

CITY OF DALY CITY

Regular Meeting - CITY COUNCIL

AGENDA

Monday, December 8, 2025 - 7:00 PM

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

To watch the live telecast:

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

PUBLIC PARTICIPATION

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

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

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

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

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

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

CALL TO ORDER

The City of Daly City acknowledges that we are on the ancestral lands of the Ramaytush (rah-my-toosh) Ohlone (O-lon-ee) peoples. We recognize their enduring connection to this region and honor their history, culture, and contributions. As the Indigenous protectors of this land, we affirm their sovereign rights as the original inhabitants of this land and pay respects to the Ancestors, Elders, and Relatives of the Ramaytush Ohlone peoples.

PLEDGE TO THE FLAG:

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.

ROLL CALL:

PRESENTATIONS:

1. DCPLA Grant to the Daly City Public Library, Clayton Koo, Director, Daly City Public Library Associates

APPROVAL OF MINUTES:

2. Regular Meeting of November 24, 2025

APPROVAL OF AGENDA:

3. Regular Meeting of December 8, 2025

ORAL COMMENT:

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

CONSENT AGENDA

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

Resolutions:

4. Commend Fire Chief Ron Myers on the Occasion of His Retirement
5. Commend Executive Legal Office Assistant Sylvia Mosqueda on the Occasion of Her Retirement
6. Consider Resolution Affirming Support for Tenant Protections and Housing Stability
7. Approve Time Extension for Use Permit UPR-6-19-14076 and Design Review DR-6-19-14077 — Mixed-Use Apartment Building at 493 Eastmoor Avenue
8. Accept and Appropriate a \$27,700 Grant from the Daly City Public Library Associates
9. Authorize City Manager to Execute Renewal of Agreement with CDW-G for Software
10. Amend Traffic Regulations to: (1) Install 6-ft. No Parking (red) Zone along the west side of Lakeshire Drive, north of the crosswalk at Midvale Drive (TSR 26/20); (2) Install 20-ft. red zone along the south side of Southgate Avenue, east of St. Francis Boulevard (TSR 26/23); and (3) Install loading/unloading (white) zone at two parking stalls in front of 7222 Mission Street (TSR26/24).

11. Accept and Appropriate a \$10,000 Check from Senior Care Action Network (SCAN) Health Plan for Sponsorship of the Black History Month Celebration and Supporting Senior Programming
12. Adoption of Memorandum of Understanding and Salary Schedule between the City of Daly City and Daly City Fire Management

END OF CONSENT AGENDA

PUBLIC HEARINGS:

13. Public Hearing – Amending Chapter 2.16 of the Daly City Municipal Code Re: Arts & Culture Commission

STAFF: Leilani Ramos

RECOMMENDATION: Open/Close Hearing
Motion for City Attorney to Read by Title Only
Councilmember Introduce Ordinance

14. Public Hearing – Amending Chapter 2.20 of the Daly City Municipal Code Re: Recreation Commission

STAFF: Denise Brown

RECOMMENDATION: Open/Close Hearing
Motion for City Attorney to Read by Title Only
Councilmember Introduce Ordinance

15. Public Hearing on Community Development and Housing Needs

STAFF: Lenelle Suliguin

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

APPOINTMENTS: Board/Commission Membership Committee Appointments

REPORTS:

16. Council Committee
17. City Council
18. Staff

ADJOURNMENT:

CITY OF DALY CITY
MINUTES – REGULAR MEETING – CITY COUNCIL
NOVEMBER 24, 2025

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

CALL TO ORDER:

Mayor Daus-Magbual called the regular meeting to order at 7:08 P.M. and read the City's Land Acknowledgement:

The City of Daly City acknowledges that we are on the ancestral lands of the Ramaytush (rah-my-toosh) Ohlone (O-lon-ee) peoples. We recognize their enduring connection to this region and honor their history, culture, and contributions. As the Indigenous protectors of this land, we affirm their sovereign rights as the original inhabitants of this land and pay respects to the Ancestors, Elders, and Relatives of the Ramaytush Ohlone peoples.

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

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

APPROVAL OF MINUTES:

Regular Meeting of October 27, 2025

It was moved by Councilmember Manalo, seconded by Councilmember Proaño, and carried to approve the minutes of October 27, 2025, as amended.

Regular Meeting of November 10, 2025

It was moved by Councilmember Manalo, seconded by Councilmember Proaño, and carried to approve the minutes of November 10, 2025.

APPROVAL OF AGENDA:

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

Note on Public Comments:

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

CITY OF DALY CITY
MINUTES – REGULAR MEETING – CITY COUNCIL
NOVEMBER 24, 2025

ORAL COMMENT:

Nurses from Seton Hospital raised serious concerns about ongoing mismanagement and unsafe working conditions within the facility. They brought attention to key issues, including understaffing, inadequate emergency medical equipment, and the failure to comply with CDPH guidelines and staffing ratios laws. Additionally, they noted that inexperienced nurses are often compelled to train new graduates, while management pressures staff to complete their duties even after their shifts have ended, without any overtime compensation. Long shifts frequently leave nurses without adequate support, as they handle an excessive number of patients. The speakers emphasized that these challenging circumstances not only endanger the safety of nurses themselves but also put patients at risk. The toll on staff has been both mental and physical. Moreover, nurses raised the issue of recruitment and retention of experienced professionals, pointing out that wages and benefits at Seton are 20% lower than those at other hospitals in the area. They are urging management, AHMC, to respect and support their nursing staff by ensuring adequate staffing levels and fostering a safe work environment. Some expressed that Seton plays a vital role in the community, being the only hospital in the area. Speakers thanked the Council for their attention and urged them to support Seton’s nurses.

Jennifer Flowers
Sharif Adam
Karen Davy

Alden Poh
Cielita Capistrano
Reanna Felix

CONSENT AGENDA:

It was moved by Councilmember Proaño, seconded by Councilmember DiGiovanni and carried to approve the consent agenda except item #4, which was pulled for discussion.

Resolutions:

Fiscal Year 2025 Annual Report on Collection and Use of Developer Public Facility Fees

Assistant City Manager/Interim Director of Finance & Administrative Services Tim Nevin provided the staff report and addressed questions regarding whether the City can increase its developer public facility fees and the process for establishing new fees.

It was moved by Councilmember Manalo, seconded by Councilmember DiGiovanni and carried by voice vote to adopt the resolution.

Resolution 25-157, Approving Fiscal Year 2025 Annual Report On Collection And Use Of Developer Public Facility Fees

Authorize City Manager to Execute Amendment No. 2 to the Funding Agreement with the City/County Association of Governments of San Mateo County for the Construction Phase of the Smart Corridor Extension Project

Resolution 25-158, Authorizing Amendment No. 2 To The Funding Agreement With The City/County Association Of Governments Of San Mateo County For The Construction Phase Of The Smart Corridor Project

Accept and Appropriate \$2,500 from North East Medical Services for Sponsorship of the Walk-About Program

CITY OF DALY CITY
MINUTES – REGULAR MEETING – CITY COUNCIL
NOVEMBER 24, 2025

Resolution 25-159, Accepting And Appropriating \$2,500 From North East Medical Services For Sponsorship Of The Walk-About Program

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

Resolution 25-160, To Amend The Recurrent And Part-Time Hourly Rates Schedule In Accordance With The City Council Adopted Minimum Wage, Supersede Resolution No. 24-161, And Establish The 2026 Minimum Wage Adjustment Pursuant To Ordinance No. 1425

Set Time and Place of Public Hearing - Amending Chapter 2.16 of the Daly City Municipal Code Re: Arts and Culture Commission (Set Time: 12/8/25)

Resolution 25-161, Setting Time And Place Of Public Hearing For Proposed Ordinance Amending Daly City Municipal Code Chapter 2.16 Re: Arts And Culture Commission

Set Time and Place of Public Hearing – Amend Chapter 2.20 of the Daly City Municipal Code Re: Recreation Commission (Set Time: 12/8/25)

Resolution 25-162, Setting Time And Place Of Public Hearing For Proposed Ordinance Repealing And Replacing Daly City Municipal Code Chapter 2.20 Recreation Commission

Authorize Real Estate Purchase Agreement with City and County of San Francisco for Land Required of the Vista Grande Drainage Basin Improvement Project

Resolution 25-163, Authorizing Execution Of A Real Estate Purchase Agreement With Y And County Of San Francisco For Land Required Of The Vista Grande Drainage Basin Improvement Project

Authorize License Agreement with the City and County of San Francisco for the Construction Staging Area of the Vista Grande Drainage Basin Improvement Project

Resolution 25-164, Authorizing Execution Of License Agreement With The City And County Of San Francisco For The Construction Staging Area Of The Vista Grande Drainage Basin Improvement Project

Authorize License Agreement with the City and County of San Francisco to Construct a new Lake Merced Overflow Structure for the Vista Grande Drainage Basin Improvement Project

Resolution 25-165, Authorizing Execution Of License Agreement With The City And County Of San Francisco To Construct A New Lake Merced Overflow Structure For The Vista Grande Drainage Basin Improvement Project

END OF CONSENT AGENDA

ORDINANCES

Second Reading, Ordinance No. 1484, Repealing and Replacing Chapters 15.00, 15.08, 15.10, 15.12, 15.14, 15.16, 15.20, 15.22, 15.24, 15.32, 15.60, and 15.65 of Title 15 of the Daly City Municipal Code, Re: Building Code

CITY OF DALY CITY
MINUTES – REGULAR MEETING – CITY COUNCIL
NOVEMBER 24, 2025

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

Ordinance 1484, Repealing and Replacing Chapters 15.00, 15.08, 15.10, 15.12, 15.14, 15.16, 15.20, 15.22, 15.24, 15.32, 15.60, and 15.65 of Title 15 of the Daly City Municipal Code

REPORTS:

Council Committee

Bayshore Revitalization (Sylvester/Manalo)
Housing Endowment and Regional Trust (HEART) (Sylvester)
Affordable Housing (Sylvester/Manalo)
San Mateo County Mosquito and Vector Control District (Sylvester)
Peninsula Clean Energy (PCE) (Daus-Magbual)

Council

Councilmember Proaño reported on the following events: the Daly City Colma Chamber of Commerce Bowling event, recognizing the Chamber for raising scholarship funds for Daly City and Colma graduates; the opening of passport services, congratulating the Office of the City Clerk; the annual Doelger Senior Center Pancake Brunch, along with Police and Fire staff, congratulating Denise, Opal, and the Recreation staff, and thanking Lucky's Store on Mission Street for donating pumpkins; the Craft Fair, acknowledging the seniors and the Doelger quilting club; Serramonte's tree-lighting event along with Councilmember Manalo, giving kudos to the Fire and Police staff members and Serramonte Center for their efforts; the Illegal Dumping Task Force meeting along with 15-20 staff members, thanking Assistant to the City Manager Ramos; and the Council of Cities Dinner at Half Moon Bay, along with Councilmember Manalo, acknowledging the speaker and the other cities for their participation. Councilmember Proaño highlighted upcoming events, including the Frosty Snow Fest event by the Recreation Department on December 6th, featuring arts and crafts, cookie decorating, music, and a special guest; and Pacific Islands Together's 10th annual event at Bayshore Elementary School on December 20th.

Councilmember DiGiovanni reported on the following events: the Craft Fair, noting the various arts and crafts, the music, and the intergenerational crowd at the event; and the Pancake Brunch, an event that raises funds for the youth through the Dream Scholarship, and acknowledging Police and Fire staff for their attendance.

Vice Mayor Sylvester recognized Councilmember Proaño for her continuous support of vendors at various City events and for her contributions towards raffle prizes. Sylvester also recognized Councilmember Proaño for her involvement in the Illegal Dumping Task Force and for documenting instances of illegal dumping around the City. The Vice Mayor reminded everyone of Daly City's iHelp program, which allows community members to report these types of issues and track their status. Sylvester recommended Seafood City's Midnight Madness event as a fun experience that caters to the city's youth.

Councilmember Manalo reported attendance at the following events: the CAFE age-friendly event, Light Up Your Life, in Brisbane, along with Tita Perla Ibarrientos, Leilani Ramos, and Marie Villarosa, discussing various City programs, recognizing the City's volunteers and volunteer program as a model, and where Manalo was a speaker; the tree-lighting event in Serramonte, acknowledging the Daly City firefighters for bringing the Christmas spirit; a meeting with Mid Peninsula staff, sharing information about the housing opportunities at Midway Village, and reported on working with Mid Peninsula to ensure the

CITY OF DALY CITY
MINUTES – REGULAR MEETING – CITY COUNCIL
NOVEMBER 24, 2025

residents know about such opportunities; the Council of Cities Dinner at Half Moon Bay, alongside her daughter, where there were discussions around innovative farming; a celebration with the Malasakit Association for their Heritage Night; PBRC’s Thanksgiving Giveaway, alongside her family, Fire and Police staff, where 400 gift cards were given to those in need; All In SF’s Children’s Day at Daly City’s Classic Bowl featuring a toy drive; and the Working Families convention, along with Councilmember Hamilton, to see what other cities are doing in terms of immigration and housing. Manalo reported she will be bringing an initiative to the Council in the future aimed at supporting the City’s older adults. Manalo thanked the California Nurses Association for reaching out and sharing their stories and expressing their concerns during public comment, and acknowledged the Council and City Manager Piccolotti for moving public comments to the beginning of Council meetings.

Mayor Daus-Magbual highlighted Seafood City’s late-night events, including those on November 28, featuring DJ Jayou, MC Fran Boogie, and DJ Umami, and on November 29, featuring MC Preach, DJ wsgoodshell, DJ Rick Lee, and DJ Shortcut, and acknowledged Seafood City for fundraising for those affected by the floods in the Philippines. The Mayor announced that tickets for the annual production of The Nutcracker by the Westlake School of Performing Arts are available at artistsinmotionbayarea.org and will take place at the San Mateo County Performing Arts Center on December 13 and 14. Dr. Daus-Magbual noted that the Council will have its regular meeting on Monday, December 8th, followed by the City Council Reorganization on December 9th.

