

CITY OF DALY CITY

Regular Meeting - CITY COUNCIL

AGENDA

Monday, January 23, 2023 - 7:00 PM

City Hall Council Chambers – 2nd Floor
City Hall, 333 – 90th Street
Daly City, CA 94015

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Public Participation:

There are two ways to submit public comment: (1) submit written comments by meeting day, and (2) attend the meeting in person.

1. To submit a comment in writing, please visit www.dalycity.org/agendas and complete the Public Comment form. In the comment field box, include the item number and/or title of the item as well as your comments. Public Comments may also be emailed to cityclerk@dalycity.org by including "Public Comment" in the subject line. All written comments received by 4:00 pm on meeting day will be provided to the City Council prior to the meeting. Comments are not read aloud into the record.

Please note: Any written comments received after 4:00 p.m. on the meeting date is not guaranteed to be received by the City Council prior to the meeting.

2. To speak at the meeting in person, 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.

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.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ROLL CALL:

APPROVAL OF AGENDA:

RESOLUTIONS:

1. Appointment and Employment of Thomas J. Piccolotti as City Manager of the City of Daly City

STAFF: Rose Zimmerman

RECOMMENDATION: Adopt Resolution by Roll Call Vote

PRESENTATIONS:

2. Proclamation - Human Trafficking Prevention Month
Pamela Estes - Human Trafficking Program Coordinator, San Mateo County
3. DCPLA Gordon L. King Memorial Grant to the Daly City Public Library, President Monica Devincenzi, Daly City Public Library Associates

APPROVAL OF MINUTES:

4. Regular Meeting of January 9, 2023

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.

CONSENT AGENDA

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

Resolutions:

5. Approve Notary Pay Compensation
6. Appropriate Funds and Authorize the Interim City Manager to Execute an Amendment to the Professional Services Agreement with Park Engineering for Mission Street Streetscape Project

7. Authorize City Staff to Apply to the CalRecycle Legacy Disposal Site Abatement Partial Grant Program Fiscal Year 2022-23 for Grant Funding for the Mussel Rock North Bluff Mitigation and Stabilization Project – Upper Disposal Area Targeted Waste Removal
8. Approve Public Works Department Administration Reorganization and Proposed Staffing Changes
9. Authorize City Manager to Execute Contract with Habitat for Humanity Greater San Francisco for Pilot Program to Carry out Housing Rehab Loan Program
10. Accept and Appropriate a \$5,500 Gordon L. King Memorial Grant from the Daly City Public Library Associates
11. Setting Time and Place of Public Hearing – Proposed Ordinance Adding Chapter 2.60 to the Municipal Code, Re: Commissioners and Board Members Compensation (**Set Hearing: 2/13/2023**)

Check Registers:

12. Check Registers for the Month of December 2022

END OF CONSENT AGENDA

COMMUNICATIONS:

13. Update on Status of Development of SamTrans Property at 3501 Junipero Serra Boulevard (Park and Ride Lot)

STAFF: Tatum Mothershead

RECOMMENDATION: Council Determination

AWARD OF BIDS/CONTRACTS:

14. Replace Citrus Pump Station Roof

STAFF: Joshua Cosgrove

RECOMMENDATION: Adopt Resolution by Roll Call Vote

APPOINTMENTS: Board/Commission Membership Committee Appointments

REPORTS:

15. Council Committee
16. City Council

17. Staff

ADJOURNMENT:



City Council Meeting Agenda Report Item # _____

Meeting Date: January 23, 2023

Subject: Appointment and Employment of Thomas J. Piccolotti as City Manager of the City of Daly City

Recommended Action

Staff recommends that the City Council adopt a resolution to appoint and approve the Employment Agreement with Thomas J. Piccolotti to serve as City Manager for the City of Daly City.

Background

The City Council was notified of the intended retirement of City Manager Shawwna Maltbie on June 3, 2022. In response, the City Council conducted an extensive search for candidates, and was unable to proceed with a viable candidate for the position of City Manager. As such, and after careful consideration, the City Council appointed Director of Water & Wastewater Resources, Thomas J. Piccolotti to serve as Interim City Manager for Daly City effective August 8, 2022 to present.

In January 2023, Mr. Piccolotti was identified by the City Council as a primary candidate for the City Manager position. After consideration by the Council, an offer was made and accepted by Mr. Piccolotti to assume the position of City Manager for the City of Daly City effective January 23, 2023.

Discussion

Mr. Piccolotti is currently serving as the Interim City Manager for Daly City and has over 32 years of local government experience, with 22 years with the City of Daly City and as Director of Water and Wastewater Resources. Given his background and extensive experience dealing with challenges facing local government management, including his familiarity and rapport with the Executive Management, City staff, City Council and Daly City community, the City Council believes Ms. Piccolotti as the effective leader to serve as City Manager for Daly City.

If the employment agreement is approved, Mr. Piccolotti will begin serving the City as the new City Manager January 23, 2023. The agreement is for an initial two-year term beginning January 2023 and ending in January 2025. The terms and conditions of the proposed employment agreement are comparable to other city manager positions within the San Mateo region. As compensation for services rendered under this Agreement, Mr. Piccolotti will receive an initial bi-weekly salary of \$14,495.00 and a 6% increase of base bi-weekly salary effective January 23, 2024. Thereafter, and subject to a performance evaluation, City may increase compensation by resolution.

City Council Agenda Report

Subject: Appointment and Employment of Thomas J. Piccolotti as City Manager of the City of
Daly City

Meeting Date: January 23, 2023

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Summary/Conclusion

Staff recommends that the City Council appoint Thomas J. Piccolotti as City Manager of the City of Daly City and adopt a resolution approving the Employment Agreement, herein reference as "Attachment A".

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Rose', followed by a long horizontal line extending to the right.

Rose Zimmerman
City Attorney

Attachment "A" – City Manager Employment Contract

CITY MANAGER EMPLOYMENT AGREEMENT

This CITY MANAGER EMPLOYMENT AGREEMENT (the “Agreement”) is entered on January 23, 2023 by and between the CITY OF DALY CITY, a municipal corporation (“City”) and THOMAS J. PICCOLOTTI, (“Piccolotti” or “Employee”) collectively “the Parties.”

RECITALS

This Agreement is made with reference to the following facts and objectives:

1. WHEREAS, the City Council of the City of Daly City desires to appoint Piccolotti to the position of City Manager effective January 23, 2023; and
2. WHEREAS, Piccolotti desires to accept employment as City Manager of the City of Daly City under the terms and conditions set forth herein.

NOW, THEREFORE, City hereby agrees to employ Thomas J. Piccolotti as City Manager of the City of Daly City upon the mutually agreed terms and conditions as follows:

1. **RESPONSIBILITIES AND DUTIES.** Piccolotti shall carry out the functions and duties ordinarily performed by the City Manager for the City under the direction and control of the City Council and as set forth in the Daly City Municipal Code and other applicable written policies and rules. Among other things, Employee has the authority to interview, hire, and terminate employees, and direct the workforce. Employee shall serve as Executive Director of the Successor Agency to the former Daly City Redevelopment Agency, the General Manager of the North San Mateo County Sanitation District, Director of Emergency Services and Executive Director to the Daly City Public Facilities Corporation and the Daly City Housing Finance Agency.
2. **TERM.**
 - a. **Initial Term.** The Initial Term (“Initial Term”) of this Agreement shall be for a period of twenty-four (24) months commencing on January 23, 2023 and continuing until January 23, 2025 (the “Initial Termination Date”).
 - b. This Agreement shall automatically renew as provided herein unless the City gives the Employee timely notice of non-renewal. The City must give Employee written notice of non-renewal at least one-hundred twenty (120) calendar days prior to the Initial Termination Date (i.e., January 23, 2025) or any succeeding Termination Date. Unless such notice of non-renewal is timely given, this Agreement shall automatically renew on the terms and

conditions set forth herein for an additional one (1) year. Any such issuance of a notice of non-renewal shall require a majority vote of the entire City Council in open session. Notice of non-renewal beyond the Initial Termination Date shall be deemed an Involuntary Termination without cause as defined in Section 9 and severance shall be paid pursuant to Section 9.

3. COMPENSATION. For the services to be provided pursuant to this Agreement, Employee shall receive the following compensation and benefits:

- a. Base Salary. As compensation for services rendered under this Agreement, Piccolotti shall receive an initial bi-weekly salary of \$14,495.00, effective January 23, 2023 and 6% increase of base bi-weekly salary effective January 23, 2024. Said salary shall be paid on the dates and in the manner consistent with the payroll procedures in use for City of Daly City employees. Employee's base salary shall be increased by the same percentage and at the same time any discretionary across-the-board increase is granted to the City's Executive Management Group. Thereafter, and subject to a performance evaluation, City may increase Employee's salary by resolution.
- b. Other Benefits. Employee shall be provided the compensation and benefits offered to all other department heads as provided in the Executive Management Salary Schedule, effective October 15, 2022 and thereafter. Such benefits include but are not limited to, vacation, sick leave, holidays, administrative leave, retirement, health insurance, dental insurance, long-term disability insurance, and life insurance. Employee shall not be compensated for any hours worked overtime because Employee is exempt from overtime under the Federal Fair Labor Standards Act.
- c. Vehicle Expenses. Employee's duties require he shall have the use of an automobile at all times during his employment with City. City shall provide and maintain an appropriate automobile for his full and exclusive use.
- d. Professional Development, Dues and Subscriptions. City agrees to pay for the professional dues, subscriptions, and other costs of Employee deemed necessary for his participation in national, state, regional, and local associations and organizations and in meetings, conferences, and training related thereto, including but not limited to the International City/County Management Association, League of California Cities, and County City Managers' Association, which are considered mutually desirable for his continued professional participation and growth and for the good of the City, subject to budgetary approval and City Council approval.

e. OTHER SUPPLEMENTAL BENEFITS. City shall contribute \$500.00 per month to Employee's Deferred Compensation plan.

f. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

i. Employment Salary Adjustments: City Manager shall have full authority for employment hiring of city employees. City Manager shall notify City Council for confirmation of any increases outside of the regular range of salary increases.

ii. The City Council, by resolution, minute order, or other formal action, shall fix any other terms, restrictions, and conditions of Employee's employment as City Manager, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with provisions of this Agreement or law.

4. PERFORMANCE REVIEW. The City Council shall review and evaluate the performance of the Employee on at least an annual basis and may review and evaluate the Employee's performance on a more frequent basis if it determines that it is appropriate to do so.

5. HOURS OF WORK. The Employee is an exempt employee but is expected to be engaged in those hours of work that are necessary to fulfill the obligations of the City Manager's position. The City Manager does not have set hours of work as the City Manager is expected to be available at all times. It is recognized that the Employee must devote a great deal of time to the business of the City outside of the City's customary office hours, and to that end the Employee's schedule of work each day and week shall vary in accordance with the work required to be performed. Employee shall spend sufficient hours on site to perform the City Manager's duties; however, Employee has discretion over the City Manager's work schedule.

It is expected that Employee will, to the extent possible, attend community events and other public and social events on behalf of the City of Daly City, as may occur from time to time and that Employee will endeavor to prioritize attendance at such events, as his schedule will allow. Employee shall inform and advise the City Council of any extended absences from the City and designate an Acting City Manager in his absence.

6. DURATION OF EMPLOYMENT. Employee understands and agrees that he has no constitutionally protected property or other interest in his employment as City Manager. Employee understands and agrees that he serves at the pleasure of the

City Council and that Employee may be terminated from the position of City Manager at any time, with or without cause.

7. RESIGNATION. Employee may voluntarily resign the position of City Manager or retire from public service at any time with a minimum of one-hundred-twenty (120) calendar days written notice to the City Council, unless the parties mutually agree to a different notice period. No severance will be paid to Employee if Employee voluntarily resigns or retires without official, affirmative request or action of the City Council.

8. INVOLUNTARY TERMINATION AND SEVERANCE.

- a. If Employee is terminated by the City Council while he is still able to perform the duties of the City Manager, Employee shall receive a single lump-sum cash payment on the effective date of termination equivalent to the sum of his then-current monthly base salary multiplied by twelve (12) and the cash value, as reasonably determined by City, of his monthly medical benefits multiplied by twelve (12). Contemporaneously with the delivery of the severance pay described in this section, Employee agrees to execute and deliver to City a general release of all claims against the City, except claims prohibited from such a release under federal or state law, as prepared by the City Attorney.
- b. Termination during the Initial Contract Term (January 23, 2023 through January 23, 2025), shall be deemed an Involuntary Termination and Employee is entitled to all severance pay as set forth in this section.
- c. Notwithstanding above, Employee shall not be entitled to any severance pay should the City Council provide timely written notice of non-renewal of Agreement, in accordance with Section 5, prior to The Initial Termination Date. Provided, however, Employee shall be entitled to all severance pay set forth in this section for any Involuntary Termination or Notice of Non-Renewal by the City Council that is beyond the Initial Termination Date.
- d. City may at any time terminate Employee without Cause upon 120 days advance notice. The decision to terminate shall be made in Closed Session and confirmed in a public meeting. Alternatively, if Employee is informed of the City's intention to terminate his employment without cause, Employee may be given the option to resign and shall be entitled to severance pursuant to Section 9.

9. TERMINATION FOR CAUSE. Notice need not be made, and severance pay will not be paid if Employee is terminated by the City Council for cause. For purposes

of this Agreement, “cause” shall mean termination because of a criminal conviction for acts other than vehicle violations or the exercise of personal civil rights unrelated to City employment, acts of moral turpitude or fiscal malfeasance, and gross negligence or willful or corrupt misconduct in office.

GENERAL PROVISIONS.

- a. Amendment. This Agreement may be amended at any time by agreement of the parties, but any such amendment must be in writing, dated and signed by the parties.
- b. Notice. Any notice to be given to either party shall be in writing and shall be considered delivered when transmitted either by personal delivery or by mail, registered or certified, postage pre-paid with return receipt requested and properly address as follows:

To City: Mayor and City Council
333 90th Street
Daly City, CA 94015

(Copy to)
City Attorney’s Office
333 90th Street, Third Floor
Daly City, CA 94015

To Employee: Thomas J. Piccolotti
Address on file in Human Resources Department

- c. Entire Agreement. This Agreement supersedes any other agreements, written or oral, expressed or implied, between the City of Daly City and Piccolotti.
- d. Government Law. This Agreement shall be governed by the laws of the State of California.
- e. Severability. If any portion of this Agreement is declared void, such portion shall be severed from this Agreement and the remaining provisions shall remain in effect.

IN WITNESS WHEREOF, the parties have executed this Agreement which shall be effective upon approval by the City Council.

DATED: _____

EMPLOYEE

Thomas J. Piccolotti

CITY OF DALY CITY

Ray Buenaventura
Mayor

ATTEST:

Annette Hipona
City Clerk

APPROVED AS TO FORM:

Rose Zimmerman
City Attorney

Proclamation

HUMAN TRAFFICKING PREVENTION MONTH

WHEREAS, The United States Senate designated January 11 as National Human Trafficking Awareness Day in 2007 and, beginning in 2010 by Presidential Proclamation, each January has been designated National Slavery and Human Trafficking Prevention Month; and

WHEREAS, human trafficking involves commercial sexual exploitation and labor exploitation. Sex trafficking is defined as “a commercial sex act that is induced by force, fraud, or coercion,” but if the person has not attained the age of 18 years old, force, fraud or coercion is not required. Labor trafficking is defined as, “the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.”; and

WHEREAS, human trafficking is a human rights violation, and a violation of both federal and California law; it also promotes the breakdown of families and communities, fuels organized crime, deprives countries of human capital, undermines public health, and imposes large economic costs; and

WHEREAS, the crime of human trafficking is present in every country and every U.S. state; and

WHEREAS, the FBI has identified California and the San Francisco Bay Area as an area of high prevalence for human trafficking. Although human trafficking is illegal, victims often do not recognize their victimization, do not know that help is available, or where to seek assistance; and

WHEREAS, forced labor, involuntary domestic servitude, and commercial sexual exploitation of adults and youth have been found to exist within local communities; and

WHEREAS, the City of Daly City has dedicated resources including the San Mateo County Human Trafficking Program and has supported the efforts of the San Mateo County Police Chiefs and Sheriff Association to identify, address, and prevent human trafficking within San Mateo County.

NOW, THEREFORE, I, Raymond Buenaventura, Mayor, and members of the City Council, hereby proclaim January 2023 as “**HUMAN TRAFFICKING PREVENTION MONTH**” in the City of Daly City and encourage the Daly City community to support efforts in the fight against human trafficking.

Signed and sealed by the Mayor and City Council of the
City of Daly City this 23rd day of January 2023.

Raymond A. Buenaventura, Mayor

Juslyn C. Manalo, Vice Mayor

Roderick Daus-Magbual, Councilmember

Pamela DiGiovanni, Councilmember

Glenn R. Sylvester, Councilmember

CITY OF DALY CITY
MINUTES – REGULAR MEETING – CITY COUNCIL
JANUARY 9, 2023

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

ROLL CALL: Councilmembers Present:

Raymond A. Buenaventura, Mayor (joined meeting at 7:40 PM)
Juslyn C. Manalo, Vice Mayor
Roderick Daus-Magbual
Pamela DiGiovanni
Glenn R. Sylvester

Staff Present:

Tom Piccolotti, Interim City Manager
Rose L. Zimmerman, City Attorney
K. Annette Hipona, City Clerk

APPROVAL OF MINUTES:

Special Meetings of December 12, 2022 and December 13, 2022

It was moved by Councilmember Sylvester, seconded by Councilmember DiGiovanni and carried to approve the minutes of December 12 and December 13, 2022.

APPROVAL OF AGENDA:

It was moved by Councilmember Daus-Magbual, seconded by Councilmember DiGiovanni and carried to approve the agenda.

CONSENT AGENDA:

It was moved by Councilmember DiGiovanni, seconded by Councilmember Sylvester and carried to approve the consent agenda with the exception of items # 4, 5 and 8, which were pulled for further discussion.

Resolutions:

Approve Time Extension for Permit UPR-6-19-14071 and Design Review DR-11-19-14321 – Hilldale School Expansion at 25 and 79 Florence Street

Resolution 23-1, Approving Extension For Use Permit UPR-6-19-14071 And Design Review DR-11-19-14321 Hilldale School Expansion At 25 And 79 Florence Street

Authorize Reservoir 5B Seismic Performance Improvements

Resolution 23-2, Authorizing Execution Of Professional Services Agreement With Freyer & Laureta

Note on Public Comments: For this meeting, members of the Council and the public had the option of attending in person or attending virtually via Zoom, and/or submit public comments via email to the City Clerk's Office prior to the public meeting. Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting were instructed to call the office of the City Clerk at 991-8078 prior to the meeting.

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Set Time and Place for a Public Hearing to Consider Removal of Commercial Vehicle Parking on the East Side of Bayshore Boulevard (Set Hearing: 2/13/2023)

Director of Public Works Richard Chiu provided the staff report and addressed questions on what prompted the requested action.

It was moved by Councilmember DiGiovanni, seconded by Councilmember Daus-Magbual and carried to approve the following resolution by voice vote:

Resolutions 23-3, Setting Time And Place Of Public Hearing For Proposed Ordinance Amending Chapter 10.32 To The Daly City Municipal Code Re: Stopping, Standing And Parking

Amend Traffic Regulations to: (1) Install a 6-ft. No Parking (Red) Curb on the North Side of Mariposa Avenue, East of the Crosswalk at St. Catherine Drive (TSR 23/25); and (2) Modify the Existing 4-Hour Limited Time Parking to 2-Hour Limited Time Parking in Front of Polaris Park

Public Works Director Chiu provided the staff report and addressed question on how residents will be notified about the traffic regulation modifications on Mariposa Avenue and around Polaris Park.

It was moved by Councilmember Daus-Magbual, seconded by Councilmember DiGiovanni and carried to approve the following resolution by voice vote:

Resolution 23-4, Establishing Traffic Regulations

Authorize the Interim City Manager to Execute an Amendment to the Professional Services Agreement with CSG Consultants, Inc. for Construction Inspection Services

Resolution 23-5, Authorizing The Professional Services Agreement With CSG Consultants, Inc. For Construction Inspection Services

Accept the Water Easement, Public Service Utility Easement, and Public Access Easement from the Jefferson Union High School District – 699 Serramonte Boulevard

Resolution 23-6, Approving Acceptance Of Water Easement, Public Service Utility Easement And Public Access Easement At 699 Serramonte Boulevard

Accept and Appropriate \$168,000 in Measure W Grant Funds from the Alternative Congestion Relief and Transportation Demand Management Program for the Westmoor Avenue and Westridge Avenue Intersections Quick Build Project

Public Works Director Chiu provided the staff report and staff recommendations.

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

Resolution 23-7, Accepting And Appropriating Measure W Grant Funds From The Alternative Congestion Relief And Transportation Demand Management Program, Authorizing A Funding Agreement And Allocating Measure A Funds For The Westmoor Avenue And Westridge Avenue Intersections Quick Build Project

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Authorize the Interim City Manager to Execute a Professional Services Agreement with Brown and Caldwell for Water System Hydraulic Modeling Services

Resolution 23-8, Authorizing Professional Services Agreement With Brown And Caldwell For Water System Hydraulic Modeling Services

Authorize Use of Federal Asset Forfeiture Funds to Purchase a Training Door for the Police Department

Resolution 23-9, Authorizing Use Of Federal Asset Forfeiture (DEA) Funds To Purchase Training Door For The Police Department

Authorize the Interim City Manager to Execute Professional Services Agreement with Brown and Caldwell for Wastewater Collection System Hydraulic Modeling Services

Resolution 23-10, Authorizing Professional Services Agreement With Brown And Caldwell For Wastewater Collection System Hydraulic Modeling Services

Authorize the Interim City Manager to Execute a Professional Services Agreement with BKF Engineers for the City of Daly City Daisaku Ikeda Canyon Access Road Repair Project

Resolution 23-11, Authorizing Execution Of Professional Services Agreement With BKF Engineers For The City Of Daly City Daisaku Ikeda Canyon Access Road Repair Project

Authorize the City to Implement Teleconferenced Public Meetings Pursuant to Assembly Bill 361

Resolution 23-12, Authorizing Remote Teleconference Meetings By The City Council And All Boards, Commissions, And Standing Committees Of The City In Accordance With Assembly Bill 361 For A Period Of Thirty Days

Adopt Resolution Ratifying and Continuing a Declaration of the Existence of a Local Emergency

Resolution 23-13, Proclaiming The Existence Of A Local Emergency

Check Registers:

Check Registers for the Month of November 2022

END OF CONSENT AGENDA

Mayor Buenaventura joined the meeting at 7:40 PM.

COMMUNICATIONS:

Authorize Use of City Property Located at 1401 Sullivan Avenue for Early Learning Center and Establishment of Capital Project

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Housing and Community Development Manager Betsy ZoBell presented the staff report and the recommendation to authorize the use of City-owned property for the purpose of developing a 4,000 square-foot early-learning center and entering an MOU with Peninsula Family Services to operate the proposed center, thus qualifying them to apply for a \$1.5 million childcare grant funding (CCDD-IGP).

Ava Farab, Dorman Associates, presented the site analysis and preliminary design for the center. Ava addressed questions regarding capacity, drop-off points for the center, design options, ADA-accessibility, possible spaces for nursing rooms, and accommodations for all-gender restrooms.

Heather Cleary, Executive Director of Peninsula Family Service, discussed their organization's experience in operating early learning centers. Heather also discussed the benefits of and the critical need for early education programs and high-quality childcare within the community. Heather and staff addressed questions on land ownership, operation, property lease and lease terms, affordability for low-income families, the design process development, how fees are determined and potential fee waivers based on income.

Call-In User, John Daly, expressed concern with the lack of an online agenda, the right for the public to comment, and Brown Act violations by the City.

It was moved by Vice Mayor Manalo, seconded by Councilmember Daus-Magbual and carried by unanimous roll call vote to adopt the following resolution:

Resolution 23-14, Authorizing Use Of City Property Located At 1401 Sullivan Avenue For Early Learning Center, Establish It As A Capital Project And Enter Into An MOU With Peninsula Family Service To Operate The Center

AWARD OF BIDS/CONTRACTS:

Award Construction Contract for the Outdoor Fitness Court Site Work: Lincoln Park, Westlake Park Project

City Engineer Kevin Fehr provided the staff report and recommendation to award the construction contract to Golden Bay Construction Inc. in the amount of \$253,577. Mr. Fehr addressed questions on the construction completion timeframe and ADA-accessibility.

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

Resolution 23-15, Authorizing Execution Of Construction Contract With Golden Bay Construction For The Outdoor Fitness Court Site Work: Lincoln Park, Westlake Park Project

APPOINTMENTS:

It was moved by Councilmember Daus-Magbual, seconded by Vice Mayor Manalo and carried by voice vote to appoint Amro Radwan to the Small Business Commission.

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REPORTS:

City Council

Vice Mayor Manalo thanked Interim City Manager Piccolotti, Public Works Director Chiu, and the emergency staff, including the departments of Fire and Public Works, for their diligent work during the recent storms and for keeping the residents updated.

Councilmember DiGiovanni acknowledged City staff: Recreation Manager Brown, Director Chiu, Interim Director Cosgrove, Assistant to City Manager Ramos, Acting Police Chief Christensen, Library Manager Anderson, Director Mothershead, Interim City Manager Piccolotti, Attorney Zimmerman and PG&E crews for all their work during the storm and for keeping the residents safe. Councilmember DiGiovanni acknowledged National Law Enforcement Appreciation Day and thanked the men and women who work in law enforcement and Acting Chief Christensen.

Staff

Interim City Manager Piccolotti acknowledged the commitment from and work performed by City staff during the recent storms, highlighting how well-prepared the City was for the recent series of storms.

ADJOURNMENT:

Vice Mayor Manalo adjourned the meeting at 8:20 PM in memory of Montelis Magbual and Ferdie Villar.

Approved as submitted, this 9th

day of January, 2023.

City Clerk

Vice Mayor



City Council Meeting Agenda Report

Item # _____

Meeting Date: January 23, 2023

Subject: Addition of Notary Pay Compensation

Recommended Action

That the City Council adopt by resolution Notary Pay compensation for clerical employees in Miscellaneous/Unrepresented and Teamsters Clerical Technical groups.

Discussion

In order to better serve the needs of its citizens and to provide more efficient and effective customer service, the City of Daly City recognizes the advantage of having employees who possess Notary certification. Effective the first full pay period after City Council adopts this resolution clerical employees who obtain and maintain Notary certification shall be compensated \$150/month. The City will determine the number of positions and the standards and procedures for certification for such pay.

The following classifications may be eligible to receive Notary Pay compensation:

- Administrative Assistant I/II/III
- Administrative Secretary
- Legal Office Assistant
- Legal Secretary
- Management Analyst
- Public Works Management Analyst
- Office Assistant I/II/III
- Senior Executive Assistant
- Senior Management Analyst

Fiscal Impact

The full fiscal impact will not be known until the number of allowed positions per the standards and procedures are identified and the actual number of eligible employees is known. However, if each Department in the City had one eligible employee, the estimated cost to the General Fund would be approximately \$13,200 annually and the impact on the Enterprise Funds would be about \$1,200. The additional funding can be absorbed by all funds for FY 2023 and will be budgeted starting in FY 2024.

Summary/Conclusion

Staff requests that the City Council adopt the resolution adding Notary Pay as a supplemental pay for clerical employees in the Miscellaneous/Unrepresented and Teamsters Clerical Technical groups.

City Council Agenda Report
Subject: Addition of Notary Pay Compensation
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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 "Natalie Sakkal".

Natalie Sakkal
Director of Human Resources



City Council Agenda Report

Item # _____

Meeting Date: January 23, 2023

Subject: Appropriate Funds and Authorize the Interim City Manager to Execute an Amendment to the Professional Services Agreement with Park Engineering for Mission Street Streetscape Project

Recommended Action

Staff recommends that the City Council:

1. Authorize the Interim City Manager to execute Amendment #1 to the professional services agreement with Park Engineering of Orinda, California, to provide construction management and support services for the Mission Street Streetscape Project; and
2. Appropriate \$51,072.50 of unallocated Measure A funds for the amendment and contingencies.

Background

On September 12, 2022, City Council awarded a contract to Park Engineering to provide construction inspection services for the Mission Street Streetscape. The grant funded project includes widening the median along the Mission Street corridor between Crocker Avenue and Templeton Avenue, installing median landscaping and an irrigation system, and constructing pedestrian improvements such as bulb-outs, curb ramps, high visibility crosswalks and pedestrian scale streetlights.

Discussion

Due to City staffing shortages, the current agreement with Park Engineering includes additional oversight for the project construction and support services for the Mission Street Streetscape Project. The proposed \$40,858.00 for Amendment #1 includes budget for additional construction management services, for a total contract amount of \$147,926.80.

Fiscal Impact

The previously approved contract with Park Engineering was for \$107,068.80 with a contingency of \$10,931.20 for a total not-to-exceed amount for \$118,000.00. Amendment #1 in the amount of \$40,858.00 will bring the total contract amount to \$147,926.80. Staff is requesting an additional \$10,214.50 (25%) for contingency.

An additional appropriation of \$51,072.50 is needed in the Transportation Fund CIP project account 17-312-678 Mission Street Streetscape Project. This action will appropriate \$51,072.50 of unallocated Measure A funds.

Appropriate Funds and Authorize the Interim City Manager to Execute an Amendment to the Professional Services Agreement with Park Engineering for Mission Street Streetscape Project
Meeting Date: January 23, 2023
Page 2 of 2

Summary/Conclusion

Staff recommends that the City Council:

1. Authorize the Interim City Manager to execute Amendment #1 to the professional services agreement with Park Engineering of Orinda, California, to provide construction management and support services for the Mission Street Streetscape Project; and
2. Appropriate \$51,072.50 of unallocated Measure A funds for the amendment and contingencies.

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

Respectfully submitted,



Mike Burnfield
Engineer 1



Richard Chiu, Jr.
Director of Public Works

Attachment: Park Engineering Professional Services Agreement Amendment



CITY OF DALY CITY
MISSION STREET STREETSCAPE PROJECT
PROFESSIONAL SERVICES AGREEMENT TO
Provide Inspections Services to the City of Daly City for the Mission
Street Streetscape Project

AGREEMENT AMENDMENT NO. 1 Pages 1-3

DATE: January 5, 2023

OWNER: City of Daly City
Kevin Fehr, City Engineer
333 – 90th Street, Daly City, CA 94015
(650) 991-8163

I. DESCRIPTION OF AGREEMENT AMENDMENT

A. Consultant shall perform additional services on the existing contract in accordance with the Amendment to Provide Construction Management Services for mission St. Streetscape Project, dated December 16, 2022 (Attachment 1), for an additional cost not to exceed \$40,858.00. \$40,858.00

TOTAL **\$40,858.00**

SUMMARY OF FUNDS TO BE CHARGED: 17-312-678-4536 **\$40,858.00**

II. CONDITIONS OF AGREEMENT AMENDMENT

It is understood and agreed that this Agreement Amendment is pursuant to and in accordance with all relevant provisions, conditions and requirements contained in the fully executed agreement October 25, 2022.

The Consultant is responsible for reaching settlements with all subconsultants, suppliers, and vendors whose work, materials or services were associated with this Agreement Amendment, including all claims arising out of this Agreement Amendment and holds the City of Daly City harmless from any and all claims and defense costs relating to such entities.

III. ADDITIONAL CONDITIONS OF AGREEMENT AMENDMENT

None.

IV. COST ANALYSIS

Original Agreement Total:	\$ 107,068.80
Current Agreement Amendment:	\$ 40,858.00
Revised Current Agreement Total:	\$ 147,926.80
All Agreement Amendments as Percentage of Original Agreement Total:	38%

ACCEPTED:
CONSULTANT:
Park Engineering

BY: 
Steve Patterson
Vice President

DATE: 01/11/23

ACCEPTED:
OWNER:
City of Daly City

BY: _____
Kevin Fehr
City Engineer

DATE: _____

BY: _____
Richard Chiu, Jr.
Director of Public Works

DATE: _____

BY: _____
Thomas Piccolotti
Interim City Manager

DATE: _____

ATTACHMENT 1



December 16, 2022

Kevin Fehr, P.E.
City Engineer, City of Daly City
330 90th Street
Daly City, CA 94015

RE: Amendment to Provide Construction Management Services
for Mission St. Streetscape Project

Dear Mr. Fehr,

Park Engineering, Inc. is pleased to submit an amendment to provide construction management services in addition to our original proposal to provide inspection services to the City of Daly City for the Mission Street Streetscape Project. We are well qualified and highly motivated to provide the additional construction management services requested to the City for this project. Park Engineering has performed construction management and inspection services on numerous projects that include a similar scope of work for this project, including other project work for the City.

I will provide the additional construction management services for the project and continue to ensure that the City has every resource necessary from Park Engineering for a successful project.

Scope of Services

I have the experience and expertise to meet the challenges anticipated on this project and will ensure that the work is successfully completed per the contract documents and in accordance with all local, state and federal regulations. Some basic detail on the scope of work to be provided includes:

- Project Administration & Documentation
- Quality Assurance, Inspection and Material Testing
- Public and Community Relations
- Post Construction / Close-out

I am available for this project with an anticipated part-time effort for the duration of the schedule and timeline anticipated in the contract documents. Please see attached revised cost proposal for my additional services on the project.

Should you have any questions or need additional information, please do not hesitate to contact me. I can be reached at 372 Village Square, Orinda, CA 94563, spatterson@park-eng.com and (510) 701-0319.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Patterson".

Steve Patterson, PE
Vice President

Orinda Office
372 Village Square
Orinda, CA 94563
Tel: 925-257-2508
Fax: 925-401-7030

Emeryville Office
3960 Adeline Street, #3
Emeryville, CA 94608
Tel: 925-257-2508
Fax: 925-401-7030

Attachments: Revised Cost Proposal and resume



City of Daly City
Inspection Services
Mission Street Streetscape Project

REVISION

Position	Base Rate	Overtime Rate	Hours	Overtime Hours	Cost
Steve Patterson, P.E. Construction Manager	\$ 204.29	\$ 204.29	200	0	\$ 40,858.00
Rolando Calvo Inspector	\$ 140.88	\$ 220.31	760	0	\$ 107,068.80
				Total =	\$ 147,926.80

1. Rate includes vehicle, mobile phone, laptop and all equipment required to perform required duties.
2. Based on full-time inspection services for 95 working days **AND part-time construction management.**

STEVE PATTERSON, P.E., PROJECT MANAGER

Years of Experience

31

Education

B.S. Civil Engineering, Michigan State University, East Lansing, 1991

Professional Registrations

Professional Engineer: California, #C54481, 1995

QSD / QSP: Certificate #22073

Key Qualifications

Steve Patterson has over 31 years of experience in construction of highway, roadway, structure and other infrastructure projects. He has worked in the capacity of Project Manager, Resident Engineer, Construction Inspector, and Office Engineer. Steve's experience includes all aspects of highway and roadway construction, including interchanges, roadway widening and rehabilitation, emergency slide and flood repairs, sound walls, MSE walls, retaining walls, storm box culverts, and utility installations/relocations. He is proficient in the Caltrans Standard Specifications, Standard Plans, Construction Manual, Local Assistance Procedures Manual, and the "Greenbook" Standard Specifications for Public Works Construction.

Steve is experienced with supervising inspection staff, CPM schedules, project controls and costs, quality control/quality assurance, analyzing claims, preparing reports, planning personnel resources, negotiating contract change orders. Steve coordinated project work with utility companies, cities, counties, Caltrans, California Department of Fish and Game, Regional Water Quality Control Board, Union Pacific Railroad, private businesses, and the public. His expertise and knowledge impact his projects positively through value engineering design changes, successful claims negotiations, partnering with the contractors and other agencies.

Project Experience

- **City of Concord, Willow Pass Road Signal Upgrade Project, \$2.2M**
Steve was the construction manager on this locally funded project that installed new fiber optic signal interconnect cable through new and existing conduits along Willow Pass Road.
- **City of Concord, Monument Blvd. Class 1 Path Project, \$4M**
Steve was the construction manager on this \$4M federally funded project that constructed a new Class 1 pervious concrete path along Monument Blvd. between Walters & Cowell with signal improvements at both intersections.
- **Napa Valley Transportation Authority, Napa Valley Vine Trail**
Steve was the construction manager on this \$12.5M multi-source funded project that constructed approximately 7 miles of new multi-use trail along SR-29 from St. Helena to Calistoga. Improvements include drainage, path section & paving work, retaining walls, pedestrian bridges, concrete improvements and site furnishings.
- **City of Orinda, Camino Pablo Bicycle Corridor Improvement Project**
Steve was the resident engineer on this \$700,000 locally funded project for pavement slurry seal and bike lane improvements along Camino Pablo. Work included concrete improvements to accommodate the new bike lane at various locations, performing base failure repairs (digouts), slurry seal application of all lanes of traffic and installing pavement striping and markers.

-
- **Napa Valley Transportation Authority, Imola/SR-29 Bus Improvements**
Steve is the construction manager on this \$2.2M locally funded project that included widening of the northbound off and southbound SR-29 ramps to construct new bus/transit stops and reconstruction of the existing park-and-ride lot along the southbound on-ramp. Improvements also included new concrete curb, gutter & sidewalk, pedestrian lighting, landscaping & irrigation and traffic signal upgrades.
 - **City of El Cerrito, 2021 Citywide Slurry Seal Project**
Steve was the construction manager on this \$400,000 locally funded project that consisted of traffic control and construction signage, patch paving, crack seal, slurry seal, pavement delineation, striping and pavement marker installation.
 - **City of Orinda, Orinda Way Pavement Rehabilitation Project**
Steve was the resident engineer on this \$650,000 locally funded project for pavement rehabilitation of Orinda Way. Work includes cold planing existing asphalt concrete pavement, performing base failure repairs (digout), reconstructing curb ramps to meet current ADA standards, utility cover adjustments and installing pavement striping and markers.
 - **Marin County Public Works, 2021 Northern Region Road Rehabilitation Project**
Steve was the construction manager on this \$1.8M locally funded project that included full width grinding, repairing road base failures, road resurfacing, installing and modifying minor drainage improvements, concrete curb & gutter, sidewalk and accessibility curb ramps; traffic striping and marking, and road sealing. The work was on multiple residential roads in the Lucas Valley area.
 - **City of Sausalito, Gate 6 Intersection Improvement Project**
Steve was the resident engineer on this \$900k federally funded project that improved bicycle and pedestrian movement at the intersection of Gate 6 Road with Bridgeway, Bridge Avenue, and Highway 101 on and off ramps, through the installation of signal improvements. Work included installation of new signal equipment, concrete improvements and pavement grinding and overlay, new striping, and the restoration of landscaping.
 - **City of Daly City, Central Corridor Bicycle & Pedestrian Safety Improvements Project**
Steve was the resident engineer on this \$2.3M federally funded project that included curb and gutter construction, pavement repairs, thermoplastic traffic striping and pavement marking installation, new sidewalk installation, storm drain system upgrades, utility box adjustments to new grade, bridge deck modifications, and traffic signal upgrades. This project was federally funded, making the Buy America provisions applicable.
 - **City of San Mateo Public Works, Downtown Parking Technology Improvement Project**
Steve was the resident engineer on this \$2.3M federally funded project that replaced, upgraded or installed various paid parking systems through downtown San Mateo for single space meters, multi-space pay stations and parking garage systems.
 - **City of San Rafael Public Works, Francisco Blvd East Sidewalk Improvement Project**
Steve was the construction manager on this \$4M federally funded project that widened the existing sidewalk to 8-feet for almost a mile along the busy Francisco Blvd East, Vivian to Grand. Other work includes replacing existing storm drain systems & street lighting, installing new irrigation & trees, and pedestrian improvements to the signal at Medway.
 - **Contra Cost County Public Works, Kirker Pass Road Northbound Truck Climbing Lane Project**
Steve was the construction manager on this \$15M federally funded project that constructed an additional lane for improved truck climbing safety. The project constructed six retaining walls to complete the widening lane, as well as grind & pave of all lanes (4) for approximately 2 miles, related drainage improvements and restriping work. Coordination was needed with the Cities of Concord & Pittsburg, Union 76 for their close proximity gas line, and the Concord Pavilion.
-



City Council Meeting Agenda Report

Item # _____

Meeting Date: January 23, 2023

Subject: Authorization to Apply to the CalRecycle Legacy Disposal Site Abatement Partial Grant Program Fiscal Year 2022-23 for Grant Funding for the Mussel Rock North Bluff Mitigation and Stabilization Project – Upper Disposal Area Targeted Waste Removal

Recommended Action

Staff recommends that the City Council approve the resolution authorizing staff to:

1. Submit a grant application to CalRecycle for the Legacy Disposal Site Abatement Partial Grant Program, Fiscal Year 2022-23 for the Mussel Rock North Bluff Mitigation and Stabilization Project – Upper Disposal Area Targeted Waste Removal; and
2. Authorize the City Manager, Interim City Manager, and Acting City Manager as the Signature Authority, with the authority to further delegate their signing authority to his/her designee, to execute the Funding Agreement and other documents necessary for grant fund reimbursement for a 5-year time period after adoption.

Background

The Department of Resources Recycling and Recovery (CalRecycle) offers the Legacy Disposal Site Abatement Partial Grant Program pursuant to Section 48020 of the Public Resources Code. Assembly Bill 2136 (enacted October 1993) required CalRecycle to initiate the Solid Waste Disposal and Co-disposal Site Cleanup Program (program) for cleanup of solid waste sites for timely remediation and where cleanup is needed to protect public health and safety and/or the environment. Under the program, local governments can finance a wide range of remediation projects. The purpose of the grant is to provide financial assistance in the form of reimbursement grants to assist public entities requiring financial assistance, and committed to accelerating the pace of cleanup, restoring sites, and protecting public health and safety and the environment.

Discussion

In July 2022, CalRecycle issued a Notice of Funds Available for the Legacy Disposal Site Abatement Partial Grant Program. A total of \$1.5 million is available for funding cycle FY 2022-23. Applications for the CalRecycle grant are due February 15, 2023 and a resolution authorizing specific grant-related matter is required for the application. Grant funds may only be used for construction and other eligible activities needed for site cleanup while the local match would be used to supplement any construction activities in excess of the grant amount or for the professional design services, staff and administrative time that are ineligible under the grant guidelines.

Staff has identified the Mussel Rock North Bluff Mitigation and Stabilization Project – Upper Disposal Area Targeted Waste Removal as an eligible project. The project would remove waste from the Upper Disposal Area adjacent to an active landslide studied earlier in the year in an attempt to mitigate solid waste being deposited on the beach below. The estimated total cost of the project is

\$1,500,000. The grant application is requesting the maximum grant amount of \$750,000 with an additional \$750,000 provided by the City in local matching funds.

Fiscal Impact

No appropriation is needed at this time. Upon award of the grant funds, staff will request the City Council appropriate the grant funds and a local match of \$750,000 for the Mussel Rock North Bluff Mitigation and Stabilization Project – UDA Targeted Waste Removal. For projects of this type, the matching funds would typically be allocated from the City’s Solid Waste Franchise Fee .

Summary/Conclusion

Staff recommends that the City Council approve the resolution authorizing staff to:

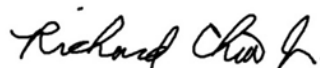
1. Submit a grant application to CalRecycle for the Legacy Disposal Site Abatement Partial Grant Program, Fiscal Year 2022-23 for the Mussel Rock North Bluff Mitigation and Stabilization Project – Upper Disposal Area Targeted Waste Removal; and
2. Authorize the City Manager, Interim City Manager, and Acting City Manager as the Signature Authority, with the authority to further delegate their signing authority to his/her designee, to execute the Funding Agreement and other documents necessary for grant fund reimbursement for a 5-year time period after adoption.

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

Respectfully submitted,



Mike Burnfield
Engineer 1



Richard Chiu, Jr.
Director of Public Works

Attachment: CalRecycle Grant and Payment Program Resolution

Resolution of the City Council of the City of Daly City authorizing submittal of application(s) for all CalRecycle Grant and Payment Programs for which The City of Daly City is eligible

Whereas, Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant and payment programs in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

Whereas, in furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the payment programs; and administration of the application, awarding, and management of the grant programs; and

Whereas, CalRecycle's procedures for administering payment and grant programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment and grant program.

Now, therefore, be it resolved that the City of Daly City is authorized to submit an application to CalRecycle for any and all grant and payment programs offered; and

Be it further resolved that the City Manager, Interim City Manager, and Acting City Manager as the Signature Authority, with the authority to further delegate their signing authority to his/her designee, are hereby authorized and empowered to execute in the name of the City of Daly City all documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure funds and implement the approved grant or payment project; and

Be it further resolved that these authorizations are effective from the date of adoption through January 23, 2028.

Date Adopted _____

Attest/Certified _____ name(s)



City Council Meeting Agenda Report

Item # _____

Meeting Date: January 23, 2023

Subject: Public Works Department Administration Reorganization and Proposed Staffing Changes

Recommended Action

Staff recommends that the City Council review the reorganization plan for the Public Works Department Administration Division and approve the positions required to implement the plan.

Background

With recent retirements among the administration staff, public works management re-evaluated the administrative staff needs to better align with the current and future needs within the Public Works Department and are proposing the following changes:

1. Replace the Office Assistant II position with an Office Assistant III position
2. Reinstate the Public Works Management Analyst position

Administrative staff with higher technical skills are needed due to regulations required for stormwater quality, air quality, hazardous waste management, herbicides/pesticides use, etc. have become more stringent, increasing the administrative burden needed to remain in compliance with federal, state and county regulations. In addition, the Public Works department has been very successful at applying for and receiving grant funds from federal, state, and county agencies for capital projects. These grants have increased the workload and need for capital improvement project support.

