

CITY OF DALY CITY

Regular Meeting - CITY COUNCIL

AGENDA

Monday, February 25, 2013 - 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:

Proclaiming March 2013 American Red Cross Month (Colleen Sasso)

Proclaiming March Women's History Month (Pat Bohm, Paula Bosque, and Leslie Peay)

State of the City (Mayor Raymond Buenaventura)

Daly City iHelp Informational Demonstration (Jesse Myott)

APPROVAL OF AGENDA:

CONSENT AGENDA

AVAILABILITY OF PUBLIC RECORDS:

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

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

Resolutions:

1. Commending Natale J. Sangiacomo on the Occasion of his Retirement
2. Approving Sixth Amendment to Franchise Agreement for Integrated Waste Management Services

Check Registers:

3. Check Registers for the Month of January 2013

END OF CONSENT AGENDA

PUBLIC HEARINGS:

4. Update of Fees for Engineering Services and Adoption of an Ordinance Amending Municipal Code Sections 12.040.030, 12.080.040, and 15.62.170 RE: Engineering Fees

Staff:

Nevin

Recommended Action:

Open/Close Hearing

Adopt Resolution

Roll Call

Motion for City Attorney to Read by Title Only

Councilmember Introduce Ordinance

5. Adoption of an Ordinance to Amend Municipal Code section 3.12.10, Methods of Procurement

Staff:

McVey

Recommended Action:

Open/Close Hearing

Councilmember Introduce Ordinance

Motion for City Attorney to Read by Title Only

COMMUNICATIONS:

6. Draft Bicycle and Pedestrian Master Plan

Staff:

VanLonkhuysen

Recommended Action:

Adopt Resolution

Roll Call

7. Appropriation of \$299,693 from Water Fund Balance to Cover Change Order Expenses Associated with the Hillside Park Slide Repair

Staff:

Sweetland

Recommended Action:

Adopt Resolution

Roll Call

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

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

APPOINTMENTS: Board/Commission Membership Committee Appointments

REPORTS:

8. Council Committee
 - A Council Committee Meetings, February 11 -24, 2013
9. City Council
10. Staff

ADJOURNMENT:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY
COMMENDING NATALE J. SANGIACOMO
ON THE OCCASION OF HIS RETIREMENT

WHEREAS, Natale J. "Nat" Sangiacomo was initially hired August 5, 1983 as a Senior Water Maintenance Worker in the Department of Public Works; and,

WHEREAS, when joining the City of Daly City, Nat had worked previously as a plumber for Plumber's Local 38 in San Francisco obtaining his Journeyman's Certification; and,

WHEREAS, during his career in Daly City, Nat has been the recipient of numerous commendations and letters of appreciation for his efforts in capably serving the public and for his unselfish response to after-hour calls to restore water service; and,

WHEREAS, as a result of his independent efforts to better learn his craft through the attainment of advanced certificates in water operations from California State University Sacramento and the University of California at Berkeley Extension, Nat has achieved increasingly responsible positions as Water Maintenance Foreman and Junior Engineering Technician; and,

WHEREAS, on July 12, 1999, Nat was promoted to the position of Water/Wastewater Operations Technician in which his skills at subdivision mapping, plan checking, completing as-built drawings and project inspections where his keen eye for detail are second to none; and,

WHEREAS, Nat leaves a lasting imprint upon the City of Daly City through his involvement with the completion of major capital improvement projects that include but not limited to the Bay Ridge Subdivision, Bayshore Water System Master Plan, Reconstruction of Reservoir 2B, Water Upgrades for the Top of the Hill Improvement Project and Habitat for Humanity at 7555 Mission Street.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City that it does hereby commend NAT SANGIACOMO for his many years of dedicated service and extends its best wishes to Nat for a rewarding and enriching retirement.

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 _____, 2013, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: _____

NOES, Councilmembers: _____

Absent, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY CITY

MAYOR OF THE CITY OF DALY CITY



City Council Meeting Agenda Report

Item # _____

Meeting Date: February 25, 2013

Subject: Sixth Amendment to Franchise Agreement for Integrated Waste Management Services

Recommended Action

Adopt a resolution approving the Sixth Amendment to the Franchise Agreement for Integrated Waste Management Services with Allied Waste.

Discussion

The City Council has previously authorized staff, with the assistance of HF&H Consultants, to develop a Request for Proposals (RFP) for a new Franchise Agreement. The current Agreement is due to expire on June 30, 2014.

To allow adequate time for an open and competitive process, as well as allow up to a one-year transition period should a different contractor be selected, it is recommended that the current Franchise Agreement be extended until June 30, 2015. Although it is not now anticipated to be needed, the Amendment will also allow for a one-time City option to extend the agreement for an additional seven months, until January 31, 2016, if necessary. Both extension end dates are intended to keep any potential transition away from the winter holidays to minimize the impact on our residents and businesses. The need for an extension has been reviewed by the Solid Waste Committee of the City Council.

This amendment will also formalize the method of rate adjustment based only on the Consumer Price Index for the San Francisco Bay Area. In the prior Fifth Amendment, the rate adjustment formula included a price index factor for diesel fuel. Use of that index along with the CPI proved to be problematic due to the wide swings in pricing of diesel fuel, and was by mutual agreement with Allied Waste never implemented.

Fiscal Impact

This Amendment will not change collection rate adjustment methodology or franchise fees, and therefore will not have any material financial impact on the City.

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

Respectfully submitted,

Donald W. McVey
Director of Finance and Administrative Services

Attachment: Sixth Amendment to the Franchise Agreement for Integrated Waste Management Services

SIXTH AMENDMENT TO THE
FRANCHISE AGREEMENT
FOR
INTEGRATED WASTE MANAGEMENT SERVICES
BETWEEN
CITY OF DALY CITY
AND
ALLIED WASTE SERVICES OF NORTH AMERICA, LLC

Allied Waste Services of North America, L.L.C. ("Allied Waste" or "Contractor"), and the City of Daly City, California ("City") hereby enter into this Sixth Amendment to the Franchise Agreement for Integrated Waste Management Services dated February 12, 2013.

Recitals

WHEREAS, Browning-Ferris Industries of California, Inc. ("BFIC") and the City entered into a Franchise Agreement for Integrated Waste Management Services on December 12, 1994, into five subsequent amendments to said Franchise Agreement; and

WHEREAS, the City consented to an assignment from BFIC to Allied Waste as memorialized in the Fifth Amendment to the Franchise Agreement; and

WHEREAS, Section 3.2 – Term of the Franchise Agreement specifies that the Term ends June 30, 2014, and

WHEREAS, the City Council on July 23, 2012 decided to conduct a competitive procurement process to select the next contractor to provide integrated waste management services, and

WHEREAS, the Parties agree regarding the importance of ensuring adequate time for a full and fair competitive process, and

WHEREAS, the Parties wish to clarify the rate adjustment mechanism to be used for the remainder of the Term,

NOW, THEREFORE, in consideration of the foregoing Recitals and the mutual covenants of the Parties herein, City and Contractor agree as follows.

I. Section 3.2 of the Agreement is amended to read as follows:

3.2. Term

3.2.1. Term

The term of this Agreement shall be from January 2, 1995, to June 30, 2015, inclusive, subject to approval of City Council and evidence of Contractor's compliance with Article 8 -

Indemnification, Insurance and Bond, unless earlier terminated pursuant to Article 10 of this Agreement.

3.2.2. Extension

The City may extend the Agreement term for up to one (1) period of seven (7) months. The City may extend the Agreement term at its sole discretion and with notice to Contractor. Should the City wish to extend the agreement from June 30, 2015 through January 31, 2016 it shall give written notice to Contractor by March 1, 2015.

II. Section 7.1.7. of the Agreement is amended to read as follows:

7.1.7 Criteria for Rate Adjustment

A. Rate Adjustments; Provision for Increases Using Consumer Price Index.

Subject to the restrictions set forth below, for purposes of applying the rate increases subject to inflation adjustment per section 7.1.3, each Base Rate shall be adjusted upward or downward on the basis of one hundred percent (100%) of the net percentage change in the Consumer Price Index, All Urban Consumers (All Items), for the San Francisco/Oakland Metropolitan Area as published by the U.S. Department of Labor, Bureau of Labor Statistics ("Index"). Series ID: CUURA422SA0.

All net percentage changes shall be calculated by the following formula:

$$\text{Net percentage change (NPC)} = \frac{X(i) - X(i-2)}{X(i-2)}$$

Where X(i)= Index value for June of the year preceding the adjustment year;

X(i-2)= Index value for June of the previous 12 or 24 month period, as applicable

Changes in the Index of less than one tenth of one point (0.1) shall be rounded to the nearest one-tenth of a point, i.e., 1.50 to 1.54 shall be treated as 1.5; 1.55 to 1.59 shall be treated as 1.6.

Should the Index not be published in June of the year required for calculation of rate adjustments, the Index values of the month most immediately preceding that June shall be used. If said Index is discontinued, it shall be replaced by the index which most closely approximates the original category as determined by the U.S. Bureau of Labor Statistics.

If such upward adjustment would result in a projected Operating Ratio to Contractor lower than 88% on an annual basis, then, except as provided below, such upward adjustment shall be scaled back so as to result in a projected Operating Ratio to Contractor of no less than 88% on an annual basis.

WITNESS the execution of this Amendment on the dates set forth below.

APPROVED AS TO FORM

CITY OF DALY CITY,
a Municipal Corporation

Rose Zimmerman
City Attorney

Patricia E. Martel, City Manager

Date: _____

ALLIED WASTE SERVICES OF NORTH
AMERICA, LLC.

By:

Title: _____

Date: _____

CITY OF DALY CITY
CHECK REGISTERS
FOR THE MONTH OF JANUARY 2013

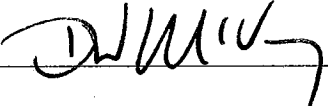
HANDWRITTEN CHECK	-	#13161 TO #13166
CANCELLED CHECK	-	NONE
VOID CHECK	-	#13164

01/10/13		
CHECKS ISSUED	-	#319895 TO #319902
CANCELLED CHECK	-	NONE
VOID CHECK	-	NONE

01/15/13		
CHECKS ISSUED	-	#319903 TO #320322
CANCELLED CHECK	-	#320294
VOID CHECK	-	NONE

01/18/13		
CHECKS ISSUED	-	#320323 TO #320341
CANCELLED CHECK	-	NONE
VOID CHECK	-	NONE

01/31/13		
CHECKS ISSUED	-	#320342 TO #320747
CANCELLED CHECK	-	NONE
VOID CHECK	-	NONE

AUDITED  FINANCE DIRECTOR

APPROVED _____ CITY MANAGER

APPROVED _____ FINANCE COMMITTEE

APPROVED _____ FINANCE COMMITTEE

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00013161	38217R	JUROW, JEFF	01/31/13	3,897.83	HW	TR	Hand Written
AP00013163	47437	RESIDENTIAL REHAB	01/31/13	67.00	HW	TR	Hand Written
AP00013165	17778R	CAMPBELL, KATHY L	01/31/13	890.00	HW	TR	Hand Written
AP00013166	40361R	WILSON, CHRISTOPHER	01/31/13	890.00	HW	TR	Hand Written
AP13162	47437	RESIDENTIAL REHAB	01/31/13	18,510.00	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	24,254.83	Number of Checks Processed:	5
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0
G R A N D T O T A L	24,254.83		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00319895	G-SARTE2	BURCHARD, TRUSTEE DAVID	01/10/13	475.38	MW	OH	
AP00319896	G-BLACKMAN2	FRANCHISE TAX BOARD	01/10/13	50.00	MW	OH	
AP00319897	G-BUEHRLE	FRANCHISE TAX BOARD	01/10/13	50.00	MW	OH	
AP00319898	G-PESE2	FRANCHISE TAX BOARD	01/10/13	386.41	MW	OH	
AP00319899	G-WHEELER	FRANCHISE TAX BOARD	01/10/13	422.11	MW	OH	
AP00319900	G-WILLIAMS1N	FRANCHISE TAX BOARD	01/10/13	50.00	MW	OH	
AP00319901	G-VILLASENO2	MARTHA BRONITSKY	01/10/13	125.00	MW	OH	
AP00319902	G-VANDEVER	OHIO CHILD SUPPORT PAYMENT CE	01/10/13	152.96	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	1,711.86	Number of Checks Processed:	8
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0
G R A N D T O T A L	1,711.86		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
=====	=====	=====	=====	=====	=====	=====	=====
AP00319903	30267	A & D UNLIMITED	01/16/13	56.24	MW	OH	
AP00319904	17278	ABLE RIBBON TECHNOLOGY INC	01/16/13	465.76	MW	OH	
AP00319905	34666	AD BRAKES	01/16/13	539.08	MW	OH	
AP00319906	5034	ADAMSON POLICE PRODUCTS	01/16/13	755.59	MW	OH	
AP00319907	40735R	ADVANTAGE ROOFING COMPANY	01/16/13	600.00	MW	OH	
AP00319908	44446	AIR SCIENCE USA LLC	01/16/13	1,508.86	MW	OH	
AP00319909	33261	AIRCO COMMERCIAL SERVICES	01/16/13	249.00	MW	OH	
AP00319910	41581	AIRGAS SAFETY INC	01/16/13	373.74	MW	OH	
AP00319911	29880	AIRGAS USA LLC	01/16/13	36.60	MW	OH	
AP00319912	47577R	ALAN SIDING AND WINDOW	01/16/13	931.28	MW	OH	
AP00319913	11740	ALAN STEEL & SUPPLY COMPANY	01/16/13	143.70	MW	OH	
AP00319914	1025	ALHAMBRA AND SIERRA SPRINGS	01/16/13	272.89	MW	OH	
AP00319915	39657	ALL STAR GLASS	01/16/13	330.24	MW	OH	
AP00319916	1200	ALLIED SERVICES OF NORTH AMER	01/16/13	922,605.73	MW	OH	
AP00319917	37116	ALPHA ANALYTICAL LABORATORIES	01/16/13	4,428.85	MW	OH	
AP00319918	39355	ALTA LANGUAGE SERVICES INC	01/16/13	60.00	MW	OH	
AP00319919	40755	AMAZON	01/16/13	946.73	MW	OH	
AP00319920	26914	AMERICAN ASPHALT REPAIR & RES	01/16/13	98,769.14	MW	OH	
AP00319921	36647R	AMERICAN HOME RENEWAL INC	01/16/13	540.00	MW	OH	
AP00319922	45439JREN	AMERICAN MEDICAL RESPONSE	01/16/13	1,021.00	MW	OH	
AP00319923	38846	AMERICAN MESSAGING	01/16/13	44.41	MW	OH	
AP00319924	14988	AMERICAN TOWER CORPORATION	01/16/13	5,886.07	MW	OH	
AP00319925	42310	AMERINATIONAL COMMUNITY SERVI	01/16/13	40.00	MW	OH	
AP00319926	35696	AMERIPRIDE SERVICES INC	01/16/13	1,288.46	MW	OH	
AP00319927	15103	ANDERSONS SCUBA DIVING	01/16/13	180.00	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00319928	46546	ANTHEM BLUE CROSS	01/16/13	506.07	MW	OH		
AP00319929	20925	AQUARIUS ENTERPRISES INC	01/16/13	3,585.00	MW	OH		
AP00319930	1259	ARAMARK UNIFORM SERVICES INC	01/16/13	245.80	MW	OH		
AP00319931	47578R	ARREOLA, BRENDA	01/16/13	300.00	MW	OH		
AP00319932	35117	ARROWHEAD SCIENTIFIC INC	01/16/13	187.15	MW	OH		
AP00319933	45686	ASTOUND BROADBAND	01/16/13	1,295.95	MW	OH		
AP00319934	1101	AT&T	01/16/13	245.93	MW	OH		
AP00319935	30152A	AT&T	01/16/13	265.22	MW	OH		
AP00319936	32577	AT&T	01/16/13	9,973.71	MW	OH		
AP00319937	43078PP	AT&T	01/16/13	404.82	MW	OH		
AP00319938	45441PP	AT&T	01/16/13	89.19	MW	OH		
AP00319939	45508JPA	AT&T	01/16/13	89.28	MW	OH		
AP00319940	47003	AT&T	01/16/13	35.00	MW	OH		
AP00319941	47392R	AT&T	01/16/13	1,000.00	MW	OH		
AP00319942	6413	AT&T	01/16/13	9,936.44	MW	OH		
AP00319943	43938JLAW	ATKINSON FARASYN LLP	01/16/13	297.50	MW	OH		
AP00319944	43610	BABBITT BEARING CO INC	01/16/13	450.00	MW	OH		
AP00319945	21409	BACKFLOW APPARATUS & VALVE CO	01/16/13	637.35	MW	OH		
AP00319946	38146	BAILEY FENCE COMPANY INC	01/16/13	40,686.00	MW	OH		
AP00319947	1232	BAKER & TAYLOR COMPANY INC	01/16/13	967.66	MW	OH		
AP00319948	19028	BAKER & TAYLOR ENTERTAINMENT	01/16/13	93.23	MW	OH		
AP00319949	3952	BAY AREA BARRICADE SERVICE IN	01/16/13	925.54	MW	OH		
AP00319950	47579R	BAY AREA GENERAL CONSTRUCTION	01/16/13	500.00	MW	OH		
AP00319951	1562	BAY AREA WATER SUPPLY & CONSE	01/16/13	18,439.00	MW	OH		
AP00319952	36580	BAY CITY SCREW & BOLT CO	01/16/13	370.05	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00319953	43857	BERNARD HODES GROUP INC	01/16/13	425.00	MW	OH	
AP00319954	35853	BIANCHI TRAFFIC SAFETY SERVIC	01/16/13	700.00	MW	OH	
AP00319955	19200	BIRITE FOODSERVICE DISTRIBUTO	01/16/13	6,714.58	MW	OH	
AP00319956	42455RPP	BOHM, PAT	01/16/13	217.58	MW	OH	
AP00319957	33239	BOUND TREE MEDICAL LLC	01/16/13	141.69	MW	OH	
AP00319958	33249A	BRISBANE CHAMBER OF COMMERCE	01/16/13	180.00	MW	OH	
AP00319959	21300	BRISBANE RECYCLING CO INC	01/16/13	628.71	MW	OH	
AP00319960	3349	BROADMOOR LANDSCAPE SUPPLY	01/16/13	196.52	MW	OH	
AP00319961	3064	BROWN & CALDWELL INC	01/16/13	6,926.41	MW	OH	
AP00319962	37718	BUCKLES SMITH ELECTRIC	01/16/13	100.12	MW	OH	
AP00319963	47580R	BURKE, RUTH	01/16/13	200.00	MW	OH	
AP00319964	25519	BUSINESS CREDIT INFORMATION I	01/16/13	45.48	MW	OH	
AP00319965	47581R	C B S CONSTRUCTION INC	01/16/13	500.00	MW	OH	
AP00319966	2396	C M AMOS PRINTING COMPANY	01/16/13	1,015.52	MW	OH	
AP00319967	17997	C.L.E.A.	01/16/13	2,572.50	MW	OH	
AP00319968	33981	CAGWIN & DORWARD	01/16/13	289.25	MW	OH	
AP00319969	18411	CAL FIRE STATE FIRE TRAINING	01/16/13	65.00	MW	OH	
AP00319970	36927	CALCON SYSTEMS INC	01/16/13	463.00	MW	OH	
AP00319971	42619	CALIFORNIA BUILDING STANDARDS	01/16/13	597.59	MW	OH	
AP00319972	9834	CALIFORNIA CLASSIC VANS INC	01/16/13	224.13	MW	OH	
AP00319973	40619	CALIFORNIA DEPARTMENT OF PUBL	01/16/13	1,455.00	MW	OH	
AP00319974	23173	CALIFORNIA DIESEL AND POWER	01/16/13	3,525.00	MW	OH	
AP00319975	1196	CALIFORNIA WATER SERVICE COMP	01/16/13	188.12	MW	OH	
AP00319976	31258	CANON BUSINESS SOLUTIONS INC	01/16/13	2,315.43	MW	OH	
AP00319977	27289	CASA	01/16/13	15,000.00	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
AP00319978	47582R	CASIPE, AIDA	01/16/13	250.00	MW	OH		
AP00319979	28636	CDW GOVERNMENT INC	01/16/13	1,103.00	MW	OH		
AP00319980	42277	CEL ANALYTICAL INC	01/16/13	665.00	MW	OH		
AP00319981	46387	CELETTA INVESTIGATIVE SERVICE	01/16/13	1,000.00	MW	OH		
AP00319982	24769	CENTER POINT LARGE PRINT	01/16/13	43.49	MW	OH		
AP00319983	10299JPA	CENTRAL COUNTY FIRE AUTHORITY	01/16/13	13,925.00	MW	OH		
AP00319984	47583	CENTRAL VALLEY TRAFFIC SOLUTI	01/16/13	279.85	MW	OH		
AP00319985	26520	CENVEO	01/16/13	1,038.66	MW	OH		
AP00319986	3893	CERTIFIED LABORATORIES	01/16/13	337.84	MW	OH		
AP00319987	1882	CH BULL COMPANY	01/16/13	1,590.38	MW	OH		
AP00319988	37810R	CHAN, WARREN	01/16/13	852.02	MW	OH		
AP00319989	46948PP	CHASE CARD SERVICES	01/16/13	6,057.40	MW	OH		
AP00319990	19705	CHEMSEARCH	01/16/13	1,918.47	MW	OH		
AP00319991	47006	CHEMURGIC AGRICULTURAL CHEMIC	01/16/13	4,791.21	MW	OH		
AP00319992	40792	CHEROKEE PRODUCTIONS INC	01/16/13	595.00	MW	OH		
AP00319993	37694	CHEUNG, ANGELA	01/16/13	542.63	MW	OH		
AP00319994	47584R	CHIANG, ADA	01/16/13	853.59	MW	OH		
AP00319995	47585R	CHIU, MARIA	01/16/13	250.00	MW	OH		
AP00319996	36817R	CHRISTENSEN, CAMERON	01/16/13	186.57	MW	OH		
AP00319997	30148R	CHUI, CHUNG	01/16/13	179.98	MW	OH		
AP00319998	3678	CINTAS CORPORATION #464	01/16/13	3,338.58	MW	OH		
AP00319999	35395	CITY AUTO SUPPLY	01/16/13	1,545.44	MW	OH		
AP00320000	46084JPA	CITY OF BELMONT	01/16/13	16,596.00	MW	OH		
AP00320001	46465JPA	CITY OF BELMONT	01/16/13	4,526.00	MW	OH		
AP00320002	6649JPA	CITY OF BRISBANE	01/16/13	2,846.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320003	25602	CITY OF DALY CITY	01/16/13	2,720.86	MW	OH	
AP00320004	43155JPA	CITY OF DALY CITY	01/16/13	11,549.00	MW	OH	
AP00320005	5342JPA	CITY OF FOSTER CITY	01/16/13	4,965.00	MW	OH	
AP00320006	4305JPA	CITY OF MILLBRAE	01/16/13	4,771.00	MW	OH	
AP00320007	6034JPA	CITY OF PACIFICA	01/16/13	4,141.00	MW	OH	
AP00320008	6579JPA	CITY OF REDWOOD CITY	01/16/13	8,701.00	MW	OH	
AP00320009	20562JPA	CITY OF SAN BRUNO	01/16/13	3,059.00	MW	OH	
AP00320010	25816JPA	CITY OF SAN MATEO	01/16/13	12,694.00	MW	OH	
AP00320011	24868	CLARK SECURITY PRODUCTS INC	01/16/13	2,466.52	MW	OH	
AP00320012	26644	CLEANSOURCE INC	01/16/13	6,450.80	MW	OH	
AP00320013	18465	CLEARLITE TROPHIES	01/16/13	21.70	MW	OH	
AP00320014	1504	CMRTA	01/16/13	75.00	MW	OH	
AP00320015	22146	COAST OIL COMPANY INC	01/16/13	31,257.26	MW	OH	
AP00320016	25819JPA	COLMA FIRE PROTECTION DISTRIC	01/16/13	2,500.00	MW	OH	
AP00320017	34153	COMCAST	01/16/13	13.97	MW	OH	
AP00320018	47243	COMCAST	01/16/13	108.73	MW	OH	
AP00320019	47244	COMCAST	01/16/13	93.74	MW	OH	
AP00320020	47300	COMCAST	01/16/13	13.92	MW	OH	
AP00320021	40882RJPA	COMER, SHERYL	01/16/13	74.70	MW	OH	
AP00320022	12578	COMPLETE LINEN SERVICE INC	01/16/13	86.40	MW	OH	
AP00320023	35135	COMPUCOM SYSTEMS INC	01/16/13	83,393.12	MW	OH	
AP00320024	42673	CONSTRUCTION SPECIALTIES INC	01/16/13	471.97	MW	OH	
AP00320025	46543PP	COPOWER	01/16/13	481.00	MW	OH	
AP00320026	14776	COUNTY OF SAN MATEO	01/16/13	50.00	MW	OH	
AP00320027	42324	CRIME SCENE CLEANERS INC	01/16/13	605.00	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00320028	21627R	CRUZ, DOLORES	01/16/13	250.00	MW	OH		
AP00320029	38745	CSI PAINT	01/16/13	301.63	MW	OH		
AP00320030	24226REN	CULLIGAN MANAGEMENT COMPANY I	01/16/13	3,566.00	MW	OH		
AP00320031	19907	CWEA-TCP	01/16/13	75.00	MW	OH		
AP00320032	1042	D C LOCK & SECURITY SERVICE	01/16/13	280.76	MW	OH		
AP00320033	1836	DAILY JOURNAL CORPORATION	01/16/13	248.00	MW	OH		
AP00320034	1414	DALY CITY CENTRAL CASHIER	01/16/13	928.66	MW	OH		
AP00320035	2285	DALY CITY COLMA CHAMBER OF CO	01/16/13	4,102.42	MW	OH		
AP00320036	36807	DALY CITY TEST ONLY	01/16/13	160.00	MW	OH		
AP00320037	1793	DALY CITY TOOL MART	01/16/13	149.26	MW	OH		
AP00320038	19780	DELTA BLUEGRASS COMPANY	01/16/13	441.87	MW	OH		
AP00320039	1817	DELTA DENTAL OF CALIFORNIA	01/16/13	55,181.44	MW	OH		
AP00320040	3364	DEPARTMENT OF CONSERVATION	01/16/13	915.39	MW	OH		
AP00320041	25597	DEPARTMENT OF CONSUMER AFFAIR	01/16/13	120.00	MW	OH		
AP00320042	40212	DEPARTMENT OF INDUSTRIAL RELA	01/16/13	1,350.00	MW	OH		
AP00320043	1299	DEPARTMENT OF JUSTICE	01/16/13	211.00	MW	OH		
AP00320044	44783	DEPARTMENT OF PUBLIC HEALTH	01/16/13	718.20	MW	OH		
AP00320045	42371	DIAL GLASS AND WINDOW COMPANY	01/16/13	300.00	MW	OH		
AP00320046	40596R	DIAZ, JESSICA	01/16/13	338.49	MW	OH		
AP00320047	46826	DIRECTV LLC	01/16/13	15.99	MW	OH		
AP00320048	38377	DISNEY EDUCATIONAL PRODUCTION	01/16/13	129.86	MW	OH		
AP00320049	43302	DITAN, ROLAND L	01/16/13	1,278.48	MW	OH		
AP00320050	22126	DUDLEY PERKINS CO	01/16/13	569.30	MW	OH		
AP00320051	1061	DUNN EDWARDS CORPORATION	01/16/13	1,200.16	MW	OH		
AP00320052	36139	E L V BINGO SUPPLIES	01/16/13	790.22	MW	OH		

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AP00320053	41587	EBI AGGREGATES	01/16/13	1,072.77	MW	OH	
AP00320054	47586R	ELLIS, DOMONIQUE	01/16/13	53.00	MW	OH	
AP00320055	40007	EMLAB P&K LLC	01/16/13	1,319.00	MW	OH	
AP00320056	47587R	ENRIQUEZ, VIRMINDA	01/16/13	63.00	MW	OH	
AP00320057	17585A	ENTERPRISE RIDESHARE	01/16/13	3,675.00	MW	OH	
AP00320058	44735	ENVIRONMENTAL EXPRESS INC	01/16/13	195.36	MW	OH	
AP00320059	3786	ENVIRONMENTAL RESOURCE ASSOCI	01/16/13	734.04	MW	OH	
AP00320060	45559	ENVIROSIGHT LLC	01/16/13	2,369.25	MW	OH	
AP00320061	1049	EQUIFAX INFORMATION SVCS LLC	01/16/13	53.93	MW	OH	
AP00320062	13139R	EVERLY, KATHY	01/16/13	213.63	MW	OH	
AP00320063	42544	FARMER BROTHERS COFFEE	01/16/13	417.08	MW	OH	
AP00320064	1383	FEDERAL EXPRESS CORP	01/16/13	86.67	MW	OH	
AP00320065	47588	FEDERAL FLAGS LLC	01/16/13	142.00	MW	OH	
AP00320066	10971	FEDEX KINKOS OFFICE AND PRINT	01/16/13	496.38	MW	OH	
AP00320067	26375	FEINBERG, JEANETTE	01/16/13	115.50	MW	OH	
AP00320068	19787	FIRST CHOICE SERVICES	01/16/13	153.30	MW	OH	
AP00320069	11544	FIRST NATIONAL BANK OF NO CA	01/16/13	10,000.32	MW	OH	
AP00320070	23612A	FIRST NATIONAL BANK OF NO CA	01/16/13	1,082.04	MW	OH	
AP00320071	22397R	FITZGERALD CONSTRUCTION	01/16/13	500.00	MW	OH	
AP00320072	47589	FLOOR EFFECTS	01/16/13	990.00	MW	OH	
AP00320073	23291	FLOORTRENDS INC	01/16/13	1,145.00	MW	OH	
AP00320074	47323	FORD STORE SAN LEANDRO, THE	01/16/13	30,421.92	MW	OH	
AP00320075	47590	FOSTER FLOW CONTROL	01/16/13	772.06	MW	OH	
AP00320076	44532	FREMOUW ENVIRONMENTAL SERVICE	01/16/13	105.01	MW	OH	
AP00320077	47573	FULTON, MATT	01/16/13	12,682.00	MW	OH	

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AP00320078	32959	G & E ENGINEERING SYSTEM INC	01/16/13	15,823.78	MW	OH		
AP00320079	1467	GALE	01/16/13	58.44	MW	OH		
AP00320080	47591R	GARCIA, ANAMARIA	01/16/13	250.00	MW	OH		
AP00320081	5002	GHILOTTI BROS INC	01/16/13	156,823.00	MW	OH		
AP00320082	34864	GOLDEN STATE FLOW MEASUREMENT	01/16/13	4,285.15	MW	OH		
AP00320083	24112	GOLDSTAR PRODUCTS INC	01/16/13	627.83	MW	OH		
AP00320084	27059	GOOMBAH'S EMBROIDERY	01/16/13	6,859.64	MW	OH		
AP00320085	31925	GOVCONNECTION INC	01/16/13	3,559.34	MW	OH		
AP00320086	18532	GOW SUPPLY COMPANY INC	01/16/13	85.95	MW	OH		
AP00320087	1754	GRAINGER INC	01/16/13	1,708.30	MW	OH		
AP00320088	36985	GRAND INDUSTRIES INC	01/16/13	68,682.38	MW	OH		
AP00320089	21861R	GUBATNONS OF NORTHERN CALIFOR	01/16/13	250.00	MW	OH		
AP00320090	42369	GUTIERREZ, ROBERT A	01/16/13	300.00	MW	OH		
AP00320091	2223	HACH COMPANY	01/16/13	3,907.55	MW	OH		
AP00320092	12996ALAW	HANSON BRIDGETT LLP	01/16/13	2,881.00	MW	OH		
AP00320093	36401LAW	HANSON BRIDGETT LLP	01/16/13	5,062.50	MW	OH		
AP00320094	34088	HANVEY, RAYMOND J	01/16/13	170.40	MW	OH		
AP00320095	3702	HARRINGTON INDUSTRIAL PLASTIC	01/16/13	231.65	MW	OH		
AP00320096	1980	HARRISON & BONINI INC	01/16/13	17.56	MW	OH		
AP00320097	12013	HARTZELL, BRADLEY	01/16/13	470.00	MW	OH		
AP00320098	35194PP	HASBUN, LOUELLA	01/16/13	405.00	MW	OH		
AP00320099	35406PP	HASBUN, OSCAR	01/16/13	405.00	MW	OH		
AP00320100	30684	HDS WHITE CAP CONSTRUCTION SU	01/16/13	5,271.47	MW	OH		
AP00320101	35487	HENDERSON RECREATION	01/16/13	1,860.00	MW	OH		
AP00320102	23318	HERTZ EQUIPMENT RENTAL CORPOR	01/16/13	2,810.37	MW	OH		

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AP00320103	9049	HI TECH E V S INC CRIMSON FIR	01/16/13	1,177.34	MW	OH	
AP00320104	1818	HIGHWAY TECHNOLOGIES INC	01/16/13	231.09	MW	OH	
AP00320105	29488	HINES EDM INC	01/16/13	825.90	MW	OH	
AP00320106	15465	HISTORY GUILD OF DALY CITY/CO	01/16/13	80.00	MW	OH	
AP00320107	15857	HOME DEPOT CREDIT SERVICES	01/16/13	4,154.42	MW	OH	
AP00320108	47490	HULBERG AND ASSOCIATES INC	01/16/13	2,500.00	MW	OH	
AP00320109	14301	INTERNATIONAL CODE COUNCIL IN	01/16/13	100.00	MW	OH	
AP00320110	1072	IRVINE & JACHENS INC	01/16/13	599.16	MW	OH	
AP00320111	20796	J J R CONSTRUCTION INC	01/16/13	41,830.60	MW	OH	
AP00320112	46364RA	JACKSON, BRIAN	01/16/13	1,000.00	MW	OH	
AP00320113	24233	JACOBS ASSOCIATES	01/16/13	261,087.34	MW	OH	
AP00320114	47592R	JANG, BRYAN	01/16/13	1,050.00	MW	OH	
AP00320115	42008RA	JAVIER, GINA	01/16/13	221.32	MW	OH	
AP00320116	46167PP	JEFFERSON SCHOOL DISTRICT	01/16/13	871.31	MW	OH	
AP00320117	47593R	JIANG, JOYCE	01/16/13	70.00	MW	OH	
AP00320118	39721MEDPP	KAISER FOUNDATION HEALTH PLAN	01/16/13	2,122.00	MW	OH	
AP00320119	10144	KAMAN INDUSTRIAL TECHNOLOGIES	01/16/13	41,875.88	MW	OH	
AP00320120	22450	KAPCO	01/16/13	200.45	MW	OH	
AP00320121	47594R	KAPIT BISIG PINOY USA	01/16/13	250.00	MW	OH	
AP00320122	20047	KOGA, JEANNE	01/16/13	116.05	MW	OH	
AP00320123	31618	KOMPAN INC	01/16/13	123.40	MW	OH	
AP00320124	47595R	LABRO, JENNIFER	01/16/13	250.00	MW	OH	
AP00320125	47596R	LANDMARK CONSTRUCTION	01/16/13	900.00	MW	OH	
AP00320126	13776	LANGUAGE LINE SERVICES	01/16/13	397.90	MW	OH	
AP00320127	34493A	LANLOGIC INC	01/16/13	24.95	MW	OH	

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AP00320128	18537	LAW ENFORCEMENT TARGETS INC	01/16/13	111.89	MW	OH		
AP00320129	8614	LC ACTION POLICE SUPPLY LTD	01/16/13	2,192.49	MW	OH		
AP00320130	1486	LEAGUE OF CALIFORNIA CITIES	01/16/13	25,288.00	MW	OH		
AP00320131	47597R	LEE, WAI TOO	01/16/13	809.52	MW	OH		
AP00320132	33497	LEGACY MECHANICAL & ENERGY SE	01/16/13	2,844.36	MW	OH		
AP00320133	29200	LEGAL SHIELD	01/16/13	541.54	MW	OH		
AP00320134	47422R	LEW, WALTER	01/16/13	250.00	MW	OH		
AP00320135	44624	LIBERTY PROCESS EQUIPMENT INC	01/16/13	4,332.85	MW	OH		
AP00320136	12906LAW	LIEBERT CASSIDY WHITMORE	01/16/13	12,415.00	MW	OH		
AP00320137	29220	LIGHTHOUSE, THE	01/16/13	474.19	MW	OH		
AP00320138	47598R	LIN, JASON	01/16/13	510.36	MW	OH		
AP00320139	47599R	LING, MAN	01/16/13	1,098.25	MW	OH		
AP00320140	41243	LITHOGRAPH REPRODUCTIONS INC	01/16/13	5,845.06	MW	OH		
AP00320141	29332	LORAL LANDSCAPING	01/16/13	1,030.00	MW	OH		
AP00320142	47600R	MACAYAN, ELIZALDE	01/16/13	33.00	MW	OH		
AP00320143	27066	MANAGED HEALTH NETWORK	01/16/13	1,857.60	MW	OH		
AP00320144	47601R	MAPOTE, MARICAR	01/16/13	150.00	MW	OH		
AP00320145	46904	MARIN CHARTER & TOURS	01/16/13	1,008.00	MW	OH		
AP00320146	45678R	MASON, DOLORES	01/16/13	132.90	MW	OH		
AP00320147	44208PP	MAZE & ASSOCIATES	01/16/13	2,500.00	MW	OH		
AP00320148	6595	MCI	01/16/13	28.07	MW	OH		
AP00320149	15393	MCMASTER CARR SUPPLY COMPANY	01/16/13	479.05	MW	OH		
AP00320150	33989A	MEGAPATH INC	01/16/13	366.69	MW	OH		
AP00320151	25805JPA	MENLO PARK FIRE PROTECTION DI	01/16/13	16,419.00	MW	OH		
AP00320152	7570	MENTAL HEALTH ASSOC OF SAN MA	01/16/13	1,006.83	MW	OH		

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AP00320153	23949	METRO MOBILE COMMUNICATIONS	01/16/13	1,500.00	MW	OH	
AP00320154	37348	METROPOLITAN ELECTRICAL CONST	01/16/13	741.00	MW	OH	
AP00320155	47569	MEYER PLUMBING SUPPLY	01/16/13	472.28	MW	OH	
AP00320156	47602R	MICHAEL GLYNN CONSTRUCTION SE	01/16/13	750.00	MW	OH	
AP00320157	26465	MID PENINSULA BOYS & GIRLS CL	01/16/13	14,583.33	MW	OH	
AP00320158	15161	MIKE COBB CREATIVE	01/16/13	1,647.75	MW	OH	
AP00320159	41569	MISSION FLOWERS	01/16/13	258.89	MW	OH	
AP00320160	37737	MITEL NETWORKS INC	01/16/13	603.21	MW	OH	
AP00320161	21117	MMANC	01/16/13	70.00	MW	OH	
AP00320162	15396	MOSS RUBBER & EQUIPMENT CORP	01/16/13	2,249.25	MW	OH	
AP00320163	39868R	MR ROOFING INC	01/16/13	300.00	MW	OH	
AP00320164	46787	MUNICIPAL EMERGENCY SERVICES	01/16/13	972.13	MW	OH	
AP00320165	15210	MUNICIPAL MAINTENANCE EQUIPME	01/16/13	521.72	MW	OH	
AP00320166	47384A	NAFIS TOWN CAR SERVICE	01/16/13	408.50	MW	OH	
AP00320167	7855	NATIONAL SAFETY COUNCIL	01/16/13	878.00	MW	OH	
AP00320168	34477	NCL OF WISCONSIN INC	01/16/13	775.05	MW	OH	
AP00320169	47603R	NEIGHBORHOOD PLUMBING	01/16/13	250.00	MW	OH	
AP00320170	47388	NEW A&A TOP AND TRIM	01/16/13	202.06	MW	OH	
AP00320171	46852	NEWEGG COM	01/16/13	29.65	MW	OH	
AP00320172	44976R	NICHOLI, CARINA	01/16/13	127.15	MW	OH	
AP00320173	46186	NOBLE IMAGE INC	01/16/13	380.00	MW	OH	
AP00320174	28895	NORTH PENINSULA NEIGHBORHOOD	01/16/13	7,166.88	MW	OH	
AP00320175	6134	NORTH STATE ENVIRONMENTAL	01/16/13	235.88	MW	OH	
AP00320176	25761	NORTHERN SAFETY CO INC	01/16/13	126.45	MW	OH	
AP00320177	17837	O GRADY PAVING INC	01/16/13	55,210.31	MW	OH	

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AP00320178	47093	O'REILLY AUTOMOTIVE INC	01/16/13	25.96	MW	OH		
AP00320179	40765RJPA	ODLE, JOHN	01/16/13	311.98	MW	OH		
AP00320180	42500	OFFICE DEPOT	01/16/13	3,774.77	MW	OH		
AP00320181	43077PP	OFFICE DEPOT	01/16/13	151.42	MW	OH		
AP00320182	1055	OFFICE DEPOT INC	01/16/13	2,962.76	MW	OH		
AP00320183	46544PP	OLIVE GROVE CONSULTING LLC	01/16/13	1,200.00	MW	OH		
AP00320184	30978	OPERATOR CERTIFICATION TRAINI	01/16/13	600.00	MW	OH		
AP00320185	20848	ORCHARD SUPPLY HARDWARE INC	01/16/13	470.50	MW	OH		
AP00320186	3685	OTIS ELEVATOR COMPANY	01/16/13	175.00	MW	OH		
AP00320187	42965	OWEN EQUIPMENT SALES	01/16/13	7,411.23	MW	OH		
AP00320188	42838	PACE SUPPLY CORP	01/16/13	183.77	MW	OH		
AP00320189	47605R	PACHECO-TOBAR, JAIME W	01/16/13	158.00	MW	OH		
AP00320190	1216RDA	PACIFIC GAS & ELECTRIC	01/16/13	316.94	MW	OH		
AP00320191	42952PP	PACIFIC GAS & ELECTRIC	01/16/13	218.74	MW	OH		
AP00320192	29252	PACIFIC PRODUCE INC	01/16/13	457.85	MW	OH		
AP00320193	3762	PAN PACIFIC SUPPLY COMPANY	01/16/13	3,341.90	MW	OH		
AP00320194	14495R	PANIZA, DORIE	01/16/13	400.00	MW	OH		
AP00320195	44482	PANKEY'S RADIATOR SHOP INC	01/16/13	211.58	MW	OH		
AP00320196	35859A	PCA MANAGEMENT LLC	01/16/13	126,127.27	MW	OH		
AP00320197	36454A	PENINSULA CORRIDOR JOINT POWE	01/16/13	2,520.20	MW	OH		
AP00320198	3297	PENINSULA LIBRARY SYSTEM	01/16/13	207.16	MW	OH		
AP00320199	19678	PERS LONG TERM CARE PROGRAM	01/16/13	1,458.29	MW	OH		
AP00320200	1659	PETERSON	01/16/13	218.90	MW	OH		
AP00320201	1216	PG&E	01/16/13	158,078.18	MW	OH		
AP00320202	6885	PINEDA, DONNA	01/16/13	102.54	MW	OH		

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AP00320203	30758A	PITNEY BOWES GLOBAL FINANCIAL	01/16/13	254.44	MW	OH	
AP00320204	25817JPA	POINT MONTARA HALF MOON BAY F	01/16/13	8,283.00	MW	OH	
AP00320205	36106	POLYDYNE INC	01/16/13	22,905.70	MW	OH	
AP00320206	47544	POWERLIFT	01/16/13	9,769.10	MW	OH	
AP00320207	45859	PRINT EM ALL LLC	01/16/13	5,007.59	MW	OH	
AP00320208	21280	PROGRESSIVE BUSINESS PUBLICAT	01/16/13	230.00	MW	OH	
AP00320209	45083	PURSUIT NORTH	01/16/13	1,197.97	MW	OH	
AP00320210	25498R	QUEZONIANS OF NORTHERN CALIFO	01/16/13	250.00	MW	OH	
AP00320211	18365R	QUINTANILLA, MIRIAM	01/16/13	1,121.56	MW	OH	
AP00320212	1115	R & B COMPANY	01/16/13	6,487.71	MW	OH	
AP00320213	12539	R A METAL PRODUCTS INC	01/16/13	475.00	MW	OH	
AP00320214	26120	RANDOM HOUSE INC	01/16/13	155.07	MW	OH	
AP00320215	1687	RED WING SHOE STORE	01/16/13	821.02	MW	OH	
AP00320216	41528	REDFLEX TRAFFIC SYSTEMS INC	01/16/13	24,688.00	MW	OH	
AP00320217	14608	REEVES COMPANY INC	01/16/13	54.34	MW	OH	
AP00320218	28538R	RESTUA, CESAR	01/16/13	250.00	MW	OH	
AP00320219	18111	REYES, CUAUHEMOC	01/16/13	200.00	MW	OH	
AP00320220	39824R	RICARDO ROOFING	01/16/13	300.00	MW	OH	
AP00320221	43481PP	RICO, ESTHER	01/16/13	264.00	MW	OH	
AP00320222	44480JPA	RICOH USA INC	01/16/13	320.08	MW	OH	
AP00320223	45694	ROCKWELL ENGINEERING	01/16/13	20,876.98	MW	OH	
AP00320224	47199	S AND H CONCRETE CONSTRUCTION	01/16/13	15,663.60	MW	OH	
AP00320225	36329	S AND S SUPPLIES & SOLUTIONS	01/16/13	939.72	MW	OH	
AP00320226	47606R	S D DEACON CORPORATION	01/16/13	28,000.00	MW	OH	
AP00320227	1465	SAFEWAY INC	01/16/13	260.88	MW	OH	

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AP00320228	46083JPA	SAN CARLOS FIRE DEPARTMENT	01/16/13	5,060.00	MW	OH		
AP00320229	9274	SAN FRANCISCO CHRONICLE, THE	01/16/13	676.00	MW	OH		
AP00320230	1109	SAN FRANCISCO PUBLIC	01/16/13	439,323.13	MW	OH		
AP00320231	12544	SAN MATEO COUNTY CONTROLLERS	01/16/13	55,672.87	MW	OH		
AP00320232	1643	SAN MATEO COUNTY ENVIRONMENTA	01/16/13	1,534.25	MW	OH		
AP00320233	1074	SAN MATEO COUNTY FIRE CHIEFS	01/16/13	98.53	MW	OH		
AP00320234	43158JPA	SAN MATEO COUNTY FIRE COUNTY	01/16/13	13,854.00	MW	OH		
AP00320235	35246	SAN MATEO COUNTY SHERIFFS OFF	01/16/13	12,490.61	MW	OH		
AP00320236	9666	SAN MATEO LAWN MOWER SHOP	01/16/13	337.97	MW	OH		
AP00320237	41719	SATWORX	01/16/13	515.86	MW	OH		
AP00320238	46427	SAVE OUR SKIN INC	01/16/13	612.56	MW	OH		
AP00320239	45082RPP	SCHINDLER, STEVE	01/16/13	93.24	MW	OH		
AP00320240	33835	SCHOLASTIC LIBRARY PUBLISHING	01/16/13	1,756.45	MW	OH		
AP00320241	34330	SEQUEIRA, LIONEL	01/16/13	125.00	MW	OH		
AP00320242	1037	SERRAMONTE FORD INC	01/16/13	5,360.85	MW	OH		
AP00320243	41901R	SF A-1 ROOFING & MAINT COMPAN	01/16/13	300.00	MW	OH		
AP00320244	30523A	SHELL FLEET	01/16/13	63.00	MW	OH		
AP00320245	47607R	SHENG, HUANG YAN	01/16/13	2,344.36	MW	OH		
AP00320246	23742	SHOE DEPOT INC	01/16/13	592.55	MW	OH		
AP00320247	35528	SHOWCASES	01/16/13	159.00	MW	OH		
AP00320248	28917	SIERRA CHEMICAL COMPANY	01/16/13	3,466.16	MW	OH		
AP00320249	38883	SIGILLO SUPPLY COMPANY	01/16/13	357.47	MW	OH		
AP00320250	1597	SIGNMAKERS, THE	01/16/13	180.00	MW	OH		
AP00320251	32626	SILVERADO AVIONICS INC	01/16/13	184,916.19	MW	OH		
AP00320252	31650	SING TAO DAILY	01/16/13	400.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320253	47608R	SLAINTE VOLLEYBALL CLUB	01/16/13	400.00	MW	OH	
AP00320254	32237	SMART & FINAL STORES CORP	01/16/13	660.03	MW	OH	
AP00320255	38120	SOKOL, SARITA	01/16/13	143.50	MW	OH	
AP00320256	2055	SOUTH CITY LUMBER & SUPPLY	01/16/13	333.80	MW	OH	
AP00320257	1375	STANDARD INSURANCE COMPANY	01/16/13	24,955.64	MW	OH	
AP00320258	25075	STAPLES CREDIT PLAN	01/16/13	386.85	MW	OH	
AP00320259	30131A	STAPLES CREDIT PLAN	01/16/13	208.44	MW	OH	
AP00320260	28627	STAR ELEVATOR INC	01/16/13	324.06	MW	OH	
AP00320261	6352	STATE BAR OF CALIFORNIA	01/16/13	1,305.00	MW	OH	
AP00320262	44772A	STATE COMPENSATION INSURANCE	01/16/13	480.25	MW	OH	
AP00320263	45112JPA	STATE COMPENSATION INSURANCE	01/16/13	846.69	MW	OH	
AP00320264	40623	STATE WATER RESOURCES CONTRL	01/16/13	95.00	MW	OH	
AP00320265	41020PP	STERLING HSA	01/16/13	348.00	MW	OH	
AP00320266	1711	SUN VALLEY DAIRY	01/16/13	1,821.72	MW	OH	
AP00320267	40313	SUNQUEST PROPERTIES INC	01/16/13	292.28	MW	OH	
AP00320268	1953	SWEETLAND, PATRICK	01/16/13	90.25	MW	OH	
AP00320269	29237	SYNAGRO WEST LLC	01/16/13	16,558.12	MW	OH	
AP00320270	34602R	TAVU, PAUL	01/16/13	250.00	MW	OH	
AP00320271	39843R	TAYLOR, LUCAS	01/16/13	249.42	MW	OH	
AP00320272	3600	TEAMSTERS UNION LOCAL 856	01/16/13	67,072.00	MW	OH	
AP00320273	13852	TELECOMMUNICATIONS ENGINEERIN	01/16/13	99.82	MW	OH	
AP00320274	42970JPA	TELECOMMUNICATIONS ENGINEERIN	01/16/13	4,446.37	MW	OH	
AP00320275	31350R	TEMPLO NUEVA JERUSALEM	01/16/13	390.00	MW	OH	
AP00320276	39505	TESSCO INCORPORATED	01/16/13	46.97	MW	OH	
AP00320277	16085	TLC ADMINISTRATORS	01/16/13	600.00	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
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AP00320278	42206A	TM LEASING COMPANY	01/16/13	252.84	MW	OH		
AP00320279	2403	TMT ENTERPRISES INC	01/16/13	216.75	MW	OH		
AP00320280	22184R	TOM LEE ROOFING INC	01/16/13	300.00	MW	OH		
AP00320281	44935	TOM'S RAPID RETRIEVAL & DELIV	01/16/13	750.00	MW	OH		
AP00320282	47609R	TORNAY, JOHNATHON	01/16/13	54.25	MW	OH		
AP00320283	31452	TOWNE FORD	01/16/13	291,536.00	MW	OH		
AP00320284	41791A	TOYOTA FINANCIAL SERVICES	01/16/13	510.48	MW	OH		
AP00320285	43989R	TRANSBAY BUILDERS INC	01/16/13	2,108.76	MW	OH		
AP00320286	26803	TURBO DATA SYSTEMS INC	01/16/13	11,808.25	MW	OH		
AP00320287	25311	TYCO INTEGRATED SECURITY LLC	01/16/13	155.00	MW	OH		
AP00320288	3376	UNISOURCE WORLDWIDE INC	01/16/13	1,449.51	MW	OH		
AP00320289	28123	UNITED RENTALS NORTH AMERICA	01/16/13	856.60	MW	OH		
AP00320290	39362	UNITED RESEARCH SERVICES CORP	01/16/13	4,446.00	MW	OH		
AP00320291	31745	UNITED SITE SERVICES OF CALIF	01/16/13	1,023.20	MW	OH		
AP00320292	1110	UNITED STATES POSTAL SERVICE	01/16/13	10,000.00	MW	OH		
AP00320293	7036	UNITED STATES POSTAL SERVICE	01/16/13	190.00	MW	OH		
AP00320294	32209	UNIVAR USA INC	01/16/13	13,381.11	MW	OH		
AP00320295	3904	UPS	01/16/13	39.52	MW	OH		
AP00320296	7873	URBAN FARMER STORE, THE	01/16/13	513.51	MW	OH		
AP00320297	37684	USA BLUE BOOK	01/16/13	73.56	MW	OH		
AP00320298	47099JPA	UTILITY TELEPHONE INC	01/16/13	5,781.15	MW	OH		
AP00320299	5661	VALS RESTAURANT & LOUNGE	01/16/13	168.80	MW	OH		
AP00320300	38922	VANTAGEPOINT TRANSFER AGENTS-	01/16/13	53,578.08	MW	OH		
AP00320301	47610R	VERGARA, EDGARDO	01/16/13	250.00	MW	OH		
AP00320302	29329	VERIZON WIRELESS SERVICES LLC	01/16/13	118.60	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320303	47611R	VIA MARE RESTAURANT	01/16/13	300.00	MW	OH	
AP00320304	45040	VIGILANT CANINE SERVICES INTE	01/16/13	200.00	MW	OH	
AP00320305	41828RPP	VILLARREAL, CLAUDIA	01/16/13	103.23	MW	OH	
AP00320306	41658RPP	VINCULADO, VICKI	01/16/13	58.83	MW	OH	
AP00320307	36355	WASTEWATER SOLUTIONS INC	01/16/13	4,125.00	MW	OH	
AP00320308	40837	WEST COAST AGGREGATES INC	01/16/13	1,413.83	MW	OH	
AP00320309	6141	WEST COAST CONTRACTORS SERVIC	01/16/13	519.49	MW	OH	
AP00320310	29517	WEST LITE SUPPLY COMPANY INC	01/16/13	1,850.77	MW	OH	
AP00320311	47612R	WESTERN MODERN CONSTRUCTION I	01/16/13	300.00	MW	OH	
AP00320312	47613R	WILEY, ERNESTINE	01/16/13	37.50	MW	OH	
AP00320313	30509	WINGFOOT COMMERCIAL TIRE SYST	01/16/13	6,354.85	MW	OH	
AP00320314	25139	WITMER PUBLIC SAFETY GROUP IN	01/16/13	2,999.75	MW	OH	
AP00320315	18388JPA	WOODSIDE FIRE PROTECTION DIST	01/16/13	9,445.00	MW	OH	
AP00320316	17364	WORLD BOOK INC	01/16/13	1,989.64	MW	OH	
AP00320317	29242	YAGUDIN, MISHA	01/16/13	100.00	MW	OH	
AP00320318	34537	YAMAMURA, JAIME	01/16/13	570.50	MW	OH	
AP00320319	30137A	YELLOW CAB CO	01/16/13	129.50	MW	OH	
AP00320320	44334A	YELLOW CAB COOPERATIVE INC	01/16/13	220.00	MW	OH	
AP00320321	47614R	YUMUL, KRISTINA KAYE	01/16/13	250.00	MW	OH	
AP00320322	1023	ZIDICH, ANTHONY J	01/16/13	432.99	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
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G R A N D T O T A L S:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		4,127,410.45		Number of Checks Processed:		420
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled		0.00		Number of Checks Processed:		0
		Total EFTs		0.00		Number of EFTs Processed:		0
		Total EPAYs		0.00		Number of EPAYs Processed:		0
		G R A N D T O T A L		4,127,410.45				

LESS CANCELLED CHECK:

AP000320294	32209	UNIVAR USA INC	01/16/13	(13,381.11)
				4,114,029.34

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====
AP00320323	1232	BAKER & TAYLOR COMPANY INC	01/18/13	4,825.57	MW	OH		
AP00320324	G-SARTE2	BURCHARD, TRUSTEE DAVID	01/18/13	475.38	MW	OH		
AP00320325	14930	COUNTY OF SAN MATEO	01/18/13	5,424.65	MW	OH		
AP00320326	G-BLACKMAN2	FRANCHISE TAX BOARD	01/18/13	50.00	MW	OH		
AP00320327	G-BUEHRLE	FRANCHISE TAX BOARD	01/18/13	50.00	MW	OH		
AP00320328	G-LEALAO	FRANCHISE TAX BOARD	01/18/13	50.00	MW	OH		
AP00320329	G-PESE2	FRANCHISE TAX BOARD	01/18/13	774.50	MW	OH		
AP00320330	G-WHEELER	FRANCHISE TAX BOARD	01/18/13	422.11	MW	OH		
AP00320331	G-WILLIAMS1N	FRANCHISE TAX BOARD	01/18/13	50.00	MW	OH		
AP00320332	31781	INNOVATIVE CLAIM SOLUTIONS	01/18/13	12,732.39	MW	OH		
AP00320333	G-VILLASENO2	MARTHA BRONITSKY	01/18/13	125.00	MW	OH		
AP00320334	G-VANDEVER	OHIO CHILD SUPPORT PAYMENT CE	01/18/13	152.96	MW	OH		
AP00320335	47604	ONEIL KG BAGS	01/18/13	433.00	MW	OH		
AP00320336	19678	PERS LONG TERM CARE PROGRAM	01/18/13	1,343.63	MW	OH		
AP00320337	26781	SHIOSAKA, THOMAS	01/18/13	21.49	MW	OH		
AP00320338	37110R	SPEDIACCI, MARY ANN	01/18/13	440.72	MW	OH		
AP00320339	9481	STATE BOARD OF EQUALIZATION	01/18/13	1,014.78	MW	OH		
AP00320340	47618	SULLIVAN, ELEANOR M	01/18/13	1,000.00	MW	OH		
AP00320341	32209	UNIVAR USA INC	01/18/13	9,370.27	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		38,756.45	Number of Checks Processed:		19	
		Total Hand Written		0.00	Number of Checks Processed:		0	
		Total Reversals		0.00	Number of Checks Processed:		0	
		Total Cancelled		0.00	Number of Checks Processed:		0	
		Total EFTs		0.00	Number of EFTs Processed:		0	
		Total EPAYs		0.00	Number of EPAYs Processed:		0	
		G R A N D T O T A L		38,756.45				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320342	43757	100 CLUB OF SAN MATEO COUNTY	01/31/13	150.00	MW	OH	
AP00320343	18925REN	355 GELLERT BOULEVARD LLC	01/31/13	21,961.20	MW	OH	
AP00320344	25484R	ABORDO, DANILO	01/31/13	720.00	MW	OH	
AP00320345	15107	ACEC CA	01/31/13	221.90	MW	OH	
AP00320346	1514	ADAM HILL COMPANY, THE	01/31/13	8.44	MW	OH	
AP00320347	5034	ADAMSON POLICE PRODUCTS	01/31/13	3,012.06	MW	OH	
AP00320348	13854	AECO SYSTEMS INC	01/31/13	220.00	MW	OH	
AP00320349	15226	AFSCME LOCAL 919	01/31/13	4,218.00	MW	OH	
AP00320350	18761	AGRIMONTI, RICHARD	01/31/13	720.00	MW	OH	
AP00320351	23822R	AHMED, SHAIKH M	01/31/13	1,000.00	MW	OH	
AP00320352	39256	AIR EXCHANGE INC	01/31/13	625.73	MW	OH	
AP00320353	29880	AIRGAS USA LLC	01/31/13	37.82	MW	OH	
AP00320354	6301R	ALCALDE, MARIA	01/31/13	720.00	MW	OH	
AP00320355	14004	ALERT PEST CONTROL COMPANY IN	01/31/13	2,237.50	MW	OH	
AP00320356	1025	ALHAMBRA AND SIERRA SPRINGS	01/31/13	206.39	MW	OH	
AP00320357	39657	ALL STAR GLASS	01/31/13	255.64	MW	OH	
AP00320358	37116	ALPHA ANALYTICAL LABORATORIES	01/31/13	5,777.00	MW	OH	
AP00320359	2083	AMERICA COPY & PRINTING CO	01/31/13	622.79	MW	OH	
AP00320360	42310	AMERINATIONAL COMMUNITY SERVI	01/31/13	683.20	MW	OH	
AP00320361	35696	AMERIPRIDE SERVICES INC	01/31/13	1,037.26	MW	OH	
AP00320362	47645R	ARB INC	01/31/13	803.92	MW	OH	
AP00320363	15882	ARMSTRONG, PATRICIA	01/31/13	473.40	MW	OH	
AP00320364	8426	ARROWHEAD	01/31/13	105.58	MW	OH	
AP00320365	35117	ARROWHEAD SCIENTIFIC INC	01/31/13	122.56	MW	OH	
AP00320366	34182	ARTEX GROUP INC	01/31/13	3,338.80	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
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AP00320367	39146R	ASUNCION, REYNANTE	01/31/13	298.40	MW	OH		
AP00320368	1101	AT&T	01/31/13	65.29	MW	OH		
AP00320369	32577	AT&T	01/31/13	9,944.17	MW	OH		
AP00320370	43078PP	AT&T	01/31/13	163.34	MW	OH		
AP00320371	45441PP	AT&T	01/31/13	189.83	MW	OH		
AP00320372	45508JPA	AT&T	01/31/13	89.22	MW	OH		
AP00320373	42948PP	AT&T MOBILITY	01/31/13	392.41	MW	OH		
AP00320374	15448	AUDIOGO	01/31/13	171.95	MW	OH		
AP00320375	47575	AVANTI MARKETING INC	01/31/13	7,464.60	MW	OH		
AP00320376	12841	AVERA, PATRICK	01/31/13	209.25	MW	OH		
AP00320377	38146	BAILEY FENCE COMPANY INC	01/31/13	6,814.00	MW	OH		
AP00320378	19892	BAY AREA PAVING COMPANY INC	01/31/13	6,557.00	MW	OH		
AP00320379	36580	BAY CITY SCREW & BOLT CO	01/31/13	277.87	MW	OH		
AP00320380	44818	BAZDARICH, MARLENE	01/31/13	42.50	MW	OH		
AP00320381	42701	BELL, HIRAM	01/31/13	384.00	MW	OH		
AP00320382	19200	BIRITE FOODSERVICE DISTRIBUTO	01/31/13	2,306.18	MW	OH		
AP00320383	2343	BOFFI, DAVID	01/31/13	720.00	MW	OH		
AP00320384	44936RPP	BOHM, KELLY	01/31/13	106.56	MW	OH		
AP00320385	47641A	BRIDGES MARKETING GROUP	01/31/13	5,164.60	MW	OH		
AP00320386	21300	BRISBANE RECYCLING CO INC	01/31/13	70.00	MW	OH		
AP00320387	47620R	BRITANNIA HOME SERVICES	01/31/13	600.00	MW	OH		
AP00320388	3349	BROADMOOR LANDSCAPE SUPPLY	01/31/13	867.83	MW	OH		
AP00320389	39468	BROADMOOR TOW LLC	01/31/13	230.00	MW	OH		
AP00320390	6946	BUCHANAN, RONALD	01/31/13	720.00	MW	OH		
AP00320391	37718	BUCKLES SMITH ELECTRIC	01/31/13	194.58	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320392	47476	BUDGET BLINDS OF BURLINGAME	01/31/13	1,560.29	MW	OH	
AP00320393	34151	BUSINESS CARD	01/31/13	1,504.25	MW	OH	
AP00320394	22879	C L E A R S INC	01/31/13	50.00	MW	OH	
AP00320395	17997	C.L.E.A.	01/31/13	2,597.00	MW	OH	
AP00320396	1576	CALIFORNIA CHAMBER OF COMMERC	01/31/13	183.54	MW	OH	
AP00320397	47617	CALIFORNIA REGIONAL WATER CON	01/31/13	21,000.00	MW	OH	
AP00320398	1196	CALIFORNIA WATER SERVICE COMP	01/31/13	56.68	MW	OH	
AP00320399	42949PP	CALIFORNIA WATER SERVICE COMP	01/31/13	21.40	MW	OH	
AP00320400	13349	CALPICO INC	01/31/13	50.00	MW	OH	
AP00320401	33146	CAMERON, DOUG	01/31/13	292.60	MW	OH	
AP00320402	12127	CAPTO	01/31/13	500.00	MW	OH	
AP00320403	17888	CARL WARREN & COMPANY INC	01/31/13	1,425.56	MW	OH	
AP00320404	1569	CASTELLO, BARBARA F	01/31/13	720.00	MW	OH	
AP00320405	42171	CC CLASSIC STEPPERS	01/31/13	80.00	MW	OH	
AP00320406	38057	CCJWSA	01/31/13	75.00	MW	OH	
AP00320407	28636	CDW GOVERNMENT INC	01/31/13	831.51	MW	OH	
AP00320408	42277	CEL ANALYTICAL INC	01/31/13	1,092.00	MW	OH	
AP00320409	44089	CENTRAL COAST GANG INVESTIGAT	01/31/13	750.00	MW	OH	
AP00320410	10299JPA	CENTRAL COUNTY FIRE AUTHORITY	01/31/13	13,925.00	MW	OH	
AP00320411	26520	CENVEO	01/31/13	271.44	MW	OH	
AP00320412	2314	CHANDLER, SAMUEL C	01/31/13	120.00	MW	OH	
AP00320413	2147	CHEDA, GLADYS C	01/31/13	720.00	MW	OH	
AP00320414	47006	CHEMURGIC AGRICULTURAL CHEMIC	01/31/13	5,244.25	MW	OH	
AP00320415	16201	CHOY, STANTON	01/31/13	720.00	MW	OH	
AP00320416	36817R	CHRISTENSEN, CAMERON	01/31/13	486.69	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
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AP00320417	3678	CINTAS CORPORATION #464	01/31/13	973.03	MW	OH		
AP00320418	40796	CINTAS DOCUMENT MANAGEMENT	01/31/13	216.23	MW	OH		
AP00320419	46465JPA	CITY OF BELMONT	01/31/13	4,526.00	MW	OH		
AP00320420	13126	CITY OF BRISBANE	01/31/13	60,804.71	MW	OH		
AP00320421	6649JPA	CITY OF BRISBANE	01/31/13	2,846.00	MW	OH		
AP00320422	25602	CITY OF DALY CITY	01/31/13	2,758.29	MW	OH		
AP00320423	43155JPA	CITY OF DALY CITY	01/31/13	11,549.00	MW	OH		
AP00320424	5342JPA	CITY OF FOSTER CITY	01/31/13	4,965.00	MW	OH		
AP00320425	4305JPA	CITY OF MILLBRAE	01/31/13	4,771.00	MW	OH		
AP00320426	6034JPA	CITY OF PACIFICA	01/31/13	4,141.00	MW	OH		
AP00320427	6579JPA	CITY OF REDWOOD CITY	01/31/13	8,701.00	MW	OH		
AP00320428	20562JPA	CITY OF SAN BRUNO	01/31/13	3,059.00	MW	OH		
AP00320429	25816JPA	CITY OF SAN MATEO	01/31/13	12,694.00	MW	OH		
AP00320430	24868	CLARK SECURITY PRODUCTS INC	01/31/13	4,048.48	MW	OH		
AP00320431	26644	CLEANSOURCE INC	01/31/13	4,972.62	MW	OH		
AP00320432	22146	COAST OIL COMPANY INC	01/31/13	34,540.39	MW	OH		
AP00320433	25819JPA	COLMA FIRE PROTECTION DISTRIC	01/31/13	2,500.00	MW	OH		
AP00320434	47243	COMCAST	01/31/13	113.48	MW	OH		
AP00320435	47300	COMCAST	01/31/13	13.90	MW	OH		
AP00320436	12578	COMPLETE LINEN SERVICE INC	01/31/13	42.89	MW	OH		
AP00320437	43913	COOK AND ASSOCIATES	01/31/13	275.00	MW	OH		
AP00320438	39364	COPOWER	01/31/13	130.00	MW	OH		
AP00320439	46543PP	COPOWER	01/31/13	531.00	MW	OH		
AP00320440	41697RPP	CORDERO, JUANA	01/31/13	48.29	MW	OH		
AP00320441	14930	COUNTY OF SAN MATEO	01/31/13	76.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320442	43157JPA	COUNTY OF SAN MATEO	01/31/13	1,117.00	MW	OH	
AP00320443	11249	CPRS	01/31/13	510.00	MW	OH	
AP00320444	34141A	CRYSTAL SPRINGS CATERING INC	01/31/13	435.95	MW	OH	
AP00320445	28906	CSG CONSULTANTS INC	01/31/13	1,720.00	MW	OH	
AP00320446	7274	CUMMINS WEST INC	01/31/13	46.14	MW	OH	
AP00320447	19907	CWEA-TCP	01/31/13	75.00	MW	OH	
AP00320448	35691LAW	D'ANDRE PETERSON	01/31/13	197.64	MW	OH	
AP00320449	45920	D-PREP LLC	01/31/13	674.00	MW	OH	
AP00320450	1414	DALY CITY CENTRAL CASHIER	01/31/13	1,611.34	MW	OH	
AP00320451	1937	DALY CITY FIREFIGHTERS UNION	01/31/13	6,722.50	MW	OH	
AP00320452	45874	DALY CITY FIREFIGHTERS P.A.C.	01/31/13	825.00	MW	OH	
AP00320453	30935	DALY CITY POLICE OFFICERS	01/31/13	454.00	MW	OH	
AP00320454	9290	DALY CITY POLICE OFFICERS ASS	01/31/13	12,238.64	MW	OH	
AP00320455	9290	DALY CITY POLICE OFFICERS ASS	01/31/13	210.00	MW	OH	
AP00320456	36807	DALY CITY TEST ONLY	01/31/13	480.00	MW	OH	
AP00320457	1793	DALY CITY TOOL MART	01/31/13	226.68	MW	OH	
AP00320458	32706	DALY CITY YOUTH HEALTH CENTER	01/31/13	1,792.17	MW	OH	
AP00320459	42706	DASH MEDICAL GLOVES INC	01/31/13	389.95	MW	OH	
AP00320460	21676	DELL MARKETING LP	01/31/13	261.28	MW	OH	
AP00320461	19765	DELLAWAY, JOVITA CLARIDAD	01/31/13	720.00	MW	OH	
AP00320462	1510	DEMCO SUPPLY INC	01/31/13	15.78	MW	OH	
AP00320463	16137	DENCO SALES COMPANY INC	01/31/13	102.30	MW	OH	
AP00320464	1299	DEPARTMENT OF JUSTICE	01/31/13	49.00	MW	OH	
AP00320465	22736	DEWEY, DAVID	01/31/13	750.00	MW	OH	
AP00320466	42371	DIAL GLASS AND WINDOW COMPANY	01/31/13	365.34	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
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AP00320467	24262R	DIMAGGIO, JOAN	01/31/13	720.00	MW	OH		
AP00320468	2162	DISSING, ANNE L	01/31/13	720.00	MW	OH		
AP00320469	9643	DONATI, ROBERT	01/31/13	720.00	MW	OH		
AP00320470	30629LAW	DOWNEY BRAND ATTORNEYS LLP	01/31/13	5,496.25	MW	OH		
AP00320471	22126	DUDLEY PERKINS CO	01/31/13	993.39	MW	OH		
AP00320472	47622R	DUENSING, CARMELA	01/31/13	200.00	MW	OH		
AP00320473	26304	EAST BAY TRUCK CENTER	01/31/13	195.08	MW	OH		
AP00320474	40007	EMLAB P&K LLC	01/31/13	74.00	MW	OH		
AP00320475	44735	ENVIRONMENTAL EXPRESS INC	01/31/13	560.76	MW	OH		
AP00320476	3786	ENVIRONMENTAL RESOURCE ASSOCI	01/31/13	734.04	MW	OH		
AP00320477	45559	ENVIROSIGHT LLC	01/31/13	315.54	MW	OH		
AP00320478	1049	EQUIFAX INFORMATION SVCS LLC	01/31/13	50.00	MW	OH		
AP00320479	47623R	ESPEJO, JOHN Y	01/31/13	38.00	MW	OH		
AP00320480	2167	EVANS, GRACE A	01/31/13	720.00	MW	OH		
AP00320481	13139R	EVERLY, KATHY	01/31/13	109.88	MW	OH		
AP00320482	26327	EWING IRRIGATION PRODUCTS INC	01/31/13	113.39	MW	OH		
AP00320483	46843RA	FACEBOOK INC	01/31/13	10,000.00	MW	OH		
AP00320484	37186	FALCON ASSOCIATES INC	01/31/13	1,720.52	MW	OH		
AP00320485	40068R	FALL, ROBERT	01/31/13	69.00	MW	OH		
AP00320486	42544	FARMER BROTHERS COFFEE	01/31/13	534.60	MW	OH		
AP00320487	1278	FARRAR, RICHARD F	01/31/13	345.36	MW	OH		
AP00320488	47624	FBI NATIONAL ACADEMY ASSOCIAT	01/31/13	270.00	MW	OH		
AP00320489	10971	FEDEX KINKOS OFFICE AND PRINT	01/31/13	558.75	MW	OH		
AP00320490	26375	FEINBERG, JEANETTE	01/31/13	152.50	MW	OH		
AP00320491	39599	FIRE TRUCK HEADQUARTERS	01/31/13	133.95	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00320492	5173	FLYNN, JOHN	01/31/13	720.00	MW	OH		
AP00320493	47323	FORD STORE SAN LEANDRO, THE	01/31/13	22,113.49	MW	OH		
AP00320494	47590	FOSTER FLOW CONTROL	01/31/13	2,287.13	MW	OH		
AP00320495	23110	GADDIS INCORPORATED	01/31/13	7,049.24	MW	OH		
AP00320496	1467	GALE	01/31/13	235.88	MW	OH		
AP00320497	20221	GAMETIME	01/31/13	1,493.33	MW	OH		
AP00320498	47625R	GARCIA, LOURDES	01/31/13	250.00	MW	OH		
AP00320499	44820	GARLASA, ELLISON	01/31/13	110.25	MW	OH		
AP00320500	25055	GILDEN, SUSANNA	01/31/13	720.00	MW	OH		
AP00320501	37387R	GLASS, ESMERALDA	01/31/13	720.00	MW	OH		
AP00320502	36227	GOLDEN GATE TRUCK CENTER	01/31/13	118.07	MW	OH		
AP00320503	31925	GOVCONNECTION INC	01/31/13	4,706.00	MW	OH		
AP00320504	45109	GRAFIX SHOPPE	01/31/13	296.21	MW	OH		
AP00320505	1754	GRAINGER INC	01/31/13	1,801.55	MW	OH		
AP00320506	1571	GRANITE ROCK COMPANY	01/31/13	1,199.60	MW	OH		
AP00320507	1123	GRAYBAR ELECTRIC CO	01/31/13	2,210.13	MW	OH		
AP00320508	32458	GRESSCO LTD	01/31/13	14,272.98	MW	OH		
AP00320509	3327	GRIGGS, DONALD	01/31/13	465.36	MW	OH		
AP00320510	30894	GRM	01/31/13	376.38	MW	OH		
AP00320511	46661	GTR INC	01/31/13	678.25	MW	OH		
AP00320512	47626R	GUARDIAN ENVIRONMENTAL INC	01/31/13	450.00	MW	OH		
AP00320513	3312	GUITRON, CHARLES	01/31/13	720.00	MW	OH		
AP00320514	42369	GUTIERREZ, ROBERT A	01/31/13	150.00	MW	OH		
AP00320515	12001	GUZMAN, EDWARD G	01/31/13	720.00	MW	OH		
AP00320516	36375	HABITAT FOR HUMANITY GREATER	01/31/13	8,042.98	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
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AP00320517	2223	HACH COMPANY	01/31/13	3,711.89	MW	OH		
AP00320518	7145	HALLENBECK, WAYNE	01/31/13	720.00	MW	OH		
AP00320519	34088	HANVEY, RAYMOND J	01/31/13	351.00	MW	OH		
AP00320520	3702	HARRINGTON INDUSTRIAL PLASTIC	01/31/13	953.34	MW	OH		
AP00320521	1980	HARRISON & BONINI INC	01/31/13	66.08	MW	OH		
AP00320522	45487RPP	HAWKES, CLIFFORD	01/31/13	112.44	MW	OH		
AP00320523	1126	HAWKINS TRAFFIC SAFETY SUPPLY	01/31/13	513.35	MW	OH		
AP00320524	30684	HDS WHITE CAP CONSTRUCTION SU	01/31/13	50.25	MW	OH		
AP00320525	16569	HERSTAD, ROSANNE	01/31/13	720.00	MW	OH		
AP00320526	23318	HERTZ EQUIPMENT RENTAL CORPOR	01/31/13	3,243.72	MW	OH		
AP00320527	17021	HF&H CONSULTANTS LLC	01/31/13	5,538.25	MW	OH		
AP00320528	47418R	HG'S ROOFING COMPANY	01/31/13	600.00	MW	OH		
AP00320529	32874R	HIGHLAND CONSTRUCTION CO	01/31/13	300.00	MW	OH		
AP00320530	4011	HILTI INC	01/31/13	462.32	MW	OH		
AP00320531	47621	HONG, BENSON YU MING	01/31/13	2,700.00	MW	OH		
AP00320532	26844	HOPKINS TECHNICAL PRODUCTS IN	01/31/13	87.89	MW	OH		
AP00320533	9441	HUBBARD, ROBERT	01/31/13	720.00	MW	OH		
AP00320534	1844	HUMAN INVESTMENT PROJECT INC	01/31/13	3,975.70	MW	OH		
AP00320535	41818	HUNTINGTON COURT REPORTERS	01/31/13	413.52	MW	OH		
AP00320536	32645	ICSC	01/31/13	550.00	MW	OH		
AP00320537	37946MED	IMEDD INCORPORATED	01/31/13	10,260.00	MW	OH		
AP00320538	31781	INNOVATIVE CLAIM SOLUTIONS	01/31/13	3,000.00	MW	OH		
AP00320539	47136	INNVISION SHELTER NETWORK	01/31/13	3,583.74	MW	OH		
AP00320540	47137	INNVISION SHELTER NETWORK	01/31/13	1,112.09	MW	OH		
AP00320541	38167	INSURANCE EDUCATIONAL ASSOCIA	01/31/13	530.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00320542	40284	INTERNATIONAL ASSOCIATION FOR	01/31/13	50.00	MW	OH		
AP00320543	14932	INTERSTATE BATTERY SYSTEM OF	01/31/13	18.39	MW	OH		
AP00320544	1072	IRVINE & JACHENS INC	01/31/13	107.17	MW	OH		
AP00320545	32523	JANWAY COMPANY USA INC	01/31/13	569.45	MW	OH		
AP00320546	47627R	JIMENEZ, CARLOS	01/31/13	250.00	MW	OH		
AP00320547	46791	JMB CONSTRUCTION INC	01/31/13	13,822.61	MW	OH		
AP00320548	12407	JOHNS CLOSET	01/31/13	5,951.00	MW	OH		
AP00320549	47628	JUSTIN MAGAZINE	01/31/13	35.90	MW	OH		
AP00320550	33449	K & L SUPPLY COMPANY	01/31/13	468.55	MW	OH		
AP00320551	7901	K 119 OF CALIFORNIA INC	01/31/13	895.26	MW	OH		
AP00320552	10144	KAMAN INDUSTRIAL TECHNOLOGIES	01/31/13	18,504.74	MW	OH		
AP00320553	29633	KELLY MOORE PAINT COMPANY INC	01/31/13	31.49	MW	OH		
AP00320554	21792	KELLY PAPER	01/31/13	712.03	MW	OH		
AP00320555	47629R	KENNY GONG CONSTRUCTION	01/31/13	1,420.67	MW	OH		
AP00320556	47630R	KERNS, MARGARET ANNE	01/31/13	200.00	MW	OH		
AP00320557	34861R	KIMBALL, ROSINA	01/31/13	312.98	MW	OH		
AP00320558	1108	L N CURTIS & SONS	01/31/13	96.57	MW	OH		
AP00320559	1264	LAKE MERCED GOLF CLUB	01/31/13	267.90	MW	OH		
AP00320560	7147	LAX JR, HARRY	01/31/13	720.00	MW	OH		
AP00320561	1486	LEAGUE OF CALIFORNIA CITIES	01/31/13	100.00	MW	OH		
AP00320562	40871R	LEE FAMILY CORPORATION	01/31/13	300.00	MW	OH		
AP00320563	47631R	LEE, ZEN	01/31/13	1,640.87	MW	OH		
AP00320564	33497	LEGACY MECHANICAL & ENERGY SE	01/31/13	6,980.98	MW	OH		
AP00320565	21353	LEGAL AID SOCIETY OF SAN MATE	01/31/13	2,600.00	MW	OH		
AP00320566	29200	LEGAL SHIELD	01/31/13	525.58	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00320567	36651	LERNER PUBLISHING GROUP	01/31/13	123.06	MW	OH		
AP00320568	47049R	LEUNG, VICTOR	01/31/13	2,400.00	MW	OH		
AP00320569	37094	LEXISNEXIS RISK DATA MANAGEME	01/31/13	510.50	MW	OH		
AP00320570	44624	LIBERTY PROCESS EQUIPMENT INC	01/31/13	1,483.68	MW	OH		
AP00320571	12906LAW	LIEBERT CASSIDY WHITMORE	01/31/13	1,945.00	MW	OH		
AP00320572	29220	LIGHTHOUSE, THE	01/31/13	180.45	MW	OH		
AP00320573	20868	LYONS, MICHAEL D	01/31/13	750.00	MW	OH		
AP00320574	47383AREN	MACH I BAYHILL LLC	01/31/13	3,982.29	MW	OH		
AP00320575	45399PP	MAD SCIENCE OF THE BAY AREA	01/31/13	3,960.00	MW	OH		
AP00320576	44445R	MADDEN, JAMES	01/31/13	720.00	MW	OH		
AP00320577	41479R	MAGAN, RODOLFO S	01/31/13	720.00	MW	OH		
AP00320578	46904	MARIN CHARTER & TOURS	01/31/13	966.50	MW	OH		
AP00320579	19261	MARIO, MANUEL	01/31/13	720.00	MW	OH		
AP00320580	47642RA	MARTIN, TONYA	01/31/13	300.00	MW	OH		
AP00320581	1166	MATTHEW BENDER & COMPANY INC	01/31/13	825.55	MW	OH		
AP00320582	14277	MAZE & ASSOCIATES INC	01/31/13	1,995.00	MW	OH		
AP00320583	2667	MCCARTHY, DONALD	01/31/13	720.00	MW	OH		
AP00320584	47644R	MCCRANK, SCOTT	01/31/13	420.87	MW	OH		
AP00320585	15393	MCMASTER CARR SUPPLY COMPANY	01/31/13	20.22	MW	OH		
AP00320586	33989A	MEGAPATH INC	01/31/13	185.82	MW	OH		
AP00320587	25805JPA	MENLO PARK FIRE PROTECTION DI	01/31/13	16,419.00	MW	OH		
AP00320588	23949	METRO MOBILE COMMUNICATIONS	01/31/13	2,298.50	MW	OH		
AP00320589	9138	METROPOLITAN TRANSPORTATION C	01/31/13	6,900.00	MW	OH		
AP00320590	1547	MINE SAFETY APPLIANCE COMPANY	01/31/13	908.54	MW	OH		
AP00320591	18673	MISSION MOTORCYLES	01/31/13	30.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320592	15396	MOSS RUBBER & EQUIPMENT CORP	01/31/13	223.51	MW	OH	
AP00320593	30490R	MOTIPARA, RAJ	01/31/13	720.00	MW	OH	
AP00320594	39868R	MR ROOFING INC	01/31/13	300.00	MW	OH	
AP00320595	9054	MURPHY, JAMES T	01/31/13	720.00	MW	OH	
AP00320596	3041	NATIONAL FIRE PROTECTION ASSO	01/31/13	925.54	MW	OH	
AP00320597	47632R	NAVARRO, MA EVA	01/31/13	100.00	MW	OH	
AP00320598	7938	NELSON, MICHAEL	01/31/13	720.00	MW	OH	
AP00320599	22005	NEOPOST USA INC	01/31/13	806.46	MW	OH	
AP00320600	47388	NEW A&A TOP AND TRIM	01/31/13	281.56	MW	OH	
AP00320601	37013R	NEW PACIFIC ROOFING CO INC	01/31/13	600.00	MW	OH	
AP00320602	46852	NEWEGG COM	01/31/13	1,842.41	MW	OH	
AP00320603	40569	NIEMI, ERENE	01/31/13	110.00	MW	OH	
AP00320604	47284	NORCAL KENWORTH	01/31/13	1,241.98	MW	OH	
AP00320605	1613	NORLAB INC	01/31/13	218.00	MW	OH	
AP00320606	43525	NORMAN S WRIGHT	01/31/13	144.31	MW	OH	
AP00320607	15763	NORTH COAST COUNTY WATER DIST	01/31/13	35.52	MW	OH	
AP00320608	25761	NORTHERN SAFETY CO INC	01/31/13	142.38	MW	OH	
AP00320609	21822	NPH	01/31/13	310.00	MW	OH	
AP00320610	16623R	O GRADY PAVING	01/31/13	550.10	MW	OH	
AP00320611	47093	O'REILLY AUTOMOTIVE INC	01/31/13	26.02	MW	OH	
AP00320612	20521	OCLC INC	01/31/13	130.59	MW	OH	
AP00320613	42500	OFFICE DEPOT	01/31/13	2,508.96	MW	OH	
AP00320614	43077PP	OFFICE DEPOT	01/31/13	40.08	MW	OH	
AP00320615	6638A	OFFICE DEPOT CREDIT PLAN	01/31/13	22.27	MW	OH	
AP00320616	1055	OFFICE DEPOT INC	01/31/13	797.10	MW	OH	

