

**CITY OF DALY CITY
PLANNING COMMISSION
REGULAR MEETING**

AGENDA

Wednesday, December 25, 2013 - 7:00 PM

Council Chambers, City Hall

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

Webcast: www.dalycity.org/meetings

OPENING OF MEETING:

PLEDGE TO THE FLAG:

ROLL CALL:

PUBLIC HEARING:

1. Sample Item to test new fields
2. Second Sample Item

APPLICANT:	John Smith and Jones
LOCATION:	Top of the Hill
ENVIRONMENTAL	Categorically Exempt per Section 15315: Minor Land
ASSESSMENT:	Divisions
PLANNER:	Steve Engfer Assistant Planner

PUBLIC APPEARANCES, STAFF COMMUNICATIONS:

ACQUISITIONS, VACATIONS, ETC. - SECTION 65402(A):

ADJOURNMENT:

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

Availability of Public Records: All public records relating 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.

For a New Hire, please complete the following and submit to ISD:

Excel document, "worksheet_newhire.xls" (New Hire Worksheet)

Word document, "form_nw_actionrequest.dot" (Network Action Request Form)

Word documents beginning with "Policy_" as appropriate for E-mail, internet access and outlook web access.

If your new employee will require access to special applications or resources such as SIRE, Munibase, IFAS, special departmental calendars, etc. then please note such items in the "Notes" section of the "worksheet_newhire.xls" form.

For an existing employee, if you only need to change their access, you need only submit the Word document "form_nw_actionrequest.dot" and the respective policy form(s) that apply to the requested change.

If you are submitting forms to remove accounts for an employee that no longer works for Daly City, please submit just the "form_nw_actionrequest.dot" word document with the columns completed for "delete".

There are examples for completing the form_nw_actionrequest.dot document on the form itself at the bottom.

Generally speaking, any time you submit one or more of the "Policy_" forms, it should be accompanied by a Network Action Request form.

Please note that we update these forms from time to time, so simply print a new form from the folder on the X drive as you have need for them. Additionally, it is very helpful if you fill in the form(s) electronically and then print it for signature.

Please do not send over policy forms that do not require signatures (such as the Software policy).

If you have questions, please contact Your Friendly IS Team at ext. 8089.

-- DALY CITY INFORMATION SERVICES --

NEW-HIRE WORKSHEET

*Please submit to I.S. D. as early as possible
BEFORE the employee's start-date.*

Prepared by: _____

Date: _____

Employee Name: _____

Job Title: _____

Supervisor: _____

Dept./Division: _____

Start-date: _____

New Position? **Yes / No**

PC Workstation

Is a workstation already in place? **Yes / No**

External email access required? * **Yes / No**

Internet access required? * **Yes / No**

* Please use the I.S. Network Account Action Request Form and submit signed copies of the necessary policy forms.

Notes, special requirements, etc.:

Telephone

Is there a telephone already in place? **Yes / No**

If 'yes' to above, what is the extension? _____

Dial-in/dial-out access required? **Yes / No**

Notes, special requirements, etc.:
