



# City of Daly City

## Comprehensive Annual Operating and Capital Budget

For Fiscal Year 2023





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# **CITY OF DALY CITY**

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**CITY OF DALY CITY  
ADOPTED  
COMPREHENSIVE ANNUAL  
OPERATING BUDGET  
FISCAL YEAR 2023**



**City Council**

Dr. Rod Daus-Magbual, Mayor  
Raymond A. Buenaventura, Vice Mayor  
Glenn R. Sylvester  
Pamela DiGiovanni  
Juslyn C. Manalo

**City Treasurer**

Daneca Halvorson

**City Clerk**

K. Annette Hipona

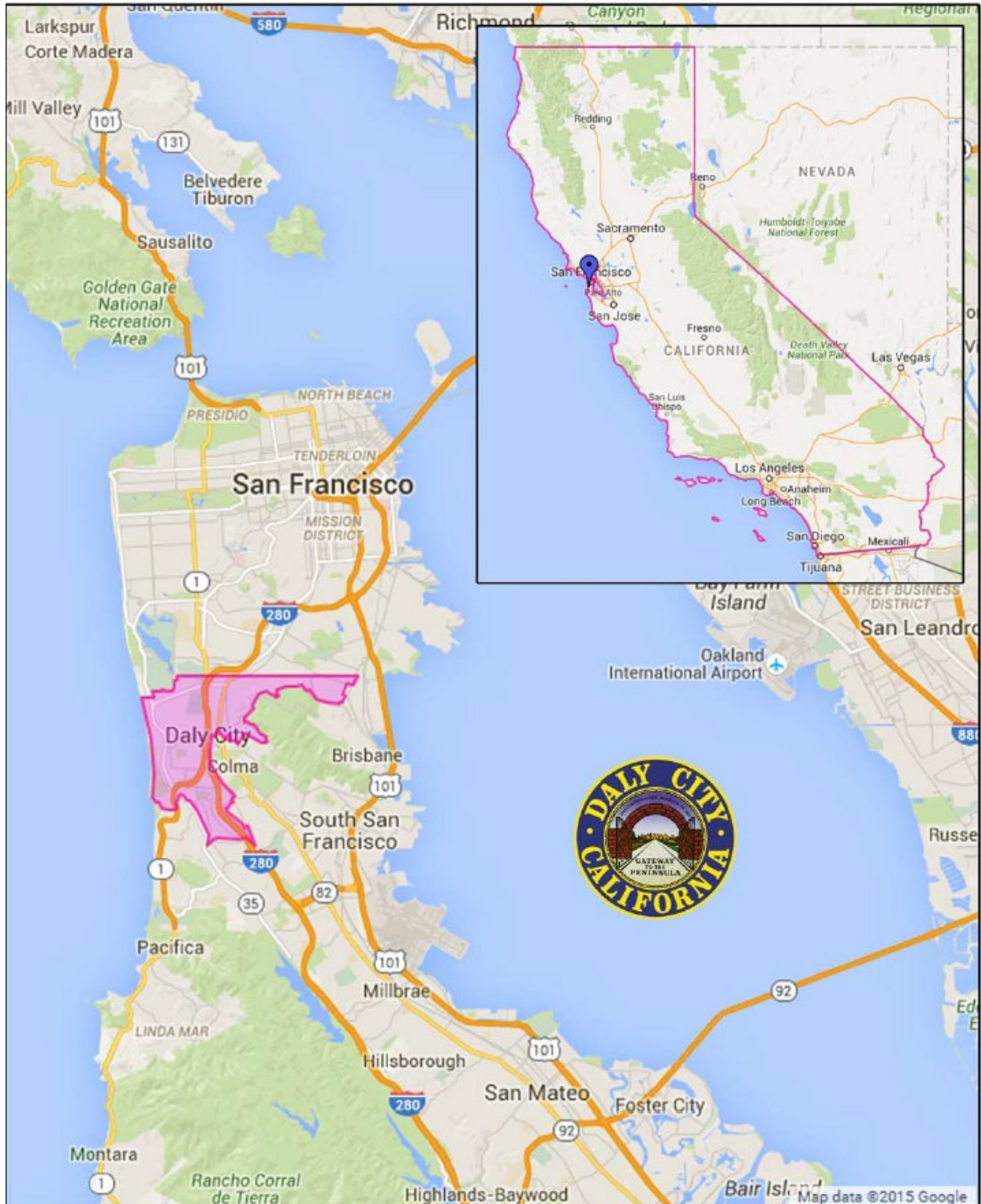
**Interim City Manager**

Thomas J. Piccolotti

Prepared by  
Department of Finance and Administrative Services  
Timothy J. Nevin, Director







## History of Daly City



Incorporated in 1911, Daly City is one of the largest of the 20 cities in San Mateo County, with a population of 102,875. 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 statute. 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.

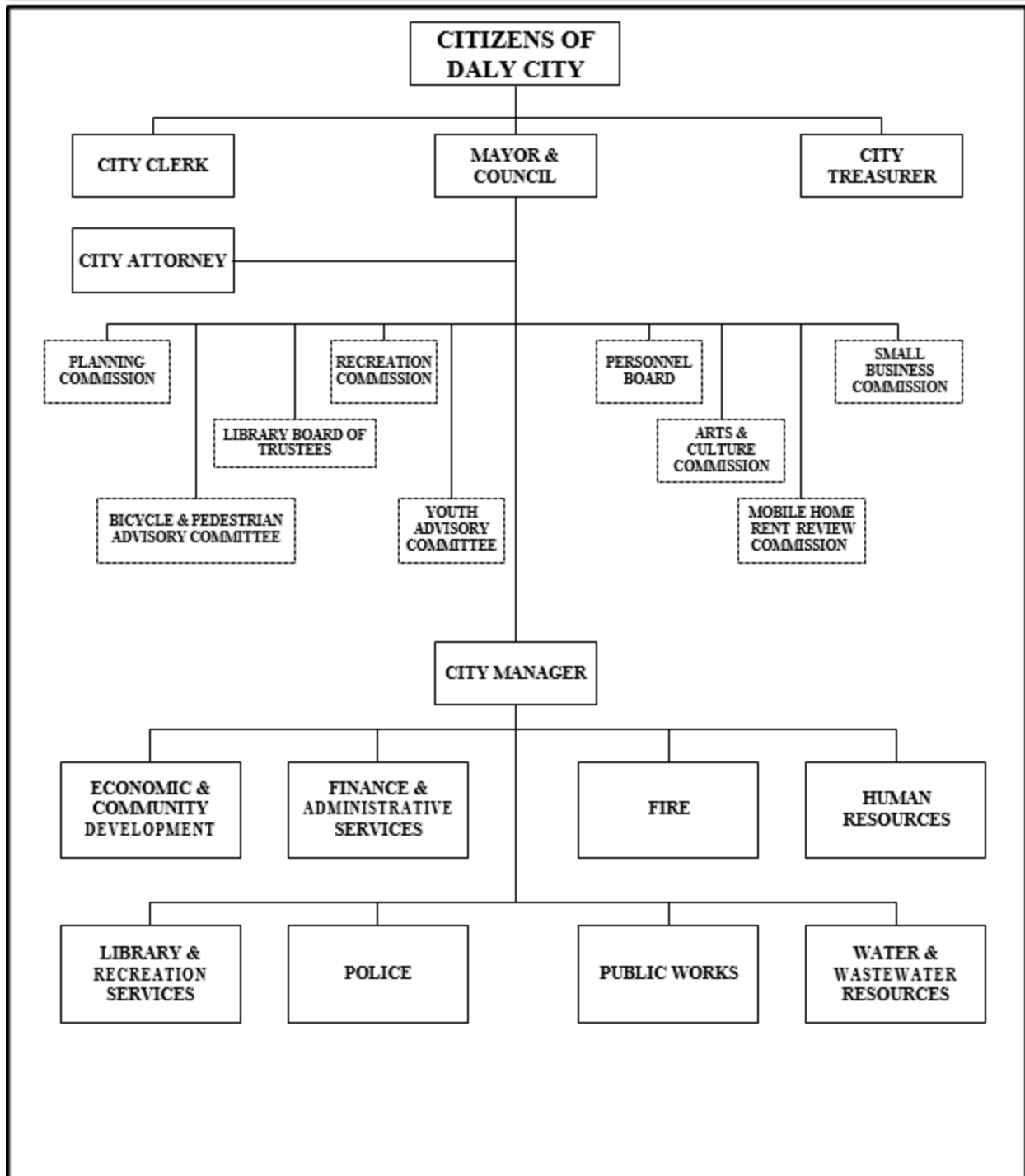
Doelger’s new vision was memorialized in the *Little Boxes* song, written by Malvina Reynolds in 1962 when she was traveling south from San Francisco and saw the new dwellings being built. Pete Seeger recorded it in 1963 and a legend was born. But Doelger knew that to be economically viable, the homes 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  
ORGANIZATIONAL STRUCTURE  
FISCAL YEAR 2023**



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## **BUDGET OVERVIEW**

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# CITY OF DALY CITY

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

August 22, 2022

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

On behalf of the City's Leadership Team, we are pleased to present to you the City of Daly City's Fiscal Year (FY) 2023 Comprehensive Annual Operating and Capital Budget.

The budget represents the City's financial plan that was carefully developed to further the City's important mission of delivering exemplary municipal services to our entire community, consistent with the City's history, culture, and unique character.

The budget is presented in an annual format. The City had previously issued a biennial budget, but due to the economic uncertainties surrounding COVID-19, the City chose to maintain an annual budget for FY 2023. The budget reflects current fiscal conditions which continue to present challenges while the City recovers from the impacts of the COVID-19 pandemic.

While revenues are increasing modestly, operating costs are increasing as well. The City has a General Fund structural budget deficit of approximately \$2.6 million in the operating budget for FY 2023. The structural deficit is due to many factors including increasing salary and benefit expenditures to maintain a competitive workforce, rising healthcare costs, overtime due to staffing shortages, and escalating employer pension contributions due to changes in CalPERS actuarial assumptions. These factors, coupled with revenue concerns including the lack of a diversified revenue base, an overreliance on property and sales tax, and the impacts of COVID-19, have contributed to the structural deficit. Furthermore, despite being the second largest municipality in San Mateo County, Daly City falls behind other neighboring cities in economic growth due to lower tax revenue per capita.

The City did work to reduce or maintain operating expenses, manage salary and benefit costs, and increase revenues to assist in balancing the budget. However, the City did not make significant changes to the FY 2023 one-year budget given the continuing uncertainties of COVID-19. For the next budget cycle, the City will review options for creating a more balanced budget. For FY 2023, the use of approximately \$2.6 million in General Fund reserves is relied upon to maintain operations at current service levels. The City will closely monitor revenues and expenditures throughout FY 2023 to mitigate the current deficit.



The City continues to exercise fiscal prudence in managing its budget and maintaining financial stability. The City is committed to sustaining an unassigned General Fund balance representing 17% or two months of the total annual General Fund operating budgeted expenditures and taking a longer view of fiscal sustainability through the implementation of a Long-Term Financial Plan to address pension and other post-employment benefits (OPEB), revenue enhancements, and cost recovery to support City operations.

## **BUDGET DEVELOPMENT**

The foundation for developing the budget continues to be the Guiding Principles and related Priorities established by the City Council. The budget is designed to support each of them. Each department's budget narrative discusses the ways in which the organization is furthering those Guiding Principles and Priorities, which include:

### **GUIDING PRINCIPLES**

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

### **PRIORITIES**

#### **Economic Development and Revenue Enhancement to Ensure Long-Term Fiscal Sustainability**

- Promote a diverse economic base through directed larger business development
- Develop a citywide economic development strategy and plan to identify new opportunities for expanding the economic base

#### **Government Operations**

- Continue to identify opportunities for greater cost effectiveness and efficiency in all City departments and through shared services with other local agencies

#### **Transportation and Traffic Improvements**

- Enhance the transportation network and reduce traffic congestion
- Expand the network of bike lanes and walking lanes for community health and recreation
- Enhance pedestrian-oriented improvements citywide

#### **Affordable Housing**

- Continue to develop quality affordable housing at all income levels to combat rising home prices



## Public Safety

- Ensure adequate public safety resources to reinforce a sense of community and personal safety

## Infrastructure

- Allocate additional resources to maintain quality infrastructure throughout the community

## Land Use

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

## Community and Civic Support

- Engage and encourage the community to participate in civic affairs and provide input on public policy initiatives and community concerns
- Focus on COVID-19 recovery and allocate appropriate resources to support the community

## Leisure Services

- Provide a variety of opportunities for community participation in recreation, library, cultural and other structured, as well as passive, leisure time activities

One of the many challenges moving forward is to find ways to continue to support these objectives with limited funding. Establishing concrete and achievable objectives serves to focus the City's efforts, promotes using the resources available in the most productive manner, and delivers meaningful results.

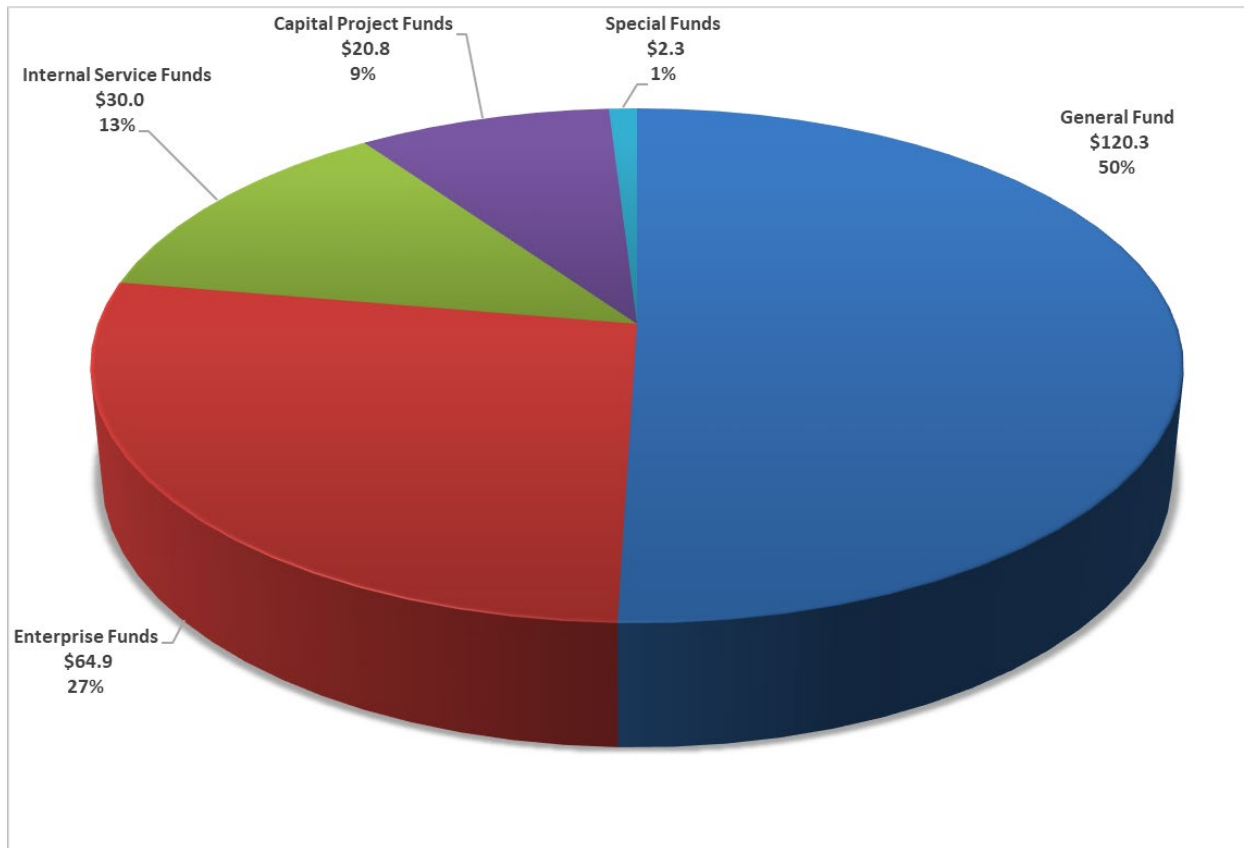


## **BUDGET OVERVIEW**

The citywide total operating and capital budget for FY 2023 is \$238.2 million.

Daly City's budget is dominated by the General Fund, which accounts for the core operations of this full-service city. The FY 2023 General Fund expenditure budget accounts for \$120.3 million or 51% of the total City budget. The Water and Wastewater Enterprise funds accounts for \$64.7 million or 28% of the total City budget.

### **Fiscal Year 2023 Citywide Expenditures - \$238.2 million**



### **General Fund**

Property tax and sales tax traditionally make up the majority of the revenues in the General Fund and represent 66% or \$76.0 million of the \$117.7 million budgeted in General Fund revenues for FY 2023. The City estimated approximately \$5 million in American Rescue Plan Act funds would be recognized in FY 2023. This one-time source of funding is included in the General Fund revenues and is not representative of increased ongoing revenues.

Due to the COVID-19 pandemic, increasing workforce expenses, and the lack of a diversified revenue base, the adopted budget includes the use of General Fund reserves of approximately \$2.6 million in FY 2023 to mitigate the anticipated budget deficit.



The City's Reserve Policy is to maintain an unassigned General Fund balance equal to 17% or two months of annual General Fund budgeted expenditures. The projected unassigned General Fund balance will decrease to \$48.3 million or 40.12% of budgeted expenditures in FY 2023, which is above the General Fund reserve target of 17%.

### **General Fund Summary**

	<b>Actuals 2021</b>	<b>Year-End Estimate 2022</b>	<b>Adopted Budget 2023</b>
<b>Revenues</b>	96,058,806	111,624,543	117,719,127
<b>Expenditures</b>	(103,775,530)	(113,217,687)	(120,272,332)
<b>Net</b>	(7,716,725)	(1,593,144)	(2,553,205)
<b>General Fund Reserve Transfer</b>			<b>2,553,205</b>

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

Although Daly City is one of the largest communities in San Mateo County, with a population of 102,875, there are inherent difficulties with revenue projections. Cities of average size do not have sufficient economic diversity to cause their revenues to align with regional trends closely enough that would 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 a majority of the City's revenues.

Given this situation, the methodology employed 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, it is possible to produce a reasonable projection of City revenues.

### **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 of property tax limits through state Proposition 13 in 1978, taxes were limited to 1% of assessed values plus the rate necessary to service the debt on local voter-approved bonds. Proposition 13 specifies that a property's assessed value may increase at the rate of the California Consumer Price Index but cannot exceed 2% per year unless the property is improved through new construction or transferred through ownership to establish a new assessed value. This 1% of assessed values is split among cities, schools and counties in a ratio proportionate to the amounts of taxes collected before Proposition 13 was passed. Cities within San Mateo County receive approximately 15 cents of each \$1 collected, however Daly City should be receiving a larger portion being one of the largest cities within San Mateo County.

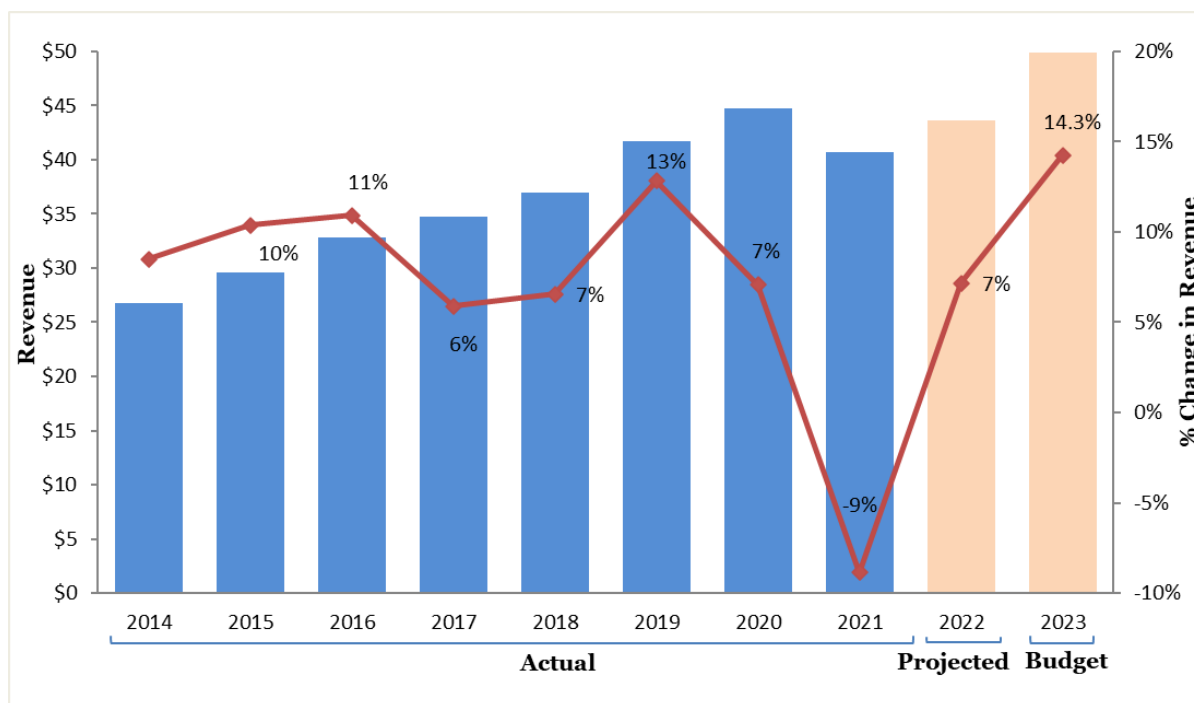
The FY 2023 adopted budget for property tax is \$49.9 million, or 42% of the General Fund revenue budget. This is an increase of \$6.7 million from the FY 2022 adopted budget, which is primarily due to an estimated increase of \$5.6 million in vehicle license fee (VLF) revenue and \$830,000 in 1% property tax collections. VLF revenue, also known as "property tax in-lieu of motor vehicle license fee" payments, are received as property tax revenue from the State of California to replace the Motor Vehicle License Fee (MVLF) that was repealed in 2004. The increase in VLF revenue





in FY 2023 is actually a recovery of the \$5.6 million shortfall in VLF funds the City experienced in FY 2021.

### **Total Property Tax FY 2014-2023 (in millions)**



### **Sales Tax**

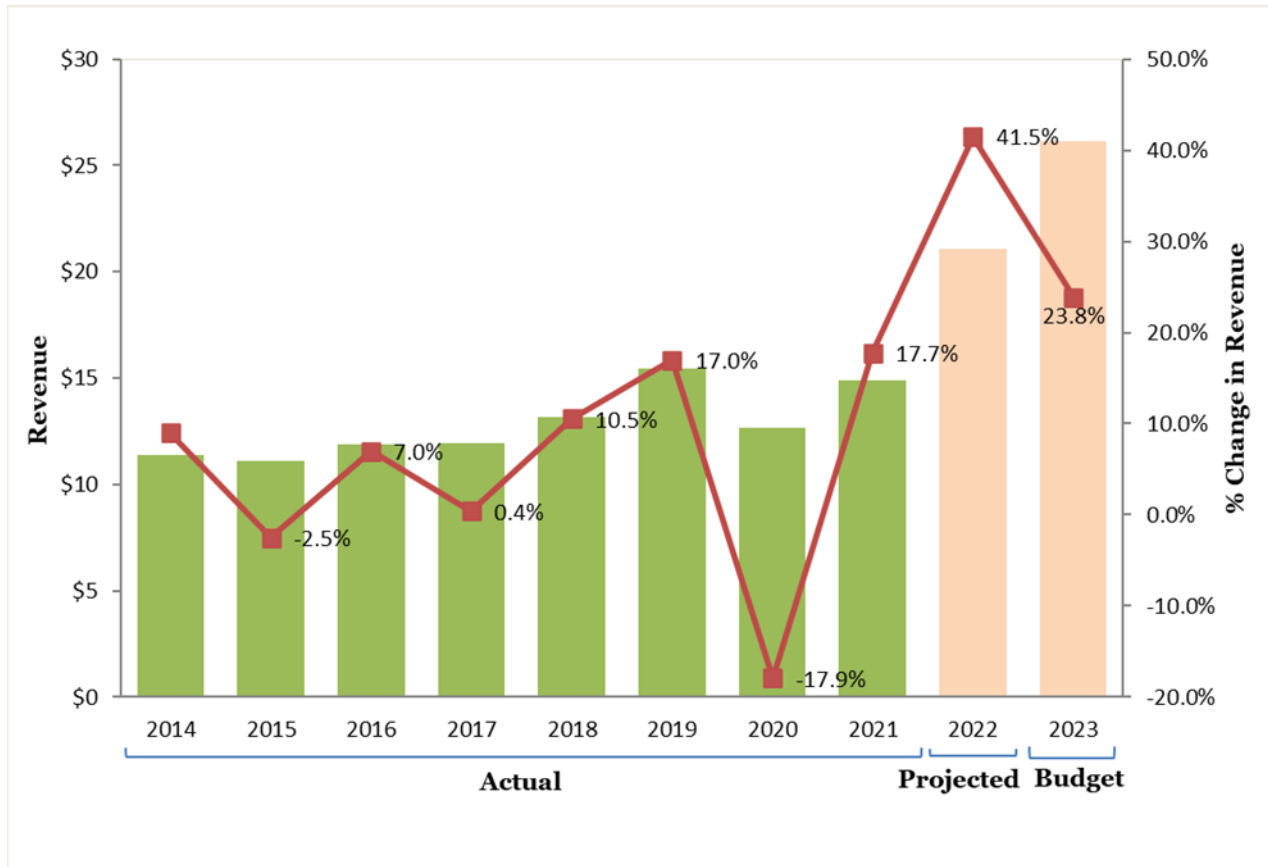
Sales tax is the second largest revenue source in the General Fund. Sales tax revenue is collected at the point of sale, which applies to all retail sales of goods and services except those sales specifically exempted by law. The sales tax receipts are remitted to the California Department of Tax and Fee Administration, which is then allocated to the City on a monthly basis. Based on the most recent sales tax projections, general sales tax is expected to return and most likely exceed pre-pandemic levels in FY 2023.

The FY 2023 Adopted Budget for Sales Tax is \$26.1 million, or 22% of the General Fund revenue budget. This is an increase of \$5.5 million from the FY 2022 Adopted Budget. The estimated sales tax revenue for FY 2023 was provided by Avenu Insights & Analytics, the City's sales tax consultant. The increase is primarily due to greater than anticipated consumer activity in FY 2022 which has resulted in a larger base and a slightly increased growth rate for FY 2023.

In addition to the general sales tax, the adoption of Measure Q by the Daly City voters in November 2020 adds to the City's sales tax base. Measure Q – the Daly City Local Recovery and Relief Measure – adds a transaction and use tax of one-half cent to the total sales tax rate starting in April 2021. The total sales tax rate within the City of Daly City is now 9.875%. It is estimated that Measure Q will generate about \$9.2 million in sales tax revenue for FY 2023.



### Total Sales Tax FY 2014-2023 (in millions)

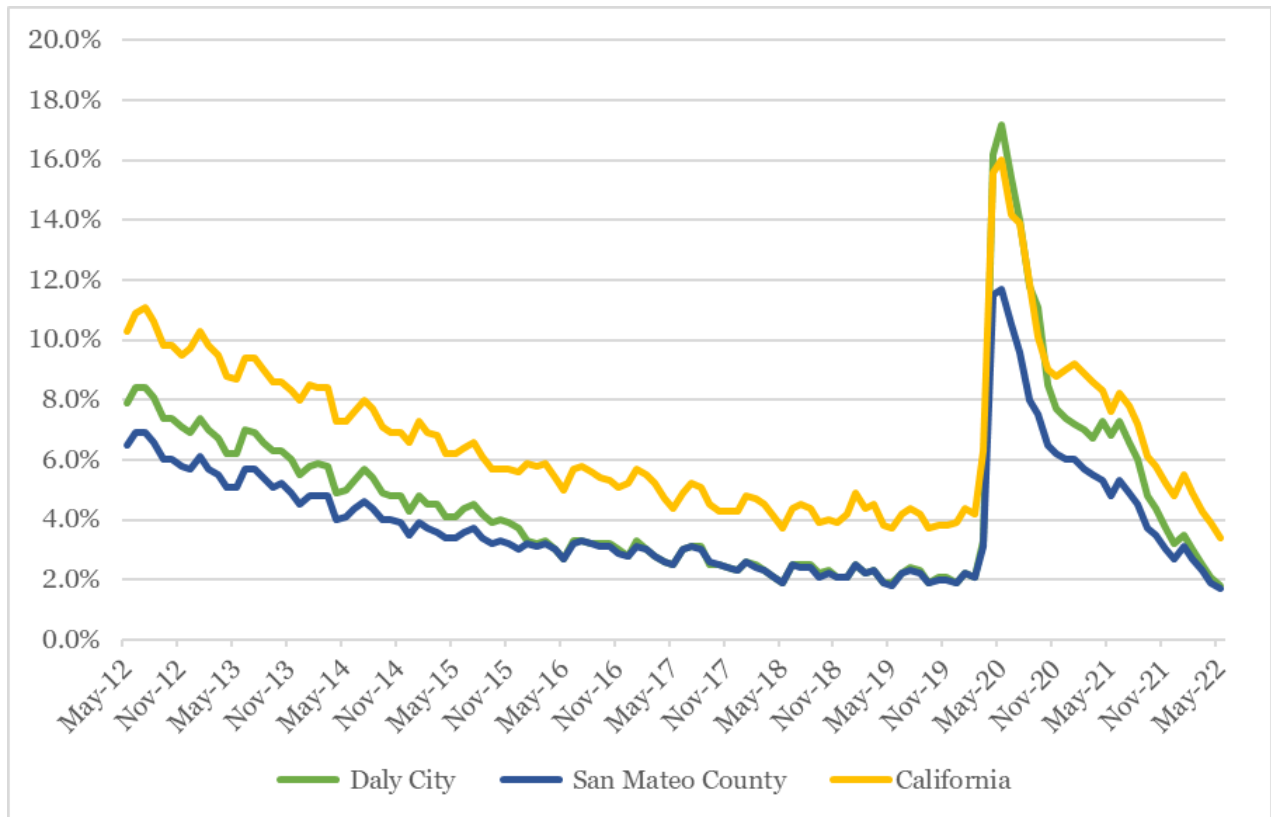


The growth in sales tax receipts for the City is attributable to several economic factors, such as unemployment and consumer confidence, which have vastly improved since the beginning of the pandemic. In May 2020 during the initial months of the pandemic, the unemployment rate for Daly City rose to 17.2%. Since then, unemployment has gone below pre-pandemic levels with unemployment at 1.8% as of May 2022. Consumer confidence, which is a statistical measure of consumers' feelings about economic conditions and is used as an indicator of the overall state of the economy, dropped by 28% to 85.7 in April 2020. As the economy began to reopen, consumer confidence quickly rose to a high of 128.9 in June 2021 but has since decreased and remained relatively steady at 106.4 as of May 2022.

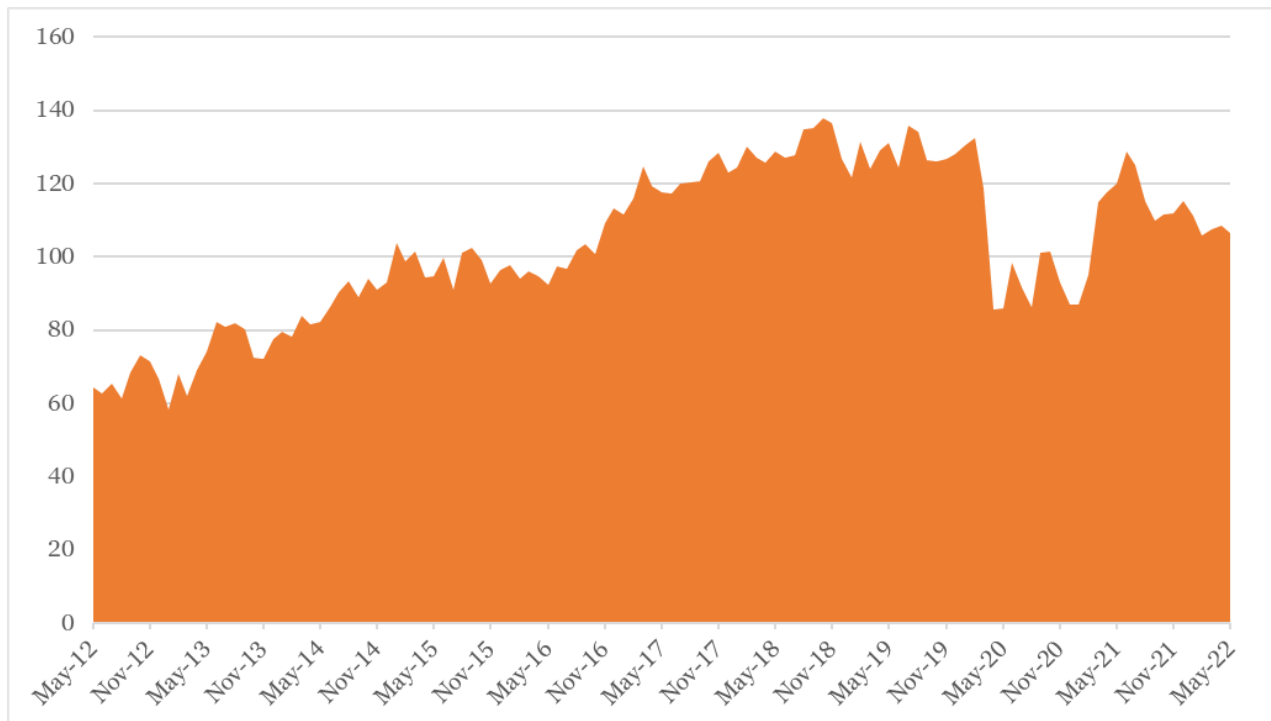
The effects of the COVID-19 pandemic have resulted in an increase in personal savings and disposable income, which combined with pent up demand has allowed the City's sales tax revenue to recover at an accelerated rate. While this level of growth is unprecedented, it is expected that sales tax will eventually return back to a moderate growth compared to what has occurred prior to the pandemic.



### Unemployment Rate CY May 2012-2022



### Consumer Confidence CY May 2012-2022



## **Charges and Fees**

Charges and Fees revenue is mainly generated by payments for services and programs provided to the public. These services are provided by several City departments such as Police, Economic and Community Development, Fire, Public Works.

The FY 2023 Adopted Budget for Charges and Fees is \$5.985 million, or 5% of the General Fund revenue budget. This is an increase of approximately \$1.1 million from FY 2022, which is primarily due to an anticipated \$1 million increase in fee revenue due to the adoption of a new fee schedule by the City Council in July 2022. The City contracted with Matrix Consulting Group to conduct a study on the City's User Fees, which had not been updated since 2013.

## **Business License**

The FY 2023 Adopted Budget for Business License is \$5.8 million, or 5% of the General Fund revenue budget. This is an increase of approximately \$100,000 from FY 2022. Prior to the pandemic, Business License Revenue had been growing at an average rate of 9%. This growth had slowed to 3% during the pandemic but is expected to eventually return to pre-pandemic trends. Business License Tax is a fee paid to the city in order to conduct business in Daly City.

## **From Other Agencies**

The FY 2023 Adopted Budget for From Other Agencies is \$5.8 million, or 5% of the General Fund revenue budget. This is primarily comprised of the anticipated use of \$5 million in one-time American Rescue Plan Act (ARPA) funds. ARPA was passed and signed into law on March 11, 2021. ARPA created the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to deliver \$350 billion for state and local governments. The main objectives of this program are to support COVID-19 response efforts, replace revenue lost during the pandemic, support economic stabilization for households and businesses, and address systemic health and economic challenges that have contributed to the inequal impact of the pandemic on underserved and vulnerable populations. The City was allocated \$25.2 million in ARPA funds, which must be obligated by December 31, 2024.

These funds have allowed the City to maintain current City service levels and add critical operational and capital expenditures in response to the negative impacts that the COVID-19 pandemic has had on Daly City communities and residents.

## **General Fund Sources and Uses**

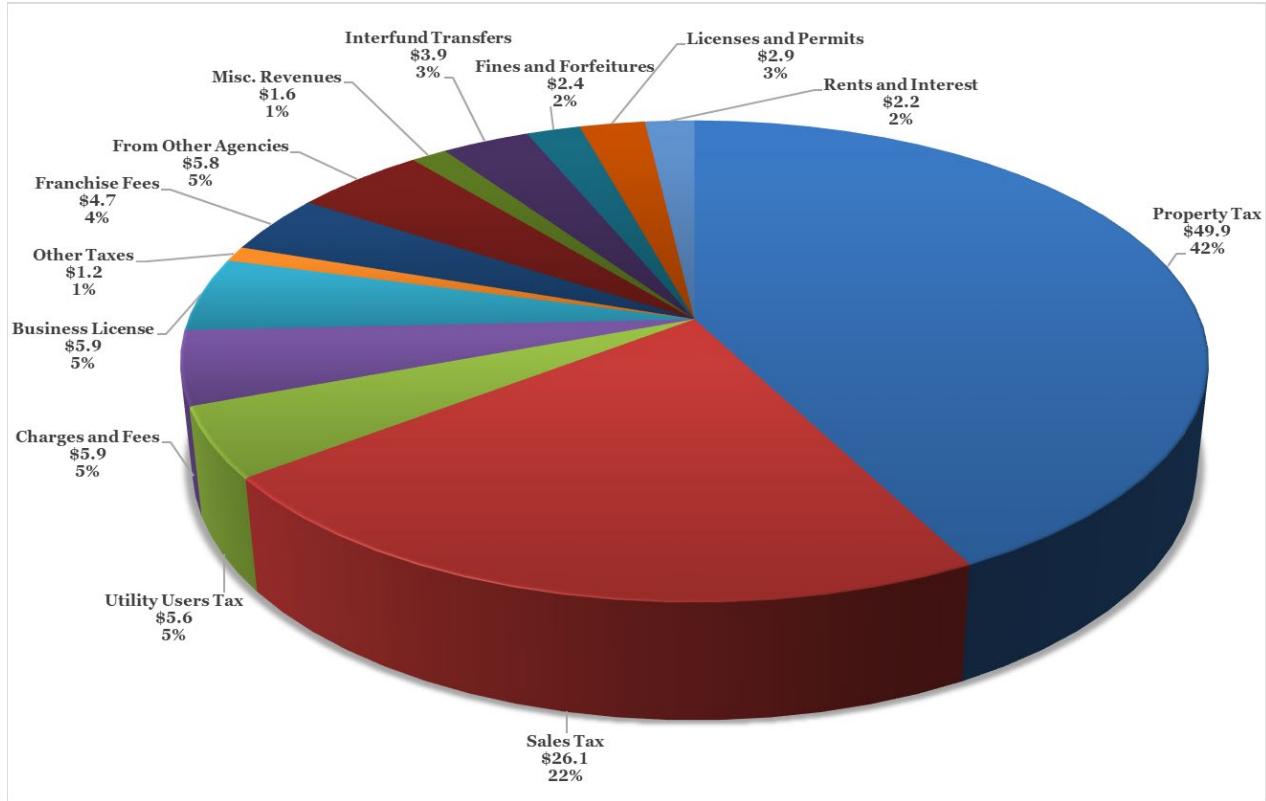
Revenue sources and expenditure categories for the General Fund appear below. It is important to note that 61% of the General Fund budget is allocated to public safety, Police and Fire, which is greater than property tax, at only 42%. This relationship is not atypical for California cities since the 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 expenditure increases by adjusting the property tax rate is not available to California cities. Greater reliance is placed on local taxes and user fees, which can be



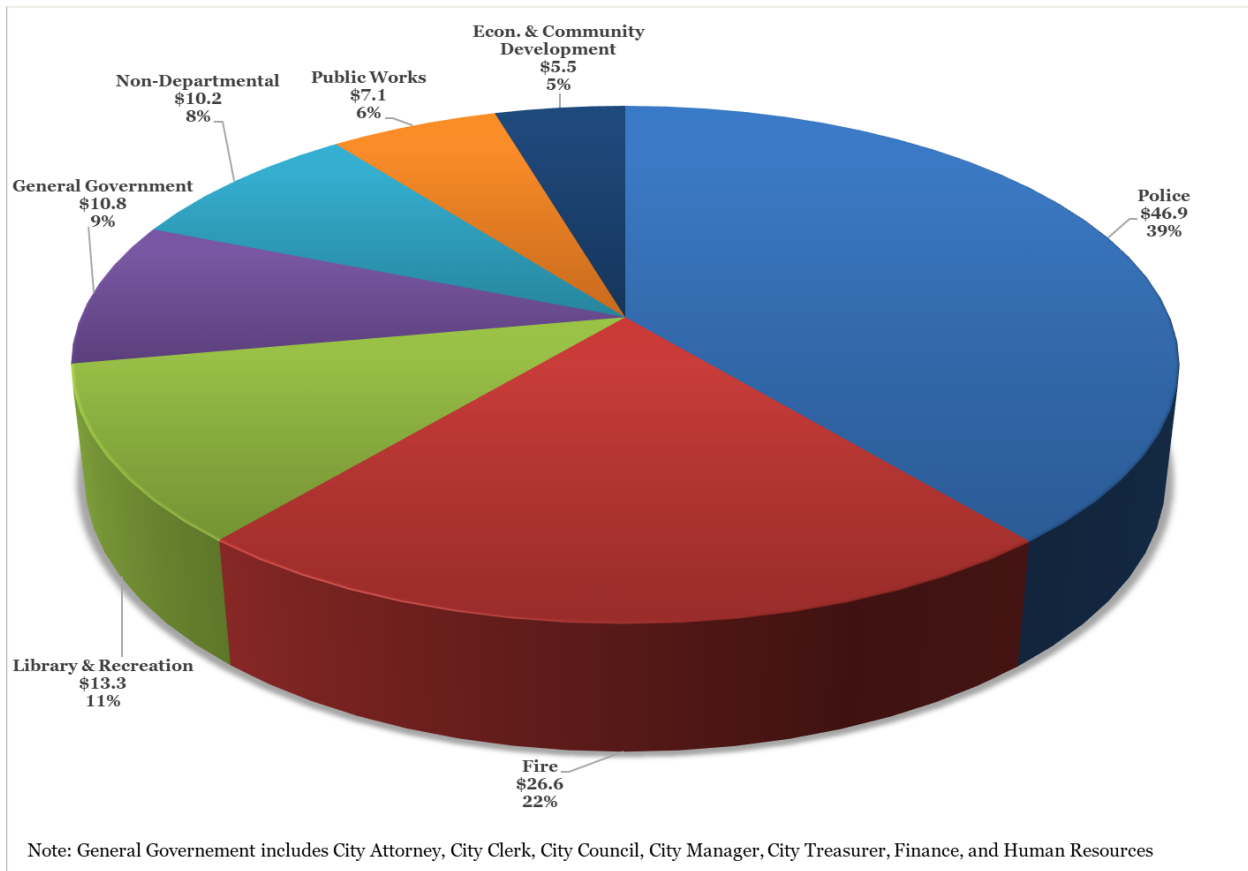
controlled at a local level. In addition, Measure Q was passed in FY 2021, which is funding several different programs in FY 2023, including the reinstatement of Fire Engine 95, Library and Recreation programs, the Pilot Restorative Justice Program, the Body Worn and Patrol Vehicle Camera Program, and the Community Wellness and Crisis Response Team Pilot Program.

### **FY 2023 General Fund Revenues - \$117.7 million**





## **FY 2023 General Fund Expenditures - \$120.3 million**



### **Total Revenues per Capita**

To put Daly City's financial status in perspective, the following chart compares Daly City total revenues per capita with other cities in San Mateo County. Daly City's total revenues per capital rank 9<sup>th</sup> out of the 10 largest cities in the County. The table also reflects the impact of different tax structures.

Total Revenues Per Capita	
Burlingame	\$4,672
Redwood City	\$3,840
South San Francisco	\$3,510
Menlo Park	\$3,157
Foster City	\$3,020
San Carlos	\$2,876
San Mateo	\$2,822
San Bruno	\$2,451
Daly City	\$1,769
Pacifica	\$1,707

Source: State Controller's Office, Cities Annual Report, FY 2020



- 6 of the 10 jurisdictions (Burlingame, Foster City, San Bruno, San Carlos, San Mateo, and South San Francisco) do not charge a utility users tax
- San Mateo has a substantially higher real property transfer tax

### **FY 2023 General Fund Budget Balancing Strategies**

The City utilized several strategies while developing the budget to mitigate the FY 2023 Adopted Budget deficit. To begin, the City adopted an annual budget rather than a biennial budget to maintain financial flexibility. In addition, the City identified increased revenues as part of an ongoing fee study to help bridge the gap between general fund revenues and expenditures. Also, Finance requested that departments minimize their operating expenditures for FY 2023. In addition, staff froze some vacant positions and ensured that no new programs or positions were added. Finally, City staff used other funds, not from the General Fund balance, to pay for FY23 CIP contributions. In total, these strategies reduced the projected budget deficit by \$3.8M.