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AP00320617	39799RPP	ORLEMAN, MARIA	01/31/13	77.70	MW	OH		
AP00320618	4918	OTIS ELEVATOR COMPANY	01/31/13	10,009.10	MW	OH		
AP00320619	42838	PACE SUPPLY CORP	01/31/13	448.55	MW	OH		
AP00320620	1216	PACIFIC GAS & ELECTRIC	01/31/13	108,170.86	MW	OH		
AP00320621	1216RDA	PACIFIC GAS & ELECTRIC	01/31/13	136.72	MW	OH		
AP00320622	29252	PACIFIC PRODUCE INC	01/31/13	745.40	MW	OH		
AP00320623	22461A	PACIFICA CHAMBER OF COMMERCE	01/31/13	205.00	MW	OH		
AP00320624	3762	PAN PACIFIC SUPPLY COMPANY	01/31/13	338.36	MW	OH		
AP00320625	33377	PANTAZY, JOHN	01/31/13	714.30	MW	OH		
AP00320626	27022	PAQUETTE, RUDOLPH A	01/31/13	78.30	MW	OH		
AP00320627	4312	PARKER, CHRIS	01/31/13	345.36	MW	OH		
AP00320628	6704	PAYNE, ROBERT	01/31/13	720.00	MW	OH		
AP00320629	20794	PELCO SALES & SERVICE INC	01/31/13	1,604.99	MW	OH		
AP00320630	1936	PENINSULA POLICE OFFICERS ASS	01/31/13	617.40	MW	OH		
AP00320631	29738	PENINSULA UNIFORMS & EQUIPMEN	01/31/13	564.79	MW	OH		
AP00320632	40804R	PERDOMO, BRUCE	01/31/13	102.19	MW	OH		
AP00320633	13399	PERLAS, MICHAEL A	01/31/13	720.00	MW	OH		
AP00320634	37921R	PETERSEN, MATTHEW	01/31/13	180.00	MW	OH		
AP00320635	1659	PETERSON	01/31/13	53.14	MW	OH		
AP00320636	38072	PETERSON, NOVELLA	01/31/13	88.00	MW	OH		
AP00320637	47633R	PH CONSTRUCTION & PAINTING	01/31/13	450.00	MW	OH		
AP00320638	45216R	PICCININI, RANDY	01/31/13	720.00	MW	OH		
AP00320639	6042	PIGOTT, ROSE MARIE	01/31/13	720.00	MW	OH		
AP00320640	30758A	PITNEY BOWES GLOBAL FINANCIAL	01/31/13	195.36	MW	OH		
AP00320641	25817JPA	POINT MONTARA HALF MOON BAY F	01/31/13	8,283.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320642	36106	POLYDYNE INC	01/31/13	8,545.46	MW	OH	
AP00320643	14431	PRAXAIR INC	01/31/13	5,340.42	MW	OH	
AP00320644	47281	PRELOAD INC	01/31/13	5,300.00	MW	OH	
AP00320645	47615	PUMPWORKS INC	01/31/13	2,773.60	MW	OH	
AP00320646	1115	R & B COMPANY	01/31/13	6,653.73	MW	OH	
AP00320647	27398	R & S ERECTION NORTH PENINSUL	01/31/13	832.00	MW	OH	
AP00320648	12539	R A METAL PRODUCTS INC	01/31/13	2,519.26	MW	OH	
AP00320649	14721	RAHIMIAN, BAHMAN	01/31/13	105.00	MW	OH	
AP00320650	47634R	RAMIREZ, ALMA	01/31/13	150.00	MW	OH	
AP00320651	2439	RECORDED BOOKS LLC	01/31/13	107.17	MW	OH	
AP00320652	41385	RED CLOUD	01/31/13	16,421.81	MW	OH	
AP00320653	32503R	REES, JOSHUA	01/31/13	152.00	MW	OH	
AP00320654	14608	REEVES COMPANY INC	01/31/13	16.09	MW	OH	
AP00320655	15337	RELIABLE OFFICE SUPPLIES	01/31/13	160.18	MW	OH	
AP00320656	41836A	RICOH USA INC	01/31/13	770.83	MW	OH	
AP00320657	17585A	RIDESHARE	01/31/13	6,975.00	MW	OH	
AP00320658	40582A	ROYAL PERFORMANCE GROUP	01/31/13	9,829.50	MW	OH	
AP00320659	2154	RUNNE, JOSEPHINE R	01/31/13	720.00	MW	OH	
AP00320660	47199	S&H CONCRETE CONSTRUCTION	01/31/13	1,539.32	MW	OH	
AP00320661	1087	SAFETY KLEEN SYSTEMS INC	01/31/13	618.75	MW	OH	
AP00320662	46083JPA	SAN CARLOS FIRE DEPARTMENT	01/31/13	5,060.00	MW	OH	
AP00320663	43881R	SAN FRANCISCO ISLAMIC SCHOOL	01/31/13	100.00	MW	OH	
AP00320664	31699R	SAN FRANCISCO SUMMIT ROOFING	01/31/13	300.00	MW	OH	
AP00320665	43158JPA	SAN MATEO COUNTY FIRE COUNTY	01/31/13	13,854.00	MW	OH	
AP00320666	26185	SAN MATEO COUNTY LAW ENFORCEM	01/31/13	75.00	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
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AP00320667	25948	SAN MATEO COUNTY PUBLIC	01/31/13	457.05	MW	OH		
AP00320668	2298	SAN MATEO COUNTY TIMES	01/31/13	76.80	MW	OH		
AP00320669	13503	SANTOS, MARIA VICTORIA	01/31/13	1,922.65	MW	OH		
AP00320670	22626R	SCHMIDT, RICHARD	01/31/13	720.00	MW	OH		
AP00320671	9858	SCOTT, MICHAEL	01/31/13	720.00	MW	OH		
AP00320672	37749	SEALIFE AQUARIUM SERVICE	01/31/13	119.93	MW	OH		
AP00320673	28766	SENSUS USA	01/31/13	903.06	MW	OH		
AP00320674	34330	SEQUEIRA, LIONEL	01/31/13	125.00	MW	OH		
AP00320675	3477	SERVICE LEAGUE OF SAN MATEO C	01/31/13	1,015.55	MW	OH		
AP00320676	1111	SF - WATER	01/31/13	425,062.28	MW	OH		
AP00320677	31449	SHARP ELECTRONICS CORPORATION	01/31/13	5,549.52	MW	OH		
AP00320678	47635R	SHIOSAKA, THOMAS	01/31/13	108.49	MW	OH		
AP00320679	36589	SIEMENS INDUSTRY INC	01/31/13	442.85	MW	OH		
AP00320680	28917	SIERRA CHEMICAL COMPANY	01/31/13	5,397.33	MW	OH		
AP00320681	17641	SMITH, MAURICE	01/31/13	720.00	MW	OH		
AP00320682	38120	SOKOL, SARITA	01/31/13	126.00	MW	OH		
AP00320683	2150	SOLDONIA, MATIAS	01/31/13	720.00	MW	OH		
AP00320684	2643	SPARTAN CHASSIS INC	01/31/13	648.15	MW	OH		
AP00320685	44872	SPRAYER SALES COMPANY	01/31/13	262.18	MW	OH		
AP00320686	7383	SROCK, STEPHEN E	01/31/13	720.00	MW	OH		
AP00320687	25075	STAPLES CREDIT PLAN	01/31/13	386.86	MW	OH		
AP00320688	28627	STAR ELEVATOR INC	01/31/13	324.06	MW	OH		
AP00320689	47499PP	STARVISTA	01/31/13	2,784.25	MW	OH		
AP00320690	1289	STATE BOARD OF EQUALIZATION	01/31/13	4,005.00	MW	OH		
AP00320691	45112JPA	STATE COMPENSATION INSURANCE	01/31/13	4.84	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320692	3613	STATIONARY ENGINEERS LOCAL 39	01/31/13	1,409.28	MW	OH	
AP00320693	22305R	STEPHANY, MICHAEL	01/31/13	720.00	MW	OH	
AP00320694	30507	STERICYCLE INC	01/31/13	388.05	MW	OH	
AP00320695	41020PP	STERLING HSA	01/31/13	340.00	MW	OH	
AP00320696	1090	STEWART AUTOMOTIVE GROUP	01/31/13	40.09	MW	OH	
AP00320697	40145R	SUPER ROOFING COMPANY	01/31/13	300.00	MW	OH	
AP00320698	29237	SYNAGRO WEST LLC	01/31/13	13,180.47	MW	OH	
AP00320699	47636R	TAWASHA, JOHNNY	01/31/13	250.00	MW	OH	
AP00320700	2798	TEAMSTERS LOCAL 856	01/31/13	4,811.00	MW	OH	
AP00320701	47637	TELE COMMUNICATION INC	01/31/13	10.55	MW	OH	
AP00320702	13852	TELECOMMUNICATIONS ENGINEERIN	01/31/13	3,004.00	MW	OH	
AP00320703	42970JPA	TELECOMMUNICATIONS ENGINEERIN	01/31/13	12,995.00	MW	OH	
AP00320704	43387	TEREX UTILITIES INC	01/31/13	1,096.25	MW	OH	
AP00320705	28995	THOMSON REUTERS/BARCLAYS	01/31/13	305.00	MW	OH	
AP00320706	18039	TIRAPANI, ALAN	01/31/13	720.00	MW	OH	
AP00320707	42206A	TM LEASING COMPANY	01/31/13	63.91	MW	OH	
AP00320708	10160	TOY, STANLEY	01/31/13	720.00	MW	OH	
AP00320709	41791A	TOYOTA FINANCIAL SERVICES	01/31/13	510.48	MW	OH	
AP00320710	8142	TRABADO, FRANCISCO	01/31/13	720.00	MW	OH	
AP00320711	19767	TRAK ENGINEERING INC	01/31/13	137.75	MW	OH	
AP00320712	21288R	TRUJILLO, RICHARD	01/31/13	720.00	MW	OH	
AP00320713	47638R	UMADHAY, EDGARDO	01/31/13	250.00	MW	OH	
AP00320714	32422	UNION BANK N A	01/31/13	2,228.00	MW	OH	
AP00320715	32422	UNION BANK N A	01/31/13	60.00	MW	OH	
AP00320716	3376	UNISOURCE WORLDWIDE INC	01/31/13	1,046.79	MW	OH	

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
AP00320717	39362	UNITED RESEARCH SERVICES CORP	01/31/13	6,749.60	MW	OH			
AP00320718	31745	UNITED SITE SERVICES OF CALIF	01/31/13	903.72	MW	OH			
AP00320719	32209	UNIVAR USA INC	01/31/13	6,149.49	MW	OH			
AP00320720	3904	UPS	01/31/13	12.49	MW	OH			
AP00320721	38922	VANTAGEPOINT TRANSFER AGENTS-	01/31/13	20,256.39	MW	OH			
AP00320722	43288	VETERINARY PET INSURNACE COMP	01/31/13	282.00	MW	OH			
AP00320723	41828RPP	VILLARREAL, CLAUDIA	01/31/13	52.17	MW	OH			
AP00320724	47643RA	WALCOTT, NORMAN	01/31/13	300.00	MW	OH			
AP00320725	33782	WARD, DIANA L	01/31/13	112.20	MW	OH			
AP00320726	3691	WECO INDUSTRIES INC	01/31/13	1,170.16	MW	OH			
AP00320727	47639R	WENQUIST, KATIE	01/31/13	101.26	MW	OH			
AP00320728	29517	WEST LITE SUPPLY COMPANY INC	01/31/13	1,414.23	MW	OH			
AP00320729	1201	WEST PAYMENT CENTER	01/31/13	1,589.81	MW	OH			
AP00320730	1095	WESTLAKE TOUCHLESS CAR WASH &	01/31/13	173.25	MW	OH			
AP00320731	24838	WESTLAKE TOW INC	01/31/13	60.00	MW	OH			
AP00320732	41461	WHITE, GLADYS PEBBLES	01/31/13	312.00	MW	OH			
AP00320733	44533	WILCENSKI, ROBERT	01/31/13	240.00	MW	OH			
AP00320734	36417R	WILLIAMS, ANNE	01/31/13	1,329.33	MW	OH			
AP00320735	47640R	WILLYS XMAS TREES	01/31/13	212.00	MW	OH			
AP00320736	17259	WILMES COMPANY INC	01/31/13	334.18	MW	OH			
AP00320737	30509	WINGFOOT COMMERCIAL TIRE SYST	01/31/13	3,233.50	MW	OH			
AP00320738	18388JPA	WOODSIDE FIRE PROTECTION DIST	01/31/13	9,445.00	MW	OH			
AP00320739	27573	WORLD BOOK INC	01/31/13	621.36	MW	OH			
AP00320740	47646R	WSECU	01/31/13	336.25	MW	OH			
AP00320741	34537	YAMAMURA, JAIME	01/31/13	238.00	MW	OH			

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00320742	47293A	YELLOW CAB BAY CITY	01/31/13	2,129.25	MW	OH	
AP00320743	38381	YORE, SEAN	01/31/13	20.00	MW	OH	
AP00320744	41576A	YORK AND CHAPEL SF INC	01/31/13	1,000.00	MW	OH	
AP00320745	43523	YUNG, ESTHER	01/31/13	31.20	MW	OH	
AP00320746	4510	ZAP MANUFACTURING INC	01/31/13	307.36	MW	OH	
AP00320747	33485R	ZIMMERMAN, ROSE	01/31/13	102.21	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	1,393,971.85	Number of Checks Processed:	406
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0
G R A N D T O T A L	1,393,971.85		



City Council Meeting Agenda Report

Item # _____

Meeting Date: February 25, 2013

Subject: Setting Time and Place for a Public Hearing to Consider New Fees for Engineering Services

Recommended Action

Set March 11, 2013 as the date for a public hearing for the City Council to consider new fees for Engineering services.

Background

The City Clerk's Office did not publish the Notice of Public Hearing for February 25, 2013.

Discussion

Since City Council adoption in 2008 of the last update of fees for Engineering services, changes in personnel, processing and service delivery methods have necessitated a complete review of the fee schedule.

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

Respectfully submitted,

K. Annette Hipona

K. Annette Hipona
City Clerk



City Council Agenda Report

Item # _____

Meeting Date: February 25, 2013

Subject: Update of Fees for Engineering Services and Adoption of an Ordinance Amending Municipal Code Sections 12.040.030, 12.080.040, and 15.62.170 RE: Engineering Fees

Recommended Action

It is recommended that the City Council adopt by resolution the attached fee schedule establishing and updating fees for various services provided by the Department of Public Works – Engineering Division and adopt an Ordinance amending sections 12.040.030, 12.080.040, and 15.62.170 to allow deposits to be set by Resolution of the City Council.

Background

The last comprehensive review of Engineering Division fees was completed in 2008, and adopted by the City Council in August 2008. City Council action at that time effectively set most fees at fixed levels as well as established a \$125 per hour billing rate for providing technical engineering services. Since City Council adoption in 2008, changes in personnel, processing and service delivery methods have necessitated a complete review of the fee schedule.

Discussion

Presented to the City Council this evening for consideration are revised fees and charges associated with the technical services provided by the Engineering Division. The proposed fee schedule has been prepared to reasonably reflect the actual cost of providing the service for which the fee is imposed. Fees proposed are based on an updated hourly rate of \$160, which includes direct and indirect costs. Over the past several months staff has met with Engineering personnel that provide the services in the proposed fee schedule to review time and resources involved in processing and issuing various permits, conducting plan and technical reviews and performing construction inspections. Data was compiled from the multiple meetings and a cost recovery method was constructed in order to determine the appropriate fee level. Typically, each fee has been constructed to be 100% cost recovery to ensure that the City continues to operate in a cost effective manner.

The proposed fees and charges of the Engineering Division are divided into seven areas:

- Subdivision Reviews;
- Grading and Erosion Control Permits;
- Transportation Permits;
- Encroachment Permits;
- Development Impact Reviews;
- Building Permit Reviews; and,
- Other Engineering Services

The proposed fees have been designed to encourage those who are performing work in the public right-of-way to obtain the proper permits before commencing any work; to submit complete and timely revisions of plans and cost estimates; to complete all work in the public right-of-way within an acceptable amount of time; and, to properly close their permits. The proposed fee schedule also

includes archive and technology fees equal to a percentage of the total cost of the permit. Fees governed by statute will not be adjusted.

And although other public agencies operate with different staff and resources to provide various engineering permits and services, staff felt it prudent to cross check the proposed fees with comparable cities in our area. Staff has determined where like services are rendered the fees proposed are similar in amount and structure when compared to those of other cities. Additionally, the proposed fee schedule has been developed in such a way so it can be easily updated as part of the Biennial Budget review and adoption process as necessary.

Currently, there are sections of the Municipal Code related to deposits that set a specific amount, which are out of date. The attached ordinance prepared by the City Attorney's Office will remove such references and revise the Municipal Code to accurately reflect that the amounts are established by City Council resolution.

Proper notice of the Public Hearing was published by the City Clerk, and the schedule of fees have been on file in the City Clerk's Office and available for public inspection beginning February 14, 2013. The effective date for the fees is 60 days for development related fees; all others on adoption.

Fiscal Impact

The proposed fee schedule will generate revenue that more accurately reflects the cost to the City for providing various services. Any increase or decrease in revenue that the City may realize will be directly related to construction and development activity during any defined period.

Summary/Conclusion

Staff recommends the City Council adopt the proposed fee schedule for various Engineering services and adopt an Ordinance amending sections 12.040.030, 12.080.040, and 15.62.170 to allow deposits to be set by Resolution of the City Council.

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

Respectfully submitted,



Timothy J. Nevin
Senior Management Analyst



Donald W. McVey
Director of Finance and
Administrative Services

Attachments: Fee Schedule for Engineering Services and Addendum
Ordinance Amending Sections 12.040.030, 12.080.040, and 15.62.170 of the Daly
City Municipal Code

Fees for Engineering Services

The following fees were adopted by the City Council on February 25, 2013 and reflect the appropriate compensation for the professional work required of Engineering staff at a rate of \$160 per hour. Fees, in addition to those listed below, may be required when the service exceeds the typical number of reviews or inspections, or requires the services of outside consultants. If work commences prior to the issuance of a permit, a penalty equal to 100% of the Engineering Permit Fee will be assessed in addition to the cost of the permit. All permits will be assessed an Archive Fee equal to 4% of the cost of the permit as well as a Technology Fee equal to 2% of the cost of the permit.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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I. SUBDIVISION REVIEWS

Agreements / Map Reviews:

Subdivision Agreement	\$4,800				
Parcel Map Review	\$2,400	+	\$80	x	(each lot or unit)
Final Map Review	\$3,200	+	\$80	x	(each lot or unit)
Map Security Deposit			\$100	x	(each page, refunded when copy of recorded map is provided)

Improvement Plan Reviews [1]:

Improvement Cost (Cost) \$100,000 or less [2]	\$160	+	\$160	x	(each \$5,000 of Cost)
Cost \$100,001 - \$500,000	\$3,360	+	\$120	x	(each \$5,000 of Cost)
Cost \$500,001 or greater	\$12,960	+	\$80	x	(each \$5,000 of Cost)

Improvement Permit and Inspections [3]:

Cost \$100,000 or less (30 days to complete)	\$320	+	\$320	x	(each \$5,000 of Cost)
Cost \$100,001 - \$500,000 (90 days to complete)	\$6,720	+	\$240	x	(each \$5,000 of Cost)
Cost \$500,001 or greater (150 days to complete)	\$25,920	+	\$160	x	(each \$5,000 of Cost)

Improvement Security Deposit / Bond			100%	x	(Cost)
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[1] The permit fee includes review of one initial plan and two revisions. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional reviews.

[2] Improvement Cost (Cost) is equal to the total construction cost of only those items subject to plan review and inspection by Engineering staff. Cost shall be the higher of the provided valuation by applicant or prevailing unit costs in the Bay Area to include contingency (10%) as well as supervision and contract administration (15%). Cost shall be determined by Engineering staff.

[3] The permit fee includes inspections made during the specified timeline. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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II. GRADING AND EROSION CONTROL PERMITS

Plan Reviews [4]:

1,000 cubic yards (c.y.) or less [5]	\$160	+	\$80	x	(each 100 c.y. more than 100 c.y., or fraction thereof)
1,001 to 10,000 c.y.	\$880	+	\$160	x	(each 1,000 c.y. more than 1,000 c.y., or fraction thereof)
10,001 to 100,000 c.y.	\$2,320	+	\$64	x	(each 1,000 c.y. more than 10,000 c.y., or fraction thereof)
100,001 c.y. or greater	\$8,080	+	\$48	x	(each 1,000 c.y. more than 100,000 c.y., or fraction thereof)

Permit and Inspections [6]:

1,000 c.y. or less (30 days to complete) [5]	\$320	+	\$160	x	(each 100 c.y. more than 100 c.y., or fraction thereof)
1,001 to 10,000 c.y. (60 days to complete)	\$1,760	+	\$320	x	(each 1,000 c.y. more than 1,000 c.y., or fraction thereof)
10,001 to 100,000 c.y. (90 days to complete)	\$4,640	+	\$128	x	(each 1,000 c.y. more than 10,000 c.y., or fraction thereof)
100,001 c.y. or greater (120 days to complete)	\$16,160	+	\$96	x	(each 1,000 c.y. more than 100,000 c.y., or fraction thereof)

Security Deposits:

Cleanup Security Deposit	\$500 minimum				
Grading Security Deposit / Bond	25%	x	(Grading Cost)		

Wet Season Work Authorization	\$80	x	(each week)
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[4] The permit fee includes review of one initial plan and two revisions. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional reviews.

[5] No permit is required if all of the following five criteria are met: the site upon which land area is disturbed or filled is three thousand square feet or less; natural and finished slopes are less than ten percent; volume of soil or earth materials stored is fifty cubic yards or less; rainwater runoff is diverted, either during or after construction, from an area smaller than one thousand five hundred square feet; and, no drainage way is blocked or has its stormwater-carrying capacities or characteristics modified. *[Municipal Code 15.62.080]* Otherwise, fees as listed above will apply.

[6] The permit fee includes inspections made during the specified timeline. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections.

III. TRANSPORTATION PERMITS

Oversize Load:

Permit Fees (set by the State of California)	\$16	x	(each trip)
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Dirt Hauling:

Permit Fees (per operation)	\$160	+	\$0.22	x	(each cubic yard per mile)
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ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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IV. ENCROACHMENT PERMITS

Temporary Encroachment (scaffolding, construction fencing, etc.):

Permit Fees	\$480	+	\$80	x	(each week more than two weeks)
<i>Security Deposit</i>	<i>\$1,000</i>				

Long-Term Encroachment (awnings, overhangs, planters, fences, etc.) [7]:

Permit Fees	\$640	+	\$80	x	(each 25 linear feet more than 35 linear feet, or fraction thereof)
<i>Security Deposit</i>	<i>\$1,000</i>				

Street Parking / Space Obstruction (renewable every four weeks):

Residential	\$320				
Commercial	\$320	+	\$160	x	(each week, for the second, third and fourth weeks)
<i>Security Deposit</i>	<i>\$500</i>				
Temporary Container [8]	\$160	+	\$80	x	(each week, for the second, third and fourth weeks)
<i>Security Deposit</i>	<i>\$150</i>				

Traffic Control [9]:

Processing Fee	\$160				
Plan Review Fee			\$160	x	(each hour of plan review)
Inspection Fee (mobile, temporary setup)			\$240	x	(each day)
Inspection Fee (fixed, long-term setup)			\$640	x	(each week)
Traffic Signal Adjustment Fee	\$160	+	\$80	x	(each intersection per day)
<i>Security Deposit</i>	<i>\$1,000</i>				

Monitoring Well / Core Drilling / Potholing [10]:

Permit Fees	\$320	+	\$320	x	(each location)
<i>Security Deposit</i>			\$250	x	(each location)

[7] The permits are non-transferable and are to be recorded on the property.

[8] Any obstruction permit will not be granted if there is available space on the private property to accommodate the proposed use. If a permit is granted, such obstructions shall be located away from adjacent driveways, fire hydrants, curb returns, and utility access points.

[9] Not applicable with Water Service and Sanitary Sewer Lateral. May be needed in conjunction with other encroachment permits.

[10] Encroachment permit only. Additional permits outside of Public Works Engineering may be required depending upon the nature of the work.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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Sidewalk / Curb Drain / Driveway (not longer than 30 days) [11]:

Processing Fee	\$160				
Plan Review Fee			\$160	x	(each hour of plan review)
Sidewalk - 1,000 square feet or less			\$160	x	(each 100 square feet, or fraction thereof, or each location)
Sidewalk - 1,001 square feet or greater	\$1,600	+	\$80	x	(each 100 square feet more than 1,000 square feet, or fraction thereof)
Curb Drain Under Sidewalk			\$160	x	(each location, includes up to 50 square feet of sidewalk area)
Driveway - single			\$160	x	(each driveway)
Driveway - double			\$240	x	(each driveway)
Driveway - commercial			\$480	x	(each driveway)
Excavation in Unpaved Areas			\$80	x	(each 100 square feet, or fraction thereof, or each location)
<i>Security Deposit</i>			\$10	x	(each square foot, or \$500 minimum)

Street Excavation / Directional Boring (not longer than one week) [12,13]:

Processing Fee	\$160				
Plan Review Fee			\$160	x	(each hour of plan review)
Inspection Fee	\$320	+	\$160	x	(each 50 square feet more than 200 square feet, or fraction thereof)
<i>Security Deposit</i>			\$15	x	(each square foot, or \$750 minimum)

Water Service:

Permit Fees	\$160	+	\$580	x	(each service)
<i>Security Deposit (2" service or less)</i>	\$2,000				
<i>Security Deposit (greater than 2" service)</i>	\$3,500				
Fire Flow Test and Results	\$160	+	\$260	x	(each test result)

Sanitary Sewer Lateral:

Within the City right-of-way, within the District	\$160	+	\$580	x	(each lateral)
<i>Security Deposit</i>	\$2,000				
Within the City right-of-way, not within the District	\$160	+	\$480	x	(each lateral)
<i>Security Deposit</i>	\$2,000				
Not within the City right-of-way, within the District [14]	\$160	+	\$100	x	(each lateral)

[11] The permit fee includes inspections made during the specified timeline of thirty days. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections after thirty days.

[12] Square feet shall be calculated as total length by a bore pit width of two feet.

[13] The permit fee includes inspections made during the specified timeline of one week. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections after one week.

[14] There may be additional fees required of the North San Mateo County Sanitation District.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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V. DEVELOPMENT IMPACT REVIEWS [15]

Geotechnical Report:

Review Fees	\$640	+	\$320	x	(each half acre more than one half acre, or fraction thereof)
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Detension Analysis:

Review Fees			\$320	x	(each 3,500 square feet, or fraction thereof)
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Storm Drain Study:

Review Fees	\$640	+	\$160	x	(each hour more than four hours)
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Traffic Study:

Project 50,000 square feet or less	\$1,280	+	\$80	x	(each intersection)
Project 50,001 - 150,000 square feet	\$1,920	+	\$40	x	(each intersection)
Project greater than 150,000 square feet	\$2,560	+	\$20	x	(each intersection)

Water System Study:

Review Fees	\$640	+	\$160	x	(each hour more than four hours)
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Sanitary Sewer Study:

Review Fees	\$640	+	\$160	x	(each hour more than four hours)
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[15] The cost of any report, analysis, or study conducted by an outside consultant and coordinated by City staff will be equal to the consultant's fee, plus a 20% administrative fee. Fees for reviews completed by Engineering staff are as listed above. Fees include review of one initial plan and two revisions. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be charged for additional reviews. Additionally, any review not listed above will be billed at the same hourly rate.

VI. BUILDING PERMIT REVIEWS

Plan reviews completed by Engineering staff of building permits administered by the Department of Economic and Community Development require a fee of 20% of the Building Permit Fee.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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VII. OTHER REQUESTS

City General Conditions, Standard Specifications & Drawings:

Online at www.dalycity.org	free of charge
Binder Picked-up	\$65
Binder Mailed	\$70

Capital Project Plans & Specification Books:

Picked-up or Mailed	as determined by Engineering staff
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Aerial Topographic Maps:

Setup Fee Copy or Plotting	\$30
Copies of Maps	\$12 x (each page)

Copies of Documents:

8.5" x 11" (black and white)	\$0.10 x (each page)
8.5" x 11" (color)	\$0.25 x (each page)
11" x 17"	\$1.50 x (each page)
24" x 36"	\$6 x (each page)
36" x 66"	\$15 x (each page)
42" x 60"	\$18 x (each page)

Request for Official Public Records:

All Requests	coordinated by the City Attorney's Office
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Fees for Engineering Services – Addendum

ARCHIVE FEE

The Archive Fee is equal to 4% of the cost of the permit. The percentage was calculated by dividing the actual costs of archiving in the Building Division by the total permit revenue. It is assumed that the Engineering Division will experience the same level of costs relative to permit revenue. The same outside vendor will be utilized for a large portion of the scanning and indexing of documents that is needed for archiving. The fee will be reassessed each time Engineering fees are updated.

TECHNOLOGY FEE

The Technology Fee is equal to 2% of the cost of the permit. The revenue resulting from this fee offsets the cost of computer system purchases and technology expenditures related to the issuance of a permit within the Engineering Division. The fee will be reassessed each time Engineering fees are updated.

I. SUBDIVISION REVIEWS

Subdivision Agreement:

Subdivision agreements are entered into between the City and a Subdivider, at the Subdivider's request, pursuant to Section 66462 of the Subdivision Map Act, which allows for the approval of a final subdivision map prior to completion and acceptance of the public improvements required as part of the subdivision. The agreement ensures that the Subdivider will do and perform or cause to be done and performed, at Subdivider's own expense, in a good and workmanlike manner, and furnish all required materials, all under the direction and to the satisfaction of the City Engineer of the City of Daly City, all of the said work and improvements within or without the subdivision.

Those certain improvements designated and shown as streets, curbs, gutters, sanitary sewers, storm sewers, water mains, fire hydrants, sidewalks, and other on- or off-site improvements must be reviewed by Engineering staff to ensure that the Subdivider will do all work and furnish all materials necessary in the opinion of the City Engineer to complete the improvements in accordance with the plans and specifications on file, or with any changes required or ordered by said Engineer, which in his/her opinion are necessary or required to complete the work, at no cost to the City.

The fee for a subdivision agreement is equal to 30 hours of Engineering staff time. Such time includes:

- 1) preparation of the agreement, associated attachments, and exhibits;
- 2) coordination with the Subdivider; coordination with other City departments to ensure the various fees required by the development are collected prior to approval and that any required easements for public facilities, emergency access, and conservation areas are provided;
- 3) review and coordination with the City Attorney's Office;
- 4) preparation of City Council Staff Reports; and,
- 5) presentation of the item to the City Council.

Parcel Map Review:

A parcel map pertains to a subdivision of four or fewer parcels and is prepared in accordance with Section 66444 of the Subdivision Map Act. The fee for a parcel map review is equal to 15 hours of Engineering staff time, plus one half hour of Engineering staff time for each lot or unit within the subdivision. Such time includes:

- 1) coordination with the Subdivider and their Engineers, Surveyor, and Title Company;
- 2) review of reference maps, conditions of approval, and title reports;
- 3) technical review of the parcel map and closure calculations, map statements, and certification; and,
- 4) review and approval by the City Engineer.

Final Map Review:

A final map pertains to a subdivision of five or more parcels and is prepared in accordance with Section 66426 of the Subdivision Map Act. The fee for a final map review is equal to 20 hours of Engineering staff time, plus one half hour of Engineering staff time for each lot or unit within the subdivision. Such time includes:

- 1) coordination with the Subdivider and their Engineers, Surveyor, and Title Company;
- 2) review of reference maps, conditions of approval, and title reports;
- 3) technical review of the parcel map and closure calculations, map statements, and certification;
- 4) review by the City Engineer;
- 5) preparation of City Council Staff Reports; and,
- 6) presentation of the item to the City Council.

Map Security Deposit:

This deposit is taken to ensure that the original subdivision map, borrowed by the Subdivider (or Designee) for recordation at the County Recorder's Office, is returned to the City. The deposit is refunded when the original recorded map is returned to the City.

Improvement Plan Reviews:

Improvement Plan Review fees are collected to cover the cost of reviews conducted by Engineering staff to ensure that proposed improvements include all required public service facilities, comply with the conditions of approval set forth by the City Council (when applicable), and meet City standards and specifications. Reviews include coordination with other City departments, Subsidiary Districts and other public service providers such as the North County Fire Authority and the Bayshore Sanitary

District, to confirm that the proposed improvements meet applicable standards. Estimated costs are also reviewed to establish security deposit and bonding valuations.

