

CITY OF DALY CITY

Regular Meeting - CITY COUNCIL

AGENDA

MONDAY, JULY 27, 2020

7:00 p.m.

Visit Daly City's virtual meeting website to watch the livestream of the City Council meeting and submit comment on agenda items, all in one place online:

<https://bit.ly/dalycityjuly27>

Please note, the virtual meeting website will only be available during the meeting on **Monday, July 27, 2020 at 7:00 p.m.**

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Governor Newsom's Executive Order N-25-20, members of the Daly City Council and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via Livestream (City Council Meeting Livestream) at <https://bit.ly/dalycityjuly27> and to submit comments through the livestream website and/or submit public comments via email to cityclerk@dalycity.org prior to the public meeting.

To submit a comment in writing, please email cityclerk@dalycity.org and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 4:00 pm will be emailed to the City Council members and included as an "Add to Packet" on the City's website prior to the meeting. Those comments received after 4:00 pm will be added to the record and shared with the City Council members for the public meeting.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078 as soon as possible.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ROLL CALL:

APPROVAL OF MINUTES:

Regular Meeting of July 13, 2020

AVAILABILITY OF PUBLIC RECORDS:

All public record to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.

APPROVAL OF AGENDA:

CONSENT AGENDA

All items listed on the Consent Agenda are considered to be routine and may be approved by one roll call vote of the City Council. There shall be no separate discussion of the matters on the Consent Agenda unless requested by a member of the City Council. If discussion is required, that item will be removed from the Consent Agenda and will be considered separately at the end of the Agenda.

Resolutions:

1. Fixed Asset Policy

END OF CONSENT AGENDA

PUBLIC HEARINGS:

2. City's HUD Consolidated One-Year Action Plan For Fiscal Year 2020-21

Staff: Suliguin

Recommended Action: Open/Close Hearing

Recommended Action: Adopt Resolution by Roll Call

COMMUNICATIONS:

3. Resolution to Authorize Placement of a Local Recovery and Relief Transactions and Use Tax Ordinance on the Ballot for the November 3, 2020 Election

Staff: Maltbie

Recommended Action: Adopt Resolution by Roll Call

4. Execution of an Agreement with San Mateo County Housing Regional Housing Trust Pertaining to 493 Eastmoor and Commitment of Daly City Housing Trust Funds to the HEART's Application for State Local Housing Trust Fund Program

Staff: ZoBell

Recommended Action: Adopt Resolution by Roll Call

COMMUNICATIONS: Continued

5. Acceptance of Parks and Open Space Master Plan

Staff: Calles/Chiu

Recommended Action: Adopt Resolution by Roll Call

6. Acceptance of ADA Self Evaluation and Transition Plan

Staff: Calles/Chiu

Recommended Action: Adopt Resolution by Roll Call

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

NOTE: Speakers are limited to two minutes, unless modified by the Mayor.
The Council cannot take action on any matter raised under this item.

APPOINTMENTS: Board/Commission Membership Committee Appointments

REPORTS:

7. Council Committee
 - A. Council Committee Meetings July 13 - July 26, 2020
8. City Council
9. City Manager's Report

ADJOURNMENT:

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To view videos of the City Council meetings, visit <http://yt.vu/+dalycitycouncil>

***Note on Public Comments:** For this meeting, members of the public were encouraged to watch the meeting via livestream at <https://bit.ly/dalycityjuly13> and to submit comments through the livestream website and/or submit public comments via email to cityclerk@dalycity.org prior to the public meeting. Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting were instructed to call the office of the City Clerk at 991-8078 prior to the meeting.*

The meeting was called to order by Mayor Sylvester at 7:00 P.M. by video conference call pursuant to Governor Gavin Newsom's Executive Order N-25-20.

ROLL CALL: Councilmembers Present:
Glenn R. Sylvester, Mayor
Juslyn C. Manalo, Vice Mayor
Raymond A. Buenaventura
Rod Daus-Magbual
Pamela DiGiovanni

Staff Present:
Shawna Maltbie, City Manager
Rose L. Zimmerman, City Attorney
K. Annette Hipona, City Clerk

PRESENTATIONS:

Update on City's Financial Forecast (Steve Toller, Management Partners)

APPROVAL OF MINUTES:

Regular Meeting of June 22, 2020

It was moved by Vice Mayor Manalo, seconded by Councilmember DiGiovanni and carried to approve the minutes of the regular meeting of June 22, 2020.

APPROVAL OF AGENDA:

It was moved by Vice Mayor Manalo, seconded by Councilmember DiGiovanni and carried to approve the agenda.

CONSENT AGENDA:

It was moved by Councilmember DiGiovanni, seconded by Councilmember Daus-Magbual and carried to approve the consent agenda with the exception of items # 3, 4 and 5, which were pulled for further discussion.

Resolutions:

Resolution Adopting Health and Welfare Benefits for City Treasurer and City Clerk

Resolution 20-120, Adopting Health and Welfare Benefits for City Treasurer and City Clerk

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Amending Traffic Regulations to: Install No Parking (red) zone between the driveways of 80 and 88 Fairlawn Court and a red zone north of the driveway at 88 Fairlawn Court

Resolution 20-122, Establishing Traffic Regulations

Resolution Adopting Health and Welfare Benefits for the City Council

Director of Human Resources Natalie Sakkal reported the resolution's structure is consistent with benefits that all bargaining groups receive during labor negotiations. City Attorney Rose Zimmerman provided background and reported the Council has not received health and welfare benefits since 2010.

Assistant City Manager Stephen Stolte clarified the process of receiving public comments through the virtual meeting page which can then be read during the Council meeting. Mr. Stolte read a public comment received: Joshua Rees, AFSCME, questioned the need to increase the money each Councilmember receives for opting out of the City-provided medical plan, stating that \$1,385 is more than what any other City employee receives.

Ms. Zimmerman clarified the amount is not a cash-in-lieu and is equivalent to a deferred compensation retirement welfare benefit which is the maximum amount the Council can receive based on what other groups received.

It was moved by Mayor Sylvester, seconded by Councilmember Daus-Magbual and carried by voice vote to adopt the following resolution:

Resolution 20-121, Adopting Health and Welfare Benefits for City Council

Adoption of Reserve Policies

Director of Finance and Administrative Services Todd High provided background for the proposed policy, which recommends a two to three-month reserve policy as advised by consultants Management Partners.

It was moved by Councilmember DiGiovanni, seconded by Mayor Sylvester and carried by voice vote to adopt the following resolution:

Resolution 20-123, Adopting the Reserves Policies for the City of Daly City

Supporting and Urging Members of the California State Legislature and Governor to Explore New Progressive Revenue Options, Including a Millionaire Tax to Ensure Safety Net Programs are Not Cut Due to an Unprecedented \$54.3 Billion Deficit as a Result of COVID-19 Pandemic and Recession

Vice Mayor Manalo urged Council to support the resolution to ensure that the educational system and other safety net programs which affect our communities are not cut amid the current pandemic and recession.

It was moved by Vice Mayor Manalo, seconded by Councilmember DiGiovanni and carried by voice vote to adopt the following resolution:

Resolution 20-124, Supporting and Urging Members of the California State Legislature and Governor to Explore New Progressive Revenue Options, Including a Millionaire Tax to Ensure Safety Net Programs Are Not Cut Due to an Unprecedented \$54.3 Billion Deficit as a Result of COVID-19 Pandemic and Recession

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Set Time and Place for a Public Hearing to Consider Revised 2020-21 HUD One Year Action Plan to Reflect Use of HOME Funds for an Emergency HOME TBRA (Tenant Based Rental Assistance) Program

Resolution 20-125, Setting Time and Place of Public Hearing to Consider Revised HUD One-Year Action Plan for Fiscal Year 2020/2021 to Reflect the Use of HOME Funds for Emergency HOME TBRA Program

Approval of Investment Policy

Resolution 20-126, Adopting the Updated Statement of Investment Policy for the City of Daly City

Check Registers

Check Registers for the Month of June 2020

END OF CONSENT AGENDA

PUBLIC HEARINGS:

Public Hearing – Adopting National Pollutant Discharge Elimination System Local Stormwater Program Regulatory Fee

Director of Public Works Richard Chiu provided background for the regulatory fee and explained how the fees are assessed. Mr. Chiu addressed questions on the process to increase the fee which would require a protest hearing as per Proposition 218.

Mayor Sylvester opened the public hearing.

Mr. Stolte read a public comment received: Ray Satorre stated discharge elimination systems can be adopted without increasing the regulatory fees by working within their budgetary allocations.

Mayor Sylvester closed the public hearing.

It was moved by Mayor Sylvester, seconded by Councilmember Buenaventura and carried by unanimous roll call vote to adopt the following resolution:

Resolution 20-127, Maintaining Regulatory Fees Necessary to Fund the City's Local Specific Stormwater Management Plan Program Activities as to the National Pollutant Discharge Elimination System (NPDES) and Authorizing their Collection on the Property Tax Roll

Proposed New Fee for Lap Swim at Giammona Pool

Director of Library and Recreation Services Joseph Curran presented the proposed fee increase from \$6 to \$10, provided background on how the current health orders have impacted the use of city pools, and requested input on whether the time was right to re-open the pool. Mr. Curran addressed questions on time duration for lap swim, health and safety concerns for swimmers and staff, the number of staff utilized during pool hours, the demand for pool use, and the outreach to potential swimmers. Due to the rise of coronavirus cases and the Governor's new order, Ms. Maltbie advised it would be understandable for Council to revisit this item at a future meeting.

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Mayor Sylvester opened the public hearing.

Mr. Stolte read a public comment received: Ray Satorre requested for a moratorium to all increases in City fees and salaries while the City is in a pandemic and to keep constituents in mind during the election year.

Mayor Sylvester closed the public hearing.

It was moved by Vice Mayor Manalo, seconded by Councilmember DiGiovanni to table the matter to a future meeting.

ORDINANCES:

Second Reading, Ordinance No. 1439, Amending the Daly City Zoning Map by Amending Ordinance No. 1260 to Planned Development Zone (PD -54A) and Establishing Planned Development Standards

It was moved by Vice Mayor Manalo, seconded by Mayor Sylvester and carried by unanimous roll call vote to adopt the following ordinance:

Ordinance 1439, Amending the Daly City Zoning Map by Amending Ordinance No. 1260 to Planned Development Zone (PD-54A) and Establishing Planned Development Standards (Rezoning of Redevelopment Blocks 50, 51 and 52, Junipero Serra Boulevard (portion) Daly City)

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

Mr. Stolte read public comments received.

The following members of the public expressed concerns with the City's response to the Black Lives Matter Movement (BLM). Public commenters urged the Council and the City to take various actions to address these concerns: to pass a City resolution supporting BLM; to create an Oversight Committee; to create a Human Rights Committee; to redistribute/reallocate police department funds towards prevention-oriented services (namely community services, health and social services, affordable housing, library and recreation services, education and youth services); to defund the police department due to the portion it receives of the City budget; to provide executive summaries of the City's and police budgets that are accessible to the public; to look at how other cities have responded to BLM, and to have more of a community participatory process. Related concerns also included a City-conducted survey discussing City priorities and public comments not being read by staff during the meetings.

Holly Lim, resident
Joseph Nelson, resident
Josh Berry, resident

Janette Armas, resident
Scott Hongdsusit, resident
Shakeel Ali, resident

Kailee Kerr, resident
Joanna Rosales, resident
Nick Occhipinti, resident

REPORTS:

Council Committee – June 21 - July 12, 2020

Affordable Housing (Sylvester/Manalo)
Cannabis (Buenaventura/Daus-Magbual)

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City Council

Councilmember Daus-Magbual acknowledged the comments received on the Black Lives Matter Movement (BLM), assuring the public that Council and staff are working on a statement about this crucial national issue. Vice Mayor Manalo added that Council is working on a resolution for BLM and racial inequity and thanked the Mayor for the upcoming Special Council meeting to address this.

As a member of the Equity Recovery Group with the County, Vice Mayor Manalo reported the group provided recommendations with a Recovery Coordinating Committee Plan and discussed ways to ensure minority and small businesses have support and assistance, particularly in applying for upcoming County grants. Vice Mayor Manalo thanked Ms. Maltbie and Mr. Stolte for representing the City by sitting on the Public Information and Outreach Committee.

Staff

City Manager Shawwna Maltbie provided Council with a memo update on the ongoing City services provided during the pandemic, highlighting the relief that the City has provided to its residents. Ms. Maltbie commended Director of Water and Wastewater Resources Tom Piccolotti for making the recommendation to defer the water rate increase to January 2021, noting the deferral can be absorbed through that department's funding.

Mr. Piccolotti reported during the budget process, his department was able to identify cost savings in order to defer the 9.5% water rate increase to the citizens and businesses at this crucial time. Mr. Piccolotti thanked Council and Ms. Maltbie for their leadership and support, noting the department will be able to do the deferral with little to no impact on critical water projects.

ADJOURNMENT:

At 9:57 PM, Mayor Sylvester adjourned the meeting in memory of Bill Duplissea, Sonny Batara, John Eric Swing, and Jane Guillory.

Approved as submitted, this 27th

day of July, 2020.

City Clerk

Mayor



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 27, 2020

Subject: Approval of Fixed Asset Policy

Recommended Action

Adopt a resolution approving the proposed Fixed Asset Policy for the City of Daly City.

Background

A generally accepted best practice is develop a fixed asset policy for every public entity. The City of Daly City has not had a City Council-approved fixed asset policy.

Discussion

The current practice of the Daly City Department of Finance and Administrative Services is to capitalize assets that are valued at \$5,000 or greater. The proposed Fixed Asset Policy would increase the minimum value of capitalized fixed assets to \$25,000. The current \$5,000 minimum value has been in place for several years and encompasses routine purchases of items that should not be considered capital assets. This policy also covers depreciable lives for the different classes of fixed assets.

Fiscal Impact

There will be no current cost incurred by the City as a result of the adoption of the fixed asset policy.

Summary/Conclusion

Staff recommends that the City Council adopt a resolution approving the proposed Fixed Asset Policy for the City of Daly City.

Staff is available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,

Todd High
Director of Finance and Administrative Services

Attachment: Proposed Fixed Asset Policy

CITY OF DALY CITY

FIXED ASSET POLICIES AND PROCEDURES



PURPOSE

The purpose of these Policies and Procedures is to establish an effective system over the City's fixed assets. The fixed asset system shall be maintained in accordance with generally accepted accounting principles and in compliance with governmental auditing practices.

The policies and procedures are promulgated under the authority of the Director of Finance of Daly City for all assets within the City.

CAPITALIZATION POLICY

Definition

Fixed Assets are defined as tangible property to be used over a period, of time greater than two years and having a value greater than or equal to twenty-five thousand dollars. Departments have the option of including assets costing less than twenty-five thousand dollars in the fixed asset system for property control purposes (see Controlled Assets).

Fixed Asset Classifications

In addition to the consideration given up acquiring a fixed asset, ancillary costs associated with preparing the property for its intended use shall be capitalized.

Land: This account includes the cost of land itself and the cost of preparing land for its intended uses. Examples of ancillary costs include title search costs, attorney's fees, liens assumed, taxes assumed, grading costs, and land improvements with an indefinite life.

Property Held for Redevelopment: The City owes certain parcels from the former activities of the Redevelopment Agency that it intends to have developed in the future.

Buildings and Improvements: This account includes the cost of construction or purchase of buildings and attorneys' fees, architects' fees, and inspection and building permits. All costs incurred starting with excavation to completion of the building are considered part of the building costs, with a useful life of 20-50 years.

Park Structures and Improvements: This account is used for permanent (i.e., nondetachable) improvements that add value to land (e.g., fences, play areas, equipment and structures, retaining walls). Useful life 10-30 years.

Vehicles, Equipment, Furniture and Fixtures: This account includes office equipment, machinery, furniture and fixtures, furnishings, and similar fixed assets. The cost of such assets includes the purchase price, freight charges, installation costs, and setup costs. Useful life 5-20 years.

Construction in Progress: This account is used for capturing amounts expended on uncompleted buildings, equipment, infrastructure, or other capital construction projects. When the project is complete, the cumulative costs are then transferred to the appropriate fixed asset accounts.

Infrastructure

Infrastructure is defined, for purposes of financial reporting, as any fixed asset that is immovable and of value to the City and Agency(s). Examples include roads, sidewalks, bridges and streetlights. The City capitalizes fixed assets classified as infrastructure in proprietary funds only. The following are the useful lives for most Infrastructure projects:

Sanitation Subsurface Lines	25 years
Streets and Infrastructure	20-60 years
Sewage Collection Facilities	10-50 years
Sewage Disposal & Treatment Facilities	15-50 years
Water Mains	25 years
Well & Pump Stations	40-50 years
Water Reservoirs	40-99 years

Donated Assets

Donated Assets exceeding the twenty-five thousand threshold or any other asset acquired in any way other than through normal purchasing also shall be recorded and tagged. This also holds true for assets purchased with grant monies. The operating department which becomes the beneficiary of any such assets shall notify the Finance Department. Donated assets shall be reported at their estimated fair value at the date of acquisition.

Controlled Assets

Controlled assets are property items that are below the capitalization policy but are inventoried on the fixed asset system anyway. Examples of controlled assets include computer equipment and printers. These assets are not capitalized on the general ledger nor are they depreciated. This allows the City to control these assets through the fixed asset management system without affecting the City's financial status. Also, this

information can be used to determine the proper level of insurance and assist the City in providing proof of loss in an insurance claim.

Interest Capitalization

Fixed assets which require a period of time to get them ready for their intended use and financed with debt are subject to interest capitalization. Interest costs are capitalized starting with the first expenditure related to the asset, and capitalization continues until the asset is substantially completed and ready for its intended use.

ACCOUNTING AND FINANCIAL REPORTING

Accounting Methods

Fixed assets shall be accounted for at cost or, if the cost is not practicably determinable, at estimated cost. Fixed Assets related to specific proprietary funds or trust funds shall be accounted for through those funds. All other fixed assets of the City shall be accounted for through the Governmental Capital Assets Fund. The City uses the straight-line method of depreciation.

Accounting for Fixed Assets in Proprietary Funds

Fixed assets acquired for use in proprietary fund operations are considered "fund assets" and should be accounted for within the appropriate fund. Depreciation of fixed assets accounted for in a proprietary fund shall be recorded in the accounts of that fund.

RISK MANAGEMENT

The City's risk management program must ensure that its assets are insured adequately to cover losses incurred. In addition, the program must ensure that these assets can be replaced, and the City can continue to function with minimal interruption. The amount of insurance coverage purchased from third parties is based to a large extent upon the fixed asset records. Therefore, replacement cost as well as historical cost must be recorded for each asset.

PHYSICAL INVENTORY

The objectives of a physical inventory are to ensure that the fixed assets recorded in the system physically exists; to detect whether unrecorded or improperly recorded transactions have occurred, and to identify any excess, defective, or obsolete assets on hand.

Frequency and Type of Inventories

A complete physical inventory of all the City's assets shall be conducted at least once every five years by each department. More frequent inventories may be performed of assets that are susceptible to errors or other irregularities. All such physical inventories shall be directed by or in cooperation with the Finance Department.

TRANSFERS AND DISPOSITIONS

Transfers are defined as any movement of an asset by virtue of change in location, either by account, department; building, floor, or room. All items sold, traded-in, scrapped, abandoned or in any way removed from service during the current fiscal year are classified as disposals.

Property shall not be transferred, turned-in or disposed of without prior approval of the proper Department Head. All property dispositions shall use a "Property Disposition or Transfer Request" form. The operating departments shall be responsible to initiate transfer/disposition processing. The form is completed by the Department Head and forwarded to the City Manager and Finance for approval.

City Owned Motor Vehicles

The procedures for transfers and dispositions are to be followed as noted above with the exception that Motor Vehicles shall be processed by the Motor Vehicle Internal Service Fund.

RESPONSIBILITIES OF THE FINANCE DEPARTMENT

The Finance Department has the responsibility of ensuring that the fixed asset policies and procedures as stated within these regulations are in compliance with generally accepted accounting principles and audit standards. The Finance Department is also responsible for administering the fixed asset accounting system.

Custody and Accountability

Each of the operating departments has the authority, accountability and responsibility for the property issued to or purchased by their respective departments.

The Department/Division Head or other person authorized by such is responsible for all property purchased for, assigned to or otherwise provided to their department/division.



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 27, 2020

Subject: City's HUD Consolidated One-Year Action Plan For Fiscal Year 2020-21

Recommended Action

1. Conduct a Public Hearing to obtain citizen comments on the draft revised One-Year U.S. Department of Housing and Urban Development (HUD) Action Plan for Fiscal Year 2020-21;
2. Allocate funds for various CDBG and HOME activities for Fiscal Year 2020-21;
3. Approve the City's One-Year Action Plan document for submission to HUD; and
4. Adopt a resolution authorizing the City Manager or her designee to sign the appropriate forms and certifications as part of the City's submission to HUD of the FY 2020-21 Action Plan.

Background

Beginning on July 1, 1995, the U.S. Department of Housing and Urban Development required that local jurisdictions prepare a Five-Year Consolidated Plan in order to receive Federal funds through the Community Development Block Grant (CDBG), Home Investment Partnership Act (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) Programs. Daly City has historically participated in HUD's CDBG and HOME programs. The Five-Year Consolidated Plan provides long-range guidelines with proposed priorities, strategies and potential activities to address the City's housing and community development needs. For each year during the Five-Year period, the City must also prepare a One-Year Action Plan that describes the specific activities (and associated costs) the City will pursue. Fiscal Year 2020-21 is the third year of the current Five-Year Consolidated Plan, and the first year of the City's two-year CDBG funding cycle.

The Council initially considered and approved the FY20-21 Action Plan on June 8, 2020. The Plan is being revised to allocate HOME funds to provide emergency tenant based rental assistance (TBRA) to households experiencing financial hardship as a result of COVID-19, and to increase the allocation for HOME administration. Only the use of HOME funds has been revised; the use of CDBG funds remain unchanged.

Discussion

A. Citizen Participation

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Subject: Revised HUD One-Year Action Plan Fiscal Year 2020-21

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HUD requires citizen participation during the development and review of the One-Year Action Plan. This was accomplished at the December 9, 2019 public hearing on Housing and Community Development Needs and the public noticing of the draft One-Year Action Plan review period. The inclusion of emergency HOME TBRA to help households having difficulty paying rent as a result of COVID-19 qualifies for the expedited review period that began July 17, 2020 to July 27, 2020. The revised draft Plan was made available on the City's website and could be mailed upon request. Public notice on the availability, public hearing and description of the draft revised One Year Action Plan was printed in *The Examiner* and posted on the City's website.

C. HOME Funding

The City will receive \$380,827 in HOME funds for FY20-21. HOME funds may be used for HOME program administration, affordable housing development, and tenant based rental assistance. The revised draft One-Year Action Plan proposes to use \$750,000 of prior year HOME funds to provide emergency Tenant Based Rental Assistance (TBRA) to lower income households that are experiencing financial hardship as a result of the COVID-19 pandemic. HUD has made available several regulatory waivers to the HOME program to facilitate the use of HOME for emergency TBRA. These waivers also include increasing the HOME administration cap from 10% to 25% for FY19-20 and FY20-21 HOME allocations, and the suspension of the CHDO set-aside requirements for FY17-18 to FY20-21 HOME allocations. These are reflected below which shows the activities for the FY20-21 Action Plan and the corresponding HOME allocations.

<u>Project</u>	<u>FY2020-21 Fund Amount</u>
ADMINISTRATION	\$ 148,513
• \$53,306 (15% of FY19-20 allocation, 10% already used) • \$95,207 (25% of FY 20-21 allocation)	
EMERGENCY TBRA	\$750,000
• \$100,603 - FY16-17 allocation • \$255,751 - FY17-18 allocation • \$386,184 - FY18-19 allocation • \$7,462 - FY19-20 allocation	
HOUSING DEVELOPMENT	\$544,688
• \$259,068 - FY19-20 allocation • \$285,620 - FY20-21 allocation	

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In February of this year, the unemployment rate was 2.1% in San Mateo County and many lower income Daly City residents were already struggling to keep up with the high cost of housing. In order to slow the spread of COVID-19, many businesses have had to shutter resulting in loss of income for many households. The most recent data for the unemployment rate is now 11.1%. The County of San Mateo issued an eviction moratorium to help renters hurt by the economic impacts of COVID-19, extended twice and currently ends July 28, 2020, that has helped to keep them in their homes. When the moratorium ends, however, renters will be required to pay the back rent due.

The Council has previously approved \$430,828 of CDBG-CV funds for emergency rental assistance, and an additional \$100,000 in SB341 funds to help those who would be homeless but for the assistance. Daly City Partnership, who administers these funds, has indicated that the HOME TBRA will help to provide much needed rental assistance to more households. Staff estimates that the HOME TBRA will benefit 175 households. The additional HOME funds for program administration will be used for costs related to create policies and procedures, and to ensure compliance with all HOME TBRA requirements.

C. CDBG Funding

FY20-21 is the first year of a two-year CDBG funding cycle. In order to allocate CDBG resources to a wide array of projects, staff circulated a Request for Proposal (RFP) to various non-profit organizations, County agencies, and City departments. The City received 11 applications from nonprofits by the January 24, 2020 deadline. Staff undertook preliminary review and evaluation of the applications, which the CDBG Advisory Committee consequently considered on February 26, 2020. The CDBG Advisory Committee consists of Mayor Glenn Sylvester and Councilmember Rod Daus-Magbual. After reviewing staff's data and analyses, the Committee formulated CDBG and HOME allocation recommendations for Fiscal Year 2020-21. Projects and/or programs that receive FY20-21 CDBG funds are eligible to have their contracts renewed for FY21-22 as long as they are satisfactorily performing under their current contract and pending availability of CDBG funds.

The draft One Year Action Plan estimated that \$1,154,825 in CDBG funds would be available for activities in FY20-21. This estimated amount consisted of \$1,074,825 in FY20-21 CDBG Entitlement Grant, plus estimated current year program income of \$60,000 and \$20,000 in unallocated funds. A summary of the recommended CDBG funding allocations for the One-Year Action Plan is provided in Exhibit A. The funding recommendations are discussed below for the CDBG funding categories of Administration, Housing, Capital Projects, and Public Service.

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Subject: Revised HUD One-Year Action Plan Fiscal Year 2020-21

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It should be noted that the City received \$632,285 in additional CDBG dollars (CDBG-CV) through the Coronavirus Aid, Response and Security Act (CARES Act) to prevent, prepare for and respond to COVID-19. These funds and their use are reflected in a Substantial Amendment to the FY19-20 One-Year Action Plan. Staff contemplated incorporating CDBG-CV into the FY20-21 Action Plan but upon learning that that was the less expedient process, went forward with the Substantial Amendment. Prospective FY20-21 grantees provide much needed services and staff confirmed with these organizations that their services could continue to be offered safely amidst the coronavirus pandemic.

Administration:

Staff recommends funding at \$226,965 which is 20% of the CDBG grant plus estimated FY20-21 program income.

- 1) Program Administration at \$211,965. This activity encompasses the general administration and planning activities for all CDBG activities. Expenses under this category include the salaries for all CDBG staff and related overhead expenses (except those directly related to housing rehabilitation).
- 2) Project Sentinel at \$15,000 for its fair housing program which includes educating the public and the housing industry that housing discrimination is illegal, informing the community that assistance is available to those encountering discrimination, investigating cases where complaints have been alleged, and maintaining a housing hotline for information and referral. In addition, Project Sentinel provides extensive landlord/tenant information and referral in areas other than fair housing. Project Sentinel is projected to serve at least 10 Daly City residents with cases involving discrimination in FY20-21. Project Sentinel will also conduct fair housing audits in Daly City which helps to identify housing discrimination but will not result in a direct beneficiary. Given HUD requirements regarding Fair Housing and National Objective goals, the draft Action Plan envisions categorizing Project Sentinel's activities as Administration rather than a Public Service. The organization will use CDBG funds for salaries and administrative expenses.

Housing:

Staff recommends funding at \$450,000. The recommended projects are the following:

- 1) City's Residential Rehabilitation Program at \$420,000 - This program provides low-interest rate loans and deferred loans to lower-income residents in Daly City for home repairs that bring properties up to a decent, safe, and sanitary condition. It is estimated that 12 rehab loans and senior minor home repair grants will be made to lower income households in Fiscal Year 2020-21.
- 2) Rebuilding Together/Safe at Home at \$15,000 - The Safe at Home program will provide minor home repair services on a year round basis for low-income homeowners, particularly the

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Subject: Revised HUD One-Year Action Plan Fiscal Year 2020-21

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disabled and elderly. This Rebuilding Together program will provide minor home repairs for at least six Daly City households.

- 3) Center for Independence of Individuals with Disabilities (CID) at \$15,000 - The Housing Accessibility Modification (HAM) Program by CID will eliminate architectural barriers and provide a variety of minor modifications to make homes safer and more accessible for approximately eight Daly City disabled and elderly households in Fiscal Year 2020-21.

Capital Projects:

Staff recommends funding at \$388,020.

- 1) Section 108 Loan Payments for Construction of the Bayshore Community Center at \$388,020 - Construction of the Bayshore Community Center was completed in 2006. The Bayshore Community Center includes a multi-purpose room, exercise facility, activity rooms, and a public library in the primarily low-income Bayshore neighborhood. The City utilized a HUD Section 108 Loan to finance \$4.5 million of the Center's \$11 million construction costs. The City is using CDBG funds for repayment of the loan.

Public Service Programs/Projects:

Staff recommends funding at \$82,000 which is within the maximum allowed by HUD for Public Services. As a general rule, a minimum grant of \$10,000 is recommended.

- 1) Life Moves/Family Crossroads at \$16,000. The program provides temporary shelter as well as case management to arrest the cycle of homelessness by helping homeless families and individuals to obtain stable incomes, jobs, and housing. The program is projected to serve 12 homeless households (or an estimated 40 persons) during Fiscal Year 2020-21. CDBG funding will be used for salary and benefits for staff. Families will be served at Family Crossroads in Daly City.
- 2) Human Investment Project/Shared Homes at \$12,000. The program matches those having housing to share with others needing a place to live at an affordable price. The program shall assist an estimated seven households seeking to homeshare in Fiscal Year 2020-21 with affordable housing placements. HIP utilizes CDBG funds for staff salaries and benefits.
- 3) Legal Aid Society of San Mateo County/Homesavers Program at \$12,000. The Homesavers Program provides legal services to low income Daly City residents with a focus on tenant/landlord disputes and evictions. This funding will be allocated to staff salary/benefits. Homesavers will assist approximately 100 Daly City households.
- 4) Peninsula Family Service/Bayshore Child Care Services at \$22,000. The program provides subsidized care to children (ages 3 months through 12 years of age) of lower income families. The program shall serve approximately 15 Daly City children during Fiscal Year 2020-21. CDBG funding is used for staff salaries.

City Council Agenda Report

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- 5) Project Read at \$20,000 for its free, library-based literacy program. The program trains community members as tutors who volunteer to teach basic reading and writing skills to English speaking adults over the age of 16 who have very limited or no basic reading and writing skills. It is projected that approximately 40 Daly City residents will be assisted in Fiscal Year 2020-21. Project Read will use CDBG funds for staff salaries and benefits.

Summary/Conclusion

The recommendations for Fiscal Year 2020-21 are eligible uses of CDBG and HOME funds and represent an opportunity for the City to help lower income Daly City families and individuals. Council approval of the Fiscal Year 2020-21 One-Year Action will enable staff to formalize CDBG and HOME recommendations and proceed with implementation of the housing and community development activities described above.

To date, we have received no written correspondence or verbal comments from the public regarding the recommended allocations or the FY 2020-21 Action Plan.

Staff is available to provide additional information desired by the Mayor or Council Members.

Respectfully submitted,



Lenelle Suliguin
Housing Coordinator



Tatum Mothershead
Director, Economic &
Community Development

Attachment:
Exhibit A
Draft Action Plan

City Council Agenda Report
Subject: Revised HUD One-Year Action Plan Fiscal Year 2020-21
Meeting Date: July 27, 2020

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EXHIBIT A

PROPOSED FY20-21 CDBG ALLOCATIONS

ACTIVITY	FY20-21 Recommendations
Administration	
General Administration	\$ 211,965
Project Sentinel/Fair Housing	\$ 15,000
subtotal	\$ 226,965
Capital Projects	
Section 108 Loan Payments	\$ 388,020
subtotal	\$ 388,020
Economic Development	
Renaissance Entrepreneurship	\$ -
subtotal	\$ -
Housing	
Rebuilding Together/Safe at Home	\$ 15,000
CID/Housing Accessibility Modification (HAM) Program	\$ 15,000
Residential Rehab	\$ 420,000
subtotal	\$ 450,000
Public Services	
Human Investment Project/Homesharing (HIP)	\$ 12,000
Life Moves/Family Crossroads	\$ 16,000
Legal Aid/Homesavers	\$ 12,000
Peninsula Family Service	\$ 22,000
Project Read	\$ 20,000
IEP	\$ -
HealthWays	\$ -
subtotal	\$ 82,000
TOTAL	\$ 1,146,985

**HUD
CONSOLIDATED
PLAN**

City of Daly City



ONE-YEAR ACTION PLAN

Program Year 2020-2021

Department of Economic and Community Development

Housing and Community Development Division

CITY OF DALY CITY

FY20-21, Year 3

of Five Year HUD Consolidated Plan FY2018-2022

City Council

Glenn Sylvester, Mayor

Juslyn Manalo, Vice Mayor

Raymond Buenaventura

Rod Daus-Magbual

Pamela DiGiovanni

Responsible Agency: Department of Economic and Community Development

Tatum Mothershead, Director

Prepared By: Housing and Community Development Division

Betsy ZoBell, Housing and Community Development Supervisor

Lenelle D. Suliguin, Housing Coordinator

Marina Anaya, Community Development Specialist

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Daly City receives federal funds in the form of Community Development Block Grant (CDBG) funds and HOME funds from the Department of Housing and Urban Development. These funds are integral to the City's efforts to help better the lives of low and moderate income persons in its community. As a grantee, the City is required to prepare a Five-Year Consolidated Plan which incorporates an assessment and analysis of the housing and non-housing community development needs in Daly City. The plan covers the program years beginning July 2018 through June 2023. An Annual Action Plan is prepared for each program year within the Consolidated Plan period. This Annual Action Plan is for Program Year (PY) PY20-21 (July 1, 2020-June 30, 2021), Year 3 of the Five Year Consolidated Plan.

The City was notified in February 2020 of its PY20-21 CDBG and HOME allocations. For PY20-21, the City's CDBG and HOME allocations have increased slightly by 5.5% and 7%, respectively. This Action Plan describes how the City will use its PY20-21 funds. The Plan originally went out for a 10-day public review period, beginning May 28, 2020 through June 8, 2020. It was then revised to include the use of HOME funds for emergency Tenant Based Rental Assistance to assist lower income households experiencing financial hardship as the result of COVID-19. The revised Plan went out for a 10-day public review period, as allowed by HUD during the COVID-19 pandemic, beginning July 17, 2020 through July 27, 2020.

It should be noted that in April 2020 the City received \$632,285 in additional CDBG dollars (CDBG-CV) through the Coronavirus Aid, Response and Security Act (CARES Act) to prevent, prepare for and respond to COVID-19. These funds are reflected in a Substantial Amendment to the PY19-20 One-Year Action Plan and will be used to prevent, prepare for and respond to the coronavirus pandemic.

2. Summarize the objectives and outcomes identified in the Plan

The objectives and outcomes identified in this Action Plan address the housing and community development needs in Daly City, and that have been identified in the Consolidated Plan. The objectives address these priority needs:

- Maintain and improve housing stock
- Increase the supply of affordable housing
- Preserve housing affordability
- Support public services that serve lower income persons and these groups: children and youth, the homeless, and special needs populations

The City will collaborate with both public and private organizations to address these needs. In addition, it will work to address barriers to affordable housing and lead based paint hazards. It will collaborate with the San Mateo County Continuum of Care to address homelessness.

3. Evaluation of past performance

The City provides an evaluation of its past performance in the Consolidated Annual Performance and Evaluation Report (CAPER). A CAPER is prepared for each program year and at the end of the Consolidated Plan Period. A CAPER for the PY19-20 Action Plan will be submitted in September 2020.

The most recent CAPER, for the PY18-19 Action Plan, reports that CDBG funds were used to provide various public services and housing rehab during the PY18-19 Action Plan year. Some of these performance outcomes include:

- Literacy tutoring to 71 low income persons
- Legal services to 154 low income renter households to help stabilize housing and prevent evictions.
- Childcare services for 33 low income households
- Fair housing cases for five households
- Transitional shelter for 16 homeless families

These community development and housing funds from HUD have been essential in helping the City provide support to services for lower income residents. The City plans to continue its efforts to address the priority needs summarized previously.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The citizen participation and consultation processes involve two public hearings, a public noticing and review period of the draft One-Year Action Plan, and consultations with various agencies and collaboratives such as the Continuum of Care, the Housing Authority of San Mateo County, and service providers serving Daly City residents.

Per HUD waivers granted through the CARES Act, the public review period and noticing of the draft One-Year Action Plan was expedited and shortened from 30 days to 10 days. A virtual hearing was conducted that provided the public an opportunity to comment on the draft Action Plan. Sections AP10 and AP12 provide more information on the citizen participation process.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There were two comments received at the public hearing on housing and community development needs held on December 9, 2019. A virtual hearing for the draft One-Year Action Plan for PY20-21 was held on June 8, 2020. A summary of the comments from both public hearings are included in Table 4 of Section PR-15.

[A summary of comments held on July 27, 2020 to be provided.]

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted.

7. Summary

This Action Plan for PY20-21 is the third year of the City's Five-Year HUD Consolidated Plan, and is the first year of a two-year CDBG funding cycle. The projects and activities for PY20-21 continue to prioritize the objectives identified in the Five Year Plan and respond to COVID-19. Funds from the Department of Housing and Urban Development are critical in helping the City meets its community development objectives. Without these funds, the City would not be able to provide funding support for much needed services to its lower income residents.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency		DALY CITY	
CDBG Administrator	DALY CITY		Economic and Community Development Department
HOPWA Administrator			
HOME Administrator	DALY CITY		Economic and Community Development Department
HOPWA-C Administrator			

Table 1 – Responsible Agencies

Narrative (optional)

The Housing and Community Development (HCD) division of the City of Daly City's Economic and Community Development department is responsible for preparing the Consolidated Plan as well as administering both the HOME and CDBG programs. The HCD division also administers the City's Below Market Rate program and serves as staff to the Daly City Housing Development Finance Agency.

Consolidated Plan Public Contact Information

City of Daly City

ECD/HCD

333-90th Street

Daly City, CA 94015

Tel: (650) 991-8068

Fax: (650) 991-8070

www.dalycity.org

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Daly City recognizes that consultation is an important part of preparing the HUD Consolidated Plan. The City of Daly City collaborated with the County of San Mateo to jointly reach out to the Housing Authority of San Mateo County, the San Mateo County Continuum of Care, the San Mateo County STD/HIV Program, and the San Mateo County Health Department to request data and information required in the Consolidated Plan. The City also attended roundtable discussions hosted by the County to hear input from service providers, real estate stakeholders and affordable housing developers in the County and followed up with questions specific to Daly City. The City also reached out to the Daly City Community Service Center, one of a network of agencies in the County that provides emergency food, shelter, clothing, employment services and short-term counseling.

The City engages in various regional efforts including those addressing planning, housing, transportation, and sustainability issues. For example, the City has participated in a regional sea level rise study, has identified Priority Development Areas for ABAG, and engaged in the Regional Housing Needs Allocation process in the County. These regional efforts involve working and consulting with various agencies that may not be included in Table 2 of this section since they are not consulted directly on the Action Plan; however, they are consulted on regional issues that inform local concerns in the Action Plan such as affordable housing in the City.

The Five-Year Consolidated Plan laid out the priorities and the One-Year Action Plans support these priorities. The PY20-21 Action Plan will be the third year of the City's Five-Year Consolidated Plan. In preparing the Annual Action Plan, the City invited input on Daly City community development needs at a public hearing in December 2019 and outreached to various community agencies to identify needs for responding to the coronavirus. It consulted with various agencies working with low income tenants on the need for emergency rental assistance during the COVID-19 pandemic.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Daly City enhances coordination between public and assisted housing providers and private and governmental health, mental health and service agencies in several ways. Primarily, it networks with these agencies through participation in consortiums such as the Continuum of Care (CoC). The Continuum of Care meets at least quarterly and has representatives from various agencies including governmental health, mental health and service agencies.

In consulting with various agencies through the process of drafting the Consolidated Plan, the City identifies contacts with whom it can coordinate. Oftentimes, it is knowing who to contact at an agency

that is key to engagement and coordination. The quarterly CoC meetings are helpful in facilitating communication and coordination with different agencies. Close collaboration with the other four entitlement jurisdictions that receive CDBG funds also enhances coordination.

For its current Five-year HUD Consolidated Plan period, the City completed an Assessment of Fair Housing (AFH) in collaboration with the County of San Mateo, the San Mateo County Housing Authority, the South San Francisco Public Housing Authority, and the cities of South San Francisco, San Mateo, and Redwood City. The City will continue to coordinate with these local governments and housing authorities to address some of the shared AFH goals. The City has had discussions regarding increasing participation in the Section 8 program (AFH7: Explore incentives for Housing Choice Voucher participation; AFH10: Strengthen use of Section 8), and participates in the County's Home For All Learning Network to share ideas in community engagement (AFH8: Educate community on housing gap). Additionally, the City consults with Legal Aid and Project Sentinel, a participant in the Fair Housing Initiative Program (FHIP) to address displacement and fair housing issues (AFH9: Support fair housing/renter services).

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

City staff is a member of the Continuum of Care (CoC) Steering Committee for San Mateo County which meets at least quarterly to discuss the needs and ways to address the needs of homeless persons and persons at risk of homelessness. Other members of the CoC Steering Committee represent various agencies that include health services, mental health facilities, foster care and other youth facilities, corrections programs and institutions. Through participation in the CoC and networking with the Steering Committee members, the City indirectly consults with several agency types. The City had funded directly some of the service providers that serve those at risk of homelessness, such as LifeMoves, Samaritan House, and Community Overcoming Relationship Abuse (CORA). It now only funds LifeMoves because of reductions in the City's CDBG allocation, but it continues to maintain relationships with Samaritan House, CORA and other homeless service providers through its participation in the CoC. City staff participates in the review and ranking of project applications submitted to the annual CoC program NOFA (Notice of Funding Availability). City staff also assist in the biennial One-Day homeless count when it is conducted.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

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Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	SAN MATEO COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
2	Agency/Group/Organization	Housing Authority of the County of San Mateo
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
3	Agency/Group/Organization	San Mateo County Continuum of Care
	Agency/Group/Organization Type	Other government - County Regional organization

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Collaborative consulted on regular working basis.
4	Agency/Group/Organization	Hip Housing
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
5	Agency/Group/Organization	DALY CITY YOUTH HEALTH CENTER
	Agency/Group/Organization Type	Services-Children Services-Employment
	What section of the Plan was addressed by Consultation?	Youth services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
6	Agency/Group/Organization	LifeMoves
	Agency/Group/Organization Type	Services-homeless Regional organization

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
7	Agency/Group/Organization	JOHN'S CLOSET
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Youth services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
8	Agency/Group/Organization	Center for Independence of Individuals with Disabilities
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.

9	Agency/Group/Organization	Rebuilding Together Peninsula
	Agency/Group/Organization Type	Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
10	Agency/Group/Organization	Mid-Peninsula The Farm, Inc.
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
11	Agency/Group/Organization	LEGAL AID SOCIETY OF SAN MATEO COUNTY
	Agency/Group/Organization Type	Services - Housing Legal services
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
12	Agency/Group/Organization	Peninsula Family Service
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Youth services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.

13	Agency/Group/Organization	PROJECT READ
	Agency/Group/Organization Type	Services - Literacy
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
14	Agency/Group/Organization	Project Sentinel
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.
15	Agency/Group/Organization	Daly City Partnership
	Agency/Group/Organization Type	Service - Housing
	What section of the Plan was addressed by Consultation?	Housing Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency consulted on regular working basis.

Identify any Agency Types not consulted and provide rationale for not consulting

Various agency types and organizations were notified of the public hearing on housing and community development needs and the draft One-Year Action Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	San Mateo County Human Services Agency, Center on Homelessness	Daly City's goals for addressing homelessness in the Strategic Plan support the goals of the Continuum of Care.
Housing Element/General Plan	City of Daly City	Both plans share the goal of increasing, maintaining, and improving the housing stock.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

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AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City has a citizen participation plan which outlines the process for engaging its residents in the Consolidated Plan and Action Plans. The process requires public noticing, a public comment period, and two public hearings. The process impacts goal setting by facilitating communication between the City and its residents regarding community development priorities and needs.

On December 9, 2019, the Daly City City Council held a public hearing to obtain citizens' views on community development and housing needs that are eligible for CDBG and HOME funding for Program Year 2020-21 and to address the citizen participation and planning process for preparation of the Action Plan. A legal notice announcing the meeting was published in *The Examiner Peninsula* on November 7, 2019, and notices were posted at the libraries, City Hall, and the Daly City Community Service Center. In addition, a notice of the hearing was posted on the City's website.

On June 8, 2020, the Daly City City Council approved an amendment to the City's HUD Consolidated Plan Community Participation Plan. The amendment allowed for an expedited public comment and review period for Consolidated Plans and Action Plans and the use of virtual hearings during times of national state and local emergencies.

On June 8, 2020, the Daly City City Council held a virtual public hearing regarding the draft Action Plan and the funding recommendations for PY20-21 CDBG and HOME funds. A legal notice announcing the virtual hearing and the public review comment period for the draft Action Plan was published in *The Examiner Peninsula* on May 28, 2020 and posted on the City's website. The public notice was also emailed to community service agencies serving Daly City residents. The draft PY20-21 Action Plan was made available on the City's website and could be mailed upon request. The review and noticing period was shortened to ten days as allowed for in the CARES Act and the amended Community Participation Plan. In an effort to broaden citizen participation, the City makes the public notices posted on its website available in Chinese, Spanish, and Tagalog. This Plan was submitted to HUD but was not approved because it did not include a COVID-19 related activity and as a result required a 30-day notice, a distinction that was not clear.

On July 27, 2020, the Daly City City Council will hold a virtual public hearing on a revised Action Plan which takes the Plan considered on June 8 and includes the use of HOME funds for emergency TBRA in response to the COVID-19 pandemic. A legal notice announcing the virtual hearing and public review comment period for this revised Plan was published in the *Examiner* on July 16, 2020 and posted on the City's website. The public notice was also emailed to community service agencies serving Daly City residents. The draft revised plan was made available on the City's website and could be mailed upon request. The review and noticing period was shortened to ten days as allowed for in the CARES Act and the amended Community Participation Plan. In an effort to broaden citizen participation, the City makes the public notices posted on its website available in Chinese, Spanish, and Tagalog.

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	A public hearing was held on December 9, 2019 to hear comments on housing and community development needs. A representative from both Habitat for Humanity Greater SF and HIP Housing provided comments.	The representative from Habitat for Humanity Greater SF spoke about the demand for affordable ownership housing. He also mentioned that in addition to building affordable ownership housing, Habitat also provides work on critical home repair. The representative from HIP Housing spoke about the high rents in Daly City and the services it provides to low income residents.	Not applicable.	

2	Public Hearing	Non-targeted/broad community	A virtual public hearing was held on the draft One-Year Action Plan on June 8th, 2020. Two comments were submitted on-line for the public hearing prior which related to the Substantial Amendment to the PY19-20 Action Plan, but appear to be intended for the PY20-21 Action Plan. In addition, two written comments were submitted prior to the meeting. Also at this meeting, the public was given the opportunity to provide comments to the proposed amended Community Participation Plan. No comments were received for this item.	Comments were submitted by HIP Housing, Project Read, CIID, and Peninsula Family Services. The comments described the services provided and thanked the Council for their continued support. Copies of comments are attached.	Comments accepted.	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	To be completed after July 27 virtual hearing.	To be completed after July 27 virtual hearing.	To be completed after July 27 virtual hearing.	
4	Internet Outreach	Non-targeted/broad community	Notice of both Public Hearings and the draft Action Plan were made available on the City's website.	See above.	See above.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City received notification of its PY20-21 CDBG and HOME allocations in February 2020. There were slight increases in its CDBG and HOME allocations of 5.5% and 7% respectively. The City will use these funds for program administration, housing residential rehabilitation, public services and to pay back its Section 108 loan that was used for the construction of the Bayshore Community Center. As was noted previously, the City received \$632,285 in CDBG-CV funds to respond to the coronavirus pandemic. These funds are incorporated as a Substantial Amendment to the PY19-20 Action Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,074,825	60,000	20,000	1,154,825	3,200,000	CDBG funds will be used to address housing needs, repay a Section 108 loan, provide public services, and program administration. If funding allows, funds may be used for economic development or public facilities.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	380,827	0	1,062,374	1,443,201	60,000	Prior year HOME funds will be used for emergency HOME TBRA. PY20 and some of PY19 HOME funds will be allocated for program administration and to increase or improve the supply of affordable housing.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG funds leverage a variety of both public and private funds so that our Public Service recipients can provide the services that they do. CDBG funds alone are not sufficient. In the PY18-19 CAPER, \$124,000 in Daly City CDBG funds to subrecipients leveraged about \$3.2 million dollars of public and private sources of funding.

Because no one source of funding is sufficient to complete an affordable housing project, various sources will need to be combined to fully fund a project. Recent projects have included public sources of funding from local, state and federal levels as well as private funds, such as monies

raised by Habitat for Humanity from individual donors and private foundations.

The City will satisfy its matching requirements by encouraging and partnering with developers to compete for tax credits, State funding, or other sources for which projects are eligible. A Habitat for Humanity development that will shortly receive its building permit did not receive City HOME funds but its units may be HOME-eligible and funds provided from the Daly City Housing Development Finance Agency (DCHDFA) to finance the site acquisition may be used to satisfy HOME matching requirements.

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If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The San Mateo County Housing Authority owns land in the Bayshore neighborhood and is working with Mid-Peninsula Housing to redevelop the 150-unit Midway Village site for more affordable housing. The DCHDFA also owns land in the Bayshore neighborhood that is adjacent to the Cow Palace. The Agency recently executed an Exclusive Right to Negotiate with Bridge Housing, a nonprofit housing developer, to develop affordable housing on the site. Both sites present opportunities to address the need for more affordable housing identified in the Plan.

Discussion

CDBG and HOME funds allow the City to support community development organizations that provide valuable services to its lower income residents and to build much needed affordable housing. This financial support, made possible by the HUD funds, often helps organizations and development projects raise funding from private sources.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide minor home repair	2018	2022	Affordable Housing Non-Homeless Special Needs		AFH: Lack of accessible housing Maintain and improve housing stock	CDBG: \$15,000	Homeowner Housing Rehabilitated: 6 Household Housing Unit
2	Provide City Residential Rehabilitation Program	2018	2022	Affordable Housing Non-Homeless Special Needs		AFH: Lack of accessible housing Maintain and improve housing stock	CDBG: \$420,000	Homeowner Housing Rehabilitated: 12 Household Housing Unit
3	Provide public services for children and youth	2018	2022	Non-Housing Community Development		Public Services	CDBG: \$22,000	Public service activities other than Low/Moderate Income Housing Benefit: 15 Persons Assisted
4	AFH9: Support fair housing/renter services	2018	2022	Affordable Housing Fair housing		AFH: Loss/lack of affordable housing AFH: Loss of affordable rents/displacement	CDBG: \$27,000 HOME:\$750,000	Public service activities for Low/Moderate Income Housing Benefit: 275 Households Assisted Other: 8 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	AFH4: Fund rehab and accessibility improvements	2018	2022	Affordable Housing Non-Homeless Special Needs		AFH: Lack of accessible housing	CDBG: \$15,000	Homeowner Housing Rehabilitated: 8 Household Housing Unit
6	Provide public services for the homeless	2018	2022	Homeless		Public Services	CDBG: \$16,000	Public service activities for Low/Moderate Income Housing Benefit: 12 Households Assisted
7	Provide public services - general	2018	2022	Affordable Housing Non-Housing Community Development		Public Services	CDBG: \$32,000	Public service activities other than Low/Moderate Income Housing Benefit: 45 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 7 Households Assisted
8	AFH2: Develop new affordable rental units	2018	2022	Affordable Housing		AFH: Loss/lack of affordable housing AFH: Loss of affordable rents/displacement	CDBG: \$0	
9	AFH1: Develop new affordable ownership units	2018	2022	Affordable Housing		AFH: Historic lack of credit, high housing prices AFH: Loss/lack of affordable housing		

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	AFH6: Acquisition and Rehab	2018	2022	Affordable Housing		AFH: Loss/lack of affordable housing AFH: Loss of affordable rents/displacement		

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Provide minor home repair
	Goal Description	Provide minor home repair to low income households to keep them safe and comfortable in their homes.
2	Goal Name	Provide City Residential Rehabilitation Program
	Goal Description	The City Residential Rehabilitation Program offers low interest complete rehab loans to low income households to repair and improve the condition of their home. The program also offers paint only and roof only loans, and offers senior grants of \$1,000 for minor home repair.
3	Goal Name	Provide public services for children and youth
	Goal Description	Support public service programs that serve children and youth. This includes programs that provide support for child care services.
4	Goal Name	AFH9: Support fair housing/renter services
	Goal Description	The AFH has identified the goal of maintaining funding and support for outreach services for homeowners and renters at risk of being displaced and/or facing fair housing challenges. The emergency HOME TBRA to help households facing financial hardship as a result of COVID-19 assists in furthering this goal.

5	Goal Name	AFH4: Fund rehab and accessibility improvements
	Goal Description	This program addresses the needs of seniors and those with physical disabilities by providing assistance for installing accessibility modifications in homes.
6	Goal Name	Provide public services for the homeless
	Goal Description	Provide shelter to homeless persons to assist them in moving to permanent housing after their transitional shelter stay.
7	Goal Name	Provide public services - general
	Goal Description	Provide public services to low income households that help them find or maintain their housing, and helps improve their jobs skills.
8	Goal Name	AFH2: Develop new affordable rental units
	Goal Description	Work with affordable housing developers to build new rental housing for low income households. Staff is working to identify HOME-eligible affordable housing projects. Until a specific project can be identified, a goal indicator is still to be determined.
9	Goal Name	AFH1: Develop new affordable ownership units
	Goal Description	Work with developers to build affordable ownership units for lower income households. Staff is working to identify HOME-eligible projects. Until a specific project is identified, goal indicators are still to be determined.
10	Goal Name	AFH6: Acquisition and Rehab
	Goal Description	The AFH has identified as a goal the development of a rental acquisition program.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City has a two year CDBG funding cycle for the first and third years of its Five Year HUD Consolidated Plan. Activities in PY20-21 (Year 1) are eligible for renewal in PY21-22 (Year 2) pending funding availability and satisfactory project performance.

The City will continue to make payments on its Section 108 loan using CDBG funds. The Section 108 loan payment will comprises 36% of the PY20-21 CDBG allocation, and it is anticipated the loan will be paid off in 2023. The City will continue to assess affordable housing projects in which to invest its HOME funds.

Projects

#	Project Name
1	2020 CDBG Program Administration
2	Rebuilding Together Minor Home Repair
3	City Residential Rehab Program
4	CID/Housing Accessibility Modification (HAM) Program
5	Human Investment Project/Homesharing
6	LifeMoves Family Crossroads
7	Legal Aid/Homesavers
8	Peninsula Family Service
9	Project Read
10	Project Sentinel/Fair Housing
11	2020 HOME program administration
12	2020 Section 108 loan payment for Bayshore Community Center
13	Affordable Housing Development
14	Emergency HOME TBRA

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City allocates as much as is allowable to program administration and utilizes a large portion of the amount available for housing activities. Daly City is part of the San Francisco Bay Area which is one of the most expensive places to live in the country. The City allocates funding to housing and capital improvements to meet its Consolidated Plan goals; and as funds allow, to economic development. In

PY19-20, \$388,020 of its CDBG allocation is going towards repayment of a Section 108 loan that was used for the construction of the Bayshore Community Center. This is one-third of the City's estimate of CDBG funds available for the program year.

Affordable housing continues to be an underserved need. . Daly City will use its prior year HOME funds to help lower income households experiencing financial hardship as a result of COVID-19. In February 2020, the unemployment rate in San Mateo County was 2.1%. Currently, the most recent data shows an unemployment rate of 11.1%. To stop the spread of COVID-19, many businesses have had to shutter leaving many households unable to pay rent. HUD's waivers and suspensions of regulatory requirements has helped to facilitate the City's efforts to provide much needed rental assistance. The City will continue to allocate some of its HOME funds for the development of affordable housing. The City will partner with affordable housing developers to leverage these limited funds with other sources. Daly City's Inclusionary Housing Ordinance provides for a housing trust fund that may be used to leverage HOME dollars.

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AP-38 Project Summary
Project Summary Information

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1	Project Name	2020 CDBG Program Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$211,965
	Description	Program administration for PY20-21 CDBG allocation.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	333 - 90th Street, Daly City, CA 94015
	Planned Activities	Writing reports, planning activities, monitoring contracts, ensuring compliance with CDBG requirements.
2	Project Name	Rebuilding Together Minor Home Repair
	Target Area	
	Goals Supported	Provide minor home repair
	Needs Addressed	Maintain and improve housing stock
	Funding	CDBG: \$15,000
	Description	Safe at Home minor home repair program for low income households.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that six low income households will benefit.
	Location Description	Daly City locations to be determined during program year.
	Planned Activities	This project consists of Rebuilding Together Safe at Home program that provides minor home repair assistance.
3	Project Name	City Residential Rehab Program
	Target Area	
	Goals Supported	AFH4: Fund rehab and accessibility improvements Provide minor home repair Provide City Residential Rehabilitation Program

	Needs Addressed	AFH: Lack of accessible housing Maintain and improve housing stock
	Funding	CDBG: \$420,000
	Description	Provide City Residential Rehabilitation program.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 12 low income households will benefit.
	Location Description	Daly City, specific locations to be determined.
	Planned Activities	Provide and process senior home grants, minor home repair loans, complete rehabilitation loans.
4	Project Name	CID/Housing Accessibility Modification (HAM) Program
	Target Area	
	Goals Supported	AFH4: Fund rehab and accessibility improvements
	Needs Addressed	AFH: Lack of accessible housing
	Funding	CDBG: \$15,000
	Description	Provide home accessibility modifications such as ramps and grab bars.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that eight households with disabilities will benefit.
	Location Description	Daly City, specific locations to be determined.
5	Planned Activities	Install grab bars, shower heads, ramps and other accessibility features as needed.
	Project Name	Human Investment Project/Homesharing
	Target Area	
	Goals Supported	Provide public services - general
	Needs Addressed	AFH: Loss/lack of affordable housing
	Funding	CDBG: \$12,000

	Description	Provide information and referrals for low income households seeking affordable housing and matching them with people who have rooms to share.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that seven seeker households will benefit.
	Location Description	350 90th Street at the Daly City Community Service Center. Services may be provided virtually.
	Planned Activities	Administer homesharing program which includes screening applicants, matching clients in homesharing, facilitating Living Together Agreements, and providing follow-up support to homesharing matched clients including mediation as needed.
6	Project Name	LifeMoves Family Crossroads
	Target Area	
	Goals Supported	Provide public services for the homeless
	Needs Addressed	AFH: Loss/lack of affordable housing Public Services
	Funding	CDBG: \$16,000
	Description	Provide temporary transitional housing and services to homeless families. Services include case management, intake and assessment, and community referrals.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 12 homeless households will be assisted (or an estimated 40 persons).
	Location Description	50 Hillcrest, Daly City, CA
	Planned Activities	Provide transitional housing to homeless families. All clients will receive individualized case management and housing information and referrals.
7	Project Name	Legal Aid/Homesavers
	Target Area	

	Goals Supported	Provide public services - general
	Needs Addressed	AFH: Loss of affordable rents/displacement Public Services
	Funding	CDBG: \$12,000
	Description	Provide legal assistance to Daly City residents with a focus on evictions and landlord-tenant disputes.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 100 low income renter households will benefit.
	Location Description	Office hours held at the Community Service Center, 350 90th St., Daly City.
	Planned Activities	Provide legal assistance to low income households facing eviction or landlord-tenant disputes. Advise tenants on tenant rights.
8	Project Name	Peninsula Family Service
	Target Area	
	Goals Supported	Provide public services for children and youth
	Needs Addressed	Public Services
	Funding	CDBG: \$22,000
	Description	Provide year-round full-time subsidized child care services for low income families.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 15 low income children will benefit.
	Location Description	7222 Mission St., Daly City
9	Project Name	Project Read
	Target Area	

	Goals Supported	Provide public services - general
	Needs Addressed	Public Services
	Funding	CDBG: \$20,000
	Description	Literacy program to help English-speaking adults improve their reading and writing skills.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 40 persons will benefit.
	Location Description	Project read learners and tutors meet at the Daly City libraries, at the Jefferson Adult School, or virtually.
	Planned Activities	Provide free individualized tutoring to English-speaking adults to help them improve their reading and writing skills, skills that are important life and job skills. Provide training and support to volunteer tutors.
10	Project Name	Project Sentinel/Fair Housing
	Target Area	
	Goals Supported	AFH9: Support fair housing/renter services
	Needs Addressed	AFH: Loss/lack of affordable housing AFH: Loss of affordable rents/displacement
	Funding	CDBG: \$15,000
	Description	Fair housing program that includes public information and education on fair housing, referrals, and investigation of fair housing complaints. Program will also include conducting fair housing audits.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that eight persons will directly benefit from cases and/or investigations of fair housing complaints. More persons will benefit from fair housing education through outreach and presentations, as well as fair housing audits. This is a fair housing project subject to the Admin cap and is not considered a public service in PY20-21.
	Location Description	Fair housing outreach and presentations located in Daly City are to be determined

	Planned Activities	Provide fair housing activities to include fair housing information and referral, investigations of bona fide fair housing complaints, and offering of a tester training. Conduct fair housing audits.
11	Project Name	2020 HOME program administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	HOME: \$148,513
	Description	2020 HOME program administration
	Target Date	6/31/2021
	Estimate the number and type of families that will benefit from the proposed activities	Not applicable.
	Location Description	City Hall, 333 90th St., Daly City, CA
	Planned Activities	HOME program administration, includes development of written agreements, preparing reports, monitoring HOME projects, and updating HOME procedures. It will also include development of policies and procedures for and implementation of emergency HOME TBRA.
12	Project Name	2020 Section 108 loan payment for Bayshore Community Center
	Target Area	
	Goals Supported	
	Needs Addressed	Maintain and improve public facilities
	Funding	CDBG: \$388,020
	Description	Section 108 loan payments for Bayshore Community Center.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The Bayshore Community Center serves the Bayshore neighborhood which is home to about 4,500 persons.
	Location Description	Bayshore Community Center, 450 Martin St., Daly City

	Planned Activities	This is a payment on the Seciton 108 loan that was used for the construction of the Bayshore Community Center. The Center was completed in 2006, and the loan is scheduled to be paid off by 2022.
13	Project Name	Affordable Housing Development
	Target Area	
	Goals Supported	AFH1: Develop new affordable ownership units AFH2: Develop new affordable rental units
	Needs Addressed	AFH: Historic lack of credit, high housing prices AFH: Loss/lack of affordable housing
	Funding	HOME: \$544,688
	Description	The City is exploring eligible affordable housing developments for HOME investment. The funds for this project include prior year HOME funds.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	To be determined.
	Location Description	Daly City, specific location to be determined.
	Planned Activities	Affordable housing development, including acquisition, new construction and/or rehab.
14	Project Name	Emergency HOME TBRA
	Target Area	
	Goals Supported	AFH9: Support fair housing/renter services
	Needs Addressed	AFH: Loss of affordable rents/displacement
	Funding	HOME: \$750,000
	Description	The City will provide emergency TBRA to households experiencing financial hardship as a result of the COVID-19 pandemic. The City will work with Daly City Partnership in the administration of the program.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 175 households will benefit from the program.

	Location Description	Daly City, specific location to be determined.
	Planned Activities	Provide emergency rental assistance to households financially impacted by COVID-19 so that they can remain in their homes.

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

In PY20-21, assistance is not directed to a geographic area. Daly City is a densely populated area only covering about eight square miles. Public services are located in different areas of the City and are accessible and available to lower income residents. The residential rehabilitation and minor home repair programs are available to income eligible households throughout the City. Other projects are all accessible by public transportation.

Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Not applicable.

Discussion

Public improvement projects are located in low income census tracts as required by CDBG. Opportunities for housing development are primarily located on in-fill sites in or close to Mission St., Geneva Avenue, and other areas in proximity to public transit. Investment in these housing opportunities is in line with the region's focus on infill housing and transportation-oriented development. There may be additional funds available for affordable housing development in these priority-development areas.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The goals for the number of non-homeless households to be supported include beneficiaries of the City's Residential Rehab program, Rebuilding Together Peninsula's Safe at Home minor home repair program, and the emergency HOME TBRA program. The City's affordable housing goal for special needs is incorporated in its support for the Center for the Independence of the Disabled's (CIID) program to provide home accessibility modifications for the physically disabled.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	193
Special-Needs	8
Total	201

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	175
The Production of New Units	0
Rehab of Existing Units	26
Acquisition of Existing Units	0
Total	201

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The City's one year goals above show the number of households to be supported through the CDBG-funded housing rehabilitation programs and the emergency HOME TBRA program. The City also provides support to Legal Aid to assist lower income tenants with housing related issues such as eviction and tenant/landlord disputes and HIP Housing to assist lower income households to be matched in their homesharing program. These programs help households maintain or find affordable housing but are not reported in the tables above.

The City also has an Inclusionary Housing Ordinance which require the production of deed-restricted affordable housing in market rate rental developments of 20 units or more. These below market rate (BMR) units do not receive federal dollars are also not represented in the table. Information on the production of affordable housing in Daly City may be found in the City's Annual Progress Report

provided to the State of California Housing and Community Development (HCD) division.

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AP-60 Public Housing – 91.220(h)

Introduction

There is no public housing in Daly City.

Actions planned during the next year to address the needs to public housing

The City will work with the Housing Authority of County of San Mateo (HACSM) as needed to address the needs of public housing.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

There is no public housing in Daly City. However, the City will work with the HACSM as needed.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable. The PHA is not designated as troubled.

Discussion

There is no public housing in Daly City.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City will collaborate with other governmental and nonprofit organizations in its homeless and other special needs activities. The City meets at least quarterly with other entitlement communities in the County, and at least quarterly with the County's Continuum of Care (CoC) collaborative. Participation in the Continuum of Care has been integral to the City's understanding of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act which consolidates HUD's homeless assistance programs. The CoC, in its efforts to comply with HEARTH, has set up subcommittees to work on a range of system-wide planning efforts to achieve the following HEARTH outcomes:

- Reductions in total numbers of homeless people;
- Reductions in the number of new entries into homelessness;
- Reductions in the rate of returns to homelessness; and
- Reductions in the length of time people are homeless. The City will have staff participate in the subcommittees.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

- The City will work with Daly City Partnership to operate the Daly City Community Service Center which conducts client intake to assess individual needs and makes referrals to emergency shelters. The Daly City Community Service Center is part of the Core Service Agency Network of San Mateo County, a network of eight agencies located throughout the County that provide general information and referral resources for emergency shelter, food, clothing, utilities assistance, employment information and short-term case management.
- The Economic and Community Development department will continue to work with the City's Police department and Community Service Center to discuss outreach to homeless persons and

suggest areas of coordination where possible.

Addressing the emergency shelter and transitional housing needs of homeless persons

Addressing the emergency shelter and transitional housing needs of homeless persons

- The City will work with Daly City Partnership to operate the Daly City Community Service Center which conducts client intake and makes referrals to emergency shelters.
- The City will provide CDBG funds to LifeMoves for operation of Family Crossroads, the transitional shelter for families located in Daly City.
- The City will engage in the Continuum of Care policy discussions to address emergency shelter and transitional housing needs of homeless persons.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

- The City will provide CDBG funds to LifeMoves for operation of emergency and transitional shelters that serve homeless Daly City residents. LifeMoves provides case management to the families and individuals they shelter to help them become stable and transition to permanent housing.
- The City will actively engage in the Continuum of Care policy discussions and efforts to help the various populations of homeless persons transition to permanent housing. Previous policy discussions have included the establishment of performance standards to assist in the evaluation of current programs that help the homeless. The performance standards will help identify best practices and areas of improvement. The City participated in reviewing and approving these standards.
- The City will collaborate with homeless service providers and serve as a resource as needed.

Helping low-income individuals and families avoid becoming homeless, especially extremely

low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

- The City will work with Daly City Partnership to operate its Daly City Community Service Center which conducts client intake and makes referrals to emergency shelters.
- The City will provide CDBG funds to the Legal Aid Society's Homesavers Project. This project helps tenants who are having problems with their landlords and offers legal counseling, advice and representation in dealing with evictions and disputes over the condition of the premises.
- The City will provide CDBG funds to HIP Housing. HIP Housing provides housing information and referral and assists low income households to explore homesharing as an affordable housing alternative.
- The City will engage in the Continuum of Care policy discussions and efforts to coordinate discharge policies of public funded institutions and systems of care.
- The City, both through the Community Service Center and the Economic and Community Development department, will continue to learn about and develop relationships with the various community agencies that can provide services to help low-income individuals and families avoid homelessness.

Discussion

The San Mateo County Continuum of Care (CoC) guides the implementation of the County's housing and social service system to meet the needs of homeless individuals and families. The County Department of Housing and the City of Daly City, along with the other three entitlement cities in the County, have seats on the CoC Steering Committee. The City will work with the CoC to meet the needs of the homeless and other special needs.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The limited availability of developable vacant land, the high cost of construction, and community opposition to development are all barriers to housing development. These barriers become more pronounced with affordable housing. Unlike market rate housing, there is no for-profit motivation to build affordable housing so affordable housing development is more dependent on public funding. With the loss of redevelopment in California and reductions to the HOME program, there is far less funding available to address the high costs of construction and ability to acquire land. Negative perceptions of affordable housing also contribute to community opposition. The City will work with affordable housing developers to address these barriers to affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City will continue to implement the following actions to reduce barriers to affordable housing:

- Continue the process of updating the City's zoning ordinance to facilitate and encourage the construction of higher-density mixed-use developments along Mission Street and Geneva Avenue and locations within close proximity to public transit.
- Improve the public's perception and acceptance of affordable housing by assisting experienced housing developers to create attractive, well-managed developments and by requiring that developers conduct community meetings regarding their proposed affordable housing projects.
- Provide reduced parking requirements for affordable housing developments.
- Allow the construction of additional second units throughout the City.
- Avoid rezoning properties that are presently designated or zoned for residential uses for non-residential uses.
- Provide one-stop permitting and parallel building plan checking through the Building Division, Planning Division, and Department of Public Works as an effort to streamline project approvals.

Discussion:

These tasks include exploring incentive programs for lot mergers and increasing minimum lot sizes along

the commercial corridors to encourage higher density and mixed use developments, reducing parking requirements, and formalizing a plan check prioritization system that would give priority to affordable housing projects. More information on the City's Housing Element, a component of the City's General Plan, can be found at www.dalycity.org/housingelement.

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AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

The housing and community development needs in Daly City exceed the City's resources to meet them. Consequently, the City attempts to leverage resources from other government programs and private sources. The City will address obstacles to meeting underserved needs by collaborating with other public and private agencies and pursuing funding sources as they become available for specific priority activities.

Actions planned to foster and maintain affordable housing

The City's actions to foster and maintain affordable housing include:

- Monitoring its existing stock of deed-restricted affordable housing units through property inspections and continued relationships with property managers.
- Exploring other funding sources for affordable housing such as private and regional/state funding opportunities.
- Encouraging higher density mixed-use developments.
- Implementing the City's Inclusionary Housing Ordinance adopted in December 2018. This ordinance establishes inclusionary housing requirements for new residential developments in the City.
- Collaborating with regional public and private agencies working to promote affordable housing.

Actions planned to reduce lead-based paint hazards

The City's actions to reduce lead-based paint hazards include:

- Providing lead hazard notification, evaluation, and reduction in its residential rehabilitation program.
- Providing information referrals and requiring abatement of lead hazards in housing units where children under the age of six reside.
- Providing information to contractors about training and certifications needed to provide lead-based paint abatement services.
- Coordinating with the County of San Mateo, other local jurisdictions and the private sector in

efforts to reduce lead-based paint hazards.

Actions planned to reduce the number of poverty-level families

As expressed earlier in the Consolidated Plan, the goals of the City's efforts to reduce the number of poverty level families are to strengthen the economic climate, increase employment opportunities and assist in the retention of existing neighborhood-serving commercial businesses in low and moderate income areas. These goals guide the City's actions to reduce the number of poverty-level families which include:

- Supporting public services that provide assistance to very low income families.
- Providing information and referral at the Daly City Community Service Center to connect very low income families to various programs and services such as rental and utility assistance.
- Subject to funding availability, providing technical assistance and support to microenterprises and potential entrepreneurs to encourage their success and job creation.
- Enhancing employment opportunities for very low income residents by establishing, when appropriate, first source hiring agreements.

Actions planned to develop institutional structure

Actions to develop institutional structure include:

- On-going efforts to streamline the review and approval process for new developments
- Assisting nonprofit service providers through the CDBG program
- Conducting outreach to potential private sector partners in affordable housing development (i.e. lenders, realtors)
- Working with local foundations and public agencies to access their programs to assist low and moderate income residents
- Participating in the Continuum of Care and coordinating with homeless service providers
- Participating in local and regional collaborations to address housing and special needs. This includes on-going quarterly meetings with other CDBG and HOME grantees in the County to coordinate training and technical assistance for city and County staff and their subrecipients.

Actions planned to enhance coordination between public and private housing and social

service agencies

Actions to enhance coordination between public and private housing and social service agencies include:

- Participating in the Continuum of Care
- Coordinating with other local and regional jurisdictions on efforts to foster affordable housing and assist low income households
- Updating information on existing and identifying new agencies and or collaboratives of social

Discussion:

DRAFT

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	60,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	60,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City does not intend to use other forms of investment beyond those identified in Section 92.205. If and when the City decides to offer other forms of investment not found in Section

Annual Action Plan
2020

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92.205, it will then revise its Consolidated Plan to include them. The forms of investment described in Section 92.205 are: equity investments, interest bearing loans or advances, non-interest bearing loans or advances, interest subsidies, deferred payment loans, and grants.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City shall use resale to ensure affordability of its homebuyer activities. The City requires homebuyers to submit an annual certification of principal residency throughout the affordability period specified.

A Deed of Trust (securing the HOME promissory note) and a Resale Restriction Agreement are recorded against the property for a term of 45 years. No payment is due on the loan until the unit is sold. At that time a new eligible buyer assumes the loan, or is paid back to the City if a new eligible buyer is not found. The City has the right and option to purchase the unit at the time of sale. (This option to repurchase is also granted to Habitat for Humanity for its developments). The Resale Restriction specifies that subsequent buyers of a HOME-assisted unit must meet income requirements (household income no more than 80% of area median income).

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City shall ensure the affordability of units for the affordability period through the Resale Restriction recorded on the property, and not through a presumption of affordability. The Resale Restriction specifies the calculation for the resale price. The resale price is calculated as the original purchase price adjusted by the percentage change in the area median income (as published annually by HUD). Quality improvements to the property, if any, are also taken into consideration. The resale price provides the buyer with a fair return on investment, which is defined as the buyer's initial investment during the affordability period. Generally, this includes the amount of the down payment and documented costs of capital improvements.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that

will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

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APPENDIX A

SF 424 and Certifications

To be inserted

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APPENDIX B

Proof of Publication

To be inserted

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APPENDIX C

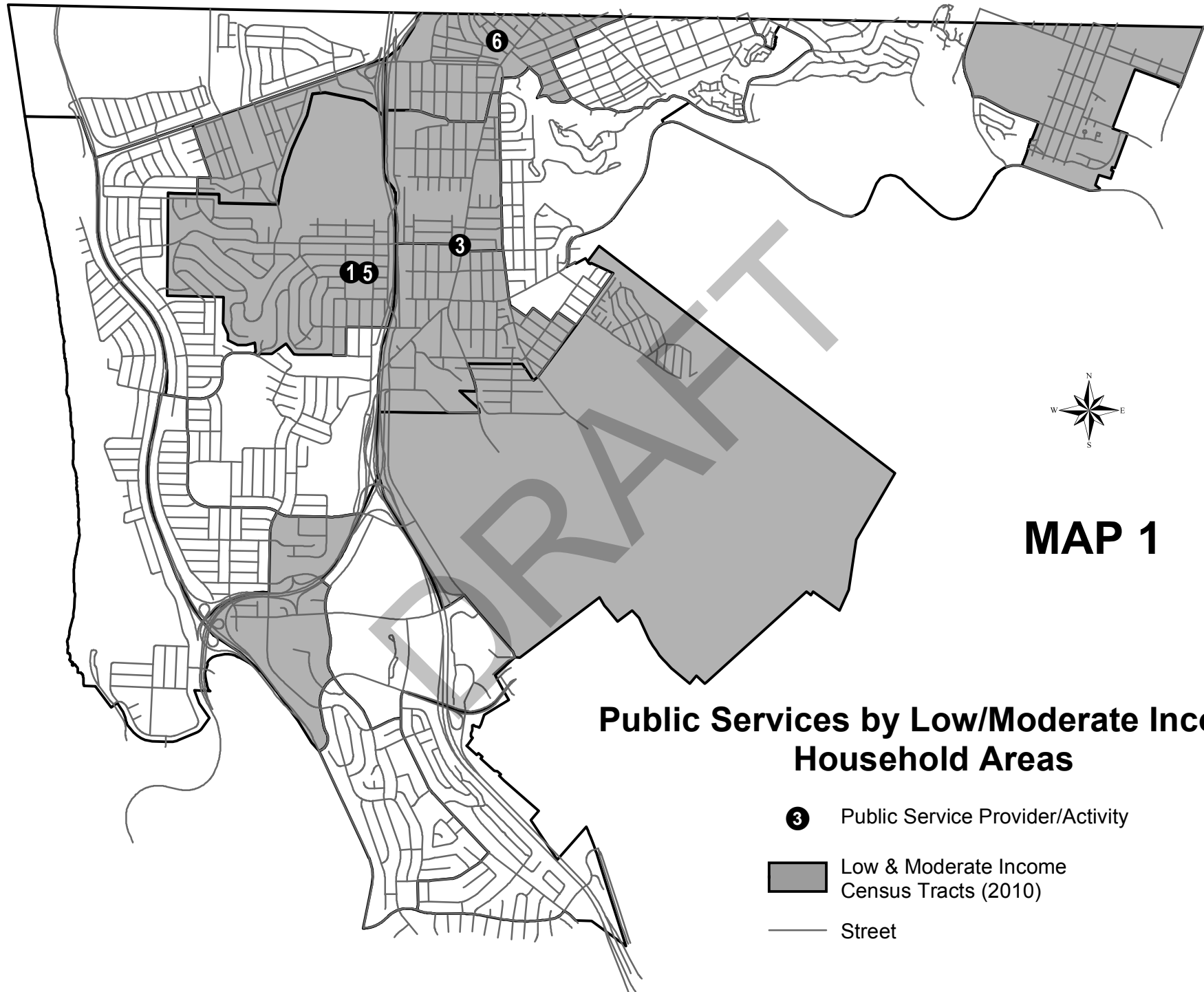
Maps

PUBLIC SERVICES

- 1: Legal Aid Society
- 3: Peninsula Family Services
- 5: HIP Housing
- 6: LifeMoves – Family Crossroads

The following public services have not been mapped because their headquarters and/or facilities are outside of Daly City:

- Project Read (South San Francisco)
- Project Sentinel (Redwood City)



APPENDIX D

CDBG PY20-21 CDBG Funding Table

ACTIVITY	ALLOCATIONS
Administration	
General Administration	\$ 211,965
Project Sentinel/Fair Housing	\$ 15,000
subtotal	\$ 226,965
Capital Projects	
Section 108 Loan Payments	\$ 388,020
subtotal	\$ 388,020
Housing	
Rebuilding Together/Safe at Home	\$ 15,000
CID/Housing Accessibility Modification (HAM) Program	\$ 15,000
Residential Rehab	\$ 420,000
subtotal	\$ 450,000
Public Services	
Human Investment Project/Homesharing (HIP)	\$ 12,000
Life Moves/Family Crossroads	\$ 16,000
Legal Aid/Homesavers	\$ 12,000
Peninsula Family Service	\$ 22,000
Project Read	\$ 20,000
subtotal	\$ 82,000
TOTAL	\$ 1,146,985

APPENDIX E

Additional Narratives

- Monitoring
- Timeliness of Expenditures
- Minority/Women's Business Outreach
- Affirmative Marketing

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Additional Narratives

Monitoring

The City of Daly City prepares a number of existing reports to the Federal Department of Housing and Urban Development that help determine whether programs are being carried out according to statutory and regulatory requirements. Each year, the Economic and Community Development department (ECD) prepares the Consolidated Annual Performance and Evaluation Report, and conducts public hearings and meetings to obtain community input concerning the progress of program implementation and input regarding community development needs. In addition, capital and construction projects funded with federal dollars are monitored for compliance with applicable environmental, procurement, financial and labor regulations.

Nonprofit organizations receiving CDBG are regularly monitored by ECD staff through monthly and quarterly reports, as well as through on-site monitoring visits to assure compliance with CDBG regulations and stated program performance goals. The City's CDBG monitoring plan envisions that no fewer than 10 percent of subrecipients will be monitored in each fiscal year and that all subrecipients will be monitored at least once every three years. The City anticipates monitoring three subrecipients in FY20-21.

ECD staff also monitor HOME-funded projects regularly. A building inspector conducts the on-site physical inspection of the buildings. HOME-funded rental projects include:

- Vista Grande Apartments
- School House Station Apartments
- Hillcrest Gardens
- 1293 Hillside
- Sweeney Lane Apartments

For ownership projects, staff collects annual certifications that the owner is using the unit as their primary residence.

Timeliness of Expenditures

The City of Daly City strives to expend its CDBG and HOME funds in a timely manner while meeting the priorities and goals established in the Action Plan. The City works to avoid delays to capital improvement projects as much as possible and to make sure that there are adequate marketing and outreach efforts on behalf of its community development programs. The City generally has not had problems meeting its CDBG timeliness expenditure ratio (i.e. Letter of Credit to CDBG entitlement award) as it allocates CDBG to projects that expend funds timely. HOME has a complex set of timeliness regulations, and the City closely monitors the HOME deadline compliance reports to track its commitment and disbursement deadlines. The challenge of compiling multiple funding sources together to be able to fully fund affordable housing development impacts the timeliness of HOME expenditures.

Minority/Women's Business Outreach

The City will make efforts to encourage the use of minority and women-owned businesses in HOME-assisted projects. The City will keep records regarding the number and dollar amounts of participation by minority and women-owned businesses. Outreach efforts may include:

- Mailing of opportunities to lists obtained from the Minority Business Development Agency under the Department of Commerce and the Interagency Committee on Women's Business Enterprise and United Minority Business Entrepreneurs.
- News releases, in addition to formal requests for bids, which highlight MBE and WBE opportunities under the HOME Program.

Affirmative Marketing

In order to affirmatively market housing activities containing five or more HOME-assisted units, the City or the HOME subrecipient shall:

- Publish notices in local newspapers and other widely accessible mediums to inform the public about the availability of HOME-funded activities. Fair housing brochures will be made available to interested parties. Equal opportunity and fair housing logos will be used in the advertisements, as well as a nondiscrimination clause.
- Post notices in places of wide public use (e.g. City Hall, public libraries) to inform the public about the availability of HOME-funded activities. Locations (e.g. senior centers) where the target group for a HOME-funded project is located (e.g. senior housing) should be sought.
- When applicable, make presentations to organizations for people most in need of a particular HOME-funded project.
- Comply with the guidelines described under "Minority/Women's Business Outreach" in order to ensure inclusion of minority and women-owned businesses.
- Maintain records of affirmatively marketing activities to document that good faith efforts were made to broadly market available housing units.
- Work with the developer to complete a marketing plan that affirmatively markets the HOME-funded activity.



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 27, 2020

Subject: Resolution to Authorize Placement of a Local Recovery and Relief Transactions and Use (Sales) Tax Ordinance on the Ballot for the November 3, 2020 Election

Recommendation:

It is recommended that the City Council review and consider the attached Transactions and Use Tax Ordinance and resolution placing the Ordinance on the ballot for the November 3, 2020 election.

Background:

The City has been facing ongoing fiscal challenges dating to the “great recession” of 2008/2009. Each fiscal year since that time, reductions have been made in staffing levels across all city departments and operations, and significant reductions have been made in direct services to the public and departmental operations. Increasing workforce costs including succession planning costs, rising healthcare costs, overtime due to staffing shortages, and escalating pension obligations have all contributed to the present fiscal situation. Stagnant revenue growth the last several years, as well as the lack of a diversified revenue base and overreliance on property, sales, and utility users’ taxes, have contributed to a structural budget deficit.

In the FY 2018-19 and 2019-20 biennial budget, the General Fund Operating Budget included a \$10.6 million transfer from the General Fund Reserve to cover anticipated budget shortfalls. Consequently, the City Council directed staff to examine new sources of revenues, including an increase to the business license tax rate and transient occupancy tax, as well as the adoption of a tax on cannabis businesses, each of which passed overwhelmingly at the November 2018 election. While revenues have increased modestly as a result of the aforementioned tax measures, expenses continue to rise and the impacts of the on-going COVID-19 pandemic on revenues remain to be fully appreciated.

The second half of the previous fiscal year (FY2019-20) presented many unanticipated fiscal challenges due to the COVID-19 pandemic. As presented to the City Council on July 13, 2020, the City continues to face a structural deficit impacted by the current recession and other impacts. An updated budget forecast shows a decline in General Fund reserves and a new fiscal gap that will erode \$16 million in revenues through FY2023-24.

In addition to preliminary administrative action taken to date, such as the City Council approving a rollover FY2020-21 budget, implementing a hiring freeze of non-mission critical positions, deferring non-urgent capital improvement projects and furloughing seasonal recreation staff, the City must still address the new fiscal realities. The short-term and ongoing budget strategies identified to address the deficit affect every department in the City and nearly every service funded by general City revenues. Some potential strategies discussed include redesignating reserves from other funds, implementing workforce reductions, reducing service levels, increasing cost recovery of services, and seeking new revenues sources for a local recovery and relief.

The need and importance of staff’s continued focus on fiscal sustainability strategies is necessary to maintain service levels given the uncertain economy and significant reduction to major revenue sources.

Accordingly, staff has prepared the necessary legislation to place a local Recovery and Relief Transactions and Use (Sales) Tax Ordinance on the November 3, 2020 ballot for Council's consideration. The Transaction and Use Tax Ordinance, if placed on the ballot and approved by a majority vote of the Daly City electorate, would add a transactions and use (sales) tax at the rate of one-half percent ($\frac{1}{2}\%$) on the sale of tangible personal property and the storage, use, or other consumption of such property. Staff estimates that such a tax would generate approximately \$6,000,000 in additional sales tax revenue to the City annually.

Discussion:

Attached to this staff report is a resolution placing the recommended Transactions and Use Tax Ordinance on the November 3, 2020 ballot; attached to the resolution as **Exhibit A** is a draft of the actual Transaction and Use Tax Ordinance that would be presented to the voters for their consideration. If enacted by the voters, the Ordinance would be codified at Chapter 3.29 of Title 3 of the City's Municipal Code. Further, the tax would become operative as of April 1, 2021, and would be collected by the California Department of Tax and Fee Administration as with all sales taxes.

A local government's power to tax arises from the Constitution (for charter cities) or by statute (for counties, general law cities and special districts). (Santa Clara Transportation Authority v. Guardino (1995) 11 Cal. 4th 220, 247–249.) Under article XIII, section 24 of the California Constitution, the Legislature may not impose taxes for local purposes but may authorize local governments to do so. The Legislature has provided general law cities, such as the City of Daly City, the power to tax equivalent to that of a charter city pursuant to Government Code § 37100.5 subject to the approval of the voters.

Currently, the sales tax rate within the City of Daly City is 9.25%. The tax rate is comprised of the State of California Bradley-Burns Uniform Local Sales and Use Tax Law of 7.25% plus an additional 2% enacted by the County of San Mateo pursuant to various sales tax override provisions set forth in the Revenue and Taxation Code.

Revenue and Taxation Code Section 7251 et.seq., known as the Transactions and Use Tax Law, authorizes up to an additional 2% in the tax rate in the County. The County of San Mateo has previously imposed 1.5% of the allowable 2% under the Transaction and Use Tax Law in prior election years¹. Accordingly, pursuant to the authority of the Transaction and Use Tax Law, the City of Daly City has the ability to present to the voters the proposed Transactions and Use Tax Ordinance imposing an additional $\frac{1}{2}\%$ in the sales tax rate. If enacted, this would increase the overall sales tax rate in Daly City to 9.75%. Other cities in San Mateo County that have imposed this additional $\frac{1}{2}\%$ sales tax include Belmont, East Palo Alto, Redwood City, San Bruno and South San Francisco.

In order to address the community's identified local recovery and relief services, this is classified as a "general tax," not a "special tax". Thus, if approved by a majority of those voters casting a ballot at the November 3, 2020 election, the tax proceeds may be used for any unrestricted general revenue purposes including but not limited to maintaining the City's long-term financial stability and City services, such as supporting local businesses, preventing and addressing homelessness, maintaining paramedic and 9-1-1 emergency response, senior services, and preparing for natural disasters and public health emergencies.

¹ The remaining 0.5% of County imposed sales tax was enacted in accordance with other provisions in the Revenue and Taxation Code and not pursuant to the Transaction and Use Tax Law.

The attached resolution accomplishes several actions as follows:

- It places the Transactions and Use Tax Ordinance imposing an additional ½¢ in the sales tax rate on the ballot for the November 3, 2020 election and identifies the ballot question to be presented to the voters.
- It requests the Board of Supervisors of the County of San Mateo to consolidate the election on the Transactions and Use Tax Ordinance with the statewide general election of November 3, 2020 and commits the City to reimburse the County for those expenses incurred for conducting the election.
- It authorizes the City Council, as a body, to author a single ballot argument in favor of the Ordinance; all arguments, either in favor or against the Transactions and Use Tax Ordinance, may not exceed 300 words and must be submitted to the City Clerk by 5:00 p.m. Thursday, August 13, 2020.
- It directs the City Clerk to forward the Transactions and Use Tax Ordinance to the City Attorney to prepare an impartial analysis; the City Attorney's impartial analysis may not exceed 500 words and must be submitted to the City Clerk by 5:00 p.m. Friday, August 21, 2020.
- Next, it authorizes the filing of rebuttal argument which is completely discretionary; if authorized, rebuttal arguments may not exceed 250 words and must be submitted to the City Clerk by 5:00 p.m. Friday, August 21, 2020.
- If the Council authorizes the filing of rebuttal argument, then the Council may also authorize the release of its rebuttal argument to third parties; thus if the Council files an argument in favor and someone files an argument against, then the Council has the right to file an argument rebutting the argument against and can allow some third party to author the rebuttal argument instead of the City Council. Of course, the right to file a rebuttal argument that is printed and distributed to the voters in the ballot pamphlet would belong to the author of the argument in favor that is to be printed in the ballot pamphlet.

Placing Measure on the Ballot; Ballot Question

As noted, the resolution places before the electorate of the City of Daly City the question of whether to authorize the Transactions and Use Tax Ordinance. Further, the resolution authorizes the question to be presented to the voters as follows:

Daly City's Local Recovery and Relief Measure. To provide emergency funding—that cannot be taken by the State—maintaining the City's long-term financial stability/ City services, such as supporting local businesses; preventing/ addressing homelessness; maintaining paramedic, fire and 911 emergency response, senior services; preparing for natural disaster and public health emergencies, shall the measure establishing a ½¢ sales tax, providing approximately \$6,000,000 until ended by voters and requiring independent audits and public oversight, be adopted?

Recognize that there are several rules that govern the form of the question. First, the question may not contain more than 75 words, and there are various rules that govern the counting of words. As an example, the phrase "City of Daly City" counts as one word, not four; also, the phrase "\$6,000,000" counts as one word, but if it were to be spelled out as "six million dollars" then that would be counted as three words. The question above includes 75 words.

Additionally, the provisions of the Elections Code Section 13119 (a) require the form of the question to provide “[s]hall the ordinance (stating the nature thereof) be adopted?”. Further, Section 13119 (b) provides that if the measure involves the imposition or increase of a tax, the question shall include the amount of money to be raised annually and the rate and duration of the tax to be levied. The question set forth above complies with each of these rules.

Request to Consolidate Election on Measure with Statewide General Election

In order to have San Mateo County conduct the election on the proposed Transactions and Use Tax Ordinance, the resolution requests the Board of Supervisors to allow for the consolidation of the election with the Statewide general election to be held on November 3, 2020, and obligates the City to reimburse the County for the provision of these election services.

Author Ballot Argument

The resolution authorizes the City Council to author a ballot argument. If the City Council authorizes ballot argument by the Council, then Elections Code Section 9287 provides that its argument will receive priority for printing in the pamphlet that is distributed to voters. The attached resolution assumes the City Council wishes to authorize itself to author a ballot argument, and that the Council will author a ballot argument as a body as opposed to authorizing arguments from individual Council members.

Note that the resolution establishes 5:00 p.m., Thursday, August 13, 2020, as the deadline to submit ballot arguments either in favor or against the proposed Transactions and Use Tax Ordinance to the City Clerk, which argument may not exceed 300 words.

Presuming the City Council will authorize an argument in favor of the proposed Transactions and Use Tax Ordinance to be authored by the Council as a body, recognize that the Council can either (i) consider and discuss amongst the Council the substance of the argument at its regular meeting of July 27th before the argument is due for submission to the City Clerk on August 13th, or (ii) authorize two (2) of its members to meet and prepare a ballot argument and submit it to the City Clerk on behalf of the City Council; once it is submitted to the City Clerk, the other members of the Council will be notified so that they can come into the City offices and sign the argument.

City Attorney Impartial Analysis

The resolution also directs the City Clerk to transmit the proposed Transactions and Use Tax Ordinance to the City Attorney so that an impartial analysis can be prepared pursuant to Elections Code Section 9280 showing the effect of the measure on existing law and the operation of the measure. The City Attorney Impartial Analysis may not exceed 500 words and must be submitted to the City Clerk by 5:00 p.m., Friday, August 21, 2020.

Authorizing Rebuttal Argument - Discretionary

The resolution authorizes the filing of rebuttal argument which is completely discretionary. Thus, if the Council files an argument in favor and someone files an argument against, then the Council has the right to file an argument rebutting the argument against. Likewise, parties opposing the measure who file an argument against the measure will have the ability to file an argument to rebut the City’s argument in favor of the measure. If the Council does not want to provide for the filing of rebuttal argument then it should modify the resolution title to eliminate the language indicating that rebuttal argument and release of rebuttal argument are being authorized, as well as deleting

paragraphs numbered 12, 13 and 14 of the findings of the Resolution. Rebuttal argument, if authorized, must be submitted to the City Clerk by 5:00 p.m., Friday, August 21, 2020.

Authorizing Release of Rebuttal Argument – Discretionary

If the City Council does authorize the filing of rebuttal argument, then the City Council may further consider and authorize the release of the City Council's right to file a rebuttal argument to third parties who may then author the rebuttal argument to argument filed in opposition to the proposed Transaction and Use Tax Ordinance. If the City Council authorizes the release of its rebuttal argument, then the members of the City Council will each need to individually identify the person to whom they are releasing their right to prepare, submit and sign the rebuttal argument in writing to the City Clerk. Of course, if the Council does not retain priority to have its argument in favor of the Ordinance printed and distributed in the ballot pamphlet, then any rebuttal argument prepared by the Council would not appear in the ballot pamphlet; the printed argument would be that of either the "bona fide association of citizens" or "individual voter" whose argument is selected for printing in the ballot pamphlet.

If the Council does not want to provide for the release of its rebuttal argument then it should modify the resolution title to eliminate the language indicating that it is releasing rebuttal argument and remove the paragraph numbered 14 of the findings of the Resolution.

Fiscal Impact:

If the City Council moves forward with a Transactions and Use Tax Ordinance for the November 3, 2020 ballot, the proposed sales tax rate increase of $\frac{1}{2}\%$ will generate approximately \$6,000,000 in additional annual revenue. The election is estimated to cost \$30,000 and has been included within the Fiscal Year 2020-2021 Adopted Budget.

Summary and Conclusion:

Due to an ongoing budgetary deficit, the City has faced significant service and program reductions, resulting in the elimination of positions across every city department. The City Council should review and consider the proposed Transactions and Use Tax Ordinance as one of many continual steps the City can take to begin to provide some stability to city services and programs that have been eliminated. Should the City Council desire to move ahead with the proposed Transactions and Use Tax Ordinance, the City Council should adopt the attached resolution and ordinance. Finally, because this is a general tax, Government Code §53724(b) requires the resolution to be adopted by a two-thirds vote of all members of the legislative body. Thus, 4 of the 5 members of the City Council must vote to adopt the resolution in order to place the measure on the ballot.

Staff is available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,



Shawna Maltbie
City Manager

Attachment: Draft Resolution and Ordinance

**CITY OF DALY CITY
CITY COUNCIL**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY ORDERING AN ELECTION ON NOVEMBER 3, 2020 TO SUBMIT TO THE VOTERS AN ORDINANCE TO ESTABLISH A LOCAL RECOVERY AND RELIEF TRANSACTIONS AND USE TAX (SALES TAX) AT THE RATE OF ONE HALF CENT (1/2¢) FOR GENERAL MUNICIPAL PURPOSES UNTIL ENDED BY VOTERS; REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN MATEO TO CONSOLIDATE THE ELECTION REGARDING THE ORDINANCE WITH THE NOVEMBER 3, 2020 GENERAL ELECTION AND TO PERMIT THE SAN MATEO COUNTY ELECTION DEPARTMENT TO CONDUCT SAID ELECTION; DIRECTING THE CITY CLERK TO TAKE ALL NECESSARY ACTIONS AND COORDINATE WITH THE COUNTY OF SAN MATEO TO ENSURE PLACEMENT OF THE ORDINANCE ON THE NOVEMBER 3, 2020 BALLOT; AUTHORIZING THE CITY MANAGER TO REIMBURSE THE COUNTY OF SAN MATEO FOR COSTS TO CONDUCT THE ELECTION; AUTHORIZING ARGUMENT AND REBUTTAL ARGUMENT FOR AND AGAINST THE ORDINANCE; RELEASING CITY COUNCIL REBUTTAL ARGUMENT; RELEASING PRIORITY FOR THE PRINTING AND DISTRIBUTION OF CITY COUNCIL ARGUMENT IN THE BALLOT PAMPHLET; AND THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS

WHEREAS, the City of Daly City ("City") is a local government that prides itself on providing quality services to its residents, businesses and visitors; and

WHEREAS, the City's capacity to continue to provide services and address community needs is contingent on the City's economic resources and its ability to control costs; and

WHEREAS, the City's major revenues of property, sales and transient occupancy (hotel) taxes are sensitive to international, national, state and local preferences, policies and trends; and

WHEREAS, international instability and foreign policies as well as national economic conditions influence tourism and impact the City's sales and transient occupancy taxes; and

WHEREAS, economic growth experienced by the nation since 2009 is soon likely to come to an end and the probability of a recession is high, which will also impact City revenue; and

WHEREAS, the City has delayed the hiring of new staff, promoted the cross-sharing of staff among different departments to achieve cost savings and used alternative staffing methods to address rising healthcare and pension costs; and

WHEREAS, service levels were decreased as part of budgetary reductions within the Fiscal Year 2020-2021 Operating Budget and Council deferred funding various capital projects to offset the increased cost of pension, health insurance and workers' compensation and general liability insurance; and

WHEREAS, without additional revenue, the City will need to enact further spending reductions in order to balance the budget that could impact the gamut of services provided by

the City, and, despite an infrastructure deficit, defer the funding for maintenance and new capital projects for facilities; vehicles and equipment; streets, sidewalks, storm drains and parks; and

WHEREAS, Daly City's local senior population and vulnerable residents are depending on the resources the City provides now more than ever, such as food and wellness checks; and

WHEREAS, the proposed measure will maintain these services through the recovery and provide more transportation alternatives for those who are no longer able to drive themselves; and

WHEREAS, the proposed measure includes tough fiscal accountability by requiring annual independent financial audits, public review of expenditures and ensures that all funds remain in the City of Daly City and cannot be taken by Sacramento to ensure funds will be used as efficiently and effectively; and

WHEREAS, Daly City staff are continuing to provide services to residents through these unprecedented times and the City must ensure it is prepared for any medical or catastrophic emergency in the future; ongoing additional local funding will maintain City paramedic, fire, and 911 services and updating emergency communication systems; and

WHEREAS, with help from the state and federal governments uncertain, Daly City must be self-reliant in addressing its own unique local needs; additional locally controlled funding is needed to fund programs to retain local businesses hurt by the pandemic, keeping jobs local while we recover; and

WHEREAS, additional locally controlled funding will address community identified City service recovery and relief priorities including maintaining emergency life-saving equipment and apparatus, maintaining local paramedic services, staffing and capacity, keeping streets and public areas healthy, clean and safe, maintaining 911 emergency response and the City's long-term financial stability; and

WHEREAS, the City Council has the authority under Elections Code Section 9222, Revenue and Taxation Code Section 7285.9, and Government Code Sections 53723 and 53724 to place a ballot measure before the voters to establish a local transaction and use tax (sales tax) for general municipal purposes; and

WHEREAS, pursuant to Revenue and Taxation Code Sections 7251.1, the combined rate of all transaction and use taxes imposed by the City and County is capped at 2%, there is remaining capacity within the local transactions and use tax cap of one-half percent (0.5%), and the City is authorized to impose the tax contingent on voter approval; and

WHEREAS, the City seeks to adopt a local transactions and use tax rate of one-half percent (0.5%) in order to generate additional revenue that may be used to mitigate spending reductions that will need to be implemented as part of the budget, as well as to assist with long-term financial stability; and

WHEREAS, Article XIII C, Section 2(b) of the California Constitution requires that an election to approve a general tax measure be consolidated with a City Council election and such an election has been declared for November 3, 2020; and

WHEREAS, voter approval on November 3, 2020 to impose the sales tax would provide the City with financial certainty regarding the long-term viability of this revenue; and

WHEREAS, pursuant to Elections Code Section 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election, subject to the city or district reimbursing the county in full for the services performed upon presentation of a bill to the city or district; and

WHEREAS, pursuant to Elections Code Section 10400, whenever two or more elections, including bond elections, of any legislative or congressional district, public district, city, county, or other political subdivision are called to be held on the same day, in the same territory, or in territory that is in part the same, they may be consolidated upon the order of the governing body or bodies or officer or officers calling the elections; and

WHEREAS, pursuant to Elections Code Section 10403, whenever an election called by a district, city or other political subdivision for the submission of any question, proposition, or office to be filled is to be consolidated with a statewide election, and the question, proposition, or office to be filled is to appear upon the same ballot as that provided for that statewide election, the district, city or other political subdivision shall, at least 88 days prior to the date of the election, file with the board of supervisors, and a copy with the elections official, a resolution of its governing board requesting the consolidation, and setting forth the exact form of any question, proposition, or office to be voted upon at the election, as it is to appear on the ballot. Upon such request, the Board of Supervisors may order the consolidation. The resolution requesting the consolidation shall be adopted and filed at the same time as the adoption of the ordinance, resolution, or order calling the election.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF DALY CITY DOES HEREBY DETERMINE AS FOLLOWS:

1. Pursuant to California Constitution Article XIII C, Section 2(b), Government Code Sections 53723 and 53724, Revenue and Taxation Code Section 7285.9, and Elections Code Section 9222, the City Council hereby calls for an election at which it shall submit to the qualified voters of the City a measure, that if approved by the majority of voters voting in the election, would adopt and impose a transactions and use (sales) tax of 0.5% until said tax is repealed by a vote of the electorate of the City, and upon such event shall then be terminated. The election shall be held in the City on November 3, 2020.

2. The City Council hereby approves the Ordinance authorizing the levying of the transactions and use tax for general purposes as set forth in Exhibit A attached hereto and its submittal to the qualified voters of the City during the November 3, 2020 election in accordance with Government Code Sections 53723, 53724(b) and Revenue and Taxation Code Section 7285.9. The Ordinance specifies that (i) the rate of the sales tax shall be one half percent (0.5%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in the City, (ii) the rate of the sales tax shall be one half percent (0.5%) of the sales price of tangible personal property stored, used, or otherwise consumed in the City, (iii) that the tax shall be in effect until said tax is repealed by a vote of the electorate of the City, and upon such event shall then be terminated, and (iv) that upon the Operative Date of the Ordinance, the California Department of Tax and Fee Administration shall collect the tax from retailers that are subject to the tax and remit the funds to the City.

3. Pursuant to Elections Code Sections 10400 and 10403, the City Council hereby orders an election be called and consolidated with any and all elections also called to be held on November 3, 2020 within the same territory. Further, pursuant to Elections Code Section 10002, the City Council hereby requests the Board of Supervisors of the County of San Mateo to consolidate the election regarding the Ordinance with the November 3, 2020 general election and to permit the San Mateo County Elections Department to provide any and all services necessary for conducting an election regarding the Ordinance. The County of San Mateo and its staff are authorized and instructed to procure and furnish any and all official ballots, notices, printed matter and all supplies and equipment and other necessary items in order to properly and lawfully conduct the election; the County of San Mateo is authorized to canvass the returns of the election, which shall be held in all respects as if there were only one election, and only one form of ballot shall be used; and the City Council recognizes that additional cost will be incurred by the County of San Mateo by reason of the consolidation of the election regarding the Ordinance with the Statewide election and agrees to reimburse the County of San Mateo for any costs that are not reimbursed by the State, and the City Council hereby authorizes the City Manager to pay the County of San Mateo for said services in full.

4. The City Council hereby orders the City Clerk and the San Mateo County Elections Department to submit the following question to the electorate at the November 3, 2020 election:

Daly City's Local Recovery and Relief Measure. To provide emergency funding—that cannot be taken by the State—maintaining the City's long-term financial stability/ City services, such as supporting local businesses; preventing/ addressing homelessness; maintaining paramedic, fire and 911 emergency response, senior services; preparing for natural disaster and public health emergencies, shall the measure establishing a ½¢ sales tax, providing approximately \$6,000,000 until ended by voters and requiring independent audits and public oversight, be adopted?

Yes ()

No ()

5. The City Council hereby orders that the San Mateo County Elections Department print the full text of the Ordinance attached hereto as Exhibit A exactly as filed or indicated on the filed document in the voter information guide for the November 3, 2020 election.

6. The City Council hereby finds and determines that the transactions and use (sales) taxes imposed pursuant to the Ordinance is for general municipal purposes and accordingly the taxes shall be approved upon a majority vote of the qualified voters of the City of Daly City voting in the election on the Ordinance.

7. The City Council hereby directs the City Clerk to (i) publish a notice of elections and a synopsis of the measure as required by Elections Code Sections 12101 and 12111; (ii) file certified copies of this resolution, including the Ordinance, with the County of San Mateo and

take other necessary actions to ensure the placement of the Ordinance on the November 3, 2020 ballot; and (iii) coordinate with the County of San Mateo and take all necessary actions to oversee and certify the November 3, 2020 election process as required by Elections Code.

8. In accordance with Elections Code §9282, the City Council does resolve, declare, determine, and order that the City Council of the City of Daly City is authorized to file a written argument in favor of the Ordinance as specified above, accompanied by the printed name(s) and signature(s) of the author(s) submitting it, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code of the State of California and to change the argument until and including the date fixed by the City Clerk set forth below after which no arguments for or against the Ordinance may be submitted to the City Clerk.

9. In accordance with California Elections Code §9282, arguments in favor and against, not exceeding 300 words, shall be filed with the City Clerk no later than **5:00 p.m. on Thursday, August 13, 2020**, signed, with the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the argument. The arguments shall be accompanied by the *Form of Statement to Be Filed By Author(s) of Argument*, which can be obtained from the Office of the City Clerk.

10. In accordance with California Elections Code §9280, the City Council directs the City Clerk to transmit a copy of the Ordinance to the City Attorney, who shall prepare an impartial analysis showing the effect of the Ordinance on the existing law and the operation of the Ordinance; the City Attorney's impartial analysis may not exceed 500 words and shall be filed with the City Clerk no later than **5:00 p.m. on Friday, August 21, 2020**.

11. The City Council has elected to author ballot argument in support of the Ordinance, and California Elections Code §9285 authorizes the City Council to adopt provisions for the filing of rebuttal arguments at municipal elections; accordingly, when the City Clerk has selected the argument for and against the Ordinance which will be printed and distributed to the voters, the City Clerk shall send a copy of the argument in favor of the Ordinance to the authors of the argument against, and a copy of the argument against to the authors of the argument in favor of the Ordinance immediately upon receiving the arguments. The authors may prepare and submit rebuttal arguments not exceeding 250 words or may authorize in writing any other person or persons to prepare, submit, or sign the rebuttal argument. The rebuttal arguments shall be filed no later than **5:00 p.m. on Friday, August 21, 2020**, accompanied by the printed names and signatures of the persons submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers. The rebuttal arguments shall be accompanied by the *Form of Statement To Be Filed By Author(s) of Argument*, which can be obtained from the Office of the City Clerk. Rebuttal arguments shall be printed in the same manner as the direct arguments, and rebuttal argument shall immediately follow the direct argument which it seeks to rebut.

12. All previous resolutions providing for the filing of rebuttal arguments for city measures are hereby repealed and the provisions of this resolution providing for the filing of rebuttal arguments regarding the Ordinance shall only apply to the election to be held on November 3, 2020, and shall thereafter be repealed.

13. The City Council has elected to author ballot argument in support of the Ordinance and to permit rebuttal argument, and as authorized by California Elections Code

§9285, the City Council wishes to authorize the release of the City Council's rebuttal argument to individual voters and thus hereby authorizes each individual member of the City Council to release rebuttal argument in writing to any other person or persons to prepare, submit, or sign the rebuttal argument.

14. For purposes of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.), a "project" is defined in State CEQA Guidelines Section 15378 (a) as "the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment". The City Council hereby finds that the proposed Ordinance will not result in any change in the environment and thus is not a project subject to the requirements of CEQA. Additionally, the proposed Ordinance involves the creation of a government funding mechanism which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment and thus the City Council finds the proposed Ordinance is not a project subject to the requirements of CEQA pursuant to CEQA Guidelines Section 15378 (b)(4). Further, even if the adoption of this Ordinance was deemed to be a project subject to CEQA, the City Council finds the proposed Ordinance is exempt from CEQA under the common sense exemption set forth in Section 15061(b)(3), which provides that CEQA only applies to projects which have the potential for causing a significant effect on the environment, and thus where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DALY CITY this 27th day of July 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Mayor

City Clerk

EXHIBIT “A”

ORDINANCE NO. 2020-__

AN ORDINANCE OF THE CITY OF DALY CITY ADDING CHAPTER 3.29, TRANSACTIONS AND USE TAX, TO TITLE 3, REVENUE AND FINANCE, OF THE CITY OF DALY CITY MUNICIPAL CODE

WHEREAS, stagnant growth in City revenues and escalating operating costs constrain the City’s ability to maintain the quality of services provided and address its capital needs; and

WHEREAS, without additional revenues, the City will be compelled to make spending reductions to programs and services that may jeopardize the public health, safety and general welfare of residents and visitors as well as curtail funding for maintenance, construction and other improvements to City facilities, infrastructure and the natural environment; and

WHEREAS, all funds from a local revenue measure must stay in the City of Daly City and cannot be taken by the State; and

WHEREAS, the City Council has determined that fiscal necessity requires the placement before the voters at the November 3, 2020 general election of a measure for a transactions and use (sales) tax at the rate of one-half percent (0.5%) on the sale of tangible personal property and the storage, use, or other consumption of such property until repealed by the voters; and

WHEREAS, the transactions and use tax to be submitted to the voters is a general tax that can be used for any legitimate governmental purpose; it is not a commitment to any particular actions or purposes, and the specific purposes recited in the ballot measure are non-restricted and non-exclusive examples only. The tax is a general tax and shall be approved if the measure receives at least a simple majority of affirmative votes.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF DALY CITY DO ORDAIN AS FOLLOWS:

SECTION 1. Findings.

The people of the City of Daly City do hereby find that the above referenced recitals are true and correct and material to the adoption of this Ordinance.

SECTION 2. Additions to City of Daly City Municipal Code

Chapter 3.29, Transactions and Use Tax, Title 3, Revenue and Finance, is hereby added to the City of Daly City Municipal Code to read as follows:

“Chapter 3.29. Transactions and Use Tax

3.29.010. Imposition. A Transactions and Use Tax is hereby imposed as a general tax on the gross receipts of any retailer from the sale of all tangible personal property sold at retail

in the City and upon the sales price of tangible personal property stored, used or otherwise consumed in the City as further set forth below.

3.29.020. Operative Date. The transactions and use tax imposed herein shall be operative the first day of the first calendar quarter commencing more than 110 days after the adoption of this Ordinance. Based upon a November 3, 2020 election, the Operative Date for the transactions and use tax imposed hereunder shall be April 1, 2021.

3.29.030. Purpose. This Ordinance is adopted to achieve the following purposes, among others, and directs that the provisions hereof be interpreted in order to accomplish these purposes:

- A. To impose a transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2, and which authorizes the City to adopt this tax Ordinance, which shall be operative if a majority of the electors voting on the measure approve the imposition of the tax at an election called for that purpose. The tax is a general tax whose proceeds shall be deposited in the City's general fund and expended for any lawful purpose of the City.
- B. To adopt a transaction and use tax that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.
- C. To adopt a transactions and use tax that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.
- D. To adopt a transactions and use tax that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this Ordinance.

3.29.040. Contract with State. Prior to the Operative Date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

3.29.050. Transactions Tax Rate. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated area of the City at the rate of one-half percent (0.5%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in the City on and after the operative date of this Ordinance until

said tax is repealed by a vote of the electorate of the City, and upon such event shall then be terminated.

3.29.060. Place of Sale. For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges when such charges are subject to the state sales and use tax regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

3.29.070. Use Tax Rate. An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this Ordinance for storage, use or other consumption in the City at the rate of one-half percent (0.5%) of the sales price of the property on and after the operative date of this Ordinance until said tax is repealed by a vote of the electorate of the City, and upon such event shall then be terminated. The sales price shall include delivery charges when such charges are subject to sales or use tax regardless of the place to which delivery is made.

3.29.080. Adoption of Provisions of State Law. Except as otherwise provided in this Chapter and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxations Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxations Code are hereby adopted by reference and made a part of this Ordinance as if fully set forth herein.

3.29.090. Limitations on Adoption of State Law and Collection of Use Taxes. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxations Code:

- A. Wherever the State of California is named or referred to as the taxing agency, the name of City shall be substituted therefore. However, the substitution shall not be made when:
 1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, State Board of Equalization, State Treasury, or the Constitution of the State of California;
 2. The result of that substitution would require action to be taken by or against City or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this Ordinance.
 3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
 - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such

sales, storage, use or other consumption remain subject to the tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code; or

- b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

- 4. In sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797, or 6828 of the Revenue and Taxation Code.

- B. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

3.29.100. Permit Not Required. If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this Section.

3.29.110. Exemptions and Exclusions.

- A. There shall be excluded from the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

- B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

- 1. Sales of tangible personal property, other than fuel or petroleum productions, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

- 2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:

- a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

- b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
 3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.
 4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this Ordinance.
 5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
- C. There are exempted from the use tax imposed by this Ordinance the storage, use or other consumption in this City of tangible personal property:
 1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax Ordinance.
 2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxations Code.
 3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.
 4. If the possession of, or the exercise of any right or power over the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this Ordinance.
 5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or

lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in Subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.
7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

- D. Any person subject to use tax under this Ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the person of the property the storage, use or other consumption of which is subject to the use tax.

3.29.120. Amendments. All amendments subsequent to the effective date of this Chapter to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code shall automatically become a part of this Chapter, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this Chapter.

3.29.130. Enjoining Collection Forbidden. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this Ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code of any tax or any amount of tax required to be collected.

3.29.140. Annual Audit and Public Report. Annually the City Council retains an independent auditor to conduct an audit of and provide audited financial statements for all of the City's financial activities. The auditor shall include an accounting of the revenue received from the tax and expenditures thereof in the audited financial statements. The auditors' report shall be presented to the Council and made available to the public. Additionally, the City Administrator shall annually prepare and present to the Council and the public a report in conjunction with the audit that reviews the status and performance of the programs and services funded wholly or partially with proceeds of the tax.

3.29.150. Termination Date. The authority to levy the taxes imposed by this Ordinance shall expire upon the repeal of this Ordinance by a vote of the people of the City of Daly City, and as of such date this Ordinance shall terminate.

SECTION 3. CEQA Findings. For purposes of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.), a “project” is defined in State CEQA Guidelines Section 15378 (a) as “the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment”. The people of the City of Daly City hereby find that the proposed Ordinance will not result in any change in the environment and thus is not a project subject to the requirements of CEQA. Additionally, the proposed Ordinance involves the creation of a government funding mechanism which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment and thus the proposed Ordinance is not a project subject to the requirements of CEQA pursuant to CEQA Guidelines Section 15378 (b)(4). Further, even if the adoption of this Ordinance was deemed to be a project subject to CEQA, the people of the City of Daly City find the proposed Ordinance is exempt from CEQA under the common sense exemption set forth in Section 15061(b)(3), which provides that CEQA only applies to projects which have the potential for causing a significant effect on the environment, and thus where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 4. Effective Date. This Ordinance relates to the levying and collecting of transactions and use taxes and shall be in full force and effect ten (10) days after the certification by the City Council of the election returns indicating passage of the Ordinance by a majority of voters casting votes in the election; however, the collection of the transactions and use taxes shall be in accordance with Section 3.29.020 of the City of Daly City Municipal Code as of the Operative Date.

SECTION 5. Severability. If any sections, subsections, sentences, clauses, phrases or portions of this Ordinance are for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The People hereby declare that they would have passed this and each section, subsection, phrase or clause of this Ordinance whether or not any one or more sections, subsections, phrases or clauses may be declared invalid or unconstitutional on their face or as applied.

SECTION 6. Publication. The City Clerk is directed to publish this Ordinance as required by State law.

PASSED AND ADOPTED BY THE PEOPLE OF THE CITY OF DALY CITY on the 3rd day of November 2020, by the following vote:

AYES: _____

NOES: _____

APPROVED:

ATTEST:

Mayor

City Clerk



City Council Agenda Report

Item # _____

Meeting Date: July 27, 2020

Subject: Execution of an Agreement with San Mateo County Housing Regional Housing Trust Pertaining to 493 Eastmoor and Commitment of Daly City Housing Trust Funds to the HEART's Application for State Local Housing Trust Fund Program

Recommended Action

Approve an agreement to request HEART, the San Mateo County Regional Housing Trust, apply for \$1.3 million from the State of California Local Housing Trust Fund program and if awarded, grant \$1.3 million as matching funds to be provided to the Core Companies for construction of affordable housing at 493 Eastmoor Avenue, and authorize City Manager to execute the agreement in substantially the form presented.

Background

In February 2020 the City Council approved entitlements for the Core Companies' project at 493 Eastmoor. This project will provide 72 units of affordable housing (studio and one-bedroom units) for individuals and families earning up to 60 percent of the Area Median Income¹. At the current published income levels, rent for a 1-bedroom unit at 493 Eastmoor would be \$1,717 per month with a maximum household income of \$83,520 for a 2-person household.

The Core Companies intends to seek Low Income Housing Tax Credits and bond financing as well as Affordable Housing and Sustainable Communities funds in order to finance their project. Based on current development cost estimates and potential subsidy financing, the developer estimates a funding gap of approximately \$14 million. On June 2 the Core Companies submitted a letter requesting financial assistance for the 493 Eastmoor development from the City of Daly City (Attachment 4). Based on current development cost estimates and potential subsidy financing, the developer is requesting \$3.5 million in subsidy financing from the City and \$2.5 million in fee waivers. A commitment of funding from the City would increase the competitiveness of an application from the Core Companies to many State funding programs.

On May 1, the State Department of Housing and Community Development released a Notice of Funding Availability (NOFA) for the Local Housing Trust Fund Program (LHTF). This funding provides Matching Grants to Local Housing Trust Funds established by cities and counties, Native American Tribes, and incorporated 501(c)(3) nonprofit organizations. The total funding available through this program statewide is \$57 million. The application process for LHTF funds is competitive, with funding requests anticipated to exceed the available funding. The LHTF NOFA provides application scoring criteria, including a description of preference points given to

¹ Depending on subsidy source, some units will have deeper affordability

City Council Agenda Report

Subject: Commitment of Housing Trust Funds to HEART as LHTF Match

Meeting Date: July 27, 2020

Page 2 of 2

applications from Regional Housing Trust Funds such as HEART. LHTF applications are due on August 3, 2020 with award announcements anticipated in October 2020.

Daly City's Housing Trust Fund meets the match criteria for this program and therefore the City is eligible to apply for \$1.3 million of these funds. The LHTF is a competitive grant program that provides funds for affordable housing projects that meet certain affordability levels. The Core Companies project at 493 Eastmoor is a good fit for the grant, but the total available funds is limited for the entire State.

Staff has worked with HEART, the San Mateo County Regional Housing Trust, as well as staff from other local cities and the County, to strategize how to structure the most competitive LHTF application. As a result, staff recommends that the City partner with HEART to submit the application. As a regional trust fund, HEART is eligible for points not available to the City by itself, and it would greatly increase Daly City's ability to obtain the funds. This will require the City to grant its Housing Trust funds to HEART for the specific purpose of providing subsidy financing to the 293 Eastmoor project. If HEART is successful obtaining the grant funds, HEART will lend the City's \$1.3 million in Housing Trust Funds plus the approximately \$1.3 million (less an administrative fee) in LTFH to the Core Companies with the same loan terms as if the City provided them directly. If HEART does not receive an award of LTFH, the City will not grant its Housing Trust Funds to HEART and the grant agreement becomes null and void.

Summary /Conclusions

Pledging \$1.3 million in Daly City Housing Trust Funds to the HEART's application for LHTF funds for the 493 Eastmoor program will effectively double the local funding available for the Core Company Program at 493 Eastmoor. Staff recommends that the Council increase the allocation of Housing Trust Funds approved on June 8, 2020 from \$100,000 to a total of \$1.3 million for the specific purpose of funding the Core Companies project at 493 Eastmoor.

Respectfully submitted,



Betsy ZoBell
Housing and Community Development Supervisor



Tatum Mothershead
Director, Economic and Community
Development Department

Attachment:

Draft Agreement Between City of Daly City and HEART Relating to State LHTF Program

CITY OF [_____]
AGREEMENT TO PROVIDE FUNDS
TO THE HOUSING ENDOWMENT AND REGIONAL TRUST OF SAN MATEO COUNTY
FOR THE LOCAL HOUSING TRUST FUND PROGRAM

THIS AGREEMENT is made and entered into on this ___ day of _____ 2020, by and between the CITY OF _____, hereinafter referred to as City, and the Housing Endowment and Regional Trust of San Mateo County, hereinafter referred to as HEART. City and HEART are sometimes referred to herein as the “Parties.”

WHEREAS, the California Department of Housing and Community Development (“HCD”) is authorized under the Local Housing Trust Fund (“LHTF”) Program from the Veterans and Affordable Housing Bond Act of 2018 (Proposition 1) (as described in Health and Safety Code section 50842.2 et seq. (Chapter 365, Statutes of 2017 (SB 3)) (“Program”) to provide up to \$57 million in matching grants (“Program Funds”);

WHEREAS, HCD, through the LHTF Program, will provide Program Funds on a dollar for dollar basis to eligible applicants for eligible activities; and

WHEREAS, HCD issued a Notice of Funding Availability (“NOFA”) dated April 30, 2020 under the LHTF Program; and

WHEREAS, Program Funds awarded under this NOFA shall be used to provide construction loans and/or permanent financing loans to pay for construction or rehabilitation of Affordable rental housing projects, Emergency Shelters, Permanent Supportive Housing, Transitional Housing and Affordable homebuyer/homeowner projects. Program Funds may also be used to assist income-eligible first-time homebuyers to purchase homes, and to rehabilitate houses owned by income-eligible occupants, as well as to construct, convert, reconstruct, rehabilitate and/or repair Accessory Dwelling Units (“ADUs”) or Junior Accessory Dwelling Units (“JADUs”);

WHEREAS, City wishes to support the development of affordable housing for low-income residents in the City of [City]; and

WHEREAS, HEART is an eligible Regional Housing Trust Fund applying to the Program to administer one or more eligible activities using Program Funds; and

WHEREAS, City is a member agency of HEART and makes an annual financial contribution to HEART to support the its efforts to create affordable housing.

NOW, THEREFORE, to achieve these common goals in the community, the Parties agree as follows:

- 1. HEART:** HEART is a Regional Housing Trust Fund, a nonprofit organization as described in Section 501(c)(3) of the Internal Revenue Code, and a Joint Powers Authority (“JPA”) formed and existing under the laws of the State of California, of which the City is a member. HEART is an eligible applicant under the LHTF Program and is willing to and capable of performing the terms and services described herein.

2. **PURPOSE:** City wishes to provide [_____A_____] Dollars (\$_____) (“City Funds”) to HEART to act as a matching funds source for the LHTF Program. HEART has completed a first phase funding process for affordable multifamily rental housing projects and announced on its website that the development of 493 Eastmoor, Daly City, California, (“Project”) is approved to submit a final application in the amount of [_____B_____] Dollars (\$_____) (City grant amount plus LHTF matching amount minus 5% of total, which HEART will retain as an administrative fee) upon HCD’s award of LHTF Program Funds to HEART. Based on its review, HEART will provide funding to the Project in the form of a deferred, 55-year low-interest loan secured by a promissory note and a deed of trust naming HEART as the sole beneficiary for the entire amount of the loan. The loan terms and Regulatory Agreement associated with HEART funding will meet or exceed all requirements stipulated in the City of Daly City Affordable Housing Trust Fund Policy and Procedures Manual. The Project is an eligible activity under the LHTF Program and HEART shall include the Project and funding in the amount of [_____B_____] Dollars (\$_____) in its application. By including the Project in its application, HCD will award points to HEART based on the Project and the amount of proposed funding. HEART is compelled to fund the Project in the proposed amount and failure to do so may result in a reduction in point and/or the forfeiting of LHTF Program Funds.

3. **FUNDING:** The source of City funds (“City Funds”) is _____ and shall in no event exceed [_____A_____] dollars. City Funds shall be used for the sole purpose of serving as matching funds for the LHTF Program and will only be utilized for the Project. City Funds shall be used for lawful purposes only. If HEART is awarded the LHTF Program funds in the amount of [\$_____] dollars, City Funds shall be placed on deposit by City and held until requested by HEART for the purpose of drawing the LHTF Program Funds granted by HCD for the Project. In the manner prescribed by City, HEART shall provide a written notice to remit City Funds. The request shall specify that the City Funds requested shall be use for the purposed specified herein and shall be accompanied by such supporting and substantiating documentation as City may reasonably request. City shall provide funds to HEART within ten (10) days of written request. HEART shall maintain records related to expenditure of the funds for five (5) years.

City expressly warrants and represents that City Funds shall be made available to HEART if HEART is awarded LHTF Program funds in the amount of \$[_____] dollars and upon written notice (# days’ notice) as provided in this Section, and that City’s failure to make such funds available within 10 day of written notice from HEART to HEART shall constitute a material breach of this Agreement and shall entitle HEART to any legal, contractual, and/or equitable remedies related thereto.

4. **AGREEMENT TERM:** This agreement shall commence on _____, 2020 and shall terminate on _____, 2025. The Parties may agree in writing to extend the Agreement Term.

5. **HEART’S FISCAL AND OTHER RESPONSIBILITIES:** HEART shall:

A. Comply with the HCD Guidelines establishing the terms, conditions, and procedures for grants from the LHTF Program and for funds awarded under the LHTF Program. These Guidelines implement, interpret, and make specific Health and Safety Code (“HSC”) Sections 50842.1, 50842.2, 50843.5 and Section 54006(f), which govern the LHTF Program.

- B. Establish and maintain a written system of accounts for budgeted funds that shall be in conformance with generally accepted principles of accounting. Such system of accounts shall be subject to review, approval and inspection by City.
- C. Document all costs by maintaining complete and accurate records of all financial transactions, including, but not limited to, contracts, invoices, bank statements and/or other official documentation evidencing in proper detail the nature and propriety of all transactions.
- D. Independent Audits: HEART must perform an independent fiscal audit once a year, in conformance with the generally accepted standard accounting principles. Such audits must identify the total funds received and disbursed as well as funds granted and expended. The costs for such audits shall be at HEART's expense, unless otherwise provided for in this Agreement. HEART's Board of Directors must provide copies of the completed audits to City within thirty (30) days of their completion and acceptance by HEART's Board of Directors.
- E. All services and actions to be performed by HEART in connection with the Project shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations.

6. **RECORDS, REPORTS AND AUDITS OF HEART:**

- A. Establishment and Maintenance of Records: HEART shall maintain records, including but not limited to books, financial records, supporting documents, statistical records, personnel, property, and all other pertinent records sufficient to reflect properly: (1) all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred to perform this Agreement; and (2) all other matters covered by this Agreement.
- B. Preservation of Records: HEART shall reserve and make available its records:
 - 1) Until the expiration of five (5) years from the date of the submission of the annual financial status report.
 - 2) For such longer period, if any, as is required by applicable law; or
 - 3) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of five (5) years from the date of any resulting final settlement.
- C. Program Report: At City's request, HEART shall provide Program Reports to City detailing progress made toward the provision of services.

7. **TERMINATION:** City reserves the right to terminate this Agreement if, after thirty (30) days written notice and a reasonable opportunity to cure during that thirty-day notice period, HEART fails to comply with the terms of this Agreement.

If HCD does not award LHTF Program Funds by September 30, 2021 to HEART, this Agreement shall terminate upon notification of both the Parties to this Agreement and no City funds, including both the City's matching fund amount and HEART's administrative fee, will be due to HEART. This Agreement shall not terminate, and City shall not have the right to terminate this Agreement if LHTF Program Funds are awarded by HCD to HEART by September 30, 2021. City expressly

warrants and represents that City Funds shall be made available to HEART upon written notice as provided in Section 3, and that City's failure to make such funds available to HEART shall constitute a material breach of this Agreement and shall entitle HEART to any legal, contractual, and/or equitable remedies related thereto.

8. **RELATIONSHIP OF PARTIES:** Notwithstanding any publicity or other references to the City required to be made in connection with the Project, HEART understands and agrees that the Project performed under this Agreement is not performed by HEART as an independent contractor of City or as an employee of City, and that neither HEART nor its employees acquire any of the rights, privileges, powers, or advantages of City contractors or City employees. HEART acknowledges and agrees that it is not, and will not hold itself out as, an agent, partner, or co-venturer of City, and that this Agreement is not intended and does not create an agency, partnership, joint venture between the Parties to this Agreement.
9. **INTEREST OF PUBLIC OFFICIALS:** No members, officers, employees or agents of City, shall have any interest, direct or indirect, in this Agreement or a related subcontract.
10. **INSPECTION OF PROGRAM:** It is understood that periodic review of HEART's program may be necessary under procedures set forth in City's Performance Monitoring Procedures.
11. **PROGRAM INCOME:** Organization shall record program income as part of the financial transactions of the program. Organization agrees that program income shall only be used in performing services and activities specified in the LHTF grant agreement between HCD and HEART. For fifty percent (50%) of any program income, including interest and principal, HEART shall give funding priority to affordable housing projects located within City's jurisdictional boundaries.
12. **REVERSION OF ASSETS:** If HEART is dissolved or ceases to exist, any City funds held by HEART at the time of its dissolution shall be accounted for pursuant to Section 6.B of this Agreement, and shall be immediately returned to City. HEART shall comply with any reversion of assets imposed by HCD as a condition of receiving LHTF Program Funds. To the extent allowed by HCD, any notes, deeds of trust, regulatory agreements or agreements in connection with the Project and secured by real property shall name City as successor in interest upon the dissolution of HEART. City as successor to HEART for the Project Loan shall comply with all HCD regulations, including repayment of LHTF grant funds to HCD and enforcement of affordability covenants.
13. **ASSIGNABILITY:** HEART shall not assign this Agreement, and shall not transfer any interest in this Agreement, without City's prior written consent.
14. **MEDIATION:** Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The Parties shall meet in mediation within thirty (30) days of a request for mediation. The mediator shall be agreed to by the mediating Parties; in the absence of an agreement, the Parties shall each submit one name from mediators listed by either the American Arbitration Association, the State Mediation and Conciliation Service, or other agreed-upon service. The mediator shall be selected by a blind draw.

The cost of mediation shall be borne equally by the Parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once

commenced by a meeting with the mediator, shall last until agreement is reached by the Parties but not more than sixty (60) days, unless the maximum time is extended by the Parties.

15. **HOLD HARMLESS:** HEART agrees to hold harmless, defend, and indemnify City, its elected and appointed officials, employees, and agents from and against any and all claims, loss, liability, damage, and expense arising out of HEART's performance or nonperformance of this Agreement, except where such claims, loss, liability, damage, and expense arose from negligence or willful misconduct attributable to City.

If HCD awards LHTF Program Funds to HEART, City agrees to hold harmless, defend, and indemnify HEART for any claims, loss, liability, damage, and expense arising out of any failure by City to make City Funds available to HEART as required by this Agreement.

16. **INSURANCE:** HEART shall procure and maintain for the duration of this Agreement the insurance as specified below:

A. Coverage shall be at least as broad as:

- 1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Organization has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- 2) Workers' Compensation: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

If HEART maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by HEART.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- 1) Additional Insured Status: **City, its elected and appointed officials, employees, and agents are to be covered as insureds** on the auto policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of HEART; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of HEART including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to HEART's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).
- 2) Primary Coverage: For any claims related to this contract, HEART's insurance coverage shall be primary insurance as respects City, its elected and appointed officials, employees, and agents. Any insurance or self-insurance maintained by City, its elected and appointed officials, employees, or agents shall be excess of HEART's insurance and shall not contribute with it.

- 3) Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except after thirty (30) days' prior written notice (10 days for non-payment) has been given to City.
- 4) Waiver of Subrogation: Organization hereby grants to City a waiver of any right to subrogation which any insurer of said Organization may acquire against the City by virtue of the payment of any loss under such insurance. Organization agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not City has received a waiver of subrogation endorsement from the insurer.
- 5) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by City. City may require HEART to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- 6) Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to City.
- 7) Verification of Coverage: HEART shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by City before work commences. Failure to obtain the required documents prior to the work beginning, however, shall not waive HEART's obligation to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

17. NONDISCRIMINATION:

- A. General: No person shall, on the grounds of race, color, national origin, religious affiliation or non-affiliation, marital status, medical condition, sex, age, disability status, sexual orientation or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination or harassment under this agreement.
- B. Employment: Organization shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this agreement. Organization's personnel policies shall be made available to the City upon request.

18. MERGER CLAUSE; AMENDMENTS: This Agreement, including any Exhibits and/or Attachments to this Agreement, constitutes the sole Agreement of the Parties regarding the LTHF Program, and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the Parties concerning the Grant that are not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the Parties.

- 19. GOVERNING LAW AND VENUE:** The validity of this Agreement and of its terms, the rights and duties of the Parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued in the San Mateo County Superior Court.
- 20. PROJECT REPRESENTATION:** Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

CITY: Betsy Zobell
Housing and Community Development Supervisor
Department of Economic and Community Development

333 90th Street, [City]
Daly City, CA 94015

ORGANIZATION: Armando F. Sanchez
Executive Director
Housing Endowment and Regional Trust of San Mateo County
2905 S. El Camino Real
San Mateo, CA 94403

- 21. ELECTRONIC SIGNATURE:** If both City and HEART wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law, both boxes below must be checked. Any party that agrees to allow digital signature of this Agreement may revoke such agreement at any time in relation to all future documents by providing notice pursuant to this Agreement.

For City: ☐ If this box is checked by City, City consents to the use of electronic signatures in relation to this Agreement.

For HEART: ☐ If this box is checked by HEART, HEART consents to the use of electronic signatures in relation to this Agreement.

This agreement has been duly executed by the following parties:

HEART:

HOUSING ENDOWMENT AND REGIONAL
TRUST OF SAN MATEO COUNTY

By: _____
Armando F. Sanchez, Executive Director

Date: _____

CITY OF _____
a municipal corporation

By: _____
[Name], [Title]

Date: _____



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 27, 2020

Subject: Acceptance of Parks and Open Space Master Plan

Recommended Action

Staff recommends the City Council accept the Parks and Open Space Master Plan developed by Gates+Associates.

Background

The City's parks, open space, and recreation facilities contribute to the health of the community's residents, enhance the integrity and quality of the natural environment, and attract visitors to the community, thereby contributing to local tourism and economic development. Many of the fields, courts, and structures in these parks are in poor condition and are outdated. Resolution No. 18-19 authorized the City Manager to execute an agreement with Gates+Associates to prepare a Parks and Open Space Master Plan. This plan includes 31 City parks including tot lots and open spaces.

The purpose of the Master Plan is to optimize the City's existing parks and recreation resources and assets, as well as strategically plan for the future expenditure of limited funds. The Parks and Open Space Master Plan assessed the condition of our existing parks and open spaces, engaged the community and created a road map to guide future improvements.

Throughout the preparation of the plan, extensive engagement opportunities were provided to ensure that the plan would address the diverse needs and interests of the community.

Gates+Associates conducted many outreach events such as:

- Phone survey (June 25-July 31, 2018), 405 participants
- Pop-up booths (3 events), ~600 participants
- Three event booths & online survey, ~250 booth participants, survey (142 responses), and Interactive map (84 responses)

The draft Parks and Open Space Master Plan was presented to the Planning Commission (May 5, 2020), and the Recreation Commission (June 23, 2020). Both commissions supported the acceptance of the Parks and Open Space Master Plan.

Discussion

The Parks Master Plan is a concise, user-friendly plan that ensures appropriate park facilities and amenities throughout the community, now and into the future. Based on community, Planning Commission, and Recreation Commission input, the Parks Master Plan emphasizes improvement and maintenance of existing parks before creating new parks. The plan presents an inventory of

existing City parks, as well as an assessment of the condition and quality of each park. The plan includes guidelines for park improvements and recommendations for park projects moving forward. The concluding chapter of the plan focuses on implementation and potential funding mechanisms.

Since the Plan is intended to be a living document to inform future park and recreation facility improvements, other recommendations may be identified later over the time horizon of this Plan. The recommendations were formulated after an in-depth review of all parks and recreation facilities in Daly City, as well as through community engagement meetings and a study of best practices.

Fiscal Impact

There is no fiscal impact associated with this recommendation. New capital project allocations will be presented to Council for approval.

Summary/Conclusion

Public Works staff recommends that the City Council accept the Parks and Open Spaces Master Plan.

Staff is available to provide any additional information desired by the Mayor or Council members.

Respectfully submitted,



Sibely Calles
Senior Management Analyst



Richard Chiu, Jr
Director of Public Works

Attachment: Parks and Open Space Master Plan

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DALY



DALY CITY PARKS & OPEN SPACE MASTER PLAN

March 2020



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ACKNOWLEDGMENTS

DALY CITY STAFF

Sibely Calles, Senior Management Analyst

Richard Chiu Jr., Director of Public Works

Joseph Curran,
Director of Library & Recreation Services

Kevin Fehr, City Engineer

Tatum Mothershead,
Director of Economic and Community Development

Stephen Stolte, Assistant to the City Manager

CITIZEN'S ADVISORY COMMITTEE

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Maria Villaruel

Ronan Gaudario

Robert Mendoza

David Anderson

Terry Chew

Patrick Heryford

Weiser Manzano

Brenda Jones-Belaski

Rick Crump

Jessica Wan

Christina Luna

RECREATION COMMISSION

Christina Luna, Chair

Luis O. Landos, Vice Chair

Nadia Flamenco

Nathaniel J. Ortiz

Jack Pastor

CITY COUNCIL

Glenn R. Sylvester, Mayor

Juslyn C. Manalo, Vice-Mayor

Raymond A. Buenaventura

Rod Daus-Magbual

Pamela DiGiovanni

CONSULTANT

Gates + Associates

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PLAY DALY



1 · INTRODUCTION

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1 · INTRODUCTION

PURPOSE OF DOCUMENT

In its 2030 General Plan, Daly City’s Resource Management Element, states the goal to:

“Ensure the enhancement and preservation of existing resources by effectively managing their development and conservation and providing adequate recreational open space for future generations.”

It sets forth Policy RME-12: “Encourage a diverse, equitable, and integrated system of park facilities throughout Daly City that are accessible to all age, social, and economic groups and all geographic areas of the City.”

This Parks and Open Space Master Plan is intended to provide a road map to guide decision making to help the City maintain, manage and develop the envisioned park and open space system and provide the community with the recreational opportunities that they desire. The Parks and Open Space Master Plan studies the existing park system and draws on extensive community engagement to identify a planning blueprint to expand, improve and protect these assets for the future.

CHAPTER 1 · INTRODUCTION



Gellert Park



Hampshire Park



Marchbank Park

The Parks and Open Space Master Plan process is similar to many strategic plan processes: define the scope of work, prepare a demographic analysis, conduct an inventory of resources, perform a needs assessment, identify goals and recommendations, and structure an implementation plan. This Plan builds on itself, section by section, with each chapter using the previous chapter's information to define steps required to address the issues identified.

The Parks and Open Space Master Plan provides:

- background and context for evaluating the existing parks system;
- an inventory of existing parks and open spaces, and current conditions;
- an analysis of the need for new, expanded or renovated parks and open spaces;
- recommendations for improving and maintaining the existing park and open space system;
- recommendations for acquiring or obtaining access to additional properties for future park uses;
- a strategy for meeting the need for, managing and maintaining recreational and passive open spaces; and
- an approach for implementation of improvements and long term maintenance.

The Parks and Open Space Master Plan provides both a long-term vision for the City's park system, and specific guidelines to direct day-to-day decisions. It sets forth a framework that will allow the City to respond to new opportunities as they arise.

As the implementing document, the Parks and Open Space Master Plan provides a clear path to accomplishing the community's vision through achievable steps in both the short term and long term, maximizing the potential and ensuring sustainability of the park system itself.

Extensive community involvement guided this Master Plan process. Input from City staff and from an Advisory Committee informed the process. Community engagement has ensured that the Plan reflects the priorities of the evolving community. In this built-out city, developing strategies to maximize the use of currently underutilized parks and open spaces, and identifying opportunity sites, are key to accomplishing the City's goals of providing for the community's needs.

DOCUMENT ORGANIZATION

The Parks and Open Space Master Plan is organized in the following manner:

CHAPTER 1: INTRODUCTION

This Chapter gives a brief overview of the purpose of the Parks and Open Space Master Plan and a summary of its contents.

CHAPTER 2: CONTEXT, DEMOGRAPHICS AND TRENDS

This Chapter discusses the physical context as well as the planning context for the Master Plan. It identifies Plans and Ordinances whose provisions relate to Parks and Open Space in the City, and notes policy direction and impact. It provides a detailed look at the City's current demographics and projections regarding future growth in this evolving city. Further, it examines emerging trends in recreation, fitness and leisure activities, as well as health and wellness trends in the region and across the nation.

CHAPTER 3: COMMUNITY ENGAGEMENT

This Chapter describes the extensive community engagement process, and briefly summarizes the results. More complete details of outreach outcomes may be found in the Appendix.

CHAPTER 4: INVENTORY AND RECOMMENDATIONS

This Chapter includes a comprehensive inventory of the City's parks and open spaces. Thirty one parks and open spaces are described and evaluated. Recommendations for improvements specific to each park are included.

CHAPTER 5: GOALS AND GUIDELINES

This Chapter sets forth overall goals and guidelines for park improvements. Areas addressed include park distribution and access, park features and amenities, maintenance, open space access, and environmental and economic sustainability.

CHAPTER 6: IMPLEMENTATION

This Chapter discusses potential funding sources for park improvements and acquisition. It also sets out prioritization criteria for carrying out recommended and future improvements, along with general costs.

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PLAY DALY



2 · CONTEXT, DEMOGRAPHICS & TRENDS

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2 · CONTEXT, DEMOGRAPHICS & TRENDS

CONTEXT

Incorporated in 1911, Daly City is the largest of 20 cities in San Mateo County, with a population of 109,122¹. Located on the southern border of San Francisco, the “Gateway to the Peninsula” covers approximately 7.66 square miles. It is one of the most population-dense cities in California, second after San Francisco. Daly City’s residents are comprised of a wide range of ages, ethnicities, incomes, education, and forms of employment. Daly City celebrates its diversity.

Daly City is bordered by the cities of San Francisco, Brisbane, Pacifica, South San Francisco, and the town of Colma, as well as several unincorporated areas of San Mateo County, San Bruno Mountain State Park, and the Olympic Club.

¹ California Department of Finance Demographic Research Unit’s Table of January 2019 City Population, released May 1, 2019

CHAPTER 2 · CONTEXT, DEMOGRAPHICS & TRENDS



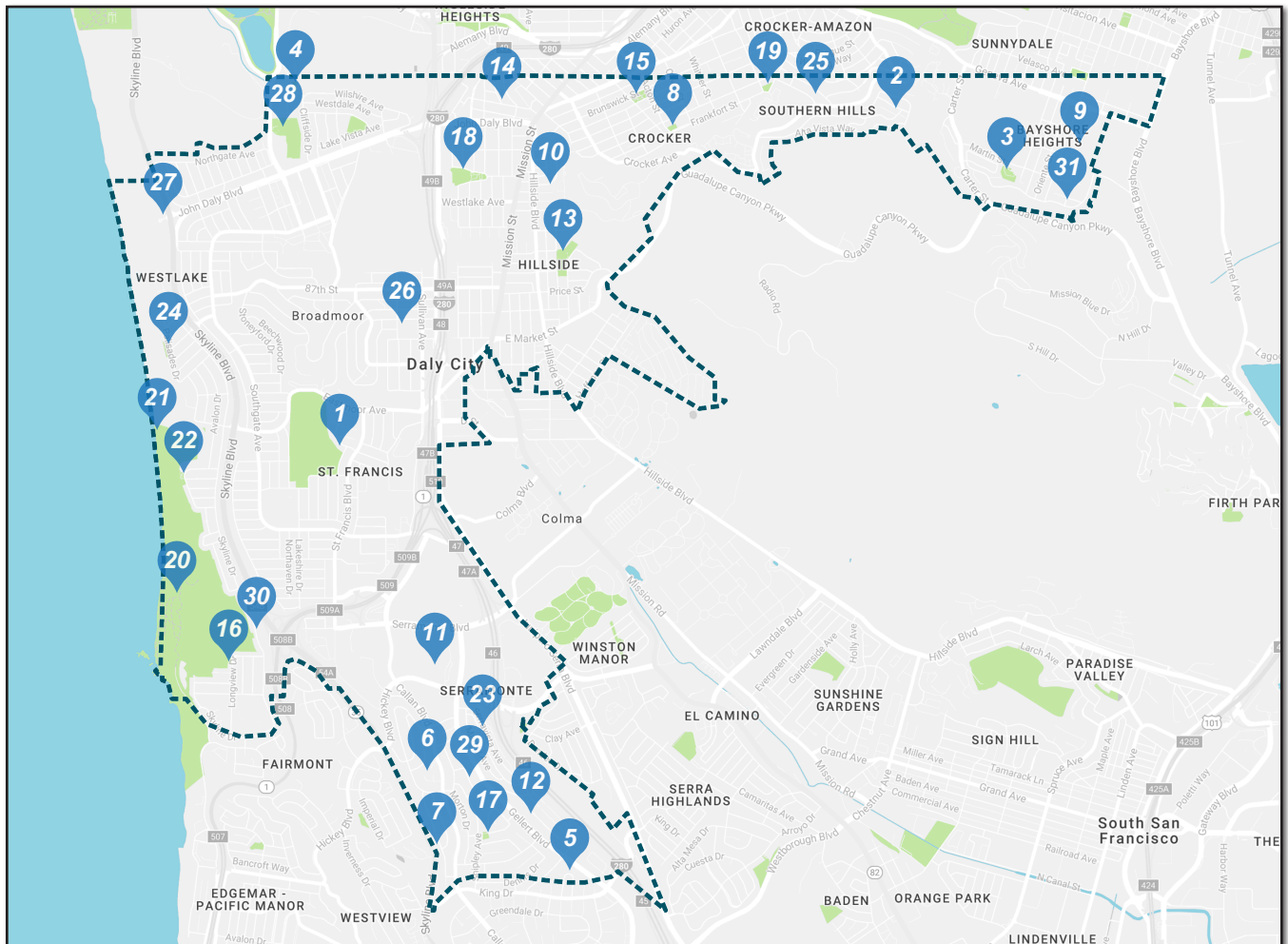
SETTING

Daly City is located at the northernmost edge of San Mateo County, extending from the Pacific Ocean on the west to nearly San Francisco Bay on the east. The City's robust transportation infrastructure which includes Highways 280 and 1, and Skyline and John Daly Boulevards, serves to move traffic but also divides the City. Bayshore, the City's easternmost neighborhood, is somewhat disconnected from the rest of Daly City. The unincorporated area of Broadmoor is completely surrounded by Daly City.

Daly City's climate is cool and mild, with fog occurring in the spring and summer. Average temperatures are fairly consistent, ranging from a low of 50 degrees in mid-winter to around 60 degrees in late summer/early autumn. Summers are cool and dry while winters are mild and wet. Late summer to early autumn is the warmest period, when the fog tends to subside.

Daly City has 31 city parks and open spaces. Its residents also enjoy access to nearby regional and state parks and open spaces such as San Bruno Mountain, as well as views along the City's seven-mile coastline. Daly City's parks and open spaces contribute to the health of the community's residents, enhance the integrity and quality of the natural environment, and attract visitors to the community, thereby contributing to local tourism and economic development. With this Parks and Open Space Master Plan, the City seeks to provide both residents and visitors with unique recreation experiences, ensuring that Daly City's legacy of parks and open spaces continues into the future and provides the community with the recreational opportunities they desire.

EXISTING PARKS AND OPEN SPACE



1	Erlinda Tiongco Galeon Tot Lot
2	Arden Park
3	Bayshore Heights Park
4	Broderick-Terry Duel Site
5	Camelot Park
6	Cameo Park
7	Canterbury Park
8	Dan Gilbrech Park
9	David R Rowe Park
10	Edgewood Park

11	Gellert Park
12	Hampshire Park
13	Hillside Park
14	John Daly Park
15	Lincoln Park
16	Longview Park
17	Lycett Park
18	Marchbank Park
19	Mission Hills Park
20	Mussel Rock Open Space

21	Daisaku Ikeda Canyon
22	Northridge Park
23	Norwood Park
24	Palisades Park
25	Polaris Park
26	Skate Park
27	Thornton Beach Overlook
28	Westlake Park
29	Former Margate Tennis Complex
30	900 Skyline Drive Open Space
31	Linda Vista Retention Basin

Figure 2-1: Existing City Parks and Open Space

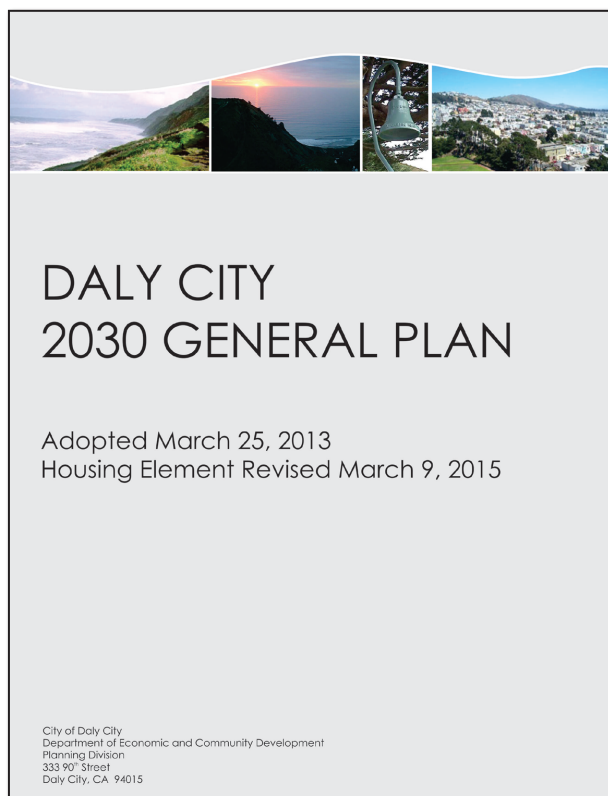
CHAPTER 2 · CONTEXT, DEMOGRAPHICS & TRENDS

The City's Parks Maintenance and Building Maintenance Divisions maintain the parks under the auspices of the Public Works Department. Currently, the Divisions' staff includes ten full-time employees to maintain 65.4 acres of developed parkland and 68.6 acres of open space, a 50% reduction from the historic staffing levels.

PLANNING CONTEXT

This Parks and Open Space Master Plan will create a road map for the development of Daly City's parks and open spaces for the next 20 years. The Master Plan must be compatible with the City's existing plans and coordinated with concurrent planning efforts as described in this section.

DALY CITY'S 2030 GENERAL PLAN



A stated goal of the Resource Management Element of the General Plan is to:

Ensure the enhancement and preservation of existing resources by effectively managing their development and conservation and providing adequate recreational open space for future generations.

The Open Space section of the Resource Management Element recognizes that open space is one of the most precious and limited natural resources in Daly City, and divides it into two categories: **1)** Open Space as a Natural Resource and; **2)** Open Space for Recreational Purposes.

As identified by the General Plan Land Use Map, approximately 400 acres within Daly City will continue to remain designated as Open Space. Areas within this acreage are a large conglomeration of vacant parcels along the coastline that, because of environmental constraints such as steep slopes and unstable soils, have limited development potential and provide very limited recreational opportunities. Although areas designated as Open Space Preservation function primarily as non-usable open space, portions of the coastal bluffs and beaches provide limited recreational opportunities for Daly City residents. However, these areas have not been designated as recreational open space because they do not contain any recreational amenities such as playground equipment, benches, or similar improvements.

The General Plan lists thirteen municipal parks, twelve tot lots and six other recreational facilities located in Daly City. The existing parks listed in Figure 2-1 and described more fully in Chapter 4 - Inventory and Recommendations, have been updated to reflect current conditions and characteristics, some of which have changed since the adoption of the General Plan. In addition to City parks, San Bruno Mountain State and County Park provides Daly City residents with a

variety of open space and recreational amenities and unique views of the San Francisco Bay Area.

The General Plan recognizes the deficit of parkland and notes the limited potential for construction of additional active park space due to fiscal realities and a scarcity of vacant land in locations suitable for park space. It notes that the City could instead improve underutilized park sites already owned by the City or properties owned by the City that have the potential for passive recreation, and specifically sets forth Task RME-12.1 for the development of Mussel Rock Park as a passive recreational area for community use.

Applicable policies and tasks in the Resource Management Element of the General Plan include:

Open Space

- **Policy RME-10:** Minimize development in all areas designated as open space preservation.
- **Task RME-10.1:** Review the land uses in the Zoning Ordinance to ensure that allowed uses are consistent with the intent of the Open Space Preservation designation.
- **Policy RME-11:** Areas designated as open space recreation-public shall continue to be maintained and upgraded by the Public Works Department.
- **Task RME-11.1:** Continue to collect AB1600 impact fees for new development and, from time to time, re-assess the amount and distribution of monies collected from such fees to ensure that these amounts are sufficient to provide an adequate pro-rata contribution toward the public improvements identified in the City's Capital Improvement Program (same as Task LU-4.4B).

Park Facilities

- **Policy RME-12:** Encourage a diverse, equitable, and integrated system of park facilities throughout Daly City that are accessible to all age, social, and economic groups and all geographic areas of the City.
- **Task RME-12.1:** Program for and undertake improvements to develop Mussel Rock Park as a passive recreational area for community use. All improvements within the park shall be in substantial conformance with a Public Access Management Plan prepared for the site which shall include the following:
 1. Public access paths provided in such a way as to ensure connectivity, maximize utility, and provide access along the entirety of the park site.
 2. Public access amenities (such as benches, table and chairs, bicycle racks, trash and recycling receptacles, etc.), including benches in the public view overlook at appropriate locations.
 3. Public access signs to facilitate, manage, and provide public access to the park, including the provision of directional signs.
 4. At a minimum, two interpretive panels relevant to the site shall be provided at locations that maximize their utility.
- **Policy RME-13:** Require the dedication of parkland or the payment of an in-lieu fee in accordance with Subdivision Map Act.
- **Task RME-13.1:** Review and amend the park in-lieu fee payment requirement as necessary to assure that the formula for park in-lieu fee payment is more standardized equitable among all residential uses, including rental housing (see also Task LU-17.3).

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- **Policy RME-14:** Prioritize the dispersal of park in-lieu fees collected from the development of new subdivisions to ensure that the fees are spent in the appropriate areas (see Program RME-3).

FACILITIES CONDITION ASSESSMENTS

Facilities Condition Assessment Reports have been completed on the City's recreation buildings, such as clubhouses and community centers. This Parks and Open Space Master Plan does not address those facilities, some of which but not all are located in city parks.

BICYCLE AND PEDESTRIAN MASTER PLAN

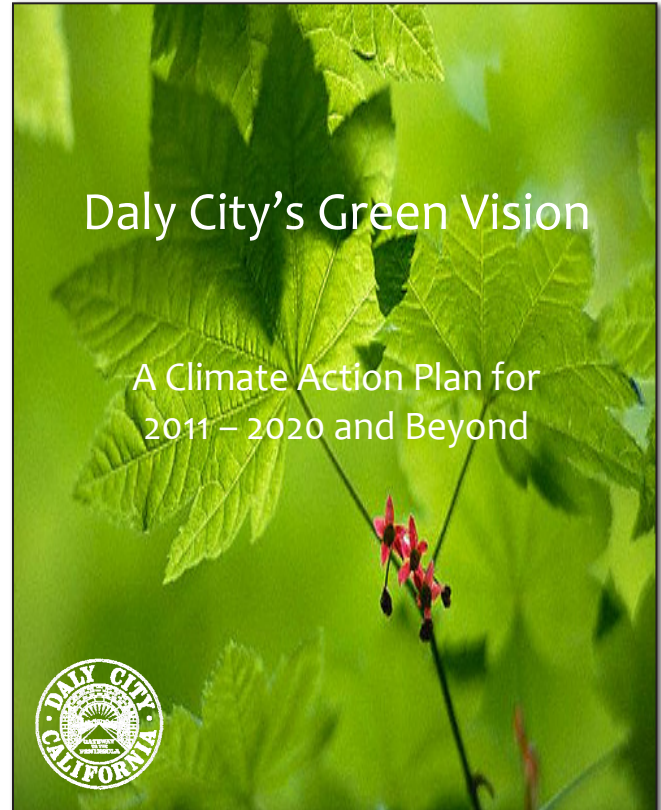
The City is undertaking a Bicycle and Pedestrian Master Plan update concurrently with the Parks and Open Space Master Plan.

MUNICIPAL CODE

Chapter 16.30 of Title 16 of the Municipal Code provides that new subdivision development shall dedicate land for park and recreational facilities in the amount of 3 acres per 1,000 residents, or pay the equivalent amount of fees in lieu of such dedication. The park and recreational facilities for which dedication of land and/or payment of a fee is required by this chapter are in accordance with the Resource Protection Element of the Daly City General Plan. Chapter 3.36 of Title 3 of the Municipal Code provides for Public Facilities Fees. These fees are paid on issuance of building permits for residential, commercial and industrial development in the City, and are used to pay for municipally owned public facilities, which may include parks.

GREEN VISION TEN FOR TWENTY

Daly City's Green Vision - its Climate Action Plan, includes goals that are applicable to parks. These include:



Goal 1: Adopt a General Plan with measurable policies for sustainable development. These could include policies on energy efficiency and stormwater management.

Goal 2: Decrease landfill bound waste. Bay-Friendly landscaping and provision of recycling receptacles at all parks would support these policies.

Goal 3: Recycle and beneficially reuse 25 percent of City wastewater. Recycled wastewater is suitable for park irrigation, and is already used at Westlake and Marchbank Parks.

Goal 5: Preserve the urban forest by replanting at least one tree for each tree removed by the City due to disease and adopt a tree preservation and maintenance ordinance. Parks are ideal settings for planting additional trees.

Goal 6: Create a master pedestrian and bicycle plan and seek grant funding to expand the existing system. Connecting the City's parks via pedestrian and bicycle routes encourages non-motorized travel.

Goal 8: Develop a sustainability awareness campaign in partnership with the community. Parks can be an ideal setting for sustainability education and awareness.

Goal 9: Construct all new city facilities at a Leadership in Energy and Environmental Design (LEED) Gold standard. The Sustainable SITES Initiative provides comparable standards for sustainable landscapes.

DEMOGRAPHICS²

OVERVIEW

Daly City, located on the San Francisco peninsula, is the largest city in San Mateo County, with a population of 109,122. At 7.66 square miles, it is one of the most

2 The demographic information is largely derived from the 2012-2016 American Community Survey and the 2010 US Census. However, it is important to note that both are based on 2010 data and many of the projections are not as current as desired. Where possible, the demographics have been updated or supported with other data sources. The source for Daly City's total population is the California Department of Finance's May 2019 release of 2019 population figures. Ultimately, the specifics of a particular number should be less important than a trend line or major difference.

densely populated cities in California, with 14,081 residents per square mile. Largely built out, the City's population is rising steadily, growing 6.7% from 2010 to 2018, slightly slower than the 7.8% growth rate for the County of San Mateo.

PEOPLE

Daly City's population is fairly evenly divided between men and women. The median age of 40.2 is somewhat higher than the State median of 35.6, and has been trending upward since the 2010 Census when the median age in Daly City was 36.5.

The percentage of residents under the age of 20 (18.3%) is lower than in the State overall (27.1%), with those under age 14 comprising 13.6% compared to 20% statewide. This segment of the population has decreased since the 2010 Census, when it comprised 23.9% of the population. The segment comprising the majority of Daly City's population is adults aged 20 to 64 (65.3%), which has remained relatively consistent since 2010, when it was 64.4%. 43.4% of the population falls within the ages 35-64. The percentage of people over the age of 64 (16.3%) is higher than in the State (12.1%), and higher than in the 2010 Census (11.7%). The demand for health and wellness opportunities and support for an active and

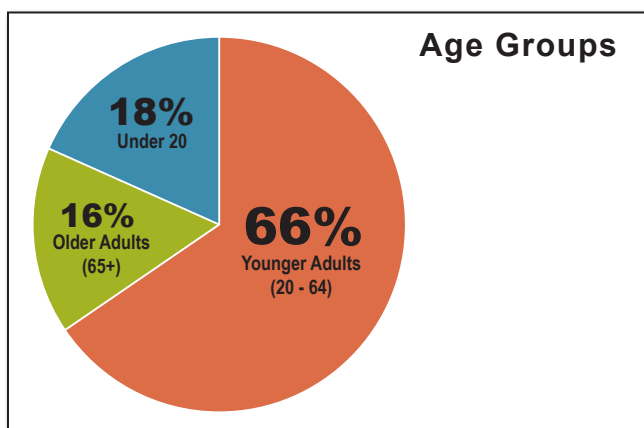


Figure 2-2: Daly City Age Distribution

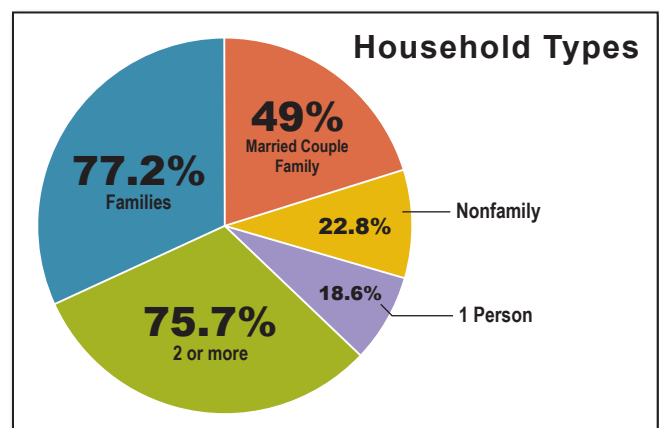


Figure 2-3: Daly City Household Types

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aging population will continue to be in demand as this trend continues.

77.2% of residents live in family households. The average family household size in Daly City is larger than in the County at 3.31 versus 2.85 persons per household. Approximately 4,100 grandparents live in a household with grandchildren under the age of 18, indicating a significant number of multi-generational households. To adequately serve families and multi-generational households, there is a need to provide amenities for people of all ages and abilities, as well as seating for adults supervising children at play areas.

The population of Daly City is diverse. The largest ethnic segment is Asian (64.5%). This segment, which has grown from 55.6% in 2010, is comprised of various distinct ethnicities, including Filipino (33.3% in 2010), Chinese (15.4% in 2010), as well as Burmese, Vietnamese, Korean, Japanese, and Asian Indian. Other significant groups in Daly City are Hispanic/Latino (17.5%) and White (12.6%), with remaining ethnicities representing 5.4% of Daly City's population. 68% of Daly City residents speak a language at home

other than English as a primary language, including 45.5% an Asian/Pacific language and 18.3% Spanish. Awareness of cultural differences informs planning for park facilities as different segments of the population may tend to use parks differently and seek differing activities. Especially for non-native born and immigrant members of the community, recreation is often a way of preserving cultural heritage and traditions.³

EDUCATION AND INCOME

Overall, Daly City has an educated population with 86% of residents over age 25 having graduated high school, and 70% with some college education or more.

The City has a median household income of \$79,346, a bit lower than the County median of \$98,546 but higher than the State's \$67,739. The percentage of residents living in poverty (6.5%) is less than half of that of the State (15.8%). The average travel time to work for those who commute is 30 minutes.

³ California State Parks. "Park and Recreation Trends in California." Sacramento, CA 2005. http://www.parks.ca.gov/pages/795/files/recreation_trends_081505.pdf

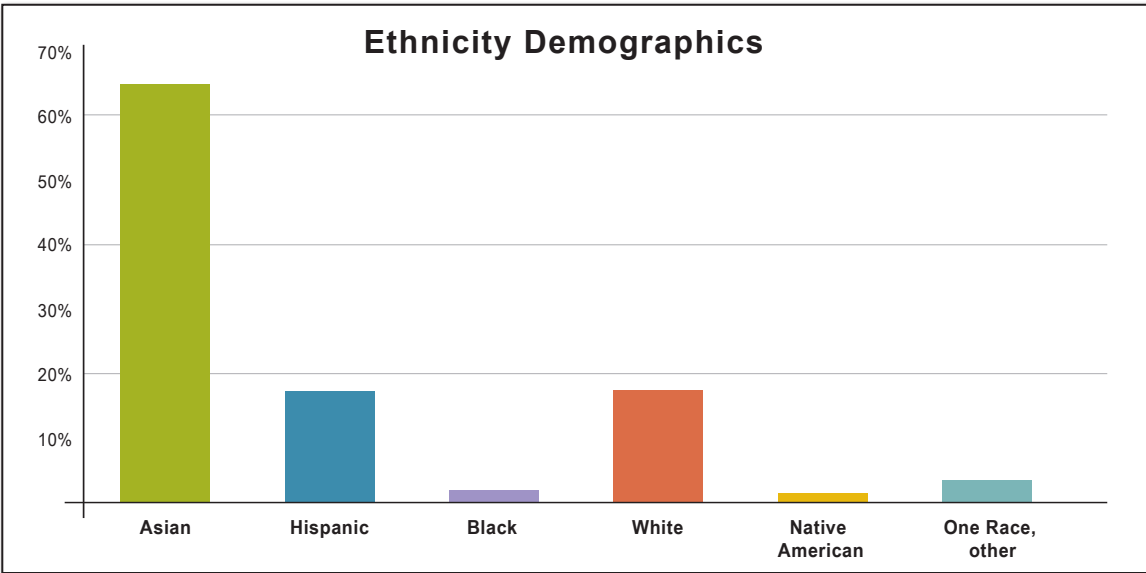


Figure 2-4: Daly City Ethnicity

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As housing prices soar in the Bay Area, Daly City's adjacency to San Francisco makes it a high demand location, with the median home value climbing toward the \$1,000,000 range, and with a median home monthly rental cost of around \$3,350. 55.8% of housing is owner occupied, with 44.2% renter occupied. 60.4% of the housing stock is single family. 89.3% of residents have lived in the same dwelling for at least a year.

	2010 Census, Daly City	2016 ACS*, Daly City	Daly City	San Mateo County	State of California
Population Characteristics					
Total Population (2010)	101,123	106,484		764,797	39,250,017
Population Growth from 2000	-2.41%	2.76%		4.6%	12.4%
Density (Square mile)	13,195.0	13,938		1,602	233
By Race (some duplication)					
White	23,842	18,424	17.30%	56.38%	62.1%
Black	3,600	2,283	2.14%	2.64%	5.9%
Hispanic	23,929	18,660	17.52%	25.36%	38.18
Asian	56,267	69,028	64.82%	26.04%	13.5%
Native (American Indian, Alaska Native, Hawaiian Native, etc.)	805	1,756	1.65%	1.79%	1.1%
One Race, Other	11,236	3,987	3.74%	8.37%	12.9%
By Gender					
Male	49,919	53,497	50.24%	49.19%	49.68%
Female	51,204	52,987	49.76%	50.81%	50.32%
By Age Group					
Median Age	36.5	40.2		39.5	35.6
Median Age: Male	34.8	37.4		38.1	34.5
Median Age: Female	39.0	43.6		41.0	38.8
By Age Group					
Children Under 14	17,696	14,481	13.6%	17.6%	20.0%
Teenagers 15-19	6,471	5,004	4.7%	5.3%	7.1%
Younger Adults (20-34)	23,460	23,426	21.9%	20.0%	22.1%
Middle Age (35-64)	41,662	46,214	43.4%	41.8%	38.7%
Older Adults (65+)	11,831	17,356	16.3%	15.2%	12.1%
Education (over 25)					
Less than high school	9,986	11,176	14.0%	10.9%	17.9%
High School Graduate	14,276	13,200	16.5%	15.3%	20.6%
Some College/AA Degree	23,067	21,903	27.4%	23.40%	29.5%
Bachelor Degree	18,496	25,960	32.5%	29.30%	20.1%
Adv. Degree	4,500	7,657	9.6%	21.10%	11.9%
With College or More	46,063	55,520	70%	74%	62%

Table 2-1: Daly City, San Mateo County and State Demographics

*ACS = American Community Survey

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	2010 Census, Daly City	2016 ACS*, Daly City	Daly City	San Mateo County	State of California
Household and Family					
Total households	31,090	32,969		261,010	12,807,387
Avg. Household Size	3.23	3.20		2.85	2.95
1 person	5,855	6,132	18.6%	23.8%	24.0%
2 or more	25,235	24,957	75.7%	72.2%	72.4%
Families	22,788	25,455	77.2%	69.1%	68.7%
Avg. Family Size	3.63	3.53		3.39	3.54
Married Couple Family	15,949	16,166	49.0%	53.9%	49.3%
Nonfamily	8,302	7,514	22.8%	30.9%	31.3%
Housing					
Total Housing Units	32,588	32,969		261,010	14,061,375
Occupied Housing	31,090	31,595	95.8%	95.5%	92.1%
Owner Occupied	17,565	17,638	55.8%	59.1%	54.1%
Renter	13,525	13,957	44.2%	40.9%	45.9%
Vacant	1,498	1,190	3.6%	4.5%	7.9%
Housing Types					
Single Family	18,689	20,360	60.4%	64.7%	64.6%
Multifamily (2 + units)	11,490	11,922	36.4%	34.3%	31.7%
Mobile Home, Boat, RV	547	503	1.5%	1.2%	3.6%
Language Spoken at Home					
English	29,011	33,362	32.2%	53.5%	56.0%
Spanish	19,427	12,440	18.3%	19.7%	28.8%
Other Indo-European	4,161	3,144	3.0%	6.4%	4.4%
Asian/Pacific	40,437	52,692	45.5%	19.3%	9.8%
Other	2,441	389	1.0%	1.1%	1.0%
Income					
Per Capita Income	\$27,731	\$30,377		\$50,262	\$31,458
Median Worker	\$37,933	\$35,568		\$50,660	\$32,499
Median Household	\$89,843	\$79,346		\$98,546	\$67,739
Median Family	\$92,899	\$87,322		\$129,939	\$77,359
Median Home Value	\$558,900	\$737,500		\$1,002,400	\$477,500
Mean Travel Time to Work (minutes)	28.2	30.2		27.6	29.0
Poverty Level					
Population in Poverty	9,648	6,971	6.5%	6.5%	15.8%
Family in Poverty	1,002	1,450	5.7%	4.6%	11.8%

Table 2-1: Daly City, San Mateo County and State Demographics (cont.)

*ACS = American Community Survey

TRENDS

OVERVIEW

Daly City is a densely populated, diverse city, with 31 developed parks and passive open spaces which provide varied recreational opportunities to its residents. State and national social, economic, demographic, and environmental trends impact the demands on park use. The analysis of trends is a forecasting tool used to project the potential use of amenities and park pursuits. Understanding trends also provides useful planning data to anticipate the interests and needs of a growing population. There is an opportunity to better serve the community, enhance the park experience, and create a more modern parks system by considering and incorporating current trends. The following sections highlight some key trends from the region, California, and the nation.

INNOVATIVE PARK SPACES AND PLAYGROUNDS

In cities as dense and built out as Daly City, options for increasing parkland are limited. In these circumstances, finding new types of spaces for parks, and being creative about using the available space in existing parks is a way to increase recreational opportunities. Cities are responding by creating community green spaces in increasingly innovative places, including below underpasses, in utility corridors and disused rights of way, on top of parking garages and more. Pop-up parks are created in alleys by temporary street closures. Making existing parks more enticing to a wider range of users is also essential when space for new development is limited.

Thriving public spaces promote the familiarity and social bonds that make neighborhoods safer and



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healthier. The trend is toward making parks usable and vibrant social meeting places. A study titled “Project for Public Spaces” discusses the attributes that most social places share.⁴ The report explains that

“a good place provides a range of things to do (‘uses and activities’); is easy to get to and connected to the surrounding community (‘access’); is safe, clean, attractive (‘comfort and image’); and, perhaps, most important, is a place to meet other people (‘sociability’).”

In promoting social recreation, an important factor is the design and provision of environments for a range of age groups, physical, mental, and cognitive abilities, and ethnic/cultural interests. Beyond simply making parks social meeting places, departments are working to promote inclusiveness in the design of these spaces. A highlight of this is responding to the needs of extended families and members of the “Sandwich Generation” by making parks multi-generational family destinations. No longer is a mother dropping her child off at the ball field. Today, a mother will join her child with perhaps a grandparent to enjoy park and recreational time while her child is nearby.

Park design should also combine active and passive uses and provide for a variety of leisure activities within close proximity of each other.

Currently, there is much focus on innovation in children’s playgrounds. A recent National Recreation and Parks Association article by Faith Munsell highlights some of the design trends that are reinvigorating playgrounds.⁵

⁴ Project for Public Spaces. (2006). *Health and Community Design, Project for Public Places*. Retrieved July 18, 2007 from http://www.pps.org/info/placemaking-tools/issuepapers/health_community

⁵ Munsell, Faith. “Some Innovative Playground Design Trends and Fundraising Resources.” *NRPA Parks & Recreation Magazine*, 6 February 2018. <https://www.nrpa.org/parks-recreation-magazine/2018/february/some-innovative-playground-design-trends-and-fundraising-resources/>

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Multi-generational playgrounds are a very relevant trend, given the number of family and multi-generational households in Daly City. These spaces include elements for all ages, such as shade and seating areas where grandparents or parents can sit or socialize while children play, and elements such as fitness equipment, game tables and other amenities to engage adults in proximity to the children.

Themed playgrounds continue to be a popular trend. These playgrounds engage children's imagination, and create a special identity. Where many play structures appear to be similar and "off-the-shelf," well-designed theme playgrounds attract users who are drawn to their unique character.

Inclusive playgrounds are designed to serve the physical, social, sensory, cognitive and emotional needs of children of all abilities in a community. Inclusive play structures allow use by community members with physical restrictions and special needs. Playground design can also promote use by a broad age range of adults. Playgrounds can feature equipment that is accessible, fun and easy to use by those who require mobility assistance. Firmer surface material alternatives to sand and wood chips, and the use of ramps are part of this. Outdoor fitness equipment - designed for adults and seniors of all ability levels - combats obesity and inactivity.

Adventure playgrounds allow children to construct their own play elements as part of play itself. A local example which has earned recognition as a "Top 10" playground by National Geographic is the Adventure Playground in Berkeley.

Musical playground elements are emerging as a trend, and are especially beneficial for speech, cognitive and motor development for children with autism and other sensory issues.





HEALTH, WELLNESS AND WALKABILITY

Although California is a relatively healthy state, with 80% of the adult population reporting they are physically active, 25% of the population is obese, and diagnoses of diabetes are increasing.⁶ Childhood obesity, pandemic to households across the US, has gained significant awareness in recent years as a public health concern. The National Recreation and Park Association (NRPA) 2010 Summary of Research report states, “Parks and recreation departments are one of the leading weapons in the battle against obesity.” Parks afford the opportunity for physically active programs and sports for youth and teens, and provide an active lifestyle venue. According to the Physical Activity Council’s 2018 Participation Report survey, in 2017, physical inactivity among 6 – 12 year olds was 17%, and among seniors (65+) was 40.4%.⁷ Studies indicate that children and adolescents are more likely to become physically active and fit if they have a wide range of accessible and safe recreation opportunities. Access to parks and open space, outdoor recreation, and opportunities to bicycle and walk can address these needs. The specific activity matters less than having the ability and opportunity for access.



Organizations and municipalities across the country are supporting the 10-Minute Walk, with the goal of having every person in every neighborhood in every city across America within a 10-Minute Walk of a park.⁸ In 2015, the US Surgeon General, Dr. Vivek H. Murthy, launched a new initiative: “Step It Up! Surgeon General’s Call to Action to Promote Walking and Walkable Communities.” The initiative calls for walking as a daily activity and inspires professionals from the fields of health care and parks and recreation to support the development and creation of more walkable communities to encourage people to get out and walk.

⁶ America’s Health Rankings: <https://www.americashealthrankings.org>

⁷ Physical Activity Council. <http://www.physicalactivitycouncil.com/pdfs/current.pdf>

⁸ <https://www.10minutewalk.org>

Parks are being seen more often as the “prescription” for prevention, good health and wellness for communities. Park Prescription or “Park Rx” programs are gaining in popularity and helping to motivate people to be active in our parks.⁹ These programs encourage physicians to “prescribe” physical activity in park settings to their patients. By creating awareness of nearby parks and their health benefits, they can also help increase stewardship of parks.

Many park and recreation sites are becoming not just places to improve health through physical activity, but locations to participate in evidence-based programs that measurably improve health. NRPA-sponsored programs with local park and recreation agencies range from “Active Living Every Day” for sedentary adults to “Walk With Ease” low-impact weekly walking programs to arthritis intervention programs such as “Fit and Strong!” for those with osteoarthritis. Agencies across the country are implementing arthritis evidence-based physical activity programs in parks.¹⁰

Ensuring smoke-free parks, encouraging community walking programs, and creating health-focused pedestrian and bike plans are all park-related elements that support health and wellness in the community.¹¹

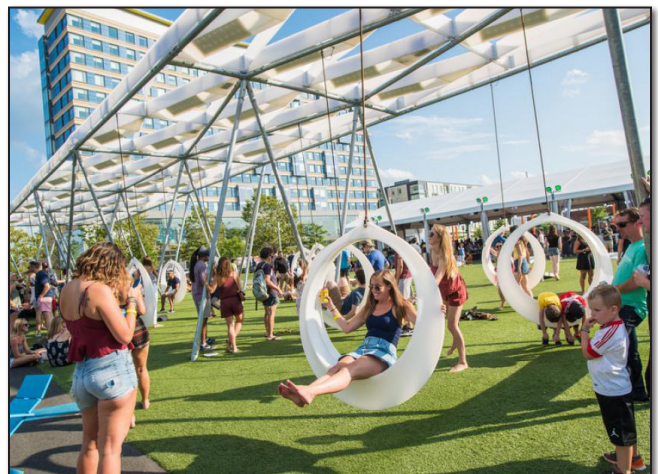
CHILDREN AND TEENS

One of the challenges cities nationwide are facing is how to support families. This challenge includes creating a park system that addresses child development – physical, social and cognitive – creating the opportunity to enjoy and experience nature, as well as providing safe streets and accessible schools. More

⁹ James, Joy, Battista, Becki, and Christiana, Richard. “Developing a Park Prescription Program for Your Community” *NRPA Parks & Recreation Magazine*, 6 April 2018. <https://www.nrpa.org/parks-recreation-magazine/2018/april/developing-a-park-prescription-program-for-your-community/>

¹⁰ Dolesh, Richard J., Top Trends in Parks and Recreation for 2018. NRPA, 8 January 2018. <https://www.nrpa.org/blog/top-trends-in-parks-and-recreation-for-2018/>

¹¹ Hannan, Maureen. “5 Key Trends in Parks and Public Health”, NRPA, 1/11/2012



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than the development of tot lots, considering children means looking at the entire network, from streets and plazas to trails and parks, as an interconnected support system. Each element of the system must consider children of all ages and their families.

To effectively understand this demographic, we will need to consider a number of age groups: 0-5 year-olds; 5-12 year-olds; 13–18 year-olds; young adults; and families as a whole. Each group presents particular demands that need to be weighed in the programming of the parks and open space system. Teenagers and young adults are perhaps the most challenging of this group. As a whole, they do not want to be categorized with children, may not want to be part of an organized group, and are often more interested in exploring a larger realm. They often indicate a desire to “hang out,” and need safe places day and night to do this. Skate parks and teen playgrounds are two areas that have some success in doing this. Evaluating how to provide safe and enjoyable experiences for this group is fundamental to fully serving the needs of residents.

AGING POPULATION

One of the clearest trends throughout the United States, California, and in Daly City is the aging of the population. The City’s parks must serve older adults with a variety of needs and interests. Segmenting seniors into a single category is not effective. With healthier lifestyles, people live longer and have more active lives than ever before. Parks need to accommodate multiple stages and interests of seniors’ diverse lives. As we age, even moderate increases in physical activity can greatly reduce risk of adverse health outcomes. 20% of Californians over age 65 reported doing no physical activity or exercise other than their regular job in the past 30 days¹².

¹² Data source: United Health Foundation, 2019. For details, see www.AmericasHealthRankings.org/SR18/PhysicalInactivity

Growing evidence illustrates the importance of the built environment and community design to promote physical activity for seniors. Parks must accommodate those with some health issues and access concerns; passive and more contemplative activities; seniors looking for inter-generational interactions, and those who want more quiet environments.

Active older adults (Baby Boomers) are a growing population segment that desire activities that will assist them in maintaining a long and healthy lifestyle. Baby Boomers, those born between the years of 1946 and 1964, tend not to consider themselves “seniors.” Even though the population is “graying,” the desire of this demographic is to live independently and stay active and engaged, resulting in increased demand for recreation and wellness spaces. An AARP study found that 87% want to take better care of their physical health. As a generational trend, Baby Boomers have embraced physical fitness and are invested in personal health. Parks can facilitate Boomers’ needs in this regard.

CLIMATE CHANGE, RESILIENCY AND SUSTAINABILITY

Parks departments have a long history of environmental stewardship. The trend towards environmental sensitivity in design, operations, and materials is supported through the implementation of green infrastructure, as it provides a vast array of environmental benefits. Green infrastructure components can be included in almost any facility or park but can also bring an additional cost to the construction and maintenance of the facility. Projects will be evaluated individually to determine feasibility for incorporation of green infrastructure. Daly City’s Green Vision incorporates actions to reduce the City’s carbon footprint, including tree planting and rain gardens, composting, and use of solar energy systems.



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Climate change mitigation, resiliency planning, and sustainability efforts are some of the most critical issues that cities will be responding to now and into the future. Parks play a central role in the ability to assist and address some of the issues related to climate change.

Potential efforts and ideas include: water conservation through smart irrigation technologies, sustainable planting approaches for parks, overall maintenance practices, and urban heat island reduction. Also, the provision and stewardship of open space offers a “carbon sink,” an essential element to help absorb emissions. Facilities that focus on walkability and bikeability are critical to reducing vehicle miles traveled, a key statewide goal to reduce greenhouse gas emissions. Finally, energy conservation efforts and the use of solar panels and wind power for recreation facilities and lighting can help reduce the city’s carbon footprint, act as a model for businesses and residents, and save money in operations.



Nationally, park and recreation agencies are beginning to move beyond solar as the primary source for renewable energy resources. Greater application of wind energy is particularly relevant to Daly City. Biomass energy (the conversion of plant and vegetable matter to usable energy) will begin to power more parks, demonstrating the utility and value of renewable energy resources to the public. Biomass from parks, such as wood chips, stable waste, plant matter, and surprisingly, even dog waste, represents a new potential source of energy. A British non-profit, the Malvern Hills Area of Outstanding Natural Beauty, is funding a project to produce a small-scale anaerobic dog waste digester for parks. Dog waste deposited by park patrons is composted to produce methane which is used to power park lighting.



ARTS, HISTORY AND CULTURE

Connecting history, art, and culture within parks is an opportunity to enhance the physical environment and interest of individual parks while providing another dimension for people not looking for active sports or recreation. Incorporating arts and culture into parks can help serve its older population and non-sport participants better as well as contribute to an improved sense of place and cultural identity.

TECHNOLOGY

Daly City will need to consider how technology may impact parks and facilities. Technology is offering parks and recreation providers broad, new opportunities as well as new challenges. It seems that nearly all sectors of the population are becoming more comfortable with and dependent on technology, desiring more high tech and “amenity” rich experiences. Opportunities for tech-aided recreation are growing while a conflicting trend for techno-free parks and environments is emerging. As drones become more mainstream, parks must be ready for an increasing desire to fly drones recreationally in public areas. Finding the right balance and appropriate use for technology in parks will be an evolving effort.

ECONOMICS AND FINANCING

Parks and recreation professionals have often had to fight for resources to build and maintain a high quality system of parks. Expanding opportunities for sponsorships, as well as looking to new potential partners for funding programs and facilities is becoming a priority. Additionally, identifying and securing long-term funding sources for maintaining and renovating existing parks is an ongoing challenge.



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PLAY DALY



3 · COMMUNITY ENGAGEMENT

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3 · COMMUNITY ENGAGEMENT

CONTEXT

The Parks and Open Space Master Plan has been developed with extensive outreach and community engagement. Inclusivity and convenience were key parts of this process, as a variety of methods of collecting input were used to assess community needs and recreation demand in the City.

In reaching out to the community, several goals were set for the outreach process to increase participation and awareness of the project.

OUTREACH GOALS

- Ensure awareness, for both the project and for input opportunities, within the Daly City community
- Create a sense of community by bringing residents together
- Inform and communicate regarding the existing Daly City parks and open space resources
- Offer a range of communication and engagement tools to facilitate input among a wide range of participants
- Obtain community insight to create vision and prioritize the improvements
- Build stewardship of improvements and partnerships for implementation

CHAPTER 3 · COMMUNITY ENGAGEMENT

ENGAGEMENT METHODS

A variety of methods were employed to reach out to the community at different venues, to collect input in a convenient and relevant manner, and also maximize participation both online and in person. The community was engaged through:

- An Advisory Committee
- Pop-up activities
- Focus groups
- Stakeholder interviews
- A project web page
- An online survey in English, Tagalog and Spanish
- An online pinnable map survey
- A statistically valid phone survey

OVERALL PARTICIPATION

The outreach efforts for the Daly City Parks and Open Space Master Plan have incorporated participation of well over 2,500 people.

- 600+ people were reached at intercept activities and pop-up booths.
- 2 focus groups, several stakeholder interviews, 3 Advisory Committee meetings were held, and presentations made to both the Recreation Commission and City Council.
- 405 residents participated in the phone survey, which included translations in English, Spanish, Cantonese, Mandarin, Burmese, and Tagalog.
- 142 people participated in the online survey.
- 84+ people responded to the online pinnable map survey.

See the following page for a graphic illustration of how Daly City engaged.



Pop-Up Activity engagement utilizing project hashtag

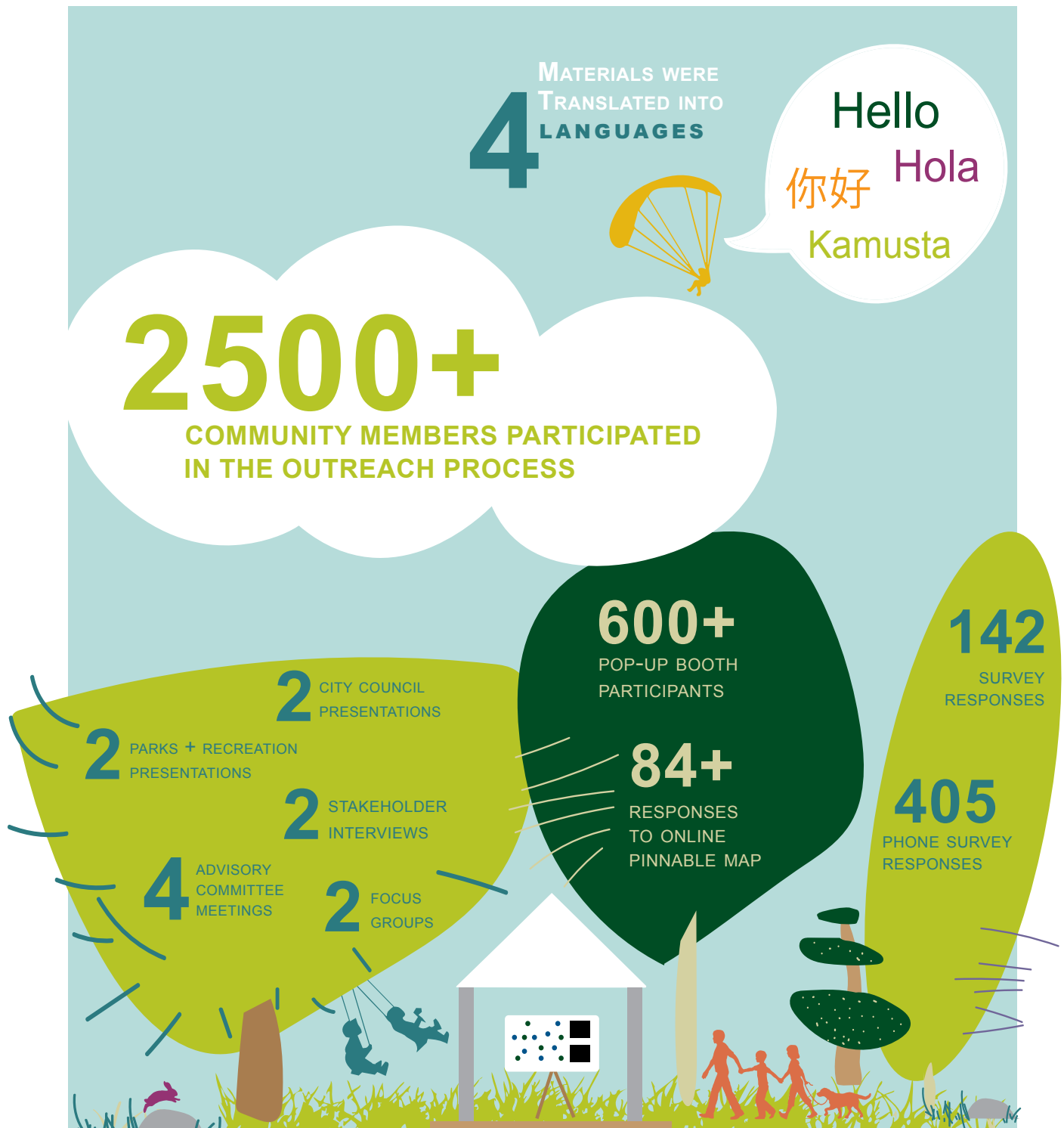


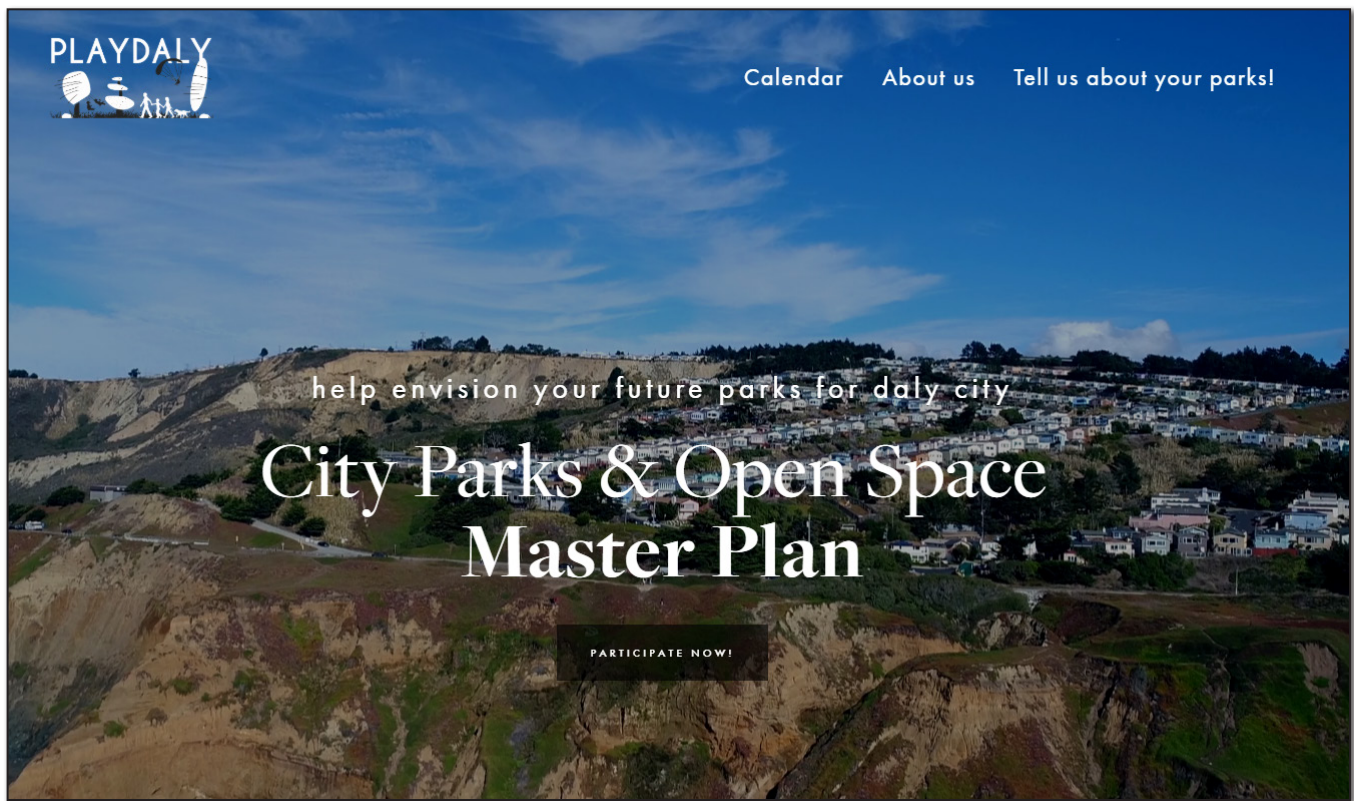
Outreach events were family-friendly with activities specifically for children



Postcard with QR code and calls to action

HOW DALY CITY ENGAGED





Project website landing page

PROJECT BRAND

A project logo and tagline were developed to help community members recognize and participate in the outreach process. The “Play Daly” tagline encourages the community to get outside, engage with and enjoy their parks. The brand and logo represent a diversity of activities, community members and ages. The term ‘play’ is loosely defined for community members to apply their own meaning and share on social media how they “Play Daly” around the city, using the project hashtag #playdaly.

SHARE YOUR THOUGHTS & IDEAS
FOR THE DALY CITY PARKS AND
OPEN SPACE MASTER PLAN

Take the Online Survey
and tell your friends 

#PLAYDALY

PLAY DALY



GETTING THE WORD OUT

In order to raise community awareness of the project and input opportunities, a range of media discussed the project, announced events, and provided means for submitting comments. Project information was communicated via on-site signage at facilities and local events, the Daly Wire e-newsletter, the Daly News print newsletter, on the City's and project websites, Instagram, Twitter, Nextdoor and Facebook. Email blasts and/or flyers were sent to local schools, HOAs, community centers, senior centers, child development centers and recreation centers, as well as directly to people who had expressed interest. Branded frisbees were also distributed with project contact information.



Daly City
Community
Open House

What:
A Open House Booth to discuss what you like about your current parks and open space and what we can add

Where:
During the National Night Out Event
Serramonte Center
Near Macys

When:
Tuesday
5:00pm - 8:00pm,
August 7, 2018

Why:
Provide input and gain insights into Daly City's Parks and Open Space Master Plan

Follow us for updates on pop-up events and calendar notifications
www.dalycityparksplan.org

Additional Info:
Children are encouraged to attend

GATES ASSOCIATES
LANDSCAPE ARCHITECTS

Daly City
Community
Open House

Ano:
Magkakaroon ng Open House Booth para pag-usapin tungkol ang ating gusto niyo sa mga Parks and Open Space at kung ano pa ang kailangang idagdag para sa kabutihan at kaayusang nito.

Kailan:
Tuesday (Martes)
5:00pm - 8:00pm,
August 7, 2018

Saan:
Serramonte Center
(Farmer's Market Area)
Malapit sa Macy's

Bakit:
Magbigay pa ng opinion para magkaroon kayo ng kina-alamang tungkol sa Daly City's Parks and Open Space Master Plan.

Follow us for updates on pop-up events and calendar notifications
www.dalycityparksplan.org

Additional Info:
Children are encouraged to attend

GATES ASSOCIATES
LANDSCAPE ARCHITECTS

德利市
社區
開放時間

內容:
一處開放式攤位用於討論您對現有公園和開放空間的看法與需要及改善之處

地點:
國家之夜 (National Night Out) 活動期間
塞拉蒙特中心
鄰近梅西百貨

時間:
星期二
5:00pm - 8:00pm,
8月7日, 2018

目的:
為德利城市公園與開放空間的體貌提供意見與反饋

關注以下網址來獲取活動日程的最新動態
www.dalycityparksplan.org

附加信息:
鼓勵兒童參加

GATES ASSOCIATES
LANDSCAPE ARCHITECTS

Daly City
Casa Abierta
Comunitaria

Qué:
Una Casa Abierta para discutir lo que te gusta de tus parques y espacios abiertos y lo que podemos agregar

Quando:
Martes
5:00pm - 8:00pm,
Agosto 7, 2018

Dónde:
Durante el evento National Night Out
Centro Serramonte
Cerca de Macy's

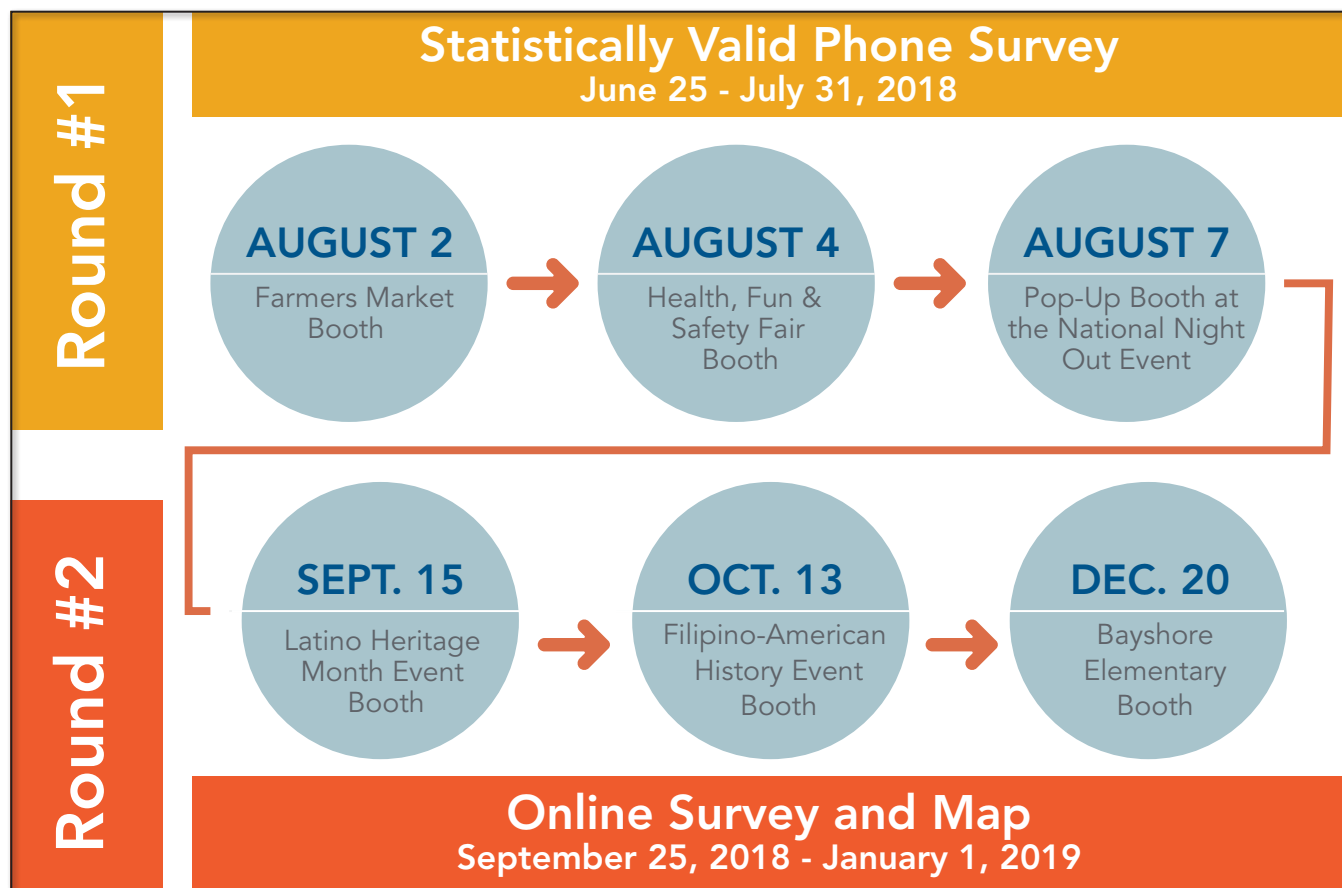
Por Qué:
Proporciono entradas y gane información del Plan Maestro y de espacios abiertos en Daly City.

Síguenos para recibir actualizaciones de eventos emergentes y notificaciones del calendario
www.dalycityparksplan.org

Información Adicional:
Los niños pueden asistir

GATES ASSOCIATES
LANDSCAPE ARCHITECTS

Materials were prepared in English, Chinese, Tagalog, and Spanish



Community Engagement Schedule

ADVISORY COMMITTEE

An Advisory Committee was formed to assist the project team. The committee was comprised of key stakeholders representing different interests and neighborhoods, who could also help promote the effort to their constituencies. Members included Recreation Commissioners, school district representatives, youth sports representatives and members from the business community, arts and culture, and environmental interest groups. The role of the group was to:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and concept plans (i.e. alternatives) and programs; and

- Reach out to other community members and help bring them into the broader planning process through participation in the community workshops and other planning activities.

The committee met 4 times throughout the engagement process.

PHASES OF ENGAGEMENT

Community engagement was developed in phases, or “rounds.” Throughout the process, the planning team conducted multiple outreach activities, including staffed information booths and pop-up workshop events. During Round #1, a statistically valid phone survey was completed. For Round #2, an online

CHAPTER 3 · COMMUNITY ENGAGEMENT

survey and interactive mapping tool were active for a 2-month period. All outreach materials were provided in English, Chinese, Tagalog and Spanish.

The first round of engagement used a broad approach to gauge the community's overall satisfaction with their parks and facilities, what they perceived as working vs. needing improvement, and identify what might be missing from Daly City's parks and open spaces.

The second round of engagement dove deeper into the information garnered from the first round, articulated and confirmed major themes that arose from the initial round, and began to develop a vision and prioritize goals. This round was concluded with an Advisory Committee meeting, which collectively synthesized and discussed the outreach findings that informed the draft Master Plan. The community will be able to review the draft to ensure support for its conclusions and recommendations.

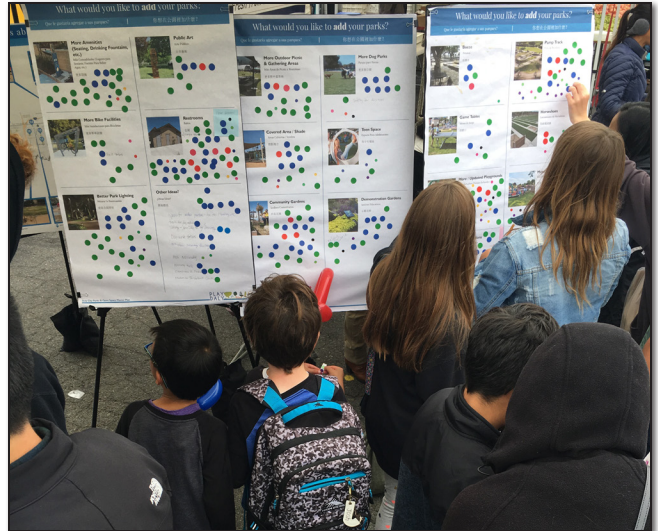
ROUND #1 COMMUNITY ENGAGEMENT

“TELL US ABOUT YOUR PARKS!”

The first round of community engagement consisted of a statistically valid phone survey and pop-up event booths at the Farmers Market, Health, Fun & Safety Fair, and National Night Out Events.

PHONE SURVEY

The telephone survey, conducted by Strategic Research Associates, was administered between June 25 and July 31, 2018. A total of 405 individuals were surveyed, resulting in a statistically significant sample with a 95% confidence level. The survey reflected Daly City's diverse demographics and included both park users and non-users. It was conducted in English, Spanish, Cantonese, Mandarin, Burmese, and Tagalog.

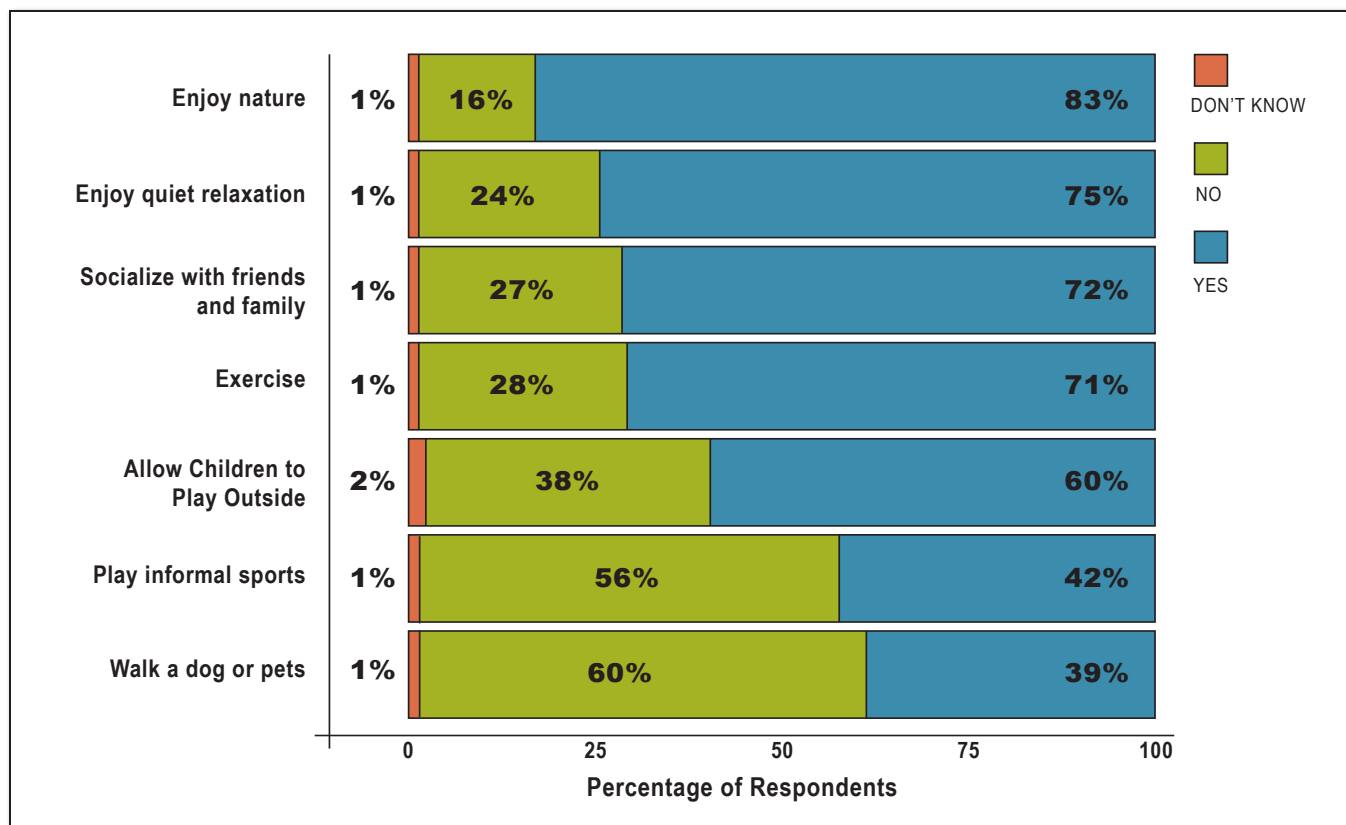


Over 200 participants provided input at the Farmers Market Booth on August 2, 2018.



The photo booth collected participants' top priority for the Parks and Open Space Master Plan. These community members wanted "more community events."

CHAPTER 3 · COMMUNITY ENGAGEMENT



Example of Survey Report Figure: Importance of reasons for going to parks and public open spaces

The phone survey revealed:

- In comparison to other cities' parks, many respondents rated Daly City's existing parks to be in the middle of the pack. However, a larger percentage of respondents rated the city's parks as "above average."
- Parks and open spaces were used primarily for the purposes of enjoying nature, relaxing in a quiet environment, socializing with friends and family, and exercising. Parks were used less for walking dogs or pets, or for playing informal sports.
- A number of respondents stated that they do not use Daly City parks. Most indicated that they did not use Daly City's parks because they were using parks in other cities. Others described

barriers that kept them from using the City's parks.

- Community suggestions for park improvements included:
 - Better lighting
 - More amenities like restrooms, drinking fountains, seating and playgrounds
 - Landscape improvements
 - More dog parks and sports areas
- People of different racial and social groups derived different benefits from the park system, faced different barriers to using the park system, and the improvements they perceived to be important were different as well. It is crucial to recognize these differences.

The complete survey is available in the Appendices.



Youth Commission members participating during the Latino Heritage Event

POP-UP EVENT BOOTHS

At the pop-up booths, participants were invited to express their opinions on interactive boards and at a photo booth.

Participants were asked what they liked about the existing parks, facilities, and programs, and what they would like to see added. The boards also asked participants to give comments about any of the parks or recreation facilities they used. See appendices for the complete list of board prompts.

Participants identified their top preferences for how to use the existing resources and priorities for future park additions. Adults and children were given different types of dots so their responses could be tallied separately.

Frisbees were also distributed at these events, featuring the hashtag #playdaly and project logo to help spread awareness of the project throughout the community.



Example of an Interactive Voting Board



Maps showed 28 parks and collected park specific insights



As trends emerged, they were shared on the project's social media platforms.

OVERALL THEMES

In this phase, well over 1,000 community members participated in the activities.

Themes and areas of consensus began to emerge from this initial round of engagement. The following issues and opportunities were expressed by many community members in multiple venues:

- Update playgrounds
- Develop **unique** and **distinctive** parks
- Make our parks more **interesting** to all users
- **Access** and **inclusivity** for all ages and abilities
- Provide **free play** and **nature**
- More community **events**
- Activities in the **evening** for social interaction
- **Nature** and **natural spaces**
- **Sustainability**
- Environmental **education**
- Better lighting and safety

ROUND #2 COMMUNITY ENGAGEMENT

GOALS, PREFERENCES AND PRIORITIES

The pop-up booths and online surveys held in Round #2 dove deeper into emerging trends collected during Round #1. The same questions were presented in the online platforms and at in-person booths.

Participants ranked existing parks (*Above Average*, *Average*, and *Needs Improvement*). They also identified potential new amenities, such as exercise stations and community gardens, that might be a good fit for each park.

Participants began to articulate a vision, project goals, and prioritization criteria. The project team worked

CHAPTER 3 · COMMUNITY ENGAGEMENT

directly with the community to understand trade-offs, opportunities, preferences and to develop and articulate goals.

See the appendix for the complete collection of boards and online survey responses.

Engagement from Round #2 confirmed, reinforced, and expanded on themes that emerged from the earlier outreach efforts.



Large Jenga and coloring stations encouraged families and children to 'play daly' with us while participating at Pop-Up Events.

Tell us about your parks

Díganos acerca de sus parques

1 Westlake Park

Rank your park: / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
✓✓✓	✓✓✓	✓✓✓

What would you like to add? / ¿Qué te gustaría agregar?

Community Gardens / Jardines Comunitarios	✓ms ✓✓
Group Picnic/BBQ / Areas de Barbacoa	✓ms ✓✓
Update Play Structures / Actualizar Parques Infantiles	✓ms ✓✓✓
Update Site Furniture / Actualizar muebles del sitio	✓
Other / Otras	Shuttle for the benches / BM.S ✓

2 Marchbank Park

Rank your park: / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
✓✓✓	✓✓✓	✓✓✓

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio	✓✓✓
Community Gardens / Jardines Comunitarios	✓✓✓
Update Play Structures / Actualizar Parques Infantiles	✓✓✓
Update Site Furniture / Actualizar muebles del sitio	✓
Other / Otras	more play structures needs more like.

3 Hillside Park

Rank your park: / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
✓✓✓	✓✓✓	✓✓✓

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio	✓ms ✓✓
Community Gardens / Jardines Comunitarios	✓ms ✓✓
Group Picnic/BBQ / Areas de Barbacoa	✓ms ✓✓
Pump Track / Pista de Bicicletas	✓
Enclosed Dog Area / Parque para Perros	✓
(More) Basketball / (Mas) Baloncesto	✓
Pathways/Trails / Caminos	✓ms ✓
Update Play Structures / Actualizar Parques Infantiles	✓ms ✓
Update Site Furniture / Actualizar muebles del sitio	✓
Other / Otras	

4 Gellert Park

Rank your park: / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
✓✓✓	✓✓✓	✓✓✓

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio	✓✓✓✓
Group Picnic/BBQ / Areas de Barbacoa	✓✓✓✓
Pump Track / Pista de Bicicletas	✓
Enclosed Dog Area / Parque para Perros	✓
Pathways/Trails / Caminos	✓✓✓✓
Update Play Structures / Actualizar Parques Infantiles	✓✓✓✓
Update Site Furniture / Actualizar muebles del sitio	✓✓✓✓
Other / Otras	- more recreational activities ✓ - space can be use better. ✓ - Black parties

Example of Image Boards: Tell us about your parks and what you like/dislike

CHAPTER 3 · COMMUNITY ENGAGEMENT

ONLINE SURVEYS

Questionnaire

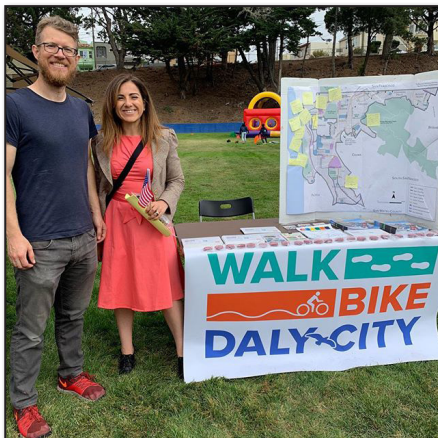
The online questionnaire survey asked participants to elaborate on the emerging trends revealed from Round #1:

- How should we improve our playgrounds?
- What spaces do our parks need for gathering and events?
- What are your priorities for Safety & Maintenance?

Response themes from this questionnaire were consistent with the in-person responses from Round #2's community intercept activities.

To increase participation, the survey was shared on the City's social media channels (Facebook, Twitter, Instagram, Nextdoor and the Daly Wire) and by using the #playdaly hashtag.

The following page lists some findings from the online questionnaire. The full report is in the appendix.

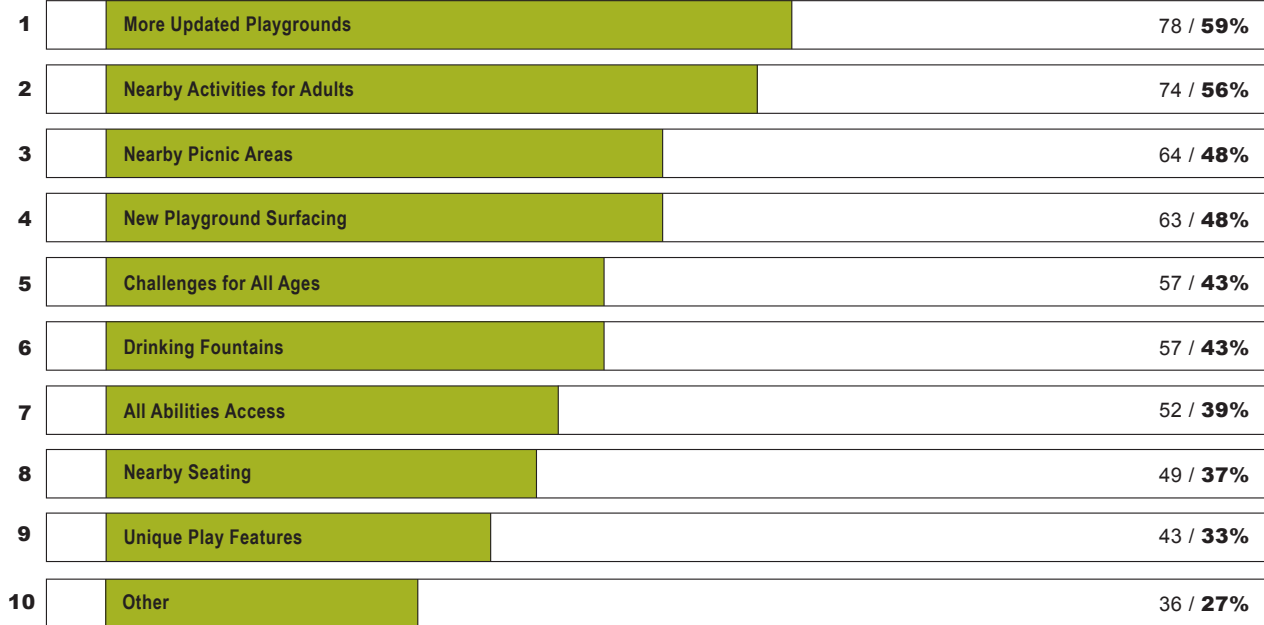


#playdaly hashtag images displayed on the www.dalycityparksplan.org website

ONLINE QUESTIONNAIRE: QUESTIONS AND RESPONSES

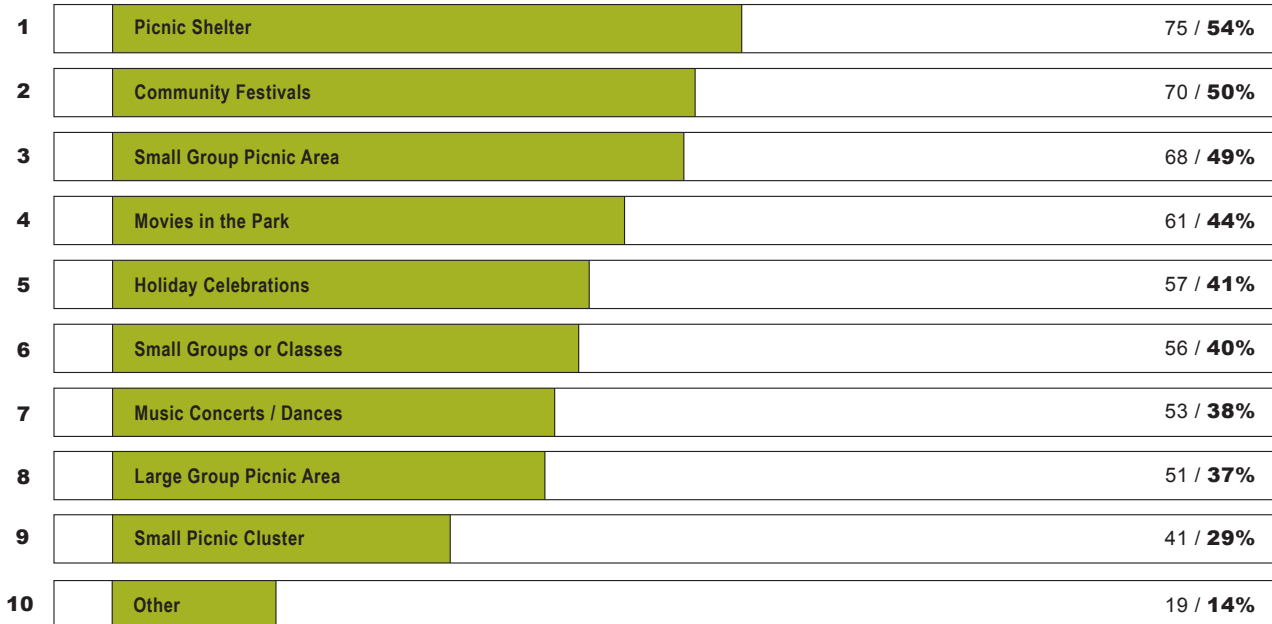
How should we improve our playgrounds?

132 out of 141 people answered this question



What spaces do our parks need for gatherings and events?

139 out of 141 people answered this question



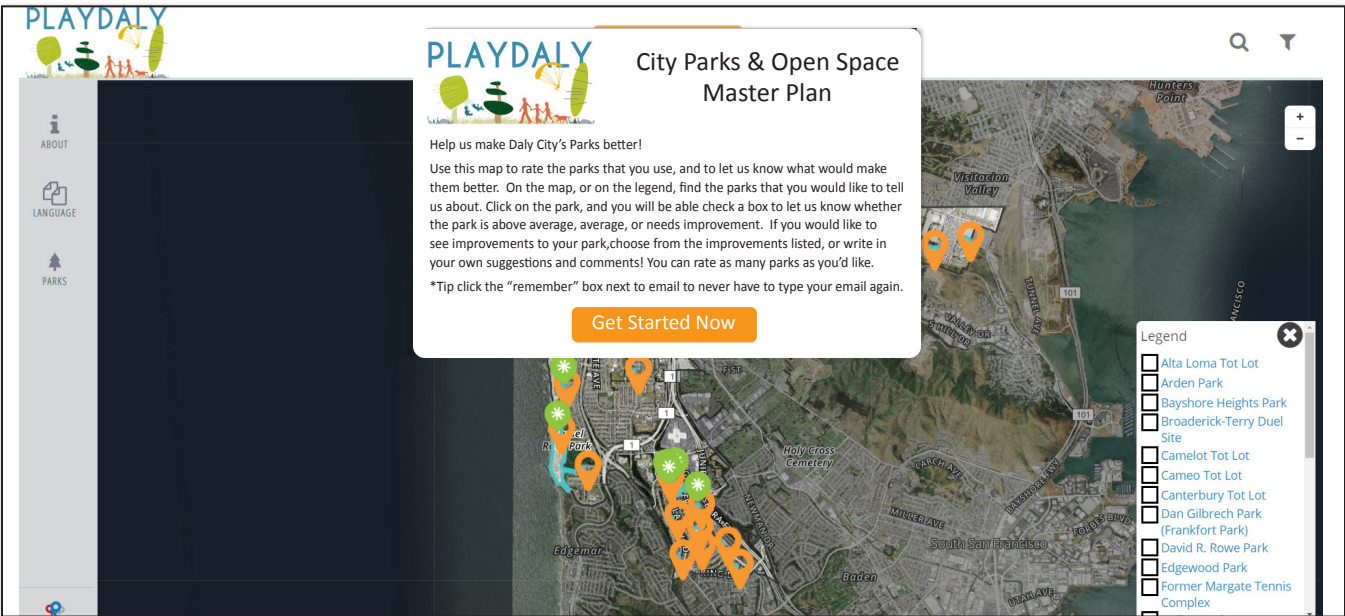
Example of Online Questionnaire Responses: How to improve parks

CHAPTER 3 · COMMUNITY ENGAGEMENT

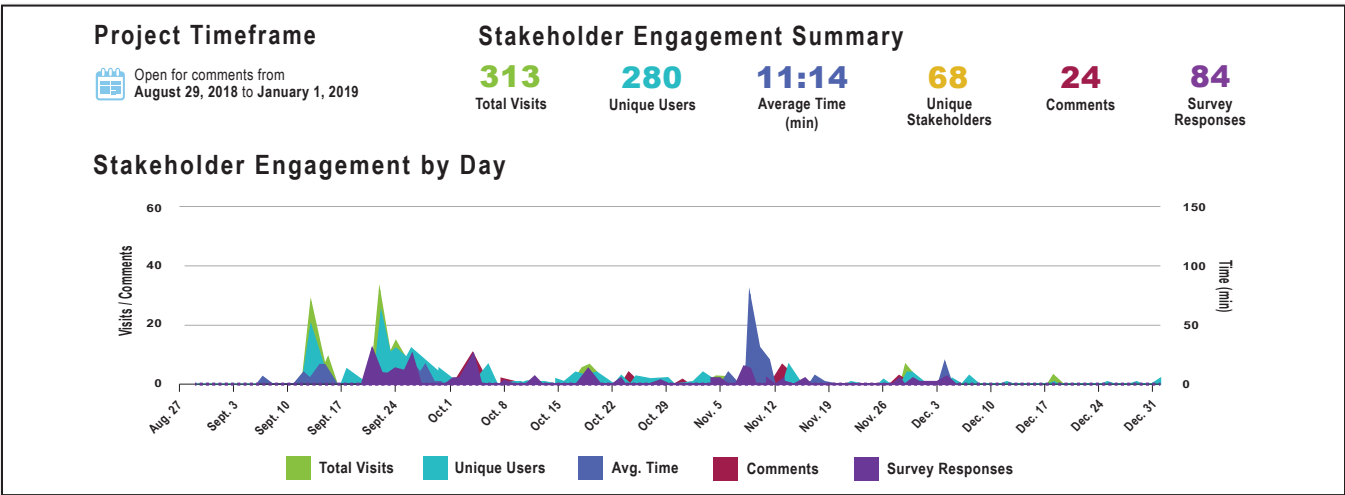
Pinnable Map

The online pinnable map was a visually interactive tool for community members to explore their parks, offer specific suggestions and identify potential amenities they thought would be a good fit for

particular park locations. Participants also ranked each park's condition as *Above Average/Average/Needs Improvement*, and could read and respond to comments that others posted using likes and dislikes.



Introduction Page to the Online Pinnable Map



Online Pinnable Map User Analytics

The diagram above summarizes how users engaged with the pinnable map. It covers the total number of visits and responses, average time people spent responding, and the number of write-in comments. It also illustrates significant increases in site visits on specific dates, which can be attributed to social media posts.

EMERGING THEMES

Consistent themes emerged throughout the engagement process. These themes helped shape the direction of the Master Plan's vision, goals and guidelines.

UNIQUE PARKS

Regardless of age, a desire for unique play spaces was identified as one of the key elements of future Daly City parks.

Community members identified that the parks and open spaces should include a range of activities for all ages and abilities to play and participate in parallel.

The idea of pop-up parks and neighborhood street parties also surfaced as a suggestion to provide

variety, build community and temporarily create some green space where there may not be a park nearby.

AMENITY AWARENESS

People were surprised to learn there are 28 parks in Daly City. Some residents suggested that better imagery and online access would encourage usage of existing amenities.

TEENS

Teens expressed feeling that they do not have a place to go or hang out where they have "permission" to linger.