### **GENERAL FUND LONG-TERM FISCAL CHALLENGES**

The COVID-19 pandemic, which began in March 2020, continues to create uncertainties for Daly City, including with its estimated revenues and expenditures and its long-term fiscal sustainability. As a result, the City decided to adopt a one-year budget for FY 2023. The one-year budget will allow the City to continue to make small changes to the expenditure side of the budget while waiting to see how and when revenues will return to more normal levels. Although the FY 2023 General Fund budget is projected to use some of the General Fund reserves, outside funding from the Federal Government, including the Coronavirus Relief Fund and American Rescue Plan Act funding, are also helping to balance the General Fund budget. However, the immediate needs of the COVID-19 pandemic have not changed the overall long-term challenges for the City, and future budgets will need to address the following ongoing fiscal challenges.

### **CalPERS Pension Costs**

The California Public Employees' Retirement Systems (CalPERS) employer contribution rates are projected to increase significantly over the next 10 years with the implementation of new actuarial assumptions. In December 2016, the CalPERS Board of Administration (CalPERS Board) made its first major change to discount rates in many years by voting to lower the discount rate from 7.50% to 7.00% which was to be phased in over a three-year period. The decision was made due to lower-than-expected investment returns and to ensure long-term sustainability of the CalPERS fund. Then, in November 2021, the CalPERS Board formalized another major change to the discount rate. The Board's Risk Mitigation Policy was triggered in June 2021 due to investment returns of 21.3%, outperforming the discount rate by at least two percentage points. Due to this policy and the update to the Asset Liability Management process, the discount rate was reduced to 6.8%, which will increase the City's pension costs.



The annual CalPERS contributions are comprised of two elements:

Normal Cost (NC) represents the annual cost associated with service accrual for the upcoming fiscal year. Below are the NC rate and employer contributions for miscellaneous and safety members in FY 2023 for all funds.

	FY 2023	
	NC Rate	Employer Contributions
Miscellaneous	12.17%	\$3.22 million
Safety	17.30%	\$4.16 million
<b>Total</b>		<b>\$7.38 million</b>

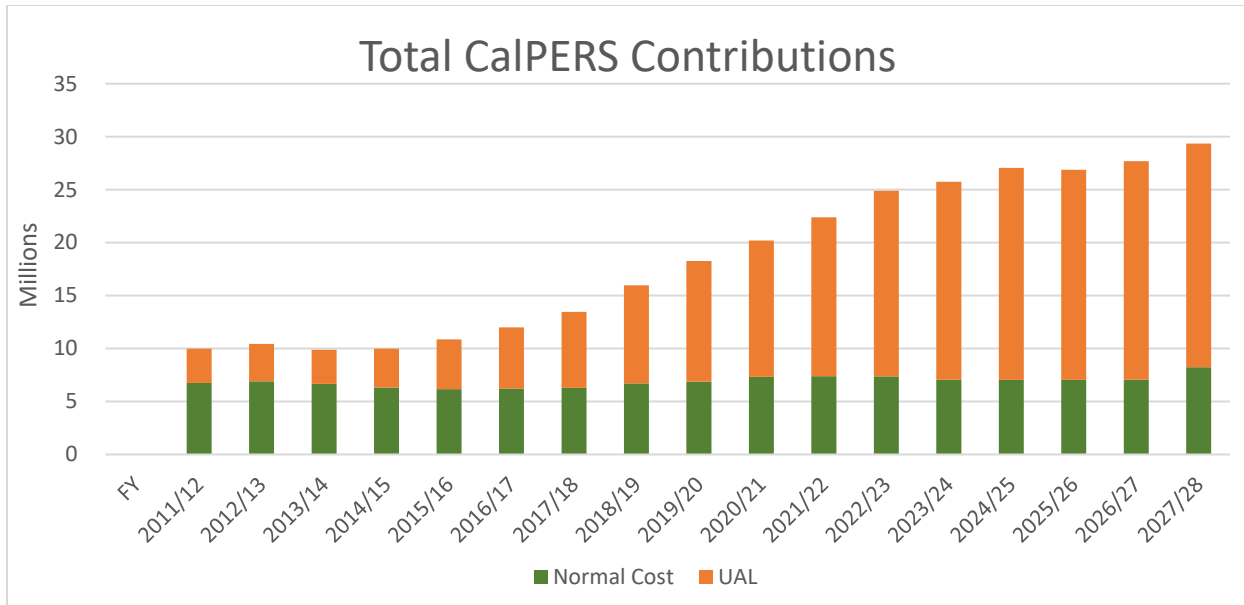
Unfunded Accrued Liability (UAL) represents the amortized dollar amount needed to fund past service credit earned for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date. In FY 2018, CalPERS changed the amortization of the UAL from being represented as a percentage of active payroll to a dollar amount. Below are the UAL employer contributions for miscellaneous and safety members in FY 2023 for all funds.

	FY 2023	
	Employer Contributions	
UAL		
Miscellaneous	\$7.78 million	
Safety	\$9.74 million	
<b>Total</b>	<b>\$17.52 million</b>	

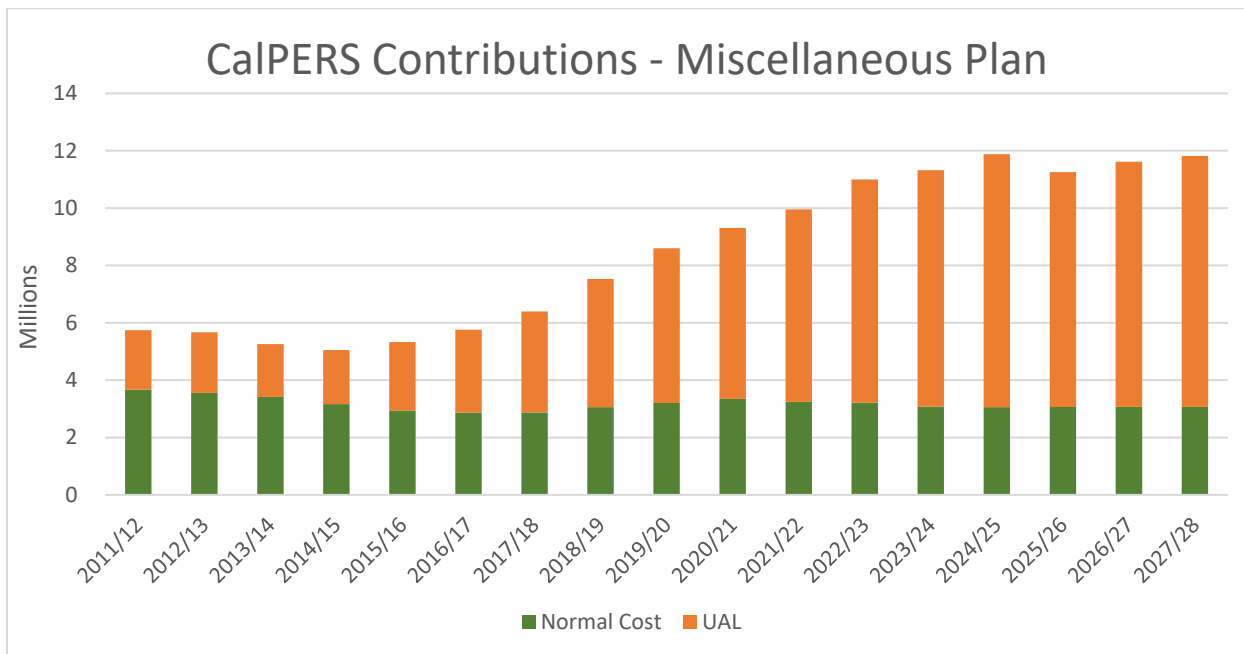
The projected contributions below are calculated under the assumption that the discount rate has changed to 6.8% going forward.

The following chart illustrates the historical and projected employer contributions for CalPERS Normal Cost and Unfunded Accrued Liability between FY 2012 to FY 2028. Total CalPERS contributions of all funds is projected to increase by \$6.97 million or 31.1% from \$22.38 million in FY 2022 to \$29.35 million in FY 2028.



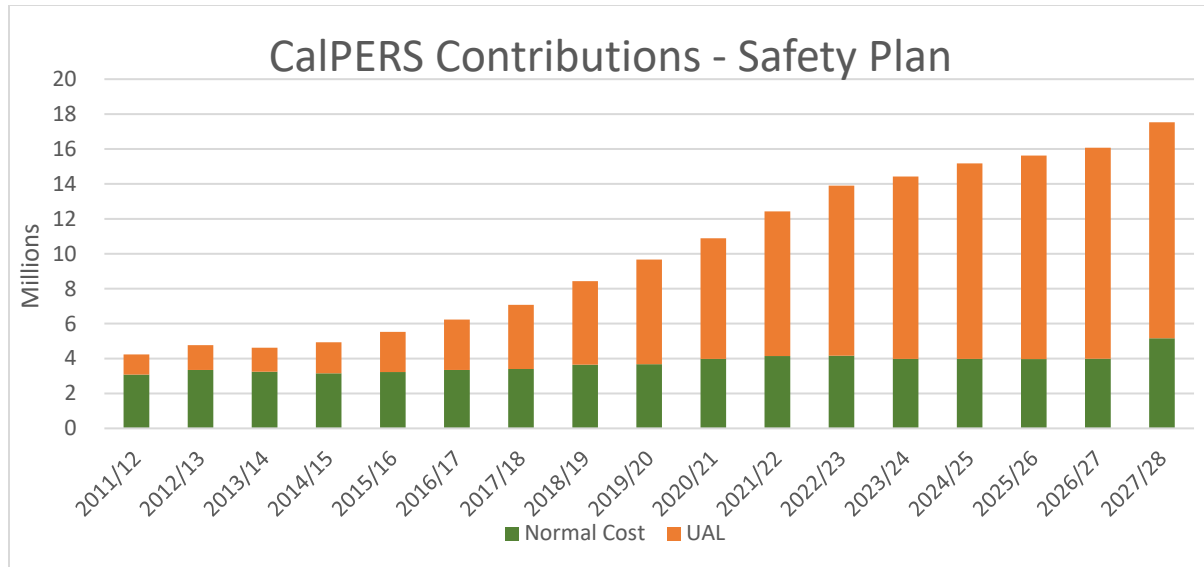


The chart below shows the CalPERS contributions for the Miscellaneous Plan between FY 2012 and FY 2028. Total contribution for FY 2022 is \$9.95 million and the projected contribution for FY 2028 is \$11.82, representing a \$1.87 million or 18.7% increase.



The chart below shows the CalPERS contributions for the Safety Plan between FY 2012 and FY 2028. Total contribution for FY 2022 is \$12.43 million and the projected contribution for FY 2028 is \$17.53 million, representing a \$5.10 million or 41.1% increase.





The funded status is a measure in which the market value of the plan's assets is enough to cover the current benefit obligations and can be viewed as an estimation of the need for future contributions. The below charts are the funded status for the Miscellaneous and Safety Plan.

#### Miscellaneous

Fiscal Year	Accrued Liability	Market Value of Assets	Unfunded Accrued Liability	Funded Ratio
2012	236,515,479	179,348,892	57,166,587	75.8%
2013	247,419,741	198,949,094	48,470,647	80.4%
2014	270,586,998	228,083,175	42,503,823	84.3%
2015	276,543,850	226,479,886	50,063,964	81.9%
2016	291,705,042	220,915,531	70,789,511	75.7%
2017	304,932,049	238,992,108	65,939,941	78.4%
2018	326,775,942	252,257,682	74,518,260	77.2%
2019	338,885,650	261,801,363	77,084,287	77.3%
2020	353,024,052	267,067,635	85,956,417	75.7%

#### Safety

Fiscal Year	Accrued Liability	Market Value of Assets	Unfunded Accrued Liability	Funded Ratio
2012	238,721,552	178,562,810	60,158,742	74.8%
2013	249,556,044	195,564,141	53,991,903	78.4%
2014	275,520,326	223,220,891	52,299,435	81.0%
2015	285,993,326	220,709,204	65,284,122	77.2%
2016	310,813,117	213,913,110	87,900,007	70.9%
2017	317,048,393	229,463,179	87,585,214	72.4%
2018	343,992,987	240,061,593	103,931,394	69.8%
2019	358,906,687	247,780,480	111,126,207	69.0%
2020	374,119,027	251,370,660	122,748,367	67.2%





## **Other Post-Employment Benefits (OPEB)**

Retiree health benefits are provided on a pay-as-you-go basis. It is financially challenging to provide full funding for the Annual Required Contributions (ARC). The City's General Fund retiree health benefits are projected to increase by 23% to \$2.7 million in FY 2023.

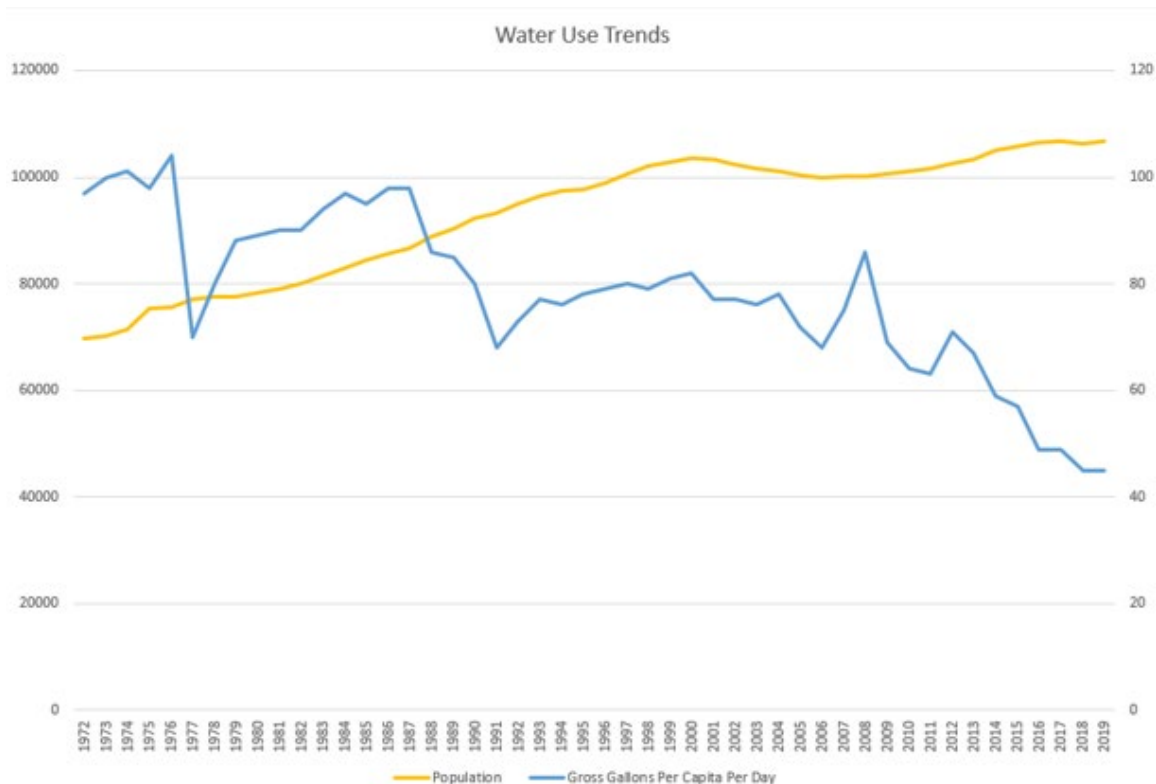
In May 2014, the City contracted with CalPERS California Employers' Retiree Benefits Trust (CERBT) to pre-fund Other Post-Employment Benefits (OPEB) liabilities. By joining the CERBT, investment return assumptions, known as discount rate assumptions, will be higher, making the ARC and unfunded liability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

## **Long-Term Capital Needs**

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

## **Water and Wastewater Utility Revenues**

Both the Water and Sanitation Enterprise Funds rely on water usage, measured in units of one hundred cubic feet or 748 gallons, for the utility revenues. As a result, revenues for both water and wastewater are impacted by population and water usage. Per capita usage has remained low since the droughts of 2011, 2016, and 2021. It is expected to stay low with current drought issues. Consequently, residents continue to have among the lowest per capita water usage per day in California, despite increases in population.



Daly City purchases more than half of its drinking water from the San Francisco Public Utilities Commission (SFPUC) through the wholesale water delivery system. In response to \$4.4 billion in seismic reliability upgrades to the system, rates for purchased water have risen proportionally for the last several years. The following graph tracks the historical and projected rate increase.

### **PROJECTED COST PER UNIT OF SFPUC WATER**



As a result of both the decline in usage and anticipated increases in the cost for purchased water, a five-year revenue plan was adopted for the Water Utility in FY 2019 with a final 9.5% rate increase adopted for FY 2023. The 5% rate increases listed below for FY 2024 through FY 2027 are estimates subject to future approval by the City Council.

<b>Water Sales – 5-Year Revenue Plan</b>						
<b>Fiscal Year</b>	<b>2022 Estimated</b>	<b>2023 Projected</b>	<b>2024 Projected</b>	<b>2025 Projected</b>	<b>2026 Projected</b>	<b>2027 Projected</b>
<b>Increase</b>	9.5%	9.5%	5%	5%	5%	5%
<b>Water Sales (in millions)</b>	<b>\$24.51</b>	<b>\$25.24</b>	<b>\$26.50</b>	<b>\$27.30</b>	<b>\$28.12</b>	<b>\$28.96</b>

Similarly, sewer rates have been impacted from reduced water consumption (winter monthly usage) and have not kept pace with operating costs and identified deferred capital improvement projects and maintenance needs. In FY 2021, the North San Mateo County Sanitation District approved rate increases of 5%, 9%, and 9% for the next three years. The 5% rate increases listed below for FY 2025 through FY 2027 are estimates subject to future approval by the City Council.



<b>Sewer Service Charges – 5-Year Revenue Plan</b>						
<b>Fiscal Year</b>	<b>2022 Estimated</b>	<b>2023 Projected</b>	<b>2024 Projected</b>	<b>2025 Projected</b>	<b>2026 Projected</b>	<b>2027 Projected</b>
<b>Increase</b>	5%	9%	9%	5%	5%	5%
<b>Sewer Service Charges (in millions)</b>	<b>\$23.45</b>	<b>\$25.56</b>	<b>\$27.86</b>	<b>\$29.26</b>	<b>\$30.72</b>	<b>\$32.25</b>

### **CAPITAL IMPROVEMENT PLAN**

The Capital Improvement Plan (CIP) addresses the major one-time capital acquisition, reinvestment, and rehabilitation needs of the City. The CIP is comprised of restricted funds such as Sanitation, Water, and Transportation funds as well as unrestricted or only partially restricted General Funds. The overall focus of this CIP is to repair, maintain, rehabilitate, or reconstruct existing infrastructure.

The total CIP budget for FY 2023 is \$17.67 million.

<b>Proposed New Appropriations by Fund in (millions)</b>	
<b>Fund</b>	<b>FY 2023</b>
General Capital	\$4.11
Transportation	\$7.64
Water	\$1.17
Sanitation	\$4.76
<b>Total</b>	<b>\$17.67</b>

### **General Fund Capital**

General Fund Capital includes major maintenance of facilities including Americans with Disabilities Act (ADA) upgrades, HVAC and roof replacements, parking lot improvements, maintenance and repairs at the closed Mussel Rock Landfill, park improvements, storm drains, and multiple Fire Station improvements. In general, staff strives to extend the lifecycle/useful life of facilities and assets; thus, full-scale replacement is only recommended when replacement parts or equipment are unattainable.

The Mussel Rock Landfill has and will continue to put considerable strain on the General Fund. Solid Waste Franchise Fees from Republic Services, accounted for in the General Capital Funds, finance Mussel Rock projects. However, Mussel Rock projects over the next year will cost the



City approximately \$1.3 million, and include rehabilitation of the seawall, regulatory compliance monitoring, and storm drain repairs.

### **Transportation Fund**

The largest share of the Transportation Fund is dedicated to the City's pavement preservation program. Daly City's comprehensive Pavement Management System (PMS) indicates inadequate funding to maintain our streets at optimal condition. The City's overall Pavement Condition Index (PCI) rating of 78 is a decline from previous years. The City believes that by focusing on preventative maintenance through the application of slurry seals, the frequency of more costly pavement rehabilitation projects will be reduced in the future. In addition, the City has allocated funds for bicycle, pedestrian, Vision Zero, and ADA improvements and is pleased to report success in securing grants to fund these types of projects.

### **Water Enterprise Fund**

The capital projects in the Water Fund are divided into three categories: water supply/water quality, pipelines, and facility reliability. One of the major factors that impacts revenue available for capital projects is reduced water consumption by rate payers due to water conservation brought on by drought conditions that will extend into FY 2023. Water rate adjustments starting in FY 2019 and ending in FY 2023 will fully fund the Capital Program and meet the target level of reserves. The current water rate structure will fund 10 Capital projects estimated at \$1.5 million over the next year. In FY 2023, a water rate study will be conducted to forecast future rate adjustments. A \$5.0 million loan from the Sanitation Fund in FY 2019 will be paid off in FY 2023.

### **Sanitation Enterprise Fund**

The projects in the Sanitation Fund are divided into four categories: facility improvement, system reliability, storm water protection, and pipelines. Most of the projects in the Capital Program are centered on repairing and maintaining the aging wastewater treatment plant and infrastructure. Staff is in the process of updating the Collection System and Wastewater Treatment Plant Master Plans which will produce a long-term Capital Program for both systems. Also, a project that will have long-term cost implications is the Vista Grande Drainage Basin Improvement Project. This project is fully designed, and staff is in the final permitting and financing plan phases. The project is tentatively scheduled to go out to bid in FY 2023. The Sanitation Fund includes capital reserves that will fund a significant Capital Program of 12 projects estimated at \$4.4 million over the next year.

At the end of Fiscal Year 2021, the North San Mateo County Sanitation District Board of Directors approved rate increases of 5%, 9%, and 9% for the ensuing three years. The City continues to see greater expenditure pressures placed on the Sanitation Fund due to federal and state mandates, inflationary increases in operational costs, and the Vista Grande Project.

### **Significant Changes from the Prior CIP**

Two-year CIP budgets are typically prepared and adopted by the City Council. However, due to the pandemic and associated uncertainties, this year's CIP budget was prepared again as a one-



year budget for adoption. More detailed information regarding the criteria used to justify projects can be found in the general information section of the Comprehensive Capital Budget book.

Due to reduced revenue projections attributed to the pandemic and the General Fund structural deficit, this year's CIP budget focused primarily on infrastructure maintenance, regulatory requirements, and mission critical projects.

### **Declining Capital Funds**

With a “pay-as-you-go” funding model, projects are implemented when funds have been accrued over time. Given the City's current fiscal constraints in the General Fund following the Great Recession in 2008 and the COVID-19 pandemic, new transfers to the capital plan via General Fund surplus are not possible.

In addition, construction costs continue to outpace inflation, making it more expensive to invest in capital improvements. Daly City is not unique in this regard; local governments across the nation have less buying power for capital projects.

The one bright spot in an otherwise discouraging long term CIP outlook is the increase in Transportation Funds made available by the passage of San Mateo County Measure W, a half-cents sales tax measure to improve transit and relieve traffic congestion. The Transportation CIP is based on the projected availability of these new funds.

Given the limited revenues available and other funding constraints, capital expenditures are deferred to later years in the capital plan. The completed Building and Facilities Assessment conducted by staff estimates \$17.5 million in immediate need with a total need of \$40 million by 2026. The ADA Self Evaluation and Transition Plan estimates \$5.6 million in building and facility upgrades and \$640 million in right-of-way facility upgrades. The Parks and Open Space Master Plan estimates \$21.3 million in short term needs with an additional \$35.2 million by 2030. The Pavement Management System report estimates \$45 million needed over the next 5 years to bring all the streets to optimal condition. The Green Infrastructure Plan identifies the need for significant investment to treat stormwater issues and keep up with state mandates, and the upcoming Storm Drain Master Plan is anticipated to forecast capital storm drain needs ranging from several million to tens of millions of dollars.

### **Impact of Capital Projects on the Operating Budget**

Insufficient funds available for Capital Projects over the past several years have resulted in projects being deferred. The resulting impact from delaying much needed capital projects is an increase in operating cost and emergency repair cost. It is less costly to repair/replace something at the end of its useful life, compared to paying many times more to repair/replace the item under emergency conditions. For example, less capital funding for pavement resurfacing means more operating costs to fix potholes. In addition, not replacing something at the end of its useful life may also result in damage and increased repair cost.





## **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 generally includes such items as 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 FY 2004. 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 some of the unfunded accrued actuarial liability with the state-wide pension system, CalPERS. 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 also 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 U.S. 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 Community Development Block Grant Fund.

Lastly, the City financed two fire apparatus pumpers in FY 2021. The lease is over seven years with the option to pay off the lease at any time after the first year.

<b>Outstanding Debt at June 30, 2022</b>					
<b>Description</b>	<b>Issued</b>	<b>Final Maturity</b>	<b>Interest</b>	<b>Original Principal</b>	<b>Balance at June 30, 2022</b>
<u>Bayshore Community Center</u> HUD Sec 108 Loan	6/30/2004	8/1/2022	5.41%	\$4,500,000	\$418,000
<u>Sanitation District Recycled Water Project</u> State Water Resources Revolving Fund	3/1/2004	12/1/2024	2.50%	\$4,450,128	\$825,043
<u>Fire Apparatus Pumpers</u> Lease	12/18/2020	12/18/2027	2.67%	\$1,483,056	\$1,287,565
<u>Water System Improvements*</u> Revenue Refunding Bonds	10/16/2012	6/1/2024	2.00%	\$6,890,000	\$1,265,000
<u>Pension Obligation Bonds**</u>	6/29/2004	6/1/2024	5.973% (taxable)	\$36,235,000	\$8,250,000

*\*Water Bonds have an AA+ rating, per S&P Global Ratings.*

*\*\*Pension Bonds have an AAA rating, per S&P Global Ratings, and Aaa rating, per Moody's.*

## **LONG-RANGE FINANCIAL PLANNING**

The City employs a ten-year financial forecasting model to ensure accountability of service levels and to plan for future challenges. Long-range financial planning enables the City to foresee potential budget issues, giving the City sufficient time to analyze the long-term financial impacts,



as well as take appropriate action before a problem develops. In addition, the long-range financial planning serves as a key planning tool for future budgets and decision-making.

The budget deficit drivers fall into two main categories, those that the City can control and those outside of the City's control. Some of the deficit drivers the City can control are compensation, benefits, and total staffing. The City's operating costs are driven by desired levels of service and the programs offered by the City. However, with approximately 80% of the General Fund budget related to workforce costs, efforts to balance the budget by controlling or reducing personnel costs can be difficult to enact. Some of the deficit drivers outside the City's control include changes in the national and local economies; federal and state legislations; and CalPERS actuarial assumptions, investment returns and impact on employer contribution rates.

Given the current and forecasted budget challenges, the City has implemented a multi-pronged approach to address long-term fiscal challenges and to ensure the sustainability of the City's finances into the future.

1. *Maintain General Fund reserve.* The City's Financial Policy is to maintain General Fund unassigned fund balance equal to 17% or two months of annual budgeted expenditures. Accomplishing the reserve target of 17% requires closely monitoring the balance between revenues and expenses on an ongoing basis. The General Fund reserve provides a buffer to the City in the event of unexpected reductions in revenues or increases in costs. If the City draws down the General Fund reserve, year-end budget surpluses will be used to replenish the reserve.

2. *Develop workforce management strategies.* Since the 2008 Great Recession, the City has explored options to reduce operating costs. Many different opportunities to improve efficiency and cost effectiveness have been analyzed and several have been implemented at significant cost savings with improved efficiency, including the consolidation of Parks Maintenance in Public Works and the consolidation of Police Dispatch with the County of San Mateo. The City will continue evaluating the current level of services to the community, evaluating alternative service delivery models to maximize efficiency, and aligning staffing with service demand.

3. *Identify voter-approved taxes or assessments and other revenues.* Over the next ten years, General Fund expenses will continue to increase beyond the City's ability to fund them with current revenue sources. The City placed a ballot measure to increase the transaction and use tax by one-half cent, which increased the total sales tax rate within the City of Daly City to 9.875%. This measure, identified as Measure Q, passed and is projected to provide the City with approximately \$9.2 million in additional sales tax revenue in FY 2023. The City also retained a consultant to conduct a cost allocation plan and fee study for improved cost recovery and is projected to realize an additional \$1 million in user fee revenue in FY 2023 upon adoption of the new fees.

4. *Promote economic development and COVID-19 Recovery.* Although the Daly City community was significantly impacted by the COVID-19 pandemic, the City has identified several economic development opportunities which will both improve economic activity in the City and assist in its COVID-19 recovery efforts. These include economic development opportunities related to the disposition of former Redevelopment sites, implementation of commercial cannabis business licensing, and the provision of financial assistance to local small and minority-owned businesses. Additionally, the City is working collaboratively with the San Mateo County Economic Development Association (SAMCEDA) and the County of San Mateo on the development of a small business assistance center as well as regional strategies to incentivize community members



to shop local. The City will continue to identify new opportunities for expanding and diversifying its economic base to ensure long-term fiscal sustainability.

5. *Pre-fund Pension and Other Post-Employment Benefits (OPEB).* In April 2017, the City Council authorized participation in the Section 115 Trust Program which allows the City to set aside funds towards pension cost increases due to changes in CalPERS actuarial assumptions. The Section 115 Trust Program provides the City with an alternative to sending funds to CalPERS that will allow for greater control of the assets held in the trust and the risk tolerance level for the investment. Assets in the Trust Program can be transferred to CalPERS at the City's discretion, which could reduce large fluctuations in employer contributions to CalPERS.

At the same time, the City Council authorized a Section 115 Trust for OPEB funds which allows the City to set aside funding towards future retiree health benefits. The City's ongoing contributions to the trust reduce the City's unfunded liability for OPEB costs by investing funds for future OPEB payments. The trust will eventually allow the City to pay for retiree health costs from the trust set-aside rather than from the annual operating budget.

6. *Complete comprehensive facilities condition assessment.* In 2017, the Public Works Department started this process by completing the Facilities Condition Assessment. The project included development of an automated inventory of City facilities, evaluation of existing conditions of facilities, prioritization of deficient conditions, and development of short- and long-range maintenance needs.

Then in 2020, Public Works completed the ADA Self Evaluation and Transition Plan. City facilities and right-of-way were inspected for accessibility and an inventory of needed upgrades were developed and prioritized.

Also in 2020, Public Works completed the Parks and Open Space Master Plan. The city has over 30 parks and open space sites. Many facilities are outdated and underutilized. A list of improvements was developed to address short-, medium-, and long-term needs.

In 2020, Public Works also updated the City's Pavement Management System Report. The City's street network is 115.25 centerline miles in length and covers approximately 23.5 million square feet of pavement. The report provides a recommended schedule for maintenance and rehabilitation work needed to bring the street system to a condition that would minimize ongoing maintenance cost.

The findings from the above planning documents will be incorporated into a future Capital Improvement Plan for budgeting purposes. Future planning studies to be performed include a Storm Drain Master Plan, Water Master Plan, Sanitary Sewer Master Plan, and Seismic Evaluation of Critical Facilities. Results of these studies will identify needed work to properly maintain the City's infrastructure. It is imperative to have a comprehensive understanding of the infrastructure needs of the City, so that resources can be identified, and a long-term budget plan developed.



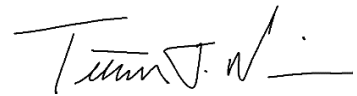
## ACKNOWLEDGMENT

The City Manager's Office and the Department of Finance and Administrative Services acknowledge the leadership and dedication of the City Council, as well as the cooperation and assistance of City staff in addressing the financial and organizational challenges in the FY 2023 budget. Many individuals throughout the City organization contributed a high degree of commitment and technical skill in the production of this document. Through their combined efforts, the timely issuance of this report has been made possible, and their collective dedication is both acknowledged and sincerely appreciated.

Respectfully submitted,



Thomas J. Piccolotti  
Interim City Manager



Timothy J. Nevin  
Director of Finance and  
Administrative Services



## **THE BUDGET PURPOSE & PROCESS**

### **Budget Purpose**

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

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 upcoming fiscal year, showing appropriations and projected revenues by which, the appropriations are funded.
4. To serve as a Communications Document for the residents of Daly City to understand how the City operates and the methods used to finance those operations.

### **Budget Organization**

The budget contains four major parts:

- Summary Statements - provide an overall picture of the financial condition of the City. Included here are projected available fund balances and revenues and expenditures by fund. Two years of actual results, estimates for the current year, and the upcoming fiscal year's budget 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 budget for the next fiscal year 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, one year of upcoming budgets and covers the first



five years of the City's ten-year plan. Individual project narratives for the ten-year plan are presented in a separate comprehensive Capital Projects Budget document.

- Technical/Statistical - presents ten-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 budget period in order to give direction on budget development to the City Manager and the departments. Departments then ensure that they have aligned their priorities and planned outcomes for the upcoming fiscal year with the City Council's priorities and objectives. Performance measurements are reviewed to be certain that they reflect the overall objectives and are measurements of outcomes.

### **Budget Preparation Process**

Each Department is responsible for preparing the program budget and the 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, provides budget preparation guidance, 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 session May. Copies of the final draft budget are made available to the public and the press at the preview meeting. The City Council then adopts the budget incorporating any modifications deemed appropriate in June. 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 appropriation 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.

## **Mid-Year Budget Review**

A mid-year budget review shall be performed by the departments in the third quarter of the fiscal year. The review includes estimates of any differences between actual revenues and expenditures for the fiscal year compared to budget. Budget adjustments that change the total appropriations will be presented to City Council for approval.

## **Budget Basis**

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





# City of Daly City

## Annual Operating and Capital Budget Calendar

### Fiscal Year 2023

Date	Task	Responsible Party
<b>FINANCIAL (BUDGET WORKSHEETS)</b>		
November 2021	Financial Budget Preparation	Departments
December 31, 2021	Operating Budget Worksheets due to Finance (including budget reductions)	Departments
February 28, 2022	City Council Financial Forecast	Finance
January – May 2022	Finalize Proposed Operating Budget based department requests	Finance/Departments
April – May 2022	Review with City Manager	Finance/City Manager
May 23, 2022	Budget Preview to City Council	Finance/City Manager
June 13, 2022	Budget Adoption	Finance/City Manager
June – July 2022	Adopted Operating Budget Document preparation by Finance	Finance
<b>BUDGET NARRATIVES &amp; PERFORMANCE MEASURES</b>		
April 2022	Budget Narratives & Performance Measures prepared by Departments	Departments
April 2022	Budget Narratives & Performance Measures due to Finance	Departments
April- May 2022	Review of Budget Narratives & Performance Measures by City Manager/Finance and return for revisions	Finance/City Manager
June 2022	Revised Budget Narratives & Performance Measures finalized	Departments
December 2022 – January 2023	Present Mid-Year Adjustments to City Council	Finance/City Manager



## **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.

Ten-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 for each utility as presented in the Capital Projects budget document that can be found on the city’s web site at [www.dalycity.org](http://www.dalycity.org).

## **SUMMARY OF FISCAL 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 overspending. 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 strives 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 fifteen percent, or two months, 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 ensure that amounts recover, but do not exceed cost.

Funding of Capital Needs - will be accomplished through replacement reserves built into 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 ten-year capital plan and operating budget, will be employed to help ensure that the City remains financially solvent. As a function of the ten 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 ensure that actual results conform to the budget. Where significant differences from expectations are found, corrective action plans can be developed to help insure continued fiscal sustainability.



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## SUMMARY STATEMENTS

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CITY OF DALY CITY  
Projected Available Fund Balances/Net Assets  
To June 30, 2022

	Balance July 1 ,2021	Estimated Revenues 2022	Estimated Expenditures 2022	Other	Estimated Balance June 30, 2022
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$25,814,158	\$113,405,570	(\$120,460,358)	-	\$18,759,370
Housing Set-Aside*	-	708,915	(358,631)	-	350,284
Housing Agency	4,964,796	75,350	(62,500)	-	4,977,646
Community Block Grant	(458,013)	3,074,122	(2,616,109)	-	-
Linda Vista Benefit Assessment	(9,178)	49,645	(21,442)	-	19,025
Traffic Safety	78,816	40,182	(41,291)	-	77,707
Traffic Enforcement	606,593	-	-	-	606,593
Grants	158,334	426,155	(516,657)	-	67,832
Redevelopment -J.S./Mission	(127,866)	-	-	-	(127,866)
Redevelopment Obligation	33,081	-	-	-	33,081
Retirement					
Redevelopment – Bayshore	(50,714)	39,900	(12,585)	-	(23,400)
<b>CAPITAL:</b>					
Transportation (Gas Tax)	12,432,460	17,094,898	(15,103,131)	-	14,424,228
AB 1600	4,247,063	626,130	(4,469,939)	-	403,254
Measure A*	-	-	-	-	363,592
Measure W*	-	-	-	-	257,953
Capital Outlay	12,021,649	-	-	-	12,100,210
Major Facility Improvements	12,004,696	-	(4,244,500)	-	7,760,196
<b>Total Governmental</b>	<b>71,715,874</b>	<b>156,807,571</b>	<b>(168,473,742)</b>	<b>-</b>	<b>60,049,704</b>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	22,747,854	30,195,821	(28,962,137)	1,013,717	24,995,256
Civic Center	1,496,642	994,690	(1,036,636)	158,912	1,613,607
Transfer Station	1,545,317	114,580	(114,580)	-	1,545,317
Sanitation District	18,796,126	35,794,238	(39,163,608)	2,032,567	17,459,323
<b>Total Enterprise</b>	<b>44,585,939</b>	<b>67,099,329</b>	<b>(69,276,961)</b>	<b>3,205,196</b>	<b>45,613,503</b>
<b>INTERNAL SERVICE:</b>					
Pension Bonds	5,940,817	4,556,606	(3,262,498)	-	7,234,925
Motor Vehicles	4,173,360	4,837,957	(6,356,035)	813,840	3,469,123
Central Services	11,587	299,865	(292,419)	-	19,032
PBX – Telephones	309,099	296,981	(244,688)	-	361,392
Building Maintenance	2,511,656	5,281,673	(5,697,020)	5,894	2,102,202
Information Services	5,039,585	3,762,212	(4,213,568)	151,800	4,740,029
Self Insurance	6,369,171	6,964,126	(7,506,169)	-	5,827,128
<b>Total Internal Service</b>	<b>24,355,274</b>	<b>25,999,419</b>	<b>(27,572,397)</b>	<b>971,534</b>	<b>23,753,830</b>
<b>COMBINED TOTAL</b>	<b><u>\$140,657,087</u></b>	<b><u>\$249,906,319</u></b>	<b><u>(\$265,323,099)</u></b>	<b><u>\$4,176,730</u></b>	<b><u>\$129,417,037</u></b>

\*Housing Set-Aside, Measure A and Measure W created in FY 2022



CITY OF DALY CITY  
Projected Available Fund Balances/Net Assets  
To June 30, 2023

	Estimated Balance June 30 ,2022	Projected Revenues 2023	Projected Expenditures 2023	Other	Projected Balance June 30, 2023
<b>Governmental Funds:</b>					
<b>OPERATING:</b>					
General Fund	\$18,759,370	\$117,719,127	(\$120,272,332)	-	\$16,206,165
Housing Set-Aside*	350,284	268,126	(728,671)	-	(\$110,261)
Housing Agency	4,977,646	3,523,085	(74,500)	-	8,426,231
Community Block Grant	-	-	-	-	-
Linda Vista Benefit Assessment	19,025	51,302	(27,366)	-	42,961
Traffic Safety	77,707	7,180	(35,152)	-	49,735
Traffic Enforcement	606,593	-	(475,000)	-	131,593
Grants	67,832	442,400	(428,498)	-	81,734
Redevelopment -J.S./Mission	(127,866)	-	-	-	(127,866)
Redevelopment Obligation Retirement	33,081	-	-	-	33,081
Redevelopment – Bayshore	(23,400)	40,000	(19,700)	-	(3,100)
<b>CAPITAL:</b>					
Transportation (Gas Tax)	14,424,228	12,658,165	(13,244,789)	-	13,837,604
AB 1600	403,254	748,635	(630,544)	-	521,345
Measure A*	363,592	2,450,727	(1,722,120)	-	1,092,199
Measure W*	257,953	1,089,212	(1,119,500)	-	227,665
Capital Outlay	12,100,210	4,610,560	(4,111,080)	-	12,599,690
Major Facility Improvements	7,760,196	-	(2,952,500)	-	4,807,696
<b>Total Governmental</b>	<b>60,049,704</b>	<b>143,608,519</b>	<b>(145,841,752)</b>	<b>-</b>	<b>57,816,472</b>
<b>Proprietary Funds</b>					
<b>ENTERPRISE:</b>					
Water Utility	24,995,256	27,848,430	(26,720,125)	1,013,717	27,137,278
Civic Center	1,613,607	1,024,255	(1,048,983)	158,912	1,747,791
Transfer Station	1,545,317	114,580	(114,580)	-	1,545,317
Sanitation District	17,459,323	31,682,589	(36,998,485)	2,032,567	14,175,993
<b>Total Enterprise</b>	<b>45,613,503</b>	<b>60,669,854</b>	<b>(64,882,173)</b>	<b>3,205,196</b>	<b>44,606,380</b>
<b>INTERNAL SERVICE:</b>					
Pension Bonds	7,234,925	4,441,420	(3,979,760)	-	7,696,585
Motor Vehicles	3,469,123	6,775,141	(6,657,507)	813,840	4,400,597
Central Services	19,032	293,440	(303,795)	-	8,677
PBX – Telephones	361,392	319,618	(235,466)	-	445,544
Building Maintenance	2,102,202	5,929,856	(6,006,237)	5,894	2,031,715
Information Services	4,740,029	4,104,839	(4,359,679)	151,800	4,636,989
Self Insurance	5,827,128	8,952,209	(8,410,197)	-	6,369,139
<b>Total Internal Service</b>	<b>23,753,830</b>	<b>30,816,523</b>	<b>(29,952,641)</b>	<b>971,534</b>	<b>25,289,246</b>
<b>COMBINED TOTAL</b>	<b><u>\$129,417,037</u></b>	<b><u>\$235,094,896</u></b>	<b><u>(\$240,676,566)</u></b>	<b><u>\$4,176,730</u></b>	<b><u>\$128,012,097</u></b>

\*Housing Set-Aside, Measure A and Measure W created in FY 2022



# CITY OF DALY CITY

## COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL 2020	ACTUAL 2021	BUDGET 2022	APPROVED 2023
<b>GENERAL FUND</b>				
City Attorney	1,081,715	1,195,833	1,378,931	1,430,282
City Clerk	585,213	759,885	680,009	821,007
City Council	273,276	300,606	335,177	359,467
City Manager				
City Manager Administration	1,343,171	1,816,960	2,251,148	2,364,879
Community Engagement	274,808	18,923	-	-
Community Sustainability	-	25,925	24,512	81,442
Community Service Center	184,706	192,284	170,437	206,838
Total City Manager	1,802,685	2,054,092	2,446,097	2,653,159
City Treasurer	46,836	49,592	56,124	57,731
Economic & Community Development				
Administration	483,673	588,427	646,856	724,125
Planning & Zoning	912,209	1,040,986	1,439,763	1,649,176
Building	1,889,157	1,615,644	2,360,472	2,443,033
Code Enforcement	688,130	722,555	812,075	650,658
RDA Successor Agency	3,438	3,541	7,000	3,750
Total Economic & Community Dev.	3,976,607	3,971,153	5,266,166	5,470,742
Finance-Admin/Accounting	2,680,118	3,010,829	3,398,946	3,975,141
Fire	21,498,019	25,084,026	28,012,253	26,568,841
Human Resources	1,075,402	1,097,419	1,495,106	1,523,827
Library & Recreation				
Administration	1,625,264	1,440,802	1,766,385	2,131,359
Library	3,795,168	3,660,220	4,432,419	4,492,359
Recreation	5,221,056	5,024,366	6,952,869	6,652,157
Total Library & Recreation	10,641,488	10,125,388	13,151,673	13,275,875
Police				
Police Services	35,048,402	38,119,744	47,245,507	46,900,453
Citizens' Option for Public Safety	245,142	-	-	-
Total Police	35,293,544	38,119,744	47,245,507	46,900,453
Public Works				
Administration	437,046	462,393	502,237	628,904
Engineering	2,572,925	2,328,084	3,298,075	2,897,275
Parks Maintenance	2,497,790	2,901,202	3,379,763	3,546,315
Total Public Works	5,507,761	5,691,679	7,180,075	7,072,494
Nondepartmental	3,591,466	8,954,106	4,847,585	3,983,109
Measure Q Programs	-	23,450	4,966,709	4,665,794
Supplemental Interfund Transfer	2,675,068	3,337,728	-	1,514,411
Total Non-Departmental	6,266,534	12,315,284	9,814,294	10,163,314
<b>TOTAL GENERAL FUND</b>	<b><u>\$90,729,198</u></b>	<b><u>\$103,775,530</u></b>	<b><u>\$120,460,358</u></b>	<b><u>\$120,272,332</u></b>