Councilmember Manalo looked forward to seeing The Nutcracker production from the Westlake School of Performing Arts, recognizing the young performers, including the Mayor’s daughter, for their dedication. Manalo also looked forward to Seafood City’s late-night events, which take place from 8 PM to midnight. Councilmember Manalo wished Mayor Daus-Magbual a Happy Birthday.

Staff

City Manager Piccolotti announced that City Hall will be closed on Thursday and Friday in observance of the Thanksgiving holiday. Piccolotti also announced upcoming events, including the employee tree-lighting event at City Hall on December 4th at 3:30 PM, followed by the Commissioners Dinner at Westlake Joe’s at 5 PM.

ADJOURNMENT:

Mayor Daus-Magbual adjourned the meeting at 8:38 P.M. in memory of Donna Alban, Marico Enriquez, Dr. Ma, and Nicholas Ray Dandridge.

Approved as submitted, this 8th

day of December 2025.

Dr. Roderick Daus-Magbual
Mayor

City Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY
COMMENDING RON D. MYERS ON THE OCCASION OF HIS RETIREMENT

WHEREAS, RON D. MYERS began his distinguished tenure with the Fire Department on July 15, 2002, entering the organization as a seasoned and highly qualified Fire Chief, bringing with him extensive leadership experience and professional preparation; and

WHEREAS, Chief MYERS came to the department with an exceptional academic foundation, having earned an Associate of Arts in Fire Science from Butte Community College, a Bachelor of Arts in Public Administration from California State University, Chico on May 13, 1990, and a Master of Arts in Behavioral Science with a Concentration in Negotiation and Conflict Management from California State University, Dominguez Hills on December 31, 1998; and

WHEREAS, prior to joining the department, Chief MYERS further demonstrated his commitment to professional excellence by completing the California State Fire Marshal Certification Process in the discipline of Chief Officer on April 14, 1998, credentials that strengthened his capacity to lead, mentor, and advance the fire service; and

WHEREAS, throughout his career, Chief MYERS demonstrated unwavering dedication to public service, guiding the department with integrity, professionalism, and a steadfast commitment to firefighter safety, operational excellence, and community engagement; and

WHEREAS, Chief MYERS extended his service beyond administrative leadership, contributing to community goodwill by participating in public-service events; and

WHEREAS, Chief MYERS has consistently exemplified the highest qualities of leadership, mentorship, and public service, profoundly impacting the department, the personnel he led, and the community he served; and

WHEREAS, Chief MYERS will retire on December 30, 2025, concluding over 23 years of dedicated service with the City of Daly City as the Fire Chief.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City that it does hereby commend Fire Chief RON D. MYERS on the occasion of his retirement, with sincere appreciation for his decades of dedicated service, his commitment to public safety, and his enduring contributions to the fire profession.

BE IT FURTHER RESOLVED that the City Council of the City of Daly City, on behalf of the Daly City community, extend heartfelt gratitude and best wishes to Chief Myers for a long, fulfilling, and well-earned 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 _____, 2025, 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

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY
COMMENDING SYLVIA MOSQUEDA ON THE OCCASION OF HER RETIREMENT

WHEREAS, SYLVIA MOSQUEDA will retire on December 31, 2025, as an Executive Legal Office Assistant, concluding over 37 years of dedicated service with the City of Daly City; and

WHEREAS, SYLVIA began her career with the City of Daly City as a Typist Clerk I on November 1, 1988; and

WHEREAS, SYLVIA was promoted to Typist Clerk II on August 12, 1991, to Senior Legal Office Assistant on November 7, 2003, and to Legal Secretary on December 18, 2017; and

WHEREAS, SYLVIA has served two City Attorneys during her tenure; and

WHEREAS, SYLVIA over the course of her career, she earned numerous commendations honoring her exemplary performance, dedication to public service, and significant role in supporting the City Attorney’s Office; and

WHEREAS, SYLVIA served as a Notary Public for the past four years, providing an essential service to the City by ensuring the authenticity and proper execution of important legal and municipal documents; and

WHEREAS, SYLVIA was recognized as the City Attorney’s Office Employee of the Year by City Attorney Rose Zimmerman at the 2025 Employee Service Award Celebration; and

WHEREAS, SYLVIA will always be remembered for her exceptional professionalism, dedication, and the significant contributions she made to the City Attorney’s Office.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City that it does hereby commend SYLVIA MOSQUEDA for her many years of dedicated and outstanding service to the Daly City Community and extends its very best wishes to SYLVIA on the occasion of her 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 _____, 2025, 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 Meeting Agenda Report

Item # _____

Meeting Date: December 8, 2025

Subject: Consideration of Resolution Affirming Support for Tenant Protections and Housing Stability

Recommended Action

Staff presents to Council, for determination, the attached resolution affirming support for housing stability and tenant protections and directing staff to continue evaluating a potential Tenant Anti-Harassment Ordinance and related implementation considerations.

Background/Discussion

The City has reviewed a proposed Tenant Anti-Harassment Ordinance, which includes protections for tenants against 26 types of landlord harassment, provisions for civil remedies and relocation assistance, and mechanisms for enforcement and education. While the City supports the goals of the Ordinance, formal adoption is not recommended at this time due to pending fiscal and administrative considerations.

The resolution reflects the Council's determination to proceed at this time with a policy resolution rather than an ordinance, while maintaining a framework for continued review of tenant protection options, including the possible adoption of a Tenant Anti-Harassment Ordinance.

The resolution affirms support for tenant protections and housing stability, directs staff to continue studying implementation options for a possible Tenant Anti-Harassment Ordinance, and encourages collaboration with tenants, landlords, legal aid providers, and community organizations to assess community needs.

The resolution further directs staff to return with a progress report during the City's mid-cycle budget review, anticipated in Spring 2026, that will summarize research, stakeholder engagement, and potential implementation milestones.

Mayor Daus-Magbual supports the Resolution and encourages the Council to adopt the resolution as a prudent step toward protecting tenants while giving the City sufficient time to assess the feasibility of implementation.

Fiscal Impact

There is no direct fiscal impact from adopting this resolution. Future analysis and stakeholder engagement will be conducted using existing resources. If the Council later directs adoption of an ordinance, a separate fiscal and administrative impact review will be provided.

Summary/Conclusion

The resolution affirms the City Council's support for public support of tenant protections and directs further review of possible ordinance options. At the same time, it allows staff time to assess the feasibility of implementation of the Ordinance.

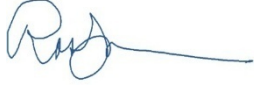
City Council Agenda Report

Subject: Consideration of Resolution Affirming Support for Tenant Protections and Housing Stability

Meeting Date: December 8, 2025

Page 2 of 2

Respectfully submitted,



Rose Zimmerman
City Attorney



Leilani Ramos
Assistant to the City Manager

Attachments: Draft Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY AFFIRMING ITS SUPPORT FOR THE GOALS OF A TENANT ANTI-HARASSMENT ORDINANCE AND COMMITTING TO FURTHER STUDY OF IMPLEMENTATION OPTIONS TO PROMOTE HOUSING STABILITY AND TENANT PROTECTIONS

WHEREAS, Daly City is home to a diverse community of residents, many of whom are renters and rely on stable, affordable housing to live, work, and raise their families; and

WHEREAS, the City Council recognizes that displacement, housing instability, landlord harassment, rent instability, and housing insecurity disproportionately affect low- and moderate-income residents, seniors, people with disabilities, and immigrant communities; and

WHEREAS, the State of California enacted the *Tenant Protection Act of 2019* (Assembly Bill 1482) establishing statewide rent caps and “just cause” eviction protections for many rental units, and on October 28, 2019 the City of Daly City adopted an uncodified ordinance to immediately implement these protections; and

WHEREAS, despite these important statewide measures, many tenants continue to experience housing instability, harassment, and barriers to asserting their legal rights, highlighting the need for continued local action and support; and

WHEREAS, the City has reviewed a proposed Tenant Anti-Harassment Ordinance, which defines 26 forms of prohibited harassment by landlords, establishes civil remedies for tenants, and outlines tenant rights and disclosure obligations to promote housing stability and deter coercive conduct; and

WHEREAS, the City Council supports tenant protections and desires to explore strategies and policies that promote safe, decent, and stable housing for all, including through further study of the Tenant Anti-Harassment Ordinance and its implementation feasibility; and

WHEREAS, the City of Daly City has a long-standing commitment to fair housing, equity, and the prevention of discrimination in housing as reflected in its General Plan Housing Element and community development policies; and

WHEREAS, the City Council wishes to reaffirm its commitment to protecting tenants from unlawful eviction, landlord harassment, and retaliation, and to explore the creation of local programs and ordinances that strengthen tenant protections consistent with state law; and

WHEREAS, the City recognizes the importance of evaluating the proposed ordinance’s fiscal and administrative impacts, including staffing capacity, legal enforcement pathways, and public outreach efforts, before proceeding with formal adoption;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City as follows:

1. **Affirmation of Support.** The City Council affirms its support for tenant protections and for policies and programs that prevent displacement, rent instability, and housing discrimination, including the goals and principles of a proposed Tenant Anti-Harassment Ordinance, which the City Council may consider for formal adoption following further evaluation.
2. **Policy Direction.** The City Council directs City staff to continue researching and evaluating local tenant protection options, including implementation of a Tenant Anti-Harassment Ordinance, enhanced education requirements for landlords, tenant legal remedies, notice obligations, complaint intake procedures, and fiscal and legal enforcement strategies.
3. **Collaboration.** The City Council encourages continued collaboration with tenants, landlords, legal service providers, nonprofit organizations, and other stakeholders to assess community needs and identify effective approaches.
4. **Future Consideration.** The City Council expresses its intent to consider the adoption of a Tenant Anti-Harassment Ordinance or similar tenant protection measure in the future and directs staff to return with recommendations that reflect operational capacity, community needs, and resource availability.
5. **Progress Report/Mid-Cycle Review.** The City Council further directs staff to return with a progress report by the mid-cycle budget period, anticipated in Spring 2026. This report shall summarize staff's research, outreach activities, and impact milestones to inform further Council discussion and evaluation in review of a possible Tenant Protection Ordinance.

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 _____, 2025, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: _____

NOES, Councilmembers: _____ None _____

ABSENT, Councilmembers: _____ None _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Meeting Agenda Report

Item # _____

Meeting Date: December 8, 2025

**Subject: Time Extension for Use Permit UPR-6-19-14076 and Design Review DR-6-19-14077
— Mixed-Use Apartment Building at 493 Eastmoor Avenue**

Recommended Action

Approve the time extension to February 24, 2028, subject to the findings and Conditions of Approval adopted by the City Council on February 24, 2020.

Background

On February 24, 2020, the City Council approved a request by Core Affordable Housing to construct a seven-story mixed-use apartment building on a 0.37-acre vacant lot on the northwest corner of Eastmoor and Sullivan Avenues. The Conditions of Approval required that building permits be issued and construction diligently pursued within two years of approval of the use permit approval, otherwise the use permit and design review approvals would become invalid. The applicant has cited an ongoing delay related to obtaining funding for the affordable housing development as the primary reasons for the construction delay and is therefore requesting an additional two-year time extension of the use permit and design review approvals associated with the project. The City Council should be aware that since the Council granted the previous time extension in January 2024, the applicants have completed the plan review process through the Building Division and a building permit could be issued soon.

Conclusion

As the Planning Division has worked with the applicant to address the Conditions of Approval, which would remain unchanged, staff recommends approval of the Time Extension to February 24, 2028.

Respectfully submitted,

Michael VanLonkhuysen
Planning Manager

Tatum Mothershead
Director, Economic & Community Development

G:\Planning\Current Planning Projects\493 Eastmoor Avenue - 72-Unit Mixed-Use Apartment Building\cc120825.mtv.doc



City Council Meeting Agenda Report

Item # _____

Meeting Date: December 8, 2025

Subject: Accepting and Appropriating a \$ 27,700 Grant from the Daly City Public Library Associates

Recommended Action

It is recommended the City Council accept a \$27,700 grant from the Daly City Public Library Associates and appropriate this amount for the purchase new family furniture for the Serramonte Main Library and educational technology for children.

Background/Discussion

The Daly City Public Library Associates (DCPLA) has received a \$7,000 donation in honor of Gordon L. King and \$15,000 from Genentech to fund new furniture for children and families at the Serramonte Main Library. This new furniture will durable, comfortable and fun for our young visitors.

An additional \$5,700 from the Town of Colma is also being given for the purchase of Launchpad tablets to add to the Library's circulating technology collection. These devices expand our existing collection and will further the early literacy mission of the library, providing young children and their families with safe, user-friendly devices designed to build specific skills. They come pre-loaded with age-appropriate subject or theme-based apps and do not require Wi-Fi so outside content can never be downloaded.

Fiscal Impact

This grant from the Daly City Public Library Associates was not anticipated in the current Fiscal Year budget. Accept and appropriate the \$27,700 for expenditure in Fiscal Year 2025-26.

Summary/Conclusion

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chela Anderson".

Chela Anderson
Library Director



City Council Meeting Agenda Report

Item # _____

Meeting Date: December 8, 2025

Subject: Authorize City Manager to Execute Renewal of Agreement with CDW-G for Software

Recommended Action

Staff recommends that the City Council approve a resolution authorizing the City Manager to execute a multi-year agreement with CDW-G in the amount of \$706,045.32 for several Microsoft software products.

Background

While evaluating the renewal of the Enterprise Agreement (EA), staff reviewed the requirements of the City with regard to savings, flexibility to respond to rapidly changing technology, disaster recovery, and streamlined license management. The EA enables the City to deploy a common platform across the City and allows the mix of Microsoft Government Cloud services and on-premises software.

