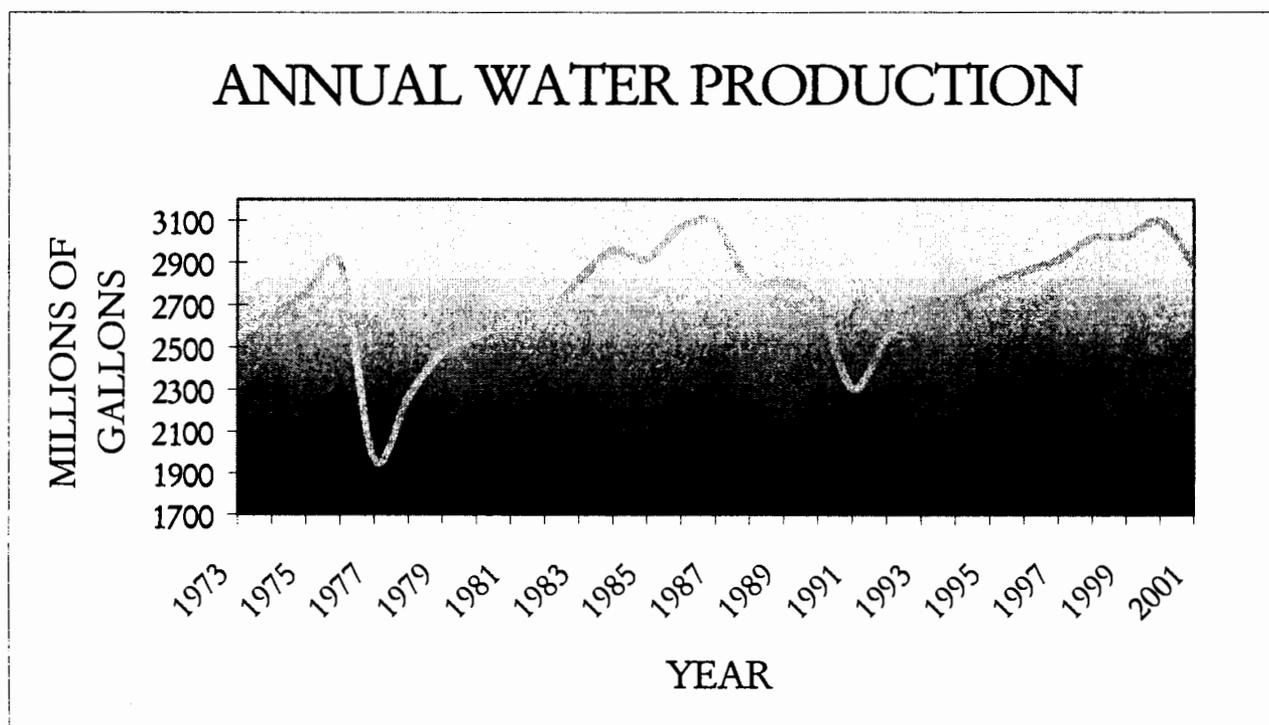
## CITY OF DALY CITY

### HIGHLIGHTS (CONTINUED)

- Performed every three year copper and lead sampling and analysis as required by DHS regulations.
- Prepared annual consumer confidence reports as required.
- Maintained supply of water to Daly City customers at all times during rehabilitation of SF main line (San Andreas 2&3) in addition to supplying needed water to Cal Water.

### PROGRAM OBJECTIVES

1. To meet the challenges of increased regulation of drinking water supplies and incorporate new technologies in meeting these challenges through the installation of new chemical feed systems to enhance the quality of Daly City's drinking water.
2. To continue to encourage participation in the combined operator training program for both Water and Wastewater Operators to become dual-certified.
3. To continue providing increased computer-training opportunities for the Operations staff to increase overall proficiency in the use of PCs. In particular Microsoft EXCEL, Word and Access will be training objectives.
4. To assist in developing a comprehensive system-flushing program, which will be critical in instituting the new disinfection processes.
5. To provide a quicker response to fire flow tests when asked for by engineering.
6. To successfully convert to chloramination and fluoridation.
7. To develop a public outreach program with other agencies for the chloramination conversion.
8. To provide networking opportunities and technical training to increase technical knowledge and incorporate cost effective ways of operating the distribution system in a more efficient manner.



**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

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

	1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES	Actual	Actual	Estimated	Approved	Approved
3510 INVESTMENT EARNINGS	271,950	268,015	196,350	127,630	127,650
3515 UNREALIZED GAIN/LOSS ON INVEST	0	54,853	0	0	0
3520 RENTAL INCOME	5,376	6,653	12,075	5,400	5,400
3914 RENTAL INCOME	0	0	0	0	0
RENTS AND INTEREST	277,326	329,521	208,425	133,030	133,050
3911 WATER SALES	10,000,708	10,096,097	10,108,100	10,500,216	10,605,218
CHARGES AND FEES	10,000,708	10,096,097	10,108,100	10,500,216	10,605,218
3810 PROPERTY DISPOSALS	500	290,230	1,023	0	0
3860 MISCELLANEOUS REVENUE	9,387	12,649	2,169	0	0
3915 BAD DEBT RECOVERIES	1,807	0	0	0	0
MISCELLANEOUS REVENUES	11,694	302,879	3,192	0	0
<b>TOTAL REVENUES</b>	<b><u>\$10,289,728</u></b>	<b><u>\$10,728,497</u></b>	<b><u>\$10,319,717</u></b>	<b><u>\$10,633,246</u></b>	<b><u>\$10,738,268</u></b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
3.00	3.00	SENIOR WATER MAINTENANCE WORKER	44X	3.00	3.00
<u>11.00</u>	<u>11.00</u>	WATER MAINTENANCE WORKER II	30X	<u>11.00</u>	<u>11.00</u>
14.00	14.00			14.00	14.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	274,878	277,776	300,210	417,588	445,276
4103	OVERTIME	15,393	20,412	22,260	23,000	17,250
4104	PERS RETIREMENT	0	0	0	0	0
4105	GROUP INSURANCE	29,854	31,793	34,112	37,569	37,971
4106	WORKERS COMPENSATION	4,673	8,915	9,917	9,917	9,917
4107	MEDICARE	4,118	4,290	4,597	6,013	6,415
4108	UNEMPLOYMENT INSURANCE	0	241	0	0	0
4109	COMPENSATED ABSENCES	2,415	10,387	0	0	0
4110	TERMINATION PAY	21,675	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>353,006</b>	<b>353,814</b>	<b>371,096</b>	<b>494,087</b>	<b>516,829</b>
4212	COMMUNICATIONS	1,733	1,908	1,100	1,220	1,250
4213	UTILITIES	692,089	1,117,998	1,008,840	1,080,000	1,080,000
4214	WATER PURCHASES	2,026,946	1,990,834	2,026,513	2,046,778	2,138,883
4219	PROFESSIONAL SERVICES	29,671	60,059	52,463	67,000	68,710
4220	OTHER CONTRACTUAL SERVICES	34,862	43,226	37,156	30,000	30,000
4230	OFFICE EXPENSE	541	710	546	550	550
4231	SAFETY SUPPLIES	0	282	546	550	550
4234	SPECIAL DEPARTMENTAL	0	10,236	0	0	0
4237	CLOTHING	2,935	2,506	1,350	1,900	1,950
4240	WATER OPERATING SUPPLIES	17,467	25,517	22,941	26,380	30,340
4243	OPERATING SUPPLIES	296	0	1,326	0	0
4255	SMALL EQUIPMENT	1,570	1,294	1,633	3,800	2,200
	<b>SERVICES AND SUPPLIES</b>	<b>2,808,110</b>	<b>3,254,570</b>	<b>3,154,414</b>	<b>3,258,178</b>	<b>3,354,433</b>
4302	MEMBERSHIPS & PUBLICATIONS	560	350	437	1,450	1,450
4303	TRAVEL & MEETINGS	0	0	0	2,720	3,350
4304	EDUCATION & TRAINING	2,018	781	2,445	3,000	3,000
4431	DEPRECIATION	512,645	641,370	744,000	765,000	780,000
4433	BAD DEBTS	1,807	0	0	0	0
4434	MISCELLANEOUS OTHER CHARGES	6,338	235	6,398	12,225	12,590
	<b>OTHER CHARGES</b>	<b>523,368</b>	<b>642,736</b>	<b>753,280</b>	<b>784,395</b>	<b>800,390</b>
4208	TELEPHONE SERVICE CHARGES	3,969	4,392	4,568	4,568	4,568
4216	VEHICLE SERVICE CHARGES	22,781	19,529	20,798	20,798	20,798
4223	INFORMATION SERVICES CHARGES	36,907	52,860	53,553	53,553	53,553
4301	GENERAL INSURANCE CHARGES	27,506	27,710	28,264	28,264	28,264
	<b>FIXED CHARGES</b>	<b>91,163</b>	<b>104,491</b>	<b>107,183</b>	<b>107,183</b>	<b>107,183</b>
4651	IF TO 01-031-031	1,427,100	1,554,442	1,516,215	1,575,032	1,590,783
4664	IF TO 46-381-374	29,535	34,746	39,767	170,042	178,437
4665	IF TO 46-383-373	343,230	370,103	369,622	387,809	403,149
4666	IF TO 46-380-370	286,553	346,244	351,662	383,887	402,201
	<b>OPERATING TRANSFERS OUT</b>	<b>2,086,418</b>	<b>2,305,535</b>	<b>2,277,266</b>	<b>2,516,770</b>	<b>2,574,570</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$5,862,065</u></b>	<b><u>\$6,661,146</u></b>	<b><u>\$6,663,239</u></b>	<b><u>\$7,160,613</u></b>	<b><u>\$7,353,405</u></b>

## **WASTEWATER OPERATIONS**

---

### ***PROGRAM DESCRIPTION***

The Wastewater Operations Section of the Operations Division is responsible for safe, legal, economical and environmentally acceptable treatment and disposal of all sanitary wastewater flows from the North San Mateo County Sanitation District system. The plant is operated by the City of Daly City through the Department of Water and Wastewater Resources.

### ***GOAL***

To responsibly operate and maintain the wastewater treatment and disposal system of the North San Mateo Sanitation District in a manner that provides current and future customers with safe and efficient wastewater treatment services while protecting the environment from water pollution.

### ***HIGHLIGHTS***

- Staff participated in Muni Base training for input of service requests and for tracking of work. This was a major change in the way records had been kept in the past and is an ongoing project.
- Maintained effluent quality at a high enough level to keep it available for reclamation under the restricted level requirements of the DHS and SWRCB. The water is available 24-hours per day to contractors and other approved and permitted users. The reclaimed water is used by CalTrans for median and roadway irrigation, contractors for dust control at construction sites, and the City's sewer maintenance crews for flushing lines.
- Staff participated in the development of several major capital improvement project designs. Participants embraced learning new skills and contributing to the process. Their input, design considerations and experience were invaluable in establishing what has become very well thought out projects that will serve the community and the plant for years to come.
- Operators have continued to participate in the Combined Operator cross training program to build a much more flexible and effective staff.
- Staff participated in developing a new computer program that replaced older systems for record keeping and report generation. The new program allows data input from both Operations and the Laboratory and incorporated them into a singular report that was not possible to perform with the former program. Development of this program utilized the talent and imagination of staff.
- A new centrifuge was installed that is producing a higher density cake (25.0% or higher) with a higher rate of feed (90gpm). The increased processing capability has resulted in savings on polymer and power consumption.

***PROGRAM OBJECTIVES***

1. To complete major reconstruction and refurbishing of the anaerobic digesters.
2. To continue and encourage participation in the combined operator training program for both Water and Wastewater Operators to become dual-certified. A component of this will be assigning training areas to senior operators who will be the "experts" for their areas. They will develop area specific in-depth programs under the direction of the Chief of Operations and conduct the actual training in their areas.
3. To incorporate the ideas and input of staff in developing new methods of process control, and a comprehensive training program which will be more formal and accessible than the existing program.
4. To provide increased computer training opportunities for the Operations staff to increase overall proficiency in the use of PCs. In particular Microsoft Excel, Word and Access will be training objectives.
5. To install new micro barscreens decreasing the amount of rags in the solids handling system including the newly rehabilitated digesters. The new system will include a self-contained enclosure that will reduce odors caused by rag collection.
6. To provide networking opportunities and technical training to increase technical knowledge and incorporate cost effective ways of operating the plant in a more efficient manner.

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

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

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3796	REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	4,394,422	4,109,524	4,017,693	4,343,907	4,473,240
		4,394,422	4,109,524	4,017,693	4,343,907	4,473,240
3852	WORKERS COMP - SELF INSURANCE	1,190	0	0	0	0
3860	MISCELLANEOUS REVENUE	16,257	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>17,447</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3879	IF FM 87-920-807	0	125,905	0	0	0
	<b>OPERATING TRANSFERS IN</b>	<b>0</b>	<b>125,905</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$4,411,869</u></b>	<b><u>\$4,235,429</u></b>	<b><u>\$4,017,693</u></b>	<b><u>\$4,343,907</u></b>	<b><u>\$4,473,240</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	CHIEF OF OPERATIONS	096	1.00	1.00
4.00	4.00	SENIOR WATER/WASTEWATER OPERATOR	49WW	4.00	4.00
6.00	6.00	WATER/WASTEWATER OPERATOR II	45WW	6.00	6.00
<u>1.00</u>	<u>1.00</u>	PLANT OPERATIONS MAINT WORKER II	30X	<u>1.00</u>	<u>1.00</u>
12.00	12.00			12.00	12.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	721,748	695,594	648,306	867,848	926,910
4102 HOURLY WAGES	0	0	0	0	0
4103 OVERTIME	21,470	23,364	30,000	25,000	22,500
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	63,194	64,940	63,990	68,554	69,413
4106 WORKERS COMPENSATION	16,366	22,392	24,911	24,911	24,911
4107 MEDICARE	6,142	6,612	6,140	8,192	8,769
4108 UNEMPLOYMENT INSURANCE	0	610	0	0	0
4109 COMPENSATED ABSENCES	10,955	542	0	0	0
4110 TERMINATION PAY	768	20,357	2,186	0	0
4119 SOCIAL SECURITY	0	0	0	0	0
<b>SALARIES AND BENEFITS</b>	<b>840,643</b>	<b>834,411</b>	<b>775,533</b>	<b>994,505</b>	<b>1,052,503</b>
4212 COMMUNICATIONS	687	959	930	1,320	1,360
4213 UTILITIES	428,333	401,726	607,875	540,000	540,000
4219 PROFESSIONAL SERVICES	8,534	5,210	285	7,500	7,500
4220 OTHER CONTRACTUAL SERVICES	2,339,254	2,012,745	1,971,610	2,093,290	2,156,100
4230 OFFICE EXPENSE	645	1,077	2,100	2,100	2,100
4231 SAFETY SUPPLIES	302	902	800	1,135	1,170
4234 SPECIAL DEPARTMENTAL	1,083	2,418	0	0	0
4237 CLOTHING	4,151	6,312	4,890	5,035	5,185
4243 OPERATING SUPPLIES	533,400	652,562	355,000	372,300	390,000
4246 FUELS & MOTOR OILS	10,719	42,326	4,570	4,700	4,850
4255 SMALL EQUIPMENT	1,269	1,716	2,600	15,000	3,500
<b>SERVICES AND SUPPLIES</b>	<b>3,328,377</b>	<b>3,127,953</b>	<b>2,950,660</b>	<b>3,042,380</b>	<b>3,111,765</b>
4302 MEMBERSHIPS & PUBLICATIONS	95	0	300	1,700	1,700
4303 TRAVEL & MEETINGS	69	0	2,300	3,015	2,825
4304 EDUCATION & TRAINING	2,754	799	663	2,700	2,800
4434 MISCELLANEOUS OTHER CHARGES	4,497	7,785	16,500	27,870	29,910
<b>OTHER CHARGES</b>	<b>7,415</b>	<b>8,584</b>	<b>19,763</b>	<b>35,285</b>	<b>37,235</b>
4208 TELEPHONE SERVICE CHARGES	8,701	9,340	9,713	9,713	9,713
4216 VEHICLE SERVICE CHARGES	10,235	9,868	10,510	10,510	10,510
4223 INFORMATION SERVICES CHARGES	74,299	104,448	105,732	105,732	105,732
4233 POSTAGE	784	849	893	893	893
4301 GENERAL INSURANCE CHARGES	141,030	142,048	144,889	144,889	144,889
<b>FIXED CHARGES</b>	<b>235,049</b>	<b>266,553</b>	<b>271,737</b>	<b>271,737</b>	<b>271,737</b>
4597 EXPENSE CONTRA ACCOUNT	0	-2,074	0	0	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>-2,074</b>	<b>0</b>	<b>0</b>	<b>0</b>
4672 IF TO 55-035-458	386	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>386</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,411,870</b>	<b>\$4,235,427</b>	<b>\$4,017,693</b>	<b>\$4,343,907</b>	<b>\$4,473,240</b>

# **PLANT AND EQUIPMENT MAINTENANCE**

---

## ***PROGRAM DESCRIPTION***

The Plant and Equipment Maintenance Division is responsible for all of the preventive, corrective and emergency maintenance, and any modifications to the equipment associated with the wastewater treatment plant, the seven wastewater lift stations, the eighteen potable water pumping stations, the eleven reservoirs, the six wells, the five regulating control valves, the twenty-seven pressure reducing valves, and the eleven pressure relief valves in the water system. The Plant and Equipment Maintenance Division is responsible for all of the preventive, corrective and emergency maintenance, and any upgrades to the buildings and grounds of the wastewater treatment plant, the four district wastewater lift stations, the eighteen potable water-pumping stations, and the eleven reservoirs. This division also manages the Department of Water & Wastewater Resources central warehouse that provides parts, materials and equipment the entire department and other departments as well.

## ***GOALS***

- To ensure that all of the Department's facilities are continually maintained by holding to the highest possible standards of performance and appearance in all phases of our work scope.
- To maintain the stock of the central warehouse in order to achieve uninterrupted service to our customers.
- Continue with the evaluation of all the equipment this division is responsible for. To provide the equipment with the longest life, obtain the most economical and continuous performance of all the systems accouterments.
- To provide training for development and continue to meet the changing safety requirements of the members of the Plant and Equipment Maintenance staff.

