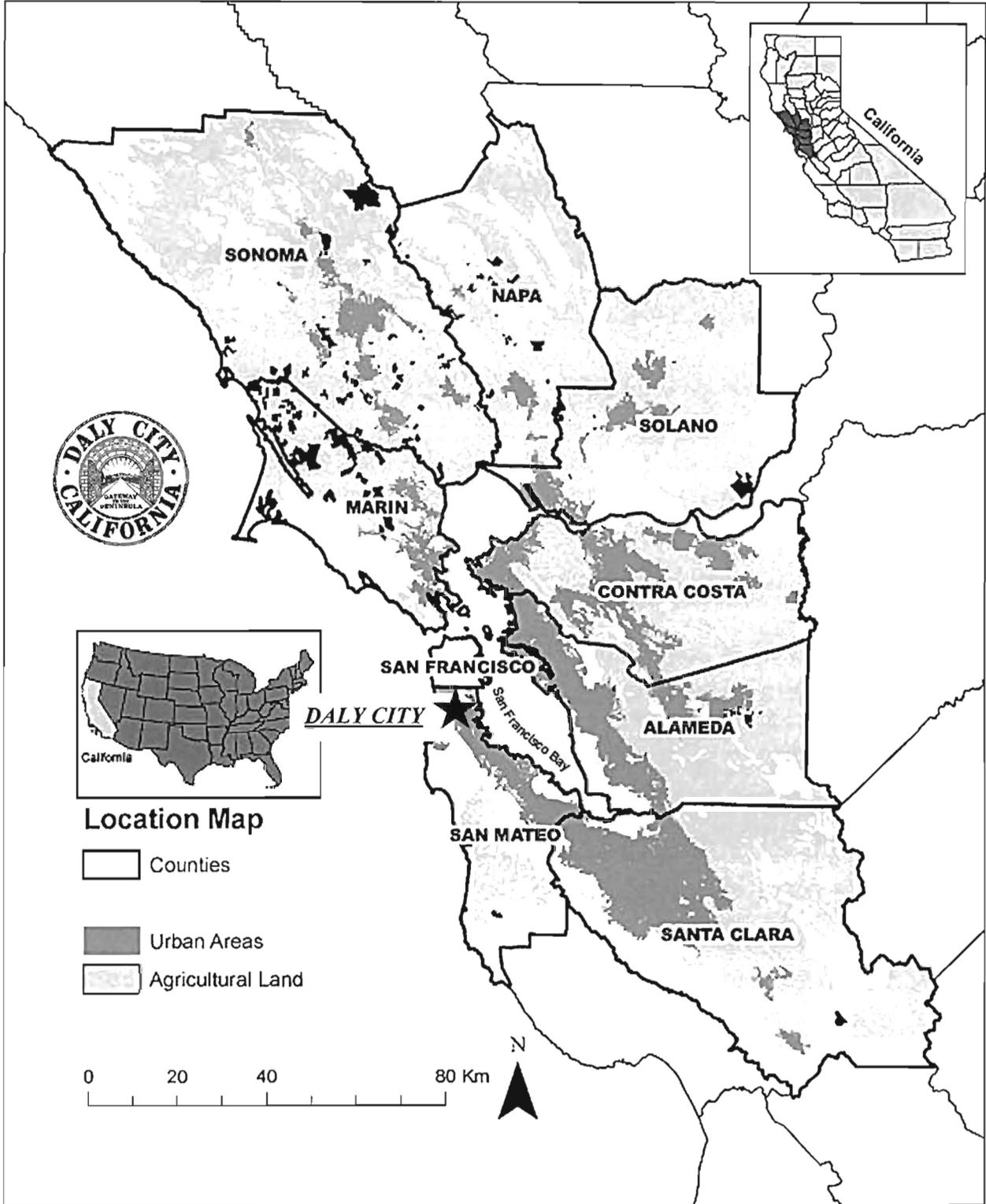


# CITY OF DALY CITY



## Comprehensive Biennial Operating and Capital Budget 2012-13/2013-14



**CITY OF DALY CITY  
COMPREHENSIVE BIENNIAL  
OPERATING AND CAPITAL BUDGET  
2012-13/2013-14**



**City Council**

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

**City Treasurer**

Anthony J. Zidich

**City Clerk**

K. Annette Hipona

**City Manager**

Patricia E. Martel

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

## About Daly City California

Incorporated in 1911, Daly City is the largest of the 20 cities in San Mateo County, with a population of 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.

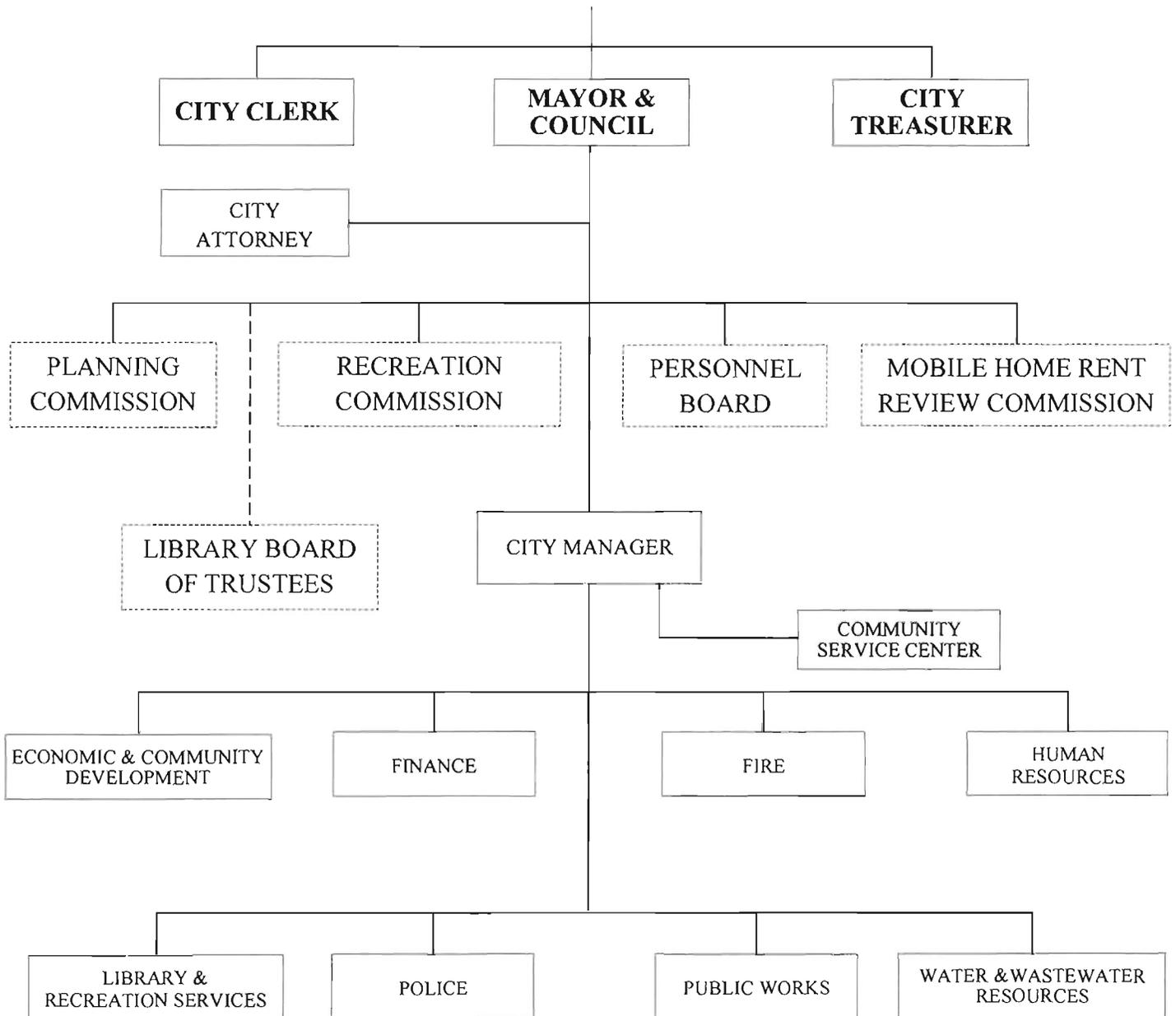


# City of Daly City

## ORGANIZATION STRUCTURE

Fiscal Years 2012 – 2013 and 2013 – 2014

### 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, 2010.

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.



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# CITY OF DALY CITY

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

July 1, 2012

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 2013 and 2014.

Over the last five years, Daly City has continued to work to address substantial declines in revenues and operational impacts brought on by the worst financial crisis in the United States since the Great Depression of the 1930's. A combination of cuts to controllable costs, labor concessions, elimination of vacant positions, and cost reallocation has allowed a balanced General Fund budget for the next two fiscal years.

Although the General Fund budget is currently balanced, that balance is tenuous. Property tax and sales tax appear to have passed bottom and are anticipated to begin a slow increase, and construction related revenues may rise. But the ultimate financial impact of the dissolution of the Daly City Redevelopment Agency by an act of the State legislature is not completely known, while the economy continues to be in a never-ending swing from slight growth to no growth. All this necessitates careful monitoring and may require further action to keep the General Fund in balance.

## **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

One of the many challenges going forward is to find ways to support these objectives with a 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 constructive and directed ways to deliver meaningful results.

## **Budget Purpose**

Daly City is a full-service city, providing police, fire, library and recreation services to our citizens, along with water and sewer utilities, as well as the other administrative and ministerial duties of city government. As explained below, and illustrated throughout this

document, the budget provides a comprehensive financial framework for all City activities during fiscal years 2013 and 2014.

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

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

### **Budget Organization**

The budget contains four major parts:

- Summary Statements - provide an overall picture of the financial 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.

### **Significant Considerations in Budget Development:**

The following circumstances were taken into account in developing the 2013/2014 biennial budget:

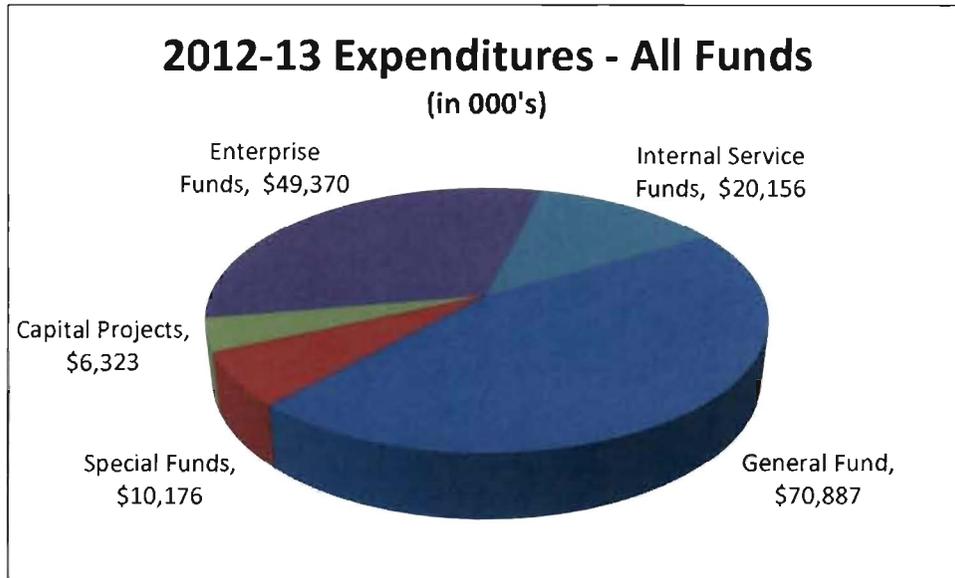
- Decline in Property Tax; No Significant Growth Anticipated for Several Years
  - Continued Vacant Properties Expected
  - Unable to Predict “Second Wave” of Foreclosures
- Sales Tax is At Bottom; Some Small Increases the Next Two Years
  - Sales Tax Receipts Have Dropped Dramatically, Making Revenue Projections Difficult
  - Changes in Buying Behavior May be Permanent
- Vacant Properties Have Impacted Many Revenues
  - Utility Users Tax
  - Building-related Fees
  - Franchise Fees
  - Business License Tax
- Redevelopment Agency Dissolution by State Legislature

### **The Budget Is Designed To Preserve Core Services To The Extent Possible:**

- Covers Basic Operations Only
- All Discretionary Spending Eliminated
  - Education and Training for Required Certifications Only
  - Severely Restricted Travel
  - No Furniture Replacement
- No Transfers to Capital Maintenance Fund
- No Contingencies in the Operating Budgets
- Assumes Successful Conclusion to Collective Bargaining
- Assumes Containment of Any Cost Increases from Supply Vendors
- Assumes Significant and Permanent Reduction in Staff

## 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. As a result of the continuing financial down-turn, Capital Projects comprise less of the whole than in past budgets.



### General Fund

After experiencing deficits in three of the last four fiscal years, it appears that in fiscal 2012 the three major revenue sources in the General Fund have finally stabilized. Property tax, sales tax and utility users tax all declined during the recession, but some small amount of growth is anticipated in the coming two years, allowing for a balanced budget. While costs continue to rise in some areas, enough revenue growth is expected that additional use of reserves can be avoided. There continue to be enormous fiscal challenges ahead, as discussed in more detail below, but at least the net after funding core services appears to be positive as we go forward.

GENERAL FUND SUMMARY			
	Year-end Estimate 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Revenues	\$ 68,979,882	\$ 70,940,365	\$ 72,685,675
Expenditures	<u>(69,523,568)</u>	<u>(70,887,119)</u>	<u>(72,631,163)</u>
Net	<u>\$ (543,686)</u>	<u>\$ 53,246</u>	<u>\$ 54,512</u>

A significant factor in the ability to balance the budget is the current round of concessions agreed to by nearly all collective bargaining units. Over the last year all labor groups that had open contracts, except Firefighters, have agreed to a 3.7% permanent and on-going reduction in total compensation costs to the City. These concessions follow two years of furloughs in fiscal 2009 and 2010, and agreement to forego the final wage increases in previously negotiated contracts. Lacking agreement with the Firefighters, in October 2011 the City Council imposed the last, best and final offer to the Firefighters, resulting in an additional one percent reduction in total compensation over other labor groups. The City is currently back at the bargaining table with the Firefighters and is working toward a positive outcome to the negotiations. Of twelve bargaining units, there are only two remaining whose agreements expire in the next few months which have not yet negotiated concessions.

### 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 continue to be 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 unable to provide full funding for the Annual Required Contributions.

Another substantial challenge is the funding of long-term capital needs to properly maintain the City's infrastructure. The 20 year capital plan outlines the \$7.5 million per year needed to provide adequate maintenance and replacement of the City's facilities, an amount toward which no contribution has been possible since fiscal 2008.

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.

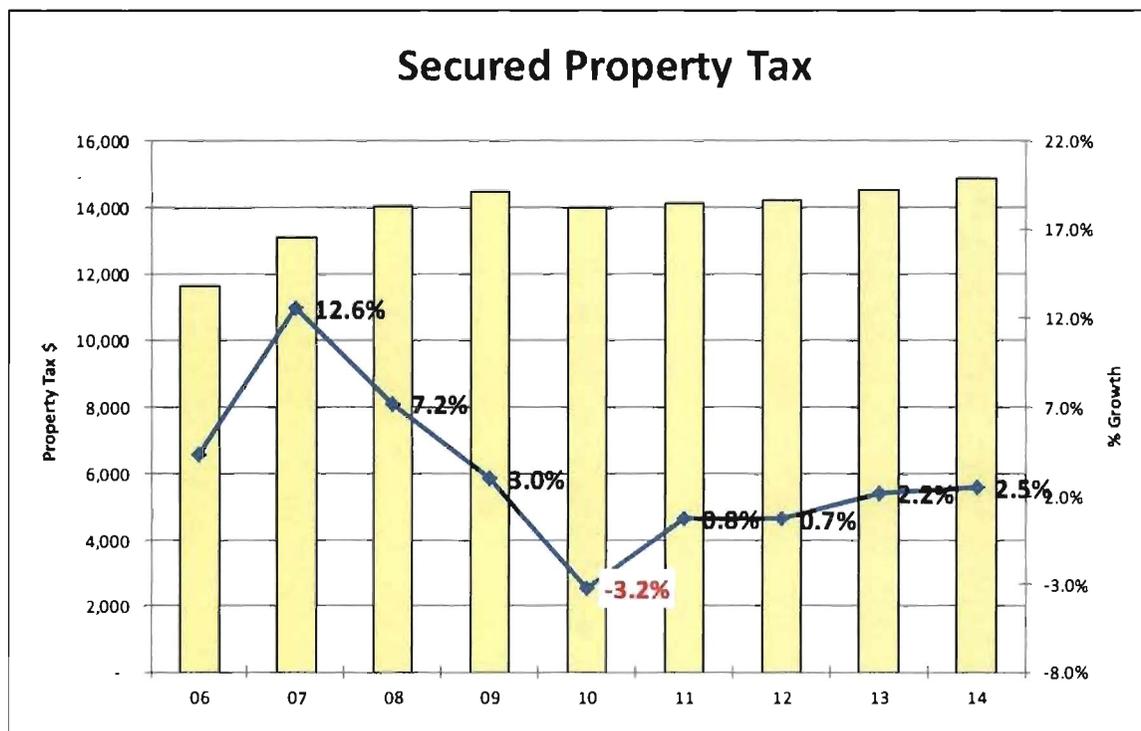
### **Revenue Projections and Assumptions – Major Revenue Sources**

Although Daly City is the largest community in San Mateo County, with a population of 102,593, there are built-in difficulties with revenue projection. Cities of average size do not have enough diversity to cause their revenues to follow regional trends closely enough to allow revenue projections to be as accurate as one might like. Much reliance must be placed on the County and State governments, which are responsible for assessing and collecting most of our revenues. Given this situation, our methodology relies on historical data combined with a general sense of the economic status of the local community to help predict future revenues. When combined with County and State data and regional and national trends, we normally produce a reasonably good picture of the near future. The following chart summarizes the major General Fund revenues and compares them to the total.

General Fund Major and Total Revenues							
(000's)	2010-11	2011-12	%	2012-13	%	2013-14	%
Property Tax	\$23,030	23,327	1.3%	24,022	3.0%	24,587	2.4%
Sales Tax	9,156	9,365	2.3%	9,878	5.5%	10,223	3.5%
Utility Users Tax	4,190	4,327	3.3%	4,442	2.7%	4,575	3.0%
Total	\$ 36,375	\$ 37,018	1.8%	\$ 38,342	3.6%	\$ 39,385	2.7%
<b>Total General Fund</b>	<b>\$ 69,801</b>	<b>\$ 68,980</b>	<b>-1.2%</b>	<b>\$ 70,940</b>	<b>2.8%</b>	<b>\$ 72,686</b>	<b>2.5%</b>

### 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.



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

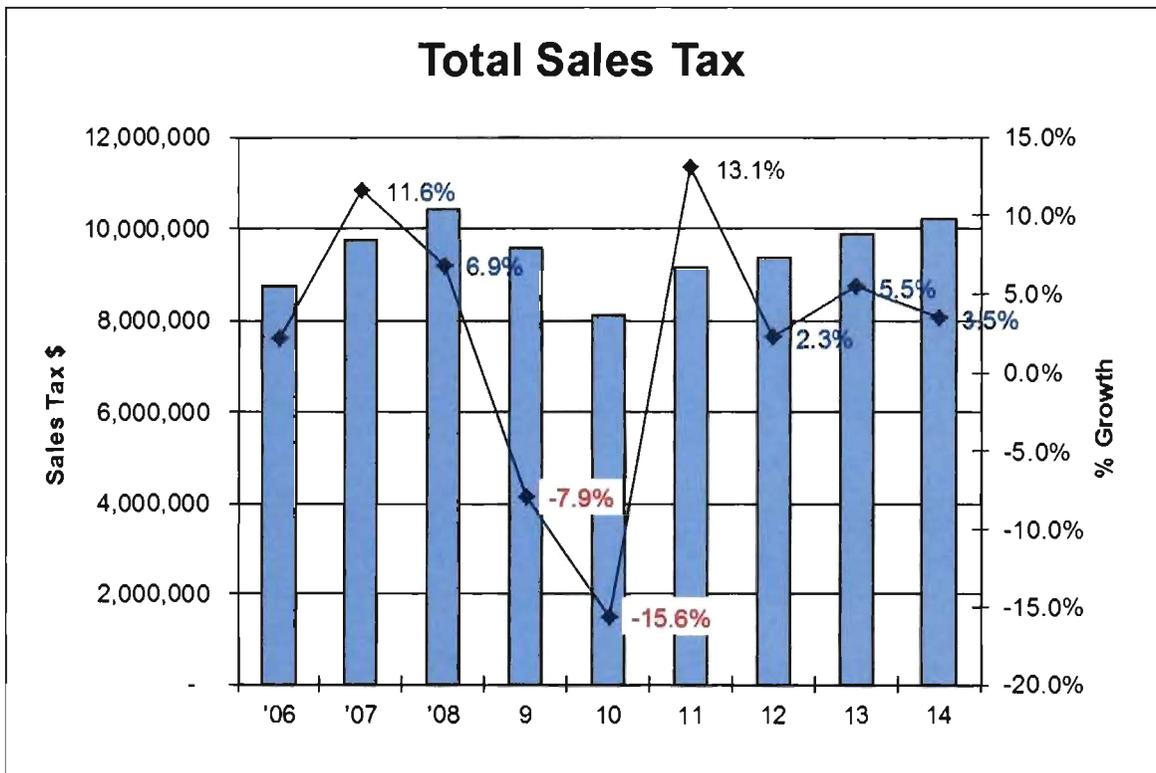
valuation. Fiscal 2010 saw an overall adjustment in assessed values for certain residential properties in San Mateo County. The Assessor’s Office compared all residential property sales that took place from 2002 to 2008. If the sales price of a property was greater than the current sales price for a 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 has established a new property tax revenue base going forward, which is having a lasting effect on the City’s primary General Fund revenue source.

Sales Tax

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

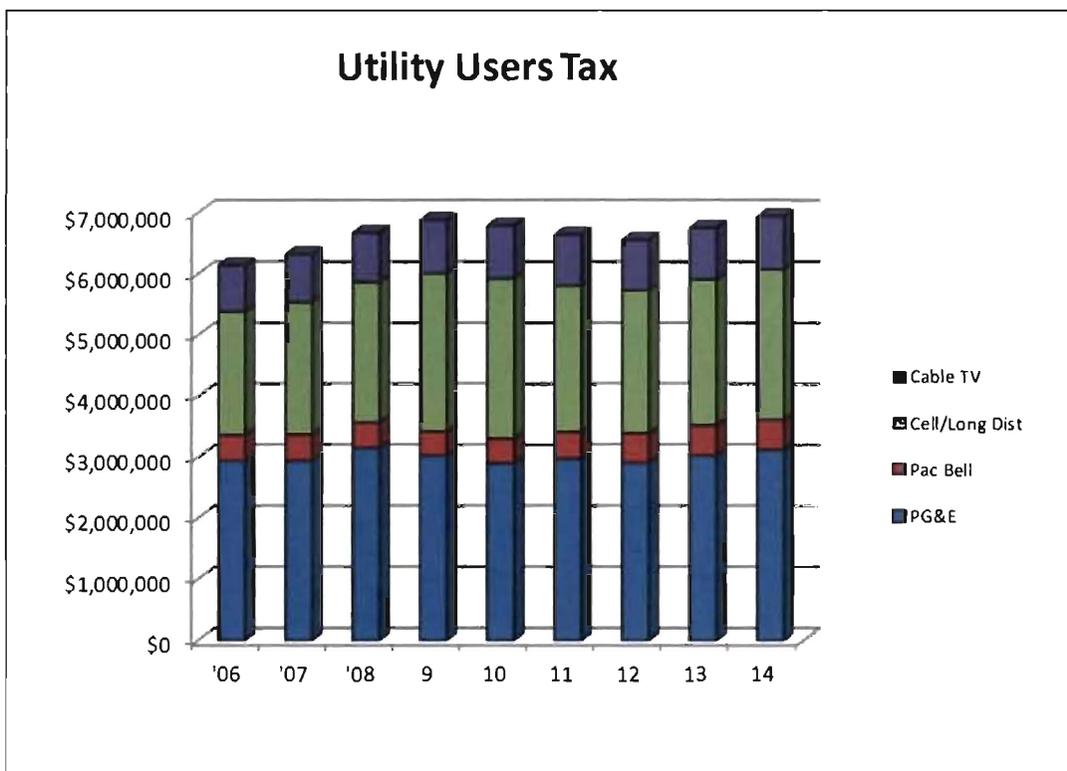
All this leaves us with what appears to be a high level of growth in fiscal 2011. In fact, after allowing for the misallocation of revenues by the State, sales tax increased by only 1.5% in fiscal 2011, followed by a bit more estimated growth in 2012 at 2.3%. Moving into the next two budget years, some recovery is expected in fiscal 2013, followed by moderate growth in fiscal 2014.



### Utility Users Tax

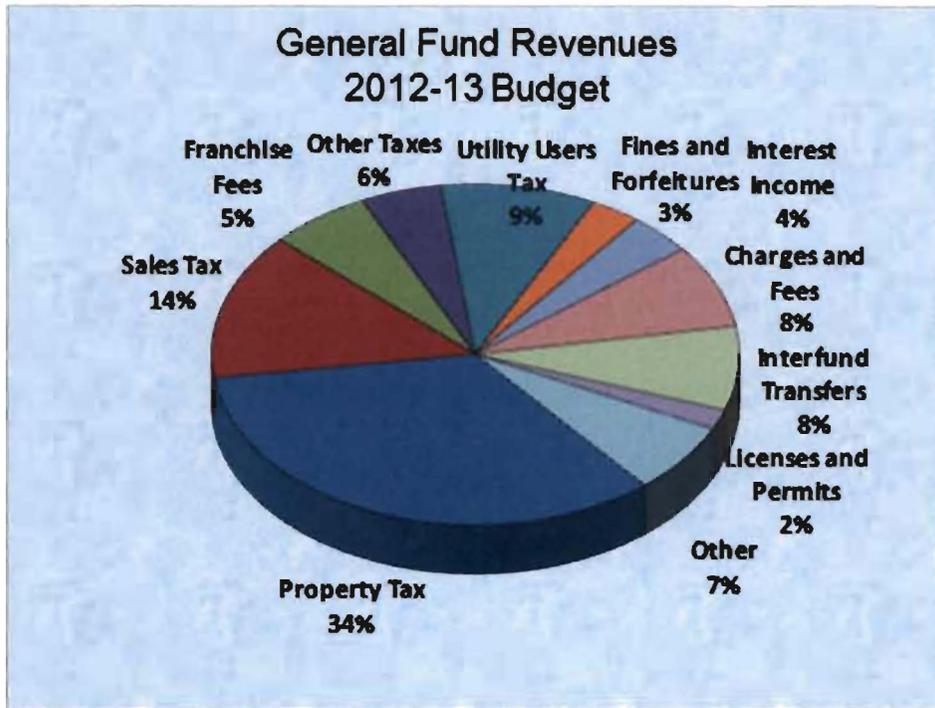
Because the usage of gas, electricity, telephone and cable television service is relatively stable and increases are mainly dependent on population and rate changes, this revenue source is normally more predictable than some. The growth rate has been quite high in the past as the influence of cellular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

With the 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.

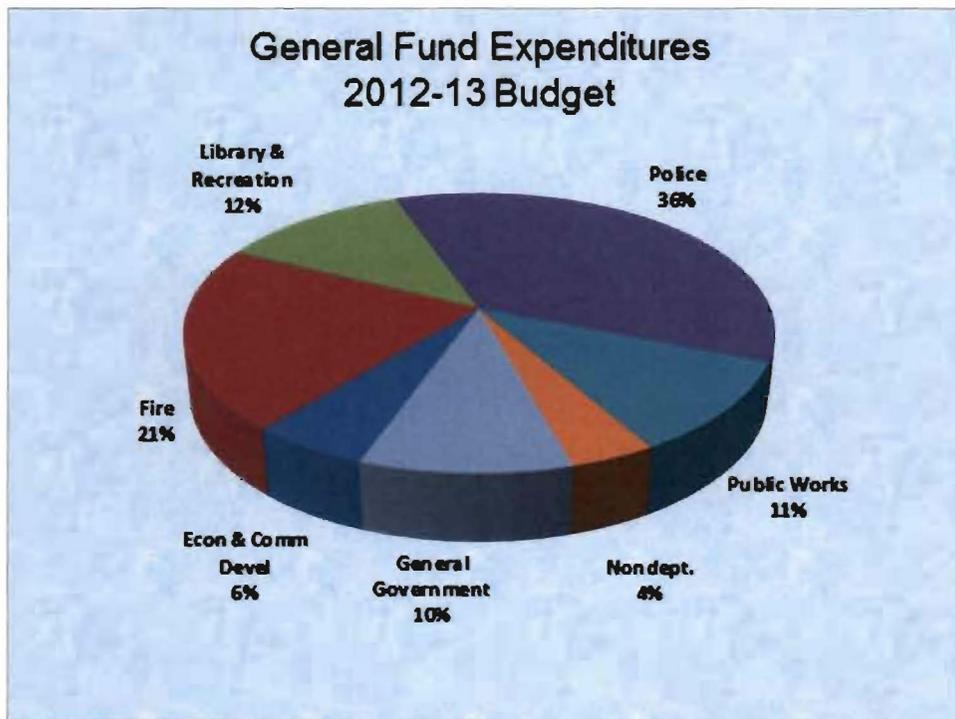


### General Fund Sources and Uses

Revenue sources and expenditure categories for the General Fund appear below. It is interesting to note that 57 percent of the General Fund budget goes for police and fire services, which is greater than property tax, at only 34 percent. This relationship is not atypical for California cities since the adoption of Proposition 13, which capped property tax rates at one percent of current valuation.



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



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 2007-08 and 2009-10 clearly illustrates the decline in revenues experienced by nearly all cities in the region.

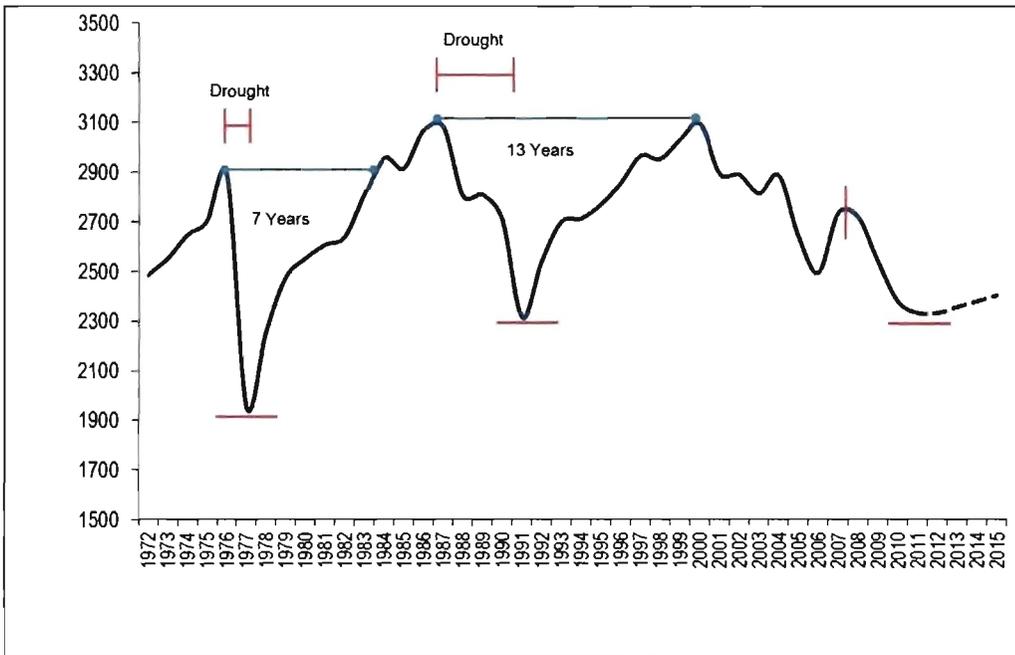
	2007-08			2009-10			
	Revenue	Population	Revenue per Capita	Revenue	Population	Revenue per Capita	Change
Brisbane	\$ 15,246,276	3,861	\$ 3,949	\$ 11,891,763	3,993	\$ 2,978	-24.6%
Hillsborough	15,173,008	11,272	1,346	14,973,180	11,537	1,298	-3.6%
Burlingame	37,944,223	28,867	1,314	32,585,466	29,342	1,111	-15.5%
Mountain View	84,893,744	73,932	1,148	76,632,264	75,787	1,011	-11.9%
Richmond	106,692,591	103,577	1,030	104,743,103	105,630	992	-3.7%
Redwood City	78,164,350	77,269	1,012	75,957,250	78,568	967	-4.4%
Santa Clara	92,660,597	115,503	802	94,967,274	118,830	799	-0.4%
San Leandro	64,008,858	81,851	782	55,985,299	83,183	673	-13.9%
Sunnyvale	103,049,231	137,538	749	92,561,939	140,450	659	-12.0%
So. San Francisco	47,632,063	63,744	747	44,869,578	65,872	681	-8.8%
San Mateo	68,395,210	95,776	714	63,811,524	97,535	654	-8.4%
San Bruno	30,859,151	43,444	710	29,280,544	44,294	661	-6.9%
Hayward	104,466,960	149,205	700	89,559,084	153,014	585	-16.4%
Millbrae	14,702,046	21,387	687	15,552,061	21,968	708	3.0%
Vallejo	64,074,423	121,097	529	54,702,093	121,435	450	-14.9%
<i>Daly City</i>	<i>53,864,444</i>	<i>104,661</i>	<i>515</i>	<i>51,915,843</i>	<i>108,383</i>	<i>479</i>	<i>-6.9%</i>
Pacifica	20,156,477	39,616	509	19,015,788	40,431	470	-7.6%

Most recent data as reported by the State Controller

### Water and Wastewater Utility Revenues

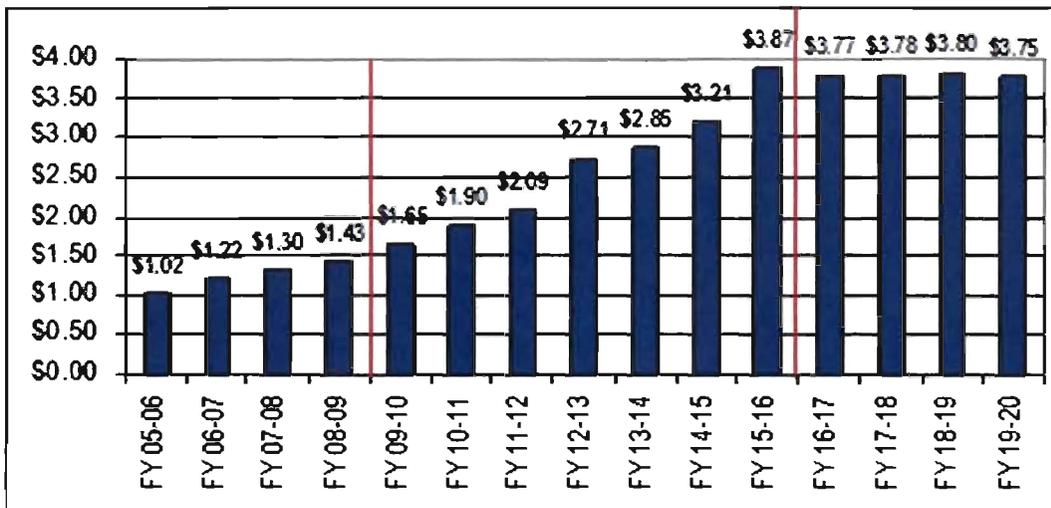
Both of the City's utilities' revenues are derived from water usage. Water consumption multiplied by a per-unit rate determines user fees and utility revenues. As a result, the revenues for both utilities are impacted by population change and conservation. The recession caused a decline in population while it also motivated users to conserve. As can be seen by the following water consumption chart, usage is nearly equal to what it was in the 1987-91 drought period.

## WATER USAGE IN DALY CITY



Daly City purchases approximately half of its water from the Hetch Hetchy 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



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. Rate increases are shown below.

<b>Water Rate Increases – 5 Year Revenue Plan</b>					
FY	2010-11	2011-12	2012-13	2013-14	2014-15
Increase	9%	12%	12%	12%	10%
Revenue (in 000's)	\$13,103	\$14,411	\$15,950	\$17,649	\$19,380

In contrast, sewer rates have been able to keep up with operating costs. This results primarily from no longer needing to cover debt service on the plant capacity expansion project debt which was retired in 2009, thus freeing approximately \$2 million per year to be used for operations and capital maintenance.

<b>Sanitation Revenues</b>					
FY	2009-10	2010-11	2011-12	2012-13	2013-14
Revenue (in 000's)	\$17,626	\$17,416	\$16,625	\$16,533	\$16,718

### **Significant Changes to Budgets**

Along with reducing the cost of staffing through furloughs and concession from employees, the City continues to evaluate the need for each staff position as vacancies occur. An overall reduction in staffing of 14% has occurred since the beginning of the recession, and further reductions are likely through attrition.