One participant shared that he was asked to get off a swing at a park by a mother and felt unwelcome in

Emerging Issues & Interests	Phone Survey 6/25/18 - 7/31/18	Round 1 Outreach 8/2/18 - 8/7/18	Round 2 Outreach 9/15/18 - 12/20/18	Online Survey and Interactive Map	DPW Staff Meeting	Recreation Staff Meeting	Stakeholder Interviews	Total
Playground improvements / more playgrounds	X	X	X	X	X	X		6
Picnic, BBQ, and gathering spaces with shelters from wind and sun, reservable	X	X	X	X	X	X		6
Basketball / tennis / pickleball courts	X		X	X	X	X	X	6
Restrooms	X	X	X	X	X			5
Additional / lighted sports fields	X		X		X	X	X	5
Fenced dog areas	X		X	X	X	X		5
More amenities / things to do in the parks	X	X		X	X	X		5
Improved maintenance	X		X	X		X	X	5
Unique, engaging, all ages and abilities play	X		X	X	X			4
Improved lighting and safety	X	X	X	X				4
Community event space		X	X	X				3
Exercise stations		X			X			2
Community gardens		X						1
Pump Track		X						1
Trails, walking & bike paths		X						1
Trees, plants and nature	X							1

Emerging Issues and Interests Chart

CHAPTER 3 · COMMUNITY ENGAGEMENT



that space. Some said they would use a playground if it had a “wow factor” or did not look like it was meant for a toddler.

Interactive or public art was also of interest and highly ranked as a unique feature that teens would like to visit and share with friends. Picturesque nature areas or gardens were also desirable areas to meet and enjoy. Residents also shared they liked some of the graffiti in certain areas as long as it was not something lewd or vandalizing something of importance.

CONNECTION TO NATURE



Whether in small areas near programmed spaces or at large events, residents want their park and open space system to provide places to connect with nature. Particularly, residents felt that Mussel Rock was dangerous or unwelcoming and some visitors were unclear if it was open to public access. An enhanced first impression might encourage use of this unique feature.

Ideas regarding education, demonstration gardens, and signage in parks describing local flora and fauna were also important to citizens, which help give spaces a unique character.

ADVISORY COMMITTEE MEETING

The final step of the engagement process was to synthesize the collected community input and address the vision and goals for Daly City's Parks and Open Spaces at an Advisory Committee Meeting. The meeting focused on discussing and analyzing specific park improvement recommendations. Ideas generated from this meeting were incorporated into Chapter 5 - Goals and Guidelines.



PLAY DALY



4 · INVENTORY AND RECOMMENDATIONS

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4 · INVENTORY AND RECOMMENDATIONS

OVERVIEW

Daly City currently has 65.4 acres of developed parks including community, neighborhood, tot lot, and special purpose parks. In addition, it has 68.6 acres of open space. Daly City residents also enjoy the benefits of San Bruno Mountain State and County Park.

This Chapter describes and evaluates all of the City's existing parks and open spaces as of the date of this document. It provides a snapshot of each park and open space, as well as a basis for clarifying needs, goals, policies, and recommendations for future actions. Each site is identified by name, location, size, and classification. For each, the report lists the features and facilities, recommended improvements, and additional comments and photos.

CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

Developed Parks	Acres
Erlinda Tiongco Galeon Tot Lot (Formerly Alta Loma Park)	0.1
Arden Park	0.4
Bayshore Heights Park	3.8
Broderick-Terry Duel Site	3.3
Camelot Park	0.4
Cameo Park	0.3
Canterbury Park	0.1
Gilbrech Park	0.6
David R. Rowe Park	3.6
Edgewood Park	1.1
Gellert Park	20.0
Hampshire Park	0.4
Hillside Park	5.9
John Daly Park	0.2
Lincoln Park	2.0
Longview Park	0.3
Lycett Park	0.6
Marchbank Park	5.3
Mission Hills Park	0.9
Northridge Park	0.8
Norwood Park	0.2
Palisades Park	1.2
Polaris Park	0.2
Skate Park	0.2
Westlake Park	13.5
	65.4

Table 4-1: Developed Park Land

Open Space and Potential Park Sites	Acres
900 Skyline Drive Open Space	0.08
Daisaku Ikeda Canyon	Contained in Mussel rock Open Space
Former Margate Tennis Complex	4.5
Linda Vista Retention Basin	0.8
Mussel Rock Open Space	60.7
Thornton Beach Overlook	2.5
	68.6

Table 4-2: Open Space and Potential Park Sites

PARK CLASSIFICATIONS

Daly City's park system includes the following types of parks and open spaces:

TOT LOT:

Tot lots are small parks catering to children 2-5 years old. They contain limited, age appropriate play equipment and seating for parents and guardians. These parks are no more than 0.5 acres.

NEIGHBORHOOD PARK:

Neighborhood parks are 0.5 to 5 acres in size and serve a diverse user base. Neighborhood parks are designed for non-supervised, non-organized recreation and play as opposed to organized sporting and events. These parks typically contain play equipment for all ages, seating, picnic areas, and small gathering spaces. They serve their immediate neighborhood and are not commuter destinations.

COMMUNITY PARK:

Community parks are more than 5 acres in size. These parks are destinations for the greater Daly City area and offer a wider variety and intensity of recreational opportunities. These parks are designed for organized activities and sports as well as individual and family recreation.

SPECIAL PURPOSE PARK:

Special purpose parks have very defined, specialized uses and cater to a specific user group, such as a skate park.

OPEN SPACE:

Open space parks provide connection to natural areas through trails, interpretive signage and vista points.

EVALUATION CRITERIA

Existing features and facilities were evaluated as good, fair, or poor. Definitions of these classifications are as follows:

GOOD CONDITION ●

Features and facilities are functioning as intended with minimal wear or damage. No immediate action beyond preventative maintenance is required.

FAIR CONDITION ●

Features and facilities are showing some signs of wear or damage such as rust spots, faded paint, or hairline cracks in site paving. Function and service is minimally impacted, and preventative maintenance is recommended.

POOR CONDITION ●

Features and facilities are damaged or worn to the point where basic functionality or user safety is compromised. Immediate replacement is recommended.

ACTION ITEMS

Recommendations for each park are categorized as short, medium, or long term action items. The recommendations are based on evaluation of the existing facilities by consultants and staff, and on the input received during the community outreach process described in the previous chapter. The project team used best practices and professional judgment to develop specific recommendations for each park that respond to the community's expressed desires and priorities.

Each park has a preliminary cost estimate based on the short, medium, and long term action items. Prices are escalated 3.85% per year across the lifetime of the action items to account for inflation in construction and design prices. For a detailed total master plan cost based on short, medium, and long term action items, see Appendix, Summary Of Action Items.

ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
Short term action items address existing features that are in poor condition, present a safety risk, or are easily accomplished improvements that fulfill a need identified by the community.	Medium term action items address both existing features that are in fair condition that will need upgrading or improvement in a few years, as well as new features that provide an activity or amenity requested by the community.	Long term improvements apply to amenities that are currently in good condition but with a life cycle that calls for replacement in the foreseeable future, are more extensive and costly, or were not as high priority to the community.
\$---,---	\$---,---	\$---,---

Total: ---,---

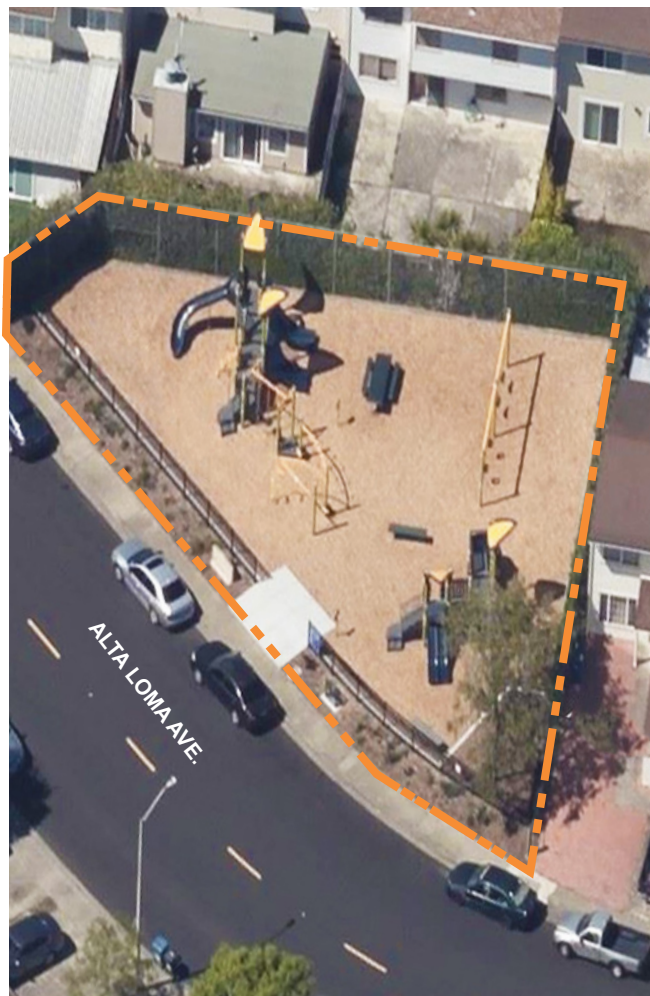
PROPOSED USE DIAGRAM

The action items and recommendations for each park are shown graphically on a proposed use diagram. Color coded bubbles and callouts delineate specific park improvements.

LEGEND

	Park Boundary		Shade Structure
	Trail		Play Area
	Fencing		Group Picnic Area
	Windbreak Trees		Fitness Court
	Entry Sign		Basketball Court
	Parking Lot		Tennis Court
	Accessible Restroom		Soccer Field
			Dog Park
			Community Garden
			Planting Area
			Lawn
			Skate Park

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ERLINDA TIONGCO GALEON TOT LOT (FORMERLY ALTA LOMA PARK)

365 Alta Loma Avenue

Type: Tot Lot

Size: 0.1 acres

FACILITIES

- Playground (1) ●
- Picnic table (2) ●

POOR ● FAIR ● GOOD ●

COMMENTS

This tot lot has been recently updated, and landscaping was replaced with a low water use California native pollinator garden.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

ERLINDA TIONGCO GALEON TOT LOT - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Operations & maintenance ¹	• Operations & maintenance ¹	• Operations & maintenance
\$32,000	\$23,000	\$138,700

Total: \$193,700²

¹ Data Source: Alta Loma Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix





ARDEN PARK

2 Arden Court

Type: Tot Lot

Size: 0.4 acres

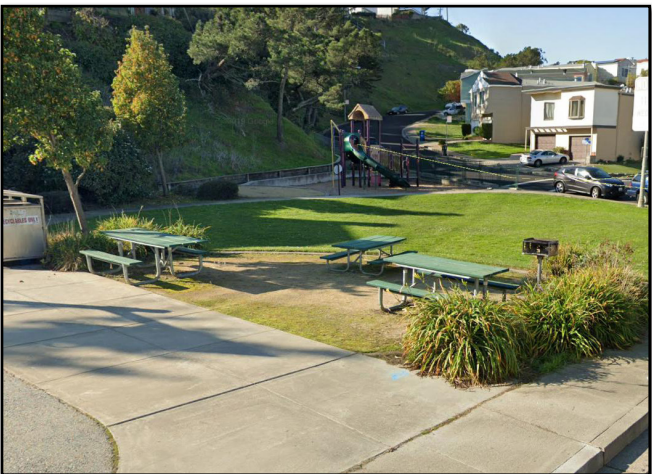
FACILITIES

- Playground (1) ●
- Picnic table (3) ●
- BBQ (1) ●
- Basketball court (1) ●
- Drinking fountain (1) ●

POOR ● FAIR ● GOOD ●

COMMENTS

The play equipment is in fair condition. The lawn area is in good condition, but is underutilized. The site furnishings and basketball court are in fair condition with peeling paint and faded striping. The park has no lighting, as the adjacent street lighting only provides light for the street.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

ARDEN PARK - ACTION ITEMS

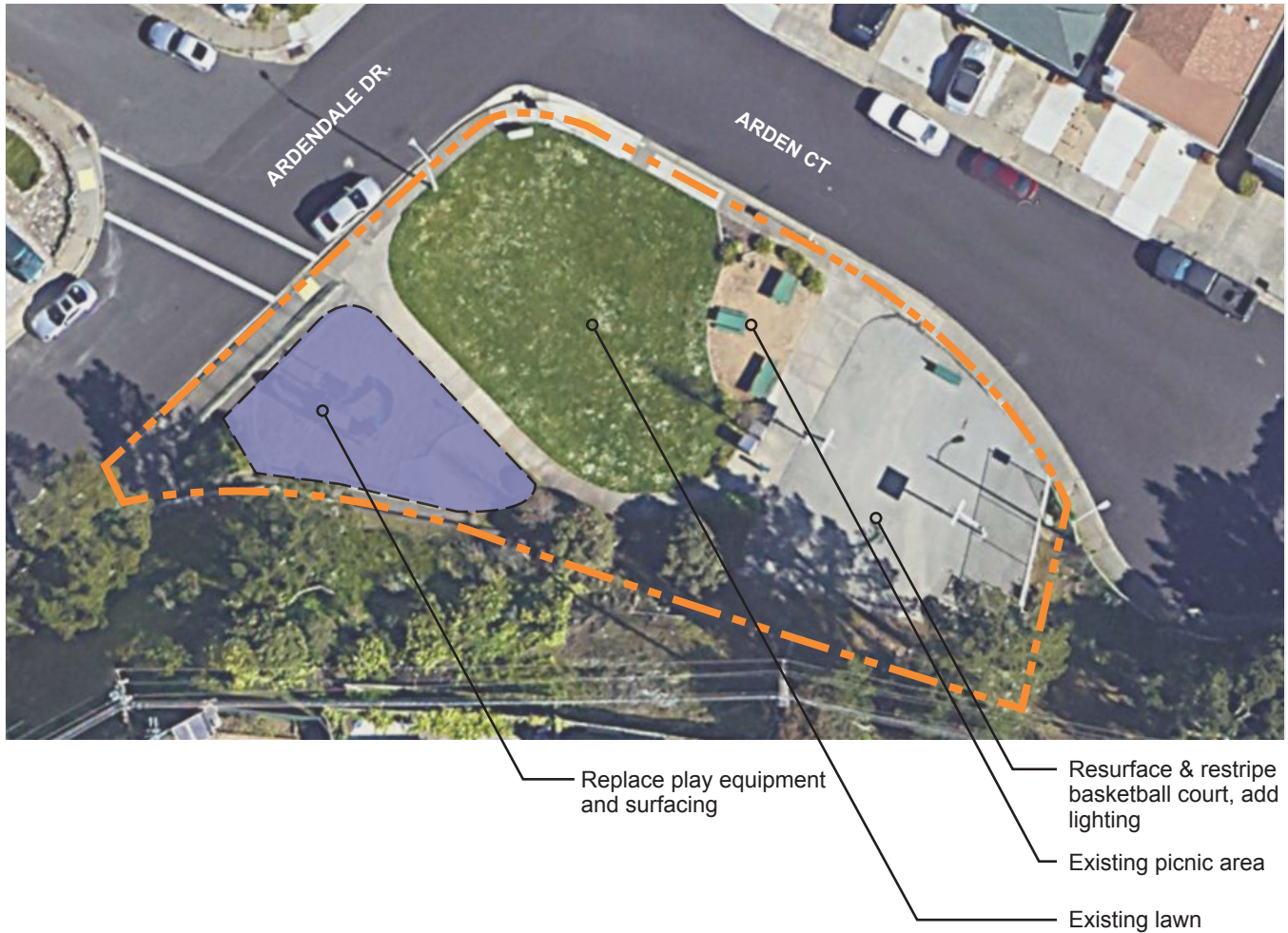
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Repaint picnic tables • Replace BBQ & drinking fountain • Operations & maintenance¹	• Resurface & restripe basketball court • Add lighting at basketball court for evening recreation • Operations & maintenance¹	• Replace play equipment and surfacing • Operations & maintenance¹
\$44,600	\$65,400	\$306,500

TOTAL: \$416,500²

¹ Data Source: Arden Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





BAYSHORE HEIGHTS PARK

400 Martin Street

Type: Neighborhood
Size: 3.8 acres

FACILITIES

- | | | | |
|----------------------------|---|-------------------------|---|
| • Playground (1) | ● | • Bike rack (1) | ● |
| • Picnic table (6) | ● | • Drinking fountain (1) | ● |
| • BBQ (2) | ● | • Bench (10) | ● |
| • Asphalt path | ● | | |
| • Amphitheater & stage (1) | ● | | |

POOR ● FAIR ● GOOD ●

COMMENTS

The turf areas are in good condition, as well as the bike racks and trash receptacles. The picnic tables are in good condition, and the amphitheater benches are in fair condition. The walkways are in fair condition with some lifting and cracking evident. Parking lot markings are faded and hard to see. The playground is in good condition.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

BAYSHORE HEIGHTS PARK - ACTION ITEMS

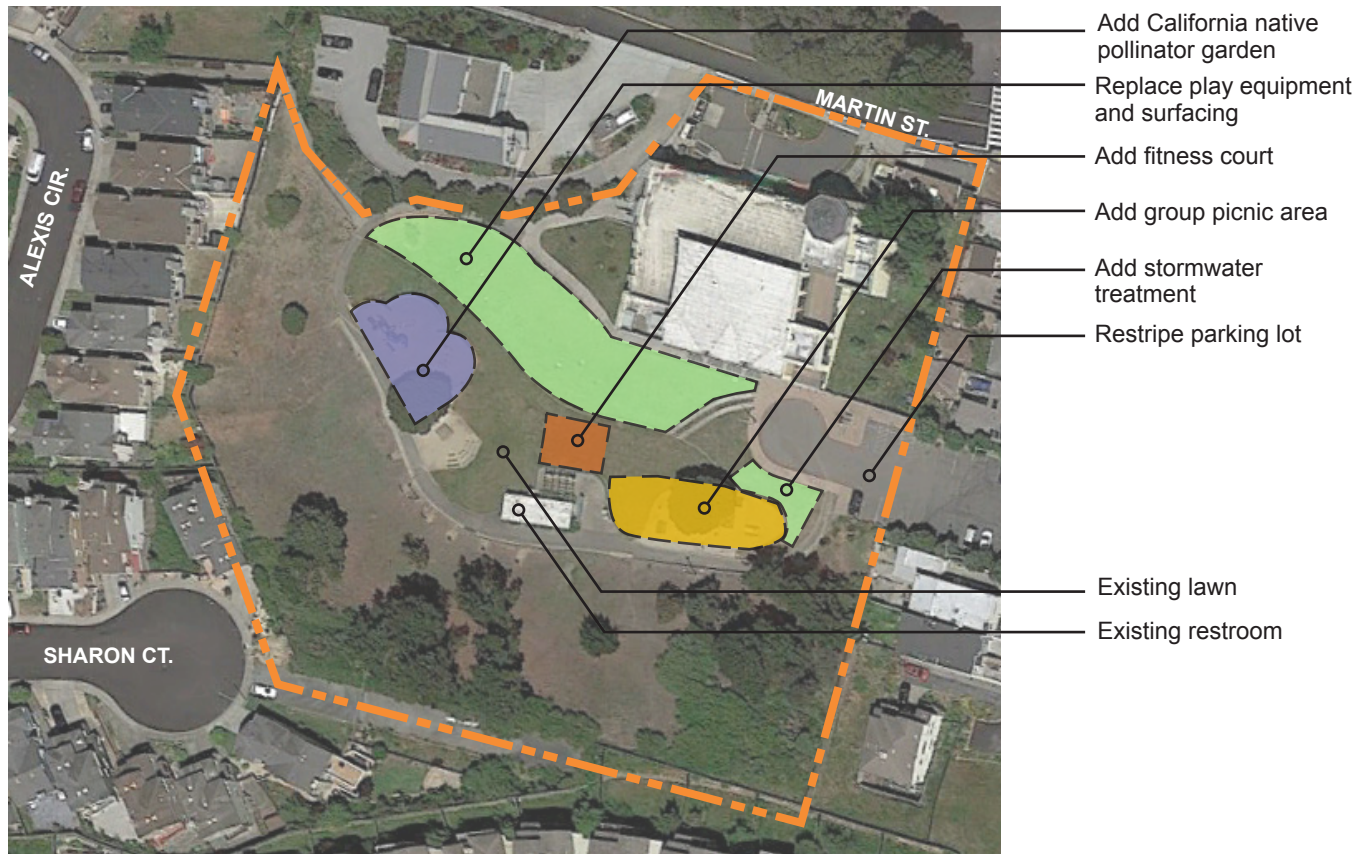
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Restripe parking lot • Repaint picnic tables and benches • Replace BBQ's • Operations & maintenance¹	• Add fitness court • Renovate asphalt path, smooth grades • Operations & maintenance¹	• Add group picnic area • Add California native pollinator garden • Add stormwater treatment • Replace play equipment and surfacing • Operations & maintenance¹
\$183,100	\$145,700	\$1,322,300

TOTAL: \$1,651,100²

¹ Data Source: Bayshore Heights Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





BRODERICK-TERRY DUEL SITE

50 El Portal Way

Type: Neighborhood

Size: 3.3 acres

FACILITIES

- Picnic table (3) ●
- Memorial bench (2) ●
- Dog station (1) ●
- Trail ●
- Lawn areas ●

POOR ● FAIR ● GOOD ●

COMMENTS

The park is primarily turf in fair condition with some gopher damage. The trees and meadow grasses are in poor condition. Trails and surrounding vegetation are largely unmaintained. There are no ADA-compliant picnic tables, and existing picnic table frames are loose. There is no lighting in the park. This site is leased from the County of San Mateo and the San Francisco Public Utilities Commission.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

BRODERICK-TERRY DUEL SITE - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace existing picnic tables • Add entry monument signage • Operations & maintenance.¹	• Add walking loop trail with fitness stations • Renovate asphalt path, smooth grades • Operations & maintenance¹	• Add group picnic area with shade structure • Add community garden • Add enclosed off leash dog area • Add stormwater treatment • Operations & maintenance¹
\$124,400	\$222,500	\$1,687,200

TOTAL: \$2,034,100²

¹ Data Source: Broderick-Terry Duel Site work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





CAMELOT PARK

55 Camelot Court

Type: Tot Lot

Size: 0.4 acres

FACILITIES

- Playground (1) ●
- Park bench with back (2) ●
- Picnic table (2, (1) ADA Table) ●
- BBQ (1) ●
- Basketball courts (1 Full, 1 Half) ●
- Asphalt paths ●

POOR ● FAIR ● GOOD ●

COMMENTS

This park consists of a playground, basketball courts, and turf areas. The asphalt path leading into the park is cracked throughout and uneven in some places. Surrounding turf is in good condition. The play equipment is in good condition, however the seating areas lack shade and wind protection. Site furnishings and the basketball court are in fair condition. The park has no lighting.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

CAMELOT PARK - ACTION ITEMS

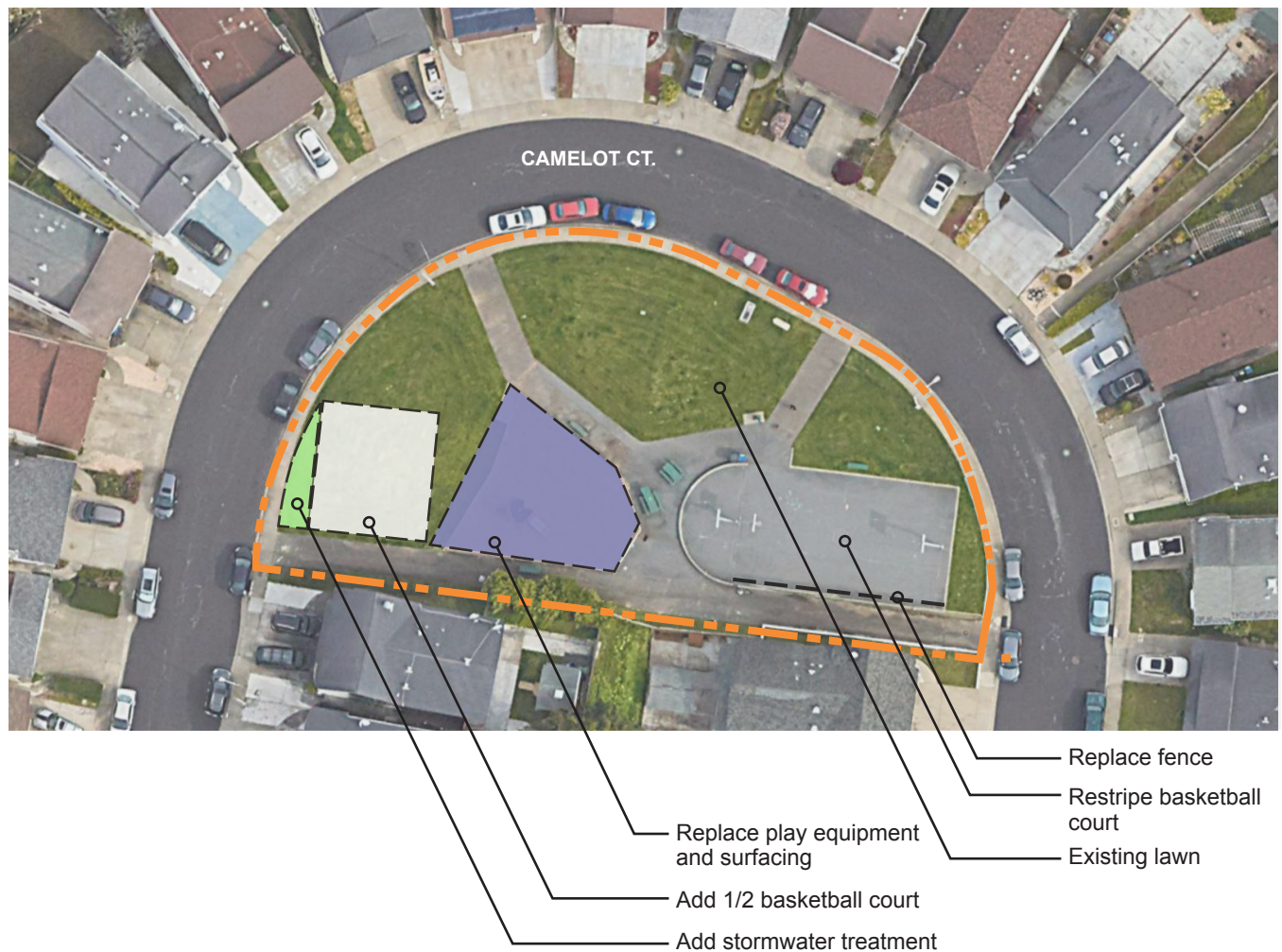
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Repaint all site furnishings • Replace drinking fountain • Operations & maintenance¹	• Restripe basketball court • Replace existing fence at basketball courts • Renovate and re-grade asphalt paths • Operations & maintenance¹	• Replace play equipment and surfacing • Add 1/2 basketball court • Add stormwater treatment • Operations & maintenance¹
\$42,600	\$71,700	\$521,200

TOTAL: \$635,500²

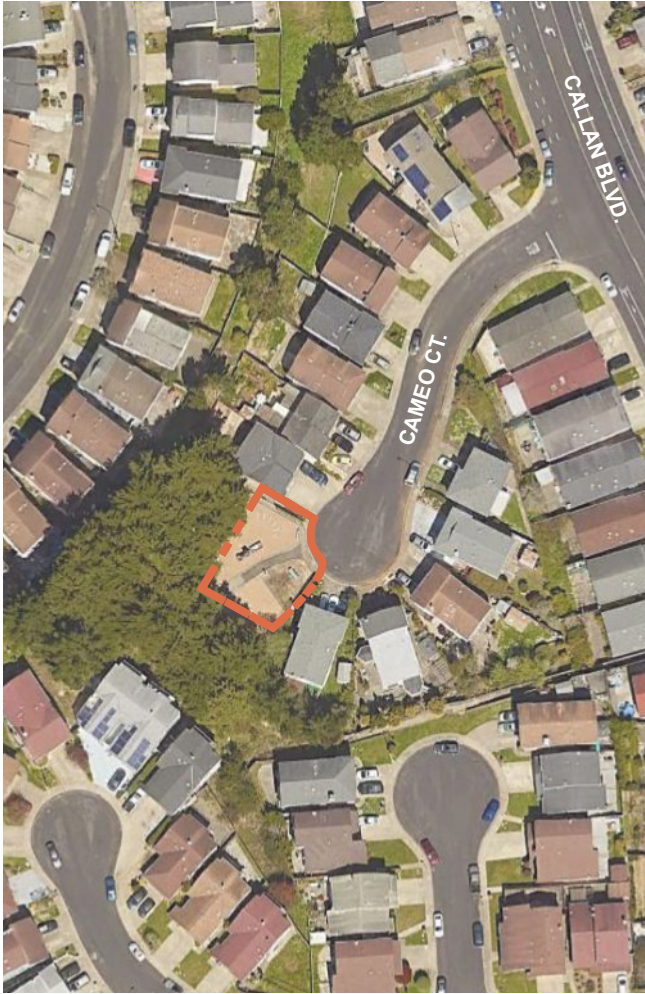
¹ Data Source: Camelot Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS



CAMEO PARK

88 Cameo Court

Type: Tot Lot

Size: 0.3 acres

FACILITIES

- Playground (1) ●
- Picnic table (1) ●
- Park bench (1) ●
- Drinking fountain (1) ●

POOR ● FAIR ● GOOD ●

COMMENTS

This small park is designed for use by 2-5 year-olds. It has a few themed play houses and bucket seat swings for toddlers. There is a single picnic table and bench for parent supervision, both in good condition. Shade protection is lacking.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

CAMEO PARK - ACTION ITEMS

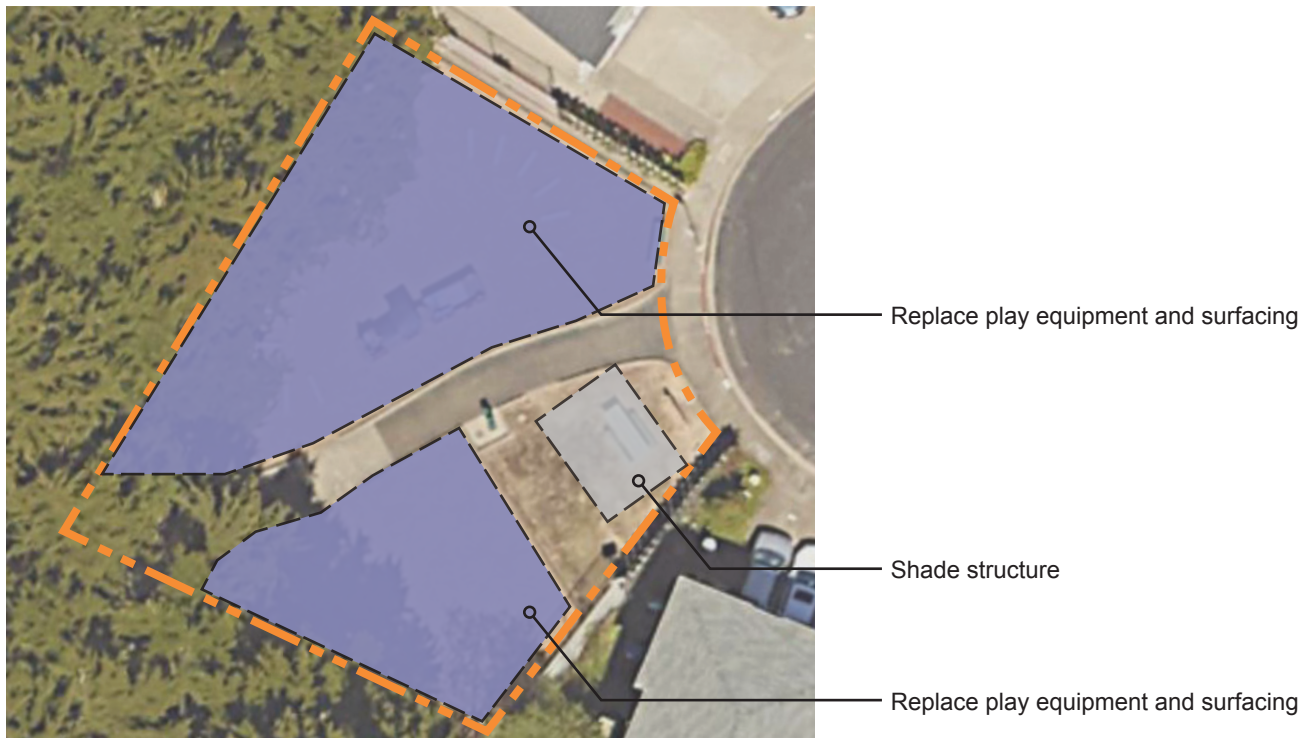
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Add pedestrian level lighting for safety in the evenings • Install shade structure over seating • Operations & maintenance¹	• Operations & maintenance¹	• Replace play equipment and surfacing • Operations & maintenance¹
\$108,700	\$15,800	\$47,500

TOTAL: \$172,000²

¹ Data Source: Cameo Park work order cost report, See Appendix

² Data Source: Table 4-3 Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





CANTERBURY PARK

120 Canterbury Avenue

Type: Tot Lot

Size: 0.1 acres

FACILITIES

- Playground (1) ●
- Picnic table (2) ●
- BBQ (1) ●
- Drinking fountain (1) ●
- Asphalt games ●

POOR ● FAIR ● GOOD ●

COMMENTS

The play structure in this park is outdated and out of compliance, and parts for the slide are no longer available. There is flooding near the ADA ramp during rain. The turf, walkways, trash receptacles, and asphalt are in good condition. The turf and picnic benches are in fair condition. Striping on four square court is faded. There is no lighting in the park itself, and rebar is exposed on the monument sign.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

CANTERBURY PARK - ACTION ITEMS

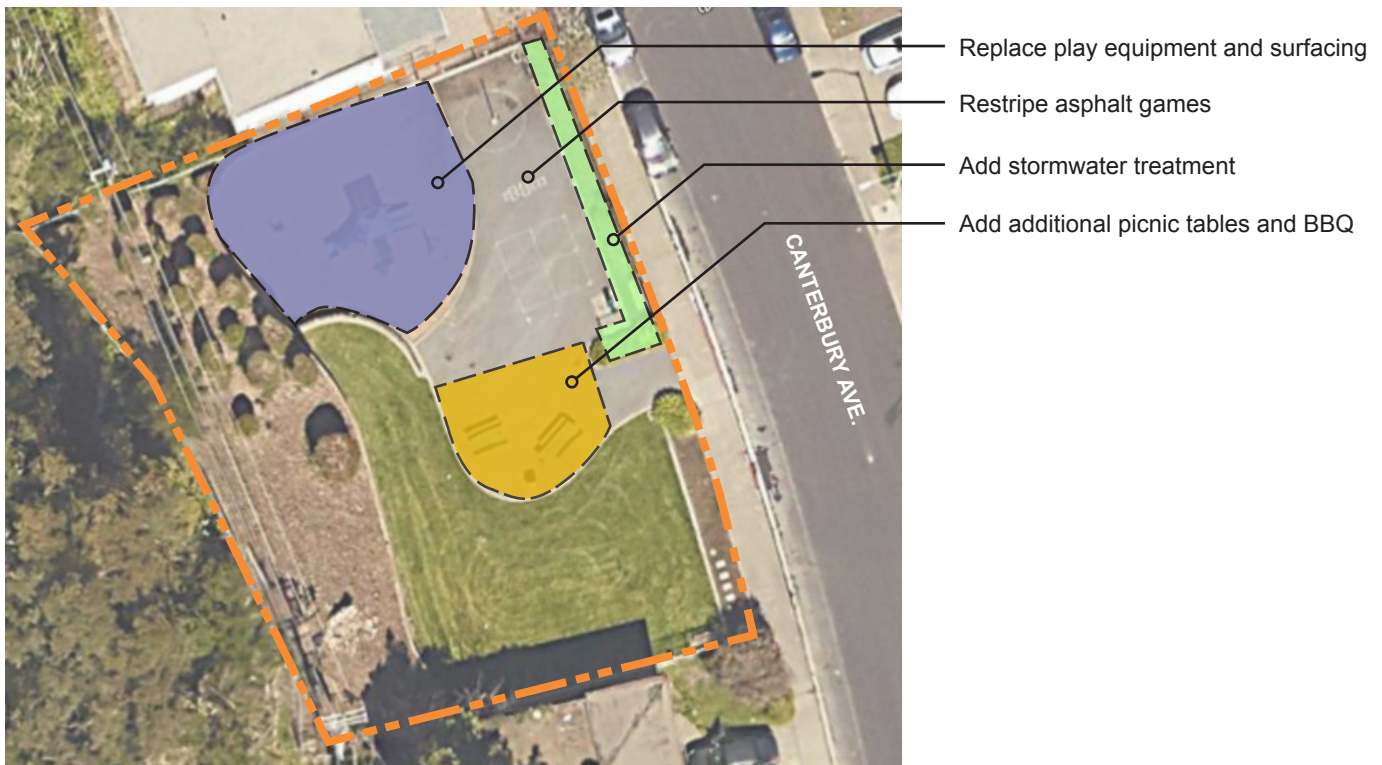
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Repaint all site furnishings • Add additional picnic tables and BBQ • Restripe asphalt games • Replace damaged monument sign • Replace drinking fountain • Operations & maintenance¹	• Replace play equipment and surfacing • Regrade around ADA ramp to play area to eliminate flooding • Add stormwater treatment • Operations & maintenance¹	• Operations & maintenance¹
\$133,000	\$246,500	\$175,100

TOTAL: \$554,600²

¹ Data Source: Canterbury Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





DAISAKU IKEDA CANYON

Avalon Drive

Type: Open Space

Size: 0.2 acres

FACILITIES

- Dog station (1) ●

POOR ●	FAIR ●	GOOD ●
--------	--------	--------

COMMENTS

Daisaku Ikeda Canyon (formerly Avalon Canyon) is an open space area part of the Golden Gate National Recreation Area. Currently the canyon is closed to the public due to landslides and unstable geology undermining portions of the access road. Regrading and bluff stabilization are required to allow public use.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

DAISAKU IKEDA CANYON - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
Regrading and bluff stabilization	- Add trails with benches and interpretive signage - Operations & maintenance¹	Operations & maintenance¹
\$ Speculative	\$100,300	\$65,700

TOTAL: \$166,000²

¹ Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





DAVID R. ROWE PARK (BAYSHORE PARK)

45 Midway Drive

Type: Neighborhood

Size: 3.6 acres

FACILITIES

- Playground (1) ●
- Basketball court (2) ●
- Baseball field (1) ●

POOR ● FAIR ● GOOD ●

COMMENTS

The sports fields are in good condition, with thick grass and minimal drainage issues. Site furnishings are in good condition. The play structure is in fair condition. Asphalt striping on the basketball courts is faded and difficult to see. The park has no lighting.

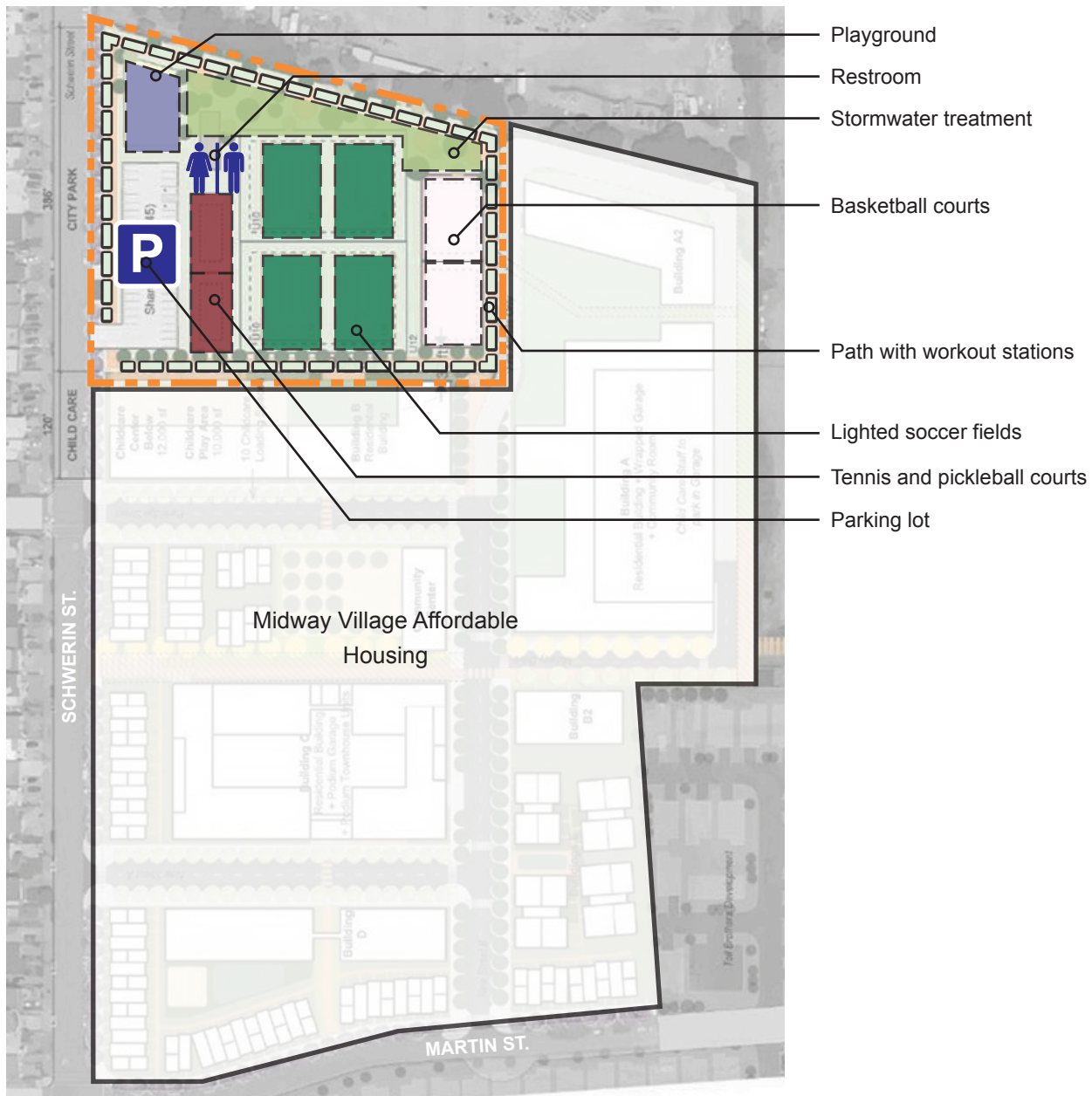


CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

DAVID R. ROWE PARK - REDESIGN RECOMMENDATIONS

David R. Rowe park is to be relocated as part of the new Midway Village development project. The City is currently working in collaboration with the development partner to design the new neighborhood and 3.3 acre community park that will replace the existing David R. Rowe Park. The proposed site diagram is based on site plans developed by GLS Landscape Architecture at the time of this document.

PROPOSED USE DIAGRAM *BASED ON NEW LOCATION AND 3.3 AC SIZE



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

DAVID R. ROWE PARK - ACTION ITEMS

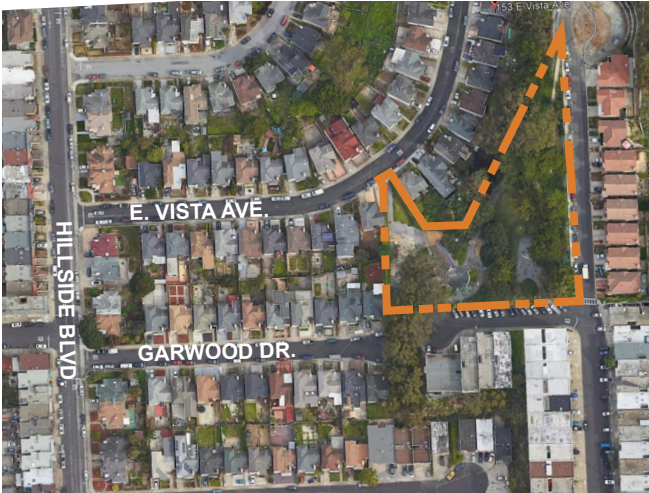
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Play area • Restroom • Basketball court (2) • Fitness station (4) • Soccer field (1) • Tennis court (2) • Stormwater treatment • Parking • Operations & maintenance¹	• Operations & maintenance¹	• Operations & maintenance¹
\$ 10,638,800	\$181,200	\$547,200

TOTAL: \$11,367,200²

¹ Data Source: David R. Rowe Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

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EDGEWOOD PARK

173 E. Vista Avenue

Type: Neighborhood

Size: 1.1 acres

FACILITIES

- Playground (1) ●
- Hillside slide (1) ●
- Picnic table (3) ●
- Drinking fountain (1) ●
- Basketball court (2) ●
- Bench (2) ●

POOR ● FAIR ● GOOD ●

COMMENTS

The play equipment in this neighborhood park is outdated and in sand surfacing. The ADA access to the play structure is lacking. The large slide is a unique element in this park, but is in disrepair. Lawn and hardscape areas are underused. Seating and picnic tables are in decline. Asphalt paths throughout the park are cracking and uneven.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

EDGEWOOD PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace site furnishings • Replace hillside slide for safety and access • Operations & maintenance¹	• Restripe basketball courts • Renovate and level asphalt paths • Operations & maintenance¹	• Replace play equipment and surfacing • Operations & maintenance¹
\$149,400	\$90,900	\$467,000

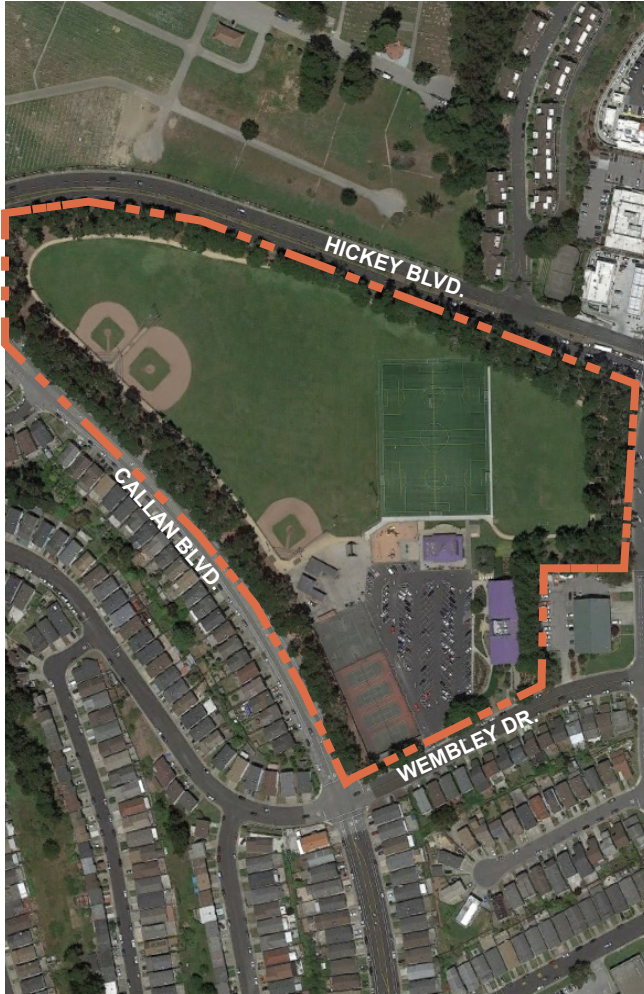
TOTAL: \$707,300²

¹ Data Source: Edgewood Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





GELLERT PARK

55 Wembley Drive

Type: Community

Size: 20.0 acres

FACILITIES

- | | | | |
|------------------------|---|----------------------|---|
| • Playground (1) | ● | • Tennis court (4) | ● |
| • Picnic table (20) | ● | • Soccer field (3) | ● |
| • BBQ (4) | ● | • Baseball field (3) | ● |
| • Trash / Recycle (8) | ● | | |
| • Basketball court (3) | ● | | |

POOR ● FAIR ● GOOD ●

COMMENTS

The new synthetic turf soccer field is well-maintained and well-used. The play area is well-used but in decline. The large group picnic area is sized appropriately, but the equipment is in decline. The tennis and basketball courts are well-used but are in decline. The baseball fields are well-maintained but showing signs of age.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

GELLERT PARK - ACTION ITEMS

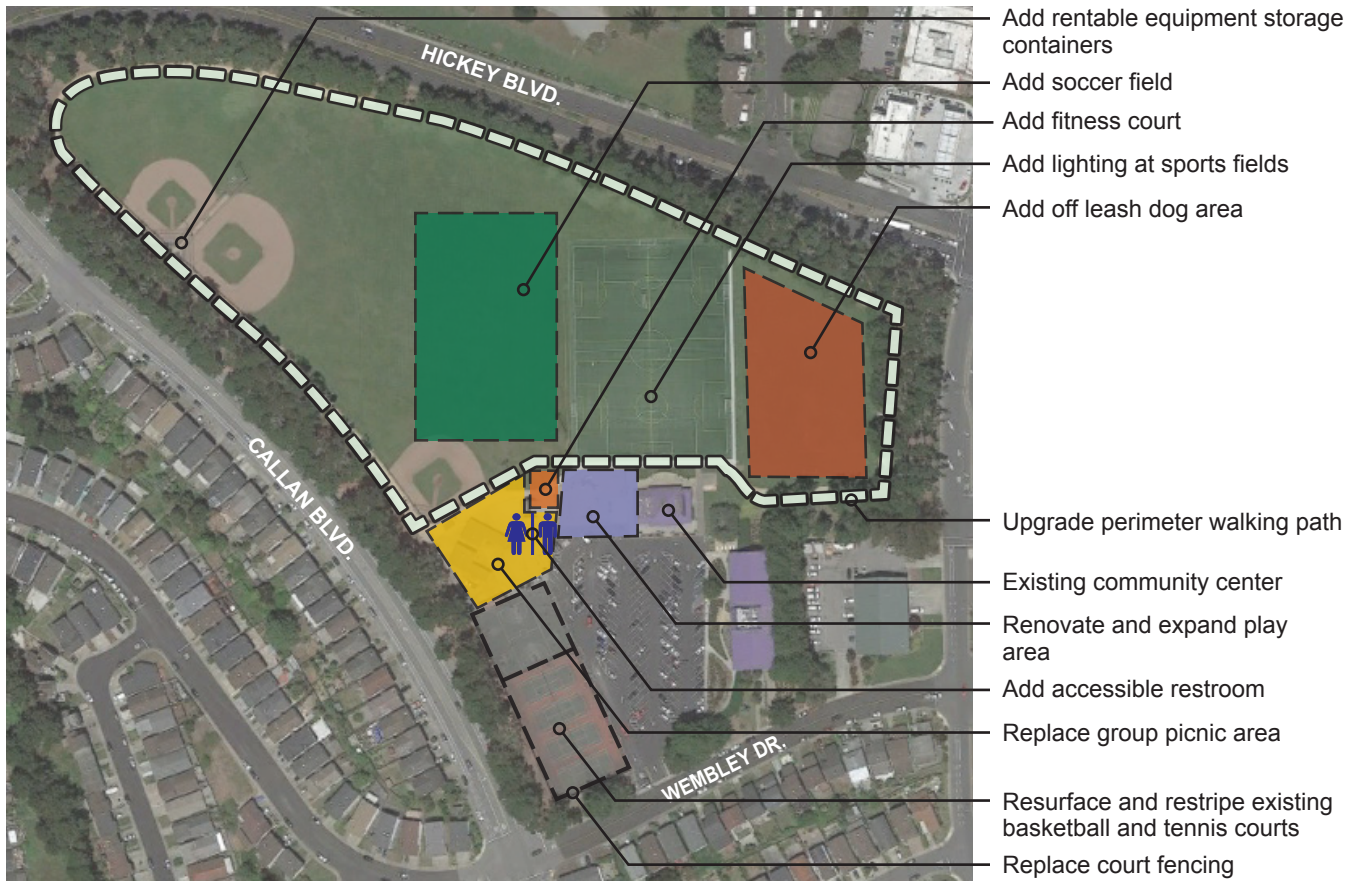
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace all site furnishings with ADA compliant models • Add rentable equipment storage containers at baseball fields • Resurface and restripe existing basketball and tennis courts • Replace court fencing • Operations & maintenance¹	• Renovate and expand play area • Replace group picnic area; divide into smaller units and relocate for sightlines to sports fields • Upgrade perimeter walking path; replace with stabilized decomposed granite path with headers • Add lighting at existing synthetic turf fields • Add off leash dog area (1 acre) • Add soccer field • Replace scoreboard at baseball field • Operations & maintenance¹	• Add accessible restroom • Operations & maintenance¹
\$1,440,100	\$6,497,700	\$2,115,600

TOTAL: \$10,053,400²

¹ Data Source: Gellert Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

GELLERT PARK - PROPOSED USE DIAGRAM



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS



GILBRECH PARK

Frankfort Street and Acton Avenue

Type: Neighborhood

Size: 0.6 acres

FACILITIES

- Playground (1)
- Picnic table (3)
- BBQ (1)
- Bench (1)
- Basketball court (1 Full court, 1 Half Court)
- Hopscotch court



POOR ● FAIR ● GOOD ●

COMMENTS

The hillside retaining wall on the upper side of the site is in poor condition and starting to fail. The entry sign lacks visibility. Play equipment is in fair condition, with minor safety compliance issues. Site furnishings are in poor to fair condition with some peeling paint. Basketball court and hopscotch striping is faded. Park lighting is adequate with one light intended for security.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

GILBRECH PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace retaining wall on upper side of site • Replace picnic tables • Replace BBQ's • Repaint basketball and hopscotch striping • Relocate monument sign for visibility • Operations & maintenance¹	• Replace play equipment and surfacing • Operations & maintenance¹	• Add picnic area with shade structure • Add stormwater treatment • Operations & maintenance¹
\$579,000	\$38,700	\$338,200

TOTAL: \$995,900²

1 Data Source: Gilbrech Park work order cost report, See Appendix

2 Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





HAMPSHIRE PARK

96 Hampshire Avenue

Type: Tot Lot

Size: 0.4 acres

FACILITIES

- Picnic table (1)
- BBQ (1)
- Basketball court (1)
- Dog station (1)
- Water fountain (1)



POOR ● FAIR ● GOOD ●

COMMENTS

This small park has well-maintained planting, trees, and lawn areas. The walkways and paths through the park are in good condition. The furnishings are in fair condition. Paved basketball courts have cracked and uneven surfacing and have no visible striping. The surrounding fence is in decline. There is no lighting in the park.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

HAMPSHIRE PARK - ACTION ITEMS

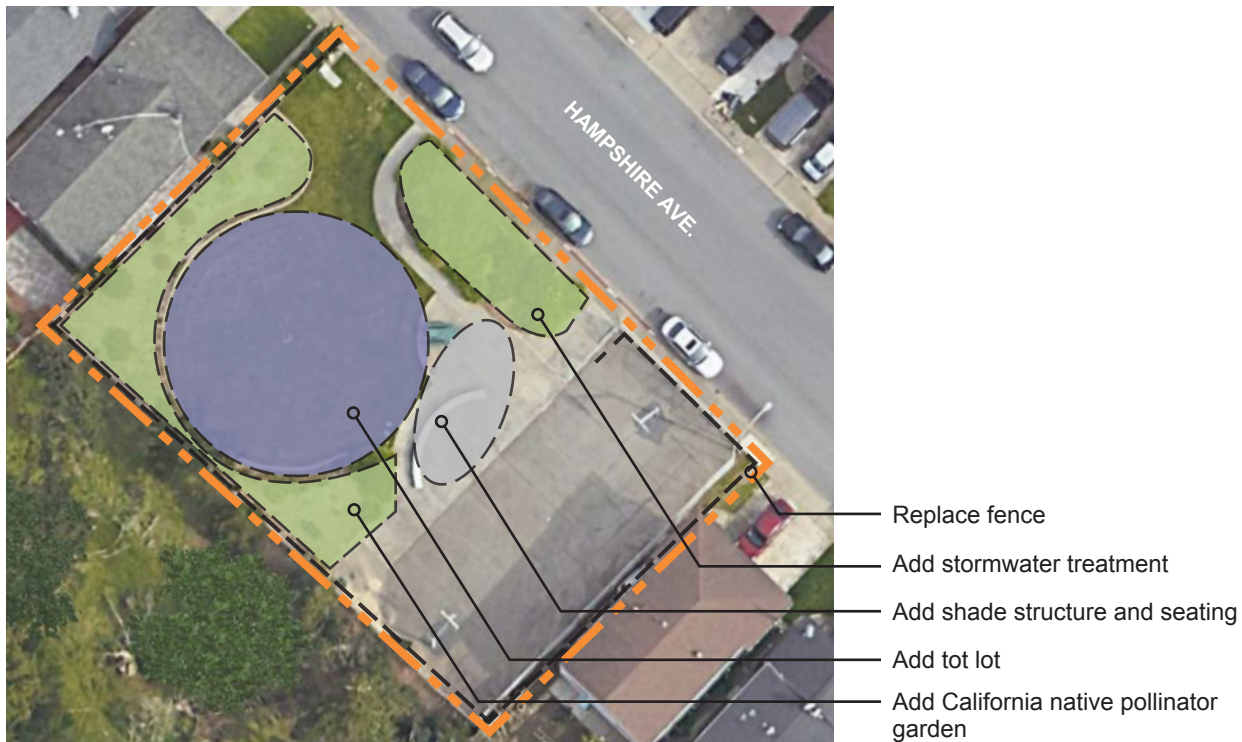
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Repaint existing picnic table • Replace BBQ • Replace water fountain • Replace park fence • Resurface and repaint basketball court • Operations & maintenance¹	• Add lighting in park for evening safety • Operations & maintenance¹	• Add tot lot • Add shade structure and seating • Add stormwater treatment • Add California native pollinator garden • Operations & maintenance¹
\$110,900	\$69,000	\$719,700

TOTAL: \$899,600²

¹ Data Source: Hampshire Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





HILLSIDE PARK

222 Lausanne Avenue

Type: Community

Size: 5.9 acres

FACILITIES

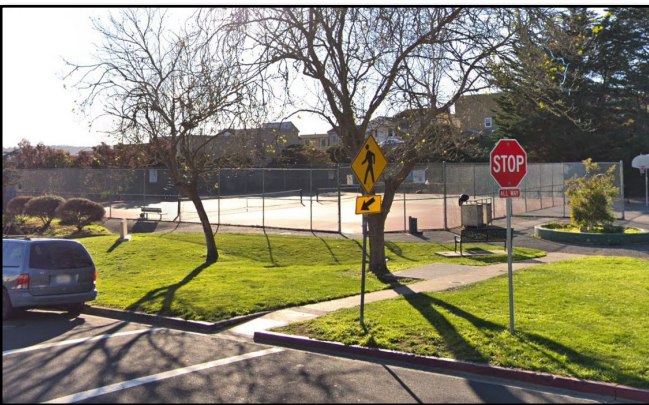
- | | | | |
|----------------------------|---|-------------------------|---|
| • Playground (1) | ● | • Drinking fountain (2) | ● |
| • Picnic table (2) | ● | • Dog station (1) | ● |
| • 1/2 Basketball court (2) | ● | • Wood bench (2) | ● |
| • Tennis court (2) | ● | | |

POOR ● FAIR ● GOOD ●

COMMENTS

This park and adjacent properties are part of a Priority Conservation Area (PCA) which encompasses San Bruno Mountain (SBM) and surrounding areas. PCA's are regionally significant open spaces which have broad agreement for long term protection. This PCA is recognized for its natural landscape, urban greening, and regional recreation value.

The turf areas, trees, and tennis courts are in good condition. The tennis area wood retaining wall is failing and needs attention. Wood benches are in poor condition and need repair. Play house and sand play areas are in poor condition.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

HILLSIDE PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Repaint existing picnic tables • Replace benches at tennis courts • Resurface and repaint basketball court • Replace retaining wall at tennis courts • Replace fencing at tennis and basketball courts • Operations & maintenance¹	• Add exercise stations along upper pathway • Renovate and expand play area • Repurpose upper turf area for off leash dog area • Resurface asphalt at entrance • Operations & maintenance¹	• Connect Hillside Park to San Bruno Mountain State and County Park with new trail • Develop unified signage program, currently 2 different schemes • Operations & maintenance¹
\$341,900	\$1,446,100	\$364,800

TOTAL: \$2,152,800²

¹ Data Source: Hillside Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





JOHN DALY PARK

130 Hillcrest Drive

Type: Tot Lot

Size: 0.2 acres

FACILITIES

- Picnic table (2) ●
- BBQ (1) ●
- Playground (2) ●
- Bench (4) ●

POOR ● FAIR ● GOOD ●

COMMENTS

This park consists of two play structures, one for ages 2-5, and one for ages 5-12. Both are in fair condition, Site furnishings are in fair condition with some fading evident. Walkways, signage, and trees are all in good condition. Maintenance and upkeep is lacking in this park, the community has expressed that it is often dirty and unkempt.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

JOHN DALY PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace existing drinking fountain • Replace trash/recycle receptacles • Increase maintenance schedule • Replace picnic tables and benches • Add California native pollinator garden • Operations & maintenance¹	• Replace play equipment and surfacing • Add pedestrian level lighting for safety • Add shade structure at picnic area • Operations & maintenance¹	• Operations & maintenance¹
\$39,300	\$446,700	\$94,900

TOTAL: \$580,900²

¹ Data Source: John Daly Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





LINCOLN PARK

901 Brunswick Street

Type: Neighborhood

Size: 2.0 acres

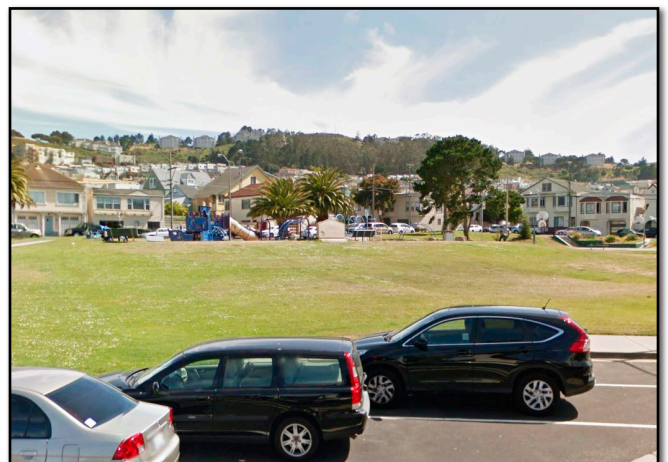
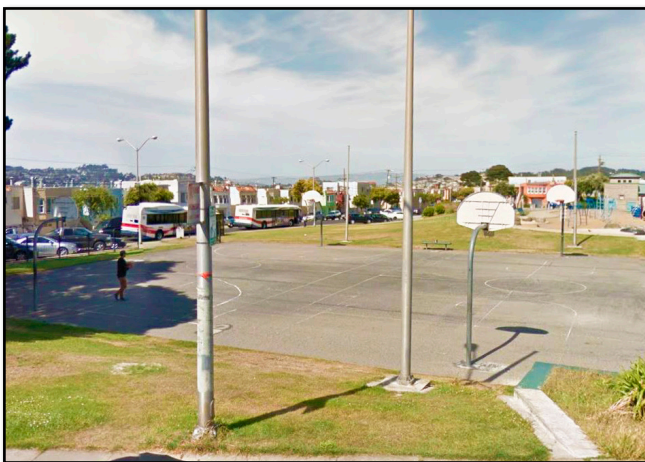
FACILITIES

- Playground (2) ● ●
- Picnic table (1) ●
- Basketball court (2) ●
- 1/2 Basketball court (1) ●
- Dog station (1) ●
- Bench (7) ●

POOR ● FAIR ● GOOD ●

COMMENTS

Parking at end of park lot is used by the public for general parking. Turf is in good condition. While aging, all play equipment is in good condition with the exception of the sand play area. Park trees are in fair condition with a few parking lot trees in decline. Paved basketball courts are showing signs of fading and cracked striping, and the fencing is in need of repair.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

LINCOLN PARK - ACTION ITEMS

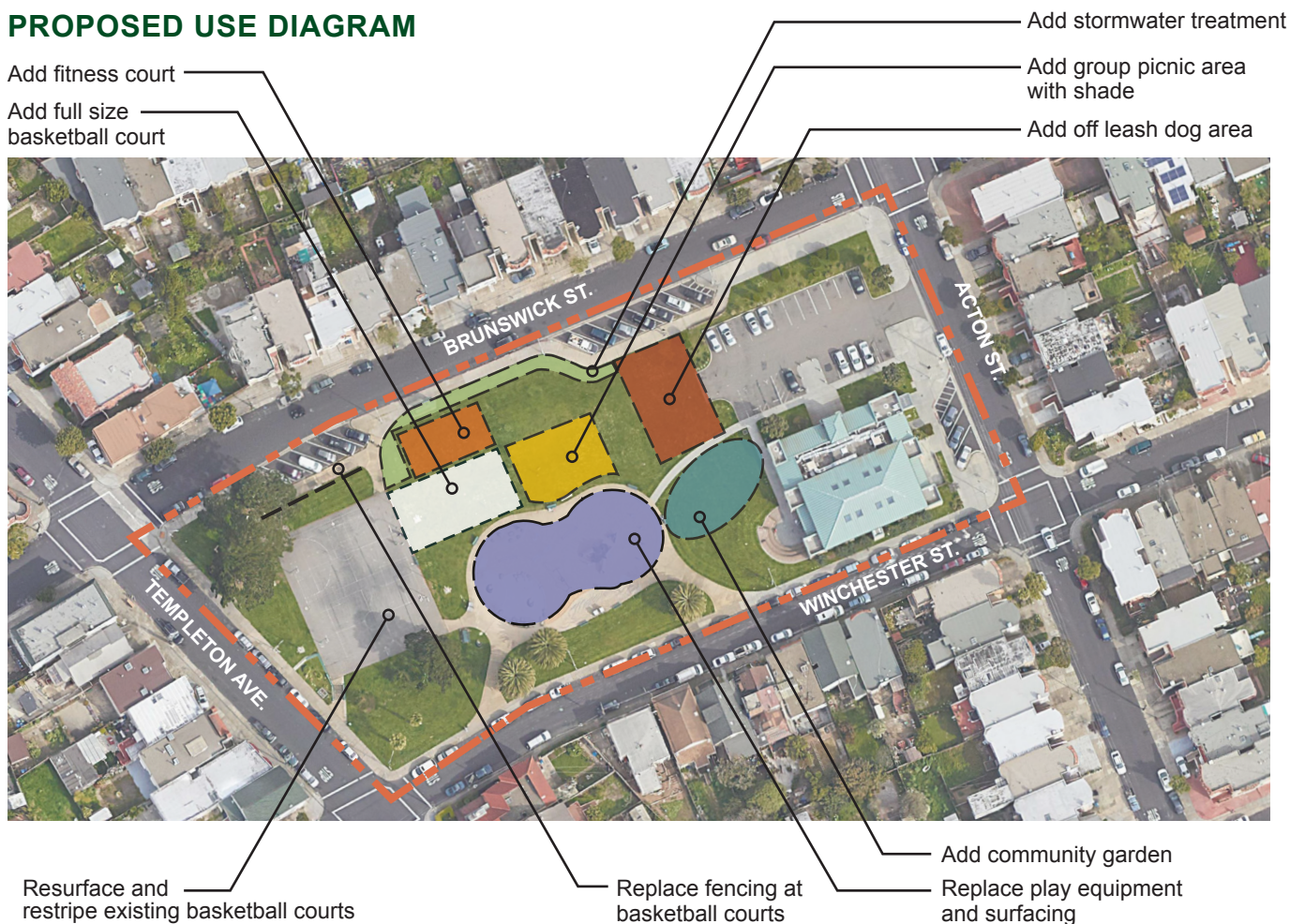
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace basketball netting • Resurface and restripe existing basketball courts • Replace fencing at basketball courts • Replace play equipment and surfacing • Operations & maintenance¹	• Add group picnic area with shade • Add off leash dog area • Add full basketball court • Add fitness court • Add stormwater planting • Operations & maintenance¹	• Add community garden • Operations & maintenance¹
\$940,600	\$879,900	\$565,500

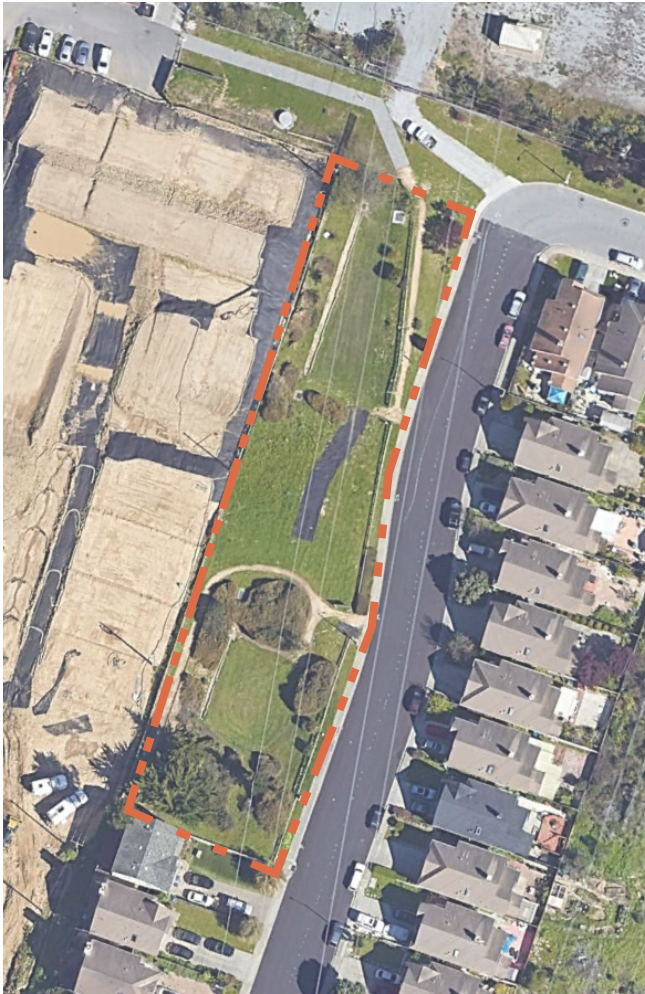
TOTAL: \$2,386,000²

¹ Data Source: Lincoln Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





LINDA VISTA RETENTION BASIN

Linda Vista Drive

Type: Open Space

Size: 0.8 acres

FACILITIES

- Drainage basin (2)

COMMENTS

This site includes two retention basins owned and maintained by the City. It is currently being used by a private developer as a staging area with a possible road connection being made through the middle of the parcel.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

LINDA VISTA RETENTION BASIN - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Add walking loop trail with benches • Operations & maintenance¹	• Operations & maintenance¹	• Operations & maintenance¹
\$101,000	\$14,500	\$43,800

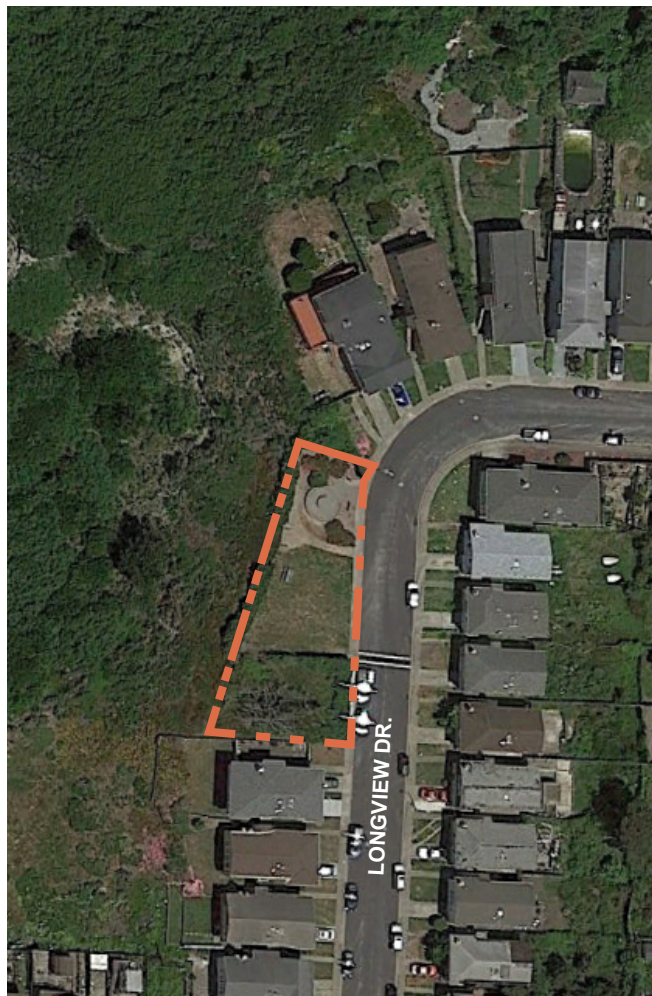
TOTAL: \$159,300²

¹ Data Source: Linda Vista Retention Basin work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





LONGVIEW PARK

50 Longview Drive

Type: Tot Lot

Size: 0.3 acres

FACILITIES

- Picnic table (1) ●
- Park bench (2) ●
- Drinking fountain (1) ●

POOR ● FAIR ● GOOD ●

COMMENTS

This small park offers scenic views of the Pacific Ocean and California Coastline. This site is underused and lacks amenities. Trees and hedges on site are in poor condition exhibiting signs of crowding and broken limbs. Picnic tables have peeling paint and are on an uneven surface. Lawn is in poor condition.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

LONGVIEW PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace fence in kind and clear perimeter shrubs to allow views to the water • Add monument entry sign • Replace all site furnishings • Operations & maintenance¹	• Add playground • Add group picnic area with shade • Add stormwater treatment • Operations & maintenance¹	• Operations & maintenance¹
\$111,400	\$684,900	\$94,900

TOTAL: \$891,200

¹ Data Source: Longview Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS



LYCETT PARK

56 Lycett Circle

Type: Neighborhood

Size: 0.6 acres

FACILITIES

- Playground (1) ●
- Picnic table (2) ●
- Park bench (5) ●
- Basketball court (1) ●
- BBQ (1) ●

POOR ● FAIR ● GOOD ●

COMMENTS

Park walkways and trails are in good condition. Turf areas are in poor condition due to outdated irrigation. Picnic tables and benches have peeling paint and are covered in graffiti. Basketball court asphalt is cracking and striping is faded. Play areas are in good condition.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

LYCETT PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace irrigation in all lawn areas • Replace all site furnishings • Resurface and restripe existing basketball court • Operations & maintenance¹	• Add full basketball court • Add lighting at existing courts • Add group picnic area with shade • Renovate and expand play areas; Include tot lot equipment • Add stormwater treatment • Operations & maintenance¹	• Operations & maintenance¹
\$224,300	\$1,309,900	\$94,900

TOTAL: \$1,629,100²

¹ Data Source: Lycett Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





MARCHBANK PARK

10 S. Parkview Avenue

Type: Community

Size: 5.3 acres

FACILITIES

- Playground (1)
- Picnic table (6)
- BBQ (1)
- Basketball court (3)
- Baseball field (2)
- Trails
- Drinking fountain (1)



POOR ● FAIR ● GOOD ●

COMMENTS

The park consists of three separate areas at different elevations. The basketball courts are well-used and maintained. The middle level includes a large play area and track with a central green. The lower level is a baseball field. All walkways, turf, and sports fields and play areas are in good condition. Site furnishings are in fair condition.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

MARCHBANK PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace upper level picnic table • Repaint mid level tables • Replace BBQ • Replace drinking fountain • Restripe basketball courts • Add fitness court • Operations & maintenance¹	• Operations & maintenance¹	• Replace play equipment and surfacing • Operations & maintenance¹
\$290,600	\$145,000	\$1,320,600

TOTAL: \$1,756,200²

¹ Data Source: Marchbank Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





MISSION HILLS PARK

1000 Mission Hills Drive

Type: Neighborhood

Size: 0.9 acres

FACILITIES

- Playground (1) ●
- Picnic table (1) ●
- Basketball court (1) ●
- Dog station (1) ●
- Drinking fountain (1) ●
- Trash receptacle (1) ●
- Bench (5) ●

POOR ● FAIR ● GOOD ●

COMMENTS

Walkways, trees, and site furnishings are in fair condition. The play elements are well maintained and in good condition. Some benches and the swing frame need repainting. The basketball court needs to be resurfaced and restriped. Adequate lighting is provided for the court.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

MISSION HILLS PARK - ACTION ITEMS

• SHORT TERM (address in 1-3 years)	• MEDIUM TERM (address in 3-5 years)	• LONG TERM (address in 5-10 years)
• Resurface and restripe basketball courts • Repaint wood benches and tables • Replace drinking fountain • Operations & maintenance¹	• Replace play equipment and surfacing • Operations & maintenance¹	• Add off leash dog area at city-owned plot • Operations & maintenance¹
\$88,800	\$521,900	\$270,000

TOTAL: \$880,700²

¹ Data Source: Mission Hills Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





MUSSEL ROCK OPEN SPACE

120 Westline Drive

Type: Open Space

Size: 60.7 acres

FACILITIES

- Picnic table (2) ●
- Trail ●

POOR ● FAIR ● GOOD ●

COMMENTS

This open space park boasts spectacular views of the Pacific Ocean and coastal bluffs to the north and south. Gravel trails in fair condition offer hiking throughout the site. The parking lot surface is uneven and eroded and striping is non-existent in most areas. In addition to parking lot issues, seawalls, gabion walls and site drainage need significant improvements. Non-native ice plant covers significant areas of the site.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

MUSSEL ROCK OPEN SPACE - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Regrade, resurface, and restripe parking lot • Add picnic tables • Develop volunteer-based ice plant removal program and explore native restoration plans • Operations & maintenance¹	• Demolish transfer station and add new parking lot • Add accessible restroom • Provide periodic maintenance for gravel trails, seawalls, gabion walls, and drainage systems • Operations & maintenance¹	• Operations & maintenance¹
\$432,500	\$1,995,600	\$1,583,100

TOTAL: \$4,011,200²

¹ Data Source: Mussel Rock Open Space work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM



NATIVE RESTORATION PHASING PLAN

Mussel Rock Open Space is covered extensively in non-native ice plant. This invasive succulent was originally introduced to California as erosion stabilization control on railroad tracks, and later used by Caltrans on roadsides. When established, ice plant forms dense spreading mats that choke out native vegetation, destroy habitat, and alter soil composition.

Performed in phases, volunteer-based ice plant removal programs and native plant re-establishment will restore the bluffs to their historic habitat. Figure 4-1 delineates phase areas based on feasibility of access by volunteers and biologists. Early phases shall be used to establish effective strategies for restoration.

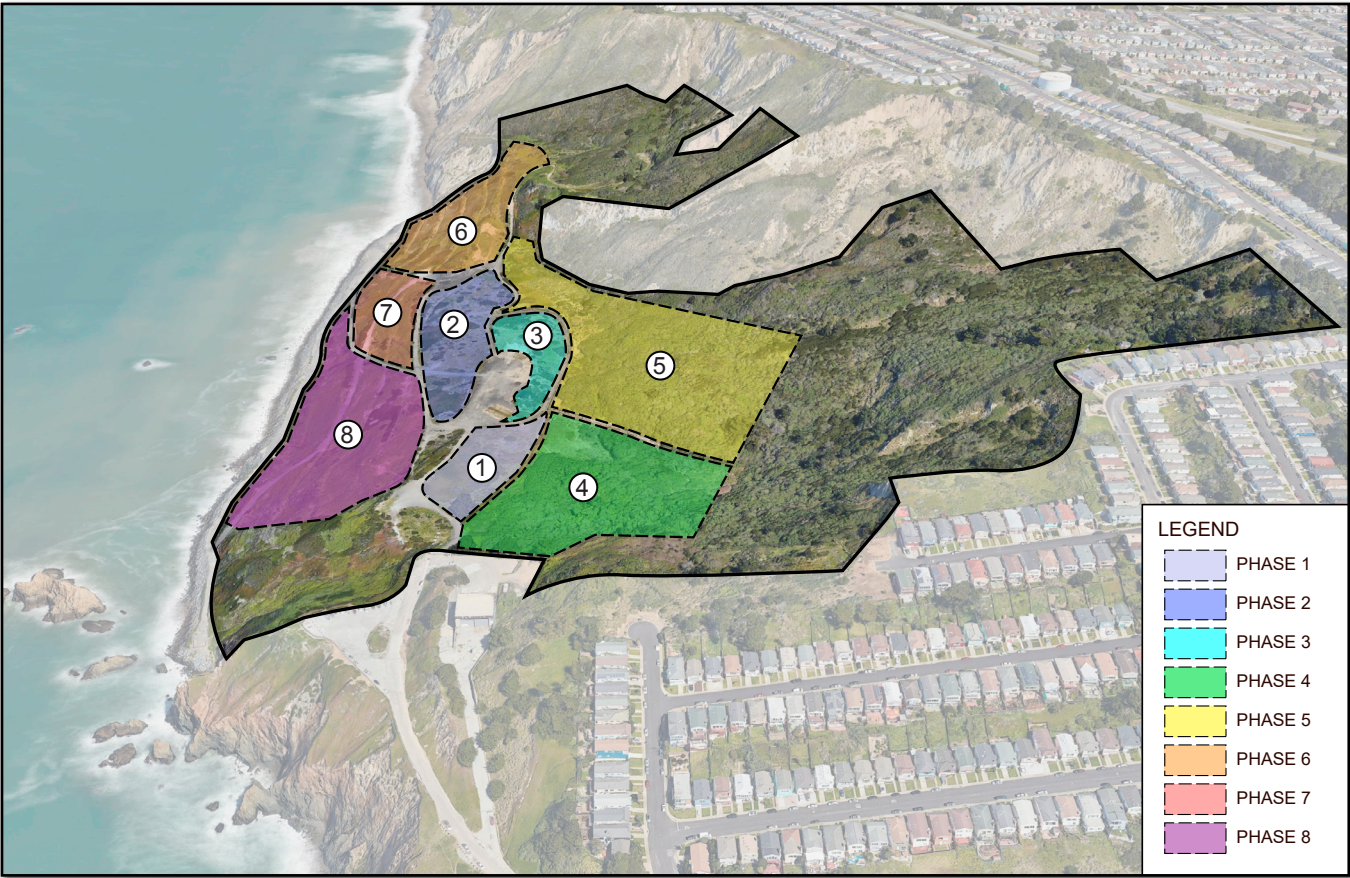


Figure 4-1: Mussel Rock Native Restoration Phasing Plan

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CHAPTER 4 · INVENTORY AND RECOMMENDATIONS



NORTHRIDGE PARK

80 Northridge Drive

Type: Neighborhood

Size: 0.8 acres

FACILITIES

- Playground (1) ●
- Picnic table (5) ●
- Bench (5) ●
- BBQ (2) ●
- Basketball court (1) ●

POOR ● FAIR ● GOOD ●

COMMENTS

Turf areas are thick, with some gopher issues. The play structure is in good condition, however fibar play surfacing gets displaced by the wind. The basketball court is in poor condition with cracks over 1/2" wide, fencing is in need of repair, and there is no striping. Site furnishings are in poor condition. Lawn is overgrown in many locations.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

NORTHRIDGE PARK - ACTION ITEMS

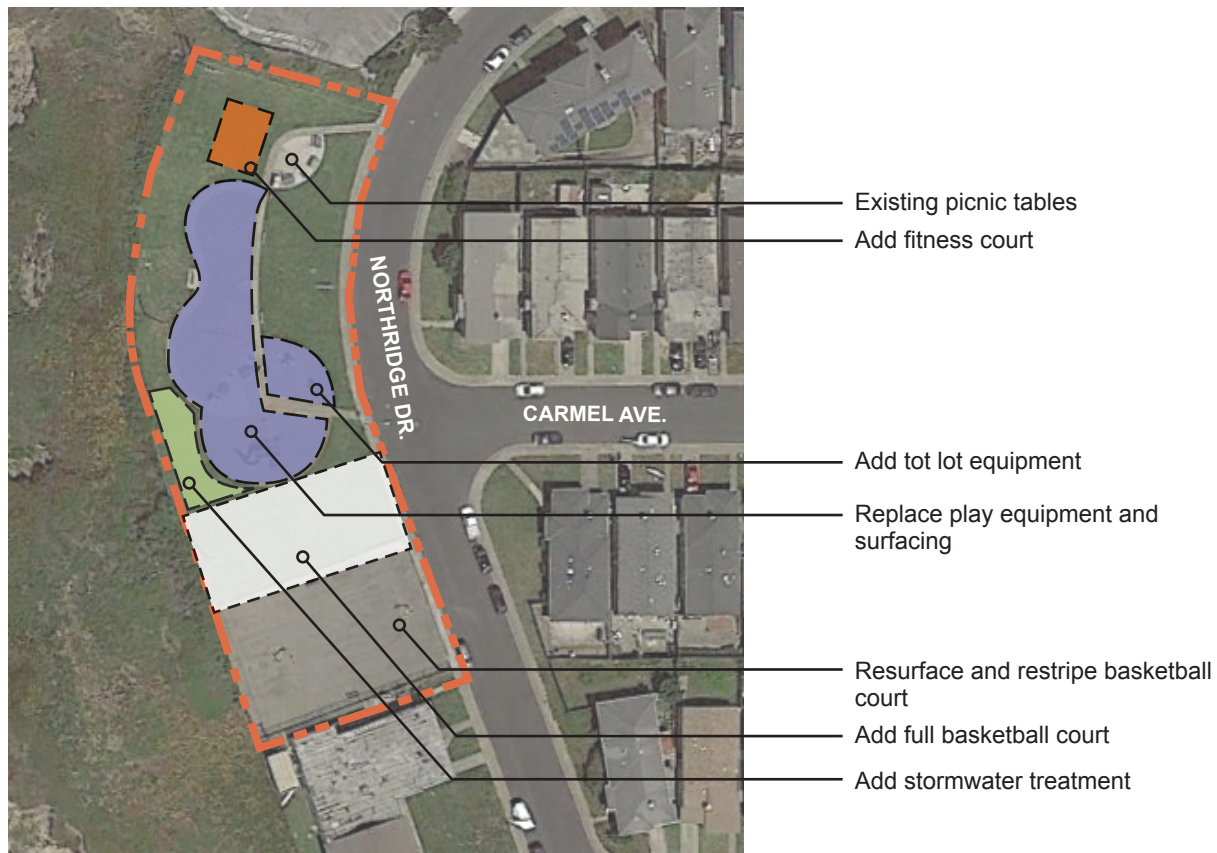
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Resurface and restripe basketball court. • Replace existing fencing along sidewalk with 6'-8' fence • Replace site furnishings • Regularly trim and maintain perimeter vegetation to enhance views • Operations & maintenance¹	• Add tot lot equipment • Replace play equipment and surfacing • Add fitness court • Operations & maintenance¹	• Add full basketball court • Add stormwater treatment • Operations & maintenance¹
\$163,800	\$595,800	\$457,800

TOTAL: \$1,217,400²

¹ Data Source: Northridge Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





NORWOOD PARK

8 Norwood Avenue

Type: Tot Lot

Size: 0.2 acres

FACILITIES

- Playground (2) ●
- Picnic table (2) ●

POOR ● FAIR ● GOOD ●

COMMENTS

This park consists of 2 play areas for ages 2-5 and 5-12. It was renovated in April 2016 and is in good condition.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

NORWOOD PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Operations & maintenance ¹	• Operations & maintenance ¹	• Operations & maintenance ¹
\$13,500	\$9,700	\$29,200

TOTAL: \$52,400²

¹ Data Source: Norwood Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix



PALISADES PARK

102 Palisades Drive

Type: Neighborhood

Size: 1.2 acres

FACILITIES

- Playground (2) ●
- Picnic table (2) ●
- BBQ (2) ●
- Basketball court (1) ●
- Dog station (1) ●
- Turf Area ● ●

POOR ● FAIR ● GOOD ●

COMMENTS

Turf areas are patchy and weed-filled, riddled with gopher holes. Fibar surfacing from play structure areas is spread out into turf areas. Play structures are in good condition and the site furnishings are fair. Basketball courts are in poor condition with wide cracks, failing fencing and faded striping. The park has a small off leash dog area.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

PALISADES PARK - ACTION ITEMS

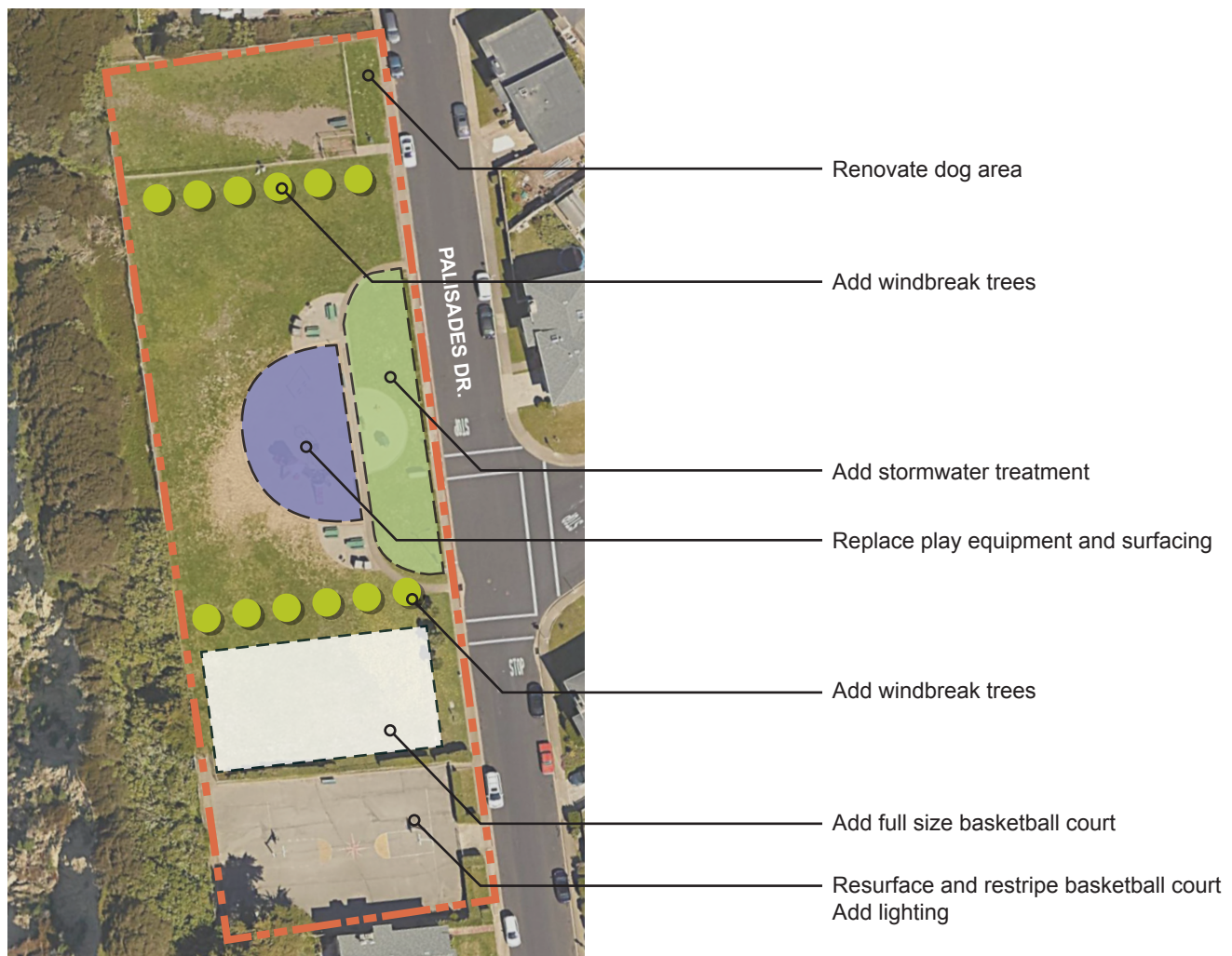
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Resurface and restripe basketball court and replace fencing • Add windbreak trees • Renovate irrigation system and turf • Operations & maintenance¹	• Add lighting for evening use of dog run and basketball court • Replace play equipment and surfacing • Renovate dog area • Operations & maintenance¹	• Add basketball court • Add stormwater treatment • Operations & maintenance¹
\$547,400	\$792,000	\$647,100

TOTAL: \$1,986,500²

¹ Data Source: Palisades Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





POLARIS PARK

247 Polaris Way

Type: Tot Lot

Size: 0.2 acres

FACILITIES

- Playground (1) ●
- Bench (5) ●
- Drinking fountain (1) ●

POOR ● FAIR ● GOOD ●

COMMENTS

The playground equipment is in fair condition.
Furnishings and fiber are well-maintained.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

POLARIS PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Repurpose sand play area as a group picnic area • Add California native pollinator garden • Add pedestrian lighting • Operations & maintenance¹	• Operations & maintenance¹	• Replace play equipment and surfacing • Operations & maintenance¹
\$127,400	\$18,200	\$737,300

TOTAL: \$882,900²

¹ Data Source: Polaris Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM

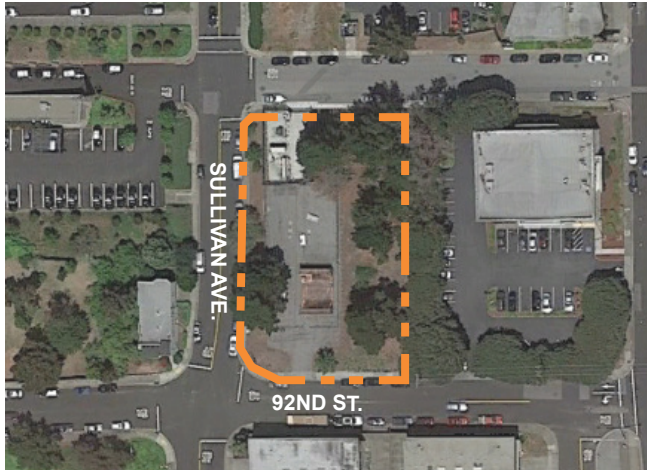


Add California native pollinator garden

Repurpose sand play area as a group picnic area

Replace play equipment and surfacing

CHAPTER 4 · INVENTORY AND RECOMMENDATIONS



SKATE PARK

290 92nd Street

Type: Special Purpose

Size: 0.2 acres

COMMENTS

This is a specialized park catering to skateboarders. Rails are slightly warped due to age. Metal half pipe is in poor condition and is scheduled to be removed permanently. The parking lot is not clearly defined, the fencing is in disrepair and the equipment is well-used. This park is currently closed to the public.

RECOMMENDATION

Recommend rebranding this park as a neighborhood park and renovating to include new planting along street edge, picnic seating, shade, passive lawn area usable to the businesses and residences that surround this park.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

SKATE PARK REDESIGN - ACTION ITEMS

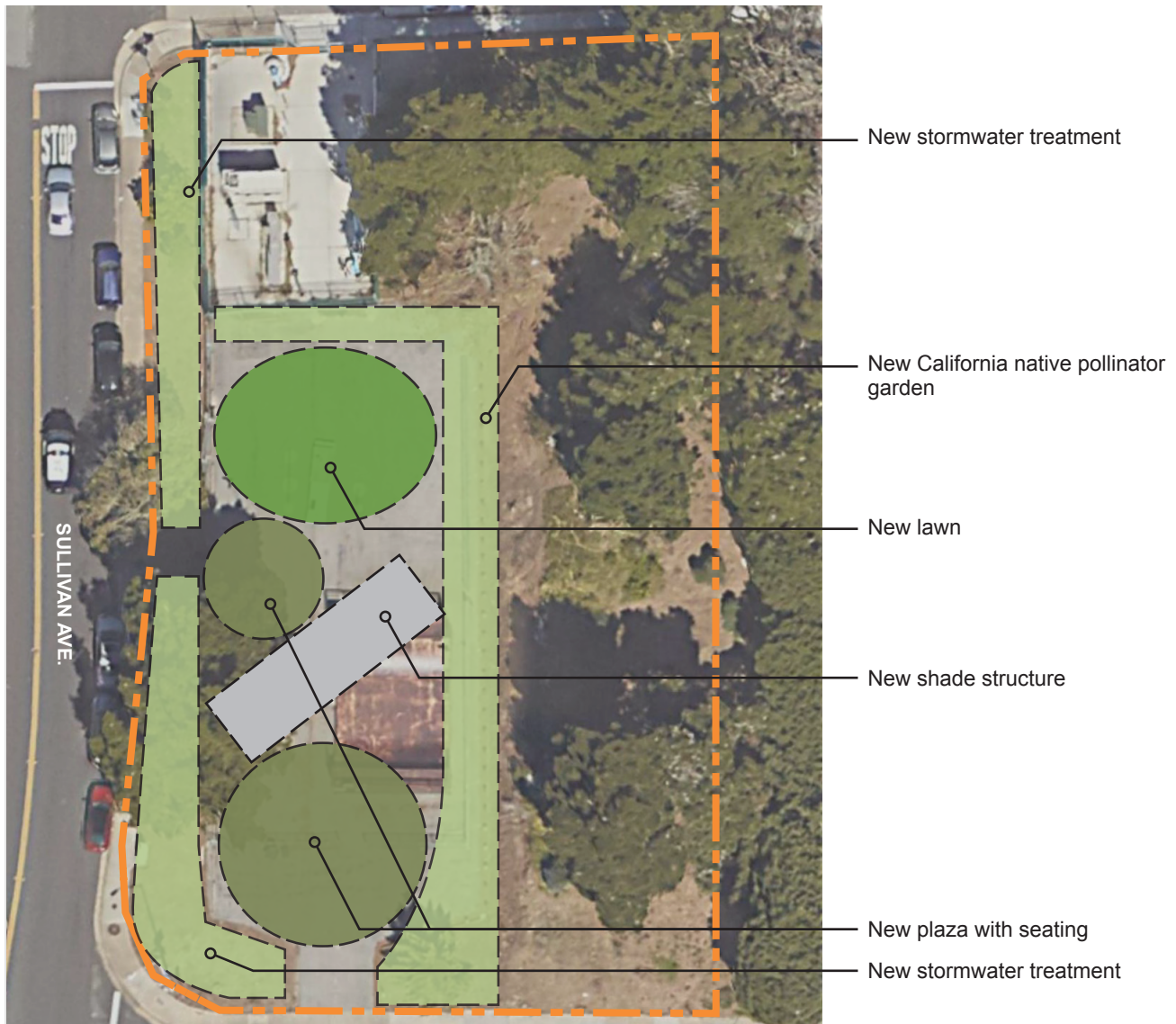
SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
- Design and build new neighborhood park - Operations & maintenance¹	Operations & maintenance¹	Operations & maintenance¹
\$450,300	\$36,300	\$109,500

TOTAL: \$596,100²

¹ Data Source: Skate Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





SKYLINE DRIVE OPEN SPACE

900 Skyline Drive

Type: Open Space

Size: 0.08 acres

FACILITIES

- None

COMMENTS

This is a small parcel between private residential parcels and adjacent to Mussel Rock Open Space. Chain link fencing is approximately 20' from the back of walk. Several street trees are planted within lawn. Well-maintained.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

SKYLINE DRIVE OPEN SPACE - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Operations & maintenance ¹	• Operations & maintenance ¹	• Operations & maintenance ¹
\$20,200	\$14,500	\$43,800

TOTAL: \$78,500²

¹ Data Source: 900 Skyline Drive Open Space work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix



THORNTON BEACH OVERLOOK

Skyline Blvd & John Daly

Type: Open Space

Size: 2.5 acres

FACILITIES

- Trails ●
- Interpretive signage (5) ●
- Benches (5) ●
- Trash/Recycling receptacle (2) ●

POOR ● FAIR ● GOOD ●

COMMENTS

This park offers a scenic overlook with interpretive signage. Asphalt and sand walking trails are in fair condition with some uneven areas. Trees range from fair to poor condition. Metal frames on benches, information signs and trash cans are beginning to rust. Parking lot paving is in fair condition but is showing some wear and striping is fading. Non-native ice plant covers significant areas of the site.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

THORNTON BEACH OVERLOOK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace existing site furnishings • New interpretive signage • Operations & maintenance¹	• Restripe parking lot • Operations & maintenance¹	• Develop volunteer-based ice plant removal program and explore native revegetation strategies • Operations & maintenance¹
\$57,400	\$52,000	\$156,900

TOTAL: \$266,300²

¹ Data Source: Thornton Beach Overlook work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM



Restripe parking lot



WESTLAKE PARK

145 Lake Merced Blvd

Type: Community

Size: 13.5 acres

FACILITIES

- Playground (2)
- Picnic table (13)
- Bench (9)
- Backless wood bench (2)
- Tennis court (4)
- Baseball field (2)



POOR ● FAIR ● GOOD ●

COMMENTS

This park's softball fields are well-used and turf is well-maintained. Paths and walkways throughout the site are in fair condition but have some cracking and lifting. Tennis courts are in poor condition and need resurfacing and repainting. Play areas are in good condition. Park lighting is outdated.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

WESTLAKE PARK - ACTION ITEMS

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Replace existing site furnishings • Add lights at existing tennis courts for evening/night use • Resurface and restripe tennis courts; add pickleball striping to two courts • Add rentable equipment lockers at fields • Operations & maintenance¹	• Replace play equipment and surfacing adjacent to clubhouse • Add fitness court • Operations & maintenance¹	• Renovate picnic area within play area; add shade structure, seating and drinking fountain • Operations & maintenance¹
\$926,100	\$1,286,500	\$1,877,200

TOTAL: \$4,089,800²

¹ Data Source: Westlake Park work order cost report, See Appendix

² Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM





FORMER MARGATE TENNIS COMPLEX

65 Margate Street

Type: Special Purpose

Size: 4.5 acres

FACILITIES

- 10 Tennis courts - no longer accessible

COMMENTS

This park is a deactivated recreation site that is owned by the Daly City Water Department. The site contains trees, shrubs and meadow-type grasses throughout the perimeter. All the plants and trees at this site are overgrown from lack of maintenance and it would take a considerable effort to make the area safe and usable for the general public. Paved courts are in disrepair, fencing is rusted through, and paths and walkways are cracked and weed-filled. Redesign recommended.



CHAPTER 4 · INVENTORY AND RECOMMENDATIONS

FORMER MARGATE TENNIS COMPLEX REDESIGN

SHORT TERM (address in 1-3 years)	MEDIUM TERM (address in 3-5 years)	LONG TERM (address in 5-10 years)
• Add monument entry sign • Add 2-acre skate park • Add perimeter walking trail with exercise stations • Operations & maintenance¹	• Operations & maintenance¹	• Operations & maintenance¹
\$2,837,000	\$60,400	\$182,400

TOTAL: \$3,079,800²

¹ Data Source: Summary of Action Items, See Appendix

PROPOSED USE DIAGRAM



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PLAY DALY



5 · GOALS AND GUIDELINES



5 · GOALS & GUIDELINES

OVERVIEW

Based on the input received throughout the community engagement process, and the goals and policies contained in other planning documents adopted by the City, a preliminary vision, goals and guidelines were developed. These were reviewed and endorsed by the Advisory Committee, and form the basis for this Chapter.

The vision for Daly City's parks and open space is to:

Ensure that Daly City has an **accessible, equitable and sustainable system** of parks that maximizes the recreational opportunities available to all of the City's residents, workers and visitors.

The overarching goal of the Daly City Parks and Open Space Master Plan is to guide the use of the City's resources to provide and maintain the parks and open spaces, creating the most benefit for the community. The following goals express the City's vision regarding its continuing provision of the highest quality parks and open spaces. The guidelines describe more specific elements that achieve the goals, along with steps to undertake to fulfill them. These goals and guidelines are intended to help guide the City's decision makers when evaluating proposed projects, opportunities for the creation of a new park or open space, or the renovation of an existing park or open space. The goals and guidelines also support the park-specific recommendations contained in Chapter 4 Inventory.



GOALS AND GUIDELINES

GOAL 1: ACTIVE & PASSIVE PARK USES FOR ALL RESIDENTS

G.1.1: PROVIDE PARKS AND OPEN SPACES THAT COMPRISE AN INTEGRATED, EQUITABLE AND INCLUSIVE SYSTEM THAT SERVES THE COMMUNITY AS A WHOLE

1.1.1 Complete Park System: Uses planned within each individual park should contribute to satisfying the overall comprehensive recreation needs of the community. Thus, the final program for the park should reflect an understanding of recreation resources available in close proximity to the individual park.

1.1.2 Neighborhood Serving: Distribute parks and amenities equitably so that each neighborhood has access to a range of park elements. Figure 5-1, ParkServe's Walkability Map, identifies underserved neighborhoods by indicating areas within Daly City where residents are more than a 10-minute walk from a City park. It highlights areas in which the largest number of residents lack an accessible park, and thus the neighborhoods where a new park is most needed.

1.1.3 Multi-Generational: Provide amenities and attractions for all ages and abilities, to support multi-generational use. Parks should be attractive and welcoming to seniors as well as youth, and include some provisions for use by seniors such as benches with arm rests and walking paths.

1.1.4 Balanced Amenities: Provide amenities that support an active lifestyle, such as walking paths, sports courts, fields and fitness stations. Integrate trees and landscaping in all parks to bring nature into the city, for relaxation and enjoyment. Provide gathering spaces for socializing. Provide flexibility in

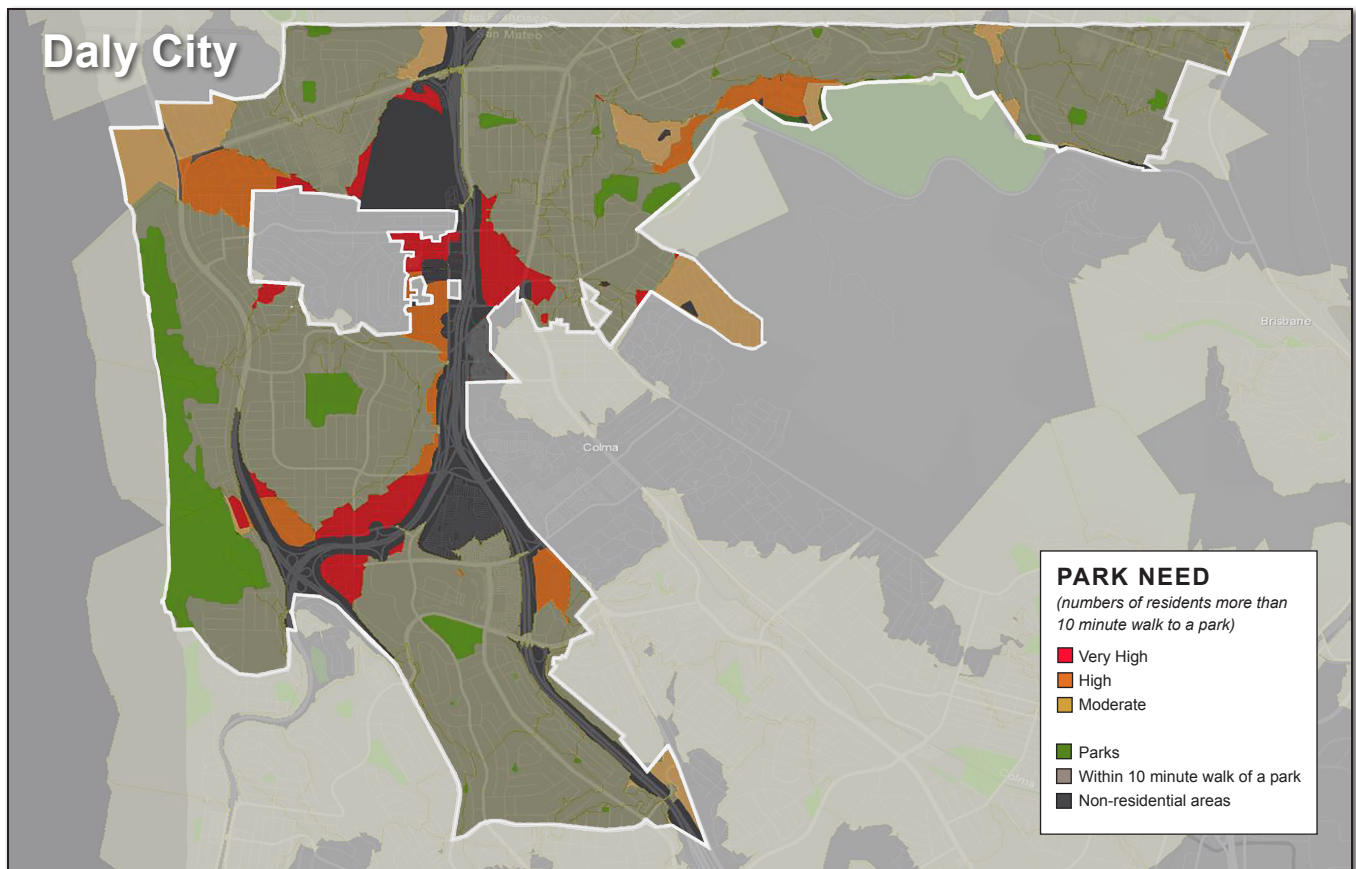


Figure 5-1: Walkability Map (Source: ParkServe, Trust for Public Land)

park facilities to accommodate a range of activities. Where feasible, design spaces for easy adaptation to different activities as future user populations dictate.

G.1.2: EXPAND OPPORTUNITIES FOR PARK USE IN DALY CITY

1.2.1 Opportunity Sites: Identify potential areas for future park development to enable the City to act on opportunities for new land acquisition that may arise. Prioritize potential sites based on suitability to fill gaps in service areas (see Figure 5-1 above), provide needed amenities, and serve underserved areas. Ensure that development agreements for new projects require parks and publicly accessible open spaces. Given Daly City's population density and limited

land availability, design of spaces such as a building terrace, an urban plaza, or the top level of a parking structure should be considered, to provide recreational amenities and increased access to natural spaces.

1.2.2 Renovate Underused Park Spaces: Redesign underused spaces and replace underused amenities in existing parks to accommodate new uses, including elements identified by the community (more/improved playgrounds, restrooms, fenced dog areas, sports fields and courts, community gardens, etc.).

1.2.3 Partnerships: Strengthen and expand partnerships and joint use agreements with school districts, governmental agencies, non-profits, and private entities to provide additional park spaces and sports

CHAPTER 5 · GOALS AND GUIDELINES

fields. Figure 5-2 below shows locations of City-owned and joint use sports fields, as well as non-City owned fields which could provide additional recreational opportunities for Daly City residents.

1.2.4 Awareness: Increase awareness of the City’s parks and open space resources through enhanced marketing (e.g. park system maps, virtual park tours, interactive website with QR codes, etc.).

1.2.5 Usability: Extend the time that sports fields, courts, and parks are usable by providing or improving lighting as appropriate. When renovating play areas, replace bark chips with pervious poured in place play surfacing.

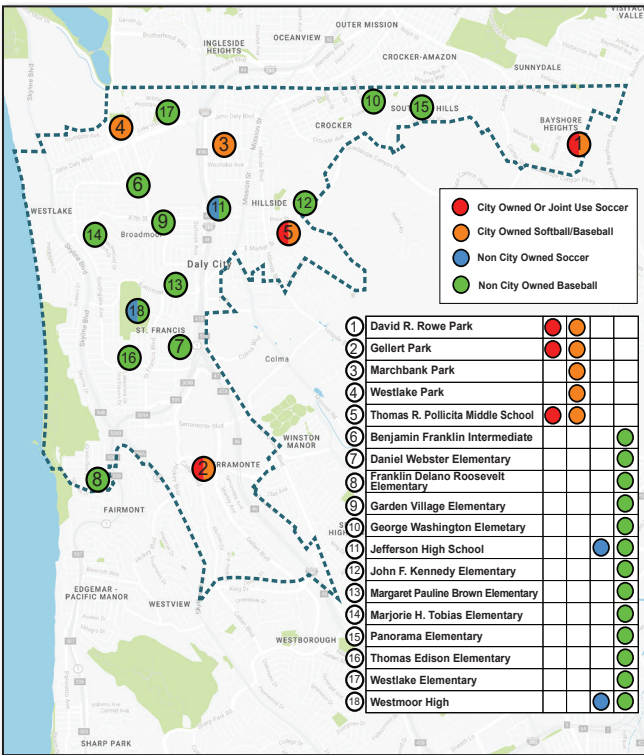


Figure 5-2: Sports Fields Distribution

GOAL 2: WELCOMING AND COMFORTABLE PARKS AND OPEN SPACES

G.2.1: DESIGN PARKS TO FEEL WELCOMING AND SAFE

2.1.1 Entries: Park entries should create a sense of arrival, welcoming and orienting users. Provide visual and physical connections to the surrounding environment.

2.1.2 Social Spaces: Ensure that parks contain gathering spaces of various sizes to support small picnics, birthday parties, family events, and community gatherings. Provide amenities in group picnic areas to facilitate use such as shade structures, BBQ grills, drinking fountains, and trash receptacles. The number of group picnic tables should be scaled to the park size. Gathering spaces should be prominently located, nestled into the park, yet easy to identify upon arrival at the park.

2.1.3 Relationship of Uses: Park uses should be logically organized to provide positive relationships between uses. For example, group picnic areas might be located near play areas, along with comfortable adjacent seating areas for adult supervision. Separate domains should be provided for conflicting activities (e.g. softball and picnicking, etc.).

2.1.4 Physical Comfort: Provide wind and sun protection. Provide amenities such as comfortable seating, drinking fountains, and bicycle racks. Provide restrooms in parks where users stay for longer periods of time (e.g. for gatherings, sports, events, etc.). Restrooms should be conveniently located where they can be easily surveilled.

2.1.5 Safety: Improve lighting and visibility into parks to address safety concerns.

2.1.6 High Quality Maintenance: Maintain parks to high standards to convey a sense of community pride and ownership. Ensure that staffing levels are adequate to provide the maintenance excellence that is expected by the community.

G.2.2: DESIGN PARKS TO SUPPORT HEALTH AND WELLNESS

2.2.1 Fitness: Provide fitness stations or equipment in parks where feasible, to allow for strength and aerobic activity. Provide walking and/or jogging paths in all parks.

2.2.2 Relaxation: Enhance and expand access to nature and green spaces. Include community gardens where feasible. Enhance views to the ocean from the bluff-top parks. Improve connections to Mt. San Bruno.

GOAL 3: CONNECTED AND ACCESSIBLE

G.3.1: PROVIDE EQUITABLE ACCESS TO A PARK FOR ALL RESIDENTS

3.1.1 Walkability: Strive to locate a park or open space within a 10 minute walk (1/2 mile) of every Daly City resident. Currently, 81% of residents are within a 10-minute walk of a park, compared with the national average of 54%. Figure 5-1 on page 121 indicates areas where residents are more than 1/2 mile from a park. The level of park need shown is based on the number of residents who are not within walking distance to a park. Prioritize actions for resolving access gaps in the most underserved areas.

