

CITY OF DALY CITY

SPECIAL MEETING – CITY COUNCIL

AGENDA

Tuesday, November 13, 2012 - 7:00 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

Live Telecast: Comcast Channel 27, Astound 26, AT&T U-Verse 99

Webcast: www.dalycity.org/meetings

DRAFT

For those wishing to address the City Council on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the Council Chambers and submit to a Staff Member as early in the meeting as possible.

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:

PRESENTATIONS:

Commending Bunny Gillespie on the Occasion of Her 25th Anniversary as Daly City's Official Historian

Energy Upgrade California Offers Free Daly City Homeowner Workshop (Lorna Fear, Ecology Action)

APPROVAL OF MINUTES:

Regular Meeting of September 24, 2012

APPROVAL OF AGENDA:

CONSENT AGENDA

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.

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. Amending Traffic Regulations to Install a Stop Sign on St. Francis Boulevard at Belhaven Avenue/Belhaven Court (TSR 13-15)
2. Noticing Completion for 2012-13 Street Slurry Seal and Cape Seal (Crocker and Hillside)
3. Noticing Completion for the Citywide Accessibility Improvements Project
4. Approving a Complete Streets Policy
5. Approving Participation in Bay Area Water Supply and Conservation Agency's Bond Issuance to Prepay Capital Debt Owed to San Francisco
6. Setting Time and Place for a Public Hearing on Community Development and Housing Needs and Authorizing the Solicitation of Request for Proposals of CDBG Funds
7. Adopting the City-wide Wellness Policy
8. Approving Assignment of Custodial Services Supervisor to Range 48 of Miscellaneous Unrepresented Salary Schedule
9. Approving Community Development Assistant Job Specification (Civil Service) and Assignment to Range 30 of the Teamsters Clerical Technical Salary Schedule
10. Approving Revision of Senior Engineering Technician Job Specification (Civil Service) and Assignment to Range 52 of the AFSCME Salary Schedule
11. Adopting Composite Summary Memorandum of Understanding between the City of Daly City and Teamsters Local 856 Clerical Technical Unit
12. Setting Time and Place of a Public Hearing to Consider Adding a Chapter to the City of Daly City Municipal Code Regarding Reusable Bags
13. Accepting and Appropriating a Grant from the University of California Berkeley for Sobriety Checkpoints in Daly City

Authorizing Budgetary Adjustments:

14. Appropriating Additional Funds for Radio Frequency Identification Capital Project Established by City Council Resolution No. 11-156.

END OF CONSENT AGENDA

PUBLIC HEARINGS:

15. Public Hearing on Claim to Lien Property at 1023 Hanover Street (APN 004-112-150)

Staff:

Campbell

Recommended Action:

Open/Close Hearing

Adopt Resolution

Roll Call

COMMUNICATIONS:

16. Westlake Park Garden Deli Rebranding and Business Plan

Staff:

Brown

Recommended Action:

Adopt Resolution

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:

17. Council Committee
18. City Council
19. Staff

ADJOURNMENT:

CITY OF DALY CITY
MINUTES – REGULAR MEETING - CITY COUNCIL
SEPTEMBER 24, 2012

The meeting was called to order by Vice Mayor Buenaventura at 7:00 P.M.

ROLL CALL: Councilmembers Present:

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

Councilmember Absent

Sal Torres, Mayor

Staff Present:

Patricia E. Martel, City Manager
Kerry E. Burns, Assistant City Manager
Rose L. Zimmerman, City Attorney
K. Annette Hipona, City Clerk

PRESENTATIONS:

Proclaiming Fire Prevention Month

Councilmember Guingona presented a proclamation proclaiming October 2012 as Fire Prevention Month to Clyde Preston, Fire Inspector.

Proclaiming October Filipino American Heritage Month

Councilmember Canepa presented a proclamation proclaiming October 2012 as Filipino American Heritage Month to Perla Ibarrientos, Erlinda Galeon and Dorie Paniza on behalf of the Pilipino Bayanihan Resource Center.

APPROVAL OF AGENDA:

It was moved by Councilmember Guingona, seconded by Councilmember Canepa and carried to approve the agenda.

CONSENT AGENDA

RESOLUTIONS:

Accepting Notice of Completion for Sidewalk, Driveway, and Curb and Gutter Improvements 2010-2011 and 2011-2012

Resolution No. 12-137, Accepting Completion of Certain Projects in the Department of Public Works (Sidewalk, Driveway & Curb & Gutter Improvements 2010-2011 and 2011-2012)

CITY OF DALY CITY
MINUTES – REGULAR MEETING - CITY COUNCIL
SEPTEMBER 24, 2012

Page 2

CONSENT AGENDA: Continued

RESOLUTIONS: Continued

Amending Resolution Re: Designated Employees

Resolution No. 12-138, Amending Daly City's Conflict of Interest Code as to Positions

Adopting Fiscal Year 2011-12 Consolidated Annual Performance Evaluation Report for the Community Development Block Grant and HOME Programs

Resolution No. 12-139, Approving Submission to the Federal Department of Housing and Urban Development (HUD) for Fiscal Year 2011-2012 Consolidated Annual Performance Evaluation Report for the Community Development Block Grant Program

Authorizing the Solicitation of Bids for the Distribution System Valve Replacement Project

Resolution No. 12-140, Approving Bid Documents and Re-Authorizing Bid Invitations Re: Distribution System Valve Replacement Project

Commending Sheila Uriarte on the Occasion of Her Retirement

Resolution No. 12-141, Commending Sheila Uriarte on the Occasion of Her Retirement

Approving and Adopting Revisions to the Master Fee Schedule to Incorporate Current Animal Control Fees

Resolution No. 12-142, Approving and Adopting Revisions to the Master Fee Schedule to Incorporate Current Animal Control Fees

Approving the Amended and Re-Stated Agreement for the North County Fire Authority

Resolution No. 12-143, Approving Amended and Re-Stated Joint Powers Agreement for the North County Fire Authority

CHECK REGISTERS:

Check Registers for the Month of August 2012

END OF CONSENT AGENDA

It was moved by Councilmember Canepa, seconded by Councilmember Guingona and carried to approve and adopt the Consent Agenda.

CITY OF DALY CITY
MINUTES – REGULAR MEETING - CITY COUNCIL
SEPTEMBER 24, 2012

Page 3

COMMUNICATIONS:

Use Permit UPR-6-12-5691 to allow a 24-hour Emergency Veterinary Clinic Use at 2201 Junipero Serra Boulevard

Assistant Planner Steve Engfer gave a PowerPoint presentation on the project site and reviewed the applicant's, Sean Wells, request to establish a full service 24-hour emergency veterinary clinic in an existing 3,959 square foot tenant space in the "Dunn-Edwards" building located at 2201 Junipero Serra Boulevard.

Sean Wells, representing Norcal Veterinary Emergency Clinic, answered Council's questions regarding the locations of other emergency clinics in San Mateo County, whether boarding care would be provided, and whether there would be on-call services or someone working in the clinic.

It was moved by Councilmember Canepa, seconded by Councilmember Guingona and carried to concur with the Categorical Exemption under CEQA requirements.

It was moved by Councilmember Klatt, seconded by Councilmember Guingona and carried to affirm the findings of the Planning Commission as contained in their communication on file in the Office of the City Clerk.

It was moved by Councilmember Klatt, seconded by Councilmember Guingona and carried by unanimous roll call vote to adopt the following resolution:

Resolution No. 12-144, Adopting Findings of Fact and Imposing Conditions of Approval on Use Permit UPR-6-12-5691 to Allow a 24-Hour Veterinary Clinic (2201 Junipero Serra Boulevard, Daly City, California)

It was moved by Councilmember Klatt, seconded by Councilmember Guingona and carried to approve Use Permit UPR-6-12-5691, subject to Conditions of Approval.

Use Permit UPR-5-12-5582, Design Review DR-5-12-5583, and CEQA-5-12-5584 for Master Sign Program Amendment and New Anchor Tenant Building at Serramonte Shopping Center

Associate Planner Jeanne Naughton gave a PowerPoint presentation on the project site and reviewed the applicant's, Daly City Serramonte Center, LLC, request to amend the Master Sign Program at the Serramonte Shopping Center, by replacing the existing messaging center with a pylon sign, a second pylon sign, and adding new directional signage to the site. The applicant is also requesting approval of the replacement of an existing tenant building with a new anchor tenant building.

CITY OF DALY CITY
MINUTES – REGULAR MEETING - CITY COUNCIL
SEPTEMBER 24, 2012

Page 4

Use Permit UPR-5-12-5582, Design Review DR-5-12-5583, and CEQA-5-12-5584 for Master Sign Program Amendment and New Anchor Tenant Building at Serramonte Shopping Center – Cont'd.

Councilmember Klatt was concerned about the tenant panels underneath the directional signs, the lack of a sign at the Southgate Avenue entrance and the monument at the Southgate Avenue entrance not maintained; as well as adding some landscaping. Councilmember Canepa inquired to the number of jobs, which will be created by Dick's Sporting Goods and what is the mall's vacancy rate.

Jeff Mooallen, Daly City Serramonte Center, LLC, agreed with Councilmember Klatt's concerns regarding the signs, maintenance and landscaping. He suggested adding a condition that they return to staff or the Council with alternative sign plans and include landscaping. In response to Councilmember Canepa's inquiry, Mr. Mooallen stated roughly 200 construction jobs will be created and Dick's Sporting Goods will create approximately 100 jobs. The mall's current occupancy rate is 98%.

Councilmember Guingona spoke in favor of the project. He also agreed with Mr. Mooallen's suggestion of adding a condition to return with an alternative sign plan.

Vice Mayor Buenaventura and Councilmember Guingona recommended striking Condition No. 11, and reviewing Condition No. 12.

It was moved by Councilmember Guingona, seconded by Councilmember Canepa and carried that this project will not have a significant effect on the environment and instructed that a Mitigated Negative Declaration be filed.

It was moved by Councilmember Guingona, seconded by Councilmember Canepa and carried to affirm the findings of the Planning Commission as contained in their communication on file in the Office of the City Clerk.

It was moved by Councilmember Guingona, seconded by Councilmember Canepa and carried by unanimous roll call vote to adopt the following resolution:

Resolution No. 12-145, Adopting Findings of Fact Following Public Hearing on Use Permit (UPR-5-12-5582), Design Review (DR-5-12-5583) and Environmental Assessment (CEQA-5-12-5584) for Master Sign Program Amendment and New Anchor Tenant Building at Serramonte Shopping Center

It was moved by Councilmember Guingona, seconded by Councilmember Canepa and carried to approve Use Permit UPR-5-12-5582, Design Review DR-5-12-5583, subject to Conditions of Approval, as amended.

CITY OF DALY CITY
MINUTES – REGULAR MEETING - CITY COUNCIL
SEPTEMBER 24, 2012

Page 5

ORDINANCES:

Second Reading, Ordinance No. 1363, Amending Chapter 8.36 of the Daly City Municipal Code Re: Regulation of Smoking

Councilmember Guingona asked to continue this ordinance so that staff and the San Mateo County Association of Realtors can look into additional language that will address certain issues of mutual interest.

It was moved by Councilmember Guingona, seconded by Councilmember Canepa and carried to continue the second reading of Ordinance No. 1363 to the meeting of October 22, 2012.

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

Tina Sobay spoke in support of “Yes on Proposition 37”, the California Initiative to label genetically engineered foods and urged the Council to support “Yes on Proposition 37”.

APPOINTMENTS:

Board/Commission Membership Committee Appointments

There were no appointments.

REPORTS:

Council Committee

There were no reports.

City Council

Councilmember Klatt and Councilmember Canepa reported on the Hispanic Heritage Month celebration held on Thursday, September 20th at the War Memorial Community Center.

Vice Mayor Buenaventura reported he attended the Office of Emergency Services meeting. He stated the Red Cross has a section on their website that allows you to log in when a natural disaster occurs to let families know you are okay and where you are.