# CITY OF DALY CITY

## COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL <u>2020</u>	ACTUAL <u>2021</u>	BUDGET <u>2022</u>	APPROVED <u>2023</u>
<b>SPECIAL REVENUE</b>				
Housing Set Aside	220,763	221,217	358,631	728,671
Housing Finance Authority	33,978	37,407	62,500	74,500
Doelger Senior Center	1,153,432	-	-	-
Community Block Grant:	943,073	1,253,321	-	-
Linda Vista Benefit Assessment	18,828	26,353	21,442	27,366
Traffic Safety	23,665	29,064	41,291	35,152
Traffic Enforcement	296,665	278,522	475,000	475,000
Federal Grants	691,224	1,261,216	516,657	428,498
Special Deposits	108,072	2,206	9,740	6,500
City Loan Repayment	218,780	3,164,013	1,187,765	1,235,632
Redevelopment - Bayshore	15,435	16,365	12,585	19,700
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$3,503,154</u></b>	<b><u>\$6,068,467</u></b>	<b><u>\$2,326,981</u></b>	<b><u>\$2,302,348</u></b>
<b>CAPITAL PROJECTS</b>				
Transportation (Gas Tax)	12,145,533	10,888,319	15,103,131	13,244,789
Measure A	-	-	-	1,722,120
Measure W	-	-	-	1,119,500
AB1600	635,000	1,614,971	3,788,981	630,544
Capital Outlay	2,926,642	3,117,316	11,962,500	4,111,080
<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$15,707,176</u></b>	<b><u>\$15,620,606</u></b>	<b><u>\$30,854,611</u></b>	<b><u>\$20,828,033</u></b>
<b>ENTERPRISE</b>				
Water Utility	20,027,477	19,402,739	28,962,137	26,720,125
Civic Center	1,176,863	920,340	1,036,636	1,048,983
Transfer Station	124,605	110,194	114,580	114,580
Sanitation District	27,276,951	29,565,428	39,163,608	36,998,485
<b>TOTAL ENTERPRISE</b>	<b><u>\$48,605,896</u></b>	<b><u>\$49,998,701</u></b>	<b><u>\$69,276,961</u></b>	<b><u>\$64,882,173</u></b>



# CITY OF DALY CITY

## COMPARISON OF EXPENDITURE BUDGETS

	ACTUAL <u>2020</u>	ACTUAL <u>2021</u>	BUDGET <u>2022</u>	APPROVED <u>2023</u>
<b>INTERNAL SERVICE FUNDS</b>				
Pension Bonds	1,044,839	877,519	3,262,498	3,979,760
Motor Vehicles	4,263,702	4,141,837	6,356,035	6,657,507
Central Services	270,985	214,826	292,419	303,795
PBX - Telephones	262,460	225,996	244,688	235,466
Building Maintenance	4,317,811	4,727,760	5,697,020	6,006,237
Information Services	2,529,354	3,185,470	4,213,568	4,359,679
Retiree Health	2,000,000	-	-	-
Self Insurance	5,893,714	6,085,202	7,506,169	8,410,197
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$20,582,864</u></b>	<b><u>\$19,458,611</u></b>	<b><u>\$27,572,397</u></b>	<b><u>\$29,952,641</u></b>
<b>COMBINED EXPENDITURE TOTAL</b>	<b><u>\$179,128,286</u></b>	<b><u>\$194,921,915</u></b>	<b><u>\$250,491,308</u></b>	<b><u>\$238,237,526</u></b>



# CITY OF DALY CITY

## COMPARISON OF REVENUE BUDGETS

GENERAL FUND	ACTUAL 2020	ACTUAL 2021	BUDGET 2022	APPROVED 2023
Property Tax				
Property Tax	26,421,218	27,620,593	33,855,228	35,000,082
Vehicle License Fee	11,166,763	6,900,679	9,326,441	14,899,499
Total Property Tax	37,587,981	34,521,272	43,181,669	49,899,581
Sales Tax				
General Sales Tax	13,287,655	13,859,355	14,218,054	16,963,343
Measure Q	-	1,711,495	7,032,000	9,161,000
Total Sales Tax	13,287,655	15,570,850	21,250,054	26,124,343
Utility Users Tax	5,769,698	5,912,944	5,874,200	5,554,669
Franchise Fees	4,536,241	4,255,982	4,682,274	4,654,365
Business License Taxes	5,797,669	5,947,105	5,737,500	5,846,044
Other Taxes	1,154,127	782,275	1,109,700	1,212,824
Licenses and Permits	3,013,078	2,981,238	2,358,766	2,866,349
Fines and Forfeitures	3,113,719	2,637,092	3,364,668	2,359,876
Rents and Interest	3,936,245	603,070	2,116,896	2,159,598
From Other Agencies	8,972,604	9,224,023	13,422,279	5,773,159
Charges and Fees	5,444,608	5,477,639	4,761,107	5,850,359
Program Fees	981,057	158,723	947,811	944,698
Miscellaneous	1,338,456	1,720,854	222,537	626,782
Interfund Transfers	3,321,296	6,265,738	4,376,109	3,846,480
<b>TOTAL GENERAL FUND</b>	<b><u>\$98,254,434</u></b>	<b><u>\$96,058,806</u></b>	<b><u>\$113,405,570</u></b>	<b><u>\$117,719,127</u></b>
<b>SPECIAL REVENUE</b>				
Housing Set Aside	244,661	231,811	258,553	268,126
Housing Finance Authority	1,077,232	73,713	75,350	3,523,085
Doelger Senior Center	1,153,432	-	-	-
Community Block Grant:	943,073	1,253,321	-	-
Linda Vista Benefit Assessment	61,200	42,703	49,645	51,302
Traffic Safety	11,383	7,903	40,182	7,180
Traffic Enforcement	587,186	403,432	-	-
Federal Grants	740,351	1,418,788	426,155	442,400
Special Deposits	52,074	75	15,700	16,300
City Loan Repayment	-	-	-	-
Redevelopment - J.S./Mission	1,093,898	-	-	-
Redevelopment - Bayshore	47,375	39,900	39,900	40,000
<b>TOTAL SPECIAL REVENUE</b>	<b><u>\$5,767,204</u></b>	<b><u>\$3,239,836</u></b>	<b><u>\$646,932</u></b>	<b><u>\$4,080,267</u></b>



# CITY OF DALY CITY

## COMPARISON OF REVENUE BUDGETS

	ACTUAL 2020	ACTUAL 2021	BUDGET 2022	APPROVED 2023
<b>CAPITAL PROJECTS</b>				
Transportation (Gas Tax)	14,089,137	16,389,654	17,094,898	12,658,165
Measure A	-	-	-	2,450,727
Measure W	-	-	-	1,089,212
AB1600	1,206,702	1,293,181	626,130	748,635
Capital Outlay	6,680,521	6,396,381	12,162,500	4,610,560
<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$21,976,360</u></b>	<b><u>\$24,079,216</u></b>	<b><u>\$29,883,528</u></b>	<b><u>\$21,557,299</u></b>
<b>ENTERPRISE</b>				
Water Utility	24,118,100	24,002,934	30,195,821	27,848,430
Civic Center	922,232	921,368	994,690	1,024,255
Transfer Station	110,998	108,390	114,580	114,580
Sanitation District	27,627,612	27,570,796	35,794,238	31,682,589
<b>TOTAL ENTERPRISE</b>	<b><u>\$52,778,942</u></b>	<b><u>\$52,603,488</u></b>	<b><u>\$67,099,329</u></b>	<b><u>\$60,669,854</u></b>
<b>INTERNAL SERVICE FUNDS</b>				
Pension Bonds	4,170,502	4,368,803	4,556,606	4,441,420
Motor Vehicles	4,898,191	4,906,805	4,837,957	6,775,141
Central Services	286,204	289,514	299,865	293,440
PBX - Telephones	285,376	281,795	296,981	319,618
Building Maintenance	5,060,188	5,344,526	5,281,673	5,929,856
Information Services	3,444,230	3,245,844	3,762,212	4,104,839
Self Insurance	7,902,402	7,070,767	6,964,126	8,952,209
<b>TOTAL INTERNAL SERVICE</b>	<b><u>\$26,047,093</u></b>	<b><u>\$25,508,055</u></b>	<b><u>\$25,999,419</u></b>	<b><u>\$30,816,523</u></b>
<b>COMBINED REVENUE TOTAL</b>	<b><u>\$204,824,033</u></b>	<b><u>\$201,489,401</u></b>	<b><u>\$237,034,778</u></b>	<b><u>\$234,843,070</u></b>



# CITY OF DALY CITY

## FULL-TIME EQUIVALENT ALLOCATION\*

DEPARTMENT / DIVISION	FY 2020	FY 2021	FY 2022	FY 2023
CITY COUNCIL	5.00	5.00	5.00	5.00
CITY ATTORNEY	5.00	5.00	5.00	5.00
CITY CLERK	4.00	4.00	4.00	4.00
CITY TREASURER	0.15	0.15	0.15	0.15
CITY MANAGER	6.00	6.00	6.00	6.00
ECONOMIC & COMMUNITY DEVELOPMENT				
Administration	1.30	2.30	2.30	2.55
Building	9.10	9.10	9.10	9.10
Code Enforcement	4.10	4.10	4.10	4.10
Planning	4.25	4.25	4.25	4.25
Housing Agency	0.96	0.65	0.65	0.40
Block Grant	0.90	0.85	0.85	0.85
Block Grant - CV	-	0.45	0.45	0.45
Residential Rehab	1.24	1.00	1.00	1.00
Home Program	0.15	0.30	0.30	0.30
	22.00	23.00	23.00	23.00
FINANCE & ADMINISTRATIVE SERVICES				
Administration	14.45	14.45	14.45	15.45
Information Services	9.40	9.40	9.40	8.40
Utility Billing	8.00	8.00	8.00	8.00
	31.85	31.85	31.85	31.85
FIRE				
Fire Services	67.00	68.00	66.00	66.00
Measure Q Fire	-	-	9.00	9.00
	67.00	68.00	75.00	75.00
HUMAN RESOURCES				
Human Resources	3.80	3.65	4.65	4.65
Workers' Comp Claims	1.20	1.35	1.35	1.35
	5.00	5.00	6.00	6.00
LIBRARY & RECREATION SERVICES				
Measure Q Library	-	-	3.00	3.00
Measure Q Recreation	-	-	2.00	4.00
Administration	4.85	5.00	5.00	6.25
Library Total	16.75	16.75	16.75	16.75
Recreation Total	12.40	12.25	12.25	11.00
	34.00	34.00	39.00	41.00



DEPARTMENT / DIVISION	FY 2020	FY 2021	FY 2022	FY 2023
POLICE				
Police Services	138.00	138.00	140.00	140.00
Citizens Option For Public Safety	1.00	1.00	1.00	1.00
	<u>139.00</u>	<u>139.00</u>	<u>141.00</u>	<u>141.00</u>
PUBLIC WORKS				
Administration	1.82	1.82	1.82	1.82
General Fund Engineering	5.00	11.46	11.46	11.46
Capital Fund Engineering	6.46	-	-	-
Transportation Fund Streets	13.35	13.35	13.35	13.35
Transportation Fund Traffic Signal & Street Lighting	2.25	2.25	2.25	2.25
Parks Maintenance	11.30	11.30	11.30	11.30
Building Maintenance**	23.41	23.41	23.41	23.41
Motor Vehicles	6.41	6.41	6.41	6.41
	<u>70.00</u>	<u>70.00</u>	<u>70.00</u>	<u>70.00</u>
WATER & WASTEWATER RESOURCES				
Administration	9.00	9.00	11.00	11.00
Water Operations	5.00	5.00	5.00	5.00
Wastewater Operations	13.00	13.00	14.00	14.00
Plant & Equipment Maintenance	18.00	18.00	18.00	18.00
Laboratory	3.00	3.00	3.00	3.00
Distribution System	14.00	14.00	14.00	14.00
Collection System	11.00	11.00	11.00	11.00
	<u>73.00</u>	<u>73.00</u>	<u>76.00</u>	<u>76.00</u>
<b>GRAND TOTAL</b>	<b>462.00</b>	<b>464.00</b>	<b>482.00</b>	<b>484.00</b>

\* Does not include Hourly Employees

\*\*Includes 2 frozen Custodian positions



## **DESCRIPTIONS OF FUNDS**

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:

**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 Set Aside** - The Daly City Housing Development Finance Agency is the successor housing agency to the former Daly City Redevelopment Agency. The Agency manages the housing assets and funding transferred from the former Daly City Redevelopment Agency effective on its dissolution February 1, 2012. The housing assets and funding, part of the 20% housing set aside from the former Redevelopment Agency, are subject to unique reporting requirements and separated from other housing funds within the Housing Finance Agency.

**Housing Finance Agency** – The Daly City Housing Development Finance Agency is the successor housing agency to the former Daly City Redevelopment Agency. The Agency coordinates most of the housing related activities for the City of Daly City. The activities in this fund reflect housing revenue and assets that are not part of the former Redevelopment Agency.

**Transportation (Gas Tax)** – to account for the City's share of the state tax on gas purchases. The funding is used for street and road related operating costs and capital improvements.,

**Community Development Block Grant** - to account for moneys received by the City as a participant in the federal Community Development Block Grant (CDBG) program from the Department of Housing and Urban Development (HUD).

**Linda Vista Benefit Assessment** - to account for the revenues 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.

**Traffic Safety** – to account for the DUICE/S program revenues to promote safety in the community





Traffic Enforcement – to account for the Red Light Camera program. The program was discontinued in FY 2021, but funds still remain and can be used for traffic enforcement costs until depleted.

Measure A - Measure A is a voter approved half-cent sales tax in San Mateo County. The sales tax revenue generated is distributed by the County and funds are to be used for roads and traffic improvements.

Measure W - San Mateo County Measure W is a half-cent sales tax in San Mateo County for congestion relief and road repair. The measure was approved by San Mateo County voters in November 2018. The sales tax revenues generated are distributed by the County and a portion of the funds are received by cities for street improvements.

Federal Grants - to account for miscellaneous federal and other grant moneys.

## 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 occur city-wide.

## 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 adjacent areas. This fund accounts for the total costs of services for the Water Utility including distribution, capital improvements, and administration.

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 and a childcare facility in which space is leased to outside parties, including the County of San Mateo.

Transfer Station/Sustainability - 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.

Sanitation District - The North San Mateo County Sanitation District became a subsidiary district of the City of Daly City in 1985. Because the boundaries of the District are not contiguous with those of the City and because sanitation districts have special legal standing



in California, it must remain a separate legal entity. This fund accounts for the total costs of services for the collection, treatment and administration of the District's sanitation system.

### INTERNAL SERVICE FUNDS

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

Retirement Contributions – to account for the debt service on bonds issued to help 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.

### 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.

*\*Some fiduciary funds are not described in the Budget Book, but are included in the Annual Comprehensive Financial Report.*





CITY OF DALY CITY  
FUNDS AND FUNCTIONAL UNITS

Fund #	Fund Name	City Attorney	City Clerk	City Manager	City Treasurer	Economic & Finance & Community				Library & Human Resources			Water & Wastewater					
						Development	Admin	Services	Fire	Recreation	Police	Public Works	Resources	Nondepartmental				
General Fund																		
01	General Fund	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Special Revenue																		
11	Housing Set-Aside					X												
12	Housing Finance Agency					X												
17	Gas Tax												X					
18	Community Block Grant					X												
19	Linda Vista Benefit Assessment					X												
20	AB 1600 Public Facility Fees							X			X	X	X	X	X			
23	Traffic Safety Fund										X							
25	Traffic Enforcement Fund										X							
26	Measure A											X						
27	Measure W												X					
28	Grants			X		X					X	X	X					
Capital Program Funds																		
31	Capital Projects								X		X	X	X					
33	Major Facility Improvements												X					
Enterprise Fund																		
41	Water Utility								X							X		
43	Civic Center												X					
45	Mussel Rock Transfer Station												X					
87	Sanitation District															X		
Internal Service Funds																		
03	Retirement Contributions																X	
51	Motor Vehicles													X				
52	Central Services								X									
53	PBX-Telephone System								X									
54	Building Maintenance													X				
55	Information Services								X									
58	Self Insurance	X											X					

The City of 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.

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## **DEPARTMENT BUDGETS**

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# **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 legal counsel to and attend meetings of the City Council, certain Council committees, the Planning Commission, Daly City Housing Finance Agency, North San Mateo County Sanitation District, and special City Department task forces.
- Provide advice or written opinions to any City officer, Department Director, 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 and lawsuits against the City.
- Respond to requests for public records and other documents within the time frame established by law.
- Assist City staff with the updates to internal City policies.
- Enforce City Code provisions and prosecute municipal code infractions.

## **SUPPORT FOR CITYWIDE PRIORITIES**

- Provide legal representation to the Mayor, City Council, City Manager, City Departments, City boards and commissions.
- Serve as general counsel for the Daly City Housing Development Finance Agency and the Public Facilities Finance Corporation, as well as serve in the capacity of District Counsel to the North San Mateo County Sanitation District.

## **ANNUAL BUDGET OUTCOMES**

- Continue to assist in the disposition and development of Former Redevelopment Agency parcels and draft and review all agreements and necessary implementation documents for the development of economically beneficial projects for the City.



## **ANNUAL BUDGET OUTCOMES (continued)**

- Continue to work with the Daly City Housing Finance Agency and City to implement affordable housing agreements and projects without impacting the City's General Fund.
- 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.
- Continue to review, negotiate, and draft development agreements to implement strategies for economic development.
- Continue to work closely with other participating departments involved in the interdepartmental Code Enforcement Task Force to address and swiftly resolve sensitive issues.
- Continue to work closely with City Departments to reduce litigation exposure through updating policies and overseeing legally required trainings.
- Develop and implement policies and procedures to comply with State Law regarding workplace safety, including COVID-19 protocols and OSHA requirements.
- Update and annually review the City's Safety Manual.
- Continue to review Agreements and Insurance documents for Capital Improvement Projects for the Water Division, the Sanitation District and the Public Works Division.

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

- The City Attorney's Office continues to focus on the following priorities: increased risk management claims and litigation; ongoing legal issues related to increased land use and development projects; and anticipated increase in Municipal Code changes and ordinance updates due to revisions in state law, and employment and labor related matters. The City Attorney's Office continues to operate the City's Risk Management Program, including reviewing Government Tort Claims and ensuring compliance with State and Federal regulations regarding employee training and safety measures. The City Attorney's Office has also taken the lead role in the Insurance Program, ensuring adequate coverage and competitive rates. The City Attorney's Office implemented a new document management system in order to assist in reducing paper and also to track public records act requests in a more efficient manner.



## PERFORMANCE MEASURES

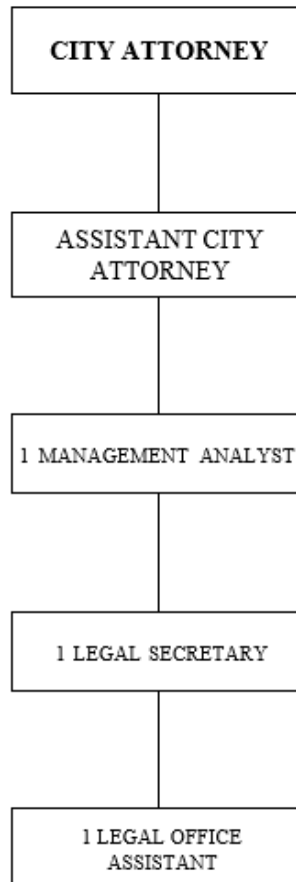
Measure	Actual 2021	Estimate 2022	Projected 2023
Percentage of litigation and code enforcement cases resolved prior to trial, number of cases resolved with City judgment.	97% cases resolved prior to litigation	95% cases resolved prior to litigation	95-98%
Percentage of interdepartmental personnel that utilize legal advice/opinion and are satisfied with the service they are provided.	98%	98%	100%







**CITY OF DALY CITY  
CITY ATTORNEY  
FISCAL YEAR 2023**



## FULL-TIME SALARIED POSITION LISTING

### CITY ATTORNEY

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>City Attorney 01-050-050</b>					
City Attorney	M502	1.00	1.00	1.00	1.00
Assistant City Attorney	M339	1.00	1.00	1.00	1.00
Management Analyst	U058	0.20	0.20	0.20	0.20
Legal Secretary	U045	1.00	1.00	1.00	1.00
Legal Office Assistant	U028	1.00	1.00	1.00	1.00
		4.20	4.20	4.20	4.20
<b>General Liability 58-038-425</b>					
Management Analyst	U058	0.80	0.80	0.80	0.80
		0.80	0.80	0.80	0.80
		5.00	5.00	5.00	5.00



**CITY OF DALY CITY**

**Annual Budget  
2022-23**

**CITY ATTORNEY**

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	55,493	3,393	-	-
<b>Rents and Interest</b>	108,613	83,832	25,000	20,000
<b>Charges and Fees</b>	2,043,308	2,106,045	2,170,161	3,307,014
<b>Miscellaneous Revenues</b>	273,917	106,220	98,442	178,432
<b>Total Revenues</b>	<b><u>\$2,481,330</u></b>	<b><u>\$2,299,489</u></b>	<b><u>\$2,293,603</u></b>	<b><u>\$3,505,445</u></b>
<b>Expenditures</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	1,158,879	1,290,261	1,454,427	1,457,037
<b>Services and Supplies</b>	381,099	360,647	473,664	495,200
<b>Other Charges</b>	1,471,951	1,007,043	2,158,319	3,192,115
<b>Fixed Charges</b>	95,464	98,328	101,277	129,770
<b>Operating Transfers Out</b>	116,317	119,498	123,082	45,581
<b>Total Expenditures</b>	<b><u>\$3,223,710</u></b>	<b><u>\$2,875,777</u></b>	<b><u>\$4,310,770</u></b>	<b><u>\$5,319,703</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: CITY ATTORNEY</b>	<b>050</b>
<b>2022-23</b>	<b>Program: CITY ATTORNEY</b>	<b>050</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	16	-	-	-
<b>Charges and Fees</b>	32,075	34,475	36,444	36,444
<b>Total Revenues</b>	<b><u>\$32,091</u></b>	<b><u>\$34,475</u></b>	<b><u>\$36,444</u></b>	<b><u>\$36,444</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	929,536	1,020,437	1,182,205	1,179,761
<b>Services and Supplies</b>	59,983	80,159	100,910	123,400
<b>Other Charges</b>	2,968	3,333	6,665	6,665
<b>Fixed Charges</b>	89,228	91,905	94,662	120,456
<b>Total Expenditures</b>	<b><u>\$1,081,715</u></b>	<b><u>\$1,195,833</u></b>	<b><u>\$1,384,441</u></b>	<b><u>\$1,430,282</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>SELF INSURANCE</b>	<b>58</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>CITY ATTORNEY</b>	<b>038</b>
<b>2022-23</b>	<b>Program:</b>	<b>GEN LIABILITY</b>	<b>425</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
From Other Agencies	-	2,557	-	-
Rents and Interest	108,613	83,832	25,000	20,000
Charges and Fees	2,011,233	2,071,570	2,133,717	3,270,570
Miscellaneous Revenues	273,917	106,220	98,442	178,432
<b>Total Revenues</b>	<b><u>\$2,393,763</u></b>	<b><u>\$2,264,179</u></b>	<b><u>\$2,257,159</u></b>	<b><u>\$3,469,002</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	78,144	143,317	172,222	157,276
Services and Supplies	319,805	277,675	368,500	369,000
Other Charges	1,468,983	1,003,710	2,151,654	3,185,450
Fixed Charges	6,236	6,423	6,616	9,314
Operating Transfers Out	116,317	119,498	123,082	45,581
<b>Total Expenditures</b>	<b><u>\$1,989,485</u></b>	<b><u>\$1,550,623</u></b>	<b><u>\$2,822,075</u></b>	<b><u>\$3,766,621</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>SELF INSURANCE</b>	<b>58</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>CITY ATTORNEY</b>	<b>038</b>
<b>2022-23</b>	<b>Program:</b>	<b>UNEMPLOYMENT</b>	<b>427</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
From Other Agencies	55,477	836	-	-
<b>Total Revenues</b>	<b><u>\$55,477</u></b>	<b><u>\$836</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	151,199	126,508	100,000	120,000
Services and Supplies	1,311	2,813	4,254	2,800
<b>Total Expenditures</b>	<b><u>\$152,511</u></b>	<b><u>\$129,320</u></b>	<b><u>\$104,254</u></b>	<b><u>\$122,800</u></b>





# CITY CLERK'S OFFICE

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## DEPARTMENT MISSION STATEMENT

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

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

## CORE SERVICES

- Maintains a complete and accurate record of City Council proceedings. Preserves, records, maintains, stores, and retrieves official City records. Conducts municipal elections.
- Provides prompt and high-quality service to the public. Ensures municipal records are readily accessible to all citizens and serves as a source of information to the public, other agencies, and City staff.

## SUPPORT FOR CITY-WIDE PRIORITIES

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

- Provides assistance with applications for exemption from utility user's tax.
- Provides a collection point for absentee ballots.
- Accepts U.S. Passport applications on behalf of the U.S. Department of State.
- Provides information to the public about civic meetings and activities.
- Provides support for the election process.
- Maintains an efficient records management system.
- Posts agendas and publishes legal notices and ordinances.
- Maintains and indexes official records.
- Conducts bid openings.
- Prepares Planning Item Notices and sends mailings to the public.
- Accepts Claims against the City and processes claim denials.





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

- Implements 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

## **ANNUAL BUDGET OUTCOMES**

- Provides 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 coordinate with the County Recorder/Assessor/Clerk & Chief Election Officer to conduct the City's general municipal election in FY 2023.

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

- In March 2020, Passport Acceptance Services were discontinued due to the COVID-19 pandemic and consequent nationwide shutdown. Passport services will resume once City Hall is reopened to the public.
- Plan and administer local election and coordinate with the County to conduct the City's general municipal election taking place in FY 2023.



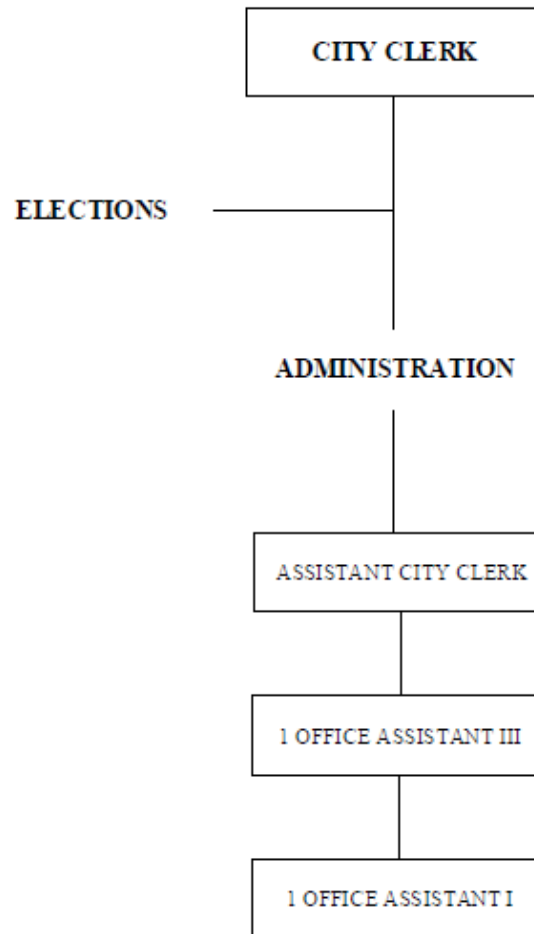
## PERFORMANCE MEASURES

<b>Measure</b>	<b>Actual 2021</b>	<b>Estimate 2022</b>	<b>Projected 2023</b>
Percentage of incoming calls and requests fielded and responded to	98%	98%	98%
Percentage of forms submitted in compliance with the Political Reform Act to the Fair Political Practices Commission (FPPC)	99%	100%	100%
Administer and ensure procedures for local elections and measures are completed and certified by County	100%	100%	100%
Percentage of City Council actions (ordinances, resolutions, minutes) that are properly executed, recorded, and archived	100%	100%	100%
Accept Passport Applications for the U.S. Department of State and process to send daily to National Passport Center(s)	COVID	COVID	COVID
Percentage of legal notices verified, posted, and published appropriately before a public hearing	100%	100%	100%





**CITY OF DALY CITY  
CITY CLERK  
FISCAL YEAR 2023**



## FULL-TIME SALARIED POSITION LISTING

### City Clerk

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>City Clerk 01-020-020</b>					
City Clerk	Q910	1.00	1.00	1.00	1.00
Assistant City Clerk	U047	1.00	1.00	1.00	1.00
Office Assistant III	Z030	-	1.00	1.00	1.00
Office Assistant II	Z125	1.00	-	-	-
Office Assistant I	Z016	1.00	1.00	1.00	1.00
		4.00	4.00	4.00	4.00



<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: CITY CLERK</b>	<b>020</b>
<b>2022-23</b>	<b>Program: CITY CLERK</b>	<b>020</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Charges and Fees</b>	39,485	6,148	75,025	56,030
<b>Miscellaneous Revenues</b>	65	-	25	25
<b>Total Revenues</b>	<b><u>\$39,550</u></b>	<b><u>\$6,148</u></b>	<b><u>\$75,050</u></b>	<b><u>\$56,055</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	491,914	534,122	573,286	561,173
<b>Services and Supplies</b>	5,445	135,191	8,100	138,300
<b>Other Charges</b>	468	565	5,915	5,810
<b>Fixed Charges</b>	87,386	90,007	92,708	115,725
<b>Total Expenditures</b>	<b><u>\$585,213</u></b>	<b><u>\$759,885</u></b>	<b><u>\$680,009</u></b>	<b><u>\$821,007</u></b>





# 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 five guiding principles for setting priorities:

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

## CORE SERVICES

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

## SUPPORT FOR 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:

- Community and Civic Support
  - Engage and educate the community to participate in civic affairs and provide input on public policy initiatives and community concerns.
  - Focus on COVID-19 Recovery and allocate appropriate resources to support the community.
- Government Operations
  - Continue to identify opportunities for greater cost effectiveness and efficiency in all City departments and through shared services with other local agencies.
- Economic Development and Revenue Enhancement to Ensure Long-Term Fiscal Sustainability
  - Promote a diverse economic base through directed larger business development.
  - Develop a citywide economic development strategy and plan to identify new opportunities for expanding the economic base.





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

- Public Safety
  - Ensure adequate public safety resources to reinforce a sense of community and personal safety.
- Land Use
  - Enhance the physical development of the community consistent with sound environmental and other land use policies.
- Affordable Housing
  - Continue to develop quality affordable housing at all income levels to combat rising home prices.
- Transportation and Traffic Improvements
  - Enhance the transportation network and reduce traffic congestion.
  - Expand the network of bike lanes and walking lanes for community health and recreation.
  - Enhance pedestrian-oriented improvements citywide.
- Infrastructure
  - Allocate additional resources to maintain quality infrastructure throughout the community.
- Leisure Services
  - Provide a variety of opportunities for community participation in recreation, library, cultural and other structured, as well as passive, leisure time activities.

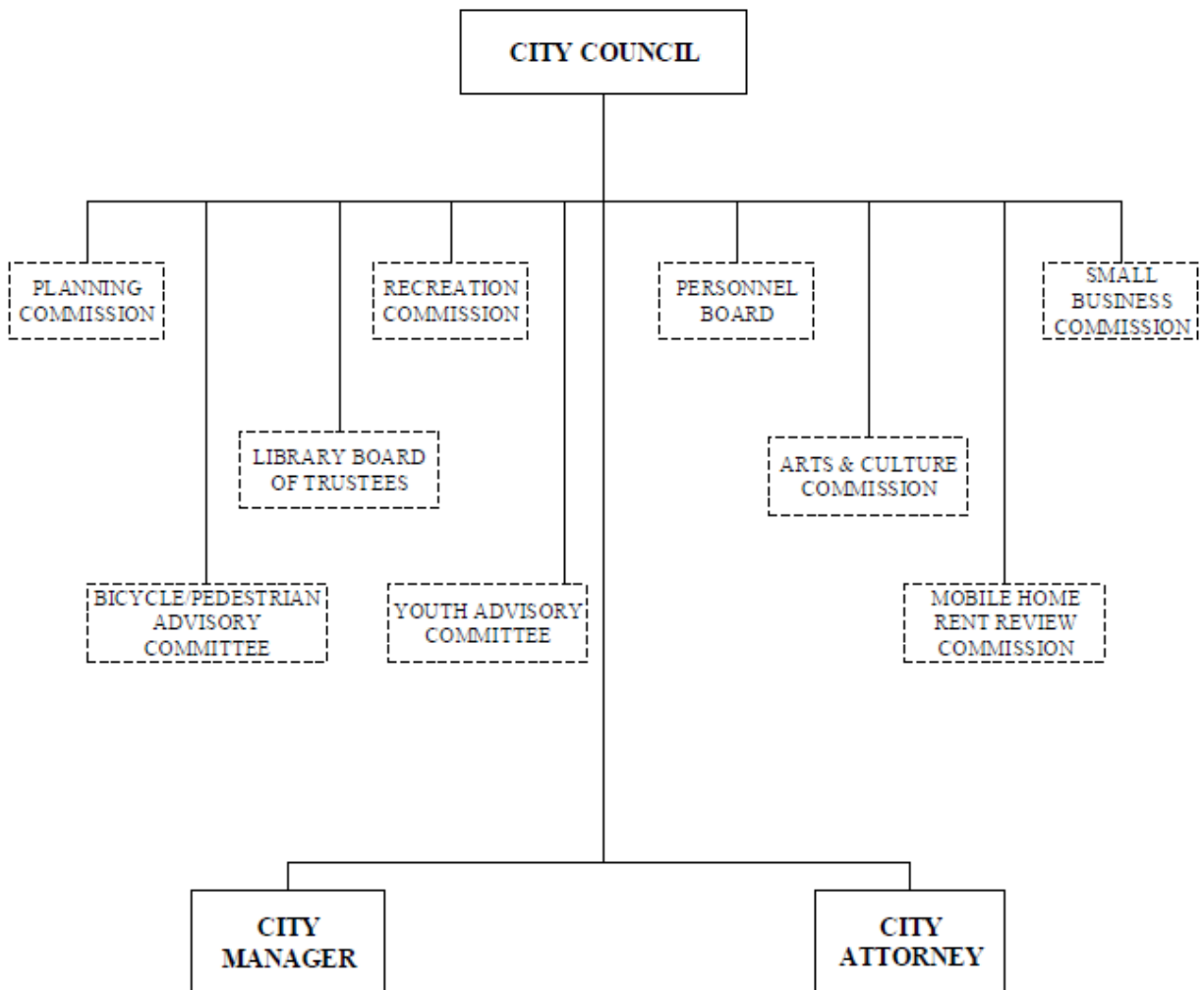
## **ANNUAL BUDGET OUTCOMES**

- Take legislative action and provide progressive policy direction to the City Manager and City Attorney to guide the City's ongoing growth and development, as well as to achieve fiscal sustainability.
- Confer with and support the City Manager in the implementation of Council policy decisions and work to enhance the City's long-term fiscal sustainability.
- Strive to ensure a balance between the services provided to the community and stewardship over the City's limited financial resources.
- Direct the City Manager to work collaboratively with other local agencies and City employee groups to identify opportunities for shared or consolidated services to provide greater efficiency and cost effectiveness of service delivery.





**CITY OF DALY CITY  
CITY COUNCIL  
FISCAL YEAR 2023**



----- ADVISORY BOARDS AND COMMISSIONS

## FULL-TIME SALARIED POSITION LISTING

### City Council

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>Legislative Body 01-001-019</b>					
Mayor	Q220	1.00	1.00	1.00	1.00
City Council	Q220	4.00	4.00	4.00	4.00
		5.00	5.00	5.00	5.00



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>CITY COUNCIL</b>	<b>001</b>
	<b>Program:</b>	<b>LEGISLATIVE BODY</b>	<b>019</b>
<b>Annual Budget 2022-23</b>			

<b>Expenditures</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
Salaries and Benefits	213,230	247,717	256,255	259,433
Services and Supplies	5,431	3,213	9,179	9,385
Other Charges	20,367	14,400	33,408	41,160
Fixed Charges	34,249	35,276	36,334	49,489
<b>Total Expenditures</b>	<b><u>\$273,276</u></b>	<b><u>\$300,606</u></b>	<b><u>\$335,177</u></b>	<b><u>\$359,467</u></b>





# **CITY MANAGER’S OFFICE**

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## **DEPARTMENT MISSION STATEMENT**

Provide strategic leadership to support the City Council in its policy-making responsibilities and guide the municipal organization to deliver high quality, efficient, and effective services and programs 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**

Provide 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.

### **Intergovernmental Relations**

Coordinate the interactions between the City and federal, state, and other local governments to review legislative actions and their impacts. Work with other entities to assess and discuss the benefits and impairments of all relevant intergovernmental issues.

### **Workforce Strengthening**

Offer training and development programs to improve and sustain employees. Support and foster staff in generating professional growth and opportunities as well as improve job satisfaction and retention.

### **Economic Development and Business Support**

Improve the quality of life through the strategic development of the City. Promote sustainable expansion and business development.



## **CORE SERVICES (continued)**

### **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.

### **Communications**

In addition to maintaining the City's website, [www.dalycity.org](http://www.dalycity.org), deliver a quarterly print newsletter and monthly electronic newsletter, as well as provide regular support to various social platforms, including Nextdoor, Facebook and Twitter.

### **Community Sustainability**

Enhance community resilience to climate change and foster greater environmental sustainability in both City operations and the community. Engage a diversity of citizens and businesses to further sustainability initiatives in the community. Manage the implementation of the City's Climate Action Plan.

## **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 support for organizational innovation to promote a creative, effective, and skilled 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.
- Address quality of service issues related to City franchise agreements and contracts.
- Support long-range strategic planning with the City Council and the community.

### **Encourage and Support Economic Development to Create Jobs, Expand the Community's Financial Base, and Improve the Quality of Life**

- Provide leadership and guidance to enhance Daly City's ability to attract and retain an optimum balance of business and residential development.
- Work collaboratively with community stakeholders to support and sustain a pro-active business environment.
- Aid in the expansion of community sustainability and climate action programs/services.





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

### **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.
- Sustain efforts to address long-term infrastructure and capital improvement needs.

## **ANNUAL BUDGET OUTCOMES**

- Maintain organizational accountability by increased public access through online information, television broadcast and video streaming of City Council meetings and other civic meetings, as well as printed materials such as the Daly News.
- Maintain quality emergency response services.
- Manage the implementation of the Community Wellness and Crisis Response Team (CWCRT) mental health clinician pilot program in collaboration with other participating cities, the County and other project partners.
- Implement a financial sustainability strategy to improve the long-term fiscal condition of the City.
- Administer Daly City's local minimum wage ordinance including annual noticing.
- Provide high-level support for the Daly City Age-Friendly Task Force and implementation of new programs and services as an official World Health Organization/AARP "Age-Friendly City".
- Expand emergency assistance programs to support pandemic recovery and provide case management services at the Community Services Center through an effective public/non-profit model with the Daly City Partnership to provide emergency housing assistance, food, and other supportive services to 9,500 individuals and 4,270 households in need.
- Manage the City Council-approved allocations of American Rescue Plan Act (ARPA) funding to community programs that support pandemic recovery and community resilience.
- Continue to implement the City's redesigned and modern website with new features that create greater access to programs, services, and information.
- Update the City's Climate Action Plan to continue to reduce greenhouse gas emissions. City sustainability efforts have been recognized with multiple awards since 2017 through the Institute for Local Government's Beacon Program, including the highest level honor of the Beacon Vanguard Award Silver Level (2020) for the following achievements: Platinum Level Award for 20% Community Greenhouse Gas Reductions, Gold Level Award for 18% Agency Greenhouse Gas Reductions, Silver Level Award for 6% Agency Energy Savings, Silver Level Award for 7% Agency Natural Gas Savings, and Gold Level Award in Sustainability Best Practices.



## **ANNUAL BUDGET OUTCOMES (continued)**

- Continue promoting Project Green Space, the recipient of the Helen Putnam Award for Excellence in Local Government, to expand and diversify the urban canopy and plant trees and rain gardens across the City through an impact volunteering model.
- Expand environmental sustainability programming throughout the City including Earth Day activities, supporting Peninsula Clean Energy, and creating an Environmental Purchasing Policy.
- Promote C.L.E.A.N. Daly City, continue implementation of the 4E's through education and engagement of residents and businesses including partnerships with community-based organizations, as well as the enforcement phase.
- Begin education and outreach to food facilities to transition to natural, plant-based disposable foodware and reusable foodware wherever practicable, in partnership with the County of San Mateo's Office of Sustainability.
- Provide continued education and outreach to residents and businesses about mandatory organic waste disposal reduction requirements per Senate Bill (SB) 1383, in partnership with Republic Services.
- Support the Arts & Culture Commission for successful Art Exhibits, Artist Receptions, and other citywide arts programs.
- Support the Small Business Commission to review and advise on small business recovery and assistance programs.

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

- Daly City Council unanimously adopted a Disposable Food Service Ware Ordinance to address plastic pollution by eliminating the unnecessary distribution and use of single-use plastics. Effective October 1, 2022, Daly City food facilities must transition to non-plastic alternatives—natural fiber-based products, such as paper, sugarcane, bamboo, and wood. Reusable alternatives shall be provided in place of disposable foodware, wherever practicable. Food facilities must also regulate the distribution of compliant disposable foodware accessories.

Effective January 1, 2022, Senate Bill (SB) 1383 requires that residents and businesses divert all organic waste (food, landscape trimmings, lumber, wood, manure, cardboard, paper products, and other plant and animal-based products) from the landfill.