3.1.2 Alternative Transportation: Coordinate park planning with the City's transportation planning, to provide bicycle and pedestrian connections to existing and future parks and open spaces. Provide bicycle racks in all parks. Where possible, co-locate parks with transit stops.





3.1.3 Universal Design: Ensure that each park is accessible to all ages and abilities. In the development or renovation of parks, reduce barriers that limit use of parks by persons of all ages, and physical, perceptual, and cognitive abilities. Strive to ensure that parks and facilities meet the Americans with Disability Act guidelines for park improvements.

GOAL 4: UNIQUE AND DISTINCTIVE

G.4.1: DESIGN PARKS TO REFLECT A SENSE OF PLACE AND COMMUNITY



4.1.1 Unique Design: When designing new parks or renovating existing parks, include unique, distinct, and memorable elements. Design the parks to reflect a sense of place, culture and community. Children's play areas should provide educational opportunities and thematic "place-making" features. Consider the use of unique and creative play elements rather than off-the-shelf play structures, to create unique and memorable environments. Where possible, themes should reflect special environmental or cultural elements of the setting.

4.1.2 Celebrate Culture: Create spaces in parks that support celebration of Daly City's rich and diverse culture. Create gathering spaces that support music and other performances, and a range of community events.



4.1.3 Sense of Place: Celebrate Daly City's unique location by enhancing views of and access to the Pacific Ocean, San Bruno Mountain, and significant historic and cultural locations in the City. Provide interpretive signage or displays to enhance understanding of these unique places.

4.1.3 Artful Parks: Parks should appeal to the users' imaginations and invite creative recreation activities. Incorporate art into the parks to convey neighborhood identity and character.

GOAL 5: SUSTAINABILITY

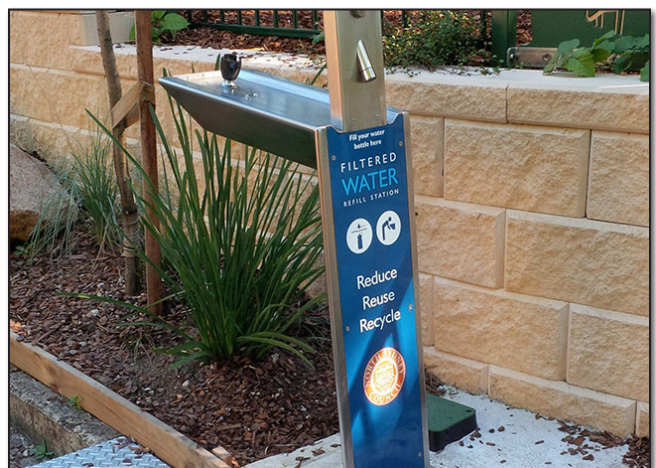
G.5.1: ENSURE THAT ENVIRONMENTAL SUSTAINABILITY IS AN INTEGRAL PART OF PARKS DEVELOPMENT AND MANAGEMENT

5.1.1 Use Best Practices: Incorporate sustainable best practices for water conservation, energy efficiency, stormwater treatment, and zero waste goals. Integrate the goals of Daly City's Green Vision into park planning, and provide amenities that support sustainable behavior such as recycling and composting receptacles and bicycle racks at all parks and facilities.

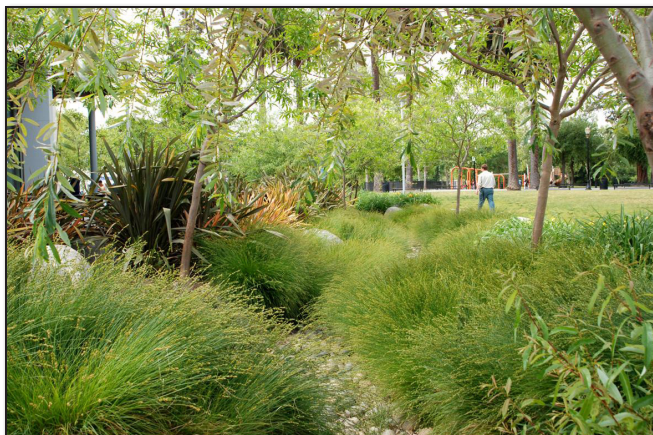
5.1.2 Conserve Water: Continue to update all irrigation systems to high efficiency systems including "smart" controllers, pursuant to the City's Municipal Code Chapter 17.41 - Water Conservation in Landscaping. Expand use of reclaimed water for irrigation as it becomes available. Westlake and Marchbank Parks currently use recycled water. Continue to conserve water use by using native and Mediterranean climate plant species and other low water use landscape elements, and by reducing ornamental and underused areas of turf.

5.1.3 Stormwater Management: Comply with regional and municipal green infrastructure and stormwater management programs. Improve water quality by incorporating green infrastructure features such as rain gardens and pervious pavers to cleanse stormwater and recharge groundwater. Dedicate landscape for bioretention areas and retention basins to treat runoff from adjacent tributary areas to promote clean discharge and sustainability.

5.1.4 Energy Efficiency: Include energy efficient features, which can not only conserve energy and create cost savings, but can also be educational



CHAPTER 5 · GOALS AND GUIDELINES



or artistic features. Conserve energy in lighting by incorporating motion activated lighting, dual level fixtures, self-powered lighting (e.g. integrated solar panels), and energy-efficient technologies such as LED.

5.1.4.1 Identify sites where alternative energy sources (e.g. solar panels on roof structures or covering parking areas, and other such measures) can be incorporated into the design.

5.1.4.2 Any lighting provided for security, pathway lighting, or courts should not impact adjacent residential areas, and should minimize dark sky intrusion.

5.1.4.3 Consider providing EV charging stations at City parks where appropriate.

5.1.5 Sustainable and/or Edible Landscapes:

Use sustainable landscape design and maintenance practices that improve habitat, reduce waste, conserve water and energy, protect water and air quality, and reduce maintenance. Incorporate edible landscaping to serve the community and provide healthy food options while reducing greenhouse gas emissions. Adopt Bay Friendly Landscape Principles and rating system, which have been widely adopted by cities in the region and describe in detail considerations that create sustainable landscapes.

5.1.6 Sustainability Education: Integrate sustainability education to highlight sustainable features in the City's parks. Provide interpretive signage to identify sustainable features. Create educational landscapes, including water conserving, native planting, artistic and edible landscapes.



G.5.2: ENSURE THAT ECONOMIC SUSTAINABILITY IS INCORPORATED INTO ALL PARK DEVELOPMENT AND MANAGEMENT

5.2.1 Maintenance Sustainability: Prioritize a high level of maintenance and enhancement of existing parks before investing in the development of new parks. Priority should be given to restoring the reduced parks maintenance staff to a capacity that can successfully address current needs. Analyze proposed improvements and identify ongoing funding sources to ensure that the highest level of quality is maintained. As parks are developed and improved, ensure that staffing is increased to sustain high quality maintenance.

5.2.2 Expand Revenues: Expand potential sources of ongoing revenue and support. Group picnic areas should be designed to accommodate reserved activities of various sizes, as a source of revenue generation. Consider sponsorships and naming rights as revenue sources. Strengthen and expand partnerships. Expand the City's Adopt-A-Park program to increase community involvement in the parks and recreation system.

5.2.3 Efficient Design: Consider the maintenance implications of design decisions when planning a new park or park renovation. Park design should provide for logical maintenance and emergency vehicle access.

5.2.4 Fee Assessments: Periodically reassess and adjust the City's park in-lieu fees ("Quimby" fees) and development impact fees ("AB1600" fees) to ensure that they reflect current costs of park acquisition and improvements. Conduct nexus studies as necessary to determine the range of fees that may be appropriate and supportable.



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PLAY DALY



6 · IMPLEMENTATION



OVERVIEW

This Master Plan is intended as a living document. With a 20 year time horizon, changes in circumstances, opportunities, resources and demand will evolve. This chapter provides criteria for evaluating project opportunities in order to prioritize use of resources. It also discusses various funding mechanisms that may be pursued to implement the recommended projects, and includes a table of estimated costs for improvements as of the time of this report.



PRIORITIZATION

Within the overall park system, prioritization of individual projects is critical to achieving the vision of ensuring that Daly City has an accessible, equitable and sustainable system of parks and open spaces that maximizes the recreational opportunities available to all of the City's residents, workers and visitors.

With limited resources, expenditures and benefits must be carefully weighed, and the overall value of each

project must be analyzed within the context of the Goals and Guidelines. Potential projects must also be evaluated in light of potential targeted resources for funding or collaborative efforts. Prioritization should consider need, return on investment, and implications for maintenance and operations budgets. Establishing weighted criteria for evaluating potential projects will create a systematic approach to prioritization.

The following categories address important benefits and considerations to be weighed in determining the priority of a particular project.

Prioritization Checklist		X
Public Health and Safety		
• Does the project correct conditions that are safety hazards or code violations (e.g. unsafe equipment, seismic upgrade)?		
• Does it provide safety and security of the users and property (e.g. visibility, lighting, gate, etc.)?		
• Does it remediate an environmental health hazard (e.g. brownfield)?		
Access		
• Does the project improve park access in an underserved community (e.g. new park, joint use agreement)?		
• Does it correct ADA deficiencies?		
• Does it improve a park that is easily accessible to the public?		
• Is it located along a pedestrian / bicycle / transit corridor?		
Protection of Infrastructure / Maintenance Efficiencies		
• Does the project preserve the integrity of the City's existing infrastructure?		
• Does it provide major repairs/renovations to an existing facility?		
• Does it provide minor repairs/renovations to an existing facility?		
• Do improvements reduce ongoing maintenance costs?		
• Do improvements generate increased revenues for the City?		
Maximize Park Usability		
• Does the project increase recreational opportunities in an underused park?		
• Does the project improve or expand facilities for an underserved neighborhood?		
• Does it provide facilities or elements that the community has expressed as priorities (e.g. more/ improved playgrounds, restrooms, fenced off leash dog areas, sports fields and courts, exercise stations, community gardens, etc.)?		
• Does it improve a specialized facility or element that is used by the City-wide community (e.g. skate park, sports field, tennis/pickleball, dog park)?		

Table 6-1: Prioritization Checklist

Prioritization Checklist		X
Neighborhood Improvement / Enhancement		
• Does the project improve the aesthetic and/or environmental quality of the City or neighborhood?		
• Does it preserve, improve or enhance cultural, historical or natural resources?		
Community Support		
• Does the project have demonstrated support from the community?		
• Has there been significant community input expressing the need for the project?		
• Does the project support a park that is currently well-used?		
Collaborative Opportunities and Funding Availability		
• Is City funding available?		
• Is grant funding available?		
• Is joint-use or collaboration possible with outside public agencies (e.g. school districts, state or county parks)?		
• Will it provide collaborative opportunities with non-profit organizations?		
Total Score		

Table 6-1: Prioritization Checklist (cont.)

FUNDING MECHANISMS

Determining how to fund parks and open space can be a challenge. Fluctuating budgets and economic development can often impact General Fund spending, resulting in cuts for the development and enhancement of parks and open space. Building successful and sustained funding and financing for parks and open space starts with understanding the community's long term vision for its future and how the value of parks and open space connects to that vision to help the support and advocate for adequate funding and implementation.

To implement the recommendations in this Plan, the City will need to identify funding strategies for ongoing maintenance and operations, and capital funding for enhancing existing parks and for any new project design and construction. Current maintenance and operations funding supports a high level of service

and quality maintenance in most parks. It is critical to continue fostering and supporting this funding to ensure that features and amenities have a long life. Capital projects tend to be easier to fund as they attract traditional sources of funding and large donations.

ENCOURAGING PARK STEWARDSHIP

The City should continue to create opportunities for residents to provide targeted funding or volunteer assistance for the maintenance, improvement, or renovation of a specific park. This can be formalized by forming and working with a Friends of the Parks group, expanding the City's Adopt-A-Park program, and/or establishing memorial programs with named benches, bricks, tile mosaics, or similar items. These programs may not generate substantial funding but can provide a positive tool for engagement, stewardship of parks, and a sense of community. A "Friends of the Parks"

CHAPTER 6 • IMPLEMENTATION

organization can also provide the City with additional fundraising capacity for specific targeted projects or for general support, whether by memberships, hosting fundraising events, or being a conduit for soliciting donations of funds, in-kind materials or equipment, or services.

The City should consider supporting community members in forming a non-profit Parks Foundation to encourage individual/family/corporate donations, legacy giving, and overall community support for parks and facilities. A successful individual donor campaign typically requires strong, visible community leaders who will both “give and get.” These individuals can, with proper support, provide endorsement, access to wealth, and a sense of enthusiasm in an otherwise crowded fundraising marketplace. High level donors can be instrumental in funding capital improvement projects and attracting additional capital and support from other donors, or from grant making bodies.

PUBLIC/PUBLIC AND PUBLIC/PRIVATE PARTNERSHIPS

The City should expand and enhance partnerships with school districts, government entities, the county, agencies, non-profits, sports clubs and others to assist with sharing maintenance efforts, or sharing facilities such as sports fields and courts. Further, the City should continue to foster positive relationships with large commercial businesses in the City. These partnerships can provide the opportunity to share costs for maintenance, the development of new facilities, as well as support effective shared use agreements.

REVENUE GENERATION AND COST RECOVERY

Daly City collects rental fees for its sports fields and for the Gellert Park picnic shelter. There are opportunities to expand revenue generation, such as rental of

reservable group picnic areas, or of group gathering areas. An online reservation system would facilitate the rental process. Rental fees should continue to be assessed, and regularly reviewed and updated to ensure full cost recovery of services provided.

GRANTS

The City has the opportunity to apply for a variety of grants to help fund programs and capital improvements. Grants would most likely be for activities or efforts that consider environmental improvements and access to parks, and that enhance services to underrepresented communities. Projects that provide multiple benefits can increase the possibility of successful grant applications.

California voters approved the Parks and Water Bond Act of 2018 (Proposition 68), which allocates \$185 million in funding for local jurisdiction park improvements (part of a larger \$4 billion allocation). Funds will be allocated on a per capita basis and emphasize providing parks for neighborhoods that lack access to parks and nature. Funding applications began to be available in 2019.

The federal Land and Water Conservation Fund, administered by California State Parks’ Office of Grants and Local Services (OGALS), provides funding for the acquisition or development of land to create new outdoor recreation opportunities for the health and wellness of Californians. The next competitive cycle will likely occur in 2020.

A range of additional programs providing state grants with specific objectives are administered by California’s Natural Resources Agency and its departments and conservancies. A number of these grants, such as Recreational Trails and Greenways, Urban and Community Forestry, Recreational Trails Program, Stormwater, Public Access Program, and various Coastal Conservancy grants, are potential sources of

funds for specific park improvements or acquisitions in Daly City. Information on current grant opportunities, including program guidelines, online application review, and additional resources is available at:

<http://resources.ca.gov/grants/>

Other grants are available through agencies and foundations. Examples include:

- AARP Community Challenge Grant Program funds “quick-action” projects for immediate improvements that benefit residents of all ages. One focus area is on projects that create vibrant public places that improve open spaces, parks and access to other amenities.
- Build it with KaBOOM! pairs one of their dedicated funding partners with a community partner (the City), who then come together to plan and build a brand new playground.
- Through the 10-Minute Walk Planning Grant and Technical Assistance the National Recreation and Park Association, with support from the JPB Foundation, works alongside the Trust for Public Land and the Urban Land Institute to support planning efforts that help cities increase access to high-quality parks within a 10-minute walk.
- The U.S. Soccer Foundation offers grants to support irrigation, lighting, and artificial turf costs for field space that will be used for soccer a majority of the time.

A strong grant-writing and grants management program is critical to identifying, compiling applications, and securing grant funding.

PARKLAND DEDICATION AND IN-LIEU FEES

Section 66477 of the Government Code (known as the Quimby Act) grants cities and counties authority to require the dedication of parkland—or the payment of

a fee in-lieu thereof—by a new residential subdivision. Land dedicated and fees collected may only be used for developing new, or rehabilitating existing park or recreational facilities serving the new development. Daly City has a Quimby ordinance in effect, requiring dedication of 3.0 acres per 1,000 residents. (Daly City Code of Ordinances Chapter 16.30.) Only new development of owner-occupied units are subject to Quimby. For other development types, impact fees are assessed.

DEVELOPMENT IMPACT FEES

Development impact fees are paid by a developer at or near the time of building permit, to pay for various public improvements that are required to serve the new development. Such fees are required for issuance of building permits on a proposed development and are required under the City’s powers over land use. A city’s policy to have development pay for the infrastructure required is a sound fiscal strategy if the approved fees are sufficient and include cost escalators to keep pace with building costs.

Section 66000 (et seq) of the California Government Code establishes the requirements for imposition of development impact fees. This section of the Government Code (enacted as AB1600) requires an agency that establishes, increases or imposes a development impact fee as a condition of development approval to do the following:

- Identify the fee’s purpose
- Identify the fee’s uses
- Establish a reasonable relationship between the fee’s use and the type of development project on which the fee is imposed.
- Determine whether there is a reasonable relationship between the need for the public improvement and the development project on which the fee is imposed.

CHAPTER 6 • IMPLEMENTATION

The improvement and expansion of the parks as recommended in this Master Plan are based on a comprehensive needs assessment. Fees exacted under AB1600, also referred to as Public Facility Fees, may be designated for carrying out the improvements set forth in these documents. These fees reflect the demands that will result from the increased population of residents and employees, which arises from development projects. Whereas the Quimby Act applies only to owner-occupied subdivision development projects, development impact fees may be assessed against other development types, including rental, commercial, and industrial projects. Fees from non-subdivision residential development, as well as commercial and industrial development help support employees' and residents' recreational opportunities, and mitigate impacts from non-residential use of public facilities. Regularly assessing and updating the development fees is important to ensure that they adequately contribute to supporting these critical facilities. Neighboring communities such as South San Francisco have utilized this approach to funding needed parks and recreation facilities.

GENERAL OBLIGATION BONDS

A source of major funding for parks and open spaces is the general obligation bond. This type of funding requires a two-thirds approval by voters. Often a package of several popular public projects are combined in order to garner the necessary support from voters. To determine whether this hurdle can be met, a feasibility study is advisable.

PROJECT COSTS

In this era of escalating and varying costs, Table 6-2 on the following pages provides a snapshot of general project costs at this time. Construction costs have generally risen 5-10% annually over the last 15 years. This table shows current preliminary cost estimates for various types of park projects, amenities, improvements and repairs based on recently completed comparable projects and master plans.

Description	Amenities Included	Approx. Quantity / Size	Cost (materials, labor, soft cost)
Picnic Area (<i>small</i>)	Picnic tables (2), BBQ grills, 800 sf concrete paving, drinking fountain with spigot, trash receptacle, trees or small structure for shade	3,000 sf	\$140,000
Picnic Area (<i>group</i>)	Picnic tables (6), BBQ grills, 1,600 sf concrete paving, drinking fountain with spigot, trash receptacle, trees or large structure for shade	6,000 sf	\$220,000
Community Garden	Grading, irrigation, planter boxes, mulch, plants, signage	5,000 sf	\$625,000
Tot Lot / Small Play Area (1,000-5,000 sf)	Grading, play equipment (2-5 years and 5-12 years), synthetic safety surfacing, seating, shade, trash receptacles	per square foot	\$130
Large Play Area (5,000-10,000 sf)	Grading, play equipment (2-5 years and 5-12 years), synthetic safety surfacing, seating, shade, trash receptacles	per square foot	\$110
Dog Park	Perimeter fencing for 0.5 acre park, water faucet, turf and irrigation, trash/doggy station, signage, benches	.5 acre	\$160,000
Skate Park (per acre)	Skate structure with concrete bowls, lighting for night use, perimeter rail fence, shade structure, planting, seatwalls, bike racks	2 acres	\$2,340,000
Resurface Play Area (<i>fibar</i>)		per square foot	\$10
Resurface Play Area (<i>pervious poured in place surfacing</i>)		per square foot	\$20
Picnic Table		per unit	\$4,000
Bench		per unit	\$3,000
Trash / Recycling Receptacle		per unit	\$2,000
Bike Rack		per unit	\$1,500
BBQ & Ash Receptacle		per unit	\$5,000
Drinking Fountain		per unit	\$10,000
Monument Entry Sign		per unit	\$15,000
Small Shade Structure	20'x20'	per unit	\$62,400
Large Shade Structure	40'x40'	per unit	\$132,600
Picnic Table (<i>refurbish</i>)	Clean, repaint, clear rust	per unit	\$200
Bench (<i>refurbish</i>)	Clean, repaint, clear rust	per unit	\$200

Table 6-2: Project Costs

CHAPTER 6 · IMPLEMENTATION

Description	Amenities Included	Approx. Quantity / Size	Cost (materials, labor, soft cost)
<i>Tennis court</i>	Post tension concrete slab, acrylic surfacing, lighting	\$7,200 sf	\$100,000
Basketball Court (full)	Grading, asphalt surfacing, posts, backboards, nets, striping	5,000 sf	\$180,000
Basketball Court Resurface (full)	Grind top layer of existing AC paving and replace reseal and restripe	5,000 sf	\$42,000
Basketball Court Restripe (full)	Slurry seal and restripe	5,000 sf	\$15,000
Basketball Court New (half)	Grading, asphalt surfacing, posts, backboards, nets, striping	2,500 sf	\$100,000
Basketball Court Resurface (half)	Grind top layer of existing AC paving and replace reseal and restripe	2,500 sf	\$28,000
Basketball Court Restripe (half)	Slurry seal and restripe	2,500 sf	\$8,000
Tennis Court Restripe	Resurface and restripe	per unit	\$6,000
Multi-Use Turf Field (large)	Grading, drainage, base, turf, infill and striping	3 acre	\$1,500,00
Multi-Use Turf Field (small)	Grading, drainage, base, turf, infill and striping	1.5 acre	\$825,000
Fitness Court	40'x40' fitness court with 30 pieces of bodyweight equipment provided by National Fitness Campaign. Funding through grant.	per unit	\$35,000
Fitness Station	Individual fitness equipment elements	per unit	\$7,000
Aluminum Sports Bleachers	5 rows, 15' length, double footguards & chainlink fence	per unit	\$8,000
Sports Equipment Locker		per unit	\$1,600
Lighting - Basketball (full)	4 posts, luminaires, wiring, electrical connection	per court	\$150,000
Lighting - Basketball (half)	2 posts, luminaires, wiring, electrical connection	per court	\$75,000
Lighting - Basketball (residential)	2 posts, luminaires, wiring, electrical connection	per court	\$30,000
Lighting - Pedestrian	Post, luminaire, wiring, electrical connection	per unit	\$15,000
Lighting - Multi-Use Sports Field	6 posts, luminaires, wiring, electrical connection	per field	\$1,500,000

Table 6-2: Project Costs (cont.)

Description	Amenities Included	Approx. Quantity / Size	Cost (materials, labor, soft cost)
Pedestrian Concrete Paving	Grading, subgrade preparation, subgrade, concrete paving	per square foot	\$15
Decomposed Granite Path	Grading, subgrade preparation, subgrade, decomposed granite, header	per square foot	\$12
Asphalt Path Refurbishment	Slurry seal	per square foot	\$2
Grading Improvements (asphalt)	Demo existing paving, regrade, install subgrade and new asphalt paving	per square foot	\$10
Asphalt Games Restripe	Possible slurry seal and repaint striping	per square foot	\$3
Parking - Replace	Demo existing paving, regrade, install subgrade and new asphalt paving & striping	per square foot	\$10
Parking - Resurface & Restripe	Grind top layer of existing AC paving and replace reseal and restripe	per square foot	\$8
Parking - Restripe	Slurry seal and restripe	per square foot	\$3
Landscape Planting	Soil prep, grading, trenching, irrigation, plant material, mulch, maintenance	per square foot	\$12
Turf Irrigation Repair	Demo of existing irrigation, new irrigation equipment & install, turf replacement in damaged areas	per square foot	\$10
Turf	Sod	per square foot	\$3
Park Tree	24" box tree	per unit	\$650
Artificial Turf		per square foot	\$25
Split Rail Wood Fencing		linear foot	\$50
Chain Link Fence (4')		linear foot	\$90
Chain Link Fence (6'-8')		linear foot	\$160
Split Rail Wood Fencing		linear foot	\$50
Wood Retaining Wall	Approx. 3' high wall, 4x4 pressure treated posts, 2x6 pressure treated slats	linear foot	\$250
Native Bluff Restoration	Volunteer-based ice plant removal program, site preparation, seeding/planting of native species, maintenance. Restoration plans are highly variable in scope and cost, consult with an environmental firm for site-specific costs.	1 acre	\$20,000

Table 6-2: Project Costs (cont.)

PLAY DALY



7 · APPENDIX



OVERVIEW

In this chapter you will find all the materials used for community engagement, including presentations, boards, online survey and phone responses. This section is organized in chronological order.

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AGENDA FOR ADVISORY COMMITTEE MEETING #1



LANDSCAPE ARCHITECTURE · LAND PLANNING · URBAN DESIGN

AGENDA

Parks and Recreation Open Master Plan
Committee Meeting #1

Thursday, July 19, 2018

6:30 – 8:00 pm

City Hall

Time Frame	Topic	Presenter	Materials
10 minutes	Introduction / Welcome • Team	City Staff	Sign-in sheets Name tags
40 minutes	Presentation • Project History • Project Goals • Outreach & Oversight Roles	City Staff / Gates	PowerPoint
30 Minutes	Breakout Session 1. Review Community #1 Goals		Boards
5 minutes	Summary & Next Steps	Gates	

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1



Citizen Advisory Committee MEETING #1

July 19, 2018

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1

INTRODUCTIONS

The Master Plan Team

- Daly City
- Gates + Associates
- Advisory Committee



PARKS MASTER PLAN

Purpose of the Project

- » Assess the conditions of Daly City's existing parks
- » Engage Community for meaningful input
- » Create a **ROAD MAP** to guide **FUTURE IMPROVEMENTS** to Daly City's Parks



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1

MEETING OVERVIEW

Purpose:

- » Set up our Committee for Success
- » Collect input and insights

Agenda:

Presentation

- » Committee Role
- » Project History
- » Project Goals



Breakout Session

- » Boards



Summary & Next Steps

PLAY DALY



BACKGROUND

Role of Citizen's Advisory Committee

- » Provide **Input** and **Recommendations** on process and materials for community engagement
- » Be our **Project Ambassadors** to the rest of your community

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PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1

PLANNING CONTEXT

Daly City General Plan

**Resource Management GOAL:**

Ensure the **ENHANCEMENT** and **PRESERVATION** of **EXISTING RESOURCES** by effectively managing their development and conservation and providing adequate recreational open space for future generations.

PLAY DALY



PLANNING CONTEXT

Daly City General Plan

Park Facilities POLICY RME-12:

Encourage a **DIVERSE, EQUITABLE,** and **INTEGRATED SYSTEM** of park facilities throughout Daly City that are **ACCESSIBLE** to all age, social, and economic groups and all geographic areas of the City.

- » Improve Mussel Rock Park
- » Require park dedication or in-lieu fees

(Currently over 800 units in the entitlement process and 1500 more contemplated.)



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PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1

PLANNING CONTEXT

Other Plans and Studies

- » Facilities Master Plan
- » Bicycle and Pedestrian Master Plan



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PROJECT YOUTH INTERN

Share with Good Candidates



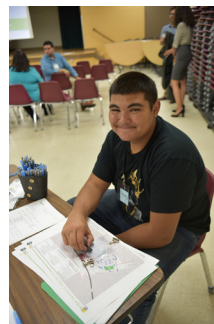
2018 Student Internship
Applications due Thursday, August 2, 2018

The Details:
Get valuable on-the-job experience under the guidance of community engagement professionals.

We are looking for paid interns to help run and gather information for **9 community meetings**.

Interviews will be conducted in person. Please include a resume including skillset, name, age, and location with application.

Submit applications to Kelley@dgates.com



PLAY DALY

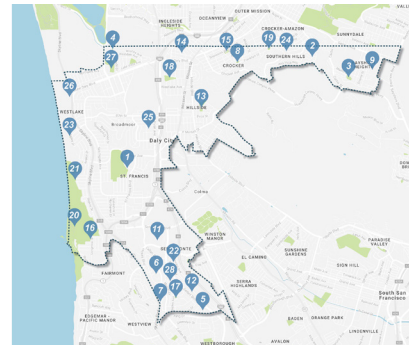


PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1

PARKS MASTER PLAN

The Master Plan Document

- » Existing Conditions Assessment (28 parks & open spaces)
- » Community Outreach Process/Input
- » Community Needs Assessment
- » Identify Goals, Policies and Standards
- » Develop Recommendations
- » Create Action Plan for Implementation



BACKGROUND

Work to Date

- » Inventory and Ongoing Assessment of Parks
- » Community Engagement Plan
- » Phone Survey Underway
- » Demographics and Trends



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1

YOUR GOALS

Group Discussion

What do you want to see?



PLAY DALY 

COMMUNITY INPUT

Round 1:

What do you like and want to add to your parks?

Round 2:

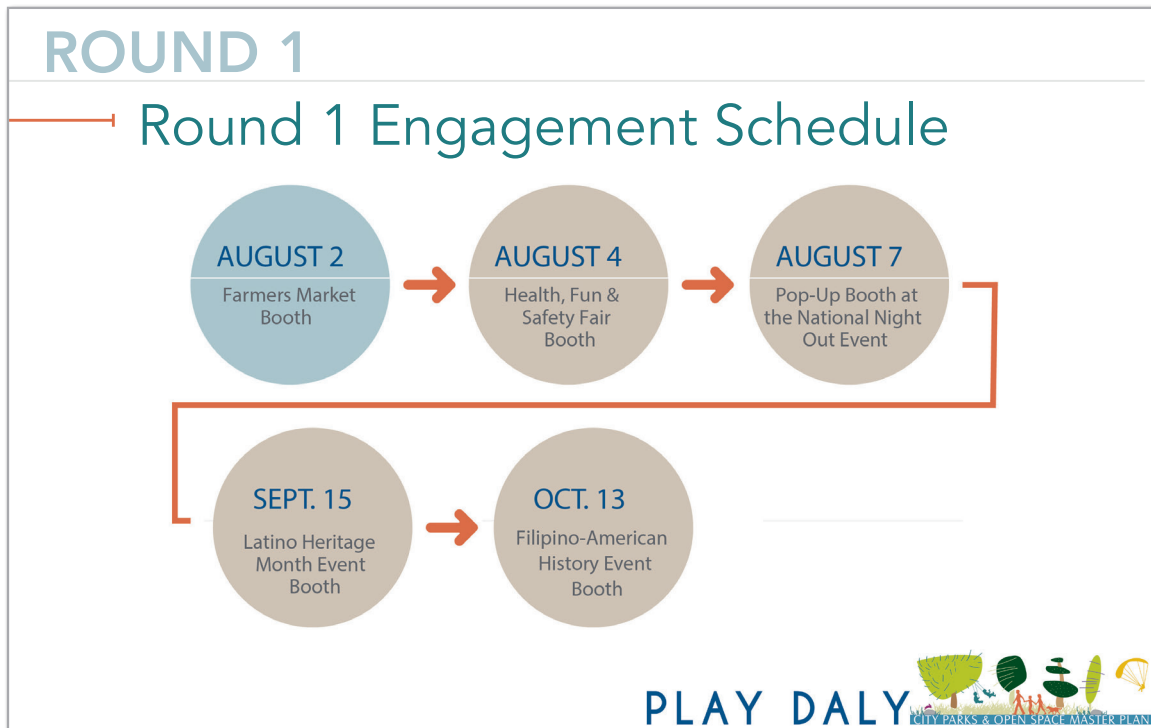
What are your priorities?

Round 3:

Does the draft plan reflect your vision?

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PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1



BREAKOUT

1. Boards

- » Dots = Likes!
- » Post its = Other Ideas

PLAY DALY CITY PARKS & OPEN SPACE MASTER PLAN

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1

DISCUSSION

Feedback

- » Anything missing?
- » Anything else you are curious about?
- » Anything else we should ask?



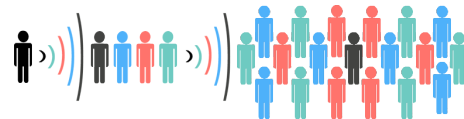
PLAY DALY



NEXT STEPS

For you:

- » Reach out to Daly City Community
- » See you at the Event Booths
- » See you at the next Advisory Committee Meeting



For us:

- » Continue existing conditions assessments
- » Conduct survey (see project web page for survey updates)
- » Community Input

PLAY DALY



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #1

COMMUNITY INPUT

Online Engagement Opportunities




- » Project Website : www.dalycityparksplan.org
- » Online Survey coming soon
- » Our Hashtag : #playdaly





#playdaly

THANK YOU



CITY PARKS & OPEN SPACE MASTER PLAN

NOTES FROM ADVISORY COMMITTEE MEETING #1

Daly City Parks and Open Space Advisory Committee Meeting #1 Summary

July 19, 2018

6:30 – 8:30 pm, City Hall, First Floor Training Room

Attendees:

Terry Chew, Brenda Jones, Christina Luna, Weiser Manzano, Rick Crump, Jessica Wan

City and Consultant Team: Joseph, Stephen, Richard, Kelley, Gail

Purpose:

To introduce the project to advisory members, review advisory member roles, collect input on community engagement and parks and open space systems for Daly City.

The following notes have been grouped by category

Community Engagement Awareness – Spreading the Word About the Project and Reaching the Community for Input:

- Notice at HOA Meetings and consider attending HOA meetings for input. Rick Crump to provide list of HOAs to Gates + Associates.
- The Wire
- The Mailer
- Libraries (also pass out and collect written surveys here in addition to noticing, have computer stations for online survey)
- Mix of online/write-In options for survey collection

Demographics:

- Demographics are important to consider during input collection to ensure we are reaching a cross section of the diverse Daly City Community.
- Different populations may participate in different ways.
- Translation is important. Consider video translation with a drop down menu - english, spanish, chinese, tagalog, burmese
- Hashtag contest will be good to target younger generations.

General Comments:

- There is a lot of new development in the pipeline in Daly City. This will bring either new parks for the new development, or in lieu fees to be used for parks.
- MidPen development will include a new park in the Bayshore area. This area has different demographics (HOAS and Seniors) than the rest of City, and is geographically isolated.
- Revisit/update tot lots. Gellert Park tot lot could be expanded. Some tot lots are dated.

NOTES FROM ADVISORY COMMITTEE MEETING #1

- Emphasize Gellert as a destination park.
- Promote exercise and walking in parks. Consider lighting improvements for safety.
- Marchbank Park has highest vandalism.
- Park system should be usable and appealing to every age group. Multi Generational.
- Each park should be unique.
- Create Parks Tour (on-line & printed material, possible in-person tour for Advisory Committee).
- Brand and market the Parks (better awareness of all the parks in Daly City for all residents). Each park could have a different theme.
- Add more amenities (Seating, Drinking Fountains, Signage, etc.)
- Real Bathrooms vs mobile
- Art in Parks – Mural Walls, Unique Art
- Potential for Bike Share?
- Add more lighting for safety while also considering surrounding uses.

Comments on Outreach Boards:

- Key out all parks – images of each. Can be multiple boards. Awareness of the parks in Daly City will be a nice added benefit.
- Remove Splash Pad as Option – “We live in a splash pad”
- Change “Trail” Text to “Pathways/Trails.” The only trails are at Mussel Rock Park. Images of concrete paths in parks feels more like Daly City parks experience.
- Some on “like” boards felt like duplicates to the “add” board – ie: picnic tables, playgrounds.

Advisory Committee To Dos:

Share with your friends about the upcoming meetings (in person, online, etc.) I’ve attached flyers and a link to the website.

Send Youth Intern Application (preferably high school age) to potential candidates. We are looking for 2-3 total. It is a paid internship, they do not need any previous training. Can work up to 9 community events connecting with neighbors.

Targeting the next Advisory Committee Meeting the 3rd Thursday of October 18th, 2018

BOARDS FROM POP-UP BOOTH AT THE FARMERS MARKET (AUG. 2, 2018)



BOARDS FROM POP-UP BOOTH AT THE FARMERS MARKET (AUG. 2, 2018)

What would you like to **add** your parks?

Que le gustaría agregar a sus parques? | 你想在公園裡加什麼?

8/2/18

More Outdoor Picnic & Gathering Areas
Más Áreas de Picnic y Reuniones
更多野外露營地

More Dog Parks
Parque para Perros
更多狗公園
safety for dogs + ppl

Covered Area / Shade
Áreas Cubiertas / Sombra
陰影地方

Teen Space
Espacio Para Adolescentes
青少年場地

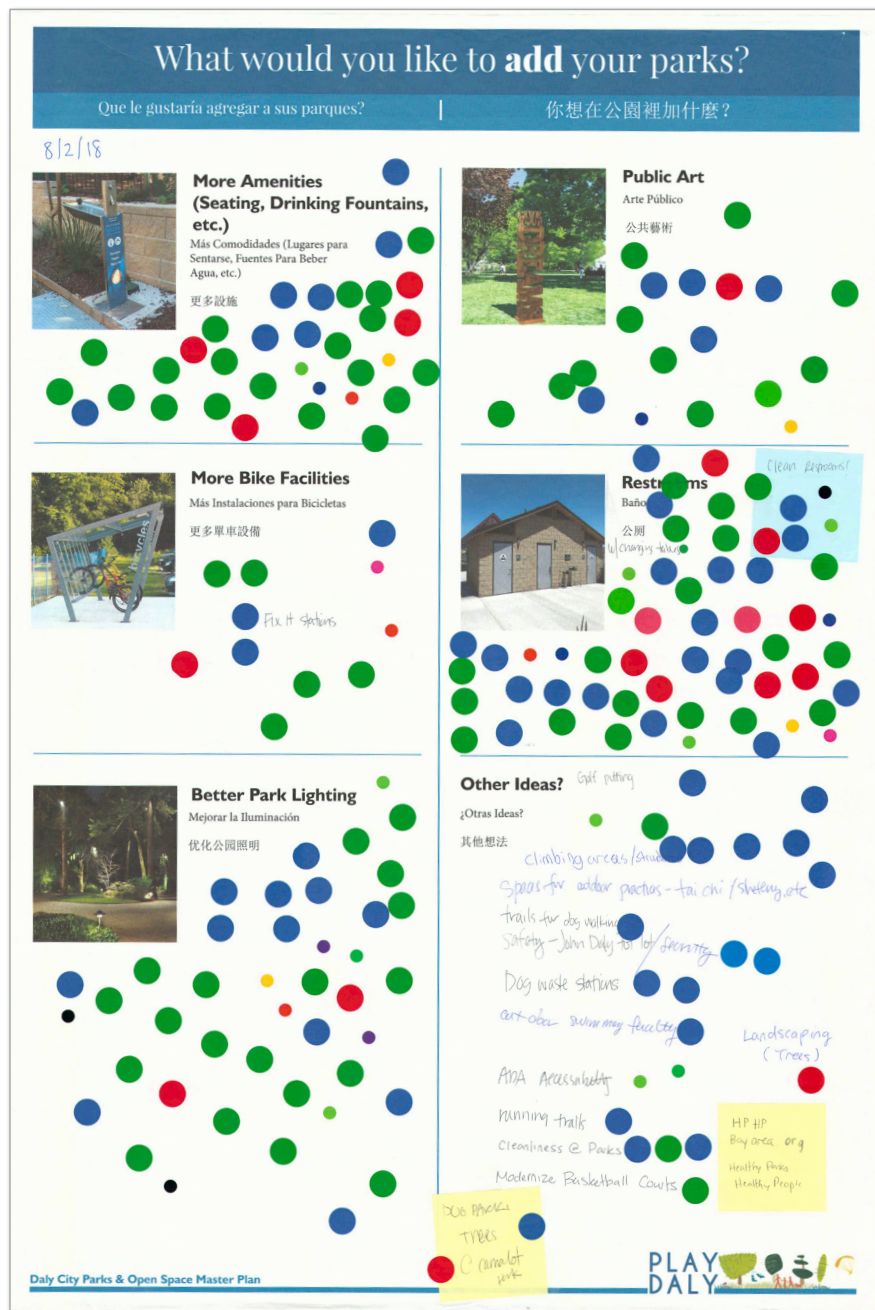
Community Gardens
Jardines Comunitarios
社區花園

Demonstration Gardens
Jardines Educativos
示範花園
Native Plant Garden

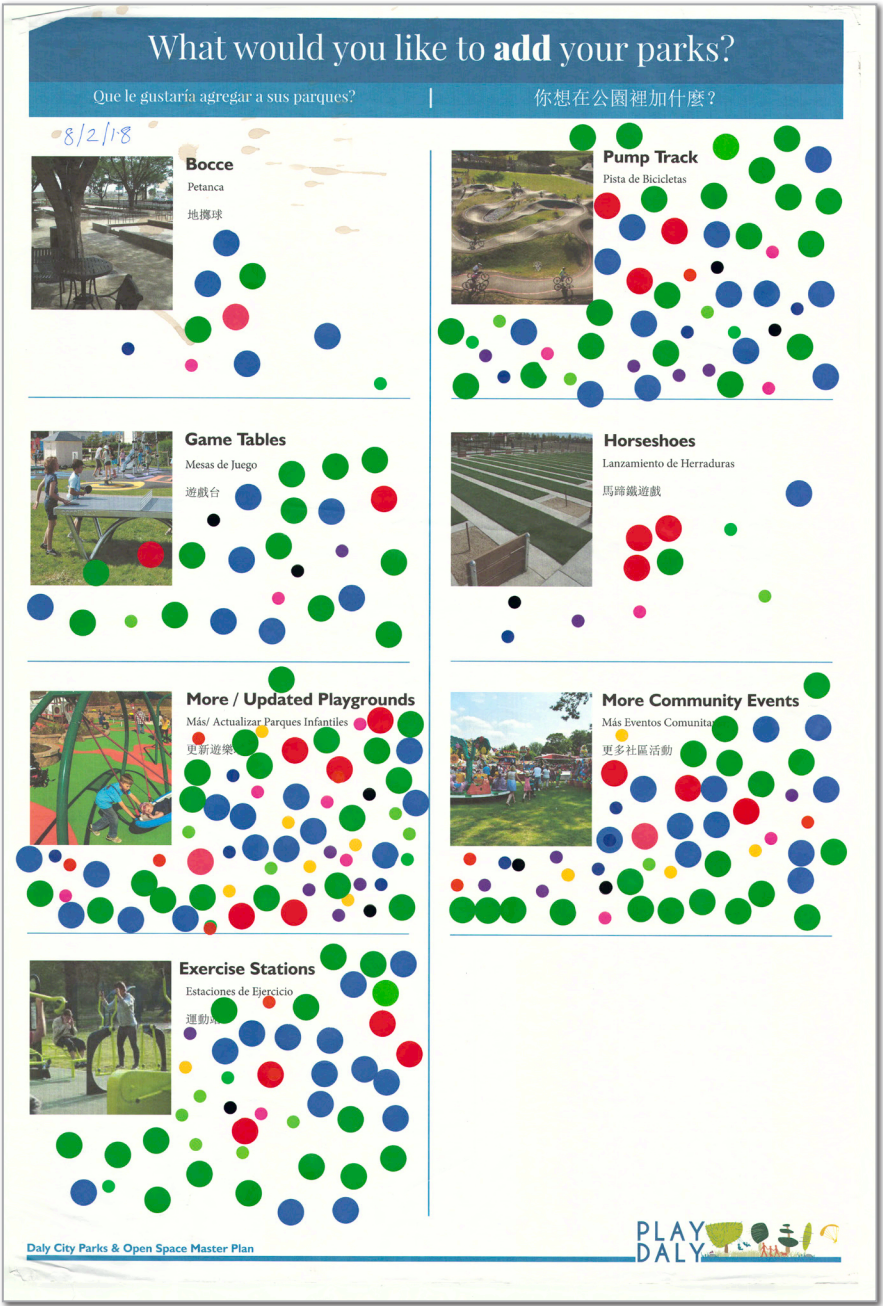
Daly City Parks & Open Space Master Plan

PLAY DALY

BOARDS FROM POP-UP BOOTH AT THE FARMERS MARKET (AUG. 2, 2018)



BOARDS FROM POP-UP BOOTH AT THE FARMERS MARKET (AUG. 2, 2018)



BOARDS FROM POP-UP BOOTH AT THE FARMERS MARKET (AUG. 2, 2018)

What do you like about your parks?

Que le gusta acerca de sus parques?

你的公園有什麼你喜歡去做?

8/2/18



Dog Areas

Areas Para Perros
狗公園



Trails/Pathways

Senderos Para Caminar
步道/途徑



Open Space

Espacio Abierto
開放地



Skate Park

Parque de Patinaje
滑板公園



Picnic Areas

Areas de Picnic
野餐地

Other?

Otras?
其他

Needs Cleaner Restroom

NO ONE USES THEM

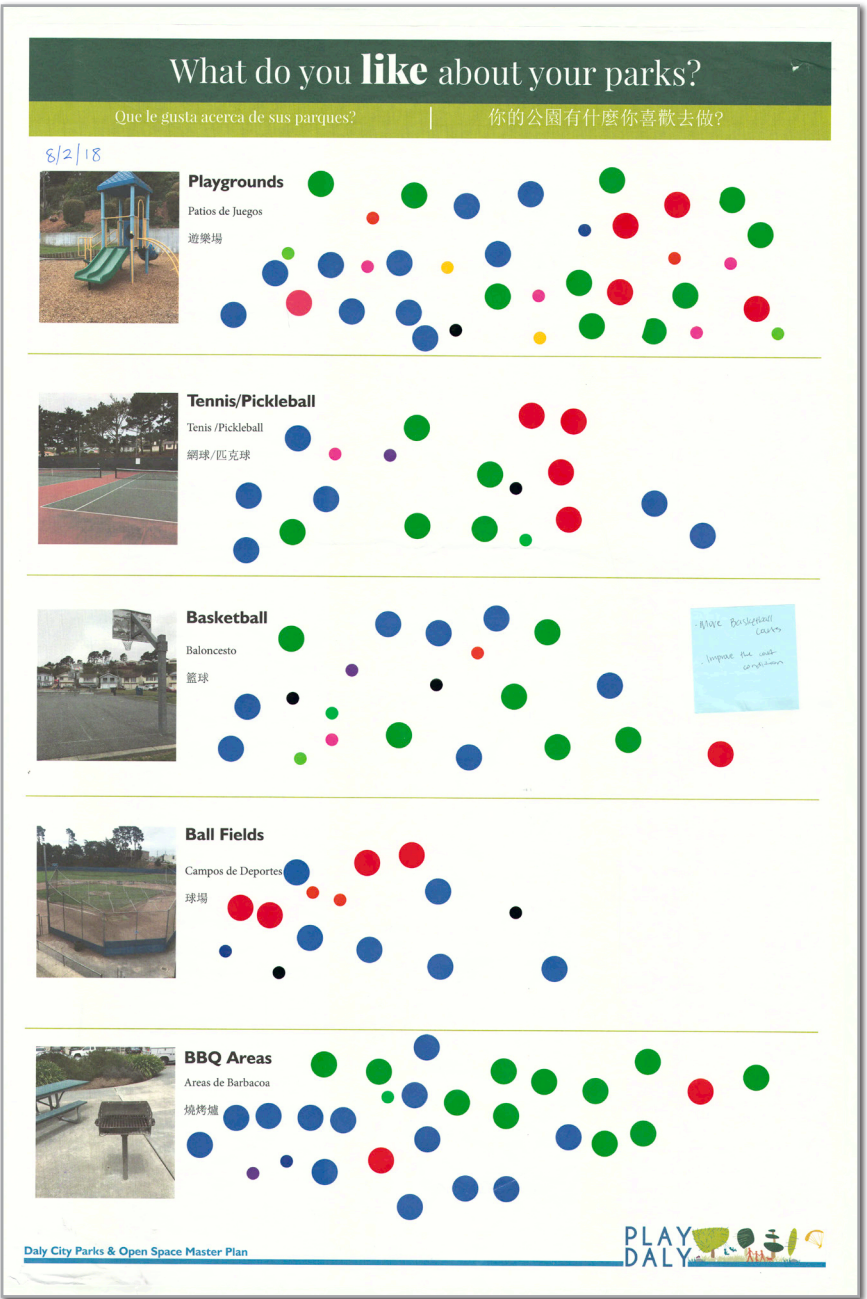
NATURAL TRAILS
- FUR TIES
- EXHAUSTS
- SAMPLES
- NO LONGER USEFUL
- EXHAUST

NO DUMP
NO SMOKING

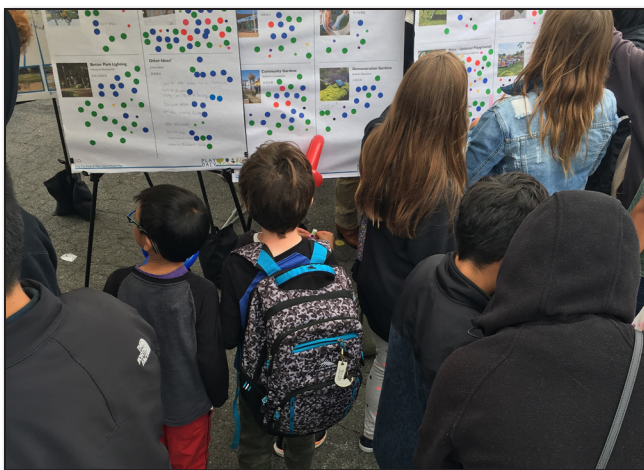
Daly City Parks & Open Space

PLAY DALY

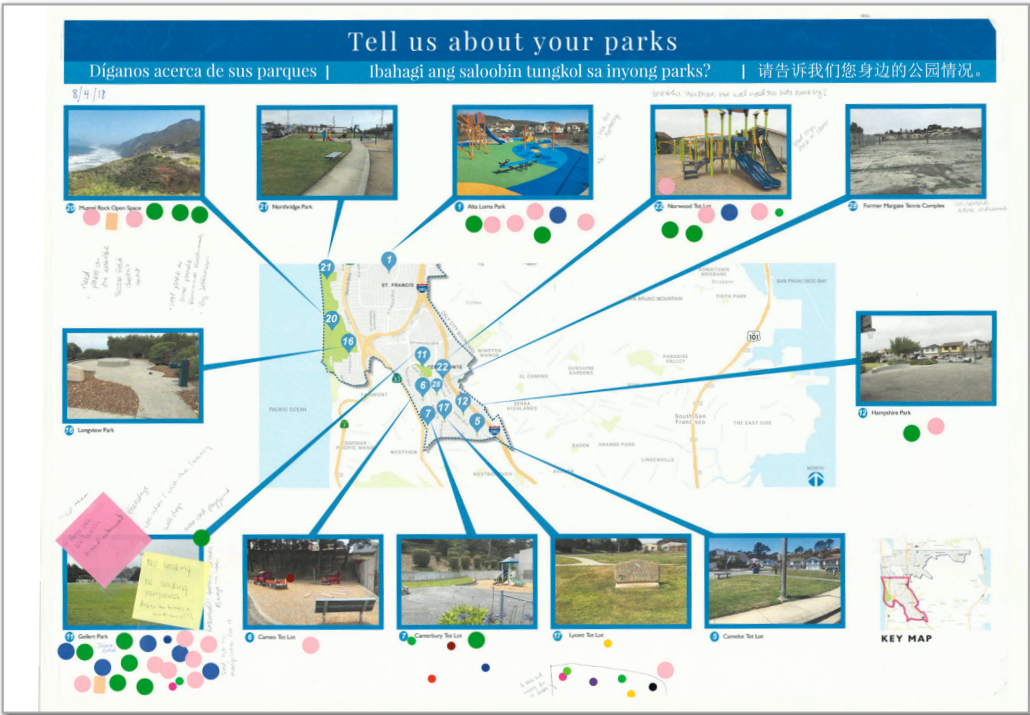
BOARDS FROM POP-UP BOOTH AT THE FARMERS MARKET (AUG. 2, 2018)



POP-UP BOOTH PHOTOS AT THE FARMERS MARKET (AUG. 2, 2018)



BOARDS FROM POP-UP BOOTH AT THE HEALTH
FUN AND SAFETY FAIR (AUG. 4, 2018)



BOARDS FROM POP-UP BOOTH AT THE HEALTH FUN AND SAFETY FAIR (AUG. 4, 2018)

What do you **like** about your parks?

Que le gusta acerca de sus parques? | Ano ang gusto ninyo sa inyong parks? | 你的公園有什麼你喜歡去做?

8/4/18

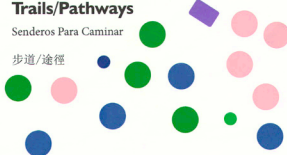


Dog Areas
Areas Para Perros
狗公園



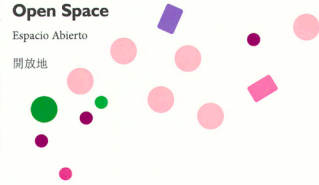


Trails/Pathways
Senderos Para Caminar
步道/途徑





Open Space
Espacio Abierto
開放地





Skate Park
Parque de Patinaje
滑板公園

more recreational stuff (like a pump track, like a pump track)



seating nearby for hanging space



Picnic Areas
Areas de Picnic
野餐地



Other?

Otras?

其他

use better waste area

less cars in park areas

Indoor Recreational Gym

people are using school playgrounds that are closer

like some center district

PLAY DALY

Daly City Parks & Open Space Master Plan

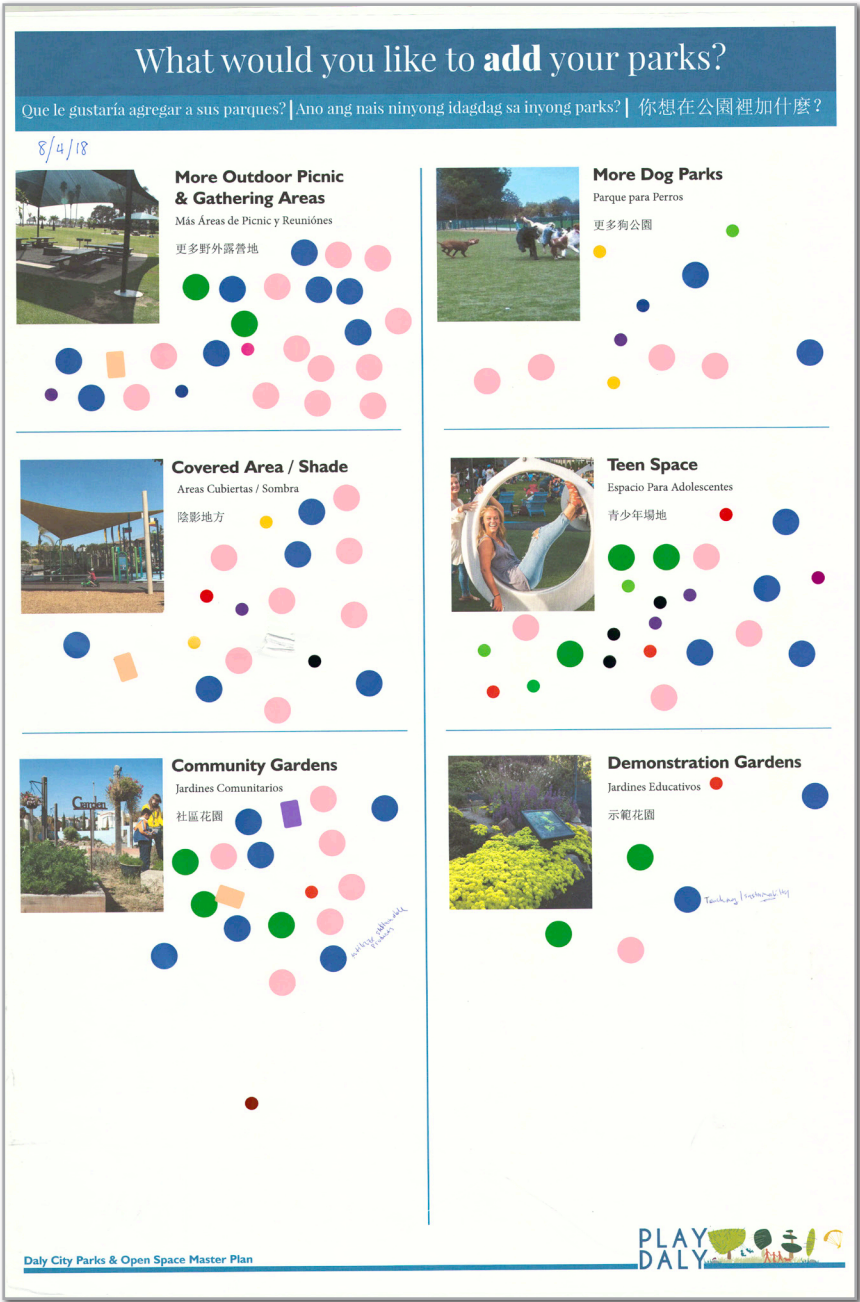
**BOARDS FROM POP-UP BOOTH AT THE HEALTH
FUN AND SAFETY FAIR (AUG. 4, 2018)**



BOARDS FROM POP-UP BOOTH AT THE HEALTH FUN AND SAFETY FAIR (AUG. 4, 2018)



BOARDS FROM POP-UP BOOTH AT THE HEALTH
FUN AND SAFETY FAIR (AUG. 4, 2018)



BOARDS FROM POP-UP BOOTH AT THE HEALTH FUN AND SAFETY FAIR (AUG. 4, 2018)

What would you like to **add** your parks?

Que le gustaría agregar a sus parques? | Ano ang nais ninyong idagdag sa inyong parks? | 你想在公園裡加什麼?

8/4/18



Bocce
Petanca
地擲球



Pump Track
Pista de Bicicletas



Game Tables
Mesas de Juego
遊戲台



Horseshoes
Lanzamiento de Herraduras
馬蹄鐵遊戲



More Creative Play
More / Updated Playgrounds
Más/ Actualizar Parques Infantiles
更新遊樂場



More Community Events
Más Eventos Comunitarios
更多社區活動



Exercise Stations
Estaciones de Ejercicio
運動站

** Safety Surfacing @ PARKS, no more bark,
if dealing recycling / reusable materials
or compost use.*

Daly City Parks & Open Space Master Plan

PLAY DALY

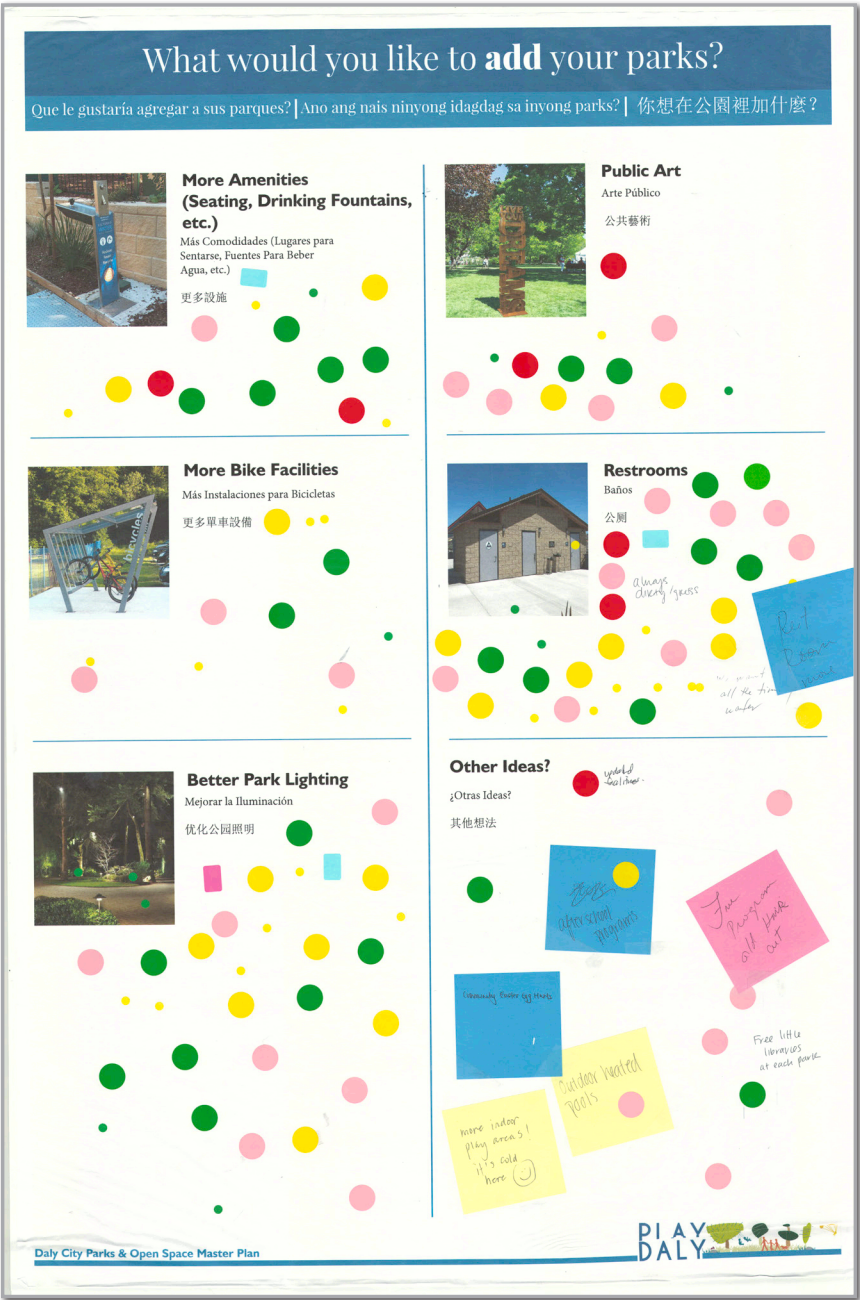
POP-UP BOOTH PHOTOS AT THE HEALTH FUN
AND SAFETY FAIR (AUG. 4, 2018)



BOARDS FROM POP-UP BOOTH AT THE NATIONAL NIGHT OUT (AUG. 7, 2018)



BOARDS FROM POP-UP BOOTH AT THE
NATIONAL NIGHT OUT (AUG. 7, 2018)



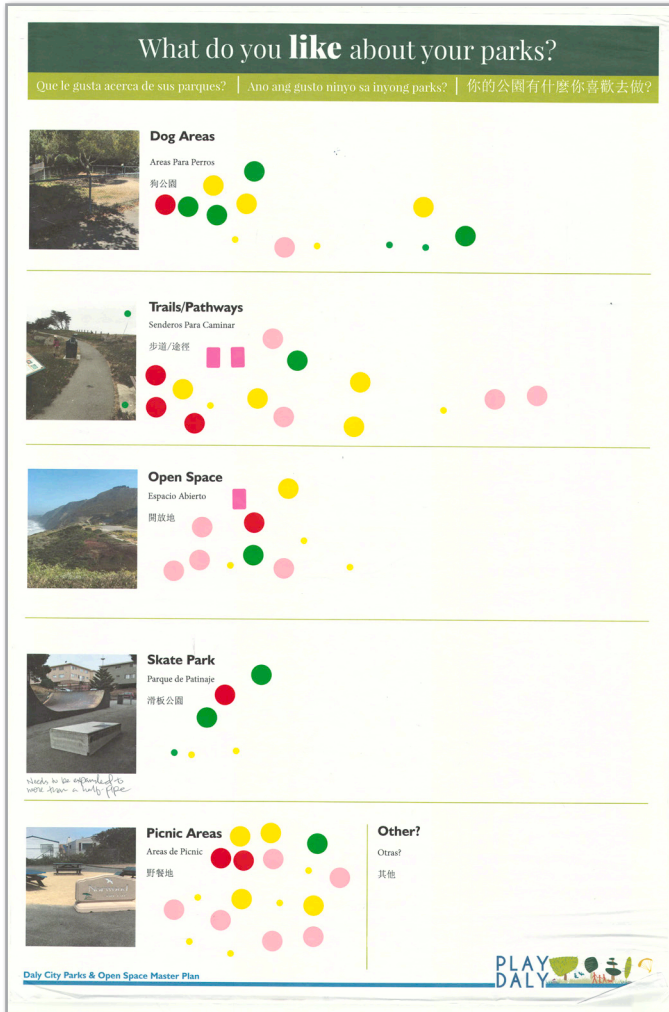
BOARDS FROM POP-UP BOOTH AT THE NATIONAL NIGHT OUT (AUG. 7, 2018)



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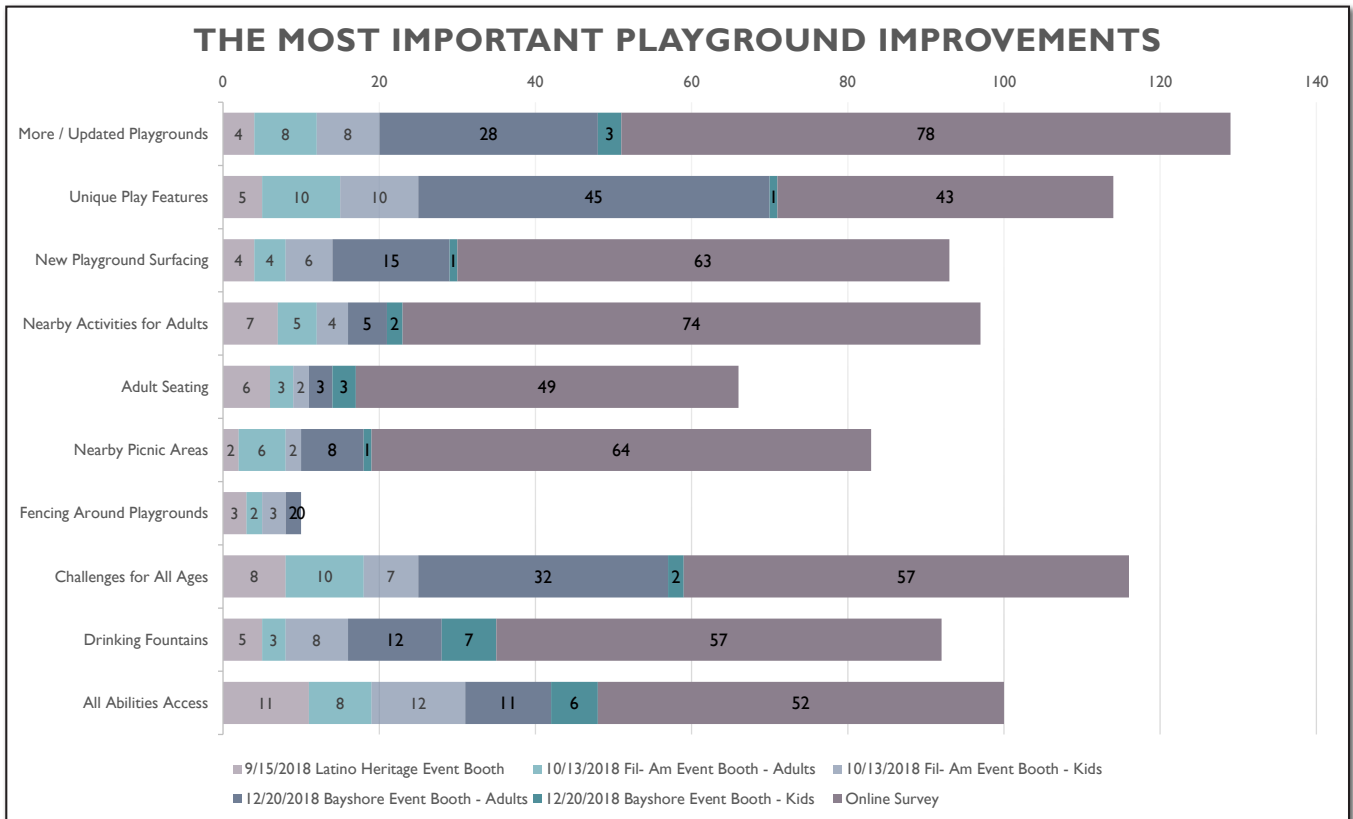


POP-UP BOOTH PHOTOS AT THE NATIONAL NIGHT OUT (AUG. 7, 2018)

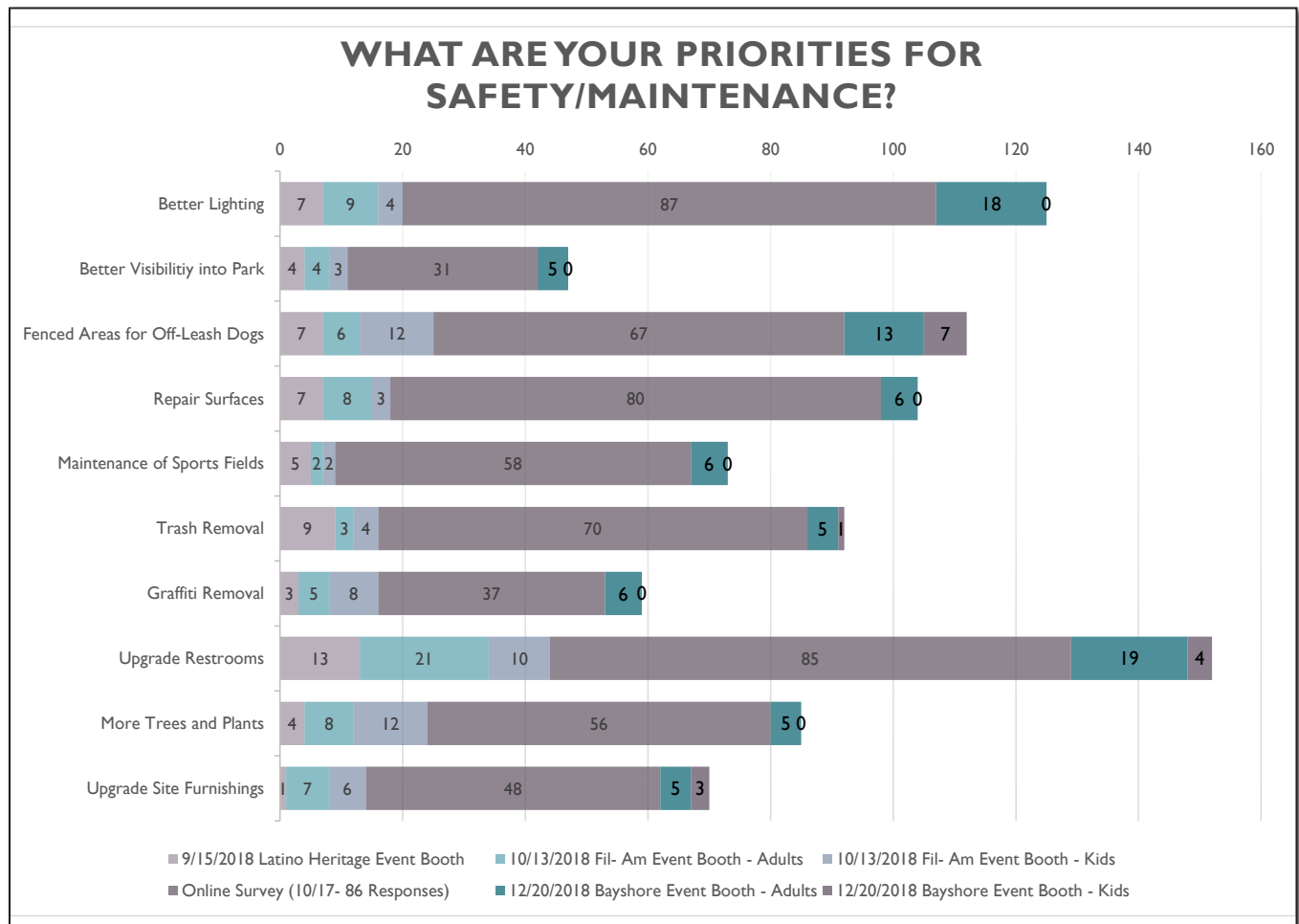


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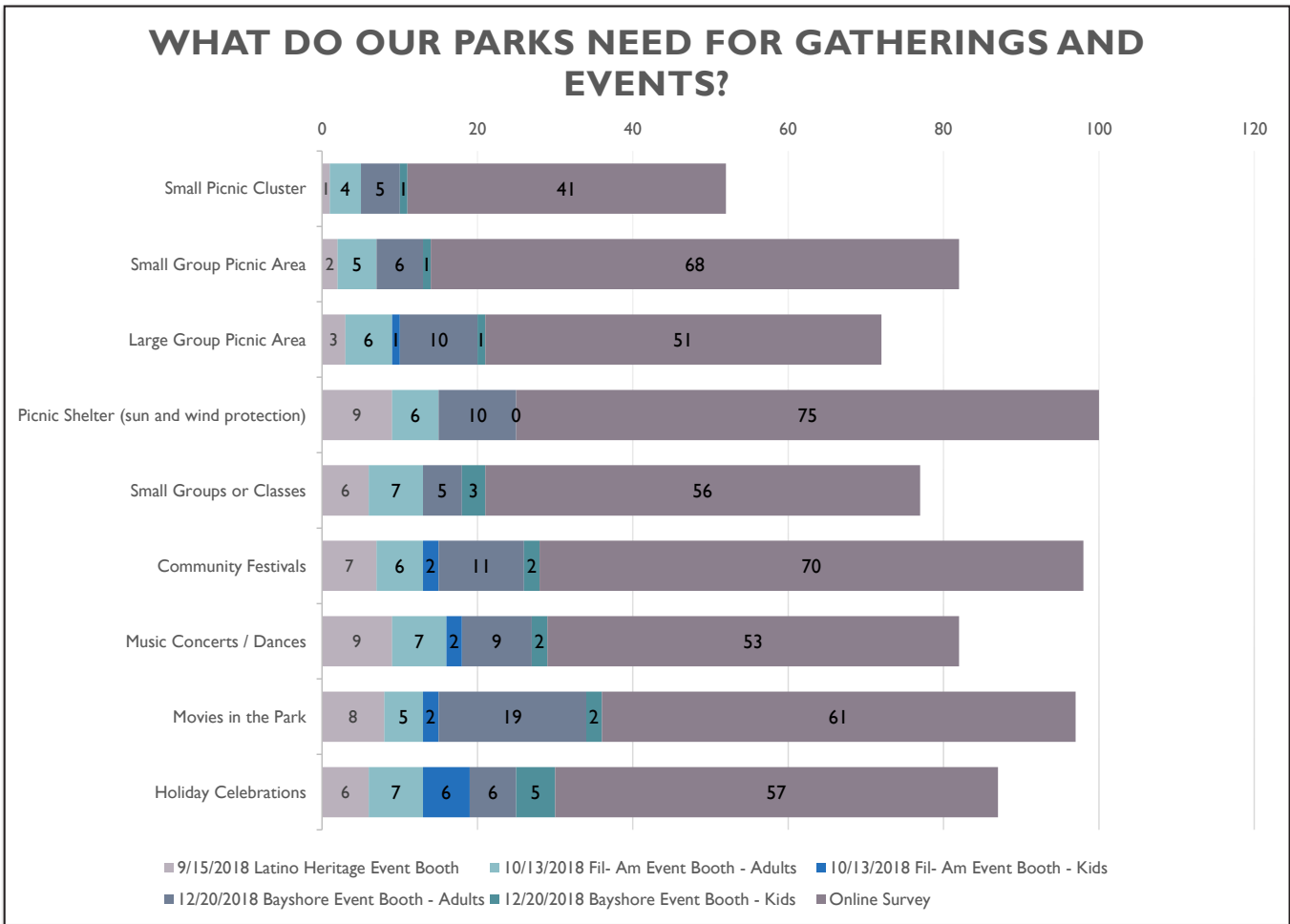
COMBINED DATA SETS FROM THREE POP-UP EVENTS IN ROUND #2 COMMUNITY ENGAGEMENT



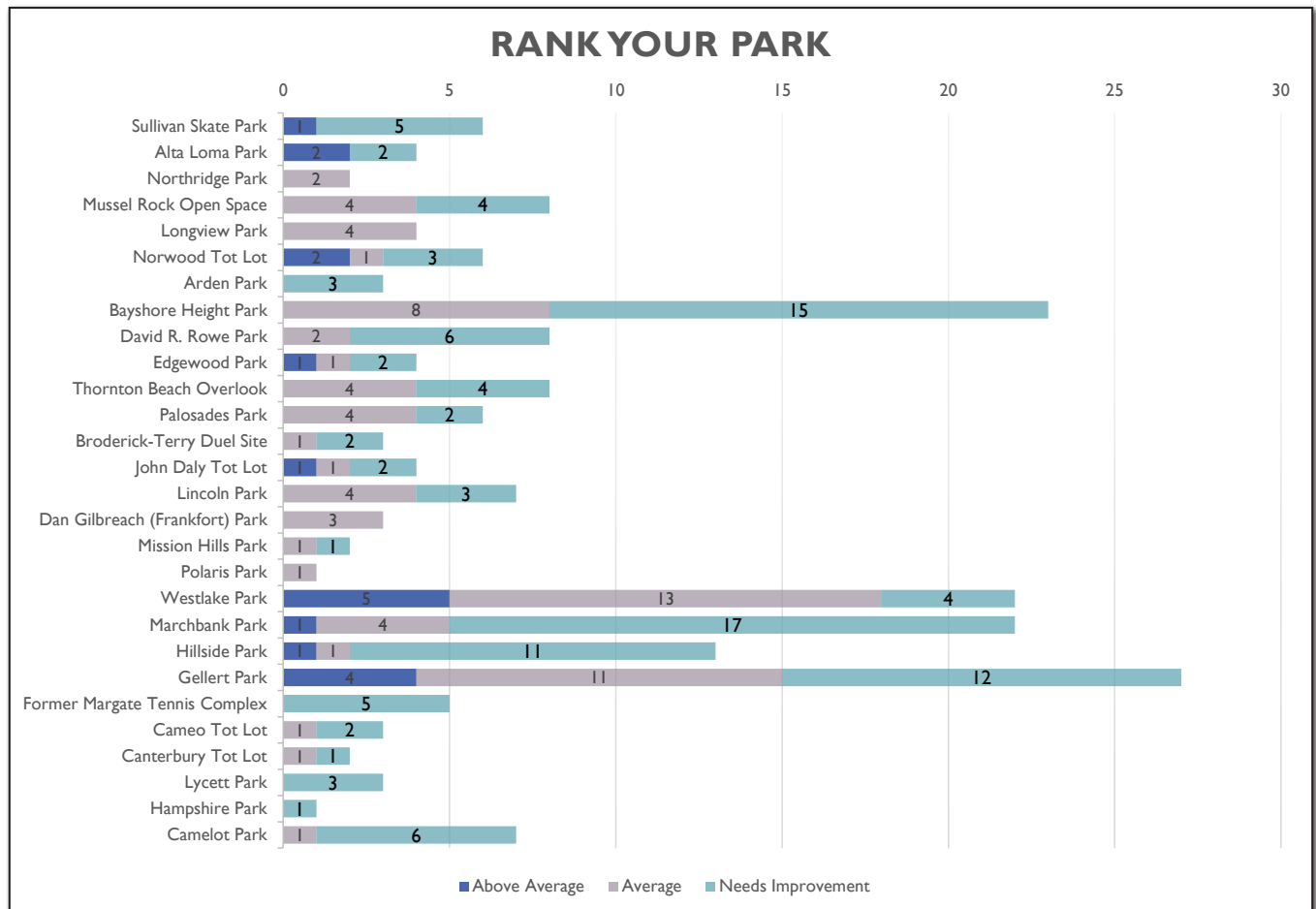
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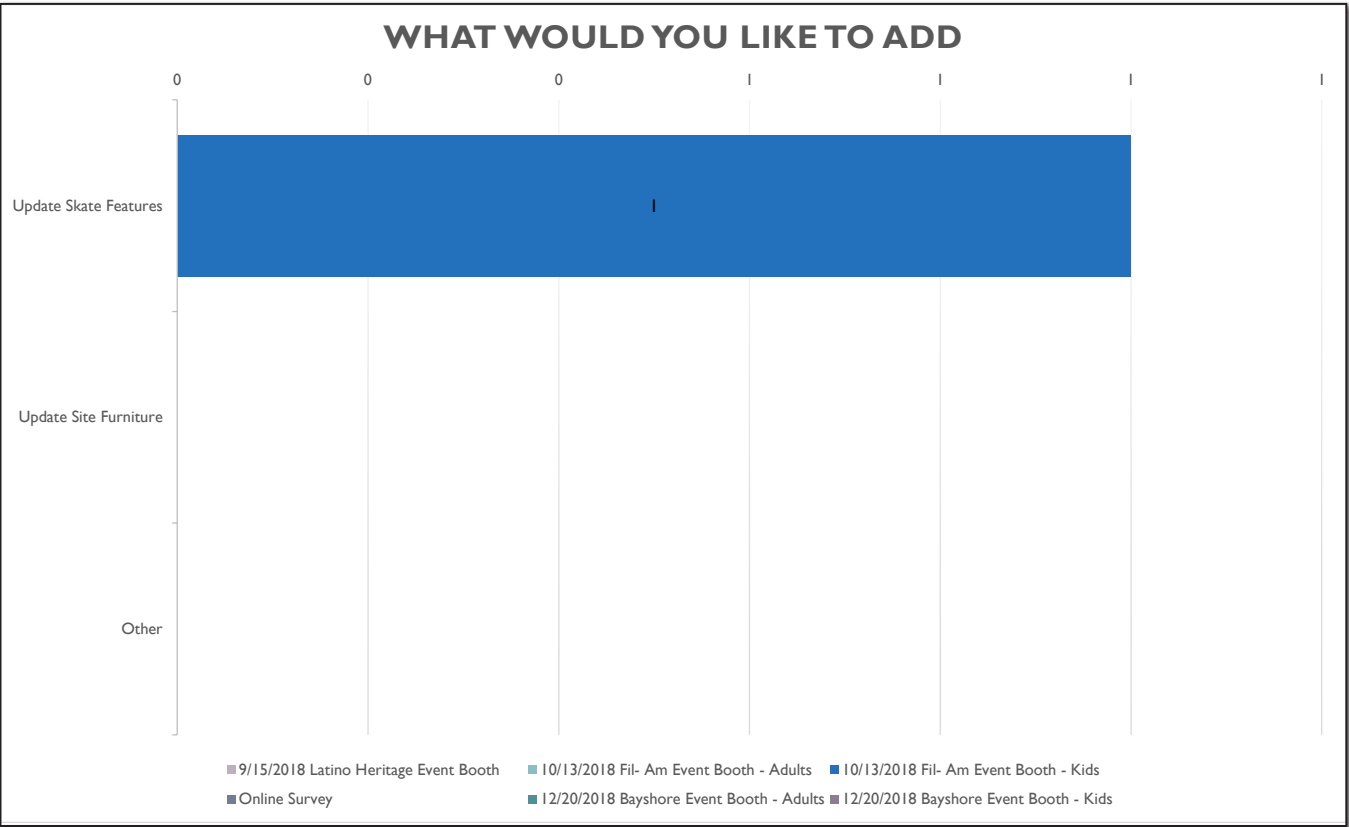


COMBINED DATA SETS FROM THREE POP-UP EVENTS IN ROUND #2 COMMUNITY ENGAGEMENT



COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Skate Park



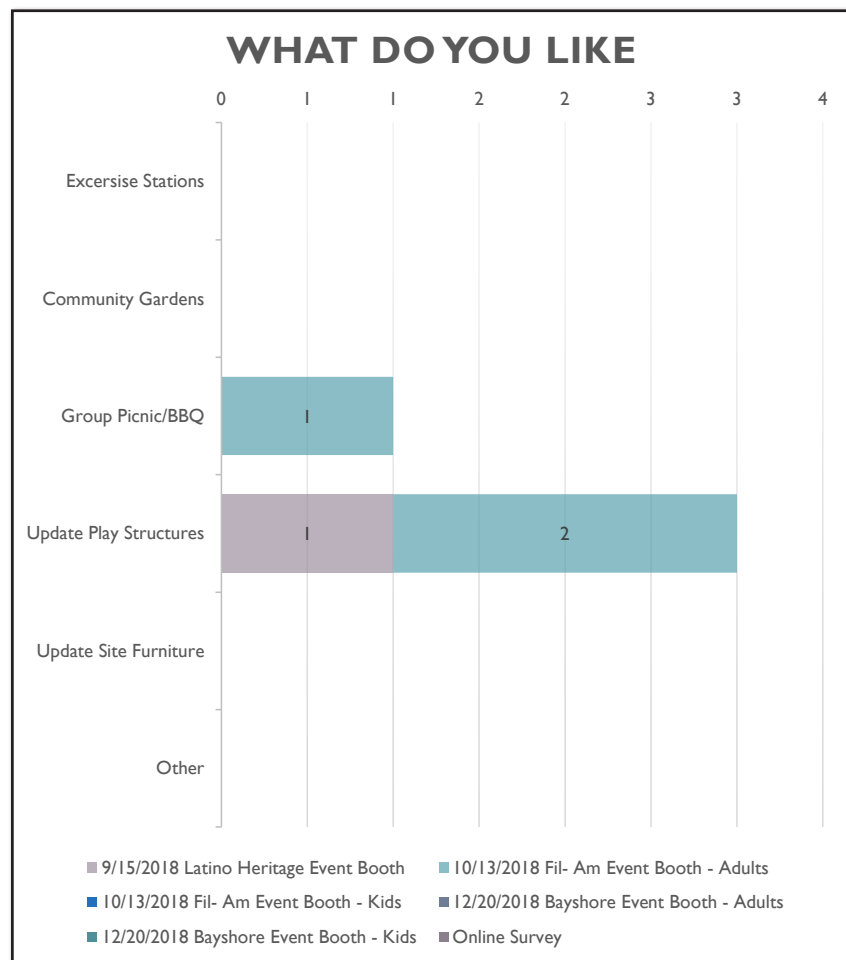
WRITE-IN COMMENTS

- Needs update
- Create an area for graffiti wall

CHAPTER 7 • APPENDIX

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Erlinda Tiongco Galeon Tot Lot (Formerly Alta Loma Park)

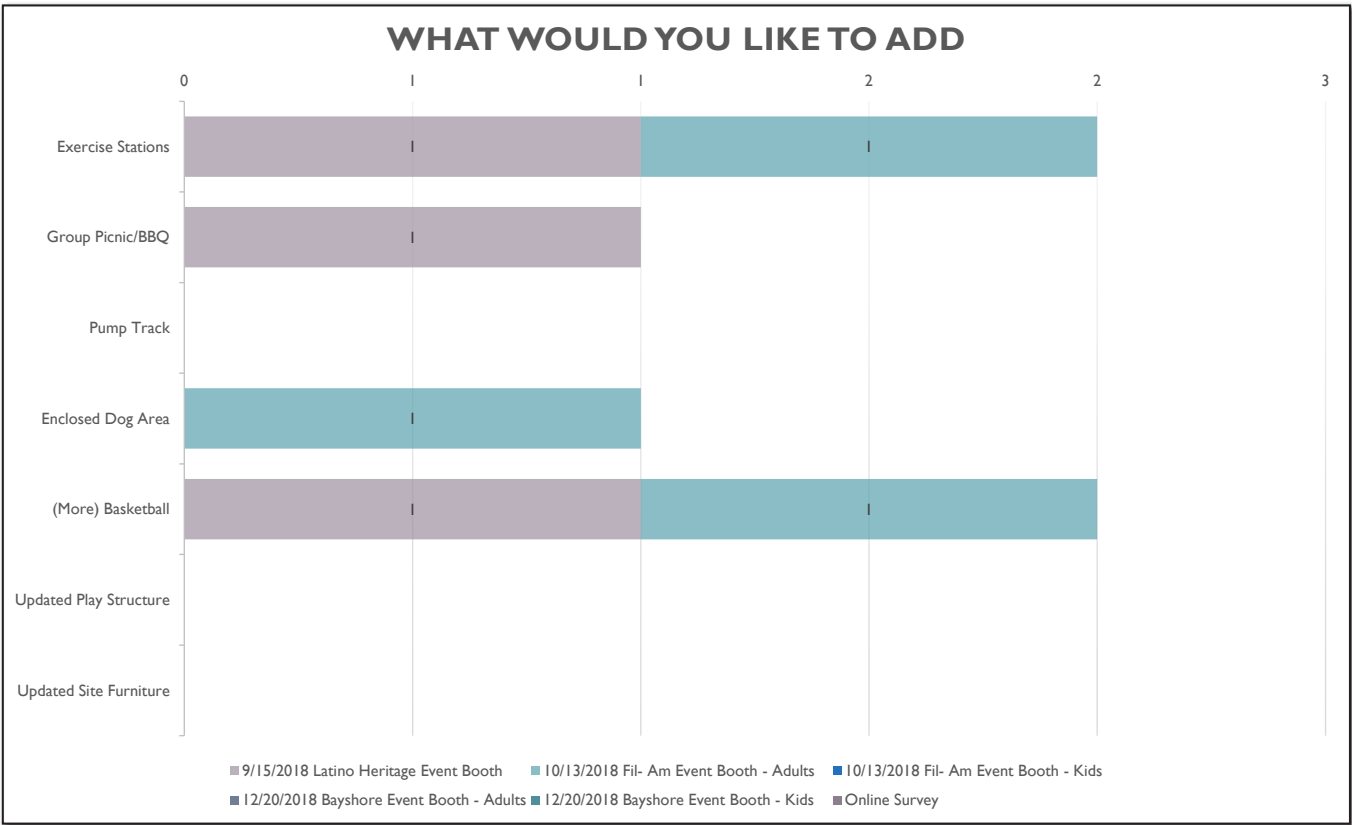


WRITE-IN COMMENTS

- Needs revamp

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Northridge Park

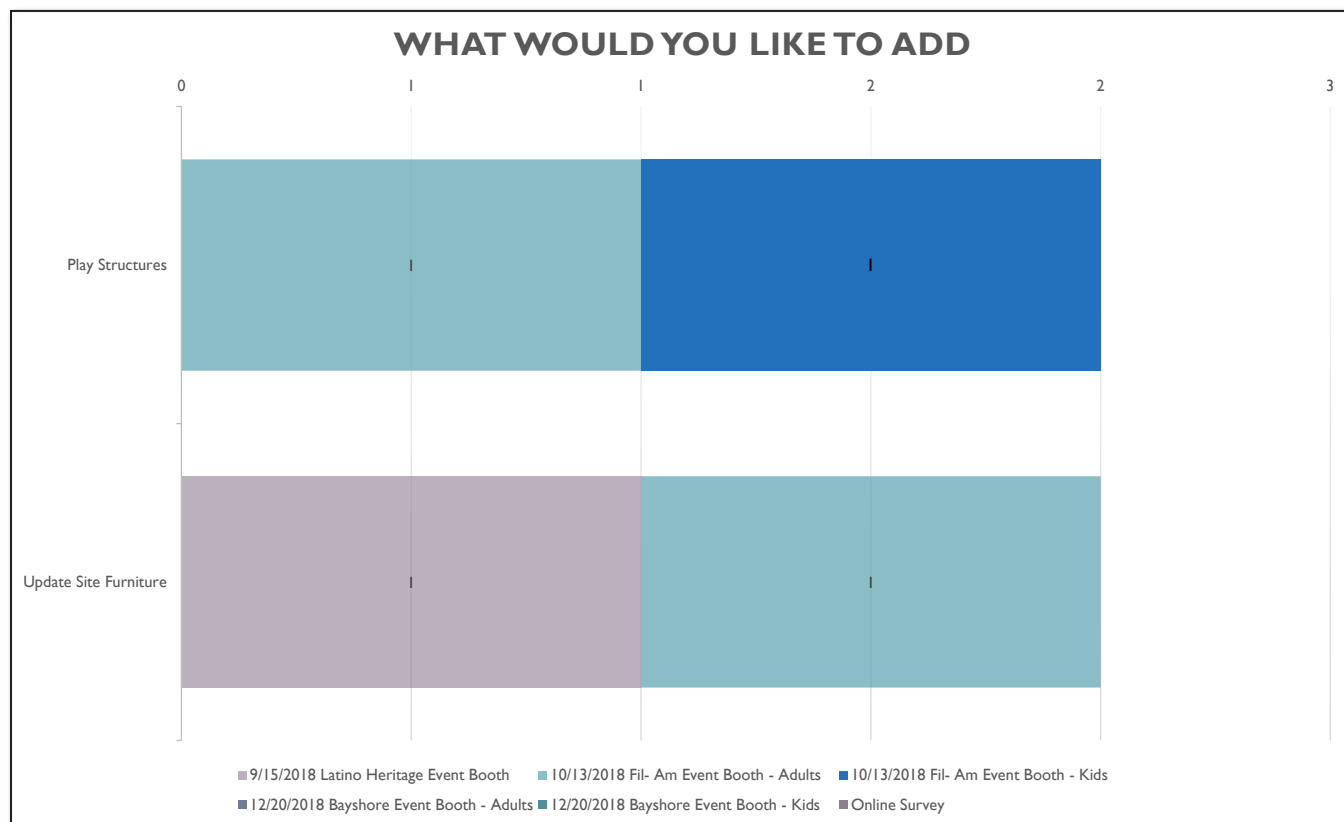


WRITE-IN COMMENTS

- Football
- Soccer

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Mussel Rock Open Space

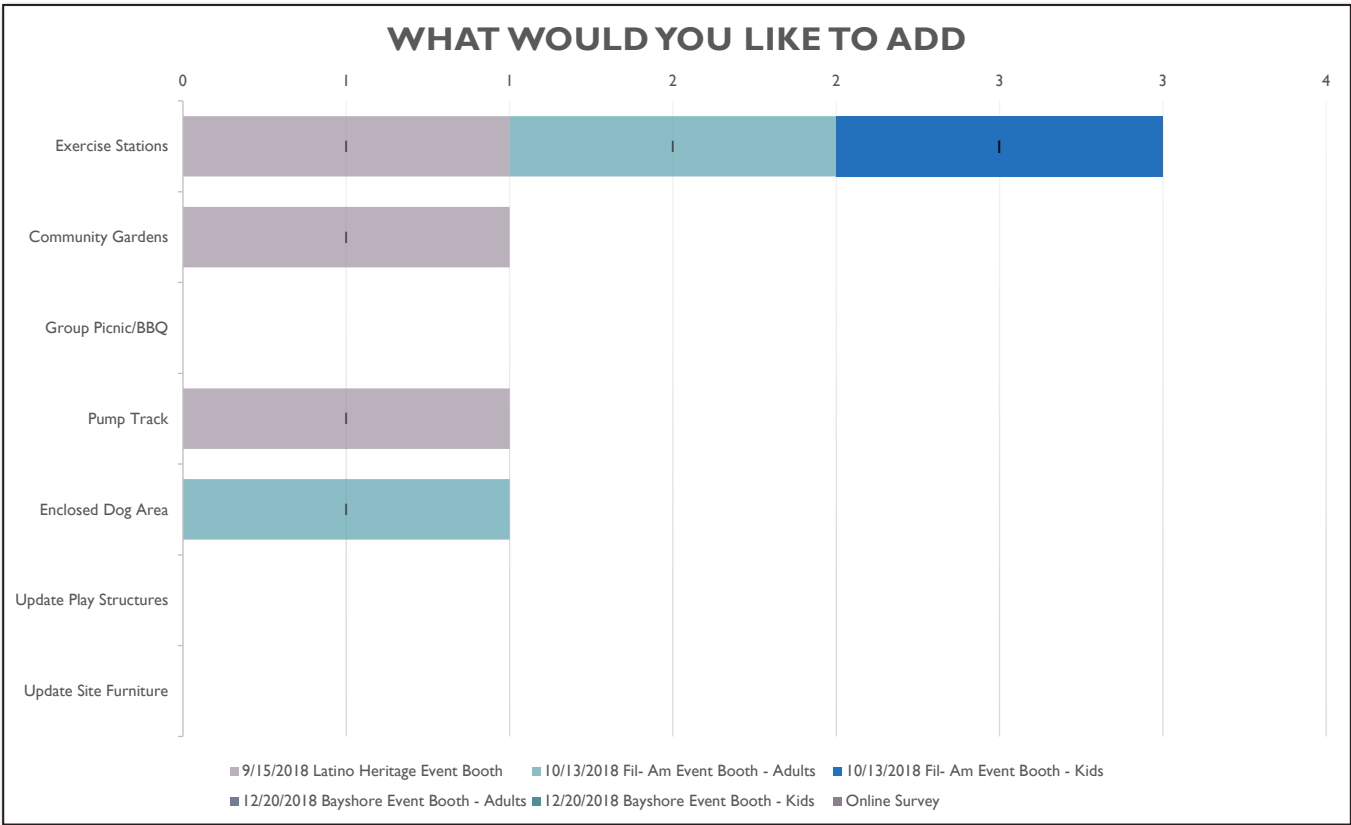


WRITE-IN COMMENTS

- Great walk
- Sea view
- View to the ocean and volleyball nets

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Longview Park



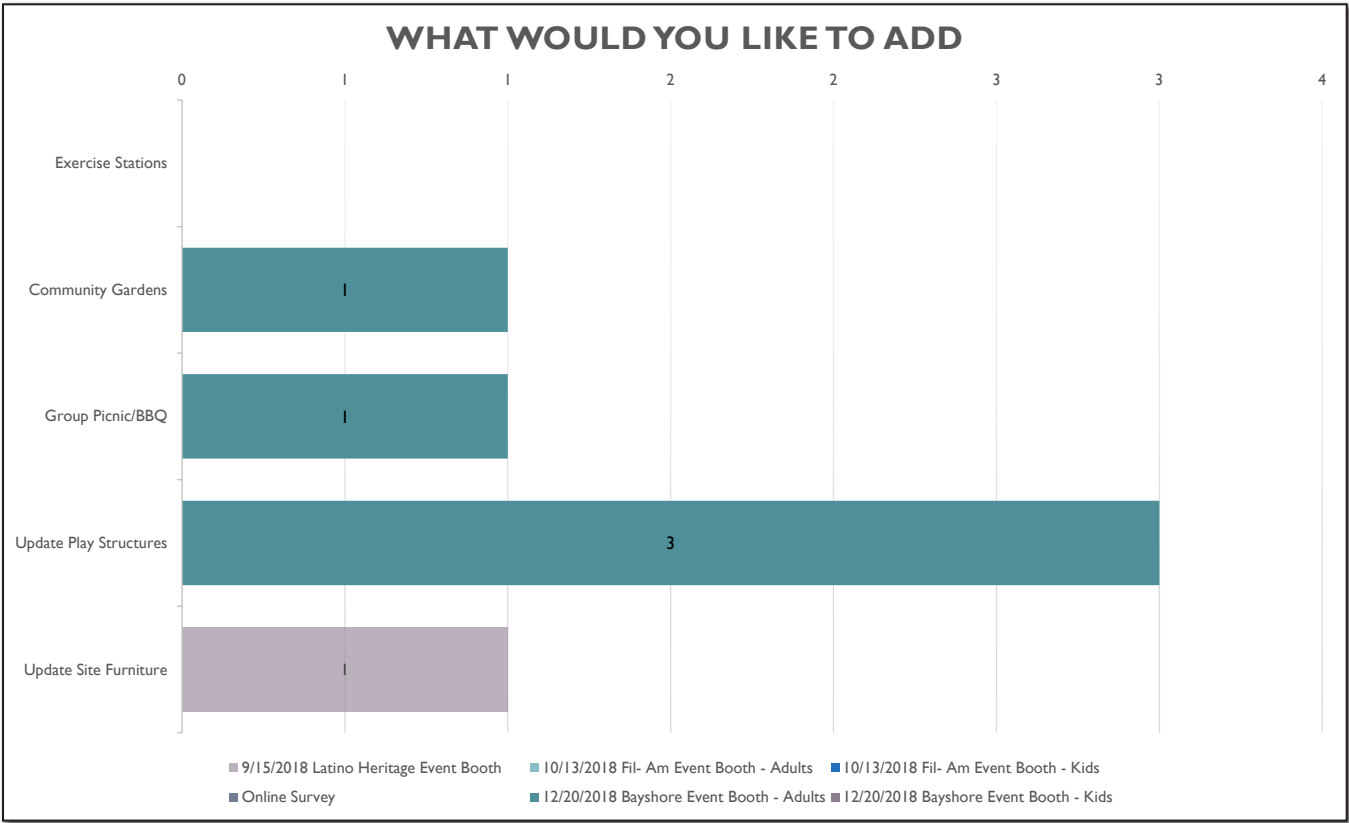
COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Norwood Park



COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Arden Park



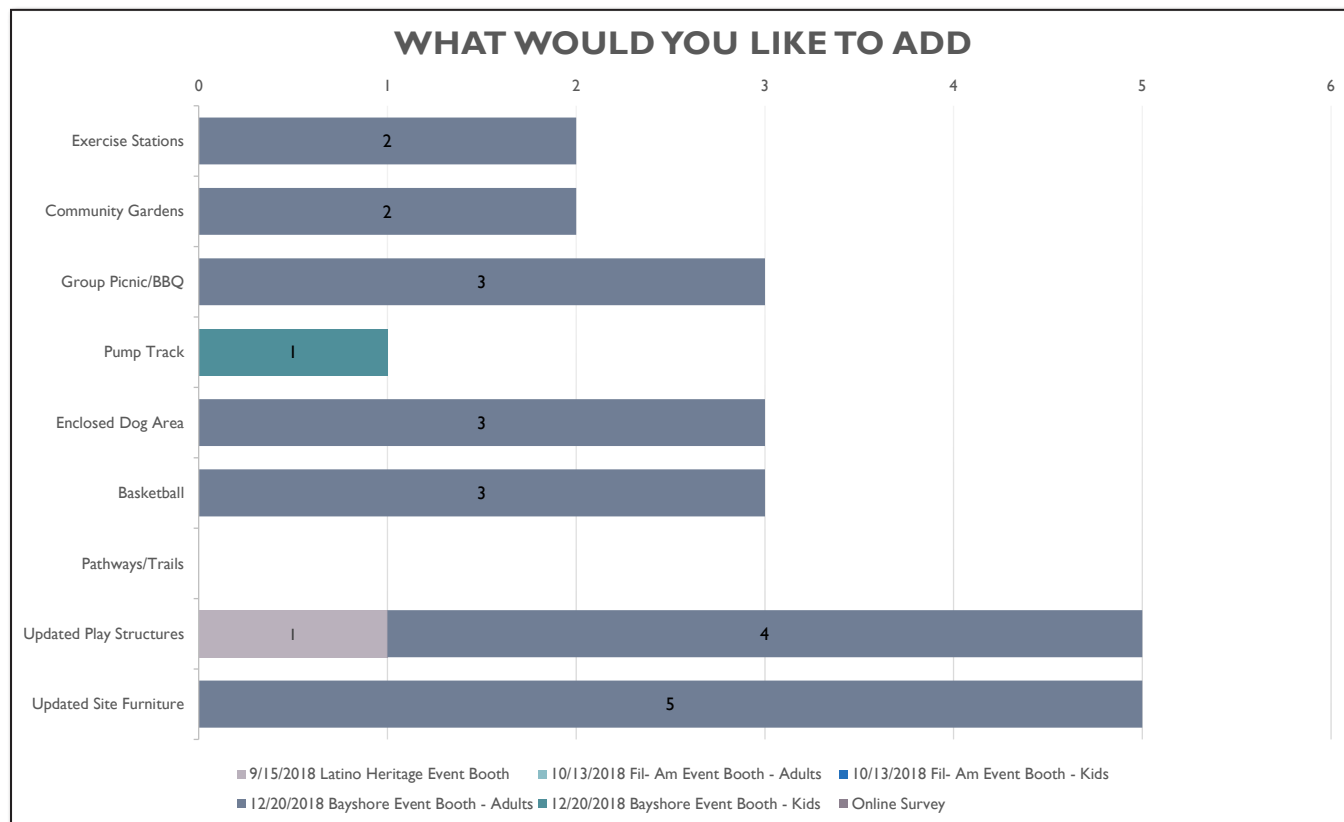
WRITE-IN COMMENTS

- More things to do

CHAPTER 7 · APPENDIX

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Bayshore Heights Park

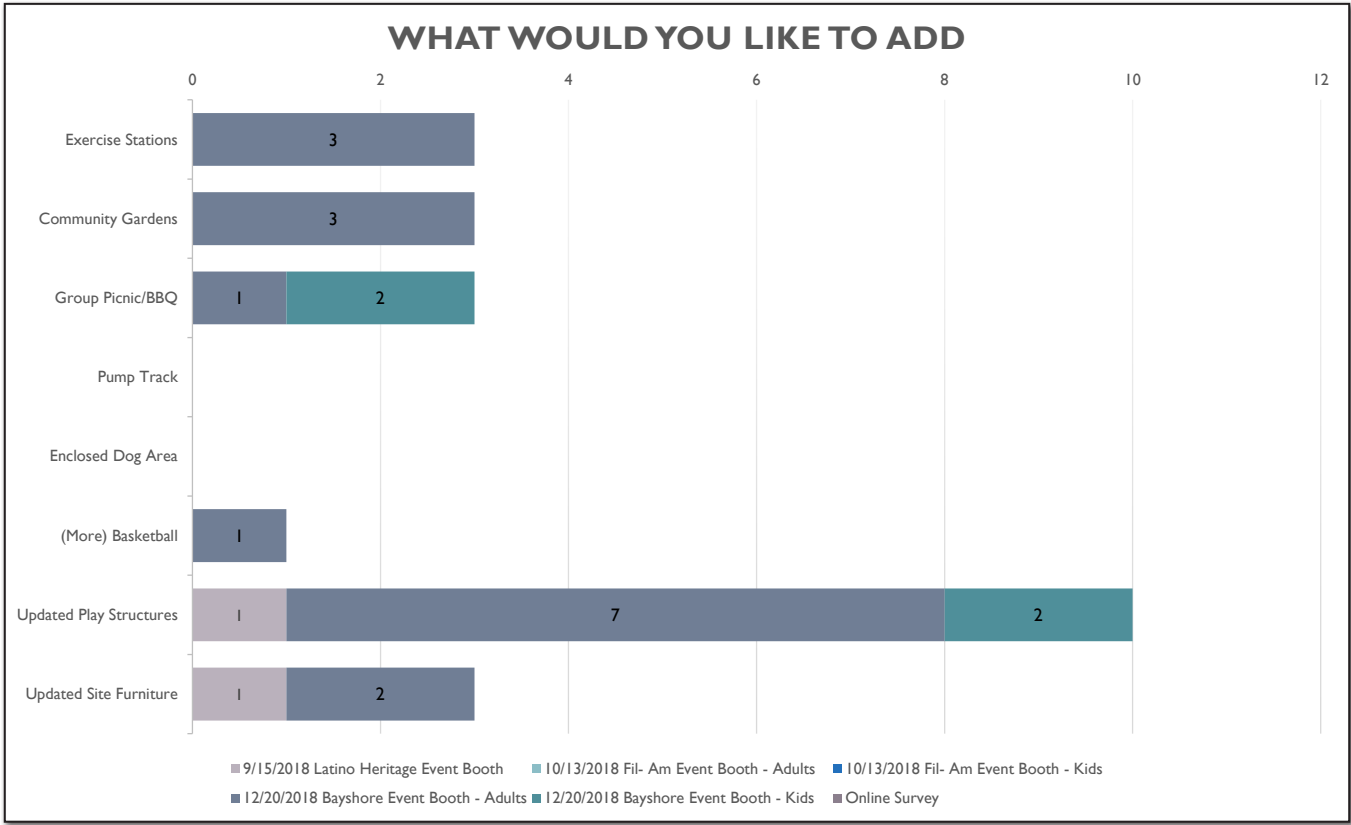


WRITE-IN COMMENTS

- More use of area
- Race track
- Skate area

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

David R Rowe Park

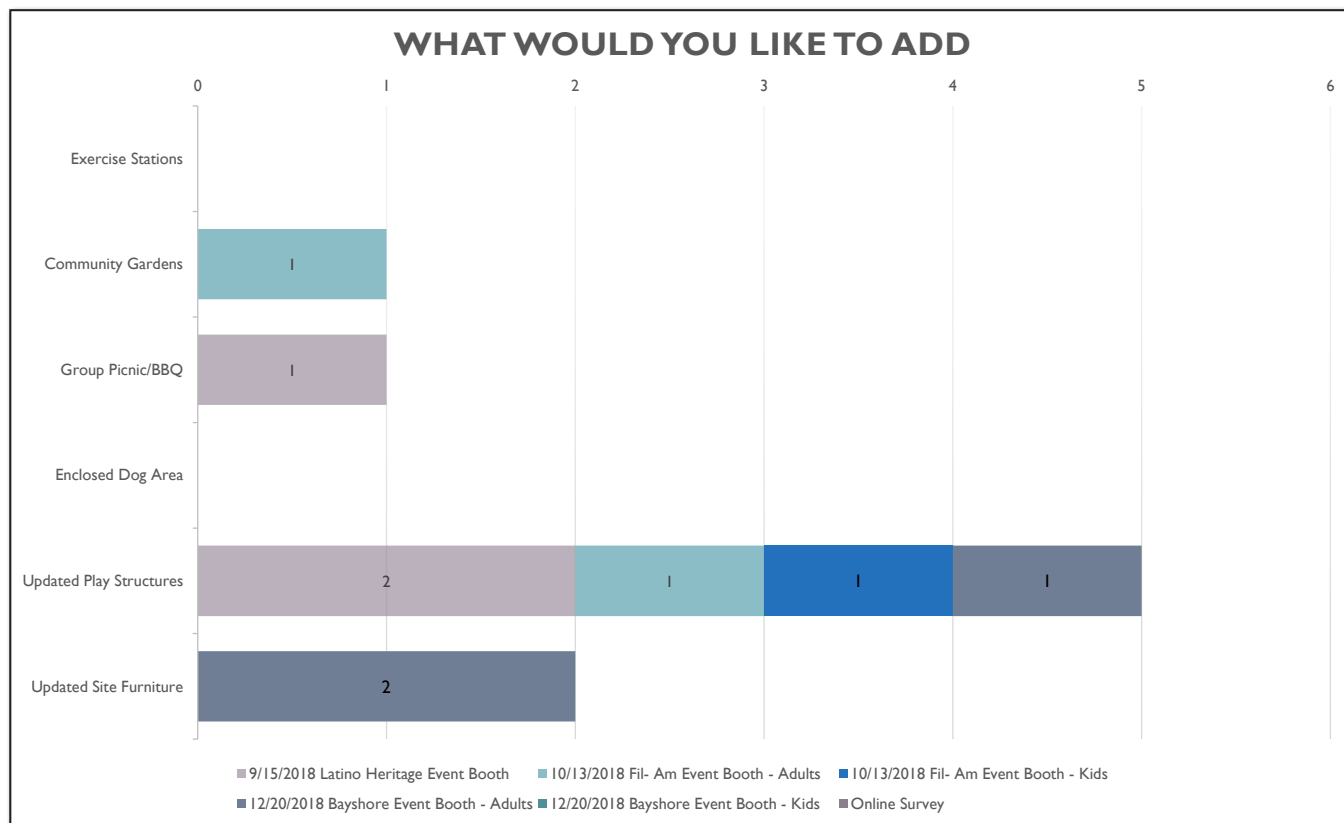


WRITE-IN COMMENTS

- Community Pool - swimming lessons
- Track

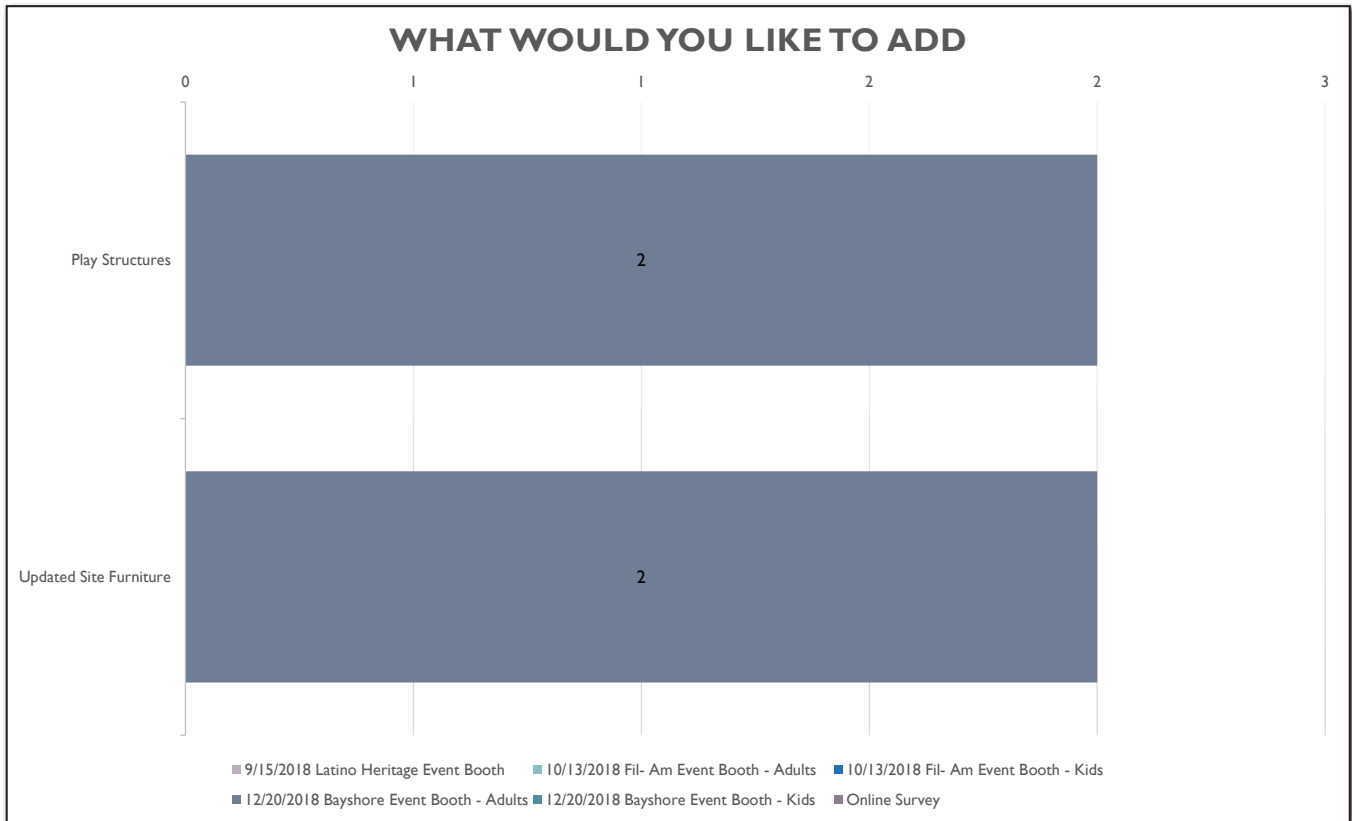
COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Edgewood Park



COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Thorton Beach Overlook



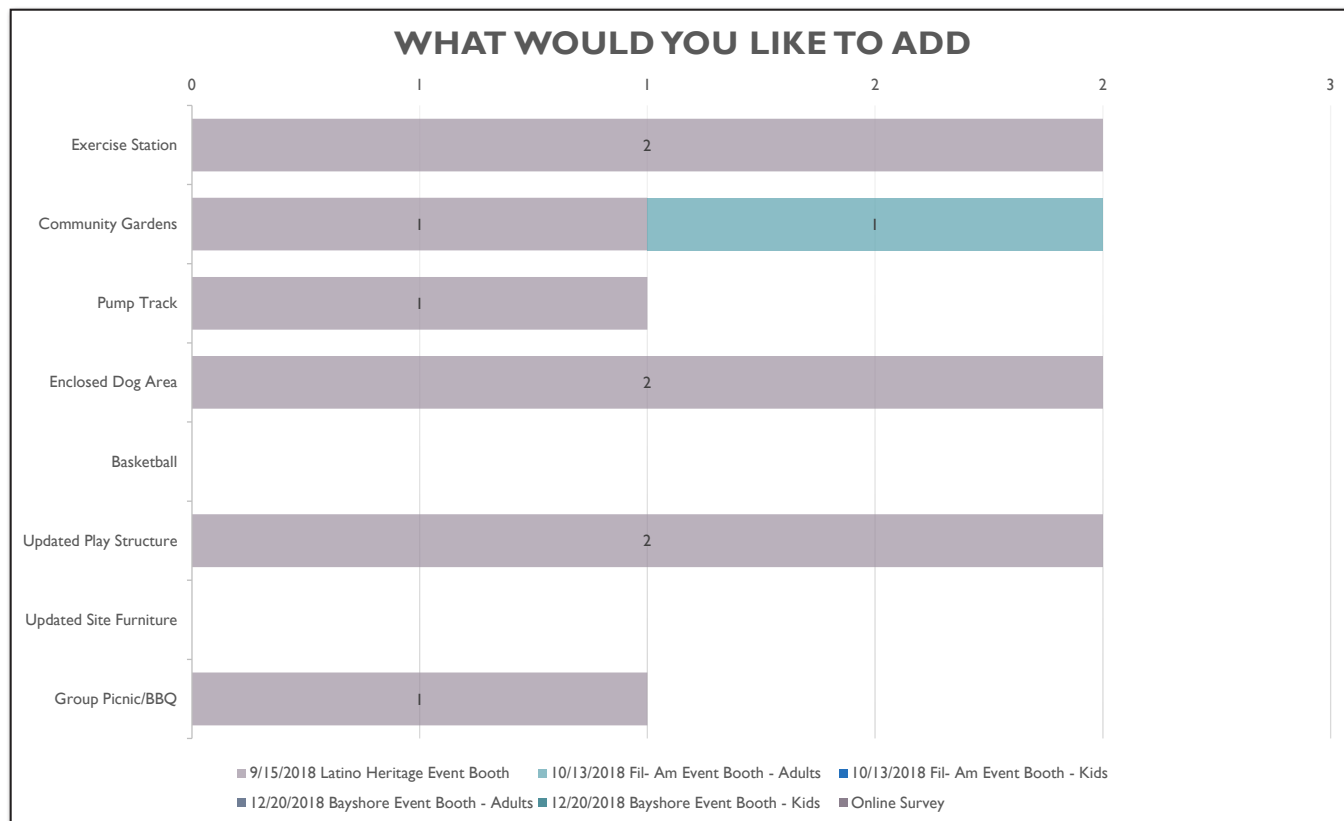
WRITE-IN COMMENTS

- More benches/chairs
- Great trails/good view

CHAPTER 7 • APPENDIX

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Palisades Park

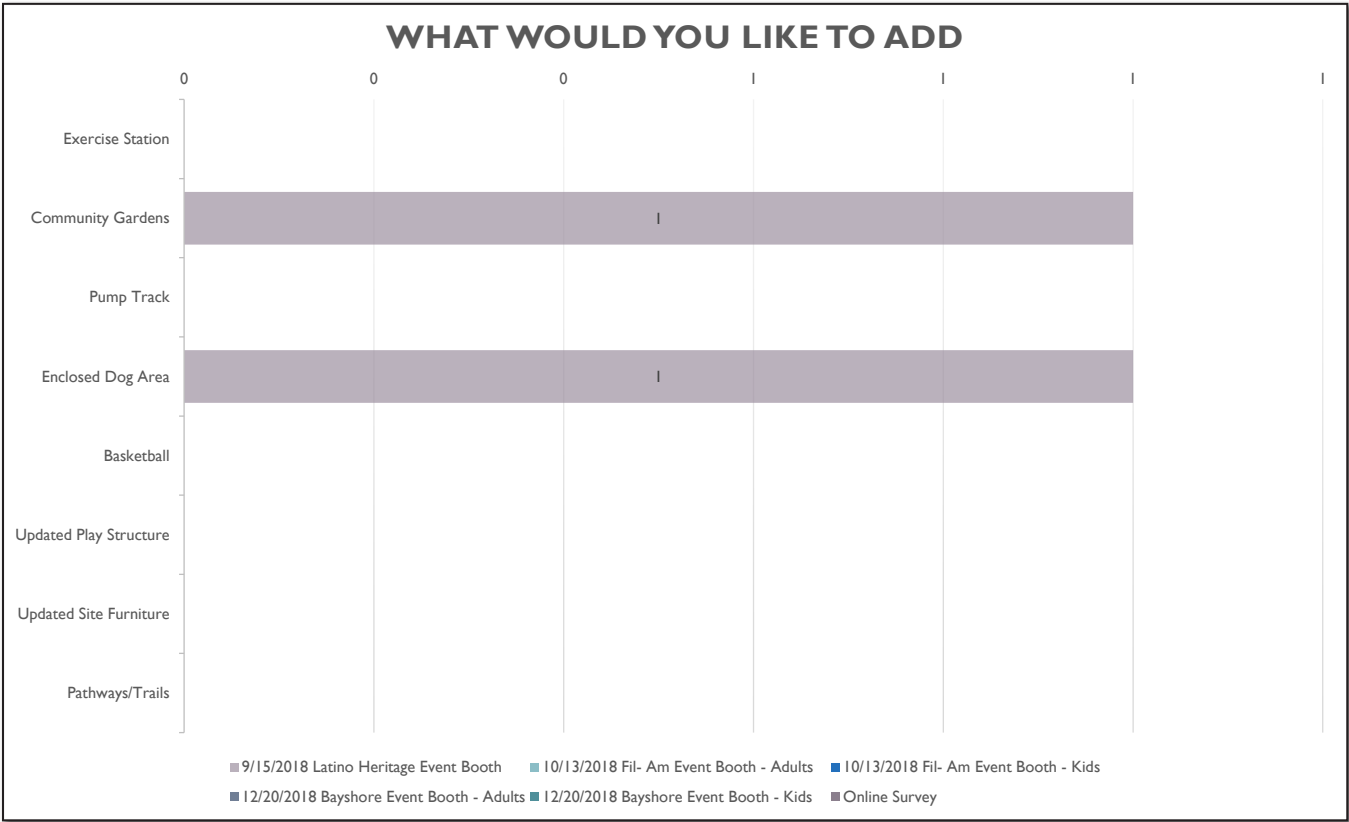


WRITE-IN COMMENTS

- Tennis courts
- Peaceful place

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Broderick-Terry Dual Site

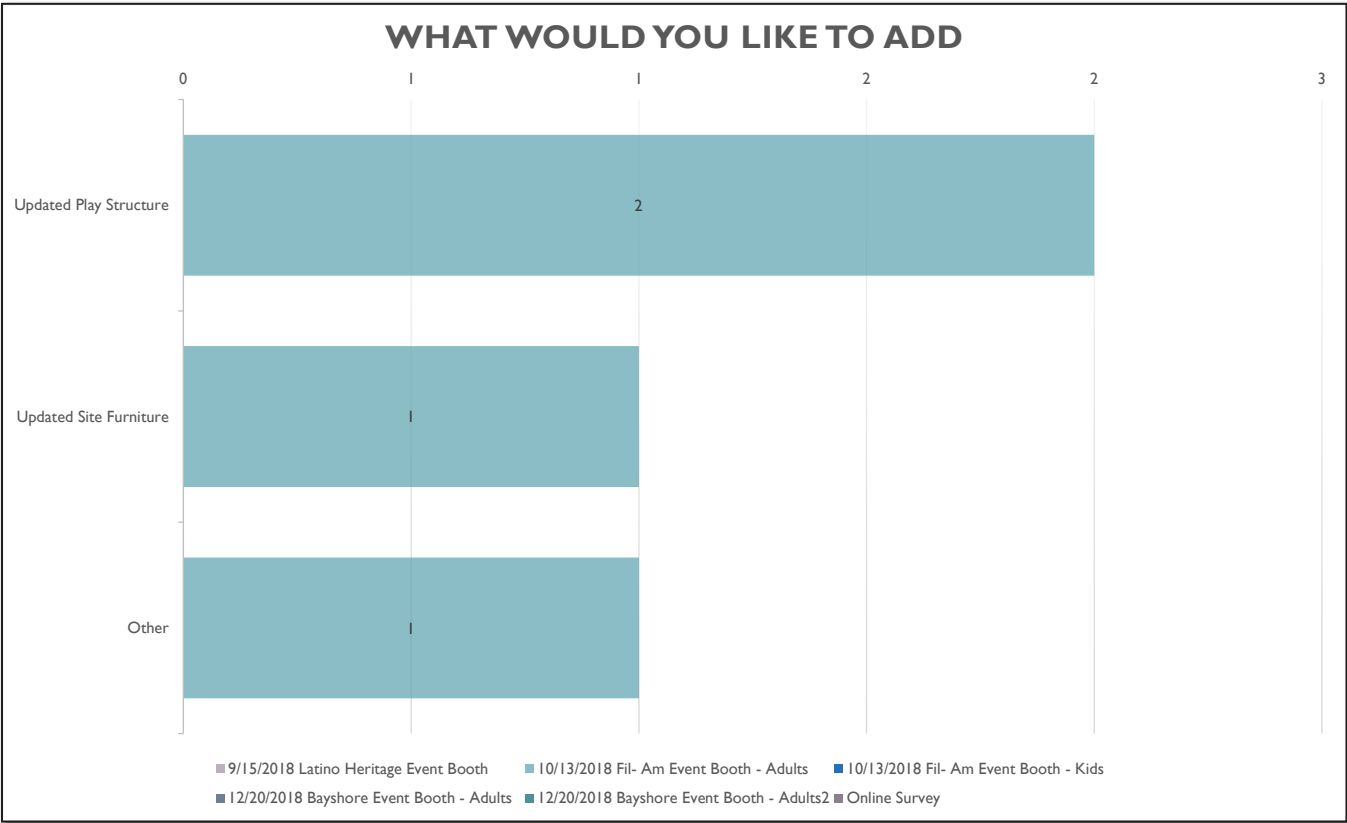


WRITE-IN COMMENTS

- Historical site
- Needs more life...

