

CITY OF DALY CITY

Regular Meeting - CITY COUNCIL

AGENDA

Monday, November 25, 2024 - 7:00 PM

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

To watch the live telecast:

<https://www.youtube.com/@DalyCityGov/streams>, <https://www.dalycity.org/agendas>, or Comcast Channel 27

PUBLIC PARTICIPATION

There are three ways to submit public comments: (1) submit written comments by meeting day, (2) submit written comments during the meeting, and (3) attend the meeting in person.

1. To submit written comments by meeting day, please email cityclerk@dalycity.org and include “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.

Please note: Any emailed comments received after 4:00 p.m. on the meeting date are not guaranteed to be received by the City Council prior to the meeting. Comments are not read aloud into the record.

2. During the meeting, you may visit www.dalycity.org/agendas to submit comments using the Public Comment form to address the City Council on a specific item, or during the public comment period, and such comments are delivered to the City Council and City Staff during the meeting, and may be read into the record at the time they are received.

3. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the Council Chamber and submit it 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 (650) 991-8078 as soon as possible.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ROLL CALL:

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.

PRESENTATIONS:

1. Proclamation - Holy Angels 5th Grade Volleyball Team

APPROVAL OF MINUTES:

2. Special Meeting of November 12, 2024

APPROVAL OF AGENDA:

3. Regular Meeting of November 25, 2024

ORAL COMMENT:

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:

4. Fiscal Year 2024 Annual Report on Collection and Use of Developer Public Facility Fees
5. Authorize the City Manager to Execute Professional Services Contract with Maze & Associates for Independent Audit Services
6. Consider Partnership with the Pilipino Bayanihan Resource Center for the 'Handog 2024: Concert for a Cause' at the Pacelli Event Center
7. Consider Partnership with Pacific Islands Together for the Pickleball Tournament Toy Drive
8. Set Time and Place of Public Hearing - Proposed Ordinance Adding Chapter 2.60 - Women's Commission
(Set Hearing: 12/9/24)

Check Registers:

9. Check Registers for the Month of October 2024

END OF CONSENT AGENDA

PUBLIC HEARINGS:

10. Proposed Increase in Development Impact Fees (AB1600)

STAFF: Amanda Halbur

RECOMMENDATION: Open/Close Hearing
Adopt Resolution by Roll Call Vote

11. Amendment to the City's Purchasing Ordinance and Adoption of Purchasing Policy

STAFF: Tim Nevin

RECOMMENDATION: Open/Close Hearing
Motion for City Attorney to Read by Title Only
Councilmember Introduce Ordinance
Adopt Resolution by Roll Call Vote

RESOLUTIONS:

12. Adopt the Ramaytush Ohlone Land Acknowledgement Resolution

STAFF: Leilani Ramos

RECOMMENDATION: Adopt Resolution by Roll Call Vote

13. Appoint Representative to the Board of Trustees of the San Mateo County Mosquito & Vector Control District

STAFF: Leilani Ramos

RECOMMENDATION: Adopt Resolution by Roll Call Vote

APPOINTMENTS: Board/Commission Membership Committee Appointments

REPORTS:

14. Council Committee

15. City Council

16. Staff

ADJOURNMENT:

Proclamation

Holy Angels 5th Grade Volleyball Team

- WHEREAS,** under the dedicated guidance of their coaches, Jameyline Pagmanua and Ilse Campos, the Holy Angels 5th Grade Volleyball Team embarked on a journey defined by passion, teamwork, and perseverance, developing their skills and strategies with unwavering determination; and
- WHEREAS,** this spirited team of eight players began their season with a commitment to excellence, competing fiercely in thrilling matches and achieving an undefeated record of 8-0 during the regular season, a testament to their resilience and bond; and
- WHEREAS,** despite an unexpected mid-playoff division change by the CYO administration that elevated them to a higher level of competition, the Holy Angels 5th Grade Volleyball Team faced the challenge with resolve, defeating formidable opponents, including St. Cecilia and the top-seeded St. John Eagles, in consecutive playoff victories; and
- WHEREAS,** on November 16, 2024, in an electric atmosphere filled with the cheers of their community, Holy Angels 5th Grade Volleyball Team showcased their incredible growth and athleticism, defeating the St. Thomas More Broncos in two decisive sets, 25-12 and 25-11, to claim the CYO Division 4 Championship title; and
- WHEREAS,** the players, Julianne Tumbaga (#25), Reese Ruelos (#11), Camila Campos (#22), Dylan Bonilla (#10), Jaedyn Menenses-Roxas (#26), Rilynne Villar (#27), Samantha Vega (#24), and Camryn Tabalno (#8), embody the spirit of teamwork, perseverance, and excellence, serving as an inspiration to their peers and community.

NOW THEREFORE, I, Juslyn C. Manalo, Mayor of Daly City, and members of the City Council of the City of Daly City, do hereby proclaim sincere congratulations and commend the Holy Angels 5th Grade Volleyball Team for their extraordinary accomplishments and their CYO Division 4 Championship victory. We celebrate their hard work, dedication, and the pride they bring to our community.

Signed and sealed by the Mayor and City Council of
the City of Daly City this 25th day of November
2024.

Juslyn C. Manalo, Mayor

Dr. Roderick Daus-Magbual, Vice Mayor

Glenn R. Sylvester, Councilmember

Pamela DiGiovanni, Councilmember

Teresa Proaño, Councilmember

CITY OF DALY CITY
MINUTES – SPECIAL MEETING – CITY COUNCIL
NOVEMBER 12, 2024

Visit <https://www.youtube.com/@DalyCityGov/streams> to view the City Council meeting

The special meeting was called to order by Mayor Manalo at 7:06 P.M.

ROLL CALL: Councilmembers Present:
Juslyn C. Manalo, Mayor
Roderick Daus-Magbual, Vice Mayor
Pamela DiGiovanni
Teresa G. Proaño
Glenn R. Sylvester

Staff Present:
Thomas J. Piccolotti, City Manager
Rose L. Zimmerman, City Attorney
K. Annette Hipona, City Clerk

PRESENTATIONS:

Proclamation - Daly City Police Department Appreciation Day
(Acting Chief Cameron Christensen, City of Daly City)

Teresa Yanga, the widow of Rolando Yanga, expressed their family's gratitude to Daly City Police for their hard work in solving the case of Rolando's killing in such an expeditious manner. Teresa Yanga acknowledged Detective Reininger, Detective Reyes, Sergeant Poti, and Technician Waterman.

APPROVAL OF MINUTES:

Regular Meeting October 28, 2024

It was moved by Councilmember DiGiovanni, seconded by Councilmember Sylvester and carried to approve the minutes of October 28, 2024.

APPROVAL OF AGENDA:

It was moved by Councilmember Sylvester, seconded by Councilmember DiGiovanni and carried to approve the agenda.

PUBLIC APPEARANCES/ORAL COMMUNICATIONS

Brent Turner acknowledged the Daly City Police for their great service, congratulated the City Council candidates who were re-elected into office, and acknowledged community events by the City. Turner wanted to ensure the City is being represented well during events referring to the Italian flag-raising ceremony.

Note on Public Comments:

To provide public comments, members of the public have the option to- 1) attend in person, 2) email the City Clerk, or 3) submit comments through the public comment portal on the City's website. Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting are instructed to call the office of the City Clerk at 991-8078 prior to the meeting.

CITY OF DALY CITY
MINUTES – SPECIAL MEETING – CITY COUNCIL
NOVEMBER 12, 2024

Dr. Spira, who was an emergency physician at Seton Hospital, expressed concern with Seton Hospital's poor service for the community, particularly from NES Health which contracted with Seton's Emergency Department. Dr. Spira spoke about the hospital's unethical practices including making physicians choose between emergency and ICU patients, not paying physicians' backpay, and the general poor treatment of staff and patients.

Bob Quinn congratulated the Councilmembers who ran in the election, requested to have the call-in option restored for public comments during meetings, requested the sound for Channel 26 be restored, and congratulated the Daly City Police Department. Quinn requested information from the Vice Mayor on an investigation by the Police Department and District Attorney pertaining to a situation between Councilmembers.

CONSENT AGENDA:

It was moved by Mayor Manalo, seconded by Vice Mayor Daus-Magbual and carried to approve the consent agenda by unanimous roll call vote.

Resolutions:

Adopt Resolution to Amend Recurrent and Part-time Hourly Rates Schedule in Accordance with City Council Adopted Minimum Wage

Resolution 24-161, Adopting Amendment To Recurrent And Part-Time Hourly Rates Schedule

Amend Traffic Regulations to: (1) Extend the existing 13-ft. No Parking (red) Zone 7 ft. east on the north side of Pierce Street, east of Bryant Street (TSR 25/05); (2) Install 4-ft. red zone in front of the fire hydrant at 151 Frankfort Street (TSR 25/13); and (3) Install 25-ft red zone across from 152 Edgemont Drive (TSR25/15)

Resolution 24-162, Establishing Traffic Regulations

Approve the FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Application

Resolution 24-163, Approving Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant Program Application For Purchase Of A Message Board Trailer

Adopt Resolution to Increase Settlement Authority for the City Manager, City Attorney for General Liability and Human Resources Director for Workers Compensation Claims

Resolution 24-164, Authorizing Increase Settlement Authority For The City Manager And City Attorney For General Liability And Human Resources Director For Workers Compensation Claims

Authorize the City Manager to Execute a First Amended Use Agreement with the Brisbane School District

Resolution 24-165, Authorizing Execution Of A First Amended Use Agreement With The Brisbane School District For The Afterschool Youth Recreation Program And Enrichment Classes At Panorama Elementary School

CITY OF DALY CITY
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Approve Recommended Staffing Changes in the Department of Recreation Services

Resolution 24-166, Approving Staffing Changes In The Department Of Recreation Services

Approve Update to the Build a Dream Scholarship Program Policy, Application and Process

Resolution 24-167, Approving Updates To Build A Dream Scholarship Policy Within The Department Of Recreation Services

Set Time and Place for a Public Hearing on Community Development and Housing Needs, and Authorizing the Solicitation of Request for Proposals of CDBG Funds (Set Hearing: 12/9/24)

Resolution 24-168, Setting Time And Place Of Public Hearing Re: Assessment Of Community Development And Housing Needs

END OF CONSENT OF AGENDA

PUBLIC HEARINGS:

General Plan Amendment GPA-8-24-16606 and Zone Change ZC-8-24-16607 – Revised Draft Housing Element Adoption and Initial Implementation Measures (Continued from 10/28/24)

Planning Manager Michael Van Lonkhuysen introduced AHMC, the property owner of Seton Hospital. David Batista, AHMC Executive Vice President, provided information on AHMC's profile, its history of restoring community hospitals, and land use FAQs regarding Seton Medical Center and AHMC. David Nieh, AGI Avant CEO, spoke about AGI's vision for developing a wellness community on the parcel(s) adjacent to Seton and the potential benefits from the developments.

Batista and Nieh addressed questions on the following: how their project will affect Seton Hospital, the communication between AHMC and Seton staff on priorities, anticipated improvements to Seton, whether AGI and/or AHMC has contacted the City for development prior to the City's Housing Element Plan, AHMC and AGI's intentions for building, project timeline, updates to the development phases, clarifying their goal of "generating economics to sustain the hospital", whether AGI will be responsible for the capital investment, whether AGI has utilized local labor in its projects, whether AHMC and AGI's vision are based on existing models, whether there are any guarantees by AHMC and AGI, whether the objective of the project is to benefit Seton's future and success, whether emergency services staff was paid by AHMC for the last 2 months, and guarantees for continuing services at Seton.

Van Lonkhuysen addressed questions regarding the proposed parcels adjacent to the Seton, the terms of the purchase agreement, whether conditions can be placed in the Housing Element on the zoning for certain parcels, and whether there is a shortfall with regard to the number of units in the Housing Element.

City Attorney Rose Zimmerman provided clarification on the need for the urgency ordinances in order to have a certified Housing Element for Daly City. Currently, the City is in non-compliance which could result in a high risk of litigation by the State and Attorney General, sanctions leading to escalating penalty fees, and the application of the "builder's remedy" provision. Zimmerman also provided information on the lawsuit filed by Attorney General Bonta against the property owner of Seton, AHMC.

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It was moved by Councilmember Sylvester, seconded by Mayor Manalo and carried to re-open the public hearing.

Dr. Robert Perez, Seton, expressed concerns with the current litigation against AHMC, not having the proper backup or facilities to perform critical services, the failure of AHMC to inform the DOJ about major changes to the hospital, AHMC's lack of transparency and poor track record, ER doctors who have not been paid by hospital, and Seton's hospital safety grade (Leapfrog) declining from "A" to "C."

Dr. Spira expressed concern with AHMC, referring to the neglected state of Seton and its poor management of the hospital, its closing of the Coastside facility, its firing of more than 30 CNAs before Christmas, and AHMC's actions causing a non-existent morale amongst hospital staff.

Sharif Adam, Seton Nurse, voiced concern with the poor treatment of nurses and medical professionals by AHMC such as changing health benefits and protections for staff without notice. Adam relayed staff's lack of trust in AHMC, particularly with AHMC trying to lowball union employees during negotiations and their lack of communication with staff.

Dr. Meiwen Wu, Seton, expressed concern with the changes that have taken place at Seton over the past years, particularly with AHMC's priorities after taking over ownership. Wu does not see health care nor patient care being prioritized and noted times when there was no access to drinking water or shortages in basic medical supplies for patients and staff.

It was moved by Councilmember Sylvester, seconded by Councilmember DiGiovanni and carried to close the public hearing.

Mayor Manalo thanked everyone who came to speak on the item.

Staff addressed questions on the following: whether the Housing Element can be approved without including the parcels adjacent to Seton, whether HCD is aware of the litigation involving AHMC, whether rezoning the adjacent parcels would affect the zoning for Seton Hospital, whether conditional zoning can be applied to the Housing Element, and clarification on the "builder's remedy" provision.

The Council deliberated the information received from staff and the community, the need to adopt a Housing Element, the consequences for Daly City not having a certified Housing Element, and the responsibility of the Council to make hard decisions. City Attorney Zimmerman provided direction for motions required for the resolution and four urgency ordinances and the votes required to pass them.

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

Ayes: Daus-Magbual, Proaño, Sylvester, Manalo
Noes: DiGiovanni

Resolution 24-169, Adopting General Plan Amendment GPA-8-24-16606 (Revised Housing Element And Initial Implementation Measures), Adopting Citywide Objective Design Standards, And Certifying Addendum #2 To The General Plan Environmental Impact Report

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

Ayes: Daus-Magbual, Proaño, Sylvester, Manalo
Noes: DiGiovanni

Ordinance 1474, An Urgency Ordinance Of The City Council Of The City Of Daly City Amending The Daly City Zoning Map By Rezoning Certain Parcels Located At 1900 Sullivan Avenue And 1500 Southgate Avenue, Daly City From Sullivan Corridor – Hospital (SC-Hosp) To Sullivan Corridor Residential High Density (SC – R-H)

Ordinance 1475, An Urgency Ordinance Of The City Council Of The City Of Daly City Amending The Daly City Zoning Map By Amending Ordinance No. 1308 Re: Planned Development Standards For PD-59A (APN 003-224-100) 6401 Mission Street, Daly City

Ordinance 1476, An Urgency Ordinance Of The City Council Of The City Of Daly City Amending Title 17. Re: Zoning Ordinance Amending Chapters 17.04, 17.08, 17.09 17.12, 17.21, 17.45, 17.58, And Adding Chapter 17.60 Re: Airport Land Use Compatibility

Ordinance 1477, An Urgency Ordinance Of The City Council Of The City Of Daly City Amending The Daly City Zoning Map By Amending Ordinance No. 1424 Re: Planned Development Standards For PD-57B (APN 091-247-080) 525 Serramonte Boulevard, Daly City

REPORTS:

Council Committee

Mayor Manalo expressed her wish to create two Ad Hoc Council Committees. Manalo appointed Vice Mayor Daus-Magbual and herself to the Land Acknowledgement Ad Hoc Committee to honor the native peoples of this land, and appointed Councilmember Proaño and herself to the Women’s Ad Hoc Committee.

City Council

Mayor Manalo attended the following events: the inaugural Italian flag-raising ceremony, thanking City Manager Piccolotti for his leadership and acknowledging Vice Consul of Italy Gammicchia and Vice President of the Board of Supervisors Canepa; BART’s Filipino American History Month celebration and 52-year anniversary where Manalo was a panelist; the Employee Halloween Costume Contest at City Hall; the Halloween celebration at Serramonte Mall with Supervisor Canepa; Autumn Fest Doelger’s Senior Center’s Pancake Breakfast, acknowledging Daly City’s firefighters, Daly City Police Department and Opal Fuller from Recreation; the DCPLA’s Art & Lit Fest acknowledging the young artists and creatives; the Passion to Profit Conference at the Cow Palace convening businesses and entrepreneurs; the Veteran’s Day celebration at the War Memorial honoring all Veterans, thanking City Manager Piccolotti and City staff, with special guest Pete, a Filipino WWII Veteran, who is 100 years old; and the annual Mayoral Walk in collaboration with the Daly City Colma Chamber of Commerce and Serramonte Marketing Director Marie, featuring a tour of local businesses Crunch Fitness, Dave & Busters, Ziba Beauty, and the soon to be open Jagalchi, and thanking City Manager Piccolotti, Economic Development Specialist Manio, and the President of the Chamber of Commerce Nuris for joining the walk. Manalo looked forward to the Police vs. Fire Basketball Game at the War Memorial on November 24, and thanked all staff who have continuously put their effort in the City’s events.

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NOVEMBER 12, 2024

ADJOURNMENT:

Mayor Manalo adjourned the meeting at 9:53 PM in memory of Manuel and Stella Lopez.

Approved as submitted, this 25th

day of November, 2024.

Juslyn C. Manalo

City Clerk



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 25, 2024

Subject: Fiscal Year 2024 Annual Report on Collection and Use of Developer Public Facility Fees

Recommended Action

It is recommended that the City Council approve the annual report on the collection and use of Developer Public Facility Fees for Fiscal Year 2024.

Discussion

AB 1600 Developer Public Facility Fees are revenues derived from developer fees that are restricted to infrastructure expenditures for expansion and enhancements, necessitated by new development. The fees generate funding for use for the following infrastructure elements:

- Police facilities and equipment
- Public library facilities
- Fire facilities and equipment
- Recreation facilities
- City administrative facilities
- City street and sidewalk improvements
- Water production and distribution facilities
- Wastewater collection and treatment facilities
- Storm drain collection and dispersal facilities

The use of the fees is established in the City's Capital Budget during each budget period. These fees provide a portion of funding for various eligible projects in priorities established by the adopted budgets.

State law requires the City to segregate its public facility fee revenue and not commingle it with other City funds. To meet this requirement, the City has established a separate Public Facility Fees Fund specifically to track the collection and use of public facility fees and to allocate interest earned. State law also requires this annual report be brought before the governing body for approval.

Fiscal Impact

The beginning balance in this fund as of July 1, 2023, was \$4,579,631. During Fiscal Year 2024, revenues totaling \$305,566 were received from developer fees and interest of \$394,297 was earned. A total of \$264,048 was transferred out of the AB1600 fund; \$1,552 was transferred to the Gas Tax Fund for roadway use; \$211,302 was transferred to the capital improvement fund for storm drain use; and, \$51,195 was transferred to the Water Fund for water improvements. The ending balance in the fund as of June 30, 2024, was \$5,015,446. There is currently \$4,085,256 in funds allocated for existing projects resulting in \$930,190 in available funds for future use as of June 30, 2024.

Attached is a summary of the activity in the fund. Complete details on all capital projects funded by Public Facility Fees can be found in the City's Capital Budget.

Summary/Conclusion

Staff recommends the City Council approve the annual report on the collection and use of developer Public Facility Fees for Fiscal Year 2024.

City Council Agenda Report

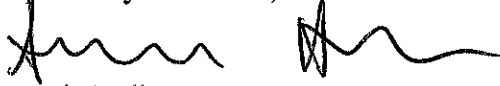
Fiscal Year 2024 Annual Report on Collection and Use of Developer Public Facility Fees

Meeting Date: November 25, 2024

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

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Amanda Halbur', with a stylized, wavy line extending to the right.

Amanda Halbur
Assistant Director of Finance &
Administrative Services

Attachment: Fiscal Year 2024 Public Facility Fees Annual Report

City of Daly City
Fiscal Year 2024 Public Facility Fees Annual Report
July 1, 2023 through June 30 2024

	Received through 6-30-23*	Expended through 06-30-23	06-30-23 BALANCE	2023-2024 Revenue	Interest Earned	Interfund Transfers Out	6-30-24 BALANCE
General Fees:							
Water Improvement Fees	3,630,998	1,004,868	2,626,130	12,305	150,499	51,195	2,737,740
Administration/Citywide Fees	1,775,458	1,803,566	(28,108)	82,441	3,161	-	57,494
Fire Fees	1,028,289	1,601,200	(572,911)	4,018	-	-	(568,893)
Police Fees	2,540,004	2,363,094	176,910	16,659	11,260	-	204,828
Library Fees	2,213,145	1,763,496	449,649	16,554	27,119	-	493,322
Sewer System Improvements	306,909	249,177	57,732	-	3,358	-	61,090
Parks & Rec Fees	2,421,523	3,731,809	(1,310,286)	22,072	-	-	(1,288,215)
Sub-Total	13,916,326	12,517,210	1,399,116	154,049	195,397	51,195	1,697,367
Storm Drain Fees:							
South Palisades	11,074	36,310	(25,237)	49	-	20,496	(45,684)
Bayshore	550,918	807,214	(256,296)	16,086	-	13,312	(253,522)
Colma Creek	1,494,392	227,770	1,266,622	7,234	70,658	59,164	1,285,350
Crocker	706,977	16,660	690,317	4,474	38,523	32,540	700,773
Vista Grande/Lake Merced	988,358	894,075	94,283	1,513	582	85,788	10,589
Sub-Total	3,751,718	1,982,030	1,769,688	29,357	109,764	211,302	1,697,507
Roadway Fees:							
Street Zone 1- Bayshore	290,268	-	290,268	7,988	17,349	-	315,605
Street Zone 2 - Pen. Gateway	1,665	1,674	(9)	-	-	-	(9)
Street Zone 4 - Crocker	365,856	288,565	77,291	2,659	4,651	-	84,601
Street Zone 5 - Crocker St	33,217	33,395	(178)	-	-	-	(178)
Street Zone 8 - Crocker St	148,453	149,248	(796)	80	-	-	(715)
Street Zone - Citywide	6,107,845	5,063,593	1,044,252	111,433	67,136	1,552	1,221,269
Sub-Total	6,947,304	5,536,476	1,410,828	122,161	89,136	1,552	1,620,572
Total Public Facility Fee Fund 20:	24,615,347	20,035,715	4,579,631	305,566	394,297	264,048	5,015,446

<u>Project</u>	<u>AB1600 Funds Expended</u>	<u>Interfund Transferred</u>
Traffic Signal Interconnect	1,522	1,522
Storm Drain Master Plan	211,302	211,302
600 Block St Francis	43,700	43,700
Reservoir 7 Repalcement	7,495	7,495
Total	264,018	264,018

Complete details on all capital projects funded by public facility fees can be found in the City's Capital Budget.

*Includes interest earned and rounding adjustments.



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 25, 2024

Subject: Authorize the City Manager to Execute a Professional Services Contract with Maze & Associates for Independent Audit Services

Recommended Action

It is recommended that the City Council approve the proposed contract with Maze & Associates for independent audit services for Fiscal Years 2025, 2026 and 2027 with a two-year extension option for Fiscal Years 2028 and 2029 and authorize the City Manager to execute the contract.

Background/Discussion

Maze & Associates has performed the audits of the City of Daly City and associated entities since Fiscal Year 1992. Each year, the City has received the prestigious award of Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized annual comprehensive financial report which must satisfy both generally accepted accounting principles and applicable legal requirements.

Maze & Associates has continued to do a thorough and professional audit, including making meaningful recommendations for improvements in the internal control systems and methods. Audit fees have been very competitive over the years as compared to other cities of comparable size. Continuity of audit services is very important when considered in relation to City staff time involved in the audit process. The institutional knowledge that Maze & Associates possesses allows the firm to perform an efficient audit and requires less time from City staff.

In addition, the City is planning to upgrade the Enterprise Resources Planning software to Tyler ERP. The Tyler ERP system will improve user interface, and new features will be utilized to increase staff efficiency. Maze & Associates is familiar with the City's financial system. This will allow them to make credible and useful suggestions for process and system improvements that they note as part of their audit.

In an effort to continue to receive a high level of service that continuity of audit firms will provide, while maintaining a fresh viewpoint and the necessary independence that is required of in independent audit, Maze & Associates rotated the audit team beginning with their examination of the financial statements for Fiscal Year 2024.

Fiscal Impact

The audit costs for Fiscal Years 2025, 2026, 2027, 2028 and 2029 will be \$131,759, \$136,958, \$142,354, \$147,954, and \$153,766, respectively. These costs include a \$25,000 fee reduction across the five years due to the multi-year renewal. The audit costs will increase by 3.8% annually, based upon the change in the Consumer Price Index for the Service Sector of the United States Department of Labor, Bureau of Labor Statistics, for the San Francisco-Oakland area. Necessary amounts for audit services will be included in the Fiscal Years 2026, 2027, 2028, and 2029 budgets.

City Council Agenda Report

Subject: Authorize the City Manager to Execute a Professional Services Contract with Maze & Associates for Independent Audit Services

Meeting Date: November 25, 2024

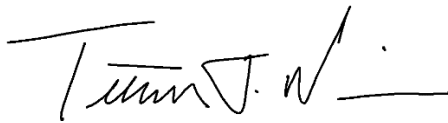
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Summary/Conclusion

Staff recommends the City Council authorize the City Manager to execute the proposed contract with Maze & Associates for independent audit services for Fiscal Years 2025, 2026 and 2027 with a two-year extension option for Fiscal Years 2028 and 2029.

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 "Tim J. Nevin", with a horizontal line extending to the right.

Tim Nevin
Director of Finance and Administrative Services

Attachment: Maze & Associates Contract Proposal

November 7, 2024

Mr. Tim Nevin
 Director of Finance and Administrative Services
 City of Daly City
 333 90th Street
 Daly City, CA. 94015-1895

Dear Tim:

Pursuant to the City's recent request, we are pleased to offer to extend our audit contract to include the fiscal years ended June 30, 2025, 2026 and 2027, with a two year optional extension, which includes an offer of a \$25,000 fee reduction across the five years.

Fees for the services have been adjusted based solely on the December 2023 change in the consumer price index of 3.8% for the Services Sector of the U.S. Department of Labor, Bureau of Labor Statistics for the San Francisco-Oakland Area. Therefore, we are pleased to offer to extend our audit contract to include the fiscal years ending June 30, 2025, 2026, 2027, 2028 and 2029 at the following prices:

Service	2025	2026	2027	Optional		Total
				2028	2029	
1 Annual Comprehensive Financial Report	\$74,681	\$77,519	\$80,465	\$83,523	\$86,697	\$402,885
a. Memorandum on Internal Control	Included	Included	Included	Included	Included	
b. Required Communications						
2 Successor Agency disclosures	3,948	4,098	4,254	4,416	4,584	21,300
3 Single Audit Act Report (1 program) - If needed	9,336	9,691	10,059	10,441	10,838	50,365
a. Extra Single audit program - If needed	7,277	7,554	7,841	8,139	8,448	39,259
4 Perform agreed-upon procedures on the Proposition 111 Limit for the City	755	784	814	845	877	4,075
5 Perform agreed-upon procedures on the Proposition 111 Limit for the North San Mateo County Sanitation District	755	784	814	845	877	4,075
Preparation and audit of the Financial Statements for the San Mateo County						
6 Measure A Report	2,631	2,731	2,835	2,943	3,055	14,195
7 Measure W Report	2,631	2,731	2,835	2,943	3,055	14,195
8 Annual Report of Financial Transactions preparation for the City	9,726	10,096	10,480	10,878	11,291	52,471
9 Services performed for the San Mateo County Pre-Hospital Emergency Medical Services Group (Group):						
a. Audit and issuance of the financial statements of the Group	4,950	5,138	5,333	5,536	5,746	26,703
b. Annual Report of Financial Transactions preparation for the Group	1,320	1,370	1,422	1,476	1,532	7,120
10 Information return preparation for the Doelger Senior Center	1,412	1,466	1,522	1,580	1,640	7,620
11 Transportation Development Act Report (1 project)	2,817	2,924	3,035	3,150	3,270	15,196
12 Agreed upon procedures to review cash handling procedures	6,274	6,512	6,759	7,016	7,283	33,844
13 North San Mateo County Sanitation District Annual State Controllers Report	1,281	1,330	1,381	1,433	1,487	6,912
14 Measure Q Agreed Upon Procedures Report	2,813	2,920	3,031	3,146	3,266	15,176
15 Web-Ready Version of the Annual Comprehensive Financial Report	Included	Included	Included	Included	Included	
16 GASB 87 Leases & GASB 96 SBITAs - continuing increase in audit scope	4,152	4,310	4,474	4,644	4,820	22,400
Sub Total	136,759	141,958	147,354	152,954	158,766	737,791
Discount for multiple year extension	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
Total Fees	\$131,759	\$136,958	\$142,354	\$147,954	\$153,766	\$712,791

The engagement partner assigned to the City's audit will remain as Whitney Crockett for the duration of the contract extension, unless there is an unusual circumstance that occurs. Only with written permission from the City may the engagement partner overseeing the City's audit change.

Accountancy Corporation
 3478 Buskirk Avenue, Suite 217
 Pleasant Hill, CA 94523

T 925.228.2800
 E maze@mazeassociates.com
 W mazeassociates.com

We look forward to continuing to improve our service to you.

Yours very truly,

Maze & Associates

Maze & Associates

RESPONSE:

If you agree with the terms of this contract modification, please sign below and return a copy.

By: _____

Title: _____

Date: _____



City Council Agenda Report

Item # _____

Meeting Date: November 25, 2024

Subject: Consider Partnership with the Pilipino Bayanihan Resource Center for the ‘Handog 2024: Concert for a Cause’ at the Pacelli Event Center

Recommended Action

Consider City Partnership with the Pilipino Bayanihan Resource Center (PBRC) at the Pacelli Event Center to host the ‘Handog 2024: Concert for a Cause’ on Sunday, December 15, 2024, and consider fee waivers.

Background/Discussion

PBRC is hosting an event on Sunday, December 15, 2024. As a partner, the City would host the event at the Pacelli Event Center and promote the event to the Daly City community.

The organizations would like to provide a ‘handog’ to the children affected by the typhoons in the Philippines. By definition, a ‘handog’ is an offering, gift, present, or presentation. They are planning to provide a musical performance in hopes to raise funds for the children typhoon victims and deliver the proceeds to the ABS-CBN Foundation’s Bantay Bata, in alignment with their mission to deliver services and assistance to needy children. The other event partners are Howell Productions and Ling Nam Restaurant.

As a partner, the City would host the event at the Pacelli Event Center on Sunday, December 15, 2024 from 10am to 10pm. The chart below depicts all costs associated with the rental:

	Fees: 10am – 10pm	Non-Refundable Fees		Refundable Fees	Total
	\$225 per/hr x 12 hours	Insurance	Custodial Fee (Mandatory)+	Deposit	
Pacelli Event Center	\$2,700	\$147	\$400	\$1,000	\$4,247
TOTALS					\$4,247

+This is a mandatory fee associated with all event rentals within the gyms.

The total rental fees requested to be waived amount to \$2,700.

Summary/Conclusion

Staff recommends that the City Council provide direction to staff on event partnership and fee waivers.

Staff and the community partners are available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,

Denise Brown
Director of Recreation Services

Leilani Ramos
Assistant to the City Manager



City Council Agenda Report

Item # _____

Meeting Date: November 25, 2024

Subject: Consider Partnership with Pacific Islands Together for the Pickleball Tournament Toy Drive

Recommended Action

Consider City partnership with Pacific Islands Together (P.I.T.) for the Pickleball Tournament Toy Drive at War Memorial Community Center on Saturday, December 14, 2024 and waiving fees for the War Memorial Lower Gym.

Background/Discussion

Pacific Islands Together (P.I.T.) is a non-profit organization founded in 2012 with a central goal of nurturing community unity. P.I.T. has been committed to offering support through impactful programming, creating platforms for artists to express themselves through cultural programs and events, prioritizing good health and wellness, and serving those in need within our community.

Every year, P.I.T. hosts a “Christmas Giveaway” to spread the spirit of the holiday season to Daly City families in need. This year will mark their seventh annual event and is scheduled on Saturday, December 21, 2024 at the Bayshore Elementary School. In 2023, P.I.T. served 1,800 families and is inviting the Daly City Council to partner on a Toy Drive to ensure enough donations are received so that every child will have a present to open this 2024 holiday season.

P.I.T. will hosting its first annual Pickleball Tournament Toy Drive. They believe hosting a pickleball tournament for a Toy Drive combines fun, fitness, and philanthropy. It is a creative way to gather community members for an enjoyable event while encouraging them to contribute toys for children in need. The tournament helps raise awareness about the Toy Drive, increases participation, and fosters a sense of community spirit. Plus, the combination of sports and charity can attract a wider audience, ensuring that more toys are collected to brighten the holidays for many children.

As a partner, the City would host the event at War Memorial Community Center Lower Gym on Saturday, December 14, 2024, promote the event to the Daly City community, and provide staff and resources, such as tables, chairs, and pickleball courts, in-kind. The Council may consider becoming a partner and waiving fees for the rental at the War Memorial Community Center, from 8am to 5pm, as depicted in the following chart:

	Fees: 8am – 5pm	Non-Refundable Fee	Refundable Fees	Total
	(\$225 per/hr x 9 hours)	Insurance	Deposit	
War Memorial Community Center - Lower Gym	\$2,025.00	\$147	\$800	\$2,972.00
TOTALS				\$2,972.00

The total rental fees requested to be waived amount to \$2,025.00.

Approve Partnership with Pacific Islands Together for the Pickleball Tournament Toy Drive

Meeting Date: November 25, 2024

Page 2 of 2

Summary/Conclusion

Staff recommends that the City Council provide direction to staff on event partnership and fee waivers.

Staff and the community partner are available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,



Denise Brown
Director of Recreation Services



Leilani Ramos
Assistant to the City Manager



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 25, 2024

Subject: Set Time and Place of Public Hearing – Proposed Ordinance Adding Chapter 2.60 – Women’s Commission

Recommended Action

Staff recommends that the City Council set December 9, 2024 at 7:00 p.m. as the date and time for a public hearing – Ordinance adding Chapter 2.60 to the Daly City Municipal Code – establishing a Women’s Commission.

Background/Discussion

The City of Daly City has a demonstrated commitment to women’s rights and full equality through its legislative actions and on-going advocacy efforts. On May 26, 2015, the City Council adopted a Resolution in Support of Adopting Principles of the UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) to promote equal access to and equity in healthcare, economic development, educational opportunities, and employment for women, as well as reducing incidents of violence against women and human trafficking.

At the Budget Priorities Study Sessions on March 25, 2023 and April 17, 2023, researching a Women’s Commission was introduced as a priority for Fiscal Year 2024. On November 12, 2024, an Ad Hoc Committee comprised of Mayor Juslyn Manalo and Councilmember Teresa Proaño was created for this effort. Establishing a Women’s Commission will provide a platform for women’s voices to be heard and is aligned with the City’s commitment to achieving equity. A Women’s Commission will serve as an advisory body to the City Council with the mission to improve the quality of life for women of all ages in Daly City by identifying women’s needs, making informed policy and program recommendations to the City Council, and educating the community on matters concerning women.

Fiscal Impact

As City staff will support the commission and assume responsibilities for agenda preparation and the drafting of meeting minutes, there is no anticipated fiscal impact at this time.

Summary/Conclusion

Staff recommends that the City Council set a public hearing on the formation of a Women’s Commission for Monday, December 9, 2024 at 7:00 p.m. in the City Council Chambers.

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

Respectfully submitted,

Leilani Ramos
Assistant to the City Manager

Natalie Sakkal
Director of Human Resources

CITY OF DALY CITY
CHECK REGISTERS
FOR THE MONTH OF OCTOBER 2024

10/10/2024

CHASE CREDIT CARD - N/A – Electronic Payment

10/15/2024

CHECKS ISSUED - #417331 TO 417684

CANCELLED CHECK - #417372, 417435

VOID CHECK - NONE

10/18/2024

CHECKS ISSUED - #417685 TO 417698

CANCELLED CHECK - NONE

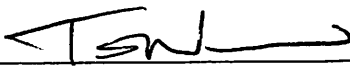
VOID CHECK - NONE

10/31/2024

CHECKS ISSUED - #417699 TO 418014

CANCELLED CHECK - NONE

VOID CHECK - NONE

AUDITED  FINANCE DIRECTOR

APPROVED _____ CITY MANAGER

APPROVED _____ MAYOR

APPROVED _____ VICE MAYOR

ACCOUNTS PAYABLE CHECK RUN SUMMARY
FISCAL YEAR 2024-2025

	MONTH	TOTAL
2024	July	\$ 15,243,169.85
	August	9,348,130.76
	September	9,127,032.20
	October	9,045,990.54
	November	
	December	
2025	January	
	February	
	March	
	April	
	May	
	June	
	TOTAL	\$ 42,764,323.35

OCT 2024 BREAK DOWN OF EXPENSES BY FUND

Fund	Total for Month	Total for Year	% of Total
General Fund	\$ 3,128,253.02	\$ 18,434,974.29	43.1%
Gas Tax Fund	224,655.06	1,318,041.83	3.1%
Utility/Enterprise Funds	5,693,082.46	23,011,307.23	53.8%
Total:	\$ 9,045,990.54	\$ 42,764,323.35	100.0%

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
CB CHK 00101024	49024	JP MORGAN CHASE BANK N	10/10/24	68,860.24	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	68,860.24	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 68,860.24