#### **Staffing Impacts During the Recession:**

Previously Authorized Staffing	596
Eliminated in 2007-08 Budget	(40)
	556
Eliminated in 2011-12 Budget	(23)
	533
Eliminated in 2013-14 Budget	(22)
New Staffing Level	<u>511</u>

<b>Staffing History</b>						
	<u>1975</u>	<u>1985</u>	<u>2008</u>	<u>2012</u>	<u>Ave Growth per Year</u>	<u>Total Growth</u>
<b>Full-time Staff *</b>	<b>445</b>	<b>452</b>	<b>556</b>	<b>512</b>	<b>0.41%</b>	<b>15.1%</b>
<b>Population</b>	<b>72,500</b>	<b>82,372</b>	<b>106,361</b>	<b>102,593</b>	<b>1.12%</b>	<b>41.5%</b>
<b>Employees per 1,000 Residents</b>	<b>6.14</b>	<b>5.49</b>	<b>5.23</b>	<b>4.99</b>		
<b>* Includes Daly City &amp; NSMCSD</b>						

Positions eliminated for 2013/14:

- Office Assistant II - City Clerk
- Parking Meter Worker/Stores Clerk
- Police Officer (2)
- Public Safety Dispatcher
- Street & Sidewalk Inspector
- ECD Program Administrator
- Business Center Receptionist/Secretary
- Library Director
- Library Assistant II (2)
- Asst. to Library Director
- Administrative Assistant -WWR
- Fire Safety Inspector II
- Dispatch Supervisor
- Civil Engineering Associate
- Mechanic (2)
- Business Center Manager
- Central Services & Purchasing Supervisor
- Asst. Parks & Recreation Director
- Neighborhood Services Manager

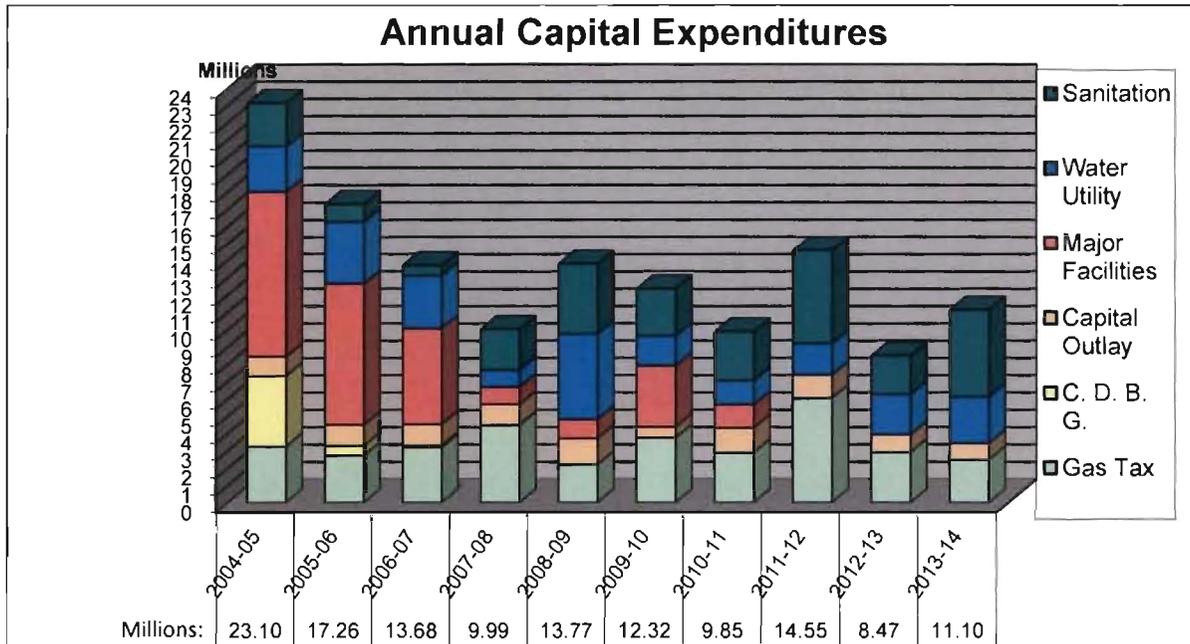
The positions eliminated in this budget will impact some services to the community and the workload of the remaining staff. Certain positions, such as Fire Safety Inspector and Civil Engineering Associate, have been eliminated because of reduced demand for the services that were provided. For other positions, such as the Central Services and Purchasing Supervisor and the Street and Sidewalk Inspector, they were eliminated by decentralizing the tasks performed so that the workload is spread over a number of remaining staff. With respect to the Business Center positions, the Center has been shuttered because the City simply could no longer afford to provide the service.

**Capital Improvement Program**

The City of Daly City Capital Improvement Budget for fiscal years 2013 and 2014 provides funding for 128 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 eight 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 have been limited to critical repairs and equipment replacement.



Capital outlays are made from the following City funds:

Gas Tax Fund 17

Revenues to this Fund come from the State of California as the City's share of Gasoline Tax, that portion of sales tax (one-half cent "Measure A" money) earmarked for transportation projects and federal and state transportation grants. Monies are also provided from developers involved in new 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 2013 and 2014, new funding for street resurfacing and slurry seal coating adds up to \$3.2 million. Approximately \$0.8 million of this will come from the City's share of San Mateo County Measure M vehicle registration fee add-on for transportation infrastructure.

In addition to pavement repair, roadway work in fiscal 2012 involved construction of bicycle route improvements and completion of the \$3.7 million Mission Street Enhancements Plan for pedestrian improvements along Mission Street (State Route 82) near the Top of the Hill area. Successful State and Federal grant applications provided most of the funding for these projects.

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

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

#### Capital Outlay Fund 31

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

Projects that require capital expenditures in General Fund City departments are for acquisition and replacement of major equipment and for major maintenance or renovation of a public facility.

Since fiscal 2008, due to the financial constraints discussed above, no General Fund contributions have been made for capital. Funding for the most critical projects was aggregated from various sources including reimbursements from developer fees and other funds on past projects and from state and federal grants. These critical projects include: Upgrades of Police, Fire and Public Works radio equipment to meet operational needs and/or comply with new Federal narrow banding requirements (funded primarily through a FEMA grant with some State E-911 funding); critical fire department operational equipment, also primarily funded by a FEMA grant with matching funds coming from equipment replacement reserves built up in prior years; an annual Facility Repairs and Major Maintenance project, to be funded at a minimal level with residual funds from closed out projects intended to address urgent, anticipated repairs needed at City facilities.

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

#### 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 2011-12 was the completion of water main replacement as part of the Mission Street Enhancements / Top of the Hill Improvements project. For fiscal 2013 and 2014, several critical projects are funded. These

include a long range seismic improvement program for reservoirs and other facilities, water main replacements/upgrades and construction of a replacement for Well #4. Ongoing repairs and maintenance of existing equipment and infrastructure will continue through a number of annual projects.

### Sanitation District Fund 87

Projects in this fund are paid for by the North San Mateo County Sanitation District, a subsidiary of the City of Daly City.

All capital projects in this fund concern maintenance and/or new construction of wastewater collection system or wastewater treatment plant facilities.

The major emphasis in the Sanitation Fund in the past year has been the continued work on a comprehensive study to identify storm water drainage issues and solutions in the Vista Grande Drainage Basin.

In fiscal years 2013 and 2014 sewer main upgrades, as called for in the Sewer Master Plan, will be undertaken on the following streets: Citrus, DeLong, Station, Serramonte, Junipero Serra and 'D' Street. Improvements at the Wastewater Treatment Plant include new secondary clarifier weirs, installation of a backup centrifuge and coating the interiors of the primary sedimentation tanks. Ongoing repairs and maintenance of existing equipment and infrastructure including various storm sewer lines will continue through a number of annual projects.

### **Debt Management**

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

Daly City issued an unprecedented \$55 million of debt in fiscal 2004, but has issued 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, 2012</u></b>			
<u>Description</u>	<u>Interest</u>	<u>Original Principal</u>	<u>Balance at June 30, 2012</u>
<u>Sanitation District Recycled Water Project</u> State Water Resources Revolving Fund Issued March 1, 2004 Final Maturity March 1, 2024	2.5%	\$4,450,128	\$3,172,804
<u>Bayshore Community Center HUD Sec 108 Loan</u> Issued June 30, 2004 Final Maturity Aug. 1, 2024	5.41%	\$4,500,000	\$3,353,000
<u>Water System Improvements Certificates of Participation</u> Issued June 11, 2004 Final Maturity June 1, 2024	4.811775%	\$9,860,000	\$6,800,000
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	5.973% (taxable)	\$36,235,000	\$31,060,000

ACKNOWLEDGMENT

The City Manager's Office and the Department of Finance and Administrative Services sincerely appreciate the leadership and dedication of the City Council as well as the cooperation and assistance of City staff in addressing the financial and organizational challenges of fiscal years 2013 and 2014. 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 gratefully acknowledged.

Respectfully submitted,



Patricia E. Martel  
City Manager



Donald W. McVey  
Director of Finance and  
Administrative Services

## **THE BUDGET PROCESS**

### **Budget Preparation Process**

Each Department is responsible for preparing the program budget and capital projects budget for their area of 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.

## 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  
Biennial Operating and Capital Budget Calendar  
Fiscal Years 2013/2014**

<b>Date</b>	<b>Task</b>	<b>Responsible Party</b>
	<b>NARRATIVES &amp; PERFORMANCE MEASURES:</b>	
February 13 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 29</b>	<b>NARRATIVES &amp; PERFORMANCE MEASURES DUE TO FINANCE</b>	<b>Department</b>
March 1 – March 9	Review of Narratives and Performance Measures by ACM & Finance and return for revisions	ACM/Finance
March 16	Revised Narratives and Performance Measures finalized	Department
	<b>FINANCIAL:</b>	
Week of January 23	Budget Preparation Training	Finance / Department
January 25	December Status Reports distributed to Departments	Finance
January 30	FINANCIAL BUDGET PREPARATION BEGINS	Department
February 10	Updated Revenue Projections/Set Final Budget Guidelines	City Manager/ Finance
February 17	Personnel Budgets Complete	Finance
<b>February 29</b>	<b>OPERATING BUDGETS DUE TO FINANCE</b>	<b>Dept</b>
February 29 – March 14	Finance budget review and return to Departments for revisions	Finance/ Department
March 22 – April 6	Review with City Manager	Department/ Finance
April 6- 20	Draft Budget preparation by Finance	Finance
April 24 – May 10	City Council Budget Study Sessions	All
May 11 – May 25	Final revisions based on City Council directives	City Manager/ Finance
May 29 Council Meeting	Budget Adoption	

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

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

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

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



CITY OF DALY CITY  
 Projected Available Balances/Net Assets  
 To June 30, 2012

	Balance July 1, 2011 (1)	Estimated Revenues 2011-12	Estimated Expenditures 2011-12	Other	Estimated Balance June 30, 2012
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$6,518,375	\$68,979,882	(\$69,523,568)		\$5,974,689
Housing Agency	-	32,250	(6,396)		25,854
Senior Center	-	1,202,590	(1,202,590)		-
Community Block Grant	-	1,472,810	(1,472,810)		-
Linda Vista Benefit Assessment	288,862	44,027	(21,466)		311,423
Traffic Safety	152,877	65,544	(110,594)		107,827
Traffic Enforcement	218,652	355,888	(367,596)		206,944
Grants	-	1,764,681	(1,720,870)		43,811
Redevelopment - J.S./Mission	625,696	1,505,334	(2,606,991)	475,961	-
Housing - J.S./Mission	1,431,570	387,043	-	(475,961)	1,342,652
Redevelopment Obligation Retirement		-	-		-
Redevelopment - Bayshore	981,485	1,417,503	(953,132)	(45,075)	1,400,781
Housing - Bayshore	2,107,904	386,225	(2,539,204)	45,075	-
<b>CAPITAL:</b>					-
Gas Tax	4,318,001	6,500,318	(7,927,353)		2,890,966
AB1600	3,013,253	237,210	-		3,250,463
Capital Outlay	1,772,161	1,195,572	(1,319,660)		1,648,073
Major Facility Improvements	11,794,390	-	-	-	11,794,390
<b>Total Governmental</b>	<u>33,223,227</u>	<u>85,546,877</u>	<u>(89,772,230)</u>	<u>-</u>	<u>28,997,874</u>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	7,699,804	14,832,363	(16,263,295)	1,255,131	7,524,003
Civic Center	558,523	843,749	(1,036,462)	192,713	558,523
Transfer Station	516,234	474,375	(483,420)	29,607	536,796
Sanitation District	25,731,289	18,203,539	(20,920,618)	1,915,862	24,930,072
<b>Total Enterprise</b>	<u>34,505,850</u>	<u>34,354,026</u>	<u>(38,703,795)</u>	<u>3,393,313</u>	<u>33,549,394</u>
<b>INTERNAL SERVICE:</b>					
Pension Bonds	777,538	2,943,875	(3,559,389)	615,514	777,538
Motor Vehicles	2,129,754	3,326,534	(3,973,482)	877,092	2,359,898
Central Services	228,510	519,988	(374,474)	23,853	397,877
PBX - Telephones	242,407	188,107	(185,023)	13,519	259,010
Building Maintenance	(48,091)	3,560,439	(3,246,923)	2,960	268,385
Information Services	1,711,442	2,446,361	(2,808,581)	272,000	1,621,222
Self Insurance	5,635,500	3,457,685	(4,047,430)	-	5,045,755
<b>Total Internal Service</b>	<u>10,677,060</u>	<u>16,442,989</u>	<u>(18,195,302)</u>	<u>1,804,938</u>	<u>10,729,685</u>
<b>COMBINED TOTAL</b>	<b>\$ 78,406,137</b>	<b>\$ 136,343,892</b>	<b>\$(146,671,327)</b>	<b>\$ 5,198,251</b>	<b>\$ 73,276,953</b>

(1) Includes applied reserves

CITY OF DALY CITY  
 Projected Available Balances/Net Assets  
 To June 30, 2013

	Estimated Balance <u>July 1, 2012</u>	Projected Revenues <u>2012-13</u>	Adopted Budget <u>2012-13</u>	Other	Projected <u>June 30, 2013</u>
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$5,974,689	\$ 70,940,365	\$ (70,887,119)		\$6,027,935
Housing Agency	25,854	77,250	(110,809)		(7,705)
Senior Center	-	943,240	(944,419)		(1,179)
Community Block Grant	-	1,453,830	(1,453,830)		-
Linda Vista Benefit Assessment	311,423	43,467	(21,467)		333,423
Traffic Safety	107,827	61,593	(93,319)		76,101
Traffic Enforcement	206,944	355,888	(396,082)		166,750
Grants	43,811	1,124,293	(1,124,223)		43,881
Redevelopment - J.S./Mission	-	2,654,288	(2,654,288)		-
Housing - J.S./Mission	1,342,652	-	-	(1,342,652)	-
Redevelopment Obligation Retirement	-	3,012,368	(3,012,368)		-
Redevelopment - Bayshore	1,400,781	436,522	(436,522)	(1,400,781)	-
Housing - Bayshore	-	-	-	-	-
<b>CAPITAL:</b>					
Gas Tax	2,890,966	7,042,350	(5,316,123)	(2,952,053)	1,665,140
AB1600	3,250,463	304,946	-		3,555,409
Capital Outlay	1,648,073	1,069,827	(1,006,773)	(864,991)	846,136
Major Facility Improvements	11,794,390	-	-	-	11,794,390
<b>Total Governmental</b>	<b>28,997,874</b>	<b>89,520,227</b>	<b>(87,457,342)</b>	<b>(6,560,477)</b>	<b>24,500,282</b>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	7,524,003	16,246,946	(20,125,348)	1,237,022	4,882,623
Civic Center	558,523	791,023	(1,089,190)	186,827	447,183
Transfer Station	536,796	474,375	(653,295)	29,607	387,483
Sanitation District	24,930,072	18,015,747	(27,502,384)	1,912,087	17,355,522
<b>Total Enterprise</b>	<b>33,549,394</b>	<b>35,528,091</b>	<b>(49,370,217)</b>	<b>3,365,543</b>	<b>23,072,811</b>
<b>INTERNAL SERVICE:</b>					
Pension Bonds	777,538	3,056,970	(3,559,959)	502,989	777,538
Motor Vehicles	2,359,898	3,967,971	(4,912,891)	980,564	2,395,542
Central Services	397,877	198,642	(226,737)	1,500	371,282
PBX - Telephones	259,010	154,883	(314,998)	26,904	125,799
Building Maintenance	268,385	3,598,222	(3,585,870)	1,661	282,398
Information Services	1,621,222	2,826,513	(3,588,082)	337,220	1,196,873
Self Insurance	5,045,755	3,906,804	(3,967,495)	-	4,985,064
<b>Total Internal Service</b>	<b>10,729,685</b>	<b>17,710,005</b>	<b>(20,156,032)</b>	<b>1,850,838</b>	<b>10,134,496</b>
<b>COMBINED TOTAL</b>	<b>\$ 73,276,953</b>	<b>\$ 142,758,323</b>	<b>\$(156,983,591)</b>	<b>\$ (1,344,096)</b>	<b>\$ 57,707,589</b>

Projected Available Balances/Net Assets  
To June 30, 2014

	Balance <u>July 1, 2013</u>	Projected Revenues <u>2013-14</u>	Adopted Budget <u>2013-14</u>	Other	Projected <u>June 30, 2014</u>
Governmental Funds:					
OPERATING:					
General Fund	\$6,027,935	\$ 72,685,675	\$ (72,631,163)		\$6,082,447
Housing Agency	(7,705)	77,250	(121,430)		(51,885)
Senior Center	(1,179)	947,993	(949,172)		(2,358)
Community Block Grant	-	1,372,393	(1,372,393)		-
Linda Vista Benefit Assessment	333,423	46,294	(21,468)		358,249
Traffic Safety	76,101	61,593	(94,650)		43,044
Traffic Enforcement	166,750	355,888	(394,393)		128,245
Grants	43,881	662,886	(662,795)		43,972
Redevelopment - J.S./Mission	-	2,654,488	(2,654,488)		-
Housing - J.S./Mission	-	-	-		-
Redevelopment Obligation Retirement	-	3,012,636	(3,012,636)		-
Redevelopment - Bayshore	-	436,580	(436,580)		-
Housing - Bayshore	-	-	-		-
CAPITAL:					
Gas Tax	1,665,140	4,508,327	(4,950,598)		1,222,869
AB1600	3,555,409	306,946	-		3,862,355
Capital Outlay	846,136	2,439,742	(934,550)		2,351,328
Major Facility Improvements	11,794,390	-	-	-	11,794,390
<b>Total Governmental</b>	<u>24,500,281</u>	<u>89,568,691</u>	<u>(88,236,316)</u>	<u>-</u>	<u>25,832,656</u>
Proprietary Funds					
ENTERPRISE:					
Water Utility	4,882,623	17,945,319	(18,319,717)	1,212,852	5,721,077
Civic Center	447,183	804,397	(960,754)	186,827	477,653
Transfer Station	387,483	474,375	(653,295)	29,607	238,170
Sanitation District	17,355,522	18,187,892	(22,854,577)	1,870,366	14,559,203
<b>Total Enterprise</b>	<u>23,072,811</u>	<u>37,411,983</u>	<u>(42,788,343)</u>	<u>3,299,652</u>	<u>20,996,103</u>
INTERNAL SERVICE:					
Pension Bonds	777,538	3,169,402	(3,549,867)	380,465	777,538
Motor Vehicles	2,395,542	3,634,157	(4,880,505)	1,078,934	2,228,128
Central Services	371,282	198,642	(231,604)	1,500	339,820
PBX - Telephones	125,799	144,883	(272,951)	34,900	32,631
Building Maintenance	282,398	3,598,222	(3,600,157)	1,012	281,475
Information Services	1,196,873	2,506,513	(3,232,526)	328,632	799,492
Self Insurance	4,985,064	3,995,450	(4,090,973)	-	4,889,541
<b>Total Internal Service</b>	<u>10,134,496</u>	<u>17,247,269</u>	<u>(19,858,583)</u>	<u>1,825,443</u>	<u>9,348,625</u>
<b>COMBINED TOTAL</b>	<b>\$ 57,707,588</b>	<b>\$ 144,227,943</b>	<b>\$(150,883,242)</b>	<b>\$ 5,125,095</b>	<b>\$ 56,177,384</b>

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

	ACTUAL <u>2010-11</u>	ESTIMATED <u>2011-12</u>	PROJECTED <u>2012-13</u>	PROJECTED <u>2013-14</u>
<b>GENERAL FUND</b>				
Property Tax	\$23,029,548	\$23,326,722	\$24,021,955	\$24,586,709
Sales Tax	9,155,864	9,364,641	9,878,082	10,222,732
Other Taxes	4,189,893	4,326,555	4,442,206	4,575,322
Franchise Fees	3,471,922	3,509,659	3,523,756	3,629,468
Utility Users Tax	6,635,131	6,547,030	6,740,757	6,928,095
Licenses and Permits	1,312,792	1,172,440	1,327,405	1,600,032
Fines and Forfeitures	2,316,420	2,150,667	2,174,987	2,174,987
Interest Income	2,830,597	2,775,250	2,775,250	2,775,250
Rental Income	1,045,800	898,799	924,268	921,311
From Other Agencies	711,721	728,221	693,036	645,825
Motor Vehicle In Lieu	493,293	199,180	199,180	199,180
Federal Programs/Grants	75,597	66,092	26,264	21,264
Charges and Fees	5,865,481	5,423,164	5,637,724	5,843,746
Miscellaneous	3,152,154	3,336,562	2,924,399	2,924,399
Interfund Transfers	5,515,108	5,154,900	5,651,096	5,637,355
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 69,801,321</u></b>	<b><u>\$ 68,979,882</u></b>	<b><u>\$ 70,940,365</u></b>	<b><u>\$ 72,685,675</u></b>
<b>SPECIAL REVENUE</b>				
Housing Agency	\$0	\$32,250	\$77,250	\$77,250
Senior Center	1,295,866	1,202,590	943,240	947,993
Community Block Grant:	1,425,700	1,472,810	1,453,830	1,372,393
Linda Vista Benefit Assessment	44,444	44,027	43,467	46,294
Traffic Safety	83,860	65,544	61,593	61,593
Traffic Enforcement	456,162	355,888	355,888	355,888
Federal Grants	2,891,076	1,764,681	1,124,293	662,886
Redevelopment - J.S./Mission	2,821,449	1,505,334	2,654,288	2,654,488
Housing - J.S./Mission	712,336	387,043	-	-
Redevelopment Obligation Retirement	-	-	3,012,368	3,012,636
Redevelopment - Bayshore	2,746,528	1,417,503	436,522	436,580
Housing - Bayshore	764,060	386,225	-	-
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$ 13,241,481</u></b>	<b><u>\$ 4,937,790</u></b>	<b><u>\$ 4,059,561</u></b>	<b><u>\$ 3,524,297</u></b>
<b>CAPITAL PROJECTS</b>				
Gas Tax	6,161,811	6,500,318	7,042,350	4,508,327
AB1600	808,023	237,210	304,946	306,946
Capital Outlay	2,074,216	1,195,572	1,069,827	2,439,742
Major Facility Improvements	1,302,470	-	-	-
<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$ 10,346,520</u></b>	<b><u>\$ 7,933,100</u></b>	<b><u>\$ 8,417,123</u></b>	<b><u>\$ 7,255,015</u></b>

## COMPARISON OF REVENUE BUDGETS

	ACTUAL <u>2010-11</u>	ESTIMATED <u>2011-12</u>	PROJECTED <u>2012-13</u>	PROJECTED <u>2013-14</u>
<b>ENTERPRISE</b>				
Water Utility	15,497,857	14,832,363	16,246,946	17,945,319
Civic Center	1,530,325	843,749	791,023	804,397
Transfer Station	474,763	474,375	474,375	474,375
Sanitation District	<u>17,446,892</u>	<u>18,203,539</u>	<u>18,015,747</u>	<u>18,187,892</u>
<b>TOTAL ENTERPRISE</b>	<b><u>\$ 34,949,837</u></b>	<b><u>\$ 34,354,026</u></b>	<b><u>\$ 35,528,091</u></b>	<b><u>\$ 37,411,983</u></b>
 <b>INTERNAL SERVICE FUNDS</b>				
Pension Bonds	\$2,749,552	\$2,943,875	\$3,056,970	\$3,169,402
Motor Vehicles	3,345,157	3,326,534	3,967,971	3,634,157
Central Services	577,498	519,988	198,642	198,642
PBX - Telephones	192,122	188,107	154,883	144,883
Building Maintenance	3,570,412	3,560,439	3,598,222	3,598,222
Information Services	2,524,378	2,446,361	2,826,513	2,506,513
Self Insurance	<u>3,549,465</u>	<u>3,457,685</u>	<u>3,906,804</u>	<u>3,995,450</u>
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$16,508,584</u></b>	<b><u>\$16,442,989</u></b>	<b><u>\$17,710,005</u></b>	<b><u>\$17,247,269</u></b>

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

	ACTUAL	ESTIMATED	ADOPTED	ADOPTED
	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
<b>GENERAL FUND</b>				
City Attorney	\$917,102	\$899,970	\$943,621	\$949,915
City Clerk	536,127	537,219	499,908	415,080
City Council	221,329	224,119	216,236	222,973
City Manager				
City Manager Administration	1,363,871	1,342,437	1,321,275	1,335,007
Community Promotion	255,486	308,109	237,782	265,093
Community Service Center	499,528	507,900	502,092	505,361
Total City Manager	<u>2,118,885</u>	<u>2,158,446</u>	<u>2,061,149</u>	<u>2,105,461</u>
City Treasurer	115,447	116,920	112,794	113,553
Economic & Community Development				
Administration	360,231	389,593	606,310	556,437
Planning & Zoning	1,008,481	995,685	1,040,171	969,904
Building	1,548,835	1,567,285	1,412,580	1,428,123
Code Enforcement	286,748	349,418	605,945	608,514
Business Center	496,715	310,882	266,168	-
Total Economic & Community Devel	<u>3,701,010</u>	<u>3,612,863</u>	<u>3,931,174</u>	<u>3,562,978</u>
Finance-Admin/Accounting	1,931,166	1,990,560	1,974,092	1,994,695
Fire	14,730,429	15,124,549	15,030,979	15,131,437
Human Resources	1,133,888	1,118,557	1,212,310	1,192,908
Library & Recreation				
Administration	-	-	3,244,735	3,373,037
Library	3,571,388	3,252,454	2,630,266	2,646,377
Recreation	5,255,251	5,114,635	2,832,948	2,839,383
Total Library & Recreation	<u>8,826,639</u>	<u>8,367,089</u>	<u>8,707,949</u>	<u>8,858,797</u>
Police				
Police Services	23,495,145	23,879,174	23,846,761	24,024,709
Citizens' Option for Public Safety	127,580	155,607	139,481	140,388
Public Safety Communications	1,857,699	1,858,567	1,801,082	1,816,818
Total Police	<u>25,480,424</u>	<u>25,893,348</u>	<u>25,787,324</u>	<u>25,981,915</u>
Public Works				
Administration	701,484	707,832	643,651	647,860
Engineering	1,480,196	1,447,469	1,487,518	1,496,984
Streets	2,104,059	1,918,665	2,112,130	2,123,930
Traffic Signals & Street Lighting	832,976	835,579	869,119	872,030
Parks Maintenance	2,317,047	2,270,007	2,391,873	2,402,607
Total Public Works	<u>7,435,762</u>	<u>7,179,552</u>	<u>7,504,291</u>	<u>7,543,411</u>
Nondepartmental	2,280,540	2,300,376	2,905,292	4,558,040
<b>TOTAL GENERAL FUND</b>	<u><b>\$ 69,428,748</b></u>	<u><b>\$ 69,523,568</b></u>	<u><b>\$ 70,887,119</b></u>	<u><b>\$ 72,631,163</b></u>

## COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL	ESTIMATED	ADOPTED	ADOPTED
	<u>2010-11</u>	<u>2011-12</u>	<u>BUDGET</u>	<u>BUDGET</u>
			<u>2012-13</u>	<u>2013-14</u>
<b>SPECIAL REVENUE</b>				
Housing Agency	\$0	\$6,396	\$110,809	\$121,430
Senior Center	1,295,866	1,202,590	944,419	949,172
Community Block Grant:				
Operations	1,425,700	1,472,810	1,453,830	1,372,393
Capital	-	5,446	15,500	-
- Carry forward				
Linda Vista Benefit Assessment	20,319	21,466	21,467	21,468
Traffic Safety	53,873	110,594	93,319	94,650
Traffic Enforcement	344,672	367,596	396,082	394,393
Federal Grants	2,877,097	1,720,870	1,124,223	662,795
Redevelopment - J.S./Mission	614,784	2,606,991	2,654,288	2,654,488
Housing - J.S./Mission	-	-	-	-
Redevelopment Obligation Retirement	-	-	3,012,368	3,012,636
Redevelopment - Bayshore	3,857,106	953,132	436,522	436,580
Housing - Bayshore	655,643	2,539,204	-	-
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$ 11,145,060</u></b>	<b><u>\$ 11,000,699</u></b>	<b><u>\$ 10,152,018</u></b>	<b><u>\$ 9,598,575</u></b>
 <b>CAPITAL PROJECTS</b>				
Gas Tax:				
Operating	4,817,662	1,762,736	2,415,313	2,478,238
Capital		6,164,617	2,900,810	2,472,360
- Carryforward			2,952,053	
AB1600	584,861	-	-	-
Capital Outlay	1,428,928	1,319,660	1,006,773	934,550
- Carryforward			864,991	
Major Facility Improvements	1,672,581	-	-	-
- Carryforward	-	-	-	-
<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$ 8,504,032</u></b>	<b><u>\$ 9,247,013</u></b>	<b><u>\$ 10,139,940</u></b>	<b><u>\$ 5,885,148</u></b>
 <b>ENTERPRISE</b>				
Water Utility:				
Operations	\$12,936,874	\$14,700,870	\$14,888,208	\$15,640,957
Capital	(2,401)	1,562,425	2,318,866	2,678,760
- Carryforward			2,918,274	
Civic Center	1,130,068	1,036,462	1,089,190	960,754
Transfer Station	552,730	483,420	653,295	653,295
Sanitation District:				
Operations	15,705,659	16,743,922	17,496,976	17,837,853
Capital	-	4,176,696	2,239,918	5,016,724
- Carryforward	-	-	7,765,490	-
<b>TOTAL ENTERPRISE</b>	<b><u>\$ 30,322,930</u></b>	<b><u>\$ 38,703,795</u></b>	<b><u>\$ 49,370,217</u></b>	<b><u>\$ 42,788,343</u></b>

CITY OF DALY CITY  
COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL <u>2010-11</u>	ESTIMATED <u>2011-12</u>	ADOPTED BUDGET <u>2012-13</u>	ADOPTED BUDGET <u>2013-14</u>
<b>INTERNAL SERVICE FUNDS</b>				
Pension Bonds	\$3,578,249	\$3,559,389	\$3,559,959	\$3,549,867
Motor Vehicles	3,751,009	3,973,482	4,912,891	4,880,505
Central Services	479,210	374,474	226,737	231,604
PBX - Telephones	211,592	185,023	314,998	272,951
Building Maintenance	3,788,273	3,246,923	3,585,870	3,600,157
Information Services	2,559,592	2,808,581	3,588,082	3,232,526
Self Insurance	<u>2,663,756</u>	<u>4,047,430</u>	<u>3,967,495</u>	<u>4,090,973</u>
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$ 17,031,681</u></b>	<b><u>\$ 18,195,302</u></b>	<b><u>\$ 20,156,032</u></b>	<b><u>\$ 19,858,583</u></b>

# CITY OF DALY CITY

## FULL-TIME PERSONNEL ALLOCATION \*

DEPARTMENT / DIVISION	2010-11	2011-12	2012-13	2013-14
CITY COUNCIL	5.00	5.00	5.00	5.00
CITY ATTORNEY	5.00	5.00	5.00	5.00
CITY CLERK	4.00	3.00	3.00	3.00
CITY TREASURER	1.05	1.05	1.05	1.05
CITY MANAGER				
Administration	7.00	7.00	7.00	7.00
Community Service Center	5.00	5.00	5.00	5.00
	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>
ECONOMIC & COMMUNITY DEVELOPMENT				
Administration	2.20	2.20	3.95	2.95
Building	10.60	10.60	9.45	9.45
Code Enforcement	2.60	2.60	3.95	3.95
Planning	5.60	5.60	5.60	5.60
Housing Agency	0.00	0.00	0.58	0.58
Block Grant	1.93	1.36	1.34	1.34
Residential Rehab	1.57	1.57	1.57	1.57
Enterprise Development Center	1.00	0.20	0.20	0.20
Home Program	0.43	0.80	0.36	0.36
Business Center	2.00	2.00	0.00	0.00
DCRA JS/Mission	0.30	0.30	0.00	0.00
DCRA Bayshore	1.77	1.77	0.00	0.00
	<u>30.00</u>	<u>29.00</u>	<u>27.00</u>	<u>26.00</u>
FINANCE & ADMINISTRATIVE SERVICES				
Administration	14.05	14.05	13.55	13.55
Central Services	1.50	1.50	0.00	0.00
Information Services	11.00	11.00	11.00	11.00
Risk Management	1.40	1.40	1.40	1.40
Utility Billing	7.00	7.00	7.00	7.00
	<u>34.95</u>	<u>34.95</u>	<u>32.95</u>	<u>32.95</u>
FIRE	72.00	72.00	71.00	71.00
HUMAN RESOURCES	6.00	6.00	6.00	6.00

# CITY OF DALY CITY

## FULL-TIME PERSONNEL ALLOCATION \*

DEPARTMENT / DIVISION	2010-11	2011-12	2012-13	2013-14
<b>LIBRARY &amp; RECREATION SERVICES **</b>				
Administration			9.00	9.00
Library Total	25.00	25.00	20.00	20.00
Recreation Total	25.00	24.00	15.00	15.00
	<u>50.00</u>	<u>49.00</u>	<u>44.00</u>	<u>44.00</u>
<b>POLICE</b>				
Police Services	140.00	141.00	139.00	139.00
Citizens Option For Public Safety	1.10	1.10	1.10	1.10
Public Safety Communications	15.90	15.90	13.90	13.90
	<u>157.00</u>	<u>158.00</u>	<u>154.00</u>	<u>154.00</u>
<b>PUBLIC WORKS</b>				
Administration	4.00	4.00	4.00	4.00
Engineering	11.00	11.00	10.00	10.00
Traffic Signal & Street Lighting	3.00	3.00	3.00	3.00
Streets	16.34	15.34	14.34	15.34
Parks Maintenance	15.00	15.00	15.00	15.00
Building Maintenance	24.33	24.33	24.33	24.33
Motor Vehicles	8.33	8.33	6.33	6.33
	<u>82.00</u>	<u>81.00</u>	<u>77.00</u>	<u>78.00</u>
<b>WATER &amp; WASTEWATER RESOURCES</b>				
Administration	9.00	9.00	8.00	8.00
Water Operations	4.00	5.00	5.00	5.00
Wastewater Operations	13.00	13.00	14.00	14.00
Plant & Equipment Maintenance	16.00	17.00	18.00	18.00
Laboratory	2.00	2.00	2.00	2.00
Distribution System	14.00	14.00	14.00	14.00
Collection System	12.00	12.00	12.00	12.00
	<u>70.00</u>	<u>72.00</u>	<u>73.00</u>	<u>73.00</u>
<b>GRAND TOTAL</b>	<b><u>529.00</u></b>	<b><u>528.00</u></b>	<b><u>511.00</u></b>	<b><u>511.00</u></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 2013 and 2014 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 Allied Waste Services for their use in providing garbage collection services under a franchise agreement with the City.