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

John Daly Park

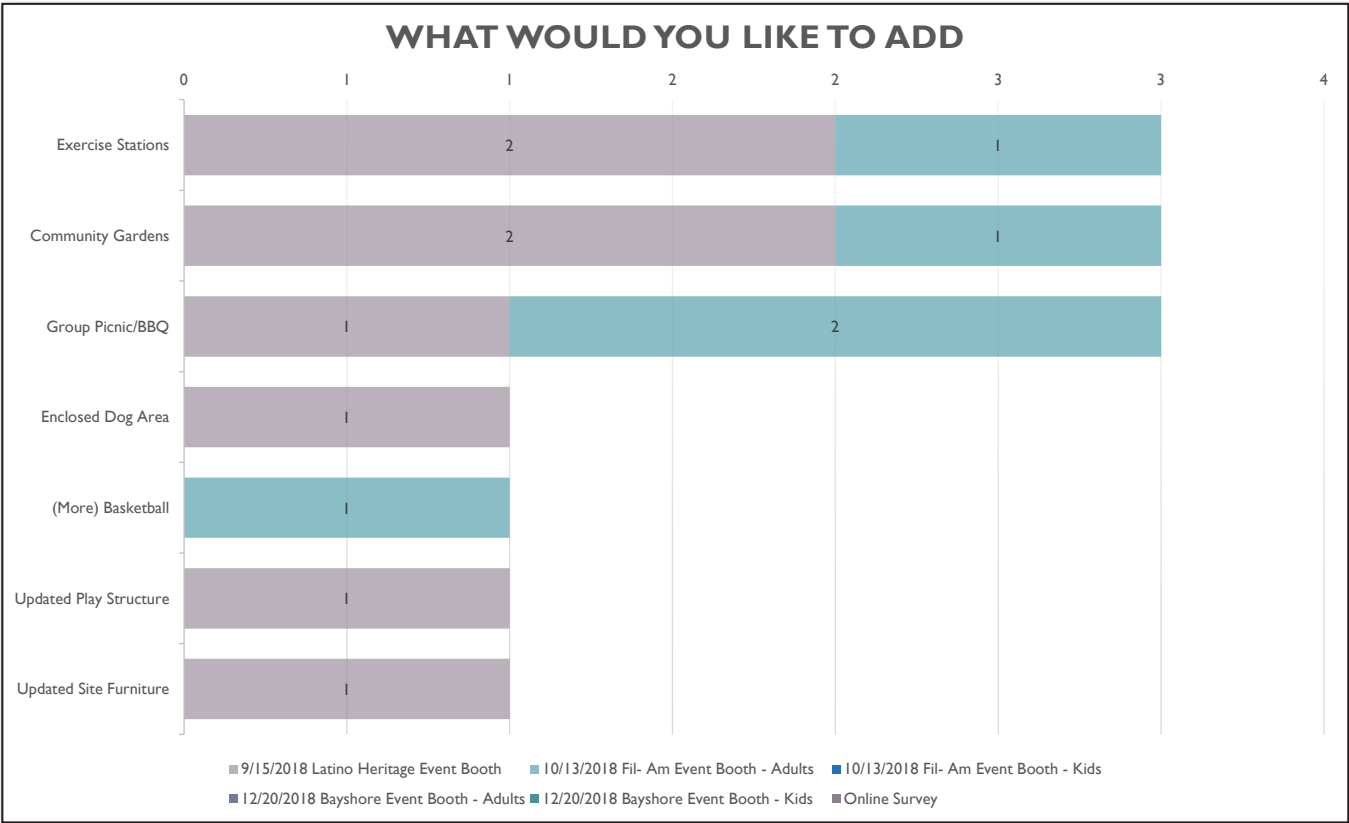


WRITE-IN COMMENTS

- More lights: too dark

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Lincoln Park

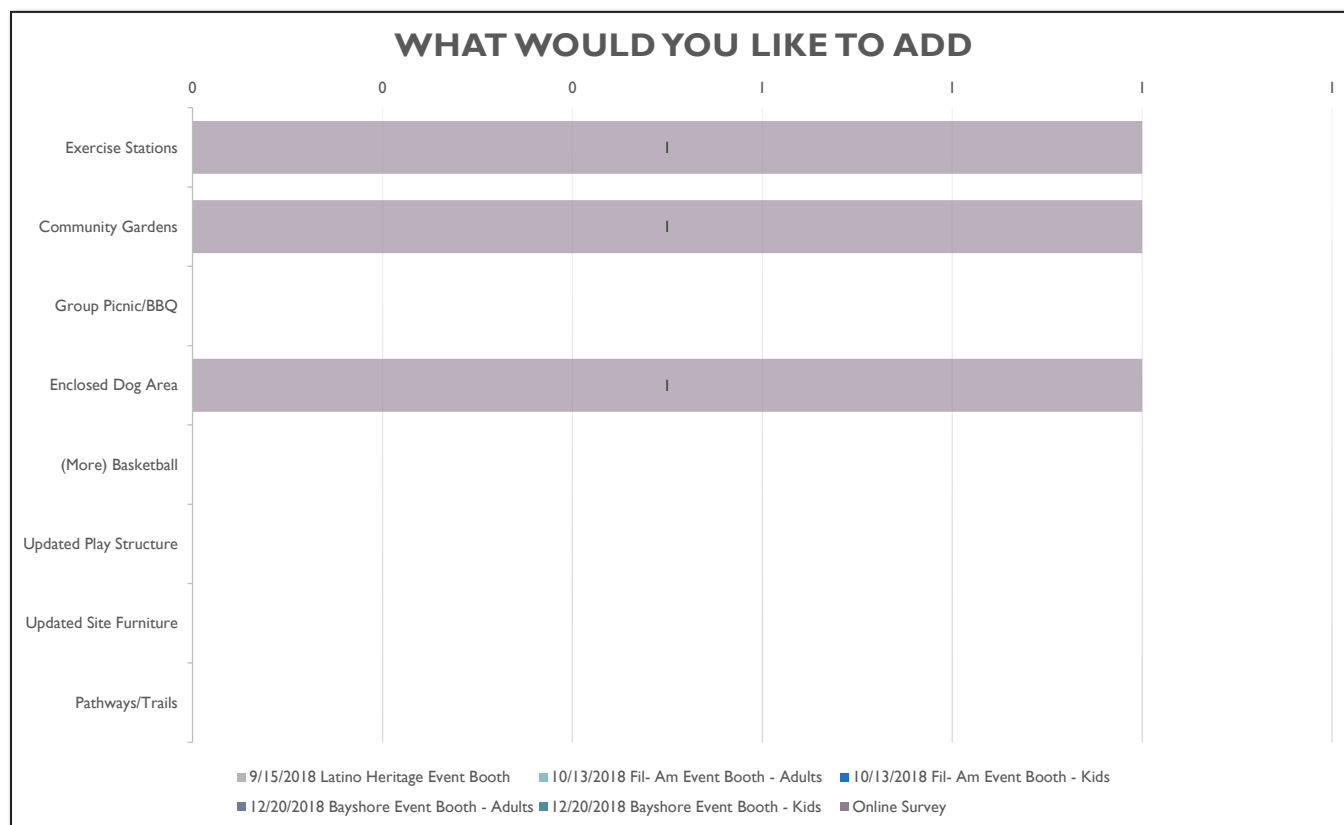


WRITE-IN COMMENTS

- Net for baskets
- Improve existing basketball
- Breathe more energy... more people and park with dogs, etc.

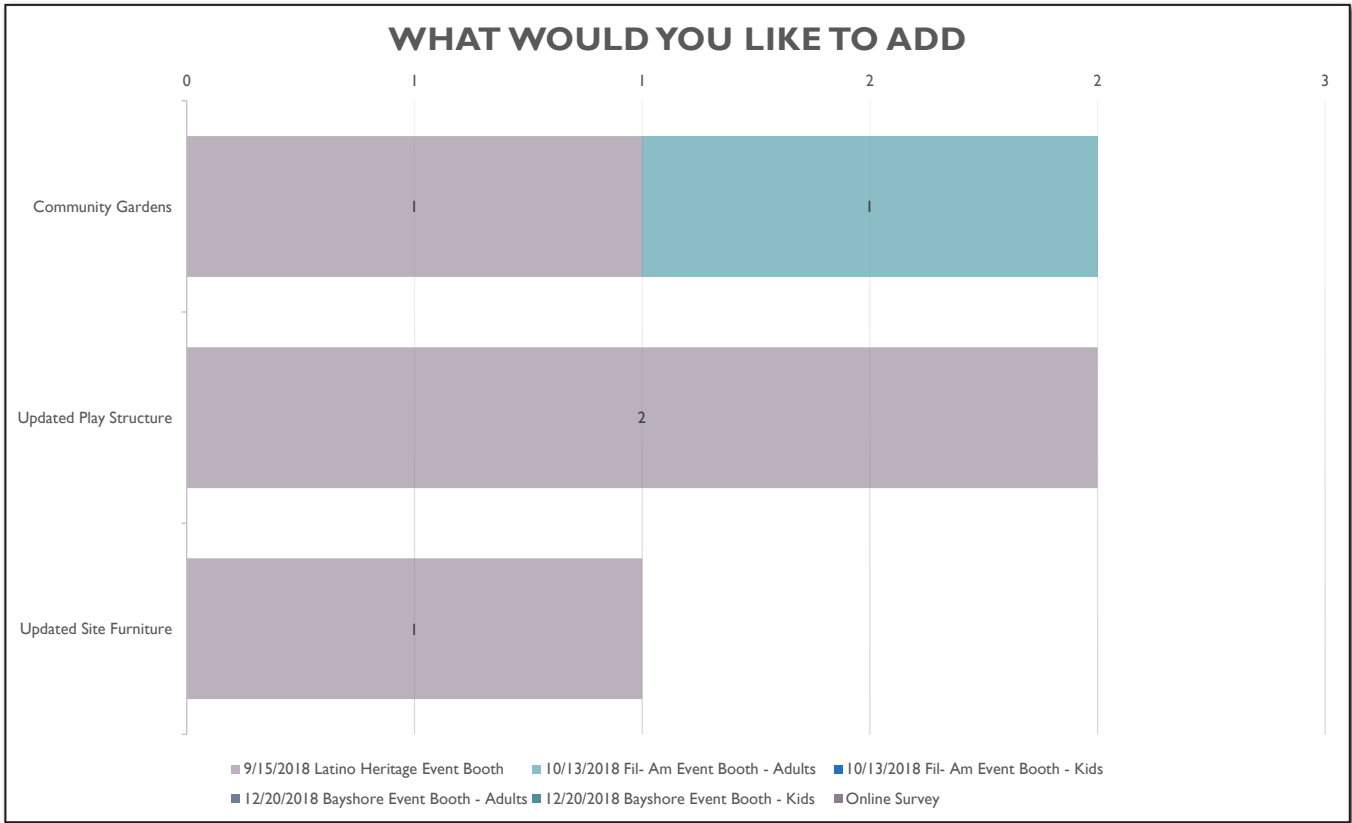
COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Gilbrech Park



COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Mission Hills Park

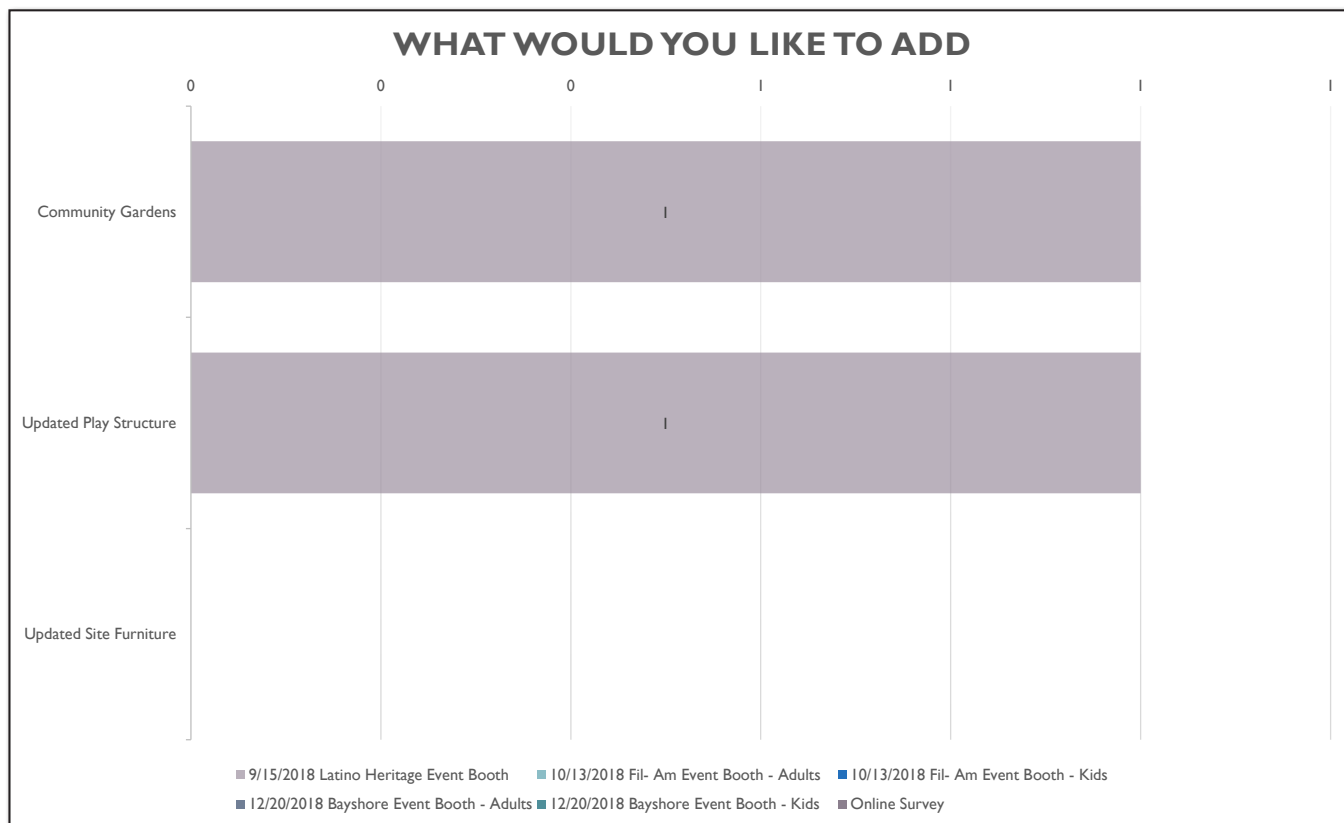


WRITE-IN COMMENTS

- The basketball court

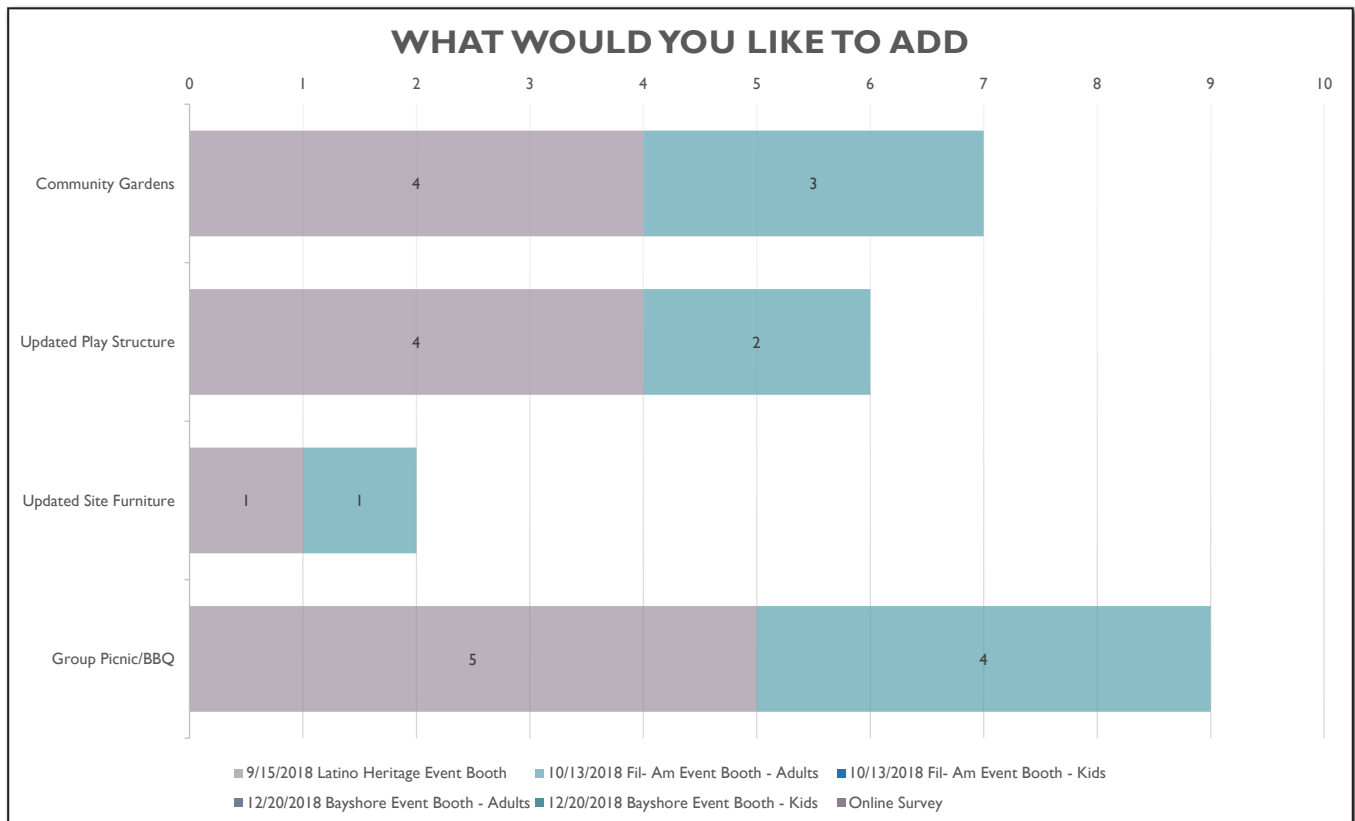
COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Polaris Park



COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Westlake Park



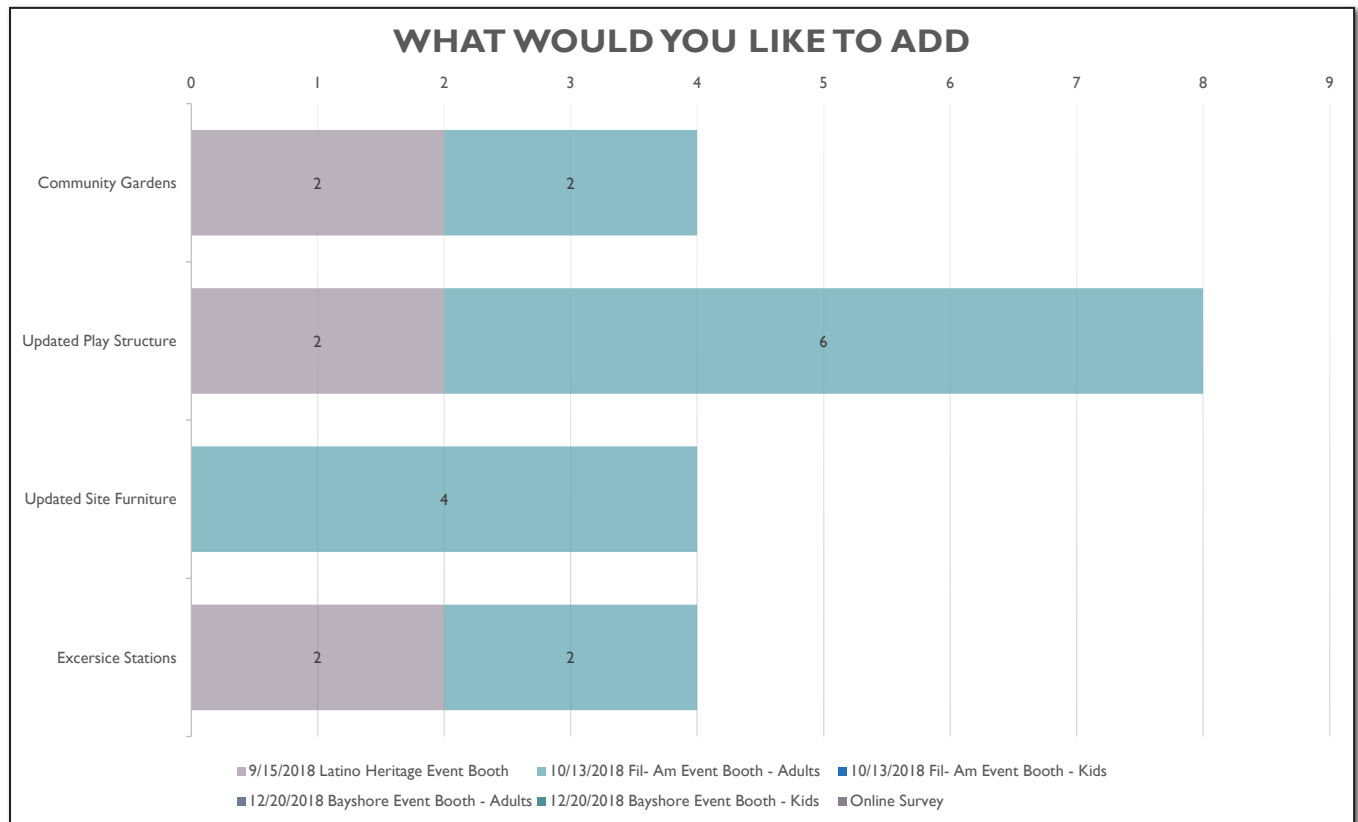
WRITE-IN COMMENTS

- Need lights on the tennis courts so people can play at night!
- Restrooms open all weekend even when offices closed
- A small children's play area (ages<5)
- Shade for the benches/seats (2 votes)
- Make park bigger (1 vote)

CHAPTER 7 · APPENDIX

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Marchbank Park

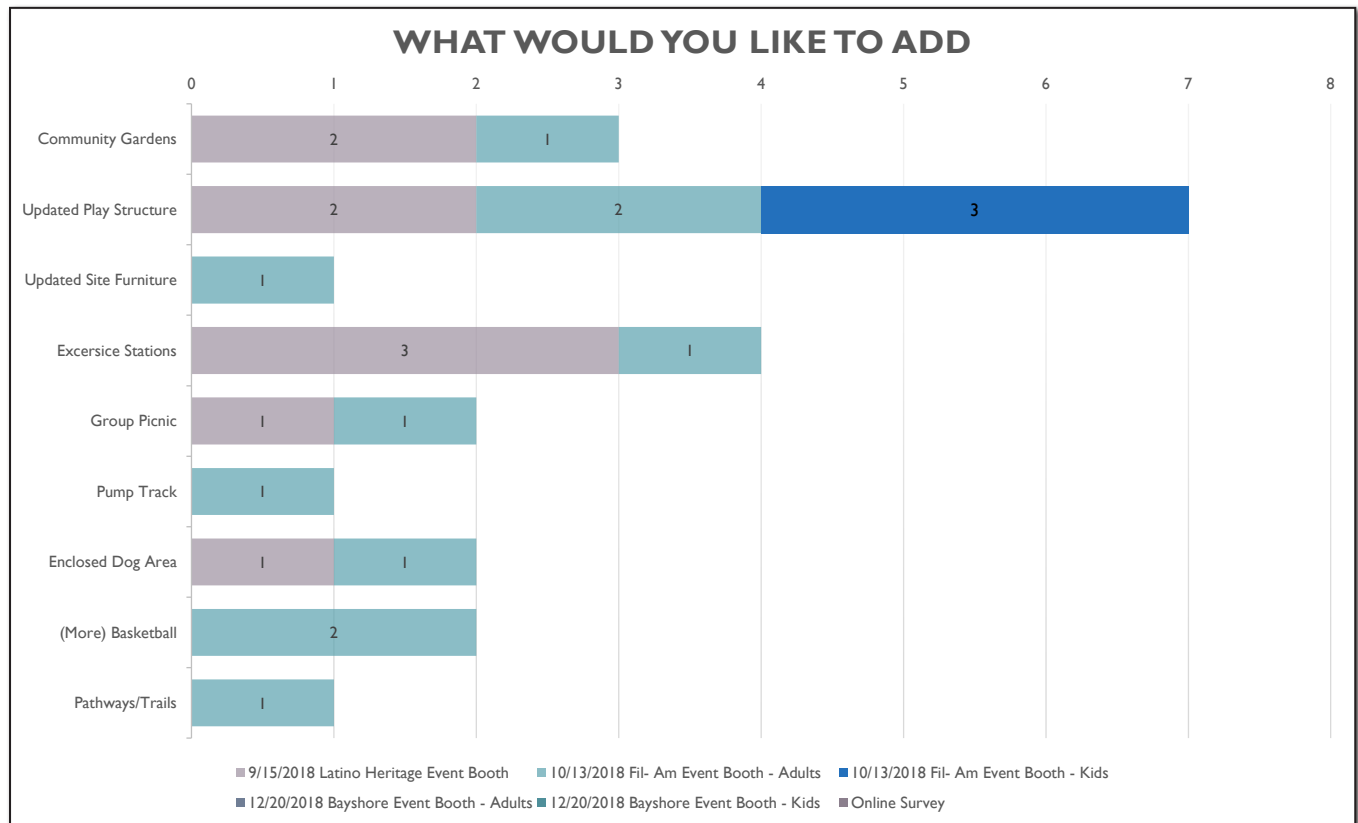


WRITE-IN COMMENTS

- More parking!
- *related to above comment "I disagree!"
- Sign for free parking next to that building (next to Duggans)
- Parking issue
- Stairs without handrail
- Play structure
- Restroom
- Hard to get to with a stroller
- Need shade
- Be gone smokers and drinkers (for the kids safety)
- Needs beautiful landscape
- More lighting
- Entrance is vague! Especially from theater
- Add soccer (2 votes)
- Add volleyball
- Add a dog area
- More play structures
- Needs more life

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Hillside Park



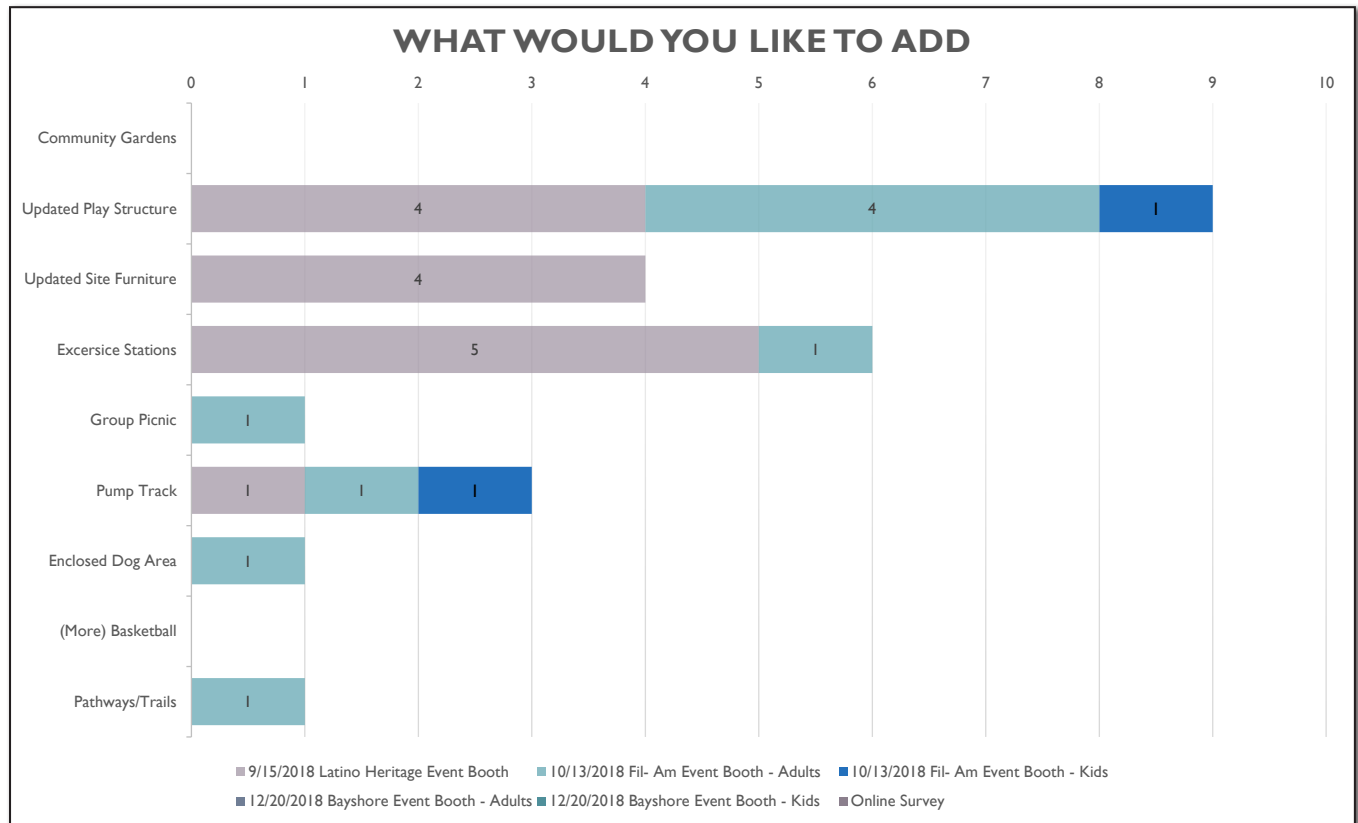
WRITE-IN COMMENTS

- Have Nearby School (SBA) involved? With Community Garden
- Update group picnic
- Many small dogs frequent the dirt path in the back - would be nice to have an off-leash area
- Update basketball court and surface
- Playground outdated and very small. Play structure for older kids
- Flat field!
- More events (2 votes)

CHAPTER 7 · APPENDIX

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Gellert Park

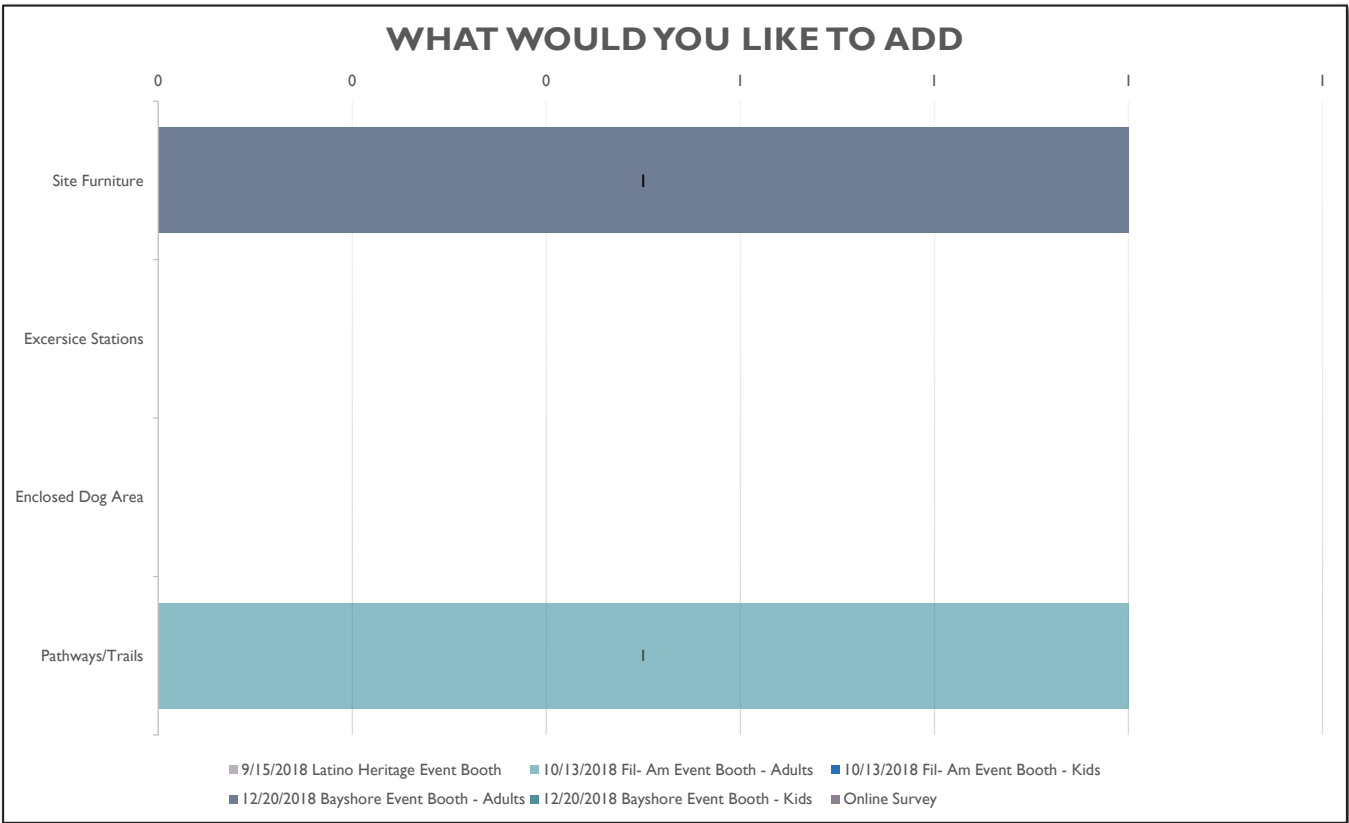


WRITE-IN COMMENTS

- Clean up picnic shelters
- Update need on play area
- Update roof area
- For existing track - put the correct distance (it's not a 1/2 mile, it's more)
- Park is dirty and needs repair
- Renovation, clubhouse needs remodeling
- Maintain play area structure, (cleanliness and repairs)
- Miss the alien spin thing
- Bathrooms
- More recreational activities! (2 votes)
- Space can be used better (2 votes)
- Block parties

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Former Margate Tennis Complex



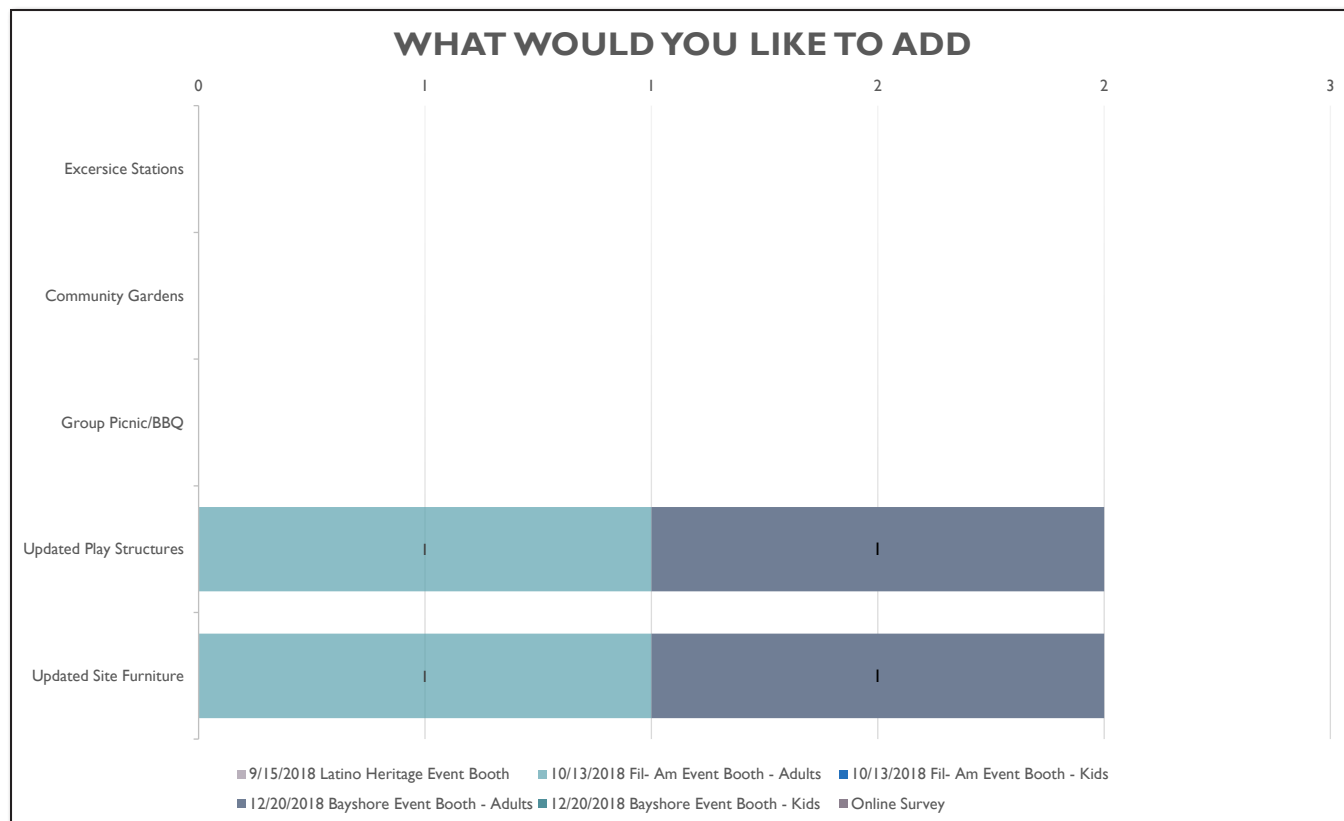
WRITE-IN COMMENTS

- Eye sore in community - bring back tennis courts
- Agree or remove concrete to add community gardens
- Needs a new look

CHAPTER 7 · APPENDIX

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Cameo Park

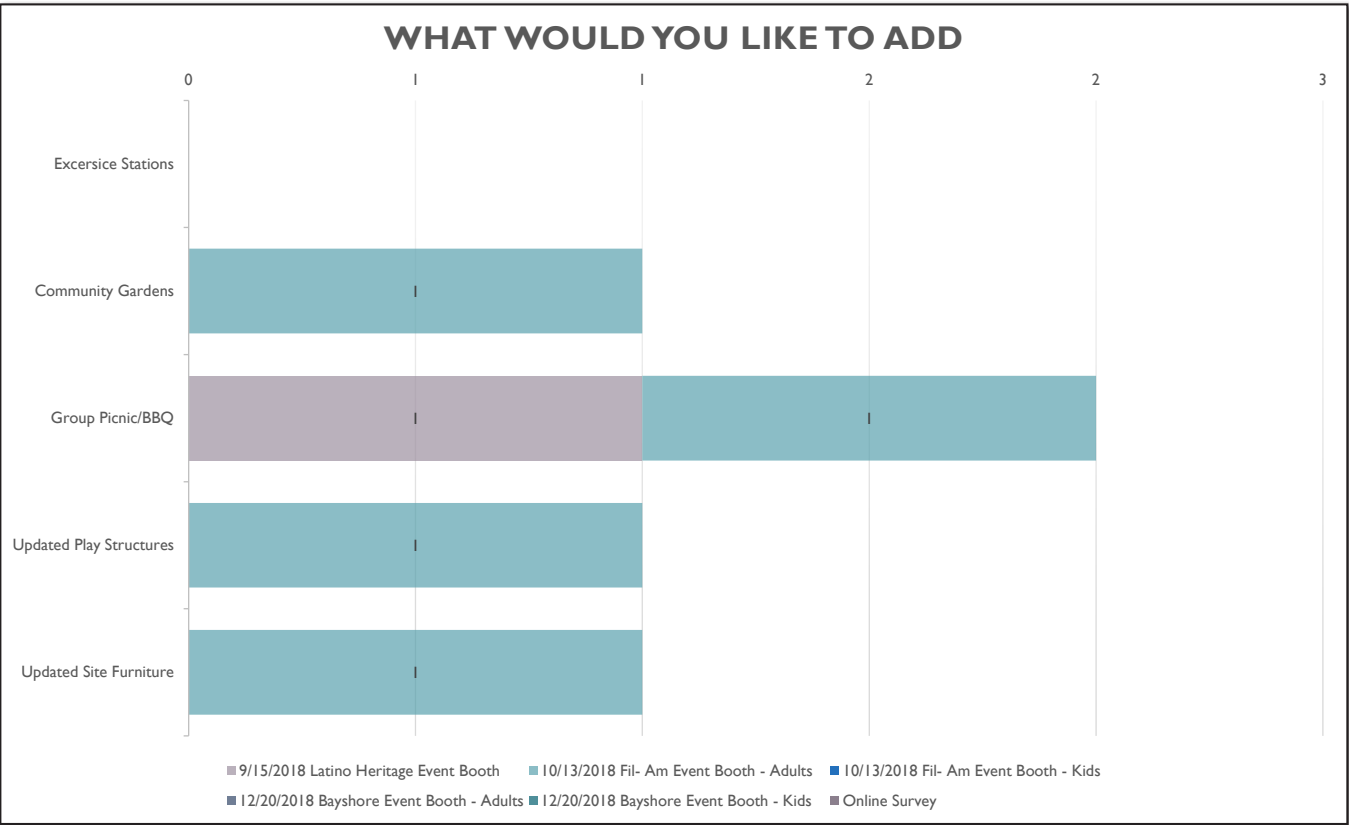


WRITE-IN COMMENTS

- Better landscaping in non traveled areas
- Playground needs to be kept clean/maintenance
- Moving train
- Needs to be more welcoming
- Dark back area

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Canterbury Park



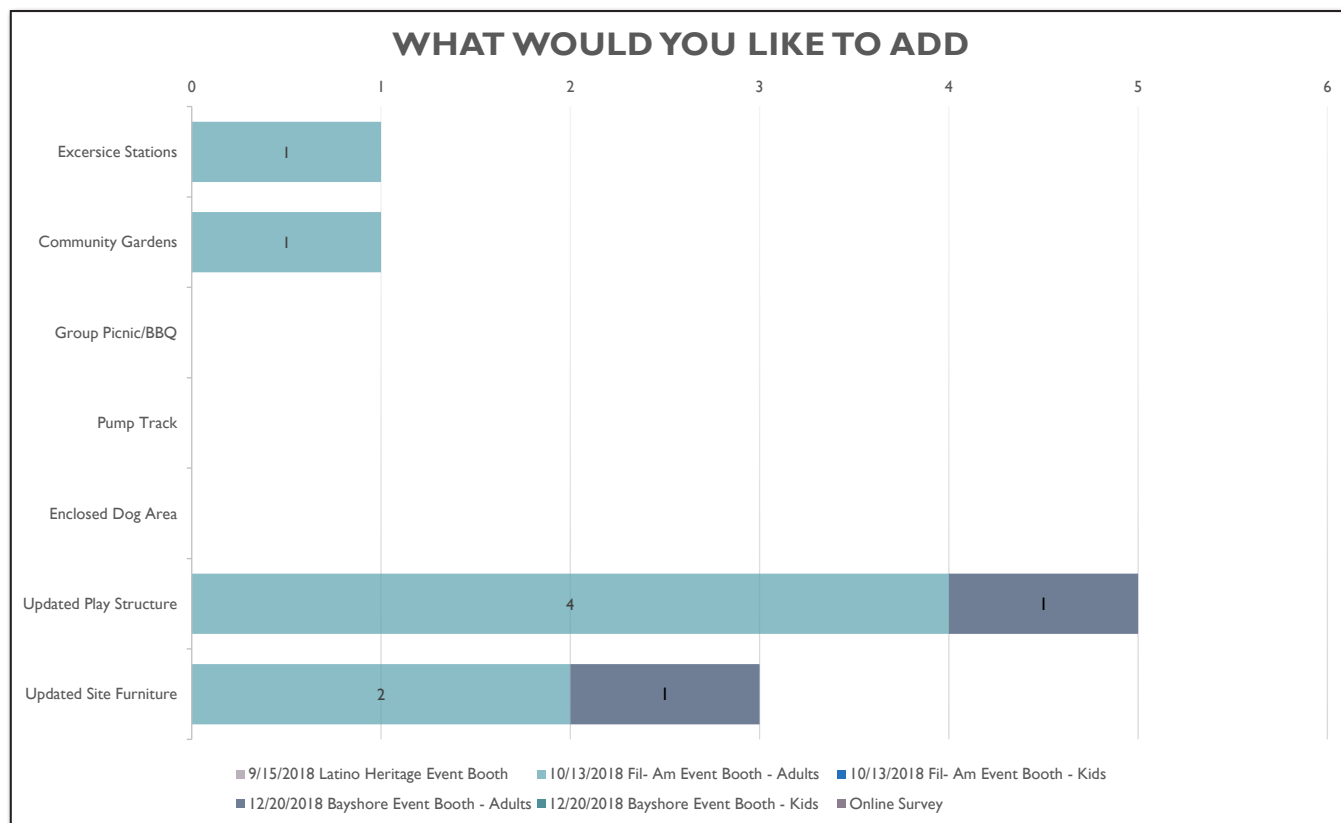
WRITE-IN COMMENTS

- Better landscaping on hillside
- Playground needs to be kept clean!
- Tan bark is dirty/playground is moldy

CHAPTER 7 · APPENDIX

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Lycett Park

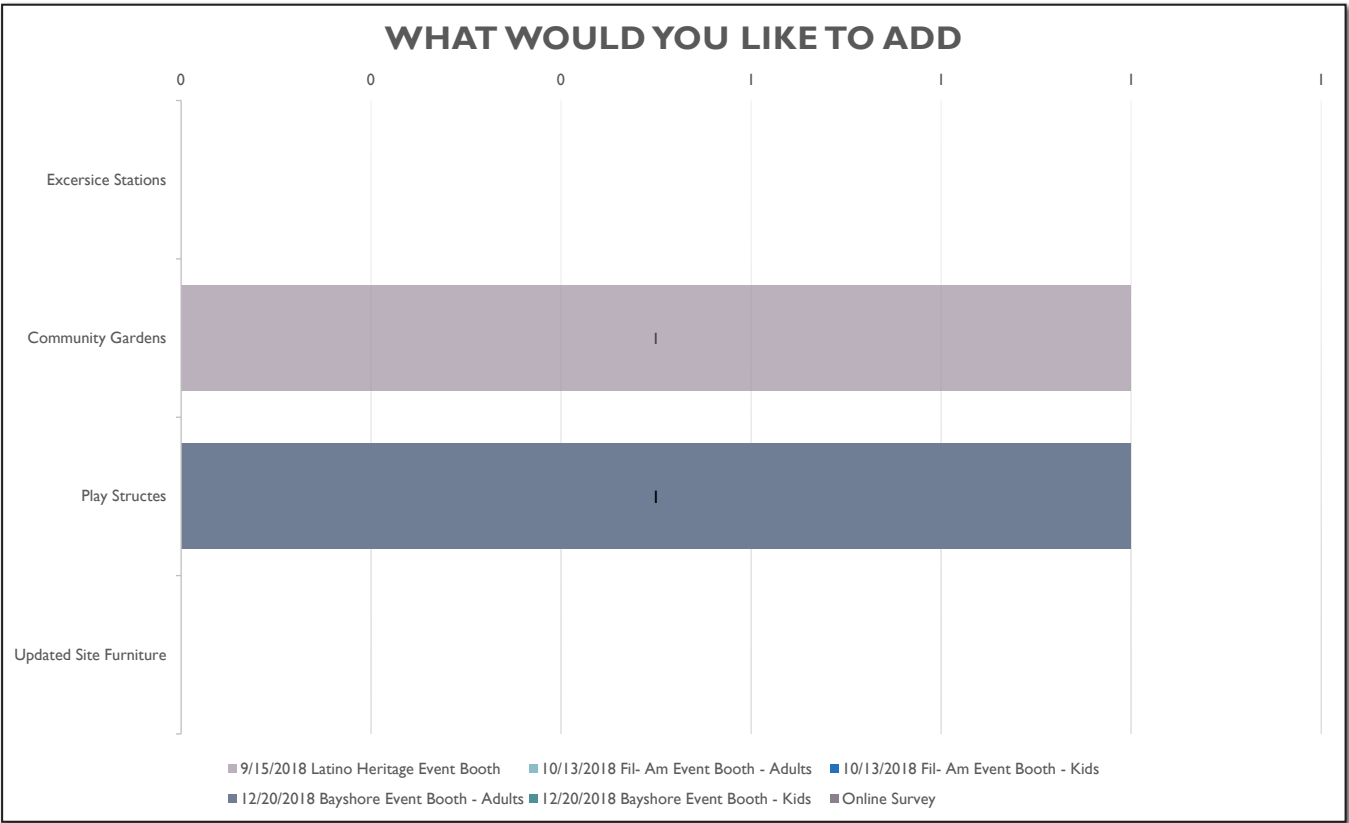


WRITE-IN COMMENTS

- Designated park
- There's nothing here! And its dark at night!
- Maintenance

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Hampshire Park



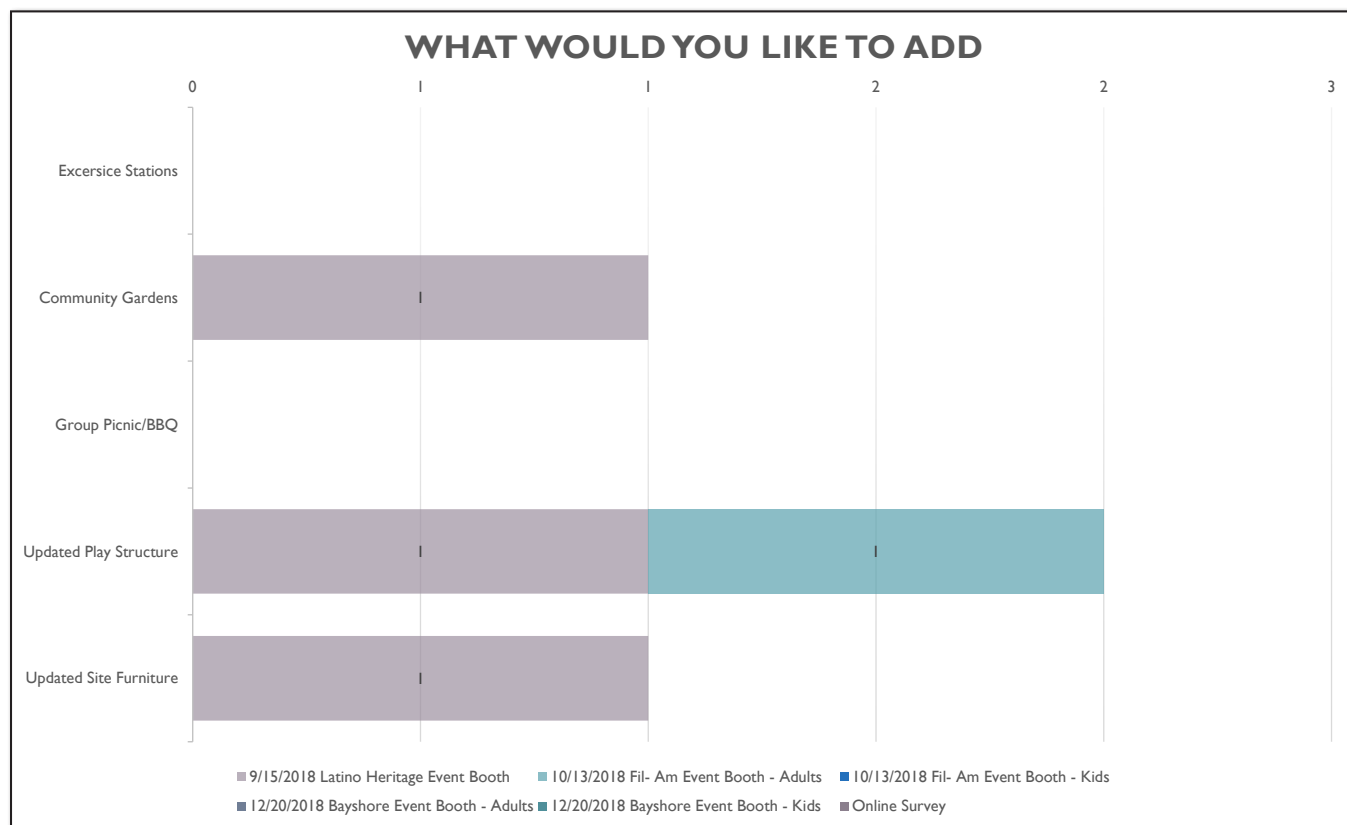
WRITE-IN COMMENTS

- Better use of area

CHAPTER 7 · APPENDIX

COMBINED DATA SETS FROM ROUND #2 COMMUNITY ENGAGEMENT

Camelot Park



WRITE-IN COMMENTS

- Play structure for older kids
- Designated parking

AGENDA FOR ADVISORY COMMITTEE MEETING #2



LANDSCAPE ARCHITECTURE · LAND PLANNING · URBAN DESIGN

AGENDA

Parks and Recreation Open Master Plan

Committee Meeting #2

Wednesday, September 12, 2018

6:30 – 8:00 pm

City Hall

Time Frame	Topic	Presenter	Materials
10 minutes	Introduction / Welcome • Team	City Staff	Sign-in sheets
30 minutes	Presentation • Committee Roles • Demographics and Trends • Outreach To Date	City Staff / Gates	PowerPoint
30 Minutes	Breakout Session 1. Review Boards for Round #2 2. Test Interactive Online Map 3. Test Online Survey		Boards Smart Phone Map
5 minutes	Summary & Next Steps	Gates	

2671 Crow Canyon Road San Ramon, California 94583 T 925.736.8176 www.dgates.com

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2



Citizen Advisory Committee
MEETING #2

September 12, 2018

INTRODUCTIONS

— The Master Plan Team

- Daly City
- Gates + Associates
- Advisory Committee



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

MEETING OVERVIEW

Purpose:

- » Review outreach emerging trends to date
- » Collect input and insights for Round 2 materials

Agenda:

Presentation

- » Outreach To Date
- » What We've Heard
- » Deeper Dives

Breakout Session

- » Boards
- » Online Survey
- » Interactive Map

Summary & Next Steps



PARKS MASTER PLAN

Purpose of the Project

- » Create a **ROAD MAP** to guide **FUTURE IMPROVEMENTS** to Daly City's Parks
- » Assess the conditions of Daly City's existing parks
- » Engage Community for meaningful input



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

BACKGROUND

Role of the Advisory Committee

- » Provide **Input** and **Recommendations** on process and materials for community engagement
- » Be our **Project Ambassadors** to the rest of your community



DEMOGRAPHICS

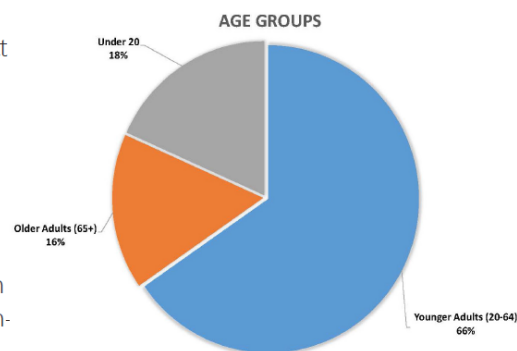
People

Daly City is one of the most densely populated cities in California, with over 14,000 residents per square mile, compared to San Mateo County that has roughly 1,000 residents per square mile.

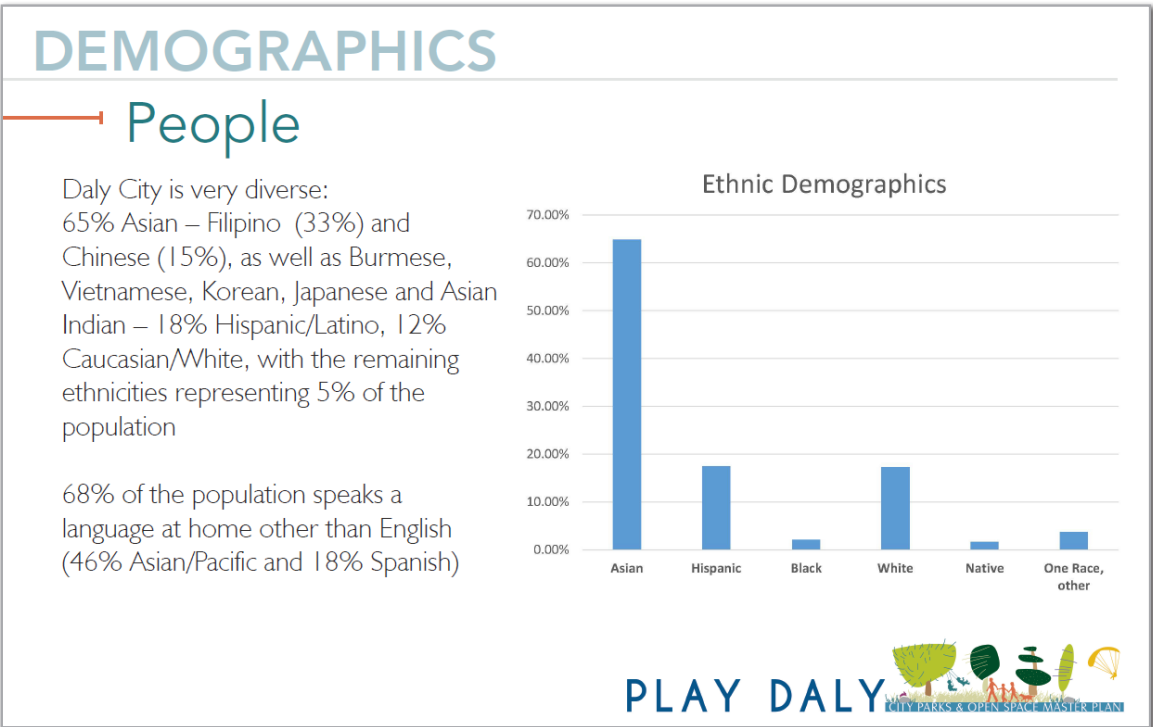
The population has grown 6.7% since 2010.

While Daly City's adult population aged 20-64 has remained a constant percentage, the percentage of residents under 20 has decreased from 24% in 2010 to 18%, and adults 65 and over have increased from 12% to 16%.

Over 4,100 grandparents live in a household with grandchildren under the age of 18.



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

TRENDS

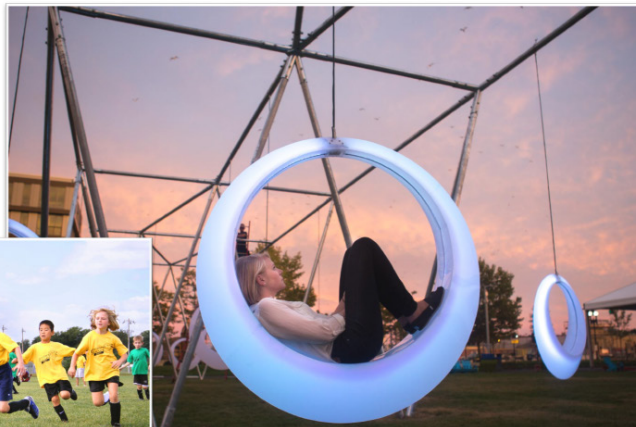
Health, Wellness, Walkability



PLAY DALY 

TRENDS

Children and Teens



PLAY DALY 

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

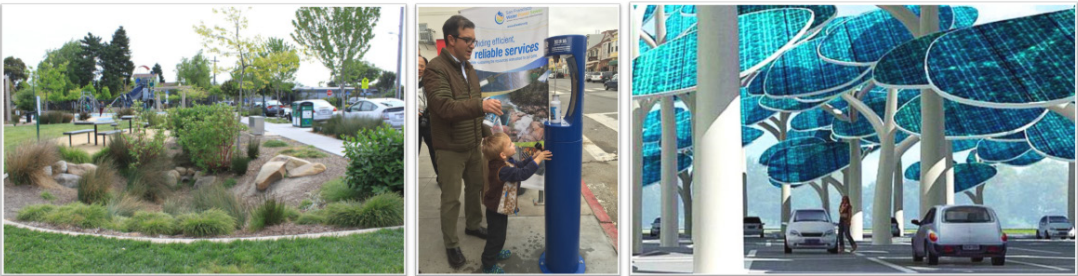
TRENDS

Aging Population



TRENDS

Climate Change, Sustainability & Resiliency



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

TRENDS

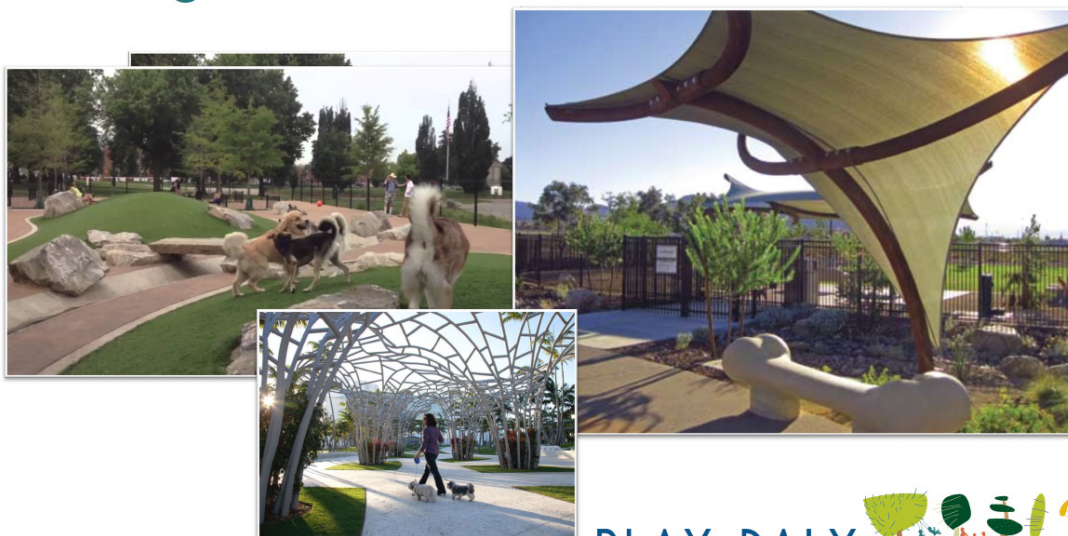
— Art, History and Culture



PLAY DALY 

TRENDS

— Dog Parks



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PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

TRENDS

Increased Use of Technology





PLAY DALY



TRENDS

Activity Trends





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PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

COMMUNITY INPUT

Round 1: What is our vision for our parks?

Round 2: Confirm, clarify, and prioritize

Round 3: Does the draft plan reflect your vision?

PLAY DALY 

COMMUNITY INPUT

Engagement Schedule



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PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

COMMUNITY POP UP BOOTH

FARMERS MARKET 8/02/2018

- » ~200 PARTICIPANTS
- » English, Spanish, Chinese, Tagalog

Top 3 Adult "Likes":
 1. Pathways/Trails
 2. BBQ Areas
3. Playgrounds

Top 3 Kids "Likes":
1. Playgrounds
 2. Basketball
 3. Open Space

Top 3 Adult "Add":
 1. Restrooms
 2. Community Gardens
3. Updated Playgrounds

Top 3 Kids "Add":
1. Updated Playgrounds
 2. More Community Events
 3. Pump Track



COMMUNITY POP UP BOOTH

HEALTH FUN SAFETY FAIR 8/04/2018

- » ~175 PARTICIPANTS

Top 3 Adult "Likes":
 1. Trails Pathways
2. Playgrounds/
 3. BBQ Areas

Top 3 Kids "Likes":
 4. Basketball
5. Playgrounds/
 6. Open Space

Top 3 Adult "Add":
 1. More Community Events
 2. Restrooms
3. Updated Playgrounds

Top 3 Kids "Add":
1. Updated Playgrounds
 2. More Community Events
 3. Pump Track/Teen Space



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

COMMUNITY POP UP BOOTH

NATIONAL NIGHT OUT 8/07/2018

» ~150 PARTICIPANTS

Top 3 Adult “Likes”: 1. Playgrounds 2. BBQ Areas 3. Trails Pathways	Top 3 Adult “Add”: 1. Updated Playgrounds 2. More Community Events 3. Exercise Stations
Top 3 Kids “Likes”: 4. Ballfields 5. Playgrounds 6. Picnic Areas	Top 3 Kids “Add”: 1. Exercise Stations 2. Updated Playgrounds 3. Restrooms

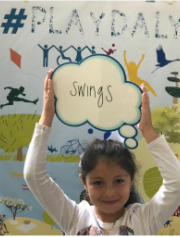
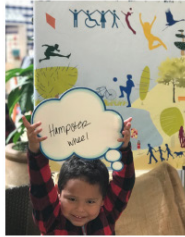




COMMUNITY POP UP BOOTHS

PHOTO BOOTH












PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

PHONE SURVEY

Open: June 25 - July 31

- » 405 PARTICIPANTS
- » English, Spanish, Cantonese, Mandarin, Burmese, Tagalog

Ethnicity	Sample Size
Pacific Islander	10
Hispanic/Latino	75
Caucasian/White	107
Asian	144
African American/Black	28

"WHAT WOULD IMPROVE SATISFACTION"

1. **Lighting/safety**
2. More amenities
3. More **restrooms**
4. **Better Play areas**
5. More picnic / BBQ
6. **More Play areas**

BREAKOUT

1. Boards

- » Dots = Likes!
- » Post its = Other Ideas



The most important playground improvements are:



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

DISCUSSION

Feedback

- » Anything missing?
- » Any revisions needed?
- » Is it clear how to participate?
- » Anything else you are curious about?
- » Anything else we should ask?



PLAY DALY 

COMMUNITY INPUT

Online Engagement Opportunities



» Project Website :

» WWW.DALYCITYPARKSPLAN.ORG



» Online Survey

» Interactive Online Map

<https://gates.mysocialpinpoint.com/daly-city-parks-and-rec>



PLAY DALY 

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

COMMUNITY INPUT

Getting the Word Out



- » Social Media Platforms (Like, Share, Repost!)
 - Facebook, Instagram, Twitter, Nextdoor
 - Are you members of closed Facebook groups that might be interested?
- » School Newsletters
- » HOA Newsletters
- » Libraries, Community Centers, Senior Centers, Child Development Centers, Recreation Center
- » Signs in all Parks
- » Newsletter (Print/Online)
- » Newspapers



NEXT STEPS

For you:

- » Reach out to Daly City Community
- » See you at the Event Booths
- » See you at the next Advisory Committee Meeting

For us:

- » Continue existing conditions assessments
- » Conduct survey (see project web page for survey updates)
- » Community Input





PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #2

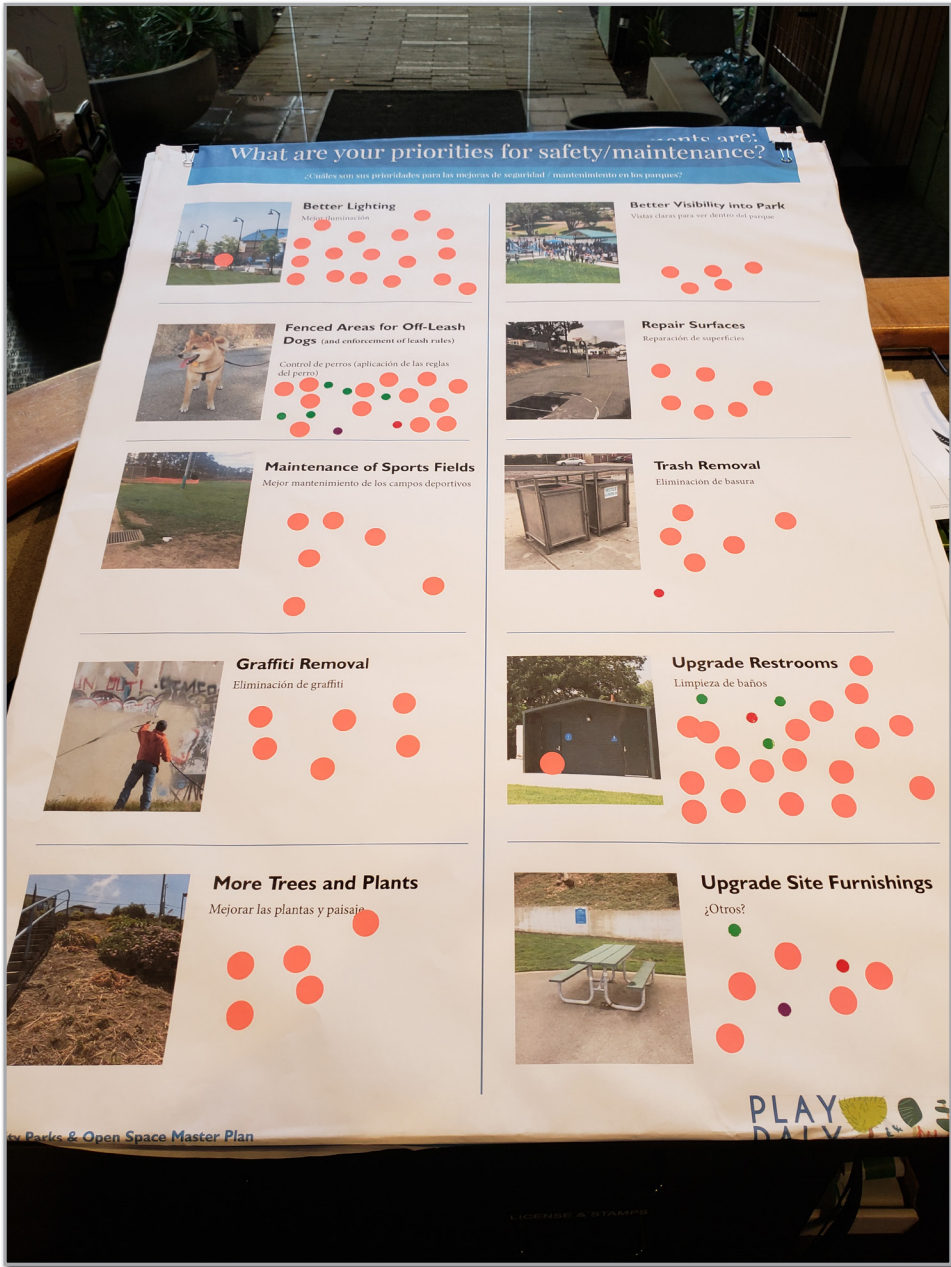
#playdaly

THANK YOU



CITY PARKS & OPEN SPACE MASTER PLAN

BOARDS FROM POP-UP BOOTH AT THE
BAYSHORE EVENT (DEC. 20, 2018)



BOARDS FROM POP-UP BOOTH AT THE BAYSHORE EVENT (DEC. 20, 2018)



BOARDS FROM POP-UP BOOTH AT THE BAYSHORE EVENT (DEC. 20, 2018)



CHAPTER 7 • APPENDIX

BOARDS FROM POP-UP BOOTH AT THE BAYSHORE EVENT (DEC. 20, 2018)

Tell us about your parks
Díganos acerca de sus parques

1 Westlake Park
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☒	☐	☐

What would you like to add? / ¿Qué te gustaría agregar?

Community Gardens / Jardines Comunitarios
Group Picnic/BBQ / Areas de Barbacoa
Update Play Structures / Actualizar Parques Infantiles
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

2 Marchbank Park
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☒	☐	☐

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio
Community Gardens / Jardines Comunitarios
Update Play Structures / Actualizar Parques Infantiles
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

3 Hillside Park
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☒	☐	☐

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio
Community Gardens / Jardines Comunitarios
Group Picnic/BBQ / Areas de Barbacoa
Pump Track / Pista de Bicicletas
Enclosed Dog Area / Parque para Perros
(More) Basketball / (Mas) Baloncesto
Pathways/Trails / Caminos
Update Play Structures / Actualizar Parques Infantiles
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

4 Gelfert Park
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☒	☒	☐

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio
Group Picnic/BBQ / Areas de Barbacoa
Pump Track / Pista de Bicicletas
Enclosed Dog Area / Parque para Perros
Pathways/Trails / Caminos
Update Play Structures / Actualizar Parques Infantiles
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

Tell us about your parks
Díganos acerca de sus parques

5 Pommer-Margate Tennis Complex
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☒	☐	☐

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio
Enclosed Dog Area / Parque para Perros
Pathways/Trails / Caminos
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

6 Camino Sol Lot
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☒	☐	☐

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio
Community Gardens / Jardines Comunitarios
Group Picnic/BBQ / Areas de Barbacoa
Update Play Structures / Actualizar Parques Infantiles
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

7 Canterbury Tot Lot
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☐	☐	☐

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio
Community Gardens / Jardines Comunitarios
Group Picnic/BBQ / Areas de Barbacoa
Update Play Structures / Actualizar Parques Infantiles
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

8 Lyceet Park
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☒	☐	☐

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio
Community Gardens / Jardines Comunitarios
Group Picnic/BBQ / Areas de Barbacoa
Pump Track / Pista de Bicicletas
Enclosed Dog Area / Parque para Perros
Update Play Structures / Actualizar Parques Infantiles
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

9 Hampshire Park
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☒	☐	☐

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio
Community Gardens / Jardines Comunitarios
Group Picnic/BBQ / Areas de Barbacoa
Update Play Structures / Actualizar Parques Infantiles
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

10 Camelot Park
Rank your park / Evalúe su parque:

ABOVE AVG. Arriba de Promedio	AVERAGE Promedio	NEEDS IMPROVEMENTS Necesita Mejoría
☐	☐	☐

What would you like to add? / ¿Qué te gustaría agregar?

Exercise Stations / Estaciones de Ejercicio
Community Gardens / Jardines Comunitarios
Group Picnic/BBQ / Areas de Barbacoa
Update Play Structures / Actualizar Parques Infantiles
Update Site Furniture / Actualizar muebles del sitio
Other / Otros

BOARDS FROM POP-UP BOOTH AT THE BAYSHORE EVENT (DEC. 20, 2018)

Tell us about your parks
Díganos acerca de sus parques

Sullivan Skate Park
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Arta Luna Park
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Nonwoodley Park
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Muscat Rock Open Space
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Longview Park
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Nonwoodley Tot Lot
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Tell us about your parks
Díganos acerca de sus parques

Arta Luna Park
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Nonwoodley Park
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Muscat Rock Open Space
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Longview Park
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Nonwoodley Tot Lot
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Edgewood Park
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Thompson Beach Overlook
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

Pollack Park
Rank your park / Clasifica tu parque
ABOVE AVG. ABOVE AVG. NEEDS IMPROVEMENTS
Ave. de Pineda Pineda Pineda

What would you like to add? / ¿Qué te gustaría agregar?
Update Site Furniture / Actualizar mobiliario del sitio
Update Site Furniture / Actualizar mobiliario del sitio
Other / Otros

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PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

PLAY DALY



Parks and Open Space Master Plan

Advisory Committee

February 27, 2019

MEETING OVERVIEW

Purpose:

- » Review progress on Parks and Open Space Master Plan
- » Discuss Vision, Goals, and Preliminary Recommendations



Work to Date

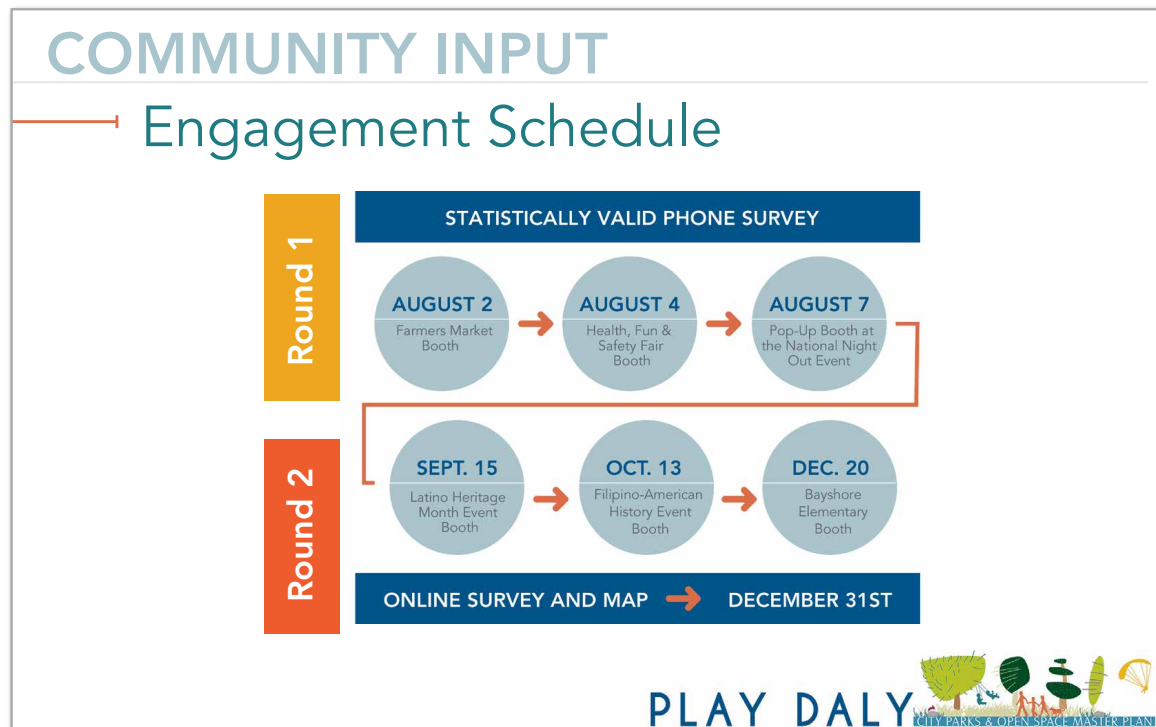
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PLAY DALY CITY PARKS & OPEN SPACE MASTER PLAN

Round 3: Does the draft plan reflect your vision?

PLAY DALY CITY PARKS & OPEN SPACE MASTER PLAN

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

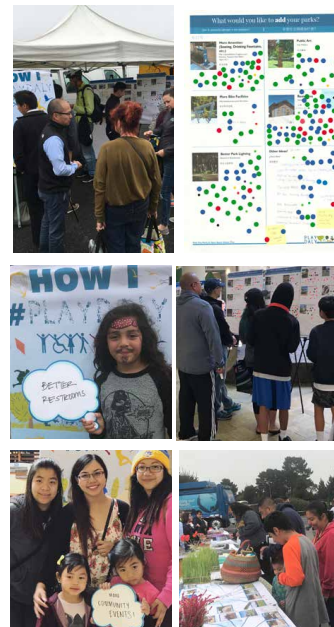
COMMUNITY ROUND 1

ROUND 1 BOOTHS (3 EVENTS)

- » ~600 Participants
- » English, Spanish, Chinese, Tagalog

WHAT DO YOU LIKE: WHAT SHOULD WE ADD:

- | | |
|---------------------|-----------------------------------|
| 1. Trails/ Pathways | 1. More/updated playgrounds |
| 2. Playgrounds | 2. More community events |
| 3. BBQ Areas | 3. Restrooms |
| 4. Open Space | 4. Exercise Stations |
| 5. Basketball | 5. Community Gardens / Pump Track |
| 6. Picnic Areas | 6. Better Park Lighting |



COMMUNITY INPUT ROUND #1

PHONE SURVEY

- » Open: June 25 - July 31
- » 405 Participants
- » English, Spanish, Cantonese, Mandarin, Burmese, Tagalog

Ethnicity	Sample Size
Pacific Islander	10
Hispanic/Latino	75
Caucasian/White	107
Asian	144
African American/Black	28

“WHAT WOULD IMPROVE SATISFACTION”

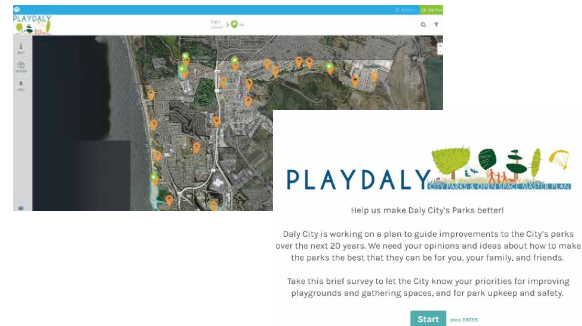
1. **Lighting/safety**
2. More amenities
3. More **restrooms**
4. **Better Play areas**
5. More picnic / BBQ
6. **More Play areas**

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

COMMUNITY INPUT ROUND #2

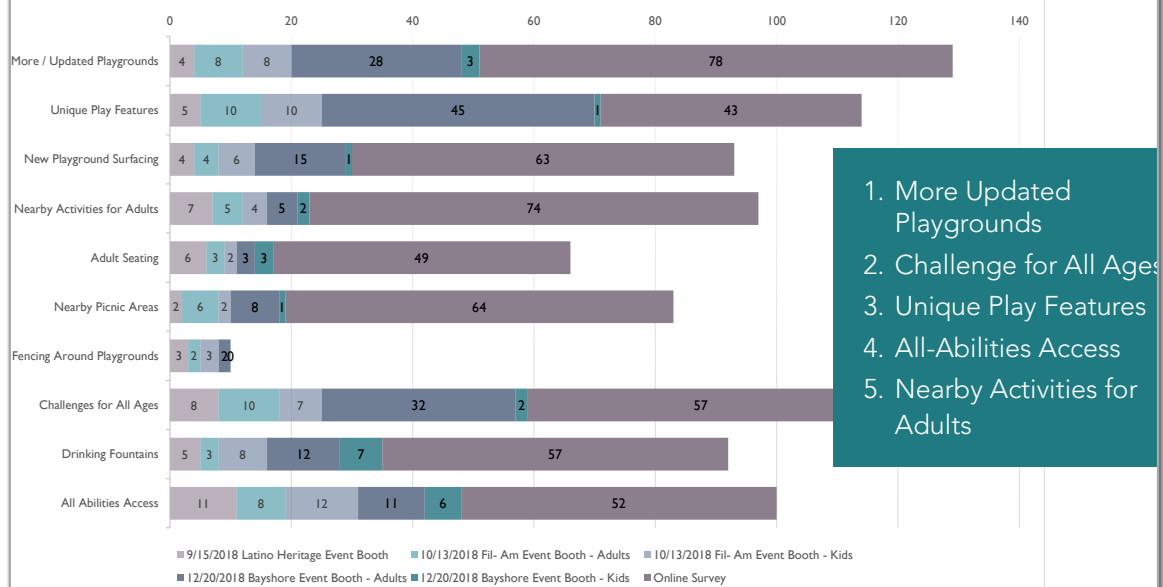
3 BOOTHS + ONLINE SURVEYS

- » ~250 Booth Participants
- » Survey (142 Responses)
- » Interactive Map (84 Responses)

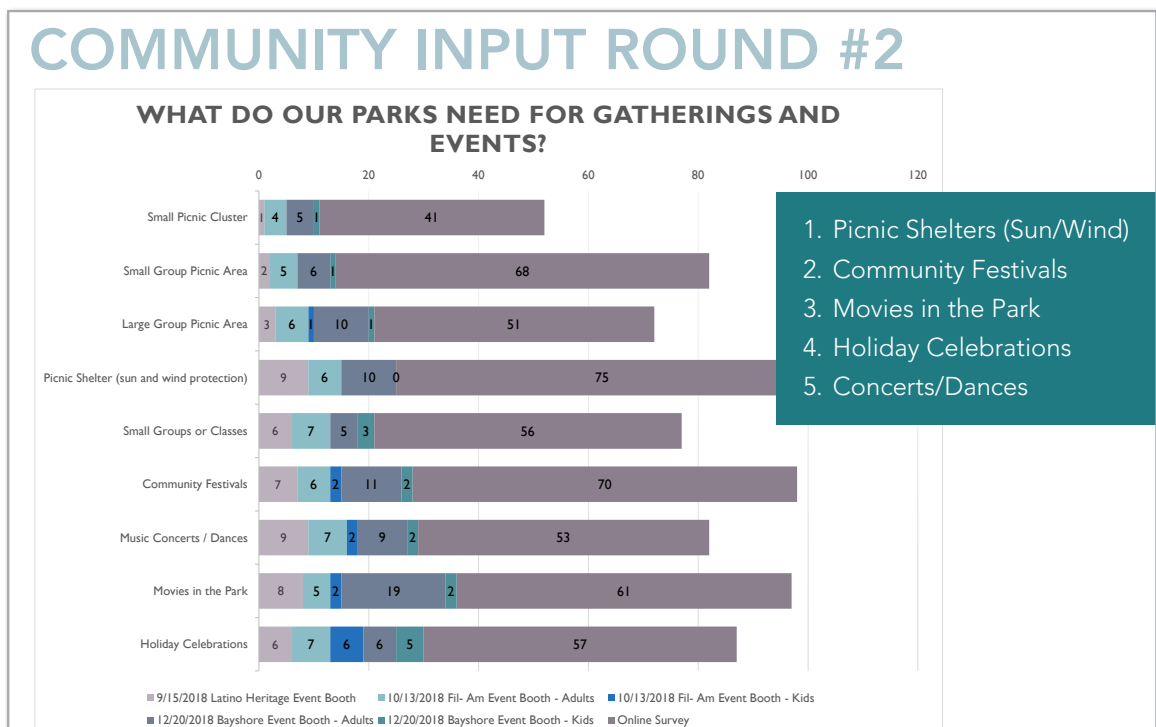
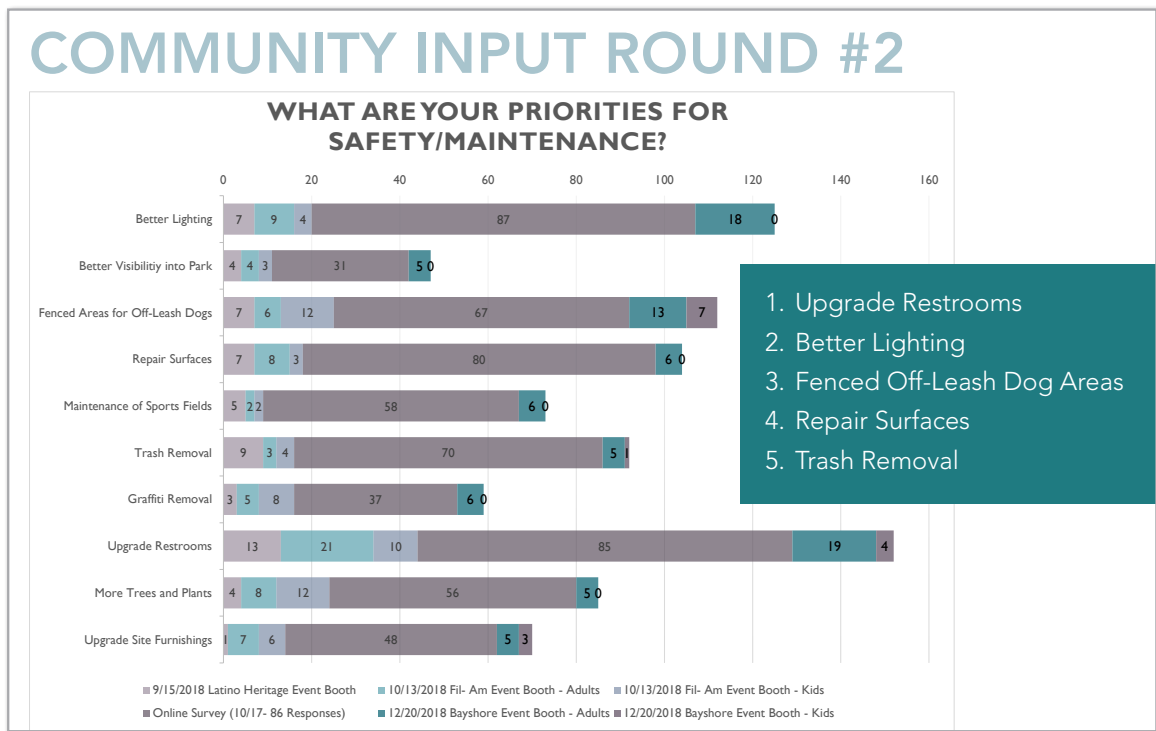


COMMUNITY INPUT ROUND #2

THE MOST IMPORTANT PLAYGROUND IMPROVEMENTS



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

EMERGING TRENDS

EMERGING ISSUES & INTERESTS	Phone Survey 6/25/18 – 7/31/18	Round 1 Outreach 8/2/18 – 8/7/18	Round 2 Outreach 9/15/18 – 12/20/18	Online Survey and Interactive Map	DPW Staff Meeting	Recreation Staff Meeting	Stakeholder Interviews	
Playground improvements/ more playgrounds	X	X	X	X	X	X		6
Picnic, BBQ and gathering spaces with shelters from wind and sun, reservable	X	X	X	X	X	X		6
Basketball / tennis / pickleball courts	X		X	X	X	X	X	6
Restrooms	X	X	X	X	X			5
Additional / lighted sports fields	X		X		X	X	X	5
Fenced dog areas	X		X	X	X	X		5
More amenities / things to do in the parks	X	X		X	X	X		5
Improved maintenance	X		X	X		X	X	5
Unique, engaging, all ages and abilities play	X		X	X	X			4
Improved lighting and safety	X	X	X	X				4
Community event space		X	X	X				3
Exercise stations		X			X			2
Community gardens		X						1
Pump Track		X				-		1
Trails, walking & bike paths		X						1
Trees, plants and nature	X							1

PRELIMINARY VISION

Ensure that Daly City has an accessible, equitable and sustainable system of parks that maximizes the recreational opportunities available to all of the City's residents, workers and visitors.

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

PRELIMINARY GOALS

ACTIVE & PASSIVE USES FOR ALL RESIDENTS

- Provide parks and open spaces that comprise an integrated, equitable and inclusive system that serves the community as a whole.
- Provide amenities and attractions for all ages and abilities, to support multi-generational use.
- Provide amenities that support an active lifestyle, such as walking paths, sports courts and fields and fitness stations.
- Integrate trees and landscaping in all parks to bring nature into the city, for relaxation and enjoyment.



PLAY DALY



PRELIMINARY GOALS

ACTIVE & PASSIVE USES FOR ALL RESIDENTS

- Distribute parks and amenities equitably so that each neighborhood has access to a range of park elements.
- Extend the time that parks are usable by providing or improving lighting.
- Strengthen and expand partnerships and joint use agreements to provide additional park spaces.
- Increase awareness of the city's parks and open space resources through enhanced marketing (e.g. park system maps, virtual park tours, interactive website with QR codes, etc.)



PLAY DALY



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

PRELIMINARY GOALS

WELCOMING AND COMFORTABLE

- Ensure that parks contain gathering spaces of various sizes to support small picnics, birthday parties, family events, and community gatherings.
- Identify opportunities for features desired by the community (more/improved playgrounds, restrooms, fenced dog areas, sports fields and courts, community gardens, etc.)
- Provide wind and sun protection.



PLAY DALY



PRELIMINARY GOALS

WELCOMING AND COMFORTABLE

- Provide restrooms in parks where users stay for longer periods of time (e.g. for gatherings, sports, events, etc.). Provide drinking fountains in all parks.
- Maintain parks to the highest standards.
- Improve lighting and visibility into parks to address safety concerns.



PLAY DALY



PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

PRELIMINARY GOALS

CONNECTED AND ACCESSIBLE

- Ensure that each park is accessible to all ages and abilities.
- Coordinate park planning with the city's transportation planning, to provide bicycle and pedestrian connections to existing and future parks and open spaces. Provide bicycle racks in all parks.

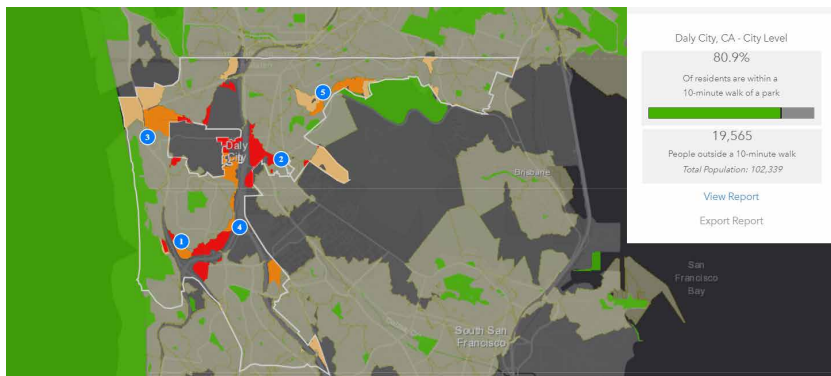


PLAY DALY CITY PARKS & OPEN SPACE MASTER PLAN

PRELIMINARY GOALS

CONNECTED AND ACCESSIBLE

- Strive to locate a park or recreational facility within a 10 minute walk of every Daly City resident.



- Currently, 81% of Daly City residents are within a 10-minute walk, the national average is 54%.

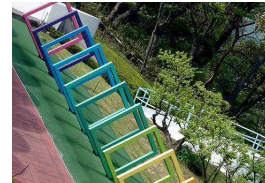
PLAY DALY CITY PARKS & OPEN SPACE MASTER PLAN

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

PRELIMINARY GOALS

UNIQUE AND DISTINCTIVE

- When designing new parks or renovating existing parks, include unique, distinct, and memorable elements.
- Design the parks to reflect a sense of place, culture and community.
- Use themes and design in the parks to convey neighborhood identity and character.
- Create gathering spaces that support music and other performances, and a range of community events.

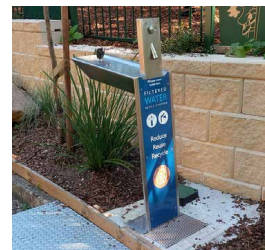


PLAY DALY  CITY PARKS & OPEN SPACE MASTER PLAN

PRELIMINARY GOALS

SUSTAINABLE

- Ensure that environmental sustainability is an integral part of parks and recreation facility development and management.
- Ensure that economic sustainability is incorporated into all park development and management.
- Integrate educational sustainability in parks and recreation facilities

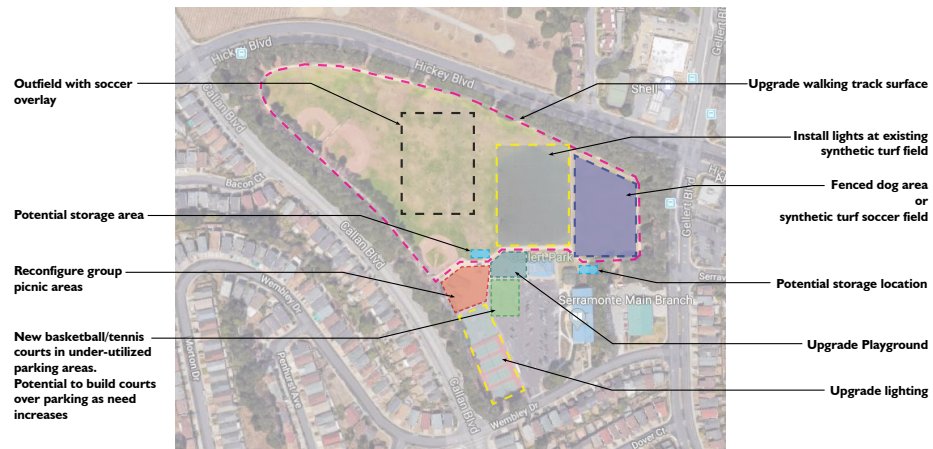


PLAY DALY  CITY PARKS & OPEN SPACE MASTER PLAN

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

RECOMMENDATION EXAMPLES

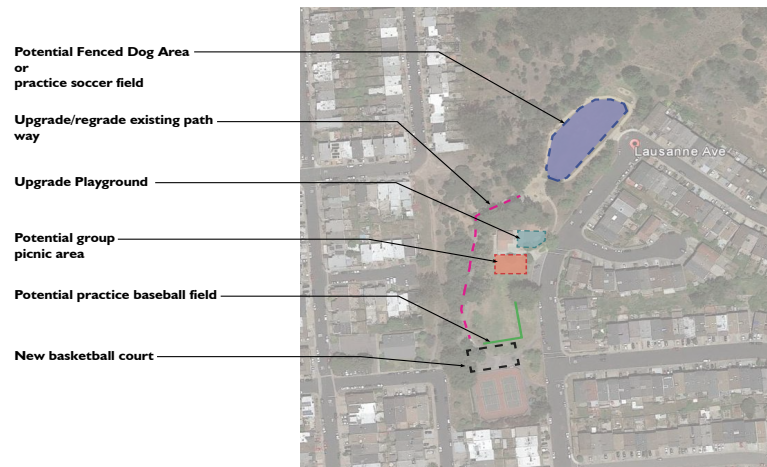
PRELIMINARY RECOMMENDATIONS - COMMUNITY PARK GELLERT PARK



PLAY DALY CITY PARKS & OPEN SPACE MASTER PLAN

RECOMMENDATION EXAMPLES

PRELIMINARY RECOMMENDATIONS - COMMUNITY PARK HILLSIDE PARK



PLAY DALY CITY PARKS & OPEN SPACE MASTER PLAN

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

RECOMMENDATION EXAMPLES

PRELIMINARY RECOMMENDATIONS - NH & MINI PARKS
JOHN DALY TOT LOT, LONGVIEW PARK AND MISSION HILLS PARK

Regrade slope to be more usable (picnic, play area)

Upgrade Playground

Potential group picnic area

Replace grass (play area, community garden, fenced dog area)

Potential fenced dog area, bocce, or practice field

Upgrade Playground

JOHN DALY TOT LOT

LONGVIEW PARK

MISSION HILLS PARK

PLAY DALY CITY PARKS & OPEN SPACE MASTER PLAN

NEXT STEPS

- » Draft recommendations
- » Develop prioritization criteria
- » Administrative Draft of Master Plan, with short, medium and long term project recommendations
- » Cost analysis and recommendation review
- » Draft Parks and Open Space Master Plan
- » Review and approval

PLAY DALY CITY PARKS & OPEN SPACE MASTER PLAN

PRESENTATION SLIDES FROM ADVISORY COMMITTEE MEETING #3

QUESTIONS?

PLAY DALY 
CITY PARKS & OPEN SPACE MASTER PLAN

#playdaly

THANK YOU



BOARDS FROM ADVISORY COMMITTEE MEETING #3

PRELIMINARY RECOMMENDATIONS - COMMUNITY PARK
GELLERT PARK



Daly City Parks & Open Space Master Plan



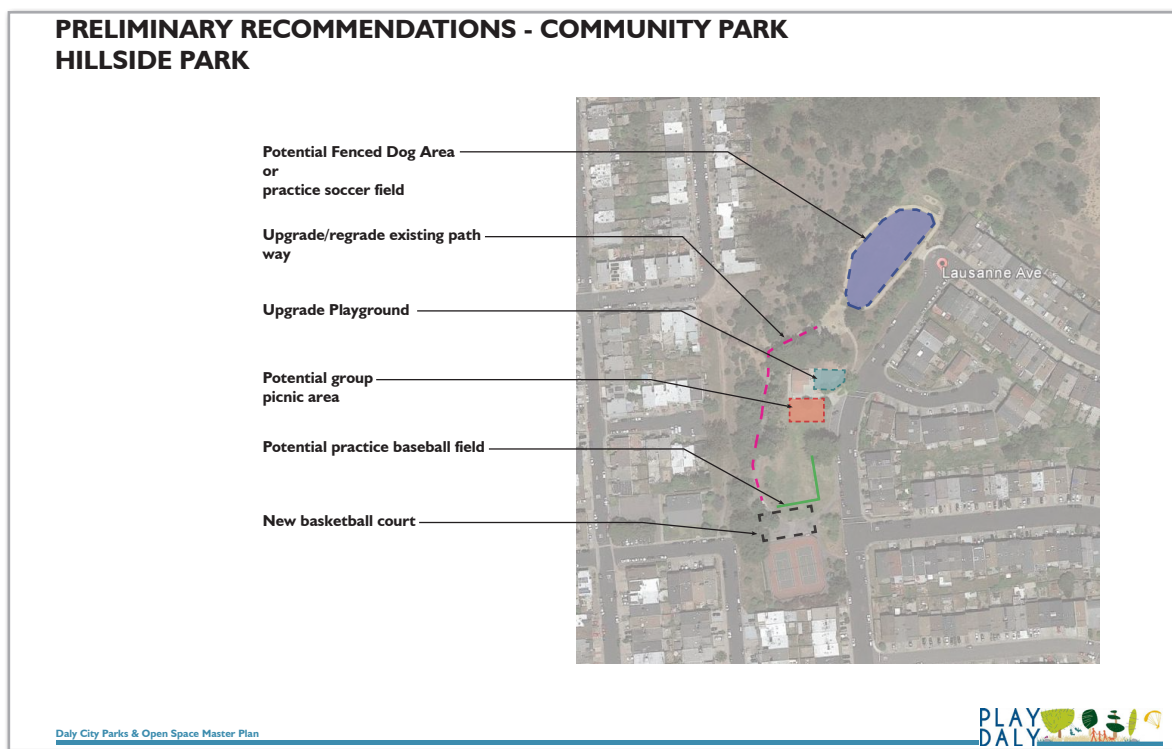
PRELIMINARY RECOMMENDATIONS - NH & MINI PARKS
JOHN DALY TOT LOT, LONGVIEW PARK AND MISSION HILLS PARK



Daly City Parks & Open Space Master Plan



BOARDS FROM ADVISORY COMMITTEE MEETING #3



NOTES FROM ADVISORY COMMITTEE MEETING #3



LANDSCAPE ARCHITECTURE · LAND PLANNING · URBAN DESIGN

Daly City Parks and Open Space Advisory Committee Meeting #1 Summary

July 19, 2018

6:30 – 8:30 pm, City Hall, First Floor Training Room

Attendees:

Terry Chew, Brenda Jones, Christina Luna, Weiser Manzano, Rick Crump, Jessica Wan

City and Consultant Team: Joseph, Stephen, Richard, Kelley, Gail

Purpose:

To introduce the project to advisory members, review advisory member roles, collect input on community engagement and parks and open space systems for Daly City.

The following notes have been grouped by category

Community Engagement Awareness – Spreading the Word About the Project and Reaching the Community for Input:

- Notice at HOA Meetings and consider attending HOA meetings for input. (*Rick Crump to provide list of HOAs to Gates + Associates.*)
- Neighborhood Associations. (*Stephen Stolte to provide Daly City Neighborhoods Association meeting schedule to Gates.*)
- The Wire
- The Mailer
- Libraries (also pass out and collect written surveys here in addition to noticing, have computer stations for online survey)
- Mix of online/write-in options for survey collection

Demographics:

- Demographics are important to consider during input collection to ensure we are reaching a cross section of the diverse Daly City Community.
- Different populations may participate in different ways.
- Translation is important. Consider video translation with a drop down menu - english, spanish, chinese, tagalog, burmese
- Hashtag contest will be good to target younger generations.

General Comments:

NOTES FROM ADVISORY COMMITTEE MEETING #3

- There is a lot of new development in the pipeline in Daly City. This will bring either new parks for the new development, or in lieu fees to be used for parks.
- MidPen development will include a new park in the Bayshore area. This area has different demographics (HOAS and Seniors) than the rest of City, and is geographically isolated.
- Revisit/update tot lots. Gellert Park tot lot could be expanded. Some tot lots are dated.
- Emphasize Gellert as a destination park.
- More focus on individual parks.
- Promote exercise and walking in parks. Consider lighting improvements for safety.
- Marchbank Park has highest vandalism.
- Park system should be usable and appealing to every age group. Multi Generational.
- Each park should be unique.
- Challenge to think through: How to present this information to the public when most people don't even know where their parks are.
- Potential visit to SF parks for inspiration.
- Create Parks Tour (on-line & printed material, possible in-person tour for Advisory Committee).
- Brand and market the Parks (better awareness of all the parks in Daly City for all residents). Each park could have a different theme.
- Add more amenities (Seating, Drinking Fountains, Signage, etc.)
- Real Bathrooms vs mobile
- Art in Parks – Mural Walls, Unique Art
- Potential for Bike Share?
- Add more lighting for safety while also considering surrounding uses.