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00417331	58717	13GALLONS LLC	10/15/24	3,671.15	MW	IS	
AP CHK 00417332	58812R	A N R DEVELOPMENT	10/15/24	3,496.75	MW	IS	
AP CHK 00417333	58799R	A PLUS TREE	10/15/24	1,000.00	MW	IS	
AP CHK 00417334	13334	ABBEY PARTY RENTS INC	10/15/24	2,824.06	MW	IS	
AP CHK 00417335	13334	ABBEY PARTY RENTS INC	10/15/24	11,459.28	MW	IS	
AP CHK 00417336	29794R	ABELSON, JOEL	10/15/24	12,054.49	MW	IS	
AP CHK 00417337	56621	ACC BUSINESS	10/15/24	4,299.06	MW	IS	
AP CHK 00417338	53561	ACTION TOWING	10/15/24	4,651.38	MW	IS	
AP CHK 00417339	34666	AD BRAKES	10/15/24	634.96	MW	IS	
AP CHK 00417340	1514	ADAM HILL COMPANY, THE	10/15/24	44.41	MW	IS	
AP CHK 00417341	56623	ADVANCED INTEGRATED PEST MA	10/15/24	585.00	MW	IS	
AP CHK 00417342	15226	AFSCME DISTRICT COUNCIL 57	10/15/24	4,625.48	MW	IS	
AP CHK 00417343	29880	AIRGAS USA LLC	10/15/24	65.92	MW	IS	
AP CHK 00417344	1465	ALBERTSONS SAFEWAY	10/15/24	1,847.94	MW	IS	
AP CHK 00417345	14004	ALERT PEST CONTROL COMPANY	10/15/24	4,237.00	MW	IS	
AP CHK 00417346	1025	ALHAMBRA	10/15/24	168.87	MW	IS	
AP CHK 00417347	49642	ALL CITY MANAGEMENT SERVICE	10/15/24	6,994.42	MW	IS	
AP CHK 00417348	39657	ALL STAR GLASS	10/15/24	991.79	MW	IS	
AP CHK 00417349	58818R	ALL TYPE REMODELING INC	10/15/24	209.00	MW	IS	
AP CHK 00417350	56231	AMAZON CAPITAL SERVICES INC	10/15/24	1,013.91	MW	IS	
AP CHK 00417351	58795R	AMERICAN FAMILY INSURANCE	10/15/24	10,017.82	MW	IS	
AP CHK 00417352	45439JPA	AMERICAN MEDICAL RESPONSE	10/15/24	500.00	MW	IS	
AP CHK 00417353	38846	AMERICAN MESSAGING	10/15/24	32.83	MW	IS	
AP CHK 00417354	42310	AMERINAT	10/15/24	348.70	MW	IS	
AP CHK 00417355	58658R	AMONE CORP	10/15/24	29,909.00	MW	IS	
AP CHK 00417356	23273	ANDERSON PACIFIC ENGINEERIN	10/15/24	35,030.00	MW	IS	
AP CHK 00417357	58796R	ANDRADE, ANA PATRICIA	10/15/24	850.00	MW	IS	
AP CHK 00417358	58573	ANTHONY PRESENTS	10/15/24	125.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417359	58573	ANTHONY PRESENTS	10/15/24	3,333.33	MW	IS	
AP CHK 00417360	50495R	AQUILA, LEE	10/15/24	2,628.00	MW	IS	
AP CHK 00417361	35117	ARROWHEAD FORENSICS	10/15/24	806.39	MW	IS	
AP CHK 00417362	1101	AT&T	10/15/24	244.86	MW	IS	
AP CHK 00417363	32577	AT&T	10/15/24	1,053.09	MW	IS	
AP CHK 00417364	32577	AT&T	10/15/24	457.89	MW	IS	
AP CHK 00417365	47392R	AT&T	10/15/24	4,120.00	MW	IS	
AP CHK 00417366	6413	AT&T MOBILITY	10/15/24	392.07	MW	IS	
AP CHK 00417367	6413	AT&T MOBILITY	10/15/24	141.85	MW	IS	
AP CHK 00417368	6413	AT&T MOBILITY	10/15/24	847.43	MW	IS	
AP CHK 00417369	6413	AT&T MOBILITY	10/15/24	855.36	MW	IS	
AP CHK 00417370	44506R	ATLAS PLUMBING AND ROOTER I	10/15/24	2,000.00	MW	IS	
AP CHK 00417371	57170	BARBADILLO PAISO, LIANE	10/15/24	450.00	MW	IS	
AP CHK 00417372	29523R	BARKER BLUE DIGITAL IMAGING	10/15/24	644.70	MW	IS	
AP CHK 00417373	2495	BARKERBLUE INC	10/15/24	759.26	MW	IS	
AP CHK 00417374	1562	BAY AREA WATER SUPPLY & CON	10/15/24	34,241.00	MW	IS	
AP CHK 00417375	54911	BAYSIDE COLLISION CENTER	10/15/24	4,000.00	MW	IS	
AP CHK 00417376	58718	BEAN, RICHARD	10/15/24	3,000.00	MW	IS	
AP CHK 00417377	43714R	BEST EXTERIORS CONSTRUCTION	10/15/24	404.00	MW	IS	
AP CHK 00417378	19200	BIRITE FOODSERVICE DISTRIBU	10/15/24	4,528.53	MW	IS	
AP CHK 00417379	20204	BKF ENGINEERS	10/15/24	80.00	MW	IS	
AP CHK 00417380	22205	BLACKSTONE PUBLISHING	10/15/24	150.00	MW	IS	
AP CHK 00417381	58758R	BROADBAND TECHNICAL RESOURC	10/15/24	500.00	MW	IS	
AP CHK 00417382	3349	BROADMOOR LANDSCAPE SUPPLY	10/15/24	737.06	MW	IS	
AP CHK 00417383	21239R	BROWN, DENISE	10/15/24	333.66	MW	IS	
AP CHK 00417384	17997	C.L.E.A.	10/15/24	2,880.00	MW	IS	
AP CHK 00417385	33981	CAGWIN & DORWARD	10/15/24	388.00	MW	IS	
AP CHK 00417386	36927	CALCON SYSTEMS INC	10/15/24	5,800.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417387	15093	CALIFORNIA BUILDING OFFICIA	10/15/24	1,800.00	MW	IS	
AP CHK 00417388	42619	CALIFORNIA BUILDING STANDAR	10/15/24	778.50	MW	IS	
AP CHK 00417389	1289	CALIFORNIA DEPARTMENT OF TA	10/15/24	7,111.00	MW	IS	
AP CHK 00417390	9481	CALIFORNIA DEPARTMENT OF TA	10/15/24	810.00	MW	IS	
AP CHK 00417391	16718	CALIFORNIA SURVEYING & DRAF	10/15/24	62,677.18	MW	IS	
AP CHK 00417392	1196	CALIFORNIA WATER SERVICE CO	10/15/24	40.94	MW	IS	
AP CHK 00417393	1196	CALIFORNIA WATER SERVICE CO	10/15/24	273.79	MW	IS	
AP CHK 00417394	58635	CAPPSTONE INC	10/15/24	600.00	MW	IS	
AP CHK 00417395	58038	CARDIO PARTNERS INC	10/15/24	3,240.00	MW	IS	
AP CHK 00417396	17888	CARL WARREN & COMPANY INC	10/15/24	1,372.80	MW	IS	
AP CHK 00417397	58819R	CASTRO, KRISTINE A	10/15/24	55.00	MW	IS	
AP CHK 00417398	42277	CEL ANALYTICAL INC	10/15/24	3,544.00	MW	IS	
AP CHK 00417399	48009	CENGAGE LEARNING INC / GALE	10/15/24	537.40	MW	IS	
AP CHK 00417400	24769	CENTER POINT LARGE PRINT	10/15/24	47.25	MW	IS	
AP CHK 00417401	56482R	CHAN, LOK	10/15/24	95.00	MW	IS	
AP CHK 00417402	51204	CINTAS CORPORATION	10/15/24	1,833.42	MW	IS	
AP CHK 00417403	3678	CINTAS CORPORATION #464	10/15/24	3,714.45	MW	IS	
AP CHK 00417404	35395	CITY AUTO SUPPLY	10/15/24	6,168.30	MW	IS	
AP CHK 00417405	55905	CITY CONSULTANTS & RESEARCH	10/15/24	50.00	MW	IS	
AP CHK 00417406	13126	CITY OF BRISBANE	10/15/24	8,178.24	MW	IS	
AP CHK 00417407	13126	CITY OF BRISBANE	10/15/24	22,575.35	MW	IS	
AP CHK 00417408	39528	CITY OF FOSTER CITY	10/15/24	4,078.00	MW	IS	
AP CHK 00417409	28211	CITY OF PACIFICA	10/15/24	8,178.24	MW	IS	
AP CHK 00417410	28211	CITY OF PACIFICA	10/15/24	22,575.35	MW	IS	
AP CHK 00417411	5692	CITY OF SOUTH SAN FRANCISCO	10/15/24	374.00	MW	IS	
AP CHK 00417412	40147	CITY TOYOTA	10/15/24	364.87	MW	IS	
AP CHK 00417413	54186	CIVICPLUS LLC	10/15/24	1,100.00	MW	IS	
AP CHK 00417414	57423R	CKG BUILDING CONSTRUCTION	10/15/24	836.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417415	18465	CLEARLITE TROPHIES	10/15/24	478.14	MW	IS	
AP CHK 00417416	47244	COMCAST	10/15/24	89.82	MW	IS	
AP CHK 00417417	48517	COMCAST	10/15/24	173.35	MW	IS	
AP CHK 00417418	56468	COMCAST	10/15/24	221.20	MW	IS	
AP CHK 00417419	56819	COMCAST	10/15/24	196.20	MW	IS	
AP CHK 00417420	57411	COMCAST	10/15/24	170.69	MW	IS	
AP CHK 00417421	58194	COMCAST	10/15/24	196.20	MW	IS	
AP CHK 00417422	58226	COMCAST	10/15/24	105.49	MW	IS	
AP CHK 00417423	12578	COMPLETE LINEN SERVICES INC	10/15/24	280.72	MW	IS	
AP CHK 00417424	56386	CONSUMMO TECHNOLOGIES INC	10/15/24	1,000.00	MW	IS	
AP CHK 00417425	2599	CONTINUING EDUCATION OF THE	10/15/24	1,874.45	MW	IS	
AP CHK 00417426	56253	CORE & MAIN LP	10/15/24	702.79	MW	IS	
AP CHK 00417427	30109	CORELOGIC SOLUTIONS LLC	10/15/24	213.80	MW	IS	
AP CHK 00417428	51167R	COSGROVE, JOSHUA	10/15/24	1,757.99	MW	IS	
AP CHK 00417429	57217R	COSGROVE, JOSHUA	10/15/24	660.14	MW	IS	
AP CHK 00417430	27948	COTTON SHIRES AND ASSOCIATE	10/15/24	12,099.16	MW	IS	
AP CHK 00417431	21727	COUNTY OF SAN MATEO	10/15/24	2,245.00	MW	IS	
AP CHK 00417432	48323	CRYSTAL CREAMERY	10/15/24	1,170.29	MW	IS	
AP CHK 00417433	53761	CT WEST	10/15/24	274.69	MW	IS	
AP CHK 00417434	58823R	CUSTODIO, LUCY	10/15/24	250.00	MW	IS	
AP CHK 00417435	19907	CWEA-TCP	10/15/24	121.00	MW	IS	
AP CHK 00417436	1836	DAILY JOURNAL CORPORATION	10/15/24	277.50	MW	IS	
AP CHK 00417437	1414	DALY CITY CENTRAL CASHIER	10/15/24	1,216.08	MW	IS	
AP CHK 00417438	1937	DALY CITY FIREFIGHTERS UNIO	10/15/24	9,339.30	MW	IS	
AP CHK 00417439	30935	DALY CITY POLICE OFFICERS B	10/15/24	1,079.10	MW	IS	
AP CHK 00417440	9290	DALY CITY POLICE OFFICERS A	10/15/24	9,100.00	MW	IS	
AP CHK 00417441	9290	DALY CITY POLICE OFFICERS A	10/15/24	455.00	MW	IS	
AP CHK 00417442	1793	DALY CITY TOOL MART	10/15/24	84.61	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417443	7817	DANS DRILLING & FENCING INC	10/15/24	25,650.00	MW	IS	
AP CHK 00417444	51806	DAVID J POWERS & ASSOCIATES	10/15/24	3,090.25	MW	IS	
AP CHK 00417445	57687	DE SILVA, SHIRLEY	10/15/24	520.00	MW	IS	
AP CHK 00417446	58806R	DELUNA, JULIETA	10/15/24	223.42	MW	IS	
AP CHK 00417447	3364	DEPARTMENT OF CONSERVATION	10/15/24	2,271.69	MW	IS	
AP CHK 00417448	1299	DEPARTMENT OF JUSTICE	10/15/24	162.00	MW	IS	
AP CHK 00417449	16781	DIGI KEY CORPORATION	10/15/24	1,397.13	MW	IS	
AP CHK 00417450	26138R	DISCOUNT PLUMBING & HEATING	10/15/24	3,324.72	MW	IS	
AP CHK 00417451	58785	DONOFRIO, AIMEE	10/15/24	50.00	MW	IS	
AP CHK 00417452	30629LAW	DOWNEY BRAND ATTORNEYS LLP	10/15/24	11,417.00	MW	IS	
AP CHK 00417453	1061	DUNN EDWARDS CORPORATION	10/15/24	379.36	MW	IS	
AP CHK 00417454	49988	EAN SERVICES LLC	10/15/24	245.42	MW	IS	
AP CHK 00417455	48177	EAST BAY TIRE CO	10/15/24	4,765.29	MW	IS	
AP CHK 00417456	49830R	ECONOMY PLUMBING	10/15/24	2,000.00	MW	IS	
AP CHK 00417457	54143	EKI ENVIRONMENT & WATER	10/15/24	16,830.98	MW	IS	
AP CHK 00417458	56187	ELLIS INVESTIGATIONS LAW CO	10/15/24	547.50	MW	IS	
AP CHK 00417459	56297	EME ENTERPRISE INC	10/15/24	343.49	MW	IS	
AP CHK 00417460	56611	ENTARA CORPORATION	10/15/24	1,000.00	MW	IS	
AP CHK 00417461	57864	ENVIRONMENTAL.COM LLC	10/15/24	170.41	MW	IS	
AP CHK 00417462	56287	EPLUS TECHNOLOGY INC	10/15/24	27.29	MW	IS	
AP CHK 00417463	56435	ESO SOLUTIONS INC	10/15/24	667.58	MW	IS	
AP CHK 00417464	58144	ETIC	10/15/24	430,163.96	MW	IS	
AP CHK 00417465	26327	EWING IRRIGATION PRODUCTS I	10/15/24	829.71	MW	IS	
AP CHK 00417466	36077	FASTENAL COMPANY	10/15/24	89.66	MW	IS	
AP CHK 00417467	17884	FEDEX	10/15/24	93.22	MW	IS	
AP CHK 00417468	10971	FEDEX OFFICE	10/15/24	85.93	MW	IS	
AP CHK 00417469	26375	FEINBERG, JEANETTE	10/15/24	902.00	MW	IS	
AP CHK 00417470	58826	FIDELITY NATIONAL TITLE COM	10/15/24	629.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00417471	19787	FIRST CHOICE COFFEE SERVICE	10/15/24	846.16	MW	IS	
AP CHK 00417472	55643	FLORIAN INDUSTRIES INC	10/15/24	2,058.43	MW	IS	
AP CHK 00417473	57994	FOSTER AND FOSTER CONSULTIN	10/15/24	2,750.00	MW	IS	
AP CHK 00417474	G1KIM	FRANCHISE TAX BOARD	10/15/24	206.11	MW	IS	
AP CHK 00417475	53703	GATES & ASSOCIATES	10/15/24	5,748.30	MW	IS	
AP CHK 00417476	56170	GAVIN'S PAINTING	10/15/24	4,340.00	MW	IS	
AP CHK 00417477	48247	GCS ENVIRONMENTAL EQUIPMENT	10/15/24	817.40	MW	IS	
AP CHK 00417478	36227	GOLDEN GATE TRUCK CENTER	10/15/24	548.10	MW	IS	
AP CHK 00417479	55311	GOLDEN STATE EMERGENCY	10/15/24	1,080.23	MW	IS	
AP CHK 00417480	58798R	GONZALES, ROBERT	10/15/24	1,000.00	MW	IS	
AP CHK 00417481	30509	GOODYEAR COMMERCIAL TIRE &	10/15/24	1,486.82	MW	IS	
AP CHK 00417482	45109	GRAFIX SHOPPE	10/15/24	2,567.00	MW	IS	
AP CHK 00417483	1754	GRAINGER INC	10/15/24	1,861.39	MW	IS	
AP CHK 00417484	56292	GRANICUS LLC	10/15/24	9,937.42	MW	IS	
AP CHK 00417485	1571	GRANITEROCK	10/15/24	2,292.96	MW	IS	
AP CHK 00417486	29425	GRAPHTECH GRAPHICS	10/15/24	2,567.88	MW	IS	
AP CHK 00417487	30894	GRM	10/15/24	829.73	MW	IS	
AP CHK 00417488	57219	GSW CONSTRUCTION INC	10/15/24	3,494.00	MW	IS	
AP CHK 00417489	58787	GUEVARA, MICHELLE B	10/15/24	2,100.00	MW	IS	
AP CHK 00417490	58822R	GUINTO, VANESSA	10/15/24	400.00	MW	IS	
AP CHK 00417491	58811R	GUJRAL, SARINA	10/15/24	209.00	MW	IS	
AP CHK 00417492	2223	HACH COMPANY	10/15/24	2,206.98	MW	IS	
AP CHK 00417493	57852	HAMMEL GREEN AND ABRAHAMSON	10/15/24	30,937.98	MW	IS	
AP CHK 00417494	3702	HARRINGTON INDUSTRIAL PLAST	10/15/24	1,018.58	MW	IS	
AP CHK 00417495	1980	HARRISON & BONINI INC	10/15/24	498.01	MW	IS	
AP CHK 00417496	55667	HAZEN AND SAWYER	10/15/24	50,121.25	MW	IS	
AP CHK 00417497	58463	HD SUPPLY INC	10/15/24	6,502.03	MW	IS	
AP CHK 00417498	57688	HDL SOFTWARE LLC	10/15/24	437.42	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00417499	23318	HERC RENTALS INC	10/15/24	5,523.07	MW	IS	
AP CHK 00417500	9049	HI TECH EVS INC	10/15/24	1,206.75	MW	IS	
AP CHK 00417501	32874R	HIGHLAND CONSTRUCTION CO	10/15/24	209.00	MW	IS	
AP CHK 00417502	15857	HOME DEPOT CREDIT SERVICES	10/15/24	13,057.86	MW	IS	
AP CHK 00417503	57974	HSQ TECH INC	10/15/24	26,575.00	MW	IS	
AP CHK 00417504	37867R	HUEY, JUDY	10/15/24	342.92	MW	IS	
AP CHK 00417505	58802R	HUI, TERENCE	10/15/24	500.00	MW	IS	
AP CHK 00417506	41818	HUNTINGTON COURT REPORTERS	10/15/24	555.86	MW	IS	
AP CHK 00417507	57924	IMPERIAL SUPPLIES LLC	10/15/24	1,035.61	MW	IS	
AP CHK 00417508	53167R	IN AND OUT PLUMBING	10/15/24	2,000.00	MW	IS	
AP CHK 00417509	56564	INVOICE CLOUD INC	10/15/24	100.00	MW	IS	
AP CHK 00417510	48130	JACK DOHENY COMPANIES INC	10/15/24	2,780.00	MW	IS	
AP CHK 00417511	24233	JACOBS ASSOCIATES	10/15/24	56,691.71	MW	IS	
AP CHK 00417512	30528R	JEFFERSON UNION HIGH SCHOOL	10/15/24	2,920.10	MW	IS	
AP CHK 00417513	58797R	JIMENEZ, SILVIA MONTANO DE	10/15/24	120.41	MW	IS	
AP CHK 00417514	57096	JONES, CLEITUS	10/15/24	2,784.00	MW	IS	
AP CHK 00417515	7901	K 119 OF CALIFORNIA INC	10/15/24	117.86	MW	IS	
AP CHK 00417516	56294	KELLY SPICERS FACILITIES SO	10/15/24	800.20	MW	IS	
AP CHK 00417517	21792	KELLY SPICERS STORES	10/15/24	1,275.10	MW	IS	
AP CHK 00417518	35151R	KETT, ROBERT	10/15/24	720.00	MW	IS	
AP CHK 00417519	20073	KIMLEY HORN & ASSOCIATES IN	10/15/24	2,282.90	MW	IS	
AP CHK 00417520	1108	L N CURTIS AND SONS	10/15/24	4,658.82	MW	IS	
AP CHK 00417521	58800R	LAM, ANTHONY	10/15/24	500.00	MW	IS	
AP CHK 00417522	13776	LANGUAGE LINE SERVICES	10/15/24	2,834.88	MW	IS	
AP CHK 00417523	52010	LAUDERDALE, SHANE	10/15/24	67,282.69	MW	IS	
AP CHK 00417524	33497	LEGACY MECHANICAL & ENERGY	10/15/24	8,475.13	MW	IS	
AP CHK 00417525	29200	LEGAL SHIELD	10/15/24	429.70	MW	IS	
AP CHK 00417526	45083	LEHR	10/15/24	33,268.44	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00417527	58808R	LEI, CHENG	10/15/24	4,909.00	MW	IS	
AP CHK 00417528	56100R	LEW, KYLE	10/15/24	1,000.00	MW	IS	
AP CHK 00417529	37641	LEXIPOL LLC	10/15/24	2,568.99	MW	IS	
AP CHK 00417530	37094	LEXISNEXIS RISK DATA MANAGE	10/15/24	510.00	MW	IS	
AP CHK 00417531	58817R	LIN, YU YEN	10/15/24	509.00	MW	IS	
AP CHK 00417532	29332	LORAL LANDSCAPING	10/15/24	7,936.70	MW	IS	
AP CHK 00417533	58612	MACQUARIE EQUIPMENT CAPITAL	10/15/24	483.45	MW	IS	
AP CHK 00417534	58814R	META BUILDING & CONSTRUCTIO	10/15/24	4,262.39	MW	IS	
AP CHK 00417535	23949	METRO MOBILE COMMUNICATIONS	10/15/24	1,800.00	MW	IS	
AP CHK 00417536	22863	MIDWEST TAPE INC	10/15/24	406.98	MW	IS	
AP CHK 00417537	38922	MISSIONSQUARE - 801447	10/15/24	2,125.00	MW	IS	
AP CHK 00417538	38922	MISSIONSQUARE - 801447	10/15/24	1,000.00	MW	IS	
AP CHK 00417539	38922	MISSIONSQUARE - 801447	10/15/24	2,000.00	MW	IS	
AP CHK 00417540	38922	MISSIONSQUARE - 801447	10/15/24	6,000.00	MW	IS	
AP CHK 00417541	58291	MOLEAER INC	10/15/24	8,000.00	MW	IS	
AP CHK 00417542	58821R	MORALES GARCIA, ABNER JOSUE	10/15/24	400.00	MW	IS	
AP CHK 00417543	16115	MOTION INDUSTRIES INC	10/15/24	4,144.55	MW	IS	
AP CHK 00417544	58645	MOTOR SQUAD TRAINING INSTIT	10/15/24	2,550.00	MW	IS	
AP CHK 00417545	52901	MUNIQUP LLC	10/15/24	4,239.35	MW	IS	
AP CHK 00417546	20117	NATIONAL CONSTRUCTION RENTA	10/15/24	1,351.47	MW	IS	
AP CHK 00417547	58539	NETWORK TIGERS INC	10/15/24	984.22	MW	IS	
AP CHK 00417548	57931R	NGUYEN, TOAN	10/15/24	1,000.00	MW	IS	
AP CHK 00417549	56545	NOR CAL SIGNAL SUPPLY LLC	10/15/24	4,011.50	MW	IS	
AP CHK 00417550	34131	NORTH FENCE & DECK COMPANY	10/15/24	4,120.00	MW	IS	
AP CHK 00417551	54672	OCEAN TREASURES SERVICING I	10/15/24	369.52	MW	IS	
AP CHK 00417552	56820	ODP BUSINESS SOLUTIONS LLC	10/15/24	54.21	MW	IS	
AP CHK 00417553	56821	ODP BUSINESS SOLUTIONS LLC	10/15/24	5.48	MW	IS	
AP CHK 00417554	56822	ODP BUSINESS SOLUTIONS LLC	10/15/24	1,207.19	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00417555	58180	ODP BUSINESS SOLUTIONS LLC	10/15/24	342.84	MW	IS	
AP CHK 00417556	58824	OKADA, KEITH	10/15/24	300.00	MW	IS	
AP CHK 00417557	57303	ON COMPUTER SERVICES LLC	10/15/24	10,716.03	MW	IS	
AP CHK 00417558	56335	OPERATIONAL TECHNICAL SERVI	10/15/24	5,760.00	MW	IS	
AP CHK 00417559	18872	PAC MACHINE COMPANY INC	10/15/24	32,830.79	MW	IS	
AP CHK 00417560	32927	PACIFIC FIRE SAFE FIRE EXTI	10/15/24	972.94	MW	IS	
AP CHK 00417561	1216	PACIFIC GAS & ELECTRIC	10/15/24	266,121.23	MW	IS	
AP CHK 00417562	52917	PACIFIC INSTITUTE OF DEFENS	10/15/24	604.00	MW	IS	
AP CHK 00417563	58611	PACIFIC OFFICE AUTOMATION I	10/15/24	58.62	MW	IS	
AP CHK 00417564	29252	PACIFIC PRODUCE INC	10/15/24	1,925.10	MW	IS	
AP CHK 00417565	57648R	PARAGON ROOFING AND REMODEL	10/15/24	209.00	MW	IS	
AP CHK 00417566	56663	PARTS AUTHORITY LLC	10/15/24	2,846.47	MW	IS	
AP CHK 00417567	56968	PAYMENTUS CORPORATION	10/15/24	2,372.91	MW	IS	
AP CHK 00417568	1936	PENINSULA PEACE OFFICERS AS	10/15/24	138.60	MW	IS	
AP CHK 00417569	10255MED	PERMANENTE MEDICAL GROUP IN	10/15/24	2,486.00	MW	IS	
AP CHK 00417570	19678	PERS LONG TERM CARE PROGRAM	10/15/24	175.55	MW	IS	
AP CHK 00417571	47044	PETERSON TRUCKS INC	10/15/24	2,261.81	MW	IS	
AP CHK 00417572	58820R	PHAM, RACHEL	10/15/24	27.50	MW	IS	
AP CHK 00417573	58792	PIEFEST LIMITED	10/15/24	1,750.00	MW	IS	
AP CHK 00417574	54331	PIIAN SYSTEMS LLC	10/15/24	7,374.01	MW	IS	
AP CHK 00417575	49027	PLACEWORKS INC	10/15/24	50,027.89	MW	IS	
AP CHK 00417576	57003	PLANTE & MORAN PLLC	10/15/24	25,945.00	MW	IS	
AP CHK 00417577	36106	POLYDYNE INC	10/15/24	13,610.08	MW	IS	
AP CHK 00417578	58682	PRIDE & JOY SF LLC	10/15/24	2,500.00	MW	IS	
AP CHK 00417579	51526	PURETEC INDUSTRIAL WATER	10/15/24	304.69	MW	IS	
AP CHK 00417580	54044	QUADIENT LEASING USA INC	10/15/24	1,216.64	MW	IS	
AP CHK 00417581	54315R	QUALITY TELECOM CONSULTANTS	10/15/24	509.00	MW	IS	
AP CHK 00417582	3027	R & H REPAIRS	10/15/24	2,834.73	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
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AP CHK 00417583	27398	R & S ERECTION NORTH PENINS	10/15/24	1,938.97	MW	IS	
AP CHK 00417584	54978	RAIN FOR RENT	10/15/24	13,579.02	MW	IS	
AP CHK 00417585	58191	RDA CONSULTING	10/15/24	5,801.25	MW	IS	
AP CHK 00417586	1200	REPUBLIC SERVICES OF NORTH	10/15/24	1,610,278.43	MW	IS	
AP CHK 00417587	45900R	REYES, IGNACIO	10/15/24	2,726.05	MW	IS	
AP CHK 00417588	58801R	REYNOLDS, KELLY	10/15/24	500.00	MW	IS	
AP CHK 00417589	49145	ROCKWELL SOLUTIONS	10/15/24	20,047.35	MW	IS	
AP CHK 00417590	46184	ROWMAN & LITTLEFIELD PUBLIS	10/15/24	290.00	MW	IS	
AP CHK 00417591	58777	RUSS FAM KITCHEN LLC	10/15/24	1,380.00	MW	IS	
AP CHK 00417592	32440	RYDIN	10/15/24	613.90	MW	IS	
AP CHK 00417593	52843R	S F UNDERGROUND	10/15/24	2,000.00	MW	IS	
AP CHK 00417594	58805R	SADYKHOV, EMIL	10/15/24	231.52	MW	IS	
AP CHK 00417595	1087	SAFETY KLEEN SYSTEMS INC	10/15/24	883.25	MW	IS	
AP CHK 00417596	47480	SALLY SWANSON ARCHITECTS IN	10/15/24	13,270.00	MW	IS	
AP CHK 00417597	57955	SAMSARA INC	10/15/24	3,535.98	MW	IS	
AP CHK 00417598	58804R	SAN FRANCISCO BIBLE CHURCH	10/15/24	1,000.00	MW	IS	
AP CHK 00417599	26957	SAN FRANCISCO BUSINESS TIME	10/15/24	200.00	MW	IS	
AP CHK 00417600	43156JPA	SAN MATEO COUNTY	10/15/24	510,070.00	MW	IS	
AP CHK 00417601	12544	SAN MATEO COUNTY CONTROLLER	10/15/24	64,011.00	MW	IS	
AP CHK 00417602	56664	SAN MATEO COUNTY FIREFIGHTE	10/15/24	10,075.00	MW	IS	
AP CHK 00417603	32282	SAN MATEO COUNTY NARCOTICS	10/15/24	92,124.00	MW	IS	
AP CHK 00417604	18047	SAN MATEO COUNTY PUBLIC	10/15/24	489.45	MW	IS	
AP CHK 00417605	G1MARTINEZ	SAN MATEO COUNTY SHERIFF	10/15/24	112.50	MW	IS	
AP CHK 00417606	1790	SAN MATEO COUNTY TRANSIT DI	10/15/24	25,993.23	MW	IS	
AP CHK 00417607	9666	SAN MATEO LAWN MOWER SHOP	10/15/24	336.73	MW	IS	
AP CHK 00417608	57658	SAN MATEO RESOURCE CONSERVA	10/15/24	17,937.60	MW	IS	
AP CHK 00417609	55607	SANTANA, BRUNO	10/15/24	3,000.00	MW	IS	
AP CHK 00417610	54717	SANTANA, VALERIA CRISTINA	10/15/24	11,800.00	MW	IS	

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AP CHK 00417611	39310	SCHWING BIOSSET INC	10/15/24	2,957.74	MW	IS	
AP CHK 00417612	58810R	SCOTT LU'S CONSTRUCTION INC	10/15/24	2,099.60	MW	IS	
AP CHK 00417613	58776	SELECT PAVERS INC	10/15/24	19,652.00	MW	IS	
AP CHK 00417614	58789	SEMBRANO, PAUL	10/15/24	15,000.00	MW	IS	
AP CHK 00417615	1111	SF - WATER	10/15/24	723,317.98	MW	IS	
AP CHK 00417616	1111	SF - WATER	10/15/24	50,748.12	MW	IS	
AP CHK 00417617	1111	SF - WATER	10/15/24	2,517.00	MW	IS	
AP CHK 00417618	1111	SF - WATER	10/15/24	2,517.00	MW	IS	
AP CHK 00417619	1111	SF - WATER	10/15/24	25,420.00	MW	IS	
AP CHK 00417620	1111	SF - WATER	10/15/24	572.00	MW	IS	
AP CHK 00417621	31449	SHARP ELECTRONICS CORPORATI	10/15/24	7,416.58	MW	IS	
AP CHK 00417622	58815R	SHEDD INK BUILD	10/15/24	2,609.00	MW	IS	
AP CHK 00417623	8782	SHERROD, RICHARD	10/15/24	3,408.00	MW	IS	
AP CHK 00417624	23742	SHOE DEPOT INC	10/15/24	526.53	MW	IS	
AP CHK 00417625	52666	SHRED WORKS INC	10/15/24	46.00	MW	IS	
AP CHK 00417626	52783R	SKY ROOF INC	10/15/24	418.00	MW	IS	
AP CHK 00417627	58807R	SKYTECH CONSTRUCTION INC	10/15/24	3,909.31	MW	IS	
AP CHK 00417628	32237	SMART & FINAL STORES LLC	10/15/24	1,686.72	MW	IS	
AP CHK 00417629	18862R	SMELLY MELS PLUMBING INC	10/15/24	4,000.00	MW	IS	
AP CHK 00417630	58816R	SONNY'S ROOFING	10/15/24	209.00	MW	IS	
AP CHK 00417631	57167	SPECIALTY SERVICES	10/15/24	1,950.00	MW	IS	
AP CHK 00417632	58634	SPECTRUM CANINE ISABEL LLC	10/15/24	1,000.00	MW	IS	
AP CHK 00417633	56550R	STATE FARM MUTUAL AUTOMOBIL	10/15/24	3,523.22	MW	IS	
AP CHK 00417634	3613	STATIONARY ENGINEERS LOCAL	10/15/24	4,092.30	MW	IS	
AP CHK 00417635	58813R	STEFANIE TRADE	10/15/24	209.00	MW	IS	
AP CHK 00417636	1090	STEWART CHEVROLET CADILLAC	10/15/24	133.32	MW	IS	
AP CHK 00417637	27810	STEWART CHEVY CAD CHRY JEEP	10/15/24	1,403.50	MW	IS	
AP CHK 00417638	52628R	SUMMIT SHASTA HIGH SCHOOL	10/15/24	400.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00417639	51439	SWEET DELIGHT BAKERY	10/15/24	1,890.00	MW	IS	
AP CHK 00417640	45319	T MOBILE USA INC	10/15/24	115.00	MW	IS	
AP CHK 00417641	45319	T MOBILE USA INC	10/15/24	465.00	MW	IS	
AP CHK 00417642	24619	TALX UC EXPRESS	10/15/24	394.19	MW	IS	
AP CHK 00417643	58563R	TARANTINO, JOHN	10/15/24	50.22	MW	IS	
AP CHK 00417644	2798	TEAMSTERS LOCAL 856	10/15/24	3,278.00	MW	IS	
AP CHK 00417645	37535	TELEPATH CORPORATION	10/15/24	1,400.00	MW	IS	
AP CHK 00417646	51891	TETRA TECH INC	10/15/24	13,755.41	MW	IS	
AP CHK 00417647	1201	THOMSON REUTERS WEST	10/15/24	3,147.00	MW	IS	
AP CHK 00417648	38867R	TIMBOE, BRIAN	10/15/24	720.00	MW	IS	
AP CHK 00417649	56505	TOSHIBA AMERICA BUSINESS SO	10/15/24	6,421.18	MW	IS	
AP CHK 00417650	26803	TURBO DATA SYSTEMS INC	10/15/24	23,045.89	MW	IS	
AP CHK 00417651	37637	ULINE INC	10/15/24	103.51	MW	IS	
AP CHK 00417652	56630	UNDERGROUND REPUBLIC WATER	10/15/24	10,700.80	MW	IS	
AP CHK 00417653	56607	UNION DOOR	10/15/24	7,815.00	MW	IS	
AP CHK 00417654	28123	UNITED RENTALS NORTH AMERIC	10/15/24	440.94	MW	IS	
AP CHK 00417655	39811	UPS	10/15/24	22.21	MW	IS	
AP CHK 00417656	58572	US FOODS INC	10/15/24	3,311.98	MW	IS	
AP CHK 00417657	58391	VALENTINE CORPORATION	10/15/24	535,017.37	MW	IS	
AP CHK 00417658	58809R	VALLADARES, ANA	10/15/24	209.00	MW	IS	
AP CHK 00417659	58575	VALLEY OIL COMPANY	10/15/24	45,838.91	MW	IS	
AP CHK 00417660	3376	VERITIV OPERATING COMPANY	10/15/24	16.48	MW	IS	
AP CHK 00417661	29329	VERIZON WIRELESS SERVICES L	10/15/24	248.66	MW	IS	
AP CHK 00417662	29329	VERIZON WIRELESS SERVICES L	10/15/24	2,122.79	MW	IS	
AP CHK 00417663	29329	VERIZON WIRELESS SERVICES L	10/15/24	3,355.47	MW	IS	
AP CHK 00417664	29329	VERIZON WIRELESS SERVICES L	10/15/24	94.30	MW	IS	
AP CHK 00417665	29329	VERIZON WIRELESS SERVICES L	10/15/24	427.28	MW	IS	
AP CHK 00417666	29329	VERIZON WIRELESS SERVICES L	10/15/24	47.15	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00417667	29329	VERIZON WIRELESS SERVICES L	10/15/24	42.15	MW	IS	
AP CHK 00417668	29329	VERIZON WIRELESS SERVICES L	10/15/24	4,504.55	MW	IS	
AP CHK 00417669	41809	VESTRA RESOURCES INC	10/15/24	620.25	MW	IS	
AP CHK 00417670	57426	VOLER STRATEGIC ADVISORS IN	10/15/24	10,000.00	MW	IS	
AP CHK 00417671	1579	VWR INTERNATIONAL LLC	10/15/24	462.74	MW	IS	
AP CHK 00417672	50485	WAVE BROADBAND	10/15/24	95.95	MW	IS	
AP CHK 00417673	50485	WAVE BROADBAND	10/15/24	254.57	MW	IS	
AP CHK 00417674	50485	WAVE BROADBAND	10/15/24	1,295.00	MW	IS	
AP CHK 00417675	1095	WESTLAKE ECO SOFT-TOUCH	10/15/24	802.40	MW	IS	
AP CHK 00417676	30684	WHITE CAP LP	10/15/24	1,305.53	MW	IS	
AP CHK 00417677	58629R	WILLIAM PHO LEONG & MWE HOO	10/15/24	1,179.60	MW	IS	
AP CHK 00417678	54330	WILLIAMS SCOTSMAN INC	10/15/24	950.76	MW	IS	
AP CHK 00417679	21984	WONG, ANTHONY	10/15/24	1,373.40	MW	IS	
AP CHK 00417680	58794	WORLD OF STEREO	10/15/24	300.00	MW	IS	
AP CHK 00417681	41132	WRIGHT, CHARLAYNE	10/15/24	576.00	MW	IS	
AP CHK 00417682	58803R	XIAO, ZIANG	10/15/24	500.00	MW	IS	
AP CHK 00417683	58315	ZONE 4 CONSTRUCTION INC	10/15/24	278,442.00	MW	IS	
AP CHK 00417684	20972	ZUMAR INDUSTRIES INC	10/15/24	13,331.91	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	6,092,722.82	Number of Checks Processed:	354
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

CANCELED CHECKS

AP00417372 2495
 AP00417435 19907

G R A N D T O T A L

BARKER BLUE DIGITAL IMAGING 644.70
 CWEA-TCP 121.00

TOTAL \$6,091,957.12

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417685	46585	ANTHEM BLUE CROSS	10/18/24	111.40	MW	IS	
AP CHK 00417686	46585	ANTHEM BLUE CROSS	10/18/24	124.20	MW	IS	
AP CHK 00417687	56617R	CRUZ, AURA JOMELIE	10/18/24	721.54	MW	IS	
AP CHK 00417688	40801R	DUMANDAN, WILGRACE	10/18/24	721.54	MW	IS	
AP CHK 00417689	G1KIM	FRANCHISE TAX BOARD	10/18/24	240.70	MW	IS	
AP CHK 00417690	G1MSABADO	FRANCHISE TAX BOARD	10/18/24	37.10	MW	IS	
AP CHK 00417691	21383R	KALAVERAS, MARJORIE	10/18/24	769.50	MW	IS	
AP CHK 00417692	51402R	KLATT, JOHN	10/18/24	429.00	MW	IS	
AP CHK 00417693	19678	PERS LONG TERM CARE PROGRAM	10/18/24	175.55	MW	IS	
AP CHK 00417694	G1MARTINEZ	SAN MATEO COUNTY SHERIFF	10/18/24	112.50	MW	IS	
AP CHK 00417695	58681	TESLA INC	10/18/24	121,777.55	MW	IS	
AP CHK 00417696	41056R	VIOLA, ANNA MARIE	10/18/24	769.50	MW	IS	
AP CHK 00417697	36417R	WILLIAMS, ANNE	10/18/24	721.54	MW	IS	
AP CHK 00417698	12694R	ZALINSKIS, KLAUS	10/18/24	700.86	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	127,412.48	Number of Checks Processed:	14
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 127,412.48

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417699	25627	A S F ELECTRIC INC	10/31/24	34,180.00	MW	IS	
AP CHK 00417700	58835R	ABATE, ADAM R & JESSICA	10/31/24	500.00	MW	IS	
AP CHK 00417701	57957	ABBA PUMP PARTS AND SERVICE	10/31/24	3,594.00	MW	IS	
AP CHK 00417702	38751	ACCURACY INTERNATIONAL	10/31/24	11,880.00	MW	IS	
AP CHK 00417703	15222	ACTION SPORTS	10/31/24	626.29	MW	IS	
AP CHK 00417704	53561	ACTION TOWING	10/31/24	2,232.88	MW	IS	
AP CHK 00417705	34666	AD BRAKES	10/31/24	1,159.79	MW	IS	
AP CHK 00417706	5034	ADAMSON POLICE PRODUCTS	10/31/24	9,183.38	MW	IS	
AP CHK 00417707	58679	ADVANCED FIRE CONTROL CONTA	10/31/24	29,423.63	MW	IS	
AP CHK 00417708	40735R	ADVANTAGE ROOFING INC	10/31/24	209.00	MW	IS	
AP CHK 00417709	39256	AIR EXCHANGE INC	10/31/24	70.05	MW	IS	
AP CHK 00417710	14004	ALERT PEST CONTROL COMPANY	10/31/24	310.00	MW	IS	
AP CHK 00417711	49642	ALL CITY MANAGEMENT SERVICE	10/31/24	7,026.15	MW	IS	
AP CHK 00417712	37095	ALL INDUSTRIAL ELECTRIC SUP	10/31/24	2,820.92	MW	IS	
AP CHK 00417713	39657	ALL STAR GLASS	10/31/24	1,380.00	MW	IS	
AP CHK 00417714	37981	ALS SERVICES USA CORP	10/31/24	69.30	MW	IS	
AP CHK 00417715	53316	ALWAYS ON TIME CONCRETE & P	10/31/24	1,039.00	MW	IS	
AP CHK 00417716	56231	AMAZON CAPITAL SERVICES INC	10/31/24	8,994.24	MW	IS	
AP CHK 00417717	58795R	AMERICAN FAMILY INSURANCE	10/31/24	10,017.82	MW	IS	
AP CHK 00417718	36647R	AMERICAN HOME RENEWAL INC	10/31/24	643.31	MW	IS	
AP CHK 00417719	14988	AMERICAN TOWER CORPORATION	10/31/24	9,423.79	MW	IS	
AP CHK 00417720	57410R	ANDERSON, CHELA	10/31/24	273.39	MW	IS	
AP CHK 00417721	24868	ANIXTER INC	10/31/24	335.00	MW	IS	
AP CHK 00417722	28434	APPLIED MATERIALS & ENGINEE	10/31/24	3,885.00	MW	IS	
AP CHK 00417723	53563	ARANDA, MILLIE	10/31/24	1,118.00	MW	IS	
AP CHK 00417724	57149R	ASCARIZ, FRANK	10/31/24	1,232.76	MW	IS	
AP CHK 00417725	32577	AT&T	10/31/24	5,723.96	MW	IS	
AP CHK 00417726	32577	AT&T	10/31/24	363.78	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417727	45508JPA	AT&T	10/31/24	12,602.52	MW	IS	
AP CHK 00417728	47003	AT&T	10/31/24	142.26	MW	IS	
AP CHK 00417729	47003	AT&T	10/31/24	136.91	MW	IS	
AP CHK 00417730	58855JPA	AT&T	10/31/24	335.86	MW	IS	
AP CHK 00417731	58855JPA	AT&T	10/31/24	98.52	MW	IS	
AP CHK 00417732	6413	AT&T MOBILITY	10/31/24	1,327.92	MW	IS	
AP CHK 00417733	6413	AT&T MOBILITY	10/31/24	5,657.13	MW	IS	
AP CHK 00417734	6413	AT&T MOBILITY	10/31/24	965.76	MW	IS	
AP CHK 00417735	6413	AT&T MOBILITY	10/31/24	2,293.68	MW	IS	
AP CHK 00417736	6413	AT&T MOBILITY	10/31/24	392.07	MW	IS	
AP CHK 00417737	6413	AT&T MOBILITY	10/31/24	141.88	MW	IS	
AP CHK 00417738	23719	ATCO INTERNATIONAL	10/31/24	5,973.00	MW	IS	
AP CHK 00417739	29643	AUTO COLLISION CENTER	10/31/24	13,090.60	MW	IS	
AP CHK 00417740	1232	BAKER & TAYLOR COMPANY INC	10/31/24	6,075.76	MW	IS	
AP CHK 00417741	2495	BARKERBLUE INC	10/31/24	644.70	MW	IS	
AP CHK 00417742	57962R	BARKOCY, DAVIS	10/31/24	285.38	MW	IS	
AP CHK 00417743	19892	BAY AREA PAVING COMPANY INC	10/31/24	4,433.00	MW	IS	
AP CHK 00417744	1562	BAY AREA WATER SUPPLY & CON	10/31/24	1,195.00	MW	IS	
AP CHK 00417745	54911	BAYSIDE COLLISION CENTER	10/31/24	1,100.00	MW	IS	
AP CHK 00417746	49255	BEAR ELECTRICAL SOLUTIONS I	10/31/24	8,450.00	MW	IS	
AP CHK 00417747	58067	BELKORP AG LLC	10/31/24	509.10	MW	IS	
AP CHK 00417748	56010R	BELLE VISTA HOMEOWNERS ASSO	10/31/24	419.00	MW	IS	
AP CHK 00417749	19200	BIRITE FOODSERVICE DISTRIBU	10/31/24	4,669.71	MW	IS	
AP CHK 00417750	20204	BKF ENGINEERS	10/31/24	17,822.00	MW	IS	
AP CHK 00417751	58832R	BMS CAT INC	10/31/24	3,629.17	MW	IS	
AP CHK 00417752	58841R	BOMAN DESIGN & CONSTRUCTION	10/31/24	659.00	MW	IS	
AP CHK 00417753	56068	BRADSHAW CONSTRUCTION	10/31/24	11,275.20	MW	IS	
AP CHK 00417754	3349	BROADMOOR LANDSCAPE SUPPLY	10/31/24	141.52	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417755	3064	BROWN & CALDWELL INC	10/31/24	3,845.50	MW	IS	
AP CHK 00417756	4709	BSN SPORTS LLC	10/31/24	384.04	MW	IS	
AP CHK 00417757	48259	BWNVT MOTORS INC	10/31/24	17,875.34	MW	IS	
AP CHK 00417758	58092	C W S CONSTRUCTION GROUP IN	10/31/24	538,792.50	MW	IS	
AP CHK 00417759	58844R	CAGADOC, ESTRELLA	10/31/24	400.00	MW	IS	
AP CHK 00417760	33981	CAGWIN & DORWARD	10/31/24	388.00	MW	IS	
AP CHK 00417761	42973	CAL SIGNAL CORP	10/31/24	1,941.49	MW	IS	
AP CHK 00417762	15093	CALIFORNIA BUILDING OFFICIA	10/31/24	310.00	MW	IS	
AP CHK 00417763	19853	CALIFORNIA GROUNDWATER ASSO	10/31/24	100.00	MW	IS	
AP CHK 00417764	1196	CALIFORNIA WATER SERVICE CO	10/31/24	397.99	MW	IS	
AP CHK 00417765	58846R	CARVAJAL, JUAN	10/31/24	209.00	MW	IS	
AP CHK 00417766	57867	CATHOLIC CHARITIES CYO OF T	10/31/24	1,000.00	MW	IS	
AP CHK 00417767	42277	CEL ANALYTICAL INC	10/31/24	2,207.00	MW	IS	
AP CHK 00417768	58853	CELIS, MARTHA	10/31/24	300.00	MW	IS	
AP CHK 00417769	48009	CENGAGE LEARNING INC / GALE	10/31/24	230.61	MW	IS	
AP CHK 00417770	54918R	CFY CONSTRUCTION INC	10/31/24	627.00	MW	IS	
AP CHK 00417771	58837R	CHEUNG, DAVIS	10/31/24	566.06	MW	IS	
AP CHK 00417772	51204	CINTAS CORPORATION	10/31/24	517.01	MW	IS	
AP CHK 00417773	3678	CINTAS CORPORATION #464	10/31/24	4,430.73	MW	IS	
AP CHK 00417774	25602	CITY OF DALY CITY	10/31/24	4,195.57	MW	IS	
AP CHK 00417775	25602	CITY OF DALY CITY	10/31/24	5,447.20	MW	IS	
AP CHK 00417776	45214	CITY OF SAN BRUNO	10/31/24	17,183.00	MW	IS	
AP CHK 00417777	56237	CLAREMONT BEHAVIORAL SERVIC	10/31/24	1,384.50	MW	IS	
AP CHK 00417778	18465	CLEARLITE TROPHIES	10/31/24	893.28	MW	IS	
AP CHK 00417779	57083R	CLIMACO, MARY	10/31/24	400.00	MW	IS	
AP CHK 00417780	56207R	COMBINE ROOFING INC	10/31/24	209.00	MW	IS	
AP CHK 00417781	47244	COMCAST	10/31/24	89.82	MW	IS	
AP CHK 00417782	48645	COMCAST	10/31/24	99.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417783	49446	COMCAST	10/31/24	108.33	MW	IS	
AP CHK 00417784	49446	COMCAST	10/31/24	118.33	MW	IS	
AP CHK 00417785	51804	COMCAST	10/31/24	421.99	MW	IS	
AP CHK 00417786	52652	COMCAST	10/31/24	177.12	MW	IS	
AP CHK 00417787	56653	COMCAST	10/31/24	196.20	MW	IS	
AP CHK 00417788	56654	COMCAST	10/31/24	196.20	MW	IS	
AP CHK 00417789	58194	COMCAST	10/31/24	196.20	MW	IS	
AP CHK 00417790	12578	COMPLETE LINEN SERVICES INC	10/31/24	421.08	MW	IS	
AP CHK 00417791	51167R	COSGROVE, JOSHUA	10/31/24	121.00	MW	IS	
AP CHK 00417792	14930	COUNTY OF SAN MATEO	10/31/24	246.76	MW	IS	
AP CHK 00417793	30377	COUNTY OF SAN MATEO	10/31/24	20.00	MW	IS	
AP CHK 00417794	24777	COUNTY OF SAN MATEO AIRPORT	10/31/24	1,500.00	MW	IS	
AP CHK 00417795	42324	CRIME SCENE CLEANERS INC	10/31/24	260.00	MW	IS	
AP CHK 00417796	57564R	CRUZ DMD, DIANA	10/31/24	419.00	MW	IS	
AP CHK 00417797	58827R	CRUZ, NESTOR ALEXANDER	10/31/24	438.00	MW	IS	
AP CHK 00417798	48323	CRYSTAL CREAMERY	10/31/24	1,725.44	MW	IS	
AP CHK 00417799	28906	CSG CONSULTANTS INC	10/31/24	7,202.50	MW	IS	
AP CHK 00417800	58644	CW SOUTHWEST LLC	10/31/24	1,637.99	MW	IS	
AP CHK 00417801	19907	CWEA-TCP	10/31/24	111.00	MW	IS	
AP CHK 00417802	19907	CWEA-TCP	10/31/24	116.00	MW	IS	
AP CHK 00417803	1042	D C LOCK & SECURITY SERVICE	10/31/24	34.67	MW	IS	
AP CHK 00417804	58783	DA DAVIDSON & CO	10/31/24	64,800.00	MW	IS	
AP CHK 00417805	1836	DAILY JOURNAL CORPORATION	10/31/24	294.00	MW	IS	
AP CHK 00417806	1793	DALY CITY TOOL MART	10/31/24	285.68	MW	IS	
AP CHK 00417807	7817	DANS DRILLING & FENCING INC	10/31/24	19,150.00	MW	IS	
AP CHK 00417808	42706	DASH MEDICAL GLOVES INC	10/31/24	503.83	MW	IS	
AP CHK 00417809	51806	DAVID J POWERS & ASSOCIATES	10/31/24	9,564.91	MW	IS	
AP CHK 00417810	21676	DELL MARKETING LP	10/31/24	26,008.79	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417811	1299	DEPARTMENT OF JUSTICE	10/31/24	601.00	MW	IS	
AP CHK 00417812	20552	DEWEY PEST CONTROL INC	10/31/24	3,258.00	MW	IS	
AP CHK 00417813	26138R	DISCOUNT PLUMBING & HEATING	10/31/24	4,000.00	MW	IS	
AP CHK 00417814	47857	DIVISION OF THE STATE ARCHI	10/31/24	1,486.95	MW	IS	
AP CHK 00417815	57184	DOLAR, KENNETH JAMES	10/31/24	4,500.00	MW	IS	
AP CHK 00417816	58848R	DUNGCA, SALVACION	10/31/24	400.00	MW	IS	
AP CHK 00417817	14573R	E J BUILDERS	10/31/24	659.00	MW	IS	
AP CHK 00417818	48177	EAST BAY TIRE CO	10/31/24	1,154.10	MW	IS	
AP CHK 00417819	53583	ECOHERO SHOW LLC, THE	10/31/24	16,655.00	MW	IS	
AP CHK 00417820	54143	EKI ENVIRONMENT & WATER	10/31/24	49,512.28	MW	IS	
AP CHK 00417821	3786	ENVIRONMENTAL RESOURCE ASSO	10/31/24	1,239.97	MW	IS	
AP CHK 00417822	1049	EQUIFAX INFORMATION SVCS LL	10/31/24	50.00	MW	IS	
AP CHK 00417823	58144	ETIC	10/31/24	978.75	MW	IS	
AP CHK 00417824	56904R	FARRAR, DAVID	10/31/24	720.00	MW	IS	
AP CHK 00417825	36077	FASTENAL COMPANY	10/31/24	6,701.86	MW	IS	
AP CHK 00417826	17884	FEDEX	10/31/24	9.03	MW	IS	
AP CHK 00417827	58289	FEET FIRST EVENTERTAINMENT	10/31/24	7,890.00	MW	IS	
AP CHK 00417828	51080R	FELIX ROOFING INC	10/31/24	209.00	MW	IS	
AP CHK 00417829	58852	FIELDTURF USA INC	10/31/24	5,473.00	MW	IS	
AP CHK 00417830	55643	FLORIAN INDUSTRIES INC	10/31/24	2,775.00	MW	IS	
AP CHK 00417831	56170	GAVIN'S PAINTING	10/31/24	9,400.00	MW	IS	
AP CHK 00417832	48247	GCS ENVIRONMENTAL EQUIPMENT	10/31/24	735.22	MW	IS	
AP CHK 00417833	4581	GOLDEN BAY CONSTRUCTION INC	10/31/24	45,248.00	MW	IS	
AP CHK 00417834	55311	GOLDEN STATE EMERGENCY	10/31/24	156.47	MW	IS	
AP CHK 00417835	1754	GRAINGER INC	10/31/24	7,261.50	MW	IS	
AP CHK 00417836	36985	GRAND INDUSTRIES INC	10/31/24	177,199.37	MW	IS	
AP CHK 00417837	1571	GRANITEROCK	10/31/24	172.84	MW	IS	
AP CHK 00417838	57660	GREEN HALO SYSTEMS INC	10/31/24	402.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417839	56252	GRISWOLD INDUSTRIES	10/31/24	5,669.00	MW	IS	
AP CHK 00417840	57219	GSW CONSTRUCTION INC	10/31/24	92,093.00	MW	IS	
AP CHK 00417841	2223	HACH COMPANY	10/31/24	9,162.53	MW	IS	
AP CHK 00417842	17021	HF&H CONSULTANTS LLC	10/31/24	375.00	MW	IS	
AP CHK 00417843	9049	HI TECH EVS INC	10/31/24	4,342.89	MW	IS	
AP CHK 00417844	14410R	HIGH QUALITY ROOFING CO	10/31/24	209.00	MW	IS	
AP CHK 00417845	32874R	HIGHLAND CONSTRUCTION CO	10/31/24	209.00	MW	IS	
AP CHK 00417846	49700	HILL BROTHERS CHEMICAL CO	10/31/24	1,267.31	MW	IS	
AP CHK 00417847	48869R	HOME PRIDE CONSTRUCTION INC	10/31/24	3,059.00	MW	IS	
AP CHK 00417848	56109	HONEY BUCKET	10/31/24	460.98	MW	IS	
AP CHK 00417849	35284R	HUSSAIN, SHEIKH	10/31/24	345.32	MW	IS	
AP CHK 00417850	48933	INFOSEND INC	10/31/24	10,139.50	MW	IS	
AP CHK 00417851	31781	INNOVATIVE CLAIM SOLUTIONS	10/31/24	16,513.17	MW	IS	
AP CHK 00417852	2411	INTERSTATE TRAFFIC CONTROL	10/31/24	90.24	MW	IS	
AP CHK 00417853	1072	IRVINE & JACHENS INC	10/31/24	109.88	MW	IS	
AP CHK 00417854	26328	JAM SERVICES INC	10/31/24	2,554.59	MW	IS	
AP CHK 00417855	58314R	JAYME, JUSTIN	10/31/24	851.43	MW	IS	
AP CHK 00417856	11281	JWC ENVIRONMENTAL INC	10/31/24	3,540.62	MW	IS	
AP CHK 00417857	47002MED	KAISER PERMANENTE	10/31/24	3,392.18	MW	IS	
AP CHK 00417858	21792	KELLY SPICERS STORES	10/31/24	516.41	MW	IS	
AP CHK 00417859	56070	KIRBY POLYGRAPH & INVESTIGA	10/31/24	2,800.00	MW	IS	
AP CHK 00417860	58836R	KIRSCH, BRANDON	10/31/24	574.24	MW	IS	
AP CHK 00417861	36720	KONECRANES INC	10/31/24	1,989.00	MW	IS	
AP CHK 00417862	57323R	KONG, JONATHAN	10/31/24	325.00	MW	IS	
AP CHK 00417863	31870R	KRAUSS, GREGORY	10/31/24	1,488.74	MW	IS	
AP CHK 00417864	1108	L N CURTIS AND SONS	10/31/24	1,505.80	MW	IS	
AP CHK 00417865	56811R	LAJOIE, MATTHEW	10/31/24	650.00	MW	IS	
AP CHK 00417866	58847R	LANGI, LOUIS	10/31/24	129.60	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417867	58845R	LAURENTE, YOLANDA	10/31/24	323.82	MW	IS	
AP CHK 00417868	45083	LEHR	10/31/24	13,619.79	MW	IS	
AP CHK 00417869	58838R	LEONETTI, JONATHAN	10/31/24	209.00	MW	IS	
AP CHK 00417870	24273	LEXIS NEXIS	10/31/24	302.27	MW	IS	
AP CHK 00417871	58190R	LIU, SHAN	10/31/24	1,109.00	MW	IS	
AP CHK 00417872	58842R	LOPEZ, MARITZA	10/31/24	1,169.00	MW	IS	
AP CHK 00417873	49874	LOU'S GLOVES INC	10/31/24	198.00	MW	IS	
AP CHK 00417874	58287	LUBE SQUAD OF SFO LLC	10/31/24	1,027.34	MW	IS	
AP CHK 00417875	58831	LUTU, SIMAILE	10/31/24	200.00	MW	IS	
AP CHK 00417876	56506R	MACALALAD, KRISTINE	10/31/24	597.94	MW	IS	
AP CHK 00417877	58612	MACQUARIE EQUIPMENT CAPITAL	10/31/24	487.85	MW	IS	
AP CHK 00417878	56594	MASAMORI, DARLENE	10/31/24	888.00	MW	IS	
AP CHK 00417879	44154R	MEERE, ROSE	10/31/24	583.92	MW	IS	
AP CHK 00417880	23949	METRO MOBILE COMMUNICATIONS	10/31/24	587.20	MW	IS	
AP CHK 00417881	38922	MISSIONSQUARE - 801447	10/31/24	2,350.00	MW	IS	
AP CHK 00417882	38922	MISSIONSQUARE - 801447	10/31/24	1,000.00	MW	IS	
AP CHK 00417883	38922	MISSIONSQUARE - 801447	10/31/24	2,000.00	MW	IS	
AP CHK 00417884	38922	MISSIONSQUARE - 801447	10/31/24	6,000.00	MW	IS	
AP CHK 00417885	38922	MISSIONSQUARE - 801447	10/31/24	43,495.31	MW	IS	
AP CHK 00417886	13329	MITYLITE INC	10/31/24	4,566.23	MW	IS	
AP CHK 00417887	58833R	MJM CONSTRUCTION	10/31/24	1,000.00	MW	IS	
AP CHK 00417888	49436REN	MKD CEDAR HILL LLC	10/31/24	7,458.17	MW	IS	
AP CHK 00417889	16115	MOTION INDUSTRIES INC	10/31/24	1,116.75	MW	IS	
AP CHK 00417890	39868R	MR ROOFING INC	10/31/24	209.00	MW	IS	
AP CHK 00417891	15210	MUNICIPAL MAINTENANCE EQUIP	10/31/24	105.53	MW	IS	
AP CHK 00417892	53625	MUNISERVICES	10/31/24	1,750.06	MW	IS	
AP CHK 00417893	35339	MYERS, RON D	10/31/24	40,203.56	MW	IS	
AP CHK 00417894	58341	NAPA AUTO PARTS	10/31/24	33.16	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417895	34477	NCL OF WISCONSIN INC	10/31/24	602.68	MW	IS	
AP CHK 00417896	58539	NETWORK TIGERS INC	10/31/24	50.97	MW	IS	
AP CHK 00417897	45221R	NEW HIGH PROTECTION ROOFING	10/31/24	209.00	MW	IS	
AP CHK 00417898	47324JPA	NEWFRONT INSURANCE SERVICES	10/31/24	21,020.00	MW	IS	
AP CHK 00417899	49974	NGLIC	10/31/24	2,197.21	MW	IS	
AP CHK 00417900	56545	NOR CAL SIGNAL SUPPLY LLC	10/31/24	1,480.64	MW	IS	
AP CHK 00417901	25761	NORTHERN SAFETY CO INC	10/31/24	688.26	MW	IS	
AP CHK 00417902	52305	NRC ENVIRONMENTAL SERVICES	10/31/24	3,399.48	MW	IS	
AP CHK 00417903	58042R	O'SHEA, KIERA	10/31/24	232.47	MW	IS	
AP CHK 00417904	45711R	OBERST, PHIL	10/31/24	599.00	MW	IS	
AP CHK 00417905	56820	ODP BUSINESS SOLUTIONS LLC	10/31/24	1,203.70	MW	IS	
AP CHK 00417906	56821	ODP BUSINESS SOLUTIONS LLC	10/31/24	7.24	MW	IS	
AP CHK 00417907	56822	ODP BUSINESS SOLUTIONS LLC	10/31/24	2,143.62	MW	IS	
AP CHK 00417908	58180	ODP BUSINESS SOLUTIONS LLC	10/31/24	1,031.46	MW	IS	
AP CHK 00417909	56335	OPERATIONAL TECHNICAL SERVI	10/31/24	54,888.00	MW	IS	
AP CHK 00417910	41080R	ORNELAS, DANA	10/31/24	616.66	MW	IS	
AP CHK 00417911	1216	PACIFIC GAS & ELECTRIC	10/31/24	177,907.61	MW	IS	
AP CHK 00417912	1216	PACIFIC GAS & ELECTRIC	10/31/24	4.63	MW	IS	
AP CHK 00417913	1080	PACIFIC NURSERIES	10/31/24	73.83	MW	IS	
AP CHK 00417914	29252	PACIFIC PRODUCE INC	10/31/24	4,793.70	MW	IS	
AP CHK 00417915	57648R	PARAGON ROOFING AND REMODEL	10/31/24	209.00	MW	IS	
AP CHK 00417916	58834R	PAYUMO, ALBERT	10/31/24	500.00	MW	IS	
AP CHK 00417917	3297	PENINSULA LIBRARY SYSTEM	10/31/24	1,146.97	MW	IS	
AP CHK 00417918	29738	PENINSULA UNIFORMS & EQUIPM	10/31/24	5,140.34	MW	IS	
AP CHK 00417919	27473	PENWORTHY COMPANY, THE	10/31/24	5,799.44	MW	IS	
AP CHK 00417920	10255MED	PERMANENTE MEDICAL GROUP IN	10/31/24	987.00	MW	IS	
AP CHK 00417921	51799	PET FOOD EXPRESS	10/31/24	24.71	MW	IS	
AP CHK 00417922	47044	PETERSON TRUCKS INC	10/31/24	21,440.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417923	58702R	PETERSON, JILL	10/31/24	4,680.01	MW	IS	
AP CHK 00417924	58792	PIEFEST LIMITED	10/31/24	1,750.00	MW	IS	
AP CHK 00417925	54331	PIIAN SYSTEMS LLC	10/31/24	7,387.68	MW	IS	
AP CHK 00417926	49027	PLACEWORKS INC	10/31/24	950.00	MW	IS	
AP CHK 00417927	36106	POLYDYNE INC	10/31/24	27,464.29	MW	IS	
AP CHK 00417928	40152	POM INCORPORATED	10/31/24	48,118.79	MW	IS	
AP CHK 00417929	58790	POWER WASHING SERVICES	10/31/24	18,200.00	MW	IS	
AP CHK 00417930	55264	POWERDMS INC	10/31/24	10,262.46	MW	IS	
AP CHK 00417931	53942	PREFERRED ALLIANCE INC	10/31/24	388.74	MW	IS	
AP CHK 00417932	25497R	PRINE, DIADEMA G	10/31/24	1,200.00	MW	IS	
AP CHK 00417933	13591	PROJECT READ	10/31/24	65.00	MW	IS	
AP CHK 00417934	34637	PROMOTABLES LLC	10/31/24	45.83	MW	IS	
AP CHK 00417935	54044	QUADIENT LEASING USA INC	10/31/24	712.33	MW	IS	
AP CHK 00417936	27398	R & S ERECTION NORTH PENINS	10/31/24	984.26	MW	IS	
AP CHK 00417937	58849R	RAMOS, KRISTOFER GABRIEL	10/31/24	40.00	MW	IS	
AP CHK 00417938	41727R	RAMOS, LEILANI	10/31/24	1,551.93	MW	IS	
AP CHK 00417939	48668JPA	RAVNTECH CORPORATION	10/31/24	52,917.63	MW	IS	
AP CHK 00417940	1687	RED WING SHOES	10/31/24	269.61	MW	IS	
AP CHK 00417941	58111	REGIONAL TRANING CENTER, TH	10/31/24	2,398.00	MW	IS	
AP CHK 00417942	46300R	RESCUE ROOFING COMPANY	10/31/24	209.00	MW	IS	
AP CHK 00417943	58016	REXEL USA INC	10/31/24	2,615.41	MW	IS	
AP CHK 00417944	56303R	REYES, LORENA	10/31/24	260.00	MW	IS	
AP CHK 00417945	58358	RJMS CORPORATION	10/31/24	398.00	MW	IS	
AP CHK 00417946	49145	ROCKWELL SOLUTIONS	10/31/24	194.01	MW	IS	
AP CHK 00417947	57114R	RODRIGUEZ, RENALDO	10/31/24	260.00	MW	IS	
AP CHK 00417948	52843R	S F UNDERGROUND	10/31/24	4,000.00	MW	IS	
AP CHK 00417949	1087	SAFETY KLEEN SYSTEMS INC	10/31/24	3,414.00	MW	IS	
AP CHK 00417950	9274	SAN FRANCISCO CHRONICLE	10/31/24	741.00	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417951	35246	SAN MATEO COUNTY SHERIFFS 0	10/31/24	180,764.00	MW	IS	
AP CHK 00417952	58840R	SAPPHIRE BAY AREA CONSTRUCT	10/31/24	1,424.46	MW	IS	
AP CHK 00417953	58856R	SCHACH, DAVID	10/31/24	695.37	MW	IS	
AP CHK 00417954	24148	SCHOLASTIC INC	10/31/24	449.07	MW	IS	
AP CHK 00417955	39310	SCHWING BIOSET INC	10/31/24	1,121.13	MW	IS	
AP CHK 00417956	50026R	SERBIN, NOAH	10/31/24	405.00	MW	IS	
AP CHK 00417957	41901R	SF A-1 ROOFING & MAINT COMP	10/31/24	209.00	MW	IS	
AP CHK 00417958	23742	SHOE DEPOT INC	10/31/24	5,570.06	MW	IS	
AP CHK 00417959	55916R	SHOOPMAN, COREY	10/31/24	236.39	MW	IS	
AP CHK 00417960	52666	SHRED WORKS INC	10/31/24	253.00	MW	IS	
AP CHK 00417961	58851	SIMPLIFY COMPLIANCE LLC	10/31/24	586.27	MW	IS	
AP CHK 00417962	51449	SIMPSON GUMPERTZ & HEGER IN	10/31/24	9,072.08	MW	IS	
AP CHK 00417963	18862R	SMELLY MELS PLUMBING INC	10/31/24	6,000.00	MW	IS	
AP CHK 00417964	54389R	SOLIS, ELIZABETH	10/31/24	139.93	MW	IS	
AP CHK 00417965	56958JPA	STEPFORD	10/31/24	22,977.00	MW	IS	
AP CHK 00417966	45084	STEPFORD INC	10/31/24	22,630.25	MW	IS	
AP CHK 00417967	30507	STERICYCLE INC	10/31/24	321.66	MW	IS	
AP CHK 00417968	40145R	SUPER ROOFING CO	10/31/24	627.00	MW	IS	
AP CHK 00417969	51439	SWEET DELIGHT BAKERY	10/31/24	2,017.00	MW	IS	
AP CHK 00417970	15547R	SYLVESTER, GLENN	10/31/24	1,342.38	MW	IS	
AP CHK 00417971	29237	SYNAGRO WEST LLC	10/31/24	33,632.81	MW	IS	
AP CHK 00417972	45319	T MOBILE USA INC	10/31/24	515.00	MW	IS	
AP CHK 00417973	15590	T SHIRT FEVER	10/31/24	407.97	MW	IS	
AP CHK 00417974	58850R	TAKIZAWA, TAKASHI R	10/31/24	45.00	MW	IS	
AP CHK 00417975	13852	TELECOMMUNICATIONS ENGINEER	10/31/24	3,024.50	MW	IS	
AP CHK 00417976	42970JPA	TELECOMMUNICATIONS ENGINEER	10/31/24	24,000.00	MW	IS	
AP CHK 00417977	53452	THATCHER COMPANY OF CALIFOR	10/31/24	865.97	MW	IS	
AP CHK 00417978	2403	TMT ENTERPRISES INC	10/31/24	3,517.45	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP CHK 00417979	22184R	TOM LEE ROOFING INC	10/31/24	418.00	MW	IS	
AP CHK 00417980	31452	TOWNE FORD	10/31/24	88,939.42	MW	IS	
AP CHK 00417981	40278R	TRI GENERAL BUILDERS	10/31/24	209.00	MW	IS	
AP CHK 00417982	52033	TRIEPEI SMITH & ASSOCIATES	10/31/24	1,937.87	MW	IS	
AP CHK 00417983	29829	TSAI FONG BOOKS INC	10/31/24	899.65	MW	IS	
AP CHK 00417984	51119R	TUALAULELEI, JEREL	10/31/24	200.00	MW	IS	
AP CHK 00417985	57186	TURNER ADVISEMENT LLC	10/31/24	5,175.00	MW	IS	
AP CHK 00417986	47572	TYLER TECHNOLOGIES INC	10/31/24	20,032.33	MW	IS	
AP CHK 00417987	37637	ULINE INC	10/31/24	4,769.82	MW	IS	
AP CHK 00417988	56630	UNDERGROUND REPUBLIC WATER	10/31/24	8,973.83	MW	IS	
AP CHK 00417989	28123	UNITED RENTALS (NORTH AMERI	10/31/24	4,435.48	MW	IS	
AP CHK 00417990	32209	UNIVAR SOLUTIONS USA INC	10/31/24	27,418.95	MW	IS	
AP CHK 00417991	58774	UNTETHERED LABS INC	10/31/24	38,490.00	MW	IS	
AP CHK 00417992	58572	US FOODS INC	10/31/24	4,132.65	MW	IS	
AP CHK 00417993	58843R	VALLERO, RUBEN	10/31/24	374.00	MW	IS	
AP CHK 00417994	58575	VALLEY OIL COMPANY	10/31/24	33,446.21	MW	IS	
AP CHK 00417995	56885R	VAZQUEZ ROOFING	10/31/24	209.00	MW	IS	
AP CHK 00417996	56409R	VELASQUEZ, DANIEL	10/31/24	12,142.74	MW	IS	
AP CHK 00417997	29329	VERIZON WIRELESS SERVICES L	10/31/24	188.60	MW	IS	
AP CHK 00417998	58854	VILLANUEVA, JUSTINE	10/31/24	100.00	MW	IS	
AP CHK 00417999	57426	VOLER STRATEGIC ADVISORS IN	10/31/24	10,000.00	MW	IS	
AP CHK 00418000	1579	VWR INTERNATIONAL LLC	10/31/24	654.66	MW	IS	
AP CHK 00418001	50909R	WATERMAN, TRENTON	10/31/24	590.32	MW	IS	
AP CHK 00418002	50485	WAVE BROADBAND	10/31/24	249.95	MW	IS	
AP CHK 00418003	50485	WAVE BROADBAND	10/31/24	1,079.95	MW	IS	
AP CHK 00418004	50485	WAVE BROADBAND	10/31/24	99.90	MW	IS	
AP CHK 00418005	49085	WEST COAST ARBORISTS INC	10/31/24	9,909.00	MW	IS	
AP CHK 00418006	39237	WEST COAST CODE CONSULTANTS	10/31/24	5,581.62	MW	IS	

Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel To Note
AP CHK 00418007	36888	WESTERN TRUCK FABRICATION I	10/31/24	152.19	MW	IS	
AP CHK 00418008	53311	WESTSIDE CONCRETE MATERIALS	10/31/24	461.58	MW	IS	
AP CHK 00418009	30684	WHITE CAP LP	10/31/24	1,741.61	MW	IS	
AP CHK 00418010	56711	WILLIAM K FAISST CONSULTING	10/31/24	7,666.00	MW	IS	
AP CHK 00418011	25139	WITMER PUBLIC SAFETY GROUP	10/31/24	42.13	MW	IS	
AP CHK 00418012	55578R	WOO, AUSTIN	10/31/24	121.00	MW	IS	
AP CHK 00418013	58803R	XIAO, ZIANG	10/31/24	3,800.47	MW	IS	
AP CHK 00418014	58839R	ZAROOUR, SALEM	10/31/24	1,709.00	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	2,757,760.70	Number of Checks Processed:	316
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 2,757,760.70



City Council Agenda Report

Item # _____

Meeting Date: November 25, 2024

Subject: Public Hearing - Proposed Increases to Development Impact Fees

Recommended Action

Staff recommends that the City Council accept the Development Impact Fee Justification Study and adopt a resolution approving the proposed changes to Development Impact Fees (AB1600 fees).

Background

In February 2023, staff in Finance and Administrative Services, Public Works, Economic and Community Development, and the Department of Water and Wastewater Resources hired DTA Consulting Group to conduct a Development Impact Fee Study and evaluate the current AB1600 fees. Development Impact Fees have not been updated since the last Nexus study done by the City in 1999, with slight revisions to that study in 2002. The proposed fee changes would go into effect 60 days from the date of Council approval. It is proposed to evaluate the fees each year during the annual Master Fee Schedule update, and increase these fees based on the California Construction Cost Index, per recommendation from DTA Consulting Group (DTA).

Discussion

During the last year, several Departments worked with DTA to complete an updated Development Impact Fee Study. The fee study is intended to comply with Section 66000 et seq of the Government Code by identifying existing facilities and additional public facilities required by new development and determine the level of fees that may be imposed to have new developments pay a fair share. These fees are one-time amounts on development projects. The completed user fee study from DTA is included as Attachment A.

The purpose of the Development Impact Fee Study is to ensure that all future development is required to pay its "fair share" of the cost of new infrastructure through Development Impact Fees. The fees generated in this study are one-time fees typically paid prior to the issuance of a building permit and imposed on development projects. The fees in the study represent the maximum Development Impact Fees that may be imposed by the City under statutory requirements of Government Code 66000 et seq. These fees are calculated to fund the cost of facilities needed to meet the needs of the new development.

Currently, the Development Impact Fees are charged based on the zone the development is located within and if the development is residential or non-residential. The proposed Development Impact Fees will be charged to all future developments, irrespective of location, in the City. The fees will be based upon the type of development with Residential, Commercial Retail, Office, Industrial, and Institutional/Other being charged per square foot, per AB 602. The fee for Hotels will be charged per room.

Proper notice of the Public Hearing was published by the City Clerk. Proposed changes to the Development Impact Fees as well as the Justification Study were posted for review on the City's website as of October 29, 2024. City staff also emailed known developers notice of the study

City Council Agenda Report

Subject: Public Hearing - Proposed Increases to Development Impact Fees

Meeting Date: November 25, 2024

Page 2 of 2

and proposed changes. Staff recommends that any current developments that have submitted building permit applications prior to the hearing continue to use the current rates. Effective after the hearing, the fees would be assessed based upon the fees at the time the permit is issued.

Fiscal Impact

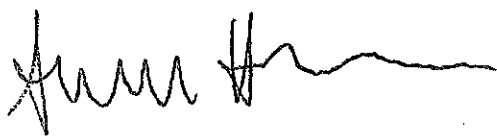
With accepting the Development Impact Fee and Justification Study by DTA and approving the proposed changes to the current fees, it is estimated the updated fees could bring in \$760k of additional revenue for FY 2025 and \$1.8M of additional revenue for FY 2026 in Fund 20 – AB1600 Public Facility Fees. This estimate is based upon the average actuals received in the past five years. The final revenue figures could fluctuate, as they are dependent upon the volume of building development plans approved in Daly City each fiscal year. These funds are restricted in use and will be approved for use based on the recommendations in the Study to stay in compliance. Finance staff intends to monitor the increase in revenues once these fees are adopted and implemented to provide a more accurate estimate during the FY 2025 annual financial review with Council. Finance staff will also continue to submit the Public Facility Fees report to Council within 180 days of the close of the fiscal year.

Summary/Conclusion

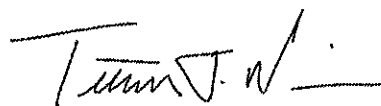
Staff recommends that the City Council accept the Development Impact Fee Justification Study and adopt a resolution approving the proposed changes in Development Impact Fees as listed in Attachment B. These changes would amend the current Daly City Master Fee Schedule which would be updated to reflect the updated fees as shown in Attachment C.

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

Respectfully submitted,



Amanda Halbur
Assistant Director of Finance
and Administrative Services



Timothy J. Nevin
Director of Finance
and Administrative Services

Attachments A: Daly City Development Impact Fee Justification Study
B: Daly City Proposed Development Impact Fee Revisions
C: Daly City Updated Master Fee Schedule



DEVELOPMENT IMPACT FEE JUSTIFICATION STUDY

CITY OF DALY CITY

Report Date: October 23 ,2024

Public Finance
Public-Private Partnerships
Development Economics
Clean Energy Bonds

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CITY OF DALY CITY



DEVELOPMENT IMPACT FEE STUDY UPDATE

Prepared for:

City of Daly City

333 90th Street

Daly City, CA 92015

Attention: Amanda Halbur

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APPENDICES

APPENDIX A	FEE DERIVATION WORKSHEETS
APPENDIX B	INVENTORY AND FACILITIES NEEDS LIST
APPENDIX C	PROPERTY INVENTORY FOR LAND ACQUISITION COSTS

I EXECUTIVE SUMMARY

In order to adequately plan for new development and identify the public facilities and costs associated with mitigating the direct and cumulative impacts of new development, DTA was retained by the City of Daly City, CA (the "City"), to update the existing impact fee program by preparing a new Assembly Bill ("AB") 1600 fee justification study (the "Fee Study"). The City's last fee study was completed in 1999 and updated with slight revisions in 2002. DTA was tasked with assessing the City's current Development Impact Fees ("DIFs"), proposing fee modifications as appropriate, and evaluating potential new DIFs that the City could adopt to help finance facilities, infrastructure, and services that benefit new development and City residents. The categories of DIFs, or "Fees," to be determined by this Fee Study include Administration, Police, Fire, Library, Parks, Transportation, Water, Sewer, and Storm Drainage at levels identified by the various City departments as being necessary to meet the needs of new development through 2043. The purpose of this Fee Study will be to establish a nexus between the anticipated development and public facilities needs for the City through 2043.

This Fee Study is intended to comply with Section 66000 *et seq.* of the Government Code, which was enacted by the State of California in 1987, by identifying existing facilities ("Facilities Inventory") and additional public facilities required by new development ("Future Facilities") (collectively, the "Facilities") and determining the level of Fees that may be imposed to pay new development's fair share. The Facilities and associated construction costs are identified in the Facilities Inventory List and Needs List, which is included in Appendix B. A description of the methodology used to calculate the fees is included in Section V. The purpose of this Fee Study is to ensure that all new development is required to pay its "fair share" of the cost of new infrastructure through the DIF program.

A Organization of the Fee Study

This Fee Study will be presented in the following eight sections:

- Section I contains an Executive Summary, provides a brief introduction to the Fee Study and includes an overview of the proposed DIFs.
- Section II is an introduction that includes a brief description of City surroundings and background information on DIF funding.
- Section III provides an overview of the legal requirements for implementing and imposing the DIF amounts identified in the Fee Study and satisfies the nexus requirements for each facility included as part of this Fee Study. Included is a discussion of the findings and requirements necessary to be satisfied when establishing, increasing, or imposing a fee as a condition of new development.
- Section IV includes a discussion of land use characteristics and demand variables of projected new development, such as the number of housing units and the

number of non-residential building square feet, assuming current growth trends in residential and non-residential development projected through 2043.

- Section V contains a description of the methodology used to determine the Fees for Facilities and presents the Fees for each of the land use types.
- Section VI presents the calculation of the Fees for each land use.
- Section VII presents the steps to adopt, administer, and implement the DIFs.
- Section VIII presents a summary of the Fees.

This Fee Study also includes an appendix section presenting the calculations and other relevant material used to determine the findings presented in this Fee Study, as noted below.

- **Appendix A** includes the calculations used to determine the various Fee levels;
- **Appendix B** includes the Facilities Inventory List and Needs List used to determine the various Fee levels; and
- **Appendix C** includes the Inventory List for the purpose of estimating the land acquisition costs.

B DIF Summary

Per the results of this Fee Study, the total fee amounts required to finance new development's share of Facilities for the City are identified in **Tables ES-1 and ES-2**. Fees presented in this Fee Study represent the maximum DIFs that may be imposed by the City under the statutory requirements of Government Code Section 66000 *et. seq.* Residential fees are listed on a per-square-foot basis, commercial Lodging (Hotels/Motels) Fees are listed on a per room basis, and non-residential DIFs are listed on a per square feet basis.

Table ES-1: DIF Summary

Land Use ^{1 2 3}	Administration	Police	Fire	Library	Parks ⁴
Single-Family (per Sq. Ft.)	\$0.46	\$0.34	\$0.73	\$0.42	\$8.98
Multi-Family (per Sq. Ft.)	\$0.46	\$0.34	\$0.73	\$0.42	\$8.98
Mobile Home (per Sq. Ft.)	\$0.46	\$0.34	\$0.73	\$0.42	\$8.98
Hotel (per Room)	\$525	\$382	\$831	\$473	
Commercial/Retail (per Sq. Ft.)	\$0.67	\$0.48	\$1.05	\$0.60	
Office (per Sq. Ft.)	\$0.92	\$0.67	\$1.45	\$0.82	
Industrial (per Sq. Ft.)	\$0.42	\$0.30	\$0.66	\$0.38	
Institutional/Other (per Sq. Ft.)	\$0.75	\$0.54	\$1.19	\$0.67	

Notes:

1. Single-family, multi-family, and mobile home residential fees are charged per square foot.
2. Hotel fees are charged per room.
3. Non-residential fees are charged per square foot.
4. Non-residential development is exempt from Park Fees.

Table ES-2: DIF Summary (continued)

Land Use ^{1 2 3}	Transportation	Water	Sewer	Storm Drain
Single-Family	\$1.00	\$0.43	\$0.66	\$2.58
Multi-Family	\$1.00	\$0.43	\$0.66	\$2.58
Mobile Home	\$1.00	\$0.43	\$0.66	\$2.58
Hotel	\$1,351	\$680	\$1,194	\$1,192
Commercial/Retail	\$6.90	\$0.68	\$1.19	\$4.00
Office	\$0.43	\$0.68	\$1.19	\$3.49
Industrial	\$1.70	\$0.68	\$1.19	\$3.37
Institutional/Other	\$2.92	\$0.68	\$1.19	\$3.49

Notes:

1. Single-family, multi-family, and mobile home residential fees are charged per square foot.
2. Hotel fees are charged per room.
3. Non-residential fees are charged per square foot.

There is also an optional Administrative portion of the DIF. Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs including but not limited to the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

The cost estimates for Future Facilities used in this Fee Study are in 2024 dollars. Therefore, DTA further recommends that, after adoption, the above impact fees be reviewed each year and include a provision for an annual inflationary adjustment based upon the California Construction Cost Index ("CCCI"). This Construction Cost Index ("CCI") is based upon the Building Cost Index ("BCI") cost indices average for San Francisco as produced by Engineering News-Record ("ENR").

II INTRODUCTION

Daly City is located at the northernmost edge of San Mateo County in Northern California. Making up an area of 7.7 square miles, the City is centrally located between two of the Bay Area's major job growth zones, the Counties of San Francisco and San Mateo, Daly City has become a regional hub for healthcare, retail, and small businesses. With over 100,000 residents, it is the second most populous city in San Mateo County. In addition to San Francisco, it is bordered by the Cities of Brisbane, Pacifica, South San Francisco and the Town of Colma. The City also borders several unincorporated areas of San Mateo County. It surrounds Broadmoor and borders San Bruno Mountain State Park. The City provides a full range of municipal services, including police, fire, streets and roadways, storm drainage, stormwater quality, parks and recreation, library, planning and zoning, building, economic development, and general administrative services. The City also operates a water utility and a sanitary sewer district. The City offers 18 parks, 11 community centers and clubhouses, one senior center, and four libraries. The City operates two Enterprise Funds, specifically one to account for sanitary sewer operations, maintenance, and capital and the other to account for the water utility system.

In order to adequately plan for new development and identify the public facilities and costs associated with mitigating the direct and cumulative impacts of new development, DTA was retained by the City of Daly City, CA (the "City"), to update the existing impact fee program by preparing a new Assembly Bill ("AB") 1600-based fee justification study (the "Fee Study"). The City's last fee study was completed in 1999 and updated with slight revisions in 2002. DTA was tasked with assessing the City's current DIFs, proposing fee modifications as appropriate, and evaluating potential new DIFs that the City could adopt to help finance facilities which benefit new development and City residents. The categories of DIFs, or ("Fees,") to be determined by this Fee Study are those that are necessary to fund Administration, Police, Fire, Library, Parks, Transportation, Water, Sewer, and Storm Drainage Facilities at levels identified by the various City departments as being necessary to meet the needs of new development through 2043. The purpose of this Fee Study will be to establish a nexus between the anticipated future development and public facilities needs for the City through 2043.

This Fee Study is intended to comply with Section 66000 *et seq.* of the Government Code, which was enacted by the State of California in 1987, by identifying existing facilities ("Facilities Inventory") and additional public facilities required by new development ("Future Facilities") (collectively, the "Facilities") and determining the level of fees that may be imposed to pay new development's fair share. The Future Facilities and associated construction costs are identified in the Facilities Inventory List and Needs List, which is included in Appendix B. A description of the methodology used to calculate the fees is included in Section V.

The purpose of this Fee Study is to ensure that all future development is required to pay its “fair share” of the cost of new infrastructure through the DIF program. The Fees generated in this Fee Study are one-time amounts typically paid prior to the issuance of a building permit and imposed on development projects by local agencies responsible for regulating land use. They represent the maximum DIFs that may be imposed by the City under the statutory requirements of Government Code Section 66000 *et. seq.* The Fee amounts to be determined will be at levels identified as being necessary to meet the needs of new development through 2043.

Fees are calculated to fund the cost of facilities needed to meet the needs of new development. **Many of the calculations and totals presented in this Fee Study are factored out to several decimal places and may not sum due to rounding in the tables provided throughout the Fee Study.** In the interest of clarity, each instance of this will be noted with a table note, as applicable. The steps followed in the Fee Study include:

1. **Demographic Assumptions:** Identify future growth that represents the increased demand for Facilities;
2. **Facility Needs and Costs:** Identify current and planned facilities inventory to determine Level of Service (“LOS”) requirements and determine the Facilities required to support new development and the costs of such facilities;
3. **Cost Allocation:** Allocate costs of Facilities on a per-equivalent-dwelling-unit or equivalent-benefit-unit basis; and
4. **Fee Schedule:** Calculate the Fee amount per square foot for residential development and non-residential development and per room for lodging development.

III LEGAL REQUIREMENTS

The City has identified the need to levy DIFs to pay for Administration, Police, Fire, Library, Transportation, Water, Sewer, and Storm Drain. These Fees will finance facilities on the Needs Lists at levels identified by the City as appropriate for new development. Upon the adoption of the Fee Study and required legal documents by the City Council, all new development will be required to pay its "fair share" of the cost of facilities on the Needs Lists through these Fees. The Fees are established pursuant to AB 1600, as described below.

Prior to World War II, development in California was held responsible for very little of the cost of public infrastructure. Public improvements were financed primarily through jurisdictional General Funds and utility charges. It was not uncommon during this period for speculators to subdivide tracts of land without providing any public improvements, expecting the closest city to eventually annex a project and provide public improvements and services.

However, starting in the late 1940s, the use of impact fees grew with the increased planning and regulation of new development. During the 1960s and 1970s, the California Courts broadened the right of local government to impose fees on developers for public improvements that were not located on project sites. More recently, with the passage of Proposition 13, the limits on general revenues for new infrastructure have resulted in new development being held responsible for a greater share of public improvements, and both the use and levels of impact fees have grown substantially. Higher fee levels were undoubtedly driven in part by a need to offset the decline in funds for infrastructure development from other sources.

The levy of impact fees is one authorized method of financing the public facilities necessary to mitigate the impacts of new development, as the levy of such fees provides funding to maintain an agency's existing LOS for an increased service population. A fee is "a monetary exaction, other than a tax or special assessment, which is charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project..." (California Government Code, Section 66000). A fee may be levied for each type of capital improvement required for new development, with the payment of the fee occurring prior to the beginning of construction of a dwelling unit or non-residential building (or prior to the expansion of existing buildings of these types). Fees are often levied at final map recordation, issuance of a Certificate of Occupancy, or more commonly, at building permit issuance.

AB 1600, which created Section 66000 *et. seq.* of the Government Code, was enacted by the State of California in 1987. This Fee Study is intended to meet the nexus or benefit requirements of AB 1600, which mandates that there is a nexus between fees imposed, use of the fees, and development projects on which the fees are imposed.

A Government Code Section 66001

In 2006, Government Code Section 66001 was amended to clarify that a fee cannot include

costs attributable to existing deficiencies but can fund costs used to maintain the existing LOS or meet an adopted LOS that is consistent with the General Plan. Section 66000 *et seq.* of the Government Code requires all public agencies to satisfy the following requirements when establishing, increasing, or imposing a fee as a condition of new development:

1. Identify the purpose of the fee [Government Code Section 66001(a)(1)];
2. Identify the use to which the fee will be put [Government Code Section 66001(a)(2)];
3. Determine that there is a reasonable relationship between the fee's use and type of development on which the fee is to be imposed [Government Code Section 66001(a)(3)];
4. Determine how there is a reasonable relationship between the need for the public facility and type of development project on which the fee is to be imposed [Government Code Section 66001(a)(4)]; and
5. Discuss how there is a reasonable relationship between the amount of the fee and cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

The sections below present each of the five requirements listed above as they relate to the imposition of the proposed fees.

A.1 Purpose of the Fee [Government Code Section 66001(A)(1)]

New residential and non-residential development within the City will generate additional residents and employees who will require additional public facilities. Land for these facilities will have to be acquired and public facilities and equipment will have to be expanded, constructed, or purchased to meet this increased demand.

This Fee Study has been prepared in response to the projected direct and cumulated effect of future development. Each new development will contribute to the need for new public facilities. Without future development, many of the new public facilities on the Needs Lists would not be necessary as the existing facilities are adequate for the City's present population. In instances where facilities would be built regardless of new development, the costs of such facilities have been allocated to new and existing development based on their respective level of benefit.

The proposed impact fee will be charged to all future development, irrespective of location, in the City. Even future "infill" development projects contribute to impacts on public facilities because they are an interactive component of a much greater network of development located throughout the City. First, the property owners and/or the tenants associated with any new development in the City can be expected to place additional demands on City facilities funded by the fee. Second, these property owners and tenants are dependent on and, in fact, may

not have chosen to utilize their development, except for residential, retail, employment, and recreational opportunities located nearby on other existing and future development. Third, the availability of residents, employees, and customers throughout the City has a growth-inducing impact without which some of the “infill” development would not occur. As a result, all development projects in the City contribute to the cumulative impacts of development.

The impact fees will be used for the acquisition, installation, and construction of public facilities identified on the Needs Lists and appropriate administrative costs to mitigate the direct and cumulative impacts of new development in the City.

A.2 *The Use to Which the Fee is to be Put [Government Code Section 66001(A)(2)]*

The fee will be used for the acquisition, installation, and construction of the public facilities identified on the Needs Lists, included in Section IV of the Fee Study, and other appropriate costs to mitigate the direct and cumulative impacts of new development in the City. The fee will provide a source of revenue to the City to allow for the acquisition, installation, and construction of public facilities, which in turn will maintain the current standard of service, preserve the quality of life in City, and protect the health, safety, and welfare of the existing and future residents, visitors, and employees.

A.3 *Determine That There is a Reasonable Relationship Between the Fee’s Use and the Type of Development Project Upon Which the Fee is Imposed (Benefit Relationship) [Government Code Section 66001(A)(3)]*

It is the projected direct and cumulative effect of future development that has prompted the preparation of the Fee Study. Each development will contribute to the need for new public facilities. Without future development, the City would have no need to construct many of the public facilities on the Needs Lists. For all other facilities, the costs have been allocated to both existing and new development based on their level of benefit. Even future “infill” development projects, which may be adjacent to existing facilities, further burden existing public facilities. Consequently, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth.

The fees will be expended for the acquisition, installation, and construction of the public facilities identified on the Needs Lists and other authorized uses, as that is the purpose for which the Fee is collected. As previously stated, all new development creates either a direct impact on public facilities or contributes to the cumulative impact on public facilities. Moreover, this impact is generally equalized among all types of development because increased demands for public facilities created by the future residents and employees create the impact upon existing facilities.

For the foregoing reasons, new development benefits from the acquisition, construction, and installation of the facilities on the Needs Lists.

A.4 Determine How There is a Reasonable Relationship Between the Need for the Public Facility and the Type of Development Project Upon Which the Fee is Imposed (Impact Relationship) [Government Code Section 66001(A)(4)]

As previously stated, all new development within the City, irrespective of location, contributes to the direct and cumulative impacts of development on public facilities and creates the need for new facilities to accommodate growth. Without future development, many of the facilities on the Needs Lists would not be necessary. For certain other facilities, the costs have been allocated to both existing and new development based on their level of benefit.

For the reasons presented herein, there is a reasonable relationship between the need for the public facilities included on the Needs List and all new development within the City.

A.5 The Relationship Between the Amount of the Fee and the Cost of the Public Facilities Attributable to the Development Upon Which the Fee is Imposed ("Rough Proportionality" Relationship) [Government Code Section 66001(A)]

As set forth above, all new development in the City impacts public facilities. Moreover, each individual development project and its related increase in population and/or employment, along with the cumulative impacts of all development in the City, will adversely impact existing facilities. Thus, imposition of the Fee to finance the facilities on the Needs Lists is an efficient, practical, and equitable method of permitting development to proceed in a responsible manner.

New development impacts facilities directly and cumulatively. In fact, without any future development, the acquisition, construction, and/or installation of many of the facilities on the Needs Lists would not be necessary as existing City facilities are adequate. Even new development located adjacent to existing facilities will utilize and benefit from facilities on the Needs List.

The proposed fee amounts are roughly proportional to the impacts resulting from new development based on the analysis in Section IV. Thus, there is a reasonable relationship between the amount of the Fee and the cost of the facilities.

Identifying these items will enable an impact fee to meet the nexus and rough proportionality requirements established by previous court cases. These findings are discussed in the nexus test for each proposed Fee element as presented in Section IV. Current State financing and fee assessment requirements only allow new development to pay for its fair share of new facilities' costs. Any current deficiencies resulting from the needs of existing development must be funded

through other sources. Therefore, a key element to establish legal impact fees is to determine what share of the benefit or cost of a particular improvement can be equitably assigned to existing development, even if that improvement has not yet been constructed. By removing this factor, the true impact of new development can be assessed and equitable fees can be assigned.

B Assembly Bill ("AB") 602

The impact fees included herein were circumscribed by the requirements of AB 602, which was approved by the California State Legislature and signed by Governor Newsom in 2021. Among the significant impacts of AB 602 are the following:

- On or after January 1, 2022, fee justification studies must identify the existing LOS for each public facility, identify the proposed new LOS, and (if the proposed new LOS is greater than existing LOS) include an explanation of why the new LOS is necessary.
- For housing development projects, Nexus Studies adopted after July 1, 2022, must calculate the amount of fees based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate. The bill would require that a "local agency that calculated fees proportionally to the square footage of the proposed units be deemed to have used a valid method to establish a reasonable relationship between the fee charged and the burden posed by development." This would also apply to multi-family residences.
- The bill also requires the Department of Housing and Community Development ("HCD"), on or before January 1, 2024, to create an impact fee Nexus Study template that may be used by local jurisdictions to calculate their fees. The bill requires that the template include a method of calculating the feasibility of housing being built with a given fee level. The template must be completed by 2024. Local jurisdictions will have the option (it will not be required) to use the HCD template.
- The bill authorizes any member of the public, including an applicant for a development project, to submit evidence that the city, county, or other local agency had failed to comply with the Mitigation Fee Act. The bill requires the legislative body of the city, county, or other local agency to consider any timely submitted evidence and authorize the legislative body to change or adjust the proposed fee or fee increase, as specified.
- If a Nexus Study supports the increase of an existing fee, the local agency shall review the assumption of the Nexus Study supporting the original fee and evaluate the amount of the fees collected under the original fee.

- Large jurisdictions (county population greater than 250,000) and cities within those counties must adopt a Capital Improvement Plan ("CIP") as part of the Nexus Study.
- Nexus Studies shall be updated at least every 8 years from the period beginning January 1, 2023.

Importantly, AB 602 does not apply to (i) water and sewer connection and capacity charges, (ii) school fees, and (iii) Mello-Roos or other taxes. These other fees, taxes, and charges are subject to their own statutory accountability measures.

IV DEMOGRAPHICS

To determine the Facilities needed to serve new development and establish Fee amounts to fund such facilities, DTA has researched and reviewed material containing information on future land use development within the City through 2043. For the purpose of this Fee Study, DTA categorized developable residential land uses as single-family residences, multi-family residences, and mobile homes. Developable non-residential land uses within the City's commercial zones are categorized as commercial lodging (hotels/motels), commercial/retail, office, industrial, and institutional/other categories and are summarized in detail in the following sections.

Elements from the California Department of Finance and U.S. Census Bureau, as well as total square footage generated by the CoStar Real Estate Manager software platform ("CoStar"), were used as estimates for the number of existing housing units and non-residential building square footage located in the City. The City's land use decisions will also affect properties within its Sphere of Influence ("SOI"). California law requires that a General Plan "cover the territory within the boundaries of an adopted City... as well as any land outside its boundaries which in the planning agencies' judgement bears relation to its planning..."

In addition, information from the Daly City 2023-2031 Housing Element dated May 2023, the Association of Bay Area Governments ("ABAG"), and estimates produced by DTA were used to project the additional land uses resulting from new development. Notably, DTA attempted to utilize metrics (e.g., average household size, square footage, etc.) that standardized existing demographics with the projections used in this Fee Study.

Future residents and employees will create additional demand for Facilities that existing public facilities cannot adequately service. In order to accommodate new development in an orderly manner, while maintaining the current quality of life in the City, the Facilities on the Inventory List and Facility Needs List (presented throughout Section VI and in Appendix B), as reviewed and approved by City staff, will need to be constructed.

For those Facilities that are needed solely to mitigate demand from new development, facility costs have been allocated to new development only. Whenever it has been determined that the new facilities will serve both existing and new development, facility costs have been allocated based on proportionate benefit [see the Equivalent Dwelling Unit ("EDU") discussion in Section V].

In addition, DTA has determined that utilizing a Persons Served population, comprised of all residents and 50% of employees, is common practice in quantifying the impact of a new development in a given service area and this metric will be used in both residential and non-residential employee population and calculations throughout this Fee Study.

Table 1 presented below provides a summary of the land uses covered in this Fee Study. As indicated earlier, the Fee Study will determine fees for six (6) specific land use categories, specifically residential, hotels, commercial/retail, office, industrial, and institutional/other. Notably, the table shown below is meant to provide an example of typical land uses found

in each category and is not intended to be a comprehensive list of all the City's potential land uses.

Table 1: Summary of Land Use Categories

Land Use Classification Fee Study	Definition
Residential	Includes single-family detached homes and single-family attached homes. Also includes buildings with attached residential units, including apartments, condominiums, townhomes, and all other residential units. For the purposes of determining the DIFs due, any "second unit" or "accessory dwelling unit" (as determined pursuant to Section 65852.2 of the Government Code) shall be considered a separate residential unit and shall be subject to this fee, consistent with State law.
Hotels	Includes hotels, motels, spas and resorts.
Commercial/Retail	Includes buildings used as the following: ▪ Retail; ▪ Service-oriented business activities, wineries/vineyards, and car washes; ▪ Department stores, discount stores, furniture/appliance outlets, and home improvement centers; ▪ Entertainment centers; ▪ Subregional and regional shopping centers; and ▪ Grocery stores and storage facilities.
Office	Includes but is not limited to buildings used as the following: ▪ Business/professional offices; ▪ Medical/dental offices; ▪ Office parks, research parks, and business parks; and ▪ General office buildings.
Industrial	Includes buildings used in the following: ▪ Light manufacturing, warehouse/distribution, and logistics wholesaling; ▪ Wholesale and warehouse retail and/or fulfillment center; ▪ Industrial park; and ▪ Light industrial.
Institutional/Other	Include but is not limited to buildings used as the following: ▪ Professional urgent care and private hospitals and rehabilitation centers; ▪ Private schools, trade and vocational schools, and veteran's organizations; ▪ Rehabilitation centers, assisted living, and memory care facilities; and ▪ Churches, temples, mosques, and synagogues.

A Existing Residential Land Uses

Demographic data provided by the Nielsen Company (a leading information, measurement, and data analytics company), California Department of Finance, and US Census Bureau were used to estimate the existing number of housing units and population in the City. Notably, DTA attempted to utilize metrics (e.g., average household size, square footage, etc.) that standardized existing demographics with DTA's projections.

According to the information provided by the California Department of Finance, US Census Bureau, and Nielsen Company, there are currently 101,458 existing residents residing in 34,087 residential single-family, multi-family, and mobile home housing units in the City. The residential persons-per-unit figure of 2.98 was also derived from data published by the California Department of Finance. Notably, the 2.98 residents per unit estimate for the City included units in the City that are currently vacant. As a result, this figure is lower than the California Department of Finance 3.14 residents per unit figure, which includes only occupied housing units. Table 2 presented below summarizes the existing demographics for the City's residential land uses.

Table 2: Estimated Existing Residential Development

Residential Land Use	Existing Residents ^{1,2}	Existing Housing Units	Residents per Unit
Residential	101,458	34,087	2.98
Total	101,458	34,087	2.98

Notes:

1. Residential units and population figures for 2024 provided by the California Department of Finance, US Census Bureau, and Nielsen Company.
2. Numbers may not sum due to rounding.

B Existing Non-Residential Land Uses

The existing non-residential square footage was compiled and estimated using the CoStar Software Real Estate Platform. In addition, The employees per square foot for non-residential land uses was based on information published in Nielsen Company *Employment Profiles* by NAICS Codes 2024. The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. The number of commercial hotel lodging rooms and non-residential building square footage presented below in Table 3 is considered "existing non-residential development."

As reflected in Table 3 below, the City has approximately 9,846,468 total square feet of existing non-residential development, including approximately 6,268,115 square feet of commercial/retail development, 1,500,000 square feet of office space, 1,400,000 square feet

of industrial development, 678,353 square feet of institutional/other development, and 297 hotel rooms.

Per the Nielsen Company's *Employment Profiles* (2024), the City has 20,406 employees in these non-residential sectors, specifically 12,536 commercial/retail employees, 4,125 office employees, 1,750 industrial employees, 1,526 institutional/other employees, and 469 hotel employees. These numbers were based on existing employee data and existing square footage data, generating employees-per-thousand-square-foot factors ("EPSFs") of 2.0 for commercial/retail development, 2.75 for the office sector, 1.25 for the industrial sector, 2.25 for the institutional sector, and 1.58 for the hotel sector. These numbers are presented in detail in Appendix A.

Table 3: Estimated Existing Non-Residential Development ¹

Non-Residential Land Use	Existing Employees	Persons Served	Hotel Rooms	Existing Building Square Footage ²
Hotel	469	234	297	
Commercial/Retail	12,536	6,268		6,268,115
Office	4,125	2,063		1,500,000
Industrial	1,750	875		1,400,000
Institutional/Other	1,526	763		678,353
Total	20,406	10,203	297	9,846,468

Note:

1. Numbers may not sum due to rounding.
2. Source: CoStar.

C Future Residential Land Uses (2043)

The projected number of residential units and population by 2043 is based on preliminary numbers provided the Daly City 2023-2031 Housing Element dated May 2023. The projected residential growth rates in the Housing Element Update were used over the build-out period to generate the number of future housing units shown below. As indicated in **Table 4**, given the assumed projected growth rates, DTA determined that the City is expected to grow by 9,481 residential units by the end of the 2043 build-out period.

Table 4: Future Residential Development ¹

Residential Land Use	Future Residents	Future Housing Units	Residents per Unit
Residential	28,220	9,481	2.98
Total	28,220	9,481	2.98

Note:

1. Numbers may not sum due to rounding.

Table 4 presented above summarizes the projected number of housing units for residential land uses over the build-out period. To comply with AB 602, DTA worked with City staff to determine the average square footage for both single-family and multi-family residences. Using building permit information from 2017 to 2023 provided by the City, DTA calculated that the combined average size of a residential unit was 2,149 square feet per unit across single-family and multi-family residences. Based on the total anticipated future City development of 9,481 residential units, this results in a total of 20,376,679 sq. ft. of future residential development, as shown in Table 5 below.

Table 5: Future Residential Development Sq. Ft.

Category	Total
Total Residential Units	9,481
Average Sq. Ft. per Unit ¹	2,149
Total Residential Sq. Ft.	20,376,679

Notes:

1. Average square footage per unit was based on single-family and multi-family building permits issues between 2017 and 2023. Mobile home units were excluded from this calculation.
2. Numbers may not sum due to rounding.

D Future Non-Residential Land Uses (2043)

To generate the 2043 non-residential square footage totals, including commercial/retail, office industrial, and institutional/other, presented in this Fee Study, non-residential development is based on the projected growth rate presented in the Daly City 2023-2031 Housing Element dated May 2023. The projected non-residential square footage growth rate was also applied to future hotel room development. A breakout of the projected non-residential development is presented below.

Table 6: Future Non-Residential Development ¹

Non-Residential Land Use	Projected Employees	Persons Served	Hotel Rooms	Projected Building Square Footage
Hotel	98	49	62	
Commercial/Retail	2,609	1304		1,304,451
Office	858	429		312,163
Industrial	364	182		291,353
Institutional/Other	318	159		141,171
Total	4,247	2,123	62	2,049,138

Note:

1. Numbers may not sum due to rounding.

V METHODOLOGY USED TO CALCULATE FEES

There are many methods used in calculating fees, but they are all based on determining the cost of needed improvements and assigning those costs equitably to various types of development. In determining a reasonable nexus for each specific type of public facility, DTA utilized several of the methodologies described below, depending upon the data and information available from the City and its current infrastructure policies.

A Standards-Based Fee Methodology

The methodology used to establish the DIFs outlined in this Fee Study for Administration, Police, Fire, Library, and Parks Facilities are based on “standards,” where costs are based on existing LOS. This standards-based methodology establishes a generic unit cost for capacity, which is then applied to each land use per the existing LOS. The LOS is based on the existing number of applicable units, such as square feet of building space or acres of land or per resident for each type of facility. This standard is not based on cost of specific facilities but rather on a standard of service. The standards-based methodology ensures that City facilities are appropriately developed and sized so that future residents and employees do not cause a reduced LOS by unduly burdening the infrastructure system, thus leading to decay and deterioration. This methodology provides several advantages, including not needing to know the cost of a specific facility, identifying how much capacity or service is provided by the current system, or having to commit to a specific size of the facility.

B Plan-Based Fee Methodology

The methodology used to establish the DIFs outlined in this Fee Study for Transportation, Water, Sewer, and Storm Drainage is based on a “plan,” such as a Master Plan of Facilities, CIP, or General Plan, which identifies a finite set of improvements to be implemented during the 2043 build-out period. These facility plans generally identify a finite set of facilities needed by the public agency and are developed according to assessments of facilities needs prepared by staff and/or outside consultants and adopted by the public agency’s legislative body. Using this plan-based approach, specific costs can be projected and assigned to all land uses planned, often with a specific time period in mind that reflects new development projections. By using population, units, and residential and non-residential square footage numbers, it is possible to assign a cost allocation percentage for both new and existing development. In preparing an impact fee analysis, facilities costs attributed to future development can then be allocated to each land use class in proportion to the demand caused by each type of development.

C Capacity-Based Fee Methodology

Another method of fee assessment used is based on the “capacity” of a service or system, such as a water tank, a sewer plant, or a storm drain. This kind of fee is not dependent on a particular Land Use Plan (i.e., amount or intensity), but rather it is based on a rate or cost per unit of capacity that can be applied to any type of development, as long as the system has adequate capacity. This fee is useful when the costs of the facility or system are

unknown at the outset. However, it requires that the capacity used by a particular land use type be measurable or estimable and that the information be available. Capacity-based impact fees are assessed based on the demand rate per unit. Although this methodology is not used to calculate any of the Fees generated in this Fee Study, the description is provided so that the City understands the various methodologies available for calculating fees.

D Summary of Fee Methodology

In this Fee Study, the standards-based LOS methodology is used to generate Fees for Administration, Police, Fire, Library, and Parks Facilities and a plan-based methodology is used to generate the Transportation, Water, Sewer, and Storm Drainage Fees. This is summarized in **Table 7** below.

Table 7: Fee Methodology (by Fee Category Type)

Fee Category	Methodology	Basis of Methodology
Administration	Standards-Based	Existing Standard
Police		
Fire		
Library		
Parks and Recreation		
Transportation	Plan-Based	Needs List
Water		
Sewer		
Storm Drainage		

For Fees calculated using the standards-based approach, the City provided DTA with an inventory of current facilities, including buildings, land, vehicles, and equipment to use in calculating a LOS standard for each of the respective fee categories.

For Fees calculated using the plan-based approach, the City has provided DTA with the list of Future Facilities to be included in the Fee Study (the "Needs List"). For the purposes of the City's DIF program, the Needs List is intended to be the official public document identifying the facilities eligible to be financed, in whole or in part, through the imposition of a DIF on new development within the City through the year 2043. The Needs List is organized by facility element (or type) and includes cost information, as outlined in **Table 8** below.

The facilities included on the Needs List for each Fee (presented in **Appendix B**) are provided by the City and reflect either the City's goals of maintaining and improving a specific area or are part of a more formal policy document, such as a General Plan, Master Plan, CIP, or other official policy or document etc. Specific estimated facility costs are provided by the City and used as a basis for determining the allocation of revenues between new and existing development. DTA surveyed City staff and consultants on the required facilities needed to serve new development as a starting point for its Fee calculations.

Table 8: Description of Needs List Cost Sections

Column Title	Contents	Source
Total Cost for Facility	The total estimated facility cost, including engineering, design, construction, land acquisition, and equipment (as applicable).	City
Offsetting Revenues to New and Existing Development	Share of total offsetting revenues allocated to new and existing development.	City
Net Cost to City	The difference between the total cost and the offsetting revenues (column 1 plus column 2).	Calculated by DTA
Percent of Cost Allocated to New Development	Net cost allocated to new development based on new development's share of facilities.	Calculated by DTA and the City
Net Cost Allocated to New Development	The net cost to the City multiplied by the percentage cost allocated to new development.	Calculated by DTA
Policy Background or Objective	Identifies the policy source or rationale for facility need.	City General Plan, CIP, City Staff

E Allocation of Benefits

E.1 Equivalent Dwelling Units ("EDUs") and Equivalent Benefit Units ("EBUs")

The methodologies employed in this Fee Study use EDUs and EBUs as the method of identifying and quantifying benefits of certain facilities and ensuring that an equitable portion of the total facilities costs are allocated to future growth, based on the proportion of need generated by that growth. Specifically, EDUs are generated in the demographic portion of this Fee Study and are used to generate the land use calculations. EDUs are a means of quantifying different land uses in terms of their equivalence to a residential dwelling unit, where equivalence is measured in terms of potential infrastructure use or benefit for each type of public facility. In this Study, EDUs are used as a basis of allocation for Administration, Police, Fire and Library. In contrast, for Parks and Recreation, Water, Sewer and Storm Drain EBUs are used to allocate costs to future growth and generate fees. This is explained further in this section and in detail in the **Appendix**.