Improvement Permit and Inspections:

Improvement Permit fees are collected to cover the cost of inspecting projects on a regular basis to ensure that improvements are being constructed in a manner consistent with the approved plans, City standards, specifications, and requirements; are in compliance with applicable stormwater pollution prevention requirements; and, minimize impacts to the surrounding area, the public, and traffic affected by the work.

Improvement Plan Reviews, and Improvement Permit and Inspections:

As the cost for public service improvements, including streets, sidewalks, curbs, gutters and utility installations, are commensurate with the scale of work, a unit percentage cost applied to the cost of the proposed improvements is used as a way to quantify the level of effort required by Engineering staff in reviewing plans and providing inspection services for larger scale projects. This is a widely used method to assess the fees associated with providing plan review and inspection services to applicants, developers, and contractors for larger scale projects. The total estimated cost of improvements reflects project character, complication of design, and level of engineering sophistication required to review plans of a particular nature. Lower dollar value projects typically require lower levels of coordination, detail, and review. Whereas higher dollar value projects typically cover greater areas, require more advanced coordination, and greater detailing and review.

The Improvement Plan Review fee includes the review of one initial plan and two revisions. An hourly fee (rounded to the nearest one-quarter hour) will be applied to the permit for additional reviews. For a project where the Improvement Costs are \$100,000, the Engineering staff time is equal to 20 hours of review. For Improvement Costs of \$500,000, the Engineering staff time is equal to 80 hours.

The Improvement Permit fee includes inspections made during the specified timeline. An hourly fee (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections. For a project where the Improvement Costs are \$100,000, the Engineering staff time is equal to 40 hours of inspection. For Improvement Costs of \$500,000, the Engineering staff time is equal to 160 hours.

Improvement Security Deposit / Bond:

The Improvement Security Deposit or Bond is equal to the total improvement cost. This deposit or bond is needed to cover the cost of building and/or implementing all public service improvements and other improvements required by the development as depicted in the approved plans and is subject to the approval of the City Engineer.

II. GRADING AND EROSION CONTROL PERMITS

A Grading Permit and Erosion Control Permit is required by Daly City Municipal Code Section 15.62.070 for grading, filling, storing, or disposing of soil and earth material and for any other land-disturbing or land-filling activity that may cause erosion. A permit is not required if all of the following criteria are met (as per Municipal Code Section 15.62.080):

- The site upon which land area is disturbed or filled is three thousand square feet or less.
- Natural and finished slopes are less than ten percent.
- Volume of soil or earth materials stored is fifty cubic yards or less.
- Rainwater runoff is diverted, either during or after construction, from an area smaller than one thousand five hundred square feet.
- No drainage way is blocked or has its stormwater-carrying capacities or characteristics modified.

Plan Reviews:

Plan Review fees are collected to cover the cost of reviewing site maps, grading plans, erosion and sediment control plans, soil engineering reports, engineering geology reports, estimates and supplemental materials, bonds, and securities.

Permit and Inspections:

Grading Permit fees are collected to cover the cost of inspecting grading projects on a regular basis to ensure that work:

- 1) is progressing in a manner consistent with the approved plans, City standards, specifications, and requirements;
- 2) is in compliance with applicable stormwater pollution prevention requirements;
- 3) adheres to proper dust controls and Best Management Practices; and,
- 4) minimizes impacts to the surrounding area, the public, and traffic affected by the work.

This fee also includes completion of additional stormwater inspections required by the City's Municipal Regional Stormwater Permit.

Plan Reviews, and Permit and Inspections:

Plan Review and Permit fees are based upon the scope of the grading or land-disturbing activity as measured in number of cubic yards.

The Plan Review fee includes one initial plan review and two revisions. An hourly fee (rounded to the nearest one-quarter hour) will be applied to the permit for additional reviews. For a project of 1,000 cubic yards, the Engineering staff time approximates 5 hours of review. For a 10,000 cubic yard project, the Engineering staff time approximates 15 hours. For a 100,000 cubic yard project, the Engineering staff time approximates 50 hours.

The Permit fee includes inspections made during the specified timeline. An hourly fee (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections. For a project of 1,000 cubic yards, the Engineering staff time approximates 10 hours of inspection. For a 10,000 cubic yard project, the Engineering staff time approximates 30 hours. For a 100,000 cubic yard project, the Engineering staff time approximates 100 hours.

Plan Review and Permit fees assessed for grading projects 1,000 cubic yards or less reflect the level of effort required for smaller scale projects of a routine nature that will typically be completed in less than 30 days. Larger projects, more than 1,000 cubic yards, typically encompass greater area and may realize higher efficiency by utilizing larger equipment. As such, a lower incremental unit fee will apply.

Cleanup Security Deposit:

The Cleanup Security Deposit is based upon potential impacts of the work and determined by Engineering staff.

Grading Security Deposit / Bond:

The Grading Security Deposit or Bond is equal to 25 percent of the total grading cost, an amount sufficient to cover the cost to the City to implement unfinished or insufficient erosion protection, sediment control, and stabilization activities.

Wet Season Work Authorization:

For commencement of land-disturbing or filling activity during the wet season, applicant shall demonstrate to the satisfaction of the City Engineer that land disturbance is relatively minor and that erosion and sedimentation can be controlled. For continuation of land-disturbing or filling activities, other than installation, maintenance or repair of measures in the interim or final plans, during the wet season, permittee must apply for and receive, every five working days, special permission to proceed. The City Engineer shall grant permission on the basis of weather forecasts, experience and other pertinent factors which indicate the activity may commence or continue without excessive erosion occurring. Applicant/permittee's failure to obtain permission for wet season activity shall result in the imposition of suspension of the work or revocation of the permit.

III. TRANSPORTATION PERMITS**Oversize Load:**

The City has the authority to issue permits for the movement of vehicles/loads exceeding statutory limitations on the size, weight, and loading of vehicles as specified in Division 15 of the California Vehicle Code. The permit fee is established by the State of California.

Dirt Hauling:

The permit fee consists of one hour of Engineering staff time, plus a unit fee for each cubic yard hauled per mile. This fee is an efficient way to assess the cost associated with monitoring debris transit and its potential impacts upon pollution prevention measures throughout the City.

IV. ENCROACHMENT PERMITS**Temporary Encroachment:**

Temporary encroachments include scaffolding, construction fencing, or any other encroachment in the City right-of-way, typically sidewalks and parking spaces, which are temporary in nature. The permit fee is equal to three hours of Engineering staff time to review the permit application and inspect the encroachment. If the encroachment exists for longer than two weeks, one half hour of Engineering

staff time will be applied to the permit for each week thereafter to cover additional inspections. A refundable security deposit also applies to the permit.

Long-Term Encroachment:

Long-term encroachments include awnings, overhangs, planters, fences, or other encroachments that are long-term in nature. Any such encroachment must be removable in nature in the event that the City right-of-way is required for public purposes. The permit fee is equal to four hours of Engineering staff time to review the permit application and inspect the encroachment. If the encroachment is longer than 35 linear feet, one half hour of Engineering staff time will be applied to the permit for each additional 25 linear feet, to cover additional inspection time. A refundable security deposit also applies to the permit. The permits are non-transferable and are to be recorded on the property.

Street Parking / Space Obstruction:

Street Parking / Space Obstruction permits on residential streets typically require two hours of Engineering staff time for issuance and initial inspections. The permit may be renewed if the obstruction is required for more than four weeks.

Street Parking / Space Obstruction permits on commercial streets typically require two hours of Engineering staff time for issuance and initial inspections. Due to the typically higher pedestrian and vehicular traffic in commercial areas, weekly inspections are required. If the obstruction in a commercial area extends beyond one week, an additional hour will be added to the permit fee for each additional week, up to four weeks, as applicable. The permit may be renewed if the obstruction is required for more than four weeks. A refundable security deposit also applies to the permit.

Encroachment permits for temporary container Street Parking Obstructions or Space Obstructions are renewable every four weeks. Any temporary container obstruction permit will not be granted if there is available space on private property to accommodate the proposed use. If a permit is granted, such obstructions shall be located away from adjacent driveways, fire hydrants, curb returns, and utility access points. Permits for a temporary moving or storage container in the public right-of-way typically require one hour of Engineering staff time for issuance and initial inspections. If the container is required for more than one week, an additional one half hour will be added to the permit fee for each additional week, up to four weeks, as applicable. Additional charges may apply for obstructions in commercial areas. The permit may be renewed if the container is required for more than four weeks. A refundable security deposit also applies to the permit.

Traffic Control:

Traffic Control permits are not applicable with water services and sanitary sewer laterals. However, one may be needed in conjunction with other encroachment permits. In those cases, a permit may be issued for work affecting traffic operations, lanes, and/or signals. The permit fee includes one hour of Engineering staff time for processing. Plan reviews associated with the permit are charged per hour of review at the adopted hourly rate.

Most permits are issued for mobile/temporary setups that are installed in the beginning of the approved work hours and removed by the end of the approved work hours, to maintain traffic during non-operational hours. The inspection fee is charged at the rate of one and one half hours of Engineering staff time per day such measures are planned or in place.

Under limited circumstances, a fixed traffic control setup may be permitted long-term. Such measures may include fixed barriers or temporary signals that alter the normal flow of traffic for an extended period of time. The inspection fee is charged at a rate of four hours of Engineering staff time per week. If traffic signals need to be adjusted to accommodate the traffic controls, fees will be charged at the rate of one hour, plus one half hour for each intersection per day.

A security deposit is retained and refunded once work is complete and the City right-of-way has been restored to a state deemed acceptable by the City Engineer.

Monitoring Well / Core Drilling / Potholing:

A permit may be issued for localized, small diameter excavations (12 inches or less) in the street or sidewalk restored on the same day. The permit fee includes two hours of Engineering staff time for review and processing. Inspection fees are assessed at the rate of two hours of Engineering staff time for each location and includes traffic control inspection. Additional inspection charges will apply for locations not restored on the same day. A refundable security deposit also applies to the permit for each location. Additional permits may be required from other City Departments or regulatory agencies depending upon the nature of the work.

Sidewalk / Curb Drain / Driveway:

A permit may be issued for repair, replacement, excavation, and restoration in sidewalk areas. The permit fee includes one hour of Engineering staff time for processing. Plan Reviews associated with the permit, when required, are charged per hour of review at the adopted hourly rate.

Inspection fees are assessed based on the extent of sidewalk area excavated or impacted by construction and the associated restoration areas. For 1,000 square feet or less, one hour of Engineering staff time will be charged for each 100 square feet, or fraction thereof, or for each location. For more than 1,000 square feet, the incremental unit fee is one half hour of Engineering staff time for each additional 100 square feet, or fraction thereof.

The inspection fee for a curb drain under a sidewalk is equal to one hour of Engineering staff time for each location and includes up to 50 square feet of sidewalk area.

The inspection fee for each single car driveway approach (approximately 8 feet) is equal to one hour of Engineering staff time. The inspection fee for each double car driveway approach (approximately 14 feet) is equal to one and one half hours of Engineering staff time. The fee for each commercial driveway is equal to three hours of Engineering staff time.

Excavation in unpaved areas is assessed a charge equal to one half hour of Engineering staff time for each 100 square feet, or fraction thereof, or for each location.

A security deposit equal to one hour of Engineering staff time, plus a per square foot unit charge is retained and refunded once work is complete and the City right-of-way has been restored to a state deemed acceptable by the City Engineer.

Street Excavation / Directional Boring:

A permit may be issued for excavation in and restoration of City streets, typically associated with utility installations. The permit fee includes one hour of Engineering staff time for processing. Plan Reviews associated with the permit are charged per hour of review at the adopted hourly rate. Inspections are conducted to ensure work is conforming to approved plans. Inspection fees are

assessed based upon the extent of street area excavated or impacted by construction. Fees for installations using boring or other “trenchless” methods are calculated as if the work were done using open cut methods due to the required potholing of utilities and associated restoration requirements. If excavation and associated restoration is not completed within a one week time frame, then additional inspection time will be billed at the applicable hourly rate. Fees associated with approved no-parking zones required for the work are included in the excavation permit. Fees for traffic control plan review and inspection shall apply separately based on the scope and duration of the traffic control measures required to facilitate the work.

A security deposit is retained and refunded once work is complete and the City right-of-way has been restored to a state deemed acceptable by the City Engineer.

Water Service:

A permit may be issued for the installation, repair, or replacement of water service connections within the City right-of-way, from the water main to the water meter. Water service installation and replacement often requires that street, sidewalk, curb, and gutter be excavated and restored so that the new service lateral can be connected to the mainline. The permit fee includes one hour of Engineering staff time for processing, baseline inspection fees associated with street excavation and inspection fees charged by the Department of Water and Wastewater Resources for a certified Water Operator to observe the service line installations and connections to the City’s water system. Water service repairs on the building side of the meter require a plumbing permit from the Building Division. Separate charges for water meters are assessed and collected by the Utility Billing Division.

A security deposit is retained and refunded once piping and meters have been installed correctly and the City right-of-way has been restored to a satisfactory state.

Fire Flow Test and Results:

This fee is assessed when an applicant requests that a fire hydrant be tested to determine available water flows and pressures. The tests are conducted by staff from the Department of Water and Wastewater Resources. The fee is calculated at the base rate of one hour of Engineering staff time for coordination and processing, plus the applicable fees charged by the Department of Water and Wastewater Resources for the testing.

Sanitary Sewer Lateral:

Within the City right-of-way, and within the District boundary:

A permit may be issued for the installation, repair, or replacement of sanitary sewer laterals, clean-outs and connections, between the sewer main and the building, which includes work in the City right-of-way. Sewer lateral installation and replacement often requires that street, sidewalk, curb, and gutter be excavated and restored so that the service lateral can be connected to the mainline. The permit fee includes one hour of Engineering staff time for processing, baseline inspection fees associated with street excavation and inspection fees charged by the North San Mateo County Sanitation District to observe the lateral installations, repairs and connections to the District’s Sanitary Sewer System. Sewer connection charges are assessed separately by the Building Division. Plumbing work within the building requires a plumbing permit from the Building Division.

A security deposit is retained and refunded once piping has been installed correctly and the City right-of-way has been restored to a satisfactory state.

Within the City right-of-way, but not within the District boundary:

A permit may be issued for the installation, repair, or replacement of sanitary sewer laterals within the City right-of-way and within the service area of the Bayshore Sanitation District. The permit fee includes one hour of Engineering staff time for processing and baseline inspection fees associated with street excavation. A separate permit may be required from the Bayshore Sanitary District for inspection of the service lateral installation and repairs. Sewer connection charges may be assessed by the Bayshore Sanitary District. Plumbing work within the building requires a plumbing permit from the Building Division.

A security deposit is retained and refunded once the City right-of-way has been restored to a satisfactory state.

Not within the City right-of-way, but within the District boundary:

1. A permit may be issued for the repair of sanitary sewer laterals and clean-outs on private property, between the sidewalk and the building. Work in the City right-of-way is not authorized under this permit. The permit fee includes one hour of Engineering staff time for processing, and inspection fees charged by the North San Mateo County Sanitation District to observe the lateral repairs. Plumbing work within the building requires a plumbing permit from the County of San Mateo.
2. A permit may be issued for the installation, repair, or replacement of sanitary sewer laterals, clean-outs and connections, between the sewer main and the building, within the service area of the North San Mateo County Sanitation District, but outside the limits of the City of Daly City (i.e. Broadmoor, Colma, etc.).
 - a. For repair or replacement of existing service laterals that are not associated with new construction, remodels and additions, the permit fee includes one hour of Engineering staff time for processing, and inspection fees charged by the North San Mateo County Sanitation District to observe the lateral repairs. A separate permit may be required from the County of San Mateo, Town of Colma or other jurisdiction for excavation within the street right-of-way.
 - b. For new construction, remodels, and additions: Issued to provide service associated with building permits issued by jurisdictions other than the City of Daly City, but within the service area of the North San Mateo County Sanitation District. A fee equivalent to one hour of Engineering staff time for processing, and District staff time for plan review will be collected at application. Sewer connection charges are assessed separately by the Building Division. District charges for observation of video inspections and lateral installation and repair inspections may be assessed as required by the District. A separate permit may be required from the County of San Mateo, Town of Colma or other jurisdictions for excavation within the street right-of-way.

V. DEVELOPMENT IMPACT REVIEWS

Certain developments have the potential to significantly impact the environment, public safety, facilities, services, and infrastructure. Studies are often required to ascertain the needs and demands of

such developments as well as any required mitigation measures. The developer is responsible for the costs of the studies, reviews, and mitigation.

The cost of any report, analysis, or study conducted by an outside consultant and coordinated by City staff is equal to the consultant's fee, plus 20%. Fees for reviews completed by Engineering staff are as listed below. Any review not listed below will be billed at the adopted hourly rate.

Geotechnical Report:

This fee is assessed for the review of Soil Reports, Geotechnical Reports, Engineering Geology Reports, and similar documents required for subdivisions, use permits, environmental reports, grading, and other construction activities. The review fee consists of four hours of Engineering staff time, plus an additional two hours of staff time per each half acre more than one half acre, or fraction thereof.

Detention Analysis:

Most development projects that increase impervious areas are required to restrict storm water flows to pre-project levels to minimize the impacts to the City's storm drain system. Storm flows in excess of the pre-project condition are to be detained and attenuated to the pre-project flow rate. The Detention Analysis review fee varies based upon the lot size and added impervious area. The fee is equal to two hours of Engineering staff time for each 3,500 square feet, or fraction thereof.

Storm Drain Study:

Projects that have the potential to increase demands on the City's storm drain system would be required to analyze the downstream impacts to the City's system and identify appropriate system improvements and mitigation measures. Base review fees are equal to four hours of Engineering staff time and may increase based upon complexity and review beyond four hours.

Traffic Study:

Development projects that have the potential to generate a significant number of Average Daily or Peak Hour Trips or are located near critical intersections or Congestion Management Program Network roads or intersections, or other areas of concern, are required to analyze the traffic impacts and identify appropriate system improvements to mitigate the impacts. The review fee varies based upon project size and number of intersections affected. For projects 50,000 square feet or less, the base fee is equal to eight hours of Engineering staff time, and the unit fee is equal to one half hour of Engineering staff time per each intersection. For projects more than 50,000 square feet but no more than 150,000 square feet, the base fee is equal to 12 hours of Engineering staff time, and the unit fee is equal to one quarter hour of Engineering staff time per each intersection. For projects more than 150,000 square feet, the base fee is equal to 18 hours of Engineering staff time, and the unit fee is equal to one eighth hour of Engineering staff time per each intersection.

Water System Study:

Certain developments have the need to confirm that the City's water system can supply the water needed to support the proposed use including domestic and fire demands. The study analyzes the current system and any required improvements necessary to meet the proposed demands on the system. Base fees are equal to four hours of Engineering staff time and may increase based upon complexity and review beyond four hours.

Sanitary Sewer Study:

Projects that have the potential to increase demands on the City's sanitary sewer system are required to analyze the downstream impacts to the City's system and identify appropriate system improvements and mitigation measures. Base review fees are equal to four hours of Engineering staff time and may increase based upon complexity and review beyond four hours.

VI. BUILDING PERMIT REVIEWS

Plan reviews completed by Engineering staff of Building Permits administered by the Department of Economic and Community Development require a fee of 20% of the Building Permit Fee.

VII. OTHER REQUESTS

City General Conditions, Standard Specifications & Drawings:

This information is available on the City's website at www.dalycity.org. Binders either picked up at City Hall or mailed are assessed a binder preparation fee.

Capital Project Plans & Specification Books:

These plans / books require a fee as determined by Engineering staff. They consist of hard copies of plans and specifications of projects put out to bid, and they are prepared on an individual project basis.

Aerial Topographic Maps:

A setup fee is required for aerial topographic maps. Copies of maps require a per page fee.

Copies of Documents:

Copies of documents 8.5" by 11" (either black and white or color) require a per page fee. Copies of larger documents require fees roughly equivalent to \$1.00 per square foot.

Request for Official Public Records:

All requests are coordinated by the City Attorney's Office.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DALY CITY
AMENDING SECTIONS 12.040.030, 12.080.040 AND 15.62.170 OF THE MUNICIPAL
CODE RE: ENGINEERING FEES

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

SECTION 1. Section 12.040.030 of the Municipal Code is hereby amended to read as follows:

12.04.030 Permit – Application - Deposit

Any person desirous of breaking up, cutting, excavating, disturbing or undermining any public street, sidewalk, curb, right-of-way or public utility area or easement for any lawful purpose, shall first file application therefor with the Department of Public Works and deposit with the City, a sum pursuant to the schedule of fees to be established by the City Council by resolution. The city shall thereupon give such person a receipt for the sum so deposited by him, specifying therein the place of excavation, the work to be done, and the date the work will be done. Such receipt shall be the authority for such person to proceed with the work therein described

SECTION 2. Section 12.08.040 of the Municipal Code is hereby amended to read as follows:

12.08.040 Permittee requirements – Deposits.

The permits required by Section 12.08.010 shall be granted only to the owner or lessee (or agent of either) of the property in front of which the permit is to allow the obstruction to the public right-of-way, or to the public utility seeking to construct, modify, or make repairs to its utility, or to any licensed contractor performing work in connection with a public utility.

Every permit shall require the depositing by such owner, lessee or agent, with the city, a sum pursuant to the schedule of fees to be established by the City Council by resolution. Said deposit shall guarantee to the city that the permittee will remove, or cause to be removed, all dirt, debris and materials of any kind from the street, roadway or sidewalk area, to the satisfaction of said department of public works. This removal shall be done immediately upon the completion of the construction, alteration or repair of the building, or within the time limit prescribed by the permit; provided, however, that if at any time prior thereto the department of public works declares that the public interest or convenience requires the removal of same, or any portion thereof, then the permittee shall promptly remove or cause to be removed such materials from such areas. Every permit granted as provided in Section 12.08.010, and every permit for temporary construction, shall be subject to such condition and guarantee.

SECTION 3. Section 15.62.170 of the Municipal Code is hereby amended to read as follows:

15.62.170 Performance security.

The applicant shall provide security for the performance of the work described and delineated on the approved grading plan in an amount to be set pursuant to the schedule of fees to be established by the City Council by resolution. The form of security shall be one or a combination of the following to be determined by the city engineer or his/her authorized representative.

- A. Bond or bonds issued by one or more duly authorized corporate sureties admitted to provide surety services in the state of California. The form of the bond or bonds shall be subject to the approval of the city attorney;
- B. Deposit, either with the city or a responsible escrow agent or trust company at the option of the city, of money, negotiable bonds of the kind approved for securing deposits of public moneys, or other instrument of credit from one or more financial institutions subject to regulation by the state or federal government wherein said financial institution pledges funds are on deposit and guaranteed for payment;
- C. Cash in U.S. currency.

SECTION 4. Environmental Determination.

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

SECTION 5. Effective Date and Publication: This Ordinance shall be in full force and effect thirty (30) days from and after its passage. This Ordinance shall be published according to law.

SECTION 6. Severability: If any section, subsection or sentence of this Ordinance is found by a court of competent jurisdiction to be invalid or unlawful, the City Council finds and declares that the remainder of this ordinance would be and is enforceable and would have been adopted notwithstanding the finding of invalidity as to any section, subsection or sentence.

Introduced this _____ day of _____, 2013.

Passed and adopted as an Ordinance of the City of Daly City at a regular meeting of the City Council of the City of Daly City held on the _____ day of _____, 2013, by the following vote:

AYES, Councilmembers: _____

NOES, Councilmembers: _____

ABSENT, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Meeting Agenda Report

Item # _____

Meeting Date: February 25, 2013

Subject: Setting Time and Place of Public Hearing –Adoption of an Ordinance Amending Municipal Code Section 3.12.10, Methods of Procurement

Recommended Action

Set March 11, 2013 as the date for a public hearing to amend Municipal Code Section 3.12.10, Methods of Procurement, to revise purchasing limits and required approvals.

Background

The City Clerk's Office did not publish the Notice of Public Hearing for February 25, 2013.

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

Respectfully submitted,

K. Annette Hipona

K. Annette Hipona
City Clerk



City Council Meeting Agenda Report

Item # _____

Meeting Date: February 25, 2012

Subject: Adoption of an Ordinance to Amend Municipal Code section 3.12.50, Methods of Procurement

Recommended Action

Adoption of an Ordinance to amend Municipal Code section 3.12.50, Methods of Procurement, to revise purchasing limits and required approvals.

Background

In the last Leadership Academy, one of the groups was tasked with applying the LEAN process to Daly City's Purchasing Policies. This was timely, in that the paperless purchasing module of the financial system had just been completed.

As a result of the Leadership Academy team's analysis, a number of recommendations were developed for improving efficiency and effectiveness. Many of the items were in the process of or scheduled for implementation and have been completed. A very significant component in improving the efficiency of the purchasing process was to increase the purchasing approval dollar limits.

Discussion

With the retirement of the Central Services/Purchasing Supervisor, the purchasing function has become more decentralized. Product research and pricing has moved to the departments. However, Finance continues to monitor each purchase requisition for compliance with the City's purchasing policy and dollar limits.

Over the last year we have been monitoring the City's purchasing activity, and it has become clear that purchases below \$6,000 make up the vast majority of purchase requisitions. Often there is only one vendor that will quote, given the low dollar amount. This is also very often the vendor which the City has previously purchased from. Little is accomplished in finding a better price, but much staff time is expended.

For purchases from \$6,000 to \$20,000, vendors have become reluctant to issue written quotes. They consider it to be too onerous a requirement to take the time to produce a written document when they are unsure whether they will actually get the sale. Getting any new vendors to respond to our bid requests is becoming harder and harder. They will more often provide a verbal quote, or respond via email, which is just as effective for obtaining a competitive price.

Written quotes beyond \$20,000 will still be required, as this seems to be a reasonable threshold to obtain quotes in writing.

Therefore in order to increase the efficiency of the process and more effectively deal with the changes in the marketplace, without significantly decreasing the level of control, the following changes are recommended.

City Council Agenda Report

Subject: Adoption of an Ordinance to Amend Meeting Date: February 25, 2012

Page 2 of 3

Recommended Revisions to Dollar Limits:

	Current Limits	Annual Requisitions	Proposed Limits
Open Market Purchases, Multiple Quotes Encouraged	\$1,200	N/A	\$6,000
Requisition Required, Three Verbal Quotes (Documented)	\$1,201 - \$6,000	250	\$6,001 - \$20,000
Three Written Quotes Required	\$6,001 - \$60,000	190	\$20,001 - \$75,000
City Council Approval	\$60,001	30	\$75,001+

Approval Process:

As we continue to deal with the effects of the global financial crisis we carefully review and track City purchases. Purchase requisition approvals occur at the department head level, budgetary authorization and documentation is verified in Accounting, review is performed by the Director of Finance and Administrative Services, with final approval by the City Manager's Office. No revision to this approval process is being proposed.

Fiscal Impact

The net impact of revising the purchasing limits and approvals is anticipated to be significant savings in processing time for City purchases. This is difficult to quantify, but it is reasonable to assume that at least one hour of staff time, on average, is expected to be saved in the processing of each of the approximately 250 purchase requisitions that would have been required under the old limits for purchases between \$1,200 and \$6,000. Significant time will also be saved in not requiring formal written quotes between \$20,001 and \$60,000, for which approximately 190 purchase requisitions are processed each year.

Conclusion

Revising the purchasing limits and approvals will allow Daly City to save significant staff time and costs over the current limits, while still providing the proper purchasing controls to help insure that the City is receiving the best value for each dollar spent.

City Council Agenda Report

Subject: Adoption of an Ordinance to Amend Meeting Date: February 25, 2012

Page 3 of 3

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Donald W. McVey". The signature is fluid and cursive, with the first name "Donald" being the most prominent.

Donald W. McVey
Director of Finance and Administrative Services

Attachment: Ordinance Revising Municipal Code Section 3.12.50

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DALY CITY AMENDING
SECTION 3.12.050 OF THE MUNICIPAL CODE RE: METHODS OF PROCUREMENT

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

SECTION 1. Section 3.12.050 of the Municipal Code is hereby amended to read as follows:

3.12.050 Methods of Procurement.

- A. Small Procurements. Procurements, the cost of which are six thousand dollars or less in any one transaction, shall be made in the open market. No formal requisition is required, but a reasonable attempt shall be made to obtain the lowest price. Requirements shall not be artificially divided so as to constitute a small purchase under this subsection.
- B. Informal Competitive Bids or Proposals.
 - 1. Procurements, the cost of which is at least six thousand and one dollars and not greater than twenty thousand dollars, shall be made using simplified and cost effective operational procedures and forms without use of formal bids. Reasonable efforts shall be made to obtain quotes from several sources to ensure receiving the best price, and all quotes received shall be documented. Requirements shall not be artificially divided so as to constitute a small purchase under this subsection.
 - 2. Procurements anticipated to cost seventy-five thousand dollars or less but more than twenty thousand and one dollars in any one transaction may be made by informal bid or proposal solicitations in accordance with the provisions of this chapter. The purchasing officer shall be the awarding authority, and in his or her discretion may delegate authority for any purchase or contract to the department heads at designated dollar levels. The purchasing officer or delegate shall evaluate the bids and determine the most responsible/responsive bidder. Solicitations may be verbal or written, but bids must be in writing. Where possible, a minimum of three bidders should be solicited. Requirements shall not be artificially divided so as to constitute a small purchase under this subsection.
- C. Formal Competitive Bids. Procurements anticipated to cost more than seventy-five thousand dollars in any one transaction shall be made by issuance of written invitations for bids. The purchasing officer shall evaluate the bids and recommend the most responsible/responsive bidder for the city council's consideration. The city council shall be the awarding authority. The purchasing officer shall execute any and all required documents necessary to complete the procurement. Bid documents shall include, at a minimum, the notice inviting bids; instructions to bidders; specifications describing the required goods and/or services; bid forms and schedules; any required bond forms and proposed contract terms and conditions.
- D. Formal Competitive Proposals. Where the City has defined a situation for which it seeks a solution, instead of using a bid, procurements anticipated to cost more than seventy-five thousand dollars in one transaction may be made by issuance of written requests for proposals. The purchasing officer shall evaluate the proposals and make a recommendation to the city council for consideration. The city council shall be the awarding authority. The solution may be in the form of goods, services or a combination

of goods and services and may require exceptional technical knowledge or professional expertise beyond that available within the end user. The circumstances may require that a contract award be based on factors in addition to price. The purchasing officer may enter into discussions with bidders to achieve clarification, full understanding and responsiveness to the solicitation requirements, but neither the purchasing officer nor any other city employee shall disclose any information derived from proposals submitted by competing bidders prior to contract award or rejection, except to city employees directly responsible for the procurement.

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

SECTION 2. Environmental Determination.

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

SECTION 3. Effective Date and Publication: This Ordinance shall be in full force and effect thirty (30) days from and after its passage. This Ordinance shall be published according to law.

SECTION 4. Severability: If any section, subsection or sentence of this Ordinance is found by a court of competent jurisdiction to be invalid or unlawful, the City Council finds and declares that the remainder of this ordinance would be and is enforceable and would have been adopted notwithstanding the finding of invalidity as to any section, subsection or sentence.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DALY CITY AMENDING
SECTION 3.12.050 OF THE MUNICIPAL CODE RE: METHODS OF PROCUREMENT

Introduced this _____ day of _____, 2013.

Passed and adopted as an Ordinance of the City of Daly City at a regular meeting of the City Council of the City of Daly City held on the _____ day of _____, 2013, by the following vote:

AYES, Councilmembers: _____

NOES, Councilmembers: _____

ABSENT, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Meeting Agenda Report

Item # _____

Meeting Date: February 25, 2013

Subject: DRAFT BICYCLE AND PEDESTRIAN MASTER PLAN

Recommended Action

Adopt the Draft Bicycle and Pedestrian Master Plan.

Planning Commission Discussion

On February 5, 2013, the Planning Commission voted 4-0, Commissioner Sylvester absent, to recommend that the City Council adopt the Draft Bicycle and Pedestrian Master Plan. Commissioner Edelman asked if the cost estimates provided in Appendix E included all costs that could be associated with the listed projects. Staff responded that there could be additional costs such as right-of-way acquisition, roadway improvement, and similar cost items. Commissioner Kelly expressed concern about the need for the City to enforce traffic laws that pertain to bicyclists. Commissioner Crump asked if the Plan's implementation costs would be paid for by the City's capital improvement funds. Staff responded that most of the Plan's implementation costs would be paid for by grants, but that the City could be required to match grant funding. There was no public comment on the Plan.

Introduction

In February 2004, the City Council adopted the City's first Bicycle Master Plan. In order to be eligible for certain types of grant funding, including the Caltrans's Bicycle Transportation Account (BTA), the Plan must be updated every five years. While the Draft General Plan identifies the need to update the plan in conformance with the five-year update requirement, it also identifies the development of a Pedestrian Master Plan to elevate the profile of walking as a mode of transportation and as an attractive recreational opportunity. For this reason, the new Plan contains pedestrian improvement projects and policies, and has been retitled the *Bicycle and Pedestrian Master Plan* to reflect these additions.

The Plan was developed in coordination with the City's Bicycle and Pedestrian Advisory Committee (BPAC), which completed its review of the Plan in November 2012. In addition to the input from the BPAC, the City held a community workshop on December 6, 2012, to obtain public input on the Plan. The feedback from this workshop is summarized in the Public Workshop section of the staff report.

Discussion

Substantively, the Plan has been updated to reflect current background information, pedestrian and bicycle facilities that have been constructed since 2004, and feedback from the BPAC and the public. While the policies contained within the Plan largely reflect the bicycle and pedestrian policies prescribed by the City's Draft General Plan, the Plan borrows from the San Mateo County Bicycle and Pedestrian Master Plan for background and policy content, where appropriate. Key policies/tasks include:

- The recognition that transportation improvements (new and retrofit) are opportunities to improve safety, access, and mobility for all travelers and recognize bicycle, pedestrian, and transit modes as integral elements of the transportation system (see Policy 1 on page 17).

- The assurance that as part of any reassessment of the City's Development Impact Fee (AB1600) that adequate and commensurate money is collected and distributed to City projects involving the expansion of Daly City's pedestrian and bicycle network (see Task 1-4 on page 17).
- The exploration of amendments to the Zoning Ordinance to provide for maximum setbacks along Mission Street and Geneva Avenue, consistent with any City-adopted urban design plan, and which disallow parking within any provided front setback area (see Task 3-1 on page 18).
- Inviting the school districts in Daly City to participate in the Bicycle and Pedestrian Advisory Committee (see Task 5-1 on page 19).
- The implementation of an improvement program at Mussel Rock Park to improve the Park as a passive recreational area for community use (see Task 6-2 on page 19).
- The integration of design features into street design and private construction that creates safe and inviting environments for people to walk, bicycle, and use public transportation (see Policy 8 on page 20).
- The incorporation of multimodal improvements into pavement resurfacing, restriping, and signalization operations where the safety and convenience of users can be improved within the scope of the work (see Task 8-9 on page 21).
- The pursuit of Safe Routes to School funding to implement infrastructure improvements that facilitate safe travel to school sites (see Task 10-1 on page 22).

The Future Bicycle and Pedestrian Improvements Map (Figure BPP-5 on page 15) identifies the proposed bicycle and pedestrian improvements that the City hopes to undertake in the coming years. Key improvements have been prioritized in the Plan as follows:

- Priority One: John Daly Boulevard – provide signs and pavement markings designating a Class III bikeway between Sheffield Drive and Mission Street. The bikeway would connect to an existing Class I bike path that extends from Sheffield Drive to Park Plaza Drive. Once completed, the bikeway would provide an east-west route that connects the Top of the Hill to the Daly City BART station and Westlake Shopping Center.
- Priority Two: State Route 82 (Mission Street/San Jose Avenue) – provide signing and pavement markings designating a Class III bikeway between the City Limit lines. As part of the Grand Boulevard Initiative, a four foot wide area between the travel lane and parking lane is provided along most of State Route 82. Once completed, the bikeway would provide a north-south route between San Francisco and the rest of San Mateo County.
- Priority Three: Geneva Avenue – provide signing and pavement markings designating Class II bike lanes between Santos Street and Bayshore Boulevard. Once completed, the bike lanes would close the gap between the existing bike lanes on Geneva Avenue (west of Santos Street) on Bayshore Boulevard.

- Priority Four: Junipero Serra Boulevard – provide signing and pavement markings designating a Class III bikeway between the southern City Limit and John Daly Boulevard. The bikeway would connect to existing Class II bike lanes in Colma. Once completed, the bikeway would provide a north-south route between Colma and Daly City BART stations.
- Priority Five: Pedestrian connection at John Daly Boulevard/Skyline Boulevard – construct pathway from North Mayfair Avenue to the northeast corner of John Daly Boulevard/Skyline Boulevard. Construct sidewalk on the north side of John Daly Boulevard between Eastgate Drive and Skyline Boulevard.

Public Workshop

The City held a community workshop on December 6, 2012, to present the Draft Bicycle and Pedestrian Master Plan to the public and obtain input on the Plan. The workshop was attended by eight community members. While comments on the Plan were overall supportive, the public offered the following comments (comments are in bold italics and the City response follows beneath each comment).

- ***There should be a dedicated bicycle lane between Daly City BART to San Francisco State University, and bicycle rentals available at the Daly City BART Station.***

Most of the public right-of-way between the Daly City BART station and San Francisco State University is owned either by BART, Caltrans, or the City and County of San Francisco. While the provision of the bicycle rental vendor within the BART station proper is purely a BART function, the Plan has been amended to provide that the City shall fully support the provision of a bicycle rental vendor should BART decide to include such a vendor in its facility (see Task 6.3 on page 20).

- ***The shoulders on Highway 35 which provide bicycle lanes/routes should be maintained free of ice plant which often obstructs safe bicycle passage.***

As a State highway, State Route 35 is owned and maintained by the State Department of Transportation (“Caltrans”). While the City is in routine contact with Caltrans regarding this issue, the Plan has been amended to include on-going work with Caltrans to ensure that all shoulders where bicyclists ride are maintained free of obstructions that could impair bicycle use (see Task 6.4 on page 20).

- ***The City of Daly City should consider colored bicycle lanes in Daly City, similar to the green bicycle lanes in the City of San Francisco.***

The decision to install colored bicycle lanes is a design and cost consideration which will be made on a case-by-case basis as the need for such bike lanes warrants, and as budgets for specific bicycle lane improvements allow.

- ***The City should consider a pedestrian connection between John Daly Boulevard and Highway 35 intersection’s southeast corner in addition to that being proposed at the northwest corner.***

While a pedestrian connection between the Westlake neighborhood to the southwest of the John Daly intersection with Highway 35 to the intersection seems logical given the neighborhood population, the provision of a connection at this location would require a pedestrian crossing of the heavy-travelled northbound Highway 35 off-ramp to John Daly Boulevard. The City does not feel

that the provision of a crossing at this location could be accomplished safely at this time, and it is also unlikely that Caltrans (the intersection owner) would approve such a crossing.

In addition to comments provided at the public workshop, the City has received two comment letters pertaining to the Plan. These comment letters are included within the Draft Plan in Appendix C.

Environmental Assessment

The Plan is exempt from the requirements of the California Environmental Quality Act because the Plan itself has no potential to negatively impact the environment. Should any of the bicycle or pedestrian improvements identified in the Plan be implemented, the City will conduct the appropriate environmental review related to such improvements prior to the commencement of construction.

Fiscal Analysis

Appendix E identifies the estimated costs for implementing each of the bicycle and pedestrian projects identified in the Plan. These cost estimates provide direct costs associated with the facilities listed and do not include unforeseen costs that could be incurred by the City, for example the need to acquire additional right-of-way or prepare the roadway surface for a bicycle lane striping. Staff anticipates that grant funding will help offset a significant portion, if not all, the costs associated with the listed projects.