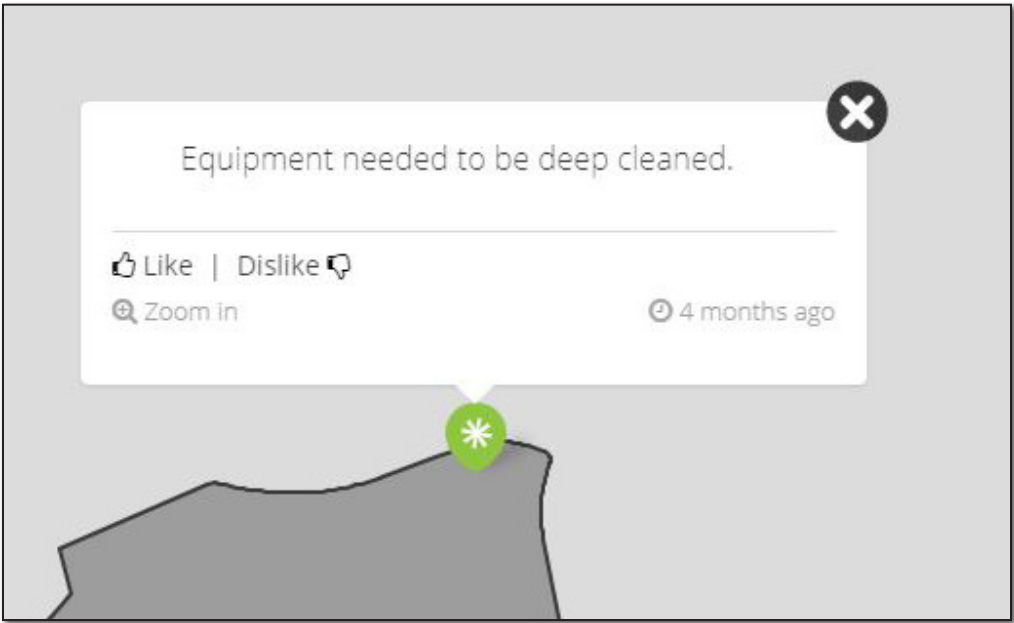
Comments on Outreach Boards:

- Key out all parks – images of each. Can be multiple boards. Awareness of the parks in Daly City will be a nice added benefit.
- Better distinguish between the “what you like” boards and the “what you would like to add” boards, maybe with color.
- Remove Splash Pad as Option – “We live in a splash pad”
- Change out the “picnic” photos.
- Change “Trail” Text to “Pathways/Trails.” The only trails are at Mussel Rock Park. Images of concrete paths in parks feels more like Daly City parks experience.
- Some on “like” boards felt like duplicates to the “add” board – ie: picnic tables, playgrounds.
- Short video or written explanations/instructions in other languages might be a way to reduce need for onsite translators.
-

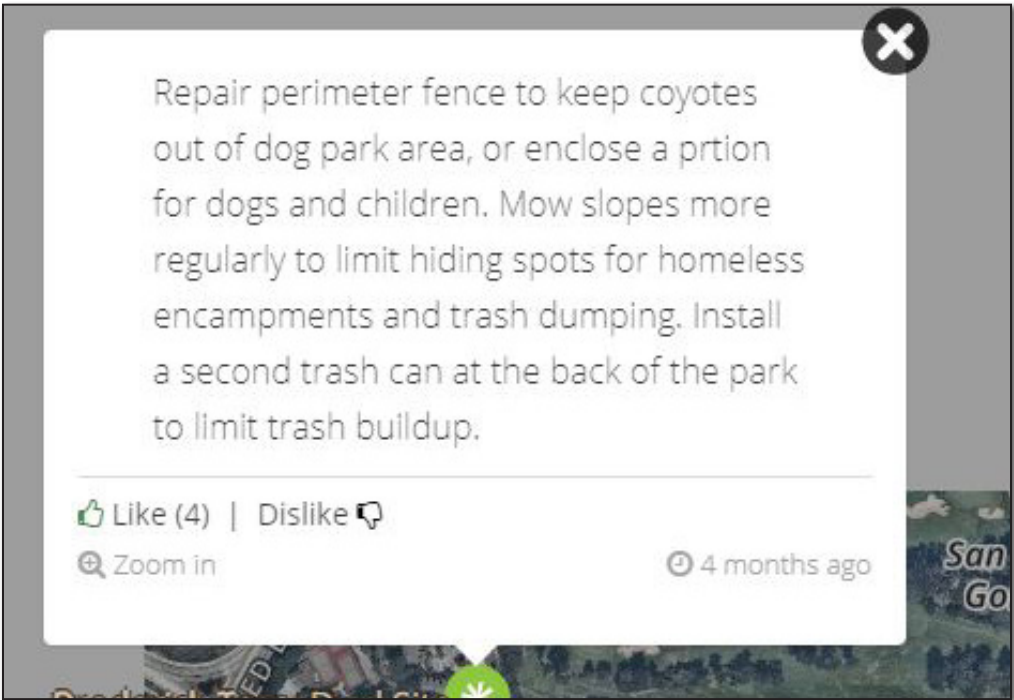
Advisory Committee To Dos:

Share with your friends about the upcoming meetings (in person, online, etc.) I've attached flyers and a link to the website.

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP



Comment on Arden Park

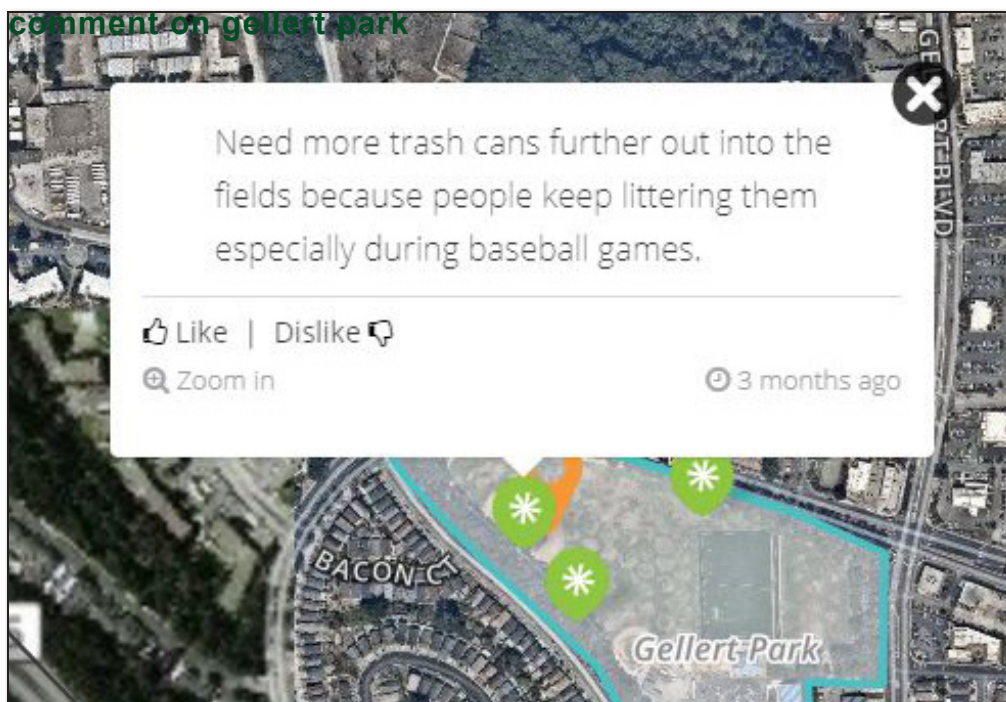


Comment on Broderick Terry

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP

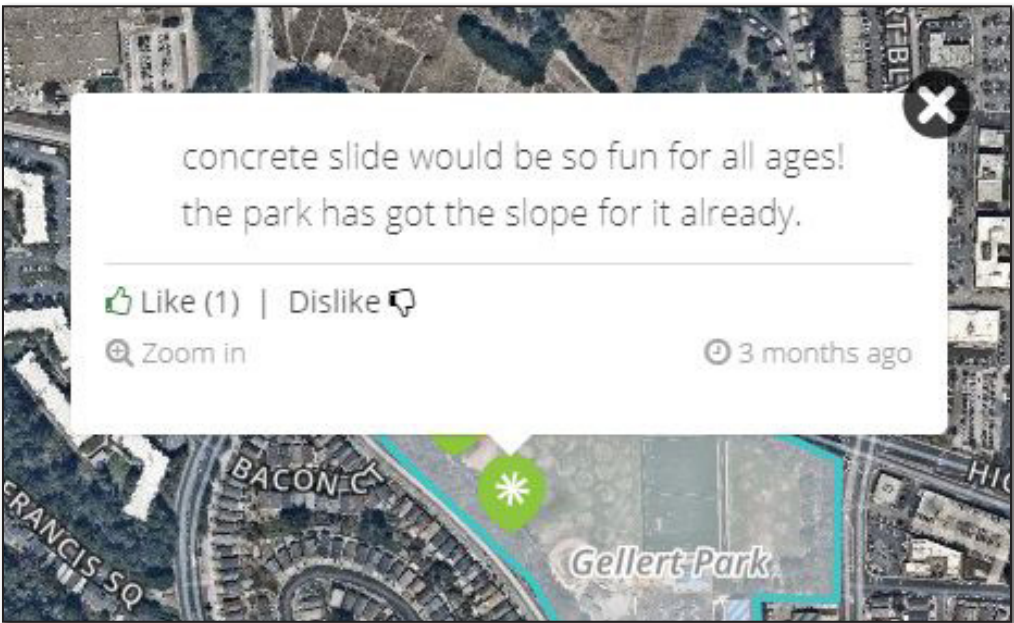


Comment on Gellert Park

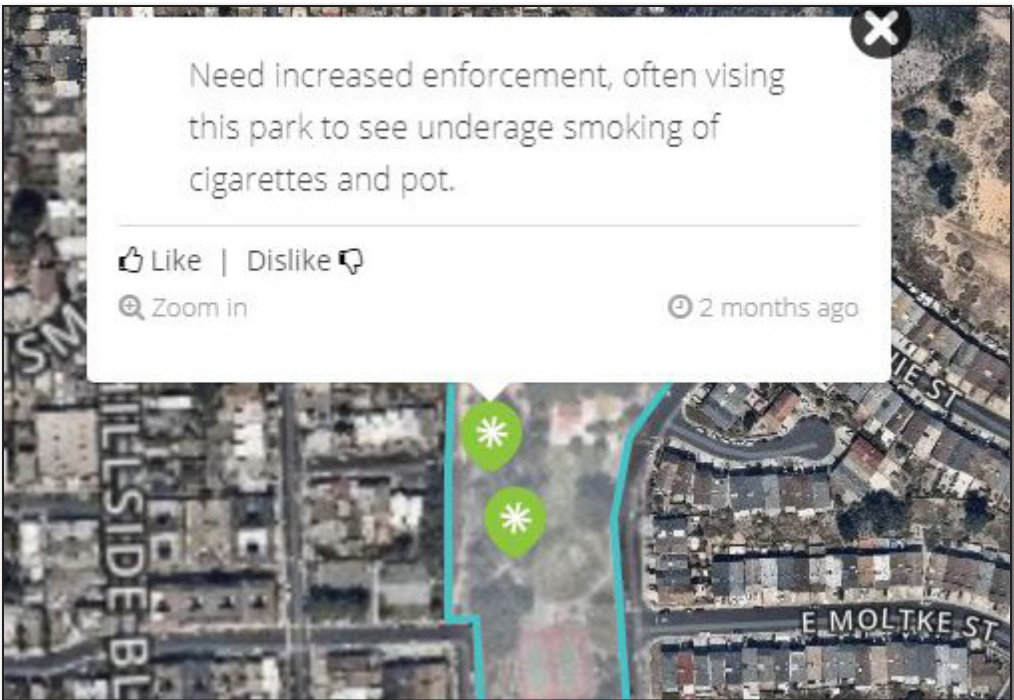


Comment on Gellert Park

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP

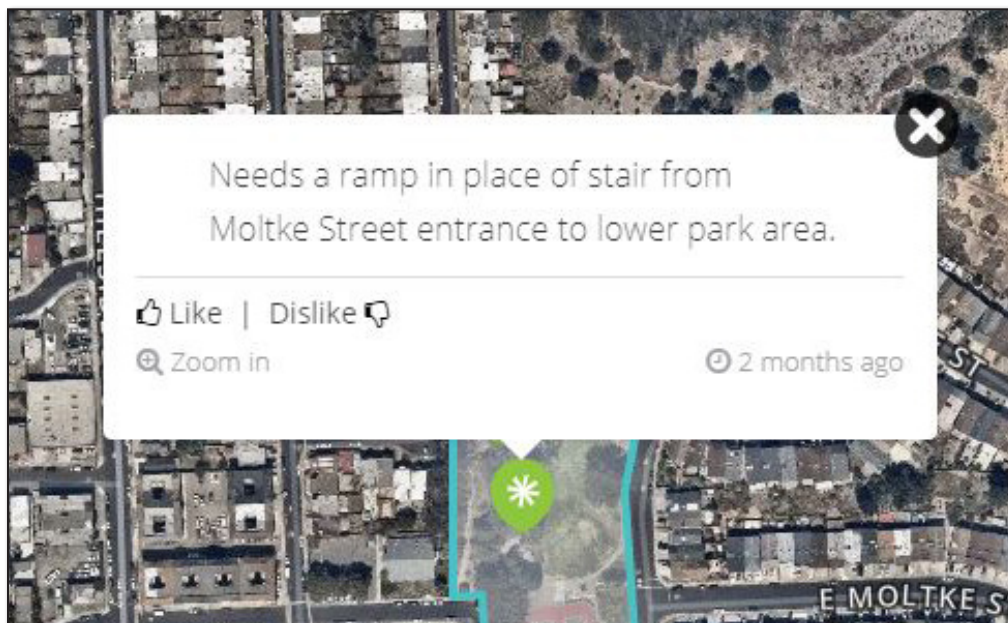


Comment on Gellert Park

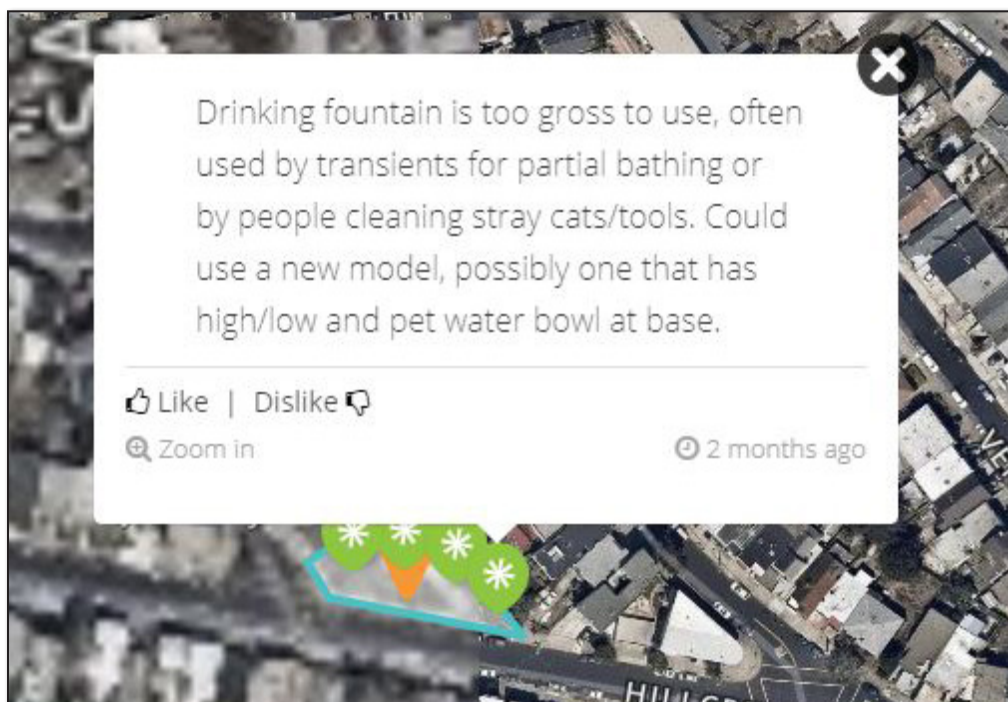


Comment on Hillside Terry

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP

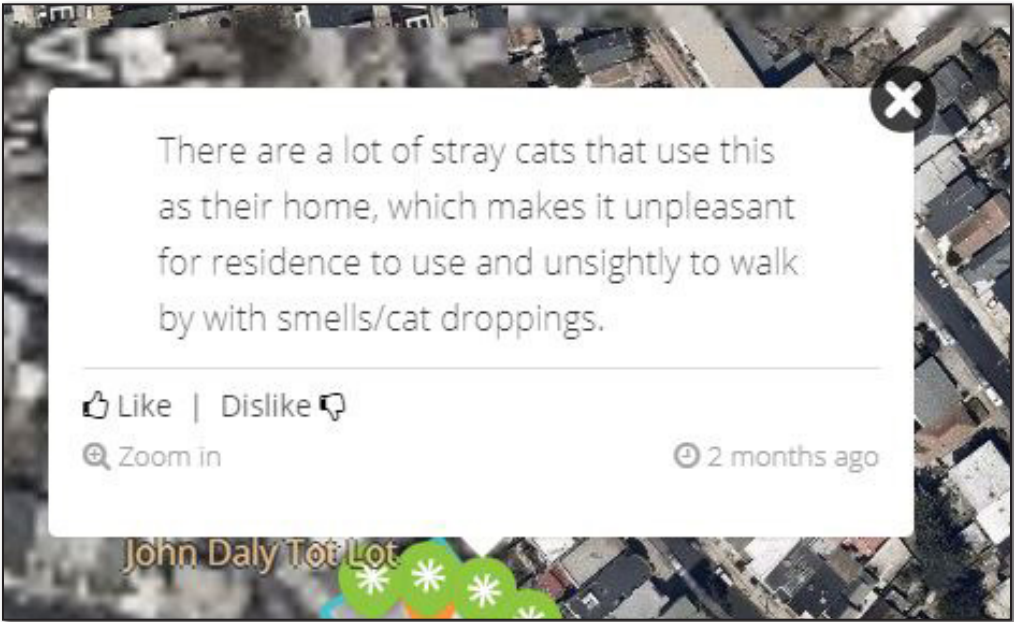


Comment on Hillside Park

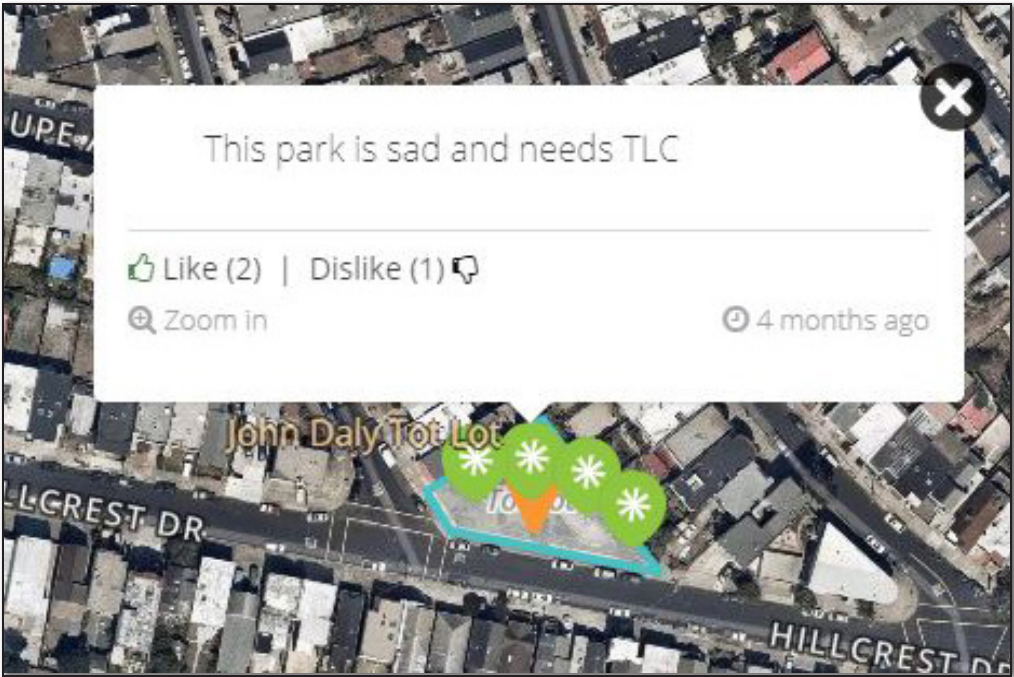


Comment on John Daly Park

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP



Comment on John Daly Park

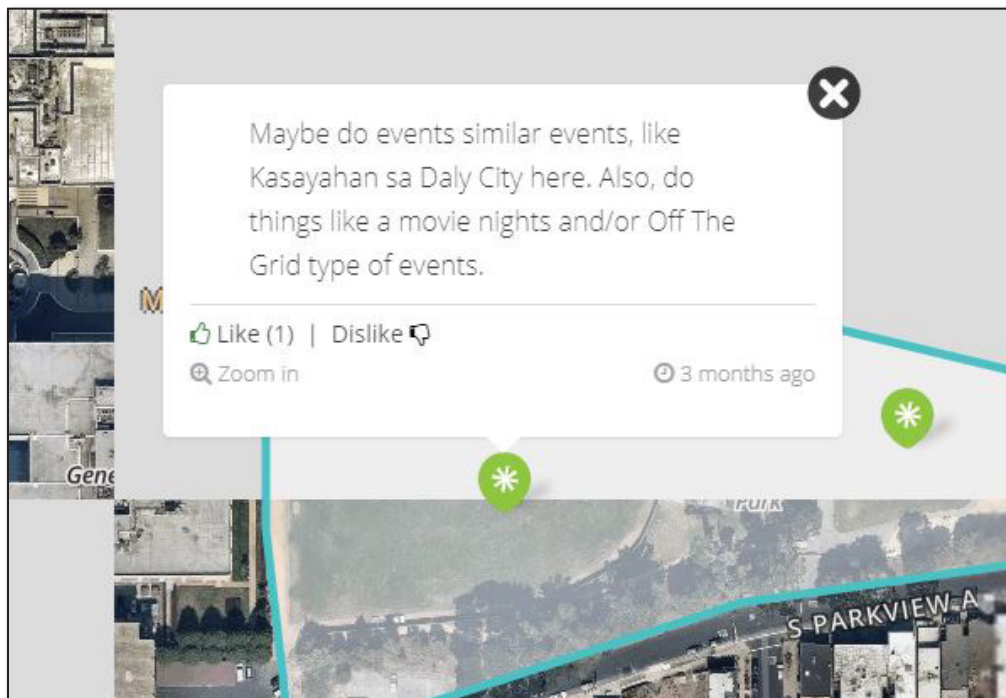


Comment on John Daly Park

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP

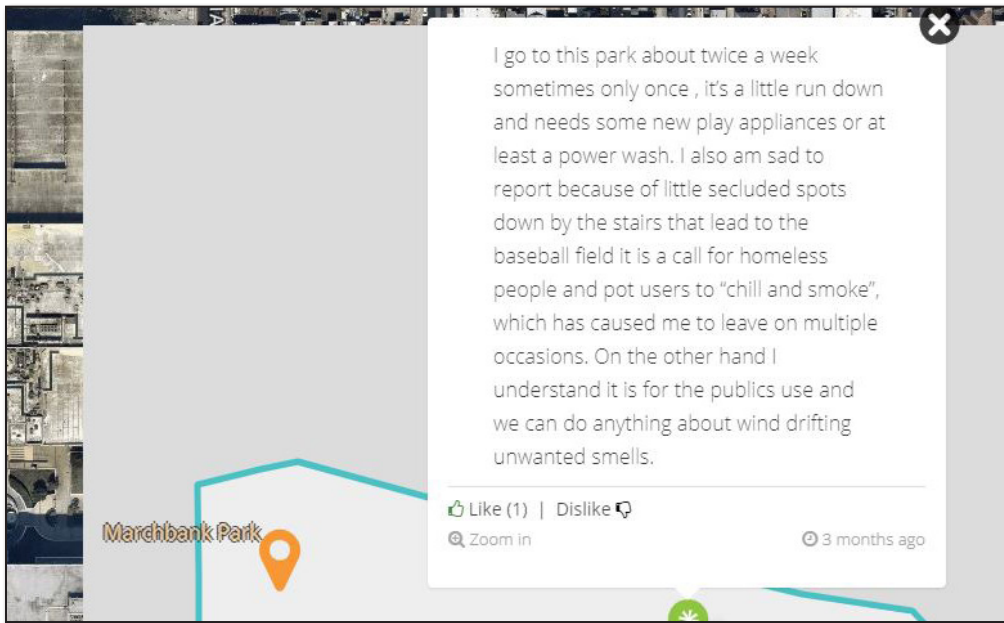


Comment on John Daly Park

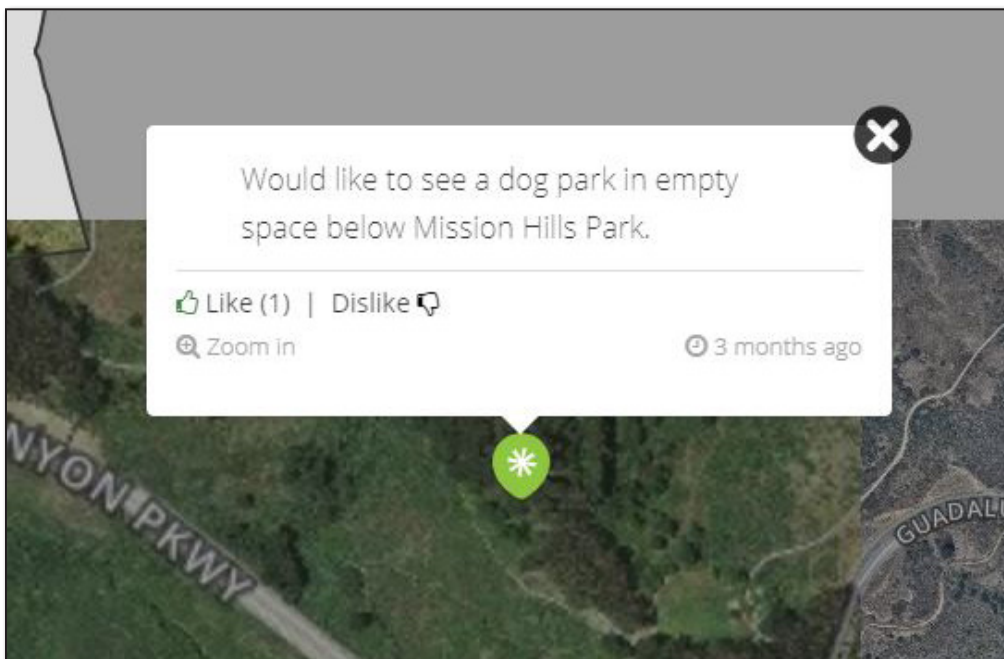


Comment on Marchbanks Park

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP

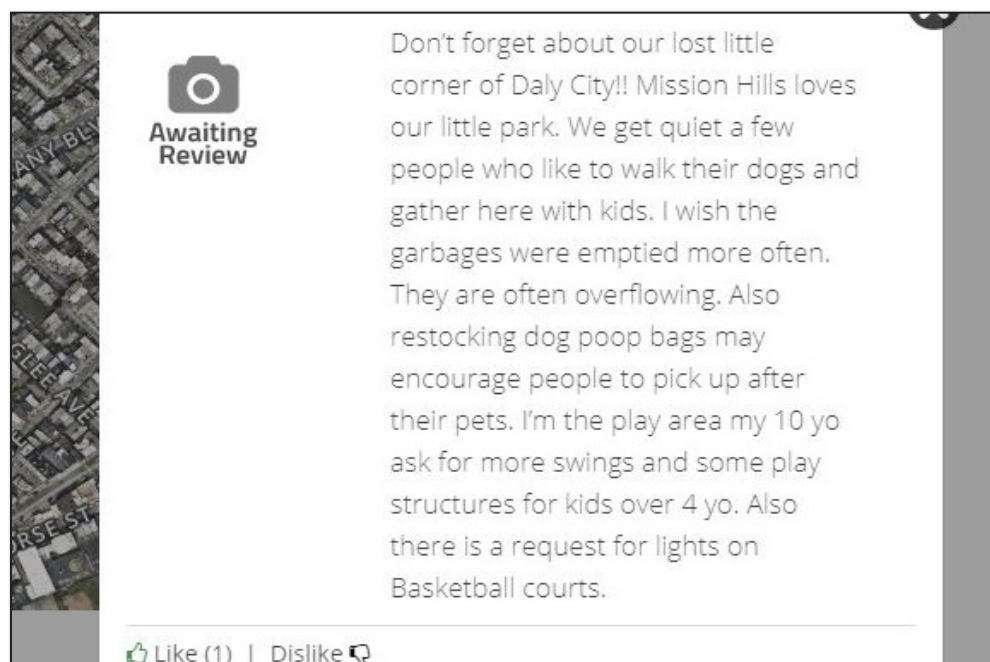


Comment on Marchbanks Park

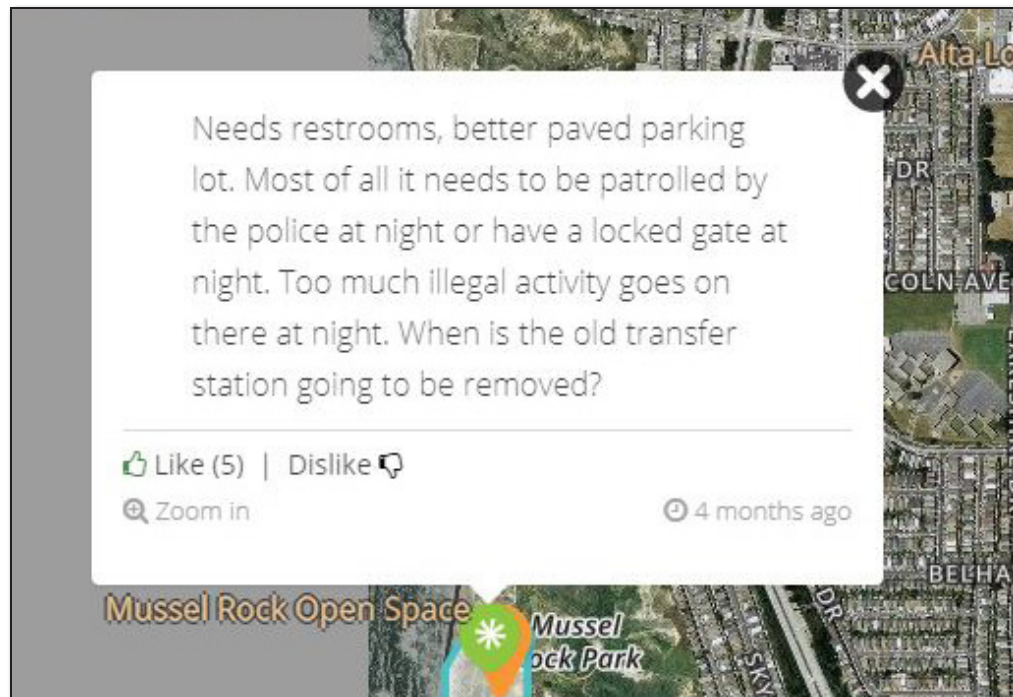


Comment on Mission Hills Park

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP

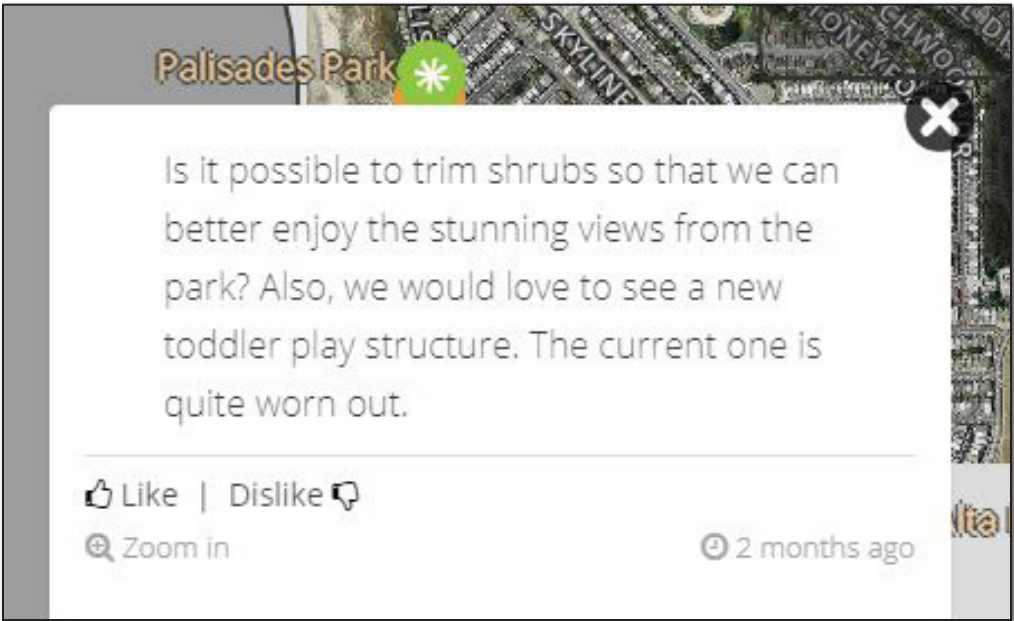


Comment on Mission Hills Park

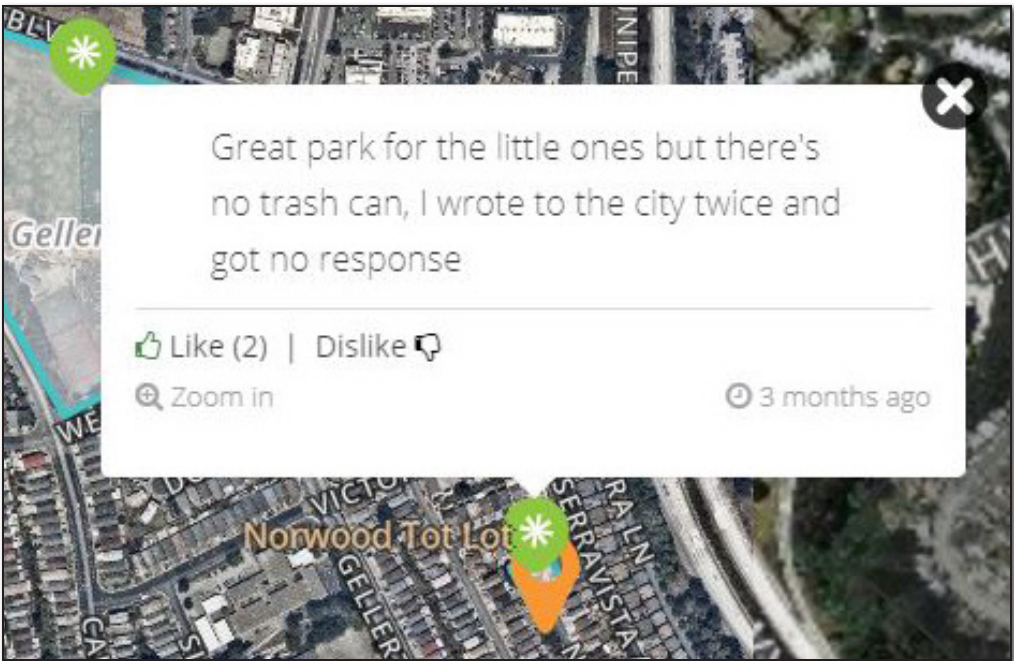


Comment on Mussel Rock Open Space

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP



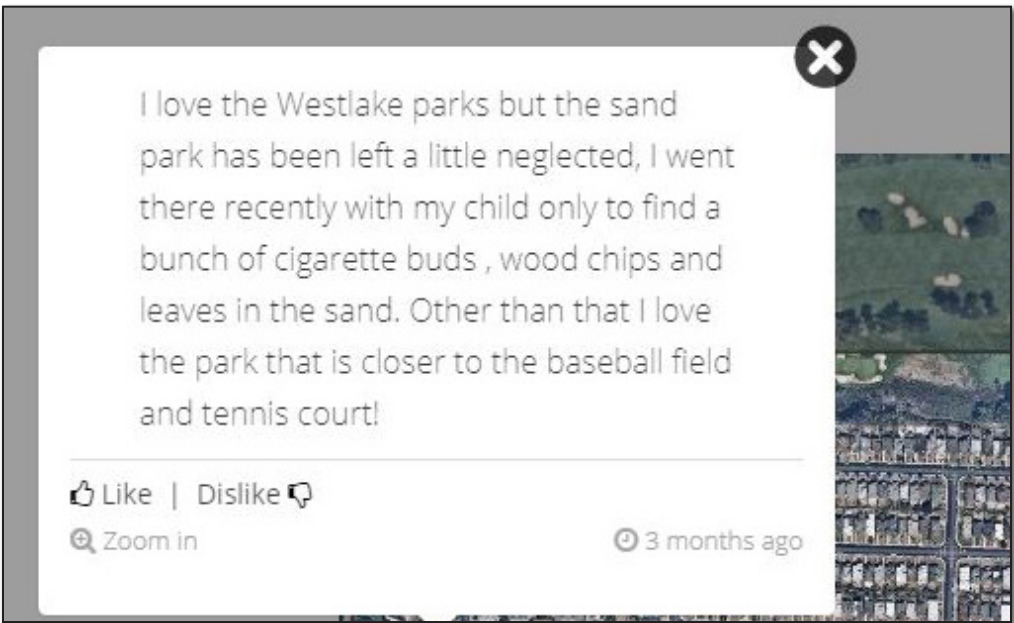
Comment on Northridge Park



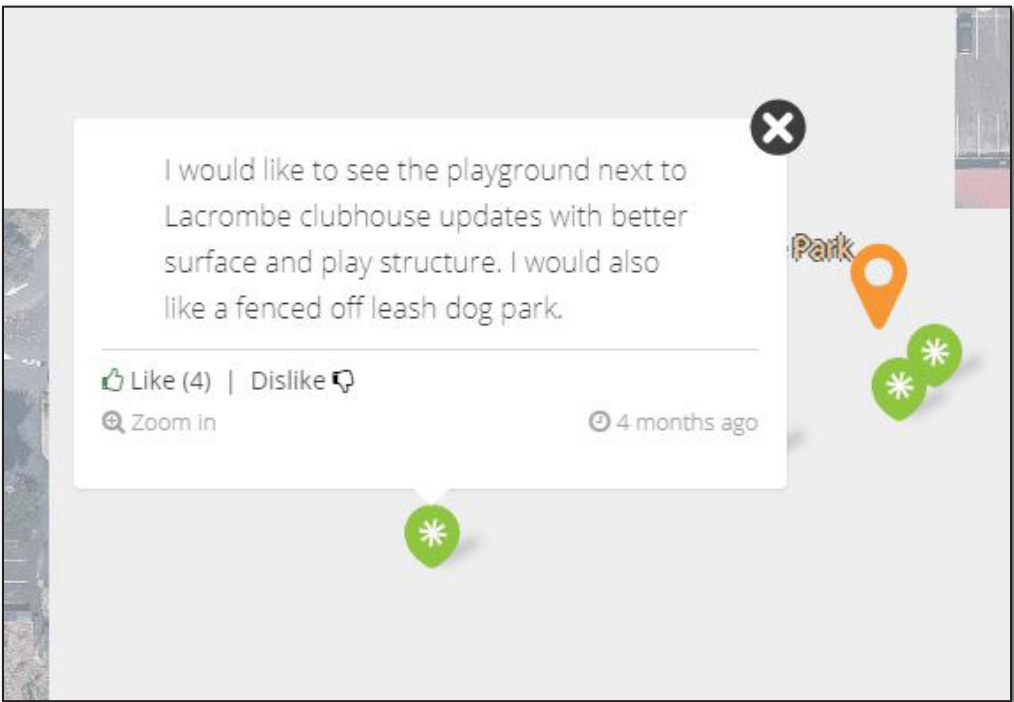
Comment on Norwood Tot lot



WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP

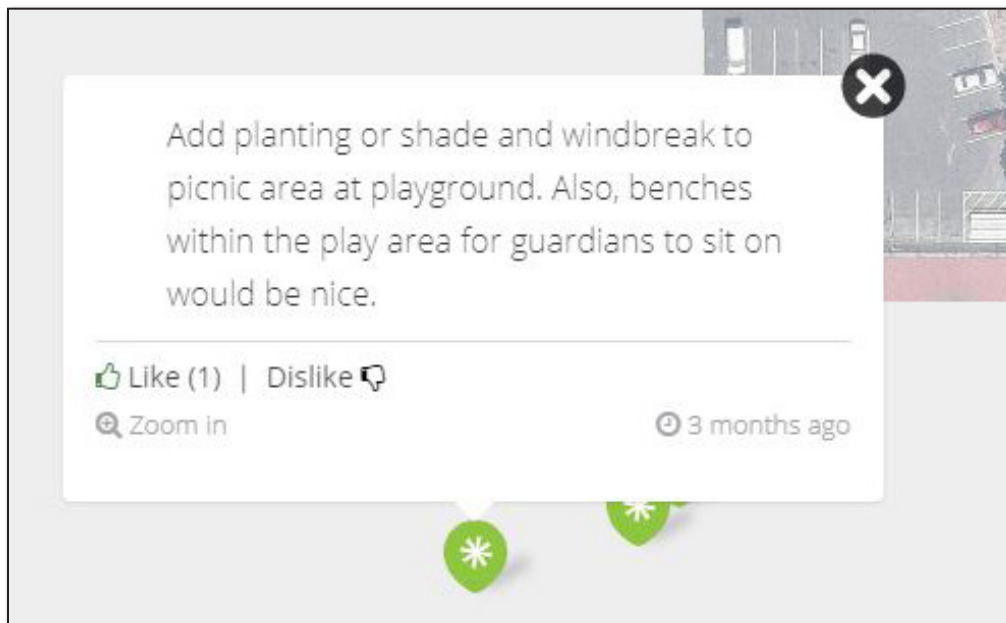


Comment on Westlake Park

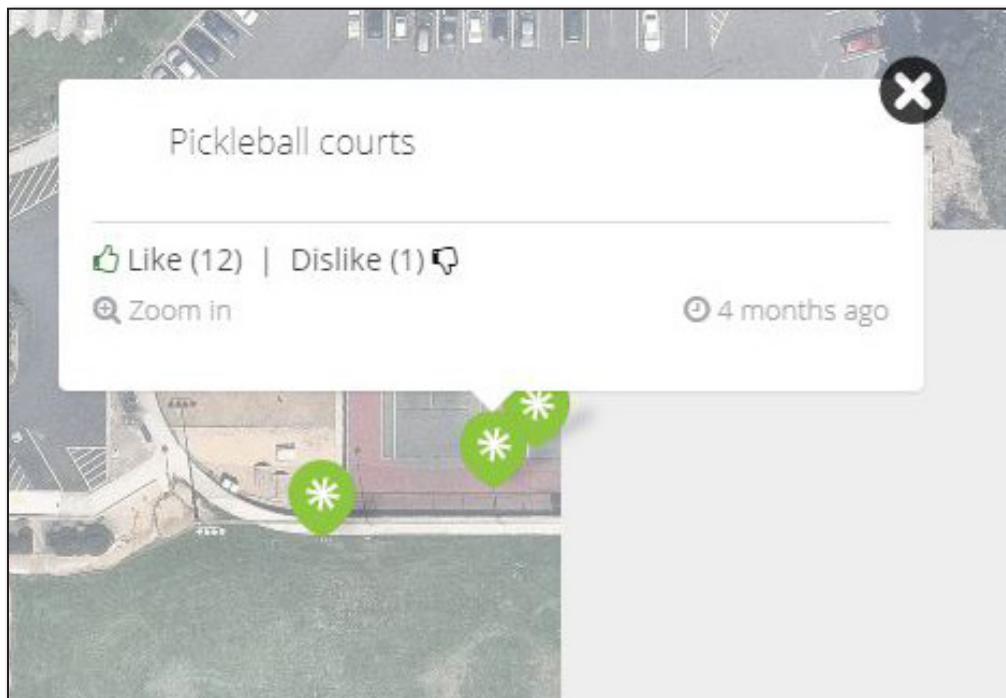


Comment on Westlake Park

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP

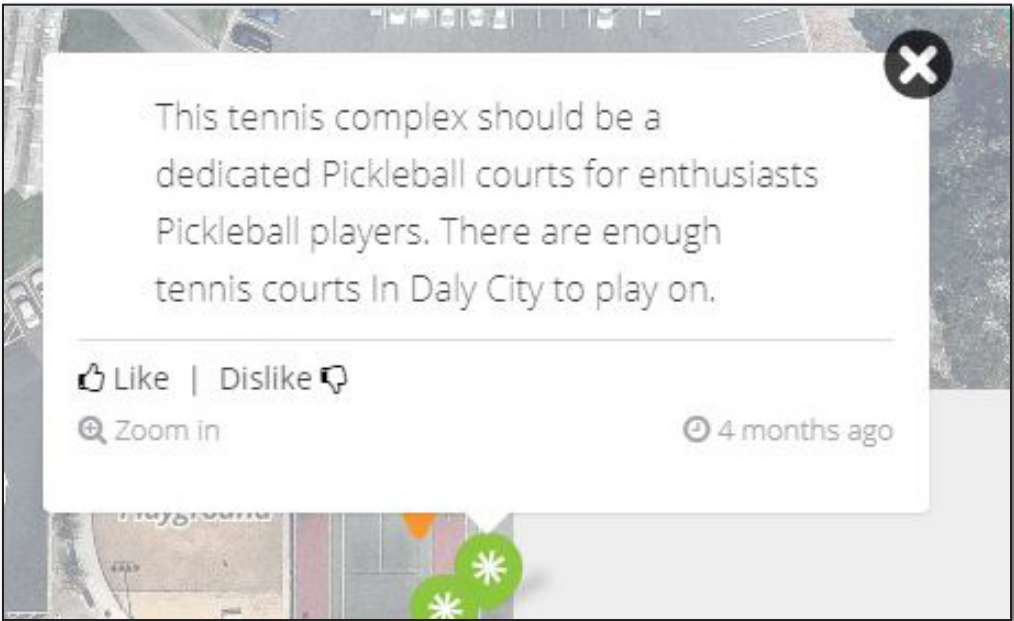


Comment on Westlake Park



Comment on Westlake Park

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP



Comment on Westlake Park



Comment on Westlake Park

WRITE-IN COMMENTS FROM THE ONLINE PINNABLE MAP



Word Cloud for Online Pinnable Map

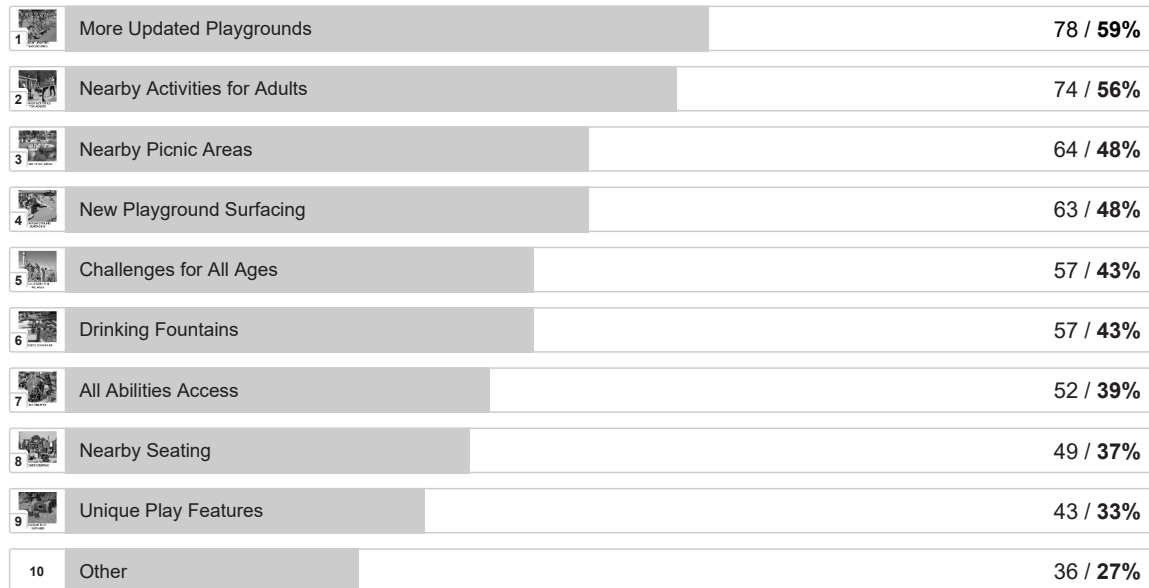
ONLINE SURVEY RESPONSES

1/9/2019

General report - Daly City Parks and Open Space Survey

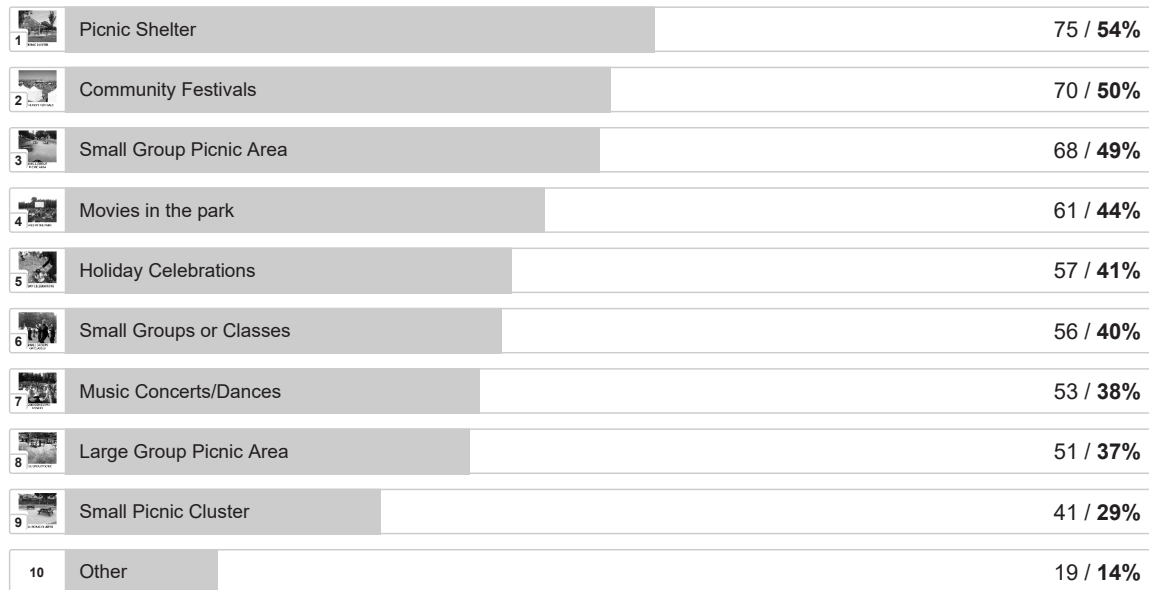
How should we improve our playgrounds?

132 out of 141 people answered this question



What spaces do our parks need for gatherings and events?

139 out of 141 people answered this question



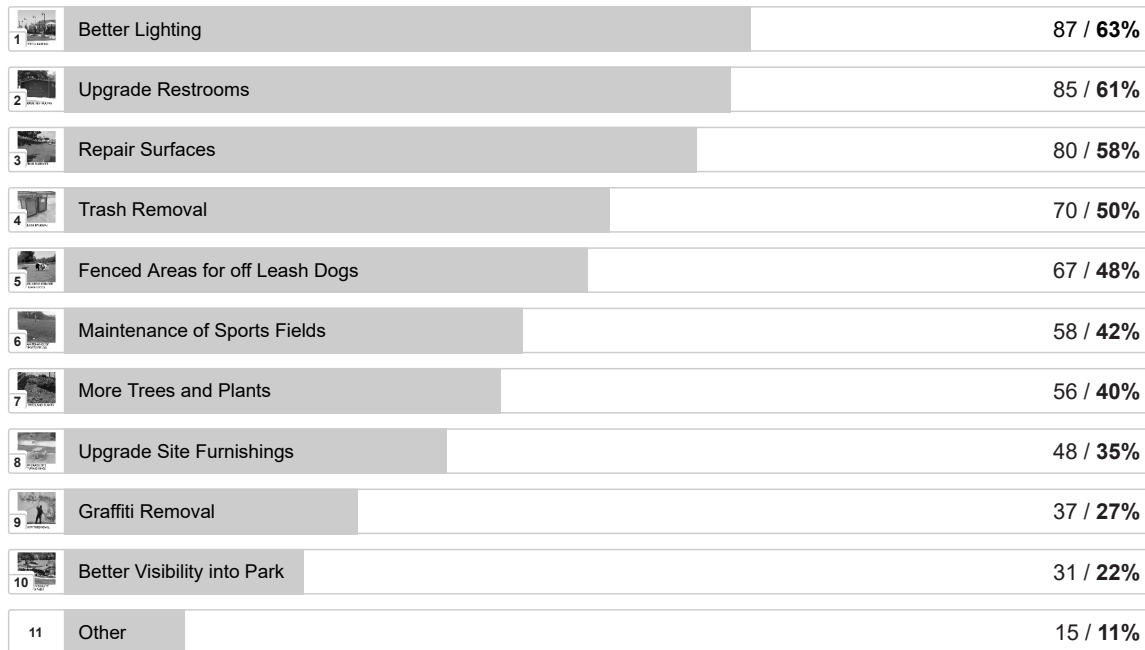
ONLINE SURVEY RESPONSES

1/9/2019

General report - Daly City Parks and Open Space Survey

What are your priorities for safety/maintenance?

139 out of 141 people answered this question



Please tell us about you. What is your age?

137 out of 141 people answered this question



ONLINE SURVEY RESPONSES

Question: Are there any additional comments you would like to share about Daly City's Parks and Open Spaces? Please write-in below.

- Long range planning of park spaces should focus on how people can get their using alternative modes of transportation. For example, locating new parks near high density areas while making sure that they are accessible via walking.
- Pickleball courts
- Please bring pickleball to Daly City!
- Nope
- Outdoor pickleball courts
- I have lived by Marchbank park for many years, that park need a serious update. Tan bark at kids playground are dangerous, my kids get splinters every time. I have house needles, broken glass, condoms, trash, human feces. The park is suppose to be fun for kids, not a death trap. When I was a child there was more structure to play on and it was safe. Please someone fix that park not just for my children but for all of the kids in the area. That playground can be amazing with a different type of structure.
- Gellert Park is our "go-to" park. I recommend it as a guideline for other parks as it has several amenities all in one location which makes it very family friendly and useful for all ages. It has parking, tennis courts, tennis wall, basketball courts, community gathering areas, tracks, fields, playgrounds, water fountains, flush bathrooms/sinks and a library. I know initial capital costs and maintenance costs are a consideration but if we could get more parks like Gellert Park that would be great.
- Daly City is in dire need of updating all the play structures in the city. SF and other surrounding cities have already put much effort into doing so but I haven't seen any improvements in Daly City for the longest time. Families would rather go to other parks in other cities than Daly City because of this.
- Bike trails.
- Upgrade & maintain tennis facilities.
- Would like better surfaces at playgrounds, like Gellert park's concrete/ Tan bark surface should be replaced with the more rubber type.
- Have security at parks (e.g. city park rangers/employees) who will keep thugs from hanging around
- The play structures and layouts of almost all the playgrounds are very generic. My kids don't like playing in them. I think more variety and a user centered approach to their design would make a world of difference: Green, open, child centric play spaces with personality and a clear aesthetic. Some of the projects by David Fletcher in SF are beautiful. <https://www.fletcher.studio/parks-public-spaces>
- This is specific to Palisades Park - the fencing at the edge of the park blocking the cliff is very old/rusted and in some areas not supported at all. I think it should be replaced. I use the dog park regularly for my dog and wish there was a water fountain for him to drink from rather than the dirty dog bowl that has been sitting there. I was also curious why there is a separate small fenced space in the back right corner of the dog park, seems like wasted space.
- \

ONLINE SURVEY RESPONSES

- Rename Gellert Park to Gellert-Bulos Park in memory of the late Alice Bulos, an inspiration to the FilAm community...
- Increase awareness to residence about events/activities.
- Most of the parks are either geared for very young kids, or older ages (basketball court etc) it would be beneficial to have areas that cater to a variety of ages for families to attend together. Better and night lighting in basketball courts to allow youths a safe environment to play.
- I am writing specifically about Mussel Rock Open Space. Firstly, I fell badly recently as I mis-stepped while I was walking across the threshold of the park heading into the car park. There are at least 5 different trip hazards at that threshold, which I am aware of as I walk my dog there daily; however, that day, I was distracted, looking at something through my sunglasses' bifocals rather than through the distance lenses. (My sunglasses had been crushed by my cleaners that day so fit my head differently.) I reported this trip hazard to Nick who cleans up at the site, but nothing has been done since to correct this hazardous area. I still bear bruises on my knees from my accident there. Secondly, we have no restrooms, which is becoming a health hazard as human feces are found everywhere often accompanied by toilet paper; that is how I can distinguish human feces from dog feces. I presented this issue to Daly City Council meeting a few months ago. I don't know why a pit toilet could not be installed. I don't care if graffiti is attracted, it is better than human excrement everywhere. Please hurry and install restrooms before someone is accused of exposing themselves while peeing out of their cars, which I know is happening. My dog marks their spots next to the offending cars. Or, even a water hookup to the toilet in the former transfer station that I know exists! The site receives hundreds of visitors, local and international, every week, and yet it is terribly inadequate for all its uses and attractions. If India is working to improve its access to cleaner public toilets, why can't Daly City? Perhaps I need to lay concrete for path improvement myself, and at the same time I could bring a team in to dig a pit toilet. Please call me if you want to engage me further:
- Safety & cleanliness are important. Irresponsible pet/dog owners are a problem in the parks and surrounding neighborhoods. Anything you can catch and stop these irresponsible pet/dog owners would be great. Thank you.
- I love San Bruno Mountain Park and visit often.
- The streets near some parks seems to be somewhat unsafe due to either blind spots, tightness or grade (think Norwood Tot Park).
- If there is a community garden in Daly City, I'm not aware of it, but it seems like there could be space for one at the far northern end of the Doelger parking lot is where the 3-4 picnic benches are. A walking/bike path around the lot would be nice too.
- Would love to see more play structures that are interesting for older kids
- If you had lights on for parks in the evening and basketball Court lights
- It would be nice if the parks could use more native and drought resistant plants for landscaping. Grass is nice but it's not practical considering our current climate situation.

ONLINE SURVEY RESPONSES

- There are several small lots around town that would make great ‘mini’ parks. The triangle of land opposite Holy Angels Church on San Pedro would make a lovely sitting area under the native Oak Tree. And private lots, such as the vacant (Christmas Tree”) lot at First and East Market, could be purchased and transformed into housing or parks.
- When everywhere else around the Bay Area is sunny, Daly City is often foggy, especially in summertime (July and August), and that’s what discourage me from going outdoor to enjoy the park or walk around in DC. I wish we can have an indoor garden with plants and trees, walking paths, water fountain and benches for DC residents to enjoy. I’ve seen other countries have something like that, like the Gardens by the Bay in Singapore or Amazon Globe in Seattle.
- Longview Park on Longview Drive would have one of the most spectacular views in Daly City. But it doesn’t, because the view is obscured by an overgrown hedge. Maintenance crews have refused to trim the eight-foot high hedge because they say it is too wide to be reached by their nine-foot cutters from the park side of the hedge. But it could easily be trimmed if crews would cross the fence and trim it from both the front and back. Or alternatively, the hedge could be removed completely and replaced with a type of hedge that doesn’t grow so wide and could be more easily maintained. Instead, year after year we see people park their cars and walk into the park to enjoy what should be a spectacular view of the ocean, only to have to climb on top of the park’s only picnic table in a vain attempt to see over the hedge. It’s a small park with only a picnic table, and there is really no reason for anyone to go there unless to enjoy the view. It is after all called “Longview”. The situation should be remedied. The hedge should either be trimmed or removed. If crews are unwilling to cross the fence, then they could temporarily remove the fence long enough to remove the hedge. The fence is built to be disassembled easily, and we have seen crews take it apart in the past. There is just no excuse for having a park named Longview with a spectacular view that is totally obscured by a hedge.
- Marchbank Park has lots of seniors who use the park in the early morning. I would like to equipment that we can use instead of using the children’s equipment
- Gellert Park’s picnic group area need to be upgraded such as new painting , recycled trash cans and better lighting, Gellert clubhouse needs a new refrigerator. Current one is damaged, look dirty and is leaking.
- All parks should be up graded immediately.
- It is unfortunate that I can’t even walk my kids to Westlake Park to play outdoor basketball, volleyball or tennis. With little recreation spaces available in the gym available and to have to pay to use the gym is an insult! This park system is a complete joke. It is no wonder everyone I know in Westlake drives to the Sunset district to play in parks. Free gym access and great parks. Sunset recreation center is a great example of a park that has everything to offer for any age or activity. Westlake Park is a huge area with lots of potential. Also, the park near Westlake school is in disarray. It looks like it is not maintained and that the city doesn’t even care. What a waste. It could be an excellent park for the neighborhood
- None
- Please provide accessible/inclusive playground structures, a dog park for the City,

ONLINE SURVEY RESPONSES

and year-round programming (festivals, concerts, screenings etc) to make city life more vibrant through Parks/Recreation. Parks and Open spaces should also provide educational information about the historical environment and habitat.

- Stroller/bike/handicap accessible access. More trash cans in the parks. Upgrade small local parks (especially Hillside, due to it's proximity to schools).
- tennis courts need resurfacing too many cracks and sandy surface.
- Maps and on-line
- Fire pit for heat or some kind of heater
- There definitely needs to be an update to the play structures and the need to accommodate all abilities. Suitable picnic areas are missing at a majority of the parks as well.
- The parks in Daly City look like they haven't been washed in a while. I do not like my kids playing on it.
- More basketball courts, with lighting!
- Keep Liwanag at Hillside clubhouse.
- Make sure bathrooms are open in all parks 9am to 8pmish. Can close earlier in fall months
- Updated skate park. More weekend hours for the library. More basketball and tennis courts. Indoor fitness gym.
- With so many dogs in Daly City, it would be nice to have a few fenced off leash dog parks
- Our city is dirty. Landscape terrible neighbors are parking 3 cars wide in driveways it's a fire hassle and embarrassing to have guest visit our town
- Due to our soggy climate, I feel that our parks will be better utilized if there were more covered spaces to socialize in.
- I know many people that just started playing pickleball but can't find courts.
- Put in designated pickleball courts.
- Pickleball
- We need to upgrade our Tennis Courts. They so outdated! We also need to build additional courts for pickleball. A sport that is rapidly growing. We are so behind compared to the other cities in the Bay Area.
- Resurface tennis courts for Pickleball.
- We need pickleball courts.
- More Pickleball courts
- Pickleball courts
- Pickleball
- Pickleball is growing we need more courts
- We want to play pickleball. Please help us play. Thank you.
- Tennis facilities need car & updating and a reservation system
- Dear Kelley, Tae and I met and spoke with you last Saturday at the festival at City Hall. We just want to take a moment to thank you very much for launching this project. My family and I have been residents of

ONLINE SURVEY RESPONSES

Daly City for 10 years and recently moved to the Original Daly City area. We were thrilled to hear about this parks project as we have a strong interest in seeing the continual development and beautification of our city. No doubt, a project to improve the condition and communal use of our parks and open spaces would contribute significantly. (So would a plan to plant more trees on residential streets -- there is way too much unbroken stretches of concrete!) Like other residents, we were also surprised to learn the number of parks we have through your website and community outreach efforts. We find it encouraging as Daly City certainly has potential, especially the Top of the Hill area! When I think of how our parks could improve, I think of cities such as San Francisco and New York, and other cities with great parks. Perhaps our parks could improve by: 1) Improvements to draw more people out: Inviting more restaurants, cafes, and other good eateries to open businesses near our parks: For example, Mission Street at the Top of the Hill seems ripe for such a development. This will help draw people to these areas, and people could take their coffees, pastries, lunches, etc. and stroll to a nearby park to enjoy them. The events on your survey (concerts, community events, movie in the park) are GREAT ideas. 2) Develop something unique about each park: This isn't meant to be a complaint about the current condition of our parks. But those I have visited are fairly mundane and boring overall. They look like generic city projects with generic equipment/ playground in need of updating and beautification. There is nothing to reflect the local community of the park. Perhaps murals by local artists reflecting the character and history of the local community could be a start. 3) Revise or strengthen the "focal" purpose of the parks: For example, the John Daly Tot Lot near our home is always empty of people. It is a small space occupied by a generic playground, which seemingly no child plays on. Perhaps the space could be revised to have trees, benches, etc. for local residents to leisurely sit and enjoy. Perhaps other larger parks could have amphitheaters installed, with support and encouragement provided to local theater programs. 4) Improve "walkability" and "bikeability" to parks: We're encouraged to see the city has a concurrent program to improve on this. I think improving not only the visibility and communal awareness of parks will help, but certainly also making it easier for residents to walk and bike to the parks. Perhaps our larger parks could also benefit from more walking trails within them. 5) Plant more trees: this is a repeating theme in this message. But I think the city could benefit substantially and in a variety of ways with the planting of much more trees in our city's parks and streets. We are huge fans of the city's Project Green Space effort, especially the ongoing beautification of the Original Daly City area. But there is much more to be done to beautify the neighborhood - even to the level of consistently seeing clean streets free of litter, dog poop, large discarded items (commonly old furniture and water heaters), and cars parked on sidewalks. It appears the funding and volunteer support for this is minimal. As a result, the condition of the revitalized open spaces seem to quickly flag (e.g., plants die, trash accumulates) after planned beautification efforts. I suspect our parks are prone to the same trend. Perhaps there is a certain "critical mass" or level of involvement and support needed to change and expand the culture of our community's use, enjoyment, and respect and respect for open areas. In closing, please let me get back to the main point of this message, which is to thank you so much for launching

ONLINE SURVEY RESPONSES

- this project. We are eager to support and see the ongoing beautification and development of our city.
- You need new leadership in the parks maintenance division. The current park manager is incompetent and stuck in the 1980's. His incompetence and his piss poor attitude and work ethic of providing the bare minimum has infected and will continue to hinder the growth of the entire division. You need someone who really cares about the City to lead such an important division. You need someone who actually knows at least a thing or two about actual gardening, landscaping, maintenance and the municipal arbor industry. He does not. Your parks and landscaping look horrible because of poor management. 6 foot tall weeds on the median islands, play areas and bbq pits that are broken and look untouched for years. An entire division of maintenance personnel that are not trained in playground maintenance. Most of the staff have never been sent to a single training on what to look out for as far as safety issues in the playgrounds. These are the people that are visiting the playgrounds at least once a week and they are not even trained on what to look for. But don't blame them because they don't know what they don't know. It's incompetence from the top which is to blame. Do you realize you've spent millions on advanced irrigation systems of which almost none of your employees know how to fully utilize? Who supervises the contracted tree workers when you currently don't even have an arborist on staff? Has the manager even brought up that need? How can the City have any thoughts of tree planting without planning for the future with a professional municipal arborist on staff? Roots cracking streets and sidewalks, monoculture issues, tree litter blocking storm drains etc. all issues that's the incompetent manager won't even think of. Do the City have a tree planting standard? An approved tree list? Does the division manager even know how to use the tree inventory software provided by the contractor? Does the city have a grid pruning contract in place or are they waiting for someone to be killed by a fallen tree and then sued to realize they should have some sort of official written plan for tree Maintenance?
 - It would be nice to have play structures that can older and larger children can play.
Merry go rounds and jungle gyms that makes the kids test their limits.
 - None
 - NA
 - Maintenance needs to be ongoing and consistent even on weekends
 - We need more sports fields
 - Maintain the park and fields for future use
 - Upgrade facilities to house multiple use sports
 - Please prioritize local sports programs. Lately. SF soccer programs have been using our soccer fields. Pushing away our local kids to use the unmaintained grass. Unlike other cities, Daly City Parks/Rec don't have residency requirements to use our fields.
 - I think that the buildings/spaces are under utilized and its because the pricing is out of reach for most people. You should consider 6 to 12 month rental structure so small classes can be held in there and space is used regularly.
 - Updated and safe play structures and ground cover for the kids are essential.
 - Need more access and fun ways to drinking water

ONLINE SURVEY RESPONSES

- I constantly feel like I'm a sad little lonely Daly City booster. I've only been here for years, but off and on the first one to like your Facebook page. Something isn't quite working. It's an awesome City with great views low crime and good schools. I do think if the politicians would set up a table now and then down at the Westlake Shopping Center, with maybe a band and free hot dogs, you get more interactions with the constituents
- Daly City has a large basketball population but I think the culprits of how people participate in basketball has changed. For example the city used to host a showcase league but does not anymore. I think there are ways to bring this back on a smaller scale and still give more kids the opportunity to play basketball outside of the Rec season or aau. I would love to speak with you more about this. Robin.w@sfbasketballacademy.com
- Not at this time
- Your staff does a great job maintaining the public Parks and territories. We are lucky as a community to have such dedicated community servants. Only complaint. Gellert Park is always too wet.
- Park behind movie theaters has too many trees and bushes making it easier for teens to go there and do drugs. It should be cleared up and with greater visibility, it will become a kid friendly park
- More trash cans at other end of Lincoln parks as a community beautify trash pick up group has begun picking up trash on Sundays and need trash bins to fill the mounting trash which is collected to keep the park beautiful. Thank you,
- Animal excrement clean up, upkeep of lawns for sports safety, adding running tracks
- Add open space at Doelger Art Center
- I am a resident near Lincoln Park community center, cross street Templeton Ave & Brunswick St., and the park is very beautiful. Every day I see many many people doing more exercises, playing basketball, kids in the playground, residents walking their dogs and commuters riding the samtram bus. The park is a bright spot in our growing community. It is very clean and beautiful. I would like to recommend an outdoor pull-up bar, it's a perfect playground setup for both young and old. It's great for overall fitness, is durable for outdoor weather, and can be enjoyed for decades. This is my suggestion and I understand suggestions it may not be fulfilled. Thank you for taking the time to read this.

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STATISTICALLY VALID PHONE SURVEY SUMMARY



Daly City Parks and Recreation Use Survey TopLine Summary

Joanne Vega, MBA, Strategic Research Associates and Vivek Patil, Ph.D., Business Insight, LLC | August 15th, 2018



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STATISTICALLY VALID PHONE SURVEY SUMMARY

Research Results Summary; methodology, objectives, and a summary of the research results.



Survey Methodology

This research effort included a telephone survey effort to collect responses from a statistically significant segment of the population.

Individuals were called using a randomly generated landline, and cellular phone numbers targeted by Daly City area zip codes between June 25th and July 31st, 2018; up to 4 call attempts were made per number. Surveys were conducted in English, Spanish, Cantonese, Mandarin, Burmese, and Tagalog to ensure all ethnic groups had an opportunity to respond in the language they felt most comfortable.

During fielding, we collected 405 responses. Our goal to collect 400 responses (minimum) from Daly City residents.

Target areas for sample development were defined by zip code for list purchase purposes and survey participants were asked to self-identify if they currently lived within the city limits of Daly City. At the conclusion of the survey, we also collected the zip code of their home residence to better understand which zip codes feel they are residents of the City, but those that lived in non-Daly city zip codes were not specifically excluded from survey participation.

Daly City zip codes targeted include 94014, 94015, 94016, 94017.

STATISTICALLY VALID PHONE SURVEY SUMMARY

Most interviews were conducted between 4 PM and 8 PM on weekdays and between 10 AM and 4 PM on weekends. Some interviews were administered during the day to reach those difficult to find in the evening.

The survey included 40 questions and took an average of 9 minutes to complete. The same survey instrument was used for all respondents regardless of preferred native language.

In total, 405 individuals were surveyed in this effort which allows us to discuss the results of this report as statistically significant, with a confidence interval of +/- 5% at 95% confidence.

Research Objectives

Understanding our research objectives at the onset help guide us as we summarize our research findings.

The questions we attempt to answer in this report summary include the following:

1. *How are community members currently using parks and open spaces?*
2. *What issues do community members feel should be addressed with parks and open spaces?*
3. *Are there differences in expectations as a function of the race of the respondents?*

Key Findings, Executive Summary



Summary Conclusions

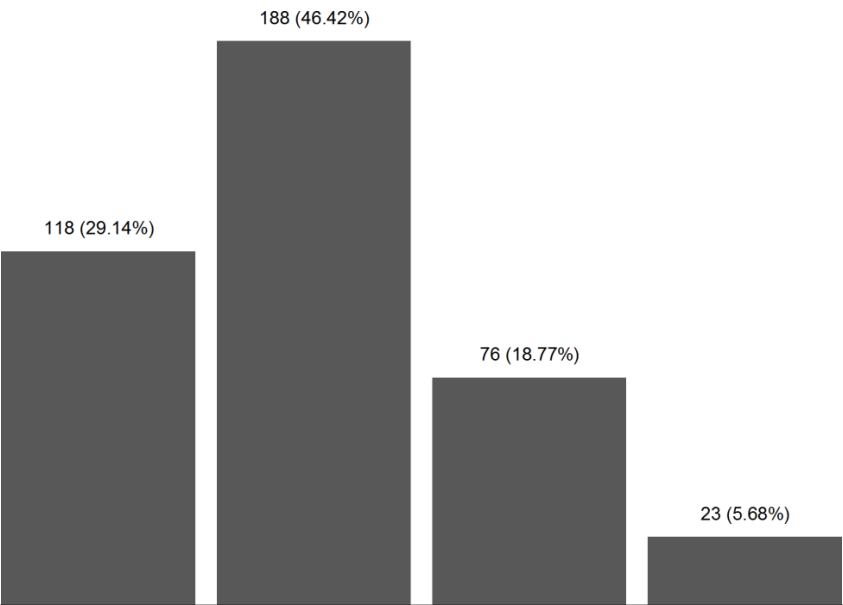
- Even though most respondents rated Daly City's existing parks to be in the middle of the pack while comparing them to parks in other cities, a larger percentage of respondents rated the parks to be above average than below average.

STATISTICALLY VALID PHONE SURVEY SUMMARY

- Parks and open spaces were used primarily for the purposes of enjoying nature, relaxing in a quiet environment, socializing with friends and family, and exercising. The parks were used less for walking dogs or pets and for playing informal sports.
- Most respondents indicated that they did not use Daly City’s parks because they were using parks in other cities. Barriers to using the city’s park, however, do exist.
- Having a better-built environment in the park system could potentially lead to greater satisfaction among respondents. Suggestions included better lighting, more restrooms, drinking fountains, benches, and trash cans. Implementation of these could indirectly lead to other suggestions that were received like improved security and better-maintained facilities. Other popular responses that were received when people were asked for suggestions to improve the park system in an unaided recall question included more playgrounds for children, more trees and plants, and more dog parks and more sports areas.
- People of different racial groups derived different benefits from the park system, faced different barriers to using the park system, and the improvements they perceived to be important were different. Recognizing these differences is important.

General Perception and Use of Daly City’s Existing Parks

Respondents were asked how they felt the city’s existing parks were in comparison to parks in other cities they may be aware of or have used. Most rated the city’s existing parks in the middle of the pack. However, a larger percentage of respondents (29.14%) rated the parks to be above average than below average (18.77%).

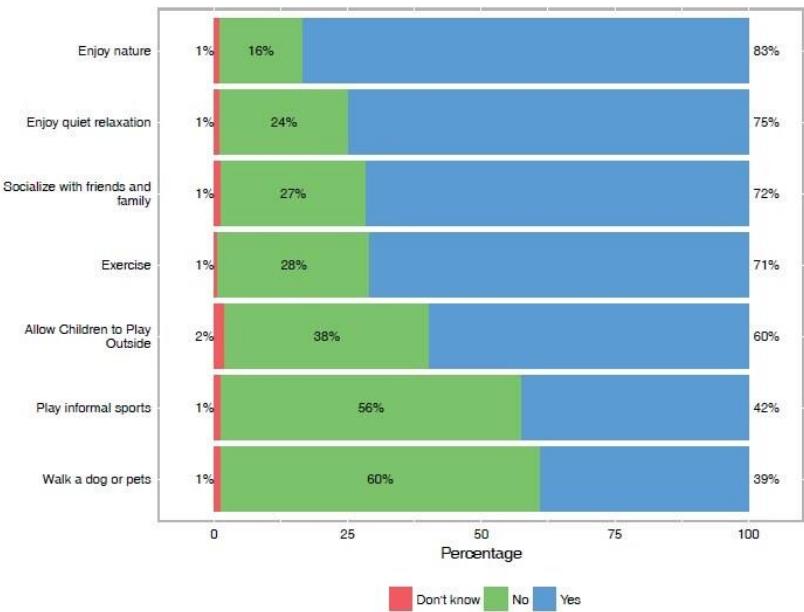


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2 - Figure 3: Perception of parks and open spaces at Daly City compared to others

Reasons for going to parks and public open spaces

Respondents were asked whether they ever went to a public park or open space to engage in the different tasks listed in the figure.



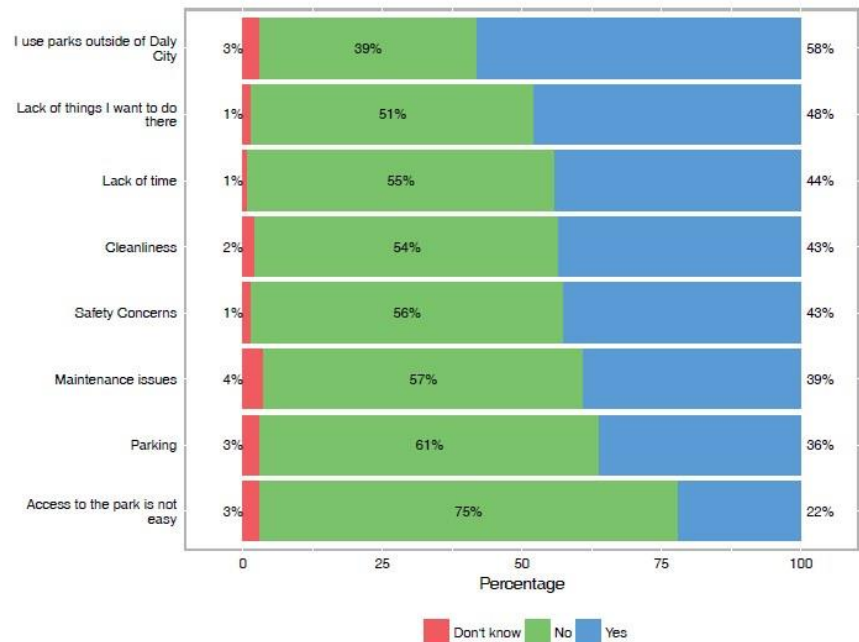
3 - Figure 4: Importance of reasons for going to parks and public open spaces

Clearly, the use of parks and open spaces was more prominent for the purposes of enjoying nature, relaxing in a quiet environment, socializing with friends and family, and exercising. The parks were used less for walking dogs or pets and for playing informal sports.

Reasons for not visiting parks

Approximately 33.6% of the respondents indicated that there were reasons or barriers that made them choose not to go to parks in Daly City. Majority of them (approximately 58%) indicated that their usage of parks outside of Daly City was an important reason for not visiting parks within the city. Other prominent reasons are given in figure 5.

STATISTICALLY VALID PHONE SURVEY SUMMARY



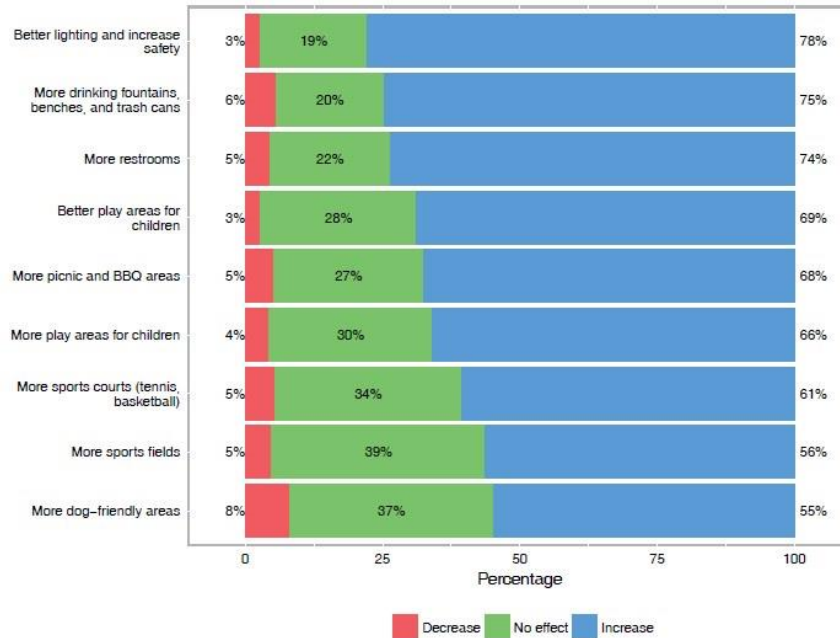
4 - Figure 5: Reasons or barriers for not going to a park in Daly City

Steps to improve satisfaction with parks

Respondents were asked to name one physical improvement or addition to the Daly City recreation and park system that they would recommend to the City. Some respondents offered up to 3 suggestions. Those that were mentioned 10 or more times included cleaner parks and facilities (64 mentions), better safety and security (40 mentions), more playgrounds for children (33 mentions), better maintenance (28 mentions), more trees and plants (19 mentions), more restrooms (18 mentions), better parking (17 mentions), more dog parks and more sports play areas (14 mentions, each), larger parks (13 mentions), and more parks and more seating areas (10 mentions each).

Subsequently, respondents were provided with a list of improvements that the City could make to parks and they were asked to indicate whether those improvements would either increase or decrease or have no effect on their satisfaction with the City’s parks.

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5 - Figure 6: Prioritizing steps to improve satisfaction with parks

Better lighting and increased safety, more drinking fountains, benches, and trash cans, and more restrooms in parks were the top three steps that the City could take to improve the satisfaction with parks.

Relationship between the Race of Respondents and Obtained Results

We re-analyzed the earlier results as a function of the race of the respondent. Most of the respondents belonged to 5 major racial groups. These groups were African American/Black, Asian (e.g., Filipino), Caucasian/White, Hispanic/Latino (e.g., Mexican), and Pacific Islanders (e.g., Hawaiian). These groups comprised 90% of the overall sample. There were 41 of 405 respondents who were excluded in this analysis because they had either refused to answer the question on race (17 of the 41) or belonged to a racial group with less than 6 respondents in them. Subsequent results focus on the five racial groups. Table 1 provides information on the number of people who belonged to these groups in our sample.

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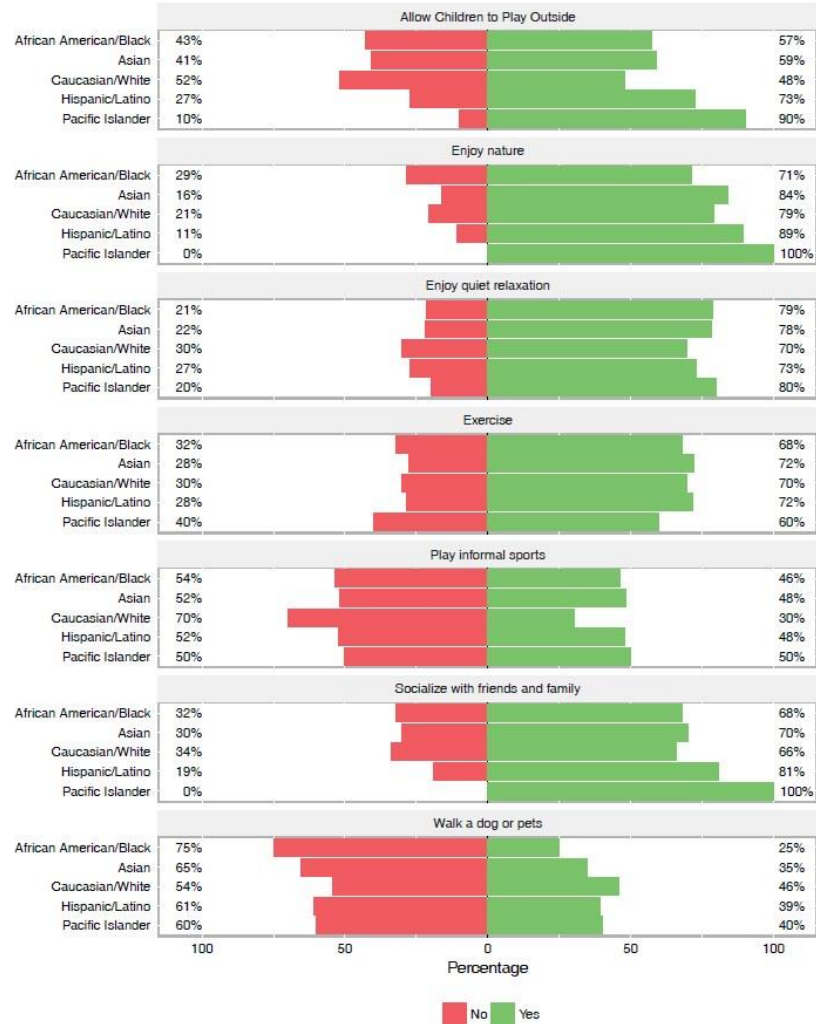
Ethnicity	Sample Size
Pacific Islander	10
Hispanic/Latino	75
Caucasian/White	107
Asian	144
African American/Black	28

6 - Table 1: Number of respondents belonging to 5 different racial groups

Race and reasons for visiting parks or open spaces

Figure 7 provides a graphical summary of the differences in percentages of people from different races who indicated that certain reasons for visiting parks mattered to them.

STATISTICALLY VALID PHONE SURVEY SUMMARY

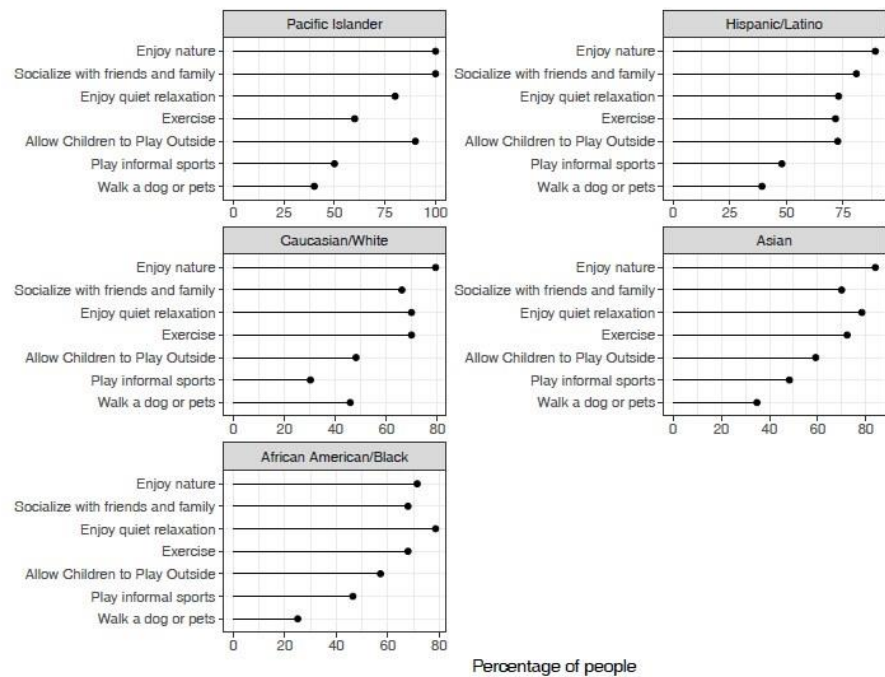


7 - Figure 7: Differences in reasons for visiting parks among respondents of different races

These results suggest that people from different races differed on certain reasons for their usage of parks and open spaces. For example, the difference is more stark on issues like allowing children to play outside, enjoying nature, and socializing with friends and families. For each of these issues, almost all Pacific Islanders rated them as important compared to respondents from some of the other races. The ratings for other reasons were relatively similar among respondents of different races.

The results shown in figure 8 present the top reasons for visiting parks for each of the five racial groups in our study.

STATISTICALLY VALID PHONE SURVEY SUMMARY

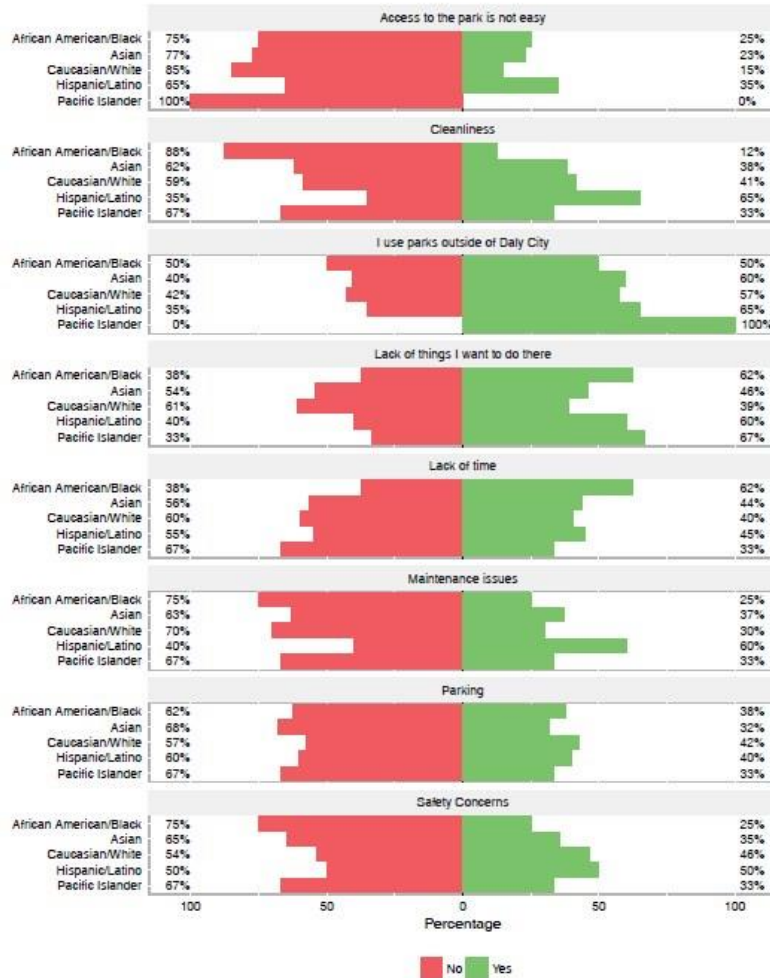


8 - Figure 8: Top reasons for going to parks, by race

Interesting insights into how different racial groups prioritized issues can be gleaned from this graph. For example, enjoying nature was chosen by the highest percentage of people from all racial groups, except by African American/Black respondents. Similarly, playing informal sports was chosen over walking a dog or pet by a higher percentage of all racial groups, except by Caucasian/White respondents.

Race and reasons for not going to parks

STATISTICALLY VALID PHONE SURVEY SUMMARY



9 - Figure 9: Differences in reasons/barriers for not visiting parks among different races

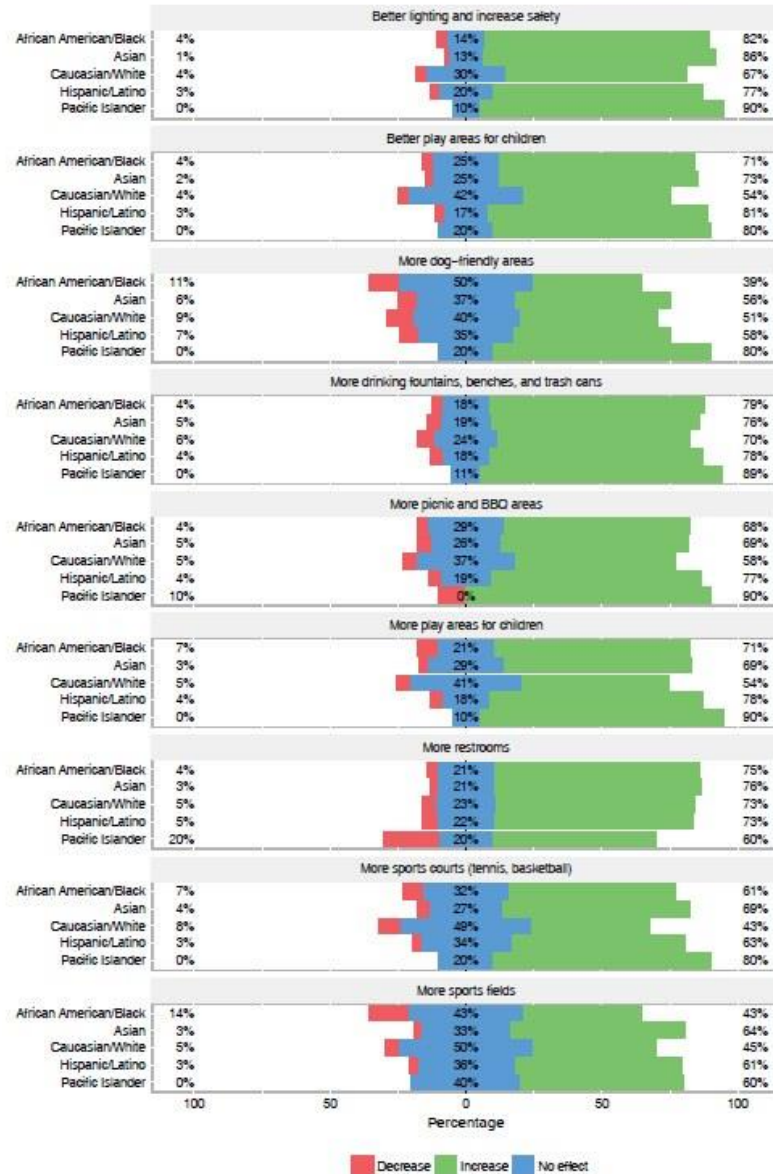
Figure 9 shows that although there were certain barriers to not visiting parks, such as parking, that affected people of all races similarly, people from different races evaluated many barriers differently. For example, cleanliness as an issue was not noted as a barrier by a majority of African American/Black respondents, but approximately 65% of Hispanic/Latino respondents rated that as a deterrent to visiting parks.

Figure 10 shows a prioritization of barriers/reasons for not visiting parks, by the race of respondents. It is evident that different races viewed different hurdles as being more prominent. For example, cleanliness and maintenance issues were rated as barriers predominantly by Hispanic/Latino respondents. No other racial group felt those issues to be significant barriers.

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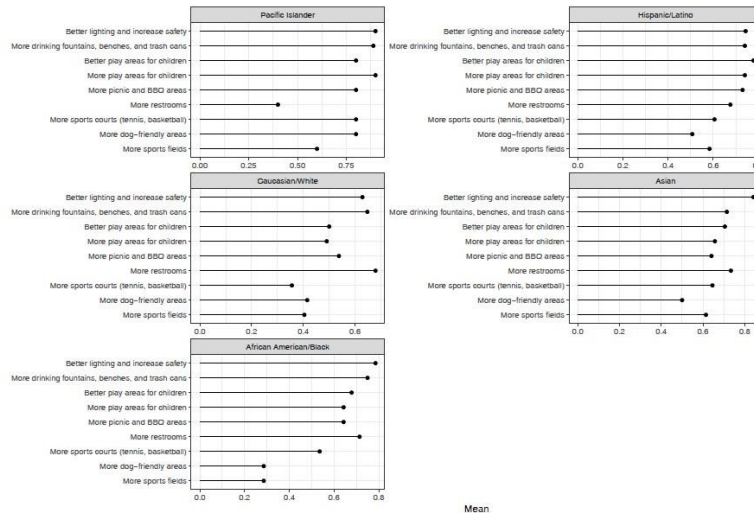
STATISTICALLY VALID PHONE SURVEY SUMMARY



11 - Figure 11: Evaluating improvements in parks, by race

In order to assess the differential preference for improvements by respondents in a race, we recoded the responses to numbers by converting responses of all who indicated that a measure would “decrease”, “have no effect”, or “increase” satisfaction to -1, 0, and 1, respectively. Figure 12 presents the mean scores for each measure by the race of the respondent. (Please note that the mean would lie between -1 and 1).

STATISTICALLY VALID PHONE SURVEY SUMMARY



12 - Figure 12: Priorities for improvement, by race

The findings from figure 12 suggest that although all measures/steps could improve overall satisfaction, the improvements would affect satisfaction of different racial groups differently. For example, more sports courts would not improve satisfaction among Caucasian/White respondents, but it would improve satisfaction among people of other races.

Baseline Questionnaire; a copy of the questionnaire used in this survey with each result added for quick reference.

[Click here to view/download the baseline questionnaire](#)

https://strategicresearchassociates-my.sharepoint.com/:b:/g/personal/joannev_strategicresearch_net/EeJlKhVKngFBraHmMEdYVvYBvPeP_Hoo_i9ypfjwrheraw?e=KFnliP

Cross-tabulated Report; the full cross-tabulated data summary of the raw data results of this research effort.

[Click here to view/download the cross-tabulated report](#)

https://strategicresearchassociates-my.sharepoint.com/:b:/g/personal/joannev_strategicresearch_net/EfJ2J2omCh9Nrmv1PmmVa1gBWw2g_73KSPqWqo0aZlfG7Q?e=JMTGPy

Contact us if you have any questions, comments or revisions to this report.

