CITY OF DALY CITY

Regular Meeting - CITY COUNCIL

AGENDA

Monday, September 26, 2011 - 7:00 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

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

Webcast: www.dalycity.org/meetings

DRAFT

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

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

CALL TO ORDER:

PLEDGE TO THE FLAG:

ROLL CALL:

PRESENTATIONS:

Fire Prevention Month (Klaus Zalinskis)

APPROVAL OF AGENDA:

CONSENT AGENDA

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

Resolutions :

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.

1. Notice of Completion for City Hall Chiller Replacement Project (333 - 90th Street)

2. Notice of Completion for Doelger Senior Center Boiler Replacement Project (101 - Lake Merced Boulevard)

3. Proposed Revision to Recreation Supervisor Job Specification (Civil Service)

4. Request for Purchase of GPS Tracker

5. Adoption of Composite Summary Memorandum of Understanding and Salary Schedules between the City of Daly City and Specific Employee Organization

6. Resolution of the City Council of the City of Daly City Imposing the City's Last, Best and Final Offer to Daly City Firefighters Union Local 1879 Pursuant to Government Code Section 3505.4

7. Fiscal Year 2010-11 Consolidated Annual Performance Evaluation Report (CAPER) for the Community Development Block Grant and HOME Programs

Check Registers :

8. Check Registers for the Month of August 2011

Authorizing Budgetary Adjustments:

9. Appropriate $235,000 of Proposition 42/Gasoline Excise Tax Funds from Fund Balance for Additional Street Slurry Seal in Fiscal Year 2011/12

END OF CONSENT AGENDA

PUBLIC HEARINGS:

10. Reconsider Denial of Administrative Use Permit AUP-12-10-3199 for Co-Location of New Verizon Wireless Facility at Westmoor High School - 163 Edgemont Drive

    Staff:
    Engfer
    Recommended Action:
    Open/Close Hearing
    Council Determination
    Roll Call

COMMUNICATIONS:

11. Approval of Written Response to the 2010-2011 San Mateo County Grand Jury Report:

Running on Empty?

Staff:
Martel
Recommended Action:
Motion to Accept Report and Authorize City Manager to Prepare Written Response

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

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

APPOINTMENTS: Board/Commission Membership Committee Appointments

REPORTS:

12. Council Committee

A Council Committee Meetings, September 13 - 25, 2011

13. City Council

14. Staff

ADJOURNMENT:

City Council Agenda Report

Item # _____

Meeting Date: September 26, 2011

Subject: **Notice of Completion for City Hall Chiller Replacement Project (333 – 90th Street)**

Recommended Action

Staff recommends that the City Council accept the improvements completed in compliance with the construction contract for the City Hall Chiller Replacement project.

Background

The construction bid documents included replacement of the existing air-cooled chiller located at the top of the Police Department driveway with a more energy efficient model. This chiller had reached the end of its useful life and required replacement.

In October 2009, the Department of Energy (DOE) awarded $873,900 in American Recovery and Reinvestment Act funds to Daly City through the Energy Efficiency and Conservation Block Grant (EECBG) program. Public Works recommended and the City Council authorized funding for various energy efficiency projects including the replacement of the Senior Center boiler, Heating Ventilating and Air Conditioning (HVAC) system at Civic Center South and a City Hall Chiller, and installation of Light Emitting Diode (LED) lighting fixtures at various city facilities. On December 14, 2009, the City Council adopted a resolution accepting EECBG funds from the Department of Energy and appropriated the funds to the proposed energy efficiency projects.

Discussion

R-E Corporation of Santa Rosa, California, has completed all improvements required by the construction contract documents for a total amount of $40,670. The original contract bid was $38,005. One change order in the amount of $2,665 (7%) was issued to cover the cost of additional options on the chiller.

Fiscal Impact

The contract was completed in the total amount of $40,670 with funds available in the City Hall Chiller Capital Project Account Capital Project Account 31-200-509.

Summary/Conclusion

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

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

Respectfully submitted,

Robert Ovadia
Senior Civil Engineer

John L. Fuller
Director of Public Works

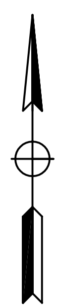
Attachments: Location Map
Notice of Completion and Resolution

CITY OF DALY CITY

SAN MATEO COUNTY, CALIFORNIA

PROJECT LOCATION FOR

CITY HALL CHILLER REPLACEMENT



RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

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

Notice of Completion

NOTICE IS HEREBY GIVEN as follows:

1. The date of completion of the work of improvement is: September 26, 2011

2. The owner of the work of improvements is: City of Daly City, a Municipal Corporation.

3. The address of the owner of the work of improvement is: City Hall
   333 - 90th Street
   Daly City, California 94015

4. The nature of the owner's interest or estate is: In fee.

5. The work of improvement is located in Daly City, California, and is particularly described as follows:

CITY HALL CHILLER REPLACEMENT (333 - 90TH STREET)

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

   R-E Corporation
   250 Colgan Avenue
   Santa Rosa, CA 95402

Dated:________________________________

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

CITY OF DALY CITY, OWNER

____
Ravi Gehani, Acting City Engineer

STATE OF CALIFORNIA,

COUNTY OF ________________________ } SS.

Subscribed and sworn to (or affirmed) before me on this _______day of __________________________, 20 ____,

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

Signature ________________________________

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

RESOLUTION NO. _________

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

(CITY HALL CHILLER REPLACEMENT – 333 90^{TH} STREET)

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

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

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

CITY HALL CHILLER REPLACEMENT (333 – 90^{TH} STREET)

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

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

AYES, and in favor thereof, Councilmen: ______________________________

____

NOES, Councilmen: ______________________________

ABSENT, Councilmen: ______________________________

____
CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

____
MAYOR OF THE CITY OF DALY CITY

City Council Agenda Report

Item # _____

Meeting Date: September 26, 2011

Subject: **Notice of Completion for Doelger Senior Center Boiler Replacement Project (101 – Lake Merced Boulevard)**

Recommended Action

Staff recommends that the City Council accept the improvements completed in compliance with the construction contract for the Doelger Senior Center Boiler Replacement project.

Background

The construction bid documents included replacement of the existing natural gas boiler in the mechanical room, located at the Doelger Senior Center with a more energy efficient model. This boiler had reached the end of its useful life and required replacement. The project scope also included the abatement of asbestos in the mechanical room, removal and replacement of hot water pipe insulation in the mechanical room and replacement of the boiler and hot water pumps.

In October 2009, the Department of Energy (DOE) awarded $873,900 in American Recovery and Reinvestment Act funds to Daly City through the Energy Efficiency and Conservation Block Grant (EECBG) program. Public Works recommended and the City Council authorized funding for various energy efficiency projects including the replacement of the Senior Center boiler, Heating Ventilating and Air Conditioning (HVAC) system at Civic Center South and a City Hall Chiller, and installation of Light Emitting Diode (LED) lighting fixtures at various city facilities. On December 14, 2009, the City Council adopted a resolution accepting EECBG funds from the Department of Energy and appropriated the funds to the proposed energy efficiency projects.

Discussion

Heathorn & Associates Contractors, Inc., dba American Air Conditioning, Co. of San Leandro, California, has completed all improvements required by the Senior Center Boiler construction contract documents for a total amount of $88,849.45. The original contract bid was $85,411.00. One change order in the amount of $3,438.45 (4%) was issued to cover the cost of additional required work including replacement of the existing time clock with a seven day programmable time clock and replacement of the air-handling unit starter motor.

Fiscal Impact

The contract was completed in the total amount of $88,849.45 with funds available in the Doelger Senior Center Boiler Replacement Capital Project Account 31-132-509.

Summary/Conclusion

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

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

Respectfully submitted,

Robert Ovadia	John L. Fuller
Senior Civil Engineer	Director of Public Works

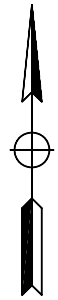
Attachments: Location Map
Notice of Completion and Resolution

CITY OF DALY CITY

SAN MATEO COUNTY, CALIFORNIA

PROJECT LOCATION FOR

DOELGER SENIOR CENTER BOILER REPLACEMENT (101 LAKE MERCED BOULEVARD)



RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

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

Notice of Completion

NOTICE IS HEREBY GIVEN as follows:

1. The date of completion of the work of improvement is: September 26, 2011
2. The owner of the work of improvements is: City of Daly City, a Municipal Corporation.
3. The address of the owner of the work of improvement is: City Hall
   333 - 90th Street
   Daly City, California 94015
4. The nature of the owner's interest or estate is: In fee.
5. The work of improvement is located in Daly City, California, and is particularly described as follows:

DOELGER SENIOR CENTER BOILER REPLACEMENT
(101 LAKE MERCED BOULEVARD)

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

   Heathorn & Associates Contractors, Inc. DBA American Air Conditioning Co.
   820 Aladdin Avenue
   San Leandro, CA 94577

Dated:_______________________________

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

CITY OF DALY CITY, OWNER

____
Ravi Gehani, Acting City Engineer

STATE OF CALIFORNIA,

COUNTY OF ________________________} ss.

Subscribed and sworn to (or affirmed) before me on this _______day of _________________________, 20 ____,

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

Signature ______________________________

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

RESOLUTION NO. ________

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

(DOELGER SENIOR CENTER BOILER REPLACEMENT – 101 LAKE MERCED BOULEVARD)

A. The Project Manager has advised that the project set forth hereinafter has been completed in accordance with the terms of the contract with the City of Daly City and, HEATHORN & ASSOCIATES CONTRACTORS, INC. DBA AMERICAN AIR CONDITIONING CO., a California Corporation.

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

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

DOELGER SENIOR CENTER BOILER REPLACEMENT
(101 LAKE MERCED BOULEVARD)

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

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

AYES, and in favor thereof, Councilmen: ____

____

NOES, Councilmen: ____

ABSENT, Councilmen: ____

____
CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

____
MAYOR OF THE CITY OF DALY CITY

City Council Meeting Agenda Report

Item # _____

Meeting Date: September 26, 2011

Subject: Proposed Revisions to Recreation Supervisor Job Specification (Civil Service)

Recommended Action

That the City Council approve the proposed revisions to the Recreation Supervisor job specification.

Background

The Library and Recreation Services Department reviewed the existing Recreation Supervisor job specification and is proposing changes to ensure they accurately describe the duties and responsibilities of the classification.

To expand the pool of qualified candidates for recruitments the minimum requirements were changed to include "a master's degree in public administration, business administration, recreation studies, or a related field may be substituted for one year of experience."

A public hearing was held after due notice was properly given and all interested parties were given an opportunity to be heard. The Personnel Board approved the above revisions on September 14, 2011.

Discussion

None

Fiscal Impact

None

Summary/Conclusion

That the City Council approve the proposed revisions to the Recreation Supervisor job specification.

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

Respectfully submitted,

Shawnna Maltbie

Shawnna Maltbie
Director of Human Resources

City Council Agenda Report

Item #______

Meeting Date: 09/26/11

Subject: Use of Asset Forfeiture Funds for the Purchase of a GPS Tracking Device

Recommended Action

Staff recommends that Council authorize the Police Department to use State Asset Forfeiture Funds to purchase a CTI GPS Tracking Device.

Background

The Daly City Police Department Investigations Division is in need of a GPS Tracking Device. The device would allow us to locate, track, and apprehend those responsible for committing crimes in our city.

Discussion

The Police Department does not possess any type of tracking device for vehicles or other assets. GPS Tracking devices allow personnel the ability to covertly locate, follow, and apprehend those involved in criminal activity in our city. The surveillance can be accomplished both remotely and from a safe location. GPS Tracking devices are in widespread use throughout the law enforcement community, and have proven time and again to be an invaluable tool.

Fiscal Impact

The total cost of a CTI GPS Tracking Device is $7443.54. All monies will be taken from State Asset Forfeiture Funds. Fiscal impact upon City operating and capital funds will be minimal in terms of wireless monitoring, which will be covered by the Police Department's annual operating budget.

Summary/Conclusion

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

Patrick Hensley
Investigations Division Commander

Manuel Martinez
Chief of Police

City Council Meeting Agenda Report

Item # _____

Meeting Date: September 26, 2011

Subject: Adoption of Composite Summary Memorandum of Understanding and Salary Schedules between the City of Daly City and Specific Employee Organization

Recommended Action

That the City Council adopt the Composite Summary of Memoranda of Understanding between the City of Daly City and International Union of Operating Engineers/Stationary Engineers Local 39.

Background

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

Discussion

The management meet and confer representatives designated by the City Council of the City of Daly City have met and conferred in good faith with the representatives of the International Union of Operating Engineers/Stationary Engineers Local 39 and, as a result, have arrived at a Memorandum of Understanding with each affected group concerning wages, hours and conditions of employment.

Fiscal Impact

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

Summary/Conclusion

Staff requests that the City Council adopt the Composite Summary Memorandum of Understanding between the City of Daly City and International Union of Operating Engineers/Stationary Engineers Local 39 for the period of September 1, 2011 through August 31, 2013.

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

Respectfully submitted,

Shawnna Maltbie
Director of Human Resources

City Council Meeting Agenda Report

Item # _____

Meeting Date: September 26, 2011

Subject: **Fiscal Year 2010-11 Consolidated Annual Performance Evaluation Report for the Community Development Block Grant and HOME Programs**

Recommended Action

Approve the Department of Housing and Urban Development (HUD) Consolidated Annual Performance Evaluation Report (CAPER) for the Fiscal Year (FY) 2010-11 One-Year Action Plan.

Background

As a requirement of the Community Development Block Grant (CDBG) and HOME programs, the City of Daly City must submit a report on the use of CDBG and HOME funds. This report, titled the Consolidated Annual Performance and Evaluation Report (CAPER), summarizes expenditures and accomplishments of the City's CDBG and HOME programs in the past fiscal year.

The CAPER includes the following sections: summary of resources, summary of CDBG and HOME activities and accomplishments, activity narratives, and evaluations of the One-Year Action Plan. The attached CAPER is presented for Council review.

Discussion

Some of the highlights of the City's FY2010-11 CDBG and HOME programs include the following:

Housing

- City Residential Rehabilitation Program issued 19 loans/grants to 17 low income homeowners.
- Minor household repairs and improvements were provided to 23 low income households.
- Home accessibility improvements were supplied to 14 homes.
- Rehab of Mental Health Association's affordable rental property at 111 Santa Barbara Avenue was complete with a fence constructed behind the apartment building to prevent loose soil and rock from falling down the hillside onto the building.
- Construction of two affordable single family homes was completed on the former Parkview Clubhouse site and new homebuyers have moved in. Construction of 36 affordable multi-family ownership units at 7555 Mission Street is currently in progress.

Public Services

- Child care services for 269 children.
- New clothing and hygiene kits to 227 children.
- School-to-career transition program provided to 31 at-risk youth.
- 10,772 hot meals served at the North Peninsula Food Pantry.

- Social and recreational services and activities for 100 persons with mental illness.
- Investigation of 151 complaint cases on behalf of Daly City residents in long-term care facilities.
- Emergency or transitional housing and supportive services to 129 homeless persons.
- Matching of 21 housing providers and housing seekers through the Shared Housing Program.
- Affordable legal services, particularly relating to tenant/landlord issues, to 232 households.
- Literacy tutoring for 66 adults.
- Two fair housing consultations and investigation of 12 housing discrimination cases.
- Counseling, advocacy, emergency shelter and support for 131 women who were victims of domestic violence.
- Educational and cultural classes provided by the Pilipino Bayanihan Resource Center to 55 Daly City residents.
- Case management services provided to 2 Daly City residents living in transitional homes after having been released from jail typically for non-violent alcohol/drug and related crimes.

Public Facilities

- The City continues to make loan payments on the Section 108 loan used for the construction of the Bayshore Community Center.

Economic Development

- Technical assistance provided to 27 microenterprise owners of low to moderate income.

The CAPER was available for public comment from September 11 to September 26, 2011. To date, no public comments have been received.

Fiscal Impact

During Fiscal Year 2010-2011, the City of Daly City expended a total of $1,425,700 in CDBG funds and $1,106,850 in HOME funds.

Summary/Conclusion

Staff recommends that Council approve the CAPER covering the period of July 1, 2010 through June 30, 2011 for submission to the United States Department of Housing and Urban Development.

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

Respectfully submitted,

Betsy Zobell
Housing & Community Development Supervisor

Richard Berger
Director, Economic & Community Development

Attachment: Draft CAPER FY 2010-11 One Year Action Plan

HUD Consolidated Plan

DRAFT

Consolidated Annual Performance and Evaluation Report

(CAPER)

Fiscal Year 2010-2011

Department of Economic and Community Development
Housing and Community Development Division

CITY OF DALY CITY

HUD CONSOLIDATED PLAN

Consolidated Annual Performance and Evaluation Report (CAPER)

Fiscal Year 2010-11

CITY COUNCIL

Mayor
Carol Klatt

Vice-Mayor
Sal Torres

Michael Guingona
David Canepa
Ray Buenaventura

Responsible Agency: Department of Economic and Community Development

Richard Berger, Director
Peter Pirnejad, Assistant Director

Prepared by: Housing and Community Development Division

Betsy ZoBell, Housing and Community Development Supervisor
My Do-Kruse, Community Development Specialist
Lenelle D. Suliguin, Housing Coordinator
Marina I. Anaya, Community Development Specialist

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FY 2010-11 ONE YEAR ACTION PLAN

TABLE OF CONTENTS

LIST OF TABLES

PART I INTRODUCTION

As part of the Consolidated Plan regulations established by the federal Department of Housing and Urban Development (HUD), Daly City must submit a completed Consolidated Annual Performance and Evaluation Report (CAPER) to HUD each year. This CAPER provides an assessment of the third program year of the City's Five Year Consolidated Plan (covering the period July 1, 2010 to June 30, 2011). The CAPER describes and evaluates Daly City's activities during fiscal year (FY) 2010-2011. It reports on how the City's housing and community development priorities, goals, and strategies established in the One Year Action Plan for FY 2010-2011 were met.

PART II SUMMARY OF RESOURCES

A. RESOURCES UTILIZED

1. Federal Funds

During FY 2010-2011, the City of Daly City continued as an entitlement locality under the CDBG Program. As an entitlement locality, the City directly receives CDBG funds from HUD. The specific use of CDBG funds in Daly City is detailed in the remainder of this report.

FY 2010-2011 marked the eighth year that the City received HOME funds directly from HUD as a participating jurisdiction (PJ). HOME funds can be used for a variety of housing activities. The City’s use of HOME funds is described in Part III Section B of this report.

2. Redevelopment Agency Funds

FY10-11 has been a year of uncertainty for redevelopment agencies in California. As a means to reduce the state budget deficit, the governor proposed eliminating redevelopment. The status of redevelopment agencies remains uncertain as the issue has been taken up by the courts. As of now, redevelopment agencies are pretty much at a standstill, unable to take any real action. This presents a challenge to fostering affordable housing in Daly City as redevelopment funds have become an important source of funding in the creation of affordable housing.

As reported in previous CAPERs, Daly City Redevelopment Agency (DCRA) funds were used in the construction of Hillcrest Gardens, a 40-unit affordable senior housing project in the Junipero Serra-Mission Street Redevelopment Area. Hillcrest Senior Housing Corporation (HSHC), a community development housing organization, worked with American Baptist Homes of the West (ABHOW) in the development of Hillcrest Gardens. Construction began in May 2007 and was completed in fall 2008. The Agency transferred the land at a discount of $1.195 million and provided $480,000 in development subsidies.

In FY 09-10, the DCRA provided funds to Habitat for Humanity Greater San Francisco (HHGSF) to build affordable housing on two parcels of DCRA-owned land. Construction of two single family residences on the former Parkveiw Clubhouse site began in the fall of 2009 and was completed in the summer of 2010. The DCRA issued loans to HHGSF to acquire the Parkview Clubhouse site and the site at 7555 Mission Street. In addition to the loan for the land, the DCRA is also providing $898,800 for project development costs at 7555 Mission Street.

Daly City's Facade Improvement Program (FIP) is another community development activity funded with DCRA funds. Through the FIP, property owners and businesses, located in the City's redevelopment areas are eligible to receive architectural assistance as well as financial rebates for a portion of construction costs incurred while improving the façades to their properties and businesses. Overall, the FIP aims to enhance the attractiveness, private reinvestment, and the collective commercial viability of the neighborhood-serving commercial corridors (Mission Street and Geneva Avenue) in the City's two redevelopment areas. The program has not been active in recent years partly because the program requires state prevailing wages which typically increase the costs of the improvement and discourage business owners.

3. State and Local Funds

State and local funds have been valuable in helping fund various housing activities to help lower income households. The Daly City Redevelopment Agency was awarded 1.5 million dollars in State HELP funds and entered into a loan agreement with the California Housing Finance Agency for the award in January 2007. In March 2007, the funds were used to purchase a five-unit apartment building at 260 Abbot Avenue in order to preserve the affordability of the units for the very low income households living in the building. In FY 08-09, the City received $600,000 in CalHOME funds from the State. The monies have been used to rehabilitate homes and supplement the City's existing CDBG-funded housing rehabilitation program. In addition to directly applying to the State for state funds, the City provides support to agencies applying for state funds. The City provided assistance to Habitat for Humanity, for instance, in putting together its grant application for the State's Infill Housing program. Habitat was awarded $1.75 million which will go towards the podium parking for the thirty-six unit Mission Street development. In addition, the City recently supported Mercy Housing in putting together its application submitted to the State Tax Credit Allocation Committee for rehabilitation work on two multi-family affordable housing projects developed in the mid-1990s.

Local funds are used to fund the Daly City Community Service Center, the City's primary human services agency. The Community Service Center offers City residents a wide range of services, including crisis intervention, case management, information and referral. Also, the Center provides office facilities for a variety of nonprofit public service agencies.

Like redevelopment funds, state and local funds that have been available may not be as available in the future as state and local governments find themselves having to cut back on programs in order to balance their budgets.

4. Private Funds

Private funds are available to the City in the form of foundation grants, lender financing, and owner equity. For example, Habitat for Humanity utilizes private donations to provide zero percent interest mortgages for its homebuyers. For the 13 Habitat projects completed to date in Daly City, over $2.7 million in mortgage funds has been raised from private businesses, faith-based organizations and trade associations. The City's microenterprise assistance efforts have been enhanced through financial contributions from local banks which have sponsored various business education and microlending activities. In addition, private funds are a key resource for many of the City's nonprofit subrecipients who leverage funds from the City. In FY 10-11, the City's CDBG subrecipients reported approximately $1.8 million in private funding. Private funds through reinvestment of businesses participating in the FIP also leverage City funds.

PART III SUMMARY OF CDBG AND HOME ACTIVITIES AND ACCOMPLISHMENTS

A. USE OF CDBG FUNDS

A total of $1,752,541 in CDBG funds was initially committed for activities in the FY 2010-11 One Year Action Plan. This amount represents a $1,342,061 CDBG Entitlement Grant, FY 2010-11 estimated program income of $63,840, unallocated FY 09-10 funds of $231,640 and anticipated unspent FY 09-10 funds of $115,000. Table 1 summarizes the actual CDBG commitments made for FY 2010-11, includes CDBG commitments that were carried over from prior years, and incorporates allocation adjustments made during the program year. The table also reports actual expenditures in FY 2010-11 and indicates that 81% of funds committed during the year have been expended.

Table 1
CDBG Funds Committed vs. Expended (FY2010-11)

Grantee/ Program Name	Total CDBG Funds Committed	Carryover Amount from prior years	New CDBG Funds Committed FY10-11	Funds Expended FY10-11	Percent Expended
CDBG ADMINISTRATION					
Daly City/Gen. Administration	$ 281,180.00	$ -	$ 281,180.00	$ 263,225.23	94%
ECONOMIC DEVELOPMENT					
Daly City/Econ. & Ent. Ctr	$ 340,817.00		$ 340,817.00	$ 218,017.43	64%
HOUSING					
Daly City/Residential Rehab	$ 365,000.00		$ 365,000.00	$ 285,888.40	78%
Habitat for Humanity Greater SF (7555 Mission St.)[1]	$ 362,297.10	$ 362,297.10	$ -	$ 10,029.34	3%
Center for Independence of Disabled/HAM[2]	$ 11,000.00		$ 11,000.00	$ 10,811.81	98%
N. Penin. Neigh.Svcs/House Helpers	$ 40,000.00	$ -	$ 40,000.00	$ 17,975.50	45%
Rebuilding Together	$ 23,500.00	$ -	$ 23,500.00	$ 23,500.00	100%
Mercy Housing/Vista Grande Apartments Rehab	$ 82,328.00	$ -	$ 82,328.00	$ -	0%
Mental Health Assoc./Santa Barbara Housing Rehab	$ 9,024.00	$ -	$ 9,024.00	$ 3,236.00	36%
CAPITAL IMPROVEMENTS					
Section 108 Loan Payments[3]	$ 386,982.00	$ -	$ 386,982.00	$ 386,981.90	100%
PUBLIC SERVICES					
Bayshore Childcare Services	$ 30,000.00	$ -	$ 30,000.00	$ 30,000.00	100%
CORA/Emergency Shelter	$ 9,000.00	$ -	$ 9,000.00	$ 9,000.00	100%
CORA/En tu Comunidad	$ 10,000.00	$ -	$ 10,000.00	$ 10,000.00	100%
DC Youth Health Ctr/Pathw ays for Success	$ 8,000.00	$ -	$ 8,000.00	$ 8,000.00	100%
Human Investment Project/Homesharing	$ 17,000.00	$ -	$ 17,000.00	$ 17,000.00	100%
John's Closet	$ 8,500.00	$ -	$ 8,500.00	$ 8,500.00	100%
Legal Aid Society/Homesavers	$ 20,000.00	$ -	$ 20,000.00	$ 20,000.00	100%
Mental Health Assoc. of SMC/Friendship Center	$ 4,500.00	$ -	$ 4,500.00	$ 4,500.00	100%
Mental Health Assoc. of SMC/Spring St. Shelter	$ 5,000.00	$ -	$ 5,000.00	$ 5,000.00	100%
North Peninsula Food Pantry and Dining Ctr	$ 12,500.00	$ -	$ 12,500.00	$ 12,500.00	100%
Ombudsman Services	$ 4,500.00		$ 4,500.00	$ 4,500.00	100%
Pilipino Bayanihan Resource Center	$ 3,160.00		$ 3,160.00	$ 3,150.00	100%
Project Read	$ 27,000.00	$ -	$ 27,000.00	$ 27,000.00	100%
Project Sentinel	$ 8,550.00	$ -	$ 8,550.00	$ 8,550.00	100%
Samaritan House/Safe Harbor Shelter	$ 10,000.00	$ -	$ 10,000.00	$ 10,000.00	100%
Service League/Case Management	$ 10,000.00	$ -	$ 10,000.00	$ 3,334.00	33%
Shelter Netw ork/Family Crossroads	$ 20,000.00	$ -	$ 20,000.00	$ 20,000.00	100%
Shelter Netw ork/Maple St. Shelter	$ 5,000.00	$ -	$ 5,000.00	$ 5,000.00	100%
TOTAL	$ 2,114,838.10	$ 362,297.10	$ 1,752,541.00	$ 1,425,699.61	81%

Notes:
[1] As an amendment to the FY08-09 Action Plan, the City Council transferred $40,000 from 92nd Street Accessibility Improvements, $80,000 from Bayshore Park Improvements and $119,849 in unallocated funds to Habitat for Humanity Greater SF (7555 Mission Street).
(2) The Bayshore Community Center is being partly financed by a Section 108 loan.

B. USE OF HOME FUNDS

In FY 10-11, the City completed the 101 Parkview project, a Habitat for Humanity development of two single family homes on what was formerly a City-owned lot. Construction had been complete for a few months, but escrow could not close until Habitat finalized its homebuyer financing for the project. In the meantime, the new homebuyers initially leased the units until escrow could close. The City provided $150,000 in HOME funds to the project.

The City's current HOME project, 7555 Mission Street, another development by Habitat for Humanity, is still under construction. Construction is about 40 percent complete with a completion target date of December 2012. In June 2011, Habitat began its marketing for the thirty-six affordable condominiums and accepted applications throughout the month of August. The City has committed just over $1.2 million for the project.

The City has fully disbursed all of its HOME funds through program year 07-08. Table 1b summarizes the City of Daly City's current HOME allocations. It has reserved its FY 09-10 CHDO funds to HIP Housing and met the reservation deadline of August 31, 2011. For all subsequent years, the City will set aside 15% of its annual HOME allocation for CHDO projects. The City will meet with other San Mateo County participating jurisdictions to discuss effective ways to meet the annual CHDO set-aside requirements.

The HOME match report in Appendix H demonstrates that the City is meeting its HOME match requirement. It has accrued a HOME match requirement of approximately $92,000 this fiscal year and currently has an excess match to carry over to the next fiscal year of about $2.7 million dollars. Most of the match has been funded with redevelopment dollars. This City will need to look for other sources of match funding given the current uncertainty of redevelopment in California.

Table 1b
SUMMARY OF HOME FUNDS ALLOCATED AND EXPENDED

Fiscal Year	Total HOME Funds Allocation	Funds Committed	Percent Committed	Funds Expended thru 6/30/10	Percent Expended
2010-11	$139,198.50[1]	$55,679.40[2]	40%	$0	0%
2009-10	$492,929.50[3]	$492,929.50[4]	100%	$55,858.20	0%
2008-09	$498,752	$498,752[5]	100%	$99,698.76	20%

1 HUD de-obligated $417,595.50 from the original allocation.
2 This amount committed for HOME administration. The balance of the allocations will be reserved for a CHDO.
3 HUD de-obligated $65,652.50 from the original allocation.
4 $55,858.20 expended for HOME admin; $83,787.30 reserved to HIP Housing for a CHDO project; the balance committed to 7555 Mission Street project.
5 $49,875 for Program Administration; $49,197 CHDO reservation; balance of $399,680 committed to 7555 Mission St. Multifamily Affordable Housing

C. ASSESSMENT OF THE ONE YEAR ACTION PLAN

The One Year Action Plan for FY 2010-11 identified priority activities from the Five Year HUD Consolidated Plan covering FY 2008-2012 to address housing and community development needs in the City. These were organized and listed within the categories of Housing, Public Services, Public Facilities and Economic Development. In order to evaluate how activities undertaken during the fiscal year succeeded in addressing goals set out in the One Year Action Plan, program accomplishment information in these four categories is presented below.

(1) HOUSING

The high cost of housing in Daly City is a common dilemma throughout San Mateo and San Francisco counties. The scarcity of land in several of the cities, including Daly City, makes the need to preserve existing renter and owner-occupied housing units a key strategy and priority.

The City's efforts to preserve the existing housing stock are reflected in its support of housing rehabilitation activities. The City's housing rehabilitation achievements through its Residential Rehabilitation Program, North Peninsula Neighborhood Services, and Rebuilding Together are highlighted in Table 2a below. The City's Residential Rehabilitation Program provides grants, low interest loans, and deferred loans to low and very low-income City residents, both homeowners and owners of multifamily properties. Low interest loans are available for complete home rehabilitation, or for specific tasks, such as "Roof only" or "Paint only" loans. In addition, grants of up to $1,000 are available to lower income seniors for minor home repairs/improvements. A grant of up to $1,500 is also available to low-income households for the replacement of existing security grills with ones that can be opened in bedrooms and at exterior doors.

In FY 10-11, the City awarded 19 single-unit rehabilitation loans and grants, providing assistance for 17 ownership units. The 19 single family unit rehab loans/grants were issued to two extremely low income households, three low income households, and twelve moderate income households.

These included thirteen senior minor home repair grants and two security bar replacement grants. Of the 17 housing units assisted through the single-unit Residential Rehabilitation Program, approximately 47% were female-headed households. The City received 450 inquiries about the program during the program year.

In FY 10-11, the City allocated $82,328 to Mercy Housing California to fund the rehab of Vista Grande Apartments, a 24-unit affordable housing development in Daly City owned by Mercy Housing. By the end of FY 10-11, Mercy Housing had not yet started the rehab construction work at Vista Grande. This work may occur in FY 11-12. The City also allocated CDBG funds in FY 10-11 to the Mental Health Association of San Mateo County for renovations to the organization's 8-unit affordable rental project housing 8 extremely low-income disabled residents located at 111 Santa Barbara Avenue. The rehab work was complete in May 2011 as a fence was constructed behind the apartment building to prevent loose soil and rock from falling down the hillside onto the building.

In FY 08-09, the City received $600,000 in CalHOME funds from the State. The monies have been used to rehabilitate homes and supplement the City's existing CDBG-funded housing rehabilitation program. In FY 10-11, the City issued 11 rehab loans through the CalHOME program totaling approximately $568,210. The loans benefitted eight moderate income households, two low income households, and one extremely low income Daly City household. In FY 10-11, the City expended all its remaining CalHOME funds. The City plans to apply for additional CalHOME funding in the future.

North Peninsula Neighborhood Services (NPNS) and Rebuilding Together are two subrecipients whose activities complement the City's Rehabilitation Program. NPNS assisted 14 households in FY 10-11. During the program year, City staff assisted NPNS in including information about the House Helpers program in the water bill to City residents. NPNS staff also attended the Day in the Park event and distributed brochures and fliers there. During FY 10-11, NPNS staff also visited the Doelger Senior Center to pass out fliers and provide information about available services. Due to a change in staffing during the program year, NPNS was only able to provide limited outreach. NPNS is dedicated to doubling their outreach efforts in FY 11-12 to increase the number of Daly City households served by the House Helpers program. In addition, City staff also intends to work with NPNS staff in early FY 11-12 to strategize how NPNS can serve more Daly City residents during the program year.

Meanwhile, Rebuilding Together rehabbed nine housing units using volunteers in FY 10-11. In addition to rehabbing the nine homes, Rebuilding Together provided improvements to a community facility in Daly City operated by Bayshore Child Care Services. The community center improvements were not funded with city CDBG dollars.

Table 2a
Housing Rehabilitation Accomplishments FY 2010-11

RESIDENTIAL REHABILITATION ACTIVITY (Organization)	CDBG FUNDS COMMITTED	UNITS ASSISTED (ALL LOW/MOD INCOME HOUSEHOLDS)
Complete Single-Unit Rehabilitation Loans	$65,525	3
Roof Only Loans	$14,000	1
Window Only Loans	$0	0
Paint Only Loans	$0	0
Sewer Only Loans	$0	0
Underground Utility Only Loans	$0	0
Combo Loan (roof, paint, window)	$0	0
Senior Home Repair Grants	$13,000	13
Security Bars Replacement Grants	$1,700	2
Multi-Unit Rehab Loans/Projects	$0	0
House Helpers Program (minor home repair available through North Peninsula Neighborhood Services)	$17,975.50	14
Rebuilding Together (housing rehabilitation)	$23,500.00	9
Center for Independence of Individuals with Disabilities (housing accessibility modifications)	$10,811.81	14

The City addressed the need for supportive facilities and services for persons with special needs as indicated in Table 2b below. The Center for Independence of Individuals with Disabilities (CID) made accessibility modifications to 14 housing units through its Housing Accessibility Modification Program. The Human Investment Project's (HIP) Shared Housing Program takes advantage of the existing underutilized housing stock, while simultaneously providing assistance to people needing affordable housing. In FY 10-11, HIP matched 18 households, including 8 extremely low income, 6 low income, 3 moderate income, and one non low/moderate income household. The average income of Daly City housing providers in the program was $26,242, while the average income of Daly City housing seekers was $30,188. Of the 18 households matched in the program, 61% were female-headed households, 28% were elderly, and 44% were disabled.

During FY 10-11, there were two Habitat for Humanity projects receiving HOME funds. One project, the construction of two single family residences on the former Parkview clubhouse site, was completed during the program year. Meanwhile, the other project, the 36-unit multifamily housing development at 7555 Mission Street, continued on with construction.

In FY 09-10, the City provided $6,000 in CDBG funding to the Service League of San Mateo County to acquire a transitional living facility to house those who have recently been released from jails in Redwood City typically for non-violent alcohol/drug and related crimes. The Service League acquired the transitional living facility at 2820 Huntington Avenue in Redwood City in the fall of 2009. The facility, which has 6 beds, opened its doors to residents in January 2010. The Service League expects to house one Daly City resident in the Huntington Avenue facility during a full program year. With just a few months in operation, the facility did not report housing any Daly City residents in FY 09-10. However, during FY 10-11, Service League reported housing one Daly City resident in the Huntington Avenue facility. In FY 10-11, the City also provided $10,000 in CDBG funding for Service League to provide case management services for those Daly City residents living in the organizations' four transitional homes, including the Huntington Avenue facility. During FY 10-11, Service League provided case management services to two Daly City residents living in the transitional homes.

In FY 10-11, the City continued with site preparation activities for the 36-unit affordable housing project at 7555 Mission Street. These activities were funded in part with CDBG funds as well as with CDBG-R funds received under the American Recovery and Reinvestment Act of 2009. In April 2010, the last remaining commercial tenant relocated from the project site at 7555 Mission Street. With tenants no longer on the site, lead and asbestos removal work and demolition of existing structures occurred in June 2010. Construction on the project site started in August 2010, with water infrastructure improvement work occurring between February 2011 and April 2011. As site preparation activities progressed, it became clear that the City would not use all its CDBG funds or all its CDBG-R funds on such activities due to significantly lower than anticipated costs. In April 2011, the City Council approved the reallocation of $130,000 of CDBG-R funds toward the construction of sidewalk curb ramps to improve accessibility within the city. A contract for this work was executed in June 2011 with construction starting in August 2011. The remaining CDBG site preparation funds, meanwhile, will be disbursed to the City's unallocated budget to be used towards eligible CDBG activities in the future.

Daly City has the highest number of foreclosures in San Mateo County according to data provided by HUD for its Neighborhood Stabilization Program. The City has partnered with various community organizations to provide workshops on the foreclosure process and to provide opportunities for households to meet with lenders. The City continues to provide space in its Community Service Center, located across the street from City Hall, for Housing Economic Rights Advocates (HERA) to serve Daly City residents locally. HERA specializes in consulting on predatory or unfair lending practices. Legal Aid of San Mateo County has been offering office hours at the Community Service Center as well and has recently found itself increasingly providing assistance to tenants in homes facing foreclosure.

Table 2b summarizes the City's housing activities and demonstrates the City's efforts to provide supportive facilities and services for homeless persons. The City, through the funding of three CDBG subrecipients (i.e., Shelter Network of San Mateo County, Mental Health Association of San Mateo County, and Samaritan House), assisted 64 homeless households. Fifteen of the households were families and consisted of 58 persons.

Table 2b

Housing Summary FY 2010-11

HOUSING PRIORITIES	ACTIVITIES	GOALS	ACCOMPLISHMENTS
Rehabilitate Existing Owner & Rental Units	Rehabilitation of ownership units (includes all single unit rehab loans/grants issued, see page 7)	26 ownership units	17 ownership units
	Rehabilitation of renter units	32 rental units	8 rental units (includes 8-unit property at 111 Santa Barbara Ave. Mercy Housing has not yet started the rehab of the 24-unit Vista Grande Apartments).

HOUSING PRIORITIES	ACTIVITIES	GOALS	ACCOMPLISHMENTS
	Senior minor home repair grants	11 grants	15 grants
	Minor home repairs to low/mod income homeowners	38 ownership units	23 ownership units (NPNS and Rebuilding Together)
Construct New Rental Units	Construct new rental units	Work with developers as interest in potential sites airse.	0 rental units
Construct New Ownership Units	Develop self-help housing	Continue to work with Habitat for Humanity Greater San Francisco on the development of an affordable 36-unit ownership project at 7555 Mission Street.	Construction on 36-unit multifamily project began in August 2010. Construction is about 40 percent complete.
Provide Supportive Facilities & Services for Persons with Special Needs	Housing accessibility modification services	25 ownership units	14 ownership units
	Shared Homes Program	11 renter households & 6 owner households	18 households: 5 provider households & 13 seeker households
	Case management for Hope House Programs	6 persons	2 persons
Provide Rental Assistance	Maintain existing vouchers and certificates	603 Section 8 vouchers	695 Section 8 vouchers as of 7/14/11 (County Housing Authority administers Sec. 8)
Acquire and rehabilitate existing rental apartments	Working with developers to acquire rental units	NA	N/A
Monitor Status and Preserve At-Risk Affordable Housing Inventory	Preservation of at-risk rental units	120 at-risk affordable rental units	Preserved affordability of 120 rental units.
Provide Supportive Facilities and Services for Homeless Persons	Funding support for homeless programs	109 homeless persons	107 homeless persons

(2) ECONOMIC DEVELOPMENT

As stated in the Consolidated Plan, Daly City is committed to strengthening the City's economic climate, expanding employment opportunities for all residents, enhancing small business opportunities, and improving commercial areas in low and moderate income neighborhoods. To this end, the Daly City Enterprise Center (EC) was created in 1994 to help new and expanding businesses. The Center provides information, referral, initial assessment as well as ongoing technical assistance on a variety of issues including business planning, marketing, accounting and computer applications. During FY 10-11, the Center received 58 inquiries and provided direct technical assistance to a total of 27 microenterprises. Compared to FY 09-10, the Enterprise Center provided assistance to sixteen fewer microenterprises in FY 10-11. Through its services, the Enterprise Center helped potential entrepreneurs understand and minimize the risks involved in starting a business.

In FY 10-11, the Enterprise Center continued its ongoing formulation of a performance measurement system to better capture the effectiveness of its services. Based on data collected at the time of intake and information collected through the end of FY 10-11, the Center reports the following outcomes for its clients during FY 10-11:

1. a total of 4 (15%) had launched a business since their intake date with the Center
2. a total of 4 (15%) are actively planning to launch a business by the end of FY 11-12
3. a total of 7 (26%) reported an increase in business profit and/or household income
4. a total of 2 (7%) obtained a business license under Center guidance
5. a total of 3 (11%) committed to business lease space after consultations with the Center, and
6. the businesses surveyed employed a total of 19.0 FTE jobs.

During FY 10-11, five of the clients served during the year were already in business by the date of their initial contact with the Center. Three of these clients have reported an increase in profit and/or household income as a result of following Center recommendations.

Though the course was not offered in FY 10-11, the Center has in past years collaborated with Skyline Community College to offer a course on basic entrepreneurship. The course typically consisted of 16 class meetings and covered topics that included business planning, cash flow forecasting, profit analysis, and market research. When the course was offered, the Enterprise Center provided tuition assistance to those students who qualified as low-income. Between FY 03-04 through FY 06-07, the Enterprise Center's graduated 40 low-income micro-entrepreneurs from the basic entrepreneurship class offered at Skyline Community College. Five of the micro-entrepreneurs who took the class have since launched businesses.

Table 3
Economic Development (ED) Summary FY 10-11

ED PRIORITIES	FY 10-11 ACTIVITIES	GOALS	ACCOMPLISHMENTS
Provide Technical Assistance to Businesses	Technical assistance to microenterprises *[24 CFR 570.201(o)]*	50 microenterprises	27 microenterprises

(3) PUBLIC FACILITY IMPROVEMENTS

The One Year Action Plan addressed public facilities that served low income households and were located in and benefited low or moderate income neighborhoods. The construction of the Bayshore Community Center was completed during FY 05-06, with the grand opening of the Center occurring on February 18, 2006. The City continues to make payments on the Section 108 loan for this project.

Table 4
Public Facility Improvements Summary FY 10-11

PUBLIC FACILITY PRIORITIES	FY 10-11 ACTIVITIES	GOALS	ACCOMPLISHMENTS
Provide Neighborhood Serving Recreational Facilities	Section 108 loan payments for the construction of the Bayshore Community Center	Periodic loan payments	$386,982 loan payment during FY 10-11

(4) PUBLIC SERVICES

Public service programs provide necessary services at reduced or low cost to low income residents. In FY 10-11, the City funded a new public service activity, the Pathways for Success program operated by the Daly City Youth Health Center (DCYHC). Pathways for Success is a school-to-career transition program that includes vocational advising for at-risk students ages 14 – 19. During FY 10-11, DCYHC reported serving 31 Daly City youth through the program. Youth eligible for the Pathways program are recruited from Westmoor and Jefferson High Schools in Daly City. Referrals are made by JUHSD Special Services and Workability counselors, independent studies teachers, and DCYHC's providers. Outreach efforts include classroom presentations, school bulletin announcements, meetings with youth service providers, and media at the targeted schools. In addition, the program's coordinator meets with school staff to identify possible participants, especially those who are underserved.

The One Year Action Plan contains priority public service needs as outlined in the Five Year Consolidated Plan. The accomplishments within each category, broken down by fiscal year, are tabulated below in Table 5. Through CDBG funds, the City supported the provision of a substantial amount of public services to Daly City residents. As Table 5 reveals, the City met or exceeded most of its goals in addressing the following needs: supplying food to low income residents, advocacy services for seniors, preventative services for low income "at-risk" youths, legal assistance, services for special needs populations, fair housing assistance as well as child care services. The goals are often estimates based on historical performances and may not account for variables that affect performance during the program year. When there are significant discrepancies between accomplishments and goals, the City works with the public service subrecipient to identify the cause of the discrepancies and takes this into consideration.

Table 5
Public Services Summary FY 10-11

PUBLIC SERVICE PRIORITIES	FY 10-11 ACTIVITIES	GOALS	ACCOMPLISHMENTS
Provide Child Care and Other Services for Children and Their Families	Support affordable child care services	265 low/mod children	269 low/mod children
	Support clothing services for needy children	240 children	277 children
Provide Support for Services Supplying Food for Low Income Residents	Funding for food to low-income households	9,240 hot meals	10,772 meals served
Provide Legal Assistance to Low-Income Residents	Provision of low-cost legal services	210 households (560 persons)	232 households (762 persons)
Provide Preventative Services to "At-Risk" Low Income Youth	Support the provision of low cost preventative services	15 persons	31 persons
Provide Public Services and Facilities for Special Needs Populations	Provision of special needs services	280 persons	352 persons
Affirmatively Further Fair Housing Activities	Fair housing information and assistance	14 households	14 households
Provide Advocacy Services to Seniors	Provision of advocacy services for those in long-term care facilities	56 persons	151 persons

The substantial number of Daly City residents receiving necessary assistance shown in Table 6 reflects the impact of CDBG funds that the City allocated for public services this past year as well as the impact of the downturn in the economy leading to increased demand for public services. In addition to the number of persons served in Table 6, there were 10,772 hot meals served by the North Peninsula Food Pantry and Dining Center.

Table 6
Total Persons Served Under Public Services
FY 10-11*

PUBLIC SERVICE PRIORITIES	Persons
Childcare/Child Support Services	546
Legal Services	762
Preventative Services for Youth	31
Special Needs Populations	352
Fair Housing Activities	22
Senior Advocacy Services	151
Total Users (Public Services)	1864+

does not include beneficiaries of the 10,772 hot meals served by the North Peninsula Food Pantry and Dining Center and activities included in the Housing Summary in Table 2b.

D. EXTENT CDBG FUNDS BENEFITED LOW/MOD RESIDENTS

All of Daly City's FY 10-11 CDBG activities were targeted primarily at low and moderate income persons. The City's high percentage of success in implementing activities that are consistent with the CDBG program goal to help low and moderate income populations is evident in "Part III: Low/Mod Benefit This Reporting Period" under Appendix E (Financial Summary: Grantee Performance Report).

E. CDBG ACCOMPLISHMENTS

Appendix C, "Summary of Community Development Accomplishments Report" describes the City's FY 10-11 CDBG accomplishments by the following funding categories: public facilities/improvements, public services, economic development, and housing.

F. DEMOGRAPHIC SUMMARY OF DALY CITY RESIDENTS AND CDBG BENEFICIARIES

Daly City has one of the highest concentrations of Asians in the United States. According to the 2010 Census, 56% of Daly City's population was classified as Asian. The following table shows the racial/ethnic breakdown for the city overall.

Table 7a
Demographic Summary of Daly City Residents

Race	**Percent of Total Population**
White	24%
Black/African-American	4%
American Indian/Alaskan Native	0%
Asian	56%
Native Hawaiian/Pacific Islander	1%
Some Other Race	16%
Hispanic or Latino	
Hispanic or Latino	24%
Not Hispanic or Latino	76%

Source: 2010 Census

Table 7b below summarizes the demographics of the CDBG beneficiaries using the racial/ethnic categories that were updated in 2002. In FY 10-11, 26 percent of the CDBG beneficiaries were Asian, 33 percent were White, 8 percent were Black, and 38 percent were Hispanic. The table suggests that an inconsistency continues to exist in the way persons of Hispanic ethnicity are categorized racially. Some agencies choose to categorize them as White, while others categorize them as Balance/Other. Without further guidance from HUD, the City has left it to the subrecipients to make their own determination as to how these should be categorized. Appendix D, "Activity Summary Report," also provides information on the racial/ethnic composition status of beneficiaries assisted through Daly City's CDBG program.

Table 7b
Demographic Summary of CDBG Beneficiaries FY 10-11

RACE TOTALS	Race	Hispanic	Race %	Hispanic %
White	694	310	33	15
Black/African American (AA)	164	1	8	0
Asian	564	11	26	1
American Indian/Alaskan Native (AI/AN)	34	22	2	1
Native Hawaiian/Other Pacific Islander	100	-	5	0
American Indian/Alaskan Native and White	5	-	0	0
Asian and White	14	6	1	0
Black/African American and White	2	-	0	0
AI/AN and Black/AA	13	-	1	0
Balance Other	543	464	25	22
Total	2,133	814	100	38

does not include beneficiaries of North Peninsula Food Pantry and Dining Center

Consistent with the high concentration of Asians residing in Daly City, Asians compromise a significant segment of the beneficiaries of some CDBG subrecipients such as the North Peninsula Food Pantry and Dining Center of Daly City. In FY 10-11, the North Peninsula Food Pantry reported that 40% of the persons served by the program in Daly City were Asian.

Female-headed households in Daly City also appear to be a large contingent of the beneficiaries served by the City's CDBG housing rehab and public service providers. The following table reveals the number of female-headed households receiving services from CDBG subrecipients in FY 10-11.

Table 7c
CDBG Beneficiary Female-headed Households FY 10-11

	Number of Female-headed Households Served	Total Households Served	Female-headed Households Served as a Percent of Total
Residential Rehab Activities			
Center for Independence of Individuals with Disabilities	4	14	29%
No. Peninsula Neighborhood Services	4	14	29%
Rebuiding Together Peninsula	4	9	44%
City Residential Rehab Program	8	17	47%
Public Services			
Bayshore Child Care Services	135	228	59%
CORA Emergency Shelter	9	9	100%
Human Investment Project	11	18	61%
Legal Aid Society	58	232	25%
Project Sentinel	8	14	57%
Shelter Network Family Crossroads	15	15	100%

G. GEOGRAPHIC DISTRIBUTION AND LOCATIONS OF CDBG-FUNDED ACTIVITIES

Daly City's available resources for housing and community development were distributed throughout all geographic areas of the City. Programs offered by the City and its subrecipients are available to all qualifying residents, regardless of the geographic location of their residences. Several of the non-housing community development activities specifically target census tracts with a concentration of low-income residents. These projects benefit primarily low to moderate income census tracts. Please see the "Activity Name, Location & Description" category under Appendix D, "Activity Summary Report," for a description of locations concerning CDBG-funded projects in FY 10-11.

PART IV ACTIVITY NARRATIVES

A. ACTIONS TO AFFIRMATIVELY FURTHER FAIR HOUSING

The City completed its Fair Housing Action Plan (FHAP) in July 2004. The Plan was submitted as Appendix D to the FY 05-06 One Year Action Plan. The Fair Housing Action Plan describes the City's strategies to address needs identified in its Analysis of Impediments (AI). The AI identifies policies and institutions that may be barriers to housing choice, recommends solutions to overcome impediments and provides fair housing information. The five HUD entitlement localities in San Mateo County (San Mateo County and the cities of Daly City, Redwood City, San Mateo and South San Francisco) completed the update to the AI in July 2004. Project Sentinel, a regional nonprofit fair housing organization, prepared the AI for the San Mateo County region. Based on direction from HUD staff given in February 2010, Daly City plans to pursue an AI update when Census 2010 data are available and in conjunction with the City's FY 13-17 Consolidated Plan. The City, along with the other four San Mateo County entitlement jurisdictions, is currently working on drafting a Request for Proposal (RFP) in order to secure a consultant to assist in preparing the upcoming AI.

In addressing impediments to fair housing choice identified in the AI, the City adopted in October 2007 an inclusionary housing policy for the development of affordable housing in the city outside of the redevelopment project areas. The redevelopment project areas have their own, but similar, inclusionary housing policies. The City's inclusionary ordinance requires a certain percentage of inclusionary units depending on the targeted income levels and tenure of the project. The current economic climate has slowed down development nationally, and Daly City has not been an exception. There have been no affordable units built yet as a result of the inclusionary housing ordinance. In the Mission Street Redevelopment Project Area, however, marketing began in the summer of 2011 for 14 below market rate ownership units that are part of the

Landmark project at the Top of the Hill. The developer has been having difficulty finding buyers for these units. There were also 11 below market rate rental units that became available in spring 2011 in the Bayshore Redevelopment Project Area. These units are now occupied.

The City has updated its Housing Element for 2009-2014 which the state has indicated is ready for certification. The City is waiting to certify the Housing Element along with its General Plan update. In the updated Housing Element, Policy HE – 16 addresses how the City intends to “prevent housing discrimination based on age, race, religion, sex, ethnic background, or familial status.” In addition to assisting in outreach, education, implementation and enforcement efforts as part of this policy, the City also intends to amend the Zoning Ordinance to revise the definition of family to comply with State and federal fair housing laws. The new definition shall not distinguish between related and unrelated persons, and shall not impose limitations on the number of persons that may constitute a family.

The City continues to meet its Fair Housing Action Plan goals of making fair housing information available to the public and ensuring City staff effectively refers more complex fair housing questions to the right agencies. As part of fielding regular phone calls from people seeking affordable housing, City staff is able to determine if there are fair housing issues involved and to make the appropriate referrals. The City works with various nonprofits and other service providers to educate the public about fair housing. The City also posts public service announcements regarding fair housing on its Cable Channel.

