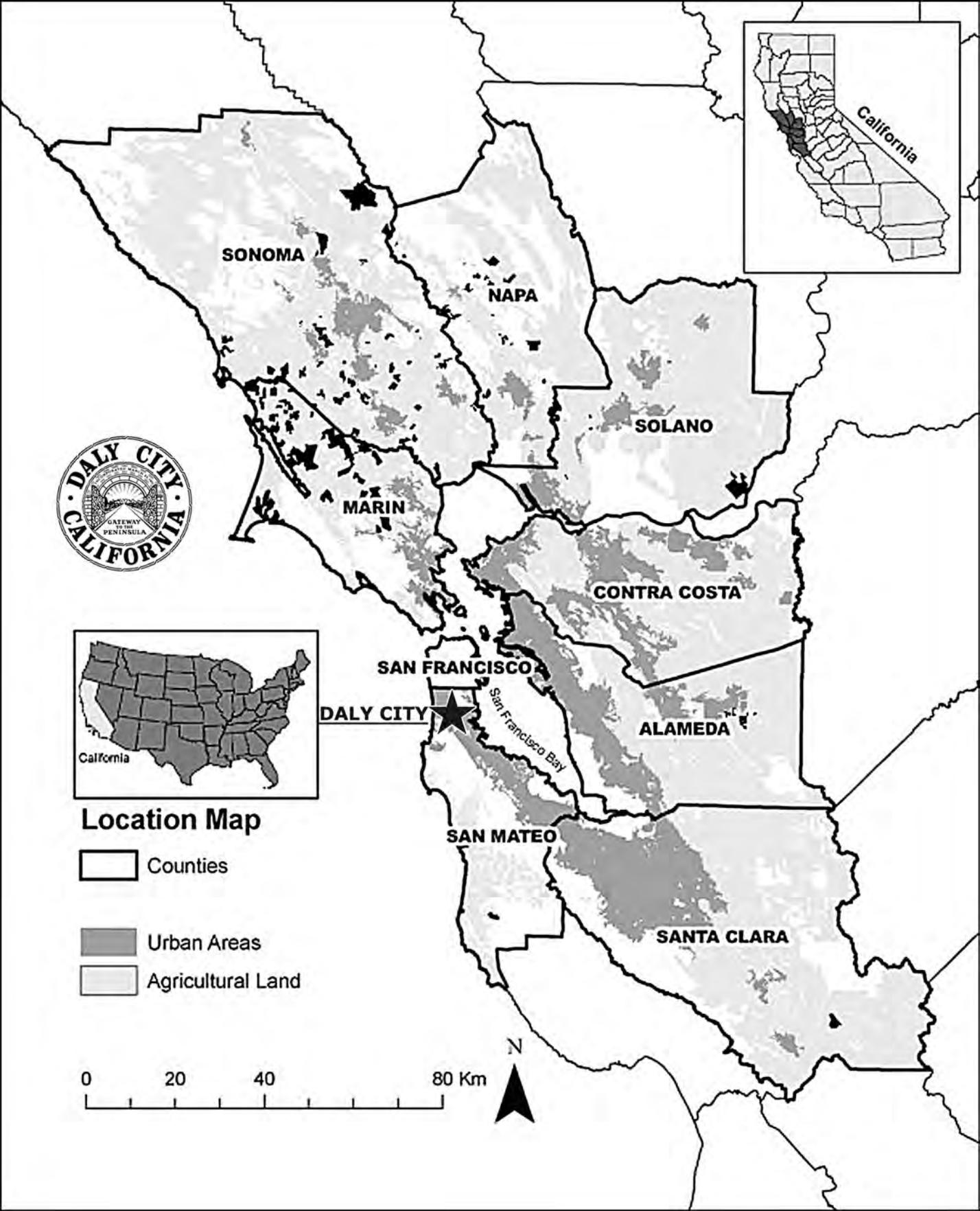


# City of Daly City



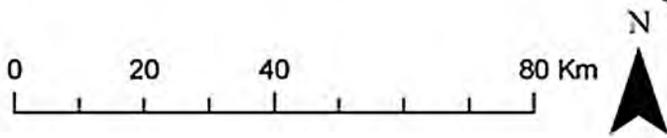
# 2014/15 2015/16

Comprehensive Biennial Operating and Capital Budget



### Location Map

- Counties
- Urban Areas
- Agricultural Land



**CITY OF DALY CITY  
COMPREHENSIVE BIENNIAL  
OPERATING AND CAPITAL BUDGET  
2014-15/2015-16**



**City Council**

David J. Canepa, Mayor  
Carol L. Klatt, Vice Mayor  
Raymond A. Buenaventura  
Michael P. Guingona  
Gonzalo "Sal" Torres

**City Treasurer**

Daneca Halvorson

**City Clerk**

K. Annette Hipona

**City Manager**

Patricia E. Martel

Prepared by

Department of Finance and Administrative Services

Lawrence Chiu, Director

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## About Daly City California

Incorporated in 1911, Daly City is the largest of the 20 cities in San Mateo County, with a population of 102,593. Located on the southern border of San Francisco, the “Gateway to the Peninsula” covers approximately 7.66 square miles and is one of the most population-dense cities in California.

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

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

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

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

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

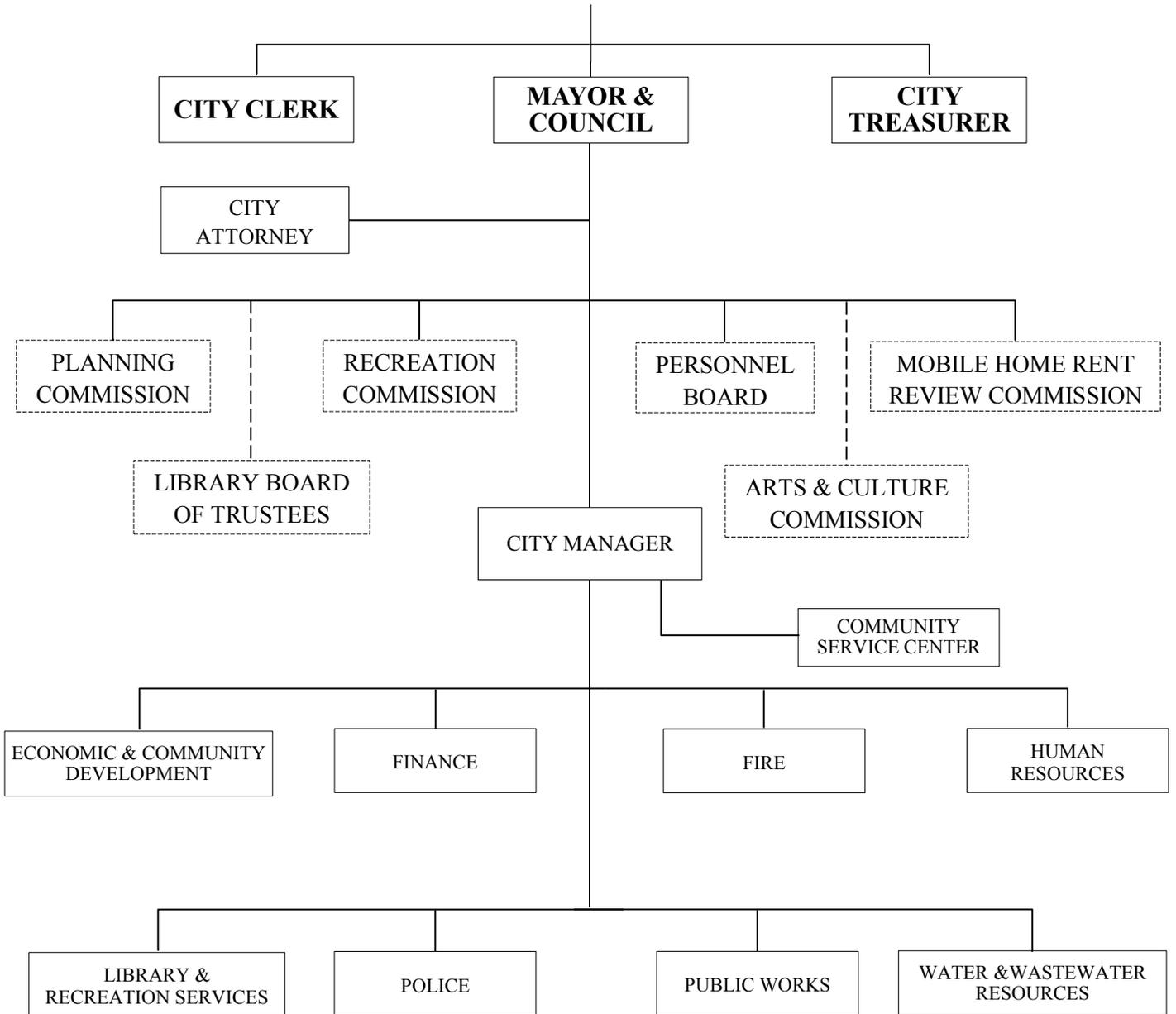


# City of Daly City

## ORGANIZATION STRUCTURE

Fiscal Years 2014 – 2015 and 2015 – 2016

### CITIZENS OF DALY CITY



----- ADVISORY BOARDS AND COMMISSIONS

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Daly City, California for its biennial budget for the biennium beginning July 1, 2012.

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

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





# CITY OF DALY CITY

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

July 1, 2014

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 2015 and 2016.

The ongoing impact of the economic recession since 2008 has been significant on Daly City. Over the past 6 years, the City has balanced its budgets through ongoing expenditure reductions, labor concessions and eliminating vacant positions. The economic recovery that began in 2009 has been sluggish. Despite being the largest municipality in San Mateo County, Daly City lags behind other neighboring cities in economic growth due to lower per capita income and higher unemployment rates.

The City continues to exercise fiscal prudence in managing its budget and maintaining financial stability. The City is committed to sustaining an unassigned General Fund reserve of 15% of the total annual General Fund budgeted expenditures. The budget for the next two fiscal years is balanced through a combination of cuts to controllable costs, workforce alignment, and projected moderate revenue increases on sales tax, property tax and utility users tax.

The budget has been developed with the emphasis on retaining basic City services, funding critical department needs, improving operational effectiveness and efficiencies within departments, and initiating a long-term solution for fiscal sustainability. The City will continue to pursue grants and other resources to supplement funding for operations. In addition, the City is taking a longer view of fiscal health through the development of a 10-year Long-Term Financial Plan.

## **BUDGET PROCESS**

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

## GUIDING PRINCIPLES

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

## PRIORITIES/OBJECTIVES

1. Economic Development and Revenue Enhancement
  - Promote a diverse economic base through directed larger business development
2. Public Safety
  - Insure adequate public safety resources to create a sense of community and personal safety
3. Transportation and Traffic
  - Enhance the transportation network and reduce traffic congestion
  - Expand the network of bike lanes and walking lanes
  - Enhance pedestrian-oriented improvements
4. Infrastructure
  - Allocate sufficient resources to maintain quality infrastructure throughout the community
5. Leisure Services
  - Provide a variety of opportunities for community participation in recreation, library and other structured as well as passive leisure-time activities
6. Land Use
  - Enhance the physical development of the community consistent with sound environmental and other land use policies
7. Government Operations
  - Identify opportunities for greater cost effectiveness and efficiency in all City departments and through shared services with other local agencies
8. Community and Civic Support
  - Engage and educate the community to participate in civic affairs and provide input on public policy initiatives and community concerns

## 9. Unfunded Liability Management

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

## 10. Environmental Stewardship

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

One of the many challenges going forward is to find ways to continue to support these objectives with reduced staff and limited funding. Establishing concrete and meaningful objectives serves to focus the City's efforts, and promotes using the resources we do have in the most productive and focused ways to deliver meaningful results.

### **Budget Purpose**

Daly City is a full-service city, providing police, fire, library and recreation services to our residents, along with water and sewer utilities, as well as the other administrative duties of city government. As explained below, and illustrated throughout this document, the budget provides a comprehensive financial framework for all City activities during fiscal years 2015 and 2016.

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

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

### **Budget Organization**

The budget contains four major parts:

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

forth, how the programs support city-wide priorities is described, and performance measures are presented. Each department program budget is then presented separately. Finally, a listing of staff by budgetary unit is provided.

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

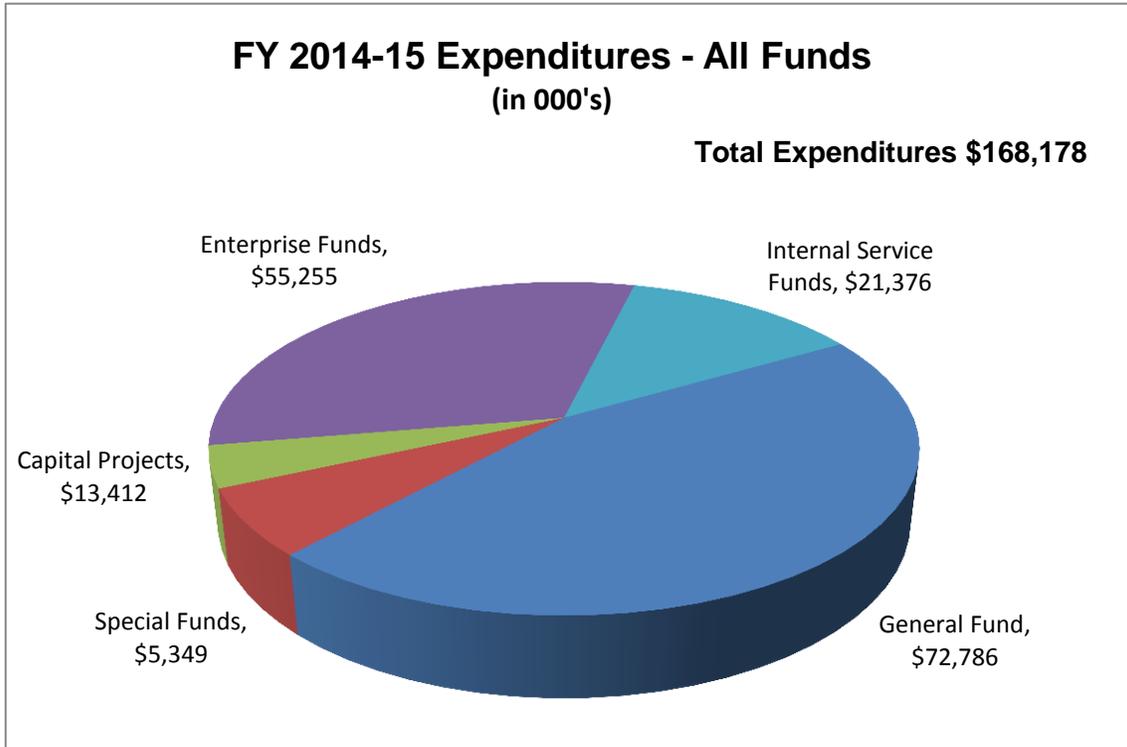
1. How do the programs in each department support the City-wide priorities as well as other established goals?
  2. What objectives need to be met to consider this a success?
  3. What performance metrics will be used to measure outcomes in order to determine success or identify opportunities for improvement?
- Capital Projects - are presented by fund. A summary of each individual project is shown. It includes a history of expenditures, four years of upcoming budgets and remaining amounts covering the twenty-year plan. Individual project narratives are presented in a separate comprehensive Capital Projects Budget document.
  - Technical/Statistical - presents twenty-year historical and forecast information about the City's finances. It also contains a glossary of terms to aid the reader in understanding the budget document.

### **Budget Development**

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

### **BUDGET OVERVIEW**

Daly City's budget is dominated by the General Fund, which accounts for the core operations of this full-service city. The Water and Sewer Enterprise funds also contribute significantly to annual expenditures.



**General Fund**

Since fiscal year 2012 the three major revenue sources in the General Fund have stabilized. Property tax, sales tax and utility users tax all declined during the recession, but modest amount of revenue growth is anticipated in the next two fiscal years, allowing for a balanced budget. While costs continue to rise in some areas, enough revenue growth is expected that use of General Fund reserve can be avoided.

<b><u>GENERAL FUND SUMMARY</u></b>			
	Year-end Estimate <u>2013-14</u>	Adopted Budget <u>2014-15</u>	Adopted Budget <u>2015-16</u>
Revenues	\$ 71,793,607	\$ 72,820,751	\$ 73,602,865
Expenditures	<u>(71,334,764)</u>	<u>(72,785,888)</u>	<u>(73,562,536)</u>
Net	<u>\$ 458,843</u>	<u>\$ 34,863</u>	<u>\$ 40,329</u>

**General Fund Long-term Challenges**

While both years of the General Fund budget are balanced without the use of reserves, there remain significant unfunded needs. Retiree health benefits are provided on a pay-as-you-go basis. Although the City properly accounts for these benefits in its annual financial report according to GASB 54 – Other Post-Employment Benefits (OPEB), it is financially challenged to provide full funding for the Annual Required Contributions (ARC). In May

2014, the City contracted with CalPERS California Employers' Retiree Benefits Trust (CERBT) to pre-fund OPEB liabilities. By joining the CERBT, investment return assumptions, known as discount rate assumptions, will be higher, making the ARC and unfunded liability lower. In addition, the City can help finance future OPEB costs in large part from the investment earnings provided by CalPERS CEBRT.

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

As part of the City's financial policies, in the event that there is a significant surplus in the General Fund in any year, consideration will be given to applying the surplus to the OPEB liabilities and/or long-term capital needs.

### **Revenue Projections and Assumptions - Major Revenue Sources**

Although Daly City is the largest community in San Mateo County, with a population of 103,690, there are built-in difficulties with revenue projection. Cities of average size do not have sufficient economic diversity to cause their revenues to follow regional trends closely enough to allow revenue projections to be as accurate as one might like. Much reliance must be placed on the County and State governments, which are responsible for assessing and collecting most of our revenues.

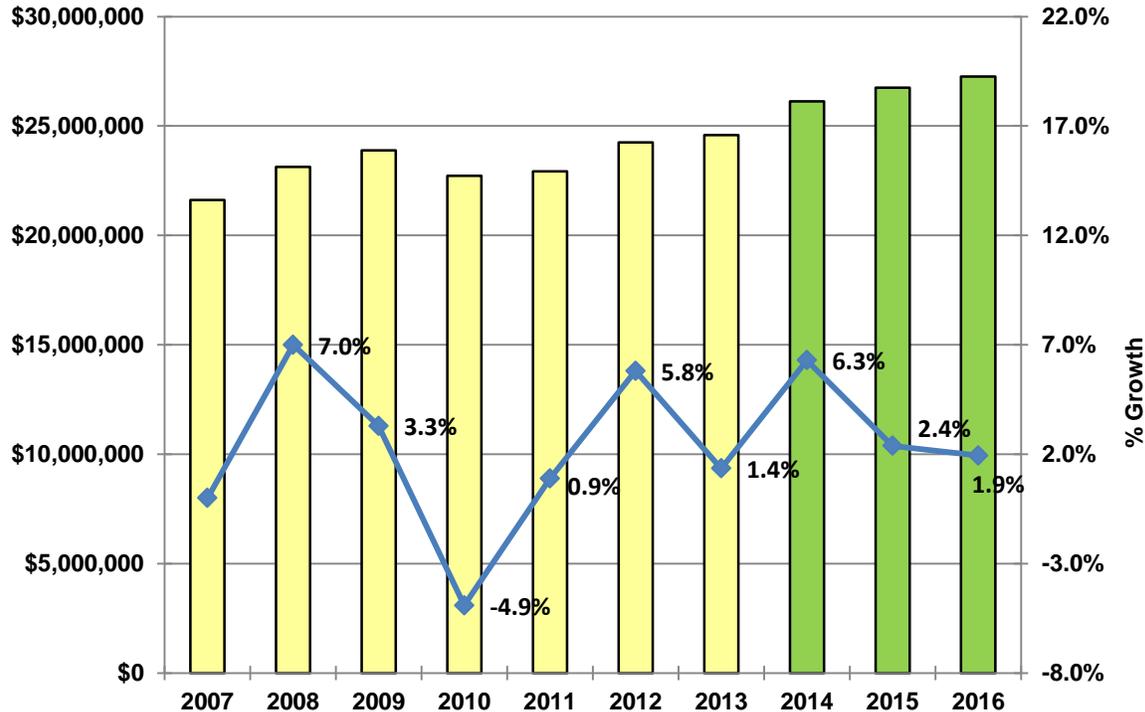
Given this situation, our methodology relies on historical data combined with a general sense of the economic status of the local community to help predict future revenues. When combined with County and State data and regional and national trends, we normally produce a reasonably good picture of the near future. The following chart summarizes the major General Fund revenues and compares them to the total.

General Fund Major and Total Revenues							
(000's)	<u>2012-13</u>	<u>2013-14</u>	<u>%</u>	<u>2014-15</u>	<u>%</u>	<u>2015-16</u>	<u>%</u>
Property Tax	\$24,683	26,229	6.3%	26,857	2.4%	27,377	1.9%
Sales Tax	10,449	10,716	2.6%	10,930	2.0%	11,149	2.0%
Utility Users Tax	<u>6,529</u>	<u>6,338</u>	-2.9%	<u>6,398</u>	0.9%	<u>6,459</u>	1.0%
Total	<u>\$ 41,661</u>	<u>\$ 43,283</u>	3.9%	<u>\$ 44,185</u>	2.1%	<u>\$ 44,985</u>	1.8%
Total General Fund	<u>\$ 70,851</u>	<u>\$ 71,794</u>	1.3%	<u>\$ 72,821</u>	1.4%	<u>\$ 73,603</u>	1.1%

## Property Tax

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

## TOTAL PROPERTY TAX FYs 2007 – 2016



Daly City has no control over the amount of property tax revenues it receives. However, we can budget relatively accurately based on the County estimates of changes in assessed valuation. Fiscal 2010 saw an overall adjustment in assessed values for certain residential properties in San Mateo County.

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

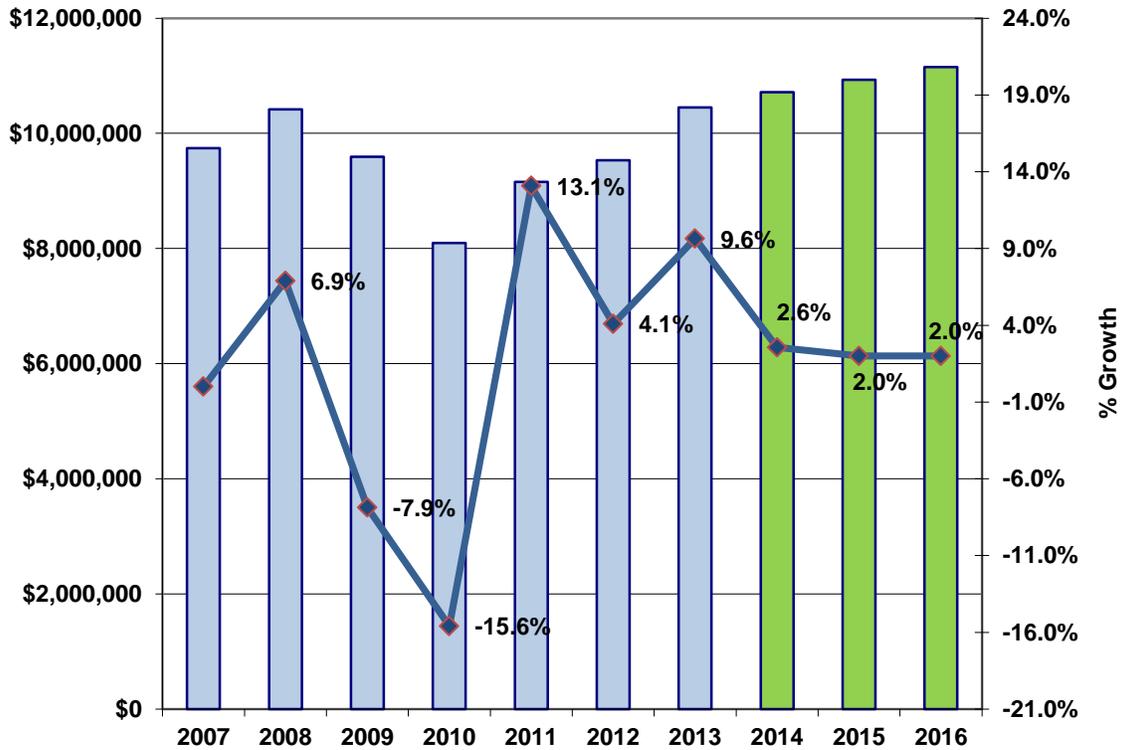
This established a new property tax revenue base going forward, which is having a continuing impact on the City’s primary General Fund revenue source.

**Sales Tax**

Sales tax is the second largest revenue in the General Fund, and has been further complicated by the State “Triple Flip” which swapped sales tax from the cities to the State. The State committed to back-fill local revenues to the level they would have been had there been no swap. Unfortunately, the State’s revenue estimates were flawed for fiscal 2008, producing too much back-fill. In fiscal 2010, the State reversed that miscalculation, causing total sales tax revenues to decline at a much greater rate than the amount of tax actually generated.

All this leaves us with what appears to be a high level of growth in fiscal 2011. In fact, after allowing for the misallocation of revenues by the State, sales tax increased by only 1.5% in fiscal 2011, followed by moderate growth in 2012 at 4.1%. Fiscal 2013 saw growth of 9.6%, and fiscal 2014 is expected to grow by a modest 2.6%. Moving into the next two budget years, continued moderate growth is expected.

**TOTAL SALES TAX FYs 2007 – 2016**

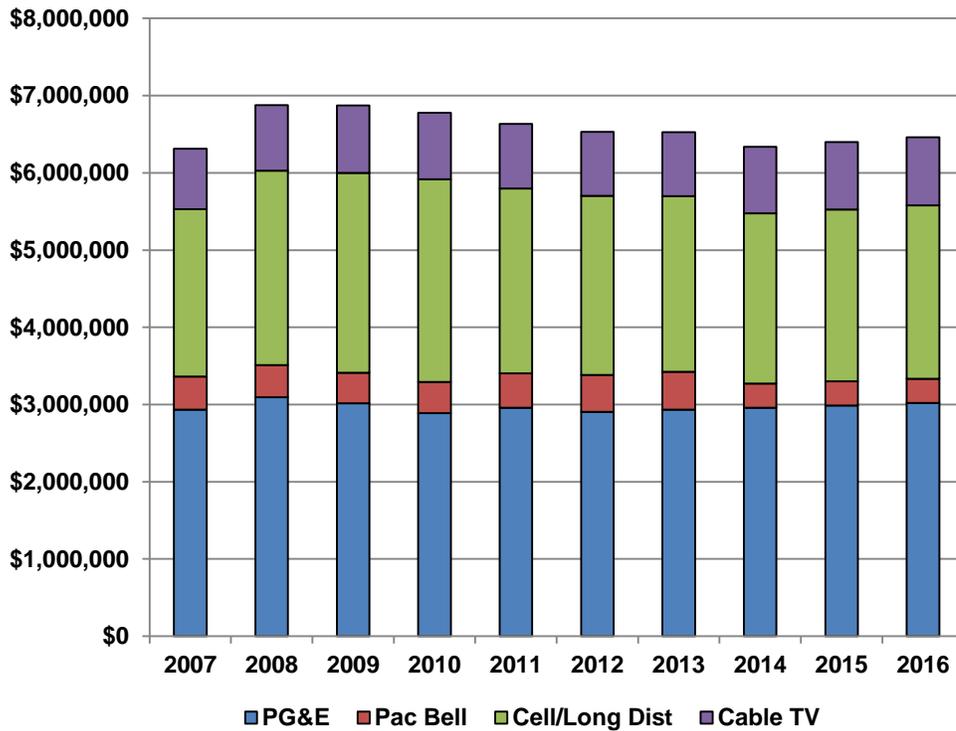


### Utility Users Tax

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

With the increasing number of vacant residential units due to the housing bubble exploding, the City has experienced the first overall decrease in this revenue source since 2002 when the tech bubble burst. Even cellular tax revenues have declined; an indication of the dramatic and far-reaching impact of this very deep and wide recession. In the coming two years, some reasonable growth is projected as the vacancy rate declines.

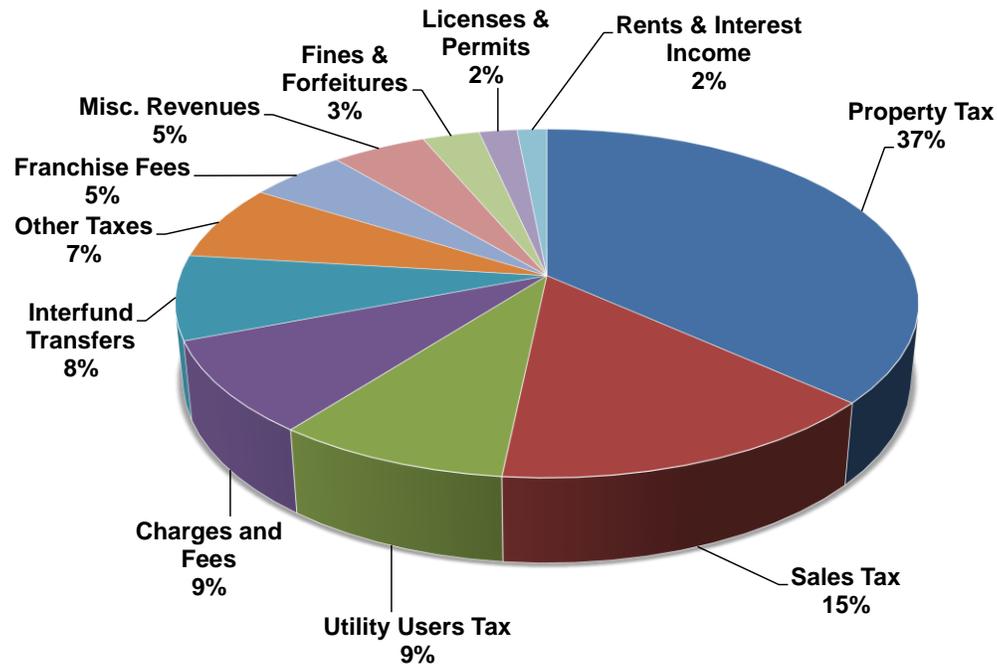
### TOTAL UTILITY USERS TAX FYs 2007 – 2016



### General Fund Sources and Uses

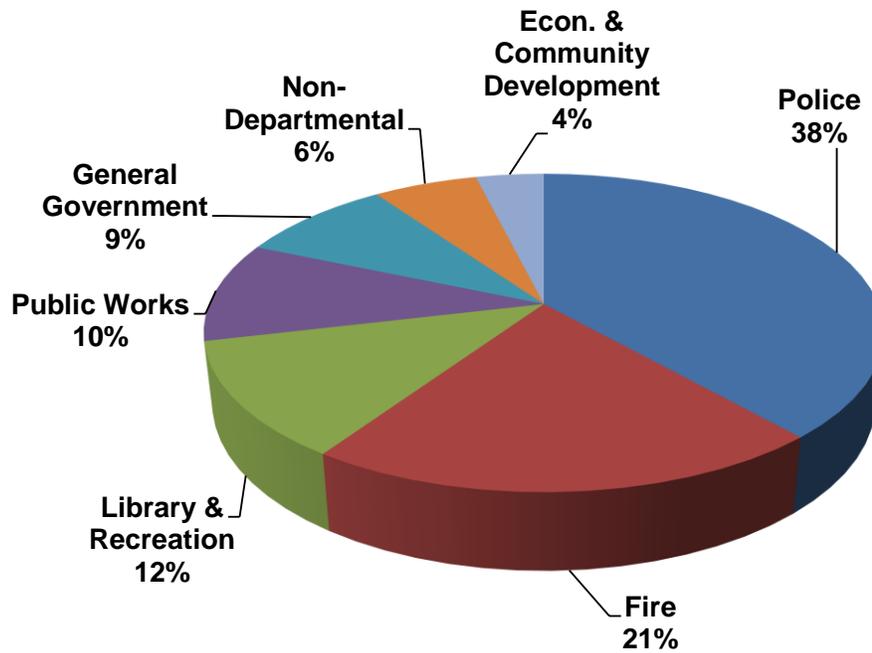
Revenue sources and expenditure categories for the General Fund appear below. It is interesting to note that 59 percent of the General Fund budget goes for police and fire services, which is greater than property tax, at only 37 percent. This relationship is not atypical for California cities since the adoption of Proposition 13, which capped property tax rates at one percent of current valuation.

### General Fund Revenues FY 2014-15 Budget



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.

**General Fund Expenditures FY 2014-15 Budget**



In order to put Daly City's financial status in perspective, the following chart compares what the State of California defines as "General Revenue" per capita for a number of San Francisco Bay Area cities. Historically Daly City has remained at the lower end of General Revenue per Capita in relationship to neighboring cities. The comparison between fiscal 2009-10 and 2010-11 shows Daly City toward the bottom of the list.

## GENERAL REVENUE PER CAPITA

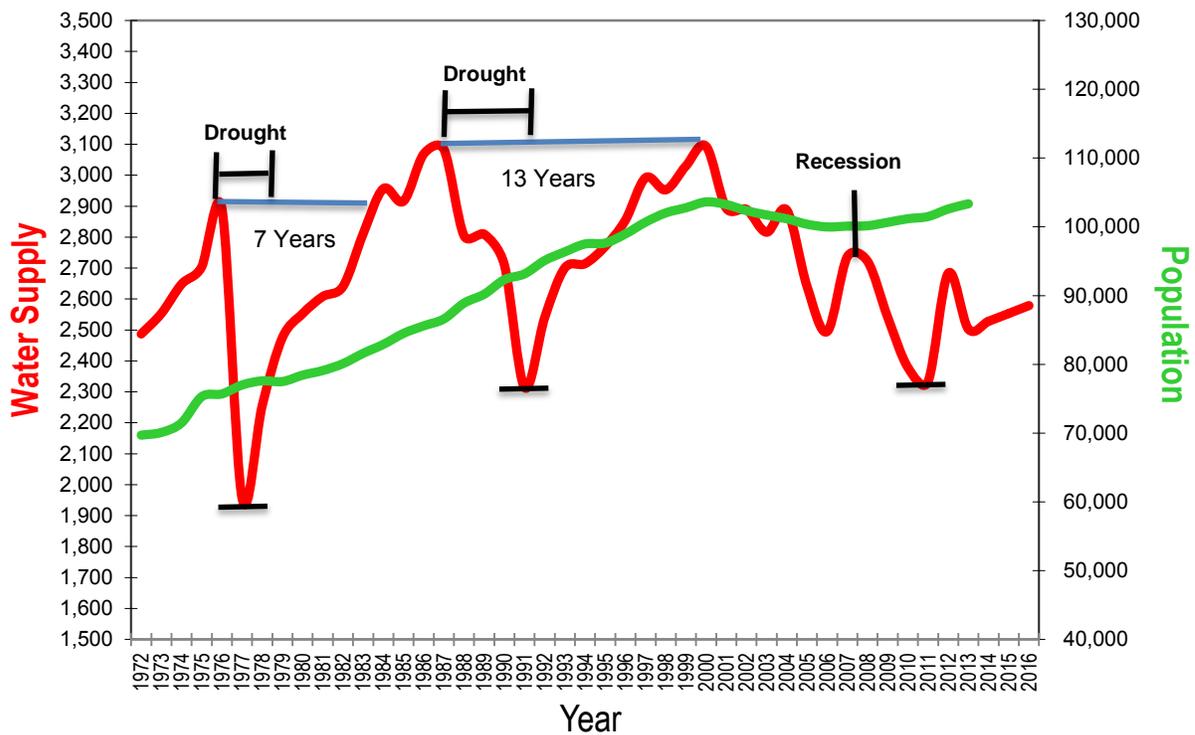
	2009-10			2010-11			Change
	Revenue	Population	Revenue per Capita	Revenue	Population	Revenue per Capita	
Brisbane	\$ 11,891,763	3,993	\$ 2,978	\$ 11,494,640	4,328	\$ 2,656	-10.8%
Burlingame	32,585,466	29,342	1,111	41,444,364	29,009	1,429	28.6%
Hillsborough	14,973,180	11,537	1,298	14,953,473	10,927	1,368	5.4%
Richmond	104,743,103	105,630	992	110,951,303	104,220	1,065	7.4%
Mountain View	76,632,264	75,787	1,011	73,093,117	74,723	978	-3.3%
Redwood City	75,957,250	78,568	967	75,299,607	77,712	969	0.2%
Santa Clara	94,967,274	118,830	799	104,122,710	118,169	881	10.3%
Sunnyvale	92,561,939	140,450	659	105,017,260	141,099	744	12.9%
Millbrae	15,552,061	21,968	708	15,993,789	21,714	737	4.0%
So. San Francisco	44,869,578	65,872	681	47,164,372	64,067	736	8.1%
San Leandro	55,985,299	83,183	673	60,300,979	85,490	705	4.8%
San Mateo	63,811,524	97,535	654	69,042,127	97,966	705	7.7%
Hayward	89,559,084	153,014	585	95,054,353	145,839	652	11.4%
San Bruno	29,280,544	44,294	661	24,616,736	41,842	588	-11.0%
<b>Daly City</b>	<b>51,915,843</b>	<b>108,383</b>	<b>479</b>	<b>55,478,462</b>	<b>101,920</b>	<b>544</b>	<b>13.6%</b>
Pacifica	19,015,788	40,431	470	19,081,481	37,526	508	8.1%
Vallejo	54,702,093	121,435	450	53,830,587	116,508	462	2.6%

Most recent data as reported by the State Controller

## Water and Wastewater Utility Revenues

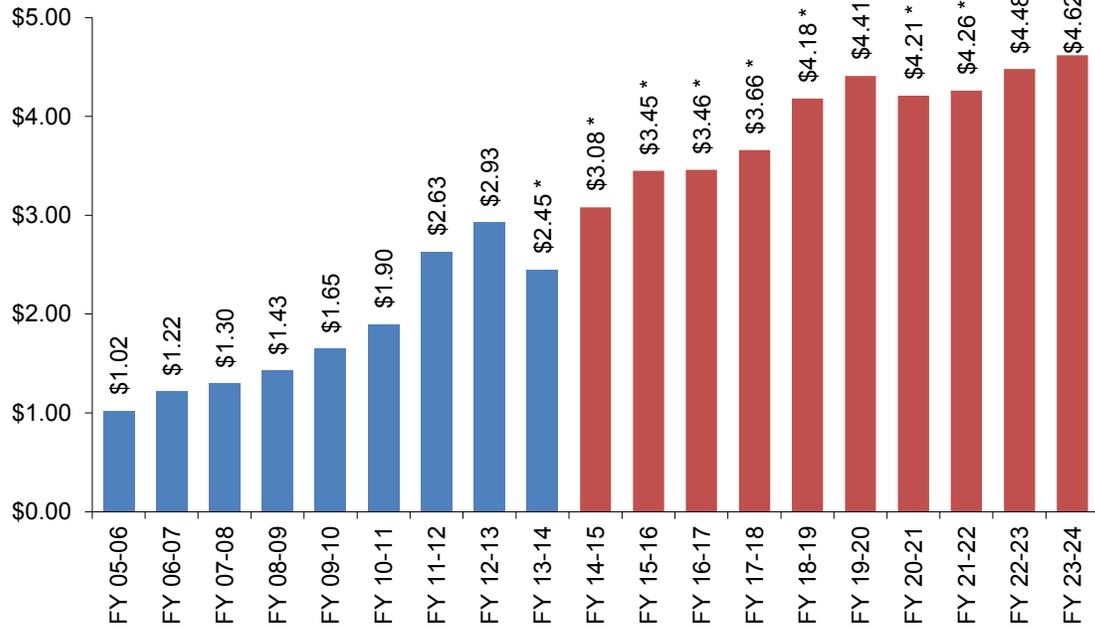
Both of the City's Enterprise Fund utilities' revenues are derived from water usage measured in units of one hundred cubic feet or 748 gallons. Water consumption multiplied by a per-unit rate determines user charges and utility revenues. As a result, the revenues for both utilities are impacted by population and anticipated conservation especially in response to ongoing drought conditions within California. The economic recession of 2008 caused a population decline from housing foreclosures while motivating remaining residents to conserve. As evidenced by the following water consumption chart, 2011 usage is nearly equal to the end of the 1987-92 drought period. Increased water usage is anticipated as previously vacant housing becomes re-occupied, while at the same time residents continue active water conservation in response to drought conditions.

**WATER USAGE IN DALY CITY**



Daly City purchases just over half of its drinking water from the San Francisco Regional Wholesale Water System. In order to perform \$4.4 billion in seismic upgrades to that system, rates for purchased water have risen dramatically. The following graph tracks the historical and estimated rate increases.

**PROJECTED COST OF SFPUC WATER**



\* Does not include BAWSCA Bond Surcharge

As a result of both the decline in usage and dramatic increases in cost for purchased water, a five year revenue plan was adopted for the Water Utility ending in FY 2014-15. Rate increases are shown below.

