

CITY OF DALY CITY

Regular Meeting - CITY COUNCIL

AGENDA

Monday, July 8, 2024 - 7:00 PM

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

To watch the live telecast:

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PUBLIC PARTICIPATION

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

1. To submit written comments by meeting day, please email cityclerk@dalycity.org and include “Public Comment” in the subject line. All written comments received by 4:00 pm on meeting day will be provided to the City Council prior to the meeting.

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

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

3. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the Council Chamber and submit it to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at (650) 991-8078 as soon as possible.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ROLL CALL:

AVAILABILITY OF PUBLIC RECORDS:

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

PRESENTATIONS:

1. Proclamation - Park and Recreation Month, Denise Brown, Director of Recreation Services
2. Proclamation - Disability Pride Month

APPROVAL OF MINUTES:

3. Regular Meeting of June 24, 2024

APPROVAL OF AGENDA:

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

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

CONSENT AGENDA

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

Resolutions:

4. Authorize the City Manager to Execute an Agreement and Appropriate grant funds with the Jefferson Elementary School District
5. Authorize the City Manager to Execute an Agreement with the Brisbane School District
6. Accept and Appropriate \$75,000 Cannabis Equity Grant from GO-Biz Retroactively for FY 2023/24
7. Time Extension for Use Permit UPR-1-22-15498, Design Review DR-7-22-15775– 79 Saint Francis Square Drive Through Restaurant
8. Time Extension for Use Permit UPR-2-23-016129 – 79 Saint Francis Square Sign Program
9. Appropriate Funds for Top of the Hill Street Festival and Authorize City Manager to Execute Professional Services Agreement with Anthony Presents LLC
10. Notice of Completion for Fire Station 91 Roofing Project
11. Notice of Completion for the 2021-2022 and 2022-23 Street Resurfacing Project
12. Authorize City Manager to Approve Contract Change Orders for the Construction Contract for the Mussel Rock Landfill Upper Disposal Area Pull-Back Project

13. Adopt Resolution for Classification Amendments Previously Approved During Budget Process

END OF CONSENT AGENDA

APPOINTMENTS: Board/Commission Membership Committee Appointments

REPORTS:

14. Council Committee
15. City Council
16. Staff

ADJOURNMENT:

Proclamation

Parks and Recreation Month July 2024

- WHEREAS,** the U.S. House of Representatives has designated July as Parks and Recreation Month; and
- WHEREAS,** the City of Daly City recognizes Parks and Recreation as an integral part of all communities throughout this country; and
- WHEREAS,** Parks and Recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and
- WHEREAS,** Parks and Recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer’s; and
- WHEREAS,** Parks and Recreation increases a community’s economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and
- WHEREAS,** the Department of Recreation Services is a leading provider of education, healthy meals, nutrition services, and encourages physical activities by providing space for popular sports, Fitness Courts, swimming pools, activities for youth, families, and Active Adult/Seniors, and many other events designed to promote active lifestyles; and
- WHEREAS,** the Department of Recreation Services’ programming and education activities, such as out-of-school time services, youth sports and life skills which includes job readiness, cooking classes and leadership experience, are critical to childhood development; and
- WHEREAS,** the Department of Recreation Services fosters social and cultural experiences that combat loneliness and cultivate a positive environment, inclusive of diverse populations, promoting understanding, equity, and a strong sense of community.

NOW THEREFORE, I, JUSLYN C. MANALO, Mayor, and Members of the City Council of the City of Daly City, do hereby proclaim July 2024 as **PARKS AND RECREATION MONTH**, in the City of Daly City, and call upon all residents in the community to pay tribute to our Parks and Recreation professionals, and to recognize the substantial contributions they make to our community, health, safety, and quality of life.

Signed and sealed by the Mayor and City Council of the City of Daly City, this 8th day of July 2024.

Juslyn C. Manalo, Mayor

Dr. Roderick Daus-Magbual, Vice Mayor

Pamela DiGiovanni, Councilmember

Teresa G. Proaño, Councilmember

Glenn R. Sylvester, Councilmember

Proclamation

Disability Pride Month July 2024

- WHEREAS,** the month of July is recognized as Disability Pride Month, a time to celebrate the diversity, strength, and contributions of individuals with disabilities; and
- WHEREAS,** the Americans with Disabilities Act (ADA) was passed by the U.S. Congress on July 26, 1990, to ensure the civil rights of citizens with disabilities, and
- WHEREAS,** disability is a diverse identity in and of itself, encompassing those with physical, intellectual, developmental, emotional, invisible, acquired, chronic, device assisted disabilities, and more; and
- WHEREAS,** the disability experience is a natural part of life that intersects with every aspect of identity, including race, ethnicity, and social, educational, and economic background; and
- WHEREAS,** disability should in no way diminish one's right to independence, self-determination, or engagement with society, but rather should be a celebrated aspect of one's personhood; and
- WHEREAS,** Disability Pride Month enables people with disabilities to redefine their identity with self-worth, serves as a tool to tackle ableism, bias, and discrimination, and reshapes false negative perceptions of individuals with disabilities as people with value, talents, and significance; and
- WHEREAS,** Disability Pride Month serves as a reminder of the importance of recognizing the inherent value and dignity of every individual, regardless of ability or difference; and
- WHEREAS,** the City of Daly City believes in the dignity of all individuals with disabilities, supporting equity, and ensuring that acts of discrimination and hatred will not be tolerated.

NOW, THEREFORE, I, JUSLYN C. MANALO, Mayor, and members of the City Council of the City of Daly City do hereby proclaim July as “**DISABILITY PRIDE MONTH**” in the City of Daly City, and I encourage all people to join together in celebrating the achievements, advocating for the rights, and honoring the experiences of people with disabilities. May we strive for a future where inclusivity and respect are fundamental values in all aspects of life.

Signed and sealed by the Mayor and City Council of the City of Daly City this 8th day of July 2024.

Juslyn C. Manalo, Mayor

Roderick Daus-Magbual, Vice Mayor

Pamela DiGiovanni, Councilmember

Teresa G. Proaño, Councilmember

Glenn R. Sylvester, Councilmember

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

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

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

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

PRESENTATIONS:

Proclamation - Juneteenth National Independence Day

(Ken Holmes, Collection System Operator, Department of Water and Wastewater Resources)

APPROVAL OF MINUTES:

Special Meeting June 3, 2024

It was moved by Councilmember Sylvester, seconded by Mayor Manalo and carried to approve the minutes of June 3, 2024 as amended, and carried by the following roll call vote:

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

APPROVAL OF AGENDA:

It was moved by Mayor Manalo, seconded by Councilmember DiGiovanni and carried by unanimous roll call vote approve the agenda.

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

Hibah thanked the Council for passing the ceasefire resolution and showing the Palestinian, Arab and Muslim community their lives are valued. Hibah requested an apology from Councilmember Sylvester and referred to Islamophobic remarks at a previous meeting, for the Council to take a cultural competency course, and justice for Roger Allen who was killed by Daly City Police.

The following speakers were opposed to the proposed SamTrans bus stops at Edgemont Drive and Lincoln Avenue and requested the City's assistance. Myo Thaya was concerned with a new bus stop removing parking spaces in front of their house and two neighboring schools and cited security concerns. Mel Lew had great concerns with adding a bus stop to the already heavily-congested Lincoln Avenue and

Note on Public Comments:

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creating a dangerous situation with the potential for accidents near the adjacent schools. Chester Chow was opposed to the bus stop in front of their house citing the current traffic activity in the area, expressed concern with the potential for increased garbage and violence in the area, and submitted a petition signed by neighbors opposing the bus stop placements.

CONSENT AGENDA:

It was moved by Vice Mayor Daus-Magbual, seconded by Councilmember Sylvester and carried by unanimous roll call vote to approve the consent agenda with the exception of Items 5, 9, 10, and 11, which were pulled for discussion.

Resolutions:

Accept and Appropriate Grant Funding from CalRecycle

Resolution 24-90, Accepting And Appropriating Grant Funding From The California Department Of Resources Recycling And Recovery

Authorize the City Manager to Approve a Purchase Agreement for a Service Truck Body

Resolution 24-91, Authorizing Execution Of A Purchase Agreement With National Auto Fleet Group For The Purchase Of A Service Truck Body

Accept and Appropriate a \$146,620 Grant from the United States Department of Energy, Energy Efficiency and Conservation Block Grant (EECBG) Program

Director of Public Works Richard Chiu provided the staff report to accept the EECBG grant and for its use towards the purchase of electric vehicles and an electric lawnmower.