In accordance with its current Fair Housing Action Plan, the City continues to annually fund and support nonprofit public service agencies that help its residents in addressing and resolving fair housing problems. These nonprofits are Project Sentinel and Legal Aid Society of San Mateo County, a legal service organization that focuses on housing law, particularly landlord/tenant disputes. The activities and accomplishments for these two public service organizations are discussed below:

1. Project Sentinel

Daly City contracts with Project Sentinel, a non-profit organization that provides fair housing information and counseling to the public. Project Sentinel provides a lawyer referral service for litigation of discrimination cases, investigates complaints of housing discrimination, maintains a phone hotline and offers counseling services.

Project Sentinel also publishes "Rent Watch," a weekly information "question and answer" column published in Bay Area newspapers and "Focus on Fair Housing," which is published in the Disabled Dealer. Project Sentinel staff members gave presentations to local community groups on topics such as an overview of fair housing laws and discrimination against families with children and persons with disabilities. Fair housing brochures were distributed to community organizations and in City Hall as well as community facilities throughout Daly City. Fair housing brochures are available in English, Spanish, Arabic as well as Tagalog, and have been posted at City Hall. In FY 10-11, Project Sentinel staff also attended and participated in seminars, symposiums, workshops, etc., to coordinate and further the goals of fair housing in Daly City and throughout San Mateo County.

During FY 10-11, the City provided Project Sentinel with $8,550 in CDBG funding for fair housing services. Project Sentinel provided 2 fair housing consultations and opened 12 fair housing cases involving Daly City residents during the program year. Approximately 67 percent of the cases (eight) involved handicap/disability discrimination. Of the four remaining cases, three involved familial status discrimination and one involved national origin discrimination. The cases are investigated, resulting in counseling, conciliation, or referral to HUD.

2. Legal Aid Society

The City of Daly City also contracts with Legal Aid Society of San Mateo County to provide free legal services to low-income Daly City residents. Legal Aid Society of San Mateo County's Homesavers Program offers Daly City residents legal assistance on primarily tenant/landlord conflicts as well habitability issues. Daly City residents can receive legal assistance from Legal Aid during their office hours offered once a week at the Daly City Community Service Center, at the Fair Oaks Community Center in Redwood City, or at the main County courthouse in Redwood City. In FY 10-11, Legal Aid received $20,000 in CDBG funding from the City and provided assistance to 232 Daly City households. The continued economic downturn has contributed to Legal Aid serving a significantly higher number of Daly City households than in years past.

B. EVALUATION OF PROGRESS IN PROVIDING AFFORDABLE HOUSING

Table 8 below, "Summary of Housing Accomplishments FY 10-11" displays the City's housing accomplishments based on the income of Daly City beneficiaries this past year. Several of the City's CDBG subrecipients form an informal network to assist households facing worst case housing needs. HUD defines worst case housing needs as "low-income renter households who pay more than half their income for rent, live in seriously substandard housing (which includes homeless persons) or have been involuntarily displaced." CDBG subrecipient, Legal Aid Society of San Mateo County, protects low income renters from having to live in illegal or unsafe housing conditions or become homeless as a result of wrongful evictions. Another subrecipient, Shelter Network of San Mateo County, operates a transitional housing facility in Daly City to help homeless families regain self-sufficiency and also operates an emergency and transitional housing shelter in Redwood City. Mental Health Association of San Mateo County's Spring Street Shelter in Redwood City offers emergency housing to homeless Daly City residents with mental illnesses. Samaritan House, meanwhile, began operating Safe Harbor Shelter as a year-round shelter in November 2001.

Daly City targets the housing needs of persons with disabilities through CDBG subrecipients. To assist persons with disabilities who are homeowners remain in their homes, the City awarded FY 10-11 Block Grant funds to a regional nonprofit, Center for Independence of Individuals with Disabilities (CID). The City also funded Mental Health Association of San Mateo County to operate its Spring Street Shelter in Redwood City for persons with disabilities.

Table 8

Summary of Housing Accomplishments FY 10-11

Priority Need Category	Actual Units
Renters	
0 - 30% of MFI	**14**
31 - 50% of MFI	**5**

Priority Need Category	Actual Units
51 - 80% of MFI	3
81-120% MFI	1
Renters Total	23
Owners	
0 - 30% of MFI	13
31 - 50% of MFI	14
51 - 80% of MFI	16
Owners Total	43

Homeless	
Individuals	71
Families*	15
Homeless Total (households)	86
Non-Homeless Special Needs	
Households	14
Non-Homeless Total	14
Total Housing	166
Total 209 Housing	

** The 15 families consist of 58 persons.*

For additional details on the City's housing activities and accomplishments, including its efforts to develop affordable ownership housing, refer to Part III(C)(1), "Housing," beginning on Page 7.

C. ACTIONS TO ADDRESS CONTINUUM OF CARE NEEDS

The City continues to participate with regional and local private and public organizations in San Mateo County's Continuum of Care planning process. The goal of this effort is to implement an integrated and humane approach to prevent and eliminate homelessness in San Mateo County. In 2003, the County established a Steering Committee comprised of about 35 local government, human services, and nonprofit representatives to serve as a year-round planning body for the Continuum of Care. The County also created a smaller body, the Executive Committee, an off-shoot of the Steering Committee, to develop and implement strategies of the Steering Committee. The City has representation on both committees and is also part of the annual Continuum of Care grant application review process. In FY 2005-06, the City contributed in the formulation of the County's Ten Year Plan to End Homelessness (aka Housing Our People Effectively (HOPE) Plan) through participation in the planning process' Leadership Committee and Housing Solutions Task Force. The City actively assists in the implementation of the HOPE plan.

During FY 10-11, Daly City used CDBG money to fund programs that served the homeless population in the city. Shelter Network of San Mateo County operates the Family Crossroads transitional housing facility in Daly City. In FY 10-11, a total of 15 Daly City families (or 58 residents) participated in the Family Crossroads program. Shelter Network also operates the Maple Street Shelter in Redwood City that served 24 persons from Daly City during FY 10-11. Mental Health Association of San Mateo County operates the Spring Street Shelter in Redwood City, which provided emergency shelter to 22 homeless persons with mental illnesses from Daly City in FY 10-11. During the program year, Safe Harbor Shelter operated by Samaritan House, provided shelter to 25 Daly City residents. In addition to these CDBG-funded activities, the City offers homeless prevention services through its locally funded Community Service Center. These services include vouchers for emergency housing and housing counseling.

In late FY 08-09, the City was allocated $510,070 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds. The City worked with the San Mateo County Continuum of Care Consortium to exchange ideas about the HPRP program. The City entered into a Subrecipient Agreement with Shelter Network of San Mateo County to provide both homelessness prevention and rapid re-housing assistance to Daly City residents. As of June 30, 2011, the HPRP program served 84 Daly City households. It has provided rental assistance to 70 households at risk of losing their homes and has helped to rapidly re-house 14 homeless households. The City collaborates with the Continuum of Care and accesses its HMIS system for the HPRP. The City anticipates fully expending its HPRP funds by the end of 2011.

The non-homeless special needs population encompasses a wide range of sub-populations such as 1) persons with mental, physical, or developmental disabilities, 2) adults who are illiterate, 3) victims of domestic violence, 4) those living in long-term care facilities and 5) members of the community seeking informational referral, legal assistance, and classroom instruction with a Filipino-focus. During 2010-11, Daly City used CDBG funds to assist several organizations that sponsor activities for households with special needs.

The following three public service providers received CDBG funding from the City in FY 10-11. Project Read is an organization that offers tutoring services to persons with no or limited reading and writing skills. During FY 10-11, 66 Daly City residents received tutoring services from Project Read. Ombudsman Services of San Mateo County, meanwhile, provides advocacy services to those living in long-term care facilities by monitoring and investigating complaints. During the program year, Ombudsman Services investigated and closed 151 complaint cases on behalf of Daly City residents. On the other hand, the Daly City Friendship Center, operated by the Mental Health Association, provides social, recreational and educational activities for persons with mental illnesses in a safe, supportive environment. During FY 10-11, 100 Daly City residents used the services of the Friendship Center. The Mental Health Association (MHA) promotes the Daly City Friendship Center through word of mouth, the MHA website, and monthly mailings of a calendar of activities to Friendship Center participants, mental health professionals, and families and supporters of people with mental illness. Copies of the calendar are also delivered to board and care operators and members of the Daly City community. San Mateo County Behavioral Health and Recovery Services also assists in distributing calendars and information regarding the Friendship Centers. In addition, MHA staff attend a variety of interagency community meetings such as the monthly county-wide Community Rehabilitation Coalition meeting of representatives from all North County activity and treatment programs. Interagency meetings such as these provide for additional opportunities for outreach. To promote the Friendship Center program, MHA also has recruited a Filipino peer volunteer to assist in outreach to the minority community and to provide translation services.

The City affirmed the priority need of helping victims of domestic violence through the support of Community Overcoming Relationship Abuse (CORA). The City funds two programs operated by Community Overcoming Relationship Abuse (CORA). One program, En Tu Comunidad, provides a 24-hour crisis hotline, access to legal services and individual/group counseling services to victims of domestic violence. The Emergency Shelter program, on the other hand, provides shelter, clothing, food, crisis counseling, legal assistance and other social support to battered women and their children. CORA's En Tu Comunidad program acts as a gateway for victims of domestic violence to access CORA's services, including the Emergency Shelter program. In FY 10-11, CORA served 113 Daly City clients though the En Tu Comunidad program. Of the 113 Daly City clients, 17 (15 percent) were Asian. Meanwhile, CORA served 18 Daly City residents in the Emergency Shelter Program in FY 10-11. Four Daly City clients in the program (22 percent) were classified as Asian. The percent of Asians who were clients of the En Tu Comunidad program and the percent of Asians who were clients of the Emergency Shelter program do not exactly match for several reasons. The needs of the clients of the two programs can be different in nature. Not all En Tu Comunidad clients, for instance, are seeking shelter. They may instead be in the process of leaving an abuser and are therefore seeking crisis counseling or legal services, or they may have already left their abuser and are seeking support services (e.g. support groups, mental health services). The

Emergency Shelter with a 22-bed maximum capacity, meanwhile, can house only a very small subset of domestic violence victims. The Shelter is often filled to capacity and CORA turns away over 85% of victims seeking shelter. Admittance into the shelter is not on a "first come first served" basis. Rather, CORA assesses the immediate danger and safety of each client who requests shelter and prioritizes shelter acceptance based on the client who is most in danger.

In FY 10-11, the City also funded the Pilipino Bayanihan Resources Center (PBRC) to offer classes and assist Daly City residents in connecting them to community resources and in navigating services such as legal assistance. The Pilipino Bayanihan Resource Center outreaches to the community through its partnerships and relationships with various organizations, agencies, and governing bodies such as Asian American Recovery Services, Asian Pacific Islander Legal Outreach, Filipino Bar Association of Northern California, Daly City ACCESS, Senator Leland Yee's office, and the San Mateo County Board of Supervisors. PBRC is also involved in the Filipino Mental Health Initiative, a community education project intended to help increase mental heath service awareness amongst Filipinos and other underserved members of the Daly City community. PBRC outreach efforts also include utilizing ethnic press, radio, and television to obtain visibility in the community as well as promoting PBRC through word of mouth, the PBRC website, PBRC-sponsored programs and events, brochures and fliers. In addition, PBRC makes its work known through its participation in community festivals as well as PBRC board member involvement in the community and different community organizations. Though the organization's focus is on the Filipino community, PBRC does not discriminate and all of its services and programs are open to all members of the public. During the program year, PBRC served a total of 55 Daly City residents.

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D. STATUS OF OTHER ACTIONS IN THE ONE YEAR ACTION PLAN FOR FY 2010-11

1. Addressing Obstacles to Meeting Underserved Needs

The primary obstacle to meeting the City's underserved needs is securing available funding resources. In order to make the most efficient use of CDBG dollars, the City continues to collaborate with public and private organizations and to leverage its dollars whenever possible to pursue funding sources as they become available for specific priority activities. As a means to ensure that CDBG subrecipients, specifically public service nonprofits, are maximizing use of City CDBG funds, the City continues to use "Diversity of Funding" as a scoring criteria during the annual funding cycle. Most of the CDBG subrecipients leverage City CDBG funds with other funding sources. In FY 10-11, the City's CDBG subrecipients leveraged an additional $8.9 million in funding, with an averaging leveraging ratio of 37.01 (i.e. for every dollar of CDBG funding from the City, CDBG subrecipients were able to leverage an average of $37.01 in additional funding).

2. Foster and Maintain Affordable Housing

The Bay Area region has become one of the most expensive homeownership and rental markets in the United States. Consequently, the housing policies of both the City and the DCRA aim to foster and maintain affordable housing in order to meet the needs of the City's socially and economically diverse population. When financially feasible and when suitable sites are available, the City encourages affordable mixed-use housing development, which boosts the City's economy and provides needed affordable housing. However, the lack of developable land and the availability of a large number of existing housing units needing rehabilitation has caused the City to also support potential acquisition and rehabilitation projects, when feasible, in order to invigorate declining neighborhoods and stabilize rents.

The City has two redevelopment areas: the Mission Street-Junipero Serra project area and the Bayshore project area. Redevelopment areas generate revenue through tax increment financing. In accordance with State redevelopment law, each redevelopment project area must annually set-aside 20% of its tax increment revenue into a Housing Set-Aside Fund to assist very low, low, and moderate income households. The Housing Set-Aside Fund can be used to finance a wide range of affordable housing activities for very low to moderate income Daly City households from homeownership assistance to new rental housing construction or rental acquisition and rehabilitation. Under the Bayshore Redevelopment Implementation Plan, Housing Set-Aside Funds will be targeted to the construction of new housing, owner-occupied housing rehabilitation and first-time homebuyer assistance. As has been discussed earlier, redevelopment in California remains uncertain. There is currently a stay in the elimination of redevelopment. The City, like other municipalities, will need to become more creative and explore other sources of funding to support affordable housing developments.

In FY 06-07, the City began working on a draft city-wide inclusionary housing ordinance. The inclusionary housing ordinance was approved by the City Council in October 2007 and applies to developments in the city outside of the redevelopment project areas. Due to the current economic climate which has slowed down development, however, no affordable units have been built yet as a result of the inclusionary housing ordinance. In the meantime, there has been a court case that has challenged the legitimacy of requiring inclusionary units in rental developments. The City has participated in discussions with other San Mateo County municipalities to explore conducting a county-wide nexus study to validate the need for rental inclusionary units. This has been put on hold temporarily, awaiting the outcomes of various bills put forth in the legislature that would allow for inclusionary rental units.

As part of maintaining affordable housing, the City continues to monitor its completed HOME-assisted rental housing projects. It collects and reviews tenant income re-certifications. In addition, it conducts on-site property inspections for 1293 Hillside, Hillcrest Gardens, Vista Grande, and School House Station. All of these sites are monitored every other year, except for School House Station and Hillcrest Gardens which have forty-seven and forty units, respectively, and are monitored annually. In FY 10-11, units at Hillcrest Gardens, School House Station, Vista Grande, and 1293 Hillside were inspected. The on-site property inspections indicated that the properties were well maintained and the units in generally good condition. Mercy Housing is the property manager for both Vista Grande and School House Station. Mercy Housing has submitted an application to the State Low Income Housing Tax Credit program for funds to address water intrusion problems at the two developments.

In FY 10-11, the City continued to work with Habitat for Humanity Greater San Francisco (HHGSF) to build the 36-unit project at 7555 Mission Street. This project consists of ownership units affordable to low and very low income family households. In addition to developing and rehabilitating housing, the City also continued to provide space to nonprofit organizations offering foreclosure prevention counseling so that they could meet with clients.

The City continues to explore ways to foster affordable housing given the difficult economic climate and the high possibility of reduced public funds available to help finance affordable housing developments. The City, for instance, participates at the County level in discussions regarding providing affordable housing in the region.

3. Eliminate Barriers to Affordable Housing

In conjunction with fostering and maintaining affordable housing, the City has continued to implement and promote the following on-going policies:

a. Encourage and support, when feasible, the dual use of land through mixed-use development.

b. Improve the public's perception and understanding of affordable housing by assisting experienced developers to create attractive and well-managed housing units and by meeting with homeowner and resident associations.

c. Provide efficient one-stop permitting and parallel building plan checking to expedite plan approvals for developers through the City's Building and Planning Divisions.

d. Continue implementing the high density zoning ordinance that allows for increased density (up to 65 units per acre) for mixed-use projects in urbanized commercial areas.

e. Provide a parking reduction of up to 20% for affordable housing projects, and up to a 75% parking reduction for affordable senior housing projects.

As an example of eliminating barriers, the City modified the zoning for the Landmark project to make the development more feasible. It allowed for increases in height and a reduction in required parking. For the ABHOW/Hillcrest project, the City allowed for a density of 100 units/acre.

The City's updated Housing Element has been approved by the State, but is pending certification. Information regarding the City's Housing Element can be found at www.plandalycity.org. In addition to the policies outlined above, the City's Housing Element contains policies to encourage the supply of land for housing. Some of these policies are as follows:

a. Provide regulatory incentives for developers to construct higher-density mixed-use developments along Mission Street, Geneva Avenue, and other locations within close proximity to public transit.

b. Explore possibilities to allow the construction of additional second units throughout the City (i.e. eliminate the owner occupancy requirement).

c. Avoid rezoning properties for non-residential uses that are presently designated or zoned for residential uses.

d. Expand homeownership opportunities by facilitating condominium construction, while protecting renters from condominium conversions.

4. Lead Based Paint Hazard Reduction

During FY 10-11, the City continued to conduct the following activities to reduce the hazard of lead based paint in housing, particularly in units with children under seven years of age:

Strategy 1

Implement lead hazard reduction activities with CDBG subrecipients who undertake minor home repair and continue implementation under the City's Residential Rehabilitation Program. During the program year, City staff provided technical assistance to CDBG subrecipients on HUD lead hazard reduction requirements. The City and its CDBG subrecipients distribute information on lead-based paint hazards to all their housing rehabilitation clients and conduct the appropriate level of lead paint hazard inspection to determine what type of controls or abatement needs to be done, if any.

Strategy 2

Attend lead-based paint training sponsored by HUD and other public health and safety organizations in order to keep up with federal and State requirements and to enhance the City's technical assistance to CDBG subrecipients who provide home rehabilitation services and to other interested organizations as well. The City also encourages CDBG subrecipients to have their staffs enroll in these trainings or other educational programs involving lead hazard reduction.

Strategy 3

Provide public information and education. Daly City has continued to make available and provide information on lead based paint hazards to all property owners and tenants participating in CDBG-funded housing rehabilitation activities as well as other interested groups or individuals.

5. Reduction of Persons Living Below Poverty Level

The City's anti-poverty strategies as indicated in the One Year Action Plan focus on undertaking economic development activities and supporting a broad array of social services that assist low income persons find employment:

a. Economic Development Activities

Created in 1995, the Daly City Business Center was the only government sponsored business center/incubator program in the North San Mateo County area. The Daly City Business Center provided a location for the creation, maintenance and growth of small businesses by offering attractively priced office spaces in a commercial area, a full range of administrative support services provided by a professional staff, on-site technical assistance through the Enterprise Center, office amenities, and the latest technologies to local entrepreneurs. The Center was located at 355 Gellert Boulevard and had the capacity to support 39 tenant-offices and 18 virtual offices in various stages of development. The Business Center strove to create a community of small business owners, helping one another attain common objectives and cognizant of the different resources available within the City. With two employees, the Business Center served 24 businesses during FY 10-11, including two non-profits, one city program, and 21 for-profit businesses. In all, a total of 21 jobs were created at the Business Center during the fiscal year. In May 2011, the Business Center closed its doors due to city budget issues.

The Enterprise Center (EC) is funded with CDBG funds and engages in microenterprise technical assistance. Each business (client) goes through an assessment that lays the groundwork in identifying areas where technical assistance may be needed. Microenterprise technical assistance targets low to moderate income microenterprise (firms with 5 or fewer employees) owners. The EC offers business consulting and technical assistance from professional business consultants on a wide range of topics (e.g., accounting, marketing, management), along with referrals. These services are either at no or low cost to eligible business owners.

The accomplishments of the EC this year have been discussed in Part III(C)(2), "Economic Development," beginning on page 12. The EC reported that microenterprise clients employed a gross total of 19.0 jobs in FY 10-11. While officially considered a "recovery" period for the California economy, FY 10-11 saw the continuation of the prior year's experience of low consumer confidence, depressed local demand for goods and services, fiercely competitive pricing in all markets served by Enterprise Center clients and a severe shortage of bank credit. In this environment, the Center's advice to clients was identical to that of last year's. For clients looking to launch a business, the Center advised clients not to launch unless they could (1) come to the marketplace with a distinct and quantifiable competitive advantage and (2) have cash reserves (not consumer credit lines) to cover six months of living expenses and business operating expenses. If the client was already in business, the Enterprise Center advised the client to cut operating expenses, target core customer bases which sustain repeat business, and maintain price levels through the continuous "value-added" education of core customers. Seven of the Center's repeat clients heeded this advice, resulting in two of the clients reportedly prospering and three other clients remaining stable (having flat revenues and profit with sufficient cash/credit reserves to survive another year).

Compared to the previous fiscal year, the Enterprise Center's overall client volume in FY 10-11 declined from 43 to 27 registered clients. Pervading economic uncertainty and lack of entrepreneurial confidence is thought to have discouraged citizens from giving serious thought to launching a business. In addition, informal conversations with local businesses who were not Center clients revealed that the businesses did not believe the Center could assist them with their severe problems.

The decline in the number of inquiries received by the Enterprise Center further reflected the depressed business climate and decline in local entrepreneurial morale. In FY 09-10, the Center fielded 146 telephone inquiries and two walk-in inquiries. In FY 10-11, the Center fielded 56 telephone inquiries and two walk-in inquiries. As with the previous year, none of the inquirers were owners of existing businesses. The inquirers lost interest in launching a business when they were told that credit was extremely tight and start-up grants difficult to obtain. Among the 56 phone inquiries, six inquiries involved scam-like franchise opportunities. Of these inquiries, two inquirers had already committed $95,000 in personal capital and were in danger of losing it. Meanwhile, the other four inquirers had not yet committed personal capital and were therefore spared the loss of $320,000 in personal wealth.

Center outreach efforts in FY 10-11 included weekly participation in a local business networking organization and a local community service organization. The closure of the Business Center, which also housed the Enterprise Center, prompted the City in FY 10-11 to work on re-conceptualizing how it will provide microenterprise assistance in the future.

In addition to the Enterprise Center's activities, the City continued to work with commercial developers to attract businesses. The Pacific Plaza development project, in the Mission Street/Junipero Serra Redevelopment Area, has created over 1,425 jobs to date. During 2007, the Redevelopment Agency ("Agency") and developer entered into a Disposition and Development Agreement for a proposed 270,000 square foot office building that was planned for the Phase III development of the project. In mid FY 2007-2008, the commercial credit market tightened as a result of the imploding sub-prime housing sector. The developer had difficulty obtaining construction financing and terminated the DDA in early 2008. The Agency has continued discussions with interested parties. It is assumed that the recovery of the credit markets as well as the continuance of a sustainable economy in the Bay Area will be necessary for the project to move forward. The Agency is considering various strategies that will encourage development of the site in a timely manner. Phase III, when completed, is anticipated to create 950 to 1,000 additional jobs.

The Agency has also been in negotiations with a developer to bring a hotel to the northern portion of the Pacific Plaza project. During FY 07-08, the developer determined that construction of a full service hotel on the site was infeasible. During FY 08-09, the Agency commissioned a marketing and feasibility analysis to determine the level of market support for a full service hotel on the site. As is the case with the aforementioned office project at Pacific Plaza, it is expected that the economy and credit markets will need to recover in order for the hotel project to move forward. When complete, the hotel project is expected to create over 150 additional jobs.

The "Landmark" mixed use development project, (now called 88 Hillside) is also located within the Mission Street/Junipero Serra Redevelopment Area. During 2009, construction of Phase I of the project was completed. This portion of the project featured 95 residential condominiums, about 17,000 square feet of retail space and additional parking at the "Top of the Hill" on Mission Street. One restaurant space was leased and tenant improvements were added. Due to the decline in the housing market, however, residential units in the development did not sell and subsequently, the project went into foreclosure. A new owner, OliverMcMillan, is currently marketing the units. OliverMcMillan has redesigned the exterior and lobby, and has repositioned the project in the marketplace with more competitive pricing. Some of the retail space has been leased out to an upscale restaurant, while the remainder of the space is being marketed. It is estimated that with the commercial / retail space included in the project, over 100 jobs will be added.

"The Geneva," is a mixed use project consisting of condominium apartments and retail commercial space located in the Bayshore Redevelopment Area. After construction on this project was complete in 2009, the project went through a foreclosure. However, the project is currently being marketed as a rental project with some affordable units which are now occupied. The Agency has been assisting in referring potential tenants for the 14,000 square feet of retail space. A restaurant, auto-oriented retail and other users have expressed interest in the space. It is estimated that 35 jobs will be added as a result of the project.

7555 Mission Street is a 36-unit affordable ownership housing project in the process of being developed by Habitat for Humanity Greater San Francisco. Although there is no commercial space component of this project, the addition of new residents living in the units and the foot traffic created by the residents will assist in building economic vitality on the southern end of Mission Street. Site preparation activities for the housing project occurred during FY 09-10 including the relocating of existing tenants, lead and asbestos removal, and the demolition of existing buildings on the project site. Construction on the project site is currently in progress.

The Redevelopment Agency owns several parcels on the 6800 Block of Mission Street. Agency staff has been exploring the possibility of purchasing an available key parcel, 6800 Mission Street, the site of a long closed auto dealership, to create a multi-family or mixed use development site. As is the case with the aforementioned 7555 Mission project, such a project would energize a now dormant block of Mission Street.

2201 Junipero Serra Boulevard is located outside the city's Redevelopment Areas. The Agency, nevertheless, provided assistance to the developer by selling adjacent Agency owned parcels to create additional parking for the site. The additional parking accompanied the rehabilitation of the aged commercial building housing a paint store tenant in the process of consolidating its operations. The creation of new tenant spaces on the site was completed in 2009, and subsequently, the building was partially leased. It is estimated that upon stabilized occupancy, the project will add/preserve an estimated 50 jobs.

Monarch Village, located along Sullivan Avenue, is another mixed use project outside the City's Redevelopment Areas, located along Sullivan Avenue. The project features 280 senior apartments. The developer of Monarch Village is also offering a "pad" for sale which might accommodate a small drug store, grocery store or other retail use. The apartments are currently under construction. Upon completion of the retail portion of the project, it is estimated the project will add 50-100 jobs.

Daly City staff continues to meet with and assist private property owners regarding vacant commercial space and land. Staff cooperated with Serramonte Center to tenant the former Mervyns retail space with a new JCPenney's store. Crunch Fitness filled the vacant former Longs Drugs space, and a new CVS Pharmacy opened during 2011 outside of Serramonte Shopping Center on Serramonte Boulevard. The long vacant former Thrifty/Rite-Aid store at 6212 Mission was also tenanted with Auto Zone. Staff continues to meet with parties interested in the International Mail Center at 2650 Bayshore Boulevard. In addition, staff has worked with an applicant regarding a proposal to build a new Taco Bell at 7255 Mission Street, and has worked with a local entrepreneur to expand his auto repair business at 7298 Mission Street. In total, the aforementioned sites represent the replacement of 400-750 jobs lost by business closures.

Staff has met with and cooperated with two development interests regarding properties along Olympic Way for hotel, shopping center and mixed use development on nearly 10 acres which are available. A conceptual application was submitted for one of these projects - a 92 room

"Boutique Hotel" with banquet facility. There is a potential for 50-300 jobs to be created between the two conceptual proposals.

Finally, the City/Redevelopment Agency has been working for many years in the Bayshore Redevelopment Area to foster the creation of a neighborhood shopping center that includes a grocery store, at a site controlled by the State of California - the north Cow Palace Parking Lot. The City has worked with the Cow Palace Board, State officials, and a number of private interests. As of July 2010, the Cow Palace entered into an "Exclusive Right to Negotiate" with a neighboring land owner for a prospective project, which at this stage is very preliminary and conceptual. Discussions continued during the past year with a supermarket and another national retailer. It is estimated that a new shopping center in the area might add 200-500 jobs or more.

In addition to these business/job creation activities, the City also implemented a Hire Daly City First program in September 2001. The goal of the program is to connect jobs in Daly City with Daly City residents.

b. Daly City Community Service Center

The City established the Daly City Community Service Center in 1974. Since its inception, the Center's goal has been to promote and improve the quality of life for Daly City, Colma, and Broadmoor residents through the provision of quality crisis intervention services, either directly or by referral to the appropriate service provider. The Center seeks to help individuals and families achieve self-sufficiency.

c. CDBG Public Service Subrecipients

The City continued to fund through the CDBG Program a large number of nonprofits and public agencies serving low and moderate income Daly City residents. There were 18 public service activities receiving FY 10-11 CDBG funding. The City does not currently provide direct funding for programs with the specific goal of employment or improving job readiness. However, a few of its CDBG subrecipients provide access and stability to residents that enable them to find employment opportunities.

Several shelters, for example, report that some of their clients have found employment and/or increased their income during their stay. Familly Crossroads indicated that a total of four households they assisted increased their income levels. Of the clients served during FY 10-11, two households got a better paying job/promotion, and two households obtained public benefits/child support. Maple Street Shelter, on the other hand, reported a total of three clients who increased their income levels: one client found employment and two clients were able to obtain public benefits. Spring Street Shelter, meanwhile, conveyed that a total of five clients increased their income levels. Two of the shelter's clients found employment during their stay at the shelter, one client got a promotion or better paying job, and two other clients were able to gain public benefits. In addition, Samaritan House's Safe Harbor Shelter reported that a total of seven Daly City clients increased their incomes levels by finding employment, while CORA's Emergency Shelter for domestic violence victims indicated that four of their Daly City clients increased their incomes by securing employment. Lastly, Service League reported that its two Daly City transitional living facility clients were both able to receive public benefits.

Another subrecipient, Bayshore Child Care Services, requires participants of their program to be employed, enrolled in a training program, or actively looking for work. Bayshore Child Care Services offers subsidized child care that allows parents to continue or seek employment. In general, 13% (or 35) of the households Bayshore Child Care Services served in FY 10-11 were either enrolled in a training program or actively looking for employment. Job seekers have 3 months days to find employment or they are no longer eligible for the low cost child care. Bayshore Child Care Services provides a service that is important in helping low income households with children be able to work. About 59 percent of the households the organization serves are female-headed households.

6. Overcoming Institutional Gaps and Enhancing Institutional Coordination

Below is a description, categorized by institution type, of how the City addressed the issues of overcoming institutional gaps and developed or maintained more effective coordination between public and private institutions. The City's efforts are in accordance with the actions discussed in the FY 2010-11 Action Plan.

a. Local and Regional Governments

Within the City of Daly City itself, there are on-going efforts to streamline the development process. The City's Building and Planning Divisions work together to efficiently and effectively review and approve plans with developers from first contact through completion of construction, avoid duplication of tasks between themselves and other City departments, and enforce the zoning laws.

The City's Housing and Community Development Division (HCD) staff also actively participates in various consortium activities within the County. Daly City is involved in the County Continuum of Care Consortium. The City has representation on the County's Continuum of Care's Steering and Executive Committees. The City also serves on a County Supportive Housing workgroup that brings together nonprofits and local government staff in San Mateo County to advocate and further affordable housing for persons with special needs. The Nonprofit Housing organization (NPH) also has convened a local government working group to facilitate the exchange of ideas and experiences among housing professionals. The City plans to continue participation in this working group as it discusses issues such as inclusionary zoning and the impacts of prevailing wage on the development of affordable housing.

The City collaborates closely with the other jurisdictions in San Mateo County. The City meets regularly with other CDBG entitlement jurisdictions to find ways to streamline processes. This collaboration has resulted in uniform narrative reporting forms, funding sources reports, and a common application. The City also confers with the other participating jurisdictions in the

County to discuss issues relating to the HOME program and confers with the County on the Homelessness Prevention and Rapid Re-Housing Program (HPRP).

b. Nonprofits and Other Public Service Agencies

Concerning affordable housing, the City and its Redevelopment Agency have continued to seek partnerships with experienced nonprofit housing developers and property managers whenever possible. During the past year, the City's partnership with Habitat for Humanity Greater San Francisco saw the completion of two single family residences on the Parkview Clubhouse site and construction of the 36-unit multi-family development at 7555 Mission Street.

The City continues to work with a variety of social service agencies to provide needed services to Daly City residents. Each year, the CDBG funding cycle sets aside funds for public service providers, which are either nonprofits or governmental entities. These organizations offer a diversity of services to Daly City residents from mental health counseling to transitional housing to child care for low-income families.

In addition, the City collaborates with over 60 agencies and institutions through the Daly City Peninsula Partnership Collaborative (DCPPC). DCPPC was formed in 1995 to promote and facilitate collaborative efforts to ensure that all members of the Daly City community have access to the health, education, and social services they need to be successful in both school and life. The City also is a member of NPH, a nonprofit housing association. Through NPH, the City is able to network with and learn from other jurisdictions on how they remove barriers to affordable housing.

c. Private Sector

Developers are primary private sector forces that generate housing opportunities. The City continues to encourage private developers to develop projects with housing, particularly affordable housing. In October 2007, the City adopted a city-wide inclusionary housing ordinance that makes it mandatory for developers to provide housing that is affordable. The ordinance does not apply to redevelopment areas because there are already ordinances in place in these areas. The ordinance requires a certain percentage of inclusionary units depending on the targeted income levels and tenure of the project. The current economic climate has slowed down development nationally, and Daly City has not been an exception. There have been no affordable units built yet as a result of the inclusionary housing ordinance.

d. Foundations

The City continues to encourage housing and public service organizations to access local foundations as alternative funding sources. In its annual CDBG application cycle, the City uses "diversity of funding sources" as a scoring criteria in order to promote leveraging of the City's CDBG dollars with other funding sources like private foundations or corporate givers.

e. Local Citizens

As required under Consolidated Plan regulations, the City has established a Citizen Participation Plan to keep the public informed about the City's HUD-funded activities and to solicit public comments on them. The public is informed about the Consolidated Plan through the City's website, public noticing in the newspaper, public meetings, announcements on the local cable channel, and postings at local libraries, the Daly City Community Service Center and City Hall. The City is currently evaluating how to improve its public notification methods to increase public involvement consistent with its Citizen Participation Plan.

7. Improve Public Housing and Resident Initiatives

The San Mateo County Housing Authority has oversight over the public housing throughout the County, including Daly City. Daly City contains only one public housing complex, Midway Village, which has 150 rental units. The City continues to support any efforts by the County Housing Authority to make appropriate improvements to Midway Village.

8. Ensure Compliance with Program and Comprehensive Planning Requirements

The City ensures that all CDBG-funded projects and programs comply with CDBG requirements and when applicable, comprehensive planning requirements. The City regularly monitors CDBG subrecipients for compliance with program regulations and requires monthly or quarterly reports. In FY 10-11, City staff met with six subrecipients to ensure compliance and answer any questions regarding the CDBG program. City staff has also taken advantage of the several HUD trainings offered during the program year to better guide and inform CDBG and HOME administration.

E. LEVERAGING RESOURCES

The effective use of CDBG or HOME funds in leveraging other resources is a significant criterion in evaluating program applications. Programs funded with CDBG funds are evaluated annually on the basis of the extent to which other funding resources are utilized in meeting program expenses. Applicants are informed, both in the application package and at workshops, that a diversity of funding sources will be among the selection criteria used for funding new or continuing projects. For example, Rebuilding Together Peninsula, which provides home rehab services in Daly City, receives funding from multiple cities throughout San Mateo County, state/local funds, corporate/foundation grants as well as in-kind donations of labor and materials. In FY 10-11, Daly City's housing and pubic service subrecipients were able to leverage an additional $8.9 million to fund their programs. This includes approximately $1.8 million in private funds.

F. SUMMARY OF CITIZEN COMMENTS

The public comment period for the CAPER went from September 11, 2011 through September 26, 2011 and was noticed in the local paper *The Examiner*. [To be completed following end of public comment period]

As specified in the City's Citizen Participation Plan, the City provides for public input on its Action Plan throughout the program year. A public hearing on housing and community development needs takes place in December, and a public hearing on the proposed One-Year Action Plan is held in April. This year, the needs hearing was held on December 13, 2010 and the public hearing on the Action Plan was held on April 25, 2011. Both hearings are publicly noticed in the local paper, and are posted on the City's website and the City's Cable Access channel. Public hearing notices are also posted at City Hall, the City libraries and the Daly City Community Service Center. At these sites, notices are also posted in other languages (Chinese, Tagalog, and Spanish) regarding upcoming Action Plans. The City also offers oral interpretation services for those limited English proficient persons who have questions regarding hearings and/or who have difficulty understanding the notices.

G. CERTIFICATIONS

1. Pursuit of Resources

Daly City was successful in its pursuit of resources to implement its 2010-11 One Year Action Plan. The City received its annual CDBG and HOME allocations to carry out economic development, housing, capital improvement, and public service activities. Also, several of the CDBG-funded public service providers leveraged their CDBG funds with private (i.e., foundation grants) and public (e.g., federal grants from the County or nearby cities) funds from non-Daly City resources.

2. Provision of Certificates of Consistency for HUD Programs

The City approved a Certificate of Consistency for HUD Programs for Project Sentinel's joint grant application to HUD's Fair Housing Initiatives Program. Project Sentinel is a nonprofit CDBG subrecipient.

3. Hindering of Consolidated Plan Implementation

Daly City has not hindered through its actions, or willful inactions, the implementation of its Consolidated and annual Action Plans. During the beginning of each CDBG fiscal year, the City Council must review and approve all CDBG-funded projects. The City Council approved the implementation of the FY 2010-11 One Year Action Plan in April 2010.

H. COMPLIANCE WITH NATIONAL OBJECTIVES

Daly City has complied with the CDBG National Objectives and the CDBG 70% low to moderate income benefit threshold [see Part III of Appendix E, "CDBG Financial Summary"] in implementing its FY 2010-11 One Year Action Plan.

I. COMPLIANCE WITH DISPLACEMENT PROCEDURES

It is the intention of the City, to the greatest extent possible, to avoid displacing residents or businesses on account of any City-sponsored program or activity. During FY 09-10, the City provided relocation assistance to Hertz Rental Car which had operated a business on the site of Habitat for Humanity's proposed 36-unit affordable ownership housing development at 7555 Mission Street. With respect to the relocation of Hertz, the City's displacement procedures met HUD requirements regarding the displacement of businesses. The City is still awaiting a final invoice from Hertz related to its relocation from the 7555 Mission Street site.

J. ACTIONS TO MEET LOW/MODERATE INCOME JOBS AND LIMITED CLIENTELE REQUIREMENTS

1. Low/Mod Jobs Requirement

The Enterprise Center works with the Job Training and Economic Development Division of San Mateo County to obtain referrals of qualified low and moderate income applicants for job openings. Enterprise Center clients are also encouraged to use other Bay Area employment sources for other referrals to place a low to moderate income person in a job opening.

2. Limited Clientele Eligibility Requirements

Most of Daly City's subrecipients have a formal intake process in order to meet the limited clientele eligibility requirements. For those activities without a formal intake process, the subrecipients are assumed to serve at least 51% low to moderate income persons because of the nature of the activities. The nature and intent of the North Peninsula Food Pantry and Dining Center of Daly City is to provide meals to the neediest of families and individuals. The meal site clients tend to be homeless and most of them prefer to remain anonymous and do not want to be documented. Therefore, a formal intake process is inappropriate and counterproductive for the hot meal site. In addition, the senior clients of Ombudsman Services, an agency which provides advocacy services to those living in long-term care facilities, are considered a presumptive benefit group. The few residents of the long-term care facilities who are not seniors are Medi-Cal recipients and are considered to be temporarily disabled during their stay in the facility. As residents of the long-term care facilities are either seniors and/or disabled, Ombudsman Services classifies its clients as falling within a presumed benefit group and therefore, does not income certify each individual client of a case investigation.

K. ACTIVITIES GENERATING PROGRAM INCOME

One activity funded through the CDBG program generates program income. The City's Residential Rehabilitation Program makes available low and deferred interest loans to low/moderate income homeowners and multifamily building owners in the City. Income received from loan payments is the source of program income for this activity. The Residential Rehabilitation Program received a total of $58,289.97 in program income for FY 10-11. The City also received $15,773.65 in loan repayments from HIP Housing for its acquisition and rehab of an affordable rental building at 1293 Hillside Boulevard in Daly City [See notes to Appendix E]. In addition, the City also received program income for the HOME program in FY 10-11 totaling $2,713.75 based on a loan repayment from Hillcrest Senior Housing for the Hillcrest Gardens project.

L. STATUS OF NEIGHBORHOOD REVITALIZATION STRATEGY AREAS

This issue is not applicable to Daly City, which has no HUD-approved Neighborhood Revitalization Strategy Areas.

M. HOME PROGRAM MARKETING EFFORTS

1. Description of the City's Affirmative Marketing Actions

In FY 10-11, the City worked with Habitat for Humanity Greater San Francisco in formulating its marketing plan for 7555 Mision Street. The City had wanted to provide a live/work preference to Daly City residents for the thirty-six units, but discussions with HUD-FHEO indicated that this would not be appropriate given Daly City's population demographics. The number of units with Daly City live/work preference has been reduced, with a live/work preference extended to San Mateo County residents. In negotiating the preferences with HUD-FHEO, it was decided that the group least likely to apply for the project and therefore targeted for affirmative marketing were Whites. Historically, affirmative marketing has been generally associated with marketing to people of color. In this case, the challenge was how to affirmatively market to the majority.

Habitat for Humanity mailed information about the project to churches, schools, neighborhood associations and community organizations. In addition, as part of its affirmative marketing effort, Habitat for Humanity conducted targeted outreach to Presbyterian, Episcopalian and Methodist churches throughout the County.

2. Assessment of Outreach Efforts to MBE/WBEs

In FY 10-11, the City encouraged outreach efforts to MBE/WBEs in its contracts for HOME projects. In completing form HUD-2516, a report of HUD Contract and Subcontract Activity, the City is able to track the number and dollar amounts of participation by minority and women-owned businesses. Results of the report suggest that the City explore successful outreach efforts undertaken by other jurisdictions in San Mateo County. As most of the City's HOME funds are used for construction, the City will look into compiling a list of construction-related MBE/WBE enterprises to pass along to developers for future HOME-assisted projects.

City outreach efforts shall include:

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

PART V SELF-EVALUATION

A. ONE YEAR ACTION PLAN EVALUATION

The City allocated CDBG funds during FY 10-11 to a wide range of housing and community development needs in accordance with the Five Year Plan, and consequently, the One Year Action Plan. The evaluation of the One Year Action Plan will cover the following issues: substantial amendments and minor revisions, impact on identified needs, and timely expenditure of CDBG funds.

1. Substantial Amendments and Minor Revisions

There were no substantial amendments or minor revisions to FY 2010-11 HUD One Year Action Plan. However, during the course of the year, the City made two substantial amendments to the FY 2008-09 One Year Action Plan regarding the use of Recovery Act funds. One amendment included the reallocation of $130,000 of CDBG-R funds to be used towards the construction of sidewalk curb ramps throughout the city. The funds had initially been allocated towards site preparation activities at the 36-unit affordable housing development project at 7555 Mission Street. As site preparation activities progressed, however, it became clear that the City would not expend all of its CDBG-R funds on the proposed activities due to lower than anticipated costs. The City therefore reprogrammed the remaining balance of $130,000 toward the construction of sidewalk curb ramps to improve accessibility within the city. The City also amended its FY 2008-09 Action Plan with regards to the use of Homelessness Prevention and Rapid Re-Housing (HPRP) funds. The City had previously awarded Shelter Network a subgrantee contract to implement the HPRP program. The initial HPRP budget was based on City staff's best estimate of community needs. As Shelter Network began implementing the HPRP program, however, it found that it was able to serve far more Homelessness Prevention clients (those at risk of homelessness) than Rapid Re-housing clients (those already homeless). The City therefore amended the budget of Shelter Network's contract to reflect the greater need for homelessness prevention funds than what was previously estimated.

2. Impact on Identified Needs in the Action Plan

Below is an assessment of CDBG's impact on identified needs for housing, capital improvements, economic development, and public services during FY 10-11. Overall, Daly City's CDBG funds continue to be used effectively on the wide range of housing and community development needs found under its One Year Action Plan.

a. Housing

Please refer to Part III.C, "Assessment of One Year Action Plan" on Page 7 and Part IV.B, "Evaluation of Progress in Providing Affordable Housing" on Page 22 for a more in-depth discussion on the City's housing activities and accomplishments in FY 10-11.

b. Economic Development

During this fiscal year, the Enterprise Center (EC) provided a variety of services, including technical assistance, to microenterprises and small businesses. The EC, operating without a full-time Coordinator, provided assistance through the efforts of a coordinating consultant and full-time administrative assistant. Please refer to Part

III.C.2 on page 12 and Part IV.D.5.a on page 31 for further information on the City's economic development activities.

c. Capital Improvements

Construction of the Bayshore Community Center was completed in FY 05-06, with the grand opening of the Center on February 18, 2006. The City continues to make payments on the Section 108 loan for this project. The City's Housing and Community Development Division and Public Works Department work closely together to ensure that capital projects meet national objectives and comply with CDBG regulations such as Davis-Bacon.

d. Public Services

The demand by public service providers for CDBG funding remained high in FY 10-11. The City received 23 public service applications and awarded funds for 18 projects. With the large number of applicants and grantees in the last several years, the City has had no problem using its CDBG funds towards worthy projects. More importantly, CDBG subrecipients have been generally successful in meeting the public service performance measures in the City's One Year Action Plan. During FY 10-11, most CDBG subrecipients met or exceeded the goals set forth for their programs in the FY 10-11 Action Plan. Public services are monitored on site by City staff about every two or three years to ensure compliance with CDBG regulations and to discuss constraints and opportunities facing each organization. The variety of public services addressed in the Action Plan include services such as those for persons with mental illnesses, victims of domestic violence, at-risk youth, the homeless, seniors living in long-term care facilities, low-income families needing childcare, and persons with physical disabilities.

3. Timing of CDBG Expenditures

Daly City's actual CDBG expenditures are consistent and on track with Letter of Credit (LOC) disbursement. The City's timeliness expenditure ratio (i.e., LOC balance to CDBG entitlement award) for FY 10-11 met HUD's maximum ratio limit of 1.5.

The City will continue to expend its CDBG funds in a timely manner, while meeting the priorities and goals established in the Consolidated Plan. The City will work to avoid delays to capital improvement projects as much as possible and to make sure that there are adequate marketing and outreach efforts on behalf of its community development programs.

4. Performance Measurements

Daly City participated in the various webcasts and local meetings to discuss HUD's performance measurement requirements. The City recognizes that such a system helps to assess program productivity and impact, as outlined in the HUD notice CPD-03-09. Daly City has formulated outcomes for it economic development activities, particularly the activities of the Enterprise Center, and the City has identified objectives and outcomes for its various housing and community development activities.