<b>Water Sales – 5 Year Revenue Plan</b>						
<b>FY</b>	<b>2010-11 Actual</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Actual</b>	<b>2014-15</b>	<b>2015-16</b>
<b>Increase</b>	9%	12%	12%	12%	10%	TBD
<b>Water Sales (in 000's)</b>	\$13,014	\$14,625	\$16,358	\$18,095	\$19,553	\$19,687

Similarly, sewer rates have not kept pace with operating costs and identified deferred capital maintenance needs. New rate increases are shown below:

<b>Sewer Service Charges – 3 Year Revenue Plan</b>						
<b>FY</b>	<b>2010-11 Actual</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Actual</b>	<b>2014-15</b>	<b>2015-16</b>
<b>Increase</b>	0%	0%	0%	9%	9%	9%
<b>Sewer Service Charges (in 000's)</b>	\$15,197	\$14,821	\$15,220	\$16,204	\$17,345	\$19,004

### **HISTORICAL STAFFING LEVELS & POPULATION SERVED**

	<b>1975</b>	<b>1985</b>	<b>2008</b>	<b>2012</b>	<b>2014</b>	<b>Avg. Growth per Year</b>	<b>Total Growth</b>
Full-Time Staff *	445	452	553	512	454	0.1%	2.0%
Population	72,500	82,372	106,361	102,593	103,690	1.0%	43.0%
Employees per 1,000 Residents	6.1	5.5	5.2	5.0	4.4		

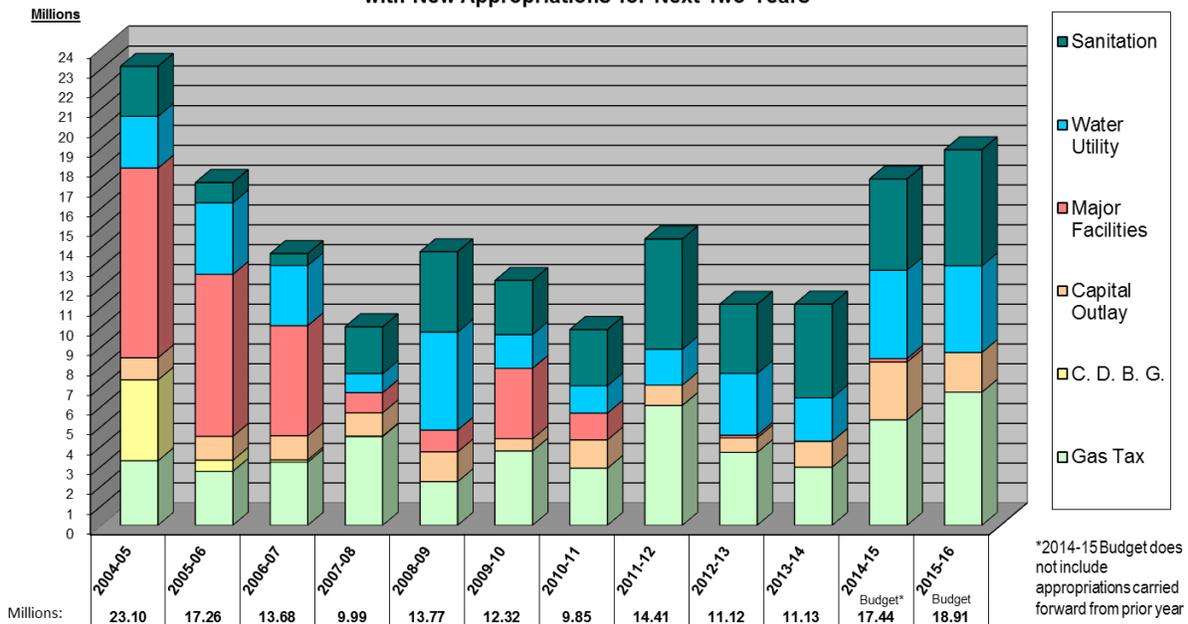
\* Includes Daly City & North San Mateo County Sanitation District

### **Capital Improvement Program**

The City of Daly City Capital Improvement Budget for fiscal years 2015 and 2016 provides funding for 148 separate capital projects. These involve acquisition of new equipment, repair and renovation of existing facilities and design work for projects planned in the future. Only capital projects that will not add to operating costs were approved in the coming budget.

The chart below shows capital expenditures over the past ten years and the new budget for the next two years. With the continuing fiscal crisis faced by the City, capital projects funded by the General Fund (a small portion of “Capital Outlay”) have been limited to critical repairs and equipment replacement.

### Annual Capital Expenditures with New Appropriations for Next Two Years



Refer to the Capital Projects section of this document for details on the City’s capital funds

### Debt Management

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

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

Because CalPERS used an implicit 8.25% interest rate for unfunded liabilities, the City was able to produce \$7 million in net present value savings by joining a state-wide financing pool to issue taxable debt at an all-in true interest cost of 5.973%. Repayment is made by both governmental and enterprise funds relative to each fund’s personnel costs in lieu of payments to the CalPERS pension plan.

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

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

<b><u>Outstanding Debt at June 30, 2014</u></b>			
<u>Description</u>	<u>Interest</u>	<u>Original Principal</u>	<u>Balance at June 30, 2014</u>
<u>Sanitation District Recycled Water Project</u> State Water Resources Revolving Fund Issued March 1, 2004 Final Maturity March 1, 2024	2.5%	\$4,450,128	\$2,748,449
<u>Bayshore Community Center</u> HUD Sec 108 Loan Issued June 30, 2004 Final Maturity Aug. 1, 2024	5.41%	\$4,500,000	\$2,914,000
<u>Water System Improvements</u> Revenue Refunding Bonds Issued October 16, 2012 Final Maturity June 1, 2024	2.0%	\$6,890,000	\$5,815,000
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	5.973% (taxable)	\$36,235,000	\$28,380,000

**Long Range Financial Planning**

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

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

ACKNOWLEDGMENT

The City Manager's Office and the Department of Finance and Administrative Services acknowledge the leadership and dedication of the City Council, as well as the cooperation and assistance of City staff in addressing the financial and organizational challenges of fiscal years 2015 and 2016. Many people throughout the City organization contributed a high degree of effort and technical skill in the production of this document. Through their combined efforts the timely issuance of this report has been made possible, and their collective dedication is both acknowledged and sincerely appreciated.

Respectfully submitted,



Patricia E. Martel  
City Manager



Lawrence Chiu  
Director of Finance and  
Administrative Services

## **THE BUDGET PROCESS**

### **Budget Preparation Process**

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

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

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

### **Budget and Operating Guidelines**

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

## **Two-year Budgeting -- Policies and Procedures**

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

### **Composition of Two-year Budgets:**

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

### **Mid-Budget Carryovers:**

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

### **Mid-Budget Review:**

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

### **Budget Basis**

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

**City of Daly City  
Biennial Operating and Capital Budget Calendar  
Fiscal Years 2015 and 2016**

<b>Date</b>	<b>Task</b>	<b>Responsible Party</b>
	<b>NARRATIVES &amp; PERFORMANCE MEASURES:</b>	
February 24 Council Study Session	Financial Update and Discussion of City Council Priorities - Management Team Attends	City Manager/ Finance
February	Budget Narratives & Performance Measures prepared by Departments	Department
<b>February 28</b>	<b>NARRATIVES &amp; PERFORMANCE MEASURES DUE TO FINANCE</b>	<b>Department</b>
March 3 – March 10	Review of Narratives and Performance Measures by ACM & Finance and return for revisions	ACM/Finance
March 17	Revised Narratives and Performance Measures finalized	Department
	<b>FINANCIAL:</b>	
Week of February 3	Budget Preparation Training	Finance / Department
January 24	December Status Reports distributed to Departments	Finance
January 29	<b>FINANCIAL BUDGET PREPARATION BEGINS</b>	Department
February 10	Updated Revenue Projections/Set Final Budget Guidelines	City Manager/ Finance
February 17	Personnel Budgets Complete	Finance
<b>February 28</b>	<b>OPERATING BUDGETS DUE TO FINANCE</b>	<b>Department</b>
March 3 – March 14	Finance budget review and return to Departments for revisions	Finance/ Department
March 24 – April 4	Review with City Manager	Department/ Finance
April 7 – 18	Draft Budget preparation by Finance	Finance
April 29 – May 6	City Council Budget Study Sessions	All
May 7 – June 20	Final revisions based on City Council directives	City Manager/ Finance
June 23 Council Meeting	Budget Adoption	

## **IMPACT OF OTHER PLANNING PROCESSES ON BUDGET DEVELOPMENT**

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

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

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

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

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

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

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

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

Adequate Reserves will be maintained in each of the City's funds to provide for cash flow needs as well as for unexpected emergencies. Levels will be adjusted as required to reflect current and anticipated economic conditions. Adequate reserves for the General Fund are considered to be unassigned fund balance equal to 15 percent of annual budgeted expenditures. This is after taking into consideration the need for a reserve for cash flow equal to the historical difference between cash at the City's June 30 fiscal year end and cash at November 30, at which date the cash balance is typically at its lowest point. It is also necessary to recognize that this level of reserves is not an absolute, but is a goal.

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

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

Funding of Capital Needs will be accomplished through replacement reserves built in to internal service fund charges to departments and user rates in the utilities. Funding for

capital maintenance should be provided at a level such that the City's capital assets are preserved in serviceable condition over the long term.

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

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

Long-term financial planning, including a twenty-year capital plan and a biennial operating budget, will be employed to help insure that the City remains financially solvent. As a function of the 20 year capital plan, the condition of all major capital assets will be assessed in order to determine the financial commitments required to provide adequate maintenance, upkeep and replacement of those assets.

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

CITY OF DALY CITY  
 Projected Available Fund Balances/Net Assets  
To June 30, 2014

	Balance <u>July 1, 2013 (1)</u>	Estimated Revenues <u>2013-14</u>	Estimated Expenditures <u>2013-14</u>	<u>Other</u>	Estimated Balance <u>June 30, 2014</u>
Governmental Funds:					
OPERATING:					
General Fund	\$11,167,671	\$71,793,607	(\$71,334,764)		\$11,626,514
Housing Agency	227,905	58,025	(39,238)		246,692
Senior Center	-	1,001,871	(1,001,871)		-
Community Block Grant	-	1,805,811	(1,805,811)		-
Linda Vista Benefit Assessment	(224)	46,364	(21,485)		24,655
Traffic Safety	92,387	69,770	(92,762)		69,395
Traffic Enforcement	192,563	294,223	(316,787)		169,999
Grants	527,403	1,566,220	(896,239)		1,197,384
Redevelopment - J.S./Mission	18,726	23,842	(64,209)	-	(21,641)
Housing - J.S./Mission	-	-	-	-	-
Redevelopment Obligation Retirement		250,000	(275,000)		(25,000)
Redevelopment - Bayshore	(112,860)	48,300	(36,956)	-	(101,516)
Housing - Bayshore	-	-	-	-	-
CAPITAL:					
Gas Tax	5,326,179	4,896,216	(5,509,451)		4,712,944
AB1600	3,453,148	305,387	-		3,758,535
Capital Outlay	2,609,079	646,459	(1,169,747)		2,085,791
Major Facility Improvements	11,398,537	181,579	-	-	11,580,116
<b>Total Governmental</b>	<u>34,900,514</u>	<u>82,987,674</u>	<u>(82,564,320)</u>	<u>-</u>	<u>35,323,868</u>
Proprietary Funds					
ENTERPRISE:					
Water Utility	5,264,359	18,446,512	(17,411,096)	1,245,030	7,544,805
Civic Center	2,188,798	910,403	(952,318)	190,694	2,337,577
Transfer Station	1,103,383	474,375	(630,035)	29,607	977,330
Sanitation District	14,693,753	19,622,283	(21,912,921)	2,030,755	14,433,870
<b>Total Enterprise</b>	<u>23,250,293</u>	<u>39,453,573</u>	<u>(40,906,370)</u>	<u>3,496,086</u>	<u>25,293,582</u>
INTERNAL SERVICE:					
Pension Bonds	(61,729)	3,054,703	(3,597,514)	421,667	(182,873)
Motor Vehicles	3,347,245	3,422,597	(5,042,788)	1,059,104	2,786,158
Central Services	456,817	200,202	(227,573)	-	429,446
PBX - Telephones	558,763	244,324	(294,674)	22,704	531,117
Building Maintenance	390,387	3,563,088	(3,592,935)	1,671	362,211
Information Services	2,089,382	2,557,776	(3,054,304)	291,583	1,884,437
Self Insurance	390,776	4,106,797	(3,730,685)	-	766,888
<b>Total Internal Service</b>	<u>7,171,641</u>	<u>17,149,487</u>	<u>(19,540,473)</u>	<u>1,796,729</u>	<u>6,577,384</u>
<b>COMBINED TOTAL</b>	<b>\$ 65,322,448</b>	<b>\$ 139,590,734</b>	<b>\$ (143,011,163)</b>	<b>\$ 5,292,815</b>	<b>\$ 67,194,834</b>

(1) Includes applied reserves

CITY OF DALY CITY  
 Projected Available Fund Balances/Net Assets  
 To June 30, 2015

	Estimated Balance <u>July 1, 2014</u>	Projected Revenues <u>2014-15</u>	Proposed Budget <u>2014-15</u>	Other	Projected <u>June 30, 2015</u>
Governmental Funds:			(Incl. Carry-Forward)		
OPERATING:					
General Fund	\$11,626,514	\$ 72,820,751	\$ (72,785,888)		\$11,661,377
Housing Agency	246,692	21,450	(236,951)		31,191
Senior Center	-	1,002,727	(1,002,727)		-
Community Block Grant	-	1,272,246	(1,272,245)		1
Linda Vista Benefit Assessment	24,655	45,850	(21,492)		49,013
Traffic Safety	69,395	65,106	(92,727)		41,774
Traffic Enforcement	169,999	294,223	(314,745)		149,477
Grants	1,197,384	1,603,559	(2,016,817)		784,126
Redevelopment - J.S./Mission	(21,641)	19,842	(59,288)		(61,087)
Housing - J.S./Mission	-	-	-	-	-
Redevelopment Obligation Retirement	(25,000)	250,000	(250,000)		(25,000)
Redevelopment - Bayshore	(101,516)	48,300	(82,431)	-	(135,647)
Housing - Bayshore	-	-	-	-	-
CAPITAL:					
Gas Tax	4,712,944	5,787,901	(9,511,546)		989,299
AB1600	3,758,535	292,946	(450,000)		3,601,481
Capital Outlay	2,085,791	3,518,995	(3,375,928)		2,228,858
Major Facility Improvements	<u>11,580,116</u>	<u>90,000</u>	<u>(1,452,834)</u>	-	<u>10,217,282</u>
Total Governmental	<u>35,323,868</u>	<u>87,133,896</u>	<u>(92,925,619)</u>	-	<u>29,532,145</u>
Proprietary Funds					
ENTERPRISE:					
Water Utility	7,544,805	19,936,266	(25,443,014)	1,192,005	3,230,062
Civic Center	2,337,577	953,912	(1,051,209)	190,694	2,430,974
Transfer Station	977,330	474,375	(553,313)	29,607	927,999
Sanitation District	<u>14,433,870</u>	<u>21,254,312</u>	<u>(30,008,248)</u>	<u>2,006,931</u>	<u>7,686,865</u>
Total Enterprise	<u>25,293,582</u>	<u>42,618,865</u>	<u>(57,055,784)</u>	<u>3,419,237</u>	<u>14,275,900</u>
INTERNAL SERVICE:					
Pension Bonds	(182,873)	3,293,513	(3,570,910)	277,397	(182,873)
Motor Vehicles	2,786,158	3,723,390	(5,594,633)	1,119,466	2,034,381
Central Services	429,446	237,215	(265,975)	2,000	402,686
PBX - Telephones	531,117	213,761	(519,948)	35,295	260,225
Building Maintenance	362,211	3,618,979	(3,684,842)	1,418	297,766
Information Services	1,884,437	2,571,950	(3,536,435)	306,527	1,226,479
Self Insurance	<u>766,888</u>	<u>4,357,861</u>	<u>(4,203,320)</u>	-	<u>921,429</u>
Total Internal Service	<u>6,577,384</u>	<u>18,016,669</u>	<u>(21,376,063)</u>	<u>1,742,103</u>	<u>4,960,093</u>
<b>COMBINED TOTAL</b>	<b>\$ 67,194,834</b>	<b>\$ 147,769,430</b>	<b>\$ (171,357,466)</b>	<b>\$ 5,161,340</b>	<b>\$ 48,768,138</b>

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

	Balance <u>July 1, 2015</u>	Projected Revenues <u>2015-16</u>	Proposed Budget <u>2015-16</u>	<u>Other</u>	Projected <u>June 30, 2016</u>
Governmental Funds:					
OPERATING:					
General Fund	\$11,661,377	\$ 73,602,865	\$ (73,562,536)		\$11,701,706
Housing Agency	31,191	2,850	(28,620)		5,421
Senior Center	-	1,011,973	(1,011,973)		-
Community Block Grant	1	1,282,062	(1,282,062)		1
Linda Vista Benefit Assessment	49,013	45,850	(21,492)		73,371
Traffic Safety	41,774	65,106	(95,600)		11,280
Traffic Enforcement	149,477	294,223	(314,756)		128,944
Grants	784,126	676,725	(658,875)		801,976
Redevelopment - J.S./Mission	(61,087)	19,842	(9,288)		(50,533)
Housing - J.S./Mission	-	-	-		-
Redevelopment Obligation Retirement	(25,000)	250,000	(250,000)		(25,000)
Redevelopment - Bayshore	(135,647)	48,300	(33,465)		(120,812)
Housing - Bayshore	-	-	-		-
CAPITAL:					
Gas Tax	989,299	8,087,222	(9,271,061)		(194,540)
AB1600	3,601,481	292,946	-		3,894,427
Capital Outlay	2,228,858	4,013,500	(2,000,430)		4,241,928
Major Facility Improvements	<u>10,217,282</u>	<u>90,000</u>	<u>(135,000)</u>	-	<u>10,172,282</u>
Total Governmental	<u>29,532,145</u>	<u>89,783,464</u>	<u>(88,675,158)</u>	-	<u>30,640,451</u>
Proprietary Funds					
ENTERPRISE:					
Water Utility	3,230,062	20,028,149	(21,893,405)	1,163,577	2,528,383
Civic Center	2,430,974	781,271	(878,599)	190,694	2,524,340
Transfer Station	927,999	-	-	-	927,999
Sanitation District	<u>7,686,865</u>	<u>23,213,796</u>	<u>(24,377,366)</u>	<u>1,970,695</u>	<u>8,493,990</u>
Total Enterprise	<u>14,275,900</u>	<u>44,023,216</u>	<u>(47,149,370)</u>	<u>3,324,966</u>	<u>14,474,712</u>
INTERNAL SERVICE:					
Pension Bonds	(182,873)	3,419,008	(3,532,136)	113,128	(182,873)
Motor Vehicles	2,034,381	3,729,559	(5,497,473)	1,037,486	1,303,953
Central Services	402,686	238,965	(266,622)	2,000	377,029
PBX - Telephones	260,225	213,761	(261,954)	60,522	272,554
Building Maintenance	297,766	3,618,829	(3,746,180)	659	171,074
Information Services	1,226,479	2,596,514	(3,295,772)	282,065	809,286
Self Insurance	<u>921,429</u>	<u>4,355,047</u>	<u>(4,308,327)</u>	-	<u>968,149</u>
Total Internal Service	<u>4,960,093</u>	<u>18,171,683</u>	<u>(20,908,464)</u>	<u>1,495,860</u>	<u>3,719,172</u>
<b>COMBINED TOTAL</b>	<b>\$ 48,768,138</b>	<b>\$ 151,978,363</b>	<b>\$ (156,732,992)</b>	<b>\$ 4,820,826</b>	<b>\$ 48,834,335</b>

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

	ACTUAL	ESTIMATED	PROPOSED	PROPOSED
	<u>2012-13</u>	<u>2013-14</u>	<u>BUDGET</u>	<u>BUDGET</u>
<b>GENERAL FUND</b>			<u>2014-15</u>	<u>2015-16</u>
City Attorney	\$935,837	\$939,800	\$941,234	\$957,165
City Clerk	455,648	400,413	492,694	421,167
City Council	218,064	208,812	227,626	223,500
City Manager				
City Manager Administration	1,095,436	1,011,932	1,154,131	1,150,592
Community Engagement	220,587	220,573	255,787	232,695
Community Service Center	455,113	401,534	404,414	408,900
Total City Manager	<u>1,771,136</u>	<u>1,634,039</u>	<u>1,814,332</u>	<u>1,792,187</u>
City Treasurer	111,318	250,683	38,627	39,610
Economic & Community Development				
Administration	619,146	421,800	297,049	300,861
Planning & Zoning	990,432	760,426	693,618	708,176
Building	1,358,809	1,248,633	1,315,686	1,331,656
Code Enforcement	475,952	455,511	543,655	553,010
Business Center	272,007	-	-	-
Total Economic & Community Devel	<u>3,716,346</u>	<u>2,886,370</u>	<u>2,850,008</u>	<u>2,893,703</u>
Finance-Admin/Accounting	1,903,412	2,131,928	1,903,766	1,938,269
Fire	15,014,592	15,438,249	15,296,568	15,590,777
Human Resources	1,005,856	1,108,229	971,598	994,305
Library & Recreation				
Administration	1,675,140	1,373,809	1,303,427	1,314,404
Library	2,837,050	3,090,708	3,259,952	3,270,427
Recreation	3,756,743	3,889,362	4,052,685	4,120,032
Total Library & Recreation	<u>8,268,933</u>	<u>8,353,879</u>	<u>8,616,064</u>	<u>8,704,863</u>
Police				
Police Services	23,962,469	24,591,780	25,968,024	26,579,770
Citizens' Option for Public Safety	157,494	226,565	153,862	156,117
Public Safety Communications	1,877,006	1,800,559	1,844,515	1,879,488
Total Police	<u>25,996,969</u>	<u>26,618,904</u>	<u>27,966,401</u>	<u>28,615,375</u>
Public Works				
Administration	689,955	519,048	677,558	688,680
Engineering	1,290,195	1,208,388	1,323,287	1,425,057
Streets	1,875,668	1,894,609	2,112,013	2,217,748
Traffic Signals & Street Lighting	851,290	761,568	891,406	905,736
Parks Maintenance	2,260,496	2,052,515	2,384,694	2,412,748
Total Public Works	<u>6,967,604</u>	<u>6,436,128</u>	<u>7,388,958</u>	<u>7,649,969</u>
Nondepartmental	<u>2,234,592</u>	<u>4,927,330</u>	<u>4,278,012</u>	<u>3,741,646</u>
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 68,600,307</u></b>	<b><u>\$ 71,334,764</u></b>	<b><u>\$ 72,785,888</u></b>	<b><u>\$ 73,562,536</u></b>

## COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL	ESTIMATED	PROPOSED	PROPOSED
	<u>2012-13</u>	<u>2013-14</u>	<u>BUDGET</u>	<u>BUDGET</u>
<b>SPECIAL REVENUE</b>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Housing Agency	\$59,352	\$39,238	\$236,951	\$28,620
Senior Center	938,407	1,001,871	1,002,727	1,011,973
Community Block Grant:				
Operations	764,935	1,407,892	869,424	876,541
Capital	393,942	397,919	402,821	405,521
- Carry forward				
Linda Vista Benefit Assessment	19,687	21,485	21,492	21,492
Traffic Safety	76,209	92,762	92,727	95,600
Traffic Enforcement	323,496	316,787	314,745	314,756
Federal Grants	1,435,880	896,239	2,016,817	658,875
Redevelopment - J.S./Mission	63,785	64,209	59,288	9,288
Housing - J.S./Mission	1,567,999	-	-	-
Redevelopment Obligation Retirement	250,000	275,000	250,000	250,000
Redevelopment - Bayshore	3,450,326	36,956	82,431	33,465
Housing - Bayshore	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$9,344,018</u></b>	<b><u>\$4,550,358</u></b>	<b><u>\$5,349,423</u></b>	<b><u>\$3,706,131</u></b>
<b>CAPITAL PROJECTS</b>				
Gas Tax:				
Operating	1,999,159	1,704,251	2,442,508	2,569,380
Capital	3,673,696	3,805,200	5,303,588	6,701,681
- Carryforward			1,765,450	
AB1600	-	-	450,000	-
Capital Outlay	728,558	1,169,747	2,916,709	2,000,430
- Carryforward			459,219	
Major Facility Improvements	137,314	-	623,900	135,000
- Carryforward	-	-	828,934	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$ 6,538,727</u></b>	<b><u>\$ 6,679,198</u></b>	<b><u>\$ 14,790,308</u></b>	<b><u>\$ 11,406,491</u></b>
<b>ENTERPRISE</b>				
Water Utility:				
Operations	\$17,750,025	\$14,852,998	\$16,617,744	\$17,528,135
Capital	2,923,493	2,558,098	4,448,213	4,365,270
- Carryforward			4,377,057	
Civic Center	1,070,328	952,318	1,051,209	878,599
Transfer Station	627,476	630,035	553,313	-
Sanitation District:				
Operations	16,626,785	16,316,928	18,036,371	18,538,230
Capital	3,260,173	5,595,993	4,591,695	5,839,136
- Carryforward	-	-	7,380,182	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL ENTERPRISE</b>	<b><u>\$ 42,258,280</u></b>	<b><u>\$ 40,906,370</u></b>	<b><u>\$ 57,055,784</u></b>	<b><u>\$ 47,149,370</u></b>

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

	ACTUAL	ESTIMATED	PROPOSED	PROPOSED
	<u>2012-13</u>	<u>2013-14</u>	<u>BUDGET</u>	<u>BUDGET</u>
			<u>2014-15</u>	<u>2015-16</u>
<b>INTERNAL SERVICE FUNDS</b>				
Pension Bonds	\$3,582,451	\$3,597,514	\$3,570,910	\$3,532,136
Motor Vehicles	4,211,508	5,042,788	5,594,633	5,497,473
Central Services	191,578	227,573	265,975	266,622
PBX - Telephones	219,048	294,674	519,948	261,954
Building Maintenance	3,565,641	3,592,935	3,684,842	3,746,180
Information Services	2,970,866	3,054,304	3,536,435	3,295,772
Self Insurance	<u>3,524,903</u>	<u>3,730,685</u>	<u>4,203,320</u>	<u>4,308,327</u>
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$ 18,265,995</u></b>	<b><u>\$ 19,540,473</u></b>	<b><u>\$ 21,376,063</u></b>	<b><u>\$ 20,908,464</u></b>

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

	<u>ACTUAL</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>2013-14</u>	<u>PROJECTED</u> <u>2014-15</u>	<u>PROJECTED</u> <u>2015-16</u>
<b>GENERAL FUND</b>				
Property Tax	\$24,682,775	\$26,229,080	\$26,856,974	\$27,377,006
Sales Tax	10,449,064	10,716,095	10,930,417	11,149,025
Other Taxes	4,756,254	4,997,528	4,919,478	4,992,868
Franchise Fees	3,544,076	3,611,820	3,626,308	3,684,201
Utility Users Tax	6,528,567	6,337,890	6,398,130	6,458,973
Licenses and Permits	1,458,317	1,328,794	1,255,795	1,404,870
Fines and Forfeitures	2,104,585	1,987,374	2,096,326	2,096,326
Interest Income	228,290	190,399	200,399	200,399
Rental Income	768,251	1,051,337	922,090	933,090
From Other Agencies	773,373	626,493	602,133	602,133
Motor Vehicle In Lieu	45,981	62,415	50,000	51,000
Federal Programs/Grants	689	15,393	-	-
Charges and Fees	6,251,160	5,755,198	5,762,055	5,910,323
Miscellaneous	4,024,228	4,022,423	3,504,640	3,535,854
Interfund Transfers	<u>5,234,939</u>	<u>4,861,368</u>	<u>5,696,006</u>	<u>5,206,797</u>
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 70,850,549</u></b>	<b><u>\$ 71,793,607</u></b>	<b><u>\$ 72,820,751</u></b>	<b><u>\$ 73,602,865</u></b>
<b>SPECIAL REVENUE</b>				
Housing Agency	\$3,636,759	\$58,025	\$21,450	\$2,850
Senior Center	938,407	1,001,871	1,002,727	1,011,973
Community Block Grant:	1,158,877	1,805,811	1,272,246	1,282,062
Linda Vista Benefit Assessment	40,231	46,364	45,850	45,850
Traffic Safety	48,753	69,770	65,106	65,106
Traffic Enforcement	316,168	294,223	294,223	294,223
Federal Grants	1,493,919	1,566,220	1,603,559	676,725
Redevelopment - J.S./Mission	591,211	23,842	19,842	19,842
Housing - J.S./Mission	-	-	-	-
Redevelopment Obligation Retirement	367,175	250,000	250,000	250,000
Redevelopment - Bayshore	104,171	48,300	48,300	48,300
Housing - Bayshore	<u>262,364</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$ 8,958,035</u></b>	<b><u>\$ 5,164,426</u></b>	<b><u>\$ 4,623,303</u></b>	<b><u>\$ 3,696,931</u></b>
<b>CAPITAL PROJECTS</b>				
Gas Tax	5,232,032	4,896,216	5,787,901	8,087,222
AB1600	215,959	305,387	292,946	292,946
Capital Outlay	706,775	646,459	3,518,995	4,013,500
Major Facility Improvements	<u>18,523</u>	<u>181,579</u>	<u>90,000</u>	<u>90,000</u>
<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$ 6,173,289</u></b>	<b><u>\$ 6,029,641</u></b>	<b><u>\$ 9,689,842</u></b>	<b><u>\$ 12,483,668</u></b>

## COMPARISON OF REVENUE BUDGETS

	<u>ACTUAL</u> <u>2012-13</u>	<u>ESTIMATED</u> <u>2013-14</u>	<u>PROJECTED</u> <u>2014-15</u>	<u>PROJECTED</u> <u>2015-16</u>
<b>ENTERPRISE</b>				
Water Utility	16,801,668	18,446,512	19,936,266	20,028,149
Civic Center	716,598	910,403	953,912	781,271
Transfer Station	474,375	474,375	474,375	-
Sanitation District	<u>18,639,052</u>	<u>19,622,283</u>	<u>21,254,312</u>	<u>23,213,796</u>
<b>TOTAL ENTERPRISE</b>	<b><u>\$ 36,631,693</u></b>	<b><u>\$ 39,453,573</u></b>	<b><u>\$ 42,618,865</u></b>	<b><u>\$ 44,023,216</u></b>
 <b>INTERNAL SERVICE FUNDS</b>				
Pension Bonds	\$2,567,133	\$3,054,703	\$3,293,513	\$3,419,008
Motor Vehicles	3,921,734	3,422,597	3,723,390	3,729,559
Central Services	196,486	200,202	237,215	238,965
PBX - Telephones	142,441	244,324	213,761	213,761
Building Maintenance	3,574,129	3,563,088	3,618,979	3,618,829
Information Services	2,694,124	2,557,776	2,571,950	2,596,514
Self Insurance	<u>3,683,011</u>	<u>4,106,797</u>	<u>4,357,861</u>	<u>4,355,047</u>
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$16,779,058</u></b>	<b><u>\$17,149,487</u></b>	<b><u>\$18,016,669</u></b>	<b><u>\$18,171,683</u></b>



# CITY OF DALY CITY

## FULL-TIME PERSONNEL ALLOCATION \*

DEPARTMENT / DIVISION	2012-13	2013-14	2014-15	2015-16
CITY COUNCIL	5.00	5.00	5.00	5.00
CITY ATTORNEY	5.00	5.00	5.00	5.00
CITY CLERK	3.00	3.00	3.00	3.00
CITY TREASURER	1.05	1.05	0.18	0.18
CITY MANAGER				
Administration	7.00	7.00	6.00	6.00
Community Service Center	5.00	5.00	3.00	3.00
	<u>12.00</u>	<u>12.00</u>	<u>9.00</u>	<u>9.00</u>
ECONOMIC & COMMUNITY DEVELOPMENT				
Administration	3.95	2.95	1.05	1.05
Building	9.45	9.45	6.80	6.80
Code Enforcement	3.95	3.95	4.10	4.10
Planning	5.60	5.60	3.25	3.25
Housing Agency	0.58	0.58	0.21	0.21
Block Grant	1.34	1.34	1.25	1.25
Residential Rehab	1.57	1.57	1.57	1.57
Enterprise Development Center	0.20	0.20	0.10	0.10
Home Program	0.36	0.36	0.17	0.17
	<u>27.00</u>	<u>26.00</u>	<u>18.50</u>	<u>18.50</u>
FINANCE & ADMINISTRATIVE SERVICES				
Administration	13.55	13.55	13.42	13.42
Information Services	11.00	11.00	11.00	11.00
Risk Management Workers Comp	1.40	1.40	-	-
Risk Management General Liability	-	-	1.40	1.40
Utility Billing	7.00	7.00	7.00	7.00
	<u>32.95</u>	<u>32.95</u>	<u>32.82</u>	<u>32.82</u>
FIRE	71.00	71.00	70.00	70.00
HUMAN RESOURCES				
Human Resources	6.00	6.00	3.95	3.95
Workers' Comp Claims	-	-	1.05	1.05
	<u>6.00</u>	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>

# CITY OF DALY CITY

## FULL-TIME PERSONNEL ALLOCATION \*

DEPARTMENT / DIVISION	2012-13	2013-14	2014-15	2015-16
<b>LIBRARY &amp; RECREATION SERVICES **</b>				
Administration	9.00	9.00	5.00	5.00
Library Total	20.00	20.00	18.00	18.00
Recreation Total	15.00	15.00	15.00	15.00
	<b>44.00</b>	<b>44.00</b>	<b>38.00</b>	<b>38.00</b>
<b>POLICE</b>				
Police Services	139.00	139.00	139.00	139.00
Citizens Option For Public Safety	1.10	1.10	1.10	1.10
Public Safety Communications	13.90	13.90	12.90	12.90
	<b>154.00</b>	<b>154.00</b>	<b>153.00</b>	<b>153.00</b>
<b>PUBLIC WORKS</b>				
Administration	4.00	4.00	4.00	4.00
Engineering	10.00	10.00	8.50	9.50
Traffic Signal & Street Lighting	3.00	3.00	3.00	3.00
Streets	14.34	15.34	13.34	14.34
Parks Maintenance	15.00	15.00	15.00	15.00
Building Maintenance	24.33	24.33	24.33	24.33
Motor Vehicles	6.33	6.33	6.33	6.33
	<b>77.00</b>	<b>78.00</b>	<b>74.50</b>	<b>76.50</b>
<b>WATER &amp; WASTEWATER RESOURCES</b>				
Administration	8.00	8.00	8.00	8.00
Water Operations	5.00	5.00	7.00	7.00
Wastewater Operations	14.00	14.00	11.00	11.00
Plant & Equipment Maintenance	18.00	18.00	18.00	18.00
Laboratory	2.00	2.00	2.00	2.00
Distribution System	14.00	14.00	14.00	14.00
Collection System	12.00	12.00	12.00	12.00
	<b>73.00</b>	<b>73.00</b>	<b>72.00</b>	<b>72.00</b>
<b>GRAND TOTAL</b>	<b>511.00</b>	<b>511.00</b>	<b>486.00</b>	<b>488.00</b>

\* Does not include Hourly Employees

\*\* Library and Recreation were consolidated into a single department effective fiscal 2013.

## DESCRIPTIONS OF FUNDS

### ***GOVERNMENTAL FUNDS***

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

### ***SPECIAL REVENUE FUNDS***

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

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

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

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

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

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

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

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

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

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

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

## CAPITAL PROJECTS FUNDS

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

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

## ***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:

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

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

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

Transfer Station - to account for the activity of the Mussel Rock garbage transfer station, which is leased to a local scavenger company for their use in providing garbage collection services under a franchise agreement with the City.

### INTERNAL SERVICE FUNDS

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

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

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

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

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

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

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

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

Appropriations:

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



CITY OF DALY CITY  
FUNDS AND FUNCTIONAL UNITS

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

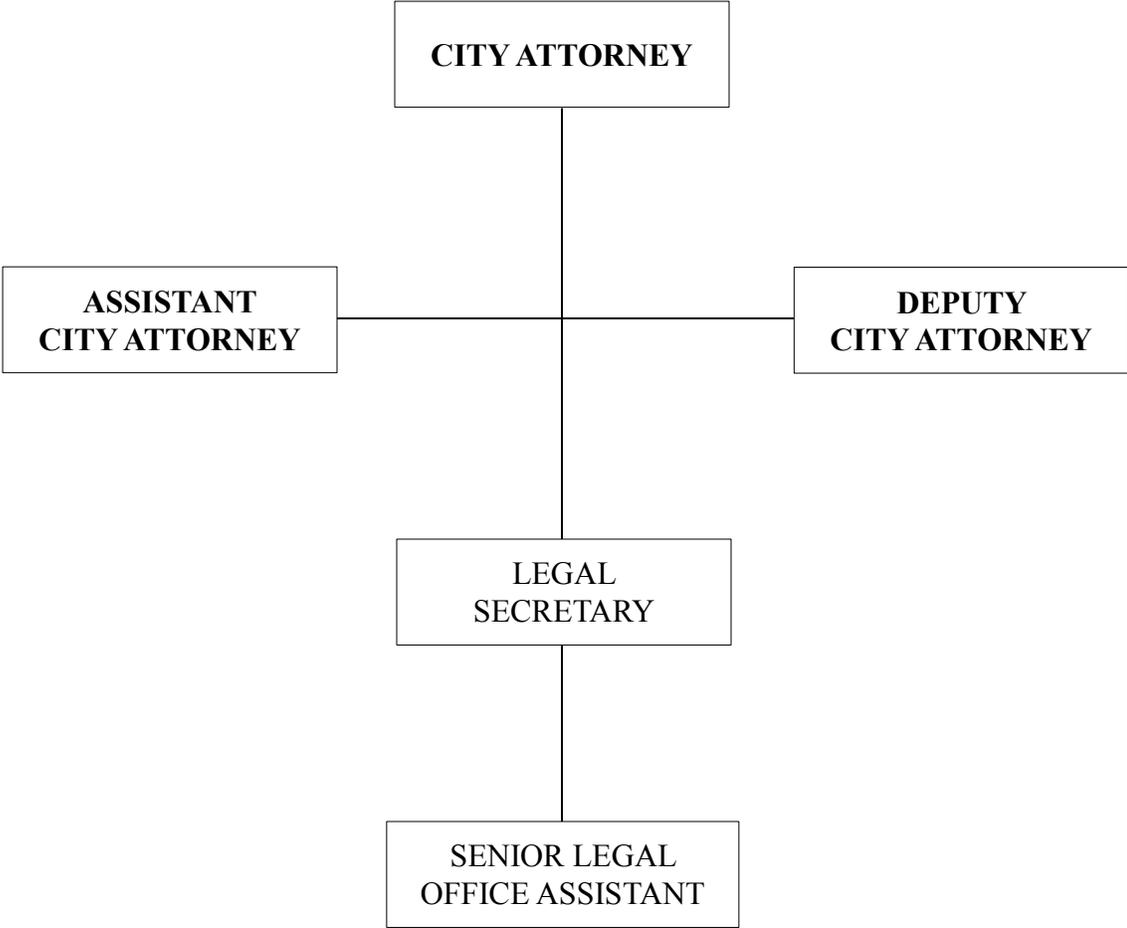
Daly City's budget is organized around departments as functional units because we believe that this makes it more understandable to a wider range of users. This chart is an attempt to illustrate the interrelationship between the budget layout and the traditional accounting concept of funds. An X appears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



**City of Daly City**

**CITY ATTORNEY**

Fiscal Years 2014 – 2015 and 2015 – 2016



# **CITY ATTORNEY'S OFFICE**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

- Provide counsel to and attend meetings of the City Council, certain Council committees, the Planning Commission and special City department task forces;
- Provide advice or written opinions to any City officer, department head, board commission or other unit of local government on widely diverse areas of law including but not limited to land use, personnel, elections, conflict of interest and economic development;
- Prosecute and defend legal actions where the City is a named party;
- Drafting, reviewing and approving as to form all contracts, surety bonds, ordinances, policies and resolutions;
- Investigating, evaluating and recommending disposition of all claims against the City;
- Respond to requests for public records and other documents;

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

This Department supports City-wide priorities through the following:

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

***BIENNIAL BUDGET OUTCOMES***

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

***PERFORMANCE MEASURES***

Performance Measure	Methodology	System	2012-13 Results	2013-14 Projected	2014-15 Targets	2015-16 Targets
Advocate, defend and prosecute on behalf of the City	Percentage of litigation cases resolved prior to trial, percentage of code enforcement cases resolved, number of cases resolved with City judgment	Department Tracking	96% cases resolved prior to litigation	98% cases resolved prior to litigation	95-98%	95-98%
Provide oral and written advice on legal issues and prepare documents to implement official City and Redevelopment Agency actions	Percentage of interdepartmental personnel that utilize legal advice/opinion and are satisfied with the service they are provided	Department Tracking	99%	99%	100%	100%



**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>CITY ATTORNEY</b>	<b>050</b>
<b>Program:</b>	<b>CITY ATTORNEY</b>	<b>050</b>

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
MISCELLANEOUS REVENUES	630	37	85	100	100
<b>TOTAL REVENUES</b>	<b><u>\$630</u></b>	<b><u>\$37</u></b>	<b><u>\$85</u></b>	<b><u>\$100</u></b>	<b><u>\$100</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	808,040	820,831	823,130	822,773	838,436
SERVICES AND SUPPLIES	41,604	55,810	54,067	55,550	55,550
OTHER CHARGES	5,069	4,925	7,084	7,073	7,073
FIXED CHARGES	57,663	54,270	54,270	55,838	56,106
OPERATING TRANSFERS OUT	2,250	0	1,249	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$914,626</u></b>	<b><u>\$935,836</u></b>	<b><u>\$939,800</u></b>	<b><u>\$941,234</u></b>	<b><u>\$957,165</u></b>

**CITY ATTORNEY**

**Full-Time Salaried Position Listing**

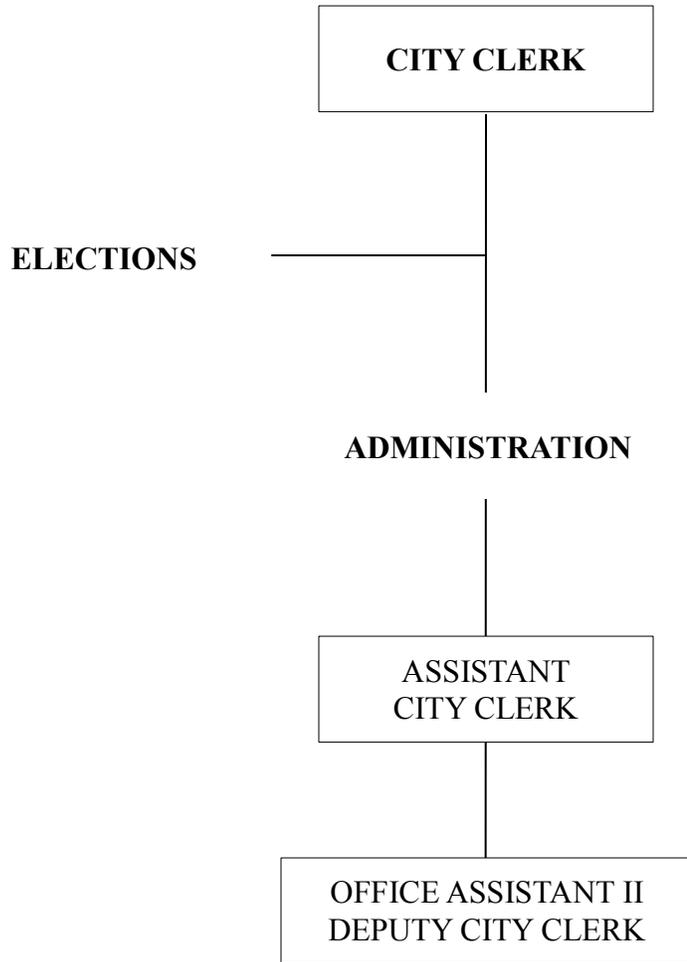
<b>Classification</b>	<b>Range</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>01-050-050</b>					
City Attorney	M502	1	1	1	1
Assistant City Attorney	M339	1	1	1	1
Deputy City Attorney I	U056	1	1	1	1
Legal Secretary	U045	1	1	1	1
Senior Legal Office Assistant	U040	1	1	1	1
		<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>



# City of Daly City

## CITY CLERK

Fiscal Years 2014 – 2015 and 2015 – 2016



# **CITY CLERK'S OFFICE**

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## ***DEPARTMENT MISSION STATEMENT***

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

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

## ***CORE SERVICES***

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

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

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

- Provide assistance with applications for exemption from utility user's tax.
- Provide a collection point for absentee ballots.
- Accept U.S. Passport applications on behalf of the U.S. Department of State.
- Provide information to the public about civic meetings and activities.
- Provide support for the election process.
- Maintain an efficient record management system.
- Post agendas; publish legal notices.
- Maintain official records.
- Implement all state and federal mandates as efficiently and effectively as possible including the requirements of the following:
  - Freedom of Information Act
  - California Public Records Act
  - The Brown Act
  - Federal Voting Rights Act; and
  - Open Meeting Act

***BIENNIAL BUDGET OUTCOMES***

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

Continue to plan and administer local elections, including the development of an updated candidates guide and coordination with the County Recorder/Assessor/Clerk & Chief Election Officer to conduct the City's general municipal election in 2014.