Findings

Staff recommends that the City Council find that the Draft Bicycle and Pedestrian Master Plan is consistent with the goals and objectives of the Daly City General Plan. Adoption of the Bicycle and Pedestrian Master Plan would not be detrimental to the health, safety, morals, comfort and general welfare of the city. These findings are based on the following facts:

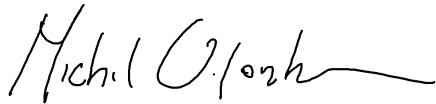
1. Staff has reviewed the proposal under the requirements of the California Environmental Quality Act (CEQA) and has determined the project will not have a significant impact on the environment.
2. The Bicycle and Pedestrian Master Plan is consistent with all pertinent objectives and policies outlined in the Daly City General Plan.
3. The Bicycle Master Plan substantially conforms to the San Mateo County Comprehensive Bicycle and Pedestrian Master Plan (2011) and the Regional Transportation Plan, Transportation 2035, prepared by the Metropolitan Transportation Commission (MTC).
4. The Bicycle Master Plan is in compliance the State of California Streets and Highways Code Section 891.2 (California Bicycle Transportation Act) in that it addresses items a through k identified in Appendix 1 of the Code.

Recommended Action

The Staff recommends that the City Council:

1. Adopt the Findings as outlined herein;
2. Affirm the Environmental Assessment;
3. Adopted the Bicycle and Pedestrian Master Plan.

Respectfully submitted,



Michael VanLonkhuysen
Senior Planner



Brian Millar
Director of Economic and Community
Development

Attachment

Draft Bicycle and Pedestrian Master Plan



CITY OF DALY CITY

DRAFT BICYCLE AND PEDESTRIAN MASTER PLAN

FEBRUARY 5, 2013

City of Daly City
Department of Economic and Community Development
Department of Public Works
333 90th Street
Daly City, CA 94015

Introduction

This document is the Bicycle and Pedestrian Plan (BPP) for the City of Daly City, prepared in conformance with the State of California Bicycle Transportation Act (BTA) and modeled after the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). Where appropriate, the Daly City BPP borrows from the County BPP for background and policy content.

The primary purpose for the BPP is to better define the future bicycle network identified in the Daly General Plan, and to identify additions and improvements necessary to provide a safe and efficient network of bikeways and pedestrian facilities. The Plan establishes priorities for future bicycle and pedestrian facilities in Daly City, and is also intended to address the eleven elements required in a State of California approved Bicycle Plan, as more fully described in Appendix A. As a separate policy document from the General Plan, the BPP may be more easily amended as necessary to address changing conditions in Daly City's bicycle and pedestrian network.

This plan has been prepared with the efforts of the City of Daly City Bicycle/Pedestrian Advisory Committee (B/PAC), which reviewed the draft plan on November 8, 2012. In addition to the input from the B/PAC, the City held a community workshop on December 4, 2012, to obtain public input on the need for future bicycle and pedestrian facilities in Daly City. Additionally, the Planning Commission and City Council held public meetings to discuss the BPP prior to the adoption of the Plan.

It is intended that this document be fully integrated into any future long-range plans and capital improvement plans of the City of Daly City. Congruity between future capital improvements and this Plan is a requirement of the General Plan Circulation Element Policy CE-18 which requires the continued installation of bicycle facilities throughout the City in accordance with the Bicycle Master Plan.

About Daly City

Daly City is a 7.43 square mile community located at the northernmost edge of San Mateo County. Sharing a common border with the City/County of San Francisco, Daly City is known as the "Gateway to the Peninsula." The City's area extends from the Pacific Ocean on the west and nearly to San Francisco Bay on the east. It is the largest city in San Mateo County with an estimated population of 102,593 (Department of Finance, 2012).

The City's topography, level of development, and high traffic volumes provide the greatest challenge to providing a safe environment for bicyclists and pedestrians. There are a limited number of flat or even relatively flat through routes in the City, and bicycles must compete for space on these streets with automobiles and transit. In spite of these challenges, much can be done to make bicycling safer and more convenient. A primary objective of the BPP is to provide a comprehensive network of signed and mapped routes for bicyclists and provide improvements that expedite travel and improve safety along these routes. Likewise for pedestrians, the City seeks to provide a complete sidewalk and pathway system that allow persons both on foot and in walkers/wheelchairs to gain easy access to all parts of the City. In this respect, the City desires to elevate both walking and bicycling as travel modes in Daly City.

Importance of Improving Biking and Walking

Research from a variety of disciplines confirms the overwhelming benefits of walking and bicycling to community health and stresses the importance of retrofitting a built environment that has largely catered to the automobile for the better half of a century. The San Mateo County Comprehensive Bicycle and Pedestrian Plan cites the following significant reasons for making it easier to travel without a car:

Congestion Reduction: According to the 2009 National Household Travel Survey, approximately 40 percent of all trips taken are under two miles—nearly two-thirds of which are taken by car. Other local studies have shown that up to 27 percent of morning congestion can be attributed to parents dropping their children off at school. These figures strongly suggest untapped opportunity to relieve congestion through targeted efforts that convert some or all of these trips to walking and biking. This is bolstered by the knowledge that increasing roadway capacity is often neither feasible nor cost-effective for built-out urban areas and can actually lead to inducing new vehicle trips.

Economic Competitiveness: Businesses want to attract talent, and increasingly talent is attracted to walkable, livable neighborhoods. One survey estimates that 30 percent of all working Americans changed or left their job at one point due to the length of their commute. Walkable and bikeable communities are also more stable and affordable. Walk San Diego, a community-based California non-profit, reports that during the housing crash homes in communities deemed—walkable maintained almost five percent more of their value than non-walkable communities with similar neighborhood demographics. Eliminating the need to travel by car residents can save an average of more than \$4,000 per year — effectively increasing their purchasing power (and the availability of affordable housing) without increasing average income.

Environmental Protection: The environmental impacts of driving and its related infrastructure are by now well documented and well understood. Whether it is reducing air pollution and emissions of harmful greenhouse gases, saving wildlife habitat and available agricultural resources, or addressing stormwater flooding and degraded water quality—efforts to reduce vehicle miles travelled (VMT) and demand for new roadways by investing in non-motorized travel is and should be a top priority. Under Senate Bill 375, the California Air Resources Board identified targets in greenhouse gas reductions in the Bay Area of 7 percent under 2005 levels by 2020 and 15 percent by 2035. Encouraging pedestrian and bicycle transportation will help to achieve these targets.

Public Safety: The Surface Transportation Policy Partnership (STPP)—pedestrian danger index considers pedestrian crashes, population, and overall pedestrian activity. Its 2000 report ranked San Mateo County as the fifth most dangerous county for pedestrians in California. The existence of a safety problem is corroborated by analysis from this plan that shows a high concentration of crashes along streets such as El Camino Real/Mission Street and a disproportionately high number of pedestrian crashes among all traffic collisions. Success at making walking safer and more attractive has the added benefits of building social cohesiveness among residents and adding eyes on the street—factors that also often lead to reductions in crime.

Plan Purpose

The BPP addresses the planning, design, funding, and implementation for a variety of bicycle and pedestrian infrastructure projects and programs in three important ways:

First, the BPP provides a new policy framework to guide the implementation and evaluation of this plan. This framework includes a long-term vision statement and a set of goals and policies that incorporate bicycle and pedestrian issues.

Second, the BPP updates and refines the bicycle and pedestrian facilities identified in the General Plan Circulation Element. To maximize funding available for bikeway projects, the plan emphasizes projects that improve safety, promote access to jobs and activity centers, and which are located within areas of higher population density and/or in areas with the greatest need.

Third, the plan establishes geographic focus areas for Daly City's investment in pedestrian infrastructure, based on an analysis of pedestrian activity and need throughout the city.

In adopting the BPP, the City intends to provide a clear prioritization of public improvements that it seeks to implement in the near term, and provide, through policies and tasks, a regulatory structure that identifies the obligation of private development to undertake bicycle/pedestrian facility improvements.

Existing Conditions

This section describes the City of Daly City, its transportation network, and the status of bicycle and pedestrian facilities in Daly City as of 2012. By examining existing facilities, connectivity, gaps in the bicycle and pedestrian network, accessibility for all users, safety, and barriers to multi-modal travel, key opportunities and constraints are identified.

Land Use

The City of Daly City is largely built-out and is made up mostly of residential neighborhoods although two urban corridors, Geneva Avenue and Mission Street, two regional shopping centers, and several suburban office/retail malls comprise the landscape. Physically, the City is divided roughly in half by Interstate 280, completed in 1955, and there exist significant differences between the eastern and western portions of the City divided by the interstate. While the area east of I-280 is comprised mostly of older neighborhoods developed mostly with medium-density single family housing, the area west of the interstate is relatively newer, mostly developed after 1949, consisting of lower-density, single family homes and higher density apartment complexes concentrated around commercial centers.

In addition, Daly City offers a wide variety of recreational and leisure activities that are available for all ages. Public recreation sites span the community, including tot lots and parks, which combined encompass approximately 83 acres. Daly City has seven miles of Pacific coastline, much of which is accessible to the public. San Bruno Mountain, with 2,063 acres of diverse parkland, offers spectacular views of the entire Bay Area and the Pacific Ocean. Lake Merced Golf and Country Club is located within Daly City and the Olympic Country Club and the San Francisco Golf Club are adjacent to Daly City's northern boundary.

Circulation and Transit

Interstate 280 (Junipero Serra Freeway), Routes 35 (Skyline Boulevard) and 82 (El Camino Real/Mission Street), and Coast Highway 1 (Cabrillo Highway) all run through Daly City, providing convenient access and travel to San Francisco, the Peninsula, and the rest of the Bay Area. Major arterial roadways in the city include John Daly Boulevard, Southgate Avenue, Eastmoor Avenue, and Gellert Boulevard. In addition to the local and regional roadway network, Daly City is served by the following public transit systems:

Bay Area Rapid Transit (BART)

Daly City Station. Commencing service in 1973, the Daly City BART station is located at the intersection of I-280 and John Daly Boulevard, at the border of San Francisco and San Mateo Counties. This station is used heavily by commuters traveling to downtown San Francisco and the East Bay, as well as students attending San Francisco State University located one mile north of the station.

Interstate 280 divides the station area, offering easy auto access, but creating a barrier to walking and biking from the north and west. Travel from the Westlake neighborhood on the north side of John Daly Boulevard can be particularly cumbersome. This is primarily due to the indirect pedestrian route to the station caused by Interstate 280 on- and off-ramps, which make the provision of a freeway overcrossing on the north side of John Daly Boulevard extremely difficult.

This, in combination with other factors, result in the Daly City station being among the lowest in the BART system in the share of commuters biking to the station (BART Station Access Plan, 2002). It is estimated that only 0.5 percent of BART riders get from their homes to the Daly City BART station by bicycle, compared to 12 percent by walking and 17 percent by transit. As a result of the low bike access, bike racks tend to be relatively empty. In mid-2002, they were measured to be at an extremely low two percent of capacity. Bike lockers, which often require getting on a long wait list at other stations, have historically been available at the Daly City station in large quantity. Partly as a result of this low bike mode split, the BART Bicycle Access and Parking Plan ranked the growth potential for bikes at Daly City as “low”.

There are some inherent difficulties in biking to this station that include the presence of the highway, narrow residential streets, the foggy and windy climate, and steep terrain. However, a primary barrier may be the absence of dedicated bike lanes leading to and from the station. John Daly Boulevard and Junipero Serra Boulevard are both wide arterials that are not conducive to on-street bicycle travel. Another barrier may be bicycle access to the BART station from the western and southern neighborhoods requires either riding in elevators or taking the stairs at either end of the pedestrian tunnel. Riding in the elevators at both ends of the pedestrian tunnel can be time consuming, while taking the stairs at both ends is a physical challenge. Improved bicycle access to the BART station would greatly benefit bicyclists.

Colma Station. The second and newer station, the Colma BART station, is located at D Street, east of I-280 in Unincorporated Colma, adjacent to Daly City. There are bicycle racks and 22 lockers available at the Colma Station.

SamTrans

SamTrans operates an overall fixed route bus system of 82 routes with a service area of 150 square miles. SamTrans operates 14 fixed bus routes in Daly City with 14 routes directly serving the BART station. Four of the fixed bus routes have vehicles equipped with handicapped access and one route is an express route which runs along Interstate 280 directly into San Francisco.

SamTrans buses are equipped with bike racks, which hold a maximum of two bikes. Two additional bikes are still being allowed inside the bus, depending on passenger loads. Only single-rider, two-wheel bicycles are permitted. There is no age limit for riders using the bike racks or bringing bikes on board the bus. However, riders must be able to load and unload their bikes without help from the operator.

San Francisco Municipal Railway (Muni)

Municipal Railways of the City and County of San Francisco (Muni) operates five routes into Daly City. Route 28-19th Avenue and route 54-Felton serve the Daly City BART station, as does the 14-Mission route. Routes 8-Bayshore Express and 9-San Bruno serve the Bayshore neighborhood. Of the three routes that serve the Daly City BART station, the 28-19th Avenue has the highest number of passengers.

Pedestrian Circulation

The pedestrian circulation system in Daly City has been determined by the type and extent of land uses within the City. In the older areas of the City, most notably the Original Daly City and Crocker neighborhoods, commercial land uses are integrated with residential uses in the form of corner grocery stores that are easily accessed by walking rather than driving. The central location of Mission Street within these two neighborhoods also provides the residents with commercial uses within walking distance. However, in the newer areas such as the St. Francis Heights and Serramonte neighborhoods, commercial uses are concentrated in small neighborhood serving commercial shopping centers which are more easily accessed by automobile or bus, therefore restricting pedestrian access.

There are several hiking trails in Daly City. Most notably is the coastline trail which runs north to south along the Pacific coastline and closely follows the abandoned Highway 1 right-of-way. Other hiking trails in the city are located around San Bruno Mountain and provide access to San Bruno Mountain State and County Park. Although opportunities for new full-length trail development are limited, the development of a coastline trail would provide better access to Daly City's scenic coastal resources. In addition, the continued inclusion of pedestrian access easements in new developments located around San Bruno Mountain that provide links to the extensive trail system in the San Bruno Mountain State and County park would further promote hiking and a recreational activity in the City.

Bicycle Infrastructure

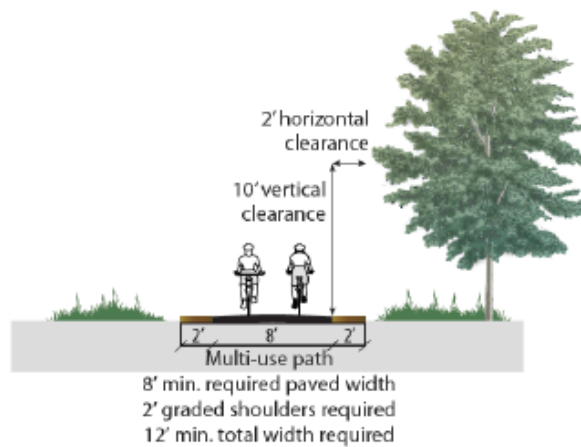
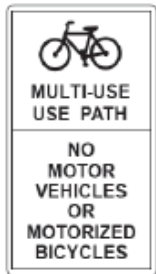
Bicycle infrastructure in Daly City is governed by design standards developed by the California Department of Transportation (Caltrans). Figure BPP-1 illustrates Caltrans' three types of bikeways as defined by the Highway Design Manual: Multi-Use Path (Class I) allows for two-way, off-street bicycle use and may be used by pedestrians, skaters, people in wheelchairs, joggers and other non-motorized users. Bike lanes (Class II) are defined as a portion of the roadway designated by striping, signage, and pavement markings for the preferential or exclusive use of bicyclists. Bike lanes are generally appropriate for major arterial and collector roadways and are five to seven feet wide. Bike Routes (Class III) are defined as streets shared with motor vehicles and signed for bicyclists. They are appropriate for roads with low speeds and traffic volumes, however, can be used on higher volume roads that have wide outside lanes or shoulders.

In addition, Shared Roadway Bicycle Markings are included in the California Manual of Uniform Traffic Control Devices as an additional treatment for bike routes, and are currently approved in conjunction with on-street parking. The shared roadway bicycle marking (can serve a number of purposes, such as making motorists aware of the need to share the road with bicyclists, showing bicyclists the direction of travel, and, with proper placement, reminding bicyclists to bike further from parked cars to prevent "dooring" collisions.

Figure BPP-1: Caltrans Design Standards for Bicycle Facilities

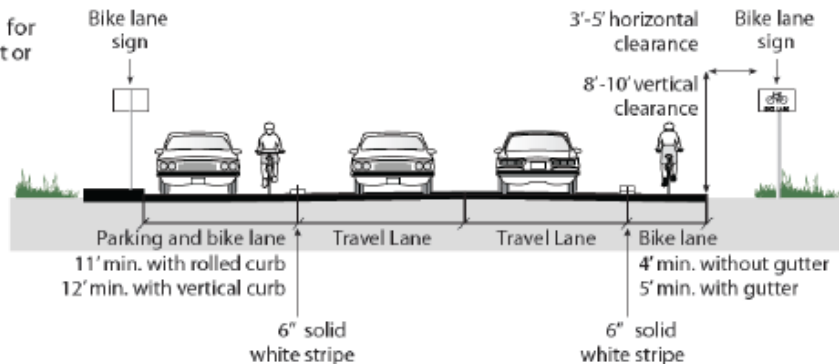
**CLASS I
Multi-Use Path**

Provides a completely separated right of way for the exclusive use of bicycles and pedestrians with crossflow minimized.



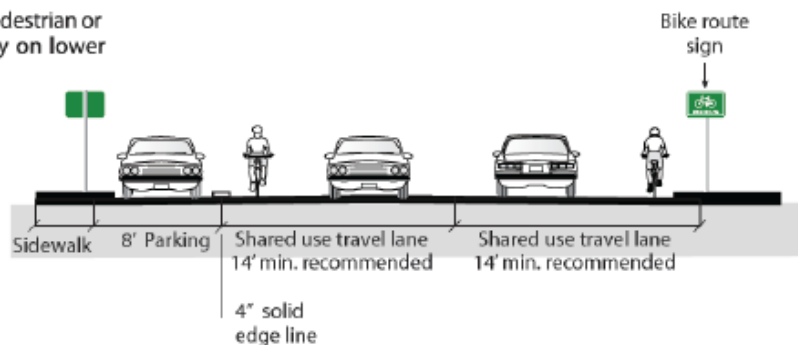
**CLASS II
Bike Lane**

Provides a striped lane for one-way bike travel on a street or highway.



**CLASS III
Bike Route
Signed Shared Roadway**

Provides for shared use with pedestrian or motor vehicle traffic, typically on lower volume roadways.



Source: San Mateo County Comprehensive Bicycle and Pedestrian Plan

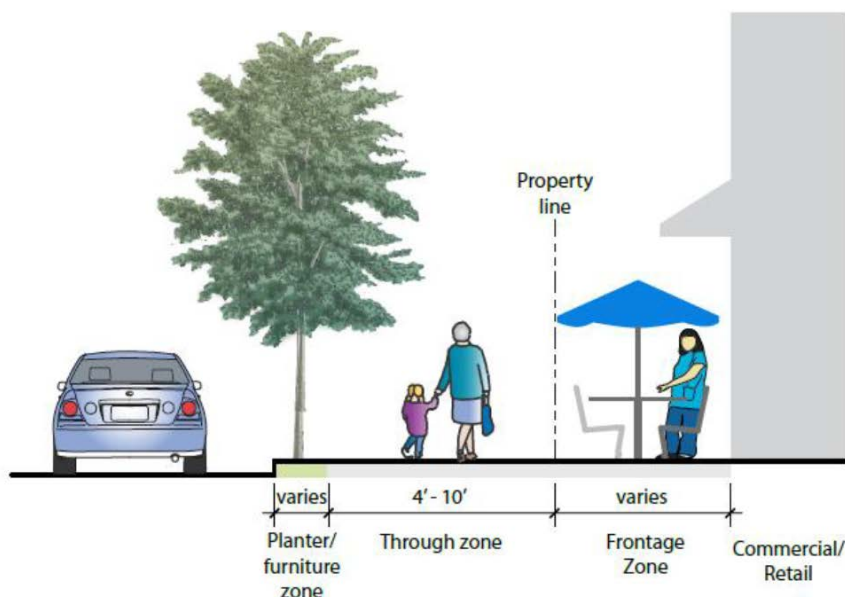
Existing bicycle facilities in Daly City consist of the following:

- Class I off-street path along the south side of John Daly Boulevard (between Ashland Drive and Sheffield Drive)
- Class II bicycle lane on Lake Merced Boulevard (between Glenwood Avenue and John Muir Drive)
- Class II bicycle lane on Southgate Avenue (between Crestwood Drive and St. Francis Boulevard)
- Class II bicycle lane on Serramonte Boulevard (between Callan Boulevard and Serramonte West entrance)
- Class II bicycle lane on Gellert Boulevard (between Hickey Boulevard and King Drive)
- Class II bicycle lane on Callan Boulevard (between Serramonte Boulevard and King Drive)
- Class II bicycle lane on King Drive (between Skyline Boulevard and Junipero Serra Boulevard)
- Class II bicycle lane on Westmoor Avenue (between Southgate Avenue and Baldwin Avenue)
- Class III bicycle route on Southgate Avenue (between St. Francis Boulevard and Junipero Serra Boulevard)
- Class III bicycle route on Gellert Boulevard (between Serramonte Boulevard and Hickey Boulevard)
- Class III bicycle route on Callan Boulevard (between Southgate Avenue and Serramonte Boulevard)
- Class III on Skyline Highway

Pedestrian Infrastructure

Pedestrian infrastructure addressed by this Plan includes shared use paths, pedestrian-only paths, bicycle and pedestrian bridges, sidewalks, and other public spaces. Depending on the location and available right-of-way, sidewalks consist of one or multiple zones (see Figure BPP-1). Each zone is defined by the predominant activity or feature that occurs there. The Americans with Disabilities Act Accessibility Guidelines (ADAAG) governs the minimum design for pedestrian facilities in the public right-of-way, and requires a minimum clear width of 36 inches.

Figure BPP-2: Sidewalk Zones



Source: San Mateo County Comprehensive Bicycle and Pedestrian Plan

Pedestrian support facilities include amenities and infrastructure supporting pedestrian travel. Support facilities include, but are not limited to, pedestrian countdown signals and push-buttons, crosswalk markings, warning signage, street furniture, lighting, and wayfinding signage. Support facilities for pedestrians include wayfinding and signage, street furniture, street trees and pedestrian scale lighting. Providing amenities for pedestrians along their route makes for a more enjoyable and comfortable walking experience, thus encouraging more walking. Amenities are an essential aspect of street infrastructure that makes pedestrians a priority within the streetscape. These elements enhance the pedestrian realm by serving as functional aspects that serve the needs of walkers while enhancing the character of the street.

Safety and Education Programs

Naturally, education is a key component of promoting cycling because it can help reduce accidents and increase cyclist's confidence and urban riding skills. Teaching children riding skills can improve their safety now, and encourage them to ride more in the future.

Education Programs

The Daly City Police Department offers a comprehensive Youth Bicycle Safety Program for the residents of Daly City. In addition, as part of a comprehensive traffic safety program, the Police Department visits elementary schools throughout the year, offering "Bicycle Rodeos", where children are taught to ride their bicycles safely through a combination of classroom learning, reviewing safety videos, and a planned obstacle course. Rodeos are valuable for young "pre-bicycle-driving" children and also for reaching parents and encouraging helmet use and proper fitting. Bicycle helmets were provided to those in need, free of charge. In addition, an essay contest on bike safety is held, with winners of the contest receiving a free bicycle.



The Police Department's Neighborhood Resource Officers and Community Policing Unit work with local school districts to develop a bicycle helmet policy, and provide bicycle safety inspections and information on bike and pedestrian safety.

Accident Rates

Accident data provided by the Daly City Police Department indicate that during the four-year period between January 2009 and May 2012, there were 39 auto-related accidents involving a bicyclist, five of which resulted in severe injury. There were no fatal injuries during this period. Similarly, during the same period, there were 181 auto accidents involving pedestrians, 25 of which resulted in severe injury. The sole fatality during this time period occurred at the intersection of Skyline Drive and Hickey Boulevard. One of the main objectives of the City's Comprehensive Traffic Safety Program is to reduce the number of bicycle accidents, especially those involving children. The locations of the bicycle and pedestrian accidents are identified in Figures BPP-3 and BPP-4, respectively.

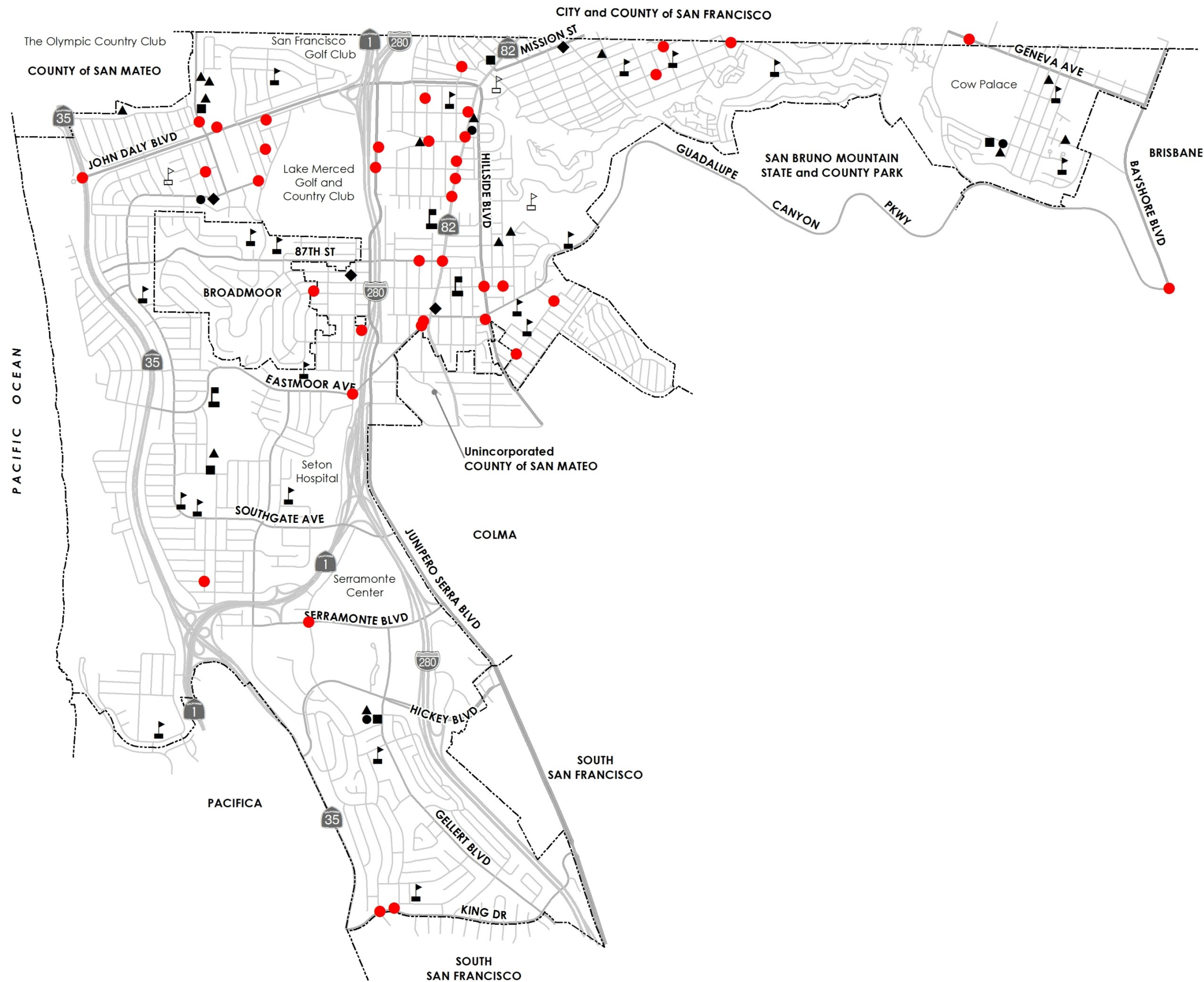


Figure BPP-3
**COLLISIONS INVOLVING
AUTOS AND BICYCLES**

**CITY OF DALY CITY
BICYCLE AND
PEDESTRIAN
MASTER PLAN**



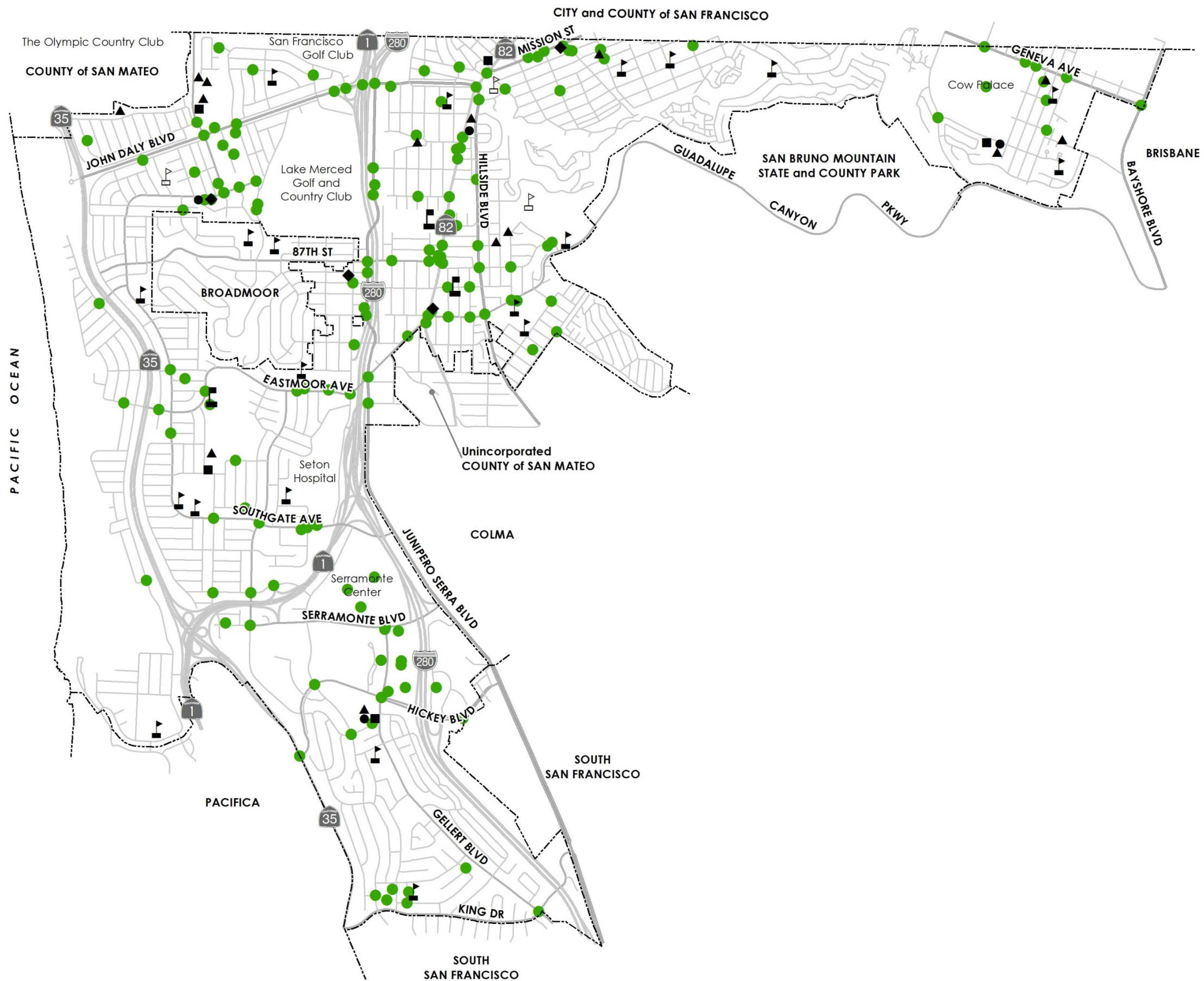
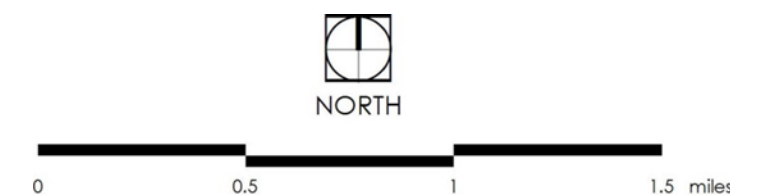


Figure BPP-4
**COLLISIONS INVOLVING
 AUTOS AND PEDESTRIANS**

● Pedestrian-Involved Collisions

**CITY OF DALY CITY
 BICYCLE AND
 PEDESTRIAN
 MASTER PLAN**



Proposed Bicycle Facilities

The Bicycle Network Map provided in Figure X illustrates both existing bicycle facilities and proposed bicycle facility improvements, together with pedestrian improvements identified in the General Plan Circulation Element. The following criteria were used to select the bikeways designated on the map:

1. Curb-to-curb street width;
2. Topography;
3. Traffic volumes and speeds;
4. Amount of side conflict (driveways, side streets);
5. Number of destinations served (BART stations, schools, libraries, parks, commercial centers and/or employment centers); and
6. Integration and connectivity to and/or comprise part of an existing, planned, or proposed County, Regional, and Bay Trail bikeway system.

The following identifies the City's top five priorities in implementing the bicycle and pedestrian improvements identified in Figure X. The purpose for this prioritization is to allow the City to determine how best to utilize limited funds and implement efforts where they will provide the greatest community benefits.

Priority One: John Daly Boulevard – provide signing and pavement markings designating a Class III bikeway between Sheffield Drive and Mission Street. The bikeway would connect to an existing Class I bike path. Once completed, the bikeway would provide an east-west route that connects the Top of the Hill to the Daly City BART station and Westlake Shopping Center.

Priority Two: State Route 82 (Mission Street/San Jose Avenue) – provide signing and pavement markings designating a Class III bikeway between the City Limit lines. As part of the Grand Boulevard Initiative, a four foot wide area between the travel lane and parking lane is provided along most of State Route 82. Once completed, the bikeway would provide a north-south route between San Francisco and the rest of San Mateo County.

Priority Three: Geneva Avenue – provide signing and pavement markings designating Class II bike lanes between Santos Street and Bayshore Boulevard. Once completed, the bike lanes would close the gap between the existing bike lanes on Geneva Avenue (west of Santos Street) and on Bayshore Boulevard.

Priority Four: Junipero Serra Boulevard – provide signing and pavement markings designating a Class III bikeway between the City Limit and John Daly Boulevard. The bikeway would connect to existing Class II bike lanes in Colma. Once completed, the bikeway would provide a north-south route between Colma and Daly City BART stations.

Priority Five: Pedestrian connection at John Daly Boulevard/Skyline Boulevard – construct pathway from North Mayfair Avenue to the northeast corner of John Daly Boulevard/Skyline Boulevard. Construct sidewalk on the north side of John Daly Boulevard between Eastgate Drive and Skyline Boulevard.

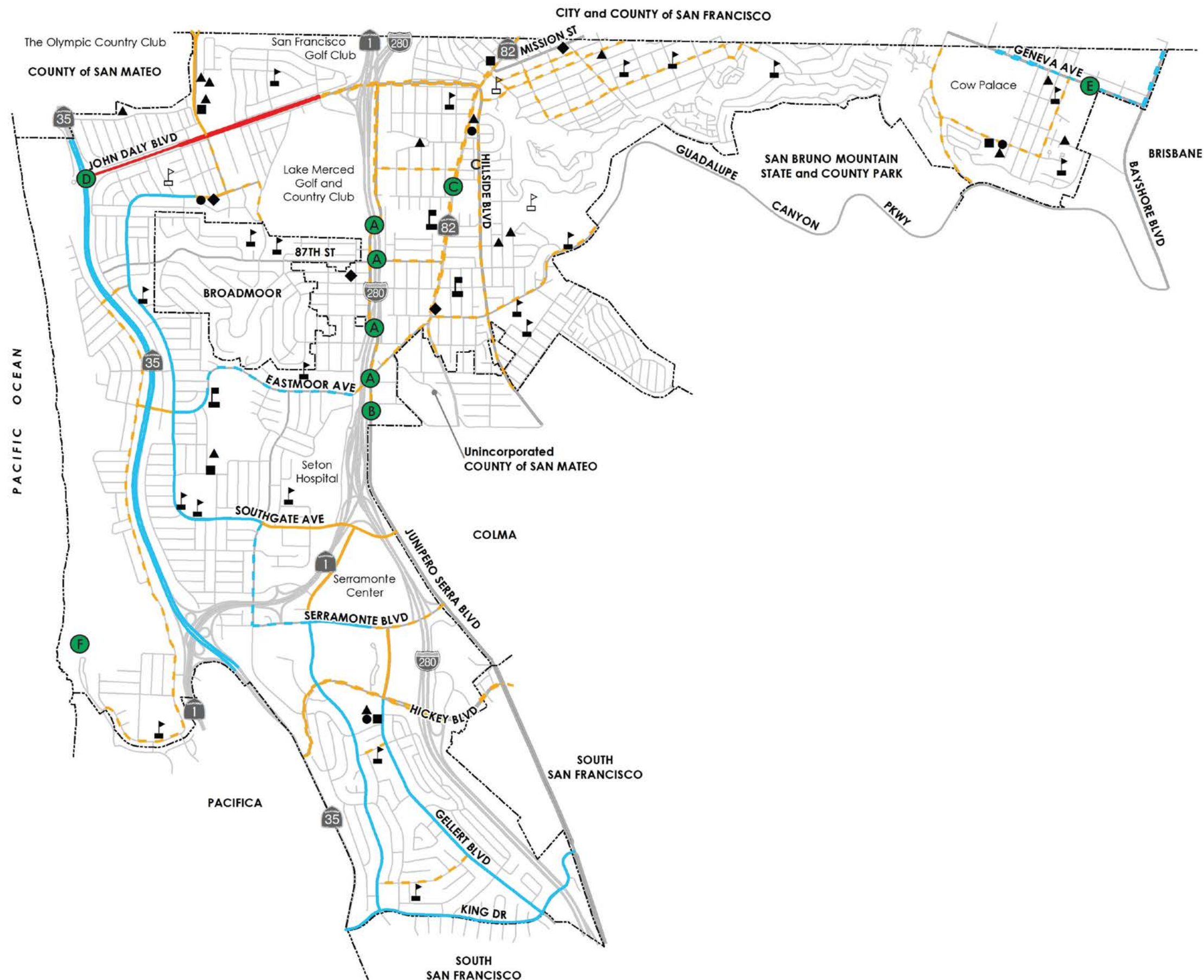


Figure BPP-5
**FUTURE BICYCLE AND
 PEDESTRIAN
 IMPROVEMENTS**

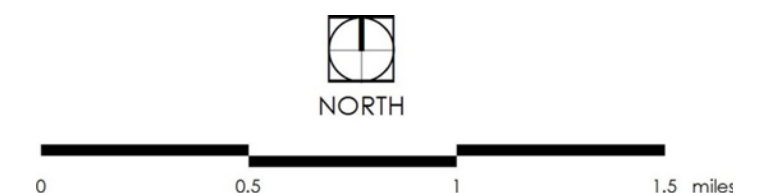
Bicycle improvements:

	Existing	Proposed*
Class I	—	- - -
Class II	—	- - -
Class III	—	- - -

Pedestrian improvements:

- A I-280 overcrossing improvements
- B Junipero Serra sidewalk extension
- C Mission Street pedestrian improvements
- D Thornton Beach access pathway
- E Geneva Avenue pedestrian improvements
- F Mussel Rock Park trail improvements

CITY OF DALY CITY BICYCLE AND PEDESTRIAN MASTER PLAN



Goals, Policies, and Tasks

This chapter presents the goal, policies, and specific tasks to support bicycling and walking in Daly City, and to effectively implement the physical improvements necessary to achieve an effective bicycle and pedestrian network in Daly City.