APPENDIX A

Five Year HUD Consolidated Plan

Accomplishment Summary

APPENDIX B

Summary of Consolidated Plan Projects for Plan Year 2010

(from IDIS, PR06)

APPENDIX C

Summary of Community Development Accomplishments Report

(from IDIS, PR23)

APPENDIX D

Activity Summary Report

(from IDIS, PR03)

APPENDIX E

Financial Summary

(from IDIS, PR26)

APPENDIX F

CDBG Performance Measures Report

(from IDIS, PR83)

APPENDIX G

HOME Housing Performance Report

(from IDIS, PR85)

APPENDIX H

HOME Match Report

APPENDIX I

HOME Annual Performance Report

APPENDIX J

AFFIDAVIT OF PUBLICATION

CITY OF DALY CITY

CHECK REGISTERS

FOR THE MONTH OF AUGUST 2011

HANDWRITTEN CHECKS	-	#13068 TO #13072
CANCELLED CHECK	-	#13069
VOID CHECK	-	NONE

08/15/11

CHECKS ISSUED	-	#306526 TO #306967
CANCELLED CHECK	-	NONE
VOID CHECK	-	NONE

08/29/11 GARNISHMENTS

CHECKS ISSUED	-	#306968 TO #306976
CANCELLED CHECK	-	NONE
VOID CHECK	-	NONE

8/31/11

CHECKS ISSUED	-	#306977 TO #307326
CANCELLED CHECK	-	NONE
VOID CHECK	-	NONE

AUDITED ______________________ FINANCE DIRECTOR

APPROVED ______________________ CITY MANAGER

APPROVED ______________________ FINANCE COMMITTEE

APPROVED ______________________ FINANCE COMMITTEE

City of Daly City 09/01/11 VOID, TYPED & REVERSED A/P CHECK REGISTER Page 1
THU, SEP 01, 2011, 10:11 AM --req: MGC-------leg: GL JL--loc: ONSITE----job: 528121 #J593----prog: BK200 <1.32>--report id: CKREG---

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~~AP00013069~~	~~34861R~~	~~KIMBALL, ROSINA~~	~~08/31/11~~	~~110.00~~	~~HW~~	~~TR~~		~~Hand Written~~
AP00013070	44741	MCLEAN, LILIANA	08/31/11	144.00	HW	TR		Hand Written
AP00013071	45556	RESIDENTIAL REHAB LOAN	08/31/11	8,451.00	HW	TR		Hand Written
AP00013072	1200	ALLIED SERVICES OF NOR	08/31/11	1,006,630.34	HW	TR		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	1,016,324.34	Number of Checks Processed:	5
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
G R A N D T O T A L	1,016,324.34		

LESS CANCELLED CHECK:

AP00013069 34861R KIMBALL, ROSINA 08/31/11 (110.00)

1,016,214.34

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AP00306527	30267	A & D UNLIMITED	08/15/11	122.43	MW	OH		
AP00306528	15222	ACTION SPORTS	08/15/11	2,957.77	MW	OH		
AP00306529	45291	ADVANCED BUSINESS FORMS	08/15/11	5,147.25	MW	OH		
AP00306530	13854	AECO SYSTEMS INC	08/15/11	1,114.22	MW	OH		
AP00306531	43968PP	AECO SYSTEMS INC	08/15/11	360.00	MW	OH		
AP00306532	45817R	AGNO, MALVIN	08/15/11	250.00	MW	OH		
AP00306533	29880	AIRGAS NCN	08/15/11	288.58	MW	OH		
AP00306534	14004	ALERT PEST CONTROL COMPANY IN	08/15/11	288.75	MW	OH		
AP00306535	1025	ALHAMBRA AND SIERRA SPRINGS	08/15/11	232.60	MW	OH		
AP00306536	38811A	ALL COVERED INC	08/15/11	3,198.39	MW	OH		
AP00306537	36102R	ALL FOUR SEASONS ROOFING	08/15/11	300.00	MW	OH		
AP00306538	37826	ALLEGRA PRINT AND IMAGING	08/15/11	1,995.41	MW	OH		
AP00306539	18401	ALLIED ELECTRONICS INC	08/15/11	241.96	MW	OH		
AP00306540	22544	ALLSTAR FIRE EQUIPMENT INC	08/15/11	11,106.67	MW	OH		
AP00306541	37116	ALPHA ANALYTICAL LABORATORIES	08/15/11	6,547.10	MW	OH		
AP00306542	45818R	ALVARENGA, LISSETTE	08/15/11	400.00	MW	OH		
AP00306543	40755	AMAZON	08/15/11	138.57	MW	OH		
AP00306544	45819R	AMERICAN DESIGN & BUILD	08/15/11	480.00	MW	OH		
AP00306545	1733	AMERICAN EXPRESS	08/15/11	184.47	MW	OH		
AP00306546	38846	AMERICAN MESSAGING	08/15/11	42.18	MW	OH		
AP00306547	27427	AMERICAN TEXTILE & SUPPLY INC	08/15/11	527.72	MW	OH		
AP00306548	14988	AMERICAN TOWER CORPORATION	08/15/11	5,659.68	MW	OH		
AP00306549	23649	AMERICAN TRUCK & TRAILER BODY	08/15/11	270.63	MW	OH		
AP00306550	35696	AMERIPRIDE UNIFORM SERVICES	08/15/11	729.27	MW	OH		

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AP00306553	2914	APPLIED INDUSTRIAL	08/15/11	221.72	MW	OH		
AP00306554	1259	ARAMARK UNIFORM SERVICES INC	08/15/11	208.24	MW	OH		
AP00306555	15882	ARMSTRONG, PATRICIA	08/15/11	1,027.34	MW	OH		
AP00306556	42947PP	ARROWHEAD	08/15/11	33.96	MW	OH		
AP00306557	8426	ARROWHEAD	08/15/11	27.04	MW	OH		
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AP00306559	42948PP	AT&T MOBILITY	08/15/11	404.24	MW	OH		
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AP00306561	32577	AT&T	08/15/11	177.51	MW	OH		
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AP00306563	44649	ATLAS COPCO COMPRESSORS LLC	08/15/11	4,155.24	MW	OH		
AP00306564	15448	AUDIOGO	08/15/11	282.61	MW	OH		
AP00306565	37901	AUDREY MAGAZINE	08/15/11	10.00	MW	OH		
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AP00306570	45845R	BAO, TE	08/15/11	26,872.00	MW	OH		
AP00306571	45820R	BATU, MARIA CYNTHIA	08/15/11	250.00	MW	OH		
AP00306572	45849R	BAUTISTA, BEN T	08/15/11	250.00	MW	OH		
AP00306573	19892	BAY AREA PAVING COMPANY INC	08/15/11	2,942.00	MW	OH		
AP00306574	36580	BAY CITY SCREW & BOLT CO	08/15/11	130.55	MW	OH		
AP00306575	44818	BAZDARICH, MARLENE	08/15/11	50.00	MW	OH		

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AP00306578	6749	BEN MEADOWS	08/15/11	746.93	MW	OH		
AP00306579	38375LAW	BEST BEST & KRIEGER LLP	08/15/11	1,895.40	MW	OH		
AP00306580	35853	BIANCHI TRAFFIC SAFETY SERVIC	08/15/11	300.00	MW	OH		
AP00306581	19200	BIRITE FOODSERVICE DISTRIBUTO	08/15/11	4,240.09	MW	OH		
AP00306582	39595PP	BLUE SHIELD OF CA LIFE AND HE	08/15/11	258.15	MW	OH		
AP00306583	32674PP	BOHM, KELLY	08/15/11	99.90	MW	OH		
AP00306584	24551	BOOK WHOLESALERS INC	08/15/11	442.68	MW	OH		
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AP00306586	33239	BOUND TREE MEDICAL LLC	08/15/11	579.07	MW	OH		
AP00306587	17928	BRESNAHAN, FRANCIS	08/15/11	16,500.95	MW	OH		
AP00306588	21300	BRISBANE RECYCLING CO INC	08/15/11	480.00	MW	OH		
AP00306589	27339	BROADMOOR POLICE DEPARTMENT	08/15/11	927.36	MW	OH		
AP00306590	39468	BROADMOOR TOW LLC	08/15/11	180.00	MW	OH		
AP00306591	1059	BRODART CO	08/15/11	68.37	MW	OH		
AP00306592	G-VASQUEZ	BRONITSKY, TRUSTEE MARTHA G	08/15/11	323.07	MW	OH		
AP00306593	3064	BROWN & CALDWELL INC	08/15/11	9,832.61	MW	OH		
AP00306594	37718	BUCKLES SMITH ELECTRIC	08/15/11	557.08	MW	OH		
AP00306595	G-SARTE2	BURCHARD, TRUSTEE DAVID	08/15/11	475.38	MW	OH		
AP00306596	33941	C & A BROWN COMPANY	08/15/11	421.94	MW	OH		
AP00306597	2396	C M AMOS PRINTING COMPANY	08/15/11	91.47	MW	OH		
AP00306598	26873	CALIFORNIA ASSOCIATION FOR LO	08/15/11	670.00	MW	OH		
AP00306599	23899	CALIFORNIA CONTRACTORS SUPPLI	08/15/11	344.11	MW	OH		
AP00306600	23173	CALIFORNIA DIESEL AND POWER	08/15/11	2,049.02	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306601	41214	CALIFORNIA PUBLIC EMPLOYEES R	08/15/11	600.00	MW	OH		
AP00306602	1196	CALIFORNIA WATER SERVICE COMP	08/15/11	244.87	MW	OH		
AP00306603	43451R	CAMPOS, CLAUDIA	08/15/11	800.00	MW	OH		
AP00306604	45822R	CAPACILLO, CYNTHIA	08/15/11	250.00	MW	OH		
AP00306605	45800R	CARDOZA, JOSE M	08/15/11	74.00	MW	OH		
AP00306606	20535	CAROLLO ENGINEERS	08/15/11	170,342.51	MW	OH		
AP00306607	45692	CATALOG MARKETPLACE INC	08/15/11	2,881.80	MW	OH		
AP00306608	21252	CC AND SONS JANITORIAL SERVIC	08/15/11	1,300.00	MW	OH		
AP00306609	42171	CC CLASSIC STEPPERS	08/15/11	172.00	MW	OH		
AP00306610	28636	CDW GOVERNMENT INC	08/15/11	8,822.28	MW	OH		
AP00306611	42277	CEL ANALYTICAL INC	08/15/11	546.00	MW	OH		
AP00306612	24769	CENTER POINT LARGE PRINT	08/15/11	43.49	MW	OH		
AP00306613	44089	CENTRAL COAST GANG INVESTIGAT	08/15/11	100.00	MW	OH		
AP00306614	27643	CENTRAL CONCRETE SUPPLY CO IN	08/15/11	699.71	MW	OH		
AP00306615	10299JPA	CENTRAL COUNTY FIRE AUTHORITY	08/15/11	14,813.00	MW	OH		
AP00306616	31956	CENTRAL VALLEY BUSINESS FORMS	08/15/11	976.81	MW	OH		
AP00306617	1882	CH BULL COMPANY	08/15/11	12,932.70	MW	OH		
AP00306618	27515R	CHHIPWADIA, BHARAT	08/15/11	98.00	MW	OH		
AP00306619	36726R	CHIN, KAAN	08/15/11	192.80	MW	OH		
AP00306620	45801R	CHIN, LINDA	08/15/11	32.00	MW	OH		
AP00306621	14883	CHRISP COMPANY INC	08/15/11	14,200.20	MW	OH		
AP00306622	3678	CINTAS CORPORATION #464	08/15/11	1,014.71	MW	OH		
AP00306623	40796	CINTAS DOCUMENT MANAGEMENT	08/15/11	115.90	MW	OH		
AP00306624	14786	CIR	08/15/11	995.00	MW	OH		
AP00306625	6649JPA	CITY OF BRISBANE	08/15/11	2,692.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306626	25602	CITY OF DALY CITY	08/15/11	1,838.86	MW	OH		
AP00306627	43155JPA	CITY OF DALY CITY	08/15/11	10,846.00	MW	OH		
AP00306628	5342JPA	CITY OF FOSTER CITY	08/15/11	4,675.00	MW	OH		
AP00306629	4305JPA	CITY OF MILLBRAE	08/15/11	4,486.00	MW	OH		
AP00306630	6034JPA	CITY OF PACIFICA	08/15/11	5,523.00	MW	OH		
AP00306631	6579JPA	CITY OF REDWOOD CITY	08/15/11	8,071.00	MW	OH		
AP00306632	20562JPA	CITY OF SAN BRUNO	08/15/11	2,818.00	MW	OH		
AP00306633	25816JPA	CITY OF SAN MATEO	08/15/11	11,881.00	MW	OH		
AP00306634	24868	CLARK SECURITY PRODUCTS INC	08/15/11	2,362.17	MW	OH		
AP00306635	26644	CLEANSOURCE INC	08/15/11	9,750.00	MW	OH		
AP00306636	31162	CLINE & DUPLISSEA	08/15/11	3,622.21	MW	OH		
AP00306637	22146	COAST OIL COMPANY INC	08/15/11	32,947.02	MW	OH		
AP00306638	38790	COASTSIDE FIRE PROTECTION	08/15/11	2,369.10	MW	OH		
AP00306639	35594	COLLETTE VACATIONS	08/15/11	2,490.00	MW	OH		
AP00306640	25819JPA	COLMA FIRE PROTECTION DISTRIC	08/15/11	2,355.00	MW	OH		
AP00306641	34153	COMCAST	08/15/11	57.42	MW	OH		
AP00306642	40882RJPA	COMER, SHERYL	08/15/11	10.33	MW	OH		
AP00306643	40135PP	COMMUNITY ACCESS TICKET SERVI	08/15/11	300.00	MW	OH		
AP00306644	12578	COMPLETE LINEN SERVICE INC	08/15/11	79.68	MW	OH		
AP00306645	21255	COMPLETE SAFETY WEAR INC	08/15/11	154.57	MW	OH		
AP00306646	30976	CONNEY SAFETY PRODUCTS	08/15/11	166.10	MW	OH		
AP00306647	45582	CONTE, ANNAMARIA	08/15/11	177.00	MW	OH		
AP00306648	2599	CONTINUING EDUCATION OF THE B	08/15/11	320.79	MW	OH		
AP00306649	23500PP	CORDINI, DIANE	08/15/11	90.00	MW	OH		
AP00306650	14930	COUNTY OF SAN MATEO	08/15/11	5,843.58	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306651	23257	COUNTY OF SAN MATEO	08/15/11	28,939.00	MW	OH		
AP00306652	43157JPA	COUNTY OF SAN MATEO	08/15/11	1,117.00	MW	OH		
AP00306653	25363	CREATIVE INTERCONNECT TELEMAN	08/15/11	377.93	MW	OH		
AP00306654	42971JPA	CREATIVE INTERCONNECT TELEMAN	08/15/11	4,070.31	MW	OH		
AP00306655	42324	CRIME SCENE CLEANERS INC	08/15/11	180.00	MW	OH		
AP00306656	24226REN	CULLIGAN MANAGEMENT COMPANY I	08/15/11	3,566.00	MW	OH		
AP00306657	25580	CWEA-MEMBERSHIP	08/15/11	924.00	MW	OH		
AP00306658	28656R	DABI, JUAN T	08/15/11	250.00	MW	OH		
AP00306659	1836	DAILY JOURNAL CORPORATION	08/15/11	576.21	MW	OH		
AP00306660	2285	DALY CITY COLMA CHAMBER OF CO	08/15/11	4,217.42	MW	OH		
AP00306661	1793	DALY CITY TOOL MART	08/15/11	92.01	MW	OH		
AP00306662	45796	DAN IONESCU ARCHITECTS & PLAN	08/15/11	4,440.00	MW	OH		
AP00306663	42706	DASH MEDICAL GLOVES INC	08/15/11	336.12	MW	OH		
AP00306664	2159	DEBONO, GEORGE	08/15/11	160.00	MW	OH		
AP00306665	21676	DELL MARKETING LP	08/15/11	1,113.01	MW	OH		
AP00306666	29996	DELL MARKETING LP	08/15/11	861.73	MW	OH		
AP00306667	1817	DELTA DENTAL PLAN OF CALIFORN	08/15/11	52,273.68	MW	OH		
AP00306668	1510	DEMCO SUPPLY INC	08/15/11	509.96	MW	OH		
AP00306669	40212	DEPARTMENT OF INDUSTRIAL RELA	08/15/11	125.00	MW	OH		
AP00306670	1299	DEPARTMENT OF JUSTICE	08/15/11	670.00	MW	OH		
AP00306671	20552	DEWEY PEST CONTROL INC	08/15/11	43,200.00	MW	OH		
AP00306672	42371	DIAL GLASS AND WINDOW COMPANY	08/15/11	200.00	MW	OH		
AP00306673	43148PP	DISCOUNT SCHOOL SUPPLY	08/15/11	86.87	MW	OH		
AP00306674	9643	DONATI, ROBERT	08/15/11	600.00	MW	OH		
AP00306675	44986	DOWLING ASSOCIATES INC	08/15/11	2,493.90	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306676	22126	DUDLEY PERKINS CO	08/15/11	573.52	MW	OH		
AP00306677	36139	E L V BINGO SUPPLIES	08/15/11	542.34	MW	OH		
AP00306678	41587	EBI AGGREGATES	08/15/11	878.77	MW	OH		
AP00306679	35025	EBW BUILDERS INC	08/15/11	720.00	MW	OH		
AP00306680	45802	ELECTRIC TIME	08/15/11	309.00	MW	OH		
AP00306681	40007	EMLAB P&K LLC	08/15/11	1,523.00	MW	OH		
AP00306682	45731	emTRAIN	08/15/11	2,871.00	MW	OH		
AP00306683	28484R	ENRIQUEZ, CECILIA	08/15/11	531.33	MW	OH		
AP00306684	40353	ENTERSECT CORPORATION	08/15/11	57.50	MW	OH		
AP00306685	45559	ENVIROSIGHT LLC	08/15/11	376.06	MW	OH		
AP00306686	17186	EOA INC	08/15/11	9,789.78	MW	OH		
AP00306687	45823R	ESCALANTE, ALFONSO	08/15/11	108.00	MW	OH		
AP00306688	25349R	ESTATE OF CHARLENE MARTIN	08/15/11	15,792.03	MW	OH		
AP00306689	2523	ESTATE OF CLARENCE MOBLEY	08/15/11	240.00	MW	OH		
AP00306690	26327	EWING IRRIGATION PRODUCTS INC	08/15/11	51.78	MW	OH		
AP00306691	7839R	EXCELSIOR ROOFING COMPANY INC	08/15/11	300.00	MW	OH		
AP00306692	33919R	EXPERT ROOTER & PLUMBING	08/15/11	250.00	MW	OH		
AP00306693	42544	FARMER BROTHERS COFFEE	08/15/11	781.88	MW	OH		
AP00306694	26375	FEINBERG, JEANETTE	08/15/11	232.50	MW	OH		
AP00306695	39599	FIRE TRUCK HEADQUARTERS	08/15/11	210.86	MW	OH		
AP00306696	19787	FIRST CHOICE SERVICES	08/15/11	173.63	MW	OH		
AP00306697	11544	FIRST NATIONAL BANK OF NO CA	08/15/11	5,038.79	MW	OH		
AP00306698	17187	FLINT TRADING INC	08/15/11	6,617.86	MW	OH		
AP00306699	38987	FORENSIC ANALYTICAL LABORATOR	08/15/11	2,514.80	MW	OH		
AP00306700	G-CLINE3	FRANCHISE TAX BOARD	08/15/11	391.24	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306701	G-MANSFIELD	FRANCHISE TAX BOARD	08/15/11	227.23	MW	OH		
AP00306702	G-SCOTT	FRANCHISE TAX BOARD	08/15/11	37.50	MW	OH		
AP00306703	G-WHEELER3	FRANCHISE TAX BOARD	08/15/11	100.00	MW	OH		
AP00306704	40202R	FREUTEL ROOFING INC	08/15/11	600.00	MW	OH		
AP00306705	37719	FULL SOURCE	08/15/11	169.78	MW	OH		
AP00306706	45824R	FULLER, DOUGLAS	08/15/11	250.00	MW	OH		
AP00306707	23110	GADDIS INCORPORATED	08/15/11	1,074.30	MW	OH		
AP00306708	1467	GALE	08/15/11	145.31	MW	OH		
AP00306709	29104	GALLADE CHEMICAL INC	08/15/11	337.74	MW	OH		
AP00306710	22940	GARDINI ELECTRIC CO INC	08/15/11	130.00	MW	OH		
AP00306711	44820	GARLASA, ELLISON	08/15/11	297.90	MW	OH		
AP00306712	4634MED	GARY M OLSON PHD	08/15/11	300.00	MW	OH		
AP00306713	1164	GAYLORD BROTHERS INC	08/15/11	136.99	MW	OH		
AP00306714	5002	GHILOTTI BROS INC	08/15/11	250,806.87	MW	OH		
AP00306715	44821	GOMEZ, E. REGINA	08/15/11	18.00	MW	OH		
AP00306716	31925	GOVCONNECTION INC	08/15/11	4,089.59	MW	OH		
AP00306717	1754	GRAINGER INC	08/15/11	3,947.41	MW	OH		
AP00306718	45825	GRASS VALLEY TURF COMPANY	08/15/11	1,118.00	MW	OH		
AP00306719	22404	GREGS TRUCKING SERVICE INC	08/15/11	1,798.80	MW	OH		
AP00306720	32458	GRESSCO LTD	08/15/11	245.00	MW	OH		
AP00306721	3327	GRIGGS, DONALD	08/15/11	842.49	MW	OH		
AP00306722	30894	GRM	08/15/11	361.66	MW	OH		
AP00306723	3097	GROENIGER AND COMPANY	08/15/11	2,327.38	MW	OH		
AP00306724	45826R	GUILLEN, ERNESTO	08/15/11	250.00	MW	OH		
AP00306725	45827R	GUINTU, ROSALIA	08/15/11	175.00	MW	OH		

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AP00306726	45803R	GUNN, MARY LOU	08/15/11	184.85	MW	OH		
AP00306727	45848A	GUNNINK, GAIL	08/15/11	5,000.00	MW	OH		
AP00306728	2223	HACH COMPANY	08/15/11	4,572.80	MW	OH		
AP00306729	39787PP	HAND IN HAND PARENTING	08/15/11	1,150.00	MW	OH		
AP00306730	32140R	HANSEN, DIANA	08/15/11	100.00	MW	OH		
AP00306731	12996ALAW	HANSON BRIDGETT LLP	08/15/11	2,605.75	MW	OH		
AP00306732	45197	HANVEY, BECKY	08/15/11	147.00	MW	OH		
AP00306733	34088	HANVEY, RAYMOND J	08/15/11	545.70	MW	OH		
AP00306734	3702	HARRINGTON INDUSTRIAL PLASTIC	08/15/11	936.82	MW	OH		
AP00306735	9049	HI TECH E V S INC CRIMSON FIR	08/15/11	395.40	MW	OH		
AP00306736	45829R	HILLCREST GARDENS	08/15/11	68.00	MW	OH		
AP00306737	4011	HILTI INC	08/15/11	1,536.90	MW	OH		
AP00306738	42234RPP	HOOKS, LAVOIS	08/15/11	1,082.06	MW	OH		
AP00306739	42455RPP	HOOKS, LAVOIS	08/15/11	925.18	MW	OH		
AP00306740	37212R	HORST, SUSAN	08/15/11	831.60	MW	OH		
AP00306741	8332R	HORST, SUSAN	08/15/11	272.94	MW	OH		
AP00306742	2665	HSQ TECHNOLOGY	08/15/11	570.00	MW	OH		
AP00306743	45804R	IBISATE, MAMERTO	08/15/11	100.00	MW	OH		
AP00306744	35506	IBM	08/15/11	4,591.04	MW	OH		
AP00306745	12438	ICMA	08/15/11	119.00	MW	OH		
AP00306746	37457	IDEXX DISTRIBUTION INC	08/15/11	1,074.81	MW	OH		
AP00306747	45828R	IMUS, MA LUISA	08/15/11	250.00	MW	OH		
AP00306748	2411	INTERSTATE TRAFFIC CONTROL PR	08/15/11	1,148.97	MW	OH		
AP00306749	34734	INTRALINE INC	08/15/11	55.29	MW	OH		
AP00306750	45805R	JIANG, YVONNE	08/15/11	175.00	MW	OH		

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AP00306751	45806R	JIMENEZ, YAMILETH	08/15/11	42.00	MW	OH		
AP00306752	38222	JOANNE BOND COACHING	08/15/11	950.00	MW	OH		
AP00306753	33455	JOHNSON CONTROLS INC	08/15/11	528.00	MW	OH		
AP00306754	45830R	JOHNSON, LATREECE	08/15/11	250.00	MW	OH		
AP00306755	7901	K 119 OF CALIFORNIA INC	08/15/11	26.26	MW	OH		
AP00306756	39721MEDPP	KAISER FOUNDATION HEALTH PLAN	08/15/11	4,095.00	MW	OH		
AP00306757	10144	KAMAN INDUSTRIAL TECHNOLOGIES	08/15/11	5,974.53	MW	OH		
AP00306758	31688R	KELLER, HUGO	08/15/11	120.00	MW	OH		
AP00306759	21792	KELLY PAPER	08/15/11	408.38	MW	OH		
AP00306760	37617	KEMIRA WATER SOLUTIONS INC	08/15/11	6,486.16	MW	OH		
AP00306761	45831R	KNORR, MICHEL	08/15/11	300.00	MW	OH		
AP00306762	20047	KOGA, JEANNE	08/15/11	123.09	MW	OH		
AP00306763	43076	KOHLS DEPARTMENT STORE	08/15/11	1,500.00	MW	OH		
AP00306764	36720	KONECRANES INC	08/15/11	340.00	MW	OH		
AP00306765	45847RA	KRISHNA, PUTCHA VENKATA	08/15/11	150.00	MW	OH		
AP00306766	1108	L N CURTIS & SONS	08/15/11	527.18	MW	OH		
AP00306767	45850R	LANG, DORIS	08/15/11	250.00	MW	OH		
AP00306768	13776	LANGUAGE LINE SERVICES	08/15/11	492.05	MW	OH		
AP00306769	34493A	LANLOGIC INC	08/15/11	40.00	MW	OH		
AP00306770	45832R	LAU, MANOE	08/15/11	871.49	MW	OH		
AP00306771	45833R	LAUSER, MARIA	08/15/11	96.00	MW	OH		
AP00306772	44609R	LEALAO, RICH	08/15/11	250.00	MW	OH		
AP00306773	33497	LEGACY MECHANICAL & ENERGY SE	08/15/11	573.56	MW	OH		
AP00306774	37094	LEXISNEXIS RISK DATA MANAGEME	08/15/11	510.00	MW	OH		
AP00306775	45807	LIBRATION	08/15/11	166.15	MW	OH		

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AP00306776	12906LAW	LIEBERT CASSIDY WHITMORE	08/15/11	6,962.00	MW	OH		
AP00306777	29220	LIGHTHOUSE, THE	08/15/11	84.30	MW	OH		
AP00306778	45834R	LOZANO, GIOVANNY	08/15/11	53.00	MW	OH		
AP00306779	36784	MALLORY COMPANY	08/15/11	39.45	MW	OH		
AP00306780	27066	MANAGED HEALTH NETWORK	08/15/11	1,823.04	MW	OH		
AP00306781	45808R	MAR, MAXINE	08/15/11	414.00	MW	OH		
AP00306782	29426	MARKETING SENSE	08/15/11	150.00	MW	OH		
AP00306783	37518R	MARTEL, PATRICIA E	08/15/11	130.26	MW	OH		
AP00306784	9881	MCCAIN TRAFFIC SUPPLY	08/15/11	4,821.47	MW	OH		
AP00306785	6595	MCI	08/15/11	25.66	MW	OH		
AP00306786	15393	MCMASTER CARR SUPPLY CO	08/15/11	318.95	MW	OH		
AP00306787	45814PP	MENDIOLA, KARLA	08/15/11	30.00	MW	OH		
AP00306788	25805JPA	MENLO PARK FIRE PROTECTION DI	08/15/11	15,430.00	MW	OH		
AP00306789	45224PP	METLIFE SBC	08/15/11	642.44	MW	OH		
AP00306790	23949	METRO MOBILE COMMUNICATIONS	08/15/11	659.09	MW	OH		
AP00306791	36779	METRO PCS WIRELESS INC	08/15/11	4,560.00	MW	OH		
AP00306792	45835R	MICHEL, CRAIG	08/15/11	1,043.33	MW	OH		
AP00306793	38114	MILLBRAE POLICE DEPARMENT	08/15/11	1,255.79	MW	OH		
AP00306794	44701R	MISBE, ARMANDO	08/15/11	250.00	MW	OH		
AP00306795	45614R	MISENAS, CARMEL	08/15/11	250.00	MW	OH		
AP00306796	18673	MISSION MOTORCYLES	08/15/11	33.00	MW	OH		
AP00306797	15396	MOSS RUBBER & EQUIPMENT CORP	08/15/11	73.42	MW	OH		
AP00306798	28919	MUNISERVICES LLC	08/15/11	1,250.00	MW	OH		
AP00306799	41187	NATIONAL ELEVATOR COMPANY INC	08/15/11	175.00	MW	OH		
AP00306800	32507	NATIONAL TROPHY COMPANY	08/15/11	33.09	MW	OH		

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AP00306801	40422R	NEW CITY CONSTRUCTION GROUP I	08/15/11	600.00	MW	OH		
AP00306802	45221R	NEW HIGH PROTECTION INC	08/15/11	900.00	MW	OH		
AP00306803	22702	NEWCAL INDUSTRIES INC	08/15/11	2,637.59	MW	OH		
AP00306804	40569	NIEMI, ERENE	08/15/11	210.00	MW	OH		
AP00306805	45836R	NILUS, YEKATERINA	08/15/11	250.00	MW	OH		
AP00306806	15763	NORTH COAST COUNTY WATER DIST	08/15/11	35.33	MW	OH		
AP00306807	6134	NORTH STATE ENVIRONMENTAL	08/15/11	1,104.43	MW	OH		
AP00306808	25761	NORTHERN SAFETY CO INC	08/15/11	407.62	MW	OH		
AP00306809	40472	OCE IMAGISTICS INC	08/15/11	363.79	MW	OH		
AP00306810	1055	OFFICE DEPOT INC	08/15/11	152.82	MW	OH		
AP00306811	42500	OFFICE DEPOT	08/15/11	4,037.78	MW	OH		
AP00306812	42670	OFFICE DEPOT	08/15/11	346.80	MW	OH		
AP00306813	25696	OFFICE MAX CONTRACT INC	08/15/11	85.05	MW	OH		
AP00306814	20453	OGLESBY, GREGG	08/15/11	645.13	MW	OH		
AP00306815	26403	OMEGA INDUSTRIAL SUPPLY INC	08/15/11	394.04	MW	OH		
AP00306816	29187	ON TOUR CLIENT TRUST ACCOUNT	08/15/11	4,750.00	MW	OH		
AP00306817	20848	ORCHARD SUPPLY HARDWARE INC	08/15/11	415.11	MW	OH		
AP00306818	39799RPP	ORLEMAN, MARIA	08/15/11	66.05	MW	OH		
AP00306819	G-ORLOFF2	ORLOFF, CATHERINE M	08/15/11	452.76	MW	OH		
AP00306820	37470	OSORIO III, JOSE MARIO	08/15/11	1,000.00	MW	OH		
AP00306821	42838	PACE SUPPLY CORP	08/15/11	259.75	MW	OH		
AP00306822	45816	PACIFIC COLOR GRAPHICS	08/15/11	1,843.96	MW	OH		
AP00306823	32927	PACIFIC FIRE SAFE FIRE EXTING	08/15/11	154.81	MW	OH		
AP00306824	1216	PACIFIC GAS & ELECTRIC	08/15/11	97,111.39	MW	OH		
AP00306825	42952PP	PACIFIC GAS & ELECTRIC	08/15/11	229.44	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306826	10738	PACIFIC HORTICULTURE	08/15/11	28.00	MW	OH		
AP00306827	29252	PACIFIC PRODUCE INC	08/15/11	839.00	MW	OH		
AP00306828	40268R	PACIFIC ROOFING COMPANY	08/15/11	300.00	MW	OH		
AP00306829	45851R	PADILLA, MARGARITA	08/15/11	250.00	MW	OH		
AP00306830	3762	PAN PACIFIC SUPPLY COMPANY	08/15/11	2,928.87	MW	OH		
AP00306831	33377	PANTAZY, JOHN	08/15/11	1,143.30	MW	OH		
AP00306832	27022	PAQUETTE, RUDOLPH A	08/15/11	73.50	MW	OH		
AP00306833	43344R	PARANGAN, ROXANE	08/15/11	81.03	MW	OH		
AP00306834	45757	PARTNERS IN COMMUNICATION LLC	08/15/11	933.30	MW	OH		
AP00306835	45837R	PATEL, SHARMILA	08/15/11	720.00	MW	OH		
AP00306836	45852R	PATEL, SHOBHABEN	08/15/11	250.00	MW	OH		
AP00306837	3297	PENINSULA LIBRARY SYSTEM	08/15/11	769.70	MW	OH		
AP00306838	12043	PENINSULA SPORTS OFFICIAL ASS	08/15/11	382.00	MW	OH		
AP00306839	29738	PENINSULA UNIFORMS & EQUIPMEN	08/15/11	36.75	MW	OH		
AP00306840	45810R	PEREZ, MARGARITA MORENO	08/15/11	28.00	MW	OH		
AP00306841	19678	PERS LONG TERM CARE PROGRAM	08/15/11	1,792.70	MW	OH		
AP00306842	38072	PETERSON, NOVELLA NIX	08/15/11	276.00	MW	OH		
AP00306843	45838R	PHASE 3 COMMUNICATIONS INC	08/15/11	3,300.00	MW	OH		
AP00306844	45853R	PIANSAY, JENALYN	08/15/11	250.00	MW	OH		
AP00306845	42131R	PIRNEJAD, PETER	08/15/11	408.55	MW	OH		
AP00306846	25817JPA	POINT MONTARA HALF MOON BAY F	08/15/11	7,884.00	MW	OH		
AP00306847	36106	POLYDYNE INC	08/15/11	17,179.28	MW	OH		
AP00306848	28736	POMETTA, YOLANDA	08/15/11	48.40	MW	OH		
AP00306849	33845A	POSTMASTER	08/15/11	795.00	MW	OH		
AP00306850	16440	PRAXAIR DISTRIBUTION INC	08/15/11	50.25	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306851	26276	PRAXAIR INC	08/15/11	2,924.28	MW	OH		
AP00306852	38868A	PRECISE PRINTING & MAILING	08/15/11	560:26	MW	OH		
AP00306853	44468	PREMIERE GLOBAL SERVICES	08/15/11	134.40	MW	OH		
AP00306854	39043	PRO FORCE LAW ENFORCEMENT	08/15/11	1,307.57	MW	OH		
AP00306855	45758	PULSE CHECK CPR	08/15/11	1,330.00	MW	OH		
AP00306856	1115	R & B COMPANY	08/15/11	5,304.82	MW	OH		
AP00306857	12539	R A METAL PRODUCTS INC	08/15/11	65.00	MW	OH		
AP00306858	45231	R E CORPORATION	08/15/11	33,862.50	MW	OH		
AP00306859	45628	RANDOLPH, SHANNON	08/15/11	598.12	MW	OH		
AP00306860	45815	RAYTECH	08/15/11	945.75	MW	OH		
AP00306861	37175A	REALTY ASSOCIATES FUND VII LP	08/15/11	4,903.60	MW	OH		
AP00306862	2439	RECORDED BOOKS LLC	08/15/11	80.33	MW	OH		
AP00306863	41528	REDFLEX TRAFFIC SYSTEMS INC	08/15/11	24,000.00	MW	OH		
AP00306864	27344	REDWOOD CITY POLICE DEPARTMEN	08/15/11	7,188.46	MW	OH		
AP00306865	31314A	REDWOOD CITY SAN MATEO COUNTY	08/15/11	395.00	MW	OH		
AP00306866	32503R	REES, JOSHUA	08/15/11	267.67	MW	OH		
AP00306867	14608	REEVES COMPANY INC	08/15/11	42.60	MW	OH		
AP00306868	20632R	REISER, CARMELLE	08/15/11	500.00	MW	OH		
AP00306869	15337	RELIABLE OFFICE SUPPLIES	08/15/11	480.21	MW	OH		
AP00306870	32637	RESTAURANT DEPOT SAN FRANCISC	08/15/11	710.90	MW	OH		
AP00306871	43481PP	RICO, ESTHER	08/15/11	352.00	MW	OH		
AP00306872	41836A	RICOH AMERICAS CORPORATION	08/15/11	781.61	MW	OH		
AP00306873	39655	RIMS SUN RIDGE SYSTEMS INC	08/15/11	1,300.00	MW	OH		
AP00306874	44475	ROMO, CAROL	08/15/11	841.50	MW	OH		
AP00306875	45839R	RUIDAS, STEPHANIE	08/15/11	250.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306876	4695	S F BAY AREA RAPID TRANSIT DI	08/15/11	1,161.27	MW	OH		
AP00306877	40077R	SAAVEDRA, MARIA	08/15/11	800.00	MW	OH		
AP00306878	12203	SACKS, ROBERT	08/15/11	199.20	MW	OH		
AP00306879	1465	SAFEWAY INC	08/15/11	414.69	MW	OH		
AP00306880	45840R	SAGUM, ANN	08/15/11	250.00	MW	OH		
AP00306881	45854R	SALVADORAN AMERICAN CHAMBER O	08/15/11	250.00	MW	OH		
AP00306882	45136	SAN FRANCISCO DIESEL ELECTRIC	08/15/11	265.21	MW	OH		
AP00306883	12544	SAN MATEO COUNTY CONTROLLERS	08/15/11	62,375.78	MW	OH		
AP00306884	1643	SAN MATEO COUNTY ENVIRONMENTA	08/15/11	114.75	MW	OH		
AP00306885	43158JPA	SAN MATEO COUNTY FIRE COUNTY	08/15/11	14,825.00	MW	OH		
AP00306886	13251	SAN MATEO COUNTY RECORDER	08/15/11	15.00	MW	OH		
AP00306887	1578	SAN MATEO COUNTY SHERIFF'S OF	08/15/11	3,035.88	MW	OH		
AP00306888	G-STABILE2	SAN MATEO COUNTY SHERIFF	08/15/11	534.78	MW	OH		
AP00306889	G-VERGARA	SAN MATEO COUNTY SHERIFF	08/15/11	158.66	MW	OH		
AP00306890	13987MED	SAN MATEO MEDICAL CENTER	08/15/11	1,727.00	MW	OH		
AP00306891	5748	SAN MATEO POLICE DEPARTMENT	08/15/11	1,073.40	MW	OH		
AP00306892	30449	SAN MATEO REGIONAL NETWORK IN	08/15/11	2,443.16	MW	OH		
AP00306893	43149RPP	SANTIS, LUCIA	08/15/11	730.75	MW	OH		
AP00306894	24148	SCHOLASTIC INC	08/15/11	141.78	MW	OH		
AP00306895	37749	SEALIFE AQUARIUM SERVICE	08/15/11	120.00	MW	OH		
AP00306896	34330	SEQUEIRA, LIONEL	08/15/11	125.00	MW	OH		
AP00306897	45811R	SERRANO, MIRIAM	08/15/11	1.56	MW	OH		
AP00306898	44095	SERVICE PRESS INC	08/15/11	227.09	MW	OH		
AP00306899	2068	SHAPE PRODUCTS COMPANY	08/15/11	254.86	MW	OH		
AP00306900	30523A	SHELL FLEET	08/15/11	31.03	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306901	43637	SHELTER NETWORK OF SAN MATEO	08/15/11	2,174.27	MW	OH		
AP00306902	36509	SHEPARD, GARY C	08/15/11	225.00	MW	OH		
AP00306903	35528	SHOWCASES	08/15/11	253.84	MW	OH		
AP00306904	10571	SIEMENS WATER TECHNOLOGIES CO	08/15/11	184.51	MW	OH		
AP00306905	28917	SIERRA CHEMICAL COMPANY	08/15/11	15,220.02	MW	OH		
AP00306906	5258	SIGNET TESTING LAB INC	08/15/11	870.00	MW	OH		
AP00306907	45315A	SILVANI TRANSPORTATION CONSUL	08/15/11	1,725.00	MW	OH		
AP00306908	32237	SMART & FINAL STORES CORP	08/15/11	404.82	MW	OH		
AP00306909	42966	SOUND WAVE	08/15/11	475.66	MW	OH		
AP00306910	7420	SOUTH SAN FRANCISCO POLICE DE	08/15/11	1,175.04	MW	OH		
AP00306911	37940	STANDARD PLUMBING SUPPLY CO	08/15/11	29.32	MW	OH		
AP00306912	24311	STANLEY SECURITY SOLUTIONS IN	08/15/11	359.62	MW	OH		
AP00306913	35208A	STATE COMPENSATION INSURANCE	08/15/11	2,417.19	MW	OH		
AP00306914	30507	STERICYCLE INC	08/15/11	265.50	MW	OH		
AP00306915	40900	STEVENS BAY AREA DIESEL SERVI	08/15/11	135.00	MW	OH		
AP00306916	1090	STEWART AUTOMOTIVE GROUP	08/15/11	72.29	MW	OH		
AP00306917	17552R	SUNKY ROOFING INC	08/15/11	300.00	MW	OH		
AP00306918	45855R	SUSBILLA, LEONARD	08/15/11	250.00	MW	OH		
AP00306919	45812R	TAGNIPEZ, PHIL	08/15/11	56.62	MW	OH		
AP00306920	3600	TEAMSTERS UNION LOCAL 856	08/15/11	60,427.00	MW	OH		
AP00306921	38058	TECARTA INC	08/15/11	150.00	MW	OH		
AP00306922	41904PP	THRIVE	08/15/11	250.00	MW	OH		
AP00306923	16085	TLC ADMINISTRATORS	08/15/11	440.00	MW	OH		
AP00306924	45841R	TOMAS, DEOVIE ANN B	08/15/11	122.50	MW	OH		
AP00306925	44587	TRANG, HONG NHUNG	08/15/11	312.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306926	44335	TRINIE'S TIRE DISPOSAL	08/15/11	96.25	MW	OH		
AP00306927	45856R	TUPU, CARESSA	08/15/11	250.00	MW	OH		
AP00306928	43150	U S PURE WATER CORP	08/15/11	27.21	MW	OH		
AP00306929	45798	UNDERWRITERS LABORATORIES INC	08/15/11	2,832.50	MW	OH		
AP00306930	3904	UNITED PARCEL SERVICE	08/15/11	173.60	MW	OH		
AP00306931	39362	UNITED RESEARCH SERVICES CORP	08/15/11	1,222.61	MW	OH		
AP00306932	31745	UNITED SITE SERVICES OF CALIF	08/15/11	426.05	MW	OH		
AP00306933	10672	UNITED STATES TENNIS ASSOCIAT	08/15/11	35.00	MW	OH		
AP00306934	G-WILLIAMS,N	UNITED STATES TREASURY	08/15/11	250.00	MW	OH		
AP00306935	32209	UNIVAR USA INC	08/15/11	2,789.71	MW	OH		
AP00306936	45842R	URBINA, GABRIEL	08/15/11	250.00	MW	OH		
AP00306937	45857R	VALLECILLO-SCOTT, SUZETTE	08/15/11	250.00	MW	OH		
AP00306938	12622	VALLEY CREST TREE COMPANY	08/15/11	1,171.48	MW	OH		
AP00306939	43211	VARGAS, RYAN	08/15/11	303.88	MW	OH		
AP00306940	45843R	VELARDE, CARMELITA	08/15/11	250.00	MW	OH		
AP00306941	14150R	VON HAGEL, SUSAN	08/15/11	121.21	MW	OH		
AP00306942	27181	VORTEX INDUSTRIES INC	08/15/11	752.68	MW	OH		
AP00306943	1579	VWR INTERNATIONAL INC	08/15/11	889.95	MW	OH		
AP00306944	33782	WARD, DIANA L	08/15/11	272.80	MW	OH		
AP00306945	35586	WARREN, SEAN	08/15/11	50.00	MW	OH		
AP00306946	36355	WASTEWATER SOLUTIONS INC	08/15/11	4,125.00	MW	OH		
AP00306947	42737R	WAVE DIVISION HOLDINGS LLC	08/15/11	9,200.00	MW	OH		
AP00306948	3691	WECO INDUSTRIES INC	08/15/11	443.77	MW	OH		
AP00306949	36631R	WELCH, ROBERT BRUCE	08/15/11	284.43	MW	OH		
AP00306950	36458	WELLS FARGO BANK	08/15/11	2,500.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306951	6141	WEST COAST CONTRACTORS SERVIC	08/15/11	55.48	MW	OH		
AP00306952	29517	WEST LITE SUPPLY COMPANY INC	08/15/11	492.59	MW	OH		
AP00306953	1201	WEST PAYMENT CENTER	08/15/11	1,192.36	MW	OH		
AP00306954	45858R	WEST, ANTHONY	08/15/11	250.00	MW	OH		
AP00306955	36033R	WESTERN ENTERPRISES	08/15/11	250.00	MW	OH		
AP00306956	44533	WILCENSKI, ROBERT	08/15/11	380.00	MW	OH		
AP00306957	45813	WILSON BROTHERS INTERIOR CONT	08/15/11	926.00	MW	OH		
AP00306958	18960R	WILSON, DAISY	08/15/11	250.00	MW	OH		
AP00306959	30509	WINGFOOT COMMERCIAL TIRE SYST	08/15/11	1,794.62	MW	OH		
AP00306960	39574	WINZLER & KELLY CONSULTING EN	08/15/11	9,041.01	MW	OH		
AP00306961	18388JPA	WOODSIDE FIRE PROTECTION DIST	08/15/11	10,609.00	MW	OH		
AP00306962	34537	YAMAMURA, JAIME	08/15/11	252.00	MW	OH		
AP00306963	45844R	YAP, LIBORIO	08/15/11	720.00	MW	OH		
AP00306964	45728PP	YOUNAN, FALIN	08/15/11	1,582.50	MW	OH		
AP00306965	45486R	YU, AYE AYE	08/15/11	30.00	MW	OH		
AP00306966	43523	YUNG, ESTHER	08/15/11	74.40	MW	OH		
AP00306967	36391	ZUERCHER-VALDESPINO, VALVE	08/15/11	188.10	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
		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		1,580,392.53		Number of Checks Processed:		442
		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
		G R A N D T O T A L		1,580,392.53				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306968	G-VASQUEZ	BRONITSKY, TRUSTEE MARTHA G	08/29/11	323.07	MW	OH		
AP00306969	G-SARTE2	BURCHARD, TRUSTEE DAVID	08/29/11	475.38	MW	OH		
AP00306970	G-RIESSEN	FRANCHISE TAX BOARD	08/29/11	1,269.58	MW	OH		
AP00306971	G-SCOTT	FRANCHISE TAX BOARD	08/29/11	37.50	MW	OH		
AP00306972	G-WHEELER3	FRANCHISE TAX BOARD	08/29/11	100.00	MW	OH		
AP00306973	G-ORLOFF2	ORLOFF, CATHERINE M	08/29/11	452.76	MW	OH		
AP00306974	G-STABILE2	SAN MATEO COUNTY SHERIFF	08/29/11	510.98	MW	OH		
AP00306975	G-VERGARA	SAN MATEO COUNTY SHERIFF	08/29/11	163.72	MW	OH		
AP00306976	G-WILLIAMS,N	UNITED STATES TREASURY	08/29/11	250.00	MW	OH		

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	3,582.99	Number of Checks Processed:	9
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
G R A N D T O T A L	3,582.99		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00306977	45788A	1-800-GOT-JUNK	08/31/11	218.00	MW	OH		
AP00306978	13334	ABBEY PARTY RENTS INC	08/31/11	739.00	MW	OH		
AP00306979	45730	ACCESS COMMUNICATIONS INC	08/31/11	310.83	MW	OH		
AP00306980	15222	ACTION SPORTS	08/31/11	271.81	MW	OH		
AP00306981	31324	ACTIVE NETWORK INC, THE	08/31/11	300.00	MW	OH		
AP00306982	34666	AD BRAKES	08/31/11	2,648.75	MW	OH		
AP00306983	5034	ADAMSON POLICE PRODUCTS	08/31/11	6,237.90	MW	OH		
AP00306984	13854	AECO SYSTEMS INC	08/31/11	6,276.55	MW	OH		
AP00306985	15226	AFSCME LOCAL 919	08/31/11	4,427.00	MW	OH		
AP00306986	29880	AIRGAS NCN	08/31/11	51.49	MW	OH		
AP00306987	11740	ALAN STEEL & SUPPLY COMPANY	08/31/11	372.80	MW	OH		
AP00306988	14004	ALERT PEST CONTROL COMPANY IN	08/31/11	308.00	MW	OH		
AP00306989	43438JPA	ALL CHEMICAL DISPOSAL INC	08/31/11	50.00	MW	OH		
AP00306990	38811A	ALL COVERED INC	08/31/11	916.00	MW	OH		
AP00306991	37095	ALL INDUSTRIAL ELECTRIC SUPPL	08/31/11	2.12	MW	OH		
AP00306992	18401	ALLIED ELECTRONICS INC	08/31/11	2,068.14	MW	OH		
AP00306993	37116	ALPHA ANALYTICAL LABORATORIES	08/31/11	864.75	MW	OH		
AP00306994	45408	AMERICAN AIR CONDITIONING	08/31/11	25,528.45	MW	OH		
AP00306995	45439JREN	AMERICAN MEDICAL RESPONSE WES	08/31/11	1,021.00	MW	OH		
AP00306996	9298	AMERICAN PLANNING ASSOCIATION	08/31/11	415.00	MW	OH		
AP00306997	35696	AMERIPRIDE UNIFORM SERVICES	08/31/11	712.44	MW	OH		
AP00306998	23273	ANDERSON PACIFIC ENGINEERING	08/31/11	123,386.58	MW	OH		
AP00306999	42164	ANGELA BRUGIONI TRUSTEE	08/31/11	568.35	MW	OH		
AP00307000	8426	ARROWHEAD	08/31/11	48.00	MW	OH		
AP00307001	40140R	ART GENERAL ROOFING COMPANY	08/31/11	300.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00307002	45877R	ASADOV, DMITRIY	08/31/11	250.00	MW	OH		
AP00307003	25181	ASSOCIATED RIGHT OF WAY SERVI	08/31/11	85.50	MW	OH		
AP00307004	40791	AT&T ADVERTISING SOLUTIONS	08/31/11	341.00	MW	OH		
AP00307005	6413	AT&T MOBILITY	08/31/11	3,355.52	MW	OH		
AP00307006	1101	AT&T	08/31/11	673.38	MW	OH		
AP00307007	30152A	AT&T	08/31/11	344.37	MW	OH		
AP00307008	32577	AT&T	08/31/11	9,814.67	MW	OH		
AP00307009	43078PP	AT&T	08/31/11	574.12	MW	OH		
AP00307010	45897	ATBATT.COM	08/31/11	381.38	MW	OH		
AP00307011	24534A	AVELAR, TERESA	08/31/11	201.06	MW	OH		
AP00307012	41314R	BACH CONSTRUCTION	08/31/11	1,140.00	MW	OH		
AP00307013	1232	BAKER & TAYLOR COMPANY INC	08/31/11	5,198.04	MW	OH		
AP00307014	19028	BAKER & TAYLOR ENTERTAINMENT	08/31/11	93.28	MW	OH		
AP00307015	35698	BARTEL ASSOCIATES LLC	08/31/11	3,175.00	MW	OH		
AP00307016	7950	BAY AREA AIR QUALITY MANAGEME	08/31/11	8,865.00	MW	OH		
AP00307017	3952	BAY AREA BARRICADE SERVICE IN	08/31/11	55.75	MW	OH		
AP00307018	1562	BAY AREA WATER SUPPLY & CONSE	08/31/11	19,241.22	MW	OH		
AP00307019	3300	BAYSHORE INTERNATIONAL TRUCK	08/31/11	549.51	MW	OH		
AP00307020	34698	BAYSHORE METALS INC	08/31/11	74.87	MW	OH		
AP00307021	40453R	BAYVIEW ROOFING & CONSTRUCTIO	08/31/11	900.00	MW	OH		
AP00307022	45895R	BCCI CONSTRUCTION	08/31/11	3,502.08	MW	OH		
AP00307023	42701	BELL, HIRAM	08/31/11	448.00	MW	OH		
AP00307024	43857	BERNARD HODES GROUP INC	08/31/11	1,919.46	MW	OH		
AP00307025	45899RA	BHYRAVABHOTLA, RAGAMAYI	08/31/11	150.00	MW	OH		
AP00307026	35853	BIANCHI TRAFFIC SAFETY SERVIC	08/31/11	350.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00307027	19200	BIRITE FOODSERVICE DISTRIBUTO	08/31/11	5,461.44	MW	OH		
AP00307028	39595PP	BLUE SHIELD OF CA LIFE AND HE	08/31/11	258.15	MW	OH		
AP00307029	41767R	BOLANOS, EDGARDO	08/31/11	107.71	MW	OH		
AP00307030	3349	BROADMOOR LANDSCAPE SUPPLY	08/31/11	245.81	MW	OH		
AP00307031	39468	BROADMOOR TOW LLC	08/31/11	35.00	MW	OH		
AP00307032	3064	BROWN & CALDWELL INC	08/31/11	20,164.61	MW	OH		
AP00307033	42165	BRUGIONI, ANGELA	08/31/11	1,136.70	MW	OH		
AP00307034	42166	BRUGIONI, LINDSAY	08/31/11	1,136.70	MW	OH		
AP00307035	41797	BRUGIONI, RICHARD	08/31/11	2,841.75	MW	OH		
AP00307036	41798	BRUGIONI, ROBERT	08/31/11	2,841.75	MW	OH		
AP00307037	45889R	BSM CONSTRUCTION	08/31/11	3,390.00	MW	OH		
AP00307038	29790R	BURNS, KERRY	08/31/11	222.21	MW	OH		
AP00307039	34151	BUSINESS CARD	08/31/11	395.00	MW	OH		
AP00307040	25519	BUSINESS CREDIT INFORMATION I	08/31/11	19.99	MW	OH		
AP00307041	33941	C & A BROWN COMPANY	08/31/11	145.00	MW	OH		
AP00307042	33981	CAGWIN & DORWARD	08/31/11	289.25	MW	OH		
AP00307043	42973	CAL SIGNAL CORP	08/31/11	904.51	MW	OH		
AP00307044	11592	CALIFORNIA BUILDING OFFICIALS	08/31/11	1,500.00	MW	OH		
AP00307045	40159	CALIFORNIA STATE LIBRARY	08/31/11	197.00	MW	OH		
AP00307046	42949PP	CALIFORNIA WATER SERVICE COMP	08/31/11	12.26	MW	OH		
AP00307047	45862	CAMACHO, JOANNA	08/31/11	305.00	MW	OH		
AP00307048	33146	CAMERON, DOUG	08/31/11	365.75	MW	OH		
AP00307049	17778R	CAMPBELL, KATHRYN	08/31/11	167.76	MW	OH		
AP00307050	17888	CARL WARREN & COMPANY INC	08/31/11	1,764.79	MW	OH		
AP00307051	20535	CAROLLO ENGINEERS	08/31/11	7,678.58	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00307052	28636	CDW GOVERNMENT INC	08/31/11	31,524.75	MW	OH		
AP00307053	42277	CEL ANALYTICAL INC	08/31/11	518.00	MW	OH		
AP00307054	1403	CENTER FOR INDEPENDENCE OF IN	08/31/11	598.25	MW	OH		
AP00307055	31956	CENTRAL VALLEY BUSINESS FORMS	08/31/11	11,107.32	MW	OH		
AP00307056	1882	CH BULL COMPANY	08/31/11	1,999.48	MW	OH		
AP00307057	44350	CHARLES M SALTER ASSOCIATES I	08/31/11	8,560.97	MW	OH		
AP00307058	45882R	CHEN, DA JING	08/31/11	1,207.96	MW	OH		
AP00307059	45896R	CHEN, RAYMOND	08/31/11	773.91	MW	OH		
AP00307060	45893R	CHU, WING KEUNG	08/31/11	1,841.32	MW	OH		
AP00307061	3678	CINTAS CORPORATION #464	08/31/11	4,165.91	MW	OH		
AP00307062	40796	CINTAS DOCUMENT MANAGEMENT	08/31/11	154.18	MW	OH		
AP00307063	35395	CITY AUTO SUPPLY	08/31/11	3,779.95	MW	OH		
AP00307064	24868	CLARK SECURITY PRODUCTS INC	08/31/11	164.75	MW	OH		
AP00307065	45863	CLASSIC PARTY RENTALS	08/31/11	270.00	MW	OH		
AP00307066	26644	CLEANSOURCE INC	08/31/11	2,369.06	MW	OH		
AP00307067	22146	COAST OIL COMPANY INC	08/31/11	38,800.05	MW	OH		
AP00307068	34153	COMCAST	08/31/11	101.15	MW	OH		
AP00307069	1364	COMMUNITY HEALTH CHARITIES	08/31/11	380.00	MW	OH		
AP00307070	12578	COMPLETE LINEN SERVICE INC	08/31/11	79.68	MW	OH		
AP00307071	23500PP	CORDINI, DIANE	08/31/11	90.00	MW	OH		
AP00307072	30109	CORELOGIC INFORMATION SOLUTIO	08/31/11	280.00	MW	OH		
AP00307073	35492R	COTTON, MARCUS	08/31/11	3,429.83	MW	OH		
AP00307074	14930	COUNTY OF SAN MATEO	08/31/11	6,203.00	MW	OH		
AP00307075	21727	COUNTY OF SAN MATEO	08/31/11	750.00	MW	OH		
AP00307076	43157JPA	COUNTY OF SAN MATEO	08/31/11	1,117.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00307077	45894R	CREATIVE DESIGNS	08/31/11	750.00	MW	OH		
AP00307078	42324	CRIME SCENE CLEANERS INC	08/31/11	60.00	MW	OH		
AP00307079	1042	D C LOCK & SECURITY SERVICE	08/31/11	12.99	MW	OH		
AP00307080	35691LAW	D'ANDRE PETERSON	08/31/11	180.00	MW	OH		
AP00307081	1836	DAILY JOURNAL CORPORATION	08/31/11	142.00	MW	OH		
AP00307082	1414	DALY CITY CENTRAL CASHIER	08/31/11	799.19	MW	OH		
AP00307083	1937	DALY CITY FIREFIGHTERS UNION	08/31/11	6,868.50	MW	OH		
AP00307084	45874	DALY CITY FIREFIGHTERS P.A.C.	08/31/11	840.00	MW	OH		
AP00307085	30935	DALY CITY POLICE OFFICERS	08/31/11	454.00	MW	OH		
AP00307086	9290	DALY CITY POLICE OFFICERS ASS	08/31/11	11,778.88	MW	OH		
AP00307087	9290	DALY CITY POLICE OFFICERS ASS	08/31/11	204.00	MW	OH		
AP00307088	1793	DALY CITY TOOL MART	08/31/11	4.87	MW	OH		
AP00307089	44642	DAY, SHANNON	08/31/11	1,000.00	MW	OH		
AP00307090	39720R	DELA CRUZ, JESSE	08/31/11	110.00	MW	OH		
AP00307091	29996	DELL MARKETING LP	08/31/11	711.48	MW	OH		
AP00307092	22126	DUDLEY PERKINS CO	08/31/11	400.42	MW	OH		
AP00307093	1061	DUNN EDWARDS CORPORATION	08/31/11	622.04	MW	OH		
AP00307094	45491PP	DURAN, MARIA	08/31/11	160.00	MW	OH		
AP00307095	10962	EAST BAY CASH REGISTER CO INC	08/31/11	97.43	MW	OH		
AP00307096	41587	EBI AGGREGATES	08/31/11	426.07	MW	OH		
AP00307097	35025	EBW BUILDERS INC	08/31/11	4,716.00	MW	OH		
AP00307098	45407	ECONLITE TRAFFIC ENGINEERING	08/31/11	90,210.57	MW	OH		
AP00307099	40007	EMLAB P&K LLC	08/31/11	832.00	MW	OH		
AP00307100	3786	ENVIRONMENTAL RESOURCE ASSOCI	08/31/11	757.41	MW	OH		
AP00307101	1049	EQUIFAX INFORMATION SVCS LLC	08/31/11	50.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00307102	38490	ERGODIRECT	08/31/11	350.79	MW	OH		
AP00307103	40095A	ESSENCE PRINTING INC	08/31/11	1,255.28	MW	OH		
AP00307104	26235	EVERLY, KATHY	08/31/11	2,175.00	MW	OH		
AP00307105	26327	EWING IRRIGATION PRODUCTS INC	08/31/11	175.57	MW	OH		
AP00307106	45283	FAAPUAA, JOSEPH	08/31/11	144.00	MW	OH		
AP00307107	42544	FARMER BROTHERS COFFEE	08/31/11	374.22	MW	OH		
AP00307108	1383	FEDERAL EXPRESS CORP	08/31/11	119.19	MW	OH		
AP00307109	10971	FEDEX KINKOS OFFICE AND PRINT	08/31/11	25.85	MW	OH		
AP00307110	45864	FIREBLAST 451 INC	08/31/11	192.20	MW	OH		
AP00307111	11544	FIRST NATIONAL BANK OF NO CA	08/31/11	15.52	MW	OH		
AP00307112	23612A	FIRST NATIONAL BANK OF NO CA	08/31/11	1,218.79	MW	OH		
AP00307113	23291	FLOORTRENDS INC	08/31/11	3,331.16	MW	OH		
AP00307114	38182PP	FLYING BOVINE COMPUTING SERVI	08/31/11	120.00	MW	OH		
AP00307115	45866R	FUENTECILLA, WILBERT	08/31/11	300.00	MW	OH		
AP00307116	32959	G & E ENGINEERING SYSTEM INC	08/31/11	1,334.02	MW	OH		
AP00307117	23110	GADDIS INCORPORATED	08/31/11	2,158.31	MW	OH		
AP00307118	40455R	GATEWAY ROOFING AND WATERPROO	08/31/11	300.00	MW	OH		
AP00307119	41801	GIGLI, EDWARD	08/31/11	2,841.75	MW	OH		
AP00307120	45880R	GIRAUDO, ROBERT	08/31/11	513.00	MW	OH		
AP00307121	31925	GOVCONNECTION INC	08/31/11	2,908.92	MW	OH		
AP00307122	1417	GOVERNMENT FINANCE OFFICERS A	08/31/11	840.00	MW	OH		
AP00307123	18532	GOW SUPPLY COMPANY INC	08/31/11	214.49	MW	OH		
AP00307124	1754	GRAINGER INC	08/31/11	355.26	MW	OH		
AP00307125	3097	GROENIGER AND COMPANY	08/31/11	8,865.68	MW	OH		
AP00307126	42548R	GUZMAN, NATALIE	08/31/11	282.12	MW	OH		