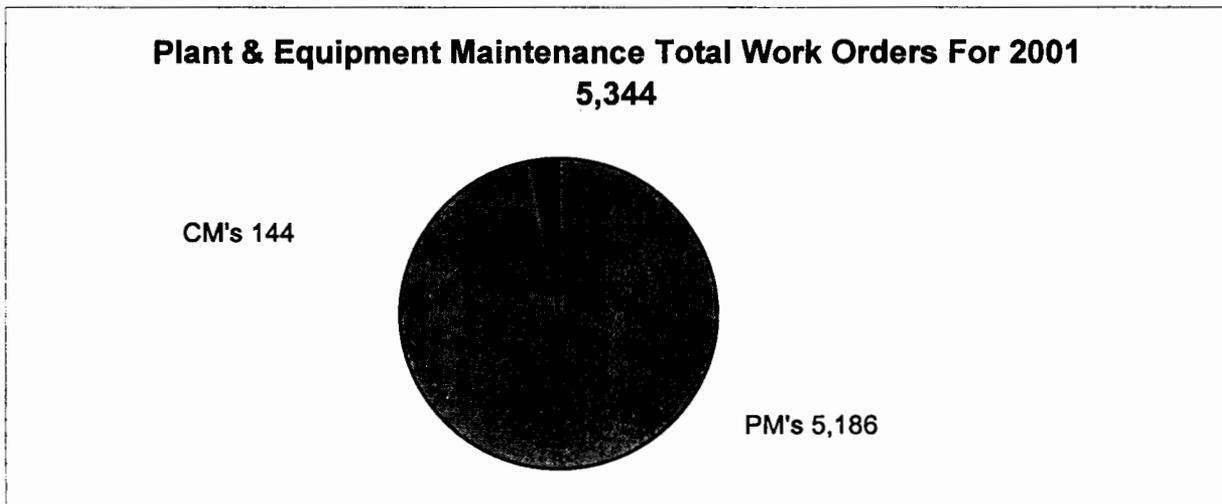
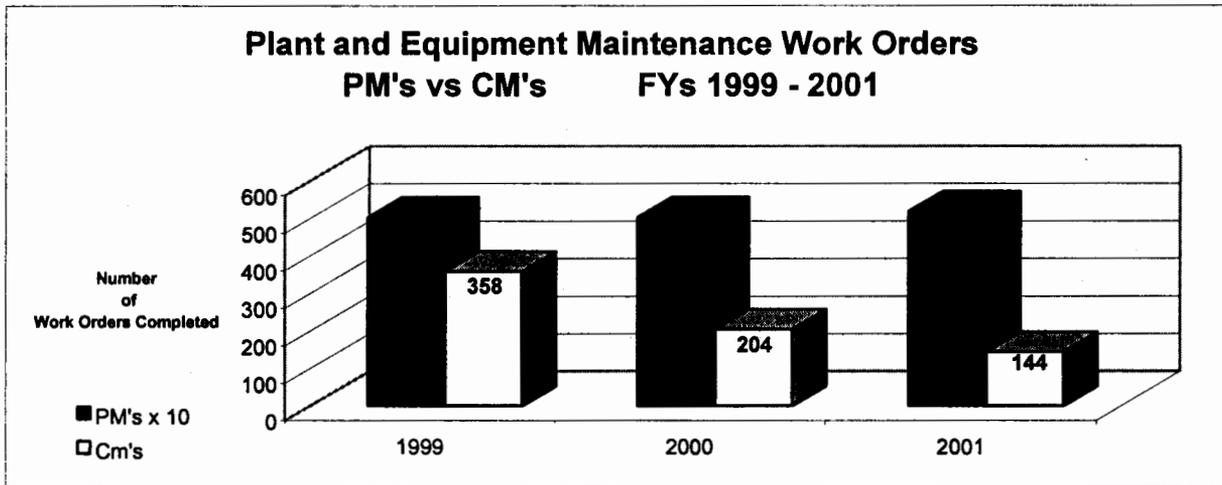
## ***HIGHLIGHTS***

- Had a new staircase constructed, with ADA compliance, for the Administration Building.
- Replaced the roofing material for Reservoir #1 roof.
- Modified equipment on the Activated Sludge Reactor (ASR) for oxygen utilization efficiency.
- Replaced twenty-seven 6" plug valves for Digester #2.
- Installed three (3) 250 HP motors and soft start/soft stop controllers for the PSA Compressors.
- Installed a new pump and variable speed drive in place of Primary Scum Pump #1.
- Installed a new pump #1 and electrical components at Reservoir #1 pump station.
- Replaced bubbler systems with more reliable probes at Reservoir #1, Reservoir #3 & Reservoir #4.
- Installed a larger motor and electrical components to the Centrifuge Cake Pump Hydraulic unit to compensate for the drier material coming off the new centrifuge.
- Installed an 8" butterfly valve with an automatic controller at Citrus Pump Station.
- Replaced both pumps at Bellevue Pump Station.
- Installed an emergency generator for the Bellevue Pump Station.
- Replaced the 16" pump discharge manifold at the Westlake Pump Station.

**PROGRAM OBJECTIVES**

Continue with Capital Improvement Projects that will aid in our maintaining our water and wastewater quality. This is just a partial listing of our upcoming projects.

- Continue with the ongoing project of pump rehabilitation in the water system.
- Replace outdated grinders at the Wastewater Treatment Plant.
- Replace both bar screens and install a lift conveyor for the Wastewater Treatment Plant.
- Install a generator at Hickey pump station.
- Replace roof at the Alta Vista Pump Station.
- Design a replacement roof structure for Reservoir 6B Pump Station.
- Replace roof at the Bellevue Pump Station.
- Replace pump #3 at Lift Station Colma.
- Install an emergency generator at Alta Vista Pump Station.
- Replace rotting steel pipe with stainless steel for the oxygen system at the Wastewater Treatment Plant.
- Install an emergency generator at Reservoir #1 Pump Station.
- Continue with oil analysis program (see description in expenditures, account code 4246).



**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

<b>REVENUES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
3796 REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	998,202	1,005,300	1,237,429	1,298,315	1,349,671
	998,202	1,005,300	1,237,429	1,298,315	1,349,671
3852 WORKERS COMP - SELF INSURANCE	3,290	0	0	0	0
3860 MISCELLANEOUS REVENUE	0	800	200	0	0
MISCELLANEOUS REVENUES	3,290	800	200	0	0
3953 IF FM 41-381-371	343,230	370,103	369,622	387,809	403,149
OPERATING TRANSFERS IN	343,230	370,103	369,622	387,809	403,149
<b>TOTAL REVENUES</b>	<b><u>\$1,344,722</u></b>	<b><u>\$1,376,203</u></b>	<b><u>\$1,607,251</u></b>	<b><u>\$1,686,124</u></b>	<b><u>\$1,752,820</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		<u>Classification</u>	<u>Range</u>	<u>Approved Positions</u>	
<u>2000-01</u>	<u>2001-02</u>			<u>2002-03</u>	<u>2003-04</u>
1.00	1.00	PLANT MAINTENANCE SUPERVISOR	091	1.00	1.00
1.00	1.00	LEAD PLANT MECHANIC	054	1.00	1.00
2.00	2.00	INSTRUMENT TECHNICIAN	62P	2.00	2.00
1.00	1.00	ELECTRICIAN	51X	1.00	1.00
9.00	9.00	P & E MAINTENANCE MECHANIC	44P	9.00	9.00
1.00	1.00	LEAD WAREHOUSE CLERK	38X	1.00	1.00
<u>1.00</u>	<u>1.00</u>	WAREHOUSE CLERK	33X	<u>1.00</u>	<u>1.00</u>
16.00	16.00			16.00	16.00

**CITY OF DALY CITY**  
**Expenditure Budget**  
**2002-03/2003-04**

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

EXPENDITURES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
4101 SALARIES	859,685	862,625	999,965	1,093,865	1,158,496
4102 HOURLY WAGES	0	5,411	19,531	9,880	9,880
4103 OVERTIME	5,563	10,376	7,743	6,000	6,000
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	58,288	62,679	71,977	68,770	69,730
4106 WORKERS COMPENSATION	14,338	22,883	25,457	25,457	25,457
4107 MEDICARE	9,358	9,380	11,685	12,129	12,859
4108 UNEMPLOYMENT INSURANCE	0	752	0	0	0
4109 COMPENSATED ABSENCES	20,746	11,139	0	0	0
4110 TERMINATION PAY	71	0	5,578	0	0
4119 SOCIAL SECURITY	0	249	1,256	756	756
<b>SALARIES AND BENEFITS</b>	<b>968,049</b>	<b>985,494</b>	<b>1,143,192</b>	<b>1,216,857</b>	<b>1,283,178</b>
4212 COMMUNICATIONS	1,132	2,556	2,233	2,300	2,400
4217 EQUIPMENT MAINTENANCE CONTRA	63,050	61,454	61,214	61,500	61,500
4220 OTHER CONTRACTUAL SERVICES	36,590	42,184	38,550	39,000	39,000
4228 PUMP STATION REPAIR	61,769	57,091	79,050	79,500	79,500
4230 OFFICE EXPENSE	1,716	2,274	2,385	2,400	2,400
4231 SAFETY SUPPLIES	4,473	7,028	6,925	7,000	7,000
4235 BUILDING MAINTENANCE	7,034	8,566	7,459	7,500	7,500
4237 CLOTHING	10,437	10,890	11,373	11,621	11,896
4243 OPERATING SUPPLIES	24,341	26,336	33,999	34,000	34,000
4244 REPAIRS & MAINTENANCE	102,328	96,660	138,975	140,000	140,000
4245 RECYCLING CHARGE	0	0	0	0	0
4246 FUELS & MOTOR OILS	5,656	5,850	10,115	10,000	10,000
<b>SERVICES AND SUPPLIES</b>	<b>318,526</b>	<b>320,889</b>	<b>392,278</b>	<b>394,821</b>	<b>395,196</b>
4302 MEMBERSHIPS & PUBLICATIONS	120	190	410	465	465
4303 TRAVEL & MEETINGS	0	0	70	0	0
4304 EDUCATION & TRAINING	4,936	6,231	5,987	6,000	6,000
<b>OTHER CHARGES</b>	<b>5,056</b>	<b>6,421</b>	<b>6,467</b>	<b>6,465</b>	<b>6,465</b>
4208 TELEPHONE SERVICE CHARGES	3,788	4,480	4,659	4,659	4,659
4216 VEHICLE SERVICE CHARGES	31,922	44,573	47,470	47,470	47,470
4301 GENERAL INSURANCE CHARGES	8,615	8,678	8,852	8,852	8,852
<b>FIXED CHARGES</b>	<b>44,325</b>	<b>57,731</b>	<b>60,981</b>	<b>60,981</b>	<b>60,981</b>
4550 TOOLS AND SHOP EQUIPMENT	6,934	7,127	6,985	7,000	7,000
4597 EXPENSE CONTRA ACCOUNT	0	-1,458	-3,753	0	0
<b>CAPITAL OUTLAY</b>	<b>6,934</b>	<b>5,669</b>	<b>3,232</b>	<b>7,000</b>	<b>7,000</b>
4672 IF TO 55-035-458	1,833	0	1,100	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>1,833</b>	<b>0</b>	<b>1,100</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,344,723</u></b>	<b><u>\$1,376,204</u></b>	<b><u>\$1,607,250</u></b>	<b><u>\$1,686,124</u></b>	<b><u>\$1,752,820</u></b>

# **ENVIRONMENTAL LABORATORY**

---

## ***PROGRAM DESCRIPTION***

The Environmental Laboratory Program is committed to producing high quality and reliability in laboratory analyses in support of the water system and wastewater treatment plant operations while being in compliance with the U.S. Environmental Protection Agency, the San Francisco Regional Water Quality Control Board, and the California State Department of Health Services regulations and requirements.

## ***GOAL***

To consistently maintain representative sampling, analyses, and prompt, accurate reporting of all analytical results as required by the regulatory agencies and for the proper operation of the potable water and wastewater treatment programs.

## ***HIGHLIGHTS***

- Assisted in the development of a new data input program which allows Laboratory data to be input into the same program as Operations for one concise reporting format. This has greatly streamlined the data flow for the Division.
- Expanded the training role of the Environmental Laboratory in maintaining the Operators' knowledge of analytical methods and relationships between analytical data and actual operation of the wastewater treatment plant.
- Expanded the technician's role in ordering, tracking and recording purchases of laboratory supplies and equipment.
- Completed inventory and review of reagents in storage for applicability to current testing methods or age of reagent. Out-of-date chemicals and those no longer used were disposed of in a manner consistent with all appropriate regulations pertaining to the shipment and disposal of chemicals. A new storage system for remaining reagents was developed to improve laboratory efficiency.
- Obtained CA ELAP certification within 6 months.
- Created Laboratory Supervisor position and appointed new Lab Supervisor to this position.
- Rewrote all Laboratory SOP and Reagent Manuals to comply with Standard Methods and ELAP certification
- Created and implemented QA/QC methods and procedures for monitoring generated analytical data to comply with current NPDES Permit and ELAP certification.
- Retrained laboratory personnel in new laboratory procedures with an emphasis in QA/QC and safety in the laboratory.
- Implementing Operator Training for "Laboratory Competency Program", to enable combined operators to correctly and safely, perform the simpler more routine laboratory analyses with minimum supervision as an element of the Combined Operator Program.

### ***PROGRAM OBJECTIVES***

1. To continue training of the Water and Wastewater Operations staff in laboratory methods and analyses as an element of the Combined Operator Program.
2. To develop responses to process related issues discovered through analysis in the Laboratory and to formalize these responses through the Chief of Operations in developing a matrix approach. This will allow adjustments to be made to proactively prevent discharge problems.
3. To evaluate new technologies and instruments that will increase the productivity and scope of services currently provided by the Environmental Laboratory.
4. Work with Chief of Operations in maintaining compliance to all standards present in the upcoming new NPDES permit. The new permit will have stringent changes and the ability to assess fines in cases of violation.
5. To redesign the laboratory to make it a safer and more efficient work environment. To allow for more bench or counter work area. Better flow of foot traffic. More storage space to allow for the safer proper storage of various chemicals, solutions and reagents that pertain to this lab.
6. To provide a proper semi-private and quiet work space for the Lab Supervisor.
7. To network more effectively with industry peers in the hope of sharing techniques and ideas to keep current with industry practices, concerns and topics.

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

Fund: WASTEWATER RESOURCES 46  
 Department: WATER & WASTEWATER RESOUR 381  
 Program: LABORATORY 374

		1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES		Actual	Actual	Estimated	Approved	Approved
3796	REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	165,335	166,753	225,349	315,792	331,382
		165,335	166,753	225,349	315,792	331,382
3953	IF FM 41-381-371	29,535	34,746	39,767	170,042	178,437
	OPERATING TRANSFERS IN	29,535	34,746	39,767	170,042	178,437
	<b>TOTAL REVENUES</b>	<b>\$194,870</b>	<b>\$201,499</b>	<b>\$265,116</b>	<b>\$485,834</b>	<b>\$509,819</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
0.00	1.00	LABORATORY SUPERVISOR	053	1.00	1.00
<u>2.00</u>	<u>1.00</u>	LABORATORY TECHNICIAN	041	<u>1.00</u>	<u>1.00</u>
2.00	2.00			2.00	2.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: WASTEWATER RESOURCES 46**  
**Department: WATER & WASTEWATER RESOUR 381**  
**Program: LABORATORY 374**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	108,416	112,657	122,812	131,117	138,825
4103	OVERTIME	607	40	1,652	1,650	1,650
4104	PERS RETIREMENT	0	0	0	0	0
4105	GROUP INSURANCE	7,239	7,704	8,180	8,757	8,866
4106	WORKERS COMPENSATION	3,623	2,980	3,315	3,315	3,315
4107	MEDICARE	788	836	927	967	1,025
4108	UNEMPLOYMENT INSURANCE	0	100	0	0	0
4109	COMPENSATED ABSENCES	665	0	0	0	0
	<b>SALARIES AND BENEFITS</b>	<b>121,338</b>	<b>124,317</b>	<b>136,886</b>	<b>145,806</b>	<b>153,681</b>
4212	COMMUNICATIONS	65	75	140	225	250
4220	OTHER CONTRACTUAL SERVICES	53,377	56,708	95,454	292,550	307,175
4230	OFFICE EXPENSE	10	0	460	470	480
4237	CLOTHING	596	467	583	590	595
4240	WATER OPERATING SUPPLIES	0	584	0	0	0
4243	OPERATING SUPPLIES	8,729	8,135	26,016	32,725	34,360
	<b>SERVICES AND SUPPLIES</b>	<b>62,777</b>	<b>65,969</b>	<b>122,653</b>	<b>326,560</b>	<b>342,860</b>
4302	MEMBERSHIPS & PUBLICATIONS	44	154	233	440	440
4303	TRAVEL & MEETINGS	0	0	0	1,410	1,220
4304	EDUCATION & TRAINING	56	321	402	650	650
	<b>OTHER CHARGES</b>	<b>100</b>	<b>475</b>	<b>635</b>	<b>2,500</b>	<b>2,310</b>
4208	TELEPHONE SERVICE CHARGES	689	689	717	717	717
4301	GENERAL INSURANCE CHARGES	9,964	10,050	10,251	10,251	10,251
	<b>FIXED CHARGES</b>	<b>10,653</b>	<b>10,739</b>	<b>10,968</b>	<b>10,968</b>	<b>10,968</b>
4597	EXPENSE CONTRA ACCOUNT	0	0	-6,026	0	0
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>-6,026</b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$194,868</u></b>	<b><u>\$201,500</u></b>	<b><u>\$265,116</u></b>	<b><u>\$485,834</u></b>	<b><u>\$509,819</u></b>

# DISTRIBUTION SYSTEM MAINTENANCE

## PROGRAM DESCRIPTION

The Distribution System Maintenance Section has six subsections: 1) Construction, 2) Valve Exercising/Main Flushing, 3) fire hydrant maintenance, replacement and service, 4) Customer Response, 5) water meter installation, 6) backflow device and PRV maintenance. The Distribution Section is responsible for the maintenance and operation of 4,120 valves, 205 miles of water mains, 116 backflow prevention devices, and 1,431 fire hydrants. In addition, the Distribution Maintenance Section is responsible for the upkeep and repair of 26,372 service connections and meters. This includes maintaining the test facilities for these meters and the training, review, and incorporation of new equipment into our existing water system.

## GOAL

To upgrade, improve and prolong the life of the water main system infrastructure to ensure the utmost consistency of service to the public while meeting all health department requirements in delivering high-quality drinking water to the citizens of Daly City.

## HIGHLIGHTS

- We continue to respond to emergency customer service calls within 15 minutes. Non-emergency service calls are answered within 30 minutes.
- We responded to 423 customer service calls.
- Tested, inspected and repaired 116 backflow prevention devices, which are maintained by the City as mandated by the State of California.
- Continued a bimonthly safety-meeting program, videos, hands-on training, CPR and first aid, guest speakers and "tailgate" meetings.
- Installed 2,569 residential meters. Through the completion of the Touch Read Meter CIP, we have eliminated all residential meters that are in excess of 10 years old. We are currently converting all remaining residential meters to touch read capabilities.
- 226 valves were exercised during the course of our daily duties. By exercising valves and flushing mains, we help to reduce the number of dirty water calls that we have experienced in the past.
- Serviced all hydrants in system. Completed the installation of 2 fire hydrants at the Treatment plant at request of the Fire Department.
- We have installed additional water-sampling stations as the water infrastructure expands.
- There were 44 incidents, which required DSM crews to respond after hours to make various repairs to the water infrastructure.

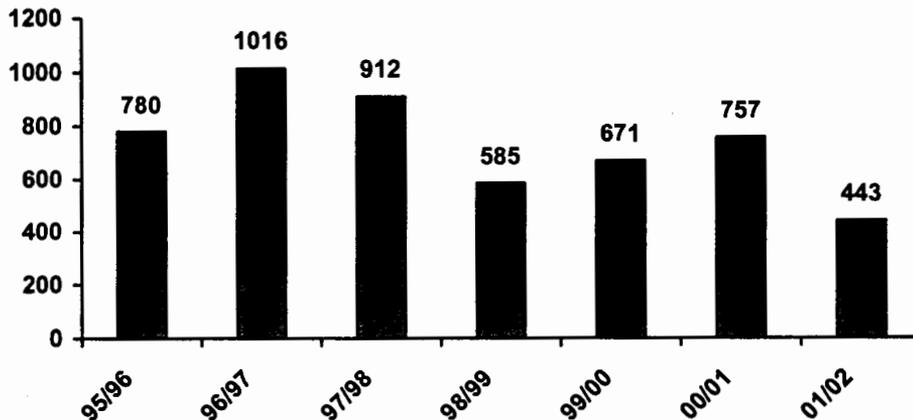
### Selected Program Measures

	1996/97	1997/98	1998/99	1999/00	2000/01	2001/02	2002/03	2003/04
Requests for Service	1,016	912	585	671	757	442	550	550
Meters Replaced	2,053	2,116	1,024	1,100	10555	2569		
Backflow Testing	96	100	100	103	110	116	116	116
Main Repair	81	120	51	80	65	45	55	55
Service Repair/ Transfer	369	263	353	135	268	58	60	60
Hydrant Service & Repair			1,417	1,417	1431	1431	1431	1431
Dirty Water			27	13	5	5		
Valve Replacement			19	5	3	7		

**PROGRAM OBJECTIVES**

1. To continue to respond to all customer service calls in the service area within 30 minutes.
2. Replace 35 existing commercial meters with Touch Read meters.
3. Schedule the conversion of 2,500 residential meters to Touch Read capability.
4. Install meters for new developments within 48 hours of Pubic Works Inspector's requests for meter.
5. Service 1,431 fire hydrants. Continue replacement of blue reflector dots as needed. Conduct fire flow tests and input data into Muni-base system.
6. Continue to implement the Muni Base (or Hanson) System into all phases of the section's activities to track completed work, leak responses, valve locations, meter change-outs and locations, hydrant flushing and repair, valve exercise program, and construction.
7. Continue to streamline and upgrade DSM warehouse inventory. Continue to work with DWR Warehouse to eliminate unnecessary parts and ensure satisfactory amount of material on hand for daily job demands.
8. Review and check plans of all new subdivisions, multi- and single-family units to insure that they are meeting City requirements.
9. Continue with the installation of the required water sample stations.
10. Maintain maps and records as system additions and modifications are made.
11. Replace 50 valves. Clean out 100 valve pots with Vacuum Excavator. Exercise 250 valves with Hydra-stop valve turner.
12. Replace 100 services using directional boring machine. Replace an additional 75 services using conventional methods.
13. Test and repair all City backflow prevention devices and PRVs.
14. Initiate citywide flushing program using the Hydra-Stop valve turner with Muni Base (or Hanson) compatible computer link. The flushing program is necessary to ensure the removal of sediment from the water mains. The flushing program will involve flushing the water from the water mains through the fire hydrants. The sediment will be screened through the use of a diverter before it reaches the storm drain catch basins.
15. Continue to provide the residents of the City of Daly City with 24 hour, 7 day a week service.