Staff

City Manager Patricia Martel reminded everyone that the City’s Citizen Academy kick off is on Thursday, September 27, 2012. The Filipino American Heritage month will begin with a reception celebrating Filipino Heritage on October 1, 2012 at 5:30 P. M. at City Hall. On October 26 – 27, 2012, Daly City will host the Filipino Film Festival at the War Memorial.

CITY OF DALY CITY
MINUTES – REGULAR MEETING - CITY COUNCIL
SEPTEMBER 24, 2012

Page 6

ADJOURNMENT:

It was moved by Councilmember Guingona, seconded by Councilmember Klatt and carried to adjourn the meeting at 8:06 P.M. in memory of Nita Calagui.

City Clerk

Approved as submitted, this _____
day of _____, 2012.

Mayor



City Council Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Amend Traffic Regulations

Recommended Action

Recommend the City Council amend traffic regulations to install a Stop sign on St. Francis Boulevard at Belhaven Avenue/Belhaven Court. (TSR 13-15)

Background

On October 11, 2012, the City's Traffic Safety Committee met and reviewed various requests for traffic improvements, signage and pavement markings, and recommended to the City Manager amending the aforementioned traffic regulations.

Discussion

The Stop sign is recommended due to the high volume of traffic on St. Francis Boulevard during peak traffic hours. Motorists that must wait an extended period of time attempting to enter or cross Saint Francis Boulevard from Belhaven Court due to the heavy traffic are more likely to make risky and unsafe traffic maneuvers. The stop sign will allow traffic from Belhaven Court to safely access Saint Francis Boulevard during peak traffic times.

Fiscal Impact

Funding is available for the proposed signs and/or markings in the Street Maintenance operating budget 01-314-330-4241 for the current Fiscal Year 2012-2013.

Summary/Conclusion

Recommend the City Council amend the traffic regulations to install a Stop sign on St. Francis Boulevard at Belhaven Avenue/Belhaven Court.

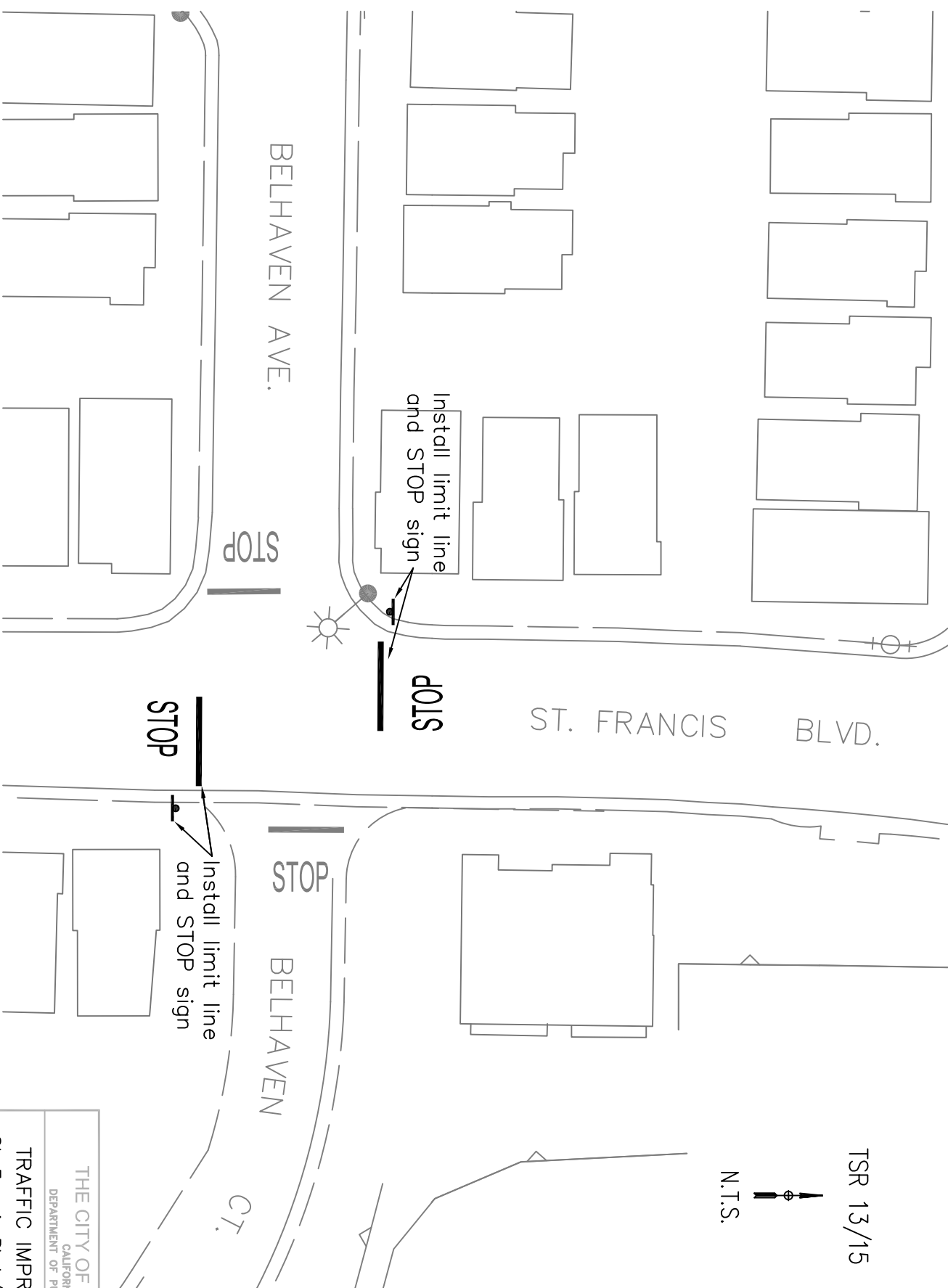
Staff is available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,

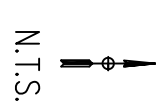
Shirley Chan
Traffic Engineer

John L. Fuller
Director of Public Works

Attachment: Traffic Improvements Location Map



TSR 13/15



THE CITY OF DALY CITY
DEPARTMENT OF PUBLIC WORKS
TRAFFIC IMPROVEMENTS
St. Francis Blvd./Belhaven Ave.

DRAWN	SCY	DATE	10/12	APPROVED	CITY ENGINEER
CHECKED	JLF	SCALE	NTS	SHEET NO.	1 OF 1
DESIGNED	SCY	DRAWING NUMBER	TSR 13-15	REV.	



City Council Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Notice of Completion for 2012-13 Street Slurry Seal and Cape Seal (Crocker and Hillside)

Recommended Action

Staff recommends that the City Council accept the improvements completed in compliance with the construction contract for the 2012-13 Street Slurry Seal and Cape Seal (Crocker and Hillside).

Background

Since 1998, Daly City has instituted its Street Slurry Seal Project as an annual preventative maintenance program as the most fundamental element in the City's strategy to preserve and extend the life of City streets in a cost effective and efficient manner. Street slurry sealing and cape sealing replaces fine aggregate stripped from the pavement surface, reduces water penetration in the roadway base and thereby reduces base failures and the resultant damage that is more costly to repair. Streets selected to be slurry sealed, cape sealed, or micro-surfaced are determined based on several factors including the City's Seven-Year Master Plan, the City's computer based pavement management system recommendations, and visual observation of the streets.

The construction bid documents for this project included slurry sealing and cape sealing of approximately 16.6 miles of City streets, as shown on the attached plan.

Discussion

American Asphalt Repair and Resurfacing Company, Inc. of Hayward, California has completed all improvements required by the construction contract documents for a total amount of \$987,691.39. The original contract award was for \$941,141.39. The additional amount of \$46,550 (approximately 5%) was the cost difference between estimated bid quantities and actual quantities.

Fiscal Impact

The contract was completed in the total amount of \$987,691.39 with funds available in the Capital Improvement Project account 17-312-618-4509.

Summary/Conclusion

The contractor's work is now complete and acceptable for City maintenance. Staff recommends that the City Council accept the completed improvements for the City's maintenance and use.

**Notice of Completion for the 2012-13 Slurry
Seal and Cape Seal (Crocker and Hillside) Project
Meeting Date: November 13, 2012
Page 2 of 2**

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

Respectfully submitted,



Shirley Chan
Traffic Engineer



John L. Fuller
Director of Public Works

Attachments: Location Map
Notice of Completion and Resolution

CITY OF DALY CITY
SAN MATEO COUNTY, CALIFORNIA

PROJECT PLANS FOR CONSTRUCTION OF
**2012-13 STREET SLURRY SEAL AND CAPE SEAL
(CROCKER AND HILLSIDE)**



RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

OFFICE OF THE CITY CLERK
CITY OF DALY CITY
333 - 90th Street
Daly City, California 94015

Notice of Completion

NOTICE IS HEREBY GIVEN as follows:

1. The date of completion of the work of improvement is: November 13, 2012
2. The owner of the work of improvements is: City of Daly City, a Municipal Corporation.
3. The address of the owner of the work of improvement is: City Hall
333 - 90th Street
Daly City, California 94015
4. The nature of the owner's interest or estate is: In fee.
5. The work of improvement is located in Daly City, California, and is particularly described as follows:

2012-13 STREET SLURRY SEAL AND CAPE SEAL (CROCKER AND HILLSIDE)

The name of the original contractor for the work of improvement is:

American Asphalt Repair & Resurfacing Company, Inc.
24200 Clawiter Rd.,
Hayward, CA 94545

Dated: _____

The undersigned, being duly sworn, says: That he is the owner of the aforesaid interest or estate in the property described in the foregoing notice; that he has read the same, and knows the contents thereof, and that the facts stated therein are true.

CITY OF DALY CITY, OWNER

John L. Fuller, Public Works Director

STATE OF CALIFORNIA,

COUNTY OF _____ } ss.

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20 _____,

by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____

Name (Typed or Printed)
Notary Public in and for said County and State

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY ACCEPTING
COMPLETION OF CERTAIN PROJECT IN THE
DEPARTMENT OF PUBLIC WORKS

(2012-13 STREET SLURRY SEAL AND CAPE SEAL)
(CROCKER & HILLSIDE)

A. The Project Manager has advised that the project set forth hereinafter has been completed in accordance with the terms of the contract with the City of Daly City and AMERICAN ASPHALT REPAIR & RESURFACING COMPANY, INC., a California Corporation.

B. The City Council of the City of Daly City desires to acknowledge the completion of such project so that notice of completion may be given.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City that pursuant to the above, the City of Daly City does hereby accept as complete the following described project:

**2012-13 STREET SLURRY SEAL AND CAPE SEAL
(CROCKER AND HILLSIDE)**

BE IT FURTHER RESOLVED by the City Council of the City of Daly City that said project be, and it is hereby accepted as complete, and at the expiration of thirty-five (35) days from this date, final payment in connection with this project be, and it is hereby authorized, provided that all statutory liens, claims and withholds are satisfied pursuant to law.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the _____ day of _____, 20____, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmen: _____

NOES, Councilmen: _____

ABSENT, Councilmen: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Notice of Completion for the Citywide Accessibility Improvements Project

Recommended Action

Staff recommends that the City Council accept the improvements completed in compliance with the construction contract for the Citywide Accessibility Improvements Project.

Background

In October 2010, the City Council accepted \$420,000 in Transit Oriented Development (TOD) grant funds to improve the public right-of-way and encourage pedestrian transportation. The City is required to have local matching funds of at least 13.57% for this project. The project includes accessibility enhancements such as the replacement, upgrade and installation of approximately 170 sidewalk access ramps at 69 intersections within the City. This project will help Daly City meet its long term goal to remove pedestrian mobility barriers for people with disabilities as required under the Americans with Disabilities Act (ADA).

The construction bid documents included a Base Bid and one Add Alternate. The Base Bid for the subject project included sidewalk access ramp installation/replacement at sixty-two (62) intersections and Add Alternate 1 included sidewalk access ramp installation/replacement at seven (7) additional intersections.

Discussion

J.J.R. Construction, Inc. of San Mateo, California has completed all improvements required by the construction contract documents for a total amount of \$418,306. The original contract award was for \$413,335. The additional amount of \$4,971 (approximately 1.2%) was to cover the cost difference between estimated bid quantities and actual quantities.