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

Resolution 24-92, Accepting And Appropriating Grant From The United States Department Of Energy, Energy Efficiency And Conservation Block Grant Program

Authorize the City Manager to Renew the Service Agreement for Roadway Medians and Rights-of-Way Landscape Maintenance Service with Loral Landscaping

Resolution 24-93, Authorizing A Renewal Of The Landscape Maintenance Service Agreement With Loral Landscaping, Inc. For An Additional Two Years

Authorize the City Manager to Execute a Professional Services Agreement with Wilsey Ham for the 2024-25 Street Resurfacing Project

Resolution 24-94, Authorizing Execution Of Professional Services Agreement With Wilsey Ham For The 2024-25 Street Resurfacing Project

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Notice of Completion for the 2020-2021 Street Resurfacing Project

Resolution 24-95, Accepting Completion Of Certain Project In The Department Of Public Works (2020-2021 Street Resurfacing Project)

Final Acceptance of the Subdivision Improvements for Major Subdivision SUB-05-19-14055 Midway – Bayshore – Phase 1

Director Chiu provided the staff report to accept the completion of improvements for the Midway - Bayshore - Phase I project which included development of affordable housing units and which had a total value of \$4,502,043.75 in subdivision improvements. Chiu addressed questions on remediation efforts.

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

Resolution 24-96, Accepting Subdivision Improvements For Major Subdivision (SUB-05-19-14055) For Midway – Bayshore – Phase 1 Subdivision

Adopt FY 2025 Gann Appropriation Limitation

Director of Finance and Administrative Services Tim Nevin provided the staff report.

It was moved by Councilmember Proaño, seconded by Councilmember DiGiovanni and carried by unanimous roll call vote to adopt the resolution.

Resolution 24-97, Establishing City's Appropriations Limitation For Fiscal Year 2024-2025

Adoption of Comprehensive Operating and Capital Budgets for Fiscal Year 2025

Director Nevin provided the staff report for the operating and capital budgets for the upcoming fiscal year and addressed questions on attachment B of the staff report and where the information will be made available for the public.

It was moved by Mayor Manalo, seconded by Councilmember DiGiovanni and carried by unanimous roll call to adopt the resolution.

Resolution 24-98, Adopting Comprehensive Operating Budget And Capital Budgets For Fiscal Year 2025

Set Time and Place of Public Hearing for Proposed Rate Increase for Solid Waste Collection and Disposal for Fiscal Years 2024-2027 (Set Hearing: 8/12/24)

Resolution 24-99, Setting Time And Place Of Public Hearing For Proposed Rate Increase For Solid Waste Collection And Disposal For Fiscal Years 2024-2027 (Hearing Date: August 12, 2024, Time: 7:00 P.M.)

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Set Time and Place for a Public Hearing to Consider General Plan Amendment GPA-05-24- 16525, Planned Development Rezone PD-10-22-015932, and Design Review DR-4-18-13424, Allowing the Construction of a New Office Building at 455 Hickey Boulevard (Set Hearing: 7/22/24)

Resolution 24-100, Setting Time And Place Of Public Hearing Regarding General Plan Amendment GPA-05-24-16525, Planned Development PD-10-22-015932, And Design Review DR-04-18-13424, Allowing The Construction Of A New Office Building At 455 Hickey Boulevard

Authorize Agreement with the County of San Mateo for Warrants Records Processing Services for the Police Department for FY 2024/2025

Resolution 24-101, Authorizing An Agreement With The County Of San Mateo For Warrants Records Processing Services For The Police Department For Fiscal Year 2024/2025

Approve Annual Report – Military Equipment Use for the Police Department

Resolution 24-102, Approving The Annual Report For The Military Equipment Use For The Daly City Police Department

Approve Purchase of Diversionary Devices for Use by the Police Department

Resolution 24-103, Approving Purchase Of Diversionary Devices For Use By The Police Department

Check Registers:

Check Registers for the Month of May 2024

END OF CONSENT AGENDA:

RESOLUTIONS:

Approval of the Utility Rate Assistance Program

Director Nevin provided the staff report to expand the water rate assistance program into a utility rates assistance program to include financial assistance for water, sewer and solid waste garbage services effective July 1, 2024. Nevin addressed questions on whether it was viable to be enrolled in the program over multiple years, whether information on the program will be made available in other languages, and whether residents can apply for the assistance on the City's website. City Manager Piccolotti provided information on the Solid Waste Committee which made the recommendation to expand the program and gave an update on the outreach that will be done to advertise the pilot program to residents.

It was moved by Mayor Manalo, seconded by Councilmember DiGiovanni and carried by unanimous roll call to adopt the resolution.

Resolution 24-104, Approving The Expansion Of The Current Water Rate Assistance Program Into A Utility Rate Assistance Program (URAP)

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PUBLIC HEARINGS:

Notice of Lien and Special Assessment to Rental Property

Director Nevin provided the staff report for the notice of lien and special assessment with the County for properties included in the Attachment for all unpaid business license rental property taxes and penalties. Nevin addressed questions on how often these fees are due and how the taxes/penalties are collected.

It was moved by Councilmember Sylvester, seconded by Mayor Manalo and carried to open the hearing. There were no speakers.

It was moved by Mayor Manalo, seconded by Councilmember Sylvester and carried to close the hearing.

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

Resolution 24-105, Approving Notice Of Lien And Special Assessment To Rental Property

Public Hearing for Proposed Turnkey Design-Build Energy Services Agreement with Syserco Energy Solutions, Inc.

Assistant to the Director of Public Works Jeffrey Fornesi provided the staff report including the development of a comprehensive design-build energy services project at Fire Station 93. The scope of work includes a combination of energy conservation measures. Staff and Syserco's representative addressed questions on: the process for contractor selection and whether there was a bidding process, Syserco's work with local union contractors, calculations on the ROI, the warranty length on the panels, the age of the roof, anticipated energy production, whether battery storage will be used, options to add battery storage in the future, and whether there was a consideration to work with PCE.

It was moved by Councilmember Sylvester, seconded by Vice Mayor Daus-Magbual and carried to open the hearing. There were no speakers.

It was moved by Mayor Manalo, seconded by Councilmember DiGiovanni and carried to close the hearing.

It was moved by Mayor Manalo, seconded by Councilmember DiGiovanni and carried by unanimous roll call vote to adopt the resolution.

Resolution 24-106, Authorizing Award Of Turnkey Design Build Energy Services Agreement For Solar, HVAC And Led Lighting Energy Improvements At Fire Station 93

Notice of Lien and Special Assessment to Real Property

Senior Management Analyst Sibely Calles provided the staff report for the notice of lien and special assessment with the County for properties included in the Attachment for all unpaid sidewalk repairs.

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It was moved by Mayor Manalo, seconded by Vice Mayor Daus-Magbual and carried to open the hearing. There were no speakers.

It was moved by Councilmember Sylvester, seconded by Vice Mayor Daus-Magbual and carried to close the hearing.

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

Resolution 24-107, Approving Notice Of Lien And Special Assessment To Real Property For Sidewalk Repairs

National Pollutant Discharge Elimination System (NPDES) Local Stormwater Program Regulatory Fee

Senior Management Analyst Calles provided the staff report recommending re-adoption of the existing NPDES regulatory fee and authorization for the County Assessor to collect fees on behalf of the City on property owners' tax bills. Calles addressed questions on the regulatory fee amount, information on when neighboring municipalities may have increased their fees, whether the fee amount is adequate, how much funding will be offset by the General Fund, and Fund 17 funding sources.

It was moved by Councilmember Sylvester, seconded by Mayor Manalo and carried to open the hearing. There were no speakers.

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

It was moved by Mayor Manalo, seconded by Councilmember DiGiovanni and carried by unanimous roll call vote to adopt the resolution.

Resolution 24-108, Maintaining Regulatory Fees Necessary To Fund The City's Local Specific Stormwater Management Plan Program Activities As To The National Pollutant Discharge Elimination System (NPDES) And Authorizing Their Collection On The Property Tax Roll

REPORTS:

Council Committee

Solid Waste Committee (Manalo/Daus-Magbual)
Association of Bay Area Governments (ABAG) (Daus-Magbual)
Commute.org (DiGiovanni)
City/County Association of Governments (C/CAG) (Manalo)

Councilmember Sylvester congratulated City Manager Piccolotti for being voted to and accepting a seat on the San Mateo County Pre-Hospital Emergency Medical Services JPA.