Under the EA Program, the Procurement Division of the California Department of General Services has obtained group pricing for the acquisition of Microsoft enterprise licensing and maintenance upgrades and has a short list of approved Microsoft Account Resellers. This ensures that the pricing has been pre-negotiated and is deemed fair and reasonable. Microsoft requires all purchasing organizations to buy their products through third-party resellers such as CDW-G. The City has a long-term relationship with CDW-G. This relationship has been in place for several years due to the excellent customer service CDW-G provides.

Fiscal Impact

The cost of the three-year agreement is \$706,045.32. The cost for FY 2026 is \$235,348.44; the cost for FY 2027 is \$235,348.44; and the cost for FY 2028 is \$235,348.44. Funding for the first six months of FY 2026 is included in the current Information Services Division budget. Funding for the remainder of the agreement will be requested in upcoming biennial budgets.

Summary/Conclusion

Staff recommends adopting a resolution authorizing the City Manager to execute a three-year agreement between the City of Daly City and CDW-G in an amount not to exceed \$706,045.32.

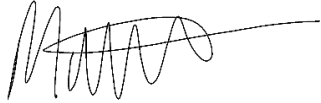
Staff is available to provide any additional information desired by the Mayor or Councilmembers.

City Council Agenda Report

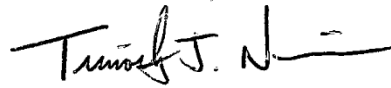
Subject: Authorize City Manager to Execute Renewal of Agreement with CDW-G for Software

Page 2 of 2

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew A. Juhl". The signature is stylized with a large initial "M" and a long horizontal line extending to the right.

Matthew A. Juhl
Information Services Manager
Information Services Division

A handwritten signature in black ink, appearing to read "Timothy J. Nevin". The signature is written in a cursive style with a long horizontal line extending to the right.

Timothy J. Nevin
Director of Finance and
Administrative Services



**Enterprise Quote
for**

VSL Specialist Brent Cameron
Channel Price Sheet Month Nov.

City of Daly City

Unless otherwise noted, All Quotes expire upon current month's end

EA Quote
Customer to make three annual payments to CDW-G

Microsoft Part #	Description	Level	Quantity	Year 1		Year 2		Year 3	
				Price	Extended	Price	Extended	Price	Extended
J5U-00001	Azure prepayment - US Gov	D	14	\$1,200.00	\$ 16,800.00	\$ 1,200.00	\$ 16,800.00	\$ 1,200.00	\$ 16,800.00
9GS-00135	CIS Suite Datacenter Core ALng SA 2L	D	100	\$180.72	\$ 18,072.00	\$ 180.72	\$ 18,072.00	\$ 180.72	\$ 18,072.00
9GA-00313	CIS Suite Standard Core ALng SA 2L	D	155	\$38.52	\$ 5,970.60	\$ 38.52	\$ 5,970.60	\$ 38.52	\$ 5,970.60
3NS-00003	Exchange Online P2 GCC Sub Per User	D	15	\$71.76	\$ 1,076.40	\$ 71.76	\$ 1,076.40	\$ 71.76	\$ 1,076.40
AAD-34700	M365 G3 Unified FSA Renewal GCC Sub Per User	D	469	\$323.16	\$ 151,562.04	\$ 323.16	\$ 151,562.04	\$ 323.16	\$ 151,562.04
AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	D	21	\$380.16	\$ 7,983.36	\$ 380.16	\$ 7,983.36	\$ 380.16	\$ 7,983.36
076-01912	Project Standard ALng SA	D	7	\$126.60	\$ 886.20	\$ 126.60	\$ 886.20	\$ 126.60	\$ 886.20
7NQ-00292	SQL Server Standard Core ALng SA 2L	D	40	\$636.96	\$ 25,478.40	\$ 636.96	\$ 25,478.40	\$ 636.96	\$ 25,478.40
NYH-00001	Teams AC with Dial Out US/CA GCC Sub Add-on	D	480	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -
HWT-00001	Visio P1 GCC Sub Per User	D	2	\$44.88	\$ 89.76	\$ 44.88	\$ 89.76	\$ 44.88	\$ 89.76
9K4-00003	Visio P2 FSA GCC Renewal Sub Per User	D	8	\$114.48	\$ 915.84	\$ 114.48	\$ 915.84	\$ 114.48	\$ 915.84
P3U-00001	Visio P2 GCC Sub Per User	D	2	\$134.64	\$ 269.28	\$ 134.64	\$ 269.28	\$ 134.64	\$ 269.28
77D-00111	Visual Studio Pro MSDN ALng SA	D	1	\$303.24	\$ 303.24	\$ 303.24	\$ 303.24	\$ 303.24	\$ 303.24
9EM-00267	Win Server Standard Core ALng SA 16L	D	1	\$166.32	\$ 166.32	\$ 166.32	\$ 166.32	\$ 166.32	\$ 166.32
9EM-00270	Win Server Standard Core ALng SA 2L	D	275	\$21.00	\$ 5,775.00	\$ 21.00	\$ 5,775.00	\$ 21.00	\$ 5,775.00

Year 1 Total \$ 235,348.44 Year 2 Total \$ 235,348.44 Year 3 Total \$ 235,348.44

Three Year Total \$ 706,045.32

Notes

No Tax Referenced
RIVERSIDE CONTRACT: ITARC-00933
Current Enrollment# 78870629
Agreement End Date: Dec. 31, 2025

Terms & Conditions

Terms and Conditions of sales and services projects are governed by the terms at:

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

Enterprise Update Statement

Enterprise Agreement Number 8084445

Enrollment Number 78870629

Company Name City of Daly City

In accordance with the terms of entity's Enterprise Agreement and Enrollment, a true-up order must be submitted for each Enrollment's anniversary (including at Enrollment expiration and prior to any renewal) to account for License quantity increases for:

- a. Qualified Desktops/Devices or Qualified Users
- b. Online Services (where permitted)
- c. Previously ordered Additional Products
- d. Products included in the Server and Cloud Enrollment or Enrollment for Core Infrastructure
- e. Products included in the Enrollment for Application Platform. Products selected with the three year true-up option must place the true-up order only upon enrollment expiration and prior to renewal.

If entity has ordered any additional quantities since its last Enrollment anniversary, this annual true-up order is still required. Entity must submit an Enterprise Update Statement for each anniversary when there has been no increase in required License quantities as described above.

- In checking this box, entity confirms that under the above referenced Enrollment, there has been no increase in the number of required Licenses not already ordered in a prior placed True Up Orders. Entity understands that it is the responsibility of the entity to ensure that all licenses installed are used according to the Enterprise Agreement and Enrollment referenced above.

Select applicable year for this Update statement: 3

Customer/Government Partner (as applicable)	
Name of Entity*	City of Daly City
Signature*	
Printed Name*	
Printed Title*	
Signature Date*	

* indicates required fields



City Council Agenda Report

Item # _____

Meeting Date: December 8, 2025

Subject: Amend Traffic Regulations to: (1) Install 6-ft. No Parking (red) Zone along the west side of Lakeshire Drive, north of the crosswalk at Midvale Drive (TSR 26/20); (2) Install 20-ft. red zone along the south side of Southgate Avenue, east of St. Francis Boulevard (TSR 26/23); and (3) Install loading/unloading (white) zone at two parking stalls in front of 7222 Mission Street (TSR26/24).

Recommended Action

Recommend the City Council amend the City's traffic regulations as follows:

1. Install 6-ft. red zone along the west side of Lakeshire Drive, north of the crosswalk at Midvale Drive (TSR 26/20);
2. Install 20-ft. red zone along the south side of Southgate Avenue, east of St. Francis Boulevard (TSR 26/23); and
3. Install 5-minute limit white zone at two parking stalls in front of 7222 Mission Street, enforceable between 7:00 am – 9:00 am and 2:30 pm - 5:00 pm, Monday through Friday (TSR 26/24).

Background

On November 13, 2025, the City's Traffic Safety Committee met and reviewed various requests for traffic improvements, signage and pavement markings, and recommended that the City Manager proceed with amending the aforementioned traffic regulations.

Discussion

The amendment to the traffic regulations are recommended for the following reasons:

1. The City received a complaint regarding blind spots at the crosswalk of Lakeshire Drive and Midvale Drive. Installation of the red zone along the west side of Lakeshire Drive will increase visibility for pedestrians at the crosswalk.
2. SamTrans requested a red zone at the southeast corner of Southgate Avenue and St. Francis Boulevard to allow southbound SamTrans buses to safely turn left onto Southgate Avenue.
3. The City received a request for two parking stalls in front of Peninsula Family Services Daycare be converted to loading zones during drop-off and pick-up times. The organization serves approximately 30 children and was concerned with the safety of families accessing the daycare. The white zone would provide short-term loading and unloading as families sign-in and sign-out at the daycare without having to double-park on Mission Street. The parking spaces would be

reverted to standard metered parking during all other hours, preserving general parking availability while enhancing safety and accessibility for families utilizing the daycare.

Fiscal Impact

Funding is available for the proposed signs and/or markings in the Street Maintenance operating budget 10133000 for the current Fiscal Year 2025-2026.

Summary/Conclusion

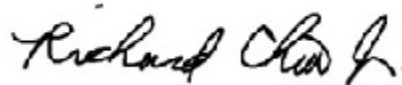
Recommend the City Council amend the aforementioned traffic regulations.

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

Respectfully submitted,



Shirley Chan
Traffic Engineer



Richard Chiu, Jr.,
Director of Public Works

Attachment: Traffic Improvements Location Maps

TSR 26-20



NTS

THOMAS EDISON ELEMENTARY SCHOOL

INSTALL 6 FT. RED ZONE

LAKESHIRE DR.

MIDVALE DR.

MARIPOSA AVE

ST. CATHERINE DR.

1267

SOUTHGATE

AVE

255

259

263

267

271

275

98

96

92

298

99

95

91

87

285

289

293

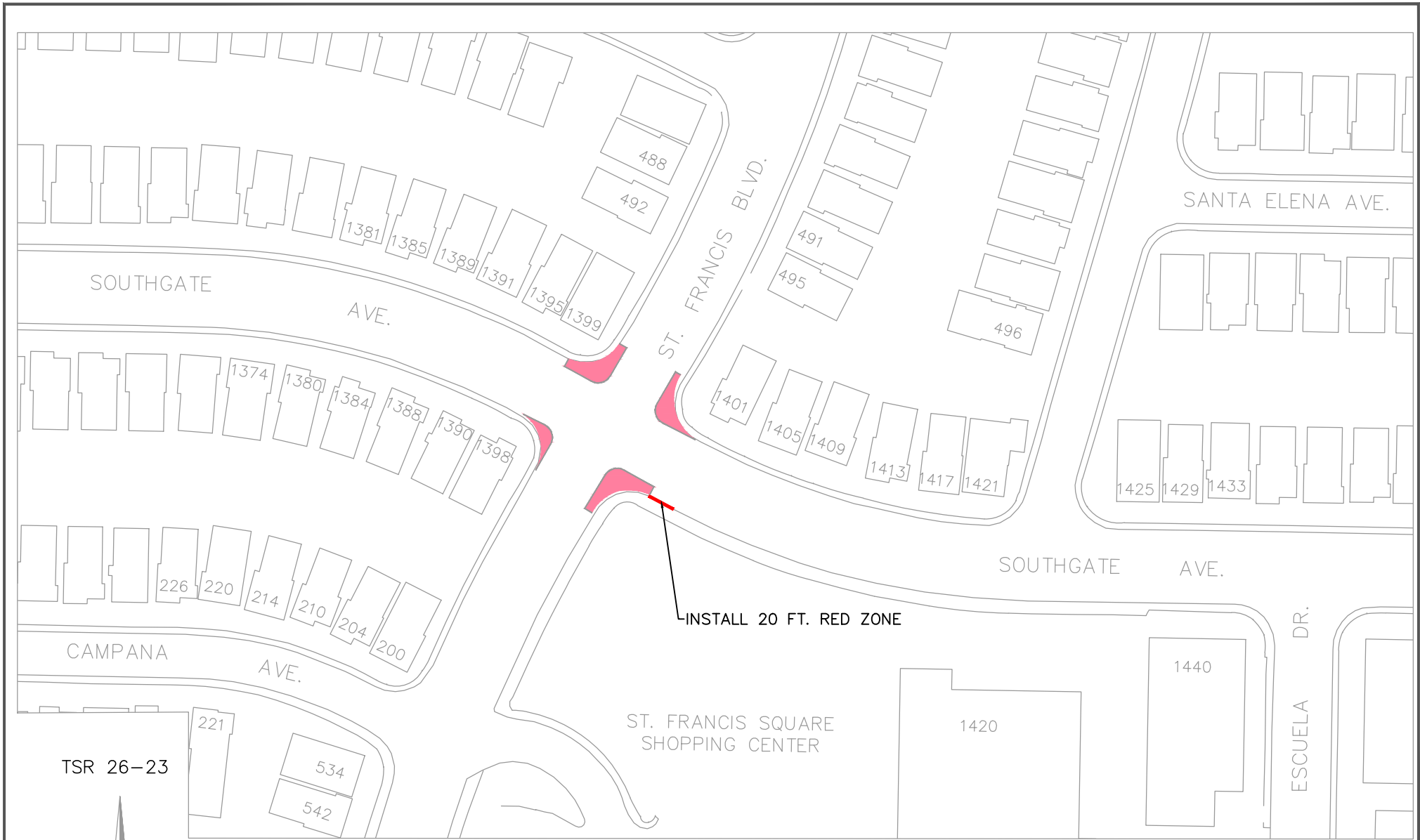
297

1301

THE CITY OF DALY CITY
CALIFORNIA
DEPARTMENT OF PUBLIC WORKS

TRAFFIC IMPROVEMENTS
Lakeshire Drive and Midvale Drive

DRAWN BJZ	DATE 11/25	APPROVED	CITY ENGINEER
CHECKED SCY	SCALE NTS	SHEET NO. 1 OF 1	TSR 26-20
DESIGNED BJZ	SURVEY NO.	DRAWING NUMBER	REV