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AP00307127	40143R	H D ROOFING COMPANY	08/31/11	300.00	MW	OH		
AP00307128	3702	HARRINGTON INDUSTRIAL PLASTIC	08/31/11	281.90	MW	OH		
AP00307129	24383	HARTY PIPELINES INC	08/31/11	190,159.25	MW	OH		
AP00307130	23753	HITECH SYSTEMS INC	08/31/11	3,182.70	MW	OH		
AP00307131	15857	HOME DEPOT CREDIT SERVICES	08/31/11	4,120.39	MW	OH		
AP00307132	42234RPP	HOOKS, LAVOIS	08/31/11	284.98	MW	OH		
AP00307133	42455RPP	HOOKS, LAVOIS	08/31/11	274.94	MW	OH		
AP00307134	32847	HOSEPOWER USA	08/31/11	80.35	MW	OH		
AP00307135	2665	HSQ TECHNOLOGY	08/31/11	4,044.00	MW	OH		
AP00307136	41818	HUNTINGTON COURT REPORTERS	08/31/11	130.08	MW	OH		
AP00307137	14624	HUSBANDS & ASSOCIATES INC	08/31/11	2,865.00	MW	OH		
AP00307138	32659	HY FLOOR & GAMELINE PAINTING	08/31/11	2,487.00	MW	OH		
AP00307139	45804R	IBISATE, MAMERTO	08/31/11	31.10	MW	OH		
AP00307140	37608R	IGNACIO JR, ANGELO	08/31/11	54.39	MW	OH		
AP00307141	44480JPA	IKON OFFICE SOLUTIONS	08/31/11	319.34	MW	OH		
AP00307142	31781	INNOVATIVE CLAIM SOLUTIONS	08/31/11	11,368.21	MW	OH		
AP00307143	44997R	J & L ROOFING COMPANY	08/31/11	300.00	MW	OH		
AP00307144	10255MED	KAISER PERMANENTE OHSS	08/31/11	499.50	MW	OH		
AP00307145	10144	KAMAN INDUSTRIAL TECHNOLOGIES	08/31/11	3,241.22	MW	OH		
AP00307146	22450	KAPCO	08/31/11	1,664.27	MW	OH		
AP00307147	28016	KAW ENTERPRISES	08/31/11	630.75	MW	OH		
AP00307148	11721	KEN GRADY COMPANY INC	08/31/11	1,138.39	MW	OH		
AP00307149	45883R	KENNEDY, ADOLPHUS	08/31/11	763.08	MW	OH		
AP00307150	44867R	KINSTON HOME SOLUTIONS	08/31/11	3,325.98	MW	OH		
AP00307151	36720	KONECRANES INC	08/31/11	425.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00307152	1108	L N CURTIS & SONS	08/31/11	2,265.44	MW	OH		
AP00307153	45868R	LATHAN, DOROTHY	08/31/11	1,750.00	MW	OH		
AP00307154	32482	LEARNING EXPRESS LLC	08/31/11	5,101.50	MW	OH		
AP00307155	45872R	LEE, JACK	08/31/11	43.00	MW	OH		
AP00307156	33497	LEGACY MECHANICAL & ENERGY SE	08/31/11	4,338.61	MW	OH		
AP00307157	30726	LEHR AUTO ELECTRIC	08/31/11	57.36	MW	OH		
AP00307158	37094	LEXISNEXIS RISK DATA MANAGEME	08/31/11	510.00	MW	OH		
AP00307159	45890R	LI, JIMMY	08/31/11	1,635.77	MW	OH		
AP00307160	29220	LIGHTHOUSE, THE	08/31/11	210.62	MW	OH		
AP00307161	3140	LINCOLN EQUIPMENT INC	08/31/11	346.02	MW	OH		
AP00307162	41243	LITHOGRAPH REPRODUCTIONS INC	08/31/11	5,845.06	MW	OH		
AP00307163	29332	LORAL LANDSCAPING	08/31/11	8,430.69	MW	OH		
AP00307164	45892R	MA, ERIC	08/31/11	881.13	MW	OH		
AP00307165	45881R	MAI, YAO JIN	08/31/11	1,440.00	MW	OH		
AP00307166	21044	MAKE ME A PRO SPORTS	08/31/11	547.40	MW	OH		
AP00307167	27066	MANAGED HEALTH NETWORK	08/31/11	1,823.04	MW	OH		
AP00307168	45886R	MANZON, DAN	08/31/11	810.00	MW	OH		
AP00307169	14277	MAZE & ASSOCIATES INC	08/31/11	41,401.25	MW	OH		
AP00307170	15393	MCMASTER CARR SUPPLY CO	08/31/11	524.32	MW	OH		
AP00307171	36891	MEDTOX LABORATORIES INC	08/31/11	144.30	MW	OH		
AP00307172	33989A	MEGAPATH INC	08/31/11	185.15	MW	OH		
AP00307173	45224PP	METLIFE SBC	08/31/11	642.44	MW	OH		
AP00307174	23949	METRO MOBILE COMMUNICATIONS	08/31/11	1,500.00	MW	OH		
AP00307175	36779	METRO PCS WIRELESS INC	08/31/11	4,780.00	MW	OH		
AP00307176	37348	METROPOLITAN ELECTRICAL CONST	08/31/11	2,165.00	MW	OH		

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AP00307177	45869R	MEYER, ANGELA	08/31/11	450.00	MW	OH		
AP00307178	24524	MICRO FOCUS US INC	08/31/11	7,189.50	MW	OH		
AP00307179	26465	MID PENINSULA BOYS & GIRLS CL	08/31/11	14,583.33	MW	OH		
AP00307180	15161	MIKE COBB CREATIVE	08/31/11	1,709.38	MW	OH		
AP00307181	3303	MILLIGAN NEWS COMPANY	08/31/11	635.12	MW	OH		
AP00307182	18673	MISSION MOTORCYLES	08/31/11	30.00	MW	OH		
AP00307183	21117	MMANC - MEMBERSHIP	08/31/11	65.00	MW	OH		
AP00307184	16642	MONTEREY MECHANICAL CO INC	08/31/11	998,293.50	MW	OH		
AP00307185	45875R	MORA, TANIA	08/31/11	90.00	MW	OH		
AP00307186	15396	MOSS RUBBER & EQUIPMENT CORP	08/31/11	563.02	MW	OH		
AP00307187	15210	MUNICIPAL MAINTENANCE EQUIPME	08/31/11	1,574.72	MW	OH		
AP00307188	12915	N V HEATHORN INC	08/31/11	10,992.60	MW	OH		
AP00307189	41187	NATIONAL ELEVATOR COMPANY INC	08/31/11	525.00	MW	OH		
AP00307190	40422R	NEW CITY CONSTRUCTION GROUP I	08/31/11	300.00	MW	OH		
AP00307191	45221R	NEW HIGH PROTECTION INC	08/31/11	300.00	MW	OH		
AP00307192	3420	NEWARK	08/31/11	235.70	MW	OH		
AP00307193	3502	NOLO	08/31/11	447.71	MW	OH		
AP00307194	10566	NORTH PENINSULA FOOD PANTRY A	08/31/11	1,650.00	MW	OH		
AP00307195	6134	NORTH STATE ENVIRONMENTAL	08/31/11	3,133.26	MW	OH		
AP00307196	43203	NUNEZ, ERNESTO	08/31/11	50.00	MW	OH		
AP00307197	20521	OCLC INC	08/31/11	445.88	MW	OH		
AP00307198	40765RJPA	ODLE, JOHN	08/31/11	339.47	MW	OH		
AP00307199	1055	OFFICE DEPOT INC	08/31/11	498.60	MW	OH		
AP00307200	42500	OFFICE DEPOT	08/31/11	2,479.55	MW	OH		
AP00307201	29187	ON TOUR CLIENT TRUST ACCOUNT	08/31/11	32,219.00	MW	OH		

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AP00307202	30978	OPERATOR CERTIFICATION TRAINI	08/31/11	6,600.00	MW	OH		
AP00307203	45904	ORCA BOOK PUBLISHERS	08/31/11	347.68	MW	OH		
AP00307204	45873R	ORMAECHE, MARIO	08/31/11	700.00	MW	OH		
AP00307205	44787LAW	ORRICK HERRINGTON & SUTCLIFFE	08/31/11	191.92	MW	OH		
AP00307206	4918	OTIS ELEVATOR COMPANY	08/31/11	1,625.00	MW	OH		
AP00307207	42838	PACE SUPPLY CORP	08/31/11	1,730.29	MW	OH		
AP00307208	1216	PACIFIC GAS & ELECTRIC	08/31/11	147,394.97	MW	OH		
AP00307209	1080	PACIFIC NURSERIES	08/31/11	99.05	MW	OH		
AP00307210	29252	PACIFIC PRODUCE INC	08/31/11	557.05	MW	OH		
AP00307211	16250	PANACCI, FRANK	08/31/11	140.35	MW	OH		
AP00307212	45757	PARTNERS IN COMMUNICATION LLC	08/31/11	1,456.65	MW	OH		
AP00307213	45870R	PAULSEN, PAUL	08/31/11	18.00	MW	OH		
AP00307214	35859A	PCA MANAGEMENT LLC	08/31/11	98,848.80	MW	OH		
AP00307215	20794	PELCO SALES & SERVICE INC	08/31/11	191.26	MW	OH		
AP00307216	36454A	PENINSULA CORRIDOR JOINT POWE	08/31/11	2,698.81	MW	OH		
AP00307217	3297	PENINSULA LIBRARY SYSTEM	08/31/11	1,567.07	MW	OH		
AP00307218	1936	PENINSULA POLICE OFFICERS ASS	08/31/11	592.20	MW	OH		
AP00307219	29738	PENINSULA UNIFORMS & EQUIPMEN	08/31/11	470.38	MW	OH		
AP00307220	11009	PEROTTI, HENRY	08/31/11	720.00	MW	OH		
AP00307221	19678	PERS LONG TERM CARE PROGRAM	08/31/11	1,792.70	MW	OH		
AP00307222	45884R	PHAM, KATHERINE	08/31/11	707.23	MW	OH		
AP00307223	33899	PIVOT INTERIORS INC	08/31/11	1,618.91	MW	OH		
AP00307224	36106	POLYDYNE INC	08/31/11	27,788.86	MW	OH		
AP00307225	16440	PRAXAIR DISTRIBUTION INC	08/31/11	197.87	MW	OH		
AP00307226	26276	PRAXAIR INC	08/31/11	6,454.58	MW	OH		

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AP00307227	38868A	PRECISE PRINTING & MAILING	08/31/11	3,517.95	MW	OH		
AP00307228	45859	PRINT EM ALL LLC	08/31/11	566.25	MW	OH		
AP00307229	39043	PRO FORCE LAW ENFORCEMENT	08/31/11	2,273.20	MW	OH		
AP00307230	21881	PUBLIC FLEET SUPERVISORS ASSN	08/31/11	45.00	MW	OH		
AP00307231	1143	PUMP REPAIR SERVICE	08/31/11	16,973.43	MW	OH		
AP00307232	22003A	PURCHASE POWER	08/31/11	2,000.00	MW	OH		
AP00307233	44853	PYRAMID PRINTING & GRAPHICS I	08/31/11	297.15	MW	OH		
AP00307234	1115	R & B COMPANY	08/31/11	6,393.35	MW	OH		
AP00307235	12539	R A METAL PRODUCTS INC	08/31/11	2,953.18	MW	OH		
AP00307236	42475	RB PETROLEUM	08/31/11	1,700.00	MW	OH		
AP00307237	44647	RCFFA SMCO MEMORIAL SERVICE	08/31/11	200.00	MW	OH		
AP00307238	45693	RED MOUNTAIN INC	08/31/11	284.52	MW	OH		
AP00307239	1687	RED WING SHOE STORE	08/31/11	534.20	MW	OH		
AP00307240	41528	REDFLEX TRAFFIC SYSTEMS INC	08/31/11	24,000.00	MW	OH		
AP00307241	14608	REEVES COMPANY INC	08/31/11	23.78	MW	OH		
AP00307242	32637	RESTAURANT DEPOT SAN FRANCISC	08/31/11	451.67	MW	OH		
AP00307243	45900R	REYES, IGNACIO	08/31/11	1,750.00	MW	OH		
AP00307244	41836A	RICOH AMERICAS CORPORATION	08/31/11	737.93	MW	OH		
AP00307245	37028	RMC WATER AND ENVIRONMENT	08/31/11	8,146.25	MW	OH		
AP00307246	44475	ROMO, CAROL	08/31/11	505.80	MW	OH		
AP00307247	42162	SAN JOSE BOILER WORKS	08/31/11	346.25	MW	OH		
AP00307248	30759A	SAN MATEO AREA CHAMBER OF COM	08/31/11	299.00	MW	OH		
AP00307249	18047	SAN MATEO COUNTY PUBLIC SAFET	08/31/11	603.45	MW	OH		
AP00307250	35246	SAN MATEO COUNTY SHERIFFS OFF	08/31/11	10,057.08	MW	OH		
AP00307251	2298	SAN MATEO COUNTY TIMES, THE	08/31/11	150.68	MW	OH		

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AP00307252	43156JPA	SAN MATEO COUNTY	08/31/11	20.55	MW	OH		
AP00307253	30449	SAN MATEO REGIONAL NETWORK IN	08/31/11	2,443.16	MW	OH		
AP00307254	44645	SANCHEZ, NAOMI	08/31/11	500.00	MW	OH		
AP00307255	41719	SATWORX	08/31/11	393.85	MW	OH		
AP00307256	45082RPP	SCHINDLER, STEVE	08/31/11	75.48	MW	OH		
AP00307257	34330	SEQUEIRA, LIONEL	08/31/11	125.00	MW	OH		
AP00307258	1111	SFPUC - WATER	08/31/11	400,044.14	MW	OH		
AP00307259	36509	SHEPARD, GARY C	08/31/11	1,125.00	MW	OH		
AP00307260	23742	SHOE DEPOT INC	08/31/11	1,108.07	MW	OH		
AP00307261	10571	SIEMENS WATER TECHNOLOGIES CO	08/31/11	1,193.62	MW	OH		
AP00307262	28917	SIERRA CHEMICAL COMPANY	08/31/11	7,750.32	MW	OH		
AP00307263	38883	SIGILLO SUPPLY COMPANY	08/31/11	768.93	MW	OH		
AP00307264	5258	SIGNET TESTING LAB INC	08/31/11	1,980.00	MW	OH		
AP00307265	45879R	SIMMONS, DANIELLE	08/31/11	214.00	MW	OH		
AP00307266	45888R	SIMPLY BUILDING INC.	08/31/11	1,392.76	MW	OH		
AP00307267	45860R	SLIGH, NENITA	08/31/11	45.00	MW	OH		
AP00307268	43620A	SMCCVB	08/31/11	177.50	MW	OH		
AP00307269	7420	SOUTH SAN FRANCISCO POLICE DE	08/31/11	196.70	MW	OH		
AP00307270	2643	SPARTAN CHASSIS INC	08/31/11	28.02	MW	OH		
AP00307271	32920R	SPITERI BUILDERS CORPORATION	08/31/11	2,355.00	MW	OH		
AP00307272	40473JPA	STAPLES BUSINESS ADVANTAGE	08/31/11	91.44	MW	OH		
AP00307273	30131A	STAPLES CREDIT PLAN	08/31/11	43.99	MW	OH		
AP00307274	28627	STAR ELEVATOR INC	08/31/11	308.86	MW	OH		
AP00307275	9182	STATE OF CALIFORNIA DEPARTMEN	08/31/11	125.00	MW	OH		
AP00307276	3613	STATIONARY ENGINEERS LOCAL 39	08/31/11	1,342.32	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00307277	41020PP	STERLING HSA	08/31/11	928.00	MW	OH		
AP00307278	40900	STEVENS BAY AREA DIESEL SERVI	08/31/11	1,361.80	MW	OH		
AP00307279	18334	SUNGARD PUBLIC SECTOR INC	08/31/11	827.20	MW	OH		
AP00307280	45891R	SURE ROOFING SYSTEMS INC.	08/31/11	300.00	MW	OH		
AP00307281	26055R	SVOBODA, PATRICK	08/31/11	200.00	MW	OH		
AP00307282	1953	SWEETLAND, PATRICK	08/31/11	233.12	MW	OH		
AP00307283	29237	SYNAGRO SOUTHWEST	08/31/11	11,939.46	MW	OH		
AP00307284	26777R	TASHIRO, LILIAN	08/31/11	325.76	MW	OH		
AP00307285	45865R	TAYAG, GINA	08/31/11	150.00	MW	OH		
AP00307286	45898RA	TAYLOR, DEREK	08/31/11	150.00	MW	OH		
AP00307287	2798	TEAMSTERS LOCAL 856	08/31/11	4,936.00	MW	OH		
AP00307288	13852	TELECOMMUNICATIONS ENGINEERIN	08/31/11	3,004.00	MW	OH		
AP00307289	42970JPA	TELECOMMUNICATIONS ENGINEERIN	08/31/11	12,995.00	MW	OH		
AP00307290	31588R	THURMAN, TIMOTHY	08/31/11	4,223.00	MW	OH		
AP00307291	44935	TOM'S RAPID RETRIEVAL & DELIV	08/31/11	750.00	MW	OH		
AP00307292	44587	TRANG, HONG NHUNG	08/31/11	144.00	MW	OH		
AP00307293	26803	TURBO DATA SYSTEMS INC	08/31/11	15,191.67	MW	OH		
AP00307294	4675	TURF & INDUSTRIAL EQUIPMENT	08/31/11	88.75	MW	OH		
AP00307295	11522	UNDERGROUND SERVICE ALERT INC	08/31/11	1,556.88	MW	OH		
AP00307296	3904	UNITED PARCEL SERVICE	08/31/11	202.52	MW	OH		
AP00307297	31745	UNITED SITE SERVICES OF CALIF	08/31/11	597.15	MW	OH		
AP00307298	1940	UNITED WAY OF BAY AREA	08/31/11	225.00	MW	OH		
AP00307299	32209	UNIVAR USA INC	08/31/11	4,775.98	MW	OH		
AP00307300	45871R	VALDEZ, MICHELLE	08/31/11	150.00	MW	OH		
AP00307301	30602	VANGUARD CLEANING SYSTEMS INC	08/31/11	1,920.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00307302	45878R	VEDAD, LOUMAR	08/31/11	175.00	MW	OH		
AP00307303	45558	VELEZ, SEBASTIAN	08/31/11	135.00	MW	OH		
AP00307304	29631R	VERDUCCI, PAUL	08/31/11	309.00	MW	OH		
AP00307305	29329	VERIZON WIRELESS	08/31/11	114.03	MW	OH		
AP00307306	45040	VIGILANT CANINE SERVICES INTE	08/31/11	200.00	MW	OH		
AP00307307	14150R	VON HAGEL, SUSAN	08/31/11	335.05	MW	OH		
AP00307308	27181	VORTEX INDUSTRIES INC	08/31/11	397.66	MW	OH		
AP00307309	1579	VWR INTERNATIONAL INC	08/31/11	454.19	MW	OH		
AP00307310	44425	W E B ELECTRIC	08/31/11	428.06	MW	OH		
AP00307311	12788	WALKERS HYDRAULICS INC	08/31/11	492.50	MW	OH		
AP00307312	45885R	WANG, XIAO PING	08/31/11	2,036.30	MW	OH		
AP00307313	17175	WATER CREEK GUN SUPPLIES	08/31/11	1,816.35	MW	OH		
AP00307314	45726	WEST COAST EQUIPMENT	08/31/11	1,836.00	MW	OH		
AP00307315	29517	WEST LITE SUPPLY COMPANY INC	08/31/11	119.94	MW	OH		
AP00307316	1201	WEST PAYMENT CENTER	08/31/11	684.73	MW	OH		
AP00307317	36033R	WESTERN ENTERPRISES	08/31/11	500.00	MW	OH		
AP00307318	1095	WESTLAKE TOUCHLESS CAR WASH &	08/31/11	207.90	MW	OH		
AP00307319	17259	WILMES COMPANY INC	08/31/11	339.18	MW	OH		
AP00307320	30509	WINGFOOT COMMERCIAL TIRE SYST	08/31/11	3,719.03	MW	OH		
AP00307321	39574	WINZLER & KELLY CONSULTING EN	08/31/11	5,503.54	MW	OH		
AP00307322	32852	WQI	08/31/11	1,500.00	MW	OH		
AP00307323	34537	YAMAMURA, JAIME	08/31/11	238.00	MW	OH		
AP00307324	45503PP	YANO, LISA	08/31/11	885.00	MW	OH		
AP00307325	38381	YORE, SEAN	08/31/11	20.00	MW	OH		
AP00307326	45887R	ZHENG, WENDY	08/31/11	780.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
		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		2,865,898.85	Number of Checks Processed:			350
		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
		G R A N D T O T A L		2,865,898.85				

City of Daly City
Budget Transfer/Adjustment

Department/Division: Public Works - Engineering (Gas Tax Capital) **Date:** 9/7/2011

Month/Fiscal Year: July FY 11-12

Explanation/Justification:

Appropriate $235,000 of Prop 42/Gasoline Excise Tax funds from fund balance to cover additional Street Slurry Seal work in 2011-12. $354,560 in Prop 42/Gasoline Excise Tax funds along with $703,440 in Measure A sales tax funds were recently freed up when the City received a $1.058 million federal grant for the Junipero Serra Resurfacing project.

Approvals:

Originator

Acting City Engineer

Department Head

Director of Finance

City Manager/City Council

City of Daly City Budget Transfer/Adjustment

Finance Only:

Account Number	Account Name	Program/Project Name	Amount	Budget Balance Before	Budget Balance After
Use of Funds:					
17-312-618-4509	Streets Construction	Street Slurry Seal	$235,000.00	<274,827>	<39,827>
			$235,000.00	$	$
Source of Funds:					
Reduced Expenditures:					
New Revenue:					
17-2600	Prop 42/Gasoline Excise Tax	Fund Balance	$235,000.00		
				$	$
		Total Source of Funds	$235,000.00		

For Capital Projects Only - Transfer of Funding Between Projects

From Account Number	Name/Type Code	Amount	**To** Account Number	Name/Type Code	Amount
			17-312-618-2600	TR	$235,000.00

Finance Only:

Verified By/Date 9/7/11 | Entered By/Date | Audited By/Date | Document No.

City Council Meeting Agenda Report

Item # _____

Meeting Date: September 26, 2011

Subject: Reconsider Denial of Administrative Use Permit AUP-12-10-3199
Co-location of New Verizon Wireless Facility, Westmoor High School
163 Edgemont Drive Daly City

Recommended Action

Reconsider denial and uphold staff's approval of AUP-12-10-3199 subject to the modified conditions and findings.

Introduction

An Administrative Use Permit AUP-12-10-3199 for a co-location of a new Verizon Wireless Telecommunication Facility at an existing T-Mobile wireless facility, located at 163 Edgemont Drive (also addressed as 131 Westmoor Avenue) Westmoor High School, was approved by staff in accordance with Zoning Ordinance requirements on May 23, 2011. An appeal was received on May 27, 2011 from Rufino Urrieta and subsequent letters from neighbors on June 2, 2011.

On August 8, 2011, the City Council considered the appeal request and upheld the appeal and therefore denied the Administrative Use Permit.

On August 22, 2011, the City Council considered a request for a motion to reconsider the grant of appeal and moved to consider the item at the City Council meeting of September 26, 2011.

This report provides the background for the reconsideration request and includes a staff recommendation.

Project Description

Verizon Wireless proposed the installation of six new panel antennas and associated RRU's (Remote Radio Units) as a co-location to the existing stealth "monopine" monopole. The installation is proposed at approximately 45 feet high on the existing monopole structure which is approximately ten feet below the existing T-Mobile antennas. The monopole is located at 163 Edgemont Drive, on the Westmoor High School property. The project also includes equipment cabinets and a back- up diesel generator in an equipment area of approximately 15 feet by 34 feet (510 square feet) with a fence to match the existing Verizon equipment area, which is adjacent to the existing T-Mobile equipment area.

Land Use	***Zoning***
North: Residential	R-1 (Single Family Residential)
South: Residential	R-1 (Single Family Residential)
West: Residential	R-1 (Single Family Residential)
East: Residential	R-2, R-3 (Multifamily Residential)

ENVIRONMENTAL ASSESSMENT

CEQA Determination	Categorical Exemption – Section 15301 (Existing Facilities)

Staff has reviewed the proposal under the requirements of the California Environmental Quality Act (CEQA) and has determined that the project, as conditioned is a modification to the existing facility.

RECONSIDERATION REQUEST

Under Daly City Municipal Code Section 2.04.021, any person who has been refused, denied or had a revoked license, permit or any other entitlement shall have the right to request the Council for a motion for reconsideration pursuant to Robert's Rules of Order.

Under Robert's Rules of Order, a motion for reconsideration allows the City Council to vote again on a motion or resolution that has already been voted on. A motion for reconsideration must be made at the subsequent meeting and only by a member who voted with the prevailing side – any Councilmember may second, and all Councilmembers can vote. On August 22, 2011 the City Council moved and approved to reconsider the item at the City Council meeting of September 26, 2011 allowing enough time to re-notice the public.

The City received a request for reconsideration of AUP-12-10-3199 for the co-location of a Verizon Wireless facility at 163 Edgemont Drive, Westmoor High School. The applicant requests the City Council uphold staff's approval of the Administrative Use Permit-12-10-3199 and in the request provided additional information regarding the Federal Telecommunications Act, coverage, and alternative site analysis.

Since the hearing on the appeal, the applicant provided additional information. The applicant submitted an RF engineer's letter of support and coverage, an alternative site analysis, request for reconsideration with supporting documentation and an updated alternative site analysis. The submittals provide information that augments the previous staff reports.

<u>The Federal Telecommunication Act</u>

The City Council requested information regarding the Federal Telecommunications Act (47 U.S.C. Section 332) at the Appeal Hearing. Verizon Wireless Legal Counsel, Mackenzie & Albritton LLP submitted a letter outlining specific code sections and case law pertaining to local jurisdictions' authority to review and permit wireless telecommunications facilities.

In summary, local government is pre-empted by the Federal Telecommunications Act from denying wireless telecommunications facilities based upon electro-magnetic frequency radiation (EMF); discriminating among providers of functionally equivalent services and prohibiting or having the effect of prohibiting the provision of personal wireless services.

<u>Coverage</u>

The applicant provided more detailed information regarding coverage gaps to augment the initial submittal for the Administrative Use Permit application per the request of the City Council.

The submittal by the RF Engineer describes the topographical constraints distances, and dropped calls within the coverage area. The coverage gap is located in the geographic area between Skyline Drive/ HWY35 to the west, Eastmoor Avenue to the north, HWY 280 to the east and Clarinada Avenue to the south. The coverage maps provided demonstrate the coverage before and after the installation of the facility.

The coverage maps and additional information provided are sufficient and meets DCMC 17.39 requirements and indicate the significant gap in coverage in the geographic area specified.

<u>Alternative Site Analysis</u>

The applicant provided a more detailed alternative site analysis in response to the City Council request for additional information.

The analyses state that since 2007, locations considered were:

- Reservoir #5 (Upland)

  This site has an existing thirty-five (35) foot tall monopole for another carrier with nearby residences. In order for Verizon to co-locate at the site and meet coverage gaps, the pole would have required replacement with a fifty (50) foot monopole or greater, or the replacement of one of the lattice structures existing at the site. It is staff's position that due to the construction and resultant height changes, the facility at this location would be intrusive.

- City Reservoir #4 (Southgate and Montrose)

  This site houses the 110 foot diameter City water tank that takes up most of the property leaving insufficient room for the wireless facility equipment as there is an approximate ten (10) foot setback along the perimeter of the tank. The elevation of the tank site in relation to the elevation needed to meet the coverage gap would have required a significant monopole at an estimated ninety (90) feet in height in order to overcome the elevation difference between the site and the coverage area. The spatial constraints for equipment area on the site and the height of the monopole needed would not meet City requirements.

- Palisades Park (Palisades Drive)

  This site would have required new equipment structures of approximately twenty (20) by thirty (30) feet in area and an approximate seventy (70) foot monopole to be constructed. This site is also in the Resource Protection Zone, a known geologically sensitive location, where new structures must comply with geologic reports that typically are restrictive. This location was not considered viable as a new site due to the required structures, the geologic sensitivity of the location and proximity to residences.

- Skyline Plaza (170 Skyline Plaza)

  Verizon Wireless contacted the landlord of the site; however, there was no interest by the property owner. The site became infeasible for Verizon as a lease agreement would be required for a facility to be installed.

- Holy Child/St. Martin Church (777 Southgate Avenue)

  This site is directly adjacent to the City Reservoir # 4 site also reviewed by Verizon in the alternative site analysis. This site was considered as a co-location by Verizon. T-Mobile and AT&T are the two other carriers permitted at the site. The site left inadequate space for Verizon to install the equipment necessary with the two carriers already at the site and still meet the coverage gap without installing a monopole that would be approximately one hundred (100) feet tall in order to meet the coverage objectives.

The alternative site analysis demonstrates that the proposed co-location, at an existing stealth design facility with no height increase and with adequate space available for the equipment area is sufficient and meets DCMC 17.39 requirements. The proposed site with an already permitted T-Mobile stealth design "monopine" was chosen over the alternatives to meet coverage objectives and DCMC 17.39 requirements, which encourages co-locations on public sites.

<u>Electromagnetic Frequency Radiation</u>

Pursuant to Zoning Code, Wireless Communications facilities operating alone and in conjunction with other telecommunications facilities shall not generate electromagnetic frequency (EMF) radiation in excess of the standards for permissible human exposure to EMF as adopted by the Federal Communications Commission (FCC). The FCC exempts cellular phone antennas mounted to non-building structures above 30 feet from the ground and within specific frequency measures. The FCC preempts local jurisdictions, such as Daly City, from regulating wireless facility projects based on the environmental effects of radio frequency emissions to the extent that such facilities comply with FCC's regulations. The existing antennas conform to the FCC requirements. The EMF study required for the proposed project establishes that the exposure is below the FCC limits and therefore meets FCC requirements.

The US Code Section 332 of the 1996 telecommunications act limits the jurisdictions regulatory authority regarding EMF:

Excerpt from Section 332 of 1996 Telecom Act:

(B) LIMITATIONS. --

(iv) No State or local government or instrumentality thereof may regulate the placement, construction, and modification of personal wireless service facilities on the basis of the environmental effects of radio frequency emissions to the extent that such facilities comply with the Commission's regulations concerning such emissions.

The EMF report submitted, as a part of the administrative use permit application, indicates that the projected EMF meets FCC standards. Conditions of Approval have been included that ensure the EMF meet FCC requirements, both now and in the future.

The EMF Report submitted for the project stated the at the maximum calculated cumulative RF exposure level at the second floor elevation of any nearby building, including the residences on Edgemont Drive and any of the school buildings on the campus at 2.4% of the public exposure limit.

The City Council had directed staff in 2010 to include a new EMF compliance condition in all subsequent wireless facility use permits pertaining to EMF. The existing T-Mobile facility was approved prior to that date on April 29, 2008 (AUP07-2). The conditions of approval for the proposed Verizon site incorporated the Council direction and staff included the EMF related conditions # 17 and 18, which require additional EMF reports throughout the life of the project. (Attachment A- Administrative Use Permit and Attachments)

Conclusion

The applicant has sufficiently demonstrated there is a significant coverage gap and provided an alternative site analysis that demonstrates that the chosen location is the least visibly intrusive while still meeting the coverage demands. The EMF reports provided meets DCMC 17.39 and FCC requirements. The applicant proposed to co-locate at an existing stealth facility on a public site which is encouraged by DCMC 17.39. The proposed project meets requirements in DCMC 17.39 and the Federal Telecommunications Act.

FINDINGS

Staff finds that Administrative Use Permit, AUP-12-10-3199, as conditioned, is in accordance with Section 17.39, Wireless Communication Facilities, of the Daly City Municipal Code. Approval of the Administrative Use Permit application, as conditioned herein, conforms to all standards, requirements set forth in Municipal Code Section 17.39, and that general site and architecture considerations have been incorporated to insure compatibility with adjacent buildings and to provide an attractive environment. These findings are based in part on the following facts:

1. The project is consistent with Categorical Exemption 15301, Existing Facilities, of the California Environmental Quality Act (CEQA).
2. The proposed installation of six panel antennas, associated RRU's, on the existing stealth "monopine" monopole at approximately forty-five (45) high on the monopole structure located at 163 Edgemont Drive (131 Westmoor Avenue) where the antennas would be stealth designed to match on the existing "monopine" and equipment cabinets and back up diesel generator in an equipment area of approximately 15 feet x 34 feet (510 square feet) fenced to match the existing site aesthetic, conforms to all standards, requirements and conditions as defined in Daly City Municipal Code Section 17.39, Wireless Communications Facilities.
    a) The placement of said facilities do not interfere with views of the streetscape, natural vegetation and scenery as it is a stealth design where the antennas are mounted and co-located on the existing monopole and the proposal incorporates architectural screen fencing to match the building and the conditions of approval require screening to match the building architectural design aesthetic prior to installation.

    b) The siting of the telecommunication facility is compatible in scale and design with the subject site in the specific location proposed.

c) The subject facility is sited so as to minimize adverse visual impacts on natural resources, neighborhoods, vistas, view corridors, architecture and structures.

d) The antennas and equipment are integrated with the scale and character of the subject property and made as unobtrusive as possible through conditions of approval that require incorporating materials and colors to match the existing stealth monopine monopole with the equipment area architectural aesthetic to blend with the existing building design aesthetic.

e) The proposed wireless facility will be visible from the public right of way, however, with, the stealth design and with the screening required by conditions of approval it does not present a significant adverse visual impact.

3. Maintenance or operation of the proposed wireless facility, as currently designed and conditioned, will not, under the circumstances of this particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood or be injurious in the neighborhood or to the general welfare of the City with the conditions herein. The design and location are consistent with City Code.

4. The EMF report provided pursuant to Zoning Code, meets the requirement that the wireless communications facilities operating alone and in conjunction with other telecommunications facilities shall not generate electromagnetic frequency (EMF) radiation in excess of the standards for permissible human exposure to EMF as adopted by the Federal Communications Commission (FCC). The additional conditions of approval for annual EMF report submittals further ensure that this requirement is met for the life of the permit.

CONDITIONS OF APPROVAL:

Staff recommends the following conditions as specified by each Department and Division. These conditions need to be complied with prior to, or as part of, any building permit for the proposed improvements.

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

General

1. Within ten (10) days of Planning Division approval, the applicant shall file with the Planning Division a Declaration of Acceptance of all conditions. Until said declaration is filed, the project shall not be valid for any permits sought from the City.

2. If building permits have not been issued and installation diligently pursued towards completion within one year of City Council approval, the administrative use permit shall become invalid.

3. All development shall conform to plans as approved or conditioned by the City.

4. Modifications to existing wireless communication facilities shall be subject to the review and approval of the Director of Economic and Community Development and a Use Permit, Administrative Use Permit may be required.

5. If the Director finds evidence that conditions of approval have not been fulfilled, the Director may refer the administrative use permit to the Planning Commission and City Council for review.

6. Upon such review, Commission/Council may modify or revoke the permit if the conditions have not been met.

Cessation of Operations

7. The applicant shall provide written notification to the Director upon cessation of operations on the site exceeding a 90 day period. Subject to the determination of the Director, the applicant shall remove all obsolete or unused facilities from the site within 180 days of termination of its lease with the property owner or cessation of operations.

8. A new administrative use permit or use permit shall be required if the site is to be used again for the same purpose as permitted under the original permit, if a consecutive period of 180 days has lapsed since cessation of operations.

Equipment

9. All exterior mechanical and electrical equipment cabinets shall be the minimum size feasible, and the minimum number required for the operation of the telecommunications facility.

10. The antennas, equipment and dishes shall be installed with stealth design and screening as shown on the proposed plans and photo simulations so that the screening that incorporates a design that matches the building architectural aesthetic as proposed. This requirement includes paint and materials to match or complement. All plans for the screening shall be required and submitted for Planning Division review with or prior to the building permit application. Building permits may not be issued for the facilities until the Planning Division approves the design.

11. No exposed cabling shall be utilized as part of this, or any subsequent cellular antenna installation.

12. The applicant shall be responsible for maintaining all telecommunication facilities in a graffiti-free condition.

13. No storage of construction material or maintenance equipment shall be permitted to block public or private streets, driveways, and emergency vehicle access or sidewalk areas.

14. The Fire Department has additional submittal requirements. Prior to the issuance of a building permit for a new wireless facility or modifications to an existing wireless facility, the applicant shall submit plans that provide specifications regarding, but not limited to, the following:

    fire protection systems
    a signage program
    compliance with FCC RF safety requirements
    emergency shut off switches
    cabling runs labeling and installation location requirements
    24 hour emergency shutdown contact information
    exclusion zone site plans
    conformance to emergency access and site inspections.

    Plans are subject to the approval of the Fire Department and failure to comply with these requirements may result in use permit revocation, no building permit issuance or both. Fire Department personnel may be contacted at (650) 991-8150.

15. The proposed back up diesel generator shall require verification of compliance with BAAQMD requirements prior to building permit final.

16. The use of lighting shall not be allowed on telecommunication facilities unless required as a public safety measure and if required the lighting shall be screened to minimize light and glare from leaving the site.

<u>EMF Radiation</u>

17. Prior to the approval of building permits, information must be furnished to the Planning Division recognizing the cumulative effect of all existing and proposed facilities. Wireless communications facilities operating alone and in conjunction with other telecommunications facilities shall not generate electromagnetic frequency (EMF) radiation in excess of the standards for permissible human exposure to EMF as adopted by the Federal Communications Commission (FCC).

18. An annual EMF (RF) report that demonstrates the facility continues to meet FCC requirements shall be submitted to the Planning Division on or before the anniversary date of the administrative use permit or use permit. Failure to submit the report may result in revocation of the use permit.

<u>Structural Communications</u>

19. Provide three sets of plans and calculations justifying the proposed design, detailing the installation of the new antennas, their connection to the existing structure, how the existing structure will carry the loads imposed by the project accounting for gravity and lateral forces and any modifications to the existing structure. Plans and calculations shall be prepared by a California registered civil or structural engineer and submitted with an application for a building permit.

Time Limit

20. This administrative use permit shall be valid for a period of ten years from the date of approval unless renewed prior to expiration or modified through site modification or other requirements. A new application and fee shall be required for renewal of the administrative use permit.

Noise

21. If complaints of noise generated from the equipment are received by the Planning Division, the administrative use permit will be subject to review by the City, including possible revocation of the permit.

Maintenance

22. Normal maintenance activities shall only occur between the hours of seven a.m. and five p.m. Monday through Saturday, excluding emergency repairs, unless the carrier requests and receives approval through a use permit or an administrative use permit for a different maintenance period. Backup generators shall only be operated during power outages or for testing and maintenance between the hours of seven a.m. and five p.m. Monday through Saturday.

POLICE DEPARTMENT

22. In the event of a disaster or emergency, the installations shall not interfere with any City emergency service telecommunications facilities transmission.

23. Applicant shall agree to adjust, correct or remove the antennas/equipment to the satisfaction of the City of Daly City should the transmission from the antennas interfere with Daly City emergency transmission or communications.

WATER AND WASTEWATER RESOURCES DEPARTMENT

24. Equipment must not interfere with the existing SCADA System in any way.

25. Utility plans as necessary may be required for the building permit application.

PUBLIC WORKS

26. Any utility work associated with this project that is located within the City Right of Way will require an encroachment permit. City Engineering Division Approval of the building permit shall be required prior to building permit issuance.

Recommendation

Staff recommends the City Council:

1. Deny the appeal;
2. Affirm the Environmental Assessment;
3. Affirm the approval of Administrative Use Permit, AUP-12-10-3199 subject to the Findings and Conditions outlined herein.

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

Respectfully submitted,

Steven J. Engfer

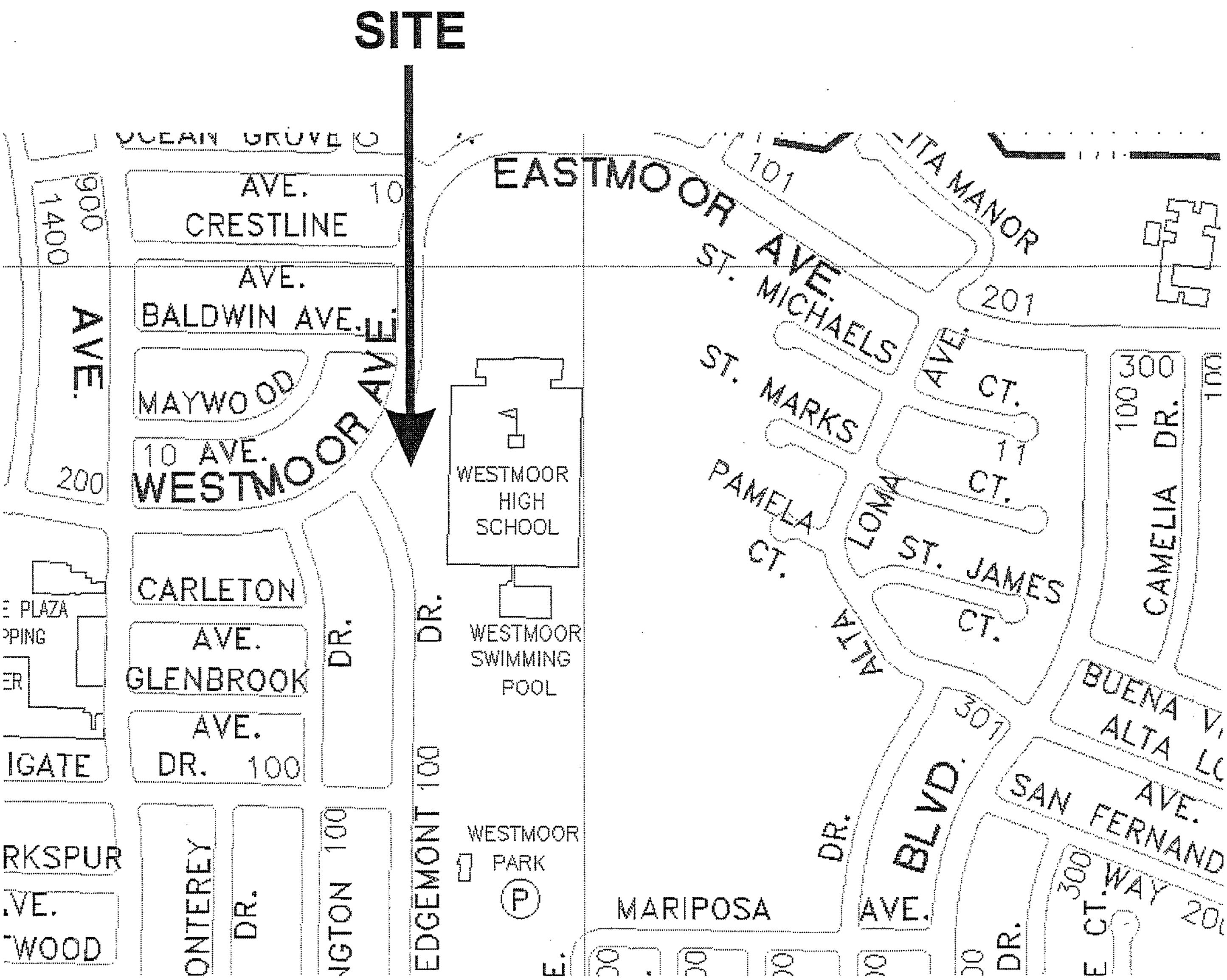
Richard N. Berger

Steve Engfer
Assistant Planner

Richard Berger
Director of Economic & Community Development

Attachments
Attachment A – Location Map
Attachment B – Plans
Attachment C – EMF Report
Attachment D – Reconsideration Request
Attachment E – Verizon Legal Counsel Letter
Attachment F – Coverage Maps
Attachment G – Alternative Site Analysis

LOCATION MAP
ADMINISTRATIVE USE PERMIT
AUP-12-10-3199
163 Edgemont Drive, Westmoor High School



ATTACHMENT A

ATTACHMENT D

verizon wireless

HWY 35 & WESTMOOR

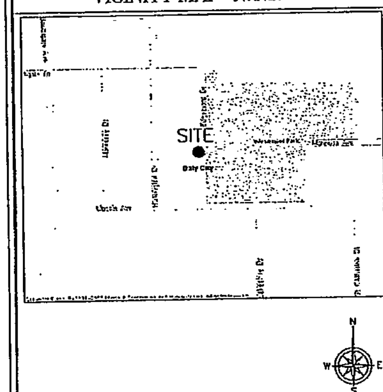
183000

163 EDGEMONT DRIVE DALY CITY, CA 94015

SIGNATURE BLOCK

VERIZON WIRELESS EQUIPMENT ENGINEER: SIGNATURE DATE	VERIZON WIRELESS REAL ESTATE: SIGNATURE DATE
VERIZON WIRELESS CONSTRUCTION: SIGNATURE DATE	VERIZON WIRELESS RF ENGINEER: SIGNATURE DATE
PROPERTY OWNER: SIGNATURE DATE	AGENT-LEASING: SIGNATURE DATE
AGENT-CONSTRUCTION: SIGNATURE DATE	AGENT-ZONING: SIGNATURE DATE

VICINITY MAP - N.T.S.



DRIVING DIRECTIONS

FROM: VERIZON WIRELESS REGIONAL OFFICE IN WALNUT CREEK, CA 2785 MITCHELL DRIVE WALNUT CREEK, CA 94598

TO: 163 EDGEMONT DRIVE DALY CITY, CA 94015

DISTANCE: 36 MILES

1. Turn left at N Wigel Ln
2. Turn right at Ygnacio Valley Rd
3. Slight left to stay on Ygnacio Valley Rd
4. Merge onto CA-24 W via the ramp to Oakland
5. Take the exit onto I-580 W
6. Take exit 19A on the left to merge onto I-80 W
7. Continue on US-101 S
8. Take the exit onto I-280 S toward Daly City
9. Take the exit toward Eastmoor Ave
10. Turn left at Sullivan Ave
11. Turn right at Eastmoor Ave
12. Turn left at St Francis Blvd
13. Turn right at Mariposa Ave

CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

2010 BUILDING STANDARDS ADMINISTRATIVE CODE, PART 1, TITLE 24 C.C.R.

2010 CALIFORNIA BUILDING CODE (CBC), PART 2, TITLE 24 C.C.R.

2010 CALIFORNIA ELECTRICAL CODE (CEC), PART 3, TITLE 24 C.C.R.

2010 CALIFORNIA MECHANICAL CODE (CMC), PART 4, TITLE 24 C.C.R.

2010 CALIFORNIA PLUMBING CODE (CPC), PART 5, TITLE 24 C.C.R.

2010 CALIFORNIA ENERGY CODE, PART 6, TITLE 24 C.C.R.

2010 CALIFORNIA ELEVATOR CODE, PART 7, TITLE 24 C.C.R.

2010 CALIFORNIA FIRE CODE, PART 9, TITLE 24 C.C.R.

2010 CALIFORNIA REFERENCED STANDARDS, PART 12, TITLE 24 C.C.R.

TITLE 19 C.C.R., PUBLIC SAFETY, STATE FIRE MARSHALL REGULATIONS

PARTIAL LIST OF APPLICABLE STANDARDS
NFPA 17 DRY CHEMICAL ESTINGUISHING SYSTEMS – 2002 EDITION
NFPA 17A WET CHEMICAL SYSTEMS – 2002 EDITION
NFPA 72 NATIONAL FIRE ALARM CODE– NOTE: SEE UL STANDARD 1791 FOR VISUAL DEVICES – 2007 EDITION
NFPA 253 CRITICAL RADIANT FLUX OF FLOOR COVERING SYSTEMS – 2006 EDITION
NFPA 2001 CLEAN AGENT FIRE EXTINGUISHING SYSTEMS – 2004 EDITION
REFERENCE CODE SECTION FOR NFPA STANDARDS – 2007 CDC (SFM) 3504.1
NFPA 110 EMERGENCY & STANDBY POWER SYSTEM – 2005

DSA NOTES

REQUIRED INSPECTOR OF RECORD (IOR) CLASSIFICATION:

CLASS 1

THE PROJECT IORs SHALL BE DSA APPROVED, AND CONFORM TO THE CLASSIFICATION CRITERIA AS PROVIDED IN INTERPRETATION OF REGULATIONS (IR) A-7, DATED DECEMBER 1999– REUSED 2007.

THE ARCHITECT OF RECORD WILL COORDINATE HIS CHOICE OF THE IOR WITH THE SCHOOL'S PERSONNEL RESPONSIBLE FOR THE PROJECT.

PROJECT DESCRIPTION

INSTALLATION OF A WIRELESS COMMUNICATIONS FACILITY, INCLUDING THE INSTALLATION OF NEW EQUIPMENT CABINET AND A PROPOSED STANDBY 30KW DIESEL GENERATOR SET WITH A 132 GALLON, UL142 DIESEL FUEL TANK. ALSO THE INSTALLATION OF SIX (6) NEW PANEL ANTENNAS MOUNTED EXISTING MOBILITIE 60'-0" HIGH MONOPINE, TWO (2) GPS ANTENNA MOUNTED ON NEW CMU WALL WITH ASSOCIATED UTILITIES AND COAXIAL CABLES.

GENERAL CONTRACTOR NOTES

CONTRACTOR & PROJECT MANAGER SHALL BE FULLY RESPONSIBLE FOR COMPLYING WITH DSA'S CONSTRUCTION PROCESS, INCLUDING BUT NOT LIMITED TO:

- NOTIFYING THE ARCHITECT OF RECORD, AND OTHER AUTHORITIES AT BEGINNING OF CONSTRUCTION AND OTHER REQUIRED MILESTONES.
- SECURING & EXECUTING REQUIRED DSA FORMS AND/OR OTHER DOCUMENTATION.
- SECURING INSPECTOR OF RECORD (IOR)'S INSPECTION.
- SECURING REQUIRED SPECIALIZED LAB TESTS OF MATERIALS, FROM DSA (LEA) APPROVED LABS, AND REQUIRED INSPECTIONS. (REFER TO T&I LIST.) REQUIRED LAB TEST/INSPECTION REPORTS SHALL BE SUBMITTED/FORWARDED TO REQUIRED ENTITIES (INCLUDING BUT NOT LIMITED TO: IOR, ARCHITECT, DISTRICT, AND DSA.) TESTING LABS AND INSPECTORS SHALL BE HIRED BY THE SCHOOL.
- EXECUTE (DOCUMENTATION FOR) PROJECT CLOSURE WITH CERTIFICATION PER DSA'S PROCEDURE/REQUIREMENTS, TO OBTAIN
- DSA'S FINAL CERTIFICATION OF CONSTRUCTION.

BUILDING/ SITE DATA LEGEND

LATITUDE:	37° 40' 58.05" N (NAD83)
LONGITUDE:	122° 29' 02.26" W (NAD83)
ELEVATION:	457.3' AMSL (NGVD 29)
A.P.N.:	008-072-280 & 008-072-290
ZONING:	PUBLIC
OCCUPANCY:	U, UNMANNED
TYPE OF CONSTRUCTION:	V-B
AREA OF CONST.:	510 SQ. FT.
HANDICAP REQUIREMENTS:	FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS NOT REQUIRED.
TITLE 24 REQUIREMENTS:	FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. TITLE 24 IS EXEMPT.