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City Council

Mayor Manalo reported attendance at the following: the Jefferson Adult School graduation ceremony; the San Mateo County API Caucus Heroes event, with Councilmember Sylvester, to honor the likes of the Chinese Hospital who contribute so much to the community; the Leadership CORPS of San Mateo County and the Emerging Leaders Cohort program for opportunities to network across sectors to collaborate and look at ways to improve the County; the meeting at City Hall with T.R. Pollicita students, Director Chiu, and the Magical Bridge Foundation to discuss the Magical Bridge Park by Hillside Park; the Progress Pride flag-raising event at City Hall, thanking the City staff who were in attendance; the Senior Ball/Luau at the War Memorial, acknowledging the Recreation Staff; the San Mateo Pride event, thanking Victoria Magbilang, Kalimah Salahuddin, Library staff Celina Tirona, Commissioner Catuar, Supervisor Stefani, Commissioner Bayudan, Congressman Mullin, Assemblymember Papan, Filipino Mental Health Initiative and the LGBTQ+ of San Mateo County for their participation; the Muay Thai Competition in Oakland, thanking City Manager Piccolotti, Acting Chief of Police Christensen and the Police Department for having a recruitment table at the event; the 2nd annual Children’s Day celebration with Councilmember Proaño, acknowledging Vice Mayor Daus-Magbual for his leadership in starting this youth-led program and acknowledged the support from Recreation staff; the Bike Rodeo by Daly City Police for the youth, and in partnership with Serramonte Center; the 10th annual Philippine flag-raising event, acknowledging Supervisor Canepa for instituting the event with Commissioner Ibarrientos, and thanking the Pilipino Bayanihan Resource Center, Philippine Consul General Ferrer, Senator Wiener, representatives from Assemblymember Ting’s Office, Supervisor Stefani, and Supervisor Canepa; the inaugural AAPI LEAD conference, in conjunction with NALEO, and joined by Supervisor Corzo, Vice Mayor Flores (South San Francisco), and Councilmember Chuang (Hillsborough). Manalo wished all a happy Father’s Day and 4th of July.

Vice Mayor Daus-Magbual provided information on a picnic to be held by the Filipino American Democratic Club at Gellert Park on July 4th between 11AM and 2:30PM.

Staff

City Manager Piccolotti acknowledged the Daly City Police Department for holding a tribute and providing escort services for former North Coast County Water District President Jack Burgett on his passing. Burgett’s family thanked the City for the tribute.

ADJOURNMENT:

Mayor Manalo adjourned the meeting at 9:58 PM in memory of Jerry West, Willie Mays, Victor Radzinski, Honorato “Jun” Santamaria, Carina Mae Owens, Alliza Jade Cabrera, the City Clerk’s mother, Edith Steeg, and Howard P. Abelson.

Approved as submitted, this _____ 8th

day of _____ July _____, 2024.

Juslyn C. Manalo
Mayor

City Clerk



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Authorize the City Manager to Execute an Agreement and Appropriate grant funds with the Jefferson Elementary School District

Recommended Action

It is recommended the City Council authorize the City Manager to execute an agreement with the Jefferson Elementary School District (JESD) and appropriate grant funds of \$755,721.57 for the Fiscal Year 2025 for After School Education and Safety Program (ASES) at MPBrown Elementary School (\$144,401.57) and the Expanded Learning Opportunities Program (ELOP) at Daniel Webster and MHTobias Elementary Schools and Fernando Rivera Intermediate School (up to \$611,320).

Background

The Department of Recreation Services currently provides the Afterschool Youth Recreation Program (AYRP) at four (4) JESD sites (Daniel Webster, MHTobias and MPBrown Elementary Schools and Fernando Rivera Intermediate School). Programming is provided at the sites: ELOP through 5:30pm and ASES through 6:00pm. The components of the program include homework assistance, enrichment, snack/supper (depending on the site) and recreational activities. The AYRP is also offered at Panorama Elementary School (Brisbane School District) and Junipero Serra Elementary School (SSF Unified School District).

The ELOP funding is provided to the JESD and in turn they are contracting our services to provide a comprehensive program at the four school sites.

The ASES MPBrown Elementary School funding is provided directly by the State of California Department of Education to the JESD. The JESD serves as the pass-through and is contracting our services for the costs incurred by the City to deliver the ASES program.

Fiscal Impact

Funding for the ASES MPBrown Elementary School program in the amount of \$144,401.57 should be appropriated into account number 01-131-141-3796. Funding for the ELOP at Daniel Webster and MHTobias Elementary Schools and Fernando Rivera Intermediate School in the amount of \$611,320 should be appropriated into account number 01-131-141-3743.

Summary/Conclusion

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

Respectfully Submitted,

Denise Brown
Director

Jennifer Der
Senior Recreation Services Supervisor



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Authorize the City Manager to Execute an Agreement with the Brisbane School District

Recommended Action

It is recommended the City Council authorize the City Manager to execute an agreement with the Brisbane School District for the Afterschool Youth Recreation Program at Panorama Elementary School.

Background

Since approximately 1994, the City, through the Department of Recreation Services, has offered an Afterschool Youth Recreation Program (AYRP) at Panorama Elementary School in the Brisbane School District. The program is held each day afterschool until 5:30 p.m. and includes homework assistance, enrichment classes, recreational activities, and a daily snack. The purpose of this Use Agreement is to set forth the respective obligation and responsibilities of the City and the District for providing AYRP and services at the above location for the following school years: 2024-25, 2025-26 and 2026-27.

Fiscal Impact

There will be no change in fiscal impact to the City by entering this agreement. The District shall not charge the City any fees, usage or maintenance, or any facility fee, for the use of their premises to administer AYRP.

Summary/Conclusion

The City's Afterschool Youth Recreation Program (AYRP) is an essential resource to our community. Thus, it is recommended that the City Council authorize the City Manager to execute an agreement with the Brisbane School District for a period commencing upon execution of this Agreement and continuing through school year 2026-27.

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

Respectfully Submitted,

Jennifer Der
Senior Recreation Services Supervisor

Denise Brown
Director



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Accept and Appropriate \$75,000 Grant from GO-Biz Retroactively for FY 2023/24

Recommended Action

Accept and appropriate a \$75,000 grant retroactively for FY 2023/24 from the California Governor's Office of Business and Economic Development (GO-Biz) for assessment of a cannabis equity program.

Background/Discussion

GO-Biz serves as the State of California's leader in job growth, economic development, and business assistance efforts. The purpose of the Cannabis Equity Grants Program for Local Jurisdictions is to advance economic justice for individuals most harmed by cannabis criminalization and poverty by providing support to local jurisdictions as they promote equality and eliminate barriers to enter the regulated cannabis industry for equity program applicants and licensees.

The term "equity" recognizes that because different individuals or groups have different histories and circumstances, they have different needs and unequal starting points. Using an equity approach, individuals and groups receive different resources, opportunities, support, or treatment based on their specific needs. By providing what each individual or group needs, they can have equitable or fair outcomes. Therefore, cannabis equity programs should be distinct from other types of assistance programs by their focus and intentionality in understanding the specific systemic barriers and injustices different individuals or groups face when trying to access opportunity in the cannabis marketplace.

The City of Daly City will use these funds to help further the purpose and intent of the AUMA – Adult Use of Marijuana Act by assessing individuals most harmed and economically disadvantaged by cannabis criminalization thereby fostering equitable access to licensure and business ownership in the regulated cannabis industry, ensuring equity applicants are offered assistance, and priority licensing when possible, to enter the multibillion-dollar cannabis industry as entrepreneurs.

Fiscal Impact

The grant from GO-Biz has been awarded in one full installment of \$75,000 for Fiscal Year 2023/24. The grant agreement began on April 1, 2024 and must be expended by October 31, 2025.

Summary/Conclusion

Staff is requesting that the City Council accept this grant from GO-Biz and appropriate \$75, 000 retroactively to FY 2023/24.

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

City Council Agenda Report

Subject: Resolution Accepting and Appropriating the State of California Cannabis Equity Act Grant

Meeting Date: July 8, 2024

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Respectfully submitted,



Maybelle Manio
Economic & Community Development
Specialist



Tatum Mothershead
Economic & Community Development
Director

Attachment

Resolution Accepting and Appropriating the State of California Cannabis Equity Act Grant



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Time Extension for Use Permit UPR-1-22-15498, Design Review DR-7-22-15775–79 Saint Francis Square Drive Through Restaurant

Recommended Action

Approve the Time Extension to July 10, 2025, subject to Findings and Conditions adopted by the City Council on July 10, 2023, for the Use permit and Design Review Permit for the Drive Through Restaurant.

Background

On July 10, 2023, the City Council approved the Use Permit and Design Review for the Drive Through Restaurant, part of the Saint Francis Square Shopping Center Renovation project. While Building permits have been issued for the Seafood City supermarket phase of the project, a change in contractor delayed the building permit submittals for the Drive Through Restaurant. As required by the Condition of Approval for the project, the use permit and design review approval are valid for a period of one year from the date of City Council approval (July 10, 2023). The approvals shall terminate if a building permit has not been obtained and construction commenced within one-year of City Council approval of the project or if the applicant fails to obtain a valid business license.

On May 15, 2024, the applicant filed for a time extension, citing permit submittal delay due to a change in contractor for the Seafood City Supermarket phase of the project. The applicant is seeking a one-year extension on the approvals related to the Drive Through Restaurant, including Use Permit UPR-1-22-15498, Design Review DR-7-22-15775. The applicant anticipates completion of the supermarket in Fall of 2024 and Spring/Summer of 2025 for the drive through restaurant, the tenant façade improvements and implementation of the Sign Program.

Staff is therefore recommending the City Council grant the time extension sought with a new expiration date set for July 10, 2025.