TSR 26-23



NTS

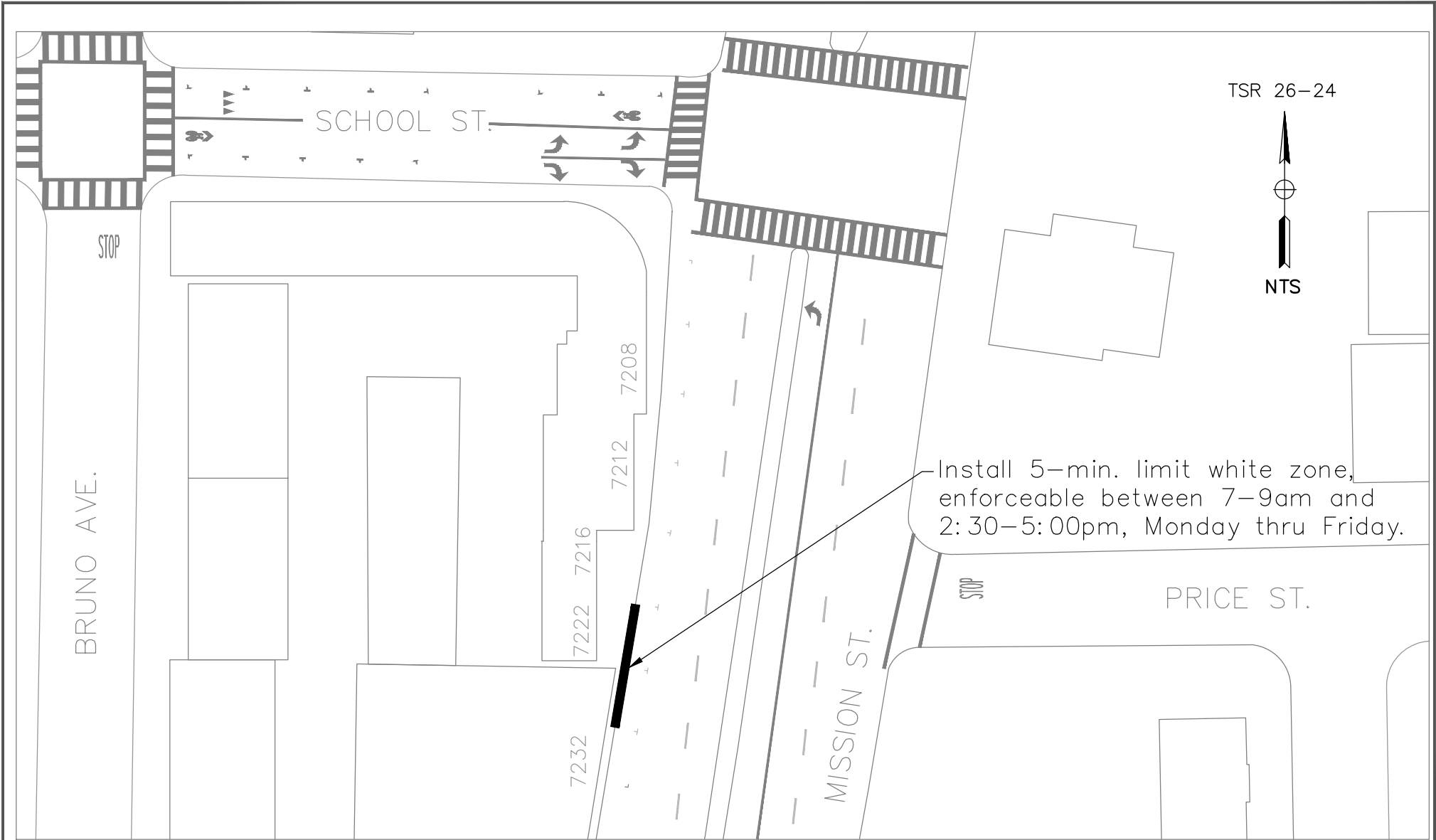
INSTALL 20 FT. RED ZONE

ST. FRANCIS SQUARE SHOPPING CENTER

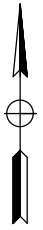
THE CITY OF DALY CITY
CALIFORNIA
DEPARTMENT OF PUBLIC WORKS

TRAFFIC IMPROVEMENTS
SOUTHGATE AVE. AND ST. FRANCIS BLVD.

DRAWN	BJZ	DATE	11/25	APPROVED	CITY ENGINEER
CHECKED	SCY	SCALE	NTS	SHEET NO.	1 OF 1
DESIGNED	BJZ	SURVEY NO.		DRAWING NUMBER	TSR 26-23



TSR 26-24



NTS

Install 5-min. limit white zone, enforceable between 7-9am and 2:30-5:00pm, Monday thru Friday.

THE CITY OF DALY CITY
CALIFORNIA
DEPARTMENT OF PUBLIC WORKS

TRAFFIC IMPROVEMENTS
7222 Mission Street

DRAWN	KT	DATE	12/25	APPROVED		
CHECKED	SCY	SCALE	NTS	CITY ENGINEER		
DESIGNED	KT	SURVEY NO.		SHEET NO.	1 OF 1	TSR 26-24
				DRAWING NUMBER		REV



City Council Agenda Report

Item # _____

Meeting Date: December 8, 2025

Subject: Accept and Appropriate a \$10,000 Check from SCAN Health Plan for Sponsorship of the Black History Month Celebration and Supporting Senior Programming

Recommended Action

It is recommended the City Council accept a \$10,000 check from Senior Care Action Network (SCAN) Health Plan and appropriate the funds for sponsorship of the Black History Month Celebration and for supplies and services needed to run Senior Programming: specifically Senior Field Trips, Senior Prom and Health & Wellness Fair.

Background/Discussion

SCAN Health Plan is a not-for-profit Medicare Advantage provider offering Part C plans that combine hospital, medical, and prescription drug coverage. The plan also provides additional benefits, including dental, vision, and transportation, to support seniors' health and independence.

Over the past year, SCAN has become an active partner with the City of Daly City – Department of Recreation Services, sponsoring cultural events such as the annual *Kasayahan Sa Daly City* and partnering on the recent Craft Fair and Holiday Market at Pacelli Gym and the Merced Room.

SCAN has expressed interest in continuing its partnership with the City by providing sponsorship funding totaling \$10,000 to support upcoming programs. The proposed support would benefit the Black History Month event and Senior Programming, including Senior Field Trips, Senior Prom, and the Health and Wellness Fair.

Separately, they will also be making a \$2,600 donation to the Build A Dream Scholarship Program.

Fiscal Impact

These monies from SCAN Health Plan were not anticipated in the current Fiscal Year budget. Appropriate the monies of \$10,000 for expenditure in Fiscal Year 2025-26 in the following manner: \$2,500 into account number 10115500-51016 and \$7,500 into account number 10146000-51012.

Summary/Conclusion

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

Respectfully submitted,

Denise Brown
Director



City Council Meeting Agenda Report

Item # _____

Meeting Date: December 8, 2025

Subject: Adoption of Memorandum of Understanding and Salary Schedule between the City of Daly City and Daly City Fire Management

Recommended Action

That the City Council adopt by resolution the Memorandum of Understanding and salary schedules between the City of Daly City and Daly City Fire Management.

Discussion

The management “meet and confer” representatives designated by the City Council of the City of Daly City have met and conferred in good faith with the representatives of Daly City Fire Management and, as a result, have arrived at a Memorandum of Understanding concerning wages, hours and conditions of employment as follows:

Cost of Living Adjustment:

- Effective the first full pay period of October 2025 - 3% salary increase
- Effective the first full pay period of October 2026 - 3% salary increase
- Effective the first full pay period of October 2027 - 3% salary increase

Equity Adjustment:

- Effective the first full pay period of October 2025 – 1% equity adjustment

Educational Incentive Pay

The parties agree to amend educational incentive pay as follows:

For successful completion of the following course work each calendar year, affected employee shall receive seven- and one-half percent (7.5%) of base pay. Course work may be completed while in service.

Completion of 40 hours of course work (in person, or online) subject to the approval of the Chief or Chiefs designee including but not limited to:

- Management/Supervision
- Human Resources Development
- Instructional Techniques
- Emergency Medical Services
- Strategy and Tactics
- County Chief Officer Continuing Education Classes

City Council Agenda Report

Subject: Adoption of Memorandum of Understanding and Salary Schedule between the City of Daly City and Daly City Fire Management

Meeting Date: December 8, 2025

Page 2 of 3

Retirement Health Savings Account

- Effective January 1, 2027, employees with less than 25 years of service will contribute \$200 per month to the Retiree Health Savings Account and employees with more than 25 years of service will contribute \$450.00 per month.
- Effective January 1, 2027, the City will contribute \$50 per month to the employee's RHS account regardless of hire date.
- Effective January 1, 2028, employees with less than 25 years of service will contribute \$175 per month to the Retiree Health Savings Account and employees with more than 25 years of service will contribute \$425.00 per month
- Effective January 1, 2028, the City shall contribute \$75 per month to each employee's RHS Account.

CTO Bank Increase

Effective the first full pay period following ratification and approval of the Agreement, the CTO bank maximum shall be increased to 144 hours.

Bilingual Pay:

Effective January 1, 2026, bilingual Pay will increase to \$150.00 per month. The City will determine the number of positions, the shifts, the eligible languages and the standards and procedures for certification of such pay.

Vision Reimbursement Program:

- Effective January 1, 2026, the above maximum calendar reimbursement for frames and lenses will increase to three hundred dollars (\$300.00).
- Effective January 1, 2027, the above maximum calendar reimbursement for frames and lenses will increase to three hundred and fifty dollars (\$350.00).
- Effective January 1, 2028, above maximum calendar reimbursement for frames and lenses will increase to four hundred dollars (\$400.00).

Fiscal Impact

Staff recommends appropriating \$132,087 for FY 2026 and \$217,299 for FY 2027 to the general fund for estimated increase in costs due to the contract.

City Council Agenda Report

Subject: Adoption of Memorandum of Understanding and Salary Schedule between the City of Daly City and Daly City Fire Management

Meeting Date: December 8, 2025

Page 3 of 3

Summary/Conclusion

Staff requests that the City Council adopt the Memorandum of Understanding between the City of Daly City and Daly City Fire Management for the period of October 1, 2025, through September 30, 2028.

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

Respectfully submitted,



Natalie Sakkal
Director of Human Resources

Attachment: Tracked Changes Fire Management MOU

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF DALY CITY**

and

DALY CITY FIRE MANAGEMENT

October 1, 20225 through September 30, 20285

The adjustment to wages, hours, and conditions of employment that are set forth in this Memorandum have been discussed by and between the staff representatives of the City of Daly City (hereinafter called "CITY"), and the representatives of the Daly City Fire Management (hereinafter called "FIRE MANAGEMENT REPRESENTATIVES"), and shall apply to all the employees in the CITY working in the classification of **Fire Battalion Chief**.

The adjustments to wages, hours, and conditions of employment that are set forth in this Memorandum have been discussed in good faith and agreed upon between the staff representatives of the CITY and the FIRE MANAGEMENT REPRESENTATIVES. FIRE MANAGEMENT REPRESENTATIVES agree that its members have accepted and ratified all of the adjustments set forth herein, and the staff representatives of the CITY agree to recommend acceptance and adoption by Resolution of the City Council to the effect that all adjustments as set forth herein be adopted in full by the City Council in the manner and procedures prescribed by law. The adjustments to salaries and fringe benefits listed herein are acceptable to both parties as attested to by the duly designated representatives who are signatories hereto.

ARTICLE I – SALARIES

A. Cost of Living Adjustment

- Effective in the first full pay period of October 20252, a 32.0% cost of living increase for all bargaining unit members. (See Appendix A)
- Effective in the first full pay period of October 20263, a 32.0% cost of living increase for all bargaining unit members. (See Appendix A-1)
- Effective in the first full pay period of October 20247, a 34.0% cost of living increase for all bargaining unit members. (See Appendix A-2)

B. Equity Adjustment

- Effective in the first full pay period of October 20252, a 12.0% equity adjustment for all bargaining unit members. (See Appendix A)
- ~~• Effective in the first full pay period of October 2023, a 2.0% equity adjustment for all bargaining unit members. (See Appendix A-1)~~

~~A.C.~~ The City shall continue to make available the Section IRC 414(h) option to affected members. Eligibility to participate and the irrevocable conditions of a one-time only election continue pursuant to the regulations as set forth by the Internal Revenue Service.

~~B.D.~~ Differential Pay - ~~Effective August 1, 2007,~~ Battalion Chiefs assigned to 40-hour work week shall receive 2.5% differential pay.

~~C.E.~~ Emergency Medical Technician (EMT) Pay: ~~Effective the first pay period of October 2022 the parties agree to EMT Pay for A~~all members certified as Emergency Medical Technicians in the amount of five percent (5%) of base pay. Employees may receive EMT Pay or Paramedic Pay, but not both.

~~D.F.~~ Paramedic Pay: ~~Effective the first pay period of October 2022, the parties agree to p~~Paramedic pay for all members licensed as a paramedic in the amount of five (5%) of base pay. Employees may receive EMT Pay or Paramedic Pay but not both.