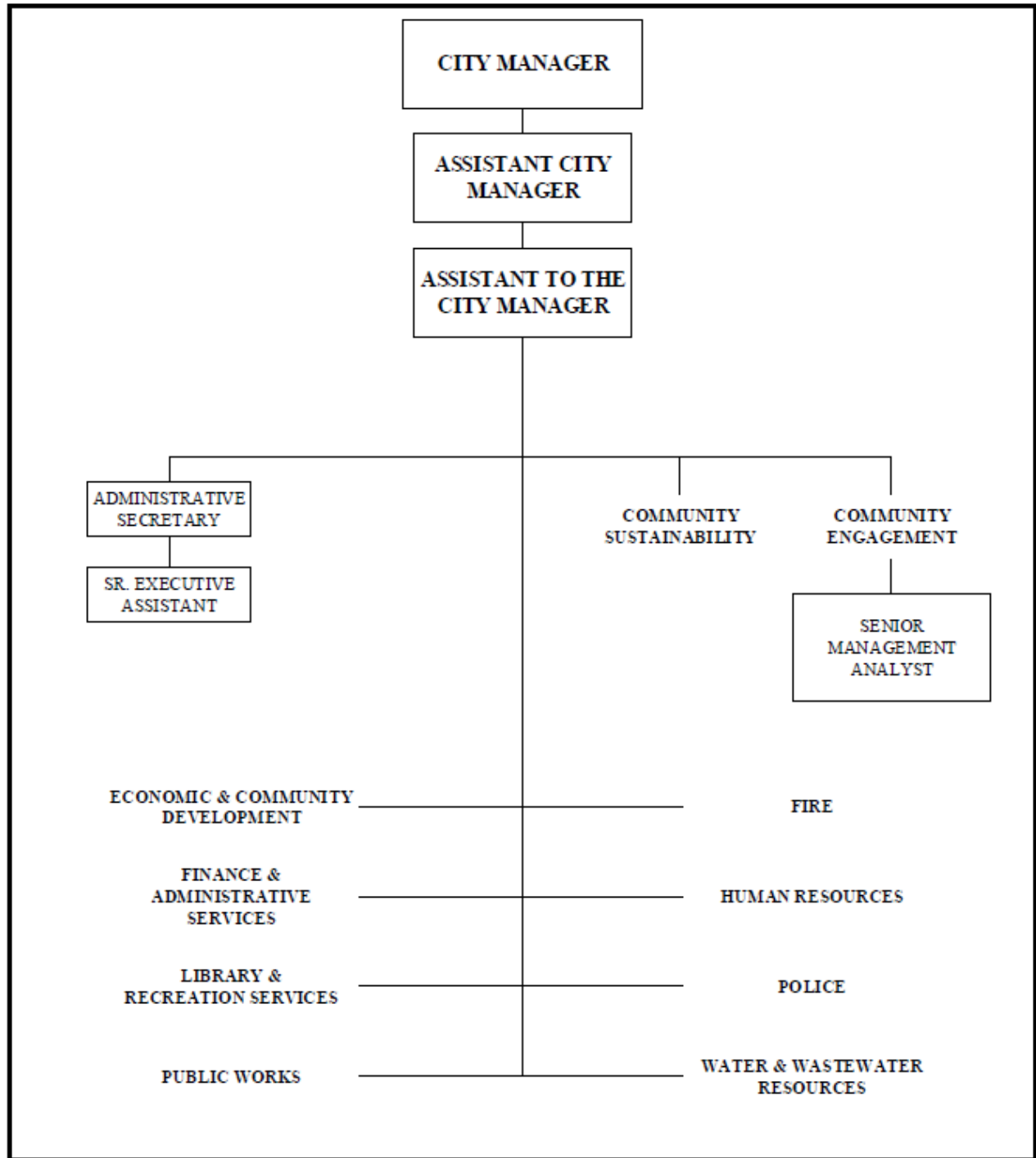
## PERFORMANCE MEASURES

Measure	Actual 2021	Estimate 2022	Projected 2023
Number of residents served by free, semiannual recycling events for e-waste, tires, and mattresses.	1,023	1,368	1,400
Number of residents served by Community Services Center related to expenditures.	9,498	9,500	9,500
% of departments operating within their adopted budget.	100%	100%	100%





**CITY OF DALY CITY  
CITY MANAGER  
FISCAL YEAR 2023**



## FULL-TIME SALARIED POSITION LISTING

### CITY MANAGER

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>City Manager 01-010-010</b>					
City Manager	M520	1.00	1.00	1.00	1.00
Assistant City Manager	M452	1.00	1.00	1.00	1.00
Assistant to the City Manager	U113	-	1.00	1.00	1.00
Senior Management Analyst	U074	1.00	1.00	1.00	1.00
Administrative Secretary	U049	1.00	1.00	1.00	1.00
Senior Executive Assistant	U035	1.00	1.00	1.00	1.00
Executive Assistant	U028	1.00	-	-	-
		6.00	6.00	6.00	6.00



<b>CITY OF DALY CITY</b>	<b>CITY MANAGER</b>			
<b>Annual Budget 2022-23</b>				

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	295,251	222,482	354,695	173,046
<b>Charges and Fees</b>	185,742	137,899	145,775	145,775
<b>Miscellaneous Revenues</b>	225,237	189,999	-	-
<b>Operating Transfers In</b>	423	-	-	-
<b>Total Revenues</b>	<b><u>\$706,654</u></b>	<b><u>\$550,380</u></b>	<b><u>\$500,470</u></b>	<b><u>\$318,821</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	1,125,736	1,316,609	1,768,632	1,803,944
<b>Services and Supplies</b>	483,694	522,643	717,478	499,743
<b>Other Charges</b>	85,391	103,393	121,001	124,957
<b>Fixed Charges</b>	154,309	158,938	163,706	224,515
<b>Capital Outlay</b>	29,185	46,135	-	-
<b>Operating Transfers Out</b>	103,630	46,439	35,254	-
<b>Total Expenditures</b>	<b><u>\$1,981,944</u></b>	<b><u>\$2,194,157</u></b>	<b><u>\$2,806,070</u></b>	<b><u>\$2,653,158</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>CITY MANAGER</b>	<b>010</b>
<b>2022-23</b>	<b>Program:</b>	<b>CITY MANAGER</b>	<b>010</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Charges and Fees	182,427	137,899	145,775	145,775
<b>Total Revenues</b>	<b><u>\$182,427</u></b>	<b><u>\$137,899</u></b>	<b><u>\$145,775</u></b>	<b><u>\$145,775</u></b>
Expenditures	2019-2020	2020-2021	2021-2022	2022-2023
	Actual	Actual	Adjusted	Approved
Salaries and Benefits	1,116,946	1,316,315	1,768,632	1,809,472
Services and Supplies	69,418	257,817	204,966	244,724
Other Charges	3,037	84,765	121,001	123,957
Fixed Charges	153,460	158,064	162,806	186,727
Operating Transfers Out	310	-	-	-
<b>Total Expenditures</b>	<b><u>\$1,343,171</u></b>	<b><u>\$1,816,960</u></b>	<b><u>\$2,257,404</u></b>	<b><u>\$2,364,879</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>CITY MANAGER</b>	<b>010</b>
<b>2022-23</b>	<b>Program:</b>	<b>SUSTAINABILITY</b>	<b>423</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	-	25,925	51,224	80,442
Other Charges	-	-	-	1,000
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$25,925</u></b>	<b><u>\$51,224</u></b>	<b><u>\$81,442</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>CITY MANAGER</b>	<b>011</b>
<b>Annual Budget 2022-23</b>	<b>Program:</b>	<b>COMM SVC CENTER</b>	<b>014</b>

	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>Revenues</b>				
<b>From Other Agencies</b>	263,810	190,454	349,695	173,046
<b>Total Revenues</b>	<b><u>\$263,810</u></b>	<b><u>\$190,454</u></b>	<b><u>\$349,695</u></b>	<b><u>\$173,046</u></b>
	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>Expenditures</b>				
<b>Services and Supplies</b>	183,858	191,410	408,228	174,577
<b>Fixed Charges</b>	848	874	900	32,260
<b>Total Expenditures</b>	<b><u>\$184,706</u></b>	<b><u>\$192,284</u></b>	<b><u>\$409,128</u></b>	<b><u>\$206,838</u></b>







# CITY TREASURER

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## DEPARTMENT MISSION STATEMENT

The Office of the City Treasurer is responsible for the management of cash and investments for 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 is responsible for investments made in compliance with State law and the City's Investment Policy, with the following objectives:

- **Safety** – at no risk, at any time, to the City, Successor Agency to the former City of Daly City Redevelopment Agency, Sanitation District, Public Facilities Financing Corporation, and any trust that the City holds fiduciary responsibility.
- **Liquidity** – availability of monies when needed.
- **Yield** – maximum interest earnings without sacrifice of the first two objectives.

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

## CORE SERVICES

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

## SUPPORT FOR CITY-WIDE PRIORITIES

- 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.

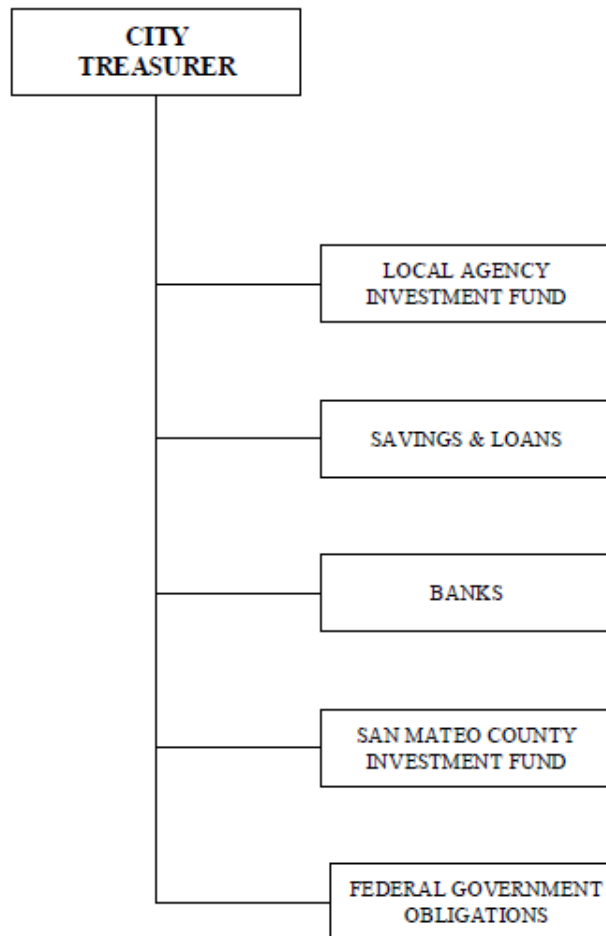
## ANNUAL BUDGET OUTCOMES

With a portfolio of over \$160 million, the City of Daly City has realized an average current yield of 7% for the past year.





**CITY OF DALY CITY  
CITY TREASURER  
FISCAL YEAR 2023**



## FULL-TIME SALARIED POSITION LISTING

### CITY TREASURER

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>City Treasurer 01-040-040</b>					
City Treasurer	Q900	0.15	0.15	0.15	0.15
		0.15	0.15	0.15	0.15



<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: CITY TREASURER</b>	<b>040</b>
<b>2022-23</b>	<b>Program: CITY TREASURER</b>	<b>040</b>

<b>Expenditures</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
Salaries and Benefits	36,191	40,381	42,069	42,897
Services and Supplies	96	558	250	350
Other Charges	2,720	589	5,500	5,205
Fixed Charges	7,828	8,064	8,305	9,279
<b>Total Expenditures</b>	<b><u>\$46,836</u></b>	<b><u>\$49,592</u></b>	<b><u>\$56,124</u></b>	<b><u>\$57,731</u></b>





# **ECONOMIC AND COMMUNITY DEVELOPMENT**

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## **DEPARTMENT MISSION STATEMENT**

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

## **CORE SERVICES**

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

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

### **Economic Development**

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

### **Housing & Community Development**

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

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

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

- Update the City's website to provide information to small and micro-enterprise businesses.



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

- Promote public/private partnerships for priority development sites by aggressively marketing the properties.
- Implement economic development strategies that create jobs, expand the community's financial base, provide affordable housing, and improve the quality of community life.
- Support appropriately planned upgrades and expansions of Daly City shopping centers and commercial operations.

### **Civic Engagement**

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

### **Government Operations**

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

### **Community/Civic Support**

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





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

### **Transportation / Traffic**

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

### **Land Use**

- Implement the Daly City General Plan, which includes specific implementation actions such as revising Zoning Ordinance sections, as specified in General Plan land use and housing elements.
- Implement the General Plan Housing Element, in compliance with the State housing element law.
- Continue to implement existing specific plans, the Zoning Ordinance and the Municipal Code through the building permit, code enforcement, and planning entitlement review processes.
- Implement the requirements of the C.3 Stormwater Municipal Regional Permit.
- Participate in regional planning efforts that assist in developing regulations in response to State mandates and programs such as the Bay Area Sustainable Communities Strategy, Bay Area Stormwater Management Agencies Association, Bay Area Water Supply and Conservation Agency, and the San Mateo Countywide Water Pollution Prevention Program.

## **ANNUAL BUDGET OUTCOMES**

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

- Improve customer service through enhanced permit and application submittal and processing programs; and emphasis on prompt and accurate responses to public requests for information.
- A turnaround time of ten working days for initially submitted building permit plans, five working days for resubmitted plans, and next-day response on construction inspection requests.
- Web page development by providing information regarding the public services that we provide utilizing the new Content Management Software.
- A report on the effectiveness of the Construction and Demolition (C&D) Recycling Program in diverting waste from landfill to comply with State law.
- Fee updates to better reflect City staffing cost recovery opportunities for Planning, Building, and Code Enforcement project work.
- Implementation of streamlined stormwater treatment plan check process.
- In collaboration with the City Traffic Engineer and in compliance with CEQA Guidelines, develop criteria for traffic study preparation to increase certainty as to when traffic studies are required, what the traffic study scope shall be, and what traffic methodologies shall be employed to evaluate traffic impacts.
- In collaboration with the Public Works and Finance Departments, continue work to update the City's AB1600 fee program.



## **ANNUAL BUDGET OUTCOMES (continued)**

- In collaboration with the Public Works and Finance Departments, identify lot merger incentives to include in the Zoning Ordinance that would encourage private parcel assemblage.
- New strategies for analyzing traffic impacts developed in collaboration with the Public Works Department, including implementation of General Plan update to traffic goals and policies.
- Revisions to the Zoning Ordinance, in compliance with General Plan land use and housing elements.
- Assistance in the establishment of a Capital Improvement Program for major planned public infrastructure upgrades and new construction.
- Implement and enforce regulations regarding short-term rentals throughout the City's residential zoning districts.
- Fully implement an amnesty program for previously unpermitted front yard paving and implement a permitting program for new front yard paving.

### **Economic Development**

- Provide 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.
- Negotiate and manage the disposition of former Redevelopment properties.
- 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.
- Continue coordination with the Small Business Commission to improve the small business environment in the City.

### **Housing & Community Development**

- The creation of additional rental and ownership housing for low and moderate-income households through partnerships with non-profit housing development organizations and the implementation of the City's Inclusionary Housing Ordinance.
- CDBG funding for the development of educational materials to increase community outreach and investigation of housing discrimination cases via non-profit organizations in support of fair housing practices.
- Funding, assistance, and monitoring of CDBG sub-recipients who provide a variety of public services to low-income Daly City residents in the areas of food, shelter, legal services, health care, childcare, 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.



### **ANNUAL BUDGET OUTCOMES (continued)**

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



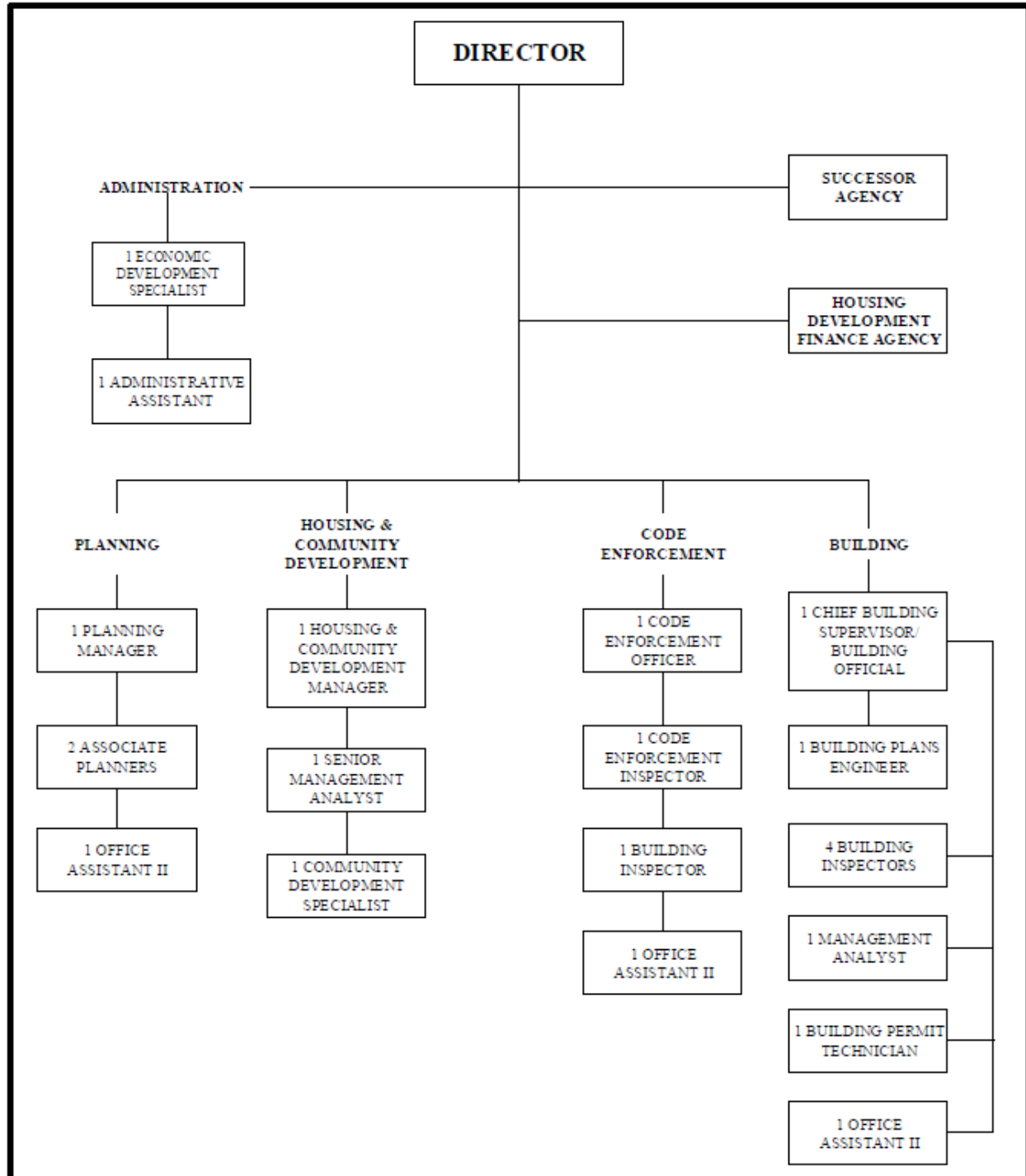
## PERFORMANCE MEASURES

Measure	Actual 2021	Estimate 2022	Projected 2023
Average wait of customers at Building Counter	N/A (counter closed due to Covid)	N/A (counter closed due to Covid)	7 minutes
% of Inspections done within 1 day of request	97%	97%	99%
% of Initial Plan Review within 10 to 15 Working Days	86%	88%	90%
% of Re-Submitted Plan Review within 5 to 10 Working Days	85%	87%	90%





**CITY OF DALY CITY**  
**DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT**  
**FISCAL YEAR 2023**



## FULL-TIME SALARIED POSITION LISTING

### ECONOMIC & COMMUNITY DEVELOPMENT

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>ECD Admin 01-300-300</b>					
Director of ECD	M440	0.55	0.55	0.55	0.55
Economic Development Specialist	U065	-	1.00	1.00	1.00
Administrative Assistant I	U040	0.75	0.75	0.75	1.00
		1.30	2.30	2.30	2.55
<b>Building 01-300-340</b>					
Director of ECD	M440	0.10	0.10	0.10	0.10
Chief Building Supervisor / Building Official	U100	1.00	1.00	1.00	1.00
Building Plans Engineer	U082	1.00	1.00	1.00	1.00
Management Analyst	U058	1.00	1.00	1.00	1.00
Building Inspector	X152	4.00	4.00	4.00	4.00
Building Permit Technician	X037	1.00	1.00	1.00	1.00
Office Assistant II	Z125	1.00	1.00	1.00	1.00
		9.10	9.10	9.10	9.10
<b>Code Enforcement 01-300-341</b>					
Director of ECD	M440	0.10	0.10	0.10	0.10
Code Enforcement Officer	U061	1.00	1.00	1.00	1.00
Building Inspector	X152	1.00	1.00	1.00	1.00
Code Enforcement Inspector	U042	1.00	1.00	1.00	1.00
Office Assistant II	Z125	1.00	1.00	1.00	1.00
		4.10	4.10	4.10	4.10
<b>Planning 01-301-302</b>					
Director of ECD	M440	0.25	0.25	0.25	0.25
Planning Manager	U105	1.00	1.00	1.00	1.00
Associate Planner	E066	2.00	2.00	2.00	2.00
Office Assistant II	Z125	1.00	1.00	1.00	1.00
		4.25	4.25	4.25	4.25
<b>Housing Agency 12-996-416</b>					
Housing & Comm Develop Manager	U092	0.20	0.05	0.05	0.05
Senior Mangement Analyst	E066	0.51	0.35	0.35	0.35
Administrative Assistant I	U040	0.25	0.25	0.25	-
		0.96	0.65	0.65	0.40
<b>Residential Rehab 18-305-303</b>					
Housing & Comm Develop Supervisor	U092	0.24	0.20	0.20	0.20
Community Development Specialist I	E047	1.00	0.80	0.80	0.80
		1.24	1.00	1.00	1.00
<b>Block Grant 18-305-305</b>					
Housing & Comm Develop Supervisor	U092	0.51	0.40	0.40	0.40
Housing Coordinator	E066	0.39	0.35	0.35	0.35
Community Development Specialist I	E047	-	0.10	0.10	0.10
		0.90	0.85	0.85	0.85
<b>Block Grant - CV 18-305-379</b>					
Housing & Comm Develop Supervisor	U092	-	0.20	0.20	0.20
Housing Coordinator	E066	-	0.15	0.15	0.15
Community Development Specialist I	E047	-	0.10	0.10	0.10
		-	0.45	0.45	0.45
<b>Home Program 28-305-345</b>					
Housing & Comm Develop Supervisor	U092	0.05	0.15	0.15	0.15
Housing Coordinator	E066	0.10	0.15	0.15	0.15
		0.15	0.30	0.30	0.30
		22.00	23.00	23.00	23.00



**CITY OF DALY CITY**

**Annual Budget  
2022-23**

**ECONOMIC & COMM. DEV.**

<b>Revenues</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Requested</b>
<b>Taxes</b>	1,093,898	1,142,502	-	-
<b>Licenses and Permits</b>	2,638,355	2,717,779	2,094,162	2,551,683
<b>From Other Agencies</b>	-	-	1,930,000	-
<b>Rents and Interest</b>	245,531	92,725	115,140	95,240
<b>Charges and Fees</b>	1,746,575	1,117,353	731,966	4,476,326
<b>Miscellaneous Revenues</b>	338,611	237,349	171,350	166,000
<b>Operating Transfers In</b>	218,780	228,500	237,553	247,126
<b>Total Revenues</b>	<b><u>\$6,281,749</u></b>	<b><u>\$5,536,208</u></b>	<b><u>\$5,280,171</u></b>	<b><u>\$7,536,375</u></b>
<b>Expenditures</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Requested</b>
<b>Salaries and Benefits</b>	3,306,046	3,060,516	4,047,240	4,628,089
<b>Services and Supplies</b>	316,932	555,147	1,939,396	947,176
<b>Other Charges</b>	52,922	44,010	4,373,731	73,225
<b>Fixed Charges</b>	569,336	586,469	604,009	645,123
<b>Operating Transfers Out</b>	1,547	-	-	-
<b>Total Expenditures</b>	<b><u>\$4,246,783</u></b>	<b><u>\$4,246,142</u></b>	<b><u>\$10,964,376</u></b>	<b><u>\$6,293,613</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: ECONOMIC &amp; COMM. DEV.</b>	<b>300</b>
<b>2022-23</b>	<b>Program: ECD ADMIN</b>	<b>300</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	-	-	930,000	-
<b>Rents and Interest</b>	240	240	240	240
<b>Charges and Fees</b>	43,333	43,333	43,333	-
<b>Total Revenues</b>	<b><u>\$43,573</u></b>	<b><u>\$43,573</u></b>	<b><u>\$973,573</u></b>	<b><u>\$240</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	400,737	475,504	519,135	533,841
<b>Services and Supplies</b>	5,494	34,646	873,726	43,726
<b>Other Charges</b>	115	225	103,600	3,600
<b>Fixed Charges</b>	75,780	78,053	80,395	142,957
<b>Operating Transfers Out</b>	1,547	-	-	-
<b>Total Expenditures</b>	<b><u>\$483,673</u></b>	<b><u>\$588,428</u></b>	<b><u>\$1,576,856</u></b>	<b><u>\$724,125</u></b>





<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>ECONOMIC &amp; COMM. DEV.</b>	<b>300</b>
<b>2022-23</b>	<b>Program:</b>	<b>BUILDING</b>	<b>340</b>

	2019-2020	2020-2021	2021-2022	2022-2023
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Licenses and Permits	2,036,149	2,204,291	1,713,016	2,050,183
Charges and Fees	68,601	86,200	65,200	78,191
Miscellaneous Revenues	316,124	194,038	150,000	150,000
<b>Total Revenues</b>	<b><u>\$2,420,874</u></b>	<b><u>\$2,484,529</u></b>	<b><u>\$1,928,216</u></b>	<b><u>\$2,278,374</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	1,372,696	1,014,554	1,783,772	1,950,202
Services and Supplies	208,051	290,739	259,376	204,370
Other Charges	12,401	5,462	11,374	11,681
Fixed Charges	296,009	304,889	314,036	276,780
<b>Total Expenditures</b>	<b><u>\$1,889,157</u></b>	<b><u>\$1,615,644</u></b>	<b><u>\$2,368,558</u></b>	<b><u>\$2,443,033</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>ECONOMIC &amp; COMM. DEV.</b>	<b>300</b>
<b>2022-23</b>	<b>Program:</b>	<b>CODE ENFORCEMENT</b>	<b>341</b>

	2019-2020	2020-2021	2021-2022	2022-2023
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Licenses and Permits	289,073	275,628	200,000	226,500
Charges and Fees	-	-	23,000	-
Miscellaneous Revenues	-	39,211	-	-
<b>Total Revenues</b>	<b><u>\$289,073</u></b>	<b><u>\$314,839</u></b>	<b><u>\$223,000</u></b>	<b><u>\$226,500</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	616,582	646,622	718,550	536,060
Services and Supplies	13,963	15,889	125,800	30,130
Other Charges	1,715	2,445	9,423	8,851
Fixed Charges	55,870	57,599	59,272	75,617
<b>Total Expenditures</b>	<b><u>\$688,130</u></b>	<b><u>\$722,555</u></b>	<b><u>\$913,045</u></b>	<b><u>\$650,658</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>ECONOMIC &amp; COMM. DEV.</b>	<b>300</b>
<b>2022-23</b>	<b>Program:</b>	<b>RDA SUCCESSOR AG</b>	<b>403</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	3,438	3,541	7,000	3,750
<b>Total Expenditures</b>	<b><u>\$3,438</u></b>	<b><u>\$3,541</u></b>	<b><u>\$7,000</u></b>	<b><u>\$3,750</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>ECONOMIC &amp; COMM. DEV.</b>	<b>301</b>
<b>2022-23</b>	<b>Program:</b>	<b>PLANNING</b>	<b>302</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Licenses and Permits	313,133	237,861	181,146	275,000
Charges and Fees	633,129	967,756	600,433	925,050
<b>Total Revenues</b>	<b><u>\$946,262</u></b>	<b><u>\$1,205,617</u></b>	<b><u>\$781,579</u></b>	<b><u>\$1,200,050</u></b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	751,192	810,319	912,418	909,315
Services and Supplies	16,161	84,441	379,921	578,000
Other Charges	5,427	2,614	12,334	12,093
Fixed Charges	139,429	143,612	147,920	149,768
<b>Total Expenditures</b>	<b><u>\$912,209</u></b>	<b><u>\$1,040,986</u></b>	<b><u>\$1,452,593</u></b>	<b><u>\$1,649,176</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>HOUSING SET-ASIDE</b>	<b>11</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>ECONOMIC &amp; COMM. DEV.</b>	<b>996</b>
<b>2022-23</b>	<b>Program:</b>	<b>20% HOUSING SET</b>	<b>416</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Rents and Interest	6,420	3,311	5,000	5,000
Miscellaneous Revenues	19,461	-	16,000	16,000
Operating Transfers In	218,780	228,500	237,553	247,126
<b>Total Revenues</b>	<b><u>\$244,661</u></b>	<b><u>\$231,811</u></b>	<b><u>\$258,553</u></b>	<b><u>\$268,126</u></b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	164,865	113,518	113,365	698,671
Services and Supplies	55,897	107,700	245,873	30,000
<b>Total Expenditures</b>	<b><u>\$220,763</u></b>	<b><u>\$221,217</u></b>	<b><u>\$359,238</u></b>	<b><u>\$728,671</u></b>

\* Previously in Fund 12 (Housing Finance Agency), moved to Fund 11 (Housing Set-Aside) in FY2022

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>HOUSING FINANCE AGENCY</b>	<b>12</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>ECONOMIC &amp; COMM. DEV.</b>	<b>996</b>
<b>2022-23</b>	<b>Program:</b>	<b>HOUSING AGENCY</b>	<b>410</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Charges and Fees	1,001,511	20,064	-	3,473,085
<b>Total Revenues</b>	<b><u>\$1,001,511</u></b>	<b><u>\$20,064</u></b>	<b><u>\$0</u></b>	<b><u>\$3,473,085</u></b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Other Charges	33,264	33,264	4,237,000	37,000
<b>Total Expenditures</b>	<b><u>\$33,238</u></b>	<b><u>\$33,264</u></b>	<b><u>\$4,237,000</u></b>	<b><u>\$37,000</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>HOUSING FINANCE AGENCY</b>	<b>12</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>ECONOMIC &amp; COMM. DEV.</b>	<b>996</b>
<b>2022-23</b>	<b>Program:</b>	<b>HOUSING AGENCY</b>	<b>414</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Rents and Interest	72,696	49,549	70,000	50,000
Miscellaneous Revenues	3,025	4,100	5,350	-
<b>Total Revenues</b>	<b><u>\$75,721</u></b>	<b><u>\$53,649</u></b>	<b><u>\$75,350</u></b>	<b><u>\$50,000</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	741	4,143	37,500	37,500
<b>Total Expenditures</b>	<b><u>\$741</u></b>	<b><u>\$4,143</u></b>	<b><u>\$37,500</u></b>	<b><u>\$37,500</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>BAYSHORE RDA ADMIN</b>	<b>96</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>ECONOMIC &amp; COMM. DEV.</b>	<b>400</b>
<b>2022-23</b>	<b>Program:</b>	<b>260 ABBOT</b>	<b>409</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Rents and Interest	47,375	39,900	39,900	40,000
<b>Total Revenues</b>	<b><u>\$47,375</u></b>	<b><u>\$39,900</u></b>	<b><u>\$39,900</u></b>	<b><u>\$40,000</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	13,187	14,049	10,200	19,700
<b>Total Expenditures</b>	<b><u>\$13,187</u></b>	<b><u>\$14,049</u></b>	<b><u>\$10,200</u></b>	<b><u>\$19,700</u></b>





# **FINANCE AND ADMINISTRATIVE SERVICES**

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## **DEPARTMENT MISSION STATEMENT**

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

## **CORE SERVICES**

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

### **Accounting**

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

### **Administrative**

- Provides analytical, budgetary, financial and strategic support services to the department and other City departments.
- Oversees budget preparation and review for the City.

### **Central Services**

- Provides mail/messenger services, providing for pick-up and delivery of interoffice and U.S. Mail, and facilitates collection for over 500 Parking Meters.

### **Information Services**

- Manages and supports 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 Daly City employees.
- Supports approximately 600 PC workstations/laptops, 100 printers/copiers, 120 servers, and specialized software applications for all City departments.

### **Payroll**

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



## **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/Accounting/Administrative**

- 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 ensure that the City's fiscal sustainability policies are followed.
- Providing guidance and leadership to the department's many functional areas to leverage technology, people, and resources to expand the efficiency and effectiveness of all City departments.

### **Central Services**

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

### **Information Services**

- 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**

- Performing accurate and timely reading and billing of utility services.
- Where financially practical, employing the latest meter reading technologies and practices.
- Exploring new and more efficient ways to make bill paying easier for Daly City residents by using the latest technology.
- Developing environmental options that will result in a more paperless billing process.
- Promoting regular use of bulletin board space on water and garbage bills to enhance public awareness of community events and information.



## **ANNUAL BUDGET OUTCOMES**

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

- Accounting and Administrative Divisions will prepare the Annual Comprehensive Financial Report (ACFR) and Operating Budget, which meet the Government Finance Officers Association (GFOA) standards for excellence, will continue to review City fees and charges and will provide fair and consistent enforcement of the City's business license ordinance.
- Accounting will ensure that purchase requisitions are processed in three days, will continue to streamline workflow for purchase requisitions and the 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 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%, and keeping customer support appointments on time 99% of the time.
- Utility Billing will strive to issue bills within 7 days of meter reading, will honor utility customer contact calls at scheduled times, and will maintain a 58-to-62-day sewer billing period.

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

- Due to COVID-19, the cashier and business license counters were closed to the public for in person transactions beginning in March 2020. The City continues to assess the conditions of the pandemic along with local and state ordinances to safely re-open for in-person transactions.





## PERFORMANCE MEASURES

### Accounting/Budget Office Performance Measures

Measure	Actual 2021	Estimate 2022	Projected 2023
Annual Comprehensive Financial Report published within six months after the fiscal year-end closing on June 30th	No due to COVID	Yes	Yes
Operating Budget published within 90 days after the budget was adopted by the City Council	No due to COVID	Yes	Yes
Percentage of purchase requisitions processed in three days	99%	99%	99%

### Central Services Performance Measures

Measure	Actual 2021	Estimate 2022	Projected 2023
Percentage of U.S. Mail processed on the same day as received	99%	99%	99%

### Information Services Performance Measures

Measure	Actual 2021	Estimate 2022	Projected 2023
Reliability of Network Uptime	99%	99%	99%
Customer Support Response Time	< 1.5 hours	< 2.0 hours	< 2.0 hours
Number of PC Workstations Replaced	59	80	150

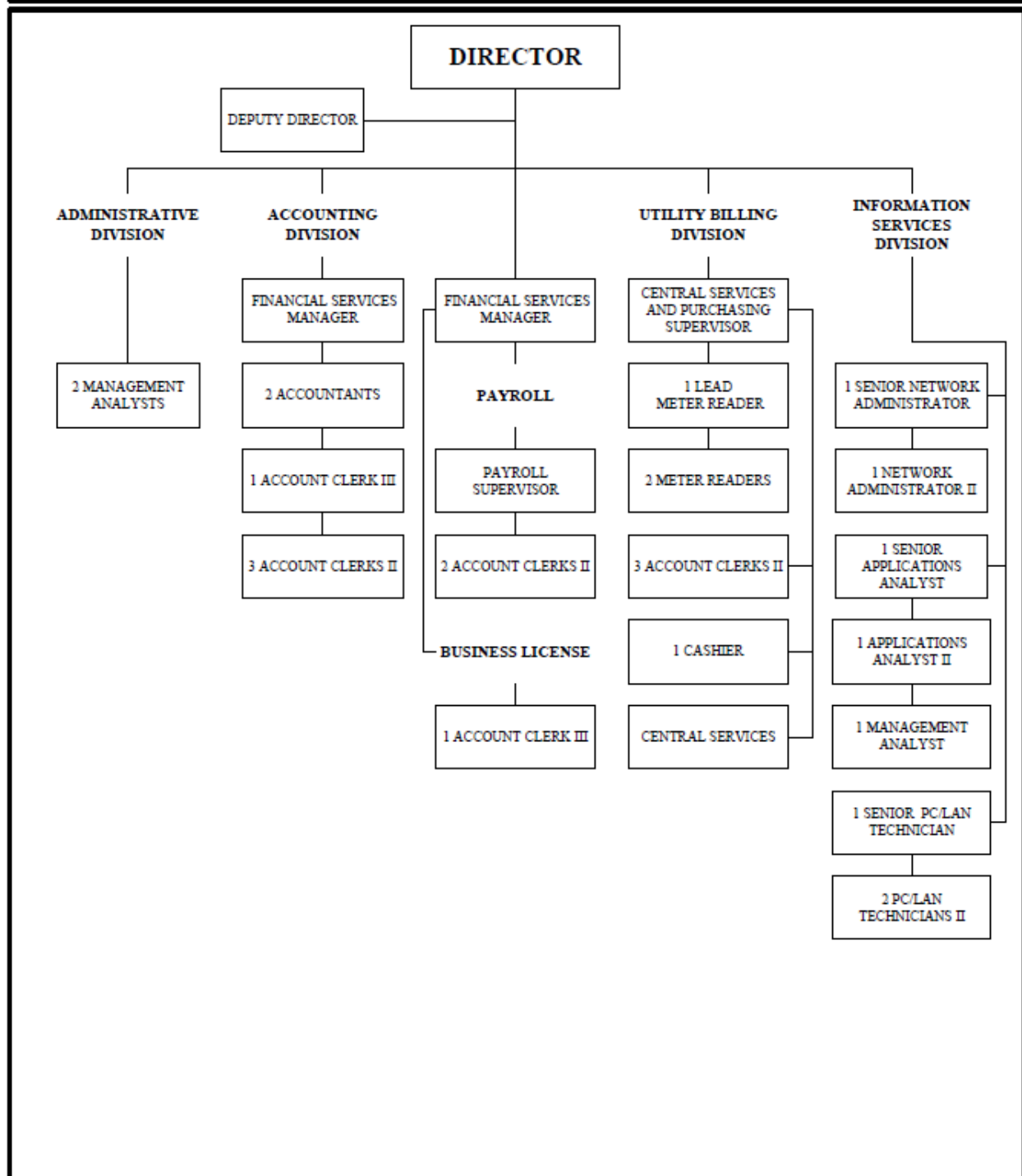
### Utility Billing Performance Measures

Measure	Actual 2021	Estimate 2022	Projected 2023
Percentage of billing done within 7 days of meter reading	99%	99%	99%
Percentage of customer phone calls returned within 24 hours	99%	99%	99%
Percentage of customer field inquiries responded to within 48 hours	99%	99%	99%





**CITY OF DALY CITY**  
**FINANCE & ADMINISTRATIVE SERVICES**  
**FISCAL YEAR 2023**



## FULL-TIME SALARIED POSITION LISTING

### FINANCE & ADMINISTRATIVE SERVICES

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>Finance Administration 01-030-030</b>					
Director of Finance & Admin Services	M442	1.00	1.00	1.00	1.00
Deputy Dir of Finance & Admin Services	M311	0.60	0.60	0.60	0.60
Financial Services Manager	U086	0.85	0.85	0.85	1.85
Accountant	U065	2.00	2.00	2.00	2.00
Payroll Supervisor	U060	1.00	1.00	1.00	1.00
Management Analyst	U058	2.00	2.00	2.00	2.00
Account Clerk III	Z033	2.00	2.00	2.00	2.00
Account Clerk II	Z031	5.00	5.00	5.00	5.00
		14.45	14.45	14.45	15.45
<b>Information Services 55-035-455</b>					
Deputy Director of Finance & Administrative Services	M311	0.40	0.40	0.40	0.40
Senior Network Administrator	U094	1.00	1.00	1.00	1.00
Network Administrator II	U087	2.00	2.00	2.00	1.00
Senior Applications Analyst	U082	1.00	1.00	1.00	1.00
Applications Analyst II	U076	1.00	1.00	1.00	1.00
Management Analyst	U058	1.00	1.00	1.00	1.00
Senior PC/LAN Technician	U057	1.00	1.00	1.00	1.00
PC/LAN Technician II	U053	2.00	2.00	2.00	2.00
		9.40	9.40	9.40	8.40
<b>Utility Billing 41-034-034</b>					
Central Service & Purchasing Supervisor	U060	-	-	1.00	1.00
Utility Billing Supervisor	U053	1.00	1.00	-	-
Lead Meter Reader	X037	1.00	1.00	1.00	1.00
Meter Reader	X027	2.00	2.00	2.00	2.00
Account Clerk II	Z031	3.00	3.00	3.00	3.00
Cashier	Z031	1.00	1.00	1.00	1.00
		8.00	8.00	8.00	8.00
		31.85	31.85	31.85	31.85



**CITY OF DALY CITY**

Annual Budget  
2022-23

**FINANCE & ADMIN. SERVICES**

	2019-2020	2020-2021	2021-2022	2022-2023
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Requested</b>
<b>From Other Agencies</b>	-	49,673	-	-
<b>Rents and Interest</b>	182,048	(17,415)	45,760	56,898
<b>Charges and Fees</b>	3,872,164	3,938,537	4,095,303	4,354,795
<b>Miscellaneous Revenues</b>	33,378	34,275	20,500	20,650
<b>Operating Transfers In</b>	392,605	222,039	685,721	614,535
<b>Total Revenues</b>	<b><u>\$4,480,195</u></b>	<b><u>\$4,227,109</u></b>	<b><u>\$4,847,285</u></b>	<b><u>\$5,046,877</u></b>
<b>Expenditures</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Salaries and Benefits</b>	4,545,570	4,944,616	6,218,687	6,351,308
<b>Services and Supplies</b>	1,330,266	2,083,734	2,144,024	1,630,976
<b>Other Charges</b>	55,610	14,109	121,228	120,070
<b>Fixed Charges</b>	857,546	879,554	905,941	877,348
<b>Program Costs</b>	406	-	-	-
<b>Depreciation</b>	43,100	46,590	43,825	691
<b>Capital Outlay</b>	436,573	120,743	1,686,090	1,308,500
<b>Operating Transfers Out</b>	619,102	666,963	656,294	435,232
<b>Total Expenditures</b>	<b><u>\$7,888,174</u></b>	<b><u>\$8,756,310</u></b>	<b><u>\$11,776,087</u></b>	<b><u>\$10,724,125</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: FINANCE &amp; ADMIN. SERVIC</b>	<b>030</b>
<b>2022-23</b>	<b>Program: FINANCE ADMIN</b>	<b>030</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Charges and Fees</b>	17,850	17,734	17,800	17,720
<b>Miscellaneous Revenues</b>	-	10,468	-	-
<b>Operating Transfers In</b>	130,090	115,354	114,580	-
<b>Total Revenues</b>	<b><u>\$147,940</u></b>	<b><u>\$143,555</u></b>	<b><u>\$132,380</u></b>	<b><u>\$17,720</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	2,119,708	2,311,772	2,836,440	3,196,844
<b>Services and Supplies</b>	236,146	375,162	285,652	270,255
<b>Other Charges</b>	15,666	9,696	21,255	15,450
<b>Fixed Charges</b>	308,192	314,199	323,624	492,593
<b>Program Costs</b>	406	-	-	-
<b>Total Expenditures</b>	<b><u>\$2,680,118</u></b>	<b><u>\$3,010,829</u></b>	<b><u>\$3,466,972</u></b>	<b><u>\$3,975,141</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>WATER UTILITY</b>	<b>41</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>FINANCE &amp; ADMIN. SERVIC</b>	<b>034</b>
<b>2022-23</b>	<b>Program:</b>	<b>UTILITY BILLING</b>	<b>034</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	-	89	-	-
<b>Charges and Fees</b>	182,370	134,265	169,560	61,600
<b>Miscellaneous Revenues</b>	33,228	23,657	20,500	20,500
<b>Operating Transfers In</b>	-	-	-	114,580
<b>Total Revenues</b>	<b><u>\$215,597</u></b>	<b><u>\$158,011</u></b>	<b><u>\$190,060</u></b>	<b><u>\$196,680</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	1,084,778	1,126,166	1,331,098	1,235,831
<b>Services and Supplies</b>	222,011	141,598	250,327	244,366
<b>Other Charges</b>	36,607	-	91,000	91,000
<b>Fixed Charges</b>	441,728	454,501	468,136	257,559
<b>Capital Outlay</b>	-	987	2,354	-
<b>Operating Transfers Out</b>	274,049	281,343	289,783	106,708
<b>Total Expenditures</b>	<b><u>\$2,059,173</u></b>	<b><u>\$2,004,595</u></b>	<b><u>\$2,432,698</u></b>	<b><u>\$1,935,464</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>CENTRAL SERVICES</b>	<b>52</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>FINANCE &amp; ADMIN. SERVIC</b>	<b>032</b>
<b>2022-23</b>	<b>Program:</b>	<b>CENTRAL SERVICES</b>	<b>363</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Rents and Interest	6,381	85	3,000	2,620
Charges and Fees	238,946	247,325	253,498	265,866
Operating Transfers In	40,878	42,104	43,367	24,955
<b>Total Revenues</b>	<b><u>\$286,204</u></b>	<b><u>\$289,514</u></b>	<b><u>\$299,865</u></b>	<b><u>\$293,440</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	121,942	97,806	129,811	138,502
Services and Supplies	118,063	84,841	136,553	112,600
Other Charges	810	1,105	3,973	5,000
Fixed Charges	19,299	19,878	20,474	33,248
Operating Transfers Out	10,870	11,197	11,532	14,445
<b>Total Expenditures</b>	<b><u>\$270,985</u></b>	<b><u>\$214,826</u></b>	<b><u>\$302,343</u></b>	<b><u>\$303,795</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>PBX-TELEPHONE SYSTEM</b>	<b>53</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>FINANCE &amp; ADMIN. SERVIC</b>	<b>030</b>
<b>2022-23</b>	<b>Program:</b>	<b>TELEPHONE SYSTEM</b>	<b>435</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Rents and Interest	9,955	(597)	3,000	4,278
Charges and Fees	275,421	282,392	293,981	315,340
<b>Total Revenues</b>	<b><u>\$285,376</u></b>	<b><u>\$281,795</u></b>	<b><u>\$296,981</u></b>	<b><u>\$319,618</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Services and Supplies	242,980	213,216	224,525	221,755
Capital Outlay	7,072	-	95,535	7,000
Operating Transfers Out	12,407	12,780	13,163	6,711
<b>Total Expenditures</b>	<b><u>\$262,460</u></b>	<b><u>\$225,996</u></b>	<b><u>\$333,223</u></b>	<b><u>\$235,466</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>INFORMATION SERVICES</b>	<b>55</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>FINANCE &amp; ADMIN. SERVIC</b>	<b>035</b>
<b>2022-23</b>	<b>Program:</b>	<b>INFORMATION SVCS</b>	<b>455</b>

<b>Revenues</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>From Other Agencies</b>	-	197	-	-
<b>Rents and Interest</b>	165,713	(16,903)	39,760	50,000
<b>Charges and Fees</b>	2,952,882	3,041,469	3,135,713	3,547,011
<b>Miscellaneous Revenues</b>	150	150	-	150
<b>Operating Transfers In</b>	102,896	46,439	510,254	475,000
<b>Total Revenues</b>	<b><u>\$3,221,641</u></b>	<b><u>\$3,071,352</u></b>	<b><u>\$3,685,727</u></b>	<b><u>\$4,072,161</u></b>

<b>Expenditures</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>Salaries and Benefits</b>	1,219,142	1,408,872	1,921,339	1,780,132
<b>Services and Supplies</b>	425,699	1,011,724	1,144,546	920,000
<b>Other Charges</b>	2,527	3,309	5,000	8,620
<b>Fixed Charges</b>	88,327	90,977	93,706	93,948
<b>Depreciation</b>	41,309	41,500	43,825	-
<b>Capital Outlay</b>	(47,984)	(58,912)	516,000	514,500
<b>Operating Transfers Out</b>	214,191	220,617	227,235	192,788
<b>Total Expenditures</b>	<b><u>\$1,943,212</u></b>	<b><u>\$2,718,086</u></b>	<b><u>\$3,951,650</u></b>	<b><u>\$3,509,988</u></b>





<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>INFORMATION SERVICES</b>	<b>55</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>FINANCE &amp; ADMIN. SERVIC</b>	<b>035</b>
<b>2022-23</b>	<b>Program:</b>	<b>INFO SVC CAPITAL</b>	<b>458</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	-	49,387	-	-
Operating Transfers In	118,742	11,642	17,520	-
<b>Total Revenues</b>	<b><u>\$118,742</u></b>	<b><u>\$61,029</u></b>	<b><u>\$17,520</u></b>	<b><u>\$0</u></b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	10,000	30,926	10,000	10,000
Depreciation	691	691	-	691
Capital Outlay	522,399	265,206	1,041,701	760,000
Operating Transfers Out	600	-	-	-
<b>Total Expenditures</b>	<b><u>\$533,690</u></b>	<b><u>\$296,823</u></b>	<b><u>\$1,051,701</u></b>	<b><u>\$770,691</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>INFORMATION SERVICES</b>	<b>55</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>FINANCE &amp; ADMIN. SERVIC</b>	<b>035</b>
<b>2022-23</b>	<b>Program:</b>	<b>COPIERS</b>	<b>459</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Charges and Fees	103,847	106,963	110,172	32,678
Operating Transfers In	-	6,500	-	-
<b>Total Revenues</b>	<b><u>\$103,847</u></b>	<b><u>\$113,463</u></b>	<b><u>\$110,172</u></b>	<b><u>\$32,678</u></b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	35,893	47,749	62,000	52,000
Capital Outlay	-	59,278	30,500	27,000
<b>Total Expenditures</b>	<b><u>\$35,893</u></b>	<b><u>\$107,027</u></b>	<b><u>\$92,500</u></b>	<b><u>\$79,000</u></b>





# **FIRE DEPARTMENT**

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## **DEPARTMENT MISSION STATEMENT**

Be Kind – Always Prepared – Care for Others

## **CORE SERVICES**

### **Emergency Response**

Provides life-saving services and overall assistance to residents, businesses, and visitors by responding to and mitigating emergency and non-emergency incidents and events, such as Emergency Medical Pre-Hospital Care and Advanced Life Services, Fire Suppression, Fire Search and Rescue, Low and High Angel Rescues, Urban Search and Rescue, Structural Collapse, Vehicle Accidents and Extrications, Terrorism, Multi-Casualty Incidents (MCI's) and WMD Special Operations, Hazardous Materials Releases, and Public Assistance.