Fiscal Impact

The contract was completed in the total amount of \$418,306 with funds available in the Capital Improvement Project Account 17-312-610. Approximately eighty-six percent (86.43%) of the total construction cost up to \$420,000 will be reimbursed by the TOD grant. The difference between total construction and contract administration costs and the Federal fund reimbursement amount, including the required minimum local match of approximately fourteen percent (13.57%), was funded with local Gas Tax funds available in the Capital Improvement Project Account 17-312-610.

Summary/Conclusion

The contractor's work is now completed and acceptable for City maintenance. Staff recommends that the City Council accept the completed improvements for the City's maintenance and use.

**Notice of Completion for Citywide
Accessibility Improvements Project
Meeting Date: November 13, 2012
Page 2 of 2**

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

Respectfully submitted,



Shirley Chan
Traffic Engineer



John L. Fuller
Director of Public Works

Attachments: Location Map
Notice of Completion and Resolution

- PROJECT INTERSECTION – BASE BID
- ▲ PROJECT INTERSECTION – ADD ALTERNATE 1

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

OFFICE OF THE CITY CLERK
CITY OF DALY CITY
333 - 90th Street
Daly City, California 94015

Notice of Completion

NOTICE IS HEREBY GIVEN as follows:

1. The date of completion of the work of improvement is: November 13, 2012
2. The owner of the work of improvements is: City of Daly City, a Municipal Corporation.
3. The address of the owner of the work of improvement is: City Hall
333 - 90th Street
Daly City, California 94015
4. The nature of the owner's interest or estate is: In fee.
5. The work of improvement is located in Daly City, California, and is particularly described as follows:

CITYWIDE ACESSIBILITY IMPROVEMENTS

The name of the original contractor for the work of improvement is:

J.J.R. Construction, Inc.
1120 Ninth Avenue
San Mateo, CA 94402

Dated: _____

The undersigned, being duly sworn, says: That he is the owner of the aforesaid interest or estate in the property described in the foregoing notice; that he has read the same, and knows the contents thereof, and that the facts stated therein are true.

CITY OF DALY CITY, OWNER

John L. Fuller, Public Works Director

STATE OF CALIFORNIA,

COUNTY OF _____ } ss.

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20 _____,

by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____

Name (Typed or Printed)
Notary Public in and for said County and State

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY ACCEPTING
COMPLETION OF CERTAIN PROJECT IN THE
DEPARTMENT OF PUBLIC WORKS

(CITYWIDE ACCESSIBILITY IMPROVEMENTS)

A. The Project Manager has advised that the project set forth hereinafter has been completed in accordance with the terms of the contract with the City of Daly City and J.J.R. CONSTRUCTION, INC., a California Corporation.

B. The City Council of the City of Daly City desires to acknowledge the completion of such project so that notice of completion may be given.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City that pursuant to the above, the City of Daly City does hereby accept as complete the following described project:

CITYWIDE ACCESSIBILITY IMPROVEMENTS

BE IT FURTHER RESOLVED by the City Council of the City of Daly City that said project be, and it is hereby accepted as complete, and at the expiration of thirty-five (35) days from this date, final payment in connection with this project be, and it is hereby authorized, provided that all statutory liens, claims and withholds are satisfied pursuant to law.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the _____ day of _____, 20____, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmen: _____

NOES, Councilmen: _____

ABSENT, Councilmen: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Approval of Complete Streets Policy

Recommended Action

Staff recommends the City Council adopt a resolution approving a Complete Streets Policy for the City of Daly City.

Background

The California Global Warming Solutions Act of 2006 (AB 32) sets a mandate for the reduction of greenhouse gas emissions in California. The Sustainable Communities and Climate Protection Act of 2008 (SB 375) requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land-use policy.

Daly City, City Council Resolution 10-188 adopted a climate action plan entitled, "*Daly City's Green Vision: A Climate Action Plan for 2011-2020 and Beyond*," which sets goals and outlines strategies for reducing greenhouse gas emissions, reducing energy consumption and conserving natural resources. The Daly City Green Vision Action Plan incorporates by reference, the County of San Mateo 2005 Community-Scale Greenhouse Gas Inventory which shows for Daly City that approximately 15% of greenhouse gas emissions are related to local transportation.

The California Complete Streets Act (AB1358) requires all cities and counties, when they substantially update their general plan circulation element, to identify how the city or county will provide routine accommodations for all roadway users including motorists, pedestrians, bicyclists, people with disabilities and users of public transportation. The complete streets concept recognizes that transportation corridors have multiple users with different abilities and mode preferences that need to be accounted for. Local governments are encouraged to adopt "Complete Streets" policies in order to memorialize the City Council's direction to planning and engineering staff to design roadways with all users in mind.

A good Complete Streets Policy typically includes language which:

- Specifies that 'all users' include pedestrians, bicyclists, and transit passengers of all ages and abilities, as well as trucks, busses and automobiles.
- Directs that complete streets solutions will complement the context of the community.
- Encourages street connectivity between different transportation modes and across jurisdictional boundaries and aims to create a comprehensive network for all modes.
- Is adopted by all agencies and/or all departments within an agency to cover all streets, roads, pathways and trails.
- Applies to both new and retrofit projects, including design, planning, maintenance and operations for the entire right-of-way.

- Makes any exception specific and sets a clear procedure that requires high-level approval of exceptions.
- Establishes performance standards with measurable outcomes.

Discussion

In order to meet regional transportation funding guidelines, such as the Metropolitan Transportation Commission's (MTC) "OneBayArea" grant, local agencies in the Bay Area are required to either update their General Plan to comply with the Complete Streets Act of 2008 or adopt a Complete Streets Resolution to be eligible to receive grant funds. The General Plan update, or Complete Streets Resolution must establish guiding principles and practices so City transportation improvements are planned, constructed, operated and maintained to encourage walking, bicycling, and transit uses, in addition to motor vehicles, while promoting safe operation for all users.

The City of Daly City is currently in the process of updating its General Plan, including its Circulation Element. However, the General Plan Circulation Element will not be updated in time to meet mandatory deadlines and grant funding cycles. Therefore, adoption of a complete streets policy and resolution will serve to meet regulatory requirements until the General Plan update is complete. The resolution and policy will provide needed policy direction for the General Plan Circulation Element update in addition to allow for more immediate compliance with regional grant funding requirements.

The City of Daly City has been working toward the goals of Complete Streets for several years, with its development of the Bicycle Master Plan, Community Accessibility and Mobility Plan, participation in the Grand Boulevard Initiative and Bi-County Transportation Plan, and implementation of such projects as the Top of the Hill Improvements project, the Citywide Accessibility Improvements project, bike lane improvements on Callan Boulevard, Gellert Boulevard, King Drive, and Southgate Avenue, as well as the installation of pedestrian bulb-outs on Southgate Avenue and Park Plaza Drive, and other similar projects. Adoption of the complete streets resolution affirms Daly City's commitment to consider all users when developing, permitting and implementing projects affecting the City right-of-way.

Each element of the Complete Streets policy can be summarized as follows:

Specifies all users

A true Complete Streets policy must apply to everyone traveling along the road. A sidewalk without curb ramps is useless to someone using a wheelchair or stroller. A street with an awkwardly placed public transportation stop without safe crossings is dangerous for pedestrians who attempt to become transit riders. A fast-moving road with no safe space for cyclists will discourage those who depend on bicycles for transportation. A road with heavy freight traffic must be planned with those vehicles in mind. Older adults and children face particular challenges as they are more likely to be seriously injured or killed along a roadway. Automobiles are an important part of a complete street, as any change made to better accommodate other modes of transit will

have an effect on personal vehicles. In some cases, like the installation of curb bulb-outs, these changes can improve traffic flow and the driving experience.

Context Sensitivity

The planning and implementation of transportation projects should reflect conditions within and surrounding the project area, whether the area is a residential or business district or an urban, suburban or rural area. Project planning, design and construction of Complete Streets projects should include working with residents and merchants to ensure that a strong sense of place is maintained.

Street Connectivity

The transportation system should provide a connected network of facilities accommodating all modes of travel. A network approach helps to balance the needs of all users. Instead of trying to make each street perfect for every traveler, which in many cases is not possible, the network can be comprised of an interwoven array of streets that emphasize different modes and provide quality accessibility for everyone.

This is exhibited well in Daly City's Bicycle Master Plan. A well connected network should include non-motorized connectivity to schools, parks, commercial areas, civic destinations and regional non-motorized networks on both publically owned roads/land and private developments (or redevelopment areas). Connectivity should also include appropriate connections and transitions to networks in neighboring communities.

Complete Streets in all Departments

All departments in the City whose work affects the roadway must incorporate a Complete Streets approach into the review and implementation of their projects and activities. Potential Complete Streets opportunities could apply to projects such as, transportation projects, road rehabilitation, utilities, new development, redevelopment, etc.

All Projects

For many years, multi-modal streets have been treated as 'special projects' requiring extra planning, funding, and effort. The Complete Streets approach is different. Its intent is to view all transportation improvements as opportunities to create safer, more accessible streets for all users, including pedestrians, cyclists, and public transportation passengers. The policy would apply to all roadway projects including those involving new construction, reconstruction, retrofits, repaving, rehabilitation, or changes in the allocation of pavement space on an existing roadway, as well as those that involve new privately built roads and easements intended for public use.

Exception Process

Plans or projects that seek exemptions from the Complete Streets approach must provide a written finding of why accommodations for all modes were not included in the project. An exemptions memorandum should be signed off by the Public Works Director after consultation with other

relevant Department heads when necessary. Plans or projects that are granted exceptions should be made publically available for review. Common exceptions include:

- 1) That accommodation is not necessary on corridors where non-motorized use is prohibited, such as interstate freeways;
- 2) That the cost of accommodation is excessively disproportionate to the need or probable use of the accommodation or would render the project economically infeasible; and,
- 3) That there is a documented absence of current or future need for a particular accommodation.

Evaluation

The City will establish a means to collect data and indicate how the jurisdiction is evaluating their implementation of Complete Streets policies. For example, tracking the number of miles of bike lanes and sidewalks, numbers of street crossings, signage etc.

Additionally, the Metropolitan Transportation Commission (MTC) recommends that the policy require that any proposed improvements should be evaluated for consistency with local bicycle, pedestrian and/or transportation plans and any other plans that affect the right of way. MTC also recommends that input be solicited from local bicycle and pedestrian advisory committees (BPACs) or similar advisory groups during the early project development phase to verify bicycling and pedestrian needs within projects. (MTC Resolution 875 requires that cities of 10,000 or more create and maintain a BPAC or rely on the county BPAC to receive Transportation Development Act (TDA-3) grant funds.

Fiscal Impact

The adoption of the policy is required for eligibility for grant programs, including OneBayArea transportation grants. It is anticipated that design and construction costs for street improvement projects will increase when Complete Streets requirements are incorporated into such projects. Cost for Complete Streets requirements, when appropriate, will be included in applicable capital project budgets and funds will be drawn from the approved capital project accounts established for various street improvement projects.

Summary/Conclusion

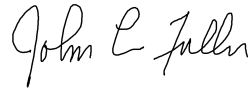
Staff recommends that the City Council adopt a resolution approving a Complete Streets Policy for the City of Daly City.

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

Respectfully submitted,



Robert Ovadia
Senior Civil Engineer



John L. Fuller
Director of Public Works

Attachment: Exhibit A - Draft Complete Streets Policy
Draft Resolution

EXHIBIT A

This Complete Streets Policy was adopted by Resolution No. _____ by the City Council of the City of Daly City on _____, 2012.