### INTERNAL SERVICE FUNDS

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

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

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

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

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

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

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

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

Appropriations:

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

CITY OF DALY CITY  
FUNDS AND FUNCTIONAL UNITS

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

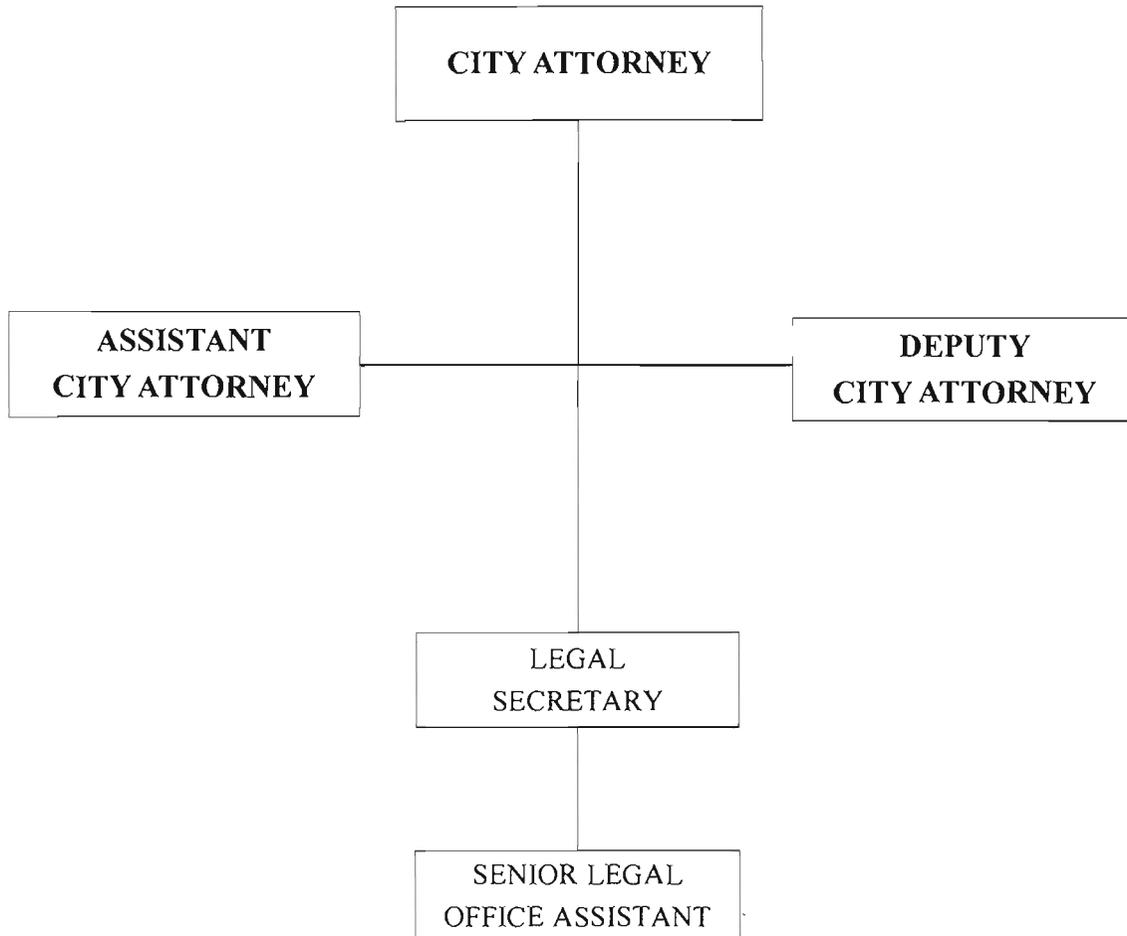
Daly City's budget is organized around departments as functional units because we believe that this makes it more understandable to a wider range of users. This chart is an attempt to illustrate the interrelationship between the budget layout and the traditional accounting concept of funds. An X appears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



# City of Daly City

## CITY ATTORNEY

Fiscal Years 2012 – 2013 and 2013 – 2014



# **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;
- Draft, review and approve as to form all contracts, surety bonds, ordinances, policies and resolutions;
- Investigate, evaluate and recommend disposition of all claims against the City;
- Respond to requests for public records and other documents;

## ***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, and 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.

***PERFORMANCE MEASURES***

Performance Measure	Methodology	2010-11 Actual	2011-12 Estimate	2012-13 Projected	2013-14 Projected
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	95% 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	98%	98%	100%	100%



<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	Fund:	GENERAL FUND	01
	Department:	CITY ATTORNEY	050
	Program:	CITY ATTORNEY	050

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
MISCELLANEOUS REVENUES	172	45	570	0	0
TOTAL REVENUES	<u>\$172</u>	<u>\$45</u>	<u>\$570</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	788,776	813,178	796,785	811,776	818,069
SERVICES AND SUPPLIES	85,339	40,454	34,948	69,252	69,252
OTHER CHARGES	5,449	5,807	8,323	8,323	8,323
FIXED CHARGES	59,504	57,663	57,663	54,270	54,270
OPERATING TRANSFERS OUT	1,558	0	2,250	0	0
TOTAL EXPENDITURES	<u>\$940,626</u>	<u>\$917,102</u>	<u>\$899,969</u>	<u>\$943,621</u>	<u>\$949,914</u>

CITY ATTORNEY

Full-Time Salaried Position Listing

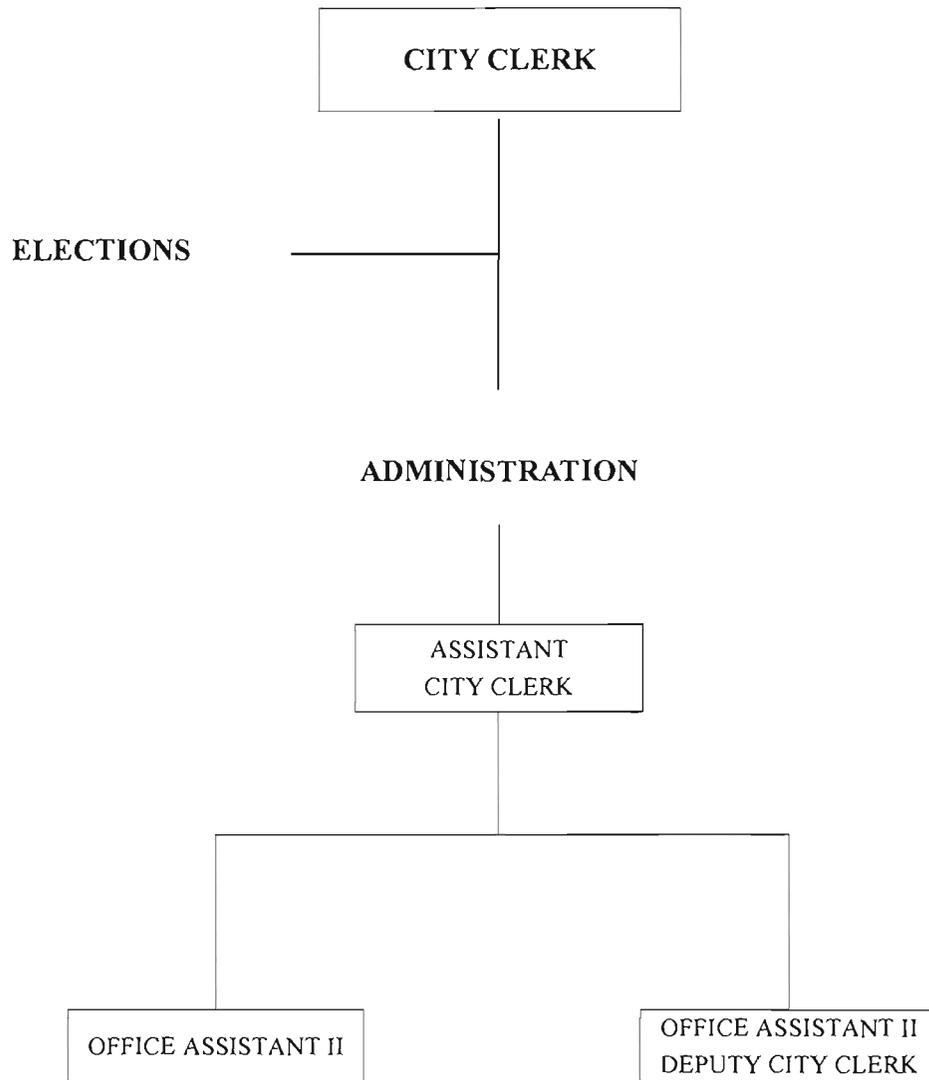
Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>01-050-050</b>					
City Attorney	M502	1	1	1	1
Assistant City Attorney	M339	1	1	1	1
Deputy City Attorney I	U056	1	1	1	1
Legal Secretary	U045	1	1	1	1
Senior Legal Office Assistant	U040	1	1	1	1
		<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>



# City of Daly City

## CITY CLERK

Fiscal Years 2012 – 2013 and 2013 – 2014



# **CITY CLERK**

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## ***DEPARTMENT MISSION STATEMENT***

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

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

## ***CORE SERVICES***

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

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

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

- Maintain official records.
- Maintain an efficient record management system.
- Provide information to the public about civic meetings and activities.
- Post agendas; publish legal notices.
- Provide support for the election process.
- Provide a collection point for absentee ballots.
- Accept U.S. Passport applications on behalf of the U.S. Department of State.
- Provide assistance with applications for exemption from utility user's tax.

# CITY OF DALY CITY

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

- Implement all state and federal mandates as efficiently and effectively as possible including the requirements of the following:
  - Freedom of Information Act
  - California Public Records Act
  - The Brown Act
  - Federal Voting Rights Act; 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 Assessor/Clerk/Recorder & Chief Election Officer to conduct the City's general municipal election in 2012.

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

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

Elimination of one Office Assistant II position. Employee transferred to another department.



**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
CHARGES AND FEES	42,568	54,976	53,755	57,100	57,100
MISCELLANEOUS REVENUES	837	396	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$43,405</u></b>	<b><u>\$55,372</u></b>	<b><u>\$53,755</u></b>	<b><u>\$57,100</u></b>	<b><u>\$57,100</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	392,524	417,260	381,753	344,437	346,608
SERVICES AND SUPPLIES	6,920	52,821	91,950	92,070	5,070
OTHER CHARGES	5,719	5,779	3,250	3,555	3,555
FIXED CHARGES	62,179	60,265	60,265	59,846	59,846
<b>TOTAL EXPENDITURES</b>	<b><u>\$467,342</u></b>	<b><u>\$536,125</u></b>	<b><u>\$537,218</u></b>	<b><u>\$499,908</u></b>	<b><u>\$415,079</u></b>

**CITY CLERK**

**Full-Time Salaried Position Listing**

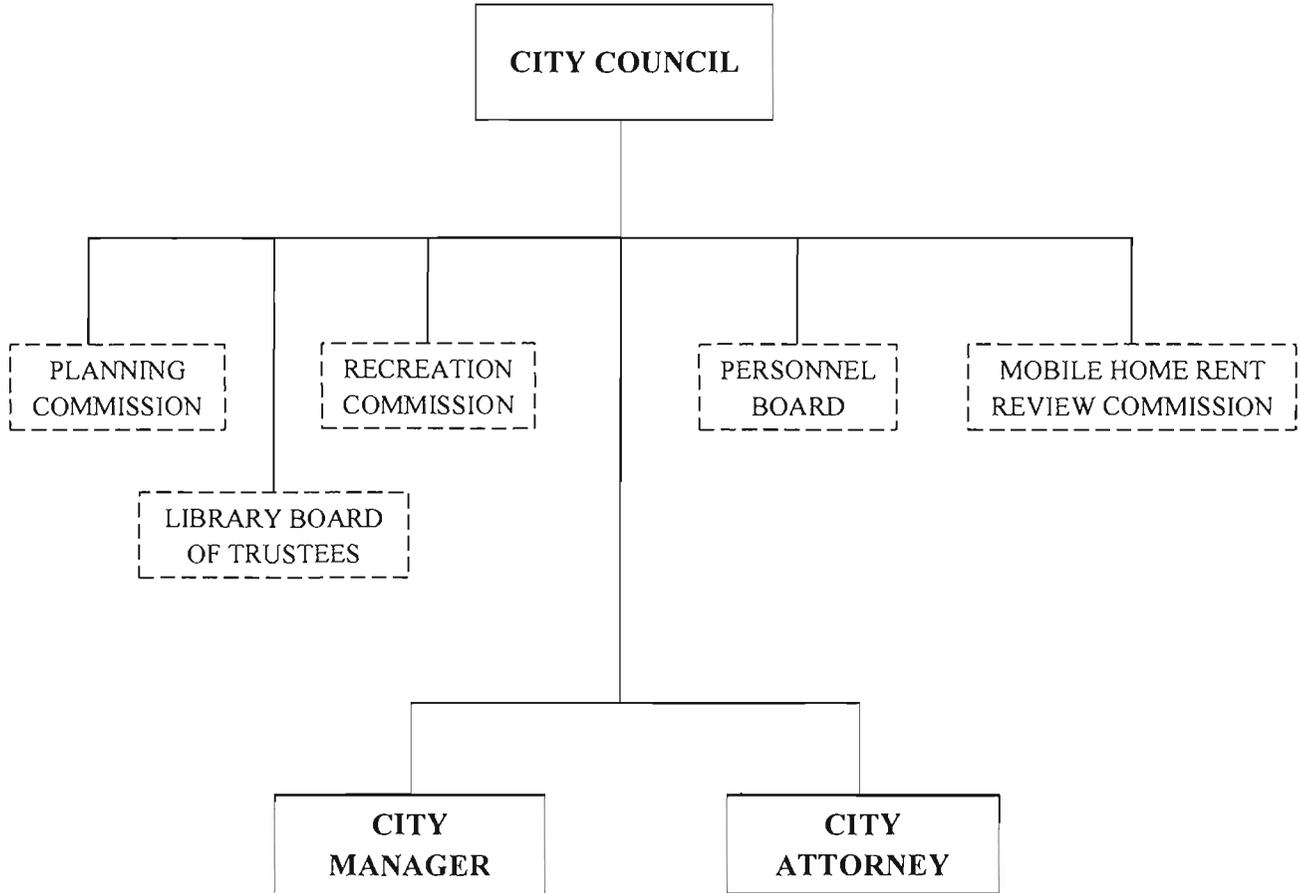
Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>01-020-020</b>					
City Clerk	Q910	1	1	1	1
Assistant City Clerk	U046	1	1	1	1
Office Assistant II	Z022	2	1	1	1
		<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>



# City of Daly City

## CITY COUNCIL

Fiscal Years 2012 – 2013 and 2013 – 2014



----- 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**

- Promote a diverse economic base through directed larger business development
- Enhance sales tax generation

### **Public Safety**

- Insure adequate public safety resources to create a sense of community and personal safety

### **Transportation and Traffic Improvements**

- Enhance the transportation network and reduce traffic congestion
- Expand the network of bike lanes and walking paths
- Enhance pedestrian oriented improvements

### **Infrastructure**

- Allocate sufficient resources to maintain quality infrastructure and public facilities throughout the community

### **Leisure Services**

- Provide a variety of opportunities, both structured and passive, for community participation in recreation and library leisure time activities

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

**Land Use**

- Enhance the physical development of the community consistent with sound environmental and other land use policies
- Promote sustainable growth and development

**Government Operations**

- Identify opportunities for greater cost effectiveness and efficiency in all City Departments and through shared services with other local agencies

**Community and Civic Support**

- Engage and educate the community to participate in civic affairs and provide input on public policy initiatives and community concerns

***BIENNIAL BUDGET OUTCOMES***

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



<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<b>Fund: GENERAL FUND</b> <b>Department: CITY COUNCIL</b> <b>Program: LEGISLATIVE BODY</b>	<b>01</b> <b>001</b> <b>019</b>
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EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	176,557	173,873	180,604	178,468	179,055
SERVICES AND SUPPLIES	757	1,010	3,485	1,570	3,490
OTHER CHARGES	19,703	9,000	2,585	11,600	15,830
FIXED CHARGES	38,411	37,445	37,445	24,598	24,598
<b>TOTAL EXPENDITURES</b>	<b><u>\$235,428</u></b>	<b><u>\$221,328</u></b>	<b><u>\$224,119</u></b>	<b><u>\$216,236</u></b>	<b><u>\$222,973</u></b>

**CITY COUNCIL**

**Full-Time Salaried Position Listing**

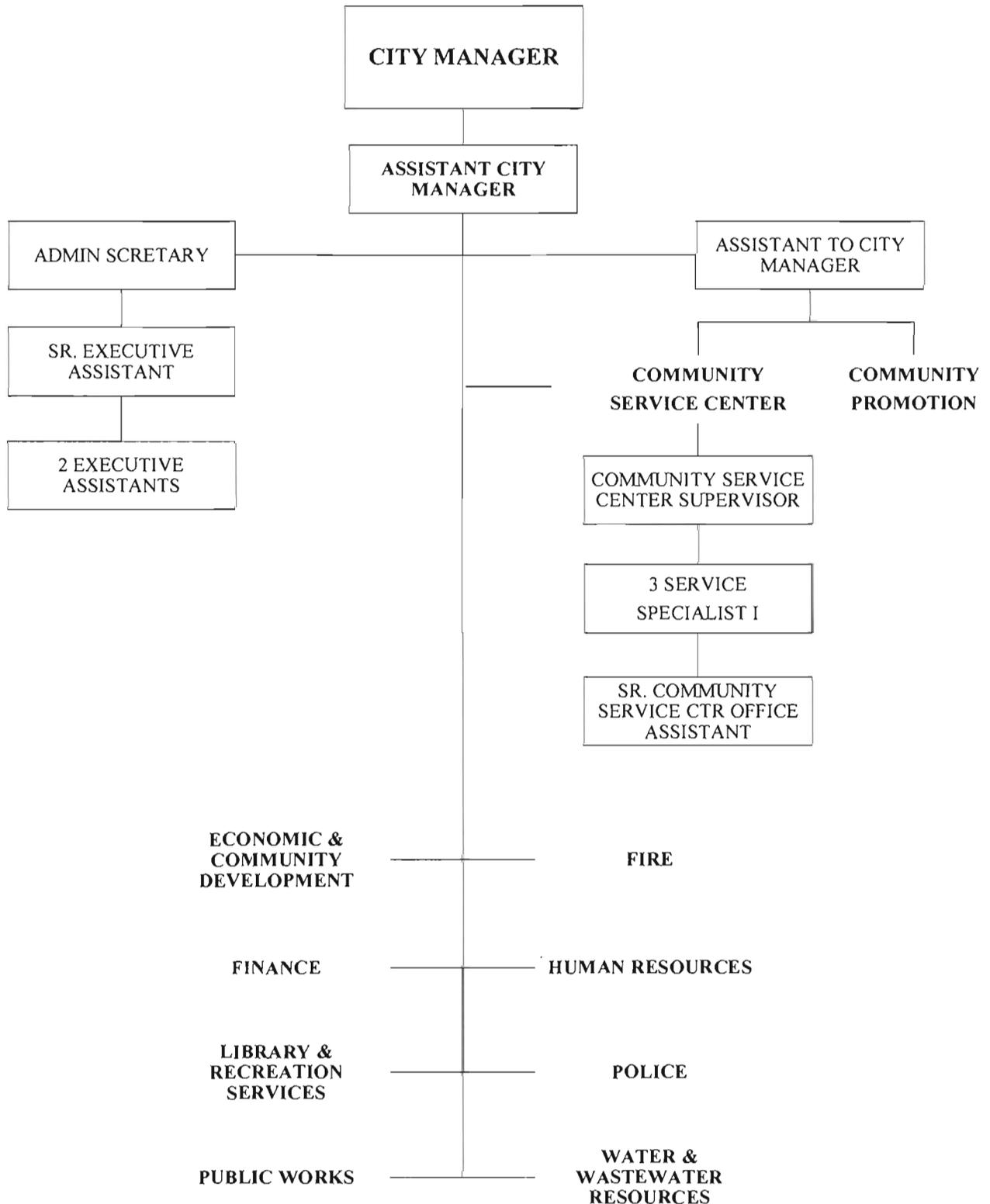
Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>01-001-019</b>					
Mayor	Q220	1	1	1	1
City Council	Q220	4	4	4	4
		<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>



# City of Daly City

## CITY MANAGER

Fiscal Years 2012 – 2013 and 2013 – 2014



# 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 to online social networking sites, including Nextdoor Daly City, Facebook, and Twitter.

- **Community Service Center**

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

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

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

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

- Monitor community satisfaction with city services, seek community input, participation and suggestions; 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
- Continue efforts to address long-term infrastructure and capital improvement needs.

## ***BIENNIAL BUDGET OUTCOMES***

- Organizational accountability by increased access through technology including online information, cable TV and printed materials such as the Fog Cutter;
- Cablecasting and video streaming of City Council and other civic meetings;
- Reduce landfill bound municipal refuse by continuing to work with the City's franchise solid waste hauler;
- Citizens Academy – At least 30 more graduates of the nine-week course highlighting municipal government operations;
- Four civic engagement community meetings for Daly City residents and businesses;
- Homelessness Prevention – budget counseling, financial assistance and referral when appropriate;

# CITY MANAGER'S OFFICE

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## *BIENNIAL BUDGET OUTCOMES (continued)*

- Revitalized volunteer program and a more robust Make-A-Difference Day program;
- Environmental Initiatives – reduced energy consumption through employee education; and,
- Implementation of a performance based budget.

## *PERFORMANCE MEASURES*

Performance Measure	Methodology	System	Measure Type
Percent 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****2012-13/2013-14****CITY MANAGER**

	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	139,589	136,571	136,571	136,571	136,571
<b>CHARGES AND FEES</b>	3,377	2,594	3,365	2,601	2,601
<b>MISCELLANEOUS REVENUES</b>	12,641	11,109	2,521	0	0
<b>TOTAL REVENUES</b>	<b><u>\$155,607</u></b>	<b><u>\$150,274</u></b>	<b><u>\$142,457</u></b>	<b><u>\$139,172</u></b>	<b><u>\$139,172</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,696,600	1,692,634	1,664,688	1,646,198	1,658,689
<b>SERVICES AND SUPPLIES</b>	188,092	151,692	198,426	172,283	198,271
<b>PROGRAM COSTS</b>	3,815	3,900	3,983	0	0
<b>OTHER CHARGES</b>	121,349	112,644	131,108	82,208	88,041
<b>FIXED CHARGES</b>	169,959	158,014	160,241	160,460	160,460
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,179,815</u></b>	<b><u>\$2,118,884</u></b>	<b><u>\$2,158,446</u></b>	<b><u>\$2,061,149</u></b>	<b><u>\$2,105,461</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<b>Fund: GENERAL FUND</b> <b>Department: CITY MANAGER</b> <b>Program: CITY MANAGER</b>	<b>01</b> <b>010</b> <b>010</b>
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EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	1,252,534	1,241,198	1,203,795	1,190,665	1,199,886
SERVICES AND SUPPLIES	10,697	9,469	8,853	8,491	8,491
OTHER CHARGES	14,267	9,005	25,589	12,810	17,320
FIXED CHARGES	106,819	104,200	104,199	109,309	109,309
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,384,317</u></b>	<b><u>\$1,363,872</u></b>	<b><u>\$1,342,436</u></b>	<b><u>\$1,321,275</u></b>	<b><u>\$1,335,006</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>CITY MANAGER</b>	<b>011</b>
	<b>Program:</b>	<b>COMMUNITY SERVICE CENTER</b>	<b>014</b>

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
FROM OTHER AGENCIES	136,571	136,571	136,571	136,571	136,571
MISCELLANEOUS REVENUES	11,141	10,601	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$147,712</u></b>	<b><u>\$147,172</u></b>	<b><u>\$136,571</u></b>	<b><u>\$136,571</u></b>	<b><u>\$136,571</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	440,081	447,943	455,980	450,648	453,917
SERVICES AND SUPPLIES	10,606	3,221	3,557	3,600	3,600
OTHER CHARGES	50	0	0	0	0
FIXED CHARGES	49,947	48,364	48,363	47,844	47,844
<b>TOTAL EXPENDITURES</b>	<b><u>\$500,684</u></b>	<b><u>\$499,528</u></b>	<b><u>\$507,900</u></b>	<b><u>\$502,092</u></b>	<b><u>\$505,361</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2012-13/2013-14**

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
FROM OTHER AGENCIES	3,018	0	0	0	0
CHARGES AND FEES	3,378	2,594	3,365	2,601	2,601
MISCELLANEOUS REVENUES	1,500	508	2,521	0	0
<b>TOTAL REVENUES</b>	<b><u>\$7,896</u></b>	<b><u>\$3,102</u></b>	<b><u>\$5,886</u></b>	<b><u>\$2,601</u></b>	<b><u>\$2,601</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	3,984	3,493	4,913	4,885	4,885
SERVICES AND SUPPLIES	166,789	139,000	186,016	160,192	186,180
PROGRAM COSTS	3,815	3,900	3,983	0	0
OTHER CHARGES	107,032	103,639	105,519	69,398	70,721
FIXED CHARGES	13,193	5,451	7,678	3,307	3,307
<b>TOTAL EXPENDITURES</b>	<b><u>\$294,813</u></b>	<b><u>\$255,483</u></b>	<b><u>\$308,109</u></b>	<b><u>\$237,782</u></b>	<b><u>\$265,093</u></b>

**CITY MANAGER**

**Full-Time Salaried Position Listing**

Classification	Range	2010-11	2011-12	2012-13	2013-14
<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	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>7</u>	<u>7</u>
<b>Community Service Center 01-011-014</b>					
Community Service Center Supervisor	U064	1	1	1	1
Service Specialist I	U019	3	3	3	3
Community Service Center Senior Office Asst	Z022	1	1	1	1
		<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
		<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>

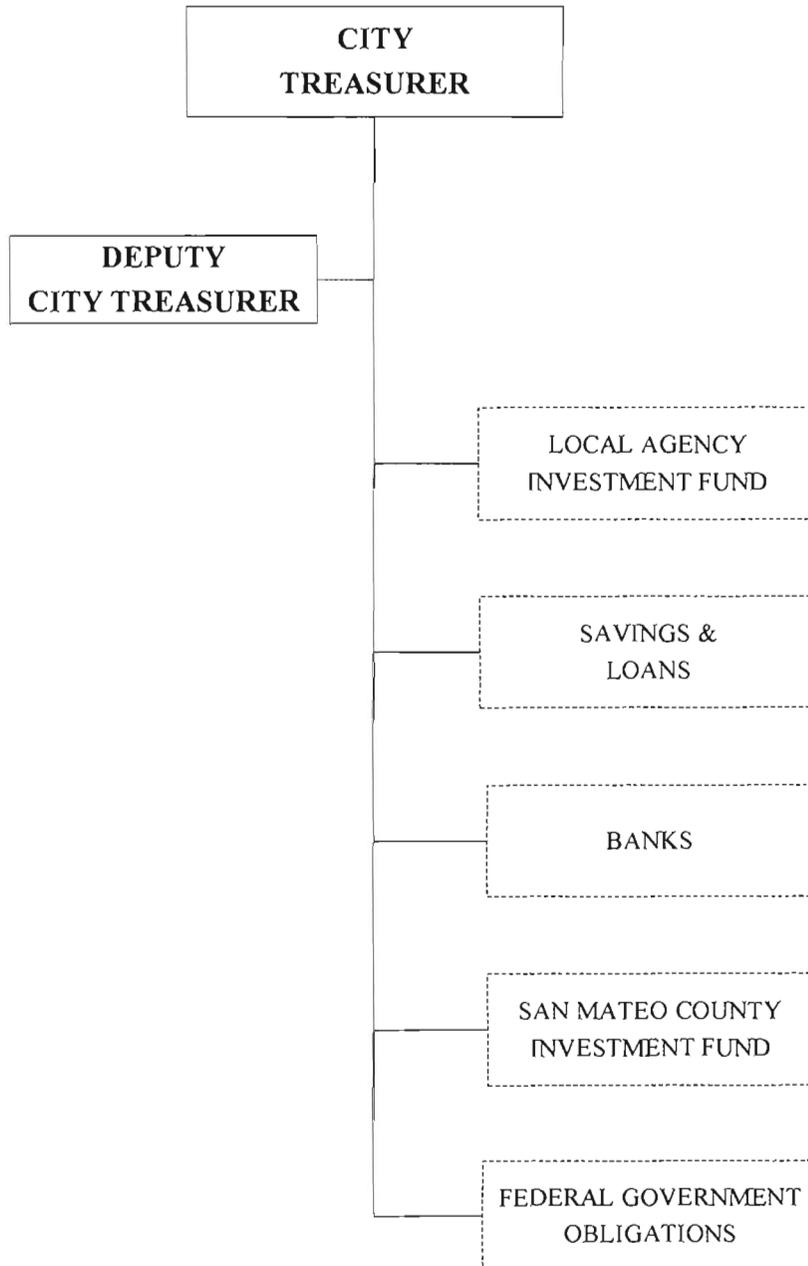




# City of Daly City

## CITY TREASURER

Fiscal Years 2012 – 2013 and 2013 – 2014



# 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 Redevelopment Agency and the Sanitation District, Trust and Agency Funds, and Public Facilities Financing Corporation.

The City Treasurer is an elected official and serves as the Treasurer 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. He 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 \$85 million, the City of Daly City has realized an average current yield of 5% 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.

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<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>

EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	103,459	107,369	107,923	102,226	102,986
SERVICES AND SUPPLIES	280	342	465	475	475
OTHER CHARGES	2,750	2,320	3,116	3,550	3,550
FIXED CHARGES	5,518	5,416	5,416	6,543	6,543
<b>TOTAL EXPENDITURES</b>	<b><u>\$112,007</u></b>	<b><u>\$115,447</u></b>	<b><u>\$116,920</u></b>	<b><u>\$112,794</u></b>	<b><u>\$113,554</u></b>

**CITY TREASURER**

**Full-Time Salaried Position Listing**

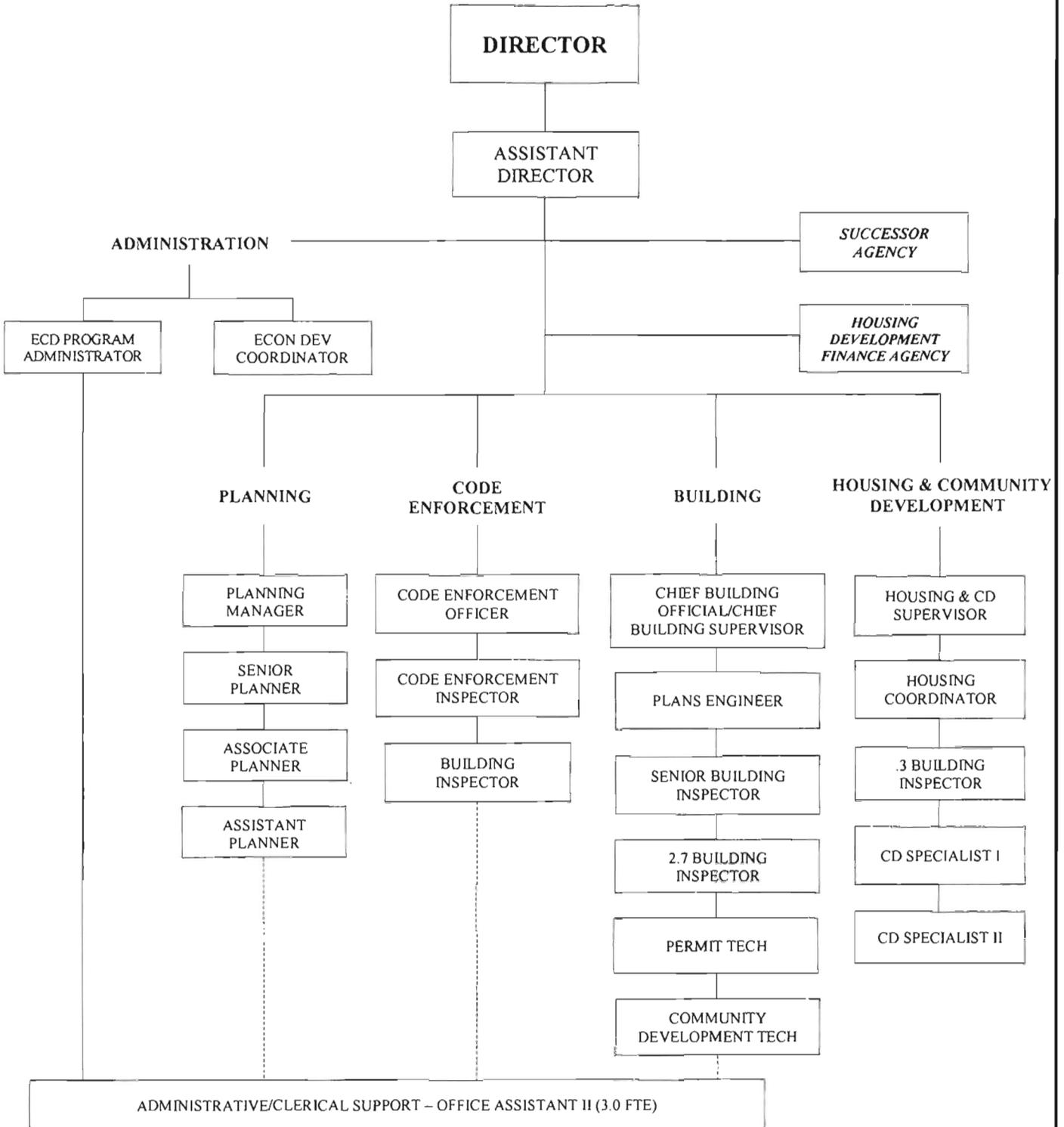
Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>01-040-040</b>					
City Treasurer	Q900	1	1	1	1
Deputy City Treasurer	Z029	0.05	0.05	0.05	0.05
		1.05	1.05	1.05	1.05



# City of Daly City

## DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

Fiscal Years 2012 – 2013 and 2013 – 2014



# ECONOMIC AND COMMUNITY DEVELOPMENT

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## ***DEPARTMENT MISSION STATEMENT***

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

## ***CORE SERVICES***

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

- Long range land use planning.
- Land use development review.
- Building plan review, 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 Successor Agency Daly City to the Daly City Redevelopment Agency.
- Manage City and Successor Agency real estate holdings.

### **Housing & Community Development**

- Increase the supply of new affordable housing, and help maintain the existing affordable housing stock.
- Provide oversight to CDBG-funded nonprofit 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 manage City and 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.

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

- Implement economic development strategies that create jobs, expand the community's financial base, provide affordable housing and improve the quality of community life.
- Support appropriately planned upgrades and expansions of Daly City shopping centers and commercial operations.
- Oversee the continued wind-down of the former Redevelopment Agency activities, including staff support to the Successor Agency to the Daly City Redevelopment 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 of agenda management software 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 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 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.

# ECONOMIC AND COMMUNITY DEVELOPMENT

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

### **Transportation / Traffic**

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

### **Land Use**

- Implement the Daly City General Plan, with a comprehensive update planned for completion in Fall 2012. Specific implementation actions anticipated include updating the Zoning Ordinance.
- 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 Daly City Climate Action Plan through the General Plan Update and related City actions.

## ***BIENNIAL BUDGET OUTCOMES***

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

- Improved customer service through enhanced permit and application submittal and processing programs, with 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.
- 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.
- New strategies for analyzing traffic impacts developed in collaboration with the Public Works Department, including implementation of General Plan Update traffic goals and policies.
- Digital automation of the entire plan-check process (collection, review, feedback and approval) to shorten review times and allow more application-processing transparency to applicants.
- Utilize new Mobile Gov hardware systems to allow for on-site building inspection reporting.
- An updated General Plan which includes Land Use, Housing, Circulation, Noise, Safety, Resource Management and Coastal Elements, along with a certified program-level Environmental Impact Report by mid-FY 2012-13.
- An implementation plan for the General Plan that includes comprehensive Zoning Ordinance revisions.
- New ordinances and programs that encourage and/or mandate the incorporation of “green” building techniques in private development.
- A centralized and automated city-wide Code Enforcement program that maximizes efficiency and consistency in the abatement of violations, safety hazards and public nuisances.

### **Economic Development**

- 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 Entrepreneurship Center program, focused on training and support of new Daly City businesses.
- Coordination with Habitat for Humanity Greater San Francisco in the completion of construction of an affordable housing development at 7555 Mission Street.
- 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.

# **ECONOMIC AND COMMUNITY DEVELOPMENT**

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## **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.
- Review and, if appropriate, update the City's Inclusionary Housing Ordinance.
- 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.
- Provide staff support to the Daly City Housing Development Finance Agency, including management of Agency assets.

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

- Formally recognizes the role of one full-time Building Inspector in performing inspection activities for the Code Enforcement program.
- Eliminates an ECD Analyst position at end of calendar year 2012 in response to a planned staff retirement.
- Recognizes closure of the former Daly City Business Center, and elimination of two full-time staff.
- Identifies staff support services to the Housing Development Finance Agency and the Successor Agency to address post-Redevelopment plans and programs.
- Prioritizes only regulatory and career-development training for staff.