### **Fire and Life Safety Code Compliance and Fire Investigations**

Minimize loss of life and property from fires and hazardous materials releases. Provide on-site fire and life safety code compliance inspections and re-inspections to businesses, multi-family, and permitted occupancies through dedicated safety inspectors and fire companies, as well as fire protection planning through new construction and tenant improvement plan review services and inspections, resulting in a fire and hazardous materials safe environment. When fires occur, complete fire investigations to determine the fire cause, origin, and if possible, the responsible party if illegal activity is involved.

### **Community Outreach and Public Education**

Educates the community in the reduction of injuries, loss of life, and property damage from fires and other accidents or events, as well as providing emergency planning and disaster preparedness for individuals, families, and through Community Emergency Response Team (CERT) participants.

### **Organizational Support, Strategy, and Maintenance of Effort**

Administration, Leadership, Oversight, Budget and Accounts Payable, Human Resources, Community Emergency Planning, Preparedness and Response, Mandated and Recurrent Training and Certifications; Equipment, Facilities and Grounds, Safety, Health and Wellness, Apparatus and Vehicles, Master and Operational Planning, Grant Awards Management, Communications Systems, and Information Technology.

## **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.
- Provide positive customer relationships through professional consultations regarding development, new business, and expansion opportunities.



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

- Continue to look for cooperative agreements, which reduce cost, enhance service delivery, and provides for revenue and reimbursements.

### **Public Safety**

- Stop the escalation of medical emergencies by providing pre-hospital care 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 life safety inspections of all commercial, permitted, and multi-family occupancies.
- Complete required and mandated training, as well as re-certifications for all employees.

### **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, accidents, and other elements making for a safer city.
- Provide for emergency preparedness and community outreach programs to educate the public with regard to disasters and becoming self-sufficient until help arrives.

## **ANNUAL BUDGET OUTCOMES**

- Achieve an overall “Customer Satisfaction” rating of 98% or greater in the delivery of emergency and non-emergency services.
- Stop the escalation of a medical emergency where found. Typically, this means administering pre-hospital care, advanced life support, and or basic life support medical services. A fire company shall arrive on average within 6 minutes or less for 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, rapid intervention rescue for trapped firefighters, property salvage, overhaul, and crew rotation for medical monitoring and rehabilitation. A fire company shall arrive on average within 6 minutes or less for all structure fires.
- 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.



## **ANNUAL BUDGET OUTCOMES (continued)**

- Provide overall administration and leadership for all aspects of the organization, creation and implementation of goals, priorities, objectives, performance measurements and outcomes, fiscal management, policy development and direction, strategic planning, accounting, human resources, payroll, facilities, grounds and fleet maintenance, along with purchasing of goods, supplies and equipment, as well as analysis of fire resources deployment.
- Complete annual mandated and routine 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 timeline.
- Complete all inspections and re-inspections of land parcels through the “Vegetation Abatement and Management Program” with assistance from property owners. Typically, property owner compliance is 100%.
- Provide public awareness and education, regarding emergency disaster preparedness, CERT coordination, Train public in “Hands Only CPR”, emergency coordination and homeland security activities in collaboration with 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. as well as instructing the public how to perform “Hands Only CPR”, stopping choking and bleeding, along with how to utilize Automatic External Defibrillators (AEDs).

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

None.



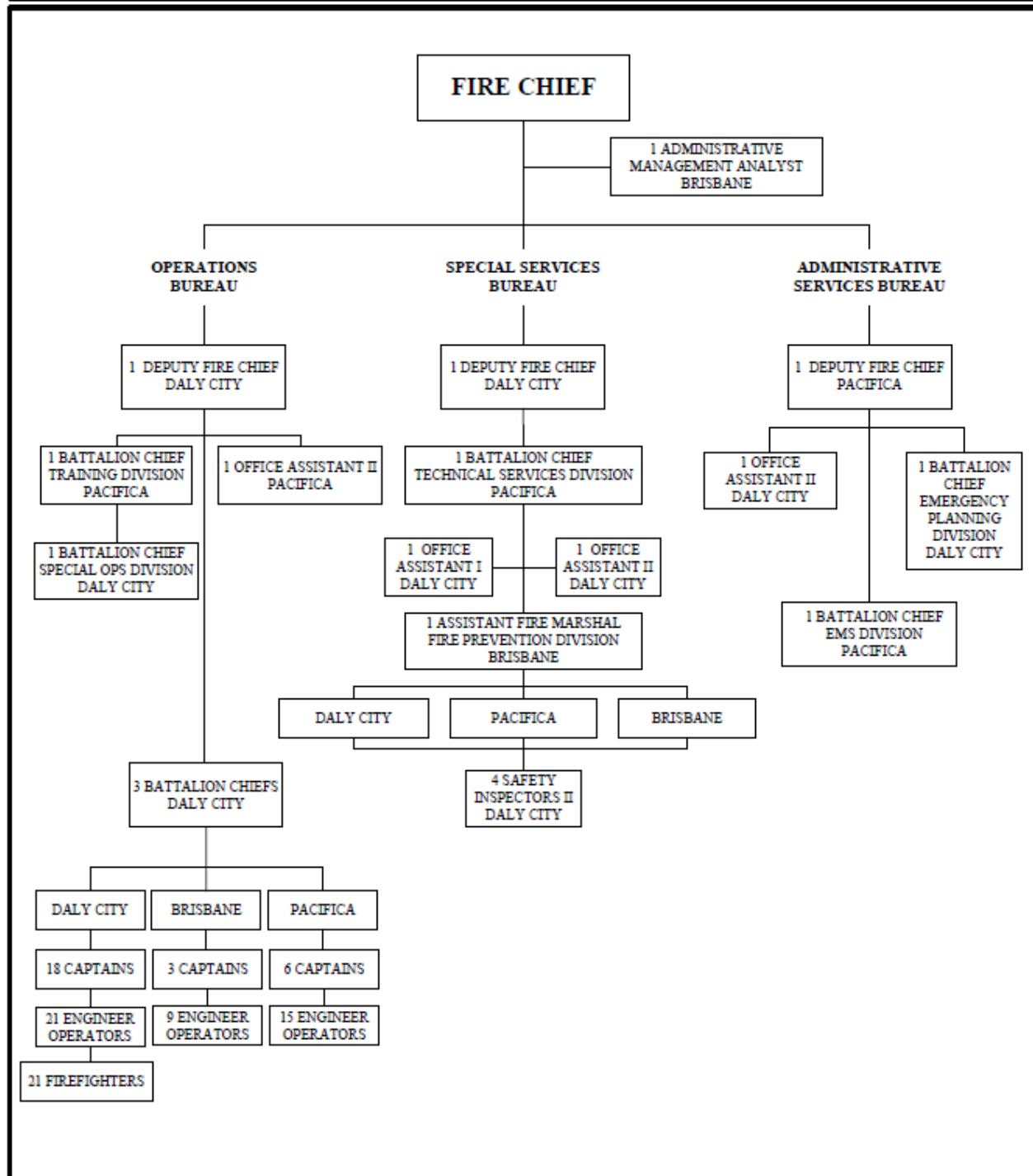
## PERFORMANCE MEASURES

Measure	Actual 2021	Estimate 2022	Projected 2023
Percentage of medical emergencies responded to by a paramedic fire company on average within 6 minutes or less total reflex time	100%	100%	100%
Percentage of fire emergencies responded to by a fire company will arrive on average within 6 minutes or less total reflex time	100%	100%	100%
Percentage of overall excellent customer service satisfaction rating	98%	98%	98%
Percentage of firefighters to complete 220 + hours of annual mandatory, certification and recurrent training on average	100%	100%	100%
Percentage of completion of annual required in-service on duty continuing education hours, infrequent skills, and certifications	100%	100%	100%
Percentage 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%
Number of in person citizens who will receive training in “Hands Only” Cardiopulmonary Resuscitation (CPR) and “Stop The Bleed & Choking”	COVID Dependent	COVID Dependent	COVID Dependent





**NORTH COUNTY FIRE AUTHORITY  
FIRE DEPARTMENT  
FISCAL YEAR 2023**



## FULL-TIME SALARIED POSITION LISTING

### FIRE

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>Measure Q Fire 01-031-028</b>					
Fire Captain	F265	-	-	3.00	3.00
Fire Engineer Operator	F255	-	-	3.00	3.00
Firefighter	F250	-	-	3.00	3.00
		-	-	9.00	9.00
<b>Fire 01-220-220</b>					
Fire Chief	M455	1.00	1.00	1.00	1.00
Deputy Fire Chief	M420	1.00	2.00	2.00	2.00
Fire Marshal/Fire Prevention Services Chief	M349	1.00	-	-	-
Fire Battalion Chief	G275	4.00	5.00	5.00	5.00
Fire Safety Inspector II	I270	3.00	3.00	4.00	4.00
Fire Captain	F265	15.00	15.00	15.00	15.00
Fire Engineer Operator	F255	18.00	18.00	18.00	18.00
Firefighter	F250	21.00	21.00	18.00	18.00
Administrative Assistant	U038	1.00	1.00	1.00	1.00
Office Assistant II	Z125	1.00	2.00	2.00	2.00
Office Assistant I	Z016	1.00	-	-	-
		67.00	68.00	66.00	66.00
		67.00	68.00	75.00	75.00





<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: FIRE DEPARTMENT</b>	<b>220</b>
<b>2022-23</b>	<b>Program: FIRE</b>	<b>220</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Licenses and Permits	55,908	54,687	56,110	54,191
From Other Agencies	1,432	835,178	-	-
Fines and Forfeitures	1,492	-	1,000	-
Charges and Fees	1,365,455	1,393,040	1,594,450	1,594,453
Miscellaneous Revenues	481,166	651,647	4,100	4,100
Operating Transfers In	40,529	-	-	-
<b>Total Revenues</b>	<b><u>\$1,945,981</u></b>	<b><u>\$2,934,552</u></b>	<b><u>\$1,655,660</u></b>	<b><u>\$1,652,744</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	18,399,748	21,456,254	24,296,647	22,707,174
Services and Supplies	931,679	1,266,798	1,202,104	1,250,786
Other Charges	94,564	66,779	121,904	122,689
Fixed Charges	1,693,584	1,769,632	1,782,650	2,133,191
Capital Outlay	170,826	254,211	255,000	255,000
Operating Transfers Out	207,618	270,353	356,190	100,000
<b>Total Expenditures</b>	<b><u>\$21,498,019</u></b>	<b><u>\$25,084,026</u></b>	<b><u>\$28,014,496</u></b>	<b><u>\$26,568,841</u></b>





# HUMAN RESOURCES

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## DEPARTMENT MISSION STATEMENT

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

## CORE SERVICES

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

## SUPPORT FOR CITY-WIDE PRIORITIES

This Department supports citywide priorities through the following:

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



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

- Continue to work with Sustainability Coordinator to develop and implement electronic processes for the Human Resources functions.

## **ANNUAL BUDGET OUTCOMES**

- Begin negotiations with 11 unions and associations and administer labor contracts and agreements.
- 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.
- Work with City departments to promptly report injuries.
- Promote healthier and safer workplace by implementing wellness initiatives.
- Encourage employee participation in wellness initiatives through intrinsic rewards.
- Offer additional wellness programs.

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

- Continued increase in pre-employment costs associated with new hires/turnover/ retirements.
- Recipient of the League of California Cities 2022 Cities for Workforce Health Wellness Grant Application.



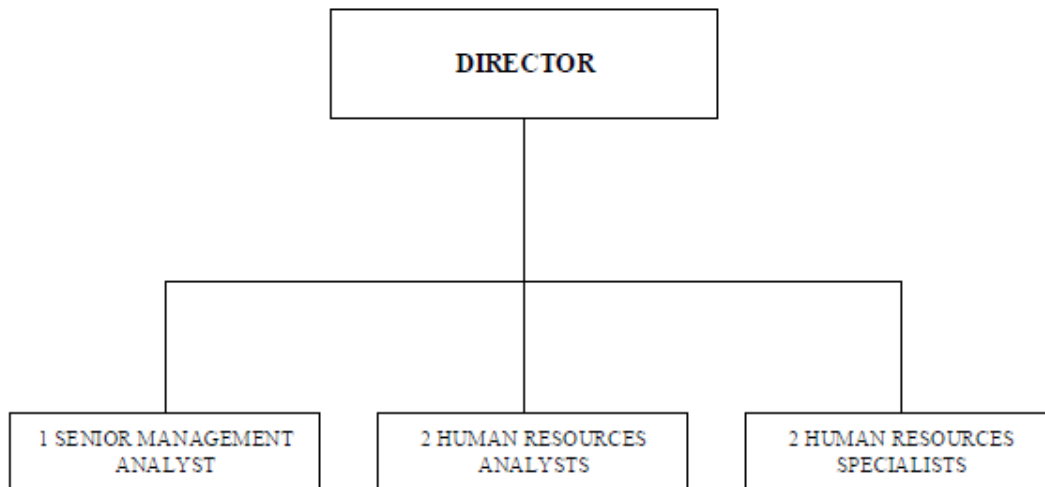
## PERFORMANCE MEASURES

Measure	Actual 2021	Estimate 2022	Projected 2023
% of workers compensation claims reported within the State guidelines of five days	85%	96%	96%
Number of events Daly City provides to promote Daly City as a healthy place to work	25	25	25





**CITY OF DALY CITY  
DEPARTMENT OF HUMAN RESOURCES  
FISCAL YEAR 2023**



## FULL-TIME SALARIED POSITION LISTING

### HUMAN RESOURCES

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>Human Resources 01-070-070</b>					
Director of Human Resources	M428	0.65	0.65	0.65	0.65
Senior Management Analyst	U074	0.20	0.90	0.90	0.90
Human Resource Analyst	U058	1.95	1.15	1.15	1.15
Human Resource Specialist	U040	1.00	0.95	1.95	1.95
		3.80	3.65	4.65	4.65
<b>Workers' Comp Claims 58-070-424</b>					
Director of Human Resources	M428	0.35	0.35	0.35	0.35
Senior Management Analyst	U074	0.80	0.10	0.10	0.10
Human Resource Analyst	U058	0.05	0.85	0.85	0.85
Human Resource Specialist	U040	-	0.05	0.05	0.05
		1.20	1.35	1.35	1.35
		5.00	5.00	6.00	6.00



**CITY OF DALY CITY**

**Annual Budget  
2022-23**

**HUMAN RESOURCES**

<b>Revenues</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Requested</b>
<b>From Other Agencies</b>	30,420	-	-	-
<b>Rents and Interest</b>	348,414	(86,655)	106,868	22,658
<b>Charges and Fees</b>	5,021,084	4,862,970	4,536,843	5,459,549
<b>Miscellaneous Revenues</b>	33,237	29,438	63,256	1,000
<b>Operating Transfers In</b>	50,427	-	-	-
<b>Total Revenues</b>	<b><u>\$ 5,483,583</u></b>	<b><u>\$ 4,805,753</u></b>	<b><u>\$ 4,706,967</u></b>	<b><u>\$ 5,483,207</u></b>

<b>Expenditures</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Requested</b>
<b>Salaries and Benefits</b>	890,492	878,513	1,248,841	1,267,048
<b>Services and Supplies</b>	2,061,748	1,733,647	2,274,386	2,228,909
<b>Other Charges</b>	1,701,151	2,712,657	2,793,368	2,380,019
<b>Fixed Charges</b>	73,860	76,075	78,358	101,468
<b>Program Costs</b>	164	2,206	1,800	1,800
<b>Capital Outlay</b>	1,517	237	5,665	5,665
<b>Operating Transfers Out</b>	98,590	101,548	104,594	59,694
<b>Total Expenditures</b>	<b><u>\$ 4,827,523</u></b>	<b><u>\$ 5,504,884</u></b>	<b><u>\$ 6,507,012</u></b>	<b><u>\$ 6,044,602</u></b>





<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: HUMAN RESOURCES</b>	<b>070</b>
<b>2022-23</b>	<b>Program: HUMAN RESOURCES</b>	<b>070</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	30,420	-	-	-
<b>Total Revenues</b>	<b><u>\$30,420</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	568,049	669,140	951,782	954,954
<b>Services and Supplies</b>	331,826	260,843	322,740	324,086
<b>Other Charges</b>	107,905	97,786	150,423	150,474
<b>Fixed Charges</b>	67,622	69,650	71,740	92,513
<b>Program Costs</b>	-	-	1,800	1,800
<b>Total Expenditures</b>	<b><u>\$1,075,402</u></b>	<b><u>\$1,097,419</u></b>	<b><u>\$1,498,485</u></b>	<b><u>\$1,523,827</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>SELF INSURANCE</b>	<b>58</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>HUMAN RESOURCES</b>	<b>070</b>
<b>2022-23</b>	<b>Program:</b>	<b>WORKERS COMP</b>	<b>424</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Rents and Interest	327,697	(107,888)	84,613	-
Charges and Fees	4,696,375	4,733,650	4,536,843	5,459,549
Miscellaneous Revenues	33,237	29,438	62,256	-
Operating Transfers In	50,427	-	-	-
<b>Total Revenues</b>	<b><u>\$5,107,737</u></b>	<b><u>\$4,655,200</u></b>	<b><u>\$4,683,712</u></b>	<b><u>\$5,459,549</u></b>
Expenditures	2019-2020	2020-2021	2021-2022	2022-2023
	Actual	Actual	Adjusted	Approved
Salaries and Benefits	322,443	209,373	297,059	312,093
Services and Supplies	1,721,379	1,467,619	1,937,188	1,890,365
Other Charges	1,593,247	2,613,906	2,637,895	2,224,501
Fixed Charges	6,238	6,425	6,618	8,955
Operating Transfers Out	98,590	101,548	104,594	59,694
<b>Total Expenditures</b>	<b><u>\$3,741,728</u></b>	<b><u>\$4,399,036</u></b>	<b><u>\$4,983,354</u></b>	<b><u>\$4,495,608</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>SELF INSURANCE</b>	<b>58</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>HUMAN RESOURCES</b>	<b>070</b>
<b>2022-23</b>	<b>Program:</b>	<b>SAFETY PROGRAMS</b>	<b>426</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Rents and Interest	20,717	21,233	22,255	22,658
Miscellaneous Revenues	-	-	1,000	1,000
<b>Total Revenues</b>	<b><u>\$20,717</u></b>	<b><u>\$21,233</u></b>	<b><u>\$23,255</u></b>	<b><u>\$23,658</u></b>
Expenditures	2019-2020	2020-2021	2021-2022	2022-2023
	Actual	Actual	Adjusted	Approved
Services and Supplies	7,624	5,185	14,458	14,458
Other Charges	-	965	5,050	5,044
Capital Outlay	1,686	73	5,665	5,665
<b>Total Expenditures</b>	<b><u>\$9,310</u></b>	<b><u>\$6,223</u></b>	<b><u>\$25,173</u></b>	<b><u>\$25,167</u></b>





# **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 all of our community centers/clubhouses, and instruction in the use of electronic resources and research options.
- Provide classes, programs, events, and recreational athletic 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 youth and teens of Daly City.
- Provide recreation programs to facilitate interaction among diverse populations in a positive environment to promote understanding and a sense of community.



## **ANNUAL BUDGET OUTCOMES**

- The Public Library will focus resources on early learning programs to support high-quality preschool and early learning opportunities to help ensure children read proficiently by third grade.
- Public Libraries will seek to maintain a diverse collection of printed, audio-visual, and digital materials, including books and periodicals in Spanish, Chinese, and Tagalog.
- The Recreation Division will continue to promote [www.dalycity.org/iplay](http://www.dalycity.org/iplay), the online portal that provides customers an intuitive registration interface for enrolling in classes, programs, activities and special events.
- The Department will strive to develop new and innovative year-round recreation and leisure offerings for the enjoyment of all age levels.

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

- The Recreation Division will continue to partner with Second Harvest of Silicon Valley to provide over 1,000+ households per week “free groceries” at Lincoln Park Community Center, Teglia Community Center, and Lawson Hall/Bayshore Community Center.
- The Active Adult/Senior Services area, within the Recreation Division, was able to use the yearly \$500,000 Measure Q funds for the addition of two Senior Services Specialist positions during FY 2022, and purchase supplies and items needed to better serve the active adults/seniors citywide.



## PERFORMANCE MEASURES

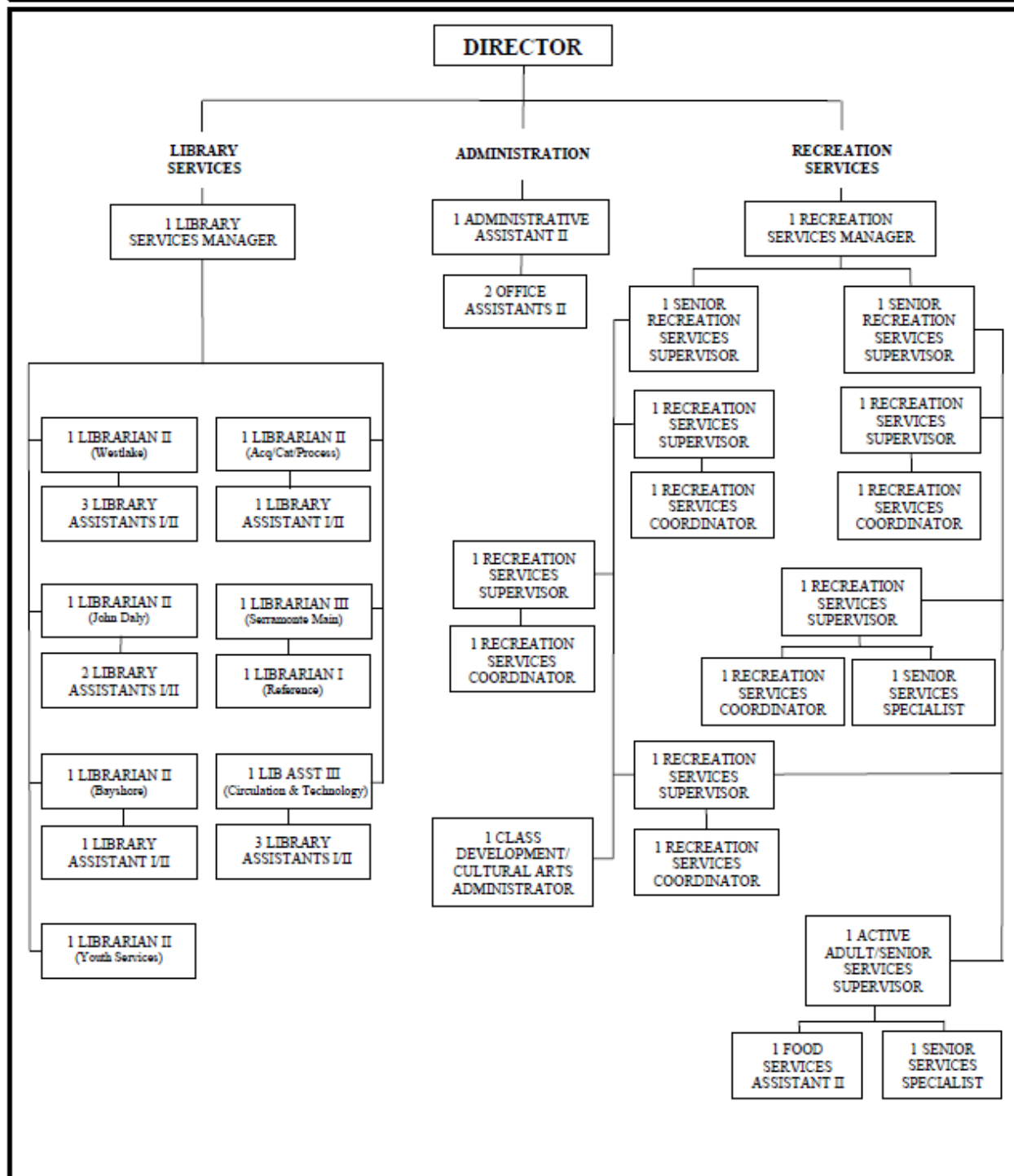
Measure - Library	Actual 2021	Estimate 2022	Projected 2023
Work Load Measure			
Total Circulation (physical and electronic)	203,757	328,056	350,000
Total programs - Number	249	145	400
Total programs - Attendance	9,164	3,400	4,500
Performance Measure			
Percent of program participants that consider programs, resources & collections good or excellent	*	90%	95%
Percent of program participants that rate customer service as good or excellent	*	90%	95%
Measure – Recreation	Actual 2021	Estimate 2022	Projected 2023
Online Registration			
Percent of customers who rate the online registration process as easy or very easy to use.	*	*	95%
Programming			
Percent of customers rating the quality of programs as good to excellent.	*	*	95%
Facilities			
Percent of participants rating their overall facility rental experience as good to excellent.	*	*	90%
Special Events			
Percent of attendees who rate special events as good to excellent.	*	*	95%

(\*) Due to the Covid-19 pandemic, no actual #'s or %'s could be referenced as all of our facilities, programs, special events and online registration was either extremely modified or shutdown.





City of Daly City  
DEPARTMENT OF LIBRARY & RECREATION SERVICES  
Fiscal Year 2023



## FULL-TIME SALARIED POSITION LISTING

### LIBRARY & RECREATION SERVICES

Classification	Range	FY 2020	FY 2021	FY 2022	FY2023
<b>Measure Q Recreation 01-031-026</b>					
Recreation Services Coordinator	X019	-	-	2.00	2.00
Senior Services Specialist	U016	-	-	-	2.00
		-	-	2.00	4.00
<b>Measure Q Library 01-031-027</b>					
Librarian II	X046	-	-	1.00	1.00
Library Assistant I/II	X017	-	-	2.00	2.00
		-	-	3.00	3.00
<b>Library &amp; Recreation Serv Admin 01-117-117</b>					
Director of Library & Recreation Services	M428	0.50	0.50	0.50	0.50
Recreation Services Manager	U096	1.00	1.00	1.00	1.00
Senior Recreation Services Supervisor	X054	0.15	0.20	0.20	2.00
Senior Recreation Supervisor	X049	-	-	-	-
Class Develop/Cultural Arts Administrator	U039	0.25	0.10	0.10	-
Recreation Services Supervisor	X138	0.10	0.35	0.35	-
Recreation Program Supervisor	X032	-	-	-	-
Administrative Assistant II	U045	-	0.75	0.75	0.75
Account Clerk II	Z031	0.75	-	-	-
Office Assistant II	Z125	2.00	2.00	2.00	2.00
Recreation Services Coordinator	X019	0.10	0.10	0.10	-
Recreation Coordinator	X016	-	-	-	-
		4.85	5.00	5.00	6.25
<b>Serramonte Library 01-120-122</b>					
Librarian III	X051	1.00	1.00	1.00	1.00
Librarian I	X039	1.00	1.00	1.00	1.00
Library Assistant III	X132	0.20	0.20	0.20	0.20
Library Assistant II	X026	3.40	3.40	3.40	3.40
		5.60	5.60	5.60	5.60
<b>Bayshore Library 01-120-123</b>					
Librarian II	X046	0.40	0.40	0.40	-
Library Assistant III	X132	0.10	0.10	0.10	0.10
Library Assistant I/II	X017	0.40	0.40	0.40	-
		0.90	0.90	0.90	0.10
<b>John Daly Library 01-120-125</b>					
Librarian II	X046	0.60	0.60	0.60	1.00
Library Assistant III	X132	0.15	0.15	0.15	0.15
Library Assistant II	X026	0.60	0.60	0.60	1.00
		1.35	1.35	1.35	2.15
<b>Westlake Library 01-120-126</b>					
Librarian II	X046	1.00	1.00	1.00	1.00
Library Assistant III	X132	0.15	0.15	0.15	0.15
Library Assistant I/II	X026	3.00	3.00	3.00	3.00
		4.15	4.15	4.15	4.15
<b>Library Material/Process 01-120-127</b>					
Librarian II	X046	1.00	1.00	1.00	1.00
Library Assistant III	X132	0.10	0.10	0.10	0.10
Library Assistant I/II	X026	0.60	0.60	0.60	0.60
		1.70	1.70	1.70	1.70





**LIBRARY & RECREATION SERVICES**

Classification	Range	FY 2020	FY 2021	FY 2022	FY2023
<b>Library Programming 01-120-128</b>					
Director of Library & Recreation Services	M428	0.50	0.50	0.50	0.50
Library Services Manager	U096	1.00	1.00	1.00	1.00
Librarian II	X046	1.00	1.00	1.00	1.00
Library Assistant III	X132	0.30	0.30	0.30	0.30
Administrative Assistant II	U045	-	0.25	0.25	0.25
Account Clerk II	Z031	0.25	-	-	-
		3.05	3.05	3.05	3.05
<b>Marketing 01-131-132</b>					
Senior Recreation Services Supervisor	X054	0.25	0.20	0.20	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	1.05	0.55	0.55	0.40
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	-	-	-	0.40
		1.30	0.75	0.75	0.80
<b>War Memorial Community Center 01-131-135</b>					
Senior Recreation Services Supervisor	X054	0.05	0.05	0.05	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	0.50	0.45	0.45	0.50
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	0.40	-	-	-
Recreation Coordinator	X016	-	-	-	-
		0.95	0.50	0.50	0.50
<b>Westlake Community Center 01-131-136</b>					
Senior Recreation Services Supervisor	X054	0.05	0.05	0.05	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	0.05	0.05	0.05	0.25
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	0.75	0.50	0.50	0.35
Recreation Coordinator	X016	-	-	-	-
		0.85	0.60	0.60	0.60
<b>Lincoln Community Center 01-131-137</b>					
Senior Recreation Services Supervisor	X054	0.15	0.15	0.15	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	-	0.25	0.25	0.40
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	0.95	0.75	0.75	0.35
Recreation Coordinator	X016	-	-	-	-
		1.10	1.15	1.15	0.75
<b>Gellert Park 01-131-138</b>					
Senior Recreation Services Supervisor	X054	0.05	0.05	0.05	-
Recreation Services Supervisor	X138	-	-	-	0.20
Recreation Services Coordinator	X019	-	0.40	0.40	0.40
		0.05	0.45	0.45	0.60
<b>Athletics 01-131-140</b>					
Recreation Services Supervisor	X138	-	-	-	0.35
Recreation Services Coordinator	X019	-	-	-	0.65
		-	-	-	1.00



# LIBRARY & RECREATION SERVICES

Classification	Range	FY 2020	FY 2021	FY 2022	FY2023
<b>AYRP 01-131-141</b>					
Senior Recreation Services Supervisor	X054	0.15	0.10	0.10	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	0.35	0.60	0.60	0.40
Recreation Program Supervisor	X032	-	-	-	-
		0.50	0.70	0.70	0.40
<b>SYRP 01-131-142</b>					
Senior Recreation Services Supervisor	X054	0.15	0.10	0.10	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	0.50	0.50	0.50	0.35
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	-	0.10	0.10	0.20
		0.65	0.70	0.70	0.55
<b>Youth Baseball 01-131-143 (*)</b>					
Senior Recreation Services Supervisor	X054	0.05	0.05	0.05	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	-	0.10	0.10	-
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	-	0.20	0.20	-
		0.05	0.35	0.35	-
<b>Youth Basketball 01-131-144 (*)</b>					
Senior Recreation Services Supervisor	X054	0.05	0.10	0.10	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	0.30	0.15	0.15	-
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	0.15	0.55	0.55	-
Recreation Coordinator	X016	-	-	-	-
		0.50	0.80	0.80	-
<b>Mini Hoops 01-131-147</b>					
Senior Recreation Services Supervisor	X054	0.05	-	-	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Coordinator	X019	0.20	-	-	-
Recreation Coordinator	X016	-	-	-	-
		0.25	-	-	-
<b>Summer Sports Camps 01-131-149 (*)</b>					
Senior Recreation Services Supervisor	X054	0.05	0.05	0.05	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	-	0.05	0.05	-
Recreation Services Coordinator	X019	0.10	-	-	-
Recreation Coordinator	X016	-	-	-	-
Class Develop/Cultural Arts Administrator	U039	-	0.05	0.05	-
		0.15	0.15	0.15	-
<b>Teen Grants/Events 01-131-151</b>					
Recreation Services Supervisor	X138	0.25	0.35	0.35	0.30
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	0.20	-	-	0.25
Recreation Coordinator	X016	-	-	-	-
		0.45	0.35	0.35	0.55



# LIBRARY & RECREATION SERVICES

Classification	Range	FY 2020	FY 2021	FY 2022	FY2023
<b>Aquatics 01-131-152</b>					
Senior Recreation Services Supervisor	X054	0.20	0.20	0.20	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	0.90	0.90	0.90	0.55
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	-	0.15	0.15	-
		1.10	1.25	1.25	0.55
<b>Facility and Field Rentals 01-131-154</b>					
Senior Recreation Services Supervisor	X054	0.05	0.10	0.10	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	0.30	0.30	0.30	0.30
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	0.15	0.20	0.20	0.15
Recreation Coordinator	X016	-	-	-	-
		0.50	0.60	0.60	0.45
<b>Special Events 01-131-155</b>					
Senior Recreation Services Supervisor	X054	0.05	0.10	0.10	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	0.45	0.35	0.35	0.60
Recreation Program Supervisor	X032	-	-	-	-
Recreation Services Coordinator	X019	-	0.05	0.05	0.25
Recreation Coordinator	X016	-	-	-	-
Class Develop/Cultural Arts Administrator	U039	-	-	-	0.20
		0.50	0.50	0.50	1.05
<b>Contract Classes 01-131-157</b>					
Senior Recreation Services Supervisor	X054	0.15	0.15	0.15	-
Senior Recreation Supervisor	X049	-	-	-	-
Class Develop/Cultural Arts Administrator	U039	0.75	0.75	0.75	0.80
		0.90	0.90	0.90	0.80
<b>Senior Adults 01-131-460</b>					
Senior Recreation Services Supervisor	X054	0.20	0.20	0.20	-
Class Develop/Cultural Arts Administrator	U039	-	0.10	0.10	-
Active Adult/Senior Services Supervisor	U037	1.00	0.95	0.95	1.00
		1.20	1.25	1.25	1.00
<b>Deli 01-131-461</b>					
Recreation Services Supervisor	X138	0.20	-	-	-
Food Service Assistant II	U021	-	0.05	0.05	-
		0.20	0.05	0.05	-
<b>Senior Lunch Program 01-131-463</b>					
Senior Recreation Services Supervisor	X054	0.15	0.15	0.15	-
Senior Recreation Supervisor	X049	-	-	-	-
Recreation Services Supervisor	X138	0.05	0.05	0.05	0.40
Recreation Program Supervisor	X032	-	-	-	-
Active Adult/Senior Services Supervisor	U037	-	0.05	0.05	-
Food Service Assistant II	U021	1.00	0.95	0.95	1.00
		1.20	1.20	1.20	1.40
(*) FY23: These budgets collapse into the 01-131-140					
		34.00	34.00	39.00	41.00



**CITY OF DALY CITY**

**Annual Budget  
2022-23**

**LIBRARY & RECREATION**

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Requested</b>
<b>From Other Agencies</b>	498,250	921,197	1,048,560	732,559
<b>Rents and Interest</b>	705,967	93,815	314,093	473,587
<b>Charges and Fees</b>	18,510	23,874	53,200	76,450
<b>Program Fees</b>	981,057	158,723	947,811	944,698
<b>Miscellaneous Revenues</b>	73,668	73,381	61,325	20,700
<b>Operating Transfers In</b>	2,824	-	171	-
<b>Total Revenues</b>	<b><u>\$2,280,276</u></b>	<b><u>\$1,270,991</u></b>	<b><u>\$2,425,160</u></b>	<b><u>\$2,247,994</u></b>
<b>Expenditures</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Salaries and Benefits</b>	6,145,666	5,370,938	8,200,418	7,582,541
<b>Services and Supplies</b>	1,335,662	1,242,541	2,006,631	1,692,347
<b>Other Charges</b>	5,852	7,087	18,109	19,674
<b>Fixed Charges</b>	3,074,765	3,580,064	3,687,347	3,943,700
<b>Program Costs</b>	230,576	71,583	146,102	206,672
<b>Depreciation</b>	230,081	230,081	-	-
<b>Capital Outlay</b>	135	8,094	15,000	15,000
<b>Operating Transfers Out</b>	95,494	-	-	-
<b>Total Expenditures</b>	<b><u>\$11,118,231</u></b>	<b><u>\$10,510,386</u></b>	<b><u>\$14,073,606</u></b>	<b><u>\$13,459,934</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>117</b>
<b>2022-23</b>	<b>Program:</b>	<b>LIB &amp; REC ADMIN</b>	<b>117</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Program Fees	10,610	350	3,000	-
Miscellaneous Revenues	17,080	6,250	-	1,750
<b>Total Revenues</b>	<b><u>\$27,690</u></b>	<b><u>\$6,600</u></b>	<b><u>\$3,000</u></b>	<b><u>\$1,750</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	733,419	747,361	1,028,639	1,291,640
Services and Supplies	274,561	57,659	88,084	145,774
Other Charges	3,310	3,274	9,330	10,945
Fixed Charges	613,975	632,509	651,366	683,000
Program Costs	-	-	3,000	-
<b>Total Expenditures</b>	<b><u>\$1,625,264</u></b>	<b><u>\$1,440,802</u></b>	<b><u>\$1,780,419</u></b>	<b><u>\$2,131,359</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>120</b>
<b>2022-23</b>	<b>Program:</b>	<b>SERRAMONTE LIB</b>	<b>122</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	728,307	734,554	831,861	863,678
Services and Supplies	35,077	34,073	35,000	35,000
Fixed Charges	363,937	374,855	386,101	363,796
<b>Total Expenditures</b>	<b><u>\$1,127,321</u></b>	<b><u>\$1,143,482</u></b>	<b><u>\$1,252,962</u></b>	<b><u>\$1,262,474</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: LIBRARY &amp; RECREATION</b>	<b>120</b>
<b>2022-23</b>	<b>Program: BAYSHORE LIBRARY</b>	<b>123</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	91,216	75,244	149,660	34,884
Services and Supplies	16,917	30,142	32,000	8,200
Fixed Charges	57,775	59,509	61,294	52,624
Total Expenditures	<u>\$165,908</u>	<u>\$164,894</u>	<u>\$242,954</u>	<u>\$95,708</u>

<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: LIBRARY &amp; RECREATION</b>	<b>120</b>
<b>2022-23</b>	<b>Program: JOHN DALY LIB</b>	<b>125</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Miscellaneous Revenues	2	-	-	-
Total Revenues	<u>\$2</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	177,898	120,396	254,508	348,207
Services and Supplies	27,915	15,765	51,000	15,700
Fixed Charges	146,389	150,781	155,304	160,388
Program Costs	515	-	1,273	778
Total Expenditures	<u>\$352,717</u>	<u>\$286,942</u>	<u>\$462,085</u>	<u>\$525,073</u>



<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: LIBRARY &amp; RECREATION</b>	<b>120</b>
<b>2022-23</b>	<b>Program: WESTLAKE LIB</b>	<b>126</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	496,280	505,994	594,946	602,673
Services and Supplies	33,563	32,581	39,773	39,782
Fixed Charges	206,026	212,207	218,573	217,128
Program Costs	481	175	1,061	778
<b>Total Expenditures</b>	<b><u>\$736,349</u></b>	<b><u>\$750,957</u></b>	<b><u>\$854,353</u></b>	<b><u>\$860,361</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: LIBRARY &amp; RECREATION</b>	<b>120</b>
<b>2022-23</b>	<b>Program: LIB MATL/PROCESS</b>	<b>127</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Miscellaneous Revenues	3,000	-	14,170	-
<b>Total Revenues</b>	<b><u>\$3,000</u></b>	<b><u>\$0</u></b>	<b><u>\$14,170</u></b>	<b><u>\$0</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	264,822	276,782	301,578	319,887
Services and Supplies	178,746	168,176	234,715	208,738
Fixed Charges	4,526	4,662	4,802	9,262
<b>Total Expenditures</b>	<b><u>\$448,095</u></b>	<b><u>\$449,620</u></b>	<b><u>\$541,094</u></b>	<b><u>\$537,887</u></b>



<b>CITY OF DALY CITY</b>  Annual Budget 2022-23	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>120</b>
	<b>Program:</b>	<b>LIB GENERAL/PROG</b>	<b>128</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	322,067	338,519	346,985	355,000
Charges and Fees	4,586	15	4,000	-
Miscellaneous Revenues	27,662	59,472	28,500	10,000
<b>Total Revenues</b>	<b><u>\$354,314</u></b>	<b><u>\$398,006</u></b>	<b><u>\$379,485</u></b>	<b><u>\$365,000</u></b>
Expenditures	2019-2020	2020-2021	2021-2022	2022-2023
	Actual	Actual	Adjusted	Approved
Salaries and Benefits	631,694	537,623	750,629	809,204
Services and Supplies	312,947	309,673	392,932	372,158
Other Charges	2,542	1,063	6,425	5,175
Fixed Charges	13,320	13,720	14,132	17,105
Program Costs	4,272	2,246	7,214	7,214
<b>Total Expenditures</b>	<b><u>\$964,777</u></b>	<b><u>\$864,324</u></b>	<b><u>\$1,171,332</u></b>	<b><u>\$1,210,857</u></b>





<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>MARKETING</b>	<b>132</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Program Fees	6,031	-	-	-
<b>Total Revenues</b>	<b><u>\$6,031</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	187,542	157,505	196,320	98,984
Services and Supplies	6,332	2,747	3,413	5,144
Fixed Charges	4,799	4,943	5,092	8,524
Program Costs	10,672	3,741	12,200	6,500
<b>Total Expenditures</b>	<b><u>\$209,347</u></b>	<b><u>\$168,937</u></b>	<b><u>\$217,025</u></b>	<b><u>\$119,152</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>BAYSHORE C/C</b>	<b>133</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Program Fees	-	-	-	7,800
<b>Total Revenues</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$7,800</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	12,252	560	27,405	27,509
Services and Supplies	182,967	168,110	190,350	182,300
Fixed Charges	405,721	417,893	430,430	476,951
<b>Total Expenditures</b>	<b><u>\$600,939</u></b>	<b><u>\$586,562</u></b>	<b><u>\$648,185</u></b>	<b><u>\$686,760</u></b>



<b>CITY OF DALY CITY</b>  Annual Budget 2022-23	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
	<b>Program:</b>	<b>WAR MEMORIAL C/C</b>	<b>135</b>