ARTICLE II – BENEFITS

The City will contribute toward the City sponsored benefits plans during the life of this Memorandum of Understanding as follows:

~~C.A.~~ Medical Insurance

The City's monthly contribution to the California Public Employees Retirement System (CalPERS) for each eligible active employee for the purchase of medical insurance will be

Employee Only	\$762.89
Employee +1	\$829.00
Family	\$829.00

~~D.B.~~ Cafeteria Plan Allowance

The City will maintain a Cafeteria Plan, pursuant to Section 125 of the Internal Revenue Code, for the purpose of providing employees with access to various health and welfare benefits. Benefits available through the Cafeteria Plan include, but are not limited to, medical insurance, flexible spending accounts for out-of-pocket medical expenses and dependent care, dental insurance and life insurance benefits. Inclusive of the PEMHCA amounts set forth in Section C of this Article, the amount of this Cafeteria Plan Allowance to all employees eligible to participate in City-sponsored health benefits under Section A of this Article. Any tax consequences resulting from City contributions to the Cafeteria Plan are the sole responsibility of the employee.

The City shall contribute to the monthly Cafeteria Allowance for eligible employees as follows:

- Employee Only: The City's contribution for employees who elect employee only medical coverage shall be 100% of the Kaiser Bay Area medical premium (except for employees hired before January 1, 2020, who are entitled to a contribution of one thousand four hundred and seventy-five dollars (\$1475.00) per month until it equals the employee only Kaiser rate). This amount is inclusive of the City's direct health contributions in Section A above. In the event that the Kaiser Bay Area rate increases 15% or more in any year the parties shall split the cost of the rate increase above 15% for the plan year.
- Employee +1: The City's contribution for employees who elect employee plus one medical coverage shall be 95% of the Kaiser Bay Area medical premium. This amount is inclusive of the City's direct health contributions in Section A above. In the event that the Kaiser Bay Area rate increases 15% or more in any year the parties shall split the cost of the rate increase above 15% for the plan year.
- Employee +2: 95% of the Kaiser Bay Area medical premium. In the event that the Kaiser Bay Area rate increases 15% or more in any year the parties shall split the cost of the rate increase above 15% for the plan year.
- There is no cash back except for those employees hired before January 1, 2020 and frozen at the Employee Only and Employee +1 rate.

From the Cafeteria Plan Allowance, employees must purchase the following qualified benefits:

- City-sponsored dental/orthodontic insurance (\$1,500 annual dental maximum/\$2,500 lifetime orthodontia maximum)
- City-sponsored life insurance \$25,000

Employees who purchase cafeteria plan benefits with a total cost in excess of their cafeteria allowance must pay the additional amount through payroll deduction.

For employees hired prior to January 1, 2020, any remaining amounts of Cafeteria Plan Allowance, if any, not used to purchase qualified benefits shall be added to employee wages. Any such amount of Cafeteria Plan Allowance and/or the amount added to wages is not compensation for retirement purposes as defined by the California Public Employees' Retirement System. Cash back is eliminated for all bargaining unit employees hired on or after January 1, 2020.

E.C. Opt-Out Cash in Lieu

Employees who opt out of the CalPERS medical plan are entitled to a payment of five hundred dollars (\$500) per month (minus the cost of the required City sponsored Dental/Orthodontia and Life Insurances) if they provide the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction (“tax family”), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies (“opt out period”); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not in fact make payment if the City knows that the employee or tax family member doesn’t have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied. Employees and known dependents who do not provide the annual information required will be enrolled in the lowest cost health plan.

Cash in Lieu for Employees Hired Before January 1, 2020

For employees hired before January 1, 2020, cash in lieu is frozen at thirteen hundred and seventy-five dollars (\$1375) per month and shall be added to employee wages. This amount is not compensation for retirement purposes as defined by the California Public Employees’ Retirement System. An employee who waives coverage must provide proof of acceptable coverage in compliance with the law. In the event that an employee in this group purchases health insurance from the City’s Cafeteria Plan Allowance on or after January 1, 2020, and thereafter elects to waive health coverage in the future, the cash in lieu benefit will be reduced to five hundred dollars (\$500) per month.

F.D. Vision Reimbursement Program

Employees and their dependents are eligible for a maximum reimbursement of \$200.00 per year for frames or lenses. The reimbursement may be requested every 12 months by completing a reimbursement request form.

- Effective January 1, 2026: the above maximum calendar reimbursement for frames or lenses will increase to three hundred dollars (\$300.00).
- Effective January 1, 2027, the above maximum calendar reimbursement for frames and/or lenses will increase to three hundred and fifty dollars (\$350.00).
- Effective January 1, 2028, above maximum calendar reimbursement for frames and/or lenses will increase to four hundred dollars (\$400.00).

G.E. Uniform Allowance

~~Effective January 1, 2023~~ Uniform allowance equal to \$975.00 is paid in equal installments of \$37.50 per pay period.

The City agrees to provide a one-time payment of \$300.00 to any personnel who are promoted into an affected classification within this bargaining unit.

H.F. Holidays

1. The City agrees to provide 40-hour personnel in the position classifications of Fire Battalion Chief two hours of personal leave to be taken at any time during the calendar year that is agreeable to the employee and the employee's department head in lieu of the employee taking two hours of holiday time off on the Friday before Easter. Said two hours personal leave shall be taken each year pursuant to the above conditions and shall not accrue from year to year.
2. Affected employees shall receive the one-half day for Christmas Eve and New Year's Eve on the last regularly scheduled work day preceding the day observed as a legal holiday for Christmas Day and New Year's Day.
3. Fifty-six (56) hour workweek employees shall be compensated for working holidays each year through receipt of holiday-in-lieu pay. This compensation shall be eight percent (8%) of the employee's base salary plus supplemental educational incentive pay earned in the previous six-month period. Such compensation shall be paid in two installments on December 1 and June 1. Reporting of Holiday-In-Lieu Pay for retirement purposes shall conform to CalPERS regulations requiring reporting of Holiday-In-Lieu Pay allocated to each biweekly pay period.

56-Hour personnel will receive 8% holiday-in-lieu pay for the following holidays:

New Year's Day, January 1	Veterans' Day (Celebrated)
Martin Luther King, Jr. Holiday (Celebrated*)	Thanksgiving Day (Actual)
President's Day (Celebrated)	Day following Thanksgiving
Memorial Day (Celebrated)	Christmas Eve, December 24 (four hours)
Juneteenth (Celebrated)	Christmas Day, December 25
Independence Day, July 4	New Year's Eve (four hours)
Labor Day, (Celebrated)	

*Day designated by the City as celebrated

I.G. Vacation

Employees accrue vacation as follows:

1. 56-Hour Fire personnel accrue 6 shifts per year from initial employment date; 8 shifts per year after fourth (4th) anniversary date; 10 shifts per year after twelfth (12th) anniversary date; 12 shifts per year after twentieth (20th) anniversary date; and 13 shifts after twenty fourth (24th) anniversary date.
2. 40-hour Fire personnel accrue 13 days per year from initial employment date; 18 days per year after fourth (4th) anniversary date; 23 days per year after twelfth (12th) anniversary date; and 28 days per year after twentieth (20th) anniversary date.

J.H. Administrative Leave

56-Hour Fire personnel are authorized 96 hours per year.

K.I. Sick Leave Accrual

Employees may accrue up to 116 shifts of sick leave.

Upon retirement as set forth in the Public Employees' Retirement System contract or for reason of death or abolishment of position, employees shall receive a cash payment for each hour of accrued sick leave, not to exceed fifty eight (58) shifts of pay.

L.J. Retiree Health Savings

- All bargaining unit members with less than 25 years of service shall contribute \$250.00 per month to the ~~ICMA-City contracted~~ Retiree Health Savings account. Employees with 25 years of service or more shall contribute \$500 per month to the ~~ICMA-City contracted~~ Retiree Health Savings account. Effective January 1, 2027, employees with less than 25 years of service shall change their contribution from \$250 per month to \$200 per month and employees with more than 25 years of service shall change their contribution from \$500 per month to \$450~~250~~ per month. Effective January 2028, employees with less than 25 years of service shall change their contribution from \$200 per month to \$175 per month and employees with more than 25 years of service shall change their contribution from \$450 per month to \$425 per month.
- For employees hired on or after November 14, 2022, the City shall contribute \$50 per month to the ~~ICMA-City contracted~~ Retiree Health Savings account. Effective January 1, 2027, the City shall contribute \$50 per month to each employee's RHS account, regardless of hire date.
- Effective January 1, 2028, the City shall contribute \$75 per month to each employee's RHS account.

- A retiring employee (defined as an employee who is retiring from the City and is taking a service or disability retirement from CalPERS) shall place 100% of the value of their vacation and compensatory time off into the ~~ICMA~~-City contracted Retiree Health Savings Account.

The City is in agreement to prospectively change the RHSA Plan Administrator from Mission Square to IAFF Medical Expense Reimbursement (MERP) at a date to be determined.

M.K. Overtime

Regardless of the exempt or non-exempt status of Battalion Chiefs in this MOU, the City contractually agrees to calculate and pay overtime to bargaining unit employees in the classification of Battalion Chief in accordance with FLSA overtime provisions. This provision should not be considered indicative of any position's exempt or non-exempt status. Therefore, the City agrees to pay overtime at the rate of time and one-half of the pay rate for the overtime work performed (at the 40 or 56 hour rate)— for off-duty hours when responding to emergencies, public education programs, and training events (i.e. CPR, NET, active participant at homeowner's association meetings). Battalion Chief overtime will be filled on a rank-for-rank basis.

N.L. FLSA work period

The FLSA work period is defined as twenty-four (24) days with an FLSA overtime threshold of 182 hours for 56 hour employees.

O.M. Comp Time

Employees may not accrue a compensatory time off balance that exceeds seventy-two (72) hours. Once the maximum balance has been obtained, authorized overtime hours will be paid at the overtime rate. If the employee's balance falls below seventy-two (72) hours, the employee may again accrue compensatory time off for authorized overtime hours worked until the employee's balance again reaches seventy-two (72) hours.

Accrued compensatory time off may be carried over for use in the next fiscal year; however, as provided above, accrued compensatory time off balances may not exceed one hundred and forty-four ~~seventy-two~~ (144~~72~~) hours.

P.N. Bereavement Leave

For 40-hour employees, a maximum of five (5) working days bereavement leave may be taken for deaths occurring in the immediate family. 56-hour employees may take a maximum of two shifts of bereavement leave for deaths occurring in the immediate family.

9.0. Bilingual Pay

The City agrees to provide one hundred dollars (\$100.00) per month bilingual pay to employees who are routinely and consistently assigned to positions requiring communications skills in languages other than English who become certified eligible for such pay. The City will determine the number of positions, the shifts, the eligible languages and the standards and procedures for certification of such pay. Effective January 1, 2026, bilingual pay will increase to \$150.00 per month.

The following languages are approved for bilingual pay compensation: Spanish, Tagalog, Mandarin, Cantonese, Korean, Vietnamese, and American Sign Language.

ARTICLE III – RETIREMENT

A. CalPERS Pension Benefits

Pursuant to the CalPERS contract with the City of Daly City, the following provisions are provided for affected employees

Classic Employees: For classic employees as defined by CalPERS and California Public Employees' Pension Reform Act of 2013 (PEPRA), the contract with the CalPERS provides the following:

- Section 21363.1 – 3% at Age 55 Benefit Formula
- Section 20042 - One-Year Final Compensation
- Section 21335 - Annual Cost-of-Living Allowance Increase (2%)
- Section 21548 - Pre-Retirement Optional Settlement 2 Death Benefits
- Section 21574 - Fourth level of 1959 Survivor Benefit
- Section 21024 – Military Service Credit
- Section 21620- Retired Death Benefit \$500
- Section 21551 – Death Benefit After Remarriage

New Employees: For eligible employees hired on or after January 1, 2013 as defined by CalPERS and PEPRA, the contract with CalPERS provides the following:

- Section 21363.1 – 2.7% at Age 57 Benefit Formula
- Section 20037 - Three-Year Average Final Compensation
- Section 21329 - Annual Cost-of-Living Allowance Increase (up to 2%)
- Section 21548 - Pre-Retirement Optional Settlement 2 Death Benefits
- Section 21574 - Fourth level of 1959 Survivor Benefit

- Section 21024 – Military Service Credit
- Section 21620- Retired Death Benefit \$500
- Section 21551 – Death Benefit After Remarriage

B. Cost sharing

- PEPPRA members shall pay fifty (50%) percent of the total “normal cost” of the plan as defined by CalPERS as well as one and three quarters percent (1.75%) of the employer’s contribution. For example, the total contribution for FY22-23 is 13.25% (11.5% statutory member contribution plus 1.75%).

C. Classic members shall pay their entire member contribution rate of nine (9%) percent, as well as an additional three (3%) towards the employer share of CalPERS retirement for a total of 12%.

D. Retiree Medical

1. Employees Hired Before November 14, 2022

For employees hired before November 14, 2022, the City’s monthly contribution to qualifying annuitants will be:

Employee Only	\$769.50
Employee + 1	\$829.00
Family	\$829.00

This amount will be increased in subsequent years, pursuant to Government Code section 22892(c), until such time as the contribution for annuitants described under this Article is equal to the contribution to employees described in Article II (A).

For employees hired before November 14, 2022 who retire from the City through CalPERS who do not continue health insurance coverage in a CalPERS-sponsored medical plan, the City will contribute \$125.00 per month toward medical costs. This amount will be paid directly to the retiree. Employees who separate from service without exercising a CalPERS retirement benefit at the time of separation are not entitled to this benefit nor will they be entitled to claim this benefit upon subsequent retirement.

2. Employees Hired On or After November 14, 2022

For employees hired on or after November 14, 2022, the retiree health benefit shall be limited to the PEMHCA minimum.

ARTICLE IV - EDUCATIONAL INCENTIVE PROGRAM

A. Education Incentive Program

For successful completion of the following course work each calendar year, affected employee shall receive ~~seven and one half~~^{seven and one} percent (~~75.50~~^{75.5}%) of ~~fr~~ base pay. Course work may be completed while in service.