COMPLETE STREETS POLICY OF CITY OF DALY CITY

A. Complete Streets Principles

1. **Complete Streets Serving All Users.** City of Daly City expresses its commitment to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel along and across streets through a comprehensive, integrated transportation network that serves pedestrians, bicyclists, and transit passengers of all ages and abilities, as well as trucks, busses and automobiles.
2. **Context Sensitivity.** In planning and implementing street projects, departments and agencies of the City of Daly City shall maintain sensitivity to local conditions in both residential and business districts improvements that will be considered include sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, refuge islands, pedestrian signals, signs, street furniture, bicycle parking facilities, public transportation stops and facilities
3. **Complete Streets Routinely Addressed by All Departments.** All departments and agencies of the City of Daly City shall work towards making Complete Streets practices a routine part of everyday operations and approach every relevant project or program, as an opportunity to improve streets and the transportation network for all categories of users. All departments shall work in coordination with other departments, agencies, and jurisdictions to maximize opportunities for Complete Streets, connectivity, and cooperation. Potential Complete Streets opportunities could apply to projects such as, transportation projects, road rehabilitation, utilities, new development, redevelopment, etc.
4. **All Projects and Phases.** Complete Streets infrastructure sufficient to enable reasonably safe travel along and across the right of way for each category of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any development or street improvement project that includes construction, reconstruction, retrofit, maintenance, operations, alteration, or repair of streets (including streets, roads, highways, bridges, and other portions of the transportation system), except that specific infrastructure for a given category of users may be excluded if an exemption is approved via the process set forth in section C.1 of this policy.

B. Implementation

1. **Plan Consultation and Consistency.** Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, and other relevant plans, except that where such consistency cannot be achieved without negative consequences. Consistency shall not be required if the head of the relevant department provides written approval explaining the basis of such deviation. Deviations shall be presented to an appropriate advisory body, such as the Bicycle and Pedestrian Advisory Committee, early in the planning and design stage, to ensure the advisory body has an opportunity to provide comments and recommendations.
2. **Street Network/Connectivity.** As feasible, the City of Daly City shall incorporate Complete Streets infrastructure into existing streets to improve the safety and convenience of users, with the

particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries and for existing and anticipated future areas of travel origination or destination.

3. **Bicycle and Pedestrian Advisory Committee Consultation.** Transportation projects shall be reviewed by an appropriate advisory body, such as the Bicycle and Pedestrian Advisory Committee early in the planning and design stage, to provide comments and recommendations regarding Complete Streets features to be incorporated into the project.
4. **Evaluation.** All relevant agencies or departments shall perform evaluations of how well the streets and transportation network of the City of Daly City are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.

C. Exemptions

Leadership Approval for Exemptions. Projects that seek Complete Streets exemptions must provide written findings of why accommodations for all modes that were not included in the project and signed off by the Director of Public Works. Projects that are granted exceptions must be made publically available for review. Common exemptions include:

- 1) That pedestrian or bicycle accommodation is not necessary on corridors where non-motorized use is prohibited, such as interstate freeways;
- 2) That the cost of accommodation is excessively disproportionate to the need or probable use; and,
- 3) That there is a documented absence of current or future need.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF DALY CITY
ADOPTING A COMPLETE STREETS POLICY

WHEREAS, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users;

WHEREAS, the City of Daly City acknowledges the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation;

WHEREAS, the City of Daly City recognizes that the planning and coordinated development of Complete Streets infrastructure provides benefits for local governments in the areas of infrastructure cost savings; public health; and environmental sustainability;

WHEREAS, the State of California has emphasized the importance of Complete Streets by enacting the California Complete Streets Act of 2008 (also known as AB 1358), which requires that when cities or counties revise general plans, they identify how they will provide for the mobility needs of all users of the roadways, as well as through Deputy Directive 64, in which the California Department of Transportation explained that it “views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system”;

WHEREAS, the California Global Warming Solutions Act of 2006 (known as AB 32) sets a mandate for the reduction of greenhouse gas emissions in California, and the Sustainable Communities and Climate Protection Act of 2008 (known as SB 375) requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land-use policy, and achieving the goals of these laws will require significant increases in travel by public transit, bicycling, and walking;

WHEREAS, the City of Daly City adopted resolution 10-188 adopting the Daly City climate action plan entitled, “*Daly City’s Green Vision: A Climate Action Plan for 2011-2020 and Beyond*,” setting goals and outlining strategies for reducing emissions, reducing energy consumption and conserving natural resources, incorporating by attachment the County of San Mateo 2005 Community-Scale Greenhouse Gas Emissions Inventory for the City of Daly City showing that approximately 15% of greenhouse gas emissions in Daly City are related to local transportation;

WHEREAS, the City of Daly City therefore, in light of the foregoing benefits and considerations, wishes to improve its commitment to Complete Streets and desires that its streets form a comprehensive and integrated transportation network promoting safe, equitable, and convenient travel for all users while preserving flexibility, and recognizing community context;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City that it does hereby adopt the Complete Streets Policy attached hereto as Exhibit A, and made part of this Resolution.

BE IT FURTHER RESOLVED that the next substantial revision of the City of Daly City General Plan circulation shall incorporate Complete Streets policies and principles consistent with the California Complete Streets Act of 2008 (AB 1358) and with the Complete Streets Policy adopted by this resolution.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the _____ day of _____, 2012, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:_____

NOES, Councilmembers:_____

ABSENT, Councilmembers:_____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Meeting Agenda Report

Item # _____

Meeting Date: [Click here and type Date]

Subject: Participation in BAWSCA's Bond Issuance to Prepay Capital Debt Owed to San Francisco

Recommended Action

Adopt the Participant Resolution which documents that the City of Daly City elects to participate in the prepayment of capital debt and directs agency staff to assist BAWSCA in completing the issuance of bonds.

Discussion

The City of Daly City contracts with the City and County of San Francisco to purchase water pursuant to a Water Supply Agreement dated July 2009 (WSA). The City is also a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the interests of all the 24 cities and water districts, and two private utilities, that purchase water wholesale from the San Francisco regional water system. The WSA provides that the Wholesale Customers, acting through BAWSCA, may prepay capital debt payments due to San Francisco on existing regional assets. The prepayment could be made if BAWSCA issues bonds.

Since fall 2011, BAWSCA and its advisors have been exploring the possibility of a potential bond issuance to prepay capital debt the agencies owe San Francisco in order to save BAWSCA's member agencies money. In August 2012, BAWSCA's Financing Team concluded that it is feasible to issue bonds and achieve savings.

BAWSCA's Financing Team consists of experienced financial managers and staff from KNN, Orrick, Hanson Bridgett and BAWSCA. Under current market conditions, the bond transaction could generate between \$20 million and \$34 million in present value savings for all agencies, or approximately 6% to 9% of the outstanding capital recovery amount of \$367 million, as of December 30, 2012, assuming full participation of all Wholesale Customers.

It is not necessary to amend the WSA between the agency and San Francisco to prepay the capital debt. However, each Prepayment Participant is asked to adopt a Participant Resolution. The purpose of the Participant Resolution is to document that the agency is electing to participate in the prepayment and to direct agency staff to assist BAWSCA in completing the issuance of bonds.

Fiscal Impact

Currently the Wholesale Customers collectively pay level payments to San Francisco at 5.13% interest in order to pay off the outstanding capital recovery amount of \$367 million. Based on the current bond structure and current market conditions, the bond transaction could generate between \$20 million and \$34 million in present value savings for all participants, or approximately 6% to 9% of the outstanding capital recovery amount of \$367 million, as of December 30, 2012, assuming full participation.

City Council Agenda Report

Subject: Participation in BAWSCA's Bond Issuance to Prepay Capital Debt Owed to San Francisco

Meeting Date: [\[Click here and type Date\]](#)

Page 2 of 2

For the City, the present value savings estimate is approximately \$500,225 to \$850,382 over the bond term of 21.5 years, depending on the interest rate realized at sale of the bonds. This equates to \$23,266 to \$39,553 per year. The savings will also vary depending on the relative volume of water purchased by the City in comparison to the other Wholesale Customers, as the savings will be spread over total water purchases during the debt repayment period. For Daly City this represents between 0.5% and 0.8% of annual water purchases, based on fiscal 2012's actual water purchases of \$4,968,580.

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

Respectfully submitted,



Donald W. McVey
Director of Finance and Administrative Services



Patrick Sweetland
Director of Water and Wastewater Resources

Attachment: Participant Resolution

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY
AUTHORIZING THE MAKING OF A PREPAYMENT UNDER
A WATER SUPPLY AGREEMENT WITH
THE CITY AND COUNTY OF SAN FRANCISCO
AND RELATED MATTERS

WHEREAS, the City and County of San Francisco (“San Francisco”) and wholesale water customers of San Francisco in Alameda County, San Mateo County and Santa Clara County (the “Wholesale Customers”), including the City of Daly City (the “City”), have entered into a Water Supply Agreement dated July 2009 (the “WSA”), providing for the sale of water by San Francisco to the Wholesale Customers;

WHEREAS, the City and other Wholesale Customers are members of the Bay Area Water Supply and Conservation Agency (“BAWSCA”);

WHEREAS, pursuant to the terms of the WSA, the cost of water paid by the Wholesale Customers (including the City) includes a component designed to provide San Francisco capital cost recovery for existing regional assets (“ERA Payments”);

WHEREAS, the WSA provides that the Wholesale Customers, acting through BAWSCA, may prepay the remaining principal balance of the ERA Payments, in whole or in part;

WHEREAS, substantial savings over the term of the WSA may be achievable through the prepayment through BAWSCA (the “Prepayment”) of the ERA Payments to be made by Wholesale Customers participating in such Prepayment (the “Prepayment Participants”);

WHEREAS, BAWSCA proposes to finance the Prepayment through an issuance of revenue bonds (the “Bonds”) by BAWSCA;

WHEREAS, to pay debt service on the Bonds, to maintain required reserves and to satisfy BAWSCA’s other obligations related to the Bonds, BAWSCA will impose charges on Prepayment Participants, which may be in the form of surcharges on water sold by San Francisco to Prepayment Participants under the WSA (the “Surcharge”);

WHEREAS, the Surcharge is expected to be payable by the Prepayment Participants to San Francisco (for delivery to BAWSCA) together with the Prepayment Participants’ other payments to San Francisco under the WSA;

WHEREAS, the issuance of the Bonds and the making of the Prepayment are subject to a variety of conditions, including a determination by BAWSCA that savings for Prepayment Participants can be achieved thereby;

WHEREAS, this City Council has determined that it is in the best interests of the City for the City to be a Prepayment Participant;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF _____ AS FOLLOWS:

Section 1. The City hereby elects to be a Prepayment Participant and hereby authorizes BAWSCA to make the Prepayment on behalf of the City.

Section 2. The City Manager of the City and any such other officers, employees, or agents of the City as may be authorized by the City Manager are each, acting individually, hereby authorized and directed to take, for and on behalf of the City, all such actions by the City as shall be necessary to enable BAWSCA to issue and sell the Bonds and make the Prepayment, including, without limitation, the following:

(A) Certify that the Prepayment has been duly authorized by the City and will not violate any law or agreement (including agreements respecting obligations providing for the issuance of debt secured by the revenues of the City's water enterprise);

[(B) Certify that payment of the Surcharge by the City will constitute an operation and maintenance expense of the City's water enterprise payable from the revenues of the City's water enterprise prior to the payment of obligations payable from the net revenues of the City's water enterprise]¹;

(C) Certify that any information respecting the City and the City's water enterprise and the financial and operating data respecting the City's water enterprise included or incorporated by reference in the Official Statement delivered by BAWSCA in connection with the sale and issuance of the Bonds is true and correct; and

(D) Execute and deliver any continuing disclosure undertaking, or agreement to assist BAWSCA in connection with any BAWSCA continuing disclosure undertaking, required in connection with the sale of the Bonds.

Section 3. All actions heretofore taken by any officers, employees, or agents of the City with respect to the Prepayment and the Bonds are hereby approved, confirmed and ratified; and the City Manager and any such other officers, employees, or agents of the City as may be authorized by the City Manager are hereby authorized and directed, for and in the name of and on behalf of the City, to do any and all things and take any and all actions, which they, or any of them, may deem necessary or desirable to carry out, give effect to and comply with the terms and intent of this Resolution.

Section 4. This Resolution shall take effect immediately upon its adoption.

[¹ If City can't make this certification, a pledge of revenues and a rate covenant may be required]

Passed and adopted by the City Council of the City of Daly City on this ____ day of _____, 2012, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

City Clerk



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Setting Time and Place for a Public Hearing on Community Development and Housing Needs, and Authorizing the Solicitation of Request for Proposals of CDBG Funds

Recommended Action

Set a Public Hearing on Community Development and Housing Needs for Monday, December 10, 2012 at 7:00 p.m. in the City Council Chambers.

Background

As the current Five-year Department of Housing and Urban Development (HUD) Consolidated Plan ends on June 30, 2013, the City is required to prepare and submit a new five-year HUD Consolidated Plan for the time period beginning July 2013 and ending June 2018. The HUD Consolidated Plan describes the City's community development and housing needs, provides a short and long range plan for the use of HUD programs in addressing these needs, and guides the funding priorities for the Community Development Block Grant (CDBG) and HOME programs.

As a requirement of HUD's CDBG and HOME programs, the City of Daly City is required to hold a public hearing to obtain citizen input on community development and housing needs for the City. This requirement is discussed in the City's Citizen Participation Plan. The Citizen Participation Plan provides citizens an opportunity to participate in planning, implementation and assessment of the CDBG and HOME programs.

HUD requires that the City involve the public in an open process for the allocation of CDBG funds. This process, in general, must parallel the rules that govern bidding for governmental contracts. That is, public notice must be given, uses for the funds defined by the City, and proposals for funds (the equivalent of "bids") evaluated in terms of how well they respond to the criteria set forth by the City. The City annually issues a Request for Proposals (RFPs) for use of CDBG funds.

For FY 2013-14, the City will also receive an allocation of Federal HOME funds for housing activities that assist lower income households. The specific level of HOME funds will not be known until at least January 2013, pending Congressional approval of a HUD budget. Staff will present HOME spending recommendations for Council consideration at a later date when definitive funding levels are announced.

Discussion

The public hearing is an important and required component of the citizen participation and planning process associated with preparation of the City's Five-year HUD Consolidated Plan (July 2013 through June 2018) and the HUD One-Year Action Plan for FY 2012-13.

City Council Agenda Report

Subject: Setting Time and Place for Hearing on Community Development and Housing Needs

Meeting Date: November 13, 2012

Page 2 of 2

Notices of the hearing will be published in *The Examiner Peninsula* and distributed to all homeowner and resident associations as well as social service organizations. A notice will also be posted on the City's website.

In conjunction with the CDBG allocation process, the City will issue an RFP for FY 2013-14 CDBG funds. Applications will be due January 18, 2013.

Summary/Conclusion

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

Respectfully submitted,



Betsy ZoBell
Housing and Community Development Supervisor



Brian Millar
Director, Economic & Community Development



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Adoption of the City-wide Wellness Policy

Recommended Action

That the City Council adopt the City-wide Wellness Policy that addresses healthy food & beverage, physical activity guidelines and mental health.

Background

The City of Daly City strives to promote health and wellness in the workplace, as well as throughout the community. The City wishes to define its health footprint by improving the state of complete physical, mental and social well-being of its employees, businesses and residents.

More recently, the City formed its first Wellness Committee to champion health and wellness within the organization and throughout the community. The City was also awarded two grants from Get Healthy San Mateo County: 1) Free assistance from Generations Community Wellness to develop and implement a policy that addresses healthy food & beverage, as well as physical & mental health; and 2) \$9,000 grant to implement a pilot healthy vending machine in the City Hall break room.

Discussion

Daly City is motivated to create an environment that fosters healthy lifestyle choices by making the healthy choice the easy choice. Obesity trends and the nation's declining health is at a rise, so it is no surprise that health care costs continue to soar. The City has made a concerted effort to raise awareness around this epidemic by offering a number of internal programs and endeavors aimed at increasing productivity, reducing absenteeism and boosting employee morale.

Provided below is a brief list of the efforts already undertaken by the City:

- Hosting Employee Wellness Month in September annually
- Limiting high calorie food options and offering healthier food selections at City events
- Creating healthy competition amongst colleagues (i.e. Biggest Loser Challenge)
- Offering on-site health education seminars
- Publishing Health & Wellness information in the employee newsletter

The City also makes an effort to encourage health and wellness within the community through external programs and endeavors. The Library & Recreation Services Department offers a number of programs to the community that promotes active and healthy lifestyles for all age groups, toddlers to seniors, which are available to both residents and non-residents.

Fiscal Impact

City Council Agenda Report
Subject: Adoption of the City-wide Wellness Policy
Meeting Date: November 13, 2012
Page 2 of 2

Adoption of the City-wide Wellness Policy does not initially trigger the expenditure of City resources. As staff works to incorporate the initiatives, the City Council will have an opportunity to review costs associated with their implementation.

Summary/Conclusion

Staff requests that the City Council adopt the City-wide Wellness Policy. With the current outreach underway, the City is exemplifying wellness. However, having a written policy in place will formalize the City's efforts to make Daly City a better place to work and live. As the largest City in San Mateo County, we strive to be the role model for other agencies interested in promoting health and wellness programs.

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Shawna Maltbie".

Shawna Maltbie
Director of Human Resources



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 13, 2012

**Subject: Proposed Assignment of Custodial Services Supervisor to Range 48 of
Miscellaneous Unrepresented Salary Schedule**

Recommended Action

That the City Council approve the assignment of the newly created classification of Custodial Services Supervisor classification to Range 48 of the Miscellaneous Unrepresented salary schedule

Background

The Parks Maintenance and Vehicle Maintenance Divisions were transferred to the Public Works Department in 2011. The Public Works Department is now comprised of the following divisions: Streets, Parks, Motor Vehicles and Building Maintenance.

As a result of this reorganization, the Public Works Department evaluated and successfully restructured some of the supervisory positions in Streets Maintenance and Vehicle Maintenance. Public Works recently assessed the efficiency of custodial operations within the Building Maintenance Division and determined that custodial staff working swing or graveyard shifts are not adequately supervised. Currently oversight of the custodial staff is provided by the Lead and Senior Custodians who must also perform custodial duties leaving them little time to monitor the activities of many staff working alone in various City buildings.

Discussion

In order to reestablish adequate supervision of the 14 full-time custodians, as well as many part-time custodians, working at numerous city facilities at night, the Public Works Department is proposing a new classification of Custodial Services Supervisor. The primary job duties of Custodial Services Supervisor will be to provide supervision, training and oversight of the many custodial staff working at night. In addition, this new position would be responsible for ordering supplies, equipment maintenance and other administrative tasks.

Fiscal Impact

The vacant Lead Custodian position will be eliminated and replaced with the Custodial Service Supervisor, resulting in a \$14,710 increase per year. In anticipation of this recommended action the additional funding for this position was provided for in the 2012/2014 Public Works – Building Maintenance operating budget.

Summary/Conclusion

That the City Council approve the assignment of the Custodial Services Supervisor classification to Range 48 of the Miscellaneous Unrepresented salary schedule.

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

Respectfully submitted,

Shawwna Maltbie
Director of Human Resources



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Proposed Community Development Assistant Job Specification (Civil Service) and Assignment to Range 30 of the Teamsters Clerical Technical Salary Schedule

Recommended Action

City Council approve the Community Development Assistant Job Specification and assignment to Range 30 of the Teamsters Clerical Technical salary schedule.

Background

The upcoming retirements of the ECD Program Administrator and the Administrative Assistant presented an opportunity to review workload allocation and job responsibilities in the Department of Economic and Community Development (ECD).

Discussion

After careful consideration, and in an effort to deliver services more effectively and economically, the Department of ECD will be eliminating the position of Economic and Community Development Coordinator. The Department is proposing to reclassify an incumbent in the Office Assistant II classification to the newly created classification of Community Development Assistant. This new classification will remain in Civil Service and in the Teamsters Clerical/Technical bargaining unit and be converted from a 37.5 hour work week to 40 hour work week position.

Fiscal Impact

The elimination of the ECD Program Administrator classification and the assignment of the new Community Development Assistant classification to Range 30 of the Teamsters Clerical Technical salary schedule will result in a savings of \$69,000 for the Department of Economic and Community Services.

Summary/Conclusion

A public hearing was held after due notice was properly given and all interested parties were given an opportunity to be heard. At the regular meeting of the Personnel Board held on Thursday, September 13, 2012, the Personnel Board approved the proposed Community Development Assistant job specification as submitted. Staff is requesting that the City Council approve the Community Development Assistant job specification and assignment to Range 30 of the Teamsters Clerical Technical salary schedule.

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

Respectfully submitted,

Shawna Maltbie
Director of Human Resources



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Proposed Revision of Senior Engineering Technician Job Specification (Civil Service) and Assignment to Range 52 of the AFSCME Salary Schedule

Recommended Action

City Council approve the Senior Engineering Technician Job Specification and assignment to Range 52 of the AFSCME salary schedule.

Background

The retirement of the Senior Engineering Technician presented an opportunity to review the existing Senior Engineering Technician job specification to ensure it accurately describes the duties and responsibilities of this classification.

Discussion

As a result of this review, staff is recommending that the job specification include responsibility for reviewing and checking construction permits, inspecting construction projects, and providing lead direction to the Engineering Technician or Inspector classifications. The additional scope of duties warrants a salary range adjustment of one range to be the same as the Public Works Inspector's salary.

This job specification revision will allow the Public Works Department to more effectively utilize its reduced staffing and facilitate cross training of personnel.

A public hearing was held after due notice was properly given and all interested parties were given an opportunity to be heard. The Personnel Board approved the above revisions on September 19, 2012.

Fiscal Impact

This will result in a \$1,145.56 annual salary increase.

Summary/Conclusion

Staff is requesting that the City Council approve the revised Senior Engineering Technician job specification and assignment to Range 52 of the AFSCME salary schedule.

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

Respectfully submitted,

Shawna Maltbie
Director of Human Resources



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Adoption of Composite Summary Memorandum of Understanding between the City of Daly City and the Teamsters Local 856 Clerical Technical Unit

Recommended Action

That the City Council adopt the Composite Summary of Memorandum of Understanding between the City of Daly City and the Teamsters Local 856 Clerical Technical Unit.

Background

The City is continuing to experience a budget crisis of unprecedented proportions, which necessitates reducing expenditures across every City Department.

Discussion

The management "meet and confer" representatives designated by the City Council of the City of Daly City have met and conferred in good faith with the representatives of the Teamsters Local 856 Clerical Technical Unit and, as a result, have arrived at a Memorandum of Understanding concerning wages, hours and conditions of employment.

Fiscal Impact

As per the agreed upon Memorandum of Understanding, labor concessions will result in a 3.7% reduction of total compensation for this bargaining group.

Summary/Conclusion

Staff requests that the City Council adopt the Composite Summary Memorandum of Understanding between the City of Daly City and the Teamsters Local 856 Clerical Technical Unit for the period of October 1, 2012 through September 30, 2013.

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

Respectfully submitted,

Shawna Maltbie
Director of Human Resources



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Setting Time and Place of a Public Hearing to Consider Adding a Chapter to the City of Daly City Municipal Code Regarding Reusable Bags

Proposed Action

It is recommended that the City Council adopt a resolution setting the time and place of a public hearing to consider an ordinance regarding reusable bags. It is further recommended that the public hearing be scheduled for November 26, 2012, at the next regular meeting of the City Council.

Background

On October 23, 2012, the San Mateo County Board of Supervisors approved an Environmental Impact Report (EIR) and adopted an ordinance banning single-use carryout bags from stores, while requiring stores that provide reusable bags to charge customers ten cents (\$.10) per bag. The Board of Supervisors encouraged cities within the County to adopt similar ordinances. The EIR specifically analyzed the possibility of 24 cities (including Daly City) adopting the County's ordinance within their own jurisdictions.

The City Council discussed the possibility of adopting a reusable bag ordinance at its Study Session on March 5, 2012. The Council directed staff to participate in the County's EIR in order to determine if adopting an ordinance that would effectively ban the use of plastic carry-out bags would have a significant environmental impact.

Fiscal Impact

No anticipated fiscal impact for the City of Daly City. The County of San Mateo will enforce the ordinance. Consumers will incur a ten cent per bag charge if they elect to use store provided reusable bags.