Goal

The following goal reflects an end-condition which communicates what bicycling and walking will be like in Daly City in the future upon implementation of projects contained in the BPP:

Daly City has an interconnected system of safe, convenient and universally accessible bicycle and pedestrian facilities, for both transportation and recreation. These facilities provide access to jobs, homes, schools, transit, shopping, community facilities, parks and regional trails throughout Daly City. At the same time, the City has strengthened its network of vibrant, higher-density, mixed-use and transit-accessible neighborhoods, that enable people to meet their daily needs without access to a car. As a result, many more people in Daly City ride bicycles and walk, making our transportation system more balanced, equitable and sustainable. More bicycling and walking have reduced automobile dependence, traffic congestion, pollution and the county's carbon footprint while increasing mobility options, promoting healthy lifestyles, saving residents money and fostering social interaction.

Policies and Tasks

The following policies and tasks reflect all of the policies and tasks contained within the City's General Plan Circulation Element pertaining to bicycles and pedestrians. The eleven policies presented here are broad statements of purpose, each addressing separate topic designed to support implementation of the long-term vision for bicycling and walking in the county. The goals set the overall directions for efforts to improve non-motorized transportation

Policy 1: View transportation improvements (new and retrofit) as opportunities to improve safety, access, and mobility for all travelers and recognize bicycle, pedestrian, and transit modes as integral elements of the transportation system (see General Plan Circulation Element Policy CE-13).

Task 1-1: As part of the comprehensive infrastructure and streetscape plan for the Geneva Avenue Corridor (see Task LU-2.1B), ensure that both public and private improvements provide significant accommodation of both pedestrian and bicycle transportation modes (see General Plan Circulation Element Policy CE-13.1).

Task 1-2: Continue to participate in the effort of the Grand Boulevard Initiative for Mission Street and, when considering the design of Mission Street pedestrian improvements, seek to implement the street design guidelines identified by the Grand Boulevard Multimodal Transportation Corridor Plan (see General Plan Circulation Element Policy CE-13.2).

Task 1-3: Consider impacts to the existing and future bicycle and pedestrian network when completing environmental review for private development projects, and require mitigation measures where necessary and reasonable to ensure that these systems are not impacted (see General Plan Circulation Element Policy CE-13.3).

Task 1-4: Ensure that as part of any reassessment of the City's Development Impact Fee (AB1600) that adequate and commensurate money is collected and distributed to City projects involving the expansion of Daly City's pedestrian and bicycle network. The amount of this allocation shall be determined at the time of the fee reassessment, should a reassessment occur (see General Plan Circulation Element Policy CE-13.4).

Task 1-5: As part of the effort to unify the Zoning Ordinance into a more broad set of development regulations (as identified in Policy LU 4.1C), review the City's public improvement (i.e., street, curb, sidewalk) standards to ensure that safe and effective bicycle and pedestrian circulation is accommodated to the same extent as the automobile (see General Plan Circulation Element Policy CE-13.5).

Policy 2: **Actively comment on the environmental reviews completed by other public agencies and quasi-public agencies desiring to undertake projects within Daly City in an effort to ensure impacts to pedestrian and bicycle circulation systems are not impacted (see General Plan Circulation Element Policy CE-14).**

Task 2-1: As part of any City involvement in or comments provided for the Geneva Avenue connection with the Candlestick Highway 101 Interchange and/or redevelopment of the Brisbane Baylands, work toward the inclusion of the both pedestrian and bicycle transportation modes that, at a minimum, extend those identified in the Geneva Avenue infrastructure plan, and/or Daly City Bicycle Route Map (see General Plan Circulation Element Policy CE-14.1).

Policy 3: **Ensure the new buildings along Mission Street and Geneva Avenue are situated so that they are easily accessible by pedestrians (see General Plan Circulation Element Policy CE-15).**

Task 3-1: Explore amendments to the Zoning Ordinance to provide for maximum setbacks along Mission Street and Geneva Avenue, consistent with any City-adopted urban design plan, and which disallow parking within any provided front setback area (see General Plan Circulation Element Policy CE-15.1).

Task 3-2: Amend the Zoning Ordinance to require, in new development projects located along either Mission Street or Geneva Avenue, that all parking spaces provided for projects located be either underground or placed behind buildings (see General Plan Circulation Element Policy CE-15.2).

Policy 4: **Strengthen pedestrian access between and within residential areas and schools, commercial areas, recreational facilities, transit centers, and major activity centers in the City (see General Plan Circulation Element Policy CE-16).**

Task 4-1: Ensure that the prioritized bicycle and pedestrian improvements identified in the Bicycle and Pedestrian Master Plan are included in the City's Capital Improvement Program (CIP).

Task 4-2: Improve pedestrian safety by providing adequate separation of pedestrian and motor vehicle traffic. This includes making provisions for sidewalks on

newly constructed or existing roads and constructing pedestrian overcrossings in areas of heavy pedestrian and vehicular traffic (see General Plan Circulation Element Task CE-16.3).

Task 4-3: Make street crossings easier and more accessible to pedestrians by widening sidewalks, medians, installing bulb-outs, and/or allowing more time for pedestrians to cross the street (see General Plan Circulation Element Task CE-16.4).

Task 4-4: Consider developing parking lot design guidelines for shopping center parking lots exceeding a certain size that maximizes safe pedestrian access from perimeter sidewalks, parking lots to storefronts, and between storefronts (see General Plan Circulation Element Task CE-16.5).

Task 4-5: Work with BART on providing safe pedestrian access to and from the Daly City BART Station that utilizes existing street level crossings on John Daly Boulevard and maximizes either existing or future grade separated crossing(s) at this location (see General Plan Circulation Element Task CE-16.6).

Task 4-6: Evaluate increasing the City standard for new sidewalk construction to at least five (5) feet wide in an effort to increase sidewalk usability for pedestrians with strollers, wheelchairs, and other walking assistance devices (see General Plan Circulation Element Task CE-16.7).

Task 4-7: Explore amendments to the Zoning Ordinance which would require increased sidewalk dedication along roadways where existing sidewalk width has been determined by the City to be inadequate and/or less than optimal (see General Plan Circulation Element Task CE-16.8).

Task 4-8: Require as a condition of development/redevelopment project approval the provision of sidewalks and wheelchair ramps where lacking, repair or replacement of damaged sidewalks, and sidewalks that link directly to building entrances (see General Plan Circulation Element Task CE-16.9).

Task 4-9: Develop a policy which minimizes the number of curb-cuts along arterial and collector roadways (see General Plan Circulation Element Task CE-16.10).

Policy 5: **Work with local school districts to implement projects and activities that promote walking to school among students, parents, and staff (see General Plan Circulation Element Policy CE-17).**

Task 5-1: Invite school districts in Daly City to participate in the Bicycle and Pedestrian Advisory Committee (see General Plan Circulation Element Task CE-17.1).

Policy 6: **Continue to install and maintain bicycle facilities throughout the city (see General Plan Circulation Element Policy CE-18).**

Task 6-1: Implement bicycle route improvements, which include signing, striping, paving and provision of bicycle facilities at employment sites, shopping centers, schools, and public facilities (see General Plan Circulation Element Task CE-18.2).

Task 6-2: Program for and undertake improvements to develop Mussel Rock Park as a passive recreational area for community use (see also General Plan Resource Management Task RME-12.1. All improvements within the Park shall be in substantial

conformance with a Public Access Management Plan prepared for the site which shall include the following:

1. Public access paths provided in such a way as to ensure connectivity, maximize utility, and provide access along the entirety of the park site.
2. Public access amenities (such as benches, table and chairs, bicycle racks, trash and recycling receptacles, etc.), including benches in the public view overlook at appropriate locations.
3. Public access signs to facilitate, manage, and provide public access to the park, including the provision of directional signs.
4. At a minimum, two interpretive panels relevant to the site shall be provided at locations that maximize their utility.

Task 6-3: Fully support the provision of a bicycle rental vendor should BART decide to include such a vendor in its facility.

Task 6-4: Continue to work with Caltrans to ensure that all shoulders where bicyclists ride are maintained free of obstructions that could impair bicycle use.

Policy 7: **Take proactive steps to ensure that owning and using a bicycle in Daly City is a viable transportation option (see General Plan Circulation Element Policy CE-13).**

Task 7-1: Require the provision of secure covered bicycle parking for large multifamily residential, commercial and office/institutional uses, and other key destinations, including public facilities such as transit stations. The requirement for such provision shall be detailed in the Zoning Ordinance and may be implemented through either code compliance during major remodel or environmental review undertaken as a part of the California Environmental Quality Act (see General Plan Circulation Element Task CE-19.1).

Task 7-2: Encourage provision of showers and lockers for employees as a part of all non-residential development by providing within the Zoning Ordinance a pre-specified parking reduction for projects that provide such facilities in perpetuity (see General Plan Circulation Element Task CE-19.2).

Task 7-3: Pursue regional funding and other sources for new bikeways to the extent possible under federal and State law (see General Plan Circulation Element Task CE-19.3).

Task 7-4: Work with transit providers to ensure that transit facilities are equipped with adequate bicycle carrying capacity (see General Plan Circulation Element Task CE-19.4).

Task 7-5: Work with local school districts to implement projects and activities that promote bicycling to school among students, parents, and staff (see General Plan Circulation Element Task CE-19.5).

Policy 8: **Integrate Complete Streets infrastructure and design features into street design and private construction to create safe and inviting environments for people to walk, bicycle, and use public transportation (see General Plan Circulation Element Policy CE-20).**

Task 8-1: In the design of any new roadway and as a part of any development review, ensure that adequate infrastructure is included that promotes a safe and convenient means of travel for all users. This shall include the provision of sidewalks, shared use paths, and, where practical, bicycle lanes (see General Plan Circulation Element Task CE-20.1).

Task 8-2: In the review of new residential subdivisions, ensure that sidewalks are provided on both sides of the street where site conditions allow, whether the new street is public or private. Where determined feasible by the City and where minimum lot size can be maintained, new residential development shall provide separated sidewalks to ensure the comfortable and attractive sidewalks. The City shall update and provide a standard cross-section for separated sidewalk to developers (see General Plan Circulation Element Task CE-20.2).

Task 8-3: Require that new subdivisions be designed to minimize the use of cul-de-sacs, unless pedestrian connections are provided in perpetuity between cul-de-sac ends (see General Plan Circulation Element Task CE-20.3).

Task 8-4: Require during the design review of all new public or private parking lots and driveways the incorporation of raised sidewalks providing access from the City sidewalk adjoining the development to site interior or, in the case of non-residential development, to the proposed store- or office-front(s) (see General Plan Circulation Element Task CE-20.4).

Task 8-5: Include infrastructure in new public roadway projects that facilitates safe crossing of the right-of-way, such as accessible curb ramps, crosswalks, refuge islands, and, where necessary, pedestrian signals; such infrastructure must meet the needs of people with different types of disabilities and people of different ages (see General Plan Circulation Element Task CE-20.5).

Task 8-6: Give strong consideration to mid-block pedestrian crossings where these crossings can be implemented safely and provide facilitate a direct pedestrian connection between properties and uses (see General Plan Circulation Element Task CE-20.6).

Task 8-7: As a part of all new development, require, where appropriate, the provision of pedestrian-oriented signs, pedestrian-scale lighting, benches, and other street furniture so as to make non-motorized forms of travel comfortable and attractive alternatives to the automobile. Where necessary in new development, the City may require additional sidewalk and/or right-of-way width to accommodate these amenities (see General Plan Circulation Element Task CE-20.7).

Task 8-8: Ensure that sidewalks, crosswalks, public transportation stops and facilities, and other aspects of the transportation right-of-way are compliant with the Americans with Disabilities Act and meet the needs of people with different types of disabilities, including mobility impairments, vision impairments, hearing impairments, and others (see General Plan Circulation Element Task CE-20.8).

Task 8-9: Incorporate multimodal improvements into pavement resurfacing, restriping, and signalization operations where the safety and convenience of users can be improved within the scope of the work (see General Plan Circulation Element Task CE-20.9).

Task 8-10 In any assessment, collection, and/or distribution of AB1600 funds, consider the implementation of City projects that further the provision of Complete Streets in Daly City (see General Plan Circulation Element Task CE-20.10).

Policy 9: **Provide children with safe and appealing opportunities for walking and bicycling to school in order to decrease rush hour traffic and fossil fuel consumption, encourage exercise and healthy living habits in children, and reduce the risk of injury to children through traffic collisions near schools (see General Plan Circulation Element Policy CE-21).**

Task 9-1: Work with the school districts in Daly City to pursue encouragement programs such as Walk and Bike to School Days, as well as “Walking School Bus”/“Bike Train” programs at elementary schools, where parents take turns accompanying a group of children to school on foot or via bicycle (see General Plan Circulation Element Task CE-21.1).

Task 9-2: Work with the school districts in Daly City and advocates to obtain Safe Routes to School funding to implement educational programs (see General Plan Circulation Element Task CE-21.2).

Task 9-3: Work with the school districts in Daly City to encourage educational programs that teach students safe walking and bicycling behaviors, and educate parents and drivers in the community about the importance of safe driving (see General Plan Circulation Element Task CE-21.3).

Task 9-4: Enforce speed limits and traffic laws, assist in ensuring safe crossings, and promote safe travel behavior within the schools (see General Plan Circulation Element Policy Task CE-21.4).

Policy 10: **Prioritize safety and roadway improvements around schools (see General Plan Circulation Element Policy CE-22).**

Task 10-1: Pursue Safe Routes to School funding to implement infrastructure improvements that facilitate safe travel to school sites (see General Plan Circulation Element Task CE-22.1).

Task 10.2: Include specific improvements for Mussel Rock Park in the City's Capital Improvement Program.

APPENDIX A – BICYCLE PLAN MANDATORY ELEMENTS

California law requires that bicycle plans prepared by local jurisdictions include eleven distinct components in order to qualify for funding from the State Bicycle Lane Account under the California Bicycle Transportation Act. This appendix details how this plan conforms to the State's requirements.

a) The estimated number of existing bicycle commuters in the plan area and the estimated increase in the number of bicycle commuters resulting from implementation of the plan.

According to the 2010 Census transportation-to-work data, only 0.1 percent of Daly City's population commuted to work by bicycle. These numbers do not take into account trips by school children. Likely reasons for the relatively low number of bicycle commuters including the following:

- Absence of designated bicycle routes within the City;
- Alternative modes of transportation (BART, SamTrans, Muni) may be limiting the appeal of bicycle commuting; and
- Steep grades

The City estimates that the implementation of key bicycle lanes and routes could increase bicycle ridership in those neighborhoods served by these future routes and lanes. While the existing numbers of bicycle users is not precisely known, the City estimates that the extensive route and lane improvements identified in the plan could increase ridership by between 15 and 20 percent.

b) A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, and major employment centers.

The Daly City General Plan includes a map and description of land uses, in addition to information on population and density. The City's general plan is hereby incorporated by reference into the City's Bicycle and Pedestrian Master Plan.

c) A map and description of existing and proposed bikeways.

Daly City's existing bikeways are described in the *Proposed Bicycle Facilities* section of this document, and shown in Figure BPP-5 of this Plan. The proposed bikeways are described in this section and map.

d) A map and description of existing and proposed end-of-trip bicycle parking facilities. These shall include, but not be limited to, parking at schools, shopping centers, public buildings, and major employment centers.

An inventory of bicycle parking facilities is provided in Appendix B.

e) A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.

Facilities for transportation connections are described in the *Existing Conditions* section of the Draft Plan. Also, please see Appendix B, Bicycle Parking Facilities.

- f) **A map and description of existing and proposed facilities for changing and storing clothes and equipment. These shall include, but not be limited to, locker, restroom, and shower facilities near bicycle parking facilities.**

There are currently no changing facilities available other than those voluntarily provided by employers.

- g) **A description of bicycle safety and education programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the Vehicle Code pertaining to bicycle operation, and the resulting effect on accidents involving bicyclists.**

Bicycle accident statistics and City-sponsored safety and education programs are discussed in the *Existing Conditions* section of the plan.

- h) **A description of the extent of citizen and community involvement in development of the plan, including, but not limited to, letters of support.**

This plan was developed through a public participation process that included the City's Bicycle Pedestrian Advisory Committee (BPAC), which discussed the plan components in July and November 2012. The Committee refined the Draft Plan and, together with City staff, established a list of priority projects. A public workshop to discuss the Draft Plan was held in December 2012. A copy of the comment letters provided as an outcome of the workshop is provided in Appendix C.

- i) **A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, programs that provide incentives for bicycle commuting.**

Appendix D describes the relationship between this Bicycle Plan and local and regional transportation, air quality, and energy plans including the Daly City General Plan, the San Mateo County Comprehensive Bicycle and Pedestrian Plan (March 2011), the Countywide Transportation Plan, and San Mateo County Congestion Management Program. This Bicycle Plan is compatible with all of the above plans.

- j) **A description of the projects proposed in the plan and a listing of their priorities for implementation.**

Descriptions of the proposed bicycle facilities are contained in the *Proposed Bicycle Facilities* section of the Draft Plan. A list of bikeway and pedestrian enhancements that have been given immediate priority are identified in the same section.

- k) **A description of past expenditures for bicycle facilities and future financial needs for projects that improve safety and convenience for bicycle commuters in the plan area.**

Past Expenditures - In the last ten years, Daly City has spent approximately \$ 65,000 on planning for bicycle facilities (staff and consultant time), and approximately \$ 492,000 on the construction of new bicycle facilities, mostly on John Daly Boulevard.

Future Financial Needs - Appendix E identifies Daly City's priority bicycle enhancement projects and includes preliminary cost estimates for each project.

APPENDIX B – BICYCLE PARKING FACILITIES

Bicycle Transport and Parking/Transportation Connections	
<i>FACILITY</i>	<i>Number of Bicycles Accommodated</i>
Colma BART Station	40 rack spaces 22 lockers
Daly City BART Station	49 rack spaces 20 lockers

End of Trip Bicycle Parking Facilities	
<i>FACILITY</i>	<i>Number of Bicycles Accommodated</i>
<i>City Hall</i>	2
<i>Libraries</i>	
Bayshore	0
Serramonte	3-6
John Daly	0
Westlake	2
<i>Parks/Recreations Centers</i>	
Norwood Park	6
War Memorial Community Center	6
Westlake Community Center	6
<i>Schools</i>	
Bayshore School District	0
George Washington	15
Christopher Columbus	0
Jefferson High School	0
Thornton High School	0
Westmoor High School	10
<i>Commercial Centers</i>	
Serramonte Center	90
Mission Plaza	3
Westlake Shopping Center	0
Pacific Plaza	0
In 'n Out	3

APPENDIX C – COMMENT LETTERS



*Sierra Club Loma Prieta Chapter
Serving San Mateo, Santa Clara & San Benito Counties since 1933*

December 14, 2012

Michael VanLonkhuysen
mvanlonkhuysen@dalycity.org
Daly City Planning Division
333 90th Street
Daly City, CA 94015

RE: Comments on the Draft Bicycle and Pedestrian Master Plan

Dear Mr. VanLonkhuysen,

We commend the City staff and decision makers for creating a Draft Bicycle and Pedestrian Master Plan that includes policies to improve mobility and set priorities for future bicycle and pedestrian facilities throughout Daly City. We specifically commend the following:

- Daly City's commitment to prioritizing the implementation of bicycle and pedestrian improvements along major transit corridors.
- The commitment to recognizing bicycle, pedestrian, and transit modes as integral elements of the transportation system.
- Proactive steps to ensure bicycle usage is a viable transportation option.
- Providing children with safe opportunities for walking and bicycling to school in order to encourage healthy living habits.

We greatly appreciate the opportunity to comment on the Draft Bicycle and Pedestrian Master Plan and we respectfully submit the following recommendations for your consideration that we believe will strengthen the Plan.

We recommend the following suggestions for your Top Five Priority Areas:

1. **Pedestrian priority is the primary design criteria** for streets and public spaces, with bikes second, transit third and automobiles last, controlling speed wherever possible to create pedestrian convenience. San Francisco used these design criteria in their Better Streets Plan¹ (adopted December 2010) with linkages among the City for improved community life, access and mobility.

¹ http://www.sf-planning.org/ftp/BetterStreets/proposals.htm#Final_Plan

2. **Safe, comfortable bicycle lanes** at the five priority areas through grade separating, colored lanes, and landscaping. Additionally, having dedicated bicycle-only lanes on major corridors such as John Daly Blvd and Junipero Serra Blvd and bicycle boulevards at half mile frequency for urban bike trail system. The city of Montreal performed a study² of bicycle safety in separated bike lines versus the street. The study concluded that separated bike lanes are safer. A great example of this is in San Francisco, which provides dedicated bicycle lanes through physically separated colored lanes³.
3. **Include signage and direct connection** to designated bike lanes, routes or paths to create a “way-finding” system for pleasant and safe bike use, storage, and travel. A great example of this is the City of Oakland, which has developed design guidelines⁴ per their Bicycle Master Plan to implement signage that guide cyclists and provides a robust way-finding system.

We recommend the following suggestions for the Daly City and Colma BART stations:

4. **Traffic speed limited to 15 mph** maximum for streets within ¼ mile of transit areas. Many studies show that fatalities rise exponentially above 15 mph. The International Transportation Forum released a research report, *Pedestrian Safety, Urban Space and Health*⁵, that provides information on speed management and how to implement speed management measures. Lower speeds provide many benefits including the avoidance of collisions, decrease in the severity of injuries, and the reduction of environmental pollution and noise.
5. **Implement and improve bicycle and car share programs** to reduce the need for automobile ownership and the common issue in our region with the “last mile” once transit riders get to their transit stop. A pilot bicycle share program is kicking off in San Mateo County⁶ this year so including plans for having a program in Daly City is extremely realistic. From our research, we believe that Daly City could use additional car sharing spots at the Daly City BART station and the Colma BART station.

Thank you for considering our comments and recommendations for the Draft Bicycle and Pedestrian Master Plan. We are doing our best to encourage participation of residents in this planning process. Let us know if you have any questions and we look forward to working with you again in the future.

Respectfully submitted,

Megan Fluke Medeiros
Conservation Program Manager
megan.fluke.medeiros@sierraclub.org

² <http://momentummag.com/articles/separated-bike-lanes-vs-the-street-new-bike-injury-study/>

³ <http://www.sfgate.com/outdoors/bikeabouttown/article/S-F-getting-green-lanes-for-bikes-3998065.php>

⁴ <http://www2.oaklandnet.com/oakca1/groups/pwa/documents/report/oak025118.pdf>

⁵ http://www.keepeek.com/Digital-Asset-Management/oecd/transport/pedestrian-safety-urban-space-and-health_9789282103654-en

⁶ http://www.samtrans.com/Planning/Planning_and_Research/BikeSharingProgram.html

Michael Van Lonkhuysen

From: Del Schembari <bat025@yahoo.com>
Sent: Sunday, December 02, 2012 7:57 PM
To: Michael Van Lonkhuysen
Subject: Bicycle Master Plan

Categories: Mountainwatch

These are my comments for the bicycle Master plan:

As. Daly City home owner I strongly support changes in the 2004 draft to improve bicycle and pedestrian improvements throughout Daly City.

How can we make it easier for pedestrians and bicyclists to move from BART, the neighborhoods, to Samtrans?

Part of this I think to encourage pedestrian usage of Top of the Hill. With the wind and fog this might mean some type of ceiling cover for the entire intersection at Mission and John Daly Blvd.

Also, during off speak hours would it pay to have smaller transportation vehicles move people?

Thanks for hearing my thoughts on the subject!

Del Schembari
Owner: 255 Bellevue Ave. Daly City

The City will be introducing the Draft Bicycle and Pedestrian Master Plan (BPMP) as an update to the Bicycle Master Plan that was adopted in 2004. The new Draft BPMP now includes policies and public improvements targeted at assisting pedestrian mobility throughout Daly City. Additionally the Plan establishes priorities for future bicycle and pedestrian facilities in Daly City.

Sent from my iPad

APPENDIX D – RELATIONSHIP TO OTHER PLANS

Daly City General Plan

This Bicycle and Pedestrian Master Plan incorporates the policies contained in the Circulation Element of the Daly City General Plan related to bicycle and pedestrian use of the public right-of-way. The Circulation Element also includes a map of existing and proposed bikeway routes identified in this plan.

San Mateo County Comprehensive Bicycle Route Plan

The Draft Plan is consistent with the San Mateo County Comprehensive Bicycle and Pedestrian Plan (March 2011). One of the major objectives of the County Plan is to complete a primary north-south bicycle route to provide connections between cities and identify an alternative route to El Camino Real. In addition, the County plan identifies a North Coast Bikeway that would parallel to Highway 1. Lake Merced Boulevard, Skyline Boulevard, John Daly Boulevard, Southgate Avenue, Mission Street and Hillside Boulevard are all identified in the County plan, and are all are part of the Daly City Bicycle Master Plan. Thus, this Plan is compatible with the County's planned routes.

MTC 2001 Regional Bicycle Plan and 2009 Update

The Metropolitan Transportation Commission's *2001 Regional Bicycle Plan* and *2009 Update* are components of the *Regional Transportation Plan for the San Francisco Bay Area*, which establishes the region's 25-year transportation investment plan. The *Regional Bicycle Plan* represents the efforts of MTC staff, the Regional Bicycle Plan Oversight Committee, local agencies, advocacy groups. The Proposed Regional Bikeway System contained in the MTC Regional Bicycle Plan identifies a number of bicycle routes within Daly City, including Skyline Boulevard, Junipero Serra Boulevard, Mission, Geneva Avenue, and Bayshore Boulevard. All of these routes are part of the Daly City Bicycle Master Plan.

APPENDIX E – BICYCLE AND PEDESTRIAN PROJECT COST ESTIMATES

EXISTING BIKEWAYS			
<i>Street</i>	<i>Segment/Location</i>	<i>Improvement</i>	<i>Project Cost</i>
Lake Merced Boulevard	John Daly Blvd. to City Limit	Complete missing segments and upgrades the existing path along the east side of Lake Merced Boulevard, from John Daly Boulevard northerly to the City Limits (± 2,700 feet).	\$251,000
Southgate Avenue	Lake Merced Blvd. to Westmoor Ave.	Class II striping and signs (± 1.46 miles).	\$36,500
	Westmoor Ave. to St. Francis Blvd.	Provide signing, striping and pavement markings designating the bike route between Serramonte Boulevard and King Drive (± 4,500 feet).	\$40,000 ^a
	St. Francis Blvd. to Junipero Serra Blvd.	Class III bikeway signs (± 3,300 feet).	\$22,000 ^b
Westmoor Avenue	Southgate Ave. to Baldwin Ave.	Class II striping and signs (± 1,130 feet).	\$40,000 ^a
Callan Boulevard	Southgate Ave. to Serramonte Blvd.	Class III bikeway signs (± 2,600 feet).	\$22,000 ^b
	Serramonte Blvd. to King Dr.	Class II striping and signs (± 1.4 miles).	\$89,000 ^c
Serramonte Boulevard	Callan Blvd. to Target entrance	Class II striping and signs (± 1,600 feet).	\$89,000 ^c
King Drive	Skyline Blvd. to Junipero Serra Blvd.	Class II striping and signs (± 1.1 miles).	\$32,000
Gellert Boulevard	Serramonte Blvd. to Hickey Blvd.	Class III bikeway signs (± 1,600 miles).	\$86,000
	Hickey Blvd. to King Dr.	Class II striping and signs (±1.3 miles).	

Notes: ^a Class II bike lanes on Westmoor Avenue were completed as part of the Southgate Avenue bike lanes project.
^b Class II bike routes on Southgate Avenue and Callan Boulevard were completed as one project.
^c Class II bike lanes on Serramonte Boulevard were completed as part of the Callan Boulevard bike lanes project.

APPENDIX E – BICYCLE AND PEDESTRIAN PROJECT COST ESTIMATES

PRIORITY BICYCLE AND PEDESTRIAN ENHANCEMENTS			
<i>Street</i>	<i>Segment/Location</i>	<i>Improvement</i>	<i>Estimated Cost</i>
John Daly Boulevard	Poncetta Dr. to Daly City BART (DeLong St.)	Class III bikeway signs from existing John Daly Blvd. bike/pedestrian pathway to the BART station	\$20,000
	Daly City BART (DeLong St.) to Mission St.	Class II striping and signs. Improve pedestrian connection to the Daly City BART station from the Top of the Hill.	\$120,000
Mission Street (State Route 82)	Goethe St. to Valley St. (City Limits to City Limits)	Class III bikeway signs between the City Limit lines.	\$40,000
Geneva Avenue	Cow Palace to Bayshore Blvd.	Class II striping and signs. Improve pedestrian access at various crossings.	\$250,000
Junipero Serra Boulevard	D Street to John Daly Blvd.	Connect Class III bikeway from existing bike lanes in Colma to John Daly Blvd.	\$30,000
John Daly Boulevard	Skyline Boulevard (SR 35)	Provide connection from Westlake neighborhood to the Thornton Beach Overlook. Sidewalk on the north side of John Daly Blvd. from Eastgate Dr. to Skyline Blvd.	\$400,000
Juniper Serra Boulevard	San Pedro Rd. to D Street	Provide sidewalk on east side.	\$200,000
Bayshore Bike Route Improvements	Carter Street - Geneva Ave. to Guadalupe Canyon Parkway	Class II striping and signs	\$30,000
	Martin Street - Carter St. to Garnet Robertson School	Class III bikeway signs	\$15,000
San Pedro Road/ East Market Street	Sullivan Ave. to Guadalupe Canyon Parkway	Class III bikeway signs	\$20,000

APPENDIX E – BICYCLE AND PEDESTRIAN PROJECT COST ESTIMATES

Eastmoor Avenue	Baldwin Ave. to Sullivan Ave.	Extend existing Class II bike lanes in front of Westmoor High School to Sullivan Ave.	\$40,000
Mission Street	Various locations	Bulb-outs at pedestrian crossings.	To be determined.
Mussel Rock Park Trail Improvements	Mussel Rock Park	Passive recreational improvements	To be determined.
Thornton Beach Access Pathway	NE Corner of John Daly Boulevard/Skyline Drive	Pedestrian path	To be determined.



City Council Meeting Agenda Report

Item # _____

Meeting Date: February 25, 2013

Subject: Appropriation of \$299,693 from Water Fund Balance to Cover Change Order Expenses Associated with the Hillside Park Slide Repair

Recommended Action

That the City Council appropriate \$299,693 from Water Fund Balance to cover contract change order expenses associated with the Hillside Park Slide Repair Project.

Background

Adoption of a local emergency on November 13, 2012 (Resolution No. 12-172) in response to the Reservoir #3 water main break impacting Hillside Park and the surrounding neighborhood.

Discussion

The Hillside Park Slide Repair Project was created in response to the Council's declaration of a local emergency. Staff's revised cost estimate is premised on the following:

	<u>Original</u> <u>Budget</u>	<u>Expenses.</u> <u>To Date</u>	<u>Funds</u> <u>Available</u>	<u>Additional</u> <u>Request</u>
4532 Clean Up	80,000	63,394.16	16,605.84	0
4506 Land Improvement	647,100	497,100	150,000	270,471
4507 Water Mains	200,000	100,000	100,000	0
4516 Engineering-In-House	9,000	18,221.08	(9,221.08)	29,222
4504 Engineering Consultants	55,000	67,986	(12,986)	0
	991,100	746,701.24	244,398.76	\$299,693

Total Budget

\$1,290,793

The appropriation of additional funds is needed to cover the costs associated with the import and placement of an additional 3,400 cubic yards of imported sand onto Hillside Park by the City's contractor, Ghilotti Brothers, at a cost of \$261,900. Other miscellaneous contract costs, in the amount of \$8,571 address contract credits, \$40,100 as balanced against expanded services (flagging, street sweeping, off-hand, weekend work), \$48,671 expended on the project. In addition, staff anticipates the \$150,000 set aside for project contingency will be expended on force account work directed to the contractor. Staff has also negotiated the remaining water line repair with the Ghilotti Brothers in the amount of \$94,021, an initial \$100,000 was expended earlier by SAK Industries to install a reinforced liner into the existing pipe unaffected by the main break. With the appropriation of the additional \$270,471, staff requests authorization to increase Ghilotti's contract from \$497,100 to \$917,571 to complete the hillside slope repair along with \$94,021 to complete pipeline restoration for a new contract total of \$1,011,592.

City Council Agenda Report

Subject: Appropriation of \$299,693 from Water Fund Balance to Cover Change Order Expenses

Associated with the Hillside Park Slide Repair

Meeting Date: February 25, 2013

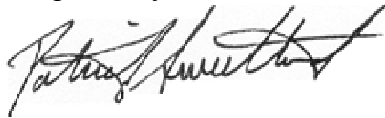
Page 2 of 2

Fiscal Impact

Sufficient funds are available in Water Fund Balance and enable staff to complete contracts aimed at expediting repairs.

Staff is available to answer any questions or to provide additional information as desired by the Mayor and Members of the City Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patrick Sweetland", written in a cursive style.

Patrick Sweetland

Director of Water and Wastewater Resources



City Council Meeting Agenda Report

Item # _____

Meeting Date: February 25, 2013

To: Honorable City Council
From: Anna Mostella, City Manager's Office
Date: February 19, 2013
Subject: Council Committee Meetings, February 11 - 24, 2013

Date of Meeting:

Meeting:

In Attendance:

February 11, 2013	Westlake Shopping Center Committee Security Plan for Building W (Parking Structure)	Raymond A. Buenaventura David J. Canepa Patricia E. Martel Brian Millar Tatum Mothershead Jeannie Naughton
February 20, 2013	Bayshore Committee - Design Review Permit DR-11-12-6388 Accacia/Velasco 12 New Single-Family Homes	Raymond A. Buenaventura Carol L. Klatt Patricia E. Martel Brian Millar Jeannie Naughton
February 21, 2013	Allocation of FY 13-14 Community Development Block Grant Funds Materials for Upcoming CDBG Advisory Committee Meeting and 2014-2018 HUD Consolidated Plan	Michael P. Guingona Carol L. Klatt Patricia E. Martel Brian Millar Betsy ZoBell Lenelle Suliguin

/am

cc: Brian Millar, Director of ECD
Tatum Mothershead, Planning Manager

Attachments

DALY CITY INTER-OFFICE MEMORANDUM

COUNCIL COMMITTEE

DATE: February 11, 2013

TO: Council Westlake Shopping Center Committee
Raymond A. Buenaventura, Mayor
Sal Torres, Councilmember

FROM: Tatum Mothershead, Planning Manager

SUBJECT: Security Plan for Building W (parking structure)

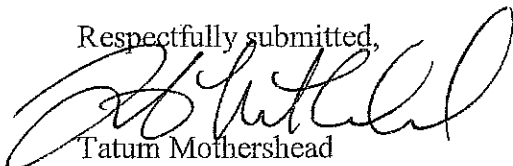
BACKGROUND

The City Council approved Use Permit UPR-5-11-3880 on July 25, 2011 for the operation of a fitness center (Fitness 19) in the Westlake Shopping Center. Because of the location of the tenant space and the hours of operation, which are both earlier and later than most other businesses within the shopping center, the Planning Commission and City Council were concerned about safety for patrons of the fitness club and required that Kimco prepare and submit for Committee review, a safety plan. On January 26, 2012 the Committee reviewed Kimco's safety plan (see attachment) and while the Committee found it generally acceptable, there were questions regarding the effectiveness of security cameras. Kimco representative, Todd Dewell offered to provide reports related to that topic.

Since last January's meeting, there have been a number of incidents in the structure. The Police Department researched their calls for service between November 1 and December 1, 2012 and found that there were seven vehicle break-ins, one injury automobile accident and one citation for indecent exposure.

Todd Dewell the Director of Construction and Kevin Flynn the Vice President of Operations will represent Kimco Realty at the meeting.

Respectfully submitted,



Tatum Mothershead
Planning Manager

Attachments

Attachment A – Safety Plan



November 7, 2011

Ms. Jeannie Naughton
Associate Planner
City of Daly City – Planning Department
333 90th Street
Daly City, California 94015

Subject: Use Permit #5-113880
Project: Fitness 19 Tenant Improvements
263 Lake Merced Boulevard
Daly City, California

Ms. Naughton:

On behalf of Kimco Westlake, LP, I would like to request your review and approval of the following in response to the Conditions of Approval for the above referenced project. This is the proposed security plan for the parking structure at Westlake during the night.

Kimco Westlake, LP has worked closely with the Daly City Police and will do so with the Fitness 19 tenant as well. With the new Fitness 19 tenant, Kimco Westlake, LP has installed five (5) new emergency call boxes at each level of the Lake Merced parking structure for enhanced security measures. The call boxes are directly linked to the on-site security patrols phones.

Kimco Westlake, LP is contracted with Andrews Security to provide security services for the Center. These services included:

- 24 Hours / 7 Days a week on-site security. The security patrols are in three (3) shifts.
 - Morning Shift: 7:00 AM – 3:00 PM with two (2) patrolmen and Security Director 9:00 AM – 5:00 PM.
 - Swing Shift: 3:00 PM – 11:00 PM with two (2) patrolmen and Security Supervisor 4:00 PM – 12:00 AM
 - Night Shift: 11:00 PM – 7:00 AM with two (2) patrolmen.
- Shopping Center patrols include one to two patrolmen of foot and one patrolman in a security vehicle. All patrolmen are required to check in via Detex Stations hourly.
- Security guards are in constant communication via two-way radio.
- The security guards currently escort any and all individuals to their vehicles upon request.

Specifically for the Fitness 19 tenant, Kimco Westlake, LP, has discussed the security issues and will have a placard placed at the tenants' reception desk noting that any guest that wishes a personal security guard escort to their vehicle is available. The placard will name Kimco Westlake, LP as the Property Manager, Andrews Security phone numbers.

Kimco Realty corporate office is currently reviewing a global security plan that includes surveillance cameras; however there are no immediate plans for the implantations of this additional feature.

Thank you for your time and consideration on Kimco Westlake, LP's behalf.

Respectfully,

A handwritten signature in dark ink, appearing to read 'Todd D. Dewell', followed by a long horizontal line extending to the right.

Todd D. Dewell
Director of Construction

DALY CITY INTER-OFFICE MEMORANDUM

DESIGN REVIEW COMMITTEE

DATE: February 20, 2013

TO: Council Design Review Committee
Raymond A. Buenaventura, Mayor
Carol L. Klatt, Council Member

FROM: Jeannie Naughton, Associate Planner

SUBJECT: Design Review Permit DR-11-12-6388
Accacia/Velasco – 12 New Single-Family Homes

RECOMMENDATION

Staff is recommending approval of Design Review DR-11-12-6388 subject to the conditions in this report.

BACKGROUND

On September 10, 2007, the City Council voted to approve Major Subdivision SUB04-2 to allow a subdivision of property into 12 lots for the purpose of constructing 12 new single-family dwellings. On December 5, 2007, the Design Review Committee approved the proposal with the condition that the project be constructed within one year of Committee approval. Due to the financial crisis of 2007-2008, the project was put on indefinite hold, until such time as the economy rebounded enough to make the project feasible. Because the approval of the Design Review portion of the entitlements was tied to a one year time limit rather than recordation of the Final Map, the Design Review portion expired, while the Tentative Map remained active. The applicant will be moving forward with a Final Map submittal upon approval of the Design Review.

PROPOSAL

The applicant, Reza Khoshnevisan (SIA Consulting Corporation), is proposing to construct 12 new single-family dwellings at the northern end of Accacia Street near Velasco Avenue (See Attachment A – Location Map). The site plan has been changed slightly since the original approval, to accommodate larger on-street parking stalls, and to include site design measures for stormwater treatment. Public improvements are required as a part of the subdivision entitlement, and conditions of approval adopted at that time are still applicable. The Design Review Permit consists of an evaluation of the following:

- Architectural Design
- Landscaping

FEB 16 2013

PROJECT SUMMARY

The property consists of two 17,500 square foot noncontiguous parcels that are separated by the unimproved portion of Accacia Street near the San Francisco/Daly City border. Upon recordation of the subdivision map, each of the 17,500 square foot lots would be subdivided into 6 equal sized parcels for a total of 12 lots. Each of the resulting lots would be 2,916 square feet and a single-family home would be constructed on each lot.

Each of the new proposed lots would have approximately 29 feet of frontage on Accacia Street. A three foot side yard would be provided at the south end of each of the lots. A single-family home, with 55% lot coverage, would be located on each of the lots, resulting in homes that are approximately 3,000 square feet, including the two car garages. The homes comply with the standards established for the R-1 (Single-Family Residential) zoning district.

Architectural Design

The proposed two-story structures have many of the same architectural elements as the other homes facing Velasco Street that were built by the same developer in the early 2000s. The design incorporates bay windows, recessed garage doors, articulated front façade walls, and tile roofs. The applicant has selected a color scheme for each of the units with each scheme consisting of three colors per building, a recommendation stemming from the original 2007 Design Review approval. Greater differentiation between the homes has been achieved by selecting slightly bolder colors for accents and trim, since the original design scheme. Curb cut widths leading to the two car, side-by-side garages have been reduced from the maximum allowable width of 14 feet to 12 feet, in order to accommodate usable parking spaces along Accacia Street.

The overall design of the homes is in context with the surrounding neighborhood aesthetic. There are eight different designs distributed throughout the development to provide variation. The different designs incorporate various window types and front door placements, which add variety to the streetscape. Based on conditions of approval from the original 2007 Design Review approval, trim around windows have been accentuated, which add depth to the proposed façade schemes, and color schemes consisting of three colors for each design has been included in the plans. Apart from incorporating the conditions of approval from the previous Design Review approval, there have been no substantive changes to the design of the proposed residences.

Landscaping

The City's landscaping ordinance promotes efficient water use in new and rehabilitated landscaping by using proper design and management, efficient irrigation equipment and techniques, low water use plant materials, and the use of mulches and soil improvement materials, while limiting high water use areas. The applicant has submitted a landscape plan with a proposed plant and tree palette for the project which will incorporate an underground irrigation

system that will be designed to make efficient use of water through conservation practices. The planter areas shown on the plans include Dwarf Agapanthus Shrubs and a variety of groundcover in the rear yards. There will also be twelve Tristania Conferta street trees installed. During the building permit submittal process, a more detailed plant and tree palette will be created, based on results of soil reports and recommendations for materials that will be most appropriate to the specific project site.

New stormwater treatment requirements have gone into effect since the previous Design Review approval and the revised plans reflect the applicant's attempt at meeting those requirements. Each lot will be constructed with permeable pavers in the front setback area, a gravel walkway along the side yard setback area, and decorative landscaping along the front walkways. The stormwater treatment measures will be reviewed and verified by a third party to ensure compliance with the Municipal Regional Permit.

FINDINGS

Staff finds that the proposed Design Review Permit, DR-11-12-6388, as conditioned, is in accordance with Section 17.45, Design Review, of the Daly City Municipal Code. Approval of the Design Review application, as conditioned herein, is in the best interest of the public health, safety, and general welfare of the community, and the general site, architecture and landscape considerations have been incorporated to ensure compatibility with adjacent buildings and to provide an attractive environment. These findings are based in part on the following:

1. The project is consistent with Categorical Exemption 15332 In-fill Development Projects, of the California Environmental Quality Act (CEQA).
2. On September 10, 2007, the City Council voted to approve Major Subdivision SUB04-2 to subdivide property into 12 lots for the purposes of constructing twelve new single-family dwellings at the northern end of Accacia Street near Velasco Street and on December 5, 2007, the Design Review Committee approved the design of the 12 new single family residences.
3. The project complies with applicable provisions of Design Review Section 17.45 of the zoning Ordinance.
4. General architectural considerations have been incorporated in order to ensure the compatibility of this development with its design concept and the character of other adjacent buildings. These considerations include, but are not limited to, the character, scale and quality of the design, the architectural relationship with the site and other buildings, building materials, and colors.

CONDITIONS OF APPROVAL

Conditions of Approval related to the site and architectural design for Major Subdivision SUB04-2 are hereby incorporated by reference and made part of the approval of Design Review DR-11-12-6388. Additional conditions are as follows:

A. DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

1. The applicant shall file a declaration of acceptance of all conditions with the Planning Division within ten (10) days of Committee approval. Until said Declaration is filed, the Design Review Permit shall not be valid for any purpose.
2. The project shall be valid only in conjunction with detailed plans submitted and approved by the City Council and Design Review Committee. Any modifications required due to the Conditions of Approval and minor changes to the plan, must be approved by the Planning Division. Major site or architectural modifications shall be treated as an amendment and shall be subject to a new Design Review application.
3. The design review permit shall be valid for a period of one year from the date of Final Map approval. The approval shall terminate if a building permit has not been obtained and construction commenced within one year of Final Map approval, or if the underlying subdivision map approval expires.
4. The applicant shall submit final landscape plans, including irrigation plans, for review and approval by the City. The irrigation system shall be professionally installed and include an automatic timing device, and shall be included for street trees.
5. All landscaped areas shall be maintained in a vigorous and healthy condition. Dead and dying plants shall be removed and replaced as necessary.
6. The front yard shall be maintained as pervious pavers and landscaping and shall not be paved.
7. The applicant shall submit a stormwater management plan that illustrates full compliance with Section C.3 of Order R-2 NPDES Permit No. CAS612008. The project must comply with Order No. 2010-0014-DWQ, NPDES No. CAS000002, the statewide National Pollutant Discharge Elimination System (NPDES) General Construction Activity Storm Water Permit.
8. Mandatory Green Building Measures are required.

B. DEPARTMENT OF PUBLIC WORKS

9. All required or planned treatment measures shall be located on private property and shall

be maintained by the property owner or HOA. A Storm Water Treatment Maintenance Agreement shall be recorded against the properties to guarantee proper maintenance of installed systems.

10. All street trees and landscaping installed within public right of way fronting the development shall be maintained by the fronting property owner or HOA.
11. New water services. Replace the existing water services on both sides of the street, connecting them to the new 8 inch main and abandon the existing 2 inch water main.
12. Install new 8 inch minimum water main along entire length of Accacia street, tied to the 12 inch main on Geneva Ave and the 8 inch main on Velasco Street.
13. Resurfacing of Accacia Street - Resurface the entire length of Accacia Street with 2 inch minimum of new AC.
14. All existing and new utilities services on Accacia Street shall be undergrounded. There shall be no aerial drops or overhead services.

C. DEPARTMENT OF WATER AND WASTEWATER RESOURCES

15. The current edition of the Daly City Standard Specifications and Drawings shall be followed at all times when constructing the new water system.

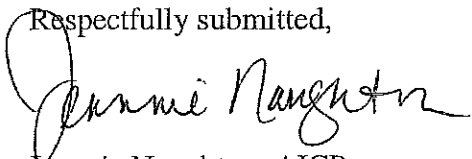
D. FIRE DEPARTMENT

16. Fire flow shall meet CFC requirements.
17. Fire hydrant location and distribution shall meet CFC requirements.

STAFF RECOMMENDATION

Staff recommends the Design Review Committee approve Design Review DR-11-12-6388, subject to the findings and conditions in this report.

Respectfully submitted,



Jeannie Naughton, AICP
Associate Planner

Attachments

Attachment A – Location Map
Attachment B – Project Plans

LOCATION MAP



DR-11-12-6388

Accacia Street/Velasco Avenue
12 New Single Family Residences
Design Review Committee



DALY CITY INTER-OFFICE MEMORANDUM

DATE: February 15, 2013

TO: CDBG Advisory Committee
Councilmember Carol Klatt
Councilmember Michael Guingona

FROM: Betsy ZoBell, Housing and Community Development Supervisor 

CC: Patricia Martel, City Manager
Brian Millar, Director Economic and Community Development

SUBJECT: Allocation of FY 13-14 Community Development Block Grant Funds
Materials for Upcoming CDBG Advisory Committee Meeting &
2014-2018 HUD Consolidated Plan

This memo provides background information on the following items that will be discussed at our February 21, 2013 meeting:

1. Allocation of Daly City's FY13-14 Community Development Block Grant (CDBG) funds
2. Allocation of Daly City's FY13-14 HOME funds
3. Daly City's 2014-2018 HUD Consolidated Plan

A. ALLOCATION OF FY 13-14 CDBG FUNDS

1. **Resources** – To date there is no adopted Federal Budget for 2013 or any notification from the U.S. Department of Housing and Urban Development (HUD) regarding the likely allocation of 2013-14 CDBG funds for Daly City. For planning purposes and to fulfill our obligation to adopt a spending plan for 2013-14 by April 2013, we have assumed an allocation of CDBG funds of \$901,955, an amount equivalent to what we received for the current fiscal year. Combined with unspent prior year funds and program income, we estimate the City will have a total of \$1,331,386 for CDBG activities in 2013-14. Table 1 summarizes our total estimated CDBG revenue for 2013-14. Please be advised, this revenue estimate is likely to change when a Federal Budget is passed, and the total funds available could be reduced.
2. **Funding Requests** - In December 2012, the City Council authorized staff to circulate a request for proposals to organizations and City Departments that intended to undertake activities that are eligible under the CDBG Program. Thirty proposals were received for

various programs provided by community organizations and City Departments, with total funding requests amounting to approximately \$1.7 million.

Table 2 summarizes pertinent information about each project proposed for the 2013-14 Block Grant cycle. We have included information useful in making a funding recommendation including a brief description of the proposed activity, the level of funding requested and the number of Daly City persons or households to be served. In addition, Table 2 shows "Daly City Cost per Unit of Service to Daly City Residents," a measure of the proposed activity's overall cost-effectiveness. Table 2 also shows how requested Block Grant funds will be used (e.g., salaries, supplies, utilities, etc.), the percentage of Block Grant funds relative to the applicant's total program budget, the portion of the applicant's total clientele that is Daly City residents, and a history of Block Grant funds allocated to and utilized by the applicant.

3. **Restructuring of CDBG Sub-recipient Funding** - A variety of factors have changed in the environment of our CDBG program in recent years and our ability to utilize the funds in a manner that meets HUD criteria.

- Reductions in the amount of money allocated to Daly City by HUD (27% reduction since 2009)
- Reductions in Housing and Community Development staff (the recent departure of our CD Specialist II) and ECD clerical staff who provided administrative support to HCD programs
- Increasing administrative burden imposed by HUD

Given these changes, staff is recommending two important changes to how we allocate CDBG funds in order to create a more efficient, cost effective and HUD-compliant way to operate the CDBG program.

- a. **Reduce number of subrecipients and establish \$10,000 minimum for CDBG grants.**
We recommend a reduction in the number of subrecipient contracts funded under the CDBG program from 20 to 10, and establishment of a minimum grant award of \$10,000. Such a change would be consistent with HUD guidance regarding dollar amounts for sub grants, which encourages entitlement cities to adopt minimum grant policies. It is also noted that all other CDBG entitlement jurisdictions in San Mateo County have reduced the number of CDBG public service grantees by 50 percent or more in response to increasing HUD administrative burden, reductions in CDBG funding and inability of cities to utilize RDA and General Funds to subsidize CDBG operations costs. The City of South San Francisco has a minimum CDBG grant size of \$10,000. Redwood City and San Mateo have minimum grant sizes of \$15,000.

Limiting the number of organizations funded would enable remaining HCD staff to address the growing administrative requirements imposed by HUD, including thorough analysis of all funding sources provided to a grantee, extensive documentation of client income, and more frequent and extensive monitoring visits to

the non-profit organizations funded. As suggested by recent HUD monitoring letters and written notices, staff will need to devote more time than it has in the past to analysis of sub-grantee financial records, source documents and client income verifications.

Overall, we estimate that reduction in the number of CDBG public service contracts from 20 to 10 will save approximately 600 hours of staff time per year. These savings are important given the loss of the Community Development Specialist in our Department whose time was devoted exclusively to administration of the CDBG program.

Furthermore, it is important to consider the effectiveness, particularly in light of shrinking staff resources, of offering small grants. For example, we currently provide about \$4,360 annually to Shelter Network's Maple Street Shelter. Over the last 2 years, over 75 hours of City staff time has been spent in consultation with Shelter Network and HUD staff regarding various audit and contract compliance issues. It has become apparent to us that the cost to the City of administering small CDBG contracts exceeds the amount of funding actually being provided.

Recognizing the challenges associated with elimination of CDBG funding for the non-profit organizations with which the City has longstanding cooperative relationships, we also recommend that the City consider providing small grants using General Fund revenues as a transitional measure. The departure of the CDBG Specialist II results in salary savings of \$120,000 to the CDBG program which can allow the City to redistribute other Housing and Community Development staff salary costs from the General Fund to the CDBG program, in turn making General Fund revenues available for other activities.

Notwithstanding the City's ongoing fiscal constraints and the need to reduce General Fund expenditures, consideration of utilizing a small portion of the prospective General Fund savings created by the departure of the CD Specialist to fund a limited number (eight) of small grants (\$5,000) on a one-time basis to non-profit organizations that are eliminated from the CDBG program, for a total one-time General Fund expense of \$40,000. These grants could be offered as relatively unrestricted agreements without the administrative burden and oversight associated with the CDBG program and provide these agencies with a financial cushion as they potentially transition away from CDBG funding and serve as an expression of the City's ongoing partnership.

- b. Implement two-year funding cycle for CDBG subrecipients. - In addition to a reduction in the number of CDBG public service contracts funded, we recommend that the City adopt a two-year cycle for subrecipient funding. Daly City currently is the only entitlement jurisdiction in San Mateo County that utilizes an RFP and proposal review process every year. Going to a two-year cycle would reduce the staff and City Council effort associated with selecting new grantees every year. The

change in City priorities and types of activities they wish to fund does not change very much from year to year. Therefore, a 24-month cycle for CDBG funding would save staff time for both the City as well as the affected public service organizations. In the Department of Economic and Community Development alone, transitioning to a two-year funding cycle would save approximately 200 hours of staff time per year.

4. **Recommended Allocations** - For our meeting on February 21, we have prepared preliminary recommendations for how the City might allocate available CDBG funds. These recommendations are presented as two candidate scenarios, shown in Tables 3 and 4. Table 3 envisions reduction in the number of public service subrecipients from 20 to 10. Table 4 shows funding for all existing subrecipients with small reductions in the dollar amounts allocated relative to FY 2012-13. The funding distribution shown in Table 4 shows a net shortfall of \$55,540 that would need to be addressed by cutting elsewhere in the CDBG program.

B. ALLOCATION OF FY 13-14 HOME FUNDS

As with CDBG funds, there is no adopted Federal Budget for 2013 or any notification from the U.S. Department of Housing and Urban Development (HUD) regarding the likely allocation of 2013-14 HOME funds to Daly City. Staff estimates that the City's allocation of HOME funds for 2013-14 will be approximately \$250,000. Combined with prior year uncommitted funds (\$750,000), we might have a total of \$1,000,000 in HOME funds available for affordable housing activities in 2013-14.

Staff is currently in discussion with several affordable housing developers regarding proposed HOME-eligible rental housing projects in Daly City. It is recommended that 90 percent of the City's FY 2013-14 HOME funds be allocated for the purpose of affordable rental housing development. When actual project proposals are complete, staff will present specific project details and funding details to Council for consideration.

In addition, we recommend that ten percent (the statutory limit) be allocated for 2013.14 HOME program administrations.

C. DALY CITY'S 2014-2018 HUD CONSOLIDATED PLAN

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

Table 5 provides information on economic development, housing rehabilitation, and public service activities carried out with CDBG funding during the FY2009-2013 Consolidated Plan period. Past performance of the activities is included in the table and can be used as a point of reference when assessing objectives and outcomes for the FY 2014-2018 Consolidated Plan.

Exhibit A describes priorities and activities for the FY 2014-2018 Consolidated Plan. The five-year target goals listed in Exhibit A assume funding levels similar to FY12-13 and presume funding levels remain constant over the five-year period from July 1, 2013 to June 30, 2018.

TABLE 1 - CDBG REVENUE PROJECTIONS for FY2013-14

Sources	Sub-Totals	Totals
FY 2013-14 CDBG Entitlement Grant		901,955
FY 2013-14 Estimated Program Income		61,000
Rehab Loan Repayments	61,000	
Loan Repays	61,000	
Loan Payoffs	0	
Microenterprise Activities		0
	0	
	0	
Unallocated FY2012-13 Funds		219,431
Unappropriated Funds	187,000	
Excess Program Income	32,431	
Rehab Loan Repayments	5,112	
Housing Devt. Loan Repayments	27,319	
Estimated FY 2012-13 Year-End Unspent Funds		149,000
Residential Rehabilitation (303)	15,000	
CDBG Administration (305)	50,000	
Micro enterprise (309)	53,000	
7555 Mission Street Site Prep	5,000	
No. Peninsula Neighborhood Services	26,000	
ESTIMATED REVENUES FOR FY2013-14		1,331,386

HUD CAPS for FY 2013-14		ACTUAL
Planning / Admin. 20% Limitation (+20% of FY13-14 program income)		192,591
Public Service 15% Limitation (+15% of FY12-13 est. program income)		147,658

Calc'd FY 2012-13 Est. Program Income	Budgeted	Y-E Estimate	EXCESS
Rehab Loan Repayments	50,000	55,112	5,112
Housing Development Loan Repayments	0	27,319	27,319
TOTALS	50,000	82,431	32,431

Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served % Low/Mod Income	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
FOOD							
North Peninsula Food Pantry & Dining Center of Daly City Provides a 3 night a week emergency hot meal program.	\$15,000 for Dining Center only	11,368 meals 100% LM	\$1.16/meal	25% of entire program budget 100% for purchase of meals for Dining Center	100% p	00-01 \$8,000 204 h (97%) for Pantry and 8,181 for Dining Ctr (46%) 01-02 \$7,775 for Dining Ctr, served 10,188 meals 02-03 \$8,000 for Dining Ctr, served 8,652 meals (87%) 03-04 \$9,097 for Dining Ctr, served 7,494 meals (87%) 04-05 \$9,000 for Dining Ctr, served 6,350 meals (77%) 05-06 \$9,000 for Dining Ctr, served 7,565 meals (101%) 06-07 \$9,000 for Dining Ctr, served 7,518 meals (102%) 07-08 \$9,500 for Dining Ctr, served 7,384 meals (97%) 08-09 \$9,500 for Dining Ctr, served 9,725 meals (128%) 09-10 \$9,500 for Dining Ctr, served 10,650 meals (140%) 10-11 \$12,500 for Dining Ctr, served 10,772 meals (117%) 11-12 \$9,000 for Dining Ctr, served 5,192 meals (69%) 12-13 Not funded	- Volunteers used. - The Dining Center clientele is diverse. Many are working poor. - Dinner is served on Mondays, Tuesdays, and Thursdays at 31 Bepler Street. - The North Peninsula Food Pantry & Dining Center also offers a non-CDBG funded pantry program that provides a 3-day emergency food supply for the very low-income.

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Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

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EMERGENCY/TRANSITIONAL HOUSING							
Shelter Network of S.M. County/ Family Crossroads Transitional shelter and supportive services for homeless families. Assists households in becoming self- sufficient. Families stay an average of 2-4 months.	\$20,000	15 h/50 p 100% LM	\$1,333/ h \$400/ p	4% of program budget For personnel costs (salary/benefits)	33% h 29% p	00-01 \$20,000 22 h (88%) 01-02 \$20,000 18 h (72%) 02-03 \$20,250 18 h (78%) 03-04 \$20,000 12 h/43 p (57% of p) 04-05 \$20,000 15 h (75%) 05-06 \$20,000 21 h (140%) 06-07 \$20,000 25 h (167%) 07-08 \$20,000 19 h (126%) 08-09 \$20,000 20 h (133%) 09-10 \$20,000 12 h (80%) 10-11 \$20,000 15 h (100%) 11-12 \$20,000 17 h (113%) 12-13 \$16,508 9 h (75%)	- Shelter is located in Daly City and is open 24 hours a day. - Represents the only transitional housing program serving homeless families in the North County. - Offers on-site support services such as case management, life skills workshops, job development, support groups, mandatory savings program, personal finance and budgeting assistance, children's activities, and a Follow-Up Program for Family Crossroads graduates. - Provides 2 to 4 months of transitional housing and support services. - Shelter Network has developed a comprehensive Children's Program to help children cope with the instability and stress of homelessness. 17 Daly City households served in FY11-12 consisted of 60 persons. 78% of all families who stayed at Family Crossroads in FY11-12 broke the cycle of homelessness and returned to permanent housing.
Shelter Network of S.M. County/ Maple Street Self- Sufficiency Shelter Provides year-round emergency shelter and mid-term transitional housing combined with on-site continuum of care services to assist clients get a job, earn a stable income and find permanent housing.	\$8,000	13 p 100% LM	\$615/ p	1% of entire program budget 100% for staff salaries and benefits	4%	00-01 \$6,000 26 p (103%) 01-02 \$6,000 21 p (84%) 02-03 \$5,000 18 p (90%) 03-04 \$5,000 13 p (65%) 04-05 \$5,000 13 p (72%) 05-06 \$5,000 9 p (50%) 06-07 \$5,000 14 p (78%) 07-08 \$5,000 9 p (50%) 08-09 \$5,000 20 p (111%) 09-10 \$5,000 20 p (111%) 10-11 \$5,000 24 p (133%) 11-12 \$5,000 18 p (100%) 12-13 \$4,360 10 p (77%)	- Has 76 beds for homeless single adults (32 for emergency shelter clients and 44 for transitional clients) and is staffed and open 24 hours a day. - Emergency shelter stays are from 1 – 60 days and transitional housing stays are from 3 to 6 months. - Services include intake and assessment, crisis intervention counseling, case management, weekly life-skills workshops, job and housing search assistance, comprehensive on-site substance abuse recovery services and a mandatory saving program for transitional housing participants. The program also offers personal finance and budgeting assistance, mental health and substance abuse assessments, an on-site medical clinic, and a Follow-Up Program for Maple Street graduates. - All participants are required to develop a case plan with case managers and to continue to make progress on their plans in order to remain in the program.

* FY 12-13 accomplishments are year-to-date through December 31, 2012.

Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served	DC % Low/Mod Income	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
Mental Health Association of San Mateo County/ Spring Street Shelter Emergency shelter and supportive services for mentally ill homeless.	\$5,000	18 p 100% LM		\$278/ p	2% of entire program budget For salaries	26%	00-01 \$5,000 16 p (89%) 01-02 \$5,000 17 p (94%) 02-03 \$5,000 23 p (128%) 03-04 \$5,000 21 p (116%) 04-05 \$5,000 17 p (94%) 05-06 \$5,000 14 p (78%) 06-07 \$5,000 20 p (111%) 07-08 \$5,000 14 p (78%) 08-09 \$5,000 19 p (106%) 09-10 \$5,000 20 p (111%) 10-11 \$5,000 22 p (122%) 11-12 \$5,000 20 p (111%) 12-13 \$4,360 8 p (50%)	- Shelter opened its doors in 1986 and is located in Redwood City. - Spring Street is the only shelter for the mentally ill in San Mateo County. - Clients can stay up to a maximum of 180 days, but most stay up to 45 days. - Staffed 24 hrs per day and provides laundry facilities, telephones, at least 2 meals daily, and transportation if needed by client. - Provides support services such as case management, assistance in obtaining health care, financial benefits, medication and housing. - There are 7 transitional housing units directly adjacent to the Shelter which are reserved exclusively for Shelter residents.
Samaritan House/ Safe Harbor Shelter Homeless shelter for single adults.	\$8,719	20 p 100% LM		\$436/ p	2% of entire program budget 100% for staff salaries	5%	00-01 \$10,660 54 p (90%) 01-02 \$10,660 14 p (77%) 02-03 \$10,000 28 p (155%) 03-04 \$10,000 20 p (154%) 04-05 \$10,000 20 p (154%) 05-06 \$10,000 17 p (131%) 06-07 \$10,000 11 p (85%) 07-08 \$10,000 12 p (92%) 08-09 \$10,000 25 p (192%) 09-10 \$10,000 13 p (100%) 10-11 \$10,000 25 p (192%) 11-12 \$10,000 24 p (185%) 12-13 \$8,719 16 p (145%)	- Opened as a year-round wet shelter in November 2001 and is located in South San Francisco by the airport. - Provides meals, toiletries and clothing to single homeless adults. - Counseling, case management and basic health care are offered on site. - Provides a total of 90 emergency and transitional beds. - Represents the only wet shelter in San Mateo County. Offers an on-site comprehensive substance abuse program called HAALO. - Accepts clients who do not have an income. - Provides health case management for clients. - Clients can stay up to six months if they agree to work with a case manager regularly.

* FY 12-13 accomplishments are year-to-date through December 31, 2012.

Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served % Low/Mod Income	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
The Service League of SMC/Case Management for Hope House Programs Case management and intake services for clients housed in transitional living facilities operated by Service League.	\$5,000	3 p 100% LM	\$1,667/p	13% of project budget For salaries (100%)	8%	Daily City provided \$6,000 in CDBG funds to Service League in FY09-10 for the acquisition of the transitional living facility located at 2820 Huntington Drive in Redwood City. 10-11 \$10,000 2 p (33%) 11-12 \$6,600 5 p (125%) 12-13 \$5,000 7 p (233%)	- Case management position links clients in transitional housing with community services and permanent housing. - Case manager is involved with client advocacy and developing a case plan for each client. - Service League currently operates four transitional living facilities in Redwood City housing those who have been recently released from jail. The facilities are located at: 2820 Huntington Drive, 926 4th Ave, 96 Buckingham Ave, and 1143 Marsh Road. - Clients usually stay for 6 months in transitional housing. - Intake services will be provided by an Intake Coordinator. - Services will include income verification, house monitoring, and addressing clients' needs post release from jail.

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Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

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AFFORDABLE HOUSING/HOMEOWNERSHIP							
Human Investment Project (HIP)/ Home Sharing Program HIP facilitates matches between people with housing to share (providers) and those in need of low-cost rental housing (seekers). Also, provides information and referrals regarding housing alternatives.	\$15,000	112 h/ 150 p 97% LM	\$134/ h \$100/ p	7% of program budget 100% for staff salaries	12% p	00-01 \$20,000 17 h (12 seekers & 15 providers which is 68% of annual goal) 01-02 \$20,000 15 h (6 seeker & 9 provider households, 75% of households served goal) 02-03 \$16,500 17 h (comprised of 11 seeker & 6 provider households, 106% of households served goal) 03-04 \$16,500 18 h (comprised of 9 seeker & 9 provider households, 113% of households served goal) 04-05 \$16,500 14 p (comprised of 11 seeker & 1 provider households, 88% of persons served goal) 05-06 \$16,500 14 p (comprised of 4 seeker & 7 provider households, 88% of persons served goal) 06-07 \$16,500 25 p (comprised of 7 seeker & 15 provider households, 156% of persons served goal) 07-08 \$16,500 25 p (comprised of 10 seeker & 11 provider households, 156% of persons served goal) 08-09 \$16,500 30 p (comprised of 14 seeker & 9 provider households, 188% of persons served goal) 09-10 \$16,500 14 p (88% of persons served goal) 10-11 \$17,000 21 p (124% of persons served goal) 11-12 \$16,500 20 p (125% of persons served goal) 12-13 \$13,619 13 p (100% of persons served goal)	- The cost for matching households is less than cost for providing rent subsidies or new construction. - Service allows low-income homeowners, particularly seniors, to remain in their homes and supplement their income. - Does not require move-in costs or use credit history as a selection criteria. - HIP Housing provides the only home sharing program in San Mateo County. - Other HIP Housing programs include the Self Sufficiency Program and the Housing Property Development Program. - HIP Housing's Daly City office is open on Thursdays from 8:30AM – 2:30PM, by appointment. - Housing services are provided in English, Spanish, Cantonese, and German. - Home Sharing goal in FY13-14 is to match 15 Daly City households in stable and affordable housing.

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Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

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MEDIATION/LEGAL ADVISING

Legal Aid Society of San Mateo County/ Homesavers Program Provides legal assistance to people threatened with losing their homes or living in substandard conditions. Prevents homelessness through the enforcement of legal rights and remedies substandard living conditions through advocacy.	\$20,000	225 h/ 675 p 100% LM	\$89/ h \$30/ p	6% of program budget For salaries/benefits	58%	00-01 \$5,500 132 h (171%) 01-02 \$5,500 107 h (139%) 02-03 \$5,271 77 h (122%) 03-04 \$5,000 61 h (97%) 04-05 \$5,000 63 h (100%) 05-06 \$5,000 54 h (90%) 06-07 \$5,000 69 h (115%) 07-08 \$14,253 150 h (100%) 08-09 \$15,000 261 h (165%) 09-10 \$15,000 285 h (180%) 10-11 \$20,000 232 h (110%) 11-12 \$14,455 242 h (159%) 12-13 \$11,931 108 h (86%)	- Legal Aid is the only agency in San Mateo County regularly providing free attorney representation to low-income tenants. - Legal Aid offers office hours at the Daly City CSC on Tuesday afternoons from 1 - 4PM. Legal Aid also holds weekly clinics at the main courthouse in Redwood City on Mondays and at the Fair Oaks Community Center on Fridays. Each clinic is filled beyond capacity. - All housing clinics are open to low-income tenants who reside in San Mateo County who need legal assistance with eviction defense, habitability, and general landlord/tenant issues. - Services range from brief advice to representation in court, and are available by appointment and on a drop-in basis. - Over the past few years, the Homesavers Program has increased the number of staff and now employs 3 full-time attorneys and 1 paralegal project coordinator. With additional staffing and volunteer training, Legal Aid has enhanced their ability to provide full-scale representation in court for priority cases as well as offer more extensive pro per assistance with court documents and negotiation with landlords.
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SERVICES FOR THE DISABLED

Mental Health Association of San Mateo County/ Daly City Friendship Center Provides day-time social, recreational, and educational activities for persons with mental illnesses.	\$5,000	120 p 100% LM	\$42/ p	2% of program budget For salaries	100%	00-01 \$4,500 102 p (144%) 01-02 \$4,500 134 p (138%) 02-03 \$4,500 101 p (104%) 03-04 \$4,500 65 p (67%) 04-05 \$4,500 44 p (68%) 05-06 \$4,500 66 p (102%) 06-07 \$4,500 58 p (89%) 07-08 \$4,500 66 p (102%) 08-09 \$4,500 77 p (118%) 09-10 \$4,500 87 p (134%) 10-11 \$4,500 100 p (154%) 11-12 \$4,500 120 p (185%) 12-13 \$3,924 68 p (119%)	- Integrates persons with mental health disabilities into an on-going and normalized social and recreational environment. - Goal of program is to improve living, coping and social skills of persons who might otherwise be isolated or stigmatized by mental illness. - Activities offered at the Friendship Center include games, arts and crafts, cooking, meals, and outings. - Service is provided in Daly City in the Community Room at the North County Health Center on Mondays and Fridays for an average of 3 hours per day.
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Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

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CHILD CARE							
Peninsula Family Service (formerly Bayshore Child Care Services) Affordable child care for very low and low income households with children ages 3 months to 12 years.	\$34,000	15 p	\$2,667/ p	Less than 1% of program budget For salaries	100%	00-01 \$30,000 233 p (105%) 01-02 \$30,000 275 p (92%) 02-03 \$28,500 247 p (87%) 03-04 \$30,000 261 p (98%) 04-05 \$30,000 244 p (92%) 05-06 \$30,000 286 p (108%) 06-07 \$30,000 262 p (99%) 07-08 \$30,000 279 p (105%) 08-09 \$30,000 311 p (117%) 09-10 \$30,000 304 p (115%) 10-11 \$30,000 269 p (102%) 11-12 \$30,000 242 p (91%) 12-13 \$24,761 14 p (86%)	• Peninsula Family Service provides child care at 5 sites for kids ages 3 months to 12 years • The fifth center, the Second Home Family Support Center, opened in January 2006. In addition to family supportive services, the Center provides care for 17 preschool children. Some of the children served have special needs and all parents are either working, in training programs, or in school.

* FY 12-13 accomplishments are year-to-date through December 31, 2012.

Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
COUNSELING/CRISIS INTERVENTION							
Community Overcoming Relationship Abuse/ Client Services Provides programs for domestic violence victims, including bilingual support groups, counseling, a 24-hour crisis hotline, and the Emergency Response Program.	\$10,000	1,250 h/ 2,250 p 100% LM	\$8/h \$4/p	4% of program budget For salaries/benefits	18% h 18% p	00-01 \$5,660 115 h (135%) 01-02 \$5,660 145 h (171%) 02-03 \$5,000 58 h (91%) 03-04 \$5,000 27 h (54%, does not include no- shows) 04-05 \$5,000 53 p (102%) 05-06 \$5,000 42 p (81%) 06-07 \$5,000 29 p (56%) 07-08 \$5,000 42 p (81%) 08-09 \$5,000 228 p (438%) 09-10 \$5,000 67 p (129%) 10-11 \$10,000 113 p (115%) 11-12 CORA did not apply for CDBG funding 12-13 \$5,000 544 p (1110%)	- Provides bilingual peer support groups, one-on-one counseling, domestic violence education, case management, mental health services, referrals and follow-up. Website is in English and Spanish and printed materials are in English, Spanish, and Tagalog. - CORA offers an English/Spanish support group in Daly City. - CORA's Client Services Department operates a 24-hour Crisis Hotline and a 24-hour Emergency Response Program (ERP). The Client Services Department is the gateway to all CORA services such as case management, individual and group counseling, legal information and representation, emergency shelter, and general social service advocacy. - Through the Emergency Response Program, CORA works with the DC Police Dept. to intervene in all domestic violence related calls that the police respond to. - With the implementation of its new database program in January 2011, CORA has been able to better collect data and track client progress. - CORA is the only non-profit in the county that solely focuses on services to victims of domestic violence. - In FY12-13, CORA will be opening a second shelter in San Mateo County which will increase the bed capacity at CORA to at least 28.

* FY 12-13 accomplishments are year-to-date through December 31, 2012.

Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
EDUCATIONAL SERVICES							
Project Read Literacy education for adults.	\$30,000	40 p 100% LM	\$750/ p	8% of total project budget For salaries	290%	00-01 \$30,000 65 p (100%) 01-02 \$30,000 56 p (88%) 02-03 \$27,500 62 p (115%) 03-04 \$27,500 73 p (135%) 04-05 \$27,500 35 p (65%) 05-06 \$26,500 49 p (91%) 06-07 \$26,500 58 p (107%) 07-08 \$27,000 55 p (100%) 08-09 \$27,000 57 p (104%) 09-10 \$27,000 56 p (102%) 10-11 \$27,000 66 p (120%) 11-12 \$26,500 84 p (156%) 12-13 \$21,873 48 p (107%)	- Trained volunteer tutors are the primary direct service providers. - In addition to tutoring, Project Read offers a free computer lab and a program that helps parents learn to read to their children. Through this effort, children learn the value of reading and possibly improve their literacy skills. - Provides literacy outreach to children via Learning Wheels and offers free workshops for adult students, volunteer tutors and families on a regular basis. - Project Read also offers a Financial Well-Being Program which includes a series of workshops to help clients begin saving money and secure their financial well-being.
SENIOR SERVICES							
Ombudsman Services of San Mateo County, Inc. Holds long-term care facility administrators accountable for delivering quality care to their clients by conducting monitoring visits of facilities. Investigates complaints in long- term care facilities.	\$10,000	955 p 100 cases 100% LM	\$10/ p \$100/case	2% of program budget For salary costs	32%	Applied 04-05 & 05-06, not funded Funded in 06-07. 06-07 \$4,183 157 cases (187%) 07-08 \$4,183 167 cases (321%) 08-09 \$4,500 160 cases (286%) 09-10 \$4,500 144 cases (257%) 10-11 \$4,500 151 cases (270%) 11-12 \$4,183 142 cases (273%) 12-13 \$3,647 68 cases (151%)	- In FY11-12, 142 Daly City cases were investigated. - Will provide advocacy, information, and assistance to 955 residents of 43 long-term care facilities, two adult day programs, and one social rehab facility in Daly City. - Program receives, investigates and brings resolution to complaints of elder abuse on behalf of long-term care residents. - Uses state-certified volunteer ombudsmen. - Will investigate and close 100 cases involving unduplicated residents in Daly City in FY13-14.

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Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
YOUTH SERVICES							
John's Closet Provides clothing and hygiene kits for low income children throughout Daly City.	\$6,825	197 p / 85 h 100% LM	\$35/ p \$80/ h	11% of program budget For clothing & hygiene items	51% of persons	00-01 \$10,000 292 p (73%) 01-02 \$10,000 333 p (78%) 02-03 \$9,000 248 p (69%) 03-04 \$9,000 233 p (67%) 04-05 \$6,825 257 p (129%) 05-06 \$6,825 209 p (105%) 06-07 \$6,825 191 p (86%) 07-08 \$8,000 252 p (110%) 08-09 \$8,500 271 p (113%) 09-10 \$8,500 216 p (90%) 10-11 \$8,500 277 p (115%) 11-12 \$6,825 197 p (99%) 12-13 \$5,951 153 p (88%)	- Located at Ben Franklin Middle School in Daly City. - Utilizes funds to purchase new clothing and hygiene kits for low income Daly City school children. - There are no salaries or overhead costs, uses volunteers. - Serves children from 4 to 18 years of age. - Other children served are from Pacifica, Colma, SSF, San Bruno, and Millbrae. - Open five days a week from August through June at Ben Franklin Middle School.
Daly City Youth Health Center (DCYHC)/ Pathways for Success Offers school-to-career transition program focused on developing academic, leadership, and vocational skills for high school students who have socio-economic barriers to successful high school completion and employment.	\$15,000	30 p 100% LM	\$500/ p	8% of program budget For salaries/benefits (87%), travel and field trips (5%), rent and utilities (3%), and indirect costs (5%)	47%	00-01 \$5,000 4 p for Truancy Intervention Project (80%) The numbers below are for DCYHC's Project Play Mentoring Program which the City had previously funded (DCYHC no longer offers the mentorship program): 01-02 \$8,200 19 p (180%) 02-03 \$8,200 14 p (140%) 03-04 \$8,200 8 p (80%) 04-05 \$8,000 17 p (170%) 05-06 \$8,000 24 p (240%) 06-07 \$8,000 17 p (170%) 07-08 \$8,000 26 p (260%) 08-09 \$8,000 14 p (140%) 09-10 \$8,000 15 p (150%) The City started funding the Pathways for Success program in FY10-11. 10-11 \$8,000 31 p (207%) 11-12 \$8,000 48 p (320%) 12-13 \$6,975 20 p (154%)	- Program is focused on developing academic, leadership, and vocational skills for students who have barriers to successful high school completion and employment opportunities post-graduation. - High Schools. Recruitment focus is on in-school, low-income youth, ages 14 to 19, who either have a disability, a G.P.A. below a 2.0 average, are a teen parent or pregnant teen, or who are homeless. Special education students and juvenile offenders on probation or incarcerated will also be targeted. Includes individualized case management and vocational counseling. Also enrolls students in community service programs and provides workshops on job searching, job retention and life skills. - Program currently serves 75 youth per program year. Without City CDBG funding, the hours will be reduced for the Youth Development Coordinator who provides youth with encouragement, guidance, and academic and vocational counseling.