The positions would also provide assistance to department managers with divisional issues. Currently, the administrative staff support is no longer able to keep up with the workload under the existing organization.

Discussion

Staff recommends replacing the Office Assistant II with the position of Office Assistant III to assist with the developing of complex statistical and technical materials including plans, specifications, agreements, payment forms, reports and legal documents. Staff also recommends reinstating the Public Works Management Analyst position to help with the significant backlog of capital projects many of which are grant funded. This position will be partially offset by the removal of the hourly Office Assistant II position. The positions will increase departmental analytical capacity, improve project management support and workflow coordination within the various divisions in the department.

City Council Agenda Report

Subject: Public Works Department Administration Reorganization and Proposed Staffing Changes

Meeting Date: January 23, 2023

Page 2 of 2

Fiscal Impact

The proposed reorganization will add one full-time position (offset by the elimination of one full-time hourly position) in the Public Works Department and will provide salary adjustments commensurate with the responsibilities for the reclassified positions. The projected salary will increase by approximately \$30,000 for the current fiscal year.

Summary/Conclusion

Staff is requesting that the City Council review the reorganization proposed for the Public Works Department Administration Division, and approve the positions and associated salary adjustments required to implement the changes outlined.

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

Respectfully submitted,



Richard Chiu, Jr
Director of Public Works



Natalie Sakkal
Director of Human Resources



Timothy J. Nevin
Director of Finance & Administrative Services



City Council Meeting Agenda Report

Item # _____

Meeting Date: January 23, 2023

Subject: Contract with Habitat for Humanity Greater San Francisco for Pilot Program to Carry out Housing Rehab Loan Program

Recommended Action

Staff recommends the City Council approve the attached contract with Habitat for Humanity Greater San Francisco (“Habitat”) to carry out a pilot program in which Habitat will administer housing rehabilitation loan activities, including eligibility determination, loan origination, home inspections and actual rehabilitation construction.

Background

For over 30 years, Daly City has offered a housing rehabilitation loan program utilizing Community Development Block Grant funding. Each year, approximately 10 low-income households receive assistance from the City that includes a complete home inspection, identification of rehabilitation needs, assistance with contractor selection, origination of a grant or low-interest loan and rehab construction oversight. Typical repairs provided under the City’s housing rehab program include roofs, heating systems, plumbing repairs, painting, window replacement, dry rot repairs, floor coverings and electrical upgrades. Overall, the City’s housing rehab program has enabled lower income Daly City homeowners, particularly seniors, to continue living safely and comfortably in their homes. Each week, staff receives phone calls from homeowners with critical home repair needs.

Typical loans executed under the housing rehab program are in the range of \$50,000 to \$75,000 and are repaid to the City over a 30- year term.

Discussion

In recent years, administration of the Housing Rehab program has become increasingly challenging. Among the reasons are:

- Rising construction costs
- Challenges in identifying construction contractors interested in working on housing rehab projects

With the retirement of the City’s longstanding Housing Rehab Coordinator in August of 2022, staff began to look at alternative methods for offering housing rehabilitation assistance. Staff interviewed various non-profit housing providers and organizations with expertise in real estate lending. Based on this research, staff is recommending that the City implement a pilot program with Habitat for Humanity Greater San Francisco (“Habitat”) to administer the City’s Housing Rehab program for the remainder of FY 22.23.

Since 2002 the City has had a strong and productive relationship with Habitat in the development of housing for lower income households. To date, Habitat has completed construction of 54 units for lower income households in Daly City. The homes are well-maintained with stable ownerships and Habitat has complied with all regulatory requirements including annual residency verification.

Habitat is also experienced and knowledgeable with Housing Rehabilitation having carried out a contract with the County of San Mateo for the rehabilitation and repair of 39 homes in East Palo Alto and the Belle Haven neighborhood of Menlo Park. In addition, Habitat has completed over 90 repairs and rehabs in San

**City Council Agenda Report
Pilot Program With Habitat For Humanity
to Carry out Housing Rehab Loan Program**

**January 23, 2023
Page 2 of 2**

Francisco's Bayview-Hunter's Point Neighborhood. In May 2022, Habitat was awarded \$2.9 Million in CalHome funds for the purpose of owner-occupied rehab in San Francisco's Bayview-Hunter's Point, Excelsior, and Visitacion Valley neighborhoods. Habitat was also recently awarded a contract from the County of Marin to rehabilitate 20 homes through June 30, 2024. A contract is now pending with the City of Menlo Park to conduct 20 rehabs in the next three years for its Belle Haven neighborhood.

Based on Habitat's experience, qualifications and interest, staff has prepared a contract between the City and Habitat that envisions a pilot program under which Habitat will administer all aspects of the City Housing Rehab program including eligibility determination, loan origination, home inspections and actual rehabilitation construction. The contract is structured as a pilot program under which Habitat will complete two home rehabilitations at a price not to exceed \$168,100. This budget would be sufficient to cover two housing rehab loans of up to \$75,000 each and Habitat's costs for activities such as application review, home inspections, preparation of bid specifications, loan origination and construction management. Habitat would serve as the General Contractor. When the pilot contract is completed, staff will evaluate the success of the program and consider a longer-term contract.

Summary / Conclusion

Staff recommends that City Council approve the attached contract agreement with Habitat to carry out housing rehabilitation loan and construction in Daly City and authorize the City Manager or his designate to execute the contract.

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

Respectfully submitted,



Betsy ZoBell
Housing and Community
Development Manager



Tatum Mothershead
Director of Economic and Community
Development

Attachment: Contract with Habitat for Humanity Greater San Francisco to Carry out Housing Rehabilitation Program Pilot Project

**CONTRACT AGREEMENT FOR
HABITAT FOR HUMANITY GREATER SAN FRANCISCO**

THIS CONTRACT AGREEMENT, hereinafter referred to as "Contract," made and entered into this ____ day of _____, 2022, by and between the City of Daly City, a political subdivision of the State of California, hereinafter referred to as "City" and Habitat for Humanity Greater San Francisco- Home Preservation Program, hereinafter referred to as "Program," an activity sponsored by Habitat for Humanity Greater San Francisco, Inc., a duly organized non-profit public benefit corporation in the State of California, hereinafter referred to as "Contractor."

RECITALS

1. Under Government Code Section 53703, the City may contract with an independent contractor for services to be performed in programs authorized by a federal housing act; and
2. Under 24 CFR Part 570.204 of the federal rules and regulations for the Community Development Block Grant Program, grant assistance may be used to fund eligible activities to be carried out by private non-profit entities which are duly organized to undertake community development activities; and
3. Contractor is a duly organized non-profit corporation in the State of California, capable of carrying out housing rehabilitation; and
4. The City desires to enter into a contract with Habitat for Humanity Greater San Francisco to carry out critically needed housing rehabilitation activities.

NOW, THEREFORE, in consideration of the mutual covenants and agreements specified in this Contract and subject to its terms and provisions, the parties to this Contract agree as follows:

PART I

- A. Objective of Habitat for Humanity Greater San Francisco
The objective of Habitat for Humanity Greater San Francisco's Housing Preservation Program is to help low-income homeowners keep their homes, safe, warm and dry through critical repairs and rehabilitation services.
- B. Specific Work Tasks
The specific work tasks to be performed by the Housing Rehabilitation Program are described in Exhibit A, Scope of Work.
- C. Qualifying Criteria for Housing Rehabilitation Loan Program
 1. The program shall serve and benefit residents of Daly City who meet HUD guidelines for low-income households and the City's Housing Rehab Loan Program eligibility requirements. Income limits are indicated

in EXHIBIT B. Contractor will verify income status of clients. All clients must complete the Income Calculation Form (Exhibit C) Income will be calculated according to the method described under 24 CFR, Part 5, Subpart F (Section 5.609). Supporting documentation for the determination of income status includes proof of income from sources including, but not limited to: income tax returns, copies of paychecks, social security payments, pension payments, trust payments, and/or evidence of public benefits. Contractor shall keep on record documentation of the income limits applied and the date at which eligibility was determined. Clients must also complete the City's Housing Rehab Loan Program Application (Exhibit D) Residents are eligible for Safe at Home program services once every five years unless otherwise approved for additional services by the City.

3. Applicants' credit-worthiness will be considered based on a credit report.
4. Applicant(s) must be owners of the home, as verified with a Title Report and meet loan-to-value ratios described in the City of Daly City Housing Rehabilitation Procedures Manual
2. For purposes of service, reporting and all other matters pertaining to this Block Grant award, the definition of "Daly City resident" only includes residents within the incorporated city limits of Daly City, and not residents of other cities (portions of Pacifica, South San Francisco, or Brisbane), nor the unincorporated areas of San Mateo County within or adjacent to Daly City boundaries: Broadmoor and unincorporated Colma. In these respects, it is the Contractor's responsibility, during the intake process, to verify Daly City residency status. (SEE EXHIBIT E)

D. Program Reports

1. Narrative Reports - shall be prepared by the Contractor and submitted to the City by the 15th of the month following each quarter. The narrative reports shall have two parts. The first part shall be a brief narrative of accomplishments, case summaries, special activities, and problems encountered. The second part shall be a statistical summary of individuals and/or households receiving assistance under the Program. The profile shall include the following: race/ethnic background, City residency, income level, female head of household, and household size. (SEE EXHIBIT F)
2. Annual Summary Reports - shall contain the aggregate of the information submitted in the narrative report for the fiscal year. This report shall be due to the City within 15 days following the last day of the fiscal year.
3. Annual Audit - Contractor is to provide a financial audit to the City within 45 days after the end of the fiscal year. If the Contractor does not have an annual audit prepared, an annual financial statement is to be submitted to the City in lieu of the audit.
4. Performance Measurement Data as Required by HUD – Contractor must submit data as required by HUD's new performance measurement system. This applies in particular to CDBG subrecipients involved in homeless

prevention activities who must report on the number of persons receiving emergency legal assistance to prevent homelessness. Those CDBG subrecipients who provide emergency shelter must report on the number of new beds created. Subrecipients involved in housing rehabilitation activities must report on: the number of units occupied by elderly households, the number of units brought from substandard to standard condition, the number of units meeting Energy Star standards, the number of units made lead safe, and the number of units made accessible under Section 504 accessibility standards.

5. Funding Sources Final Report – Contractor must submit this report by July 15, 2023 to show how much HUD money is being leveraged with other sources (see **EXHIBIT G**).

E. Compensation and Payments

Total compensation and reimbursement of Contractor by City will be based on actual costs incurred but shall not exceed \$ _____ per attached budget (see **EXHIBIT H**). Intake, inspection, loan initiation and all other non-construction tasks will be reimbursed according to a fee schedule approved by the City. (See **Exhibit I, sample**)

2. The Contractor shall submit ~~monthly or quarterly~~ expenditure reports (see **EXHIBIT J**) to the City for reimbursement. All expenditure reports shall be signed by the Contractor's authorized agent. In cases where a client declines or is unable to proceed at any stage, the contractor will request reimbursement based on those items on the fee schedule (Exhibit H) which have been completed or partly completed. A summary of expenses shall be included on or with the expenditure report specifically detailing expenses by project budget line item and the amount being charged to the City's CDBG program. Documentation supporting the requested reimbursement shall be included and shall consist of the following:

COST ITEM	SUPPORTING DOCUMENTS
Program Delivery Charges	Reimbursement for program delivery, including *client intake and eligibility determination, *home inspection and work write up * preparation of rehab scope of work *preparation of loan documents *execution of loan documents Will be based on standard fees approved by the City and HUD and presented in Exhibit H Documented payrolls approved by a responsible official of the organization * Signed personnel activity reports (timesheets) summarizing the distribution of activities of each

	employee. Timesheets should identify the amount of time spent in the direct service of assisted Daly City clients. General program administration costs not associated with a particular Daly City client address are not reimbursable. • Refer to OMB Circular A-122, Attachment B, Paragraph 8 (m)
Fringe Benefits	• Proof of payment of fringe benefits including health insurance statements, life insurance statements, etc. Allocation of fringe benefit costs to Daly City must be consistent with and in proportion to portion of staff time dedicated to Daly City activities. Reimbursement requests for fringe benefits must include calculations showing how fringe benefit costs are allocated to Daly City.
Construction, Materials and Supplies	Construction costs will be reimbursed based on prices presented in the Construction Contract. These prices will be approved by the City and verified as “reasonable” prior to execution of the construction contract. Where subcontractors are utilized, copies of subcontractor invoices will be included with reimbursement requests to the City. In cases where change orders are necessary, they must be approved in advance by the Client and the City.
Utilities	• copies of invoices/receipts
Other expenses	• copies of invoices/receipts/billing statements

3. Contractor is responsible for providing documentation of building code compliance (signed off building permits) and Lead Hazard Review Worksheets). Reimbursement requests lacking these items will be considered incomplete.
4. All billings shall be certified for payment by the City unless the Director of Economic and Community Development (ECD) objects to the adequacy of the services rendered by Contractor, the amount of billings or the adequacy of the documentation. The City shall state the specific nature of its objections to Contractor's work in writing.
5. The maximum loan amount per applicant for the Housing Rehabilitation program is \$75,000. To request approval for a loan that is above the \$75,000 limit, the Contractor must submit a written request to Daly City Economic and Community Development Department staff justifying the serious need (e.g., helping a very low-income household meet safety and health codes) for the excess expenses. City staff shall review the request, make a determination, and provide written approval. The Contractor may not incur costs above \$75,000 per house until it has received written approval from City staff.

6. ~~The City will not reimburse the Contractor for onsite evaluation alone. Reimbursement for onsite evaluation must accompany performed rehab work.~~

7. City shall specify what actions or changes are necessary to make the work acceptable. Contractor shall respond to City within 15 days of receipt of such objections. The parties to this Contract shall meet to discuss such objections at the request of other parties.

F. Effective Period

Services shall commence on the day of execution and shall terminate on June 30th, 2023. All invoices and supporting documentation must be submitted to the City by this date. Incomplete or late invoices are subject to non-payment by the City.

G. Reversion of Assets

In the event that any City funds are on hand at the time of termination and any accounts receivable attributable to the use of such funds are available, the Contractor shall transfer such funds to the City. If the Contractor ceases to use any assets, acquired with such funds, which were required to carry out their purpose of this Contract, the Contractor shall either pay the City the fair market value of the asset or transfer possession of the asset to the City.

H. Financial Management and Recording Systems

The contractor shall comply with 2 CFR Part 200 "Uniform Administrative Requirements, cost principles and audit requirements for Federal awards".

If the Contractor is a government agency, the Contractor shall comply with OMB Circular A-87, "Principles for Determining Costs Applicable to Grants and Contracts with State, Local and Federally-Recognized Indian Tribal Governments," and the sections of 24 CFR 85, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," specified at 24 CFR 570.502(a). If the Contractor is not a government agency, the Contractor shall comply with OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions," as applicable, and OMB Circular A-110, "Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations," as specified at 24 CFR 570.502(b). All Contractors shall comply with the applicable provisions under OMB Circular A-133, "Audits of States, Local Governments, and Non-profit Organizations."

I. Environmental Review

All housing rehabilitation work carried out under this contract shall be done in accordance with National Environmental Policy Act of 1969 and 24 CFR 50.4, 58.5 and 58.6 which describes environmental review requirements for CDBG-funded activities.

All repairs carried out pursuant to this contract will meet the definition of “maintenance” as described in HUD CPD Notice-16-02 **Guidance for Categorizing an Activity as Maintenance for Compliance with HUD Environmental Regulations, 24 CFR Parts 50 and 58.**

Projects whose scope of work exceed the definition of maintenance will be allowed in limited situations and only with the City’s specific approval.

Home repair projects carried out under this contract must be approved by the City prior to initiation of maintenance and construction activities. To obtain project approval, contractor will provide the following documents to the City:

1. A completed CENST form (see Exhibit H) which includes the
 - Scope of work, detailing the work to be undertaken
 - Address of the home to receive repairs
 - FEMA Map documenting the home is not located in a flood plain.
Maps may be obtained at <https://msc.fema.gov/portal/home>

Upon receipt of the completed CENST form, HCD staff will confirm that the proposed project qualifies as maintenance and is in compliance with HUD Environmental rules and, if applicable, issue a project approval via a notice to proceed.

Preparation of environmental reviews are a reimbursable cost under this contract.

J. Lead Based Paint

All housing rehabilitation work carried out under this contract shall be done in accordance with 24 CFR Part 570.608, 24 CFR Part 35, “Lead-Based Paint Poisoning Prevention in Certain Residential Structures” and all applicable rules and orders issued thereunder which prohibit the use of lead-based paint in residential structures undergoing federally assisted construction or rehabilitation and require the elimination of lead-based paint hazards. Every contract or subcontract including painting, pursuant to which such federally assisted construction or rehabilitation is performed, shall include appropriate provisions prohibiting the use of lead-based paint.

Other useful Reference Materials on this Topic include “Making It Work: Implementing the Lead Safe Housing Rule; Interpretive Guidance on HUD’s Lead Safe Housing Rule June 21, 2004 and “CPD Assistant Secretary Memo of 8/19/03; CPD Notice 01-01”

Lead Hazards Review Worksheet (Exhibit K) must be completed for the home of each client served as well as providing a copy of “Protect Your Family From Lead in Your Home” to each family, found at https://www.epa.gov/sites/default/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf

It is anticipated that for houses constructed before 1978, a lead hazard risk assessment will be carried out by a certified risk assessor who is certified by EPA or an EPA-authorized State, Tribe or Territory and approved by the City. The costs of lead hazard risk assessments are a reimbursable expense under this contract.

K. Other Program Requirements

The Contractor shall carry out the Program in compliance with all federal laws and regulations as described in 24 CFR Part 570.600, Subpart K, except the following which are the City's responsibilities:

- (a) Section 570.604 - environmental review responsibilities; (except as described in Part I, B. 3.b and c);
- (b) Section 570.612 - review procedures of Executive Order 12372.

L. Program Income

In the event that the Contractor earns any program income, it shall comply with the requirements set forth in 24 CFR Part 570.504, Subpart J.

M. Conflict of Interest

No directors, officers, employees, or agents of the contractor, no firms and no other officials who exercise any function or responsibility with respect to this Program during their tenures, or for one year thereafter, shall have any interest, direct or indirect, in the Program or the proceeds thereof.

N. Lobbying Prohibited

Community Development Block Grant funds shall not be used by the Contractor for publicity or propaganda purposes designed to support or defeat legislation pending before federal, state or local government.

O. Unique Entity Identifier

The Contractor shall provide the City with a Unique Entity Identifier (UEI) number from sam.gov prior to the start of the program year on July 1, 2022. The UEI number is assigned to every registrant in sam.gov. Registrants prior to April 4, 2022 were assigned a number. New entities can get their EUI at sam.gov and complete an entity registration.

PART II

A. GENERAL

The Program to which these documents pertain is being financed wholly, or partially by the United States of America under Title 1 of the Housing and Community Development Act of 1974. The following provisions are included in the contract documents pursuant to the Act and the rules and regulations of the U.S. Department of Housing and Urban Development (hereinafter "HUD").

B. Breach of Contract

This Contract is governed by applicable federal statutes and regulations, as referred to elsewhere herein. Any material deviation by Contractor for any reason from the requirements thereof, or from any other provision of this Contract, shall constitute a breach of this Contract and may be cause for termination at the election of the City or upon the direction of HUD. The City may terminate this Contract, for cause, by giving seven days notice to Contractor. In the event of termination by whatever means, all finished and unfinished work shall become the property of the City, and the City shall have the right to direct Contractor's actions with respect to access to materials.

The City reserves the right to waive any and all breaches of this Contract, and any such waiver shall not be deemed a waiver of all previous or subsequent breaches. In the event the City chooses to waive a particular breach of this Contract, it may condition same on payment by Contractor of actual damages occasioned by such breach of Contract and shall make every effort to resolve the same quickly and amicably.

C. Contract Termination

In the event Contractor is unable to fulfill its responsibilities under this Contract for any reason whatsoever, including circumstances beyond its control, the City may terminate this Contract in whole or in part in the same manner as for breach hereof. All work will stop immediately upon notification by the City, unless advised to the contrary. Either party to this Contract may terminate this Contract without cause by giving 30 days written notice to the other parties.

D. Access to Documents

The City, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Contractor which are directly pertinent to this project or to the Housing and Community Development Act program activities, for the purpose of making audits, examination, excerpts, and transcriptions. Records shall be retained by the Contractor for a period of at least five years. Records to be retained include but are not limited to: certification of the income status of beneficiaries served and any documentation supporting the income determination, quarterly and annual client performance reports submitted to the City, a copy of this written agreement between the City and the Contractor, records supporting the Contractor's requests for reimbursements, the Contractor's application for CDBG funding, the Contractor's annual financial audit/financial statements, and the Contractor's year-end funding sources report (documentation of leveraging of resources).

E. Equal Employment Opportunity

In the performance of this Contract, the Contractor agrees to not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, physical or mental handicap, marital

status, sexual preference, or political affiliation. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, sex, age, national origin, physical or mental handicap, marital status, sexual preference or political affiliation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

F. "Section 3 Clause": Employment of Lower Income Program Area Residents

1. The work to be performed under this Contract is on a Program assisted through direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, 12. U.S.C. 1701u, as amended. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the Program area and contracts for work in connection with the Program be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the area of the Program. (The Program area is the entire City.)
2. The parties to this Contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 CFR Part 75, and all applicable rules and orders of the HUD issues thereunder, prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
3. The Contractor will send to each labor organization or representative or workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment and training.
4. The Contractor will include the Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicants for or the recipients of federal financial assistance, take appropriate action pursuant to the subcontract upon finding that the subcontractor is in violation of regulations issued by the Secretary of HUD, 24 CFR Part 75. The Contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 75 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

G. Relationship of the Parties

It is expressly understood that Contractor is an independent contractor and that no agency, employee or other relationship is intended to be established by this Contract.