Respectfully submitted,

Sam Fielding
Associate Planner

Tatum Mothershead
Director of Economic and Community
Development



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Time Extension for Use Permit UPR-2-23-016129 – 79 Saint Francis Square Sign Program

Recommended Action

Approve the Time Extension to June 26, 2025, subject to Findings and Conditions adopted by the City Council on June 26, 2023, for the Sign Program.

Background

On June 26, 2023, the City Council approved the Sign Program for the Saint Francis Square Shopping Center. While Building permits have been issued for the Seafood City supermarket phase of the project, a change in contractor delayed the building permit submittals for the Drive Through Restaurant and Sign Program. As required by the Condition of Approval for the project, the use permit for the Sign Program approval is valid for a period of one year from the date of City Council approval (July 26, 2024). The approvals shall terminate if a building permit has not been obtained and construction commenced within one-year of City Council approval of the project or if the applicant fails to obtain a valid business license.

On May 15, 2024, the applicant filed for a time extension, citing permit submittal delay due to a change in contractor for the Seafood City Supermarket phase of the project. The applicant is seeking a one-year extension on the approvals related to Use Permit UPR-2-23-016129. The applicant anticipates completion of the supermarket in Fall of 2024 and the Spring/Summer of 2025 for the drive through restaurant, the tenant façade improvements and implementation of the Sign Program.

Staff is therefore recommending the City Council grant the time extension sought with a new expiration date set for June 26, 2025.

Respectfully submitted,

Sam Fielding
Associate Planner

Tatum Mothershead
Director of Economic and Community
Development



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Appropriate Funds for Top of the Hill Street Festival and Authorize City Manager to Execute Professional Services Agreement with Anthony Presents LLC

Recommended Action

1. Appropriate \$100,000 in expenditures from the unallocated General Fund fund balance and \$76,500 in revenues for a Top of the Hill Street Festival
2. Authorize the City Manager to execute an agreement with Anthony Presents LLC to provide event planning services

Discussion

The City has historically been supportive of efforts to revitalize the Mission Street Corridor, either through the past establishment of a Redevelopment Area that was ultimately dissolved by the State of California in 2011 to the most recent rezoning of the corridor the Commercial Mixed-Use that streamlines the development of higher density development. A critical piece to encouraging efforts to revitalize a community is through placemaking, community engagement, and bringing attention to the long-standing commercial neighborhood that is already there. As an economic development strategy to support local businesses in the northern segment of the Mission Street Corridor, known as Top of the Hill, it is critical to bring in visitors and local residents to the neighborhood to activate and invigorate the area. A street fair in the neighborhood would be a catalyst for such an endeavor.

The street festival, as envisioned, would extend from the storefronts along Mission Street south of Crocker Avenue and would utilize the City's parking lot at Mission and Bepler Streets, then progress down Los Olivos and Los Banos Avenues towards the BART parking lot at John Daly Boulevard and De Long Street. The intended route highlights the Top of the Hill's proximity to high-quality transit, which makes the Top of the Hill a commercial district that is easily accessible from San Francisco and other cities along the Peninsula.

The City released a Request for Proposals in May to solicit event planning services for a street festival. Staff received two proposals. Anthony Presents was the lowest bid and has demonstrated the expertise to execute such an event with over twenty years' of experience planning large-scale events.

Fiscal Impact

Based on the proposal submitted by Anthony Presents LLC, it is estimated that the total cost for a street fare would be \$100,000, with \$10,000 of that cost being designated for the event planning services. This cost includes the services of the Event Planner and pass-through expenditures of additional services such as equipment rental, marketing, and entertainment. While the costs of the

festival would be required to provide upfront purchases of goods and services, the Event Planner will be coordinating sponsorship and fundraising efforts. Based on the proposal by the Event Planner, it is estimated that up to \$76,500 could be paid for through fundraising and community sponsorships. Staff is requesting an appropriation of \$100,000 in expenditures of unallocated General Fund fund balance to cover the upfront expenses and \$76,500 in revenues for the anticipated revenues received from fundraising and sponsorships will be used to replenish those funds.

Summary/Conclusion

Staff recommends that the City Council appropriate \$100,000 of unallocated General Fund fund balance for purposes of establishing a Top of the Hill street fair, with the estimated \$76,500 in revenues generated from fundraising and sponsorships to replenish those costs. Staff further recommends the City Council authorize the City Manager to execute an agreement with Anthony Presents LLC for event planning services.

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 'Tatum Mothershead', is written over a horizontal red line.

Tatum Mothershead
Director of Economic and Community Development

Attachment

Draft Professional Services Agreement with attachments

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF DALY CITY
AND ANTHONY PRESENTS, LLC**

THIS AGREEMENT is made at Daly City, California, effective _____, 2024 by and between the City of Daly City, a municipal corporation ("City") and Anthony Presents, LLC ("Contractor"), who agree as follows:

1. **SERVICES.** Subject to the terms and conditions set forth in the Agreement, Contractor shall provide comprehensive event planning services for the City's festival to be held on October 19, 2024. Such services shall include, but not be limited to, site logistics, marketing and promotion, sponsorship and fundraising, volunteer management, and overall event execution, as set forth in more detail in the Proposal submitted on May 29, 2024, attached as **Exhibit A**, and herein incorporated to the Agreement by this reference.

2. **MUTUAL OBLIGATIONS.** Contractor shall use best efforts to ensure the successful execution of the festival and shall maintain regular communication with the City's Project Manager and will provide updates on the progress of the planning and execution of the event. Contractor agrees to obtain the City's written consent prior to entering into any contractual agreements.

City shall provide the Contractor with all necessary access to all facilities, information and resources required to perform the services under this Agreement, including but not limited to obtaining necessary permits. City shall make timely payments to vendors upon receipt of approved invoices.

3. **PAYMENTS.** City shall pay Contractor for services rendered pursuant to this Agreement in the amount not to exceed \$10,000. City agrees to pay Contractor a deposit of \$3,333.33 upon execution of this Agreement, and thereafter shall pay Contractor an additional \$3,333.33 on [midway date to be determined], and \$3,333.33 on October 31, 2024. City further agrees that the proposed total budget for the services provided for the Street Festival will be \$89,600, as set forth in the Comprehensive Budget Proposal, attached as Exhibit B, and herein incorporated to the Agreement by this reference. Contractor agrees to submit all invoices to the City for third party vendors, and upon approval of the invoices, the City shall make payment in a timely manner.

4. **RELATIONSHIP OF THE PARTIES.** Contractor agrees and understands that the work/services performed by Consultant under this Agreement are performed as an Independent Contractor and not as an employee of the City and that Contractor and Consultant acquire none of the rights, privileges, powers or advantages of City employees.

5. **LIABILITY INSURANCE.** The Contractor is liable for damage including negligence in the performance of this contract. Contractor agrees to maintain a policy of insurance in the minimum amount of \$1 Million to cover any negligent acts or omissions committed by Contractor or Contractor's employees or agents during the performance of any duties under this agreement. Insurance documents to be approved by the City Attorneys' office.

6. **NON-ASSIGNABILITY.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of City, and any attempted assignment without such prior written consent in violation of this section automatically shall terminate this Agreement. Notwithstanding, the City understands and agrees that Contractor shall obtain vendors for the event, as well as staff assigned to the provide the services under the agreement.

7. **TERMINATION OF AGREEMENT.** Contractor or City may, at any time after ten days from execution of Agreement, terminate this Agreement, in whole or in part by giving thirty (30) days written notice specifying the effective date and scope of such termination. In the event of termination, City agrees to compensate Contractor at rate of 500 per week for services provided under this Agreement up until the date of termination. In the event of termination, Contractor agrees to provide all of the work product to the City in order for the City to complete the necessary scheduled activities for the October 19, 2024 street festival. [Another option is to require a replacement planner be assigned, subject to the City's approval.

Such payment shall be that portion of the full payment, which is determined by comparing the work / services completed to the work / services required by the Agreement.

8. **COMPLIANCE WITH LAWS.** Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws codes, ordinances and regulations.

9. **NON-DISCRIMINATION.** Contractor shall not discriminate, on the basis of a person's race, ancestry, sex, creed, color, national origin, religion, age, political affiliation, martial status, medical condition, sexual orientation, or disability, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement. Contractor shall apply with all applicable federal, state and local laws, policies, rules, and requirements related to equal opportunity and non-discrimination. Contractor shall ensure full equal employment opportunity for all employees under this Agreement.

10. **RETENTION OF RECORDS.** Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed and shall be subject to the examination and/or audit of the City, a federal grantor agency, and the State of California.

11. **CONTRACT ADMINISTRATION.** This Agreement shall be administered by the Economic & Community Development Specialist("Project Manager"). All correspondence shall be directed to or through the Project Manager.

12. **TERM OF AGREEMENT.** This agreement shall commence on_____, 2024 and shall remain in effect until October 31, 2024.