ARCHITECT SIGNATURE

PROJECT DATA

PROPERTY OWNER:
JEFFERSON UNION HIGH SCHOOL DISTRICT
699 SERRAMONTE BOULEVARD
DALY CITY, CA 94015
CONTACT: MICHAEL CRILLY
PHONE: (650) 550-7960

APPLICANT:
VERIZON WIRELESS
WALNUT CREEK EXECUTIVE PARK
2785 MITCHELL DRIVE BUILDING 9
WALNUT CREEK, CA 94598
CONTACT: JIM GRAHAM
PHONE: (925) 872-2204

LEASING MANAGER:
NSA WIRELESS
2000 CROW CANYON PLACE, STE 400
RAMON, CA 94583
CONTACT: MICHELE PHIPPEN
PHONE: (925) 244-1890

ZONING MANAGER:
NSA WIRELESS
2000 CROW CANYON PLACE, STE 400
SAN RAMON, CA 94583
CONTACT: CHARNEL JAMES
PHONE: (925) 244-1890

TOWER OWNER:
MOBILITIE-SITE SF130368
660 NEWPORT CENTER DRIVE,
NEWPORT BEACH, CA 92660
CONTACT: ERIKA AKASON
PHONE: (949) 999-4541

SURVEYOR:
H2WOOD SURVEYING
5164 FRY ROAD
VACAVILLE, CA 95687
CONTACT: DENNIS WOOD
PHONE: (707) 249-3387

ARCHITECT:
DELTA GROUPS ENGINEERING, INC.
2362 McGAW AVENUE
IRVINE, CA 92614
CONTACT: FRANCIS ONG
PHONE: (949) 622-0333

STRUCTURAL ENGINEER:
ESC STRUCTURAL ENGINEERS & BUILDING CODE CONSULTANTS
3422 E. WESTRIDGE DR.,
ORANGE, CA 92867
CONTACT: ED S. CHUNG
PHONE: (714) 283-3681

ARCHITECT:
DELTA GROUPS ENGINEERING, INC.
2362 McGAW AVENUE
IRVINE, CA 92614
CONTACT: CHAU TANG
PHONE: (949) 622-0333

CONSTRUCTION MANAGER:
NSA WIRELESS
2000 CROW CANYON PLACE, STE 400
SAN RAMON, CA 94583
CONTACT: ROGER SHARP
PHONE: (925) 244-1890

SHEET INDEX

verizon wireless
2785 MITCHELL DRIVE, SUITE 9
WALNUT CREEK, CA 94598

PROJECT INFORMATION:
HWY 35 & WESTMOOR
183000
163 EDGEMONT DRIVE
DALY CITY, CA 94015
SAN MATEO COUNTY

CURRENT ISSUE DATE: 4/7/11

ISSUED FOR: CD (80%)

REV.:	DATE:	DESCRIPTION:	BY:
1	4/7/11	CD (80%)	JT

PLANS PREPARED BY:
DELTA GROUPS ENGINEERING, INC.
CONSULTING ENGINEERS
5835 WEST LAS POSITAS, SUITE 403
PLEASANTON, CA 94588
TEL: (925) 460-0113 FAX: (925) 460-0333

REGULATORY STAMP:
FILE NO. X-XXX IDENTIFICATION STAMP DIVISION OF THE STATE ARCHITECT
APPL. XX-XXXXXX
AC____FLS____SS____
DATE____

CONSULTANT:

SEAL OF APPROVAL:

SHEET TITLE: TITLE SHEET

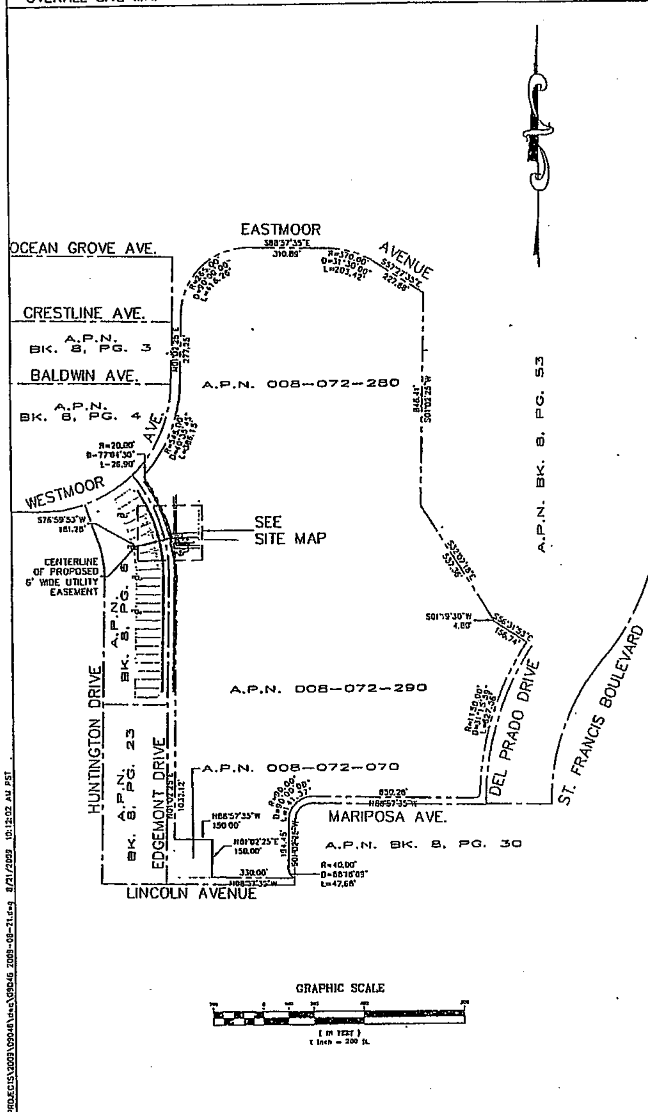
SHEET NUMBER: T1

REVISION: 1

P09NS009

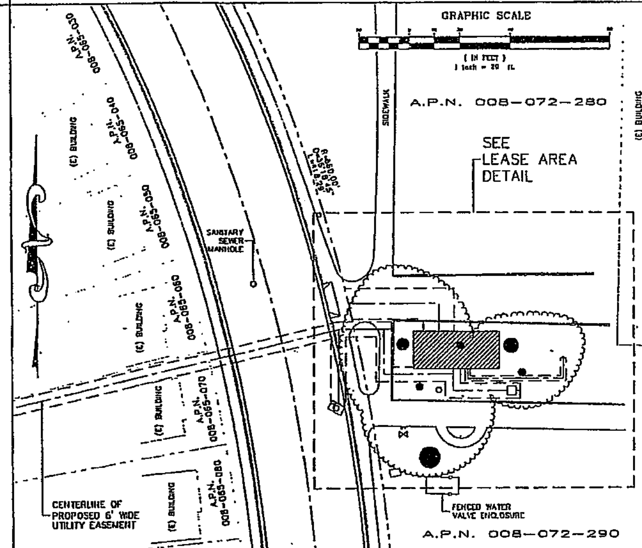
ATTACHMENT B

OVERALL SITE MAP

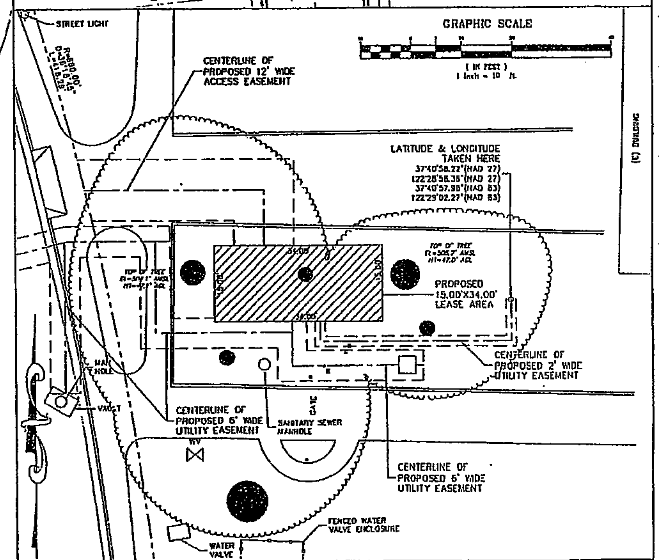


BOUNDARY SHOWN IS BASED ON RECORD INFORMATION AND FOUND MONUMENTATION.
THIS IS NOT A BOUNDARY SURVEY. PROPERTY LINES SHOWN ARE APPROXIMATE.

SITE MAP

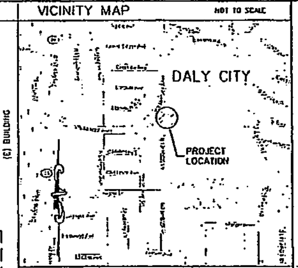


LEASE AREA DETAIL



VICINITY MAP

NOT TO SCALE



GENERAL NOTES

PROPERTY INFORMATION

OWNER: JEFFERSON UNION HIGH SCHOOL DISTRICT
ADDRESS: 699 SERRAMONTE BOULEVARD
DALY CITY, CA 94015

SITE: WESTMOOR HIGH SCHOOL
163 EDGEMONT DRIVE
DALY CITY, CA 94015

ASSESSOR'S PARCEL NUMBER: 008-072-280 & 008-072-290
EXISTING GROUND ELEVATION: ELEV=459.3'±AMSL

LESSOR'S LEGAL DESCRIPTION

LEGAL DISCRIPTION IS FOUND IN OLD REPUBLIC TITLE COMPANY TITLE REPORT FILE NUMBER 1117005909-JM, DATED DECEMBER 7, 2010.

THE LAND REFERRED TO IN SAID REPORT IS SITUATED IN THE CITY OF DALY CITY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA.

TITLE REPORT

TITLE REPORT WAS AVAILABLE AT THE TIME OF FIELD SURVEY. TITLE REPORT PROVIDED BY OLD REPUBLIC TITLE COMPANY TITLE REPORT FILE NUMBER 1117005909-JM, DATED DECEMBER 7, 2010.

BASIS OF BEARING

BEARINGS SHOWN HEREON ARE BASED UPON U.S. STATE PLANE NAD83 COORDINATE SYSTEM STATE PLANE COORDINATE ZONE 3, DETERMINED BY GPS OBSERVATIONS.

BENCHMARK

ELEVATION ESTABLISHED FROM GPS DERIVED ORTHOMETRIC HEIGHTS, APPLYING GEOID 99 SEPARATIONS, CONSTRAINING TO NGS CONTROL STATION 'LUTZ' ELEVATION=450.0' (NAVD88)

SURVEY DATE

05/30/09

SURVEYOR'S NOTES

ALL EASEMENTS CONTAINED WITHIN SAID TITLE REPORT AFFECTING THE IMMEDIATE AREA SURROUNDING THE LEASE HAVE BEEN PLOTTED. SURVEYOR HAS NOT PERFORMED A SEARCH OF PUBLIC RECORDS TO DETERMINE ANY DEFECT IN TITLE ISSUED. THE BOUNDARY SHOWN HEREON IS PLOTTED FROM RECORD INFORMATION AND DOES NOT CONSTITUTE A BOUNDARY SURVEY OF THE PROPERTY.

UTILITY NOTES

SURVEYOR DOES NOT GUARANTEE THAT ALL UTILITIES ARE SHOWN OR THEIR LOCATIONS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR AND DEVELOPER TO CONTACT U.S.A. AND ANY OTHER INVOLVED AGENCIES TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION. REMOVAL, RELOCATION AND/ OR REPLACEMENT IS THE RESPONSIBILITY OF THE CONTRACTOR.

LEGEND

PROPERTY LINE
FENCE LINE
CURB & GUTTER
TREE DRIP LINE
JOINT UTILITY POLE
AGL ABOVE GROUND LEVEL
AMSL ABOVE MEAN SEA LEVEL
B BOLLARD

LICENSED LAND SURVEYOR
RICK K. HAYES
No. 7900
EXP. 12/31/11
STATE OF CALIFORNIA

REVISIONS

NO.	DATE	DESCRIPTION
1	07/08/09	ISSUED FOR REVIEW
2	07/15/09	REV. #1 PER EMAIL
3	08/13/09	ADDT'L TOPO ADDED
4	08/21/09	REV. #2 PER EMAIL
5	07/07/10	REV. PER EMAIL
6	08/27/10	REV. PER EMAIL
7	02/18/11	TITLE REVIEW

183000
HWY 35 & WESTMOOR
163 EDGEMONT DRIVE
DALY CITY, CA 94015

DRAWN: DATE: 02/21/11
JOB NO. 09-046
SHEET NO.

C:\PROJECTS\2009\09046\dwg\09046 2009-08-21.dwg 8/21/2009 10:12:02 AM PST

KEY NOTES:

1. NEW 34'-0"x15'-0" VERIZON WIRELESS EQUIPMENT AREA (510 SQ. FT. TOTAL) (1/A2)
2. NEW VERIZON WIRELESS PANEL ANTENNAS (2 PER SECTOR, TYP., 3 SECTORS TOTAL) MOUNTED ON AN EXISTING MODULINE 60'-0" HIGH STEEL MONOPINE (2/A2)
3. NEW CABLE BRIDGE FOR COAX CABLE ROUTING, TYP. (APPROX. 50 L.F. FROM EQUIPMENT AREA TO EXISTING MONOPINE)
4. NEW PG&E UNDERGROUND ROUTING WITHIN A 6'-0" WIDE UTILITY EASEMENT (APPROX. 30 L.F. FROM P.O.C. TO NEW PG&E TRANSFORMER)
5. NEW 12'-0" WIDE VERIZON WIRELESS ACCESS EASEMENT OVER EXISTING ACCESS ROAD (APPROX. 60 L.F. FROM EQUIPMENT AREA TO PUBLIC R.O.W. ALONG EDGEMONT DRIVE DRIVE)
6. NEW 8'-0" HIGH CMU WALL (TYP.)
7. EXISTING PG&E VAULT (POWER P.O.C.)
8. NEW VERIZON WIRELESS TELCO UNDERGROUND ROUTING WITHIN A 6'-0" WIDE UTILITY EASEMENT (APPROX. 155 L.F. FROM EXISTING JOINT POLE BEHIND LOT #22 & #26 (TELCO P.O.C.) TO JOINT TRENCH)
9. NEW PG&E UNDERGROUND ROUTING WITHIN A 6'-0" WIDE UTILITY EASEMENT (APPROX. 30 L.F. FROM NEW PG&E TRANSFORMER TO THE METER/LEASE AREA)
10. NEW METER ATTACHED TO CMU EXTERIOR WALL (TYP.)
11. NEW VERIZON WIRELESS POWER & TELCO UNDERGROUND ROUTING WITHIN THE LEASE AREA
12. NEW PG&E POWER TRANSFORMER
13. NEW VERIZON WIRELESS GPS ANTENNA
14. [illegible]
15. [illegible]
16. [illegible]
17. [illegible]
18. [illegible]
19. [illegible]
20. NEW 17"x35" PULL BOX
21. NEW JOINT POWER & TELCO UNDERGROUND ROUTING (APPROX. 80' FROM START OF JOINT TRENCH TO EQUIPMENT AREA)

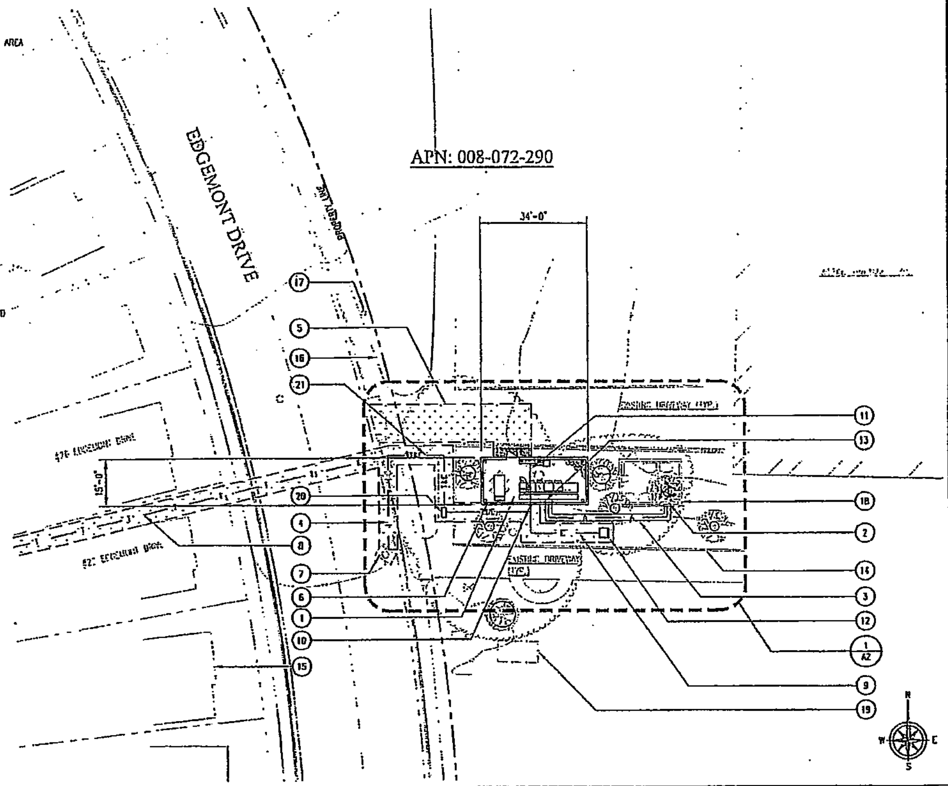
LOCAL FIRE AUTHORITY REVIEW

- ACCESS ROADS AND GATE ENTRANCES ARE IN ACCORDANCE WITH TITLE 19, CALIFORNIA CODE OF REGULATIONS SUBCHAPTER 1, ARTICLE 3.05 (ACCESS ROADS) AND ARTICLE 3.16 (GATE ENTRANCES) TO SCHOOL SITES.
- FIRE FLOW, FIRE HYDRANT LOCATION AND DISTRIBUTATION ARE IN ACCORDANCE WITH CALIFORNIA FIRE CODES APPENDIX B (FIRE FLOW) AND APPENDIX C (HYDRANT LOCATIONS).

LOCAL FIRE AUTHORITY: SAN MATEO COUNTY FIRE PROTECTION DISTRICT
ADDRESS:______ CITY/STATE/ZIP:
PHONE NUMBER:______ DATE:______
APPROVAL ISSUED BY:______
SIGNATURE:______
RANK/TITLE:______
COMMENTS:______

(A SIGNATURE ABOVE SIGNIFIES THAT THE LOCAL FIRE AUTHORITY WAS CONSULTED REGARDING ACCESS ROADS, GATES IN PERIMETER FENCES, (WHERE APPLICABLE) LOCATIONS OF MAIN FIRE ALARM CONTROL PANELS (FACP) AND ANNUNCIATOR PANELS, FIRE HYDRANTS AND FIRE FLOW, POST INDICATOR VALVES (PIV'S), FIRE DEPARTMENT CONNECTIONS (FDC'S), PORTABLE FIRE EXTINGUISHERS, AND FIRE PROTECTION DURING CONSRUCTION. METHODS INDICATED ON PLANS AND IN SPECIFICATION ARE CONSIDERED ADEQUATE).

NOTES:
1. DO NOT SCALE DRAWINGS. ALL DIMENSIONS OF AND BETWEEN EXISTING BUILDINGS/STRUCTURES, OR RELATIVE DISTANCES AS SHOWN BETWEEN EXISTING BUILDINGS/STRUCTURES AND THE TRUE NORTH ARE TO BE CONFIRMED BY THE SURVEYOR.
2. POWER/TELCO ROUTING AND DESIGN ARE PRELIMINARY AND MUST BE VERIFIED WITH LOCAL UTILITY COMPANIES.
3. CONTRACTOR TO RELOCATE AND REPLACE ALL IRRIGATION LINES THAT WERE DISTURBED DURING CONSTRUCTION. GC TO VERIFY AND COORDINATE WITH THE SCHOOL DISTRICT PRIOR TO ANY WORKS.



SCALE: 1/16 inch = 1 ft | 16' 0' 16' 32' | 1

OVERALL SITE PLAN

1. SURVEY INFORMATION SHOWN IS OBTAINED FROM A SURVEY PREPARED BY HZWOOD LAND SURVEYING PROFESSIONALS TITLED HIGHWAY 35 & WESTMOOR DATED AUGUST 27, 2010.
2. THE APPLICANT, ARCHITECT/ENGINEER, AND REPRESENTATIVES OF THE OWNER, MUST BE NOTIFIED AT LEAST TWO FULL DAYS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
3. DO NOT EXCAVATE OR DISTURB BEYOND THE PROPERTY LINES OR LEASE LINES, UNLESS OTHERWISE NOTED.
4. DO NOT SCALE BUILDING DIMENSIONS FROM DRAWINGS.
5. ANY DRAIN AND/OR FIELD TILE ENCOUNTERED DURING CONSTRUCTION SHALL BE RETURNED TO ITS ORIGINAL CONDITION PRIOR TO COMPLETION OF WORK. SIZE, LOCATION AND TYPE OF ANY UNDERGROUND UTILITIES OR IMPROVEMENTS SHALL BE ACCURATELY NOTED AND PLACED ON AS-CONSTRUCTED DRAWINGS BY GENERAL CONTRACTOR AND ISSUED TO ARCHITECT/ENGINEER AT COMPLETION OF PROJECT.
6. ALL EXISTING UTILITIES, FACILITIES, CONDITIONS, AND THEIR DIMENSIONS SHOWN ON PLANS HAVE BEEN PLOTTED FROM AVAILABLE RECORDS. THE ARCHITECT/ENGINEER AND OWNER ASSUME NO RESPONSIBILITY WHATSOEVER AS TO THE SUFFICIENCY OR ACCURACY OF THE INFORMATION SHOWN ON THE PLANS OR THE MANNER OF THEIR REMOVAL OR ADJUSTMENT. CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING EXACT LOCATION OF ALL EXISTING UTILITIES AND FACILITIES PRIOR TO START OF CONSTRUCTION. CONTRACTOR SHALL ALSO OBTAIN FROM EACH UTILITY COMPANY DETAILED INFORMATION RELATIVE TO WORKING SCHEDULES AND METHODS OF REMOVING OR ADJUSTING EXISTING UTILITIES.
7. CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES BOTH HORIZONTALLY AND VERTICALLY PRIOR TO START OF CONSTRUCTION. ANY DISCREPANCIES OR DOUBTS AS TO THE INTERPRETATION OF PLANS SHOULD BE IMMEDIATELY REPORTED TO THE ARCHITECT/ENGINEER FOR RESOLUTION AND INSTRUCTION, AND NO FURTHER WORK SHALL BE PERFORMED UNTIL THE DISCREPANCY IS CHECKED AND CORRECTED BY THE ARCHITECT/ENGINEER. FAILURE TO SECURE SUCH INSTRUCTION MEANS CONTRACTOR WILL HAVE WORKED AT HIS/HER OWN RISK AND EXPENSE. CONTRACT SHALL CALL LOCAL DIGGER HOT LINE FOR UTILITY LOCATIONS 48 HOURS PRIOR TO START OF CONSTRUCTION.
8. ALL PROPOSED AND EXISTING UTILITY STRUCTURES ON SITE AND IN AREAS TO BE DISTRUBED BY CONSTRUCTION SHALL BE ADJUSTED TO FINISH ELEVATIONS PRIOR TO FINAL INSPECTION OF WORK.
9. THE BUILDING DEPARTMENT ISSUING THE BUILDING PERMIT SHALL BE NOTIFIED AT LEAST TWO WORKING DAYS PRIOR TO THE COMMENCEMENT OF WORK OR AS STIPULATED BY THE CODE ENFORCEMENT OFFICIAL HAVING JURISDICTION.
10. GRADING OF THE SITE WORK AREA IS TO BE SMOOTH AND CONTINUOUS IN SLOPE AND IS TO FEATHER INTO EXISTING GRADES AT THE GRADING LIMITS.
11. ALL TEMPORARY EXCAVATIONS FOR THE INSTALLATION OF FOUNDATIONS, UTILITIES, ETC., SHALL BE PROPERLY LAID BACK OR BRACED IN ACCORDANCE WITH CORRECT OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REQUIREMENTS.
12. STRUCTURAL FILLS SUPPORTING PAVEMENTS SHALL BE COMPACTED TO 100% OF MAXIMUM STANDARD PROCTOR DRY DENSITY.
13. PROPOSED GRADES NOT IN BUILDING AND DRIVEWAY IMPROVEMENT AREA TO BE ACHIEVED BY FILLING WITH APPROVED CLEAN FILL AND COMPACTED TO 95% OF STANDARD PROCTOR DENSITY.
14. ALL FILL SHALL BE PLACED IN UNIFORM LIFTS. THE LIFTS THICKNESS SHOULD NOT EXCEED THAT WHICH CAN BE PROPERLY COMPACTED THROUGHOUT ITS ENTIRE DEPTH WITH THE EQUIPMENT AVAILABLE.
15. ANY FILLS PLACED ON EXISTING SLOPES THAT ARE STEEPER THAN 10 HORIZONTAL TO 1 VERTICAL SHALL BE PROPERLY BENCHED INTO THE EXISTING SLOPE AS DIRECTED BY A GEOTECHNICAL ENGINEER.
16. THE GRADES WITHIN THE FENCED-IN AREA ARE TO BE ACHIEVED BY COMPACTING CLEAN FILL TO A DENSITY OF 90% OF STANDARD PROCTOR COVERING THE AREA WITH 6 MIL. VISQUENE (1" OVERLAP AT SEAMS) FOR WEED SUPPRESSION, THEN ACHIEVING FINISH GRADE BY ADDING 6" OF 3/4" CRUSHED STONE-NO FINES.
17. CONTRACTOR SHALL CLEAN ENTIRE SITE AFTER CONSTRUCTION SUCH THAT NO PAPERS, TRASH, WEEDS, BRUSH OR ANY OTHER DEPOSITS WILL REMAIN. ALL MATERIALS COLLECTED DURING CLEANING OPERATIONS SHALL BE DISPOSED OF OFF-SITE BY THE GENERAL CONTRACTOR.
18. ALL TREES AND SHRUBS WHICH ARE NOT IN DIRECT CONFLICT WITH THE IMPROVEMENTS SHALL BE PROTECTED BY THE GENERAL CONTRACTOR.
19. DRIVEWAY CONSTRUCTION, GRADING AND DRAINAGE WORK SHALL CONFORM TO CALIFORNIA STATE DEPARTMENT OF TRANSPORATION "STANDARD SPECIFICATION FOR THE ROAD AND BRIDGE CONSTRUCTION", LATEST EDITIONS, AND ALL APPLICABLE PROVISIONS OR LOCAL COUNTY ORDINANCES.
20. ALL SITE WORK SHALL BE CAREFULLY COORDINATED BY GENERAL CONTRACTOR WITH LOCAL UTILITY COMPANY, TELEPHONE COMPANY, AND ANY OTHER UTILITY COMPANIES HAVING JURISDICTION OVER THIS LOCATION.

CONSTRUCTION NOTES

2

verizon wireless
2785 MITCHELL DRIVE, SUITE 9
WALNUT CREEK, CA 94598

PROJECT INFORMATION:
HWY 35 & WESTMOOR
183000
163 EDGEMONT DRIVE
DALY CITY, CA 94015
SAN MATEO COUNTY

CURRENT ISSUE DATE: 4/7/11

ISSUED FOR: CD (80%)

REV.:	DATE:	DESCRIPTION:	BY:
1	4/7/11	CD (80%)	JT

PLANS PREPARED BY:
DELTA GROUPS ENGINEERING, INC.
CONSULTING ENGINEERS
5635 WEST LAS POSITAS, SUITE 403
PLEASANTON, CA 94588
TEL: (925) 468-0115 FAX: (925) 468-0333

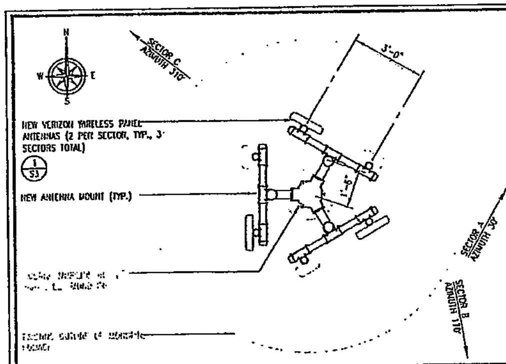
REGULATORY STAMP:
FILE NO. X-XXX IDENTIFICATION STAMP DIVISION OF THE STATE ARCHITECT
APPL. XX-XXXXXX
AC___ FLS___ SS___
DATE___

CONSULTANT:

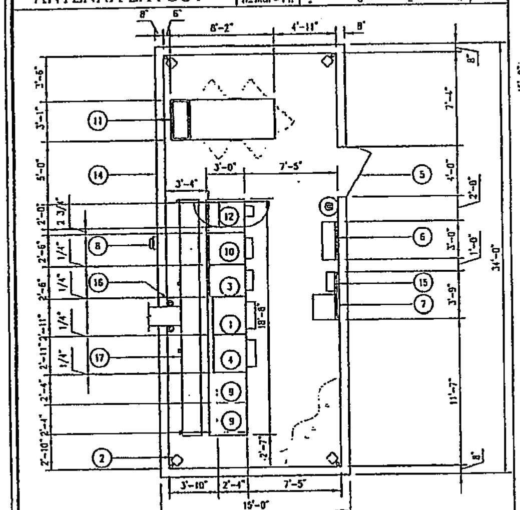
SEAL OF APPROVAL:

SHEET TITLE: OVERALL SITE PLAN & CONSTRUCTION NOTES

SHEET NUMBER: A1
REVISION: 1
P09NS009



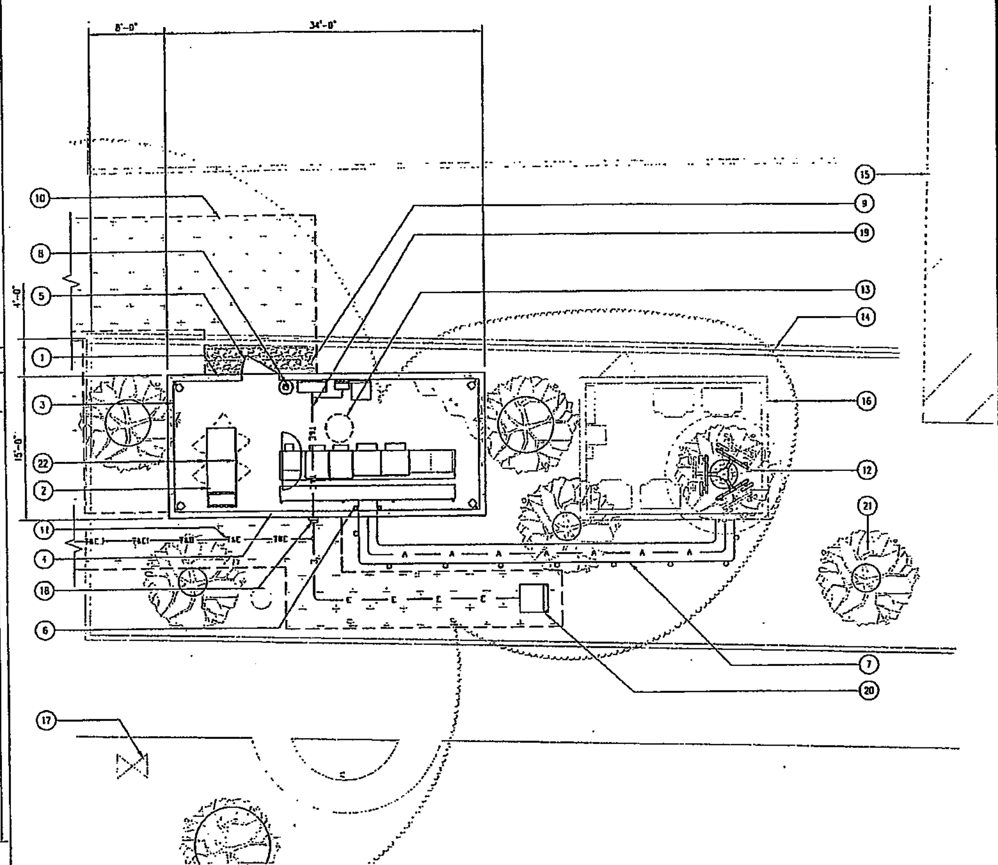
ANTENNA LAYOUT | SCALE: 1/2 inch = 1 ft | 2



KEY NOTES:

1. NEW MODCELL EQUIPMENT CABINET (TYP.) 4/S3
2. NEW SERVICE LIGHT (TYP. OF 4) 1/A5
3. NEW BATTERY BACKUP CABINET (TYP.) 4/S3 SIM.
4. NEW FUTURE MODCELL EQUIPMENT CABINET (TYP.)
5. NEW SITE SIGNS (TYP.)
6. NEW INTERSECT CABINET 6/A5
7. NEW FISER BOX 6/A5 SIM.
8. NEW 200A METER WITH MAIN DISCONNECT 7/A5
9. FUTURE EQUIPMENT CABINET (TYP.)
10. NEW FUTURE BATTERY BACK-UP CABINET 4/S3 SIM. (TYP.)
11. NEW STANDBY 30KW DIESEL GENERATOR SET WITH A 132 GALLON FUEL TANK (UL 142) 3/S3
12. NEW MISC. CABINET 4/S3 SIM.
13.
14. NEW 8'-0" HIGH CMU WALL (TYP.) 2/S2
15. NEW MU BOX 6/A5 SIM.
16. NEW GPS ANTENNA (TYP. OF 2) 3/A5
17. NEW CABLE BRIDGE FOR COAX CABLE ROUTING (TYP.) 5/A5

EQUIPMENT LAYOUT | SCALE: 1/2 inch = 1 ft | 3



NOTES:
1. DO NOT SCALE DRAWINGS. ALL DIMENSIONS OF AND BETWEEN EXISTING BUILDINGS/STRUCTURES, OR RELATIVE DISTANCES AS SHOWN BETWEEN EXISTING BUILDINGS/STRUCTURES AND THE TRUE NORTH ARE TO BE CONFIRMED BY THE SURVEYOR.

2. POWER/TELCO ROUTING AND DESIGN ARE PRELIMINARY AND MUST BE VERIFIED WITH LOCAL UTILITY COMPANIES.

KEY NOTES:

1. NEW 34'-0"x15'-0" VERIZON WIRELESS EQUIPMENT AREA (510 SQ. FT. TOTAL) 3/-
2. NEW STANDBY 30KW DIESEL GENERATOR SET WITH A 132 GALLON DIESEL FUEL TANK (UL 142)
3. NEW CONCRETE SLAB (TYP.) 1/S1
4. NEW 8'-0" HIGH CMU WALL (TYP.)
5. NEW 4'-0" WIDE WOODEN GATE 3/A5
6. NEW GPS ANTENNA MOUNTED ON A PROPOSED CMU WALL (TYP. OF 2)
7. NEW 24" WIDE CABLE BRIDGE FOR COAX CABLE ROUTING (TYP.) - APPROX. 50 L.F. FROM EQUIPMENT AREA TO EXISTING MONOPINE 4/A5
8. NEW PORTABLE FIRE EXTINGUISHER 40:BC MINIMUM RATING (TYP.)
9. NEW 3/4" CRUSHED STONES- NO FINES- OVER 6 MIL. VISQUEEN (TYP. THROUGHOUT) 8/A5
10. NEW 12'-0" WIDE VERIZON WIRELESS ACCESS EASEMENT OVER EXISTING ACCESS ROAD ROAD- SEE SHEET 1/A1 FOR CONTINUATION
11. NEW POWER/TELCO UNDERGROUND ROUTING - SEE SHEET 1/A1 FOR CONTINUATION
12. NEW VERIZON WIRELESS PANEL ANTENNAS (2 PER SECTOR, TYP., 3 SECTORS TOTAL) MOUNTED ON AN EXISTING MOBILTIE 60'-0" HIGH STEEL MONOPINE 7/-
13. EXISTING TREE TO BE REMOVED
14.
15.
16.
17.
18. NEW 200A METER/MAIN DISCONNECT
19. NEW POWER/TELCO ROUTING WITHIN LEASE AREA
20. NEW POWER TRANSFORMER BY PG&E 3/S2
21. RELOCATED TREE
22. NEW WARNING SIGN ("210 GALLONS DIESEL FUEL TANK") TYP.

EQUIPMENT AREA PLAN | SCALE: 3/16 inch = 1 ft | 1

verizon wireless
2785 MITCHELL DRIVE, SUITE 9
WALNUT CREEK, CA 94598

PROJECT INFORMATION:
HWY 35 & WESTMOOR
183000
163 EDGEMONT DRIVE
DALY CITY, CA 94015
SAN MATEO COUNTY

CURRENT ISSUE DATE: 4/7/11

ISSUED FOR: CD (80%)

REV.:	DATE:	DESCRIPTION:	BY:
1	4/7/11	CD (80%)	JT

PLANS PREPARED BY:
DELTA GROUPS ENGINEERING, INC.
CONSULTING ENGINEERS
5835 WEST LAS POSITAS, SUITE 403
PLEASANTON, CA 94588
TEL: (925) 468-0115 FAX: (925) 468-0333

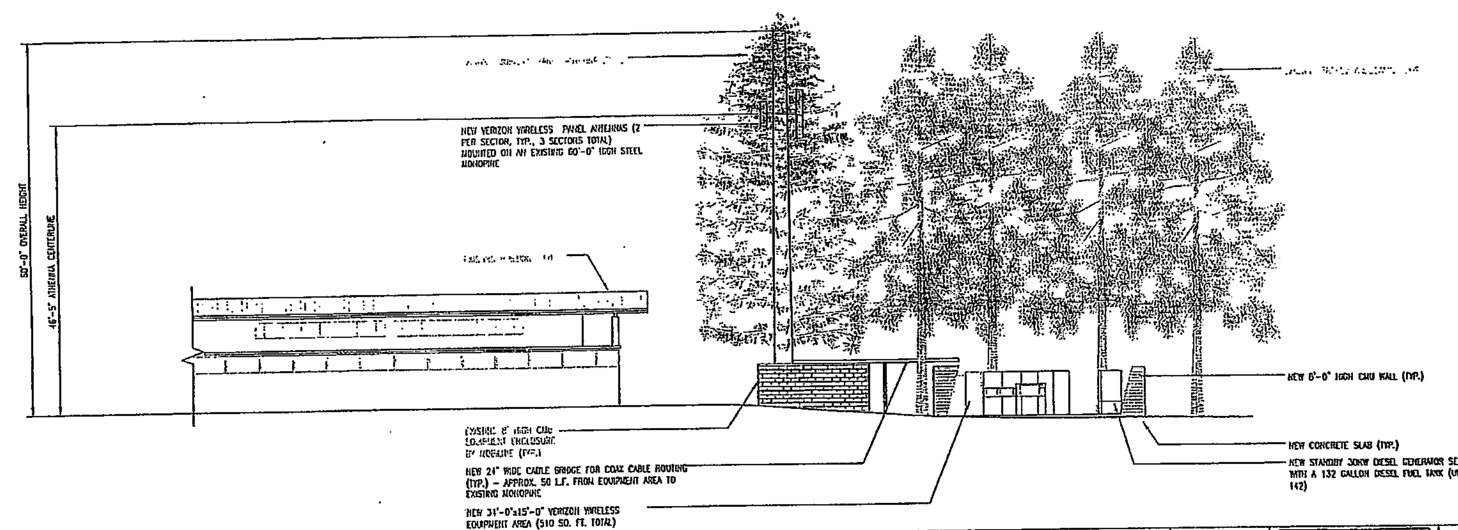
REGULATORY STAMP:
FILE NO. X-XXX
IDENTIFICATION STAMP
DIVISION OF THE STATE ARCHITECT
APPL. XX-XXXXXX
AC____ FLS____ SS____
DATE________

CONSULTANT:

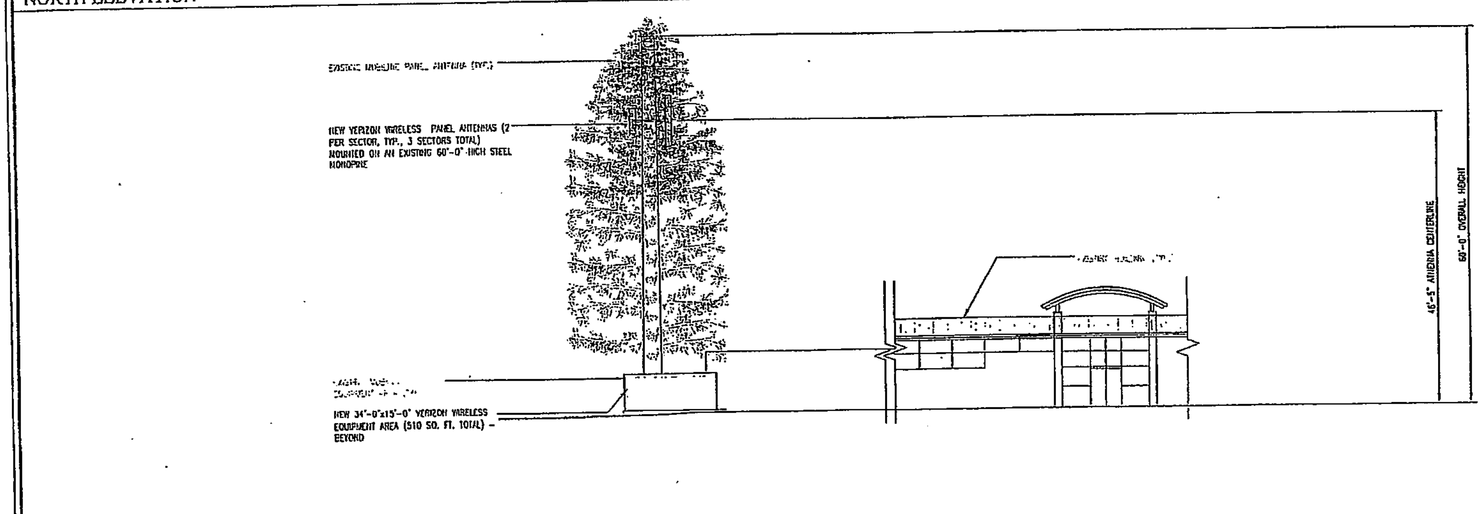
SEAL OF APPROVAL:

SHEET TITLE:
EQUIPMENT AREA PLAN, ANTENNA LAYOUT, & EQUIPMENT LAYOUT

SHEET NUMBER: A2
REVISION: 1
P09NS009



NORTH ELEVATION



EAST ELEVATION

verizon wireless
2785 MITCHELL DRIVE, SUITE 9
WALNUT CREEK, CA 94598

PROJECT INFORMATION:
HWY 35 & WESTMOOR
183000
163 EDGEMONT DRIVE
DALY CITY, CA 94015
SAN MATEO COUNTY

CURRENT ISSUE DATE: 4/7/11

ISSUED FOR: CD (80%)

REV.:	DATE:	DESCRIPTION:	BY:
A	4/7/11	CD (80%)	JT

PLANS PREPARED BY:
DELTA GROUPS ENGINEERING, INC.
CONSULTING ENGINEERS
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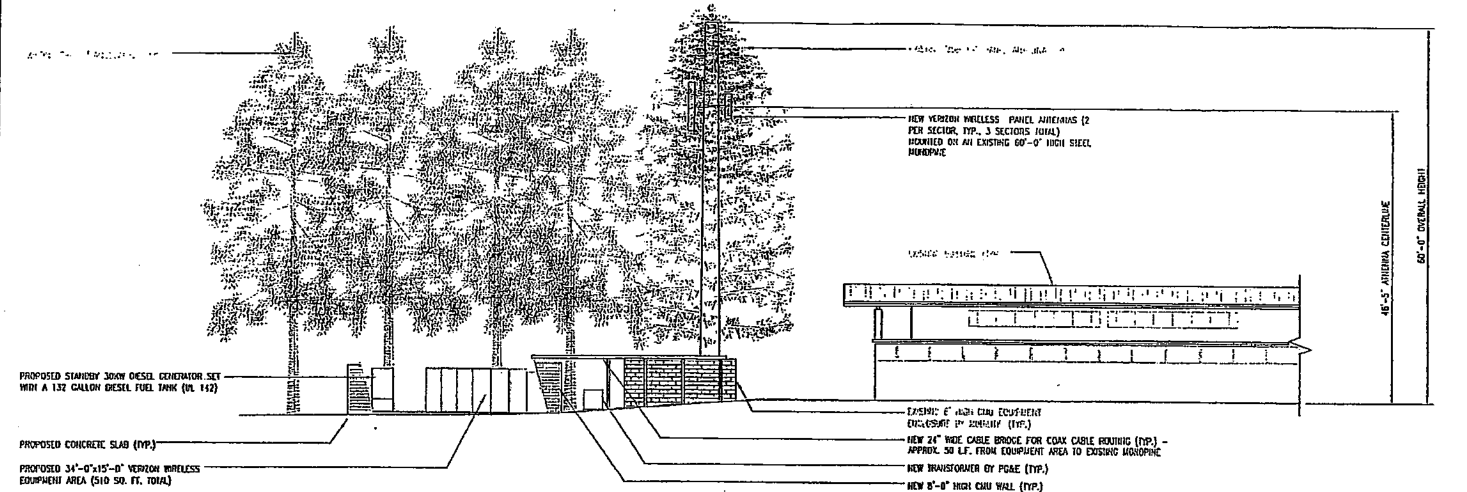
REGULATORY STAMP:

CONSULTANT:

SEAL OF APPROVAL:

SHEET TITLE:
NORTH & EAST ELEVATIONS

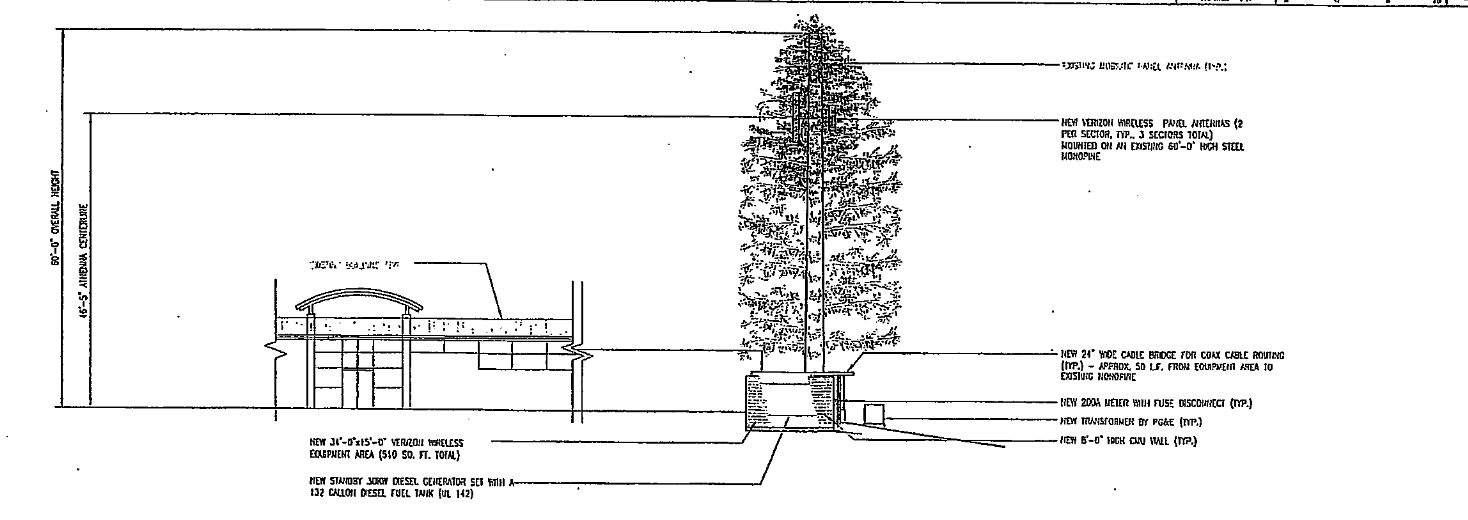
SHEET NUMBER: A3
REVISION: 1
P09NS009



SOUTH ELEVATION

SCALE: 1/8 inch = 1 ft

1



WEST ELEVATION

SCALE: 1/4 inch = 1 ft

2

verizon wireless

2785 MITCHELL DRIVE, SUITE 9
WALNUT CREEK, CA 94598

PROJECT INFORMATION:

HWY 35 & WESTMOOR
183000
163 EDGEMONT DRIVE
DALY CITY, CA 94015
SAN MATEO COUNTY

CURRENT ISSUE DATE:
4/7/11

ISSUED FOR:
CD (80%)

REV.:	DATE:	DESCRIPTION:	BY:
1	4/7/11	CD (80%)	JT

PLANS PREPARED BY:

DELTA GROUPS ENGINEERING, INC.
CONSULTING ENGINEERS
5935 WEST LAS POSITAS, SUITE 403
PLEASANTON, CA 94588
TEL: (925) 468-0115 FAX: (925) 468-0355

REGULATORY STAMP:

FILE NO. X-XXX IDENTIFICATION STAMP DIVISION OF THE STATE ARCHITECT
APPL XX-XXXXXX
AC___ FLS___ SS___
DATE___

CONSULTANT:

SEAL OF APPROVAL:

SHEET TITLE:
SOUTH & WEST ELEVATIONS

SHEET NUMBER: A4

REVISION: 1

P09NS009

Verizon Wireless • Proposed Base Station (Site No. 183000 "Highway 35 & Westmoor")
163 Edgemont Drive • Daly City, California

Statement of Hammett & Edison, Inc., Consulting Engineers

The firm of Hammett & Edison, Inc., Consulting Engineers, has been retained on behalf of Verizon Wireless, a personal wireless telecommunications carrier, to evaluate the base station (Site No. 183000 "Highway 35 & Westmoor") proposed to be located at 163 Edgemont Drive in Daly City, California, for compliance with appropriate guidelines limiting human exposure to radio frequency ("RF") electromagnetic fields.

Executive Summary

Verizon proposes to install directional panel antennas on the tall steel pole, configured to resemble a pine tree, sited near Westmoor High School, located at 163 Edgemont Drive in Daly City. The proposed operation will, together with the existing base station at the site, comply with the FCC guidelines limiting public exposure to RF energy.

Prevailing Exposure Standards

The U.S. Congress requires that the Federal Communications Commission ("FCC") evaluate its actions for possible significant impact on the environment. A summary of the FCC's exposure limits is shown in Figure 1. These limits apply for continuous exposures and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health. The most restrictive FCC limit for exposures of unlimited duration to radio frequency energy for several personal wireless services are as follows:

Wireless Service	Frequency Band	Occupational Limit	Public Limit
Microwave (Point-to-Point)	5,000–80,000 MHz	5.00 mW/cm^2	1.00 mW/cm^2
BRS (Broadband Radio)	2,600	5.00	1.00
AWS (Advanced Wireless)	2,100	5.00	1.00
PCS (Personal Communication)	1,950	5.00	1.00
Cellular	870	2.90	0.58
SMR (Specialized Mobile Radio)	855	2.85	0.57
700 MHz	700	2.35	0.47
[most restrictive frequency range]	30–300	1.00	0.20

General Facility Requirements

Base stations typically consist of two distinct parts: the electronic transceivers (also called "radios" or "channels") that are connected to the traditional wired telephone lines, and the passive antennas that send the wireless signals created by the radios out to be received by individual subscriber units. The transceivers are often located at ground level and are connected to the antennas by coaxial cables. A small antenna for reception of GPS signals is also required, mounted with a clear view of the sky.

Because of the short wavelength of the frequencies assigned by the FCC for wireless services, the antennas require line-of-sight paths for their signals to propagate well and so are installed at some height above ground. The antennas are designed to concentrate their energy toward the horizon, with very little energy wasted toward the sky or the ground. Along with the low power of such facilities, this means that it is generally not possible for exposure conditions to approach the maximum permissible exposure limits without being physically very near the antennas.

Computer Modeling Method

The FCC provides direction for determining compliance in its Office of Engineering and Technology Bulletin No. 65, "Evaluating Compliance with FCC-Specified Guidelines for Human Exposure to Radio Frequency Radiation," dated August 1997. Figure 2 attached describes the calculation methodologies, reflecting the facts that a directional antenna's radiation pattern is not fully formed at locations very close by (the "near-field" effect) and that at greater distances the power level from an energy source decreases with the square of the distance from it (the "inverse square law"). The conservative nature of this method for evaluating exposure conditions has been verified by numerous field tests.

Site and Facility Description

The site at 163 Edgemont Drive in Daly City was visited by Mr. Romer Panaguiton, a qualified field technician contracted by Hammett & Edison, Inc., during normal business hours on July 25, 2011. The maximum power density level observed at any ground level location near the site was less than 0.1% of the most restrictive public limit, for the combined operation of the existing RF services at the site as installed and operating at that time. The measurement equipment used was Wandel & Goltermann Type EMR-300 Radiation Meter with Type 18 Isotropic Electric Field Probe (Serial No. F-0034). The meter and probe were under current calibration by the manufacturer.

Based upon information provided by Verizon, including zoning drawings by Delta Groups Engineering, Inc., dated January 18, 2011, it is proposed to install six Antel directional panel antennas – three Model BXD-63406380CF and three Model BXA-70063-4CF – on the existing 60-foot steel pole, configured to resemble a pine tree, sited near Westmoor High School, located at 163 Edgemont Drive in Daly City. The antennas would be mounted with up to 4° downtilt at an effective height of about 46½ feet above ground and would be oriented in pairs (one of each) toward 30°T, 170°T, and 310°T. The maximum effective radiated power in any direction would be 2,040 watts, representing simultaneous operation at 640 watts for PCS, 1,000 watts for cellular, and 400 watts for 700 MHz service.

Presently located on the same pole are similar antennas for use by T-Mobile. For the limited purpose of this study, the transmitting facilities of that carrier are assumed to be as follows:

Operator	Service	Maximum ERP	Antenna Model	Downtilt	Height
T-Mobile	AWS PCS	1,000 watts 2,000	Andrew TMBX-6516	4°	54½ ft

Study Results

For a person anywhere at ground, the maximum RF exposure level due to the proposed Verizon operation by itself is calculated to be 0.0072 mW/cm^2, which is 1.3% of the applicable public exposure limit. The maximum cumulative level at ground, for the simultaneous operation of both carriers, would be therefore less than 2% of the public exposure limit. The maximum calculated cumulative level at the second-floor elevation of any nearby building* is 2.4% of the public exposure limit. It should be noted that these results include several "worst-case" assumptions and therefore are expected to overstate actual power density levels.