Summary/Conclusion

The City Council has indicated an interest in adopting a reusable bag ordinance since 2008. The threat of lawsuits from the American Chemistry Council and the Save the Plastic Bag Coalition delayed the process until the County's EIR was completed and adopted. If the City Council adopts the ordinance, it would go into effect April 22, 2013.

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

Respectfully submitted,

Joseph F. Curran
Assistant to the City Manager

Patricia E. Martel
City Manager



City Council Agenda Report

Item # _____

Meeting Date: November 13, 2012

**Subjects: Accepting and Appropriating a Grant from the University of California Berkeley
for Sobriety Checkpoints in Daly City**

Recommended Action

Accept a grant from the University of California Berkeley for \$39,500.00 for overtime and equipment to conduct Sobriety Checkpoints in Daly City.

Background

Daly City has been awarded Sobriety Checkpoints in the past from the California Office of Traffic Safety in order to reduce fatal and injury collisions resulting from the impaired driver. This grant will focus specific mobilization periods, including the winter period and Labor Day period.

Discussion

This grant provides a total of \$39,500.00 in overtime and equipment funding that can be used by our department to conduct sobriety checkpoints.

Fiscal Impact

There is no cash match. Funding runs from October 1, 2012 through September 30, 2013.

Summary/Conclusions

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

Respectfully submitted,

John Gamez
Captain

Manuel Martinez, Jr.
Chief of Police

City of Daly City
Budget Transfer/Adjustment

Department/Division: Library and Recreation Services **Date:** 10/15/2012

Month/Fiscal Year: October 2012/2013

Explanation/Justification:

Transferring additional funds from accumulated library book sale revenue to RFID capital project established by City Council Resolution No. 11-156.

Approvals:

Annex. Williams
Originator


Director of Finance

P. Marshall
Department Head

City Manager/City Council

Document No.



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Public Hearing on Claim to Lien Property at 1023 Hanover Street (APN 004-112-150)

Recommended Action

Affirm the penalties and fees associated with the code enforcement case at 1023 Hanover Street to be made a lien on the subject property and adopt a resolution confirming the amount of the lien as provided in Chapter 8.16.400 through 8.16.430 of the Daly City Municipal Code.

Background

This case involves a single-family residence at 1023 Hanover Street (APN 004-112-150) that contains construction without permits, consisting of rooms built on the lower level of the residence and an accessory building with two separate living areas. The rooms are occupied with tenants, as the property owner stated she uses the rent to meet her mortgage payments. The Administrative Hearing Board heard the case on January 26, 2012, and ordered the owners to vacate the tenants occupying the unpermitted rooms located on the first floor of the residence and in the accessory building, and to obtain a building permit to abate the cited violations. A copy of the Board Order is attached (Exhibit A). The property owner, Rosario Sievers, appealed the Findings and Order of the Administrative Hearing Board and on March 15, 2012, City Council Resolution No. 12-39, confirming and adopting the Findings of the Administrative Appeal Board, was mailed to the property owner (Exhibit B).

The property owner and her representative, Peter Batio, responded to the Board Order on July 16, 2012, and stated that they wanted to obtain a building permit to address the cited violations and remodel the subject property. Mr. Batio stated that they would pay the outstanding code fees and penalty fine through a payment plan with the City; however, the owner failed to sign the necessary documents for the payment plan. As of this date, the property owner remains in violation of the Abatement Order and the code enforcement fees and assessed penalty fines have not been paid.

A Notice of Violation was placed on the subject property through the San Mateo County Recorder's Office and will remain on the title to prevent sale or transfer of ownership without addressing the violations. In addition, a Notice of Pending Claim of Lien was also placed on the property through the San Mateo County Recorder's Office so that enforcement fees and penalty fines can be collected should the property go into foreclosure or is sold before a lien is recorded.

City Council Agenda Report
Public Hearing on Claim to Lien Property at 1023 Hanover Street
Meeting Date: November 13, 2012
Page 2 of 2

Discussion

The administrative cost assessed by the Administrative Order total \$13,374.00 and the latest letter requesting payment was mailed to the property owner on May 16, 2012 (Attachment C). To date, the City has not received any payment for the assessed fees and fines. A lien is required to be recorded on the property with the San Mateo County Recorder's Office to recover the administrative fees and penalties owed to the City of Daly City; thus fees would be received at the time of any future property sale.

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

Respectfully submitted,



Kathy Campbell
Code Enforcement Officer



Brian Millar
Director of Economic & Community
Development

Attachments: Exhibit A – Findings and Order of the Administrative Hearing Board
Exhibit B – City Council Resolution No. 12-39
Exhibit C – Letter to Property Owner dated May 16, 2012



CITY OF DALY CITY

333-90TH STREET

DALY CITY, CA 94015-1895

PHONE: (650) 991-8000

First Class & Certified Mail

February 3, 2012

Rosario Sievers
1023 Hanover Street
Daly City, CA 94014

RE: Administrative Board - Hearing Results of January 26, 2012

Dear Property Owner(s):

A hearing regarding your property was conducted on January 26, 2012, to determine if a public nuisance is present on your property, and to consider the assessment of costs and penalties. The Board reviewed the matter and took action deemed necessary, fair and appropriate to assure compliance with all regulations. A copy of the Order is enclosed.

Kindly read this order carefully and assure you take the prescribed action to avoid additional enforcement and penalties.

You attended the hearing; therefore you may appeal this order to the City Council within ten (10) days, in writing. The appeal should be sent directly to the City Clerk at City Hall. An appeal form is enclosed for your convenience.

I can be reached at (650) 991-8260 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in cursive script that reads "K. Campbell".

Kathy Campbell
Code Enforcement Officer

Cc: Patrick Sweetland, Board Member
Brian Millar, Board Member
Donald McVey, Board Member
Kelly Schott, Assistant City Attorney

EXHIBIT A

**FINDINGS AND ORDER OF THE
DALY CITY ADMINISTRATIVE HEARING BOARD**

SUBJECT PROPERTY: 1023 HANOVER STREET, CA 941014

PROPERTY OWNER(s): ROSARIO SIEVERS

HEARING HELD ON JANUARY 26, 2012

FINDINGS

WHEREAS, Code Enforcement referred this matter to the Administrative Hearing Board pursuant to section 8.16.070, et seq., of the Daly City Municipal Code; **and,**

WHEREAS, the Board determined that the property owner(s) received proper notice documentation by staff of the violations and required abatement action and appeared at the hearing; **and,**

WHEREAS, the Board reviewed evidence, testimony of staff and the staff report pertaining to property current violations: **and,**

WHEREAS, one or more Municipal Code violations defined as a public nuisance, pursuant to section 8.16.030 *et seq.*, are now present and remain unabated after the timeline established for abatement in the staff notice of violation; **and,**

WHEREAS, the property is a public nuisance pursuant to Municipal Code Section 8.16.030 due to violations of the uniform codes, as adopted by Daly City, and Chapter 15 of the Daly City Municipal Code, including construction without permits; **and,**

WHEREAS, pursuant to Daly City Municipal Code section 8.16.150, if this Board determines that a violation occurred which was not corrected within the time period specified in the staff notification of nuisance, the Board shall issue an administrative order which imposes any or all of the following:

- A. An order to correct, including a schedule for correction when appropriate;
- B. Administrative Penalties as provided in section 8.16.160 of the Daly City Municipal Code.
- C. Administrative costs as provided in section 8.16.160 of the Daly City Municipal Code.

ORDER

NOW THEREFORE, HAVING DETERMINED THE PRESENCE OF A PUBLIC NUISANCE AT 1023 HANOVER STREET, THE BOARD HEREBY ORDERS ABATEMENT OF THE VIOLATIONS, AND ASSESSMENT OF ADMINISTRATIVE COSTS AND PENALTIES AS FOLLOWS:

- 1) The owner shall immediately instruct the occupants of the unpermitted rooms located in any unpermitted room on the first floor and second floor and inside the accessory building which are being used as living quarters to vacate within 30 days so that abatement work may begin and provide to the City proof of eviction notices to renters, **and**
- 2) Within 30 calendar days of the date of the Board Order the owner shall submit a permit application to

demolish and remove the cited violations which includes removing the rooms down including a bathroom, removing two unpermitted walls that divides the living room area, replacing the furnace, and reducing the accessory building to under 120 sq. ft. including the removal of the electrical components or completely removing the accessory building from the subject property, **and**

- 3) Within 60 calendar days from the permit application date the owner shall obtain a building permit, **and**
- 4) Within 60 calendar days from the permit issuance date all remedial work as shown on any approved plans and stated in the scope of work for the permit must be completed and inspected and finalized to the satisfaction of the Building Division.
- 5) All enforcement fees and administrative fees are suspended at this time, pending the cooperative efforts and demonstrated good faith by the owner by completing items #1 through #3 of this Order within the stated time limits. Any failure by the owner to cooperate at any stage in the enforcement process shall result in the reinstatement of the suspended fees of \$1,380.00 in enforcement fees and a \$1,994.00 administrative fee (to cover costs associated with presenting this case to the Board).
- 6) Upon failure to adhere to any stated timeline in the Order of the Administrative Hearing Board the owner shall be assessed \$500.00 a day for each day a violation continues to be present, up to the maximum amount of \$10,000.00.
- 7) The Notice of Violation shall remain on the title of the subject property to prevent sale or transfer of ownership without addressing the violations. To remove the NOV all fees and penalties shall be paid and all work to correct the violation(s) shall be completed and finalized.
- 8) In the event that the property owner does not comply with this order and pay all associated fees and fines all costs due to the City shall be secured through a lien recorded on the subject property with the County Recorder which may carry additional charges as set forth by resolution of the City Council.

APPEAL RIGHTS

Pursuant to Daly City Municipal Code section 8.16.300, the owner(s) of the subject property or a business owner receiving an administrative order from this Board may only appeal such order only if they attended the hearing. To exercise this appeal right the owner must file a written appeal request with the City Clerk within ten (10) days of the date of service of the administrative order, with a non-refundable filing fee of \$100 included with the request. The City Clerk will normally set the hearing date within 10-30 days. You should contact the City Clerk for specific information about this process and the required information you must supply in the request.

AFFIRMED BY: _____

Donald McVey, Director of Finance/Adm. Chair

HEARING BOARD CHAIR ON: February 2, 2012

FOR OFFICE USE

DATE OF SERVICE 2-3-2012 METHOD OF SERVICE: ☒ 1st class mail ☒ Cert. Mail ☐ Pers. Svc.

BY _____

TITLE Office Assistant for Code Enforcement

COMMENTS: Administrative Hearing Board - 1/26/2012 - 1023 Hanover St - Case# 3-11-1576



City of Daly City
333 90th Street
Daly City, CA 94015
(650) 991-8061

CODE INVOICE
02/03/2012

INV-6-11-520148

Case Number: CASE-3-11-1576

Site Address: 1023 HANOVER ST

Invoice Date: 06/06/2011

Invoice Number: INV-6-11-520148

Bill To:

Rosario Sievers
1023 Hanover ST
Daly city, CA 94014-

Return To:

City of Daly City
333 90th Street
Daly City, CA 94015-

INVOICE FEES

Date	Fee Name	Account Number	Trans Code	Fee Amount
06/06/2011	Construction W/O Permit (Abated 1- 30 day	01-300-341-3797	0615	\$0.00
06/06/2011	Construction W/O Permit (Abated 31- 60 da	01-300-341-3797	0615	\$90.00
06/06/2011	Expired Permit (Abated 1 - 30 days)	01-300-341-3797	0615	\$100.00
06/06/2011	Expired Permit (Abated 31 - 60 days)	01-300-341-3797	0615	\$350.00
06/06/2011	Expired Permit (Abated 61 - 90 days)	01-300-341-3797	0615	\$350.00
06/06/2011	Construction W/O Permit (Abated 61- 90 da	01-300-341-3797	0615	\$490.00
Total Fees:				\$1,380.00

FOR OFFICE USE ONLY



P

PLEASE MAKE CHECK PAYABLE TO: CITY OF DALY CITY

EXHIBIT A



OFFICE OF THE CITY CLERK

CITY OF DALY CITY

PHONE: (650) 991-8078

333 - 90TH STREET
DALY CITY, CA 94015-1895

K. ANNETTE HIPONA
CITY CLERK

March 15, 2012

Ms. Rosario Sievers
1023 Hanover Street
Daly City, CA 94014

Dear Ms. Sievers:

At the regular meeting of March 12, 2012, the City Council adopted Resolution No. 12-39, Confirming and Adopting the Findings of the Administrative Appeal Board, Declaring Residential Premises to be a Public Nuisance, and Allowing Such Costs, Penalties and Assessments to be, Rendered and Recorded as a Lien or Assessment, located at 1023 Hanover Street, Daly City, California, a copy of which is enclosed.