Table 9: Basis of Allocation (by Fee Category Type)

Fee Category	Basis of Allocation of Benefit (EDU/EBU Factor)
Administration	Persons Served
Police	Persons Served
Fire	Persons Served
Library	Persons Served
Parks and Recreation	Recreation Hours per Week per Person
Transportation	Average Daily Trips ("ADTs")
Water	Water Usage Rate (Gallons Per Day)
Sewer	Sewer Usage Rate (Gallons Per Day)
Storm Drainage	Stormwater Runoff Coefficients

E.2 Persons Served

For many of the facilities considered in this Fee Study, service population (or Persons Served) will be used to allocate benefits among fee categories. For the purpose of this Fee Study, the Persons Served calculations are based on the number of residents per dwelling unit (i.e., persons per household) and number of employees per 1,000 sq. ft. generated by each land use class. Based on years of performing a variety of fiscal and economic impact studies and with experience in a variety of both public and private sectors, DTA has determined that utilizing a service population, or Persons Served population, comprised of all residents and 50% of employees is common fiscal practice in quantifying the impact of a new development in each service area. This industry standard suggests that a resident generally has twice the fiscal impact of an employee.

E.3 Average Daily Trips ("ADTs")

Traffic DIFs were calculated for each of the six (6) land use categories based on the number of ADTs generated by each land use. ADTs are published by the Institute of Transportation Engineers ("ITE") Publication "10th Generation Trip Generation Manual." The ADT generation rates are per dwelling unit (for residential units), daily trip generation per 1,000 square feet of each category of non-residential development, and per room for lodging. Per the ITE, a trip or trip end is a single or one-direction person or vehicle movement with either the origin or the destination exiting or entering) inside a study site. In technical terms, a trip has an origin and a destination at its respective ends (known as trip ends). Each trip end is part of a trip. For trip site generation, the focus is the trips entering and exiting a single site. Specifically, ADTs are the total number of trips, both inbound and outbound, within a 24-hour weekday period, generated by a particular use or development. In the case of industrial development, ADTs are adjusted by a passenger-car per truck conversion rate to account for the extra wear and tear due to the large number of multi-axle commercial vehicles.

Table 10: EDUs/EBUs

Facility Type	EBU/EDU	Existing	Projected	Total
Administration	EDU	40,943	10,908	51,851
Police	EDU	40,943	10,908	51,851
Fire	EDU	40,943	10,908	51,851
Library	EDU	40,943	10,908	51,851
Parks and Recreation ¹				
Transportation	EBU	362,371	90,643	453,014
Water ²	EBU	5,252,857	1,412,005	6,664,862
Sewer ²	EBU	2,353,732	630,154	2,983,886
Storm Drainage ²	EBU	1,184	319	1,503

Notes:

1. Park and Recreation use recreation hours per week to determine the Fee calculation. This methodology does not generate traditional existing and projected EDU/EBUs, as presented in the other categories.
2. Water and Sewer use usage rates per gallon and storm drains use runoff coefficients to determine fee calculations, so this methodology differs from the projected EDU/EBUs presented in the other categories.

The subsequent sections present the reasonable relationship of benefit, impact, and proportionality tests for each Fee element (i.e., Administration, Police, Fire, Library, Transportation, Water, Sewage, and Storm Drain facilities, as well as the analysis undertaken to apportion costs for each type of facility). More detailed fee calculation worksheets for each type of facility are included in **Appendix A**.

VI CALCULATION OF FEES

The subsequent sections present the reasonable relationship for benefit, impact, and rough proportionality tests for each Fee element (i.e., police facilities, fire facilities, library facilities, etc.) and analysis undertaken to apportion costs for each type of public facility on the Needs List. More detailed fee calculation worksheets for each type of facility are included in Appendix B.

A Administration

A.1 Administration -(Nexus Requirement AB 1600)

The Administration element includes the facilities necessary to provide basic governmental services and public facilities maintenance services, exclusive of public safety, throughout the City. The proposed DIF discussed in this section, if adopted, would be imposed, collected, and spent on the acquisition of land, construction of new public buildings, and expansion of existing City facilities to accommodate new growth.

Table 11 below illustrates how the Administration Facilities Fee will meet the requirements of AB 1600 with regard to use of the fee, type of development funded or partially funded by the fee revenue, reasonable relationship to the need for facilities, and proportionality requirements.

Table 11: Administration Facilities

AB 1600 Code Section	Description	Justification
66001(a)(1)	Identify the purpose of the Fee.	Provide a revenue source that will provide funds to construct administration facilities that will mitigate the impacts of new residential and non-residential development to the City's administration facilities.
66001(a)(2)	Identify the use to which the Fee is to be put.	Construction and replacement of new civic center buildings, supporting administration facilities, child development facilities, field operations buildings, vehicles, equipment and parking facilities.
66001(a)(3)	Demonstrate how there is a reasonable relationship between the Fee's use and type of development project on which the Fee is imposed.	New residential and non-residential development in the City will generate additional residents and employees, thus increasing the need for administration services. The equipment, vehicles, buildings and parking used to provide these services will have to be expanded, constructed, or purchased to meet this increased demand and maintain the current level of service to the City.
66001(a)(4)	Demonstrate how there is a reasonable relationship between the need for the public facilities and type of development project on which the Fee is imposed.	The additional residents and employees from the new development will impact demand for administration facilities. New civic center buildings, supporting administration facilities, child development facilities, field operations buildings, vehicles, equipment, and parking facilities are needed to mitigate the impacts of the additional residents and employees. If additional administration facilities are not constructed, then overall administration services provided to the residents and employees in the City will suffer.
66001(b)	Demonstrate how there is a reasonable relationship between the amount of the Fee and cost of the public facility.	The administration Facilities Fee is based on the cost to provide civic center buildings, supporting administration facilities, child development facilities, equipment, vehicles, field operations buildings, and parking facilities. The fee is based on the cost to provide new materials at the same levels as provided to existing residents.

A.2 Calculation Methodology

The Administration Fee was calculated using the standards-based methodology discussed in Section V. For future development to receive the same LOS as exists today, the City will need to acquire or construct additional public building facilities,

vehicles, and equipment. Assuming the City's growth through 2043, the City will need to acquire or construct additional infrastructure in order to continue to maintain the existing LOS.

The standards-based methodology (LOS) ensures that City facilities are appropriately developed and sized so that future residents and employees do not cause a reduced LOS by unduly burdening the infrastructure system, thus leading to decay and deterioration. This methodology provides several advantages, including not needing to know the size or cost of a specific facility. Another advantage of this methodology is that it does not involve the planning of any future facilities. This methodology assigns 100% of the Fees to new development and allows the City to apply the Fee revenue to any Fee-eligible project.

Table 12 below identifies the current inventory for Administration. Notably, all furniture, fixtures, and equipment have been consolidated into one integrated unit that includes all department equipment, such as furniture modules, computer hardware, and other equipment, to simplify the representation of the data.

Table 12: Current Administration Inventory

Facility	Quantity
Buildings (Square Feet)	41,101
Land (Acres)	5.6
Vehicles (Number of Vehicles)	17.0
Furniture, Fixtures, and Equipment (Integrated Unit)	1.0

A.3 Level of Service (LOS)

As stated in Section III, in September of 2021, the Governor of California signed AB 602, which provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these new requirements is that, when applicable, a Nexus Study shall identify the existing Level of Service (LOS) for each public facility, identify the proposed new LOS, and include an explanation of why the new LOS is necessary. The LOS used to calculate the Administration DIFs in this section is the existing LOS, defined as the relationship between the replacement cost of Administration (as described in this section) and the City's existing Persons Served population as discussed in Section V. The current LOS is calculated by dividing the total inventory of a facility type, as noted above, by the existing number of Persons Served within the City. As indicated below, the existing LOS for every 1,000 Persons Served is 368 square feet of building space. The same LOS methodology applies to land, vehicles, and integrated equipment and is presented below in **Table 13**.

Table 13: Administration Current LOS

Facility Type	Facility Units per 1,000 Persons Served
Buildings (Square Feet)	368
Land (Acres)	0.050
Vehicles (Number of Vehicles)	0.152
Furniture, Fixtures, and Equipment (Integrated Unit)	0.009

The Administration Facility units generated in **Table 14** below are used to determine future Administration Facility Units funded by new development in 2043. The details behind these calculations are presented in detail in **Appendix A**.

Table 14: Future Administration in 2043

Facility Type	Number of Facility Units Funded by New Development
Buildings (Square Feet)	11,169
Land (Acres)	1.522
Vehicles (Number of Vehicles)	4.620
Furniture, Fixtures, and Equipment (Integrated Unit)	0.272

It's important to note that construction costs are dependent on the real estate market at the time of development. Location, demand for land, encumbrances, comparable acquisitions, and construction costs are a few of the many variables that play into appraisals and negotiations. Each facility will have its own location and improvement requirements. However, DTA was able to determine general cost estimates, on a per square foot basis for Administration, based on historical and current data available and input from the City. These cost estimates were then applied to the future facility units.

Table 15: Administration Total Costs in 2043 ¹

Facility Type	Facility Units Funded by New Development	Cost Per Unit	Total Facility Cost for Future Development
Buildings (Square Feet)	11,169	\$625	\$6,980,583
Land (Acres)	1.522	\$2,365,282	\$3,599,401
Vehicles (Number)	4.620	\$31,872	\$147,236
Equipment (Integrated Unit)	0.272	\$257,298	\$69,919
Offsetting Revenue			\$0
Total Facilities Cost			\$10,797,138
Total Future EDUs			10,908
Cost per EDU			\$990

Note:

1. Numbers may not sum due to rounding.

A.4 Offsetting Revenues

According to City staff, there are offsetting revenues that need to be considered in the Administration calculation total. As of the end of March 2024, the City had a negative balance of \$22,543 in its current Administration account that will need to be funded from future DIF revenue. A negative balance total would not count as offsetting revenue in the DIF calculation.

A.5 Administration Fee Calculations

Once the total future facility cost has been determined, the maximum calculated Fee for each land use category can be generated. This is done by dividing the total future facility cost by the projected Administration EDUs to generate a per EDU rate, which totals \$990 per EDU, as shown above in Table 15. As discussed in Section III, per the directive of AB 602, for housing development projects, Nexus Studies adopted after July 1, 2022, will no longer be on a per unit basis and will instead be calculated based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate.

The residential Fee per sq. ft. was determined by first multiplying the cost per EDU of \$990 by the total number of residential EDUs (9,841), resulting in the total amount funded from residential property of \$9,384,830. This result was then divided by the total anticipated residential square feet (20,376,679) to generate the residential Fee per square foot of \$0.46. Details of this calculation are shown in the table below.

Table 16: Administration Costs Financed by Fees Summary per Residential Land Use Category ¹

Land Use Type	EDUs per Unit	Number of Projected Units	Conversion Factor	Total EDUs
Residential	1.00	9,841		9,481
Total Residential			[a]	9,481
Total Cost per EDU			[b]	\$990
Total Costs Financed by Residential Fees			[c] = [a] x [b]	\$9,384,830
Total Residential Sq. Ft.			[d]	20,376,679
Total Cost per Residential Sq. Ft.			[e] = [c]/[d]	\$0.46

Note:

1. Numbers may not sum due to rounding.

Similarly, the non-residential Fee per 1,000 sq. ft. was determined by multiplying the cost per EDU of \$990 by the total number of non-residential EDUs applicable with each land use type. The table below summarizes the Fee amounts per 1,000 sq. ft. and lodging rooms, as well as the total cost financed by Fees imposed on non-residential land uses.

Table 17: Administration Costs Financed by Fee Summary per Non-Residential Land Use Category ¹

Land Use Type	EDUs per Unit/1,000 Non-Res. Sq. Ft. ¹	Fee per Lodging Unit/1,000 Non-Res. Sq. Ft..	Number of Projected Lodging Unit/1,000 Non-Res. Sq. Ft.	Costs Financed by Fees
	[a]	[b] = [a] x EDU	[c]	[d] = ([c]/1,000) x [b]
Lodging ²	0.53	\$525	62	\$32,452
Commercial	0.67	\$665	1,304,451	\$867,620
Office/Other	0.92	\$915	312,163	\$285,487
Industrial	0.42	\$416	291,353	\$121,116
Institutional	0.76	\$748	141,171	\$105,633
Total Costs Financed by Non-Residential Fees				\$1,412,308

Notes:

1. Numbers may not sum due to rounding.
2. Commercial lodging fees are measured in rooms/units.

A.6 Proposed Fees

A summary of the proposed Administration Fee is presented in the table below. The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential and non-residential development.

Table 18: Administration Costs Financed by Fees Summary per Land Use Category

Land Use Type	Residential/Non-Residential Fee per 1,000 SF /Lodging Rooms Fees	Number of Projected Res./Non-Res Sq. Ft./Lodging Rooms	Costs Financed by Fees
Single-Family	\$0.46	20,376,679	\$9,384,830
Multi-Family			
Mobile Homes			
Hotel	\$525	62	\$32,452
Commercial	\$665	1,304,451	\$867,620
Office/Other	\$915	312,163	\$285,487
Industrial	\$416	291,353	\$121,116
Institutional	\$748	141,171	\$105,633
Total			\$10,797,138

Note:

1. Numbers may not sum due to rounding.

Administration Facilities DIFs for residential and non-residential development are summarized in the table below.

Table 19: Administration Facilities Fee Summary

Land Use	Calculated Fees
Single-Family	\$0.46 per Sq. Ft.
Multi-Family	
Mobile Homes	
Hotel	\$525 per Room
Commercial Retail	\$0.67 per Sq. Ft.
Office	\$0.92 per Sq. Ft.
Industrial	\$0.42 per Sq. Ft.
Institutional/Other	\$0.75 per Sq. Ft.

A.7 Administrative Fee (Optional)

Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs, including the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

A.8 DIF Annual Cost Escalation Recommendations

The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential and non-residential development. As the DIFs proposed in this Fee Study are based on Future Facilities costs in 2024 dollars, it is appropriate for the City to apply an annual escalator to these fee levels to account for inflation in acquisition and construction costs. DTA further recommends that, after adoption, the above impact fees should be reviewed each year and include a provision for an annual adjustment based on the current CCI. This CCI is based upon the BCI cost indices average for San Francisco as produced by ENR.

B Police

B.1 Police Facilities (Nexus Requirement AB 1600)

The Police Facilities element includes those facilities used by the City's Police Department to provide law enforcement services. The Fees collected from the new development will be used exclusively for Police Department purposes. All new development within the City contributes to the direct and cumulative impacts of development on Police Department facilities and creates the need for new facilities to accommodate growth. The facilities, equipment, and vehicles used to provide these services will have to be purchased or replaced to meet this increased demand. Thus, a reasonable relationship exists between the need for Police Facilities and impact of residential and non-residential development.

Table 20 below illustrates how the police fee will meet the requirements of AB 1600 with regard to use of the fee, type of development funded or partially funded by the fee revenue, reasonable relationship to the need for facilities, and proportionality requirements.

Table 20: Police Facilities

AB 1600 Code Section	Description	Justification
66001(a)(1)	Identify the purpose of the Fee.	Provide a revenue source that will provide funds to acquire vehicles, property and equipment, and additional facilities that will mitigate the impacts of new residential and non-residential development to the City's Police facilities.
66001(a)(2)	Identify the use to which the Fee is to be put.	Acquisition of additional police vehicles, property and equipment.
66001(a)(3)	Demonstrate how there is a reasonable relationship between the Fee's use and type of development project on which the Fee is imposed.	New residential and non-residential development in the City will generate additional residents and employees in the City, thus increasing the need for trained police personnel. Vehicles, property and equipment used to provide these services will have to be purchased to meet this increased demand and maintain the same level of service to the City.
66001(a)(4)	Demonstrate how there is a reasonable relationship between the need for the public facilities and type of development project on which the Fee is imposed.	The additional residents and employees from new development will impact the demand for police vehicles, property and equipment. New police vehicles and equipment are needed to mitigate the impacts of the additional residents and employees. If additional police vehicles and equipment are not acquired, then overall public safety in the City will suffer.
66001(b)	Demonstrate how there is a reasonable relationship between the amount of the Fee and cost of the public facility.	The police fee is based on the cost to provide new vehicles, property and equipment, and additional facilities. The fee is based on the cost to provide new materials at the same levels as provided to existing residents.

The table below identifies the current inventory for Police Facilities. Notably, all furniture, fixtures, and equipment have been consolidated into one integrated unit that includes all department equipment, such as furniture modules and other equipment, to simplify the representation of the data.

Table 21: Current Police Facilities Inventory

Facility	Quantity
Buildings (Square Feet)	29,263
Land (Acres)	0
Vehicles (Number of Vehicles)	84
Furniture, Fixtures, and Equipment (One Integrated Unit)	1

B.2 Calculation Methodology

The Police Facilities Fee was calculated using the standards-based methodology discussed in Section V. For future development to receive the same LOS that exists today, the City will need to acquire or construct additional Police Facilities, vehicles, and equipment. Assuming the City's projected growth over the next 19 years, the City will need to acquire or construct additional infrastructure in order to continue to maintain the existing LOS.

The standards-based methodology (LOS) ensures that City facilities are appropriately developed and sized so that future residents and employees do not cause a reduced LOS by unduly burdening the infrastructure system, thus leading to decay and deterioration. This methodology provides several advantages, including not needing to know the size or cost of a specific facility. Another advantage of this methodology is that it does not involve the planning of any future facilities. This methodology assigns 100% of the Fees to new development and allows the City to apply the Fee revenue to any Fee-eligible project.

B.3 Level of Service (LOS)

As stated in Section III, in September of 2021, the Governor of California signed AB 602, which provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these new requirements is that, when applicable, a Nexus Study shall identify the existing LOS for each public facility, identify the proposed new LOS, and include an explanation of why the new LOS is necessary. The LOS used to calculate the Police Facilities DIFs in this section is the existing LOS, defined as the relationship between the replacement cost of Police Facilities (as described in this section) and the City's existing Persons Served population, as discussed in Section V.

The current LOS is calculated by dividing the total inventory of a facility type, as noted above, by the existing number of Persons Served within the City. As indicated below, the existing LOS for every 1,000 Persons Served is 262 square feet of building space. The same LOS methodology applies to land, vehicles, and integrated equipment and is presented below in Table 22.

Table 22: Police Facilities Current LOS

Facility Type	Facility Units per 1,000 Persons Served
Buildings (Square Feet)	262
Land (Acres)	0.000
Vehicles (Number of Vehicles)	0.752
Furniture, Fixtures, and Equipment (Integrated Unit)	0.009

The facility units generated in the table below are used to determine future Police Facility Units (buildings, land, vehicles, and equipment) funded by new development

by 2043. These are the numbers required to maintain the same level of existing service by 2043. This is presented below in **Table 23**. The details behind these calculations are presented in detail in **Appendix A**.

Table 23: Future Police Facilities Required to Maintain the Current LOS in 2043

Facility Type	Number of Facility Units Funded by New Development
Buildings (Square Feet)	7,952
Land (Acres)	0.000
Vehicles (Number of Vehicles)	22.826
Furniture, Fixtures, and Equipment (Integrated Unit)	0.272

It's important to note that construction costs are dependent on the real estate market at the time of development. Location, demand for land, encumbrances, comparable acquisitions, and construction costs are a few of the many variables that play into appraisals and negotiations. Each facility will have its own location and improvement requirements. However, DTA determined general cost estimates, on a per square foot basis, for Police Facilities based on historical and current data available. Building costs for public safety facilities are somewhat higher than conventional structures as they must be built to a higher standard and assume a higher level of use (24-hour use). These cost estimates were then applied to the future facility units.

Table 24: Police Total Facilities Costs in 2043 ¹

Facility Type	Facility Units Funded by New Development	Cost Per Unit	Total Facility Cost for Future Development
Buildings (Square Feet)	7,952	\$782	\$6,218,489
Land (Acres)	0.000	\$0	\$0
Vehicles (Number)	22.826	\$29,380	\$670,635
Equipment (Integrated Unit)	0.272	\$2,824,367	\$767,504
Offsetting Revenue			(\$193,414)
Total Facilities Cost			\$7,850,042
Total Future EDUs (see Table 11)			10,908
Cost per EDU			\$720

Note:

- Numbers may not sum due to rounding.

B.4 Offsetting Revenues

According to City staff, there are offsetting revenues that need to be considered in the Police calculation total. As of the end of March 2024, the City had \$193,414 in its current Police account that needed to be subtracted from the facilities cost total. This is reflected in **Table 24**.

B.5 Police Facilities Fee Calculation

Once the total future facilities cost has been determined, the maximum calculated fee for each land use category can be generated. This is done by dividing the total future facility cost by the projected Police Facilities EDUs to generate a per EDU rate, which equals \$720 per EDU, as shown in **Table 24** above. As discussed in Section II, per the directive of AB 602, for housing development projects, Nexus Studies adopted after July 1, 2022, will no longer be on a per unit basis and will instead be calculated based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate. In this Fee Study, residential housing includes single-family, multi-family, and mobile home residences.

The residential Fee per sq. ft. was determined by first multiplying the cost per EDU of \$720 by the total number of residential EDUs (9,841), resulting in the total amount funded from residential property of \$6,823,225. This result was then divided by the total anticipated residential square footage (20,376,679) to generate the residential Fee per square foot of \$0.34. Details of this calculation are shown in the table below.

Table 25: Police Facilities Costs Financed by Fees Summary per Residential Land Use Category ¹

Land Use Type	EDUs per Unit/	Number of Projected Units	Conversion Factor	Total EDUs
Residential	1.00	9,841		9,841
Total Residential			[a]	9,841
Total Cost per EDU			[b]	\$720
Total Costs Financed by Residential Fees			[c] = [a] x [b]	\$6,823,225
Total Residential Sq. Ft.			[d]	20,376,679
Total Cost per Residential Sq. Ft.			[e] = [c]/[d]	\$0.34

Note:

1. Numbers may not sum due to rounding.

Similarly, the non-residential Fee per 1,000 sq. ft. was determined by multiplying the cost per EDU of \$720 by the total number of non-residential EDUs applicable with each land use type. The table below summarizes the Fee non-residential amounts per 1,000 sq. ft. and lodging rooms, as well as the total cost financed by Fees imposed on non-residential land uses.

Table 26: Police Facilities Costs Financed by Fees Summary per Non-Residential Land Use Category ¹

Land Use Type	EDUs per Unit/1,000 Non-Res. Sq. Ft.	Fee per Lodging Unit/1,000 Non-Res. Sq. Ft..	Number of Projected Lodging Unit/1,000 Non-Res. Sq. Ft.	Costs Financed by Fees
	[a]	[b]=[a] x EDU	[c]	e] = ([c]/1,000) x [b]
Hotel ²	0.53	\$382	62	\$23,594
Commercial/Retail	0.67	\$484	1,304,451	\$630,802
Office	0.92	\$665	312,163	\$207,563
Industrial	0.42	\$302	291,353	\$88,057
Institutional/Other	0.76	\$544	141,171	\$76,801
Total Costs Financed by Non-Residential Fees				\$1,026,816

Notes:

- Numbers may not sum due to rounding.
- Hotel Fees are measured in units/rooms.

B.6 Proposed Fees

A summary of the proposed Police Fees is presented in Table 27 below. The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential and non-residential development by the City under the statutory requirements of Government Code Section 66000 et. seq.

Table 27: Police Facilities Costs Financed by Fees Summary per Land Use Category ¹

Land Use Type	Residential/Non-Residential Fee per 1,000 SF /Lodging Rooms Fees ²	Number of Projected Res Sq. Ft./Non-Res. Sq. Ft./Hotel Rooms	Costs Financed by Fees
Single-Family	\$0.34	20,376,679	\$6,823,225
Multi-Family			
Mobile Home			
Hotel	\$382	62	\$23,594
Commercial/Retail	\$484	1,304,451	\$630,802
Office	\$665	312,163	\$207,563
Industrial	\$302	291,353	\$88,057
Institutional/Other	\$544	141,171	\$76,801
Total			\$7,850,042

Notes:

- Numbers may not sum due to rounding.
- Non-residential fees except for hotel apply per 1,000 square feet.

Police Facilities DIFs for residential and non-residential development are summarized in the table below.

Table 28: Police Facilities Fee Summary

Land Use	Calculated Fees
Single-Family	\$0.33 per Sq. Ft.
Multi-Family	
Mobile Homes	
Hotel	\$382 per Room
Commercial Retail	\$0.48 per Sq. Ft.
Office	\$0.67 per Sq. Ft.
Industrial	\$0.30 per Sq. Ft.
Institutional/Other	\$0.54 per Sq. Ft.

B.7 Administrative Fee (Optional)

Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs, including the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

B.8 DIF Annual Cost Escalation Recommendations

The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development. As the DIFs proposed in this Fee Study are based on Future Facilities costs in 2024 dollars, it is appropriate for the City to apply an annual escalator to these Fee levels to account for inflation in acquisition and construction costs. DTA further recommends that, after adoption, the above impact fees be reviewed each year and include a provision for an annual adjustment based on the current CCCI. This CCI is based upon the BCI cost indices average for San Francisco as produced by ENR.

C Fire

C.1 Fire Facilities (Nexus Requirement AB 1600)

The Fire Facilities element includes those facilities used by the North County Fire Authority, which services Daly City, Pacifica, and Brisbane to maintain Fire services. The Fees collected from new development will be used exclusively for Fire Department purposes. All new development within the City contributes to the direct and cumulative impacts of development on Fire Department facilities and creates the need for new facilities to accommodate growth. The facilities, equipment, and vehicles used to provide these services will have to be purchased or replaced to meet this increased demand. Thus, a reasonable relationship exists between the need for Fire Facilities and impact of residential and non-residential development.

Table 29 below illustrates how the fire fee will meet the requirements of AB 1600 with regard to use of the Fee, type of development funded or partially funded by the Fee revenue, reasonable relationship to the need for facilities, and proportionality requirements.

Table 29: Fire Facilities

AB 1600 Code Section	Description	Justification
66001(a)(1)	Identify the purpose of the Fee.	Provide a revenue source that will provide funds to construct and expand the various Fire facilities, acquire equipment and property, and a variety of specialized fire and emergency vehicles that will mitigate the impacts of new residential and non-residential development to the City's Fire facilities.
66001(a)(2)	Identify the use to which the Fee is to be put.	Expansion/construction/acquisition of Fire facilities, property and equipment, and vehicles.
66001(a)(3)	Demonstrate how there is a reasonable relationship between the Fee's use and type of development project on which the Fee is imposed.	New residential and non-residential development in the City will generate additional residents and employees, thus increasing the need for trained Fire personnel. Multiple buildings, property and equipment, and vehicles used to provide these services will have to be expanded, constructed, or purchased to meet this increased demand and maintain the current level of service to the City.
66001(a)(4)	Demonstrate how there is a reasonable relationship between the need for the public facilities and type of development project on which the Fee is imposed.	The additional residents and employees from new development will impact demand for fire facilities. New Fire facilities, vehicles, and equipment are needed to mitigate the impacts of the additional residents and employees. If additional Fire facilities, vehicles, and equipment are not constructed and equipment and vehicles are not acquired, then overall public safety in the City will suffer.
66001(b)	Demonstrate how there is a reasonable relationship between the amount of the Fee and cost of the public facility.	The Fire Fee is based on the cost to provide new facilities, property and equipment, and a variety of firefighting and emergency vehicles. The fee is based on the cost to provide new materials at the same levels as provided to existing residents.

The table below identifies the current inventory for Fire facilities. Notably, all furniture, fixtures, and equipment have been consolidated into one integrated unit that includes all department equipment, such as furniture modules and other equipment, to simplify the representation of the data.

Table 30: Current Fire Facilities Inventory

Facility	Quantity
Buildings (Square Feet)	40,795
Land (Acres)	2.51
Vehicles (Number of Vehicles)	38.00
Furniture, Fixtures, and Equipment (One Integrated Unit)	1.00

C.2 Calculation Methodology

The Fire Facilities Fee was calculated using the standards-based methodology discussed in Section V. For future development to receive the same LOS that exists today, the City will need to acquire or construct additional Fire Facilities, vehicles, and equipment. Assuming the City's 2043 build-out, the City will need to acquire or construct additional infrastructure in order to continue to maintain the existing LOS.

The standards-based methodology (LOS) ensures that City facilities are appropriately developed and sized so that future residents and employees do not cause a reduced LOS by unduly burdening the infrastructure system, thus leading to decay and deterioration. This methodology provides several advantages, including not needing to know the size or cost of a specific facility. Another advantage of this methodology is that it does not involve the planning of any future facilities. This methodology assigns 100% of the Fees to new development and allows the City to apply the Fee revenue to any Fee-eligible project.

C.3 Level of Service (LOS)

As stated earlier in Section III, in September of 2021 the Governor of California signed AB 602, which provides new statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these new requirements is that, when applicable, a Nexus Study shall identify the existing LOS for each public facility, identify the proposed new LOS, and include an explanation of why the new LOS is necessary. The LOS used to calculate the Fire Facilities DIFs in this section is the existing LOS, defined as the relationship between the replacement cost of Fire Facilities (as described in this section) and the City's existing Persons Served population as discussed in Section IV. The current LOS is calculated by dividing the total inventory of a facility type, as noted above, by the existing number of Persons Served within the City. As indicated below, the existing LOS for every 1,000 Persons Served is 365 square feet of building space. The same LOS methodology applies to land, vehicles, and integrated equipment and is presented below in Table 31.

Table 31: Fire Facilities Current LOS

Facility Type	Facility Units per 1,000 Persons Served
Buildings (Square Feet)	365
Land (Acres)	0.02
Vehicles (Number of Vehicles)	0.34
Furniture, Fixtures, and Equipment (Integrated Unit)	0.01

The facility units generated in the table above are used to determine future Fire Facility Units (buildings, land, vehicles, and equipment) funded by new development by 2043. These are the numbers required to maintain the same level of existing service by 2043. This is presented below in **Table 32**. The mathematics behind these calculations are presented in detail in **Appendix A**.

Table 32: Future Fire Facilities Required to Maintain the Current LOS in 2043

Facility Type	Number of Facility Units Funded by New Development
Buildings (Square Feet)	11,086
Land (Acres)	0.682
Vehicles (Number of Vehicles)	10.326
Furniture, Fixtures, and Equipment (Integrated Unit)	0.272

It's important to recognize that construction costs are dependent on the real estate market at the time of development. Location, demand for land, encumbrances, comparable acquisitions, and construction costs are a few of the many variables that play into appraisals and negotiations. Each facility will have its own location and improvement requirements. However, DTA determined general cost estimates on a per square foot basis for Fire Facilities based on historical and current data available. Building costs for public safety facilities are somewhat higher than conventional structures as they must be built to a higher standard and assume a higher level of use (24-hour use). These cost estimates were then applied to the future facility units. Please see **Table 33** below for additional details regarding the costs for Fire Facilities.

Table 33: Fire Total Facilities Costs in 2043

Facility Type	Facility Units Funded by New Development	Cost Per Unit	Total Facility Cost for Future Development
Buildings (Square Feet)	11,086	\$1,092	\$12,106,204
Land (Acres)	0.682	\$2,365,282	\$1,613,303
Vehicles (Number)	10.326	\$280,153	\$2,892,933
Equipment (Integrated Unit)	0.272	\$1,768,253	\$480,511
Offsetting Revenue			\$0.00
Total Facilities Cost			\$17,092,951
Total Future EDUs (see Table 11)			10,908
Cost per EDU			\$1,567

Note:

1. May not sum due to rounding.

C.4 Offsetting Revenues

In calculating DIFs, it is important to consider any offsetting revenue in the Fire Facilities calculation total as any existing account balance or other offsetting funds must be subtracted from the facilities cost total. As of the end of March 2024, the City had a negative balance of \$569,440 in its current Fire account that will need to be funded from future DIF revenue. A negative balance total would not count as offsetting revenue in the DIF calculation.

C.5 Fire Facilities Fee Calculation

Once the total future facility cost has been determined, the maximum calculated Fee for each land use category can be generated. This is done by dividing the total future facility cost by the projected Fire Facilities EDUs to generate a per EDU rate, which equals \$1,567 per EDU as shown above. As discussed in Section II, per the directive of AB 602, for housing development projects, Nexus Studies adopted after July 1, 2023, will no longer be on a per unit basis and will instead be calculated based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate.

Table 34: Fire Facilities Costs Financed by Fees Summary per Residential Land Use Category

Land Use Type	EDUs per Unit	Number of Projected Units	Conversion Factor	Total EDUs
Residential	1.00	9,481		9,481
Total Residential			[a]	9,481
Total Cost per EDU			[b]	\$1,567
Total Cost Financed by Residential Fees			[c] = [a] x [b]	\$14,857,125
Total Residential Sq. Ft.			[d]	20,376,679
Total Cost per Residential Sq. Ft.			[e] = [c]/[d]	\$0.73

Note:

1. May not sum due to rounding.

Again, the residential Fee per sq. ft. was determined by first multiplying the cost per EDU of \$1,567 by the total number of residential EDUs (9,481), resulting in total amount funded from residential property of \$14,857,125. This result was then divided by the total anticipated residential square feet (20,376,679) to generate the Fee per square foot of \$0.73. Details of this calculation are shown in the table above.

Similarly, the non-residential Fee per room and per 1,000 sq. ft. was determined by multiplying the cost per EDU of \$1,567 by the total number of non-residential EDUs applicable with each land use type. The table below summarizes the Fee amounts per lodging unit and per 1,000 sq. ft., as well as the total cost financed by Fees imposed on non-residential land uses.

Table 35: Fire Facilities Costs Financed by Fees Summary per Non-Residential Land Use Category

Land Use Type	EDUs per Unit/1,000 Non-Res. Sq. Ft. ¹	Fee per Unit/1,000 Non-Res. Sq. Ft./Lodging Room.	Number of Projected Units/1,000 Non-Res. Sq. Ft.	Costs Financed by Fees
	[a]	[b] = [a] x EDU	[c]	[e] = [c] x [b]
Hotel	0.53	\$831	62	\$51,375
Commercial/Retail	0.67	\$1,053	1,304,451	\$1,373,529
Office	0.92	\$1,448	312,163	\$451,955
Industrial	0.42	\$658	291,353	\$191,738
Institutional/Other	0.76	\$1,114	141,171	\$157,245
Total Costs Financed by Non-Residential Fees				\$2,235,825

Note:

1. May not sum due to rounding.

C.6 Proposed Fees

A summary of the proposed Fire Fees is presented in **Table 36** below. The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential and non-residential development by the City under the statutory requirements of Government Code Section 66000 *et. seq.*

Table 36: Fire Facilities Costs Financed by Fees Summary per Land Use Category

Land Type	Residential/ Non-Residential Fee per 1,000 /Lodging Rooms Fees	Projected Res. Sq. Ft./Non-Res. Sq. Ft.	Costs Financed by Fees
Single-Family	\$0.73	9,841	\$14,857.125
Multi-Family			
Mobile Homes			
Hotel	\$831	62	\$51,375
Commercial/Retail	\$1,053	1,304,451	\$1,373,529
Office	\$1,448	312,163	\$451,955
Industrial	\$658	291,353	\$191,738
Institutional/Other	\$1,185	141,171	\$167,228
Total			\$17,092,951

Notes:

1. Residential Fees are per square foot.
2. Hotel fees are per room.
3. Commercial/Retail, Office, Industrial and Institutional/Other are per 1,000 Square foot.

Fire Facilities DIFs for residential and non-residential development are summarized in the table below.

Table 37: Fire Facilities Fee Summary

Land Use	Calculated Fees
Single-Family	\$0.73 per Sq. Ft.
Multi-Family	
Mobile Homes	
Hotel	\$831 per Room
Commercial Retail	\$1.05 per Sq. Ft.
Office	\$1.45 per Sq. Ft.
Industrial	\$0.66 per Sq. Ft.
Institutional/Other	\$1.19 per Sq. Ft.

C.7 Administrative Fee (Optional)

Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs, including the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

C.8 DIF Annual Cost Escalation Recommendations

The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development. As the DIFs proposed in this Fee Study are based on Future Facilities costs in 2024 dollars, it is appropriate for the City to apply an annual escalator to these Fee levels to account for inflation in acquisition and construction costs. DTA further recommends that, after adoption, the above impact fees be reviewed each year and include a provision for an annual adjustment based on the current CCCI. This CCI is based upon the BCI cost indices average for San Francisco as produced by ENR.

D Library

D.1 Library Facilities (Nexus Requirement AB 1600)

The Library Facilities element includes those facilities used by the City Library Department to maintain Library services. The fees collected from the new development will be used exclusively for Library Department purposes. All new development within the City contributes to the direct and cumulative impacts of development on Library Department facilities and creates the need for new facilities to accommodate growth. The facilities and equipment used to provide these services will have to be purchased or replaced to meet this increased demand. Thus, a reasonable relationship exists between the need for Library Facilities and impact of residential and non-residential development.

Table 38 below illustrates how the Library Fee will meet the requirements of AB 1600 with regard to use of fees, type of development on which the Fee is imposed, reasonable relationship to the need for collection items, and proportionality requirements.

Table 38: Library Facilities

AB 1600 Code Section	Description	Justification
66001(a)(1)	Identify the purpose of the Fee.	Provide a revenue source that will provide funds to acquire/construct new library facilities and buildings, remodel/refurbish existing facilities and buildings, vehicles, property and equipment, and acquire various library collection items that will mitigate the impacts of new residential development to the City's Library facilities.
66001(a)(2)	Identify the use to which the Fee is to be put.	Construction of new library facilities, remodel/refurbishment of existing facilities, vehicles, property and equipment and expansion of library collection items. Collection items include but are not limited to books, periodicals, newspapers, DVDs, e-books, etc.
66001(a)(3)	Demonstrate how there is a reasonable relationship between the Fee's use and type of development project on which the Fee is imposed.	New residential development in the City will generate additional residents who will become library patrons. In addition to equipment and property, and vehicles, new facilities will need to be acquired/constructed, existing facilities will need to be remodeled / refurbished or expanded and collections will have to be expanded and additional volumes acquired to meet this increased demand. Fees collected from new residential development will be used for the acquisition/construction of new facilities, remodel/refurbishment of existing facilities, and acquisition of collection items so that the City can maintain their current level of service.
66001(a)(4)	Demonstrate how there is a reasonable relationship between the need for the public facilities and type of development project on which the Fee is imposed.	The additional residents from new development will impact demand for library space and collection items. New facility space will need to be expanded or acquired/constructed and existing facility space will need to be remodeled/refurbished. If new facilities are not acquired/constructed, existing facilities are not remodeled/refurbished, and additional library collection items are not acquired, then the City's libraries will have insufficient space and materials.
66001(b)	Demonstrate how there is a reasonable relationship between the amount of the Fee and cost of the public facility.	The library fee is based on the cost to provide new facilities, property and equipment, and vehicles. The fee is based on the cost to provide new materials at the same levels as provided to existing residents.

The table below identifies the current inventory for Library facilities. Notably, all furniture, fixtures, and equipment have been consolidated into one integrated unit that includes all department equipment, such as furniture modules and other equipment, to simplify the representation of the data.

Table 39: Current Library Facilities Inventory

Facility	Quantity
Buildings (Square Feet)	38,000
Land (Acres)	0.90
Vehicles (Number)	5.00
Equipment (Integrated Unit)	1.00

D.2 Calculation Methodology

The Library Facilities Fee was calculated using the standards-based methodology discussed in Section V. For future development to receive the same LOS as exists today, the City will need to acquire or construct additional Library facilities, vehicles, and equipment. Assuming the City's growth over the next 19 years, the City will need to acquire or construct additional infrastructure in order to continue to maintain the existing LOS. Unlike the other fees generated in this Fee Study, non-residential development will be excluded from the fee calculation.

The standards-based LOS ensures that City facilities are appropriately developed and sized so that future residents and employees do not cause a reduced LOS by unduly burdening the infrastructure system, thus leading to decay and deterioration. This methodology provides several advantages, including not needing to know the size or cost of a specific facility. Another advantage of this methodology is that it does not involve the planning of any future facilities. This methodology assigns 100% of the Fees to new development and allows the City to apply the Fee revenue to any Fee-eligible project.

D.3 Level of Service (LOS)

As stated in Section III, in September of 2021 the Governor of California signed AB 602, which provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these new requirements is that, when applicable, a Nexus Study shall identify the existing LOS for each public facility, identify the proposed new LOS, and include an explanation of why the new LOS is necessary. The LOS used to calculate the Library Facilities DIFs in this section is the existing LOS, defined as the relationship between the replacement cost of Library Facilities (as described in this section) and the City's existing Persons Served population as discussed in Section IV.

The current LOS is calculated by dividing the total inventory of a facility type, as noted above, by the existing number of Persons Served within the City. As indicated below, the existing LOS for every 1,000 Persons Served is 340 square feet of building space. The same LOS methodology applies to land, vehicles, and integrated equipment and is presented below in **Table 40**.

Table 40: Library Facilities Current LOS

Facility Type	Facility Units per 1,000 Persons Served
Buildings (Square Feet)	340
Land (Acres)	0.008
Vehicles (Number of Vehicles)	0.045
Furniture, Fixtures, and Equipment (Integrated Unit)	0.009

The facility units generated in the table above are used to determine future Library Facility Units (buildings, land, vehicles, and equipment) funded by new development in 2043. This is presented below in **Table 41**. The mathematics behind these calculations are presented in detail in **Appendix A**.

Table 41: Library Future Facilities in 2043

Facility Type	Number of Facility Units Funded by New Development
Buildings (Square Feet)	10,326
Land (Acres)	0.2371
Vehicles (Number of Vehicles)	1.3587
Furniture, Fixtures, and Equipment (Integrated Unit)	0.2717

It's important to note that construction costs are dependent on the real estate market at the time of development. Location, demand for land, encumbrances, comparable acquisitions, and construction costs are a few of the many variables that play into appraisals and negotiations. Each facility will have its own location and improvement requirements. However, DTA determined general cost estimates, on a per square foot basis, for Library facilities based on historical and current data available. These cost estimates were then applied to the future facility units. Please see **Table 42** below for additional detail regarding the costs for Library facilities.

Table 42: Library Total Facilities Costs in 2043 ¹

Facility Type	Facility Units Funded by New Development	Cost Per Unit	Total Facility Cost for Future Development
Buildings (Square Feet)	340	\$600	\$6,195,754
Land (Acres)	0.008	\$2,365,282	\$560,709
Vehicles (Number)	0.045	\$38,457	\$52,252
Equipment (Integrated Unit)	0.009	\$12,466,425	\$3,387,671
Offsetting Revenue			(\$469,073)
Total Facilities Cost			\$9,727,313
Total Future EDUs (see Table 10)			10,908
Cost per EDU			\$892

Note:

1. May not sum due to rounding.

D.4 Offsetting Revenues

According to information obtained by DTA, there are offsetting revenues that need to be considered in the library faculties calculation total. As of the end of March 2024, the City has \$469,073 in its current library account that must be subtracted from the Library facilities cost total. This is reflected in **Table 42**.

D.5 Library Facilities Fee Calculation

Once the total future facility cost has been determined, the maximum calculated Fee for each land use category can be generated. This is done by dividing the total future facility cost by the projected Library Facilities EDUs to generate a per EDU rate, which equals \$892 per EDU as shown below. As discussed in Section II, per the directive of AB 602, for housing development projects, Nexus Studies adopted after July 1, 2022, will no longer be on a per unit basis and will instead be calculated based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate.

The residential Fee per sq. ft. was determined by first multiplying the cost per EDU of \$892 by the total number of residential EDUs (9,481), resulting in total amount funded from residential property of \$8,454,942. This result was then divided by the total anticipated residential square feet 20,376,679 to generate the Fee per square foot of \$0.42. Details of this calculation are shown in **Table 43** below.

Table 43: Library Facilities Costs Financed by Fees Summary per Land Use Category ¹

Land Use Type	EDUs per Unit	Number of Projected Units	Conversion Factor	Total EDUs
Single-Family	1.00	9,481		9,481
			[a]	9,481
Total Cost per EDU			[b]	\$892
Total Costs Financed by Residential Fees			[c] = [a] x [b]	\$8,454,942
Total Residential Sq. Ft.			[d]	20,376,679
Total Cost per Residential Sq. Ft.			[e] = [c]/[d]	\$0.42

Note:

1. May not sum due to rounding.

Similarly, the non-residential Fee per room and per 1,000 sq. ft. was determined by multiplying the cost per EDU of \$892 by the total number of non-residential EDUs applicable with each land use type. The table below summarizes the Fee amounts per lodging unit and per 1,000 sq. ft., as well as the total cost financed by Fees imposed on non-residential land uses.

Table 44: Library Facilities Costs Financed by Fees Summary per Non-Residential Land Use Category

Land Use Type	EDUs per Unit/1,000 Non-Res. Sq. Ft. ¹	Fee per Unit/1,000 Non-Res. Sq. Ft..	Number of Projected Units/1,000 Non-Res. Sq. Ft.	Costs Financed by Fees
	[a]	[b] = [a] x EDU	[c]	[e] = [c] x [b]
Hotel	0.53	\$473	62	\$29,236
Commercial/Retail	0.67	\$599	1,304,451	\$781,653
Office	0.92	\$824	312,163	\$257,200
Industrial	0.42	\$375	291,353	\$109,115
Institutional/Other	0.76	\$674	141,171	\$95,167
Total Costs Financed by Non-Residential Fees				\$1,272,371

Note:

1. May not sum due to rounding.

D.6 Proposed Fees

A summary of the proposed Library Fees is presented in Table 45 below. The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential and non-residential development.

Table 45: Library Facilities Costs Financed by Fees Summary per Land Use Category

Land Type	Res. Fee per Sq. Ft./1,000 Non-Res Fee per Sq. Ft.	Projected Res. Sq. Ft./Non-Res. Sq. Ft.	Costs Financed by Fees
Single-Family	\$0.42	9,481	\$8,454,942
Multi-Family			
Mobile Homes			
Hotel	\$473	62	\$29,236
Commercial/Retail	\$599	1,304,451	\$781,653
Office	\$824	312,163	\$257,200
Industrial	\$375	291,353	\$109,115
Institutional/Other	\$674	141,171	\$95,167
Total			\$9,727,313

Notes:

1. Residential Fees are per square foot.
2. Hotel fees are per room.
3. Commercial/Retail, Office, Industrial and Institutional/Other are per 1,000 Square foot.

Library Facilities DIFs for residential and non-residential development is summarized in the table below.

Table 46: Library Facilities Costs Financed by Fees Summary per Land Use Category

Land Use	Calculated Fees
Single-Family	\$0.42 per Sq. Ft.
Multi-Family	
Mobile Homes	
Hotel	\$473 per room
Commercial Retail	\$0.60 per Sq. Ft.
Office	\$0.82 per Sq. Ft.
Industrial	\$0.38 per Sq. Ft.
Institutional/Other	\$0.67 per Sq. Ft.

D.7 Administrative Fee (Optional)

Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs, including the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

D.8 DIF Annual Cost Escalation Recommendations

The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development. As the DIFs proposed in this Fee Study are based on Future Facilities costs in 2024 dollars, it is appropriate for the City to apply an annual escalator to these Fee levels to account for inflation in acquisition and construction costs. DTA further recommends that, after adoption, the above impact fees should be reviewed each year and include a provision for an annual adjustment based on the current CCCI. This CCI is based upon the BCI cost indices average for San Francisco as produced by ENR.

E Parks and Recreation Fees

E.1 Parks and Recreation Development Facilities Fees (Nexus Requirement AB 1600)

The Parks and Recreational Facilities element will serve the residents of the City by providing facilities for recreation while enhancing the community's appeal and quality of life. The type of facilities described in this section include the City's Parks and Recreation facilities. The Fee Study includes a component for the development of new park and recreation facilities to serve new residential development for the City through 2043. Covered in this Fee section are park and recreation improvements, land acquisition, and development. In contrast to the Fees covered earlier in this Fee Study, non-residential development will be excluded from the fee calculation.

According to the City's 2020 Parks and Open Space Master Plan, in addition to improving the overall quality of life for residents, excellent park and recreation opportunities contribute to the City's quality of life and promote a healthy, active community and enhance the City's economic viability. Not only do parks and recreation facilities make the community more attractive to residents (providing a stronger market base for local businesses), but they can also directly influence a City's ability to enhance its fiscal base by attracting commercial and industrial businesses.

Table 47 below illustrates how the Parks and Recreation Fee will meet the requirements of AB 1600 with regard to use of the Fee, type of development funded or partially funded by the Fee revenue, reasonable relationship to the need for facilities, and proportionality requirements.

Table 47: Parks and Recreation Facilities

AB 1600 Code Section	Description	Justification
66001(a)(1)	Identify the purpose of the Fee.	Provide a revenue source that will provide funds to acquire land and construct parks and recreation facilities, community centers, trail facilities, vehicles and equipment that will mitigate the impacts of new residential development to the City's Parks facilities.
66001(a)(2)	Identify the use to which the Fee is to be put.	Acquisition of land and development of parks and recreation facilities, the construction of community centers and vehicles and equipment.
66001(a)(3)	Demonstrate how there is a reasonable relationship between the Fee's use and type of development project on which the Fee is imposed.	New residential development in the City will generate additional residents, thereby increasing the need for parks and recreational facilities. Park and recreational facilities and community centers, along with vehicles and equipment used to provide these services will have to be expanded or constructed to meet this increased demand and maintain the same level of service to the City.
66001(a)(4)	Demonstrate how there is a reasonable relationship between the need for the public facilities and type of development project on which the Fee is imposed.	The additional residents from new development will impact demand for parks and recreational facilities. New parks and recreational facilities and community centers are needed to mitigate the impacts of the additional residents. If additional park and recreational facilities are not constructed, then the level of service will decline and the overall quality of life for residents in the City will suffer.
66001(b)	Demonstrate how there is a reasonable relationship between the amount of the Fee and cost of the public facility.	The parks facilities fee is based on the cost to provide park and recreational facilities, land, vehicles and equipment and community centers. The fee is based on the cost to provide new materials at the same levels as provided to existing residents.

E.2 Calculation Methodology

Park DIFs in this study have been calculated utilizing the standards-based LOS methodology introduced in Section V. The City currently has 0.64 acres of parks per 1,000 residents. According to the 2020 Daly City Parks and Open Space Master Plan, Chapter 16.30 of Title 16 of the Municipal Code provides that new subdivision development shall dedicate land for park and recreational facilities in the amount of 3.0 acres per 1,000 residents or pay the equivalent amount of fees in lieu of such dedication. The City currently has 65.40 acres of parkland, as shown in the table below.

Table 48: Daly City Parks and Recreation Land Inventory by Acres ¹

Park and Recreation Inventory ²	Acres
Erlinda Tiongco Galeon Tot Lot	0.1
Arden Park	0.4
Bayshore Heights Park	3.8
Broderick - Terry Duel Site	3.3
Camelot Park	0.4
Cameo Tot Lot	0.3
Canterbury Park	0.1
Dan Gilbrech Park	0.6
David R. Rowe Park	3.6
Edgewood Park	1.1
Gellert Park	20
Hampshire Park	0.4
Hillside Park	5.9
John Daly Tot Lot	0.2
Lincoln Park	2.0
Longview Park	0.3
Lycett Park	0.6
Marchbank Park	5.3
Mission Hills Park	0.9
Northridge Park	0.8
Norwood Tot Lot	0.2
Palisades Park	1.2
Polaris Tot Lot	0.2
Skate Park	0.2
Westlake Park	13.5
Total	65.40

Notes:

1. Source: Daly City.
2. This table lists the Park and Recreation Land Inventory for the City. The recreational facilities for each of these parks are presented in Appendix B.