**CUSTOMER CALLS FOR SERVICE**



**CITY OF DALY CITY**  
**Revenue Budget**  
**2002-03/2003-04**

Fund: WATER UTILITY 41  
 Department: WATER & WASTEWATER RESOUR 382  
 Program: DISTRIBUTION SYSTEM 375

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3852	WORKERS COMP - SELF INSURANCE	3,010	0	0	0	0
3860	MISCELLANEOUS REVENUE	6,695	14,680	6,539	0	0
3915	BAD DEBT RECOVERIES	0	0	0	0	0
	<b>MISCELLANEOUS REVENUES</b>	<b>9,705</b>	<b>14,680</b>	<b>6,539</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b><u>\$9,705</u></b>	<b><u>\$14,680</u></b>	<b><u>\$6,539</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**Full-time Salaried Position Listing**

<u>Approved Positions</u>		Classification	Range	<u>Approved Positions</u>	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	ASSISTANT CHIEF OF OPERATIONS	079	1.00	1.00
<u>5.00</u>	<u>5.00</u>	WATER/WASTEWATER OPERATOR II	45WW	<u>5.00</u>	<u>5.00</u>
6.00	6.00			6.00	6.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: WATER UTILITY 41**  
**Department: WATER & WASTEWATER RESOUR 382**  
**Program: DISTRIBUTION SYSTEM 375**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	492,406	548,252	590,765	742,522	786,845
4102	HOURLY WAGES	35,182	41,676	18,518	12,890	13,277
4103	OVERTIME	23,176	25,081	20,971	22,230	23,560
4104	PERS RETIREMENT	0	0	0	0	0
4105	GROUP INSURANCE	49,342	57,076	62,036	68,448	69,090
4106	WORKERS COMPENSATION	43,107	39,654	44,115	44,115	44,115
4107	MEDICARE	7,171	8,045	8,187	9,736	10,322
4108	UNEMPLOYMENT INSURANCE	0	511	0	0	0
4109	COMPENSATED ABSENCES	7,716	7,792	0	0	0
4110	TERMINATION PAY	472	0	869	0	0
4112	STANDBY PAY	7,088	6,760	10,180	10,400	10,400
4119	SOCIAL SECURITY	2,191	2,791	1,416	986	1,016
<b>SALARIES AND BENEFITS</b>		<b>667,851</b>	<b>737,638</b>	<b>757,057</b>	<b>911,327</b>	<b>958,625</b>
4212	COMMUNICATIONS	1,170	1,074	1,400	1,304	1,304
4215	RENTS AND LEASES	987	0	0	1,000	1,000
4220	OTHER CONTRACTUAL SERVICES	15,578	25,819	31,444	44,130	44,130
4230	OFFICE EXPENSE	967	933	1,080	1,080	1,080
4231	SAFETY SUPPLIES	1,478	3,143	1,270	1,270	1,270
4234	SPECIAL DEPARTMENTAL	0	14,433	0	0	0
4237	CLOTHING	7,713	7,093	6,440	10,995	11,325
4240	WATER OPERATING SUPPLIES	122,993	155,561	145,610	153,876	153,876
4241	STREETS OPERATING SUPPLIES	44,241	40,929	37,250	66,085	66,085
4243	OPERATING SUPPLIES	1,884	419	0	0	0
4244	REPAIRS & MAINTENANCE	1,862	2,902	2,135	2,160	2,160
4246	FUELS & MOTOR OILS	0	115	0	0	0
4255	SMALL EQUIPMENT	523	865	1,623	1,625	1,625
<b>SERVICES AND SUPPLIES</b>		<b>199,396</b>	<b>253,286</b>	<b>228,252</b>	<b>283,525</b>	<b>283,855</b>
4302	MEMBERSHIPS & PUBLICATIONS	440	135	460	570	570
4303	TRAVEL & MEETINGS	245	8	280	2,600	2,600
4304	EDUCATION & TRAINING	1,687	1,774	7,346	7,250	7,250
4433	BAD DEBTS	1,337	2,734	0	0	0
<b>OTHER CHARGES</b>		<b>3,709</b>	<b>4,651</b>	<b>8,086</b>	<b>10,420</b>	<b>10,420</b>
4208	TELEPHONE SERVICE CHARGES	1,750	1,056	1,098	1,098	1,098
4216	VEHICLE SERVICE CHARGES	123,779	149,381	154,392	154,392	154,392
4224	BLDG MAINTENANCE SVC CHARGES	1,693	1,828	1,851	1,981	2,045
4301	GENERAL INSURANCE CHARGES	64,720	65,010	66,310	66,310	66,310
<b>FIXED CHARGES</b>		<b>191,942</b>	<b>217,275</b>	<b>223,651</b>	<b>223,781</b>	<b>223,845</b>
4507	MAINS CONSTRUCTION	500	0	0	0	0
4550	TOOLS AND SHOP EQUIPMENT	3,144	5,681	5,410	5,410	5,410
4564	WATER METERS	137,912	253,272	207,854	167,080	137,600
4597	EXPENSE CONTRA ACCOUNT	-1,175	-26,123	0	0	0
<b>CAPITAL OUTLAY</b>		<b>140,381</b>	<b>232,830</b>	<b>213,264</b>	<b>172,490</b>	<b>143,010</b>
<b>TOTAL EXPENDITURES</b>		<b><u>\$1,203,279</u></b>	<b><u>\$1,445,680</u></b>	<b><u>\$1,430,310</u></b>	<b><u>\$1,601,543</u></b>	<b><u>\$1,619,755</u></b>

# **COLLECTION SYSTEM MAINTENANCE**

---

## ***PROGRAM DESCRIPTION***

The Collection System Maintenance Section involves preventive and corrective maintenance of the sanitary wastewater mains in the City of Daly City, Unincorporated Broadmoor, and contractual services to the Town of Colma and the Westborough Water District. The Section provides preventive maintenance to eight sewage lift stations, four in Daly City, one in Colma, and three in the Westborough Water District. Staff is on a 24 hour, 365 day per year response ready basis. Average time to response is under 30 minutes. All illicit discharges are entered into our muni-data base for history and documentation. Staff has always maintained with pride a customer friendly and educational approach to their response.

## ***GOAL***

By taking a pro-active approach and utilizing Sustained Process Improvement we will continue to prolong the life of the collection system infrastructure and transport waste to point of treatment without disruption or overflows, while meeting the needs of the citizens in our service area.

## ***HIGHLIGHTS***

- Our crews took on the assignment of both flushing and video inspection of certain sections of the Storm Drain System. Video inspection also earmarked areas for Capital Improvement repairs.
- Collection System staff coordinated an aggressive investigation into identifying possible cross connections between the storm and sanitary systems, by inspecting and smoke testing a total of 153,547 feet of sanitary mainline. In FY 2000/01 Preventive Maintenance crews hydro flushed 578,325 feet of sewer mainline and conducted 110,639 feet of mainline video inspections in FY 2001/02.
- In FY 2000/01, the Collection System responded to 314 service request calls. In FY 2001/02 response is estimated at 337 calls. This decrease in the number of requests from 455 in FY 1999/00 can be attributed to lateral televising and location of problem areas, as well as an effort to advise residents on repair options to eliminate repeat service request calls.
- Collection System employees participated in the following courses: Gas Detection Maintenance and Calibration, Confined Space Entry Procedures, Hydro Flushing Efficiency, Rodder Efficiency, EPA CMOM and Grease Abatement classes and U.S.A. Excavator Safety.
- Four staff members advanced through the Technical Certification Exams available by the California Water Environment Association.
- Collection System staff assisted with repair and rehabilitation of the submarine section of the ocean outfall. Agreements for access to our outfall structure box were reached with the Golden Gate National Recreation Area Park Rangers.
- Collection System staff utilizing VacCon combination machines and video inspection units assisted Operations Staff on the Digester #1 rehabilitation.

**SELECTED PROGRAM MEASURES**

	<b>Actual 1997/98</b>	<b>Actual 1998/99</b>	<b>Actual 1999/00</b>	<b>Actual 2000/01</b>	<b>Projected 2001/02</b>	<b>Estimate 2002/03</b>	<b>Estimate 2003/04</b>
Preventive Maintenance (feet)	428,640	461,000	313,417	578,325	386,722	300,000	300,000
TV Inspections-Sanitary (feet)	30,000	54,000	79,482	110,639	36,550	62,134	62,134
Customer Response Calls	347	329	455	314	337	320	320
Corrective Maintenance Repairs	76	99	63	54	115	150	150
Smoke testing	0	0	0	0	161,385	0	0
Potable Water Use	83,400	87,570	187,400	206,250	95,000	95,000	95,000
Mainline Stoppages (Reportable Spills)	3 (0)	6 (0)	1 (0)	14 (1)	17 (1)	8 (0)	8 (0)
Catch Basins Cleaned	165	150	435	238	21	300	300
Storm Lines Flushed	16,429	112,000	124,622	52,891	3,531	105,000	105,000
Storm Lines TV'ed	N/A	N/A	37,265	2354	50,000	50,000	50,000

***PROGRAM OBJECTIVES***

1. Evaluation and modification to the 40,000 feet of identified trouble spots utilizing hydro-flushing, mechanical maintenance, and rehabilitation to reduce the frequency of increased maintenance.
2. Flush and clean 300,000 feet of sewer mainline. This will ensure that each mainline is flushed at least once every seven years. We are continuing to concentrate on cleaning mains with a slope of 5% or less, which have a tendency to accumulate more solids. Maintain mainline stoppages at FY 99/00 level of 0 per year.
3. In keeping with State Water Resources Control Board guidelines, staff will reduce the use of herbicides by replacing the use of Vapor-Rooter with mechanical cleaning.
4. Utilization of our new Minuteman response vehicle. By carrying a low volume-high pressure-flushing unit, this will allow response crews to clear mainline and lateral stoppages on arrival leaving VacCon crews to continue on preventive maintenance schedules. Crews will continue to televise and locate defective areas on lateral calls to educate homeowners about options to make needed repairs.
5. On an as-needed basis, continue to TV, flush Storm System mains, easements, and fly lines as well as clean catch basins removing debris utilizing our existing TV equipment, and the VacCon at the request of the Public Works Department.
6. Provide video inspection of all new contractor mainline installations and lateral installations. Continue to video the Collection System to identify and correct problems with mainlines and service connections that will reduce the number of service calls.
7. Continue to perform Preventive Maintenance on our eight sewage lift stations, including vacuuming out the wet wells, and removing grit and rocks, thus minimizing wear and tear on the pumps. Continue our program of calcium hypochlorite injection into the system to reduce hydrogen sulfide levels.
8. Increase the use of mechanical maintenance of sanitary mainlines with an emphasis on a reduction of calcified grease buildup and lines affected by root intrusion.

**CITY OF DALY CITY**

Revenue Budget  
2002-03/2003-04

Fund: WASTEWATER RESOURCES 46  
 Department: WATER & WASTEWATER RESOUR 382  
 Program: COLLECTION SYSTEM 376

REVENUES		1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
3796	REIMBURSEMENT FOR CURRENT SVC CHARGES AND FEES	1,129,491	1,181,531	1,335,702	1,450,596	1,494,136
		1,129,491	1,181,531	1,335,702	1,450,596	1,494,136
3852	WORKERS COMP - SELF INSURANCE	1,487	0	8,190	0	0
3860	MISCELLANEOUS REVENUE	2,698	9,103	0	0	0
	MISCELLANEOUS REVENUES	4,185	9,103	8,190	0	0
	<b>TOTAL REVENUES</b>	<b>\$1,133,676</b>	<b>\$1,190,634</b>	<b>\$1,343,892</b>	<b>\$1,450,596</b>	<b>\$1,494,136</b>

**Full-time Salaried Position Listing**

Approved Positions		Classification	Range	Approved Positions	
2000-01	2001-02			2002-03	2003-04
1.00	1.00	COLLECTION & DISTRIBUTION SUPERVISOR	091	1.00	1.00
3.00	3.00	COLLECTION SYSTEM LEAD PERSON	44X	3.00	3.00
<u>8.00</u>	<u>8.00</u>	COLLECTION SYS MAINTENANCE WORKER II	30X	<u>8.00</u>	<u>8.00</u>
12.00	12.00			12.00	12.00

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: WASTEWATER RESOURCES 46**  
**Department: WATER & WASTEWATER RESOUR 382**  
**Program: COLLECTION SYSTEM 376**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4101 SALARIES	483,360	545,298	637,776	703,438	745,203
4102 HOURLY WAGES	24,075	5,165	7,675	12,890	13,277
4103 OVERTIME	22,626	12,678	23,780	23,780	23,780
4104 PERS RETIREMENT	0	0	0	0	0
4105 GROUP INSURANCE	54,134	62,421	70,704	71,666	72,270
4106 WORKERS COMPENSATION	75,558	66,285	73,742	73,742	73,742
4107 MEDICARE	3,235	4,924	5,941	6,650	7,050
4108 UNEMPLOYMENT INSURANCE	0	477	0	0	0
4109 COMPENSATED ABSENCES	0	13,020	0	0	0
4110 TERMINATION PAY	45,574	16,933	0	0	0
4112 STANDBY PAY	6,054	6,760	10,210	10,400	10,400
4119 SOCIAL SECURITY	1,512	240	587	986	1,016
<b>SALARIES AND BENEFITS</b>	<b>716,128</b>	<b>734,201</b>	<b>830,415</b>	<b>903,552</b>	<b>946,738</b>
4212 COMMUNICATIONS	917	1,595	2,247	2,974	2,974
4213 UTILITIES	29,081	35,464	42,906	43,000	43,000
4215 RENTS AND LEASES	909	0	4,560	4,560	4,560
4220 OTHER CONTRACTUAL SERVICES	18,395	11,813	20,520	22,210	22,210
4228 PUMP STATION REPAIR	7	0	0	0	0
4230 OFFICE EXPENSE	680	939	1,800	1,080	1,080
4231 SAFETY SUPPLIES	554	1,254	1,080	1,080	1,080
4234 SPECIAL DEPARTMENTAL	39	0	0	0	0
4237 CLOTHING	5,127	5,915	5,905	10,380	10,670
4240 WATER OPERATING SUPPLIES	165	67	620	0	0
4241 STREETS OPERATING SUPPLIES	4,089	3,849	4,420	4,420	4,420
4243 OPERATING SUPPLIES	32,402	30,235	43,326	43,326	43,326
4244 REPAIRS & MAINTENANCE	8,814	7,889	9,635	9,635	9,635
4255 SMALL EQUIPMENT	363	102	435	435	435
<b>SERVICES AND SUPPLIES</b>	<b>101,542</b>	<b>99,122</b>	<b>137,454</b>	<b>143,100</b>	<b>143,390</b>
4302 MEMBERSHIPS & PUBLICATIONS	444	377	840	840	840
4303 TRAVEL & MEETINGS	1,231	3,488	2,840	2,840	2,840
4304 EDUCATION & TRAINING	4,104	2,445	6,165	6,165	6,165
4434 MISCELLANEOUS OTHER CHARGES	120	0	179	179	179
<b>OTHER CHARGES</b>	<b>5,899</b>	<b>6,310</b>	<b>10,024</b>	<b>10,024</b>	<b>10,024</b>
4208 TELEPHONE SERVICE CHARGES	4,903	4,736	4,926	4,926	4,926
4216 VEHICLE SERVICE CHARGES	160,581	180,766	191,960	191,960	191,960
4223 INFORMATION SERVICES CHARGES	68,427	96,671	97,881	97,881	97,881
4224 BLDG MAINTENANCE SVC CHARGES	1,693	1,828	1,851	1,981	2,045
4301 GENERAL INSURANCE CHARGES	65,456	65,659	66,972	66,972	66,972
<b>FIXED CHARGES</b>	<b>301,060</b>	<b>349,660</b>	<b>363,590</b>	<b>363,720</b>	<b>363,784</b>
4509 STREETS CONSTRUCTION	0	0	0	20,000	20,000
4550 TOOLS AND SHOP EQUIPMENT	9,046	5,846	10,200	10,200	10,200
4597 EXPENSE CONTRA ACCOUNT	0	-4,505	-7,792	0	0
<b>CAPITAL OUTLAY</b>	<b>9,046</b>	<b>1,341</b>	<b>2,408</b>	<b>30,200</b>	<b>30,200</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,133,675</u></b>	<b><u>\$1,190,634</u></b>	<b><u>\$1,343,891</u></b>	<b><u>\$1,450,596</u></b>	<b><u>\$1,494,136</u></b>

# **SANITATION DISTRICT - LEGISLATIVE ADMINISTRATION**

## ***PROGRAM DESCRIPTION***

The North San Mateo County Sanitation District is a special district formed and operated under the Health and Safety Code of the State of California. In 1985, the District merged with and became a subsidiary of the City of Daly City. Its primary responsibility is that of providing wastewater collection and treatment services to the majority of residents of Daly City, as well as portions of unincorporated San Mateo County within the District and contracting agencies that include the Westborough Water District, the Town of Colma and the San Francisco County Jail facilities in San Bruno.

The Board of Directors serves as the policy-making body for the District and is comprised of the City Council of Daly City who serves as ex-officio members. The District contracts with the City of Daly City for service required to operate and maintain the Wastewater Collection System and Treatment Plant, which service the District.

The District is responsible for funding and implementing major capital improvement projects for the Sanitation District.

## ***GOAL***

- Continue to establish policy and direction of programs and services for wastewater collection and treatment for the District and contractual service areas and to ensure the availability of capacity for District customers.
- To represent the District and the City on various committees relative to wastewater, water, stormwater and air regulations to protect interests and provide input into proposed regulations.

## ***HIGHLIGHTS***

- Continued inspections of Seton Medical Center and other facilities required by the waiver from the EPA mandated Pretreatment Program, and completed all required business and industrial inspections established under the Countywide NPDES Municipal Stormwater Program.
- Completed negotiations with local golf courses and the San Francisco Public Utilities Commission for substituting use of groundwater for turf irrigation with tertiary treated recycled water in furtherance of a negotiated memorandum of understanding.
- Purchased and installed a new high speed centrifuge unit that significantly reduces the amount of polymer and energy used and loads of biosolids hauled to landfill.
- Completed negotiations with the State of California to obtain an easement through state land associated with the Skyline Drive Sewer Improvements.
- Began digester system rehabilitation construction to replace the cover on digester 2, improve mixing and heating on both digesters and installation of a new ferris tank.

**HIGHLIGHTS (CONTINUED)**

- Completed engineering and construction work for capacity and or system improvements and upgrades for the following projects:

**Sewer:** Gellert Blvd; Junipero Serra; St. Francis; Southgate/Escuela; Serramonte/Gellert; Acton/Brunswick; Bellevue/Hanover/Winchester; Montrose/Southgate; Skyline/Westmoor; Frankfort/Guttenberg.

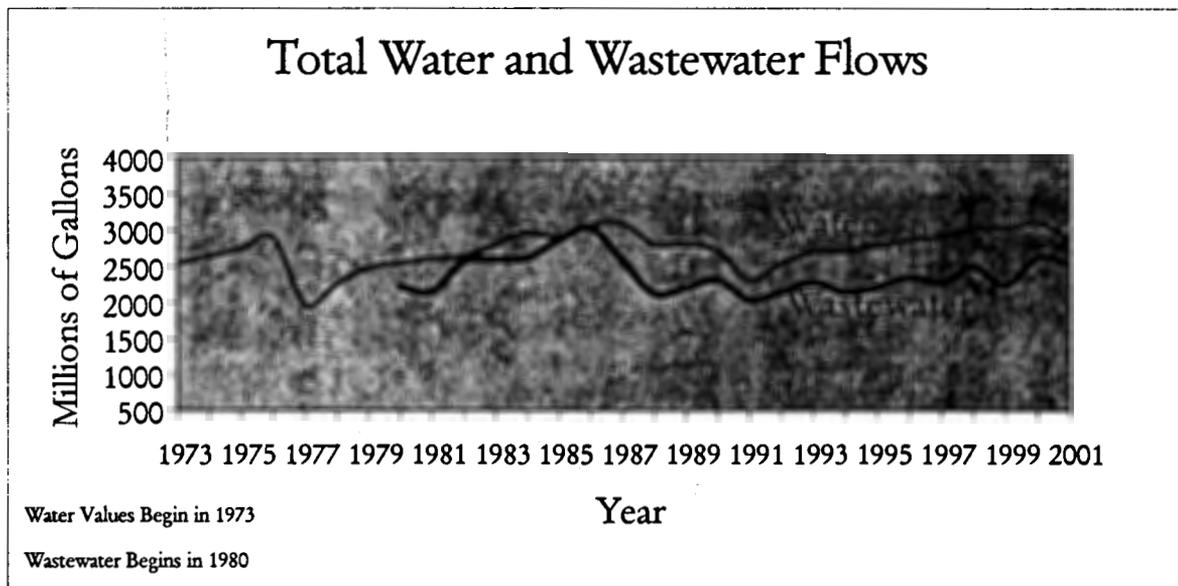
**Storm:** Beechwood; Clarinada; Westpark/Alpine/Serramonte; Southgate/Belhaven/Westpark II/El Portal.