13. **NOTICES.** Any written notice to Contractor shall be sent to:

Anthony Schlander
Email: athonypresents@gmail.com
[insert address]

Any written notice to City shall be sent to:

Maybelle Manio
Economic & Community Development Specialist
333 90th Street
Daly City, CA 94015
Email: mmanio@dalycity.org

14. This Agreement may only be amended in writing and signed by both parties.

15. **GOVERNING LAW.** This Contract and all interpretations thereof shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first above written.

Date

CITY OF DALY CITY, a municipal corporation

By: _____
Thomas J. Piccolotti
City Manager

Date: _____

ANTHONY PRESENTS
By _____
Anthony Schlander

Comprehensive Budget for Daly City Festival 2024

Production:

- Staging: \$4,000
- LED Panels and Trussing: \$3,000
- Sound: \$3,500
- Labor: \$2,000

Marketing:

- Landing Page: \$600
- Branding: \$2,000
- Prints: \$2,000
- Advertisement: \$20,000
- Social Media Ads: \$2,500
- Influencer Marketing: \$15,000
- Entertainment: \$20,000

Staffing:

- Security: \$2,500
- Police: \$2,500
- Volunteers (T-shirts, meals, etc.): \$1,500

Permits and Licenses:

- Venue Rental: \$5,000
- Permitting: \$2,000
- Insurance: \$2,000

Logistics:

- Transportation: \$2,000
- Power Supply and Generators: \$1,500
- Sanitation (portable toilets, cleaning): \$3,000
- Miscellaneous Supplies: \$1,500

Professional Fees:

- Event Planner and Key Team Members for 5 months of planning and strategy: \$10,000 (\$2,000 a month)

Summary of Expenses

- Professional Fees: \$10,000
- Production: \$12,500
- Marketing: \$42,100
- Staffing: \$6,500

- Permits and Licenses: \$9,000
- Logistics: \$8,000
- Miscellaneous: \$1,500

Total Expenses: \$89,600

This budget leaves a small buffer of \$10,400 for any unforeseen expenses or additional needs.

Revenue Streams

Booth Fees:

- Standard Booth: \$150 per booth (10)
- Non-Profit Booth: \$100 per booth (10)
- Vendor Small Goods: \$200 per booth (30)
- Food Vendors: \$250 per booth (TFF permitting: \$150 per vendor) (20)

Sponsorship Packages:

1. Title Sponsor Package (\$10,000) (1)
 - Exclusive naming rights (e.g., "Festival Presented by [Sponsor]")
 - Logo on all marketing materials (banners, flyers, website, social media)
 - Prime booth location at the festival
 - Mentions in all press releases and media coverage
 - 10 VIP passes
2. Gold Sponsor Package (\$2,500) (10)
 - Logo on marketing materials (banners, website, social media)
 - Booth at the festival
 - Mentions in press releases
 - 5 VIP passes
3. Silver Sponsor Package (\$1,000) (10)
 - Logo on marketing materials (website, social media)
 - Booth at the festival
 - 2 VIP passes
4. *Bronze Sponsor Package (\$500) (5)
 - Logo on printed banners
 - 1 VIP pass
5. Community Sponsor Package (\$250) (50)
 - Logo on printed banners

The total revenue that can be made with the given booth fees and sponsorship packages is \$76,500.

Here is the breakdown of the revenue:

Booth Fees:

- Standard Booth (10 booths at \$150 each): \$1,500
- Non-Profit Booth (10 booths at \$100 each): \$1,000
- Vendor Small Goods (30 booths at \$200 each): \$6,000
- Food Vendors (20 booths at \$250 each): \$5,000
- TFF Permitting (20 vendors at \$150 each): \$3,000

Sponsorship Packages:

- Title Sponsor Package (1 at \$10,000 each): \$10,000
- Gold Sponsor Package (10 at \$2,500 each): \$25,000
- Silver Sponsor Package (10 at \$1,000 each): \$10,000
- Bronze Sponsor Package (5 at \$500 each): \$2,500
- Community Sponsor Package (50 at \$250 each): \$12,500

Total Revenue: \$76,500

This estimated revenue helps cover the event's total budget of \$100,000, leaving a shortfall of \$23,500. You may want to consider additional revenue streams or adjust the sponsorship packages to bridge this gap.

Proposal Summary

This detailed budget ensures all anticipated costs are covered while allowing for maximized revenue streams through booth fees and sponsorship packages. The sponsorship packages provide various options for businesses to engage with the festival, ensuring accessibility and affordability for all participants.

Proposal for Daly City Event Planner

Services Submitted by: Anthony Presents LLC

Contact: Anthony Schlander

Email: anthonypresents@gmail.com

Phone: 650-307-7001

Date: Tuesday, May 29th, 2024

1. Executive Summary

Anthony Presents LLC is excited to submit a proposal for the event planning services required by the City of Daly City. With 20 years of experience in planning and executing large-scale events, we specialize in creating unique, engaging experiences that bring communities together. Our proposed plan aims to celebrate the diverse cultures, cuisines, and creativity of Daly City through a dynamic street festival.

Over my career, I have produced over 4,000 events, ranging from intimate gatherings to large-scale festivals and concerts. Our expertise lies in our ability to conceptualize and execute events that not only meet but exceed client expectations. We pride ourselves on our attention to detail, innovative approach, and commitment to creating memorable experiences.

Side Note: I actually grew up in Daly City and the bordering cities. I attended Colma and Pollicita Middle School, lived in Southgate and Hickey, and went to high school at Jefferson and Westmoor, graduating from Thornton. I took the SamTrans to Serramonte Mall every day, walked from Serra Bowl to 280 Metro Center to Classic Bowl, and from Ultimate Video to Westlake to Daly City BART. I watched the first movies at Century. My mom still lives on the Daly City border, and I continue to represent Daly City everywhere I go.

2. Technical Tools

To ensure the successful execution of the festival, we will utilize the following applications and platforms:

Project Management: Asana/Monday for task management and timeline tracking.

Booking Management: Eventbrite for vendor and performer bookings.

Customer Relationship Management (CRM): Salesforce for managing sponsorships and community outreach.

Marketing and Outreach: Hootsuite for social media management and Mailchimp for email campaigns.

3. Site Logistics Site Assessment and Management Plan:

Assess and finalize suitable sites for the festival, considering accessibility, capacity, and logistical requirements.

Coordinate with city departments for permits and street closures.

Develop a detailed site layout, including vendor booths, stages, and activity zones.

Implement a comprehensive setup and teardown plan to ensure smooth operations.

4. Marketing and Promotion Marketing and Promotion Strategy:

Develop an integrated marketing campaign utilizing social media, local media, and community outreach to generate awareness and drive attendance.

Partner with local influencers and media outlets to amplify promotion. Design and distribute promotional materials such as flyers, posters, and banners.

Execute targeted online advertising campaigns on platforms such as Facebook, Instagram, and Google Ads.

5. Sponsorship and Fundraising Sponsorship and Fundraising Plan:

Identify and approach potential corporate sponsors, presenting tailored sponsorship packages that highlight the benefits of supporting the festival.

Develop attractive booth and vendor packages to generate revenue.

Organize fundraising events and initiatives leading up to the festival to raise additional funds.

6. Volunteer Management Volunteer Recruitment and Management Plan:

Recruit a diverse team of volunteers through community outreach, partnerships with local organizations, and online platforms.

Conduct comprehensive training sessions to ensure volunteers are well-prepared for their roles.

Implement a volunteer management system to schedule shifts, track hours, and maintain communication.

Recognize and reward volunteers for their contributions to the success of the festival.

7. Timeline and Deliverables Project Timeline:

1. Planning and Preparation (June - October 2024): Develop event plan, secure venues, recruit vendors and performers, finalize logistical details.

2. Marketing and Promotion (June - October 2024): Execute marketing plan, drive booth sales, and secure sponsorships.

3. Event Execution (October 2024): Oversee all on-site operations, ensuring a seamless experience for attendees.

4. Post-Event Evaluation (November 2024): Provide detailed reports on attendance, financial performance, and recommendations for future improvements.

8. Budget and Pricing Comprehensive Budget:

Venue Rental and Permitting: \$

Equipment Rental: \$]

Marketing and Promotion: \$

Staffing and Volunteer Expenses: \$

Miscellaneous Costs: \$

Total Budget: \$100,000

We understand that the budget is workable, but the estimates will need to be finalized after meeting and discussing the specific locations and size of the event. However, we are confident that we can work within this budget to deliver a successful and memorable festival.

9. References

Client Name: Matt Haney, California Assemblyman

Contact Information: Upon request

Testimonial: "We helped program and coordinate the Joy to the City Toy Drive, bringing in high-profile clients like P-Lo, Goapele, and more, at the Chase Center in San Francisco."

Client Name: Soleil Tropicales, Philippines Department of Tourism

Contact Information: Upon request

Testimonial: "We helped coordinate and program the launch of the 'Love the Philippines' campaign at the historic Ferry Building in San Francisco."

10. Conclusion Anthony Presents LLC is committed to delivering a successful and memorable street festival for Daly City. Our extensive experience, strategic approach, and dedication to community engagement make us the ideal partner for this project. We look forward to the opportunity to bring this vision to life.