# CITY OF DALY CITY

## *PERFORMANCE MEASURES*

Measure	2010-11 Results	2011-12 Projected	2012-13 Targets	2013-14 Targets
<u>Building</u> Percent of plan checks completed within 10 days	88%	89%	90%	90%
<u>Building</u> Reduce the number of days per year where next-day inspections cannot be accommodated			New Measure	New Measure
<u>Planning</u> review of Building Permit plan checks within 5 working days of receipt	85%	90%	90%	90%
<u>Planning</u> compliance with 30-day entitlement application completeness reviews			New Measure 100% target	New Measure 100% target
<u>Code Enforcement</u> Within 7 days, log in complaint and, where violation is verified, respond to complainant			New Measure 90% target	New Measure 90% target
<u>Code Enforcement</u> seeks voluntary compliance on a minimum 50% of violations within two months of violation confirmation and 75% compliance within six months			New Measure	New Measure
<u>Housing</u> to take action on completed housing rehabilitation loan applications within 15 business days of receipt			New Measure 75% target	New Measure 75% target
<u>Economic Development</u> Number of people served by small business and microenterprise entrepreneur training program			New Measure 90% target	New Measure 90% target
<u>Economic Development</u> Creation of additional tools and services provided each calendar year to stimulate economic development			New Measure Target of 4 new tools/services	New Measure Target of 4 new tools/services



**CITY OF DALY CITY****Department Summary****2012-13/2013-14****ECONOMIC & COMMUNITY DEVE**

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
LICENSES AND PERMITS	1,109,517	1,187,543	1,018,900	1,170,521	1,417,798
RENTS AND INTEREST	214,092	180,679	24,600	24,600	240
FROM OTHER AGENCIES	1,467,106	2,704,404	1,573,477	1,734,241	1,187,420
CHARGES AND FEES	449,431	464,959	388,626	473,429	665,451
PROGRAM FEES	1,613	2,549	0	0	0
MISCELLANEOUS REVENUES	345,404	235,661	346,920	215,343	215,343
TOTAL REVENUES	<u>\$3,587,163</u>	<u>\$4,775,795</u>	<u>\$3,352,523</u>	<u>\$3,618,134</u>	<u>\$3,486,252</u>
	2009-10	2010-11	2011-12	2012-13	2013-14
EXPENDITURES	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	3,292,524	3,495,737	3,412,071	3,366,313	3,338,132
SERVICES AND SUPPLIES	622,142	843,531	643,068	612,301	443,395
OTHER CHARGES	682,306	1,877,779	879,260	1,277,839	559,908
FIXED CHARGES	270,049	265,626	255,622	458,562	458,562
CAPITAL OUTLAY	171,950	56,450	67,546	400	400
OPERATING TRANSFERS OUT	5,620	14,632	0	0	0
TOTAL EXPENDITURES	<u>\$5,044,591</u>	<u>\$6,553,755</u>	<u>\$5,257,567</u>	<u>\$5,715,415</u>	<u>\$4,800,397</u>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
RENTS AND INTEREST	240	240	240	240	240
CHARGES AND FEES	43,333	43,333	43,333	43,333	43,333
MISCELLANEOUS REVENUES	0	0	60	0	0
<b>TOTAL REVENUES</b>	<b><u>\$43,573</u></b>	<b><u>\$43,573</u></b>	<b><u>\$43,633</u></b>	<b><u>\$43,573</u></b>	<b><u>\$43,573</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	269,997	294,666	317,691	497,588	447,665
SERVICES AND SUPPLIES	2,997	3,091	8,765	7,950	8,000
OTHER CHARGES	1,055	551	1,213	3,850	3,850
FIXED CHARGES	63,617	61,924	61,924	96,921	96,921
CAPITAL OUTLAY	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$337,666</u></b>	<b><u>\$360,232</u></b>	<b><u>\$389,593</u></b>	<b><u>\$606,309</u></b>	<b><u>\$556,436</u></b>

**CITY OF DALY CITY**

Revenue Budget  
2012-13/2013-14

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
LICENSES AND PERMITS	0	25,094	30,000	30,000	30,000
CHARGES AND FEES	357,901	362,080	313,062	397,341	589,363
MISCELLANEOUS REVENUES	0	0	2,367	0	0
<b>TOTAL REVENUES</b>	<b><u>\$357,901</u></b>	<b><u>\$387,174</u></b>	<b><u>\$345,429</u></b>	<b><u>\$427,341</u></b>	<b><u>\$619,363</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	768,508	794,899	824,382	769,945	775,844
SERVICES AND SUPPLIES	6,033	148,663	115,577	163,261	84,170
OTHER CHARGES	3,618	3,383	8,822	10,919	13,844
FIXED CHARGES	47,765	46,904	46,904	95,647	95,647
CAPITAL OUTLAY	0	0	0	400	400
OPERATING TRANSFERS OUT	0	14,632	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$825,924</u></b>	<b><u>\$1,008,481</u></b>	<b><u>\$995,685</u></b>	<b><u>\$1,040,172</u></b>	<b><u>\$969,905</u></b>

<b>CITY OF DALY CITY</b> Biennial Budget 2012-13/2013-14	<b>Fund:</b> GENERAL FUND	<b>01</b>
	<b>Department:</b> ECONOMIC & COMMUNITY DEVE	<b>300</b>
	<b>Program:</b> BUILDING	<b>340</b>

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
LICENSES AND PERMITS	1,019,057	1,006,578	858,900	1,015,521	1,287,798
CHARGES AND FEES	34,833	50,422	32,231	32,755	32,755
MISCELLANEOUS REVENUES	185,116	89,082	269,867	158,343	158,343
<b>TOTAL REVENUES</b>	<b><u>\$1,239,006</u></b>	<b><u>\$1,146,082</u></b>	<b><u>\$1,160,998</u></b>	<b><u>\$1,206,619</u></b>	<b><u>\$1,478,896</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	1,366,293	1,392,969	1,416,268	1,156,410	1,165,198
SERVICES AND SUPPLIES	20,974	32,659	23,448	23,557	22,591
OTHER CHARGES	8,705	10,726	15,089	13,127	20,848
FIXED CHARGES	113,713	112,481	112,481	219,485	219,485
OPERATING TRANSFERS OUT	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,509,685</u></b>	<b><u>\$1,548,835</u></b>	<b><u>\$1,567,286</u></b>	<b><u>\$1,412,579</u></b>	<b><u>\$1,428,122</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</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>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
LICENSES AND PERMITS	90,461	155,871	130,000	125,000	100,000
MISCELLANEOUS REVENUES	0	75	3,400	7,000	7,000
<b>TOTAL REVENUES</b>	<b><u>\$90,461</u></b>	<b><u>\$155,946</u></b>	<b><u>\$133,400</u></b>	<b><u>\$132,000</u></b>	<b><u>\$107,000</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	158,816	240,893	295,798	518,560	522,399
SERVICES AND SUPPLIES	20,178	9,606	15,878	34,755	34,294
OTHER CHARGES	1,298	1,937	3,430	6,122	5,312
FIXED CHARGES	34,949	34,312	34,312	46,509	46,509
<b>TOTAL EXPENDITURES</b>	<b><u>\$215,241</u></b>	<b><u>\$286,748</u></b>	<b><u>\$349,418</u></b>	<b><u>\$605,946</u></b>	<b><u>\$608,514</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
RENTS AND INTEREST	212,736	180,439	24,360	24,360	0
CHARGES AND FEES	13,363	9,125	0	0	0
PROGRAM FEES	1,613	2,549	0	0	0
MISCELLANEOUS REVENUES	17,881	14,136	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$245,593</u></b>	<b><u>\$206,249</u></b>	<b><u>\$24,360</u></b>	<b><u>\$24,360</u></b>	<b><u>\$0</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	198,466	212,418	46,931	0	0
SERVICES AND SUPPLIES	29,727	17,900	5,534	0	0
OTHER CHARGES	244,189	256,394	258,417	266,168	0
FIXED CHARGES	10,004	10,004	0	0	0
CAPITAL OUTLAY	0	0	0	0	0
OPERATING TRANSFERS OUT	5,620	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$488,006</u></b>	<b><u>\$496,716</u></b>	<b><u>\$310,882</u></b>	<b><u>\$266,168</u></b>	<b><u>\$0</u></b>

<b>CITY OF DALY CITY</b> Revenue Budget 2012-13/2013-14	Fund:	COMMUNITY BLOCK GRANT	18
	Department:	ECONOMIC & COMMUNITY DEVE	305
	Program:	BLOCK GRANT ADMIN	305

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
FROM OTHER AGENCIES	766,517	847,730	754,205	763,830	682,393
MISCELLANEOUS REVENUES	142,407	74,064	71,226	50,000	50,000
TOTAL REVENUES	<u>\$908,924</u>	<u>\$921,794</u>	<u>\$825,431</u>	<u>\$813,830</u>	<u>\$732,393</u>

EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	230,584	246,456	171,074	161,191	162,423
SERVICES AND SUPPLIES	294,518	286,316	259,343	255,697	169,051
OTHER CHARGES	833	2,040	4,050	3,000	3,000
CAPITAL OUTLAY	0	0	0	0	0
DEBT SERVICE	382,990	386,982	390,966	393,942	397,919
TOTAL EXPENDITURES	<u>\$908,925</u>	<u>\$921,794</u>	<u>\$825,433</u>	<u>\$813,830</u>	<u>\$732,393</u>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	Fund:	COMMUNITY BLOCK GRANT	18
	Department:	ECONOMIC & COMMUNITY DEVE	305
	Program:	RESIDENTIAL REHAB	303

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
FROM OTHER AGENCIES	264,983	285,888	498,950	500,000	500,000
TOTAL REVENUES	<u>\$264,983</u>	<u>\$285,888</u>	<u>\$498,950</u>	<u>\$500,000</u>	<u>\$500,000</u>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	172,025	191,358	198,897	187,946	189,351
SERVICES AND SUPPLIES	14,756	6,601	10,222	15,182	13,777
OTHER CHARGES	78,201	87,929	289,831	296,873	296,873
CAPITAL OUTLAY	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$264,982</u>	<u>\$285,888</u>	<u>\$498,950</u>	<u>\$500,001</u>	<u>\$500,001</u>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<b>Fund:</b>	<b>COMMUNITY BLOCK GRANT</b>	<b>18</b>
	<b>Department:</b>	<b>ECONOMIC &amp; COMMUNITY DEVE</b>	<b>305</b>
	<b>Program:</b>	<b>ECONOMIC &amp; ENTERPRISE DEVELOP</b>	<b>309</b>

<b>REVENUES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	229,873	218,017	148,429	140,000	140,000
<b>TOTAL REVENUES</b>	<b><u>\$229,873</u></b>	<b><u>\$218,017</u></b>	<b><u>\$148,429</u></b>	<b><u>\$140,000</u></b>	<b><u>\$140,000</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	71,977	75,542	61,295	28,253	28,473
<b>SERVICES AND SUPPLIES</b>	96,133	85,858	86,484	109,646	109,427
<b>OTHER CHARGES</b>	61,764	56,617	650	2,100	2,100
<b>TOTAL EXPENDITURES</b>	<b><u>\$229,874</u></b>	<b><u>\$218,017</u></b>	<b><u>\$148,429</u></b>	<b><u>\$139,999</u></b>	<b><u>\$140,000</u></b>

**CITY OF DALY CITY**Revenue Budget  
2012-13/2013-14

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
RENTS AND INTEREST	1,115	0	0	0	0
FROM OTHER AGENCIES	588,723	1,739,750	692,858	522,811	36,326
MISCELLANEOUS REVENUES	0	58,305	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$589,838</u></b>	<b><u>\$1,798,055</u></b>	<b><u>\$692,858</u></b>	<b><u>\$522,811</u></b>	<b><u>\$36,326</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	55,859	46,537	89,738	33,977	34,241
SERVICES AND SUPPLIES	136,825	252,837	117,818	2,253	2,085
OTHER CHARGES	282,644	1,458,202	297,758	486,581	0
CAPITAL OUTLAY	98,540	56,449	187,546	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$573,868</u></b>	<b><u>\$1,814,025</u></b>	<b><u>\$692,860</u></b>	<b><u>\$522,811</u></b>	<b><u>\$36,326</u></b>

<b>CITY OF DALY CITY</b> <b>Revenue Budget</b> <b>2012-13/2013-14</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>2009-10</b> <b>Actual</b>	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Estimated</b>	<b>2012-13</b> <b>Approved</b>	<b>2013-14</b> <b>Approved</b>
<b>RENTS AND INTEREST</b>	0	0	31,000	74,400	74,400
<b>MISCELLANEOUS REVENUES</b>	0	0	1,250	2,850	2,850
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$32,250</u></b>	<b><u>\$77,250</u></b>	<b><u>\$77,250</u></b>

<b>EXPENDITURES</b>	<b>2009-10</b> <b>Actual</b>	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Estimated</b>	<b>2012-13</b> <b>Approved</b>	<b>2013-14</b> <b>Approved</b>
<b>SALARIES AND BENEFITS</b>	0	0	0	79,645	80,266
<b>SERVICES AND SUPPLIES</b>	0	0	6,396	31,164	41,164
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$6,396</u></b>	<b><u>\$110,809</u></b>	<b><u>\$121,430</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<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>

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
TAXES	0	0	0	0	0
FROM OTHER AGENCIES	0	0	0	3,012,368	3,012,636
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$3,012,368</u></b>	<b><u>\$3,012,636</u></b>

EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
OTHER CHARGES	0	0	0	3,012,368	3,012,636
DEBT SERVICE	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>\$3,012,368</u></b>	<b><u>\$3,012,636</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
TAXES	2,440,698	2,795,006	1,468,172	0	0
LICENSES AND PERMITS	8,310	8,190	8,160	7,840	7,840
RENTS AND INTEREST	12,002	18,252	29,002	12,002	12,002
MISCELLANEOUS REVENUES	0	0	0	2,634,446	2,634,656
OPERATING TRANSFERS IN	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$2,461,010</u></b>	<b><u>\$2,821,448</u></b>	<b><u>\$1,505,334</u></b>	<b><u>\$2,654,288</u></b>	<b><u>\$2,654,498</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	172,956	57,754	36,623	0	0
SERVICES AND SUPPLIES	73,897	54,236	52,068	217,550	217,750
OTHER CHARGES	58,160	35,412	122,474	234,350	234,350
FIXED CHARGES	31,943	31,326	19,945	2,388	2,388
CAPITAL OUTLAY	39,414	6,933	755	0	0
OPERATING TRANSFERS OUT	300,216	300,216	175,126	0	0
DEBT SERVICE	436,036	128,906	2,200,000	2,200,000	2,200,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,112,622</u></b>	<b><u>\$614,783</u></b>	<b><u>\$2,606,991</u></b>	<b><u>\$2,654,288</u></b>	<b><u>\$2,654,488</u></b>

**CITY OF DALY CITY**

Revenue Budget  
2012-13/2013-14

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

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
TAXES	603,763	698,751	367,043	0	0
RENTS AND INTEREST	46,337	13,584	20,000	0	0
TOTAL REVENUES	<u>\$650,100</u>	<u>\$712,335</u>	<u>\$387,043</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SERVICES AND SUPPLIES	30,675	0	0	0	0
OTHER CHARGES	0	0	0	0	0
OPERATING TRANSFERS OUT	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$30,675</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**CITY OF DALY CITY**
**Revenue Budget  
2012-13/2013-14**
**Fund: BAYSHORE RDA ADMIN 96**  
**Department: ECONOMIC & COMMUNITY DEVE 400**  
**Program: BAYSHORE REDEVELOPMENT ADMIN 406**

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
<b>REVENUES</b>					
TAXES	2,600,125	2,690,280	1,367,983	0	0
RENTS AND INTEREST	63,800	56,028	49,500	58,400	58,400
MISCELLANEOUS REVENUES	245	221	20	378,122	378,180
OPERATING TRANSFERS IN	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$2,664,170</u></b>	<b><u>\$2,746,529</u></b>	<b><u>\$1,417,503</u></b>	<b><u>\$436,522</u></b>	<b><u>\$436,580</u></b>
<b>EXPENDITURES</b>					
SALARIES AND BENEFITS	142,741	261,613	163,865	0	0
SERVICES AND SUPPLIES	32,553	25,331	18,865	135,322	135,380
OTHER CHARGES	3,240,350	1,365,106	359,545	0	0
FIXED CHARGES	2,541	2,445	2,263	1,200	1,200
CAPITAL OUTLAY	3,222	1,502	1,502	0	0
OPERATING TRANSFERS OUT	183,586	2,183,586	107,092	0	0
DEBT SERVICE	54,256	17,523	300,000	300,000	300,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,659,249</u></b>	<b><u>\$3,857,106</u></b>	<b><u>\$953,132</u></b>	<b><u>\$436,522</u></b>	<b><u>\$436,580</u></b>

**CITY OF DALY CITY**

**Revenue Budget  
2012-13/2013-14**

<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>

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
TAXES	643,806	672,570	341,995	0	0
RENTS AND INTEREST	77,706	90,840	44,230	0	0
MISCELLANEOUS REVENUES	0	651	0	0	0
TOTAL REVENUES	<u>\$721,512</u>	<u>\$764,061</u>	<u>\$386,225</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SERVICES AND SUPPLIES	5,268	5,986	2,370	0	0
OTHER CHARGES	385,547	513,253	0	0	0
OPERATING TRANSFERS OUT	0	0	0	0	0
DEBT SERVICE	136,404	136,404	2,536,835	0	0
TOTAL EXPENDITURES	<u>\$527,219</u>	<u>\$655,643</u>	<u>\$2,539,205</u>	<u>\$0</u>	<u>\$0</u>

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

Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>ECD Admin 01-300-300</b>					
Director of ECD	M440	0.20	0.20	0.55	0.55
Assistant Director of ECD	M339	0.20	0.20	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	0.80	0.80	1.00	-
Administrative Assistant	U038	1.00	1.00	1.00	1.00
		2.20	2.20	3.95	2.95
<b>Building 01-300-340</b>					
Director of ECD	M440	0.20	0.20	0.10	0.10
Assistant Director of ECD	M339	0.30	0.30	0.25	0.25
Chief Building Division Supervisor	U092	1.00	1.00	1.00	1.00
Building Plans Engineer	U082	1.00	1.00	1.00	1.00
Senior Building Inspector	X067	1.00	1.00	1.00	1.00
Building Inspector	X051	3.70	3.70	2.70	2.70
Building Permit Technician	X033	1.00	1.00	1.00	1.00
Office Assistant II	X022	2.40	2.40	2.40	2.40
		10.60	10.60	9.45	9.45
<b>Code Enforcement 01-300-341</b>					
Director of ECD	M440	-	-	0.10	0.10
Assistant Director of ECD	M339	-	-	0.25	0.25
Code Enforcement Officer	U055	1.00	1.00	1.00	1.00
Code Enforcement Inspector	U043	1.00	1.00	1.00	1.00
Building Inspector	X051	-	-	1.00	1.00
Office Assistant II	Z022	0.60	0.60	0.60	0.60
		2.60	2.60	3.95	3.95
<b>Planning 01-301-302</b>					
Director of ECD	M440	0.40	0.40	0.25	0.25
Assistant Director of ECD	M339	0.20	0.20	0.25	0.25
Planning Manager	U097	1.00	1.00	1.00	1.00
Senior Planner	U085	1.00	1.00	1.00	1.00
Associate Planner	E060	1.00	1.00	1.00	1.00
Assistant Planner	E048	1.00	1.00	1.00	1.00
Housing Coordinator	E060	-	-	0.10	0.10
Office Assistant II	Z022	1.00	1.00	1.00	1.00
		5.60	5.60	5.60	5.60
<b>Housing Agency 12-996-410</b>					
Housing & Comm Develop Supervisor	U085	-	-	0.23	0.23
Housing Coordinator	E060	-	-	0.35	0.35
		-	-	0.58	0.58
<b>Residential Rehab 18-305-303</b>					
Housing & Comm Develop Supervisor	U085	0.27	0.27	0.27	0.27
Rehabilitation Coordinator	E064	-	-	-	-
Rehab Construction Inspector	E051	-	-	-	-
Building Inspector	X051	0.30	0.30	0.30	0.30
Community Development Specialist I	E043	1.00	1.00	1.00	1.00
Staff Secretary	Z023	-	-	-	-
		1.57	1.57	1.57	1.57
<b>Block Grant 18-305-305</b>					
Housing & Comm Develop Supervisor	U085	0.58	0.39	0.25	0.25
Housing Coordinator	E060	0.35	0.25	0.09	0.09
Community Development Specialist II	E048	1.00	0.72	1.00	1.00
Staff Secretary	Z023	-	-	-	-
		1.93	1.36	1.34	1.34
<b>Enterprise Development Center 18-305-309</b>					
Housing & Comm Develop Supervisor	U014	1.00	0.20	0.10	0.10
Economic Development Coordinator	E058	-	-	0.10	0.10
		1.00	0.20	0.20	0.20

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

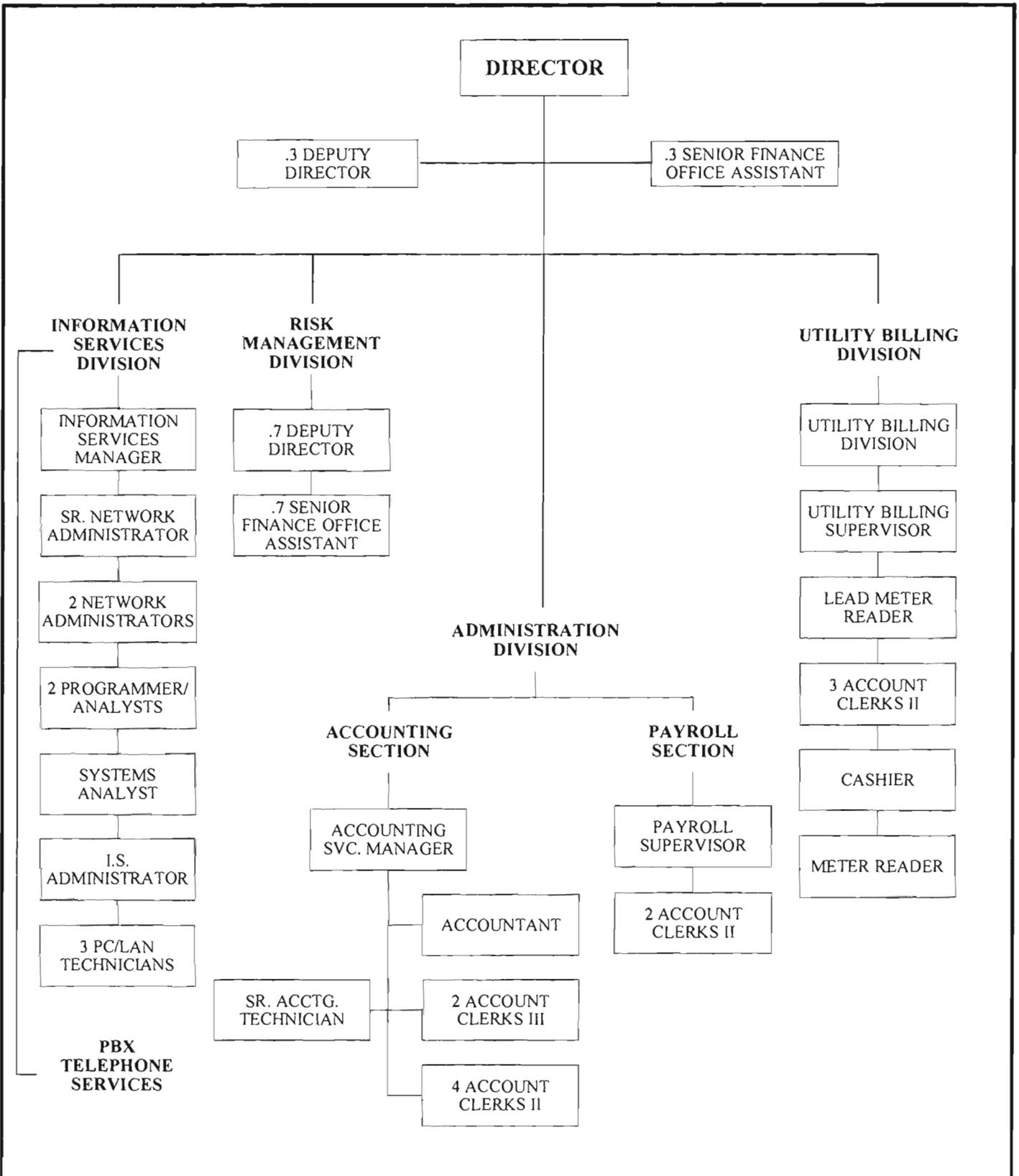
Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>Home Program 28-305-345</b>					
Housing & Comm Develop Supervisor	U085	0.05	0.04	0.05	0.05
Housing Coordinator	E060	0.38	0.48	0.31	0.31
Community Development Specialist II	E048	-	0.28	-	-
		0.43	0.80	0.36	0.36
<b>Business Center 01-300-333</b>					
Business Center Manager	U048	1.00	1.00	-	-
Business Center Receptionist/Secretary	U023	1.00	1.00	-	-
		2.00	2.00	-	-
<b>DCRA JS/Mission 91-400-400</b>					
Director of ECD	M440	0.05	0.05	-	-
Assistant Director of ECD	M339	0.05	0.05	-	-
Housing & Comm Develop Supervisor	U085	0.05	0.05	-	-
Housing Coordinator	E060	0.05	0.05	-	-
Economic Development Coordinator	E058	0.05	0.05	-	-
ECD Program Administrator	U045	0.05	0.05	-	-
Staff Secretary	Z023	-	-	-	-
		0.30	0.30	-	-
<b>DCRA Bayshore 96-400-406</b>					
Director of ECD	M440	0.15	0.15	-	-
Assistant Director of ECD	M339	0.25	0.25	-	-
Housing & Comm Develop Supervisor	U085	0.05	0.05	-	-
Housing Coordinator	E060	0.22	0.22	-	-
Economic Development Coordinator	E058	0.95	0.95	-	-
Staff Secretary	Z023	-	-	-	-
ECD Program Administrator	U045	0.15	0.15	-	-
		1.77	1.77	-	-
		30.00	29.00	27.00	26.00



# City of Daly City

## FINANCE & ADMINISTRATIVE SERVICES

Fiscal Years 2012 – 2013 and 2013 – 2014



# **FINANCE AND ADMINISTRATIVE SERVICES**

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## ***DEPARTMENT MISSION STATEMENT***

Service to the Community through the Highest Quality Service to Other City Departments

## ***CORE SERVICES***

The Department of Finance and Administrative Services is responsible for facilitating the planning, organization, implementation, control, coordination, and direction of the financial policies and programs of the City, as established by the City Council and City Manager. The Department provides the financial analysis and forecasting for and manages the development process of both the operating and the capital budget every two years, 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 both the City's Workers' Compensation self-insurance program covering all City workers for on-the-job injuries and the General Liability Self-Insurance Program which covers claims made against the City, plus the City's self-funded unemployment insurance account. Risk Management promotes workplace safety, arranges for financing of risks including purchased property, excess liability and specialty insurance, provides safety and loss prevention services to City departments and coordinates funding in the event of a disaster or local emergency.

***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/Admin/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.

# **FINANCE AND ADMINISTRATIVE SERVICES**

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

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.

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.

### **Community and Civic Support**

- 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

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

- 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. Contract claims administrators will receive close oversight and their activities will be audited to ensure that they are providing the highest level of service and are employing comprehensive efforts to review bills and charges to ensure costs are limited to what is fair, reasonable and required by law.
- 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***

The Central Services Division internal service fund full-time staff has been eliminated on the retirement of the Central Services & Purchasing Supervisor and the Parking Meter Repair Worker/Stores Clerk. With the complete implementation of the paperless purchasing system, Purchasing has effectively been decentralized and the remaining responsibilities have been assumed by the Accounting Division. Photocopier services have been incorporated into the Information Services Division. The supervision of parking meter collection is now done by the Utility Billing Supervisor and the supervision of the mail/messenger function is now done by the Senior Finance Office Assistant. Parking meter repairs are now performed by the Streets Division of the Public Works Department.

## FINANCE AND ADMINISTRATIVE SERVICES

### PERFORMANCE MEASURES

#### Administrative Performance Measures

Measure (% of time)	Actual 2010-11	Estimate 2011-12	Projected 2012-13	Projected 2013-14
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 2010-11	Estimate 2011-12	Projected 2012-13	Projected 2013-14
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 2010-11	Estimate 2011-12	Projected 2012-13	Projected 2013-14
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

**PERFORMANCE MEASURES (continued)**

**Workers Comp Performance Measures**

Measure	Actual 2010-11	Estimate 2011-12	Projected 2012-13	Projected 2013-14
Biennial Claims Admin. Audit Score	95%	n/a	95%	n/a
Net Reductions in Medical Charges	64%*	65%	65%	65%
Safety manual review/update (sections)	10	8	5**	5**
Percent of claims submitted within 5 calendar days	75%	78%	78%	78%

\*In 2010-11, 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.

\*\* Meeting schedule changed to bimonthly.

**General Liability Performance Measures**

Measure	Actual 2010-11	Estimate 2011-12	Projected 2012-13	Projected 2013-14
Process claims filed within 12 working days	90%	98%	95%	95%
Facility Inspections	27	29	28	28

**Central Services Performance Measures**

Measure (% of time)	Actual 2010-11	Estimate 2011-12	Projected 2012-13	Projected 2013-14
Process all outgoing U.S. Mail on the same day as received	99%	99%	99%	99%



**CITY OF DALY CITY****Department Summary****2012-13/2013-14****FINANCE**

	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
RENTS AND INTEREST	167,995	137,187	129,672	128,024	128,024
CHARGES AND FEES	6,820,964	6,809,942	6,690,829	6,880,262	6,968,908
MISCELLANEOUS REVENUES	110,600	115,494	109,460	87,000	87,000
OPERATING TRANSFERS IN	167,774	263,871	174,061	456,575	125,575
<b>TOTAL REVENUES</b>	<b><u>\$7,267,333</u></b>	<b><u>\$7,326,494</u></b>	<b><u>\$7,104,022</u></b>	<b><u>\$7,551,861</u></b>	<b><u>\$7,309,507</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	4,461,306	4,450,943	4,415,771	4,245,657	4,265,669
SERVICES AND SUPPLIES	1,927,728	2,166,928	2,371,673	2,726,600	2,493,308
OTHER CHARGES	4,196,018	870,536	2,216,559	2,156,318	2,228,546
FIXED CHARGES	1,079,242	1,072,366	1,071,176	707,911	707,911
CAPITAL OUTLAY	128,600	306,139	420,720	784,502	693,500
OPERATING TRANSFERS OUT	663,426	690,784	663,426	668,866	678,295
DEPRECIATION	276,048	271,130	314,033	370,324	369,732
<b>TOTAL EXPENDITURES</b>	<b><u>\$12,732,368</u></b>	<b><u>\$9,828,826</u></b>	<b><u>\$11,473,358</u></b>	<b><u>\$11,660,178</u></b>	<b><u>\$11,436,961</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</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>

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
CHARGES AND FEES	67,741	68,219	68,200	68,200	68,200
MISCELLANEOUS REVENUES	0	3,459	22,000	0	0
OPERATING TRANSFERS IN	78,813	78,813	78,813	99,375	99,375
<b>TOTAL REVENUES</b>	<b><u>\$146,554</u></b>	<b><u>\$150,491</u></b>	<b><u>\$169,013</u></b>	<b><u>\$167,575</u></b>	<b><u>\$167,575</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	1,643,316	1,689,881	1,737,005	1,656,378	1,668,727
SERVICES AND SUPPLIES	94,759	102,710	114,267	110,462	119,147
OTHER CHARGES	4,216	4,713	3,810	4,226	3,795
FIXED CHARGES	135,624	133,860	133,860	203,026	203,026
CAPITAL OUTLAY	0	0	1,619	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,877,915</u></b>	<b><u>\$1,931,164</u></b>	<b><u>\$1,990,561</u></b>	<b><u>\$1,974,092</u></b>	<b><u>\$1,994,695</u></b>

**CITY OF DALY CITY**

Revenue Budget  
2012-13/2013-14

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
RENTS AND INTEREST	2,064	2,366	7,222	1,250	1,250
CHARGES AND FEES	515,552	482,738	452,766	171,192	171,192
MISCELLANEOUS REVENUES	9,907	14,730	0	0	0
OPERATING TRANSFERS IN	77,664	77,664	60,000	26,200	26,200
<b>TOTAL REVENUES</b>	<b><u>\$605,187</u></b>	<b><u>\$577,498</u></b>	<b><u>\$519,988</u></b>	<b><u>\$198,642</u></b>	<b><u>\$198,642</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	295,088	199,961	113,613	83,020	83,020
SERVICES AND SUPPLIES	208,975	183,989	144,573	112,049	124,411
OTHER CHARGES	370	185	355	850	850
FIXED CHARGES	21,377	21,230	21,230	19,097	19,097
CAPITAL OUTLAY	1,070	8,658	35,887	7,500	0
OPERATING TRANSFERS OUT	34,961	34,961	34,961	2,721	2,727
DEPRECIATION	31,978	30,227	23,853	1,500	1,500
<b>TOTAL EXPENDITURES</b>	<b><u>\$593,819</u></b>	<b><u>\$479,211</u></b>	<b><u>\$374,472</u></b>	<b><u>\$226,737</u></b>	<b><u>\$231,605</u></b>

**CITY OF DALY CITY**Revenue Budget  
2012-13/2013-14Fund: INFORMATION SERVICES 55  
Department: FINANCE 035  
Program: INFORMATION SERVICES 455

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
<b>REVENUES</b>					
RENTS AND INTEREST	28,012	21,558	15,838	20,374	20,374
CHARGES AND FEES	2,425,839	2,395,275	2,395,275	2,486,502	2,486,502
MISCELLANEOUS REVENUES	400	150	0	0	0
OPERATING TRANSFERS IN	11,298	107,394	35,248	321,000	0
<b>TOTAL REVENUES</b>	<b><u>\$2,465,549</u></b>	<b><u>\$2,524,377</u></b>	<b><u>\$2,446,361</u></b>	<b><u>\$2,827,876</u></b>	<b><u>\$2,506,876</u></b>
<b>EXPENDITURES</b>					
SALARIES AND BENEFITS	1,433,823	1,461,746	1,451,315	1,430,639	1,441,298
SERVICES AND SUPPLIES	474,825	361,975	493,645	852,650	537,650
OTHER CHARGES	200	425	0	40,150	32,150
FIXED CHARGES	91,813	88,166	88,166	45,585	45,585
CAPITAL OUTLAY	102,974	273,931	379,160	660,000	625,000
OPERATING TRANSFERS OUT	124,295	124,295	124,295	218,512	218,886
DEPRECIATION	215,078	212,410	272,000	337,220	328,632
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,443,008</u></b>	<b><u>\$2,522,948</u></b>	<b><u>\$2,808,581</u></b>	<b><u>\$3,584,756</u></b>	<b><u>\$3,229,201</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
RENTS AND INTEREST	11,751	9,285	8,166	8,200	8,200
CHARGES AND FEES	205,457	182,836	179,795	136,683	136,683
MISCELLANEOUS REVENUES	28	0	146	0	0
OPERATING TRANSFERS IN	0	0	0	10,000	0
<b>TOTAL REVENUES</b>	<b><u>\$217,236</u></b>	<b><u>\$192,121</u></b>	<b><u>\$188,107</u></b>	<b><u>\$154,883</u></b>	<b><u>\$144,883</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SERVICES AND SUPPLIES	171,370	164,316	168,551	165,230	165,230
CAPITAL OUTLAY	24,556	21,710	1,220	111,502	63,000
OPERATING TRANSFERS OUT	1,733	1,733	1,733	11,362	9,821
DEPRECIATION	24,331	23,832	13,519	26,904	34,900
<b>TOTAL EXPENDITURES</b>	<b><u>\$221,990</u></b>	<b><u>\$211,591</u></b>	<b><u>\$185,023</u></b>	<b><u>\$314,998</u></b>	<b><u>\$272,951</u></b>

**CITY OF DALY CITY**Revenue Budget  
2012-13/2013-14Fund: SELF INSURANCE  
Department: FINANCE  
Program: GENERAL LIABILITY58  
038  
425

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
RENTS AND INTEREST	69,818	59,446	57,323	57,200	57,200
CHARGES AND FEES	1,078,619	1,134,045	1,161,497	1,103,104	1,107,750
MISCELLANEOUS REVENUES	78,924	74,390	67,313	67,500	67,500
<b>TOTAL REVENUES</b>	<b><u>\$1,227,361</u></b>	<b><u>\$1,267,881</u></b>	<b><u>\$1,286,133</u></b>	<b><u>\$1,227,804</u></b>	<b><u>\$1,232,450</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	104,871	87,494	114,931	102,000	102,000
SERVICES AND SUPPLIES	159,142	171,396	193,612	178,844	178,877
OTHER CHARGES	1,114,888	706,663	974,062	806,310	834,860
FIXED CHARGES	3,937	3,888	3,888	865	865
CAPITAL OUTLAY	0	1,840	2,333	5,000	5,000
OPERATING TRANSFERS OUT	124,970	152,328	124,970	99,175	104,092
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,507,808</u></b>	<b><u>\$1,123,609</u></b>	<b><u>\$1,413,796</u></b>	<b><u>\$1,192,194</u></b>	<b><u>\$1,225,694</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
RENTS AND INTEREST	56,351	44,530	41,123	41,000	41,000
CHARGES AND FEES	2,236,149	2,237,054	2,130,429	2,638,000	2,722,000
MISCELLANEOUS REVENUES	323	0	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$2,292,823</u></b>	<b><u>\$2,281,584</u></b>	<b><u>\$2,171,552</u></b>	<b><u>\$2,679,000</u></b>	<b><u>\$2,763,000</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	197,557	263,489	193,901	197,577	199,096
SERVICES AND SUPPLIES	760,104	1,115,447	1,194,310	1,221,027	1,254,850
OTHER CHARGES	3,023,475	103,610	1,187,819	1,254,283	1,306,240
FIXED CHARGES	4,440	4,341	4,341	10,826	10,826
OPERATING TRANSFERS OUT	53,262	53,262	53,262	91,591	94,269
<b>TOTAL EXPENDITURES</b>	<b><u>\$4,038,838</u></b>	<b><u>\$1,540,149</u></b>	<b><u>\$2,633,633</u></b>	<b><u>\$2,775,304</u></b>	<b><u>\$2,865,281</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</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>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>CHARGES AND FEES</b>	291,607	309,774	302,867	276,581	276,581
<b>MISCELLANEOUS REVENUES</b>	21,018	22,766	20,001	19,500	19,500
<b>TOTAL REVENUES</b>	<b><u>\$312,625</u></b>	<b><u>\$332,540</u></b>	<b><u>\$322,868</u></b>	<b><u>\$296,081</u></b>	<b><u>\$296,081</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	786,649	748,371	805,008	776,043	771,530
<b>SERVICES AND SUPPLIES</b>	58,552	67,096	62,714	86,339	113,144
<b>OTHER CHARGES</b>	52,869	54,938	50,513	50,500	50,650
<b>FIXED CHARGES</b>	822,052	820,881	819,691	428,512	428,512
<b>CAPITAL OUTLAY</b>	0	0	500	500	500
<b>OPERATING TRANSFERS OUT</b>	324,205	324,205	324,205	245,505	248,500
<b>DEPRECIATION</b>	4,661	4,661	4,661	4,700	4,700
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,048,988</u></b>	<b><u>\$2,020,152</u></b>	<b><u>\$2,067,292</u></b>	<b><u>\$1,592,099</u></b>	<b><u>\$1,617,536</u></b>

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

Classification	Range	2010-11	2011-12	2012-13	2013-14
<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	1	1
Central Services & Purchasing Supervisor	U059	0.50	0.50	0.00	0.00
Senior Accounting Technician	Z042	1	1	1	1
Senior Finance Office Assistant	U034	0.30	0.30	0.30	0.30
Risk Management Office Assistant	U032	0	0	0	0
Account Clerk III	Z033	2	2	2	2
Account Clerk II	Z029	4.95	5.95	5.95	5.95
Account Clerk I	Z025	1.00	0	0	0
Office Assistant II	X022	0	0	0	0
		14.05	14.05	13.55	13.55
<b>Central Services 52-032-063</b>					
Central Services & Purchasing Supervisor	U059	0.50	0.50	0	0
Parking Meter Worker/Stores Clerk	X027	1	1	0	0
		1.50	1.50	0.00	0.00
<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
Senior PC/LAN Technician	U053	0	0	0	0
Information Services Administrator	U044	1	1	1	1
PC/LAN Technician	U042	3	3	3	3
		11.00	11.00	11.00	11.00
<b>Risk Management 58-038-424</b>					
Deputy Dir Of Finance & Admin Services	M311	0.70	0.70	0.70	0.70
Senior Finance Office Assistant	U034	0.70	0.70	0.70	0.70
Risk Management Office Assistant	U032	0	0	0	0
		1.40	1.40	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	3	3
Cashier	Z029	1	1	1	1
		7	7	7	7
		34.95	34.95	32.95	32.95



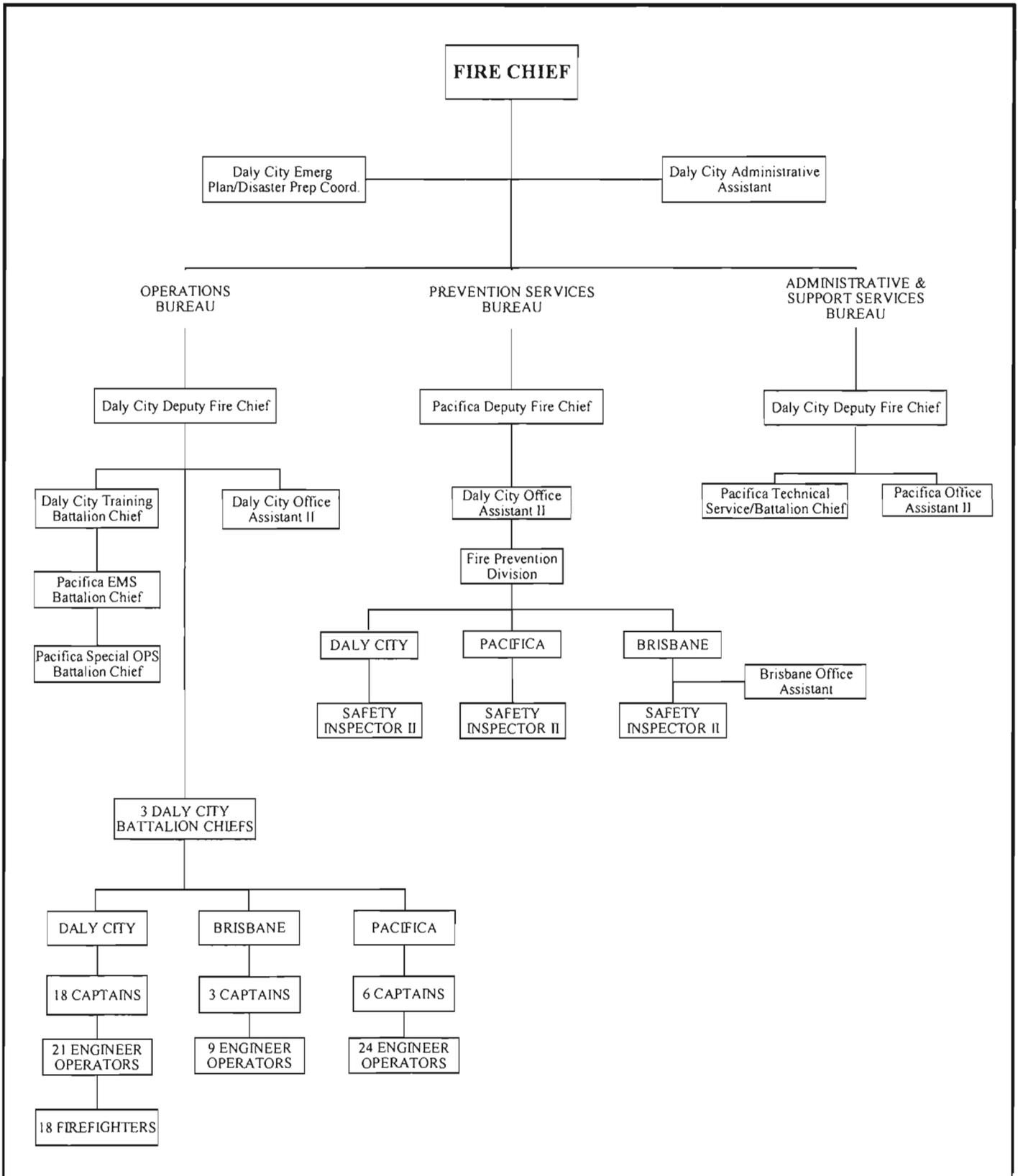


# North County Fire Authority

## FIRE DEPARTMENT



Fiscal Years 2012 – 2013 and 2013 – 2014



# 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.

## **FIRE DEPARTMENT**

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

- Complete annual mandatory certification and recurrent training of all fire personnel, which will average at least 220 hours annually.
- Complete required in-service on duty continuing education hours, infrequent skills and certifications of all paramedics and emergency medical technicians, which totals 24 hours annually for each paramedic and 12 hours for each emergency medical technician.
- Provide overall administration and leadership for all aspects of the organization, creation and implementation of goals, priorities, objectives, performance measurements and outcomes, fiscal management, policy development and direction, strategic planning, accounting, human resources, payroll, facilities, grounds and fleet maintenance, along with purchasing of goods, supplies and equipment, as well as analysis of fire resources deployment.
- Complete annual fire and safety inspections and re-inspections of all commercial, permitted and multi-family occupancies by fire companies and dedicated inspectors. Additionally complete all plan reviews and related inspections within specified time line.
- Complete all inspections and re-inspections of land parcels through the “Vegetation Abatement and Management Program” with assistance from property owners, typically with 100% compliance.
- Provide 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 one Safety Inspector position.