- Began a Bacterial Assessment Study, as negotiated in the new NPDES permit, over a four-year period that has resulted in the complete elimination of chlorine and sodium bisulfite used for the chlorination and dechlorination of the treatment plant effluent saving approximately \$372,000 annually.
- Replacing influent barscreens and conveyors to improve removal of influent rags.
- Installing six micro turbines to generate electricity at the plant using digester gas saving approximately 1,420,000 KWH annually, supplying roughly 25% of the total energy needs of the plant.
- Continue to study the use of tertiary water as part of a wetlands restoration project for Lake Merced.
- Involved with CASA in supporting the TMDL litigation against the state.
- Extended the recycled water distribution main over I-280, down Junipero Serra to Citrus Avenue and through Pacific Plaza into Marchbank Park.
- Begin upgrading the treatment facility with new technology that has reduced operating costs and/or increase operating efficiencies.
- Constructed an ADA accessible ramp to the administration building.
- Completed construction of all identified Master Plan Sewer Projects.
- Completed construction of new Plant and Equipment Maintenance Division Offices in the former location of the chlorine and sulfur dioxide storage area.
- Obtained Environmental Laboratory Accreditation Program (ELAP) certification during an intense six-month pre-certification period.

# SANITATION DISTRICT - LEGISLATIVE ADMINISTRATION

## PROGRAM OBJECTIVES

1. Remain current on legislative and regulatory developments affecting wastewater issues at federal, state and regional levels through active participation in the California Association of Sanitation Agencies (CASA), the Water Environment Federation (WEF), the California Water Environment Association (CWEA), the Bay Area Clean Water Association (BACWA), San Mateo County Wide Pollution Prevention Program (STOPPP), the Bay Area Stormwater Management Agencies (BASMA) and the WaterReuse Association.
2. Oversee the Capital Improvement Program to ensure capacity is available for the District's needs.
  - Project design and construction associated with capacity improvements for remaining Water Master Plan Projects.
  - Program out-year design and construction for remaining Water Master Plan Projects.
  - Initiate new Sewer Master Plan Study and program resulting projects
3. Retain professional consultant services to prepare a Storm Water Master Plan to assess conditions and needed repairs of the City's Storm Sewer System.
4. Ensure that the routine operations of the District are conducted in a manner that will assure efficiency and compliance with all applicable statutes while maintaining a reasonable service charge to the District's customers.
5. Continue to facilitate opportunities on the expanded use of recycled water.





**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

**Fund: SANITATION DISTRICT 87**  
**Department: WATER & WASTEWATER RESOUR 920**  
**Program: SANITATION DISTRICT 105**

	1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3110 SECURED PROPERTY TAX	664,640	704,984	786,250	833,425	866,750
3120 UNSECURED PROPERTY TAX	75,093	84,898	90,744	96,200	100,050
3123 SUPPLEMENTAL PROPERTY TAX	25,750	31,051	76,272	40,000	40,000
3150 PROPERTY TAX PENALTY/INTEREST	144	0	149	150	150
3613 HOMEOWNERS PROPERTY TAX RELI	10,277	10,085	9,898	9,700	9,500
<b>TAXES</b>	<b>775,904</b>	<b>831,018</b>	<b>963,313</b>	<b>979,475</b>	<b>1,016,450</b>
3359 TEMPORARY PERMITS	2,960	1,400	1,800	0	0
<b>LICENSES AND PERMITS</b>	<b>2,960</b>	<b>1,400</b>	<b>1,800</b>	<b>0</b>	<b>0</b>
3510 INVESTMENT EARNINGS	743,929	820,113	572,100	371,865	372,000
3511 OTHER INTEREST	104,960	57,125	51,660	45,888	39,824
3515 UNREALIZED GAIN/LOSS ON INVEST	0	167,846	0	0	0
3530 LOAN PRINCIPAL	0	0	0	0	0
3535 LOAN PRINCIPAL CONTRA	0	0	0	0	0
<b>RENTS AND INTEREST</b>	<b>848,889</b>	<b>1,045,084</b>	<b>623,760</b>	<b>417,753</b>	<b>411,824</b>
3901 SEWER SVC CHARGE - TAX ROLL	10,087,406	10,160,039	10,806,728	11,106,576	11,218,650
3902 SEWER SVC CHARGE - WESTBOROUG	1,050,163	1,090,413	1,108,912	1,149,942	1,161,450
3903 SEWER SVC CHARGE - COLMA	58,031	66,080	74,356	77,116	77,890
3904 SEWER SVC CHARGE - S F JAIL	134,376	138,048	145,525	150,910	152,420
3921 CONNECTION CHARGES	514,463	180,440	232,200	273,875	431,175
<b>CHARGES AND FEES</b>	<b>11,844,439</b>	<b>11,635,020</b>	<b>12,367,721</b>	<b>12,758,419</b>	<b>13,041,585</b>
3810 PROPERTY DISPOSALS	0	0	18,202	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>0</b>	<b>0</b>	<b>18,202</b>	<b>0</b>	<b>0</b>
3908 IF FM 20-031-401-4740	0	249,177	0	0	0
3949 IF FM 20-031-401-4737	0	0	0	0	0
<b>OPERATING TRANSFERS IN</b>	<b>0</b>	<b>249,177</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b><u>\$13,472,192</u></b>	<b><u>\$13,761,699</u></b>	<b><u>\$13,974,796</u></b>	<b><u>\$14,155,647</u></b>	<b><u>\$14,469,859</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: SANITATION DISTRICT**  
**Department: WATER & WASTEWATER RESOUR**  
**Program: SANITATION DISTRICT**

**87**  
**920**  
**105**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	14,746	19,386	25,425	32,220	33,840
	<b>SALARIES AND BENEFITS</b>	14,746	19,386	25,425	32,220	33,840
4211	ADVERTISING	347	306	945	10,000	10,000
4212	COMMUNICATIONS	-91	464	300	400	400
4219	PROFESSIONAL SERVICES	8,100	2,800	0	5,000	5,000
4220	OTHER CONTRACTUAL SERVICES	8,613,760	8,811,906	9,200,719	9,895,320	10,179,223
4373	FISCAL AGENT FEES	0	20	0	0	0
	<b>SERVICES AND SUPPLIES</b>	8,622,116	8,815,496	9,201,964	9,910,720	10,194,623
4302	MEMBERSHIPS & PUBLICATIONS	10,660	10,660	10,660	12,000	12,000
4303	TRAVEL & MEETINGS	6,317	5,906	7,400	7,680	8,060
4429	DEPRECIATION-CONTRA CONTRB CA	-256,822	-256,819	0	0	0
4431	DEPRECIATION	1,443,275	1,512,271	1,599,000	1,650,000	1,700,000
4434	MISCELLANEOUS OTHER CHARGES	17,674	19,542	13,525	13,525	13,525
4440	LOSS ON DISPOSAL OF ASSETS	0	0	72,839	0	0
	<b>OTHER CHARGES</b>	1,221,104	1,291,560	1,703,424	1,683,205	1,733,585
4233	POSTAGE	794	860	904	904	904
	<b>FIXED CHARGES</b>	794	860	904	904	904
4504	ENGINEERING SERVICES	0	1,186	0	0	0
	<b>CAPITAL OUTLAY</b>	0	1,186	0	0	0
4380	COP PRINCIPAL	1,135,000	1,190,000	1,255,000	1,324,000	1,390,000
4381	COP INTEREST	690,134	605,708	650,778	631,250	612,300
	<b>DEBT SERVICE</b>	1,825,134	1,795,708	1,905,778	1,955,250	2,002,300
	<b>TOTAL EXPENDITURES</b>	<b><u>\$11,683,894</u></b>	<b><u>\$11,924,196</u></b>	<b><u>\$12,837,495</u></b>	<b><u>\$13,582,299</u></b>	<b><u>\$13,965,252</u></b>



# NONDEPARTMENTAL REVENUE/EXPENSE

***PROGRAM DESCRIPTION***

Nondepartmental revenues and expenditures are those activities not specifically attributable to general fund departments. Included herein are the City's major tax revenues, such as property tax, sales tax, utility users tax and motor vehicle in-lieu tax. Interfund overhead reimbursements are also included.

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

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

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**01  
031  
031**

REVENUES	1999-00 Actual	2000-01 Actual	2001-02 Estimated	2002-03 Approved	2003-04 Approved
3110 SECURED PROPERTY TAX	7,606,113	8,067,523	8,554,000	9,067,240	9,475,266
3120 UNSECURED PROPERTY TAX	856,088	965,393	1,043,000	1,089,935	1,138,982
3123 SUPPLEMENTAL PROPERTY TAX	294,229	354,425	628,000	300,000	313,500
3150 PROPERTY TAX PENALTY/INTEREST	1,677	0	1,714	0	0
3170 BAYSHORE TAX INCREMENT	0	16,229	33,000	34,700	36,200
3210 SALES & USE TAXES	7,052,044	7,788,497	7,166,000	7,455,980	7,677,409
3211 SALES TAX - PUBLIC SAFETY	453,706	493,485	499,000	513,970	529,389
3220 TRANSIENT LODGING TAXES	256,261	269,044	320,000	407,000	414,000
3228 PG&E FRANCHISE FEE	295,835	299,721	366,060	377,042	388,353
3229 CABLE TV FRANCHISE FEE	492,298	554,613	583,000	612,156	642,758
3230 GARBAGE FRANCHISE FEE	1,164,792	1,213,174	1,266,000	1,341,900	1,382,219
3231 UUT - PG&E	1,860,137	2,473,001	2,424,000	2,496,720	2,571,622
3232 UUT-PAC BELL	703,688	747,823	705,000	726,150	747,935
3233 UUT - LONG DISTANCE	1,388,392	1,556,175	1,563,000	1,625,520	1,690,541
3234 UUT - CABLE TV	432,441	499,880	540,000	567,000	595,350
3240 BUSINESS LICENSE TAX	1,053,946	1,117,497	1,197,000	1,238,895	1,282,256
3250 PROPERTY TRANSFER TAX	292,135	273,708	393,000	275,000	275,000
3612 MOTOR VEHICLE IN LIEU TAX	5,065,677	5,548,362	5,890,000	6,125,600	6,370,624
3613 HOMEOWNERS PROPERTY TAX RELIEF	117,478	115,053	111,000	107,670	104,440
3619 OFF-HIGHWAY MV LICENSE FEE	1,868	2,044	2,500	2,500	2,500
3632 HOUSING IN LIEU TAX	22,108	22,650	22,650	22,650	22,650
<b>TAXES</b>	<b>29,410,913</b>	<b>32,378,297</b>	<b>33,307,924</b>	<b>34,387,628</b>	<b>35,660,994</b>
3332 PARKING METERS - ROUTE #1	38,075	0	0	36,500	36,500
3333 PARKING METERS - ROUTE #2	32,563	0	0	37,700	37,700
3334 PARKING METERS - ROUTE #3	28,535	0	0	27,900	27,900
3335 PARKING METERS - ROUTE #5	13,222	0	0	12,700	12,700
3354 MISCELLANEOUS PERMITS	18,119	11,525	12,000	12,000	12,000
3356 HORSEKEEPING PERMITS	0	0	0	0	0
3358 AMUSEMENT DEVICE PERMIT	0	0	0	0	0
3360 CABARET LICENSES	0	0	0	0	0
<b>LICENSES AND PERMITS</b>	<b>130,514</b>	<b>11,525</b>	<b>12,000</b>	<b>126,800</b>	<b>126,800</b>
3510 INVESTMENT EARNINGS	569,255	818,982	571,000	280,000	280,000
3511 OTHER INTEREST	2,450,693	2,279,846	283,760	1,323,512	4,322,362
3512 INVESTMENT EARNINGS FOR DIST	0	0	0	0	0
3515 UNREALIZED GAIN/LOSS ON INVEST	-62,189	190,130	0	0	0
3520 RENTAL INCOME	76,462	134,945	96,680	96,680	96,680
<b>RENTS AND INTEREST</b>	<b>3,034,221</b>	<b>3,423,903</b>	<b>951,440</b>	<b>1,700,192</b>	<b>4,699,042</b>
3601 RECEIPTS FROM OTHER AGENCIES	276,034	304,629	0	0	0
3631 STATE MANDATED COSTS	139,795	88,854	118,646	120,000	120,000
<b>FROM OTHER AGENCIES</b>	<b>415,829</b>	<b>393,483</b>	<b>118,646</b>	<b>120,000</b>	<b>120,000</b>
3763 SPECIAL EVENTS REVENUE	695	0	0	0	0
<b>CHARGES AND FEES</b>	<b>695</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3805 CASH OVER AND SHORT	-339	77	0	0	0
3810 PROPERTY DISPOSALS	4,690,267	1,451	195,000	6,500	6,500
3830 UTILITY REIMBURSEMENT	29,479	0	0	0	0
3860 MISCELLANEOUS REVENUE	18,325	66,587	35,000	25,000	25,000
3915 BAD DEBT RECOVERIES	0	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	<b>4,737,732</b>	<b>68,115</b>	<b>230,000</b>	<b>31,500</b>	<b>31,500</b>
3951 IF FM 46-380-370	1,433,488	1,813,471	1,835,245	1,887,682	1,906,562
3952 IF FM 45-030-390	335,000	341,700	348,500	348,500	348,500
3953 IF FM 41-381-371	1,427,100	1,554,442	1,606,614	1,575,032	1,590,783
<b>OPERATING TRANSFERS IN</b>	<b>3,195,588</b>	<b>3,709,613</b>	<b>3,790,359</b>	<b>3,811,214</b>	<b>3,845,845</b>
<b>TOTAL REVENUES</b>	<b>\$40,925,492</b>	<b>\$39,984,936</b>	<b>\$38,410,369</b>	<b>\$40,177,334</b>	<b>\$44,484,181</b>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**01  
031  
031**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4101	SALARIES	0	0	0	0	0
4105	GROUP INSURANCE	315,150	379,622	412,308	432,923	454,570
4601	PERS CONTRA	-2,046,569	-2,225,789	-2,443,234	-3,144,300	-2,955,328
	<b>SALARIES AND BENEFITS</b>	<b>-1,731,419</b>	<b>-1,846,167</b>	<b>-2,030,926</b>	<b>-2,711,377</b>	<b>-2,500,758</b>
4213	UTILITIES	136	3,151	1,600	1,600	1,600
4219	PROFESSIONAL SERVICES	4,614	7,846	22,500	6,500	6,500
4220	OTHER CONTRACTUAL SERVICES	8,524	15,000	30,000	0	0
4234	SPECIAL DEPARTMENTAL	20,500	5,507	0	0	0
4261	SPECIAL EVENTS EXPENDITURES	2,808	0	0	0	0
	<b>SERVICES AND SUPPLIES</b>	<b>36,582</b>	<b>31,504</b>	<b>54,100</b>	<b>8,100</b>	<b>8,100</b>
4303	TRAVEL & MEETINGS	210	57	0	0	0
4433	BAD DEBTS	0	0	0	0	0
4434	MISCELLANEOUS OTHER CHARGES	129,307	147,598	144,508	148,843	153,309
4603	CONTINGENCIES	0	0	0	95,500	588,000
4604	BUILDING OPERATIONS RESERVE	0	0	0	80,000	423,000
	<b>OTHER CHARGES</b>	<b>129,517</b>	<b>147,655</b>	<b>144,508</b>	<b>324,343</b>	<b>1,164,309</b>
4501	SITE PURCHASES	574,125	0	0	0	0
	<b>CAPITAL OUTLAY</b>	<b>574,125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4599	RESIDUAL EQUITY TRANSFERS OUT	0	0	0	0	0
4634	IF TO 33-130-556	0	0	12,000	0	0
4640	IF TO 58-038	630,000	0	0	0	0
4646	IF TO 33-031-031	7,200,000	5,762,629	2,950,000	3,900,000	5,270,000
4650	IF TO 21-131-171	0	98,868	69,614	69,614	69,614
4658	IF TO 15-132-460	310,010	390,283	388,828	384,192	408,288
4659	IF TO 31-031-031	520,000	500,000	500,000	310,000	350,000
4661	IF TO 52-032-363	73,656	0	0	52,049	54,563
4670	IF TO 28-LLEBG	9,047	14,684	36,940	31,862	0
4671	IF TO 33-312-510	40,000	0	0	0	0
4672	IF TO 55-035-458	17,800	250,000	0	0	0
4679	IF TO 33-010-510	0	0	2,000,000	0	0
4687	IF TO 54-313	11,300	0	69,600	0	0
	<b>OPERATING TRANSFERS OUT</b>	<b>8,811,813</b>	<b>7,016,464</b>	<b>6,026,982</b>	<b>4,747,717</b>	<b>6,152,465</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$7,820,618</u></b>	<b><u>\$5,349,456</u></b>	<b><u>\$4,194,664</u></b>	<b><u>\$2,368,783</u></b>	<b><u>\$4,824,116</u></b>



## LINDA VISTA BENEFIT ASSESSMENT

---

### ***PROGRAM DESCRIPTION***

The Linda Vista Benefit Assessment District was established in December 1989 under the provisions of the Benefit Assessment Act of 1982 to provide for the maintenance of storm water detention basins and other storm drain improvements within its *Area of Benefit*, which includes Linda Vista and Bay Ridge Subdivisions. Storm water detention basins are required due to the capacity constraints in the Bayshore Outfall Channel.

Two detention basins and other storm drain improvements constructed in Linda Vista I Subdivision require landscape maintenance, weed control, general clean up, and silt removal. Similar improvements constructed in Bay Ridge Subdivision also require maintenance. The assessments provide for the maintenance costs, incidental costs, and payments for a sinking fund replacement reserve for these facilities. The City must levy these assessments, after a public hearing, before June 30th each year. The assessments are then filed with the County Controller and are collected by the County Tax Collector, together with property taxes.