H. Hold Harmless

The Contractor shall indemnify and hold harmless the City, its officers, agents, employees and servants from all claims, suits or actions of every name, kind and description, brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this Contract of Contractor, its officers, agents, employees and/or servants. The duty of the Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code, provided, however, that nothing herein shall be construed to require the Contractor to indemnify the City, its officers, agents, employees and servants against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

I. Insurance

1. The Contractor shall not commence work under this Contract until all insurance required under this paragraph has been obtained and such insurance has been approved by the City Attorney for the City, its officers, agents, employees or servants, with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice will be given, in writing, to the City Attorney's Office of any pending change in the limits of liability or of any cancellation or modification of the policy. The "Cancellation Clause" of the Insurance Certificate submitted must be amended to read as follows:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named on the left (City of Daly City)"

- a. Worker's Compensation and Employee's Liability Insurance:
The Contractor shall have in effect during the entire life of this Contract Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Contract, the Contractor makes the following certification, required by Section 18161 of the California Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to

undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Contract.

b. Liability Insurance:

The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance as shall protect it while performing work covered by this Contract from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from the Contractor's operations under this agreement, whether such operations be by Contractor or by any subcontractor or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be five hundred thousand dollars (\$500,000) combined single limit bodily injury and property damage for each occurrence. After three (3) weeks from the date this Contract is first executed, the City may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar City agreements by giving sixty (60) days' notice to Contractor. City and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the City, its officers, agents employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the City, or its officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.

2. In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or cancelled, the Director of ECD, at his or her option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this Contract and suspend all further work pursuant to this Contract.

J. Changes to Work Scope

No changes in the scope of work as described in this Contract shall be made without written approval of the City.

K. Assignability

The Contractor shall not assign in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City thereto, provided, however, that claims for money due or to become due to the Contractor from the City under this Contract may be assigned to a bank, trust company, or other financial institution without such approval.

Notice of such assignment or transfer shall be furnished promptly to the City.
Any transfer or assignment of the interest in the partnership shall require the prior, written consent of the City.

L. Inspection of Work

It is understood that periodic review of the Contractor's work may be necessary and the right to so review is reserved by the City.

M. Project Representation and Notices

The City and Contractor hereby designate the following agents to act as project representatives in the matters dealing with the performance of work under this Contract and for receipt of all notices:

CITY: Tatum Mothershead
Director of Economic and Community Development
City of Daly City
Economic and Community Development Department
333 - 90th Street
Daly City, CA 94015

CONTRACTOR: Maureen Sedonaen, CEO
Habitat for Humanity Greater San Francisco, Inc.
300 Montgomery Street
Suite 450
San Francisco, CA 94104

N. Merger Clause

The document constitutes the sole contract between the parties hereto relating to said Program and correctly states the rights, duties, and obligations of each party as of the document's date. Any prior contracts, agreements, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day and year first above written.

CONTRACTOR: _____
Maureen Sedonaen, CEO,
Habitat for Humanity Greater San Francisco, Inc.

CITY OF DALY CITY: _____
Tom Piccolotti
City Manager

Exhibit A
Scope of Work
Habitat Greater San Francisco /City of Daly City
Housing Rehabilitation Pilot Program

This is a pilot program under which Habitat will carry out all of the necessary tasks to carry out housing rehabilitation utilizing City of Daly City CDBG Housing Rehabilitation funds.

Habitat will carry out rehabilitation of two homes, providing both Habitat and the City the basis to evaluate whether Habitat could carry out the City's Housing Rehabilitation Loan Program on a long-term basis.

All work under this contract will be carried out pursuant to CDBG Regulations and the City's Housing Rehabilitation Procedures Manual.

Tasks:

1. Provide CDBG and Daly City Housing Rehab Program eligibility assessment based on standard intake instruments (Exhibits C and D to contract)
2. Carry out complete home inspection, including termite inspection and lead hazard Assessment
3. Complete a NEPA review
4. Prepare a work write up with cost estimates. Review with homeowner and develop a home rehabilitation scope of work identifying subcontractors.
5. Prepare loan documents including but not limited to
 - Housing Rehabilitation Assistance Agreement
 - Promissory Note
 - Deed of Trust
 - Request for Copy of Notice of Default
 - Truth-In-Lending Loan Disclosure Statement
6. Present Scope of Work, Construction Contract and Loan Documents for City approval.
7. Carry out loan signing conference with homeowner.
8. Prepare materials selection sheet, obtain homeowner signature
9. Submit executed loan documents, construction documents and materials selection sheet to City and request Notice to Proceed.
10. Carry out all repairs and construction activities described in the Scope of Work. All work must meet Daly City Building Code requirements. It is the Contractor's responsibility to obtain building permits for any housing rehabilitation activities where such permits are required by the Daly City Building Official. Work done without required permits is not reimbursable under this contract and may result in code enforcement activity, fines and penalties
11. Carry out final inspection with Homeowner and City staff. Prepare punch list.
12. Complete punch list items. Provide Homeowner w/ warranty information.
13. Submit final invoice to City

Notes to discuss w/ Matt & Alicia

1. Initial Inspection w/ City Code Enforcement officer
2. Step 6 is “present loan docs and scope of work to City for review shows up as step 6, but we should be in conversation before then. So you don’t have everything lined up and ready to go and get an 11th hour surprise.
3. Homeowner needs to sign off on punch list before final payment. Policies and procedures allow for City to override homeowner signature if homeowner is not being reasonable.
4. Funding sources final report, Exhibit F...not sure if we need it.
5. Where in contract is habitat allowed to add their overhead to costs associated w/ NEPA consultant, Lead inspection, etc.
6. Income Calculation Form (exhibit C and City Housing Rehab Loan Program Application (Exhibit D) are duplicative. Should we redesign to create one intake form?
7. Draft scope of work refers to “submit for final payment”...Habitat can request progress payments, if desired.
8. ~~How should we deal w/ Construction Change orders?~~

EXHIBIT B

**INCOME LIMIT SCHEDULE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FOR FISCAL 2022-23**

Number of Persons In Household	Extremely Low Income (30% AMI)	Very Low (50 % AMI)	Low Income (80% AMI)
1	\$ 39,150	\$ 65,250	\$104,400
2	\$ 44,750	\$ 74,600	\$119,300
3	\$ 50,350	\$ 83,900	\$134,200
4	\$ 55,900	\$ 93,200	\$149,100
5	\$ 60,400	\$100,700	\$161,050
6	\$ 64,850	\$108,150	\$173,000
7	\$ 69,350	\$115,600	\$184,900
8	\$ 73,800	\$123,050	\$196,850

A family or other household is eligible for
Community Development Block Grant assistance
if its total income is below these limits.

DALY CITY INCOME CALCULATION FORM

The following tables are to be utilized to calculate the income of households assisted with Community Development Block Grant (CDBG) funding from the City of Daly City. Staff should use the following tables to calculate the income level of the household or individual they are assisting.

In the event the household or individual cannot provide adequate documentation of their income, they may self-certify their income at the end of this form. A limited number of households and individuals may self-certify their income when receiving CDBG assistance.

Report all current income and income expected to be received in the next 12 months including long-term **unemployment compensation and all hazard pay. DO NOT INCLUDE:** IRS Economic Impact Payments (stimulus checks), Federal Pandemic Unemployment Compensation (the additional \$600 per week), Lost Wages Supplemental Payment Assistance (up to \$400 per week), income of a live-in-aide, children of live-in-aides, foster children, foster adults, or the income of minors.

Section A: For each household member (HH Mbr#) below, anticipate annual income for the next 12 months by converting current income to annual figures. Convert wages/income by multiplying it by the frequency in which it is received and factor in amounts that will terminate before the end of the next 12 months. Multiply weekly income by 52; Bi-weekly income (received every other week) by 26; Semi-monthly income (received twice each month) by 24; and Monthly income by 12. A full-time student, 18 years or older (excluding the head of household or spouse) should exclude earnings in excess of \$480 for annual income. Leave blank those that do not apply. To determine the total income for the household, add up all columns on the last row of this chart.

Income Sources	HH Mbr# 1	HH Mbr# 2	HH Mbr# 3	HH Mbr# 4	HH Mbr# 5	HH Mbr# 6
Unemployment Compensation (include regular unemployment, Pandemic Unemployment Assistance and Pandemic Emergency Unemployment Compensation) (exclude Federal Pandemic Unemployment Compensation; Lost Wages Supplement Payment Assistance)	\$	\$	\$	\$	\$	\$
Wages, salary, overtime, hazard pay, commissions, fees, tips, bonuses (before payroll deductions)	\$	\$	\$	\$	\$	\$
Net income from business and self-employment (include income from independent contractors, Gig economy jobs such as Etsy, Amazon, eBay, Uber, Lyft, Instacart, Grubhub, etc.)	\$	\$	\$	\$	\$	\$
Interest, dividends, and other net income of any kind from real or	\$	\$	\$	\$	\$	\$

**DALY CITY
INCOME CALCULATION FORM**

personal property (include rental income)						
Social Security (include disability/Supplemental; include gross amount prior to any Medicare premiums)	\$	\$	\$	\$	\$	\$
Retirement/Pension/Insurance policy/Annuities	\$	\$	\$	\$	\$	\$
Disability or Death Benefits (disability compensation)	\$	\$	\$	\$	\$	\$
Worker's Compensation and Severance pay	\$	\$	\$	\$	\$	\$
Welfare Assistance Payments (Temporary Assistance to Needy Families)	\$	\$	\$	\$	\$	\$
Regular Pay, special pay, and housing allowance for the Armed Forces (exclude military hazard pay)	\$	\$	\$	\$	\$	\$
Veterans Administration (VA) Benefits (exclude deferred disability benefits)	\$	\$	\$	\$	\$	\$
Adoption Assistance Payments (exclude amount in excess of \$480)	\$	\$	\$	\$	\$	\$
Alimony or Child Support (include only amounts expected)	\$	\$	\$	\$	\$	\$
Re-occurring cash gifts from private/nonprofit/charity or friends/family who will not reside in the unit	\$	\$	\$	\$	\$	\$
Other (please describe):	\$	\$	\$	\$	\$	\$
Total for each HH Member	\$	\$	\$	\$	\$	\$
Section A: Total Income for Household	\$					

DALY CITY INCOME CALCULATION FORM

Section B - Income From Assets: Annual income includes income derived from assets to which household members have access. Interest or dividends earned are counted as income even when the earnings are reinvested. Using the categories below, report the (a) type of asset(s) held by each member of the household, (b) cash value of asset(s), and (c) the income derived from the assets (**report annual figures only**). If the asset does not generate income, report zero. If the household member does not have assets, leave blank. Calculate the totals on the last row of this chart.

Household Member #	Assets Categories: Checking, Savings, Mutual funds, Money Market Acct. Equity in Rental Property, Retirement and Pensions, 401(K), Stocks, Bonds, Treasury Bills, Certificate of Deposit, Annuities, Revocable Trust, Mortgages or Deed of Trust, Whole Life Insurance policy, Lump sum- inheritance, Lottery Winnings, Insurance Settlements, Personal property held as an investment (e.g., antiques, gems, etc.)	Cash Value of Asset	Interest/Dividends Earned on the Assets
1		\$	\$
2		\$	\$
3		\$	\$
4		\$	\$
Household Member #	Disposed Assets: Assets given away for less than the fair market value in the last 24 months with value greater than \$1,000, (e.g. sale of a home)	Cash Value of Disposed Asset	Income from Disposed Asset
		\$	\$
		\$	\$
		\$	\$
		Box (B1) Total Value of Assets	Box (B2) Total Income from Assets
		\$	\$

DALY CITY INCOME CALCULATION FORM

If the amount in Box (B1) is greater than \$5000, calculate the imputed value of the assets by multiplying Box (B1) by the Passbook Savings rate of (.06%)	Box (B3) Value of Imputed Asset
	\$
Section B: Total Income from Assets (greater of box (B2) or (B3))	\$
Total Household Annual Income (Sections A + B)	\$

Household Size	1	2	3	4	5	6	7	8
30% AMI (Extremely Low Income)	\$ 39,150	\$ 44,750	\$ 50,350	\$ 55,900	\$ 60,400	\$ 64,850	\$ 69,350	\$ 73,800
50% AMI (Low Income)	\$ 65,250	\$ 74,600	\$ 83,900	\$ 93,200	\$ 100,700	\$ 108,150	\$ 115,600	\$ 123,050
80% AMI (Moderate Income)	\$ 104,400	\$ 119,300	\$ 134,200	\$ 149,100	\$ 161,050	\$ 173,000	\$ 184,900	\$ 196,850

Based on the Total Household Annual Income and Household Size, which income level does the household fall under:

☐ **30% AMI (Extremely Low Income)**

☐ **50% AMI (Low Income)**

☐ **80% AMI (Moderate Income)**

By signing below I certify that, based upon the documentation submitted by the household applying for the _____ program, I have determined the household is eligible under the CDBG program. I have checked in the table below, which income documents have been collected for each household member over the age of 18.

Staff Signature

Date

DALY CITY **INCOME CALCULATION FORM**

Documents collected to verify income. Please check all that apply.

	HH Mbr# 1	HH Mbr# 2	HH Mbr# 3	HH Mbr# 4	HH Mbr# 5	HH Mbr# 6
Two-months' worth of paystubs	☐	☐	☐	☐	☐	☐
Furlough notice from previous employer	☐	☐	☐	☐	☐	☐
Unemployment benefits statement	☐	☐	☐	☐	☐	☐
W-2	☐	☐	☐	☐	☐	☐
Most Recent Tax Return	☐	☐	☐	☐	☐	☐
Social Security Statement	☐	☐	☐	☐	☐	☐
Bank Statements	☐	☐	☐	☐	☐	☐
Retirement Benefits Statements	☐	☐	☐	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐	☐

For those self-certifying their income, please read the following and sign below:

I hereby certify that the information contained on this form is accurate and complete to the best of my knowledge, under penalty of law and verifiable by federal government representatives.

Applicant Signature _____
Date _____

LOAN APPLICATION

(ALL QUESTIONS MUST BE ANSWERED – IF NOT APPLICABLE SO INDICATE BY N/A)

OWNER/OCCUPIED: YES NO (CIRCLE ONE) / (PRINT ALL INFORMATION CLEARLY)

LIST NAMES OF ALL OWNERS: _____
APPLICANT #1: _____
APPLICANT #2: _____
HOME ADDRESS: _____
PROPERTY ADDRESS: _____
APP. #1 AGE _____ SS# _____ PHONE / WORK _____ HOME _____
APP. # 2 AGE _____ SS# _____ PHONE / WORK _____ HOME _____
NO. OF DEPENDENTS _____ (LIST ALL HERE BY NAME & AGE) _____

APPLICANT #1
EMPLOYER: NAME _____
ADDRESS _____ / ZIP _____
OCCUPATION _____ YEARS ON JOB _____

APPLICANT #2
EMPLOYER: NAME _____
ADDRESS _____ / ZIP _____
OCCUPATION _____ YEARS ON JOB _____

LIST ALL PERSONS LIVING IN PROPERTY BELOW:				
NAME	AGE	RELATIONSHIP	TOTAL INCOME MONTHLY	MORTGATE OR RENT RENT PAID PER MONTH
_____	_____	APPLICANT #1	_____	_____
_____	_____	APPLICANT #2	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPLICANT #1 GROSS MONTHLY SALARY \$ _____ PER MO.
APPLICANT #2 GROSS MONTHLY SALARY \$ _____ PER MO.
LIST ALL OTHER SOURCES OF INCOME BELOW:
(FOR EXAMPLE: PENSIONS, SOCIAL SECURITY, AFDC, DISABILITY, TRUSTS, RENTAL INCOME, INTEREST ON SAVINGS, DIVIDENDS)
SOURCE SOCIAL SECURITY \$ _____ PER MO.
SOURCE SOCIAL SECURITY \$ _____ PER MO.
SOURCE PENSION \$ _____ PER MO.
SOURCE ? \$ _____ PER MO.
SOURCE ? \$ _____ PER MO.
SOURCE ? \$ _____ PER MO.
SOURCE ? \$ _____ PER MO.

ASSETS:

CHECKING ACCOUNT # _____ BALANCE: \$ _____
BANK NAME _____ ADDRESS: _____ ZIP _____

CHECKING ACCOUNT # _____ BALANCE: \$ _____
BANK NAME _____ ADDRESS: _____ ZIP _____

SAVINGS ACCOUNT # _____ BALANCE: \$ _____
BANK NAME _____ ADDRESS: _____ ZIP _____

SAVINGS ACCOUNT # _____ BALANCE: \$ _____
BANK NAME _____ ADDRESS: _____ ZIP _____

CREDIT UNION ACCOUNT # _____ BALANCE: \$ _____
BANK NAME _____ ADDRESS: _____ ZIP _____

TRUST ACCOUNT # _____ BALANCE: \$ _____
BANK NAME _____ ADDRESS: _____ ZIP _____

STOCKS / BONDS: NAME: _____ PORTFOLIO VALUE: _____
OTHER: NAME: _____ VALUE: _____

CREDIT DATA:

CHARGE ACCOUNTS

BANK/STORE NAME: _____ ACCT. # _____
BALANCE DUE: _____ MONTHLY PAY \$ _____

BANK/STORE NAME: _____ ACCT. # _____
BALANCE DUE: _____ MONTHLY PAY \$ _____

BANK/STORE NAME: _____ ACCT. # _____
BALANCE DUE: _____ MONTHLY PAY \$ _____

BANK/STORE NAME: _____ ACCT. # _____
BALANCE DUE: _____ MONTHLY PAY \$ _____

BANK/STORE NAME: _____ ACCT. # _____
BALANCE DUE: _____ MONTHLY PAY \$ _____

BANK/STORE NAME: _____ ACCT. # _____
BALANCE DUE: _____ MONTHLY PAY \$ _____

INSTALLMENT LOANS (NOT SECURED BY REAL PROPERTY)

PAYABLE TO: _____ ACCT. # _____
BALANCE DUE _____ MONTHLY PAY \$ _____

PAYABLE TO: _____ ACCT. # _____
BALANCE DUE _____ MONTHLY PAY \$ _____

AUTOS: (LIST ALL AUTOS OWNED paid for or not)

YEAR _____ MAKE _____ TYPE _____ VALUE \$ _____
LENDER: _____ ADDRESS: _____ ZIP _____
LOAN # _____ BALANCE \$ _____ PAYMENT \$ _____

YEAR _____ MAKE _____ TYPE _____ VALUE \$ _____
LENDER: _____ ADDRESS: _____ ZIP _____
LOAN # _____ BALANCE \$ _____ PAYMENT \$ _____

YEAR _____ MAKE _____ TYPE _____ VALUE \$ _____
LENDER: _____ ADDRESS: _____ ZIP _____
LOAN # _____ BALANCE \$ _____ PAYMENT \$ _____

ASSETS/LIABILITIES STATEMENT (what you own and what you owe)

CASH ON HAND _____	FIRST LOAN BALANCE _____
CHECKING ACCOUNTS _____	SECOND LOAN BALANCE _____
SAVINGS ACCOUNTS _____	THIRD LOAN BALANCE _____
OTHER ACCOUNTS _____	AUTO LOAN _____
REAL ESTATE VALUE _____	AUTO LOAN _____
PERSONAL PROPERTY _____	INSTALLMENT LNS. _____
AUTOS VALUE _____	CREDIT CARDS BAL. _____
STOCKS & BONDS _____	OTHER _____
OTHER _____	OTHER _____
OTHER _____	OTHER _____
A. TOTAL ASSETS _____	b. TOTAL LIABILITIES _____
NET WORTH (ASSETS MINUS LIABILITIES [A – B]) _____	

DO YOU FILE A TAX RETURN: **YES** **NO**

IF YES, PLEASE ATTACH A COPY OF YOUR TAX RETURN

THE APPLICANT UNDERSTANDS THAT BY SIGNING THIS FORM A “COURTESY” INSPECTION BY THE CITY IS AUTHORIZED. I/WE ALSO UNDERSTAND THAT THIS “COURTESY” INSPECTION IS STRICTLY VOLUNTARY AND CODE DEFICIENCIES WILL NOT BE REQUIRED TO BE CORRECTED IF THE LOAN/GRANT IS NOT ISSUED.

THE CITY, OR ITS REPRESENTATIVE, WILL VERIFY ALL INFORMATION PROVIDED ON THIS APPLICATION. SUPPORTING DOCUMENTATION WILL BE REQUIRED PRIOR TO LOAN/GRANT APPROVAL.

NO WORK CAN BE PERFORMED PRIOR TO WRITTEN APPROVAL OF THE CITY. CITY CANNOT REIMBURSE MONIES SPENT FOR WORK DONE PRIOR TO CITY APPROVAL.

THE SIGNERS BELOW STATE THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND FACTUAL.

PROVIDING FALSE INFORMATION TO OBTAIN A LOAN/GRANT IS ILLEGAL.

DATE

SIGNATURE

SIGNATURE

SIGNATURE

SIGNATURE

SIGNATURE

SIGNATURE

POLICY OF NON-DISCRIMINATION

The City of Daly City does not discriminate on the basis of race, color, creed, religion, sex, marital status, sexual preference, national origin, ancestry, handicap or age in admission or access to, or treatment or employment in, its programs and activities.

Guide to Unincorporated San Mateo County Streets Adjacent to Daly City

Use this listing as a guide to determine Daly City residency. Many residents in neighborhoods adjacent to Daly City may consider themselves to be in Daly City; however, the following addresses/streets are **not** in Daly City. Please ensure that you **do not** document clients who do not live in Daly City as Daly City residents. The addresses/streets below are categorized by incorporated or unincorporated area.

Unincorporated Colma

A St.	Even numbers & odd numbers, except 413, 415, 417, 469, 471, 475, 505 & 523
B St.	All
Byrne St.	100 Block (odd numbers)
C St.	All
Chester St.	0-100 (odd numbers)
Clark Ave.	Any south of A St.
D St.	All
Hillside Blvd.	1100-1187, 1300+
Lisbon St.	500 Block
Reiner St.	All
Sylvan St.	500 Block (even numbers)
Villa St.	500 Block

City of Colma

E St.	All
F St.	All
Clark Ave.	All
El Camino Real	All

Broadmoor Village

87 th St.	500 – 916 (odd & even numbers)
88 th St.	Even side above 425, odd side above 401
89 th St.	Even side above 466, odd side above 421
90 th St.	All above 499
Alder Ave.	All
Annie St.	Even side & 1515, 1549 & 1555
Beechwood Dr.	All above 801
Bradley Dr.	Odd side below 943, even side below 944
Briggs St.	All
Edgeworth St.	1600 Block, except 1680 & 1696
Ellis Dr.	All
Foothill Dr.	All
Garden Ln.	All
Gilman Dr.	All
Heather Rd.	All
Larchmont Dr.	All
Louvaine Dr.	All
Louvaine Pl.	All
MacArthur Dr.	All
Maddux Dr.	All, except 900 Block, 898 & 899
Manila Way	All
Midway Ave.	All
Nimitz Dr.	All
Randall Ct.	All
Stewart Ave.	All
Stoneyford Dr.	All above 701
Sullivan Ave.	0-20, 1500 Block except 1590
Sweetwood Dr.	All except 1303, 1307, 1311, 1403
Thornhill Dr.	All
Village Lane	All
Washington St.	All above 599
White St.	All
Wildwood Ave.	Even side below 950, odd side below 957
Wildwood Ct.	All

A. Percent Daly City Residents

- 1) What percent of total households served during the quarter were Daly City residents? _____
- 2) What percent of total persons served during the quarter were Daly City residents? _____

For Annual reporting only:

- 3) What percent of total households served during the year were Daly City residents? _____
- 4) What percent of total persons served during the year were Daly City residents? _____

B. Narrative (for Quarterly reporting only) attach additional sheets if necessary

- 1) Please report on any accomplishments/special activities completed this period.
- 2) Please report on any problems encountered this period.