## CITY OF DALY CITY

### *PERFORMANCE MEASURES*

Measure	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Projected	2013-14 Projected
90% of medical emergency responses by a paramedic fire company will arrive within 4 minutes or less travel time	92%	92%	90%	92%	92%
90% of fire emergency responses by a fire company will arrive within 4 minutes or less travel time	91%	92%	93%	92%	92%
90% fire confinement success rate in holding structure fires to the area origin. (National average is 50%)	93%	93%	92%	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	35	35



<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>FIRE DEPARTMENT</b>	<b>220</b>
	<b>Program:</b>	<b>FIRE</b>	<b>220</b>

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
LICENSES AND PERMITS	60,702	61,947	62,500	60,500	60,500
FINES AND FORFEITURES	180	355	384	0	0
CHARGES AND FEES	1,312,679	1,118,605	1,031,610	1,079,309	1,079,309
MISCELLANEOUS REVENUES	165,263	100,878	42,266	2,500	2,500
<b>TOTAL REVENUES</b>	<b><u>\$1,538,824</u></b>	<b><u>\$1,281,785</u></b>	<b><u>\$1,136,760</u></b>	<b><u>\$1,142,309</u></b>	<b><u>\$1,142,309</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	13,333,060	13,301,517	13,578,453	13,273,327	13,374,667
SERVICES AND SUPPLIES	579,903	551,094	644,642	641,357	642,015
OTHER CHARGES	64,682	49,918	47,665	50,960	49,420
FIXED CHARGES	748,965	741,497	740,575	953,204	953,204
CAPITAL OUTLAY	41,979	13,984	42,129	42,129	42,129
OPERATING TRANSFERS OUT	171,636	72,420	71,086	70,000	70,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$14,940,225</u></b>	<b><u>\$14,730,430</u></b>	<b><u>\$15,124,550</u></b>	<b><u>\$15,030,977</u></b>	<b><u>\$15,131,435</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

Fund: GRANTS 28  
 Department: FIRE DEPARTMENT 220  
 Program: ASSIST FIREFIGHTERS GRANT 09 227

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
FROM OTHER AGENCIES	0	197,731	148,254	0	0
OPERATING TRANSFERS IN	0	0	56,800	0	0
<b>TOTAL REVENUES</b>	<b><u>\$0</u></b>	<b><u>\$197,731</u></b>	<b><u>\$205,054</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
CAPITAL OUTLAY	0	197,731	205,054	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$197,731</u></b>	<b><u>\$205,054</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

**FIRE**

**Full-Time Salaried Position Listing**

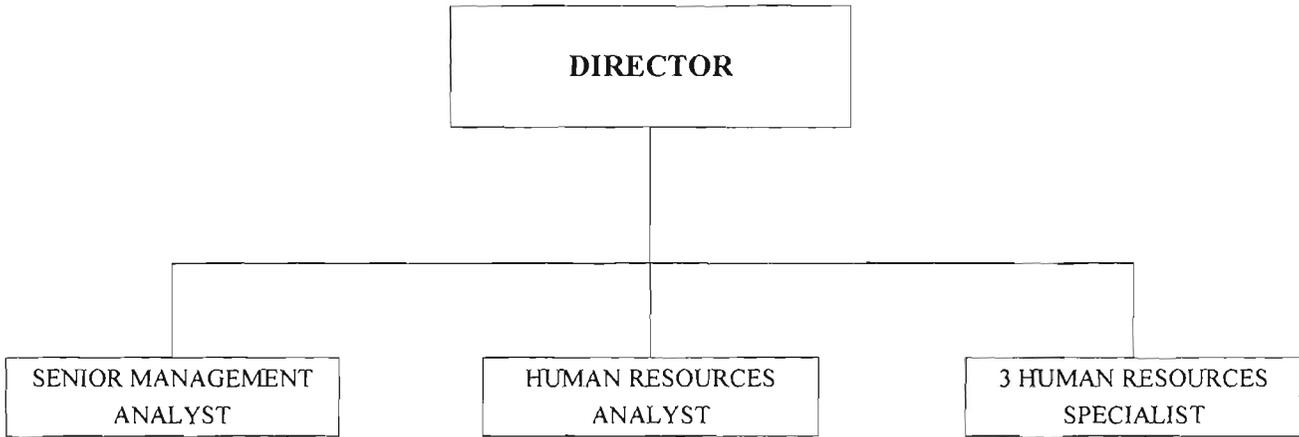
Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>01-220-220</b>					
Fire Chief	M442	1	1	1	1
Deputy Fire Chief	M349	1	1	1	1
Fire Marshal/Fire Prevention Services Chief	M349	1	1	1	1
Comm Emergency Plan/Disaster Prep Coord	U105	1	1	1	1
Fire Battalion Chief	G275	4	4	4	4
Fire Safety Inspector II	I270	4	4	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	2	2
		<u>72</u>	<u>72</u>	<u>71</u>	<u>71</u>





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

Fiscal Years 2012 – 2013 and 2013 – 2014



# 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**
- **Recruitment and Selection**
- **Labor and Employee Relations**
- **Workforce Resources and Professional Development**
- **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 and Supervisory Academies
- Continue to identify opportunities for greater cost effectiveness and efficiency through shared services with other local agencies
- 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 conduct Exit Interviews to solicit recommendations and feedback from retiring and other employees leaving City employment

## ***BIENNIAL BUDGET OUTCOMES***

- Complete negotiations with 12 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
- Collaborate with the Finance Department to implement the Human Resources Information System, including Employee Online which will allow employees to maintain the accuracy of their payroll information, view paycheck stubs and update demographic information

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

- Human Resources Specialist currently assigned to Finance Department on a full-time temporary basis
- Significant increase in recruitment costs due to retirements



**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
<b>REVENUES</b>					
MISCELLANEOUS REVENUES	1,365	1,100	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$1,365</u></b>	<b><u>\$1,100</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>					
SALARIES AND BENEFITS	783,558	803,249	742,197	823,527	829,750
SERVICES AND SUPPLIES	182,762	192,243	228,661	240,426	203,472
OTHER CHARGES	86,862	88,312	97,617	100,858	112,187
FIXED CHARGES	51,384	50,084	50,084	47,500	47,500
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,104,566</u></b>	<b><u>\$1,133,888</u></b>	<b><u>\$1,118,559</u></b>	<b><u>\$1,212,311</u></b>	<b><u>\$1,192,909</u></b>

**HUMAN RESOURCES**

**Full-Time Salaried Position Listing**

Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>01-070-070</b>					
Director of Human Resources	M428	1	1	1	1
Senior Management Analyst	U074	1	1	1	1
Human Resource Analyst	U053	1	1	1	1
Human Resource Specialist	U040	3	3	3	3
		<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>



# **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***

- The Public Library will bolster its program offerings, delivering twelve new City-wide library events, including coordination with the City's cultural celebrations, to support the life-long learning of Daly City's residents. The early literacy Storytime Program, class visits, reading groups and holiday programs at all four libraries will be enhanced and promoted more widely.
- Opportunities for Library patron self-service will expand through the use of the self-check stations at all four libraries, thereby increasing the availability of Library staff to deliver more complex or specialized services, first-level reference, bibliographic instruction and computer literacy instruction.
- The Library will continue to maintain the best possible collection of books, media, periodicals and electronic resources to meet the diverse informational and leisure needs of the community.
- Through the redesigned Activity Guide and the utilization of Social Media, the Recreation Division will seek to invite and attract new customers.
- The Department will seek to off-set program costs and expand community participation and support through additional corporate and service club sponsorship and support.
- To address the General Fund Subsidy for recreation programs, participant fees and charges will increase by five percent in both fiscal years' of the Biennial Budget (fees and charges will only increase in Fiscal Year 2013/14 for the Afterschool and Summer Youth Recreation Programs).

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

- Consolidation of the Public Library Department and Recreation Division of the Parks and Recreation Department on July 1, 2011, which included the previous transfer of the Parks Division to the Public Works Department on January 1, 2011.
- Elimination of the vacant Library Director and Parks and Recreation Director, Assistant Parks and Recreation Director, Neighborhood Services Manager, two Library Assistant IIs and two Assistant Recreation Program Coordinator positions resulting in enhanced efficiency and cost savings. Creation of the new consolidated Department of Library and Recreation Services Director, Library Services Manager and Recreation Services Manager positions. Reclassification of one vacant Librarian II to a Librarian III.
- Expansion of Library hours at the Serramonte Main Library by nine hours each week, John Daly Branch Library by six hours each week, and, the Westlake Branch Library by six hours each week for a total of approximately 1,000 additional hours annually.
- Implementation of Radio Frequency Identification (RFID) technology at all four libraries and self-service check-out stations at the three branch libraries (fourth library pending) to reduce cost and enhance customer service and staff efficiency.

## **LIBRARY AND RECREATION SERVICES**

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

- Expansion of the number of Library Summer Reading Program performers from 8 to 16.
- Expansion of the Afterschool Youth Recreation Program, Summer Youth Recreation Program and Aquatics Program to generate additional revenue and customer satisfaction.
- Expansion of the fee waiver Scholarship Program.
- Significant expansion of Library programming for all age groups.
- Development of both funded and unfunded Library programs for delivery to patrons as additional funding becomes available.
- Update of Daly City Municipal Code to reflect and memorialize the Department consolidation.
- Redesign of the Department of Library and Recreation Services Activity Guide and distribution of three, rather than four times annually (effective Winter/Spring 2013).
- Increase of program fees by five percent in Fiscal Year 2012/13 and five percent in Fiscal Year 2013/14.

## CITY OF DALY CITY

### **PERFORMANCE MEASURES**

Measure – Department-Wide	2010-11 Actual	2011-12 Estimate	2012-13 Projected	2013-14 Projected
Percent of customers who believe participation in a library or recreation program or class improved their quality of life (survey)	New	New	75%	85%
Percent of patrons and customers who rate customer services as good to excellent (survey)	New	New	90%	90%
Measure - Library	2010-11 Actual	2011-12 Estimate	2012-13 Projected	2013-14 Projected
Percent of customers who check out materials utilizing the self-check machines (data)	New	New	50%	75%
Percent of residents who rate the variety of library collections/resources/programs as good to excellent (survey)	New	New	75%	85%
Percent of parents and caregivers who report reading to their children following participation in a library program/activity (survey)	New	New	75%	90%
Measure - Recreation	2010-11 Actual	2011-12 Estimate	2012-13 Projected	2013-14 Projected
Percent of youth and teens who report classes/programs/events/leagues made a positive difference in their lives (survey)	New	New	80%	80%
Percent of customers rating the quality of classes/programs/events/sports leagues as good to excellent (survey)	New	New	80%	80%
Percent of customers who rate the online registration process as easy or very easy to use (survey)	New	New	60%	75%
Percentage of participants who use the online registration process to enroll in a class or program (data)	26%	30%	50%	75%
Percentage of customers who rate the cleanliness and set-up for a facility rental as good to excellent (survey)	New	New	80%	80%
Percent of participants who rate the weekday Doelger Senior Center and Lincoln Community Center lunch program as good to excellent (survey)	New	New	80%	80%
Percent of attendees who rate cultural celebrations as good to excellent (survey)	New	New	80%	80%



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

2012-13/2013-14

**LIBRARY AND RECREATION**

	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
RENTS AND INTEREST	529,724	544,591	539,999	552,100	559,600
FROM OTHER AGENCIES	814,803	822,298	780,923	776,940	772,940
CHARGES AND FEES	363,492	368,797	264,400	193,200	193,200
PROGRAM FEES	1,182,453	1,225,330	1,211,168	1,446,400	1,485,400
MISCELLANEOUS REVENUES	268,824	277,232	241,651	184,200	184,200
OPERATING TRANSFERS IN	587,070	574,710	591,186	430,740	435,493
<b>TOTAL REVENUES</b>	<b><u>\$3,746,366</u></b>	<b><u>\$3,812,958</u></b>	<b><u>\$3,629,327</u></b>	<b><u>\$3,583,580</u></b>	<b><u>\$3,630,833</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	6,552,447	6,319,793	5,709,555	5,804,300	5,959,876
SERVICES AND SUPPLIES	1,440,177	1,382,876	1,418,420	1,521,500	1,523,300
PROGRAM COSTS	352,713	270,358	279,203	321,073	321,053
OTHER CHARGES	11,414	13,017	12,190	5,840	4,065
FIXED CHARGES	2,550,311	2,480,366	2,480,365	2,399,527	2,399,527
CAPITAL OUTLAY	0	0	750	0	0
OPERATING TRANSFERS OUT	19,700	11,650	3,340	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$10,926,762</u></b>	<b><u>\$10,478,060</u></b>	<b><u>\$9,903,823</u></b>	<b><u>\$10,052,240</u></b>	<b><u>\$10,207,821</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

**Fund: GENERAL FUND 01**  
**Department: LIBRARY AND RECREATION 117**  
**Program: LIBRARY AND RECREATION ADMIN 117**

<b>REVENUES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
RENTS AND INTEREST	0	0	0	152,100	159,600
PROGRAM FEES	0	0	0	3,000	3,000
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>\$155,100</u></b>	<b><u>\$162,600</u></b>
<b>EXPENDITURES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
SALARIES AND BENEFITS	0	0	0	1,115,390	1,243,667
SERVICES AND SUPPLIES	0	0	0	347,300	349,100
OTHER CHARGES	0	0	0	5,840	4,065
FIXED CHARGES	0	0	0	1,776,205	1,776,205
<b>TOTAL EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$3,244,735</u></b>	<b><u>\$3,373,037</u></b>

<b>CITY OF DALY CITY</b> <b>Revenue Budget</b> <b>2012-13/2013-14</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>2009-10</b> <b>Actual</b>	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Estimated</b>	<b>2012-13</b> <b>Approved</b>	<b>2013-14</b> <b>Approved</b>
RENTS AND INTEREST	2,130	1,980	3,309	0	0
FROM OTHER AGENCIES	272,411	269,566	228,073	229,000	230,000
CHARGES AND FEES	123,955	109,311	78,243	45,000	45,000
MISCELLANEOUS REVENUES	70,351	70,890	55,594	51,000	51,000
<b>TOTAL REVENUES</b>	<b><u>\$468,847</u></b>	<b><u>\$451,747</u></b>	<b><u>\$365,219</u></b>	<b><u>\$325,000</u></b>	<b><u>\$326,000</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b> <b>Actual</b>	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Estimated</b>	<b>2012-13</b> <b>Approved</b>	<b>2013-14</b> <b>Approved</b>
SALARIES AND BENEFITS	2,654,524	2,582,064	2,239,479	2,111,566	2,127,677
SERVICES AND SUPPLIES	565,422	559,448	585,167	488,700	488,700
PROGRAM COSTS	0	0	0	30,000	30,000
OTHER CHARGES	6,695	8,832	6,765	0	0
FIXED CHARGES	433,249	421,043	421,043	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,659,890</u></b>	<b><u>\$3,571,387</u></b>	<b><u>\$3,252,454</u></b>	<b><u>\$2,630,266</u></b>	<b><u>\$2,646,377</u></b>

<b>CITY OF DALY CITY</b> <b>Revenue Budget</b> <b>2012-13/2013-14</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>2009-10</b> <b>Actual</b>	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Estimated</b>	<b>2012-13</b> <b>Approved</b>	<b>2013-14</b> <b>Approved</b>
RENTS AND INTEREST	527,594	542,611	536,690	400,000	400,000
FROM OTHER AGENCIES	15,520	20,000	40,000	25,000	20,000
PROGRAM FEES	1,014,003	1,076,099	1,069,868	1,302,100	1,341,100
MISCELLANEOUS REVENUES	38,050	38,272	37,890	33,200	33,200
<b>TOTAL REVENUES</b>	<b><u>\$1,595,167</u></b>	<b><u>\$1,676,982</u></b>	<b><u>\$1,684,448</u></b>	<b><u>\$1,760,300</u></b>	<b><u>\$1,794,300</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b> <b>Actual</b>	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Estimated</b>	<b>2012-13</b> <b>Approved</b>	<b>2013-14</b> <b>Approved</b>
SALARIES AND BENEFITS	2,985,420	2,775,004	2,561,049	1,840,619	1,847,054
SERVICES AND SUPPLIES	568,522	497,923	563,984	451,900	451,900
PROGRAM COSTS	325,471	269,545	279,203	236,900	236,900
OTHER CHARGES	3,595	2,674	3,773	0	0
FIXED CHARGES	1,751,975	1,703,285	1,703,285	303,530	303,530
CAPITAL OUTLAY	0	0	0	0	0
OPERATING TRANSFERS OUT	11,530	6,820	3,340	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$5,646,513</u></b>	<b><u>\$5,255,251</u></b>	<b><u>\$5,114,634</u></b>	<b><u>\$2,832,949</u></b>	<b><u>\$2,839,384</u></b>

**CITY OF DALY CITY**

Revenue Budget  
2012-13/2013-14

<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>

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
FROM OTHER AGENCIES	140,682	144,367	135,781	123,000	123,000
CHARGES AND FEES	239,537	259,486	186,157	148,200	148,200
PROGRAM FEES	168,453	149,234	141,300	141,300	141,300
MISCELLANEOUS REVENUES	160,423	168,070	148,166	100,000	100,000
OPERATING TRANSFERS IN	587,070	574,710	591,186	430,740	435,493
TOTAL REVENUES	<u>\$1,296,165</u>	<u>\$1,295,867</u>	<u>\$1,202,590</u>	<u>\$943,240</u>	<u>\$947,993</u>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	652,614	659,560	625,406	417,206	421,959
SERVICES AND SUPPLIES	241,931	273,114	220,746	207,800	207,800
PROGRAM COSTS	27,242	815	0	0	0
OTHER CHARGES	1,124	1,511	402	0	0
FIXED CHARGES	365,085	356,037	356,037	319,413	319,413
OPERATING TRANSFERS OUT	8,170	4,830	0	0	0
TOTAL EXPENDITURES	<u>\$1,296,166</u>	<u>\$1,295,867</u>	<u>\$1,202,591</u>	<u>\$944,419</u>	<u>\$949,172</u>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</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>

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
FROM OTHER AGENCIES	217,410	212,400	212,069	212,400	212,400
TOTAL REVENUES	<u>\$217,410</u>	<u>\$212,400</u>	<u>\$212,069</u>	<u>\$212,400</u>	<u>\$212,400</u>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	123,216	130,449	135,166	132,048	132,048
SERVICES AND SUPPLIES	64,304	52,390	48,525	25,800	25,800
PROGRAM COSTS	0	0	0	54,173	54,153
OTHER CHARGES	0	0	1,250	0	0
FIXED CHARGES	0	0	0	379	379
CAPITAL OUTLAY	0	0	750	0	0
TOTAL EXPENDITURES	<u>\$187,520</u>	<u>\$182,839</u>	<u>\$185,691</u>	<u>\$212,400</u>	<u>\$212,380</u>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	Fund:	GRANTS	28
	Department:	LIBRARY AND RECREATION	131
	Program:	A S E S - JEFFERSON ELEM SCH	179

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
FROM OTHER AGENCIES	168,780	175,965	165,000	187,540	187,540
TOTAL REVENUES	<u>\$168,780</u>	<u>\$175,965</u>	<u>\$165,000</u>	<u>\$187,540</u>	<u>\$187,540</u>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	136,673	172,714	148,454	187,469	187,469
TOTAL EXPENDITURES	<u>\$136,673</u>	<u>\$172,714</u>	<u>\$148,454</u>	<u>\$187,469</u>	<u>\$187,469</u>

## LIBRARY &amp; RECREATION SERVICES

## Full-Time Salaried Position Listing

Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>Prior to Consolidation</b>					
Library Total		25	25		
Recreation Total		25	24		
<b>Library &amp; Recreation Serv Admin 01-117-117</b>					
Director of Library & Recreation Services	M428			1	1
Assistant to the Library Director	U096			0	0
Library Services Manager	U096			1	1
Recreation Services Manager	U096			1	1
Administrative Assistant	U038			1	1
Library Senior Office Assistant	U034			1	1
Account Clerk II	Z029			2	2
Office Assistant II	Z022			2	2
<b>Serramonte Library 01-120-122</b>					
Librarian III	X051			1	1
Librarian I	X039			1.2	1.2
Library Assistant III	X032			1.5	1.5
Library Assistant II	X026			4	4
<b>Bayshore Library 01-120-123</b>					
Librarian II	X046			1	1
Library Assistant III	X032			0.1	0.1
<b>John Daly Library 01-120-125</b>					
Librarian II	X046			1	1
Library Assistant III	X032			0.15	0.15
Library Assistant II	X026			2	2
<b>Westlake Library 01-120-126</b>					
Librarian II	X046			1	1
Library Assistant III	X032			0.15	0.15
Library Assistant II	X026			4	4
<b>Library Material/Process 01-120-127</b>					
Librarian II	X046			1	1
Library Assistant III	X032			0.1	0.1
Library Assistant II	X026			1	1
<b>Library Programming 01-120-128</b>					
Librarian I	X039			0.8	0.8
<b>Marketing 01-131-132</b>					
Recreation Supervisor	X049			0.35	0.35
Recreation Program Coordinator	X032			0.35	0.35
<b>War Memorial Community Center 01-131-135</b>					
Recreation Supervisor	X049			0.2	0.2
Recreation Program Coordinator	X032			0.4	0.4
Assistant Recreation Program Coordinator	X016			0.40	0.40
<b>Westlake Community Center 01-131-136</b>					
Recreation Supervisor	X049			0.1	0.1
Recreation Program Coordinator	X032			0.4	0.4
Assistant Recreation Program Coordinator	X016			0.50	0.50
<b>Lincoln Community Center 01-131-137</b>					
Recreation Program Coordinator	X032			1	1
Assistant Recreation Program Coordinator	X016			1	1
<b>Gellert Park 01-131-138</b>					
Recreation Program Coordinator	X032			0.25	0.25
<b>AYRP 01-131-141</b>					
Recreation Supervisor	X049			0.2	0.2
Recreation Program Coordinator	X032			0.4	0.4

<b>SYRP 01-131-142</b>				
Recreation Supervisor	X049	0.1	0.1	
Recreation Program Coordinator	X032	0.4	0.4	
Assistant Recreation Program Coordinator	X016	0.10	0.10	
<b>Youth Baseball 01-131-143</b>				
Recreation Supervisor	X049	0.1	0.1	
Recreation Program Coordinator	X032	0.4	0.4	
<b>Youth Basketball 01-131-144</b>				
Recreation Supervisor	X049	0.1	0.1	
Recreation Program Coordinator	X032	0.15	0.15	
Assistant Recreation Program Coordinator	X016	0.25	0.25	
<b>Youth Flag Football 01-131-145</b>				
Recreation Supervisor	X049	0.1	0.1	
Recreation Program Coordinator	X032	0.15	0.15	
Assistant Recreation Program Coordinator	X016	0.25	0.25	
<b>Mini Hoops 01-131-147</b>				
Recreation Program Coordinator	X032	0.25	0.25	
Assistant Recreation Program Coordinator	X016	0.15	0.15	
<b>Showcase League 01-131-148</b>				
Recreation Supervisor	X049	0.1	0.1	
Recreation Program Coordinator	X032	0.15	0.15	
Assistant Recreation Program Coordinator	X016	0.25	0.25	
<b>Summer Sports Camps 01-131-149</b>				
Assistant Recreation Program Coordinator	X016	0.1	0.1	
<b>Teen Grants/Events 01-131-151</b>				
Recreation Supervisor	X049	0.2	0.2	
Recreation Program Coordinator	X032	0.3	0.3	
<b>Aquatics 01-131-152</b>				
Recreation Supervisor	X049	0.35	0.35	
Recreation Program Coordinator	X032	0.85	0.85	
<b>Tennis 01-131-153</b>				
Recreation Program Coordinator	X032	0.1	0.1	
<b>Special Events 01-131-155</b>				
Recreation Supervisor	X049	0.1	0.1	
Recreation Program Coordinator	X032	0.2	0.2	
<b>Adult Softball League 01-131-156</b>				
Recreation Program Coordinator	X032	0.25	0.25	
<b>Contract Classes 01-131-157</b>				
Class Develop/Cultural Arts Coordinator	U039	1	1	
<b>15-132-460 Senior Adults</b>				
Assistant Senior Services Supervisor	U037	1	1	
Senior Center Program Assistant	U023	1	1	
<b>15-132-463 Senior Lunch Program</b>				
Food Service Assistant II	U021	1	1	
		50	49	
		44	44	

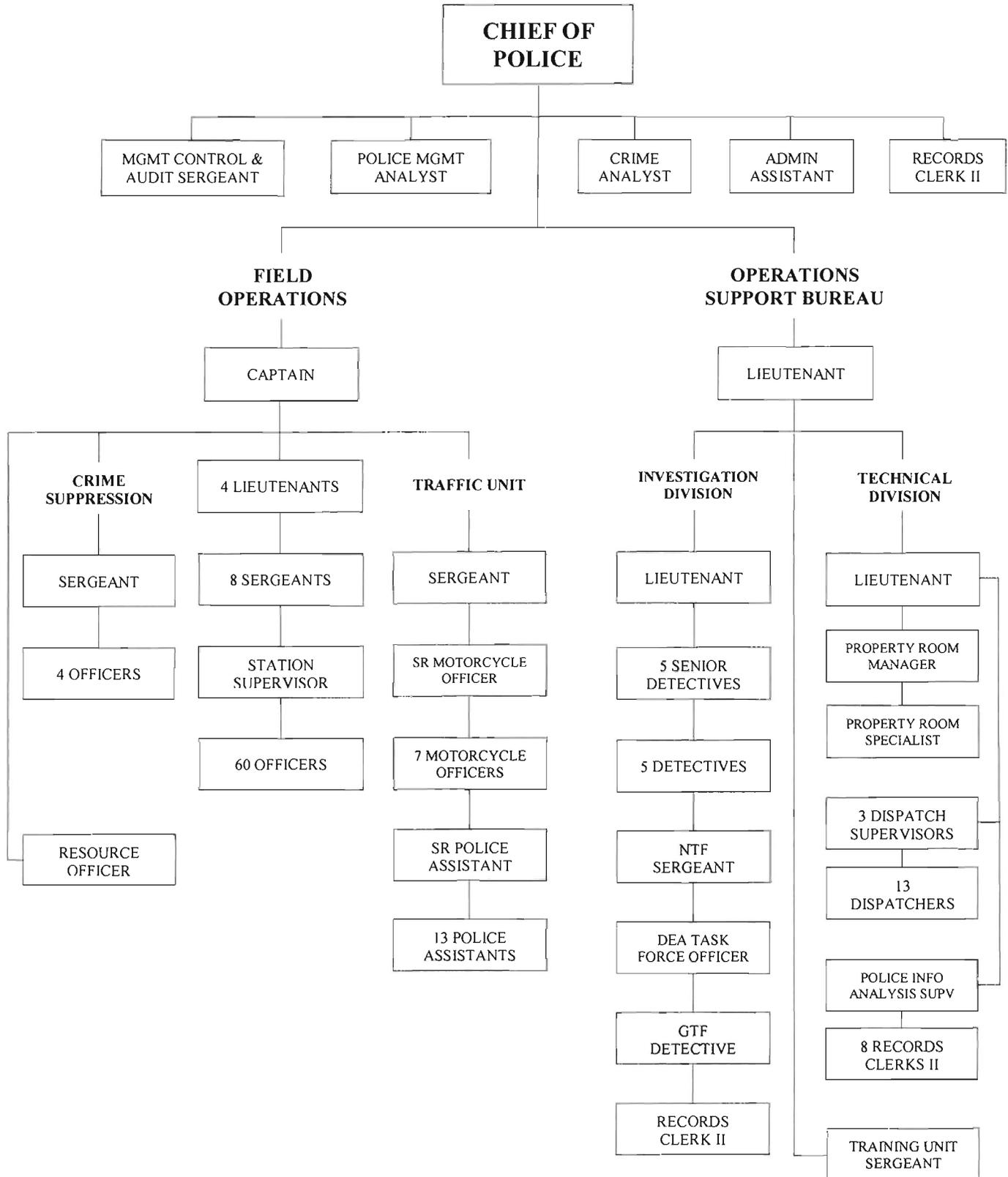




# City of Daly City

## POLICE DEPARTMENT

Fiscal Years 2012 – 2013 and 2013 – 2014



# **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 meeting the needs of a constantly changing society.

## ***CORE SERVICES***

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

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

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 and the Gang Intelligence Unit) and narcotics interdiction (San Mateo County Narcotics Task Force).
- Lead San Mateo County-wide traffic safety efforts through the use of grant funding from the California Office of Traffic Safety.
- Seek active ongoing partnerships with community members and groups both through regular meetings and web-based communications and information sharing.

## ***BIENNIAL BUDGET OUTCOMES***

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

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

- Animal Control expenses rose 6% from \$424,551 to \$449,971.
- Revenue for Current Services rose over 100% due to other Police Departments having grants for the officers to work overtime.
- Two new line items (Special Investigations and Range) were created as off-shoots from the Special Departmental line item to keep a better accounting of those expenses.
- A DUI command post trailer was obtained through a grant from the Office of Traffic Safety.
- Overtime in the Police Services budget has decreased approximately 5% due to a modification in the coverage/staffing procedure for non-overlap shift periods.

***PERFORMANCE MEASURES***

Measure	2010-11 Actual	2011-12 Estimate	2012-13 Projected	2013-14 Projected
Reduce response times to priority 1 calls for patrol services	7 minutes	7 minutes	<6 minutes	<6 minutes
Increase clearance rates for Part I crimes *	42.3%	42.5%	42.5%	42.3%
Decrease number of fatal and injury collisions by 5%	Fatal: 0 Injury:230	Fatal: 0 Injury: 246	Fatal: 0 Injury: 200	Fatal: 0 Injury: 200
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****2012-13/2013-14****POLICE DEPARTMENT**

	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
LICENSES AND PERMITS	17,200	16,625	17,175	17,519	17,869
FINES AND FORFEITURES	2,460,311	2,316,065	2,150,283	2,174,987	2,174,987
RENTS AND INTEREST	322	89	250	250	250
FROM OTHER AGENCIES	584,569	701,228	746,836	232,308	232,308
CHARGES AND FEES	534,584	487,202	458,907	469,686	469,686
MISCELLANEOUS REVENUES	217,651	141,412	108,169	15,556	15,556
<b>TOTAL REVENUES</b>	<b><u>\$3,814,637</u></b>	<b><u>\$3,662,621</u></b>	<b><u>\$3,481,620</u></b>	<b><u>\$2,910,306</u></b>	<b><u>\$2,910,656</u></b>
<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	22,156,573	21,835,948	22,155,596	22,008,443	22,165,360
SERVICES AND SUPPLIES	1,572,367	1,543,698	1,632,017	1,503,380	1,541,052
OTHER CHARGES	139,718	103,340	111,282	101,845	101,845
FIXED CHARGES	2,372,138	2,374,207	2,341,067	2,133,991	2,133,991
CAPITAL OUTLAY	16,315	3,591	89,639	39,666	39,666
OPERATING TRANSFERS OUT	114,340	67,496	30,352	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$26,371,451</u></b>	<b><u>\$25,928,280</u></b>	<b><u>\$26,359,953</u></b>	<b><u>\$25,787,325</u></b>	<b><u>\$25,981,914</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
LICENSES AND PERMITS	17,200	16,625	17,175	17,519	17,869
FINES AND FORFEITURES	2,460,312	2,316,066	2,150,283	2,174,987	2,174,987
FROM OTHER AGENCIES	63,542	117,676	112,439	67,611	67,611
CHARGES AND FEES	534,584	487,202	458,907	469,685	469,685
MISCELLANEOUS REVENUES	171,666	109,568	60,809	15,556	15,556
<b>TOTAL REVENUES</b>	<b><u>\$3,247,304</u></b>	<b><u>\$3,047,137</u></b>	<b><u>\$2,799,613</u></b>	<b><u>\$2,745,358</u></b>	<b><u>\$2,745,708</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	20,192,167	19,809,074	20,197,862	20,339,516	20,485,350
SERVICES AND SUPPLIES	1,185,574	1,234,337	1,248,618	1,324,377	1,356,491
OTHER CHARGES	127,030	89,622	96,672	90,884	90,884
FIXED CHARGES	2,316,512	2,321,143	2,288,003	2,074,318	2,074,318
CAPITAL OUTLAY	8,984	3,591	17,666	17,666	17,666
OPERATING TRANSFERS OUT	2,561	37,377	30,352	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$23,832,828</u></b>	<b><u>\$23,495,144</u></b>	<b><u>\$23,879,173</u></b>	<b><u>\$23,846,761</u></b>	<b><u>\$24,024,709</u></b>

**CITY OF DALY CITY****Biennial Budget  
2012-13/2013-14**

<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>

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
MISCELLANEOUS REVENUES	45,984	31,844	47,361	0	0
<b>TOTAL REVENUES</b>	<b><u>\$45,984</u></b>	<b><u>\$31,844</u></b>	<b><u>\$47,361</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	1,715,856	1,631,834	1,623,313	1,549,445	1,559,622
SERVICES AND SUPPLIES	217,990	164,908	173,630	179,004	184,560
OTHER CHARGES	8,123	7,892	6,561	10,960	10,960
FIXED CHARGES	55,626	53,064	53,064	59,674	59,674
CAPITAL OUTLAY	0	0	2,000	2,000	2,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,997,595</u></b>	<b><u>\$1,857,698</u></b>	<b><u>\$1,858,568</u></b>	<b><u>\$1,801,083</u></b>	<b><u>\$1,816,816</u></b>

**CITY OF DALY CITY****Biennial Budget  
2012-13/2013-14**

<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>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
RENTS AND INTEREST	322	89	250	250	250
FROM OTHER AGENCIES	98,153	135,696	164,697	164,697	164,697
<b>TOTAL REVENUES</b>	<b><u>\$98,475</u></b>	<b><u>\$135,785</u></b>	<b><u>\$164,947</u></b>	<b><u>\$164,947</u></b>	<b><u>\$164,947</u></b>
<b>EXPENDITURES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
SALARIES AND BENEFITS	118,156	127,579	125,634	119,482	120,388
SERVICES AND SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	0	0	29,973	20,000	20,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$118,156</u></b>	<b><u>\$127,579</u></b>	<b><u>\$155,607</u></b>	<b><u>\$139,482</u></b>	<b><u>\$140,388</u></b>

**CITY OF DALY CITY**

Biennial Budget  
2012-13/2013-14

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

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
FINES AND FORFEITURES	800	400	400	400	400
FROM OTHER AGENCIES	0	0	0	0	0
CHARGES AND FEES	68,787	83,460	65,144	61,193	61,193
<b>TOTAL REVENUES</b>	<b><u>\$69,587</u></b>	<b><u>\$83,860</u></b>	<b><u>\$65,544</u></b>	<b><u>\$61,593</u></b>	<b><u>\$61,593</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	5,282	368	14,131	13,598	13,598
SERVICES AND SUPPLIES	32,633	38,911	55,919	58,989	59,960
OTHER CHARGES	3,153	1,102	6,184	5,732	6,092
CAPITAL OUTLAY	9,180	13,491	34,360	15,000	15,000
OPERATING TRANSFERS OUT	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$50,248</u></b>	<b><u>\$53,872</u></b>	<b><u>\$110,594</u></b>	<b><u>\$93,319</u></b>	<b><u>\$94,650</u></b>

<b>CITY OF DALY CITY</b> Biennial Budget 2012-13/2013-14	Fund:	TRAFFIC ENFORCEMENT FUND	25
	Department:	POLICE DEPARTMENT	200
	Program:	POLICE SERVICES	200

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
FINES AND FORFEITURES	382,330	456,162	355,888	355,888	355,888
TOTAL REVENUES	<u>\$382,330</u>	<u>\$456,162</u>	<u>\$355,888</u>	<u>\$355,888</u>	<u>\$355,888</u>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	44,308	52,519	73,479	94,662	94,662
SERVICES AND SUPPLIES	271,202	288,823	292,417	298,020	298,031
OTHER CHARGES	0	3,332	1,700	3,400	1,700
TOTAL EXPENDITURES	<u>\$315,510</u>	<u>\$344,674</u>	<u>\$367,596</u>	<u>\$396,082</u>	<u>\$394,393</u>

**CITY OF DALY CITY**

**Revenue Budget  
2012-13/2013-14**

<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>

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
FROM OTHER AGENCIES	422,873	447,856	469,700	0	0
<b>TOTAL REVENUES</b>	<b><u>\$422,873</u></b>	<b><u>\$447,856</u></b>	<b><u>\$469,700</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	130,393	267,459	208,788	0	0
SERVICES AND SUPPLIES	168,804	144,451	209,768	0	0
OTHER CHARGES	4,566	5,825	8,049	0	0
CAPITAL OUTLAY	7,331	0	40,000	0	0
OPERATING TRANSFERS OUT	111,779	30,119	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$422,873</u></b>	<b><u>\$447,854</u></b>	<b><u>\$466,605</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

## POLICE

## Full-Time Salaried Position Listing

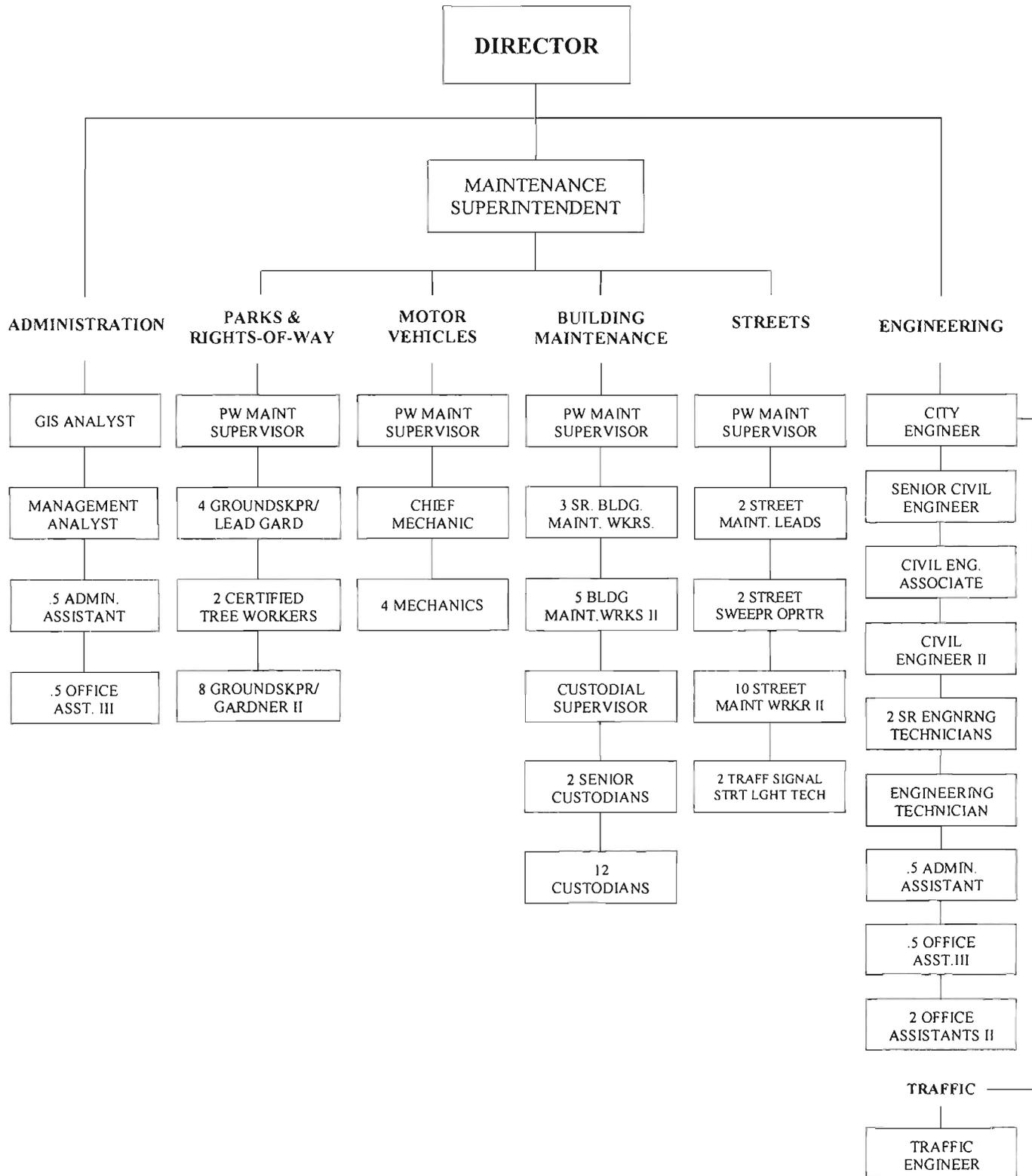
Classification	Range	2010-11	2011-12	2012-13	2013-14
<b>Police Services 01-200-200</b>					
Police Chief	M442	1	1	1	1
Police Captain	B245	2	2	2	2
Police Lieutenant	B240	7	7	7	7
Police Sergeant	B235	13	13	13	13
Police Officer	A230	90	90	88	88
Police Management Analyst	U084	1	1	1	1
Information & Analysis 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	0	1	1	1
		140	141	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	2.90	2.90	1.90	1.90
Public Safety Dispatcher	D033	13	13	12	12
		15.90	15.90	13.90	13.90
		157	158	154	154



# City of Daly City

## DEPARTMENT OF PUBLIC WORKS

Fiscal Years 2012 – 2013 and 2013 – 2014



# **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 projects.
- Maintain the safety and efficiency of City streets through the maintenance of over 3,000 streetlights and 50 traffic signals.
- Maintain all street and roadway pavement in adequately serviceable condition through pot-hole patching and routine slurry sealing to prolong pavement life.
- Prevent flooding and control storm drainage through inspection and cleaning of storm drains in compliance with regulatory mandates.
- Perform street sweeping and the removal of trash/debris left on the public right of way.
- Perform monthly inspections of Mussel Rock landfill and submit semi-annual and annual reports to regulatory agencies as required.
- Provide timely preventative maintenance and custodial service to 54 city buildings and facilities totaling 465,270 sq. ft.
- Maintain the City's fleet of approximately 280 vehicles and mobile equipment through both preventative and corrective maintenance and repair.
- Provide assistance to developers, contractors, outside agencies, residents and other City departments with their needs to obtain City records, standards, conditions, and permits for performing improvements and resolving issues in the public right of way or private property abutting public property.
- 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.

## ***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 associated with economic development projects.
- Ensure the proper maintenance and function of 650 parking meters.

### **Public Safety**

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

### **Transportation/Traffic**

- Participate in the development and review of the City's General Plan Circulation Element.
- Schedule work activities to avoid peak commute times.
- Ensure traffic signal malfunctions and damage or deterioration of street 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 and circulation enhancements.

### **Infrastructure**

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

# **PUBLIC WORKS**

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## **Leisure Services**

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

## **Land Use**

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

## **Government Operations**

- Establish and support training programs for department personnel including the Daly City Supervisory and Leadership Academies.
- Reduce recorded industrial injuries by conducting division safety meetings and participating in the City Safety Committee meetings.
- Continue migration to energy efficient heating/ventilation/air conditioning systems, lighting and plumbing fixtures.

## **Community/Civic Support**

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

## ***BIENNIAL BUDGET OUTCOMES***

- Slurry seal approximately 20 miles of City streets each fiscal year.
- Construct new median islands and pave Gellert Boulevard.
- Continue with City-wide accessibility improvements.

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

- Repair and overlay various Daly City streets through State Proposition 1B funding.
- Repair and overlay various streets with federal Stimulus funding.
- Complete improvements for the Top of the Hill project located at Mission Street and John Daly Boulevard.
- Inspect San Francisco Public Utilities Commission water main installation in Daly City.
- Perform Mussel Rock site maintenance activity, monthly inspections and annual and semi-annual reports to regulatory agencies.
- Provide over-the-counter technical assistance.
- Maintain/service a fleet of approximately 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.

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

The Public Works-Maintenance Operations were reorganized to include the Parks Maintenance Division. Public Works already encompassed Building Maintenance, Streets Maintenance, and Fleet (Vehicle) Maintenance. Now all four divisions operating out of the same facility and are in the same department. Parks will continue to perform the same maintenance functions as they did before the reorganization.

Public Works is now responsible for maintaining the City's parking meters.

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

Public Works Engineering Division full-time staffing has changed to reflect:

- One Civil Engineering Associate position was eliminated

Public Works Administration Division full-time staffing has changed to reflect:

- One Public Works Finance Technician position has been eliminated
- One Management Analysts position has been added

## PUBLIC WORKS

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Public Works Maintenance Division full-time staffing has changed to reflect:

- Elimination of One Sidewalk Inspector position and transferring these responsibilities to the Engineering Division
- Elimination of two Mechanic positions within the fleet maintenance operation

### *PERFORMANCE MEASURES*

Measure	2010-11 Actual	2011-12 Estimate	2012-13 Projected	2013-14 Projected
Complete quarterly HVAC preventative maintenance service 80% of the time.	80%	80%	80%	90%
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.	-	-	100%	100%
Complete vehicle repairs per the manufacturers specifications within the agreed upon time allotted for the repair 90% of the time.	90%	90%	90%	90%
Perform scheduled maintenance per the manufacturer's recommendations on 100% of vehicle fleet covered by CHP BIT Inspection Mandates.	100%	100%	100%	100%
Investigate and respond to pothole complaints within 24 hours of notification. Repair potholes with 24 hours 90% of the time.	90%	90%	90%	95%
Investigate and respond to regulatory and warning sign complaints within 24 hours.	80%	80%	80%	90%
Inspect and clean 2,181 storm drain catch basins before and after the rainy season	95%	95%	95%	98%
Inspect sidewalk complaints and initiate repairs within 72 hours of notice and complete repairs within thirty working days of inspection.	-	-	85%	90%
Report trash/debris complaints to Allied Waste on the day received and monitor Allied's compliance with duty to remove within 48 hours.	95%	95%	95%	95%

**CITY OF DALY CITY****Department Summary****2012-13/2013-14****PUBLIC WORKS**

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
LICENSES AND PERMITS	1,966	80	0	0	0
RENTS AND INTEREST	27,518	26,895	31,282	31,282	31,282
FROM OTHER AGENCIES	356,752	148,948	105,668	96,421	48,210
CHARGES AND FEES	9,010,394	8,979,803	8,701,479	8,588,203	8,588,203
MISCELLANEOUS REVENUES	790,865	284,837	293,868	176,994	176,994
OPERATING TRANSFERS IN	3,068,651	1,944,203	1,762,736	2,949,130	2,678,238
<b>TOTAL REVENUES</b>	<b><u>\$13,256,146</u></b>	<b><u>\$11,384,766</u></b>	<b><u>\$10,895,033</u></b>	<b><u>\$11,842,030</u></b>	<b><u>\$11,522,927</u></b>
	2009-10	2010-11	2011-12	2012-13	2013-14
EXPENDITURES	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	9,565,603	9,023,667	8,391,753	8,919,424	8,978,469
SERVICES AND SUPPLIES	2,453,948	2,690,390	2,530,003	2,864,891	2,928,589
PROGRAM COSTS	0	0	0	0	0
OTHER CHARGES	547,330	91,764	66,295	53,703	54,018
FIXED CHARGES	1,623,742	1,600,006	1,599,096	1,641,950	1,641,950
CAPITAL OUTLAY	38,476	-20,781	707,077	1,327,115	1,125,450
OPERATING TRANSFERS OUT	493,609	404,150	247,888	213,744	215,652
DEPRECIATION	837,354	861,913	880,052	982,225	1,079,946
<b>TOTAL EXPENDITURES</b>	<b><u>\$15,560,062</u></b>	<b><u>\$14,651,109</u></b>	<b><u>\$14,422,164</u></b>	<b><u>\$16,003,052</u></b>	<b><u>\$16,024,074</u></b>

<b>CITY OF DALY CITY</b> <b>Revenue Budget</b> <b>2012-13/2013-14</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>2009-10</b> <b>Actual</b>	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Estimated</b>	<b>2012-13</b> <b>Approved</b>	<b>2013-14</b> <b>Approved</b>
RENTS AND INTEREST	750	1,196	1,322	1,322	1,322
FROM OTHER AGENCIES	268,125	0	0	0	0
CHARGES AND FEES	3,619,380	3,498,908	3,498,907	3,550,000	3,550,000
MISCELLANEOUS REVENUES	71,282	70,308	60,210	46,900	46,900
<b>TOTAL REVENUES</b>	<b><u>\$3,959,537</u></b>	<b><u>\$3,570,412</u></b>	<b><u>\$3,560,439</u></b>	<b><u>\$3,598,222</u></b>	<b><u>\$3,598,222</u></b>

<b>EXPENDITURES</b>	<b>2009-10</b> <b>Actual</b>	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Estimated</b>	<b>2012-13</b> <b>Approved</b>	<b>2013-14</b> <b>Approved</b>
SALARIES AND BENEFITS	2,709,129	2,621,530	2,327,924	2,538,500	2,555,024
SERVICES AND SUPPLIES	764,137	770,616	677,343	782,750	781,527
OTHER CHARGES	5,440	3,864	2,094	2,600	2,000
FIXED CHARGES	133,711	131,306	131,306	126,078	126,078
CAPITAL OUTLAY	-5,059	0	0	0	0
OPERATING TRANSFERS OUT	323,792	257,097	105,296	134,283	134,518
DEPRECIATION	5,980	3,863	2,960	1,661	1,012
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,937,130</u></b>	<b><u>\$3,788,276</u></b>	<b><u>\$3,246,923</u></b>	<b><u>\$3,585,872</u></b>	<b><u>\$3,600,159</u></b>

**CITY OF DALY CITY**

Revenue Budget  
2012-13/2013-14

Fund: MOTOR VEHICLES  
Department: PUBLIC WORKS  
Program: MOTOR VEHICLES

51  
315  
450

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
RENTS AND INTEREST	26,769	25,699	29,959	29,959	29,959
CHARGES AND FEES	3,142,021	3,166,150	3,166,150	3,275,904	3,275,904
MISCELLANEOUS REVENUES	597,676	153,309	130,425	128,294	128,294
OPERATING TRANSFERS IN	987,119	0	0	533,814	200,000
<b>TOTAL REVENUES</b>	<b><u>\$4,753,585</u></b>	<b><u>\$3,345,158</u></b>	<b><u>\$3,326,534</u></b>	<b><u>\$3,967,971</u></b>	<b><u>\$3,634,157</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	1,052,022	778,121	732,567	841,159	846,230
SERVICES AND SUPPLIES	943,387	1,236,799	1,158,149	1,315,590	1,379,610
OTHER CHARGES	510,355	42,267	32,487	14,691	14,836
FIXED CHARGES	328,064	327,518	327,518	354,310	354,310
CAPITAL OUTLAY	43,117	-21,388	703,077	1,327,115	1,125,450
OPERATING TRANSFERS OUT	146,296	143,777	142,592	79,461	81,134
DEPRECIATION	831,374	858,050	877,092	980,564	1,078,934
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,854,615</u></b>	<b><u>\$3,365,144</u></b>	<b><u>\$3,973,482</u></b>	<b><u>\$4,912,890</u></b>	<b><u>\$4,880,504</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
CHARGES AND FEES	10,897	18,851	13,022	3,058	3,058
MISCELLANEOUS REVENUES	4,516	0	0	0	0
OPERATING TRANSFERS IN	862,384	814,125	822,557	865,661	868,572
<b>TOTAL REVENUES</b>	<b><u>\$877,797</u></b>	<b><u>\$832,976</u></b>	<b><u>\$835,579</u></b>	<b><u>\$868,719</u></b>	<b><u>\$871,630</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	402,091	400,183	372,928	398,866	401,777
SERVICES AND SUPPLIES	406,738	367,304	397,648	400,888	400,888
OTHER CHARGES	3,768	735	250	1,160	1,160
FIXED CHARGES	65,200	64,753	64,753	68,206	68,206
<b>TOTAL EXPENDITURES</b>	<b><u>\$877,797</u></b>	<b><u>\$832,975</u></b>	<b><u>\$835,579</u></b>	<b><u>\$869,120</u></b>	<b><u>\$872,031</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

Fund: GENERAL FUND  
Department: PUBLIC WORKS  
Program: STREETS

01  
314  
330

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
LICENSES AND PERMITS	1,966	80	0	0	0
FROM OTHER AGENCIES	47,785	89,878	85,668	96,421	48,210
CHARGES AND FEES	820,572	846,590	847,985	857,885	857,885
MISCELLANEOUS REVENUES	108,880	29,830	44,833	1,800	1,800
OPERATING TRANSFERS IN	1,219,149	1,130,078	940,179	1,154,461	1,214,472
<b>TOTAL REVENUES</b>	<b><u>\$2,198,352</u></b>	<b><u>\$2,096,456</u></b>	<b><u>\$1,918,665</u></b>	<b><u>\$2,110,567</u></b>	<b><u>\$2,122,367</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	1,616,529	1,462,837	1,329,194	1,458,876	1,468,626
SERVICES AND SUPPLIES	130,742	182,133	146,676	210,984	211,884
OTHER CHARGES	8,346	24,284	9,720	8,915	10,065
FIXED CHARGES	436,930	433,915	433,075	433,355	433,355
OPERATING TRANSFERS OUT	11,521	889	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,204,068</u></b>	<b><u>\$2,104,058</u></b>	<b><u>\$1,918,665</u></b>	<b><u>\$2,112,130</u></b>	<b><u>\$2,123,930</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

<b>REVENUES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
<b>CHARGES AND FEES</b>	1,299,808	1,336,199	1,100,750	851,000	851,000
<b>MISCELLANEOUS REVENUES</b>	2,750	13,814	0	0	0
<b>OPERATING TRANSFERS IN</b>	0	0	0	61,535	61,535
<b>TOTAL REVENUES</b>	<b><u>\$1,302,558</u></b>	<b><u>\$1,350,013</u></b>	<b><u>\$1,100,750</u></b>	<b><u>\$912,535</u></b>	<b><u>\$912,535</u></b>
<b>EXPENDITURES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,401,286	1,267,734	1,237,707	1,258,424	1,267,890
<b>SERVICES AND SUPPLIES</b>	24,647	19,693	19,110	19,110	19,110
<b>OTHER CHARGES</b>	2,511	2,315	1,470	2,725	2,725
<b>FIXED CHARGES</b>	192,476	189,251	189,182	207,260	207,260
<b>CAPITAL OUTLAY</b>	419	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	0	1,202	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,621,339</u></b>	<b><u>\$1,480,195</u></b>	<b><u>\$1,447,469</u></b>	<b><u>\$1,487,519</u></b>	<b><u>\$1,496,985</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
CHARGES AND FEES	83,001	87,749	49,309	25,000	25,000
<b>TOTAL REVENUES</b>	<b><u>\$83,001</u></b>	<b><u>\$87,749</u></b>	<b><u>\$49,309</u></b>	<b><u>\$25,000</u></b>	<b><u>\$25,000</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	572,904	603,444	609,931	575,240	579,449
SERVICES AND SUPPLIES	2,629	3,867	3,370	3,514	3,514
OTHER CHARGES	905	740	1,100	4,032	4,032
FIXED CHARGES	95,467	93,431	93,431	60,863	60,863
<b>TOTAL EXPENDITURES</b>	<b><u>\$671,905</u></b>	<b><u>\$701,482</u></b>	<b><u>\$707,832</u></b>	<b><u>\$643,649</u></b>	<b><u>\$647,858</u></b>

<b>CITY OF DALY CITY</b> <b>Revenue Budget</b> <b>2012-13/2013-14</b>	Fund:	GENERAL FUND	01
	Department:	PUBLIC WORKS	317
	Program:	PARKS MAINTENANCE	160

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
CHARGES AND FEES	34,716	25,356	25,356	25,356	25,356
MISCELLANEOUS REVENUES	5,760	17,577	58,400	0	0
OPERATING TRANSFERS IN	0	0	0	333,659	333,659
<b>TOTAL REVENUES</b>	<b><u>\$40,476</u></b>	<b><u>\$42,933</u></b>	<b><u>\$83,756</u></b>	<b><u>\$359,015</u></b>	<b><u>\$359,015</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SALARIES AND BENEFITS	1,786,228	1,832,158	1,760,466	1,848,360	1,859,474
SERVICES AND SUPPLIES	171,313	105,708	126,536	132,056	132,056
OTHER CHARGES	16,004	17,558	19,174	19,580	19,200
FIXED CHARGES	371,896	359,830	359,830	391,877	391,877
CAPITAL OUTLAY	0	607	4,000	0	0
OPERATING TRANSFERS OUT	12,000	1,185	0	0	0
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,357,441</u></b>	<b><u>\$2,317,046</u></b>	<b><u>\$2,270,006</u></b>	<b><u>\$2,391,873</u></b>	<b><u>\$2,402,607</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<b>Fund:</b>	<b>GRANTS</b>	<b>28</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>317</b>
	<b>Program:</b>	<b>CALIFORNIA RELEAF ARRA GRANT</b>	<b>180</b>

<b>REVENUES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>FROM OTHER AGENCIES</b>	40,842	59,070	20,000	0	0
<b>TOTAL REVENUES</b>	<u>\$40,842</u>	<u>\$59,070</u>	<u>\$20,000</u>	<u>\$0</u>	<u>\$0</u>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	25,418	57,661	21,037	0	0
<b>SERVICES AND SUPPLIES</b>	10,356	4,271	1,171	0	0
<b>PROGRAM COSTS</b>	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<u>\$35,774</u>	<u>\$61,932</u>	<u>\$22,208</u>	<u>\$0</u>	<u>\$0</u>

**CITY OF DALY CITY**

**Revenue Budget  
2012-13/2013-14**

<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>

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
RENTS AND INTEREST	4,428	3,674	3,200	3,000	3,000
CHARGES AND FEES	30,176	40,771	40,827	40,467	43,294
<b>TOTAL REVENUES</b>	<b><u>\$34,604</u></b>	<b><u>\$44,445</u></b>	<b><u>\$44,027</u></b>	<b><u>\$43,467</u></b>	<b><u>\$46,294</u></b>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SERVICES AND SUPPLIES	16,464	16,424	16,966	16,967	16,968
OTHER CHARGES	477	477	500	500	500
CAPITAL OUTLAY	4,112	3,419	4,000	4,000	4,000
<b>TOTAL EXPENDITURES</b>	<b><u>\$21,053</u></b>	<b><u>\$20,320</u></b>	<b><u>\$21,466</u></b>	<b><u>\$21,467</u></b>	<b><u>\$21,468</u></b>

**PUBLIC WORKS**

**Full-Time Salaried Position Listing**

Classification	Range	2010-11	2011-12	2012-13	2013-14
<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
		<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<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	2	2	1	1
Civil Engineer II	X062	1	1	1	1
Public Works Inspector	X052	1	1	0	0
Senior Engineering Technician	X052	1	1	2	2
Engineering Technician	X044	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
Office Assistant II	Z022	2	2	2	2
		<u>11</u>	<u>11</u>	<u>10</u>	<u>10</u>
<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
		<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
<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	1	1	0	0
Street Maintenance Lead Worker	X044	0	0	1	2
Equipment Operator / Project Lead	X039	2	1	0	0
Street Sweeper Operator	X034	2	2	2	2
Street Painter	X032	1	1	0	0
Streets Maintenance Worker II	X030	9	9	10	10
		<u>16.34</u>	<u>15.34</u>	<u>14.34</u>	<u>15.34</u>
<b>Parks Maintenance 01-317-160</b>					
Public Works Maintenance Supervisor	U066	1	1	1	1
Lead Groundskeeper/Gardener	X044	4	4	4	4
Certified Tree Worker	X036	2	2	2	2
Groundskeeper/Gardener II	X030	8	8	8	8
		<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>
<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	3	3
Building Maintenance Worker II	X030	5	5	5	5
Custodial Supervisor	X044	0	0	1	1
Lead Custodian	U033	1	1	0	0
Senior Custodian	X029	2	2	2	2
Custodian	X025	12	12	12	12
		<u>24.33</u>	<u>24.33</u>	<u>24.33</u>	<u>24.33</u>
<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	6	6	4	4
		<u>8.33</u>	<u>8.33</u>	<u>6.33</u>	<u>6.33</u>
		<u>82</u>	<u>81</u>	<u>77</u>	<u>78</u>

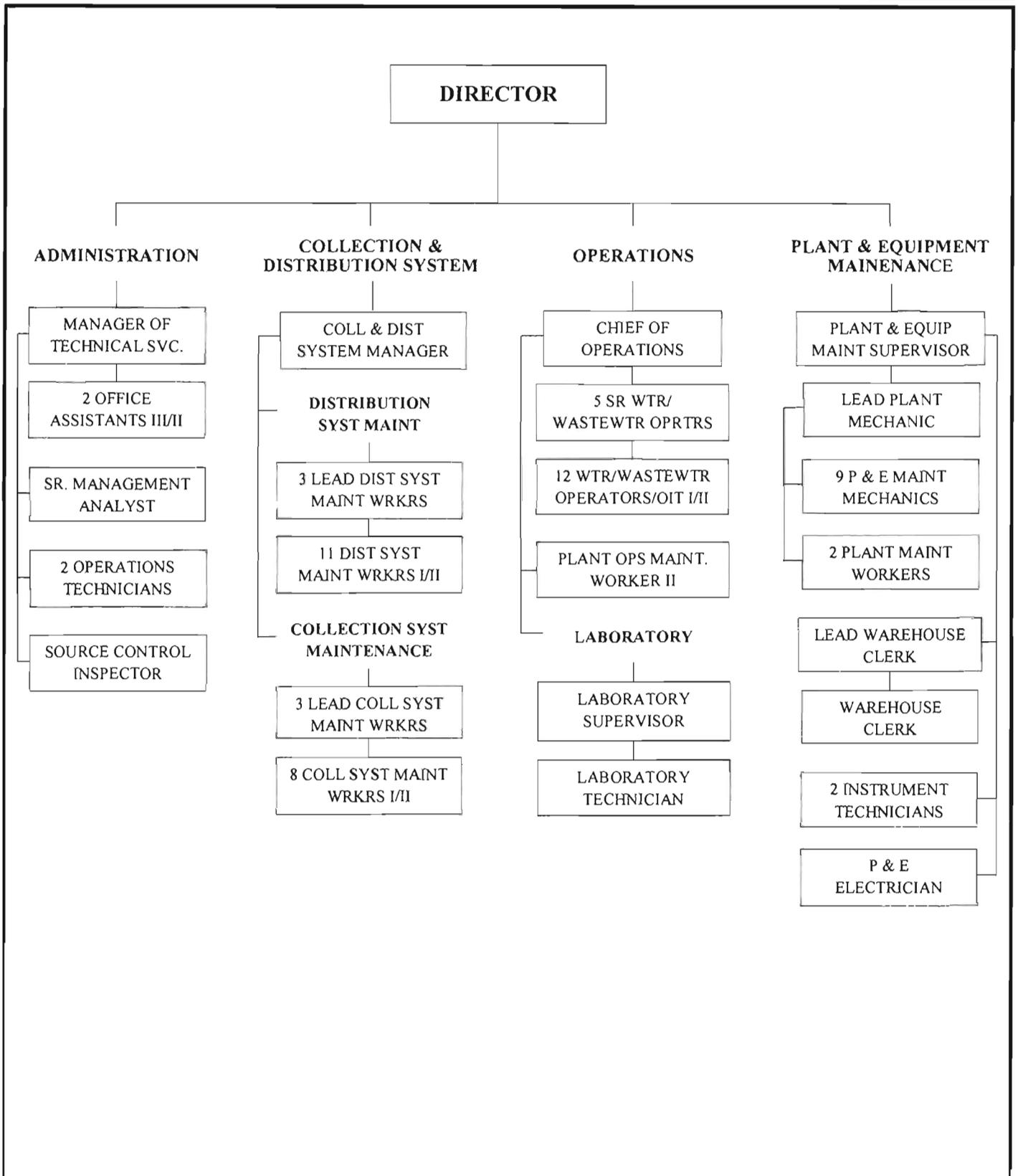




# City of Daly City

## DEPARTMENT OF WATER & WASTEWATER RESOURCES

Fiscal Years 2012 – 2013 and 2013 – 2014



# **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 in order to remain within the 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 on and actively participate in the development of pending water, wastewater and storm water 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 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 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 with the goal of 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, maintaining compliance with all permits.
- Continue to proactively negotiate permit terms and conditions associated with wastewater, storm water and air regulations.
- Respond to requests for service within sixty minutes of notification.
- Maintain department disaster readiness for response to preserve the City's infrastructure for drinking water and wastewater services.
- Actively implement educational opportunities consistent with revised City webpage content management initiative.

### **Community/Civic Support**

- Continue to develop, educate and distribute storm water, pollution prevention, water conservation and Integrated Pest Management material and information to schools, business, contractors and residents.

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

- Provide the opportunity for semiskilled 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 provide tours of the wastewater treatment plant, recycled water facility and Gateway Garden

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

- Deliver 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.
- Continue to meet contractual requirements associated with the provision of tertiary treated recycled water as a means to preserve the Westside Basin Groundwater Aquifer for potable drinking water supplies.
- Deliver 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 Storm Water Permit.
- Maintain required state mandated certifications for Operations, Collection and Distribution staff.
- Continue a proactive preventative maintenance approach for water and wastewater infrastructure to prolong useful life while continuing to meet public health and safety regulatory requirements.
- Update groundwater monitoring information in 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.
- Continue 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.
- Protect 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 Storm Water Municipal Regional Permit.

- Provide certified water and wastewater operators 24-hours per day, 365 days per year, to monitor and coordinate the water and wastewater systems 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.

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

- Consolidated office assistant functions.
- Integration of the Municipal Regional Permit.
- Implementation of amended National Pollutant Discharge Elimination Permit (NPDES) wastewater discharge permit.
- Negotiated new five year bio solids disposal contract.
- Joined regional chemical purchasing consortium.
- Forecasting higher than previously anticipated wholesale water rates.

# DEPARTMENT OF WATER AND WASTEWATER RESOURCES

## *PERFORMANCE MEASURES*

Measure	2010-11 Actual	2011-12 Estimated	2012-13 Projected	2012-14 Projected
Complete 95% of work orders generated in the month activated				
% met/target	100%	100%	95%	95%
Total amount	8,300	8,800	8,800	8,800
Respond to plan checks, contract specifications, development review within 10 working days 90% of the time				
% met/target	98%	98%	90%	90%
Total documents	236/242	169/173	200	200
BAWSCA target for high-efficiency washing machine rebates	773	703	949	949
BAWSCA target for high-efficiency toilet rebates	137	100	643	643
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	1	7	-	-
Total samples	1,300	1,352	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	95	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	40	-	-
80% of the volume from a sanitary sewer overflow is captured and treated.				
% captured	67.5%	100%	85%	85%
Number of overflows	2	1	-	-

**CITY OF DALY CITY**

Department Summary

2012-13/2013-14

**WATER & WASTEWATER RESOUR**

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
TAXES	1,376,027	1,377,983	1,433,604	1,315,149	1,341,452
RENTS AND INTEREST	438,486	381,640	309,229	335,670	330,632
CHARGES AND FEES	28,164,486	28,745,602	29,508,886	30,848,022	32,689,908
MISCELLANEOUS REVENUES	135,343	123,096	236,973	5,400	5,400
OPERATING TRANSFERS IN	1,552,783	3,439,409	1,485,031	1,462,371	1,469,738
<b>TOTAL REVENUES</b>	<b>\$ 31,667,125</b>	<b>\$ 34,067,730</b>	<b>\$ 32,973,723</b>	<b>\$ 33,966,612</b>	<b>\$ 35,837,130</b>

	2009-10	2010-11	2011-12	2012-13	2013-14
EXPENDITURES	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	8,757,349	8,487,359	8,459,191	9,004,729	9,063,703
SERVICES AND SUPPLIES	9,596,507	10,193,191	12,302,955	13,163,726	14,154,717
OTHER CHARGES	269,652	247,630	324,067	423,945	472,656
FIXED CHARGES	1,302,163	1,397,111	1,397,102	1,422,657	1,422,657
CAPITAL OUTLAY	126,060	104,238	61,819	154,772	162,043
OPERATING TRANSFERS OUT	2,943,718	2,827,717	2,873,417	3,083,748	3,131,551
DEBT SERVICE	460,151	440,356	419,874	398,596	375,431
DEPRECIATION	3,049,434	3,148,653	3,192,305	3,144,409	3,078,518
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,505,034</b>	<b>\$ 26,846,255</b>	<b>\$ 29,030,730</b>	<b>\$ 30,796,582</b>	<b>\$ 31,861,276</b>

**CITY OF DALY CITY**

**Revenue Budget  
2012-13/2013-14**

<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>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
<b>CHARGES AND FEES</b>	1,032,947	927,770	0	0	0
<b>MISCELLANEOUS REVENUES</b>	0	0	0	0	0
<b>OPERATING TRANSFERS IN</b>	798,713	705,475	707,682	719,203	723,862
<b>TOTAL REVENUES</b>	<b><u>\$1,831,660</u></b>	<b><u>\$1,633,245</u></b>	<b><u>\$707,682</u></b>	<b><u>\$719,203</u></b>	<b><u>\$723,862</u></b>
<b>EXPENDITURES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
<b>SALARIES AND BENEFITS</b>	1,585,533	1,491,994	1,501,173	1,522,223	1,530,801
<b>SERVICES AND SUPPLIES</b>	21,517	73,668	72,330	89,245	89,576
<b>OTHER CHARGES</b>	13,423	11,204	13,591	14,269	17,010
<b>FIXED CHARGES</b>	95,695	93,553	93,553	175,680	175,680
<b>CAPITAL OUTLAY</b>	0	0	0	0	0
<b>OPERATING TRANSFERS OUT</b>	115,491	115,491	115,491	142,232	143,870
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,831,659</u></b>	<b><u>\$1,785,910</u></b>	<b><u>\$1,796,138</u></b>	<b><u>\$1,943,649</u></b>	<b><u>\$1,956,937</u></b>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<b>Fund:</b>	<b>WATER UTILITY</b>	<b>41</b>
	<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>381</b>
	<b>Program:</b>	<b>WATER OPERATIONS</b>	<b>371</b>

<b>REVENUES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
RENTS AND INTEREST	92,419	75,305	64,147	63,185	62,237
CHARGES AND FEES	12,272,749	13,014,097	14,336,848	15,882,280	17,581,601
MISCELLANEOUS REVENUES	14,680	13,733	10,000	5,400	5,400
OPERATING TRANSFERS IN	0	2,000,000	0	0	0
<b>TOTAL REVENUES</b>	<b><u>\$12,379,848</u></b>	<b><u>\$15,103,135</u></b>	<b><u>\$14,410,995</u></b>	<b><u>\$15,950,865</u></b>	<b><u>\$17,649,238</u></b>

<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
SALARIES AND BENEFITS	722,425	670,783	676,831	783,467	787,711
SERVICES AND SUPPLIES	3,895,819	4,005,966	6,044,074	6,340,096	7,046,090
OTHER CHARGES	105,468	89,337	127,074	139,358	142,886
FIXED CHARGES	91,849	91,444	91,444	87,389	87,389
OPERATING TRANSFERS OUT	1,849,884	1,725,985	1,778,822	1,789,522	1,816,516
DEBT SERVICE	368,706	353,846	338,425	322,332	304,482
DEPRECIATION	1,188,274	1,213,945	1,250,470	1,232,322	1,208,152
<b>TOTAL EXPENDITURES</b>	<b><u>\$8,222,425</u></b>	<b><u>\$8,151,306</u></b>	<b><u>\$10,307,140</u></b>	<b><u>\$10,694,486</u></b>	<b><u>\$11,393,226</u></b>

**CITY OF DALY CITY**Revenue Budget  
2012-13/2013-14

Fund:	SANITATION DISTRICT	87
Department:	WATER & WASTEWATER RESOUR	381
Program:	WASTEWATER OPERATIONS	372

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
CHARGES AND FEES	6,520,606	6,590,757	0	0	0
MISCELLANEOUS REVENUES	0	800	150	0	0
TOTAL REVENUES	<u>\$6,520,606</u>	<u>\$6,591,557</u>	<u>\$150</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	1,649,630	1,643,683	1,703,980	1,733,833	1,745,703
SERVICES AND SUPPLIES	4,319,586	4,393,619	4,588,300	4,960,342	5,234,126
OTHER CHARGES	69,958	74,207	118,679	152,058	181,658
FIXED CHARGES	263,541	262,955	262,955	216,362	216,362
OPERATING TRANSFERS OUT	217,892	217,092	217,092	296,618	307,141
TOTAL EXPENDITURES	<u>\$6,520,607</u>	<u>\$6,591,556</u>	<u>\$6,891,006</u>	<u>\$7,359,213</u>	<u>\$7,684,990</u>

**CITY OF DALY CITY**

**Revenue Budget  
2012-13/2013-14**

<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>

	2009-10	2010-11	2011-12	2012-13	2013-14
<b>REVENUES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>CHARGES AND FEES</b>	1,919,826	2,191,432	0	0	0
<b>MISCELLANEOUS REVENUES</b>	35,186	5,524	20,845	0	0
<b>OPERATING TRANSFERS IN</b>	577,310	557,168	584,205	542,993	548,453
<b>TOTAL REVENUES</b>	<b><u>\$2,532,322</u></b>	<b><u>\$2,754,124</u></b>	<b><u>\$605,050</u></b>	<b><u>\$542,993</u></b>	<b><u>\$548,453</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>	1,854,722	1,835,157	1,822,258	1,914,254	1,928,364
<b>SERVICES AND SUPPLIES</b>	361,070	605,770	518,597	534,601	549,360
<b>OTHER CHARGES</b>	5,094	6,681	22,787	24,901	25,711
<b>FIXED CHARGES</b>	171,449	171,056	171,056	172,895	172,895
<b>CAPITAL OUTLAY</b>	14,975	10,450	-20,293	12,184	12,549
<b>OPERATING TRANSFERS OUT</b>	125,012	125,012	125,012	226,227	229,297
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,532,322</u></b>	<b><u>\$2,754,126</u></b>	<b><u>\$2,639,417</u></b>	<b><u>\$2,885,062</u></b>	<b><u>\$2,918,176</u></b>

**CITY OF DALY CITY**

Revenue Budget  
2012-13/2013-14

Fund:	SANITATION DISTRICT	87
Department:	WATER & WASTEWATER RESOUR	381
Program:	LABORATORY	374

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
CHARGES AND FEES	328,564	347,429	0	0	0
OPERATING TRANSFERS IN	176,760	176,766	193,144	200,176	197,422
TOTAL REVENUES	<u>\$505,324</u>	<u>\$524,195</u>	<u>\$193,144</u>	<u>\$200,176</u>	<u>\$197,422</u>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	219,220	231,818	238,248	233,714	235,438
SERVICES AND SUPPLIES	240,328	245,826	245,675	300,531	290,541
OTHER CHARGES	2,575	3,382	3,673	3,626	4,026
FIXED CHARGES	23,270	23,236	23,236	34,672	34,672
OPERATING TRANSFERS OUT	19,933	19,933	21,493	34,398	34,539
TOTAL EXPENDITURES	<u>\$505,326</u>	<u>\$524,195</u>	<u>\$532,325</u>	<u>\$606,941</u>	<u>\$599,216</u>

**CITY OF DALY CITY**

**Revenue Budget  
2012-13/2013-14**

Fund:	SANITATION DISTRICT	87
Department:	WATER & WASTEWATER RESOUR	382
Program:	COLLECTION SYSTEM	376

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
MISCELLANEOUS REVENUES	22,586	40,212	72,397	0	0
CHARGES AND FEES	1,860,771	1,812,129	0	0	0
TOTAL REVENUES	<u>\$1,883,357</u>	<u>\$1,852,341</u>	<u>\$72,397</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	1,301,696	1,162,538	1,301,182	1,303,884	1,312,601
SERVICES AND SUPPLIES	154,700	180,161	185,367	193,018	195,477
OTHER CHARGES	6,823	4,252	17,400	14,426	17,553
FIXED CHARGES	322,969	413,544	413,544	364,097	364,097
CAPITAL OUTLAY	7,684	2,364	5,000	5,150	5,305
OPERATING TRANSFERS OUT	89,482	89,482	89,482	158,024	160,009
TOTAL EXPENDITURES	<u>\$1,883,354</u>	<u>\$1,852,341</u>	<u>\$2,011,975</u>	<u>\$2,038,599</u>	<u>\$2,055,042</u>

<b>CITY OF DALY CITY</b> <b>Biennial Budget</b> <b>2012-13/2013-14</b>	<b>Fund:</b>	<b>WATER UTILITY</b>	<b>41</b>
	<b>Department:</b>	<b>WATER &amp; WASTEWATER RESOUR</b>	<b>382</b>
	<b>Program:</b>	<b>DISTRIBUTION SYSTEM</b>	<b>375</b>

<b>REVENUES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>MISCELLANEOUS REVENUES</b>	10,668	62,182	98,500	0	0
<b>TOTAL REVENUES</b>	<b><u>\$10,668</u></b>	<b><u>\$62,182</u></b>	<b><u>\$98,500</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SALARIES AND BENEFITS</b>	1,414,077	1,439,744	1,406,513	1,492,248	1,501,978
<b>SERVICES AND SUPPLIES</b>	228,706	312,504	333,545	345,163	351,398
<b>OTHER CHARGES</b>	7,111	1,436	11,420	10,615	13,556
<b>FIXED CHARGES</b>	328,329	336,262	336,253	369,158	369,158
<b>CAPITAL OUTLAY</b>	103,402	125,672	131,005	137,438	144,189
<b>OPERATING TRANSFERS OUT</b>	107,704	107,704	107,704	247,004	249,918
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,189,329</u></b>	<b><u>\$2,323,322</u></b>	<b><u>\$2,326,440</u></b>	<b><u>\$2,601,626</u></b>	<b><u>\$2,630,197</u></b>

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

	2009-10	2010-11	2011-12	2012-13	2013-14
REVENUES	Actual	Actual	Estimated	Approved	Approved
TAXES	1,376,028	1,377,982	1,289,362	1,315,149	1,341,452
RENTS AND INTEREST	346,067	306,336	276,635	272,485	268,395
CHARGES AND FEES	15,851,736	15,731,505	15,057,642	14,965,742	15,108,307
MISCELLANEOUS REVENUES	52,224	644	1,477	0	0
<b>TOTAL REVENUES</b>	<b><u>\$17,626,055</u></b>	<b><u>\$17,416,467</u></b>	<b><u>\$16,625,116</u></b>	<b><u>\$16,553,376</u></b>	<b><u>\$16,718,154</u></b>
EXPENDITURES	2009-10	2010-11	2011-12	2012-13	2013-14
	Actual	Actual	Estimated	Approved	Approved
SALARIES AND BENEFITS	10,042	11,644	13,470	21,109	21,109
SERVICES AND SUPPLIES	11,997,496	12,245,193	375,044	397,236	398,151
OTHER CHARGES	59,201	57,132	62,302	64,693	70,258
FIXED CHARGES	5,060	5,060	5,060	2,404	2,404
CAPITAL OUTLAY	0	-34,248	0	0	0
OPERATING TRANSFERS OUT	418,321	427,018	418,321	189,724	190,260
DEBT SERVICE	91,445	86,510	81,450	76,264	70,949
DEPRECIATION	1,861,160	1,934,708	1,915,862	1,912,087	1,870,366
<b>TOTAL EXPENDITURES</b>	<b><u>\$14,442,725</u></b>	<b><u>\$14,733,017</u></b>	<b><u>\$2,871,509</u></b>	<b><u>\$2,663,517</u></b>	<b><u>\$2,623,497</u></b>

**WATER & WASTEWATER RESOURCES**

**Full-Time Salaried Position Listing**

Classification	Range	2010-11	2011-12	2012-13	2013-14
<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
Administrative Assistant	U038	1	1	0	0
Office Assistant III	Z026	1	1	1	1
Office Assistant II	Z022	1	1	1	1
		<b>9</b>	<b>9</b>	<b>8</b>	<b>8</b>
<b>Water Operations 41-381-371</b>					
Water/Wastewater Operator II	W048	4	5	5	5
<b>Wastewater Operations 87-381-372</b>					
Chief of Operations	U096	1	1	1	1
Senior Water/Wastewater Operator	W059	5	5	5	5
Water/Wastewater Operator II	W048	6	6	7	7
Plant Operations Maint Worker II	X030	1	1	1	1
		<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>
<b>Plant &amp; Equipment Maintenance 46-383-373</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	0	1	2	2
Lead Warehouse Clerk	X038	1	1	1	1
Warehouse Clerk	X033	1	1	1	1
		<b>16</b>	<b>17</b>	<b>18</b>	<b>18</b>
<b>Laboratory 87-381-374</b>					
Laboratory Supervisor	U060	1	1	1	1
Laboratory Technician	U041	1	1	1	1
		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<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
		<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<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
		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
		<b>70</b>	<b>72</b>	<b>73</b>	<b>73</b>



# NONDEPARTMENTAL PROGRAMS

## **NONDEPARTMENTAL REVENUE/EXPENSE**

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### ***PROGRAM DESCRIPTION***

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

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

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

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

<b>REVENUES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
TAXES	45,560,909	46,975,651	47,273,787	48,805,935	50,141,507
LICENSES AND PERMITS	209,656	202,468	203,866	203,866	203,866
RENTS AND INTEREST	3,264,103	3,151,039	3,109,200	3,122,568	3,136,471
FROM OTHER AGENCIES	17,792	17,930	26,865	0	0
CHARGES AND FEES	0	0	104,167	250,000	250,000
MISCELLANEOUS REVENUES	2,856,828	2,630,431	2,688,624	2,655,000	2,655,000
OPERATING TRANSFERS IN	3,553,622	3,492,092	3,313,351	3,136,405	3,059,742
<b>TOTAL REVENUES</b>	<b><u>\$55,462,910</u></b>	<b><u>\$56,469,611</u></b>	<b><u>\$56,719,860</u></b>	<b><u>\$58,173,774</u></b>	<b><u>\$59,446,586</u></b>
<b>EXPENDITURES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
SALARIES AND BENEFITS	1,130,203	1,280,926	1,299,151	1,433,313	1,476,308
SERVICES AND SUPPLIES	103,143	7,466	10,425	20,425	20,425
OTHER CHARGES	217,324	270,160	270,000	925,000	2,530,000
OPERATING TRANSFERS OUT	734,348	721,988	720,800	526,554	531,307
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,185,018</u></b>	<b><u>\$2,280,540</u></b>	<b><u>\$2,300,376</u></b>	<b><u>\$2,905,292</u></b>	<b><u>\$4,558,040</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>2012-13/2013-14</b>	Fund:	RETIREMENT CONTRIBUTIONS	03
	Department:	FINANCE	031
	Program:	NONDEPARTMENTAL	031

REVENUES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
RENTS AND INTEREST	815	239	250	250	250
CHARGES AND FEES	2,780,143	2,749,312	2,943,625	3,056,720	3,169,152
TOTAL REVENUES	<u>\$2,780,958</u>	<u>\$2,749,551</u>	<u>\$2,943,875</u>	<u>\$3,056,970</u>	<u>\$3,169,402</u>
EXPENDITURES	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Approved	2013-14 Approved
SERVICES AND SUPPLIES	7,579	7,461	7,321	7,250	7,200
DEBT SERVICE	1,942,807	1,904,011	1,856,554	1,799,720	1,732,202
DEPRECIATION	1,608,331	1,666,777	1,695,514	1,752,989	1,810,465
TOTAL EXPENDITURES	<u>\$3,558,717</u>	<u>\$3,578,249</u>	<u>\$3,559,389</u>	<u>\$3,559,959</u>	<u>\$3,549,867</u>

## **AB 1600 PUBLIC FACILITY FEES**

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### ***PROGRAM DESCRIPTION***

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

**CITY OF DALY CITY****Revenue Budget  
2012-13/2013-14**

Fund:	AB 1600 PUBLIC FACILITY F	20
Department:	FINANCE	031
Program:	AB 1600 PUBLIC FACILITY FEES	401

<b>REVENUES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
RENTS AND INTEREST	48,994	41,336	40,000	42,000	44,000
CHARGES AND FEES	162,037	766,688	197,210	262,946	262,946
TOTAL REVENUES	<u>\$211,031</u>	<u>\$808,024</u>	<u>\$237,210</u>	<u>\$304,946</u>	<u>\$306,946</u>
<b>EXPENDITURES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
OPERATING TRANSFERS OUT	240,565	584,861	0	0	0
TOTAL EXPENDITURES	<u>\$240,565</u>	<u>\$584,861</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

## **CIVIC CENTER ENTERPRISE FUND**

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### ***PROGRAM DESCRIPTION***

The Civic Center Enterprise Fund was created in March 1992 to account for the City's acquisition and improvement of commercial properties for use as additional governmental office buildings in the Civic Center Area. Two buildings are presently in the Enterprise Fund. Civic Center South, located at 271 - 92nd Street, is leased to San Mateo County Department of Human Services through January 2011. The second building, Civic Center North located at 350 - 90th Street, was purchased in 1996. The State of California Department of Health Services leases one floor of the building. The Daly City Community Service Center and other nonprofit community assistance groups occupy the first floor. The remaining floor is currently vacant.

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

<b>CITY OF DALY CITY</b> <b>Revenue Budget</b> <b>2012-13/2013-14</b>	<b>Fund:</b>	<b>CIVIC CENTER</b>	<b>43</b>
	<b>Department:</b>	<b>FINANCE</b>	<b>031</b>
	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

<b>REVENUES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>RENTS AND INTEREST</b>	846,868	863,715	782,291	727,868	741,242
<b>MISCELLANEOUS REVENUES</b>	60,122	666,609	61,458	63,155	63,155
<b>TOTAL REVENUES</b>	<b><u>\$906,990</u></b>	<b><u>\$1,530,324</u></b>	<b><u>\$843,749</u></b>	<b><u>\$791,023</u></b>	<b><u>\$804,397</u></b>
<b>EXPENDITURES</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Approved</b>	<b>Approved</b>
<b>SERVICES AND SUPPLIES</b>	140,901	150,096	129,349	126,909	126,909
<b>FIXED CHARGES</b>	417,175	405,085	405,085	514,518	514,518
<b>CAPITAL OUTLAY</b>	0	-88,549	0	0	0
<b>OPERATING TRANSFERS OUT</b>	338,669	473,709	309,315	260,937	132,501
<b>DEPRECIATION</b>	189,728	189,728	192,713	186,827	186,827
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,086,473</u></b>	<b><u>\$1,130,069</u></b>	<b><u>\$1,036,462</u></b>	<b><u>\$1,089,191</u></b>	<b><u>\$960,755</u></b>

## **TRANSFER STATION**

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### ***PROGRAM DESCRIPTION***

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

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

### ***GOAL***

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

**CITY OF DALY CITY**  
**Biennial Budget**  
**2012-13/2013-14**

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

<b>REVENUES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
RENTS AND INTEREST	375,000	375,000	375,000	375,000	375,000
CHARGES AND FEES	93,223	99,763	99,375	99,375	99,375
<b>TOTAL REVENUES</b>	<b><u>\$468,223</u></b>	<b><u>\$474,763</u></b>	<b><u>\$474,375</u></b>	<b><u>\$474,375</u></b>	<b><u>\$474,375</u></b>
<b>EXPENDITURES</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Estimated</b>	<b>2012-13 Approved</b>	<b>2013-14 Approved</b>
SERVICES AND SUPPLIES	0	0	0	150,000	150,000
OTHER CHARGES	3,331	58,738	0	0	0
FIXED CHARGES	3,519	3,519	3,519	2,832	2,832
OPERATING TRANSFERS OUT	450,294	450,294	450,294	470,856	470,856
DEPRECIATION	43,704	40,180	29,607	29,607	29,607
<b>TOTAL EXPENDITURES</b>	<b><u>\$500,848</u></b>	<b><u>\$552,731</u></b>	<b><u>\$483,420</u></b>	<b><u>\$653,295</u></b>	<b><u>\$653,295</u></b>



CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET

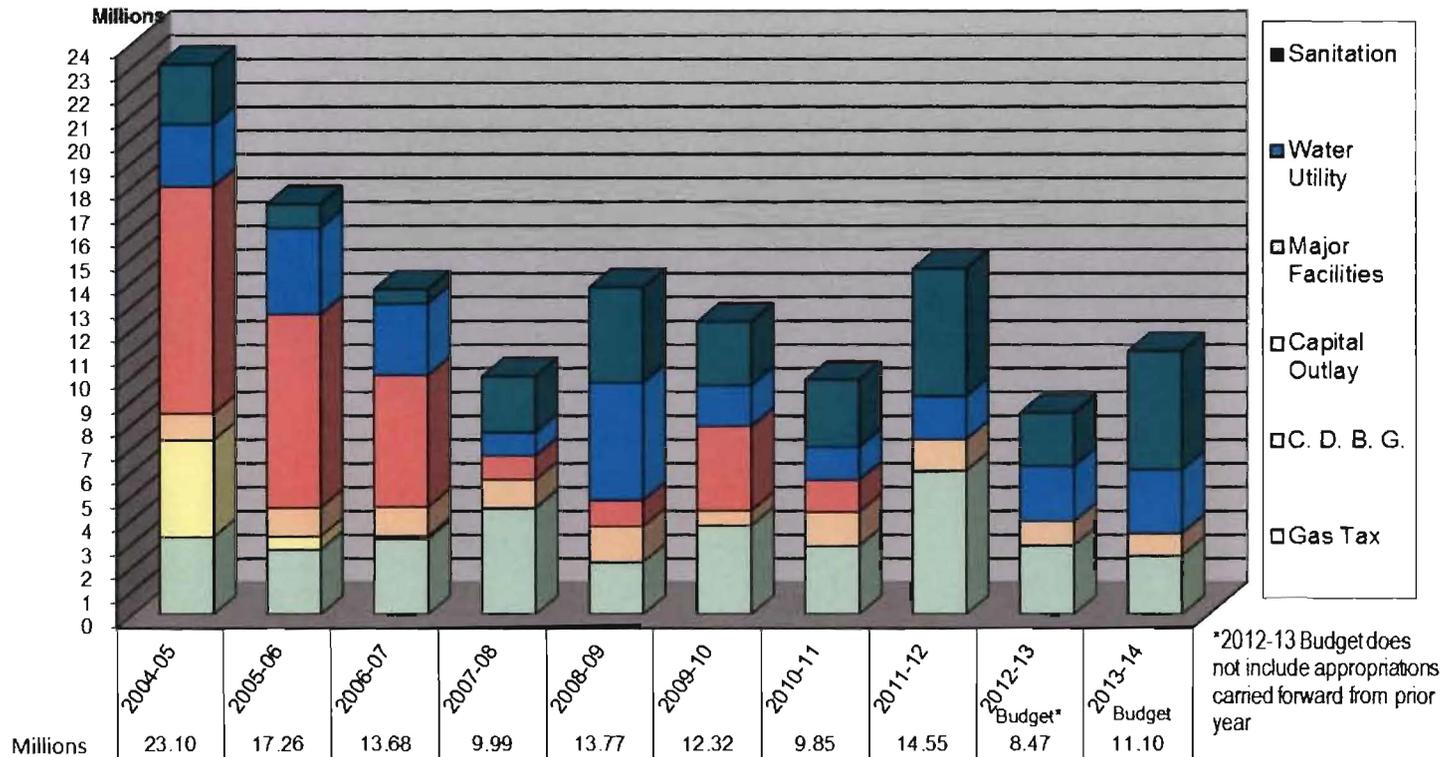
General Information And Overview

**Capital Improvement Program**

The City of Daly City Capital Improvement Budget for fiscal years 2012-13 and 2013-14 provides funding for 130 separate capital projects. These involve acquisition of new equipment, construction of new facilities, repair and renovation of existing facilities and design work for projects planned in the future. Capital expenditures totaling over \$20 million are planned over the next two years.

The chart below shows capital expenditures over the past eight years and the budget for the next two years (the 2012-13 budget shown does not include appropriations carried forward from 2011-12). With the continuing fiscal crisis faced by the City, capital projects funded by the General Fund have been limited to critical repairs and equipment replacement.

**Annual Capital Expenditures**



CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET

General Information And Overview

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Capital outlays are made from the following City funds:

Gas Tax Fund 17

Revenues to this Fund come from the State of California as the City's share of Gasoline Tax, that portion of sales tax (one-half cent—"Measure A") earmarked for transportation projects and federal and state transportation grants. Monies are also provided from developers involved in new construction in Daly City. All revenues are restricted for use as follows:

The capital projects budgeted in the Gas Tax Fund involve all aspects of maintenance and construction of streets, roads and sidewalks, including roadway design, storm drainage and design and improvement of intersections and traffic controls.

For the past ten years, the major emphasis in the Gas Tax Fund has been on pavement maintenance. For fiscal 2013 and 2014, new funding for Street Resurfacing and seal coating adds up to \$3.2 million. \$.8 million of this will come 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 2012 involved construction of bicycle route improvements and completion of the \$3.7 million Mission Street Enhancements plan for pedestrian improvements along Mission (State Route 82) near the Top of the Hill. Successful State and Federal grant applications provide most of the funding for these projects.

Community Development Block Grant (CDBG) Fund 18

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

Beginning in fiscal year 2007 nearly all new 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 completed in 2006.

General Information And Overview

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Capital Outlay Fund 31

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

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

Since FY 2011, due to fiscal constraints discussed above, no General Fund contributions have been made for capital. Funding for the most critical projects was cobbled together from various sources including reimbursements from developer fees other funds on past projects and from state and federal grants. These include: Upgrades of Police, Fire and Public Works radio equipment to meet operational needs and/or comply with new Federal narrow banding requirements (funded primarily through a FEMA grant with some State E-911 funding). Critical fire department operational equipment, also mostly funded with a FEMA grant with matching funds coming from equipment replacement reserves built up in prior years. An annual Facility Repairs and Major Maintenance project will be funded at minimal levels with leftover funds from past projects in order to address urgent unexpected repairs needed at City facilities.

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

Major Public Facilities Fund 33

This special fund captured the costs and funding of projects involving construction of several new public buildings and the addition to or major renovation of a number of existing buildings and recreation facilities. The projects in this fund represented the largest public improvement effort in Daly City's 100-year history. Over \$50 million in improvements were made over a 14 year period. The final project was the City's more than \$3 million contribution to the Jefferson Union High School District towards construction of the new shared use Giammona Pool opened in 2010.

CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET

General Information And Overview

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Capital projects in this fund were financed with a combination of one-time General Fund revenues accumulated in a reserve for major capital outlays and such special revenues as Community Development Block Grants, State Library and Park Bond funds and developer fees.

Water Fund 41

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

The most significant capital activity in the Water Fund for 2011-12 was the completion of main replacement as part of the Mission Street Enhancements / Top of the Hill Improvements project. For 2013 and 2014, several critical projects are funded. These include a long range seismic improvement program for reservoirs and other facilities, water main replacements/upgrades and construction of a replacement for Well #4. Ongoing repairs and maintenance of existing equipment and infrastructure will continue through a number of annual projects.

Sanitation District Fund 87

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

The major emphasis in the Sanitation Fund in the past year has been the continued work on a comprehensive study to identify storm water drainage issues and solutions in the Vista Grande Drainage Basin.

In FY 2013 and 2014 main upgrades, as called for in the Sewer Master Plan will be undertaken on the following streets: Citrus, DeLong, Station, Serramonte, Junipero Serra/Citrus and 'D' Street. Improvements at the Wastewater Treatment Plant include new Secondary Clarifier Weirs, installation of a backup centrifuge and coating the interiors of the Primary Sedimentation Tanks. 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**

PROJ. NO.	NO.	Project Name	Funds Avail. FY 2011-12	Est. Expend. FY 2011-12	Carry Fwd. FY 2011-12	BUDGET FY 2012-13	TOTAL FUNDS FY 2012-13	BUDGET FY 2013-14	Pending Budget FY 2014-15	FY 2015-16	Future Total Funding Capital Plan	Sources	
<i>Annual Programs</i>													
314	601	Street Tree Sidewalk Repair	76,577	70,537	6,040	35,000	41,040	35,000	35,000	35,000	560,000	ST	Repair sidewalks damaged by tree roots
312	604	Traffic Signal Upgrades/Improve	25,045		25,045	51,000	76,045	54,000	56,000	59,000	1,430,000	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	28,400		28,400	15,800	44,200		17,400		173,900	ST	Develop & maintain traffic count database
312	607	Traffic Signal Painting	962	962		73,000	73,000		77,000		765,000	ST	Repaint signals in standard color
312	609	Cooperative Project Development	88,816	21,141	67,675	49,000	116,675	51,000	54,000	56,000	1,363,000	ST	Develop projects and ID grant funding
312	661	Congestion Management Plan	292,390	256,197		307,010	307,010	322,360	338,478	355,402	8,763,660	ST	City share of Annual CCAG Program
312	662	GIS System Upgrades	17,361	13,736	3,626	10,000	13,626	10,000	10,000	10,000	160,000	ST	Update maps for streets & storm drains
<i>Pavement Maintenance Projects</i>													
312	608	Street Resurfacing - A							1,000,000		4,010,000	TR	Alternating phase annual program.
312	608	Resurfacing-(Prop 1B-II)	1,497,260	594,295	902,965		902,965					CA1	Phase II Prop 1B (2011) Grant funding
312	617	Street Resurfacing - B	757,370	94,551	662,819	100,000	762,819	1,000,000		1,100,000	4,010,000	FR	Alternating phase annual program.
312	689	Junipero Serra Blvd. Rehabilitation	2,231,523	1,231,562								ST/TR	CA Congest. Relief Funds – COMPLETED
312	618	Street Slurry Seal	953,166	880,952	72,214	1,100,000	1,172,214	1,000,000	1,000,000	1,000,000	8,030,000	TR	Annual Prog. to Prolong pavement life
312	888	Asphalt Emulsion Sprayer	15,000	11,830	3,170		3,170					ST	Improve road repair crew efficiency
<i>Other Projects</i>													
312	670	Gellert Blvd. Bike Lanes	85,093	73,901								FA	Highway Safety Improvement (HSIP) grant
312	668	Southgate Bike Gap Closure	13,696		13,696		13,696					CA5	BAAQMD-Bicycle Facil Prog (BFP) grant
312	633	Ped Warning-Lake Merced/Belmar				110,000	110,000					ST/MD	CCAG Meas A grant, bal. developer match
312	672	Top of the Hill/Mission St.	3,295,842	2,720,614	575,228		575,228					GT/FA	Various Federal grants
312	610	Sidewalk Improvements	538,000	53,212	484,788		484,788					GT/FA	\$420,000 Fed. STP/CMAQ Accessibility Grant
312	636	Undergrounding - Geneva Ave.	36,683	1,713	34,970	500,000	534,970					GT	City share of undergrounding of utilities
312	643	Hickey-Callan Signal Modifcation	6,109	6,109		280,000	280,000					GT/FH	Safety improve. \$252,000 Fed HSIP Grant
312	615	MRP-Trash Full Capture				65,000	65,000					ST	Design to screen trash from storm water
010	600	Contingencies	136,553	1,905	134,648	205,000	339,648					GT/ST	For unanticipated proj. expenditures
<i>Pending Projects</i>													
314	17P-1	Corp Yard Improve - NPDES Req.							100,000			ST	Upgrades to meet NPDES requirements
314	17P-2	Corp Yard Improve - Vector Decant							120,000			ST	Upgrades to meet NPDES requirements
314	17P-3	Heated Asphalt Patch Truck								150,000		ST	Improve road repair crew efficiency
314	17P-4	Corp Yard Improve - Equip. Wash Bay							57,500			ST	Upgrades to meet NPDES requirements
312	17P-5	Traffic Signal Video Detection							230,000			GT	Replace / install video detection
312	17P-6	Centralized Traffic Signal System							200,000			ST	Purchase computerized signal control system
312	17P-7	Traffic Signal Controller Upgrade							200,000			ST	Replace controllers that aren't functioning prop
Total Gas Tax Fund Capital:			10,113,483	6,033,216	3,032,920	2,900,810	5,933,730	2,472,360	3,495,378	2,765,402	29,265,560		

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

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

PROJ. NO.	PROJ. NO.	Project Name	Funds Avail. FY 2011-12	Est. Expend. FY 2011-12	Carry Fwd. FY 2011-12	BUDGET FY 2012-13	TOTAL FUNDS FY 2012-13	BUDGET FY 2013-14	Pending Budget FY 2014-15	FY 2015-16	Future Total Funding Capital Plan Sources
<i>Funds Committed to Operations</i>											
031	031	Tfr to ROW (Parks) Maint.				333,659	333,659	333,659	340,332	347,139	ST Gas/Sales tax support of eligible costs for
031	031	Tfr to ROW (Eng.) Inspection				61,535	61,535	61,535	62,766	64,021	ST maintenance of streets, traffic controls
031	031	Transfer to Street Maint. 4654	1,443,510	1,443,510		1,154,458	1,154,458	1,214,472	1,277,606	1,303,158	GT/ST roadway landscaping, street and
031	031	Tfr. to Traffic Sig. Maint. 4662	862,450	862,450		865,661	865,661	868,572	885,943	903,662	GT/ST sidewalk inspection and street lighting
Subtotal Operating Transfers:			2,305,960	2,305,960		2,415,313	2,415,313	2,478,238	2,566,647	2,617,980	
<b>Total Gas Tax Fund 17:</b>			<b>12,419,443</b>	<b>8,339,176</b>	<b>3,032,920</b>	<b>5,316,123</b>	<b>8,349,043</b>	<b>4,950,598</b>	<b>6,062,025</b>	<b>5,383,382</b>	<b>29,265,560</b>
<i>Funding Breakdown:</i>											
Gas Tax-all sources (GT):			4,069,300	2,675,046	845,361	2,114,609	2,959,970	3,033,656	3,225,500	3,259,698	
Sales Tax (Meas. A) (ST):			2,670,078	2,013,660	266,947	2,007,538	2,274,485	1,438,142	2,430,120	1,717,279	
Federal Transp. Funds (FA):			4,072,300	2,966,175	997,142	252,000	1,249,142				
Various State Grants (CA):			1,504,068	594,295	909,773	77,000	986,773	478,800		406,405	
Other (OF):			103,696	90,000	13,696	864,976	878,672		156,405		
<b>Totals:</b>			<b>12,419,443</b>	<b>8,339,176</b>	<b>3,032,920</b>	<b>5,316,123</b>	<b>8,349,043</b>	<b>4,950,598</b>	<b>6,062,025</b>	<b>5,383,382</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

CAPITAL PROJECTS BUDGET – REVENUE / FUND BALANCE PROJECTIONS

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

Funding Source	Estimated				Projections...				Projections...				Projections...					
	BALANCE 6-30-11	Revenue	2011-12 Est. Expendit.	Carry Forward	BALANCE 6-30-12	Revenue	FY 2012-13 Expend. Budget	Total Bud.	BALANCE 6-30-13	FY 2013-14 Est. Rev.	Expend. Budget	BALANCE 6-30-14	FY 2014-15 Estimated Revenue	Expendit.	BALANCE 6-30-15	FY 2015-16 Estimated Revenue	Expendit.	BALANCE 6-30-16
<i>Enabling Funds:</i>																		
Gas Tax Section 2107.5		10,000				10,000				10,000			10,000			10,000		
Gas Tax Section 2107		751,220				751,819				751,819			751,819			751,819		
Gas Tax Section 2106		359,066				355,184				355,184			355,184			355,184		
Gas Tax Sec. 2105 (Prop 111)		529,510				523,865				523,865			523,865			523,865		
Gas Tax Section 2103		1,142,923				1,176,459				1,176,459			1,176,459			1,176,459		
Investment Earnings		49,743				20,000				20,000			20,000			20,000		
subtotal Gas Tax (GT):	1,262,447	2,842,462	2,675,046	845,361	1,429,863	2,837,327	2,114,609	2,959,970	1,307,220	2,837,327	3,033,656	1,110,890	2,837,327	3,225,500	722,717	2,837,327	3,259,698	300,346
Sales Tax (Meas. A) (ST):	2,613,520	1,265,000	2,013,660	266,947	1,864,860	1,265,000	2,007,538	2,274,485	855,375	1,265,000	1,438,142	682,233	1,265,000	2,430,120	(482,887)	1,265,000	1,717,279	(935,165)
Total Enabling Funds:	3,875,967	4,107,462	4,688,706	1,112,308	3,294,723	4,102,327	4,122,147	5,234,455	2,162,595	4,102,327	4,471,798	1,793,124	4,102,327	5,655,620	239,830	4,102,327	4,976,977	(634,820)
<i>Other Agencies:</i>																		
Federal Transp. Funds (FA):	174,343	1,804,363	2,966,175	997,142	(987,468)	2,164,901		997,142	180,291			180,291			180,291			180,291
Fed. HSIP Hwy Safety Grant (FH):						252,000	252,000	252,000										
Prop 1B State Bond Funds (CA1):	1,497,260		594,295	902,965	902,965			902,965	(0)			(0)			(0)			(0)
AB 1546 Funds, City share (CA2):	13,574	182,089	90,000	13,696	105,663		91,967	105,663	0			0			0			0
Meas. M Veh Reg., City share (SM2)		406,405			406,405	406,405	740,009	740,009	72,800	406,000	478,800	0	406,405	406,405	0	406,405	406,405	0
Cal. AB 434 Grant (CA3):	6,808			6,808	6,808			6,808										
CCAG Meas A Grant (ST):						77,000	77,000	77,000										
Air Qual. (BAAQMD) grant (OA2):	(6,717)				(6,717)	6,717			0			0			0			0
<i>Other Sources:</i>																		
Misc. Developer Fees (MD):	16,282				16,282	33,000	33,000	33,000	16,282			16,282			16,282			16,282
Other funds (OF2):	2,530				2,530				2,530			2,530			2,530			2,530
<b>TOTAL GAS TAX FUND 17:</b>	<b>4,239,131</b>	<b>6,500,318</b>	<b>8,339,176</b>	<b>3,032,920</b>	<b>3,741,191</b>	<b>7,042,350</b>	<b>5,316,123</b>	<b>8,349,043</b>	<b>2,434,498</b>	<b>4,508,327</b>	<b>4,950,598</b>	<b>1,992,227</b>	<b>4,508,732</b>	<b>6,062,025</b>	<b>438,933</b>	<b>4,508,732</b>	<b>5,383,382</b>	<b>(435,717)</b>

Notes: 6/30/12 Balance includes appropriations carried forward to the following year.  
FY 2012-13 Total Budget is the sum of prior year Carry Forwards and New Expenditure Budget amounts.