Completion of 40 hours of course work (in person, or online) subject to the approval of the Chief or Chiefs designee including but not limited to:

- Management/Supervision
- Human Resources Development
- Instructional Techniques
- Emergency Medical Services
- Strategy and Tactics
- County Chief Officer Continuing Education Classes

B. The City Council approved Resolution 15-99 and 22-181 adopting an Educational Incentive Program of up to 10% for Fire Battalion Chiefs.

- Level 1 Incentive – 5%

Possession of California Chief Officer's Certificate (Completion of California State Fire Training Chief Officer Class Series Original curriculum or post 2018 curriculum is acceptable) or BA/BS Degree or any two (2) of the following: Completion of Cal OES Strike Team Leader ~~Certification~~ educational requirements, AA/AS Degree, California Certified Fire Instructor

- Level 2 Incentive – 7.5%

Possession of California Chief Officer's Certificate (Completion of California State Fire Training Chief Officer Class Series Original curriculum or post 2018 curriculum is acceptable) **and** possession of BA/BS Degree or any two (2) of the following: Completion of Cal OES Strike Team Leader ~~educational requirements~~ Certification, AA/AS Degree, California Certified Fire Instructor

- Level 3 Incentive – 10%

Qualify for Level 2 incentive and possession of California Chief Executive Officer's Certificate (Completion of California State Fire Training Chief Officer Class Series Original curriculum or post 2018 curriculum is acceptable) **or** Master's Degree.

ARTICLE V - GENERAL PROVISIONS

- A. The City shall establish regulations to the effect that no business of employee organizations shall be conducted by employees while on duty, by telephone, meetings, individual actions or any other means.

- B. Battalion Chiefs assigned to a 40 hour work week will have the ability to utilize a flex schedule. The following schedules will be made available to the 40 hour Battalion Chiefs. The Chief may remove someone from an alternate work schedule based on operational need.
 - a. 5/8
 - b. 9/80
 - c. 4/10

 - d. Battalion Chiefs in Operations will work the same 56 hour work week schedule as the classifications in IAFF Local 2400

C. Work Assignments

Newly promoted Battalion Chiefs shall be assigned to a 40 hour work week. Upon an opening for a 56 hour work week Battalion Chief Position, the senior 40 hour work week Battalion Chief will have the first choice to move into that position.

D. Modified Duty

The Modified Work (Light Duty) policy and procedure is reflected in Appendix C.

E. Mandatory Direct Deposit

All employees will participate in mandatory direct deposit for payroll (including all compensation and vision reimbursements).

F. Personnel Rules

The parties agree to meet and confer over revisions to the City of Daly City's Personnel Rules and Regulations that fall within the scope of representation.

G. Release Time Bank

The City agrees to allow bargaining unit members to donate on a voluntary basis up to 8 hours per year, vacation or comp time to an Association Release Time Bank up to a maximum of 500 hours per year. Said time may be used by the President, other officers of the Association, or other individuals as approved by the Chief. The scheduling of use of this bank shall require the approval of the Chief.

ARTICLE VI - COOPERATION BETWEEN PARTIES

It is hereby agreed by the parties that this Memorandum of Understanding provides for the amicable adjustment of wages, hours, and conditions of employment. Each party hereby gives full faith and recognition to the Rules and Regulations of the Classified Service, the City Code of the City of Daly City and the laws of the State of California (including equal employment and fair employment statutes), and shall fully respect the rights, obligations and privileges reserved to the other by such rules, regulations and laws. The Daly City FIRE MANAGEMENT REPRESENTATIVES agree that during the term of this Memorandum of Understanding there shall be no strike, no picketing, stoppages of work for any cause, no work slowdowns, interruptions of the normal conduct of the City's business, or any other job action by any of its members. The CITY agrees that during the term of this Memorandum of Understanding it will not engage in any lockout of its employees.

ARTICLE VII – DURATION

Contingent upon the adoption of a resolution approving this Memorandum of Understanding by the City Council of the City of Daly City, this Memorandum shall be in full force and effect as of October 1, 202~~5~~²; except that certain provisions hereof may have different effective dates as designated therein.

The terms of this Memorandum of Understanding are to remain in full force and effect until midnight of September 30, 202~~5~~⁸.

ARTICLE VIII – SIGNATORIES

Signatories to the Memorandum of Understanding between the City of Daly City and the Daly City Fire Management Representatives for October 1, 202~~5~~² through September 30, 202~~5~~⁸.

STAFF REPRESENTATIVES OF THE
CITY OF DALY CITY

REPRESENTATIVES OF FIRE
MANAGEMENT:

Natalie Sakkal
Date

Date

~~Joel Abelson~~ Nick Gracia

Director of Human Resources

President

Timothy Nevin

Date

Nick Doyle

Date

Memorandum of Understanding
City of Daly City and Daly City Fire Management
October 1, 202~~5~~² through September 30, 202~~8~~⁵
Page 13 of 21

Assistant City Manager/ Interim Director _____ Secretary/Treasurer
of Finance & Administrative Services

Abby Veese _____ Date

Bonnie Woo _____ Date

Assistant to the Director of Human Resources ~~Senior Management Analyst~~

Tevon Edwards ~~Donna Williamson~~ _____ Date
Chief Negotiator

APPENDIX A - SALARY SCHEDULE

FIRE MANAGEMENT

MONTHLY SALARY SCHEDULE

Effective the first full pay period of October 2025

Range		<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>G -</u>						
<u>275</u>		14719.74	15455.72	16228.51	17039.93	17891.93
A -	Fire Battalion Chief (80 hours)					
B -	Fire Battalion Chief					
	EDUCATION- completion of 40 hours course work					
	7.5%	1103.98	1159.18	1217.14	1278.00	1341.89
	DIFFERENTIAL PAY - for 40 hr/wk					
	2.5%	367.99	386.39	405.71	426.00	447.30
	EDUCATION					
	5.0%	735.99	772.79	811.43	852.00	894.60
	7.50%	1103.98	1159.18	1217.14	1278.00	1341.89
	10%	1471.97	1545.57	1622.85	1703.99	1789.19

APPENDIX A-1 SALARY SCHEDULE

FIRE MANAGEMENT

MONTHLY SALARY SCHEDULE

Effective the first full pay period of October 2026

Range	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>G -</u>					
<u>275</u>	15161.33	15919.39	16715.36	17551.13	18428.69
A - Fire Battalion Chief (80 hours)					
B - Fire Battalion Chief					
EDUCATION- completion of 40 hours course work					
7.5%	1137.10	1193.95	1253.65	1316.33	1382.15
DIFFERENTIAL PAY - for 40 hr/wk					
2.5%	379.03	397.98	417.88	438.78	460.72
EDUCATION					
5.0%	758.07	795.97	835.77	877.56	921.43
7.50%	1137.10	1193.95	1253.65	1316.33	1382.15
10%	1516.13	1591.94	1671.54	1755.11	1842.87

APPENDIX A-2 SALARY SCHEDULE

FIRE MANAGEMENT

MONTHLY SALARY SCHEDULE

Effective the first full pay period of October 2027

Range	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>G -</u>					
<u>275</u>	15616.17	16396.98	17216.82	18077.67	18981.55
Fire Battalion Chief (80					
A - hours)					
B - Fire Battalion Chief					
EDUCATION- completion of 40 hours course work					
7.5%	1171.21	1229.77	1291.26	1355.82	1423.62
DIFFERENTIAL PAY - for 40 hr/wk					
2.5%	390.40	409.92	430.42	451.94	474.54
EDUCATION					
5.0%	780.81	819.85	860.84	903.88	949.08
7.50%	1171.21	1229.77	1291.26	1355.82	1423.62
10%	1561.62	1639.70	1721.68	1807.77	1898.15

APPENDIX B - DISCIPLINARY APPEAL PROCEDURE

The City's disciplinary appeal procedure provides for an evidentiary hearing before the Personnel Board. The Board has the authority to make an advisory recommendation to the City Council. The City Council has final authority.

A. Personnel Board Appeal Hearing

1. If, within the five (5) day appeal period, the employee involved does not file an appeal, unless good cause for failure is shown, the action of the City Manager or Department Head shall be considered final and binding.
2. If, within the five (5) day appeal period the employee files an appeal as specified in the Letter of Disciplinary Action by sending a letter to the City Manager and copy to the Director of Human Resources, the City Manager shall instruct the Director of Human Resources to request the Personnel Board set an appeal hearing.
3. At its next regular or special meeting, the Personnel Board shall set a hearing date which shall not be more than sixty (60) days from the date of the filing of the employee's appeal. All interested parties shall be notified in writing of the date, time and place of the hearing at least ten (10) days prior to the date of the hearing.
4. All hearings shall be open unless the employee requests a closed hearing.
5. The Chairperson of the Personnel Board shall issue subpoenas at the request of either the City or the appealing employee prior to the commencement of the hearing. Subpoenas must be served at least twenty-four (24) hours prior to the time attendance is compelled.
6. The hearing need not be conducted according to technical rules relating to evidence and witnesses, except hereinafter provided. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded.
7. The Chairperson of the Personnel Board shall rule on the admission or exclusion of evidence.
8. Each party shall have these rights:

- a. To be represented by legal counsel or other person of the party's choice
 - b. To call and examine witnesses
 - c. To introduce evidence
 - d. To cross examine opposing witnesses on any matter relevant to the issues
 - e. To impeach any witness regardless of which party first called the witness to testify
 - f. To rebut the evidence against them
9. Oral evidence shall be taken only under Oath.
10. The hearing shall proceed in the following order unless the Chairperson, for special reason, otherwise directs:
- a. The City shall be permitted to make an opening statement.
 - b. The employee shall be permitted to make an opening statement.
 - c. The City shall present its case in chief.
 - d. The employee may then present a defense and offer evidence in support.
 - e. The parties may then, in order respectively, offer rebutting evidence, unless the Chairperson of the Board for good reason permits them to offer evidence upon their original case
 - f. Closing arguments or briefs shall be permitted at the discretion of the Chairperson of the Personnel Board.
11. The Personnel Board shall determine the relevance, weight and credibility of testimony and evidence and shall base their findings on the preponderance of evidence.
12. The Personnel Board shall render its "Findings, Recommendations and Conclusions" as soon as possible after the conclusion of the hearing and no later than ten (10) days after conducting the hearing unless otherwise stipulated by the parties. The Board's Decision shall set forth the recommendations as to each of the charges and the reasons therefore.
13. The Personnel Board may recommend to the City Council the sustaining or rejecting of any or all of the charges filed against the employee. The Board may recommend sustaining, rejecting, or modifying the disciplinary action invoked against the employee.
- B. City Council Appeal Hearing
- The decision of the Personnel Board is advisory only. The proposed decision shall be filed with City Council and served on the employee. If a suspension, dismissal or demotion is not sustained by the City Council, they shall set forth the recommended effective date the employee is to be reinstated, which may be any time on or after the date the disciplinary action went into effect. If the Council does not sustain or modifies a suspension, they shall set forth the effective dates of the modification, which may be any time on or after the date the suspension went into effect.

The matter is set before City Council at the next scheduled meeting that falls more than five days from the filing of the proposed decision. The City Council hearing shall be open unless the employee requests a closed hearing. The hearing shall consist of summary arguments by the City's representative and the employee's representative.

The City Council may recess to Closed Session to deliberate after the presentation of the summary arguments. The City Council announces in Public Session its determination; it may affirm, deny, or modify the Personnel Board's recommendation. The determination of the City Council is final and binding.

APPENDIX C – CITY OF DALY CITY - MODIFIED WORK (LIGHT DUTY)

Assignments for Injured Employees

Policy: It is the goal of the City of Daly City to provide a safe working environment for all employees and to maintain an effective and efficient program for the provision of workers' compensation benefits. To assist in such efforts, the utilization of light duty assignments will be encouraged wherever practicable.

Purpose: To provide for the return to work of both industrially and non-industrially injured and/or ill employees in a capacity consistent with a disability temporarily precluding the affected employee from the performance of the employee's full and normal duties but not limiting the employee totally such that productive assignments can be performed by the employee without fear of aggravating the injury.

Procedure:

1. An employee must have incurred an injury or illness which incapacitates him or her from performing the full duties of his/her job as set forth in the job description. Such disability must be confirmed in writing by a physician licensed to practice medicine in the State of California.
2. Treating physicians shall be supplied with the following:
 - a. City's light duty policy,
 - b. "Physician's Evaluation and Release" forms,
 - c. Employee's job description,
 - d. Job Demands/Employee Restrictions form.

The above forms will be provided to the employee to present to his/her physician upon initial meeting with physician.

3. There must be a written statement from a physician licensed to practice medicine in the State of California, releasing the employee to perform specific functions. The physician's statement must contain the specifics of the employee's limitations in performing work and how long it is anticipated these limitations are expected to continue.
4. The City may require a second physical examination to verify the information in the physician's statement, at City expense.
5. The department head, in consultation with the Risk Manager and the Director of Human Resources will determine whether there is suitable work available within the department with due regard to the needs of the City and the medical condition of the employee, and subject to the rights of the employee under the Worker's Compensation Act.

6. If a suitable assignment meeting all the restrictions imposed by the treating physician has been found for the injured employee, the employee will be released to light duty in that capacity.
7. If more than one assignment is available to the employee, the department head, in consultation with the employee, shall determine which assignment shall be worked.
8. When performing light duty work assignments in accordance with this procedure, employees shall receive full compensation for their regular classification of employment.
9. Such temporary light duty assignments may continue until such time as the first of the following events has occurred:
 - a. The employee is given a full and complete release to resume normal work activities by the employee's treating physician and said release is approved by the City Manager or his or her designee;
 - b. The employee's condition is declared permanent and stationary, and the employee is unable to perform the duties of his/her regular permanent position;
 - c. More than 52 weeks have elapsed subsequent to the date of the employee's illness or injury.
10. An employee will only be assigned to work light duty on those days of the week when he/she would have been regularly scheduled to work full duty, unless the employee and the department work out some other mutually acceptable arrangement.