Very truly yours,

A handwritten signature in cursive script that reads "K. Annette Hipona".

K. Annette Hipona
City Clerk

KAH:tr
Enclosure

EXHIBIT B

RESOLUTION NO. 12-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY
CONFIRMING AND ADOPTING THE FINDINGS OF THE ADMINISTRATIVE APPEAL
BOARD, DECLARING RESIDENTIAL PREMISES TO BE A PUBLIC NUISANCE,
AND ALLOWING SUCH COSTS, PENALTIES AND ASSESSMENTS TO BE,
RENDERED AND RECORDED AS A LIEN OR ASSESSMENT

(1023 Hanover Street, Daly City, California)

Recitals:

A. This matter involves a Code Enforcement action related to construction activities without benefit of a building permit within a residence at 1023 Hanover Street, and a determination of violation and order to abate by the Administrative Hearing Board on January 26, 2012 (Exhibit A). On February 7, 2012, the owner filed an Appeal to the City Council of the Findings and Order of the Administrative Hearing Board (Attachment B). On February 27, 2012, City Council set March 12, 2012, as the hearing date for the appeal. Illegal construction activity consists of rooms constructed in the garage level that eliminates required parking, and an accessory building in the rear yard with electrical components constructed without a permit.

B. The property owner, Ms. Rosario Sievers, purchased the property in December 2005 and states that the rooms down were constructed by a previous owner. A review of building records revealed that there was no record of permits issued for the cited construction. The property's initial building permit states that the building is a five-room single family dwelling, which in general consists of two bedrooms, a kitchen, living room and dining room. The owner was advised that the violations must be abated either by securing a permit for the removal of the illegal construction, or by legalization of the construction.

C. The property owner, Ms. Rosario Sievers, failed to abate violations as directed by Code Enforcement and Building Division staff, and the matter was brought before the City's Administrative Appeals Board, the body created by Ordinance of the City Council to address such appeals.

D. The Board, at their January 26, 2012 hearing addressed the owner's financial hardship and included in the Order that all enforcement fees (totaling \$1,380) and administrative fees (totaling \$1,994) are suspended at this time, pending the cooperative efforts and demonstrated good faith by the owner in completing items #1 through #3 of the Order within the stated time limits.

E. On March 12, 2012, the Daly City City Council opened a public hearing to consider the submitted findings, orders, summary of evidence and factual determinations of the Administrative Appeal Board. A public hearing was conducted, and the City Council heard all interested persons who desired

Findings:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City makes the following findings of fact, determinations and orders:

1. That the above recitals, "A" through "E" above are accurate and constitute findings of the City Council of the City of Daly City.

2. The property located at 1023 Hanover Street, Daly City, California is thereby found to be, and is hereby declared to be a public nuisance for its continuing violations of health and safety issues (violations of both the Building Code and the Fire Code of the City of Daly City) and in the unlawful creation of habitable space within garage area intended for storage, in violation as well of the Zoning Ordinance and the Parking Ordinance of the City of Daly City.

3. The City Council further finds that every opportunity has been afforded the property owner to address, repair and restore the conditions of this property, which has been in violation since January of 2009.

BE IT FURTHER RESOLVED by the City Council of the City of Daly City that based on the above enumerated findings the City Council hereby affirms the Administrative Board's Order of January 26, 2012.

BE IT FURTHER RESOLVED that a copy of this Resolution shall, upon adoption, be mailed by first class mail to the owners of record, to wit:

Ms. Rosario Sievers
1023 Hanover Street
Daly City, CA 94014

BE IT FURTHER RESOLVED that it is the intent of the Daly City City Council that the foregoing findings, determination and order be considered as an integrated whole whether or not any subdivision of these findings or determinations fails to cross-reference or incorporate by reference any other subdivision; and that any finding or determination required or permitted to be made by this City Council with respect to any particular subject matter shall be deemed made if it appears in any portion of these findings, determinations and/or orders.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the 12th day of March, 2012, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Buenaventura, Canepa, Guingona,

Klatt, Torres

NOES, Councilmembers: None

ABSENT, Councilmembers: None


CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

SAL TORRES

MAYOR OF THE CITY OF DALY CITY



CITY OF DALY CITY

333-90TH STREET

DALY CITY, CA 94015-1895

PHONE: (650) 991-8000

May 16, 2012

Rosario Sievers
1023 Hanover Street
Daly City, CA 94014

Subject: Administrative Order to Abate Violations located at 1023 Hanover St. Daly City, CA (APN 004-112-150) – CASE-3-11-1576

Dear Ms. Sievers:

As you are aware, an Administrative Hearing regarding your property at 1023 Hanover St. was conducted on January 26, 2012, in which the Administrative Hearing Board reviewed the violations on your property and determined the presence of a public nuisance. A copy of the Administrative Order was sent to you on February 3, 2012, and a copy is enclosed with this letter for your convenience.

You appealed the Findings and Order of the Administrative Hearing Board on March 12, 2012, and the City Council adopted a Resolution No. 12-39, confirming and adopting the Findings of the Administrative Appeal Board, declaring residential premises to be a Public Nuisance, and allowing such costs, penalties and assessments to be rendered and recorded as a lien or assessment. A copy of the resolution is enclosed with this letter for your convenience.

There has been no action taken by you to comply with the Administrative Order and abate the violations and pay the assessed code enforcement fees. The violations that were cited on your property continue to exist and must be abated. You are required to submit an application for a building permit at City Hall immediately, obtain the permit, and make the corrections identified in the Administrative Order.

Building permits issued to abate code violations are valid 60 days from the permit issuance date and all completed work must be inspected and finalized by a city inspector to the satisfaction of the Building Division.

EXHIBIT C

You currently owe \$13,374.00 in code fees and penalty fines. This amount is due and payable to the City of Daly City. An invoice detailing the charges has been enclosed with this letter which must be included when you remit your payment. Failure to immediately pay all associated fees and fines due to the City will result in a lien recorded with the County Recorder on the subject property.

Please be advised that payment of fees and fines does not absolve you of the requirement to correct the violations at the subject property. A Notice of Violation has been recorded with the San Mateo County Recorder's Office and will remain on the property until the cited violations have been abated. If you have any questions regarding this matter, I may be reached at (650) 991-8261.

Sincerely,



Kathy Campbell
Code Enforcement Officer

Enc: Copy of Administrative Order originally mailed on 2/3/12
Copy of City Council Resolution No. 12-39
Code Invoice

**FINDINGS AND ORDER OF THE
DALY CITY ADMINISTRATIVE HEARING BOARD**

SUBJECT PROPERTY: 1023 HANOVER STREET, CA 941014

PROPERTY OWNER(s): ROSARIO SIEVERS

HEARING HELD ON JANUARY 26, 2012

FINDINGS

WHEREAS, Code Enforcement referred this matter to the Administrative Hearing Board pursuant to section 8.16.070, et seq., of the Daly City Municipal Code; **and,**

WHEREAS, the Board determined that the property owner(s) received proper notice documentation by staff of the violations and required abatement action and appeared at the hearing; **and,**

WHEREAS, the Board reviewed evidence, testimony of staff and the staff report pertaining to property current violations: **and,**

WHEREAS, one or more Municipal Code violations defined as a public nuisance, pursuant to section 8.16.030 *et seq.*, are now present and remain unabated after the timeline established for abatement in the staff notice of violation; **and,**

WHEREAS, the property is a public nuisance pursuant to Municipal Code Section 8.16.030 due to violations of the uniform codes, as adopted by Daly City, and Chapter 15 of the Daly City Municipal Code, including construction without permits; **and,**

WHEREAS, pursuant to Daly City Municipal Code section 8.16.150, if this Board determines that a violation occurred which was not corrected within the time period specified in the staff notification of nuisance, the Board shall issue an administrative order which imposes any or all of the following:

- A. An order to correct, including a schedule for correction when appropriate;
- B. Administrative Penalties as provided in section 8.16.160 of the Daly City Municipal Code.
- C. Administrative costs as provided in section 8.16.160 of the Daly City Municipal Code.

ORDER

NOW THEREFORE, HAVING DETERMINED THE PRESENCE OF A PUBLIC NUISANCE AT 1023 HANOVER STREET, THE BOARD HEREBY ORDERS ABATEMENT OF THE VIOLATIONS, AND ASSESSMENT OF ADMINISTRATIVE COSTS AND PENALTIES AS FOLLOWS:

- 1) The owner shall immediately instruct the occupants of the unpermitted rooms located in any unpermitted room on the first floor and second floor and inside the accessory building which are being used as living quarters to vacate within 30 days so that abatement work may begin and provide to the City proof of eviction notices to renters, **and**
- 2) Within 30 calendar days of the date of the Board Order the owner shall submit a permit application to

demolish and remove the cited violations which includes removing the rooms down including a bathroom, removing two unpermitted walls that divides the living room area, replacing the furnace, and reducing the accessory building to under 120 sq. ft. including the removal of the electrical components or completely removing the accessory building from the subject property, **and**

- 3) Within 60 calendar days from the permit application date the owner shall obtain a building permit, **and**
- 4) Within 60 calendar days from the permit issuance date all remedial work as shown on any approved plans and stated in the scope of work for the permit must be completed and inspected and finalized to the satisfaction of the Building Division.
- 5) All enforcement fees and administrative fees are suspended at this time, pending the cooperative efforts and demonstrated good faith by the owner by completing items #1 through #3 of this Order within the stated time limits. Any failure by the owner to cooperate at any stage in the enforcement process shall result in the reinstatement of the suspended fees of \$1,380.00 in enforcement fees and a \$1,994.00 administrative fee (to cover costs associated with presenting this case to the Board).
- 6) Upon failure to adhere to any stated timeline in the Order of the Administrative Hearing Board the owner shall be assessed \$500.00 a day for each day a violation continues to be present, up to the maximum amount of \$10,000.00.
- 7) The Notice of Violation shall remain on the title of the subject property to prevent sale or transfer of ownership without addressing the violations. To remove the NOV all fees and penalties shall be paid and all work to correct the violation(s) shall be completed and finalized.
- 8) In the event that the property owner does not comply with this order and pay all associated fees and fines all costs due to the City shall be secured through a lien recorded on the subject property with the County Recorder which may carry additional charges as set forth by resolution of the City Council.

APPEAL RIGHTS

Pursuant to Daly City Municipal Code section 8.16.300, the owner(s) of the subject property or a business owner receiving an administrative order from this Board may only appeal such order only if they attended the hearing. To exercise this appeal right the owner must file a written appeal request with the City Clerk within ten (10) days of the date of service of the administrative order, with a non-refundable filing fee of \$100 included with the request. The City Clerk will normally set the hearing date within 10-30 days. You should contact the City Clerk for specific information about this process and the required information you must supply in the request.

AFFIRMED BY: _____

Donald McVey, Director of Finance/Adm. Chair

HEARING BOARD CHAIR ON: _____

2012

FOR OFFICE USE

DATE OF SERVICE 2-3-2012 METHOD OF SERVICE: ☒ 1st class mail ☒ Cert. Mail ☐ Pers. Svc.

BY [Signature] TITLE Office Assistant for Code Enforcement

COMMENTS: Administrative Hearing Board - 1/26/2012 - 1023 Hanover St - Case# 3-11-1576



OFFICE OF THE CITY CLERK

CITY OF DALY CITY

PHONE: (650) 991-8078

333 - 90TH STREET
DALY CITY, CA 94015-1895

K. ANNETTE HIPONA
CITY CLERK

March 15, 2012

Ms. Rosario Sievers
1023 Hanover Street
Daly City, CA 94014

Dear Ms. Sievers:

At the regular meeting of March 12, 2012, the City Council adopted Resolution No. 12-39, Confirming and Adopting the Findings of the Administrative Appeal Board, Declaring Residential Premises to be a Public Nuisance, and Allowing Such Costs, Penalties and Assessments to be, Rendered and Recorded as a Lien or Assessment, located at 1023 Hanover Street, Daly City, California, a copy of which is enclosed.