CITY OF DALY CITY  
 CAPITAL PROJECTS BUDGET – FUND SUMMARY

Fund Number/Name: **18 / Community Development Block Grant** Program: **305**

PROJ. NO.	Project Name Project Manager	Funds Avail. FY 2011-12	Est. Expend. FY 2011-12	Carry Fwd. FY 2011-12	NEW BUDGET FY 2012-13	TOTAL FUNDS FY 2012-13	BUDGET FY 2013-14	Pending Budget FY 2014-15 FY 2015-16		Total Future Cost	Comments
505	Civic Ctr South Accessibility J. Fuller / B. Millar	20,946	5,446	15,500		15,500					Renovate building entrance to meet standards
566	Bayshore Community Ctr. Construction Loan Debt Service B. Millar	390,966	390,966		393,942	393,942	397,919	402,821	405,521	2,938,863	Repayment of \$4.5 million CDBG construction loan per loan repayment schedule
<b>Total C.D.B.G. Fund 18:</b>		411,912	396,412	15,500	393,942	409,442	397,919	402,821	405,521	2,938,863	

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

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



CITY OF DALY CITY

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	FY 2011-12	FY 2011-12	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	(see Cap.Plan)
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
<i>EECBG Projects:</i>											
313	509	Civic Center South HVAC	61,620	43,576							Energy Efficiency Block Grants (Fed.Stimulus)
200	509	City Hall Chiller Unit	43,318	42,233							FS OF HVAC system. Match from Civic Ctr Fund
132	509	Doelger Sr. Center Boiler	95,346	91,167							FS Replace current unit-end of useful life
316	509	LED Parking Lot Lights	102,202	95,943							FS Replace std. fixtures w/LED efficient
010	023	DC Channel Upgrades	145,725	6,093	139,631		139,631				OF Equipment upgrades, Pen TV facil pymt
030	500	Telecommunications I-Net	54,269	54,269			54,269				OF Fiber optic network. CATV grants
<i>Radio Narrow Banding:</i>											
220	886	Fire Department	127,377	56,800							GF City match for FEMA grant–tfr. to Fund 28
200	886	Police Department	25,000	23,951							GF 10 replacement radios
310	886	Non Safety Depts	36,200	26,618	9,582		9,582				GF Replacement radios
010	230	Recycle Grant	16,305	16,305	28,560		44,865				CA State Grants
300	885	Business Ctr. Upgrades	18,779	5,539							GF Improve facilities & equipment
ADMIN TOTALS			830,457	391,920	324,103	28,560	352,663				
<b>Fire Department</b>											
220	891	Fire Equipment Replacement Fund:									442,830
		Thermal Imaging Cameras	52,800								GF 20 yr plan–see below PUB FACIL FEE ELIG
		Wildland Shelters	9,600					17,000			OA Included in FEMA grant project below
		Exercise Equipment Replacement							45,000		GF FD Equipment Replacement Fund
		PPE and Operational Equipment				66,050	66,050				GF FD Equipment Replacement Fund
		Turnout Sets									GF Equip. Fund match on \$264,200 FEMA grant
		RIC Pack Rescue Equipment							10,000		OA Included in FEMA grant project above
		SCBA Equipment							82,000		GF FD Equipment Replacement Fund
		Portable Radios				122,000	122,000				GF FD Equipment Replacement Fund
FIRE DEPT. TOTALS:			62,400			188,050	188,050	17,000	137,000		442,830
<b>Library and Recreation Services</b>											
120	868	RFID Material Tracking	286,783	255,404	31,379		31,379				OF Radio Tracking Tag & checkout sys
LIBRARY TOTALS:			286,783	255,404	31,379		31,379				
313	562	Teglia Community Center Roof and Ceiling	22,838	18,105							GF Replace roof with metal seam roof
130	878	Recreation Vans	9,661								OF Stewardship Cnc. Grant, co-op proj w/JUHSD
130	572	Pacelli Gym Ceiling Fan	7,500								OF Contingent on funding from one time events
RECREATION TOTALS:			39,999	18,105							

# 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	FY 2011-12	FY 2011-12	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	(see Cap.Plan) Funding Sources/Comments		
<b>Police Department</b>											
200 593	Police Storage Area Upgrade	13,050	8,722						GF Property and evidence rooms		
200 898	Police Equipment Replacement Fund:								GF 2009-10 Bulletproof vest purchase		
	Handgun Replacement	53,353	65,795						GF /OF Replace all, \$60,640 from asset forfeiture		
	Taser Replacement	85,000				95,000		40,000	GF Replace 85, purch 30 additional in 2013		
	Mobile Data Computer (MDC) Replacement			40,000	40,000	40,000	40,000	40,000	GF PD vehicle units, 2013: poss JAG grant offset		
	Bullet Proof Vest Replacement					126,050			GF Replace as mandated by state law		
	Portable Radios							119,337	GF Replace officer radios		
200 595	Locker Room Upgrade	75,000	75,000		75,000		360,000		GF Modifications to existing facility		
200 895	Telephone/Radio Upgrades	125,000	125,000		125,000				GF includes \$60,000 state W E9-1-1 funding		
200 896	Telephone CPU Replacement	15,000	15,000		15,000				GF includes \$15,000 state W E9-1-1 funding		
200 590	Prisoner Processing Ctr. Restroom	25,000	9,812	15,188	15,188				GF Install stall and sink for prisoner use		
201 886	Police Base Stations			275,000	275,000				GF Replace/Upgrade PD radio channels 1 and 2		
200 887	K9 Replacement			16,000	16,000				OF Repl. retiring unit with 2 K9s--Asset forfeiture \$		
200 C05	Dispatch Furniture/Console					148,500			GF Replace 17 y/o equipment		
200 C06	Property/Firearms Storage Upgrade						175,000		GF Upgrade archive & firearm storage area		
200 C07	Rear Lot Security						200,000		GF Fencing & cameras on PD veh lot		
200 C08	Range Upgrade							100,000	GF Upgrade shooting range		
POLICE TOTALS:		391,403	84,329	230,188	331,000	561,188	409,550	775,000	299,337	1,280,000	
<b>Public Works</b>											
310 550	Mussel Rock Maintenance	664,025	201,845	462,181	400,000	862,181	400,000	400,000	400,000	9,703,782	OF Maintain site/sea wall- scavenger co. funded
313 507	Facility Repairs/Major Maint.	134,151	67,807	66,345	58,655	125,000	125,000	130,000	135,000	2,050,000	GF One project to replace those below
317 585	Tree Removal & Reforestation	60,000		60,000		60,000					DP Replace 30-40 dying/mature trees/year
317 897	Tree Inventory Software	7,500									OF Contingent on funding from one time events
PUBLIC WORKS TOTALS:		865,677	269,651	588,525	458,655	1,047,181	525,000	530,000	535,000	11,753,782	
<b>Total Fund 31:</b>		<b>2,476,718</b>	<b>1,019,410</b>	<b>1,174,195</b>	<b>1,006,265</b>	<b>2,180,460</b>	<b>934,550</b>	<b>1,322,000</b>	<b>971,337</b>	<b>13,476,612</b>	
<i>Funding Breakdown</i>											
<i>General Fund (GF):</i>		1,037,264	465,384	332,969	521,705	635,246	125,000				
<i>Public Facility Fees (PF):</i>											
<i>Developer Park Fees (DP):</i>		93,840		93,840		93,840					
<i>Other Agencies (OA):</i>		337,583		16,305		44,865					
<i>Misc Grants (XX):</i>			307,923	75,000	16,000	91,000					
<i>Other Funding (OF):</i>		1,008,031	246,103	656,081	428,560	1,275,510	400,000	417,000	537,000		
<i>Unfunded Projects</i>					40,000	40,000	409,550	905,000	434,337		
<b>Totals:</b>		<b>2,476,718</b>	<b>1,019,410</b>	<b>1,174,195</b>	<b>1,006,265</b>	<b>2,180,460</b>	<b>934,550</b>	<b>1,322,000</b>	<b>971,337</b>		

NOTE: Detailed information on each capital project is contained in the City's Capital Budget which is published as a separate document. Project costs shown in BOLD above are currently not funded

CITY OF DALY CITY

CAPITAL PROJECTS BUDGET – REVENUE/FUND BALANCE PROJECTIONS

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

Funding Source	Actual				Projections...				Projections...			Projections...			Projections...			
	BALANCE 6-30-11	FY 2011-12 Est. Revenue	FY 2011-12 Expend.	Carry Forward	BALANCE 6-29-12*	FY 2012-13 Est. Rev.	FY 2012-13 Budget	FY 2012-13 Total Bud.	BALANCE 6-30-13	FY 2013-14 Est. Rev.	FY 2013-14 Expend. Budget	BALANCE 6-30-14	FY 2014-15 Est. Rev.	FY 2014-15 Expend. Estimated	BALANCE 6-30-15	FY 2015-16 Est. Rev.	FY 2015-16 Expend. Estimated	BALANCE 6-30-16
GF Transfers in from Fund 01 Interest		28,920	209,979	301,591		23,059				14,367								
Total Transfers & Interest (GF):	854,825	28,920	209,979	301,591	673,766	23,059	373,655	675,246	21,579	14,367	534,550	(498,604)	905,000	(1,403,604)			(1,403,604)	
Fire Equip. Replace. Fund (GF):	312,703	70,000			382,703		188,050	188,050	194,653			194,653	17,000	177,653		137,000	40,653	
<i>Building/Development Fees:</i>																		
Developer Park Fees (DP):	204,006	13,942		93,840	217,948	356,507		93,840	480,615	1,926,000		2,406,615		2,406,615			2,406,615	
Developer Police Fees (PD):	9,790		9,790															
Public Facil. Fees-General (PF):																		
<i>Other Agencies:</i>																		
Federal ARRA EEBG Grants (FS):	(8,884)	243,638	234,754		0				0			0		0			0	
CA Recycle grant (CA1):	16,305	28,559		16,305	44,864		28,560	44,865										
CA E-911 Funding (CA2):				75,000		75,000		75,000										
<i>Other Sources:</i>																		
Cable TV Provider Grants (OF):	462,176	94,653	6,093	193,900	550,735	98,097		193,900	454,932	98,097		553,029		553,029			553,029	
Gellert Grants (GG):																		
Refuse Co. (OF):	264,029	400,000	201,845	462,181	462,184	400,000	400,000	862,181	(0)	400,000	400,000	(0)	400,000	400,000	(0)	400,000	400,000	(0)
Other/Miscellaneous Funds (OF):	14,808	315,860	356,949	31,379	(26,281)	119,166	16,000	47,379	45,506			45,506		45,506			45,506	
<b>TOTAL FUND 31:</b>	<b>2,129,757</b>	<b>1,195,572</b>	<b>1,019,410</b>	<b>1,174,195</b>	<b>2,305,919</b>	<b>1,071,829</b>	<b>1,006,265</b>	<b>2,180,460</b>	<b>1,197,285</b>	<b>2,438,464</b>	<b>934,550</b>	<b>2,701,199</b>	<b>400,000</b>	<b>1,322,000</b>	<b>1,779,199</b>	<b>400,000</b>	<b>537,000</b>	<b>1,642,199</b>

\* 6-29-12 Balance includes appropriations carried forward from the prior year.

FY 2012-13 Total Budget is the sum of prior year Carry Fowards and New Expenditure Budget amounts



CITY OF DALY CITY  
CAPITAL PROJECTS BUDGET -- FUND SUMMARY

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

PROG NO.	PROJ. NO.	Project Name Project Manager	Total Project	Expended F/Y 2010-11	Funds Avail. F/Y 2011-12	Expended F/Y 2011-12	Carry Fwd. F/Y 2011-12	BUDGET F/Y 2012-13	TOTAL FUNDS F/Y 2012-13	BUDGET F/Y 2013-14	Future Total	Funding Sources/Comments
130	584	New Westmoor/Giammona Pool M. Stallings	3,918,794	3,918,794	330,000							GF City share of JUHSD project –COMPLETED
120	522	New Library Collections	62,434	53,384	9,050		9,050		9,050			PF New materials for newly expanded libraries
010	510	Overall Design / Contingency P. Martel	1,048,319	82,072	966,247		966,247		966,247			GF Conceptual design/conting. for all projects
Subtotal, Current and Pending projects			5,029,547	4,054,250	1,305,297		975,297		975,297			
Subtotal, Canc/Susp Projects			28,795,410	2,195,410								
Subtotal, Completed projects			48,602,569	48,602,569								

**Total Facility Fund 33: 82,427,526 54,852,228 1,305,297 975,297 975,297**

Funding plan	Source	Received	Rev. Budget Revenue		Est Revenue	Est Revenue
	Total	thru 6-30-11	F/Y 2011-12	F/Y 2011-12	F/Y 2012-13	F/Y 2013-14
Reserves for Capital/Interest (GF):	39,068,752	38,963,581	105,171	105,171		
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):	2,380,835	2,324,449	56,386	56,386		
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				
balance fwd.			11,701,318	11,701,318	11,862,875	10,887,578
<b>Funding Subtotal</b>	<b>66,715,104</b>	66,553,547	11,862,875	11,862,875	11,862,875	10,887,578
<b>Balance</b>	<b>(15,712,422)</b>	11,701,318	10,557,578	11,862,875	10,887,578	10,887,578



CITY OF DALY CITY

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

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

Program: **385**

PROJ. NO.	Project Name	Funds Avail. FY 2011-12	Expended FY 2011-12	Carry Fwd. FY 2011-12	NEW BUDGET FY 2012-13	TOTAL FUNDS FY 2012-13	BUDGET FY 2013-14	Pending Budget FY 2014-15	Total Future Cost FY 2015-16 (see Capital Plan)	Funding Sources / Comments	
<i>Annual Programs:</i>											
617	Street Resurfacing Water Mains	44,456	6,205	38,251	70,000	108,251	100,000	100,000	100,000	1,600,000	Replace of mains in streets to be resurface
701	Plant Improvements	188,894	125,495	63,399	175,000	238,399	175,000	175,000	175,000	2,800,000	Misc. reservoir/pump sta. improve./repair
705	Westside Basin Aquifer Modeling	51,750	17,696	34,055	25,000	59,055	25,000	70,000		555,000	Assess safe yield, input data, user guide
707	Water Conservation Program	310,557	93,886	216,671	160,000	376,671	160,000	165,000	165,000	3,115,000	Residential kits, rebates, water audits, etc
708	Seismic Improvements	443,650	292,973	150,677	650,000	800,677		1,255,425	150,000		Implement 2003 Seismic Study recommendations
712	Reservoir Cleaning	15,500	10,621	4,880	25,000	29,880	25,000	25,000	25,000	400,000	Reservoir cleaning
720	Well Rehabilitation	140,241	65,140	75,101	72,000	147,101	73,000	74,500	74,500	1,333,500	Repair or replace equipment, well reconditioning
739	Facility Roadway Rehabilitation				5,000	5,000	40,000	40,000	40,000	640,000	Maintain roadways at all facilities
742	Fire Flow Improvements	484	483		20,000	20,000	50,000	50,000	50,000	800,000	Improve Fire Flows in the Redevelopment
752	Main Rehabilitation/Improvements	273,013	118,156	154,857	350,000	504,857	350,000	650,000	650,000	2,400,000	Replace portions of existing mains as needed
760	Miscellaneous Equipment	10,654		10,654		10,654	20,000	20,000	20,000	320,000	Purchase or replace capital equip. as needed
764	Technology Upgrades	28,664	28,664		30,000	30,000	30,000	35,000	35,000	910,000	Green/renewable energy projects
766	SCADA System Upgrades	16,124	2,393	13,731	132,620	146,351	15,000	15,000	15,000	873,000	Upgrade CPU and operating system
774	Water System Mapping-GIS	17,742	12,267	5,475	15,000	20,475	15,000	15,000	15,000	240,000	Record sys improvements and new development
775	Water Transfer Project	49,601	25,857	23,744	6,256	30,000	30,000	30,000	30,000	480,000	Transfer service connections to larger mains
879	Vehicle Upgrades	569,338		569,338	37,500	606,838	37,500	37,500	37,500	600,000	Replace/modify existing undersized vehicles
	Subtotal, Annual Programs	2,160,669	799,835	1,360,834	1,773,376	3,134,210	1,145,500	2,757,425	1,582,000	17,066,500	
<i>System Improvements/Operations:</i>											
470	EnerGov Asset Management Sys.+	160,500	160,500								New parts/inventory tracking system
672	Mission Street Enhancements	576,132	557,854	18,278		18,278					Replace/relocate mains near Top-of-Hill
710	Groundwater Management Plan	40,883	26,678	14,204	75,000	89,204		75,000		641,200	Contribution to inter-agency Basinwide Monitoring
719	Reservoir 6B Generator	1,807									Provide emergency backup power –COMPLETED
723	Well 4 Replacment	918,391	93,348	825,044		825,044	750,000				Construct replacement well
726	Underground Storage Tanks	32,810	11,581	21,229		21,229					Protection of aquifer – COMPLETED
762	Pump Station Analyzers	18,964		18,964		18,964					Chlorine, ph, temperature analyzers and controllers
763	Citrus Zone 1 & 3 Manifolds	154,500		154,500		154,500					Replace the discharge manifold
767	Westlake Electric	128,390		128,390		128,390					Replace old equip with modern components/controls
741	Bac-T Station Replacement	29,426	8,866	20,560	15,920	36,480	16,400				Replace sample stations throughout the city
789	Security Systems +	52,020	49,126	2,894		2,894					Electronic security key sys. on locks, doors and gates
791	Extend Westlake Warehouse +	154,500		154,500		154,500					To accommodate heavy equip.vehicles and materials.
790	Reservoir Fence/Gate Operator	8,760		8,760	80,920	89,680		45,600			Replace fence at end of useful life (all fencing/gate projects)
797	Utility Billing Upgrades	100,000	99,184								Teleworks computer sys. upgrade
718	Jeff Well Generator				301,510	301,510					Emergency power supply
769	Citrus Pump Station Upgrade				37,140	37,140					Improve lighting, repair walls and floor surface
724	"A" Street Well Replacement						745,000		960,000		Replace/upgrade existing well
851	Ops Locker Room Expansion +						21,860				Expand existing undersized locker room
893	Confined Space Entry Equipment +				35,000	35,000					Replace old equip to comply with current regulations
735	Schwerin St. (Martin to Geneva)							959,480			Replace/Upgrade water mains
	Subtotal, Sys. Improvements/Operations	2,377,082	1,007,136	1,367,322	545,490	1,912,812	1,533,260	1,080,080	960,000	641,200	
	<b>Total Water Fund 41:</b>	<b>4,537,751</b>	<b>1,806,971</b>	<b>2,728,156</b>	<b>2,318,866</b>	<b>5,047,022</b>	<b>2,678,760</b>	<b>3,837,505</b>	<b>2,542,000</b>	<b>17,707,700</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. FY 2011-12	Expended FY 2011-12	Carry Fwd. FY 2011-12	NEW BUDGET FY 2012-13	TOTAL FUNDS FY 2012-13	BUDGET FY 2013-14	Pending Budget FY 2014-15	Total Future Cost FY 2015-16 (see Capital Plan)	Funding Sources / Comments	
<i>Annual Programs:</i>											
617	Street Resurfacing Sewer Mains	60,041	47,434	12,607	25,635	38,242	50,000	50,000	50,000	800,000 Main improvements on streets	
760	Miscellaneous Equipment		-54		40,000	40,000	20,000	20,000	20,000	40,000 Purchase or replace capital equip. as needed	
764	Technology Upgrades	86,452	1,982	84,470		84,470	100,000	112,500	112,500	2,240,000 Replace outdated systems	
766	SCADA System Upgrades	26,560	948	25,612	132,620	158,232	15,000	15,000	15,000	1,172,490 Update electronic control systems	
801	Sewer Main Rehab./Improvements	52,377	4,327	48,050	22,623	70,673	75,000	75,000	75,000	1,200,000 Misc. repairs to collections system,	
802	Sewer Lift Sta. Rehab./Improvement	33,191	27,148	6,043	60,000	66,043	60,000	60,000	60,000	960,000 Annual Project—Consolidation of all	
803	Vehicle Upgrades	561,136		561,136	37,500	598,636		346,335	51,575	600,000 Supplement to vehicle replacement funds	
806	Plant Process Improvements	236,464	199,168	37,296	91,225	128,521	140,000	140,000	140,000	2,240,000 Consolidation of all misc. repairs/	
807	Plant Structure Improvements	72,961	41,069	31,892	78,000	109,892	78,000	78,000	78,000	1,248,000 Consolidation of all misc. repairs/	
809	Treatment Plant Coatings				50,000	50,000	50,000	50,000	50,000	150,000 Exterior protective coating of plant structures	
812	Municipal Regional Permit	431,552		135,800	122,800	258,600	122,800	125,000	125,000	2,178,000 Database & storm sys mods. to comply w/Permit	
813	Sewer System Mapping - GIS	10,911	8,409	2,502	10,000	12,502	10,000	10,500	10,500	194,000 Complete aerial mapping of system	
830	Grease & Root Elimination Program	1					20,000	20,000	20,000	320,000 To eliminate grease plugging of mains	
831	Trunk Line Cleaning	80,000	60,820	19,180		19,180	20,000	20,000	20,000	320,000 Clean 5000' of 15" AND 30" sanitary sewer lines	
832	Storm & Sewer Repair	3,526	3,526		164,500	164,500		165,000	170,000	24,000,000 Implementation of Stormwater Master Plan	
865	Recycled Water	48,442		48,442		48,442	20,000	27,500	27,500	691,000 Appurtenances to comply with regs	
	Subtotal, Annual Programs	1,703,612	394,776	1,013,029	834,903	1,847,932	780,800	1,314,835	1,025,075	38,353,490	
<i>System Improvements/Operations</i>											
470	EnerGov Asset Managemnt Sys.+	160,500		160,500		160,500					New parts/inventory tracking system
513	Corporation Yard Wash Racks	35,000		35,000		35,000					To comply with NPDES guidelines
789	Security System +	52,020	29,181	22,839		22,839					Electronic security sys. on locks, doors and gates
791	Extend Westlake Warehouse +	154,500		154,500		154,500					To house heavy equip., vehicles and materials.
810	Electronic Document Archiving	322,752	16,767	60,000		60,000	60,000		250,000		Convert existing archives to paperless records
815	Polymer Feed System	8,154	6,790	1,364		1,364					Redundant system for dewatering sludge at centrifuge
820	Collection Sys. Modeling/Masterplan	4,445								852,900	Sewer System Mgt Plan (SSMP) --COMPLETED
822	Serramonte Blvd - Gellert to SM Ctr.						219,362				SSMP Rehab--Replace 575 LF to 10" HDPE
823	Junipero Serra/Citrus						643,100				SSMP Rehab--Upsize piping due to capacity constraint
824	Citrus Ave. Sewer				476,875	476,875					SSMP Rehab--Replacement of 1,250 LF to 8" HDPE
825	DeLong St. Sewer				190,750	190,750					SSMP Rehab--Replace 500 LF to 8" HDPE
827	D Street/Mission Street						521,892				SSMP Rehab--Upsize piping due to capacity constraint
828	Bruno Ave. SSMP Rehab						66,760				Replace 165 LF with 6" HDPE
829	Chester Street Sewer	123,356	51,658								Main & manhole replacement --COMPLETED
833	Garibaldi St. Sewer	151,101	151,100								Main & manhole replacement --COMPLETED
835	San Pedro/Washington Sewer	10,341	8,734								Main & manhole replacement --COMPLETED
837	Station Ave. Sewer				227,000	227,000					Upsize 620 LF to 15" HDPE
838	Skyline Force Main Reroute	220,500									Rplc 600' of 6" A/C Force Main
839	Corp Yard Street Div Sanitary Sewer	77,000		77,000		77,000					Replace inadequate sewer line
840	Skyline/Belcrest Basin Rehab.	2,725,000	70,681	168,819		168,819			2,500,000	2,500,000	Determine most reliable way to move sewage flow
842	Vista Grande Drainage Basin	4,480,580	1,153,208	3,327,372		3,327,372	1,000,000	2,000,000		11,000,000	Feasibility/options study -- PUBLIC FACILITY FEES
843	Colma Lift Sta. Pump Replacement				65,000	65,000					Energy Efficient Chopper Pumps
850	Marine Outfall Replacement	39,191		39,191		39,191					Slipline--project dropped in lieu of below
851	Ops Locker Room Expansion +						21,860				Expand existing undersized locker room
853	Ft. Funston Outfall Structure Repair	133,270	129,894								Design work & repair of exposed pipe --COMPLETED
854	Source Control Electronics	11,916	143								Equip. & database update --COMPLETED
855	Tertiary Treatment System	55,800	9,828	45,972		45,972					Water recycling prog. --COMPLETED

## 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 2011-12	Expended FY 2011-12	Carry Fwd. FY 2011-12	NEW BUDGET FY 2012-13	TOTAL FUNDS FY 2012-13	BUDGET FY 2013-14	Pending Budget FY 2014-15	Total Future Cost FY 2015-16 (see Capital Plan)	Funding Sources / Comments	
859	Skid Air Compressor Replacement	257,953	257,985					145,000	145,000	Replace aging compressors with energy efficient ones.	
860	SB5x Turbine Generator	57,771		57,771		57,771				Digester gas generation system	
864	Emergency Generator Replacement	7,655							688,900	Design & install new generators	
893	Confined Space Entry Equipment+				100,000	100,000				Safety equipment past useful life	
957	Secondary Clarifier Improvements	2,847,160	2,345,181	501,979		501,979				Replace weirs to prevent short-circuiting	
960	Digester Heating & Recirculating Sys.	165,000	21,700	143,300		143,300				Replace system for Digester #1	
962	Westside Influent Flow Meter	120,000		120,000		120,000				Install a flow meter to record the flow	
963	Headworks Filter Screen	641,000	641,000							Replace filter screen --COMPLETED	
964	Grit Classifier Replacement	84,623	83,880	743		743				Replace existing grit classifier --COMPLETED	
965	Digester Mixing Lines Insulation	20,600		20,600		20,600				Insulate mixing line pipes	
966	Chorine Loop Sys. w/Two Analyzers	20,273	11,094	9,179		9,179				Install new system	
967	Centrifuge	421,480		421,480		421,480				Purchase and installation of a backup centrifuge	
968	Cake Screw Conveyor	25,550		25,550		25,550				To accommodate a second centrifuge	
969	Centrifuge Feed Pumps and Piping	154,500	95	154,405		154,405				Higher capacity pumps and larger diameter pipe.	
970	Cake Pump Discharge Line	44,710		44,710		44,710				Replace 350 psi pipe with 500 psi. --COMPLETED	
971	Final Effluent Pipe Replacement				62,000	62,000				Replacement of deteriorated piping	
972	Primary Sediment. Tanks 1-6 Rehab				250,000	250,000	273,500	281,000	285,750	Interior tank coating	
973	Gravity Thickener #2 Drive Replace.				23,000	23,000				Replace with a stainless steel drive unit	
974	Chorine Contact Tank Cleaning				10,390	10,390				Drain & clean tank	
975	Final Effluent Building Roof Replace.						81,960			Reroof with new material including skylight	
976	Gravity Thickener 1 Coatings						38,250			Coat the interior of gravity thickner #2.	
977	AFT Air Flotation Control System						54,640			Replace Flotation Control Sys	
978	Fiberglass Door Installation						15,920			Remove existing plant metal doors with fiberglass	
979	Methane Gas Booster Replacements						55,700			Replace 31 yr old sludge gas boosters	
980	Gravity Thickener 2 Coatings						55,700			Coat the interior of gravity thickner #1.	
981	Maint. Building 1 & 2 - Roof						93,000			Replace existing twenty year old roof	
982	Additional Cake Pump						351,860			Additional cake pump to provide critical redundancy	
983	Driox Vaporizor						273,190			To provide oxygen to the activated sludge sys	
984	AFT Roof Replacement						70,000			Replace existing thirty one year old roof.	
985	Final Effluent Control System (VFD's)						265,230			System to start and stop pumps	
986	Automatic Valves						74,000	74,000	148,670	Installation of automatic valve actuators	
S41	Convert #2 & #3 water to use tertiary							22,520		Switch water source	
808	Digester Cleaning							27,320	28,140	60,000	Clean both digesters once every ten years.
S28	Park Plaza Sewer Rehab							316,930		SSMP Rehab--Replace 815 LF with 12" PVC, 4 manho	
S29	Skyline Dr -Carmel to s. of Westmoor							412,000		SSMP Rehab--Upsize 1,080 LF to 10" HDPE	
S30	Southgate - Escuela to Cerro							220,507		SSMP Rehab--Upsize 1,080 LF to 10" HDPE	
S31	A Street/East Market							197,235		SSMP Rhb.--Upsize HDPE: 339 LF to 12"; 178 LF 10"	
S21	San Fernando SSMP Rehab								152,600	Replace 400 LF with 10" HDPE	
S32	Barscreen 3 Compactor Washer								400,000	Replacement of original barscreen	
S42	Additional Digester Mix Pump/Piping								135,070	Install additional equipment	
Subtotal System Improvements		13,633,699	4,988,919	5,592,274	1,405,015	6,997,289	4,235,924	3,696,512	4,045,230	15,101,800	
Total Sanitation Fund 87:		15,337,311	5,383,696	6,605,303	2,239,918	8,845,221	5,016,724	5,011,347	5,070,305	53,455,290	

+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**

Fund	Funds Avail.	Expended	Carry Fwd.	NEW BUDGET	TOTAL FUNDS	BUDGET	Pending Budget		Future Total	# Projects
	F/Y 2011-12	F/Y 2011-12	F/Y 2011-12	F/Y 2012-13	F/Y 2012-13	F/Y 2013-14	F/Y 2014-15	F/Y 2015-16	Capital Plan	2013 & 2014
17 Gas Tax (Streets/Traffic)	10,113,483	6,033,216	3,032,920	2,900,810	5,933,730	2,472,360	3,495,378	2,765,402	110,092,797	19
18 C. D. B. G. (Fed Block Grant)	411,912	396,412	15,500	393,942	409,442	397,919	402,821	405,521	2,938,863	1
31 Capital Outlay	2,476,718	1,019,410	1,174,195	1,006,265	2,180,460	934,550	1,322,000	971,337	96,887,400	19
33 Major Facility Improvements	1,305,297		975,297		975,297				included in Fund 31 above	1
41 Water Utility	4,537,751	1,806,971	2,728,156	2,318,866	5,047,022	2,678,760	3,837,505	2,542,000	43,493,250	31
87 Sanitation	15,337,311	5,383,696	6,605,303	2,239,918	8,845,221	5,016,724	5,011,347	5,070,305	104,077,156	64
<b>Total Capital:</b>	<b>34,182,472</b>	<b>14,639,705</b>	<b>14,531,371</b>	<b>8,859,801</b>	<b>23,391,172</b>	<b>11,500,313</b>	<b>14,069,051</b>	<b>11,754,565</b>	<b>357,489,466</b>	<b>135</b>





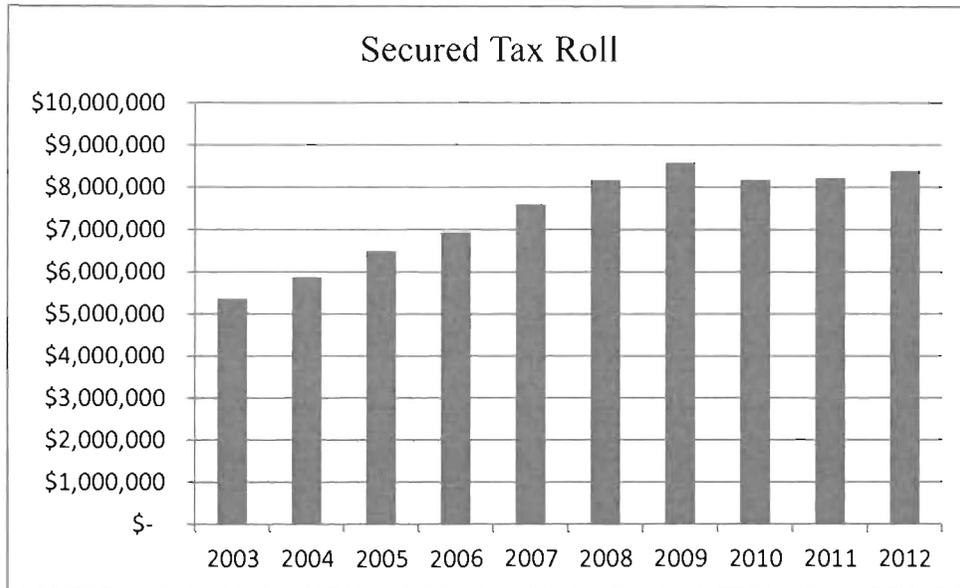
# TECHNICAL/STATISTICAL

# CITY OF DALY CITY

## PROPERTY TAX ASSESSED VALUES

For the Last Ten Fiscal Years

(Dollars in thousands)



Year Ended June 30	Assessed Value
2003	\$5,372,625
2004	5,879,650
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	8,391,284 (1)

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 2011-12

Taxpayer	Property Type	Total Assessed Valuation	Percent of Total City Tax Roll	Change from Previous
1 Seton Medical Center	Medical Facility	\$ 198,483,902	2.4%	0.7%
2 Westlake Kimco	Commercial	\$ 149,151,543	1.8%	0.7%
3 DB Real Estate Pacific Plaza PTP	Commercial	\$ 140,275,489	1.7%	0.7%
4 Westlake Associates (Apartments)	Apartments	\$ 116,436,973	1.4%	0.8%
5 Daly City Serramonte Ctr. LLC	Commercial	\$ 114,844,105	1.4%	3.8%
6 Daly Skyline Associates	Apartments	\$ 47,419,037	0.6%	0.7%
7 WASL - 165 Pierce	Apartments	\$ 42,638,074	0.5%	41.1%
8 Franciscan Mobile Home Park	MH Park	\$ 39,863,000	0.5%	-20.9%
9 Serramonte Corp. Center (Kaiser)	Commercial	\$ 38,280,011	0.5%	0.7%
10 RMP Properties (Mission Plaza Shop Cntr)	Commercial	\$ 33,850,919	0.4%	48.8%
11 Lavaca Portfolio Investors	Apartments	\$ 33,563,761	0.4%	0.7%
12 Daly City Partners (Serr. Plaza)	Commercial	\$ 31,754,506	0.4%	0.7%
13 Equity Hillside (88 Hillside)	Mixed Use	\$ 26,000,000	0.3%	-55.5%
14 Bertucci Properties (City Toyota)	Commercial	\$ 25,994,108	0.3%	0.7%
15 Serramonte Medical Lessee	Commercial	\$ 20,843,500	0.3%	0.7%
16 2665 Geneva	Mixed Use	\$ 19,700,000	0.2%	-27.4%
17 Bay Apartment Communities	Apartments	\$ 17,296,687	0.2%	0.7%
18 King Plaza Shopping Center	Commercial	\$ 17,000,000	0.2%	0.0%
19 Lake Merced Golf Club	Commercial	\$ 15,628,496	0.2%	-0.4%
20 87th Street Plaza	Mixed Use	\$ 13,880,199	0.2%	0.8%
Subtotal (Top 20 Properties):		\$ 1,142,904,310	13.8%	1.4%
		2011-12 Total Daly City Assessed Valuation (Secured Roll):	\$ 8,287,584,596	0.76%

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

**CITY OF DALY CITY**  
**PRINCIPAL EMPLOYERS**  
as of June 2012

Employer	Part Time	Full Time	Total Employees
1 Seton Medical Center	813	505	1,318
2 Jefferson Elementary School	295	459	754
3 Jefferson High School District	288	405	693
4 City of Daly City	153	490	643
5 Cow Palace	20	385	405
6 Genesys Telecommunications Laboratories	0	400	400
7 Target Serramonte	201	97	298
8 McDonald's (4 stores)	83	167	250
9 Walgreen's (3 stores)	38	202	240
10 St. Francis Convalescent Pavilion/Heights	3	199	202
11 City Toyota	19	145	164
12 Macy's	76	79	155
13 Safeway	105	49	154
14 Home Depot	68	84	152
15 J.C. Penney's	112	40	152
16 Century Theaters	118	3	121
17 Ranch 99 Supermarket	88	32	120
18 Lucky / Savemart	100	10	110
19 Digidesign	1	101	102
20 Starbucks Coffee (4 stores)	88	8	96

<sup>1</sup> Estimate from July 2011 or earlier data, current statistic not available

Source: Department of Economic and Community Development

CITY OF DALY CITY  
**SCHEDULE OF OUTSTANDING DEBT  
AND LEGAL DEBT MARGIN**  
as of June 30, 2012

<u>Description</u>	<u>Fund</u>	<u>Interest Rate</u>	<u>Original Principal</u>	<u>Balance June 30, 2012</u>	<u>Due FY 12/13</u>	<u>Due FY 13/14</u>
<u>Sanitation District Recycled Water Project</u> State Water Resources <u>Revolving Fund</u> Issued March 1, 2004 Final Maturity Dec. 1, 2024	Sanitation District	2.5%	\$4,450,128	\$3,172,805	\$209,558	\$214,797
<u>Water System Improvements Certificates of Participation</u> Issued June 11, 2004 Final Maturity June 1, 2024	Water Utility	4.811775%	\$9,860,000	\$6,800,000	\$445,000	\$460,000
<u>Bayshore Community Center HUD Sec 108 Loan</u> Issued June 30, 2004 Final Maturity Aug. 1, 2022	Community Development Block Grant	5.41%	\$4,500,000	\$3,353,000	\$212,000	\$227,000
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	PERS Contributions	5.973% (taxable)	\$36,235,000	\$31,060,000	\$1,250,000	\$1,430,000
<u>Legal Debt Limit (3.75% of Total Assessed Valuation)</u>				\$323,749,676		
<u>Outstanding Debt Subject to Limit</u>				\$0		

# CITY OF DALY CITY

## MISCELLANEOUS STATISTICAL INFORMATION

As of June 30, 2012

City Type	General Law, founded March 22, 1911
Form of Government	Council - Manager Form
Population	102,593 as of January 1, 2012 per State Department of Finance
Land Area	7.66 Square Miles
Municipal Water System	11 Reservoirs with 24,490,000 Gallons Storage Capacity 6,390,000 Gallons Daily Average Distribution 187 Miles of Mains 22,800 Service Connections
Sanitary Sewer System	1 Treatment Plant 177 Miles of Mains 29,000 Service Connections
Police Protection	1 Station 111 Officers 18 Crossing Guards 30 Patrol Vehicles
Fire Protection	5 Stations 67 Firefighters 9 Fire Apparatus 1,497 Fire Hydrants
Assessed Valuation (Secured)	\$8,673,147,000 as of January 1, 2012
Parks and Recreation	1 Performing Art Center 14 Community Centers & Clubhouses 4 Gymnasiums 15 Parks 1 Pool (with School District) 9 Tot Lots 9 Tennis Courts 200+ Acres of Parklands 1 Senior Center
Library	4 Branches 41,100 Library Card Holders

North San Mateo County Sanitation District  
 Summary of Calculations  
 Gann Appropriation Limit for 2012-2013

Change in California Per Capita Personal Income	1.0377	
Change in Population	1.0108	
Change Factor (1.0377 x 1.0108)	1.0489	
1978-79 Base Year Appropriation Limit	\$ 251,694	
Multiplied by Cumulative Change Factor (5.0707 x 1.0489)	<u>5.3187</u>	
2012-2013 Appropriation Limit	<u>\$ 1,338,677</u>	

Application of Gann Appropriation Limit  
 To Fiscal Year 2012-2013

Total Gann Appropriation Limit	\$ 1,338,677	
Estimated Proceeds of Taxes	<u>1,337,160</u>	
Estimated Proceeds of Taxes Under Limit by	\$ 1,517	
Reduction in User Fees	<u>(1,517)</u>	
Net Amount	<u>\$ -</u>	

City of Daly City  
 Summary of Calculations  
 Gann Appropriation Limit for 2012-2013

Change in California Per Capita Personal Income	1.0377
Change in Population	1.0108
Change Factor (1.0377 x 1.0108)	1.0489
1978-79 Base Year Appropriation Limit	\$ 16,955,771
Multiplied by Cumulative Change Factor (5.0707 x 1.0489)	<u>5.3187</u>
2012-2013 Appropriation Limit	<u>\$ 90,182,108</u>

Application of Gann Appropriation Limit  
 To Fiscal Year 2012-2013

Total Gann Appropriation Limit	\$ 90,182,108
Estimated Proceeds of Taxes	<u>53,183,263</u>
Estimated Proceeds of Taxes Under Limit by	<u>\$ 36,998,845</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.