STATISTICALLY VALID PHONE SURVEY SUMMARY

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CHAPTER 7 · APPENDIX

SUMMARY OF ACTION ITEMS

Short Term (1-3 Years)			Medium Term (3-5 Years)			Long Term (5-10 years)			Total	
Item	Cost	Escalated Cost (Cost)(3.85%/yr)	Item	Cost	Escalated Cost (Cost)(3.85%/yr)	Item	Cost	Escalated Cost (Cost)(3.85%/yr)		
ERLINDA TIONGO GALEON TOT LOT										
Operations & Maintenance	\$ 28,500	\$ (32,000)	Operations & Maintenance	\$ 19,000	\$ (23,000.00)	Operations & Maintenance	\$ 95,000	\$ (138,700)		
TOTAL	\$ 28,500	\$ (32,000)		\$ 19,000	\$ (23,000.00)		\$ 95,000	\$ (138,700)	\$	(193,700)
ARDEN PARK										
Operations & Maintenance	\$ 24,000	\$ (26,900)	Basketball Court Restripe (half)	\$ 8,000	\$ (9,700.00)	Small Play Area (1,300 sf)	\$ 170,000	\$ (248,100)		
Picnic Table (refurbish)(3)	\$ 600	\$ (700)	Lighting - Basketball (residential)	\$ 30,000	\$ (36,300.00)	Operations & Maintenance	\$ 40,000	\$ (58,400)		
BBQ & Ash Receptacle (1)	\$ 5,000	\$ (5,700)	Operations & Maintenance	\$ 16,000	\$ (19,400.00)					
Drinking Fountain	\$ 10,000	\$ (11,300)								
TOTAL	\$ 39,600	\$ (44,600)		\$ 54,000	\$ (65,400.00)		\$ 210,000	\$ (306,500)	\$	(416,500)
BAYSHORE HEIGHTS PARK										
Parking - Restripe (10,000 sf)	\$ 30,000	\$ (33,700)	Fitness Court	\$ 35,000	\$ (42,300.00)	Group Picnic Area (minus shade struct)	\$ 86,000	\$ (125,500)		
Picnic Table (refurbish) (6)	\$ 1,200	\$ (1,400)	Asphalt Path Refurb (2750 sf)	\$ 5,500	\$ (6,700.00)	Small Play Area (3240 sf)	\$ 421,200	\$ (614,600)		
BBQ & Ash Receptacle (2)	\$ 10,000	\$ (11,300)	Operations & Maintenance	\$ 80,000	\$ (96,700.00)	Stormwater Treatment (1300 sf)	\$ 31,200	\$ (45,600)		
Bench (refurbish) (10)	\$ 7,000	\$ (8,200)				Landscape Planting (10100 sf)	\$ 66,660	\$ (97,300)		
Operations & Maintenance	\$ 119,999	\$ (134,400)				Landscape Irrigation (10100 sf)	\$ 101,000	\$ (147,400)		
TOTAL	\$ 163,199	\$ (183,100)		\$ 120,500	\$ (145,700.00)		\$ 200,002	\$ (291,900)	\$	(1,651,100)
BRODERICK-TERRY DUEL SITE										
Picnic Table (3)	\$ 12,000	\$ (13,500)	Decomposed Granite Path	\$ 90,000	\$ (108,800.00)	Picnic Area (group)	\$ 218,000	\$ (318,100)		
Operations & Maintenance	\$ 99,000	\$ (110,900)	Fitness Station (4)	\$ 28,000	\$ (33,900.00)	Community Garden (5000 sf)	\$ 625,000	\$ (911,900)		
			Operations & Maintenance	\$ 66,000	\$ (79,800.00)	Dog Park (.25 acre)	\$ 80,000	\$ (116,800)		
						Entry Signage (2)	\$ 15,000	\$ (21,900)		
						Stormwater Treatment (3400sf)	\$ 81,600	\$ (119,100)		
						Operations & Maintenance	\$ 165,000	\$ (199,400)		
TOTAL	\$ 111,000	\$ (124,400)		\$ 184,000	\$ (222,500.00)		\$ 1,184,600	\$ (1,687,200)	\$	(2,034,100)
CAMELOT PARK										
Bench (refurbish) (2)	\$ 400	\$ (500)	Basketball Court Restripe (full)	\$ 15,000	\$ (18,200.00)	Add 1/2 Basketball Court	\$ 100,000	\$ (146,000)		
Picnic Table (refurbish) (2)	\$ 400	\$ (500)	Chain Link Fence (6'-8") (120 lf)	\$ 19,200	\$ (23,200.00)	New Play Area (1600 sf)	\$ 208,000	\$ (303,500)		
Drinking Fountain (1)	\$ 10,000	\$ (11,300)	Resurface Asphalt Paths (3,500 sf)	\$ 7,000	\$ (8,500.00)	Stormwater treatment (170 sf)	\$ 4,080	\$ (6,000)		
Operations & Maintenance	\$ 27,000	\$ (30,300)	Operations & Maintenance	\$ 18,000	\$ (21,800.00)	Operations & Maintenance	\$ 45,000	\$ (65,700)		
TOTAL	\$ 37,800	\$ (42,600)		\$ 59,200	\$ (71,700.00)		\$ 357,080	\$ (521,200)	\$	(635,500)
CAMEO PARK										
Lighting - Pedestrian (1)	\$ 15,000	\$ (16,900)	Operations & Maintenance	\$ 13,000	\$ (15,800.00)	Operations & Maintenance	\$ 32,500	\$ (47,500)		
Shade Structure (Small)	\$ 62,400	\$ (69,900)								
Operations & Maintenance	\$ 19,500	\$ (21,900)								
TOTAL	\$ 96,900	\$ (108,700)		\$ 13,000	\$ (15,800.00)		\$ 32,500	\$ (47,500)	\$	(172,000)
CANTERBURY PARK										
Picnic Table (refurbish) (2)	\$ 400	\$ (500)	Tot Lot, ADA ramp (1,200 sf)	\$ 156,000	\$ (188,500.00)	Operations & Maintenance	\$ 120,000	\$ (175,100)		
Drinking Fountain	\$ 10,000	\$ (11,300)	Operations & Maintenance	\$ 48,001	\$ (58,000.00)					
Picnic Table (2)	\$ 8,000	\$ (9,000)								
BBQ & Ash Receptacle	\$ 5,000	\$ (5,700)								
Asphalt Games Re-stripe	\$ 1,800	\$ (2,100)								
Stormwater Treatment (250 sf)	\$ 6,000	\$ (6,800)								
Monument Entry Sign	\$ 15,000	\$ (16,900)								
Operations & Maintenance	\$ 72,000	\$ (80,700)								
TOTAL	\$ 118,200	\$ (133,000)		\$ 204,001	\$ (246,500.00)		\$ 120,000	\$ (175,100)	\$	(554,600)
DAISAKU IKEDA CANYON										
Regrading and bluff stabilization	SPECULATIVE		Decomposed Granite Path	\$ 50,000	\$ (56,000)	Operations & Maintenance	\$ 45,000	\$ (65,700)		
			Bench (4)	\$ 12,000	\$ (13,500)					
			Interpretive Signage (4)	\$ 8,000	\$ (9,000)					
			Operations & Maintenance	\$ 18,000	\$ (21,800.00)					
TOTAL	\$	\$ -		\$ 88,000	\$ (100,300.00)		\$ 45,000	\$ (65,700)	\$	(166,000)
DAVID R ROWE PARK										
Large Play Area (6000 sf)	\$ 660,000	\$ (739,300)	Operations & Maintenance	\$ 150,000	\$ (181,200.00)	Operations & Maintenance	\$ 375,000	\$ (547,200)		
Restroom	\$ 400,000	\$ (448,100)								
Basketball court (2)	\$ 360,000	\$ (403,300)								
Fitness Station (4)	\$ 28,000	\$ (31,400)								
Soccer fields (1)	\$ 825,000	\$ (924,100)								
Tennis and pickleball court (2)	\$ 200,000	\$ (224,100)								
Stormwater Treatment (15000 sf)	\$ 360,000	\$ (403,300)								
Parking (14000 sf)	\$ 140,000	\$ (156,900)								
Lighting - Basketball	\$ 300,000	\$ (336,100)								
Lighting - Multi-Use Sports Field	\$ 6,000,000	\$ (6,720,100)								
Operations & Maintenance	\$ 225,000	\$ (252,100)								
TOTAL	\$ 9,498,000	\$ (10,638,800)		\$ 150,000	\$ (181,200.00)		\$ 375,000	\$ (547,200)	\$	(11,367,200)
EDGEWOOD PARK										
Picnic Table (3)	\$ 12,000	\$ (13,500)	Resurface Asphalt Paths (8600 sf)	\$ 17,200	\$ (20,800.00)	New Play Area (1500 sf)	\$ 195,000	\$ (284,600)		
Drinking Fountain (1)	\$ 10,000	\$ (11,300)	Basketball Court Restripe (half)	\$ 8,000	\$ (9,700.00)	Operations & Maintenance	\$ 125,000	\$ (182,400)		
Bench (2)	\$ 6,000	\$ (6,800)	Operations & Maintenance	\$ 50,000	\$ (60,400.00)					
Replace Hillside Slide	\$ 30,000	\$ (33,700)								
Operations & Maintenance	\$ 75,000	\$ (84,100)								
TOTAL	\$ 133,000	\$ (149,400)		\$ 75,200	\$ (90,900.00)		\$ 320,000	\$ (467,000)	\$	(707,300)
GELLERT PARK										
Picnic Table (20)	\$ 80,000	\$ (89,700)	Play Area (7,800 sf)	\$ 858,000	\$ (1,036,400.00)	Operations & Maintenance	\$ 1,450,000	\$ (2,115,600)		
Trash/Recycle Receptacle (8)	\$ 16,000	\$ (18,000)	Picnic Area (group)	\$ 220,000	\$ (265,800.00)					
Drinking Fountain (1)	\$ 10,000	\$ (11,300)	Decomposed Granite Path (5'x2,800')	\$ 168,000	\$ (203,000.00)					
Bike Rack (2)	\$ 3,000	\$ (3,400)	Lighting - Multi Use Sports Field	\$ 1,500,000	\$ (1,811,900.00)					
BBQ & Ash Receptacle (4)	\$ 20,000	\$ (22,500)	Dog Park (1 acre)	\$ 320,000	\$ (386,600.00)					
Hardcourt Benches (4)	\$ 6,000	\$ (6,800)	Multi Use Synthetic Turf Field	\$ 1,680,000	\$ (2,029,300.00)					
Aluminum Sports Bleachers (3)	\$ 24,000	\$ (26,900)	New baseball scoreboard	\$ 18,000	\$ (21,800.00)					
Resurface/Repaint tennis courts	\$ 6,000	\$ (6,800)	Fitness Court	\$ 35,000	\$ (42,300.00)					
Chain Link Fence (6'-8") (1000lf)	\$ 160,000	\$ (179,300)	Operations & Maintenance	\$ 580,000	\$ (700,600.00)					
Chain Link Fence (4") (1000lf)	\$ 90,000	\$ (100,900)								
Operations & Maintenance	\$ 870,000	\$ (974,500)								
TOTAL	\$ 1,285,000	\$ (1,440,100)		\$ 5,379,000	\$ (6,497,700.00)		\$ 1,450,000	\$ (2,115,600)	\$	(10,053,400)
GILBRECH PARK										
Picnic Table (3)	\$ 12,000	\$ (13,500)	Operations & Maintenance	\$ 32,000	\$ (38,700.00)	New small picnic Area (1300 sf)	\$ 61,000	\$ (89,100)		
BBQ & Ash Receptacle (1)	\$ 5,000	\$ (5,700)				Monument Entry Sign	\$ 15,000	\$ (21,900)		
Wood Retaining Wall (200 lf)	\$ 50,000	\$ (56,100)				Small Shade Structure	\$ 62,400	\$ (91,100)		
New Play Area (2,800 sf)	\$ 364,000	\$ (407,700)				Stormwater Treatment (550 sf)	\$ 13,200	\$ (19,300)		
Monument Entry Sign	\$ 15,000	\$ (16,900)				Operations & Maintenance	\$ 80,001	\$ (116,800)		
Basketball Court & Asphalt Games Restripe	\$ 22,500	\$ (25,300)								
Operations & Maintenance	\$ 48,000	\$ (53,800)								
TOTAL	\$ 516,500	\$ (579,000)		\$ 32,000	\$ (38,700.00)		\$ 231,601	\$ (338,200)	\$	(955,900)

SUMMARY OF ACTION ITEMS

HAMPSHIRE PARK												
Picnic Table (refurbish) (1)	\$	200	\$	(300) Lighting - Pedestrian (2)	\$	30,000	\$	(36,300.00) Tot lot (2,300sf)	\$	300,000	\$	(437,800)
BBQ & Ash Receptacle (1)	\$	5,000	\$	(5,700) Operations & Maintenance	\$	27,000	\$	(32,700.00) Small Shade Structure	\$	62,400	\$	(91,100)
Water Fountain	\$	1,000	\$	(1,200)				Seating (2 tables, 2 benches)	\$	14,000	\$	(20,500)
Basketball Court Resurface (half)	\$	28,002	\$	(31,400)				Stormwater Treatment (800 sf)	\$	19,200	\$	(28,100)
Chain Link Fence (6'-8") (150 lf)	\$	24,000	\$	(26,900)				Landscape Planting (1800 sf)	\$	11,880	\$	(17,400)
Operations & Maintenance	\$	40,500	\$	(45,400)				Landscape Irrigation (1800 sf)	\$	18,000	\$	(26,300)
								Operations & Maintenance	\$	67,503	\$	(98,500)
TOTAL	\$	98,702	\$	(110,900)	\$	57,000	\$	(69,000.00)	\$	492,983	\$	(719,700)
												(899,600)
HILLSIDE PARK												
Picnic Table (refurbish) (2)	\$	400	\$	(500) Exercise stations (6)	\$	42,000	\$	(50,800.00) Operations & Maintenance	\$	250,000	\$	(364,800)
Hardcourt Benches (2)	\$	3,000	\$	(3,400) Play Areas (8,000 sf)	\$	880,000	\$	(1,063,000.00)				
Basketball Court Resurface (full)	\$	42,000	\$	(47,100) Dog Park (.5 acre)	\$	160,000	\$	(193,300.00)				
Wood Retaining Wall at Tennis (150 lf)	\$	37,500	\$	(42,100) Resurface asphalt paths (7500sf)	\$	15,000	\$	(18,200.00)				
Fencing (8') (450lf)	\$	72,000	\$	(80,700) Operations & Maintenance	\$	100,000	\$	(120,800.00)				
Operations & Maintenance	\$	150,500	\$	(168,100)								
TOTAL	\$	304,900	\$	(341,900)	\$	1,197,000	\$	(1,446,100.00)	\$	250,000	\$	(364,800)
												(2,152,800)
JOHN DALY PARK												
Drinking Fountain (1)	\$	10,000	\$	(11,300) New Play Areas (2000 sf)	\$	260,000	\$	(314,100.00) Operations & Maintenance	\$	65,000	\$	(94,900)
BBQ & Ash Receptacle (1)	\$	5,000	\$	(5,700) Shade Structure (small)	\$	62,400	\$	(75,400.00)				
Picnic Tables (2)	\$	8,000	\$	(9,000) Pedestrian Lighting (2)	\$	21,200	\$	(25,700.00)				
Park Benches (4)	\$	12,000	\$	(13,500) Operations & Maintenance	\$	26,000	\$	(31,500.00)				
Landscape Planting (2800 sf)	\$	18,500	\$	(20,800)								
Landscape Irrigation (2800 sf)	\$	28,000	\$	(31,400)								
Operations & Maintenance	\$	39,003	\$	(43,700)								
TOTAL	\$	35,000	\$	(39,300)	\$	369,600	\$	(446,700.00)	\$	65,000	\$	(94,900)
												(580,900)
LONGVIEW PARK												
Picnic Table (2)	\$	8,000	\$	(9,000) New Playground (3,000 sf)	\$	390,000	\$	(471,100.00) Operations & Maintenance	\$	65,000	\$	(94,900)
Benches (2)	\$	6,000	\$	(6,800) Picnic Area (small)	\$	140,000	\$	(169,200.00)				
Drinking Fountain	\$	10,000	\$	(11,300) Stormwater Treatment (450 sf)	\$	10,800	\$	(13,100.00)				
Chain Link Fence (8") (100 lf)	\$	15,000	\$	(16,900) Operations & Maintenance	\$	26,001	\$	(31,500.00)				
Split Rail Wood Fence (120 lf)	\$	6,000	\$	(6,800)								
Monument Entry Sign	\$	15,000	\$	(16,900)								
Operations & Maintenance	\$	39,000	\$	(43,700)								
TOTAL	\$	99,000	\$	(111,400)	\$	566,801	\$	(684,900.00)	\$	65,000	\$	(94,900)
												(891,200)
LINCOLN PARK												
Resurface & restripe basketball courts	\$	24,000	\$	(26,900) Group picnic area	\$	218,000	\$	(263,400.00) Community Garden (1,500 sf)	\$	187,500	\$	(273,600)
Chain Link Fence (6'-8") (85 lf)	\$	13,600	\$	(15,300) Dog Park (.5 acre)	\$	160,000	\$	(193,300.00) Operations & Maintenance	\$	200,000	\$	(291,900)
New Play Area (6,200 sf)	\$	682,000	\$	(763,900) Basketball court	\$	180,000	\$	(217,500.00)				
Operations & Maintenance	\$	120,001	\$	(134,500) Fitness court	\$	35,000	\$	(42,300.00)				
				Stormwater Treatment (2300 sf)	\$	55,200	\$	(66,700.00)				
				Operations & Maintenance	\$	80,000	\$	(96,700.00)				
TOTAL	\$	839,601	\$	(940,600)	\$	728,200	\$	(879,900.00)	\$	387,500	\$	(565,500)
												(2,386,000)
LINDA VISTA RETENTION BASIN												
Walking Trail (5"x1000')	\$	60,000	\$	(67,300) Operations & Maintenance	\$	12,000	\$	(14,500.00) Operations & Maintenance	\$	30,000	\$	(43,800)
New Benches (4)	\$	12,000	\$	(13,500)								
Operations & Maintenance	\$	18,000	\$	(20,200)								
TOTAL	\$	90,000	\$	(101,000)	\$	12,000	\$	(14,500.00)	\$	30,000	\$	(43,800)
												(159,300)
LYCETT PARK												
Picnic Table (2)	\$	8,000	\$	(9,000) Basketball Court (half)	\$	100,000	\$	(120,800.00) Operations & Maintenance	\$	65,000	\$	(94,900)
Benches (5)	\$	15,000	\$	(16,900) Court lighting	\$	75,000	\$	(90,600.00)				
New Turf & Irrigation Repair (14,000 sf)	\$	140,000	\$	(156,900) Picnic Area (Group)	\$	220,000	\$	(265,800.00)				
Restripe basketball court	\$	8,000	\$	(9,000) New play area & tot lot (5000sf)	\$	650,000	\$	(785,200.00)				
Operations & Maintenance	\$	29,000	\$	(32,500) Stormwater Treatment (550 sf)	\$	13,200	\$	(16,000.00)				
				Operations & Maintenance	\$	26,002	\$	(31,500.00)				
TOTAL	\$	200,000	\$	(224,300)	\$	1,084,202	\$	(1,309,900.00)	\$	65,000	\$	(94,900)
												(1,629,100)
MARCHBANK PARK												
Picnic Table (2)	\$	4,000	\$	(4,500) Operations & Maintenance	\$	120,000	\$	(145,000.00) New play area (5500 sf)	\$	605,000	\$	(882,800)
BBQ & Ash Receptacle (1)	\$	5,000	\$	(5,700)				Operations & Maintenance	\$	300,000	\$	(437,800)
Table Refurbish/repaint (5)	\$	1,000	\$	(1,200)								
Drinking Fountain	\$	10,000	\$	(11,300)								
Basketball Court (3) Restripe	\$	24,001	\$	(26,900)								
Fitness Court	\$	35,000	\$	(39,300)								
Operations & Maintenance	\$	180,000	\$	(201,700)								
TOTAL	\$	259,001	\$	(290,600)	\$	120,000	\$	(145,000.00)	\$	905,000	\$	(1,320,600)
												(1,756,200)
MISSION HILLS												
Benches (refurbish) (5)	\$	1,000	\$	(1,200) Play Area (3,000 sf)	\$	390,000	\$	(471,100.00) Dog Park (.25 acre)	\$	80,000	\$	(116,800)
Picnic Table (refurbish) (1)	\$	200	\$	(300) Operations & Maintenance	\$	42,000	\$	(45,300.00) Operations & Maintenance	\$	105,000	\$	(153,200)
Basketball Court Restripe (Full)	\$	15,001	\$	(16,900)								
Operations & Maintenance	\$	63,000	\$	(70,600)								
TOTAL	\$	79,201	\$	(88,800)	\$	432,000	\$	(521,900.00)	\$	185,000	\$	(270,000)
												(880,700)
MUSSEL ROCK OPEN SPACE												
Replace lower parking asphalt and striping (30,000 sf)	\$	300,000	\$	(336,100) Demo transfer station and repurpose upper area for parking	\$	1,100,000	\$	(1,328,700.00) Native restoration plan (38.2 acres)	\$	955,000	\$	(1,393,400)
Picnic Table (2)	\$	8,000	\$	(9,000) Add restroom in upper area	\$	500,000	\$	(604,000.00) Operations & Maintenance	\$	130,000	\$	(189,700)
Operations & Maintenance	\$	78,000	\$	(87,400) Operations & Maintenance	\$	52,000	\$	(62,900.00)				
TOTAL	\$	386,000	\$	(432,500)	\$	1,652,000	\$	(1,995,600.00)	\$	1,085,000	\$	(1,583,100)
												(4,011,200)
NORTHBRIDGE PARK												
Picnic Table (5)	\$	20,000	\$	(22,500) New Tot Lot (800 sf)	\$	104,000	\$	(125,700.00) Basketball Court (full)	\$	180,000	\$	(262,700)
Bench (5)	\$	15,000	\$	(16,900) New Play Area (2000 sf)	\$	260,000	\$	(314,100.00) Stormwater Treatment (1400 sf)	\$	33,600	\$	(49,100)
BBQ & Ash Receptacle (2)	\$	10,000	\$	(11,300) Replace fiber surfacing at swings with poured in place permeable rubber surfacing (2700 sf)	\$	54,000	\$	(65,300.00) Operations & Maintenance	\$	100,001	\$	(146,000)
Trash/Recycle (1)	\$	2,000	\$	(2,300) Fitness Court	\$	35,000	\$	(42,300.00)				
Drinking Fountain	\$	10,000	\$	(11,300) Operations & Maintenance	\$	40,000	\$	(48,400.00)				
Replace fence along sidewalk (85 lf)	\$	13,600	\$	(15,300)								
Basketball Court Restripe (full)	\$	15,000	\$	(16,900)								
Operations & Maintenance	\$	60,000	\$	(67,300)								
TOTAL	\$	145,600	\$	(163,800)	\$	493,000	\$	(595,800.00)	\$	313,601	\$	(457,800)
												(1,217,400)
NORWOOD PARK												
Operations & Maintenance	\$	12,000	\$	(13,500) Operations & Maintenance	\$	8,000	\$	(9,700.00) Operations & Maintenance	\$	20,000	\$	(29,200)
TOTAL	\$	12,000	\$	(13,500)	\$	8,000	\$	(9,700.00)	\$	20,000	\$	(29,200)
												(52,400)

CHAPTER 7 · APPENDIX

SUMMARY OF ACTION ITEMS

PALISADES PARK																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
Basketball Court Restripe (full)	\$	13,500	\$	(15,200)	Pedestrian lighting at dog run (6)	\$	90,000	\$	(108,800.00)	Basketball court (full)	\$	180,000	\$	(262,700)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Chain Link Fencing (8') (350 lf)	\$	56,000	\$	(62,800)	New Play Area (3600 sf)	\$	468,000	\$	(565,300.00)	Stormwater Treatment (4100 sf)	\$	98,400	\$	(143,600)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Plant trees for wind protection (10)	\$	6,500	\$	(7,300)	Replace dog run fencing (350 lf)	\$	31,500	\$	(38,100.00)	Operations & Maintenance	\$	165,001	\$	(240,900)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Turf Irrigation Repair. Include gopher wire (33,000 sf)	\$	313,500	\$	(351,200)	Operations & Maintenance	\$	66,000	\$	(79,800.00)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
Operations & Maintenance	\$	99,000	\$	(110,900)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
TOTAL	\$	488,500	\$	(547,400)		\$	655,500	\$	(792,000.00)		\$	443,401	\$	(647,100)	\$	(1,986,500)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Convert sand play area into picnic area (2 tables, 1 trash/recycle, 1 drinking fountain, 900 sf of concrete paving)	\$	36,000	\$	(40,400)	Operations & Maintenance	\$	15,000	\$	(18,200.00)	Play Area (3600 sf)	\$	468,000	\$	(682,900)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Lighting - Pedestrian (2)	\$	30,000	\$	(33,700)						Operations & Maintenance	\$	37,500	\$	(54,800)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Landscape Planting (1500 sf)	\$	9,900	\$	(11,100)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Landscape Irrigation (1500 sf)	\$	15,000	\$	(16,900)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Operations & Maintenance	\$	22,500	\$	(25,300)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
TOTAL	\$	113,400	\$	(127,400)		\$	15,000	\$	(18,200.00)		\$	37,500	\$	(737,700)	\$	(883,300)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Paving Demo (8,000 sf)	\$	28,000	\$	(31,400)	Operations & Maintenance	\$	30,000	\$	(36,300.00)	Operations & Maintenance	\$	75,000	\$	(109,500)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Stormwater Treatment (2500 sf)	\$	60,000	\$	(67,300)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Landscape Planting (2000 sf)	\$	13,200	\$	(14,800)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Landscape Irrigation (2000 sf)	\$	20,000	\$	(22,500)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Small Picnic Area w/ shade (3000 sf)	\$	140,000	\$	(156,900)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Entry Sign	\$	15,000	\$	(16,900)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Synthetic turf lawn (2,000sf)	\$	50,000	\$	(56,100)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Operations & Maintenance	\$	45,000	\$	(50,500)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
10% design Contingency	\$	30,800	\$	(34,500)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
TOTAL	\$	402,000	\$	(450,300)		\$	30,000	\$	(36,300.00)		\$	75,000	\$	(109,500)	\$	(596,100)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Operations & Maintenance	\$	18,000	\$	(20,200)	Operations & Maintenance	\$	12,000	\$	(14,500.00)	Operations & Maintenance	\$	30,000	\$	(43,800)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
TOTAL	\$	18,000	\$	(20,200)		\$	12,000	\$	(14,500.00)		\$	30,000	\$	(43,800)	\$	(78,500)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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New Bench (5)	\$	12,500	\$	(14,100)	Slurry seal & restripe parking lot (12,500 sf)	\$	25,000	\$	(30,200.00)	Native Restoration Plan	\$	62,500	\$	(91,200)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
New Trash/Recycle Receptacle (2)	\$	4,000	\$	(4,500)	Operations & Maintenance	\$	18,000	\$	(21,800.00)	Operations & Maintenance	\$	45,000	\$	(65,700)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Replace Signage (5)	\$	7,500	\$	(8,500)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Operations & Maintenance	\$	27,000	\$	(30,300)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
TOTAL	\$	51,000	\$	(57,400)		\$	43,000	\$	(52,000.00)		\$	107,500	\$	(156,900)	\$	(266,300)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Picnic Table (refurbish) (13)	\$	2,600	\$	(3,000)	Play Area @ clubhouse (5000 sf)	\$	550,000.00	\$	(664,400.00)	Renovate picnic area (small shade structure, BBQ, drinking fountain, 4 picnic tables)	\$	93,400	\$	(136,300)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Bench (refurbish) (9)	\$	1800	\$	(2,100)	Fitness Court	\$	35,000	\$	(42,300.00)	Operations & Maintenance	\$	1,200,000	\$	(1,750,900)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Reseal & restripe existing tennis courts, add pickleball striping to 2 courts	\$	24,000	\$	(26,900)	Operations & Maintenance	\$	480,000	\$	(579,800.00)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
Operations & Maintenance	\$	720,000	\$	(806,500)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Add lighting @ existing tennis courts	\$	75,000	\$	(84,100)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Sports Equipment Lockers (2)	\$	3,200	\$	(3,500)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
TOTAL	\$	822,200	\$	(926,100)		\$	1,065,000	\$	(1,286,500.00)		\$	1,293,400	\$	(1,887,200)	\$	(4,099,800)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Skate Park (2 acre)	\$	2,340,000	\$	(2,620,900)	Operations & Maintenance	\$	50,000	\$	(60,400.00)	Operations & Maintenance	\$	125,000	\$	(182,400)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Concrete Walking Trail (5'x1,200')	\$	90,000	\$	(100,900)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Fitness stations (7)	\$	28,000	\$	(31,400)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Operations & Maintenance	\$	75,000	\$	(84,100)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
TOTAL	\$	2,533,000	\$	(2,837,000)		\$	50,000	\$	(60,400.00)		\$	125,000	\$	(182,400)	\$	(3,079,800)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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PARKS WORK ORDER COST REPORTS

Park Work Order Costs Report

10/28/2019

Park Work Order Costs Report

9:08 AM

Work Order End Dates 10/28/2018 through 10/28/2019

Park Number: 48		Alt Park ID: PK_ALP	Name: Alta Loma Park	
Asset	Main Task		# of WO's	Total Cost
Park WO	BMT020	Bench R/R	1	405.70
	BMT310	Event Set-up/Break Down	1	285.20
	BMT340	Fence R/R, repair	1	724.40
	BMT650	Plumbing - Repair	1	120.60
	PMT200	Play Structure - Audit	1	241.20
	PMT220	Play Structure - Monthly Inspe	1	60.30
	PWMT200	Inspection	1	120.60
			7	\$1,958.00
Playground	PMT220	Play Structure - Monthly Inspe	4	310.80
			4	\$310.80
Landscaping	PMT580	Hedging	4	3,462.20
	PMT620	Irrigation Controller Adjustment	1	31.90
	PMT650	Irrigation Repair	1	112.60
	PMT720	Mowing	11	0
	PMT760	Plantings	1	736.30
	PWMT1	Litter/Debris Removal	31	2,708.00
			49	\$7,051.00
Park Grand Total:			60	\$9,319.80

Park Work Order Costs Report

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Park Work Order Costs Report

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Work Order End Dates 10/28/2018 through 10/28/2019

Park Number: 32		Alt Park ID: PK_AP	Name: Arden Park	
Asset	Main Task		# of WO's	Total Cost
Playground	PMT220	Play Structure - Monthly Inspe	7	577.45
	PMT240	Playground Equipment - R/R	1	95.10
			8	\$672.55
Landscaping	PMT580	Hedging	3	0
	PMT670	Landscape Maintenance	23	3,976.20
	PMT710	Meeting/Training	1	26.00
	PMT720	Mowing	44	2,108.10
			71	\$6,110.30
Park Grand Total:			79	\$6,782.85

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PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

Park Work Order Costs Report

Work Order End Dates 10/28/2018 through 10/28/2019

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Park Number:	34	Alt Park ID:	PK_BHP	Name:	Bayshore Heights Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT020	Bench R/R	1	361.80	
	BMT180	Electrical - Replace Lamp	1	431.30	
	BMT591	Plumbing - Clean Debris	1	241.20	
	PMT300	Repair Fall Surface	1	361.80	
			4		\$1,396.10
Playground					
	PMT220	Play Structure - Monthly Inspect	7	698.10	
			7		\$698.10
Landscaping					
	PMT390	Storm Drain Maintenance	1	112.60	
	PMT580	Hedging	4	1,316.40	
	PMT670	Landscape Maintenance	43	19,979.90	
	PMT690	Line Trim	2	3,130.90	
	PMT710	Meeting/Training	1	26.00	
	PMT720	Mowing	42	3,077.00	
	PMT770	Add Fibar To Play Area	1	0	
	PMT921	Weed Abatement and Litter/De	19	9,451.40	
	PWMT1	Litter/Debris Removal	25	1,824.80	
			138		\$38,919.00
Park Grand Total:			149		\$41,013.20

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Work Order End Dates 10/28/2018 through 10/28/2019

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Park Number:	30	Alt Park ID:	PK_BTDS	Name:	Broaderick-Terry Duel Site
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT005	PM - Monthly	8	577.60	
			8		\$577.60
Landscaping					
	PMT580	Hedging	1	13,708.60	
	PMT620	Irrigation Controller Adjustment	1	63.90	
	PMT630	Irrigation Inspection	1	480.80	
	PMT650	Irrigation Repair	1	127.80	
	PMT670	Landscape Maintenance	27	6,760.90	
	PMT675	Landscape Renovation	1	281.60	
	PMT690	Line Trim	2	692.50	
	PMT720	Mowing	40	2,531.60	
	PMT740	Pest Eradication	2	425.90	
	PMT750	Pesticide Application	1	129.40	
	PMT880	Tree Trimming	1	961.60	
	PMT921	Weed Abatement and Litter/De	1	112.60	
	PWMT1	Litter/Debris Removal	52	6,109.00	
			131		\$32,386.20
Park Grand Total:			139		\$32,963.80

PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

Park Work Order Costs Report
 Work Order End Dates 10/28/2018 through 10/28/2019

10/28/2019
 9:08 AM

Park Number:	45	Alt Park ID:	PK_CLP	Name:	Camelot Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	PMT220	Play Structure - Monthly Inspect	1	55.80	
			1	\$55.80	
Playground					
	PMT220	Play Structure - Monthly Inspect	4	336.30	
			4	\$336.30	
Landscaping					
	PMT630	Irrigation Inspection	1	249.40	
	PMT670	Landscape Maintenance	27	3,386.40	
	PMT675	Landscape Renovation	1	28.40	
	PMT710	Meeting/Training	9	630.60	
	PMT720	Mowing	47	3,969.40	
	PMT740	Pest Eradication	1	337.90	
	PMT750	Pesticide Application	2	175.00	
	PMT920	Weeding	1	9.10	
	PWMT1	Litter/Debris Removal	1	3.10	
			90	\$8,789.30	
Park Grand Total:			95	\$9,181.40	

Park Work Order Costs Report

Park Work Order Costs Report
 Work Order End Dates 10/28/2018 through 10/28/2019

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 9:08 AM

Park Number:	43	Alt Park ID:	PK_CBP	Name:	Canterbury Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	PMT220	Play Structure - Monthly Inspect	1	60.30	
			1	\$60.30	
Playground					
	PMT220	Play Structure - Monthly Inspect	4	526.40	
			4	\$526.40	
Landscaping					
	PMT580	Hedging	2	3,214.20	
	PMT670	Landscape Maintenance	27	5,102.20	
	PMT675	Landscape Renovation	2	378.40	
	PMT710	Meeting/Training	9	630.60	
	PMT720	Mowing	45	3,150.80	
	PMT730	Mulching	3	10,092.10	
	PMT750	Pesticide Application	3	282.00	
	PMT920	Weeding	1	9.10	
	PWMT1	Litter/Debris Removal	1	3.10	
			93	\$22,862.50	
Park Grand Total:			98	\$23,449.20	

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Park Work Order Costs Report

Park Work Order Costs Report
Work Order End Dates 10/28/2018 through 10/28/2019

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Park Number: 42		Alt Park ID: PK_DRRP	Name: David R Rowe Park	
Asset	Main Task		# of WO's	Total Cost
Playground	PMT220	Play Structure - Monthly Inspe	7	637.80
			7	\$637.80
Fields			1	0
			1	\$0.00
Landscaping			1	0
	PMT580	Hedging	3	901.10
	PMT650	Irrigation Repair	1	2,069.50
	PMT670	Landscape Maintenance	24	7,585.70
	PMT710	Meeting/Training	1	26.00
	PMT720	Mowing	86	10,358.50
	PMT750	Pesticide Application	1	1,752.80
	PWMT1	Litter/Debris Removal	41	8,993.00
			158	\$31,686.60
Park Grand Total:			166	\$32,324.40

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Park Work Order Costs Report
Work Order End Dates 10/28/2018 through 10/28/2019

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Park Number: 35		Alt Park ID: PK_EP	Name: Edgewood Park	
Asset	Main Task		# of WO's	Total Cost
Park WO	BMT007	PM - Semi-Annual	1	35.60
	PMT150	Graffiti Abatement	3	570.40
			4	\$606.00
Playground	PMT220	Play Structure - Monthly Inspe	16	818.90
			16	\$818.90
Landscaping			3	7,366.40
	PMT650	Irrigation Repair	21	7,021.80
	PMT670	Landscape Maintenance	2	5,175.20
	PMT690	Line Trim	1	26.00
	PMT710	Meeting/Training	43	2,888.60
	PMT720	Mowing	1	675.80
	PMT921	Weed Abatement and Litter/De	1	135.20
	PWMT1	Litter/Debris Removal	72	\$23,289.00
Park Grand Total:			92	\$24,713.90

PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

Park Work Order Costs Report

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Work Order End Dates 10/28/2018 through 10/28/2019

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Park Number:	53	Alt Park ID:	PK_GP	Name:	Gellert Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT610	Plumbing - Drinking Fountain	1	710.10	
	PMT020	Basketball Court - Repair/Repl.	1	572.80	
	PMT030	Basketball Court - Replace Net	2	190.20	
	PMT150	Graffiti Abatement	1	95.10	
	PMT420	Soccer Net - Repair/Replace	1	493.90	
			6	\$2,062.10	
Playground					
	PMT220	Play Structure - Monthly Inspect	3	770.80	
			3	\$770.80	
Fields					
	PMT520	Artificial Turf Maintenance	61	11,163.80	
	PMT530	Drag and Level Sports Field	3	17,830.90	
	PMT810	Sports Field Renovation	5	53,626.40	
	PWMT1	Litter/Debris Removal	1	683.70	
			70	\$83,304.80	
Courts					
	BMT215	Electrical - General Repair	1	352.40	
	BMT610	Plumbing - Drinking Fountain	1	380.20	
			2	\$732.60	
Landscaping					
			1	2,367.50	
	PMT650	Irrigation Repair	1	675.80	
	PMT660	Irrigation Sprinkler Head Repai	1	136.80	
	PMT670	Landscape Maintenance	31	198,625.90	
	PMT675	Landscape Renovation	4	2,841.50	
	PMT710	Meeting/Training	9	630.60	
	PMT720	Mowing	92	31,576.80	
	PMT730	Mulching	5	7,445.20	
	PMT740	Pest Eradication	2	567.70	
	PMT750	Pesticide Application	13	7,712.70	
	PMT790	Power Washing	25	16,677.50	
	PMT920	Weeding	1	9.10	
	PWMT1	Litter/Debris Removal	3	799.10	
	PWMT4	Grant Management / Volunteer	1	127.80	
			189	\$270,194.00	
Park Grand Total:			270	\$357,064.30	

Park Work Order Costs Report

Park Work Order Costs Report

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Work Order End Dates 10/28/2018 through 10/28/2019

9:08 AM

Park Number:	51	Alt Park ID:	PK_DGP	Name:	Dan Gilbrech Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	PMT430	BBQ Grill R/R	1	1,237.10	
			1	\$1,237.10	
Playground					
	PMT220	Play Structure - Monthly Inspect	7	818.70	
			7	\$818.70	
Landscaping					
	PMT580	Hedging	7	3,469.90	
	PMT670	Landscape Maintenance	21	9,094.10	
	PMT710	Meeting/Training	1	26.00	
	PMT720	Mowing	42	1,728.70	
			71	\$14,318.70	
Park Grand Total:			79	\$16,374.50	

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PARKS WORK ORDER COST REPORTS - CONT.

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Work Order End Dates 10/28/2018 through 10/28/2019

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9:08 AM

Park Number:	55	Alt Park ID:	PK_HRP	Name:	Hampshire Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT005	PM - Monthly	3	336.30	
	BMT340	Fence R/R, repair	2	1,103.30	
	PMT220	Play Structure - Monthly Inspect	1	60.30	
			<u>6</u>	<u>\$1,499.90</u>	
Landscaping					
	PMT670	Landscape Maintenance	27	4,702.30	
	PMT675	Landscape Renovation	1	28.40	
	PMT690	Line Trim	1	848.00	
	PMT710	Meeting/Training	8	602.70	
	PMT720	Mowing	49	3,300.70	
	PMT730	Mulching	1	1,769.90	
	PMT740	Pest Eradication	1	0	
	PMT750	Pesticide Application	3	312.90	
	PMT790	Power Washing	1	97.50	
	PMT920	Weeding	2	477.50	
	PWMT1	Litter/Debris Removal	1	3.10	
			<u>95</u>	<u>\$12,143.00</u>	
Park Grand Total:			101	\$13,642.90	

Park Work Order Costs Report

Park Work Order Costs Report
Work Order End Dates 10/28/2018 through 10/28/2019

10/28/2019

9:08 AM

Park Number:	49	Alt Park ID:	PK_HSP	Name:	Hillside Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT610	Plumbing - Drinking Fountain	1	570.30	
	PMT150	Graffiti Abatement	1	190.10	
			<u>2</u>	<u>\$760.40</u>	
Playground Equipment					
	PMT250	Play Structure - Repair Spring	1	1,369.20	
			<u>1</u>	<u>\$1,369.20</u>	
Playground					
	PMT220	Play Structure - Monthly Inspect	8	788.50	
	PMT260	Play Structure - Repair Swing	1	95.10	
			<u>9</u>	<u>\$883.60</u>	
Landscaping					
	PMT390	Storm Drain Maintenance	1	112.60	
	PMT580	Hedging	3	0	
	PMT630	Irrigation Inspection	2	410.30	
	PMT650	Irrigation Repair	1	1,202.00	
	PMT655	Irrigation Valve R/R	1	2,531.00	
	PMT670	Landscape Maintenance	33	15,372.90	
	PMT710	Meeting/Training	1	26.00	
	PMT720	Mowing	43	7,787.40	
	PMT880	Tree Trimming	1	986.60	
	PMT921	Weed Abatement and Litter/De	8	4,176.90	
	PWMT1	Litter/Debris Removal	41	12,471.80	
	PWMT4	Grant Management / Volunteer	5	1,367.50	
			<u>140</u>	<u>\$46,445.00</u>	
Park Grand Total:			152	\$49,458.20	

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Park Work Order Costs Report

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Work Order End Dates 10/28/2018 through 10/28/2019

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Park Number: 50		Alt Park ID: PK_JDP	Name: John Daly Park	
Asset	Main Task		# of WO's	Total Cost
Playground	PMT220	Play Structure - Monthly Inspe	16	1,094.60
			16	\$1,094.60
Landscaping	PMT580	Hedging	3	1,397.00
	PMT630	Irrigation Inspection	1	601.00
	PMT670	Landscape Maintenance	26	8,920.60
	PMT690	Line Trim	1	608.60
	PMT730	Mulching	1	0
	PMT750	Pesticide Application	1	161.40
	PMT921	Weed Abatement and Litter/De	2	240.40
	PWMT1	Litter/Debris Removal	1	63.90
			36	\$11,992.90
Park Grand Total:			52	\$13,087.50

Park Work Order Costs Report

Park Work Order Costs Report

10/28/2019

Work Order End Dates 10/28/2018 through 10/28/2019

9:08 AM

Park Number: 31		Alt Park ID: PK_LP	Name: Lincoln Park	
Asset	Main Task		# of WO's	Total Cost
Park WO	BMT100	Door and Hardware - Door R/F	1	934.70
	PMT150	Graffiti Abatement	1	95.10
			2	\$1,029.80
Playground	PMT220	Play Structure - Monthly Inspe	8	1,396.00
	PMT240	Playground Equipment - R/R	1	142.60
			9	\$1,538.60
Landscaping	PMT390	Storm Drain Maintenance	1	132.30
	PMT540	Edging	24	17,640.60
	PMT580	Hedging	4	1,571.20
	PMT710	Meeting/Training	1	26.00
	PMT720	Mowing	42	7,067.70
	PWMT1	Litter/Debris Removal	43	11,015.10
			115	\$37,452.90
Park Grand Total:			126	\$40,021.30

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PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

Park Work Order Costs Report

10/28/2019

Work Order End Dates 10/28/2018 through 10/28/2019

9:08 AM

Park Number:	79	Alt Park ID:	PK_LVRB	Name:	Linda Vista Retention Basin
Asset	Main Task		# of WO's	Total Cost	
Landscaping					
	PMT580	Hedging	2		0
	PMT670	Landscape Maintenance	21		3,324.00
	PMT710	Meeting/Training	1		26.00
	PMT720	Mowing	11		1,013.80
			<u>35</u>		<u>\$4,363.80</u>
Park Grand Total:			35		\$4,363.80

Park Work Order Costs Report

Park Work Order Costs Report

10/28/2019

Work Order End Dates 10/28/2018 through 10/28/2019

9:08 AM

Park Number:	38	Alt Park ID:	PK_LVP	Name:	Longview Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT005	PM - Monthly	3		185.60
			<u>3</u>		<u>\$185.60</u>
Landscaping					
	PMT580	Hedging	5		9,030.90
	PMT670	Landscape Maintenance	27		1,497.10
	PMT675	Landscape Renovation	1		28.40
	PMT710	Meeting/Training	9		630.60
	PMT730	Mulching	1		1,280.70
	PMT750	Pesticide Application	2		175.00
	PMT790	Power Washing	1		136.80
	PMT920	Weeding	1		9.10
	PVWMT1	Litter/Debris Removal	1		3.10
			<u>48</u>		<u>\$12,791.70</u>
Park Grand Total:			51		\$12,977.30

PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

Park Work Order Costs Report

10/28/2019

Work Order End Dates 10/28/2018 through 10/28/2019

9:08 AM

Park Number:	86	Alt Park ID:	PK_LCP	Name:	Lycett Park
<u>Asset</u>	<u>Main Task</u>		<u># of WO's</u>	<u>Total Cost</u>	
Park WO					
	PMT220	Play Structure - Monthly Inspe	1	60.30	
			1	\$60.30	
Playground					
	PMT220	Play Structure - Monthly Inspe	4	526.40	
			4	\$526.40	
Landscaping					
	PMT580	Hedging	2	2,885.20	
	PMT620	Irrigation Controller Adjustment	1	68.40	
	PMT660	Irrigation Sprinkler Head Repai	1	181.00	
	PMT670	Landscape Maintenance	29	3,117.40	
	PMT675	Landscape Renovation	1	28.40	
	PMT710	Meeting/Training	9	630.60	
	PMT720	Mowing	49	3,863.20	
	PMT730	Mulching	1	478.70	
	PMT750	Pesticide Application	5	1,059.70	
	PMT790	Power Washing	1	194.90	
	PMT920	Weeding	1	9.10	
	PWMT1	Litter/Debris Removal	1	3.10	
			101	\$12,519.70	
Park Grand Total:			106	\$13,106.40	

Park Work Order Costs Report

Park Work Order Costs Report

10/28/2019

Work Order End Dates 10/28/2018 through 10/28/2019

9:08 AM

Park Number:	33	Alt Park ID:	PK_MP	Name:	Marchbank Park
<u>Asset</u>	<u>Main Task</u>		<u># of WO's</u>	<u>Total Cost</u>	
Park WO					
	BMT045	Dispenser - Replace	1	190.10	
	BMT340	Fence R/R, repair	1	0	
	PMT040	Basketball Court - Resurfacing	1	766.90	
	PMT150	Graffiti Abatement	3	405.80	
			6	\$1,362.80	
Playground					
			1	0	
	BMT215	Electrical - General Repair	1	427.70	
	BMT340	Fence R/R, repair	1	285.20	
	BMT440	Graffiti Abatement	1	1,086.60	
	BMT565	Paint	1	95.10	
	PMT220	Play Structure - Monthly Inspe	16	1,094.70	
			21	\$2,989.30	
Fields					
	PMT810	Sports Field Renovation	1	15,540.80	
			1	\$15,540.80	
Landscaping					
	PMT390	Storm Drain Maintenance	2	585.90	
	PMT540	Edging	15	20,139.60	
	PMT660	Irrigation Sprinkler Head Repai	1	432.40	
	PMT670	Landscape Maintenance	11	12,640.70	
	PMT720	Mowing	93	14,281.00	
	PMT730	Mulching	4	3,552.00	
	PMT750	Pesticide Application	4	1,251.90	
	PMT870	Tree Removal	2	2,162.70	
	PWMT1	Litter/Debris Removal	4	344.30	
			136	\$55,390.50	
Park Grand Total:			164	\$75,283.40	

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PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

Park Work Order Costs Report

Work Order End Dates 10/28/2018 through 10/28/2019

10/28/2019

9:08 AM

Park Number:	41	Alt Park ID:	PK_MHP	Name:	Mission Hills Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT340	Fence R/R, repair	1	1,913.30	
	PMT150	Graffiti Abatement	1	394.50	
	PVMT200	Inspection	2	595.20	
			<u>4</u>	<u>\$2,903.00</u>	
Playground					
	PMT220	Play Structure - Monthly Insper	7	758.40	
	PMT240	Playground Equipment - R/R	1	95.10	
			<u>8</u>	<u>\$853.50</u>	
Landscaping					
			1	0	
	PMT580	Hedging	5	639.80	
	PMT670	Landscape Maintenance	25	9,250.00	
	PMT710	Meeting/Training	1	26.00	
	PVMT1	Litter/Debris Removal	44	6,897.10	
			<u>76</u>	<u>\$16,812.90</u>	
Park Grand Total:			88	\$20,569.40	

Park Work Order Costs Report

Park Work Order Costs Report

Work Order End Dates 10/28/2018 through 10/28/2019

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9:08 AM

Park Number:	75	Alt Park ID:	PK_MROS	Name:	Mussel Rock Open Space
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT005	PM - Monthly	3	456.90	
	PMT150	Graffiti Abatement	1	362.20	
			<u>4</u>	<u>\$819.10</u>	
Landscaping					
	PMT670	Landscape Maintenance	51	11,098.60	
	PMT675	Landscape Renovation	1	28.40	
	PMT710	Meeting/Training	9	630.60	
	PMT730	Mulching	3	12,762.70	
	PMT750	Pesticide Application	1	37.30	
	PMT790	Power Washing	1	205.10	
	PMT920	Weeding	1	9.10	
	PVMT1	Litter/Debris Removal	3	638.70	
	PVMT4	Grant Management / Volunteer	1	136.80	
			<u>71</u>	<u>\$25,547.30</u>	
Park Grand Total:			75	\$26,366.40	

PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

10/28/2019

Park Work Order Costs Report

9:08 AM

Work Order End Dates 10/28/2018 through 10/28/2019

Park Number:	36	Alt Park ID:	PK_NRP	Name:	Northridge Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT650	Plumbing - Repair	1		361.80
	PMT260	Play Structure - Repair Swing	1		120.60
			2		\$482.40
Playground					
	PMT220	Play Structure - Monthly Inspect	16		1,236.70
			16		\$1,236.70
Landscaping					
	PMT540	Edging	16		5,500.20
	PMT620	Irrigation Controller Adjustment	2		159.70
	PMT630	Irrigation Inspection	1		127.80
	PMT650	Irrigation Repair	1		301.60
	PMT660	Irrigation Sprinkler Head Repai	1		127.80
	PMT670	Landscape Maintenance	11		3,786.30
	PMT720	Mowing	41		4,751.70
	PMT740	Pest Eradication	7		1,271.20
	PMT780	Fluff/Rake Fibar In Play Area	2		1,247.30
			82		\$17,273.60
Park Grand Total:			100		\$18,992.70

Park Work Order Costs Report

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Park Work Order Costs Report

9:08 AM

Work Order End Dates 10/28/2018 through 10/28/2019

Park Number:	47	Alt Park ID:	PK_NWP	Name:	Norwood Park
Asset	Main Task		# of WO's	Total Cost	
Playground Equipment					
	PMT220	Play Structure - Monthly Inspect	2		246.10
			2		\$246.10
Playground					
	PMT220	Play Structure - Monthly Inspect	6		396.50
			6		\$396.50
Landscaping					
	PMT670	Landscape Maintenance	29		1,733.80
	PMT675	Landscape Renovation	1		28.40
	PMT710	Meeting/Training	9		630.60
	PMT750	Pesticide Application	2		175.00
	PMT790	Power Washing	2		903.70
	PMT920	Weeding	1		9.10
	PWMT1	Litter/Debris Removal	1		3.10
			45		\$3,483.70
Park Grand Total:			53		\$4,126.30

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PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

Park Work Order Costs Report

Work Order End Dates 10/28/2018 through 10/28/2019

10/28/2019

9:08 AM

Park Number:	39	Alt Park ID:	PK_PAP	Name:	Palisades Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT340	Fence R/R, repair	2	493.40	
	PMT150	Graffiti Abatement	1	86.10	
	PMT770	Add Fibar To Play Area	1	611.40	
			<u>4</u>	<u>\$1,190.90</u>	
Playground					
	PMT220	Play Structure - Monthly Insper	16	1,094.70	
	PMT240	Playground Equipment - R/R	1	285.20	
			<u>17</u>	<u>\$1,379.90</u>	
Fields					
	PMT670	Landscape Maintenance	11	1,882.30	
	PWMT1	Litter/Debris Removal	11	353.60	
			<u>22</u>	<u>\$2,235.90</u>	
Courts					
	PMT580	Hedging	2	112.60	
			<u>2</u>	<u>\$112.60</u>	
Landscaping					
	PMT540	Edging	16	6,843.10	
	PMT580	Hedging	5	1,520.60	
	PMT620	Irrigation Controller Adjustment	2	419.50	
	PMT630	Irrigation Inspection	2	191.70	
	PMT650	Irrigation Repair	1	191.60	
	PMT670	Landscape Maintenance	11	1,882.30	
	PMT690	Line Trim	1	844.80	
	PMT720	Mowing	43	4,629.60	
	PMT740	Pest Eradication	4	727.90	
	PMT750	Pesticide Application	1	447.10	
	PMT770	Add Fibar To Play Area	1	0	
	PMT780	Fluff/Rake Fibar In Play Area	3	5,440.80	
	PWMT1	Litter/Debris Removal	26	5,125.40	
			<u>116</u>	<u>\$28,264.40</u>	
Park Grand Total:			161	\$33,183.70	

Park Work Order Costs Report

Park Work Order Costs Report

Work Order End Dates 10/28/2018 through 10/28/2019

10/28/2019

9:08 AM

Park Number:	52	Alt Park ID:	PK_PLP	Name:	Polaris Park
Asset	Main Task		# of WO's	Total Cost	
Playground Equipment					
	PMT260	Play Structure - Repair Swing	1	180.90	
			<u>1</u>	<u>\$180.90</u>	
Playground					
	PMT220	Play Structure - Monthly Insper	13	818.70	
			<u>13</u>	<u>\$818.70</u>	
Landscaping					
	PMT580	Hedging	10	2,421.60	
	PMT670	Landscape Maintenance	26	4,002.70	
	PMT770	Add Fibar To Play Area	2	127.80	
			<u>38</u>	<u>\$6,552.10</u>	
Park Grand Total:			52	\$7,551.70	

PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

10/28/2019

Park Work Order Costs Report

9:08 AM

Work Order End Dates 10/28/2018 through 10/28/2019

Park Number:	56	Alt Park ID:	PK_SP	Name:	Skate Park
Asset	Main Task		# of WO's	Total Cost	
Park WO	BMT005	PM - Monthly	3	215.70	
			3	\$215.70	
Landscaping	PMT670	Landscape Maintenance	11	2,134.40	
	PMT750	Pesticide Application	2	925.80	
	PMT921	Weed Abatement and Litter/De	15	2,429.00	
			28	\$5,489.20	
Park Grand Total:			31	\$5,704.90	

Park Work Order Costs Report

10/28/2019

Park Work Order Costs Report

9:08 AM

Work Order End Dates 10/28/2018 through 10/28/2019

Park Number:	39	Alt Park ID:	PK_PAP	Name:	Palisades Park
Asset	Main Task		# of WO's	Total Cost	
Park WO	BMT340	Fence R/R, repair	2	493.40	
	PMT150	Graffiti Abatement	1	86.10	
	PMT770	Add Fibar To Play Area	1	611.40	
			4	\$1,190.90	
Playground	PMT220	Play Structure - Monthly Insper	16	1,094.70	
	PMT240	Playground Equipment - R/R	1	285.20	
			17	\$1,379.90	
Fields	PMT670	Landscape Maintenance	11	1,882.30	
	PWMT1	Litter/Debris Removal	11	353.60	
			22	\$2,235.90	
Courts	PMT580	Hedging	2	112.60	
			2	\$112.60	
Landscaping	PMT540	Edging	16	6,843.10	
	PMT580	Hedging	5	1,520.60	
	PMT620	Irrigation Controller Adjustment	2	419.50	
	PMT630	Irrigation Inspection	2	191.70	
	PMT650	Irrigation Repair	1	191.60	
	PMT670	Landscape Maintenance	11	1,882.30	
	PMT690	Line Trim	1	844.80	
	PMT720	Mowing	43	4,629.60	
	PMT740	Pest Eradication	4	727.90	
	PMT750	Pesticide Application	1	447.10	
	PMT770	Add Fibar To Play Area	1	0	
	PMT780	Fluff/Rake Fibar In Play Area	3	5,440.80	
	PWMT1	Litter/Debris Removal	26	5,125.40	
			116	\$28,264.40	
Park Grand Total:			161	\$33,183.70	

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PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

Park Work Order Costs Report

Work Order End Dates 10/28/2018 through 10/28/2019

10/28/2019

9:08 AM

Park Number:	71	Alt Park ID:	PK_SKD900	Name:	900 Skyline Dr Open Space
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT005	PM - Monthly	3	107.90	
	PWMT200	Inspection	1	30.20	
			<u>4</u>	<u>\$138.10</u>	
Landscaping					
	PMT670	Landscape Maintenance	27	1,405.00	
	PMT710	Meeting/Training	9	630.60	
	PMT720	Mowing	42	914.00	
	PMT730	Mulching	1	2,598.40	
	PMT750	Pesticide Application	2	110.60	
	PMT920	Weeding	1	9.10	
	PWMT1	Litter/Debris Removal	1	3.10	
			<u>83</u>	<u>\$5,670.80</u>	
Park Grand Total:			87	\$5,808.90	

Park Work Order Costs Report

Park Work Order Costs Report

Work Order End Dates 10/28/2018 through 10/28/2019

10/28/2019

9:08 AM

Park Number:	54	Alt Park ID:	PK_TNB	Name:	Thornton Beach
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT005	PM - Monthly	8	301.70	
	PMT670	Landscape Maintenance	52	8,444.10	
			<u>60</u>	<u>\$8,745.80</u>	
Landscaping					
	PWMT1	Litter/Debris Removal	1	303.10	
			<u>1</u>	<u>\$303.10</u>	
Park Grand Total:			61	\$9,048.90	

PARKS WORK ORDER COST REPORTS - CONT.

Park Work Order Costs Report

Park Work Order Costs Report

10/28/2019

Work Order End Dates 10/28/2018 through 10/28/2019

9:08 AM

Park Number:	40	Alt Park ID:	PK_WLP	Name:	Westlake Park
Asset	Main Task		# of WO's	Total Cost	
Park WO					
	BMT340	Fence R/R, repair	2	1,223.00	
	BMT341	Fence Gate R/R	1	1,502.40	
	PMT150	Graffiti Abatement	1	95.10	
	PMT260	Play Structure - Repair Swing	1	241.20	
			<u>5</u>		<u>\$3,061.70</u>
Playground					
	PMT220	Play Structure - Monthly Insper	14	1,637.40	
	PMT240	Playground Equipment - R/R	1	95.10	
	PMT260	Play Structure - Repair Swing	1	95.10	
			<u>16</u>		<u>\$1,827.60</u>
Fields					
	PMT530	Drag and Level Sports Field	51	14,005.20	
	PMT810	Sports Field Renovation	3	4,141.40	
			<u>54</u>		<u>\$18,146.60</u>
Courts					
	PMT670	Landscape Maintenance	3	383.40	
	PWMT1	Litter/Debris Removal	49	4,755.80	
			<u>52</u>		<u>\$5,139.20</u>
Landscaping					
	PMT140	Fence R/R	1	240.40	
	PMT180	Pathway Repair	1	255.50	
	PMT300	Repair Fall Surface	9	2,123.30	
	PMT390	Storm Drain Maintenance	5	4,867.10	
	PMT540	Edging	31	15,755.80	
	PMT570	Hand Watering	106	26,083.50	
	PMT580	Hedging	7	6,069.10	
	PMT620	Irrigation Controller Adjustment	1	191.60	
	PMT630	Irrigation Inspection	11	5,994.70	
	PMT640	Irrigation Reclaimed Water Insj	1	961.60	
	PMT650	Irrigation Repair	4	9,841.10	
	PMT670	Landscape Maintenance	49	17,097.60	
	PMT675	Landscape Renovation	5	3,997.50	
	PMT690	Line Trim	32	12,038.40	
	PMT720	Mowing	172	20,417.70	
	PMT730	Mulching	3	26,319.70	
	PMT740	Pest Eradication	6	2,856.50	
	PMT750	Pesticide Application	17	7,399.00	
	PMT760	Plantings	1	1,825.70	
	PMT770	Add Fibar To Play Area	1	0	
	PMT840	Tree Inspection	1	191.60	
	PMT860	Pruning	5	3,782.50	
	PMT880	Tree Trimming	1	3,760.20	
	PMT920	Weeding	9	4,250.10	
	PMT921	Weed Abatement and Litter/De	2	856.50	
	PWMT1	Litter/Debris Removal	54	36,980.20	
	PWMT3	Incident/Accident Response	1	127.80	
			<u>536</u>		<u>\$214,284.70</u>
Park Grand Total:			663	\$242,459.80	



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 27, 2020

Subject: Acceptance of ADA Self-Evaluation and Transition Plan

Recommended Action

Staff recommends the City Council adopt a resolution accepting the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan.

Background

The Americans with Disabilities Act (ADA), a comprehensive civil rights law for people with disabilities, was enacted on July 26, 1990. The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. The ADA prohibits discrimination on the basis of disability in the following five areas:

1. Title I: Employment
2. Title II: State and Local Government
3. Title III: Public Accommodations
4. Title IV: Telecommunications
5. Title V: Miscellaneous Provisions

Title II mandates that a public entity such as the City of Daly City operate services, programs and activities such that they are readily accessible to and usable by individuals with disabilities. One important way to ensure that Title II requirements are being met is through self-evaluation, which is required by the ADA regulations. A self-evaluation is a public entity's assessment of its current policies and practices which enables local governments to identify the facilities, programs and services that must be modified or relocated to ensure that local governments are complying with the ADA.

The ADA also requires that a transition plan be prepared for an agency's facilities, streets, roads and walkways. The Transition Plan should define methods used to ensure accessibility, recommend prioritized schedule for taking the steps necessary to achieve compliance, and designate the official responsible for implementation of the plan. The development of a transition plan is also a requirement of the federal regulations implementing the Rehabilitation Act of 1973, which requires that all organizations receiving federal funds make their programs available without discrimination toward people with disabilities.

The purpose of the ADA Self-Evaluation and Transition Plan is to allow the City to conduct a comprehensive analysis of all City facilities. The ADA Self-Evaluation and Transition Plan acts as a guidance document for the City to continue to meet federal ADA standards and will address any City facilities that are out of compliance to bring them up to current ADA standards. Facilities include, but are not limited to, public buildings, parks, parking lots, sidewalks, and intersections.

Discussion

On March 11, 2019, the City authorized a contract with MIG for the development of an ADA Self-Evaluation and Transition Plan.

MIG has reviewed the City's ADA policies and standards, conducted facility and pedestrian right-of-way evaluations, provided full barrier assessment reports of City buildings and public rights-of-way, held public meetings, and developed a comprehensive draft ADA Self-Evaluation and Transition Plan.

The plan will support the City in fulfilling the requirements set forth in Title II of the ADA. The plan contents include a self-evaluation of City policy and program accessibility, a transition plan for City facilities, policy and grievance procedure, resources, policy and program recommendations, and standard drawings and specification recommendations.

The ADA transition plan proposes a 15-year strategy for removing barriers at City facilities and in the public right-of-way. The City reserves the right to modify barrier removal priorities in order to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, changes in City programs, and funding opportunities and constraints. The barrier removal strategy for the next 15 years incorporates flexibility in the process and allows the City to respond to new opportunities as they arise. The transition plan shall be viewed as a living document and updated periodically to ensure on-going compliance.

The preparation of the ADA Self Evaluation and Transition Plan included public outreach. The City formed a focus group of individuals representing various disability interest areas. A focus group meeting was held in November 2019 to introduce the project and receive feedback on the development of the Plan. A second focus group meeting was held in February 2020 to review and comment on the Draft ADA Self-Evaluation and Transition Plan. In addition to the focus group, the Draft Plan was posted on the City's website and hard copies were made available at the City Clerk's office in City Hall for public comment.

Fiscal Impact

There is no fiscal impact associated with adopting the ADA Self-Evaluation and Transition Plan. However, the ADA Self-Evaluation and Transition Plan estimates the cost to remove access barriers in City facilities and public right-of-way at approximately \$645 million. Opportunities for funding the removal of access barriers in the public right-of-way include:

- Projects for new construction;
- Projects for roadway alterations;
- Maintenance and repair projects and programs;

- Dedication of a fund for ADA barrier removal;
- Require private developers to remove access barriers when development affects facilities within the right-of-way; and
- Actively seek out and apply for grant funding specific to removal of access barriers when available.

Removal of barriers will be considered on future projects and will require dedicating project funds towards disability requirements, resulting in less funds for non-disability components.

Although the ADA requires an ADA Self-Evaluation and Transition Plan, the ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Summary/Conclusion

Public Works staff recommends the City Council adopt a resolution accepting the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan.

Staff is available to provide any additional information desired by the Mayor or Council members.

Respectfully submitted,



Sibely Calles
Senior Management Analyst



Richard Chiu, Jr
Director of Public Works

Attachment: ADA Self-Evaluation and Transition Plan



ADA Self-Evaluation and Transition Plan

City of Daly City, California

FINAL PLAN

July 2020

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Executive Summary

Daly City's Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan (the Plan) supports the City in fulfilling the requirements set forth in title II of the ADA. The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. The Plan assists the City in identifying policy, program, and physical barriers to accessibility and guides the City in developing barrier removal solutions to facilitate the opportunity of access to all individuals.

ADA Coordination & Management

As required by the ADA, Daly City has designated an ADA Coordinator to oversee the implementation of the Plan. The Director of Public Works will serve as the ADA Coordinator. The ADA Coordinator is responsible for the coordination and development of the City's efforts to comply with title II and for investigating any accessibility-related complaints. The ADA Coordinator is also responsible for overseeing the City's efforts to comply with all other applicable state and federal facility and program accessibility requirements.

Public Involvement

As required by the ADA, Daly City involved people with disabilities in the development of the Plan. A focus group of representatives from organizations that serve people with disabilities and individuals with disabilities was brought together to provide insights on the planning process. The focus group participants reviewed project products, shared experiences, and discussed planning priorities for the removal of barriers. The draft Plan was made available for public review online and at City Hall.

Accessibility of City Programs, Activities, and Services

Title II of the ADA emphasizes the accessibility of programs, activities, and services. The Plan addresses these issues by providing recommendations based on a comprehensive review of current practices, policies, plans, guidelines, and construction specifications. The process included every department and program that provides services to the public. Based on the review, recommendations were developed for removing programmatic and policy barriers and ensuring the accessibility of City programs, activities, and services. The following action steps summarize the comprehensive set of recommendations the City can undertake to continue to work towards accessibility:

- Provide information about the accessibility of facilities where City programs, activities, and services are provided.
- Provide information about requesting program modifications, alternative formats of materials, auxiliary aids, and accessible services.
- Ensure that City events, programs, and services are accessible to people with disabilities. This includes events, programs, and services offered directly by the City and offerings on behalf of the City by non-City organizations.

- Post information about the ADA grievance procedure in City offices and on department websites.
- Increase outreach to people with disabilities and the organizations that serve them to increase participation and inclusion in City programs.
- Ensure that staff training incorporates information about interacting with and assisting people with disabilities.
- Ensure consistency across departments, divisions, and programs in implementing ADA program requests, tracking complaints and comments, and following grievance procedures.
- Continue to develop an organizational culture that prioritizes and promotes accessibility across all City departments and functions.

Accessibility of City Facilities

When relocating programs, activities, and services to accessible locations or providing auxiliary aids and services is not feasible, the ADA requires the City to complete a transition plan describing the physical modifications to facilities that will support accessible programs, activities, and services. The City's transition plan is the result of a detailed evaluation, using current accessibility standards, of all City buildings where programs, activities, and services are available to the public, as well as the public right-of-way. The City will accomplish barrier removal at its buildings through policy and procedure modifications to remove programmatic barriers, or maintenance and construction projects to remove structural barriers.

Costs included in this report are planning-level estimates only in 2019 dollars. It is assumed there will be a three percent per year escalation applied to the estimates over the 15-year timeline. Prior to scoping work at a site or preparing budgets or financial forecasts, further consideration will be needed to review site-specific needs, constraints, design and construction management costs, contingencies, and other considerations beyond the scope of a planning-level estimate or analysis.

- Building and park facilities is \$5,577,506
- Right-of-way facilities is \$640,403,525

Title II regulations state that if a transition plan will take more than one year to fully implement, it must contain interim steps to provide program accessibility. A 15-year time frame has been identified for barrier removal for City facilities. The Plan provides a framework for the continuous improvement to facilities for people with disabilities. Daly City is developing a strategy to address easily achievable modifications within an accelerated timeframe to make progress while initiating longer term projects.

Moving Forward

The Plan provides a foundation for removing barriers to facilities and programs offered by the City. It provides an inventory of the current status of the City's programs, activities, services, and buildings. It provides recommendations for the removal of programmatic and facility barriers, establishes a timeline for mitigation of architectural barriers, and includes people with disabilities in the planning process.

1. Introduction

The ADA Self-Evaluation and Transition Plan will support Daly City in fulfilling the requirements set forth in title II of the Americans with Disabilities Act (ADA). The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. The Plan will assist the City in identifying policy, program, and physical barriers to accessibility and will guide the City in developing barrier removal solutions.

1.1 Legislative Mandate

The Americans with Disabilities Act (ADA) is a comprehensive civil rights law for persons with disabilities that provides protection against discrimination in both employment and the provision of goods and services. The ADA was passed by Congress on July 26, 1990 and states that its purpose is to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

Title II of the ADA covers programs, activities, and services of state and local governments. Under the requirements of the ADA,

No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.¹

The U.S. Department of Justice (DOJ) published revised regulations for titles II and III of the ADA in the Federal Register on September 15, 2010. These regulations adopted enforceable updated accessibility standards called the 2010 ADA Standards for Accessible Design (2010 Standards). Beginning on March 15, 2012, compliance with the 2010 Standards is required for new construction and alterations under titles II and III. The compliance date for using the 2010 Standards for program accessibility and barrier removal was also March 15, 2012.

Under the requirements of the 1990 ADA and the 2010 Standards, Daly City may not specifically, either directly or through contractual arrangements:

- Deny persons with disabilities the opportunity to participate as members of advisory boards and commissions;
- Deny persons with disabilities the opportunity to participate in programs, activities, or services that are offered to others or compel people to participate in separate or different activities based on disability;

¹ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

- Make selections in determining the location of facilities that have the effect of excluding or discriminating against persons with disabilities; or
- Deny access to people with disabilities who require the assistance of a service animal in any area of the City's facilities where the public is normally allowed.

Further, title II of the ADA provides that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the entity's programs, activities, and services.²

The Plan and certain documents incorporated by reference establishes Daly City's ADA Self-Evaluation and Transition Plan.

Application of Regulations

The City, as a public entity that provides public programs and facilities, is subject to the ADA's Title II Requirements for State and Local Government Programs and Services. All agencies, regardless of size, are required to complete an ADA Self-Evaluation Plan and provide public notice about the ADA's provisions. Agencies (such as Daly City) that employ 50 or more persons are required to complete an ADA Transition Plan, identify an ADA Coordinator, and develop and publish grievance procedures to provide fair and prompt resolution of accessibility complaints as part of its Plan.³

1.2 Accessible Programs and Facilities

As a title II agency, the City is responsible for the provision of accessible programs and facilities that are available without discrimination toward people with disabilities. A fundamental tenet of title II of the ADA is *"the principle that individuals with disabilities must be provided an equally effective opportunity to participate in or benefit from a public entity's aids, benefits, and services."*⁴

This principle, here referred to as program accessibility, is described in 28 *CFR* § 35.149-35.150. II-5.1000 General).

A public entity may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible. A public entity's services, programs, or activities, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as program accessibility, applies to all existing facilities of a public entity. Public entities, however, are not necessarily required to make each of their existing facilities accessible.

² DOJ, Title II Regulations Subpart A § 35.105 Self-evaluation

³ 28 *CFR* § 35.107 - Designation of responsible employee and adoption of grievance procedures.

⁴ 28 *CFR* § 35.130-35.135. II-3.3000 Equality in participation/ benefits

Maintaining Accessible Facilities

In addition to providing programmatic access, the City is obligated to maintain all accessible facilities in working order. Exceptions are provided for temporary disruptions. The ADA contains the following language regarding the maintenance of accessible features.

Public entities must maintain in working order equipment and features of facilities that are required to provide ready access to individuals with disabilities. Isolated or temporary interruptions in access due to maintenance and repair of accessible features are not prohibited.

Where a public entity must provide an accessible route, the route must remain accessible and not blocked by obstacles such as furniture, filing cabinets, or potted plants. An isolated instance of placement of an object on an accessible route, however, would not be a violation, if the object is promptly removed. Similarly, accessible doors must be unlocked when the public entity is open for business.

Mechanical failures in equipment such as elevators or automatic doors will occur from time to time. The obligation to ensure that facilities are readily accessible to and usable by individuals with disabilities would be violated, if repairs are not made promptly or if improper or inadequate maintenance causes repeated and persistent failures.⁵

The California Building Code (CBC) contains the following language regarding the maintenance of accessible features.

A public accommodation shall maintain in operable working condition those features of facilities and equipment that are required to be accessible to and useable by persons with disabilities. Isolated or temporary interruptions in service or accessibility due to maintenance or repairs shall be permitted.⁶

1.3 Discrimination and Accessibility

This section provides an overview of physical and program accessibility and the basic methods for providing access. Absence of discrimination requires that both types of accessibility be provided.

Physical accessibility requires that a facility is barrier-free. Barriers include any obstacles that prevent or restrict the entrance to or use of a facility.

Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from a public entity's programs and services. Program accessibility includes physical accessibility, but also entails all the policies, practices, and

⁵ ADA Title II Technical Assistance Manual II-3.10000

⁶ 2019 California Access Compliance Advisory Reference Manual, Division of the State Architect, 11B-108

procedures that permit people with disabilities to participate in programs and to access important information.

Programs offered by the City to the public must be accessible. Accessibility includes advertisement, orientation, eligibility, participation, testing or evaluation, physical access, provision of auxiliary aids and services, transportation, policies, and communication.

Daly City may achieve program accessibility through several methods:

- Structural methods such as altering an existing facility,
- Acquisition or redesign of equipment,
- Assignment of aids to beneficiaries, and/or
- Provision of services at alternate sites.

When choosing a method of providing program access, the City is required to prioritize the method that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities.

1.4 ADA Self-Evaluation Process

Programs, activities, and services offered by the City to the public must be accessible to people with and without disabilities. Accessibility applies to all aspects of programs or services provided by the City. The ADA self-evaluation of programmatic access identifies and makes recommendations to correct policies and practices that are inconsistent with title II regulations and result in limitations to access for people with disabilities. As part of the self-evaluation process, the City:

- Identified City programs, activities, and services;
- Reviewed the policies, practices, and procedures that govern the administration of the City's programs, activities, and services;
- Will provide opportunity for public comment;
- Will make the report available to the public; and
- Will correct any programs, activities, and services that are not consistent with the regulations.

In 2019, the City evaluated its policies, programs, and procedures to determine current levels of service and the extent to which its policies and programs created barriers to accessibility for people with disabilities. The City is actively addressing the findings of the evaluation and is tracking the progress of modifications to programs, activities, and services. Recommended actions for City programs, activities, and services can be found in Section 3 of the Plan.

1.5 ADA Transition Plan Process

The ADA transition plan is a document that outlines a strategy for the City to progress toward compliance with the ADA and CBC Standards. The transition plan identifies barriers for people with disabilities and a schedule to remove those barriers over time. The City's transition plan must include:

- A list of barriers in City facilities that limit the accessibility of programs, activities, or services to individuals with disabilities;
- A detailed outline of feasible methods to remove these barriers and make the facilities accessible;
- A schedule for taking the necessary steps to remove barriers to accessibility;
- The opportunity for the public to provide comment on the Plan; and
- The name of the individual responsible for the Transition Plan's implementation.

In 2019, the City conducted a physical audit of facilities to locate barriers to access and identify recommendations and alterations to meet state and federal accessibility standards.

The standards used for the facility evaluations are the 2010 *ADA Standards for Accessible Design*, the 2019 California Building Code, and, where appropriate, the 2015 Architectural Barriers Act (ABA) Standards section for Outdoor Developed Areas. As building codes are revised every few years, the barrier evaluations conducted provide an assessment of current conditions as viewed by current code and provide a baseline for future barrier removal.

1.6 Public Outreach for the Plan

A public entity is required to accept comments from the public on its ADA Self-Evaluation and Transition Plan and is encouraged to consult with individuals with disabilities and organizations that represent them to assist in the self-evaluation process. Many individuals with disabilities have unique perspectives on a public entity's programs, activities, and services.

For this planning process the City formed a focus group of individuals representing various disability interest areas. A focus group meeting was held in November 2019 to introduce the project and receive feedback on the development of the Plan. A second focus group meeting was held in February 2020 to review and comment on the Draft ADA Self-Evaluation and Transition Plan. The summaries from these meetings is included as Appendix B: Public Outreach.

In addition to the focus group, the Draft Plan was posted on the City's website and hard copies were made available at the City Clerk's office in City Hall for public comment. After completion of the public comment period, final edits were made to the document for the Plan to be presented to the City Council for acceptance.

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2. Definitions

For the purpose of this document, the terms defined in this section have the indicated meaning. The meaning of terms not specifically defined here or in regulations issued by the DOJ and the U.S. Department of Transportation to implement the ADA⁷ or in referenced standards shall be as defined by collegiate dictionaries in the sense that the context implies.

Accessible. A site, building, facility or portion thereof is deemed accessible when it is approachable and usable by persons with disabilities in compliance with technical standards adopted by the relevant Administrative Authority.

Accessible Route. A continuous unobstructed path connecting accessible elements and spaces of an accessible site, building or facility that can be negotiated by a person with a disability using a wheelchair, and that is also safe for and usable by persons with other disabilities. Interior accessible routes may include corridors, hallways, floors, ramps, elevators and lifts. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps and lifts⁸.

Administrative Authority. A governmental agency that adopts or enforces regulations and guidelines for the design, construction, or alteration of buildings and facilities.

ADA Coordinator. The individual responsible for coordinating the efforts of the government entity to comply with title II and investigating any complaints that the entity has violated title II. Also commonly known as a *Disability Access Manager* or *Accessibility Manager*.

Auxiliary Aids and Services. Refers to ways to communicate with people who have communication disabilities such as blindness, vision loss, deafness, hearing loss, a combination of vision and hearing loss or speech or language disorders. The key to deciding what aid or service is needed to communicate effectively with people with disabilities and their companions is to consider the nature, length, complexity and context of the communication as well as the person's normal method(s) of communication. Auxiliary aids and services include the use of interpreters, notetakers, readers, assistive listening systems, captioning and **TTYs** or the provision of alternate formats such as braille, ASCII text, large-print format, recorded audio and electronic formats like CDs and DVDs.

Blended Transition. Raised pedestrian street crossings, depressed corners, or similar connections between the pedestrian access route at the level of the sidewalk and the level of the pedestrian street crossing that have a grade of five percent or less.

Clear Floor or Ground Space. The minimum unobstructed floor/ground space required to accommodate a single, stationary wheeled mobility device and occupant. Clear floor/ground

⁷ 28 C.F.R. § 35.104 Definitions.

⁸ California Code of Regulations, Title 24, Part II, 11B-202 Definitions

space provides a location for a wheeled mobility device user to approach and make use of an element.

Complaint. A complaint is a claimed violation of the ADA.

Cross Slope. The grade that is perpendicular to the direction of pedestrian travel. On a sidewalk, cross slope is measured perpendicular to the curb line or edge of the street or highway.

Curb Line. A line at the face of the curb that marks the transition between the curb and the gutter, street, or highway.

Curb Ramp. A ramp that cuts through or is built up to the curb. Curb ramps can be perpendicular or parallel, or a combination of parallel and perpendicular ramps.

Disability. The term disability means, with respect to an individual:

- a physical or mental impairment that substantially limits one or more of the major life activities of such individual
- having a record of impairment
- being regarded as having a disability or such impairment

Discrimination on the Basis of Disability.⁹ Discrimination on the basis of disability means to:

- limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability
- limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability
- participate in a contract that could subject a qualified citizen with a disability to discrimination
- use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability
- deny equal benefits because of a disability
- fail to make reasonable modifications to known physical or mental limitations of an otherwise qualified individual with a disability unless it can be shown that the modification would impose an undue burden on the City's operations
- use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public
- fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity

⁹ 28 CFR Parts 35 and 36 Amendment of Americans with Disabilities Act Title II and Title III Regulations to Implement ADA Amendments Act of 2008

Effective Communication. Communication with people who have vision, hearing and/or speech disabilities that is equally effective as communication with people without disabilities.

Element. An architectural or mechanical component of a building, facility, space, site, or public right-of-way.

Facility. All or any portion of buildings, structures, improvements, elements, and pedestrian or vehicular routes located in the public right-of-way.

Fundamental Alteration. A modification that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered. If a public entity can demonstrate that the modification would fundamentally alter the nature of its service, program, or activity, it is not required to make the modification. If a public accommodation (private entity) can demonstrate that a modification would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations it provides, it is not required to make the modification¹⁰.

Grade. The degree of inclination of a surface. See slope. In public right-of-way, grade is the slope parallel to the direction of pedestrian travel.

Grade Break. The line where two surface planes with different grades meet.

Having a Record of Impairment. An individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity or has been diagnosed, correctly or incorrectly, as having such impairment.



International Symbol of Accessibility (ISA). The ISA is recognized worldwide as a symbol identifying accessible elements and spaces (Figure 3). Standards issued under the ADA and ABA reference and reproduce the ISA to ensure consistency in the designation of accessible elements and spaces. Uniform iconography promotes legibility, especially for people with low vision or cognitive disabilities. Guidance on use of the ISA under the ADA and the ABA is available at <https://www.access-board.gov/attachments/article/1898/ISA-guidance.pdf>.

Maintenance. Routine or periodic repair of all pedestrian facilities to restore them to the standards to which they were originally designed and built. Maintenance does not change the original purpose, intent, or design of public sidewalks, shared-use paths, curb ramps, crosswalks, pedestrian islands, or other public walkways.

¹⁰ DOJ ADA Update: A Primer for State and Local Governments

Operable Part. A component of an element used to insert or withdraw objects, or to activate, deactivate, or adjust the element. The technical requirements for operable parts apply to operable parts on accessible pedestrian signals and pedestrian pushbuttons and parking meters and parking pay stations that serve accessible parking spaces.

Other Power-Driven Mobility Device (OPDMD). An OPDMD is any mobility device powered by batteries, fuel, or other engines that is used by individuals with mobility disabilities for locomotion and designed to operate in areas without defined pedestrian routes.

Path of Travel. An identifiable accessible route within an existing site, building, or facility by means of which a particular area may be approached, entered and exited, and which connects a particular area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility, and other parts of the facility. When alterations, structural repairs or additions are made to existing buildings or facilities, the term “path of travel” also includes the toilet and bathing facilities, telephones, drinking fountains and signs serving the area of work.¹¹

Pedestrian Access Route. A continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path in the public right-of-way.

Pedestrian Circulation Path. A prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

Physical or Mental Impairments. Physical or mental impairments may include, but are not limited to, vision, speech and hearing impairments; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; Hepatitis B; HIV infection (HIV condition); and drug addiction, if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

The following conditions are not physical or mental impairments: transvestitism; illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper, if not symptoms of a mental or physiological disorder.

Primary Function. A major activity for which a facility is intended. Areas that contain a primary function include, but are not limited to, the dining area of a cafeteria, the meeting rooms in a conference center, or offices and other work areas in which the activities of the public entity using a facility are carried out.

Program Accessibility. A public entity's programs, activities, or services, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities.

¹¹ California Code of Regulations, Title 24, Part II, 11B-202 Definitions

Public Entity. Any state or local government; any department, agency, special-purpose district or other instrumentality of a state or local government.

Public Right-of-Way. Public land or property, usually in interconnected corridors, that is acquired for or dedicated to transportation purposes.

Qualified Historic Facility. A facility that is listed in or eligible for listing in the National Register of Historic Places, or designated as historic under an appropriate state or local law.

Qualified Individual with a Disability. A qualified individual with a disability means an individual with a disability who--with or without reasonable modification to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services--meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the City.

Reasonable Modification. A public entity must modify its policies, practice, or procedures to avoid discrimination unless the modification would fundamentally alter the nature of its program, activity, or service. An example of a reasonable modification is to permit the use of service animal by an individual with a disability at facilities that generally prohibit animals.¹²

Regarded as Having a Disability. An individual is *disabled* if she or he is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists.

Running Slope. The grade that is parallel to the direction of pedestrian travel.

Scoping. Requirements that specify what features are required to be accessible and, where multiple features of the same type are provided, how many of the features are required to be accessible.

Service Animal. Service animals are dogs (and in certain circumstances miniature horses) that are individually trained to perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheeled mobility device, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post-Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.¹³ Additional guidance on service animals can be found in the resources section of the plan.

¹² DOJ ADA Update: A Primer for State and Local Governments

¹³ US Department of Justice, https://www.ada.gov/service_animals_2010.htm

Title II regulations now include the following assessment factors to assist public entities in determining whether miniature horses can be accommodated as service animals in their facilities

1. the miniature horse is housebroken
2. the miniature horse is under the owner's control
3. the facility can accommodate the miniature horse's type, size and weight
4. the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility

Slope. Ground surface that forms a natural or artificial incline. Slope is typically conveyed as either a percentage or a ratio that represent the change in elevation between two points of an incline divided by the horizontal distance between the two points.

- **Cross Slope.** The slope perpendicular to the direction of travel.
- **Running Slope.** The slope parallel to the direction of travel.
- **Compound Slope.** A slope composed of two or more separate slopes with different grade angles.

Substantial Limitations of Major Life Activities.¹⁴ An individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity, or (b) substantially limits the condition, manner or duration under which she or he can perform a particular major life activity in comparison to other people.

Major life activities are functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

- the nature and severity of the impairment
- the duration or expected duration of the impairment
- the permanent or long-term impact (or expected impact) of or resulting from the impairment

Technical Standards. Requirements that establish the design criteria for accessible features, including the specific numbers, conditions, and measurements that are required.

¹⁴ 28 CFR Parts 35 and 36 Amendment of Americans with Disabilities Act Title II and Title III Regulations to Implement ADA Amendments Act of 2008

Technically Infeasible. With respect to an alteration of a building or a facility, an action that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in full and strict compliance with the minimum requirements. Where technical infeasibility is encountered, compliance is still required to the maximum extent technically feasible.

Telecommunications Display Device (TDD). A telecommunications display device for the deaf (TDD) is an electronic device for text communication via a telephone line, used when one or more of the parties has hearing or speech difficulties. Other names for TDD include TTY.

Telecommunications Relay Service (TRS) or 711. The free, nationwide telecommunications relay service, reached by calling 711, uses communications assistants who serve as intermediaries between people who have hearing or speech disabilities who use a text telephone (TTY) or text messaging and people who use standard voice telephones. The communications assistant tells the telephone user what the other party is typing and types to tell the other party what the telephone user is saying. TRS also provides speech-to-speech transliteration for callers who have speech disabilities.

Text Telephone (TTY). Teletypewriters or text telephones have a keyboard and a visual display for exchanging written messages over the telephone. The ADA established a free, nationwide relay network to handle voice-to-TTY and TTY-to-voice calls, which is reached by calling 711. TTY is a more general term for teletypes, but is often referred to as TDD.

Vertical Surface Discontinuities. Vertical differences in level between two adjacent surfaces.

Video Relay Service (VRS). VRS is a free, subscriber-based service for people who use sign language and have videophones, smart phones, or computers with video communication capabilities. For outgoing calls, the subscriber contacts the VRS interpreter, who places the call and serves as an intermediary between the subscriber and a person who uses a standard voice telephone. The interpreter tells the telephone user what the subscriber is signing and signs to the subscriber what the telephone user is saying.

Wheeled Mobility Device. A manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion. Also referred to as a manual wheelchair, a power wheelchair, an electric scooter, or an electric bicycle.

List of Acronyms

ABA – Architectural Barriers Act

ADA – Americans with Disabilities Act

ADAAG – ADA and ABA Accessibility Guidelines

AGODA – Accessibility Guidelines: Outdoor Developed Areas

ASL – American Sign Language

CBC – California Building Standards Code, Title 24

CFR – Code of Federal Regulations

DOJ – Department of Justice

DSA – California Division of the State Architect

HIN – High Injury Network

ISA – International Symbol of Accessibility

OPDMD – Other Power-Driven Mobility Device

PTSD – Post-Traumatic Stress Disorder

TDD – Telecommunications Display Device

TTY – Text Telephone

VRI – Video Remote Interpreting Services

VRS – Video Relay Service

3. Self-Evaluation of Policy and Program Accessibility

Under the ADA, all programs, activities, and services offered to the public by Daly City must be accessible for people with and without disabilities. Accessibility applies to all aspects of a program or service. Under title II, public entities are required to periodically evaluate their programs, activities, and services. The self-evaluation process identifies barriers and makes recommendations to correct policies and practices that are inconsistent with title II regulations and result in limitations to access for people with disabilities. Daly City's evaluation included three elements: a staff questionnaire, a review of City policies, and a review of the City's standards and specifications. This report describes the findings of the staff questionnaire and policy review and provides a summary of the evaluation of standards and specifications.

The ADA Coordinator, or designee, will follow-up with each department to review the recommendations contained in the Self-Evaluation section. In those situations where a policy, program, or procedure creates a barrier to accessibility that is unique to a department or a certain program, the ADA Coordinator, or designee, will coordinate with the department head or program manager to address the removal of the barrier in the most reasonable and accommodating manner in accordance with applicable law.

3.1 Staff Questionnaire and Policy Review Summary

A program accessibility questionnaire was administered to City staff in May 2019. The questionnaire highlighted areas where the City is effectively meeting the needs of people with disabilities, while also identifying gaps in City practices. A corresponding evaluation of the City's services, policies, and practices was also undertaken during the same period. The review included the City Municipal Code, policies and administrative rules, public documents, forms, and applications, and a wide range of the City's programmatic offerings.¹⁵ The findings were integrated into the Plan and will serve as a basis for the implementation of improved access to City programs as required by the ADA.

¹⁵ As part of its ongoing accessibility efforts, the City is responsible for periodic self-evaluations to ensure continued compliance with the ADA, particularly as City and legislative conditions change.

This section is organized into the following categories based on the requirements of title II of the ADA, in the order they appeared in the questionnaire:

- Customer Service Practices
- Staff Training
- Contracting, Licensing, or Other Arrangements
- Public Meetings
- Program Participation
- Transportation Services
- Tours and Trips
- Accessible, Adaptive Equipment Used by the Public
- Printed and Online Materials
- Website Accessibility
- Televised and Audiovisual Information
- Telecommunications
- Emergency Planning
- Notice, Grievance, and Complaint Procedure
- Facilities

Findings and actions are identified from the questionnaire, the policy review process, or both. Barrier removal actions are based on the ADA's legislative requirements or other best practice guidelines for accessibility. Some actions are always required, such as posting a notice of nondiscrimination, while other actions are only required when requested, such as providing alternative formats (e.g., large print or braille). In many cases, the City has multiple options for providing accessible programs, activities, and services. This section also includes implementation strategies and links to the federal government's online best practices tool kit.¹⁶

The reviewed services, policies, and practices were entered in a Self-Evaluation Workbook in an MS Excel format, which documents existing conditions and suggests barrier removal actions for providing access to City programs. The Self-Evaluation Workbook is intended to be the working document for implementing improvements and should be maintained by the City's ADA Coordinator.

Customer Service Practices

In-person interaction with the public is one of the primary functions of many City departments. To meet ADA standards for these interactions, staff should be aware of the formal and informal procedures for assisting people with disabilities, including appropriate responses to requests for program modifications and guidelines for accommodating service animals.¹⁷

¹⁶ The Tool Kit should be considered a helpful supplement to – not a replacement for – the regulations and technical assistance materials that provide more extensive discussions of ADA requirements. For the full “Best Practices Tool Kit for State and Local Governments,” see <https://www.ada.gov/pcatoolkit/toolkitmain.htm>.

¹⁷ Only dogs are recognized as service animals under title II of the ADA. In limited cases, miniature horses that are individually trained to perform tasks for people with disabilities may also qualify to provide services. Emotional support, therapy, comfort, or companion animals are not considered service animals under the ADA.

Policy Review Summary

The City's code of ordinances contains many references to "handicap" and "handicapped." These terms do not reflect current etiquette guidelines for referring to people with disabilities or general accessibility topics. While not required by ADA legislation, updating this terminology will help reflect Daly City's efforts at cultural sensitivity and inclusivity.

The City's code of ordinances establishes specific parameters for animals, particularly dogs. These include but are not limited to on-leash standards, prohibitions against dogs in particular recreation spaces, limits on the number of animals allowed in premises, and prohibitions against horses on public sidewalks. Each of these policies could discriminate against people with disabilities.

Barrier Removal Actions

- Make appropriate modifications to regular practices to accommodate the needs of individuals with disabilities when providing customer service.¹⁸
- Continue the policy of not charging an additional fee to people requesting a program modification due to their disability.¹⁸
- Update policies on service animals, especially relating to miniature horses and presence in City facilities.¹⁹
- Update language in City code of ordinances to reflect best practices in accessibility terminology.

Implementation Strategies

- Develop and disseminate best practice resources for staff to formalize the City's approach to addressing accessibility concerns.
- Ensure that staff members are aware of the City's policy regarding service animals, including standards for miniature horses, and ensure that staff are trained to appropriately implement this policy.
- Develop a process for determining reasonable modifications as they are requested by people with disabilities. The process should address the following considerations:
 - Ensure the public has easy access to information about how to make a request for modifications and understand who to contact.
 - Ensure all staff can direct a person making a request to the appropriate staff member.
 - Ensure requests can be accepted from someone on behalf of the person with a disability and are not be required to be in writing.
 - Ensure that requests and outcomes are tracked.

¹⁸ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

¹⁹ DOJ, Title II Regulations Subpart B § 35.136 Service animals

Staff Training

As a part of the City's on-going staff development and training, the incorporation of disabilities awareness, standards, and resources is encouraged for all staff interfacing with the public or who maintain the facilities used by the public.

Policy Review Summary

Staff training across multiple areas does not cover interactions with people with disabilities.

Barrier Removal Actions

- Ensure that City staff is knowledgeable about obligations, policies, and procedures for providing accessible services, programs, and activities to the public.²⁰
- Ensure that City staff is knowledgeable about procedures for responding to requests for modifications.²⁰
- Ensure that City staff is knowledgeable about construction and maintenance of accessible facilities.²¹
- Ensure that staff is knowledgeable about standards and plans for safely assisting people with disabilities during emergency evacuations.²²

Implementation Strategies

- Provide all City staff with ongoing awareness and sensitivity training.
- Develop a comprehensive disability access training program. Educate City staff about their responsibilities under the ADA. The City's ADA Coordinator or department supervisors should be responsible for ensuring that staff members receive training. Staff members who have contact with the public should receive additional training about the process of providing modifications and assistive devices to make their programs, activities, and services accessible. Ensure that training also includes information about responding to a variety of disabilities and the availability of program-specific adaptations, assistive devices, and modifications.
- Develop standard guidelines for training materials. These guidelines should include standard language that appropriately describes the City's policy on inclusion and nondiscrimination. Staff members should receive training in using the guidelines effectively.
Offer training to staff members that have contact with the public and wish to learn basic ASL communication skills. Training should emphasize basic communication and should not be viewed as a substitute for utilizing qualified ASL interpreters when requested.
- Train maintenance staff regarding accessibility compliance and building codes to maintain facilities in an accessible condition.
- Incorporate assistance for people with disabilities into training for building evacuation procedures.

²⁰ DOJ, Title II Regulations Subpart E § 35.160 General; Subpart B § 35.130 General prohibitions against discrimination

²¹ DOJ, Title II Regulations Subpart B § 35.133 Maintenance of accessible features

²² 42 U.S.C. § 12132; see generally, DOJ, Title II Regulations Subpart B § 35.130, Subpart D § 35.149

Contracting, Licensing, or Other Arrangements

All events on public property should be accessible to people with disabilities. Many public agencies rely on the use of contractors, licensees, consultants, and other entities for the delivery of services. When a public agency rents its properties to a third party for special events, the responsibility for maintaining an accessible environment is temporarily deferred to the tenant. These entities are considered an extension of the City's services and are required to adhere to the same ADA regulations as the City.

Policy Review Summary

The permitting process and ordinance language for parades and processions on City streets and sidewalks do not address responsibility for accessibility of the right-of-way.

Barrier Removal Actions

- Ensure that contractors, licensees, consultants, and other entities providing or delivering services for the City adhere to the same ADA regulations as the City.²³
- Ensure the City selects procurement contractors using criteria that does not discriminate on the basis of disability.²³
- Maintain City facilities in an accessible order to help ensure the accessibility of events held by public and private organizations.²⁴

Implementation Strategies

- Ensure contractors, licensees, and other entities providing services to the public are aware of their obligation to make City programs and activities accessible. Provide checklists, resources, contractual language, or other means to help them understand and meet their obligations.
- Monitor public programs and activities provided by contractors, licensees, and other entities to ensure continued accessibility. Provide staff with resources for conducting this review.
- Inform organizations that coordinate or sponsor events at City facilities about applicable ADA requirements.

Public Meetings

Public meetings are a regularly occurring activity for public agencies. The main objective of any public meeting is to impart and solicit information on issues of importance to the agency. Where these meetings are held is one of the important considerations for meetings under the requirements of the ADA.

²³ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

²⁴ DOJ, Title II Regulations Subpart B § 35.133 Maintenance of accessible features

Policy Review Summary

Meeting agendas for Library and Recreation Services direct people with disabilities to call the department for auxiliary aids or other assistance, but contact information is not provided. The current policy for public comment limits speaking time and does not address exceptions for persons with disabilities that impact speech.

Barrier Removal Actions

- Ensure that public meetings are held in accessible facilities with access to adaptive equipment as requested.²⁵
- Provide agendas and other meeting materials in alternative formats upon request.²⁵
- Provide flexibility in the time limit on speaking for individuals with communication difficulties.²⁵
- Ensure assistive listening devices are provided for public meetings where sound at the meeting is amplified.²⁶

Implementation Strategies

- Ensure a consistent advanced notice requirement and communicate this to both staff and the general public. Questionnaire respondents reported differing standards for advanced notice.
- Display a notice on meeting agendas and/or web pages providing agendas and other meeting materials that indicates the availability of alternative formats of meeting materials and other elements of meeting participation, and the contact information for the staff member(s) who can provide assistance.
- Prepare a list of accessible meeting spaces to facilitate the scheduling of meetings or the relocation of meetings as needed upon request.
- Move disability-related agenda items to the beginning of agendas when possible. Some people with disabilities are unable to stay late at meeting because they use transit, have fixed schedules, and/or rely on personal care attendants.
- Maintain a list of on-call ASL interpreters who can attend meetings upon request to assist individuals who are deaf or have hearing loss.
- Develop a checklist and provide instruction to staff on ensuring the accessibility of meetings. Guidelines should include examples of the types of modification requests that may be made by people with different types of disabilities, including assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies like real-time captioning. Other considerations include the layout of the room and the locations of the sign-in and refreshments tables, bathrooms, and other elements to ensure these features are accessible.
- Assign a member of staff as a greeter at public meetings and events. Identify this person as a resource for people who may require assistance.

²⁵ DOJ, Title II Regulations Subpart E § 35.160 General

²⁶ DOJ, Title II Regulations Subpart E § 35.160 General; 2010 Standards 219.2 Required Systems

Program Participation

The public must be able to access all programs, activities, and services, regardless of disability, unless a modification would result in a fundamental alteration to the nature of a service, program, or activity or impose undue financial and administrative burdens.²⁷ Admission criteria, ability to complete forms, and participation in interviews must be available to all members of the public by providing reasonable modifications. Specific standards for the City's facilities with ticketed, fixed seating are intended to ensure equal access to special events.

Policy Review Summary

For library and recreation programs, the website and online forms generally do not provide information regarding the accessibility of facilities or the method for requesting modifications. Applications for some programs and services require a driver's license even when the program or service does not entail driving. One program notes that it does not discriminate on the basis of a number of demographic variables (age, race, gender, etc.), but does not include "disability" in this list. Another program requests applicants' height and weight, which appear to be inapplicable to the licensing process and may inappropriately and unnecessarily expose certain disabilities.

Barrier Removal Actions

- Provide reasonable modifications to program participants with disabilities to include them in regular programs to the maximum extent possible. Do not require the use of different or separate aids, benefits, or services, even if they are as effective as those provided to other individuals.²⁸
- Modify standard policies, practices, or procedures to avoid discrimination unless the modification would fundamentally alter the nature of the program, result in an undue financial or administrative burden, or create a hazardous situation for the participant or others.²⁸
- Ensure that when the City determines it is necessary to exclude or limit the participation of people with disabilities to ensure the safe operation of programs or services, it bases those determinations on real risks, not on speculation, stereotypes, or generalizations.²⁹
- Ensure that when interviews are required for program participation, they are held in an accessible location and that alternative formats or auxiliary aids are provided upon request.³⁰
- Ensure that surcharges are not placed on people with disabilities to cover the costs of aids, modifications, or program accessibility.²⁹
- Ensure that program application and participation procedures and standards do not discriminate against people with disabilities.²⁹

²⁷ DOJ, Title II Regulations Subpart E § 35.164 Duties

²⁸ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

²⁹ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

³⁰ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination; Subpart E § 35.160 General

- Ensure that ticketed events at City facilities meet accessibility standards for seating, facilities, pricing, ticketing, sales, and resale.³¹

Implementation Strategies

- Increase outreach to people with disabilities and the organizations that serve them to ensure program accessibility. The City should also inform the public of the possible modifications that can be provided to make programs, activities, and services accessible.
- Include a nondiscrimination statement and a notice of alternative formats on application or registration forms.
- Periodically review program eligibility requirements to proactively ensure accessibility. Develop strategies for modifications as appropriate.
- Review requirements of City volunteer programs to ensure that people with disabilities are included to the maximum extent possible.
- Review policies and practices for ticketed events at City venues with fixed seating. Ensure relevant staff is aware of their obligations at these events and facilities.

Transportation Services

Many public agencies provide public transportation services. The public accommodation standards for these services are set forth by the Federal Transit Administration.³²

Policy Review Summary

The evaluation did not identify any additional barrier removal actions for this category.

Barrier Removal Actions

- Make reasonable modifications in policies, practices, or procedures for transportation programs when the modifications are necessary to avoid discrimination on the basis of disability or to provide program accessibility to services.³³

Implementation Strategies

- Periodically review transportation programs to proactively ensure accessibility. Develop strategies for modifications as appropriate.

³¹ DOJ, Title II Regulations Subpart B § 35.138 Ticketing

³² Title 49, Subtitle A, Part 38 - Americans with Disabilities Act Accessibility Specifications for Transportation Vehicles. See specifications at <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=2efb7bdb786c2e63145ea6e1cf788693&mc=true&r=PART&n=pt49.1.38>

³³ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination; Title 49, Subtitle A, § 38.1 Purpose

Tours and Trips

Many public agencies provide or facilitate tours and trips as part of their service. These tours and trips are subject to title II regulations. The City is responsible for ensuring that the tour can be experienced by people with disabilities by making modifications upon request.

Policy Review Summary

The evaluation did not identify any additional barrier removal actions for this category.

Barrier Removal Actions

- Modify tours and trips upon request to enable people with disabilities to participate.³⁴

Implementation Strategies

- Incorporate opportunities to request accessibility modifications in registration materials for tours or trips.
- Provide information to participants in advance of a tour or trip regarding the destination, transportation method, and other characteristics of the activity so that informed requests for modifications can be made.
- Evaluate the destination of tours or trips and the means of transportation to determine accessibility and any modifications that may be required. If a tour route or a portion of a route is inaccessible and modifications are requested, reroute the tour or provide program modifications that will allow the tour to be experienced (e.g., photographs or videos with closed captioning).

³⁴ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

Accessible, Adaptive Equipment Used by the Public

Adaptive aids are devices, controls, appliances, or items that make it possible for persons with disabilities to improve their ability to function independently and participate in programs, activities, and services offered by the City.³⁵ For example, a pen, note pad, and clipboard provided to a person with a hearing or speech impairment to write notes on or electronic equipment such as an accessible computer station are considered adaptive equipment.

Policy Review Summary

The evaluation did not identify any additional barrier removal actions for this category.

Barrier Removal Actions

- Provide and maintain, in working order, accessible equipment for people with disabilities when equipment is provided to the public.³⁶
- Make reasonable modifications to avoid discrimination on the basis of disability unless the modifications would fundamentally alter the nature of the program, activity, or service.³⁷
- Provide appropriate auxiliary aids and services in a timely manner, giving primary consideration to the requests of individuals with disabilities.³⁸

Implementation Strategies

- Review equipment provided by the City for use by the public, such as computers, copy machines, telephones, etc. to identify potential barriers to accessibility and corresponding solutions.
- Collaborate with community organizations that serve people with disabilities to develop and maintain a resource list of assistive technology and accessible equipment.
- Establish and maintain a toolkit of adaptive aids and resources for staff who interact with the public. Include information about both onsite and contracted services.
- Include accessibility as a criterion for purchasing equipment such as furniture, site furnishings, and office systems. Whenever possible, evaluate furniture and building material purchases for compatibility with a wide range of disabilities and sensitivities.
- Develop standards for assessing whether requested modifications would create an undue burden or fundamentally alter the nature of the program, activity, or service involved in the request.

³⁵ See <https://www.ada.gov/pcatoolkit/chap1toolkit.htm>.

³⁶ DOJ, Title II Regulations Subpart B § 35.133 Maintenance of accessible features

³⁷ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

³⁸ DOJ, Title II Regulations Subpart E § 35.160 General

Printed and Online Materials

Many public agencies develop and distribute a wide range of materials in printed and online formats. To meet the ADA's communication standards, the City must be able to provide alternative formats such as easy-to-understand language, braille, large-print, audiotape or CD, computer media, or other formats, when requested.³⁹

Policy Review Summary

Some documents on the City's website do not read properly using Adobe's "Read Out Loud" function and may not be accessible for screen readers. Information conveyed in static and interactive maps may not be accessible for people with certain disabilities, and some PDF forms are not provided in a fillable format. Information about requesting alternative formats is not provided uniformly throughout the City departments and divisions.

Barrier Removal Actions

- Ensure alternative formats for printed and online information are made available upon request, addressing each request on an individual basis.⁴⁰
- Produce online documents in formats that address fonts, styles, images, reading order, colors, and other accessibility elements.⁴⁰
- Ensure assistance is provided upon request in filling out forms when alternative formats are unavailable or infeasible.⁴¹
- Ensure that costs for alternative formats and modifications are not assigned to a person with a disability making the request.⁴¹

Implementation Strategies

- Include a notice on public materials printed or posted online by the City, similar to the following:

This publication can be made available in alternative formats, such as large print, braille, or electronic format. Requests can be made by calling the ADA Coordinator at (650) 991-8064 (Voice) or by using the 711 Telecommunications Relay Service. Please allow 72 hours for your request to be processed.

Train staff to provide printed and online information in alternative formats for people with various disabilities to ensure that requests are handled in a uniform and consistent manner. Incorporate strategies for materials with complex language or other elements such as charts, graphs, maps, and other images.

- Develop and implement standard templates for producing accessible City materials that are consistent with City branding and style.
- Include images of people with disabilities when images of people are included in City printed materials.

³⁹ See <https://www.ada.gov/pcatoolkit/chap3toolkit.htm>.

⁴⁰ DOJ, Title II Regulations Subpart E § 35.160 General

⁴¹ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

Website Accessibility

As individuals turn to the internet as their primary source of information regarding services, programs, activities, and facilities, the City's website at <http://www.dalycity.org/> takes on increased importance as a communications tool. Providing online public access to City publications is an effective means of reaching people with disabilities.⁴² New accessibility standards for electronic and information technology covered by Section 508 of the Rehabilitation Act Amendments of 1998 have set forth the technical and functional performance criteria necessary for such technology to be accessible.⁴³ As of 2018 the technical requirements of Section 508 incorporate the Web Content Accessibility Guidelines (WCAG), including WCAG 2.0 A and AA. The WCAG guidelines are considered the best practice for web accessibility and provide the industry standards for accessible web content.⁴⁴

Policy Review Summary

A brief review of the City's website identified a number of accessibility barriers. These include inconsistent and sometimes incorrect use of alternative text for images, issues associated with hyperlinks, and a nonresponsive search feature. The coding and construction of the website also has accessibility barriers related to the use of specific JavaScript features.

Barrier Removal Actions

- Take appropriate steps to ensure that the City's online communication with people with disabilities is as effective as other communications with the public.⁴⁵
- Ensure that people with disabilities are not excluded from participating in or benefitting from the City online programs, activities, or services.⁴⁶

Implementation Strategies

- Publish the Policy of Nondiscrimination, including on the Basis of Disability, on the City website.
- Provide information on the City website about the accessibility of City facilities.
- Conduct web accessibility analyses to periodically measure the accessibility of the City's websites. Consider adopting standards that meet or exceed Section 508 of the Rehabilitation Act guidelines for the accessibility of electronic information.
- Acquire the technological resources or staffing expertise to create accessible documents for posting on the City website.
- Assign one department the authority to provide standards and oversight for outside vendors who create webpages and for departments who post their own documents. This can support consistent and accessible web pages.

⁴² See <https://www.ada.gov/websites2.htm> ; <https://www.ada.gov/pcatoolkit/chap5toolkit.htm>.

⁴³ Section 508 of the Rehabilitation Act requires that Federal agencies' electronic and information technology is accessible to people with disabilities, including employees and members of the public. Many state and local public agencies have adopted these standards as best practices. See Title 29, Chapter 16, § 794d Electronic and information technology.

⁴⁴ <https://www.w3.org/WAI/standards-guidelines/wcag/>

⁴⁵ DOJ, Title II Regulations Subpart E § 35.160 General

⁴⁶ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination

Televised and Audiovisual Information

Televised and audiovisual presentations are a means for disseminating public information. These presentations, including PowerPoint presentations, must adhere to the City's accessibility requirements. With more communication relying on the internet and rapidly evolving technology, it is important for the City to ensure its presentations maintain accessibility.⁴⁷

Policy Review Summary

The evaluation did not identify any additional barrier removal actions for this category.

Barrier Removal Actions

- Provide alternative formats upon request to audiovisual presentations produced by the City or its contractors and vendors.⁴⁸
- Ensure that televised and audiovisual communications with people with disabilities is as effective as televised and audiovisual communications with others.⁴⁸

Implementation Strategies

- Review City presentations, videos, and recordings of meetings to identify potential barriers to accessibility and corresponding solutions.⁴⁹
- Encourage presenters to read the slides and describe the graphic content when presenting PowerPoint or other visual presentations.
- Include images of people with disabilities when images of people are included in City audiovisual materials.

Telecommunications

Technological advances such as cell phones, texting, and instant messaging are changing the tools that many people use to communicate. However, provision of alternative communication technologies such as teletypewriters (TTY), telecommunication display devices (TDDs), or relay services (TRS) is still required under the ADA for communicating with the public.⁴⁷

Policy Review Summary

The contact information for many City programs does not include TTY or other similarly accessible telecommunications options.

Barrier Removal Actions

- Ensure that staff is proficient in the use of alternative communication technologies such as TTY, TDDs, or TRS, or are able to direct the public to knowledgeable staff.⁵⁰

⁴⁷ See <https://www.ada.gov/pcatoolkit/chap3toolkit.htm>.

⁴⁸ DOJ, Title II Regulations Subpart E § 35.160 General

⁴⁹ Closed captioning is not required for all televised or audiovisual presentations, but it is a common way of making them accessible to people who are unable to hear the audio portion, and in some instances, it might be the only accessible format.

⁵⁰ DOJ, Title II Regulations Subpart E § 35.161 Telecommunications

- Ensure that City publications that list phone numbers also include information on how people who are deaf or who have hearing loss or speech disorders can communicate with departments by phone.⁵¹
- Ensure that telecommunications with people with disabilities is as effective as communications with others.⁵⁰
- Ensure that responses to calls from a telecommunications relay service are handled in the same manner as responding to other telephone calls.⁵⁰

Implementation Strategies

- Train staff on the use of alternative communication technologies.
- Explore options for Video Remote Interpreting Services (VRI) for communicating with people who are deaf, have hearing loss, or speech disorders. There are many situations where a live interpreter is required, such as in medical situations, but VRI can be a convenient, flexible, lower-cost alternative to live interpreters.

Emergency Planning

Life and safety protocols and procedures are required to include plans for people with disabilities. Issues that have the greatest impact on people with disabilities include

- Notification;
- Evacuation;
- Emergency transportation;
- Access to medications, refrigeration, and back-up power;
- Access to their mobility devices or service animals while in transit; and
- Access to information.

In planning for emergency services, the City is required to develop strategies for notifying and assisting people with the widest range of disabilities. The City is responsible for ensuring that staff are aware of these procedures and are trained to implement them during an emergency.⁵²

Policy Review Summary

The Emergency Services section of the City's code of ordinances does not address the needs of residents with disabilities.

Barrier Removal Actions

- Include strategies for people with disabilities in various types of emergency situations when developing guidelines and a plan for emergency evacuations.⁵³
- Train staff to safely evacuate people with disabilities in various types of emergency situations when developing guidelines and a plan for emergency evacuations.⁵³

⁵¹ DOJ, Title II Regulations Subpart E § 35.161 Telecommunications; § 35.163 Information and signage

⁵² See <https://www.ada.gov/pcatoolkit/chap7emergencymgmt.htm>.

⁵³ 42 U.S.C. § 12132; see generally, DOJ, Title II Regulations Subpart B § 35.130, Subpart D § 35.149

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- Provide direct access to telephone emergency services, including 911 services, for people who use TDD's and computer modems.⁵⁴
 - Provide emergency sheltering programs that are accessible to people with disabilities.⁵⁵

Implementation Strategies

- Incorporate the following elements into emergency planning:
- Address what to do when an alarm is triggered;
- Establish meeting places for assistance and evacuation chairs;
- Provide direction on what to do if assistance is not available; and
- Establish floor captains.
- Test the City's emergency plan and evacuation procedures with periodic drills, both announced and unannounced. Enlist people with different disabilities to role-play during emergency simulations.
- Review existing procedures dealing with emergencies to ensure that people with disabilities can be alerted and that they can alert emergency service providers.
- Work with disability organizations to explore the use of technologies such as audible exit signs for orientation and direction or vibrating paging systems.
- Provide training for public safety personnel to enable them to communicate in basic ASL if there is an emergency condition. For example, this training would be provided to police, fire-rescue staff, and building inspectors involved in post-disaster emergencies.
- Ensure that emergency teams are aware of people with disabilities in their communities who may require special assistance in an emergency.
- Provide ASL interpreters at emergency facilities, on an as-needed basis. To accomplish this, form a pool of interpreters as a resource from which to draw upon.
- Review suggestions for evacuation plans and procedures on the U.S. Access Board website at <http://www.ada.gov/emergencyprepguide.htm>. As applicable, review other resources such as the Procedures for Employees with Disabilities in Office Occupancies document published by FEMA and the U.S. Fire Administration.
- Develop plans that consider the needs of people using mobility aids such as wheelchairs, walkers, canes, crutches, or other power-driven mobility devices, or those with limited stamina. Plans should also address those who use oxygen or respirators, those who are blind or have low vision, people who are deaf or have hearing loss, people who have a cognitive disability, people with mental illness, and those with other types of disabilities.

Notice, Grievance, and Complaint Procedure

Title II regulations require the City to inform the public of the name and contact information for its ADA coordinator, as well as of the rights and protections provided by the ADA for access to public programs, activities, and services. It is the obligation of the head of the public entity to

⁵⁴ DOJ, Title II Regulations Subpart E § 35.162 Telephone emergency services

⁵⁵ DOJ, Title II Regulations Subpart B § 35.130 General prohibitions against discrimination; Subpart D § 35.149 Discrimination prohibited

determine the most effective way of providing notice to the public about their rights and the public entity's responsibilities under the ADA. Publishing and publicizing the ADA notice is not a one-time requirement. State and local governments should provide the information on an ongoing basis, whenever necessary.⁵⁶

Policy Review Summary

The City's grievance form lacks several elements that would provide useful or critical information. It does not include a field for describing efforts already made to resolve the issue directly with staff from the department or program, nor does it include a field for indicating if complaint has been filed with the Department of Justice or any other federal, state, or local civil rights agency or court. The form indicates that alternative formats are available upon request but does not provide contact information for making this request. Mail is the only identified method for submitting the form and documentation. The form also uses the term "accommodations," but title II exclusively uses the term "modifications." These terms are not interchangeable in this context.

Barrier Removal Actions

- Provide the name and contact information for the City's ADA Coordinator to staff and the public.⁵⁷
- Provide a public notice of the City's commitment to providing accessible services.⁵⁸
- Provide information about the existence and location of accessible services, programs, activities, and facilities.⁵⁹
- Update the City's grievance procedure to provide fair and prompt resolution of accessibility-related complaints. Ensure alternative formats to file complaints are available upon request.⁶⁰
- Ensure that people claiming a violation of title II are not retaliated against or discriminated against for making such a claim.⁶¹

Implementation Strategies

- Provide notice of the availability of program modifications, alternative formats of materials, and auxiliary aids. Include contact information for staff who can provide assistance. Establish a standardized advanced notice requirement and publicize to staff and the public.
- Include a nondiscrimination notice in City publications, similar to the following:

⁵⁶ See <https://www.ada.gov/pcatoolkit/chap2toolkit.htm>.

⁵⁷ DOJ, Title II Regulations Subpart A § 35.107 Designation of responsible employee and adoption of grievance procedures

⁵⁸ DOJ, Title II Regulations Subpart A § 35.106 Notice

⁵⁹ DOJ, Title II Regulations Subpart E § 35.163 Information and signage

⁶⁰ DOJ, Title II Regulations Subpart A § 35.107 Designation of responsible employee and adoption of grievance procedures

⁶¹ DOJ, Title II Regulations Subpart B § 35.134 Retaliation or coercion

Daly City does not discriminate on the basis of disability in the admissions or access to its programs or activities. An ADA Coordinator has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Justice regulations implementing Subtitle A of title II of the Americans with Disabilities Act (42 U.S.C. 12131-12134), which prohibits discrimination on the basis on disability by public agencies.

*ADA Coordinator/Director of Public Works
333 90th Street, Daly City, CA 94015
(650) 991-8064, ADA@dalycity.org*

- Republish and rebroadcast radio, newspaper, television, or mailings of the notice periodically, as applicable.
- Increase outreach to people with disabilities and the organizations that serve them to provide information about possible modifications and the accessibility of programs, activities, and services.
- Ensure staff is aware of the public locations of the nondiscrimination statement and the procedure for filing a disability discrimination or grievance complaint.

Facilities

City facilities should be accessible to people with different types of disabilities. The identification of structural barriers in buildings, parks, and the public right-of-way is a required element of an ADA Transition Plan.

Policy Review Summary

Ambiguity exists in the City's definitions of "vehicle" and "pedestrian" in the code of ordinances. The City prohibits operation of all vehicles outside of designated parking and driving areas in parks but does not specify whether this incorporates power-driven mobility devices used by people with disabilities. The definition for pedestrian implies that the term is exclusively used for people on foot. Standards and definitions for use of power-driven mobility devices at City facilities are unclear.

Barrier Removal Actions

- Ensure that the public can obtain information regarding the existence and location of accessible facilities, entrances, and elements within facilities.⁶²
- Provide and maintain, in working order, features of facilities required to be accessible and usable for people with disabilities.⁶³
- Ensure that people with disabilities are not excluded from programs due to the inaccessibility of City facilities.⁶⁴

⁶² DOJ, Title II Regulations Subpart E § 35.163 Information and signage

⁶³ DOJ, Title II Regulations Subpart B § 35.133 Maintenance of accessible features

⁶⁴ DOJ, Title II Regulations Subpart D § 35.149 Discrimination prohibited

- Prioritize methods of achieving facility accessibility that offer the most integrated setting appropriate for people with disabilities.⁶⁵
- Design and construct new facilities or new parts of facilities to meet accessibility requirements.⁶⁶
- Ensure that alterations to facilities meet accessibility requirements to the maximum extent feasible.⁶⁷
- Make reasonable modifications to permit the use of mobility devices, including other power-driven mobility devices, unless they cannot be operated in accordance with the City's adopted safety requirements for pedestrian facilities.⁶⁸

Implementation Strategies

- Provide information about the accessibility of City-owned and operated facilities on department publications, including department websites. This can include details about accessible entrances, bathrooms, and other elements.
- Provide information about the accessibility of non-City facilities hosting City programs and services and City-owned facilities that are leased to other entities.
- Record and monitor requests relating to facility access. The ADA Coordinator can analyze accessibility requests periodically to look for global issues that can be addressed and problems that can be solved proactively.

⁶⁵ DOJ, Title II Regulations Subpart D § 35.150 Existing facilities

⁶⁶ DOJ, Title II Regulations Subpart D § 35.151(a) Design and construction

⁶⁷ DOJ, Title II Regulations Subpart D § 35.151(b) Alterations

⁶⁸ DOJ, Title II Regulations Subpart B § 35.137(b)(1) Use of other power-driven mobility devices

Standards and Specifications Review Summary

To assess the City's compliance with right-of-way standards for accessibility, a review was undertaken of the following Daly City documents and comments provided to the City Engineer.

Daly City Technical Specification Sections

- 2453 – Traffic Signals
- 02530 – Curb Ramps & Other Minor Concrete Facilities

Daly City Standard Details

- PR-2 – Tree Well
- S-1 – Street Design, Section & Cul-de-Sac
- S-2 – Curb, Gutter & Sidewalk
- S-3 – Residential & Commercial Driveway
- S-6 – Street Light (for 6' or Wider Sidewalk)
- S-7 – Street Light (for 4' & 5' Sidewalk)
- S-8 – Street Name Signs and Sign Location
- S-10 – Traffic Signs Fabrication and Installation
- S-12 – Parking Meter Post
- S-13 – Pedestrian Push Button Instructions
- S-14 – Off-Street Parking Stall Criteria
- W-4 – Water Main Connection – Fire Hydrants (Residential Area)
- W-5 – Water Main Connection – Fire Hydrants (Commercial Area)

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4. Transition Plan

Title II of the ADA requires that public entities having responsibility for or authority over facilities, streets, roads, sidewalks, and/or other areas meant for public use to develop a transition plan to ensure their facilities meet the standards for program accessibility. Program accessibility means that a program, activity, or service provided to the public is accessible when viewed in its entirety. Simply put, a transition plan assists in turning inaccessible facilities into environments that are accessible to and useable by individuals with disabilities.

The process of developing an ADA transition plan includes the identification of access barriers within the built environment. The transition plan for the removal of structural barriers to program access must contain the following information:

- Identification of the barriers to program access;
- Identification of the specific barrier removal action(s);
- Identification of a schedule for barrier removal; and
- Identification of responsibility for ensuring barrier removal.

This Transition Plan is organized into two parts: buildings and sites, and the public right-of-way, which includes curb ramps, crosswalks, and sidewalks.

4.1 Schedule for Facility Improvements

Title II regulations state that if a transition plan will take more than one-year to fully implement, it must contain interim steps to provide program accessibility. The plan proposes a preliminary 15-year strategy for removing barriers at City buildings and within the public right-of-way. The City reserves the right to modify barrier removal priorities to allow flexibility in accommodating community requests, petitions for reasonable modifications from people with disabilities, changes in City programs, and funding opportunities and constraints. The barrier removal strategy for the next 15-years incorporates flexibility in the process and allows the City to respond to new opportunities as they arise. Barriers identified at City facilities will be removed systematically based on program priorities. The City's ADA Coordinator will be responsible for ensuring barrier removal. For the most current status of the remediation of barriers, contact the ADA Coordinator.

4.2 Accessibility Standards

At the time of the building, site, and right-of-way evaluations, the ADA 2010 Standards, 2019 California Access Compliance Advisory Reference Manual (CBC), 2015 Architectural Barriers Act (ABA) Standards for Outdoor Developed Areas, 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), and the 2014 California Manual on Uniform Traffic Control Devices for Streets and Highways (CA MUTCD) were used to identify barriers at City facilities. Building codes and standards are revised every few years. The barrier

evaluations conducted provide an assessment of current conditions as viewed by current code and provide a baseline for future barrier removal.

4.3 Facility Evaluations

During the site evaluations of Daly City buildings and sites, all portions of exterior and interior features of the sites and facilities used by the public were evaluated. The assessment identified physical barriers in each facility that limit accessibility and compared each facility to the 2010 ADA, 2019 CBC, and 2015 ABA.

The facilities listed on the following page are organized by functional area and summaries of the barriers identified are included with this document as Appendix C: ADA Facility Assessment Summary. The site evaluations were accomplished using a consultant team equipped with measuring devices, City facility information, and evaluation checklists. Diagrams and maps of each site were annotated during the evaluation process and are included with the ADA Facility Assessments Reports.

Municipal Services: City Hall, Civic Center North

Community Centers and Clubhouses: Bayshore Community Center, Doelger Senior Center, Gellert Park Clubhouse, Hillside Park Clubhouse, Imagination Station - Child Development Center, Larcombe Clubhouse, Lawson Hall, Lincoln Park Community Center, Marchbank Clubhouse, Teglia Community Center, War Memorial Community Center, Westlake Community Center/Pacelli Event Center, Westlake (Doelger) Performing Arts Center

Fire Department: Fire Station 91, Fire Station 92, Fire Station 93, Fire Station 94, Fire Station 95, and North County Fire Authority Administration

Libraries: Bayshore, John Daly, Serramonte, and Westlake

Park Facilities: Bayshore Heights Park, Marchbank Park Restrooms/Concessions, and Westlake Park Common Areas

Pathways: Beverly, Bromley, Camelot, Lycett, Lycett Park, Mira Vista, Norwood, Penhurst, St Francis, Vendome Alley, and Wilshire Walkway

Other: Former Post Office – 31 Bepler, Rental House - 204 92nd St, Human Resources Office

Barrier Categorization

Categorization is the classification of physical barriers identified in the field evaluations that may limit access to City programs, services, or activities at a particular site. The categories follow a logic of access to a site. When planning or designing projects with limited budgets, the City would want to address primary access like parking before addressing an amenity like a drinking fountain. The following is a descriptor of the categories.

- **Category one:** Identifies barrier removal items that provide accessibility at the main entrance of a facility or the accessible route to the portion of the facility where program activities take place (parking, walks, ramps, entrance doors, etc.).
- **Category two:** Placed on those barrier removal items that improve or enhance access to program use areas (transaction counters, conference rooms, public offices, restrooms, etc.).
- **Category three:** Placed on those barrier removal items that improve access to amenities serving program areas (drinking fountains, telephones, site furnishings, vending machines, etc.).
- **Category four:** Identifies areas or features not required to be modified for accessibility (no public programs located in this area, duplicate features, alteration could be considered technically infeasible).
- **Category five:** Identifies areas or features located at sites that may qualify as a historic landmark and may not be required to fully comply with current accessibility standards.

Criteria for Prioritizing Barrier Removal at City Facilities

Prioritizing the removal of barriers at City facilities is an important component of developing and implementing an ADA Transition Plan. The following criteria were considered in the schedule for removing barriers.

- **Citizen rights and responsibilities:** Facilities where services are provided to exercise citizen rights—participation in City Council and Commission meetings, access to elected officials, facilities where taxes are paid, permits and licenses are obtained, etc.
- **Level of use by the public:** Facilities that have a high level of public use are a higher priority.
- **Program uniqueness:** Some programs are unique to a specific environment or location and cannot occur at another location.
- **Geographic distribution:** Selecting a range of facilities that are distributed throughout the City, the City can ensure maximum access for all residents.
- **Identified complaints or requests:** Facilities that have a history of citizen complaints or requests related to accessibility can be assigned a higher priority.

Phasing Schedules for Building and Site Improvements

The Plan proposes a 15-year strategy for removing barriers at City facilities that limit program accessibility. Barriers identified at City facilities will be removed systematically based on established program priorities. It is the intent of the City to address and remove barriers to accessibility at its facilities based on the need for programmatic access.

The City reserves the right to modify barrier removal priorities to allow flexibility in accommodating community requests, petitions for reasonable modifications from people with disabilities, changes in City programs, and funding opportunities and constraints. The ADA title II regulations state that if a transition plan will take more than one year to fully implement, it must contain interim steps to provide program accessibility. Interim measures are being explored and implemented to provide better access for the public pending the implementation of major physical barrier removal projects. Interim measures in the Plan may include

- relocating a program to an accessible facility,
- the installation of directional signs,
- the installation of a power door or lift,
- adjustments to operating mechanisms,
- temporary modifications that increase access, or
- other actions that enable better access.

The City will accomplish barrier removals in its buildings and sites either through policy and procedure modifications to remove programmatic barriers, or maintenance and construction projects to remove structural barriers.

The strategy is summarized in tables on the following pages. It is the City's intent to review all barriers during the first few years of Plan implementation and address those barriers that can be resolved through programmatic modifications and maintenance tasks. The City will then revise the schedule for removal of the remaining barriers. It is also assumed that as facility barriers are evaluated in greater detail as part of future projects and complaints, a percentage of the barriers will fall within the safe harbor provisions, explained later in this section. The City will then revise and update the inventory of barriers and, when applicable, revise the schedule for the removal of remaining barriers.

The information contained in the ADA facility assessment reports has been incorporated into barrier analysis Excel workbook with companion facility GIS data, which is intended to be the living transition plan and the City's ongoing record of the remediation of barriers. The tracking tool will be updated over time as the City removes barriers or finds programmatic solutions to barriers. The record is maintained by the City's ADA Coordinator. For the current status of the remediation of barriers, contact the City's ADA Coordinator, Richard Chiu, in writing at 333 90th Street, Daly City, CA 94015, by phone at 650-991-8064, through the 711 telecommunications relay service, or by email at ADA@dalycity.org.

In compliance with the requirements of the ADA, the City will maintain in working order features that are required to provide access to individuals with disabilities.

The following transition plan phasing schedules summarize the priorities for barrier removal at City facilities. The schedules incorporate the priorities for barrier removal in conjunction with the barrier categorizations. The tables represent a 15-year plan for barrier removal. Taking into consideration that not all barriers require the same level of effort to mitigate, the timeline for barrier removal has been organized into three categories: maintenance projects, small capital projects, and large capital projects.