C. Improving Income Levels (this section for Annual reporting only)

1) Have your clients seen increases in their income levels as a result of your program/services? (for example, shelters may provide services that assist their clients in finding employment) ☐ YES ☐ NO ☐ N/A

2) If yes, how many Daly City households served have increased their income levels? _____

Please specify **the number** of clients that:

____ Found employment
____ Got promotion or better paying job
____ Other (please describe) _____

D. Homeowner Rehabilitation Activities (this section for Annual reporting only)

- 1) Number of units occupied by elderly households? _____
- 2) Number of units brought from substandard to standard condition? _____
- 3) Number of units meeting Energy Star Standards? _____
- 4) Number of units made lead safe? _____
- 5) Number of units made accessible under Section 504 accessibility standards? _____

E. Renter Rehabilitation Activities, if applicable (this section for *Annual* reporting only)

- 1) Number of units occupied by elderly households? _____
- 2) Number of units brought from substandard to standard condition? _____
- 3) Number of units meeting Energy Star Standards? _____
- 4) Number of units made lead safe? _____
- 5) Number of units made accessible under Section 504 accessibility standards? _____

Date: _____

Agency Name: _____

Prepared by: _____

Phone number of preparer: _____



Consolidated City/County Subrecipient Performance Summary Report

Program Identification: _____

Sponsor Name: _____

Sponsor Address: _____

Sponsor Contact (Name & Phone): _____

Reporting Period: 1st Quarter July - September

FY 2022-23

Jurisdiction (check one)

☐ City of Daly City

☐ City of Redwood City

☐ City of San Mateo

☐ City of South San Francisco

☐ County of San Mateo

Income Data: Enter number of Persons and Households served at each income level

Income Level	Number of Persons	Number of Households
1. Extremely Low Income (< 30% AMI)	0	0
2. Very Low Income (31 - 50% AMI)	0	0
3. Low Income (51 - 80% AMI)	0	0
4. Moderate Income (81 - 120% AMI)	0	0
5. Other (> 120%)	0	0
TOTAL:	0	0

Racial/Ethnicity Data: Enter number of Persons and Households served of each race/ethnicity

Race	Persons			Households		
	Not Hispanic	Hispanic	Total	Not Hispanic	Hispanic	Total
11 White	0	0	0	0	0	0
12 Black/African American	0	0	0	0	0	0
13 Asian	0	0	0	0	0	0
14 American Indian*/Alaskan Native	0	0	0	0	0	0
15 Native Hawaiian/Pacific Islander	0	0	0	0	0	0
16 Amer. Ind/Alask. Nat.and White	0	0	0	0	0	0
17 Asian and White	0	0	0	0	0	0
18 Blk/Afr.Amer. and White	0	0	0	0	0	0
19 Amer. Ind/Alask. Nat.and Blk/Afr.Amer	0	0	0	0	0	0
20 Other Multi-racial	0	0	0	0	0	0
Total:	0	0	0	0	0	0

Other Demographic Data: Enter number of households for each household type

Household Type	Number of Households
Female-headed Household	0
Elderly Household (62+)	0
Disabled Household	0



Consolidated City/County Subrecipient Funding Sources Final Report

Reporting Period: FY 2022-23

Grantee: _____
Program: _____

	Daly City	Redwood City	San Mateo	So. San Francisco	San Mateo Co.	Other Funders	TOTAL
CDBG Funds:							0
Section 108 Loan							0
HOME							0
ESG							0
HOPWA							0
Other Federal Funds							0
State/Local Funds							0
Private Funds							0
Other*							0
TOTAL	0	0	0	0	0	0	0

***Provide details**

HUD now requires us to show how much HUD money is being leveraged with other sources. In order to do this, the Consolidated City/County Subrecipient Funding Sources Final Report which shows a *final* project budget is due within 30 days of the end of our fiscal year.

EXHIBIT H

FISCAL YEAR 22.23 CDBG BUDGET

SPONSOR: Habitat For Humanity Greater San Francisco

PROJECT: Owner Occupied Housing Rehabilitation Loan Pilot Program

<u>Line Item</u>	<u>Amount</u>
Construction Costs for housing rehabilitation	\$150,000
Non- Construction Costs for housing rehabilitation	\$ 18,100
TOTAL BUDGET =	\$ 168,100

Please refer to PART I paragraphs A and B of the contract for contract program goals and objectives.

Fee Schedule - HGSG Draft November 9th, 2022

Items	Cost	Description and Justification	Fee Schedules shared w/HGSG by peer orgs		Based on actual settlement statements of lenders shared by HGSG's Title Co.				
			Fee Schedule by Non Profit Home Repair Org #1	Fee Schedule by Non Profit Home Repair Org #1	Lender fee example #1 (\$330K)	Lender Fee Example #2 (\$135K)	Lender Fee Example #3 (\$284K)	#4 lender fee example (\$340K)	#5 Lender Fee Example (\$299K)
Origination Charge	\$ -	N/A							
Lender Fee	\$ -	N/A							
Loan Application Processing Fee	\$ 1,020	About 2 days per application, which includes assisting applicants in completing the application; meeting with applicants, gathering documents; applicant communication; completing electronic and paper storage of materials, and packaging for underwriting, and database entry.	\$ 1,200	\$ 500	\$ 595	\$ 495	\$ 870	\$ 1,646	\$ 1,290
title charges	\$ 500	Based on Title Co. quote for \$50K HGSG Rehab loan for SF			\$ 1,095	\$ 510	\$ 450	\$ 650	\$ 625
Escrow Charges	\$ 250	Based on Title Co. quote for \$50K HGSG Rehab loan for SF			\$ 300	\$ 400	\$ 450	\$ 450	\$ 450
		15 hours for loan processing activities, including calculating gross income, reviewing materials, confirming other eligibility requirements, and data entry by Loan Processor. Approximately 2.5 hours of final review by Loan Officer and Program Director.							
Underwriting Fee	\$ 1,139		\$ 1,000	\$563-\$938		\$ 850			
Loan Document Preparation Fee	\$ 200	approximately 3 hours for printing, copying and proofing and final review by Loan Officer.	\$ 800	\$ 94	\$ 30				
In person loan document Review with Client	\$ 363	Approximately 8 hours for prep, travel, loan doc review with clients in advance of loan execution							
Scope of Work Inspection Fee	\$ 904	2 - 3 hour onsite inspection plus travel time. Fee amount between examples. [add cost for Jim and Erin oversight]	\$ 1,341	\$94 - \$375					
Work Write Up and Specs (to include anticipated costs)	\$ 1,045	Approximately 10 hours for developing scope, estimating costs, and making adjustments with homeowner. Fee amount between examples. [add cost for Jim and Erin oversight]	\$ 1,341	\$156 - \$438					
Notary Fee	\$ 200	Based on Old Republic Title Company Quote for \$50K loan	\$ 50			\$ 400	\$ 300	\$ 340	\$ 250
Environmental Compliance	\$ 1,042	Approximately one day of staff time to coordinate environmental compliance requirements (not including third party consultant)							
Contract Management*	\$ 1,419	Includes all desk and physical reviews or monitoring of construction progress, project closeout, and all payouts of subs.	\$ 1,799	\$469 - \$813					
Loan Booking Fee (moving completed loan to servicing)	\$ 216	Approximately 4 hours of set up with third party loan servicing (AmeriNat)	\$ 400	\$ 188					
Recording Fee	\$ -	No fee charged to City				\$ 121	\$ 270	\$ 170	\$ 350
Title Report Fee	\$ 50	Based on Title Co. quote for \$50K HGSG Rehab loan for SF							
Credit Check Fee	\$ 21	Actual price vendor charges HGSG			\$ 49	\$ 29	\$ 21	\$ 64	
Reimbursement Packaging and Documentation	\$ 681	Approximately 8 hours to organize invoices, receipts, and payroll records for submission for reimbursement. Includes controller and CFO oversight.							
Total Amount of Incurred Costs	\$ 9,051		\$ 7,931	\$ 3,346	\$ 2,069	\$ 5,505	\$ 4,326	\$ 4,414	\$ 12,049

Exhibit I

EXHIBIT J

Report #: _____

DALY CITY'S CDBG EXPENDITURE REPORT FOR FY 2022.23

Period Covered: _____

PEID

Name of Contractor: *Habitat For Humanity Greater San Francisco*
300 Montgomery Street Suite 450
San Francisco, CA 94104

Signature of Authorized Agent: _____

Date: _____

LINE ITEM CATEGORIES	TOTAL BUDGET AMOUNT	CURRENT EXPENDITURES	YEAR-TO-DATE TOTALS	BALANCE REMAINING
TOTALS				

BELOW FOR CITY USE ONLY	
Acct. No.	
Dept./Division	P.O. No.
Approval to Pay by:	
PLEASE PAY \$	
Special Instructions:	



City Council Meeting Agenda Report

Item # _____

Meeting Date: January 23, 2023

Subject: Accepting and Appropriating a \$5,500 Gordon L. King Memorial Grant from the Daly City Public Library Associates

Recommended Action

It is recommended the City Council accept a grant of \$5,500 from the Daly City Public Library Associates and appropriate this amount for new furniture, equipment, and eBooks.

Background/Discussion

The Daly City Public Library Associates (DCPLA) has received a donation in honor of Gordon L. King to support upgrades and enhancements to the Libraries including a play kitchen, additional seating, and more copies of high-demand eBooks. A new children's kitchen set for the Bayshore Library will promote development of key early skills through imaginative play, teaching lessons about nutrition and facilitating socialization. New custom counter seating for Westlake Library will add needed work space for visitors during peak times when the library is filled by residents of all ages studying, researching, and reading. DCPLA previously funded custom counter seating in another area at this location and it is well-used. The remaining funds will be used to purchase additional copies of high-demand eBooks. The Library participates in a shared eBook collection with the Peninsula Library System and we also have our own local collection that supplements the shared collection for which our patrons have priority access. We purchase eBooks for adults, teens, and children; and teens and children can use these eBooks directly through the Library's eBook portal with their library card or through their school's Sora app with their student ID.

Fiscal Impact

The \$5,500 grant revenue from the Daly City Public Library Associates was not anticipated in the current Fiscal Year budget. These grant funds were received and will be expended in Fiscal Year 2022-23.

Summary/Conclusion

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

Respectfully submitted,

Chela Anderson
Library Services Manager



City Council Meeting Agenda Report

Item # _____

Meeting Date: January 23, 2023

Subject: SETTING TIME AND PLACE OF PUBLIC HEARING – PROPOSED ORDINANCE
ADDING CHAPTER 2.60 – RE: COMMISSIONERS AND BOARD MEMBERS
COMPENSATION

Recommended Action

Staff recommends that the City Council set February 13, 2023 as the date and time for a public hearing – Ordinance adding Chapter 2.60 to the Daly City Municipal Code regarding Commissioners and Board Members Compensation.

Background

The City desires to add Chapter 2.60 to the Daly City Municipal Code regarding Commissioners and Board Members compensation. The proposed ordinance would authorize the compensation to current Commissions and Board members in an amount established the City Council by resolution.

Summary/Conclusion

Staff recommends that the City Council set February 13, 2023 as the date and time for a public hearing – Ordinance adding Chapter 2.60 to the Daly City Municipal Code regarding Commissioners and Board Members Compensation.

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

Respectfully submitted,

Rose Zimmerman
City Attorney

CITY OF DALY CITY
CHECK REGISTERS
FOR THE MONTH OF DECEMBER 2022

12/12/2022

CHASE CREDIT CARD - N/A – Electronic Payment

12/15/2022

CHECKS ISSUED - #402171 TO 402510

CANCELED CHECK - #402370

VOID CHECK - NONE

12/22/2022

CHECKS ISSUED - #402511 TO 402755

CANCELED CHECK - NONE

VOID CHECK - NONE

AUDITED  FINANCE DIRECTOR

APPROVED _____ CITY MANAGER

APPROVED _____ MAYOR

APPROVED _____ VICE MAYOR

ACCOUNTS PAYABLE CHECK RUN SUMMARY
FISCAL YEAR 2022-2023

	MONTH	TOTAL
2022	July	\$ 10,006,379.08
	August	9,110,029.96
	September	7,593,778.12
	October	8,280,806.89
	November	8,622,517.79
	December	9,132,175.03
2023	January	
	February	
	March	
	April	
	May	
	June	
	TOTAL	\$ 52,745,686.87

DECEMBER 2022 BREAK DOWN OF EXPENSES BY FUND

Fund	Total for Month	Total for Year	% of Total
General Fund	\$ 3,400,840.12	\$ 21,870,820.18	41.5%
Gas Tax Fund	1,404,922.68	\$ 2,809,305.36	5.3%
Utility/Enterprise Funds	4,326,412.23	\$ 28,065,561.33	53.2%
Total:	\$ 9,132,175.03	\$ 52,745,686.87	100.0%

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
CB CHK 00121222	49024	JP MORGAN CHASE BANK N	12/12/22	52,928.70	HW	IS	Hand Written

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	52,928.70	Number of Checks Processed:	1
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L 52,928.70

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00402171	55795R	A C ENTERPRISES	12/15/22	973.00	MW	IS	
AP CHK 00402172	17838	A M LEONARD INC	12/15/22	919.05	MW	IS	
AP CHK 00402173	51743	ABLE CARD LLC	12/15/22	2,987.99	MW	IS	
AP CHK 00402174	56976R	ABSOLUTE BEST COURTESY LLC	12/15/22	7,227.50	MW	IS	
AP CHK 00402175	57172	ACADEMIA JR, VINCENT CELI	12/15/22	200.00	MW	IS	
AP CHK 00402176	56621	ACC BUSINESS	12/15/22	4,271.11	MW	IS	
AP CHK 00402177	53561	ACTION TOWING	12/15/22	485.50	MW	IS	
AP CHK 00402178	1514	ADAM HILL COMPANY, THE	12/15/22	3,333.92	MW	IS	
AP CHK 00402179	53351	ADOBE ANIMAL HOSPITAL	12/15/22	1,437.48	MW	IS	
AP CHK 00402180	13854	AECO SYSTEMS INC	12/15/22	1,210.00	MW	IS	
AP CHK 00402181	48347	ALAMEDA COUNTY SHERIFF'S OF	12/15/22	4,105.00	MW	IS	
AP CHK 00402182	17905	ALBERTOS IRON WORKS	12/15/22	750.00	MW	IS	
AP CHK 00402183	42631R	ALBERTOS IRON WORKS	12/15/22	659.00	MW	IS	
AP CHK 00402184	1465	ALBERTSONS SAFEWAY	12/15/22	1,164.94	MW	IS	
AP CHK 00402185	48113	ALERT ALL CORP	12/15/22	521.91	MW	IS	
AP CHK 00402186	14004	ALERT PEST CONTROL COMPANY	12/15/22	3,487.00	MW	IS	
AP CHK 00402187	37095	ALL INDUSTRIAL ELECTRIC SUP	12/15/22	1,067.75	MW	IS	
AP CHK 00402188	37116	ALPHA ANALYTICAL LABORATORI	12/15/22	7,907.75	MW	IS	
AP CHK 00402189	53316	ALWAYS ON TIME CONCRETE & P	12/15/22	958.00	MW	IS	
AP CHK 00402190	56231	AMAZON CAPITAL SERVICES INC	12/15/22	2,732.69	MW	IS	
AP CHK 00402191	2083	AMERICA COPY & PRINTING CO	12/15/22	3,075.42	MW	IS	
AP CHK 00402192	38846	AMERICAN MESSAGING	12/15/22	29.48	MW	IS	
AP CHK 00402193	29596R	ANCHETA, PAT	12/15/22	250.00	MW	IS	
AP CHK 00402194	46585	ANTHEM BLUE CROSS	12/15/22	100.90	MW	IS	
AP CHK 00402195	46585	ANTHEM BLUE CROSS	12/15/22	113.30	MW	IS	
AP CHK 00402196	55841	AQUA-METRIC SALES CO	12/15/22	1,067.46	MW	IS	
AP CHK 00402197	50495R	AQUILA, LEE	12/15/22	1,764.72	MW	IS	
AP CHK 00402198	1259	ARAMARK	12/15/22	174.18	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00402199	53563	ARANDA, MILLIE	12/15/22	684.00	MW	IS	
AP CHK 00402200	1101	AT&T	12/15/22	283.47	MW	IS	
AP CHK 00402201	45195	AT&T	12/15/22	220.00	MW	IS	
AP CHK 00402202	45195	AT&T	12/15/22	120.00	MW	IS	
AP CHK 00402203	6413	AT&T MOBILITY	12/15/22	225.65	MW	IS	
AP CHK 00402204	6413	AT&T MOBILITY	12/15/22	225.97	MW	IS	
AP CHK 00402205	6413	AT&T MOBILITY	12/15/22	3,648.36	MW	IS	
AP CHK 00402206	6413	AT&T MOBILITY	12/15/22	851.90	MW	IS	
AP CHK 00402207	6413	AT&T MOBILITY	12/15/22	410.33	MW	IS	
AP CHK 00402208	6413	AT&T MOBILITY	12/15/22	4,613.46	MW	IS	
AP CHK 00402209	6413	AT&T MOBILITY	12/15/22	2,135.65	MW	IS	
AP CHK 00402210	6413	AT&T MOBILITY	12/15/22	1,287.68	MW	IS	
AP CHK 00402211	6413	AT&T MOBILITY	12/15/22	603.60	MW	IS	
AP CHK 00402212	6413	AT&T MOBILITY	12/15/22	166.64	MW	IS	
AP CHK 00402213	6413	AT&T MOBILITY	12/15/22	2,698.76	MW	IS	
AP CHK 00402214	44649	ATLAS COPCO COMPRESSORS LLC	12/15/22	690.00	MW	IS	
AP CHK 00402215	29643	AUTO COLLISION CENTER	12/15/22	1,663.38	MW	IS	
AP CHK 00402216	49645	BADGE FRAME INC	12/15/22	289.36	MW	IS	
AP CHK 00402217	2495	BARKER BLUE DIGITAL IMAGING	12/15/22	245.53	MW	IS	
AP CHK 00402218	20919	BAUER COMPRESSORS INC	12/15/22	2,323.20	MW	IS	
AP CHK 00402219	7950	BAY AREA AIR QUALITY MANAGE	12/15/22	488.00	MW	IS	
AP CHK 00402220	7950	BAY AREA AIR QUALITY MANAGE	12/15/22	435.00	MW	IS	
AP CHK 00402221	7950	BAY AREA AIR QUALITY MANAGE	12/15/22	2,206.00	MW	IS	
AP CHK 00402222	19892	BAY AREA PAVING COMPANY INC	12/15/22	74,971.00	MW	IS	
AP CHK 00402223	1562	BAY AREA WATER SUPPLY & CON	12/15/22	2,340.00	MW	IS	
AP CHK 00402224	1562	BAY AREA WATER SUPPLY & CON	12/15/22	1,140.00	MW	IS	
AP CHK 00402225	57216	BEYONDGREEN BIOTECH INC	12/15/22	5,372.65	MW	IS	
AP CHK 00402226	19200	BIRITE FOODSERVICE DISTRIBU	12/15/22	4,450.65	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00402227	48840	BK TECHNOLOGIES INC	12/15/22	373.88	MW	IS	
AP CHK 00402228	20204	BKF ENGINEERS	12/15/22	4,511.00	MW	IS	
AP CHK 00402229	22205	BLACKSTONE PUBLISHING	12/15/22	265.90	MW	IS	
AP CHK 00402230	55727R	BLYSS CONSTRUCTION	12/15/22	1,778.00	MW	IS	
AP CHK 00402231	56068	BRADSHAW CONSTRUCTION	12/15/22	7,550.00	MW	IS	
AP CHK 00402232	56503	BRENTWOOD FAMILY PET CARE	12/15/22	520.54	MW	IS	
AP CHK 00402233	3349	BROADMOOR LANDSCAPE SUPPLY	12/15/22	779.63	MW	IS	
AP CHK 00402234	3064	BROWN & CALDWELL INC	12/15/22	26,512.85	MW	IS	
AP CHK 00402235	48024R	BUSALACCHI, MARIO	12/15/22	150.00	MW	IS	
AP CHK 00402236	48259	BWNVT MOTORS INC	12/15/22	9,644.95	MW	IS	
AP CHK 00402237	48118R	C&L BUILDERS INC	12/15/22	504.18	MW	IS	
AP CHK 00402238	57210	CAFFERATA, COREY	12/15/22	1,507.50	MW	IS	
AP CHK 00402239	33981	CAGWIN & DORWARD	12/15/22	366.00	MW	IS	
AP CHK 00402240	55991	CAL ENGINEERING & GEOLOGY I	12/15/22	971.25	MW	IS	
AP CHK 00402241	42973	CAL SIGNAL CORP	12/15/22	730.67	MW	IS	
AP CHK 00402242	5642	CAL STEAM	12/15/22	665.10	MW	IS	
AP CHK 00402243	32671	CALIFORNIA STATE LANDS COMM	12/15/22	1,276.60	MW	IS	
AP CHK 00402244	1196	CALIFORNIA WATER SERVICE CO	12/15/22	234.56	MW	IS	
AP CHK 00402245	19593R	CASTANEDA, SEGUNDINA	12/15/22	21.95	MW	IS	
AP CHK 00402246	28636	CDW GOVERNMENT INC	12/15/22	1,841.50	MW	IS	
AP CHK 00402247	48009	CENGAGE LEARNING INC / GALE	12/15/22	212.35	MW	IS	
AP CHK 00402248	24769	CENTER POINT LARGE PRINT	12/15/22	46.50	MW	IS	
AP CHK 00402249	31956	CENTRAL VALLEY BUSINESS FOR	12/15/22	1,312.30	MW	IS	
AP CHK 00402250	54918R	CFY CONSTRUCTION INC	12/15/22	209.00	MW	IS	
AP CHK 00402251	57266R	CHAN, TONY Y	12/15/22	4,409.00	MW	IS	
AP CHK 00402252	57275R	CHEN, JIAN	12/15/22	3,813.18	MW	IS	
AP CHK 00402253	56149R	CHU, ALAN Y	12/15/22	115.00	MW	IS	
AP CHK 00402254	48727	CINTAS CORPORATION	12/15/22	1,321.88	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00402255	51204	CINTAS CORPORATION	12/15/22	493.96	MW	IS	
AP CHK 00402256	3678	CINTAS CORPORATION #464	12/15/22	14,674.92	MW	IS	
AP CHK 00402257	35395	CITY AUTO SUPPLY	12/15/22	1,746.00	MW	IS	
AP CHK 00402258	25602	CITY OF DALY CITY	12/15/22	3,605.07	MW	IS	
AP CHK 00402259	28211	CITY OF PACIFICA	12/15/22	86,620.81	MW	IS	
AP CHK 00402260	42205	COLMA FIREMEN'S SOCIAL CLUB	12/15/22	120.00	MW	IS	
AP CHK 00402261	26650	COLMA POLICE DEPARTMENT	12/15/22	1,000.00	MW	IS	
AP CHK 00402262	34153	COMCAST	12/15/22	28.66	MW	IS	
AP CHK 00402263	47244	COMCAST	12/15/22	90.12	MW	IS	
AP CHK 00402264	51804	COMCAST	12/15/22	391.45	MW	IS	
AP CHK 00402265	52453	COMCAST	12/15/22	37.73	MW	IS	
AP CHK 00402266	52652	COMCAST	12/15/22	168.82	MW	IS	
AP CHK 00402267	56819	COMCAST	12/15/22	177.90	MW	IS	
AP CHK 00402268	56458	COMMUNITY FIRST NATIONAL BA	12/15/22	235,088.23	MW	IS	
AP CHK 00402269	12578	COMPLETE LINEN SERVICES INC	12/15/22	156.31	MW	IS	
AP CHK 00402270	30109	CORELOGIC SOLUTIONS LLC	12/15/22	185.50	MW	IS	
AP CHK 00402271	51167R	COSGROVE, JOSHUA	12/15/22	110.00	MW	IS	
AP CHK 00402272	23819	COUNTY OF SAN MATEO	12/15/22	825.00	MW	IS	
AP CHK 00402273	G-ALLEN2	COURT-ORDERED DEBT COLLECTI	12/15/22	52.56	MW	IS	
AP CHK 00402274	1053	CPS HR CONSULTING	12/15/22	825.00	MW	IS	
AP CHK 00402275	57278R	CRAVIOTTO FAMILY TRUST	12/15/22	288.64	MW	IS	
AP CHK 00402276	52003R	CRESCENZI, NICHOLAS	12/15/22	60.00	MW	IS	
AP CHK 00402277	42324	CRIME SCENE CLEANERS INC	12/15/22	208.00	MW	IS	
AP CHK 00402278	56617R	CRUZ, AURA JOMELIE	12/15/22	721.54	MW	IS	
AP CHK 00402279	48323	CRYSTAL CREAMERY	12/15/22	521.28	MW	IS	
AP CHK 00402280	28906	CSG CONSULTANTS INC	12/15/22	15,205.00	MW	IS	
AP CHK 00402281	7274	CUMMINS SALES AND SERVICE	12/15/22	3,003.77	MW	IS	
AP CHK 00402282	25580	CWEA-MEMBERSHIP	12/15/22	110.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00402283	19907	CWEA-TCP	12/15/22	185.00	MW	IS	
AP CHK 00402284	1042	D C LOCK & SECURITY SERVICE	12/15/22	41.59	MW	IS	
AP CHK 00402285	1836	DAILY JOURNAL CORPORATION	12/15/22	748.50	MW	IS	
AP CHK 00402286	2285	DALY CITY COLMA CHAMBER OF	12/15/22	115.00	MW	IS	
AP CHK 00402287	55663	DALY CITY FIREFIGHTERS ASSO	12/15/22	1,560.00	MW	IS	
AP CHK 00402288	1793	DALY CITY TOOL MART	12/15/22	355.99	MW	IS	
AP CHK 00402289	51806	DAVID J POWERS & ASSOCIATES	12/15/22	1,187.50	MW	IS	
AP CHK 00402290	57268R	DELLAFOSSE, DANIEL	12/15/22	3,749.00	MW	IS	
AP CHK 00402291	1510	DEMCO INC	12/15/22	371.91	MW	IS	
AP CHK 00402292	30629LAW	DOWNEY BRAND ATTORNEYS LLP	12/15/22	25,411.50	MW	IS	
AP CHK 00402293	40801R	DUMANDAN, WILGRACE	12/15/22	721.54	MW	IS	
AP CHK 00402294	1061	DUNN EDWARDS CORPORATION	12/15/22	237.24	MW	IS	
AP CHK 00402295	53530	EAN SERVICES LLC	12/15/22	172.02	MW	IS	
AP CHK 00402296	48177	EAST BAY TIRE CO	12/15/22	791.77	MW	IS	
AP CHK 00402297	40611	ECMS INC	12/15/22	2,640.83	MW	IS	
AP CHK 00402298	56187	ELLIS INVESTIGATIONS LAW CO	12/15/22	4,940.00	MW	IS	
AP CHK 00402299	56297	EME ENTERPRISE INC	12/15/22	308.00	MW	IS	
AP CHK 00402300	1049	EQUIFAX INFORMATION SVCS LL	12/15/22	50.00	MW	IS	
AP CHK 00402301	56435	ESO SOLUTIONS INC	12/15/22	667.58	MW	IS	
AP CHK 00402302	56368	ESX TECHNOLOGY SOLUTIONS LL	12/15/22	95.00	MW	IS	
AP CHK 00402303	57252R	ETCHEGOINCELHAY, SHANNON	12/15/22	100.00	MW	IS	
AP CHK 00402304	56291	EUROFINS EPK BUILT ENVIRONM	12/15/22	341.16	MW	IS	
AP CHK 00402305	9922	FERGUSON ENTERPRISES LLC #3	12/15/22	1,588.13	MW	IS	
AP CHK 00402306	51955	FERGUSON WELDING SERVICE IN	12/15/22	31,707.17	MW	IS	
AP CHK 00402307	56194	FIRE CATT LLC	12/15/22	12,500.40	MW	IS	
AP CHK 00402308	49393	FIRE SAFETY SUPPLY INCORPOR	12/15/22	113.50	MW	IS	
AP CHK 00402309	54716	FIRESTATS LLC	12/15/22	3,075.00	MW	IS	
AP CHK 00402310	19787	FIRST CHOICE COFFEE SERVICE	12/15/22	660.08	MW	IS	