The methodology of this Fee Study involves calculating the park facilities demand generated by each residential unit. Specifically, this demand is expressed in terms of potential hours of park and open space usage associated with the new residents created by future development.

The standards-based methodology (LOS) ensures that City facilities are appropriately developed and sized so that future residents do not cause a reduced LOS by unduly burdening the infrastructure system, thus leading to decay and deterioration. This methodology provides several advantages, including not needing to know the size or cost of a specific facility. Another advantage of this methodology is that it does not involve the planning of any future facilities. This methodology assigns 100% of

the Fees to new development and allows the City to apply the Fee revenue to any Fee-eligible project.

The AB 1600 Mitigation Fee Act authorizes a local government agency to impose fees on specific development projects to defray the cost of new or additional public facilities that are needed to serve those developments. The Mitigation Fee Act establishes a variety of requirements to ensure local agencies timely use the fees to pay for the public facilities that serve those very developments rather than divert the fees for general revenue purposes. In fact, the Mitigation Fee Act prohibits a local government agency from levying, collecting, or imposing development mitigation fees for general revenue purposes (Gov't Code § 66008).

Using the City's Park Standard of 3.0 acres per 1,000 residents and employing the concept of an EBU, DTA links the demand for park facilities (per residential dwelling unit for each land use type) to the acreage of parkland needed to be developed and improved to satisfy this level of demand. By adding the specified acreage of parks and open space facilities based on the demand resulting from new development, the City can meet the requirements of its Future Park Standard.

To determine a fair and accurate land acquisition cost, DTA utilized the CoStar Real Estate Software Platform and created a comparable land inventory of six undeveloped properties ranging from 1.0 acres to 16.0 acres in and around the City. Each of the properties in the inventory were sold between 2018 and 2021 and an average of the sales prices was determined. Based on this inventory, DTA used the average of \$1,404,585 per acre as an estimated cost of land acquisition. An inventory listing the subject properties is presented in **Appendix B**.

DTA calculated the estimated costs of parks construction and improvements, net of park grants/funding the City has already received. Costs to improve parks may include construction and installation costs for park improvements or equipment, as well as design, engineering, and project management costs. In working with City staff, DTA determined that the cost for Park Development was \$757,835 per acre. Combined, the cost per acre, including land and development, is \$2,162,420 per acre as indicated in **Table 49 below**.

Table 49: Daly City Parks and Recreation Total Costs by Acres.

Category	Cost per Acre
Land Acquisition	\$1,404,585
Park Development	\$757,835
Total Cost per Acre	\$2,162,420

Notes:

1. Land costs of \$1,404,585 are lower than the land costs of \$2,365,282 per acre used in the other fee categories due to the exclusion of two small properties.

The land inventory that was originally examined included two additional undeveloped properties that were under 1.0 acres. In consultation with City staff, DTA removed the two properties from the land inventory. The two 0.46-acre and 0.66 acre properties were intended for commercial and department development and were deemed too small and impractical. In addition, the cost per acre was too prohibitive for the development of an additional park. The inclusion of these two small properties would have increased the average land cost to \$2,365,282 per acre (which is the per acre land cost used in the other fee categories in this Study) and would generate a higher than acceptable fee based on an inflated average cost per acre.

Once the costs were calculated, DTA then proceeded to allocate the costs among the various land use types according to the total demand generated by each category of new development. Total Park facilities demand for each land use type is given by the EBUs associated with the land use type, multiplied by the projected number of dwelling units or thousand square feet of new development through 2043 for the category.

In this Fee Study, demand for Park and Recreation facilities is quantified in terms of hours per week of potential park facilities usage. The hours per week of potential benefit are calculated per individual (working/non-working resident) and, by extension, per unit of development (i.e., residential dwelling unit). Detailed calculations of potential park facilities usage hours, and the conversion of hours to EBUs for each land use class.

E.3 Level of Service (LOS)

As stated earlier in Section III, in September of 2021 the Governor of California signed AB 602, which provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these new requirements is that, when applicable, a Nexus Study shall identify the existing LOS for each public facility, identify the proposed new LOS, and include an explanation of why the new LOS is necessary. As indicated earlier in this section, the City's current park ratio is 0.645 acres per 1,000 residents. Therefore, to maintain the 3 acres per 1,000 residents per the City's Parks and Open Space Master Plan, there would be an increase in LOS above and beyond the current LOS.

E.4 Offsetting Revenue

In calculating DIFs, it is important to consider any offsetting revenue in the Park Facilities calculation total, as any existing account balance or other offsetting funds must be subtracted from the facilities cost total. As of the end of March 2024, the City had a negative balance of \$1,291,219 in its current Administration account that will need to be funded from future DIF revenue. A negative balance would not count as an offsetting balance in the Fee calculation.

E.5 Calculations and Assumptions

The Park facilities demand (i.e., EBU) is based on the projected population growth resulting from new development. As shown in the table below, new development is anticipated to add 9,481 new dwelling units to the City. Next, the Park facilities demand (i.e., the EBUs) are converted to EBUs in order to quantify the level of benefit in proportion to a single-family residential dwelling unit, such that the ratio of EBUs per single-family unit is 1.0. A detailed description of this calculation is presented in Appendix A. As indicated in **Table 50** below, multiplying the number of projected residential units (9,481) by the average household size (2.98) yields a total anticipated population of 28,220 (i.e., total EBUs).

Table 50: Total Parks and Recreation Facilities Created by New Development

Land Use Categories	Avg. Household Size per Unit	Units	Total Population (EBUs)
Residential	2.98	9,481	28,220
Total		9,481	28,220

*Note: Numbers may not sum due to rounding.

The City's desired park ratio of 3.0 acres per 1,000 residents, i.e., 0.003 acres per resident, which the City intends to use as its park standard for future development ("Future Park Standard"), is used to satisfy the demand created by new development. As stated in Section IV and above in **Table 50**, the new development will generate an additional 28,220 residents. Therefore, the City requires a total of 84.66 additional acres to maintain the desired LOS. This is presented below in **Table 51**.

Table 51: Total Acres to Meet Future Parks and Recreation Standard

Land Use Categories	Total EBUs	Park Standard	Total Acres Required
Residential	28,220	0.003	84.66
Total		0.003	84.66

Note:

1. Due to rounding, totals may not sum.

E.6 Fee Calculation Methodology

After determining that the City requires a total of 84.66 acres of new Park and Recreation facilities to meet the Future Park Standard and satisfy the demand created by new development, DTA proceeded to calculate the amount of funding needed to pay for the required acreage of new facilities. **Table 52** presents the total costs of new park facilities (i.e., development and construction costs which equals approximately \$183,069,397 in projected facility expenditures necessary to meet the Future Park Standard for new development). Notably, 100% of the Park and Recreation facilities costs will be allocated to new development as such facilities would satisfy the Future Park

Standard and do not reflect any unmet needs or deficiencies pertaining to existing development. An advantage of this methodology, as stated in Section VI, is that it does not involve the planning of any future facilities. This methodology assigns 100% of the Fees to new development and allows the City to apply the Fee revenue to any Fee-eligible project.

Table 52: Financing Required to Meet Future Parks and Recreation Standards

Facility Type	Number of Acres Required	Cost per Acre	Facilities Cost
Parks Development Facilities	84.66	\$2,162,420	\$183,069,397
Less: Offsetting Revenues			-
Net Cost of Facilities			\$183,069,397

Note:

- Due to rounding, totals may not sum.

E.7 Parks and Recreation Facilities Fee Calculations

Based on data presented in Section IV, the total number of residential units resulting from new development is 9,481. Dividing the net cost of facilities (i.e., the revenues to be generated by the Park Fee program) over 9,481 projected units yields an allocation cost of \$19,309 per unit, as shown below.

Table 53: Cost Allocation per Unit

Net Cost of Facilities	Total Cost Allocated to New Development	Residential Units	Cost per Unit ¹
\$183,069,397	100%	9,481	\$19,309

Note:

- Due to rounding, totals may not sum.

As discussed in Section III, per the directive of AB 602, for residential housing development projects, Nexus Studies adopted after July 1, 2023, will no longer be imposed on a per unit basis and will instead be calculated based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate. To determine the Fee per sq. ft., the cost allocated to new development (\$183,069,397) was divided by the total anticipated residential square feet (20,376,679), resulting in a DIF for Park facilities of \$8.98 per square foot.

Table 54: Parks and Recreation Costs Financed by Fees Summary per Residential Land Use Category

Land Use Type	EDUs per Unit	Number of Projected Units	Conversion Factor	Total EDUs
Residential	1.00	9,481		9,481
Total Residential		9,481	[a]	9,481
Total Cost per EDU			[b]	\$19,309
Total Fees			[c] = [a] x [b]	\$183,069,397
Total Residential Sq. Ft.			[d]	20,376,679
Total Cost per Residential Sq. Ft.			[e] = [c]/[d]	\$8.98

E.8 Proposed Fees

The proposed Park Fee amounts are summarized in Tables 55 and 56 below and presented in detail in Appendix B.

Table 55: Park and Recreation Cost Allocation by Land Use Type

Land Use Categories	EBUs per Unit	Cost Allocation per Sq. Ft.	New Development in Units	Cost Financed	% Cost Financed
Residential	1.00	\$8.98	9,481	\$183,069,397	100.0%
Total				\$183,069,397	100.0%

Park and Recreational Facilities DIFs for residential development are summarized in the table below at \$8.98 per square foot. The Fees generated within this Fee Study reflect the maximum justifiable DIFs that may be imposed by the City under the statutory requirements of Government Code Section 66000 *et. seq.* The City is free to charge any amount up to that maximum level. It's important to note that had the fees have also been calculated using the alternative per acre land cost scenario of \$2,365,282 discussed earlier, the resulting DIF would have been \$12.98 per acre.

Table 56: Parks and Recreation Facilities Fee Summary

Land Use	Fees per Sq. Ft. ^{1 2}
Single-Family (per Sq. Ft.)	\$8.98
Multi-Family (per Sq. Ft.)	
Mobile Home (per Sq. Ft.)	

Note:

1. Proposed DIF per square foot based on a per acre land costs of \$1,404,585
2. Alternative DIF based on a per acre land cost of \$2,365,282 would result in a DIF of \$12.98 per square foot

E.9 Administrative Fee (Optional)

Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs, including the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

E.10 DIF Annual Cost Escalation Recommendations

The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development. As the DIFs proposed in this Fee Study are based on Future Facilities costs in 2024 dollars, it is appropriate for the City to apply an annual escalator to these Fee levels to account for inflation in acquisition and construction costs. DTA further recommends that, after adoption, the above impact fees should be reviewed each year and include a provision for an annual adjustment based on the current CCI. This CCI is based upon the BCI cost indices average for San Francisco as produced by ENR.

F Transportation

F.1 Transportation Facilities

The City's goal is to provide safe and efficient vehicular access throughout the City by improving Transportation facilities impacted by new development. Improvements to Transportation facilities focus on but are not limited to traffic signals, street lights, and pavement. The proposed DIF is to help meet the Transportation demand of new development through 2043. The City identified the need for the Transportation infrastructure and equipment, as shown below in **Table 57**.

The DIF will provide a source of revenue to the City to allow for the acquisition, installation, and construction of needed Transportation Facilities, which in turn will both preserve the quality of life in the City and protect the health, safety, and welfare of the existing and future residents and employees. Transportation Fees will be calculated using the Plan-based approach discussed in Section V.

Table 57 below illustrates how the transportation fee will meet the requirements of AB 1600 with regard to use of fees, type of development funded or partially funded by the Fee revenue, reasonable relationship to the need for facilities, and proportionality requirements.

Table 57: Transportation Facilities

AB 1600 Code Section	Description	Justification
66001(a)(1)	Identify the purpose of the Fee.	Provide a revenue source that will provide funds to construct various transportation projects including ADA improvements, street lights, traffic signals, school safety improvements, sidewalks, crosswalks, and other infrastructure that will mitigate the impacts of new development on the City's circulation system.
66001(a)(2)	Identify the use to which the Fee is to be put.	Fund or partially fund the construction of ADA improvements, traffic signals, street lights, crosswalks, sidewalks, and other projects within the City limits.
66001(a)(3)	Demonstrate how there is a reasonable relationship between the Fee's use and type of development project on which the fee is imposed.	New residential and non-residential development will generate additional traffic on City streets. The Fee revenue will be used to construct new transportation projects upon which new residents and employees will travel. A Fee imposed on new residential and non-residential development is a reasonable method for mitigating the impacts of such new development and any resulting increase in LOS above and beyond the current LOS that is required to meet the plan approved by the City.
66001(a)(4)	Demonstrate how there is a reasonable relationship between the need for the public facilities and type of development project on which the Fee is imposed.	The additional traffic volumes generated by new development will impact current levels of congestion. New traffic signals, crosswalks, street lights and other additions and expansions are needed to mitigate the impacts of the increased traffic volumes. If the proposed projects are not constructed in concert with new development, the City's circulation system will experience higher traffic volumes and increase the level of congestion to a condition well below City standards.
66001(b)	Demonstrate how there is a reasonable relationship between the amount of the Fee and cost of the public facility.	Project costs are allocated to new development based on the percentage of traffic volume generated by new development to the total traffic volume at build-out. The specific fee imposed on the various land uses are based on the relative trip generation rate as compared to a residential unit (baseline rate or EDU factor).

Identification of the facilities to be financed is a critical component of any DIF program. In the broadest sense, the purpose of DIFs is to protect public health, safety, and general welfare by providing Transportation facilities. The City has provided DTA with the Facilities Needs List to be included in the Fee Study. For the purposes of the City's DIF program, the Facilities Needs List is intended to be the official public document identifying the facilities eligible to be financed, in whole or in part, through the levy of a DIF on new development within the City. The Needs List is organized by facility element (or type) and includes cost information, as outlined in **Table 58** below.

The facilities included are provided by the City and reflect either the City's goals of maintaining and improving a specific area or are part of a more formal policy document, such as a General Plan, CIP, etc. Specific estimated facility costs are provided by the City and used as a basis for determining the allocation of revenues between new and existing developments.

The table below outlines the proposed facilities and respective costs along with any offsetting revenues. The list of Transportation facilities is included below and in **Appendix B**. The cost estimates for the Transportation category were provided by the City and based on the City's CIP.

Table 58: Transportation Facilities Costs ¹

Transportation Facilities	Facility Costs
Annual ADA/Sidewalk Improvements	\$60,000,000
Traffic Signals	
Clarinada Ave./SR 1 on/off ramps Traffic signal installations	\$877,823
Lake Merced Blvd./Southgate Ave. Traffic signal Installation	\$750,000
Serramonte Blvd./SR1 on/off ramps Traffic signal installation	\$866,393
Traffic Signals/Street Light Improvements	\$1,675,000
Street Lights	
RO 256 Palisades Streetlight conversion	\$2,560,000
RO 408 Serramonte Streetlight conversion	2198000
RO 411 Skyline Streetlight conversion	\$2,084,000
RO 450 Westlake Streetlight conversion	\$2,698,000
RO 460 Northridge Streetlight conversion	\$1,884,000
Improvements	
Bayshore and Woodrow Wilson Safe Routes to School	\$3,395,661
Crocker Ave. sidewalk	\$5,530,000
Crosswalk Improvements	\$990,000
Geneva Ave. Lane Signs Replacement	\$335,000
Geneva Ave. Streetscape	\$7,200,000
Geneva Bayshore Traffic Signal Modification	\$1,095,000
Green Streets Project (Beyond 2027)	\$5,846,000
Green Streets Project Mission Street	\$1,740,000
Hillside Blvd. Reconstruction	\$2,295,000
John Daly Blvd./I-280 Overpass Widening/Foot Bridge	\$19,532,000
John Daly Blvd./RTE 35 Bicycle Access	\$2,525,000
John Daly Blvd./Skyline Blvd. Intersection Safety Improvements	\$326,000
John Daly Overpass Bike/Ped. Masterplan Improvements	\$2,647,000
Junipero Serra Blvd. Street Improvements	\$450,000
Mission Street Grand Blvd.	\$14,430,000
Mission Street Transit Hub and Bus Shelter and Painting LED Lighting Upgrade	\$150,000
Southgate Ave. and School St. Improvements	\$569,000
Vision Zero Improvements	\$1,015,000
School Safety Improvements	\$8,000,000
Transportation Facilities Subtotal	\$153,663,877
Offsetting Revenue	(\$1,459,553)
Transportation Facilities Total	\$152,204,324

Note:

1. Detailed descriptions of these projects are presented in **Appendix B**.

Transportation DIFs were calculated for each of the six (6) land use categories based on the number of ADTs generated by each land use. ADTs are published by the ITE Publication "10th Edition Trip Generation Manual." The ADT generation rates are per dwelling unit (for residential units), daily trip generation per 1,000 building square feet of each category of non-residential development, and per room for hotels. Per the ITE, a trip or trip end is a single or one-direction person or vehicle movement with either the origin or the destination (existing or entering) inside a study site. In technical terms, a trip has an origin and a destination at its respective ends (known as trip ends). Each trip end is part of a trip. For trip site generation, the focus is the trips entering and exiting a single site. Specifically, ADTs are the total number of trips, both inbound and outbound, within a 24-hour weekday period, generated by a particular use or development. In the case of industrial development ADTs are adjusted by a passenger-car per truck conversion rate to account for the extra wear and tear due to the large number of multi-axle commercial vehicles.

All proposed Transportation facilities were sized to meet the needs of both existing and future residents and employees. Therefore, the costs of these facilities have been allocated between existing development and new development based on their percentage of build-out EBUs. As illustrated below in **Table 59**, 79.99% of the costs will be allocated to existing development and 20.01% of the costs will be allocated to new development. Based on this allocation between new and existing development, \$30,454,456 of the \$152,204,324 in Transportation facilities costs would be funded by DIFs imposed on new development. The remaining \$121,749,867 must be funded through other sources to be determined by the City.

Table 59: Transportation Facilities Cost Allocation Summary ¹

Development Type	ADTs	Percentage Allocated	Facility Cost Allocation
Existing Development	362,371	79.99%	\$121,749,867
New Development	90,643	20.01%	\$30,454,456
Total	453,014	100.00%	\$152,204,324

Note:

1. May not sum due to rounding.

F.2 Offsetting Revenues

According to City staff, there are offsetting revenues that need to be considered in the Transportation calculation total. As of the end of March 2024, the City had \$1,459,553 in its current Transportation account that needed to be subtracted from the facilities cost total. This is reflected in **Table 58**.

F.3 Level of Service (LOS)

As stated earlier in Section III, in September of 2021, the Governor of California signed AB 602, which provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these new requirements is that, when applicable, a Nexus Study shall identify the existing LOS for each public facility, identify the proposed new LOS, and include an explanation of why the new LOS is necessary.

LOS for streets and intersections is commonly defined in terms of LOS categories "A" through "F," as defined in the Highway City Manual published by the Transportation Research Board. According to the Circulation Element in the 2030 Daly City General Plan, adopted March 2013 and revised March 2015, traffic at the City's intersection is measured by a LOS standard that grades intersection performance on an "A" through "F" scale. This LOS measurement is calculated by summing the average delay for vehicles in each lane for all intersection approaches. As identified in Task CE-1-6 of the Circulation Element of the City's General Plan, the City employs a LOS "D" standard intended primarily to determine impacts of new land uses on the City's roadway network and the intersection improvements that may need to occur as a result. This standard requires that a minimum LOS "D" be maintained at all principal intersections. The morning and evening peak traffic conditions occur between 7:00 a.m. and 9:00 a.m., and 4:00 p.m. and 7:00 p.m., respectively.

The Circulation Element in the 2030 Daly City General Plan identifies and itemizes all existing and planned facilities necessary to provide required service to the City and also outlines the criteria used to design a system needed to serve both existing and future development. The portion of the Fee associated with existing transportation facilities represents the current LOS that would be applied to new development. Notably, the Future Facilities have been identified by the City (in its CIP) as facilities required to serve both new and existing development. Therefore, any increase in LOS above and beyond the current LOS would be an increase required to meet the plan approved by the City.

F.4 Calculation Methodology

To calculate the DIFs, DTA first determined the number of ADTs expected through 2043 based on the expected residential and non-residential growth in the City. The analysis estimates that a maximum of 90,643 additional ADTs would be generated by the land use growth, as detailed in **Table 60** below. In this section, ADTs are used instead of EDUs, and as explained in Section V, they are calculated the same way that EDUs were calculated in each of the previous sections. These calculations are presented in detail in **Appendix A**.

Table 60: Projected Number of Trip Calculations

Land Use Type	Projected Development (Units)	Projected Development (Square Feet)	ADT Generation Rate ¹	Total ADTs (EBUs)
Residential	9,481		6.38	60,489
Hotel	62		4.02	248
Commercial/Retail		1,304,451	20.55	26,806
Office		312,163	1.28	400
Industrial		291,353	5.06	1,473
Institutional		141,171	8.69	1,226
Total				90,643

Note:

1. Projected ADTs per unit for residential, per lodging unit for commercial lodging, and per 1,000 square feet for non-residential.

Table 61 presented below summarizes the cost per ADT, which is generated by dividing the cost to new development of \$30,454,456 by the number of ADTs that will be generated by new development 90,643. When accounting for the increased planned ADTs in the City, the cost per ADT totals \$336 as shown in the table below. The cost per ADT (\$336) was then applied to the various land uses and their respective ADT trip generation rates to determine the proposed Transportation DIFs.

Table 61: Cost per Average Trip Estimate

Proposed Facilities Costs	Total
Cost Allocated to New Development	\$30,454,456
Total Trips Added by New Development	90,643
Cost Per Trip	\$336

Note:

1. May not sum due to rounding.

F.5 Transportation Facilities Fee Calculation

As discussed in Section III, per the directive of AB 602, for housing development projects, Nexus Studies adopted after July 1, 2022, will no longer be on a per unit basis and will instead be calculated based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate.

The residential Fee per sq. ft. was determined by first multiplying the cost per EBU of \$339 by the total number of residential EBUs (60,489), resulting in the total amount funded from residential property of \$20,323,229. This result was then divided by the total anticipated residential square feet (20,376,679), to generate the residential Fee per square foot of \$1.00. Details of this calculation are shown in the table below.

Table 62: Transportation Costs Financed by Fees Summary per Residential Land Use Category ¹

Land Use Type	ADTs per Unit	Number of Projected Units	Calculation	Total EBUs ²
Residential	6.38	9,481		60,489
Total Residential		9,481	[a]	60,489
Total Cost per EBU			[b]	\$336
Total Cost Finance by Residential Fees			[c] = [a] x [b]	\$20,323,229
Total Residential Sq. Ft.			[d]	20,376,679
Total Cost per Residential Sq. Ft.			[e] = [c]/[d]	\$1.00

Notes:

- Numbers may not sum due to rounding.
- ADTs (6.38) x number of projected units (9,481) = Total (60,489).

Similarly, the Fee per lodging room and Fee per 1,000 sq. ft. of non-residential development was determined by multiplying the cost per EBU of \$336 by the total number of non-residential EBUs applicable with each land use type. The table below summarizes the Fee amounts per room and per 1,000 square feet, as well as the total cost financed by Fees imposed on non-residential land uses.

Table 63: Transportation Costs Financed by Fee Summary per Non-Residential Land Use Category ¹

Land Use Type	EBUs per Unit/Non-Res. Sq. Ft.	Residential Fee per Unit/per 1,000 Non-Res. Sq. Ft. or per Room	Number of Projected Units/Non-Res. Sq. Ft.	Costs Financed by Fees
Conversion Factor	[a]	[b] = [a] x EDU	[c]	[e] = [c] x [b]
Hotel	4.02	\$1,351	62	\$83,481
Commercial/Retail	20.55	\$6,904	1,304,451	\$9,006,470
Office	1.28	\$431	312,163	\$134,510
Industrial	5.06	\$1,698	291,353	\$494,829
Institutional/Other	8.69	\$2,918	141,171	\$411,938
Total				\$10,131,227

Note:

- Numbers may not sum due to rounding.

F.6 Proposed Fes

The proposed Transportation Fee amounts are summarized in Table 64 below. The fees recommended within this Fee Study reflect the maximum justifiable fee level that may be imposed on new residential development by the City under the statutory requirements of Government Code Section 66000 et. seq.

Table 64: Transportation Facilities Costs Financed by Fees Summary per Land Use Category

Land Use Type	Residential/Non-Residential Fee per 1,000 Sq. Ft./Lodging Room	Number of Projected Res Sq. Ft./Non-Res. Sq. Ft./Lodging Rooms	Costs Financed by Fees
Single-Family	\$1.00	9,481	\$20,323,229
Multi-Family			
Mobile Home			
Hotel	\$1,351	62	\$83,481
Commercial/Retail	\$6,904	1,304,451	\$9,006,470
Office	\$431	312,163	\$134,510
Industrial	\$1,698	291,353	\$494,829
Institutional/Other	\$2,918	141,171	\$411,938
Total Cost Financed by Non-Residential Fees			\$30,454,456

Transportation Facilities DIFs for residential and non-residential development are summarized in the table below.

Table 65: Transportation Facilities Fee Summary

Land Use	Calculated Fees
Single-Family Residence	\$1.00 per Sq. Ft.
Multi-Family Residence	
Mobile Home	
Hotel	\$1,351 per room
Commercial/Retail	\$6.90 per Sq. Ft.
Office	\$0.44 per Sq. Ft.
Industrial	\$1.70 per Sq. Ft.
Institutional/Other	\$2.92 per Sq. Ft.

F.7 Administrative Fee (Optional)

Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs, including the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

F.8 DIF Annual Cost Escalation Recommendations

The DIFs recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development. As the DIFs proposed in this Fee Study are based on Future Facilities costs in 2024 dollars, it is appropriate for the City to apply an annual escalator to these fee levels to account for inflation in acquisition and construction costs. DTA further recommends that, after adoption, the above impact fees should be reviewed each year and include a provision for an annual adjustment based on the current CCCI. This CCI is based upon the BCI cost indices average for San Francisco as produced by ENR.

G Water Fees

G.1 Water Facilities (Nexus Requirement AB 1600)

DTA's estimates of new development and increased water demand by the City has provided the basis for calculating the Water Facilities Fee. The need for water facilities improvements is based on the water demand placed on the system by development. In this Fee Study, DTA has determined that a reasonable measure of demand is the flow generation rate, expressed as the number of gallons per day generated by a specific type of land use, both residential and non-residential. Flow generation rates are assumed to be a reasonable measure of demand on the City's system of water improvements because they represent the average rate of demand that will be placed on the system per land use designation. The Water facilities category includes those facilities used by the City to provide basic water supply and distribution services to residents and employees within the City.

Table 66 below illustrates how the water facilities fee will meet the requirements of AB 1600 with regard to use of Fees, type of development funded or partially funded by the Fee revenue, reasonable relationship to the need for facilities, and proportionality requirements.

Table 66: Water Facilities Nexus Requirement

AB 1600 Code Section	Description	Justification
66001(a)(1)	Identify the purpose of the Fee.	Provide a revenue source to pay for construction of water projects including pump stations, reservoir infrastructure, wells, and equipment that will mitigate the impacts of new development on the City's Water facilities.
66001(a)(2)	Identify the use to which the Fee is to be put.	Fund or partially fund the construction of water projects such as pump stations, reservoir infrastructure, wells, and other equipment within the City limits
66001(a)(3)	Demonstrate how there is a reasonable relationship between the Fee's use and type of development project on which the Fee is imposed.	New residential and non-residential development in the City's Water Service Area will generate additional residents and employees who will increase the demand for water facilities. Water fees collected from new development will be used exclusively for construction-related costs associated with these projects New water infrastructure is needed to deliver water to new residents and employees. Fees imposed on new residential and non-residential development is a reasonable method for mitigating the impacts of such new development and any resulting increase in LOS above and beyond the current LOS that is required to meet the plan approved by the City.
66001(a)(4)	Demonstrate how there is a reasonable relationship between the need for the public facilities and type of development project on which the Fee is imposed.	Residential and non-residential growth within the City's Water Service Area will increase the demand for potable water. In order to meet this demand at the current LOS or more, the City will need to expand their potable water system to mitigate the impacts of new development in the Water Service Area.
66001(b)	Demonstrate how there is a reasonable relationship between the amount of the Fee and cost of the public facility.	The cost of the proposed potable water facilities is based on increased demand for potable water from new development. Project costs are allocated to new development based on the percentage of relative water demand from new development as compared to total service area demand. The Fees for each land use is based on the relative potable water demands among the various land uses for new development.

Notably, for Water facilities, the City has provided DTA with a Needs List. Please refer to Section V for details on the Needs List. **Table 67** below provides a summary of the Needs List. The facilities costs presented below are based on estimates provided by the City.

Table 67: Summary Water Facilities Costs

Water Facilities	Facility Cost
Citrus Pump Station Generator Replacement	\$3,200,000
Citrus Pump Station Replacement	\$22,000,000
Equipment Vehicles	\$245,000
Hydropneumatics Tank Replacements	\$210,000
New Well at Reservoir 5B on Margate	\$6,600,000
Plant Improvements	\$2,850,000
Pointe Generator Replacement	\$575,000
Reservoir 3 Rehabilitation	\$1,950,000
Reservoir 5b Structural Rehabilitation	\$2,150,000
Reservoir 7 Replacement	\$2,250,000
Reservoir Fencing	\$300,000
SCADA systems Upgrades	\$450,000
Street Resurfacing Water Mains	\$1,000,000
Vale Well Replacement	\$3,000,000
Well Rehabilitation	\$550,000
Water Facility Master Plan	\$250,000
Reservoir 8 Interior Coatings	\$600,000
Westlake Electrical Upgrade	\$380,000
Water Main Improvements	\$2,000,000
Pressure Reducing Vale Replacements	\$300,000
Water Facilities Subtotal	\$50,860,000
Offsetting Revenues	(\$2,665,881)
Total	\$48,194,119

G.2 Offsetting Revenues

According to City staff, there are offsetting revenues that need to be considered in the Water facilities calculation total. As of the end of March 2024, the City has \$2,665,881 in its current Water facilities account that must be subtracted from the facilities cost total. This is reflected in **Table 67**.

G.3 Level of Service (LOS)

As stated earlier in Section III, in September of 2021 the Governor of California signed AB 602, which provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these new requirements is that, when applicable, a Nexus Study shall identify the existing LOS for each public facility, identify the proposed new LOS, and include an explanation of why the new LOS is

necessary. This section looks at the LOS for Water facilities, a system that involves several considerations related to water supply, gallons per day, water quality, storage capacity, water pressure, and Citywide reliability.

The City's 2020 Urban Water Management Plan Update identifies and itemizes all existing and planned facilities necessary to provide required service to the City and also outlines the criteria used to design a system needed to serve both existing and future development. The portion of the Fee associated with existing Water facilities represents the current LOS that would be applied to new development. Notably, the future facilities have been identified by the City (in its CIP) as facilities required to serve both new and existing development. Therefore, any increase in LOS above and beyond the current LOS would be an increase required to meet the plan approved by the City.

G.4 Calculation Methodology

Water Fees were calculated for each of the six (6) land use categories based on the water usage, measured in terms number of gallons per day ("GDP"), (i.e., the EBU factor, see Section V) generated by each land use. Total GDPs were calculated by applying these water usage rates to the various dwelling unit counts and non-residential square feet identified in Section IV of this Fee Study. As discussed in Section V, flow generation rates (i.e., gallon per day per acre) for residential units and non-residential development are published in the City's Urban Water Management Plan.

All proposed Water facilities were sized to meet the needs of both existing and future residents and employees. Therefore, the costs of these facilities have been allocated between existing development and new development based on their percentage of build-out EBUs. As illustrated below in **Table 68**, 78.81% of the costs will be allocated to existing development and 21.19% of the costs will be allocated to new development. Based on this allocation between new and existing development, \$10,210,314 of the \$48,194,119 in Water facilities costs would be funded by the Fee imposed on new development. The remaining \$37,983,805 must be funded through other sources to be determined by the City.

Table 68: Water Facilities Cost Allocation Summary

Development Type	Percentage Allocated	Facility Cost Allocated
Existing Development	78.81%	\$37,983,805
New Development	21.19%	\$10,210,314
Total	100.00%	\$48,194,119

**Note:* Some figures may not sum due to rounding.

To determine the Water Fees, DTA calculated the number of GDPs expected through 2043 based on the expected residential and non-residential growth in the City. As

shown in **Table 69** below, the analysis estimates that a maximum of 1,412,005 additional GPDs would be generated by land use growth.

Table 69: Water Usage by Land Use

Land Use Type	Projected Development (Units/Sq. Ft.)	Water Usage Rate ¹	Total GPDs
Residential	9,481	128	1,213,576
Hotels	62	94	5,810
Commercial	1,304,451	94	122,618
Office	312,163	94	29,343
Industrial	291,353	94	27,387
Institutional	141,171	94	13,270
Total			1,412,005

Note:

1. Projected GPDs per unit for residential and per 1,000 Square Feet and per hotel room for non-residential.

Table 70 presented below summarizes the cost per 1,000 GPDs (please note, per 1,000 GPDs is used to avoid rounding significant figures), which is generated by dividing the cost to new development of \$10,210,314 by the number of GPDs that will be generated by new development (1,412,005) and multiplying by 1,000. When accounting for the 1,412,005 planned GPDs in the City, the cost per GPD totals \$7,231, as shown in the table below. This cost was then applied to the various land uses and their respective GPD generation rates to determine the proposed Fee.

Table 70: Cost per GPD

Proposed Facilities Costs	Calculation	Total
Cost Allocated to New Development	[a]	\$10,210,314
Total GPDs Added by New Development	[b]	1,412,005
Multiplier	[c]	1,000
DIF Cost Per 1,000 GPDs	$([a]/[b]) \times [c]$	\$7,231
Total Cost per EBU	[c] / 1,000	\$7.23

G.5 Water Facilities Fee Calculation

As discussed in Section III, per the directive of AB 602, for housing development projects, Nexus Studies adopted after July 1, 2022, will no longer be on a per unit basis and instead be calculated based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate.

The residential Fee per sq. ft. was determined by first multiplying the cost per EBU of \$7.23 by the total number of residential EBUs (1,213,576), resulting in a total amount

funded from residential property of \$8,775,459. This result was then divided by the total anticipated residential square feet (20,376,679) to generate the Fee per square foot of \$0.43. Details of this calculation are shown in the table below.

Table 71: Water Facilities Costs Financed by Fees Summary per Residential Land Use Category

Land Use Type	GPDs per Unit	Number of Projected Units	Calculation	Total GPDs
Residential	128	9,481		1,213,576
Total Residential		9,481	[a]	1,213,576
Total Cost per EBU			[b]	\$7.23
Total Fees			[c] = [a] x [b]	\$8,775,459
Total Residential Sq. Ft.			[d]	20,376,679
Total Cost per Residential Sq. Ft.			[e] = [c]/[d]	\$0.43

Similarly, the non-residential Fee per 1,000 sq. ft. was determined by multiplying the cost per EBU of \$7.23 by the total number of non-residential EBUs applicable with each land use type. The table below summarizes the Fee amounts per 1,000 sq. ft. and total cost financed by Fees imposed on non-residential land uses.

Table 72: Water Facilities Costs Financed by Fee Summary per Non-Residential Land Use Category

Land Use Type	EBUs per 1,000 Non-Res. Sq. Ft. ¹	Fee per 1,000 Non-Res. Sq. Ft..	Number of Projected Non-Res. Sq. Ft.	Costs Financed by Fees
	[a]	[b] = [a] x EBU	[c]	[e] = [c] x [b]
Hotel	94	\$680	62	\$42,012
Commercial	94	\$680	1,304,451	\$886,663
Office	94	\$680	312,163	\$212,184
Industrial	94	\$680	291,353	\$198,038
Institutional	94	\$680	141,171	\$95,957
Total				\$1,434,855

G.6 Proposed Fees

The proposed Water Fee amounts are summarized in **Table 73** below. The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development by the City under the statutory requirements of Government Code Section 66000 et. seq.

Table 73: Water Facilities Costs Financed by Fees Summary per Land Use Category

Land Use Type	Residential Fee per Sq. Ft./per 1,000 Non-Res. Sq. Ft.	Number of Projected Res Sq. Ft./1,000 Non-Res. Sq. Ft	Costs Financed by Fees
Single-Family	\$0.43	20,676,679	\$8,775,459
Multi-Family			
Mobile Home			
Hotel	\$680	62	\$42,012
Commercial	\$680	1,304,451	\$886,663
Office	\$680	312,163	\$212,184
Industrial	\$680	291,353	\$198,038
Institutional	\$680	141,171	\$95,957
Total			\$10,210,314

Water Facilities DIFs for residential and non-residential development are summarized in the table below.

Table 74: Water Facilities Fee Summary

Land Use	Calculated Fees
Single-Family Residence	\$0.43 per Sq. Ft.
Multi- Family Residence	
Mobile Home	
Hotel	\$714 per room
Commercial/Retail	\$0.68 per Sq. Ft.
Office	\$0.68 per Sq. Ft.
Industrial	\$0.68 per Sq. Ft.
Institutional/Other	\$0.68 per Sq. Ft.

G.7 Administrative Fee (Optional)

Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs, including the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

G.8 DIF Annual Cost Escalation Recommendations

The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development. As the DIFs proposed in this Fee Study are based on Future Facilities costs in 2024 dollars, it is appropriate for the City to apply an annual escalator to these Fee levels to account for inflation in acquisition and construction costs. DTA further recommends that, after adoption, the above impact fees be reviewed each year and include a provision for an annual adjustment based on the current CCCI. This CCI is based upon the BCI cost indices average for San Francisco as produced by ENR.

H Sewer Facilities

H.1 Sewer Facilities (Nexus Requirement AB 1600)

The Sewer facilities category includes those facilities used by the City to provide basic sanitary sewer services to residents and employees within the City. These elements consist of downstream collectors conveying wastewater from local drainage areas, such as residential tracts and business parks, to City trunk sewer lines and treatment facilities. These proposed facilities have Citywide benefit by ensuring that there will be sufficient system-wide capacity to collect wastewater from new and existing development by the year 2043. This section of the study takes into consideration existing and future needs to accommodate City population and employees at build-out and addresses the need for expansion of City sewer facilities.

In order to serve future development through General Plan build-out, the City has identified the need for plant structure improvements, a new emergency plant generator, various plant upgrades, and numerous Sewer rehab projects.

Table 75 below illustrates how the Sewer Facilities Fee will meet the requirements of AB 1600 with regard to the use of the Fee, type of development funded or partially funded by the Fee revenue, reasonable relationship to the need for the facilities, and proportionality requirements.

Table 75: Sewer Facilities

AB 1600 Code Section	Description	Justification
66001(a)(1)	Identify the purpose of the Fee.	Provide a revenue source to pay for construction of sewer facilities such as compressors, SCADA systems, generation facilities, sewer mains, lift stations, and equipment that will mitigate the impacts of new development on the City's Water facilities.
66001(a)(2)	Identify the use to which the Fee is to be put.	Revenue from this fee will be used to construct and expand new sewer facilities such as compressors, SCADA systems, generation facilities, sewer mains, lift stations, and equipment that will be used to provide general sewer collection and treatment services.
66001(a)(3)	Demonstrate how there is a reasonable relationship between the Fee's use and type of development project on which the Fee is imposed.	New residential and non-residential development will generate additional residents and employees that will increase the demand for Sewer facilities. Sewer Fees collected from new development will be used exclusively for construction-related costs associated with these projects. Fees imposed on new residential and non-residential development is a reasonable method for mitigating the impacts of new development and any resulting increase in LOS above and beyond the current LOS that is required to meet the plan approved by the City.
66001(a)(4)	Demonstrate how there is a reasonable relationship between the need for the public facilities and type of development project on which the Fee is imposed.	New residential and non-residential development City's Sewer Service Area will generate additional residents and employees that will increase the need to collect and treat sewage generated by such new development. New sewer infrastructure such as compressors, SCADA systems, generation facilities, sewer mains, lift stations, and equipment are needed to collect and treat sewer generated from new development in the City's Sewer Service Area.
66001(b)	Demonstrate how there is a reasonable relationship between the amount of the Fee and cost of the public facility.	The cost of the proposed facilities is based on projected sewer generation from the various land uses. The amount of the fee for each land use is calculated based on the relative contribution of Citywide sewer flow from each land use.

Notably, for Sewer Facilities, the City has provided DTA with the Needs List. Please refer to Section V for details on the Needs List. **Table 76** below provides a summary of the Needs List. This is presented in detail in **Appendix B**. The facility costs presented below are based on estimates provided by the City.

Table 76: Sewer Facilities Needs List

Sewer Facilities	Facility Cost
Headworks 1 fine Screen Replacement	\$1,200,000
I-280 crossing Sewer Main Improvements - Southgate to Junipero Sierra	\$8,450,000
Plant Aeration Mixer Upgrade	\$1,600,000
Plant Compressor Replacement	\$500,000
Plant Electrical/Instrumentation Upgrade	\$500,000
Plant Process Improvements	\$3,300,000
Plant Structure Improvements	\$2,425,000
Rehabilitation of 27th Final Effluent Force Main	\$300,000
SCADA systems upgrade	\$500,000
Sewer Lift Station Rehab/Replace	\$1,800,000
Sewer Main Rehabilitation/Improvements	\$600,000
SSMP/Master Plan - System Improvements	\$21,000,000
Treatment Plant Air Scrubbers	\$825,000
Vehicle Upgrades	\$160,000
Vista Grande Drainage Basin Improvement Project	\$29,000,000
Street Resurfacing Sanitation Mains	\$1,100,000
Digester 2 Cleaning	\$600,000
New Emergency Plant Generator	\$2,000,000
Subtotal	\$75,860,000
Offsetting Revenues	(\$58,368)
Sewer Facilities Total	\$75,801,631

The reasonable relationship used to allocate Sewer costs between existing and future development is relative to wastewater generation. Wastewater generation used in Sewer facilities is directly related to water demand. Interior water usage (excluding landscape irrigation, since it is considered a component of water demand) generally constitutes half (and often times more) of the total water demand for a residential unit.

H.2 Offsetting Revenues

According to City staff, there are offsetting revenues that need to be considered in the Water facilities calculation total. As of the end of March 2024, the City had \$58,368 in its current Water facilities account that must be subtracted from the facilities cost total.

H.3 Level of Service (LOS)

As stated earlier in Section III, in September of 2021 the Governor of California signed AB 602, which provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these new requirements is that, when applicable, a Nexus Study shall identify the existing LOS for each public facility, identify the proposed new LOS, and include an explanation of why the new LOS is necessary. This section looks at the LOS for Sewer facilities to ensure that there will be sufficient system-wide capacity to collect wastewater from new and existing development by the year 2043. The City's 10-year Wastewater System Master Plan prepared in August 2022 identifies and itemizes all existing and planned facilities necessary to provide required service to the City and also outlines the criteria used to design a system needed to serve both existing and future development.

In the City's Wastewater System Master Plan, it states *"The District prepared a wastewater system master plan in 2009. Since then, the District has successfully completed a series of capital improvement plan (CIP) projects that addressed most of the known deficiencies in the collection system. In addition, Daly City completed and updated its 2030 General Plan. With these changes since 2009, the District wanted to update its wastewater system master plan (Plan) to ensure continued conveyance of wastewater to the wastewater treatment plant (WWTP)."* As stated, the City's 2022 Master Plan update identifies and itemizes all existing and planned facilities necessary to provide required service to the City and also outlines the criteria used to design a system needed to serve both existing and future development. The portion of the Fee associated with existing Sewer facilities represent the current LOS that would be applied to new development. Notably, the Future Facilities have been identified by the City (in its CIP) as facilities required to serve both new and existing development. Therefore, any increase in LOS above and beyond the current LOS would be an increase required to meet the plan approved by the City.

H.4 Calculation Methodology

Sewer Fees were calculated for each of the six (6) land use categories based on the wastewater generation, measured in terms number of GDPs, (i.e., the EBU factor, see Section V) generated by each land use. Total GDPs were calculated by applying these wastewater generation rates to the various dwelling unit counts and non-residential square feet identified in Section IV of this Fee Study. As discussed in Section V, flow generation rates (i.e., gallon per day) per for residential units and non-residential development are published in the City's Water System Master Plan.

All proposed Wastewater facilities were sized to meet the needs of both existing and future residents and employees. Therefore, the costs of these facilities have been allocated between existing development and new development based on their percentage of build-out EBUs. As illustrated below in **Table 77**, 78.88% of the costs

will be allocated to existing development and 21.12% of the costs will be allocated to new development. Based on this allocation between new and existing development, \$16,008,216 of the \$75,801,631 in Sewer facilities costs would be funded by the Fee imposed on new development. The remaining \$59,793,414 must be funded through other sources to be determined by the City.

Table 77: Sewer Facilities Cost Allocation Summary

Development Type	Percentage Allocated to New Development	Facility Cost Allocation
Existing Development	78.88%	\$59,793,414
New Development	21.12%	\$16,008,216
Total	100.00%	\$75,801,631

Sewer generation is directly related to water demand. Interior water usage (excluding landscape irrigation, since it is considered a component of water demand) generally constitutes half (and often times more) of the total water demand for a residential unit. To determine the Sewer Fees, DTA calculated the number of GPDs expected through 2043 based on the expected residential and non-residential growth in the City. As shown in **Table 78** below, the analysis estimates that a maximum of 630,154 additional GPDs would be generated by the land use growth.

Table 78: Sewer Generation by Land Use

Land Use Type	Projected Development (Units/Sq. Ft.)	Wastewater Generation Rate ¹	Total GPDs
Residential	9,481	56	530,939
Hotel	62	47	2,905
Commercial	1,304,451	47	61,309
Office	312,163	47	14,672
Industrial	291,353	47	13,694
Institutional	141,171	47	6,635
Total			630,154

Note:

1. Projected GPDs per unit for residential and per 1,000 Square Feet for non-residential.

Table 79 presented below summarizes the cost per 1,000 GPDs (note, per 1,000 GPDs is used to avoid rounding significant figures), which is generated by dividing the cost to new development of \$16,008,216 by the number of GPDs that will be generated by new development (630,154) and multiplying by 1,000. When accounting for the 630,154 planned GPDs in the City, the DIF cost per GPD totals \$25,404, as shown in the table below. This cost was then applied to the various land uses and their respective GPD generation rates to determine the proposed Fee.

Table 79: Cost per GPD

Proposed Facilities Costs	Calculation	Total
Cost Allocated to New Development	[a]	\$16,008,216
Total GPDs Added by New Development	[b]	630,154
Multiplier	[c]	1,000
DIF Cost Per 1,000 GPDs	$([a]/[b]) \times [c]$	\$25,404
Total Cost per EBU	[c] / 1,000	\$25.40

H.5 Sewer Facilities Fee Calculation

As discussed in Section III, per the directive of AB 602, for housing development projects, Nexus Studies adopted after July 1, 2022, will no longer be on a per unit basis and will instead be calculated based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate.

The residential Fee per sq. ft. was determined by first multiplying the cost per EBU of \$25.40 by the total number of residential EBUs (530,939), resulting in the total amount funded from residential property of \$13,487,805. This result was then divided by the total anticipated residential square feet (20,376,679) to generate the Fee per square foot of \$0.66. Details of this calculation are shown in the table below.

Table 80: Sewer Facilities Costs Financed by Fees Summary per Residential Land Use Category

Land Use Type	GPDs per Unit	Number of Projected Units	Calculation	Total
Residential	56	9,841		530,939
Total Residential		9,841	[a]	530,939
Total Cost per EBU			[b]	\$25.40
Total Fees			$[c] = [a] \times [b]$	\$13,487,805
Total Residential Sq. Ft.			[d]	20,376,679
Total Cost per Residential Sq. Ft.			$[e] = [c]/[d]$	\$0.66

Similarly, the non-residential Fee per 1,000 sq. ft. was determined by multiplying the cost per EBU of \$25.40 by the total number of non-residential EBUs applicable with each land use type. The table below summarizes the Fee amounts per 1,000 sq. ft. and total cost financed by Fees imposed on non-residential land uses.

Table 81: Sewer Facilities Costs Financed by Fee Summary per Land Use Category

Land Use Type	EBUs per 1,000 Non-Res. Sq. Ft. ¹	Fee per 1,000 Non-Res. Sq. Ft..	Number of Projected Non-Res. Sq. Ft.	Costs Financed by Fees
	[a]	[b] = [a] x EBU's	[c]	[e] = [c] x [b]
Hotel	47	\$1,194	62	\$73,797
Commercial	47	\$1,194	1,304,451	\$1,557,478
Office	47	\$1,194	312,163	\$372,714
Industrial	47	\$1,194	291,353	\$347,867
Institutional	47	\$1,194	62	\$73,797
Total				\$2,520,411

H.6 Proposed Fees

The proposed Sewer Fee amounts are summarized in **Table 82** below. The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development by the City under the statutory requirements of Government Code Section 66000 *et. seq.*

Table 82: Sewer Facilities Costs Financed by Fees Summary per Land Use Category

Land Use Type	Residential Fee per Sq. Ft. per Room/1,000 Non-Res. Sq. Ft.	Number of Projected Res Sq. Ft./1,000 Non-Res. Sq. Ft	Costs Financed by Fees
Single-Family	\$0.66	20,376,679	\$13,487,805
Multi-Family			
Mobile Homes			
Hotel	\$1.19	62	\$73,797
Commercial	\$1.19	1,304,451	\$1,557,478
Office	\$1.19	312,163	\$372,714
Industrial	\$1.19	291,353	\$347,867
Institutional	\$1.19	141,171	\$168,555
Total			\$16,008,216

Sewer Facilities DIFs for residential and non-residential development are summarized in the table below.

Table 83: Sewer Facilities Fee Summary

Land Use	Calculated Fees
Single-Family Residence	\$0.66 per Sq. Ft.
Multi- Family Residence	
Mobile Home	
Hotel	\$1,194 per Room
Commercial/Retail	\$1.19 per Sq. Ft.
Office	\$1.19 per Sq. Ft.
Industrial	\$1.19 per Sq. Ft.
Institutional/Other	\$1.19 per Sq. Ft.

H.7 Administrative Fee (Optional)

Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs, including the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

H.8 DIF Annual Cost Escalation Recommendations

The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development. As the DIFs proposed in this Fee Study are based on Future Facilities costs in 2024 dollars, it is appropriate for the City to apply an annual escalator to these Fee levels to account for inflation in acquisition and construction costs. DTA further recommends that, after adoption, the above impact fees be reviewed each year and include a provision for an annual adjustment based on the CCCI. This CCI is based upon the BCI cost indices average for San Francisco produced by ENR.