	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Revenues</b>				
Program Fees	8,099	-	12,568	13,200
<b>Total Revenues</b>	<b><u>\$8,091</u></b>	<b><u>\$0</u></b>	<b><u>\$12,568</u></b>	<b><u>\$13,200</u></b>
	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Expenditures</b>				
Salaries and Benefits	237,121	75,993	206,198	213,319
Services and Supplies	50,214	60,413	63,160	59,654
Fixed Charges	595,319	613,178	631,573	703,171
Program Costs	2,351	1,096	1,200	2,500
<b>Total Expenditures</b>	<b><u>\$885,004</u></b>	<b><u>\$750,681</u></b>	<b><u>\$902,132</u></b>	<b><u>\$978,644</u></b>

<b>CITY OF DALY CITY</b>  Annual Budget 2022-23	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
	<b>Program:</b>	<b>WESTLAKE PARK</b>	<b>136</b>

	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Revenues</b>				
Program Fees	20,213	-	36,444	17,264
<b>Total Revenues</b>	<b><u>\$20,213</u></b>	<b><u>\$0</u></b>	<b><u>\$36,444</u></b>	<b><u>\$17,264</u></b>
	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Expenditures</b>				
Salaries and Benefits	115,120	67,546	130,568	183,181
Services and Supplies	15,676	10,340	23,778	18,848
Fixed Charges	387,003	398,613	410,571	460,504
Program Costs	1,324	244	2,500	2,500
<b>Total Expenditures</b>	<b><u>\$519,123</u></b>	<b><u>\$476,743</u></b>	<b><u>\$567,418</u></b>	<b><u>\$665,034</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>LINCOLN COMM CTR</b>	<b>137</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Program Fees	8,231	90	2,000	13,340
Miscellaneous Revenues	(1)	-	-	1,000
<b>Total Revenues</b>	<b><u>\$8,230</u></b>	<b><u>\$90</u></b>	<b><u>\$2,000</u></b>	<b><u>\$14,340</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	237,543	171,640	303,103	193,639
Services and Supplies	12,856	7,555	17,019	13,691
Fixed Charges	125,637	129,407	133,289	154,676
Program Costs	-	-	-	2,500
<b>Total Expenditures</b>	<b><u>\$376,036</u></b>	<b><u>\$308,602</u></b>	<b><u>\$453,410</u></b>	<b><u>\$364,505</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>GELLERT PARK</b>	<b>138</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Program Fees	-	-	5,920	-
<b>Total Revenues</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$5,920</u></b>	<b><u>\$0</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	8,180	52,997	70,215	128,749
Services and Supplies	4,225	5,484	11,151	10,988
Fixed Charges	68,897	70,964	73,093	81,588
Program Costs	-	-	1,500	2,500
<b>Total Expenditures</b>	<b><u>\$81,301</u></b>	<b><u>\$129,445</u></b>	<b><u>\$155,959</u></b>	<b><u>\$223,825</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>ATHLETICS</b>	<b>140</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Program Fees	-	-	-	158,454
<b>Total Revenues</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$158,454</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	-	-	-	168,887
Services and Supplies	-	-	-	85,555
Program Costs	-	-	-	12,170
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$266,612</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>AYRP</b>	<b>141</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Program Fees	207,072	19,760	132,000	173,636
<b>Total Revenues</b>	<b><u>\$207,072</u></b>	<b><u>\$19,760</u></b>	<b><u>\$132,000</u></b>	<b><u>\$173,636</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	462,210	213,947	501,295	395,176
Services and Supplies	5,913	264	3,262	5,072
Other Charges	-	138	-	-
Fixed Charges	5,395	5,557	5,724	8,559
Program Costs	13,218	3,063	31,000	25,000
<b>Total Expenditures</b>	<b><u>\$486,737</u></b>	<b><u>\$222,969</u></b>	<b><u>\$541,281</u></b>	<b><u>\$433,807</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>SYRP</b>	<b>142</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Program Fees	167,617	8,259	100,000	166,595
Miscellaneous Revenues	79	282	-	-
<b>Total Revenues</b>	<b><u>\$167,696</u></b>	<b><u>\$8,541</u></b>	<b><u>\$100,000</u></b>	<b><u>\$166,595</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	297,003	148,242	295,330	228,793
Services and Supplies	916	1,315	262	99
Fixed Charges	552	569	586	898
Program Costs	68,839	7,135	18,100	38,750
<b>Total Expenditures</b>	<b><u>\$367,310</u></b>	<b><u>\$157,261</u></b>	<b><u>\$314,278</u></b>	<b><u>\$268,540</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>TEEN GRNTS/PRGM</b>	<b>151</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Program Fees	4,953	1,773	10,450	12,500
<b>Total Revenues</b>	<b><u>\$4,953</u></b>	<b><u>\$1,773</u></b>	<b><u>\$10,450</u></b>	<b><u>\$12,500</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	85,237	75,227	121,106	111,811
Services and Supplies	81	52	63	13,099
Fixed Charges	492	507	522	800
Program Costs	7,277	5,895	10,650	5,850
<b>Total Expenditures</b>	<b><u>\$93,087</u></b>	<b><u>\$81,680</u></b>	<b><u>\$132,341</u></b>	<b><u>\$131,560</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program: AQUATICS</b>	<b>152</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Program Fees	263,635	20,910	424,515	170,488
Miscellaneous Revenues	6	-	-	-
<b>Total Revenues</b>	<b><u>\$263,641</u></b>	<b><u>\$20,910</u></b>	<b><u>\$424,515</u></b>	<b><u>\$170,488</u></b>
<b>Expenditures</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	446,857	235,063	637,526	258,083
Services and Supplies	78,613	728	169,576	89,294
Fixed Charges	69,481	71,565	73,712	72,846
Program Costs	16,319	6,594	13,675	15,000
<b>Total Expenditures</b>	<b><u>\$611,270</u></b>	<b><u>\$313,950</u></b>	<b><u>\$894,488</u></b>	<b><u>\$435,223</u></b>



<b>CITY OF DALY CITY</b>  Annual Budget 2022-23	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
	<b>Program:</b>	<b>FAC &amp; FIELD RENT</b>	<b>154</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Rents and Interest	705,967	93,815	314,093	473,587
Program Fees	37,703	17,519	40,000	100,000
<b>Total Revenues</b>	<b><u>\$743,670</u></b>	<b><u>\$111,335</u></b>	<b><u>\$354,093</u></b>	<b><u>\$573,587</u></b>
Expenditures	2019-2020	2020-2021	2021-2022	2022-2023
	Actual	Actual	Adjusted	Approved
Salaries and Benefits	417,617	316,286	445,593	348,891
Services and Supplies	33,251	26,262	33,768	62,488
Other Charges	-	395	-	-
Fixed Charges	5,519	5,685	5,855	11,049
Program Costs	304	-	4,000	4,000
Capital Outlay	135	8,094	15,000	15,000
Operating Transfers Out	2,824	-	-	-
<b>Total Expenditures</b>	<b><u>\$459,650</u></b>	<b><u>\$356,721</u></b>	<b><u>\$504,216</u></b>	<b><u>\$441,429</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>SPECIAL EVENTS</b>	<b>155</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Program Fees	1,445	2,265	2,500	25,700
Miscellaneous Revenues	-	1,210	2,200	2,950
<b>Total Revenues</b>	<b><u>\$1,445</u></b>	<b><u>\$3,475</u></b>	<b><u>\$4,700</u></b>	<b><u>\$28,650</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	69,100	72,810	84,975	163,156
Services and Supplies	159	223	227	12,189
Program Costs	3,131	5,998	6,125	17,700
<b>Total Expenditures</b>	<b><u>\$72,390</u></b>	<b><u>\$79,031</u></b>	<b><u>\$91,327</u></b>	<b><u>\$193,045</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>CONTRACT CLASSES</b>	<b>157</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Program Fees	146,524	61,524	12,000	65,721
<b>Total Revenues</b>	<b><u>\$146,524</u></b>	<b><u>\$61,524</u></b>	<b><u>\$12,000</u></b>	<b><u>\$65,721</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	161,201	143,665	148,426	128,802
Services and Supplies	371	371	371	144
Program Costs	87,004	14,591	8,600	39,932
<b>Total Expenditures</b>	<b><u>\$248,576</u></b>	<b><u>\$158,627</u></b>	<b><u>\$157,397</u></b>	<b><u>\$168,878</u></b>





<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program: DOELGER SR CTR</b>	<b>460</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Program Fees	-	-	4,100	20,000
Miscellaneous Revenues	-	5,995	12,505	-
<b>Total Revenues</b>	<b><u>\$0</u></b>	<b><u>\$5,995</u></b>	<b><u>\$16,605</u></b>	<b><u>\$20,000</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	-	192,575	254,386	189,668
Services and Supplies	-	37,703	39,677	60,684
Fixed Charges	-	412,941	425,329	460,832
Program Costs	-	1,079	5,730	8,000
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$644,298</u></b>	<b><u>\$725,122</u></b>	<b><u>\$719,184</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program: DELI</b>	<b>461</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Charges and Fees	-	520	-	20,250
<b>Total Revenues</b>	<b><u>\$0</u></b>	<b><u>\$520</u></b>	<b><u>\$0</u></b>	<b><u>\$20,250</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	-	11,433	17,247	34,046
Services and Supplies	-	274	6,270	15,000
Other Charges	-	-	-	1,200
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$11,706</u></b>	<b><u>\$23,517</u></b>	<b><u>\$50,246</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>SENIOR LUNCH PRO</b>	<b>463</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	-	405,119	524,016	200,000
Charges and Fees	-	23,339	35,000	44,900
Total Revenues	<u>\$0</u>	<u>\$428,458</u>	<u>\$559,016</u>	<u>\$244,900</u>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	-	230,481	297,618	305,882
Services and Supplies	-	178,205	447,118	197,477
Other Charges	-	1,981	2,354	2,354
Total Expenditures	<u>\$0</u>	<u>\$410,667</u>	<u>\$747,090</u>	<u>\$505,713</u>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GRANTS</b>	<b>28</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>131</b>
<b>2022-23</b>	<b>Program:</b>	<b>ASES - BAYSHORE</b>	<b>178</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	176,183	177,559	177,559	177,559
Total Revenues	<u>\$176,183</u>	<u>\$177,559</u>	<u>\$177,559</u>	<u>\$177,559</u>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	143,632	52,715	314,376	133,790
Services and Supplies	34	-	47,009	28,769
Program Costs	10,328	18,406	11,604	15,000
Total Expenditures	<u>\$153,993</u>	<u>\$71,121</u>	<u>\$372,989</u>	<u>\$177,559</u>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>SPECIAL DEPOSITS</b>	<b>61</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>LIBRARY &amp; RECREATION</b>	<b>120</b>
<b>2022-23</b>	<b>Program:</b>	<b>LIBRARY</b>	<b>120</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Charges and Fees</b>	13,924	-	14,200	11,300
<b>Miscellaneous Revenues</b>	25,849	75	1,500	5,000
<b>Operating Transfers In</b>	-	-	171	-
<b>Total Revenues</b>	<b><u>\$39,774</u></b>	<b><u>\$75</u></b>	<b><u>\$15,871</u></b>	<b><u>\$16,300</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Services and Supplies</b>	-	-	6,500	6,500
<b>Operating Transfers Out</b>	92,670	-	-	-
<b>Total Expenditures</b>	<b><u>\$92,670</u></b>	<b><u>\$0</u></b>	<b><u>\$6,500</u></b>	<b><u>\$6,500</u></b>





# **POLICE DEPARTMENT**

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## **DEPARTMENT MISSION STATEMENT**

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

## **CORE SERVICES**

### **Field Operations**

Performs patrol, traffic, and parking functions.

### **Operations Support Bureau**

Provides investigative functions, communications liaison, records, training, property room, crime analysis, fiscal, internal affairs, risk management, technical services, and administrative functions within the department.

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

This Department supports citywide 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 using accurate and timely intelligence, rapid deployment, effective tactics and relentless follow-up and assessment (CompStat).
- Contribute to regional enforcement efforts (San Mateo County Gang Task Force and Vehicle Theft Task Force) and narcotics interdiction (San Mateo County Narcotics Task Force, DEA Metro Task Force and the DEA San Francisco Airport Task Force).
- Contribute to traffic safety missions through collaborative relationships.
- Seek active ongoing partnerships with community members and groups both through regular meetings and web-based communications and information sharing.
- Seek partnerships with non-profits and educational institutions to identify solutions to modern policing issues with the goal of enhanced community relations.

## **ANNUAL BUDGET OUTCOMES**

- Provide effective, visible neighborhood patrols and timely response to priority calls and complete thorough field investigations.



## **ANNUAL BUDGET OUTCOMES (continued)**

- 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 BUDGET**

- Freezing of positions to accommodate requested salary savings.
- Mental Health Clinician hired as part of the Community Wellness and Crisis Response Team (CWCRT).
- Department is transitioning from the Uniformed Crime Report (UCR) to the National Incident Based Reporting System (NIBRS) for crime reporting, requiring the department to purchase a software patch for our records management system.
- Ongoing demand and supply chain challenges continues to create a high cost for department ammunition needed to meet minimum training expectations. The Police Department continues to experience a lag time between the ordering of ammunition and its delivery to the Police Department.
- Consultant for SB90 claims which provides for reimbursement of costs for state mandated programs.
- Technology costs continue to rise significantly. Emerging technology is a constant budgetary challenge for the Police Department. Due to a continually changing technological environment in Police Services, the department needs to stay current with technology hardware and software. Hardware, licensing, and yearly maintenance fees can be costly, however essential to solving crimes and managing personnel. The following are some of the emerging technologies that will impact the Police Department budget:
  - The police department is working with vehicle maintenance to purchase hybrid vehicles for our fleet.
  - Turbo Data software tracking systems for data collection related to AB 953 (Racial Identity Profiling Act).
  - Axon hardware and software services, to include body worn cameras, vehicle cameras, interview room solutions, and Taser integration.
  - WeaponWare software for firearms management.
  - Cellebrite Pathfinder software for cell phone analytical extractions.



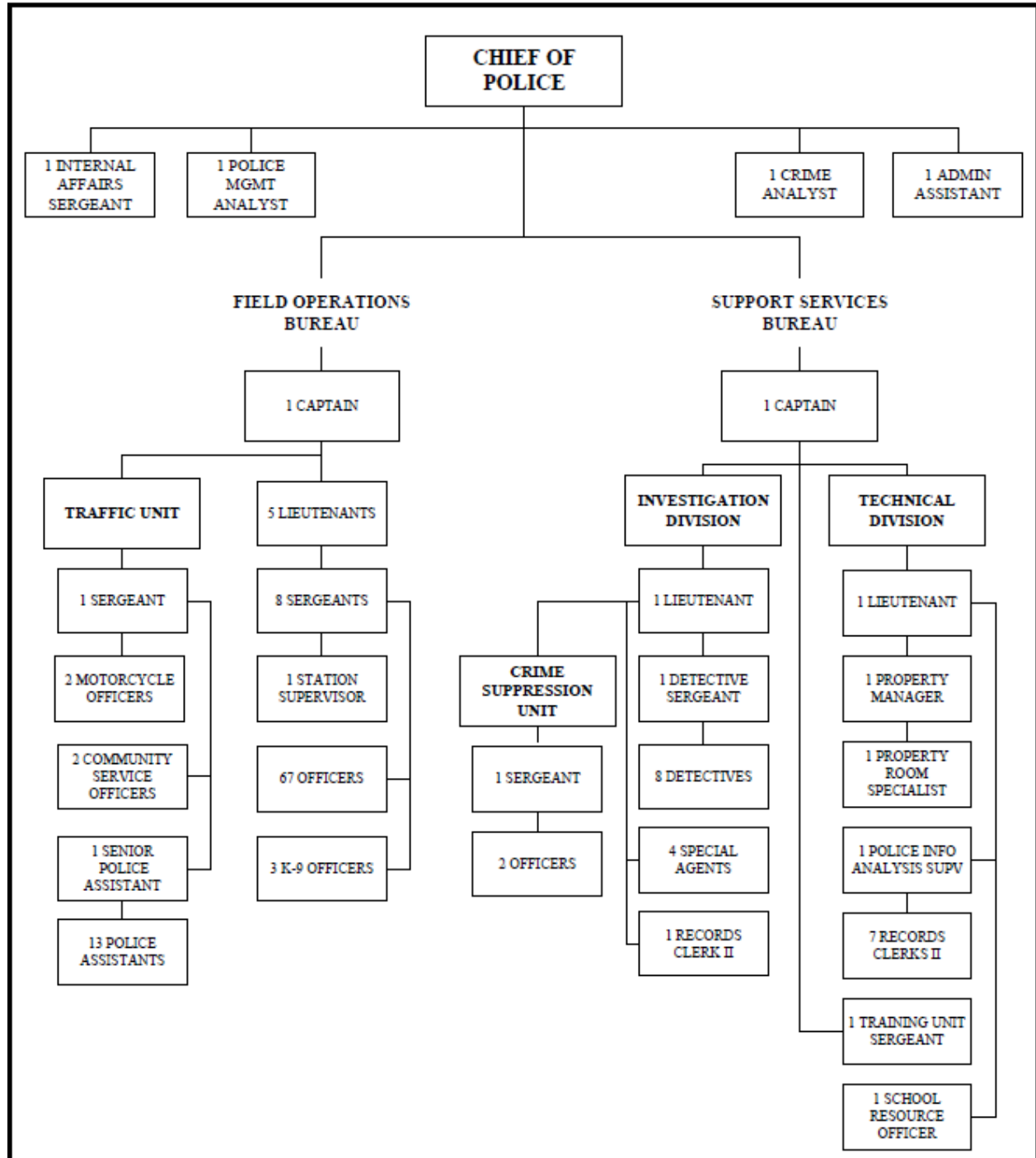
## PERFORMANCE MEASURES

<b>Measure</b>	<b>Actual 2021</b>	<b>Estimate 2022</b>	<b>Projected 2023</b>
Average time to respond to priority calls for patrol services	6 minutes	6 minutes	6 minutes
Number of fatal and injury collisions	Fatal: 2 Injury: 236	Fatal: 2 Injury: 224	Fatal: 0 Injury: 213
Percentage of timely responses, as mandated by State law, to all outside requests for police reports	100%	100%	100%
Percentage of times Federal and State statutory guidelines were followed in the handling of property and evidence	100%	100%	100%
Percentage of POST Compliance in Training	100%	100%	100%





**CITY OF DALY CITY  
POLICE DEPARTMENT  
FISCAL YEAR 2023**





## FULL-TIME SALARIED POSITION LISTING

### POLICE

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>Police Services 01-200-200</b>					
Police Chief	M455	1.00	1.00	1.00	1.00
Police Captain	B245	2.00	2.00	2.00	2.00
Police Lieutenant	B240	7.00	7.00	7.00	7.00
Police Sergeant	B235	13.00	13.00	13.00	13.00
Police Officer	A230	88.00	88.00	88.00	88.00
Police Management Analyst	U084	1.00	1.00	1.00	1.00
Information & Analysis Supervisor	U066	1.00	1.00	1.00	1.00
Property Room Manager	U046	1.00	1.00	1.00	1.00
Administrative Assistant	U038	1.00	1.00	1.00	1.00
Property Room Specialist	U034	1.00	1.00	1.00	1.00
Police Records Clerk II	Z026	8.00	8.00	8.00	8.00
Senior Police Assistant	D027	1.00	1.00	1.00	1.00
Community Service Officer	D027	-	-	2.00	2.00
Police Assistant	D020	13.00	13.00	13.00	13.00
*		138.00	138.00	140.00	140.00
<b>Citizens Option For Public Safety 01-200-202</b>					
Crime Analyst	U051	1.00	-	-	-
		1.00	-	-	-
<b>Citizens Option For Public Safety 28-200-202</b>					
Crime Analyst	U051	-	1.00	1.00	1.00
		-	1.00	1.00	1.00
		139.00	139.00	141.00	141.00

\*Includes frozen positions to accommodate requested salary savings for FY 2023



**CITY OF DALY CITY**

**Annual Budget  
2022-23**

**POLICE DEPARTMENT**

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Taxes</b>	626,214	664,238	656,054	776,600
<b>Licenses and Permits</b>	25,979	5,725	27,066	31,975
<b>From Other Agencies</b>	1,500,169	538,893	388,434	304,721
<b>Fines and Forfeitures</b>	3,700,603	3,041,085	3,365,868	2,359,876
<b>Rents and Interest</b>	5,901	3,930	3,152	5,233
<b>Charges and Fees</b>	525,689	349,089	587,223	337,990
<b>Miscellaneous Revenues</b>	283,174	335,954	3,762	314,481
<b>Operating Transfers In</b>	430,000	-	12,272	-
<b>Total Revenues</b>	<b>\$ 7,097,729</b>	<b>\$ 4,938,913</b>	<b>\$ 5,043,831</b>	<b>\$ 4,130,876</b>
<b>Expenditures</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Requested</b>
<b>Salaries and Benefits</b>	27,851,750	30,438,905	40,601,883	38,966,643
<b>Services and Supplies</b>	4,171,512	4,306,739	3,634,590	3,622,998
<b>Other Charges</b>	187,971	182,876	245,287	236,711
<b>Fixed Charges</b>	3,056,121	3,127,543	3,157,976	4,185,506
<b>Depreciation</b>	150,151	167,766	-	-
<b>Capital Outlay</b>	540,764	1,043,702	290,392	174,685
<b>Operating Transfers Out</b>	260,000	-	475,000	475,000
<b>Total Expenditures</b>	<b>\$ 36,218,269</b>	<b>\$ 39,267,532</b>	<b>\$ 48,405,127</b>	<b>\$ 47,661,543</b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>200</b>
<b>2022-23</b>	<b>Program:</b>	<b>POLICE SERVICES</b>	<b>200</b>

<b>Revenues</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>Taxes</b>	626,214	664,238	656,054	776,600
<b>Licenses and Permits</b>	25,979	5,725	27,066	31,975
<b>From Other Agencies</b>	889,173	233,409	93,654	45,113
<b>Fines and Forfeitures</b>	3,112,227	2,637,092	3,363,668	2,359,876
<b>Charges and Fees</b>	515,609	342,009	549,241	330,910
<b>Miscellaneous Revenues</b>	283,062	335,691	3,762	314,381
<b>Total Revenues</b>	<b><u>\$5,452,264</u></b>	<b><u>\$4,218,164</u></b>	<b><u>\$4,693,445</u></b>	<b><u>\$3,858,855</u></b>

<b>Expenditures</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>Salaries and Benefits</b>	27,661,819	30,279,748	40,433,038	38,789,085
<b>Services and Supplies</b>	3,658,692	3,762,618	3,422,068	3,557,752
<b>Other Charges</b>	172,097	170,849	230,970	231,261
<b>Fixed Charges</b>	3,056,121	3,127,543	3,157,976	4,185,506
<b>Capital Outlay</b>	239,673	778,985	139,136	136,849
<b>Operating Transfers Out</b>	260,000	-	-	-
<b>Total Expenditures</b>	<b><u>\$35,048,402</u></b>	<b><u>\$38,119,744</u></b>	<b><u>\$47,383,188</u></b>	<b><u>\$46,900,453</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>TRAFFIC SAFETY FUND</b>	<b>23</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>200</b>
<b>2022-23</b>	<b>Program:</b>	<b>DUICE/STOP PROG</b>	<b>209</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Fines and Forfeitures</b>	1,190	560	2,200	-
<b>Charges and Fees</b>	10,080	7,080	37,982	7,080
<b>Miscellaneous Revenues</b>	113	263	-	100
<b>Operating Transfers In</b>	-	-	12,272	-
<b>Total Revenues</b>	<b><u>\$11,383</u></b>	<b><u>\$7,903</u></b>	<b><u>\$52,454</u></b>	<b><u>\$7,180</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Services and Supplies</b>	22,145	22,868	45,007	28,556
<b>Other Charges</b>	1,520	5,050	7,300	5,450
<b>Capital Outlay</b>	-	1,146	1,256	1,146
<b>Total Expenditures</b>	<b><u>\$23,665</u></b>	<b><u>\$29,064</u></b>	<b><u>\$53,563</u></b>	<b><u>\$35,152</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>TRAFFIC ENFORCEMENT</b>	<b>25</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>200</b>
<b>2022-23</b>	<b>Program:</b>	<b>POLICE SERVICES</b>	<b>200</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Fines and Forfeitures	587,186	403,432	-	-
<b>Total Revenues</b>	<b><u>\$587,186</u></b>	<b><u>\$403,432</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	42,161	2,727	-	-
Services and Supplies	253,350	275,795	-	-
Other Charges	1,154	-	-	-
Operating Transfers Out	-	-	475,000	475,000
<b>Total Expenditures</b>	<b><u>\$296,665</u></b>	<b><u>\$278,522</u></b>	<b><u>\$475,000</u></b>	<b><u>\$475,000</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GRANTS</b>	<b>28</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>POLICE DEPARTMENT</b>	<b>200</b>
<b>2022-23</b>	<b>Program:</b>	<b>C O P S - SLESF</b>	<b>202</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	-	259,608	245,444	259,608
Rents and Interest	-	3,930	3,152	5,233
<b>Total Revenues</b>	<b><u>\$0</u></b>	<b><u>\$263,539</u></b>	<b><u>\$248,596</u></b>	<b><u>\$264,841</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	-	156,430	168,844	177,558
Services and Supplies	-	103,185	125,195	36,690
Capital Outlay	-	117,891	150,000	36,690
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$377,506</u></b>	<b><u>\$444,040</u></b>	<b><u>\$250,938</u></b>





# **PUBLIC WORKS**

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## **DEPARTMENT MISSION STATEMENT**

Our mission is to efficiently provide services that preserve and improve the community's environment, infrastructure, parks, facilities, vehicles, equipment, and assets.

## **CORE SERVICES**

- Manage and protect the City's infrastructure through participation in the City's land development review process and operating an encroachment permitting system.
- Ensure completion of all programmed Capital Improvement Plan (CIP) projects.
- Maintain the safety and efficiency of City streets through the maintenance of 3,678 streetlights and 42 traffic signals.
- Maintain all street and roadway pavement in adequately serviceable condition through pot-hole patching and routine slurry sealing to prolong pavement life, and completion of annual pavement rehabilitation projects.
- Prevent flooding and control storm drainage through inspection and cleaning of storm drains in compliance with regulatory mandates.
- Perform street sweeping and the removal of trash/debris left on the public right of way.
- Perform monthly inspections of Mussel Rock landfill and submit semi-annual and annual reports to regulatory agencies as required.
- Provide timely preventative maintenance and custodial service to 49 city buildings and facilities totaling 369,912 sq. ft.
- Maintain the City's fleet of 269 vehicles and mobile equipment through both timely preventative and corrective maintenance; and repair and replace as needed to maintain an acceptably low age of the overall vehicle fleet.
- Provide assistance to developers, contractors, outside agencies, residents, and other City departments with their needs to obtain City records, standards, conditions, and permits for performing improvements and resolving issues in the public right of way or private property abutting public property.
- Maintain parks, the urban forest, street medians, and right-of-way in a safe and aesthetically appealing condition.
- Maintain the City's inventory of 550 parking meters.
- Maintain and replace all regulatory traffic signs, pavement markings, and striping for the safe use of city streets by the motorist, bicyclists, and pedestrians.



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

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

- Ensure City infrastructure is in optimum condition to demonstrate that Daly City is a good location for businesses to locate.
- Leverage capital improvement project funds through collaboration with outside agencies and aggressively compete for grant funding of capital projects associated with economic development.
- Ensure the proper maintenance and function of 550 parking meters.

### **Public Safety**

- Coordinate anti-graffiti efforts to eliminate gang related and offensive tagging.
- Provide annual and monthly playground safety inspections performed by a certified safety inspector for 34 playgrounds.
- Participate in the City Safety Committee and address safety concerns identified by the committee.
- Promptly respond to streetlight and traffic signal malfunctions.
- Make timely repairs to pavement markings and regulatory signs.
- Provide safe, hazard-free sidewalks and roadways.
- Maintain 42 signalized intersections and 3,678 streetlights to allow the safe and efficient transportation of people, goods, and services within the City.
- Repaired 23 Regulated Output (RO) series circuit streetlight failures.

### **Transportation/Traffic**

- Schedule work activities to avoid peak commute times.
- Promptly address traffic signal malfunctions, damaged street pavement, and deteriorated directional and safety signs.
- Represent Daly 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 to respond to citizen requests for traffic safety improvements and circulation enhancements.
- Obtain grants for bicycle and pedestrian improvement projects. Manage and coordinate the review and actions of the Bicycle and Pedestrian Committee.
- Implement the City's Vision Zero Action Plan with the goal of reducing serious traffic injuries and fatalities to zero by the year 2035.

### **Infrastructure**

- Manage and maintain all City infrastructure and facilities to provide optimum system performance at the lowest overall cost.





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

- Maximize asset value retention and service life with a comprehensive approach utilizing systems such as the Pavement Management System for establishing street maintenance priorities, as well as the Encroachment Permit process to ensure streets damaged by private activity are repaired appropriately.
- Successfully obtained over \$7 Million of grant funding for various CIP projects from State, Regional and County government programs including the State Park Recreation and Funding (\$4,000,000), State Library (\$2,000,000), Metropolitan Transportation Commission (\$450,000), State Highway Safety Improvement Program (\$342,180), State Parks Per Capita Funding (\$244,645).
- Ensure the Mussel Rock Landfill Site remains in compliance with existing and future regulations.

### **Leisure Services**

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

### **Land Use**

- Participate in the land development review process through the review and approval of subdivision and parcel maps.
- Support the Economic and Community Development Department's review and approval of various permits such as building permits and use permits.
- Participate on the City Development Coordinating Committee.
- Participate in the development and review of the City's General Plan Circulation Element.
- Completed 369 private development plan reviews, and 8 Development Coordinating Committee preliminary reviews of private development.

### **Government Operations**

- Develop and administer the City's Capital Improvement Program (CIP).
- Establish and support training programs for department personnel including the Daly City Supervisory and Leadership Academies.
- Implement a new Fleet Fuel Management Software system to better manage the City's fuel distribution and fuel usage.
- Reduce recorded industrial injuries by conducting Department, Division, and "tail-gate" safety meetings; and participating in the City Safety Committee meetings.
- Continue the migration to energy efficient lighting, heating, ventilating, and air conditioning systems and water conserving plumbing fixtures.



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

- Processed and issued 776 Encroachment, wide-load and other regulatory permits, and reviewed and approved one parcel map and one subdivision map.
- Provide over-the-counter technical assistance to residents, contractors, and developers.
- Maintain 7,906 City trees.
- Maintain/service a fleet of approximately 269 vehicles in accordance with the manufacturers' recommendations and the regulatory agencies' mandates.
- Maintain 49 government buildings and facilities in a safe, comfortable condition for the use of residents, visitors, and employees.
- Installed office cubicle shields, physical barriers, and improved HVAC air circulations in City facilities to maintain a healthy work environment during the COVID -19 pandemic.

### **Community/Civic Support**

- Expand outreach activities within neighborhoods to communicate potential impacts from construction activities.
- Promptly respond to graffiti, weed, rubbish, and illegal dumping abatement concerns.
- Promptly respond to an average of 130 complaints or requests received from the City's i-Help system monthly, for a total of approximately 1550 i-Help requests.
- Complete approximately 6,500 work orders.

## **ANNUAL BUDGET OUTCOMES**

Completed construction of approximately 10 major Capital Improvement Projects with a total estimated value in excess of \$4,500,000, including:

- Completed replacement of the emergency standby generator at Fire Station 91.
- Completed the Southgate/Callan Traffic Signal Installation Project.
- Completed the Daly City Traffic Signal Management System Project.
- Completed the 2019-20 Original Daly City Civic Center Slurry Seal Project.
- Completed the Gellert Park Restroom, installing a new restroom and site utilities as part of the overall Gellert Park Renovations Project.
- Completed the Tennis & Basketball Court Surface Rehabilitation Project.

Began planning and project design of approximately 5 major Capital Improvement Program Projects with a total estimated value in excess of \$3,000,000, including:

- ADA Sidewalk and Parking Lot Improvements Project
- Southgate Avenue and School Street Safety Improvements Project
- Skyline Slurry Seal Project



## **ANNUAL BUDGET OUTCOMES (continued)**

- Vision Zero Community Outreach Program
- Daly City Crosswalk Enhancement

## **SIGNIFICANT CHANGES FROM PRIOR BUDGET**

The Public Works Department struggled to maintain service levels in program areas such as street, park, and facility maintenance caused by a continuing lack of available staff and financial resources.

The City has been forced to significantly reduce or eliminate funding for major maintenance and facility rehabilitation projects in the Capital Improvement Program (CIP). The need for these major improvements was highlighted in the comprehensive Facility Condition Assessment Reports and the ADA Self Evaluation and Transition Plan. An inability to invest in the Capital Improvement Program will continue the long-term decline and deterioration of City facilities and infrastructure. This will in turn lead to higher repair and rehabilitation costs in the future as well as poorly maintained and less availability of facilities for the public's use and enjoyment. Due to the COVID pandemic, retirements and inflation, the Public Works Department had to operate differently to continue to provide service to the public. The following actions were taken in the various Divisions of Public Works:

### **Administration Division**

- Provide support services with staff primarily working from home due to the COVID-19 pandemic.

### **Engineering Division**

- Facilitated full Engineering Division services with staff primarily working from home due to the COVID-19 pandemic.
- Conducted plan reviews and permit issuances fully electronically.
- Filled two vacant Engineer I positions.
- Filled the vacant Senior Engineering Technician position.
- Filled the vacant Engineering Technician position.

### **Maintenance Division**

- Filled the vacant Street Sweeper Operator position.
- Continue to provide tree maintenance through West Coast Arborists contract services.
- Continue to utilize contractual landscape maintenance services to replace two positions eliminated in the Parks Maintenance Section for street median and rights-of-way maintenance.
- Respond to confirmed COVID exposure incidents within 24 hours to decontaminate the area where the exposure occurred.



Public Works administration will continue to review alternative service delivery models, including staff reorganizations, increased use of contractual services, and supplemental staffing, in an effort to maintain an acceptable level of service for the Daly City community.

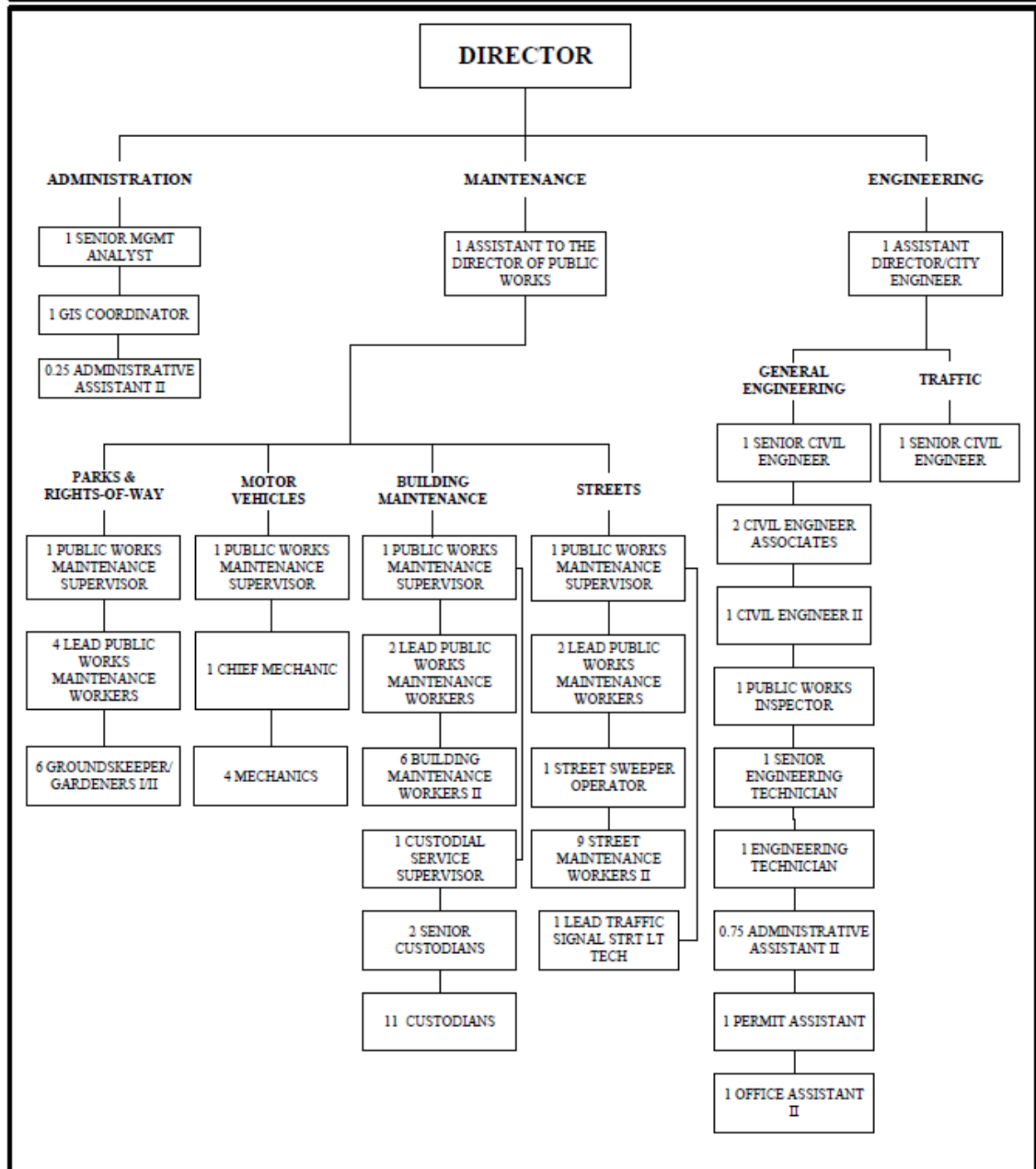
## PERFORMANCE MEASURES

<b>Measure</b>	<b>Actual 2021</b>	<b>Estimate 2022</b>	<b>Projected 2023</b>
Percentage of quarterly HVAC preventative maintenance service completed	95%	95%	95%
Percentage of parallel circuit streetlight outages repaired within 3 working days and repair series circuit streetlight outages within 2 working days of PG&E opening the circuit	90%	70%	50%
Percentage of traffic signal problems impacting traffic flow or traffic safety responded to and repaired within 12 hours	100%	100%	100%
Percentage of vehicle repairs completed per the manufacturer's specifications within the agreed upon time allotted for the repair	98%	95%	95%
Percentage of scheduled maintenance performed per the manufacturer's recommendations on 100% of vehicle fleet covered by CHP BIT Inspection Mandates	100%	100%	100%
Percentage of pothole complaints investigated and responded to within 24 hours of notification. Repair potholes within 24 hours 90% of the time.	100%	100%	95%
Percentage of regulatory and warning sign complaints investigated and responded to within 24 hours.	95%	95%	90%
Percentage of storm drain catch basins inspected and cleaned before and after the rainy season.	98%	98%	90%
Percentage of sidewalk complaints inspected and warning features installed or repairs initiated within 24 hours of notice and repairs completed within thirty working days of inspection.	95%	95%	85%
Percentage of trash/debris complaints reported to Republic Services on the day received and monitor Republic's compliance with duty to remove within 48 hours.	99%	95%	100%





**CITY OF DALY CITY  
DEPARTMENT OF PUBLIC WORKS  
FISCAL YEAR 2023**



## FULL-TIME SALARIED POSITION LISTING

### PUBLIC WORKS

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>Public Works Admin 01-310-310</b>					
Director of Public Works	M440	0.07	0.07	0.07	0.07
Geographic Info Systems Coordinator	U065	-	-	1.00	1.00
Geographic Info Systems Analyst	U058	1.00	1.00	-	-
Engineering Technician	X044	0.50	0.50	0.50	0.50
Administrative Assistant II	U045	0.25	0.25	0.25	0.25
		1.82	1.82	1.82	1.82
<b>Engineering 01-312-311</b>					
Director of Public Works	M440	0.21	0.21	0.21	0.21
City Engineer	U112	1.00	1.00	1.00	1.00
Senior Civil Engineer	U095	1.00	1.00	1.00	1.00
Civil Engineering Associate	U076	2.00	2.00	2.00	2.00
Senior Management Analyst	U074	1.00	1.00	1.00	1.00
Civil Engineer II	X062	1.00	1.00	1.00	1.00
Public Works Inspector	X052	1.00	1.00	1.00	1.00
Senior Engineering Technician	X052	1.00	1.00	1.00	1.00
Engineering Technician	X044	0.50	0.50	0.50	0.50
Administrative Assistant II	U045	0.75	0.75	0.75	0.75
Permit Assistant	Z030	1.00	1.00	1.00	1.00
Office Assistant II	Z125	1.00	1.00	1.00	1.00
		11.46	11.46	11.46	11.46
<b>Transportation Traffic Signal &amp; Street Lighting 17-316-353</b>					
Senior Civil Engineer	U095	1.00	1.00	1.00	1.00
Traffic Engineer	U087	-	-	-	-
Public Works Maintenance Supervisor	U067	0.25	0.25	0.25	0.25
Lead Traffic Signal/Street Light Technician	X059	1.00	1.00	1.00	1.00
		2.25	2.25	2.25	2.25
<b>Transportation Streets Maintenance 17-314-330</b>					
Director of Public Works	M440	0.20	0.20	0.20	0.20
Assistant to the Director of Public Works	U113	0.40	0.40	0.40	0.40
Public Works Maintenance Supervisor	U067	0.75	0.75	0.75	0.75
Lead Street Maintenance Worker	X044	2.00	2.00	2.00	2.00
Street Sweeper Operator	X041	1.00	1.00	1.00	1.00
Streets Maintenance Worker II	X030	9.00	9.00	9.00	9.00
		13.35	13.35	13.35	13.35
<b>Parks Maintenance 01-317-160</b>					
Director of Public Works	M440	0.10	0.10	0.10	0.10
Assistant to the Director of Public Works	U113	0.20	0.20	0.20	0.20
Public Works Maintenance Supervisor	U067	1.00	1.00	1.00	1.00
Lead Public Works Maintenance Worker	X044	4.00	4.00	4.00	4.00
Groundskeeper/Gardener I/II	X030	6.00	6.00	6.00	6.00
		11.30	11.30	11.30	11.30



## PUBLIC WORKS

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>Building Maintenance 54-313-110</b>					
Director of Public Works	M440	0.21	0.21	0.21	0.21
Assistant to the Director of Public Works	U113	0.20	0.20	0.20	0.20
Public Works Maintenance Supervisor	U067	1.00	1.00	1.00	1.00
Lead Public Maintenance Worker	X044	2.00	2.00	2.00	2.00
Custodial Services Supervisor	U050	1.00	1.00	1.00	1.00
Building Maintenance Worker II	X132	6.00	6.00	6.00	6.00
Senior Custodian	X029	2.00	2.00	2.00	2.00
Custodian*	X025	11.00	11.00	11.00	11.00
		23.41	23.41	23.41	23.41
<b>Motor Vehicles 51-315-450</b>					
Director of Public Works	M440	0.21	0.21	0.21	0.21
Assistant to the Director of Public Works	U113	0.20	0.20	0.20	0.20
Public Works Maintenance Supervisor	U067	1.00	1.00	1.00	1.00
Chief Mechanic	X051	1.00	1.00	1.00	1.00
Mechanic	X039	4.00	4.00	4.00	4.00
		6.41	6.41	6.41	6.41
		70.00	70.00	70.00	70.00

\*Includes 2 frozen Custodian positions in FY 2021



<b>CITY OF DALY CITY</b>	<b>PUBLIC WORKS</b>			
<b>Annual Budget 2022-23</b>				

<b>Revenues</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>Licenses and Permits</b>	82,032	73,568	37,500	37,500
<b>From Other Agencies</b>	3,534,957	3,585,589	10,281,088	-
<b>Rents and Interest</b>	241,662	600	26,264	31,921
<b>Charges and Fees</b>	13,550,781	13,745,660	12,580,473	15,296,771
<b>Miscellaneous Revenues</b>	342,231	413,614	583,500	104,500
<b>Operating Transfers In</b>	3,657,281	5,823,433	17,754,968	1,559,411
<b>Total Revenues</b>	<b><u>\$21,408,944</u></b>	<b><u>\$23,642,464</u></b>	<b><u>\$41,263,792</u></b>	<b><u>\$17,030,103</u></b>

<b>Expenditures</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>Salaries and Benefits</b>	10,569,100	10,782,747	13,955,900	13,405,668
<b>Services and Supplies</b>	4,045,162	4,183,062	5,297,219	4,952,071
<b>Other Charges</b>	339,650	331,953	675,170	558,570
<b>Fixed Charges</b>	2,347,152	2,425,544	2,481,929	3,733,199
<b>Depreciation</b>	3,329,343	3,125,247	1,343,958	-
<b>Capital Outlay</b>	2,702,136	1,443,099	41,867,261	2,010,000
<b>Operating Transfers Out</b>	573,229	608,196	590,348	870,662
<b>Total Expenditures</b>	<b><u>\$23,905,772</u></b>	<b><u>\$22,920,966</u></b>	<b><u>\$66,055,892</u></b>	<b><u>\$25,564,548</u></b>