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AP CHK 00402311	11813	FOLGER GRAPHICS	12/15/22	86.92	MW	IS	
AP CHK 00402312	G-HOLMES	FRANCHISE TAX BOARD	12/15/22	200.00	MW	IS	
AP CHK 00402313	G1STAPLES	FRANCHISE TAX BOARD	12/15/22	558.93	MW	IS	
AP CHK 00402314	56546	FUN EXPRESS LLC	12/15/22	869.36	MW	IS	
AP CHK 00402315	20943R	GARCIA, EMELITA	12/15/22	414.92	MW	IS	
AP CHK 00402316	14537	GLOBAL EQUIPMENT COMPANY IN	12/15/22	5,998.07	MW	IS	
AP CHK 00402317	30509	GOODYEAR COMMERCIAL TIRE &	12/15/22	385.88	MW	IS	
AP CHK 00402318	1754	GRAINGER INC	12/15/22	4,577.68	MW	IS	
AP CHK 00402319	36985	GRAND INDUSTRIES INC	12/15/22	42,417.80	MW	IS	
AP CHK 00402320	22404	GREG'S TRUCKING SERVICE INC	12/15/22	3,944.03	MW	IS	
AP CHK 00402321	56252	GRISWOLD INDUSTRIES	12/15/22	5,620.43	MW	IS	
AP CHK 00402322	30894	GRM	12/15/22	547.94	MW	IS	
AP CHK 00402323	50963R	GRUMLEY, JOHN	12/15/22	60.00	MW	IS	
AP CHK 00402324	57274R	GUO, XIE RONG	12/15/22	1,859.00	MW	IS	
AP CHK 00402325	2223	HACH COMPANY	12/15/22	5,674.66	MW	IS	
AP CHK 00402326	39983R	HAI'S ROOFING COMPANY	12/15/22	209.00	MW	IS	
AP CHK 00402327	3702	HARRINGTON INDUSTRIAL PLAST	12/15/22	1,317.73	MW	IS	
AP CHK 00402328	55667	HAZEN AND SAWYER	12/15/22	15,741.88	MW	IS	
AP CHK 00402329	9049	HI TECH EVS INC	12/15/22	29.56	MW	IS	
AP CHK 00402330	14410R	HIGH QUALITY ROOFING CO	12/15/22	209.00	MW	IS	
AP CHK 00402331	49700	HILL BROTHERS CHEMICAL CO	12/15/22	3,945.87	MW	IS	
AP CHK 00402332	15857	HOME DEPOT CREDIT SERVICES	12/15/22	6,404.69	MW	IS	
AP CHK 00402333	56109	HONEY BUCKET	12/15/22	209.00	MW	IS	
AP CHK 00402334	57271R	HUANG, CHEN BIN	12/15/22	13,841.03	MW	IS	
AP CHK 00402335	57270R	HUANG, JOHNSON	12/15/22	4,909.00	MW	IS	
AP CHK 00402336	37608R	IGNACIO JR, ANGELO	12/15/22	117.50	MW	IS	
AP CHK 00402337	48933	INFOSEND INC	12/15/22	7,189.83	MW	IS	
AP CHK 00402338	57272R	INTEGRA BUILDERS INC	12/15/22	2,167.21	MW	IS	

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AP CHK 00402339	56564	INVOICE CLOUD INC	12/15/22	100.00	MW	IS	
AP CHK 00402340	1072	IRVINE & JACHENS INC	12/15/22	247.22	MW	IS	
AP CHK 00402341	57255R	JIANG HENRY TRUST	12/15/22	2,778.16	MW	IS	
AP CHK 00402342	25311	JOHNSON CONTROLS SECURITY S	12/15/22	474.76	MW	IS	
AP CHK 00402343	25311	JOHNSON CONTROLS SECURITY S	12/15/22	474.76	MW	IS	
AP CHK 00402344	55889	JONES HALL	12/15/22	6,462.50	MW	IS	
AP CHK 00402345	57096	JONES, CLEITUS	12/15/22	3,984.00	MW	IS	
AP CHK 00402346	54478R	JPG HOME IMPROVEMENT	12/15/22	1,503.19	MW	IS	
AP CHK 00402347	21383R	KALAVERAS, MARJORIE	12/15/22	769.50	MW	IS	
AP CHK 00402348	22450	KAPCO	12/15/22	1,039.79	MW	IS	
AP CHK 00402349	51508	KEYSTONE PLASTICS INC	12/15/22	5,485.41	MW	IS	
AP CHK 00402350	39604	KIMBALL MIDWEST	12/15/22	1,065.19	MW	IS	
AP CHK 00402351	49450R	KUCHARSKI, PAWEL	12/15/22	399.46	MW	IS	
AP CHK 00402352	1108	L N CURTIS AND SONS	12/15/22	330.08	MW	IS	
AP CHK 00402353	56811R	LAJOIE, MATTHEW	12/15/22	215.69	MW	IS	
AP CHK 00402354	13776	LANGUAGE LINE SERVICES	12/15/22	1,401.54	MW	IS	
AP CHK 00402355	57262R	LEFITI, MERCEDES	12/15/22	400.00	MW	IS	
AP CHK 00402356	33497	LEGACY MECHANICAL & ENERGY	12/15/22	19,437.67	MW	IS	
AP CHK 00402357	21353	LEGAL AID SOCIETY OF SAN MA	12/15/22	3,596.00	MW	IS	
AP CHK 00402358	37094	LEXISNEXIS RISK DATA MANAGE	12/15/22	510.00	MW	IS	
AP CHK 00402359	57260R	LIBERATION HOUSE INC	12/15/22	400.00	MW	IS	
AP CHK 00402360	12906LAW	LIEBERT CASSIDY WHITMORE	12/15/22	24,310.00	MW	IS	
AP CHK 00402361	14431	LINDE INC	12/15/22	9,360.34	MW	IS	
AP CHK 00402362	49064R	LIU, ROBIN	12/15/22	794.00	MW	IS	
AP CHK 00402363	57263	LOOPUP LLC	12/15/22	0.52	MW	IS	
AP CHK 00402364	29332	LORAL LANDSCAPING	12/15/22	20,952.00	MW	IS	
AP CHK 00402365	49874	LOU'S GLOVES INC	12/15/22	715.00	MW	IS	
AP CHK 00402366	57258R	LOW, TRACY	12/15/22	135.77	MW	IS	

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AP CHK 00402367	57257R	LUONG, LIEN MY	12/15/22	487.08	MW	IS	
AP CHK 00402368	52510R	MAHAN, LANDON	12/15/22	5,448.06	MW	IS	
AP CHK 00402369	57259R	MARIN, EDGARDO	12/15/22	300.00	MW	IS	
AP CHK 00402370	55192	MARQUEE FIRE PROTECTION	12/15/22	2,117.00	MW	IS	
AP CHK 00402371	56366	MATRIX CONSULTING GROUP LTD	12/15/22	12,000.00	MW	IS	
AP CHK 00402372	49790R	MCQUADE, JOSHUA	12/15/22	788.38	MW	IS	
AP CHK 00402373	22166	MERCURY NEWS, THE	12/15/22	295.82	MW	IS	
AP CHK 00402374	23949	METRO MOBILE COMMUNICATIONS	12/15/22	589.94	MW	IS	
AP CHK 00402375	57185	MICRO MOTION INC	12/15/22	6,007.11	MW	IS	
AP CHK 00402376	22863	MIDWEST TAPE INC	12/15/22	565.75	MW	IS	
AP CHK 00402377	49436REN	MKD CEDAR HILL LLC	12/15/22	7,096.33	MW	IS	
AP CHK 00402378	15210	MUNICIPAL MAINTENANCE EQUIP	12/15/22	880.97	MW	IS	
AP CHK 00402379	50618	N C S LLC	12/15/22	2,138.93	MW	IS	
AP CHK 00402380	56545	NOR CAL SIGNAL SUPPLY LLC	12/15/22	34.89	MW	IS	
AP CHK 00402381	55546	NORTH AMERICAN FENCE & RAIL	12/15/22	80,354.70	MW	IS	
AP CHK 00402382	25761	NORTHERN SAFETY CO INC	12/15/22	187.69	MW	IS	
AP CHK 00402383	52620	NOTHING BUNDT CAKES	12/15/22	253.00	MW	IS	
AP CHK 00402384	57251MED	OCCUPATIONAL HEALTH CENTERS	12/15/22	741.00	MW	IS	
AP CHK 00402385	56820	ODP BUSINESS SOLUTIONS LLC	12/15/22	2,034.15	MW	IS	
AP CHK 00402386	56821	ODP BUSINESS SOLUTIONS LLC	12/15/22	118.04	MW	IS	
AP CHK 00402387	56822	ODP BUSINESS SOLUTIONS LLC	12/15/22	2,562.83	MW	IS	
AP CHK 00402388	57273R	OMS REMODELING	12/15/22	1,409.00	MW	IS	
AP CHK 00402389	56335	OPERATIONAL TECHNICAL SERVI	12/15/22	31,177.30	MW	IS	
AP CHK 00402390	57261R	ORDONEZ, JOAQUIN ESTUARDO	12/15/22	180.00	MW	IS	
AP CHK 00402391	42838	PACE SUPPLY CORP	12/15/22	197.53	MW	IS	
AP CHK 00402392	32927	PACIFIC FIRE SAFE FIRE EXTI	12/15/22	440.56	MW	IS	
AP CHK 00402393	1216	PACIFIC GAS & ELECTRIC	12/15/22	30,433.35	MW	IS	
AP CHK 00402394	1080	PACIFIC NURSERIES	12/15/22	164.23	MW	IS	

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AP CHK 00402395	29252	PACIFIC PRODUCE INC	12/15/22	2,544.80	MW	IS	
AP CHK 00402396	57264	PAN, PHYLLIS	12/15/22	306.00	MW	IS	
AP CHK 00402397	56663	PARTS AUTHORITY LLC	12/15/22	3,227.68	MW	IS	
AP CHK 00402398	3297	PENINSULA LIBRARY SYSTEM	12/15/22	7,340.10	MW	IS	
AP CHK 00402399	29738	PENINSULA UNIFORMS & EQUIPM	12/15/22	1,504.42	MW	IS	
AP CHK 00402400	19678	PERS LONG TERM CARE PROGRAM	12/15/22	269.77	MW	IS	
AP CHK 00402401	51799	PET FOOD EXPRESS	12/15/22	160.66	MW	IS	
AP CHK 00402402	51799	PET FOOD EXPRESS	12/15/22	66.66	MW	IS	
AP CHK 00402403	47044	PETERSON TRUCKS INC	12/15/22	1,755.01	MW	IS	
AP CHK 00402404	54331	PIIAN SYSTEMS LLC	12/15/22	7,409.52	MW	IS	
AP CHK 00402405	49027	PLACEWORKS INC	12/15/22	1,927.61	MW	IS	
AP CHK 00402406	36106	POLYDYNE INC	12/15/22	75,006.19	MW	IS	
AP CHK 00402407	52406	POWER WORKS INC	12/15/22	800.68	MW	IS	
AP CHK 00402408	53942	PREFERRED ALLIANCE INC	12/15/22	362.90	MW	IS	
AP CHK 00402409	56137	PROCURE AMERICA INC	12/15/22	74.13	MW	IS	
AP CHK 00402410	56137	PROCURE AMERICA INC	12/15/22	296.93	MW	IS	
AP CHK 00402411	53664	PROPRINT	12/15/22	6,586.68	MW	IS	
AP CHK 00402412	27716R	PROUNTZOS, GEORGE AND PAT	12/15/22	2,119.70	MW	IS	
AP CHK 00402413	51526	PURETEC INDUSTRIAL WATER	12/15/22	556.13	MW	IS	
AP CHK 00402414	27398	R & S ERECTION NORTH PENINS	12/15/22	307.00	MW	IS	
AP CHK 00402415	14449	R & S ERECTION OF SAN MATEO	12/15/22	291.10	MW	IS	
AP CHK 00402416	50803	READYREFRESH BY NESTLE	12/15/22	89.73	MW	IS	
AP CHK 00402417	54706R	REDWOOD ROOFING COMPANY	12/15/22	209.00	MW	IS	
AP CHK 00402418	42223	RENAISSANCE ENTREPRENEUR CE	12/15/22	3,551.25	MW	IS	
AP CHK 00402419	1200	REPUBLIC SERVICES OF NORTH	12/15/22	1,560,889.59	MW	IS	
AP CHK 00402420	56303R	REYES, LORENA	12/15/22	214.13	MW	IS	
AP CHK 00402421	57114R	RODRIGUEZ, RENALDO	12/15/22	188.86	MW	IS	
AP CHK 00402422	10207	ROMAN, MARIANNA	12/15/22	120.00	MW	IS	