I Storm Drain Fees

I.1 Storm Drain Facilities (Nexus Requirement AB 1600)

The Storm Drain facilities element will service the residents of the City by providing a storm drain system that ensures proper drainage of storm water runoff to protect from flooding. Storm Drain facilities include those used by the City to provide storm drainage services to both residents and employees within the City. The Storm Drain Fee will include facilities and improvements necessary to handle the storm drain runoff created by new development through build-out by the year 2043. The City identified the need for facilities and improvements, as shown below in **Table 84**.

The Table below illustrates how the Storm Drain Facilities Fee will meet the requirements of AB 1600 with regard to the use of the Fee, type of development funded or partially funded by the Fee revenue, reasonable relationship to the need for the facilities, and proportionality requirements.

Table 84: Storm Drain Facilities Nexus Requirement

AB 1600 Code Section	Description	Justification
66001(a)(1)	Identify the purpose of the Fee.	Provide a revenue source that will provide funds to construct and expand storm drain basins 01, 02, 04 and 05 and other improvements that will mitigate the impacts of new development on the City's storm drain system.
66001(a)(2)	Identify the use to which the Fee is to be put.	Fund or partially fund the construction and expansion of storm drain basins 01, 02, 04 and 05 and related projects within the City limits.
66001(a)(3)	Demonstrate how there is a reasonable relationship between the Fee's use and type of development project on which the fee is imposed.	New residential and non-residential development will generate additional traffic on City streets. The Fee revenue will be used to construct and expand storm drain basins 01, 02, 04 and 05 and related improvements. Storm drain fees collected from new development will be used exclusively for construction-related costs associated with these projects. Fees imposed on new residential and non-residential development is a reasonable method for mitigating the impacts of such new development and any resulting increase in LOS above and beyond the current LOS that is required to meet the plan approved by the City.
66001(a)(4)	Demonstrate how there is a reasonable relationship between the need for the public facilities and type of development project on which the Fee is imposed.	Storm Drain Fee revenue will go towards new facilities and improvements necessary to handle the storm drain runoff created by new development. The construction and expansion of basins 01, 02, 04 and 05 is needed to ensure proper drainage of storm water runoff to protect from flooding.
66001(b)	Demonstrate how there is a reasonable relationship between the amount of the Fee and cost of the public facility.	Project costs are allocated to new development based on the storm water runoff generated by new development. The specific Fee imposed on the various land uses are based on stormwater runoff coefficients as compared to a residential unit (baseline rate or EDU factor).

For Storm Drain facilities, the City has provided DTA with the Needs List. Please refer to Section V for details on the Needs List. **Table 85** below provides a summary of the Needs List. The facilities presented below are based on estimates provided by the City.

According to the City, it has been determined that these facilities are needed to serve new development. Currently, these facilities are generally operating at an appropriate and acceptable LOS. Therefore, the costs of facilities have been allocated to new development and existing development based on their expected usage at build-out.

Table 85: Storm Drain Facilities Costs

Storm Drain Facilities	Facility Cost
Basin 01	\$89,421,341
Basin 02	\$15,504,287
Basin 04	\$5,609,569
Basin 05	\$166,844,424
Storm Drain Facilities Subtotal	\$277,379,621
Offsetting Revenues	(\$1,818,393)
Storm Drain Facilities Total	\$275,561,228

I.2 Offsetting Revenues

According to City staff, there are offsetting revenues that need to be considered in the Storm Drain facilities calculation total. As of the end of March 2024, the City had \$1,818,228 in its current Storm Drain facilities account that must be subtracted from the facilities cost total. This is reflected in **Table 85**.

I.3 Level of Service (LOS)

As stated earlier in Section III, in September of 2021 the Governor of California signed AB 602, which provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these new requirements is that, when applicable, a Nexus Study shall identify the existing LOS for each public facility, identify the proposed new LOS, and include an explanation of why the new LOS is necessary. This section looks at the LOS for Storm Drain facilities to ensure that there will be sufficient system-wide capacity to direct storm drain runoff at storm recurrence intervals, as dictated by City policy, from new and existing development. The portion of the Fee associated with existing Storm Drain facilities represents the current LOS that would be applied to new development. Notably, the future facilities have been identified by the City (in its CIP) as facilities required to serve both new and existing development. Therefore, any increase in LOS above and beyond the

current LOS would be an increase required to meet the plan approved by the City.

I.4 Calculation Methodology

Storm Drain Fees were calculated for each of the six (6) land use categories based on the runoff rates, measured in terms relative contribution of runoff, (i.e., the EBU factor, see Section V) generated by each land use. Specifically, the reasonable relationship used to allocate storm drain costs between existing, converted use, and future development is relative runoff contribution. A rational method of computing runoff rates was used in the form of $Q = C \times I \times A$, where "Q" is equal to runoff volume in cubic feet per second, "C" is the ratio of impervious area to total area studied, "I" is rainfall intensity in inches per hour, and "A" is Area, in acres of the study area. A runoff factor, "C" in inches per hour of 1.00, indicates a totally impervious site, where every drop of rain would find its way to the public streets as runoff. These are the assumptions used in this calculation.

Total runoff was calculated by applying these runoff factors to the estimated acreage attributable to the various dwelling unit counts and non-residential square feet identified in Section IV of this Fee Study. As discussed in Section V, runoff factors per acre for residential units and non-residential development are based on runoff coefficients provided by City Staff.

All proposed Storm Drain facilities were sized to meet the needs of both existing and future residents and employees. Therefore, the costs of these facilities have been allocated between existing development and new development based on their percentage of build-out EBUs. As illustrated below in **Table 86**, 78.76% of the costs will be allocated to existing development and 21.24% of the costs will be allocated to new development. Based on this allocation between new and existing development, \$58,537,638 of the \$275,561,228 in Storm Drain facilities costs would be funded by the Fee imposed on new development. The remaining \$217,023,590 shall be funded through other sources to be determined by the City.

Table 86: Storm Drain Facilities Cost Allocation Summary

Development Type	Percentage Allocated	Facility Cost Allocated
Existing Development	78.76%	\$217,023,590
New Development	21.24%	\$58,537,638
Total	100.00%	\$275,561,228

**Note:* Some figures may not sum due to rounding.

To determine the Storm Drain Fees, DTA calculated the total runoff expected through 2043 based on the anticipated residential and non-residential growth in the City. As shown in **Table 87** below, the analysis estimates that new development will generate a total runoff of approximately 319 EBUs.

Table 87: Storm Drain Usage by Land Use

Land Use Type	Projected Development (Units/Sq. Ft.)	Developed Acreage	Runoff Rate Coefficient "C"(per Acre)	Total Runoff (EBUs)
Residential	9,481	462	0.62	287
Hotel	62	0	0.83	0
Commercial Retail	1,304,451	12	0.95	12
Office	312,163	5	0.83	4
Industrial	291,353	14	0.80	11
Institutional/Other	141,171	7	0.83	6
Total	N/A	500	N/A	319

Table 88 presented below summarizes the cost per unit runoff, which is generated by dividing the cost to new development of \$58,537,638 by the unit runoff that will be generated by new development (319). When accounting for the anticipated unit runoff from new development, the cost per unit runoff totals \$183,520, as shown in the table below. This cost was then applied to the various land uses and their respective total runoff rates to determine the proposed Fee.

Table 88: Cost per EBU

Proposed Facilities Costs	Conversion Factor	Total
Cost Allocated to New Development	[a]	\$58,537,638
Total Runoff Added by New Development	[b]	319
DIF Cost Per Unit Runoff	[a]/[b]	\$183,325

1.5 Storm Drain Facilities Fee Calculation

As discussed in Section III, per the directive of AB 602, for housing development projects, Nexus Studies adopted after July 1, 2022, will no longer be on a per unit basis and will instead be calculated based on the square footage of proposed units of the development, unless the local agency demonstrates that another metric is more appropriate.

The Residential Fee per sq. ft. was determined by first multiplying the cost per EBU of \$183,325 by the total number of residential EBUs (287), resulting in the total amount funded from residential property of \$52,567,385. This result was then divided by the total anticipated residential square feet (20,376,679) to generate the Fee per square foot of \$2.58. Details of this calculation are shown in the table below.

Table 89: Storm Drain Facilities Costs Financed by Fees Summary per Land Use Category

Land Use Type	Unit Runoff Per Acre	Number of Developed Acres		Total Runoff
Residential	0.62	462		287
Total Residential		462	[a]	287
Total Cost per EBU			[b]	\$183,325
Total Fees			[c] = [a] x [b]	\$52,567,385
Total Residential Sq. Ft.			[d]	20,376,679
Total Cost per Residential Sq. Ft.			[e] = [c]/[d]	\$2.58

Similarly, the Fee per 1,000 sq. ft. was determined by multiplying the cost per EBU of \$183,325 by the total number of non-residential EBUs applicable with each land use type. The table below summarizes the Fee amounts per 1,000 sq. ft. and total cost financed by Fees imposed on non-residential land uses.

Table 90: Storm Drain Facilities Costs Financed by Fee Summary per Land Use Category

Land Use	EBUs per Acre	Fee per Unit/Acre	Number of Hotel Rooms/Non-Res Acres	Costs Financed by Fees
	a	b= a x EBU		
Hotel	0.83	\$1,192	62	\$73,659
Commercial Retail	0.95	\$174,159	12	\$2,135,164
Office	0.83	\$152,160	5	\$744,027
Industrial	0.80	\$146,660	14	\$2,007,977
Institutional/Other	0.83	\$152,160	7	\$1,009,426
Total				\$5,970,253

I.6 Proposed fees

The proposed Storm Drainage Fee amounts are summarized in Table 91 below. The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development by the City under the statutory requirements of Government Code Section 66000 et. seq.

Table 91: Storm Drain Facilities Costs Financed by Fees Summary per Land Use Category

Land Use	Res. Fee per Sq. Ft./unit/1,000 Res Fee	Projected Res. Sq. Ft./ Units/1,000 Non-Res Sq. Ft.	Costs Financed By Fees
Residential	\$2.58	20,376,679	\$52,567,385
Hotel	\$1,192	62	\$73,659
Commercial Retail	\$3,998	1,304,451	\$2,135,164
Office	\$3,493	312,163	\$744,027
Industrial	\$3,367	291,353	\$2,007,977
Institutional/Other	\$3,493	141,171	\$1,009,426
Total			\$58,537,638

Storm Drain Facilities DIFs for residential and non-residential development are summarized in the table below.

Table 92: Storm Drain Facilities Fee Summary

Land Use	Calculated Fees
Single-Family Residence	\$2.58 per Sq. Ft.
Multi-Family Residence	
Mobile Home	
Hotel	\$1,192 per Room
Commercial/Retail	\$4.00 per Sq. Ft.
Office	\$3.50 per Sq. Ft.
Industrial	\$3.37 per Sq. Ft.
Institutional/Other	\$3.50 per Sq. Ft.

I.7 Administrative Fee (Optional)

Should the City decide to implement this, an administrative fee funds the City's costs of implementing and collecting the DIFs, including the calculation and collection of the fees, revenue and cost accounting of the fees collected, fee justification analysis, and preparation of any mandated reports. An optional administrative component of the DIF is usually calculated at 2% of the total impact fees collected in addition to the fees charged to new development, which is an industry standard.

I.8 DIF Annual Cost Escalation Recommendations

The Fees recommended within this Fee Study reflect the maximum justifiable Fee level that may be imposed on new residential development. As the DIFs proposed in this Fee Study are based on Future Facilities costs in 2024 dollars, it is appropriate for the City to apply an annual escalator to these Fee levels to account for inflation in acquisition and construction costs. DTA further recommends that, after adoption, the above impact fees should be reviewed each year and include a provision for an annual adjustment based on the CCCI. This CCI is based upon the BCI cost indices average for San Francisco produced by ENR.

VII IMPLEMENTATION OF FEE SCHEDULE

In addition to the legal requirements covered in Section III, there are a number of recommendations for the adoption and administration of the DIFs presented in this report. All recommendations presented in this section are based on the Mitigation Fee Act (Government Code §66000 et seq.), also referred to as the “Act,” which provides specific requirements for establishing and administering DIF programs. The Act also mandates procedures for administering impact fee programs, such as the collection and accounting of impact fees, refunds, mandatory updates, and reporting requirements.

At the time the City imposes an impact fee, Government Code 66020 requires a written statement of the amount of the fee and a written notice of a 90-day period during which the imposition of the fee can be protested. Prior to the enactment of Section 66020, a developer could not challenge the validity of fees imposed on a residential development without refusing to pay them. Under these circumstances, developers were required to pay disputed fees before they could be challenged. Section 66020 was drafted to correct that problem.

The various subparts of Section 66020 allow for a procedure that permits a developer to pay the fees under protest, obtain the relevant building permit, and then proceed with the project while pursuing an action to challenge the fees. If the action is successful, the fees will be refunded with interest. However, failure to protest imposition of the fee during the allowed period may deprive the fee payer of the right to any subsequent legal challenges. Any challenges to be filed must be submitted within 90 days of enactment. The subsequent sections provide specific guidelines in implementing DIFs.

A The Collection of DIFs

According to Government Code Section 66007, any local agency that imposes any fees or charges on a residential development for the construction of public improvements or facilities shall not require the payment of those fees or charges, notwithstanding any other provision of law, until the date of the final inspection, or the date the Certificate of Occupancy is issued, whichever occurs first.

However, utility service fees may be collected at the time an application for utility service is received. If the residential development contains more than one dwelling, the local agency may determine whether the fees or charges shall be paid on a pro rata basis for each dwelling when (i) it receives its final inspection or Certificate of Occupancy, (ii) on a pro rata basis when a certain percentage of the dwellings have received their final inspection or Certificate of Occupancy, or (iii) on a lump sum basis when the first dwelling in the development receives its final inspection or Certificate of Occupancy, whichever of the three occur first.

An exception allows DIFs to be collected at an earlier time if they will be used to reimburse the agency for expenditures previously made or for public improvements or facilities for which money has already been appropriated. If any fee or charge specified is not fully paid

prior to the issuance of a building permit for construction, the local agency issuing the building permit may require the property owner, or lessee if the lessee's interest appears of record, as a condition of issuance of the building permit, to execute a contract to pay the fee or charge, or applicable portion.

Statutory restrictions in place for residential development at the time at which fees may be collected do not apply to non-residential development. In cases where the fees are not collected upon the issuance of building permits, Sections 6607(c)(1) and (2) provide that the City may require the property owner of a non-residential development to execute a contract to pay the fee, and subsequently record that contract as a lien against the property owner.

B The Assignment and Expenditure of Fee Revenue

According to Section 66006, if a local agency requires the payment of a fee specified in connection with the approval of a development project, the local agency receiving the fee shall deposit it with the other fees for the improvement to be funded in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the local agency, except for temporary investments, and expend those fees solely for the purpose for which the fee was collected.

Any interest income earned in the capital facilities account or fund shall also be deposited in that account or fund and shall be expended only for the purpose for which the fee was originally collected.

Common practice is to maintain separate funds or accounts for impact fee revenues by facility category (i.e., streets, park improvements, but not for individual projects). DTA recommends the continuation of that approach.

Development Impact fee revenue should not be spent on any infrastructure, property or equipment needed to mitigate an existing deficiency.

C Exemptions, Reductions and Waivers.

If a project has characteristics that indicate its impact on a particular public facility or infrastructure system will be significantly and permanently smaller than the average impact used to calculate impact fees in this study, the fees should be reduced accordingly. The City may decide to voluntarily waive or reduce the fees that would otherwise apply to a project to promote goals such as affordable housing or economic development. However, the implementation of this policy may not result in increased costs for other development projects and are allowed only if such costs are offset from other revenue sources.

D Developer Improvement Credits

If the City maintains a policy that requires a developer, as a condition of project approval, to construct facilities for which impact fees have been or will be charged, the impact fee imposed on that development project for that type of facility must be adjusted to reflect a credit for such dedication or construction. Furthermore, the impact fee imposed on that development project for that type of facility must be adjusted to reflect a credit for the cost

of the facilities or improvements constructed by the developer. If circumstances allow a developer to dedicate land, buildings, or other valuable considerations in lieu of paying fees, the City maintains the discretion to accept or reject such offers and may negotiate the terms under which an offer would be accepted.

E Existing Development Credit

If a project involves the replacement, redevelopment, or intensification of previously existing development, impact fees should be applied only to the portion of the project which represents a net increase in demand for relevant facilities, applying the measure of demand used in this study to calculate that particular fee. Since residential service demand is normally estimated on the basis of demand per dwelling unit, an addition to a single-family dwelling unit typically would not be subject to an impact fee if it does not increase the number of dwelling units in the structure. In any project that results in a net increase in the number of dwelling units, the added units would normally be subjected to impact fees. A similar analysis can be applied to non-residential development using a measure of demand on which impact fees are based.

F Annual Reporting and Accounting of Fees.

AB 1600 requires that both general law and charter cities account for every fee that they collect under its terms. Funds collected for each capital facility or service shall be deposited in separate accounts and not commingled with any other funds for other impact fees. While funds are accruing for individual capital facilities, the City must keep track of each fund and provide an annual report. Section 66006 requires that for each separate account or fund established, the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the fiscal year:

1. A brief description of the type of fee in the account or fund;
2. The amount of the fee;
3. The beginning and ending balance of the account or fund;
4. The amount of the fees collected, and the interest earned;
5. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees;
6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in Paragraph (2) of Subdivision (a) of Section 66001, and the public improvement remains incomplete;
7. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be

expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan; and

8. The amount of refunds made pursuant To Subdivision (e) of Section 66001 and any allocations pursuant to Subdivision (f) of Section 66001.

The City must review the information made available at the next regularly scheduled public meeting not less than 15 days after this information is made available to the public. Notice of the time and place of the meeting, including the address where this information may be reviewed, shall be mailed at least 15 days prior to the meeting to any interested party who files a written request with the local agency for mailed notice of the meeting.

G Refunding Policy

Under the Mitigation Fee Act, Govt. Code §66000 et seq., each DIF must be deposited in a separate capital facilities account and may be expended only for the purposes for which it was collected. For all unexpended fees, the agency must make findings every 5 years that:

1. Identify the purpose to which the fee will be put;
2. Demonstrate a reasonable relationship between the unexpended balance and the purpose for which the fee was charged;
3. Ascertain the sources and funding for any as-yet-incomplete public improvements; and
4. Designate the approximate date the agency expects the funding for uncompleted improvements to be deposited in the account [§66001(d)(1)]. The Act provides that "if the findings are not made as required by [the Act], the local agency shall refund the moneys in the account" to the current owners of the properties for which the fees were paid [§66001(d)(2)].

Failure to make the findings specified in Mitigation Fee Act requires a refund of all unexpended DIFs. When sufficient funds have been collected to complete financing of the public improvements contained in the CIP, the public agency shall identify "an approximate date by which the construction of the public improvement will be commenced" within 180 days of collection of the required funds (Gov. Code §66001(e)). Failure to comply with this requirement also mandates the return of the collected funds, as stated above.

H Annual Update of the CIP

It is common for jurisdictions to prepare a CIP in conjunction with a fee program. In fact, AB 1600 encourages the use of a CIP to assist in scheduling and implementing the services and improvements funded through impact fees (Gov. Code §66002). A good CIP establishes a schedule of improvements necessary to accommodate the projected growth. The CIP must indicate the approximate size, location, time of availability, and estimated costs of all improvements to be financed through fees [Gov. Code §66002(a)]. In order to create a usable CIP, a municipality must have an accurate understanding of its current service

baseline and its projected growth. This requires an understanding of when, where, and how growth may occur within the area. The more information collected about future growth, the more comprehensive and accurate the CIP will be. A CIP can also help a municipality determine when new public improvements or the expansion of existing public improvements is needed in relation to the timing of new development.

If the public agency adopts a CIP, it must be updated annually [Gov. Code §66002(b)]. 10 days' published notice is provided pursuant to Government Code §65090 and is also provided to any city or county that may be significantly affected by the CIP. If a CIP is adopted and is used as a basis for identifying the use of impact fees, the CIP must be adopted and updated annually by a resolution of the governing body at a public hearing. In the absence of a CIP, an alternative is to identify improvements in other public documents, such as General Plans, land studies, and other documents.

I Administration Costs of Fee Implementation

The cost of implementing the DIFs is not included in the fees themselves and must be determined by the City. To recover the periodic costs of updating the fees studies, implementing the program, ongoing staff costs, managing the updates, and preparing annual and five-year updates required by the Mitigation Fee Act, an administration fee may be added to the impact fees calculated in this Fee Study. DTA recommends that these fee expenses are handled administratively and pass the costs on to user fees charged to applicants for processing fee applications. The calculation of the administrative cost for each fee in this study is presented in each respective fee section and in the Executive Summary.

J Indexing of Impact Fee Rates.

The DIFs presented in this report are based on current facility costs provided by the City and should be adjusted annually to account for inflation. The purpose of the adjustment is to account for future escalation in costs for land, equipment, vehicles, and construction. DTA recommends that after adoption, the fee should be reviewed each year and adjusted by a reliable index such as the ENR BCI generally used as the primary basis for indexing construction costs. Ordinarily, land costs make up a significant portion of the costs covered by the fees and do not lend themselves to traditional cost indexes. As such, land costs should be adjusted to changes in local land prices.

K Updating the Impact Fee Study

As stated in Section III, AB 602 was signed into law in September of 2021 by the Governor of California, and it provides new Statewide requirements for local jurisdictions seeking to impose DIFs on development projects. Among these requirements are that Nexus Studies shall be updated at least every 8 years as of January 1, 2023. However, DTA concurs with the generally accepted policy that 5 years is a good rule-of-thumb time period for impact fee updates, particularly because the required 5-Year Findings (see above) can be approved at that same time. In some instances, fees may remain valid for a longer period of time if

the City's land use and facility plans do not change. A case in point is a municipality at or near full build-out capacity. However, a dynamic, growing municipality facing significant changes in land use would do itself a disservice if it maintained the current fee structure for too long without a fee study to update the current rates.

L Administering an Impact Fee Program.

Creating and administering an impact fee program can be a labor-intensive process requiring considerable preparation and training that should not be undertaken more often than necessary. A well-planned fee program can generate sufficient funds to allow the City to adequately mitigate impacts created by future development. Conversely, a poorly planned fee can result in either collecting too little money and being forced to pay for public facilities required as a result of future development through its General Fund or collecting too much money based on an unsupported fee program, thus exposing the City to a fee challenge or a requirement to refund unexpected proceeds.

All personnel involved in the process, including accounting, capital budgeting, and project management of any other area, must be made fully aware of the difference between impact fees and other fees, such as user fees, and of the guidelines and restrictions placed on the expenditure of impact fee revenues. The building impact fees generated in this report are tied to specific facility improvements and cost estimates provided by the City. The fees must be expended accordingly and must be able to withstand any challenges and show that the funds have been properly directed in accordance with proper AB 1600 guidelines.

VIII SUMMARY OF PROPOSED DEVELOPMENT IMPACT FEES

The total proposed DIFs to finance new development's share of the costs of new facilities are summarized below.

Table 93: DIF Summary Daly City

Land Use ^{1 2 3}	Administration	Police	Fire	Library	Parks ⁴
Single-Family	\$0.46	\$0.34	\$0.73	\$0.42	\$8.98
Multi-Family	\$0.46	\$0.34	\$0.73	\$0.42	\$8.98
Mobile Home	\$0.46	\$0.34	\$0.73	\$0.42	\$8.98
Hotel	\$525	\$382	\$831	\$473	
Commercial/Retail	\$0.67	\$0.48	\$1.05	\$0.60	
Office	\$0.92	\$0.67	\$1.45	\$0.82	
Industrial	\$0.42	\$0.30	\$0.66	\$0.38	
Institutional/Other	\$0.75	\$0.54	\$1.19	\$0.67	

Notes:

1. Single-family, multi-family and mobile home residential fees are charged per square foot.
2. Hotel fees are charged per room.
3. Non-residential fees are charged per square foot.
4. Non-residential development is exempt from Park Fees.

Table 94: DIF Summary Daly City (continued)

Land Use ^{1 2 3}	Transportation	Water	Sewer	Storm Drain
Single-Family	\$1.00	\$0.43	\$0.66	\$2.58
Multi-Family	\$1.00	\$0.43	\$0.66	\$2.58
Mobile Home	\$1.00	\$0.43	\$0.66	\$2.58
Hotel	\$1,351	\$680	\$1,194	\$1,192
Commercial/Retail	\$6.90	\$0.68	\$1.19	\$4.00
Office	\$0.43	\$0.68	\$1.19	\$3.49
Industrial	\$1.70	\$0.68	\$1.19	\$3.37
Institutional/Other	\$2.92	\$0.68	\$1.19	\$3.49

Notes:

1. Single-family, multi-family and mobile home residential fees are charged per square foot.
2. Hotel fees are charged per room.
3. Non-residential fees are charged per square foot.

APPENDIX A

City of Daly City
Development Impact Fee Justification Study



FEE DERIVATION WORKSHEETS

APPENDIX B

City of Daly City
Development Impact Fee Justification Study



INVENTORY AND FACILITIES NEEDS LIST

APPENDIX C

City of Daly City
Development Impact Fee Justification Study



PROPERTY INVENTORY FOR LAND ACQUISITION COSTS



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IRVINE, CA 92612
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Public Finance
Public-Private Partnerships
Development Economics
Clean Energy Bonds

Attachment B - Daly City Proposed Development Impact Fee Revisions

Current Fees - From 1999 with slight revision in 2002		
Residential		
Zone 1 (max charge \$5,247)	Per Square Foot	\$ 3.36
Zone 2 (max charge \$5,977)	Per Square Foot	\$ 3.38
Zone 3 (max charge \$5,074)	Per Square Foot	\$ 3.25
Zone 4 (max charge \$5,813)	Per Square Foot	\$ 3.72
Zone 5 (max charge \$14,616)	Per Square Foot	\$ 9.36
Zone 6 (max charge \$4,910)	Per Square Foot	\$ 3.15
Zone 7 (max charge \$4,230)	Per Square Foot	\$ 2.71
Zone 8 (max charge \$5,133)	Per Square Foot	\$ 3.29
Zone 9 (max charge \$5,230)	Per Square Foot	\$ 2.71
Zone 10 (max charge \$3,674)	Per Square Foot	\$ 2.35
Zone 11 (max charge \$4,230)	Per Square Foot	\$ 2.71
Non-Residential		
All Zones (No Max)	Per Square Foot	\$ 2.50

Proposed Fee - Effective 60 days after approval		
Residential	Per Square Foot	\$ 15.50
Hotel	Per Room	\$ 6,628.00
Commercial Retail	Per Square Foot	\$ 15.50
Office	Per Square Foot	\$ 9.50
Industrial	Per Square Foot	\$ 8.50
Institutional/Other	Per Square Foot	\$ 11.00
Administrative Fees	Percent of Fee	0% [1]

[1] Allowed to have an administrative fee up to 2% of the development impact fee total

Master Fee Schedule, 2024-2025

*Fees pursuant to Resolution #24-70 on
May 13, 2024 unless otherwise noted.*

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
1. CITY CLERK			
	<u>Document Fees</u>		
1.01	Photocopy Fees	Per Page	\$0.10
	<u>Fair Political Practices Commission</u>		
1.02	Per request-retrieval fee not to exceed \$5.00 for copies of reports and statements which are five or more years old.	Per Page	\$5.00
			<i>(Government Code Section 81008)</i>
	<u>Miscellaneous Fees</u>		
1.03	Passports	Each	\$35.00
			<i>(Set by U.S. Department of State)</i>
2. FINANCE & ADMINISTRATIVE SERVICES			
	<u>Business License</u>		
2.01	Non-Compliance (if Tax Return is not provided)	Flat	\$250.00
	<u>Utility Billing</u>		
2.02	Late Payment Fee	Flat	\$26.00
2.03	Delinquent Turn Off Fee	Flat	\$78.00
2.04	Afterhours Turn On Fee	Flat	\$130.00
	<u>Returned Check Fee</u>		
2.05	First Offense	First	\$25.00
2.06	2nd or greater offense	Each Offense	\$35.00
	<u>Miscellaneous</u>		
2.07	Photocopies	Per Page	\$0.10
	<u>Cannabis</u>		
2.08	Commercial Cannabis Business License	Each	\$621.00
			<i>(03/22/12, Resolution 21-28)</i>
	<u>Parking</u>		
2.09	4-Hour Meter	Max Time	\$4.00
2.10	2-Hour Meter	Max Time	\$2.00
2.11	1-Hour Meter	Max Time	\$1.00
2.12	30-Minute Meter	Max Time	\$0.50
2.13	15-Minute Meter	Max Time	\$0.25
			<i>(12/8/14, Resolution 14-207)</i>
2.14	Municipal Parking Lot Permit	Per Quarter	\$45.00
2.15	Residential Parking Permit	Each	\$0.00
2.16	Commercial Vehicle Permit	Each	\$210.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
3. BUILDING			
Building Permit Fees			
<u>Construction & Demolition Refundable Security Deposits</u>			
3.01	New residential construction more than \$25,000	% of valuation	3%
3.02	New commercial construction more than \$25,000	% of valuation	3%
3.03	Residential alterations more than \$15,000	% of valuation	3%
3.04	Commercial alterations more than \$15,000	% of valuation	3%
3.05	Complete demolition (public property damage)	Deposit	\$3,000.00
3.06	Complete demolition (recycling)	Deposit	\$3,000.00
3.07	Roof construction of any type	Deposit	\$3,000.00
<u>Construction & Demolition Administrative Fees</u>			
3.08	Administrative Fee	Flat	\$98.00
3.09	Special Handling Fee for C&D deposit due to expired permit (with receipt from approved recycling center)	Flat	\$227.00
Building Permit Valuation			
3.10	Project Valuation \$1 to \$500	Flat	\$134.00
<u>Project Valuation \$2,001 to \$25,000</u>			
3.11	First \$2,000	Base	\$134.00
3.12	Each Additional \$1,000 or fraction thereof	Each Additional	\$15.18
<u>Project Valuation \$25,001 to \$50,000</u>			
3.13	First \$25,000	Base	\$483.00
3.14	Each Additional \$1,000 or fraction thereof	Each Additional	\$32.23
<u>Project Valuation \$50,001 to \$100,000</u>			
3.15	First \$50,000	Base	\$1,289.00
3.16	Each Additional \$1,000 or fraction thereof	Each Additional	\$11.82
<u>Project Valuation \$100,001 to \$500,000</u>			
3.17	First \$100,000	Base	\$1,880.00
3.18	Each Additional \$1,000 or fraction thereof	Each Additional	\$5.88
<u>Project Valuation \$500,001 to \$1,000,000</u>			
3.19	First \$500,000	Base	\$4,230.00
3.20	Each Additional \$1,000 or fraction thereof	Each Additional	\$10.88
<u>Project Valuation \$1,000,001 to \$5,000,000</u>			
3.21	First \$1,000,000	Base	\$9,669.00
3.22	Each Additional \$1,000 or fraction thereof	Each Additional	\$1.36
<u>Project Valuation \$5,000,001 to \$10,000,000</u>			
3.23	First \$5,000,000	Base	\$15,109.00
3.24	Each Additional \$1,000 or fraction thereof	Each Additional	\$0.40
<u>Project Valuation \$10,000,001 +</u>			
3.25	First \$10,000,000	Base	\$17,124.00
3.26	Each Additional \$1,000 or fraction thereof	Each Additional	\$0.21
Building Division Plan Review Fees			
3.27	Plan Review Fee	% of Building Permit	79%
3.28	Additional Plan Review Fee	Per Hour	\$173.00
3.29	Third Party Plan Review	Flat	Actual + 20%
3.30	Third Party Inspection	Flat	Actual + 20%

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
Other Department Plan Review			
3.31	Planning Division Plan Review	% of Building Permit	20%
3.32	Engineering Division Plan Review	% of Building Permit	39%
<u>Fire Safety Plan Review</u>			
3.33	Plan Review – Base Rate (all occupancies)	Flat	\$877.00
3.34	Plan Review for miscellaneous items without square footage (e.g. Install hazardous material storage tank, HVAC smoke detection, partition wall)	Per hour	\$296.00
3.35	Additional Plan Review for major changes, additions, as-builts, or resubmittals	Per hour	\$306.00
3.36	Expedited Plan Review	Flat	\$1,026.00
Fee for the Strong Motion Instrumentation Program (SMIP)			
3.37	One to Three Story Residential	Per \$1,000	\$0.13
3.38	Over Three Story Residential and all Commercial	Per \$1,000	\$0.28
<i>(CA Department of Conservation)</i>			
California State Building Standards Administration Special Revolving Fund			
3.39	\$1 - 25,000	Flat	\$1.00
3.40	\$25,001 - 50,000	Flat	\$2.00
3.41	\$50,001 - 75,000	Flat	\$3.00
3.42	\$75,001 - 100,000	Flat	\$4.00
3.43	Every \$25,000 or fraction thereof above \$100,000	Per \$25,000	\$1.00
<i>(CA Health & Safety Code § 18931.6)</i>			
Surcharges			
3.44	Technology Fee	% of Building Permit Fee	9%
3.45	General Plan Maintenance Fee	% of Project Valuation	1%
Administrative Fees			
3.46	Temporary Certificate of Occupancy processing fee	Per certificate	\$498.00
3.47	Processing Address Assignment for Commercial Properties and Legal Secondary Units	Flat	\$268.00
Miscellaneous Fees			
3.48	Reproduction of Plans		Actual + 20%
Residential Requirements Report			
3.49	3R Report Fees	Per report	\$122.00
Mobile Home Permit			
3.50	Mobile Home Permit	Flat	\$196.00
Photo Voltaic Permit Flat-Rate Fees			
3.51	Single Family	Flat	\$468.00
<u>Multi-Family</u>			
3.52	Up to 15 kW	Each	\$486.00
3.53	16 kW and up	Base	\$486.00
3.54	Each additional kW	Per kW	\$16.60

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
<u>Commercial</u>			
3.55	Up to 50 kW	Each	\$1,081.00
3.56	51kW to 250kW	Base	\$1,081.00
3.57	Each additional kW	Per kW	\$7.20
3.58	251 kW and up	Base	\$2,595.00
3.59	Each additional kW	Per kW	\$5.20
<u>Miscellaneous</u>			
3.60	Alquist Priolo Hazard Act (applicable to special study zones as determined by Chief Building Supv / Official.)		% of Building Valuation
<u>Electrical</u>			
<u>Electrical Permit Issuance</u>			
3.61	Permit Issuance	Flat	\$98.00
3.62	For new single and two-family residential buildings, including all wiring & electrical equipment in or on each building or premises, excluding the area of garages, carports and other minor accessory buildings, constructed at the same time by applicant	Per square foot	\$0.20
3.63	For new garage and storage areas	Per square foot	\$0.10
3.64	For new commercial or industrial buildings of the uncompleted "SHELL" type	Per Square Foot	\$0.20
3.65	For alterations, additions and modifications to uncompleted "SHELL" type commercial or industrial buildings, including all wiring and electrical equipment associated with a particular area, installed or constructed by the applicant	Per square foot	\$0.36
3.66	For alterations, addition and modifications to existing single and multi-family buildings, excluding the area of garages, carports and minor accessory buildings, constructed at the same time by applicant	Per square foot	\$0.20
<u>Mechanical</u>			
<u>Mechanical Permit Issuance</u>			
3.67	Permit Issuance	Flat	\$98.00
<u>New Building, Addition, or Alteration Fee Schedule</u>			
3.68	Residential additions and alterations less than 300 square feet	Flat	\$161.00
3.69	Residential additions and alterations 300 square feet and greater	Per square foot	\$0.54
3.70	New residential or multifamily residential buildings	Per square foot	\$0.24
3.71	Commercial	Per square foot	\$0.20
<u>Plumbing</u>			
<u>Plumbing Permit Issuance</u>			
3.72	Permit Issuance	Flat	\$98.00
<u>New Building, Addition, or Alteration Fee Schedule</u>			
3.73	Residential additions and alterations less than 300 square feet	Flat	\$402.00
3.74	Residential additions and alterations 300 square feet or greater	Per square foot	\$1.34
3.75	New residential or multifamily residential buildings	Per square foot	\$0.24

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
<u>Unit Fee Schedule</u>			
3.76	For each plumbing fixture on one trap or set of fixtures on one trap (including water, drainage, piping and backflow protection therefore)	Each	\$13.50
3.77	For each building sewer, or trailer park sewer	Each	\$13.50
3.78	For each rainwater system	Each	\$13.50
3.79	For each private sewage pump system	Each	\$80.00
3.80	For each water heater and /or vent	Each	\$27.00
3.81	For each gas piping system of one to four outlets	Each	\$13.50
3.82	For each additional gas piping outlet	Each	\$13.50
3.83	For each industrial waste pre-treatment interceptor, including its trap and vent, excepting kitchen type grease interceptors functioning as fixture traps	Each	\$13.50
3.84	For installation, alteration or repair of water piping and/or water treating equipment	Each	\$54.00
3.85	For repair or alteration of drainage or vent piping	Each	\$54.00
3.86	For each lawn sprinkler system on any one meter, including backflow protection devices therefore	Each	\$27.00
3.87	For vacuum breakers or backflow protective devices on tanks, vats, etc. or for installation on unprotected plumbing fixtures, including necessary water piping, for each system of one to four outlets	Each	\$13.50
3.88	For vacuum breakers or backflow protective devices on tanks, vats, etc. or for installation on unprotected plumbing fixtures, including necessary water piping, for each additional outlet	Each	\$13.50
3.89	For each swimming pools	Each	\$54.00
3.90	For each gray water system	Each	\$54.00
3.91	For each medical gas piping system of one (1) to five (5) inlets or outlets for a specific gas	Each	\$67.00
3.92	For each additional medical gas inlets or outlets more than five (5)	Each	\$13.50
<u>Other Building Division Fees</u>			
<u>Other Inspection and Fees</u>			
3.93	Plan Review Fees (if submitted separately)	Per hour	\$173.00
3.94	Inspection outside of normal business hours (min 2 hours)	Per hour	\$200.00
3.95	Inspection for which no fee is specifically indicated	Per hour	\$161.00
<u>Penalties for Work without a Permit</u>			
3.96	Fee Plus Penalty	Penalty	2x Permit Fee
<u>Administrative Review</u>			
3.97	Alternate Method of Construction	Per hour	\$382.00
3.98	Request for re-evaluation of Code requirement	Per hour	\$382.00
3.99	Review of disabled access "unreasonable hardship and disproportionate cost"	Per hour	\$382.00
3.100	Change of address review for single family dwelling	Per hour	\$134.00
<u>Extension or Reactivation of Permit or Plan Case</u>			
3.101	Extension Of Permit Which Is About To Expire	Hourly Rate	\$179.00
3.102	Reactivation of expired Permit	Hourly Rate	\$179.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
AB 1600 Fees [AB1600 Footnote 1]			
3.103	Residential	Per square foot	\$15.50
3.104	Hotel	Per room	\$6,628.00
3.105	Commercial Retail	Per square foot	\$15.50
3.106	Office Meeting	Per square foot	\$9.50
3.107	Industrial	Per square foot	\$8.50
3.108	Institutional/Other	Per square foot	\$11.00
3.109	Administrative Fee	Percent of fee	0%
[AB1600 Footnote 1] Fees Effective January 27, 2025 per resolution Res#24-XXX			
4. CODE ENFORCEMENT			
Building Violations			
<u>Building Code Violation / Building Maintenance</u>			
4.01	1-30 Days	Flat	\$1,568.00
4.02	31-60 Days	Flat	\$2,163.00
4.03	61-90 Days	Flat	\$2,758.00
<u>Expired Plan Check / Building Permit Application</u>			
4.04	1-30 Days	Flat	\$594.00
4.05	31-60 Days	Flat	\$1,146.00
4.06	61-90 Days	Flat	\$1,703.00
<u>Expired Building Permit</u>			
4.07	1-30 Days	Flat	\$594.00
4.08	31-60 Days	Flat	\$1,146.00
4.09	61-90 Days	Flat	\$1,703.00
Zoning Violations			
<u>Conditions of Approval Violation</u>			
4.10	1-30 Days	Flat	\$1,081.00
4.11	31-60 Days	Flat	\$1,622.00
4.12	61-90 Days	Flat	\$2,163.00
<u>Fence Violation</u>			
4.13	1-30 Days	Flat	\$1,541.00
4.14	31-60 Days	Flat	\$2,082.00
4.15	61-90 Days	Flat	\$2,628.00
<u>Illegal Home Occupation</u>			
4.16	1-30 Days	Flat	\$1,541.00
4.17	31-60 Days	Flat	\$2,082.00
4.18	61-90 Days	Flat	\$2,628.00
<u>Short Term Rentals</u>			
4.19	1-30 Days	Flat	\$968.00
4.20	31-60 Days	Flat	\$1,389.00
4.21	61-90 Days	Flat	\$1,860.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
<u>Illegal Secondary Unit</u>			
4.22	1-30 Days	Flat	\$1,541.00
4.23	31-60 Days	Flat	\$2,082.00
4.24	61-90 Days	Flat	\$2,628.00
<u>Sign Code Violation</u>			
4.25	1-30 Days	Flat	\$513.00
4.26	31-60 Days	Flat	\$946.00
4.27	61-90 Days	Flat	\$1,384.00
<u>All Other Violations</u>			
4.28	1-30 Days	Flat	\$1,460.00
4.29	31-60 Days	Flat	\$2,190.00
4.30	61-90 Days	Flat	\$2,915.00
<u>Property Maintenance Violations</u>			
4.31	1-15 Days	Flat	\$513.00
4.32	16-30 Days	Flat	\$946.00
4.33	30-45 Days	Flat	\$1,384.00
<u>Other Code Enforcement Services</u>			
4.34	Inspection / Abatement Warrant	Flat	\$7,240.00
4.35	Permit or Plan Extension	Flat	\$172.00
4.36	Notice of Violation	Flat	\$253.00
4.37	Administrative Hearing Board Notice	Flat	\$292.00
4.38	Administrative Hearing Board	Flat	\$8,112.00
4.39	Appeal of Administrative Hearing Board Decision to the City Council	Flat	\$108.00
4.40	Lien	Flat	\$2,893.00
4.41	Administrative Review	Per hour	\$172.00
4.42	Office Meeting	Per hour	\$172.00
4.43	Additional Inspection	Per hour	\$172.00
4.44	All Other Code Enforcement Services	Per hour	\$172.00
<u>Illegal Dumping</u>			
<u>Administrative Citations for Littering</u>			
4.45	First violation	Per violation	\$250.00
4.46	Second violation	Per violation	\$500.00
4.47	Third violation	Per violation	\$1,000.00
<u>Administrative Citations for Illegal Dumping</u>			
4.48	First violation	Per violation	\$1,000.00
4.49	Second violation	Per violation	\$2,500.00
4.50	Third violation	Per violation	\$5,000.00
<u>Administrative Citations for Failure to Abate by Private Property Owners</u>			
4.51	First violation	Per violation	\$500.00
4.52	Second violation	Per violation	\$1,000.00
4.53	Third violation	Per violation	\$3,000.00
<u>Administrative Citations for Major Violations</u>			
4.54	First violation	Per violation	\$5,000.00
4.55	Second violation	Per violation	\$7,500.00
4.56	Third violation	Per violation	\$10,000.00

(11/23/20, Ordinance No. 1441)

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
5. FIRE			
Plan Review for New Construction and / or Tenant Improvement			
5.01	Plan Review – Base Rate (all occupancies)	Flat	\$877.00
5.02	Plan Review for miscellaneous items without square footage (e.g. Install hazardous material storage tank, HVAC smoke detection, partition wall)	Per hour	\$306.00
5.03	Additional Plan Review for major changes, additions, as-builts, or resubmittals	Per hour	\$306.00
5.04	Expedited Plan Review	Flat	\$1,026.00
Fire Protection Systems			
<u>Fire Sprinklers/Standpipe Systems</u>			
5.05	New commercial & residential sprinkler system installations - Up to 3,000 sq ft	Flat	\$1,633.00
5.06	Each additional 3,000 sq ft	Each additional	\$264.00
5.07	New manufactured home sprinkler installation	Flat	\$481.00
5.08	Commercial underground pipe system installations	Per installation	\$1,672.00
5.09	Standpipe system installations	Flat	\$1,672.00
5.10	Tenant improvements: Installation/Alteration of 10 or more heads - Up to 3,000 sq ft (Note: Head change outs are not included in the head count)	Flat	\$1,759.00
5.11	Each additional 3,000 sq ft	Each additional	\$264.00
5.12	Tenant Improvement: 9 or less sprinkler heads and unlimited head change-outs (installation/alteration)	Each	\$877.00
5.13	Alteration/Repair of existing underground pipe system	Flat	\$877.00
<u>Fire Alarms</u>			
5.14	New fire alarm system installation - Up to 3,000 sq ft	Flat	\$1,509.00
5.15	Each additional 3,000 sq ft	Each additional	\$264.00
5.16	Installation of additional devices on existing system - Up to 3,000 sq ft	Flat	\$877.00
5.17	Each additional 3,000 sq ft	Each additional	\$264.00
5.18	Existing Fire Alarm Panel Upgrades	Flat	\$1,588.00
5.19	Other Fire Protection Systems, New & Upgrade Installations	Per installation	\$1,142.00
5.20	Plan Check Re-Submittals	Per resubmittal	\$466.00
5.21	Unpermitted Construction Work (penalty determined by Inspector)	Per instance	\$397.00
5.22	Emergency Radio Systems	Flat	\$1,672.00
Site Inspections			
5.23	Fire Alarms: Repair/exchange devices, & radio transmitters	Per inspection	\$438.00
5.24	Construction Re-inspections	Per re-inspection	\$397.00
5.25	Installation of hazardous material storage tanks (Temporary permit is required, along with an inspection.)	Per tank	\$438.00
5.26	Replacement of hazardous material storage tank piping, dispensers. Note: If piping work is done as part of tank installation, there is no charge. (Temporary permit is required, along with an inspection.)	Per replacement	\$438.00
5.27	Removal of hazardous material storage tank (Temporary permit is required, along with an inspection.)	Per tank	\$438.00
5.28	Medical gas piping, Installation – Permit required (Building Division)	Per installation	\$1,100.00
5.29	Inspection for which no fee is indicated	Per hour	\$264.00
5.30	CO2	Flat	\$438.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
Required Services			
<u>False Alarm Penalty Fees</u>			
5.31	1st Response	Flat	\$735.00
5.32	2nd Response	Flat	\$735.00
5.33	3rd Response and each response thereafter in a calendar year	Each	\$735.00
5.34	New Occupancy/Business Inspection	Per reinspection	\$453.00
5.35	Key Box Service	Flat	\$118.00
5.36	Mall kiosk inspection	Flat	\$276.00
5.37	Annual Fire Code Permits (FCP's) [Fire Footnote 1]	Flat	\$252.00
5.38	Temporary permits (permitted activities less than 90 days)	Flat	\$373.00
5.39	Asphalt kettle operation – annual permit required for roofing contractors. Applications and fee collection is done at Building Division.	Annually	\$56.00
5.40	Title 19, 5-Year Certification inspection for fire extinguishing systems (fire sprinkler or standpipe systems). Annual permit for contractor [Fire Footnote 1]	Annually	\$112.00
5.41	High rise annual inspection/certification	Per hour, Min 3 hours	\$292.00
5.42	Annual fire inspection and each reinspection thereafter [Fire Footnote 1]	Per inspection	\$453.00
Requested Services			
5.43	Fire incident report	Per report, up to 5	\$28.00
5.44	Each additional page	Per page	\$0.26
5.45	Photographs: Digital	Handling fee	\$84.00
5.46	Fire code variance application	Flat	\$688.00
5.47	Inspection outside of normal business hours (min 2 hours)	Per hour	\$356.00
<u>Pre-Inspection/Consultation Of Large Family Day Care And Residential Care</u>			
5.48	Less than 25 occupants	Flat	\$322.00
5.49	26 or more occupants	Flat	\$322.00
(CA Health & Safety Code § 13235)			
Annual Permits [Fire Footnote 1]			
5.50	Candles & Open Flames in Assemblies (churches exempt)	Annual	\$252.00
5.51	Combustible Material Storage >2500 cu. ft.	Annual	\$252.00
5.52	Compressed Gases >amounts in Table 105-A	Annual	\$252.00
5.53	Commercial Rubbish – Handling Operation	Annual	\$252.00
5.54	Cryogenics >amounts in Table 105-B	Annual	\$252.00
5.55	Day Care (E) 7 or more children in non-residential	Annual	\$252.00
5.56	Dry Cleaning (operate a dry cleaning plant)	Annual	\$252.00
5.57	Dust Producing Operations	Annual	\$252.00
5.58	Fire Alarm (Operate a fire alarm system)	Annual	\$252.00
5.59	Flammable/Combustible Liquids (storage in excess of 5 gallons, operate tanks, etc.)	Annual	\$252.00
5.60	Hazardous Materials >amounts in Table 105-C	Annual	\$252.00
5.61	High Piled Combustible Storage	Annual	\$252.00
5.62	Hot – Work Operations (except when conducted under a building permit)	Annual	\$252.00
5.63	Institutions (all I occupancies)	Annual	\$252.00
5.64	Large Family Day Care (R-3) (9-14 children)	Annual	\$252.00
5.65	Residential Board & Care Occupancies (R-3.1)	Annual	\$252.00
5.66	Liquefied Petroleum Gas	Annual	\$252.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
5.67	Motor Vehicle Fuel Dispensing Station	Annual	\$252.00
5.68	Places of Assembly (all A occupancies)	Annual	\$252.00
5.69	Radioactive Materials >1 micro curie	Annual	\$252.00
5.70	Refrigeration Equipment (>220 lbs. of Class A1 or 30 lbs. of other refrigerants)	Annual	\$252.00
5.71	Repair Garage (S-3 or H-4 Occupancies)	Annual	\$252.00
5.72	Spraying or Dipping (using flammable or combustible liquids or powders)	Annual	\$252.00
Temporary Permits			
5.73	Candles & Open Flames in Assemblies (for special events)	Each	\$373.00
5.74	Carnival and Fairs (90 days or less)	Each	\$373.00
5.75	Christmas Tree Lot (90 days or less)	Each	\$373.00
5.76	Malls: assemblies, auto displays, open flames, etc. (90 days or less)	Each	\$373.00
5.77	Tents, Canopies and Temporary Membrane Structures (excludes tents on Christmas tree lots) (> 400 square ft.) (90 days or less)	Each	\$373.00

Fire Department Footnotes

Footnote 1: Annual fees are effective as of the start of the calendar year, January 1.