<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>310</b>
<b>2022-23</b>	<b>Program:</b>	<b>PUBLIC WORKS ADM</b>	<b>310</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Charges and Fees	89,046	148,732	65,000	30,000
<b>Total Revenues</b>	<b><u>\$89,046</u></b>	<b><u>\$148,732</u></b>	<b><u>\$65,000</u></b>	<b><u>\$30,000</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	299,085	313,781	348,923	412,471
Services and Supplies	2,708	3,925	5,020	5,020
Other Charges	1,429	4,937	6,320	8,770
Fixed Charges	133,824	139,749	141,974	202,643
<b>Total Expenditures</b>	<b><u>\$437,047</u></b>	<b><u>\$462,393</u></b>	<b><u>\$502,237</u></b>	<b><u>\$628,904</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>312</b>
<b>2022-23</b>	<b>Program:</b>	<b>ENGINEERING</b>	<b>311</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Licenses and Permits	82,032	73,568	37,500	37,500
Charges and Fees	2,424,180	2,251,079	1,504,000	1,522,000
<b>Total Revenues</b>	<b><u>\$2,506,211</u></b>	<b><u>\$2,324,647</u></b>	<b><u>\$1,541,500</u></b>	<b><u>\$1,559,500</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	2,084,341	1,752,590	2,743,033	2,302,688
Services and Supplies	149,051	199,844	360,123	220,160
Other Charges	1,115	4,623	11,390	6,640
Fixed Charges	308,975	321,026	327,792	367,788
Operating Transfers Out	29,443	50,000	-	-
<b>Total Expenditures</b>	<b><u>\$2,572,925</u></b>	<b><u>\$2,328,084</u></b>	<b><u>\$3,442,338</u></b>	<b><u>\$2,897,275</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>314</b>
<b>2022-23</b>	<b>Program:</b>	<b>STREETS</b>	<b>330</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	-	2,393	-	-
Operating Transfers Out	1,845,797	1,892,016	1,073,074	747,857
<b>Total Expenditures</b>	<b><u>\$1,845,797</u></b>	<b><u>\$1,894,408</u></b>	<b><u>\$1,073,074</u></b>	<b><u>\$747,857</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>316</b>
<b>2022-23</b>	<b>Program:</b>	<b>SIGNALS &amp; LIGHTS</b>	<b>353</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Operating Transfers Out	829,271	1,443,320	673,268	766,554
<b>Total Expenditures</b>	<b><u>\$829,271</u></b>	<b><u>\$1,443,320</u></b>	<b><u>\$673,268</u></b>	<b><u>\$766,554</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>317</b>
<b>2022-23</b>	<b>Program:</b>	<b>PARKS MAINT</b>	<b>160</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Charges and Fees	25,356	25,356	25,356	48,636
Miscellaneous Revenues	13,784	17,668	-	-
<b>Total Revenues</b>	<b><u>\$39,140</u></b>	<b><u>\$43,024</u></b>	<b><u>\$25,356</u></b>	<b><u>\$48,636</u></b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	1,818,559	1,840,975	2,189,488	2,219,886
Services and Supplies	186,622	560,330	669,030	662,200
Other Charges	9,984	504	10,875	6,075
Fixed Charges	482,625	499,394	510,370	658,154
<b>Total Expenditures</b>	<b><u>\$2,497,790</u></b>	<b><u>\$2,901,202</u></b>	<b><u>\$3,379,763</u></b>	<b><u>\$3,546,315</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GAS TAX</b>	<b>17</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Taxes</b>	7,518,725	7,400,325	4,733,449	5,640,753
<b>From Other Agencies</b>	190,253	-	300,000	301,000
<b>Rents and Interest</b>	190,540	1,964	70,000	70,000
<b>Miscellaneous Revenues</b>	65,754	-	-	-
<b>Operating Transfers In</b>	-	325,785	-	-
<b>Total Revenues</b>	<b><u>\$7,965,272</u></b>	<b><u>\$7,728,073</u></b>	<b><u>\$5,103,449</u></b>	<b><u>\$6,011,753</u></b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Services and Supplies</b>	2,291	4,960	2,600	6,000
<b>Operating Transfers Out</b>	-	489,880	5,888,460	-
<b>Total Expenditures</b>	<b><u>\$2,291</u></b>	<b><u>\$494,840</u></b>	<b><u>\$5,891,060</u></b>	<b><u>\$6,000</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GAS TAX</b>	<b>17</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>314</b>
<b>2022-23</b>	<b>Program:</b>	<b>STREETS</b>	<b>330</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	-	1,829	-	-
<b>Charges and Fees</b>	1,033,335	1,043,024	1,060,306	1,059,677
<b>Miscellaneous Revenues</b>	74,292	65,024	2,000	2,000
<b>Operating Transfers In</b>	1,845,797	1,937,016	1,118,074	792,857
<b>Total Revenues</b>	<b><u>\$2,953,424</u></b>	<b><u>\$3,046,892</u></b>	<b><u>\$2,180,380</u></b>	<b><u>\$1,854,534</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	1,926,241	1,873,005	2,533,379	2,493,687
<b>Services and Supplies</b>	526,515	263,057	316,250	322,000
<b>Other Charges</b>	27,098	29,074	46,610	32,200
<b>Fixed Charges</b>	542,050	560,400	570,140	994,926
<b>Capital Outlay</b>	2,723	3,795	13,000	6,000
<b>Operating Transfers Out</b>	302,793	311,877	321,233	253,068
<b>Total Expenditures</b>	<b><u>\$3,327,419</u></b>	<b><u>\$3,041,208</u></b>	<b><u>\$3,800,613</u></b>	<b><u>\$4,101,880</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GAS TAX</b>	<b>17</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>316</b>
<b>2022-23</b>	<b>Program:</b>	<b>SIGNALS &amp; LIGHTS</b>	<b>353</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Charges and Fees	16,786	82,185	6,800	7,080
Miscellaneous Revenues	6,841	25,630	7,500	7,500
Operating Transfers In	829,271	1,443,320	673,268	766,554
<b>Total Revenues</b>	<b>\$ 852,898</b>	<b>\$ 1,551,136</b>	<b>\$ 687,568</b>	<b>\$ 781,134</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	569,104	580,102	644,218	538,498
Services and Supplies	607,507	555,673	638,102	568,150
Other Charges	286,585	286,361	288,943	289,425
Fixed Charges	87,819	90,454	93,167	262,830
Operating Transfers Out	37,424	38,547	39,703	40,161
<b>Total Expenditures</b>	<b>\$ 1,588,439</b>	<b>\$ 1,551,136</b>	<b>\$ 1,704,134</b>	<b>\$ 1,699,064</b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>LINDA VISTA BENEFIT ASSE</b>	<b>19</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>310</b>
<b>2022-23</b>	<b>Program:</b>	<b>LINDA VISTA SUB</b>	<b>335</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Rents and Interest	14,267	(3,508)	3,562	4,739
Charges and Fees	26,597	26,599	26,600	26,600
<b>Total Revenues</b>	<b>\$40,864</b>	<b>\$23,091</b>	<b>\$30,162</b>	<b>\$31,339</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Services and Supplies	9,872	10,582	10,111	12,615
Other Charges	300	300	250	250
Capital Outlay	740	4,200	2,000	2,000
<b>Total Expenditures</b>	<b>\$10,912</b>	<b>\$15,082</b>	<b>\$12,361</b>	<b>\$14,865</b>



<b>CITY OF DALY CITY</b>  <b>Annual Budget</b> <b>2022-23</b>	<b>Fund:</b>	<b>LINDA VISTA BENEFIT ASSE</b>	<b>19</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>310</b>
	<b>Program:</b>	<b>BAY RIDGE SUBDIV</b>	<b>377</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Rents and Interest</b>	2,553	1,831	1,702	2,182
<b>Charges and Fees</b>	17,783	17,781	17,781	17,781
<b>Total Revenues</b>	<b><u>\$20,336</u></b>	<b><u>\$19,613</u></b>	<b><u>\$19,483</u></b>	<b><u>\$19,963</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Services and Supplies</b>	6,600	7,200	6,831	10,251
<b>Other Charges</b>	201	201	250	250
<b>Capital Outlay</b>	1,115	3,870	2,000	2,000
<b>Total Expenditures</b>	<b><u>\$7,916</u></b>	<b><u>\$11,271</u></b>	<b><u>\$9,081</u></b>	<b><u>\$12,501</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>MOTOR VEHICLES</b>	<b>51</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>315</b>
<b>2022-23</b>	<b>Program:</b>	<b>MOTOR VEHICLES</b>	<b>450</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
From Other Agencies	-	3,189	-	-
Rents and Interest	160,305	1,779	21,000	-
Charges and Fees	4,326,179	4,449,861	4,592,957	4,137,718
Miscellaneous Revenues	230,146	293,265	74,000	95,000
<b>Total Revenues</b>	<b><u>\$4,716,631</u></b>	<b><u>\$4,748,094</u></b>	<b><u>\$4,687,957</u></b>	<b><u>\$4,232,718</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	1,125,043	1,201,468	1,416,042	1,361,107
Services and Supplies	1,291,714	1,391,382	1,619,724	1,864,900
Other Charges	6,475	5,233	6,050	9,100
Fixed Charges	618,817	636,052	655,134	971,484
Depreciation	1,099,404	851,097	1,336,958	-
Operating Transfers Out	76,291	78,168	92,784	215,828
<b>Total Expenditures</b>	<b><u>\$4,241,354</u></b>	<b><u>\$4,120,718</u></b>	<b><u>\$5,126,692</u></b>	<b><u>\$4,422,419</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>MOTOR VEHICLES</b>	<b>51</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>315</b>
<b>2022-23</b>	<b>Program:</b>	<b>MOT VEH REPLACE</b>	<b>453</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Charges and Fees	-	-	-	2,542,423
Operating Transfers In	55,027	51,399	278,500	-
<b>Total Revenues</b>	<b><u>\$55,027</u></b>	<b><u>\$51,399</u></b>	<b><u>\$278,500</u></b>	<b><u>\$2,542,423</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Capital Outlay	-	-	2,917,877	2,000,000
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$2,917,877</u></b>	<b><u>\$2,000,000</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>MOTOR VEHICLES</b>	<b>51</b>
	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>315</b>
	<b>Program:</b>	<b>FIRE APP REPLACE</b>	<b>454</b>
<b>Annual Budget 2022-23</b>			

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Charges and Fees</b>	22,347	-	-	-
<b>Operating Transfers In</b>	104,186	107,312	150,000	-
<b>Total Revenues</b>	<b><u>\$126,533</u></b>	<b><u>\$107,312</u></b>	<b><u>\$150,000</u></b>	<b><u>\$0</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Other Charges</b>	-	-	195,491	200,710
<b>Debt Service</b>	-	21,118	39,598	34,378
<b>Capital Outlay</b>	22,347	-	15,695	-
<b>Total Expenditures</b>	<b><u>\$22,347</u></b>	<b><u>\$21,118</u></b>	<b><u>\$250,783</u></b>	<b><u>\$235,088</u></b>





<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>BUILDING MAINTENANCE</b>	<b>54</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>313</b>
<b>2022-23</b>	<b>Program:</b>	<b>BLDG MAINTENANCE</b>	<b>110</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	-	204,163	-	-
<b>Rents and Interest</b>	64,536	498	-	25,000
<b>Charges and Fees</b>	4,978,484	5,127,838	5,281,673	5,904,856
<b>Miscellaneous Revenues</b>	17,168	12,027	-	-
<b>Total Revenues</b>	<b><u>\$5,060,188</u></b>	<b><u>\$5,344,526</u></b>	<b><u>\$5,281,673</u></b>	<b><u>\$5,929,856</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	2,721,919	3,218,410	4,077,616	4,074,132
<b>Services and Supplies</b>	1,233,438	1,177,029	1,352,804	1,258,500
<b>Other Charges</b>	6,462	720	6,754	5,150
<b>Fixed Charges</b>	173,042	178,469	183,352	275,375
<b>Depreciation</b>	6,668	7,073	7,000	-
<b>Operating Transfers Out</b>	127,278	129,605	136,627	361,605
<b>Total Expenditures</b>	<b><u>\$4,261,867</u></b>	<b><u>\$4,711,305</u></b>	<b><u>\$5,764,154</u></b>	<b><u>\$5,974,762</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>BUILDING MAINTENANCE</b>	<b>54</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>313</b>
<b>2022-23</b>	<b>Program:</b>	<b>CHILD CR CTR MNT</b>	<b>116</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	6,135	242	-	-
Services and Supplies	30,792	14,026	22,500	26,000
<b>Total Expenditures</b>	<b><u>\$36,927</u></b>	<b><u>\$14,269</u></b>	<b><u>\$22,500</u></b>	<b><u>\$26,000</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>BUILDING MAINTENANCE</b>	<b>54</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>313</b>
<b>2022-23</b>	<b>Program:</b>	<b>GIAMM POOL MAINT</b>	<b>118</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	18,673	2,174	3,200	3,200
Services and Supplies	344	13	2,280	2,275
<b>Total Expenditures</b>	<b><u>\$19,017</u></b>	<b><u>\$2,187</u></b>	<b><u>\$5,480</u></b>	<b><u>\$5,475</u></b>



# **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, re-use, and disposal of wastewater and conveyance of stormwater 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 through the tiered water rate structure. Provide customers rebates, high efficiency water use devices, and other types of materials that further conservation goals. Through these and other efforts, assist customers in maintaining the lowest per person water usage in the County.

### **Ensure Regulatory Compliance**

Provide timely comments and actively participate in the development of pending water, wastewater, and stormwater regulations. Implement the components of the Sewer System 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 (NPDES) 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 emergency repairs, and replacement activities supported by a viable Capital Improvement Program. Ensure consistent delivery of high-quality, full- public contact Title 22 tertiary treated recycled water to City facilities and existing golf club contractual obligations.



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

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

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

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

- Continue to produce high quality water that meets the California State Water Resources Control Board Division of Drinking Water Requirements and operate the wastewater plant to produce reusable recycled water and meet the Regional Water Board Permit requirements.

### **Infrastructure**

- Continue to address system-wide maintenance from a proactive preventative standard to lengthen the useful life of pipes, pumps, and other departmental assets.
- Continue refinement of groundwater model toward establishing self-yield of approximately 2 MGD within the groundwater basin and contractual obligations.
- Investigate cost-effective technologies.
- Continue to move forward with the Vista Grande Drainage Basin Improvement Project.

### **Government Operations**

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

### **Community/Civic Support**

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



## ANNUAL BUDGET OUTCOMES

- Deliver high-quality drinking water meeting all regulatory mandates set forth by the California State Water Resources Control Board, Division of Drinking Water.
- Meet the discharge requirements into the Pacific Ocean as set forth under the District's NPDES permit in a manner consistent with the public trust and to avoid the imposition of fines and penalties.
- Continue to meet contractual requirements associated with the use of tertiary treated recycled water to preserve the Westside Basin Groundwater Aquifer for potable drinking water supplies.
- Continue delivering tertiary treated recycled water to serve the irrigation needs of the Olympic Club, Lake Merced, San Francisco, Harding Park Golf Club, and City parks and medians.
- Meet the Water Conservation Implementation Plan objectives set forth in partnership with the Bay Area Water Supply and Conservation Agency.
- Increase Public Education and Awareness expectations set forth by the San Francisco Water Board when enacting the Municipal Regional Stormwater Permit.
- Maintain required and mandated certifications for Operations, Collection, Distribution, Laboratory, and Maintenance personnel.
- Continue proactive preventative maintenance approach on water and wastewater infrastructure to prolong useful life while continuing to meet public health and safety regulatory requirements.
- Update groundwater monitoring information into the Westside Basin Aquifer Groundwater Model to improve upon the understanding of the available "safe yield" within the basin.
- Continue to responsibly manage the Westside Basin Aquifer in partnership with the City of San Bruno, California Water Service Company, and the San Francisco Public Utilities Commission.
- Provide protection against adverse environmental impacts caused from illicit waste discharge through public education, community awareness, and source control.
- Enforcement consistent with existing sewer use ordinance and expanded requirements established under the Stormwater Municipal Regional Permit.
- Provide certified water and wastewater operators 24-hours per day, 365 days per year, to monitor and coordinate the water and wastewater systems and to stay in compliance with our NPDES permit.
- Provide standby wastewater collection and water distribution operators 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 BUDGET**

- Increased laboratory testing and analysis of water quality from regulatory amendments and potential hexavalent chromium 6 monitoring in the drinking water system.
- Continued rate volatility in response to mandated targeted conservation efforts, anticipated fixed cost increase on consumable supplies, and Covid-19 pandemic response.
- Increased regulatory compliance mandates associated with the renewal of the Stormwater Regional Permit (MRP), Regional Waterboard NPDES, and Sanitary Sewer overflow requirements, and Drinking water compliance standards.
- Full implementation of the CentralSquare asset management system to improve operations and maintenance activities.
- Sewer Service Rate Analysis and development of a sustainable rate structure for Fiscal Years 2022, 2023, and 2024.
- Continued development of the Water Distribution and Sewer Collection System Master Plans and implementation of a long-term Capital Improvement Plan.
- Support Established Department Values Statement. Complete the Department objectives and goals utilizing the values of Respect, Teamwork and Collaboration, Leadership, Communication and Engagement, Appreciation, Professional Development, Professionalism, Innovation, and Accountability.
- Goal to move the Water Distribution and Sewer Collection System Divisions back to the Wastewater plant as Covid-19 cases decrease.
- Due to an increased Master Plan workload and Geographic Information Systems needing updates, one Geographic Information System Analyst will be added.
- Conduct Water Rate Study after last rate adjustment on July 1<sup>st</sup>, 2022.



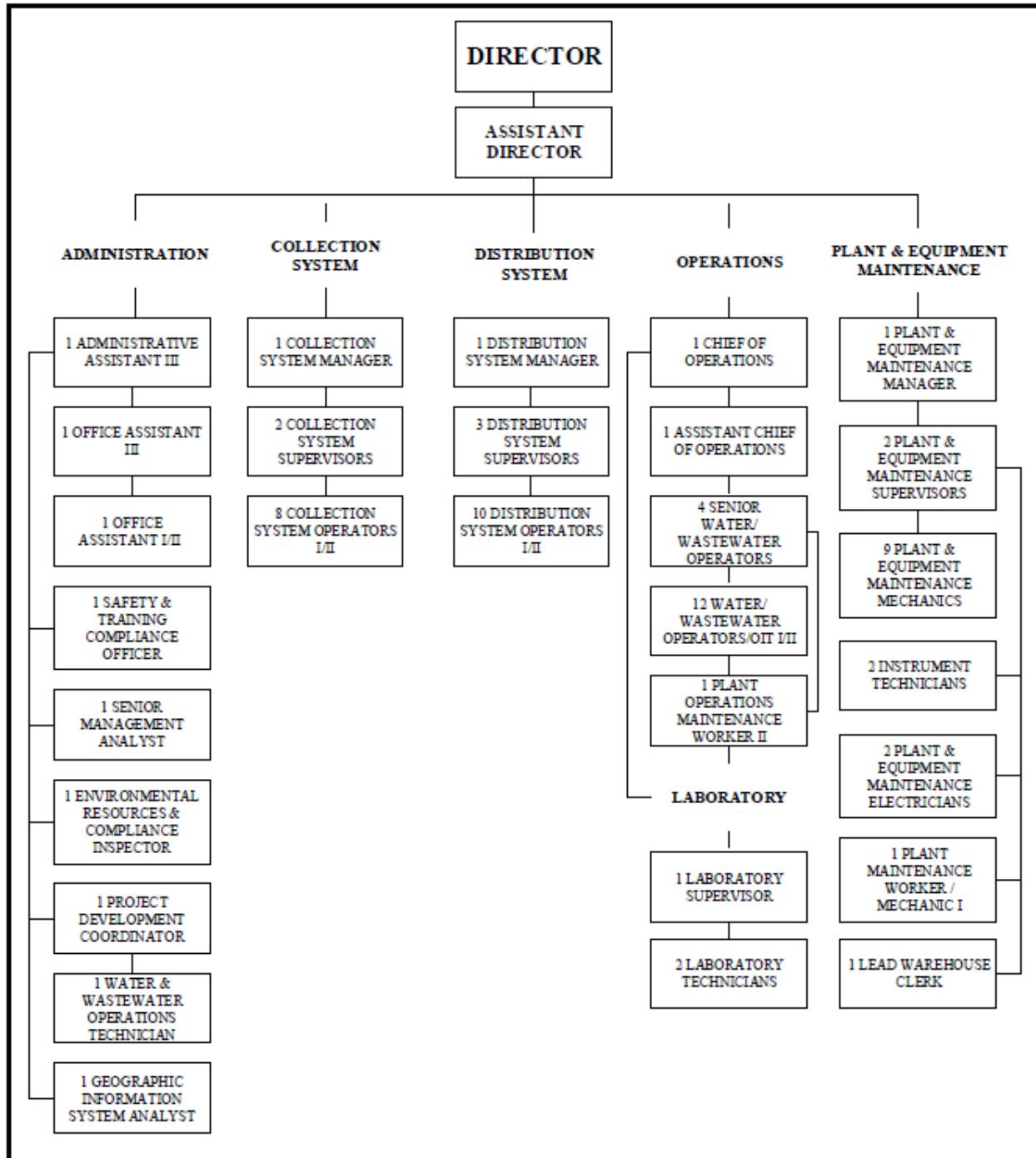
## PERFORMANCE MEASURES

Measure	Actual 2021	Estimate 2022	Projected 2023
Complete 95% of work orders generated in the month activated  % met/target Total amount	95% 7,000	96% 7,000	95% 7,000
Respond to plan checks, contract specifications, development review within 10 working days 90% of the time  % met/target Total documents	90% 395	95% 380	95% 400
BAWSCA Rain barrel rebate program  Target Number	100	50	50
BAWSCA target for high- efficiency toilet rebates  Target Number	50	N/A	N/A
Water system coliform samples (26/week) cannot exceed monthly positive detection of five samples.  Regulatory limits Total Annual Positive Detections Total samples	< 5/mo. 0 1,300	< 5/mo. 2 1,300	< 5/mo. 2 1,300
95% of standby emergency callouts responded to within sixty minutes of notification.  % met/target Number of callouts	95% 156	95% 95	95% 100
90% of all broken water mains are restored to service within eight hours of notification.  % met/target Repairs made	95% 110	95% 115	95% 100
80% of the volume from a sanitary sewer overflow is captured and treated before flowing into the receiving waters of the United States.  % captured Number of overflows	80% 5	80% 4	80% 5





**CITY OF DALY CITY  
DEPARTMENT OF WATER & WASTEWATER  
RESOURCES FISCAL YEAR 2023**





## FULL-TIME SALARIED POSITION LISTING

### WATER & WASTEWATER RESOURCES

Classification	Range	FY 2020	FY 2021	FY 2022	FY 2023
<b>Water/Wastewater Admin 87-380-370</b>					
Director Water/Wastewater Resources	M440	1.00	1.00	1.00	1.00
Assistant Director of Water/Wastewater Resources	M359	-	-	1.00	1.00
Senior Management Analyst	U074	1.00	1.00	1.00	1.00
Project Development Coordinator	U065	1.00	1.00	1.00	1.00
Safety & Training Compliance Officer	U065	1.00	1.00	1.00	1.00
Environmental Resources & Compliance Inspector	U071	1.00	1.00	1.00	1.00
Water/Wastewater Operations Technician	P052	1.00	1.00	1.00	1.00
Geographic Information System Analyst	U058	-	-	1.00	1.00
Administrative Assistant III	U054	-	-	0.50	1.00
Office Assistant III	Z030	1.00	1.00	0.50	-
Office Assistant I/II	Z125	2.00	2.00	2.00	2.00
		9.00	9.00	11.00	11.00
<b>Water Operations 41-381-371</b>					
Water/Wastewater Operator II	W048	5.00	5.00	5.00	5.00
Senior Water/Wastewater Operator	W059				
		5.00	5.00	5.00	5.00
<b>Wastewater Operations 87-381-372</b>					
Chief of Operations	U103	1.00	1.00	1.00	1.00
Assistant Chief of Operations	U085	-	-	1.00	1.00
Senior Water/Wastewater Operator	W059	4.00	4.00	4.00	4.00
Water/Wastewater Operator II	W048	7.00	7.00	7.00	7.00
Plant Operations Maint Worker II	P030	1.00	1.00	1.00	1.00
		13.00	13.00	14.00	14.00
<b>Plant &amp; Equipment Maintenance 87-383-373</b>					
Plant & Equip Maintenance Manager	U097	1.00	1.00	1.00	1.00
Plant & Equip Maintenance Supervisor	U071	2.00	2.00	2.00	2.00
Instrument Technician	P062	2.00	2.00	2.00	2.00
P & E Maintenance Electrician	P062	2.00	2.00	2.00	2.00
P & E Maintenance Mechanic	P044	9.00	9.00	9.00	9.00
Lead Warehouse Clerk	P038	1.00	1.00	1.00	1.00
Plant Maintenance Worker	P029	1.00	1.00	1.00	1.00
		18.00	18.00	18.00	18.00
<b>Laboratory 87-381-374</b>					
Laboratory Supervisor	U083	1.00	1.00	1.00	1.00
Laboratory Technician	U046	2.00	2.00	2.00	2.00
		3.00	3.00	3.00	3.00
<b>Distribution System 41-382-375</b>					
Distribution System Manager	U065	1.00	1.00	1.00	1.00
Distribution System Field Supervisor	U053	3.00	3.00	3.00	3.00
Distribution System Operator II	P034	10.00	10.00	10.00	10.00
		14.00	14.00	14.00	14.00
<b>Collection System 87-382-376</b>					
Collection System Manager	U065	1.00	1.00	1.00	1.00
Collection System Field Supervisor	U053	2.00	2.00	2.00	2.00
Collection System Operator II	P034	8.00	8.00	8.00	8.00
		11.00	11.00	11.00	11.00
		73.00	73.00	76.00	76.00



<b>CITY OF DALY CITY</b>	<b>WATER &amp; WASTEWATER RES.</b>			
<b>Annual Budget 2022-23</b>				

<b>Revenues</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>Taxes</b>	2,254,032	2,335,680	2,374,964	2,445,958
<b>From Other Agencies</b>	-	107,565	140,000	-
<b>Rents and Interest</b>	1,474,689	12,583	606,750	618,000
<b>Charges and Fees</b>	46,065,392	47,037,568	48,943,203	53,025,172
<b>Miscellaneous Revenues</b>	118,972	157,727	96,074	137,909
<b>Operating Transfers In</b>	1,617,030	1,665,541	1,792,828	3,107,300
<b>Total Revenues</b>	<b><u>\$51,530,115</u></b>	<b><u>\$51,316,665</u></b>	<b><u>\$53,953,819</u></b>	<b><u>\$59,334,339</u></b>

<b>Expenditures</b>	<b>2019-2020 Actual</b>	<b>2020-2021 Actual</b>	<b>2021-2022 Adjusted</b>	<b>2022-2023 Approved</b>
<b>Salaries and Benefits</b>	12,071,534	15,230,048	17,695,751	17,105,057
<b>Services and Supplies</b>	20,037,898	20,156,573	25,885,705	24,914,239
<b>Other Charges</b>	524,457	371,301	665,683	846,298
<b>Fixed Charges</b>	2,020,980	2,078,843	2,138,432	3,237,845
<b>Debt Service</b>	167,059	95,195	64,769	64,769
<b>Depreciation</b>	3,740,423	3,652,745	4,151,876	4,151,876
<b>Capital Outlay</b>	2,298,166	1,339,190	13,775,033	684,467
<b>Operating Transfers Out</b>	3,430,600	3,519,485	3,905,070	4,653,596
<b>Total Expenditures</b>	<b><u>\$44,291,118</u></b>	<b><u>\$46,443,380</u></b>	<b><u>\$68,282,319</u></b>	<b><u>\$55,658,147</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>WATER UTILITY</b>	<b>41</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>WATER &amp; WASTEWATER RE</b>	<b>381</b>
<b>2022-23</b>	<b>Program:</b>	<b>WATER OPERATIONS</b>	<b>371</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	-	58	-	-
<b>Rents and Interest</b>	497,957	35,880	231,750	231,750
<b>Charges and Fees</b>	23,385,773	23,672,903	25,240,511	27,375,000
<b>Miscellaneous Revenues</b>	4,900	3,914	30,000	30,000
<b>Total Revenues</b>	<b><u>\$23,888,629</u></b>	<b><u>\$23,712,754</u></b>	<b><u>\$25,502,261</u></b>	<b><u>\$27,636,750</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	47,733	553,882	1,089,940	1,111,913
<b>Services and Supplies</b>	9,713,601	8,984,713	12,572,033	12,322,488
<b>Other Charges</b>	267,153	92,682	211,657	215,983
<b>Fixed Charges</b>	145,415	147,485	151,794	356,366
<b>Debt Service</b>	130,912	65,366	37,600	37,600
<b>Depreciation</b>	1,247,958	1,184,183	1,326,159	1,326,159
<b>Capital Outlay</b>	137,087	234,926	344,083	270,530
<b>Operating Transfers Out</b>	1,986,663	2,046,263	2,108,674	3,326,006
<b>Total Expenditures</b>	<b><u>\$13,676,522</u></b>	<b><u>\$13,309,500</u></b>	<b><u>\$17,841,939</u></b>	<b><u>\$18,967,045</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>WATER UTILITY</b>	<b>41</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>WATER &amp; WASTEWATER RE</b>	<b>382</b>
<b>2022-23</b>	<b>Program:</b>	<b>DISTRIBUTION SYS</b>	<b>375</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	-	2,812	-	-
<b>Miscellaneous Revenues</b>	13,874	30,302	15,000	15,000
<b>Total Revenues</b>	<b><u>\$13,874</u></b>	<b><u>\$33,114</u></b>	<b><u>\$15,000</u></b>	<b><u>\$15,000</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	2,156,235	2,416,017	2,904,323	2,714,794
<b>Services and Supplies</b>	291,069	268,695	469,832	479,655
<b>Other Charges</b>	19,707	12,324	30,985	30,273
<b>Fixed Charges</b>	444,892	455,344	469,005	687,155
<b>Capital Outlay</b>	162,098	144,837	198,685	196,298
<b>Operating Transfers Out</b>	263,645	271,235	280,396	194,441
<b>Total Expenditures</b>	<b><u>\$3,337,646</u></b>	<b><u>\$3,568,452</u></b>	<b><u>\$4,353,226</u></b>	<b><u>\$4,302,616</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>WATER &amp; WASTEWATER RE</b>	<b>380</b>
<b>2022-23</b>	<b>Program:</b>	<b>WWR ADMIN</b>	<b>370</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	-	2,045	-	-
<b>Miscellaneous Revenues</b>	-	173	-	-
<b>Operating Transfers In</b>	778,100	801,443	825,486	1,553,805
<b>Total Revenues</b>	<b><u>\$778,100</u></b>	<b><u>\$803,661</u></b>	<b><u>\$825,486</u></b>	<b><u>\$1,553,805</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	1,643,544	2,566,239	3,205,923	3,020,947
<b>Services and Supplies</b>	68,882	88,100	478,861	437,216
<b>Other Charges</b>	15,140	7,747	27,300	28,475
<b>Fixed Charges</b>	264,685	274,289	280,805	179,497
<b>Operating Transfers Out</b>	147,882	150,802	156,863	214,686
<b>Total Expenditures</b>	<b><u>\$2,140,134</u></b>	<b><u>\$3,087,176</u></b>	<b><u>\$4,149,752</u></b>	<b><u>\$3,880,821</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>WATER &amp; WASTEWATER RE</b>	<b>381</b>
<b>2022-23</b>	<b>Program:</b>	<b>WWR OPERATIONS</b>	<b>372</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	-	248	-	-
<b>Miscellaneous Revenues</b>	957	400	-	-
<b>Operating Transfers In</b>	-	-	77,321	-
<b>Total Revenues</b>	<b><u>\$957</u></b>	<b><u>\$648</u></b>	<b><u>\$77,321</u></b>	<b><u>\$0</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	2,859,030	3,428,284	3,626,517	3,470,593
<b>Services and Supplies</b>	7,454,211	7,809,337	8,523,741	8,827,728
<b>Other Charges</b>	109,046	155,764	220,975	231,375
<b>Fixed Charges</b>	418,928	431,496	444,441	669,126
<b>Operating Transfers Out</b>	332,257	340,493	346,574	251,771
<b>Total Expenditures</b>	<b><u>\$11,148,102</u></b>	<b><u>\$12,165,373</u></b>	<b><u>\$13,162,248</u></b>	<b><u>\$13,450,592</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>WATER &amp; WASTEWATER RE</b>	<b>381</b>
<b>2022-23</b>	<b>Program:</b>	<b>LABORATORY</b>	<b>374</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Operating Transfers In</b>	238,930	246,098	253,481	463,134
<b>Total Revenues</b>	<b><u>\$238,930</u></b>	<b><u>\$246,098</u></b>	<b><u>\$253,481</u></b>	<b><u>\$463,134</u></b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	554,851	662,430	610,182	633,211
<b>Services and Supplies</b>	346,153	363,549	582,431	588,157
<b>Other Charges</b>	3,988	5,940	12,180	11,915
<b>Fixed Charges</b>	41,751	43,004	44,294	48,260
<b>Operating Transfers Out</b>	37,953	39,091	40,264	41,430
<b>Total Expenditures</b>	<b><u>\$984,696</u></b>	<b><u>\$1,114,014</u></b>	<b><u>\$1,289,351</u></b>	<b><u>\$1,322,973</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>WATER &amp; WASTEWATER RE</b>	<b>382</b>
<b>2022-23</b>	<b>Program:</b>	<b>COLLECTION SYS</b>	<b>376</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>From Other Agencies</b>	-	5,035	-	-
<b>Miscellaneous Revenues</b>	98,095	104,286	48,165	90,000
<b>Total Revenues</b>	<b><u>\$98,095</u></b>	<b><u>\$109,321</u></b>	<b><u>\$48,165</u></b>	<b><u>\$90,000</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	1,854,519	2,104,579	2,339,742	2,215,436
<b>Services and Supplies</b>	303,747	257,266	392,464	400,566
<b>Other Charges</b>	11,231	14,085	29,005	29,263
<b>Fixed Charges</b>	454,432	468,065	482,107	829,664
<b>Capital Outlay</b>	39,116	29,315	36,925	36,925
<b>Operating Transfers Out</b>	177,432	182,549	467,550	132,941
<b>Total Expenditures</b>	<b><u>\$2,840,477</u></b>	<b><u>\$3,055,858</u></b>	<b><u>\$3,747,792</u></b>	<b><u>\$3,644,794</u></b>





<b>CITY OF DALY CITY</b>  Annual Budget 2022-23	<b>Fund:</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
	<b>Department:</b>	<b>WATER &amp; WASTEWATER RE</b>	<b>383</b>
	<b>Program:</b>	<b>P&amp;E MAINTENANCE</b>	<b>373</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
From Other Agencies	-	97,367	-	-
Miscellaneous Revenues	1,146	1,852	2,909	2,909
Operating Transfers In	600,000	618,000	636,540	1,090,361
<b>Total Revenues</b>	<b><u>\$601,146</u></b>	<b><u>\$717,219</u></b>	<b><u>\$639,449</u></b>	<b><u>\$1,093,270</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
Salaries and Benefits	2,955,622	3,498,618	3,919,125	3,938,162
Services and Supplies	906,628	1,087,817	991,234	1,034,645
Other Charges	18,262	13,433	38,880	38,500
Fixed Charges	247,702	255,891	262,620	467,642
Capital Outlay	135,259	179,913	193,302	180,714
Operating Transfers Out	284,065	282,328	291,822	246,904
<b>Total Expenditures</b>	<b><u>\$4,547,538</u></b>	<b><u>\$5,318,000</u></b>	<b><u>\$5,696,983</u></b>	<b><u>\$5,906,567</u></b>



<b>CITY OF DALY CITY</b>  Annual Budget 2022-23	<b>Fund:</b>	<b>SANITATION DISTRICT</b>	<b>87</b>
	<b>Department:</b>	<b>WATER &amp; WASTEWATER RE</b>	<b>920</b>
	<b>Program:</b>	<b>SANITATION DIST</b>	<b>105</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Taxes</b>	2,254,032	2,335,680	2,374,964	2,445,958
<b>Rents and Interest</b>	976,732	(23,297)	375,000	386,250
<b>Charges and Fees</b>	22,679,619	23,364,665	23,702,693	25,650,172
<b>Total Revenues</b>	<b><u>\$25,910,383</u></b>	<b><u>\$25,677,049</u></b>	<b><u>\$26,452,657</u></b>	<b><u>\$28,482,381</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Services and Supplies</b>	550,216	805,632	843,414	823,784
<b>Other Charges</b>	79,930	69,326	94,701	260,514
<b>Fixed Charges</b>	3,174	3,270	3,368	136
<b>Debt Service</b>	36,147	29,828	27,169	27,169
<b>Depreciation</b>	2,492,465	2,468,562	2,825,717	2,825,717
<b>Operating Transfers Out</b>	200,704	206,725	212,927	245,417
<b>Total Expenditures</b>	<b><u>\$3,362,635</u></b>	<b><u>\$3,583,343</u></b>	<b><u>\$4,007,295</u></b>	<b><u>\$4,182,738</u></b>





## NON-DEPARTMENTAL

### ASSEMBLY BILL (AB) 1600 PUBLIC FACILITY FEES

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 AB 1600 fee study as the projects are slated for construction or acquisition.

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>AB1600 PUBLIC FACILITY FEES</b>	<b>20</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>PUB FACILITY FEE</b>	<b>401</b>

	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Revenues</b>				
Charges and Fees	496,648	625,488	480,130	578,635
Operating Transfers In	450,000	465,000	-	-
<b>Total Revenues</b>	<b><u>\$946,648</u></b>	<b><u>\$1,090,488</u></b>	<b><u>\$480,130</u></b>	<b><u>\$578,635</u></b>
<b>Expenditures</b>				
Operating Transfers Out	465,000	-	3,030,000	-
<b>Total Expenditures</b>	<b><u>\$465,000</u></b>	<b><u>\$0</u></b>	<b><u>\$3,030,000</u></b>	<b><u>\$0</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>AB1600 PUBLIC FACILITY FEES</b>	<b>20</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>PUBLIC WORKS</b>	<b>314</b>
<b>2022-23</b>	<b>Program:</b>	<b>PUB FACILITY FEE</b>	<b>401</b>

	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Revenues</b>				
Charges and Fees	141,253	177,804	146,000	170,000
Operating Transfers In	-	25,165	36,401	-
<b>Total Revenues</b>	<b><u>\$141,253</u></b>	<b><u>\$202,969</u></b>	<b><u>\$182,401</u></b>	<b><u>\$170,000</u></b>
<b>Expenditures</b>				
Operating Transfers Out	170,000	1,614,971	1,439,939	-
<b>Total Expenditures</b>	<b><u>\$170,000</u></b>	<b><u>\$1,614,971</u></b>	<b><u>\$1,439,939</u></b>	<b><u>\$0</u></b>



## CIVIC CENTER ENTERPRISE FUND

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. Three buildings are presently in the Enterprise Fund, the Child Care Center located at 280 92<sup>nd</sup> Street, Civic Center South located at 271 - 92nd Street and Civic Center North located at 350 – 90th Street (purchased in 1996). All rentals and other income, expenditures and transfers for capital outlays are shown in this fund.

<b>CITY OF DALY CITY</b>  <b>Annual Budget</b> <b>2022-23</b>	<b>Fund:</b>	<b>CIVIC CENTER</b>	<b>43</b>
	<b>Department:</b>	<b>N/A</b>	<b>031</b>
	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Rents and Interest</b>	457,003	426,383	463,055	478,617
<b>Miscellaneous Revenues</b>	34,498	45,171	67,200	58,720
<b>Total Revenues</b>	<b><u>\$491,501</u></b>	<b><u>\$471,554</u></b>	<b><u>\$530,255</u></b>	<b><u>\$537,337</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Services and Supplies</b>	39,161	46,836	109,942	88,720
<b>Fixed Charges</b>	187,533	193,159	198,954	233,512
<b>Depreciation</b>	52,443	52,443	52,443	52,443
<b>Operating Transfers Out</b>	393,437	62,250	64,117	15,089
<b>Total Expenditures</b>	<b><u>\$672,573</u></b>	<b><u>\$354,687</u></b>	<b><u>\$425,456</u></b>	<b><u>\$389,764</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>CIVIC CENTER</b>	<b>43</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>350 90TH STREET</b>	<b>035</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Rents and Interest	372,804	390,484	403,345	412,931
Miscellaneous Revenues	-	-	12,000	10,000
<b>Total Revenues</b>	<b><u>\$372,804</u></b>	<b><u>\$390,484</u></b>	<b><u>\$415,345</u></b>	<b><u>\$422,931</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	115,852	115,686	151,804	151,076
Fixed Charges	252,297	259,866	267,662	316,599
Depreciation	138,251	138,251	138,251	138,251
<b>Total Expenditures</b>	<b><u>\$506,400</u></b>	<b><u>\$513,803</u></b>	<b><u>\$557,717</u></b>	<b><u>\$605,925</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>CIVIC CENTER</b>	<b>43</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>CHILD CARE CNTR</b>	<b>036</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Rents and Interest	57,927	59,330	61,090	63,987
<b>Total Revenues</b>	<b><u>\$57,927</u></b>	<b><u>\$59,330</u></b>	<b><u>\$61,090</u></b>	<b><u>\$63,987</u></b>
	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	56	64	125	100
Fixed Charges	50,276	51,785	53,338	53,193
<b>Total Expenditures</b>	<b><u>\$50,332</u></b>	<b><u>\$51,849</u></b>	<b><u>\$53,463</u></b>	<b><u>\$53,293</u></b>



## PERS BONDS

This program is used to account for the debt service on pension obligation bonds issued by the City in June 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 percent interest rate CalPERS would have charged to the City's pension plan in 2004 if the bonds had not been issued. Present value savings to the City was estimated at over \$7 million at the time the bonds were issued.

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>RETIREMENT CONTRIBUTIONS</b>	<b>03</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Rents and Interest</b>	33,553	486	36,050	30,000
<b>Charges and Fees</b>	4,136,949	4,368,317	4,520,556	4,411,420
<b>Total Revenues</b>	<b><u>\$4,170,502</u></b>	<b><u>\$4,368,803</u></b>	<b><u>\$4,556,606</u></b>	<b><u>\$4,441,420</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Services and Supplies</b>	2,500	7,442	6,180	6,120
<b>Debt Service</b>	1,042,339	870,078	3,256,318	3,973,640
<b>Total Expenditures</b>	<b><u>\$1,044,839</u></b>	<b><u>\$877,519</u></b>	<b><u>\$3,262,498</u></b>	<b><u>\$3,979,760</u></b>



## TRANSFER STATION/SUSTAINABILITY

The City-owned Transfer Station provides for the transfer of refuse from collection vehicles to larger trucks for transport to a final disposal site. Republic Services, the City's franchised solid waste and recycling solutions company leased and operated the Transfer Station. Under Franchise Agreement with Republic Services, the City receives funding towards the Sustainability Program managed by the City Manager's Office. The goal of the Transfer Station is to oversee an efficient, environmentally safe, and cost-effective means for transferring refuse from the City of Daly City to a final disposal site.

<b>CITY OF DALY CITY</b>  <b>Annual Budget</b> <b>2022-23</b>	<b>Fund:</b>	MUSSEL ROCK TRANSFER STATION	<b>45</b>
	<b>Department:</b>	FINANCE & ADMIN. SERVIC	<b>030</b>
	<b>Program:</b>	TRANSFER STATION	<b>390</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Revenues	Actual	Actual	Adjusted	Approved
Charges and Fees	100,848	108,390	114,580	114,580
<b>Total Revenues</b>	<b><u>\$100,848</u></b>	<b><u>\$108,390</u></b>	<b><u>\$114,580</u></b>	<b><u>\$114,580</u></b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Operating Transfers Out	106,984	110,194	114,580	114,580
<b>Total Expenditures</b>	<b><u>\$106,984</u></b>	<b><u>\$110,194</u></b>	<b><u>\$114,580</u></b>	<b><u>\$114,580</u></b>





## NONDEPARTMENTAL REVENUE/EXPENSE

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, and utility users' tax. Interfund overhead reimbursements are also included.