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AP CHK 00402423	13761	ROSS RECREATION EQUIPMENT I	12/15/22	24,333.64	MW	IS	
AP CHK 00402424	22771	S & S WORLDWIDE INC	12/15/22	808.65	MW	IS	
AP CHK 00402425	1087	SAFETY KLEEN SYSTEMS INC	12/15/22	3,618.98	MW	IS	
AP CHK 00402426	52904	SAN FRANCISCO TOYOTA	12/15/22	57,847.71	MW	IS	
AP CHK 00402427	43156JPA	SAN MATEO COUNTY	12/15/22	1,020,139.00	MW	IS	
AP CHK 00402428	12544	SAN MATEO COUNTY CONTROLLER	12/15/22	75,150.10	MW	IS	
AP CHK 00402429	1643	SAN MATEO COUNTY ENVIRONMEN	12/15/22	1,734.00	MW	IS	
AP CHK 00402430	18047	SAN MATEO COUNTY PUBLIC	12/15/22	1,230.30	MW	IS	
AP CHK 00402431	35246	SAN MATEO COUNTY SHERIFFS O	12/15/22	7,670.00	MW	IS	
AP CHK 00402432	55607	SANTANA, BRUNO	12/15/22	1,500.00	MW	IS	
AP CHK 00402433	54717	SANTANA, VALERIA CRISTINA	12/15/22	7,400.00	MW	IS	
AP CHK 00402434	49441	SC FUELS	12/15/22	30,027.10	MW	IS	
AP CHK 00402435	1111	SF - WATER	12/15/22	1,875.00	MW	IS	
AP CHK 00402436	1111	SF - WATER	12/15/22	54,673.33	MW	IS	
AP CHK 00402437	1111	SF - WATER	12/15/22	100,389.34	MW	IS	
AP CHK 00402438	1111	SF - WATER	12/15/22	465,973.39	MW	IS	
AP CHK 00402439	1111	SF - WATER	12/15/22	31,499.46	MW	IS	
AP CHK 00402440	1111	SF - WATER	12/15/22	316.00	MW	IS	
AP CHK 00402441	50625R	SF CROWN ROOFING INC	12/15/22	418.00	MW	IS	
AP CHK 00402442	57253R	SHAMIYA 2002 REV TRUST, ISS	12/15/22	3,048.76	MW	IS	
AP CHK 00402443	44983	SHAPE INC	12/15/22	1,400.00	MW	IS	
AP CHK 00402444	56063R	SHORT, THERESA	12/15/22	380.21	MW	IS	
AP CHK 00402445	49695	SHRED IT USA	12/15/22	91.79	MW	IS	
AP CHK 00402446	52666	SHRED WORKS INC	12/15/22	240.00	MW	IS	
AP CHK 00402447	57256R	SILVA, MELINA NASCIMENTO	12/15/22	341.86	MW	IS	
AP CHK 00402448	46212R	SKEEHAN, PETER	12/15/22	310.30	MW	IS	
AP CHK 00402449	50386	STATE WATER RESOURCES CONTR	12/15/22	3,550.00	MW	IS	
AP CHK 00402450	56958JPA	STEPFORD	12/15/22	6,693.75	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00402451	45084	STEPFORD INC	12/15/22	5,200.00	MW	IS	
AP CHK 00402452	55797R	STEVE LOGAN CONSTRUCTION	12/15/22	1,109.00	MW	IS	
AP CHK 00402453	56741R	SUNARDI, HAN	12/15/22	199.99	MW	IS	
AP CHK 00402454	51439	SWEET DELIGHT BAKERY	12/15/22	4,406.00	MW	IS	
AP CHK 00402455	12617	SYNCOAT	12/15/22	3,050.00	MW	IS	
AP CHK 00402456	57254R	TAN TTEE, ANDY TAN AND PATR	12/15/22	1,136.52	MW	IS	
AP CHK 00402457	56988	TARRAR UTILITY CONSULTANTS	12/15/22	5,500.00	MW	IS	
AP CHK 00402458	46855	TELE WORKS INC	12/15/22	2,372.91	MW	IS	
AP CHK 00402459	42970JPA	TELECOMMUNICATIONS ENGINEER	12/15/22	6,915.51	MW	IS	
AP CHK 00402460	51891	TETRA TECH INC	12/15/22	7,628.48	MW	IS	
AP CHK 00402461	1201	THOMSON REUTERS WEST	12/15/22	2,834.82	MW	IS	
AP CHK 00402462	15836	TJKM TRANSPORTATION CONSULT	12/15/22	435.00	MW	IS	
AP CHK 00402463	57220	TMI CONSULTING INC	12/15/22	480.00	MW	IS	
AP CHK 00402464	56794	TOOLE DESIGN GROUP LLC	12/15/22	6,545.00	MW	IS	
AP CHK 00402465	31452	TOWNE FORD	12/15/22	53,658.75	MW	IS	
AP CHK 00402466	57277R	TRAN, DAVID	12/15/22	2,875.99	MW	IS	
AP CHK 00402467	53970	TRIDENT K9 CONSULTING	12/15/22	1,250.00	MW	IS	
AP CHK 00402468	26803	TURBO DATA SYSTEMS INC	12/15/22	26,544.83	MW	IS	
AP CHK 00402469	57186	TURNER ADVISEMENT LLC	12/15/22	5,062.50	MW	IS	
AP CHK 00402470	37637	ULINE INC	12/15/22	314.07	MW	IS	
AP CHK 00402471	50490	UNITEDHEALTHCARE INSURANCE	12/15/22	352.82	MW	IS	
AP CHK 00402472	32209	UNIVAR SOLUTIONS USA INC	12/15/22	16,782.14	MW	IS	
AP CHK 00402473	39811	UPS	12/15/22	377.78	MW	IS	
AP CHK 00402474	24531	US BANK	12/15/22	1,500.00	MW	IS	
AP CHK 00402475	56133	US DIGITAL DESIGNS INC	12/15/22	26,369.76	MW	IS	
AP CHK 00402476	46998	UTILITY TELECOM GROUP LLC	12/15/22	1,196.89	MW	IS	
AP CHK 00402477	47099JPA	UTILITY TELECOM GROUP LLC	12/15/22	12,489.92	MW	IS	
AP CHK 00402478	57267R	VENTUA ROOFING	12/15/22	209.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00402479	56565	VERGARA LOBO ASSOCIATES	12/15/22	612.50	MW	IS	
AP CHK 00402480	29329	VERIZON WIRELESS SERVICES L	12/15/22	1,034.28	MW	IS	
AP CHK 00402481	29329	VERIZON WIRELESS SERVICES L	12/15/22	1,824.88	MW	IS	
AP CHK 00402482	29329	VERIZON WIRELESS SERVICES L	12/15/22	91.88	MW	IS	
AP CHK 00402483	29329	VERIZON WIRELESS SERVICES L	12/15/22	80.95	MW	IS	
AP CHK 00402484	29329	VERIZON WIRELESS SERVICES L	12/15/22	259.78	MW	IS	
AP CHK 00402485	29329	VERIZON WIRELESS SERVICES L	12/15/22	3,502.51	MW	IS	
AP CHK 00402486	29329	VERIZON WIRELESS SERVICES L	12/15/22	183.76	MW	IS	
AP CHK 00402487	29329	VERIZON WIRELESS SERVICES L	12/15/22	83.95	MW	IS	
AP CHK 00402488	29329	VERIZON WIRELESS SERVICES L	12/15/22	40.94	MW	IS	
AP CHK 00402489	29329	VERIZON WIRELESS SERVICES L	12/15/22	220.99	MW	IS	
AP CHK 00402490	41056R	VIOLA, ANNA MARIE	12/15/22	769.50	MW	IS	
AP CHK 00402491	1579	VWR INTERNATIONAL LLC	12/15/22	3,612.19	MW	IS	
AP CHK 00402492	52634R	WAN LI CONSTRUCTION COMPANY	12/15/22	4,243.62	MW	IS	
AP CHK 00402493	36355	WASTEWATER SOLUTIONS INC	12/15/22	10,401.27	MW	IS	
AP CHK 00402494	50485	WAVE BROADBAND	12/15/22	95.95	MW	IS	
AP CHK 00402495	50485	WAVE BROADBAND	12/15/22	134.72	MW	IS	
AP CHK 00402496	49085	WEST COAST ARBORISTS INC	12/15/22	5,905.00	MW	IS	
AP CHK 00402497	39237	WEST COAST CODE CONSULTANTS	12/15/22	8,447.50	MW	IS	
AP CHK 00402498	29517	WEST-LITE SUPPLY COMPANY IN	12/15/22	1,869.41	MW	IS	
AP CHK 00402499	30684	WHITE CAP LP	12/15/22	282.54	MW	IS	
AP CHK 00402500	54330	WILLIAMS SCOTSMAN INC	12/15/22	763.19	MW	IS	
AP CHK 00402501	36417R	WILLIAMS, ANNE	12/15/22	721.54	MW	IS	
AP CHK 00402502	50674R	WONG, DIXON	12/15/22	2,495.31	MW	IS	
AP CHK 00402503	34825R	WOO, BONNIE	12/15/22	127.50	MW	IS	
AP CHK 00402504	17364	WORLD BOOK INC	12/15/22	1,289.49	MW	IS	
AP CHK 00402505	17364	WORLD BOOK INC	12/15/22	738.68	MW	IS	
AP CHK 00402506	57215R	YEE, BAYLON	12/15/22	338.25	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00402507	57276R	YIN, YAOWEN	12/15/22	3,232.02	MW	IS	
AP CHK 00402508	57269R	YONEMOTO, MICHELLE	12/15/22	4,909.00	MW	IS	
AP CHK 00402509	12694R	ZALINSKIS, KLAUS	12/15/22	721.54	MW	IS	
AP CHK 00402510	55902	ZOOM VIDEO COMMUNICATIONS I	12/15/22	629.58	MW	IS	

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	4,963,514.15	Number of Checks Processed:	340
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L 4,963,514.15

CANCELED CHECKS:

00402370	551952	MARQUEE FIRE PROTECTION	12/15/22	<u>2,117.00</u>
TOTAL				\$4,961,397.15

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00402511	46218R	24/7 ROOTER & PLUMBING SERV	12/22/22	16,000.00	MW	IS	
AP CHK 00402512	47004	4LEAF INC	12/22/22	24,896.40	MW	IS	
AP CHK 00402513	1514	ADAM HILL COMPANY, THE	12/22/22	86.07	MW	IS	
AP CHK 00402514	56430R	AGUON, ORLANDO	12/22/22	550.00	MW	IS	
AP CHK 00402515	29880	AIRGAS USA LLC	12/22/22	123.01	MW	IS	
AP CHK 00402516	48347	ALAMEDA COUNTY SHERIFF'S OF	12/22/22	1,275.00	MW	IS	
AP CHK 00402517	14004	ALERT PEST CONTROL COMPANY	12/22/22	165.00	MW	IS	
AP CHK 00402518	40755	AMAZON	12/22/22	488.98	MW	IS	
AP CHK 00402519	56231	AMAZON CAPITAL SERVICES INC	12/22/22	5,540.32	MW	IS	
AP CHK 00402520	45439JPA	AMERICAN MEDICAL RESPONSE	12/22/22	500.00	MW	IS	
AP CHK 00402521	14988	AMERICAN TOWER CORPORATION	12/22/22	8,712.83	MW	IS	
AP CHK 00402522	42310	AMERINAT	12/22/22	1,565.40	MW	IS	
AP CHK 00402523	24868	ANIXTER INC	12/22/22	4,270.56	MW	IS	
AP CHK 00402524	34182	ARTEX GROUP INC	12/22/22	1,624.00	MW	IS	
AP CHK 00402525	1101	AT&T	12/22/22	98.00	MW	IS	
AP CHK 00402526	32577	AT&T	12/22/22	390.74	MW	IS	
AP CHK 00402527	32577	AT&T	12/22/22	10,610.22	MW	IS	
AP CHK 00402528	32577	AT&T	12/22/22	1,711.86	MW	IS	
AP CHK 00402529	45195	AT&T	12/22/22	325.00	MW	IS	
AP CHK 00402530	6413	AT&T MOBILITY	12/22/22	4,591.71	MW	IS	
AP CHK 00402531	6413	AT&T MOBILITY	12/22/22	603.60	MW	IS	
AP CHK 00402532	6413	AT&T MOBILITY	12/22/22	1,287.68	MW	IS	
AP CHK 00402533	6413	AT&T MOBILITY	12/22/22	2,092.48	MW	IS	
AP CHK 00402534	44649	ATLAS COPCO COMPRESSORS LLC	12/22/22	1,599.26	MW	IS	
AP CHK 00402535	44506R	ATLAS PLUMBING AND ROOTER I	12/22/22	2,000.00	MW	IS	
AP CHK 00402536	29643	AUTO COLLISION CENTER	12/22/22	11,163.61	MW	IS	
AP CHK 00402537	57170	BARBADILLO PAISO, LIANE	12/22/22	120.00	MW	IS	
AP CHK 00402538	2495	BARKER BLUE DIGITAL IMAGING	12/22/22	349.08	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00402539	19200	BIRITE FOODSERVICE DISTRIBUT	12/22/22	5,149.58	MW	IS	
AP CHK 00402540	20204	BKF ENGINEERS	12/22/22	1,731.50	MW	IS	
AP CHK 00402541	57285R	BONICCA, RODOLFO	12/22/22	500.00	MW	IS	
AP CHK 00402542	3349	BROADMOOR LANDSCAPE SUPPLY	12/22/22	1,027.64	MW	IS	
AP CHK 00402543	40366	BSN SPORTS LLC	12/22/22	12,085.32	MW	IS	
AP CHK 00402544	42408R	C M CONSTRUCTION	12/22/22	1,000.00	MW	IS	
AP CHK 00402545	46072R	CABLECOM LLC	12/22/22	6,630.00	MW	IS	
AP CHK 00402546	33981	CAGWIN & DORWARD	12/22/22	366.00	MW	IS	
AP CHK 00402547	36927	CALCON SYSTEMS INC	12/22/22	19,366.16	MW	IS	
AP CHK 00402548	1504	CALIFORNIA MUNICIPAL REVENUE	12/22/22	150.00	MW	IS	
AP CHK 00402549	1196	CALIFORNIA WATER SERVICE CO	12/22/22	37.12	MW	IS	
AP CHK 00402550	1196	CALIFORNIA WATER SERVICE CO	12/22/22	119.80	MW	IS	
AP CHK 00402551	17888	CARL WARREN & COMPANY INC	12/22/22	426.40	MW	IS	
AP CHK 00402552	46390R	CATANIA, AGAZIO	12/22/22	500.00	MW	IS	
AP CHK 00402553	28636	CDW GOVERNMENT INC	12/22/22	1,285.54	MW	IS	
AP CHK 00402554	48009	CENGAGE LEARNING INC / GALE	12/22/22	26.41	MW	IS	
AP CHK 00402555	48009	CENGAGE LEARNING INC / GALE	12/22/22	28.12	MW	IS	
AP CHK 00402556	48009	CENGAGE LEARNING INC / GALE	12/22/22	82.10	MW	IS	
AP CHK 00402557	48009	CENGAGE LEARNING INC / GALE	12/22/22	24.27	MW	IS	
AP CHK 00402558	10299JPA	CENTRAL COUNTY FIRE DEPARTM	12/22/22	14,678.42	MW	IS	
AP CHK 00402559	20877	CHICK N COOP RESTAURANT	12/22/22	1,000.00	MW	IS	
AP CHK 00402560	55100R	CHOW, GILLIAN	12/22/22	158.02	MW	IS	
AP CHK 00402561	51204	CINTAS CORPORATION	12/22/22	333.78	MW	IS	
AP CHK 00402562	3678	CINTAS CORPORATION #464	12/22/22	3,419.34	MW	IS	
AP CHK 00402563	46465JPA	CITY OF BELMONT	12/22/22	3,072.08	MW	IS	
AP CHK 00402564	6649JPA	CITY OF BRISBANE	12/22/22	2,339.33	MW	IS	
AP CHK 00402565	43155JPA	CITY OF DALY CITY	12/22/22	7,985.50	MW	IS	
AP CHK 00402566	5342JPA	CITY OF FOSTER CITY	12/22/22	3,672.08	MW	IS	

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AP CHK 00402567	6034JPA	CITY OF PACIFICA	12/22/22	2,532.58	MW	IS	
AP CHK 00402568	55405JPA	CITY OF REDWOOD CITY	12/22/22	4,045.00	MW	IS	
AP CHK 00402569	20562JPA	CITY OF SAN BRUNO	12/22/22	1,035.67	MW	IS	
AP CHK 00402570	46083JPA	CITY OF SAN CARLOS	12/22/22	3,806.92	MW	IS	
AP CHK 00402571	25816JPA	CITY OF SAN MATEO	12/22/22	7,972.75	MW	IS	
AP CHK 00402572	40147	CITY TOYOTA	12/22/22	346.45	MW	IS	
AP CHK 00402573	18465	CLEARLITE TROPHIES	12/22/22	238.98	MW	IS	
AP CHK 00402574	17086	COKER PUMP AND EQUIPMENT CO	12/22/22	3,413.63	MW	IS	
AP CHK 00402575	25819JPA	COLMA FIRE PROTECTION DISTR	12/22/22	1,862.00	MW	IS	
AP CHK 00402576	42205	COLMA FIREMEN'S SOCIAL CLUB	12/22/22	120.00	MW	IS	
AP CHK 00402577	39678	COLONIAL ORNAMENTAL IRON WO	12/22/22	11,400.00	MW	IS	
AP CHK 00402578	48517	COMCAST	12/22/22	134.25	MW	IS	
AP CHK 00402579	48645	COMCAST	12/22/22	83.00	MW	IS	
AP CHK 00402580	49446	COMCAST	12/22/22	236.66	MW	IS	
AP CHK 00402581	56468	COMCAST	12/22/22	149.45	MW	IS	
AP CHK 00402582	12578	COMPLETE LINEN SERVICES INC	12/22/22	156.31	MW	IS	
AP CHK 00402583	52002	CONTRA COSTA COUNTY SHERIFF	12/22/22	1,144.00	MW	IS	
AP CHK 00402584	2930	CONTRACTORS ELECTRICAL DIST	12/22/22	353.03	MW	IS	
AP CHK 00402585	56253	CORE & MAIN LP	12/22/22	1,910.34	MW	IS	
AP CHK 00402586	54055R	COSMIC RENOVATION AND ROOFI	12/22/22	209.00	MW	IS	
AP CHK 00402587	14930	COUNTY OF SAN MATEO	12/22/22	246.76	MW	IS	
AP CHK 00402588	17561	COUNTY OF SAN MATEO	12/22/22	601,405.00	MW	IS	
AP CHK 00402589	G-ALLEN2	COURT-ORDERED DEBT COLLECTI	12/22/22	52.56	MW	IS	
AP CHK 00402590	48323	CRYSTAL CREAMERY	12/22/22	488.70	MW	IS	
AP CHK 00402591	28906	CSG CONSULTANTS INC	12/22/22	5,150.00	MW	IS	
AP CHK 00402592	1836	DAILY JOURNAL CORPORATION	12/22/22	33.00	MW	IS	
AP CHK 00402593	1414	DALY CITY CENTRAL CASHIER	12/22/22	1,476.86	MW	IS	
AP CHK 00402594	1793	DALY CITY TOOL MART	12/22/22	45.32	MW	IS	