No Recommended Mitigation Measures

Due to their mounting locations, the Verizon antennas would not be accessible to the general public, and so no mitigation measures are necessary to comply with the FCC public exposure guidelines. It is presumed that the carriers will, as FCC licensees, take adequate steps to ensure that their employees or contractors comply with FCC occupational exposure guidelines whenever work is required near the antennas themselves.

Conclusion

Based on the information and analysis above, it is the undersigned's professional opinion that operation of the base station proposed by Verizon Wireless at 163 Edgemont Drive in Daly City, California, will comply with the prevailing standards for limiting public exposure to radio frequency energy and, therefore, will not for this reason cause a significant impact on the environment. The highest calculated level in publicly accessible areas is much less than the prevailing standards allow for exposures of unlimited duration. This finding is consistent with measurements of actual exposure conditions taken at other operating base stations.

---

* Including the residences located at least 140 feet away, based on photographs from Google Maps.

Verizon Wireless • Proposed Base Station (Site No. 183000 "Highway 35 & Westmoor")
163 Edgemont Drive • Daly City, California

Authorship

The undersigned author of this statement is a qualified Professional Engineer, holding California Registration Nos. E-13026 and M-20676, which expire on June 30, 2013. This work has been carried out under his direction, and all statements are true and correct of his own knowledge except, where noted, when data has been supplied by others, which data he believes to be correct.

REGISTERED PROFESSIONAL ENGINEER
WILLIAM F. HAMMETT
E-13026
M-20676
Exp. 6-30-2011
ELECTRICAL
MECHANICAL
STATE OF CALIFORNIA

August 4, 2011

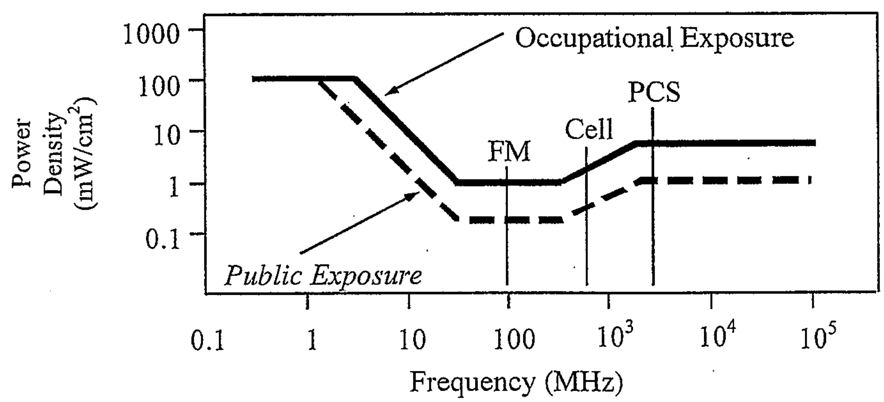
William F. Hammett, P.E.
707/996-5200

FCC Radio Frequency Protection Guide

The U.S. Congress required (1996 Telecom Act) the Federal Communications Commission ("FCC") to adopt a nationwide human exposure standard to ensure that its licensees do not, cumulatively, have a significant impact on the environment. The FCC adopted the limits from Report No. 86, "Biological Effects and Exposure Criteria for Radiofrequency Electromagnetic Fields," published in 1986 by the Congressionally chartered National Council on Radiation Protection and Measurements ("NCRP"). Separate limits apply for occupational and public exposure conditions, with the latter limits generally five times more restrictive. The more recent standard, developed by the Institute of Electrical and Electronics Engineers and approved as American National Standard ANSI/IEEE C95.1-2006, "Safety Levels with Respect to Human Exposure to Radio Frequency Electromagnetic Fields, 3 kHz to 300 GHz," includes similar limits. These limits apply for continuous exposures from all sources and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health.

As shown in the table and chart below, separate limits apply for occupational and public exposure conditions, with the latter limits (in *italics* and/or dashed) up to five times more restrictive:

Frequency	Electromagnetic Fields (f is frequency of emission in MHz)					
Applicable Range (MHz)	Electric Field Strength (V/m)		Magnetic Field Strength (A/m)		Equivalent Far-Field Power Density (mW/cm^2)	
0.3 – 1.34	614	*614*	1.63	*1.63*	100	*100*
1.34 – 3.0	614	*823.8/f*	1.63	*2.19/f*	100	*180/f²*
3.0 – 30	1842/ f	*823.8/f*	4.89/ f	*2.19/f*	900/ f²	*180/f²*
30 – 300	61.4	*27.5*	0.163	*0.0729*	1.0	*0.2*
300 – 1,500	3.54√f	*1.59√f*	√f/106	*√f/238*	f/300	*f/1500*
1,500 – 100,000	137	*61.4*	0.364	*0.163*	5.0	*1.0*



Higher levels are allowed for short periods of time, such that total exposure levels averaged over six or thirty minutes, for occupational or public settings, respectively, do not exceed the limits, and higher levels also are allowed for exposures to small areas, such that the spatially averaged levels do not exceed the limits. However, neither of these allowances is incorporated in the conservative calculation formulas in the FCC Office of Engineering and Technology Bulletin No. 65 (August 1997) for projecting field levels. Hammett & Edison has built those formulas into a proprietary program that calculates, at each location on an arbitrary rectangular grid, the total expected power density from any number of individual radio sources. The program allows for the description of buildings and uneven terrain, if required to obtain more accurate projections.

RFR.CALC™ Calculation Methodology

Assessment by Calculation of Compliance with FCC Exposure Guidelines

The U.S. Congress required (1996 Telecom Act) the Federal Communications Commission ("FCC") to adopt a nationwide human exposure standard to ensure that its licensees do not, cumulatively, have a significant impact on the environment. The maximum permissible exposure limits adopted by the FCC (see Figure 1) apply for continuous exposures from all sources and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health. Higher levels are allowed for short periods of time, such that total exposure levels averaged over six or thirty minutes, for occupational or public settings, respectively, do not exceed the limits.

Near Field.

Prediction methods have been developed for the near field zone of panel (directional) and whip (omnidirectional) antennas, typical at wireless telecommunications base stations, as well as dish (aperture) antennas, typically used for microwave links. The antenna patterns are not fully formed in the near field at these antennas, and the FCC Office of Engineering and Technology Bulletin No. 65 (August 1997) gives suitable formulas for calculating power density within such zones.

For a panel or whip antenna, power density $S = \frac{180}{\theta_{BW}} \times \frac{0.1 \times P_{net}}{\pi \times D \times h}$, in mW/cm^2,

and for an aperture antenna, maximum power density $S_{max} = \frac{0.1 \times 16 \times \eta \times P_{net}}{\pi \times h^2}$, in mW/cm^2,

where θ_{BW} = half-power beamwidth of the antenna, in degrees, and
P_{net} = net power input to the antenna, in watts,
D = distance from antenna, in meters,
h = aperture height of the antenna, in meters, and
η = aperture efficiency (unitless, typically 0.5-0.8).

The factor of 0.1 in the numerators converts to the desired units of power density.

Far Field.

OET-65 gives this formula for calculating power density in the far field of an individual RF source:

$$\text{power density } S = \frac{2.56 \times 1.64 \times 100 \times RFF^2 \times ERP}{4 \times \pi \times D^2}, \text{ in } mW/cm^2,$$

where ERP = total ERP (all polarizations), in kilowatts,
RFF = relative field factor at the direction to the actual point of calculation, and
D = distance from the center of radiation to the point of calculation, in meters.

The factor of 2.56 accounts for the increase in power density due to ground reflection, assuming a reflection coefficient of 1.6 (1.6 x 1.6 = 2.56). The factor of 1.64 is the gain of a half-wave dipole relative to an isotropic radiator. The factor of 100 in the numerator converts to the desired units of power density. This formula has been built into a proprietary program that calculates, at each location on an arbitrary rectangular grid, the total expected power density from any number of individual radiation sources. The program also allows for the description of uneven terrain in the vicinity, to obtain more accurate projections.

NSA Wireless, Inc.

Site Acquisition • Planning • Political Advocacy • Construction Management

RECEIVED
AUG 09 2011
CITY OF DALY CITY
ECD/PLANNING DIVISION

August 9, 2011

City of Daly City
Planning Department
333 90th Street
Daly City, CA 94015
(650) 991-8000

RE: Motion for Reconsideration of AUP-12-10-3199, Verizon Wireless proposed co-location on the existing T-Mobile Mono-Pine Wireless Facility. VZW Site Name: Hwy 35 & Westmoor

Dear Mayor Klatt, Vice-Mayor Torres, Council Member Guingona, Council Member Canepa and Council Member Buenaventura;

NSA Wireless, Inc., on behalf of Verizon, requests a motion for reconsideration pursuant to Daly City Municipal Code 2.04.021. We will be submitting within 5 business days a detailed description of the alternative sites reviewed along with a gap analysis for the Council's further consideration. It is anticipated that Verizon Wireless' legal counsel will also be submitting a letter in support of this application.

Sincerely,

Charnel James
Sr. Planner
NSA Wireless, Inc.
(530) 219-1833

ATTACHMENT D

MACKENZIE & ALBRITTON LLP
220 SANSOME STREET, 14TH FLOOR
SAN FRANCISCO, CALIFORNIA 94104

TELEPHONE 415 / 288-4000
FACSIMILE 415 / 288-4010

August 15, 2011

VIA EMAIL AND FEDERAL EXPRESS

Mayor Carol Klatt
Vice Mayor Gonzalo Torres
Council Members Michael Guingona,
David Canepa and Raymond Buenaventura
City of Daly City
333 90th Street
Daly City, California 94105

Re: Verizon Wireless Application AUP-12-10-3199
Wireless Facility Co-location, 163 Edgemont Drive
Request for Motion to Reconsider Grant of Appeal

Dear Mayor Klatt, Vice Mayor Torres and Council Members:

We write to you on behalf of Verizon Wireless to request that you reconsider your August 8, 2011, decision to uphold the appeal of Rufino Urrieta ("Appellant") and reaffirm the Planning Division's well-reasoned approval of Application AUP-12-10-3199 for co-location of Verizon Wireless facilities (the "Verizon Wireless Co-location") on an existing T-Mobile 60 foot treepole located at 163 Edgemont Drive (the "Existing T-Mobile Facility"). As we explain below, granting of the appeal would violate several provisions of the Federal Telecommunications Act.

- First, the appeal, and council's grant of the appeal, is based on environmental effects of radio frequency emissions, in violation of 47 U.S.C. §332(c)(7)(B)(iv).
- Second, there is no substantial evidence to grant the appeal nor any written record of such evidence in violation of 47 U.S.C. §332(c)(7)(B)(iii).
- Third, granting the appeal would unreasonably discriminate against Verizon Wireless as a telecommunications provider in violation of 47 U.S.C. §332(c)(7)(B)(i)(I).
- Finally, granting of the appeal would have the effect of prohibiting service by Verizon Wireless in violation of 47 U.S.C. §332(c)(7)(B)(i)(II).

Rarely have we seen such clear violations of so many provisions of the Telecommunications Act in one action. We strongly encourage you to reconsider granting the appeal to avoid litigation for violating federal law.

ATTACHMENT E

I. Project Description

Verizon Wireless proposes to co-locate six new panel antennas on the Existing T-Mobile Facility. The new antennas will be concealed inside antenna socks and mounted on the existing 60 foot treepole without increasing its height. The associated radio equipment and an emergency backup diesel generator would be located in a 15 foot by 34 foot enclosure adjacent to the existing facility equipment area, and designed and painted to match the architecture and color of the Existing T-Mobile Facility and adjacent high school structures. The Verizon Wireless Co-location is the subject of a lease agreement approved by the Superintendent of the Jefferson Union High School District on October 5, 2010 and is subject to the terms of that lease. Photosimulations of the Verizon Wireless Co-location are attached as Exhibit A.

II. Federal Law Constrains Local Discretion

Verizon Wireless is licensed by the Federal Communications Commission (the "FCC") to provide wireless telecommunications services throughout the United States, including in Daly City. Consequently, its placement of antenna facilities is subject to the federal Telecommunications Act. That statute attempts to reconcile any potential conflicts between the need for deployment of a new wireless communications facility ("WCF") and local land use authority "by placing certain limitations on localities' control over the construction and modification of WCFs." *Sprint PCS Assets, LLC v. City of Palos Verdes Estates,* 583 F.3d 716, 721 (9th Cir. 2009). Specifically, as relevant here, the Telecommunications Act preserves local control over land use decisions, subject to the following explicit statutory restrictions:

- The local government must act on a permit application within a reasonable period of time (47 U.S.C. §332(c)(7)(B)(ii));

- The decision must be in writing and supported by substantial evidence contained in a written record (47 U.S.C. §332(c)(7)(B)(iii));

- The local government may *not* regulate the placement, construction, or modification of WCFs on the basis of the environmental effects of radio frequency emissions to the extent such facilities comply with the FCC's regulations concerning such emissions (47 U.S.C. §332(c)(7)(B)(iv));

- The local government may not unreasonably discriminate among providers of functionally equivalent services (47 U.S.C. §332(c)(7)(B)(i)(I)); and

- The local government's decision must not "prohibit or have the effect of prohibiting the provision of personal wireless services" (47 U.S.C. §332(c)(7)(B)(i)(II)).

As we will explain in more detail below, granting the appeal and therefore denying staff's recommended approval of the Verizon Wireless Co-location would violate five of the explicit statutory restrictions on the authority of local jurisdictions to regulate wireless facilities described above.

III. Radio Frequency Emissions

As noted above, local jurisdictions are preempted from regulating the environmental effects of radio frequency emissions where, as here, it has been shown that the proposed wireless facility complies with applicable FCC guidelines. As set forth in the Statement of Hammett & Edison, Inc., Consulting Engineers dated August 4, 2011 (the "H&E Report"), attached as Exhibit B, the Verizon Wireless Co-location fully complies with applicable FCC guidelines and will operate well within (and actually far below) all applicable FCC public exposure limits. Indeed, the H&E Report calculates the cumulative power levels for both the Verizon Wireless Co-location and Existing T-Mobile Facility, with all facilities operating at maximum theoretical power levels. Under these "worst-case" conditions, the RF exposure for a person anywhere at the second-floor elevation of any nearby building would be 2.4% of the applicable public limit. Therefore, any decision of the City Council on the appeal that is based upon the environmental effects of radio frequency emissions is fully pre-empted by federal law. In keeping with Council's wishes, however, City staff has recommended that any approval of the Verizon Wireless co-location be conditioned upon post-installation and subsequent annual field testing to confirm ongoing compliance with FCC Guidelines for radio frequency emissions.

As set forth in the appeal and as reflected in letters received by the Planning Division from neighboring property owners, the opposition to the Verizon Wireless Co-location is entirely based upon concerns over the health effects from RF emissions and the alleged effect of those fears on property values. Under federal law, decisions based upon RF emissions are beyond the authority of the City. The federal preemption applies whether local regulation is directly based on RF emissions or indirectly based on a proxy such as property values. In light of the federal preemption of RF regulation, "concern over the decrease in property values may not be considered as substantial evidence if the fear of property value depreciation is based on concern over the health effects caused by RF emissions." *See AT&T Wireless Services of California LLC v. City of Carlsbad,* 308 F. Supp.2d 1148, 1159 (S.D. Cal. 2003).

IV. No Substantial Evidence to Grant the Appeal and No Written Record

While a local government may regulate the placement of WCFs based on aesthetics, it must have specific reasons that are both consistent with the local regulations and supported by substantial evidence in the record to deny a permit. Generalized concerns or opinions about aesthetics are insufficient to constitute substantial evidence upon which a local government could deny a permit. *See City of Rancho Palos Verdes v. Abrams,* 101 Cal.App.4th 367, 381 (2002).

In the instant case, Planning Division staff has fully documented the substantial evidence for approval of the Verizon Wireless Co-location. Staff finds that the Verizon Wireless Co-location meets the requirements of Section 17.39, Wireless Communications Facilities, of the Daly City Municipal Code and that "general site and architecture considerations have been incorporated to insure compatibility with adjacent buildings and to provide an attractive environment."[1] The City Council Agenda Report for the August 8, 2011 meeting noted that the stealth design of the Verizon Wireless Co-location matches that of the existing T-Mobile treepole previously approved by the Planning Division in accordance with Code requirements to minimize visual impacts.[2] Further emphasizing the substantial evidence for approval, the City Council Agenda Report sets forth evidence of the Verizon Wireless Co-location preferred location and design as follows:

> c) The subject facility is sited so as to minimize adverse visual impacts on natural resources, neighborhoods, vistas, view corridors, architecture and structures.
>
> d) The antennas and equipment are integrated with the scale and character of the subject property and made as unobtrusive as possible through conditions of approval that require incorporating materials and colors to match the existing stealth monopine monopole with the equipment area architectural aesthetic to blend with the existing building design aesthetic.[3]

In contrast, Appellant has provided only generalized concerns and no evidence, let alone the substantial evidence required, to support denial of the application under federal law. Generic criticisms of proximity to certain properties and "unsightly construction" as stated in opposition correspondence to the Planning Division are not credible and do not rise to the level of substantial evidence for denial required under federal law.

---

[1] *See* Approval of Administrative Use Permit AUP-12-10-3199, May 23, 2011.
[2] *See* City Council Agenda Report, Meeting Date August 8, 2011, p. 3.
[3] *Id.* at p. 5.

Finally, federal law requires that the Council's decision to deny the Verizon Wireless Co-location, as well as the evidence, facts and findings for that decision, be set forth in a written record.[4] No such written decision has been provided to Verizon Wireless, likely because such facts do not exist and such findings cannot be made. Indeed, the only fact introduced at the hearing in opposition to the Verizon Wireless Co-location was the recollection by the Vice Mayor of the apparent ambiguity of online customer coverage maps of Verizon Wireless's competitor T-Mobile.

V. Granting the Appeal Would Constitute Unreasonable Discrimination Under Federal Law

The City of Daly City granted approval to the Existing T-Mobile Facility on April 29, 2008. The impacts from the Existing T-Mobile Facility include the aesthetics of the 60 foot treepole and associated ground equipment. The Verizon Wireless Co-location will merely add six panel antennas to existing mounts camouflaged within the existing treepole and the addition of associated equipment behind a screen wall identical to that installed by T-Mobile. As properly determined by Planning Division staff, the addition of the Verizon Wireless Co-location poses no significant impacts. Under the circumstances, denial of the Proposed Facility would plainly constitute unreasonable discrimination among competing wireless carriers in violation of the Telecommunications Act.[5]

VI. Denial Would Be An Unlawful Prohibition of Service.

A local government violates the "effective prohibition" clause of the Telecommunications Act if it prevents a wireless provider from closing a "significant gap" in service by the least intrusive means. This issue involves a two-pronged analysis: (1) whether the provider has demonstrated the existence of a "significant gap" in coverage; and (2) whether the proposed facility is the "least intrusive means," in relation to the land use values embodied in local regulations, to address the gap. *See T-Mobile USA, Inc. v. City of Anacortes,* 572 F.3d 987 (9th Cir. 2009); *see also T-Mobile West Corp. v. City of Agoura Hills*, 2010 U.S. Dist. LEXIS 134329 (C.D. Cal. Dec. 20, 2010).

If a provider demonstrates both the existence of a significant gap in coverage, and that the proposed facility meets the "least intrusive means" standard, the local government is *required* to approve the facility, even if there would otherwise be substantial evidence to deny the permit under local land use provisions. This is because the requirements for federal preemption under the Telecommunications Act have been satisfied, i.e., denial of the permit would "have the effect of prohibiting the provision of

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[4] 47 U.S.C. §332(c)(7)(B)(iii).
[5] 47 USC §332(c)(7)(B)(i)(I).

personal wireless services." 47 U.S.C. §332(c)(7)(B)(1)(ii); *City of Anacortes,* 572 F.3d at 999.

Verizon Wireless has identified a significant gap in coverage in the area of Daly City generally surrounded by Highway 35, Highway 1, Eastmoor Avenue and Bradley Drive as shown in the Existing Coverage Map attached as Exhibit C. As shown in the Proposed Coverage Map attached as Exhibit D, the Verizon Wireless Co-location will provide in-building voice and data service to thousands of Daly City residents in this area as well as greater in-vehicle mobile access and call reliability along heavily traveled Highway 35. Under the Daly City Municipal Code, there is simply no less intrusive means for a wireless carrier to fill a significant gap in coverage than the minimal impacts resulting from co-location on an existing wireless antenna structure. Having demonstrated a significant gap in coverage, and that the Verizon Wireless Co-location is the least intrusive means, under the values expressed in the Daly City Municipal Code, to fill that gap, Verizon Wireless has established a *prima facie* presumption under federal law that denial of the Verizon Wireless Co-location will constitute a prohibition of service in violation of the federal law restrictions on the decisions of local jurisdictions. *See T-Mobile v. Anacortes.*

Conclusion

Verizon Wireless has faithfully followed the location and design preferences expressed in the Daly City Municipal Code and worked with Planning Division staff to locate, design and approve the Verizon Wireless Co-location. The Verizon Wireless Co-location will address a significant gap in coverage in the vicinity of Highway 35 in Daly City. Appellant's arguments consist of RF fears that are barred as evidence for denial under federal law, and vague, generic objections that simply do not provide the substantial evidence that would be required under federal law for the City Council to grant the appeal. Verizon Wireless has clearly demonstrated the significant gap in coverage and shown that the co-location facility provides the most environmentally-sensitive and least intrusive means to provide wireless coverage to the significant gap. Under these circumstances, the only lawful course is for the City Council to move to reconsider its grant of Appellant's appeal and re-set this matter for hearing.

Very truly yours,

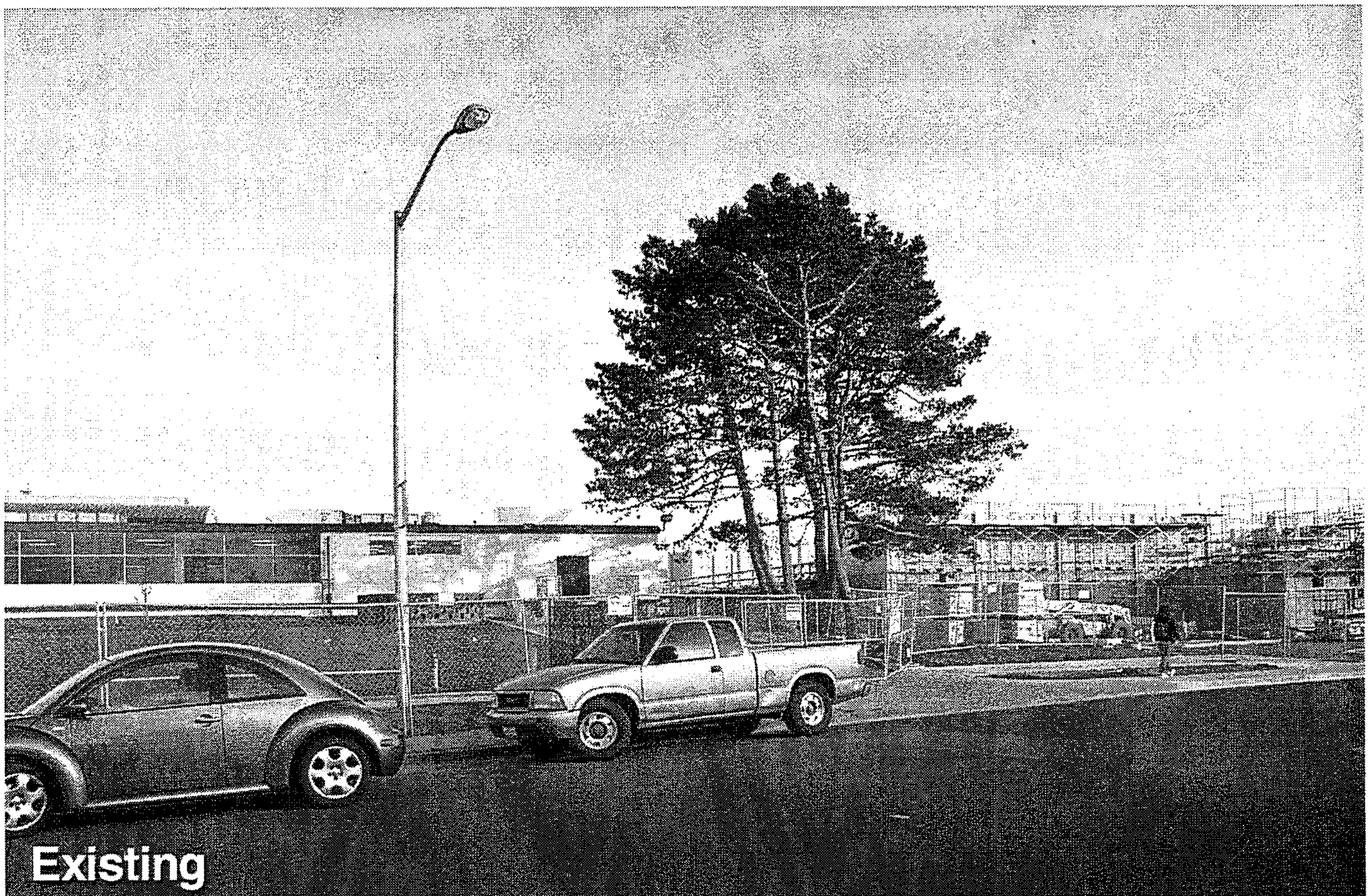
Paul Albritton

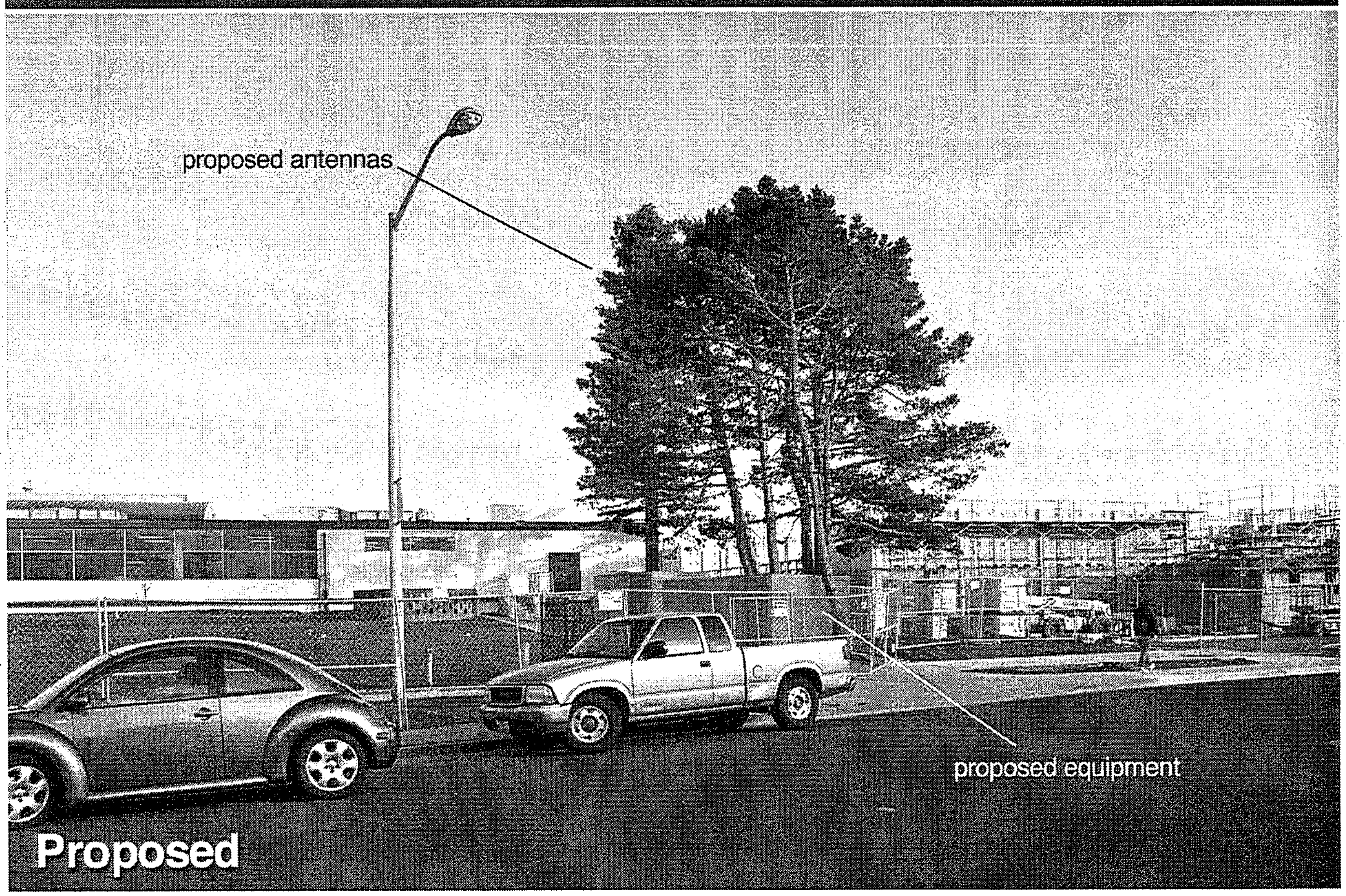
Paul B. Albritton

cc: Rose Zimmerman, Esq., City Attorney

Schedule of Exhibits

Exhibit A:	Photosimulation of the Verizon Wireless Co-location
Exhibit B:	Statement of Hammett & Edison, Inc., Consulting Engineers, August 4, 2011
Exhibit C:	Existing Coverage Map
Exhibit D:	Proposed Coverage Map



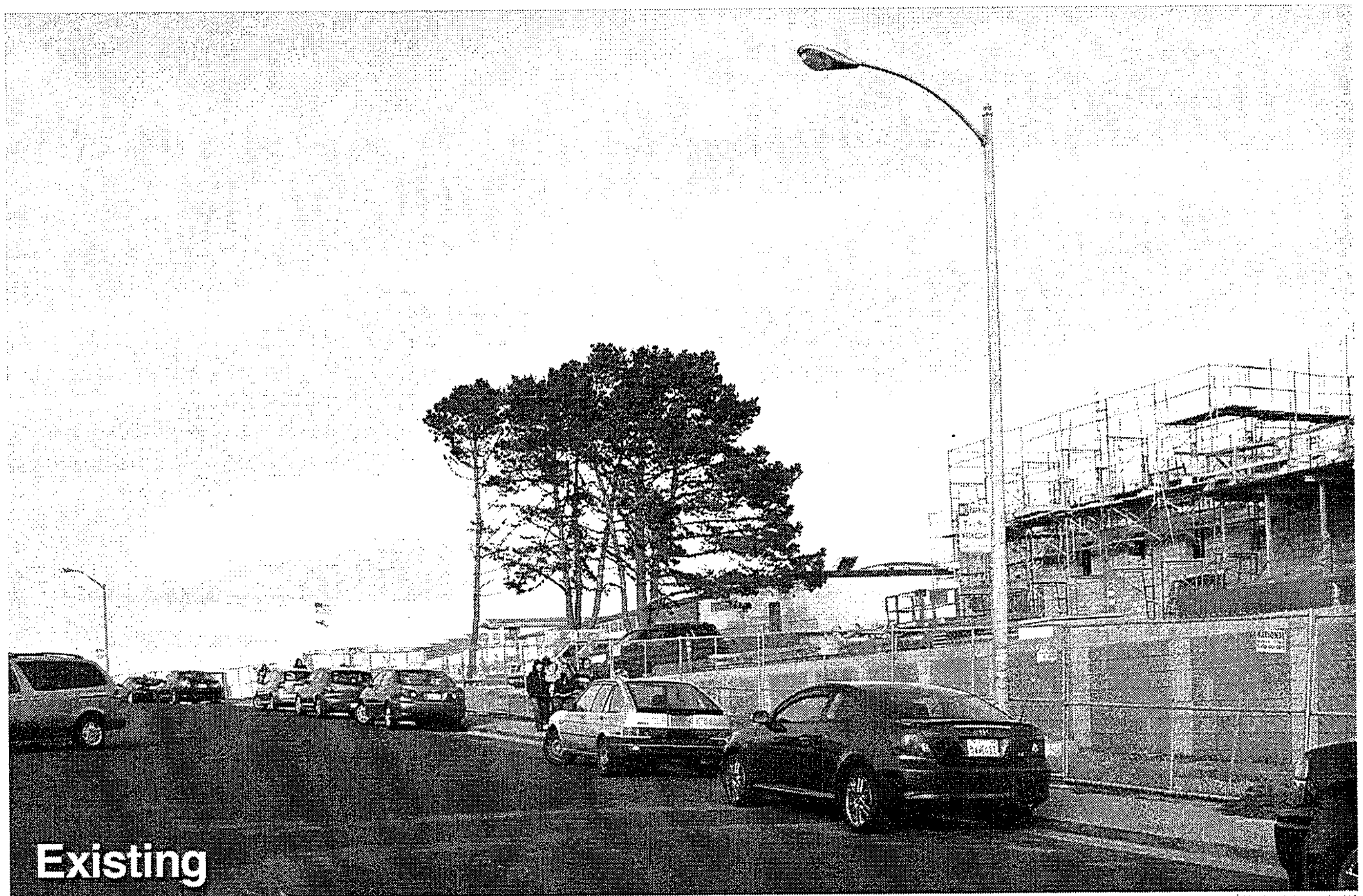


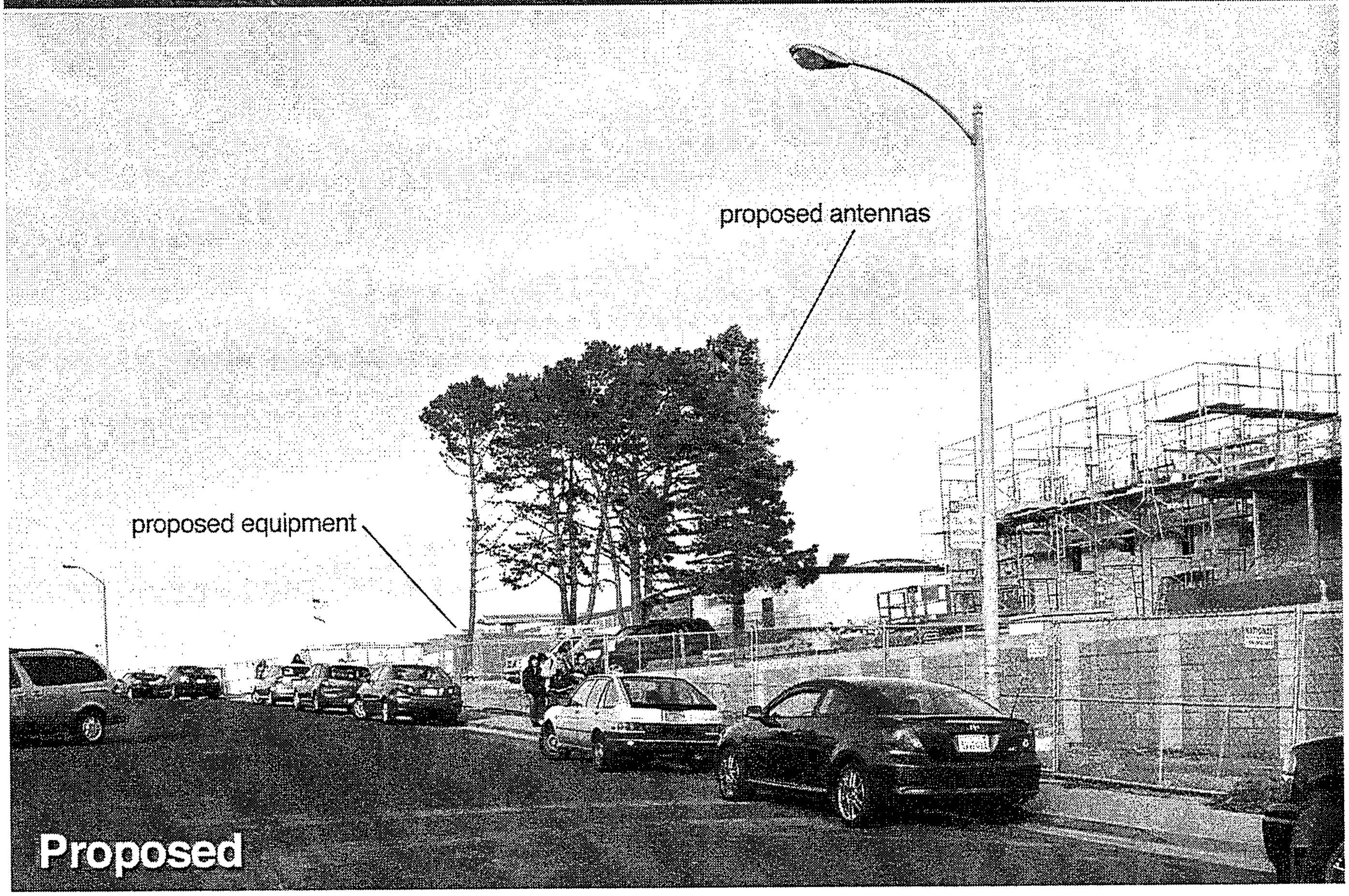
verizon wireless | Hwy 35 & Westmoor | Site # 183000 ;6 | Looking Southeast from Westmoor Avenue

163 Edgemont Drive
Daly City, CA 94015

12/02/09

Applied Imagination 510 914-0500





verizonwireless | Hwy 35 & Westmoor | Site # 183000 | Looking North from Westmoor Avenue

163 Edgemont Drive
Daly City, CA 94015

12/02/09

Applied Imagination 510 914-0500

Verizon Wireless • Proposed Base Station (Site No. 183000 "Highway 35 & Westmoor") 163 Edgemont Drive • Daly City, California

Statement of Hammett & Edison, Inc., Consulting Engineers

The firm of Hammett & Edison, Inc., Consulting Engineers, has been retained on behalf of Verizon Wireless, a personal wireless telecommunications carrier, to evaluate the base station (Site No. 183000 "Highway 35 & Westmoor") proposed to be located at 163 Edgemont Drive in Daly City, California, for compliance with appropriate guidelines limiting human exposure to radio frequency ("RF") electromagnetic fields.

Executive Summary

Verizon proposes to install directional panel antennas on the tall steel pole, configured to resemble a pine tree, sited near Westmoor High School, located at 163 Edgemont Drive in Daly City. The proposed operation will, together with the existing base station at the site, comply with the FCC guidelines limiting public exposure to RF energy.

Prevailing Exposure Standards

The U.S. Congress requires that the Federal Communications Commission ("FCC") evaluate its actions for possible significant impact on the environment. A summary of the FCC's exposure limits is shown in Figure 1. These limits apply for continuous exposures and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health. The most restrictive FCC limit for exposures of unlimited duration to radio frequency energy for several personal wireless services are as follows:

Wireless Service	Frequency Band	Occupational Limit	Public Limit
Microwave (Point-to-Point)	5,000–80,000 MHz	5.00 mW/cm^2	1.00 mW/cm^2
BRS (Broadband Radio)	2,600	5.00	1.00
AWS (Advanced Wireless)	2,100	5.00	1.00
PCS (Personal Communication)	1,950	5.00	1.00
Cellular	870	2.90	0.58
SMR (Specialized Mobile Radio)	855	2.85	0.57
700 MHz	700	2.35	0.47
[most restrictive frequency range]	30–300	1.00	0.20

General Facility Requirements

Base stations typically consist of two distinct parts: the electronic transceivers (also called "radios" or "channels") that are connected to the traditional wired telephone lines, and the passive antennas that send the wireless signals created by the radios out to be received by individual subscriber units. The transceivers are often located at ground level and are connected to the antennas by coaxial cables. A small antenna for reception of GPS signals is also required, mounted with a clear view of the sky.

Because of the short wavelength of the frequencies assigned by the FCC for wireless services, the antennas require line-of-sight paths for their signals to propagate well and so are installed at some height above ground. The antennas are designed to concentrate their energy toward the horizon, with very little energy wasted toward the sky or the ground. Along with the low power of such facilities, this means that it is generally not possible for exposure conditions to approach the maximum permissible exposure limits without being physically very near the antennas.

Computer Modeling Method

The FCC provides direction for determining compliance in its Office of Engineering and Technology Bulletin No. 65, "Evaluating Compliance with FCC-Specified Guidelines for Human Exposure to Radio Frequency Radiation," dated August 1997. Figure 2 attached describes the calculation methodologies, reflecting the facts that a directional antenna's radiation pattern is not fully formed at locations very close by (the "near-field" effect) and that at greater distances the power level from an energy source decreases with the square of the distance from it (the "inverse square law"). The conservative nature of this method for evaluating exposure conditions has been verified by numerous field tests.

Site and Facility Description

The site at 163 Edgemont Drive in Daly City was visited by Mr. Romer Panaguiton, a qualified field technician contracted by Hammett & Edison, Inc., during normal business hours on July 25, 2011. The maximum power density level observed at any ground level location near the site was less than 0.1% of the most restrictive public limit, for the combined operation of the existing RF services at the site as installed and operating at that time. The measurement equipment used was Wandel & Goltermann Type EMR-300 Radiation Meter with Type 18 Isotropic Electric Field Probe (Serial No. F-0034). The meter and probe were under current calibration by the manufacturer.

Based upon information provided by Verizon, including zoning drawings by Delta Groups Engineering, Inc., dated January 18, 2011, it is proposed to install six Antel directional panel antennas – three Model BXD-63406380CF and three Model BXA-70063-4CF – on the existing 60-foot steel pole, configured to resemble a pine tree, sited near Westmoor High School, located at 163 Edgemont Drive in Daly City. The antennas would be mounted with up to 4° downtilt at an effective height of about 46½ feet above ground and would be oriented in pairs (one of each) toward 30°T, 170°T, and 310°T. The maximum effective radiated power in any direction would be 2,040 watts, representing simultaneous operation at 640 watts for PCS, 1,000 watts for cellular, and 400 watts for 700 MHz service.

Presently located on the same pole are similar antennas for use by T-Mobile. For the limited purpose of this study, the transmitting facilities of that carrier are assumed to be as follows:

Operator	Service	Maximum ERP	Antenna Model	Downtilt	Height
T-Mobile	AWS PCS	1,000 watts 2,000	Andrew TMBX-6516	4°	54½ ft

Study Results

For a person anywhere at ground, the maximum RF exposure level due to the proposed Verizon operation by itself is calculated to be 0.0072 mW/cm^2, which is 1.3% of the applicable public exposure limit. The maximum cumulative level at ground, for the simultaneous operation of both carriers, would be therefore less than 2% of the public exposure limit. The maximum calculated cumulative level at the second-floor elevation of any nearby building* is 2.4% of the public exposure limit. It should be noted that these results include several "worst-case" assumptions and therefore are expected to overstate actual power density levels.

No Recommended Mitigation Measures

Due to their mounting locations, the Verizon antennas would not be accessible to the general public, and so no mitigation measures are necessary to comply with the FCC public exposure guidelines. It is presumed that the carriers will, as FCC licensees, take adequate steps to ensure that their employees or contractors comply with FCC occupational exposure guidelines whenever work is required near the antennas themselves.

Conclusion

Based on the information and analysis above, it is the undersigned's professional opinion that operation of the base station proposed by Verizon Wireless at 163 Edgemont Drive in Daly City, California, will comply with the prevailing standards for limiting public exposure to radio frequency energy and, therefore, will not for this reason cause a significant impact on the environment. The highest calculated level in publicly accessible areas is much less than the prevailing standards allow for exposures of unlimited duration. This finding is consistent with measurements of actual exposure conditions taken at other operating base stations.

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* Including the residences located at least 140 feet away, based on photographs from Google Maps.

Authorship

The undersigned author of this statement is a qualified Professional Engineer, holding California Registration Nos. E-13026 and M-20676, which expire on June 30, 2013. This work has been carried out under his direction, and all statements are true and correct of his own knowledge except, where noted, when data has been supplied by others, which data he believes to be correct.

REGISTERED PROFESSIONAL ENGINEER
WILLIAM F. HAMMETT
E-13026
M-20676
Exp. 6-30-2011
ELECTRICAL
MECHANICAL
STATE OF CALIFORNIA

William F. Hammett, P.E.
707/996-5200

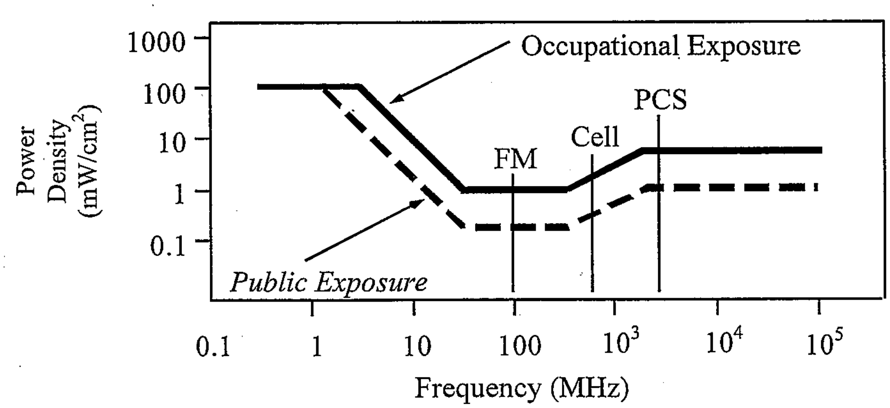
August 4, 2011

FCC Radio Frequency Protection Guide

The U.S. Congress required (1996 Telecom Act) the Federal Communications Commission ("FCC") to adopt a nationwide human exposure standard to ensure that its licensees do not, cumulatively, have a significant impact on the environment. The FCC adopted the limits from Report No. 86, "Biological Effects and Exposure Criteria for Radiofrequency Electromagnetic Fields," published in 1986 by the Congressionally chartered National Council on Radiation Protection and Measurements ("NCRP"). Separate limits apply for occupational and public exposure conditions, with the latter limits generally five times more restrictive. The more recent standard, developed by the Institute of Electrical and Electronics Engineers and approved as American National Standard ANSI/IEEE C95.1-2006, "Safety Levels with Respect to Human Exposure to Radio Frequency Electromagnetic Fields, 3 kHz to 300 GHz," includes similar limits. These limits apply for continuous exposures from all sources and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health.

As shown in the table and chart below, separate limits apply for occupational and public exposure conditions, with the latter limits (in *italics* and/or dashed) up to five times more restrictive:

Frequency	Electromagnetic Fields (f is frequency of emission in MHz)					
Applicable Range (MHz)	Electric Field Strength (V/m)		Magnetic Field Strength (A/m)		Equivalent Far-Field Power Density (mW/cm^2)	
0.3 – 1.34	614	*614*	1.63	*1.63*	100	*100*
1.34 – 3.0	614	*823.8/f*	1.63	*2.19/f*	100	*180/f²*
3.0 – 30	1842/ f	*823.8/f*	4.89/ f	*2.19/f*	900/ f²	*180/f²*
30 – 300	61.4	*27.5*	0.163	*0.0729*	1.0	*0.2*
300 – 1,500	3.54√f	*1.59√f*	√f/106	*√f/238*	f/300	*f/1500*
1,500 – 100,000	137	*61.4*	0.364	*0.163*	5.0	*1.0*



Higher levels are allowed for short periods of time, such that total exposure levels averaged over six or thirty minutes, for occupational or public settings, respectively, do not exceed the limits, and higher levels also are allowed for exposures to small areas, such that the spatially averaged levels do not exceed the limits. However, neither of these allowances is incorporated in the conservative calculation formulas in the FCC Office of Engineering and Technology Bulletin No. 65 (August 1997) for projecting field levels. Hammett & Edison has built those formulas into a proprietary program that calculates, at each location on an arbitrary rectangular grid, the total expected power density from any number of individual radio sources. The program allows for the description of buildings and uneven terrain, if required to obtain more accurate projections.

RFR.CALC™ Calculation Methodology

Assessment by Calculation of Compliance with FCC Exposure Guidelines

The U.S. Congress required (1996 Telecom Act) the Federal Communications Commission ("FCC") to adopt a nationwide human exposure standard to ensure that its licensees do not, cumulatively, have a significant impact on the environment. The maximum permissible exposure limits adopted by the FCC (see Figure 1) apply for continuous exposures from all sources and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health. Higher levels are allowed for short periods of time, such that total exposure levels averaged over six or thirty minutes, for occupational or public settings, respectively, do not exceed the limits.

Near Field.

Prediction methods have been developed for the near field zone of panel (directional) and whip (omnidirectional) antennas, typical at wireless telecommunications base stations, as well as dish (aperture) antennas, typically used for microwave links. The antenna patterns are not fully formed in the near field at these antennas, and the FCC Office of Engineering and Technology Bulletin No. 65 (August 1997) gives suitable formulas for calculating power density within such zones.

For a panel or whip antenna, power density $S = \frac{180}{\theta_{BW}} \times \frac{0.1 \times P_{net}}{\pi \times D \times h}$, in mW/cm^2,

and for an aperture antenna, maximum power density $S_{max} = \frac{0.1 \times 16 \times \eta \times P_{net}}{\pi \times h^2}$, in mW/cm^2,

where θ_{BW} = half-power beamwidth of the antenna, in degrees, and
P_{net} = net power input to the antenna, in watts,
D = distance from antenna, in meters,
h = aperture height of the antenna, in meters, and
η = aperture efficiency (unitless, typically 0.5-0.8).

The factor of 0.1 in the numerators converts to the desired units of power density.

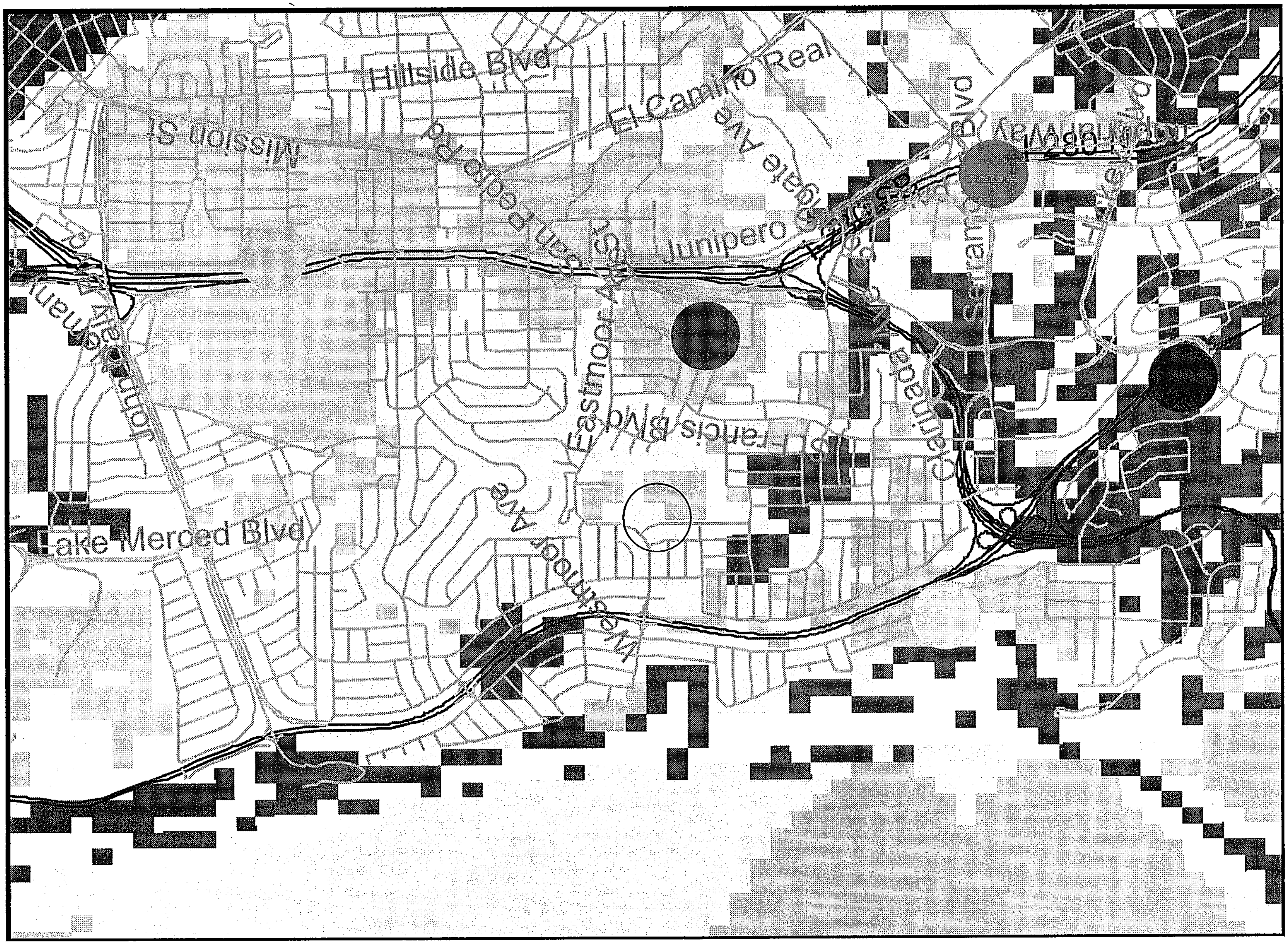
Far Field.

OET-65 gives this formula for calculating power density in the far field of an individual RF source:

$$\text{power density } S = \frac{2.56 \times 1.64 \times 100 \times RFF^2 \times ERP}{4 \times \pi \times D^2}, \text{ in } mW/cm^2,$$

where ERP = total ERP (all polarizations), in kilowatts,
RFF = relative field factor at the direction to the actual point of calculation, and
D = distance from the center of radiation to the point of calculation, in meters.

The factor of 2.56 accounts for the increase in power density due to ground reflection, assuming a reflection coefficient of 1.6 (1.6 x 1.6 = 2.56). The factor of 1.64 is the gain of a half-wave dipole relative to an isotropic radiator. The factor of 100 in the numerator converts to the desired units of power density. This formula has been built into a proprietary program that calculates, at each location on an arbitrary rectangular grid, the total expected power density from any number of individual radiation sources. The program also allows for the description of uneven terrain in the vicinity, to obtain more accurate projections.