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

One cost savings is the reduction of hard copies of resolutions, ordinances and other legislative documents to other departments.

The use of iPads for the Online Agenda by the City Council and Staff has helped to reduce cost in staff time and resources.

The volume of Passport Applications had increase significantly due to the convenient drop in passport application processing and word of mouth.



**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
CHARGES AND FEES	52,422	99,451	110,020	116,050	110,050
MISCELLANEOUS REVENUES	0	19	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$52,422</u></b>	<b><u>\$99,470</u></b>	<b><u>\$110,020</u></b>	<b><u>\$116,050</u></b>	<b><u>\$110,050</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
SALARIES AND BENEFITS	385,054	337,035	333,117	344,476	349,138
SERVICES AND SUPPLIES	66,573	57,773	2,355	79,450	4,450
OTHER CHARGES	1,447	994	665	2,765	765
FIXED CHARGES	60,265	59,846	59,846	61,502	61,814
CAPITAL OUTLAY	0	0	4,430	4,500	5,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$513,339</u></b>	<b><u>\$455,648</u></b>	<b><u>\$400,413</u></b>	<b><u>\$492,693</u></b>	<b><u>\$421,167</u></b>

**CITY CLERK**

**Full-Time Salaried Position Listing**

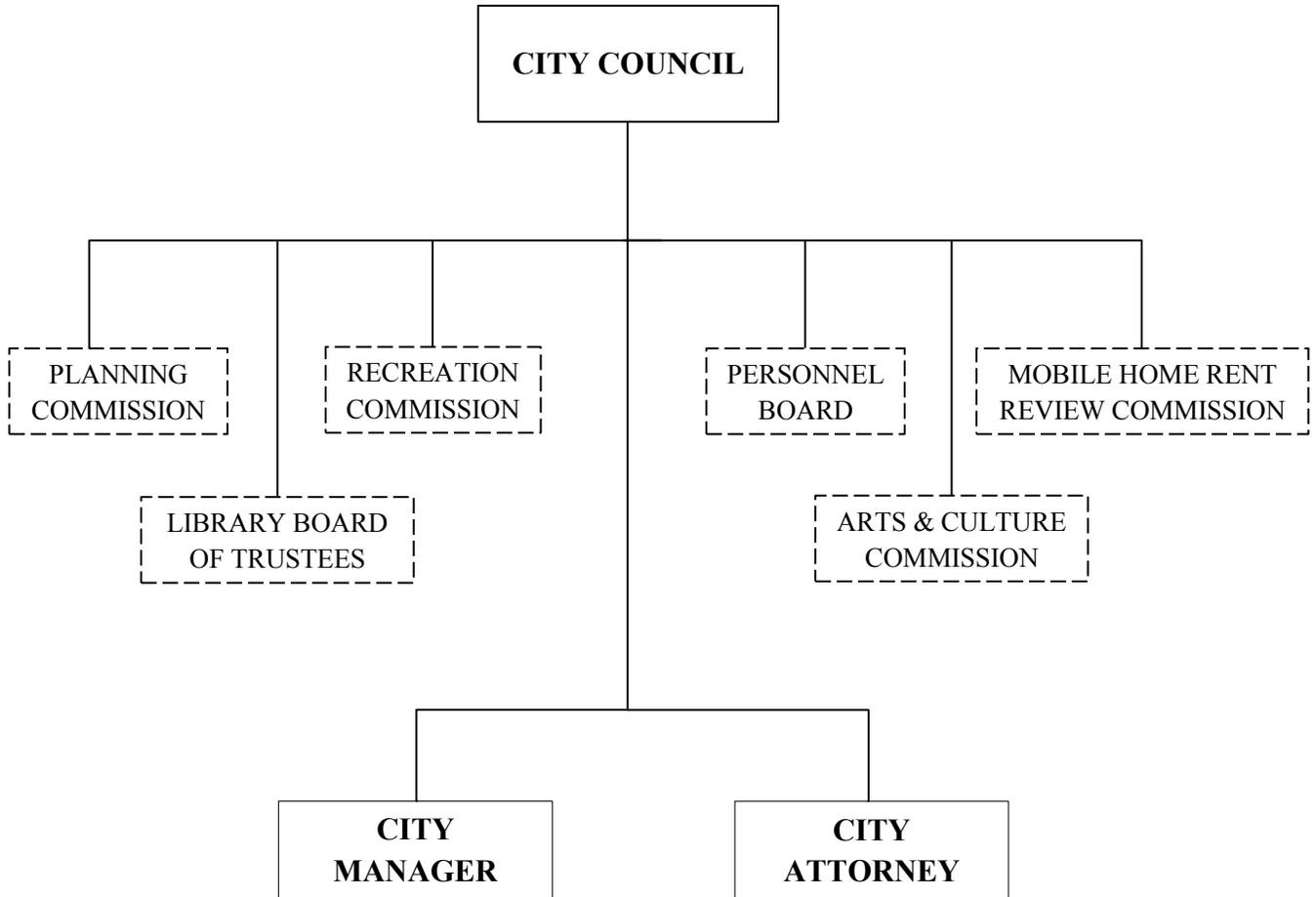
Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>01-020-020</b>					
City Clerk	Q910	1	1	1	1
Assistant City Clerk	U046	1	1	1	1
Office Assistant II	Z022	1	1	1	1
		<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>



# City of Daly City

## CITY COUNCIL

Fiscal Years 2014 – 2015 and 2015 – 2016



----- ADVISORY BOARDS AND COMMISSIONS

# CITY COUNCIL

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## ***DEPARTMENT MISSION STATEMENT***

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

The City Council established four Guiding Principles for setting priorities:

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

## ***CORE SERVICES***

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

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

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

### *Economic Development and Revenue Enhancement*

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

### *Public Safety*

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

### *Transportation and Traffic Improvements*

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

### *Infrastructure*

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

### *Leisure Services*

- Enhance Recreation and Library Commissions Marketing

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

*Land Use*

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

*Government Operations*

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

*Community and Civic Support*

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

***BIENNIAL BUDGET OUTCOMES***

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



**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
MISCELLANEOUS REVENUES	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	181,939	180,793	179,469	179,481	180,941
SERVICES AND SUPPLIES	4,032	1,296	1,565	4,430	1,565
OTHER CHARGES	2,694	11,375	3,180	18,141	15,365
FIXED CHARGES	37,445	24,598	24,598	25,573	25,629
<b>TOTAL EXPENDITURES</b>	<b><u>\$226,110</u></b>	<b><u>\$218,062</u></b>	<b><u>\$208,812</u></b>	<b><u>\$227,625</u></b>	<b><u>\$223,500</u></b>

**CITY COUNCIL**

**Full-Time Salaried Position Listing**

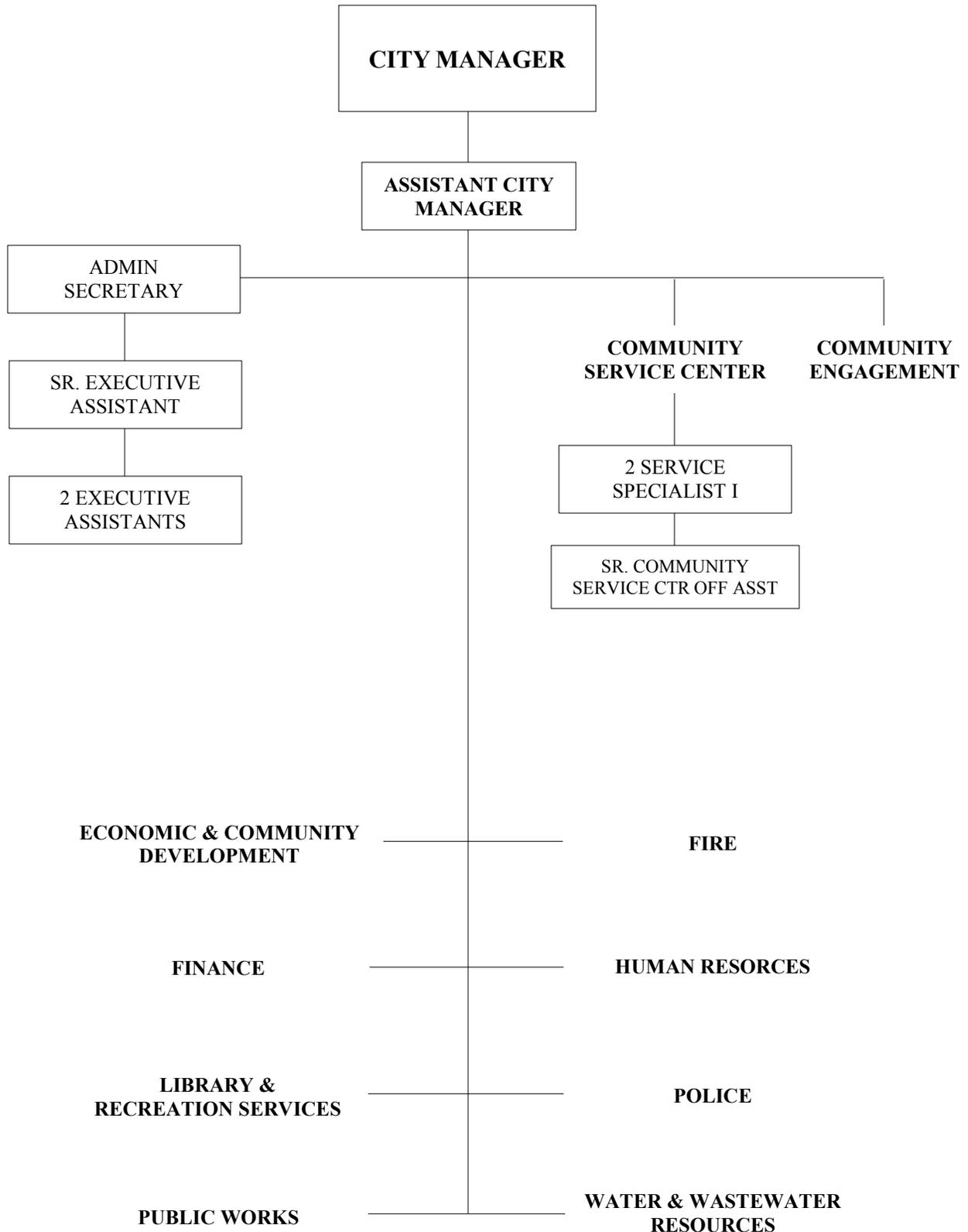
Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>01-001-019</b>					
Mayor	Q220	1	1	1	1
City Council	Q220	4	4	4	4
		<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>



# City of Daly City

## CITY MANAGER

Fiscal Years 2014 – 2015 and 2015 – 2016



# CITY MANAGER’S OFFICE

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

### ***Implementation of City Council Policies and Priorities***

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

### ***General Management and Oversight***

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

### ***Fiscal Responsibility and Accountability***

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

### ***Community Participation***

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

### ***Social Media***

In addition to maintaining the City’s website, [www.dalycity.org](http://www.dalycity.org), develop a social media policy and expand electronic communication efforts that involve online social networking sites, including Nextdoor Daly City, Facebook, and Twitter; and,

### ***Community Service Center***

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

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

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

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

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

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

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

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

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

## ***BIENNIAL BUDGET OUTCOMES***

- Maintain organizational accountability by increased public access through online information, cablecasting and video streaming of City Council meetings and other civic meetings, as well as printed materials such as the FogCutter;
- Reduce landfill bound municipal refuse by expanding recycling and composting programs with the approval of a new franchise agreement for solid waste hauling;
- Citizens Academy – At least 30 more graduates of the nine-week course highlighting municipal government operations;
- Implement a financial sustainability strategy to improve the long-term fiscal condition of the City;
- Homelessness Prevention – budget counseling, financial assistance and referral when appropriate;
- Revitalized volunteer program and a more robust Make-A-Difference Day program;
- Environmental Initiatives – reduced energy consumption through employee education.

## CITY MANAGER’S OFFICE

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### *PERFORMANCE MEASURES*

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

**CITY OF DALY CITY****Department Summary****2014-15/2015-16****CITY MANAGER**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	136,571	136,571	136,571	140,668	140,668
<b>CHARGES AND FEES</b>	2,126	0	7,959	3,789	3,789
<b>MISCELLANEOUS REVENUES</b>	2,771	9,604	215	0	0
<b>TOTAL REVENUES</b>	<b><u>\$141,468</u></b>	<b><u>\$146,175</u></b>	<b><u>\$144,745</u></b>	<b><u>\$144,457</u></b>	<b><u>\$144,457</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,676,102	1,331,072	1,046,345	1,247,168	1,270,038
<b>SERVICES AND SUPPLIES</b>	167,592	207,738	344,520	320,486	272,000
<b>PROGRAM COSTS</b>	3,983	0	0	0	0
<b>OTHER CHARGES</b>	123,043	70,035	82,715	87,590	90,351
<b>FIXED CHARGES</b>	160,241	162,291	160,460	159,088	159,798
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,130,961</u></b>	<b><u>\$1,771,136</u></b>	<b><u>\$1,634,040</u></b>	<b><u>\$1,814,332</u></b>	<b><u>\$1,792,187</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>CITY MANAGER</b>	<b>010</b>
	<b>Program:</b>	<b>CITY MANAGER</b>	<b>010</b>

<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,214,711	930,781	801,379	997,569	1,016,154
<b>SERVICES AND SUPPLIES</b>	9,182	45,400	88,935	33,031	8,781
<b>OTHER CHARGES</b>	24,467	8,114	12,308	15,878	17,523
<b>FIXED CHARGES</b>	104,200	111,141	109,309	107,653	108,134
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,352,560</u></b>	<b><u>\$1,095,436</u></b>	<b><u>\$1,011,931</u></b>	<b><u>\$1,154,131</u></b>	<b><u>\$1,150,592</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	136,571	136,571	136,571	140,668	140,668
<b>MISCELLANEOUS REVENUES</b>	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$136,571</u></b>	<b><u>\$136,571</u></b>	<b><u>\$136,571</u></b>	<b><u>\$140,668</u></b>	<b><u>\$140,668</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	457,134	398,724	242,454	244,352	248,637
<b>SERVICES AND SUPPLIES</b>	2,967	8,549	111,237	111,487	111,487
<b>FIXED CHARGES</b>	48,364	47,843	47,844	48,575	48,776
<b>TOTAL EXPENDITURES</b>	<b><u>\$508,465</u></b>	<b><u>\$455,116</u></b>	<b><u>\$401,535</u></b>	<b><u>\$404,414</u></b>	<b><u>\$408,900</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>CITY MANAGER</b>	<b>010</b>
	<b>Program:</b>	<b>COMMUNITY ENGAGEMENT</b>	<b>011</b>

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>CHARGES AND FEES</b>	2,127	0	7,959	3,789	3,789
<b>MISCELLANEOUS REVENUES</b>	2,771	9,604	215	0	0
<b>TOTAL REVENUES</b>	<b><u>\$4,898</u></b>	<b><u>\$9,604</u></b>	<b><u>\$8,174</u></b>	<b><u>\$3,789</u></b>	<b><u>\$3,789</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SALARIES AND BENEFITS</b>	4,256	1,570	2,511	5,247	5,247
<b>SERVICES AND SUPPLIES</b>	155,443	153,791	144,348	175,968	151,732
<b>PROGRAM COSTS</b>	3,983	0	0	0	0
<b>OTHER CHARGES</b>	98,577	61,920	70,407	71,712	72,828
<b>FIXED CHARGES</b>	7,678	3,307	3,307	2,859	2,887
<b>TOTAL EXPENDITURES</b>	<b><u>\$269,937</u></b>	<b><u>\$220,588</u></b>	<b><u>\$220,573</u></b>	<b><u>\$255,786</u></b>	<b><u>\$232,694</u></b>



**CITY MANAGER**

**Full-Time Salaried Position Listing**

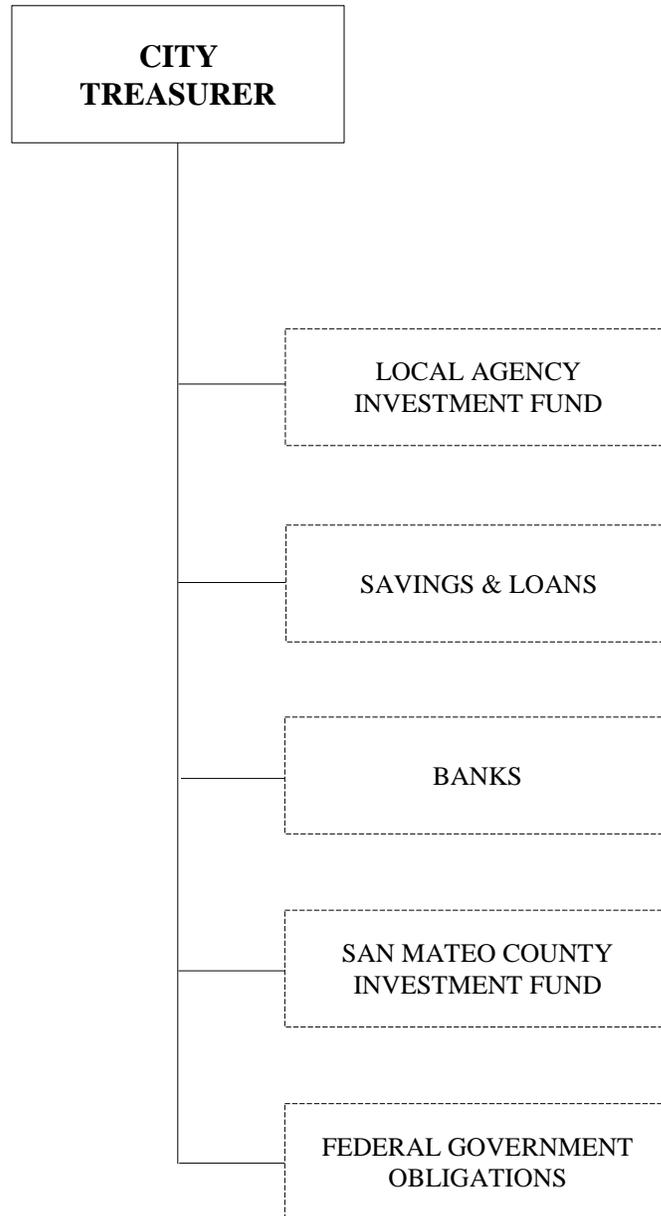
<b>Classification</b>	<b>Range</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>City Manager's Office 01-010-010</b>					
City Manager	M500	1	1	1	1
Assistant City Manager	M452	1	1	1	1
Assistant to the City Manager	U113	1	1	-	-
Administrative Secretary	U047	1	1	1	1
Senior Executive Assistant	U035	1	1	1	1
Executive Assistant	U028	2	2	2	2
		<u>7</u>	<u>7</u>	<u>6</u>	<u>6</u>
<b>Community Service Center 01-011-014</b>					
Community Service Center Supervisor	U064	1	1	-	-
Service Specialist I	U019	3	3	2	2
Community Service Center Senior Office Asst	Z022	1	1	1	1
		<u>5</u>	<u>5</u>	<u>3</u>	<u>3</u>
		<u>12</u>	<u>12</u>	<u>9</u>	<u>9</u>



# City of Daly City

## CITY TREASURER

Fiscal Years 2014 – 2015 and 2015 – 2016



# **CITY TREASURER**

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## ***PROGRAM DESCRIPTION***

The office of the City Treasurer is responsible for the management of cash and investments of the City, the Successor 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 of the City, 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.

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

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

## ***PROGRAM GOAL***

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

## ***HIGHLIGHTS***

With a portfolio of \$95 million, the City of Daly City has realized an average current yield of 4% for the past year.

## ***PROGRAM OBJECTIVES***

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

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SALARIES AND BENEFITS</b>	104,517	103,790	240,550	27,769	28,713
<b>SERVICES AND SUPPLIES</b>	142	131	475	475	475
<b>OTHER CHARGES</b>	2,683	854	3,116	4,350	4,350
<b>FIXED CHARGES</b>	5,416	6,543	6,543	6,032	6,072
<b>TOTAL EXPENDITURES</b>	<b><u>\$112,758</u></b>	<b><u>\$111,318</u></b>	<b><u>\$250,684</u></b>	<b><u>\$38,626</u></b>	<b><u>\$39,610</u></b>

**CITY TREASURER**

**Full-Time Salaried Position Listing**

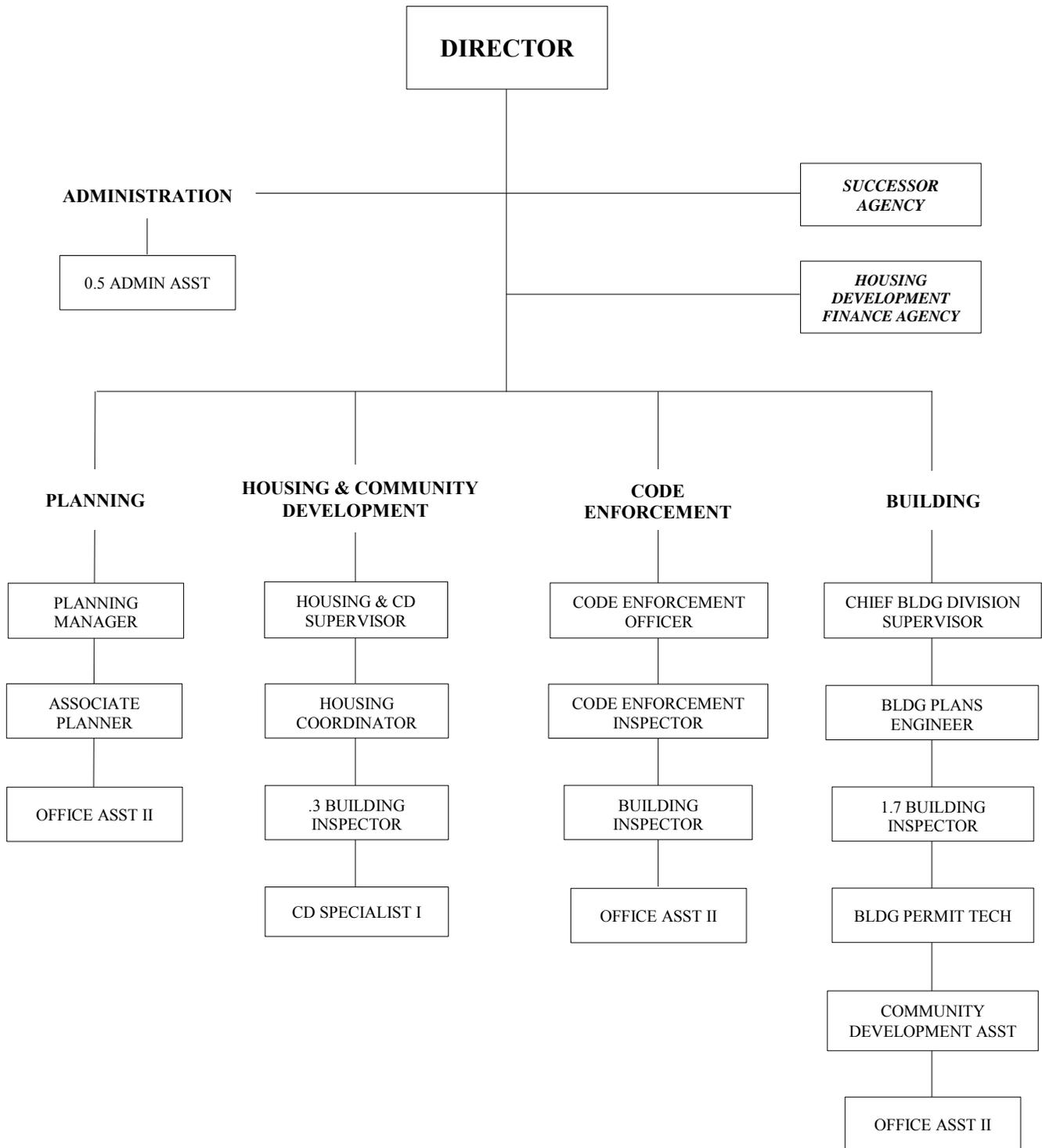
Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>01-040-040</b>					
City Treasurer	Q900	1	1	0.18	0.18
Deputy City Treasurer	Z029	0.05	0.05	-	-
		<u>1.05</u>	<u>1.05</u>	<u>0.18</u>	<u>0.18</u>



# City of Daly City

## DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

Fiscal Years 2014 – 2015 and 2015 – 2016



# **ECONOMIC AND COMMUNITY DEVELOPMENT**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

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

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

### ***Economic Development***

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

### ***Housing & Community Development***

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

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

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

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

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

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

### *Civic Engagement*

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

### *Government Operations*

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

### *Community/Civic Support*

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

### *Transportation / Traffic*

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

# **ECONOMIC AND COMMUNITY DEVELOPMENT**

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

### *Land Use*

- Implement the Daly City General Plan, adopted in March 2013, specific implementation actions anticipated include revising Zoning Ordinance sections, as specified in General Plan land use and housing elements.
- Update General Plan Housing Element in compliance with the State housing element law, identifying adequate housing sites for the regional housing need allocation (RHNA) between 2014 and 2022.
- Continue to implement existing specific plans, the Zoning Ordinance and the Municipal Code through the building permit, code enforcement and planning entitlement review processes.
- Implement the requirements of the C.3 Stormwater Municipal Regional Permit.
- Implement the Daly City Climate Action Plan through the General Plan Update and related City actions.
- Participate in regional planning efforts that assist in developing regulations in response to State mandates and programs such as the Bay Area Sustainable Communities Strategy, Bay Area Stormwater Management Agencies Association, Bay Area Water Supply and Conservation Agency, and the San Mateo Countywide Water Pollution Prevention Program.

## ***BIENNIAL BUDGET OUTCOMES***

### *Planning, Building & Code Enforcement*

- Improved customer service through enhanced permit and application submittal and processing programs, and emphasis on prompt and accurate responses to public requests for information.
- A turnaround time of ten working days for initially-submitted building permit plans, five working days for resubmitted plans, and next-day response on construction inspection requests.
- Web page development by providing information regarding the public services that we provide utilizing the new Content Management Software.
- A report on the effectiveness of the Construction and Demolition (C&D) Recycling Program in diverting waste from landfill to comply with State law.
- An automated Residential Requirements Report (3R) process, significantly reducing Report turnaround timelines.
- Continued development of the Planning Agenda and Minutes Plus system for setting agendas and preparation of meeting minutes.
- Completion and implementation of upgraded EnerGov project and permit tracking systems.
- Fee updates to better reflect City staffing cost recovery opportunities for Planning, Code Enforcement and Building project work.
- Reduce the number of days per year where next-day building inspections cannot be accommodated.
- Implementation of streamlined stormwater treatment plan check process.
- Implementation of property maintenance agreement requirement for all new non-residential development, ensuring long-term site and landscape maintenance.

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

- In collaboration with the City Traffic Engineer and in compliance with CEQA Guidelines, develop criteria for traffic study preparation to increase certainty as to when traffic studies are required, what the traffic study scope shall be, and traffic methodologies shall be employed to evaluate traffic impacts.
- In collaboration with the Public Works and Finance Departments, begin work to update the City's AB1600 fee program.
- In collaboration with the Public Works and Finance Departments, identify lot merger incentives to include in the Zoning Ordinance that would encourage private parcel assemblage.
- New strategies for analyzing traffic impacts developed in collaboration with the Public Works Department, including implementation of General Plan Update traffic goals and policies.
- Revisions to the Zoning Ordinance, in compliance with General Plan land use and housing elements.
- Assistance in the establishment of a Capital Improvement Program for major, planned public infrastructure upgrades and new construction.

### *Economic Development*

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

### *Housing & Community Development*

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

# ECONOMIC AND COMMUNITY DEVELOPMENT

## BIENNIAL BUDGET OUTCOMES (continued)

1. Provide staff support to the Daly City Housing Development Finance Agency, including management of Agency assets.
2. Preserve existing affordable housing stock through compliance monitoring, housing rehabilitation, and oversight of resale and leasing practices.

## SIGNIFICANT CHANGES FROM THE PRIOR BIENNIAL BUDGET

- Identifies the need for clerical support for Code Enforcement Activities
- Identifies need for building inspection support for the Building Division to keep up with increased building permit activity
- Identifies the use of contract employees to provide a flexible workforce to accommodate temporary increases in development activity

## PERFORMANCE MEASURES

Measure	2012-13 Results	2013-14 Projected	2014-15 Targets	2015-16 Targets
<b>Building:</b> Percent of plan checks completed within 10 days	90%	88%	90%	90%
<b>Building:</b> Reduce the number of days per year where next-day inspections cannot be accommodated	3%	3%	3%	3%
<b>Planning:</b> Review of Building Permit plan checks within 5 working days of receipt	85%	85%	90%	90%
<b>Planning:</b> Compliance with 30-day entitlement application completeness reviews	90%	95%	100% target	100% target
<b>Code Enforcement:</b> Seeks voluntary compliance on a minimum 25% of violations within two months of violation confirmation and 50% compliance within six months	21% (2 months)  62% (6 months)	13% (2 months)  33% (6 months)	25% (2 months)  50% (6 months)	25% (2 months)  50% (6 months)
<b>Housing:</b> Take action on completed housing rehabilitation loan applications within 15 business days of receipt	75%	75%	75%	75%
<b>Economic Development:</b> Number of people served by small business and microenterprise entrepreneur training program	48	50	50	50
<b>Economic Development:</b> Creation of additional tools & services provided each calendar year to stimulate economic development	0	2	2	2

**CITY OF DALY CITY****Department Summary****2014-15/2015-16****ECONOMIC & COMMUNITY DEVE**

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>TAXES</b>	1,065,471	0	0	0	0
<b>LICENSES AND PERMITS</b>	1,125,013	1,283,030	1,140,068	1,088,059	1,236,784
<b>RENTS AND INTEREST</b>	200,119	148,262	119,891	79,142	60,542
<b>FROM OTHER AGENCIES</b>	1,284,773	1,091,115	1,556,745	2,243,108	1,323,390
<b>CHARGES AND FEES</b>	510,346	413,381	414,563	417,134	417,134
<b>PROGRAM FEES</b>	0	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	26,437,080	4,187,755	362,056	231,193	231,193
<b>RESIDUAL EQUITY TRANSFER</b>	0	889,268	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$30,622,802</u></b>	<b><u>\$8,012,811</u></b>	<b><u>\$3,593,323</u></b>	<b><u>\$4,058,636</u></b>	<b><u>\$3,269,043</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SALARIES AND BENEFITS</b>	3,727,287	3,158,987	2,480,264	2,353,084	2,396,276
<b>SERVICES AND SUPPLIES</b>	773,449	847,641	1,138,491	1,068,761	965,427
<b>OTHER CHARGES</b>	5,538,185	4,592,570	684,946	1,612,777	486,744
<b>FIXED CHARGES</b>	275,518	462,150	462,150	469,642	472,923
<b>CAPITAL OUTLAY</b>	82,993	0	1,370	400	400
<b>OPERATING TRANSFERS OUT</b>	246,052	0	0	0	0
<b>RESIDUAL EQUITY TRANSFER</b>	0	910,594	0	0	0
<b>DEBT SERVICE</b>	2,661,100	27,140	27,140	27,140	27,140
<b>TOTAL EXPENDITURES</b>	<b><u>\$13,304,584</u></b>	<b><u>\$9,999,082</u></b>	<b><u>\$4,794,361</u></b>	<b><u>\$5,531,804</u></b>	<b><u>\$4,348,910</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>300</b>
	<b>Program:</b>	<b>ECD ADMINISTRATION</b>	<b>300</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	240	240	240	240	240
<b>CHARGES AND FEES</b>	43,333	43,333	43,333	43,333	43,333
<b>MISCELLANEOUS REVENUES</b>	60	5	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$43,633</u></b>	<b><u>\$43,578</u></b>	<b><u>\$43,573</u></b>	<b><u>\$43,573</u></b>	<b><u>\$43,573</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	433,445	473,440	298,163	169,123	172,300
<b>SERVICES AND SUPPLIES</b>	8,235	5,978	3,800	6,500	6,500
<b>OTHER CHARGES</b>	1,542	4,506	1,355	900	900
<b>FIXED CHARGES</b>	61,924	96,921	96,921	98,964	99,600
<b>TOTAL EXPENDITURES</b>	<b><u>\$505,146</u></b>	<b><u>\$580,845</u></b>	<b><u>\$400,239</u></b>	<b><u>\$275,487</u></b>	<b><u>\$279,300</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>301</b>
	<b>Program:</b>	<b>PLANNING &amp; ZONING</b>	<b>302</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
LICENSES AND PERMITS	25,883	83,414	104,613	105,000	105,000
CHARGES AND FEES	435,176	341,830	334,511	345,050	345,050
MISCELLANEOUS REVENUES	2,367	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$463,426</u></b>	<b><u>\$425,244</u></b>	<b><u>\$439,124</u></b>	<b><u>\$450,050</u></b>	<b><u>\$450,050</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	824,464	707,003	431,401	419,740	427,527
SERVICES AND SUPPLIES	25,638	183,141	222,360	168,900	168,650
OTHER CHARGES	8,036	4,641	11,019	6,964	13,314
FIXED CHARGES	46,904	95,647	95,647	97,614	98,286
CAPITAL OUTLAY	0	0	0	400	400
<b>TOTAL EXPENDITURES</b>	<b><u>\$905,042</u></b>	<b><u>\$990,432</u></b>	<b><u>\$760,427</u></b>	<b><u>\$693,618</u></b>	<b><u>\$708,177</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>300</b>
	<b>Program:</b>	<b>BUILDING</b>	<b>340</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
LICENSES AND PERMITS	962,435	1,071,467	927,615	855,219	1,003,944
CHARGES AND FEES	31,837	28,218	36,718	28,751	28,751
MISCELLANEOUS REVENUES	326,919	392,231	220,000	158,343	158,343
<b>TOTAL REVENUES</b>	<b><u>\$1,321,191</u></b>	<b><u>\$1,491,916</u></b>	<b><u>\$1,184,333</u></b>	<b><u>\$1,042,313</u></b>	<b><u>\$1,191,038</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	1,409,914	1,097,634	912,385	861,619	877,043
SERVICES AND SUPPLIES	20,391	29,455	95,784	218,831	218,033
OTHER CHARGES	13,806	12,238	20,978	12,374	12,050
FIXED CHARGES	112,481	219,485	219,485	222,861	224,529
OPERATING TRANSFERS OUT	4,151	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,560,743</u></b>	<b><u>\$1,358,812</u></b>	<b><u>\$1,248,632</u></b>	<b><u>\$1,315,685</u></b>	<b><u>\$1,331,655</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>300</b>
	<b>Program:</b>	<b>CODE ENFORCEMENT</b>	<b>341</b>

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>LICENSES AND PERMITS</b>	128,537	120,140	100,000	120,000	120,000
<b>MISCELLANEOUS REVENUES</b>	150	0	15,038	10,000	10,000
<b>TOTAL REVENUES</b>	<b><u>\$128,687</u></b>	<b><u>\$120,140</u></b>	<b><u>\$115,038</u></b>	<b><u>\$130,000</u></b>	<b><u>\$130,000</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SALARIES AND BENEFITS</b>	299,150	411,750	391,354	469,894	478,292
<b>SERVICES AND SUPPLIES</b>	11,228	12,559	13,500	24,328	24,328
<b>OTHER CHARGES</b>	1,160	5,133	4,148	3,042	3,692
<b>FIXED CHARGES</b>	34,312	46,508	46,509	46,390	46,696
<b>TOTAL EXPENDITURES</b>	<b><u>\$345,850</u></b>	<b><u>\$475,950</u></b>	<b><u>\$455,511</u></b>	<b><u>\$543,654</u></b>	<b><u>\$553,008</u></b>

**CITY OF DALY CITY**  
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<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>300</b>
<b>Program:</b>	<b>RDA SUCCESSOR AGENCY</b>	<b>403</b>

<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SERVICES AND SUPPLIES</b>	16,350	38,171	21,560	21,560	21,560
<b>OTHER CHARGES</b>	0	129	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$16,350</u></b>	<b><u>\$38,300</u></b>	<b><u>\$21,560</u></b>	<b><u>\$21,560</u></b>	<b><u>\$21,560</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>COMMUNITY BLOCK GRANT</b>	<b>18</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>305</b>
	<b>Program:</b>	<b>BLOCK GRANT ADMIN</b>	<b>305</b>

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	361,782	258,866	390,719	287,778	291,142
<b>MISCELLANEOUS REVENUES</b>	80,864	107,334	124,143	60,000	60,000
<b>TOTAL REVENUES</b>	<b><u>\$442,646</u></b>	<b><u>\$366,200</u></b>	<b><u>\$514,862</u></b>	<b><u>\$347,778</u></b>	<b><u>\$351,142</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	189,391	161,578	176,415	176,235	179,599
<b>SERVICES AND SUPPLIES</b>	251,226	203,171	335,967	168,843	168,843
<b>OTHER CHARGES</b>	2,029	1,452	1,450	2,700	2,700
<b>FIXED CHARGES</b>	0	0	0	0	0
<b>CAPITAL OUTLAY</b>	0	0	1,030	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$442,646</u></b>	<b><u>\$366,201</u></b>	<b><u>\$514,862</u></b>	<b><u>\$347,778</u></b>	<b><u>\$351,142</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>COMMUNITY BLOCK GRANT</b>	<b>18</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>305</b>
	<b>Program:</b>	<b>RESIDENTIAL REHAB</b>	<b>303</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>FROM OTHER AGENCIES</b>	308,922	287,254	791,696	425,122	428,566
<b>TOTAL REVENUES</b>	<b><u>\$308,922</u></b>	<b><u>\$287,254</u></b>	<b><u>\$791,696</u></b>	<b><u>\$425,122</u></b>	<b><u>\$428,566</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	193,488	189,965	190,729	189,962	193,735
<b>SERVICES AND SUPPLIES</b>	9,986	7,502	13,178	13,482	13,482
<b>OTHER CHARGES</b>	105,450	89,786	587,449	221,678	221,349
<b>FIXED CHARGES</b>	0	0	0	0	0
<b>CAPITAL OUTLAY</b>	0	0	340	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$308,924</u></b>	<b><u>\$287,253</u></b>	<b><u>\$791,696</u></b>	<b><u>\$425,122</u></b>	<b><u>\$428,566</u></b>

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

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	87,408	111,482	101,334	96,525	96,833
<b>TOTAL REVENUES</b>	<b><u>\$87,408</u></b>	<b><u>\$111,482</u></b>	<b><u>\$101,334</u></b>	<b><u>\$96,525</u></b>	<b><u>\$96,833</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	62,961	28,255	23,477	16,017	16,325
<b>SERVICES AND SUPPLIES</b>	24,369	83,228	76,907	78,933	78,933
<b>OTHER CHARGES</b>	77	0	950	1,575	1,575
<b>TOTAL EXPENDITURES</b>	<b><u>\$87,407</u></b>	<b><u>\$111,483</u></b>	<b><u>\$101,334</u></b>	<b><u>\$96,525</u></b>	<b><u>\$96,833</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GRANTS</b>	<b>28</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>305</b>
	<b>Program:</b>	<b>HOME PROGRAM ADMIN</b>	<b>345</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	0	295	199	0	0
<b>FROM OTHER AGENCIES</b>	526,661	66,338	22,996	1,183,683	256,849
<b>MISCELLANEOUS REVENUES</b>	0	114,327	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$526,661</u></b>	<b><u>\$180,960</u></b>	<b><u>\$23,195</u></b>	<b><u>\$1,183,683</u></b>	<b><u>\$256,849</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	74,501	35,453	25,014	22,410	22,836
<b>SERVICES AND SUPPLIES</b>	86,833	1,000	2,085	3,294	3,294
<b>OTHER CHARGES</b>	281,815	89,886	57,597	1,157,998	231,164
<b>CAPITAL OUTLAY</b>	80,736	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$523,885</u></b>	<b><u>\$126,339</u></b>	<b><u>\$84,696</u></b>	<b><u>\$1,183,702</u></b>	<b><u>\$257,294</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>HOUSING FINANCE AGENCY</b>	<b>12</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>996</b>
	<b>Program:</b>	<b>HOUSING FINANCE AGENCY</b>	<b>410</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	36,700	63,050	55,150	18,600	0
<b>CHARGES AND FEES</b>	0	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	3,310,034	3,573,709	2,875	2,850	2,850
<b>TOTAL REVENUES</b>	<b><u>\$3,346,734</u></b>	<b><u>\$3,636,759</u></b>	<b><u>\$58,025</u></b>	<b><u>\$21,450</u></b>	<b><u>\$2,850</u></b>

<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	17,703	53,911	31,325	28,085	28,620
<b>SERVICES AND SUPPLIES</b>	2,862	5,443	7,913	3,319	0
<b>OTHER CHARGES</b>	0	0	0	205,546	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$20,565</u></b>	<b><u>\$59,354</u></b>	<b><u>\$39,238</u></b>	<b><u>\$236,950</u></b>	<b><u>\$28,620</u></b>

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

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
TAXES	476,283	0	0	0	0
LICENSES AND PERMITS	8,160	8,010	7,840	7,840	7,840
RENTS AND INTEREST	28,252	12,002	16,002	12,002	12,002
MISCELLANEOUS REVENUES	19,921,862	0	0	0	0
RESIDUAL EQUITY TRANSFER	0	571,199	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$20,434,557</u></b>	<b><u>\$591,211</u></b>	<b><u>\$23,842</u></b>	<b><u>\$19,842</u></b>	<b><u>\$19,842</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
SALARIES AND BENEFITS	32,255	0	0	0	0
SERVICES AND SUPPLIES	170,970	17,148	61,821	56,750	6,750
OTHER CHARGES	5,299	44,250	0	0	0
FIXED CHARGES	17,670	2,388	2,388	2,538	2,538
CAPITAL OUTLAY	755	0	0	0	0
OPERATING TRANSFERS OUT	150,108	0	0	0	0
DEBT SERVICE	108,988	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$486,045</u></b>	<b><u>\$63,786</u></b>	<b><u>\$64,209</u></b>	<b><u>\$59,288</u></b>	<b><u>\$9,288</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>JS/MISSION RDA HOUSING</b>	<b>94</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>400</b>
	<b>Program:</b>	<b>DCRA HOUSING</b>	<b>408</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>TAXES</b>	119,070	0	0	0	0
<b>RENTS AND INTEREST</b>	15,616	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$134,686</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SERVICES AND SUPPLIES</b>	0	0	0	0	0
<b>OTHER CHARGES</b>	0	657,405	0	0	0
<b>RESIDUAL EQUITY TRANSFER</b>	0	910,594	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$1,567,999</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>BAYSHORE RDA ADMIN</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>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>TAXES</b>	376,093	0	0	0	0
<b>RENTS AND INTEREST</b>	49,275	48,315	48,300	48,300	48,300
<b>MISCELLANEOUS REVENUES</b>	2,794,825	150	0	0	0
<b>RESIDUAL EQUITY TRANSFER</b>	0	55,706	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$3,220,193</u></b>	<b><u>\$104,171</u></b>	<b><u>\$48,300</u></b>	<b><u>\$48,300</u></b>	<b><u>\$48,300</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	143,084	0	0	0	0
<b>SERVICES AND SUPPLIES</b>	137,462	10,849	8,616	54,020	5,054
<b>OTHER CHARGES</b>	1,551,770	3,411,138	0	0	0
<b>FIXED CHARGES</b>	2,227	1,200	1,200	1,271	1,271
<b>CAPITAL OUTLAY</b>	1,502	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	91,793	0	0	0	0
<b>DEBT SERVICE</b>	15,277	27,140	27,140	27,140	27,140
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,943,115</u></b>	<b><u>\$3,450,327</u></b>	<b><u>\$36,956</u></b>	<b><u>\$82,431</u></b>	<b><u>\$33,465</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>BAYSHORE RDA HOUSING</b>	<b>97</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>400</b>
	<b>Program:</b>	<b>DCRA HOUSING</b>	<b>408</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>TAXES</b>	94,024	0	0	0	0
<b>RENTS AND INTEREST</b>	45,676	0	0	0	0
<b>RESIDUAL EQUITY TRANSFER</b>	0	262,364	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$139,700</u></b>	<b><u>\$262,364</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SERVICES AND SUPPLIES</b>	2,370	0	0	0	0
<b>OTHER CHARGES</b>	3,308,784	0	0	0	0
<b>DEBT SERVICE</b>	2,536,835	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$5,847,989</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

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<b>Fund</b>	<b>RDA OBLIGATION RETIREMENT</b>	<b>95</b>
<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>400</b>
<b>Program:</b>	<b>RDA OBLIGATION RETIREMENT FUND</b>	<b>415</b>

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	0	367,175	250,000	250,000	250,000
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$367,175</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SERVICES AND SUPPLIES</b>	0	250,000	275,000	250,000	250,000
<b>OTHER CHARGES</b>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$275,000</b>	<b>\$250,000</b>	<b>\$250,000</b>



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

<b>Classification</b>	<b>Range</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>ECD Admin 01-300-300</b>					
Director of ECD	M440	0.55	0.55	0.55	0.55
Assistant Director of ECD	M339	0.25	0.25	-	-
Housing & Comm Develop Supervisor	U085	0.10	0.10	-	-
Housing Coordinator	E060	0.15	0.15	-	-
Economic Development Coordinator	E058	0.90	0.90	-	-
ECD Program Administrator	U045	1	-	-	-
Administrative Assistant	U038	1	1	0.50	0.50
		3.95	2.95	1.05	1.05
<b>Building 01-300-340</b>					
Director of ECD	M440	0.10	0.10	0.10	0.10
Assistant Director of ECD	M339	0.25	0.25	-	-
Chief Building Division Supervisor	U092	1	1	1	1
Building Plans Engineer	U082	1	1	1	1
Senior Building Inspector	X067	1	1	-	-
Building Inspector	X051	2.70	2.70	1.70	1.70
Building Permit Technician	X033	1	1	1	1
Community Development Assistant	Z030	-	-	1	1
Office Assistant II	X022	2.40	2.40	1	1
		9.45	9.45	6.80	6.80
<b>Code Enforcement 01-300-341</b>					
Director of ECD	M440	0.10	0.10	0.10	0.10
Assistant Director of ECD	M339	0.25	0.25	-	-
Code Enforcement Officer	U055	1	1	1	1
Code Enforcement Inspector	U043	1	1	1	1
Building Inspector	X051	1	1	1	1
Office Assistant III	Z026	-	-	1	1
Office Assistant II	Z022	0.60	0.60	-	-
		3.95	3.95	4.10	4.10
<b>Planning 01-301-302</b>					
Director of ECD	M440	0.25	0.25	0.25	0.25
Assistant Director of ECD	M339	0.25	0.25	-	-
Planning Manager	U097	1	1	1	1
Senior Planner	U085	1	1	-	-
Associate Planner	E060	1	1	1	1
Assistant Planner	E048	1	1	-	-
Housing Coordinator	E060	0.10	0.10	-	-
Office Assistant II	Z022	1	1	1	1
		5.60	5.60	3.25	3.25
<b>Housing Agency 12-996-410</b>					
Housing & Comm Develop Supervisor	U085	0.23	0.23	0.05	0.05
Housing Coordinator	E060	0.35	0.35	0.16	0.16
		0.58	0.58	0.21	0.21
<b>Residential Rehab 18-305-303</b>					
Housing & Comm Develop Supervisor	U085	0.27	0.27	0.27	0.27
Building Inspector	X051	0.30	0.30	0.30	0.30
Community Development Specialist I	E043	1	1	1	1
		1.57	1.57	1.57	1.57
<b>Block Grant 18-305-305</b>					
Housing & Comm Develop Supervisor	U085	0.25	0.25	0.55	0.55
Housing Coordinator	E060	0.09	0.09	0.70	0.70
Community Development Specialist II	E048	1	1	-	-
		1.34	1.34	1.25	1.25

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

Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>Enterprise Development Center 18-305-309</b>					
Housing & Comm Develop Supervisor	U014	0.10	0.10	0.10	0.10
Economic Development Coordinator	E058	0.10	0.10	-	-
		0.20	0.20	0.10	0.10
<b>Home Program 28-305-345</b>					
Housing & Comm Develop Supervisor	U085	0.05	0.05	0.03	0.03
Housing Coordinator	E060	0.31	0.31	0.14	0.14
		0.36	0.36	0.17	0.17
		27	26	18.50	18.50





# City of Daly City

## FINANCE & ADMINISTRATIVE SERVICES

Fiscal Years 2014 – 2015 and 2015 – 2016

**DIRECTOR**

**ADMINISTRATIVE  
DIVISION**

DEPUTY DIRECTOR  
OF FINANCE

**BUDGET**

SENIOR MGNT  
ANALYST

0.3 ADMIN  
ASSISTANT I

**RISK MANAGEMENT**

0.7 ADMIN  
ASSISTANT I

**PAYROLL**

PAYROLL  
SUPERVISOR

2 ACCOUNT  
CLERK I

**ACCOUNTING  
DIVISION**

ACCOUNTING  
SVC. MANAGER

ACCOUNTANT

SR. ACCTG.  
TECHNICIAN

2 ACCOUNT  
CLERKS III

3 ACCOUNT  
CLERKS II

ACCOUNT  
CLERK I

**UTILITY BILLING  
DIVISION**

UTILITY BILLING  
SUPERVISOR

LEAD METER  
READER

METER  
READER

2 ACCOUNT  
CLERKS II

ACCOUNT  
CLERK I

CASHIER

**INFORMATION  
SERVICES DIVISION**

(INCLUDING PBX)

INFORMATION  
SERVICES  
MANAGER

SR. NETWORK  
ADMINISTRATOR

2 NETWORK  
ADMINISTRATORS

2 PROGRAMMER/  
ANALYSTS

SYSTEMS  
ANALYST

I.S.  
ADMINISTRATOR

3 PC/LAN  
TECHNICIANS

# FINANCE AND ADMINISTRATIVE SERVICES

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

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

### *Accounting*

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

### *Central Services*

Provides Mail/Messenger Service, providing for City-wide pick-up and delivery of interoffice and U.S. Mail, and collection for the City's 650 Parking Meters.

### *Information Services*

Supports and manages the City's information technology, administering all aspects of the City's data and voice networks. Provides support to a user community consisting of all City employees and Library and Recreation patrons, with over 500 PC workstations and printers, 34 servers and specialized software applications for Police, Fire, Finance, Parks & Recreation and Public Works, and other systems used by all City departments.

### *Payroll*

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

### *Risk Management*

Oversees the City's self-insurance program which provides funding to pay Workers' Compensation, General Liability and unemployment claims. Arranges for financing of other risks including purchased property, excess liability, excess Workers' Compensation and specialty insurance; promotes workplace safety by providing staff support to the citywide Safety Committee and safety and loss prevention services to City departments; handles liability claims in coordination with the City's third party claims administrator; works with Human Resources in their oversight of Workers' Compensation claims; and coordinates funding in the event of a disaster or local emergency.

***CORE SERVICES (continued)***

*Utility Billing*

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

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

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

*Economic Development and Revenue Enhancement*

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

Central Services supports the City-wide priorities by:

*Economic Development and Revenue Enhancement*

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

Risk Management supports City-wide priorities by:

*Economic Development and Revenue Enhancement*

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

Information Services supports City-wide priorities by:

*Economic Development and Revenue Enhancement*

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

# **FINANCE AND ADMINISTRATIVE SERVICES**

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

Utility Billing supports the City-wide priorities as follows:

### *Economic Development and Revenue Enhancement*

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

### *Community and Civic Support*

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

## ***BIENNIAL BUDGET OUTCOMES***

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

- Accounting will prepare Comprehensive Annual Financial Reports and Biennial Budgets which meet the Government Finance Officers standards for excellence, facilitate continued review of City fees and charges to achieve a higher level of cost recovery, provide fair and consistent enforcement of the City's business license ordinance, and will strive to close the accounting books within 10 working days of the end of each month and file reimbursement claims for all eligible State Mandates.
- Accounting will ensure that purchase requisitions are processed in three days and will continue to streamline workflow for purchase requisitions and procurement of goods and services by leveraging the capabilities of the City's automated purchasing system and will monitor compliance with the City's Purchasing Ordinance.
- Central Services will strive to process all outgoing U.S. Mail on the same day as received.
- Information Services will continually provide expert service to customer departments by efficiently and accurately managing the City's technology systems and by promptly responding to requests for service, striving to maintain a Network Uptime of no less than 99.5% and keeping Customer Support appointments on time 99% of the time.
- Risk Management will help protect employees and reduce costs by assisting City departments in preventing accidents, injuries and claims through departmental safety and loss control programs, utilizing outside resources as needed. All levels of the organization will be encouraged to work together to achieve a safer working and public contact environment and to promptly report events which could give rise to claims and accurately and completely investigate occurrences. Support and resources will be provided to a City-wide Safety Committee to recommend policy changes and operational improvements.
- Utility Billing will strive to issue bills within 7 days of meter reading and honor utility customer contact calls at scheduled times and will maintain a 58 to 62 day sewer billing period. Electronic Customer payment methods will be encouraged and promoted.

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

Following the retirement of its director of 26 years and under the guidance of a new director, the Finance Department is undergoing a minor reorganization to better focus on and respond to budget issues facing the City. Staff is being cross trained to improve efficiency and allow for staffing adjustments to address fluctuations in workload.

Utility Billing has contracted bill printing, inserting and mailing to an outside service using electronic file transfer and online account access. This has resulted in savings of both cost and has freed up staff to take on work previously covered by seasonal temps.

***PERFORMANCE MEASURES***

**Administrative Performance Measures**

Measure (% of time)	Actual 2012-13	Estimate 2013-14	Projected 2014-15	Projected 2015-16
Accounting Books closed in 10 working days/mo	83%	83%	83%	83%
State Mandate Claims filed	\$94,651	\$105,000	\$105,000	\$105,000
Process purchase requisitions in three days	99%	99%	99%	99%

**Utility Billing Performance Measures**

Measure (% of time)	Actual 2012-13	Estimate 2013-14	Projected 2014-15	Projected 2015-16
Billing done within 7 days of meter reading	95%	99%	99%	99%
Customer Contact calls kept at scheduled time.	99%	99%	100%	100%
Customer payments made electronically	9%	17%	20%	40%

**Information Services Performance Measures**

Measure	Actual 2012-13	Estimate 2013-14	Projected 2014-15	Projected 2015-16
Network Uptime	99.6%	99.7%	99.7%	99.7%
Customer Support Response Time	1.4 hours	1.4 hours	1.2 hours	1.1 hours
Number of PC Workstations Replaced	77	81	85	85

## FINANCE AND ADMINISTRATIVE SERVICES

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### *PERFORMANCE MEASURES (continued)*

#### **Risk Management Performance Measures**

Measure	Actual 2012-13	Estimate 2013-14	Projected 2014-15	Projected 2015-16
Process liability claims filed within 12 working days	90%	98%	95%	95%
Facility Inspections	27	29	28	28
Safety manual review/update (sections)	10	8	5**	5**

\*Workers' Compensation claims are being handled by the Human Resources Department as of FY 2013/14

\*\* Meeting schedule changed to bimonthly.

#### **Central Services Performance Measures**

Measure (% of time)	Actual 2012-13	Estimate 2013-14	Projected 2014-15	Projected 2015-16
Process all outgoing U.S. Mail on the same day as received	99%	99%	99%	99%

**CITY OF DALY CITY****Department Summary****2014-15/2015-16****FINANCE**

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
RENTS AND INTEREST	170,759	12,134	92,662	89,570	89,570
CHARGES AND FEES	6,644,659	6,784,955	7,163,917	7,563,157	7,642,178
MISCELLANEOUS REVENUES	97,982	96,959	134,048	94,150	94,150
OPERATING TRANSFERS IN	539,276	302,871	202,081	131,046	33,421
<b>TOTAL REVENUES</b>	<b><u>\$7,452,676</u></b>	<b><u>\$7,196,919</u></b>	<b><u>\$7,592,708</u></b>	<b><u>\$7,877,923</u></b>	<b><u>\$7,859,319</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
SALARIES AND BENEFITS	4,413,816	4,132,097	4,341,759	4,318,859	4,392,713
SERVICES AND SUPPLIES	2,524,451	2,119,765	2,342,499	2,696,801	2,709,441
OTHER CHARGES	5,243,064	1,947,234	2,052,365	2,264,145	2,324,129
FIXED CHARGES	1,071,176	707,902	707,911	736,012	740,897
CAPITAL OUTLAY	309,973	336,668	573,076	1,017,417	524,960
OPERATING TRANSFERS OUT	663,426	668,866	678,295	688,299	688,299
DEPRECIATION	321,970	350,508	334,900	363,658	364,423
<b>TOTAL EXPENDITURES</b>	<b><u>\$14,547,876</u></b>	<b><u>\$10,263,040</u></b>	<b><u>\$11,030,805</u></b>	<b><u>\$12,085,191</u></b>	<b><u>\$11,744,862</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>FINANCE</b>	<b>030</b>
	<b>Program:</b>	<b>FINANCE ADMIN</b>	<b>030</b>

<b>REVENUES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>CHARGES AND FEES</b>	68,249	67,920	68,200	68,200	167,575
<b>MISCELLANEOUS REVENUES</b>	20,789	2,171	0	0	0
<b>OPERATING TRANSFERS IN</b>	78,813	99,375	99,375	99,375	0
<b>TOTAL REVENUES</b>	<b><u>\$167,851</u></b>	<b><u>\$169,466</u></b>	<b><u>\$167,575</u></b>	<b><u>\$167,575</u></b>	<b><u>\$167,575</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,732,849	1,597,029	1,809,868	1,569,901	1,593,072
<b>SERVICES AND SUPPLIES</b>	114,723	98,458	115,724	112,168	121,923
<b>OTHER CHARGES</b>	3,081	4,900	3,309	7,195	7,195
<b>FIXED CHARGES</b>	133,860	203,026	203,026	214,503	216,080
<b>CAPITAL OUTLAY</b>	1,619	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,986,132</u></b>	<b><u>\$1,903,413</u></b>	<b><u>\$2,131,927</u></b>	<b><u>\$1,903,767</u></b>	<b><u>\$1,938,270</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>CENTRAL SERVICES</b>	<b>52</b>
	<b>Department:</b>	<b>FINANCE</b>	<b>032</b>
	<b>Program:</b>	<b>CENTRAL SERVICES</b>	<b>363</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
RENTS AND INTEREST	5,146	-906	2,810	2,500	2,500
CHARGES AND FEES	449,675	171,192	171,192	203,044	203,044
OPERATING TRANSFERS IN	60,000	26,200	26,200	31,671	33,421
<b>TOTAL REVENUES</b>	<b><u>\$514,821</u></b>	<b><u>\$196,486</u></b>	<b><u>\$200,202</u></b>	<b><u>\$237,215</u></b>	<b><u>\$238,965</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	94,365	68,065	78,070	87,147	90,701
SERVICES AND SUPPLIES	164,965	100,769	127,185	136,503	143,535
OTHER CHARGES	0	570	494	660	690
FIXED CHARGES	21,230	19,097	19,097	19,350	19,381
CAPITAL OUTLAY	1,152	356	0	10,000	0
OPERATING TRANSFERS OUT	34,961	2,721	2,727	10,317	10,317
DEPRECIATION	23,138	0	0	2,000	2,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$339,811</u></b>	<b><u>\$191,578</u></b>	<b><u>\$227,573</u></b>	<b><u>\$265,977</u></b>	<b><u>\$266,624</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>INFORMATION SERVICES</b>	<b>55</b>
	<b>Department:</b>	<b>FINANCE</b>	<b>035</b>
	<b>Program:</b>	<b>INFORMATION SERVICES</b>	<b>455</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	30,367	-385	17,112	17,000	17,000
<b>CHARGES AND FEES</b>	2,383,711	2,517,063	2,517,063	2,554,950	2,579,514
<b>MISCELLANEOUS REVENUES</b>	345	150	95	0	0
<b>OPERATING TRANSFERS IN</b>	400,464	177,296	23,506	0	0
<b>TOTAL REVENUES</b>	<b><u>\$2,814,887</u></b>	<b><u>\$2,694,124</u></b>	<b><u>\$2,557,776</u></b>	<b><u>\$2,571,950</u></b>	<b><u>\$2,596,514</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,468,752	1,463,735	1,463,391	1,462,938	1,491,066
<b>SERVICES AND SUPPLIES</b>	447,144	480,170	563,356	760,912	725,653
<b>OTHER CHARGES</b>	0	113	0	43,500	32,200
<b>FIXED CHARGES</b>	88,166	45,585	45,585	50,043	50,043
<b>CAPITAL OUTLAY</b>	305,629	334,532	471,502	709,230	511,460
<b>OPERATING TRANSFERS OUT</b>	124,295	218,512	218,886	203,285	203,285
<b>DEPRECIATION</b>	275,693	300,921	291,583	306,527	282,065
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,709,679</u></b>	<b><u>\$2,843,568</u></b>	<b><u>\$3,054,303</u></b>	<b><u>\$3,536,435</u></b>	<b><u>\$3,295,772</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
RENTS AND INTEREST	11,903	-205	4,434	2,500	2,500
CHARGES AND FEES	179,302	142,594	186,890	211,261	211,261
MISCELLANEOUS REVENUES	146	52	0	0	0
OPERATING TRANSFERS IN	0	0	53,000	0	0
<b>TOTAL REVENUES</b>	<b><u>\$191,351</u></b>	<b><u>\$142,441</u></b>	<b><u>\$244,324</u></b>	<b><u>\$213,761</u></b>	<b><u>\$213,761</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
SERVICES AND SUPPLIES	187,958	180,916	162,510	180,690	182,156
CAPITAL OUTLAY	31	1,680	99,640	292,187	7,500
OPERATING TRANSFERS OUT	1,733	11,362	9,821	11,776	11,776
DEPRECIATION	13,519	25,090	22,704	35,295	60,522
<b>TOTAL EXPENDITURES</b>	<b><u>\$203,241</u></b>	<b><u>\$219,048</u></b>	<b><u>\$294,675</u></b>	<b><u>\$519,948</u></b>	<b><u>\$261,954</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>SELF INSURANCE</b>	<b>58</b>
	<b>Department:</b>	<b>FINANCE</b>	<b>038</b>
	<b>Program:</b>	<b>GENERAL LIABILITY</b>	<b>425</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	69,877	15,239	42,688	42,070	42,070
<b>CHARGES AND FEES</b>	1,144,620	1,046,537	1,019,618	1,155,192	1,152,378
<b>MISCELLANEOUS REVENUES</b>	59,198	68,822	82,360	74,650	74,650
<b>TOTAL REVENUES</b>	<b><u>\$1,273,695</u></b>	<b><u>\$1,130,598</u></b>	<b><u>\$1,144,666</u></b>	<b><u>\$1,271,912</u></b>	<b><u>\$1,269,098</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	95,810	46,378	13,850	271,142	274,923
<b>SERVICES AND SUPPLIES</b>	270,271	142,523	67,292	137,391	137,627
<b>OTHER CHARGES</b>	761,854	605,529	640,185	738,727	750,513
<b>FIXED CHARGES</b>	3,888	865	865	1,244	1,244
<b>CAPITAL OUTLAY</b>	1,543	101	1,694	5,500	5,500
<b>OPERATING TRANSFERS OUT</b>	124,970	99,175	104,092	110,110	110,110
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,258,336</u></b>	<b><u>\$894,571</u></b>	<b><u>\$827,978</u></b>	<b><u>\$1,264,114</u></b>	<b><u>\$1,279,917</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
RENTS AND INTEREST	53,466	-1,607	25,618	25,500	25,500
CHARGES AND FEES	2,117,136	2,548,386	2,925,107	3,060,450	3,060,450
MISCELLANEOUS REVENUES	38	5,637	11,405	0	0
<b>TOTAL REVENUES</b>	<b><u>\$2,170,640</u></b>	<b><u>\$2,552,416</u></b>	<b><u>\$2,962,130</u></b>	<b><u>\$3,085,950</u></b>	<b><u>\$3,085,950</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
SALARIES AND BENEFITS	201,639	194,158	200,538	154,864	157,792
SERVICES AND SUPPLIES	1,277,341	1,054,805	1,237,367	1,253,939	1,280,649
OTHER CHARGES	4,429,896	1,278,964	1,359,706	1,425,963	1,485,431
FIXED CHARGES	4,341	10,816	10,826	10,870	10,968
OPERATING TRANSFERS OUT	53,262	91,591	94,269	93,570	93,570
<b>TOTAL EXPENDITURES</b>	<b><u>\$5,966,479</u></b>	<b><u>\$2,630,334</u></b>	<b><u>\$2,902,706</u></b>	<b><u>\$2,939,206</u></b>	<b><u>\$3,028,410</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>WATER UTILITY</b>	<b>41</b>
	<b>Department:</b>	<b>FINANCE</b>	<b>034</b>
	<b>Program:</b>	<b>UTILITY BILLING</b>	<b>034</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>CHARGES AND FEES</b>	301,966	291,263	275,847	310,061	267,957
<b>MISCELLANEOUS REVENUES</b>	17,466	20,128	40,188	19,500	19,500
<b>TOTAL REVENUES</b>	<b><u>\$319,432</u></b>	<b><u>\$311,391</u></b>	<b><u>\$316,035</u></b>	<b><u>\$329,561</u></b>	<b><u>\$287,457</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	820,401	762,731	776,043	772,870	785,162
<b>SERVICES AND SUPPLIES</b>	62,048	62,125	69,064	115,199	117,899
<b>OTHER CHARGES</b>	48,231	57,158	48,670	48,100	48,100
<b>FIXED CHARGES</b>	819,691	428,511	428,512	440,002	443,181
<b>CAPITAL OUTLAY</b>	0	0	240	500	500
<b>OPERATING TRANSFERS OUT</b>	324,205	245,505	248,500	259,241	259,241
<b>DEPRECIATION</b>	9,621	24,498	20,614	19,836	19,836
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,084,197</u></b>	<b><u>\$1,580,528</u></b>	<b><u>\$1,591,643</u></b>	<b><u>\$1,655,748</u></b>	<b><u>\$1,673,919</u></b>



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

Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>Finance Administration 01-030-030</b>					
Director Of Finance & Admin Services	M442	1	1	1	1
Deputy Dir Of Finance & Admin Services	M311	0.30	0.30	0.30	0.30
Accounting Services Manager	U080	1	1	1	1
Accountant	U065	1	1	1	1
Payroll Supervisor	U060	1	1	0.82	0.82
Senior Accounting Technician	Z042	1	1	1	1
Senior Finance Office Assistant	U034	0.30	-	-	-
Administrative Assistant	U040	-	0.30	0.30	0.30
Account Clerk III	Z033	2	2	2	2
Account Clerk II	Z029	5.95	5.95	3	3
Account Clerk I	Z025	-	-	3	3
		13.55	13.55	13.42	13.42
<b>Information Services 55-035-455</b>					
Information Services Manager	U100	1	1	1	1
Senior Network Administrator	U087	1	1	1	1
Network Administrator	U071	2	2	2	2
Programmer/Analyst	U053	2	2	2	2
Systems Analyst	U053	1	1	1	1
Information Services Administrator	U044	1	1	1	1
PC/LAN Technician	U042	3	3	3	3
		11	11	11	11
<b>Risk Mgt, Workers Comp 58-038-424</b>					
Deputy Dir Of Finance & Admin Services	M311	0.70	0.70	-	-
Senior Finance Office Assistant	U034	0.70	-	-	-
Administrative Assistant	U40	-	0.70	-	-
		1.40	1.40	-	-
<b>Risk Mgt, General Liability 58-038-425</b>					
Deputy Dir Of Finance & Admin Services	M311	-	-	0.70	0.70
Administrative Assistant	U40	-	-	0.70	0.70
		-	-	1.40	1.40
<b>Utility Billing 41-034-034</b>					
Utility Billing Supervisor	U053	1	1	1	1
Lead Meter Reader	X037	1	1	1	1
Meter Reader	X027	1	1	1	1
Account Clerk II	Z029	3	3	2	2
Account Clerk I	Z025	-	-	1	1
Cashier	Z029	1	1	1	1
		7	7	7	7
		32.95	32.95	32.82	32.82



# North County Fire Authority

## FIRE DEPARTMENT

Fiscal Years 2014 – 2015 and 2015 – 2016



**FIRE CHIEF**

DALY CITY  
ADMINISTRATIVE ASSISTANT

### OPERATIONS BUREAU

### FIRE PREVENTION SERVICES BUREAU

### ADMINISTRATIVE & SUPPORT SERVICES BUREAU

DALY CITY  
DEPUTY FIRE CHIEF

PACIFICA  
DEPUTY FIRE CHIEF

DALY CITY  
DEPUTY FIRE CHIEF

TRAINING DIVISION  
DALY CITY  
BATTALION CHIEF

DALY CITY  
OFFICE  
ASSISTANT II

DALY CITY  
OFFICE  
ASSISTANT I

BRISBANE  
OFFICE  
ASSISTANT II

PACIFICA  
OFFICE  
ASSISTANT II

TECHNICAL SERVICES  
DIVISION PACIFICA  
BATTALION CHIEF

EMS DIVISION  
PACIFICA  
BATTALION CHIEF

SPECIAL OPS  
DIVISION PACIFICA  
BATTALION CHIEF

DALY CITY  
SAFETY  
INSPECTOR II

PACIFICA  
SAFETY  
INSPECTOR II

BRISBANE  
SAFETY  
INSPECTOR II

3 DALY CITY  
BATTALION CHIEFS

DALY CITY

BRISBANE

PACIFICA

18 CAPTAINS

3 CAPTAINS

6 CAPTAINS

21 ENGINEER  
OPERATORS

9 ENGINEER  
OPERATORS

24 ENGINEER  
OPERATORS

18 FIREFIGHTERS

# **FIRE DEPARTMENT**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

### ***Operations***

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

### ***Training***

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

### ***Business Operations***

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

### ***Life Safety & Fire Prevention***

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

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

Provides emergency planning, preparedness, training, public awareness and education, CERT coordination, policy and procedure development, emergency coordination and homeland security activities in collaboration with city departments and community stakeholders.

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

The Fire Department will support citywide priorities through the following:

### *Economic Development/Revenue Enhancement*

- Complete thorough and timely plans check reviews and construction inspections, as well as professional consultation and positive relationship with customers.
- Continue to look for cooperative agreements, such as North County Fire Authority, which maintain and expand services, as well as increase revenues.

### *Public Safety*

- Stop the escalation of medical emergencies where found by administering medical treatment and/or advanced life support services through paramedic fire companies.
- Stop the escalation of structure fires by confining the damage near the room of origin and limiting heat and smoke damage to the area or floor of fire origin.
- Stop the escalation of all other emergencies and mitigate those effectively and efficiently.
- Complete annual fire and safety inspections of all commercial, permitted and multi-family occupancies.
- Complete required and mandated training for all employees.
- Complete all required emergency planning and disaster preparedness documents, policies, procedures and training.

### *Community / Civic Support*

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

## ***BIENNIAL BUDGET OUTCOMES***

- Achieve an overall “Customer Satisfaction” rating of 95% or greater in the delivery of emergency services.
- Stop the escalation of a medical emergency where found. Typically, this means administering advanced life support and/or minor medical treatment. A fire company shall arrive within 4 minutes travel to 90% of all medical emergencies.
- Stop the escalation of a structure fire where found. Typically, this means conducting a search and rescue for any victims, confining fire damage near the room of origin; plus limiting heat and smoke damage to the area or floor of fire origin, ventilation, rapid intervention rescue for trapped firefighters, property salvage and crew rotation for rehabilitation. A fire company shall arrive within 4 minutes travel to 90% to all structure fires and 90 % of the time hold the fire to the area of origin.
- Complete annual mandatory certification and recurrent training of all fire personnel, which will average at least 220 hours annually.
- Complete required in-service on duty continuing education hours, infrequent skills and certifications of all paramedics and emergency medical technicians, which totals 24 hours annually for each paramedic and 12 hours for each emergency medical technician.

# **FIRE DEPARTMENT**

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

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

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

- Eliminated Community Emergency Preparedness & Planning Coordinator

***PERFORMANCE MEASURES***

Measure	2010-11 Actual	2011-12 Actual	2013-14 Actual	2014-15 Projected	2015-16 Projected
90% of medical emergency responses by a paramedic fire company will arrive within 4 minutes or less travel time	92%	90%	90%	90%	90%
90% of fire emergency responses by a fire company will arrive within 4 minutes or less travel time	92%	93%	90%	90%	90%
90% fire confinement success rate in holding structure fires to the area origin. (National average is 50%)	93%	92%	87%	90%	90%
95% overall excellent customer service satisfaction rating	98%	98%	98%	98%	98%
220 hours of annual mandatory, certification and recurrent training on average for each firefighter will be completed	240 hrs	240 hrs	240 hrs	220 hrs	220 hrs
100% completion of annual required in-service on duty continuing education hours, infrequent skills and certifications, totaling 24 hours for each paramedic and 12 hours for each emergency medical technician	99%	99%	99%	99%	99%
98% of annual fire and life safety inspections and re-inspections completed by fire companies and dedicated fire inspectors for all commercial, permitted and multi-family occupancies	99%	99%	99%	99%	99%
35 citizens will receive 20 hours each of community emergency response team training (CERT).	40	40	40	40	40

**CITY OF DALY CITY****Department Summary****2014-15/2015-16****FIRE DEPARTMENT**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
LICENSES AND PERMITS	61,527	60,249	57,058	57,257	57,257
FINES AND FORFEITURES	434	289	0	0	0
FROM OTHER AGENCIES	144,148	458,032	260,500	0	0
CHARGES AND FEES	1,174,925	1,183,545	1,101,499	1,146,878	1,146,878
MISCELLANEOUS REVENUES	111,728	94,374	128,808	3,500	3,500
OPERATING TRANSFERS IN	56,800	65,769	39,270	0	0
<b>TOTAL REVENUES</b>	<b><u>\$1,549,562</u></b>	<b><u>\$1,862,258</u></b>	<b><u>\$1,587,135</u></b>	<b><u>\$1,207,635</u></b>	<b><u>\$1,207,635</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	13,685,924	13,309,539	13,639,651	13,211,666	13,473,088
SERVICES AND SUPPLIES	578,681	1,054,237	665,149	713,605	717,140
OTHER CHARGES	65,295	56,040	49,750	75,820	75,820
FIXED CHARGES	740,767	955,427	953,205	1,078,348	1,079,700
CAPITAL OUTLAY	222,178	117,845	60,494	42,129	42,129
OPERATING TRANSFERS OUT	77,912	70,000	70,000	175,000	202,900
<b>TOTAL EXPENDITURES</b>	<b><u>\$15,370,757</u></b>	<b><u>\$15,563,088</u></b>	<b><u>\$15,438,249</u></b>	<b><u>\$15,296,568</u></b>	<b><u>\$15,590,777</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
LICENSES AND PERMITS	61,527	60,249	57,058	57,257	57,257
FINES AND FORFEITURES	434	289	0	0	0
CHARGES AND FEES	1,174,925	1,183,546	1,101,499	1,146,878	1,146,878
MISCELLANEOUS REVENUES	111,729	94,375	128,808	3,500	3,500
<b>TOTAL REVENUES</b>	<b><u>\$1,348,615</u></b>	<b><u>\$1,338,459</u></b>	<b><u>\$1,287,365</u></b>	<b><u>\$1,207,635</u></b>	<b><u>\$1,207,635</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	13,685,923	13,309,538	13,639,651	13,211,665	13,473,087
SERVICES AND SUPPLIES	578,683	566,658	665,149	713,605	717,140
OTHER CHARGES	65,296	56,040	49,750	75,820	75,820
FIXED CHARGES	740,767	955,426	953,204	1,078,347	1,079,699
CAPITAL OUTLAY	45,925	56,929	60,494	42,129	42,129
OPERATING TRANSFERS OUT	77,912	70,000	70,000	175,000	202,900
<b>TOTAL EXPENDITURES</b>	<b><u>\$15,194,506</u></b>	<b><u>\$15,014,591</u></b>	<b><u>\$15,438,248</u></b>	<b><u>\$15,296,566</u></b>	<b><u>\$15,590,775</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GRANTS</b>	<b>28</b>
	<b>Department:</b>	<b>FIRE DEPARTMENT</b>	<b>220</b>
	<b>Program:</b>	<b>ASSIST FIREFIGHTERS GRANT 04</b>	<b>224</b>

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	144,148	458,032	260,500	0	0
<b>OPERATING TRANSFERS IN</b>	56,800	65,769	39,270	0	0
<b>TOTAL REVENUES</b>	<b><u>\$200,948</u></b>	<b><u>\$523,801</u></b>	<b><u>\$299,770</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SERVICES AND SUPPLIES</b>	0	487,580	0	0	0
<b>CAPITAL OUTLAY</b>	176,253	60,917	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$176,253</u></b>	<b><u>\$548,497</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GRANTS</b>	<b>28</b>
	<b>Department:</b>	<b>FIRE DEPARTMENT</b>	<b>220</b>
	<b>Program:</b>	<b>ASSIST FIREFIGHTERS GRANT 12</b>	<b>229</b>

<b>REVENUES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	0	0	260,500	0	0
<b>OPERATING TRANSFERS IN</b>	0	0	39,270	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$299,770</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>CAPITAL OUTLAY</b>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

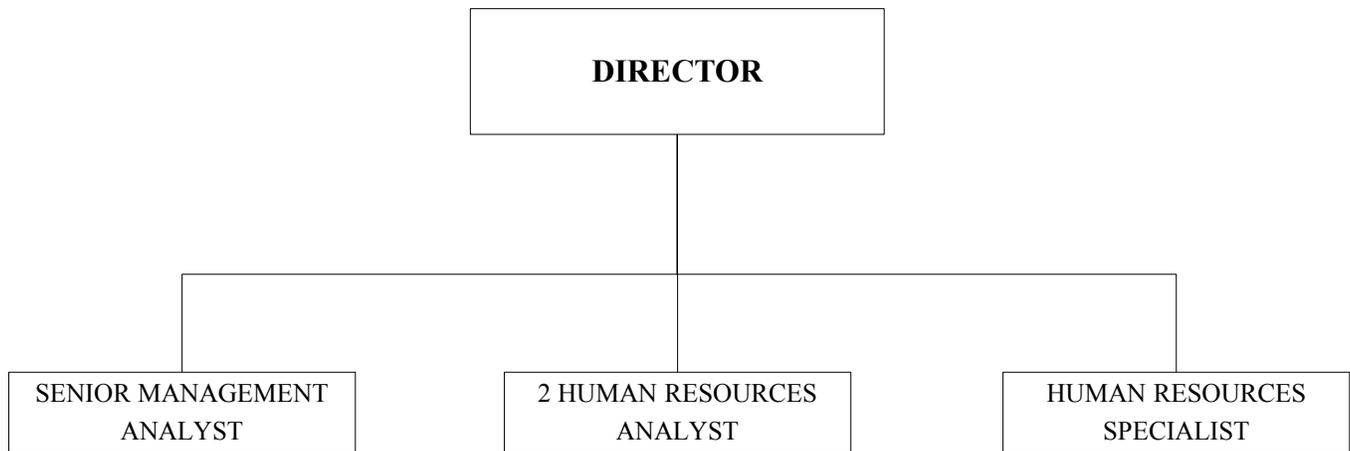
**FIRE****Full-Time Salaried Position Listing**

Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>01-220-220</b>					
Fire Chief	M442	1	1	1	1
Deputy Fire Chief	M349	1	1	1	1
Fire Marshal/Fire Prevention Services Chief	M349	1	1	1	1
Comm Emergency Plan/Disaster Prep Coord	U105	1	1	-	-
Fire Battalion Chief	G275	4	4	4	4
Fire Safety Inspector II	I270	3	3	3	3
Fire Captain	F265	18	18	18	18
Fire Engineer Operator	F255	21	21	21	21
Firefighter	F250	18	18	18	18
Administrative Assistant	U038	1	1	1	1
Office Assistant II	Z022	2	2	1	1
Office Assistant I	Z016	-	-	1	1
		<u>71</u>	<u>71</u>	<u>70</u>	<u>70</u>



**City of Daly City**  
**DEPARTMENT OF HUMAN RESOURCES**

Fiscal Years 2014 – 2015 and 2015 – 2016



# **HUMAN RESOURCES**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

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

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

This Department supports City-wide priorities through the following:

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

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

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

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

- The City's Workers Compensation Program was transferred from the Department of Finance and Administrative Services to Human Resources in July 2013. This department is responsible for the oversight of the third party administrator and their management of all claims. The department also facilitates the expeditious return to work for injured or disabled workers as well as the transition of permanently disabled employees.
- Continued increase in pre-employment costs associated with new hires/turnover/retirements.