Very truly yours,

A handwritten signature in cursive script that reads "K. Annette Hipona".

K. Annette Hipona
City Clerk

KAH:tr
Enclosure

EXHIBIT C

RESOLUTION NO. 12-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY
CONFIRMING AND ADOPTING THE FINDINGS OF THE ADMINISTRATIVE APPEAL
BOARD, DECLARING RESIDENTIAL PREMISES TO BE A PUBLIC NUISANCE,
AND ALLOWING SUCH COSTS, PENALTIES AND ASSESSMENTS TO BE,
RENDERED AND RECORDED AS A LIEN OR ASSESSMENT
(1023 Hanover Street, Daly City, California)

Recitals:

A. This matter involves a Code Enforcement action related to construction activities without benefit of a building permit within a residence at 1023 Hanover Street, and a determination of violation and order to abate by the Administrative Hearing Board on January 26, 2012 (Exhibit A). On February 7, 2012, the owner filed an Appeal to the City Council of the Findings and Order of the Administrative Hearing Board (Attachment B). On February 27, 2012, City Council set March 12, 2012, as the hearing date for the appeal. Illegal construction activity consists of rooms constructed in the garage level that eliminates required parking, and an accessory building in the rear yard with electrical components constructed without a permit.

B. The property owner, Ms. Rosario Sievers, purchased the property in December 2005 and states that the rooms down were constructed by a previous owner. A review of building records revealed that there was no record of permits issued for the cited construction. The property's initial building permit states that the building is a five-room single family dwelling, which in general consists of two bedrooms, a kitchen, living room and dining room. The owner was advised that the violations must be abated either by securing a permit for the removal of the illegal construction, or by legalization of the construction.

C. The property owner, Ms. Rosario Sievers, failed to abate violations as directed by Code Enforcement and Building Division staff, and the matter was brought before the City's Administrative Appeals Board, the body created by Ordinance of the City Council to address such appeals.

D. The Board, at their January 26, 2012 hearing addressed the owner's financial hardship and included in the Order that all enforcement fees (totaling \$1,380) and administrative fees (totaling \$1,994) are suspended at this time, pending the cooperative efforts and demonstrated good faith by the owner in completing items #1 through #3 of the Order within the stated time limits.

E. On March 12, 2012, the Daly City City Council opened a public hearing to consider the submitted findings, orders, summary of evidence and factual determinations of the Administrative Appeal Board. A public hearing was conducted, and the City Council heard all interested persons who desired

Findings:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City makes the following findings of fact, determinations and orders:

1. That the above recitals, "A" through "E" above are accurate and constitute findings of the City Council of the City of Daly City.

2. The property located at 1023 Hanover Street, Daly City, California is thereby found to be, and is hereby declared to be a public nuisance for its continuing violations of health and safety issues (violations of both the Building Code and the Fire Code of the City of Daly City) and in the unlawful creation of habitable space within garage area intended for storage, in violation as well of the Zoning Ordinance and the Parking Ordinance of the City of Daly City.

3. The City Council further finds that every opportunity has been afforded the property owner to address, repair and restore the conditions of this property, which has been in violation since January of 2009.

BE IT FURTHER RESOLVED by the City Council of the City of Daly City that based on the above enumerated findings the City Council hereby affirms the Administrative Board's Order of January 26, 2012.

BE IT FURTHER RESOLVED that a copy of this Resolution shall, upon adoption, be mailed by first class mail to the owners of record, to wit:

Ms. Rosario Sievers
1023 Hanover Street
Daly City, CA 94014

BE IT FURTHER RESOLVED that it is the intent of the Daly City City Council that the foregoing findings, determination and order be considered as an integrated whole whether or not any subdivision of these findings or determinations fails to cross-reference or incorporate by reference any other subdivision; and that any finding or determination required or permitted to be made by this City Council with respect to any particular subject matter shall be deemed made if it appears in any portion of these findings, determinations and/or orders.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the 12th day of March, 2012, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Buenaventura, Canepa, Guingona,

Klatt, Torres

NOES, Councilmembers: None

ABSENT, Councilmembers: None


CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

SAL TORRES

MAYOR OF THE CITY OF DALY CITY



City of Daly City
333 90th Street
Daly City, CA 94015
(650) 991-8061

CODE INVOICE

05/16/2012

INV-6-11-520148

Case Number: CASE-3-11-1576

Site Address: 1023 HANOVER ST

Invoice Date: 06/06/2011

Invoice Number: INV-6-11-520148

Bill To:

Rosario Sievers
1023 Hanover ST
Daly city, CA 94014-

Return To:

City of Daly City
333 90th Street
Daly City, CA 94015-

INVOICE FEES

Date	Fee Name	Account Number	Trans Code	Fee Amount
06/06/2011	Construction W/O Permit (Abated 1- 30 day	01-300-341-3797	0615	\$0.00
06/06/2011	Construction W/O Permit (Abated 31- 60 da	01-300-341-3797	0615	\$90.00
06/06/2011	Expired Permit (Abated 1 - 30 days)	01-300-341-3797	0615	\$100.00
06/06/2011	Expired Permit (Abated 31 - 60 days)	01-300-341-3797	0615	\$350.00
06/06/2011	Expired Permit (Abated 61 - 90 days)	01-300-341-3797	0615	\$350.00
06/06/2011	Construction W/O Permit (Abated 61- 90 da	01-300-341-3797	0615	\$490.00
04/25/2012	Administrative Hearing Board Fee	01-300-341-3797	0615	\$1,994.00
04/25/2012	Administrative Hearing Board Penalty	01-300-341-3797	0615	\$5,000.00
05/04/2012	Administrative Hearing Board Penalty	01-300-341-3797	0615	\$5,000.00
Total Fees:				\$13,374.00

FOR OFFICE USE ONLY



P

PLEASE MAKE CHECK PAYABLE TO: CITY OF DALY CITY

EXHIBIT C



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 13, 2012

Subject: Westlake Park Garden Deli Rebranding and Business Plan

Recommended Action

Staff recommends the City Council approve the rebranding of the Westlake Park Garden Deli to ensure it meets the evolving needs of customers and is financially sustainable.

Background/Discussion

The Westlake Park Garden Deli, formerly known as the Doelger Senior Center Garden Deli, is located at Westlake Park in the courtyard across from the Administrative offices of the Department of Library and Recreation Services. The Deli operates 9:00 a.m. to 1:30 p.m., Monday through Friday. Volunteers of the Doelger Senior Center and paid City employees staff the Deli. Patrons of the Doelger Senior Center, its volunteers, and City staff, as well as outside visitors frequent the Deli. The space utilized by the Deli houses both the Deli and the fund-raising Boutique of the Supporters of the Doelger Senior Center.

The fee study performed two years ago to evaluate the subsidy levels of various Recreation programs and services identified a General Fund subsidy for the Deli of approximately \$1,409 annually. Additionally, the study determined that no formal City Council action had been taken to adopt the fees and charges associated with the services and goods delivered by the Deli.

The General Fund subsidy of \$1,409 provided to the Garden Deli includes direct costs (materials, supplies, utilities, equipment and part-time staff hours) and indirect costs (building maintenance and depreciation and support for City staff of various City departments). In light of the challenging economic times, and since the Deli is not a core service of the Department of Library and Recreation Services, staff developed a business plan for recovering the full cost to operate the Deli, and thereby, eliminate the General Fund subsidy. This included evaluating operating-hours, as well as the menu items offered by the Deli. Staff developed and analyzed a complex financial model to capture and evaluate all costs associated with operating the Deli.

By analyzing this data, changes were made to the menu items offered as well as very minor pricing changes for existing menu items. The new menu is provided as an attachment to this report (Attachment A). Staff then developed a rebranding, marketing and outreach plan to attract new customers. For example, Deli staff and volunteers will offer, free of charge, small bites of menu items to parents who are with their children at the playground at Westlake Park. The rebranded Deli will be advertised in an upcoming edition of the Fog Cutter and will commence a marketing campaign on the City's internal website, Fognet, to reintroduce the Deli to City employees. Aesthetic enhancements to the deli will include repainting the inside of the Deli and sprucing it up with décor enhancements to give it a broader "community feel" as a welcoming space.

Fiscal Impact

With the new menu items and the minor pricing changes, staff anticipates the Deli will be financially self-sufficient within the current fiscal year and that further General Fund support will be unnecessary.

Conclusion

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

Respectfully Submitted,



Denise Brown
Recreation Services Manager



Patricia E. Martel
City Manager

Attachment: Westlake Park Garden Deli Menu

Westlake Park Garden Deli



SANDWICHES

All sandwiches include choice of petit potato or macaroni salad

The Bayshore

Grilled Provolone, tomato and a side of pepperoncini. \$4.00

The Gellert Park

Thinly sliced turkey breast, lettuce, tomato, sweet red onion, mayonnaise or mustard and pickle. \$5.00

The Giammona

Tuna salad with crunchy celery, sweet red onion, tangy sweet pickle relish and light mayonnaise. Also served grilled. \$5.00

The John Daly

Thinly sliced roast beef, deli mustard, lettuce, tomato and a side of pepperoncini. \$5.00

The Marchbank

Hot crispy bacon, thickly sliced tomato, lettuce and mayonnaise. \$5.00

The Pacelli

Chicken breast salad, crunchy celery, sweet red onion, dried cranberries and light mayonnaise. \$5.00

The Teglia

Thinly sliced piled-high Italian dry salami, deli mustard, lettuce, tomato and A side of pepperoncini. \$5.00

The Doelger Deluxe

½ sandwich of your choice, soup of the day or side salad and soft drink or water. \$6.50

Choice of Breads

Sliced Sourdough, Marble Rye, Honey Wheat or Italian Roll

Choice of Add-Ons

Swiss, Cheddar or Provolone Cheese	\$ 1.00
Avocado	\$ 1.00
Crispy Bacon	\$ 1.00
Assorted Chips	\$ 1.00



SALADS:

Choice of Italian, Ranch, Blue Cheese or Thousand Island Dressing

The Garden Salad

Romaine lettuce, cucumber, tomato, shredded carrots, sweet red onion and pitted black olives

6" Plate \$2.50

9" Plate \$3.75

Mixed Greens

Baby romaine, oak leaf lettuce, endive and radicchio

6" Plate \$2.50

9" Plate \$3.75

Chef Salad

Romaine lettuce, turkey breast, ham, swiss cheese, cheddar cheese, hardboiled egg and sweet red onion

9" Plate \$5.00

Side Salad

Classic Carrot Salad

8 ounce

16 ounce

\$ 2.00

\$ 3.75

Fresh Fruit Salad

\$ 2.50

\$ 4.75

Homemade Potato Salad

\$ 2.00

\$ 2.75

Homemade Macaroni Salad

\$ 2.00

\$ 2.75

Scoop of Tuna or Chicken Salad

\$ 1.50 (2 Ounces)

Homemade Soup

Soup of the Day

\$ 2.75 (Cup)

\$ 4.00 (Bowl)

Desserts

Soft Serve Frozen Yogurt

\$ 1.00 (Small)

\$ 1.75 (Large)

Lemon Meringue Pie

\$ 2.00 (Slice)

Baked Cookies

\$ 0.75 (Each)

Beverages

Regular or Decaffeinated Dark Roast

4 ounces

8 ounces

16 ounces

--

\$ 1.00

\$ 1.75

Cappuccino

--

\$ 2.00

--

Latte or Mocha

--

--

\$ 3.00

Caramel Latte

--

--

\$ 3.25

Single Espresso

\$ 1.00

--

--

Hot Cocoa

--

\$ 1.75

--

Regular or Diet Soda

--

\$ 1.00

--

Westlake Park Garden Deli
111 Lake Merced Boulevard
Daly City, CA 94015