**CITY OF DALY CITY****Revenue Budget  
2002-03/2003-04****Fund: LINDA VISTA BENEFIT ASSES****19****Department: PUBLIC WORKS****310****Program: LINDA VISTA SUBDIVISION****335**

	1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3511 OTHER INTEREST	4,165	5,209	4,662	4,662	5,376
RENTS AND INTEREST	4,165	5,209	4,662	4,662	5,376
3686 LINDA VISTA ASSESSMENT REVENUE	29,671	23,838	22,118	25,990	25,990
CHARGES AND FEES	29,671	23,838	22,118	25,990	25,990
<b>TOTAL REVENUES</b>	<b><u>\$33,836</u></b>	<b><u>\$29,047</u></b>	<b><u>\$26,780</u></b>	<b><u>\$30,652</u></b>	<b><u>\$31,366</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: LINDA VISTA BENEFIT ASSES**

**19**

**Department: PUBLIC WORKS**

**310**

**Program: LINDA VISTA SUBDIVISION**

**335**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4211	ADVERTISING	2,298	0	2,400	2,400	2,400
4213	UTILITIES	326	319	200	400	400
4253	LANDSCAPE MAINTENANCE	17,036	14,131	12,500	13,000	13,000
4254	STORM DRAIN MAINTENANCE	0	0	1,163	1,700	1,700
	<b>SERVICES AND SUPPLIES</b>	<b>19,660</b>	<b>14,450</b>	<b>16,263</b>	<b>17,500</b>	<b>17,500</b>
4434	MISCELLANEOUS OTHER CHARGES	139	147	250	250	250
	<b>OTHER CHARGES</b>	<b>139</b>	<b>147</b>	<b>250</b>	<b>250</b>	<b>250</b>
4439	FACILITIES REPLACEMENT	0	0	0	0	0
4516	ENGINEERING SERVICE - IN-HOUSE	581	401	1,200	1,000	1,000
	<b>CAPITAL OUTLAY</b>	<b>581</b>	<b>401</b>	<b>1,200</b>	<b>1,000</b>	<b>1,000</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$20,380</u></b>	<b><u>\$14,998</u></b>	<b><u>\$17,713</u></b>	<b><u>\$18,750</u></b>	<b><u>\$18,750</u></b>



## CIVIC CENTER ENTERPRISE FUND

---

### *PROGRAM DESCRIPTION*

The Civic Center Enterprise Fund was created in March, 1992 to account for the City's acquisition and improvement of a commercial property for use as an additional governmental office building in the Civic Center Area. Two buildings are presently in the Enterprise Fund. Civic Center North, located on 92<sup>nd</sup> Street, is leased to San Mateo County, Department of Human Services, through January 2011. The second building, Civic Center North, located at 350 – 90<sup>th</sup> Street, was purchased in 1996. San Mateo County, Department of Human Services, has leased the third floor of the building through June 2008. The State of California, Department of Health Services, has also leased space, but is expected to vacate and be replaced by another tenant. All rental and other income, expenditures and capital outlays are shown in this fund.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

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

**43  
031  
031**

		1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510	INVESTMENT EARNINGS	13,745	12,740	10,000	10,000	10,000
3515	UNREALIZED GAIN/LOSS ON INVEST	0	2,608	0	0	0
3520	RENTAL INCOME	732,244	784,233	849,452	929,751	954,609
	<b>RENTS AND INTEREST</b>	<b>745,989</b>	<b>799,581</b>	<b>859,452</b>	<b>939,751</b>	<b>964,609</b>
3830	UTILITY REIMBURSEMENT	37,552	45,337	49,477	50,460	51,475
3860	MISCELLANEOUS REVENUE	0	32,500	54,500	64,800	64,800
	<b>MISCELLANEOUS REVENUES</b>	<b>37,552</b>	<b>77,837</b>	<b>103,977</b>	<b>115,260</b>	<b>116,275</b>
	<b>TOTAL REVENUES</b>	<b><u>\$783,541</u></b>	<b><u>\$877,418</u></b>	<b><u>\$963,429</u></b>	<b><u>\$1,055,011</u></b>	<b><u>\$1,080,884</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

**43  
031  
031**

<b>EXPENDITURES</b>		<b>1999-00</b>	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>
		<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4212	COMMUNICATIONS	0	0	13	0	0
4213	UTILITIES	87,016	100,288	108,393	110,291	112,528
4234	SPECIAL DEPARTMENTAL	10,148	79,914	58,625	26,800	26,800
4235	BUILDING MAINTENANCE	13,775	14,195	12,000	16,000	16,270
4244	REPAIRS & MAINTENANCE	7,243	6,835	8,000	10,000	10,000
	<b>SERVICES AND SUPPLIES</b>	<b>118,182</b>	<b>201,232</b>	<b>187,031</b>	<b>163,091</b>	<b>165,598</b>
4429	DEPRECIATION-CONTRA CONTRB CAP	-73,740	-73,740	0	0	0
4431	DEPRECIATION	127,249	305,642	299,425	268,349	268,349
	<b>OTHER CHARGES</b>	<b>53,509</b>	<b>231,902</b>	<b>299,425</b>	<b>268,349</b>	<b>268,349</b>
4208	TELEPHONE SERVICE CHARGES	634	867	902	902	902
4224	BLDG MAINTENANCE SVC CHARGES	111,453	107,286	108,673	116,280	120,084
4301	GENERAL INSURANCE CHARGES	10,321	10,329	10,536	10,536	10,536
	<b>FIXED CHARGES</b>	<b>122,408</b>	<b>118,482</b>	<b>120,111</b>	<b>127,718</b>	<b>131,522</b>
4516	ENGINEERING SERVICE - IN-HOUSE	11,000	11,220	11,440	11,555	11,670
4518	CONSTRUCTION INSP SRV IN-HOUSE	216	0	0	0	0
4520	BUILDINGS	0	10,975	125,050	0	0
	<b>CAPITAL OUTLAY</b>	<b>11,216</b>	<b>22,195</b>	<b>136,490</b>	<b>11,555</b>	<b>11,670</b>
4646	IF TO 33-031-031	250,000	250,000	250,000	250,000	250,000
4687	IF TO 54-313	0	57,517	40,126	51,595	51,595
	<b>OPERATING TRANSFERS OUT</b>	<b>250,000</b>	<b>307,517</b>	<b>290,126</b>	<b>301,595</b>	<b>301,595</b>
4375	OTHER INTEREST	104,960	57,125	51,650	45,888	39,824
4376	LOAN PRINCIPAL	0	0	109,939	115,701	121,765
4385	PRINCIPAL PAYMENT CONTRA	0	0	0	0	0
	<b>DEBT SERVICE</b>	<b>104,960</b>	<b>57,125</b>	<b>161,589</b>	<b>161,589</b>	<b>161,589</b>
	<b>TOTAL EXPENDITURES</b>	<b><u>\$660,275</u></b>	<b><u>\$938,453</u></b>	<b><u>\$1,194,772</u></b>	<b><u>\$1,033,897</u></b>	<b><u>\$1,040,323</u></b>



## **TRANSFER STATION**

---

### ***PROGRAM DESCRIPTION***

The City-owned Transfer Station provides for the transfer of refuse from collection vehicles to larger trucks for transport to a final disposal site. The Transfer Station is leased and operated by Browning-Ferris Industries of California, Inc., the City's franchised Scavenger Company, under a triple-net operating lease through June 30, 2014. Under this lease arrangement and the franchise agreement, the City receives lease and recycling revenues while incurring recycling, 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 BFI.

### ***GOAL***

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

**CITY OF DALY CITY**

Revenue Budget

2002-03/2003-04

Fund: MUSSEL ROCK TRANSFER STAT

45

Department: FINANCE

030

Program: TRANSFER STATION

390

	1999-00	2000-01	2001-02	2002-03	2003-04
REVENUES	Actual	Actual	Estimated	Approved	Approved
3933 LEASE REVENUES	375,000	375,000	375,000	375,000	375,000
RENTS AND INTEREST	375,000	375,000	375,000	375,000	375,000
3796 REIMBURSEMENT FOR CURRENT SVC	45,319	45,319	53,340	57,381	60,824
3798 RECYCLING REVENUE	724,919	1,100,034	1,042,000	1,214,840	1,237,097
CHARGES AND FEES	770,238	1,145,353	1,095,340	1,272,221	1,297,921
3915 BAD DEBT RECOVERIES	330	612	621	600	600
MISCELLANEOUS REVENUES	330	612	621	600	600
TOTAL REVENUES	<u>\$1,145,568</u>	<u>\$1,520,965</u>	<u>\$1,470,961</u>	<u>\$1,647,821</u>	<u>\$1,673,521</u>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

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

	1999-00	2000-01	2001-02	2002-03	2003-04
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
4245 RECYCLING CHARGE	770,652	1,142,932	1,189,308	1,214,000	1,237,000
<b>SERVICES AND SUPPLIES</b>	770,652	1,142,932	1,189,308	1,214,000	1,237,000
4431 DEPRECIATION	30,782	43,703	43,703	43,703	43,703
4433 BAD DEBTS	3,422	3,130	4,100	4,000	4,000
4434 MISCELLANEOUS OTHER CHARGES	59,430	300	0	0	0
<b>OTHER CHARGES</b>	93,634	47,133	47,803	47,703	47,703
4301 GENERAL INSURANCE CHARGES	3,204	3,213	3,277	3,277	3,277
<b>FIXED CHARGES</b>	3,204	3,213	3,277	3,277	3,277
4570 FUEL TANK	8,506	0	0	0	0
4597 EXPENSE CONTRA ACCOUNT	-36,067	0	0	0	0
<b>CAPITAL OUTLAY</b>	-27,561	0	0	0	0
4651 IF TO 01-031-031	335,000	341,700	348,500	348,500	348,500
4652 IF TO 01-030-030	50,278	51,786	53,340	57,381	60,824
<b>OPERATING TRANSFERS OUT</b>	385,278	393,486	401,840	405,881	409,324
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,225,207</u></b>	<b><u>\$1,586,764</u></b>	<b><u>\$1,642,228</u></b>	<b><u>\$1,670,861</u></b>	<b><u>\$1,697,304</u></b>



## **AB 1600 PUBLIC FACILITY FEES**

---

### ***PROGRAM DESCRIPTION***

AB 1600 Public Facility Fees are revenues derived from developer fees that are restricted to infrastructure expenditures for new development necessitated expansion and enhancements. The three major AB 1600 revenue and expenditure categories consist of General, Storm Drain and Roadway accounts.

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

**Fund: AB 1600 PUBLIC FACILITY F 20**  
**Department: FINANCE 031**  
**Program: AB 1600 PUBLIC FACILITY FEES 401**

	1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3701 AB 1600 FEES - ZONE 1	5,041	36,691	34,192	2,000	2,000
3702 AB 1600 FEES - ZONE 2	30	0	185,791	86	86
3704 AB 1600 FEES - ZONE 4	24,913	15,023	4,533	15,044	15,044
3708 AB 1600 FEES - ZONE 8	15	0	6,555	86	86
3733 WATER SYSTEM IMP FEES-SUB &DEV	343,418	117,983	148,685	128,539	128,539
3735 AB 1600 ADMIN/CITYWIDE FEES	587,128	319,248	369,600	192,177	192,177
3736 AB 1600 FIRE FEES	65,489	38,523	64,110	39,969	39,969
3737 AB 1600 POLICE FEES	174,051	159,725	139,359	43,209	43,209
3738 AB 1600 LIBRARY FEES	150,205	158,719	51,191	41,596	41,596
3739 STORM DRAIN FEES-SO PALISADES	171	108	65	634	634
3740 AB1600 SEWER SYS IMPROVE FEES	19,958	0	0	0	0
3742 AB1600 PARKS & REC FEES	181,019	211,625	68,265	26,887	26,887
3846 STORM DRAIN FEES - BAYSHORE	9,204	73,892	54,040	5,621	5,621
3847 STORM DRAIN FEES - COLMA CREEK	31,008	122,759	62,037	25,787	25,787
3848 STORM DRAIN FEES - CROCKER	28,566	31,473	5,861	22,231	22,231
3849 STORM DRAIN FEES-VISTA GRANDE	113,135	51,602	119,218	15,093	15,093
<b>CHARGES AND FEES</b>	<b>1,733,351</b>	<b>1,337,371</b>	<b>1,313,502</b>	<b>558,959</b>	<b>558,959</b>
<b>TOTAL REVENUES</b>	<b><u>\$1,733,351</u></b>	<b><u>\$1,337,371</u></b>	<b><u>\$1,313,502</u></b>	<b><u>\$558,959</u></b>	<b><u>\$558,959</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: AB 1600 PUBLIC FACILITY F 20**  
**Department: FINANCE 031**  
**Program: AB 1600 PUBLIC FACILITY FEES 401**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4702 AB 1600 IMPROVEMENT ZONE 2	0	0	0	0	0
4735 AB 1600 ADMIN/CITYWIDE FEES	0	555,000	0	0	0
4736 AB 1600 FIRE FEES	0	0	307,000	0	0
4738 AB 1600 LIBRARY FEES	0	0	352,000	170,000	558,000
4740 AB 1600 SEWER SYS IMPROVE FEES	0	249,177	0	0	0
4742 AB1600 PARKS & REC FEES	0	424,000	826,000	2,200,000	0
4746 STORM DRAIN FEES: BAYSHORE	620,800	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>620,800</b>	<b>1,228,177</b>	<b>1,485,000</b>	<b>2,370,000</b>	<b>558,000</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$620,800</u></b>	<b><u>\$1,228,177</u></b>	<b><u>\$1,485,000</u></b>	<b><u>\$2,370,000</u></b>	<b><u>\$558,000</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2002-03/2003-04**

**Fund: AB 1600 PUBLIC FACILITY F 20**  
**Department: FINANCE 301**  
**Program: AB 1600 PUBLIC FACILITY FEES 401**

	1999-00	2000-01	2001-02	2002-03	2003-04
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
3510 INVESTMENT EARNINGS	0	114,603	0	0	0
3515 UNREALIZED GAIN/LOSS ON INVEST	0	23,455	0	0	0
RENTS AND INTEREST	0	138,058	0	0	0
3701 AB 1600 FEES - ZONE 1	5,041	36,691	34,192	2,000	2,000
3702 AB 1600 FEES - ZONE 2	30	0	185,791	86	86
3704 AB 1600 FEES - ZONE 4	24,913	15,023	4,533	15,044	15,044
3708 AB 1600 FEES - ZONE 8	15	0	6,555	86	86
3733 WATER SYSTEM IMP FEES-SUB &DEV	343,418	117,983	148,685	128,539	128,539
3735 AB 1600 ADMIN/CITYWIDE FEES	587,128	319,248	369,600	192,177	192,177
3736 AB 1600 FIRE FEES	65,489	38,523	64,110	39,969	39,969
3737 AB 1600 POLICE FEES	174,051	159,725	139,359	43,209	43,209
3738 AB 1600 LIBRARY FEES	150,205	158,719	51,191	41,596	41,596
3739 STORM DRAIN FEES-SO PALISADES	171	108	65	634	634
3740 AB1600 SEWER SYS IMPROVE FEES	19,958	0	0	0	0
3742 AB1600 PARKS & REC FEES	181,019	211,625	68,265	26,887	26,887
3846 STORM DRAIN FEES - BAYSHORE	9,204	73,892	54,040	5,621	5,621
3847 STORM DRAIN FEES - COLMA CREEK	31,008	122,759	62,037	25,787	25,787
3848 STORM DRAIN FEES - CROCKER	28,566	31,473	5,861	22,231	22,231
3849 STORM DRAIN FEES-VISTA GRANDE	113,135	51,602	119,218	15,093	15,093
<b>CHARGES AND FEES</b>	<b>1,733,351</b>	<b>1,337,371</b>	<b>1,313,502</b>	<b>558,959</b>	<b>558,959</b>
<b>TOTAL REVENUES</b>	<b><u>\$1,733,351</u></b>	<b><u>\$1,475,429</u></b>	<b><u>\$1,313,502</u></b>	<b><u>\$558,959</u></b>	<b><u>\$558,959</u></b>

**CITY OF DALY CITY**

**Expenditure Budget  
2002-03/2003-04**

**Fund: AB 1600 PUBLIC FACILITY F 20**  
**Department: FINANCE 301**  
**Program: AB 1600 PUBLIC FACILITY FEES 401**

<b>EXPENDITURES</b>	<b>1999-00 Actual</b>	<b>2000-01 Actual</b>	<b>2001-02 Estimated</b>	<b>2002-03 Approved</b>	<b>2003-04 Approved</b>
4702 AB 1600 IMPROVEMENT ZONE 2	0	0	0	0	0
4735 AB 1600 ADMIN/CITYWIDE FEES	0	555,000	0	0	0
4736 AB 1600 FIRE FEES	0	0	307,000	0	0
4738 AB 1600 LIBRARY FEES	0	0	352,000	170,000	558,000
4740 AB 1600 SEWER SYS IMPROVE FEES	0	249,177	0	0	0
4742 AB1600 PARKS & REC FEES	0	424,000	826,000	2,200,000	0
4746 STORM DRAIN FEES: BAYSHORE	620,800	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	<b>620,800</b>	<b>1,228,177</b>	<b>1,485,000</b>	<b>2,370,000</b>	<b>558,000</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$620,800</u></b>	<b><u>\$1,228,177</u></b>	<b><u>\$1,485,000</u></b>	<b><u>\$2,370,000</u></b>	<b><u>\$558,000</u></b>



# CITY OF DALY CITY

## CAPITAL PROJECTS BUDGET

### General Information and Overview

---

#### **2003 and 2004 CAPITAL IMPROVEMENT PROGRAM**

The City of Daly City Capital Improvement Budget for fiscal years 2003 and 2004 provides funding for 179 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 \$88.9 million are planned over the next two years. Of this total, \$59.3 million represents new appropriations and the remaining \$29.6 million are appropriations from prior years that have been carried forward.

Capital outlays are made from the following City funds:

#### **Gas Tax Fund 17**

There are 30 budgeted capital projects in the Gas Tax Fund in fiscal 2003 and 2004. 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 the extent that such construction impacts streets and traffic.

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.

#### **Community Development Block Grant (CDBG) Fund 18**

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.

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.

#### **Capital Outlay Fund 31**

The Capital Outlay Fund provides for 40 capital projects in fiscal 2003 and 2004. 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. Park-in-lieu Fees are restricted for use on Park and Recreation facility renovations and improvements only.

Projects in the Capital Outlay Fund involve major maintenance and minor modifications to existing public facilities and major equipment purchases for City Departments which do not have a dedicated capital fund.

# CITY OF DALY CITY CAPITAL PROJECTS BUDGET

## General Information and Overview

---

### **Major Public Facilities Fund 33**

Projects in this fund include on-going design and construction of nearly \$48 million in major additions and improvements to City facilities over the next two years.

Capital projects in this fund are 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 will come from School Districts and neighboring agencies benefiting from the improvements and from private grant sources. The grants, Park-in-lieu Fees and Public Facility Fees are restricted for use on designated projects.

### **Water Fund 41**

All capital 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 48 Water Fund capital projects planned for fiscal 2003 and 2004. All money for these projects is provided by the Water Fund.

### **Sanitation District Fund 87**

The North San Mateo County Sanitation District, a subsidiary district of the City of Daly City, pays for projects in this fund. The District serves Daly City as well as several neighboring northern San Mateo County jurisdictions. There are 42 capital projects planned by the District in fiscal 2003 and 2004.

All capital expenses involving the Daly City 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.