City Council Meeting Agenda Report

Item # _____

Meeting Date: December 8, 2025

Subject: Public Hearing – Amending Chapter 2.16 of the Daly City Municipal Code re: Arts and Culture Commission

Recommended Action

Staff recommends that the City Council amend Daly City Municipal Code Chapter 2.16 Arts and Culture Commission

Background/Discussion

The Arts & Culture Commission was established by the Daly City Council in December 2013 to develop and encourage programs in the fine arts and to promote and celebrate the cultural diversity of the community. It was envisioned that the Commission could:

1. Serve as a liaison between the City Council and local fine arts and cultural-based groups;
2. Provide stewardship for the public display of art in the Octagon Gallery at City Hall; and
3. Assist in planning annual cultural events.

After celebrating its 10th Anniversary as a Commission on April 8, 2025, the Commission undertook a self-reflective process, revisiting its ordinance-based duties and discussing how effectively they meet the needs of Daly City’s increasingly diverse population. The Arts & Culture Commission recognizes it has grown in scope and impact since its creation.

The role of the Commission has expanded beyond advising on fine arts—it has evolved into building bridges, amplifying marginalized voices, and intentionally using culture to address social issues.

This expanded role is exemplified by the Commission’s planning and execution of the Día de los Muertos Celebration. Beyond organizing a successful community event, the Commission used this platform to elevate social issues through art—curating installations and performances that highlighted themes of memory, resilience, and community healing. This celebration is just one example of how the Commission enhances arts and culture in the City by uplifting diverse artistic traditions, strengthening community identity, fostering cross-cultural understanding, supporting local artists, activating public spaces, and providing a culturally rooted space for healing, remembrance, and connection. This level of engagement underscores how the Commission brings people together—both to shape cultural expression and to engage in shared public conversations.

To support the Commission’s growth, and in response to the City Council’s requests to ensure the Arts & Culture Commission has adequate funding to support their initiatives, the updated Ordinance will include the creation of an Art in Public Places account. This account is designed to provide clear oversight of funds donated or allocated by the City Council for cultural programming and public art, ensuring transparency, accountability, and the ability to strategically plan long-term arts initiatives.

City Council Agenda Report

Subject: Public Hearing – Amending Chapter 2.16 of the Daly City Municipal Code re: Arts and Culture Commission

Meeting Date: December 8, 2025

Page 2 of 2

Summary/Conclusion

Staff recommends that the City Council amend Daly City Municipal Code Chapter 2.16 Arts and Culture Commission to align the Commission’s formal duties with its current scope of work. Modernizing the code will acknowledge the Commission’s expanded impact and provide the structural support needed to continue delivering meaningful, inclusive, and socially relevant arts programming for the community.

Staff will conduct a study, potentially through a committee, to further review all commissions and evaluate their efficacy.

Staff and members of the Arts & Culture Commission are available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,



Leilani Ramos
Assistant to the City Manager

Attachment: Draft Ordinance Amending Chapter 2.16 of the Municipal Code Re: Arts and Culture Commission

Chapter 2.16 ARTS AND CULTURE COMMISSION¹

2.16.010 Creation—Members—Term—Vacancy.

An arts and culture commission is created and shall consist of five members who shall be appointed by the city council and serve at the council's pleasure, none of whom shall hold any paid office or employment in the city government. Members shall be qualified electors of the city and shall serve for a term of four years. The four-year terms of the commission members shall be staggered. In order to achieve staggered terms, two of the members first appointed to the commission shall be assigned by lot a term for two years and the remaining commission members shall be assigned by lot a term for four years. All members must remain residents of the city while serving on the arts and culture commission. The members shall not receive any compensation for their attendance of commission meetings or any other services rendered as a commission member; provided, however, that any actual and necessary expenses incurred by a commission member in the performance of his or her duties on the commission may be paid if funds are available in the budget approved by the city council and the individual expenses are approved by the city manager or designee. Any vacancy occurring other than by expiration of a term of office shall be filled by city council appointment for the unexpired portion of the term.

(Ord. No. 1374, § 1, 12-9-2013)

2.16.020 Duties.

The arts and culture commission shall have the following duties:

- ~~A. —To advise the city council on all matters affecting the culture of the city and to advise and assist other city boards and commissions in the field of the fine arts;~~
- ~~B. —To encourage programs in the fine arts and to promote the cultural enrichment of the community;~~
- ~~C. —To establish an effective liaison between the city and local cultural and artistic groups;~~
- ~~D. —To undertake and carry out all functions reasonably necessary to accomplish the objectives and to discharge the functions of the commission; and to exercise such other functions as may be prescribed by the city council.~~
- A. To advise the city council on all matters affecting the culture of the city which includes but not limited to city budget, funding, programming, and historic artifacts/ artwork that contributes to the culture of Daly City.
- B. To work in collaboration with other city boards, commissions and community stakeholders to uplift art and culture that is relevant and responsive to the needs of our youth, families, seniors, neighborhoods and community.
- C. To raise awareness of social issues affecting our community through art and culture.

¹Editor's note(s)—Ord. No. 1374, § 1, adopted Dec. 9, 2013, repealed former Ch. 2.16, §§ 2.16.010—2.16.100, and enacted a new Ch. 2.16 as set out herein. Former Ch. 2.16 pertained to History, Arts and Science Commission. For prior history, see Code Comparative Table.

-
- D. To encourage programs that includes stories and experiences that heal, connect and unites us together as a community.
 - E. To establish, outreach and sustain authentic relationships between the city and our diverse community.
 - F. To review and make recommendations upon all works of art to be acquired by the city, either by purchase, gift or otherwise, and with respect to their locations.
 - G. Recommend needed changes in laws, legislation, and policies needed to promote the aesthetic, cultural development and historical preservation of the City.
 - H. Be available to city departments, when appropriate, to advise on arts, cultural and historical issues.
 - I. To undertake and carry out all functions reasonably necessary to accomplish the objectives and to discharge the functions of the commission; and to exercise such other functions as may be prescribed by the city council.

(Ord. No. 1374, § 1, 12-9-2013)

2.16.030 Qualification of commissioners.

Commissioners shall be those persons who have demonstrated a strong commitment to the arts through individual patronage, education, or professional experience or knowledge of a particular arts and culture field, and the general public. Efforts should be made to include commissioners who represent a diversity of backgrounds. Commissioners shall commit to volunteering time to serve on the board which meets monthly, and on an ad hoc basis as needed. In selecting commissioners, city council members shall consider whether candidates would be able to effectively and ethically serve in light of any foreseeable conflicts of interest.

(Ord. No. 1374, § 1, 12-9-2013)

2.16.040 Meetings.

The arts and culture commission shall hold at least one regular meeting in each month at such time and place within the city as the commission may determine by resolution. Three members of the commission shall constitute a quorum for the transaction of business. A majority of the quorum shall have the authority to act on any matter regularly coming before the commission. Meetings may be adjourned or special meetings called in compliance with the provisions of the Ralph M. Brown Act (commencing with Government Code Section 54950) or as may hereafter be amended.

(Ord. No. 1374, § 1, 12-9-2013)

2.16.050 Rules.

The arts and culture commission by resolution may adopt rules for the election and terms of its officers, for the transaction of business, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record.

Election for Chair and Vice Chair for the Arts and Culture commission will take place at every January meeting. Chair and Vice Chair will hold their positions for twelve months of the year they are elected.

(Supp. No. 37)

Created: 2025-10-24 13:35:01 [EST]

(Ord. No. 1374, § 1, 12-9-2013)

2.16.060 Art in Public Places Account

A. Establishment of Account

An “Art in Public Places Account” is hereby established as a designated City fund to support public art, cultural programming, and related Commission initiatives.

B. Funding Sources

The Account may receive:

1. Donations from individuals, businesses, foundations, and organizations;
2. Allocations or appropriations made by the City Council;
3. Grants or contributions designated for public art or cultural programming;
4. Any other funds permitted under applicable laws.

C. Use of Funds

Monies within the Account shall be used exclusively for:

1. Public art projects, including acquisition, installation, maintenance, and restoration;
2. Cultural programs and events that advance the Commission’s duties;
3. Preservation and interpretation of historic artifacts or artwork;
4. Community arts engagement, education, and outreach.

2.16.090 Coordination with Arts and Culture Commission

The Arts and Culture Commission shall provide oversight of the Art in Public Places Account and advise the City Council on public art policies, programs, and cultural initiatives that enhance community identity, inclusivity, and historic preservation. Staff shall manage operational aspects consistent with City financial policies and Council direction.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DALY CITY AMENDING
CHAPTER 2.16 OF THE MUNICIPAL CODE RE: ARTS AND CULTURE COMMISSION

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

SECTION 1. Section 2.16.020 of the Daly City Municipal Code is hereby amended to read as follows:

2.160.020 Duties.

The arts and culture commission shall have the following duties:

- A. To advise the city council on all matters affecting the culture of the city which includes but not limited to city budget, funding, programming, and historic artifacts/ artwork that contributes to the culture of Daly City.
- B. To work in collaboration with other city boards, commissions and community stakeholders to uplift art and culture that is relevant and responsive to the needs of our youth, families, seniors, neighborhoods and community.
- C. To raise awareness of social issues affecting our community through art and culture.
- D. To encourage programs that includes stories and experiences that heal, connect and unites us together as a community.
- E. To establish, outreach and sustain authentic relationships between the city and our diverse community.
- F. To review and make recommendations upon all works of art to be acquired by the city, either by purchase, gift or otherwise, and with respect to their locations.
- G. Recommend needed changes in laws, legislation, and policies needed to promote the aesthetic, cultural development and historical preservation of the City.
- H. Be available to city departments, when appropriate, to advise on arts, cultural and historical issues.
- I. To undertake and carry out all functions reasonably necessary to accomplish the objectives and to discharge the functions of the commission; and to exercise such other functions as may be prescribed by the city council.

SECTION 2. Section 2.16.050 of the Daly City Municipal Code is hereby amended to read as follows:

2.16.050 Rules.

The arts and culture commission by resolution may adopt rules for the election and terms of its officers, for the transaction of business, and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record.

Election for Chair and Vice Chair for the Arts and Culture commission will take place at every January meeting. Chair and Vice Chair will hold their positions for twelve months of the year they are elected.

SECTION 3. Section 2.16.060 of the Daly City Municipal Code is hereby added to read as follows:

2.16.060 Art in Public Places Account.

- A. An “Art in Public Places Account” is hereby established as a designated City fund to support public art, cultural programming, and related Commission initiatives.
- B. Funding Sources. The Account may receive:
 - 1. Donations from individuals, businesses, foundations, and organizations.
 - 2. Allocations or appropriations made by the City Council.
 - 3. Grants or contributions designated for public art or cultural programming.
 - 4. Any other funds permitted under applicable laws.
- C. Use of Funds. Monies within the Account shall be used exclusively for:
 - 1. Public art projects, including acquisition, installation, maintenance, and restoration.
 - 2. Cultural programs and events that advance the Commission’s duties.
 - 3. Preservation and interpretation of historic artifacts or artwork.
 - 4. Community arts engagement, education, and outreach.

SECTION 4. Section 2.16.090 of the Daly City Municipal Code is hereby added to read as follows:

2.16.090 Coordination with Arts and Culture Commission.

The Arts and Culture Commission shall provide oversight of the Art in Public Places Account and advise the City Council on public art policies, programs, and cultural initiatives that enhance community identity, inclusivity, and historic preservation. Staff shall manage operational aspects consistent with City financial policies and Council direction.

SECTION 5. 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 6. Effective Date and Publication: Pursuant to the provisions of Government Code Section 36933, a summary of this ordinance shall be prepared by the City Attorney. At least five (5) days prior to the Council meeting at which this ordinance is scheduled to be adopted, the City Clerk shall (1) publish the summary, and (2) post it in the City Clerk’s office a certified copy of this ordinance. Within fifteen (15) days after the adoption of this ordinance, the City Clerk shall (1) publish the summary and (2) post in the City Clerk’s office a certified copy of the full text of this ordinance along with the names of those City Council members

voting for and against this ordinance or otherwise voting. This Ordinance shall be in full force and effect thirty (30) days from and after its passage.

SECTION 7. 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 _____, 2025.

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 _____, 2025, 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: December 8, 2025

Subject: Public Hearing – Amend Chapter 2.20 of the Daly City Municipal Code RE: Recreation Commission

Recommended Action

Staff recommends that the City Council Amend Chapter 2.20 of the Daly City Municipal Code RE: Recreation Commission.

Background/Discussion

In 2017, the Youth Advisory Committee was established through Resolution 17-75 to create a platform for youth voices in Daly City. The Daly City Youth Advisory Committee (DCYAC) was intended to offer school-aged residents an opportunity to serve on a board, observe and participate in local government, and gain valuable experience that would help prepare them to become civically engaged and empowered citizens.

The goals of the DCYAC were to represent the youth voice and provide meaningful feedback to promote a healthier, more connected community by:

1. Providing opportunities and resources for Daly City teen residents
2. Promoting education, healthy living, and social awareness
3. Preparing teens for the future through community outreach, events, workshops, and related activities

Over time, the Committee struggled to maintain a quorum due to extracurricular commitments and scheduling conflicts, including after-school sports. As regular attendance declined, enthusiasm and engagement diminished, resulting in the Committee becoming inactive.

At prior City Council Budget Priorities Study Sessions, it was identified that the Youth Advisory Committee be transitioned into a Youth Commission. Given the challenges discussed above, staff now proposes repealing and replacing Daly City Municipal Code Chapter 2.20 (Recreation Commission) to include one Youth Advisory Member (“Youth Commissioner”) and an alternate.