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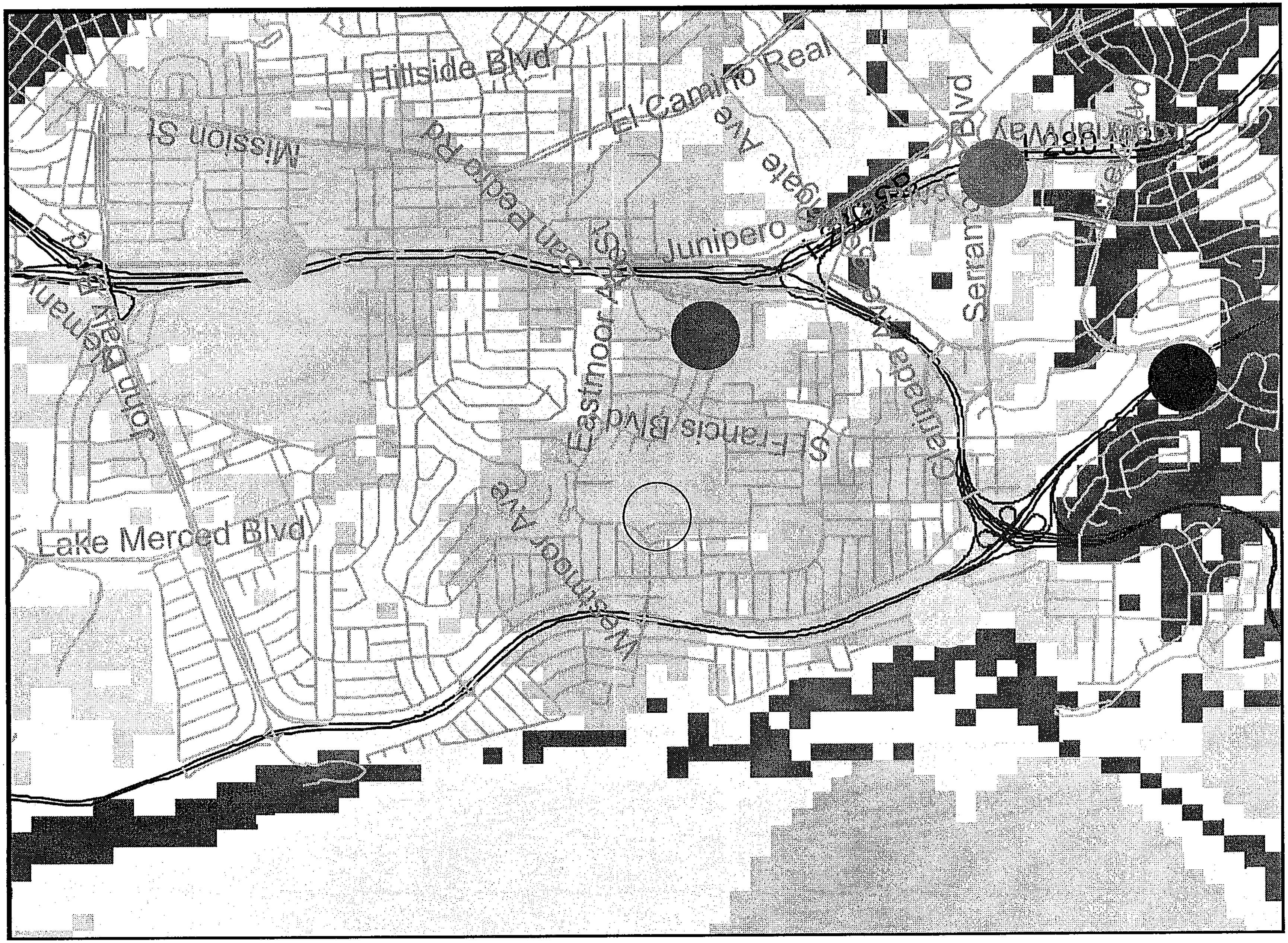
Mission St
San Pedro Rd
Eastmoor Ave
Lake Merced Blvd
Westmoor Ave
Clarinada Ave



Hillside Blvd
El Camino Real
Mission St
San Pedro Rd
Junipero
John Daly Blvd
Eastmoor Ave
St Francis Blvd
Westmoor Ave
Lake Merced Blvd
Clarinada Ave
Serramonte Blvd
Southgate Ave

verizonwireless
Verizon Wireless
2785 Mitchell Drive
Walnut Creek, CA 94598

August 22, 2011

To: City Council of Daly City

From: Russ Bentson, RF Design Engineer, Verizon Wireless RF Engineering

Subject: Statement in Support of Verizon Wireless's Proposed Telecommunications Facility at 163 Edgemont Drive, Daly City

This statement clarifies Verizon Wireless's coverage objectives for the proposed telecommunications facility consisting of co-location of six panel antennas on an existing 60 foot treepole located at 163 Edgemont Drive in Daly City ("The Proposed Facility").

There is a significant gap in Verizon Wireless's coverage in Daly City along Highway 35 between Westmoor Avenue and Westridge Avenue and surrounding residential areas as well as along Campana Avenue near Palomar Drive and the approach to Highway 280 and surrounding residential areas. Additionally, a dropped call area has been identified at the intersection of Midvale Drive and Saint Francis Boulevard. The Proposed Facility will enhance network reliability by providing continuous in-vehicle service along Highway 35 through Daly City and closing the coverage gaps along Campana Avenue as well as providing in-building coverage to residential areas surrounding these important roadways. The significant gap in coverage to be served by the Proposed Facility is clearly shown in the Verizon Wireless Propagation Maps submitted with this application and attached as Exhibit A.

For a cellular system to work properly, each cell site must provide areas of discrete coverage of a dominant signal as well as a limited amount of overlapping coverage with neighboring sites. As a caller travels between discrete coverage areas, a handoff is triggered within the zones of overlapping coverage. If the handoff is successful, it is transparent to the caller and results in seamless coverage. If the handoff is not successful, the call is lost and must be re-established once the user gets within range of the next site.

For example, on Highway 35 near Westridge Avenue, hilly topography creates a gap in coverage between the Verizon Wireless site to the north located near San Francisco State University and the site to the south in Pacifica, leading

ATTACHMENT F

to poor coverage and dropped calls generally between Westmoor Avenue and Westridge Avenue as shown in the Verizon Wireless Drive Test Map attached as Exhibit B. Due to lack of a dominant signal along this section of Highway 35, particularly at times of high call volume, these handoffs are not reliable, resulting in dropped calls.

Similarly, hilly topography creates a gap in coverage along Campana Avenue between the Verizon Wireless site to the east at Serramonte Hospital and the site to the southwest in Pacifica, leading to poor coverage and dropped calls near the intersection with Palomar Drive and also at the intersection of Midvale Drive and Saint Francis Boulevard as shown on the Drive Test Map. Again, due to the lack of coverage from a dominant signal, handoffs are not reliable.

The Proposed Facility will help eliminate these problems along heavily traveled Highway 35 and Campana Avenue, and the Proposed Facility will provide residential in-building service as shown in the Propagation Maps.

In summary, the Proposed Facility fills a significant gap in residential and in-vehicle coverage and also improves the reliability of the network in Daly City, particularly along Highway 35 and Campana Avenue.

Respectfully submitted,

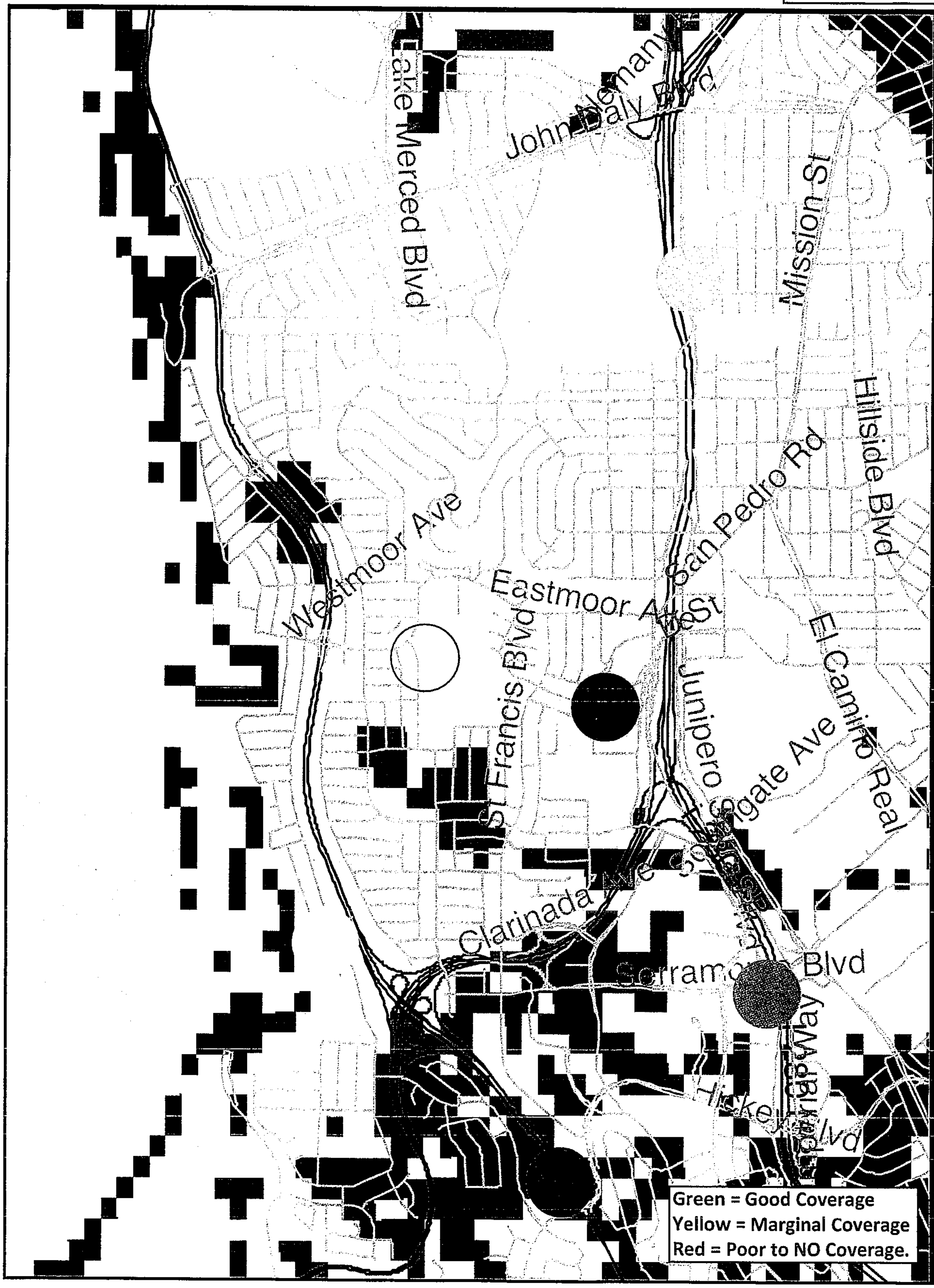
Russ Bentson
RF Design Engineer
RF Engineering Department
Verizon Wireless

Schedule of Exhibits

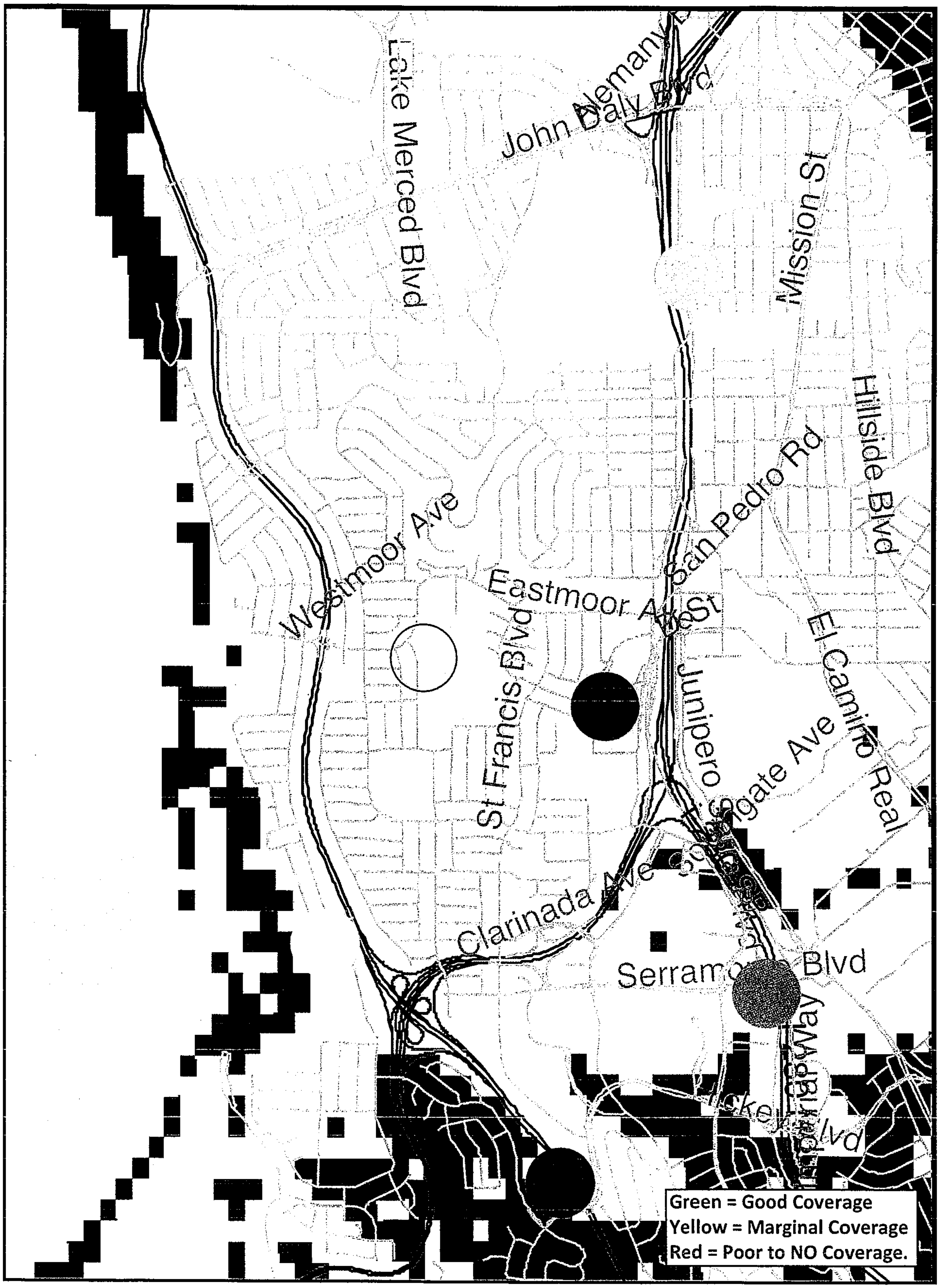
Exhibit A: Verizon Wireless Drive Test Map, August 18, 2011
Exhibit B: Existing and Proposed Coverage Maps

Propagation plots provide important information regarding the level of signal, and therefore the anticipated coverage provided by the proposed site. The areas in green reflect good coverage that meets or exceed thresholds to provide consistent and reliable network coverage in cars and in homes. The areas in yellow depict marginal levels of coverage generally representing at best in-vehicle coverage. Red areas depict poor to no coverage.

Exhibit A

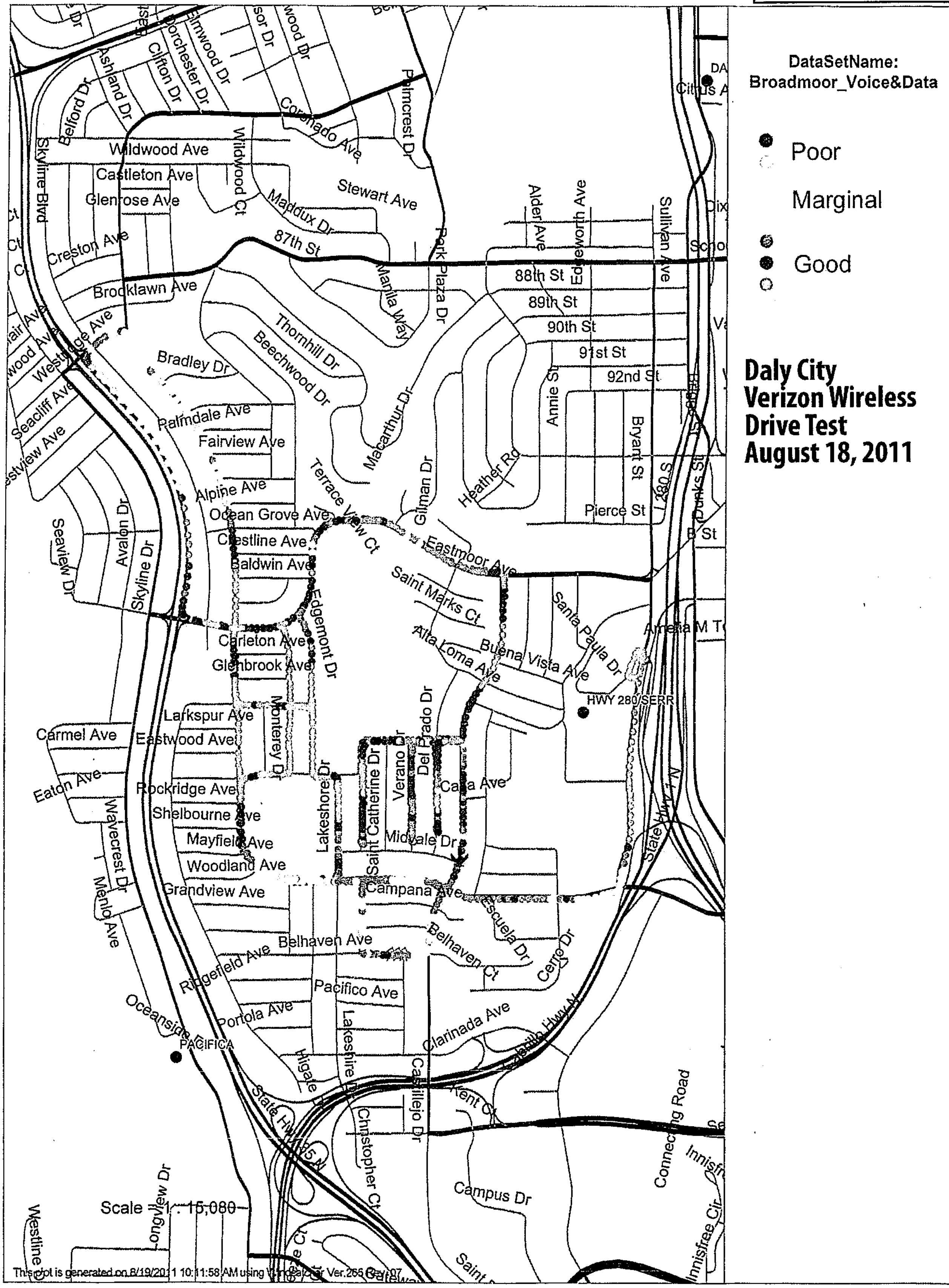


Hwy 35/ Westmoor- Before



Hwy 35/ Westmoor- After

Exhibit B


DataSetName:
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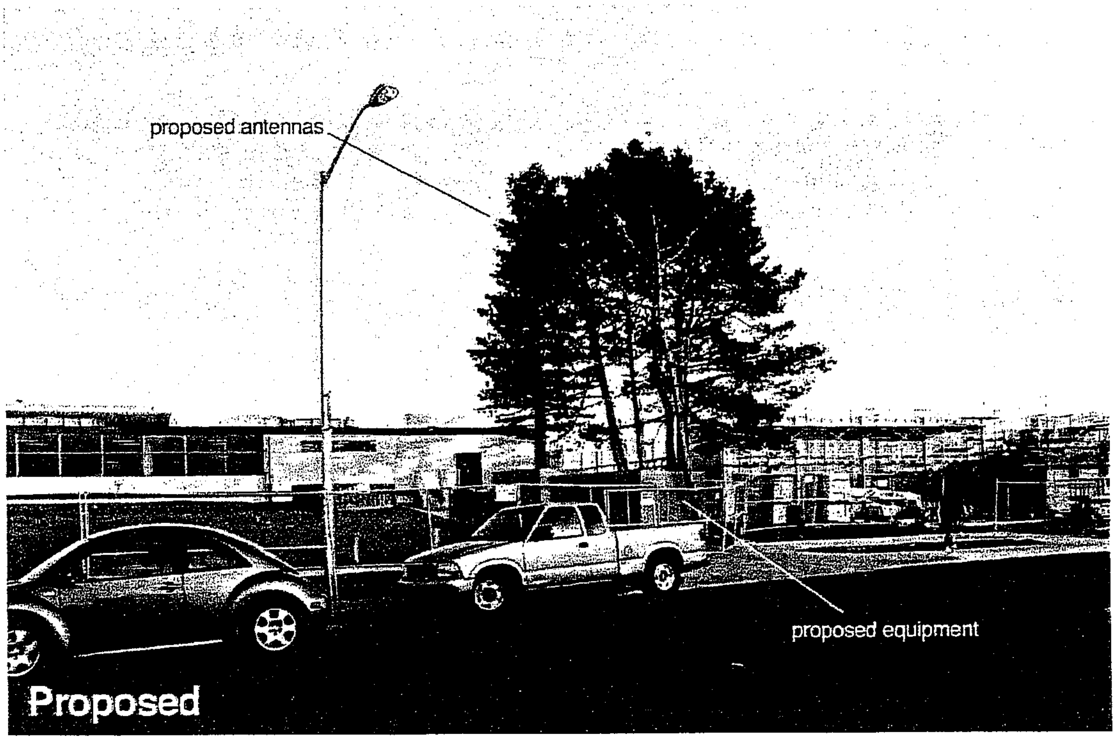
Marginal
Good
Daly City
Verizon Wireless
Drive Test
August 18, 2011
Wildwood Ave
Castleton Ave
Glenrose Ave
Creston Ave
Brooklawn Ave
Stewart Ave
87th St
88th St
89th St
90th St
91st St
92nd St
Coronado Ave
Palmcrest Dr
Park Plaza Dr
Alder Ave
Edgeworth Ave
Sullivan Ave
Skyline Blvd
Bradley Dr
Palmdale Ave
Fairview Ave
Alpine Ave
Ocean Grove Ave
Crestline Ave
Baldwin Ave
Carleton Ave
Glenbrook Ave
Larkspur Ave
Eastwood Ave
Rockridge Ave
Shelbourne Ave
Mayfield Ave
Woodland Ave
Grandview Ave
Thornhill Dr
Beechwood Dr
Macarthur Dr
Terrace View Ct
Gilman Dr
Heather Rd
Annie St
Bryant St
Pierce St
Eastmoor Ave
Saint Marks Ct
Alta Loma Ave
Buena Vista Ave
Santa Paula Dr
Edgemont Dr
Monterey Dr
Lakeshore Dr
Saint Catherine Dr
Verano Dr
Del Prado Dr
Midvale Dr
Campana Ave
Belhaven Ave
Belhaven Ct
Escuela Dr
Cerro Dr
Pacifico Ave
Ridgefield Ave
Portola Ave
Clarinada Ave
Oceanside
PACIFICA
HWY 280 SERR
Carmel Ave
Eaton Ave
Wavecrest Dr
Menlo Ave
Seaview Dr
Avalon Dr
Skyline Dr
Kent Ct
Campus Dr
Connecting Road
Christopher Ct
Castillejo Dr
Scale = 1 : 15,080
This plot is generated on 8/19/2011 10:11:58 AM using WindCatcher Ver.265 Rev.07

Alternatives Analysis

Verizon Wireless Application AUP-12-10-3199
Westmoor High School Co-location
163 Edgemont Drive, Daly City



September 8, 2011
(Updated)

Summary of Site Evaluations
Conducted by NSA Wireless, Inc.

Radio Frequency Propagation Analysis
by Russ Bentson, Verizon Wireless Radio Frequency Design Engineer

Compiled by Mackenzie & Albritton LLP

TABLE OF CONTENTS

I. Executive Summary

In early 2007, Verizon Wireless identified a gap in coverage along Skyline Boulevard (Highway 35) between Westmoor Avenue and Westridge Avenue as well as a secondary coverage objective along Southgate Avenue near the intersection of Palomar Avenue. The coverage objective also includes the need for in-building coverage in the residential areas adjacent to and surrounding these important roadways.

The Daly City Municipal Code (the "Code") sets the highest priority on placement of facilities on publicly owned structures and co-location facilities (Section 17.39.050.A). New wireless facilities are discouraged within or near residential zones. Based on these values expressed in the Code, the Daly City Planning Division approved Verizon Wireless's proposed facility at Westmoor High School, a co-location on an existing T-Mobile treepole located on the public high school facility at 163 Edgemont Drive (the "Approved Verizon Wireless Co-location"). In all, Verizon Wireless has explored six alternative locations since 2007 for the placement of a wireless facility to serve the coverage objective. Based on an extensive review of available sites, and designs as set forth in the analysis below, Verizon Wireless believes the Approved Verizon Wireless Co-location is the least intrusive alternative for providing wireless service to the identified coverage gap.

II. Coverage Objective

Verizon Wireless service is provided to most of western Daly City from sites located near San Francisco State University to the northeast, Serramonte Hospital to the east and Pacifica to the southwest. Due to the hilly topography of this area of Daly City, valleys of poor to no coverage exist from the San Francisco State University site to the southwest along Skyline Boulevard between Westmoor Avenue and Westridge Avenue with average daily traffic of over 50,000 vehicles as well from the Pacifica site northeast along Southgate Avenue between Eastwood Avenue and Saint Francis Boulevard. In addition, there is a large area of marginal coverage between these three sites which covers approximately one square mile and over 15,000 Daly City residents. Verizon Wireless's coverage objective is to provide continuous in-vehicle coverage along Skyline Boulevard and Southgate Avenue as well as provide in-building coverage throughout residential areas extending as far north as Montrose Avenue and Eastmoor Avenue; east to Saint Francis Boulevard; south to Bellhaven Avenue; and west to Seaview Drive. Verizon Wireless's coverage objective and the gap to be served by the Approved Verizon Wireless Co-location are more fully described in the Statement of Verizon Wireless Radio Frequency Design Engineer Russ Bentson and its attached coverage maps and drive test data map dated August 22, 2011.

III. Methodology

Once a coverage objective has been determined, Verizon Wireless seeks to identify a proposal that will provide coverage through the "least intrusive means" based upon the values expressed by local regulation. The Code states a clear preference for the placement of facilities on publicly owned structures and co-locations. See Section 17.39.050.A. Further, the Code favors facilities that are not located on a residential parcel and where antennas and equipment can be camouflaged or screened from view. See Section 17.39.070. Based upon the above methodology (which in turn is based upon the values expressed in the Code), Verizon Wireless first looked to siting its facility on existing structures or on existing co-location opportunities. In its search, Verizon Wireless avoided proposing a facility on a residential parcel.

In addition to seeking the "least intrusive" alternative, sites proposed by Verizon Wireless must be feasible. In this regard, Verizon Wireless reviews the radio frequency propagation, elevation, height, available electrical and telephone utilities, access, and other critical factors such as a willing landlord in completing its site analysis.

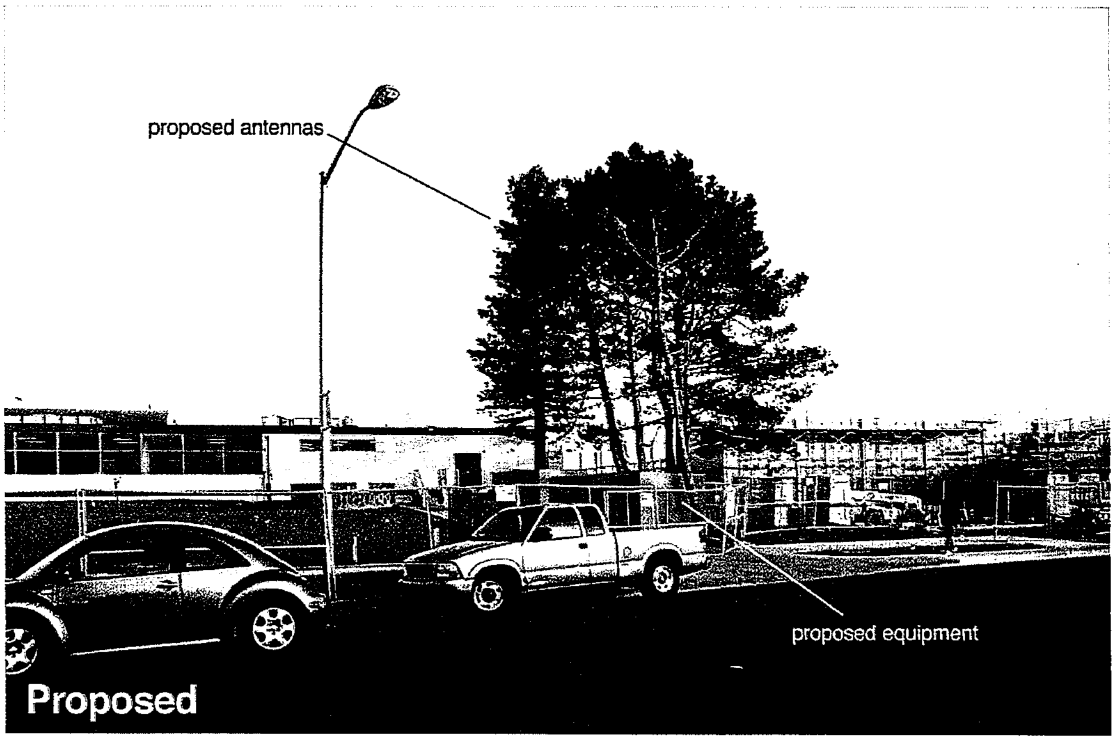
Finally, it should be noted that when Verizon Wireless began its search for the Approved Verizon Wireless Co-location in 2007, the existing T-Mobile treepole had not yet been approved or constructed. As a result, following the initial review of candidates, Verizon Wireless suspended its search in order for the existing T-Mobile treepole to be constructed in 2011.

IV. Analysis

Co-locations

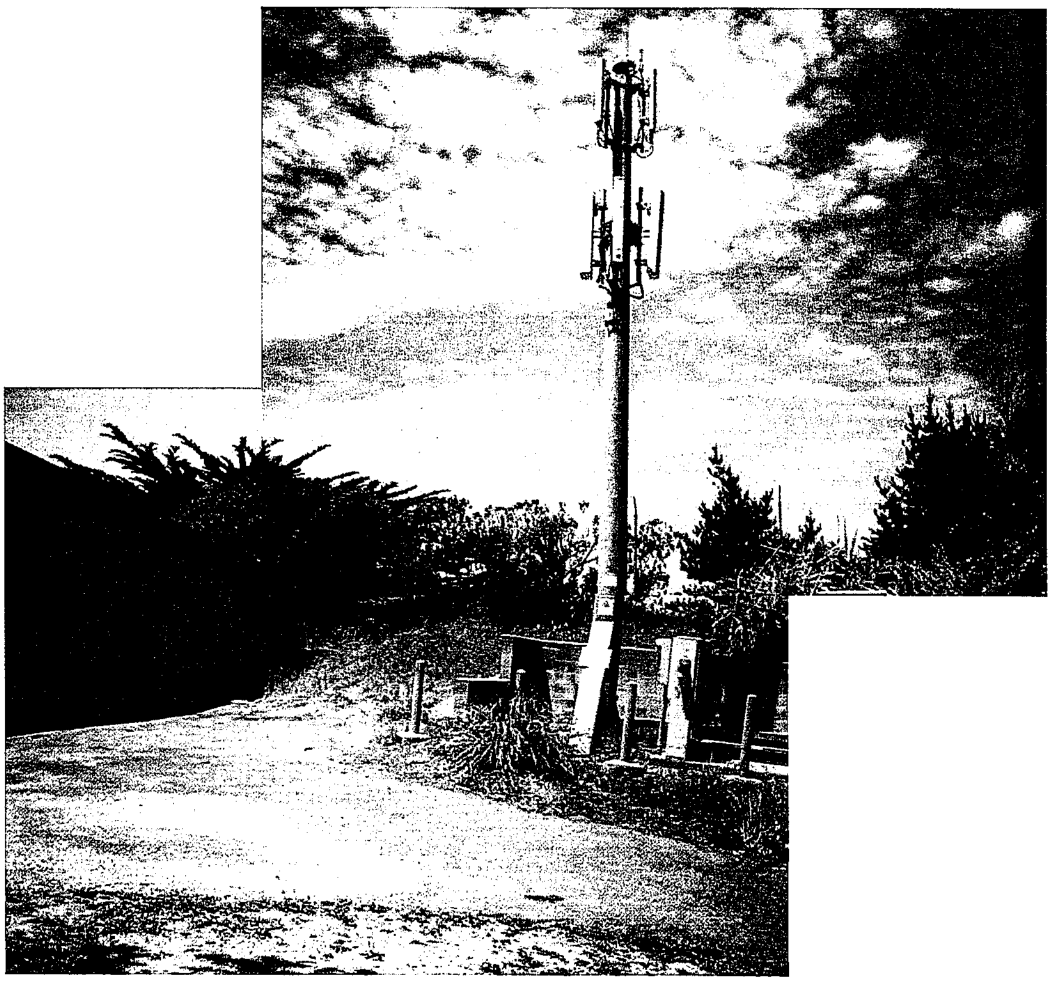
1. **Approved Verizon Wireless Co-location**
   Westmoor High School Co-location
   163 Edgemont Drive
   Elevation 460 feet

Verizon Wireless first looked to co-location opportunities to provide service to its coverage objective. While no co-location opportunities existed at the time, Verizon Wireless was persuaded by Daly City Planning Division staff to defer its application for over two years in order to take advantage of the T-Mobile co-location facility at Westmoor High School approved in April 2008. The T-Mobile co-location facility was completed in Spring 2011. Verizon Wireless received its approval to co-locate its facilities at the T-Mobile co-location on May 23, 2011. By locating at an existing wireless facility within publicly owned structures, the Approved Verizon Wireless Co-location fully complies with the siting location provisions of Section 17.38.050(a) of the Code. By placing antennas within the foliage of the existing T-Mobile treepole without increasing the height of that pole, the Approved Verizon Wireless Co-location complies with the design preferences of Section 17.38.070 of the Code. This location remains the most preferred alternative under the values expressed in the Code.



2. **Reservoir 5**
Westmoor Avenue (near Upland Avenue)
Elevation 545 feet

This Daly City-owned reservoir contains a Metro PCS wireless facility on a 35 foot slimline monopole as well as two shorter lattice towers holding water district antennas. In order to place its facilities at this location, Verizon Wireless would have needed to replace the existing slimline monopole with a 50 foot or taller monopole facility (or possibly replace one of the lattice towers) capable of holding Verizon Wireless's six panel antennas. This location, immediately adjacent to residences on all sides, was disfavored by Daly City Planning Division staff due to construction requirements, additional height and proximity to neighbors. Negotiations for use of this facility were discontinued in 2008 following the approval and in favor of the existing T-Mobile treepole.

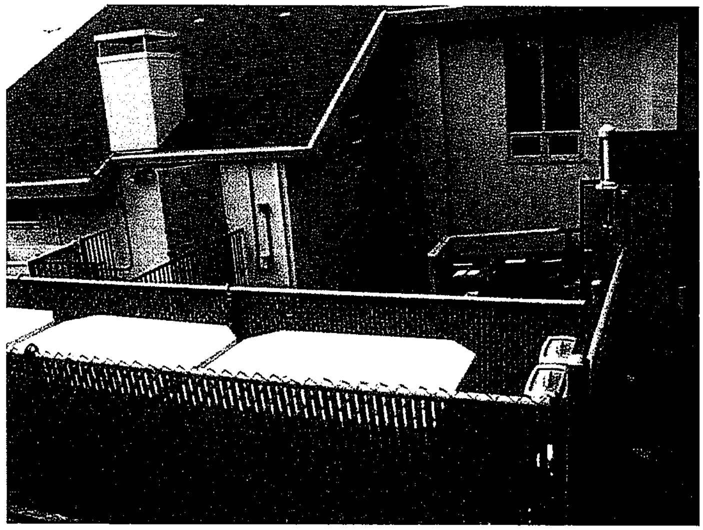


View looking west toward MetroPCS facility next to reservoir

3. **Holy Child and St. Martin Episcopal Church**
777 Southgate Avenue
Elevation 390 feet

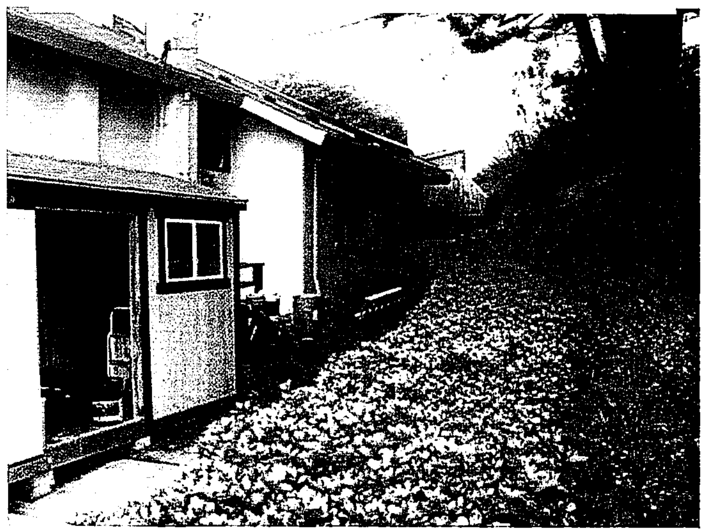
This diminutive church located on a residential parcel adjacent to Alternative 4 currently houses wireless facilities for AT&T and T-Mobile. Site inspection by Verizon Wireless in 2008 revealed that, due to the equipment of existing facilities, there is inadequate space for the placement of Verizon Wireless's radio equipment at this location. In addition, due to the low elevation of the church, Verizon Wireless's network configuration would require an approximately 100 foot antenna tower to provide service to the coverage objective. (Notably, T-Mobile maintains facilities both at this location as well as the existing T-Mobile treepole.) Further exploration of this site was discontinued in favor of the existing T-Mobile co-location opportunity approved in 2008.

View looking east toward 777 Southgate Avenue



View showing lack of space on south side of church with AT&T equipment

View showing lack of space on north side of church with T-Mobile equipment

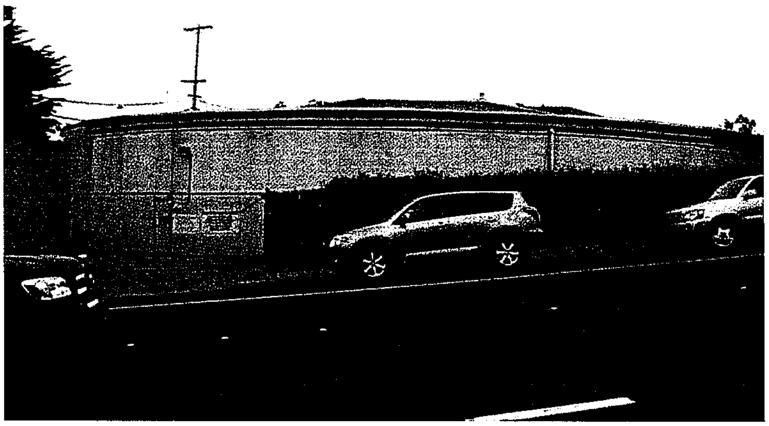


View showing lack of space on south side of church

Publicly-Owned Structures

4. **Water Tank**
   Southgate Avenue & Montrose Avenue
   Elevation 395 feet

This water tank was investigated by Verizon Wireless in early 2007. The approximately 110 foot diameter water tank occupies nearly all of the land area of the parcel upon which it is located, leaving setbacks of 10 feet or less on all four sides. Verizon Wireless determined that there is insufficient space for both Verizon Wireless equipment and a monopole or treepole. In addition, due to the low elevation of the water tank site, Verizon Wireless's network configuration would require an approximately 90 foot antenna tower to provide service to the coverage objective.



View looking east toward water tank

View looking north showing limited setback of water tank from sidewalk

5. **Palisades Park**
Palisades Drive
Elevation 410 feet

While well-located for a wireless facility, further exploration of this site revealed no available public structures. A proposed new wireless facility at this location would require an approximately 70 foot tall monopole or 78 foot tall treepole to accommodate required radio signal propagation. In addition, a ground structure would have to be constructed of approximately 30 feet by 20 feet to house radio equipment including space for a back-up generator. Underground trenching would be required from the street to the installation to provide for electrical service and telephone interconnect. This location was disfavored in favor of the approved T-Mobile treepole due to the required new construction and resulting impacts on the park location from the necessary Verizon Wireless improvements.

View looking west toward Palisades Park

Commercial Property

6. **Skyline Plaza**
   170 Skyline Plaza
   Elevation 460 feet

Verizon Wireless contacted the landlord for the Skyline Plaza in early 2008. Through communication between Ian Calvello of Westlake Realty, representing landlord, and Michelle Phippen of NSA Wireless Inc., representing Verizon Wireless, the landlord indicated that it had no interest in leasing to a wireless carrier. As noted above, it is infeasible for Verizon Wireless to place a facility at a location that does not have a willing landlord.

View of structure at Skyline Plaza

V. Conclusion

The Approved Verizon Wireless Co-location facility on the existing T-Mobile treepole located at Westmoor High School is the only available co-location public facility that can provide service to the Verizon Wireless coverage objective without constructing a new or taller antenna tower. As such, this location is the least intrusive means to provide service to the coverage objective under the values expressed in the Code.

Verizon Wireless
Daly City
Locations of Sites
Proposed and Alternatives

City Council Meeting Agenda Report

Item # _____

Meeting Date: September 26, 2011

Subject: **Approval of Written Response to the 2010-2011 San Mateo County Grand Jury Report: Running on Empty?**

Recommended Action

It is recommended the City Council review and provide final direction on the attached draft written response to the 2010-2011 San Mateo County Civil Grand Jury Report referenced above and authorize the City Manager to transmit the approved response to the Presiding Judge of the Superior Court as requested by September 26, 2011.

Background

In June of this year the San Mateo County Grand Jury issued the report identified above which pertain to the City of Daly City and other San Mateo County agencies. The Presiding Judge, Hon. Joseph E. Bergeron requested a written response to the Grand Jury Report.

Discussion/Conclusion

Following a public presentation and review of the draft response to the Grand Jury Report, the City Council should provide final direction on the draft response. Subsequently, the draft response will be finalized and transmitted to the Superior Court as requested.

In addition, the San Mateo County Superior Court Executive Officer requested the written response be placed on the Civil Grand Jury website and a copy be filed in the Daly City Office of the City Clerk.

It is recommended the City Council review, provide final direction on the attached draft response and authorize the City Manager to submit the approved response to the 2010-2011 San Mateo County Civil Grand Jury Report to the Presiding Judge of the Superior Court.

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

Respectfully submitted,

Patricia E. Martel

Patricia E. Martel
City Manager

Attachment: City's Draft Response to the Grand Jury Findings and Recommendations

September 26, 2011

Honorable Joseph E. Bergeron
Judge of the Superior Court
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

RE: 2010-2011 Civil Grand Jury Report: Running on Empty?

Dear Judge Bergeron:

On behalf of the City Council of Daly City, I have been requested to submit the following response to the Grand Jury findings and recommendations pertaining to the above-referenced report. The City Council approved this response at a public meeting held on September 26, 2011. The Findings and each of the Recommendations of the Grand Jury's report is addressed below.

FINDINGS:

1. The amount of financial information cities and the County make available on their respective public websites varies widely, ranging from a minimum of just the current year's budget to the last ten years of both Comprehensive Annual Financial Reports (CAFRs) and Approved Annual Budgets.

   Response: Concur with the finding.

2. Government accounting systems and financial statements provided to the public are complex and not readily understandable to the average citizen trying to assess the financial health of their city or County.

   Response: The City neither agrees nor disagrees with this finding, as there is enough flexibility in what supplemental information is presented that a City's or County's CAFR can be reasonably informative to the average citizen. Additionally, all financial statements by their nature require a certain level of knowledge in order to be properly interpreted. The implication that there is a simple way to make them more understandable is in itself an oversimplification.

3. Four cities (Brisbane, Colma, Pacifica, and Portola Valley) did not have 2010 CAFRs posted to their websites as of March 11, 2011, almost nine months after the close of the fiscal year.

   Response: The City neither agrees or disagrees as the finding does not pertain to Daly City.

4. All cities and the County had Unreserved General Fund Balances (reserves) consistent with GASB 34 recommended standards going into the recession, and have managed through the last three years in a way that maintained reserves on June 30,2010 that were still above those minimum levels.

   Response: Concur with the finding.

5. All cities and the County maintained GASB 34 minimum recommended levels of reserves, whether or not they had city council approved policies requiring maintenance of defined levels of reserves.

   Response: Concur with the finding.

6. Some city policies are written to apply to "reserves" and not explicitly to the unreserved component of them as recommended by GASB 34. This allows for inclusion of funds not available for discretionary spending.

   Response: Concur with the finding.

7. All cities complied with their own policies (where policies existed) from 2007-10 with respect to reserves, even in those few cases where those policies required higher levels than those recommended by GASB 34.

   Response: Concur with the finding.

8. Confusion as to how governments categorized and interpreted what portion of fund balance was available for discretionary spending led to development of a new GASB 54 standard; effective for all financial statements after June 30, 2011, which provides more structure and clarity around constraints placed on fund balances. San Mateo County implemented GASB 54 early, with the new terminology reflected in its FY 2010 CAFR. No cities in San Mateo County implemented early.

   Response: Concur with finding as it pertains to Daly City.

9. One city (Millbrae) had a Running Liquidity below 90 days.

   Response: Neither agree or disagree with this finding as it pertains solely to the City of Millbrae.

10. All cities and the County are fully funding their Annual Required Contribution to CALPERS or SamCERA for retiree pension funding.

    Response: Concur with finding as it pertains to Daly City.

11. Ten participating cities are not making their full actuarially determined OPEB payments for retiree health care benefits, with three cities (Atherton, Brisbane, Foster City) having paid at less than an average of 25 percent for the last two years.

    Response: Concur with the finding as it pertains to Daly City.

Recommendations:

A. the San Mateo County Board of Supervisors and each City Council, by July 1, 2012:

1. ***Either revise the existing or implement a new policy for specific levels of reserves using language consistent with the new GASB Statement 54 hierarchy.***
   a. ***Establish in the policy the required level of General Fund Balance for classifications that are spendable within the complete control of the government's local decision making authority.***
   b. ***Require in the policy development of specific plans to restore the required level of reserves in the event they fall below that level.***
   c. ***Include the policy in the annual CAFR and budget documents.***

   Response

   a.) This recommendation has been **implemented**. On June 27, 2011, the City Council adopted a policy that incorporates the language and hierarchy of Governmental Accounting Standard Board (GASB) Statement No. 54 for its reporting of fund balances in the CAFR. Further, the City's reserve policy has been in effect for a number of years, has been included in the published budget document, and conforms to best practices for governmental accounting.

   > "Adequate reserves will be maintained in each of the City's funds to provide for cash flow needs as well as for unexpected emergencies. Levels will be adjusted as required to reflect current and anticipated economic conditions. This includes taking cash flow into account, and will use the low point for cash (normally the end of November before the twice per year receipt of property tax revenues) to determine available cash. Nominally a cash reserve of 15 percent of annual expenditures for the General Fund is considered adequate. Other funds vary from this norm because of circumstances and future needs for things like infrequent large purchases."

   b.) Additional wording to be added to the reserve policy, such as "Should the level of reserves fall below a level that is less than that which is considered appropriate given the economic circumstances, the City will develop specific plans for returning reserve levels to an adequate amount." will be brought to the City Council for its consideration, approval and implementation in advance of July 1, 2012.

c.) This recommendation **will be implemented** with the issuance of the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2011. The City will refer to its fund balance policy in the note disclosures and in the Management Discussion and Analysis per GASB 54 guidelines.

2. ***Direct their City/County Managers to direct their Finance Directors to collaboratively develop a standard "scorecard" that shows how the city/County is doing with respect to key measures of fiscal health and make this available on city/County websites. Update it at least semi-annually or when major changes occur.***

Response

This recommendation **will not be implemented**, as the City does not agree that development of *a standard "scorecard"* as put forth by the Grand Jury would be productive in achieving a better understanding of a government's financial health.

The City's financial reporting and budgeting conforms to national standards promulgated by recognized standards setting bodies for governmental accounting. Such governing bodies exist so that governmental reporting is performed in a consistent manner that allows, to the greatest extent possible, comparability among governmental agencies.

The complexities of government accounting, as acknowledged by the Grand Jury, are a major factor necessitating the existence of these national standards setting bodies. Creating new standards that are unique to one small geographic area is exactly what such national standards seek to avoid.

3. ***Direct their City/County Managers to formally evaluate the value of a clearly defined Running Liquidity metric as an additional measure of the city/County's fiscal health with specific target minimums, and make a specific recommendation back to the City Council or Board of Supervisors for action.***

Response

This recommendation **will not be implemented**, as the City does not agree that development of an additional calculated metric would provide added value in measuring the City's fiscal health. As stated above, the City's financial reporting conforms to national financial accounting standards as applied to government. This reporting is considered completely adequate to inform readers of the City's financial condition.

Creating such a simplified single metric to judge the financial health of an organization that is not generally recognized, has not been vetted in a national forum, and that may be easily misunderstood, is potentially misleading. To understand the financial condition of any entity requires a higher level of effort and understanding, and should include all the information included in the CAFR and the budget document. Transmittal letters, Management's Discussion and Analysis, actual financial results with comparisons to budgets, and discussions of economic impacts and trends are all essential to a full understanding of financial condition.

In addition, the report by the City's independent auditors is required to contain disclosures of findings that are serious enough to give concern about the financial health of the City and its ability to continue as a going concern.

D. the City Councils of Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, and South San Francisco by July 1, 2012:

1. ***Explain in the CAFR Management Notes, Annual Budget, or other appropriate document available to the public why full annual required OPEB payments are not being made.***

Response

This recommendation **will be implemented** in the CAFR **for the year ended June 30, 2011**.

2. ***Explain in the CAFR Management Notes, Annual Budget, or other appropriate document available to the public the city's planned strategy for addressing accumulated unfunded retiree healthcare obligations.***

Response

This recommendation **will be implemented** in the CAFR **for the year ended June 30, 2011**.

Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 599-1200
FAX (650) 363-4698
www.sanmateocourt.org

JUN 28 2011

June 27, 2011

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

Re: Running on Empty

Dear Councilmembers:

The 2010-2011 Grand Jury filed a report on June 27, 2011 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Joseph E. Bergeron. Your agency's response is due no later than September 26, 2011. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.

2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.

2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.

3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.

4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. **Responses to be placed on file with the Clerk of the Court by the Court Executive Office.**

   - **Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Bergeron.**

     Hon. Joseph E. Bergeron
     Judge of the Superior Court
     Hall of Justice
     400 County Center; 2nd Floor
     Redwood City, CA 94063-1655.

2. **Responses to be placed at the Grand Jury website.**

   - **Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)**

3. **Responses to be placed with the clerk of your agency.**

   - **File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.**

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 599-1200.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Deputy County Counsel, at (650) 363-4761.

Very truly yours,

John C. Fitton
Court Executive Officer

JCF:ck
Enclosure

cc: Hon. Joseph E. Bergeron
Paul Okada

Information Copy: City Manager

Running on Empty?

Issue

To what extent have San Mateo County and the cities relied on their reserves to get through the recession and how are they positioned for the future? Have they deferred expenditures, such as annual retiree health care payments, that will result in even higher future costs? How easy is it for interested citizens to determine the answers to such questions from publicly available information?

Summary

San Mateo County and its cities have managed through the recession with aggressive cost cutting to align with revenues, and most have avoided significantly drawing down their reserves over the past three years. They were not "running on empty" as of the end of fiscal year 2010. At that time, all cities and the County still had Unreserved General Fund Balances above the minimum levels recommended by the Government Accounting Standards Board (GASB) and by their own policies, where they exist. All cities and the County are current with their Annual Required Contributions (ARC) for retiree pensions, but some are not making their full ARC payments for Other Post Employment Benefits (OPEB), specifically for retiree health care benefits, and are accruing associated liabilities. It is important to emphasize that their current status with respect to annual payments for these retiree benefits is separate and distinct from their ability to deal with the escalating costs of retiree benefits in the future, and the health of the trusts themselves, issues beyond the scope of this investigation.

The complexities of government accounting make it very difficult for interested citizens to assess levels of reserves or other aspects of fiscal health on their own. In addition, significant differences in how much information cities make available to the public, the way they present it, and the timeliness of its availability vary greatly by city. The Grand Jury recommends all cities establish new or revised reserve policies for improved clarity in alignment with new Government Accounting Standards and develop fiscal health "scorecards" to simply communicate city/County fiscal health to interested citizens. The Grand Jury also recommends specifically identified cities improve the amount and timeliness of financial information posted to their websites and explain why they are not making their full annual OPEB retiree health care payments.

Background

The recent recession presented significant budget and operational challenges to our County and city governments. In many areas, house prices and property values declined, slowing real estate transactions and receipt of associated property and transfer taxes. Unemployment rose, businesses closed and credit tightened, affecting retail sales and sales tax revenues. Employee pensions, health care and other costs rose unabated during this period. Local governments were forced to make tough decisions on how to balance their budgets and correct structural imbalances. The recession was long and deep, with a slow recovery still in progress.

Local news reports highlighted significant cutbacks in and outsourcing of services, department consolidations across cities, city worker layoffs and salary reductions, and other attempts to deal with financial challenges facing individual cities. The County and cities were in different starting positions based on their individual financial circumstances and strength going into this recession. Therefore, each had different options available to manage through it, such as cutting expenses via job reductions and service cuts in line with anticipated and actual revenues, and/or drawing down reserves to levels consistent with city policies, recommended Governmental Accounting Standards Board (GASB) standards, and their respective planning assumptions about the future.