Contact Information:

Anthony Schlander

Anthony Presents LLC

anthonypresents@gmail.com

650-307-7001



City Council Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Notice of Completion for Fire Station 91 Roofing Project

Recommended Action

Staff recommends that the City Council adopt a resolution accepting the Fire Station 91 Roofing Project completed by Garland/DBS, Inc allowing for the filing of a Notice of Completion for the project.

Discussion

On November 13, 2023, City Council approved Resolution No. 23-179, authorizing the City Manager to execute a construction contract in the amount of \$182,853 with Garland/DBS, Inc., for the Fire Station 91 Roofing Project.

On January 16, 2024, notice to proceed was issued to Garland/DBS. The Contractor's first day of work began on March 14, 2024, and work progressed through to substantial completion on May 17, 2024.

A few changes were undertaken during the project to reduce stormwater ponding on the roof, repair water intrusion into the roofing system discovered during the thermal scan inspection, and replace rotted wood, flashing, and roofing system on the training tower. The following table summarizes the total cost of the project:

Description	Cost	Comments
Original Contract Sum	\$182,853.00	Thermal scan, preparation of roof, apply roofing membrane, and demo concrete spalling on water table above apparatus bay windows and install new fully reinforced coating system.
Change Order # 1	\$25,834.00	Change Order # 1 – Provide labor and material to install non-slip walkway, liquid crickets to reduce bonding, repair scupper drain & patch repairs to roofing following thermal scan surface.
Change Order # 2	\$5,465.00	Change Order # 2 – Provide labor and material to demo training tower roof, repair rotted wood, install dens deck, two plies of roofing, new counter flashings, and repair stucco.

Notice of Completion for the Fire Station 91 Roofing Project

Meeting Date: July 8, 2024

Page 2 of 2

Total Project Cost	\$214,152.00	
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Formal acceptance of the project by the City Council is required to allow for filing of a Notice of Completion for the project, which allows for statutory subcontractor claims and release of retained funds to the Contractor after noticing period has been completed.

Fiscal Impact

The contract was completed in the total amount of \$214,152.00 with funds available in Capital Projects Fund – Fire Station 91 Roofing Project account 31-313-923-4536.

Summary/Conclusion

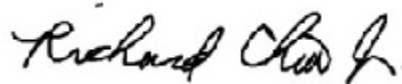
Garland/DBS, Inc., has completed all work described in the agreement. Staff recommends that the City Council authorize the filing of the Notice of Completion and accept the completed improvements.

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

Respectfully submitted,



Jeffery Fornesi
Asst. to the Director of Public Works



Richard Chiu, Jr.
Director of Public Works

Attachments:

1. Notice of Completion
2. Resolution

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

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

Notice of Completion

NOTICE IS HEREBY GIVEN as follows:

1. The date of completion of the work of improvement is: July 8, 2024
2. The owner of the work of improvements is: City of Daly City, a Municipal Corporation.
3. The address of the owner of the work of improvement is: City Hall
333 - 90th Street
Daly City, California 94015
4. The nature of the owner's interest or estate is: In fee.
5. The work of improvement is located in Daly City, California, and is particularly described as follows:

FIRE STATION 91 ROOFING PROJECT

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

Garland / DBS, Inc.
3800 E. 91st Street
Cleveland, OH 44105-2103

Dated: _____

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

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

CITY OF DALY CITY, OWNER

Richard Chiu, Jr., Public Works Director

STATE OF CALIFORNIA,

COUNTY OF SAN MATEO } ss.

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 2024 ,

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

Signature _____

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

RESOLUTION NO. _____

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

(Fire Station 91 Roofing Project)

A. The Project Manager has advised that the project set forth hereinafter has been completed in accordance with the terms of the contract with the City of Daly City and Garland DBS Inc., a CA Corporation.

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

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

FIRE STATION 91 ROOFING PROJECT

BE IT FURTHER RESOLVED by the City Council of the City of Daly City that said project be, and it is hereby accepted as complete, and at the expiration of fifty-five (55) days from this date, final payment in connection with this project be, and it is hereby authorized, provided that all statutory liens, claims and withholds are satisfied pursuant to law.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the _____ day of _____, 2024, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: _____

NOES, Councilmembers: _____

ABSENT, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Notice of Completion for the 2021-2022 and 2022-23 Street Resurfacing Project

Recommended Action

Staff recommends that the City Council authorize the filing of the Notice of Completion and accept the improvements completed in compliance with the construction contract for the 2021-22 and 2022-23 Street Resurfacing project.

Background

On May 22, 2023, the City Council authorized the award of a construction contract to Interstate Grading & Paving, Inc. of South San Francisco, California, in the amount of \$3,099,037.10 for the 2021-22 and 2022-23 Street Resurfacing project. The scope of work included the construction of concrete curb ramps at certain intersections to comply with the American's with Disabilities Act (ADA), pavement base failure repair, asphalt concrete (AC) overlay, and pavement reconstruction for approximately two (2) centerline miles of city streets. The project rehabilitated segments of Lowell Street, Mar Vista Drive, Frankfort Street, Edgemar Street, Fernwood Avenue, Carleton Avenue, Carter Street, Mayfield Avenue, Baldwin Avenue, 87th Street, Belcrest Avenue and Montclair Avenue. These streets were selected by a comprehensive evaluation through the City's Pavement Management Program, recommendations from the Street Maintenance Division, fund availability, and coordination with other planned City and Utility Company projects. ADA curb ramps were also constructed at the intersection of Wembley Drive/Penhurst Avenue and Baldwin Avenue/Southgate Avenue.

Discussion

Interstate Grading & Paving, Inc. has completed all improvements required by the construction contract documents for a total amount of \$2,818,645.05, including eight change orders totaling -\$280,392.05. The original contract award was for \$3,099,037.10. The decrease in price of 9.0% between the original and final contract amounts was due to final quantity adjustments for the project.

Fiscal Impact

The contract was completed in the total amount of \$2,818,645.05 with funds available in Transportation Fund CIP project accounts 17-312-918 – Street Resurfacing (21/22), 17-312-919 – Street Resurfacing (22/23), Water Fund project account 41-385-617, and Sanitation Fund project account 87-920-617.

Summary/Conclusion

The contractor's work is now complete and acceptable for City maintenance. Staff recommends that the City Council authorize the filing of the Notice of Completion and accept the completed improvements for the City's maintenance.

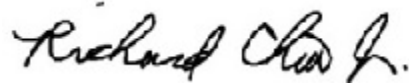
**Notice of Completion for the
2021-22 and 2022-23 Street Resurfacing
Meeting Date: July 8, 2024
Page 2 of 2**

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

Respectfully submitted,



Shirley Chan
Acting City Engineer



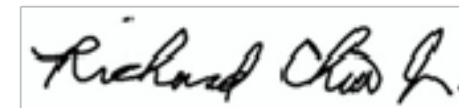
Richard Chiu, Jr.
Director of Public Works

Attachments:

1. Project Location Map – 2021-22 and 2022-23 Street Resurfacing
2. Resolution
3. Notice of Completion

SHEET INDEX		
SHEET NO.	DRAWING NO.	SHEET TITLE
1	G1	COVER SHEET
2	G2	NOTES, LEGEND, AND ABBREVIATIONS
3	G3	CORE SUMMARY
4	C1	PLAN AND PROFILE 87TH AVENUE "87" 9+50 TO "87" 13+50
5	C2	PLAN AND PROFILE 87TH AVENUE "87" 13+50 TO "87" 16+50
6	C3	PLAN BALDWIN AVENUE "B1" 9+50 TO "B1" 17+90
7	C4	PLAN AND PROFILE BELCREST AVENUE "B2" 9+50 TO "B2" 13+50
8	C5	PLAN AND PROFILE BELCREST AVENUE "B2" 13+50 TO "B2" 17+50
9	C6	PLAN AND PROFILE BELCREST AVENUE "B2" 17+50 TO "B2" 21+50
10	C7	PLAN AND PROFILE BELCREST AVENUE "B2" 21+50 TO "B2" 25+50
11	C8	PLAN AND PROFILE BELCREST AVENUE "B2" 25+50 TO "B2" 28+00
12	C9	PLAN CARLETON AVENUE "C1" 9+50 TO "C1" 15+30
13	C10	PLAN CARTER STREET "C2" 9+50 TO "C2" 18+00
14	C11	PLAN CARTER STREET "C2" 18+00 TO "C2" 20+00
15	C12	PLAN EDMAR STREET "E" 9+50 TO "E" 16+00
16	C13	PLAN FERNWOOD AVENUE "F1" 9+50 TO "F1" 14+90
17	C14	PLAN AND PROFILE FRANKFORT STREET "F2" 9+50 TO "F2" 13+50
18	C15	PLAN AND PROFILE FRANKFORT STREET "F2" 13+50 TO "F2" 17+50
19	C16	PLAN AND PROFILE FRANKFORT STREET "F2" 17+50 TO "F2" 21+50
20	C17	PLAN AND PROFILE FRANKFORT STREET "F2" 21+50 TO "F2" 25+50
21	C18	PLAN AND PROFILE FRANKFORT STREET "F2" 25+50 TO "F2" 29+50
22	C19	PLAN AND PROFILE FRANKFORT STREET "F2" 29+50 TO "F2" 30+50
23	C20	PLAN FRANKFORT STREET "F3" 9+50 TO "F3" 17+50
24	C21	PLAN FRANKFORT STREET "F3" 17+50 TO "F3" 19+00
25	C22	PLAN LOWELL STREET "L" 9+50 TO "L" 12+40
26	C23	PLAN AND PROFILE MAR VISTA DRIVE "M1" 9+50 TO "M1" 13+50
27	C24	PLAN AND PROFILE MAR VISTA DRIVE "M1" 17+50 TO "M1" 21+50
28	C25	PLAN AND PROFILE MAR VISTA DRIVE "M1" 21+50 TO "M1" 18+55
29	C26	PLAN MAYFIELD AVENUE "M2" 9+50 TO "M2" 16+80
30	C27	PLAN MONTCLAIR AVENUE "M3" 9+50 TO "M3" 13+75
31	C28	PLAN WEMBLEY DRIVE "W" 9+50 TO "W" 13+50
32	C29	PLAN WEMBLEY DRIVE "W" 13+50 TO "W" 22+85
33	D1	CIVIL DETAILS 1
34	D2	CIVIL DETAILS 2
35	D3	CIVIL DETAILS 3
36	D4	STRIPING DETAILS
37	D5	CURB RAMP DETAILS 1
38	D6	CURB RAMP DETAILS 2
39	D7	CURB RAMP DETAILS 3
40	D8	CURB RAMP DETAILS 4
41	D9	CURB RAMP DETAILS 5
42	D10	CURB RAMP DETAILS 6

APPROVALS:


Director of Public Works

April 10, 2023
Date


Assistant to the Director of Public Works

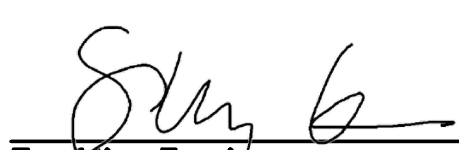
April 6, 2023
Date


Streets Maintenance Supervisor

April 6, 2023
Date


Director of Water & Wastewater

April 7, 2023
Date


Traffic Engineer

April 4, 2023
Date

MAYOR

VICE MAYOR

COUNCIL MEMBERS

CITY MANAGER

RAYMOND A. BUENAVENTURA

JUSLYN C. MANALO

DR. ROD DAUS-MAGBUAL

PAMELA DIGIOVANNI

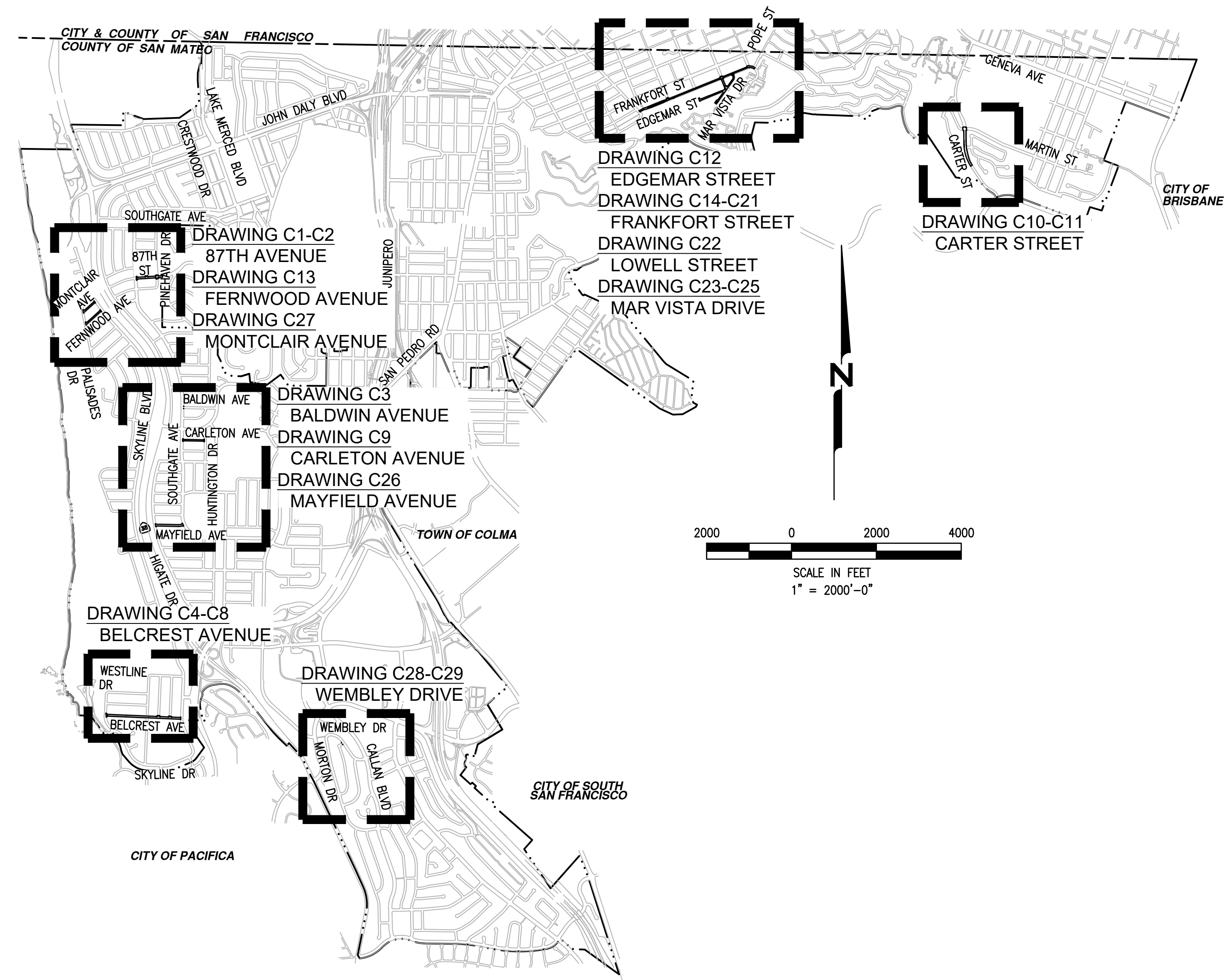
GLENN R. SYLVESTER

THOMAS J. PICCOLOTTI

CIVIC CENTER: 333 90TH STREET, DALY CITY, CA 94015

PHONE: (650) 991-8064

FAX: (650) 991-8243



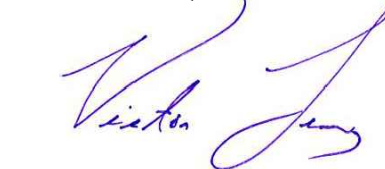
CITY COUNCIL

CITY OF DALY CITY
SAN MATEO COUNTY, CALIFORNIA

PROJECT PLANS FOR CONSTRUCTION OF
2021-22 AND 2022-23 STREET RESURFACING PROJECT



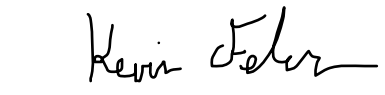
Plans Prepared Under the Supervision of


VICTOR LEMUS RCE #89769
SENIOR ENGINEER

04/03/23
Date



Plans Approved for Construction By


KEVIN M. FEHR RCE #78518
CITY ENGINEER

04/04/2023
Date

Plans Conform to "As Built" Condition

KEVIN M. FEHR, RCE #78518
CITY ENGINEER

Date

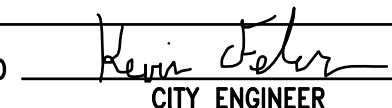


PREPARED BY:


8795 Folsom Blvd.,
Suite 250
Sacramento, CA 95826
(916) 388-5655



THE CITY OF DALY CITY
CALIFORNIA
DEPARTMENT OF PUBLIC WORKS
2021-22 AND 2022-23 STREET RESURFACING
COVER SHEET

DRAWN	AP	DATE	04/03/23	APPROVED	
DESIGNED	VL	SCALE	AS SHOWN	PROJECT NUMBER	2022-16-CS
CHECKED		SURVEY NO.		SHEET COUNT	1 OF 42
				SHEET NUMBER	G1

FINAL PLANS
ISSUED FOR
BIDDING
DATE: 04/03/2023



Know what's below.
Call before you dig.

RESOLUTION NO. _____

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

(2021-2022 and 2022-23 Street Resurfacing Project)

A. The Project Manager has advised that the project set forth hereinafter has been completed in accordance with the terms of the contract with the City of Daly City and Interstate Grading & Paving, Inc., a CA Corporation.