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

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

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>MEASURE Q - POLICE</b>	<b>018</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	-	-	76,937	83,707
Capital Outlay	-	23,450	282,223	303,826
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$23,450</b>	<b>\$359,160</b>	<b>\$387,533</b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>MEAS Q - CITY ATTY</b>	<b>024</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Services and Supplies	-	-	500,000	500,000
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>



<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program: MEASURE Q - RECR</b>	<b>026</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	-	-	442,306	474,779
Services and Supplies	-	-	153,664	131,452
Capital Outlay	-	-	162,000	62,000
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$757,970</u></b>	<b><u>\$668,231</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program: MEASURE Q - LIBR</b>	<b>027</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	-	-	448,611	387,219
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$448,611</u></b>	<b><u>\$387,219</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund: GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department: N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program: MEASURE Q - FIRE</b>	<b>028</b>

	2019-2020	2020-2021	2021-2022	2022-2023
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	-	-	2,833,468	2,661,111
Services and Supplies	-	-	23,500	30,300
Other Charges	-	-	6,400	6,400
Fixed Charges	-	-	12,600	-
Capital Outlay	-	-	25,000	25,000
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$2,900,968</u></b>	<b><u>\$2,722,811</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>GENERAL FUND</b>	<b>01</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Taxes</b>	67,507,157	66,326,190	76,267,901	92,515,226
<b>Licenses and Permits</b>	210,805	129,479	143,928	191,000
<b>From Other Agencies</b>	7,208,591	7,221,343	18,339,760	5,000,000
<b>Rents and Interest</b>	3,224,138	509,015	1,802,563	1,685,772
<b>Charges and Fees</b>	162	5	50	1,000,000
<b>Miscellaneous Revenues</b>	196,436	398,825	50,000	142,576
<b>Operating Transfers In</b>	3,150,677	6,150,384	4,261,529	3,846,480
<b>Total Revenues</b>	<b><u>\$81,497,964</u></b>	<b><u>\$80,735,241</u></b>	<b><u>\$100,865,730</u></b>	<b><u>\$104,381,053</u></b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Salaries and Benefits</b>	1,968,005	3,653,609	2,610,118	1,973,000
<b>Services and Supplies</b>	337,175	325,165	1,162,482	1,168,434
<b>Other Charges</b>	468,037	369,155	1,010,800	771,720
<b>Fixed Charges</b>	16,069	-	-	-
<b>Operating Transfers Out</b>	802,181	4,606,176	1,435,008	69,955
<b>Total Expenditures</b>	<b><u>\$3,591,466</u></b>	<b><u>\$8,954,106</u></b>	<b><u>\$6,218,408</u></b>	<b><u>\$3,983,109</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>CITY - LOAN REPAYMENT</b>	<b>02</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Operating Transfers Out</b>	218,780	3,164,013	1,187,765	1,235,632
<b>Total Expenditures</b>	<b><u>\$218,780</u></b>	<b><u>\$3,164,013</u></b>	<b><u>\$1,187,765</u></b>	<b><u>\$1,235,632</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>MEASURE A</b>	<b>26</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Revenues</b>				
Taxes	-	-	1,676,012	2,450,727
Operating Transfers In	-	-	4,975,459	-
<b>Total Revenues</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$6,651,471</u></b>	<b><u>\$2,450,727</u></b>

	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Expenditures</b>				
Services and Supplies	-	-	2,431	2,500
Operating Transfers Out	-	-	7,135,369	-
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$7,137,800</u></b>	<b><u>\$2,500</u></b>

<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>MEASURE W</b>	<b>27</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Revenues</b>				
Taxes	-	-	916,697	1,089,212
Operating Transfers In	-	-	801,561	-
<b>Total Revenues</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$1,718,259</u></b>	<b><u>\$1,089,212</u></b>

	2019-2020 Actual	2020-2021 Actual	2021-2022 Adjusted	2022-2023 Approved
<b>Expenditures</b>				
Services and Supplies	-	-	2,431	2,500
Operating Transfers Out	-	-	1,463,867	-
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$1,466,298</u></b>	<b><u>\$2,500</u></b>



<b>CITY OF DALY CITY</b>	<b>Fund:</b>	<b>CAPITAL PROJECTS</b>	<b>31</b>
<b>Annual Budget</b>	<b>Department:</b>	<b>N/A</b>	<b>031</b>
<b>2022-23</b>	<b>Program:</b>	<b>NONDEPARTMENTAL</b>	<b>031</b>

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Revenues</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Rents and Interest</b>	226,026	(4,138)	-	75,000
<b>Charges and Fees</b>	2,830,461	824,855	1,483,060	1,483,060
<b>Operating Transfers In</b>	-	3,372,258	-	-
<b>Total Revenues</b>	<b><u>\$3,056,487</u></b>	<b><u>\$4,192,976</u></b>	<b><u>\$1,483,060</u></b>	<b><u>\$1,558,060</u></b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Approved</b>
<b>Operating Transfers Out</b>	-	285	2,453	-
<b>Total Expenditures</b>	<b><u>\$0</u></b>	<b><u>\$285</u></b>	<b><u>\$2,453</u></b>	<b><u>\$0</u></b>



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## **CAPITAL IMPROVEMENT PROGRAM**

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## **Capital Improvement Program**

The City of Daly City Capital Improvement Budget for Fiscal Year (FY) 2023 provides funding for the City's capital projects and expenditures, such as acquisition of new equipment, repair and renovation of existing facilities, and design work for future projects.

Capital projects are appropriated in the following City funds:

### **Transportation Fund (17)**

These projects are categorized into annual programs (i.e., sidewalk repairs and pavement slurry sealing, etc.), pavement rehabilitation projects, traffic control projects (i.e., traffic signal upgrades), and other projects of a congestion management or transportation nature, which includes significant roadway improvements. These projects are largely funded by Gas Tax; Measures A, M, and W funds; and SB-1/RMRA funds, along with various federal transportation and state grants. There is also a portion of the City's Public Facility Fees that is designated for transportation projects to mitigate the impact of new development on the City's transportation system/network. Typically, all these funds are restricted and must be utilized on projects within the public right-of-way.

### **General Capital Project Fund (31 & 33)**

The General Capital Project funds are the only unrestricted funds and can be used for any City project such as libraries and parks and are generally categorized by the department receiving the upgrades and improvements. Funding for these projects is primarily from the General Fund utilizing one-time funds. Most of these unrestricted funds come from unexpended annual general tax and fee revenue not used for the annual operating budget. Some of these projects can also utilize Public Facility Fees, Solid Waste Franchise Fee and Park-In-Lieu fees if they meet the funding requirements. In recent years there have been no significant general fund allocations to funds 31 and 33. Therefore, any expenditures from these funds reduces the funds available and without a return to regular/annual general fund allocations, the current balance of these funds will be depleted within the next few years.

### **Water Fund (41)**

Projects in the Water Utility Fund are categorized into annual programs (i.e., fire flow improvements), system improvements/operations (i.e., upgrades and improvements), and master plan projects. These projects are funded through the water utility rates.

### **Sanitation District (Fund 87)**

Projects in the Sanitation Fund are categorized into annual programs (i.e., storm and sewer pipe repairs) and system improvements/operations (i.e., upgrades and improvements at the wastewater treatment plant) and are funded by the North San Mateo County Sanitation District through sewer service charges.



## Capital Improvement Plan Allocation by Project

PROJECT NAME	BUDGETED FY 2022	REQUESTED FY 2023	PROJECTED FY 2024	PROJECTED FY 2025	PROJECTED FY 2026	PROJECTED FY 2027
<b>GENERAL FUND</b>						
<b>Buildings &amp; Facilities</b>						
ADA FACILITY UPGRADE PROJECT (2022-2023)	327,500	-	-	-	-	-
ADA FACILITY UPGRADE PROJECT (2023-2024)	-	1,155,000	-	-	-	-
ADA FACILITY UPGRADE PROJECT (2024-2025)	-	-	1,157,500	-	-	-
ADA FACILITY UPGRADE PROJECT (BEYOND 2025)	-	-	-	1,160,000	1,162,500	1,165,000
CITY HALL WAYFINDING PROJECT	-	-	-	105,000	-	-
CIVIC CENTER NORTH TENANT IMPROVEMENTS	167,000	-	1,184,000	-	-	-
DATUM UPGRADE PROJECT	-	-	-	120,000	-	-
FD BREAKROOM INSTALLATION	43,000	-	-	-	-	-
FIRE DEPARTMENT ADMINISTRATION RELOCATION	75,000	-	-	-	-	-
FIRE STATION 91 ROOF REPLACEMENT	300,000	90,000	-	-	-	-
FIRE STATION 93 APPARATUS BAY ROOF REPLACEMENT	-	-	150,000	-	-	-
FIRE STATION 94 HVAC UPGRADE	205,000	-	-	-	-	-
FIRE STATION 94 SLEEPING QUARTERS UPGRADE	258,000	330,000	-	-	-	-
FIRE S FIRE STATION 95 ABOVE GROUND DIESEL FUEL STORAGE AND DISPENSING TANK REPLACE	90,000	-	-	-	-	-
FIRE STATION AUTOMATIC GATES AT STATIONS 91, 94, AND 95	-	150,000	-	-	-	-
IMAGINATION STATION AT PERGOLA REPAIR	-	57,500	-	-	-	-
PARKING LOT IMPROVEMENTS (2021-22)	150,000	-	-	-	-	-
PARKING LOT IMPROVEMENTS (2023-24)	-	-	210,000	-	-	-
PARKING LOT IMPROVEMENTS (BEYOND 2025)	-	-	-	140,000	170,000	155,000
PARKING METER UPGRADING	-	-	500,000	-	-	-
SERRAMONTE LIBRARY ADA UPGRADES	25,000	-	-	-	-	-
SERRAMONTE LIBRARY ELEVATOR	825,000	-	-	-	-	-
SERRAMONTE LIBRARY HVAC UNITS AND BUR REPLACEMENT	405,000	-	-	-	-	-
STATION 91 DRIVEWAY	-	100,000	-	-	-	-
STATION 91 ENTRY HALL REMODEL	-	-	-	60,000	-	-
STATION 93 HVAC SYSTEM	-	-	200,000	-	-	-
STATION 94 2-STORY METAL PROP CONTAINER TRAINING PROP	100,000	-	-	-	-	-
TRAINING CENTER REMODEL IN STATION 94	749,000	270,000	-	-	-	-
<b>Subtotal</b>	<b>4,119,500</b>	<b>2,152,500</b>	<b>3,401,500</b>	<b>1,585,000</b>	<b>1,332,500</b>	<b>1,320,000</b>





## Capital Improvement Plan Allocation by Project

PROJECT NAME	BUDGETED FY 2022	REQUESTED FY 2023	PROJECTED FY 2024	PROJECTED FY 2025	PROJECTED FY 2026	PROJECTED FY 2027
<b>GENERAL FUND</b>						
<b>Parks</b>						
BAYSHORE PARK REHABILITATION	-	-	-	-	-	920,000
GELLERT PARK COVERED TRASH ENCLOSURE	-	-	157,500	-	-	-
LAWSON HALL REHAB PROJECT	-	100,000	-	-	-	-
MARGATE PARK IMPROVEMENTS	500,000	-	-	-	-	-
NORTHRIDGE PARK RENOVATION	-	-	-	900,000	-	-
OUTDOOR FITNESS COURT AT LINCOLN PARK	-	335,000	-	-	-	-
OUTDOOR FITNESS COURT AT WESTLAKE PARK	-	335,000	-	-	-	-
WESTLAKE PARK COVERED MATERIAL STORAGE ENCLOSURE	-	90,000	-	-	-	-
WESTLAKE PARK COVERED TRASH ENCLOSURE	-	-	-	195,000	-	-
WESTLAKE PARK SPORTS COURT RENOVATION	295,000	-	-	-	-	-
<b>Subtotal</b>	<b>795,000</b>	<b>860,000</b>	<b>157,500</b>	<b>1,095,000</b>	<b>-</b>	<b>920,000</b>
<b>Mussel Rock</b>						
MUSSEL ROCK LANDFILL DRAINAGE PIPE REPAIR/REPLACEMENT	20,000	-	-	440,000	20,000	440,000
MUSSEL ROCK LANDFILL GABION WALL REPAIR/REPLACEMENT	20,000	-	-	440,000	20,000	440,000
MUSSEL ROCK LANDFILL SEAWALL REPAIR/REPLACEMENT	1,100,000	-	-	50,000	-	50,000
MUSSEL ROCK LANDFILL SITE MAINTENANCE	55,000	-	58,250	-	61,500	-
MUSSEL ROCK MISCELLANEOUS WASTE MITIGATION	-	930,000	1,140,000	-	-	-
MUSSEL ROCK SITE ROUTINE MONITORING	114,500	168,580	172,830	177,330	182,080	186,580
MUSSEL ROCK TRANSFER STATION DECOMMISSIONING	-	-	-	-	-	400,000
<b>Subtotal</b>	<b>1,309,500</b>	<b>1,098,580</b>	<b>1,371,080</b>	<b>1,107,330</b>	<b>283,580</b>	<b>1,516,580</b>
<b>Stormwater</b>						
LAKE MERCED BLVD STORM DRAIN LINE CLEANING	125,000	-	-	-	-	-
STORM DRAIN MASTER	310,000	-	-	-	-	-
<b>Subtotal</b>	<b>435,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL FUND TOTAL</b>	<b>6,659,000</b>	<b>4,111,080</b>	<b>4,930,080</b>	<b>3,787,330</b>	<b>1,616,080</b>	<b>3,756,580</b>



## Capital Improvement Plan Allocation by Project

PROJECT NAME	BUDGETED FY 2022	REQUESTED FY 2023	PROJECTED FY 2024	PROJECTED FY 2025	PROJECTED FY 2026	PROJECTED FY 2027
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### TRAFFIC AND TRANSPORTATION

<b>Buildings &amp; Facilities</b>						
MISSION ST. TRANSIT HUB & BUS SHELTER PAINTING & LED LIGHTING UPGRADE	-	-	150,000	-	-	-
<b>Subtotal</b>	-	-	<b>150,000</b>	-	-	-

<b>Miscellaneous</b>						
COOPERATIVE PROJECT DEVELOPMENT	63,000	66,000	69,000	72,000	75,000	78,000
<b>Subtotal</b>	<b>63,000</b>	<b>66,000</b>	<b>69,000</b>	<b>72,000</b>	<b>75,000</b>	<b>78,000</b>

<b>Stormwater</b>						
DAISAKU IKEDA CANYON SITE MAINTENANCE (2018-19)	-	200,000	-	-	-	-
<b>Subtotal</b>	-	<b>200,000</b>	-	-	-	-

<b>Traffic/Transportation</b>						
ADA BARRIER REMOVAL PROJECT (2022-23)	-	147,000	-	-	-	-
ADA BARRIER REMOVAL PROJECT (2023-24)	-	-	152,000	-	-	-
ADA BARRIER REMOVAL PROJECT (BEYOND 2025)	-	-	-	157,000	162,000	167,000
ADA/SIDEWALK IMPROVEMENTS (2019-20)	45,000	-	-	-	-	-
ADA/SIDEWALK IMPROVEMENTS (2020-21)	127,000	-	-	-	-	-
ADA/SIDEWALK IMPROVEMENTS (2022-23)	22,000	125,000	-	-	-	-
ADA/SIDEWALK IMPROVEMENTS (2023-24)	-	-	152,000	-	-	-
ADA/SIDEWALK IMPROVEMENTS (BEYOND 2025)	-	-	-	157,000	162,000	167,000
BAYSHORE AND WOODROW WILSON SAFE ROUTES TO SCHOOL	-	-	-	405,000	2,990,661	-
BAYSHORE STREET SLURRY SEAL	-	-	1,750,000	-	-	-
CALLAN BLVD/SERRAMONTE CENTER DRIVEWAY TRAFFIC SIGNAL INSTALLATION	90,000	-	-	-	-	-
CLARINADA AVENUE/SR 1 ON/OFF RAMP TRAFFIC SIGNAL	22,177	38,235	-	-	135,000	704,588
CROCKER/HILLSIDE STREET SLURRY SEAL	-	-	-	-	2,463,000	200,000
CROSSWALK IMPROVEMENTS	-	185,000	-	190,000	-	-
EMERGENCY VEHICLE PREEMPTION	445,000	-	-	-	-	-
GENEVA AVE LANE SIGNS REPLACEMENT	-	-	-	-	335,000	-
GENEVA AVE STREETLIGHT INSTALLATION	-	-	-	-	349,000	-



## Capital Improvement Plan Allocation by Project

PROJECT NAME	BUDGETED FY 2022	REQUESTED FY 2023	PROJECTED FY 2024	PROJECTED FY 2025	PROJECTED FY 2026	PROJECTED FY 2027
<b>Traffic/Transportation</b>						
GREEN STREETS PROJECT (BEYOND 2027)	-	-	-	-	-	220,000
GREENT STREETS PROJECT MISSION STREET	-	-	-	220,000	1,520,000	-
JOHN DALY BLVD/SKYLINE BLVD INTERSECTION SAFETY IMPROVEMENTS	-	326,200	-	-	-	-
JUNIPERO SERRA BLVD/D STREET IMPROVEMENTS	-	-	-	-	450,000	-
LAKE MERCED BOULEVARD/SOUTHGATE AVENUE TRAFFIC SIGNAL INSTALLATION	-	750,000	-	-	-	-
MISSION STREET STREETSCAPE IMPROVEMENT	296,000	-	-	-	-	-
ORIGINAL DALY CITY/CIVIC CENTER SLURRY SEAL		-	-	-	-	2,371,000
RO 256 PALISADES STREETLIGHT CONVERSION	120,000	-	2,560,000	-	-	-
RO 411 SKYLINE STREETLIGHT CONVERSION		-	-	-	125,000	1,959,000
RO 460 NORTHRIDGE STREETLIGHT CONVERSION		-	125,000	1,759,000	-	-
RO 572 CONVERSION	100,000	700,000	-	-	-	-
SERRAMONTE BOULEVARD/SR 1 ON/OFF RAMP TRAFFIC SIGNAL	33,607	25,409	-	135,000	705,984	-
SERRAMONTE STREET SLURRY SEAL	1,980,000	-	-	-	-	-
SKYLINE STREET SLURRY SEAL	1,854,000	-	-	-	-	-
SOUTHGATE AVENUE AND SCHOOL STREET IMPROVEMENTS	-	569,000	-	-	-	-
ST FRANCIS HEIGHTS STREET SLURRY SEAL	-	-	-	2,023,000	-	-
STREET RESURFACING (2020-21)	2,150,000	700,000	-	-	-	-
STREET RESURFACING (2021-22)	1,680,000	-	-	-	-	-
STREET RESURFACING (2022-23)	171,000	1,721,000	-	-	-	-
STREET RESURFACING (2023-24)	-	176,000	1,892,000	-	-	-
STREET RESURFACING (2024-25)	-	-	186,000	1,950,000	-	-
STREET RESURFACING (BEYOND 2025)	-	-	-	191,000	2,205,000	2,274,000
TRAFFIC SIGNAL IMPROVEMENTS (2021)	122,000	-	-	-	-	-
TRAFFIC SIGNAL INERCONNECT INSTALLATION	90,000	-	-	-	-	-
TRAFFIC SIGNAL PAINTING (2017)	(122,000)	-	-	-	-	-
TRAFFIC SIGNAL/STREETLIGHT IMPROVEMENTS	-	145,000	150,000	155,000	160,000	165,000
VISION ZERO IMPROVEMENTS	185,000	-	190,000	-	200,000	-
WESTLAKE STREET SLURRY SEAL	-	1,764,000	-	-	-	-
<b>Subtotal</b>	<b>4,119,500</b>	<b>2,152,500</b>	<b>3,401,500</b>	<b>1,585,000</b>	<b>1,332,500</b>	<b>1,320,000</b>
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<b>TRAFFIC AND TRANSPORTATION TOTAL</b>	<b>9,473,784</b>	<b>7,637,844</b>	<b>7,376,000</b>	<b>7,414,000</b>	<b>12,037,645</b>	<b>8,305,588</b>



## Capital Improvement Allocation by Project

PROJECT NAME	BUDGETED FY 2022	REQUESTED FY 2023	PROJECTED FY 2024	PROJECTED FY 2025	PROJECTED FY 2026	PROJECTED FY 2027
<b>WATER</b>						
<i>Water</i>						
600 BLACK ST FRANCIS	-	1,000,000	-	-	-	-
CITRUS PUMP STATION GENERATOR REPLACEMENT	-	200,000	2,000,000	-	-	-
CITRUS PUMP STATION REPLACEMENT	798,500	-	-	-	2,000,000	20,000,000
EQUIPMENT - VEHICLES	40,000	40,000	40,000	40,000	-	-
HYDROPNEUMATIC TANK REPLACEMENTS	-	100,000	100,000	100,000	-	-
PLANT IMPROVEMENTS	200,000	250,000	250,000	250,000	250,000	250,000
POINTE PACIFIC GENERATOR REPLACEMENT	-	75,000	500,000	-	-	-
RESERVOIR 3 REHABILITATION	-	-	-	450,000	1,500,000	-
RESERVOIR 5B STRUCTURAL REHABILITATION	-	150,000	1,000,000	-	-	-
RESERVOIR 7 REPLACEMENT	-	-	-	100,000	2,000,000	-
RESERVOIR 8 COATING	400,000	-	-	-	-	-
RESERVOIR FENCING	100,000	100,000	100,000	-	-	-
SAN DIEGO/SANTA CRUZ/GUADALUPE WATER MAIN REPLACEMENT	-	1,000,000	-	-	-	-
SCADA SYSTEM UPGRADES	250,000	250,000	250,000	-	-	-
STREET RESURFACING WATER MAINS (617)	100,000	100,000	100,000	100,000	100,000	100,000
VALE WELL REPLACEMENT	-	-	600,000	2,000,000	-	-
WELL REHABILITATION	250,000	250,000	250,000	-	-	-
WESTLAKE ELECTRICAL UPGRADE	-	350,000	-	-	-	-
<b>Subtotal</b>	<b>4,488,500</b>	<b>1,515,000</b>	<b>5,190,000</b>	<b>3,040,000</b>	<b>5,850,000</b>	<b>20,350,000</b>
<b>WATER TOTAL</b>	<b>4,488,500</b>	<b>1,515,000</b>	<b>5,190,000</b>	<b>3,040,000</b>	<b>5,850,000</b>	<b>20,350,000</b>



## Capital Improvement Allocation by Project

PROJECT NAME	BUDGETED FY 2022	REQUESTED FY 2023	PROJECTED FY 2024	PROJECTED FY 2025	PROJECTED FY 2026	PROJECTED FY 2027
<b>Sanitation</b>						
<b>Sanitation</b>						
DIGESTER 2 CLEANING	-	-	-	600,000	-	-
DIGESTER GAS SCRUBBING SYSTEM	-	350,000	-	-	-	-
I-280 CROSSING SEWER MAIN IMPROVEMENTS - SOUTHGATE TO JUNIPERO SERRA	-	-	600,000	7,800,000	-	-
HEADWORKS 1 FINE SCREEN REPLACEMENT	-	-	-	200,000	1,000,000	-
NEW EMERGENCY PLANT GENERATOR	-	-	-	-	2,000,000	-
OPS ROOF REPLACEMENT	-	700,000	-	-	-	-
PLANT AERATION MIXER UPGRADE	1,000,000	1,600,000	-	-	-	-
PLANT COMPRESSOR REPLACEMENT	-	-	-	500,000	-	-
PLANT ELECTRICAL/INSTRUMENTATION UPGRADE	250,000	250,000	250,000	-	-	-
PLANT PROCESS IMPROVEMENTS	200,000	300,000	300,000	250,000	250,000	250,000
PLANT STRUCTURE IMPROVEMENTS	100,000	125,000	125,000	125,000	125,000	125,000
REHABILITATION OF 27" FINAL EFFLUENT FORCE MAIN	300,000	300,000	-	-	-	-
SCADA SYSTEM UPGRADES	250,000	250,000	250,000	-	-	-
SEWER LIFT STATION REHAB/REPLACEMENT	120,000	120,000	120,000	120,000	120,000	120,000
SEWER MAIN REHABILITATION/IMPROVEMENTS	200,000	200,000	200,000	-	-	-
SSMP/MASTER PLAN - SYSTEM IMPROVEMENTS	2,500,000	500,000	2,500,000	2,500,000	2,500,000	2,500,000
STREET RESURFACING SANITATION MAINS (617)	50,000	100,000	100,000	100,000	100,000	100,000
TREATMENT PLANT AIR SCRUBBERS	625,000	625,000	-	-	-	-
VEHICLE UPGRADES	40,000	40,000	40,000	40,000	40,000	-
VISTA GRANDE DRAINAGE BASIN IMPROVEMENT PROJECT	200,000	-	1,000,000	3,500,000	3,500,000	3,500,000
WASTEWATER FACILITY FENCE REPLACEMENT	-	300,000	-	-	-	-
<b>Subtotal</b>	<b>7,435,000</b>	<b>4,410,000</b>	<b>5,485,000</b>	<b>15,735,000</b>	<b>9,635,000</b>	<b>6,595,000</b>
<b>SANITATION TOTAL</b>						
	<b>7,435,000</b>	<b>1,515,000</b>	<b>5,190,000</b>	<b>3,040,000</b>	<b>5,850,000</b>	<b>20,350,000</b>
<b>TOTAL ALL FUNDS</b>						
	<b>28,056,284</b>	<b>17,673,924</b>	<b>22,981,080</b>	<b>29,976,330</b>	<b>29,138,725</b>	<b>39,007,168</b>



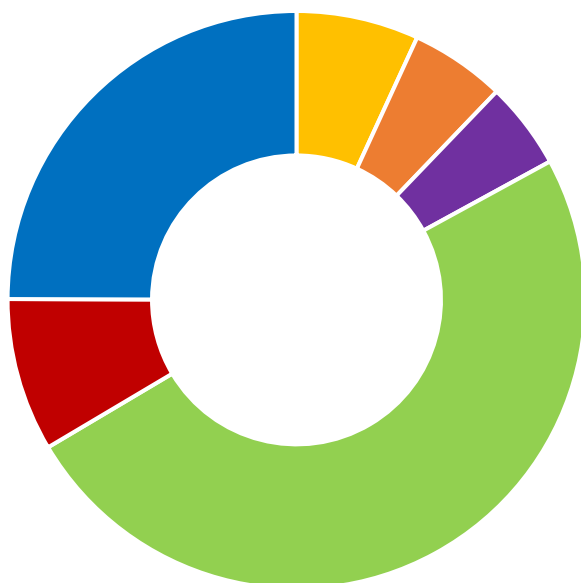
## CAPITAL IMPROVEMENTS: ONE-YEAR PLAN

Total Capital Requested

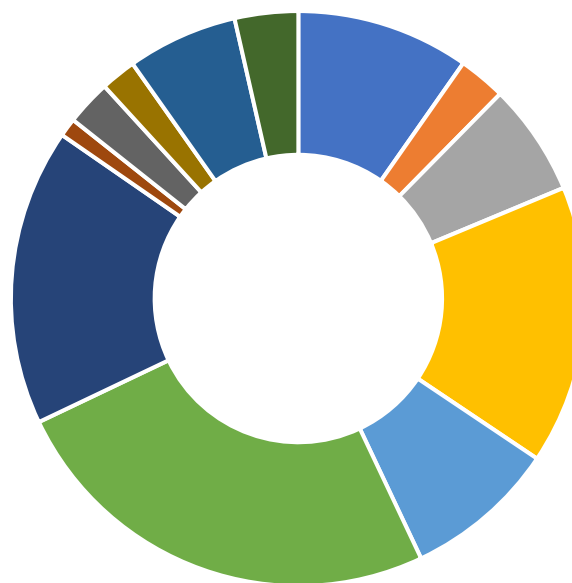
**\$17,673,924**

### 51 Capital Improvement Projects

Total Funding Requested by Department



Total Funding Request by Source



■ Building Maintenance (7%)	\$1,212,500
■ Fire (5%)	\$940,000
■ Parks (5%)	\$860,000
■ Public Works (49%)	\$8,736,424
■ Water Capital Projects (9%)	\$1,515,000
■ Sanitation District (25%)	\$4,410,000

■ Measure A (10%)	\$1,719,620
■ Measure M (3%)	\$470,000
■ Measure W (6%)	\$1,117,000
■ SB-1 (16%)	\$2,774,000
■ Water Fund (9%)	\$1,515,000
■ Sanitation Fund (25%)	\$4,410,000
■ General CIP Fund (17%)	\$2,952,500
■ Developer Contribution (1%)	\$183,100
■ Grant - Federal (3%)	\$450,000
■ Grant - Local/State (2%)	\$353,580
■ Solid Waste Franchise Fee (6%)	\$1,098,580
■ Public Facility Fee (4%)	\$630,544

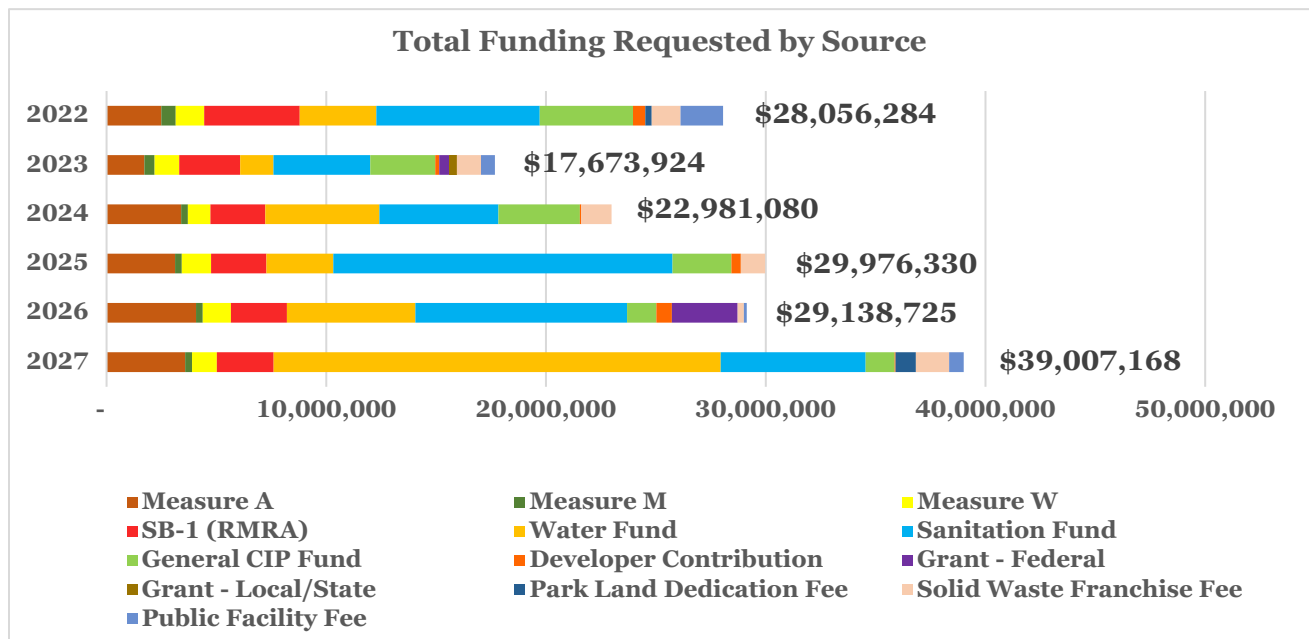
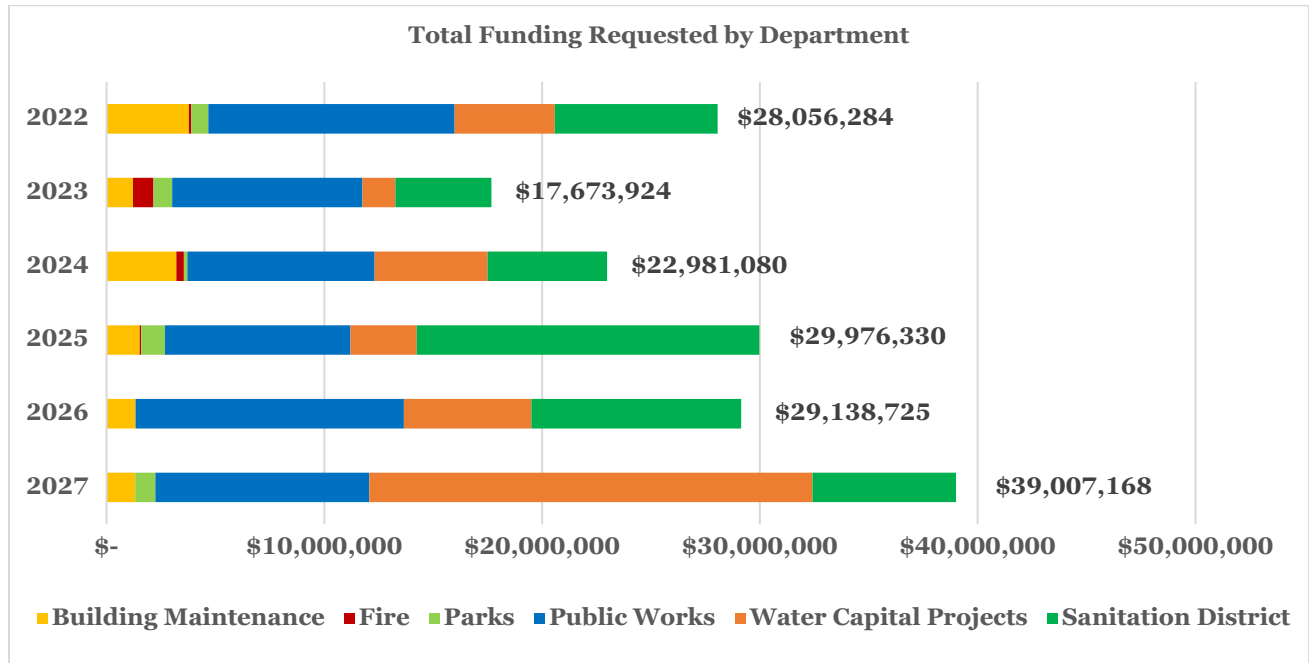


## CAPITAL IMPROVEMENTS: MULTI-YEAR PLAN

### Total Capital Requested

**\$138,777,227**

### 197 Capital Improvement Projects



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# STATISTICS

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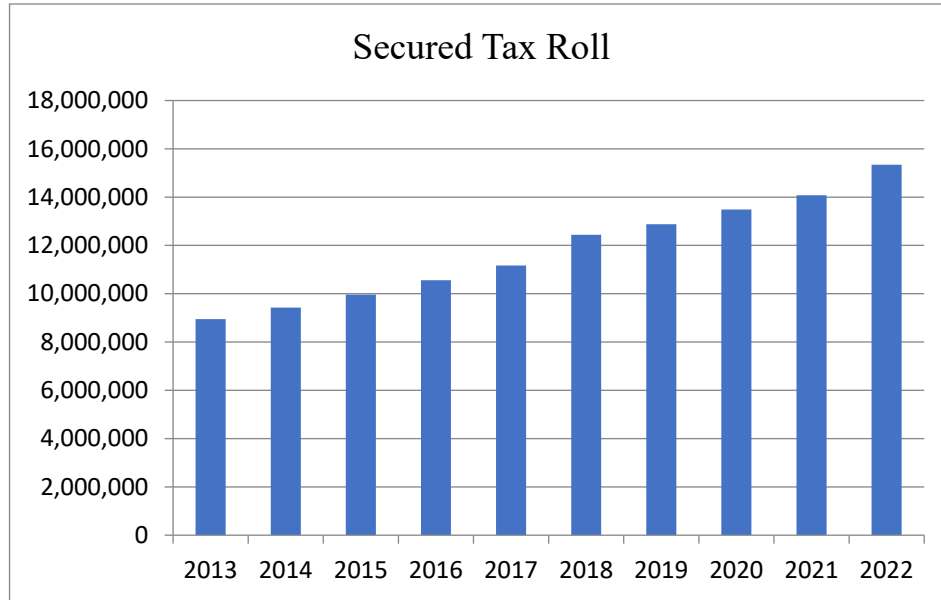


# CITY OF DALY CITY

## PROPERTY TAX ASSESSED VALUES

For the Last Ten Fiscal Years

(Dollars in thousands)



Year Ended June 30	Assessed Value
2013	8,951,230
2014	9,426,340
2015	9,962,576
2016	10,556,650
2017	11,167,466
2018	12,442,279
2019	12,878,232
2020	13,483,669
2021	14,077,399
2022	15,343,058

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

## TOP TEN TAXPAYERS

Current Year and Ten Years Ago

Taxpayer	2021-2022			2012-2013		
	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Daly City Serramonte Center	\$ 487,849,411	1	3.41%	124,947,881	2	1.45%
LLC Westlake Assoc Lessee	290,580,577	2	2.03%	121,612,234	3	1.41%
Kimco Westlake LP	174,484,259	3	1.22%	149,125,295	1	1.73%
SMC Coastsides Properties LLC	164,500,500	4	1.15%			
DC Station Owner LLC	120,359,936	5	0.84%			
Skyline Heights LLC	95,270,446	6	0.67%			
SP Peninsula Del Rey LLC	69,716,284	7	0.49%			
EQR Hillside LP	46,311,960	8	0.32%	39,441,000	7	0.46%
Jefferson Union High Sch Dist	40,162,999	9	0.28%			
Century Theaters Inc Lessee	37,347,999	10	0.26%	58,710,403	6	0.68%
DB Real Estate Pacific Plaza	-			84,368,937	4	0.98%
WASL Daly City Investors	-			63,390,835	5	0.73%
Serramonte Corporate Centers	-			39,045,610	8	0.45%
Daly Skyline Associates LLC	-			38,776,852	9	0.45%
Seton Medical Center	-			35,920,874	10	0.42%
Subtotal	<u>\$ 1,526,583,871</u>		<u>10.66%</u>	<u>\$ 755,339,921</u>		<u>8.75%</u>

Total Assessed Valuation:

Fiscal Year 2021-2022 \$14,321,261,049

Fiscal Year 2012-2013 \$8,391,284,248

Source: San Mateo County Assessor Fiscal Year Combined Tax Rolls  
MuniServices, LLC



# CITY OF DALY CITY

## TOP EMPLOYERS

Current Year and Ten Years Ago

Employer	2021-2022			2011-2012		
	Number of Employees (1)	Rank	Percentage of Total City Employment	Number of Employees (1)	Rank	Percentage of Total City Employment
Seton Medical Center	783	1	4.1%	1,659	1	16.9%
City of Daly City	638	2	3.3%	716	2	7.3%
Jefferson Elementary School District	560	3	2.9%	584	4	6.0%
Jefferson Union High School District	491	4	2.6%	693	3	7.1%
Kaiser Permanente (3 Locations)	344	5	1.8%			
Cow Palace	340	6	1.8%	405	5	4.1%
St. Francis Convalescent Pavilion	321	7	1.7%	203	10	2.1%
Target Stores - Serramonte	310	8	1.6%	298	7	3.0%
In-N-Out Burger (2 locations)	217	9	1.1%			
Walgreens (3 locations)	186	10	1.0%	227	9	2.3%
Genesys Communication Laboratories				400	6	4.1%
McDonald's (4 locations)				250	8	2.5%
Subtotal	4,190		22.0%	5,435		55.4%
Total Daly City Employment	19,050 (2)			9,810 (3)		

Note: (1) Includes both full-time and part-time employees

(2) Based on ABA G projections & census data

(3) Based on 2019 Census data

Source: City of Daly City Economic and Community Development Department  
U.S. Bureau of Census



# CITY OF DALY CITY

## SCHEDULE OF OUTSTANDING DEBT AND LEGAL DEBT MARGIN

As of June 30, 2022

<u>Description</u>	<u>Fund</u>	<u>Interest Rate</u>	<u>Original Principal</u>	<u>Balance June 30, 2022</u>	<u>Due FY 22/23</u>
<u>Sanitation District Recycled Water Project</u> <u>State Water Resources</u> <u>Revolving Fund</u> Issued March 1, 2004 Final Maturity Dec 1, 2024	Sanitation District	2.50%	\$ 4,450,128	\$ 825,043.48	\$ 268,252.30
<u>Water System Improvement</u> <u>Revenue Refunding Bonds</u> Issued October 16, 2012 Final Maturity June 1, 2024	Water Utility	2.00%	\$ 6,890,000	\$ 1,265,000.00	\$ 615,000.00
<u>Bayshore Community Center</u> <u>HUD Sec 108 Loan</u> Issued June 30, 2004 Final Maturity August 1, 2022	Community Development Block Grant	5.41%	\$ 4,500,000	\$ 418,000.00	\$ 418,000.00
<u>Pension Obligation Bonds</u> Issued June 29, 2004 Final Maturity June 1, 2024	PERS Contributions	5.97% (taxable)	\$ 36,235,000	\$ 8,250,000.00	\$ 3,925,000.00
<u>Lease Fire Apparatus Pumps</u>	Motor Vehicles	2.67%	\$ 1,483,056	\$ 1,287,565.45	\$ 200,710.23
<u>Legal Debt Limit (3.75% of Total Assessed Valuation) as of June 30, 2021</u>				\$ 540,553,502	
<u>Outstanding Debt Subject to Limit</u>				\$ -	



# CITY OF DALY CITY

## MISCELLANEOUS STATISTICAL INFORMATION

As of June 30, 2022

City Type	General Law, founded March 22, 1911
Form of Government	Council - Manager Form
Population	102,875 as of January 1, 2022 per State Department of Finance
Land Area	7.66 Square Miles
Municipal Water System	11 Reservoirs with 23,000,000 Gallons Storage Capacity 5,510,000 Gallons Daily Average Distribution 199 Miles of Mains 23,341 Service Connections
Sanitary Sewer System	1 Treatment Plant 180 Miles of Mains 23,476 Service Connections
Police Protection	1 Station 111 Sworn Officers 33 Patrol Vehicles
Fire Protection	5 Stations 68 Fire Suppression and 4 Fire Prevention Personnel 12 Fire Apparatus 1,505 Fire Hydrants
Assessed Valuation (Secured)	\$14,077,399,450 as of July 1, 2021
Library and Recreation	4 Library Branches 38,000 Library Card Holders 11 Community Centers & Clubhouses 4 Gymnasiums 18 Parks 7 Tot Lots 10 Tennis Courts 200+ Acres of Parklands 1 Senior Center



# CITY OF DALY CITY

## SUMMARY OF CALCULATIONS

### Gann Appropriation Limit for 2022-2023

Change in California Per Capita Personal Income	1.0755
Change in Population	0.9908
Change Factor (1.0755 x 0.9908)	1.0656
1978-79 Base Year Appropriation Limit	\$ 16,955,771
'Multiplied by Cumulative Change Factor (7.6370 x 1.0656)	<u>8.1381</u>
2022-2023 Appropriation Limit	<u>\$ 137,987,361</u>

### Application of Gann Appropriation Limit To Fiscal Year 2022-2023

Total Gann Appropriation Limit	\$ 137,987,361
Estimated Proceeds of Taxes	<u>95,104,283</u>
Estimated Proceeds of Taxes Under Limit by	<u>\$ 42,883,078</u>



North San Mateo County Sanitation  
District  
Summary of Calculations  
Gann Appropriation Limit for 2022-  
2023

Change in California Per Capita Personal Income	1.0755
Change in Population	0.9908
Change Factor (1.0755 x 0.9908)	1.0656
1978-79 Base Year Appropriation Limit	\$ 251,694
'Multiplied by Cumulative Change Factor (7.6370 x 1.0656)	<u>8.1381</u>
2022-2023 Appropriation Limit	<u>\$ 2,048,305</u>

Application of Gann Appropriation  
Limit  
To Fiscal Year 2022-2023

Total Gann Appropriation Limit	\$ 2,048,305
Estimated Proceeds of Taxes	<u>2,832,208</u>
Estimated Proceeds of Taxes Over Limit by	(783,903)
Amount to be used for Capital Expenditures	<u>783,903</u>
Net Amount	<u>\$ -</u>



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# APPENDIX

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## Glossary

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.

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a government unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (see Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time within which it may be expended.

Arbitrage: As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value that is established for real or personal property for use as a basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balance in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

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

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



Betterments (Special Assessments): Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full, or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record (Bond Register): The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes but must be rescinded by the community's legislative body to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes and functions over a specified period. (See Performance Budget, Program Budget)

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)



Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.

Certificate of Deposit (CD): A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

Classification of Real Property: Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

Consumer Price Index: The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

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.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a



community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs— are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the community that is subject to local taxation.

Estimated Receipts: A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure/Expense: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Fiscal Year: The 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.

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled because of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

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.



Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

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 Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

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.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process. General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

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.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is



necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period. It is always expressed in annual terms.

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

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

Investments: Securities and real estate held to produce income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Line-Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the state or counties to municipalities and school districts.

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.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Not Applicable: Capital project figures in some of the department budget tables.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Official Statement: A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.





Principal: The face amount of a bond, exclusive of accrued interest.

Program: A combination of activities to accomplish an end.

Program Budget: A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

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).

Purchased Services: The cost of services that are provided by a vendor.

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessor's analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

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.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

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.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

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

Sale of Real Estate Fund: A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.



**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Title Foreclosure:** The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

**Trust Fund:** In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

**Uncollected Funds:** Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves, and they are not available for disbursement.)

**Undesignated Fund Balance:** Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved and are therefore available for expenditure once certified as part of free cash.

**Unreserved Fund Balance (Surplus Revenue Account):** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**Valuation (100 Percent):** The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