6. LIBRARY

PENINSULA LIBRARY SYSTEM/DALY CITY LIBRARY FINES & FEES

6.01	Materials Recovery Fee	Per Account	\$0.00
6.02	Lost or Damaged Items Processing Fee (Non-Refundable)	Base	\$5.00

DALY CITY LIBRARY LOCAL FEES

6.03	Media Case - Missing or Damaged	Per Case	\$5.00
6.04	Barcode - Missing or Damaged	Per Barcode	\$1.00
6.05	RFID Tag - Missing or Damaged	Per Tag	\$1.00
6.06	Media Case Insert/Cover Art	Per Item	\$2.00
6.07	Computer Print Copies - Black and White	Per Page	\$0.15
6.08	Computer Print Copies - Color	Per Page	\$0.40
6.09	Copier (Coin-Operated)	Per Page	\$0.15
6.10	Test Proctoring, resident	Per Item	\$50.00

(06/23/14, Resolution 14-104)

7. PLANNING

7.01	Administrative Use Permit	Flat	\$10,816.00
7.02	AUP Renewal Permit	Flat	\$5,408.00
7.03	Use Permit	Flat	\$12,428.00
7.04	Use Permit, Concurrent or TI	Flat	\$4,542.00

Coastal Development Permit

7.05	Minor	Flat	\$5,408.00
7.06	Major	Flat	\$21,632.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
	<u>Variance</u>		
7.07	Minor	Flat	\$4,542.00
7.08	Major	Flat	\$12,438.00
7.09	Planned Development Zone Change	Deposit	\$15,000.00
7.10	Zone Changes / Text Amendment	Deposit	\$10,000.00
7.11	Development Agreements	Deposit	\$10,000.00
7.12	GPA / Text Amendment	Deposit	\$15,000.00
7.13	Certificate of Compliance	Flat	\$1,622.00
7.14	Parcel Map	Flat	\$12,438.00
7.15	Subdivision	Flat	\$16,764.00
7.16	# of lots or parcels or units	Per lot	\$216.00
7.17	Condominium Conversion	Flat	\$15,683.00
7.18	# of units	Per unit	\$216.00
7.19	Environmental Assessment (Exempt)	Flat	\$324.00
7.20	Initial Study (Neg Declaration)		Actual + 20%
7.21	Initial Study (Mitigated Neg Declaration)		Actual + 20%
7.22	EIR		Actual + 20%
7.23	Design Review – Major	Flat	\$12,438.00
7.24	Design Review – Minor (Concurrent)	Flat	\$4,650.00
7.25	Design Review – Administrative	Flat	\$1,081.00
7.26	ADU	Flat	\$811.00
7.27	Front Yard Paving	Flat	\$324.00
7.28	Time Extension	Flat	\$865.00
7.29	Appeal Fee	Flat	\$108.00
7.30	Zoning Confirmation and Verification Letters	Flat	\$1,081.00
7.31	ABC Letter of Convenience and Necessity	Flat	\$10,275.00
7.32	Sign Permit	Flat	\$205.00
7.33	Pre-application Review Fee	Flat	\$1,946.00
7.34	Short Term Rental Permits	Flat	\$811.00
7.35	Short Term Rental Permit Renewal	Flat	\$153.00
7.36	Cannabis Permits	Flat	\$270.00
7.37	Stormwater Treatment Review		Actual + 20%
7.38	Home Occupation Permit	Flat	\$108.00
7.39	Lot Line Adjustment or Lot Merger	Flat	\$4,434.00

8. POLICE

8.01	Auto Impound Fee	Per release	\$240.00
8.02	Boot Release	Each	\$155.00
8.03	Civil Court Appearance	Per appearance	\$275.00
			(CA Government Code § 68097.2)
8.04	Subpoena Duces Tecum	Each	\$15.00
8.05	Clearance Letter	Per letter	\$52.00
8.06	False Alarms-Registered (On a 12-month period from first offense, resets after 12-months)	No charge for first	\$0.00
8.07	1st Offense	Each	\$0.00
	2nd Offense	Each	\$25.00
	3rd Offense	Each	\$50.00
	4th and Subsequent Offense	Each	\$100.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
8.08	False Alarms-Unregistered and expired (On a 12-month period from first offense, resets after 12-months)	\$25 charge for first	\$25.00
8.09	1st Offense	Each	\$25.00
	2nd Offense	Each	\$25.00
	3rd Offense	Each	\$50.00
	4th and Subsequent Offense	Each	\$100.00
8.10	Alarm Permit	Annually	\$26.00
8.11	Fingerprinting – Ink	Per request card	\$41.00
8.12	Fingerprinting – Livescan [Police Footnote 1]	Per request	\$104.00
8.13	Repossession Fee	Each	\$15.00
(CA Government Code § 41612)			
8.14	Special Event Permit	Each	\$460.00
8.15	Storage of Firearms	For first firearm	\$187.00
8.16	Each additional firearm	Each	\$150.00
8.17	Storage of Ammunition	Flat	\$78.00
8.18	Taxi Applicants, New [Police Footnote 1]	Per applicant	\$104.00
8.19	Taxi Applicants, Renewal	Per applicant	\$41.00
	<u>Digital Media</u>		
8.20	Photos	Flat fee per request	\$10.00
8.21	Videos	Flat fee per request	\$15.00

Police Department Footnotes

Footnote 1: Plus all prevailing State, Federal and County Fees for fingerprinting of applicants, subject to increases by outside agencies. As an example, here are some of the current costs:

DOJ Prevailing Fee	\$42.00
FBI Prevailing Fee	\$17.00
County Prevailing Fee	\$5.00

9. PUBLIC WORKS

Additional review over and above the baseline included in the fees below may be charged on a T&M basis or require the services

Technology Fee

9.01	Technology Fee	% Engineering Permit	9%
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Subdivision Reviews

Agreements / Map Review

9.02	Tentative Map Review	Flat	\$3,883.00
9.03	Subdivision Agreement	Flat	\$5,753.00
9.04	Parcel Map Review	Flat	\$5,791.00
9.05	Final Map Review	Base	\$5,791.00
9.06	Plus # of lots or units	Per lot or unit	\$148.00
9.07	Right of Way and Easement Abandonment	Flat	\$5,322.00
9.08	Lot Line Adjustment	Flat	\$3,871.00
9.09	Surveyor Review		Actual + 20%

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
Public / Site Improvements			
<u>Site Improvement Plan Reviews</u>			
9.10	Improvement Cost - \$0 - \$500,000	Minimum	\$5,744.00
9.11	% of Cost up to \$500,000	Plus	2.5%
9.12	Cost \$500,001 - \$1,500,000	Base	\$19,271.00
9.13	% of Cost over \$500,000	Plus	1.7%
9.14	Cost \$1,500,001 - \$4,500,000	Base	\$37,752.00
9.15	% of Cost over \$1,500,000	Plus	0.75%
9.16	Cost \$4,500,001 or greater	Base	\$62,036.00
9.17	% of Cost over \$4,500,000	Plus	0.35%
<u>Site Improvement Permit and Inspections</u>			
9.18	Improvement Cost - \$0 - \$500,000	Minimum	\$13,177.00
9.19	% of Cost up to \$500,000	Plus	7.50%
9.20	Cost \$500,001 - \$1,500,000	Base	\$54,088.00
9.21	% of Cost over \$500,000	Plus	5%
9.22	Cost \$1,500,001 - \$4,500,000	Base	\$108,045.00
9.23	% of Cost over \$1,500,000	Plus	2%
9.24	Cost \$4,500,001 or greater	Base	\$174,142.00
9.25	% of Cost over \$4,500,000	Plus	1.24%
9.26	Improvement Security Deposit/Bond	% of improvement costs	200%
Grading and Erosion Control			
<u>Plan Review</u>			
9.27	1,000 cu yd. or less	Base	\$319.00
9.28	Plus additional for each 100 cu yd. more than 100 or fraction thereof	Per 100 cu yd.	\$144.00
9.29	1,001 to 10,000 cu yd.	Base	\$1,618.00
9.30	Plus additional for each 1,000 cu yd. more than 1,000 or fraction thereof	Per 1,000 cu yd.	\$167.00
9.31	10,001 to 100,000 cu yd.	Base	\$3,128.00
9.32	Plus additional for each 1,000 cu yd. more than 10,000 or fraction thereof	Per 1,000 cu yd.	\$62.00
9.33	100,001 cu yd. or greater	Base	T&M
9.34	Plus additional for each 1,000 cu yd. more than 100,000 or fraction thereof	Per 1,000 cu yd.	T&M
<u>Permit and Inspections</u>			
9.35	1,000 cu yd. or less	Base	\$622.00
9.36	Plus additional for each 100 cu yd. more than 100 or fraction thereof	Per 100 cu yd.	\$257.00
9.37	1,001 to 10,000 cu yd.	Base	\$2,948.00
9.38	Plus additional for each 1,000 cu yd. more than 1,000 or fraction thereof	Per 1,000 cu yd.	\$352.00
9.39	10,001 to 100,000 cu yd.	Base	\$6,122.00
9.40	Plus additional for each 1,000 cu yd. more than 10,000 or fraction thereof	Per 1,000 cu yd.	\$238.00
9.41	100,001 cu yd. or greater	Base	T&M
9.42	Plus additional for each 1,000 cu yd. more than 100,000 or fraction thereof	Per 1,000 cu yd.	T&M
<u>Security Deposits</u>			
9.43	Grading Security Deposit/Bond	% of Grading Cost	25%

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
<u>Wet Season Work Authorization</u>			
9.44	Wet Season Work Authorization	Per week	\$636.00
<u>Transportation Permits</u>			
<u>Oversize Load</u>			
9.45	Single Trip	Each	\$0.00
<u>Dirt and Debris Hauling</u>			
9.46	Permit Fees (per operation)	Base	\$219.00
9.47	Plus per # of cubic yards per # of miles round trip	Each	\$0.23
<u>Encroachment Permits</u>			
<u>Temporary Encroachment (scaffolding, construction fencing, etc.)</u>			
9.48	Permit Fees	Base	\$636.00
9.49	Plus per # of weeks more than two weeks	Per # of weeks	\$106.00
9.50	Security Deposit	Deposit	\$1,000.00
<u>Encroachment Agreement</u>			
9.51	Encroachment Agreement		T&M
9.52	Security Deposit (except Wireless Small Cell) - refundable upon removal of encroachment	Each	Agreement Specific
9.53	Security Deposit for Wireless Small Cell - refundable upon removal of Wireless Small Cell	Per location	\$750.00
<u>Wireless Small Cell (with existing Lease Agreement)</u>			
9.54	Processing Fee	Flat	\$224.00
9.55	Plan Review Fee	Flat	\$896.00
9.56	Inspection Fee	Flat	\$1,296.00
9.57	Security Deposit (refundable)	Deposit	\$1,500.00
<u>Street Parking/Space Obstruction (renewable every four weeks)</u>			
9.58	Residential	Flat	\$636.00
9.59	Commercial	Base	\$636.00
9.60	Plus per # of weeks, after first week	# of weeks	\$212.00
9.61	Security Deposit	Deposit	\$500.00
9.62	Temporary Container	Base	\$531.00
9.63	Plus per # of weeks, after first week	Per Week	\$106.00
9.64	Security Deposit	Deposit	\$500.00
<u>Traffic Control</u>			
9.65	Processing Fee	Flat	\$319.00
9.66	Plan Review Fee	Per Hour	\$221.00
9.67	Inspection Fee (mobile, temporary setup)	Per Day	\$312.00
9.68	Inspection Fee (fixed, long-term setup)	Per Week	\$1,047.00
9.69	Security Deposit	Deposit	\$1,000.00
<u>Monitoring Well/Core Drilling/Potholing</u>			
9.70	Permit Fees	Base	\$319.00
9.71	Plus per # of locations	Each	\$424.00
9.72	Security Deposit	Per Location	\$1,000.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
<u>Sidewalk/Curb Drain/Driveway (not longer than 30 days)</u>			
9.73	Processing Fee	Flat	\$319.00
9.74	Plan Review Fee	Per Hour	\$219.00
9.75	Sidewalk/Driveway (Right-of-Way)/Front Yard Paving (Per 200 sq. ft. increment, or fraction thereof)	Each	\$424.00
9.76	Excavation in Unpaved Areas (Per 200 sq. ft. increment, or fraction thereof)	Each	\$424.00
9.77	Security Deposit	Minimum Deposit	\$500.00
<u>Street Excavation/Directional Boring</u>			
9.78	Processing Fee	Base	\$319.00
9.79	Plan Review Fee - Up to 3 reviews	Flat	\$2,912.00
9.80	Inspection Fee (First 200 sq. ft.)	Base	\$2,120.00
9.81	Each additional 50 sq. ft. increment or fraction thereof	Each	\$176.00
9.82	Security Deposit (\$750 minimum)	Per sq. ft.	\$15.00
<u>Water Service</u>			
9.83	Permit Fees	Base	\$319.00
9.84	Plus per # of services	Each	\$1,189.00
9.85	Security Deposit (2" service or less)	Deposit	\$2,000.00
9.86	Security Deposit (greater than 2" service)	Deposit	\$3,500.00
9.87	Fire Flow Test and Results	Per test	\$877.00
<u>Sanitary Sewer Lateral</u>			
9.88	Within the City right-of-way, w/in the District	Base	\$319.00
9.89	Plus per # of laterals	Each	\$1,189.00
9.90	Security Deposit	Deposit	\$2,000.00
9.91	Within the City right-of-way, not w/in the District	Base	\$319.00
9.92	Plus per # of laterals	Each	\$424.00
9.93	Security Deposit	Deposit	\$2,000.00
9.94	Not within the City right-of-way, w/in the District	Base	\$219.00
9.95	Plus per # of laterals	Each	\$765.00
<u>Development Impact Reviews</u>			
<u>Traffic Study</u>			
9.96	Review Fees	Base	\$4,873.00
9.97	Plus per # of hours more than twenty-two (22) hours	Per Hour	\$221.00
<u>Water System Study</u>			
9.98	Review Fees	Base	\$853.00
9.99	Plus per # of hours more than four hours	Per Hour	\$213.00
<u>Sanitary Sewer Study</u>			
9.100	Review Fees	Base	\$853.00
9.101	Plus per # of hours more than four hours	Per Hour	\$213.00
<u>Third Party Consultant</u>			
9.102	Use of Third Party Consultant for Development Projects and Permits		Actual + 20%
<u>Building Permit Reviews</u>			
9.103	Review Fees	% of the Building	20%

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
Other Requests			
9.104	City General Conditions, Standard Specifications & Drawings, Capital Project Plans & Specifications, and Copies of Other Documents		
	Online at www.dalycity.org		No Fee
	Electronic Files		No Fee
	Printed Copies		Actual Cost
<u>Permit Extension</u>			
9.105	Permit Extension (Renewal)	Flat	\$224.00
9.106	Reinstatement of Expired Permit	Flat	\$436.00
<u>Permit Cancellation</u>			
9.107	Processing Fee	Flat	\$224.00
9.108	Pre-Cancellation Inspection	Flat	\$212.00
9.109	Work Without a Permit	Double Permit Fees	Double Permit
<u>Utility (Private Utilities under CPUC Regulation with a CPCN)</u>			
9.110	Private Utility Companies may be issued a consolidated Utility Permit covering one or more of the scopes of work listed. Security Deposits are waived for estimated cost of work less than \$10,000. Estimated cost of work shall be reviewed and determined by Engineering staff.		T&M

10. RECREATION SERVICES

YOUTH PROGRAMS

YRP

10.01	Afterschool Youth Recreation Program (AYRP): TK, Pre-K, Kindergarten	Per Trimester	\$223 - \$445
10.02	Afterschool Youth Recreation Program (AYRP): 1st - 5th Grades	Per Trimester	\$148 - \$295
10.03	Afterschool Youth Recreation Program (AYRP): 6th - 8th Grades	Per Quarter	\$111 - \$222
10.04	Summer Youth Recreation Program (SYRP) - Resident	Per Week	\$75 - \$150
10.05	Summer Youth Recreation Program (SYRP) - Non-Resident	Per Week	\$94 - \$188
10.06	AfterCare - Resident	Per Week	\$25 - \$50
10.07	AfterCare - Non-Resident	Per Week	\$32 - \$63
10.08	Youth Trips - Resident	Per Person	\$40.00
10.09	Youth Trips - Non-Resident	Per Person	\$50.00

Open Tot

10.10	Tot Playtime Drop-In - Resident	Per Person	\$5.00
10.11	Tot Playtime Drop-In - Non-Resident	Per Person	\$6.25
10.12	Tot Playtime Card - Resident	Per Visit	\$4.00
10.13	Tot Playtime Card - Non-Resident	Per Visit	\$5.00

Baseball

10.14	Individual Participant - Resident	Per Person	\$111.00
10.15	Individual Participant - Non-Resident	Per Person	\$139.00
10.16	Daly City School Team	Per Team	\$441.00
10.17	Non-Daly City School Team	Per Team	\$552.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
<u>Basketball</u>			
10.18	Individual Participant - Resident	Per Person	\$140.00
10.19	Individual Participant - Non-Resident	Per Person	\$175.00
10.20	Daly City School Team	Per Team	\$600.00
10.21	Non-Daly City School Team	Per Team	\$750.00
10.22	Practice Session	Per Team	\$200.00
10.23	Mini-Hoops-Resident	Per Person	\$83.00
10.24	Mini-Hoops-Non-Resident	Per Person	\$103.00
ADULT PROGRAMS			
<u>Open Gym</u>			
10.25	Open Gym Drop-In (Various Sports) - Resident	Per Person	\$6.00
10.26	Open Gym Drop-In (Various Sports) - Non-Resident	Per Person	\$7.50
10.27	Women's Run (Basketball) - Resident	Per Visit	\$5.00
10.28	Women's Run (Basketball) - Non-Resident	Per Visit	\$6.25
<u>Court Reservations</u>			
10.29	Court Reservation (Basketball/Volleyball) - Resident	Per Session	\$50.00
10.30	Court Reservation (Basketball/Volleyball) - Non-Resident	Per Session	\$63.00
10.31	Court Reservation (Badminton/Pickleball) - Resident	Per Session	\$20.00
10.32	Court Reservation (Badminton/Pickleball) - Non-Resident	Per Session	\$25.00
<u>Tournament/ Leagues</u>			
10.33	Athletic Team - Tournament/League	Per Team	\$300 - \$1200
10.34	Athletic Doubles - Tournament/League	Per Team	\$40 - \$300
10.35	Athletic Individual - Tournament/League	Per Person	\$20 - \$150
<u>Competitive Gaming</u>			
10.36	Competitive Gaming - Resident	Per Person	\$5 - \$40
10.37	Competitive Gaming - Non-Resident	Per Person	\$7 - \$50
AQUATICS PROGRAM			
10.38	Aquatics Drop-In (Youth/Senior) - Resident	Per Person	\$5.00
10.39	Aquatics Drop-In (Youth/Senior) - Non-Resident	Per Person	\$6.25
10.40	Aquatics Drop-In (Adult) - Resident	Per Person	\$6.00
10.41	Aquatics Drop-In (Adult) - Non-Resident	Per Person	\$7.50
10.42	Lap Swim - Reserved Lane - Resident	Per Person	\$10.00
10.43	Lap Swim - Reserved Lane - Non-Resident	Per Person	\$13.00
10.44	Special Events - Resident	Per Person	\$8.00
10.45	Special Events - Non-Resident	Per Person	\$10.00
10.46	Learn-to-Swim (Pre-School) - Resident	Per Person	\$88.00
10.47	Learn-to-Swim (Pre-School) - Non-Resident	Per Person	\$110.00
10.48	Learn-to-Swim (Youth) - Resident	Per Person	\$80.00
10.49	Learn-to-Swim (Youth) - Non-Resident	Per Person	\$100.00
10.50	Learn-to-Swim (Teen/Adult/Senior) - Resident	Per Person	\$80.00
10.51	Learn-to-Swim (Teen/Adult/Senior) - Non-Resident	Per Person	\$100.00
10.52	Swimmer's Aide - Resident	Per Person	\$80.00
10.53	Swimmer's Aide - Non-Resident	Per Person	\$100.00
10.54	Swim Camp - Resident	Per Person	\$193.00
10.55	Swim Camp - Non-Resident	Per Person	\$242.00
10.56	Guard Start Program - Resident	Per Person	\$193.00
10.57	Guard Start Program - Non-Resident	Per Person	\$242.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
10.58	American Red Cross Lifeguard Class - Resident	Per Person	\$193.00
10.59	American Red Cross Lifeguard Class - Non-Resident	Per Person	\$242.00
10.60	Pool Pass (Youth/Senior) - Resident	Per Visit	\$4.00
10.61	Pool Pass (Youth/Senior) - Non-Resident	Per Visit	\$5.00
10.62	Pool Pass (Adult) - Resident	Per Visit	\$5.00
10.63	Pool Pass (Adult) - Non-Resident	Per Visit	\$6.25
TEEN PROGRAM			
10.64	Teen Open Gym - Resident	Per Quarter	\$10.00
10.65	Teen Open Gym - Non-Resident	Per Quarter	\$13.00
10.66	Volunteer Leadership Program (VLP) - Resident	Per Person	\$100.00
10.67	Volunteer Leadership Program (VLP) - Non-Resident	Per Person	\$125.00
10.68	Job Readiness Program - Resident	Per Person	\$50.00
10.69	Job Readiness Program - Non-Resident	Per Person	\$63.00
10.70	Teen Activities and Events (Cooking, Crafts, Dances, Field Trips, Showcase Etc.)	Per Person	\$5 - \$20
10.71	Clothing	Per Person	\$10 - \$30
ACTIVE ADULT/SENIOR PROGRAMS			
10.72	Active Adult / Senior Classes - Resident	Per Person	\$10 - \$50
10.73	Active Adult / Senior Classes - Non-Resident	Per Person	\$12.50 - \$63
10.74	Active Adult / Senior Open Gym/Activity - Resident	Per Visit	\$1 - \$5
10.75	Active Adult / Senior Open Gym/Activity - Non-Resident	Per Visit	\$1.25 - \$6.25
10.76	Active Adult / Senior Special Events - Resident	Per Person	\$5 - \$50
10.77	Active Adult / Senior Special Events - Non-Resident	Per Person	\$7 - \$63
ADMINISTRATION			
<u>Administration</u>			
10.78	Refund Processing Fee	Each	\$10.00
<u>Facility Rentals</u>			
10.79	Albert M. Teglia Community Center - Resident	Per Hour	\$125.00
10.80	Albert M. Teglia Community Center - Non-Resident	Per Hour	\$150.00
10.81	Bayshore CC Gymnasium –Rental - Resident	Per Hour	\$225.00
10.82	Bayshore CC Gymnasium –Rental - Non-Resident	Per Hour	\$250.00
10.83	Bayshore CC 2nd Floor Rooms - Resident	Per Hour	\$100.00
10.84	Bayshore CC 2nd Floor Rooms - Non-Resident	Per Hour	\$125.00
10.85	Bayshore CC Classroom A, B or C - Resident	Per Hour	\$30.00
10.86	Bayshore CC Classroom A, B or C - Non-Resident	Per Hour	\$55.00
10.87	Café Doelger - Resident	Per Hour	\$125.00
10.88	Café Doelger - Non-Resident	Per Hour	\$150.00
10.89	Doelger Senior Center Classroom - Resident	Per Hour	\$25.00
10.90	Doelger Senior Center Classroom - Non-Resident	Per Hour	\$50.00
10.91	Gellert Park Clubhouse - Resident	Per Hour	\$125.00
10.92	Gellert Park Clubhouse - Non-Resident	Per Hour	\$150.00
10.93	Gellert Park Picnic Shelter (per day) - Resident	Per Day	\$300.00
10.94	Gellert Park Picnic Shelter (per day) - Non-Resident	Per Day	\$400.00
10.95	Hillside Clubhouse - Resident	Per Hour	\$75.00
10.96	Hillside Clubhouse - Non-Resident	Per Hour	\$100.00
10.97	Larcombe Clubhouse - Resident	Per Hour	\$100.00
10.98	Larcombe Clubhouse - Non-Resident	Per Hour	\$125.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
10.99	Lincoln Park CC Hall - Resident	Per Hour	\$150.00
10.100	Lincoln Park CC Hall - Non-Resident	Per Hour	\$175.00
10.101	Lincoln Park CC Classroom - Resident	Per Hour	\$30.00
10.102	Lincoln Park CC Classroom - Non-Resident	Per Hour	\$50.00
10.103	Marchbank Clubhouse - Resident	Per Hour	\$75.00
10.104	Marchbank Clubhouse - Non-Resident	Per Hour	\$100.00
10.105	Merced Room (Westlake) - Resident	Per Hour	\$125.00
10.106	Merced Room (Westlake) - Non-Resident	Per Hour	\$150.00
10.107	Pacelli Event Center (Westlake) - Resident	Per Hour	\$225.00
10.108	Pacelli Event Center (Westlake) - Non-Resident	Per Hour	\$250.00
10.109	Tita Alice Bulos Community Hub - Resident	Per Hour	\$85.00
10.110	Tita Alice Bulos Community Hub - Non-Resident	Per Hour	\$110.00
10.111	War Memorial Upper Gymnasium - Rental - Resident	Per Hour	\$225.00
10.112	War Memorial Upper Gymnasium - Rental - Non-Resident	Per Hour	\$250.00
10.113	War Memorial Activity Room - Resident	Per Hour	\$125.00
10.114	War Memorial Activity Room - Non-Resident	Per Hour	\$150.00
	<u>Athletic Gymnasium Rental</u>		
10.115	Gymnasiums – Athletic Use Only - Resident	Per Hour	\$110.00
10.116	Gymnasiums – Athletic Use Only - Non-Resident	Per Hour	\$135.00
	<u>Athletic Field Rental</u>		
10.117	Softball or Baseball Field - Diamond - Resident	Per Hour	\$35.00
10.118	Softball or Baseball Field - Diamond - Non-Resident	Per Hour	\$60.00
10.119	Softball or Baseball Field - Lining Only	Per Day	\$25.00
10.120	Lights for Fields (Westlake and Gellert Parks)	Per Day	\$25.00
10.121	Soccer Field Whole Turf - Resident	Per Hour	\$85.00
10.122	Soccer Field Whole Turf - Non-Resident	Per Hour	\$110.00
10.123	Soccer Field Grass - Resident	Per Hour	\$50.00
10.124	Soccer Field Grass - Non-Resident	Per Hour	\$75.00
10.125	Tennis Courts - Per Court (School Use Only)	Per Hour	\$10.00
	<u>Giammona Pool</u>		
10.126	Pool Party Rentals (Recreation Swim Party) - Resident	Per Permit	\$221.00
10.127	Pool Party Rentals (Recreation Swim Party) - Non-Resident	Per Permit	\$276.00
10.128	Pool Party Rentals (Private Swim Party) - Resident	Per Permit	\$386.00
10.129	Pool Party Rentals (Private Swim Party) - Non-Resident	Per Permit	\$482.00
10.130	Pool Party Rentals (Additional 25 Attendees) - Resident	Each	\$56.00
10.131	Pool Party Rentals (Additional 25 Attendees) - Non-Resident	Each	\$70.00
	<u>Insurance Cost</u>		
10.132	Insurance - Facility Rental (Hazard 1) - 1-100 people	Per Permit	Actual Cost
10.133	Insurance - Facility Rental (Hazard 1) - 101-500 people	Per Permit	Actual Cost
10.134	Insurance -Athletic Rental/Pool Party (Hazard 3) - 1-100 people	Per Permit	Actual Cost
10.135	Insurance -Athletic Rental (Hazard 3) - 101-500 people	Per Permit	Actual Cost
10.136	Insurance - Alcohol	Per Permit	Actual Cost
10.137	Insurance - Administration Processing Fee	Per Permit	\$25.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
<u>Rental Deposit Fee</u>			
10.138	Deposit - Facility Rental (Small)	Per Permit	\$250.00
10.139	Deposit - Facility Rental (Medium)	Per Permit	\$400.00
10.140	Deposit - Athletic Use Rental/ Pool Party	Per Permit	\$400.00
10.141	Deposit - Large - Rental (Bayshore and War Memorial Gyms)	Per Rental	\$800.00
10.142	Deposit - Large - Rental (Pacelli Gym)	Per Rental	\$1,000.00
10.143	Rental - Custodial Fee for Large - Rental (Gyms)	Per Permit	\$400.00
10.144	Rental - Change Fee (Hours/Permit Modifications)	Per Change	\$50.00
10.145	Rental - Change Fee (Date or Location Change)	Per Change	\$100.00
10.146	Rental - Late Payment Fee	Per Permit	\$100.00
10.147	Rental - Cancellation Fee (Less than 30 Days)	Per Permit	\$250.00
10.148	Rental - Cancellation Fee (More than 30 Days)	Per Permit	\$100.00
<u>SPECIAL EVENTS</u>			
<u>Vendor Space Rental</u>			
10.149	City Wide Event - Non-Food Vendors	Per Table	\$50.00
10.150	City Wide Event - Food Vendor - Risk 1	Per Vendor	Actual Cost
10.151	City Wide Event - Food Vendor - Risk 2	Per Vendor	Actual Cost
10.152	City Wide Event - SMC Non-Permitted Mobile Food Facility	Per Vendor	Actual Cost
10.153	City Wide Event - SMC Permitted Mobile Food Facility	Per Vendor	Actual Cost
10.154	Community Event Tickets	Per Person	\$5 - \$10
11. DEPARTMENT OF WATER AND WASTEWATER RESOURCES			
<u>SEWER CONNECTION PERMIT FEES</u>			
<u>Single Family Residential Dwelling Fees</u>			
11.01	1. Dwelling units in any one 12-month period by a builder/developer or any subsidiary, partner or joint venture with no more than 33 fixture units per residential unit	Per Unit	\$2,600.00
11.02	2. New single family residence with secondary unit (up to 33 fixtures units for the single family and up to 11 fixture units for the secondary unit)	Per Unit	\$3,485.00
11.03	3. Conversion of single family residence to one with secondary unit (up to an additional 11 fixture units for conversion)	Per Unit	\$550.00
11.04	4. Plus as to items 1 and 2 above, there is in excess of 33 fixture units, an additional	Per Unit	\$63.00
11.05	Plus to items 1 and 2 above, common facilities	Per Unit	\$63.00
11.06	As to items 3 and 4 above, if there is in excess of 33 fixture units to primary residence or in excess of a total of 11 fixture units in the secondary unit, there is, an additional	Per Unit	\$63.00
<u>Multiple Residential Dwelling Fees</u>			
11.07	Up to and including 21 fixture units	Per Unit	\$1,975.00
11.08	Plus, In excess of 21 fixture units	Per Unit	\$63.00
11.09	Plus, common facilities	Per Unit	\$63.00
<u>Commercial, Industrial, Public and Other Uses</u>			
11.10	Commercial, Industrial, Public and Other Uses	Per Unit	\$3,150.00
11.11	Plus, Commercial, Industrial, Public and Other Uses	Per Unit	\$63.00

City of Daly City Master Fee Schedule - FY 2025

<u>Fee No.</u>	<u>Fee Title</u>	<u>Unit</u>	<u>Fee</u>
<u>Condominium Conversion</u>			
11.12	Difference between charge initially paid for connection as a multiple dwelling, as credited against charges for single dwellings in effect at time of the conversion to condominium	Per Unit	\$63.00
<u>Change of Use/Alteration or Addition of Existing Connection</u>			
11.13	For change of use/alteration or addition to connection	Per Unit	\$63.00
11.14	Plus, for each fixture unit in excess of 33	Per Unit	\$63.00
<u>Swimming Pools</u>			
11.15	2" Discharge Pipe – 4 fixture units	Per Unit	\$63.00
11.16	3" Discharge Pipe – 6 fixture units	Per Unit	\$63.00
11.17	4" Discharge Pipe – 8 fixture units	Per Unit	\$63.00
<i>(North San Mateo County Sanitation District, 8/25/03, Ordinance #89)</i>			
INSPECTION FEES			
11.18	Single Residential Dwelling	Per Installation	\$100.00
11.19	Multiple Residential Dwelling	Per Installation	\$100.00
11.20	Commercial, Industrial, Public and Other Uses	Per Installation	\$100.00
11.21	Industrial Waste Discharge Permit Required Use	Minimum	\$500.00
<u>Public Sewer Construction</u>			
11.22	Encroachment Permit	Per Unit	\$70.00
11.23	Inspection Charge	Minimum	\$70.00
11.24	Alteration of Existing Use or Installation	Per Installation	\$70.00
<i>(North San Mateo County Sanitation District, 8/25/03, Ordinance #89)</i>			



City Council Meeting Agenda Report

Item # _____

Meeting Date: November 25, 2024

Subject: Public Hearing on Purchasing Ordinance and Adoption of Purchasing Policy

Recommended Action

Staff recommends that the City Council update the City's Purchasing Ordinance. This Purchasing Ordinance will repeal and replace the Daly City Municipal Code Chapter 3.12 regarding Purchasing.

Background/Discussion

The City of Daly City Municipal Code Chapter 3.12 regarding Purchasing has not been significantly updated in several years. City staff brought the ordinance forward to update the dollar limits for purchasing in March of 2013, and before that, the ordinance was updated in 2001. Since many of the purchasing guidelines are outdated, and the City's auditor recommended that the City review its purchasing procedures, City staff decided to undertake a full review and update to the Purchasing Ordinance listed in Municipal Code Chapter 3.12.

The proposed update to the Purchasing Ordinance further clarifies the purchasing guidelines outlined in the ordinance and updates the purchasing authority for the City Council. The update also gives the City Manager and the Director of Finance and Administrative Services the ability to set administrative purchasing procedures and set purchasing limits below that of the City Council, providing greater agility for making updates as needed. This will be especially helpful as the City approaches implementation of Tyler Technologies' new Enterprise Resource Planning (ERP) system.

Currently, the Purchasing Ordinance requires that purchases of \$75,000 or more go through an official competitive bidding process and require City Council approval. With the updated ordinance, this limit is proposed to change to \$150,000. Purchases of \$75,000 and more would still require City Manager review and approval.

In contrast, the City of South San Francisco also uses the same \$150,000 threshold. While the City of San Bruno uses a \$75,000 threshold, San Bruno's General Fund budget is about half the size of Daly City's. Other comparable cities, including the City of Redwood City and the City of San Mateo have a \$100,000 threshold for City Council review.

Additionally, the amount requiring a Purchase Order is proposed to change from \$6,000 to \$15,000. Department Heads would still retain authority over these purchases. The City of Daly City's current requirement is one of the lowest of our peers, with multiple cities having a \$10,000 minimum.

Between these two limits, the requirements for written vs. verbal quotes are also proposed to change, making the purchasing process more efficient. All of these would still retain current Finance review and approval.

The proposed ordinance also outlines authority for the Director of Finance and Administrative Services and the City Manager to review and update the internal Purchasing Procedures as needed, which are expected to change in anticipation of the implementation of Tyler Technologies' new ERP system. Specifically creating authority for changing the day-to-day processes (but not the overarching limits, as outlined above) will be key to ensuring a smooth transition process for all City employees.

Fiscal Impact

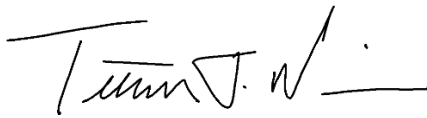
There is no anticipated fiscal impact to these updates to the Purchasing Ordinance.

Summary/Conclusion

Staff recommends that the City Council repeal and replace the Daly City Municipal Code Chapter 3.12 regarding Purchasing.

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 "Tim J. Nevin", with a stylized flourish at the end.

Tim Nevin
Director of Finance and Administrative Services

Attachments A: Current Daly City Purchasing Ordinance
 B: Proposed Daly City Purchasing Ordinance
 C: Daly City Purchasing Policy and Procedures

Chapter 3.12 - PURCHASING

Sections:

3.12.010 - Purchasing system adopted—Purpose.

In order to establish a flexible purchasing system that provides for efficient purchasing of supplies, services and equipment that allows for consideration of price, quality, reliability, workmanship, compatibility with existing products, and other relevant factors that are in the best interest of the public, no single factor of which is determinative in every case; to exercise positive financial control over purchases; and to clearly define authority for the purchasing function, a purchasing system is adopted.

(Ord. 1290 § 1, 2001)

3.12.020 - Definitions.

For the purposes of this chapter, the following definitions apply:

"Bid or proposal documents" means the documents, including their attachments and addenda, which set forth instructions to bidders, and are disseminated for the purpose of soliciting bids or proposals.

"Bidder" means a person responding to the city's request for pricing of goods or services, either in the form of a bid or a proposal to provide goods and/or services.

"City employee" means an individual who performs services for the city in the capacity of an elected or appointed official, or as a compensated employee of the city or of a temporary services agency retained by the city. "City employee" does not include independent contractors.

"Contract" means agreements, regardless of what they may be labeled, between the city and one or more other parties for the purchase or disposition of goods and/or services.

"Contractor" means any person who has entered into an agreement with the city for the provision or disposition of goods and/or services.

"Financial interest" means:

1. Ownership of any interest or involvement in any relationship from which, or as a result of which, a person has received compensation within the past year, or is entitled to, or is currently receiving compensation;
2. Ownership, whether wholly or in part, of any property or business; or
3. Status as an officer, director, trustee, partner, employee, or manager of a business.

"GSA pricing" means pricing established by the federal General Services Agency, deemed to be the lowest possible pricing available. Because the vendor commits to the GSA that no lower price will be extended to any other purchaser, such purchases do not lend themselves to competitive bids.

"Goods" means articles moveable at the time of sale, including but not limited to equipment, supplies and materials.

"Gratuity" means a gift, payment, loan, advance, deposit of money, or service, presented or promised in return for or in anticipation of favorable consideration in the procurement process. "Gratuity" does not include the compensation paid by or due from the city or from a temporary service agency under contract with the city to an employee in connection with the employee's services for the city.

"Immediate family" means any spouse, child, stepchild, parent or stepparent, grandparent, father-in-law, or mother-in-law of a city employee. The relationship of parent to child includes both natural and adoptive relationships.

"Local business" means a business entity with one or more fixed offices and/or locally taxable distribution points within the boundaries of the city which holds a current and valid city business license with a Daly City street address.

"Maintenance and repair services" means services intended to preserve and/or restore a public work to a clean, safe, efficient and/or continually usable condition. Maintenance and repair services may include, but are not limited to: carpentry, electrical, painting, plumbing, glazing and other craftwork to preserve a facility in the condition for which it was intended; repairs, cleaning and other operations on machinery and other equipment permanently attached to a facility as fixtures; the mowing, pruning, and trimming of lawns, grass, trees, shrubs, bushes and hedges; and the regular removal or relocation of by-products or waste products accumulated at city facilities as the result of ongoing environmental processes.

"Person" means any individual, partnership, limited partnership, association, corporation, labor union, committee, club, or governmental, public or quasi-public entity.

"Piggy-back purchase" means a purchase made from a vendor where a competitive bid process has already been completed by another governmental agency, and therefore a valid lowest price/responsive and/or responsible bidder has been established. Such purchases are contingent on the vendor agreeing to extend the same price and terms in the successful competitive bid to the city.

"Procurement" means the acquisition of goods and/or services by the city, including but not limited to purchasing or leasing, and all functions and procedures pertaining to such acquisitions.

"Professional services" means services which involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience. Such services include, but are not limited to, those provided by accountants, appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.

"Purchasing agent" means the city employee designated by the city manager as the purchasing agent of the city.

"Responsible bidder" means a bidder determined by the awarding authority:

- A. To have the ability, capacity, experience and skill to provide the goods and/or services in accordance with bid specifications;
- B. To have the ability to provide the goods and/or services promptly, or within the time specified, without delay;

- C. To have equipment, facilities and resources of such capacity and location to enable the bidder to provide and/or services;
- D. To be able to provide future maintenance, repair, parts and service for the use of the goods purchased, if appropriate;
- E. To have a record of satisfactory or better performance under prior contracts with the city and other purchasers where such bidder has previously been awarded such contracts;
- F. To have complied with laws, regulations, guidelines and orders governing prior or existing contracts performed by the bidder, if applicable.

"Responsive bidder" means a bidder determined by the purchasing officer to have submitted a bid or proposal that conforms in all material respects to the requirements of the bid or proposal documents.

"Services" means work performed or labor, time and effort expended by an independent contractor, including maintenance and repair services.

"Sole source" means contracts for which the city's purchasing officer has determined, after conducting a good faith review of available products and sources, that the city's requirements can be met solely by a single patented, copyrighted or proprietary article or process available from a single source. Examples of acceptable sole source purchases are equipment for which there is no comparable competitive product, a component or replacement part for which there is no commercially available substitute and which can be obtained only from the manufacturer, and an item where compatibility with items in use by the city is the overriding consideration.

"Specifications" means a description of the physical or functional characteristics or of the nature of the required goods and/or services.

"Surplus personal property" means goods owned by the city which are no longer needed or which are obsolete or unserviceable, property that is a byproduct (scrap metal, used tires and oil, etc.), or any unclaimed, seized or abandoned personal property in the possession or custody of the police department which may be legally disposed of by the city.

(Ord. 1290 § 1, 2001)

3.12.030 - Purchasing authority.

All purchasing shall be done and accomplished under the authority of the city manager as provided in Section 2.02.070, and the city manager is designated as the purchasing officer for the city. The city manager may cause to be implemented necessary operational policies and procedures not inconsistent with this chapter.

(Ord. 1290 § 1, 2001)

3.12.040 - Delegated authority.

The city manager may delegate authority to acquire certain goods and/or services to a purchasing agent or other city employee if such delegation is deemed necessary for the effective procurement of those items.

(Ord. 1290 § 1, 2001)

3.12.050 - Methods of procurement.

- A. Small Procurements. Procurements, the cost of which are six thousand dollars or less in any one transaction, shall be made in the open market. No formal requisition is required, but a reasonable attempt shall be made to obtain the lowest price. Requirements shall not be artificially divided so as to constitute a small purchase under this subsection.
- B. Informal Competitive Bids or Proposals.
 - 1. Procurements, the cost of which is at least six thousand and one dollars and not greater than twenty thousand dollars, shall be made using simplified and cost effective operational procedures and forms without use of formal bids. Reasonable efforts shall be made to obtain quotes from several sources to ensure receiving the best price, and all quotes received shall be documented. Requirements shall not be artificially divided so as to constitute a small purchase under this subsection.
 - 2. Procurements anticipated to cost seventy-five thousand dollars or less but more than twenty thousand and one dollars in any one transaction may be made by informal bid or proposal solicitations in accordance with the provisions of this chapter. The purchasing officer shall be the awarding authority, and in his or her discretion may delegate authority for any purchase or contract to the department heads at designated dollar levels. The purchasing officer or delegate shall evaluate the bids and determine the most responsible/responsive bidder. Solicitations may be verbal or written, but bids must be in writing. Where possible, a minimum of three bidders should be solicited. Requirements shall not be artificially divided so as to constitute a small purchase under this subsection.
- C. Formal Competitive Bids. Procurements anticipated to cost more than seventy-five thousand dollars in any one transaction shall be made by issuance of written invitations for bids. The purchasing officer shall evaluate the bids and recommend the most responsible/responsive bidder for the city council's consideration. The city council shall be the awarding authority. The purchasing officer shall execute any and all required documents necessary to complete the procurement. Bid documents shall include, at a minimum, the notice inviting bids; instructions to bidders; specifications describing the required goods and/or services; bid forms and schedules; any required bond forms and proposed contract terms and conditions.
- D. Formal Competitive Proposals. Where the city has defined a situation for which it seeks a solution, instead of using a bid, procurements anticipated to cost more than seventy-five thousand dollars in one transaction may be made by issuance of written requests for proposals. The purchasing officer shall evaluate the proposals and make a recommendation to the city council for consideration. The city council shall be the awarding authority. The solution may be in the form of goods, services or a combination of goods and services and may require exceptional technical knowledge or professional expertise beyond that available within the end user. The circumstances may require that a contract award be based on factors in addition to price. The purchasing officer may enter into discussions with bidders to achieve clarification, full understanding and responsiveness to the solicitation requirements, but neither the

purchasing officer nor any other city employee shall disclose any information derived from proposals submitted by competing bidders prior to contract award or rejection, except to city employees directly responsible for the procurement.

- E. Alternative Methods of Procurement. Subject to the limitations of this section, the purchasing officer shall determine the method for each procurement that is in the best interest of the city and in full compliance with this chapter. The purchasing officer may use methods of procurement not included in this section on an experimental basis. Such methods shall not inhibit fair and open competition, shall not compromise the integrity of the procurement process, and shall not be precluded by other requirements of this chapter or state law.
- F. Rejection of Bids—Identical Lowest Bid—No Bids Received. In its discretion, the city may reject all bids. If all bids are rejected, the city may re-bid, modify the requirements and re-bid, or abandon the purchase. If two or more bids are the same and the lowest, the city may accept the one it chooses. If no bids are received, the purchasing officer may immediately proceed to have the services performed or the goods procured without further competitive bidding.
- G. Refusal or Failure to Execute Contract. Should the lowest responsible bidder either refuse or fail to execute the contract, the purchasing officer may immediately award it to the next lowest responsible bidder.

(Ord. 1290 § 1, 2001)

(Ord. No. 1367, § 1, 3-25-2013)

3.12.060 - Competitive bidding requirement—Exemptions.

- A. Contracts for goods and/or services for which the cost to the city in any one transaction will exceed fifty thousand dollars shall be let by formal competitive bidding or proposals pursuant to this chapter. Procurement requirements shall not be artificially divided so as to avoid the competitive bidding requirement.
- B. The following are exemptions to the competitive bidding requirements:
 1. Professional or specialized services;
 2. Emergency procurements, as defined in Section 3.12.090;
 3. Situations where solicitations of bids or proposals would for any reason be impractical, unavailing or impossible;
 4. Sole source goods or services;
 5. Insurance and bonds;
 6. Public library collection materials or services for the provision of public library collection materials or other books or periodicals;
 7. Procurements funded by grants, donations or gifts when the special conditions attached to the grants, donations or gifts require the procurement of particular goods and/or services;
 8. Goods and/or services obtained from or through agreement with any governmental, public, or quasi-

public entity, including piggy-back purchases or GSA pricing;

9. Works of art, entertainment or performance;
 10. Surplus goods owned by another governmental, public or quasi-public entity;
 11. Membership dues, conventions, training, and travel arrangements;
 12. Goods procured for resale to the public;
 13. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such a situation the purchasing officer may proceed to have the services performed or the goods procured without further competitive bidding.
- C. The purchasing officer shall conduct negotiations, as appropriate, as to price, delivery and terms and may require the submission of cost or pricing data in connection with the award of a contract which does not require competitive bidding.
- D. Nothing in this section shall preclude the solicitation of competitive bids or proposals, when practicable.

(Ord. 1290 § 1, 2001)

3.12.070 - Adjustments to bid limits.

Contract bid limits set forth in Sections 3.12.050 and 3.12.060 shall be adjusted for cost of living increases every five years, beginning on the first day of fiscal year 2005. Fiscal year 2001 shall be deemed the base year for these calculations, and the consumer price index: all urban consumers San Francisco Bay Area, or its successor index, shall be the index used for such adjustment. The city's department of finance shall provide the revised limits to departments as soon as they are available.

(Ord. 1290 § 1, 2001)

3.12.080 - Local preference.

In the evaluation of bids or proposals containing goods subject to California state sales and use tax, a local business shall be given local preference under certain conditions. In an instance where other factors are considered substantially equal between bidders, and price is the remaining determining factor, a local preference equal to one percent of the price of the portion of the bid or proposal subject to California state sales and use tax shall be extended to the local business. This preference shall not apply to any otherwise qualified local business in which the business has any ownership interest by an employee of the City of Daly City.

(Ord. 1290 § 1, 2001)

3.12.090 - Emergency procurements.

The purchasing officer or a department head, or a designee of such individual, may make or authorize others to make emergency procurements, regardless of the cost, if there is an urgent necessity to do so for the preservation of life, health, or property. Such emergency procurements shall be made with such competition as is practical under the circumstances and shall be limited to those goods and services necessary to satisfy the emergency need. In the

event that such emergency action is necessary and the procurement cost is greater than fifty thousand dollars in any one transaction, the purchasing officer shall make a full and complete report to the city council at its next regularly scheduled meeting.

(Ord. 1290 § 1, 2001)

3.12.100 - Surplus personal property.

- A. Authority. The purchasing officer is authorized to sell or dispose of surplus goods having a salvage value in the open market by public auction, by competitive sealed bids, by exchange or trade-in for new goods, or by other means appropriate in the circumstances. The sale or lease of surplus personal property to a governmental, public, quasi-public, or charitable agency may be without advertisement for or receipt of bids.
- B. Property With No Salvage Value. Surplus goods with no salvage value, as determined by the purchasing officer, shall be disposed of in a manner that salvages recyclable components, if practical.
- C. Unclaimed, Seized or Abandoned Property. The purchasing officer is authorized to sell or dispose of all goods in the possession or custody of the police department which are unclaimed, seized and/or abandoned and may be legally disposed of by the city.
- D. Records. The purchasing officer shall maintain records for public inspection relative to the disposal of surplus goods for a period of time in compliance with state law and the city's records retention schedule.
- E. Donations. The purchasing officer is authorized to donate surplus goods to governmental, public or quasi-public agencies, charitable or nonprofit organizations when it is the interest of the community to do so.
- F. Proceeds of Sale. Proceeds from the sale of surplus goods shall be deposited into the appropriate city fund.

(Ord. 1290 § 1, 2001)

3.12.110 - Conflicts of interest.

- A. City employees shall discharge their duties impartially so as to assure fair competitive access to city procurement opportunities by responsible bidders. Moreover, they shall conduct themselves in such a manner as to foster public confidence in the integrity of city procurement activities.
- B. Conflict of Interest. No city employee shall participate directly or indirectly in a city procurement when the employee knows that the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement; or the employee or any member of the employee's immediate family is negotiating or has an employment arrangement which is contingent upon or will be affected by the procurement.
- C. Withdrawal from Participation. Upon discovery of an actual or potential conflict of interest, an employee shall promptly withdraw from further participation in the procurement.
- D. Gratuities. No person shall offer, give, or agree to give any city employee any gratuity or offer of

employment in connection with a procurement by the city. No city employee shall solicit, demand, accept, or agree to accept from any other person a gratuity or an offer of employment in connection with a procurement by the city.

(Ord. 1290 § 1, 2001)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DALY CITY
REPEALING AND REPLACING CHAPTER 3.12 OF THE DALY CITY MUNICIPAL CODE
RE: PURCHASING

The City Council of the City of Daly City, DOES ORDAIN as follows:

SECTION 1. Chapter 3.12 is hereby repealed and replaced in its entirety to read as follows:

Chapter 3.12 PURCHASING

- 3.12.010 Purpose**
- 3.12.020 Definitions**
- 3.12.030 Purchasing Procedures – Administrative Purchasing Procedures**
- 3.12.040 Authority to Approve Contracts**
- 3.12.050 Local preference**
- 3.12.060 Award Procedures – Competitive Bidding Requirements**
- 3.12.070 Competitive bidding requirement—Exemptions**
- 3.12.080 Emergency procurements**
- 3.12.090 Surplus personal property**
- 3.12.100 Conflicts of interest**
- 3.12.110 Standing Supply Purchase Agreements and Master Service Agreements – Authorized**
- 3.12.120 Cooperative Purchasing – Authorized**
- 3.12.130 Liability**

3.12.010 Purpose.

The purpose of this ordinance is to establish purchasing procedures for the City of Daly City. The City Council finds that a flexible purchasing system that allows for consideration of price, quality, reliability, workmanship, compatibility of products (such as computers and cellular equipment or design and furniture), and other relevant factors is in the public's best interests and that no single factor should be determinative in every case.