* FY 12-13 accomplishments are year-to-date through December 31, 2012.

Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
HEALTH-RELATED SERVICES							
Health Mobile (formerly known as the Tooth Mobile)/Dental Care Services Provides free, onsite, comprehensive dental care to low-income children at school sites in Daly City.	\$10,000	140 p	\$71/ p	50% of program budget For salaries	50%	03-04 \$3,500 298 p (100%) 05-06 \$8,000 59p (79%) 06-07 Did not apply for funding 07-08 Did not apply for funding 08-09 Did not apply for funding 09-10 Did not apply for funding 10-11 Did not apply for funding 11-12 Did not apply for funding 12-13 Did not apply for funding	- Health Mobile provides dental services to students at school sites. - CDBG funds will cover those procedures that insurance will not cover or those procedures from who the children have absolutely have no access to insurance. - Health Mobile plans to collaborate with the following school districts: Jefferson Elementary SD, Jefferson UHSD, Bayshore ESD, Brisbane ESD, and South San Francisco USD. - Health Mobile operates five mobile health units.
FAIR HOUSING							
Project Sentinel Fair housing investigation, outreach and education.	\$9,015	390h (includes cases and outreach/ education participants) 83% LM	\$301/ h	3% of program budget For salaries/fringe benefits	8% h	00-01 \$9,000 12 cases (86%) 01-02 \$9,000 16 cases (107%) 02-03 \$8,550 17 cases (121%) 03-04 \$8,550 14 cases (100%) 04-05 \$8,550 14 cases (100%) 05-06 \$8,550 12 cases (86%) 06-07 \$8,550 12 cases (86%) 07-08 \$8,550 12 cases (86%) 08-09 \$8,550 12 cases (86%) 09-10 \$8,550 13 cases (93%) 10-11 \$8,550 12 cases & 2 consultations (100%) 11-12 \$8,550 12 cases & 3 consultations (107%) 12-13 \$7,455 5 cases, 17 persons served (49%)	- Located in Redwood City. - Provides fair housing services that are HUD mandated. - Educates and conducts outreach on fair housing issues (presentations, PSAs, literature distribution).

* FY 12-13 accomplishments are year-to-date through December 31, 2012.

Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served % Low/Mod Income	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
HOUSING City of Daly City ECD/ Residential Rehabilitation Program Provides low-interest loans, deferred loans, and grants to lower income residents to do home repairs and bring properties up to a decent, safe, and sanitary condition.	\$500,000	23 h/ 57 p 100% LM	\$2,26 per \$1 of loan/grant issued	100% of program budget Loans/grants, salaries/benefits, administration expenses	100%	00-01 \$450,000 01-02 \$550,000 02-03 \$588,650 03-04 \$350,000 33 h (220%) 04-05 \$350,000 27 h (104%) 05-06 \$400,000 13 h (50%) 06-07 \$400,000 14 h (52%) 07-08 \$400,000 22 h (100%) 08-09 \$400,000 14 h (82%) 09-10 \$365,000 22 h (129%) 10-11 \$365,000 17 h (100%) 11-12 \$565,000 13 h (50%) 12-13 \$500,000 8 h (35%)	- Provides senior grants, security bar grants, complete rehab loans, paint only, window only and roof only loans. - Provides inspection services. - Through the 2Q of FY12-13, the City's Rehab program has provided 3 loans and 7 senior grants to 8 low-income Daly City households.
						00-01 \$8,000 4 h (200% of goal) 01-02 \$19,600 02-03 \$23,500 03-04 \$23,500 8 h (133% of goal) 04-05 \$23,500 10 h (100% of goal) 05-06 \$23,500 8 h (89% of goal) 06-07 \$23,500 5 h (56% of goal) 07-08 \$23,500 8 h (89% of goal) 08-09 \$23,500 10 h (125% of goal) 09-10 \$23,500 10h (125% of goal) 10-11 \$23,500 9 h (113% of goal) 11-12 \$23,500 9h (113% of goal) 12-13 \$23,500 Work for most rehab projects will be completed in April 2013	- Utilizes volunteers to do home repairs. - Bulk of rehab is completed in April. - In FY02-03, received additional \$10,225 during program year to rehab a total of 10 homes and make improvements to 2 community centers. - In FY03-04, rehabbed 8 housing units and 2 community facilities. - In FY 04-05, rehabbed 10 housing units and 1 community facility. - In FY 05-06, received an additional \$8,000 during program year to rehab a total of 8 homes and repair/replaced 4 roofs. - In FY06-07, rehabbed 5 housing units and replaced 1 roof. - In FY07-08, rehabbed 8 housing units and repaired/replaced 2 roofs. - In FY08-09, rehabbed 10 housing units and repaired/replaced 2 roofs. - In FY09-10, rehabbed 10 housing units, repaired/replaced 3 roofs and rehabbed 3 community facilities. - In FY10-11, rehabbed 9 housing units, repaired/replaced 3 roofs and rehabbed 1 community facility. - In FY11-12, rehabbed 9 housing units, repaired/replaced 3 roofs.

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Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
Center for Independence of Individuals with Disabilities/ Housing Accessibility Modification Program Constructs accessibility modifications to allow disabled persons to safely remain in their homes.	\$11,000	30 h / 60 p 100% LM	\$367/ h	7% of County program budget For labor (60%), materials(29%) and operating expenses (11%)	18% h fee for service, grant used directly for DC clients	00-01 \$15,000 30 h (86%) 01-02 \$15,000 35 h (100%) 02-03 \$11,000 23 h (92%) 03-04 \$11,000 25 h (96%) 04-05 \$11,000 20 h (80%) 05-06 \$11,000 20 h (80%) 06-07 \$11,000 16 h (64%) 07-08 \$11,000 16 h (64%) 08-09 \$11,000 21 h (84%) 09-10 \$14,200 20 h (80%) 10-11 \$11,000 14 h (56%) 11-12 \$11,000 25 h (100%) 12-13 \$11,000 9 h (36%) Applied 12-13, not funded.	- Housing modifications offer a cost effective and efficient option to institutionalization. - Will provide technical assistance, information, and referral. - Provides occupational therapist for house modification consultation.
Rebuilding Together/Safe at Home Provides year-round minor home repairs using primarily volunteer labor.	\$15,000	10 h / 20 p 100% LM	\$1,500/ h	5% of program budget For salaries/fringe (50%), building materials and subcontractors (47%), outreach/ marketing (3%)	7% h	Applied 12-13, not funded.	- Safe at Home will provide minor home repair services using volunteer labor and RTP staff. When no appropriate volunteer labor is available, either RTP staff will complete the repair work or they will subcontract with a local contractor. - Safe at Home was established in 2010 in partnership with Menlo Park Presbyterian Church and the City of Redwood City. - The program will focus on minor home repairs costing between \$500-\$2,500. - RTP will have a contractors' license by the beginning of FY13-14.

* FY 12-13 accomplishments are year-to-date through December 31, 2012.

Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served % Low/Mod Income	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
CAPITAL PROJECTS							
City of Daly City PW/ Sidewalk Curb Ramps Build curb ramps designated by Community Accessibility and Mobility Plan (CAMP).	\$200,000	The project will benefit all Daly City residents, particularly the disabled and pedestrians	\$4,000 - 4,444 per sidewalk curb ramp	100% of project budget For construction costs (78%), project design (15%), contract administration and inspection (6%), and agency administration (1%).	N/A	00-01 \$50,000 (26 curb cuts constructed) 01-02 \$50,000 (34 curb cuts constructed) 02-03 Not approved for funding 03-04 Not approved for funding 04-05 Not approved for funding 05-06 \$85,771 (12 curb cuts constructed) 06-07 Not approved for funding 07-08 Not approved for funding 08-09 Not approved for funding 09-10 Not approved for funding 10-11 Not approved for funding 11-12 Not approved for funding 12-13 Not approved for funding	• Proposal to construct approximately 45-50 ramps depending on bids received. • Complete design in December 2012. • Award construction contract in March 2013. • Construction completion in June 2013.

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Table 2: OVERVIEW OF FY 2013-14 CDBG APPLICATIONS

Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
ECONOMIC DEVELOPMENT							
Renaissance Entrepreneurship Center/City of Daly City Enterprise Center Provides educational workshops and classes as well as technical assistance to low and moderate income owners and developers of microenterprises.	\$96,000	75 Microenter- prises 100% LM	NA	Salaries/benefits (96%) and administrative expenses (4%)	100% (Microenter- prise)	00-01 \$235,000 01-02 \$270,000 02-03 \$303,077 03-04 \$320,853 04-05 \$345,000 05-06 \$345,000 59 microenterprises (118%) 06-07 \$340,817 44 microenterprises (88%) 07-08 \$340,817 43 microenterprises (86%) 08-09 \$340,817 50 microenterprises (100%) 09-10 \$340,817 43 microenterprises (86%) 10-11 \$340,817 27 microenterprises (54%) 11-12 \$140,000 16 microenterprises (53%) 12-13 \$140,000 X microenterprises (X%)	- In FY05-06, the City changed the focus of its economic development activities by eliminating funding for special ED activities, while the City has continued to provide technical assistance to microenterprises. - From FY04-05 to FY06-07, the Enterprise Center collaborated with Skyline Community College to offer a course on basic entrepreneurship. The course consisted of 16 class meetings and covered topics such as business planning, cash flow forecasting, profit analysis and market research. The Enterprise Center provided tuition assistance to those students who qualified as low-income. - In FY10-11, the City closed the offices of the Enterprise Center and Daly City Business Center. - In FY11-12, the City entered into a contract with Renaissance Entrepreneurship Center to outreach to the City's microenterprises and to provide workshops, classes, and post-class support such as one-on-one counseling and assistance with access to capital. Renaissance began offering workshops/classes in February 2012. - Renaissance offers workshops and classes at the Doelger Senior Center.
City of Daly City ECD Microenterprise Administration Oversight, management, and monitoring of CDBG- funded microenterprise activities.	\$40,000	NA	NA	Administration include staff salaries/benefits and overhead	NA		

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Name of Sponsor/ Project Description of Program/Activity	Funding Request	DC Persons/ HH to be Served % Low/Mod Income	DC Cost Per Unit of Service to DC Residents	Use of CDBG Funds	% Daily City Residents Served vs. County Total	Funding History, Annual Goals, and Accomplishments (% of goal accomplished) *FY 12-13 accomplishments are year-to-date through Dec. 31, 2012	Comments on Program / Application
CDBG ADMIN.							
City of Daly City ECD/ CDBG Administration Oversight, management, and monitoring of CDBG- funded activities.	\$190,391	NA	NA	General administration include staff salaries/benefits and overhead	NA	97-98 \$300,000 98-99 \$310,000 99-00 \$318,000 00-01 \$328,000 01-02 \$350,000 02-03 \$338,880 03-04 \$338,880 04-05 \$332,200 05-06 \$315,252 06-07 \$268,701 07-08 \$285,981 08-09 \$262,430 09-10 \$264,946 10-11 \$281,180 11-12 \$234,898 12-13 \$190,391	Allocation request is limited by 20% CDBG cap on Planning/Administration.

* FY 12-13 accomplishments are year-to-date through December 31, 2012.

Table 3: Summary of FY13-14 CDBG Allocations/Staff Recommendation #1

	FY12-13	FY 13-14	FY13-14
ACTIVITY	FUNDED	AMOUNT REQUESTED	STAFF RECOMMENDATION
General Administration			
General Administration	190,391	192,591	192,591
subtotal	190,391	192,591	192,591
Economic Development			
City Microenterprise Assistance Program Delivery	-	25,000	20,000
Renaissance Entrepreneurship Center/Entrepreneur	140,000	96,000	96,000
subtotal	140,000	121,000	116,000
Capital Improvements			
Section 108 Loan Payments (P & I)	393,942	397,919	397,919
Sidewalk Ramps*	-	200,000	-
subtotal	393,942	597,919	397,919
Housing			
North Peninsula Neighborhood Services/House Help	36,873	-	-
Rebuilding Together/National Rebuilding Day	23,500	23,500	23,500
Rebuilding Together/Safe at Home	-	15,000	10,000
Residential Rehab	500,000	500,000	490,000
CID/Housing Accessibility Modification (HAM) Program	11,000	11,000	10,000
subtotal	571,373	549,500	533,500
Public Services			
Community Overcoming Relationship Abuse/Client Services	5,000	10,000	-
Daly City Youth Health Center/Pathways for Success	6,975	15,000	-
Health Mobile/Dental Care Services	-	10,000	-
Human Investment Project/Homesharing (HIP)	13,619	15,000	12,000
InnVision Shelter Network/Family Crossroads	16,508	20,000	16,000
InnVision Shelter Network/Maple St. Shelter	4,360	8,000	
John's Closet	5,951	6,825	-
Legal Aid/Homesavers	11,931	20,000	12,000
Mental Health Assoc of SMC/Daly City Friendship Center	3,924	5,000	
Mental Health Assoc of SMC/Spring Street Shelter	4,360	5,000	
North Peninsula Food Pantry & Dining Center	-	15,000	-
Ombudsman Services of San Mateo County	3,647	10,000	-
Peninsula Family Service	24,761	34,000	22,000
Project Read	21,873	30,000	20,000
Project Sentinel/ Fair Housing	7,455	9,015	7,500
Samaritan House/Safe Harbor Shelter	8,719	8,719	-
Service League/Case Management for Hope House Programs	5,000	5,000	-
subtotal	144,083	226,559	89,500
TOTAL EXPENSES	1,439,789	1,687,569	1,329,510
PUBLIC SERVICES CAP 13/14			147,658
ADMIN CAP 13/14			192,591
FY13/14 ESTIMATED ENTITLEMENT GRANT			901,955
ESTIMATED FUNDS AVAILABLE 13/14			1,331,386
ESTIMATED FUNDS LESS TOTAL EXPENSES			1,876
ESTIMATED FUNDS AVAILABLE FOR PUBLIC SERVICES			58,158

Table 4: FY13-14 CDBG Allocations - Staff Recommendation #2

	FY12-13	FY 13-14	FY13-14
ACTIVITY	FUNDED	AMOUNT REQUESTED	RECOMMENDATION
General Administration			
General Administration	190,391	-	192,591
subtotal	190,391	-	192,591
Economic Development			
City Microenterprise Assistance Program Delivery	-		20,000
Renaissance Entrepreneurship Center	140,000	96,000	96,000
subtotal	140,000	96,000	116,000
Capital Improvements			
Section 108 Loan Payments (P & I)	393,942	397,919	397,919
Sidewalk Ramps*	-	200,000	-
subtotal	393,942	597,919	397,919
Housing			
North Peninsula Neighborhood Services/House Helpers	36,873	-	-
Rebuilding Together/National Rebuilding Day	23,500	23,500	23,500
Rebuilding Together/Safe at Home*	-	15,000	10,000
Residential Rehab	500,000	500,000	490,000
CID/Housing Accessibility Modification (HAM) Program	11,000	11,000	10,000
subtotal	571,373	549,500	533,500
Public Services			
Community Overcoming Relationship Abuse/Client Services*	5,000	10,000	5,000
Daly City Youth Health Center/Pathways for Success	6,975	15,000	6,500
Health Mobile/Dental Care Services	-	10,000	-
Human Investment Project/Homesharing (HIP)	13,619	15,000	13,000
InnVision Shelter Network/Family Crossroads	16,508	20,000	15,000
InnVision Shelter Network/Maple St. Shelter	4,360	8,000	4,360
John's Closet	5,951	6,825	5,951
Legal Aid/Homesavers	11,931	20,000	11,000
Mental Health Assoc of SMC/Daly City Friendship Center	3,924	5,000	3,924
Mental Health Assoc of SMC/Spring Street Shelter	4,360	5,000	4,360
North Peninsula Food Pantry & Dining Center	-	15,000	10,000
Ombudsman Services of San Mateo County	3,647	10,000	3,647
Peninsula Family Service	24,761	34,000	22,500
Project Read	21,873	30,000	20,500
Project Sentinel/ Fair Housing	7,455	9,015	7,455
Samaritan House/Safe Harbor Shelter	8,719	8,719	8,719
Service League/Case Management for Hope House Programs	5,000	5,000	5,000
subtotal	144,083	226,559	146,916
TOTAL EXPENSES	1,439,789	1,469,978	1,386,926
PUBLIC SERVICES CAP 13/14			147,658
ADMIN CAP 13/14			192,591
FY13/14 ESTIMATED ENTITLEMENT GRANT			901,955
ESTIMATED FUNDS AVAILABLE 12/13			1,331,386
ESTIMATED FUNDS LESS TOTAL EXPENSES			(55,540)
ESTIMATED FUNDS AVAILABLE FOR PUBLIC SERVICES			742

Table 5: Performance of CDBG-Funded Activities During FY08-13 Consolidated Plan Period

ACTIVITY	FY08-09		FY09-10		FY10-11		FY11-12		FY12-13		Five-Year Total	
	Persons/ households served	Percent of target	Persons/ households served	Percent of target	Persons/ households served	Percent of target	Persons/ households served	Percent of target	Persons/ households served	Percent of target	Persons/ households served	Percent of target
Economic Development Enterprise Center	50 p	100%		157%		118%		88%		86%	289	250 116%
Housing												
North Peninsula Neighborhood Services	19 h	63%		97%		74%		94%		63%	154	150 103%
Rebuilding Together	10 h	125%		100%		89%		56%		89%	39	40 98%
Center for Independence of the Disabled	21 h	84%		80%		80%		64%		64%	97	125 78%
City of Daly City ECD/ Residential Rehab. Program	14 h	82%		104%		50%		52%		100%	109	85 128%
Public Services												
Bayshore Child Care Services	311 p	117%		92%		108%		99%		105%	1332	1325 101%
CORA/Emergency Shelter	12 p	109%		27%		118%		45%		127%	40	55 73%
CORA/En Tu Comunidad	228 p	438%		102%		81%		56%		81%	193	260 74%
Daly City Youth Health Center	14 p	140%		170%		240%		170%		260%	92	50 184%
Human Investment Project/Homesharing	30 p	188%		88%		88%		156%		156%	96	80 120%
John's Closet	271 p	113%		129%		105%		96%		110%	1142	1200 95%
Legal Aid/Homesavers	261 h	165%		100%		90%		115%		100%	397	790 50%
Mental Health Assoc. of SMC/ Daly City Friendship Center	77 p	118%		68%		102%		89%		102%	299	325 92%
Mental Health Assoc. of SMC/ Spring Street Shelter	19 p	106%		94%		78%		111%		78%	86	90 96%
North Peninsula Food Pantry & Dining Center	9725 meals	128%		77%		101%		100%		97%	36311	38000 96%
Ombudsman Services	160	286%		N/A		N/A		187%		321%	324	280 116%
Pilipino Bayanihan Resource Center	N/A	N/A										
Project Read	57 p	104%		65%		91%		107%		100%	270	275 98%
Project Sentinel	12 cases	86%		100%		86%		86%		86%	64	70 91%
Samaritan House/Safe Harbor Shelter	25 p	192%		154%		131%		85%		92%	80	65 123%
Second Harvest Food Bank/Operation Brown Bag	874 h	120%		125%		113%		112%		112%	4156	3650 114%
Shelter Network/Family Crossroads	68 p	113%		71%		67%		142%		108%	320	300 107%
Shelter Network/Family Crossroads	20 h	133%		75%		140%		167%		127%	92	75 123%
Shelter Network/Maple St. Shelter	20 p	111%		72%		50%		78%		50%	58	90 64%

N/A = Not funded during fiscal year

VIII. HOUSING AND HOMELESS PRIORITIES AND ACTIVITIES FOR JULY 1, 2013 – JUNE 30, 2018

Housing priorities and activities are not in order of priority but will be pursued as resources are made available.

1. PRIORITY: REHABILITATE EXISTING OWNER UNITS AND RENTAL UNITS.

Rationale: Rehabilitation of owner and renter units is a high priority because of the age of Daly City's housing and the scarcity of available land for new development. This program will preserve and upgrade the existing housing stock.

Target Groups: Homeowners
Owners of rental units
Elderly households
Small and related households
All other households

ACTIVITIES:

a) Rehabilitation of ownership units

Five Year Results: Rehabilitate 35 ownership units.

Household/Income: 15 low income owner households (0-50% HAMFI)
20 moderate income owner households (51-80% HAMFI)

Resources: Federal - CDBG

b) Minor home repair grants for senior homeowners

Five Year Results: 55 Minor home repair grants

Household/Income: 35 low income senior owner households (0- 50% HAMFI)
20 moderate income senior owner households (51-80% HAMFI)

Resources: Federal - CDBG

c) Minor home repairs for low and moderate income homeowners

Five-Year Results: Minor home repairs of 190 homes.

Household/Income: 190 low and moderate income owner household (0-80% HAMFI)

Resources: Federal – CDBG
Private – Foundations, corporations

2. PRIORITY: CONSTRUCT NEW RENTAL UNITS.

Rationale: Construction of new rental units is a cost effective way to create affordable housing units while revitalizing neighborhoods and rebuilding underutilized land.

ACTIVITIES:**a) Construct new rental units.**

Assist qualified nonprofit and for-profit housing developers to construct affordable rental projects. The purpose is to expand the affordable housing supply and to provide housing to low and moderate income renter households. Emphasis will be placed on providing units for low income families to the greatest extent possible.

Target Groups: Small related households
Large related households

Five-Year Results: 20 new rental units constructed.

Household/Income: 7 low income households (0- 50% HAMFI)
13 moderate income households (51-80% HAMFI)

Resources: Federal - HOME, CDBG
State - Tax Credits
Local - Redevelopment housing fund
Private - Private foundations, private lenders' affordable housing programs

3. PRIORITY: CONSTRUCT NEW OWNERSHIP UNITS.

Rationale: Daly City's neighborhoods need stability, which will be provided by affording renters, smaller sub-components of overcrowded households, and those currently residing in illegal second units with homeownership opportunities.

ACTIVITY:**a) Inclusionary Affordable Housing**

The City adopted an Inclusionary Housing ordinance in October 2007. Negotiate affordability standards for residential developments of 30 units or more in the redevelopment areas, and for residential developments of 5 units or more outside of the redevelopment areas.

Target Groups: Small related households
All other households
First-Time Homebuyers

Five-Year Results: Develop 10 ownership units.

Resources: Federal - HOME, CDBG
State - Tax credits
Local - Redevelopment Housing Fund & private financing

b) Develop Self-Help Housing

Work with developers like Peninsula Habitat for Humanity (PHH) to identify sites and construct new housing. New homebuyers will contribute significant levels of "sweat equity" in the construction of their homes.

Target Groups:

Small related households
Large related households
First-time Homebuyers

Five-Year Results:**Resources:**

Develop 36 ownership units
Federal - HOME, CDBG
Local - Redevelopment Housing Fund
Private - Habitat for Humanity Fund for Humanity
State - HCD funding

4. PRIORITY: PROVIDE SUPPORTIVE FACILITIES/SERVICES FOR PERSONS WITH SPECIAL NEEDS

Rationale: There are few housing options available at the lower end of the income spectrum. These households have the most severe affordability problems and are poorly equipped to deal with continuing increases in the cost of housing. In most critical cases, low income households may be at risk of becoming homeless.

Target Groups:

Renters
Small related households
Large related households
Elderly households
Existing homeowners
Persons with special needs
All other households

ACTIVITIES:**a) Funding support Housing Accessibility Modification Services**

Provide financial support for housing accessibility services through an experienced community agency.

Five-Year Results: Modify 125 homes for accessibility.

Resources: Federal - CDBG

b) Shared Homes Program

Continue existing financial support of the shared housing services administered by an experienced community agency. Shared housing is an affordable alternative to market rate rental housing.

Five-Year Results: Provide home sharing opportunities for 80 persons (50 renter and 30 owner households).

Household/Income: 50 low and moderate income renters (0-80% HAMFI)

Resources: 30 low and moderate income owners (0-80% HAMFI)
Federal - CDBG

5. PRIORITY: ASSIST LOW INCOME FIRST TIME HOMEBUYERS

Rationale: Homeownership is an integral feature of the American dream. The benefits of homeownership include the creation of a stable neighborhood housing base through increased numbers of homeowners that create a stronger social fabric within communities.

Target Groups: Low to moderate income homebuyers (0-80% HAMFI)

ACTIVITY:

a) Provide technical assistance and information/referral to first time homebuyers, if feasible

Provide technical assistance through group workshops followed up with one-on-one counseling to prospective first time homebuyers. Also provide information and referral of available resources (e.g. San Mateo County's Mortgage Credit Certificate program, lender programs).

Five Year Results: Assist in the outreach and promotion of first time homebuyer workshops

Resources: Private

6. PRIORITY: PRESERVE RENTAL ASSISTANCE

Rationale: Without rental assistance, low and moderate income residents can find themselves homeless, in an overcrowded situation or compromise other basic necessities.

Target Groups: Elderly
Small related households
Large related households
All other households

ACTIVITY:

a) Maintain existing vouchers and certificates

At a minimum, work with the Housing Authority to maintain Section 8 vouchers (unless funding at the federal level increases, roughly the same number of people will be assisted yearly).

Five-Year Results: Maintain Section 8 vouchers and certificates.

Household/Income: Low income households (0 - 50% HAMFI)

7. PRIORITY: ACQUIRE AND REHABILITATE EXISTING RENTAL APARTMENTS.

Rationale: As a largely built-out city, Daly City will address the housing crisis largely through existing units. This program will work with non-profit and for-profit agencies to

acquire and rehabilitate existing rental units and make them affordable to low and moderate income households.

Target Groups: Small related households
Large related households
All other households
Homeless
Persons with special needs

ACTIVITY:

a) Work with developers to acquire rental units

Work with non-profit and for-profit developers to search for and negotiate acquisition of existing apartments needing rehabilitation and with significant low and moderate income tenancy to avoid displacement of existing tenants who might not be eligible because of higher incomes.

Five-Year Results: Acquire and rehabilitate 15 rental units.

Household/Income: 15 low and moderate income renter household (0-80% HAMFI)

Resources: Federal - HOME, CDBG
State - Tax credits
Local - Redevelopment Housing Fund
Private - Private lender affordable housing programs, private foundations, tax-exempt bonds

8) PRIORITY: MONITOR STATUS AND PRESERVE AT-RISK ASSISTED HOUSING INVENTORY.

Rationale: There is one apartment complex that was financed with below-market-rate mortgages provided with federal assistance. The owner of this development has expressed interest in maintaining long-term affordability for the residents. However, if they are unsuccessful in obtaining Section 8 project-based subsidies from HUD in the future, these units could convert to market rate, resulting in the loss of 120 affordable elderly housing units for the elderly and disabled.

Target Groups: Renters
Elderly households

ACTIVITY:

a) Insure preservation of at-risk rental units.

The City will keep in regular contact with the owner of Villa Fontana Apartments to determine the status of the project for maintaining continued affordability for the residents. The City will maintain a list of potential non-profit organizations who

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could purchase and/or manage the units and will work with non-profit housing organizations to assist acquisition of the at-risk housing units if necessary to maintain their affordability.

Five-Year Results: Preservation of 120 units as affordable rental units.

Household/Income: 120 low and moderate income renter households (0-80% HAMFI)

Resources: Federal - HOME, CDBG, HUD Mortgage Loan Insurance
State - HCD preservation programs
Private - Private lenders' affordable housing programs

9) **PROVIDE SUPPORTIVE FACILITIES AND SERVICES FOR HOMELESS PERSONS**

Rationale: The problem of homelessness is increasing as housing prices rise faster than incomes and cutbacks continue in social programs that provide needed supportive services.

Target Groups: Homeless individuals and families

ACTIVITY:

a) **Provide funding support for programs serving the homeless.**

The City will provide funding to programs that serve the homeless population of the City.

Five-Year Results: Shelter and services provided to 545 homeless persons.

Household/Income: 545 homeless households (0-50% HAMFI)

Resources: Federal - HOME, CDBG, Continuum of Care

IX. NON-HOUSING COMMUNITY DEVELOPMENT
ACTIVITIES FOR JULY 1, 2008 - JUNE 30, 2013

The non-housing community development priorities and activities are not in order of priority but will be pursued as resources are made available. The priorities for the three major categories of Economic Development, Capital Improvement Projects, and Public Services are lettered consecutively.

A. Economic Development Activities

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Daly City aggressively promotes economic development in the city. These activities strengthen the City's economic climate, increase job opportunities for Daly City's residents, promote balanced and diversified growth and improve the quality of life.

PRIORITY: PROVIDE TECHNICAL ASSISTANCE TO BUSINESSES

Rationale: Economic development is a high priority component of Daly City's overall strategy to develop a viable urban community through the provision of economic opportunity. The City's economic development programs include the revitalization of commercial corridors and business attraction efforts. Technical assistance to microenterprise clients is also an important element of the City's economic development strategy. Through contracting with other agencies, the City is able to offer microenterprise clients valuable assistance in setting realistic goals, planning strategically, seeking help when needed and implementing changes to their business model when warranted.

Activity #1: Provide technical assistance to microenterprises.

Provide technical assistance, educational workshops and classes to microenterprises, which are firms with five or fewer employees, owned by persons of low to moderate income. The City will contract with other agencies to provide technical assistance to microenterprise clients in a wide range of areas (e.g., planning, marketing, accounting) that are targeted to their individual needs.

The City will continue to evaluate and refine its marketing tactics, service delivery methods and outcome measurements. In addition, the City will continue its partnership with Renaissance Entrepreneurship Center, an agency with offices in San Francisco and East Palo Alto that provides entrepreneurship training courses for very low-income individuals with minimal formal education and business experience. Overall, through its efforts, the City hopes to produce important economic development outcomes such as job creation, increased household income, higher profits, expanded business volume and actual business launches.

One-Year Results: Provide technical assistance and/or entrepreneurship training to 150 microenterprise clients

Household Income: 150 low and moderate income microenterprise owners (0-80% HAMFI)

Resources: Federal (CDBG), private sources

B. Capital Improvement Projects

The City also utilizes CDBG funds to provide capital improvements (e.g., improvements to streets, sidewalks, parks and recreation facilities, etc.). The City has funded projects located in and benefiting low and moderate income neighborhoods and projects serving the low income and populations with physical disabilities.

CDBG funds have been used for improvements to Mission Street. Mission Street, which contains many neighborhood-serving businesses, is undergoing a multi-phase improvement program. The vision behind the improvements is to create an atmosphere on Mission Street where investment is stimulated. In turn, employment opportunities, as well as new neighborhood serving businesses will be created.

In the past, the City has used CDBG funds to remove architectural barriers to the disabled. These improvements are a result of a city-wide accessibility assessment for all public facilities. Priority has been given to City Hall. Other buildings, for which CDBG funds may be used to remove accessibility barriers include the Daly City Community Service Center, libraries and neighborhood facilities. The City has also used CDBG funds for the construction of sidewalk wheelchair ramps. There are a great number of locations in the City which still need wheelchair ramps, and CDBG funds will continue to be used for this purpose. In addition, the City has provided for improvements to public facilities providing essential services to lower income residents. The City will work to identify other community needs that can be addressed with capital improvement projects.

1. **PRIORITY: PROVIDE NEIGHBORHOOD-SERVING RECREATIONAL FACILITIES**

Rationale: Neighborhoods need public recreational areas and facilities, particularly to provide nearby residents with accessible and pleasant places to congregate, to interact, and to relax. Public facilities benefit a wide range of populations (e.g., young children to at-risk youth to the elderly) with diverse services and activities. This priority is targeted to neighborhoods that are primarily low income and lack adequate community facilities and public spaces.

ACTIVITY:

a) Section 108 Loan Payments for the Construction of the Bayshore Community Center

The Bayshore Community Center includes a multi-purpose room, exercise facility, activity rooms, and a public library in the primarily low income Bayshore neighborhood. The center serves as a focal point with recreational activities, services, information, and facilities for neighborhood youths.

The Center, which the City initiated under its FY99-00 HUD One Year Action Plan, has been funded using a variety of public and private resources. The City's contribution to the project includes direct allocation(s) of CDBG funds as well as Section 108 loan proceeds. Construction of the center began in June 2003. In April 2004 construction of the project was delayed. Construction resumed in October 2004 with a new general contractor. Construction of the Center was complete by early 2006, with the grand opening on February 18, 2006.

Agency Provider: City of Daly City
Five-Year Results: Section 108 loan payments (\$1,932,869)
Resources: Federal (CDBG)

3. **PRIORITY: REMOVE ARCHITECTURAL BARRIERS FOR THE PHYSICALLY DISABLED**

Rationale: According to the 2000 Census, Daly City has a total of 6,890 persons with a physical disability. These residents have difficulty accessing both public and private services, such as public buildings, shopping facilities, and other places in the community. The Americans with Disabilities Act (ADA) seeks to make the physical environment completely accessible for disabled persons.

ACTIVITIES:

a) **Remove architectural barriers to public facilities.**

Provide modifications to public facilities to make them and their services accessible to the disabled. Included in the improvements will be ramps, signage and other needed modifications.

Five-Year Results: Architectural barriers removed at public facilities to allow better access to services and programs.

Resources: Federal - CDBG

b) **Develop design/plans and construct sidewalk wheelchair ramps (curb cuts)**

Design and construct wheelchair ramps throughout the City in accordance with the City's Community Accessibility and Mobility Plan, a master plan of accessible routes throughout the City.

Agency Provider: City of Daly City, Department of Public Works

Five-Year Results: Complete design and construction of 20 curb cuts.

Resources: Federal - CDBG

5 - YEAR PLAN**4. PRIORITY: PROVIDE FOR IMPROVEMENTS TO COMMUNITY FACILITIES SERVING LOWER INCOME RESIDENTS**

Rationale: Community facilities are vital to the provision of a diverse array of services to lower income residents.

ACTIVITIES:**a) Identify and provide for improvements to public facilities.**

Identify and provide for improvements to those public facilities providing essential services to lower income residents.

Five-Year Results: Improvements to public facilities that will allow for better access, service, and program delivery to lower income residents.

Resources: Federal – CDBG

C. Public Services

Public services programs provide necessary services at reduced or low cost to low income residents. These programs can help free up scarce financial resources to allow low income people to afford housing and educational opportunities and to maintain or improve their economic situations. These agencies need funding to assist them in meeting the increasing demand for their services. They receive other sources of funding in addition to Daly City CDBG.

1. PRIORITY: PROVIDE CHILD CARE AND OTHER SERVICES FOR FAMILIES WITH CHILDREN.

Rationale: An increase in the number of women in the workforce and in the number of single-parent families means that many of the services once provided within the family must now be provided by the community. Within Daly City, a great number of women work, and a large number are near the poverty level. Consequently, there is a greater need for affordable child care.

ACTIVITIES:**a) Provide support for affordable child care services.**

Provide funding to non-profit organizations that serve low and moderate income households with child care.

Five-Year Results: Childcare services for 1,325 low and moderate income children.

Resources: Federal – CDBG

b) Provide support for services such as clothing for needy children.

Provide support to non-profit agencies that provide clothing and other necessities to low income children.

Five-Year Results: Clothing and other necessities provided to 1,150 children annually.

Resources: Federal – CDBG

2. **PRIORITY: PROVIDE SUPPORT FOR SERVICES THAT PROVIDE FOOD FOR LOW-INCOME RESIDENTS.**

Rationale: In Daly City, two trends have created a need for services that provide food. - the high cost of living in the Bay Area region, which has put many families at or near the poverty level, and the aging population and its inability to meet the high cost of living.

ACTIVITY:

a) **Provide funding for food for low-income households.**

Provide funding to non-profit organizations that serve low-income households needing food.

Five-Year Results: Food supply provided to 3,650 low-income households.
38,000 hot meals served to low-income persons.

Resources: Federal – CDBG

3. **PROVIDE LEGAL ASSISTANCE TO LOW-INCOME RESIDENTS.**

Rationale: There are a large number of residents who need legal services as a result of a variety of circumstances: landlord/tenant problems, consumer law, labor law, etc. Due to their low income, they are not able to afford market rate legal services. Consequently, there is a need for programs which provide free or low-cost legal services.

ACTIVITY:

a) **Support the provision of low-cost legal services.**

Provide funding for non-profit organizations that offer legal services to low-income residents.

Five-Year Results: 790 low and moderate income households.

Resources: Federal – CDBG

4. **PRIORITY: PROVIDE PREVENTATIVE SERVICES TO "AT-RISK" LOW-INCOME YOUTH**

Rationale: In Daly City, there is concern over the problems plaguing teens and other youths: gang membership, teen pregnancy, drug and alcohol abuse, teen suicide and juvenile delinquency. Due to low income, history of chronic family problems, absentee parents, and other issues, the families of many youths are unable to cope with teen problems and unable to guide teens toward productive lives.

ACTIVITY:**a) Support the provision of low-cost preventative services.**

Provide funding to non-profit organizations that serve low-income households needing preventative services such as individual and group counseling for "at-risk" youth and their families, and mentoring programs.

Five-Year Results: 50 low and moderate income residents.

Resources: Federal – CDBG

5. PRIORITY: PROVIDE PUBLIC SERVICES AND FACILITIES FOR SPECIAL NEEDS POPULATIONS

Rationale: In Daly City, there are a great number of households who have special needs, such as those who cannot read, who have mental, physical, or developmental disabilities, or have experienced domestic violence.

ACTIVITY:**a) Support the provision of services to households with special needs.**

Provide funding to non-profit organizations that provide services to special needs populations such as literacy training, day care for persons with mental disabilities, and supportive services to women and their children seeking relief from domestic violence.

Five-Year Results: 915 households assisted.

Resources: Federal – CDBG

6. PRIORITY: AFFIRMATIVELY FURTHER FAIR HOUSING ACTIVITIES.

Rationale: Information is needed by both landlords and tenants to prevent discrimination in housing. Because of the low vacancy rate in Daly City's rental housing market, it is critical that residents have equal access to available housing. The City affirmatively furthers fair housing activities to prevent discrimination in housing.

ACTIVITY:**a) Provide fair housing information and assistance**

In accordance with its Fair Housing Action Plan, the City will continue to provide fair housing and anti-discrimination information through the "Leisure Guide," a City publication that is distributed to all households in the City and is available at City Hall, libraries and the Daly City Community Service Center. In addition, the City will contract with non-profit organizations who provide fair housing services such as providing information to both tenants and landlords on housing discrimination,

investigating complaints, making legal referrals, counseling parties involved in complaints and maintenance of a telephone information hotline.

Five-Year Results: Investigate 60 fair housing/discrimination cases and provide 10 consultations (70 households served).

Resources: Federal – CDBG
Local – City General Fund

7. **PRIORITY: PROVIDE ADVOCACY SERVICES TO SENIORS.**

Rationale: In Daly City, there are 41 long-term care facilities, housing approximately 400 residents. Due to budget cuts, inspections of these facilities by state agencies is infrequent. The lack of regular monitoring allows for an environment where improper care and/or abuse of senior residents can occur.

ACTIVITY:

a) **Support the provision of advocacy services for seniors.**

Provide funding to non-profit organizations that serve seniors needing advocacy services such as those seniors living in long-term care facilities.

Five-Year Results: Investigate 280 complaint cases (280 persons assisted).

Resources: Federal – CDBG