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

PROG NO.	PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS FY 2002-03	BUDGET FY 2003-04	FY 2004-05	FY 2005-06	Beyond 2006	Funding Sources/Comments
<b>Annual Programs:</b>											
314	601	Street Tree Sidewalk Repair R. Ranson	19,937	19,937		15,000	15,000	15,000	15,000	15,000	GT Annual Program
314	602	Street Tree Street Repair R. Ranson	13,927	13,927		15,000	15,000	15,000	15,000	15,000	ST Annual Program GT
316	603	Street Light Installations A. Poster	63,235	63,235		25,000	25,000	25,000	25,000	25,000	ST Annual Program GT
312	604	Traffic Signal Upgrades A. Poster	123,881	108,881	15,000	40,000	25,000	26,000	26,000	27,000	GT Replace detectors in pavement. Coord. ST with Street Resurfacing project
312	605	Roadway Storm Drain Maint. R. Ranson	57,000	14,000		30,000	30,000	30,000	30,000	30,000	GT Annual Program. Repairs & improvements
312	608	Street Resurfacing Phase I J. Brunner (also projects below)	1,066,353	1,359,000							
312	617	Street Resurfacing Phase II	845,735	50,000	795,735	2,035,735	1,313,469	1,352,873	1,393,459	1,435,263	GT /ST Annual Program. Budget includes: CA SB 300 & STIP Augmentation grant GT/FA 02-03 funding: DCRA ST /FA Mission-DeLong & West of Lk. Mcd. ST/FA
312	683	Geneva Ave. Resurfacing	515,750	20,000	495,750	495,750					
312	684	John Daly Blvd. Resurfacing	1,056,264	1,035,000							
312	689	J. Serra Blvd. Resurfacing	944,581	780,000							
312	618	Street Slurry Seal J. Brunner	321,131	320,000		350,000	365,000	365,000	378,000	378,000	GT Annual Prog. to Prolong pavement life
312	660	Roadway Management Systems	78,210	78,210							
		NEW Traffic Volume Analysis				20,000	13,000	13,000	13,000	13,000	GT Develop & maintain traffic count database
		NEW Cooperative Project Development				25,000	25,000	25,000	25,000		ST Develop projects and ID grant funding
312	661	Congestion Management Plan M. Sharma	85,185	85,185		212,600	221,100	230,000	239,100	247,800	GT City share of Annual Program
312	662	GIS System Upgrades	40,000	30,000	10,000	30,000	30,000	20,000	20,000	20,000	GT Update maps for streets & storm drains
312	666	Series Circuit Streetlights REVISED A. Poster	357,732		357,732	387,732	700,000	800,000	800,000	8,000,000	GT Assess system deficiencies ST Phased circuit conversion

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET -- FUND SUMMARY

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

PROG NO.	PROJ NO.	Project Name Proj. Manager	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	BUDGET FY 2002-03	TOTAL FUNDS FY 2003-04	BUDGET FY 2004-05	BUDGET FY 2005-06	Beyond 2006	Funding Sources/Comments
<b>Traffic Signals and Signalized Intersection Improvements:</b>											
312	NEW	Lighted Street Sign Conversion				85,000	85,000	30,000			GT Convert green signs to blue std. design
312	655	Geneva/Rio Verde & Schwerin Intersection Improvements J. Brunner	574,242	450,000							GT Reconstruction of signal systems FA PUBLIC FACILITY FEE ELIGIBLE ST
312		Main St/Bayshore Bl. Improve John Daly Blvd. Improvements:						40,000			GT Joint improvements with Brisbane
312	634	J. Daly/1280 Bridge Widening*	2,574,163	2,574,163							ST Widen both sides to accomodate FA additional lanes
312	670	John Daly/Dorchester Improve. A. Poster	4,336	4,336							ST Signal reconstruction/channelization
<b>Roadway Improvements:</b>											
<i>Listed alphabetically</i>											
312	667	'B' Street Pedestrian Bikeway	14,452								ST Walkway/bike path to Colma BART station Daly City share of County project
312	620	Colma Creek Drainage Improve R. Ovadia	6,962								GT Tie in to new SM County improvements
312	NEW	Belmar Ave Pedestrian Improve				60,000					
312	607	Eastmoor Offramp Extension	91,421	1,515							ST Former Pierce/Edgeworth Ext. proj.
312	653	Geneva Streetscape Masterplan	165,000	165,000							OF Improvements 02-04 funded by DCRA
312	691	J. Serra Pedestrian Improve. J. Brunner	493,118	365,000	158,118	158,118					FA /MD Developer Fees Pacific Plaza
312	693	J. Serra Median Landscape J. Brunner	558,182	400,000	30,000	30,000					GT /MD Developer Fees Pacific Plaza
312	695	J. Serra Traffic Signals A. Poster	157,783	157,783							MD Developer Fees Pacific Plaza
312	614	Lake Merced Blvd./Basin Storm Drain Improvements R. McGough	1,302,131		1,302,131	1,302,131				19,000,000	GT Improve roadway drainage-affects PF various streets throughout basin PUBLIC FACILITY FEES
312	613	Vista Grande Canal Bypass R. McGough	215,000		215,000	215,000					GT PUBLIC FACILITY FEE ELIGIBLE
312	628	Roosevelt Ave. Improvements J. Brunner	67,219	67,219							ST Lower street crown, replace gutters
312	650	San Pedro Rd. Safety Improve. A. Poster									GT COMPLETED
312	623	Skyline Dr. Sewer Reroute A. Venturelli	12,972	12,972							Moved to Sanitation Fund 87

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET - FUND SUMMARY

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

PROG NO.	PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS FY 2002-03	BUDGET FY 2003-04	FY 2004-05	FY 2005-06	Beyond 2006	Funding Sources/Comments
312	REV	Southgate Ave. Improvements					60,000	350,000			GT /ST Park Plaza to Lake Merced
312	633	Westline Drive Repairs R. McGough	40,000	40,000		20,000	21,000	21,000	21,000	22,000	GT Repair uneven pavement
312	635	Westlake Ave. Improve/Undergrnd* A. Venturelli	182,444	182,444							GT Conceptual plan development 1994-97. ST Construction future
312	665	Westlake Off-ramp Landscape	100,603	91,273	9,330	337,607					
312		Undergrounding - 92nd Street								150,000	GT Construction future
312	637	Undergrounding - Sullivan Ave. A. Venturelli	5,252	5,252							ST Design 1995-96, Right of way acquis. 1998-99, construction 1999-2000
312	639	Undergroundng - Mission St. A. Venturelli	160,052	10,000	150,052	170,052					ST Valley St. to San Pedro Rd.
312	NEW	Undergrounding - Geneva Ave.						100,000			
<i>Other projects:</i>											
314	690	Trailer Mounted Line Striper R. Ranson	27,555	11,422							GT Upgrade from manually operated sys.
010	600	Contingencies J. Martin	29,128		29,128	154,128					GT For unanticipated proj. expenditures ST funded from Gas Tax and Sales Tax
<b>Total Gas Tax Fund Capital:</b>			<b>12,370,936</b>	<b>8,515,754</b>	<b>3,567,976</b>	<b>6,213,853</b>	<b>2,943,569</b>	<b>3,457,873</b>	<b>3,000,559</b>	<b>29,378,063</b>	

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

PROG NO.	PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	BUDGET FY 2002-03	TOTAL FUNDS FY 2002-03	BUDGET FY 2003-04	FY 2004-05	FY 2005-06	Beyond 2006	Funding Sources/Comments
<b>Funds Committed to Operations</b>												
031	031	Transfer to Street Maint.	843,761	843,761		990,838	990,838	1,046,141	975,000	975,000	975,000	GT Gas tax support of eligible
031	031	Tfr. to Street Light Maint.	364,070	364,070		433,402	433,402	438,060	330,000	330,000	330,000	GT operating expenses for the
031	031	Tfr. to Traffic Signal Maint.	238,076	238,076		278,598	278,598	286,351	276,865	283,563	290,261	GT maintenance of streets, traffic controls and street lighting
<b>Total Gas Tax Fund 17:</b>			<b>13,816,843</b>	<b>9,961,661</b>	<b>3,567,976</b>	<b>7,916,691</b>	<b>7,916,691</b>	<b>4,714,121</b>	<b>5,039,738</b>	<b>4,589,122</b>	<b>30,973,324</b>	
<b>Funding Breakdown</b>												
Gas Tax-all sources (GT):			4,709,959	2,991,170	1,622,888	3,953,326	3,953,326	2,630,652	2,686,865	2,370,663		
Sales Tax (Meas. A) (ST):			2,859,039	2,543,559	474,329	1,747,606	1,747,606	2,083,469	2,352,873	2,218,459		
Federal ISTEA Funds (FA):			3,878,651	3,374,592	369,750	369,750	369,750					
Various State Grants (CA):			1,409,074	586,739	807,335	1,082,335	1,082,335					
Misc Developer Fees (MD):			263,182		30,000	30,000	30,000					
Public Facility Fees (MD):			538,674	275,000	263,674	263,674	263,674					
Other (OF):			158,264	190,601		470,000	470,000					
<b>Totals:</b>			<b>13,816,843</b>	<b>9,961,661</b>	<b>3,567,976</b>	<b>7,916,691</b>	<b>7,916,691</b>	<b>4,714,121</b>	<b>5,039,738</b>	<b>4,589,122</b>		

CITY OF DALY CITY

CAPITAL PROJECTS BUDGET - REVENUE / FUND BALANCE PROJECTIONS

Fund Number/Name: 17 / Gas Tax

Funding Source	Actual			Projections...			Projections...		Projections...	
	<<<< FY 2001-02 >>>>			<<<< FY 2002-03 >>>>			FY 2003-04		FY 2004-05	
	Revenue	Expended	Carry Fwd.	Est. Rev.	Exp. Budget	Total Bud.	Est. Rev.	Exp. Budget	Est. Rev.	Est. Expended
<i>Enabling Funds:</i>										
Gas Tax Section 2107.5	10,000			10,000			10,000		10,000	
Gas Tax Section 2107	850,995			850,995			850,995		868,014	
Gas Tax Section 2106	511,507			511,507			511,507		521,737	
Gas Tax Sec. 2105 (Prop 111)	647,764			647,764			647,764		660,719	
Investment Earnings	146,558			120,000			120,000		120,000	
<b>subtotal Gas Tax (GT):</b>	<b>2,166,823</b>	<b>2,991,170</b>	<b>1,622,888</b>	<b>2,140,265</b>	<b>2,330,438</b>	<b>3,953,326</b>	<b>2,140,265</b>	<b>2,630,652</b>	<b>2,180,471</b>	<b>2,686,865</b>
<b>Sales Tax (Meas. A) (ST):</b>	<b>1,226,514</b>	<b>2,543,559</b>	<b>474,329</b>	<b>1,226,514</b>	<b>1,273,277</b>	<b>1,747,606</b>	<b>1,238,779</b>	<b>2,083,469</b>	<b>1,238,779</b>	<b>2,352,873</b>
<b>Total Enabling Funds:</b>	<b>3,393,337</b>	<b>5,534,729</b>	<b>2,097,217</b>	<b>3,366,779</b>	<b>3,603,715</b>	<b>5,700,932</b>	<b>3,379,044</b>	<b>4,714,121</b>	<b>3,419,250</b>	<b>5,039,738</b>
<i>Other Agencies:</i>										
Federal Transp. Funds (FA):	2,559,489	3,374,592	369,750	2,840,500		369,750				
Cal. SB 140(300) Grant (CA):	759,020	326,739	795,735		275,000	1,070,735				
Ca. Traff. Congest. Rlf. (CA):	319,591	319,000		319,591	320,000	320,000				
Cal. AB 434 Grant (CA):			11,600			11,600				
Calif. TDA Grant (CA):		260,000		260,000						
Calif. TSM Grant (CA):										
CalTrans (CA):	685,352			150,000	150,000	150,000				
San Mateo County (OF):										
SM Co. Trans. Auth.(OF):	240,000	(258,485)								
Misc Other Agencies (OA):										
<i>Other Sources:</i>										
PG&E Energy Conserv. Assist.	1,738	1,738								
Misc. Developer Fees (MD):	500,000	125,000	30,000			30,000				
Public Facility Fees (PF):		275,000	263,674			263,674				
Other funds (OF):	3,348	3,348								
<b>TOTAL GAS TAX FUND 17:</b>	<b>8,461,875</b>	<b>9,961,661</b>	<b>3,567,976</b>	<b>6,936,870</b>	<b>4,348,715</b>	<b>7,916,691</b>	<b>3,379,044</b>	<b>4,714,121</b>	<b>3,419,250</b>	<b>5,039,738</b>

6-30-01 Balance includes appropriations carried forward to the following year.

2001-02 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**

Page C-	PROJ. NO.	Project Name Project Manager	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS				BUDGET FY 2003-04	FY 2004-05	FY 2005-06	Beyond 2006	Comments
						FY 2002-03								
	542	<b>Bayshore Park Improvements</b> M. Stallings / R. Berger	80,000		80,000	80,000								Renovation of Public Areas
6	543	<b>Marchbank Park Improvements</b> M. Stallings / R. Berger	850,937	837,157	13,780	13,780								Also included in projects funded under Major Facility Improvements Fund 33
	555	<b>Doelger Sr. Ctr. Improvements</b> M. Stallings / R. Berger	100,000		100,000	100,000								Building repairs and painting
	566	<b>Bayshore Community Ctr.</b> Debt Service M. Stallings / R. Berger	210,000		210,000	725,740			450,000	450,000	3,600,000			Tfr to Major Facility Improvements Fund 33 Repayment of CDBG construction loan
2	675	<b>Sidewalk Handicapped Ramps</b> M. Sharma / R. Berger	90,832	89,500										Install sidewalk ramps on selected corners – COMPLETED
5	678	<b>Disability Modifications Parks and Recreation</b> M. Stallings / R. Berger	56,883	52,253	4,630	4,630								Modifications for ADA compliance: Doelger Sr. Ctr. Kitchen & Restrooms
<b>Total C.D.B.G. Fund 18:</b>			1,388,652	978,910	408,410	924,150			450,000	450,000	3,600,000			

All funding is from Community Development Block Grant Funds (BG)



CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

PROG	PROJ.	Project Name	Funds Avail.	Expended	Carry Fwd.	TOTAL FUNDS BUDGET				Beyond	
NO.	NO.	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	2006	Funding Sources/Comments
010	518	Capital Contingency	665		665	50,665					GF For Unexpected Project Expenditures
010	519	Developer-in-Lieu Contingency	32,347		32,347	32,347					DP For Unexpected Project Expenditures
<b>Civic Center Projects:</b>											
313	502	Doors & Hardware D. Thomasson	35,663	35,662							GF Replace hardware and locks
313	505	Refinish Floors D. Thomasson	9,287		9,287	9,287					GF Sand and refinish marble floors
312	509	Energy Efficient Retrofit D. Thomasson	152,333	144,326		144,326	144,326	144,326	144,326	288,652	GF HVAC and lighting improvements OF Bldg Maint Fund
		<b>NEW Flagpole Replacement</b>				9,000					GF Replace aging pole
010	023	Channel 8 Upgrades J. Curran	33,549	16,151	17,398	17,398					OF Improve timed scheduling, add racks. other equip upgrades. Grant Funding
<b>City Clerk</b>											
020	526	Document Imaging System H. Flowerday	51,710	42,969	8,740	8,740					GF CD Archive record storage
<b>ECD</b>											
300	885	Business Ctr. Telephone Equip.	23,880		23,879	23,879					
<b>Finance</b>											
030	500	Telecommunications I-Net M. Wilson	600,000	30,000	570,000	770,000					OF Funded by grants from Cable svc. provider

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

PROG	PRJ	Project Name	Funds Avail.	Expended	Carry Fwd.	TOTAL FUNDS	BUDGET	Beyond			
NO.	NO.	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	2006	Funding Sources/Comments
<b>Fire Department</b>											
<i>Station Major Maintenance:</i>											
D. Thomasson											
313	531	Sta. 91 Re-Roof	72,522	53,266							GF COMPLETED
313	532	Sta. 91 Painting	5,953	800							GF COMPLETED
313	534	Sta. 94 Structural Beams									GF Repair dry rot
313	537	Sta. 94 Painting	7,900	2,500							GF COMPLETED
313	533	Sta. 94 Re-Roof	100,000	80,000	20,000	20,000					GF Planned maint. replacement
313	535	Sta. 95 Re-Roof	59,025	40,000	19,025	19,025					GF Older portion of bldg.-some leaks
220	529	Signal Light Priority System S. Hawthorne								245,000	GF PUBLIC FACILITY FEE ELIGIBLE
<b>FIRE DEPT. TOTALS:</b>			245,400	176,566	39,025	39,025				245,000	
<b>Public Library</b>											
120	521	Reference Desk Improvements S. Gilden	2,542	2,542							OF Private donation - COMPLETED
120	520	PLS Network Upgrades/Equipment S. Gilden	150,000		150,000	150,000					GF special GF transfers from Library operating
<b>LIBRARY TOTALS:</b>			152,542	2,542	150,000	150,000					

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

PROG	PROJ	Project Name	Funds Avail.	Expended	Carry Fwd.	TOTAL FUNDS BUDGET				Beyond	Funding Sources/Comments
NO.	NO.	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	2006	
<b>Parks and Recreation</b>											
313	567	Bayshore Clubhse/JChild Care Repa D. Thomasson	447,047	365,556	81,491	81,491					GF Replace tile, repair windows/dry rot DP
<b>Doelger Senior Center:</b>											
132	553	Lighting Upgrades S. Horst	4,025	1,723	2,302	2,302					GF For close up work(crafts) and reading
132	555	Painting and Repairs	15,769	15,769							GF Renovate exterior
132	556	Dining Room Expansion	29,558	29,558							GF Extend multi use room eastward
131	557	Doelger Art Center Theater E. Barney	5,000	140	4,860	4,860					GF &Grants/Fundraising for outdoor theater
313	NEW	Doelger Art Center Reroof				220,000					GF Overdue re-roofing
133	599	Gallert Picnic Shelter Remodel D. Bray	22,220		22,220	22,220					DP Security lighting, BBQ grills, picnic tables
131	558	Tennis Court Resurfacing M. Gutierrez	24,000	24,000		89,000	88,248				GF Replace worn, hazardous surfaces DP funding after 2002
<b>Parks and Recreation (continued)</b>											
133	544	Parks Greenhouse R. DeNicola		1,142							DP COMPLETED
133	585	Tree Reforestation Plan R. DeNicola	10,431	4,970	5,461	55,461	50,000	10,000	10,000	10,000	DP replace 30-40 dying/mature trees per year
133		Urban Forest Mgt. Program					22,000				GF Tree Management software
133	514	Tree Root Sidewalk Repair E. Barney	18,897	455	18,442	18,442					DP Renovate park walkways
133	NEW	Westmoor Park Irrigation Renovatic <i>Equipment:</i> E. Barney				55,000					GF Replace 45 y/o system, standardize pipe si
133	875	Park Equipment	336	355							GG Gallert Grant
131	873	Playground Equipment	12,475	2,754	9,721	9,721					DP 03: Redo 8 playgrounds @\$75,000 ea.
133	545	Irrigation Controller Upgrades B. Roser/S. Sims	32,555		32,554	44,554	16,000	16,000	16,000	16,000	DP Reduce water use through central control
131	869	Inflatable Pool Structures C. Smithson		9,999							DP To provide water fun
133	NEW	Sand Pro Groomer				23,330					GF Replace existing 6 y/o vehicles
131		Recreation Tour Bus								125,000	GF Replace existing bus with tour type bus
<b>PARKS &amp; REC. TOTALS:</b>			622,313	456,421	177,051	626,381	176,248	26,000	26,000	151,000	

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

PROG	PROJ	Project Name	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS BUDGET				Beyond 2006	Funding Sources/Comments						
						FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06								
<b>Police</b>																	
200	591	Firing Range Retrofit J. Warren	33,000									33,000		OF Upgrade obsolete equipment/SLAS Grant			
200		Storage Shed/Generator Cover										25,000		GF cover generator, construct storage bldg.			
200	590	Carpeting & Window Coverings J. Warren		16,000										GF COMPLETED			
200	NEW	Ergonomic Work Stations J. Warren										43,000					
200	868	Radio Equipment Upgrades J. Warren	198,601	198,601										GF OF CLEEP grants (2) to replace PD portable r			
<b>POLICE TOTALS:</b>			231,601	214,601								68,000	33,000				
<b>Public Works</b>																	
<i>Storm Drain Improvements:</i>																	
<b>Bayshore Basin:</b>																	
312	547	General Improvements M. Sharma	21,461		21,461							21,461		8,021,000 SD Developer Storm Dr. Fees/Deposits PF PUBLIC FACILITY FEES CA State Haz. Mitigation grant \$98,500			
<b>Colma Creek Basin:</b>																	
312	619	General Improvements												3,848,000 PF PUBLIC FACILITY FEES			
312	625	Colma Creek Detention Basin										20,000		SD Install basin at Kennedy Sch. site			
312	626	Basin E.I.R. M. Sharma	14,783		14,783							14,783		GF E.I.R. for all projects in masterplan. OF Contributions from Colma/County of SM			
312	627	Garwood/Hillside Drain												200,000 SD Ties Edgewood Pk. sys. to Hillside Bl.			
<b>Vista Grande/Lake Merced Basin:</b>																	
312	613	General Improvements												PF Project moved to Gas Tax fund			
312	548	Avalon Canyon M. Sharma	42,544		42,544							230,000	30,000	30,000	30,000	30,000	GF Annual Program for maintenance of canyon drainage 03: Mitigate recent earth movem
312	615	John Daly Crossing M. Sharma													13,500	SD Improve drainage in Westlake Ctr. area PF PUBLIC FACILITY FEE ELIGIBLE	

CITY OF DALY CITY  
 CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

PROG	PROJ.	Project Name	Funds Avail.	Expended	Carry Fwd.	TOTAL FUNDS	BUDGET		Beyond	
NO.	NO.	FY 2000-01	FY 2001-02	FY 2001-02	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	2006 Funding Sources/Comments
310	550	Mussel Rock Maintenance M. Sharma	479,528	200,000	272,355	472,355	200,000	200,000	200,000	1,000,000 OF Maintain site / repair sea wall- BFI funded
		<b>Facility Repairs and Major Maintenance:</b>								
		D. Thomasson								
313	506	Building Door/Hardware Repair	47,558	14,000	33,558	33,558	10,000			GF Relace all damaged doors and hardware
313	507	Building Repairs	69,000	65,335	3,665	38,665	35,000	35,000	35,000	GF Annual Prog.–PUB. FACILITY FEE ELIGIE
313	508	Damaged Facility Repairs	17,233	6,808	10,425	30,425	20,000	30,000	30,000	GF Annual Program
313	515	Major Building Electrical Repair	18,914	13,246	5,668	15,668	10,000	15,000	15,000	GF Electrical contingency fund
313	517	Major Building Roof Repairs	90,832	10,000	50,000	50,000	10,000	20,000	20,000	GF Annual roof repair/replacement fund
313	528	Burglar Alarm Systems	23,516	5,520	17,996	17,996				GF In various City buildings
313	586	Floor Mats	11,806	1,151	10,655	10,655				GF Add/replace mats for safety
312	896	Computer Work Stations M. Sharma	8,000		8,000	8,000				GF Upgrade/Add new workstations
312	552	City Gateway Signs W. Gompert	72,140	79,310		20,000	20,000			GF Install monument signs at entrances to Cit
		<b>PUBLIC WORKS TOTALS:</b>	<b>917,315</b>	<b>395,370</b>	<b>491,110</b>	<b>963,566</b>	<b>335,000</b>	<b>330,000</b>	<b>330,000</b>	<b>13,232,500</b>
		<b>Total Capital Outlay Fund 31:</b>	<b>3,108,605</b>	<b>1,514,608</b>	<b>1,519,502</b>	<b>2,912,614</b>	<b>688,574</b>	<b>500,326</b>	<b>500,326</b>	<b>13,917,152</b>
		<b>Funding Breakdown</b>								
		<b>General Fund (GF):</b>	<b>1,409,662</b>	<b>816,240</b>	<b>547,941</b>	<b>1,307,727</b>	<b>223,000</b>	<b>156,000</b>	<b>156,300</b>	
		<b>Public Facility Fees (PF):</b>								
		<b>Misc. Developer Fees (MD):</b>								
		<b>Developer Park Fees (DP):</b>	<b>457,981</b>	<b>386,837</b>	<b>82,284</b>	<b>171,284</b>	<b>88,248</b>			
		<b>Dev. Storm Drain Fees (SD):</b>	<b>21,461</b>		<b>21,461</b>	<b>21,461</b>				
		<b>State Grants (CA):</b>								
		<b>Gellert Grants (GG):</b>	<b>336</b>	<b>355</b>						
		<b>Other Funding (OF):</b>	<b>1,219,165</b>	<b>311,176</b>	<b>867,816</b>	<b>#VALUE!</b>	<b>377,326</b>	<b>344,326</b>	<b>344,326</b>	
		<b>Totals:</b>	<b>3,108,605</b>	<b>1,514,608</b>	<b>1,519,502</b>	<b>#VALUE!</b>	<b>688,574</b>	<b>500,326</b>	<b>500,326</b>	

Detailed information on each capital project is contained in the City's Capital Budget which is published as a separate document. Expended and Carry Fwd. amounts are estimates.