## HUMAN RESOURCES

### PERFORMANCE MEASURES

Performance Measure	Methodology	Actual 2012-13	Est. 2013-14	Projected 2014-15	Projected 2015-16
Promote employee development by providing training opportunities, professional development and succession planning for individuals and groups of employees Citywide.	90% of participants rate the overall quality of HR sponsored trainings & development programs as good or excellent	95%	95%	95%	95%
Report workers compensation claims in timely manner. Contract claims administrators will receive close oversight and their activities will be audited to ensure that they are providing the highest level of service and are employing comprehensive efforts to review bills & charges to ensure costs are limited to what is fair, reasonable & required by law.	95% of claims reported within the State guidelines of 5 days	87%	94%	95%	96%
Promote Daly City as a healthy place to work	Increase number of wellness events	11	11	12	12

### Workers Comp Performance Measures

Measure	Actual 2012-13	Estimate 2013-14	Projected 2014-15	Projected 2015-16
Biennial Claims Admin. Audit Score	95%	n/a	95%	n/a
Net Reductions in Medical Charges	64%*	65%	65%	65%
Percent of claims submitted within 5 calendar days	75%	78%	78%	78%

\*In 2012-13, 2,185 bills representing \$2,510,073 in billed charges were submitted for review and adjusted to the fee schedule and PPO discounts resulting in gross savings of \$1,808,446, and net savings of \$1,613,802.

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>HUMAN RESOURCES</b>	<b>070</b>
<b>Program:</b>	<b>HUMAN RESOURCES</b>	<b>070</b>

<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SALARIES AND BENEFITS</b>	743,035	721,881	737,047	603,473	614,233
<b>SERVICES AND SUPPLIES</b>	212,824	140,182	228,537	210,513	218,091
<b>OTHER CHARGES</b>	89,574	96,295	95,145	103,819	107,843
<b>FIXED CHARGES</b>	50,084	47,501	47,500	53,792	54,136
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,095,517</u></b>	<b><u>\$1,005,859</u></b>	<b><u>\$1,108,229</u></b>	<b><u>\$971,597</u></b>	<b><u>\$994,303</u></b>

**HUMAN RESOURCES**

**Full-Time Salaried Position Listing**

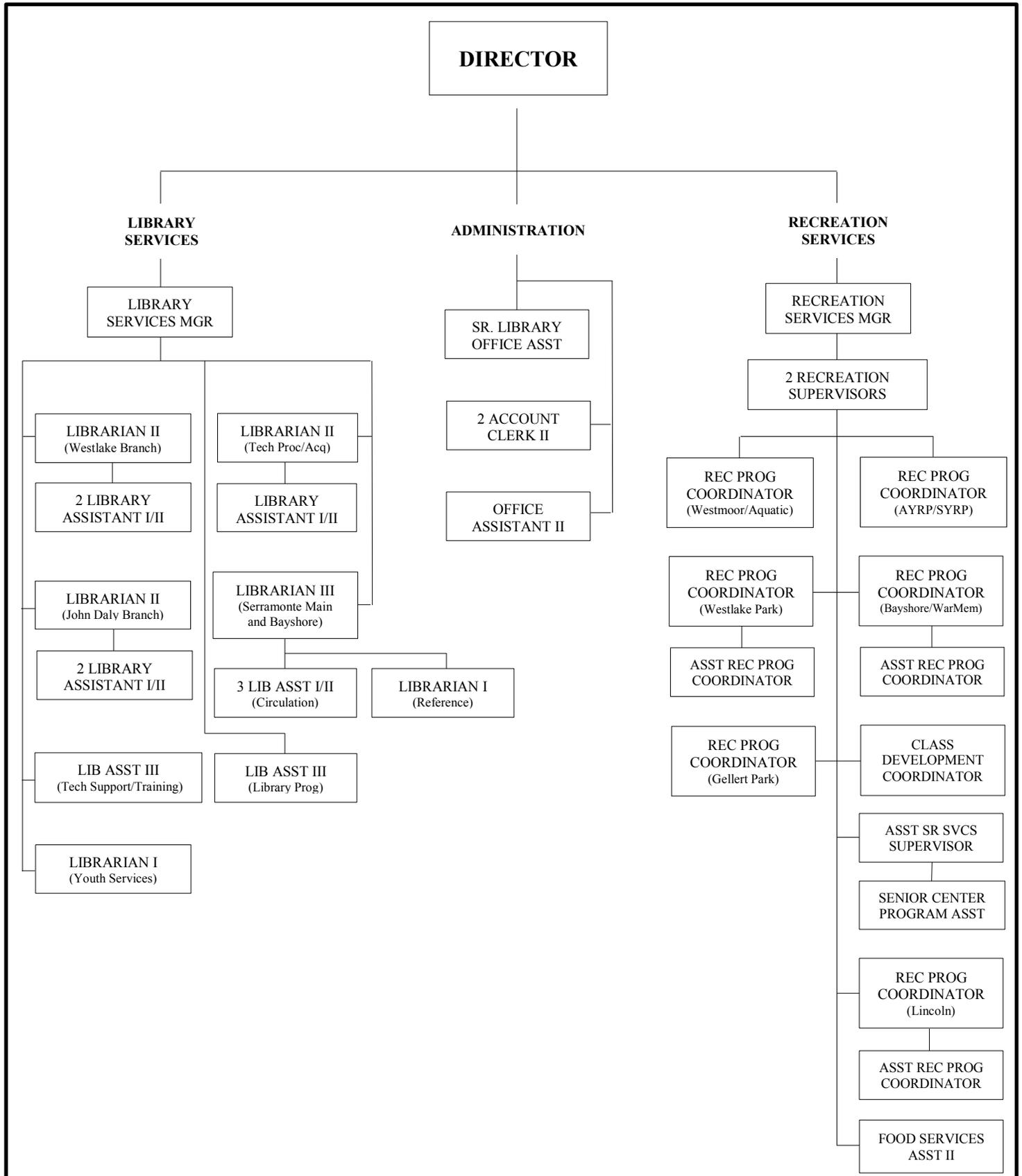
Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>Human Resources 01-070-070</b>					
Director of Human Resources	M428	1	1	0.70	0.70
Senior Management Analyst	U074	1	1	1	1
Human Resource Analyst	U053	1	1	1.30	1.30
Human Resource Specialist	U040	3	3	0.95	0.95
		6	6	3.95	3.95
<b>Workers' Comp Claims 58-038-424</b>					
Director of Human Resources	M428	-	-	0.30	0.30
Human Resource Analyst	U053	-	-	0.70	0.70
Human Resource Specialist	U040	-	-	0.05	0.05
		-	-	1.05	1.05
		6	6	5	5



# City of Daly City

## DEPARTMENT OF LIBRARY & RECREATION SERVICES

Fiscal Years 2014 – 2015 and 2015 – 2016



# **LIBRARY AND RECREATION SERVICES**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

### **Promote and Foster Lifelong Learning and Personal Enrichment**

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

### **Promote Youth Scholastic Achievement**

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

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

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

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

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

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

### **Leisure Services**

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

### **Public Safety**

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

## ***BIENNIAL BUDGET OUTCOMES***

- As a partner in the Big Lift, a countywide initiative to provide high-quality preschool and early learning opportunities to help ensure San Mateo County children read proficiently by third grade, the Public Library will continue to develop and expand early learning programs to support this effort.
- Public Libraries will seek to maintain a diverse collection of printed materials, including books and periodicals in Spanish, Chinese, and Tagalog, while enhancing its growing digital catalogue and online subscription services.
- The Recreation Division will continue to promote [www.dalycity.org/iplay](http://www.dalycity.org/iplay), the online portal launched on January 2, 2014, to provide customers an intuitive registration interface for enrolling in classes, programs, and activities.
- The Department will strive to develop new and innovative year-round recreation and leisure offerings for the enjoyment of all age levels.

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

- Elimination of nine full-time positions, including, the Assistant to the Director, Administrative Assistant, Office Assistant II, three Library Assistant I/II positions, one each at Serramonte Main, Westlake Branch, and John Daly Branch Libraries, Librarian II Branch Manager at Bayshore, Library Assistant II at Westlake Branch Library, and a Library Assistant III Circulation Manager .
- With the loss of a Librarian II, hours at the Bayshore Branch Library were reduced from 30 per week to 17 per week.
- Fixed and general costs such as utilities, office supplies, and communications, previously consolidated into a Department Administration budgets are now assigned to the individual Divisions.
- Replacement of the aging Department public computer equipment was completed in the prior year and a depreciated fund established to ensure timely replacement going forward on a four-year cycle.
- Staff from the Department will support the newly formed Arts and Culture Commission, in addition to providing administrative guidance to the Library Board of Trustees and the Recreation Commission.

# LIBRARY AND RECREATION SERVICES

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## *PERFORMANCE MEASURES*

<b>Measures - Library</b>	2012-13 Actual	2013-14 Estimate	2014-15 Projected	2015-16 Projected
% of program participants that consider programs, resources & collections good or excellent (survey)	90%	85%	85%	85%
% of program participants that rate customer service as good or excellent (survey)	95%	85%	85%	85%
Total Circulation (physical and electronic)	537,653	548,371	540,000	540,000
Total programs - Number	706	700	750	750
Total programs - Attendance	16,941	16,337	16,000	16,000
Uses (sessions) of public computers	87,695	103,786	90,000	90,000
<b>Measures - Recreation</b>	2012-2013	2013-14	14-15 Projected	15-16 Projected
<b>Online Registration</b>				
Percent of customers who rate the online registration process as easy or very easy to use. (survey)	NEW	76%	80%	90%
<b>Programming</b>				
Percent of residents/non-residents who are cognizant of the recreational services provided by Daly City. (survey)	NEW	NEW	50%	60%
Percent of participants who report programs made a positive difference in their physical, emotional, and mental health. (survey)	100%	99%	95%	95%
Percent of customers rating the quality of programs as good to excellent. (survey)	97%	98%	95%	95%
<b>Facilities</b>				
Percent of participants rating their overall facility rental experience as good to excellent. (survey)	NEW	NEW	80%	85%
<b>Special Events</b>				
Percent of attendees who rate special events as good to excellent. (survey)	NEW	NEW	80%	90%

**CITY OF DALY CITY****Department Summary****2014-15/2015-16****LIBRARY AND RECREATION**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>RENTS AND INTEREST</b>	561,324	604,655	559,600	574,850	574,850
<b>FROM OTHER AGENCIES</b>	775,494	754,732	785,476	787,861	787,861
<b>CHARGES AND FEES</b>	269,454	181,032	178,654	178,200	178,200
<b>PROGRAM FEES</b>	1,316,776	1,444,172	1,448,152	1,428,585	1,433,478
<b>MISCELLANEOUS REVENUES</b>	287,674	176,188	182,706	152,520	152,520
<b>OPERATING TRANSFERS IN</b>	561,975	442,016	520,234	521,342	530,588
<b>TOTAL REVENUES</b>	<b><u>\$3,772,697</u></b>	<b><u>\$3,602,795</u></b>	<b><u>\$3,674,822</u></b>	<b><u>\$3,643,358</u></b>	<b><u>\$3,657,497</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	5,637,397	5,326,258	5,491,923	5,631,368	5,730,447
<b>SERVICES AND SUPPLIES</b>	1,483,741	1,415,499	1,502,800	1,530,996	1,527,696
<b>PROGRAM COSTS</b>	266,196	320,096	329,683	345,889	345,890
<b>OTHER CHARGES</b>	12,133	8,960	11,869	13,821	12,591
<b>FIXED CHARGES</b>	2,473,716	2,430,090	2,430,090	2,489,296	2,492,796
<b>CAPITAL OUTLAY</b>	1,688	43,403	9,000	9,000	9,000
<b>OPERATING TRANSFERS OUT</b>	0	13,876	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$9,874,871</u></b>	<b><u>\$9,558,182</u></b>	<b><u>\$9,775,365</u></b>	<b><u>\$10,020,370</u></b>	<b><u>\$10,118,420</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>LIBRARY AND RECREATION</b>	<b>117</b>
<b>Program:</b>	<b>LIBRARY AND RECREATION ADMIN</b>	<b>117</b>

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
RENTS AND INTEREST	0	0	0	0	0
PROGRAM FEES	0	8,737	7,318	3,000	3,000
MISCELLANEOUS REVENUES	0	-1,771	150	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$6,966</u></b>	<b><u>\$7,468</u></b>	<b><u>\$3,000</u></b>	<b><u>\$3,000</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
SALARIES AND BENEFITS	0	992,134	662,880	613,745	625,885
SERVICES AND SUPPLIES	0	98,828	128,602	120,537	117,237
PROGRAM COSTS	0	185	122	200	200
OTHER CHARGES	0	5,658	3,870	4,420	4,420
FIXED CHARGES	0	578,335	578,334	564,525	566,661
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$1,675,140</u></b>	<b><u>\$1,373,808</u></b>	<b><u>\$1,303,427</u></b>	<b><u>\$1,314,403</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>LIBRARY AND RECREATION</b>	<b>120</b>
	<b>Program:</b>	<b>LIBRARY</b>	<b>120</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	2,890	0	0	0	0
<b>FROM OTHER AGENCIES</b>	228,073	235,061	242,615	245,000	245,000
<b>CHARGES AND FEES</b>	78,672	45,258	45,099	45,000	45,000
<b>MISCELLANEOUS REVENUES</b>	57,394	57,407	60,356	50,000	50,000
<b>TOTAL REVENUES</b>	<b><u>\$367,029</u></b>	<b><u>\$337,726</u></b>	<b><u>\$348,070</u></b>	<b><u>\$340,000</u></b>	<b><u>\$340,000</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	2,254,358	1,760,727	1,966,164	2,112,267	2,123,222
<b>SERVICES AND SUPPLIES</b>	552,845	554,795	593,439	583,015	583,015
<b>PROGRAM COSTS</b>	0	25,775	31,500	30,000	30,000
<b>OTHER CHARGES</b>	6,903	0	3,853	6,713	5,483
<b>FIXED CHARGES</b>	414,393	495,753	495,753	527,957	528,708
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,228,499</u></b>	<b><u>\$2,837,050</u></b>	<b><u>\$3,090,709</u></b>	<b><u>\$3,259,952</u></b>	<b><u>\$3,270,428</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>LIBRARY AND RECREATION</b>	<b>131</b>
	<b>Program:</b>	<b>RECREATION</b>	<b>140</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
RENTS AND INTEREST	558,434	604,654	559,600	574,850	574,850
FROM OTHER AGENCIES	35,935	8,500	0	0	0
PROGRAM FEES	1,177,778	1,307,052	1,315,937	1,300,585	1,305,478
MISCELLANEOUS REVENUES	79,684	20,537	22,000	2,320	2,320
<b>TOTAL REVENUES</b>	<b><u>\$1,851,831</u></b>	<b><u>\$1,940,743</u></b>	<b><u>\$1,897,537</u></b>	<b><u>\$1,877,755</u></b>	<b><u>\$1,882,648</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	2,534,689	1,936,010	2,096,403	2,162,161	2,229,393
SERVICES AND SUPPLIES	638,521	494,096	507,307	554,561	554,561
PROGRAM COSTS	266,198	236,458	242,908	260,489	260,490
OTHER CHARGES	3,958	614	1,458	0	0
FIXED CHARGES	1,703,285	1,032,284	1,032,284	1,066,471	1,066,589
CAPITAL OUTLAY	0	43,403	9,000	9,000	9,000
OPERATING TRANSFERS OUT	0	13,876	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$5,146,651</u></b>	<b><u>\$3,756,741</u></b>	<b><u>\$3,889,360</u></b>	<b><u>\$4,052,682</u></b>	<b><u>\$4,120,033</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>SENIOR ADULT SERVICES</b>	<b>15</b>
	<b>Department:</b>	<b>LIBRARY AND RECREATION</b>	<b>132</b>
	<b>Program:</b>	<b>DOELGER SENIOR CENTER</b>	<b>460</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>FROM OTHER AGENCIES</b>	137,961	132,216	122,985	122,985	122,985
<b>CHARGES AND FEES</b>	190,781	135,774	133,555	133,200	133,200
<b>PROGRAM FEES</b>	139,001	128,385	124,897	125,000	125,000
<b>MISCELLANEOUS REVENUES</b>	150,596	100,015	100,200	100,200	100,200
<b>OPERATING TRANSFERS IN</b>	561,975	442,016	520,234	521,342	530,588
<b>TOTAL REVENUES</b>	<b><u>\$1,180,314</u></b>	<b><u>\$938,406</u></b>	<b><u>\$1,001,871</u></b>	<b><u>\$1,002,727</u></b>	<b><u>\$1,011,973</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	584,104	370,144	427,194	421,563	430,316
<b>SERVICES AND SUPPLIES</b>	238,901	241,499	247,651	247,133	247,133
<b>PROGRAM COSTS</b>	0	737	1,000	1,000	1,000
<b>OTHER CHARGES</b>	1,273	2,688	2,688	2,688	2,688
<b>FIXED CHARGES</b>	356,037	323,339	323,339	330,343	330,837
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,180,315</u></b>	<b><u>\$938,407</u></b>	<b><u>\$1,001,872</u></b>	<b><u>\$1,002,727</u></b>	<b><u>\$1,011,974</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GRANTS</b>	<b>28</b>
	<b>Department:</b>	<b>LIBRARY AND RECREATION</b>	<b>131</b>
	<b>Program:</b>	<b>A S E S - BAYSHORE ELEM SCH</b>	<b>178</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>FROM OTHER AGENCIES</b>	207,328	210,725	212,400	212,400	212,400
<b>TOTAL REVENUES</b>	<b><u>\$207,328</u></b>	<b><u>\$210,725</u></b>	<b><u>\$212,400</u></b>	<b><u>\$212,400</u></b>	<b><u>\$212,400</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	128,407	126,399	146,994	130,965	130,965
<b>SERVICES AND SUPPLIES</b>	53,476	26,281	25,800	25,750	25,750
<b>PROGRAM COSTS</b>	0	56,942	54,153	54,200	54,200
<b>OTHER CHARGES</b>	0	0	0	0	0
<b>FIXED CHARGES</b>	0	379	379	0	0
<b>CAPITAL OUTLAY</b>	1,688	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$183,571</u></b>	<b><u>\$210,001</u></b>	<b><u>\$227,326</u></b>	<b><u>\$210,915</u></b>	<b><u>\$210,915</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GRANTS</b>	<b>28</b>
	<b>Department:</b>	<b>LIBRARY AND RECREATION</b>	<b>131</b>
	<b>Program:</b>	<b>A S E S - JEFFERSON ELEM SCH</b>	<b>179</b>

<b>REVENUES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	166,198	168,230	207,476	207,476	207,476
<b>TOTAL REVENUES</b>	<b><u>\$166,198</u></b>	<b><u>\$168,230</u></b>	<b><u>\$207,476</u></b>	<b><u>\$207,476</u></b>	<b><u>\$207,476</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	135,839	140,842	192,289	190,664	190,664
<b>TOTAL EXPENDITURES</b>	<b><u>\$135,839</u></b>	<b><u>\$140,842</u></b>	<b><u>\$192,289</u></b>	<b><u>\$190,664</u></b>	<b><u>\$190,664</u></b>

## LIBRARY &amp; RECREATION SERVICES

## Full-Time Salaried Position Listing

Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>Prior to Consolidation</b>					
Library Total		20	20	18	18
Recreation Total		15	15	15	15
<b>Library &amp; Recreation Serv Admin 01-117-117</b>					
Director of Library & Recreation Services	M428	1	1	0.50	0.50
Assistant to the Library Director	U096	-	-	-	-
Library Services Manager	U096	1	1	-	-
Recreation Services Manager	U096	1	1	1	1
Administrative Assistant	U038	1	1	-	-
Library Senior Office Assistant	U034	1	1	1	1
Account Clerk II	Z029	2	2	1.50	1.50
Office Assistant II	Z022	2	2	1	1
<b>Library Services 01-120-120</b>					
Library Director	M428	-	-	-	-
Assistant to the Library Director	U096	-	-	-	-
Librarian II	X046	-	-	-	-
Librarian I	X039	-	-	-	-
Library Senior Office Assistant	U034	-	-	-	-
Library Assistant III	X032	-	-	-	-
Library Assistant II	X026	-	-	-	-
<b>Serramonte Library 01-120-122</b>					
Librarian III	X051	1	1	0.90	0.90
Librarian I	X039	1.20	1.20	1	1
Library Assistant III	X032	1.50	1.50	0.70	0.70
Library Assistant II	X026	4	4	3	3
<b>Bayshore Library 01-120-123</b>					
Librarian II	X046	1	1	-	-
Librarian III	X051	-	-	0.10	0.10
Library Assistant III	X032	0.10	0.10	0.10	0.10
<b>John Daly Library 01-120-125</b>					
Librarian II	X046	1	1	1	1
Library Assistant III	X032	0.15	0.15	0.15	0.15
Library Assistant II	X026	2	2	1	1
Library Assistant I	X017	-	-	1	1
<b>Westlake Library 01-120-126</b>					
Librarian II	X046	1	1	1	1
Library Assistant III	X032	0.15	0.15	0.15	0.15
Library Assistant II	X026	4	4	2	2
<b>Library Material/Process 01-120-127</b>					
Librarian II	X046	1	1	1	1
Library Assistant III	X032	0.10	0.10	0.10	0.10
Library Assistant II	X026	1	1	1	1
<b>Library Programming 01-120-128</b>					
Director of Library & Recreation Services	M428	-	-	0.50	0.50
Library Services Manager	U096	-	-	1	1
Account Clerk II	Z029	-	-	0.50	0.50
Library Assistant III	X032	-	-	0.80	0.80
Librarian I	X039	0.80	0.80	1	1
<b>Marketing 01-131-132</b>					
Recreation Supervisor	X049	0.35	0.35	0.40	0.40
Recreation Program Coordinator	X032	0.35	0.35	0.35	0.35

## LIBRARY &amp; RECREATION SERVICES

## Full-Time Salaried Position Listing

Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>War Memorial Community Center 01-131-135</b>					
Recreation Supervisor	X049	0.20	0.20	0.05	0.05
Recreation Program Coordinator	X032	0.40	0.40	0.40	0.40
Assistant Recreation Program Coordinator	X016	0.40	0.40	0.45	0.45
<b>Westlake Community Center 01-131-136</b>					
Recreation Supervisor	X049	0.10	0.10	0.10	0.10
Recreation Program Coordinator	X032	0.40	0.40	0.40	0.40
Assistant Recreation Program Coordinator	X016	0.50	0.50	0.50	0.50
<b>Lincoln Community Center 01-131-137</b>					
Recreation Supervisor	X049	-	-	0.05	0.05
Recreation Program Coordinator	X032	1	1	1	1
Assistant Recreation Program Coordinator	X016	1	1	1	1
<b>Gellert Park 01-131-138</b>					
Recreation Supervisor	X049	-	-	0.05	0.05
Recreation Program Coordinator	X032	0.25	0.25	0.25	0.25
<b>AYRP 01-131-141</b>					
Recreation Supervisor	X049	0.20	0.20	0.15	0.15
Recreation Program Coordinator	X032	0.40	0.40	0.40	0.40
<b>SYRP 01-131-142</b>					
Recreation Supervisor	X049	0.10	0.10	0.10	0.10
Recreation Program Coordinator	X032	0.40	0.40	0.40	0.40
Assistant Recreation Program Coordinator	X016	0.10	0.10	-	-
<b>Youth Baseball 01-131-143</b>					
Assistant Recreation Program Coordinator	X016	-	-	0.10	0.10
Recreation Supervisor	X049	0.10	0.10	0.10	0.10
Recreation Program Coordinator	X032	0.40	0.40	0.40	0.40
<b>Youth Basketball 01-131-144</b>					
Recreation Supervisor	X049	0.10	0.10	0.05	0.05
Recreation Program Coordinator	X032	0.15	0.15	0.20	0.20
Assistant Recreation Program Coordinator	X016	0.25	0.25	0.25	0.25
<b>Youth Flag Football 01-131-145</b>					
Recreation Supervisor	X049	0.10	0.10	0.05	0.05
Recreation Program Coordinator	X032	0.15	0.15	0.15	0.15
Assistant Recreation Program Coordinator	X016	0.25	0.25	0.25	0.25
<b>Mini Hoops 01-131-147</b>					
Recreation Program Coordinator	X032	0.25	0.25	0.25	0.25
Assistant Recreation Program Coordinator	X016	0.15	0.15	0.15	0.15
<b>Showcase League 01-131-148</b>					
Recreation Supervisor	X049	0.10	0.10	0.05	0.05
Recreation Program Coordinator	X032	0.15	0.15	0.20	0.20
Assistant Recreation Program Coordinator	X016	0.25	0.25	0.25	0.25
<b>Summer Sports Camps 01-131-149</b>					
Assistant Recreation Program Coordinator	X016	0.10	0.10	0.05	0.05
<b>Teen Grants/Events 01-131-151</b>					
Recreation Supervisor	X049	0.20	0.20	0.10	0.10
Recreation Program Coordinator	X032	0.30	0.30	0.35	0.35
<b>Aquatics 01-131-152</b>					
Recreation Supervisor	X049	0.35	0.35	0.30	0.30
Recreation Program Coordinator	X032	0.85	0.85	0.80	0.80
<b>Tennis 01-131-153</b>					
Recreation Program Coordinator	X032	0.10	0.10	0.05	0.05
<b>Facility and Field Rentals 01-131-154</b>					
Recreation Program Coordinator	X032	-	-	0.20	0.20

**LIBRARY & RECREATION SERVICES**

**Full-Time Salaried Position Listing**

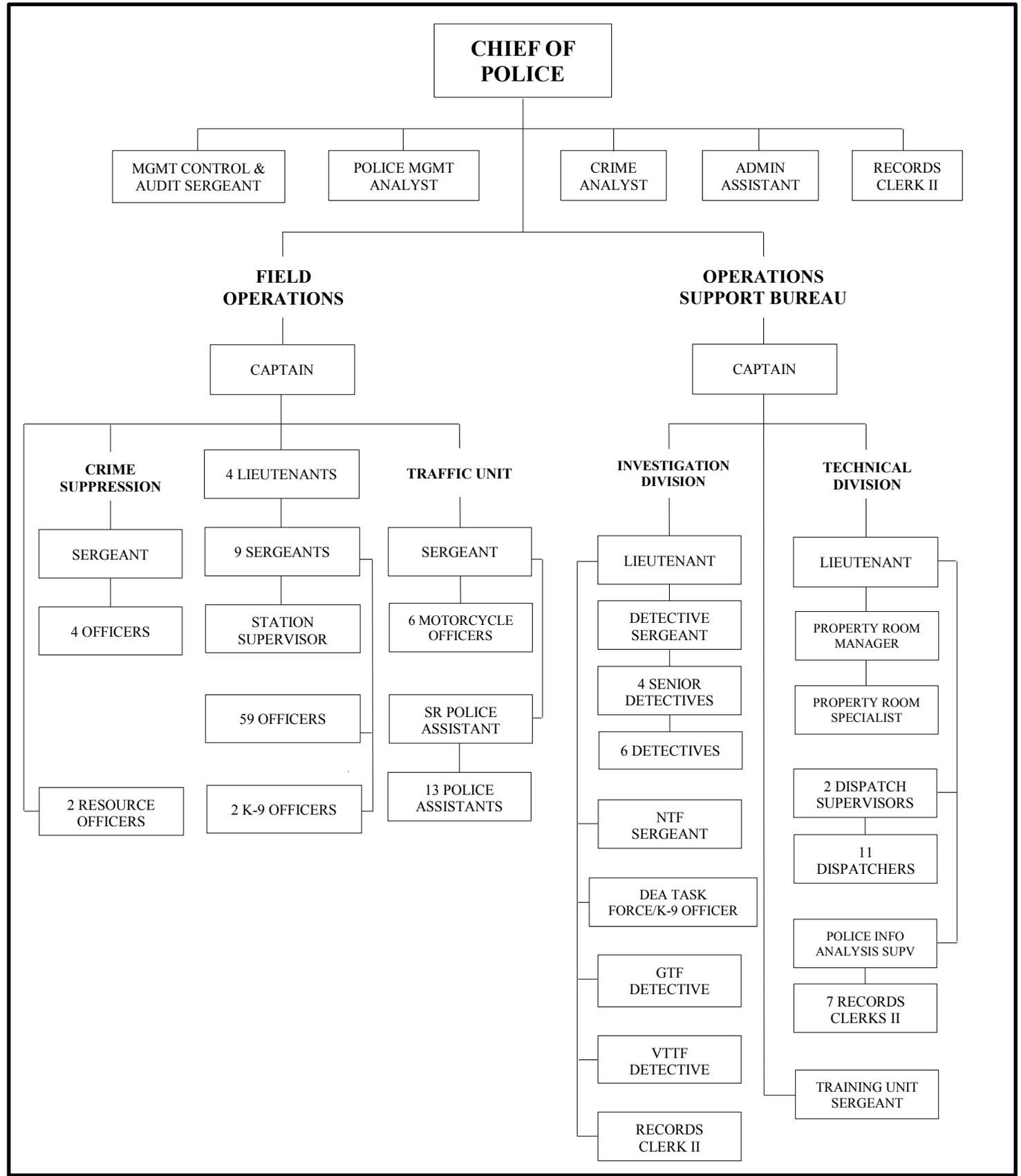
<b>Classification</b>	<b>Range</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>Special Events 01-131-155</b>					
Recreation Supervisor	X049	0.10	0.10	0.10	0.10
Recreation Program Coordinator	X032	0.20	0.20	0.20	0.20
<b>Adult Softball League 01-131-156</b>					
Recreation Program Coordinator	X032	0.25	0.25	-	-
<b>Contract Classes 01-131-157</b>					
Recreation Supervisor	X049	-	-	0.10	0.10
Class Develop/Cultural Arts Coordinator	U039	1	1	1	1
<b>15-132-460 Senior Adults</b>					
Recreation Supervisor	X049	-	-	0.20	0.20
Assistant Senior Services Supervisor	U037	1	1	1	1
Senior Center Program Assistant	U023	1	1	1	1
<b>15-132-463 Senior Lunch Program</b>					
Recreation Supervisor	X049	-	-	0.05	0.05
Food Service Assistant II	U021	1	1	1	1
		44	44	38	38



# City of Daly City

## POLICE DEPARTMENT

Fiscal Years 2014 – 2015 and 2015 – 2016



# **POLICE DEPARTMENT**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

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

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

This Department supports City-wide priorities through the following:

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

## ***BIENNIAL BUDGET OUTCOMES***

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

**CITY OF DALY CITY**

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

- Animal Control expenses rose over 5% from \$505,587.41 to \$531,556.
- Revenue for Police Protection Services is down due to a significant reduction in the number of events hosted by the Cow Palace. This is exemplified by the recent disbanding of the San Francisco Bulls hockey organization. Another element of this reduction is the use of officers through our “Police Secondary Employment” program. This program allows a private entity to hire an armed police officer directly at a cost significantly lower than the city contract cost.
- A K-9 and handler were assigned to the San Francisco DEA Drug Task Force. The K-9 and task force officer have seized approximately \$3 million since the inception of the program. After fulfilling our equitable sharing commitments, this \$3 million seizure has the potential to net over \$900,000 in seizure funds to the city of Daly City. This fund allows us to purchase equipment and provide training that would otherwise not be funded through the operating budget.
- Equipment Maintenance budget expenses rose significantly due to the cost of paying RIMS warranty and support services, SIRE and Coplogic. These services were previously in the Information Services Division budget.
- Due to military conflicts overseas, the cost of ammunition has increased significantly during the last budget cycle. We have also experienced a lag time between the ordering of ammunition and its delivery to the police department. These lag times have been at least six months.