3.12.020 Definitions.

For the purposes of this chapter, the following definitions apply:

"Bid or proposal documents" means the documents, including their attachments and addenda, which set forth instructions to bidders, and are disseminated for the purpose of soliciting bids or proposals.

"Bidder" means a person responding to the city's request for pricing of goods or services, either in the form of a bid or a proposal to provide goods and/or services.

"City employee" means an individual who performs services for the city in the capacity of an elected or appointed official, or as a compensated employee of the city or of a temporary services agency retained by the city. "City employee" does not include independent contractors.

"City Manager" means the City Manager of Daly City, or designee.

"Competitive Bidding Process" means a selection process where contractors, service providers and/or vendors compete for the performance of public works projects, for a purchase of goods and services, or for the performance of professional services, and are selected through a formal or informal process that allows full, fair and open competition for all qualified contractors, consultants, and/or vendors with selection based on specified criteria established to best meet the needs of the City.

"Contract" means agreements, regardless of what they may be labeled, between the city and one or more other parties for the purchase or disposition of goods and/or services.

"Contractor" means any person who has entered into an agreement with the city for the provision or disposition of goods and/or services.

"Financial interest" means:

- A. Ownership of any interest or involvement in any relationship from which, or as a result of which, a person has received compensation within the past year, or is entitled to, or is currently receiving compensation;
- B. Ownership, whether wholly or in part, of any property or business; or
- C. Status as an officer, director, trustee, partner, employee, or manager of a business.

"GSA pricing" means pricing established by the federal General Services Agency, deemed to be the lowest possible pricing available. Because the vendor commits to the GSA that no lower price will be extended to any other purchaser, such purchases do not lend themselves to competitive bids.

"Goods" means articles moveable at the time of sale, including but not limited to equipment, supplies and materials.

"Gratuity" means a gift, payment, loan, advance, deposit of money, or service, presented or promised in return for or in anticipation of favorable consideration in the procurement process. "Gratuity" does not include the compensation paid by or due from the city or from a temporary service agency under contract with the city to an employee in connection with the employee's services for the city.

"Immediate family" means any spouse, child, stepchild, parent or stepparent, grandparent, father-in-law, or mother-in-law of a city employee. The relationship of parent to child includes both natural and adoptive relationships.

"Local business" means a business entity with one or more fixed offices and/or locally taxable distribution points within the boundaries of the city which holds a current and valid city business license with a Daly City street address.

"Maintenance and repair services" means services intended to preserve and/or restore a public work to a clean, safe, efficient and/or continually usable condition. Maintenance and repair services may include, but are not limited to: carpentry, electrical, painting, plumbing, glazing and other craftwork to preserve a facility in the condition for which it was intended; repairs, cleaning and other operations on machinery and other equipment permanently attached to a facility as fixtures; the mowing, pruning, and trimming of lawns, grass, trees, shrubs, bushes and hedges; and the regular removal or relocation of by-products or waste products accumulated at city facilities as the result of ongoing environmental processes.

"Person" means any individual, partnership, limited partnership, association, corporation, labor union, committee, club, or governmental, public or quasi-public entity.

"Piggy-back purchase" means a purchase made from a vendor where a competitive bid process has already been completed by another governmental agency, and therefore a valid lowest price/responsive and/or responsible bidder has been established. Such purchases are contingent on the vendor agreeing to extend the same price and terms in the successful competitive bid to the city.

"Procurement" means the acquisition of goods and/or services by the city, including but not limited to purchasing or leasing, and all functions and procedures pertaining to such acquisitions.

"Professional services" means services which involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience. Such services include, but are not limited to, those provided by accountants, appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.

"Purchasing agent" means the city employee designated by the city manager as the purchasing agent of the city.

"Responsible bidder" means a bidder determined by the awarding authority:

A. To have the ability, capacity, experience and skill to provide the goods and/or services in accordance with bid specifications.

B. To have the ability to provide the goods and/or services promptly, or within the time specified, without delay.

C. To have equipment, facilities and resources of such capacity and location to enable the bidder to provide the goods and/or services.

D. To be able to provide future maintenance, repair, parts and service for the use of the goods purchased, if appropriate.

E. To have a record of satisfactory or better performance under prior contracts with the city and other purchasers where such bidder has previously been awarded such contracts;

F. To have complied with laws, regulations, guidelines and orders governing prior or existing contracts performed by the bidder, if applicable.

"Responsive bidder" means a bidder determined by the purchasing officer to have submitted a bid or proposal that conforms in all material respects to the requirements of the bid or proposal documents.

"Services" means work performed or labor, time and effort expended by an independent contractor, including maintenance and repair services.

"Sole source" means contracts for which the city's purchasing officer has determined, after conducting a good faith review of available products and sources, that the city's requirements can be met solely by a single patented, copyrighted or proprietary article or process available from a single source. Examples of acceptable sole source purchases are equipment for which there is no comparable competitive product, a component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer, and an item where compatibility with items in use by the city is the overriding consideration.

"Specifications" means a description of the physical or functional characteristics or of the nature of the required goods and/or services.

"Standing Supply Purchase Agreement" means a contract for goods and services common to one or several departments on an "as-needed" basis, with a total compensation stated as a maximum limit, which establishes a general order and payment parameters and includes the terms and conditions common to City contracts for goods and services.

"Surplus personal property" means goods owned by the city which are no longer needed or which are obsolete or unserviceable, property that is a byproduct (scrap metal, used tires and oil, etc.), or any unclaimed, seized or abandoned personal property in the possession or custody of the police department which may be legally disposed of by the city.

3.12.030 Purchasing Procedures – Administrative Purchasing Procedures

The City's purchasing functions shall be governed by this Chapter and by the City's Administrative Purchasing Procedures, which shall be established by the Finance Director and approved by the City Manager, as may be amended from time to time.

The City Manager is appointed the purchasing agent of the City. The City Manager may delegate purchasing agent duties to other City staff.

The Administrative Purchasing Procedures supplements the provisions of this Chapter and contains rules and regulations necessary to administer this Chapter, as well as provisions that require regular review and updating to conform to changing best practices and City needs.

3.12.040 Authority to Approve Contracts.

Authority

The City Council shall be the awarding authority for any purchase or contract of \$150,000.00 or more. The City Manager shall be the awarding authority for any purchase or contract of less than \$150,000.00 and may in his or her discretion delegate authority to the department and/or division heads at designated dollar levels. The City Attorney shall be the awarding authority for legal matters. The City Attorney is authorized, without City Council approval, to approve and award all contracts for legal services valued at less than one hundred thousand dollars (\$150,000.00).

3.12.050 Local preference.

In the evaluation of bids or proposals containing goods subject to California state sales and use tax, a local business shall be given local preference under certain conditions. In an instance where other factors are considered substantially equal between bidders, and price is the remaining determining factor, a local preference equal to one percent of the price of the portion of the bid or proposal subject to California state sales and use tax shall be extended to the local business. This preference shall not apply to any otherwise qualified local business in which the business has any ownership interest by an employee of the City of Daly City.

3.12.060 Award Procedures – Competitive Bidding Requirements.

A. City Council Award Procedure. The following procedures shall apply:

1. Notice Inviting Bids. The notice inviting bids shall describe the project to be done or the purchase to be made and shall set a date for the opening of bids. The notice shall be published once in the official newspaper not less than five days prior to the date and time set for opening of bids.

2. Opening of Bids. All bids shall be sealed, identified as such and submitted to the City Clerk or the department supervising the project on or before the date and time set for opening. Bids received after the specified time shall be returned to the bidder unopened; provided, however, the bids received prior to the opening of the first bids shall be considered to be timely. Bids shall be opened in public at the time specified in the notice.

3. Award. The City Council may, in its discretion, waive any minor irregularities or informalities in the bids received. The award may be to the lowest responsible bidder or other bidder. In determining to whom the award is to be made, the City Council may consider, in addition to the bid price received, the experience of the bidder for the particular service sought, the quality of work the bidder has done, the quality of the product or materials provided by the bidder, the ability of the bidder to complete the project in a timely manner, the safety compliance record of the bidder, the insurance carried by the bidder, the information provided by the pre-qualification process, and the after sales service and support that is provided, as well as other factors that the City Council determines to be relevant in the particular situation.

4. Rejection. The City Council may, in its discretion, reject all bids received, negotiate a contract for the work or supplies if the project is not within budget, do the work through City employees, or terminate the project or purchase. If no bids are received, the City Council may have the project done or purchase made without further compliance with this chapter

3.12.070 Competitive bidding requirement—Exemptions.

A. Contracts for goods and/or services for which the cost to the city in any one transaction will exceed one hundred thousand dollars shall be let by formal competitive bidding or proposals pursuant to this chapter. Procurement requirements shall not be artificially divided so as to avoid the competitive bidding requirement.

B. The following are exemptions to the competitive bidding requirements:

1. Professional or specialized services;
2. Emergency procurements, as defined in Section 3.12.080
3. Situations where solicitations of bids or proposals would for any reason be impractical, unavailing or impossible;
4. Sole source goods or services;
5. Insurance and bonds;
6. Public library collection materials or services for the provision of public library collection materials or other books or periodicals;
7. Procurements funded by grants, donations or gifts when the special conditions attached to the grants, donations or gifts require the procurement of particular goods and/or services;
8. Goods and/or services obtained from or through agreement with any governmental, public, or quasi-public entity, including piggy-back purchases or GSA pricing; or Cooperative Purchasing as set forth in Section 3.12.110
9. Works of art, entertainment or performance;
10. Surplus goods owned by another governmental, public or quasi-public entity;
11. Membership dues, conventions, training, and travel arrangements;
12. Goods procured for resale to the public;
13. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such a situation the purchasing officer may proceed to have the services performed or the goods procured without further competitive bidding.

C. The purchasing officer shall conduct negotiations, as appropriate, as to price, delivery and terms and may require the submission of cost or pricing data in connection with the award of a contract which does not require competitive bidding.

D. Nothing in this section shall preclude the solicitation of competitive bids or proposals, when practicable.

3.12.080 Emergency procurements.

The purchasing officer or a department head, or a designee of such individual, may make or authorize others to make emergency procurements, regardless of the cost, if there is an urgent necessity to do so for the preservation of life, health, or property. Such emergency procurements shall be made with such competition as is practical under the circumstances and shall be limited to those goods and services necessary to satisfy the emergency need. In the event that such emergency action is necessary, and the procurement cost is greater than fifty thousand dollars in any one transaction, the purchasing officer shall make a full and complete report to the city council at its next regularly scheduled meeting.

3.12.090 Surplus personal property.

A. Authority. The purchasing officer is authorized to sell or dispose of surplus goods having a salvage value in the open market by public auction, by competitive sealed bids, by exchange or trade-in for new goods, or by other means appropriate in the circumstances. The sale or lease of surplus personal property to a governmental, public, quasi-public, or charitable agency may be without advertisement for or receipt of bids.

B. Property With No Salvage Value. Surplus goods with no salvage value, as determined by the purchasing officer, shall be disposed of in a manner that salvages recyclable components, if practical.

C. Unclaimed, Seized or Abandoned Property. The purchasing officer is authorized to sell or dispose of all goods in the possession or custody of the police department which are unclaimed, seized and/or abandoned and may be legally disposed of by the city.

D. Records. The purchasing officer shall maintain records for public inspection relative to the disposal of surplus goods for a period of time in compliance with state law and the city's records retention schedule.

E. Donations. The purchasing officer is authorized to donate surplus goods to governmental, public or quasi-public agencies, charitable or nonprofit organizations when it is the interest of the community to do so.

F. Proceeds of Sale. Proceeds from the sale of surplus goods shall be deposited into the appropriate city fund.

3.12.100 Conflicts of interest.

A. City employees shall discharge their duties impartially so as to assure fair competitive access to city procurement opportunities by responsible bidders. Moreover, they shall conduct themselves in such a manner as to foster public confidence in the integrity of city procurement activities.

B. Conflict of Interest. No city employee shall participate directly or indirectly in a city procurement when the employee knows that the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement; or the

employee or any member of the employee's immediate family is negotiating or has an employment arrangement which is contingent upon or will be affected by the procurement.

C. Withdrawal from Participation. Upon discovery of an actual or potential conflict of interest, an employee shall promptly withdraw from further participation in the procurement.

D. Gratuities. No person shall offer, give, or agree to give any city employee any gratuity or offer of employment in connection with a procurement by the city. No city employee shall solicit, demand, accept, or agree to accept from any other person a gratuity or an offer of employment in connection with a procurement by the city.

3.12.110 Standing Supply Purchase Agreements and Master Service Agreements -- Authorized.

Standing Supply Purchase Agreements: Standing supply purchase agreements may be entered into with specific vendors for purchase of repetitive-use goods, materials, equipment and/or supplies common to one (1) or several departments.

Master Services Agreements: Master services agreements may be entered into with specific vendors for support services to be provided on an "as-needed" basis.

The procedures for the use of Standing Supply Purchase Agreements and Master Service Agreements shall be set forth in the Administrative Purchasing Procedures as established by the Finance Director and approved by the City Manager.

3.12.120 Cooperative Purchasing – Authorized.

The City may participate in, sponsor, conduct, utilize, or administer cooperative purchasing with other public agencies (including the United States of America, any state, municipality or other public corporation, or agency, including a joint powers authority or quasi-public entity) for the purpose of cooperative purchasing under the following conditions:

A. Purchasing goods and services, professional services, and construction of public works projects through contracts, bid award lists, or schedules of others; provided that competitive purchasing procedures reasonably similar to those required in the City, as determined by the City Manager, were employed to create such contracts, bid award lists, or schedules; or

B. Purchasing goods and services, professional services, and construction of public works projects, through programs, contracts, bid award lists, or schedules created or administered by public agencies to secure the best product or service at the lowest possible price.

3.12.130 Liability.

The failure to comply with the provisions of this chapter shall not invalidate or set-aside any expenditure or contract. No section of this chapter shall impose a mandatory duty on the City, or on any officer, official, agent, employee, board, or council thereof. Instead, if any

section purports to impose a mandatory duty of enforcement, said section shall be deemed to invest the City, and the appropriate officer, official, agent, employee, board, or council with discretion to enforce the section or not to enforce it.

SECTION 2. Environmental Determination. The City Council of the City of Daly City finds and determines that the implementation of measures described in this Chapter is in furtherance police powers of the City of Daly City, and that these purposes are exempt from the provisions of the California Environmental Quality Act (CEQA); Chapter 3 (commencing with Section 21100) of Division 13 of the Public Resources Code, as provided in categorical exemption Classes 1, 4, 5, 7, 8, 9, and or 21 of the CEQA Guidelines (Title 14, *California Code of Regulations*, Sections 15301-15329).

SECTION 3. Severability: If any section, subsection or sentence of this Ordinance is found by a court of competent jurisdiction to be invalid or unlawful, the City Council finds and declares that the remainder of this ordinance would be and is enforceable and would have been adopted notwithstanding the finding of invalidity as to any section, subsection or sentence.

SECTION 4. Effective Date and Publication: Pursuant to the provisions of Government Code Section 36933, a summary of this ordinance shall be prepared by the City Attorney. At least five (5) days prior to the Council meeting at which this ordinance is scheduled to be adopted, the City Clerk shall (1) publish the summary, and (2) post it in the City Clerk's office a certified copy of this ordinance. Within fifteen (15) days after the adoption of this ordinance, the City Clerk shall (1) publish the summary and (2) post in the City Clerk's office a certified copy of the full text of this ordinance along with the names of those City Council members voting for and against this ordinance or otherwise voting. This ordinance shall become effective thirty (30) days from and after its adoption.

Introduced this _____ day of _____, 2024.

Passed and adopted as an Ordinance of the City of Daly City at a regular meeting of the City Council of the City of Daly City held on the _____ day of _____, 2024, by the following vote:

AYES, Councilmembers: _____

NOES, Councilmembers: _____

ABSENT, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY

Daly City Purchasing Policy and Procedures

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Purpose

These procedures are designed to establish cost-effective and efficient systems of procurement delivered in line with City Ordinance XXXX.

The procedures shall apply to all City employees. If there is a conflict between the requirements of this policy and an individual department's policy, the more restrictive shall apply, unless compliance with the more restrictive requirement would conflict with municipal, state, or federal law.

This procedure is not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities. Employees are expected to exercise good judgment in the use and stewardship of City resources, in accordance with authorized budget appropriations and relevant laws.

Purchasing Rules of Thumb

While this document endeavors to address most common situations, there will always be unique scenarios and outliers. In these circumstances, it is advised that departments and individuals use the following guidelines to inform their decision-making.

1. Prioritize responsibility, not convenience. For example, if a purchase order is close to a threshold with higher fiduciary requirements, round up.
2. Provide clarity and context. To avoid surprises or confusion, causing funds to be delayed, fill out all appropriate paperwork thoroughly.
3. Maintain a paper trail. Creating thoughtful documentation will minimize confusion and easily answer any questions that may arise during or after the purchasing process.
4. When in doubt, check it out. If you are ever uncertain as to what the correct decision is, ask.

Responsibilities

In addition to the prudent and sensible stewardship of City resources that all City employees maintain, these roles have additional responsibilities in the procurement process.

City Manager

- a) Appointed as purchasing agent for the City.
- b) May delegate purchasing or contracting for supplies, services, and equipment necessary for the operation of City departments in accordance with the Purchasing Ordinance, these purchasing procedures, and other policies and regulations as may be prescribed by the City Council.
- c) Negotiate and recommend the execution of contracts for the purchase of real property on behalf of the City.
- d) Promote full and open competition on all City purchases.
- e) Administer the transfer of surplus or unused personal property between departments as needed and the sale of surplus personal property.

Department Heads

- a) Anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with best purchasing practices.
- b) Communicate and coordinate purchases with the City Manager as necessary.
- c) Provide detailed, accurate specifications to ensure goods obtained are consistent with requirements and expectations.
- d) Prepare requisitions and purchase orders in accordance with standard procedures to minimize the processing effort.
- e) Minimize urgent and sole source purchases or services, and provide written documentation when such purchases may be necessary.
- f) Do not split purchase orders for the purpose of avoiding procurement requirements.

Finance Staff

- a) Initiate and maintain appropriate purchasing policies and records.
- b) Review requisitions for compliance to the policies and procedures contained herein.
- c) Notify appropriate parties promptly if requests are found to not comply.
- d) Process requisitions into purchase orders and provide a copy to departments.

Procedures

Overview

Amount	\$14,999 or less	\$15,000 to \$39,999	\$40,000 to \$99,999	\$100,000 to \$149,999	\$150,000 or more
Purchase Order Approval Report	×	✓	✓	✓	✓
Verbal Quotes	×	✓	×	×	×
Written Quotes	×	×	✓	✓	✓
City Manager Approval	×	×	×	✓	✓
Formal Bidding	×	×	×	×	✓
City Council Approval	×	×	×	×	✓

General Purchasing Steps

1. For all purchases, regardless of purchasing type or amount, you must document the purchasing process. All documentation must be kept in accordance with the City's Records Retention Guidelines. These procurement records should include the rationale for the procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price.
2. Determine the estimated dollar amount you intend to spend on this purchase.
3. Based on that amount, submit the following information to the Finance Department:

For purchases \$14,999 or less:

- Request for check + original invoice

For purchases \$15,000 to \$39,999:

- Purchase Order Approval Report, which includes:
 - Department Head approval, **and**
 - At least two verbal quotes

For purchases \$40,000 to \$149,999:

- Purchase Order Approval Report, which includes:
 - Department Head approval, **and**
 - At least three written quotes

For purchases \$150,000 or more:

- Purchase Order Approval Report, which includes:
 - Department Head approval, **and**
 - Formal bidding procedure results
- A signed contract
- The relevant City Council approval

4. If your purchase is exempt from regular purchasing procedures per the Ordinance, a thorough written justification for the exemption can be provided instead of quotes or formal bidding results on the Purchase Order Approval Form. Examples of exemptions per the Ordinance include emergency purchases, cooperative purchasing, sole source vendors, or professional services. See Special Circumstances section.
 - a. If your purchase is for a public works project, as governed by Chapter 3.48 of the Municipal Code, the procedures shall follow those outlined in the Ordinance. In addition, public works contracts shall comply with the Finance Department's procedures for acquiring a purchase order.
5. After submission, the automated purchase requisition approval workflow in the Finance system will begin. Purchases of \$100,000 or more will require City Manager approval. It is the initiating department's responsibility to make sure this purchase and the accompanying documents are understood by all parties.
6. Once authorized by the appropriate parties, purchase orders and/or purchases will be approved.

Formal Bidding Process

The goal of a formal bidding process is to allow for free and open market competition, wherein the City has the opportunity to determine the best source of goods or services at the most cost-effective rate. The department will work with the City Clerk to initiate the following procedures for purchases of \$150,000 or more:

1. Notice Inviting Bids. The notice inviting bids shall describe the project to be done or the purchase to be made and shall set a date for the opening of bids. The notice shall be published once in the official newspaper not less than five days prior to the date and time set for opening of bids.
2. Opening of Bids. All bids shall be sealed, identified as such, and submitted to the City Clerk or the department supervising the project on or before the date and time set for opening. Bids received after the specified time shall be returned to the bidder unopened; provided, however, the bids received prior to the opening of the first bids shall be considered to be timely. Bids shall be opened in public at the time specified in the notice.
3. Award. The City Council may, in its discretion, waive any minor irregularities or informalities in the bids received. The award may be to the lowest responsible bidder or other bidder. In determining to whom the award is to be made, the City Council may consider, in addition to the bid price received, the experience of the bidder for the particular service sought, the quality of work the bidder has done, the quality of the product or materials provided by the bidder, the ability of the bidder to complete the project in a timely manner, the safety compliance record of the bidder, the insurance carried by the bidder, the information provided by the pre-qualification process, and the after sales service and support that is provided, as well as other factors that the City Council determines to be relevant in the particular situation.

4. Rejection. The City Council may, in its discretion, reject all bids received, negotiate a contract for the work or supplies if the project is not within budget, do the work through City employees, or terminate the project or purchase. If no bids are received, the City Council may have the project done or purchase made without further compliance with this chapter.

Excluded Parties List

There are some vendors that are suspended or disbarred from receiving government contracts or funds. All purchases subject to formal bidding should be checked against the Exclusion List at www.sam.gov prior to award.

Formal Bidding Exceptions

There are specific circumstances where the formal bidding process is not expected. However, following the spirit of judicious use of City resources, including collecting quotes when feasible, is encouraged. These circumstances include:

1. Professional or specialized services;
2. Emergency procurements;
3. Situations where solicitations of bids or proposals would for any reason be impractical, unavailing or impossible;
4. Sole source goods or services;
5. Insurance and bonds;
6. Public library collection materials or services for the provision of public library collection materials or other books or periodicals;
7. Procurements funded by grants, donations or gifts when the special conditions attached to the grants, donations or gifts require the procurement of particular goods and/or services;
8. Goods and/or services obtained from or through agreement with any governmental, public, or quasi-public entity, including piggy-back purchases or GSA pricing;
9. Works of art, entertainment or performance;
10. Surplus goods owned by another governmental, public or quasi-public entity;
11. Membership dues, conventions, training, and travel arrangements;
12. Goods procured for resale to the public;
13. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such a situation the purchasing officer may proceed to have the services performed or the goods procured without further competitive bidding.

Summary of Purchasing Steps

Type	Fixed Assets	Professional Services	Sole Source	Piggybacking	Cooperative Purchasing
Description	Purchase of physical goods	Purchase of time, knowledge, or advising from a third party	Purchase of goods or services exclusively available from a single vendor	Purchase where vendor has previously been selected in a competitive purchasing process	When the City works in partnership with other public agencies to agree to lower prices from a supplier
Purchase Order Approval Report	Needed for purchases \$15,000 or more	Needed for purchases \$15,000 or more	Needed for purchases \$15,000 or more	Needed for purchases \$15,000 or more	Needed for purchases \$15,000 or more
Quotes or Bidding	Verbal quotes (\$15,000 to \$39,999); Written quotes (\$40,000 to \$149,999); Formal bidding (\$150,000+)	RFP required (\$100,000+)	Not required	Not required	Not required
Don't Forget	To affix a property tag to the product following the purchase if over \$25,000	RFPs are always strongly suggested	To clearly define the need and circumstances under which you are requesting a sole source exemption	To explain the purchase which is being piggybacked (with purchase requisition #) on the Purchase Order Approval Report	To refer to the original purchasing cooperative in the Purchase Order Approval Report

Forms

Purchase Order Approval Report

The Purchase Order Approval Report should be an accurate and good-faith accounting of the vendor selection process. See Appendix B for a sample Purchase Order Approval Report.

For all purchases \$15,000 or more, a sincere effort to obtain the required quotes is expected. More than the required number is acceptable and encouraged.

In the event that less than the required number quotes are obtained, explain thoroughly why the purchaser was not able to contact other providers in order to obtain the requisite quotes.

In the event that a vendor other than the lowest bidder is recommended (which is permitted), explain thoroughly why this is the more prudent choice for the City.

If there are any unusual features of the purchase, such as a wider than expected range of quotes (e.g., one vendor is quoting \$70,000 and another quotes \$40,000), consideration of a lease rather than purchase, a purchase following a failed contract, or other unexpected events, this information should also be documented on this form.

Change Order Form

A change order is required whenever there is a change in the requirements of a particular purchase. While it is expected that the original Purchase Order Approval Report is accurate and in good faith, if the scope, estimate, or quote changes by any degree, a change order should be completed. See Appendix C for a sample Change Order Form. In the event of multiple change orders, all previous change orders should be identified separately on the Change Order Form.

The total new value will determine the procedures required, although quote or bidding requirements will not change. For example, if the original purchase was \$27,000, only verbal quotes are required. If the purchase has now changed to \$31,000, going back to collect written quotes will not be required (although always acceptable).

Although there is not a limit on what percent of the original purchase amount can be requested in a change order, departments are expected to act in good faith, and a new purchase requisition may be requested at the discretion of the Finance Department.

Property Tag Form

Fixed assets valued over \$25,000 are required to have a property tag affixed. This tag enables the City to track and account for significant physical assets. When a qualifying purchase is made, the purchasing department will receive a property tag and the Property Card Form from the Finance Department. Recipients are expected to affix the tag to the item, fill out the form, and return the completed form within 7 days. See Appendix D for a sample Property Card Form.

Special Circumstances

Standing Supply Purchase Agreements

In the case of blanket purchase orders (standing agreements with specific vendors for purchase of repetitive-use goods, materials, equipment, or supplies), or master services agreements (specific vendors providing support on an as-needed basis), these may be treated as a single collective annual charge for the purposes of the procurement process. Once purchasing relationships have been established, this does not need to be renewed for each subsequent purchase. Simply refer to the initial purchase requisition number in future procedures.

In the case of annual software licenses and similar subscriptions where the City is contractually obligated to honor a multi-year purchase agreement, departments are expected to plan for the collective expense when initiating the purchase process. For example, if a piece of software is estimated to cost around \$25,000 per year, and expected to require a 5-year contract, the requisition should follow steps for a \$125,000 purchase. In following years, the annual purchase requisition should refer to this initial purchasing process.

Emergency Procurements

The purchasing officer or a department head, or a designee of such individual, may make or authorize others to make emergency procurements, regardless of the cost, if there is an urgent necessity to do so for the preservation of life, health, or property. Such emergency procurements shall be made with such competition as is practical under the circumstances and shall be limited to those goods and services necessary to satisfy the emergency need. In the event that such emergency action is necessary, and the procurement cost is greater than \$100,000 in any one transaction, the purchasing officer shall make a full and complete report to the City Council at its next regularly scheduled meeting. An urgent desire for repairs is not regularly considered to be emergent circumstances, although department heads may petition for exceptions.

Cooperative Purchasing

A purchasing cooperative is a type of cooperative arrangement to agree to aggregate demand to get lower prices from selected suppliers. The City may participate in, sponsor, conduct, utilize, or administer cooperative purchasing with other public agencies (including the United States of America, any state, municipality or other public corporation or agency, including a joint powers authority or quasi-public entity) for the purpose of cooperative purchasing under the following conditions:

- A. Purchasing goods and services, professional services, and construction of public works projects through contracts, bid award lists, or schedules of others; provided that competitive purchasing procedures reasonably similar to those required in the City, as determined by the City Manager, were employed to create such contracts, bid award lists, or schedules; **or**
- B. Purchasing goods and services, professional services, and construction of public works projects, through programs, contracts, bid award lists, or schedules created or

administered by public agencies to secure the best product or service at the lowest possible price.

Professional Services

In the event professional services are being considered, a Request for Proposal (RFP) is strongly suggested and if over \$15,000, the Purchase Order Approval Report is required. Professional services include consultants and external advisors. In these instances, it is recommended to still pursue a number of quotes to ascertain an understanding of the pricing and competitive offerings. Selecting the lowest bid is not required or expected. RFPs are required for professional services purchases of \$100,000 or more.

Sole Source

“Sole source” is a rare and specific occasion that should be indicated and thoroughly explained on the Purchase Order Approval Report. Vendors described as sole source are the only purveyors of the purchase in question. A desire for a specific brand alone does not mean a purchase falls under “sole source.” In the event a suitable substitute is determined, the request may be declined, and asked to resubmit with the required quotes. Questions to ask yourself before submitting a request under a sole source exclusion:

- Does this project require this specific vendor?
- Does a functional alternative option not exist?
- Is this specific product the sole solution to the issue being addressed, and is this vendor the only way to acquire it?

If the answer to all of these questions is “yes,” it falls under “sole source.” If not, please provide quotes or bids as indicated in the standard procedures.

Surplus Property

At the conclusion of physical goods’ lifecycle, when they are no longer of use to the City, employees are expected to notify the Finance Department to remove the item from our list of assets if it has a property tag. Departments must fill out a Capital Assets Disposition Form and return the completed form to the Finance Department. The department of origin is then responsible for disposing of the assets.

The department disposing of the goods is expected to prioritize recuperating costs, or failing that, recycling when possible and disposing of in a safe, responsible manner. The department is authorized to sell or dispose of surplus goods having a salvage value in the open market by public auction, by competitive sealed bids, by exchange or trade-in for new goods, or by other means appropriate to the circumstances. The sale or lease of surplus personal property to a governmental, public, quasi-public, or charitable agency may be without advertisement for or receipt of bids. Surplus goods with no salvage value, as determined by the purchasing officer, shall be disposed of in a manner that salvages recyclable components, if practical. Department heads are authorized to donate surplus goods to governmental, public or quasi-public agencies,

or charitable or nonprofit organizations when it is the interest of the community to do so. Proceeds from the sale of surplus goods shall be deposited into the appropriate City fund.

All assets not having a property tag should be disposed of in a safe, responsible manner and documented accordingly. No formal form is necessary.

Brand Compatibility

There may be instances where a vendor is preferred due to compatibility of other branded parts. These are not considered sole source. However, it is considered acceptable to prefer specific brands when required. For example, if the department has already gone through a thorough comparative purchasing process for office equipment, when the time comes to purchase related machines that need to be compatible, choosing a specific brand out of necessity is allowed. Wanting a specific brand because it is considered superior is a subjective opinion that should still be subject to regular purchasing procedures.

Piggybacking

In instances where a vendor has already been selected in a competitive purchasing process by the City (either through competitive bids or competitive quotes) or other public entity, any department is authorized to select that vendor for use again. Please refer back to the original purchase requisition number when doing so. If using a purchasing process from another agency, make sure to include information about the contract and/or competitive process utilized by the other agency.

Considerations

Environmentally Preferable Procurement

Per the California Contract Code, the City of Daly City is mandated to annually report the percentage of municipal paper goods that are made from recycled paper. It is our collective and individual responsibility to assist the City in staying above the required 30% threshold.

Additionally, whenever possible and practical, the City commits to making environmentally friendly choices such as:

- Using non-toxic and less harmful materials and processes, like pest management and janitorial products
- Choosing energy- and water-efficient products and processes, like energy efficient lighting and appliances
- Prioritizing natural resource and landscaping management, like using drought-tolerant plants
- Reducing supply use, like borrowing from other departments rather than purchasing new, using longer-lasting products, and printing on both sides of the paper when feasible

Local Preference

In the evaluation of bids or proposals containing goods subject to California state sales and use tax, a local business shall be given local preference under certain conditions. In an instance where other factors are considered substantially equal between bidders, and price is the remaining determining factor, a local preference equal to one percent of the price of the portion of the bid or proposal subject to California state sales and use tax shall be extended to the local business. This should be noted in the explanation area of the Purchase Order Approval Report. This preference shall not apply to any otherwise qualified local business in which the business has any ownership interest by an employee of the City of Daly City.

Conflicts of Interest

City employees shall discharge their duties impartially so as to assure fair access to City procurement opportunities. Moreover, they shall conduct themselves in such a manner as to foster public confidence in the integrity of City procurement activities.

No City employee shall participate directly or indirectly in a City procurement when the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement; or the employee or any member of the employee's immediate family is negotiating or has an employment arrangement which is contingent upon or will be affected by the procurement.

Upon discovery of an actual or potential conflict of interest, an employee shall promptly notify their supervisor and withdraw from further participation in the procurement.

No person shall offer, give, or agree to give any City employee any direct or indirect benefit in connection with a procurement by the City. Direct or indirect benefits include gratuities, offers of employment (for self or family), personal discounts, and gifts. No City employee shall solicit, demand, accept, or agree to accept from any other person a direct or indirect benefit in connection with a procurement by the City.

Appendix A – Definitions

“Best value” means business determination to purchase goods and/or services that are based on the total cost of ownership and overall performance.

"Bid or proposal documents" means the documents, including their attachments and addenda, which set forth instructions to bidders, and are disseminated for the purpose of soliciting bids or proposals.

"Bidder" means a person responding to the city's request for pricing of goods or services, either in the form of a bid or a proposal to provide goods and/or services.

"City employee" means an individual who performs services for the City in the capacity of an elected or appointed official, or as a compensated employee of the City or of a temporary services agency retained by the City. "City employee" does not include independent contractors.

“City Manager” means the City Manager of Daly City, or designee.

"Contract" means agreements, regardless of what they may be labeled, between the City and one or more other parties for the purchase or disposition of goods and/or services.

"Financial interest" means:

- A. Ownership of any interest or involvement in any relationship from which, or as a result of which, a person has received compensation within the past year, or is entitled to, or is currently receiving compensation; or
- B. Ownership, whether wholly or in part, of any property or business; or
- C. Status as an officer, director, trustee, partner, employee, or manager of a business.

“Formal Bidding Process,” also called a “competitive bidding process,” means a selection process where contractors, service providers and/or vendors compete for the performance of public works projects, for a purchase of goods and services, or for the performance of professional services, and are selected through a formal or informal process that allows full, fair and open competition for all qualified contractors, consultants, and/or vendors with selection based on specified criteria established to best meet the needs of the City.

"GSA pricing" means pricing established by the federal General Services Agency, deemed to be the lowest possible pricing available. Because the vendor commits to the GSA that no lower price will be extended to any other purchaser, such purchases do not lend themselves to competitive bids.

"Goods" means articles moveable at the time of sale, including but not limited to equipment, supplies and materials.

"Gratuity" means a gift, payment, loan, advance, deposit of money, or service, presented or promised in return for or in anticipation of favorable consideration in the procurement process.

"Gratuity" does not include the compensation paid by or due from the City or from a temporary

service agency under contract with the City to an employee in connection with the employee's services for the City.

"Immediate family" means any spouse, child, stepchild, parent or stepparent, grandparent, father-in-law, or mother-in-law of a City employee. The relationship of parent to child includes both natural and adoptive relationships.

"Local business" means a business entity with one or more fixed offices and/or locally taxable distribution points within the boundaries of the City which holds a current and valid City business license with a Daly City street address.

"Maintenance and repair services" means services intended to preserve and/or restore a public work to a clean, safe, efficient and/or continually usable condition. Maintenance and repair services may include, but are not limited to: carpentry, electrical, painting, plumbing, glazing and other craftwork to preserve a facility in the condition for which it was intended; repairs, cleaning and other operations on machinery and other equipment permanently attached to a facility as fixtures; the mowing, pruning, and trimming of lawns, grass, trees, shrubs, bushes and hedges; and the regular removal or relocation of by-products or waste products accumulated at City facilities as the result of ongoing environmental processes.

"Person" means any individual, partnership, limited partnership, association, corporation, labor union, committee, club, or governmental, public or quasi-public entity.

"Piggy-back purchase" means a purchase made from a vendor where a competitive bid process has already been completed by another governmental agency, and therefore a valid lowest price/responsive and/or responsible bidder has been established. Such purchases are contingent on the vendor agreeing to extend the same price and terms in the successful competitive bid to the City.

"Procurement" means the acquisition of goods and/or services by the City, including but not limited to purchasing or leasing, and all functions and procedures pertaining to such acquisitions.

"Professional services" means services which involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience. Such services include, but are not limited to, those provided by accountants, appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.

"Purchasing agent" means the City employee designated by the City Manager as the purchasing agent of the City.

"Public solicitation" means the active search for competitive providers of services, products, etc.

"Public works project" as defined in Public Contract Code Section 1101, means an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

“Quote” means the verbal or written offer of specific goods, supplies, or services at a specified price.

"Responsible bidder" means a bidder determined by the awarding authority:

- A. To have the ability, capacity, experience and skill to provide the goods and/or services in accordance with bid specifications.
- B. To have the ability to provide the goods and/or services promptly, or within the time specified, without delay.
- C. To have equipment, facilities and resources of such capacity and location to enable the bidder to provide the goods and/or services.
- D. To be able to provide future maintenance, repair, parts and service for the use of the goods purchased, if appropriate.
- E. To have a record of satisfactory or better performance under prior contracts with the City and other purchasers where such bidder has previously been awarded such contracts;
- F. To have complied with laws, regulations, guidelines and orders governing prior or existing contracts performed by the bidder, if applicable.

"Responsive bidder" means a bidder determined by the purchasing officer to have submitted a bid or proposal that conforms in all material respects to the requirements of the bid or proposal documents.

“Sealed bid” means a formal offer to furnish supplies, equipment, or services in conformity with the specifications, delivery terms, and conditions required at a guaranteed maximum cost.

"Services" means work performed or labor, time and effort expended by an independent contractor, including maintenance and repair services.

"Sole source" means contracts for which the City's purchasing officer has determined, after conducting a good faith review of available products and sources, that the City's requirements can be met solely by a single patented, copyrighted or proprietary article or process available from a single source. Examples of acceptable sole source purchases are equipment for which there is no comparable competitive product, a component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer, and an item where compatibility with items in use by the City is the overriding consideration.

"Specifications" means a description of the physical or functional characteristics or of the nature of the required goods and/or services.

“Standing supply purchase agreement” means a contract for goods and services common to one or several departments on an “as-needed” basis, with a total compensation stated as a maximum limit, which establishes a general order and payment parameters and includes the terms and conditions common to City contracts for goods and services.

"Surplus personal property" means goods owned by the City which are no longer needed, or which are obsolete or unserviceable, property that is a byproduct (scrap metal, used tires and oil,

etc.), or any unclaimed, seized or abandoned personal property in the possession or custody of the police department which may be legally disposed of by the City.

“Written quote” means written offer to supply goods or services at a specified price and on defined terms.

DRAFT

Appendix B – Sample Purchase Order Approval Report

City of Daly City Purchase Order Approval Report

Requirements

\$15,000 to \$39,999: minimum 2 to 3 verbal quotes

\$40,000 to \$149,999: minimum 3 written quotes attached

Additional quotes are welcome and encouraged.

Quotes

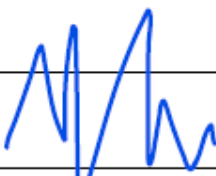
Selected?	Vendor	Amount	Verbal	Attached	No Response
☐	ABC Typewriters Co.	\$16,547	☒	☐	☐
☒	Typewriters of Daly City LLC	\$17,934	☒	☐	☐
☐	Joe's Best Typewriters	\$22,457	☒	☐	☐
☐	Typewriterpalooza	\$19,394	☒	☐	☐
☐			☐	☐	☐

PEID for vendor selected: 1234567

GL Account Number: 99-999-999-9999

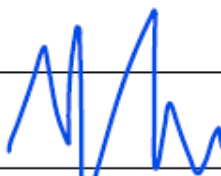
Below, please explain the rationale behind the selection, and why less than three quotes were obtained (if applicable). If claiming sole source or another special circumstance, please provide detailed information on the justification.

Vendors were scored on a rubric based on price, customer support, machine quality, and ease of use. Although it was determined that ABC Typewriters was the most economical choice, we ultimately concluded that Typewriters of Daly City offered superior service and machine quality. The selected vendor met all of the requirements of the purchase, and delivers additional support as we transition to typewriters within the department.


Prepared By [signature]

June 4, 2045

Date


Department Head Approval [signature]

June 5, 2045

Date

Appendix C – Sample Change Order Form

Change Order Form	
<i>Only list items from ONE vendor</i>	
Change Order Number	1
Purchase Order Number	52479
Account Code	31-310-546-4534
Department/Division	Public Works/Engineering
Vendor Name	Cotton Shires & Associates, Inc.
Vendor Street Address	330 Village Lane
Vendor City, State, Zip Code	Los Gatos, CA 95030-7218
Item or Catalog # (if applicable)	n/a
Item Quantity	1
Item Description: Include change context and any other relevant information about the order	Consultant shall perform work on the existing contract in accordance with the proposal dated June 7, 2023 to prepare for the Pull-Back Plan bid package for the Upper Disposal Area Landslide at Mussel Rock (Attachment 1), for an additional cost not to exceed \$24,885.72.
Original Purchase Order Amount	\$28,294.25
Change Order 1 Amount	\$24,885.72
Change Order 2 Amount	(as necessary)
Change Order 3 Amount	(as necessary)
Revised Total	\$53,179.97

Appendix D – Sample Property Card Form

CITY OF DALY CITY	
PROPERTY CARD FORM	
DATE: June 9, 2023	
TO: Public Works-Maint Attn: Kris Carr	
FROM: Holly F., Finance/Accounting	
SUBJECT: PROPERTY TAG	
Per Accounting Division's request, enclosed is the property tag for the	
Replacement of Backup Generator at Fire Station 93	
Please affix the property tag on a spot where it would not get worn off. <u>Verify and complete</u> the information on the <u>lower section of this memo</u> . <u>Return the memo to Finance/Accounting</u> so the item can be recorded as an asset.	
PROPERTY CARD INFORMATION	
DEPARTMENT	Public Works-Maint
PROPERTY #	10213
DESCRIPTION	Backup Generator
ACCOUNT #	31-313-560-4536
VENDOR	BAYSIDE EQUIPMENT CO INC
VALUE	\$59,967.74
PO #	20654
BELOW TO BE COMPLETED BY DEPARTMENT	
MODEL #	999555999
SERIAL #	2727272727279990
DATE OF PURCHASE	7-Jun-23
ESTIMATED LIFE (approximate years; not a range)	10 years
PHYSICAL LOCATION	Fire Station 93



City Council Agenda Report

Item # _____

Meeting Date: November 25, 2024

Subject: Adopt the Ramaytush Ohlone Land Acknowledgement

Recommended Action

Adopt the Ramaytush Ohlone Land Acknowledgement.

Background/ Discussion

The Ramaytush Ohlone are the original peoples of the San Francisco Peninsula the area comprising the City of Daly City was originally inhabited by the Urebure Tribe, an independent tribe of the Ramaytush Ohlone peoples. Prior to the arrival of the Spanish in 1769, the Ramaytush Ohlone numbered approximately 1500 persons and lived in ten small tribal groups. By the end of the Mission Period, only a few families survived.

The City Council acknowledges that the Ramaytush Ohlone peoples are not a mythical population of the past, but an integral and active community in the present Bay Area and Peninsula region, and beyond, whose ongoing exclusion and invisibility threaten the greater American Indian community's inclusion and respect in City of Daly City. It is important to acknowledge the truth of a land's history as a human right and demonstration of respect for the contributions and sacrifices of the ancestors that inhabited and have cared for this land since-time immemorial.

The Association of Ramaytush Ohlone has actively worked to research, expand public awareness, and preserve Ohlone history and culture. One way a City can honor the original inhabitants of its land is by adopting a Land Acknowledgement Statement. A Land Acknowledgement is a formal statement that recognizes and respects American Indians as traditional stewards of this land and the enduring relationship that exists between American Indians and their traditional territories.

On November 19, 2024, an Ad Hoc Committee, comprised on Mayor Juslyn Manalo and Dr. Roderick Daus-Magbual, met with City staff to research the history of the Ramaytush Ohlone peoples and draft a Land Acknowledgement Statement. Following this meeting, staff worked with the Association of Ramaytush Ohlone to finalize the following Land Acknowledgement, which is intended to be read aloud at the start of each City Council meeting that are open to the public:

"The City of Daly City acknowledges that we are on the ancestral lands of the Ramaytush (rah-my-toosh) Ohlone (O-lon-ee) peoples. We recognize their enduring connection to this region and honor their history, culture, and contributions. As the Indigenous protectors of this land, we affirm their sovereign rights as the original inhabitants of this land and pay respects to the Ancestors, Elders, and Relatives of the Ramaytush Ohlone peoples."

Summary/Conclusion

As the City Council proclaimed the month of November as National Native American Heritage Month, staff recommends that the City Council adopt the Ramaytush Ohlone Land Acknowledgement as a first step to acknowledge and honor the land, culture, wisdom, and contributions of the Ramaytush Ohlone peoples throughout the Bay Area.

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

Considering Adopt the Ramaytush Ohlone Land Acknowledgement

Meeting Date: November 25, 2024

Page 2 of 2

Respectfully submitted,



Rose Zimmerman
City Attorney



Leilani Ramos
Assistant to the City Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY ADOPTING THE RAMAYTUSH OHLONE LAND ACKNOWLEDGEMENT

WHEREAS, The City Council of the City of Daly City (“City Council”) acknowledges that the Ramaytush Ohlone are the original peoples of the San Francisco Peninsula; and

WHEREAS, The City Council acknowledges that the area comprising the City of Daly City was originally inhabited by the Urebure Tribe, an independent tribe of the Ramaytush Ohlone peoples; and

WHEREAS, Prior to the arrival of the Spanish in 1769, the Ramaytush Ohlone numbered approximately 1500 persons and lived in ten small tribal groups. By the end of the Mission Period, only a few families survived; and

WHEREAS, The City Council acknowledges that the Association of Ramaytush Ohlone has actively worked to research, expand public awareness, and preserve Ohlone history and culture; and

WHEREAS, The City Council acknowledges that the Ramaytush Ohlone peoples are not a mythical population of the past, but an integral and active community in the present Bay Area and Peninsula region, and beyond, whose ongoing exclusion and invisibility threaten the greater American Indian community's inclusion and respect in City of Daly City; and

WHEREAS, The City Council acknowledges that the City of Daly City was founded on unceded territory and that the Ramaytush Ohlone peoples have survived the brutalities of colonialism, enslavement, genocide, discrimination, racism, gender-based violence, theft, forced assimilation, and other atrocities driven by local, stated, federal, and global governments; and

WHEREAS, It is important to acknowledge the truth of a land's history as a human right and demonstration of respect for the contributions and sacrifices of the ancestors that inhabited and have cared for this land since-time immemorial; and

WHEREAS, A Land Acknowledgement is a formal statement that recognizes and respects American Indians as traditional stewards of this land and the enduring relationship that exists between American Indians and their traditional territories; and

WHEREAS, The City Council recognizes that the Land Acknowledgement Resolution is just the first step needed in acknowledging the land, culture, wisdom, and contributions of the Ramaytush Ohlone peoples throughout the Bay Area;

NOW, THEREFORE, BE RESOLVED, that City Council of the City of Daly City does hereby find that the following Land Acknowledgement to be read aloud at the start of each City

Council meeting that are open to the public:

“The City of Daly City acknowledges that we are on the ancestral lands of the Ramaytush (rah-my-toosh) Ohlone (O-lon-ee) peoples. We recognize their enduring connection to this region and honor their history, culture, and contributions. As the Indigenous protectors of this land, we affirm their sovereign rights as the original inhabitants of this land and pay respects to the Ancestors, Elders, and Relatives of the Ramaytush Ohlone peoples.”

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the _____ day of _____, 2024, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: _____

NOES, Councilmembers: _____

ABSENT, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY

CITY
APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Agenda Report

Item # _____

Meeting Date: November 25, 2024

Subject: Appointment of Representative to the Board of Trustees of the San Mateo County Mosquito & Vector Control District

Recommended Action

Staff recommends that the City Council appoint a representative to serve a two-year term or a four-year term to represent the Board of Trustees of the San Mateo County Mosquito & Vector Control District.

Background

Councilmember Glenn Sylvester currently represents the City of Daly City on the San Mateo County Mosquito & Vector Control District. The current term expires on December 31, 2024.

Discussion

According to the California Health and Safety Code, Section 2020-2030, which dictates appointments to Vector Control District Boards:

- The City Council of each City or Town may appoint one person to the Board of Trustees.
 - Per SB 1588 (2002), a City Councilmember may be appointed to the Board of Trustees
- The term of office for a member of the Board of Trustees shall be for a term or two or four years, at the discretion of the appointing authority.
 - Two-Year Term: January 1, 2025 through December 31, 2026
 - Four-Year Term: January 1, 2025 through December 31, 2028
- Terms of office begin at noon on the first Monday in January.

Summary/Conclusion

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

Respectfully submitted,

Leilani Ramos
Assistant to the City Manager



**SAN MATEO COUNTY
MOSQUITO & VECTOR
CONTROL DISTRICT**

Protecting public health since 1916

1351 Rollins Road
Burlingame, CA 94010

phone (650) 344-8592
fax (650) 344-3843

www.smcmvcd.org

November 12, 2024

City of Daly City
Attn: City Clerk
333 90th Street
Daly City, CA 94015

Dear City Clerk,

The current term of office for Glenn Sylvester, representative to the Board of Trustees of this District from the City of Daly City, will expire on December 31, 2024.

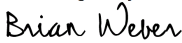
It is kindly requested that the City Council make an appointment or reappointment for the next term following January 1, 2025, through December 31, 2026, or through December 31, 2028. According to the California Health and Safety Code, Section 2020-2030, which dictates appointments to Vector Control District Boards:

- The city council of each city or town may appoint one person to the board of trustees.
- The term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority.
- Terms of office begin at noon on the first Monday in January.

The common law incompatibility of office doctrine was addressed in SB 1588 (2002), and now, a City Council member may be appointed to the Board of Trustees.

Once an appointment has been made, please forward a letter to that fact indicating the term length (two or four years).

Thank you for your attention to this request,

DocuSigned by:

646572F497EE46B...

Brian Weber, District Manager