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

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

2021-2022 AND 2022-23 STREET RESURFACING PROJECT

BE IT FURTHER RESOLVED by the City Council of the City of Daly City that said project be, and it is hereby accepted as complete, and at the expiration of fifty-five (55) days from this date, final payment in connection with this project be, and it is hereby authorized, provided that all statutory liens, claims and withholds are satisfied pursuant to law.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the _____ day of _____, 2024, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: _____

NOES, Councilmembers: _____

ABSENT, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

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

Notice of Completion

NOTICE IS HEREBY GIVEN as follows:

1. The date of completion of the work of improvement is: July 8, 2024
2. The owner of the work of improvements is: City of Daly City, a Municipal Corporation.
3. The address of the owner of the work of improvement is: City Hall
333 - 90th Street
Daly City, California 94015
4. The nature of the owner's interest or estate is: In fee.
5. The work of improvement is located in Daly City, California, and is particularly described as follows:

2020-21 AND 2022-23 STREET RESURFACING PROJECT

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

Interstate Grading & Paving, Inc.
128 S. Maple Avenue
South San Francisco, CA 94080

Dated: _____

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

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

CITY OF DALY CITY, OWNER

Richard Chiu, Jr., Public Works Director

STATE OF CALIFORNIA,

COUNTY OF SAN MATEO } ss.

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 2024 ,

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

Signature _____

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



City Council Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Authorization to Approve Contract Change Orders for the Construction Contract for the Mussel Rock Landfill Upper Disposal Area Pull-Back Project

Recommended Action

Staff recommends that the City Council approve and authorize the City Manager to execute change orders for the construction contract to ETIC of Pleasant Hill, California in the amount of \$400,000 for a total contract amount of \$1,433,482.57 and for design and construction support services to Cotton, Shires and Associates of Los Gatos, California in the amount of \$5,000 for a total contract amount of \$77,338.97 to complete the project.

Background

On January 8, 2024, the City awarded the construction contract to ETIC for the Mussel Rock Landfill Upper Disposal Area Pull-Back project. The Mussel Rock Landfill is a closed landfill in Daly City located adjacent to the Pacific Ocean near Westline Drive. It contains over a million cubic yards of waste and is subject to continuous land movement and erosion. The site contains two, large landfill areas, more formally known as the Lower Disposal Area (LDA) within the middle and southern areas of the site, and the Upper Disposal Area (UDA) located in the northern portion of the site. The construction contract scope included excavating exposed waste at the UDA and relocating the material to the LDA.

Cotton, Shires and Associates prepared the construction bid documents and are providing construction support services for the project.

Discussion

During construction, it was discovered that the sedimentation basin needed to be cleaned out due to landslide activity. Also, there was an opportunity to expand the scope to excavate additional refuse from the UDA and relocate to the LDA. Staff requested Cotton, Shires and Associates to provide revised design drawings for removal of an additional 3,000 cubic yards of waste from the UDA to relocate to the LDA. The proposed changes would help improve the stability of the UDA as the City works towards a longer term solution for the closed landfill.

Fiscal Impact

The total estimated construction cost for this project is \$1,510,821.54, which includes the \$1,433,482.57 construction contract for ETIC and \$77,338.97 for design and construction support services provided by Cotton, Shires and Associates.

There are sufficient funds in Fiscal Year 2022-23 General Fund CIP – Mussel Rock North Bluff Mitigation and Stabilization Project – Upper Disposal Area Targeted Waste Removal project account 31-310-546 to fully fund the project. No additional appropriation is needed at this time.

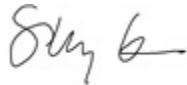
**Authorization to Approve Contract Change Order for the Construction Contract
for the Mussel Rock Landfill Upper Disposal Area Pull-Back Project
Meeting Date: July 8, 2024
Page 2 of 2**

Summary/Conclusion

Staff recommends that the City Council approve and authorize the City Manager to execute change orders for the construction contract to ETIC of Pleasant Hill, California in the amount of \$400,000 for a total contract amount of \$1,433,482.57 and for design and construction support services to Cotton, Shires and Associates of Los Gatos, California in the amount of \$5,000 for a total contract amount of \$77,338.97 to complete the project.

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

Respectfully submitted,



Shirley Chan
Acting City Engineer



Richard Chiu, Jr.
Director of Public Works



City Council Meeting Agenda Report

Item # _____

Meeting Date: July 8, 2024

Subject: Adopt Resolution for Classification Amendments Previously Approved During Budget Process

Recommended Action

Staff recommends that the City Council adopt resolution to memorialize approved classification amendments for specific Miscellaneous/Unrepresented classifications as previously approved on June 24, 2024, as part of the Budget recommendations.

Background/Discussion

On June 24, 2024, the City Council passed Resolution 24-98 adopting the comprehensive Operating and Capital Budgets for Fiscal Year (FY) 2025.

As previously approved on June 24, 2024, as part of the Budget recommendations, staff recommended amending the following budgeted positions:

- (Miscellaneous/Unrepresented) Assistant to the Director of Water & Wastewater Resources and assign to Range U113 of the Miscellaneous/Unrepresented salary schedule. The Assistant to the Director of Water & Wastewater Resources classification will be eligible for educational/ certification pay as follows:
 - Possession of Certification by the Board of Certified Safety Professionals as a Certified Safety Professional (CSP) 5% or an Associate Risk Manager (ARM) 5% (Maximum 10%)
 - Possession of Master's Degree from an accredited college or university 5%. The Assistant to the City Manager, Assistant to the Director of Public Works and Assistant to the Director of Human Resources which are all in the same salary range U113 will be eligible for the 5% educational pay for possession of a Master's Degree.
- (Miscellaneous/Unrepresented) Water/Wastewater Maintenance Manager and assign to Range U112 of the Miscellaneous Unrepresented salary schedule. The Water/Wastewater Maintenance Manager classification will be eligible for educational/ certification pay as follows:
 - Possession of CWEA Mechanical Technologist Grade 1- 4 5% per grade. The certification pay shall compound from one certificate grade to the next. (Maximum of 20%) or;
 - Possession of State Water resources Control Board (SWRCB) Water Distribution Certification Grade 1-5 5% per grade. The certification pay shall compound from one certificate grade to the next. (Maximum of 25%) and
 - Possession of Bachelor's Degree 5% and Master's Degree 5% from an accredited college or university (Maximum of 10%)

City Council Agenda Report

Subject: Adopt Resolution for Classification Amendments Previously Approved During Budget Process

Meeting Date: July 8, 2024

Page 2 of 3

- (Miscellaneous/Unrepresented) Public Works Field Supervisor and assign to Range U053 of the Miscellaneous/Unrepresented salary schedule.

The Public Works Field Supervisor classification assigned to Parks will be eligible for the following supplemental/education/certification pay:

- Possession of International Society of Arboricultural, Certified Arborist certificate shall receive 2.5% supplemental pay. Effective December 14, 2024, the pay will increase to 3%.
- Possession of an Irrigation Technician Certificate shall receive 2.5% supplemental pay. Effective December 14, 2024, the pay will increase to 3%
- Possession of Qualified Applicators Certification (QAC) in category B – Landscape Maintenance or Qualified Applicator's License AND C-Right-of-Way from the State of California, Department of Pesticides Regulation shall receive 2.5% supplemental pay. Effective December 14, 2024, the pay will increase to 3%.
- Possession of a San Mateo County Sheriff's Office, Civilian Work Supervisor, Sheriff's Work Program card shall receive 2.5% supplemental pay. Effective December 14, 2024, the pay will increase to 3%.

The Public Works Field Supervisor classification assigned to Building will be eligible for the following supplemental/education/certification pay:

- Possession of National Recreation and Park Association Certified Playground Safety Certificate shall receive 3.5% supplemental pay. Effective December 14, 2024, the pay will increase to 4%

As a result of positions changing over the last few years and the need for continued succession planning, the amendments of budgeted positions and range adjustments accurately represents appropriate job duties and salaries. These amendments will go into effect the first full period of July 2024 with the approval of the FY 2025 Operating Budget and will not result in a change in Full Time Employees. In order to comply with CalPERS auditing purposes, a resolution memorializing the previously approved classification changes as presented during the budget process is required.

Fiscal Impact

There is no fiscal impact to the proposed budget changes and range adjustments, as these were part of the approved budget on June 24, 2024. This resolution request is for CalPERS auditing purposes only.

Summary/Conclusion

City Council Agenda Report

Subject: Adopt Resolution for Classification Amendments Previously Approved During Budget Process

Meeting Date: July 8, 2024

Page 3 of 3

Staff recommends that the City Council adopt resolution to memorialize approved classification amendments for specific Miscellaneous/Unrepresented classifications as previously approved in the budget process.

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

Respectfully submitted,



Thomas J. Piccolotti
City Manager



Timothy J. Nevin
Director of Finance & Administrative Services



Natalie Sakkal
Director of Human Resources