***PERFORMANCE MEASURES***

Measure	FY 2012-13 Actual	FY 2013-14 Estimate	FY 2014-15 Projected	FY 2015-16 Projected
Reduce response times to priority 1 calls for patrol services	7 minutes	7 minutes	<6 minutes	<6 minutes
Decrease number of fatal and injury collisions by 5%	Fatal: 4 Injury:232	Fatal: 0 Injury: 204	Fatal: 0 Injury: 181	Fatal: 0 Injury: 181
Provide timely response, as mandated by State law, to all outside requests for police reports	100%	100%	100%	100%
Meet Federal and State statutory guidelines in the handling of property and evidence	100%	100%	100%	100%
100 % POST Compliance in Training	100%	100%	100%	100%

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



**CITY OF DALY CITY****Department Summary****2014-15/2015-16****POLICE DEPARTMENT**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
LICENSES AND PERMITS	16,575	17,124	17,175	17,519	17,869
FINES AND FORFEITURES	2,440,361	2,421,335	2,281,597	2,390,549	2,390,549
RENTS AND INTEREST	853	-17	798	399	399
FROM OTHER AGENCIES	616,605	598,064	1,043,227	201,465	201,465
CHARGES AND FEES	919,670	617,729	540,608	480,921	480,921
MISCELLANEOUS REVENUES	181,537	180,077	253,666	9,990	9,990
<b>TOTAL REVENUES</b>	<b><u>\$4,175,601</u></b>	<b><u>\$3,834,312</u></b>	<b><u>\$4,137,071</u></b>	<b><u>\$3,100,843</u></b>	<b><u>\$3,101,193</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	22,507,343	22,342,640	22,841,755	23,808,911	24,344,110
SERVICES AND SUPPLIES	1,848,047	1,959,123	2,134,568	2,466,426	2,161,716
OTHER CHARGES	113,124	108,856	133,335	148,971	138,607
FIXED CHARGES	2,353,639	2,137,059	2,133,991	2,301,328	2,304,526
CAPITAL OUTLAY	111,973	109,960	166,212	79,773	76,773
OPERATING TRANSFERS OUT	62,039	149,240	10,519	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$26,996,165</u></b>	<b><u>\$26,806,878</u></b>	<b><u>\$27,420,380</u></b>	<b><u>\$28,805,409</u></b>	<b><u>\$29,025,732</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>200</b>
	<b>Program:</b>	<b>POLICE SERVICES</b>	<b>200</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
LICENSES AND PERMITS	16,575	17,124	17,175	17,519	17,869
FINES AND FORFEITURES	2,101,446	2,104,297	1,987,375	2,096,326	2,096,326
FROM OTHER AGENCIES	76,186	37,264	54,958	36,575	36,575
CHARGES AND FEES	867,802	569,992	471,102	415,916	415,916
MISCELLANEOUS REVENUES	109,086	153,009	253,404	9,890	9,890
<b>TOTAL REVENUES</b>	<b><u>\$3,171,095</u></b>	<b><u>\$2,881,686</u></b>	<b><u>\$2,784,014</u></b>	<b><u>\$2,576,226</u></b>	<b><u>\$2,576,576</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	20,485,757	20,388,827	20,938,769	22,038,109	22,544,964
SERVICES AND SUPPLIES	1,214,800	1,331,108	1,433,797	1,535,277	1,647,598
OTHER CHARGES	86,671	94,044	109,899	128,054	117,690
FIXED CHARGES	2,300,575	2,077,385	2,074,318	2,236,805	2,239,739
CAPITAL OUTLAY	16,000	45,004	24,479	29,779	29,779
OPERATING TRANSFERS OUT	31,963	26,106	10,519	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$24,135,766</u></b>	<b><u>\$23,962,474</u></b>	<b><u>\$24,591,781</u></b>	<b><u>\$25,968,024</u></b>	<b><u>\$26,579,770</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>CHARGES AND FEES</b>	0	0	0	0	0
<b>MISCELLANEOUS REVENUES</b>	72,451	26,923	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$72,451</u></b>	<b><u>\$26,923</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,702,502	1,649,378	1,558,200	1,589,101	1,615,191
<b>SERVICES AND SUPPLIES</b>	168,435	159,447	169,866	178,075	186,694
<b>OTHER CHARGES</b>	10,324	6,575	10,817	10,817	10,817
<b>FIXED CHARGES</b>	53,064	59,674	59,674	64,522	64,787
<b>CAPITAL OUTLAY</b>	1,997	1,933	2,000	2,000	2,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,936,322</u></b>	<b><u>\$1,877,007</u></b>	<b><u>\$1,800,557</u></b>	<b><u>\$1,844,515</u></b>	<b><u>\$1,879,489</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>200</b>
	<b>Program:</b>	<b>CITIZENS OPT PUB SAFETY-SLESF</b>	<b>202</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	853	-17	798	399	399
<b>FROM OTHER AGENCIES</b>	216,973	150,596	164,890	164,890	164,890
<b>TOTAL REVENUES</b>	<b><u>\$217,826</u></b>	<b><u>\$150,579</u></b>	<b><u>\$165,688</u></b>	<b><u>\$165,289</u></b>	<b><u>\$165,289</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	124,236	125,398	125,036	120,868	123,123
<b>SERVICES AND SUPPLIES</b>	0	0	10,900	0	0
<b>OTHER CHARGES</b>	0	0	0	0	0
<b>CAPITAL OUTLAY</b>	25,927	32,097	90,629	32,994	32,994
<b>OPERATING TRANSFERS OUT</b>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$150,163</u></b>	<b><u>\$157,495</u></b>	<b><u>\$226,565</u></b>	<b><u>\$153,862</u></b>	<b><u>\$156,117</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
FINES AND FORFEITURES	330	870	0	0	0
CHARGES AND FEES	51,869	47,738	69,507	65,006	65,006
MISCELLANEOUS REVENUES	0	145	262	100	100
<b>TOTAL REVENUES</b>	<b><u>\$52,199</u></b>	<b><u>\$48,753</u></b>	<b><u>\$69,769</u></b>	<b><u>\$65,106</u></b>	<b><u>\$65,106</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	6,930	10,275	14,598	13,598	13,598
SERVICES AND SUPPLIES	42,151	49,465	53,397	55,029	60,902
OTHER CHARGES	5,929	5,307	6,092	9,100	9,100
CAPITAL OUTLAY	28,048	11,162	18,674	15,000	12,000
OPERATING TRANSFERS OUT	5,395	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$88,453</u></b>	<b><u>\$76,209</u></b>	<b><u>\$92,761</u></b>	<b><u>\$92,727</u></b>	<b><u>\$95,600</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>TRAFFIC ENFORCEMENT FUND</b>	<b>25</b>
	<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>200</b>
	<b>Program:</b>	<b>POLICE SERVICES</b>	<b>200</b>

<b>REVENUES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FINES AND FORFEITURES</b>	338,585	316,168	294,223	294,223	294,223
<b>TOTAL REVENUES</b>	<b><u>\$338,585</u></b>	<b><u>\$316,168</u></b>	<b><u>\$294,223</u></b>	<b><u>\$294,223</u></b>	<b><u>\$294,223</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	69,126	39,377	47,982	47,235	47,235
<b>SERVICES AND SUPPLIES</b>	291,716	283,322	268,805	266,511	266,522
<b>OTHER CHARGES</b>	1,173	797	0	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$362,015</u></b>	<b><u>\$323,496</u></b>	<b><u>\$316,787</u></b>	<b><u>\$314,746</u></b>	<b><u>\$314,757</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GRANTS</b>	<b>28</b>
	<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>200</b>
	<b>Program:</b>	<b>COMPREHENSIVE TRAFFIC SAFETY</b>	<b>215</b>

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	323,445	410,204	823,379	0	0
<b>TOTAL REVENUES</b>	<b><u>\$323,445</u></b>	<b><u>\$410,204</u></b>	<b><u>\$823,379</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	118,793	129,389	157,170	0	0
<b>SERVICES AND SUPPLIES</b>	130,944	135,781	197,801	431,535	0
<b>OTHER CHARGES</b>	9,027	2,134	6,527	0	0
<b>CAPITAL OUTLAY</b>	40,000	19,764	30,430	0	0
<b>OPERATING TRANSFERS OUT</b>	24,681	123,134	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$323,445</u></b>	<b><u>\$410,202</u></b>	<b><u>\$391,928</u></b>	<b><u>\$431,535</u></b>	<b><u>\$0</u></b>

**POLICE**

**Full-Time Salaried Position Listing**

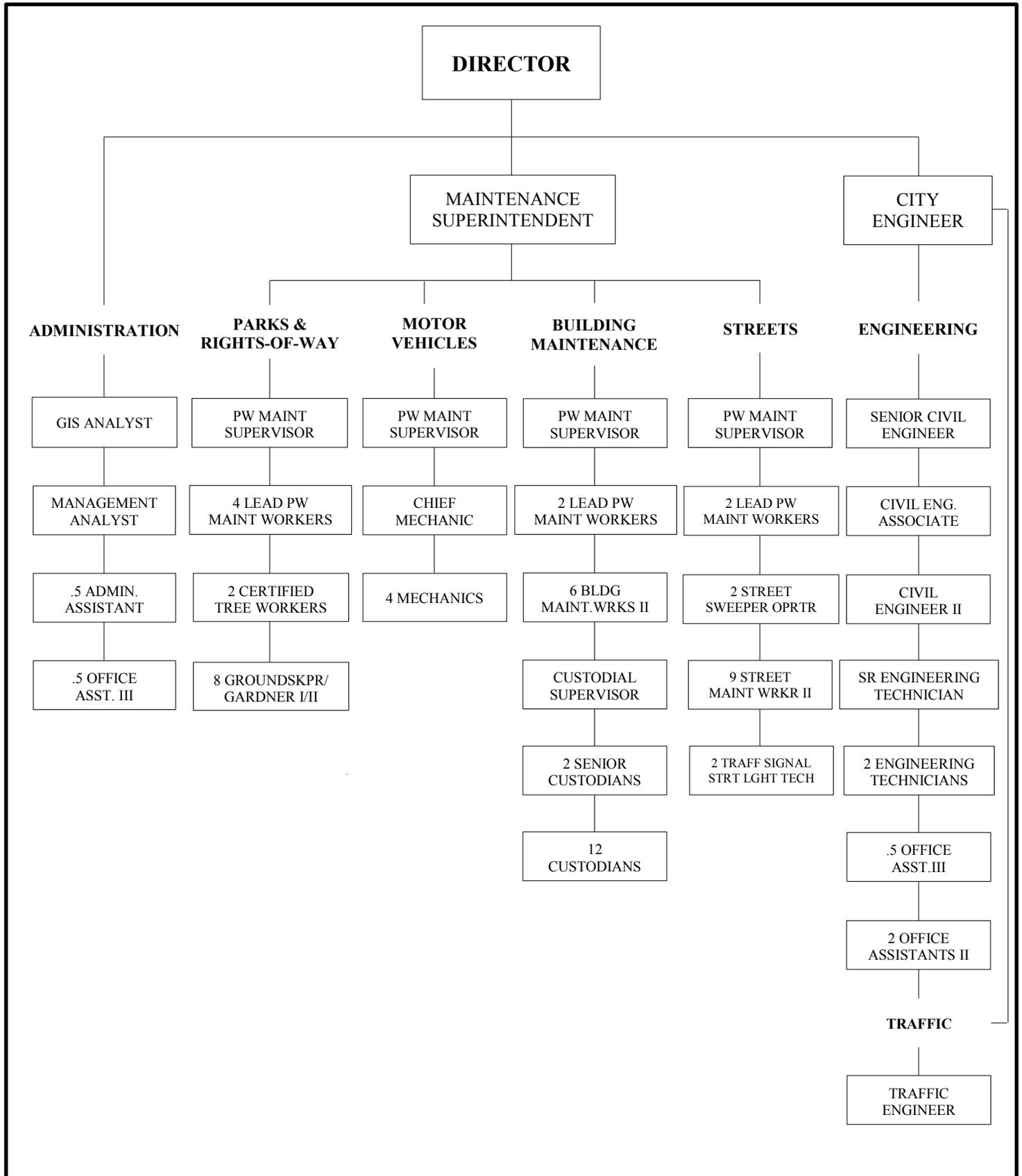
Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>Police Services 01-200-200</b>					
Police Chief	M442	1	1	1	1
Police Captain	B245	2	2	2	2
Police Lieutenant	B240	7	7	6	6
Police Sergeant	B235	13	13	15	15
Police Officer	A230	88	88	87	87
Police Management Analyst	U084	1	1	1	1
Information & Analysis Supervisor	U060	1	1	1	1
Administrative Assistant	U038	1	1	1	1
Police Records Clerk II	Z026	9	9	9	9
Senior Police Assistant	D027	1	1	1	1
Police Assistant	D020	13	13	13	13
Property Room Manager	U041	1	1	1	1
Property Room Specialist	U034	1	1	1	1
		139	139	139	139
<b>Citizens Option For Public Safety 01-200-202</b>					
Crime Analyst	U044	1	1	1	1
Dispatch Supervisor	U054	0.10	0.10	0.10	0.10
		1.10	1.10	1.10	1.10
<b>Public Safety Communications 01-201-201</b>					
Dispatch Supervisor	U054	1.90	1.90	1.90	1.90
Public Safety Dispatcher	D033	12	12	11	11
		13.90	13.90	12.90	12.90
		154	154	153	153



# City of Daly City

## DEPARTMENT OF PUBLIC WORKS

Fiscal Years 2014 – 2015 and 2015 – 2016



# **PUBLIC WORKS**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

- Manage and protect the City's infrastructure through participation in the City's land development review process and operating an encroachment permitting system.
- Ensure completion of all programmed Capital Improvement Plan (CIP) projects.
- Maintain the safety and efficiency of City streets through the maintenance of over 3,000 streetlights and 40 traffic signals.
- Maintain all street and roadway pavement in adequately serviceable condition through pot-hole patching and routine slurry sealing to prolong pavement life and completion of annual pavement rehabilitation projects.
- Prevent flooding and control storm drainage through inspection and cleaning of storm drains in compliance with regulatory mandates.
- Perform street sweeping and the removal of trash/debris left on the public right of way.
- Perform monthly inspections of Mussel Rock landfill and submit semi-annual and annual reports to regulatory agencies as required.
- Provide timely preventative maintenance and custodial service to 54 city buildings and facilities totaling 465,270 sq. ft.
- Maintain the City's fleet of approximately 280 vehicles and mobile equipment through both timely preventative and corrective maintenance and, repair and replacement as needed to maintain an acceptably low age of the overall vehicle fleet.
- Provide assistance to developers, contractors, outside agencies, residents and other City departments with their needs to obtain City records, standards, conditions, and permits for performing improvements and resolving issues in the public right of way or private property abutting public property.
- Maintain all parks, the urban forest, street medians and right-of-ways in a safe and aesthetically appealing condition.
- Maintain the City's inventory of 650 parking meters.
- Maintain and replace all regulatory traffic signs and pavement marking and striping for the safe use of city streets by the motorist, bicyclists and pedestrians.

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

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

- Ensure City infrastructure is in optimum condition, to demonstrate that Daly City is a good location for businesses to locate.
- Leverage capital improvement project funds through collaboration with outside agencies and aggressively competing for grant funding of capital projects associated with economic development projects.
- Ensure the proper maintenance and function of 650 parking meters.

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

### Public Safety

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

### Transportation/Traffic

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

### Infrastructure

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

### Leisure Services

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

## **PUBLIC WORKS**

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

#### *Land Use*

- Participate in the land development review process through the review and approval of subdivision and parcel maps.
- Support the Economic and Community Development Department's review and approval of various permits such as building permits and use permits.
- Participate on the City Development Coordinating Committee.
- Participate in the development and review of the City's General Plan Circulation Element.
- Completed 299 private development plan reviews and 72 Development Coordinating Committee preliminary review of private development

#### *Government Operations*

- Establish and support training programs for department personnel including the Daly City Supervisory and Leadership Academies.
- Reduce recorded industrial injuries by conducting Department, Division and "tail-gate" safety meetings and participating in the City Safety Committee meetings.
- Continue the migration to energy efficient lighting, heating, ventilating and air conditioning systems and water conserving plumbing fixtures.
- On August 1, 2012, Public Works Maintenance entered into a 3 year PG&E Commercial HVAC Quality Maintenance Program. The incentives for enrolling in the program are lower operating, repair, and replacement cost as well as lower energy cost.
- Processed and issued 975 Encroachment, wide-load and other regulatory permits

#### *Community/Civic Support*

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

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

- Completed the City –Wide Handicap Accessibility Improvement project with the installation of 169 curb ramps at 69 intersections.
- Completed two annual pavement slurry seal projects in the Crocker, Hillside, Original Daly City and Civic Center neighborhoods covering approximately 28 miles of roadway.
- Completed the Hickey Blvd./Callan Blvd. Traffic Signal Modifications.
- Installed bike lanes on Westlake Ave, School St. and Hillside Blvd.
- Rehabilitated 24 City streets through asphalt concrete overlay covering of approximately 3.8 miles of roadway.
- Completed Mussel Rock Landfill site maintenance including work on the seawall, access roads, and drainage systems.
- Completed the DeLong Street and Station Avenue Sewer Main Improvements project design and construction administration services for DWW.
- Completed the Muirwood Drive and Teresa Street Water Main Improvements project design and construction administration services for DWW.

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

- Perform Mussel Rock site maintenance activity, monthly inspections and annual and semi-annual reports to regulatory agencies.
- Provide over-the-counter technical assistance to residents, contractors and developers.
- Maintain/service a fleet of approximately 280 vehicles in accordance with the manufacturers' recommendations and the regulatory agencies' mandates.
- Maintain 54 facilities in a safe, comfortable condition for the use of residents, visitors and employees.
- Maintain 200 lane miles of roadway, 3,680 traffic signs, 36 signalized intersections and 3,000 street lights to allow the safe and efficient transportation of people, goods and services within the City.
- Replaced and outfitted 42 City vehicles.
- Upgraded all City stop signs to 30" from 24" to meet MUTCD mandate.
- Repaired 8 series circuit streetlight failures.

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

The Public Works Department struggled to maintain historic service levels caused by a twenty-percent (20%) temporary staff shortage over the past two year budget cycle. Financial uncertainties and continued economic pressure resulting from the slow economic recovery after the recent recession forced Public Works to allow twenty percent of budgeted staff position to remain vacant following retirement or resignations. The lack of available staff and financial resources has forced maintenance cycles to be extended and response times to be increased in many service areas.

With the continued slow recovery of tax revenue the City has been forced to significantly reduce or eliminate funding for major maintenance and facility rehabilitation projects in the Capital Improvement Program (CIP). A continuation of reduced staffing and funding for maintenance operations and an inability to invest in the Capital Improvement Program will inevitably lead to the long term decline and deterioration of City facilities and infrastructure. This will in turn lead to higher repair and rehabilitation costs in the future as well as poorly maintained and less availability of facilities for the public's use and enjoyment.

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

### **Administration Division**

- Fill the vacant Administrative Analyst position
- Vacant Administrative Assistant position eliminated and replaced with a 50/50 shared position with the Economic and Community Department

### **Engineering Division**

- Fill the vacant City Engineer position at the higher Deputy Director level
- Fill the vacant Senior Engineer
- Fill the vacant Senior Engineering Technician position at the lower Engineering Technician level

## **PUBLIC WORKS**

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

#### Maintenance Division

- Fill the vacant Lead PW Maintenance Worker position in Street Section
- Fill the vacant Traffic Signal/Street Light Technician position in Street Section
- Eliminate one Street Sweeper Operator position
- Fill two Street Maintenance Worker position (one vacant) in Street Section

In addition to restoring the staffing noted above the Public Works operating budget will provide for the potential restoration of the following positions:

- One Lead PW Maintenance Worker in the Parks Section
- One Certified Tree Worker in the Parks Section
- Two Gardener/Groundskeepers in the Parks Section
- One Lead PW Maintenance Worker in the Streets Section in FY 2015/16
- One Civil Engineer II in the Engineering Division in FY 2015/16

These six budgeted positions will remain unfilled and be reevaluated over the coming two year budget cycle. During the coming two years the Public Works department will investigate and consider a variety of alternative service delivery models including staff reorganizations, increased use of contractual services and targeted service eliminations or reductions as a means of reducing the department's budget. Some of these new service delivery models may necessitate the refilling or elimination of these unfilled positions.

## CITY OF DALY CITY

### *PERFORMANCE MEASURES*

Measure	2012-113 Actual	2013-14 Estimate	2014-15 Projected	2015-16 Projected
Complete quarterly HVAC preventative maintenance service 80% of the time.	92%	94%	95%	95%
Repair parallel circuit streetlight outages within 3 working days and repair series circuit streetlight outages with 2 working days of PG&E opening the circuit.	95%	95%	95%	95%
Respond and repair traffic signal problems impacting traffic flow or traffic safety within 12 hours.	95%	93%	100%	100%
Complete vehicle repairs per the manufacturers specifications within the agreed upon time allotted for the repair 90% of the time.	91%	96%	95%	95%
Perform scheduled maintenance per the manufacturer's recommendations on 100% of vehicle fleet covered by CHP BIT Inspection Mandates.	93%	92%	100%	100%
Investigate and respond to pothole complaints within 24 hours of notification. Repair potholes with 24 hours 90% of the time.	95%	96%	95%	95%
Investigate and respond to regulatory and warning sign complaints within 24 hours.	92%	89%	90%	90%
Inspect and clean 2,181 storm drain catch basins before and after the rainy season	82%	87%	95%	98%
Inspect sidewalk complaints and install warning features or initiate repairs within 24 hours of notice and complete repairs within thirty working days of inspection.	87%	92%	90%	90%
Report trash/debris complaints to Allied Waste on the day received and monitor Allied's compliance with duty to remove within 48 hours.	98%	97%	99%	99%



**CITY OF DALY CITY****Department Summary****2014-15/2015-16****PUBLIC WORKS**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
LICENSES AND PERMITS	0	2,659	10,500	9,000	9,000
RENTS AND INTEREST	47,968	-6,209	38,474	30,450	29,070
FROM OTHER AGENCIES	153,879	191,693	24,231	0	0
CHARGES AND FEES	8,803,442	9,052,058	8,731,306	9,028,559	9,078,559
MISCELLANEOUS REVENUES	325,151	213,730	177,685	110,809	113,307
OPERATING TRANSFERS IN	1,771,118	2,534,327	1,711,319	2,538,508	2,670,280
<b>TOTAL REVENUES</b>	<b><u>\$11,101,558</u></b>	<b><u>\$11,988,258</u></b>	<b><u>\$10,693,515</u></b>	<b><u>\$11,717,326</u></b>	<b><u>\$11,900,216</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	8,417,653	8,286,262	7,497,023	8,739,817	9,102,924
SERVICES AND SUPPLIES	2,785,761	2,880,897	3,269,215	3,195,171	3,198,809
PROGRAM COSTS	0	0	0	0	0
OTHER CHARGES	86,292	54,419	62,223	78,017	79,295
FIXED CHARGES	1,611,221	1,648,541	1,641,950	1,689,722	1,692,490
CAPITAL OUTLAY	6,467	-5,401	1,338,512	1,674,861	1,612,000
OPERATING TRANSFERS OUT	247,888	213,744	223,636	191,450	191,450
DEPRECIATION	908,288	922,656	1,060,775	1,120,884	1,038,145
<b>TOTAL EXPENDITURES</b>	<b><u>\$14,063,570</u></b>	<b><u>\$14,001,118</u></b>	<b><u>\$15,093,334</u></b>	<b><u>\$16,689,922</u></b>	<b><u>\$16,915,113</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>310</b>
	<b>Program:</b>	<b>PUBLIC WORKS ADMIN</b>	<b>310</b>

<b>REVENUES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>CHARGES AND FEES</b>	54,231	48,114	95,000	50,000	50,000
<b>TOTAL REVENUES</b>	<b><u>\$54,231</u></b>	<b><u>\$48,114</u></b>	<b><u>\$95,000</u></b>	<b><u>\$50,000</u></b>	<b><u>\$50,000</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	608,302	623,939	452,019	604,684	615,571
<b>SERVICES AND SUPPLIES</b>	3,582	3,879	4,263	4,330	4,330
<b>OTHER CHARGES</b>	905	1,274	1,900	4,520	4,520
<b>FIXED CHARGES</b>	97,618	60,864	60,863	64,024	64,260
<b>TOTAL EXPENDITURES</b>	<b><u>\$710,407</u></b>	<b><u>\$689,956</u></b>	<b><u>\$519,045</u></b>	<b><u>\$677,558</u></b>	<b><u>\$688,681</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>312</b>
	<b>Program:</b>	<b>ENGINEERING</b>	<b>311</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
LICENSES AND PERMITS	0	2,659	10,500	9,000	9,000
CHARGES AND FEES	1,159,668	1,220,848	831,000	901,000	951,000
MISCELLANEOUS REVENUES	0	150	0	0	0
OPERATING TRANSFERS IN	0	61,535	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$1,159,668</u></b>	<b><u>\$1,285,192</u></b>	<b><u>\$841,500</u></b>	<b><u>\$910,000</u></b>	<b><u>\$960,000</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	1,227,907	1,060,605	680,649	1,038,130	1,187,642
SERVICES AND SUPPLIES	20,519	19,760	318,110	68,610	19,860
OTHER CHARGES	1,188	2,570	2,370	3,095	3,095
FIXED CHARGES	189,182	207,260	207,260	213,451	214,459
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,438,796</u></b>	<b><u>\$1,290,195</u></b>	<b><u>\$1,208,389</u></b>	<b><u>\$1,323,286</u></b>	<b><u>\$1,425,056</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>314</b>
	<b>Program:</b>	<b>STREETS</b>	<b>330</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
LICENSES AND PERMITS	0	0	0	0	0
FROM OTHER AGENCIES	133,879	191,693	24,231	0	0
CHARGES AND FEES	848,897	858,174	853,885	845,885	845,885
MISCELLANEOUS REVENUES	51,471	38,487	17,749	4,096	4,096
OPERATING TRANSFERS IN	907,492	787,314	998,744	1,262,031	1,367,767
<b>TOTAL REVENUES</b>	<b><u>\$1,941,739</u></b>	<b><u>\$1,875,668</u></b>	<b><u>\$1,894,609</u></b>	<b><u>\$2,112,012</u></b>	<b><u>\$2,217,748</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	1,313,915	1,209,680	1,222,915	1,420,245	1,526,224
SERVICES AND SUPPLIES	168,643	202,939	206,325	209,688	210,035
OTHER CHARGES	25,917	24,617	27,012	28,339	27,189
FIXED CHARGES	440,944	438,434	433,355	453,741	454,300
OPERATING TRANSFERS OUT	0	0	5,000	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,949,419</u></b>	<b><u>\$1,875,670</u></b>	<b><u>\$1,894,607</u></b>	<b><u>\$2,112,013</u></b>	<b><u>\$2,217,748</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>316</b>
<b>Program:</b>	<b>SIGNALS &amp; STREET LIGHTING</b>	<b>353</b>

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>CHARGES AND FEES</b>	24,765	33,196	58,061	53,261	53,261
<b>MISCELLANEOUS REVENUES</b>	0	1,444	0	0	0
<b>OPERATING TRANSFERS IN</b>	851,797	816,650	703,507	838,145	852,474
<b>TOTAL REVENUES</b>	<b><u>\$876,562</u></b>	<b><u>\$851,290</u></b>	<b><u>\$761,568</u></b>	<b><u>\$891,406</u></b>	<b><u>\$905,735</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SALARIES AND BENEFITS</b>	375,382	369,112	277,575	385,695	392,737
<b>SERVICES AND SUPPLIES</b>	436,217	412,816	415,458	435,792	442,937
<b>OTHER CHARGES</b>	210	1,159	330	1,260	1,260
<b>FIXED CHARGES</b>	64,753	68,206	68,206	68,660	68,803
<b>TOTAL EXPENDITURES</b>	<b><u>\$876,562</u></b>	<b><u>\$851,293</u></b>	<b><u>\$761,569</u></b>	<b><u>\$891,407</u></b>	<b><u>\$905,737</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>317</b>
	<b>Program:</b>	<b>PARKS MAINTENANCE</b>	<b>160</b>

<b>REVENUES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>CHARGES AND FEES</b>	25,356	25,356	25,356	25,356	25,356
<b>MISCELLANEOUS REVENUES</b>	64,548	32,884	43,433	0	0
<b>OPERATING TRANSFERS IN</b>	0	333,659	0	340,332	347,139
<b>TOTAL REVENUES</b>	<b><u>\$89,904</u></b>	<b><u>\$391,899</u></b>	<b><u>\$68,789</u></b>	<b><u>\$365,688</u></b>	<b><u>\$372,495</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,790,940	1,710,552	1,491,808	1,825,376	1,852,307
<b>SERVICES AND SUPPLIES</b>	123,271	139,573	148,437	148,904	149,357
<b>OTHER CHARGES</b>	16,972	16,986	19,407	19,100	19,480
<b>FIXED CHARGES</b>	359,900	393,389	391,877	391,313	391,603
<b>CAPITAL OUTLAY</b>	4,468	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	0	0	984	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,295,551</u></b>	<b><u>\$2,260,500</u></b>	<b><u>\$2,052,513</u></b>	<b><u>\$2,384,693</u></b>	<b><u>\$2,412,747</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>LINDA VISTA BENEFIT ASSES</b>	<b>19</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>310</b>
	<b>Program:</b>	<b>LINDA VISTA SUBDIVISION</b>	<b>335</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	5,078	-235	4,264	2,850	2,850
<b>CHARGES AND FEES</b>	40,827	40,467	42,100	43,000	43,000
<b>TOTAL REVENUES</b>	<b><u>\$45,905</u></b>	<b><u>\$40,232</u></b>	<b><u>\$46,364</u></b>	<b><u>\$45,850</u></b>	<b><u>\$45,850</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SERVICES AND SUPPLIES</b>	16,430	16,287	16,985	16,992	16,992
<b>OTHER CHARGES</b>	477	477	500	500	500
<b>CAPITAL OUTLAY</b>	3,270	2,923	4,000	4,000	4,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$20,177</u></b>	<b><u>\$19,687</u></b>	<b><u>\$21,485</u></b>	<b><u>\$21,492</u></b>	<b><u>\$21,492</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>MOTOR VEHICLES</b>	<b>51</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>315</b>
	<b>Program:</b>	<b>MOTOR VEHICLES</b>	<b>450</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
RENTS AND INTEREST	41,421	-5,199	30,906	24,600	23,370
CHARGES AND FEES	3,158,662	3,275,904	3,275,904	3,500,978	3,500,978
MISCELLANEOUS REVENUES	121,425	115,860	106,719	99,813	102,311
OPERATING TRANSFERS IN	11,830	535,168	9,068	98,000	102,900
<b>TOTAL REVENUES</b>	<b><u>\$3,333,338</u></b>	<b><u>\$3,921,733</u></b>	<b><u>\$3,422,597</u></b>	<b><u>\$3,723,391</u></b>	<b><u>\$3,729,559</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	707,322	796,682	885,703	908,880	926,756
SERVICES AND SUPPLIES	1,282,397	1,296,720	1,319,822	1,437,662	1,465,696
OTHER CHARGES	36,978	5,212	8,204	19,203	20,651
FIXED CHARGES	327,518	354,311	354,310	366,534	366,858
CAPITAL OUTLAY	-1,271	-5,029	1,334,512	1,670,861	1,608,000
OPERATING TRANSFERS OUT	142,592	79,461	81,134	72,027	72,027
DEPRECIATION	905,327	920,830	1,059,104	1,119,466	1,037,486
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,400,863</u></b>	<b><u>\$3,448,187</u></b>	<b><u>\$5,042,789</u></b>	<b><u>\$5,594,633</u></b>	<b><u>\$5,497,474</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>BUILDING MAINTENANCE</b>	<b>54</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>313</b>
	<b>Program:</b>	<b>BUILDING MAINTENANCE</b>	<b>110</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
RENTS AND INTEREST	1,469	-775	3,304	3,000	2,850
CHARGES AND FEES	3,491,036	3,550,000	3,550,000	3,609,079	3,609,079
MISCELLANEOUS REVENUES	87,708	24,904	9,784	6,900	6,900
<b>TOTAL REVENUES</b>	<b><u>\$3,580,213</u></b>	<b><u>\$3,574,129</u></b>	<b><u>\$3,563,088</u></b>	<b><u>\$3,618,979</u></b>	<b><u>\$3,618,829</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	2,372,850	2,515,697	2,486,355	2,556,808	2,601,688
SERVICES AND SUPPLIES	733,532	788,930	839,815	873,193	889,601
OTHER CHARGES	3,645	2,124	2,500	2,000	2,600
FIXED CHARGES	131,306	126,078	126,078	132,000	132,207
CAPITAL OUTLAY	0	-3,295	0	0	0
OPERATING TRANSFERS OUT	105,296	134,283	136,518	119,423	119,423
DEPRECIATION	2,960	1,826	1,671	1,418	659
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,349,589</u></b>	<b><u>\$3,565,643</u></b>	<b><u>\$3,592,937</u></b>	<b><u>\$3,684,842</u></b>	<b><u>\$3,746,178</u></b>

**PUBLIC WORKS**

**Full-Time Salaried Position Listing**

Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>Public Works Admin 01-310-310</b>					
Director of Public Works	M440	1	1	1	1
Geographic Info Systems Analyst	U048	1	1	1	1
Administrative Assistant	U038	0.50	0.50	0.50	0.50
Office Assistant III	Z026	0.50	0.50	0.50	0.50
Public Works Management Analyst	U053	1	1	1	1
		4	4	4	4
<b>Engineering 01-312-311</b>					
City Engineer	U112	1	1	1	1
Senior Civil Engineer	U087	1	1	1	1
Civil Engineering Associate	U076	1	1	1	1
Civil Engineer II	X062	1	1	-	1
Public Works Inspector	X052	-	-	2	2
Senior Engineering Technician	X052	2	2	1	1
Engineering Technician	X044	1	1	-	-
Administrative Assistant	U038	0.50	0.50	-	-
Office Assistant III	Z026	0.50	0.50	0.50	0.50
Office Assistant II	Z022	2	2	2.00	2.00
		10	10	8.50	9.50
<b>Traffic Signal &amp; Street Lighting 01-316-353</b>					
Traffic Engineer	U076	1	1	1	1
Traffic Signal/Street Light Technician	X051	2	2	2	2
		3	3	3	3
<b>Streets Maintenance 01-314-330</b>					
Public Works Superintendent	U089	0.34	0.34	0.34	0.34
Public Works Maintenance Supervisor	U066	1	1	1	1
Street & Sidewalk Inspector	X040	-	-	-	-
Street Maintenance Lead Worker	X044	1	2	1	2
Equipment Operator / Project Lead	X039	-	-	-	-
Street Sweeper Operator	X034	2	2	1	-
Street Painter	X032	-	-	-	-
Streets Maintenance Worker II	X030	10	10	10	11
		14.34	15.34	13.34	14.34
<b>Parks Maintenance 01-317-160</b>					
Public Works Maintenance Supervisor	U066	1	1	1	1
Lead Groundskeeper/Gardener	X044	4	4	-	-
Lead Public Works Maintenance Worker	X044	-	-	4	4
Certified Tree Worker	X036	2	2	2	2
Groundskeeper/Gardener II	X030	8	8	6	6
Groundskeeper/Gardener I	X025	-	-	2	2
		15	15	15	15
<b>Building Maintenance 54-313-110</b>					
Public Works Superintendent	U089	0.33	0.33	0.33	0.33
Public Works Maintenance Supervisor	U066	1	1	1	1
Senior Bldg. Maintenance Worker	X044	3	3	-	-
Lead Public Maintenance Worker	X044	-	-	2	2
Building Maintenance Worker II	X030	5	5	6	6
Custodial Supervisor	X044	1	1	1	1
Lead Custodian	U033	-	-	-	-
Senior Custodian	X029	2	2	2	2
Custodian	X025	12	12	12	12
		24.33	24.33	24.33	24.33

**PUBLIC WORKS**

**Full-Time Salaried Position Listing**

Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>Motor Vehicles 51-315-450</b>					
Public Works Superintendent	U089	0.33	0.33	0.33	0.33
Public Works Maintenance Supervisor	U066	1	1	1	1
Chief Mechanic	X051	1	1	1	1
Mechanic	X039	4	4	4	4
		<u>6.33</u>	<u>6.33</u>	<u>6.33</u>	<u>6.33</u>
		<u>77</u>	<u>78</u>	<u>74.50</u>	<u>76.50</u>





# City of Daly City

## DEPARTMENT OF WATER & WASTEWATER RESOURCES

Fiscal Years 2014 – 2015 and 2015 – 2016

**DIRECTOR**

### ADMINISTRATION

MANAGER OF  
TECHNICAL SVC.

2 OFFICE  
ASSISTANTS III/II

SR. MANAGEMENT  
ANALYST

2 OPERATIONS  
TECHNICIANS

SOURCE CONTROL  
INSPECTOR

### COLLECTION & DISTRIBUTION SYSTEM

COLL & DIST  
SYSTEM MANAGER

**DISTRIBUTION  
SYST MAINT**

3 LEAD DIST SYST  
MAINT WRKRS

11 DIST SYST  
MAINT WRKRS I/II

**COLLECTION SYST  
MAINTENANCE**

3 LEAD COLL SYST  
MAINT WRKRS

8 COLL SYST MAINT  
WRKRS I/II

### OPERATIONS

CHIEF OF  
OPERATIONS

4 SR WTR/  
WASTEWTR OPRTRS

12 WTR/WASTEWTR  
OPERATORS/OIT I/II

PLANT OPS MAINT.  
WORKER II

**LABORATORY**

LABORATORY  
SUPERVISOR

LABORATORY  
TECHNICIAN

### PLANT & EQUIPMENT MAINTENANCE

PLANT & EQUIP  
MAINT SUPERVISOR

LEAD PLANT  
MECHANIC

9 P & E MAINT  
MECHANICS

2 PLANT MAINT  
WORKERS

LEAD WAREHOUSE  
CLERK

WAREHOUSE  
CLERK

2 INSTRUMENT  
TECHNICIANS

P & E  
ELECTRICIAN

# **DEPARTMENT OF WATER AND WASTEWATER RESOURCES**

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

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

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

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

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

### ***Promote Water Use Efficiency***

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

### ***Ensure Regulatory Compliance***

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

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

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

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

This Department supports City-wide priorities through the following:

### *Economic Development/Revenue Enhancement*

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

### *Protect Public Health and Safety*

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

### *Infrastructure*

- Continue to address system-wide maintenance from a proactive preventative standard to lengthen the useful life of pipes, pumps and other departmental assets.
- Continue refinement of groundwater model toward establishing self-yield of 3.43 mgd within the groundwater basin.
- Investigate cost-effective technologies.
- Proceed with investigation of conceptual alternatives to address long-term best alternatives associated with the Vista Grande Drainage Basin Analysis.

### *Government Operations*

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

### *Community/Civic Support*

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

# **DEPARTMENT OF WATER AND WASTEWATER RESOURCES**

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## ***BIENNIAL BUDGET OUTCOMES***

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

## CITY OF DALY CITY

### PERFORMANCE MEASURES

Measures	2012-13 Actual	2013-14 Estimated	2014-15 Projected	2015-16 Projected
Complete 95% of work orders generated in the month activated				
% met/target	100%	100%	95%	95%
Total amount	8,300	7,000	7,000	7,000
Respond to plan checks, contract specifications, development review within 10 working days 90% of the time				
% met/target	97%	98%	90%	90%
Total documents	300/290	306/300	305	305
BAWSCA target for high-efficiency washing machine rebates				
Target	949	949	949	949
Number	572	675	700	700
BAWSCA target for high-efficiency toilet rebates				
Target	643	643	643	643
Number	190	275	275	275
Water system coliform samples (26/week) cannot exceed monthly positive detection of five samples.				
Regulatory limits	< 5/mo.	< 5/mo.	< 5/mo.	< 5/mo.
Positive detection	4	8	-	-
Total samples	1,333	1,339	1,350	1,350
95% of standby emergency callouts responded to within sixty minutes of notification.				
% met/target	100%	100%	95%	95%
Number of callouts	119	146	100	100
90% of all broken water mains are restored to service within eight hours of notification.				
% met/target	100%	100%	90%	90%
Repairs made	43	73	-	-
80% of the volume from a sanitary sewer overflow is captured and treated before flowing into the receiving waters of the United States.				
% captured	22.4%	16.6%	80%	80%
Number of overflows	2	2	-	-

## **DEPARTMENT OF WATER AND WASTEWATER RESOURCES**

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

- Consolidated office assistant functions.
- Integration of the Municipal Regional Permit. Staff is assisting in review of New Permit requirements.
- Implementation of National Pollutant Discharge Elimination Permit (NPDES) wastewater discharge permit.
- Joined regional chemical purchasing consortium.
- Forecasting higher than anticipated wholesale water rates due to SFPUC's Water System Improvement Projects.
- Completed construction and began delivery of disinfected tertiary recycled water to Harding Park.

**CITY OF DALY CITY****Department Summary****2014-15/2015-16****WATER & WASTEWATER RESOUR**

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>TAXES</b>	1,433,604	1,470,339	1,564,946	1,594,815	1,625,279
<b>RENTS AND INTEREST</b>	494,571	-22,548	351,714	221,127	224,521
<b>CHARGES AND FEES</b>	29,643,133	31,958,224	34,269,082	37,514,244	39,537,895
<b>MISCELLANEOUS REVENUES</b>	236,973	260,747	97,280	27,700	27,700
<b>OPERATING TRANSFERS IN</b>	1,485,031	1,462,371	1,469,738	1,503,131	1,539,092
<b>TOTAL REVENUES</b>	<b><u>\$33,293,312</u></b>	<b><u>\$35,129,133</u></b>	<b><u>\$37,752,760</u></b>	<b><u>\$40,861,017</u></b>	<b><u>\$42,954,487</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SALARIES AND BENEFITS</b>	8,489,167	8,581,889	7,633,604	8,987,847	9,160,565
<b>SERVICES AND SUPPLIES</b>	12,829,550	13,113,515	13,412,156	15,377,999	16,579,267
<b>OTHER CHARGES</b>	324,067	2,501,159	369,153	433,704	487,403
<b>FIXED CHARGES</b>	1,397,824	1,423,367	1,422,657	1,472,148	1,475,970
<b>CAPITAL OUTLAY</b>	61,819	149,350	147,862	154,881	162,239
<b>OPERATING TRANSFERS OUT</b>	3,194,417	3,083,748	3,131,551	3,205,440	3,241,401
<b>DEBT SERVICE</b>	419,874	296,820	206,131	187,250	171,166
<b>DEPRECIATION</b>	3,192,305	3,243,071	3,255,171	3,179,100	3,114,436
<b>TOTAL EXPENDITURES</b>	<b><u>\$29,909,023</u></b>	<b><u>\$32,392,919</u></b>	<b><u>\$29,578,285</u></b>	<b><u>\$32,998,369</u></b>	<b><u>\$34,392,447</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
	<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>380</b>
	<b>Program:</b>	<b>WATER &amp; WASTEWATER ADMIN</b>	<b>370</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
MISCELLANEOUS REVENUES	0	18,045	0	0	0
OPERATING TRANSFERS IN	707,682	719,202	723,862	729,950	747,964
<b>TOTAL REVENUES</b>	<b><u>\$707,682</u></b>	<b><u>\$737,247</u></b>	<b><u>\$723,862</u></b>	<b><u>\$729,950</u></b>	<b><u>\$747,964</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
SALARIES AND BENEFITS	1,504,829	1,463,424	1,258,438	1,391,744	1,433,232
SERVICES AND SUPPLIES	66,949	28,568	54,425	91,842	91,438
OTHER CHARGES	11,739	12,541	15,000	14,399	17,140
FIXED CHARGES	93,975	175,680	175,680	187,936	189,145
CAPITAL OUTLAY	0	0	0	0	0
OPERATING TRANSFERS OUT	115,491	142,232	143,870	138,955	138,955
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,792,983</u></b>	<b><u>\$1,822,445</u></b>	<b><u>\$1,647,413</u></b>	<b><u>\$1,824,876</u></b>	<b><u>\$1,869,910</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
RENTS AND INTEREST	121,967	-5,258	84,526	51,419	51,419
CHARGES AND FEES	14,625,082	16,357,654	17,999,589	19,552,586	19,686,572
MISCELLANEOUS REVENUES	11,106	89,211	2,500	2,700	2,700
OPERATING TRANSFERS IN	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$14,758,155</u></b>	<b><u>\$16,441,607</u></b>	<b><u>\$18,086,615</u></b>	<b><u>\$19,606,705</u></b>	<b><u>\$19,740,691</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	632,077	736,238	597,229	922,150	941,231
SERVICES AND SUPPLIES	6,239,521	7,365,399	6,890,893	8,186,303	9,013,053
OTHER CHARGES	96,480	2,262,033	120,102	130,285	142,098
FIXED CHARGES	91,444	87,390	87,389	97,406	97,681
OPERATING TRANSFERS OUT	1,778,822	1,789,521	1,816,516	1,853,943	1,889,904
DEBT SERVICE	338,425	220,556	132,050	121,750	111,250
DEPRECIATION	1,247,919	1,239,352	1,224,416	1,172,169	1,143,741
<b>TOTAL EXPENDITURES</b>	<b><u>\$10,424,688</u></b>	<b><u>\$13,700,489</u></b>	<b><u>\$10,868,595</u></b>	<b><u>\$12,484,006</u></b>	<b><u>\$13,338,958</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

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

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
MISCELLANEOUS REVENUES	108,270	48,474	43,863	0	0
<b>TOTAL REVENUES</b>	<b><u>\$108,270</u></b>	<b><u>\$48,474</u></b>	<b><u>\$43,863</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	1,368,816	1,386,146	1,364,156	1,476,360	1,500,428
SERVICES AND SUPPLIES	371,029	135,005	269,525	292,432	295,799
OTHER CHARGES	6,663	8,928	8,643	10,615	13,556
FIXED CHARGES	336,253	369,868	369,158	310,853	310,978
CAPITAL OUTLAY	101,234	137,637	131,362	137,806	144,568
OPERATING TRANSFERS OUT	107,704	247,004	249,918	249,927	249,927
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,291,699</u></b>	<b><u>\$2,284,588</u></b>	<b><u>\$2,392,762</u></b>	<b><u>\$2,477,993</u></b>	<b><u>\$2,515,256</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2014-15/2015-16**

**Fund** SANITATION DISTRICT **87**  
**Department:** WATER & WASTEWATER RESOUR **920**  
**Program:** SANITATION DISTRICT **105**

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
TAXES	1,433,604	1,470,340	1,564,946	1,594,815	1,625,278
RENTS AND INTEREST	372,604	-17,291	267,188	169,708	173,102
CHARGES AND FEES	15,018,052	15,600,570	16,269,493	17,961,658	19,851,323
MISCELLANEOUS REVENUES	2,805	7,620	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$16,827,065</u></b>	<b><u>\$17,061,239</u></b>	<b><u>\$18,101,627</u></b>	<b><u>\$19,726,181</u></b>	<b><u>\$21,649,703</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	12,396	9,285	13,552	21,250	21,250
SERVICES AND SUPPLIES	374,560	374,753	375,127	398,251	398,444
OTHER CHARGES	72,319	61,466	70,258	66,703	69,093
FIXED CHARGES	5,060	2,404	2,404	2,857	2,857
OPERATING TRANSFERS OUT	418,321	189,724	190,260	190,485	190,485
DEBT SERVICE	81,449	76,264	74,081	65,500	59,916
DEPRECIATION	1,944,387	2,003,719	2,030,755	2,006,931	1,970,695
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,908,492</u></b>	<b><u>\$2,717,615</u></b>	<b><u>\$2,756,437</u></b>	<b><u>\$2,751,977</u></b>	<b><u>\$2,712,740</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
	<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>381</b>
	<b>Program:</b>	<b>WASTEWATER OPERATIONS</b>	<b>372</b>

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>MISCELLANEOUS REVENUES</b>	6,291	800	9,235	0	0
<b>TOTAL REVENUES</b>	<b><u>\$6,291</u></b>	<b><u>\$800</u></b>	<b><u>\$9,235</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,620,481	1,665,359	1,680,397	1,520,769	1,545,974
<b>SERVICES AND SUPPLIES</b>	4,562,089	4,461,033	4,867,159	5,391,813	5,726,178
<b>OTHER CHARGES</b>	102,426	125,975	126,801	155,782	185,544
<b>FIXED CHARGES</b>	262,955	216,361	216,362	226,624	226,880
<b>CAPITAL OUTLAY</b>	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	217,092	296,618	307,141	307,754	307,754
<b>TOTAL EXPENDITURES</b>	<b><u>\$6,765,043</u></b>	<b><u>\$6,765,346</u></b>	<b><u>\$7,197,860</u></b>	<b><u>\$7,602,742</u></b>	<b><u>\$7,992,330</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
	<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>383</b>
	<b>Program:</b>	<b>PLANT &amp; EQUIPMENT MAINTENANCE</b>	<b>373</b>

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
MISCELLANEOUS REVENUES	22,316	2,852	4,699	0	0
OPERATING TRANSFERS IN	584,205	542,993	548,453	585,881	598,317
<b>TOTAL REVENUES</b>	<b><u>\$606,521</u></b>	<b><u>\$545,845</u></b>	<b><u>\$553,152</u></b>	<b><u>\$585,881</u></b>	<b><u>\$598,317</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	1,831,027	1,919,700	1,542,107	2,075,491	2,112,000
SERVICES AND SUPPLIES	804,446	368,325	539,940	562,967	587,918
OTHER CHARGES	21,598	22,139	15,823	39,661	40,101
FIXED CHARGES	171,056	172,895	172,895	219,434	220,405
CAPITAL OUTLAY	-20,489	10,418	12,500	12,875	13,261
OPERATING TRANSFERS OUT	125,012	226,227	229,297	260,148	260,148
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,932,650</u></b>	<b><u>\$2,719,704</u></b>	<b><u>\$2,512,562</u></b>	<b><u>\$3,170,576</u></b>	<b><u>\$3,233,833</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
	<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>381</b>
	<b>Program:</b>	<b>LABORATORY</b>	<b>374</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>OPERATING TRANSFERS IN</b>	193,144	200,176	197,422	187,300	192,811
<b>TOTAL REVENUES</b>	<b><u>\$193,144</u></b>	<b><u>\$200,176</u></b>	<b><u>\$197,422</u></b>	<b><u>\$187,300</u></b>	<b><u>\$192,811</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	240,874	237,183	240,012	241,529	245,911
<b>SERVICES AND SUPPLIES</b>	240,521	223,145	233,448	254,401	265,158
<b>OTHER CHARGES</b>	2,340	2,415	3,196	3,301	3,691
<b>FIXED CHARGES</b>	23,236	34,672	34,672	35,912	36,126
<b>CAPITAL OUTLAY</b>	-13,758	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	21,493	34,398	34,539	36,020	36,020
<b>TOTAL EXPENDITURES</b>	<b><u>\$514,706</u></b>	<b><u>\$531,813</u></b>	<b><u>\$545,867</u></b>	<b><u>\$571,163</u></b>	<b><u>\$586,906</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
	<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>382</b>
	<b>Program:</b>	<b>COLLECTION SYSTEM</b>	<b>376</b>

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
MISCELLANEOUS REVENUES	86,183	93,744	36,984	25,000	25,000
<b>TOTAL REVENUES</b>	<b><u>\$86,183</u></b>	<b><u>\$93,744</u></b>	<b><u>\$36,984</u></b>	<b><u>\$25,000</u></b>	<b><u>\$25,000</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	1,278,661	1,164,555	937,713	1,338,554	1,360,540
SERVICES AND SUPPLIES	170,433	157,288	181,639	199,991	201,277
OTHER CHARGES	10,502	5,663	9,330	12,960	16,180
FIXED CHARGES	413,844	364,097	364,097	391,127	391,896
CAPITAL OUTLAY	-5,168	1,296	4,000	4,200	4,410
OPERATING TRANSFERS OUT	89,482	158,024	160,009	168,208	168,208
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,957,754</u></b>	<b><u>\$1,850,923</u></b>	<b><u>\$1,656,788</u></b>	<b><u>\$2,115,040</u></b>	<b><u>\$2,142,511</u></b>

**WATER & WASTEWATER RESOURCES**

**Full-Time Salaried Position Listing**

Classification	Range	2012-13	2013-14	2014-15	2015-16
<b>Water/Wastewater Admin 87-380-370</b>					
Director Water/Wastewater Resources	M440	1	1	1	1
Technical Services Manager	U104	1	1	1	1
Senior Management Analyst	U074	1	1	1	1
Source Control Inspector	U052	1	1	1	1
W/W Operations Technician	X052	2	2	2	2
Office Assistant III	Z026	1	1	1	1
Office Assistant II	Z022	1	1	1	1
		8	8	8	8
<b>Water Operations 41-381-371</b>					
Senior Water/Wastewater Operator	W059	-	-	2	2
Water/Wastewater Operator II	W048	5	5	5	5
Water/Wastewater Operator-In-Training	W033	-	-	-	-
		5	5	7	7
<b>Wastewater Operations 87-381-372</b>					
Chief of Operations	U096	1	1	1	1
Senior Water/Wastewater Operator	W059	5	5	2	2
Plant Operator II	W042	-	-	1	1
Water/Wastewater Operator II	W048	7	7	6	6
Plant Operations Maint Worker II	X030	1	1	1	1
		14	14	11	11
<b>Plant &amp; Equipment Maintenance 87-383-373</b>					
Plant & Equip Maintenance Supervisor	U091	1	1	1	1
Instrument Technician	P062	2	2	2	2
Lead Plant & Equip Maint Mechanic	U054	1	1	1	1
P & E Maintenance Electrician	X051	1	1	1	1
P & E Maintenance Mechanic	P044	9	9	9	9
Plant Maintenance Worker I	X025	2	2	2	2
Lead Warehouse Clerk	X038	1	1	1	1
Warehouse Clerk	X033	1	1	1	1
		18	18	18	18
<b>Laboratory 87-381-374</b>					
Laboratory Supervisor	U060	1	1	1	1
Laboratory Technician	U041	1	1	1	1
		2	2	2	2
<b>Distribution System 41-382-375</b>					
Distribution System Field Supervisor	X044	3	3	3	3
Water Maintenance Worker II	X030	11	11	11	11
		14	14	14	14
<b>Collection System 87-382-376</b>					
Collection & Distribution System Manager	U091	1	1	1	1
Collection System Field Supervisor	X044	3	3	3	3
Collection Sys Maintenance Worker II	X030	8	8	8	8
		12	12	12	12
		73	73	72	72



# NONDEPARTMENTAL PROGRAMS

## **NONDEPARTMENTAL REVENUE/EXPENSE**

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### ***PROGRAM DESCRIPTION***

Nondepartmental revenues and expenditures are those activities not specifically attributable to general fund departments. Included herein are the City's major tax revenues, such as property tax, sales tax, utility users' tax and motor vehicle in-lieu tax. Interfund overhead reimbursements are also included.

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

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

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>N/A</b>	<b>031</b>
	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

<b>REVENUES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>TAXES</b>	48,233,991	50,006,716	51,954,828	52,781,308	53,713,074
<b>LICENSES AND PERMITS</b>	214,741	223,404	211,833	211,800	211,800
<b>RENTS AND INTEREST</b>	2,047,352	367,302	681,098	547,000	558,000
<b>FROM OTHER AGENCIES</b>	22,865	14,376	18,622	15,000	15,000
<b>CHARGES AND FEES</b>	250,018	250,000	250,200	250,000	250,000
<b>MISCELLANEOUS REVENUES</b>	2,503,559	3,196,715	3,261,186	3,266,392	3,297,606
<b>OPERATING TRANSFERS IN</b>	3,197,589	3,136,405	3,059,742	3,156,123	2,639,417
<b>TOTAL REVENUES</b>	<b><u>\$56,470,115</u></b>	<b><u>\$57,194,918</u></b>	<b><u>\$59,437,509</u></b>	<b><u>\$60,227,623</u></b>	<b><u>\$60,684,897</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,365,733	1,492,632	3,953,472	1,636,397	1,767,296
<b>SERVICES AND SUPPLIES</b>	10,155	15,242	87,810	54,680	55,177
<b>OTHER CHARGES</b>	21,455,684	188,887	339,614	2,033,922	1,355,164
<b>OPERATING TRANSFERS OUT</b>	691,589	537,830	546,434	553,013	564,009
<b>TOTAL EXPENDITURES</b>	<b><u>\$23,523,161</u></b>	<b><u>\$2,234,591</u></b>	<b><u>\$4,927,330</u></b>	<b><u>\$4,278,012</u></b>	<b><u>\$3,741,646</u></b>

## **PERS Bonds**

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### ***PROGRAM DESCRIPTION***

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

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>RETIREMENT CONTRIBUTIONS</b>	<b>03</b>
	<b>Department:</b>	<b>N/A</b>	<b>031</b>
	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>RENTS AND INTEREST</b>	239	35	50	100	100
<b>CHARGES AND FEES</b>	2,943,876	2,567,097	3,054,653	3,293,413	3,418,908
<b>TOTAL REVENUES</b>	<b><u>\$2,944,115</u></b>	<b><u>\$2,567,132</u></b>	<b><u>\$3,054,703</u></b>	<b><u>\$3,293,513</u></b>	<b><u>\$3,419,008</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SERVICES AND SUPPLIES</b>	7,321	7,159	7,200	7,200	7,200
<b>DEBT SERVICE</b>	1,856,554	1,799,720	1,738,647	1,661,313	1,571,808
<b>DEPRECIATION</b>	1,705,458	1,775,572	1,851,667	1,902,397	1,953,128
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,569,333</u></b>	<b><u>\$3,582,451</u></b>	<b><u>\$3,597,514</u></b>	<b><u>\$3,570,910</u></b>	<b><u>\$3,532,136</u></b>

## **AB 1600 PUBLIC FACILITY FEES**

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### ***PROGRAM DESCRIPTION***

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

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>AB 1600 PUBLIC FACILITY F</b>	<b>20</b>
	<b>Department:</b>	<b>N/A</b>	<b>031</b>
	<b>Program:</b>	<b>AB 1600 PUBLIC FACILITY FEES</b>	<b>401</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	51,735	-4,427	34,809	30,000	30,000
<b>CHARGES AND FEES</b>	146,288	220,387	270,578	262,946	262,946
<b>TOTAL REVENUES</b>	<b><u>\$198,023</u></b>	<b><u>\$215,960</u></b>	<b><u>\$305,387</u></b>	<b><u>\$292,946</u></b>	<b><u>\$292,946</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>OPERATING TRANSFERS OUT</b>	0	0	0	450,000	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$450,000</u></b>	<b><u>\$0</u></b>

## **CIVIC CENTER ENTERPRISE FUND**

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### ***PROGRAM DESCRIPTION***

The Civic Center Enterprise Fund was created in March 1992 to account for the City's acquisition and improvement of commercial properties for use as additional governmental office buildings in the Civic Center Area. Two buildings are presently in the Enterprise Fund. Civic Center South, located at 271 - 92nd Street, is leased to San Mateo County Department of Human Services. The second building, Civic Center North located at 350 – 90th Street, was purchased in 1996. Summit Public Schools leased one floor of the building in FY 2014 and plans to lease two full floors in FY2015. The Daly City Community Service Center and other nonprofit community assistance groups occupy the first floor.

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

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>CIVIC CENTER</b>	<b>43</b>
	<b>Department:</b>	<b>N/A</b>	<b>031</b>
	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

<b>REVENUES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	798,954	670,702	862,121	904,665	731,040
<b>MISCELLANEOUS REVENUES</b>	61,991	45,897	48,282	49,247	50,231
<b>TOTAL REVENUES</b>	<b><u>\$860,945</u></b>	<b><u>\$716,599</u></b>	<b><u>\$910,403</u></b>	<b><u>\$953,912</u></b>	<b><u>\$781,271</u></b>
<b>EXPENDITURES</b>	<b>2011-12</b> <b>Actual</b>	<b>2012-13</b> <b>Actual</b>	<b>2013-14</b> <b>Estimated</b>	<b>2014-15</b> <b>Approved</b>	<b>2015-16</b> <b>Approved</b>
<b>SERVICES AND SUPPLIES</b>	123,283	104,179	114,606	130,791	103,375
<b>FIXED CHARGES</b>	405,085	514,518	514,518	527,141	527,172
<b>CAPITAL OUTLAY</b>	-23,248	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	315,144	260,937	132,501	202,584	57,359
<b>DEPRECIATION</b>	198,176	190,694	190,694	190,694	190,694
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,018,440</u></b>	<b><u>\$1,070,328</u></b>	<b><u>\$952,319</u></b>	<b><u>\$1,051,210</u></b>	<b><u>\$878,600</u></b>

## **TRANSFER STATION**

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### ***PROGRAM DESCRIPTION***

The City-owned Transfer Station provides for the transfer of refuse from collection vehicles to larger trucks for transport to a final disposal site. The Transfer Station is leased and operated by Allied Waste Services, Inc., the City's franchised scavenger company, under an operating lease through June 30, 2014. Under this lease arrangement and the Franchise Agreement, the City receives lease revenues while incurring insurance, depreciation, miscellaneous charges, and interfund expenditures.

The City retains its ability to establish maximum tonnage rates for entities and individuals depositing garbage and refuse at the Transfer Station. All other phases of the operation are handled solely by Allied Waste Services.

### ***GOAL***

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

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2014-15/2015-16</b>	<b>Fund</b>	<b>MUSSEL ROCK TRANSFER STAT</b>	<b>45</b>
	<b>Department:</b>	<b>N/A</b>	<b>030</b>
	<b>Program:</b>	<b>TRANSFER STATION</b>	<b>390</b>

<b>REVENUES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>RENTS AND INTEREST</b>	375,000	375,000	375,000	375,000	0
<b>CHARGES AND FEES</b>	99,375	99,375	99,375	99,375	0
<b>TOTAL REVENUES</b>	<b><u>\$474,375</u></b>	<b><u>\$474,375</u></b>	<b><u>\$474,375</u></b>	<b><u>\$474,375</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>	<b>2013-14 Estimated</b>	<b>2014-15 Approved</b>	<b>2015-16 Approved</b>
<b>SERVICES AND SUPPLIES</b>	9,920	124,181	126,740	50,000	0
<b>OTHER CHARGES</b>	0	0	0	0	0
<b>FIXED CHARGES</b>	3,519	2,832	2,832	2,850	0
<b>OPERATING TRANSFERS OUT</b>	450,294	470,856	470,856	470,856	0
<b>DEPRECIATION</b>	29,607	29,607	29,607	29,607	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$493,340</u></b>	<b><u>\$627,476</u></b>	<b><u>\$630,035</u></b>	<b><u>\$553,313</u></b>	<b><u>\$0</u></b>



## **Capital Improvement Program**

The City of Daly City Capital Improvement Budget for fiscal years 2015 and 2016 provides funding for 148 separate capital projects. These involve acquisition of new equipment, repair and renovation of existing facilities and design work for projects planned in the future. Only capital projects that will not add to operating costs were approved in the coming budget.

Capital outlays are made from the following City funds:

### **Gas Tax Fund 17**

Revenues to this Fund come from the State of California as the City's share of Gasoline Tax, that portion of sales tax (San Mateo County one-half cent "Measure A" money) earmarked for transportation projects and federal and state transportation grants. Some monies are also provided from developers involved in construction projects in Daly City. All revenues are restricted for use, and are limited to maintenance and construction of streets, roads and sidewalks, including roadway design, storm drainage and design and improvement of intersections and traffic controls.

For the past ten years, the major emphasis in the Gas Tax Fund has been on pavement maintenance. For fiscal years 2015 and 2016, funding for street resurfacing and slurry seal coating is over \$5.5 million. Roughly \$340,000 per year will be funded from the City's share of San Mateo County Measure M vehicle registration fee add-on for transportation infrastructure.

In addition to pavement repair, work in fiscal 2014 involved improvements to signals at the Hickey-Callan intersection and installation of lighted pedestrian crossing warning signals on Lake Merced Boulevard at Belmar Avenue. Successful County and Federal grant applications provided most of the funding for these projects. Design work also began on a John Daly Boulevard Streetscape Improvements project for the east end of this major arterial to enhance the multimodal connectivity between the BART station at DeLong Street and the bus transit hub at Mission Street.

### **Community Development Block Grant (CDBG) Fund 18**

The sole revenue source for this fund is the Federal Community Development Block Grant program. Funds are restricted for use on specific 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 neighborhoods in the City.

Beginning in fiscal year 2007 nearly all new Block Grant capital funding has been used for the debt service on a \$4.5 million Federal Housing and Urban Development loan used to construct the \$11.1 million Bayshore Community Center that was completed in 2006. The loan is scheduled to be paid off in mid fiscal year 2019.

### **Capital Outlay Fund 31**

All capital projects paid for with General Fund monies are contained in this fund, although General Funded projects constitute only a small portion of the total budget. Primarily, the projects in this fund are 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, developer Public Facility Fees, transfers from other funds and contributions from Federal, State and private grant sources.

This fund includes projects that require capital expenditures in General Fund City departments for acquisition and replacement of major equipment and for major maintenance or renovation of public facilities.

Since fiscal 2008, due to the financial constraints discussed above, minimal General Fund contributions have been made for capital, limited to the most critical projects. In fiscal years 2015 and 2016, these include replacement of critical Police equipment to meet operational needs, renovations to police locker room facilities, repairs to Fire Station 95 and HVAC improvements at Fire headquarters. An annual Facility Repairs and Major Maintenance project, funded at a minimal level allows for urgent, unanticipated repairs needed at City facilities to be addressed. A long list of critical police equipment requiring replacement is identified in the budget but is currently unfunded. Replacement of this equipment is contingent upon securing grant or other funding.

Contributions from the local scavenger company of \$400,000 annually are allocated for drainage improvements and ongoing repairs and maintenance at the closed Mussel Rock landfill. Additionally, plans are being developed to decommission the Mussel Rock Transfer Station. Developer Park fees will be used to replace the soccer field at Gellert Park. A State grant of \$187,000 will fund renovations at Norwood Park. A combination of developer fees and contributions from other funds will be used to pay for pavement rehabilitation in the parking lots of several City facilities including Westlake Park and Doelger Art Center.

#### Water Fund 41

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

The most significant capital activity in the Water Fund for 2013-14 was the completion of water main replacement at Muirwood Drive and Cottonwood Streets, and drilling a new replacement water supply well (Well #4) at 91<sup>st</sup> Street and Sullivan Avenue. For fiscal years 2015 and 2016, critical projects include continued long range seismic improvements and interior coatings for reservoirs, water main replacements/upgrades, interior lining of cast iron pipes, completion of the Sullivan Avenue Well and replacement of the A Street Well. Ongoing repairs and maintenance of existing equipment and infrastructure will continue through a number of annual projects.

#### Sanitation District Fund 87

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

The major emphasis in the Sanitation Fund in the past year has been the continued work on a comprehensive approach to resolve storm water drain issues in the Vista Grande Drainage Basin that are now undergoing extensive environmental and regulatory reviews.

In fiscal years 2015 and 2016 sewer main upgrades, as called for in the Sewer Master Plan, will be taken on the following streets: Citrus, Serramonte, Junipero Serra and Mission/'D' Streets. A trash collection device is planned for Serramonte Shopping Center to remove solids from storm runoff. Improvements at the Wastewater Treatment Plan include interior coatings of the secondary clarifiers and primary sedimentation tanks, with new roofs on the Operations Building and Maintenance Building 2. The Colma Lift Station will get a new generator. Ongoing repairs and maintenance of existing equipment and infrastructure, including various storm sewer lines, will continue through a number of annual projects.

CITY OF DALY CITY

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

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

PROC PROJ.	Funds Avail.	Est. Expend.	Carry Fwd.	BUDGET	TOTAL FUNDS	BUDGET	Pending Budget			Years 16-20	Funding	
NO. NO. Project Name	F/Y 2013-14	F/Y 2013-14	F/Y 2013-14	F/Y 2014-15	F/Y 2014-15	F/Y 2015-16	F/Y 2016-17	F/Y 2017-18	2019-2034	2019-2034	Sources	
<b>Annual Programs</b>												
314 601 Sidewalk Safety Improvements	46,638	41,079	5,559	300,000	305,559	300,000	300,000	300,000	5,560,000	ST	Repair sidewalks damaged by tree roots	
312 604 Traffic Signal Upgrades/Improve	114,709	40,752	73,957	100,000	173,957	100,000	105,000	105,000	2,000,000	CA2/ST	Upgrade signal management software	
312 605 Roadway Storm Drain Maint.	17,636		17,636		17,636					GT	Minor repairs & drainage improvements	
312 606 Traffic Volume Analysis	41,463	18,007	23,456		23,456				207,360	ST	Develop & maintain traffic count database	
312 607 Traffic Signal Painting	72,848		72,848		72,848				749,600	ST	Repaint signals in standard color	
312 609 Cooperative Project Development	113,603	38,898	74,705	54,000	128,705	56,000	58,000	60,000	1,232,000	ST	Develop projects and ID grant funding	
312 661 Congestion Management Plan	322,360	254,586		267,315	267,315	280,681	294,715	309,451	7,686,876	ST	City share of Annual CCAG Program	
312 662 GIS System Upgrades	13,292	10,581	2,711	10,000	12,711	11,000	11,000	11,000	312,000	ST	Update maps for streets & storm drains	
<b>Pavement Maintenance Projects</b>												
312 608 Street Resurfacing - A cycle	112,825	46,289	66,536	731,273	797,809	161,500	850,000	151,500	12,930,000	ST	Alternating phase annual program.	
312 617 Street Resurfacing - B cycle	1,214,518	1,000,523	1,585	155,500	157,085	1,000,000	151,500	1,000,000	13,520,000	ST	Alternating phase annual program.	
312 618 Street Slurry Seal	1,104,739	819,354						40,000	23,600,000	ST	Annual Prog. to Prolong pavement life	
312 619 Serramonte Slurry Seal				1,000,000	1,000,000					ST/SM2	Extend pavement life. Meas. M funding	
312 620 Skyline Slurry Seal				40,000	40,000	960,000				ST/SM2	Prolong pavement life	
312 621 Westlake Slurry Seal						40,000	960,000			ST/SM2	Prolong pavement life	
312 G01 Bayshore Slurry Seal							40,000	960,000		ST/SM2	Prolong pavement life	
312 616 Callan-King Resurfacing	103,000	60,795	42,205	1,231,500	1,273,705					GT/FR	Federal Gant \$562,000	
<b>Traffic Control Projects</b>												
312 643 Hickey-Callan Signal Modification	243,212	222,874								GT/FH	Safety improve. \$252,000 Fed HSIP Grant	
312 632 Skyline-Westridge Signal Improve.						50,000	50,000	350,000		GT/FR	Federal Grant \$405,000	
312 G06 Centralized Traffic Signal System							26,000	150,000		ST	Purchase computerized signal control system	
312 622 Traffic Signal Controller Upgrade				60,000	60,000	60,000	60,000	60,000		GT	Replace controllers that don't function properly	
312 623 Traffic Signal Timing Update						26,500	30,500			GT	Study and adjust timing on signals	
312 G02 Serramonte-Callan Traffic Signals								21,000		GT/MD	Developer contrib of \$35,000	
<b>Other Projects</b>												
312 677 John Daly Streetscape Improvements	300,000	105,441	104,586	400,000	504,586	2,755,000				ST/SF/FR	Sanit. \$455k; Fed Grant \$2m; Pub Fac. Fees	
312 633 Ped Warning-Lake Merced/Belmar	107,468	106,088								ST/MD	CCAG Meas A grant, bal. developer match	
312 672 Top of the Hill/Mission St.	860,450	20,663	839,787		839,787					GT/FA	Various Federal grants	
312 615 MRP-Trash Full Capture	30,392	29,670	722		722					ST	Design to screen trash from storm water	
312 624 Mission St. Grand Boulevard Plan				310,000	310,000					ST	City match for Complete Streets grant	
312 625 Engineering Plan Scan. & Mgt. Sys.				5,000	5,000	30,000	10,000	10,000		GT	Convert paper plans into digital format	
312 636 Undergrounding - Geneva Av. Ph 1	506,000	113,405	392,594	164,000	556,594					GT	City share of undergrounding of utilities	
312 630 Undergrounding - Geneva Av. Ph 2						216,000				GT	City share of undergrounding of utilities	
312 627 Geneva Bike & Pedestrian Improve.				25,000	25,000	425,000				GT/CA	State TDA Grant \$375,000	
312 628 Geneva Ave. Streetlight Installation				200,000	200,000	200,000				GT	Install City standard lights on dedicated poles	
314 888 Concrete Mixing Trailer						30,000				ST	MT-1 1 yard trailer	
010 600 Contingencies	47,627	1,065	46,562	250,000	296,562					GT/ST	For unanticipated proj. expenditures	

Subtotal Gas Tax Fund Capital: 5,372,781 2,930,071 1,765,450 5,303,588 7,069,038 6,701,681 2,946,715 3,527,951 67,797,836

CITY OF DALY CITY

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

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

PROC PROJ.	Funds Avail.	Est. Expend.	Carry Fwd.	BUDGET	TOTAL FUNDS	BUDGET	Pending Budget		Years 16-20	Funding
NO. NO. Project Name	F/Y 2013-14	F/Y 2013-14	F/Y 2013-14	F/Y 2014-15	F/Y 2014-15	F/Y 2015-16	F/Y 2016-17	F/Y 2017-18	2019-2034	Sources
<b>Funds Committed to Operations</b>										
031 031 Tfr to ROW (Parks) Maint.	333,659			340,332	340,332	347,139	352,346	357,631		ST Gas/Sales tax support of eligible costs for
031 031 Tfr to ROW (Eng.) Inspection	61,535									ST maintenance of streets, traffic controls
031 031 Transfer to Street Maint. 4654	1,214,472	959,439		1,262,031	1,262,031	1,367,767	1,388,284	1,409,108		GT/ST roadway landscaping, street and
031 031 Tfr. to Traffic Sig. Maint. 4662	868,572	722,438		838,145	838,145	852,474	865,261	878,240		GT/ST sidewalk inspection and street lighting
031 031 Admin. Expense/Audit	2,000	1,998		2,000	2,000	2,000	2,030	2,060		
Subtotal Operating Transfers/Exp.:	2,478,238	1,681,877		2,440,508	2,440,508	2,567,380	2,605,891	2,644,979		
<b>Total Gas Tax Fund 17:</b>	<b>7,853,019</b>	<b>4,613,945</b>	<b>1,765,450</b>	<b>7,746,096</b>	<b>9,511,546</b>	<b>9,271,061</b>	<b>5,554,635</b>	<b>6,174,990</b>	<b>67,797,836</b>	
<b>Funding Breakdown:</b>										
Gas Tax-all sources (GT):	4,085,652	2,913,169	442,215	3,877,508	4,319,723	3,017,267	2,832,075	3,590,408		
Sales Tax (Meas. A) (ST):	2,401,669	965,012	714,931	2,636,588	3,351,519	3,038,794	2,337,561	1,929,582		
Federal Transp. Funds (FA):	724,266	217,498	486,519	562,000	1,048,519	2,045,000	45,000	315,000		
Various State Grants (CA):	192,542	119,377	71,785		71,785	1,170,000		340,000		
Other (OF):	448,889	398,889	50,000	270,000	320,000		90,000			
Totals:	7,853,019	4,613,945	1,765,450	7,746,096	9,511,546	9,271,061	5,554,635	6,174,990		

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

CITY OF DALY CITY

CAPITAL PROJECTS BUDGET -- REVENUE / FUND BALANCE PROJECTIONS

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

Funding Source	Actual				Request				Request			Projections...			Projections...			
	BALANCE 6-30-13	2013-14 Revenue	2013-14 Expendit.	Carry Forward	BALANCE 6-30-14	F/Y 2014-15 Revenue	F/Y 2014-15 Expend.	Total Bud.	BALANCE 6-30-15	F/Y 2015-16 Est. Rev.	F/Y 2015-16 Expend.	BALANCE 6-30-16	F/Y 2016-17 Estimated Revenue	F/Y 2016-17 Estimated Expendit.	BALANCE 6-30-17	F/Y 2017-18 Estimated Revenue	F/Y 2017-18 Estimated Expendit.	BALANCE 6-30-18
<i>Enabling Funds:</i>																		
Gas Tax Section 2107.5		10,000				10,000				10,000			10,000			10,000		
Gas Tax Section 2107		781,407				639,782				639,782			639,782			639,782		
Gas Tax Section 2106		408,048				410,013				410,013			410,013			410,013		
Gas Tax Sec. 2105 (Prop 111)		730,468				520,685				520,685			520,685			520,685		
Gas Tax Section 2103		1,496,322				1,133,006				1,133,006			1,133,006			1,133,006		
Investment Earnings		36,863				30,000				30,000			30,000			30,000		
<b>subtotal Gas Tax (GT):</b>	<b>1,909,781</b>	<b>3,463,108</b>	<b>2,913,169</b>	<b>442,215</b>	<b>2,459,720</b>	<b>2,743,486</b>	<b>3,877,508</b>	<b>4,319,723</b>	<b>883,483</b>	<b>2,743,486</b>	<b>3,017,267</b>	<b>609,702</b>	<b>2,743,486</b>	<b>2,832,075</b>	<b>521,113</b>	<b>2,743,486</b>	<b>3,590,408</b>	<b>(325,809)</b>
<b>Sales Tax (Meas. A) (ST):</b>	<b>3,430,247</b>	<b>1,734,705</b>	<b>965,012</b>	<b>714,931</b>	<b>4,199,940</b>	<b>1,640,918</b>	<b>2,636,588</b>	<b>3,351,519</b>	<b>2,489,339</b>	<b>1,673,736</b>	<b>3,038,794</b>	<b>1,124,282</b>	<b>1,673,736</b>	<b>2,337,561</b>	<b>460,458</b>	<b>1,673,736</b>	<b>1,929,582</b>	<b>204,613</b>
<b>Total Enabling Funds:</b>	<b>5,340,028</b>	<b>5,197,813</b>	<b>3,878,181</b>	<b>1,157,146</b>	<b>6,659,660</b>	<b>4,384,404</b>	<b>6,514,096</b>	<b>7,671,242</b>	<b>3,372,822</b>	<b>4,417,222</b>	<b>6,056,061</b>	<b>1,733,984</b>	<b>4,417,222</b>	<b>5,169,635</b>	<b>981,571</b>	<b>4,417,222</b>	<b>5,519,990</b>	<b>(121,197)</b>
<i>Other Agencies:</i>																		
Federal Transp. Funds (FA):	(96,375)	18,581	5,498	486,519	(83,292)	569,990	562,000	1,048,519	(561,820)	2,500,000	2,045,000	(106,820)	107,000	45,000	(44,820)	315,000	315,000	(44,820)
Fed. HSIP Hwy Safety Grant (FH):	5,302	178,840	212,000		(27,858)	53,410			25,552			25,552			25,552			25,552
Prop 1B State Bond Funds (CA1):	112,824		46,289	66,536	66,535		66,536		(0)			(0)			(0)			(0)
Meas. M Veh Reg., City share (SM2)		315,889	315,889		(1)	340,000	270,000	270,000	70,000	340,000	340,000	70,000	340,000	340,000	70,000	340,000	340,000	70,000
Cal. AB 434 Grant (CA3):	6,808			5,249	6,808		5,249		1,559			1,559			1,559			1,559
SMCTA Meas A Grant (ST):	(2,532)	23,746	73,088		(51,874)	53,254			1,380			1,380			1,380			1,380
CA TDA Grant (CA):										375,000	375,000							
<i>Other Sources:</i>																		
Misc. Developer Fees (MD):	16,282	14,400	33,000		(2,318)	33,000			30,682			30,682			30,682			30,682
Public Facility Fees (PF):						400,000	400,000	400,000										
Other funds (OF2):	2,030	100,000	50,000	50,000	52,030			50,000	2,030	455,000	455,000	2,030			2,030			2,030
<b>TOTAL GAS TAX FUND 17:</b>	<b>5,384,369</b>	<b>5,849,268</b>	<b>4,613,945</b>	<b>1,765,450</b>	<b>6,619,691</b>	<b>5,834,058</b>	<b>7,746,096</b>	<b>9,511,546</b>	<b>2,942,204</b>	<b>8,087,222</b>	<b>9,271,061</b>	<b>1,758,366</b>	<b>4,864,222</b>	<b>5,554,635</b>	<b>1,067,953</b>	<b>5,072,222</b>	<b>6,174,990</b>	<b>(34,814)</b>

Notes: 6/30/14 Balance includes appropriations carried forward to the following year.  
 F/Y 2014-15 Total Budget is the sum of prior year Carry Forwards and New Expenditure Budget amounts.