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – REVENUE/FUND BALANCE PROJECTIONS

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

Funding Source	Actual			Projections...			Projections...			Projections...	
	<<<< FY 2001-02 >>>>			<<<< FY 2002-03 >>>>			FY 2003-04			FY 2004-05	
	Revenue	Expended	Carry Fwd.	Est. Rev.	Exp. Budget	Total Bud.	Est. Rev.	Exp. Budget	Est. Rev.	Est. Expend	
Transfer in from Fund 01	903,971	816,240	547,941	310,000	759,786	1,307,727	350,000	223,000	250,000	156,000	
Interest	95,000			80,000			80,000		80,000		
Interfund Transfers Out		264,435									
<b>Total General Fund (GF):</b>	<b>998,971</b>	<b>1,080,675</b>	<b>547,941</b>	<b>390,000</b>	<b>759,786</b>	<b>1,307,727</b>	<b>430,000</b>	<b>223,000</b>	<b>330,000</b>	<b>156,000</b>	
<i>Building/Development Fees:</i>											
Developer Park Fees (DP):	494,463	386,837	82,284	275,000	89,000	171,284	600,000	88,248			
Developer Police Fees (PD):											
Dev.Storm Drain Fees (SD)-general:											
Bayshore Basin:			21,461			21,461					
Colma Creek Basin:											
Crocker Basin:											
Vista Grande Basin:											
Misc. Developer Fees (MD):											
Public Facil. Fees-Storm Drain (PF):											
Public Facil. Fees-General (PF):											
<i>Other Agencies:</i>											
B.A.R.T. for Colma Creek (OF):				40,000							
Colma Creek EIR participants (OF):			8,063	43,150		8,063					
Police Grants (PD):											
<i>Other Funds:</i>											
<i>Other Sources:</i>											
Cable TV Provider Grants (OF):	380,561	46,151	587,398	230,000	200,000	787,398	89,507		91,884		
Gellert Grants (GG):		355									
Refuse Co. (OF):	200,000	200,000	272,355	200,000	200,000	472,355	200,000	200,000	200,000	200,000	
Building Maintenance Fund				144,326	144,326	144,326	144,326	144,326	144,326	144,326	
Other/Miscellaneous Funds (OF):	65,025	65,025					33,000	33,000			
<b>TOTAL FUND 31:</b>	<b>2,139,020</b>	<b>1,779,043</b>	<b>1,519,502</b>	<b>1,322,476</b>	<b>1,393,112</b>	<b>2,912,614</b>	<b>1,496,833</b>	<b>688,574</b>	<b>766,210</b>	<b>500,326</b>	

7-1-02 Balance includes appropriations carried forward from the prior year.  
FY 2002-03 Total Budget is the sum of prior year Carry Fowards and New Expenditure Budget amounts

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

ROJ. NO.	*ROJ. NO.	Project Name Project Manager	Total Project	Expended thru 6-30-01	Funds Avail. FY 2001-02	Est. Expend FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS BUDGET				Beyond 2006	Funding Sources/Comments
								FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06		
312	510	Corporation Yard Improvements* J. Martin	4,440,552	4,257,407	188,145	183,145							Includes "Park Div. Corp. Yard" project PUBLIC FAC FEES - COMPLETED
130	566	Bayshore Comm. Center & Library M. Stallings	8,010,000	59,562	602,438	370,114	232,324	5,905,324	1,675,000				Project funded as follows: CDBG: \$4mil+., CA Library alloc: \$200k, Mid-Peninsula Boys&Girls Club: \$2.25mil., unidentified 1.5 mil PUBLIC FACILITY FEE ELIGIB.
130	576	War Memorial Rebuild M. Stallings	12,009,500	29,243	4,870,757	141,579	4,729,178	11,838,678					Includes new John Daly Branch Library State Library & Park \$ & PUBLIC FAC. FEES
133	511	Citywide Park Improvements-A M. Stallings	669,300	673,561	20,745	(4,261)							Upgrade of playgrounds & tot lots PUBLIC FACILITY FEES COMPLETED
133	581	Citywide Park Improvements-B	826,934	822,061	15,648	4,873							Upgrade of playgrounds & tot lots PUBLIC FACILITY FEES COMPLETED
133	583	Citywide Park Improvements-C	643,221	631,182	13,770	12,039							Upgrade of playgrounds & tot lots PUB. FACIL. FEES – COMPLETED
130	511	Childcare Center	2,140,703	2,140,569	134	134							New building & renovate existng clubhouse
130	597	Westmoor Park Community Ctr. M. Stallings	1,100,000	77,327	1,022,673	47,510	975,163	975,163					Replace existing structure
130	563	Hillside Park Clubhouse M. Stallings	471,845	36,740	366,760	366,760		68,345					Renovate 3 levels. Also \$1mil. From CDBG Fund 18. PUBLIC FAC. FEES
133	543	Marchbank Park Improvements M. Stallings	712,962	457,164	255,798	200,000	55,798	55,798					Funded by State Park grant & CalTrans
130	592	Thornton Beach Trail M. Stallings	693,000	15,398	284,602	21,863	262,739	655,739					PUBLIC FACILITY FEES
220	511	Replace Fire Station No. 2 M. Orloff	2,572,000	68,459	1,749,147	232,426	1,516,721	2,271,115					Renovate & expand building PUBLIC FACILITY FEES
130	571	Lincoln Community Center M. Stallings	2,363,330	159,798	2,070,202	549,932	1,520,270	1,653,600					Joint project. JUHSD share: \$600k, grants: \$400k; & PUBLIC FACIL FEES
130	561	City & JUHSD Field Upgrades M. Stallings	2,025,000	19,958	1,005,042	16,012				1,989,030			Upgrade soccer fields PUBLIC FACILITY FEES
130	599	Gellert Park Field Improvements M. Stallings	2,419,706	31,715	2,376,591	126,202	2,250,389	2,261,789					Renovate and expand facilities PUBLIC FACILITY FEES COMPLETED
130	572	Westlake Comm. Ctr. Expansion M. Stallings	2,170,865	51,746	302,289	59,636	242,653	1,993,672	65,811				Enclose courtyards– \$250k Doelger supporters'; also PUBLIC FACILITY FEES
130	573	Westlake Park Field Lighting M. Stallings	307,513	307,513									New recreation facility
130	556	Doelger Sr. Ctr. Expansion M. Stallings	639,160	247,654	141,506	141,506				250,000			City: \$800k, grants: \$200k PUBLIC FACILITY FEES
130	577	Skate Park M. Stallings	75,000	24,366	50,634		50,634	50,634					
131	584	Swimming Pool Renovations M. Stallings	1,467,916	13,811	576,189	92,880					1,361,225		

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET -- FUND SUMMARY

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

ROJ. NO.	Project Name	Total Project	Expended thru 6-30-01	Funds Avail. FY 2001-02	Est. Expend FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS BUDGET	Beyond 2006	Funding Sources/Comments
NO.	Project Manager						FY 2002-03 FY 2003-04 FY 2004-05 FY 2005-06		
130 568	City & JESD Field Upgrades M. Stallings	2,921,920		500,000	5,429			2,916,491	Joint project. JESD/Others share: \$800k, SMCnty: \$500k, & PUBLIC FACIL FEES
130 587	Palisades Park M. Stallings	200,000		200,000		200,000	200,000		Upgrade Park facilities
120 525	Gellert Park Clubhouse and Main Library Expansion M. Stallings	5,895,782		396,000	55,698	340,302	340,302 4,984,136 515,646		Expand Library, renovate clubhouse and include shared community areas State library \$ & PUBLIC FACILITY FEES
010 511	Civic Center Annex J. Martin	9,983,001	78,752	364,248		364,248	967,248 8,937,001		PUBLIC FACILITY FEES
130	Performing Arts Center	10,000,000						10,000,000	Future project--Contingent on funding
010 510	Overall Design/Engineering /Contingency J. Martin	2,823,817	82,119	822,602		822,602	1,773,272 968,426		Overall conceptual design for all projects
<b>Total Facility Fund 33:</b>		<b>77,583,027</b>	<b>10,286,105</b>	<b>18,195,920</b>	<b>2,623,477</b>	<b>13,563,021</b>	<b>31,010,679 16,630,374 7,032,392</b>	<b>10,000,000</b>	

Funding plan	Source Total	Received thru 6-30-00	Rev. Budget FY 2001-02	Revenue FY 2001-02	Est Revenue FY 2002-03	Est Revenue FY 2003-04	Est Revenue FY 2004-05	Est Revenue FY 2005-06	Est Revenue Beyond 2004
Gen. Fund Reserves for Capital (GF):	39,908,712	19,517,577	7,027,135	7,027,135	4,394,000	5,620,000	3,350,000		
Community Develop. Block Grant (BG):	5,235,000				5,235,000				
State Library Funds (CA):	750,000	350,000	200,000	200,000	200,000				
State Park Grant (CA):	300,000		300,000	300,000					
State Park Bonds (CA):	1,253,557		1,253,557	1,253,557					
Misc. State Grants (CA):									
Other Agencies (OF):	1,396,500	400,000	103,500	103,500	393,000	500,000			
School Districts (OF):	1,073,416	99,508	73,908	73,908	600,000	300,000			
Mid Peninsula Boys&Girls Clubs (OF):	2,250,000				2,250,000				
Public Facility Fees (PF):	6,712,000	1,747,000	1,485,000	1,485,000	2,370,000	558,000	552,000		
Developer Park In-lieu Fees (DP):	1,050,000	850,000				100,000	100,000		
Developer / Other (OF):	790,000	587,808	202,192	202,192					
Donations / Secured Grants (OF):	250,000		250,000	250,000					
Other/Misc. Funds (OF):	120,571	120,571							
Sanitation Loan (OF):	3,698,521					3,698,521			
balance fwd.			13,386,359	13,386,359	21,658,174	6,089,495	235,642	0	0
<b>Funding Subtotal</b>	<b>64,788,277</b>	<b>23,672,464</b>	<b>24,281,651</b>	<b>24,281,651</b>	<b>37,100,174</b>	<b>16,866,016</b>	<b>4,237,642</b>	<b>0</b>	<b>0</b>
Funding/Grants needed:	12,794,750						2,794,750		10,000,000
<b>Balance</b>	<b>0</b>	<b>13,386,359</b>	<b>6,085,731</b>	<b>21,658,174</b>	<b>6,089,495</b>	<b>235,642</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Portions of this project are budgeted in other capital funds--see Multi-Fund Project Listing in Section A

Detailed information on each capital project is contained in the City's Capital Budget which is published as a separate document. Expended and Carry Fwd. amounts shown above are estimates.

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET -- FUND SUMMARY

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

Program: **385**

PROJ. NO.	Project Name Proj. Manager	Funds Avail.	Expended	Carry Fwd.	TOTAL FUNDS				Beyond	Comments
		FY 2001-02	FY 2001-02	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	2006	
<b>Distribution System:</b>										
<b>Annual Programs:</b>										
617	Street Resurfacing Water Mains T. Piccolotti	510,901	23,623	100,000	100,000	100,000	200,000	200,000	200,000	Replace of mains in streets to be resurfaced
742	Fire Flow Improvements T. Piccolotti	102,197	80,000	22,197	100,000	100,000	100,000	100,000	100,000	Improve Fire Flows in the Redevelopment Area PUBLIC FACILITY FEE ELIGIBLE
752	Main Rehab/Improvements T. Piccolotti	124,372	11,364	100,000	100,000	100,000	100,000	100,000	100,000	Replace portions of existing mains as needed
760	Miscellaneous Equipment T. Piccolotti	45,224	8,000	20,000	20,000	20,000	20,000	20,000	20,000	Purchase or replace capital equip. as needed
NEW	Well Rehabilitation M. Huculak				75,000	25,000	25,000	25,000	25,000	Repair or replace equipment, well reconditioning
NEW	Water Conservation Program C. Royer				10,000	15,000	15,000	15,000	15,000	Residential kits, rebates & other promotions
<b>System Improvements:</b>										
	C. Royer									
510	Corp. Yard Water Improvements*	15,297								COMPLETED
634	John Daly Bridge Widening*	6,000								Water Fund portion -- COMPLETED
727	Lausanne Ave.	71,820	38,339	33,481	500,000					Water masterplan project 'Ob'
728	King Dr.	457,600	29,504	300,000	300,000					Water masterplan project 'CC'
729	Valley/County/Hillside St.	37,800	23,612	14,188	14,188		1,128,400			Water masterplan project 'Tb'
730	Chester St.	40,824	10,062	30,762	30,762			556,636		Water masterplan project 'Td'
731	Hillside Blvd.	15,624		15,624	15,624					Water masterplan project 'Tf'
732	Geneva Ave	20,160	15,625	4,535	4,535			371,280		Water masterplan project 'DD-a'
733	Rio Verde St.	46,620	7,246	39,374	39,374			722,610		Water masterplan project 'DD-d'
735	Schwerin St.	46,620	2,250	44,370	44,370				679,024	Water masterplan project 'DD-e'
736	Shipley/King Dr.	85,523	22,002	63,521	63,521				753,176	Water masterplan project 'Z1&2 + BB-b'
744	Crocker School Site Improvements*	97,000		97,000	97,000					Upgrade services to developer installed main
750	St. Francis Blvd. Main	2,678	2,744							Project 'MM' -- COMPLETED
751	East Moltke St. Main	688,330	430,000							Project 'N' -- COMPLETED
756	Bismark/Peter/Paul		62							Improve fire flow in zone 3 -- COMPLETED
774	Water Sys. Mapping - GIS	32	58,900							Update present incomplete maps
775	Water Transfer Project	100,000		50,000	50,000	50,000	100,000	100,000	100,000	Transfer service connections to larger mains
NEW	Castle Street Project				233,126					Replace water mains

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **41 / Water**Program: **385**

PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS				Beyond	Comments	
					FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	2006		
NEW	Irvington/Crocker					64,008				Water masterplan project 'Ba & b'	
NEW	Bellevue/Templeton					81,900				Water masterplan project 'Ca & b'	
NEW	Station/W. Market/Mateo/Vale					73,080				Water masterplan project 'Ra & b; Sa & b'	
NEW	Bepier/Mission/Hillcrest					23,940				Water masterplan project 'Aa, b & c'	
NEW	Skyline/Longview					172,620				Water masterplan project 'W & Xe'	
NEW	Verducci/Gellert						90,765			Water masterplan project 'AA, BB -a, KK'	
NEW	King Drive (West of Callan)						7,560			Water masterplan project 'Y East'	
NEW	Warwick Street						20,475			Water masterplan project 'JJ'	
NEW	East Market Street					26,460	349,860			Water masterplan project 'T - e'	
	Remaining Master Plan Projects							15,897,612		Future Improvements	
879	Vehicle Upgrades P. Sweetland	45,210	41,443	3,767	51,547	37,500	37,500	37,500	37,500	Replace/modify existing undersized vehicles	
<b>Water Operations:</b>											
701	Plant Improvements: M. Huculak	400,818	340,818	60,000	175,000	175,000	175,000	175,000	175,000	Annual Proj.: various reservoir & pump station improvements & repairs	
710	Groundwater Management Plan P. Sweetland	359,620	82,147	277,473	277,473					Basinwide Monitoring	
712	Reservoir Cleaning D. Baker	36,211	6,235	17,500	17,500	17,500	17,500	17,500	17,500	Reservoir cleaning	
713	Reservoir 1 Rehabilitation	45,781	45,781							– COMPLETED	
714	Reservoir 3 Rehabilitation	160,000	54,488							– COMPLETED	
717	Reservoir #4 Improvements	14,010								– COMPLETED	
725	Well10 Replacement P. Sweetland	523,014	39,431	483,583	483,583					New Well	
726	Replace Undrgmd. Fuel Tanks* M. Alcadie	792,505	414	150,000	150,000					Phased project to meet state requirements. See also Sanitation Fund 87	
734	Chloramine Conversion D. Baker	529,617	6,819	522,798	522,798					Coordinate with SFWD disinfection modifications	
739	Facility Roadway Rehab. C. Royer	47,800		40,000	40,000	40,000	40,000	40,000	40,000	Repair roads within facilities	
762	Hickey Pump Station Generator M. Huculak	225,000	17,544	207,456	207,456					Replace auxiliary engine	
763	Bellevue PS Generator	10,699	1,060							Provide emergency power – COMPLETED	
NEW	Bayshore Water Flow Imp. Debt Service P. Sweetland				6,000,000		400,000	400,000	400,000	6,800,000	New Bayshore Reservoir-CA-SRF Financing Repay SRF loan–2.9%/20 yrs.
NEW	SFPUC Tie-In; McDonald Ave			32,000	212,000						Conection to SF water

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

Program: **385**

PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS				Beyond	Comments
					FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	2006	
NEW	400 Block - Rio Verde St.				250,000					Coordinate with other street improvements
NEW	Water Valve Replacement				35,000					Replace 120 valves
NEW	Flushing Stations				37,400					Mandated on every dead end main
NEW	Alta Vista Station Generator M. Huculak					175,000				Provide emergency backup power
NEW	Westlake BPS Pump						11,050			Replace aging pump
NEW	Reservoir 5B Pump						8,060			Replace aging pump
NEW	Reservoir 5B Station Generator M. Huculak						225,000			Provide emergency backup power
NEW	Reservoir 1 PS Generator M. Huculak				175,000					Provide emergency backup power
766	SCADA System Upgrade* P. Sweetland	27,675	3,596	15,000	15,000	15,000	15,000	15,000	15,000	Upgrade CPU and operating system
797	Utility Billing Upgrades	101,518	101,518							Replace billing system software – COMPLETED
868	Radio Tower Improvements	42,504	45,408							Improve radio communications – COMPLETED
NEW	6" Compound Meters				8,100					Replace meters at Seton and Midway Village
NEW	Fence at Reservoir 6B M. Huculak				100,000					Replace deteriorated chain link
NEW	Westlake Yard Truck Port					28,000				Covered truck port at yard
NEW	Training Room Renovations					14,800				Convert mezzanine to training room
NEW	C&D Field Office Upgrade					19,050				Complete remodel, renovation & workstations
<b>Total Water Fund 41:</b>		<b>5,876,604</b>	<b>1,550,035</b>	<b>2,744,629</b>	<b>10,555,327</b>	<b>1,773,858</b>	<b>3,086,170</b>	<b>2,895,526</b>	<b>24,974,812</b>	
Financing proceeds					6,000,000					
<b>Net from Water Fund</b>		<b>5,876,604</b>	<b>1,550,035</b>	<b>2,744,629</b>	<b>1,810,698</b>	<b>4,555,327</b>	<b>1,773,858</b>	<b>3,086,170</b>	<b>2,895,526</b>	<b>24,974,812</b>



CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

Program: **920**

PROJ. NO.	Project Name Proj. Manager	Funds Avail.	Expended	Carry Fwd.	TOTAL FUNDS	BUDGET			Beyond	Comments
		FY 2001-02	FY 2001-02	FY 2001-02	FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	2006	
<b>Collection System:</b>										
<b>Annual Programs:</b>										
617	Street Resurfacing Sewer Mains T. Piccolotti	89,777	13,380	65,000	65,000	65,000	65,000	65,000	65,000	Main improvements on streets sceduled for resurfacing
801	Sewer Main Rehab/Improvements T. Piccolotti	42,785	38,165	4,620	40,000	40,000	40,000	40,000	40,000	Misc. repairs to collections system, including mainline improvements
802	Sewer Lift Sta. Rehab/Improve. M. Huculak	38,200	35,700	2,500	32,500	30,000	30,000	30,000	30,000	Annual Project—Consolidation of all lift station rehab. projects.
803	Vehicle Upgrades P. Sweetland	225,385	49,275	176,110	255,960	37,500	37,500	37,500	37,500	Supplement to vehicle replacment funds
813	Sewer System Mapping-GIS C. Royer	43,804	18,194	25,610	25,610					Complete aerial mapping of system
830	Grease Elimination Program T. Piccolotti	13,634	6,500	7,134	10,000	10,000	10,000	10,000	10,000	To eliminate grease plugging of mains
832	Storm Sewer Repair C. Royer	1,636,665	1,604,171	32,494	32,494	500,000	500,000	500,000	500,000	Stormwater Master Plan
764	Technology Upgrades C. Royer	27,425	27,425			75,000	75,000	75,000	75,000	Replace outdated systems
<b>System Improvements:</b>										
510	Corp. Yard Sewer Relocation* C. Royer	13,804	12,500							Reroute from building footprint
623	Skyline Dr. Sewer Reroute	752,877	128,442	624,435	1,624,349					Provide alt. route in event of bluff failure
634	John Daly Bridge Widening*	575,675	562,097	13,578	13,578					Provide second freeway crossing
744	Crocker Sch. Site Sewer Improvements'	31,600		31,600	31,600					Connect 2 mains on Evergreen near site
815	Bellevue Area Improvements	544,754	450,907	93,847	93,847					Whittier to Guttenberg Sts.
822	Gellert Sewer	15								
826	St. Francis Sewer Rehab.	6,099	209							In coordination with water masterplan work
827	El Camino/F Street Reroute	66,564	2,524	64,040	64,040					Collect. Sys. Masterplan Project 'D'
839	Serramonte/Gellert Sewer	651								Collect. Sys. Masterplan Project 'J'
841	Acton/Brunswick Sewer		62							Collect. Sys. Masterplan Project 'N'
842	Bellevue/Hanover/Winchester Sewer		93							Collect. Sys. Masterplan Project 'O'
843	Montrose/Southgate Sewer		1,055							Collect. Sys. Masterplan Project 'K'
844	Skyline/Westmoor Sewer		197							Collect. Sys. Masterplan Project 'L'
845	Frankfort/Guttenberg Sewer	219,751	163,337							Collect. Sys. Masterplan Project 'P'
848	I280/Hickey Lift Station Force Main P. Sweetland	175,000	172,465	2,535	1,232,535					Redirect flows from Hickey

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **87 / Sanitation**Program: **920**

PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS	BUDGET			Beyond	Comments
					FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06	2006	
NEW	Skyline Lift Sta. Generator / MCC M. Huculak					255,000				Emergency backup generator & new MCC
NEW	Castle Street				162,881					Line 12" main & abandon 6" main
NEW	Chester Street Sewer					243,680				Main & manhole replacement
NEW	Citrus Ave. Sewer							684,800		Replace liner & manholes
NEW	DeLong St. Sewer								233,600	Main & manhole replacement
NEW	Garibaldi St. Sewer					22,995			304,045	Main & manhole replacement
NEW	San Pedro/Washington Sewer					25,515			337,365	Main & manhole replacement
NEW	Washington/San Pedro/JS Sewer					30,915			408,765	Main & manhole replacement
NEW	Station Ave. Sewer					28,080			371,280	Main & manhole replacement
<b>Treatment Plant/Operations:</b>										
806	Plant Process Improvements M. Huculak	246,791	46,263	200,528	320,528	130,000	130,000	130,000	130,000	Consolidation of all misc. repairs/ improvements to plant process facilities
807	Plant Structure Improvements M. Huculak	30,237	26,737	3,500	76,000	78,000	78,000	78,000	78,000	Consolidation of all misc. repairs/ improvements to plant structures
726	Replace Underground Fuel Tanks* M. Alcalde	153,743								See master project in Water Fund 41
761	Touch Read Meter Program* P. Sweetland	1,109								convert 5,136 old meters
765	Muni Base Major Upgrade P. Sweetland	300,000	300,000							Infrastructure & equipment tracking sys.
766	SCADA System Upgrade* M. Huculak	23,173	3,400	15,000	15,000	15,000	15,000	15,000	15,000	Update electronic control systems
805	Administration Office Renovation C. Royer	3,859	4,240							Reception area upgrade
808	Digester Cleaning Program	230,000	90,251	139,749	139,749		100,000			Required solids handling maintenance
809	Digester #2 Rehab. Construction	2,029,108	1,384,653	644,455	644,455					Internal structural modifications
814	WWTP Hillside Remediation M. Huculak	110,103	55,000				1,000,000			Address slope erosion
820	Centrifuge Replacement	256,510	256,510							
851	PEM Office Construction M. Huculak	26,067	26,067							Replaces current undersized office
852	Reclaimed Water Demo Garden B. Donati	4,604	1,298	3,306	3,306					Water conservation & treated water demo

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET – FUND SUMMARY

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

Program: **920**

PROJ. NO.	Project Name Proj. Manager	Funds Avail. FY 2001-02	Expended FY 2001-02	Carry Fwd. FY 2001-02	TOTAL FUNDS				Beyond 2006	Comments
					BUDGET FY 2002-03	FY 2003-04	FY 2004-05	FY 2005-06		
855	Tertiary Treatment System Debt Service P. Sweetland	3,271,628	614,116	2,657,512	5,385,884				3,502,000	Effluent filtration for water recycling Repay SRF loan: 2.9%/20 yrs
860	SB5x Turbine Generator	628,301	581,604	46,697	46,697					
865	Reclaimed Water Line C. Royer							200,000		Across I280 on John Daly Bridge
866	Pac. Plaza Reclaim. Water Line	57,936	34,313							COMPLETED
868	Radio Tower Improvements P. Sweetland	54,731	54,731							COMPLETED
NEW	Environmental Lab Renovation					50,000				Renovate Lab; construct office & storage
NEW	Replace Reactor Mixing Panels						100,000			Replace equipment
NEW	In Line D.O. Meters (Reactors)						25,000			Replace equipment
NEW	Gas Detectors					26,849				Replace four existing
NEW	SCBA's					18,039				Replace existing 20-30 yr old equip
NEW	Pipeline Data Collection System					25,595				Convert analog video inspection to digital
NEW	Steam Cleaner					7,500				New washing unit
NEW	Flow Meter					7,380				Replace existing obsolete equipment
NEW	Self Priming 8" Pump					22,477				Replace 30 year old pump
NEW	C&D Field Offices Upgrade*					19,050				Renovate & remodel existing offices
NEW	Training Room Renovations*					14,800				Convert mezzanine to training area
NEW	Infiltration & Inflow Study							100,000		
<b>Total Sanitation Fund 87:</b>		<b>11,935,365</b>	<b>6,765,881</b>	<b>4,854,250</b>	<b>10,316,013</b>	<b>1,984,375</b>	<b>3,196,300</b>	<b>3,041,555</b>	<b>4,482,500</b>	
Funding from other agencies					2,500,000					
Financing proceeds				3,500,000	3,500,000					
<b>Net from Sanitation Fund</b>		<b>11,935,365</b>	<b>6,765,881</b>	<b>1,354,250</b>	<b>2,961,763</b>	<b>4,316,013</b>	<b>1,984,375</b>	<b>3,196,300</b>	<b>3,041,555</b>	<b>4,482,500</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
1992	\$ 8,371	\$ 5,445	\$ 3,208	\$ 3,216	\$ 861	\$ 21,101
1993	7,851	5,571	3,407	3,402	868	21,099
1994	7,620	5,878	3,591	3,640	897	21,626
1995	7,317	6,011	3,484	3,792	926	21,530
1996	7,532	6,511	3,651	4,079	923	22,696
1997	7,826	6,896	3,934	4,303	951	23,910
1998	7,987	7,250	4,239	4,288	1,031	24,795
1999	8,328	7,363	4,615	4,452	1,039	25,797
2000	8,876	7,506	5,066	4,385	1,054	26,887
2001	9,518	8,282	5,548	5,277	1,117	29,742
2002 (1)	10,371	7,665	5,890	5,232	1,197	30,355
2003 (2)	10,600	7,970	6,126	5,415	1,239	31,350
2004 (2)	11,068	8,207	6,371	5,605	1,282	32,533
2005 (3)	11,400	8,371	6,562	5,717	1,308	33,358
2006 (3)	11,742	8,539	6,759	5,831	1,334	34,205
2007 (3)	12,095	8,709	6,962	5,948	1,360	35,074
2008 (3)	12,458	8,884	7,171	6,067	1,388	35,968
2009 (3)	12,831	9,061	7,386	6,188	1,415	36,881
2010 (3)	13,216	9,242	7,607	6,312	1,444	37,821
2011 (3)	13,613	9,427	7,836	6,438	1,473	38,787

- (1) Unaudited
- (2) Budget
- (3) Forecast

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, 1986/87=100)

Year Ended June 30	Property	Sales and Use	Motor Vehicle In Lieu	Utility Users	Business License	Total	CPI-U (4) SF Bay Area
1992	\$ 5,899	\$ 3,837	\$ 2,261	\$ 2,266	\$ 607	\$ 14,870	141.9
1993	5,374	3,926	2,401	2,397	612	14,710	146.1
1994	5,145	4,142	2,531	2,565	632	15,016	148.1
1995	4,823	4,236	2,455	2,672	653	14,840	151.7
1996	4,853	4,588	2,573	2,875	650	15,539	155.2
1997	4,885	4,860	2,772	3,032	670	16,220	160.2
1998	4,826	5,109	2,987	3,022	727	16,671	165.5
1999	4,847	5,189	3,252	3,137	732	17,158	171.8
2000	4,956	5,290	3,570	3,090	743	17,649	179.1
2001	4,986	5,837	3,910	3,719	787	19,238	190.9
2002 (1)	5,421	5,402	4,151	3,687	844	19,504	191.3
2003 (2)	5,584	5,618	4,317	3,816	873	20,208	
2004 (2)	5,751	5,786	4,490	3,950	899	20,876	
2005 (3)	5,924	5,960	4,669	4,088	926	21,567	
2006 (3)	6,102	6,139	4,856	4,231	954	22,281	
2007 (3)	6,285	6,323	5,050	4,379	983	23,020	
2008 (3)	6,473	6,513	5,252	4,532	1,012	23,782	
2009 (3)	6,668	6,708	5,462	4,691	1,042	24,571	
2010 (3)	6,868	6,909	5,681	4,855	1,074	25,386	
2011 (3)	7,074	7,116	5,908	5,025	1,106	26,229	

- (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 REVENUE PER CAPITA - FISCAL 1998-99\*

- A Comparison to Other Local Jurisdictions -

<u>City</u>	<u>Revenues</u>	<u>Population</u>	<u>Revenue Per Capita</u>
Brisbane	\$ 3,274,377	3,378	\$ 969
Santa Clara	83,455,968	102,862	811
Mountain View	56,602,811	75,201	753
Richmond	64,817,994	93,813	691
Burlingame	19,417,677	29,317	662
Redwood City	48,220,584	76,554	630
San Leandro	44,986,044	75,376	597
Hillsborough	6,719,287	11,618	578
Sunnyvale	72,966,083	132,940	549
So. San Francisco	31,343,704	60,938	514
Millbrae	10,950,804	21,779	503
Hayward	63,616,367	127,713	498
San Mateo	46,032,919	94,084	489
<b><u>Daly City</u></b>	<b><u>42,277,773</u></b>	<b><u>104,186</u></b>	<b><u>406</u></b>
San Bruno	16,700,813	41,617	401
Vallejo	42,776,903	116,148	368
Foster City	11,004,286	30,692	359
Pacifica	11,158,902	40,719	274

\*Most Recent Revenues as reported by the State Controller

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
1992	3,827	15,553	3,058	3,246	5,769	31,453
1993	3,772	16,021	3,166	3,128	5,784	31,871
1994	3,755	16,428	3,435	3,278	6,228	33,124
1995	4,077	17,370	4,949	3,333	6,209	35,938
1996	4,303	17,905	6,806 (4)	3,585	6,462	39,061
1997	4,212	19,049	12,805 (4)	3,625	7,049	46,740
1998	4,383	19,944	11,936 (4)	3,822	7,417	47,502
1999	4,693	21,291	8,222 (4)	3,636	7,906	45,748
2000	3,454	22,536	12,707 (4)	3,968	8,351	51,016
2001	3,221	24,478	5,712 (4)	4,345	9,199	46,955
2002 (1)	4,224	26,197	9,529 (4)	4,688	10,368	55,006
2003 (2)	3,263	27,364	14,191 (4)	5,397	11,133	61,348
2004 (2)	4,535	28,845	6,926	5,617	11,400	57,323
2005 (3)	4,626	29,566	6,995	5,701	11,571	58,459
2006 (3)	4,718	30,305	7,065	5,787	11,745	59,620
2007 (3)	4,813	31,063	7,136	5,874	11,921	60,807
2008 (3)	4,909	31,839	7,207	5,962	12,100	62,017
2009 (3)	5,007	32,635	7,279	6,051	12,281	64,518
2010 (3)	5,209	34,288	7,426	6,234	12,652	65,809
2011 (3)	5,313	35,145	7,500	6,328	12,842	67,128

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: 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
1993	3,261,755	.255	7,578
1994	3,384,463	.255	6,918
1995	3,536,752	.255	7,182
1996	3,577,880	.255	7,406
1997	3,707,944	.255	7,697
1998	3,819,223	.255	7,861
1999	3,979,648	.255	8,206
2000	4,203,781	.255	8,756
2001	4,526,329	.255	9,387
2002 (2)	4,918,573	.255	10,479

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 2001-2002

TAXPAYER	TYPE OF PROPERTY	ASSESSED VALUATION (LAND + IMPROV) (in millions)	PERCENT OF TOTAL ASSESSED VALUATION
Seton Medical Center	Medical Facility	\$164,392,700	3.3%
Daly City Serramonte Center LLC	Commercial	114,524,193	2.3
John Daly Blvd Associates LP	Apartments	37,708,985	0.8
Serramonte Plaza	Commercial	33,112,260	0.7
Skyline Heights Apartments	Apartments	33,016,273	0.7
Lavaca Portfolio Investors, LLC	Apartments	28,537,013	0.6
Daly City Partners	Commercial	26,998,744	0.5
HPMC Pacific Plaza LLC	Commercial	20,994,999	0.4
Westlake Development Co. Inc.	Commercial	18,067,312	0.4
Bay Apartment Communities Inc.	Apartments	14,706,217	0.3
Serramonte Medical Lessee	Medical Office	14,565,600	0.3
JS Group LLC (2171 Junipero Serra)	Commercial	13,350,000	0.3
Daly City Land (Serramonte Plaza)	Commercial	12,734,700	0.3
American Stores Properties, Inc. (Albertson's - Mission St.)	Commercial	12,484,800	0.3
Mercy Housing California	Apartments	12,455,491	0.3
Subtotal (Top 15 properties):		\$557,649,287	11.3%

---

TOTAL DALY CITY ASSESSED VALUATION      \$4,918,573,108

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

CITY OF DALY CITY  
PRINCIPAL EMPLOYERS

	FULL TIME EMPLOYEES	PART TIME EMPLOYEES	TOTAL EMPLOYEES
Seton Medical Center	917	593	1,510
City of Daly City	535	230	765
Jefferson Elementary School District	211	474	685
Jefferson High School District	249	401	650
U.S. Postal Service – Int'l Mail Facility	NA	NA	611
St. Francis Convalescent Pavilion/Heights	139	216	355
Cow Palace	301	27	328
Macy's	160	163	323
Digidesign	NA	NA	300
McDonald's (4 stores)	144	96	240
California State Automobile Association	217	3	220
Albertson's/Save-On Drugs (2 stores)	85	115	200
Mervyn's	40	155	195
Safeway	100	55	155
Walgreen's (3 stores)	17	130	147
Pacific Gas & Electric	135	0	135
Daly City Post Office	23	111	134
Joe's of Westlake	69	49	118
Starbucks Coffee (5 stores)	92	5	97
Westlake Village Apartments	90	6	96

Source: Department of Economic & Community Development

**CITY OF DALY CITY**  
**SCHEDULE OF OUTSTANDING DEBT**

as of June 30, 2002

1. <b>CERTIFICATE OF PARTICIPATION</b> Sanitation Treatment Plant Expansion	<b>SANITATION DISTRICT</b> <b>\$10,870,000</b>
--	---

CITY OF DALY CITY

MISCELLANEOUS STATISTICAL INFORMATION

As of June 30, 2002

City Type	General Law, founded March 22, 1911
Form of Government	Council - Manager Form
Population	104,407 as of January 1, 2002 per State Department of Finance
Land Area	7.50 Square Miles
Municipal Water System	11 Reservoirs with 23,000,000 Gallons Storage Capacity 7,300,000 Gallons Daily Average Distribution 205 Miles of Mains 23,200 Service Connections
Sanitary Sewer System	1 Treatment Plant 187 Miles of Mains 24,900 Service Connections
Police Protection	1 Station 120 Officers 20 Crossing Guards 33 Patrol Vehicles
Fire Protection	5 Stations 77 Firefighters 12 Fire Apparatus 1,475 Fire Hydrants
Assessed Valuation	\$5,372,625,000 as of January 1, 2002
Parks and Recreation	1 Performing Art Center 5 Community Centers 6 Clubhouses 2 Gymnasiums 14 Parks 2 Pools (with School District) 11 Tot Lots 25 Tennis Courts 80+ Acres of Parklands 1 Senior Center

**NORTH SAN MATEO COUNTY SANITATION DISTRICT**

**SUMMARY OF CALCULATIONS**

**GANN APPROPRIATION LIMIT FOR 2002-2003**

Change in California per Capita Personal Income	.9873
Change in Population	1.0065
Change Factor = (.9873 x 1.0065)	.9937
1978-79 Base Year Appropriation Limit	\$251,694
Multiplied by Cumulative Change Factor (3.7394 x .9937)	<u>3.7159</u>
2002-2003 Appropriation Limit	<u>\$935,270</u>

-----

**APPLICATION OF GANN APPROPRIATION LIMIT  
TO FISCAL YEAR 2002-2003**

Total Gann Appropriation Limit	\$935,270
Estimated Proceeds of Taxes	<u>1,005,900</u>
Estimated Proceeds of Taxes Under Limit by	\$(70,630)
Reduction in User Fees	<u>70,630</u>
Net Amount	\$ -0-

**CITY OF DALY CITY**  
**SUMMARY OF CALCULATIONS**  
**GANN APPROPRIATION LIMIT FOR 2002-2003**

Change in California per Capita Personal Income	.9873
Change in Population	1.0065
Change Factor = (.9873 x 1.0065)	.9937
1978-79 Base Year Appropriation Limit	\$16,955,771
Multiplied by Cumulative Change Factor (3.7394 x .9937)	<u>3.7159</u>
2002-2003 Appropriation Limit	<u>\$63,005,949</u>

-----  
**APPLICATION OF GANN APPROPRIATION LIMIT**  
**TO FISCAL YEAR 2002-2003**

Total Gann Appropriation Limit	\$63,005,949
Estimated Proceeds of Taxes	<u>38,034,408</u>
Estimated Proceeds of Taxes Under Limit by	<u>\$24,971,541</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.