The 2011 San Mateo County Civil Grand Jury (Grand Jury) was interested in understanding how cities coped with the recession and how they are positioned for the future. Are they now "running on empty", meaning have they exhausted all or most of their reserve funds, or have they maintained sufficient reserves to be on reasonably solid footing for challenges ahead? Are they meeting their pension and retiree health care obligations? Attempting to answer these questions would provide the answer to another key question: how easy is it for interested citizens to determine the fiscal health of their cities and County from readily available public information?

Investigation

The Grand Jury explored the following areas:

- **Availability of information** – What information is available on city and County websites for citizens interested in assessing their city's and County's fiscal state and performance and how they may have changed over time?

- **Reserves as an indicator of fiscal health** – What are "reserves? Are there different types of reserves and requirements related to them? Which should the Grand Jury look at to understand the nature and impact of decisions made as a result of the recession? Are there related metrics that need to be looked at in parallel for a more complete understanding?

- **Applicable Policies and Standards** – What policies and standards exist with respect to levels and use of reserves for each city and the County? Have cities and the County complied with their policies and standards during this period, and can the Grand Jury see a difference in management response and fiscal health between cities that have reserve policies vs. those that don't?

- **Data Evaluation** – Is it feasible to compare cities' and the County's data for the same level of reserves or other financial metric and draw conclusions of relative health, or are circumstances so different or unique to each city to make that impractical?

This report was compiled from numerous sources:

- The primary documents (applicable sections, management discussions, financial statements and explanatory notes) reviewed were city and County Comprehensive Annual Financial Reports (CAFRs). These are standard reports prepared following the guidelines recommended by the Government Finance Officers Association of the United States and Canada (GFOA), and the standards adopted by the Governmental Accounting Standards Board (GASB).

- Responses to a written questionnaire sent to all city Finance Directors or their counterparts, requesting data not available or not found on the public websites, including existence (or not) of governing ordinances and policies and forward-looking data (forecasts). Note: This questionnaire did not go the County because the information sought was clearly delineated in its annual CAFRs.

- Interviews conducted with two current city Finance Directors, a former senior County official knowledgeable of County finances and Governmental Accounting Standards, and two principals of one of the leading independent auditing firms responsible for a significant number of 2010 and past CAFRs of San Mateo County cities. The primary purpose of the interviews was to determine where there was reasonable consensus on key metrics for evaluating a city's or County's fiscal health, and to understand where those data could be obtained and/or how they could be calculated.

- Other public documents found on city and County websites, including Approved Annual Budgets (Budgets) and other financial reports.

- Official publications such as GASB 34 and GASB 54 were used to research and understand applicable government accounting standards and published recommendations with respect to reserves.

  Note: Data used to compile this report was provided to City/County Finance officials for verification, with requests for publicly available document and page number references to enable confirmation. Any errors identified were corrected. In some cases, responses included questions or concerns about the applicability of a specific data element or method of calculation, either generically or to a city's specific circumstances. Those comments were considered and, where appropriate, specifically addressed or noted without attribution in this report.

One special case involved the city of Brisbane. Brisbane has a limited amount of financial data on its website. (See details in Section A. below). The Grand Jury therefore relied on statistical trend data in the city's 2009 CAFR, the only one available on line, for its analysis. As for other cities and the County, those data were sent to a city finance official for verification before report completion. Unlike for other cities, however, there were significant differences in Unreserved General Fund Balances for all years in the "corrected" data returned.

Follow-up communications led to the explanation that certain Internal Service Funds, specifically the "Rainy Day Fund" and the "Fringe Benefits Fund" have unrestricted net assets that the city considers to be part of its General Fund Unrestricted General fund Balance, even though it hasn't reported them there. The history and rationale for these funds was provided. It was also noted that their Auditors in 2010 required the city to combine the Rainy Day Fund with the General Fund. The city's 2010 CAFR is still not available on the city's website to review.

Incorporating the changes provided would have impacted all charts and tables that depend on UGFB in this report. Given the fact that the documents needed to confirm the "corrections" are not available on the city's website, as well as a concern for accepting information that is not reported in the same standard source used for the data for all other cities and the County (The Balance Sheet for Governmental Funds), the Grand Jury decided to not change the charts and text to accommodate the Brisbane revisions.

The effect of this is that Brisbane may choose to recalculate its results and positioning in the various charts and tables using its method of determining reserves and make those available to its elected officials and citizens. The Grand Jury believes all funds considered as General Fund Reserves should be reported as General Fund Reserves in the financial statements intended for that purpose.

Discussion

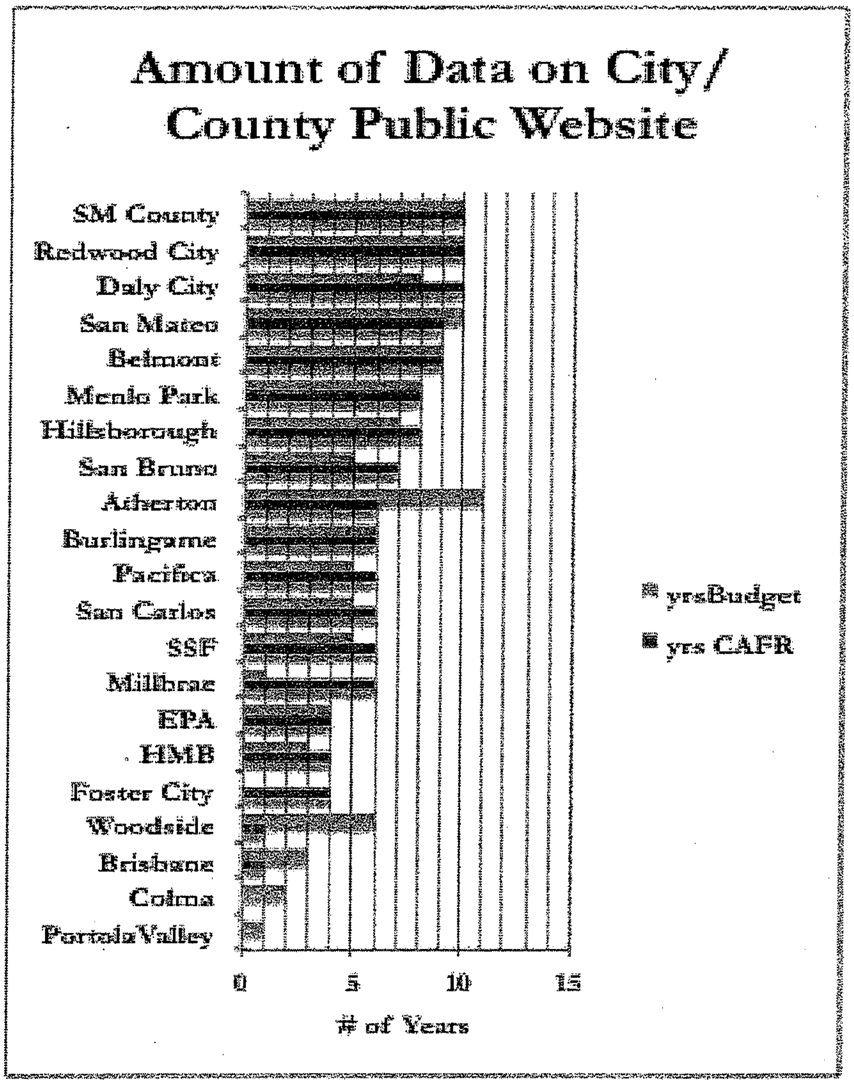
A. Availability of Information

There are significant differences in the amount of information governmental entities choose to make conveniently available to interested citizens. The Grand Jury focused on two specific documents, the CAFRs and the Budgets, as those were most relevant for this investigation.

Chart 1 below shows the documents posted to city and County websites on March 10, 2011. Results ranged from a minimum of the current year's budget (Portola Valley) to the last ten years of both CAFRS and Approved Budgets (San Mateo County and Redwood City). Brisbane, Colma, Pacifica[1], and Portola Valley still had not posted 2010 CAFRs or equivalent audited year-end reports as of that date. As a result, their 2010 data is not included in the provided tables or analysis.

[1] Pacifica posted its 2010 CAFR sometime between 4/14/11 and 5/10/11, too late for all of its data to be included in this investigation report.

Chart 1



Six cities (Foster City, Millbrae, Woodside, Brisbane, Colma, and Portola Valley) currently provide fewer than the last three years of both the Budget and the CAFR documents.

B. Reserves as an Indicator of Fiscal Health

Based on research and interviews, the Grand Jury selected a set of financial metrics for analysis that were most often recommended as relevant for our purposes. Each of the metrics used is described below with a corresponding rationale.

Unreserved General Fund Balance (UGFB) – The *General Fund* is the primary operating fund for the County and its cities. It is one of the *Governmental Funds,* which are that set of funds linked to governmental activities principally financed by taxes and intergovernmental revenues. This contrasts with *Proprietary Funds*, which are linked to business activities primarily financed though user fees and charges, such as for water and sanitation services.

The General Fund has a Fund Balance, which represents the difference between the General Fund's Assets and Liabilities. One value of the General Fund Balance is its use in assessing the ability of the city or County to meet its current obligations and /or its need for near term financing. This General Fund Balance is commonly referred to as "Reserves" and Reserves are designed to protect against the need to raise taxes or reduce services due to temporary revenue shortfalls or unplanned one-time expenditures. The General Fund Balance, and more specifically the unreserved portion of the General Fund Balance, was the appropriate metric for this investigation because "The function of *reserved fund balance* is simply to isolate the portion of fund balance that is *not* available *for the following period's budget, so that unreserved fund balance* can serve as a measure of current available resources."[2] The Grand Jury was primarily interested in assessing utilization of available resources to meet budget needs over a specific period of time.

Further explanation of reserved and unreserved fund balance may be helpful.

- ***Reserved*** General Fund Balance is not available for discretionary spending to meet the operational needs of the government in any given year. There are two primary reasons for a Reserved categorization:
    - Those funds are subjected to legal restrictions ("restricted net assets") on spending narrower than the purpose of the fund. Examples include Measure A or gas tax funds.
    - Those funds are not available for spending, e.g. long-term loans receivables.

- ***Unreserved*** General Fund Balance is available for current appropriation and spending as needed. Cities typically break down their Unreserved General Fund Balance into designated and undesignated portions.
    - *Designated* funds reflect an *intent* to use those funds for the stated purpose (e.g., a capital project for a new park or playground). However, unlike for restricted assets, there is no legal obligation or mandate for them to do so. These funds may be reallocated as city priorities change. This reevaluation and reassignment, if any, occurs with the approval of City Council, usually as part of the annual budgeting process.
    - *Undesignated* funds are those funds not designated for any specific purpose and available for spending without any constraints.

GASB determined that clearer fund balance classifications were warranted and issued new standards as part of GASB Statement 54 in February 2009.[3] They are required to be used for all applicable financial statements for periods beginning after June 30, 2010, although earlier adoption was encouraged. These new classifications "comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the

[2] Governmental Accounting, Auditing, and Financial Reporting Using the GASB 34 Model, GFOA Publication by Stephen J. Gauthier, p50

[3] GASB Summary of Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions (Issued 02/09)*, http://www.gasb.org/st/summary/gstsm54.html (Also, see Attachment 3)

resources reported in governmental funds." At the highest level, this new hierarchy differentiates amounts that are *spendable* vs. *nonspendable* (such as inventories). Subcategories defined include *restricted, committed, assigned* and *unassigned* funds. See Attachment 3 for GASB definitions.

As no San Mateo County cities implemented GASB 54 standards early (San Mateo County did), the Grand Jury applied the prior GASB 34 terminology listed above and recognized that some cities may consider some of their unrestricted or designated funds as restricted or reserved even when that legally may not be the case.

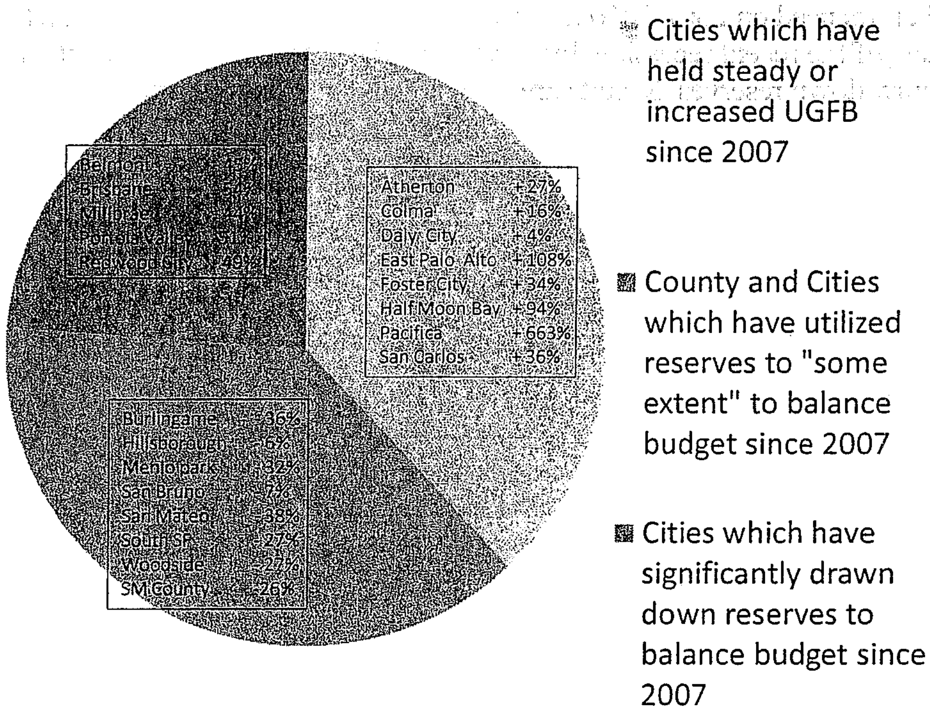
The Grand Jury looked at Unreserved General Fund Balance levels for each city from 2005-2010 for trends. Steadily and significantly declining Unreserved General Fund Balances could suggest these cities or the County were utilizing those reserves to meet short-term operational needs instead of being more aggressive about aligning costs in line with projected revenues.

The Grand Jury then focused on 2007-2010 data to capture trends reflective of actions taken to mitigate the impacts of the recent recession, by illustrating the extent to which the cities and the County opted to draw down reserves. Results are shown in Chart 2 on the next page.

Chart 2

Unreserved General Fund Balance (UGFB)

Cities and County



As shown, even in the very challenging economic environment of the last three years, eight cities still managed to increase their reserves as measured by their Unreserved General Fund Balance. Another seven cities and the County utilized these reserves to some extent (6 to 38 percent) to help deal with short-term needs, while five cities utilized their reserves to a significantly greater extent (44 to 54 percent) in this 2007-2010 period.

It should be acknowledged that the levels of UGFB reported represent those levels at a point in time, that of June 30th of each year. Levels fluctuate throughout the year due to the timing of tax receipts and certain major expenditures. One city noted that its reserves on June 30th can be much higher than at the low points of the fiscal year, and that it specifically designates a portion of fund balance for cash flow in recognition of this timing issue. While accepted as real, it was beyond the scope of this investigation to accommodate such variables for each city and the County. Such explanations can appropriately address any concerns raised by the standard approach taken.

C. Net Change in General Fund Balance (Revenues minus Expenditures including Transfers) - Cities and the County attempt to control costs to match anticipated revenues and budget accordingly. In difficult times in which revenue growth is slowing or declining, cities and the County make decisions to cut costs and services to match revenues or draw down reserves to balance the budget.

This measurement allows for proper recognition of certain expenditures, such as debt payments, that for some cities may be shown on their Financial Statements as Internal Transfers. It should be acknowledged that one-time revenues and expenditures are not excluded in our calculations or in the CAFR Statement referenced. As a result, apparent anomalies seen in the data for any particular year(s) when trended over time, may potentially be due to a significant one-time revenue or expenditure. The fact that this Financial Statement does not identify such one-time events, and that a separate standard audited financial statement that includes only annually recurring revenues and expenditures is not provided, is another indicator of the complexity an interested citizen encounters when trying to assess the fiscal health of a city by its numbers.

The table below illustrates the number of consecutive years through 2010 (or the most recent data available) that individual cities and the County increased or drew down their Total General Fund Balance, including both reserved and unreserved portions. As such, it is a view of operating revenues minus expenditures including all transfers into and out of the General Fund, and therefore an indicator of net operating surpluses or deficits in any given year.

Table 1

Net Change in GFB Year to Year

City	2006	2007	2008	2009	2010
Hillsborough	↑	↑	↑	↑	↑
San Carlos	↓	↑	↑	↑	↑
Colma	↑	↑	↑	↑	na
Millbrae	↑	↑	↓	↓	↑
San Mateo County	↑	↓	↓	↓	↑
San Bruno	↑	↑	↑	↓	↑
Half Moon Bay	↑	↓	↑	↑	↓
Pacifica	↓	↓	↑	↓	na
South San Francisco	↑	↑	↓	↑	↓
East Palo Alto	↓	↑	↑	↑	↓
Belmont	↑	↑	↑	↓	↓
Redwood City	↑	↑	↑	↓	↓
Daly City	↑	↑	↑	↓	↓
San Mateo	↑	↑	↓	↓	↓
Foster City	↑	↑	↓	↓	↓
Menlo Park	↑	↑	↓	↓	↓
Atherton	↑	↑	↓	↓	↓
Burlingame	↓	↑	↓	↓	↓
Portola Valley	↑	↑	↓	↓	↓
Brisbane	↑	↓	↓	↓	na
Woodside	↑	↓	↓	↓	↓

↑	increase to GFB, from previous year
↓	decrease to GFB, from previous year
na	data not available
↑	consecutive increase to GFB, from previous year
↓	consecutive decrease to GFB, from previous year

It is noteworthy that while over half the cities (11 of 20) have drawn down their General Fund Balance in the last two or more reported years, three cities (San Carlos, Colma and Hillsborough) have managed to increase it. Fiscal year (FY) 2008-9 was clearly the most challenging, as 15 of 20 cities and the County drew down their GFB that year to balance their budgets.

While examining the number of consecutive years a city or County increased or decreased its UGFB is useful, it is necessary to also evaluate the magnitude of the changes and whether it is widening or narrowing as an indicator of its significance. As noted, there were 11 cities with declining GFB in the most recent two or more consecutive years. Not reflected in the chart is that the magnitude of the decline was greater in 2009-2010 vs. 2008-9 in seven of them: (Belmont, Redwood City, Daly City, Foster City, Menlo Park, Brisbane, and Woodside).

D. Running Liquidity – According to interviews with Certified Public Accountants specializing in governmental audits, this is a useful fiscal measure that does not typically appear in city and County CAFRS and Budgets.

Running Liquidity is the number of days a city or County government could continue to operate normally without additional revenue coming in. A typical way of calculating this is by dividing the "Maximum Unrestricted Liquidity" by the city's or County's daily spending rate (its annual General Fund expenditures divided by the 365 days in a year). The result is the number of days of spending this cash will cover, its "Running Liquidity", as shown in Chart 3. Typically, a Running Liquidity below 90 days would trigger a closer examination of the details of this and other fiscal measures to ensure the city or County's ability to operate at an acceptably low risk. This additional evaluation was beyond the scope of this investigation.

A modified version of this metric was utilized to enable a standard basis of comparison of cities' and the County's relative liquidity.

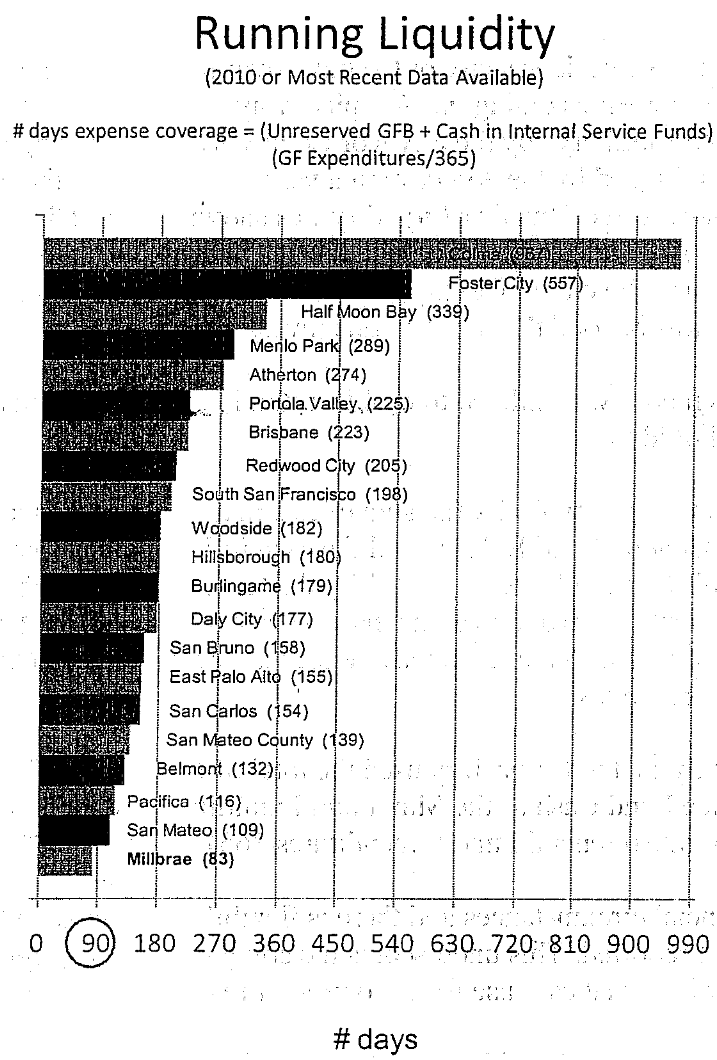
Maximum Unrestricted Liquidity is typically the sum of two main sources of liquid assets – the Unrestricted Assets in the General Fund Balance and the cash in Internal Service Funds. Internal Service Funds are cost pools that can be "charged to" by the General Fund, such as for fleet management, risk management, and workers compensation costs. Cash can be transferred between Funds, and Internal Service Fund cash may be loaned or transferred to the General Fund to, in effect, supplement its revenues.

For the purposes of this analysis, the Grand Jury used the total of *Unreserved* General Fund Balance and Internal Service Fund Cash as the Maximum Liquidity and divided it by the city's or County's daily spending rate (General Fund Expenditures/365).

Every city has unique financial circumstances and there is flexibility available in terms of how the details are managed and reported. This underscores the complexity of attempting to perform comparative analysis and why it makes sense for us to present results rather than interpret them.

Since neither Maximum Unrestricted Liquidity nor Running Liquidity are calculated or shown in any of the city or County CAFRs examined, reporting standards could not be assessed. The Unreserved General Fund Balance is consistently reported, but there is significant variation in the use of Internal Service Funds. Cities and the County have the legitimate option of setting up Internal Service Funds in numbers and for tracking purposes that work for their particular circumstances. Small cities may have few Internal Service Funds while larger ones may have many (e.g., Hillsborough has one, while Daly City has seven). While the movement of funds between Internal Service Funds and the General Fund is shown in the CAFRs, *it is not trivial to determine with certainty whether all of the cash in the Internal Service Funds is truly available to support operations.* It is accepted that it is not the cities' or County's intent to make all of those funds available to the General Fund under normal circumstances; however, that was not the purpose of our assessment. Our purpose was to identify liquid funds that ***could be made available if necessary to support operations.*** By using UGFB, the Grand Jury is being conservative since some Reserved Funds may not be legally "restricted" from use and could also be made available in an emergency.

Chart 3



As seen in the chart, Running Liquidity ranged from a high of 967 days (Colma) to a low of 83 days (Millbrae). Millbrae was the only city below the auditor-recommended 90-day threshold for attention. This is not necessarily indicative of a problem, given the unique circumstances of each city. However, since the same formula was used for all cities and the County, this relative position and value should trigger further exploration.

E. Applicable Policies and Standards

GASB 34 states that "The adequacy of *unreserved fund balance* in the general fund should be assessed based on a government's own specific circumstances". It recommends minimum levels that should be maintained regardless of organizational size. Those minimum *unreserved general fund* balances are given as either:

(1) no less than 5-15 percent of regular general fund operating revenues or

(2) no less than one to two months of regular fund operating expenditures.[4]

A summary of city policies, evaluated against GASB 34 recommendations, is provided in Attachment 1. San Mateo County reserve policies are clearly listed on page VI of its 2010 CAFR.

In summary, 14 of the 20 cities (70 percent) and the County have reserves policies approved by elected officials (City Councils or Board of Supervisors, respectively) with respect to the level of reserves required to be maintained in their General Funds. Five of the 14 are compliant with GASB 34 in that the cities' policies specified quantitative limits above the minimum 5 percent.

The Grand Jury went another step and evaluated:

1. Did cities and the County maintain Unreserved General Fund Balance levels consistent with GASB 34 recommendations over the time period from Fiscal Years 2007-2010, whether or not they had policies requiring that?

2. Did cities and the County comply with their own policies with respect to reserves during Fiscal Years 2007-2010, whether or not those policies complied with GASB 34 recommendations?

   Note: Significantly, the language of some policies specified quantitative levels of reserves to be maintained, but was not explicit in applying them to just the unreserved portion. This allows for the possibility of the County or cities including, in their "reserves", funds that are legally restricted to their stated purpose and not available to support operations.

   As noted previously on page 6, there has been sufficient ambiguity in reserve classification and reporting that GASB issued Statement 54 to attempt to improve clarity and make reporting more consistent.

The results of this assessment are diagrammed in Attachment 2. Results are summarized as follows:

1. All cities and the County maintained levels of Unreserved General Fund Balance consistent with the GASB 34 recommended minimum of 5-15 percent of revenues or one to two months (8.3–16.6 percent) of expenditures during Fiscal Years 2007-2010, except Brisbane (2008 only) and Pacifica (2007 only).
2. All cities complied with their own policies during the Fiscal Years 2007-2010

These results suggest that GASB 34 levels are reasonable and achievable even in challenging economic environments. However, it should be noted that the CPA auditors interviewed stated that, in their opinion, the GASB 34 recommendations were low and, in this environment, UGFB levels twice those levels are appropriate for most cities.

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4 Governmental Accounting, Auditing, and Financial Reporting Using the GASB 34 Model, GFOA Publication by Stephen J. Gauthier, p51-52

Given this context, a quick and useful way to look at cities' and the County's current situation with respect to reserves follows in Table 2 below

Table 2

Cities and County Levels of Current (2010 except where noted) UGFB As % of General Fund Revenues

0 -15% (upper end of current GASB 34 recommended range)	**16 – 29% (between current GASB recommendation and auditor suggested range)**	**30% or higher (auditor suggested minimum for most cities in current environment)**
Belmont	Brisbane ('09)	Atherton
Millbrae	Burlingame	Colma ('09)
San Mateo	Pacifica ('09)	Daly City
	Redwood City	East Palo Alto
	San Bruno	Foster City
	South San Francisco	Half Moon Bay
	San Mateo County	Hillsborough
		Menlo Park
		Portola Valley
		San Carlos
		Woodside
3 total	**7 total**	**11 total**

Smaller cities in terms of revenues and expenses tend to maintain higher levels of reserves. This is to be expected because larger cities generally have more diverse economies and revenue sources. Smaller cities are dependent on fewer sources for the bulk of their revenue and are therefore at greater risk in downturns. They therefore benefit from higher levels of Unreserved General Fund Balance as insulation.

F. Retiree Pension and Health Care Payments

This investigation of reserves and the extent of cost cutting to match revenues occurred during a period of heavy media attention to the impact the cost of retiree benefits were having on local government finances. This led the Grand Jury to examine whether or not cities and the County were fulfilling their annual payments to the systems covering these benefits. This is separate and distinct from the much larger issue of the relative financial soundness of these systems and future costs to the cities and County, which were beyond the scope of this investigation. The results of this assessment of annual payments to California Public Employees' Retirement System (CalPERS) and the San Mateo County Employees' Retirement Association (SamCERA) for pensions and of the health care portion of Other Post-Employment Benefits (OPEB) follow separately below.

G. Retirement Pension Benefits (CalPERS and SamCERA)

All 20 cities participate in CalPERS, for funding pension obligations. Actuarial calculations determine an amount each participating city must contribute annually, based on its labor contracts and commitments, its proportional share of the state pool, and actual earned and assumed earn rates on the fund's assets over the next 30 years.

San Mateo County has its own defined pension (and disability and death benefit) plan, (SamCERA). The County Employees' Retirement Law of 1937 (the 1937 Act) established the basic obligations for employers and members to contribute to the pension trust fund. Statutes require participating employers to contribute the actuarially determined amounts necessary to fund the estimated benefits accruing to SamCERA members not otherwise funded by member contributions or investment earnings.

All 20 cities and the County made their annual required contributions to CalPERS and SamCERA respectively between 2006 and 2010. They have met their obligations through the normal budgeting process while maintaining reserves at minimum GASB 34 recommended levels or higher.

What cannot be determined from these examined reports is the magnitude of future annual pension costs, which will vary based on updated actuarial valuations, investment performance, the changing number of city employees participating in the various plans, and new labor agreements with changes in benefits negotiated over time. What is clear, and what has been reported widely, is that pension costs will rise significantly over time and that cities and the County are concerned about the impacts. They are taking steps, some more aggressively than others, to be able to manage those costs for the long term. Those who came out of the recession in positions of relative strength rather than weakness are better able to manage this next transition with reduced impact on services provided to its citizens.

H. Other Post Employment Benefits (OPEB) - Health Care

Until fairly recently, most cities paid for their retiree's contracted health insurance benefits directly as expenses were incurred. The OPEB trust fund, which operates similarly to CalPERS for pensions, came into effect in 2008-9. Most cities joined this pool. As in the case of CalPERS for pensions, cities contribute to a pool and the trust invests the funds. The trust communicates to participating governments the actuarially determined annual payments needed for them to be fully funded. Unlike for pension financing, however, cities are not contractually required to make annual OPEB payments in full.

Some participating cities have chosen to make their annual OPEB payments in full while others have made varying partial contributions. Failure to keep current on OPEB payments puts cities at risk that their accumulated obligation may eventually grow too large for them to be able to "make up" the difference without significantly impacting city services or jobs.

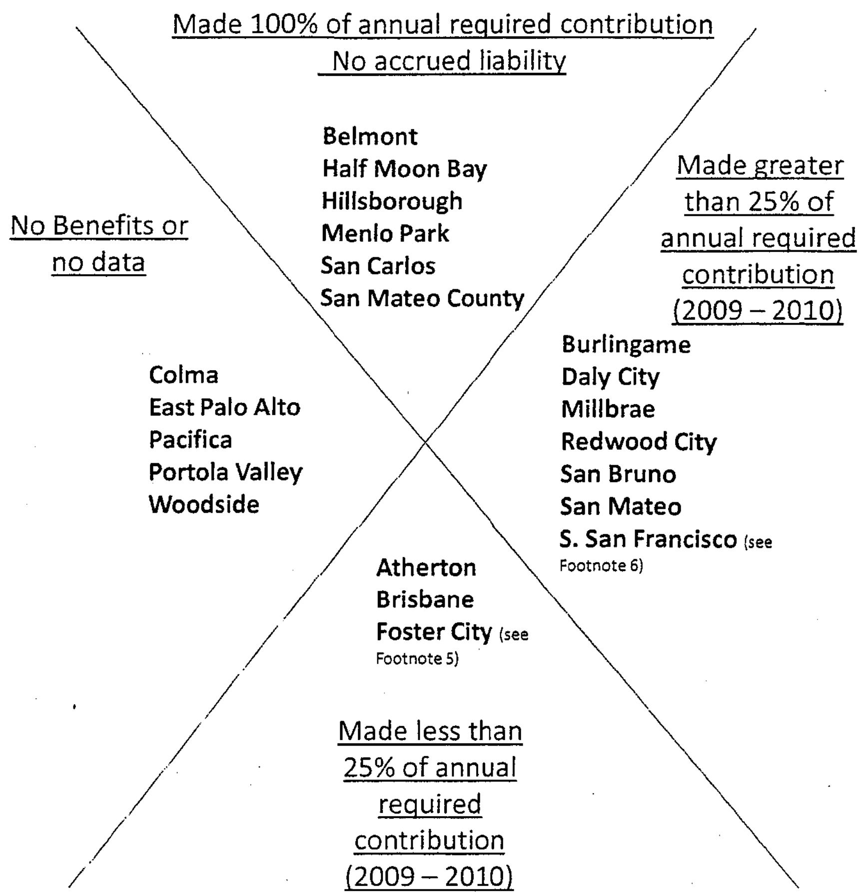
Based on data available, current positions with regard to OPEB funding are summarized as follows and in Chart 5 below:

Categories used are:

- *Made* 100 percent of annual required contributions; no accrued liability. It is noteworthy that one city (San Carlos) and the County prepaid OPEB when joining the program and have current surpluses as a result.
- *Made greater than an average of 25% of annual required contributions 2009-10*; has associated accrued liabilities
- *Made less than an average of 25% of annual required contribution 2009-10;* has associated accrued liabilities
- *No retiree health care benefits or no data* provided in Financial Reports

Chart 4 [5] [6]

OPEB ARC Payment Status



[5] Foster City has set aside $7 million, the full amount actuarially determined in 2009 as necessary to fully fund its OPEB obligation. Although managed separately, because the funds are not in an irrevocable trust, the liability must be reported as unfunded per GASB 45.

[6] South San Francisco has set aside $6.8 million towards its OPEB liability but it must be reported as unfunded for the same reason as noted for Foster City above.

As in the case of pension benefits, the Grand Jury assessed the level at which cities and the County were making their annual required contributions. It did not attempt to assess the level or rate of growth of future annual payments and the impact those might have on city finances because of the variables involved, the limited time available, and the inability to challenge the assumptions made. These were beyond the scope of this investigation.

I. Case for Caution

Caution must be exercised in drawing firm conclusions about the fiscal health of a city or county in isolation, or in comparison with others, based on any limited set of data. This is especially true given that governments have some flexibility within GASB rules as to how they organize their finances and report their data. The best that can be done is to highlight potential issues for further investigation. Half Moon Bay served as an excellent example.

Based on the data collected, Half Moon Bay was grouped into the category of cities whose reserves (UGFB) were flat or increased in the 2007-2010 period. The data shows an increase of 94%. It has a city policy currently requiring 30% of annual operating expenditures be held as reserves and it met that higher than minimum GASB 34 recommended standard each of those years. (The city policy was 20% of annual expenditures in 2007-2008). Its maximum Running Liquidity of 334 days was the second highest of all cities in the County. Its revenues exceeded its expenditures the last two years of the recession (*not including internal transfers and one time proceeds or payments*), and it made its contractually required CalPERS payments and is current on its OPEB retiree healthcare payments, with no net OPEB obligation as of June 30, 2010. Based on these indicators, one could conclude that Half Moon Bay was fiscally healthy.

A recent news report[7] highlighted a "fiscal crisis" and stated that the city could potentially run out of its reserves. While the Grand Jury avoided making any judgments about the fiscal soundness of any city or the County for the reasons mentioned previously, and limited its focus in this investigation primarily to the use of reserves, it looked further into Half Moon Bay's public financial statements and sought additional clarification from a Half Moon Bay official to verify the correctness of the data used and further understand any limitations.

In summary, Half Moon Bay issued Judgment Obligation Bonds to help cover the costs of a legal settlement. The proceeds from the bonds were received and subsequently disbursed in fiscal year 2009-2010 and properly reflected on the appropriate city financial statements. The full payment consisted of $15 million from the bond proceeds and $3 million from the General Fund[8].

The Adopted Annual Budget for 2010-2011 shows a projected deficit ($504,447) of revenues vs. expenditures, to be covered by its General Fund Balance. The result is that the city's reserves would fall below its 30% of annual operating expenditures policy. A waiver permitting a one-year exception had been granted by City Council in anticipation of this need.[9] The policy requires the City Manager to "prepare a plan for consideration by the City Council to implement

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7 "Outsourcing Safety San Francisco Chronicle Editorial", 4/5/11, pA13

8 Approved Half Moon Bay General Fund Budget Summary Comparison, pC2

9 Half Moon Bay City Council Resolution No. C-46-10 adopted 6/15/10

actions within a twelve-month period to rebuild the fund balance."[10] The City also identified key financial impacts in a Five Year Forecast document included as part of its budget, highlighting its specific challenges.

In summary, the data collected by the Grand Jury was accurate as it related to a limited, defined set of data at a specific point in time. However, the data did not and could not tell the entire story. A more comprehensive examination of all relevant management discussions, financial statements, notes, budgets and forecasts, and changes in them over time, including data not yet published or audited, is needed to really understand the fiscal health of a city, which can change very quickly. This type of effort is beyond the capability of the average citizen and highlights the need for the cities and County to do the best they can to make as much information publicly available in as timely a fashion as possible, In this specific case, Half Moon Bay's most recent CAFRs, Annual Approved Budgets, Reserve Policies, and Five Year Forecasts were available to the public on its website, enabling interested citizens capable of understanding it to properly educate themselves on the significant impact of a legal settlement, in this case, and of other major financial issues affecting the fiscal health of the city.

Findings

1. The amount of financial information cities and the County make available on their respective public websites varies widely, ranging from a minimum of just the current year's budget to the last ten years of both Comprehensive Annual Financial Reports (CAFRs) and Approved Annual Budgets.

2. Government accounting systems and financial statements provided to the public are complex and not readily understandable to the average citizen trying to assess the financial health of their city or County.

3. Four cities (Brisbane, Colma, Pacifica, and Portola Valley) did not have 2010 CAFRs posted to their websites as of March 11, 2011, almost nine months after the close of the fiscal year.

4. All cities and the County had Unreserved General Fund Balances (reserves) consistent with GASB 34 recommended standards going into the recession, and have managed through the last three years in a way that maintained reserves on June 30,2010 that were still above those minimum levels.

5. All cities and the County maintained GASB 34 minimum recommended levels of reserves, whether or not they had city council approved policies requiring maintenance of defined levels of reserves.

6. Some city policies are written to apply to "reserves" and not explicitly to the unreserved component of them as recommended by GASB 34. This allows for inclusion of funds not available for discretionary spending.

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[10] Half Moon Bay City Council Resolution No C-38-09, adopted 6/2/09

7. All cities complied with their own policies (where policies existed) from 2007-10 with respect to reserves, even in those few cases where those policies required higher levels than those recommended by GASB 34.

8. Confusion as to how governments categorized and interpreted what portion of fund balance was available for discretionary spending led to development of a new GASB 54 standard, effective for all financial statements after June 30, 2011, which provides more structure and clarity around constraints placed on fund balances.[11] San Mateo County implemented GASB 54 early, with the new terminology reflected in its FY 2010 CAFR. No cities in San Mateo County implemented early.

9. One city (Millbrae) had a Running Liquidity below 90 days.

10. All cities and the County are fully funding their Annual Required Contribution to CALPERS or SamCERA for retiree pension funding.

11. Ten participating cities[12] are not making their full actuarially determined OPEB payments for retiree health care benefits, with three cities (Atherton, Brisbane, Foster City) having paid at less than an average of 25 percent for the last two years.

Conclusions

1. There are significant differences in the amount of current and historical financial information governmental entities choose to make conveniently available to interested citizens.

2. The complexities of government accounting could cause interested citizens to misinterpret data or draw incorrect conclusions. Financial information provided by cities and the County could be improved.

3. Cities and the County seemed to have prudently managed their Unreserved General Fund Balance reserves through the recession, making trade-offs appropriate for their individual financial circumstances.

4. Clear and explicit reserve policies add value by providing direction from elected officials, and supporting budgeting actions and decisions that maintain reserves at levels tailored to specific city circumstances.

5. The lack of a statutory or contractual requirement to fully meet annual OPEB health care payments resulted in some cities choosing to defer payments and increase unfunded liabilities in favor of other priorities. There are cities that appear to have ample reserves and liquidity, with revenues that consistently exceed expenditures that are not making their full annual

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[11] *Balancing Governmental Budgets under GASB 54*, Journal of Accountancy, Nov 2009

[12] Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, South San Francisco

OPEB payments, when future obligations incurred may be more costly than using liquid funds available to them now.

Recommendations

The 2011 San Mateo County Civil Grand Jury recommends:

A. the San Mateo County Board of Supervisors and each City Council, by July 1, 2012:

1. Either revise the existing or implement a new policy for specific levels of reserves using language consistent with the new GASB Statement 54 hierarchy.
    a. Establish in the policy the required level of General Fund Balance for classifications that are spendable within the complete control of the government's local decision making authority
    b. Require in the policy development of specific plans to restore the required level of reserves in the event they fall below that level.
    c. Include the policy in the annual CAFR and budget documents.

2. Direct their City/County Managers to direct their Finance Directors to collaboratively develop a standard "scorecard" that shows how the city/County is doing with respect to key measures of fiscal health and make this available on city/County websites. Update it at least semi-annually or when major changes occur.

3. Direct their City/County Managers to formally evaluate the value of a clearly defined Running Liquidity metric as an additional measure of the city/County's fiscal health with specific target minimums, and make a specific recommendation back to the City Council or Board of Supervisors for action.

B. the City Councils of **Brisbane**, **Colma**, **Pacifica**, and **Portola Valley**:

1. Post FY 2010 CAFRs and/or other FY 2010 audited financial statements to public websites by September 1, 2011. Implement systems/processes to enable a more timely posting of CAFRs and/or other audited financial statements within six months after the end of the fiscal year.

C. the City Councils of **Millbrae, Foster City**, **Woodside**, **Brisbane**, **Colma**, and **Portola Valley** by July 1, 2012:

1. Provide citizens with timely and comprehensive information regarding the financial condition of their city and County by providing a minimum of three years of approved budgets and CAFRs on their websites and through other communications.

D. the City Councils of **Atherton**, **Brisbane**, **Burlingame**, **Daly City**, **Foster City**, **Millbrae**, **Redwood City**, **San Bruno**, **San Mateo**, **and South San Francisco** by July 1, 2012:

1. Explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public why full annual required OPEB payments are not being made.

2. Explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public the city's planned strategy for addressing accumulated unfunded OPEB retiree healthcare obligations.

E. the City Council of **Millbrae** by January 1, 2012:

1. Direct the City Manager to evaluate and report on the implications of a Running Liquidity below 90 days, as calculated in this report.

Appendices:

- Appendix 1: Table of City/County General Fund Reserve Policies
- Appendix 2: Diagram of Alignment to GASB 34 and Local Policies
- Appendix 3: Summary of GAS Statement 54: Fund Balance Reporting and Governmental Fund Type Definitions

Attachment 1.

City/County General Fund Reserve Policies
(Excerpted from Written Responses to Specific Grand Jury Inquiry from Cities)

City/County	GFB Formal Policy?/ Eff. Date	Policy Description	GASB 34 Recommendation Compliant?
Atherton	Yes Resol #10-20 5/19/10	"...the definition of reserves is limited to the portion of fund balance that is *unreserved.*" "Strive for 15-20% Budget Stabilization Reserve, 15-20% Emergency Disaster Reserve; 5-10% Working Capital Reserve. "In no circumstances shall the total General Fund reserve balance drop below 15% of the Town's operating expenditures for the General Fund."	Yes
Belmont	Yes 6/26/2001	$2M General Fund Balance Minimum Target, 20% Operating Budget Maximum Target based on adopted operating expenditures, exclusive of transfers and capital outlay.	Language is not explicit with regard to applicability to *Unrestricted GFB*

Brisbane	Yes Pre 2001	"The City will maintain fund or working capital balances of at least 50% of operating expenditures in the General Fund…"	Language is not explicit with regard to applicability to *Unrestricted GFB*
Burlingame	No – will be considered as part of five-year general fund plan under development	"…the city does not have a formal, Council-adopted reserve policy for the general fund, but its practice has been to maintain four reserve amounts over the years…"	No
Colma	Yes	*Municipal Code 1.13.150 Reserves: "(a) The budget shall contain reserves within the General Fund as follows:" (Six types of reserves are described but no quantitative minimums or ranges are specified).	No
Daly City	Yes "quite old"	"Adequate reserves will be maintained in each of the City's funds…Nominally a cash reserve of 15% of annual expenditures for the General Fund is considered adequate"	Language is not explicit with regard to applicability to *Unrestricted GFB*
East Palo Alto	Yes "Approved as part of the	The most significant policy objective is to ensure that at the end of each fiscal year, cash is added to the reserve until	Yes

	adopted Budget"	the target minimum level is achieved. For example, it is proposed that the goal would be to ensure that an unrestricted unallocated cash reserve equivalent to 15% of operating costs is available at the end of each fiscal year."	
Foster City	Yes Resol 2010-33 4/5/10	"…minimum reserve threshold of 33 1/3% of budgeted annual operating expenditures with a target range of 33 1/3% to 50% for purposes of the Five-Year Financial Plan" (This replaced an earlier General Fund Reserve Policy of "…a minimum threshold of $10 million in unrestricted undesignated fund balance.")	New Language is not explicit with regard to applicability to *Unrestricted GFB* *(superseded one was)*
Half Moon Bay	Yes Res C-38-09 6/2/09	"The City shall maintain an unencumbered General Fund reserve equal to a minimum of thirty percent (30%) of annual operational expenditures."	Yes
Hillsborough	Yes "Personnel Policy 409" Last revised 1/9/06	"The Town will strive to maintain fund or working capital balances of at least 30% of operating expenditures in the General Fund…	Language is not explicit with regard to applicability to *Unrestricted GFB*

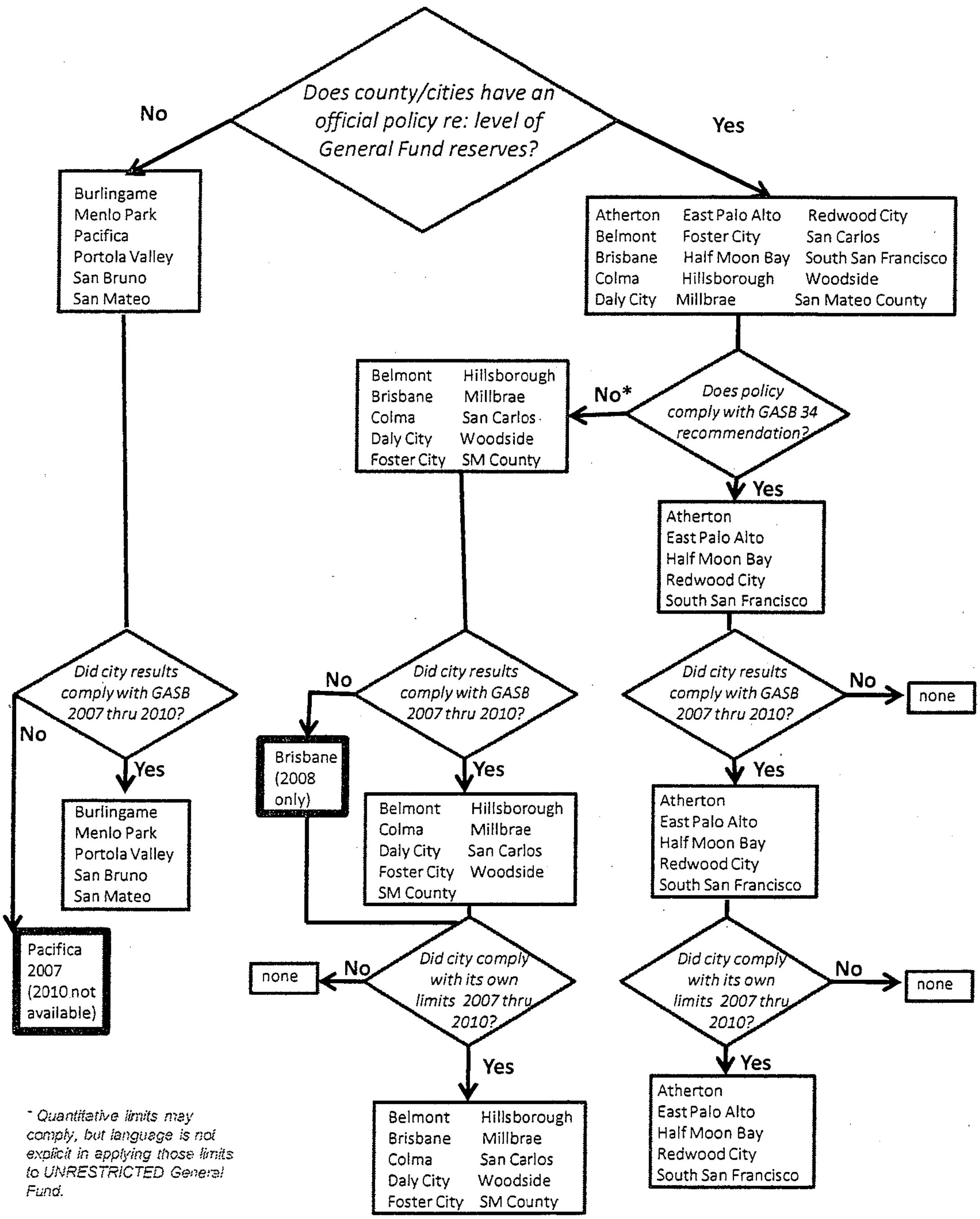
Menlo Park	No (Under Dev't: evaluation ongoing since 10/08, with latest proposal presented 5/4/10)	N/A	No
Millbrae	Yes Resol 08-61 11/25/08	"...the annual budget and 2 year fiscal plans shall include a 15% general fund...reserve..."	Language is not explicit with regard to applicability to *Unrestricted GFB*
Pacifica	No	N/A	No
Portola Valley	No	N/A	No
Redwood City	Yes Res # 13598 4/5/99	"... the unappropriated balance of the General Fund shall be maintained at a level not less than fifteen (15) percent, nor more than twenty (20) percent, of estimated General Fund revenues in any given fiscal year."	Yes
San Bruno	No Draft Only: Recommended by Staff in 7/2010, will be incorporated	Draft: "The City will maintain a minimum Reserve of at least two months (16.67%) and up to three months (25%) of General Fund operating expenditures"	Language is not explicit with regard to applicability to *Unrestricted GFB*

	into 2011-12 budget for approval and adoption by City Council in June 2011		
San Carlos	Yes Res 2010-072 8/23/10	"General Fund Reserve for economic uncertainties equal to a minimum of 10% of the General Fund Expenditures with a target of increasing to 20% of General Fund Expenditures."	Language is not explicit with regard to applicability to *Unrestricted GFB*
San Mateo	No 11/5/02 Charter Amendment Business Plan 2010-2012	Charter Amendment 5.05: "The Council shall establish reserves which in its discretion are proper." Business Plan Current Status of Financial Goals and Policies: "The goal is to work towards increasing two reserves (Emergency Reserve and Service Stability Reserve) to the equivalent of three months' expenditure."	Proposed language is not explicit with regard to applicability to *Unrestricted GFB*
South San Francisco	Yes 6/03	"The City Council has adopted reserve policies where a certain percentage of the General Fund budget for each year needs to be set aside for emergencies, economic contingencies, and future development as well as for undesignated City reserve..." Reserve for Emergencies 2% of GF Operating Budget; for	Yes

		Economic Contingencies 7% of GF Operating budget; For Undesignated Reserve 5% of GF Operating Budget; for future development –no target."	
Woodside	Yes 6/93	"Adequate reserves must be developed and maintained, including a minimum reserve level of fifteen percent of estimated operating revenues for the Town's General Fund"	Language is not explicit with regard to applicability to *Unrestricted GFB*
San Mateo County	Yes 2/10	"Maintain a minimum reserve equivalent to 2% of net appropriations for one-time emergencies, unanticipated mid-year losses of funding, and short-term coverage of unanticipated cost overruns." Also "*General Fund Reserves* be maintained at a minimum of 5% of total General Fund net appropriations for one-time purposes or as part of a multi-year financial plan to balance the County's budget; *Appropriation for Contingencies* be maintained at 3% of total General Fund net appropriations for one-time emergencies and economic uncertainties…"	Language is not explicit with regard to applicability to *Unrestricted GFB*. <u>Additionally, since the County implemented reporting General Fund Reserves consistent with GASB 54 provisions in its 2010 CAFR, this policy language was also evaluated against those provisions with the same outcome.</u>

Attachment 2

Alignment to GASB 34 and Local Policies



* Quantitative limits may comply, but language is not explicit in applying those limits to UNRESTRICTED General Fund.

Attachment 3

Governmental Accounting Standards Board

Summary of Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* (Issued 02/09)

The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The initial distinction that is made in reporting fund balance information is identifying amounts that are considered *nonspendable,* such as fund balance associated with inventories. This Statement also provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. The *committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. *Unassigned* fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned. Governments are required to disclose information about the processes through which constraints are imposed on amounts in the committed and assigned classifications.

Governments also are required to classify and report amounts in the appropriate fund balance classifications by applying their accounting policies that determine whether restricted, committed, assigned, and unassigned amounts are considered to have been spent. Disclosure of the policies in the notes to the financial statements is required.

This Statement also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to the financial statements.

The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are clarified by the provisions in this Statement. Interpretations of certain terms within the definition of the special revenue fund type have been provided and, for some governments, those interpretations may affect the activities they choose to report in those funds. The capital projects fund type definition also was clarified for better alignment with the needs of preparers and users. Definitions of other governmental fund types also have been modified for clarity and consistency.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.

How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement will improve financial reporting by providing fund balance categories and classifications that will be more easily understood. Elimination of the *reserved* component of fund balance in favor of a *restricted* classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets. The fund balance classification approach in this Statement will require governments to classify amounts consistently, regardless of the fund type or column in which they are presented. As a result, an amount cannot be classified as restricted in one fund but unrestricted in another. The fund balance disclosures will give users information necessary to understand the processes under which constraints are imposed upon the use of resources and how those constraints may be modified or eliminated. The clarifications of the governmental fund type definitions will reduce uncertainty about which resources can or should be reported in the respective fund types.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraph 3 discusses the applicability of this Statement.

City Council Meeting Agenda Report

Item # _____

Meeting Date: September 26, 2011

To: Honorable City Council

From: Anna Mostella, City Manager's Office

Date: September 13, 2011

Subject: Council Committee Meetings, September 12 -25, 2011

Date of Meeting:	**Meeting**:	**In Attendance**:
September 14, 2011	Centennial Committee Meeting	Carol L. Klatt Sal Torres Joseph Curran

/am