CITY OF DALY CITY  
 CAPITAL PROJECTS BUDGET -- FUND SUMMARY

Fund Number/Name: **18 / Community Development Block Grant**

Program: **305**

PROJ. NO.	Project Name Project Manager	Funds Avail. F/Y 2013-14	Expended F/Y 2013-14	Carry Fwd. F/Y 2013-14	NEW BUDGET F/Y 2014-15	TOTAL FUNDS F/Y 2014-15	BUDGET F/Y 2015-16	Pending Budget F/Y 2016-17	F/Y 2017-18	Total Future Cost	Comments
<b>566</b>	<b>Bayshore Community Ctr.</b>										
	Construction Loan Debt Service B. Millar	397,919	397,919		402,821	402,821	405,521	409,909	412,935	2,116,019	Repayment of \$4.5 million CDBG construction loan per loan repayment schedule. Last payment in FY2023
<b>Total C.D.B.G. Fund 18:</b>		397,919	397,919		402,821	402,821	405,521	409,909	412,935	2,116,019	

All funding is from Community Development Block Grant Funds (BG)



CITY OF DALY CITY

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

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

PROG	PROJ.	Funds Avail.	Est. Expend.	Carry Fwd.	NEW BUDGET	TOTAL FUNDS	BUDGET	Pending Budget	Future Total	Funding Sources/Comments	
NO.	NO.	Project Name	F/Y 2013-14	F/Y 2013-14	F/Y 2013-14	F/Y 2014-15	F/Y 2014-15	F/Y 2015-16	F/Y 2016-17	F/Y 2017-18	(see Cap.Plan)
<b>Non-Departmental</b>											
010	518	Capital Contingency	70,476		70,476		70,476				GF For Unexpected Project Expenditures
010	519	Developer-in-Lieu Contingency	33,840		33,840		33,840				DP For Unexpected Project Expenditures
010	023	DC Channel Upgrades	128,878	87,958	40,920		40,920				OF Equipment/facilities upgrades
030	500	Telecommunications I-Net	54,269	53,000	1,269		1,269				OF Fiber optic network. CATV grants
010	230	Recycle Grant	44,865	36,489	8,376		8,376				CA1 State Grants
NON-DEPT TOTAL			332,329	177,447	154,881		154,881				
<b>Fire Department</b>											
220	891	Fire Equipment Replacement Fund: Clothing and PPE	7,855						425,000		GF FD Equipment Replacement Fund GF 2018 replacement turnouts and PPE
220	535	Energy Conservaton			80,000	80,000					GF HVAC sys at FD Admin
220	C01	Sta 95 Ventilated Storage Racks						31,000			GF Provide proper storage for PPE
FIRE DEPT. TOTALS:			7,855		80,000	80,000		31,000	425,000		3,264,893
<b>Library and Recreation Services</b>											
120	523	Serramonte Library Facilities/Accessibility			150,000	150,000					PF/ OA Pub Facil Fees \$50k, SMCo grant \$100k
LIBRARY&REC TOTALS:					150,000	150,000					
<b>Police Department</b>											
200	595	Locker Room Upgrade	75,000	10,005		530,560	530,560				EF Modifications to existing facilitiy
200	898	Police Equipment Replacement (listed below in priority order):									2,472,940 OF <b>All projects marked with (*) need secured outside funding in order to move forward</b>
		Bullet Proof Vest Replacement	16,800	16,800	106,820	106,820					AF NIJ Level III-A vests One time Asset Forfeit.
		Portable Radios			117,000	* 117,000					UF Replace 135 officer radios
		Taser Replacement			23,294	* 23,294	23,294	* 23,294	23,294		UF Replace 85 X26 Tasers and holsters
		Cameras/Recorders/Flashlights			29,349	* 29,349					UF Officer digital cameras and voice recorders
		Mobile Data Computer (MDC) Replaceme			45,000	* 45,000	45,000	* 45,000	45,000		UF Replace six in vehicle units per year
		Ballistic Riot Helmets			39,786	* 39,786					UF 102 helmets with face shields
		Gas Masks					20,136	* 20,136	20,136		UF 40 masks/year for three years
		Body Worn Cameras							92,420		UF Viewu body cameras for all personnel
200	592	Station Security/Video Surveillance			180,000	* 180,000					UF Install fencing and surveillance cameras
200	590	Interview Room Upgrade			20,000	* 20,000					UF Replacement of old surveillance cameras
200	895	Comm. Ctr. Radio Equip Upgrade	125,000		235,000	* 235,000				180,000	UF Replace nine year old equipment
200	884	Comm. Ctr. Workstations					90,000	*			UF Replace 17 y/o equipment
200	596	Long Term Vehicle Storage					50,000	*			UF Expand paved parking areas off 92nd St.
200	591	Shooting Range Upgrade							159,750		UF Complete replacement of all shooting lanes
200	896	Telephone CPU Replacement	15,000								OF merge with project 895
200	886	Police Base Stations	8,562	8,562							OF PD radio channels 1 and 2 - COMPLETED
200	887	K-9 Replacement	12,563	12,563							AF Purchase 1 police dog
POLICE TOTALS:			252,925	47,930	1,326,809	1,326,809	228,430	340,600	88,430		2,652,940

CITY OF DALY CITY

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

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

PROG	PROJ.	Funds Avail.	Est. Expend.	Carry Fwd.	NEW BUDGET	TOTAL FUNDS	BUDGET	Pending Budget	Future Total		
NO.	NO.	Project Name	F/Y 2013-14	F/Y 2013-14	F/Y 2013-14	F/Y 2014-15	F/Y 2014-15	F/Y 2015-16	F/Y 2016-17	F/Y 2017-18	(see Cap.Plan) Funding Sources/Comments
<b>Public Works</b>											
310	550	Mussel Rock Maintenance	1,117,211	913,249	203,962	149,000	352,962	149,000	843,000	159,000	9,936,147 SW Maintain site/sea wall- scavenger co. funded
310	552	Mussel Rock Public Access Improve.				10,500	10,500	289,500			SW Improve access- scavenger co. funded
310	553	MR Transfer Station Decomission				96,500	96,500	406,500			SW /EF Scavenger Co./Transfer Sta. Fund
317	585	Tree Removal & Reforestation	60,000	12,675	40,000		40,000				240,000 DP Replace dying/mature trees
317	554	Norwood Park Rehabilitation				207,000	207,000				DP /CA State Grant \$187,000
312	555	Gellert Park Soccer Field Rehab						532,000			DP Replace worn field surfacing
312	556	Westlake Park Pavement Rehab				403,000	403,000				DP /EF Rehab worn pavement/WWR contrib.
312	557	Doelger Art Ctr. Pavement Rehab				125,000	125,000				DP Rehab worn pavement areas
312	559	City Parking Lot Pavement Rehab				26,000	26,000		256,500		EF Rehab worn pavement areas
312	560	Fire Station 95 Exterior Stairway				50,400	50,400				GF Repair damaged stairway
312	561	Fire Station 95 Emergency Generator				87,500	87,500				GF Repair 1987 Onan generator
312	563	Civic Center Roof and Gutter Rehab						260,000			OF Repair damaged roof
313	507	Facility Repairs/Major Maint.	204,883	144,508	60,375	135,000	195,375	135,000	135,000	135,000	2,415,000 GF /OF All roof, electrical plumbing & gen repairs
312	567	Facility Floor Covering Replacement				70,000	70,000			40,000	OF Civic Center 3rd Fl. & Lib&Rec Admin
PUBLIC WORKS TOTALS:			1,382,094	1,070,431	304,337	1,359,900	1,664,237	1,772,000	1,234,500	334,000	12,591,147
<b>Total Fund 31:</b>			<b>1,975,203</b>	<b>1,295,809</b>	<b>459,219</b>	<b>2,916,709</b>	<b>3,375,928</b>	<b>2,000,430</b>	<b>1,606,100</b>	<b>847,430</b>	<b>18,508,980</b>
<b><u>Funding Breakdown</u></b>											
<b>General Fund (GF):</b>			423,921	163,075	130,851	448,900	579,751	135,000	422,500	175,000	Residual General Funds & Interest
<b>Developer Park Fees (DP):</b>			93,840	12,675	73,840	468,000	541,840	532,000			Projects funded with these fees are contingent on collection of fees from development
<b>Other Agencies (OA):</b>			119,865	36,489	8,376	287,000	295,376				Calif Dept of Housing & Comm Dev Grant application 1-13-14
<b>Scavenger Co (SW):</b>			1,117,211	913,249	203,962	256,000	459,962	544,000			Funded through Solid Waste Franchise
<b>PD Asset Forfeiture (AF):</b>			12,563	12,563		106,820	106,820				One time funding for projects with no other source
<b>Receipts from Other Funds, Enterprise (EF):</b>			199,948	157,758	42,189	610,560	652,749	561,000	843,000	584,000	Civic Center, Mussel Rock, Water and Wastewater fund contrib.
<b>Receipts from Other Funds, Capital (OF):</b>			7,855								Interfund Transfer from Fund 33
<b>Unfunded or no identified source (OF):</b>						689,429	689,429	228,430	340,600	88,430	Projects in this category (*) need funding prior to moving forward
<b>Totals:</b>			<b>1,975,203</b>	<b>1,295,809</b>	<b>459,219</b>	<b>2,916,709</b>	<b>3,375,928</b>	<b>2,000,430</b>	<b>1,606,100</b>	<b>847,430</b>	

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

CITY OF DALY CITY

CAPTIAL PROJECTS BUDGET -- REVENUE/FUND BALANCE PROJECTIONS

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

Funding Source	Actual				Projections...				Projections...			Projections...			Projections...			
	BALANCE 6-30-13	F/Y 2013-14 Revenue	F/Y 2013-14 Expend.	Carry Forward	BALANCE 6-30-14*	F/Y 2014-15 Est. Rev.	F/Y 2014-15 Expend. Budget	F/Y 2014-15 Total Bud.	BALANCE 7-1-15	F/Y 2013-14 Est. Rev.	F/Y 2013-14 Expend. Budget	BALANCE 6-30-16	F/Y 2016-17 Est. Rev.	F/Y 2016-17 Estimated Expend.	BALANCE 6-30-17	F/Y 2017-18 Est. Rev.	F/Y 2017-18 Estimated Expend.	BALANCE 7-1-18
GF Transfers in from Fund 01 Interest		17,918	163,075	130,851		18,594				18,500								
<b>Total Transfers &amp; Interest (GF):</b>	<b>282,976</b>	<b>17,918</b>	<b>163,075</b>	<b>130,851</b>	<b>137,820</b>	<b>467,494</b>	<b>448,900</b>	<b>579,751</b>	<b>25,562</b>	<b>153,500</b>	<b>135,000</b>	<b>44,062</b>		<b>422,500</b>	<b>(378,438)</b>		<b>175,000</b>	<b>(553,438)</b>
Fire Equip. Replace. Fund (GF):	452,703	70,000			522,703	77,000			599,703	100,000		699,703	110,000		809,703	121,000	425,000	505,703
<i>Building/Development Fees:</i>																		
Developer Park Fees (DP):	254,802	14,375	12,675	73,840	256,502	1,460,507	468,000	541,840	1,175,169	1,899,000	532,000	2,542,169			2,542,169			2,542,169
Public Facility Fees (PF):						50,000	50,000	50,000										
<i>Other Agencies:</i>																		
CA Recycle grant (CA1):	100,107		36,489	8,376	63,618			8,376	55,243			55,243			55,243			55,243
<i>Other Funds:</i>																		
Enterprise Funds (EF):	5,993				5,993	604,567	610,560	610,560	0	561,000	561,000	0			0			0
<i>Other Sources:</i>																		
Cable TV Provider Grants (OF):	615,961	99,636	140,958	42,189	574,638	98,097		42,189	630,546			630,546			630,546			630,546
Refuse Co. (OF):	717,214	400,000	913,249	203,962	203,965	400,000	256,000	459,962	144,004	500,000	544,000	100,004	520,000	843,000	(222,996)	540,800	159,000	158,804
JESD Facil Maint Fund (OF):	273,401	8,536			281,937				281,937			281,937			281,937			281,937
Other/Miscellaneous Funds (OF):	14,773	29,363	12,563		31,572	393,820	393,820	393,820	31,572			31,572			31,572			31,572
Unfunded Projects (UF):						689,429	689,429		(689,429)		228,430	(917,859)		340,600	(1,258,459)		88,430	(1,346,889)
<b>TOTAL FUND 31:</b>	<b>2,717,930</b>	<b>639,828</b>	<b>1,279,009</b>	<b>459,219</b>	<b>2,078,749</b>	<b>3,551,485</b>	<b>2,916,709</b>	<b>3,375,928</b>	<b>2,254,307</b>	<b>3,213,500</b>	<b>2,000,430</b>	<b>3,467,377</b>	<b>630,000</b>	<b>1,606,100</b>	<b>2,491,277</b>	<b>661,800</b>	<b>847,430</b>	<b>2,305,647</b>

\* 6-30-14 Balance includes appropriations carried forward from the prior year  
FY 2014-15 Total Budget is the sum of prior year Carry Forwards and New Expenditure Budget amounts



CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET -- FUND SUMMARY

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

PROG. PROJ. NO.	Project Name NO. Project Manager	Total Project	Expended Thru F/Y 2012-13	Funds Avail. F/Y 2013-14	Expended F/Y 2013-14	Carry Fwd. F/Y 2013-14	BUDGET F/Y 2014-15	TOTAL FUNDS F/Y 2014-15	BUDGET F/Y 2015-16	Future Total	Funding Sources/Comments
120 522	New Library Collections	235,006	225,951	9,050	9,055						PF New materials for newly expanded libraries
010 510	Major Capital Contingency	1,223,319	219,386	828,934		828,934	175,000	1,003,934			GF Major repairs and equipment contingency
031 031	Interfund Transfers	583,900					448,900	448,900	135,000		
Subtotal, Current and Pending projects		5,961,019	4,364,130	837,984	9,055	828,934	623,900	1,452,834	135,000		
Subtotal, Canceled/Suspended Projects		28,795,410	2,195,410								
Subtotal, Completed projects		48,602,569	48,602,569								
<b>Total Facility Fund 33:</b>		<b>83,358,998</b>	<b>55,162,109</b>	<b>837,984</b>	<b>9,055</b>	<b>828,934</b>	<b>623,900</b>	<b>1,452,834</b>	<b>135,000</b>		

	Source Total	Received thru 6-30-13	Rev. Budget F/Y 2013-14	Revenue F/Y 2013-14	Est Revenue F/Y 2014-15	Est Revenue F/Y 2015-16
<b>Funding</b>						
Reserves for Capital/Interest (GF):	39,434,356	39,162,179	92,177	92,177	90,000	90,000
Community Develop. Block Grant (BG):	5,809,382	5,809,382				
State Library Funds (CA):	750,000	750,000				
State Park Grant (CA):	2,692,811	2,692,811				
State Park Bonds (CA):	1,995,257	1,995,257				
Misc. State Grants (CA):	393,000	393,000				
Other Agencies (OF):	553,500	553,500				
School Districts (OF):	99,508	99,508				
Mid Peninsula Boys&Girls Clubs (OF):	2,500,000	2,500,000				
Public Facility Fees (PF):	6,678,061	6,678,061				
Developer Park In-lieu Fees (DP):	2,380,836	2,380,836				
Developer / Other (OF):	820,308	820,308				
Donations / Secured Grants (OF):	293,650	293,650				
Other/Misc. Funds (OF):	1,880,040	1,880,040				
Redevelopment Agencies (RA):	800,000	800,000				
<i>balance fwd.</i>			11,646,424	11,646,424	11,729,545	10,366,712
<b>Funding Subtotal</b>	<b>67,080,709</b>	66,808,533	11,738,600	11,738,600	11,819,545	10,456,712
<b>Balance</b>	(16,278,289)	11,646,424	10,900,616	11,729,545	10,366,712	10,321,712



CITY OF DALY CITY

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

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

Program:

**385**

PROJ. NO.	Project Name	Funds Avail. F/Y 2013-14	Expended F/Y 2013-14	Carry Fwd. F/Y 2013-14	NEW BUDGET F/Y 2014-15	TOTAL FUNDS F/Y 2014-15	BUDGET F/Y 2015-16	Pending Budget F/Y 2016-17	Total Future Cost F/Y 2017-18 (see Capital Plan)	Funding Sources / Comments	
<b>Annual Programs:</b>											
617	Street Resurfacing Water Mains	88,858	20,199	68,659		68,659	100,000	100,000	100,000	1,600,000	Replace of mains in streets to be resurfaced
701	Plant Improvements	218,434	183,515	34,919	175,000	209,919	175,000	175,000	175,000	2,800,000	Misc. reservoir/pump sta. improve./repair
705	Westside Basin Aquifer Modeling	38,528	7,591	30,937	70,000	100,937		50,000		505,000	Assess safe yield, input data, user guide
707	Water Conservation Program	493,811	86,201	407,610		407,610	165,000	170,000	170,000	3,225,000	Residential kits, rebates, water audits, etc
708	Seismic Improvements	768,873	42,579	726,294	754,304	1,480,598	423,000	316,820			Implement 2003 Seismic Study recommendations
712	Reservoir Cleaning	30,519	30,519		15,000	15,000	25,000	32,000	25,000	400,000	Reservoir cleaning
720	Well Rehabilitation	12		12	74,500	74,512	76,500	76,500	76,500	1,358,500	Repair or replace equipment, well reconditioning
739	Facility Roadway Rehabilitation	22,700	22,664	36	18,000	18,036	40,000	40,000	40,000	640,000	Maintain roadways at all facilities
742	Fire Flow Improvements	58,000	57,303	697	50,000	50,697	50,000	50,000	50,000	800,000	Improve fire flows
752	Main Rehabilitation/Improvements	599,511	593,233	6,278	1,193,115	1,199,393	800,000	800,000	1,184,000	2,854,000	Replace portions of existing mains as needed
760	Miscellaneous Equipment	20,660	1,102	19,558	20,000	39,558	20,000	20,000	20,000	320,000	Purchase or replace capital equip. as needed
764	Technology Upgrades	45,645	21,181	24,464	35,000	59,464	35,000	40,000	40,000	970,000	Green/renewable energy projects
766	SCADA System Upgrades	176,351	55,102	121,249	15,000	136,249	15,000	148,000	15,000	865,000	Upgrade CPU and operating system
774	Water System Mapping-GIS	25,984	3,829	22,155		22,155	15,000	15,000	15,000	240,000	Record sys improvements and new development
775	Water Transfer Project	30,924	658	30,266	30,000	60,266	30,000	30,000	30,000	480,000	Transfer service connections to larger mains
879	Vehicle Upgrades	339,173		339,173		339,173	37,500	37,500	37,500	600,000	Replace/modify existing undersized vehicles
Subtotal, Annual Programs		2,957,982	1,125,675	1,832,307	2,449,919	4,282,226	2,007,000	2,100,820	1,978,000	17,657,500	
<b>System Improvements/Operations:</b>											
508	Hillside Park Damage Remediation	759,624	544,971	214,653		214,653					Remediate damage to Hillside Park from Res 3 pipe break
672	Mission Street Enhancements	13,278		13,278		13,278					Replace/relocate mains near Top-of-Hill -- COMPLETED
710	Groundwater Management Plan	138,635	23,929	114,705		114,705		78,750		789,620	Contribution to inter-agency Basinwide Monitoring
711	Res 8 Interior Coatings				370,000	370,000					Replace interior coating of reservoir
713	Res 7 Interior & Exterior Coatings						825,000				Replace interior coating of reservoirs
714	Reservoir Cast Iron Pipe Lining				440,000	440,000	320,000	650,000	460,000		Replace the water mains at reservoirs with cast iron pipes
715	Res 1 & 4 Generators						123,270				Replace stationary generators at reservoirs
718	Jeff Well Generator	106,030	106,030								Emergency power supply -- COMPLETED
723	Well 4 Replacment	1,302,313	154,320	1,147,994		1,147,994					Construct replacement well
724	"A" Street Well Replacement	693,000	34,042	658,958		658,958	960,000				Replace/upgrade existing well
726	Underground Storage Tanks	21,229	7,919								Protection of aquifer -- COMPLETED
741	Bac-T Station Replacement	31,443	7,393	24,049		24,049					Replace sample stations throughout the city
762	Pump Station Analyzers	14,831	14,831								Chlorine, ph, temperature analyzers -- COMPLETED
763	Citrus Zone 1 & 3 Manifolds	154,500	118,876	35,624		35,624					Replace the discharge manifold
767	Westlake Electric	128,390		128,390		128,390					Replace old equip with modern components/controls
769	Citrus Pump Station Upgrade	37,140		37,140		37,140					Improve lighting, repair walls and floor surface
790	Reservoir Fence/Gate Operator	34,095	34,095				100,000	91,200			Replace fences & gates, vrs facilities. FY2016: Res 2 & 5B
791	Extend Westlake Warehouse +	154,500	6,400	148,100		148,100					To accommodate heavy equip.vehicles and materials.
851	Ops Locker Room Expansion +	21,860		21,860		21,860					Expand existing undersized locker room
852	Operations Office Rehab +				20,000	20,000					Rehab the Operations office
866	Res 6 Communications Tower +						30,000				Installation of a communications tower

CITY OF DALY CITY

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

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

Program: **385**

PROJ. NO.	Project Name	Funds Avail. F/Y 2013-14	Expended F/Y 2013-14	Carry Fwd. F/Y 2013-14	NEW BUDGET F/Y 2014-15	TOTAL FUNDS F/Y 2014-15	BUDGET F/Y 2015-16	Pending Budget F/Y 2016-17	Total Future Cost F/Y 2017-18 (see Capital Plan)	Funding Sources / Comments
	<b>W01 Res 3 Interior Coatings</b>							450,000		Replace interior coating of reservoir
	<b>W02 Belhaven Water Project (Cerro to St Francis)</b>							650,000		Replace/upgrade water mains
	<b>W03 Res 8 Retaining Wall</b>							270,600		Replace retaining wall at end of useful life
	Subtotal, Sys. Improvements/Operations	3,610,867	1,052,807	2,544,750	830,000	3,374,750	2,358,270	2,190,550	460,000	789,620
<b>Master Plan Projects:</b>										
	<b>729 Valley St. (County to Hillside)</b>								1,486,000	Replace/upgrade water mains
	<b>735 Schwerin St. (Martin to Geneva)</b>	1,018	1,018		1,168,294	1,168,294				Replace/upgrade water mains
	Subtotal, Master Plan Projects	1,018	1,018		1,168,294	1,168,294			1,486,000	
<b>Total Water Fund 41:</b>		<b>6,569,867</b>	<b>2,179,500</b>	<b>4,377,057</b>	<b>4,448,213</b>	<b>8,825,270</b>	<b>4,365,270</b>	<b>4,291,370</b>	<b>3,924,000</b>	<b>18,447,120</b>

+Joint project with Sanitation Fund 87

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



CITY OF DALY CITY

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

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

Program:

**920**

PROJ. NO.	Project Name	Funds Avail. F/Y 2013-14	Expended F/Y 2013-14	Carry Fwd. F/Y 2013-14	NEW BUDGET F/Y 2014-15	TOTAL FUNDS F/Y 2014-15	BUDGET F/Y 2015-16	Pending Budget F/Y 2016-17	Total Future Cost F/Y 2017-18	Funding Sources / Comments
<b>Annual Programs:</b>										
617	Street Resurfacing Sewer Mains	37,281	29,456	7,825	50,000	57,825	50,000	50,000	50,000	800,000 Main improvements on streets
760	Miscellaneous Equipment	21,492	21,479	13	20,000	20,013	20,000	20,000	20,000	320,000 Purchase or replace capital equip. as needed
764	Technology Upgrades	108,219	68,430	39,789	50,000	89,789	112,500	125,000	125,000	2,310,000 Replace outdated systems
766	SCADA System Upgrades	171,247	56,733	114,515	15,000	129,515	15,000	148,000	15,000	424,690 Update electronic control systems
801	Sewer Main Rehab./Improvements	76,081	76,071	10	75,000	75,010	75,000	75,000	75,000	1,200,000 Misc. repairs to collections system,
802	Sewer Lift Sta. Rehab./Improvement	333,838	308,683	25,155	60,000	85,155	60,000	60,000	60,000	960,000 Annual Project--Consolidation of all
803	Vehicle Upgrades	491,767	225,362	266,405		266,405	51,575	37,500	37,500	600,000 Supplement to vehicle replacement funds
805	Tree and Landscape Maintenance				20,000	20,000	20,000	20,000	20,000	320,000 Maintain trees and landscaping
806	Plant Process Improvements	198,383	81,471	116,912	140,000	256,912	140,000	140,000	140,000	2,240,000 Consolidation of all misc. repairs/
807	Plant Structure Improvements	109,907	108,426	1,481	78,000	79,481	78,000	78,000	78,000	1,248,000 Consolidation of all misc. repairs/
809	Treatment Plant Coatings	97,040	67,854	29,186	50,000	79,186	50,000	50,000	50,000	800,000 Exterior protective coating of plant structures
812	Municipal Regional Permit	381,400	143,254	238,146	125,000	363,146	125,000	128,000	128,000	2,212,000 Database & storm sys mods. to comply w/Permit
813	Sewer System Mapping - GIS	21,580	21,171	410	10,500	10,910	10,500	11,000	11,000	199,000 Complete aerial mapping of system
830	Grease & Root Elimination Program	20,000		20,000	30,000	50,000	30,000	30,000	30,000	480,000 To eliminate grease plugging of mains
831	Trunk Line Cleaning	27,280		27,280	30,000	57,280	30,000	30,000	30,000	320,000 Clean 5000' of 15" AND 30" sanitary sewer lines
832	Storm & Sewer Repair	73,371		73,371	450,855	524,226	698,851	1,500,000	1,500,000	24,000,000 Implementation of Stormwater Master Plan
850	Submarine Outfall Maintenance				20,000	20,000	20,000	20,000	20,000	320,000 Maintain submarine outfall
865	Recycled Water	75,659	26,206	49,453	27,500	76,953	27,500	30,000	30,000	731,000 Appurtenances to comply with regs
	Subtotal, Annual Programs	2,244,547	1,234,596	1,009,951	1,251,855	2,261,806	1,613,926	2,552,500	2,419,500	39,484,690
<b>System Improvements/Operations</b>										
513	Corporation Yard Wash Racks	16,617		16,617		16,617				To comply with NPDES guidelines -- COMPLETED
791	Extend Westlake Warehouse +	154,500	6,400	148,100		148,100				To house heavy equip., vehicles and materials
808	Digester Cleaning				27,320	27,320	28,140			60,000 Clean both digesters once every ten years
810	Electronic Document Archiving	121,400	40,094	81,307		81,307	250,000			Convert existing archives to paperless records
811	MRP Trash Collector	1,230,634		1,230,634		1,230,634				Remove solids from stormwater at Serramonte Ctr.
818	Treatment Plant Stair Rehab	30,000		30,000		30,000				Phased project to rehab damaged stairs at WWTP
822	Serramonte Blvd - Gellert to SM Ctr.	243,575	9,900	233,675		233,675				SSMP Rehab--Replace 575 LF to 10" HDPE
823	Junipero Serra/Citrus	810,755	15,504	795,251		795,251				SSMP Rehab--Upsize piping due to capacity constraint
824	Citrus Ave. Sewer	441,419	15,347	426,072		426,072				SSMP Rehab--Replacement of 1,250 LF to 8" HDPE
825	DeLong St. Sewer	349,354	275,374							SSMP Rehab--Replace 500 LF to 8" HDPE
827	D Street/Mission Street	661,396	15,743	645,653		645,653				SSMP Rehab--Upsize piping due to capacity constraint
828	Bruno Ave. SSMP Rehab	123,354	7,427	115,927		115,927				Replace 165 LF with 6" HDPE
837	Station Ave. Sewer	293,000	275,525							Upsize 620 LF to 15" HDPE -- COMPLETED
839	Corp Yard Street Div Sanitary Sewer	77,000		77,000		77,000				Replace inadequate sewer line
840	Skyline/Belcrest Basin Rehab.	19,080	18,216	864		864	2,500,000	2,500,000		Determine most reliable way to move sewage flow
842	Vista Grande Drainage Basin	2,824,109	1,260,435	1,563,674	2,000,000	3,563,674			11,000,000	Feasibility/options study -- PUBLIC FACILITY FEES
850	Marine Outfall Replacement	98,812	98,811	1		1				Slipline--project dropped in lieu of below
851	Ops Locker Room Expansion +	21,860		21,860		21,860				Expand existing undersized locker room
852	Operations Office Rehab +				20,000	20,000				Rehab the Operations office
855	Tertiary Treatment System	73,684		73,684		73,684				Water recycling program
856	Replace Boiler	219,117	124,463	61,443		61,443				Replace boiler
857	Secondary Clarifiers Coatings						80,000	84,000	88,000	Apply protective coating to clarifiers
858	Treatment Plant Electrical Upgrade						350,000	350,000	350,000	Electrical system overhaul
859	Skid Air Compressor Replacement				145,000	145,000				Replace aging compressors with energy efficient ones.
860	SB5x Turbine Generator	57,771	2,671	55,100		55,100				Digester gas generation system

CITY OF DALY CITY

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

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

Program: **920**

PROJ. NO.	Project Name	Funds Avail. F/Y 2013-14	Expended F/Y 2013-14	Carry Fwd. F/Y 2013-14	NEW BUDGET F/Y 2014-15	TOTAL FUNDS F/Y 2014-15	BUDGET F/Y 2015-16	Pending Budget F/Y 2016-17	Total Future Cost F/Y 2017-18 (see Capital Plan)	Funding Sources / Comments	
861	Barscreen 3 Compactor Washer						400,000			Replacement of original barscreen	
862	Convert #2 & #3 water to use tertiary				22,520	22,520				Switch water source	
863	Additional Digester Mix Pump/Piping						135,070			Install additional equipment	
866	Res 6 Communications Tower +							30,000		Installation of a communications tower	
957	Secondary Clarifier Improvements	192,517	49,626							Replace weirs to prevent short-circuiting	
960	Digester Heating & Recirculating Sys.	6,560	6,560							Replace system for Digester #1	
962	Westside Influent Flow Meter	120,000	90,509							Install a flow meter to record the flow	
967	Centrifuge							495,000		Purchase and installation of a backup centrifuge	
970	Cake Pump Discharge Line	13,448	3,724	9,724		9,724				Replace 350 psi pipe with 500 psi.	
972	Primary Sediment. Tanks 1-6 Rehab	528,047	528,046		281,000	281,000				Interior tank coating	
974	Chorine Contact Tank Cleaning	607					15,000	15,000	120,000	Drain and clean tank	
975	Final Effluent Building Roof Replace.	70,216	65,369							Reroof with new material including skylight	
976	Gravity Thickener 1 Coatings	33,703		33,703		33,703				Coat the interior of gravity thickener #2	
977	AFT Air Flotation Control System	54,640		54,640		54,640				Replace Flotation Control Sys	
978	Fiberglass Door Installation	15,920	15,920							Remove existing plant metal doors with fiberglass	
979	Methane Gas Booster Replacements	66,631	66,631							Replace 31 yr old sludge gas boosters	
980	Gravity Thickener 2 Coatings	55,700		55,700		55,700				Coat the interior of gravity thickener #1	
981	Maint. Building 1 & 2 - Roof	104,383	104,383							Replace existing twenty year old roof	
982	Additional Cake Pump	341,860	256,187	85,673		85,673				Additional cake pump to provide critical redundancy	
983	Driox Vaporizer	273,190		273,190		273,190				To provide oxygen to the activated sludge sys	
984	AFT Roof Replacement	71,224	71,224							Replace existing thirty one year old roof.	
985	Final Effluent Control System (VFD's)	265,230	46,120	219,110		219,110				System to start and stop pumps	
986	Automatic Valves	74,000	12,371	61,629	74,000	135,629				Installation of automatic valve actuators	
987	Gypsum Line Rehab				20,000	20,000				Replace gypsum supply lines	
988	Plant Communications				20,000	20,000				Install underground communications system	
989	Final Effluent Sump Coatings				80,000	80,000				Coat concrete and aggregate in sump room	
990	Colma Lift Station Generator				300,000	300,000				Replace emergency generator and engine	
991	Maintenance Building 2 Roof				200,000	200,000				Replace leaking roof	
992	Influent Channel Coating				150,000	150,000				Coat floor and walls of influent channel	
993	Primary Tunnel & Sump						50,000			Replace drain lines in the primary tunnel	
994	Ops Roof Replacement						100,000			Replace roof	
995	Digester 2 Roof Replacement						40,000			Replace roof	
996	Lift Station Grinders						87,000			Replace aged grinder units	
997	PSA Skid Valves						15,000	15,000	15,000	105,000	Replace valves for PSA Oxygen Skid
998	Primary Clarifier Components						30,000	30,000	30,000	150,000	Repair and replace primary clarifier components
S01	Maintenance Building 1 HVAC							75,000		Replace aged HVAC unit	
S02	Treatment Plant Roadway Hatches							120,000		Replace roadway hatches	
S03	Treatment Plant Air Scrubbers								1,275,000	1,275,000	Replace air scrubber units
S16	Cake Hopper Enlargement								43,710		Increase capacity
S37	Gravity Belt Thickener							450,000		Move belt installation above grade	
Subtotal System Improvements		10,155,313	3,482,579	6,370,231	3,339,840	9,710,071	4,225,210	3,204,000	2,761,710	13,060,000	
<b>Total Sanitation Fund 87:</b>		<b>12,399,860</b>	<b>4,717,175</b>	<b>7,380,182</b>	<b>4,591,695</b>	<b>11,971,877</b>	<b>5,839,136</b>	<b>5,756,500</b>	<b>5,181,210</b>	<b>52,544,690</b>	

+Joint project with Water Fund 41

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



CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET -- FUND TOTALS

**Total Capital Acitivity -- All Funds**

Section	Fund	Funds Avail.	Expended	Carry Fwd.	NEW BUDGET	TOTAL FUNDS	BUDGET	Pending Budget		Future Total	# Projects
		F/Y 2013-14	F/Y 2013-14	F/Y 2013-14	F/Y 2014-15	F/Y 2014-15	F/Y 2015-16	F/Y 2016-17	F/Y 2017-18	Capital Plan	2015 & 2016
B	<b>17 Gas Tax (Streets/Traffic)*</b>	5,372,781	2,930,071	1,765,450	5,303,588	7,069,038	6,701,681	2,946,715	3,527,951	67,797,836	<b>27</b>
D	<b>31 Capital Outlay</b>	1,975,203	1,295,809	459,219	2,916,709	3,375,928	2,000,430	1,606,100	847,430	61,486,633	<b>21</b>
E	<b>33 Major Facility Improvements*</b>	837,984	9,055	828,934	175,000	1,003,934				included in Fund 31 above	
F	<b>41 Water Utility</b>	6,569,867	2,179,500	4,377,057	4,448,213	8,825,270	4,365,270	4,291,370	3,924,000	42,700,044	<b>35</b>
G	<b>87 Sanitation</b>	12,399,860	4,717,175	7,380,182	4,591,695	11,971,877	5,839,136	5,756,500	5,181,210	104,211,800	<b>65</b>
<b>Total Capital:</b>		<b>27,155,694</b>	<b>11,131,610</b>	<b>14,810,841</b>	<b>17,435,205</b>	<b>32,246,046</b>	<b>18,906,517</b>	<b>14,600,685</b>	<b>13,480,591</b>	<b>276,196,312</b>	<b>148</b>

*A complete list of all Capital Projects in each fund is contained in the sections that follow*

\* Excludes operating/interfund transfers





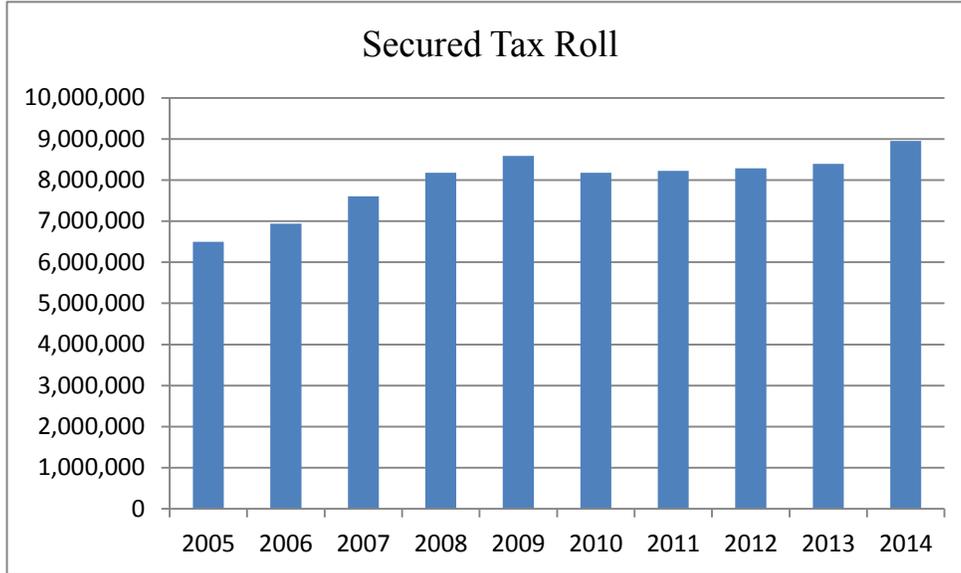
# TECHNICAL/STATISTICAL

# CITY OF DALY CITY

## PROPERTY TAX ASSESSED VALUES

For the Last Ten Fiscal Years

(Dollars in thousands)



Year Ended June 30	Assessed Value
2005	6,497,074
2006	6,939,021
2007	7,602,177
2008	8,175,019
2009	8,589,324
2010	8,181,880
2011	8,224,722
2012	8,287,585
2013	8,391,284
2014	8,951,230

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

(1) Unaudited

Source: Office of the County Assessor

**CITY OF DALY CITY**  
**PRINCIPAL PROPERTY TAX PAYERS**  
Fiscal Year 2013-14

Taxpayer	Property Type	2012-13	Total Assessed Valuation	Percent of Total City Tax Roll	Change from Previous
1 Seton Medical Center	Medical Facility	\$ 202,453,580	\$ 199,236,670	2.2%	-1.6%
2 Daly City Serramonte Ctr. LLC	Commercial	\$ 117,140,987	\$ 183,596,349	2.1%	36.2%
3 Westlake Kimco	Commercial	\$ 152,134,574	\$ 156,142,412	1.7%	2.6%
4 DB Real Estate Pacific Plaza PTP	Commercial	\$ 143,080,999	\$ 145,939,009	1.6%	2.0%
5 Westlake Associates (Apartments)	Apartments	\$ 118,765,712	\$ 124,351,219	1.4%	4.5%
6 WASL - 165 Pierce	Apartments	\$ 48,367,418	\$ 56,600,651	0.6%	14.5%
7 Franciscan Mobile Home Park	Mobile Home Park	\$ 40,660,260	\$ 50,466,935	0.6%	19.4%
8 Daly Skyline Associates	Apartments	\$ 63,390,835	\$ 46,838,037	0.5%	-35.3%
9 Equity Hillside (88 Hillside)	Mixed Use	\$ 26,520,000	\$ 40,364,220	0.5%	34.3%
10 Serramonte Corp. Center (Kaiser)	Commercial	\$ 39,045,611	\$ 39,826,520	0.4%	2.0%
11 RMP Properties (Mission Plaza Shop Cntr)	Commercial	\$ 34,527,937	\$ 35,228,301	0.4%	2.0%
12 Lavaca Portfolio Investors(Serramonte Ridge)	Apartments	\$ 34,235,036	\$ 34,919,736	0.4%	2.0%
13 Daly City Partners (Serr. Plaza)	Commercial	\$ 32,389,596	\$ 33,037,384	0.4%	2.0%
14 Bertucci Properties (City Toyota)	Commercial	\$ 26,513,989	\$ 27,044,268	0.3%	2.0%
15 Prologis LP (2650 Bayshore)	Apartments	N/A	\$ 21,883,245	0.2%	N/A
16 Serramonte Medical Lessee	Commercial	\$ 21,260,370	\$ 21,685,576	0.2%	2.0%
17 MG Pacific Place Apts (2665 Geneva Ave)	Mixed Use	\$ 20,350,000	\$ 20,757,000	0.2%	2.0%
18 Target Corporation, Lessee (Serramonte)	Commercial	N/A	\$ 19,798,033	0.2%	N/A
19 Romel Hillside Courtyard LLC	Apartments	N/A	\$ 18,815,000	0.2%	N/A
20 Bay Apartment Communities (500 King Dr)	Apartments	\$ 17,642,621	\$ 17,995,472	0.2%	2.0%
Subtotal (Top 20 Properties):		\$ 1,138,479,525	\$ 1,294,526,037	14.5%	12.1%
2013-14 Total Daly City Assessed Valuation (Secured Roll):			\$ 8,951,229,685		6.26%
2012-13 Total Daly City Assessed Valuation (Secured Roll):			\$ 8,391,284,248		

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

**CITY OF DALY CITY**  
**PRINCIPAL EMPLOYERS**

as of June 30, 2014

Employer	Total Employees (including full-time and part-time)
1 Seton Medical Center	1,326
2 City of Daly City	644
3 Jefferson Elementary School	604
4 Jefferson High School District	511
5 Genesys Telecommunications Laboratories	508
6 Cow Palace	397
7 St. Francis Convalescent Pavilion/Heights	350
8 Target Serramonte	320
9 PG&E	278
10 Macy's	265
11 McDonald's (4 stores)	n/a
12 Walgreen's (3 stores)	n/a
13 City Toyota	168
14 Lucky / Savemart	110
15 Century Theaters	100
16 Home Depot	n/a
17 J.C. Penney's	n/a
18 Ranch 99 Supermarket	n/a
19 Digidesign	n/a
20 Starbucks Coffee (all 4 stores)	n/a

CITY OF DALY CITY  
**SCHEDULE OF OUTSTANDING DEBT  
AND LEGAL DEBT MARGIN**  
as of June 30, 2014

<u>Description</u>	<u>Fund</u>	<u>Interest Rate</u>	<u>Original Principal</u>	<u>Balance June 30, 2014</u>	<u>Due FY 14/15</u>	<u>Due FY 15/16</u>
<u>Sanitation District Recycled Water Project State Water Resources Revolving Fund</u> Issued March 1, 2004 Final Maturity Dec. 1, 2024	Sanitation District	2.5%	\$4,450,128	\$2,748,449	\$220,167	\$225,671
<u>Water System Improvements Revenue Refunding Bonds</u> Issued October 16, 2012 Final Maturity June 1, 2024	Water Utility	2.0%	\$6,890,000	\$5,815,000	\$525,000	\$540,000
<u>Bayshore Community Center HUD Sec 108 Loan</u> Issued June 30, 2004 Final Maturity Aug. 1, 2022	Community Development Block Grant	5.41%	\$4,500,000	\$2,914,000	\$244,000	\$260,000
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	PERS Contributions	5.973% (taxable)	\$36,235,000	\$28,380,000	\$1,625,000	\$1,840,000
<u>Legal Debt Limit (3.75% of Total Assessed Valuation)</u>				\$347,986,607		
<u>Outstanding Debt Subject to Limit</u>				\$0		

# CITY OF DALY CITY

## MISCELLANEOUS STATISTICAL INFORMATION

As of June 30, 2014

City Type	General Law, founded March 22, 1911
Form of Government	Council - Manager Form
Population	105,076 as of January 1, 2014 per State Department of Finance
Land Area	7.66 Square Miles
Municipal Water System	11 Reservoirs with 24,490,000 Gallons Storage Capacity 6,571,000 Gallons Daily Average Distribution 187 Miles of Mains 22,888 Service Connections
Sanitary Sewer System	1 Treatment Plant 177 Miles of Mains 22,942 Service Connections
Police Protection	1 Station 106 Officers 16 Crossing Guards 31 Patrol Vehicles
Fire Protection	5 Stations 64 Firefighters 11 Fire Apparatus 1,497 Fire Hydrants
Assessed Valuation (Secured)	\$8,951,229,685 as of January 1, 2014
Library and Recreation	4 Library Branches 53,000 Library Card Holders 12 Community Centers & Clubhouses 3 Gymnasiums 19 Parks 7 Tot Lots 9 Tennis Courts 200+ Acres of Parklands 1 Senior Center

Source: City of Daly City

**NORTH SAN MATEO COUNTY SANITATION DISTRICT**

**SUMMARY OF CALCULATIONS**

**GANN APPROPRIATION LIMIT FOR 2014-2015**

Change in California per Capita Personal Income	0.9977
Change in Population	1.0156
Change Factor = (0.9977 x 1.0156)	1.0133
1978-79 Base Year Appropriation Limit	\$251,694
Multiplied by Cumulative Change Factor (5.6519 x 1.0133)	<u>5.7269</u>
2014-2015 Appropriation Limit	<u>\$1,441,425</u>

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**APPLICATION OF GANN APPROPRIATION LIMIT  
TO FISCAL YEAR 2014-2015**

Total Gann Appropriation Limit	\$1,441,425
Estimated Proceeds of Taxes	<u>1,609,555</u>
Estimated Proceeds of Taxes Over Limit by	(168,130)
Reduction in User Fees	<u>168,130</u>
Net Amount	<u>\$ 0</u>

**CITY OF DALY CITY**

**SUMMARY OF CALCULATIONS**

**GANN APPROPRIATION LIMIT FOR 2014-2015**

Change in California per Capita Personal Income	0.9977
Change in Population	1.0156
Change Factor = (0.9977 x 1.0156)	1.0133
1978-79 Base Year Appropriation Limit	\$16,955,771
Multiplied by Cumulative Change Factor (5.6519 x 1.0133)	<u>5.7269</u>
2014-2015 Appropriation Limit	<u>\$97,103,883</u>

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**APPLICATION OF GANN APPROPRIATION LIMIT  
TO FISCAL YEAR 2014-2015**

Total Gann Appropriation Limit	\$97,103,883
Estimated Proceeds of Taxes	<u>57,365,712</u>
Estimated Proceeds of Taxes Under Limit by	<u>\$39,738,171</u>

## **FUND TYPES AND BASIS OF ACCOUNTING**

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

### GOVERNMENTAL FUND TYPES

#### GENERAL FUND

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

#### SPECIAL REVENUE FUNDS

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

#### CAPITAL PROJECTS FUNDS

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

## PROPRIETARY FUND TYPES

### ENTERPRISE FUNDS

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

### INTERNAL SERVICE FUNDS

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

## BASIS OF ACCOUNTING

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

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

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

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

## **GLOSSARY OF TERMS**

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

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

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

Audit: A comprehensive investigation of the manner in which the government's resources were actually utilized. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