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AP CHK 00402595	51806	DAVID J POWERS & ASSOCIATES	12/22/22	95.00	MW	IS	
AP CHK 00402596	55280R	DE LEON, LEYDI DIAZ	12/22/22	400.00	MW	IS	
AP CHK 00402597	47533	DEPARTMENT OF INDUSTRIAL RE	12/22/22	192,481.41	MW	IS	
AP CHK 00402598	1299	DEPARTMENT OF JUSTICE	12/22/22	590.00	MW	IS	
AP CHK 00402599	20552	DEWEY PEST CONTROL INC	12/22/22	3,250.00	MW	IS	
AP CHK 00402600	26138R	DISCOUNT PLUMBING & HEATING	12/22/22	2,000.00	MW	IS	
AP CHK 00402601	30629LAW	DOWNEY BRAND ATTORNEYS LLP	12/22/22	20,673.00	MW	IS	
AP CHK 00402602	36682	DU ALL SAFETY LLC	12/22/22	1,200.00	MW	IS	
AP CHK 00402603	56853R	DUGHMAN, TAMAMO	12/22/22	2,000.00	MW	IS	
AP CHK 00402604	48177	EAST BAY TIRE CO	12/22/22	1,011.12	MW	IS	
AP CHK 00402605	49830R	ECONOMY PLUMBING	12/22/22	2,000.00	MW	IS	
AP CHK 00402606	54143	EKI ENVIRONMENT & WATER	12/22/22	74.36	MW	IS	
AP CHK 00402607	1049	EQUIFAX INFORMATION SVCS LL	12/22/22	50.00	MW	IS	
AP CHK 00402608	26327	EWING IRRIGATION PRODUCTS I	12/22/22	490.69	MW	IS	
AP CHK 00402609	39474	EXPRESS PLUMBING	12/22/22	11,832.00	MW	IS	
AP CHK 00402610	10971	FEDEX OFFICE	12/22/22	6,133.91	MW	IS	
AP CHK 00402611	26375	FEINBERG, JEANETTE	12/22/22	235.47	MW	IS	
AP CHK 00402612	49393	FIRE SAFETY SUPPLY INCORPOR	12/22/22	56.75	MW	IS	
AP CHK 00402613	57292	FISCHER COMPLIANCE LLC	12/22/22	299.00	MW	IS	
AP CHK 00402614	57284R	FITO PLUMBERS INC	12/22/22	2,500.00	MW	IS	
AP CHK 00402615	G-HOLMES	FRANCHISE TAX BOARD	12/22/22	200.00	MW	IS	
AP CHK 00402616	G1SABADO	FRANCHISE TAX BOARD	12/22/22	290.60	MW	IS	
AP CHK 00402617	57299R	GALLAGHER, PETULA	12/22/22	500.00	MW	IS	
AP CHK 00402618	57288R	GAO, NAI BIN	12/22/22	3,246.11	MW	IS	
AP CHK 00402619	55311	GOLDEN STATE EMERGENCY	12/22/22	332.15	MW	IS	
AP CHK 00402620	57289R	GOLDEN WU CONSTRUCTION INC	12/22/22	3,165.06	MW	IS	
AP CHK 00402621	1754	GRAINGER INC	12/22/22	2,149.92	MW	IS	
AP CHK 00402622	36985	GRAND INDUSTRIES INC	12/22/22	17,735.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00402623	1571	GRANITEROCK	12/22/22	986.85	MW	IS	
AP CHK 00402624	1123	GRAYBAR ELECTRIC CO INC	12/22/22	219.49	MW	IS	
AP CHK 00402625	57294R	GREENSTARR	12/22/22	1,000.00	MW	IS	
AP CHK 00402626	57295R	GREY LAKE CONSTRUCTION	12/22/22	2,000.00	MW	IS	
AP CHK 00402627	56373R	GUILLEN, AUSTIN	12/22/22	250.00	MW	IS	
AP CHK 00402628	57300R	GUTIERREZ-BAIONI, ISBELLA	12/22/22	263.59	MW	IS	
AP CHK 00402629	33992R	HALVORSON, DANECA	12/22/22	124.02	MW	IS	
AP CHK 00402630	52074	HARD DRIVE GRAPHICS	12/22/22	785.61	MW	IS	
AP CHK 00402631	3702	HARRINGTON INDUSTRIAL PLAST	12/22/22	469.62	MW	IS	
AP CHK 00402632	57244R	HERRERA, LAUREN	12/22/22	5,188.63	MW	IS	
AP CHK 00402633	9049	HI TECH EVS INC	12/22/22	2,757.20	MW	IS	
AP CHK 00402634	57151R	HOLT CONSTRUCTION	12/22/22	23,091.00	MW	IS	
AP CHK 00402635	54590	HOME DEPOT PRO, THE	12/22/22	3,476.08	MW	IS	
AP CHK 00402636	41818	HUNTINGTON COURT REPORTERS	12/22/22	182.29	MW	IS	
AP CHK 00402637	31781	INNOVATIVE CLAIM SOLUTIONS	12/22/22	16,032.17	MW	IS	
AP CHK 00402638	57297R	ISIDRO TR, MANUEL AND AUREL	12/22/22	500.00	MW	IS	
AP CHK 00402639	56472R	J5 INFRASTRUCTURE PARTNERS	12/22/22	1,000.00	MW	IS	
AP CHK 00402640	57130R	JAKOSALEM, JOHN JACOB	12/22/22	779.32	MW	IS	
AP CHK 00402641	17173	JOHNSON, TODD	12/22/22	250.00	MW	IS	
AP CHK 00402642	47002MED	KAISER PERMANENTE	12/22/22	3,050.41	MW	IS	
AP CHK 00402643	22450	KAPCO	12/22/22	53.05	MW	IS	
AP CHK 00402644	22450	KAPCO	12/22/22	529.00	MW	IS	
AP CHK 00402645	22450	KAPCO	12/22/22	360.00	MW	IS	
AP CHK 00402646	56294	KELLY SPICERS FACILITIES SO	12/22/22	471.65	MW	IS	
AP CHK 00402647	39604	KIMBALL MIDWEST	12/22/22	260.93	MW	IS	
AP CHK 00402648	49450R	KUCHARSKI, PAWEL	12/22/22	169.53	MW	IS	
AP CHK 00402649	13776	LANGUAGE LINE SERVICES	12/22/22	187.63	MW	IS	
AP CHK 00402650	54451R	LAVU CONCRETE CONSTRUCTION	12/22/22	500.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00402651	48008LAW	LAW OFFICES OF BURKE WILLIA	12/22/22	5,724.00	MW	IS	
AP CHK 00402652	1148	LAWSON PRODUCTS INC	12/22/22	111.89	MW	IS	
AP CHK 00402653	33497	LEGACY MECHANICAL & ENERGY	12/22/22	941.88	MW	IS	
AP CHK 00402654	37641	LEXIPOL LLC	12/22/22	11,524.15	MW	IS	
AP CHK 00402655	14431	LINDE INC	12/22/22	6,668.33	MW	IS	
AP CHK 00402656	57296R	LOBO, JULIETA	12/22/22	500.00	MW	IS	
AP CHK 00402657	57281R	LOPEZ, ANTONIO	12/22/22	400.00	MW	IS	
AP CHK 00402658	29332	LORAL LANDSCAPING	12/22/22	5,325.00	MW	IS	
AP CHK 00402659	57283R	LOWERS, DAVID	12/22/22	2,000.00	MW	IS	
AP CHK 00402660	57287R	MARGOLIS, SIMON	12/22/22	500.00	MW	IS	
AP CHK 00402661	57282R	MARQUEE FIRE PROTECTION	12/22/22	2,117.00	MW	IS	
AP CHK 00402662	56594	MASAMORI, DARLENE	12/22/22	384.00	MW	IS	
AP CHK 00402663	15393	MCMASTER-CARR	12/22/22	89.67	MW	IS	
AP CHK 00402664	25805JPA	MENLO PARK FIRE PROTECTION	12/22/22	11,527.58	MW	IS	
AP CHK 00402665	37348	METROPOLITAN ELECTRICAL CON	12/22/22	7,874.00	MW	IS	
AP CHK 00402666	48091R	MODUS INC	12/22/22	4,000.00	MW	IS	
AP CHK 00402667	54757	MSI FUEL MANAGEMENT	12/22/22	454.50	MW	IS	
AP CHK 00402668	15210	MUNICIPAL MAINTENANCE EQUIP	12/22/22	1,329.19	MW	IS	
AP CHK 00402669	7855	NATIONAL SAFETY COUNCIL	12/22/22	965.00	MW	IS	
AP CHK 00402670	52422	NICHOLS CONSULTING ENGINEER	12/22/22	3,303.75	MW	IS	
AP CHK 00402671	25761	NORTHERN SAFETY CO INC	12/22/22	828.30	MW	IS	
AP CHK 00402672	37861R	OBLANCA, JEFFREY	12/22/22	120.00	MW	IS	
AP CHK 00402673	54672	OCEAN TREASURES SERVICING I	12/22/22	347.60	MW	IS	
AP CHK 00402674	56821	ODP BUSINESS SOLUTIONS LLC	12/22/22	491.49	MW	IS	
AP CHK 00402675	56822	ODP BUSINESS SOLUTIONS LLC	12/22/22	1,308.61	MW	IS	
AP CHK 00402676	56543	OFF THE GRID SERVICES LLC	12/22/22	2,294.00	MW	IS	
AP CHK 00402677	54185R	ORTEGA, JOSE	12/22/22	365.37	MW	IS	
AP CHK 00402678	57298R	PACIFIC CONSTRUCTION AND DE	12/22/22	2,000.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00402679	32927	PACIFIC FIRE SAFE FIRE EXTI	12/22/22	422.16	MW	IS	
AP CHK 00402680	10360R	PACIFIC GAS & ELECTRIC	12/22/22	73,470.00	MW	IS	
AP CHK 00402681	1216	PACIFIC GAS & ELECTRIC	12/22/22	208,554.41	MW	IS	
AP CHK 00402682	29252	PACIFIC PRODUCE INC	12/22/22	947.00	MW	IS	
AP CHK 00402683	36907R	PATOLO, MIKE	12/22/22	130.83	MW	IS	
AP CHK 00402684	47135	PENINSULA FAMILY SERVICE	12/22/22	7,673.00	MW	IS	
AP CHK 00402685	55742	PENNE BROTHERS LLC DBA YOUN	12/22/22	1,344.00	MW	IS	
AP CHK 00402686	1659	PETERSON	12/22/22	118,050.91	MW	IS	
AP CHK 00402687	47044	PETERSON TRUCKS INC	12/22/22	219.82	MW	IS	
AP CHK 00402688	25817JPA	POINT MONTARA HALF MOON BAY	12/22/22	6,665.25	MW	IS	
AP CHK 00402689	55264	POWERDMS INC	12/22/22	8,963.83	MW	IS	
AP CHK 00402690	30430R	PRESTON PIPELINES	12/22/22	2,000.00	MW	IS	
AP CHK 00402691	34637	PROMOTABLES LLC	12/22/22	320.81	MW	IS	
AP CHK 00402692	53664	PROPRINT	12/22/22	11,447.57	MW	IS	
AP CHK 00402693	14449	R & S ERECTION OF SAN MATEO	12/22/22	4,826.00	MW	IS	
AP CHK 00402694	48668JPA	RAVNTECH CORPORATION	12/22/22	10,764.79	MW	IS	
AP CHK 00402695	50803	READYREFRESH BY NESTLE	12/22/22	636.87	MW	IS	
AP CHK 00402696	52843R	S F UNDERGROUND	12/22/22	12,500.00	MW	IS	
AP CHK 00402697	41460	SABRE BACKFLOW LLC	12/22/22	439.89	MW	IS	
AP CHK 00402698	1087	SAFETY KLEEN SYSTEMS INC	12/22/22	1,211.94	MW	IS	
AP CHK 00402699	45148	SAFEWAY SIGN COMPANY	12/22/22	780.53	MW	IS	
AP CHK 00402700	53557	SAN FRANCISCO HARLEY DAVIDS	12/22/22	1,652.92	MW	IS	
AP CHK 00402701	43158JPA	SAN MATEO COUNTY FIRE COUNT	12/22/22	12,775.67	MW	IS	
AP CHK 00402702	18047	SAN MATEO COUNTY PUBLIC	12/22/22	767,295.00	MW	IS	
AP CHK 00402703	57291R	SANCHEZ, ADRIAN	12/22/22	763.00	MW	IS	
AP CHK 00402704	54580R	SANTIAGO, KARINA	12/22/22	400.00	MW	IS	
AP CHK 00402705	50625R	SF CROWN ROOFING INC	12/22/22	209.00	MW	IS	
AP CHK 00402706	57286R	SFWD	12/22/22	1,750.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00402707	8782	SHERROD, RICHARD	12/22/22	3,726.00	MW	IS	
AP CHK 00402708	23742	SHOE DEPOT INC	12/22/22	935.59	MW	IS	
AP CHK 00402709	49695	SHRED IT USA	12/22/22	173.01	MW	IS	
AP CHK 00402710	52666	SHRED WORKS INC	12/22/22	46.00	MW	IS	
AP CHK 00402711	54955R	SKYBLUE BUILDERS	12/22/22	456.89	MW	IS	
AP CHK 00402712	37110R	SOLIS, ELIZABETH	12/22/22	710.56	MW	IS	
AP CHK 00402713	2055	SOUTH CITY LUMBER & SUPPLY	12/22/22	2,084.68	MW	IS	
AP CHK 00402714	57167	SPECIALTY SERVICES	12/22/22	6,430.00	MW	IS	
AP CHK 00402715	55731R	SRC ROOFING	12/22/22	209.00	MW	IS	
AP CHK 00402716	20534	ST FRANCIS ELECTRIC INC	12/22/22	1,610.80	MW	IS	
AP CHK 00402717	6352	STATE BAR OF CALIFORNIA	12/22/22	1,120.00	MW	IS	
AP CHK 00402718	9339	STATE WATER RESOURCES CONTR	12/22/22	44,169.00	MW	IS	
AP CHK 00402719	40900	STEVENS BAY AREA DIESEL SER	12/22/22	1,199.97	MW	IS	
AP CHK 00402720	57290	STRYKER SALES LLC	12/22/22	2,218.50	MW	IS	
AP CHK 00402721	51439	SWEET DELIGHT BAKERY	12/22/22	1,450.00	MW	IS	
AP CHK 00402722	29237	SYNAGRO WEST LLC	12/22/22	28,570.08	MW	IS	
AP CHK 00402723	45319	T MOBILE USA INC	12/22/22	225.00	MW	IS	
AP CHK 00402724	39424	TARGET SOLUTIONS LEARNING L	12/22/22	10,350.00	MW	IS	
AP CHK 00402725	56988	TARRAR UTILITY CONSULTANTS	12/22/22	3.36	MW	IS	
AP CHK 00402726	13852	TELECOMMUNICATIONS ENGINEER	12/22/22	2,887.00	MW	IS	
AP CHK 00402727	42970JPA	TELECOMMUNICATIONS ENGINEER	12/22/22	24,481.80	MW	IS	
AP CHK 00402728	28995	THOMSON REUTERS	12/22/22	1,179.09	MW	IS	
AP CHK 00402729	15836	TJKM TRANSPORTATION CONSULT	12/22/22	145.00	MW	IS	
AP CHK 00402730	53970	TRIDENT K9 CONSULTING	12/22/22	13,734.38	MW	IS	
AP CHK 00402731	52033	TRIEPEI SMITH & ASSOCIATES	12/22/22	1,757.70	MW	IS	
AP CHK 00402732	56630	UNDERGROUND REPUBLIC WATER	12/22/22	403.22	MW	IS	
AP CHK 00402733	31894R	UNITED ROOFING COMPANY	12/22/22	209.00	MW	IS	
AP CHK 00402734	32209	UNIVAR SOLUTIONS USA INC	12/22/22	5,734.35	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00402735	37684	USA BLUE BOOK	12/22/22	522.65	MW	IS	
AP CHK 00402736	38095	VALLEY POWER SYSTEMS NORTH	12/22/22	36.00	MW	IS	
AP CHK 00402737	57293R	VERIDIANO, FRANCISCO	12/22/22	500.00	MW	IS	
AP CHK 00402738	3376	VERITIV OPERATING COMPANY	12/22/22	3,416.42	MW	IS	
AP CHK 00402739	29329	VERIZON WIRELESS SERVICES L	12/22/22	260.94	MW	IS	
AP CHK 00402740	29329	VERIZON WIRELESS SERVICES L	12/22/22	183.76	MW	IS	
AP CHK 00402741	41809	VESTRA RESOURCES INC	12/22/22	134.00	MW	IS	
AP CHK 00402742	48249	VSS INTERNATIONAL INC	12/22/22	1,295,800.41	MW	IS	
AP CHK 00402743	50485	WAVE BROADBAND	12/22/22	243.51	MW	IS	
AP CHK 00402744	50485	WAVE BROADBAND	12/22/22	1,079.95	MW	IS	
AP CHK 00402745	50485	WAVE BROADBAND	12/22/22	1,295.00	MW	IS	
AP CHK 00402746	3691	WECO INDUSTRIES LLC	12/22/22	5,726.60	MW	IS	
AP CHK 00402747	49085	WEST COAST ARBORISTS INC	12/22/22	42,175.00	MW	IS	
AP CHK 00402748	57265	WESTLAKE COFFEE SHOP	12/22/22	1,291.09	MW	IS	
AP CHK 00402749	1095	WESTLAKE ECO SOFT-TOUCH	12/22/22	264.85	MW	IS	
AP CHK 00402750	30684	WHITE CAP LP	12/22/22	305.00	MW	IS	
AP CHK 00402751	21984	WONG, ANTHONY	12/22/22	891.00	MW	IS	
AP CHK 00402752	18388JPA	WOODSIDE FIRE PROTECTION DI	12/22/22	8,271.67	MW	IS	
AP CHK 00402753	17364	WORLD BOOK INC	12/22/22	295.68	MW	IS	
AP CHK 00402754	53426	WRECO	12/22/22	89,000.00	MW	IS	
AP CHK 00402755	41132	WRIGHT, CHARLAYNE	12/22/22	312.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
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G R A N D T O T A L S:									
		Total Void Machine Written		0.00		Number of Checks Processed:		0	
		Total Void Hand Written		0.00		Number of Checks Processed:		0	
		Total Machine Written		4,117,849.18		Number of Checks Processed:		245	
		Total Hand Written		0.00		Number of Checks Processed:		0	
		Total Reversals		0.00		Number of Checks Processed:		0	
		Total Cancelled		0.00		Number of Checks Processed:		0	
		Total EFTs		0.00		Number of EFTs Processed:		0	
		Total EPAYs		0.00		Number of EPAYs Processed:		0	
		G R A N D T O T A L		4,117,849.18					



City Council Meeting Agenda Report

Item # _____

Meeting Date: January 23, 2023

Subject: Update on Status of Development of SamTrans Property at 3501 Junipero Serra Boulevard (Park and Ride Lot)

Recommendation

Receive a presentation from SamTrans regarding the potential development of their property at 3501 Junipero Serra Boulevard (Park and Ride Lot) and consider submitting a letter of support to State of California Department of Transportation.

Discussion

The 8.7-acre site is located in Daly City, adjacent to the Colma BART station. SamTrans currently uses the site for BART parking and for bus layover and is seeking to partner with a private developer to develop the lot into a primarily residential transit-oriented development project consisting of at least 500 residential units, with at least 75 units for very low-income and low-income households. The Federal Highway Administration, through Caltrans, approval is necessary to allow for development of the site. Therefore, SamTrans is seeking a letter of support from the City of Daly City to Caltrans to have this property approved for development. MTC and BART have already submitted letters and are attached for reference.

Respectfully submitted,

Tatum Mothershead

Director, Economic and Community Development

Attachments

BART Letter of Support

MTC Letter of Support



SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

2150 Webster Street, P.O. Box 12688
Oakland, CA 94604-2688
(510) 464-6000

2022

August 31, 2022

Rebecca Saltzman
PRESIDENT

Janice Li
VICE PRESIDENT

Robert Powers
GENERAL MANAGER

Ms. Dina El-Tawansy
District Director – District 4
State of California – Department of Transportation
111 Grand Avenue, 15th floor
Oakland, CA 94612

Dear Ms. El-Tawansy

DIRECTORS

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1ST DISTRICT

Mark Foley
2ND DISTRICT

Rebecca Saltzman
3RD DISTRICT

Robert Raburn, Ph.D.
4TH DISTRICT

John McPartland
5TH DISTRICT

Elizabeth Ames
6TH DISTRICT

Lateefah Simon
7TH DISTRICT

Janice Li
8TH DISTRICT

Bevan Duffy
9TH DISTRICT

Re: Letter in Support of SamTrans' Development of the Colma Park & Ride Lot

We are writing this letter in support of the residential development of the Colma Park & Ride Lot ("Lot") by its owner the San Mateo County Transit District ("SamTrans"). The Lot is located in Daly City, California to the west of the Colma BART Station and is connected to the BART station by a viaduct.

The 817-space Lot was built before the Colma BART Station opened. Subsequent to the construction of the Lot, BART opened the Colma BART station and several years later added four other stations (South San Francisco, San Bruno, San Francisco International Airport and Millbrae) as part of the BART SFO Extension Project.

The EIR for the lot was conducted when Daly City BART was the southern terminus of the entire BART system. In the EIR Purpose and Need section, the following four factors, which are listed below, were provided as to why the LOT was needed. These are no longer valid after the construction of the Colma BART Station and the BART SFO Extension Project:

1. To provide additional park and ride facilities for commuters to SAMTRANS buses or ride sharing opportunities.

After the construction of the Colma BART Station, SamTrans commuter buses no longer provide commuter service to San Francisco, but rather serve as a connection to BART

2. To meet an immediate need for an additional 700 parking spaces for Bay Area Regional Transit (BART) riders using the Daly City BART Station

Since the Park & Ride pre-dates both the Colma and BART SFO Extension Project, any demand for additional Daly City parking has since been addressed by the development of the four additional stations build as part of the BART SFO Extension Project.

3. To serve as mitigation for the Daly City BART Station Turnback Improvement Alternatives Environmental Impact Statement from 1982.

The EA/EIR for the Turnback project noted "long term adverse traffic and parking impacts associated with ridership growth, suggested mitigation measures which also included the promotion of 'satellite parking lots with shuttle bus service to the BART station'." As noted above, with the Colma BART station adjacent to the Daly City station, there is no longer a need for "shuttle bus service" to address traffic impacts in Daly City, as riders can simply take BART from Colma and other locations to Daly City BART and beyond.

August 31, 2022

Page 2

4. To address future increases in BART ridership,

This factor involves expected increases in BART ridership at the Daly City BART station, which “will adversely affect the already congested intersections of John Daly Boulevard and Junipero Serra Boulevard and add to the parking shortage near the [Daly City] BART station”, which requirement was rendered moot by the SFO Extension Project

We understand SamTrans plans to partner with a private developer to develop the lot into a primarily residential transit-oriented development (TOD) project consisting of at least 500 residential units, with at least 75 units for very low-income and low-income households. We have had the opportunity to review the report by Fehr & Peers dated September 17, 2014 and concur with its conclusion that development of the site, as described above, will have a positive impact on BART ridership in both the short and long term. The report shows that after development is in place, ridership will increase by 445 riders per day when compared to ridership if the lot were to remain in place. Further, the report shows that *even if the lot were at full capacity*, BART ridership would be higher after development than it would be if the property were to continue as a parking lot. Other reports reviewed by BART show that the development will decrease regional vehicle miles traveled and greenhouse gases generated.

BART’s 2016 TOD and Access Policy framework supports development of parking lots if such development increases agency ridership; therefore, we recommend that SamTrans be allowed to proceed with development of the lot.

We understand FHWA approval, through Caltrans, is necessary to allow the development to proceed. For the reasons outlined above, we hereby request that Caltrans support development of the lot and urge the FHWA to do the same.

Please feel free to contact me at (510) 287-4705 with questions or concerns.

Sincerely,



Tim Chan
Group Manager - Station Area Planning
BART Planning & Development

CC: April Chan, SamTrans



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105
415.778.6700
www.mtc.ca.gov

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Vacant
U.S. Department of Housing and Urban
Development

Therese W. McMillan
Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Brad Paul
Deputy Executive Director, Local
Government Services

October 10, 2022

Ms. Dina El-Tawansy
District Director – District 4
State of California – Department of Transportation
111 Grand Avenue, 15th floor
Oakland, CA 94612

Dear Ms. El-Tawansy

Re: Letter in Support of SamTrans Development of the Colma Park & Ride Lot

MTC staff were recently briefed by staff from the San Mateo County Transit District (SamTrans) regarding the residential development proposed at the Colma Park & Ride Lot (“Lot”) by its owner, the San Mateo County Transit District (“SamTrans”). The lot is located in Daly City to the west of the Colma BART Station and is connected to the BART station by a viaduct.

We understand that the 817-space Lot was built before the Colma BART Station opened. Following construction of the Lot, BART opened the Colma BART station, and several years later added four other stations (South San Francisco, San Bruno, San Francisco International Airport and Millbrae), which have significantly reduced parking demand at the Colma Lot. We understand that currently, the Lot peaks at only 11% vehicle occupancy during the morning rush hour. This is a considerable decrease from 2018 when the Lot was already underutilized at 67% occupancy during the morning peak.

We also understand that SamTrans plans to partner with a private developer to develop the Lot into a primarily residential transit-oriented development (TOD) project consisting of at least 500 residential units, with at least 75 units for very low-income and low-income households. Should the Lot become available for residential use, Daly City could include this parcel as an opportunity site in their upcoming housing element, which will help enable the City’s compliance with the state-mandated Regional Housing Needs Allocation (RHNA). A 2014 consultant report conducted for the project found that development of the site, as described, would have a positive impact on BART ridership in both the short and long term compared to ridership if the Lot were to remain in place.

MTC supports the redevelopment of this underutilized site, for the following reasons:

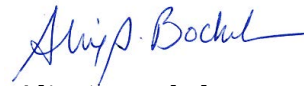
- The project clearly supports a key strategy in Plan Bay Area 2050, the Bay Area’s adopted Regional Transportation Plan/Sustainable Communities Strategy, to accelerate the reuse of public land for mixed-income housing and community services.

- The project supports MTC’s recently adopted Transit-Oriented Communities (TOC) Policy, which establishes new density thresholds for residential and other development around fixed-guideway transit stations throughout the Bay Area. The project will help to support transit ridership, ease the region’s housing shortage, and reduce vehicle miles traveled (VMT).
- The project helps enable Daly City’s compliance with the state-mandated RHNA targets, which require the Bay Area to plan and zone for 441,000 new housing units over the next 8 years.

We understand FHWA approval, through Caltrans, is necessary to allow the development to proceed. For the reasons outlined above, MTC staff support residential development of the Lot and encourage Caltrans and FHWA to do the same.

Please contact MTC staff Therese Trivedi (ttrivedi@bayareametro) or my staff with questions or concerns.

Sincerely,



Alix A. Bockelman
Deputy Executive Director, Policy

CC: April Chan, Executive Officer, Planning & Development, SamTrans;
Jean Finney, Office Chief, Transit and Community Planning, Caltrans;
Michael Van Lonkhuyzen, Planning Manager, Daly City

DRAFT LETTER

Ms. Dina El-Tawansy
District Director – District 4
State of California – Department of Transportation
111 Grand Avenue, 15th Floor
Oakland, CA 94612

Re: Letter in Support of SamTrans Development of the Colma Park and Ride Lot

Dear Ms. El-Tawansy,

The Daly City City Council received a presentation from SamTrans staff at the regular meeting of January 23, 2023 regarding the District's proposed residential development at the Colma Park and Ride Lot. The lot is located in Daly City to the west of the Colma BART Station.

The City understands that the 817-space lot was built before the Colma BART Station was opened. Subsequent to the construction of the lot, BART opened the Colma BART Station and several years later added four other stations as part of the BART SFO Extension Project. These additional stations have significantly reduced the demand for parking at the Colma Station as it is no longer the end of the line for BART users in San Mateo County. Our understanding is that the lot peaks at only 11% vehicle occupancy during the morning rush hour.

SamTrans plans to partner with a private developer to develop the lot into a primarily residential transit oriented development consisting of at least 500 residential units, with at least 75 units for very low-income and low-income households, exceeding the City's Inclusionary Housing Ordinance requirements. Utilization of this lot for housing would help the City comply with the state-mandated Regional Housing Needs Allocation. A 2014 consultant report conducted for the project found that development of the site, as described, would have a positive impact on BART ridership in both the short and long term compared to ridership if the lot remained in its current state.

The City understands FWH approval, through Caltrans, is necessary to allow the development to proceed. The City of Daly City supports residential development of the lot and encourages Caltrans and FHWA to do the same.

Sincerely,

Mayor Raymond A. Buenaventura



City Council Meeting Agenda Report

Item # _____

Meeting Date: January 23, 2023

Subject: Citrus Pump Station Roof Replacement

Recommended Action

Authorize staff to enter into an agreement for construction services with Dubois Roofing to replace the Citrus Pump Station roof in the amount not to exceed \$109,712.30.

Background/Discussion

In December 2022, multiple rain events took place. As a result, staff identified the Citrus Pump Station roof leaking onto the sidewalk on Niantic Ave, adjacent to the Public Works Building Maintenance Division. Further assessment determined immediate action and a temporary spot repair was performed to stop leakage and prevent damage to roof infrastructure until full replacement is accomplished.

A site walkthrough for this project was scheduled for December 19, and experienced roofing contractors were notified by staff. On that day, four roofing contractors attended to assess and review the required scope for roof replacement. Proposals were due on January 5, 2023, and each company that attended provided a proposal and cost. Below in the table are four roofing contractors base proposals:

Roofing Contractors	Base Proposal Cost
Dubois Roofing	\$95,402.00
Pioneer Contractors	\$106,522.00
Strong Building Services	\$127,000.00
San Francisco Roofing Services, Inc.	\$144,500.00

Dubois Roofing possesses a California Contractors State License Board, license #812304, and has been in business since 1996.

Staff is also requesting a 15% contingency in the amount of \$14,310.30, for a total not to exceed \$109,712.30.

Fiscal Impact

Sufficient funds are available in the Water Capital Fund: **41-385-701-4536** to provide for this action.

Summary/Conclusion

Authorize staff to enter into an agreement with Dubois Roofing to provide construction services for Citrus Roof Replacement in the amount not to exceed \$109,712.30.

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

Respectfully submitted,

Michael Patolo
Plant and Equipment Maintenance Manager

Joshua Cosgrove
Acting Director of Water and Wastewater Resources