Youth Commissioners must be residents of Daly City, between 13 and 17 years of age at the time of appointment and enrolled in middle school and/or high school. They will serve in an advisory capacity only and will not count toward the Commission’s quorum. Each Youth Commissioner shall serve at the pleasure of the City Council for a term of up to two years, and until their successor is appointed and qualified.

Summary/Conclusion

Staff recommends that the City Council Repeal and Replace Daly City Municipal Code Chapter 2.20 Recreation Commission.

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

City Council Agenda Report

**Subject: Public Hearing – Amend Chapter 2.20 of the Daly City Municipal Code RE:
Recreation Commission**

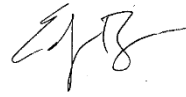
Meeting Date: December 8, 2025

Page 2 of 2

Respectfully submitted,



Denise Brown
Director of Recreation Services



Edgardo Bolaños
Administrative Assistant III

Attachment: Draft Daly City Municipal Code Chapter 2.20 Recreation Commission

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DALY CITY AMENDING
CHAPTER 2.20 OF THE MUNICIPAL CODE RE: RECREATION COMMISSION

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

SECTION 1. Section 2.20.020 of the Daly City Municipal Code is hereby amended to read as follows:

2.20.020 Membership – Appointment - Compensation.

The city recreation commission shall consist of five members, and one Youth Advisory Member (“Youth Commissioner”) and an alternate who must be at least 13 years old, and no more than 17 years old at the time of appointment ("Youth Commissioners"), to be appointed by the mayor, subject to the confirmation of the city council. Such members shall serve without compensation.

Youth Commissioners shall serve only in an advisory capacity to the Recreation Commission and shall not count towards a quorum of the commission. Youth Commissioners shall be residents of the city, in middle school and/or high school.

SECTION 2. Section 2.20.030 of the Daly City Municipal Code is hereby amended to read as follows:

2.20.030 Membership – Term.

Commissioners serve in an advisory capacity at the pleasure of the city council. Initially, the terms of two members of the recreation commission shall be for two years. The remaining three members shall serve for three years. Thereafter, the terms of all members shall be for three years.

Each Youth Commissioner shall serve at the pleasure of the Council for up to two years and until the appointment and qualification of a successor.

SECTION 3. Section 2.20.060 of the Daly City Municipal Code is hereby amended to read as follows:

2.20.060 Relation with the press.

Commissioners shall refer all requests for information made by the press to the chair and/or director of recreation services and shall not endeavor to interpret any action of the commission.

SECTION 4. Section 2.20.090 of the Daly City Municipal Code is hereby amended to read as follows:

2.20.090 Powers and duties.

The powers and duties of the recreation commission shall be as follows:

- A. Act in an advisory capacity to the city council on all matters pertaining to recreation services offered by the city, including key budget items, capital improvements, facility

issues affecting the community, recommendations for user fees, service levels in relation to core and discretionary programs, fundraising initiatives, and legislative issues affecting the department of recreation services while addressing the diverse elements of the Daly City community.

- B. Consider the annual budget of the department of recreation services prior to its submission by the city manager to the city council and provide advice with respect thereto to the city manager and to the city council.
- C. Provide advice and community perspectives regarding recreation services and programming for the inhabitants of the city, promote and stimulate public interest therein and to the fullest possible extent the cooperation of special authorities and other public and private agencies interested therein.
- D. To gather community opinions, needs and perceptions regarding recreational opportunities and needs and to advise the director of recreation services of this information. Further, to provide information to the community regarding available programs and facilities and encourage their participation and use.

SECTION 5. Section 2.20.110 of the Daly City Municipal Code is hereby amended to read as follows:

2.20.110 Relation to staff.

The city manager shall appoint a staff liaison to the recreation commission who will coordinate and provide all staff support. The staff liaison will attend all commission meetings and act as secretary to the commission. They will bring department-related policy matters for consideration to the commission as well as respond to policy-related inquiries.

SECTION 6. 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 7. Effective Date and Publication: Pursuant to the provisions of Government Code Section 36933, a summary of this ordinance shall be prepared by the City Attorney. At least five (5) days prior to the Council meeting at which this ordinance is scheduled to be adopted, the City Clerk shall (1) publish the summary, and (2) post it in the City Clerk's office a certified copy of this ordinance. Within fifteen (15) days after the adoption of this ordinance, the City Clerk shall (1) publish the summary and (2) post in the City Clerk's office a certified copy of the full text of this ordinance along with the names of those City Council members voting for and against this ordinance or otherwise voting. This Ordinance shall be in full force and effect thirty (30) days from and after its passage.

SECTION 8. 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
CHAPTER 2.20 OF THE MUNICIPAL CODE RE: RECREATION COMMISSION

Introduced this _____ day of _____, 2025.

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 _____, 2026, 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

Chapter 2.20 RECREATION COMMISSION¹

2.20.010 Created.

Pursuant to Section 10900 et seq. of the California Education Code there is created an advisory recreation commission in and for the city.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.020 Membership—Appointment—Compensation.

The city recreation commission shall consist of five members, and one Youth Advisory Member (“Youth Commissioner”) and an alternate who must be at least 13 years old, and no more than 17 years old at the time of appointment (“Youth Commissioners”), to be appointed by the mayor, subject to the confirmation of the city council. Such members shall serve without compensation.

Youth Commissioners shall serve only in an advisory capacity to the Recreation Commission and shall not count towards a quorum of the commission. Youth Commissioners shall be residents of the city, in middle school and/or high school.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.030 Membership—Term.

Commissioners serve in an advisory capacity at the pleasure of the city council. Initially, the terms of two members of the recreation commission shall be for two years. The remaining three members shall serve for three years. Thereafter, the terms of all members shall be for three years.

Each Youth Commissioner shall serve at the pleasure of the Council for up to two years and until the appointment and qualification of a successor.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.040 Membership—Vacancy or removal.

Any member may be removed, with or without cause, by a majority vote of the city council. If a vacancy occurs, other than by expiration of a term, it shall be filled by the mayor's appointment and confirmation by the city council for the unexpired portion of the term.

(Ord. No. 1360, § 4, 4-9-2012)

¹Editor's note(s)—Ord. No. 1360, adopted April 9, 2012, repealed Ch. 2.20 and enacted a new chapter as set out herein. The former Ch. 2.20, §§ 2.20.010—2.20.110, pertained to the parks and recreation commission and derived from Ord. No. 1174, § 2, 1993, and Ord. No. 1288, § 1, 2001.

2.20.050 Chair—Vice chair—Term.

Upon appointment and organization of the recreation commission, the members shall select, from among themselves, a chair and a vice chair, whose terms of office shall extend for a period of one year.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.060 Relation with the press.

Commissioners shall refer all requests for information made by the press to the chair and/or director of ~~library and~~ recreation services and shall not endeavor to interpret any action of the commission.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.070 Relation to the city council.

The position of the commission, on all matters which the commission wishes brought before the city council, will be done by either the chair, vice chair, or designated commissioner or staff member.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.080 Recordkeeping—Filing.

The staff liaison, or designee, shall act as secretary of the recreation commission and shall keep a record of all the proceedings, determinations and transactions of the commission. Such record shall be a public record, and a copy of such record shall be filed with the city clerk.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.090 Powers and duties.

The powers and duties of the recreation commission shall be as follows:

- A. Act in an advisory capacity to the city council on all matters pertaining to recreation services offered by the city, including key budget items, capital improvements, facility issues affecting the community, recommendations for user fees, service levels in relation to core and discretionary programs, fundraising initiatives, and legislative issues affecting the department of ~~library and~~ recreation services while addressing the diverse elements of the Daly City community.
- B. Consider the annual budget of the department of ~~library and~~ recreation services prior to its submission by the city manager to the city council and provide advice with respect thereto to the city manager and to the city council.
- C. Provide advice and community perspectives regarding recreation services and programming for the inhabitants of the city, promote and stimulate public interest therein and to the fullest possible extent the cooperation of special authorities and other public and private agencies interested therein.
- D. To gather community opinions, needs and perceptions regarding recreational opportunities and needs and to advise the director of ~~library and~~ recreation services of this information. Further, to provide information to the community regarding available programs and facilities and encourage their participation and use.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.100 Effect.

Nothing in this chapter shall be construed as restricting or curtailing any of the powers of the city council or city officers, or the delegation to the recreation commission of any authority or discretionary powers imposed by law in such city council or city officers. The city council declares that the public interest and convenience requires the appointment of a recreation commission to act in a purely advisory capacity to the city council.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.110 Relation to staff.

The city manager shall appoint a staff liaison to the recreation commission who will coordinate and provide all staff support. The staff liaison will attend all commission meetings and act as secretary to the commission. ~~She/he~~ **They** will bring department-related policy matters for consideration to the commission as well as respond to policy-related inquiries.

(Ord. No. 1360, § 4, 4-9-2012)

2.20.120 Meetings.

- A. Regular meetings shall be held on the fourth Tuesday of each month at 7:00 p.m. in the Daly City Council Chambers located at 333-90th Street, Daly City, California.
- B. The commission may approve a special meeting in an alternative location and/or on an alternative date.
- C. All meetings shall be open to the public and shall be held in accordance with the Ralph M. Brown Act. Public participation shall be encouraged prior to the commission taking an action on any item.
- D. Agenda for meetings will be prepared by the staff liaison in consultation with the chair. The commission may suggest agenda items to the chair for inclusion on an agenda. The agenda shall appropriately provide a section for public comment on matters not on the agenda.
- E. Minutes of all meetings shall be kept and filed with the city clerk.

(Ord. No. 1360, § 4, 4-9-2012; Ord. No. 1394, § 1, 9-14-2015)



City Council Meeting Agenda Report

Item # _____

Meeting Date: December 8, 2025

Subject: Public Hearing on Community Development and Housing Needs

Recommended Actions

1. Conduct a public hearing on community development and housing priorities for the City's 2026-27 HUD Action Plan.

Background

Each year, the City of Daly City receives a federal grant of Community Development Block Grant (CDBG) and HOME funds from the Department of Housing and Urban Development (HUD). The CDBG funds are to be used to meet community development and housing needs, such as affordable housing, public services, and infrastructure improvements that primarily benefit low and moderate-income residents. Additional funds are anticipated from estimated unspent Fiscal Year (FY) 25-26 funds at year-end and anticipated program income from housing rehabilitation loan payments during the program year. Together, these comprise available CDBG funds for FY2026-27, which starts July 1, 2026. In addition to the CDBG funds, the City also receives HOME funds directly from HUD that may be used solely for housing activities. The CDBG and HOME allocations for FY26-27 have not yet been determined. For reference, the City was allocated \$929,286 and \$272,965.83 in CDBG and HOME funds, respectively, in FY25-26.

Discussion

CDBG and HOME

There has been much uncertainty and delays in the implementation of the City's current FY25-26 Action Plan as a result of changes at the federal level. New policies were included in the FY25-26 HUD Funding Agreement and the Funding Agreement has not yet been signed by HUD. As staff is waiting to execute contracts with its FY25-26 CDBG subrecipients, it must start preparing for its FY26-27 One-Year Action Plan.

The FY26-27 One-Year Action Plan will specify CDBG and HOME funding levels to be allocated to various housing and community development activities for the next fiscal year. This Public Hearing will begin the citizen participation and planning process required in the preparation of the City's FY26-27 HUD One-Year Action Plan, the fourth year of the current five-year HUD Consolidated Plan. As specified in the City's Community Participation Plan, this hearing on community development and housing needs provides citizens the opportunity to participate in planning, implementing and assessing the CDBG and HOME programs. It is the first of two Public Hearings, preceding the second hearing in April 2026 when the City Council allocates the City's CDBG and HOME funds to specific projects and programs. FY26-27 is the second year of a two-year CDBG funding cycle, and grantees awarded in FY25-26 may be considered for contract renewal as long as they are satisfactorily performing under their current contract, and pending

City Council Agenda Report

Subject: Public Hearing on Community Development and Housing Needs

Meeting Date: December 8, 2025

Page 2 of 3

availability of FY26-27 CDBG funds. The City will not be issuing Request for Proposals for Community Development Block Grant funds for FY26-27.

The City's current Five Year HUD Consolidated is for the planning period beginning July 1, 2023 through June 30, 2028. The Consolidated Plan identified several goals to be addressed with CDBG and HOME funds, and the Annual Action Plans identify the activities to implement the goals. Attachment A shows the current FY25-26 CDBG allocations. The Consolidated Plan goals are summarized below.

- Develop new affordable rental units
- Fund residential accessibility improvements
- Affirmatively further fair housing
- Provide Residential Rehabilitation Program
- Provide Public Services
- Provide Public Services for the homeless
- Encourage economic development
- Maintain, provide and improve public facilities

Summary/Conclusion

Staff requests that the City Council conduct the public hearing to receive comments on housing and community development needs to inform the FY26-27 Annual Action Plan. Notice of this hearing was published in the Examiner and was made available on the City's website, the City Clerk's Office, the libraries, and the Community Service Center.

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

Respectfully submitted,



Lenelle Suliguin
HCD Manager



Tatum Mothershead
Director, Economic & Community Development

Attachment A
FY25-26 CDBG allocations

ACTIVITY	PY25-26 Recommendations
Administration	
General Administration	176,094
Project Sentinel/Fair Housing	19,363
subtotal	195,457
Capital Projects	
Early Learning/Childcare Center	719,082
subtotal	719,082
Economic Development	
Renaissance Entrepreneurship	35,000
Upwards	48,000
subtotal	83,000
Housing	
Rebuilding Together/Safe at Home	40,000
City Residential Rehab	500,000
subtotal	540,000
Public Services	
Life Moves/Family Crossroads	18,000
Peninsula Family Service	30,000
Project Read	20,000
Daly City Partnership/After School Enrichment	20,000
HIP Housing	15,000
Legal Aid Society	25,000
subtotal	128,000
TOTAL	1,665,539