- **Maintenance projects:** A maintenance project can mitigate a barrier as part of ongoing maintenance or possibly without a building permit. Example: Changing door hardware from a knob to accessible lever hardware; or remounting a fixed unit to appropriate reach range heights, such as a paper towel dispenser.
- **Small capital projects:** A small capital project is when barrier mitigation will require more planning and construction expertise than a maintenance project and may require individual study under the guidance of a design professional. Barrier mitigation projects with a small scope and cost may be considered short term projects.
- **Large capital projects:** A large capital project is when barrier mitigations will require significant planning and construction expertise and will require individual study under the guidance of a design professional. Long term projects may require extended planning and funding.

It is the City's intent to complete as many maintenance related items as possible in the first five years.

Type of barrier removal and time frame guidelines: Barrier removals will be grouped by City staff as maintenance, small capital, or large capital projects as shown in Table 4.1. The time frame guidelines identified below for each type of barrier removal will be considered, in addition to the prioritization criteria, when scheduling barrier removal work. Barrier removal projects of any type may be implemented concurrently at any time over the Plan's 15-year time frame. Where possible, the City will group barrier removal work with other planned maintenance and/or capital projects for economies of scale.

Table 4.1. Type of Barrier Removal and Time Frame Guidelines

Barrier Removal Type	Time Frame Guideline	Description	Notes
Maintenance Improvements	1 to 5 years	Completed in-house. <i>Examples:</i> new signage, relocating hand dryers, regrading trailheads; <\$5,000 each	Where possible, group with other planned projects and work items
Small Capital Improvements	1 to 10 years	Completed in-house or by contractor; <\$50,000 each	
Large Capital Improvements	1 to 15 years	Completed by contractor; >\$50,000 each	

Safe harbor exception: Facilities that are subject to safe harbor provisions under the ADA may remain in their current condition until the City plans to alter those facilities. Future accessibility improvements at these sites may be considered on a case-by-case basis. Please see Section 4.5 for discussion of safe harbor provisions.

Table 4.2. Prioritized City Facilities

Priority Rank	Facilities	Years
1	City Hall	1 to 5
2	North County Fire Authority Administration	1 to 5
	Civic Center North	1 to 5
3	Doelger Senior Center	1 to 5
	Westlake Community Ctr Pacelli Event Center	1 to 5
	Westlake Park Common Areas	1 to 5
	Lincoln Park Community Center	1 to 5
4	Westlake Library	1 to 5
	Serramonte Library	1 to 5
5	John Daly Library	1 to 10
	War Memorial Community Center	1 to 10
6	Gellert Park Clubhouse	1 to 10
	Bayshore Community Center	1 to 10
	Bayshore Library	1 to 10
7	Teglia Community Center	1 to 10
8	Hillside Park Clubhouse	1 to 10
	Larcombe Clubhouse	1 to 10
9	Marchbank Clubhouse	1 to 10
	Marchbank Park Restrooms/Concessions	1 to 10
10	Lawson Hall	1 to 10
	Bayshore Heights Park	1 to 10
11	Imagination Station - Child Development Center	1 to 15
	Westlake Performing Arts Center	1 to 15
12	Former Post Office (31 Bepler)	1 to 15
13	Fire Station 94	1 to 15
	Fire Station 92	1 to 15
	Fire Station 91	1 to 15
	Fire Station 93	1 to 15
	Fire Station 95	1 to 15
14	Human Resources Office	1 to 15
15	Rental House (204 92nd St)	1 to 15

Table 4.3. Prioritized City Pathways

Priority Rank	Pathways	Years
1	Pathway - Wilshire Walkway	1 to 15
2	Pathway - Lycett Park	1 to 15
3	Pathway - Norwood	1 to 15
4	Pathway - Lycett	1 to 15
5	Pathway - Camelot	1 to 15
6	Pathway - St Francis	1 to 15
7	Pathway - Beverly	1 to 15
8	Pathway - Bromley	1 to 15
9	Pathway - Mira Vista	1 to 15
10	Pathway - Penhurst	1 to 15
11	Pathway - Vendome Alley	1 to 15

4.4 Public Right-of-Way

The ADA addresses accessible public right-of-way where sidewalks are provided by the City. The ADA does not mandate the installation of sidewalks but does require curb ramps at intersections where existing sidewalks are provided along the roadway.

In 2002, the United States Court of Appeals for the Ninth Circuit, whose jurisdiction includes California, held for the first time that sidewalks constitute a service, program, or activity of a public entity. Sidewalks are, therefore, subject to the ADA's program accessibility regulations.⁶⁹ Before this decision, the law was unclear about whether transition plans for public entities should address barrier removal from sidewalks. When originally written, the ADA specifically addressed curb ramps; this court decision added sidewalks.

Under title II of the ADA, the City is not necessarily required to construct curb ramps at every point where a sidewalk intersects a curb. Traffic safety considerations may make construction of ramps undesirable at some locations. Alternative routes to buildings that make use of existing curb ramps may be acceptable under the concept of program accessibility where individuals with disabilities need only travel a marginally longer route.

Public Right-of-Way Evaluations

Right-of-way facilities were evaluated during the summer of 2019 using criteria from the 1991 ADAAG, 2010 ADA, 2016 CBC, and 2011 PROWAG accessibility standards.

⁶⁹ Barden v. City of Sacramento, 292 F.3d 1073 (9th Cir. 2002)

The site evaluations were completed using a consultant team equipped with measuring devices, City data, and evaluation checklists. The data collected was inventoried using point GIS data with the associated barrier information included within the data tables.

The evaluations of the public right-of-way facilities included crosswalks, curb ramps, sidewalks and sidewalk hazards.⁷⁰ This section describes each type of facility evaluated and summarizes the barrier findings. The summaries for each type of facility have four parts:

- A graphic showing Geospatial Proximity Priorities by category;
- Descriptions of the barrier categorizations;
- Maps⁷¹ showing the locations of identified barriers; and
- Summary tables of the identified barriers.

Public Right-of-Way Prioritization

The draft schedule for removing barriers in the City's public right-of-way was developed using guidelines identified in title II of the ADA.

If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas⁷².

Based on these guidelines, the proposed prioritization criteria include the following:

- Location of citizen complaint or request (ADA title II program access);
- Locations serving government offices and public facilities;
- Locations serving transportation;
- Locations serving commercial districts and employers; and
- Locations serving other areas.

Facilities located along the City's High Injury Network (HIN) were also identified. Where a significant number of barriers were assigned the same priority, those located along the HIN were summarized separately from barriers not located along the HIN.

Matrices on the following pages illustrate the draft prioritization criteria for curb ramp and pedestrian access route barrier removal projects in the City's public right-of-way. Each facility evaluated was assigned a rank based on its barrier priority and category. The priority assigned

⁷⁰ Hazards include vertical surface discontinuities, surface openings, protruding and overhanging objects.

⁷¹ Barrier Removal Projects - Map 1: Curb Ramps, Map 2: Pedestrian Access Routes, Map 3: Hazards, Map 4: Crosswalks

⁷² DOJ, Title II Regulations Subpart D §35.150(d)(2) Transition plan

is based on the information described above and the barrier category is based on the condition of the facility. The descriptions for each category are provided after each matrix.

The highest ranked facilities are shaded in purple, medium ranked in blue, and lower ranked in gold. The facilities with no assigned rank have no access deficiencies identified and are shaded in green. The columns in the matrix indicate the assigned priority and are in order of importance from left to right, with the left column having the highest importance. The rows indicate the category of condition assigned to each facility during the evaluation process, with the top row having the highest importance.

Time Period for Public Rights-of-Way Improvements

The ADA title II regulations state that if a transition plan will take more than one year to fully implement, it must contain interim steps to provide program accessibility. The City has established a 15-year strategy for removing public rights-of-way barriers that limit program accessibility. The City reserves the right to modify barrier removal priorities to allow flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, changes in City programs, and funding opportunities and constraints. The barrier removal strategy for the next 15 years incorporates flexibility in the process and allows the City to respond to new opportunities as they arise.

Strategies for Funding Barrier Removal

Opportunities for funding the removal of access barriers include:

- Capital projects for new construction;
- Capital projects for roadway alterations;
- Maintenance and repair projects and programs, i.e. the City's rotating seven-year slurry seal maintenance program and an annual pavement rehabilitation project;
- Dedication of a fund for ADA barrier removal, i.e. incorporate curb ramp barrier removal within the street fees or using annual ADA/Sidewalk Improvements Projects for requested barrier removals;
- Requiring private developers to remove access barriers when development affects facilities within the right-of-way; and
- Actively seeking out and applying for grant funding specific to removal of access barriers when available.

The City currently has in place a Pavement Management Program that schedules out roadway rehabilitation and maintenance. The City plans to review public rights-of-way barriers during the implementation of this Plan and address those barriers that can be resolved as part of the on-going pavement maintenance and rehabilitation program. As part of the review, the City will revise the Transition Plan schedule for the removal of barriers. The Transition Plan schedule will also be updated as capital projects for new construction and roadway alterations arise.

Table 4.4: Curb Ramp Priority Matrix

Curb Ramps		ADA 35.150(d) Geospatial Proximity Priorities*				
		A	B	C	D	E
Priorities (Category)	Priority Description	Location of Citizen Complaint or Request	Location Serving Government Offices & Public Facilities	Location Serving Transportation†	Location Serving Commercial Districts, Employers	Location Serving Other Areas
1	See Category 1 Description	A1 High Priority	B1	C1	D1	E1
2	See Category 2 Description	A2	B2	C2	D2	E2
3	See Category 3 Description	A3	B3 Medium Priority	C3	D3	E3
4	See Category 4 Description	A4	B4 Low Priority	C4	D4	E4
5	No deficiencies identified	A5	B5	C5	D5	E5

*The priorities listed are specified under title II 28 CFR Section 35.150 (d).

†Geospatial Proximity C was calculated using a 1/8-mile service area for curb ramps in locations serving transportation

Curb Ramp Barrier Descriptions

The categories of barriers for the right-of-way have been organized by identified ADA barrier and by road classification. There are three road classifications: arterial, collector, and local. Arterial roads have the highest volume and speed of vehicle traffic with local roads having the lowest volume and speed of vehicle traffic. The following tables describe the ADA barriers and assign a barrier category based on the type of road classification.

Table 4.5: Curb Ramp Category 1 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
Category (y-axis)	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
The curb ramp is built-up in the travel lane.															
The curb ramp is significantly damaged or deteriorated and is unsafe.															
The width and length of the pedestrian refuge island does not meet any standard.															
There is a sidewalk with no curb ramp access or there is an obstruction to accessing the curb ramp.															
The curb ramp has no receiving ramp.															
The curb ramp has no detectable warning.															

Table 4.6: Curb Ramp Category 2 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
The curb ramp does not have a firm, stable, and slip resistance surface and/or has openings greater than a half-inch or parallel with the direction of travel.															
The curb ramp is not located within marked crossings (when present).															
Cross slope of ramp exceeds two percent at an intersection with yield or stop control.															
Running slope of ramp exceeds 8.33 percent															
Sidewalk transition to roadway midblock with cross slope exceeding 2 percent.															
Cross slope of ramp exceeds two percent and grade of road when located midblock or at an intersection without yield or stop control.															
End of walk ramp with ramp exceeding 8.33 percent and/or cross slope exceeding 2 percent.															
Slope of ramp flared sides (if applicable) exceeds 10 percent and is part of the circulation path															
Width of ramp is less than 48 inches.															
A three-by-four-foot clear space at the bottom of the ramp outside of the travel lane is not provided.															
Curb ramp has turning space that does not meet any existing standards.															
Counter slope of curb ramp is greater than 8.33 percent.															
The curb ramp has a lip or vertical discontinuity greater than a half-inch.															

Table 4.7: Curb Ramp Category 3 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
Category (y-axis)	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
Counter slope of the curb ramp is greater than five percent.															
Turning space meets neither CBC nor PROWAG standard.															
A four-by-four-foot clear space at the bottom of the ramp outside of the travel lane is not provided.															
Slope of ramp flared sides (if applicable) exceeds 8.33 percent and is less than or equal to 10 percent and is part of the circulation path															

Table 4.8: Curb Ramp Category 4 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
Category (y-axis)	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
The detectable warning provided meets no existing standard.															
The detectable warning provided does not meet PROWAG standard.															
The detectable warning provided does not meet CBC standard.															
The width and length of the pedestrian refuge island does not meet PROWAG standard.															
Turning space meets either PROWAG standard or meets CBC standard, but not both.															
End of walk due to road terminating with no exit ramp.															
End of walk midblock with no exit ramp.															
The curb ramp has a lip or vertical discontinuity less than a half-inch.															
Slope of ramp flared sides (if applicable) exceeds 10 percent and is not a part of the circulation path.															
Curb ramp design obstructs accessible route to private walkway.															
Top landing, turning space, and roadway clear space are not designed to prevent the accumulation of water.															

Table 4.9: Curb Ramp Category 5 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
Category (y-axis)	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
No deficiencies identified															
Shared diagonal perpendicular or shared parallel curb ramp design without existing physical constraints															

Table 4.10. Curb Ramp Barrier Summary

Category	Priority	Instances	Percent of Total	Schedule Year
High Priority				
1	B1	9	0.3%	1-10 years
1	C1	162	5.0%	1-10 years
1	D1	8	0.2%	1-10 years
2	B2	104	3.2%	1-10 years
Subtotal		283	8.7%	-
Medium Priority				
1	E1	46	1.4%	1-10 years
2	C2 (HIN)	158	4.8%	1-10 years
2	C2	687	21.0%	1-10 years
2	D2	41	1.3%	1-10 years
3	B3	29	0.9%	1-10 years
3	C3 (HIN)	23	0.7%	1-10 years
3	C3	233	7.1%	1-10 years
3	D3	1	0.0%	1-10 years
Subtotal		1,218	37.2%	-
Low Priority				
2	E2	550	16.8%	1-15 years
3	E3	90	2.8%	1-15 years
4	B4	129	3.9%	1-15 years
4	C4	517	15.8%	1-15 years
4	D4	25	0.8%	1-15 years
4	E4	450	13.8%	1-15 years
Subtotal		1,761	53.8%	-
No Deficiencies				
5	C5	5	0.2%	-
5	E5	4	0.1%	-
Subtotal		9	0.3%	-
Total for All Projects		3,271	100.0%	-



Daly City ADA Self-Evaluation & Transition Plan

Map 1: Curb Ramp Barrier Removal Projects

Barrier Removal Rank

- High
- Medium
- Low
- No Deficiencies Identified

Context

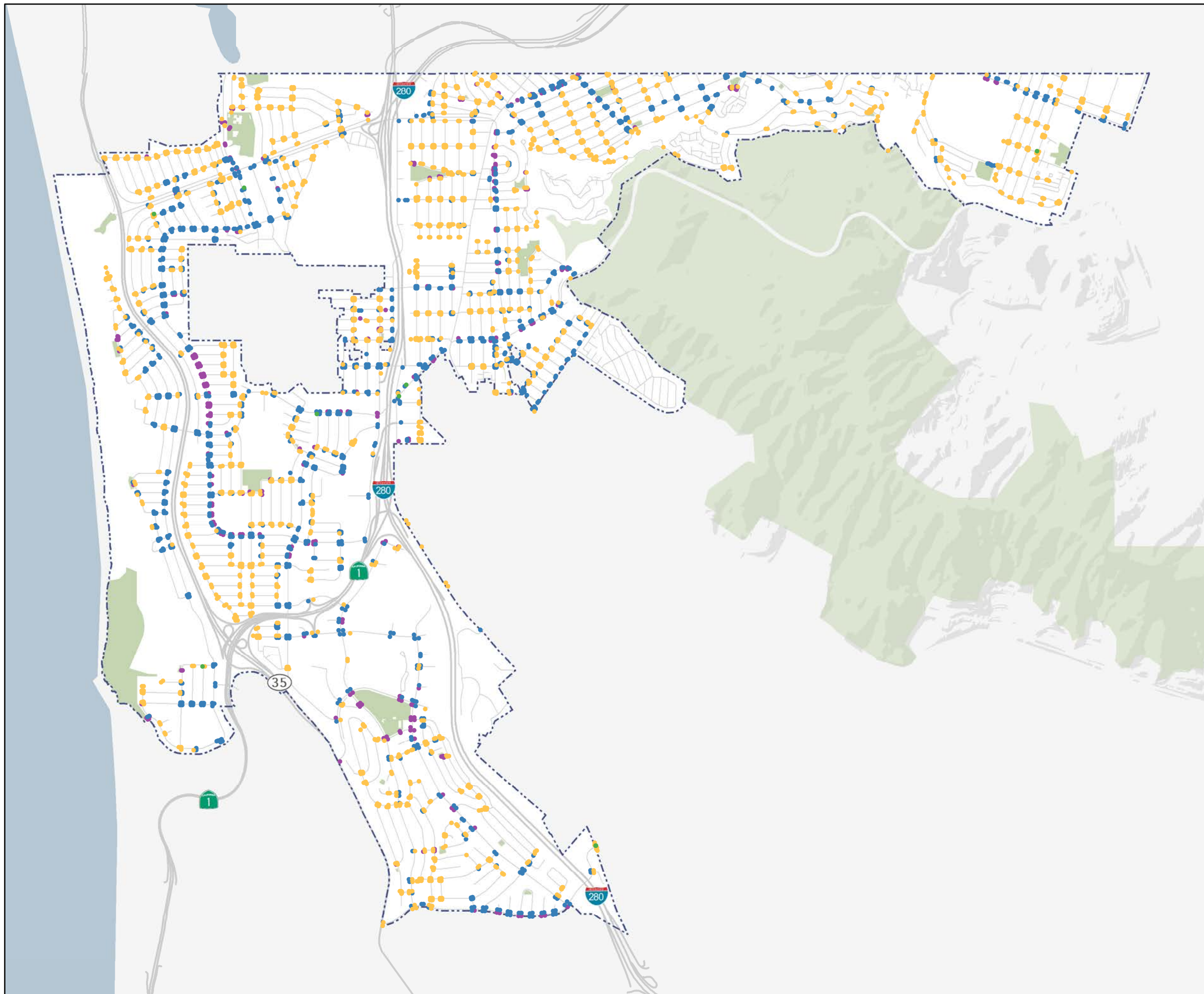
- Street
- Park
- Water Feature
- City Boundary



01.09.2020



0 0.25 0.5 Miles



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Table 4.11: Pedestrian Access Route Priority Matrix

Pedestrian Access Routes		ADA 35.150(d) Geospatial Proximity Priorities*				
		A	B	C	D	E
Priorities (Category)	Priority Description	Location of Citizen Complaint or Request	Location Serving Government Offices & Public Facilities	Location Serving Transportation†	Location Serving Commercial Districts, Employers	Location Serving Other Areas
1	See Category 1 Description	A1 High Priority	B1	C1	D1	E1
2	See Category 2 Description	A2	B2	C2	D2	E2
3	See Category 3 Description	A3	B3 Medium Priority	C3	D3	E3
4	See Category 4 Description	A4	B4 Low Priority	C4	D4	E4
5	No deficiencies identified	A5	B5	C5	D5	E5

*The priorities listed are specified under title II 28 CFR Section 35.150 (d).

†Geospatial Proximity C was calculated using a 1/8-mile service area for pedestrian access routes in locations serving transportation

Pedestrian Access Route Barrier Descriptions

The categories of barriers for the right-of-way have been organized by identified ADA barrier and by road classification. There are three road classifications: arterial, collector, and local. Arterial roads have the highest volume and speed of vehicle traffic with local roads having the lowest volume and speed of vehicle traffic. The following tables describe the ADA barriers and assign a barrier category based on the type of road classification.

Sidewalk and hazard barrier information is summarized by segment; counts in the summary tables reflect the number of segments for each priority. Crosswalk information is summarized by number of individual crosswalks.

Table 4.12: Pedestrian Access Route Category 1 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
Category (y-axis)	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
The sidewalk condition is poor with cracking, spalling, heaving, or other condition.															
The constructed width of the sidewalk width is less than 36 inches at some point along the sidewalk.															
The sidewalk cross slope exceeds four percent for a majority of the sidewalk segment.															
Running slope of crosswalk is greater than five percent.															
Cross slope of crosswalk with yield or stop control is greater than two percent.															
Cross slope of crosswalk with no yield or stop control is greater than five percent.															
Vertical change in level along sidewalk great than 1" creates a tripping hazard.															
Vertical change of level of greater than four inches without a six-inch warning curb.															

Table 4.13: Pedestrian Access Route Category 2 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
Category (y-axis)	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
The constructed width of the sidewalk width is less than 48 inches but greater than 36 inches at some point along the sidewalk.															
The sidewalk cross slope exceeds three percent and is less than or equal to four percent for a majority of the sidewalk segment or one of the three values collected exceeded four percent cross slope.															
The sidewalk has a significant number of vertical changes that exceed a quarter inch and are less than or equal to one inch –and– openings greater than a half inch or are parallel to direction of travel (more than two per 100 feet).															
The sidewalk has a significant number of driveway entries where cross slope exceeds two percent (more than three per 100 feet).															
The sidewalk surface is not firm, stable, and slip resistant for three-quarters to its full length.															
The sidewalk has a significant number of overhanging and protruding objects –and– obstacles that narrow the width of the walk to less than four feet (more than two per 100 feet).															

Table 4.14: Pedestrian Access Route Category 3 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
Category (y-axis)	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
The sidewalk condition is average with minor defects and wear.															
The sidewalk cross slope exceeds two percent and is less than or equal to three percent for a majority of the sidewalk segment, or one of the three values collected exceeds three percent and is less than or equal to four percent cross slope.															
The sidewalk width is less than five feet without a passing space.															
The sidewalk has a significant number of vertical changes that exceed a quarter inch and are less than or equal to one inch –or– openings greater than a half inch (more than two per 100 feet), but not both.															
The sidewalk has a significant number of driveway entries where cross slope exceeds two percent (more than one per 100 feet).															
The sidewalk surface is not firm, stable, and slip resistant for one-quarter to three-quarters of its length.															
The sidewalk has a significant number of overhanging and protruding objects – or– obstacles that narrow the width of the walk to less than four feet (more than two per 100 feet), but not both.															

Table 4.15: Pedestrian Access Route Category 4 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
Category (y-axis)	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
The sidewalk cross slope exceeds two percent and is less than or equal to three percent for one of the three values collected for cross slope.															
Running slope of sidewalk exceeds grade of road and is greater than five percent.															
The sidewalk has vertical changes that exceed a quarter inch and are less than or equal to one inch –or– openings greater than a half inch or are parallel to direction of travel (less than two per 100 feet).															
The sidewalk has driveway entries where cross slope exceeds two percent (fewer than one per 100 feet).															
The sidewalk has driveway entries where cross slope exceeds two percent (fewer than one per 100 feet).															
The sidewalk surface has areas that are not firm, stable, and slip resistant but is less than a quarter of the sidewalk segment.															
The sidewalk has overhanging and protruding objects –or– obstacles that narrow the width of the walk to less than four feet (less than two per 100 feet).															

Table 4.16: Pedestrian Access Route Category 5 Descriptions and Sub-Categories by Road Classification

Road Classification	Arterial					Collector					Local				
Category (y-axis)	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Identified ADA Barrier															
No deficiencies identified.															

Table 4.17. Pedestrian Access Routes Barrier Summary: Sidewalks

Category	Priority	Instances	Percent of Total	Schedule Year
High Priority				
1	B1	22	0.9%	1-10 years
1	C1 (HIN)	45	1.8%	1-10 years
1	C1	159	6.3%	1-10 years
1	D1	15	0.6%	1-10 years
2	B2	6	0.2%	1-10 years
Subtotal		247	9.7%	-
Medium Priority				
1	E1	148	5.8%	1-10 years
2	C2	95	3.7%	1-10 years
2	D2	7	0.3%	1-10 years
3	B3	14	0.6%	1-10 years
3	C3 (HIN)	85	3.4%	1-10 years
3	C3	108	4.3%	1-10 years
3	D3	9	0.4%	1-10 years
Subtotal		466	18.4%	-
Low Priority				
2	E2	21	0.8%	1-15 years
3	E3	52	2.0%	1-15 years
4	B4	101	4.0%	1-15 years
4	C4	769	30.3%	1-15 years
4	D4	18	0.7%	1-15 years
4	E4	762	30.0%	1-15 years
Subtotal		1,723	67.9%	-
No Deficiencies				
5	B5	6	0.2%	-
5	C5	53	2.1%	-
5	D5	6	0.2%	-
5	E5	36	1.4%	-
Subtotal		101	4.0%	-
Total for All Projects		2,537	100.0%	-



Daly City ADA Self-Evaluation & Transition Plan

Map 2: Pedestrian Access Route
Barrier Removal Projects:
Sidewalks

Barrier Removal Rank

- High
- Medium
- Low
- No Deficiencies Identified

Context

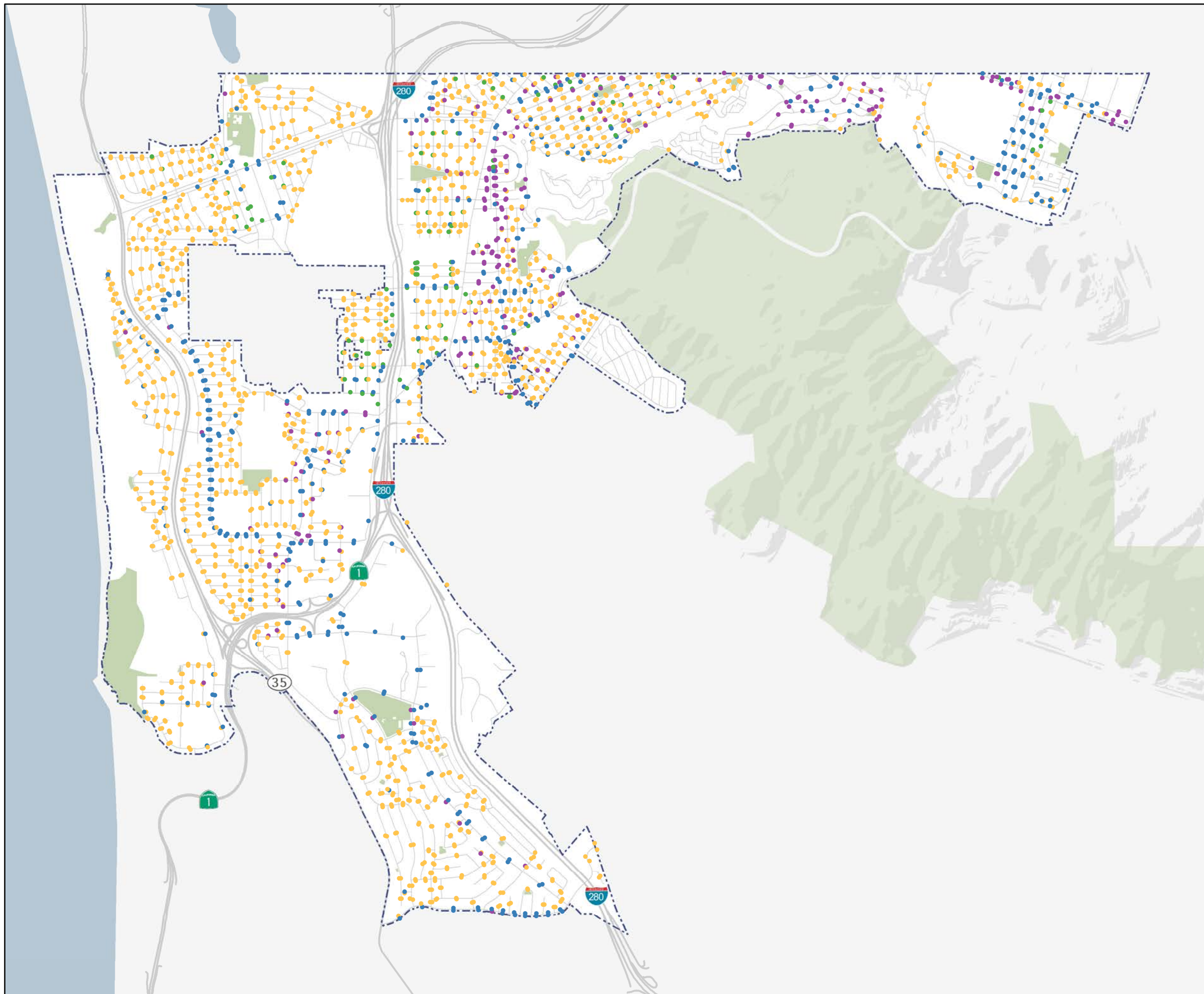
- Street
- Park
- Water Feature
- City Boundary



02.20.2020



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Table 4.18. Pedestrian Access Routes Barrier Summary: Hazards

Category	Priority	Instances	Percent of Total	Schedule Year
High Priority				
1	B1	21	0.8%	1-5 years
1	C1	178	7.0%	1-5 years
1	D1	5	0.2%	1-5 years
2	B2	4	0.2%	1-5 years
Subtotal		208	8.2%	-
Medium Priority				
1	E1	196	7.7%	1-10 years
2	C2	56	2.2%	1-10 years
2	D2	11	0.4%	1-10 years
3	B3	10	0.4%	1-10 years
3	C3 (HIN)	90	3.5%	1-10 years
3	C3	119	4.7%	1-10 years
3	D3	7	0.3%	1-10 years
Subtotal		489	19.3%	-
Low Priority				
2	E2	15	0.6%	1-15 years
3	E3	48	1.9%	1-15 years
4	B4	110	4.3%	1-15 years
4	C4	873	34.4%	1-15 years
4	D4	31	1.2%	1-15 years
4	E4	756	29.8%	1-15 years
Subtotal		1,833	72.2%	-
No Deficiencies				
5	B5	3	0.1%	-
5	C5	4	0.2%	-
Subtotal		7	0.3%	-
Total for All Projects		2,537	100.0%	-

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Daly City ADA Self-Evaluation & Transition Plan

Map 3: Pedestrian Access Route
Barrier Removal Projects:
Hazards

Barrier Removal Rank

- High
- Medium
- Low
- No Deficiencies Identified

Context

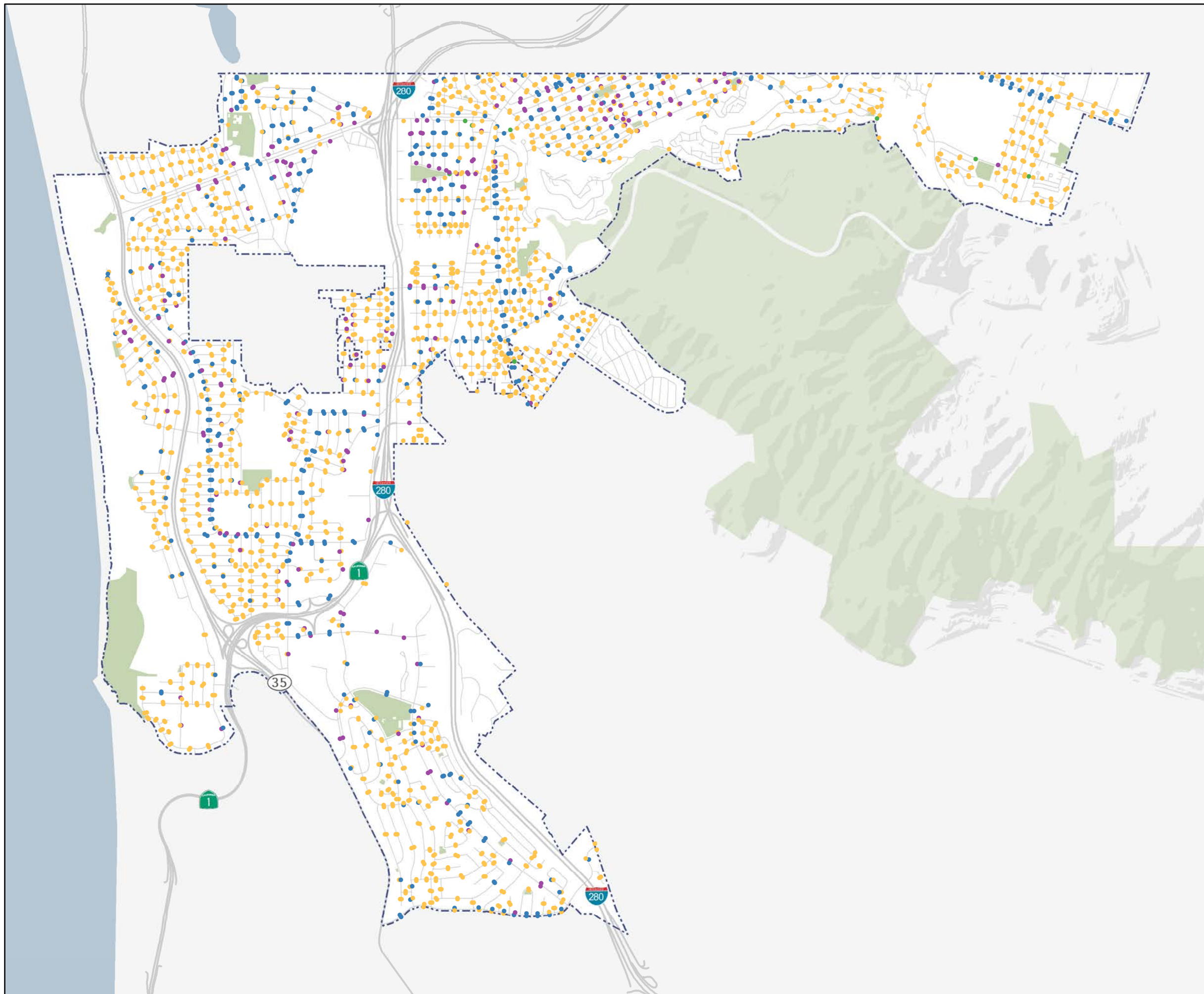
- Street
- Park
- Water Feature
- City Boundary



01.09.2020



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Table 4.19. Pedestrian Access Routes Barrier Summary: Crosswalks

Category	Priority	Instances	Percent of Total	Schedule Year
High Priority				
1	B1	94	3.9%	1-10 years
1	C1 (HIN)	129	5.4%	1-10 years
1	C1	604	25.1%	1-10 years
1	D1	11	0.5%	1-10 years
Subtotal		838	34.9%	-
Medium Priority				
1	E1 (HIN)	46	1.9%	1-15 years
1	E1	399	16.6%	1-15 years
Subtotal		445	18.6%	-
No Deficiencies				
5	B5	91	3.8%	-
5	C5	619	25.8%	-
5	D5	20	0.8%	-
5	E5	385	16.1%	-
Subtotal		1,115	46.5%	-
Total for All Projects		2,398	100.0%	-

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Daly City ADA Self-Evaluation & Transition Plan

Map 4: Pedestrian Access Route
Barrier Removal Projects:
Crosswalks

Barrier Removal Rank

- High
- Medium
- No Deficiencies Identified

Context

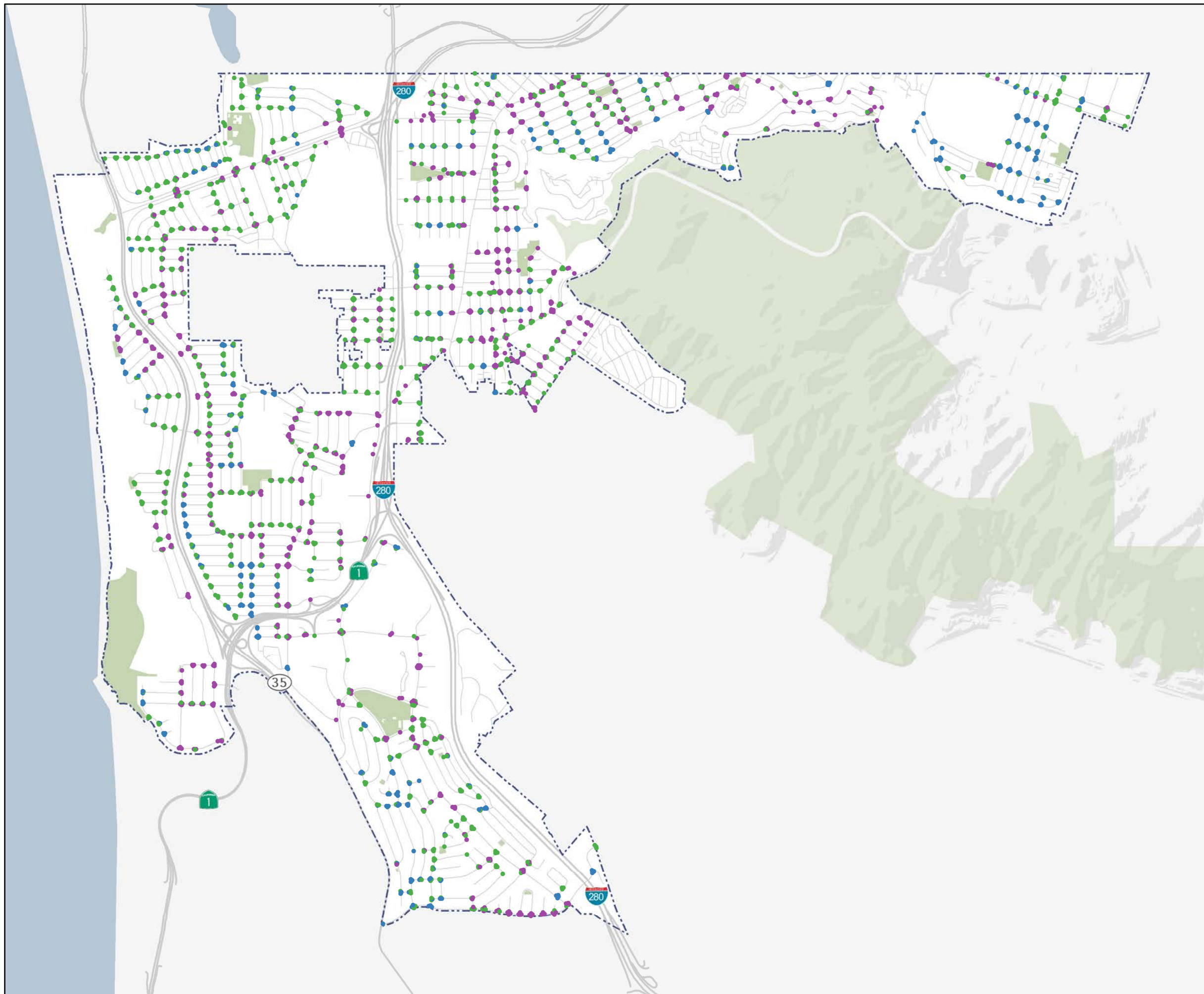
- Street
- Park
- Water Feature
- City Boundary



01.09.2020



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Roadway Alterations and Maintenance: Triggers for Barrier Removals

The DOJ, in coordination with the U.S. Department of Transportation, specifies that public entities are required to provide curb ramps or upgrade curb ramps whenever roadways are altered. An alteration is a change that affects or could affect the usability of all or part of a building or facility.⁷³ Alterations of streets, roads, or highways include activities such as reconstruction, rehabilitation, resurfacing, widening, and projects of similar scale and effect.⁷⁴ Maintenance activities on streets, roads, or highways, such as filling potholes, are not alterations⁷⁵ and do not trigger barrier removal. The following lists distinguishes between roadway alterations versus maintenance activities.

Alteration

- Addition of new layer of asphalt
- Cape seals
- In-place asphalt recycling
- Microsurfacing and thin-lift overlay
- Mill and fill / mill and overlay
- New construction
- Open-graded surface course
- Rehabilitation and reconstruction
- Resurfacing of a crosswalk

Maintenance

- Chip seals
- Crack filling and sealing
- Diamond grinding
- Dowel bar retrofit
- Fog seals
- Joint crack seals
- Joint repairs
- Pavement patching
- Painting or striping
- Scrub sealing
- Slurry seals
- Spot high-friction treatments
- Surface sealing

4.5 Barrier Removal Considerations for Plan Implementation

The City will accomplish barrier removals based on two strategies: policy and procedure modifications to remove programmatic barriers and maintenance and construction projects to remove structural barriers.

⁷³ DOJ, Title II Regulations Subpart D § 35.151(b)(1) Alterations

⁷⁴ 2010 ADA Standards, 106.5

⁷⁵ July 8, 2013 DOJ/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing.

Title II of the ADA requires a public entity to “operate each service, program or activity so that the service, program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.” This requirement does not:

- Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
- Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
- Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or impose undue financial and administrative burdens.

The responsibility for ensuring barrier removal will reside with the City’s ADA Coordinator. In compliance with the ADA, the City will maintain in working order features that are required to provide access to individuals with disabilities. There are two conditions that determine when barriers must be removed: to provide access to programs, activities, and services, and when a facility is altered.

Program Accessibility

A public entity must ensure that individuals with disabilities are not excluded from services, programs, and activities because existing buildings are inaccessible. A state or local government's programs, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. This standard, known as program accessibility, applies to facilities of a public entity that existed on January 26, 1992. Public entities do not necessarily have to make each of their existing facilities accessible (see Section 1 Discrimination and Accessibility). As mandated by title II of the ADA, this Transition Plan presents a schedule for removing facility barriers to accessing the City’s programs, activities, and services.

Alterations

The City is also required to remove physical barriers when it alters a facility. Alterations are defined in the ADA standards (§106.5) as “a change in a building or facility that affects or could affect the usability of a building or facility or portion thereof.” Many types of projects are considered alterations, including remodeling, renovation, rehabilitation, reconstruction, restoration, resurfacing of circulation paths or vehicular ways, and changes or rearrangement of structural parts, elements, or walls. Normal maintenance, reroofing, painting or wallpapering, or changes to mechanical and electrical systems are not considered alterations unless they affect a facility’s usability. For example, a project limited to an HVAC system that includes the addition of thermostats would affect a facility’s usability because it involves elements (operable parts) covered by the standards.

Both the ADA under Section 35.151 (b) Alterations and the CBC under 11B-202.4 Exception 4 specify that additional path of travel improvements are not required where alterations are

performed solely for the purpose of barrier removal when undertaken pursuant to the requirements of the ADA or the accessibility requirements of the CBC.⁷⁶

The standards ensure that the opportunities for accessibility presented by an alteration are taken. How and to what extent the standards apply is determined by the scope of a project and the elements and spaces altered. Only those elements or spaces altered are required to comply, but alterations made to areas containing a primary function (a major activity for which a facility is intended) also require an accessible path of travel.

When altering a primary function area, the ADA requires that existing barriers on the path of travel to this area must be removed to the maximum extent that is technically feasible. Path of travel elements are restrooms, doors, telephones, drinking fountains, the route itself, and several other items. The expense for making these additional elements accessible is considered disproportionate if it exceeds 20 percent of construction costs; therefore, the additional amount an agency is required to spend over the construction costs for path of travel improvements would be a maximum of 20 percent. The following is a rank-ordered list of priorities for making improvements to path of travel element:

1. An accessible entrance;
2. An accessible route to the altered area;
3. At least one accessible restroom for each gender or a single gender-neutral restroom;
4. Accessible telephones;
5. Accessible drinking fountains; and
6. When possible, additional accessible elements such as parking, storage, and alarms.

The CBC does not allow this 20 percent ceiling if construction costs are greater than the current year's valuation threshold. The 2020 valuation threshold is \$170,466; however, this amount is subject to annual increases. If the construction budget exceeds the valuation threshold (computed over a three-year period), then all path of travel elements supporting the area of renovation are required to be made accessible regardless of cost. Therefore, the additional amount an agency is required to spend over construction costs for path of travel improvements is limited to 20 percent if construction costs are below the current valuation threshold. However, if construction costs exceed the valuation threshold, then all supporting path of travel elements must be made accessible. Additional information about California's valuation threshold is included in the Section 6 of the Plan.

⁷⁶ See DOJ. *State and Local Government Facilities: Guidance on the Revisions to 28 CFR 35.151 in Guidance on the 2010 ADA Standards for Accessible Design*
<https://www.ada.gov/regs2010/2010ADASTandards/Guidance2010ADASTandards.htm#titleII>.

The City is not required to remove barriers identified within a City-owned facility as part of the transition plan:

- Where programmatic modifications can be made to provide an equivalent experience;
- Where there are nearby and available equivalent accessible features;
- Where there are no public programs or activities provided at that portion of the site; or
- When safe harbor conditions are met.

It is also possible that an alteration is technically infeasible. Compliance for an alteration is not required where it is “technically infeasible.” The term is defined as “something that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in full and strict compliance with the minimum requirements.”⁷⁷ Where technical infeasibility is encountered, compliance is still required to the maximum extent technically feasible.⁷⁸

Public Right-of-Way Alterations and New Construction

In an alteration or new construction project, the City must incorporate ADA accessibility standards to the maximum extent feasible.⁷⁹ As part of the Plan’s implementation, the City Engineering Division should document all design exceptions.

When pre-ADA streets or sidewalks are altered, there may be space limitations that restrict how much they can be altered to install accessible curb ramps. In these cases, the curb ramps installed must meet the accessibility requirements of the ADA to the maximum extent feasible. Scoping requirements in the ADA Standards establish limitations for the running slope of the ramp run of curb ramps installed during alterations to pre-ADA streets and walkways.⁸⁰

The Civil Rights Division recognizes that there will be very rare instances when it will be technically infeasible for a curb ramp installed during alterations to pre-ADA roadways and walkways to be constructed in full and strict compliance with the requirements of ADA Standards § 4.1.6(3)(a) and § 4.7 because of physical or site constraints. In such circumstances, state and local governments must install curb ramps that provide accessibility to the maximum extent feasible.⁸¹ Before reaching a conclusion about technical infeasibility, state and local governments need to consider the extent to which

⁷⁷ Access Board. “Guide to the ADA Standards – Chapter 2: Alterations and Additions” <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards/chapter-2-alterations-and-additions>

⁷⁸ DOJ. 2010 ADA Standards. 202.3 Alterations

⁷⁹ DOJ, Title II Regulations Subpart D §35.151(b) Existing facilities

⁸⁰ ADA Standards § 4.1.6(3)(a)

⁸¹ ADA Standards § 4.1.6(1)(j)2

physical or site constraints can be addressed by alternative curb ramp designs. The burden of proving technical infeasibility lies with the state or local government that constructed it.

When highways, streets, and roads are built or altered post-ADA, they must have curb ramps at certain locations. Curb ramps must be located wherever there are curbs or other barriers to entry from a pedestrian walkway or sidewalk, including any intersection where it is legal for a pedestrian to cross the street, whether or not there is any designated crosswalk. Curb ramps must also be located wherever there are curbs or other barriers to entry at any designated pedestrian crosswalks that are located mid-block. Likewise, when sidewalks or walkways are built or altered post-ADA, they must include curb ramps or other sloped areas wherever they intersect with highways, streets, or roads and pedestrians may legally cross the vehicular way as well as at public transportation stops.

By contrast, for pre-ADA highways, streets, roads, and sidewalks that have not been altered, state and local governments may choose to construct curb ramps at every point where a pedestrian walkway intersects a curb. However, they are not necessarily required to do so. Under a more flexible standard called “program access,” alternative routes to buildings may be acceptable where people with disabilities must travel only a marginally longer route than the general public.⁸²

Safe Harbor Provisions⁸³

The 2010 Standards introduced the concept of safe harbor, a new exception that allows facilities built prior to March 15, 2012 that were in compliance with the 1991 ADA Standards to remain as-is until a public entity plans an alteration to the structural feature. For example, the 1991 Standards allowed 54 inches maximum for a side reach range, while the 2010 Standards lowered the side reach range to 48 inches maximum. Existing items, built prior to March 15, 2012, that are positioned at the 54-inch height would fall under the safe harbor provision until the time of planned alterations.⁸⁴

This safe harbor is not a blanket exemption for facilities. If a public entity undertakes an alteration to a primary function area, only the required elements of a path of travel to that area that already comply with the 1991 Standards are subject to the safe harbor. If a public entity undertakes an alteration to a primary function area and the required elements of a path of travel to the altered area do not comply with the 1991 Standards,

⁸² <https://www.ada.gov/pcatoolkit/chap6toolkit.htm>

⁸³ DOJ. “State and Local Government Facilities: Guidance on the Revisions to 28 CF” in Guidance on the 2010 ADA Standards for Accessible Design available at <https://www.ada.gov/regs2010/2010ADASTandards/Guidance2010ADASTandards.htm#titleII>

⁸⁴ DOJ, Title II Regulations Subpart D § 35.150(b)(2)(i) Safe harbor. Elements that have not been altered in existing facilities on or after March 15, 2012, and that comply with the corresponding technical and scoping specifications for those elements in either the 1991 Standards or in the Uniform Federal Accessibility Standards.

then the public entity must bring those elements into compliance with the 2010 Standards.⁸⁵

This exception applies to elements that might otherwise have to be modified under:

- The program access requirement for public entities;
- The readily achievable barrier removal requirements for places of public accommodation; and
- The path of travel requirement for any alteration that affects the usability of a primary function area in any covered facility.

If a public entity constructed or altered required elements of a path of travel in accordance with the specifications in either the 1991 Standards or the Uniform Federal Accessibility Standards before March 15, 2012, the public entity is not required to retrofit such elements to reflect incremental changes in the 2010 Standards solely because of an alteration to a primary function area served by that path of travel.⁸⁶ In California, the extent of required path of travel upgrades are subject to an annually adjusted valuation threshold based on the overall project cost of facility alterations regardless of federal safe harbor provisions.⁸⁷

The 2010 Standards also identify structural elements that do not fall under the safe harbor provision.⁸⁸ The following elements are not eligible for element-by-element safe harbor because technical or scoping specifications for them were not addressed in the 1991 ADA but were added as supplemental requirements prior to 2010.

- Residential facilities dwelling units, sections 233 and 809.
- Amusement rides, sections 234 and 1002; 206.2.9; 216.12.
- Recreational boating facilities, sections 235 and 1003; 206.2.10.
- Exercise machines and equipment, sections 236 and 1004; 206.2.13.
- Fishing piers and platforms, sections 237 and 1005; 206.2.14.
- Golf facilities, sections 238 and 1006; 206.2.15.
- Miniature golf facilities, sections 239 and 1007; 206.2.16.
- Play areas, sections 240 and 1008; 206.2.17.
- Saunas and steam rooms, sections 241 and 612.
- Swimming pools, wading pools, and spas, sections 242 and 1009
- Shooting facilities with firing positions, sections 243 and 1010.
- Miscellaneous:
 - Team or player seating (section 221.2.1.4),
 - Accessible route to bowling lanes (section. 206.2.11),

⁸⁵ DOJ, Title II Regulations Subpart D § 35.151(b)(4)(ii)(C) Path of travel--safe harbor

⁸⁶ DOJ, Title II Regulations Subpart D § 35.150(b)(2)(ii) Safe Harbor

⁸⁷ 2019 CBC Chapter 2 Valuation Threshold

⁸⁸ 2019 CBC Chapter 2 Valuation Threshold

-
- Accessible route in court sports facilities (section 206.2.12).

Pedestrian signals are not included in the 1991 or 2010 ADA Standards, but are addressed in the 2011 PROWAG and the previous draft documents from 2005 and 2002. Unlike the safe harbor concept contained within the 2010 ADA Standards, the proposed guidelines do not require modifications to existing facilities.

Undue Burden

Daly City is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of its services, programs, or activities; would create a hazardous condition resulting in a direct threat to a program participant or others; or would represent an undue financial and administrative burden.

A determination of undue financial or administrative burden can only be made under specified circumstances and procedures and carries with it the obligation of taking other actions that would ensure, to the maximum extent possible, that individuals with disabilities receive the benefits and services of the program or activity.

Construction Tolerances

The ADA and CBC advise on the need for small variations between the standards and the resulting constructed feature. The CBC states that all dimensions are subject to conventional industry tolerances except where the requirement is stated as a range with specific minimum and maximum end points.⁸⁹

Application of conventional industry tolerances must be on a case-by-case, project-by-project basis. Predetermined guidelines for construction tolerances could unnecessarily encourage contractors and others to deviate from the access regulations found in the CBC and may wrongfully be viewed by some to have the effect of law.

Conventional building industry tolerances include those for field conditions and those that may be a necessary consequence of a particular manufacturing process. Recognized tolerances are not intended to apply to design work.

The barrier reports available through the City do not reflect the application of construction tolerances. The City will evaluate the application of construction tolerances on a case-by-case basis when alterations or barrier remediation actions are undertaken.

⁸⁹ California Department of General Services. *Use of Predetermined Construction Tolerance Guidelines for Accessibility*, IR 11B-8. 2011 https://www.documents.dgs.ca.gov/dsa/pubs/ir_11b-8_rev01-01-11.pdf

Historic Buildings and Facilities

Alterations to a qualified historic building or facility must comply with the 2010 Standards and the 2019 CBC.⁹⁰ A qualified historic property is one that is listed in or eligible for listing in the National Register of Historic Places or is designated as historic under state or local law.

Barrier removals at City historic properties should be done in full compliance with the alterations standards for other types of buildings to the maximum extent feasible. However, if following the usual standards would threaten or destroy the historic significance of a building or site feature, the following alternative standards (which provide a minimal level of access) may be used.

- An accessible route is only required from one site access point (such as the parking lot).
- Ramps may be steeper than is ordinarily permitted.
- The accessible entrance does not need to be the one used by the general public.
- Only one accessible toilet is required, and it may be gender neutral.
- Accessible routes are only required on the level of the accessible entrance.
- Displays and written information located where they can be seen by a seated person.

⁹⁰ DOJ, Title II Regulations Subpart D § 35.151(b) Alterations: ADAAG at 36 CFR part 1191; Section 4.1.7 Accessible Buildings: Historic Preservation; and CCR, Title 24, Part 8, 2016 California Historical Building Code

5. ADA Coordinator, Notice Policy, and Grievance Procedure

Title II of the ADA requires a state or local government agency that employs 50 or more people to designate an ADA Coordinator⁹¹, give notice of the ADA's requirements, and establish a grievance procedure. The City's grievance form is included in Appendix A.

5.1 ADA Coordinator Roles and Responsibilities

The ADA Coordinator is responsible for organizing and communicating the City's efforts to comply with and fulfill its responsibilities under title II of the ADA, as well as all other applicable state and federal laws. The ADA Coordinator's responsibilities include investigating complaints that the City has engaged in any action prohibited by title II. At the time of the preparation of the Plan, the City designated Director of Public Works as its ADA Coordinator. The name, office address, and telephone number of the City's ADA Coordinator must be provided to interested persons.

5.2 Notice Under the Americans with Disabilities Act

Title II regulations require the City to inform the public of the rights and protections provided by the ADA for access to public programs, services, and activities. It is the obligation of the head of the public entity to determine the most effective way of providing notice to the public about their rights and the public entity's responsibilities under the ADA. Publishing and publicizing the ADA notice, such as the following example, is not a one-time requirement. Public agencies should provide the information on an ongoing basis and update the information whenever necessary.

⁹¹ DOJ, Title II Regulations Subpart A § 35.107 Designation of responsible employee and adoption of grievance procedures

Policy on Nondiscrimination on the Basis of Disability

Based on the Model Notice Provided by the Department of Justice⁹²:

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (“ADA”), Daly City will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Daly City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Daly City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Daly City’s programs, services, and activities, including qualified sign language interpreters, documents in braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision **impairments**.

Modifications to Policies and Procedures: Daly City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Daly City facilities, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Daly City should contact Richard Chiu, ADA Coordinator, in writing at 333 90th Street, Daly City, CA 94015, by phone at 650-991-8064, through the 711 telecommunications relay service, or by email at rchiu@dalcity.org, as soon as possible but no later than 72 hours before the scheduled event.

The ADA does not require Daly City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Daly City is not accessible to persons with disabilities should be directed to Richard Chiu, ADA Coordinator, in writing at 333 90th Street, Daly City, CA 94015, by phone at 650-991-8064, through the 711 telecommunications relay service, or by email at rchiu@dalcity.org.

Daly City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids and services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

⁹² The model notice and more details can be found at <https://www.ada.gov/pcatoolkit/chap2toolkit.htm>.

5.3 ADA Grievance Procedure

Title II regulations also require the City to develop and publish grievance procedures to provide fair and prompt resolution of complaints under the administrative requirements of title II of the ADA. The grievance procedure should include:

- A description of how and where a complaint under title II may be filed with the City;
- If a written complaint is required, a statement notifying potential complainants that alternative means of filing will be available to people with disabilities who require such an alternative;
- A description of the time frames and processes to be followed by the complainant and the City;
- Information on how to appeal an adverse decision; and
- A statement of how long complaint files will be retained.

The City's grievance procedure is provided below and can be found on the City's website at: http://www.dalycity.org/City_Hall/Departments/public_works/ADA_Compliance.htm

The grievance procedure should be distributed to all department heads, posted in public spaces of public buildings in addition to the City's website, and updated when the complaint procedure and/or the contact information for the ADA Coordinator is changed. In addition, the procedure must be available in alternative formats so that it is accessible to all people with disabilities.

Grievance Procedure of the City of Daly City for Complaints Arising Under Title II of the Americans with Disabilities Act of 1990

The City of Daly City adopted a grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with the Americans with Disabilities Act of 1990.

City Facilities, Programs, Services or Activities

Complaints concerning access to City facilities, programs, services or activities should be addressed to the City's ADA Coordinator: Richard Chiu Jr., ADA Coordinator, City of Daly City, 333 90th Street, Daly City, CA 94015, Email: rchiu@dalycity.org, Voice: (650) 991-8064, Fax: (650) 991-8243.

A. A complaint may be filed in writing or, when requested as an accommodation, in another format (including by telephone) that accommodates the complainant's disability. The complaint should provide the complainant's name, address and phone number, a detailed description of the incident or condition, the location, date and time of the incident.

B. Upon receipt of a complaint, the City's ADA Coordinator will provide the appropriate department with a copy of the complaint. The department will then conduct an investigation. The department may seek assistance of the City's ADA Coordinator and the City Attorney in investigating and responding to the complaint. These rules contemplate informal but thorough investigations that afford the complainant a thorough review and appropriate response.

C. Within thirty (30) business days of the receipt of the complaint, a written draft response will be sent to the City's ADA Coordinator prior to the final copy, signed by the department and department head, being sent to the complainant.

D. The City's ADA Coordinator will maintain a file relating to each complaint and the response thereto and will maintain that file for five years.

E. The complainant can request reconsideration of the complaint if he or she is dissatisfied with the resolution. The request for reconsideration should be addressed to the City's ADA Coordinator in writing, or in an alternative format accessible to the complainant, within ten (10) business days of the issuance of the City's response to the complaint.

F. The City's ADA Coordinator will inform the department of this reconsideration request and the department will respond to the request for reconsideration within fifteen (15) business days of receiving the request. The department response must be approved by the City's ADA Coordinator prior to being sent to the complainant. The department will forward a copy of the approved response to the request for reconsideration to the City's ADA Coordinator.

G. These rules will be construed to protect the substantive rights of the complainant and assure that the City of Daly City complies with Section 504 and the ADA and their implementing regulations.

6. Resources

The hyperlinks and resources provided in this section are relevant as of the 2020 publication of this plan. Resources and hyperlinks are subject to change over time.

6.1 California and National Organizations Supporting People with Disabilities

TDI Online

<http://www.tdi-online.org/>

TDI's mission is to promote equal access in telecommunications and media for people who have hearing loss, are deaf, late deafened, or deaf blind. TDI encourages accessible applications of existing and emerging technologies in all sectors of the community, advises on promotes the uniformity of standards for telecommunications and media technologies and networks and collaborates with other disability organizations, government, industry, and academia.

Access Northern California

www.accessnca.org

Access Northern California is an online resource that provides information on the accessibility of outdoor recreation opportunities. The site provides links to locations around Northern California and descriptions of existing conditions to help inform potential users of what they can expect from the location.

6.2 Guidance Documents and Organizations — General

AbleData (assistive technology)

<https://abledata.acl.gov/>

ADA National Network. A Planning Guide for Making Temporary Events Accessible to People with Disabilities. 2015.

<https://adata.org/publication/temporary-events-guide>

American Bar Association Commission on Disability Rights. Planning Accessible Meetings and Events. 2015.

https://www.americanbar.org/content/dam/aba/administrative/mental_physical_disability/Accessible_Meetings_Toolkit.authcheckdam.pdf

American Trails, California Trail Resources

<https://www.americantrails.org/state-resources?state=california>

Federal Communications Commission (FCC)

Telecommunications Access for People with Disabilities. 2017.

<https://www.fcc.gov/file/15194/download>

Telecommunications Relay Service – TRS. 2017.

<https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>

Move United

<https://www.moveunitedsport.org/>

National Association of the Deaf (NAD). TTY and TTY Relay Services.

<https://www.nad.org/resources/technology/telephone-and-relay-services/tty-and-tty-relay-services/>

National Center on Accessibility. Indiana University, Bloomington.

<http://www.ncaonline.org/>

National Center on Physical Activity and Disability. What to Know Before You Go: The Big Questions to Ask Before Arriving at Your *Accessible* Recreation Destination.

<https://www.nchpad.org/277/1750/What~to~Know~Before~You~Go~~The~Big~Questions~to~Ask~Before~Arriving~at~Your~~Accessible~~Recreation~Destination>

Pacific ADA Center

<http://www.adapacific.org/>

San Francisco, City and County. Accessible Public Event Checklist. 2018.

<http://sfgov.org/mod/accessible-public-event-checklist>

Skulski, Jennifer and Gary Robb. Program Access: Beyond Bricks and Mortar. National Center on Accessibility, Indiana University, Bloomington. 2006.

<https://ncaonline.org/program-access-beyond-bricks-and-mortar/>

6.3 Resources for ADA Coordinators

ADA Coordinator Roles and Responsibilities

Characteristics of an Effective ADA Coordinator

- Familiarity with the City's structure, activities, and employees
- Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Sections 504 and 508 of the Rehabilitation Act, 29 U.S.C. § 794
- Expertise in ADA regulations, standards, and guidelines for accessible design and all other applicable municipal, county, state, and federal disability nondiscrimination requirements
- Experience with people with a broad range of disabilities
- Ability to work cooperatively within the City, with its partners, and with people with disabilities
- Familiarity with local disability advocacy groups or other disability groups
- Skills and training in negotiation and mediation
- Organizational and analytical skills
- Communication skills

Typical Roles and Responsibilities of an ADA Coordinator

- Establishing, overseeing, and coordinating implementation of grievance procedures
- Conducting self-evaluation plans
- Coordinating the implementation of transition plans
- Monitoring and tracking ongoing progress
- Reviewing the accessibility of new public access improvements
- Communicating policy to the public and within the City
- Coordinating ADA-related activities among City departments
- Identifying and utilizing appropriate resources
- Providing staff training and up-to-date information regarding the intent and application of ADA regulations, guidelines, and enforcement
- Determining the use of City resources, particularly in resolving complaints and providing reasonable modifications
- Consulting with the relevant program or department staff to determine an acceptable response to a request for a reasonable modification.
- Coordinating City programs and tools for **effective communication**
- Working with local community resources, such as organizations representing people with disabilities, to provide guidance in making the City's Emergency Preparedness and Response Program accessible to people with disabilities

Resources

- ADA Coordinator Training Certification Program www.adacoordinator.org
- DOJ, Civil Rights Division, Disability Rights Section. “ADA Requirements: Effective Communication.” 2014. <https://www.ada.gov/effective-comm.htm>

ADA Notice Requirements

The City must publicize its efforts to comply with the ADA and provide public notice of the ADA’s provisions as they apply to City services, programs, and activities. Information and recommendations about preparing and publicizing a policy of nondiscrimination based on disability are discussed in the *Notice Requirements* section of the Plan.

Resources

- Model Notice Under the Americans with Disabilities Act. Chapter 2. ADA Coordinator, Notice and Grievance Procedure. In *ADA Best Practices Tool Kit for State and Local Governments*: <https://www.ada.gov/pcatoolkit/chap2toolkit.pdf> and <https://www.ada.gov/pcatoolkit/chap2toolkit.htm>

ADA Grievance Procedure

Agencies with 50 or more employees, including Daly City, must develop and publish grievance procedures to provide fair and prompt resolution of complaints under the administrative requirements of title II of the ADA.

Resources

- Model *Grievance Procedure Under the Americans with Disabilities Act*. Chapter 2. ADA Coordinator, Notice & Grievance Procedure. In *ADA Best Practices Tool Kit for State and Local Governments*: <https://www.ada.gov/pcatoolkit/chap2toolkit.pdf> and <https://www.ada.gov/pcatoolkit/chap2toolkit.htm>
- Northwest ADA Center Grievance Procedure <http://nwadacenter.org/toolkit/grievance-procedure>

6.4 Resources for the Public Right-of-Way

US Access Board

- *Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way*, 2011 <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines>
- *Guidance and Research*, <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/guidance-and-research>
- *Other Resources*, <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/other-prov-resources>

State of California

California Department of Transportation (Caltrans)

- *Pedestrian Accessibility Guidelines for Highway Projects*, Design Information Bulletin Number 82-06 <https://dot.ca.gov/-/media/dot-media/programs/design/documents/dib82-06-a11y.pdf>
- *Highway Design Manual* <https://dot.ca.gov/programs/design/manual-highway-design-manual-hdm>
- *Memoranda: Americans with Disabilities Act (ADA) Compliance*, October 2012 <https://dot.ca.gov/-/media/dot-media/programs/design/documents/americans-with-disabilities-act-compliance-2012-10-05-a11y.pdf>
- *Memoranda: Additional Guidelines on Curb Ramp Scoping and Design*, June 2012 <https://dot.ca.gov/-/media/dot-media/programs/design/documents/f0003436-additional-guidelines-on-curb-ramp-scoping-and-design-a11y.pdf>
- *CA Manual on Uniform Traffic Control Devices (CA MUTCD)*, 2014 <https://dot.ca.gov/programs/traffic-operations/camutcd>
- *Compliance Inspection Forms* <https://dot.ca.gov/programs/construction/forms>
 - *Forms CEM-2301 through CEM-2312 on Temporary Pedestrian Access Routes*
 - *Forms CEM-5773 through CEM-5773SW on curb ramps, driveways, parking, passageways, and sidewalks.*

California Division of the State Architect (DSA)

- *California Access Compliance Advisory Manual*, 2019 https://www.dgs.ca.gov/-/media/Divisions/DSA/Publications/access/2019_CBC_Advisory_Manual.pdf?la=en&hash=A9091D36806F444CF75D554C63363D016F634BDE

6.5 Guidance Documents and Articles—Web Design

State of California

The California Department of Education (CDE) adopted its first set of accessibility standards in 2001, which were based almost entirely on the Version 1.0 Checkpoints from the W3C WCAG. In 2003, the State of California enacted Government Code (GC) Section 11135, requiring all its agencies and departments to comply with federal Section 508. In 2006 the State adopted accessibility standards for web design that apply to all State of California public Internet web sites for state organizations that report to the Governor and State Chief Information Office (CIO) and which were offered as a resource to other constitutional offices as they work to make their public web sites accessible. The recommends are available for download at. Effective November 1, 2007, all California departments and agencies reporting to the Governor were requested to comply with ca.gov design, accessibility, and usability standards and best practices as included in a policy notice issued in 2007.

- California Department of Education Web Accessibility Standards.
<https://www.cde.ca.gov/re/di/ws/webaccessstds.asp>

Utah State University, Center for Persons with Disabilities, WebAIM

WebAIM (Web Accessibility In Mind) has provided comprehensive web accessibility solutions since 1999. WebAIM is a non-profit organization based at the Center for Persons with Disabilities at Utah State University. Documents and training materials, including the following publications, can also be downloaded from WebAIM website (<http://www.webaim.org/>).

- Color Contrast Checker. <https://webaim.org/resources/contrastchecker/>
- Web Accessibility Evaluation Tool (WAVE). <http://wave.webaim.org/>
- WCAG 2 Checklist. <https://webaim.org/standards/wcag/checklist>
- Web Accessibility for Designers. <https://webaim.org/resources/designers/>

Web Accessibility Initiative (WAI)

WAI develops guidelines widely regarded as the international standard for Web accessibility, support materials to help understand and implement Web accessibility, and resources, through international collaboration. The Web Content Accessibility Guidelines (WCAG) was developed with a goal of providing a single shared standard for web content accessibility that meets the needs of individuals, organizations, and governments internationally. Documents and training materials, including the following publications, can also be downloaded from the WAI website (<https://www.w3.org/WAI/>).

- Kirkpatrick, Andrew, Joshue O Conner, Alastair Campbell, and Michael Cooper (eds.) 2018. Web Content Accessibility Guidelines (WCAG) 2.1
<https://www.w3.org/TR/WCAG21/>

U.S. General Services Administration (GSA), Technology Transformation Services

The GSA provides a guide for embedding accessibility into web development. The Accessibility for Teams tool describes many different inclusive website design practices, providing both a framework for understanding website accessibility as well as design strategies and resources.

<https://accessibility.digital.gov/>

6.6 Guidance Documents and Articles—Signage

American Printing House for the Blind, Inc. (APH). APH Tactile Graphic Image Library.

<http://www.aph.org/tgil/>

Arditi, Aries. Effective Color Contrast: Designing for People with Partial Sight and Color Deficiencies. 2005. https://pages.mtu.edu/~nilufer/classes/cs3611/interesting-stuff/designing-with-colors-1/color_contrast.htm

Luminant Design LLC. Signage and the 2010 ADA Standards v2.1. 2011.

<http://www.luminantdesign.com/ada.html>

Society for Experiential Graphic Design (SEGD). Signage Requirements in the 2010 Standards for Accessible Design. 2012.

https://segd.org/sites/default/files/SEGD_2012_ADA_White_Paper_Update.pdf

U.S. Department of the Interior, National Park Service

Harpers Ferry Center Accessibility Committee

Harpers Ferry Center (HFC) serves as the Interpretive Design Center for the National Park Service. HFC works to ensure that the highest level of accessibility that is reasonable is incorporated into all aspects of interpretive media, planning, design, and construction. This includes ensuring that all new interpretive media are provided in such a way as to be accessible to and usable by all persons with a disability. It also means all existing practices and procedures are evaluated to determine the degree to which they are currently accessible to all visitors, and modifications are made to assure conformance with applicable laws and regulations. The HFC website (<http://www.nps.gov/hfc/accessibility/>) includes accessibility resources, guidelines, and updates, Department of the Interior Section 504, photographs of best practices, and more.

- Wayside Exhibits: A Guide to Developing Outdoor Interpretive Exhibits. 2009. <https://www.nps.gov/subjects/hfc/upload/Wayside-Guide-First-Edition.pdf>

6.7 Guidance Documents and Articles—Creating Accessible Documents

Adobe. Creating Accessible Adobe PDF Files. <https://helpx.adobe.com/acrobat/using/creating-accessible-pdfs.html>

Adobe. Create and verify PDF accessibility (Acrobat Pro). <https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>

American Council of the Blind (ACB). Best Practices and Guidelines for Large Print Documents used by the Low Vision Community. 2011. <http://acb.org/large-print-guidelines>

Braille Authority of North America and the Canadian Braille Authority. Guidelines and Standards for Tactile Graphics (Web Version). 2012. <http://www.brailleauthority.org/tg/web-manual/tgmanual.html>

GSA Government-wide Section 508 Accessibility Program: Create Accessible Electronic Documents (A compilation of federal guidance, checklists, and testing information for creating and maintaining accessible documents in various popular electronic formats, including Word, PDF, Excel, and PowerPoint). <https://www.section508.gov/create/documents>. Guidance from the Accessible Electronic Document Community of Practice (AED COP) on creating and testing accessible MS Word documents.

National Federation of the Blind. Braille Transcription Resource List. <https://nfb.org/braille-transcription-resource-list>

Smithsonian Institution. Smithsonian Guidelines for Accessible Publication Design. 2001. <https://www.si.edu/Content/Accessibility/Publication-Guidelines.pdf>

Social Security Administration, Accessibility Resource Center (SSA-ARC). SSA Guide: Producing Accessible Word and PDF Documents, Version 2.1. 2010. https://www.ssa.gov/accessibility/files/The_Social_Security_Administration_Accessible_Document_Authoring_Guide_2.1.2.pdf

Sutton, Jennifer. A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired. 2002. <http://www.sabeusa.org/wp-content/uploads/2014/02/A-Guide-to-Making-Documents-Accessible-to-People-Who-are-Blind-or-Visually-Impaired.pdf>

University of Washington. Creating Accessible Documents. <https://www.washington.edu/accessibility/documents/>

6.8 Guidance Documents—Historic Properties

California Department of Parks and Recreation Office of Historic Preservation.

http://ohp.parks.ca.gov/?page_id=21410

2016 California Historical Building Code(CHBC). California Code of Regulations, Title 24,Part 8.

<http://ohp.parks.ca.gov/pages/1074/files/2016%20CA%20CHBC.pdf>

California Preservation Foundation. 2016. The California Historic Building Code (CHBC) and the Americans with Disabilities Act (ADA in Historic Buildings and Sites.

<https://californiapreservation.org/events/chbc-ada/>

DOJ. Civil Rights Division. “Common Questions about Title II of the Americans with Disabilities Act (ADA)”.

<https://www.ada.gov/pubs/t2qa.txt>

Jester, Thomas C and Sharon C. Park. 1993. Technical Preservation Brief 32: Making Historic Properties Accessible. U.S. Department of the Interior, National Park Service

<https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>

6.9 Guidance Documents and Organizations—Emergency Preparedness Planning for People with Access and Functional Needs

Emergency Management Institute (EMI)

<https://training.fema.gov/emi.aspx>

FEMA, U.S. Department of Homeland Security, FEMA. Fact Sheet: Access and Functional Needs Support. 2018.

<https://www.fema.gov/media-library/assets/documents/94708>

Interagency Coordinating Council on Emergency Preparedness and Individuals with Disabilities (ICC)

<https://www.fema.gov/media-library/assets/documents/111940>

National Council on Disability (NCD)

<http://www.ncd.gov/>

National Institute on Disability and Rehabilitation Research (NIDRR)

<https://www.ed.gov/category/program/national-institute-disability-and-rehabilitation-research>

National Park Service, U.S. Department of the Interior. 2017. Long Range Transportation Plan: Traveler Information

https://www.nps.gov/orgs/1548/upload/National_Long_Range_Transportation_Plan_508-Compliant-for-WEB_July_2017.pdf

National Park Service. "Fire Prevention 52: Fire Safety for People with Disabilities."

<https://www.nps.gov/articles/p52-fire-safety-for-people-with-disabilities.htm>.

National Fire Protection Association. "Emergency Evacuation Planning Guide for People with Disabilities." 2016

<https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Disabilities/EvacuationGuidePDF.ashx?la=en>

San Mateo County Alert System, Sheriff's Office of Emergency Services

<http://hsd.smcsheriff.com/smcalert>

San Mateo County Office of Emergency Services

<https://www.smchealth.org/emergency-preparedness>

State of California, Governor's Office of Emergency Services (Cal OES), Office of Access and Functional Needs Library. Includes links to current access and functional needs-related planning resources for providing emergency services for people with disabilities.

<http://www.caloes.ca.gov/cal-oes-divisions/access-functional-needs/afn-library>

6.10 Federal, State, and Local Laws, Standards, and Ordinances

The following are resources for state and federal regulations for accessible facilities.

U.S. Department of Justice, Civil Rights Division, Disability Rights Section

The U.S. Department of Justice provides many free ADA materials including the Americans with Disability Act (ADA) text. Printed materials may be ordered by calling the ADA Information Line [(800) 514-0301 (Voice) or (800) 514-0383 (TTY)]. Publications are available in standard print as well as large-print format, audiotape, braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the Department of Justice website (<http://www.ada.gov/>).

- Americans with Disabilities Act (ADA) Title II Regulations: Nondiscrimination on the Basis of Disability in State and Local Government Services. 2010.
https://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.pdf
- 2010 ADA Standards for Accessible Design. 2010.
www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm
- Accessibility of State and Local Government Websites to People with Disabilities. 2003.
https://www.ada.gov/websites2_prnt.pdf
- ADA Best Practices Tool Kit for State and Local Governments. 2008.
<https://www.ada.gov/pcatoolkit/abouttoolkit.htm>
- ADA Requirements: Effective Communication. 2014. <https://www.ada.gov/effective-comm.pdf>
- ADA Requirements: Service Animals. 2010.
https://www.ada.gov/service_animals_2010.htm
- Frequently Asked Questions about Service Animals and the ADA. 2015.
https://www.ada.gov/regs2010/service_animal_qa.html
- ADA Requirements: Wheelchairs, Mobility Aids and Other Power-Driven Mobility Devices. 2014. <https://www.ada.gov/opdmd.pdf>
- An ADA Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities. 2008.
<https://www.ada.gov/emergencyprepguide.htm>
- DOJ. ADA Update: A Primer for State and Local Government. 2015, available at https://www.ada.gov/regs2010/titleII_2010/title_ii_primer.html

U.S. Access Board—Architectural and Transportation Barriers Compliance Board

The full texts of federal laws and regulations that provide the guidelines for the design of accessible facilities and programs are available from the U.S. Access Board. Single copies of publications are available free and can be downloaded or ordered by completing a form available on the Access Board's website (<http://www.access-board.gov/>). In addition to regular print, publications are available in: large-print format; disk; audiocassette; and braille.

- ADA and ABA Accessibility Guidelines (ADAAG), (36 *CFR Parts 1190 and 1191*). Final Rule published in the Federal Register, July 23, 2004; as amended through May 7, 2014. <https://www.access-board.gov/attachments/article/412/ada-aba.pdf>
- Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines, Correction. Final Rule published in the Federal Register, November 12, 2013. <https://www.federalregister.gov/documents/2013/11/12/2013-26780/americans-with-disabilities-act-ada-accessibility-guidelines-for-buildings-and-facilities>
- Architectural Barriers Act (ABA). Pub. L. 90–480 (42 *U.S.C. §§4151 et seq.*). 1968. <https://www.access-board.gov/the-board/laws/architectural-barriers-act-aba>
- Architectural Barriers Act Accessibility Guidelines; Outdoor Developed Areas (AGODA) (36 *CFR Part 1191*). Final Rule published in the Federal Register, September 26, 2013. <https://www.access-board.gov/attachments/article/1500/outdoor-rule.pdf>
- Architectural Barriers Act (ABA) Standards. 2015. <https://www.access-board.gov/attachments/article/1029/ABASTandards.pdf>
- Electronic and Information Technology Accessibility Standards; (36 *CFR Part 1194*). Final Rule published in the Federal Register, December 21, 2000. [https://www.access-board.gov/attachments/article/523/508standards\(1\).pdf](https://www.access-board.gov/attachments/article/523/508standards(1).pdf)
- Guidance on Use of the International Symbol of Accessibility Under the Americans with Disabilities Act and the Architectural Barriers Act. 2017. <https://www.access-board.gov/attachments/article/1898/ISA-guidance.pdf>
- Information and Communication Technology (ICT) Final Standards and Guidelines (36 *CFR Parts 1193 and 1194*). Final Rule published in the Federal Register, January 18, 2017. <https://www.access-board.gov/attachments/article/1877/ict-rule.pdf>
- Outdoor Developed Areas: A Summary of Accessibility Standards for Federal Outdoor Developed Areas. May 2014. <https://www.access-board.gov/attachments/article/1637/outdoor-guide.pdf>
- Telecommunications Act Accessibility Guidelines. Final Rule published in the Federal Register, February 3, 1998. <https://www.access-board.gov/attachments/article/1067/255rule.pdf>

State of California

- **Department of General Services, California Building Standards Commission. California Building Standards Code (California Code of Regulations, Title 24).**

2019. <http://www.bsc.ca.gov/Codes.aspx>

The State of California has also adopted a set of design guidelines for accessible facilities, which can be found in the California Code of Regulations, Title 24, Part II, California Building Standards Code (CBC). CBC contains general building design and construction requirements relating to fire and life safety, structural safety, and access compliance. CBC provisions provide minimum standards to safeguard life or limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures and certain equipment. Although California has adopted most of the ADAAG requirements, there are some differences. In general, the more restrictive requirement (whether federal or state) should be applied when designing accessible facilities. The complete Title 24 or any of its parts is available for purchase from the International Code Council (ICC), 5360 Workman Mill Road, Whittier, CA 90601, (800) 423-6587, (<http://www.iccsafe.org>) or at various bookstores that carry technical books. The CBC is updated every three years and an ongoing program of regularly reviewing these changes and updating policies and procedures related to accessibility to keep them current is recommended.

- **Department of Parks and Recreation. California State Parks Accessibility Guidelines. 2015.**

http://www.parks.ca.gov/pages/1008/files/2015_california_state_parks_accessibility_guidelines.pdf

The Accessibility Guidelines are intended as a reference manual and department policy on accessible design that provide guidance for common uses in the State Park System. They are utilized in planning and implementing regular maintenance activities, construction projects, and in the development of presentations, publications, exhibits, new programs and special events. The Accessibility Guidelines are authorized for use throughout California State Parks, including the Off-Highway Motor Vehicle Recreation Division, the Division of Boating and Waterways, concessionaires, cooperating associations and locally operated parks.

- **Division of State Architect (DSA). 2019 California Access Compliance Advisory Reference Manual. 2019.** <https://www.dgs.ca.gov/DSA/Resources/Page-Content/Resources-List-Folder/Access-Compliance-Reference-Materials>

The purpose of this book of regulations and statutes together is to clarify the obligations for architectural accessibility in California.

- **2019 Valuation Threshold for Alterations, Structural Repairs or Additions to Existing Buildings** <https://www.dgs.ca.gov/DSA/Resources/Page-Content/Resources-List-Folder/Access-Compliance-Reference-Materials>

The annual valuation threshold is based on the January 1981 threshold of \$50,000.00 as adjusted using the ENR 20 Cities Construction Cost Index, and as published by Engineering News-Record, McGraw-Hill Publishing Company, for January of each year. In accordance with the 2019 CBC Chapter 2 definition of VALUATION THRESHOLD, the 2020 valuation threshold is \$170,466 and will be updated again in January 2021.

6.11 People-First Language

The City is responsible for ensuring that all public communication uses language that is appropriate and respectful, including when speaking or referring to people with disabilities. People-first language emphasizes the person first, not the disability. The following are suggestions and additional resources.

Table 6.1. People-First Language

People-First Language	Language to Avoid
Person with a disability	The disabled, handicapped, victim, defective, deformed
Person without a disability	Normal person, healthy person
Person with an intellectual, cognitive, developmental disability	The mentally, developmentally disabled, retarded, moron, imbecile, idiot
Person with an emotional or behavioral disability, person with a mental health or psychiatric disability	Afflicted or special person, insane, crazy, psycho, maniac
Person who is deaf	Deaf and dumb, deaf-mute
Persons who have hearing loss	Hearing impaired
Person who is blind / has low vision	Sight impaired
Persons with speech or language disabilities	Speech impaired, mute
Person who uses a wheeled mobility device	Confined or restricted to a wheelchair, wheelchair bound
Person with a physical disability	Invalid, cripple, lame
Person with limited literacy skills	Functionally illiterate
Accessible parking or restroom	Handicap or handicapped parking or restroom

Resources

- Communicating with and about People with Disabilities. <https://www.dol.gov/odep/pubs/fact/communicating.htm>
- National Association of the Deaf. <https://www.nad.org/>
- American Speech-Language-Hearing Association. <http://www.asha.org/>
- National Assessment of Adult Literacy (NAAL). <https://nces.ed.gov/naal/literacytypes.asp>

6.12 Service Animal Policies

Service animals provide valuable and sometimes life-saving services to their owners. While most people are familiar with guide dogs for people with visual disabilities, many people with a variety of disabilities use service animals to assist with everyday life.

In 2010, the ADA updated regulations covering service animals. The new definition limits animals to dogs, but also includes miniature horses when conditions are appropriate as follows.

*A service animal is any dog [or miniature horse] that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.*⁹³

Individuals with disabilities can bring their service animals into all areas of public facilities where members of the public and program participants are allowed with the following limitations.

- The ADA does not require covered entities to modify policies, practices, or procedures if it would fundamentally alter the nature of the goods, services, programs, or activities provided to the public. Nor does it overrule legitimate safety requirements. If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited. In addition, if a service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded.
- Policies may consider excluding service animals in habitats that are especially vulnerable or sensitive to predator species. Wildlife cannot tell the difference between a pet dog and a service animal; for example, many species sense dogs as predators and expend valuable energy to flee or seek cover.
- If the City properly excludes a service animal under Title 28, Chapter 1 § 35.136(b), it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.
- The task(s) performed by the service animal must be directly related to the person's disability.
- The service animal must be trained to take a specific action when needed to assist the person with a disability. The animal does not have to be professionally trained by others.
- Emotional support or companion dogs and animals are not considered service animals under the ADA or California state law
- City staff may ask only two specific questions:
 1. Is the animal a service animal required because of a disability? and
 2. What work or task has the animal been trained to perform?
- The ADA does not require service animals to wear a vest, ID tag, or specific harness.

⁹³ ADA National Network. 2017. Service Animals. <https://adata.org/factsheet/service-animals>

-
- Individuals who have service animals are not exempt from local animal control or public health requirements.
 - Service animals are subject to local dog licensing and registration requirements.

Emotional support animals, including dogs that provide comfort just by being with a person, are not considered service animals. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA. While the California Department of Fair Employment and Housing does recognize emotional support animals in certain situations like housing and employment, California state law does not recognize emotional support animals as service animals for accommodation in public places.

The ADA makes a distinction between psychiatric service animals and emotional support animals. For example, if a dog has been trained to sense that an anxiety attack is about to happen and then take a specific action to help avoid the attack or lessen its impact, that animal would qualify as a service animal. However, if the dog's mere presence provides comfort, that animal would not be considered a service animal under the ADA.

Resources

- Title 28, Chapter 1, § 35.136 Service animals
- DOJ. 2010. Service Animals. https://www.ada.gov/service_animals_2010.htm
- DOJ. 2015. Frequently Asked Questions about Service Animals and the ADA. https://www.ada.gov/regs2010/service_animal_qa.html
- ADA National Network. 2017. [Service Animals](https://adata.org/factsheet/service-animals). <https://adata.org/factsheet/service-animals>
- NPS. 2018. Service Animals – Yellowstone National Park. <https://www.nps.gov/yell/planyourvisit/serviceanimals.htm>

6.13 Other Power-Driven Mobility Devices (OPDMD) Policies

The following considerations and sample policy are provided for the implementation of an Other Power-Driven Mobility Device Policy.

Considerations for the development of an OPDMD policy and a sample policy:

Any mobility device powered by batteries, fuel, or other engines ... that is used by individuals with mobility disabilities for the purpose of locomotion and designed to operate in areas without defined pedestrian routes.

– DOJ's Definition of OPDMD

Considerations for the Development of an OPDMD Policy

People with mobility impairments often use mobility devices such as manual or powered wheelchairs, electric scooters, canes, crutches, or walkers. Mobility impairment may be temporary, periodic, or permanent. It may result from a mechanical injury such as a broken bone or a medical condition such as a stroke or heart condition. OPDMDs are intended to provide people with enhanced mobility, including on terrain where mobility devices that are intended for flat and level terrain are not effective.

The purpose of an OPDMD is to provide access to developed outdoor area facilities for persons with mobility impairments significant enough to warrant protection as a disability under the Americans with Disabilities Act. The goal of an OPDMD policy is to define parameters for this access that provides the maximum degree of access for persons with qualifying disabilities while also protecting the safety of the great many other users of open space and the environment.

The law encourages agencies to determine parameters for defining OPDMDs that are acceptable for use at their facilities.

Sample OPDMD Policy:

The use of a manual or motorized wheeled mobility device by an individual with limited mobility is allowed to the extent that the same would apply to a pedestrian. The information in this section is intended to treat a person using a manual or motorized wheeled mobility device as a pedestrian and is not intended to restrict the activities of such a person beyond the degree that the activities of a pedestrian are restricted by the same regulations.

Engine Type: Not to exceed Zero Emissions during use. The engine noise level from an OPDMD may not exceed 60 dB measured on the A-weighted scale at a distance of 50 feet.

OPDMDs with Zero Emissions will exclude combustion engines and the use of gas or other fuel-powered mobility devices. The noise and exhaust from gas-powered engines would fundamentally alter the natural setting of many of the trails.

Size: OPDMDs may not exceed 36 inches in width.

Weight: Not to exceed 550 lbs. including operator.

The weight limit is specified because (1) heavier loads may cause damage to the non-paved surfaces and structure and (2) of the potential for being unstable on non-compacted surfaces

Speed: Maximum speed while operating an OPDMD cannot exceed 5 mph.

Establishing a speed limit for OPDMD use is a way of balancing pedestrian anxiety about the safety of sharing a site with motorized devices moving at higher speeds and OPDMD users' right to experience the site while using an OPDMD.

Users: The use of OPDMDs, while allowed, is restricted to persons with mobility disabilities. The use of an OPDMD by a person without a disability is prohibited.

The causes of disability may not always be apparent to members of the public or agency staff. Proof of having a disability may be provided by:

- A valid, state-issued disability parking placard or card;
- Other state-issued proof of disability;
- Other federal-issued proof of disability (National Parks and Federal Recreational Lands Access Pass); or
- Verbal representation, not contradicted by observable fact.

Where: Paved routes and designated multi-use trails. Multi-use is a category that includes pedestrians, bicyclists, and equestrians. OPDMDs are not allowed in areas closed to the public.

Rules for Use of OPDMDs:

The following conditions apply:

- A person must be of legal age to operate the specific OPDMD, as prescribed by federal and state law.
- A person using an OPDMD must yield the right of way to pedestrians and persons using wheelchairs.
- Group size is limited to no more than four OPDMDs unless otherwise approved by the agency.
- No more than one person may ride upon an OPDMD at any time.

Every OPDMD shall be equipped with the following safety mechanisms:

- Front, rear, and side reflectors.
- A system that enables the operator to bring the OPDMD to a controlled stop.
- If the OPDMD is operated between one-half hour after sunset and one-half hour before sunrise, a lamp emitting a white light that, while the OPDMD is in motion, illuminates the area in front of the operator and is visible from 300 feet in front of the OPDMD.
- A sound emitting device that can be activated from time to time by the operator.

7. Appendices

Appendix A: Request for Accommodation / Grievance Form

Appendix B: Public Outreach

Focus Group Meeting #1 (November 20, 2019)

Focus Group Meeting #2 (February 26, 2020)

Presentation to City Council (July 27, 2020)

Appendix C: ADA Facility Assessment Summary

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Appendix A: Request for Accommodation / Grievance Form

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TITLE II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973

Request for Accommodation/Grievance Form

Instructions: Please fill out this form completely, using black ink or typing. Sign and send it to the address at the bottom of the page. This form is available in alternate formats by requests.

Reporting Individual	
Name and Address:	
City, State, Zip Code:	
Telephone:	Home: Business:
Service, Program or Facility Alleged to Be Inaccessible	
Name of Service/Program or Facility:	
Address:	
City, State, Zip Code:	
Telephone Number:	
Date:	
Describe the way in which the service, program, or facility is not accessible. (Please use other attachments as	
Action Taken (for Office Use)	
Signature of Reporting Individual:	

Please mail to: ADA Compliance Officer, City of Daly City
333 90th Street, Daly City, CA 94015

For Office Use:

File No: _____

Date Received: _____

Received By: _____

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Appendix B: Public Outreach

Meeting minutes - Community Focus Group #1

November 20, 2019 - 3 pm to 5 pm, Daly City City Hall

Meeting minutes - Community Focus Group #2

February 26, 2020 - 3 pm to 5 pm, Daly City City Hall

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Meeting minutes - Community Focus Group #1

November 20, 2019 - 3 pm to 5 pm, Daly City City Hall

Attendees: Joyce Cabrera, Pamela DiGiovanni, Sean Galvin, Mike Levinton, Ben McMullan, Evan Milburn, and Maria Orleman.

City staff: Jennifer Der, Sibely Calles, Richard Chiu, Anna Kho, Stephen Stolte, and Venus Young.

MIG staff: Ashley Tomerlin and Patrick Ware.

Summary

The focus group meeting was used to orient representatives of the public to the scope of work for the development of the plan and the project schedule. The introduction was followed by a discussion of planning priorities for the project, including a review of the initial findings and proposed criteria for prioritizing facilities within the Transition Plan schedule. Staff received comments on the general level of accessibility in Daly City including City facilities and places of public accommodation.

Facility Prioritization

General Comments:

- General discussion about the state and federal standards used to evaluate accessibility.
- Council meetings currently feature sign language interpreters and are broadcast on YouTube and local television, but accessibility improvements could still be made.
- Increased contrast between adjacent surfaces and walkway lighting are important for people with visual disabilities.

Prioritization Feedback:

- The facilities in the Westlake Park area (Doelger Senior Center, Westlake Community Center/Pacelli Event Center, Westlake Park common Areas) have a high level of use and should be a higher priority.
- Lincoln Park Community Center is heavily used during the week and functions as a senior center, so it should be ranked as a higher priority.
- Attendees commented that the North County Fire Authority Administration building should be a lower priority, but City staff contended that it should retain its priority because it is used for permitting.
- The Teglia Community Center is largely inaccessible, and while some food programs happen there it should be a lower priority.
- Any facilities that are used as voting locations should be prioritized.
- The Serramonte Library basement is inaccessible, but programming continues to happen down there.

Right-of-Way Prioritization

General Comments:

- The terrain of Daly City presents many challenges for accessibility.
- There are no pedestrian access routes in some locations, including around the Kaiser medical building.
- General discussion regarding accessibility and safety in the public right-of-way.

Prioritization Feedback:

- Attendees suggested that areas with high volume of pedestrian use should be prioritized. It was determined that these facilities would be captured by geospatial priority B (locations serving government offices and public facilities).
- Pedestrian refuge island at the intersection of Lake Merced Blvd and John Daly Blvd is a safety concern.
- City Staff requested incorporation of High Injury Network data into the prioritization scheme.

Meeting minutes - Community Focus Group #2

February 26, 2020 – 3 pm to 5 pm, Daly City City Hall

Attendees: Mike Levinson

City staff: Sibely Calles, Richard Chiu, Kevin Fehr, and Shirley Chan.

MIG staff Ashley Tomerlin and Tim Gilbert.

Summary

At this meeting, the participants discussed the draft plan and prioritization actions taken after the first focus group meeting. This was followed by a discussion of elements in the plan document.

Self-Evaluation – Review of City Policies and Programs

- A participant questioned if there was a way to name the departments that answered questions in the affirmative so that members of the public could provide feedback to whether staff responses accurately described the public's experience.
- It was proposed by a participant that if the City were to administer the staff questionnaire again, a public questionnaire like the staff questionnaire could contribute to an improved assessment of City policies and programs.

ADA Coordinator and Departmental ADA Liaison Organization

- A participant observed that the ADA Liaison role to manage and update available accessibility resources and services would assist in the development of modifications to programs and services within each department.
- ADA Coordinator – a participant stated that managing the ADA Self-Evaluation and Transition Plan implementation is a lot for one person to manage. It's good that the ADA Coordinator role is housed in Public Works as that department manages maintenance at all facilities and would work with other departments' liaisons to address programs.

Right-of-Way Prioritization

- It was noted that the Right-of-Way Prioritization Matrix is complicated to understand with a screen reader for people with low vision.
- A participant suggested using Measure W funds to address barriers where they meet the requirements of the projects defined by the bond.

Transition Plan Approach

- A participant stated that It would be good to incorporate flexible language so the City can adjust the barrier removal approach to adapt to new technologies (autonomous vehicles), code changes, and new tools.
- A participant stated that when there are options for how to approach a barrier removal action, use the most flexible and adaptable solutions available.

- Staff stated that during the upcoming budget cycle, the City is proposing to add a line item in the budget specific to ADA barrier removal projects.
- A participant promoted exploring grant funding and optimizing other types of projects that can also remove accessibility barriers.

Appendix C: ADA Facility Assessment Summary

ADA Facility Assessments

The following Daly City facilities were evaluated in the Summer 2019.

The following tables present unadjusted cost estimates for barrier removal in all the facilities included in this evaluation. Cost estimates currently depict all barrier categories, including categories 4 and 5 for which physical alterations of the facility may not be required due to programmatic alternatives or historic exceptions. During the prioritization process, the City will determine where there are programmatic alternatives to physical alterations and where landmark or historic status may limit physical alterations. The costs associated with categories 4 and 5 will be removed from the cost estimate.

Costs included in this report are planning-level estimates only. Prior to scoping work at a site or preparing budgets or financial forecasts, further consideration will be needed to review site-specific needs, constraints, design and construction management costs, contingencies, and other considerations beyond the scope of a planning-level estimate or analysis.

It is assumed there will be a 3% per year escalation applied to the estimates over the 15-year timeline.

The total unadjusted cost estimate for all city facilities is \$3,983,933.⁹⁴

⁹⁴ As noted in the Executive Summary of the Plan, the total adjusted cost estimate with 40% markup for design, project management, construction management, contingency, and other miscellaneous costs is \$5,577,506.

Table 1: Unadjusted Cost Estimate for Facilities

Bayshore Community Center	90,695
Bayshore Heights Park	182,315
Bayshore Library	17,450
City Hall	591,655
Civic Center North	87,490
Doelger Senior Center	361,850
Fire Station 91	97,875
Fire Station 92	17,525
Fire Station 93	40,195
Fire Station 94	35,670
Fire Station 95	90,280
Former Post Office	20,800
Gellert Park Clubhouse	47,785
Hillside Park Clubhouse	34,610
Human Resources Office	34,525
Imagination Station - Child Development Center	73,675
John Daly Library	24,450
Larcombe Clubhouse	54,825
Lawson Hall	73,855
Lincoln Park Community Center	105,775
Marchbank Clubhouse	26,188
Marchbank Park Restrooms/Concessions	15,390
North County Fire Authority Administration	20,400
Pathway - Beverly	250
Pathway - Bromley	1,610
Pathway - Camelot	4,090
Pathway - Lycett	1,120
Pathway - Lycett Park	2,415
Pathway - Mira Vista	27,355
Pathway - Norwood	33,200
Pathway - Penhurst	17,635
Pathway - St Francis	23,230
Pathway - Vendome Alley	19,200
Pathway - Wilshire Walkway	39,620
Rental House 204 92nd St	87,685
Serramonte Library	48,670
Teglia Community Center	60,550
War Memorial Community Center	180,270
Westlake Community Center/Pacelli Event Center	76,750
Westlake Library	86,320
Westlake Park Common Areas	457,680
Westlake Performing Arts Center	671,005
Total	3,983,933

Barrier Summaries

The following summaries provides an overview of the most common barriers identified at each facility.

Bayshore Community Center

- Bathing Facility – overhanging object, reach range
- Built-in Elements – height of service counters
- Doors – closing time, operating effort, tactile/braille signage, window heights, maintaining clear maneuvering areas
- Drinking Fountains – knee clearance, water flow
- Hazards – openings in ground surface
- Kitchen – Reach ranges, overhanging object, work surface, sink
- Restrooms – clear floor spaces, dispenses, grab bars, pipe insulation
- Stairs – handrails, inadequate tread striping, uniformity, slopes, nosings
- Walks – cross slopes, openings in ground surface

Bayshore Heights Park

- Assembly area – accessible route to platform
- Curb ramp – top landing
- Drinking fountain – clear ground space
- Gates - kickplates
- Other/Outdoor constructed feature – companion seating at bench, clear ground space at receptacles
- Parking – striping, signage, slopes, openings in ground surface
- Play Area – ground surface, accessible route, tread striping
- Picnic area – tables, clear ground surface
- Restrooms – signage, compartment, fixtures, grab bars, dispensers
- Walks – cross slopes and running slopes, surface openings, surface discontinuity

Bayshore Library

- Built-in Elements – height of work surface
- Doors – closing time, operating effort, signage, maintaining clear
- Drinking fountain – clear ground space
- Library – clear width of aisles
- Restrooms –dispenses, grab bars, lavatory, signage

City Hall

- Assembly Area – accessible route to dais
- Built-in Elements – height and width of service counters, knee clearance
- Curb ramp – built-up curb ramp, grade break
- Doors – closing time, operating effort, tactile/braille signage, window heights, kickplates, maneuvering areas, threshold, accessible routes
- Drinking fountain – clear floor space, standing person fountain
- Eating Area – tables, vending machines
- Elevator – car dimensions, indicators (visual, tactile, and audible)
- Hazards – overhanging or protruding objects
- Judicial Facility – bench depth
- Other – reach range
- Parking – striping, signage, slopes
- Picnic area – Knee clearance
- Ramps – landings, slopes, handrails, adjacent surfaces
- Restrooms – signage, compartment, fixtures, grab bars, dispensers
- Room – maneuvering area
- Signs – location, no tactile/braille sign corresponding to visual sign
- Stairs – handrails, inadequate tread striping, uniformity, slopes
- Telephone – reach range, clear floor space, accessible route
- Walks - cross slopes and running slopes, surface openings, surface discontinuity, clear width

Civic Center North

- Built-in Elements – height and width of service counters
- Corridor – clear width between wall and cubicle
- Doors – closing time, operating effort, tactile/braille signage, window heights, maintaining clear maneuvering areas, accessible routes
- Elevator – audible indicators
- Hazard – distorted guardrail, overhanging or protruding objects
- Parking – striping, slopes, detectable warnings
- Ramp - landings
- Restrooms – signage, compartment door, fixtures, grab bars, dispensers, lavatory
- Room – maneuvering area
- Signs – location, no tactile/braille sign corresponding to visual sign
- Stairs – handrails, inadequate tread striping, uniformity
- Walks – detectable warnings, running slope

Doelger Senior Center

- Built-in Elements – height of service counters
- Corridor – clear width due to movable objects
- Doors – closing time, operating effort, tactile/braille signage, window heights, maintaining clear maneuvering areas, accessible routes, kickplates, threshold
- Drinking fountain – bubbler heights, hardware, water flow, clear floor space, standing person fountain
- Eating Area – height service counters, accessible seating
- Hazard – overhanging or protruding objects, surface openings
- Game and Sports Area – accessible route
- Kitchen – accessible route, counters and work surfaces, dispensers
- Library – workstation, aisle width
- Picnic Area – knee clearance
- Ramps – slopes, handrails, surface discontinuity
- Restrooms – signage, compartment, fixtures, grab bars, dispensers, lavatory, accessible route, fundamental accessibility of restrooms
- Room – maneuvering area, sinks, accessible routes, reach ranges
- Stairs – handrails, uniformity
- Walks - cross slopes and running slopes, surface openings, surface discontinuity, clear width

Fire Station 91

- Doors – closing time, operating effort, window heights, maintaining clear maneuvering areas, accessible routes, kickplates, threshold
- Hazard – overhanging or protruding objects, surface openings
- Restrooms – signage, compartment, fixtures, lavatory, dispensers, lavatory, fundamental accessibility of single user restroom

Fire Station 92

- Doors – closing time, operating effort, signage, window heights, maintaining clear maneuvering areas, accessible routes, threshold
- Drinking Fountain – bubbler location, water flow
- Restroom – signage, grab bars, fixtures, dispensers
- Walks - cross slopes

Fire Station 93

- Doors – closing time, operating effort, window heights, maneuvering areas, threshold, kickplate
- Drinking fountain –water flow, clear floor space, standing person fountain
- Parking – signage, striping, slopes
- Restroom – signage, grab bars, fixtures, dispensers, maneuvering area
- Walks – cross slopes and running slopes

Fire Station 94

- Doors – closing time, operating effort, window heights, maneuvering areas, threshold, kickplate, hardware, clear opening
- Restroom – grab bars, fixtures, lavatory, dispensers, maneuvering area
- Walks – cross slopes, surface openings, surface discontinuity, clear width

Fire Station 95

- Doors – closing time, operating effort, window heights, maneuvering areas, threshold, kickplate, clear opening
- Restroom – signage, grab bars, fixtures, lavatory, dispensers, maneuvering area, fundamental accessibility of single user restroom
- Walks – cross slopes and running slopes, surface discontinuity, clear width

Former Post Office

- Built-in Elements – height of service counters, knee clearance
- Doors – signage, window heights, maneuvering areas, threshold, kickplate
- Kitchen – height of worksurface, maneuvering area, dispensers
- Restroom – signage, grab bars, fixtures, lavatory, dispensers, maneuvering area
- Signs – no tactile/braille sign corresponding to visual sign

Gellert Park Clubhouse

- Doors – closing time, operating effort, signage, maneuvering areas, threshold, kickplate
- Drinking fountain – protruding object, water flow, accessible fountain
- Hazard – surface openings
- Parking – signage, striping, slopes
- Restrooms – signage, grab bars, compartment, fixtures, lavatory, dispensers, protruding object
- Room – height of worksurface, light switches and controls
- Walk – cross slopes

Hillside Park Clubhouse

- Doors – closing time, operating effort, signage, maneuvering areas, threshold
- Drinking fountain – knee clearance, water flow, standing person fountain
- Kitchen – height of worksurface, knee clearance, dispensers
- Restrooms – signage, grab bars, fixtures, lavatory, dispensers
- Room – Knee clearance at worktables
- Walks – cross slopes and running slopes

Human Resources Office

- Doors – closing time, operating effort, signage, maneuvering areas, threshold, clear opening
- Restrooms – grab bars, compartment, fixtures, lavatory, dispensers

Imagination Station - Child Development Center

- Built-in Elements – height of worksurfaces
- Curb ramp – surface opening, landing
- Doors – closing time, operating effort, signage, maneuvering areas, signage, window heights, kickplates, hardware
- Drinking fountain – bubbler location, water flow
- Hazard – surface discontinuity
- Other – Clear ground space at receptacle
- Picnic Area – clear ground space
- Play Areas – play surface material/condition, play component count
- Restrooms – signage, grab bars, fixtures, lavatory, dispensers
- Room – accessible route, maneuvering area, height of worksurfaces
- Stairs – handrails
- Walks – cross slopes and running slopes, clear width

John Daly Library

- Doors – closing time, operating effort, signage, maneuvering areas, signage, threshold, kickplates, window height
- Drinking fountain – knee clearance, clear floor space
- Library – height of worksurfaces, knee clearance, clear width of aisle
- Restrooms – accessible route, grab bars, fixtures, dispensers, door hardware, protruding objects
- Room – reach range
- Signs – no tactile/braille sign corresponding to visual signs

Larcombe Clubhouse

- Doors – operating effort, signage, maneuvering areas, signage, threshold, kickplates, window height, accessible routes, clear opening
- Hazard – edge protection
- Kitchen – height of worksurface, knee clearance, dispensers
- Restrooms – signage, compartment, grab bars, fixtures, lavatory, dispensers, door hardware
- Room – reach range for outlets
- Stairs – handrail

Lawson Hall

- Assembly Area – accessible route to stage
- Doors –closing time, operating effort, signage, maneuvering areas, signage, threshold, kickplates ,window height, accessible routes, clear opening, door hardware
- Drinking Fountain – water flow, standing person fountain
- Kitchen – height of worksurface, knee clearance, dispensers, reach ranges, accessible route
- Ramp – running slopes, clear width, wheel guide
- Restrooms – signage, compartment, grab bars, fixtures, lavatory, dispensers, door hardware, protruding objects
- Stairs – handrails, inadequate tread striping, uniformity, nosings, open risers

Lincoln Park Community Center

- Doors –closing time, operating effort, signage, maneuvering areas, signage, threshold, kickplates, window height
- Drinking Fountain – water flow
- Hazard – overhanging object
- Kitchen – height of worksurface, knee clearance, dispensers, reach ranges, accessible route, storage
- Parking – signage, striping, slopes
- Restrooms – signage, compartment, grab bars, fixtures, lavatory, dispensers, door hardware, protruding objects, baby change table
- Walks – cross slopes and running slopes, clear width

Marchbanks Clubhouse

- Doors – closing time, operating effort, signage, maneuvering areas, threshold
- Ramps – cross slope and running slope, landing, handrail, surface opening
- Restrooms – signage, grab bars, lavatory, dispensers
- Room – Knee clearance at worktables
- Walks – cross slopes and running slopes, surface openings

Marchbanks Park Restrooms/Concessions

- Built-in Elements – height of service counter
- Doors – closing time, operating effort, accessible route, maneuvering areas, threshold
- Restrooms – signage, grab bars, fixture, lavatory, dispensers
- Room – height of sink rim

North County Fire Authority Administration

- Built-in Elements – height of reception counter
- Corridor - no tactile/braille sign corresponding to visual sign
- Doors – closing time, operating effort, signage, maneuvering areas, threshold, kickplate, clear opening
- Stairs – handrails, uniformity, nosings
- Walks – running slope, clear width

Pathways

- Hazard – edge protection, surface openings
- Ramp – handrail, running slope
- Stairs – handrails, inadequate tread striping, slopes, uniformity
- Walks – cross and running slopes, surface openings and discontinuity, clear width

Rental House 204 92nd St

- Corridor – carpet surface
- Doors –threshold, clear opening
- Restroom - fundamental accessibility, accessible route, maneuvering area
- Room – maneuvering area
- Stairs – handrails, inadequate tread striping, uniformity

Serramonte Library

- Built-in Elements – width of service counter
- Hazard – protruding object
- Doors –operating effort, signage, maneuvering areas, threshold
- Drinking Fountain – clear floor space, water flow
- Library – reach ranges, knee clearance, clear width of aisle
- Parking – striping, slopes
- Restrooms – accessible route, door hardware, lavatory, dispensers
- Walks – cross slopes, surface discontinuity, clear width

Teglia Community Center

- Curb Ramp – slopes, detectable warnings, surface discontinuity, landing
- Doors –closing time, operating effort, kickplate, signage, maneuvering areas, threshold, door hardware, window height
- Drinking Fountain –non-operational, no standing person fountain, clear floor space
- Hazard – protruding and overhanging objects
- Kitchen – height of worksurface, knee clearance, dispensers, reach ranges
- Parking – no accessible parking provided in off-street parking lot
- Restrooms – signage, compartment, maneuvering area, door hardware, fixtures, lavatory, dispensers, grab bars
- Walks – cross slopes and running slopes, surface opening, clear width

War Memorial Community Center

- Door/Gate – kickplate, door hardware, closing time, operating effort, signage, maneuvering areas, threshold, window height
- Drinking Fountain – knee clearance, protruding object
- Eating Area – height of service counter
- Elevator – usable clear width of car, hallway signals, audible indicators
- Hazard – edge protection
- Other – clear floor space
- Outdoor Constructed Feature – companion seating at bench
- Parking – striping, slopes, surface opening
- Ramp – cross slopes and running slopes, landing
- Restrooms – signage, compartment, maneuvering area, door hardware, fixtures, lavatory, dispensers, grab bars
- Room – height of sink counter
- Signs – no tactile/braille sign corresponding to visual signs
- Stairs – handrails, inadequate tread striping, water accumulation, uniformity, nosings
- Walks – cross slopes, surface opening, clear width

Westlake Community Center/Pacelli Event Center

- Door/Gate – kickplate, door hardware, closing time, operating effort, kickplate, signage, maneuvering areas, threshold, window height, clear opening, accessible route
- Drinking Fountain – wheelchair fountain
- Hazards – protruding objects
- Kitchen – height of worksurface, knee clearance, dispensers, reach ranges
- Other – reach range
- Ramp – handrails
- Restrooms – signage, compartment, maneuvering area, fixtures, lavatory, dispensers, protruding object
- Room – maneuvering area, reach range
- Stairs – padded handrails, uniformity

Westlake Library

- Door/Gate – kickplate, door hardware, closing time, operating effort, signage, maneuvering areas, threshold, surface opening, window height
- Drinking Fountain – clear floor space, maneuvering area, fountains reversed-wheelchair fountain is mounted at height of standing person
- Library – reach ranges, low counter availability, knee clearance, clear width of aisle
- Parking – striping, slopes, signage
- Ramp – running slope, handrail
- Restrooms – signage, accessible route, door hardware, grab bars, maneuvering area, fixtures, lavatory, dispensers
- Sign – no tactile/braille sign corresponding to visual signs
- Stair – uniformity, tread striping, handrails
- Walks – cross slopes, surface opening, clear width

Westlake Park Common Areas

- Bus Stop – slope of clear ground space
- Curb Ramps – not provided, flared side slope, landings, detectable warning, running slopes and cross slope
- Other – Clear ground space at receptacle
- Parking – striping, slopes, signage, surface openings, adequate spaces not provided
- Picnic Areas – clear ground space, accessible tables
- Play Area – ground surface, accessible route
- Ramps – running slope and cross slope, handrails
- Sign – directional sign not provided where accessible and circulation routes diverge
- Stair – uniformity, inadequate tread striping, handrails, slope, clear width
- Walks – cross and running slopes, surface openings and discontinuity, clear width

Westlake Performing Arts Center

- Built-in Elements – height of service counters
- Door/Gate – kickplate, closing time, operating effort, signage, maneuvering areas, threshold, window height, clear opening
- Drinking Fountain – standing person fountain, clear floor space
- Hazard – overhanging or protruding object, surface opening
- Parking – striping, slopes, signage
- Play Area – ground surface, accessible route
- Ramps – running slope, handrails and wheelguide, landing
- Restrooms – signage, accessible route, compartment, door hardware, grab bars, maneuvering area, fixtures, lavatory, dispensers, fundamental accessibility
- Rooms – knee clearance, counter heights
- Sign – no tactile/braille sign corresponding to visual signs
- Stair – uniformity, inadequate tread striping, handrails, slope, clear width, surface
- Walk – cross slopes and running slopes, surface discontinuity



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 27, 2020

To: Honorable City Council

From: Angie Padilla, City Manager's Office

Date: July 27, 2020

Subject: Council Committee Meetings July 13 – July 26, 2020

AP

Date of Meeting:

Meeting:

In Attendance:

July 17, 2020

**Bayshore Revitalization/Cow Palace
- City's Options**

Sylvester
Manalo
Maltbie
Zimmerman
Stolte
Mothershead



CITY OF DALY CITY INTER-OFFICE MEMORANDUM

DATE: July 14, 2020

TO: See Below

FROM: Angie Padilla, City Manager's Office

SUBJECT: MEETING NOTICE

RE: BAYSHORE REVITALIZATION / COW PALACE Council Committee –
City's Options

DATE: Friday, July 17, 2020

TIME: 10:30 a.m.

PLACE: ZOOM MEETING (Details to follow)

ATTENDING:

City Participants:

Glenn Sylvester, Mayor

Juslyn Manalo, Vice Mayor

Shawna Maltbie, City Manager

Rose Zimmerman, City Attorney

Stephen Stolte, Assistant City Manager

Tatum Mothershead, Dir. of ECD

Other Participants:

CONFIRMED: July 14, 2020